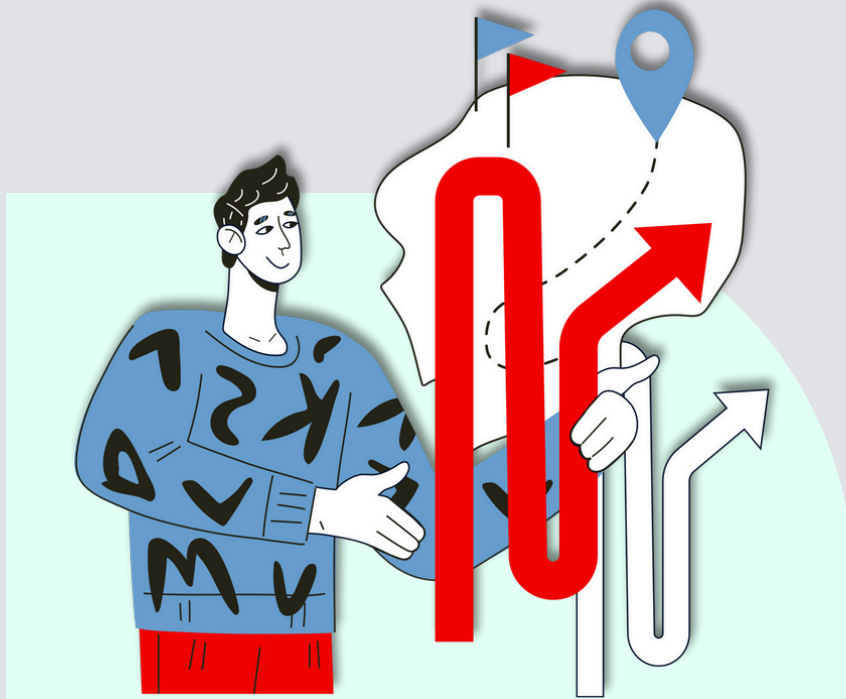

5 STEPS FOR READING RESUMES FOR SKILL-BASED CANDIDATE EVALUATION



A guide to navigating a new way to review resumes
for skills – not just experience.

INTRODUCTION



For company recruiters, understanding how to effectively read a skill-based resume is crucial for identifying the best candidates. Skill-based resumes, which emphasize abilities and achievements over chronological work history, are becoming increasingly popular. This guide provides a comprehensive five-step approach to help recruiters effectively evaluate skill-based resumes.

STEP ONE

IDENTIFY KEY SKILLS FOR THE ROLE

Before diving into resume reviews, it's essential to clearly define the core skills required for the role.

These skills can be categorized into three main types:

Hard Skills, Soft Skills, and Technical Proficiencies

HARD SKILLS



HARD SKILLS ARE SPECIFIC, TEACHABLE ABILITIES THAT CAN BE QUANTIFIED AND MEASURED. EXAMPLES INCLUDE:

DATA ANALYSIS

COMPUTER LITERACY

TYPING

CODING



SOFT SKILLS ARE INTERPERSONAL ATTRIBUTES THAT INFLUENCE HOW EFFECTIVELY INDIVIDUALS INTERACT WITH OTHERS
KEY SOFT SKILLS INCLUDE:

TEAMWORK

COMMUNICATION

PROBLEM-SOLVING

CRITICAL THINKING

ATTENTION TO DETAIL



SOFT SKILLS



TECHNICAL PROFICIENCIES



TECHNICAL PROFICIENCIES REFER TO SPECIALIZED KNOWLEDGE RELATED TO SPECIFIC TOOLS, SOFTWARE, OR MACHINERY. EXAMPLES INCLUDE:

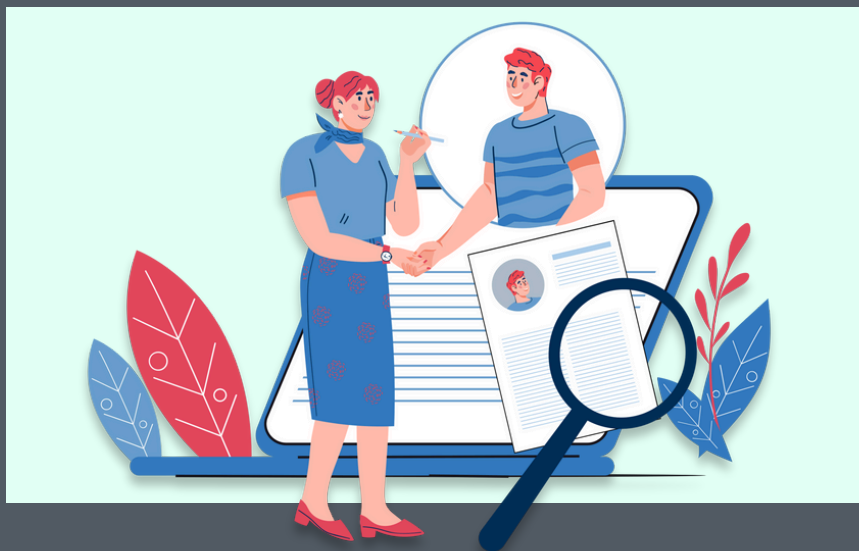
SOFTWARE PROFICIENCY

MACHINERY OPERATION



STEP TWO

MATCH SKILLS TO ROLE REQUIREMENTS



When reviewing a skill-based resume, the primary focus should be on matching the candidate's listed skills with required skills for the job.

GO BEYOND THE USUAL BULLET POINTS TO OUTLINE THE KEY SKILLS NECESSARY FOR SUCCESS IN THE ROLE.

REVIEW THE JOB DESCRIPTION



- Core Competencies: Identify the essential skills that are critical for the role. These are the day-one skills without which a candidate cannot perform the job effectively.
- Desired Attributes: Highlight additional skills that would be beneficial but are not mandatory. These can give candidates an edge but are not deal-breakers.

ASSESS SKILL RELEVANCE

Compare the candidate's skills against the outcomes expected for the role. Look for skills like project management, team leadership, or critical thinking essential for the position.

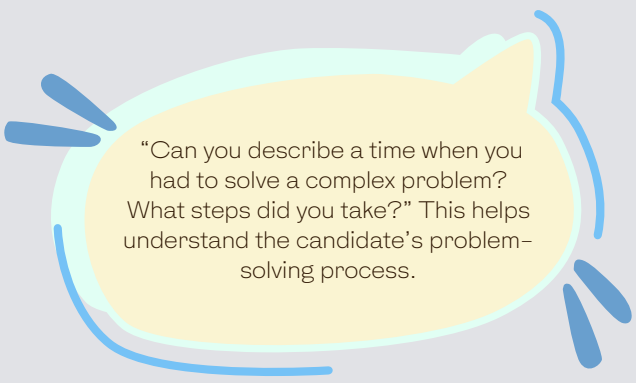


USE BEHAVIORAL AND SITUATIONAL JUDGEMENT QUESTIONS

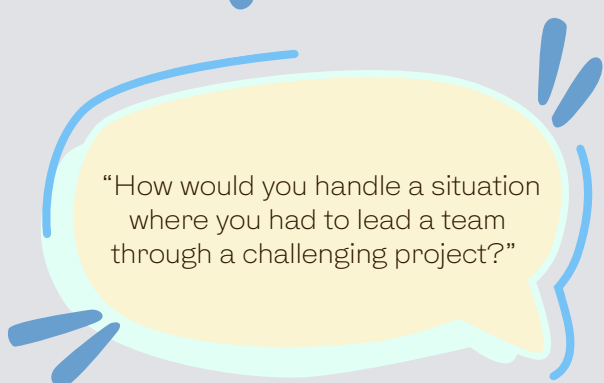
DURING INTERVIEWS, ASK QUESTIONS THAT REVEAL WHAT CANDIDATES HAVE LEARNED FROM PAST EXPERIENCES AND HOW THEY APPLY THEIR SKILLS IN REAL SCENARIOS

BEHAVIORAL QUESTIONS:

HELPS UNDERSTAND HOW CANDIDATE'S HAVE USED SOFT SKILLS TO OVERCOME CHALLENGES AND HOW THEY MIGHT PERFORM IN THE FUTURE.



"Can you describe a time when you had to solve a complex problem? What steps did you take?" This helps understand the candidate's problem-solving process.



"How would you handle a situation where you had to lead a team through a challenging project?"

SITUATIONAL QUESTIONS:

ENABLES THE CANDIDATE TO ADDRESS A HYPOTHETICAL SCENARIO AND OUTLINE THEIR APPROACH TO MANAGING IT IN THE FUTURE.

STEP THREE

ASSESS SKILL PROFICIENCY

SKILL-BASED RESUMES OFTEN INCLUDE A SELF-ASSESSMENT OF PROFICIENCY LEVELS. IT'S IMPORTANT TO EVALUATE THESE CLAIMS CAREFULLY.

CHECK FOR SUPPORTING EVIDENCE

A
N
D

VALIDATE KEY SKILLS

LOOK FOR EVIDENCE OR
EXAMPLES THAT
DEMONSTRATE PROFICIENCY.
FOR INSTANCE:

CERTIFICATIONS: VERIFY ANY
CERTIFICATIONS LISTED ON THE
RESUME TO ENSURE THEY ARE
VALID AND RELEVANT.
CERTIFICATIONS FROM
RECOGNIZED INSTITUTIONS ADD
CREDIBILITY.

PROJECT REFERENCES: REVIEW
DESCRIPTIONS OF PROJECTS THAT
SHOWCASE THE CANDIDATE'S SKILLS IN
ACTION. LOOK FOR DETAILED
EXPLANATIONS OF THEIR ROLE AND
CONTRIBUTIONS.

DON'T RELY SOLELY ON
SELF-REPORTED
PROFICIENCY. USE TESTS
OR ASSESSMENTS AS
NEEDED TO VALIDATE KEY
SKILLS.



STEP FOUR

CONNECT SKILLS TO EXPERIENCE

WHILE EXPERIENCE SHOULDN'T
OVERSHADOW SKILLS, IT'S STILL
IMPORTANT TO SEE HOW
CANDIDATES HAVE APPLIED THEIR
SKILLS IN PAST ROLES:

LOOK FOR DESCRIPTIONS OF ACHIEVEMENTS

EXAMINE THE RESUME FOR
DESCRIPTIONS OF ACHIEVEMENTS
THAT ILLUSTRATE HOW SKILLS WERE
USED EFFECTIVELY. FOR EXAMPLE:



- **Project Successes:** Highlight projects where the candidate played a key role in achieving successful outcomes. Look for specific results, such as increased sales or improved efficiency.
- **Quantifiable Results:** Look for metrics or data that demonstrate the impact of the candidate's skills. For example, "Increased sales by 20% through targeted marketing campaigns."

FOCUS ON SKILLS DEMONSTRATED

AVOID PLACING TOO MUCH EMPHASIS ON PREVIOUS JOB TITLES. INSTEAD, FOCUS ON THE SKILLS DEMONSTRATED AND THE RESULTS ACHIEVED. THIS INCLUDES:

SKILL APPLICATION:

ASSESS HOW THE CANDIDATE APPLIED THEIR SKILLS IN VARIOUS CONTEXTS. LOOK FOR VERSATILITY AND ADAPTABILITY.

OUTCOME RELEVANCE:

CONSIDER HOW THE OUTCOMES ACHIEVED ALIGN WITH THE REQUIREMENTS OF THE ROLE YOU'RE HIRING FOR. THIS ENSURES THE CANDIDATE'S SKILLS ARE RELEVANT TO YOUR NEEDS.



STEP FIVE

AVOID COMMON PITFALLS



Be aware of common pitfalls when evaluating skill-based resumes to ensure fair and effective assessment



RESIST PRIORITIZING EXPERIENCE OVER SKILLS

STUDIES INDICATE THAT EXPERIENCE IS NOT ALWAYS THE BEST PREDICTOR OF SUCCESS. FOCUS ON THE SKILLS THAT MATTER MOST FOR THE ROLE. THIS HELPS IN IDENTIFYING CANDIDATES WHO MAY NOT HAVE EXTENSIVE EXPERIENCE BUT POSSESS THE NECESSARY SKILLS.

The data from the table highlights the importance of certain factors in predicting job success. It indicates that Critical Thinking and Reasoning, with a coefficient of .53, and Behavioral Traits and Attributes, at .38, are significant predictors. This suggests that individuals who excel in these areas are more likely to succeed in their roles. In contrast, previous experience, with a lower predictive value of .13, appears to be less influential. This insight challenges the traditional emphasis on past experience, instead underscoring the importance of cognitive skills and behavioral attributes in achieving professional success. Employers might benefit from prioritizing these factors during the hiring process to identify candidates with the potential for high performance.

Education	.11
Training	.13
Previous Experience	.18
Interests	.10
Interview	.14
References	.26
Behavioral Traits and Attributes	.38
Critical Thinking and Reasoning	.53



ENSURE COMPLETE INFORMATION

MAKE SURE RESUMES PROVIDE COMPLETE INFORMATION, INCLUDING CONTEXT FOR EACH SKILL AND ITS APPLICATION. THIS HELPS IN MAKING A WELL-INFORMED DECISION. LOOK FOR DETAILED DESCRIPTIONS AND AVOID RESUMES THAT ARE TOO VAGUE.

LOOK BEYOND SURFACE-LEVEL DETAILS

Examine how skills align with the specific needs of your organization and the role.



CULTURAL FIT

Assess whether the candidate's skills and attributes align with your company's culture and values. This ensures a harmonious working relationship.



ROLE-SPECIFIC NEEDS

Consider how the candidate's skills meet the unique requirements of the role. This ensures the candidate can perform the job effectively.

CONCLUSION

By following these steps, recruiters can leverage the strengths of skill-based resumes, making informed decisions that lead to successful hires. Focus on the skills that matter most, and you'll find candidates who are truly ready to excel in the roles you're looking to fill.

