

RESUMate: FREE online seminars



THE BASIC SERIES:

Offered the second week of each month, Monday—Thursday, at noon Eastern time, USA

☑ MONDAY | DEC 6, 2010 | JAN 10, 2011:
CREATING DATABASE RECORDS AUTOMATICALLY

One of the biggest time savers in RESUMate is converting text resumes from any folder on your PC or server into database records. This is an easy-to-learn function, but there are lots of details you may not be aware of. You can customize your RESUMate program to work with candidate registrations at your website, or with resumes from Monster, Career Builder, or other job boards. We'll also show you how to customize your keyword list so you get the biggest searching head start from the automatic records you create.

☑ TUESDAY | DEC 7, 2010 | JAN 11, 2011:
CUSTOMIZING RESUMATE FOR MAXIMUM PRODUCTIVITY

Naming all of the fields on the various RESUMate screens, and creating your own customized list of keywords is easy to do, but there's more here than meets the eye. How you name the date and text fields largely determines what kinds of reports you can extract from your database, and how easily you can create important daily documents such as lists of marketing calls, recruiting calls, and follow up calls. Finally, good standard memos can also ensure consistency of data quality in all the records in your database.

☑ WEDNESDAY | DEC 8, 2010 | JAN 12, 2011:
BEST RESUMATE SEARCHING PRACTICES

Never overlook a qualified candidate again. Learn how to create a search argument that will positively find all of the records in your database that match any job description. RESUMate offers two search tools, called Easy Search and Full Search. Learn when to use each one for best and fastest results. Learn how to narrow down a search result, then save the search, and come back to it at a later time, picking up where you left off.

☑ THURSDAY | DEC 9, 2010 | JAN 13, 2011:
TRACKING CANDIDATES THROUGH THE INTERVIEW PROCESS

Let RESUMate keep track of all of your interviews. A few clicks update all records in your database simultaneously. Click in an interview date, and all of the records in your database that "need to know" about this interview are updated for you simultaneously. The few clicks needed to record an interview provide the biggest payback of any clicks in RESUMate, an even bigger payback than the automatic creation of a database record from a text resume. If you're a Pro version user, this is a seminar you don't want to miss.



December - January



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.



2 BONUS TOPICS!

[Building your database quickly with Import Express](#)

MONDAY, DEC 20 | JAN 24

Convert thousands of Word docs, PDF files, & Outlook messages into searchable database records in less than 5 seconds each.

[Creating quality reports from RESUMate Manager](#)

TUESDAY, DEC 21 | JAN 25

21 pre-set reports cover a wide range of topics. Plus create custom reports of your own design.

THE BASIC SERIES: 2010 - 2011 CALENDAR

(Offered the second week of each month)

	MON	TUE	WED	THU
DEC	6	7	8	9
JAN	10	11	12	13

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.

