

# RESUMate: FREE online seminars



## RECRUITER'S TOOL KIT SERIES:

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

- ☑ MONDAY (JUL 26 | AUG 23 | SEPT 27) 2010:

### SEARCHING THE INTERNET FROM RESUMATE RECORDS

An important new feature has been added to RESUMate 11 that allows instant access from a person or company screen to a variety of Internet research tools such as Google Maps, LinkedIn, Yahoo! Person Search, and many more. These tools allow a recruiter to do smart and fast background checks before calling any candidate or company. Creating call lists using Global Editing and the Daily Planner helps increase the volume of calls—this new tool increases the quality of the calls as well. *(Requires RESUMate 11)*

- ☑ TUESDAY (JUL 27 | AUG 24 | SEPT 28) 2010:

### MARKETING CANDIDATES WITHOUT A JOB ORDER

Some big improvements have been added to the Export Wizard in RESUMate 11 that make it easy to market a quality candidate in the absence of a job order. You can target hiring managers to whom you have presented candidates with similar backgrounds in the past, or create a list of names, phone numbers, and e-mail addresses of contacts at companies which match any profile, even if you have never dealt with this company before. *(Requires RESUMate 11)*

- ☑ WEDNESDAY (JUL 28 | AUG 25 | SEPT 29) 2010:

### CREATING QUALITY REPORTS FROM RESUMATE MANAGER

RESUMate Manager is a very flexible report writing program that creates 21 single click reports, plus others you can design yourself. For contingency recruiters, this program even collects money amounts from the Job Order Activity screen (first year compensation, plus fee percentages or flat fees) and creates year-to-date summaries of individual and office-wide revenue generation. A small set up step that can be accomplished in about 15 minutes is all that's required to get this program up and running.

- ☑ THURSDAY (JUL 29 | AUG 26 | SEPT 30) 2010:

### BUILDING YOUR DATABASE QUICKLY WITH IMPORT EXPRESS

Import Express is an optional feature that allows up to 1,000 resumes at a time to be converted into database records. If you have a large number of Word docs, PDF files, or Outlook messages (with or without attachments) that need to be converted into RESUMate candidate records, this low cost feature will save you hours of effort. Import Express is easy to use, but there are lots of details to think about, and this seminar explains them all.



*July - Sept. Schedule*



## HERE'S HOW TO REGISTER FOR ANY SESSION:

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



### SERIES 3 OF 3

#### WHO SHOULD ATTEND?

The four seminars in this series cover topics of interest to targeted groups of RESUMate users. Internet research is an important topic for search firm users. Marketing candidates without a job order is directed specifically at contingency recruiters. The Import Express and RESUMate Manager seminars will benefit any users who have either of these two optional items.

## THE RECRUITER'S TOOL KIT SERIES: 2010

*(Offered the fourth week of every month)*

	MON	TUE	WED	THU
JULY	26	27	28	29
AUG	23	24	25	26
SEPT	27	28	29	30

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.

