










RECRUITMENT CHECKLIST - REVIEWING APPLICATIONS: CV RED FLAGS

	Typos and mistakes <i>(i.e poor grammar, spelling mistakes)</i>
	Attention to detail failures <i>(i.e A CV or Cover Letter that makes reference to a different company than the job they are applying too, formatting issues, incomplete sentences etc.)</i>
	Short job tenure <i>(i.e moving between jobs frequently)</i>
	Breaks in employment <i>(i.e periods not accounted for in a person's career. Be cautious of CV's which only list years not months & years they may be masking a gap in employment)</i>
	Vague language <i>(i.e Use of ambiguous wording, such as "familiar with" or "participated in," may indicate a candidate assisted but did not manage or have serious involvement in a project/task)</i>
	Evidence that a career has gone backwards or plateaued <i>(i.e. A successful career typically illustrates a steady increase in responsibilities. If a CV shows backwards steps or a career plateau you should ascertain the reasons why. It could be by choice, circumstance or may indicate issues)</i>
	Failure to follow direction <i>(i.e you've asked for a document to be emailed in word format and you receive it in PDF format, you request a CV & Cover Letter and only receive a CV etc.)</i>
	Resumes and Applications That Take Advantage of the Current Employer <i>(i.e applications received during a work day could indicate the candidate completed the application while at work)</i>
	Lack of Resume Customization for Your Job Advertisement <i>(i.e a generic cover letter or CV that makes no mention of the role, required skills or company)</i>

NB - Not all CV red flags are a reason to reject an application outright but they should prompt you to probe further during the recruitment process.