

Using ChatGPT to Screen Resumes

ChatGPT for resume screening is transforming how we review applications and identify the top candidates. You can do this too by using or adapting the same process we use at IRP.

Here are some methods you can use, including suggested prompts which are especially helpful where you are reviewing a large number of applicants.

1. Role Suitability Screening

Paste multiple resumes into Chat GPT and use this prompt to sort applicants by job fit.

Prompt

“Based on the resumes below, sort each candidate into one or more of these roles:

- *Forklift Driver*
- *Labourer*
- *Trade Assistant*
- *Storeperson*
- *Assembly Worker*

Please provide a short explanation for each.”

2. Licence & Qualification Checks

Let ChatGPT scan for required tickets and licences.

Prompt

“Check if the following resumes mention an LF Forklift Licence, White Card, or any relevant tickets for warehouse work. If found, list the type of licence and expiry date if available.”

3. Work Rights Classification

Efficiently identify visa status for compliance.

Prompt

“Based on the resumes below, classify each candidate’s work rights as one of the following:

- *Australian Citizen/Permanent Resident*
- *Student Visa*
- *Working Holiday Visa*
- *Not Mentioned”*

4. Gap or Red Flag Detection

Pick up work history gaps, excessive job hopping, or outdated experience.

Prompt

“Review the following candidate profiles. Highlight any major work gaps (over 6 months), visa concerns, or red flags that could impact suitability.”

5. Shortlisting by Criteria

Customise this for your hiring priorities.

Prompt

“From the resumes below, shortlist candidates who meet all the following criteria:

- *Located in Perth*
- *Available to start within 7 days*
- *Warehouse or labouring experience within the last 12 months*
- *Good communication skills”*

6. Resume Summary for Database

Ideal for quick CRM or ATS uploads:

Prompt

“Summarise each resume into a short candidate profile for our recruitment database. Include:

- *Name*
- *Location*
- *Key experience*
- *Licences / Tickets*
- *Work Rights*
- *Suitable Roles*