



# Resume Screening

Sci.bio SOP

Maintaining a high standard of quality even with a large volume of applicants.

## Purpose

After publishing the job description and sourcing for candidates, you may have hundreds of resumes in your inbox. It may seem overwhelming to find the right candidate, or candidates, in such a large quantity of applications - so, you should not be searching for your ideal candidate at this stage. When scanning resumes, disqualify as many candidates as you can. Strive to narrow the hundreds of applicants into a dozen or so candidates.

## Sourcing

Using the job description, pinpoint specific skills and qualities that are necessary in the ideal candidate. In this way, your sourcing will already be aligned with your screening process. The more obvious screening criteria is to candidates, the fewer number of people will apply to a job for which they are not clearly qualified.

## Resume Screening

Prior to scanning the resumes for qualifications, you should have obtained a list on must-have and prefer-to-have skills and qualities from the Hiring Manager. Focus on the deal breakers! This can range from specific technical skills, geography/relocation, years of experience, certification, work authorization, degree requirements, salary range, to remote work. If any of these items are “non-starters”, then politely close the candidate out (see template below). Move the candidate from “New” to “Disqualified” in the Scibase Flowbar.

### ***Polite Rejection Post-Resume Review***

*{{Candidate First Name}},*

*Thank you for your application to {{Company}} for the {{Job Title}} role. After reviewing your work and experience, we have decided to move forward with other candidates. That said, we would like to reach out to you in the future when a position opens up that may be a potential fit.*

*We appreciate your interest in {{Company}} and wish you success in your job search.*

Look for 'red flags' that signify unideal attributes such as a history of job hopping (i.e. less than 1 year), long tenure at a company with a lack of career progression, cover letters that obviously are templates, spelling or grammatical errors, lack of specific credentials / licenses skill areas required for the role, or excessively detailed resumes. Don't necessarily disqualify the candidate, but keep an eye out for verbosity, lack of efficiency, or garrulousness - all of which reflect poorly. Make sure to include this as a criteria for assessment in the phone screen should the candidate proceed to that stage.

### **Additional Analysis**

Although a resume primarily assists in assessing technical skill, it also opens the door for exchanges with the candidate that can serve as behavioral based analysis. If the applicant is asked to complete specific tasks - such as adding a cover letter, answering "What interests you about this role?", submitting the resume to a specific address or in PDF form only, or including references - and s/he is noncompliant, you can conclude that the individual is not valuing the role.

If the role has quantifiable results, look for those in the resume. For example, salespeople who hit 100%+ of quota or years of experience in a certain field. If you have an applicant tracking system (ATS) or another tool with keyword searches, start there and let the machine do the work. If you are posting lots of jobs and getting lots of applicants, investing in a tool like this could save you significant time and money. You are not making any game-time decisions, but rather just ruling out players who do not meet baseline qualifications.