

Documentation of Resume Database Search

Date of Search: _____ Recruiter: _____

Requisition #: _____ Job Title: _____

Department: _____ Hiring Manager: _____

Basic Qualifications for Position

#1 _____ #4 _____

#2 _____ #5 _____

#3 _____ #6 _____

Resume Database(s) or Social Media Profiles Searched

☐ Monster.com ☐ CareerBuilder.com ☐ LinkedIn.com

☐ Other: _____

Search Criteria Used

#1 _____ #4 _____

#2 _____ #5 _____

#3 _____ #6 _____

Search Results

Number of Hits Generated: _____

Number of Resumes Reviewed: _____

Data Management Techniques*

☐ Numerical Limit: _____ All resumes on first page (10 total)

☐ Random Sample: _____ + the first result on pages 2-10 (9 total)

Documentation

1. Keep copies of all profiles/resumes for individuals who meet the minimum qualifications. Do not rely on links, be sure to print (PDF is fine) copies.
2. Once a potential applicant has responded positively to an inquiry from the Company, they should either be encouraged to apply formally through the ATS or provided the self-identification forms through other means and manually entered into the ATS by Company staff.

Notes

1. Basic Qualifications and Search Criteria should be as detailed and explicit as possible to limit the number of results returned and the associated record keeping burden.
2. Data management techniques are useful in limiting the record keeping burden that might otherwise arise from actively searching for candidates in databases, either online or elsewhere. They should be explicit and consistent. You can always review more applications if necessary, so starting with a low number (# of Resumes Reviewed) is a good strategy.
3. It is not necessary to use both numerical limit and random sample data management techniques. Choosing one or the other is sufficient. Furthermore, random samples can be formed in a number of ways, the method used here is just an example.

For additional information, please contact your MALY consultant.

Revised: 12/21