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| **Title:** | **CV AND COVER LETTER SCREENING GUIDANCE** | | |
| **From:** | HR/Recruitment | **Date:** | 8 June 2016 |

**Introduction**

This document provides a brief overview of how to screen applications received by CV and cover letter.

At the University of Southampton we support Level 6 and 7 positions following the CV and Cover letter application process.

As CVs and cover letters are individual to each candidate it can be more difficult to compare applications. It can also be more difficult to justify your decision if challenged by a candidate, therefore it is important to give careful consideration to each CV and cover letter and detail the reason for your decision to either reject or proceed with an application.

Each application will be unique and therefore it’s important to highlight the key things that are important to the role so the managers can quickly evaluate all applications on a level playing field. This can normally be split into four sections.

Education – Does the candidate have the necessary education and/or relevant qualification for the role?

Technical – Does the candidate have the necessary technical skills to succeed in the role?

Experience – have they worked in a similar industry before or have they shown a history of success in similar roles?

Personal – Have they displayed good communication skills or creativity in their application?

Using a simple grid such as the one shown below will make the process much easier.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Education** | **Technical** | **Experience** | **Personal** | **Total**  **(max 20)** |
| John Briggs | 3 | 2 | 2 | 4 | 11 |
|  |  |  |  |  |  |

Each CV would be scored out of 5 for each of the criteria. For example if the role requires a candidate to have a degree in History, the following scores may be used.

1. No degree or degree in an unrelated subject
2. Degree in a related subject or a 3rd in History
3. 2:2 or 2:1 in History
4. 1st in History
5. History Masters Degree

By using this method, when collating results, it will be easier to see which candidates best meet the requirements and will also help with any feedback.

Once you have finished screening a candidate you must provide detail on your decision. Using the box at the top of the candidate page headed Candidate Notes, factual comments on the quality of the CV and Cover Letter and reasons for progressing / not progressing the application, should be made.

For example: If not progressing an application - Candidate does not have a relevant degree / Cover letter is poorly worded and does not flow properly / CV is untidy or difficult to follow and does not present the candidate well.

The grid scoring should also be shown (i.e.) 11/20.