



# ***How To Sift CVs And Create A Shortlist***

***Hints, Tips and Value from Hargreaves Recruitment  
that will really help with your recruitment process***

# ***HOW TO SIFT CV'S AND CREATE A SHORTLIST***

Going through a tonne of CVS can be a real ball ache and minefield of information you have no clue where to put!

In this section, we've created a tracker for you to keep up to date with all your applications and also to keep everyone involved in the process up to date (please trust me when I say that you will need some form of a tracker OR ATS system when you are conducting recruitment).

We've created templates for you to send out to candidates, whether that's confirming an interview, screening call or you confirming that someone hasn't made it to the next part of the process (rejection is one of the downsides of working in recruitment but we provide you with all the guidance and help that you need to provide candidates with the right information).

The “How To Recruit” course was designed to give businesses back control of their recruitment.

The programme is perfect for businesses that attract talent into their business but want to learn more about recruitment and it's also beneficial for businesses that already have a recruitment department but for some reason, it's just not performing.

The “How to recruit” course is an online learning programme, with lifetime access that teaches you everything that you need to know about recruitment, attraction strategies, interviewing and onboarding.

It's interactive, and easy to follow and there are a tonne of templates that you can download and use every day in your recruitment practice.

<https://hargreavesrecruitment.com/course/dont-panic-pack/>