

RESUME SCREEN GUIDELINES

Review each candidate's resume and only select them to move forward in the interview process if they meet the criteria below (each section is scored differently, as noted). NOTE: Neither industry experience nor length of time in a role is indicative of success. Do not hire from your industry unless certification is required for the role.

Formatting (Disqualifiers and Red Flags) – Not All Are Immediate Disqualifiers but Proceed with Caution

1. Resumes that only display years for dates employed (should show Month / Year)
2. Spelling and grammatical errors / typos
3. Dated or unprofessional email address (e.g., AOL, Hotmail, ISP addresses like comcast.net)
4. Using the Indeed.com Resume builder instead of having a formatted resume
5. No LinkedIn profile listed (Senior- and Mid-Level Positions)
6. Be leery of candidates who have left their current position prior to the month when the resume screening occurs.

Senior- and Mid-Level Positions (If 2 or more questions can be answered with “No”, disqualify the candidate)

1. Does the candidate include one or more metric improvements in their resume? Example: "Increased production efficiency by 15% through process optimization and workflow redesign, resulting in annual cost savings of \$250,000." Yes/No
2. Does the candidate have a history of promotion (promoted every 1.5 to 2 years unless they were in very senior positions)? Yes/No
3. Has the candidate had 2 or fewer jobs in the last five years, with no pattern of two-year job-hopping? Yes/No
4. Is the candidate outside of our industry? Yes/No (For roles that require certification, industry experience is expected — reverse the scoring.)
5. Does the candidate have a coherent, progressing work history (rather than several unrelated jobs)? Yes/No
6. Has the candidate had success / developed behaviors to have success in the job? For example, if we hire a store GM, have they had

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operations success? If we are hiring a salesperson, have they had sales success? Yes/No

Entry-Level Positions (none disqualify, but ideally, we don't advance a resume unless it meets at least one of these criteria)

1. Do they have anything on their resume that suggests achievement, such as employee of the month awards, or leadership positions in extracurricular opportunities (school teams or voluntary leadership roles)? Yes/No
2. Did the candidate earn scholarships for college or have a high college GPA (above 3.5)? Yes/No
3. Did they have success with internship opportunities? Yes/No

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