

PDF CVs

Now that Office 2007 has made it very easy to create documents in PDF format, candidates are increasingly sending their CVs to recruiters in this format. PDF files are inherently 'locked' – they cannot be edited.

If you have started to receive more CVs in PDF format, you may want to learn about the possibilities and limitations within Recruit Studio for this format.

You can:

- Import PDF CVs into Recruit Studio
- Attach PDF CVs to candidate records (on the Attachments tab)
- View a PDF CV in the browser on a candidate record (see Workarounds below)
- Search PDF CVs
- Set a PDF CV as a public CV
- Email a PDF CV to a client

You can't:

- View a PDF CV in the CV tab of a candidate record
- 'Capture skills' from a PDF CV
- Edit a PDF CV (this has nothing to do with Recruit Studio, it's just an inherent feature of PDFs – you'll need to take a different approach if you do want to edit PDFs, see Workarounds below)

Workarounds

The first issue, viewing the PDF CV while in the candidate record, is easy to work around.

- When the PDF is in the Attachments tab of the candidate record, right click on it and choose 'Show in Browser'. A new tab will open in the record with the CV open.

The other two main issues, working with the PDF to populate the candidate record and editing it so it is presentable to clients, can be resolved by simply following a different method when handling the CV on first receiving it. The idea is to basically make a Word document out of the PDF, and produce an edited version at the same time and save this to the candidate record.

We recommend that you do the following:

1. We suggest that you create an edited CV at this early stage, particularly if you know this is a good candidate – if you're not sure yet, you can always do it later when the PDF has been attached to the candidate. When you receive a PDF CV by email, open it straight from your email program. It will open in Acrobat Reader, here you can highlight the text and copy it.
2. Copy the text from the CV that you want to include in the edited CV. Open Microsoft Word and paste the text into either a blank document or a personalised CV template if you have one. Save the new CV as a Word document into the 'New CVs' folder in My Documents as normal.
3. Go back to your email and save the PDF that the candidate sent you to the 'New CVs' folder also – so that you can attach the original to the candidate record too.
4. Now go to 'Add CVs to database' in Recruit Studio and use the Word document that you just created to create a new candidate record as per the instructions on the screen. The PDF can be imported into the CV database and attached later along with any other general CVs.
5. When your new candidate record has been created and the Word document attached, continue with populating the record in the normal way and capture the skills as normal. Next go to the 'Attachments' tab and right click on the Word document CV that you have already edited and choose 'Make CV Public'. The edited CV is now email-able.
6. If you wish you can now attach the original PDF document to the record by searching for it by name or date on the 'CV' button on the main menu and then drag it across to the Attachments panel.