

Reading and Short-Listing CV's

Top Hint

Most CVs should
not exceed two
pages

Since the dawn of the Internet the average number of applicants applying to jobs has risen significantly. Which means more CV's to read. Depending on the job advertised you are likely to receive a wide number of applicants. Using a recruitment agency can cut down on filtering large numbers of CV's and save valuable time. Whether working with a recruitment agency or not here are some hints and tips that will help

- ✓ **Layout.** You can quickly determine someone by the layout of the CV. If you are finding it difficult to read and pick out the important parts it might indicate a disorganised candidate
- ✓ **Length.** Most CVs should not exceed two pages. Of course, some discretion can be used but if you find a 10 page CV on your desk it indicates a person who hasn't understood how to apply for a job. Applicants can give you additional info when requested
- ✓ **Content.** Are key skills and experience outlined? It should be easy to quickly determine whether a person is suited to the role
- ✓ **Presentation.** It should be clear and easy to navigate. As an example you'd expect the following kind of format
 - Name
 - Contact details
 - Summary of Key experiences and qualifications
 - Professional Experience (most recent first)
 - Education
 - Extensive list of skills
 - Hobbies / Interests
 - References

- ✓ **Strengths.** A candidate should outline key strengths and have you thinking “I really want to speak to this person”
- ✓ **Skills.** The applicant may list all the skills on your job specification. Look a little deeper into skills used in their past roles and make sure they have been using them to your satisfaction
- ✓ **Examples.** Particular projects or skills should be given. A lot of candidates are vague. Normally because they don’t have the necessary skills and experience you are looking for. Someone who really knows their stuff will make examples clear and easy to read
- ✓ **Achievements.** What has the candidate done that made a real difference? Can the achievements in the last job make a difference to your job?
- ✓ **Positive.** What kind of language has the candidate used to describe past jobs and experiences? If you detect negative language be careful, negativity can have a detrimental affect on a team
- ✓ **History.** A candidates work history can often give an indication of how they work. Has the applicant gradually been promoted or were they happy to stay in the same position for years? Depending on the job you are recruiting for either could be a bonus
- ✓ **Detail.** Keep an eye out for dates of jobs, education and other time labelled attributes. Some candidates may try and fill gaps in their careers and not have the length of experience you are expecting

Top Hint

What has the candidate done that made a real difference?
Can the achievements in the last job make a difference to your job?