Assessing written documents

1. Review the résumé / CV for the following items, making notes of your observations and any questions that arise as relevant to the job, noting that some of these items may not be relevant for every job:

* Compare employment history and its applicability to the job you are filling, including transferable skills.
* Notice:
  + if there is a career pattern, specialisation pattern, a random collection of past jobs or drastic career changes that may not seem reasonable
  + the length of time in each job or if there is an excessive number of jobs in a short time
  + If there is a gap in employment, but do not assume they are due to negative reasons. There may be reasonable explanations, such as, relocation, return from career breaks or completing a qualification.
  + if changes in jobs appear to be promotional or progressive lateral moves
  + spelling and grammatical errors and poor formatting, which may be important negative indicators for jobs where high-level writing skills are important but immaterial for entry-level jobs
  + motivation and values alignment in the types of jobs held (paid and unpaid), the achievements cited, self-described and personal attributes.

1. Review other documentation you requested from applicants. Amend your notes about the applicant, including whether they did not provide the requested documents or if they exceeded page or word limits.

Exceeding page or word limits should not necessarily rule the applicant out. You may do this, but in doing so you may overlook someone with great skills and experience.

How you choose to proceed if someone does not follow the application instructions will depend on how many applications you received and on the job requirements. For example, for a maintenance job role is it essential that applicants can write succinctly?

It is important to treat every applicant in the same way and document your reasoning. If you reduce a rating or disallow an application because they did not follow application instructions, you must take the same action for any other applications with the same issue.