

Resume Screening Checklist (Expert Edition)

Before you screen

- Align with the hiring manager on must-haves, nice-to-haves, and deal-breakers
- Review the job description for clarity and realism
- Prepare or update pre-screening questions in your ATS
- Define red flags that require context (not automatic rejection)

While you review resumes

- Confirm required years of experience are met
- Look for role-specific tools or platform proficiency (e.g., Figma, QuickBooks)
- Verify licenses and certifications if applicable (e.g., CPA, RN, PHR)
- Scan for performance signals: promotions, metrics, impact statements
- Evaluate industry relevance and context (company size, domain, tools)
- Flag any red flags for deeper review (frequent job changes, gaps)
- Assess communication skills via clarity, tone, and formatting

After your review

- Stack-rank candidates into Tier 1, Tier 2, or Tier 3
- Move Tier 1 candidates forward for interviews
- Re-engage or reject Tier 2/3 candidates respectfully
- Record observations for calibration and future reference