

Posting a job ad often means receiving tens, if not hundreds, of resumes. Examining each one in detail can be time consuming. A great way to quickly isolate which resumes are promising is to develop a resume screener. A screener is a list of the knowledge, skills, abilities and other characteristics (KSAOs) that are necessary to perform the job adequately. You can quickly compare a resume against your list to determine if the applicant might be a good fit for the position.

When compiling your list of KSAOs to screen resumes, be sure to differentiate between ‘must have’ qualifications and ‘nice to have’ qualifications.

Some examples of ‘must have’ qualifications are:

- Valid driver’s license for a delivery driver position
- Valid CPR training for a life guard position
- Ability to read, write and speak French for a tourism job in Cheticamp

Essentially, ‘must have’ qualifications are those that a candidate has to have in order to be able to perform the job. This type of qualification usually includes certifications, licenses, training or very specific experience.

‘Nice to have’ qualifications are those that will help with job performance but aren’t necessary. Some examples are:

- Sales experience for a retail position
- A graduate degree for a laboratory research position
- Management experience for a construction foreman position

These are examples of things that would help with job performance but are not necessary in the sense of being a specific skill. Possessing these qualifications may make an applicant more attractive, but not possessing them should not disqualify a potential hire. Do not screen out resumes based on lacking ‘nice to have’ qualifications. Only screen out a resume based on it lacking ‘must have’ qualifications.

Here is an example of some “Must Have” and “Nice to Have” qualifications for a day care worker:

MUST HAVE

- First aid
- Cardiopulmonary resuscitation (CPR)
- Early Childhood Education Diploma
- Child Abuse Registry Check
- Criminal Background Check

NICE TO HAVE

- Experience working with children
- Experience working with children with mental and physical disabilities
- Experience working with infants

RESUME SCREENING WORKSHEET

Screening Criteria: Select the set of Essential, ‘must have’ qualifications, those that a candidate has to have in order to be able to perform the job. For example, certifications, licenses, training or very specific experience.

MUST HAVE QUALIFICATIONS:

- 1.
- 2.
- 3.
- 4.
- 5.

EXAMPLE:

Applicant	Qualification #1	Qualification #2	Qualification #3	Qualification #4	Qualification #5	Meets Screening Criteria
1. Doe		✓	✓		✓	—
2. Smith	✓	✓	✓	✓	✓	✓

Applicant	Qualification #1	Qualification #2	Qualification #3	Qualification #4	Qualification #5	Meets Screening Criteria
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						