

WHAT TO LOOK FOR IN RESUMES

When reviewing resumes there are certain positive qualities you look for, as well as things you should be wary of, if found in the resume.

Some positive things to look for in the resumes you review:

- cover letter
- specific dates
- specifics to your job description
- path of professional development including courses, volunteer work
- signs of achievement/results
 - cost conscious
 - stability/career direction
- overall construction and appearance
- career goal is in line with the job being offered
- evidence of progressive upgrading.

Some things you should be wary of if found in the resume are:

- disorganized presentation
- lengthy descriptions of education
- obvious gaps in work background
- too much personal information
- unfavourable comments about previous employer
- typos, grammatical errors.

Once you have reviewed the resumes, it is beneficial to divide them into three groups:

1. Definite
2. Maybe
3. No.

When going through your **definite** pile, read the experience portion of the resume to determine which candidates have experience relating to your job description and operational needs. The resumes that communicate skills and experience relating directly to your job description and operational needs should be interviewed.

To be fair in your interview process, you should go back and review some of the resumes you put in your **maybe** and **no** piles. Occasionally, an applicant may have some great skills that you did not see in your first review.

In adherence with the Freedom of Information and Protection of Privacy Act all resumes must be kept by the interviewer for one year.