FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

RESUMÉ CERTIFICATION EVALUATION

PARTICIPANT NAME _____ **STATE ID#** _____

ERS/ACA NAME _____ **DATE OF INTERVIEW** _____

The ERS/ACA must review the participants' resumé to ensure that the resumé meets quality standards and it is complete and accurate. If applicable, the certification must be completed prior to scholarship panel.

SCORING GUIDE			
"No" Needs Improvement	"No" Developing	"Yes" Acceptable	"Yes" Strong Response

PART I: RESUMÉ QUALITY		
Q1	Is the resumé typed, legible, and professionally formatted?	Yes ☐ No ☐
COMMENTS:		
Q2	Is the resumé presented in an organized and easy-to-read format?	Yes ☐ No ☐
COMMENTS:		
Q3	Is the resumé free of spelling, grammatical, and typographical errors?	Yes ☐ No ☐
COMMENTS:		
Q4	Does the resumé highlight skills and strengths using action verbs and specific examples for their career goal?	Yes ☐ No ☐
COMMENTS:		
Q5	Is the information provided on the resumé current and accurate?	Yes ☐ No ☐
COMMENTS:		

PART II: RESUMÉ CONTENT		
Q1	Does the resumé include the participant's full name, home address, phone number, and email address?	Yes ☐ No ☐
COMMENTS:		
Q2	Is the information on the resumé aligned with the position(s) the participant is seeking?	Yes ☐ No ☐
COMMENTS:		
Q3	Does the resumé include the participant's work and/or volunteer history in reverse chronological order?	Yes ☐ No ☐
COMMENTS:		
Q4	Does the resumé include current and accurate information regarding the participant's knowledge, skills, technical skills, software skills, and achievements aligned with the occupation for which they are seeking employment?	Yes ☐ No ☐
COMMENTS:		
Q5	Does the resumé include current and accurate education, training, and certifications listed in reverse chronological order? Do they align with the occupation for which they are seeking employment?	Yes ☐ No ☐
COMMENTS:		
Q6	Does the resumé include references or state "References available upon request"?	Yes ☐ No ☐
COMMENTS:		

All questions must be answered **"YES"** to meet the certification requirement.

If a participant's resumé does not meet all the criteria listed above, staff cannot complete the certification. Staff must review and discuss any areas marked "No" with the participant and provide individualized activities and support to assist the participant in meeting the certification criteria. The certification form must be reviewed with the participant at least every 30 days to assess progress and determine whether the participant has met the required criteria.

All steps, activities, and resources provided to support the participant in meeting certification requirements must be documented in the participant's Individual Employment Plan/Individual Service Strategy and case notes.

The participant meets all requirements for certification. **Yes ☐** **No ☐**

_____ _____

ERS/ACA Signature Date of Certification