

Resume screening checklist

The six-step method for screening a large pile without missing good candidates, on one page.

Role _____ Applications received _____ Time budgeted _____

Before reading anything

- ☐ **Three to five requirements**, each written as evidence you'd expect to see, and each a qualification, not a duty
- ☐ No year counts: ask for what the years were meant to produce
- ☐ Each one marked must-have or nice-to-have
- ☐ **Knockouts** only for yes-or-no facts (licence, right to work, a fixed shift), asked as direct questions
- ☐ **Sorting rule** written down: Recommended = every must-have shown; Possible = none not met, at least one unclear; Requirements not met = a must-have not met or a knockout failed
- ☐ **Time budgeted**: 2 to 4 minutes per application, in sessions of about an hour

While reading

- ☐ Each requirement marked **shown, unclear** or **not met**
- ☐ A few words of evidence for each mark
- ☐ "Not mentioned" marked unclear, never not met
- ☐ Sorted by the rule, not by overall impression
- ☐ Nice-to-haves order people within a group, never between groups
- ☐ Read in a different order from arrival, across sessions

Give "Possible" a real look

- ☐ For each: what single fact would move them up or down?
- ☐ Asked by a short call or a one-line email

Audit the pile you turned down

- ☐ About 1 in 10 of Requirements not met, at least 10, picked at random
- ☐ Each re-read slowly against the same list

YOU FIND	WHAT IT MEANS
None to move	The screen is probably doing what you intended
One or two	Find why (often a requirement's wording); fix it and re-check that pattern
Several	Stop. Rewrite the requirements before going further

At the end

- ☐ Recommended group, Possible group resolved, rejected pile audited
- ☐ Evidence noted against every name
- ☐ Requirements carried into the scorecard and interview questions

Result: Recommended ____ Possible ____ Not met ____
Audit: sampled ____ moved up ____

From "How to screen a large pile of resumes without missing good candidates", sortthestack.com/blog/how-to-screen-a-pile-of-resumes