

Hiring the best and retaining them too

Part II

Screening CV's

What a Chore; so tedious, so much to sift through. Wish it could all go away? Well it can't, but there is a quick and efficient way to sift.

The key word here is quick:

move quickly because time lost equals talent loss

Last month I talked about creating the profile of the ideal candidate. If you've done this, then prior to looking at the CV's, list at least the 5 most important aspects of the candidate you seek. For example:

1. Do they need to have excellent written communications skills?
Read the cover letter – errors? Put the CV aside
2. Do they need to possess a specific degree?
Go to the top of the first page – if there's a degree, that's where it will be
3. Do they need to have had at least 3 years in the field?
The body of the CV should hold all their work experience
4. Do they need to have previous managerial experience?
This information should be found in the body as well
5. Do they need to understand a specific manufacturing process?
The bottom of the last page, should summarize all their hard skills and the top of the first page; areas of expertise, etc.

Now it's time to:

- Rate the CV according to criteria, i.e., 3/5, 4/5, etc.
- Review the top rated CV's in full, to find out more about your best candidates
- Ask yourself questions as you study the CV's. I prefer the W5 approach, for those of you old enough to remember that news show: "who, what, where, when and why" Record your questions to statements that require validation as per the following example:

"In collaboration with the Legal department, negotiated, concluded, and managed several Partnership agreements"

- *who* is self explanatory (the legal department)
- *what* problems did you encounter
- *where* were these partnerships
- *when* during the process, did you get involved.
- *Why* was your involvement necessary

The feedback I have received is that this process alleviates having to sometimes look at the same CV several times and definitely assists in the preparation of the interview(s).

And remember: the candidate not suitable today, may be suitable for a future hire

See you next month when we discuss interviewing.

If you wish to comment or contact Linda regarding this article or suggest issues you would like addressed in future articles, e-mail her at:

lconstant@optimusperformance.ca