

## *How do I... import CVs to Recruit Studio?*

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Welcome to importing CVs to Recruit Studio.

This video will show you how to import CVs to Recruit Studio. The method we're going to use works for saving CVs from Microsoft Outlook or Lotus Notes, as well as from other locations on your PC.

Importing CVs to Recruit Studio is straight forward and quick, you can do this at any time during your day or maybe once a day depending on how you like to work.

Let's start by finding an email with a CV attached.

Although your email program may vary, the idea is the same for whatever you are using. You need to save the attached Word document into a folder that Recruit Studio created called NewCVs. You'll find this in My Documents.

In Outlook, the process is easy. Right click on the attachment and choose 'Save As', then navigate to the New CVs folder and save it. You might like to rename the CV at this point if the candidate sent it to you with an inappropriate file name.

We suggest that you name all the CVs in the same format, the best method is "lastname" followed by "firstname" without any full stops.

If you want you can use an underscore to divide the name but never use full stops as this causes complications. You may want to identify this CV as the original version by adding a phrase to the end of the name such as "\_original".

You can save lots of files together in the New CVs folder and you can copy them in from different locations on your PC such as a historic folder of CVs or another drive. Also if you use job boards you can save the CVs you download to the NewCVs folder and Recruit Studio will import them.

Now go back to Recruit Studio and click 'Add CVs to database' from the Main Menu.

This stage allows you to review what you are about to import. The main panel shows you the contents of the NewCVs panel and the wizard on the left tells you what to do.

You can see the CV from Outlook in the window. Again, you have the option of renaming the file if you haven't already. Do this by right-clicking the file and select 'rename'. You can also pull CVs from other locations by clicking the 'Browse' button.

Once you are satisfied with what you are about to import, simply click 'To Database' and wait for the confirmation.

Let's go to the CV database to show the CVs. (Click CV button from Main Menu).

And here they are. If the list doesn't automatically show, you just need to click on the date or highlight a range of dates.

So what's next? Well you have the option in Recruit Studio of creating a candidate record for the CVs you have just imported. Otherwise, you don't actually need to do anything. Recruit Studio doesn't require you to create a candidate record unless you really want to, because now that the CVs are in the database their contents can be searched using the CV Search tool.

The idea behind this is that you may receive 50 CVs by email each day. Of those 50 only 10 may be of interest to you now, some you may use in the future but a handful may never come up in a CV search. This method also saves you time as it means you don't have to review each CV individually before it is imported or make any decision on whether it will be useful to you at some point.

You may only want to create a candidate record at a stage where the CV has come up in a search and you wish to contact the candidate. This also has the advantage of keeping your Recruit Studio database tidy and free from unnecessary records.

Now you may like to watch a video on creating a candidate record or doing a CV search.