



Screening & Shortlisting Candidates

Reviewing Resumes & Applications

- Look for relevant experience and skills.
- Watch for employment gaps and frequent job changes.
- Assess alignment with job requirements and cultural fit.
- Check for clarity, structure, and professionalism in resumes.

Screening Questions to Ask

- What attracted you to this role?
- What are your key skills and experience?
- What are your salary expectations?
- What are your career goals, and how does this role fit into them?
- How do you handle workplace challenges and pressure?
- What's your preferred work environment and team structure?

Red Flags to Watch Out For

- Vague job descriptions on resumes.
- Lack of references or unwillingness to provide them.
- Significant unexplained employment gaps.
- Overstated skills or misleading job titles.
- Poor communication skills during initial interactions.