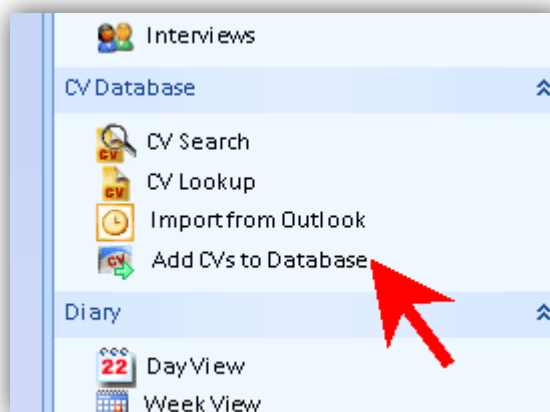


How do I import a CV and create a candidate record in one step?

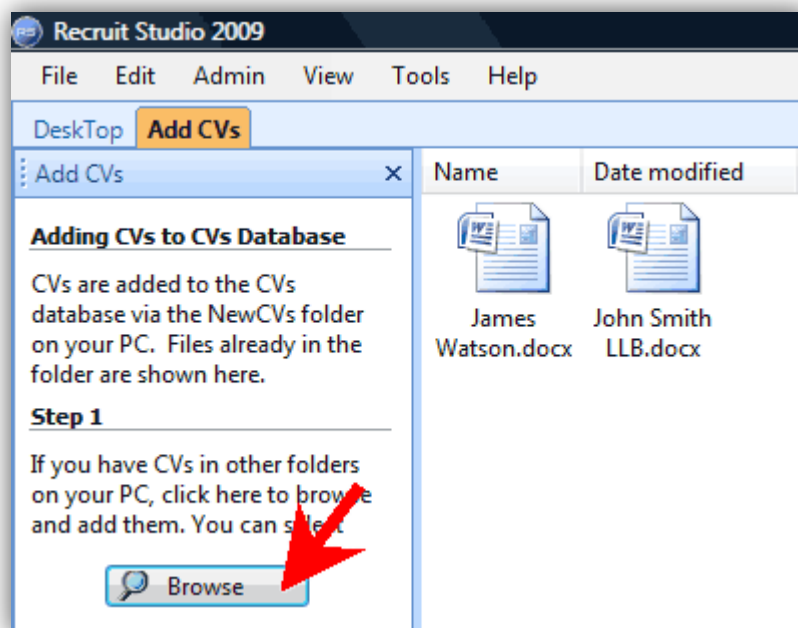
In Recruit Studio there are various options available for importing CVs and creating candidate records. One option is to do both tasks in the same step.

1. From the Main Menu open 'Add CVs to database'.



2. This screen shows you the contents of your 'New CVs' folder held in My Documents. It will show you the CVs that are ready to be imported.

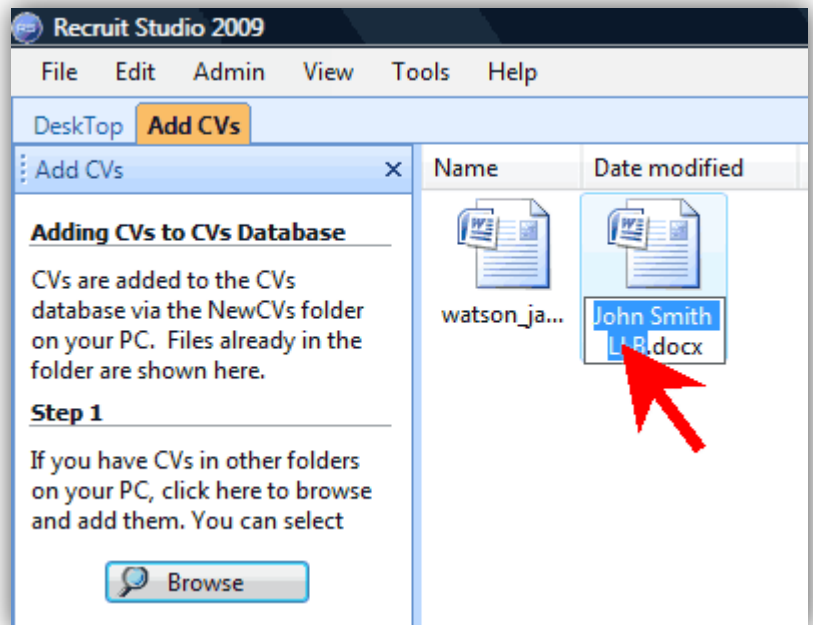
If you can't see any, either save some CVs to your 'New CVs' folder or click 'Browse' to look for some elsewhere on your PC or network.



3. Check the file names and rename if necessary. To rename a file, right click on it and choose 'Rename'.

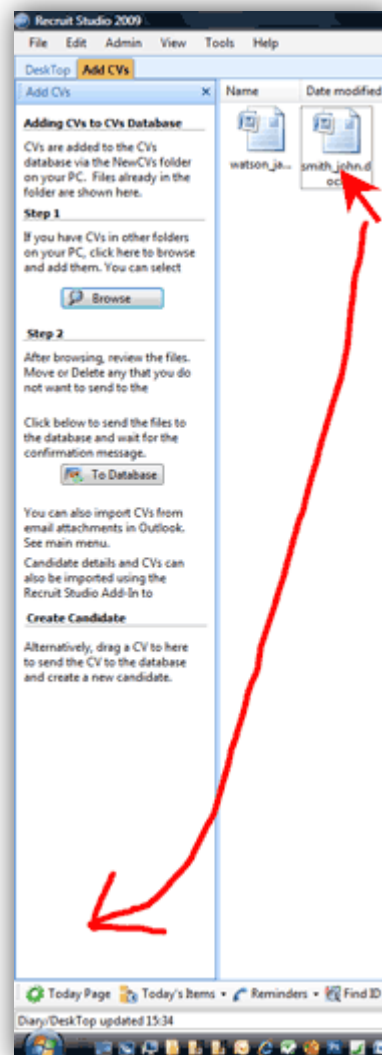
It is recommended that all consultants use a consistent naming policy, such as last name followed by first name. For instance, 'smith_john'.

Do not use full stops if you rename a file – use an underscore or hyphen instead.



4. When you are ready, use your mouse to drag a CV to the bottom left corner of the screen. This will create a new candidate record and attach the CV for you.

You need to drag the CVs one at a time if you want to create a candidate record as well.

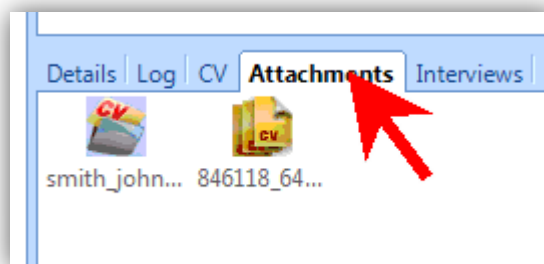


- You will immediately be asked to enter the candidate's name.

The CV has now been imported to the CV database and will be considered when you or another user next runs a CV search. Click the 'Last Name' button to check for duplicates.

- You will now see the CV in the 'CV' tab in the middle of the candidate record. If you go to the 'Attachments' tab you will see the CV has been attached to the record.

John Smith LLB	
119 Kennedy Street, Manchester, M14 7EH	
Objective	My objective is to obtain a Partnership within a respected Law firm.
Experience	Senior Lawyer August 2000 - 2007 Walter Fritz LLP, Manchester Set up and headed a Corporate Law Department. Responsible for increasing turnover for the firm. Furthered my specialism in company purchase cases.
	Lawyer 1997 - 2000 Baker Harris Associates, Manchester Worked in a specialism in company purchase cases. Responsible for guiding Trainee Lawyers through placement interviews, directly increasing turnover by 7%.
	Lawyer 1994 - 1997 HSBC Plc, London Active role in corporate purchase division.
Education	Guildford Law School, Guildford, Surrey 1992 - 1994 Leeds University 1989 - 1991
Interests	My interest is within corporate law, specifically company purchase.
References	References are available on request.

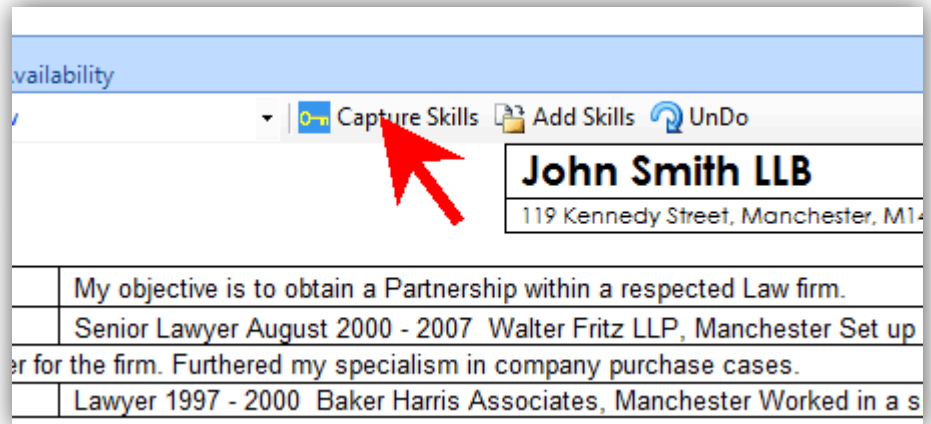


- Go back to the CV tab and use the CV to help you populate the record. For instance, with your mouse highlight the phone number and drag it to the relevant phone number field. You can do this for the address, phone numbers etc.

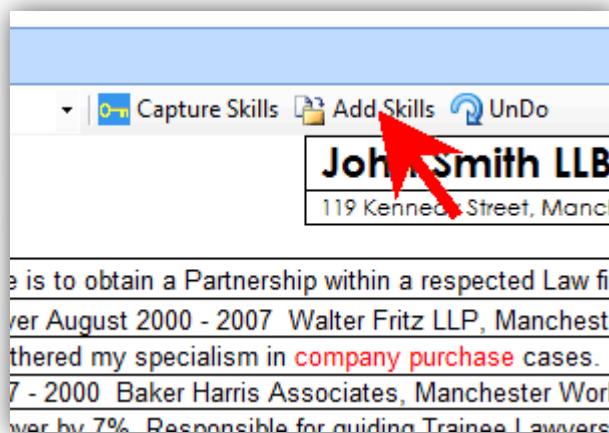
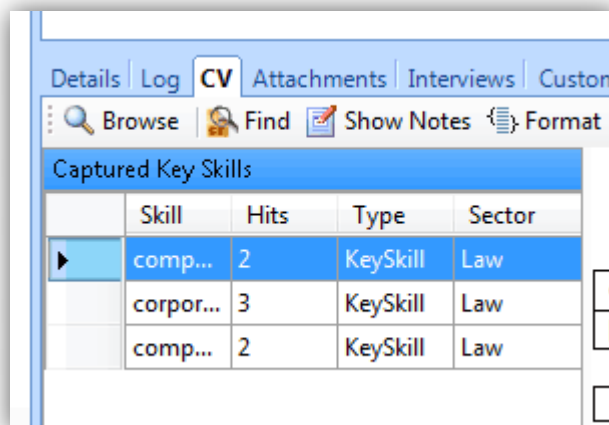
The benefit of this is that you can

quickly populate the record with the information direct from the CV and it means that mistakes are less likely to happen.

8. Continue to populate the record. Now click the 'Capture Skills' button to automatically extract key skills from the CV...



9. The skills will be previewed in the panel on the left of the CV. Click 'Add Skills' to accept them. The captured skills will be highlighted in red text.



Now you might like to:

- *Format the CV and make it public so that you can email it to clients*
- *Search for potential vacancies for the candidate*