



Common Screen-Outs

CVs

Here are a few common ways to get screened-out with CV.

- No evidence of recently having done the job you are applying for
- Create appearance that you are more qualified or better suited for another job
- Advance degree with no practical experience
- Overqualified for job without a good explanation
- No evidence you were good at your job
- Mediocre or below schools grades
- Pattern of staying less than 1 year
- No work history in this country
- No recent work / education history
- Gaps in work history
- Lying on the CV
- Age, discovered by date of high school graduation or out-of-date terminology
- Hobbies that are controversial, dangerous or could interfere with work
- No References, all referees are unemployed, or listing (by job title) your social worker, probation officer, psychiatrist, addiction counsellor, etc
- Unprofessional look: misspellings, poor grammar, typos, poor layout, stained or untidy

Application

Here are a few common ways to get screened-out with applications.

- All the ones in **Common Screen-outs for CV**, plus
- Criminal convictions, chronic illness, or legal case against an employer.
- Your "Reason for Leaving" raises a concern, e.g. fired more than once, laid-off more than twice, gap after pregnancy
- "Reason for Leaving" does not match other information, e.g. "Left for better opportunity," but remained unemployed for 3 months
- Asking for a high salary or wage before a job offer is made

- Limited availability regarding hours or days
 - Several past employers are “out-of-business” so reference cannot be checked
- Incomplete application, or saying “See CV”
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Phone

Below are a few common ways to get screened-out using the phone.

- Unsure what you want to say, so there are lots of “ahh”s, “umm”s and pauses, while the other person waits.
- Inappropriate language.
- Talking to too quickly, too slowly, too quietly or too loudly.
- Sounding unhappy, angry, or sad (focus on smiling when you talk).
- A strong accent.
- A speech impediment.
- Having a long distance phone number.
- No way to leave a voice mail.
- People who answer the phone when I can for you, rude, unprofessional, negative.
- Inappropriate voice mail messages that give a negative impression of who you are and how you will act around other staff and customers.
- Chewing gum, eating food, smoking, or drinking while talking on the phone.

Interview

Here are a few common ways to get screened-out in an Interview.

- Personality doesn't fit with the company culture.
- Personality doesn't match what they felt on the resume or letter, e.g., competitive salesman vs. fun-loving surfer.
- Presentation does not match the company's image.
- Image does not match what they expected from the resume or phone conversations, e.g., weight, age, ethnicity, gender.
- A visible disability that makes them uncomfortable, e.g., missing limbs, burns, scaring, blindness.
- Nervous habits, such playing with your hair, a twitching eye, or drumming your fingers.
- Speaking negatively about past employers, co-workers or supervisors.
- Being late to an interview without calling.
- You don't actually know the job well.
- You don't seem to know what is written on your resume well.
- Poor eye contact when greeting or talking.
- Bringing children or friends with you.
- Being rude or obnoxious to the receptionist while waiting to be interviewed.

- Not knowing current terminology, proper names for tools or procedures, or lacking the level of knowledge or skill expected.

Credible References

Here are a few common ways to get screened-out using references that are not credible.

- The person who recommends you is an average to poor employee, or a trouble-maker.
- Your current employer is too excited and supportive that you are leaving.
- The reference “sells” your skills for a different job.
- The reference doesn’t know the job you’re going for, hasn’t talked to you recently, or isn’t familiar with your skills for the job.
- The reference is your AA sponsor, social worker, parole officer or psychiatrist, and introduces concerns by mentioning the relationship.
- The reference introduces concerns about your personal life, or focuses on why the company should give you a chance, rather than what you can do for the company.
- All personal references are currently unemployed

Internet

Here are a few common ways to get screened-out on the Internet.

- Negative information discovered when they do a search of your name.
- Inappropriate information on your personal website.
- Inaccurate information provided on your resume or during web chats.
- Offensive email address.
- Poor spelling, grammar or writing skills demonstrated in emails, a web interview, or on-line chat.
- Lack of internet or computer savvy, seen in your inability to download documents or links they send, or your slow response (should respond within 24 hours)