



Recruiting & Search
Outplacement
Human Resource Consulting
Assessments
Talent Management

First-Rate Resumes

Sorting through the daily stack of incoming resumes is not an uncommon task within human resources. How can you be sure you're drawing out the strongest candidates for your open positions? Do you really know what to look for while skimming through the seemingly endless sea of paperwork? Of course the first thing we all look for is skills and experience, and while not to be overlooked, there is a lot more you can gather from first glance at a candidate's resume.

Grammar and Spelling

Though most of us do not possess the vocabulary of Merriam-Webster, it is still important to focus on accurate spelling and grammar within the workplace. Direct your attention to the resumes and cover letters which are relatively error free, helping to ensure the candidate has the proper communication skills to work with both your internal and external customers. Chances are, if there are mistakes on the resume, you can expect the same carelessness on the job.

Employment History

Review the dates of the candidate's previous positions. Is there a record of longevity and dedication to past employers? Or has the candidate produced some quick turnaround times with little experience to show from one position to the next? Though the time when an individual would stay with one company throughout their career is long past, you want to be sure that your organization does not end up as the layover on the way to a better opportunity.

Also be aware of any employment gaps which may indicate potential issues to be uncovered. Any time spans longer than a few months should be accounted for, whether by education, part-time positions, consulting work, or even staying home to take care of children in the role of homemaker.

Keep it Simple

As you may know, the average resume only receives a few seconds of a hiring manager's time. It's impossible to review a five-page resume with a quick glance. If it can't be stated clearly in two pages, then it's probably not worth putting on the resume. It doesn't matter if the candidate has two years of experience or 20; length does not necessarily equal experience.

Watch for Results

Does the candidate have proven accomplishments and are they clearly outlined in the resume? Look for specific numbers to back up outcomes. Have sales been increased? Has time been saved? Quantifiable results speak volumes and are easy to note upon first glance of the resume.

Whether you are looking to fill an executive-level position or seeking a part-time employee, utilizing these tips will help you to easily find the cream of the crop. The attention-to-detail behind a resume should serve as your first impression of any candidate who wants to become a member of your team.

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