

# Tips and Tricks for Reviewing Resumes

- Initial screening is accomplished by reviewing applications, cover letters, and resumes in the **Page Up** applicant tracking system.
- Applicant screening for exempt positions is decentralized with the hiring supervisors being responsible for the search and its full compliance.
- Human Resources takes responsibility for screening nonexempt pools

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## **Review resumes and cover letters thoroughly.**

The resume tells you the history of the individual's accomplishments and the cover letter explains how that individual would fit into the position and within your department.

## **Look for relevant education and work experience.**

Don't expect to find an exact match for the open position, and don't discount non-traditional backgrounds, volunteer experience, and extracurricular activities that may appear on a resume.

## **Look at dates of employment.**

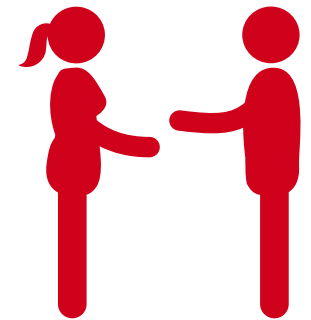
Are there any large gaps? What is the average length of service at each previous employer listed?

## **Look at the progression of jobs.**

Are there transfers, promotions, or job changes that indicate professional growth and development? Does the progression of jobs indicate a willingness to learn new things and take on new challenges?

## **Make note of any applicants that are internal applicants and/or Lehigh alumni.**

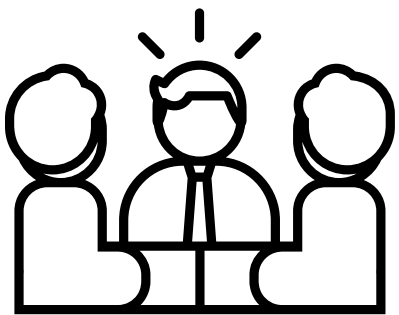
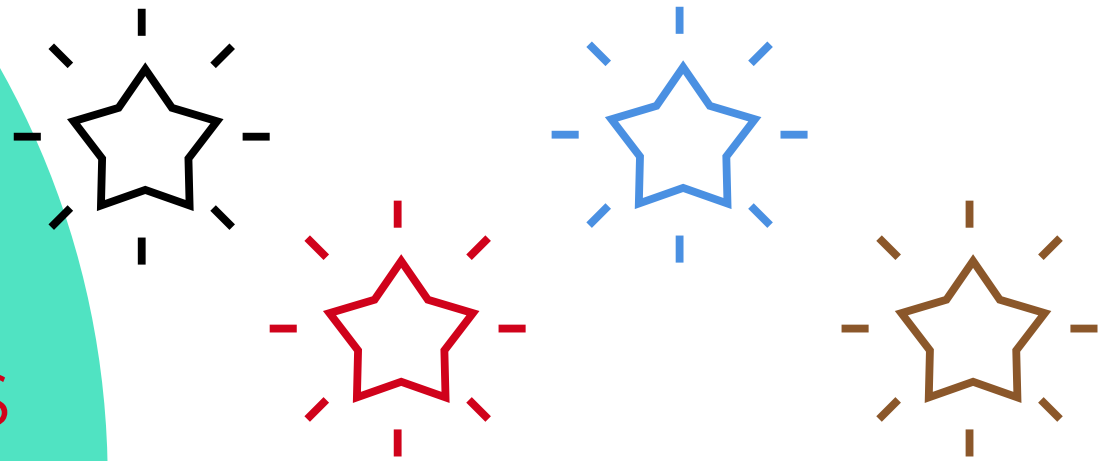
Within the applicant tracking system there are flags to assist you with this, however not everyone may have self-identified



Remember, **soft skills** are as important as work related experience and technical skills. Soft skills are what is considered the “intangible” traits which come natural to an individual verses having to be taught. For example; you cannot teach someone to be positive if they are a negative person but you can teach someone a new process if they are willing to learn.

Keep an  out for other types of talent

- INTERNAL APPLICANTS
- ALUMNI
- GRADUATE STUDENTS
- COMMUNITY PARTNERS



Keep in mind that you can separate candidates into different groups such as the “qualified candidates,” the “maybes,” and the “unqualified.” Feel free to also assign individuals tags in order to highlight them as potential candidates in other pools. Just because the individual may not be the right match to your position, doesn’t mean that they wouldn’t be a match for another position at Lehigh. Feel free to share potential candidates like this with a colleague.

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