

EFFECTIVE REVIEW OF RESUMES



When posting a job advertisement, there is always the danger of your inbox being flooded and overloaded with CVs - many of them will be relevant and encouraging, but some of them may not! So how do you separate the hot prospects from the cold leads? Candidate recruitment is in our DNA here at Curamoir and as such we have extensive experience and understanding of how to review a resume and what to look for. We share some of the tips and tricks of the trade in this article.



1 SCREENING A CANDIDATE'S CV

If a reputable organisation advertises a highly sought after role, the likelihood of being bombarded with interest is high. Screening a CV does not have to be a long, arduous, drawn out process. With a bit of strategic thinking and by following the steps below, reviewing a stack of resumes should become a whole lot easier.

Scan through the resume and covering letter for the following:

MANDATORY QUALIFICATIONS

Remember all of the essential skills that you outlined in the advertisement and ensure the candidate has these. For example, if AHPRA is a fundamental requirement of the role, they will not get the position without it. If a Degree or AASW membership is correlated with your government funding, then it's a pre-requisite for the role. If the candidate doesn't possess the mandatory qualifications, you can move that CV to the bottom of the pile.

NECESSARY EXPERIENCE

This differs from mandatory qualifications as the employer has some discretion around how pivotal the experience is to their ability to do the job. As an example, if management experience is necessary to lead and manage a difficult team through a period of change then management experience is of course something a candidate would need for this challenge. The number of years or type of experience needed would be entirely subjective but you could quickly rule out any unsuitable candidates who do not have any management experience at all. However, if you believe there is opportunity for the candidate to learn and develop on the job, you may keep their CV in the mix.

REVIEW THE CANDIDATE'S JOB HISTORY

You are obviously scanning their employment history to gauge whether they are suitable for your current role. Does their job experience match well with the requirements of this role? Has there been any job hopping or significant employment gaps? Job hopping or significant gaps can be serious red flags but reserve judgement until you can clarify the situation as there may have been a legitimate reason.

Making a difference to the people making a difference

EFFECTIVE REVIEW OF RESUMES



1 SCREENING A CANDIDATE'S CV

continued

CONSIDER ADDITIONAL FACTORS

Are there less tangible aspects about the candidate that jump out and appeal to you? Do you get a sense they could be trained and developed into a great employee if given the opportunity? If so, perhaps they are worth an interview to explore the possibility of them being the right person for the advertised role, or if not, perhaps a future role.

PREPARE YOUR SHORTLIST OF PROSPECTIVE CANDIDATES

Once you have your shortlist of candidates, take your key internal stakeholders through the list to solicit their input and gain agreement on the candidates you will take forward to the interview process. Ensuring you are all on the same page in the early stages will save time and headaches later on. There is nothing worse from a candidate's perspective than to be notified that you are on a shortlist for an interview only to be told later that it has to be cancelled due to internal issues. This does not bode well for your company's integrity or reputation!

2 TUNNEL VISION

A lot of recruiters and hiring managers make the mistake of only looking at candidates for a specific vacant role which they are looking to fill at that point in time. We sometimes refer to this as having "tunnel vision". Quite often you will receive applications or CVs from candidates who could have skills, attributes and qualifications from which your organisation could benefit in the longer term, but just aren't perfectly matched to the current role being advertised.

Any candidate that sends you a CV is doing so for a reason. They are active and looking for work. We recommend you keep an open mind when reviewing CVs and when you see a candidate that jumps out at you - consider meeting with them proactively about additional future opportunities. You never know, you may have an opening for them in the weeks or months to come or another department may even have a role for them now.

Your recruitment consultant can also be a great resource in helping to match desirable candidates with jobs that may not have been advertised.

The team at Curamoir Healthcare Recruitment are always here to assist with any aspect of your job search. Just drop us an email or give us a call to discuss how we can help.

 Donnchadh.Lawlor@Curamoir-hr.com.au  (02) 8355 7362