

Reviewing and Sorting Resumes

When reviewing applications and resumes consider the following:

- Skills
- Education
- Knowledge
- Experience
- What the applicant brings to the team
- Fit
- Gaps in years of service
- Consistency

As you read and evaluate all the resumes/applications, arrange them into three folders or piles, labeled:

- Yes (best fit)
- No (no fit)
- Maybe

Many applications you look at may be easy to distinguish as setting in the no pile based on the obvious no fit skills, knowledge and abilities that they demonstrate. Other things you should consider when placing applications into the “no pile” are those applications that are riddled with typos and are not organized in the proper business manner.

Those applications that closely match the skills, education, knowledge and experience you are looking for are easy to identify as the “yes pile.”

Finally, the hardest applications are those that have some skills, experience, and knowledge that you are seeking but perhaps there are gaps in years of service, or you may notice the person’s inability to stay at a job for more than a year. Applications that don’t have all the qualifications you are looking for or applications that seem subpar should be placed into the maybe file.

During this process if you end up with too many in the "Yes" and "Maybe" piles, re-sort these two groups again, to determine which applicants will be interviewed.

You should ignore the applicant's name, address or personal information to limit any subconscious biases.

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