



How to match your Job Description to the right resumes

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Time and again, clients get frustrated/ upset for not providing the right candidates, especially when the skills don't match up to the needs for the particular job. Here are some immediate quick fixes that can help your recruiters evaluate better and present good profiles.

1. Read the Job Description (JD):

The clients are providing the Job Descriptions so that it can be read and understood. It is so wrong to read the first two words on the JD and send profiles that are not even close to the desired outcome. Some clients are actually nice enough to **highlight** important sections on the JD. Make it a point to read the JD completely before starting your initial search.

2. Read the JD AGAIN!:

Yes, I just asked you to repeat the first point again. Please try and make this a practice. When you read something twice you are actually remembering certain elements of it. This is helpful during your initial discussion with your potential candidates you are able to evaluate and ask more educated questions and come out better informed at the end of the discussion.

3. Make notes:

Make notes at all times, you might think that you can remember everything but it is beneficial if you make notes while you are reading the JD and also when you have the initial discussion with your prospective candidate. These will come very handy during the evaluation process and provide you the means to achieve a higher quality in your selection process.

4. Get feedback:

This is by far the most important step in the process, yet we end up not doing it. Once you have submitted your first set of potential profiles please ensure to call back the client to get a feedback on your submittal. These are extremely important as you always end up learning something new when you have a discussion with the client and these are lessons learnt before you make your next submittal.

5. Understand the Candidate:

One more very important aspects in the process, is to clearly understand the needs of your potential candidates, remember we are in the business of connecting people and our joy is when both the client and the candidate are happy with the connection, therefore it is critical that you are good listener who is always trying to find candidates their next best place to work.

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