

Employer Toolkit

RESUME SCREENING TIPS -HIRE SMARTER BY FOCUSING ON SKILLS, NOT STEREOTYPES.

When reviewing resumes, prioritize skills, experience, and results – not just education or past job titles. Strong candidates may come from nontraditional backgrounds or have transferable experience.

Focus on:

- Demonstrated skills related to the job description
- Measurable achievements (e.g., “Increased efficiency by 20%”)
- Certifications or licenses relevant to the role
- Work samples or portfolios (if available)
- Career progression or commitment, regardless of degree

⚠ Watch for Bias Triggers

 Bias Trigger	 Alternative Approach
Gaps in employment	Look for skills gained during that time (e.g., caregiving, freelance, education)
Unfamiliar schools or employers	Focus on duties performed, not name recognition
Job-hopping	Consider project-based work or industry instability
Long tenures at one company	Value loyalty and depth of experience
Nonlinear career path	Identify transferable skills and adaptability

Employer Toolkit

SAY THIS, NOT THAT: INCLUSIVE LANGUAGE FOR JOB POSTINGS

Sample Resume Screening Checklist

Use a quick rubric to score resumes consistently. You can adapt this to your own job descriptions.

Criteria	Score (1–5)
Required technical skills	<input type="text"/>
Relevant work experience	<input type="text"/>
Communication/writing clarity	<input type="text"/>
Certifications or credentials	<input type="text"/>
Overall alignment with job needs	<input type="text"/>

Tip: Consider reviewing resumes blindly (removing names and addresses) to reduce unconscious bias.

 **Disclaimer:** This toolkit is provided for general informational purposes only and does not constitute legal, HR, or compliance advice. Employers are solely responsible for ensuring their hiring practices comply with applicable laws. Charlotte County and its partners assume no liability for decisions made based on this content.

 Last Updated: October 2025