

**Red Flags to Look for During Hiring**

**Resume Red Flags-**

* **Employment Gaps-** 
  + Raises the question of how serious they are about a career. Gain explanation during interview.
* **Short Tenure/ Job Hopping-**
  + Shows a lack of dedication/ commitment from the candidate. Also, possible they could have been let go numerous times (unplanned departures).
* **Spelling/ Grammatical Errors-**
  + Indication the candidate did not take the time to look over the resume in detail.
* **Incorrect Contact Information-**
  + Lack of attention to important items. Contact information is the most important personal information on a resume.
* **Generic/ Copied Job Responsibilities-**
  + Potentially shows the candidate did not take much time into composing the resume itself.
* **Inconsistent Career Path-**
  + Looks as if they are indecisive and have not decided where they want their career to land. This could lead to an early departure, or using a job as a placeholder for something else.

**Interview Red Flags-**

* **Inability to Maintain Eye Contact-**
  + Indicates a lack of connection with the interviewer. Candidate could be uninterested or lack confidence.
* **Arrives Late-**
  + Lack of time management skills and do not value the opportunity. This also shows they may not value other’s time as well.
* **Unable to Elaborate on Job Specific Responsibilities-**
  + Failing to elaborate/explain previous roles could be an indicator they were not engaged enough in their work or lack of attention. At times this can mean they did not perform those responsibilities at all in their role.
* **Dress is Unprofessional-**
  + Shows how serious they are about the given opportunity, and if they are trying to make a good first impression.
* **Demeanor is unenthusiastic/ indifferent-**
  + Could potentially indicate they are going through the motions and will not show enthusiasm if offered a position.
* **No Follow Up Questions-**
  + A sign they may not fully be interested or were not fully listening through the interview.
* **Complains/ Bad Mouths Previous Employer/Manager-**
  + Indicates a lack of ownership for possible past mistakes or inability to build professional relationships with colleagues or superiors.
* **Expresses Reasoning for Departure at Previous Employer is due to Disagreement/ Inability to Get Along with Manager-**
  + Raises the question of taking coaching or constructive criticism, openness to ideas, and adaptability with others.
* **Problematic Background Check-**
  + Employment history is not matching, poor feedback from references, not eligible for rehire, etc.
* **Talks/ Brags on Themselves A lot-**
  + Not a team player or potentially inflating their previous duties and role.