

How do I ... create a candidate record (with a CV)?

Welcome to creating a candidate record with a CV.

In this tutorial you will learn how to create a candidate record using a CV that you have imported to the database. If you don't yet know how to import a CV, you should watch the video on that topic first.

If you haven't yet received the candidate's CV you can still create a record for them but it's best to watch the video "How do I ... create a candidate record without a CV".

For the purposes of the tutorial, let's assume that you have already imported a CV to the CV database. What we'll do is attach the CV to a blank candidate record and then use the information on the CV to populate the record.

Firstly let's find the CV in the CV database.

There are various ways that you can find the CV in the panel. If you remember when you imported the CV you can highlight a specific date on the calendar or highlight a range of dates to find the CV.

Or, if you know the name of the candidate you can type in their name at the top – probably starting with their last name because it looks up the file name of the CV. Press return to find the names.

So now that we've located the CV, click on the New Candidate button along the bottom toolbar. You can do this from the Main Menu as well but you don't want to lose the CV panel.

A handy tip to tell whether the candidate is already registered is to click the blue 'Lastname' button when you have typed in the name and Recruit Studio will tell you if there are any other people with the same last name, helping you to identify any duplicates.

Now let's drag in the CV to the CV panel of the record. This window allows you to preview the CV so that you always have a copy nearby without having to open the CV in Word.

Simply grab the CV with your mouse and drag it over to the CV panel then let go and the CV will be displayed. Sometimes the CV can look a little distorted in the panel but don't worry it's just because Recruit Studio is trying to display the CV in a small window.

What's useful about having the CV previewed in the panel is that you can now populate the candidate record by dragging and dropping information directly from the CV into the record.

Let's start this by getting hold of the candidate's mobile phone number and dragging this to the equivalent field.

Now let's do the email address. You can save a lot of time using the drag and drop functions in this way.

One area that you will need to take care over is the address because it is made up of several fields and the formats are variable. For instance some candidates use commas; some addresses are all on

one line and so on. Therefore it is advisable to drag the address in, and then click the address button and rearrange it using the pull downs if necessary.

Some of the fields in the record require you to choose an option from the list, such as Sector or Location. In these fields, always choose from the menu or the candidates may be missed when you run a search later.

Now glance through the CV and add some segments to the record. It may be that some candidates work in more than one segment and this will be apparent on their CV.

Once you have populated most of the record, you need to capture the candidate's key skills. Recruit Studio will do this for you by reading through the CV and comparing the content with the list of key skills for the sector. Before you do this, you need to check that the correct sector is set for the candidate. All you need to do is click 'Capture skills'. You can then review the skills and click 'Add skills' to send them to the key skills panel on the left.

So now that most of the record is complete, we can use the CV to add key skills. Recruit Studio automatically captures key skills from the candidate's CV and adds them to the record by comparing what is written in the CV with your company's list of key skills based on the candidate's sector.

To start, you must make sure that the correct sector is displayed.

Now click 'Capture skills' and the list of skills will be added to the panel next to the CV. Here you can review them and then click 'Add skills' which moves the skills to the key skills panel. The number next to each entry shows how many instances of the phrase appear in the CV so you can determine how important each skill is to this candidate. The identified skills are also highlighted in the CV text.

You can also add extra skills to the record by typing them in, or right-click and choose from the list. You might go for this option if you haven't yet received a CV from the candidate.

So now you are in a position to progress this candidate through the recruitment process.

Finally, close the record to save the changes.

The candidate will now appear in search results. You might now like to watch the videos on searching for candidates, or creating interviews.