

Resume Revelations

A resume shows just what the candidate wants you to see, yet when you read between the lines, it can tell you a great deal about the candidate's skills, motivation, and character. The resume tell you much of what you need to know about a candidate:

Skills

- Has the candidate done this job elsewhere?
- Do they have the skills you require?
- Have they augmented their skills with on-the-job or outside training or classes?
- Did the candidate make a contribution with previous employers? Are they likely to do the same in your organization?

Character

- Does the candidate seem to have the energy and confidence to do the job?
- What is the evidence that they will be conscientious, hardworking, and determined?
- Did the candidate stay with previous employers for long periods of time?
- Does the evidence suggest the candidate will fit in and be a team player? Have they worked collaboratively in the past?
- Will they be easy to manage? Have they job-hopped, which might suggest issues with previous managers? Do coworkers rather than managers comprise their reference list?
- Will the company's management style and corporate culture suit them? Is the management style or culture of previous employers similar to your management style or company's culture or drastically different?

Salary Expectations

- Is the job's salary range appropriate to their salary history?
- Is the salary what they need to earn?
- Do the benefits meet their needs?
- Can the company afford them?