

RESUMate 11 Makes Short Work of Compliance Reporting

AUTOMATICALLY CREATE EEO REPORTS IN EXCEL IN ABOUT ONE MINUTE

(This is an EEO Applicant Traffic Report. You can also use RESUMate 11 to create a New Hires Report, a Termination Report, a Vets 100 Report, or any other form of compliance reporting).

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	
First Name	Last Name	Received	Declined	Accepted/Refused	Start date	Ethnic Group	Race	Gender	Availability	EEO/Job group	Veteran Status	Disposition Code																										
Tom	Allen	1/27/2009	2/13/2009				White	Male	Full-time	C21 - Technicians		API Not Best Qualified																										
Nancy	Ammons	2/6/2009	3/2/2009				Unknown	Female	Full-time	E41 - Administrative technician		NA15 Job Filled (Offer Pend.)																										
Pyan	Audobon	1/20/2009	2/13/2009				Unknown	Male	Temporary	C21 - Technicians																												
Jordan	Bowles	2/6/2009	3/2/2009				Unknown	Not given	Full-time	E41 - Administrative technician		NA15 Job Filled (Offer Pend.)																										
Mary	Brandon	2/24/2009					Unknown	Female	Full-time, Part-time, Temporary	E41 - Administrative technician		NA14 Job Filled (Not Consid.)																										
Samantha	Bratton	2/6/2009	3/2/2009				Unknown	Female	Full-time	E41 - Administrative technician		NA15 Job Filled (Offer Pend.)																										
Jason	Burg	3/12/2009					Unknown	Male	Full-time, Part-time, Temporary	C21 - Technicians																												
Amanda	Braun	2/6/2009	3/2/2009				Unknown	Female	Full-time	E41 - Administrative technician		NA15 Job Filled (Offer Pend.)																										
Angela	Burger	3/5/2009					Unknown	Female	Part-time, Temporary	E41 - Administrative technician																												
Jeremy	Brecht	1/23/2009	2/13/2009				Unknown	Male	Full-time	C21 - Technicians		NA1 Not Minimally Qualified																										
Zackary	Bullock	3/12/2009					Unknown	Male	Part-time, Temporary	E41 - Administrative technician		NA12 No Open Positions																										
Tammi	Byers	2/6/2009	3/2/2009				Unknown	Female	Full-time	E41 - Administrative technician		NA15 Job Filled (Offer Pend.)																										
Tisha	Cabel	2/6/2009	3/2/2009				White	Female	Full-time	E41 - Administrative technician		NA15 Job Filled (Offer Pend.)																										
Jason	Calliente	2/6/2009	3/2/2009				Hispanic/Latino	Unknown	Male	Full-time		NA15 Job Filled (Offer Pend.)																										
Carmen	Cameron	2/6/2009	3/2/2009				Unknown	Not given	Full-time	E41 - Administrative technician		NA15 Job Filled (Offer Pend.)																										
Charles	Campbell	2/12/2009	2/13/2009				Unknown	Male	Full-time	B11 - Professionals		NA1 Not Minimally Qualified																										
Mary	Campbell	2/20/2009					White	Male	Full-time	C21 - Technicians																												
Kimberly	Cash	2/6/2009	2/13/2009				Unknown	Female	Part-time	E41 - Administrative technician																												
Lincoln	Chaffee	2/6/2009	3/2/2009				Two or more races	Unknown	Full-time	E41 - Administrative technician		NA15 Job Filled (Offer Pend.)																										
Rana	Chitra	2/6/2009					Unknown	Not given	Full-time	B11 - Professionals																												
Angela	Cheng	2/6/2009	3/2/2009				White	Female	Full-time	E41 - Administrative technician		NA15 Job Filled (Offer Pend.)																										
Jose	Chance	1/14/2009	2/13/2009				Unknown	Male	Full-time	A03 - Manager																												
William	Chapin	2/6/2009	3/2/2009				Unknown	Female	Full-time	E41 - Administrative technician		NA15 Job Filled (Offer Pend.)																										
Charles	Chappel	2/6/2009	3/2/2009				White	Female	Full-time	E41 - Administrative technician		NA15 Job Filled (Offer Pend.)																										
Brian	Chilles	1/30/2009	2/13/2009				Unknown	Male	Full-time	B11 - Professionals		NA1 Not Minimally Qualified																										
Priti	Chiles	2/6/2009	3/2/2009				Unknown	Female	Full-time	E41 - Administrative technician		NA15 Job Filled (Offer Pend.)																										
Anoop	Chinthala	1/23/2009	2/13/2009				Unknown	Not given	Full-time	C21 - Technicians																												
Francis	Conner	2/6/2009					Unknown	Male	Full-time	C21 - Technicians																												
Thomas	Cooper	2/28/2009					Unknown	Male	Full-time, Part-time, Temporary	C21 - Technicians																												
Frances	Cooper	2/24/2009					Unknown	Female	Full-time, Part-time, Temporary	E41 - Administrative technician		NA14 Job Filled (Not Consid.)																										
Ralph	Cogkendall	1/27/2009	2/13/2009				White	Male	Full-time	B11 - Professionals																												
Thomas	Cross	2/6/2009	3/2/2009				Unknown	Female	Full-time	E41 - Administrative technician		NA15 Job Filled (Offer Pend.)																										
Aidan	Crossfield	2/6/2009	3/2/2009				Unknown	Male	Full-time	E41 - Administrative technician		NA15 Job Filled (Offer Pend.)																										
Kimberly	Cruella	2/6/2009	3/2/2009				Unknown	Female	Full-time	E41 - Administrative technician		NA15 Job Filled (Offer Pend.)																										
Margaret	Cunningham	2/6/2009	3/2/2009				Unknown	Female	Full-time	E41 - Administrative technician		NA15 Job Filled (Offer Pend.)																										
Joseph	Dalton	2/23/2009					Unknown	Male	Temporary	C21 - Technicians																												
Frank	Dabzell	2/23/2009					White	Male	Full-time, Part-time, Temporary	C21 - Technicians																												

The actual report from which the spreadsheet above was extracted contains many hundreds of candidates. From start to finish, the complete time needed to create this Excel spreadsheet from RESUMate is less than one minute.



Each column in the spreadsheet corresponds to one data item in the RESUMate database record.

In this example, the column titles are:

First Name	Date Declined	Ethnic Group	Availability	EEOC Disposition Code
Last Name	Date Accepted/refused	Race	EEOC Job Group	
Date Received	Start Date	Gender	Veterans Status	



As applicants apply, RESUMate automatically creates an individual database record for each person.

These records are all you need for any compliance reporting requirements.

- Database records can be created completely automatically from an inbox resume or website registration. Ultra-low data entry is one of the most attractive features of RESUMate software. About 5 mouse clicks and 5 seconds is all it takes to convert a resume into a database record.
- Your database serves many purposes, but it's an ideal place to record EEO data. You can use the applicant's record to e-mail your voluntary EEO self-identification form, and then click in the responses as you receive them.



Keep your Applicant EEO data up to date all year long.

Since this report takes just a minute to create, you can run it monthly to make sure that your data is clean throughout the year. There's no need to set aside time (hours or even days) at the end of the year to gather this data from multiple sources. Everything needed to create this report comes from applicant records in RESUMate.

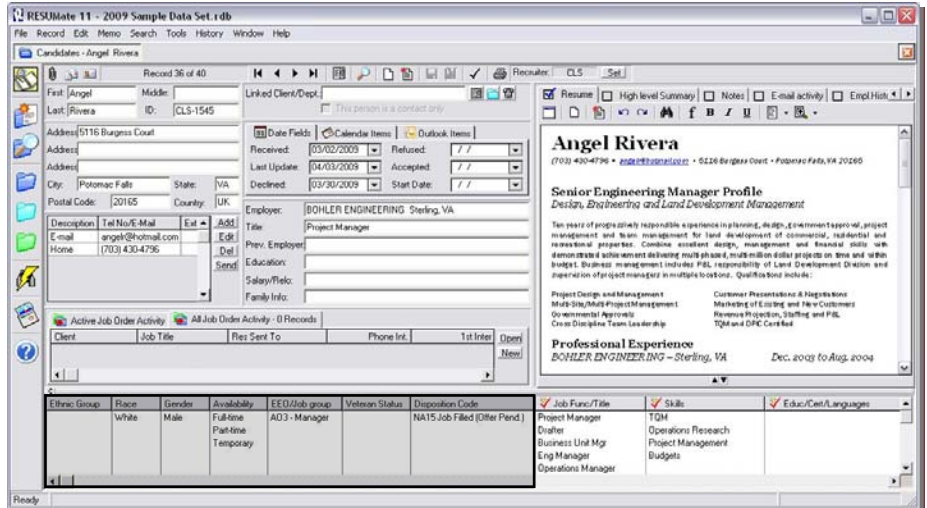


Here's a sample RESUMate database record from which EEO reports can be compiled.

Like the EEO report itself, this record takes almost no time to create. About 5 clicks & 5 seconds will convert any resume on your PC into this complete database record.

As candidates voluntarily respond to e-mail requests for race & gender information, you can click in the information (in the shaded area) in seconds.

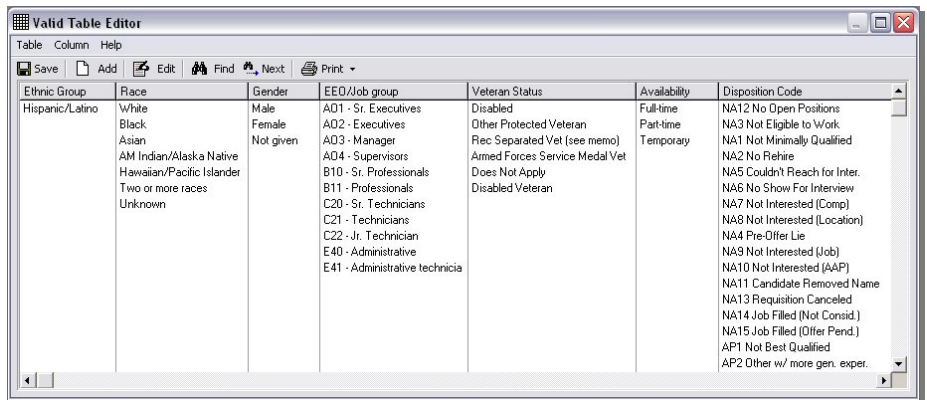
NOTE: Everything in this record is searchable, including the full text of the resume on the right. No keyboarding is needed. Your applicant files are always up to date. Non-responders can be automatically marked as "Unknown."



Here are selected EEOC columns from the RESUMate Valid Table.

This table is a list of keywords and phrases that can be automatically inserted (or clicked) into individual applicant records.

The EEOC terms can easily be modified as federal reporting requirements change over time. You're completely self-reliant to keep your RESUMate program up to date for compliance reporting needs.



RESUMate's Export Wizard automatically creates your EEOC report.

To create a compliance report, all you do is click through this simple Wizard function.

Automatically, & in just a few seconds, your report will open as a spreadsheet in Excel.

