

RESUMate: FREE online seminars



THE ADVANCED SERIES:

(Offered the third week of every month, Monday—Thursday, at noon Eastern time, USA)

☑ MONDAY (JUL 19 | AUG 16 | SEPT 20) 2010:
IMPORTING AND EXPORTING IN RESUMATE

Text resumes are not the only source of new records for your RESUMate database. Directories (such as Hoovers), or any spreadsheet file can be used to create both company and contact records. You can also move records out of RESUMate to spreadsheet programs such as Excel, or to Outlook's Contact database where they can be seen on your hand held PC. *(Works best with RESUMate 11)*

☑ TUESDAY (JUL 20 | AUG 17 | SEPT 21) 2010:
CREATING REPORTS FROM RESUMATE RECORDS

There's lots of reporting built into the RESUMate program itself, plus it's easy to export data from RESUMate to create reports in Excel. EEO compliance reports, for example, are easily created in Excel using data from the RESUMate record, including the valid table section for race, gender, and ethnicity data. Reports can be printed, but can also take the form of PDF files for easy e-mailing to clients and others in your own organization. RESUMate's 1-click Daily Planner can also create an instant "pipeline report," detailing all active jobs and the people being interviewed from those jobs.

☑ WEDNESDAY (JUL 21 | AUG 18 | SEPT 22) 2010:
CREATING A DAILY PLAN FROM RESUMATE

Beginning with the 2006 version, a comprehensive daily planning function was built into RESUMate. One click can display on a single screen the next 7 days of your promised and planned calls (Schedule and To Do items), plus a detailed list of all active jobs and the candidates still under consideration for those jobs, plus lists of calls with phone numbers and e-mail addresses. One more click displays all of this data in a calendar format for the coming month. Given how much data you can see on one screen with one click, learning this is time well spent.

☑ THURSDAY (JUL 22 | AUG 19 | SEPT 23) 2010:
SENDING BULK E-MAILS FROM RESUMATE

We all hate spam, but targeted bulk e-mailing is an important tool that any business that needs to communicate with large numbers of people must master. It's easy to use RESUMate to send e-mail messages to all of the people found in a search, using Outlook, or programs such as Group Mail, or web-based services such as Constant Contact or Vertical Response, to send the message.



July - Sept. Schedule



HERE'S HOW TO REGISTER FOR ANY SESSION:

Send an e-mail to info@resumate.com specifying the sessions you'd like to attend; register for as many sessions as you'd like.



SERIES 2 OF 3

WHO SHOULD ATTEND?

The four seminars in the Advanced series go beyond the core functions of RESUMate. Nevertheless, a better understanding of these topics will benefit any RESUMate user. Exporting records to an Excel spreadsheet, or importing records from a directory, creating a daily plan, printing reports, and sending bulk e-mails are all important functions recruiters use every day.

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(Offered the third week of every month)

	MON	TUE	WED	THU
JULY	19	20	21	22
AUG	16	17	18	19
SEPT	20	21	22	23

All seminars are at Noon, Eastern time (USA). Allow 30 minutes for the presentation. Stay for a 30 minute Q&A session if you've got the time.

