

UW FACILITIES RECRUITMENT GUIDE

WARNING SIGNS

Be aware of applicant warning signs when making a hiring decision. These signs may show up on the resume, when an interview appointment is scheduled, during the interview, when references are checked or a combination of all these. Here are a few for your consideration.

1. Doesn't follow directions
2. Uses current employer's stationery or email account
3. Unexplained gaps in the work history
4. Many short-term employments
5. Poorly proofed resume, misspellings, poor grammar, wrong job title
6. Poor communication skills, difficulty answering interview questions
7. Unverifiable work experience
8. Is difficult to reach, doesn't return calls/emails in a timely manner
9. Makes negative comments about current/past employers
10. Doesn't seem interested in the position
11. Doesn't provide a phone number or home address
12. Omits specific employment dates
13. Inflates job titles/responsibilities
14. Doesn't provide former/current supervisor names for references
15. Arrives late for the interview
16. Attire is inappropriate for the interview
17. Poor hygiene
18. Is rude to person who scheduled the interview and/or other staff
19. Uses inappropriate language
20. References seem reluctant to answer questions