

With compliments of



SIFTING CV's

A number of employers choose not to use application forms. The reasons why are many. Instead they invite applicants to apply for vacancies using their CV. This makes the process of selecting and de-selecting applicants for interview, assessment centre, etc difficult as there is no consistency in the presentation of CV's. Clear criteria and processes for sifting CV's needs therefore to agreed in advance. Where this is not the cases employers risk successful claims being made against them for discrimination. Such claims attach a limitless award, unlike unfair dismissal. Complete People Management strongly recommends the use of company application forms. However, where these are not used we recommend a very clear and translucent process is put in place for screening CV's.

1. Identify the skills, abilities, achievements and behaviours required for the job and ensure that these are covered in the:
 - a. Person specification
 - b. Job description
 - c. Job profile

2. Create a rating list.

List the skills, abilities, achievements and behaviours and give each a rating. For example:

- a. Writes clearly = 1
- b. Speaks clearly = 2
- c. Numerate = 1

Use and attach this rating list to each CV received and highlight the area on the CV where there is evidence of a, b or c, etc.

3. Sifting personnel.

Ensure that any personnel involved in sifting the CV's are trained to do so.

- a. Hold a separate briefing session for each job vacancy.
- b. Work together to screen the first CV's received to agree the format and to ensure consistency.
- c. Implement rechecks of all CV's by a second person.
- d. Record who checked and double checked the CV on the rating list.

4. Advertise the vacancy.

- a. Ask for their skills, abilities, achievements and behaviours to be indicated in their application.
- b. State clearly that the following must be excluded from their application:
 - i. Date of birth
 - ii. Age
 - iii. Marital status
 - iv. Ethnic origin
 - v. Start and finish dates of the employment
 - vi. Etc

Where this makes the advertisement too lengthy create a separate attachment or referral document with these requirements.

- c. Ask applicants to state why they left their previous employers.

5. Record the reasons why a CV was rejected. Indicating who made the decision.

6. Inform the applicant of the outcome of their application by letter.