

RESUMate: FREE online seminars



THE BASIC SERIES:

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

☑ MONDAY (JUL 12 | AUG 9 | SEPT 13) 2010:
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 (JUL 13 | AUG 10 | SEPT 14) 2010:
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 (JUL 14 | AUG 11 | SEPT 15) 2010:
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 (JUL 15 | AUG 12 | SEPT 16) 2010:
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.



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 1 OF 3

WHO SHOULD ATTEND?

These Basic seminars are great for new users. They completely cover all of the important functions of both the Lite and the Professional versions of RESUMate. The Thursday session is specifically designed for the Pro version user. It shows how clicking an interview date simultaneously updates the candidate, client, job order, hiring manager and daily planner screens.

THE BASIC SERIES: 2010

(Offered the second week of every month)

	MON	TUE	WED	THU
JULY	12	13	14	15
AUG	9	10	11	12
SEPT	13	14	15	16

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.

