



TAKE NOTE

How Effective Note-Taking Improves Screening and Identifies Top-Quality Candidates.

Effective note-taking is critical to effective resume screening. The right strategy helps ensure consistency, maintain objectivity, and make better-informed decisions during the recruitment and hiring process. Here's how hiring managers can streamline and improve evaluations with simple upgrades to their annotations:

USE A SCORING SYSTEM

Assign a numerical or qualitative score in line with a rubric of job requirements.

Create a Standardized Template

Includes key assessment categories like qualifications, experience, skills, and achievements.

Highlight Key Strengths and Weaknesses

A visual distinction (e.g., color) aids quick reference during the decision-making process and facilitates effective communication with stakeholders.

Document Impressions and Observations

Note any standout achievements, unique experiences, or potential concerns. These help reduce the risk of biased decision-making later on in the comparison phase.

Take Consistent, Concise Notes

Use bullet points, abbreviations, or short phrases to capture key information efficiently and make it easy to locate specific details later on.

Use Technology Tools

Applicant tracking systems (ATS), recruitment platforms, or dedicated note-taking apps, offer features like keyword search, tagging, and easy access to candidate information.

Here's a Peek at Our System:

