



Job Connections

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Job postings

Geek Squad Counter
Intelligence Agent – Computer
Tech Job
Best Buy
10901 Georgia Ave
Wheaton, MD 20902
www.bestbuy.com

Geek Squad In-Store
Computer/Electronics
Technician
Best Buy
4710 Cherry Hill Road
College Park, MD 20740
www.bestbuy.com

Geek Squad In-Store
Computer/Electronics
Technician
Best Buy
2300 Petrie Lane
Lanham, MD 20706
www.bestbuy.com

How Employers Screen Resumes

For each job opening an employer posts, hundreds of resumes are submitted. Before the growth of the internet, when far less resumes came in, human resources staff would review these resumes. But with the huge increase in the number of applications submitted, employers can no longer afford to have staff conduct the initial resume screening. Instead, resumes now go through a 3-step review process.

Whether resumes are submitted online or by regular mail, in the first step, all resumes will initially be scanned using a computer program. This program will be looking for a handful of key words or phrases that are in the job description. When you apply for a job, look over the job description carefully, and you'll find that these key phrases are the first few items listed in the job description. For example, if a job description for a computer technician job lists "software installation and upgrading experience" at the top of the list of qualifications, be sure to list your experience using those exact words, as well as other key phrases. If you can't honestly list at least 3 of the top qualifications outlined in the job description, you will not make it to the next level. Some jobs have different titles, so if you had the title of administrative assistant at a previous job, but you were in fact the office manager, it is fine to put for your job title Administrative Assistant/Office Manager on your resume.

The next step is done by a staff member, when the resumes are more carefully reviewed. At this point, after going through the computer scanning program, the number of resumes is now narrowed down to a much smaller quantity. The reviewer will look at the total number of years' experience candidates have, training related to that specific job, and salary range if it was requested in the job announcement.

The third step is when a reviewer looks for such things as gaps in employment or several short-term jobs. They will also look to see if the applicant was ever recognized as employee of the month other and achievements. Other factors that the reviewer will consider is: what you achieved for the companies you worked for; such as developing customer loyalty, reducing complaints, etc.

Most resumes get screened out at the first step, as outlined above. If you don't meet the minimum requirements, you are wasting your time applying for that particular job. It's more important to find a handful of jobs that you qualify for, instead of applying for 10 that you don't meet the requirements. Concentrate on the ones you do qualify for, and make sure that your application uses the right terms, has no spelling errors, and lists your achievements.

After the first or second step, some employers look at Facebook and other social media sites to get a better idea of what the remaining candidates are like. Be sure that you don't have any pictures or items that would be embarrassing. This goes for the message on your voicemail. You want to sound professional, so no music or slang in your message.

Also, many employers have online questionnaires that ask questions to determine your honesty and values. They may have a time limit, so it's important that you think through your answers beforehand. You can apply for a position with a retail store that you aren't interested in working for, to see a good sample of these questions. Target and Giant have such questionnaires.

The process outlined here is in effect writing to the job description. This means that you will have different versions of your resume, based on what the job description calls for. It's more work, but if done right, will lead to better results.