

Screening

Once you have advertised your role on SEEK, the NZ Herald or perhaps in the local newspaper, the next step is to undertake effective, prompt screening. Screening normally falls into two areas – reviewing the advert response and telephone screening.

Reviewing advert response

- Check your advert response daily and take immediate action
- When reviewing CVs skim for the key job experience and skills required in your role
- Look for gaps in the applicant's career history
- Consider any career highlights or achievements that have been written – are these relevant to your business? Do they demonstrate transferable skills or perhaps initiative?
- If included, review the reasons for leaving
- If an applicant looks suitable, call them immediately to conduct telephone screening
- If an applicant is not suitable, send a thank you email advising them immediately. Ensure that you respond to everyone, it only takes a moment and it is important for your reputation.

" Hi Sam,

Thanks for taking the time to send me your CV for the position of XYZ at ABC Ltd. Unfortunately, on this occasion, we will not be progressing with your application.

I wish you every success in your job search.

Best Regards"

Telephone screening

The objective of any telephone screening process is to get the applicant to talk. You want to establish their:

- Verbal communication skills (attention, listening, articulation)
- Enthusiasm and interest in the job
- How well they sell themselves in terms of their suitability for the role

Seek responses to the following:

- What was in the job advert that particularly appealed to them (be warned, sometimes candidates are applying for so many roles that they may not be able to differentiate your role from any other)
- What experience/or skills do they feel that they can bring to the role
- If there are any gaps in their career history – ask what they were doing
- Establish why they left different positions and why they are seeking a new role now
- Ask if they are comfortable with the hours of the role and the location

- Confirm their salary expectations (if they want more than you can afford, you need to know this now)
- Give the applicant an overview of the job itself and confirm their interest to progress

If you and the candidate want to progress to the next stage, arrange a time to meet for an interview. If, however they are not suitable thank them for their time and give the reasons as to why you don't think that they are suited - be diplomatic (i.e. 'We are not going to be able to meet the level of remuneration that you are seeking' 'You have some good experience, however, we need someone with stronger accounting skills). If you are struggling to explain specifically why they don't seem right, you could say 'It has been lovely talking to you ABC, I am still reviewing a number of applications. If after seeing all the applications, I would like to progress with your application, I will be in touch. Thanks again for your time.' Then send an email a day or so later advising that they were not successful (see example email above).