

# Résumé Scorecard

*Use this guide to evaluate the résumés you receive. Give a high score to those that meet the standard, a lower score to those that don't. Add the totals. Divide résumés into four piles by their score: 70 to 56, follow up with face-to-face interview; 55 to 42, follow up with phone interview; 41 to 28, seek a second opinion from another manager; and below 28, toss.*

## APPEARANCE:

Neatly typed or printed	5	4	3	2	1
Spelling accurate	5	4	3	2	1
Grammar correct	5	4	3	2	1
Prepared by applicant	5	4	3	2	1

## ORGANIZATION:

Easy to follow	5	4	3	2	1
Entries understandable	5	4	3	2	1
Information accessible	5	4	3	2	1
Explanations adequate	5	4	3	2	1

## EDUCATION:

Consistent with position	5	4	3	2	1
Institutions identifiable	5	4	3	2	1

## EXPERIENCE:

Tailored to position applied for	5	4	3	2	1
Appropriate tenure for each job	5	4	3	2	1
Duties consistent with title	5	4	3	2	1
Accomplishments outlined	5	4	3	2	1