



1. |

CREATING DATABASE RECORDS AUTOMATICALLY

I just love dragging the resumes over and watching them scan out. It saves me a ton of time. It makes my day.

(Santa Clarita, California)

INTRODUCTION:

People sometimes think that creating and maintaining a database requires so much data entry time that the benefits of using a database are outweighed by the time required to create and maintain it. *Nothing could be farther from the truth.*

Using either the Lite or the Professional version of RESUMate, it takes about 5 clicks and 5 seconds to convert a file containing a text resume into a searchable database record. As long as you can see the resume on your PC screen, (your inbox is a typical starting point), you can create a database record for this person with a handful of mouse clicks and no typing whatsoever. RESUMate automatically extracts name, address, phone numbers, e-mail addresses, and important keywords and phrases from the resume text and uses these data items to create a complete and searchable database record.



Lunch & Learn Seminars:

Online seminars are offered daily at Noon, Eastern time, USA. Twelve topics are offered in three series:

- the **Basic Series**..... 1-4
- the **Advanced Series**..... 5-8
- the **Recruiter's Tool Kit**..... 9-12

Topic List for Seminar 1:

- 1.1 RESUMate's Automated Data Entry function can be directed at any resume that you can see on your screen.
- 1.2 The incoming resume is automatically attached to the database record.
- 1.3 Any necessary corrections can be made with mouse clicks only.
- 1.4 Automatically extracted keywords give you a big "head start" on searching your database.
- 1.5 Structured resumes from job boards, such as Monster.com, or from your own website work best.
- 1.6 The final result: a complete database record made with just a few mouse clicks in just a few seconds.



▽ tip #1


Help from the RESUMate program:

Use the Help system: When the Automated Data Entry dialog box is open on your screen, simply **TOUCH F1** on your keyboard for a complete, illustrated discussion of this function.



▽ tip #2

Help from the RESUMate website:

This topic is also covered in video form  on the Training page at our website (www.resumate.com/training.asp).

Click on the link titled “Training Videos Page” in the box labeled “In Depth Tutorials” and play the video titled **Automated Data Entry**.

1.1 | RESUMATE'S AUTOMATED DATA ENTRY FUNCTION CAN BE DIRECTED AT ANY RESUME THAT YOU CAN SEE ON YOUR SCREEN.


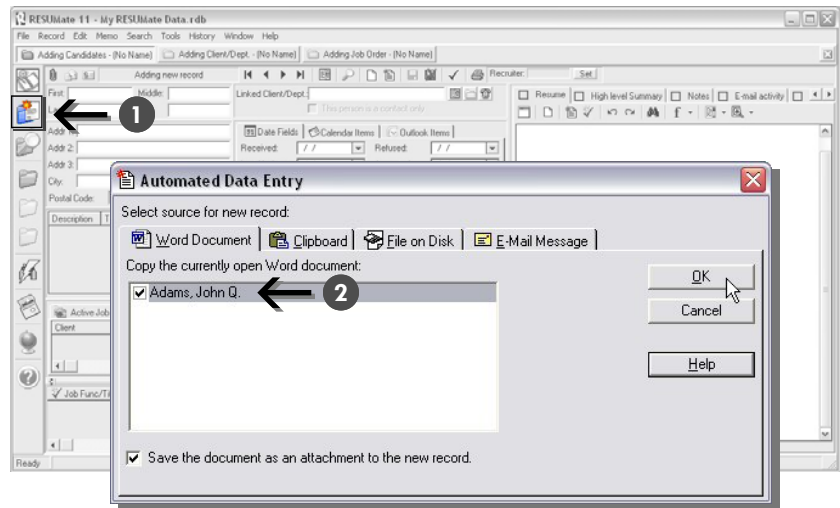
To begin, click this icon  in the list of icons on RESUMate's main tool bar (FIGURE 1.1, ❶). It opens the **Automated Data Entry dialog box** on which you can select the source of the incoming resume.

FIGURE 1.1 THE AUTOMATED DATA ENTRY DIALOG BOX



Four tabs allow you to locate any resume that can be seen on your PC.

- (1) **The Word Document tab:** Use the Word tab if the resume is a Word doc that is open in Microsoft Word on your PC (FIGURE 1.1, ❷).
- (2) **The Clipboard tab:** Use the Clipboard tab if you have copied the text of the resume onto the Windows clipboard, (e.g. if you are viewing a resume on the Internet, and want to move it into your database).
- (3) **The File on Disk tab:** Use the File on Disk tab if the resume has been saved someplace on your local hard drive or on a server drive that can be accessed from your PC. The resume can be either a Word doc or an Adobe PDF (text) file. It does not have to be open, but merely able to be located from your PC.
 - ⇒ When you click the button that says **Select File**, you will be able to browse through all of the folders on your local or network drives.
- (4) **The E-mail Message tab:** Use the E-mail message tab if the resume is contained either in the body copy of an Outlook message, or in an attachment to an Outlook message.
 - ⇒ When you click the button that says **Retrieve Message**, you will be able to browse through all of the Outlook folders that can be seen from this PC.



tip #3

Multiple user networks

Make sure all users on a network are sharing the same Attachments folder. **Click Tools | Options | Data** to verify the location of the Attachments folder for any PC. This way all users can e-mail candidate resumes right from the database record, regardless of which user originally created the record.



tip #4

Multiple attachments

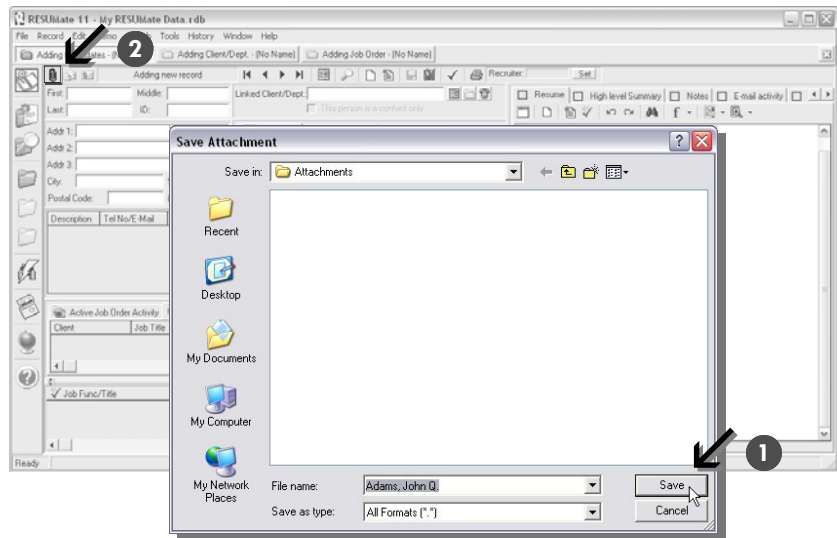
Up to ten external files can be attached to the candidate's record. These can be cover letters, reference information, photographs, work samples, or even multiple copies of the resume (e.g. one copy with your logo and contact information).

To attach multiple files, simply **click the paper clip icon** and then the word **Add**.



1.2 | THE INCOMING RESUME IS AUTOMATICALLY ATTACHED TO THE RESUMATE DATABASE RECORD.

Once you've selected a source and clicked OK, the **Save Attachment** dialog box (FIGURE 1.2) is the next thing you'll see.

FIGURE 1.2 THE SAVE ATTACHMENT DIALOG BOX



Clicking the **Save** button (FIGURE 1.2, ❶) attaches a copy of the original file (typically a Word doc or PDF file) to the resulting database record in **RESUMate**.

The file is attached to this paper clip icon  in the **RESUMate** record (FIGURE 1.2, ❷). The purpose of the attachment is to provide an easy way to e-mail the original resume to hiring managers or others in your organization. Once a file has been attached to the record, the paper clip icon is displayed with a yellow "Post-It" note background. 

1.3 | ANY NECESSARY CORRECTIONS CAN BE MADE WITH MOUSE CLICKS ONLY.


Once the **Save Attachment** dialog box has been cleared, you'll see the resulting database record (FIGURE 1.3). Most of the time, the extraction of the name, address, and phone data will be correct. If any of the contact information from the resume has not been extracted correctly into the RESUMate record, it can easily be corrected using your mouse only. *There is never any need to use your keyboard to create a record, even if you need to make corrections.*



tip #5

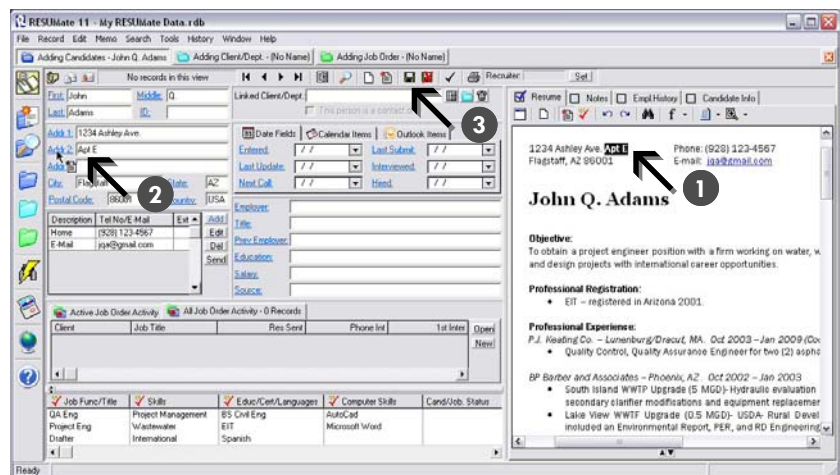
Making corrections after the record has been saved.

Even after you've saved a record, you can restore the Automated Data Entry "correction function" that allows you to highlight and click data from the text of the resume into a selected field location on the left.

In the row of icons immediately above the Memo section of the record (where you see the resume on the right side of the screen), **click the third icon**  in this row.


Right away, you'll see the field names on the left side of the screen appear in a blue, underscored format. When the field labels have this appearance, you can highlight any words or phrases from the resume, and click the field name to copy the text from the resume into the corresponding database field.

FIGURE 1.3 MAKING NECESSARY CORRECTIONS

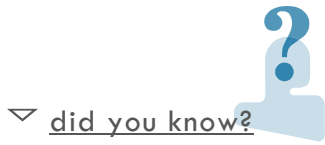


As the new record is being created, you'll notice that the field names on the left side of the screen appear in a blue, underscored format. This is a visual indication that these field names can serve as "live links" back to text in the resume on the right side of the screen. To fill in missing data, or to correct data that has been extracted incorrectly, simply use your mouse to highlight the correct text in the resume, and then click the corresponding field name. The highlighted data will be copied from the resume into the corresponding field location.

In this example, we've highlighted an apartment number in the street address that was not extracted into the new database record (FIGURE 1.3, ❶). Clicking the field label **Addr 2**: on the left side of the screen (FIGURE 1.3, ❷) automatically inserts the missing information into this field.

Once all of the information on the left side of the screen has been verified to be correct, click the **Save** icon  at the top of the screen (FIGURE 1.3, ❸) to save and include this new record into the database. As soon as **Save** icon is clicked, the field names will no longer appear in the blue underscored format, but will be normal black and without the underscore.

1.4 | AUTOMATICALLY EXTRACTED KEYWORDS GIVE YOU A BIG “HEAD START” ON SEARCHING YOUR DATABASE.



did you know?

Adding new items

You can add new items and synonyms to your keyword list at any time, and all of the records that are already in your database will be updated automatically to reflect these new additions.

You don't have to make your keyword list “perfect” on day one; you can keep improving it as time goes on.

In addition to the contact information, any number of keywords and phrases have also been extracted from the incoming resume. These words have been extracted because text in the resume matched a customized list of keywords and phrases of particular interest to you.

This list of keywords is called the RESUMate Valid Table. It is discussed in more detail in the second seminar: “Customizing RESUMate for Maximum Productivity.”

FIGURE 1.4 THE RESUMATE VALID TABLE



tip #6



Pre-loaded keyword lists

Pre-loaded keyword lists for 20 different recruiting specialties are included with the RESUMate program. These pre-loaded lists give you a good head start on customizing your database.

Click **File | Database | Tools | Edit Valid Table**, and then **Column | Import** to select specialty columns of interest to you.

For our purpose here, we only want to focus on the fact that any keyword in the customized list can also have associated with it any number of synonyms. For example, the keyword **QA Eng**, can also have as synonyms (1) **QA Engineer** ; or (2) **Quality Assurance Engineer**. When a resume is converted to a database record, if any one of these three expressions is found in the incoming text, (FIGURE 1.4, 1) the phrase **QA Eng** will automatically appear in the Classification section at the bottom of the record (FIGURE 1.4, 2).

This gives you a big “head start” when searching your database. You no longer have to remember, and then keyboard, all of the OR conditions that may apply when searching for a phrase in a resume.

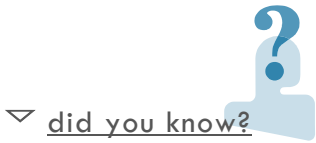
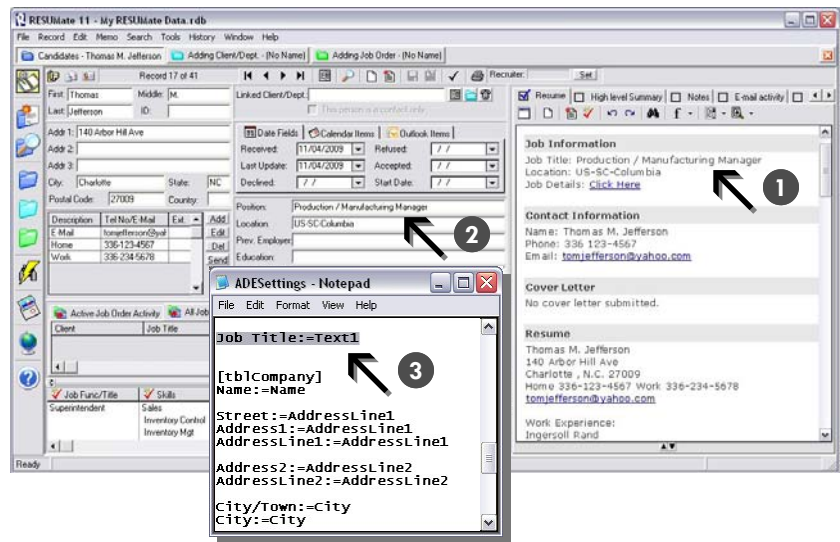
For more information, see **Seminar 2: Customizing RESUMate for maximum productivity.**

1.5 | STRUCTURED RESUMES FROM JOB BOARDS, SUCH AS MONSTER, OR FROM YOUR OWN WEBSITE WORK BEST.

When a Word doc or other candidate-created, “free-form” text resume is being converted into a RESUMate database record, we do not attempt to extract information such as Current Employer, or Title, or Previous Employer,

But when the source is a structured source, such as a job board or a candidate registration at our own website, then any data which appears in the source record can be directed automatically to its corresponding location in the RESUMate record.

FIGURE 1.5 THE ADE SETTINGS.INI FILE



did you know?

When candidates register at your website...

If candidates fill out a form and attach their resume at your website, most often the “Submit” click results in an e-mail in your inbox. Any data that has been filled in by the candidate can go directly from the e-mail to the appropriate location in the RESUMate record.

The illustration above is a Career Builder example. The expression **Job Title** appears in the incoming resume (FIGURE 1.5 ❶). The first text field (just below the date fields) in the RESUMate screen has been labeled **Position** (FIGURE 1.5 ❷).

The data **Production/Manufacturing Manager** was taken from the incoming resume and automatically inserted into the Position field in the RESUMate record.

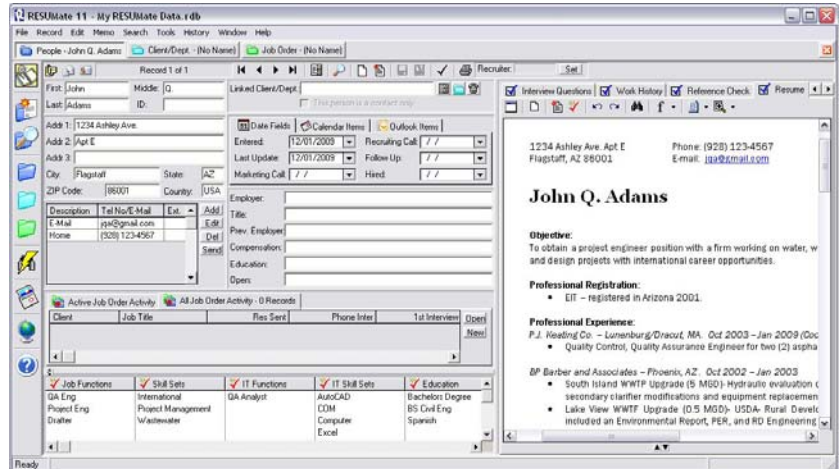
This “mapping” of incoming data, with labels such as **Job Title**, or **Location** or any other label whatsoever, is handled in a file called the **ADE Settings.ini file**, which will be found in the RESUMate folder, which itself is a sub-folder under My Documents.

Simply type into the ADE Settings file (in Notepad) any number of incoming field names, from any number of sources such as Monster, Career Builder, or registrations from your own website. Begin typing the label at the left margin, followed by a colon, then an equal sign, and finally the numbered text field in the RESUMate record. For example: **Job Title:=Text1** (FIGURE 1.5 ❸).

1.6 | THE FINAL RESULT: A COMPLETE DATABASE RECORD MADE WITH JUST A FEW MOUSE CLICKS IN JUST A FEW SECONDS.

In about 5 clicks and 5 seconds, RESUMate automatically extracted from the candidate's resume: name, address, phone, e-mail, and customized keywords. (FIGURE 1.6)

FIGURE 1.6 THE CANDIDATE RECORD

*Import Express*

RESUMate's 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 that need to be converted into candidate records, this low cost feature will save you hours of effort.

To learn more about Import Express, go to the Training page at our website (www.resumate.com/training.asp)

Click on the link titled "Training Videos Page" in the box labeled "In Depth Tutorials" and play the video titled **Import Express**.

The upper left section of the screen contains name, address, and phone data, plus important dates and text items such as employer and title. Most (and sometimes all) of this data was extracted automatically from the original resume.

The bottom left portion of the screen contains important keywords and phrases that were extracted automatically from the original resume. Because RESUMate's keyword list makes use of synonyms, these keywords give you a big head start on doing fast, comprehensive searches of your database.

The right side of the screen allows for unlimited text, which can take the form of the original resume itself, plus open-ended notes summarizing phone conversations, or pre-set lists of interview questions with the answers filled after the candidate has been interviewed.

This database record is fully integrated with Outlook. You can send e-mails, see a log of all e-mails to and from this person, schedule appointments and tasks in Outlook's calendar, and even move this record into Outlook's Contact file for viewing on a hand-held PC.

There's even a link to Internet sites such as Google maps, LinkedIn, Face Book and others that provide instant access to valuable online information about this person.