

How do I import a CV (day-to-day method)

There are 3 ways to import CVs to the CV Database in Recruit Studio:

- Using the 'NewCV's folder in My Documents
- Bulk import of CVs from Microsoft Outlook or Lotus Notes
- Paste Word documents direct to the CV Database

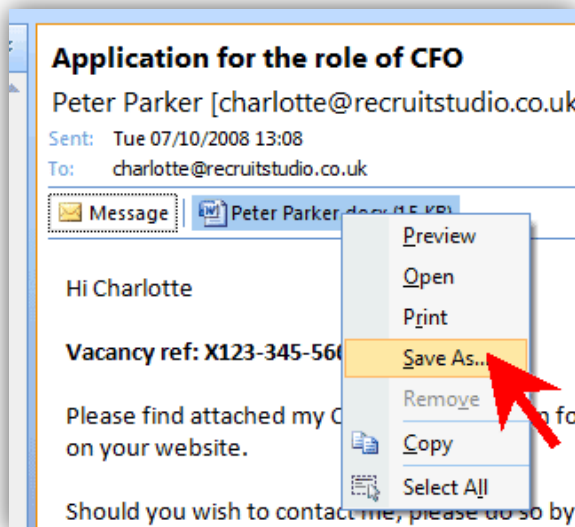
Unless you have lots of CVs to import at once it is recommended that you use the 'NewCVs' folder to import CVs, this is best used on a day-to-day basis. Pasting the Word documents directly into the CV database is only recommended in certain circumstances such as when you first start to use Recruit Studio if you have lots of CVs stored in different locations on your PC.

The method below is the best to use on a daily basis as it is the simplest and fastest way.

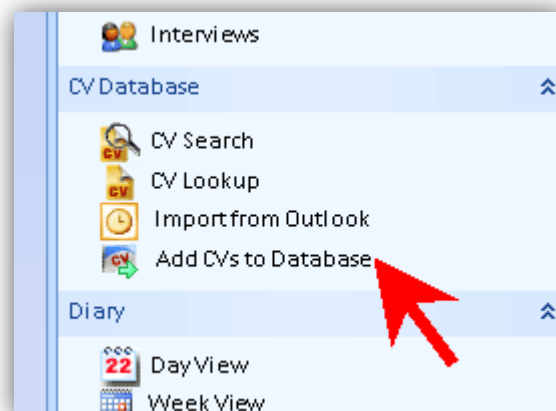
1. When Recruit Studio was first installed on your PC, a folder was created in My Documents called 'NewCVs'. Any CV that you want to import to the CV database should be saved to this folder.

You can download CVs from job boards to here or save an email attachment to the 'NewCVs' folder.

To save the file from your email program, right click on the attachment and choose 'Save As' and save it into the 'New CVs' folder.

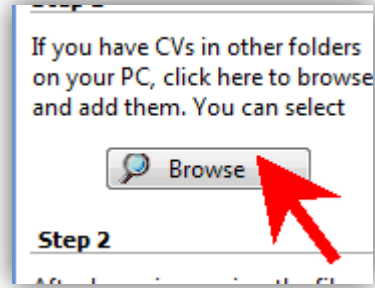


2. Open Recruit Studio and from the Main Menu choose 'Add CVs to database'.



3. The 'Add CVs to database' screen will open and the contents of the 'NewCVs' folder will be displayed.

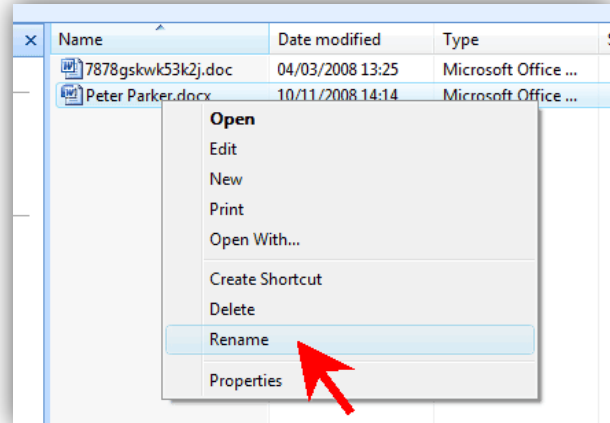
- If you need to look beyond the 'NewCVs' folder you can click the 'Browse' button and locate files in other locations.



- When you have found the CVs to import, you need to ensure that the CVs is named correctly.

We recommend that you name the CVs like this: 'lastname_firstname'. The name will become important in identifying the CV later on.

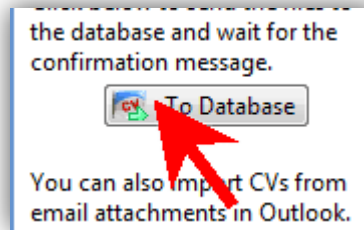
To rename a file, right click on it and choose 'Rename'.



- What do you want to do now?

You now have the option to either import the CV or you can import the CV and create a new candidate record with the CV attached.

If you choose to only import the CV, click the 'Send to database' button...



- ...Or to create a new candidate record as well, drag and drop the CV to the bottom left corner and the blank record will automatically open.

