

# Screening Resumes & Applications

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# Areas of Focus

- ▶ Value of Screening Applicants
- ▶ How to Screen Applicants
- ▶ Considerations When Screening
- ▶ Practice Opportunity



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# Who Makes the Cut?



- 1. Know the Position Requirements**
- 2. Create an Evaluation Grid**
- 3. Organize Resumes**





**Job Duties**  
**Qualifications**  
**Education**  
**Experience**  
**Knowledge, Skills**  
**& Abilities**

# Screening Activity: Highlight Key Factors in Job Description

WAYNE STATE  
UNIVERSITY  
HUMAN RESOURCES

Role of a Talent Management Coordinator

## SCREENING ACTIVITY PROGRAM SPECIALIST JOB DESCRIPTION

### Essential Functions (Job Duties)

#### JOB PURPOSE

Provides program management and administrative support to meet the needs of the Organization and Employee Development (OED) Department within the Human Resources Division. Plans, organizes and coordinates training programs and marketing activities for the promotion of new and existing OED initiatives and interventions. Provides administrative support for day-to-day office operations.

#### ESSENTIAL FUNCTIONS

Administer day-to-day office operations: receiving and directing incoming phone calls, visitors and guest trainers/facilitators; ensuring and adhering to departmental procedures as they pertain to "checking in and out" of training rooms; oversee departmental record keeping; handling all departmental financial record keeping (account reconciliation and projections), processing personnel and payroll transactions; prepare Special Payment Authorizations, Purchase Requisitions, Change Order Requests, Internal Requisition and Inter-account Bills, Travel Expense and Authorization Reports, and other documentation as needed to process transactions.

Coordinate department training calendars and schedules through the use of outlook/[Zimbra](#) and through the utilization of Training Seminars and Workshops. Provide training support for other departments who seek

and







# Put Lots of Weight on Cover Letters

Shows personality

Quickly summarizes

First impressions

No letter = no interview?

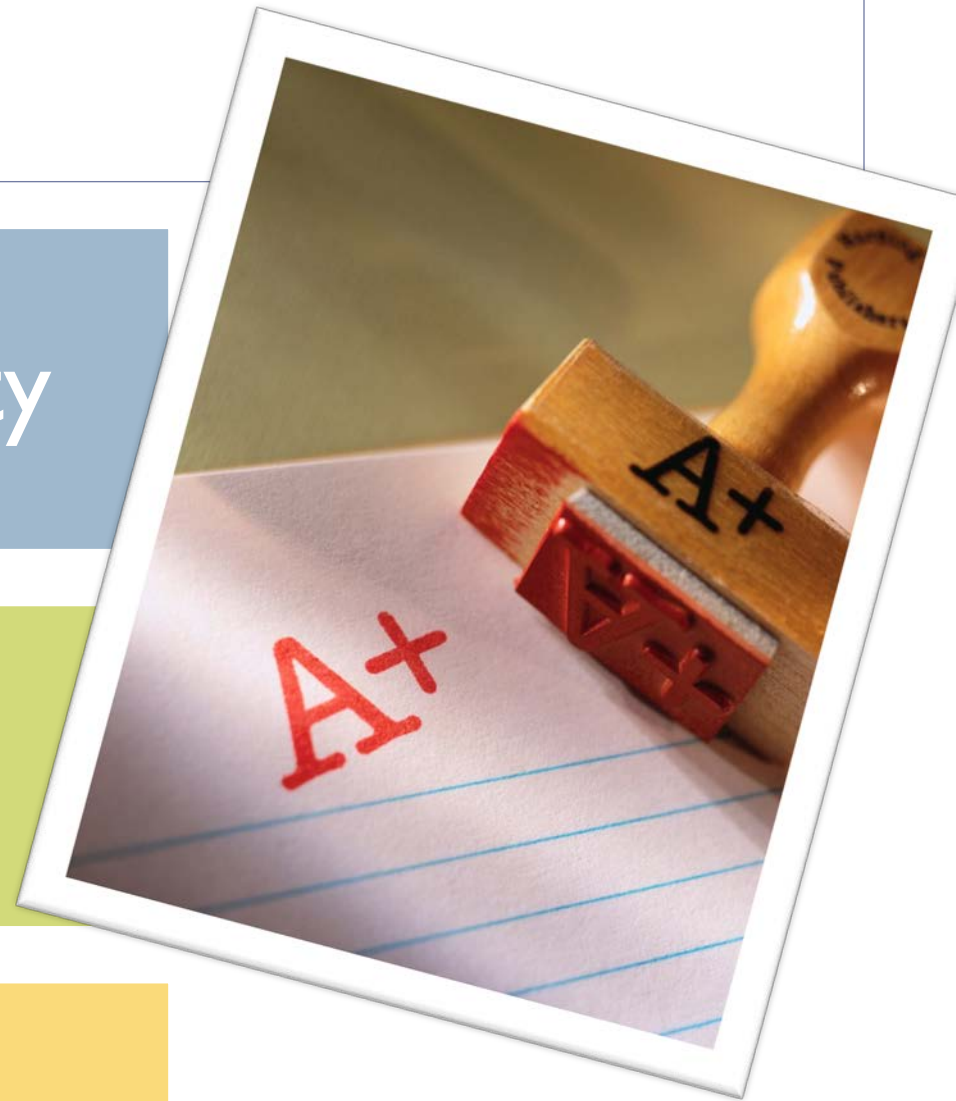


# Grading Resumes

Readability

Match the  
position

Job  
characteristics



## What Red Flags May Be Found?



# Accelerate's "*Recognizing Red Flags*" Summary



- ▶ Unexplained Career Gaps
- ▶ Job Hopping
- ▶ Vague Statements
- ▶ Static Careers
- ▶ Sloppiness

**Clarify – Define - Tighten**

# Internet Search?

Good source of  
information

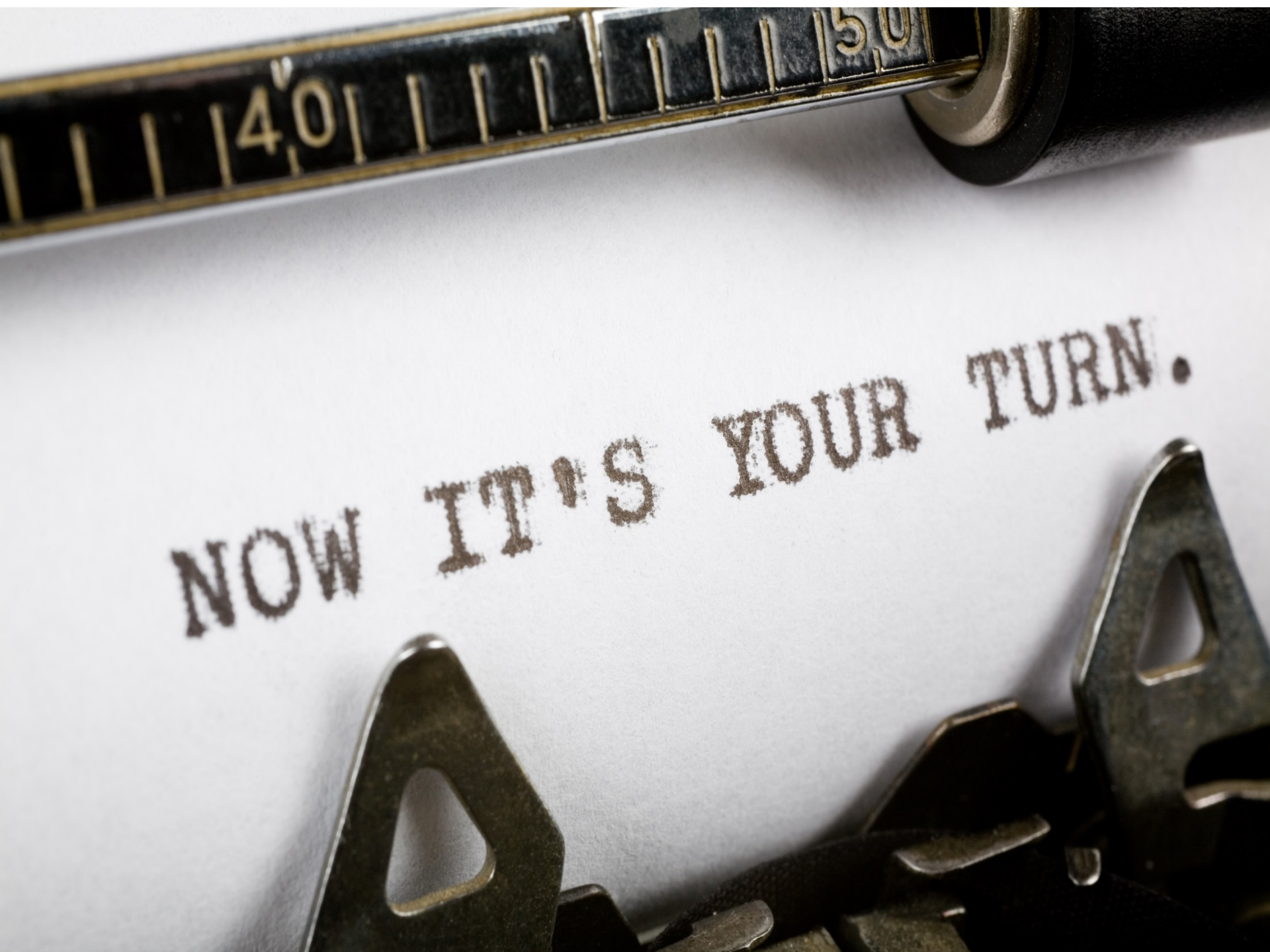


Use it as a tool



Not a deciding  
factor





NOW IT'S YOUR TURN.

# Initial Phone Interview

First impression

Prepare questions

Communication skills

Quick and easy



# What Phone Screen Questions Would You Ask a Potential Program Specialist?





# Phone Interviews – Possible Questions

- ▶ Job History
- ▶ Salary
- ▶ Travel & Relocation
- ▶ Goals
- ▶ Strengths & Weaknesses
- ▶ Start Date



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