Resume Screening Procedures

Screening resumes usually involves a three-step process based on the role's minimum and preferred qualifications. Both types of qualifications should be related to on-the-job performance and are ideally captured in the job description.

These qualifications can include:

- Work experience
- Education
- Skills and knowledge
- Personality traits
- Competencies

Step 1: Screening resumes based on minimum qualifications

Minimum qualifications are the mandatory qualifications that a candidate must meet to be able to do the job. A simple example of a minimum qualification is whether the candidate is legally able to work in the country.

These types of qualifications are often considered knockouts because either the candidate has it and can move forward or they don't and gets screened out of the process.

Candidates that meet the minimum qualifications move onto the second step of screening resumes.

Step 2: Screening resumes based on preferred qualifications

Preferred qualifications are non-mandatory characteristics that would make someone a stronger candidate for the job. A common example of a preferred qualification is whether the candidate has prior related work experience.

These types of qualifications are often called *nice-to-haves* and are generally more qualitative than minimum qualifications (e.g. strong communication skills).

Candidates that meet both the minimum and preferred qualifications move onto the shortlisting step of resume screening.

Step 3: Shortlisting candidates based on minimum and preferred qualifications

Deciding which candidates gets shortlisted for the interview phase depends on your recruiting needs.

For high volume recruitment, generally all candidates that meet the minimum qualifications move forward to the interview process. For low volume recruitment, generally only the top few candidates that meet both the minimum and preferred qualifications receive an interview.

You can determine how many candidates you should shortlist using your recruitment conversion rates.

Based on recruiting data, the average recruitment conversion rates are:

- 12% for application to interview
- 17% for interview to offer
- 89% for offer to acceptance

That means for every 100 candidates you screen, you need to shortlist 12 of them to interview, two of them will receive an offer, and one candidate will accept to result in one successful hire.

The important thing to remember is that your screening process is applied consistently and objectively across all resumes.

Source: Ideal - https://ideal.com/resume-screening/