

Standard documents submitted by the candidate

When a new employee joins, they typically provide a resume along with other legal and professional documents. The resume itself should follow a reverse-chronological format, designed to be read by both human recruiters and automated Applicant Tracking Systems (ATS).

Resume section breakdown
Contact information: Your full name, phone number, professional email address, and city/ZIP code. A LinkedIn profile URL is also recommended.
Resume summary or objective: A brief 2-3 line statement that summarizes your key skills, qualifications, and career goals. An objective is better for recent graduates, while a summary is better for experienced professionals.
Work experience: List your previous jobs in reverse-chronological order. For each role, include the company name, your job title, employment dates, and use bullet points to describe responsibilities and quantify achievements.
Education: Your educational qualifications, starting with your most recent degree. Include the name of the institution, your degree, and graduation dates.
Skills: A section detailing both your hard skills (e.g., software, technical skills) and soft skills (e.g., communication, leadership).
Certifications or achievements: Any relevant licenses, professional certifications, or awards.
Optional sections: Relevant projects, volunteer work, or special interests can also be included to highlight your abilities.

General resume formatting tips

Readability over design: Use simple, clean formatting, especially for online submissions. Avoid tables, charts, or complex graphics, which can be misread by an ATS.

Standard fonts: Use a professional, readable font like Arial, Calibri, or Times New Roman, and keep the font size between 10 and 12 points.

Save as a PDF: Unless instructed otherwise, save your resume as a PDF to preserve your formatting and ensure it displays consistently across all devices.

Internal HR resume data format

Upon receiving a candidate's resume, the human resources team translates the information into a structured internal format for secure, long-term record-keeping. This data is typically stored in an HR Management System (HRMS) or Applicant Tracking System (ATS).

Key information fields

Personal details: Name, employee ID, contact information, emergency contacts, and demographic data.

Employment history: A record of job titles, department, compensation changes, and any promotions or transfers.

Performance records: Documents from all performance reviews and evaluations.

Compensation and benefits: Details on salary, tax withholdings (like a W-4 form), benefit enrollment forms, and bank account information for direct deposit.

Compliance and legal forms: Documentation such as employment contracts, non-disclosure agreements (NDAs), and background check consent forms.

Training and development: Records of any training programs, certifications, or professional development courses.

Separation details: In the event of departure, the resignation letter and any exit interview notes.

Best practices for HR document management

Centralized system: Use a cloud-based HR document management system to keep all records organized and reduce redundant entries.

Role-based access: Restrict access to sensitive documents using role-based permissions to ensure confidentiality.

Document retention policy: Follow legal requirements by defining how long different types of records must be stored before being securely deleted.

Automated compliance: Utilize a system that can automatically track and update forms based on legal and company requirements.