

# Enterprise - Managing Resumes

Last Modified on 12/04/2019 7:45 am CST

## Managing Employee Resumes

For many staffing companies, managing employee resumes can be difficult. Enterprise gives you the tools to upload, manage, create, and send employee resumes straight from the system.

If you are receiving resumes from applicants, you can create their employee record using the [resume parser](#) or [Outlook add-in](#). Applicants or existing employees can also upload their resumes via [HRCenter](#).

### This article covers:

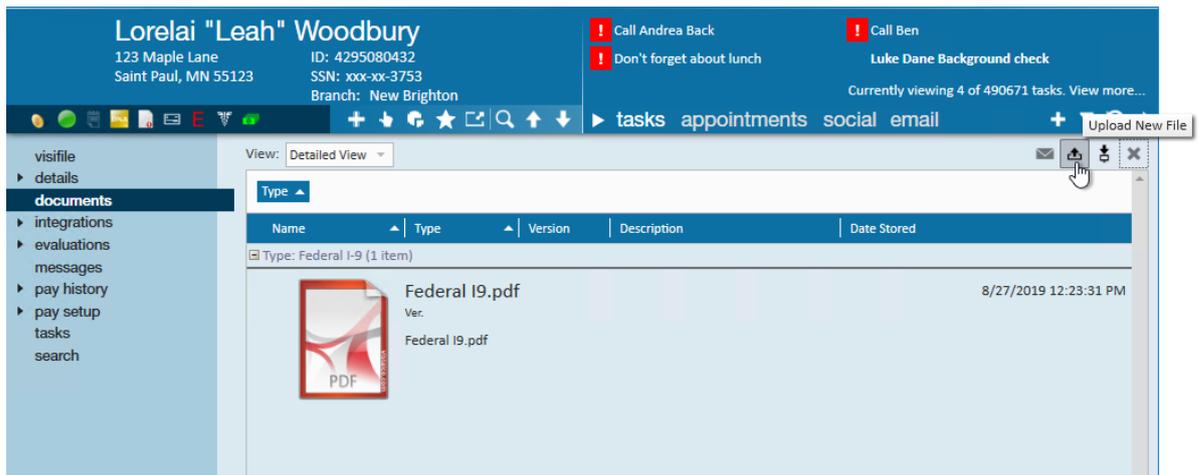
1. [Attach Resume to an Existing Employee](#)
2. [Creating an Employee Resume](#)
3. [Emailing an Employee Resume](#)
4. [Searching for Employees by Resume](#)

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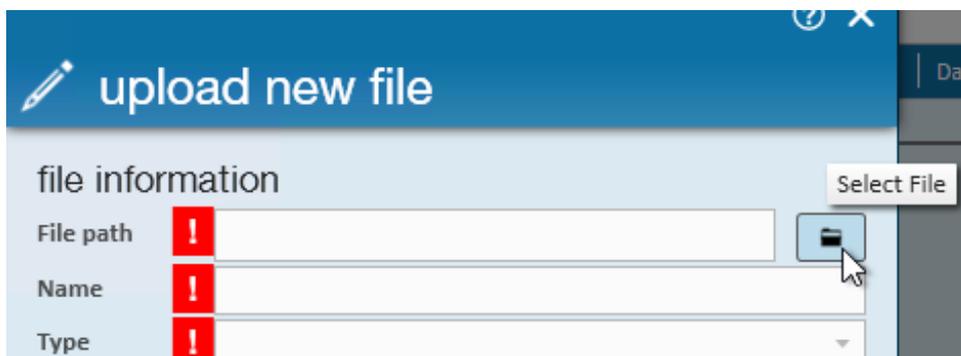
## Attaching a Resume to an Existing Employee

If you receive a new resume from an existing employee, you can attach it to their record to make it easy to locate. Remember that any employee added via [Resume Parser](#) will already have their resume attached to their file.

1. Save resume file on your computer
2. Navigate to Employee Record you wish to attach a resume to
3. Go to 'Documents' and select 'Upload New File' icon in the upper right



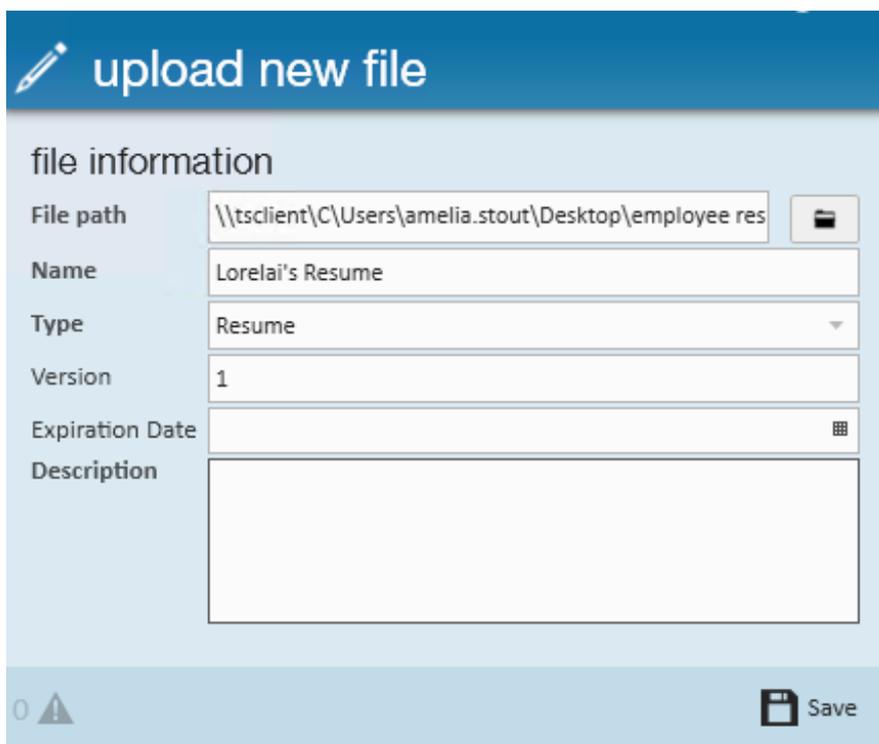
4. Select the folder icon and choose the saved resume



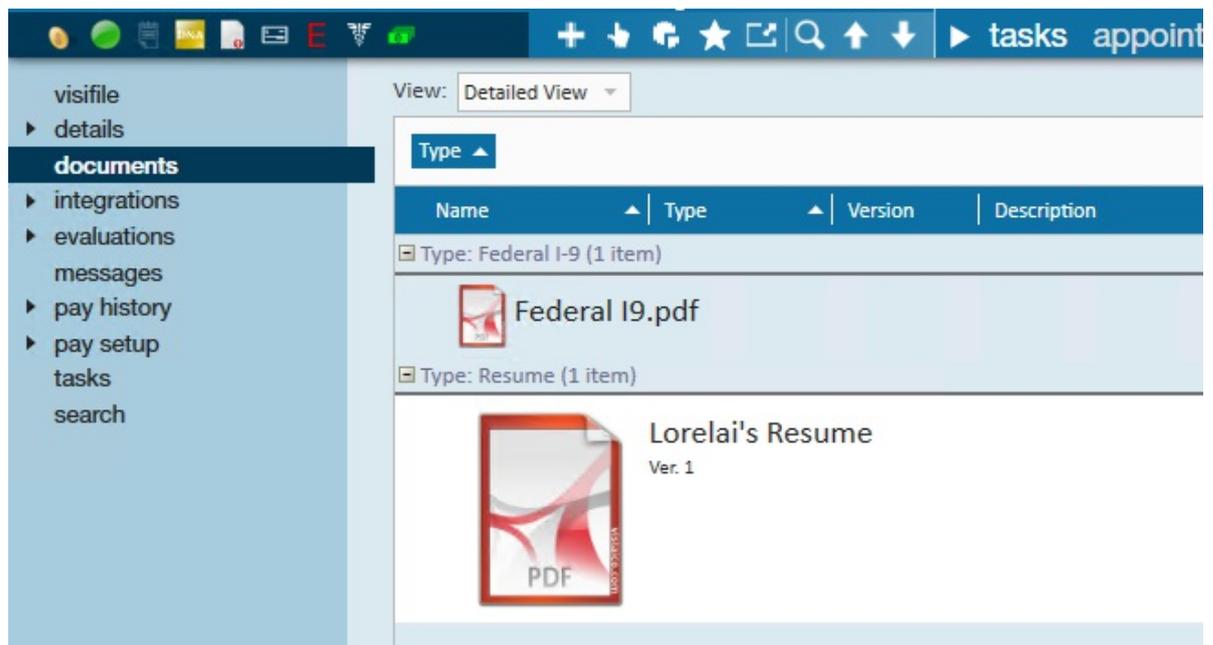
5. Enter name

6. Set type to 'Resume'

7. Enter any additional details



8. Click 'Save'



For more information on employee documents, see [Document Management and Searching](#) article.

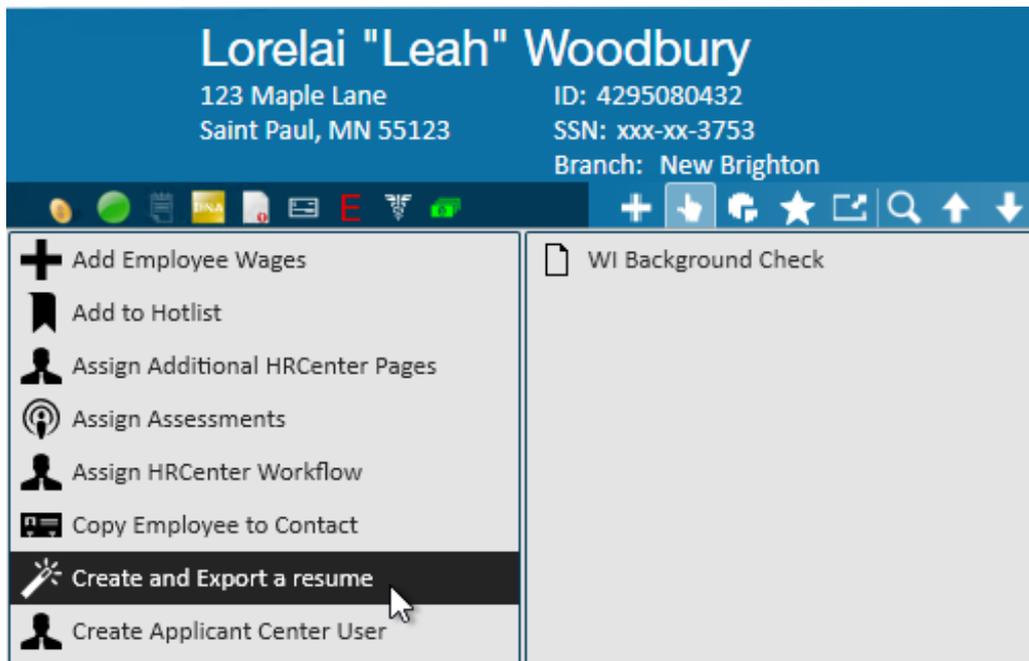
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## Creating an Employee Resume

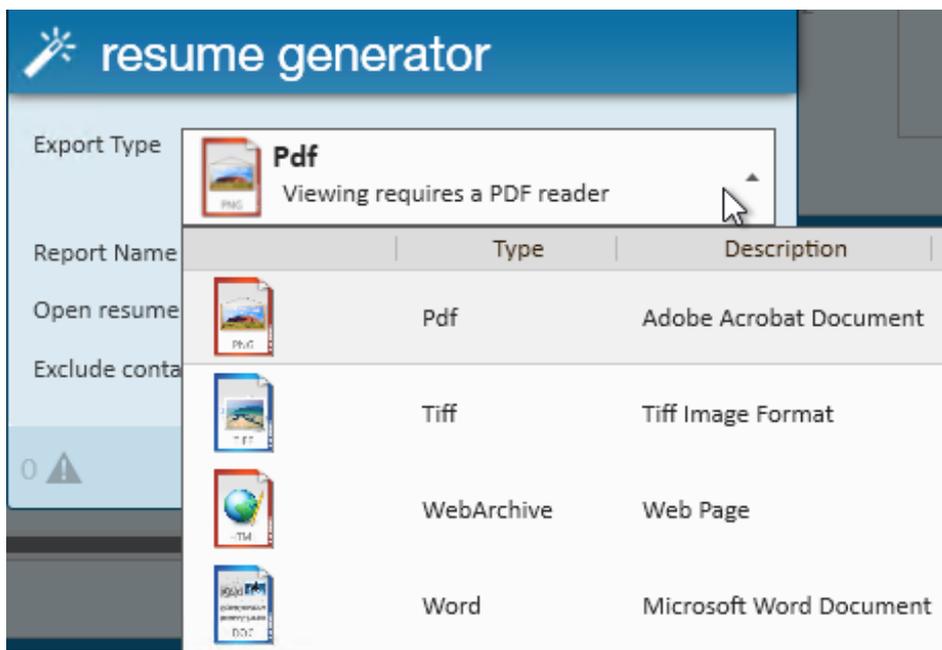
Sometimes a customer will ask for an employee's resume and you may not have an up-to-date one on file. Enterprise allows you to create a quick employee resume based on the past jobs, education, and skills on the employee record.

### To Create an Employee Resume:

1. Navigate to the employee record
2. Select the Actions menu
3. Choose Create and Export a Resume

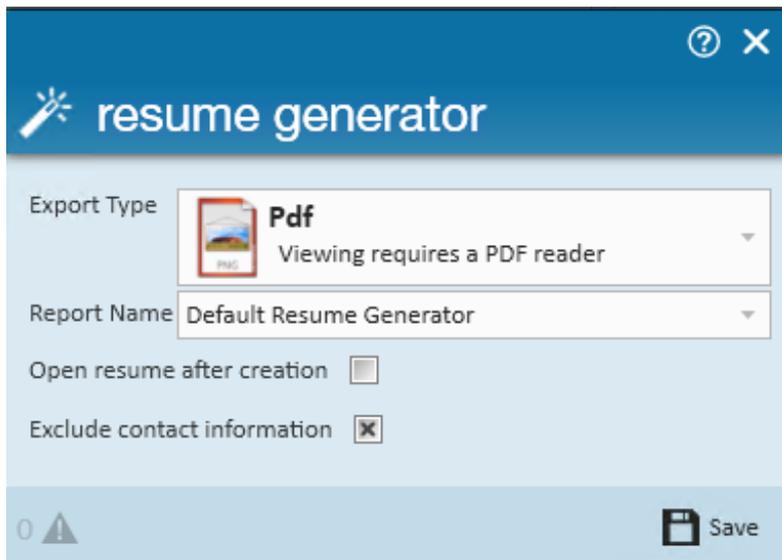


4. Select the type of file you want to export to



- We recommend using Word if you want to add to it

5. Optionally select the checkboxes:



- o Open resume after creation, if you want the file to open right away
- o Exclude contact information, if you do not want to include the employees contact info on the resume

6. Select Save

7. Select where you want to save the resume

Lorelai Woodbury




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**Education**

Example University	BA	Dates Attended: 1/1/2008 - 11/1/2019
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**Work History**

Engineer's Plus	Position Held: Engineer
Duties:	

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**Skills**

1st Shift	Computer Operator	Data Entry
ENG-Industrial Engineer	Years: 3.00	Industry Engineering
Mechanical Engineer		Mechanic

If you are having trouble locating your folders or file, check out [Accessing Local Drives in Enterprise](#).

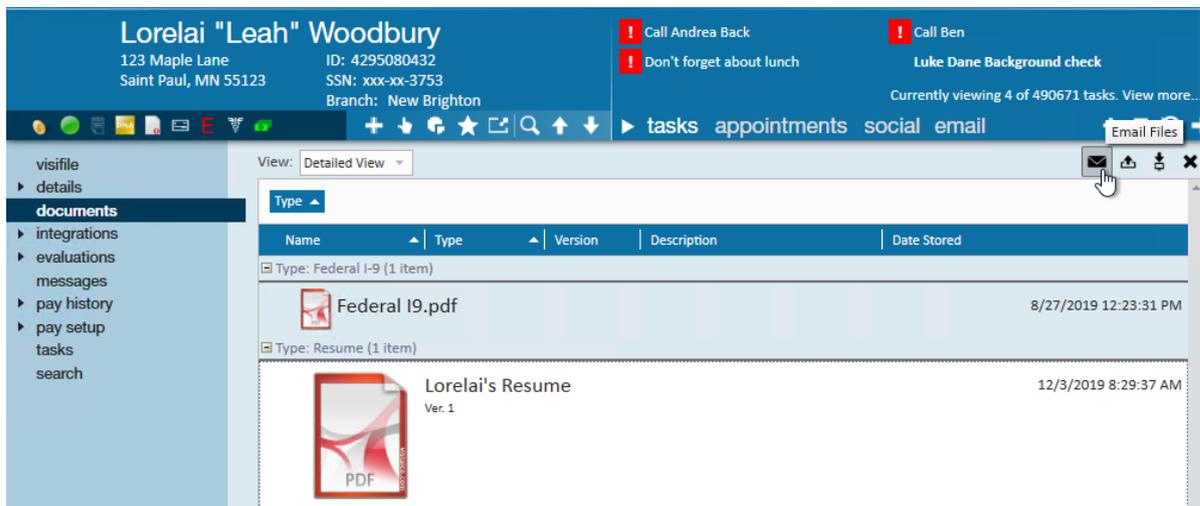
## Emailing an Employee Resume

If an customer has requested a copy of an employee's resume as part of the hiring process, you can email an employee resume straight from Enterprise.

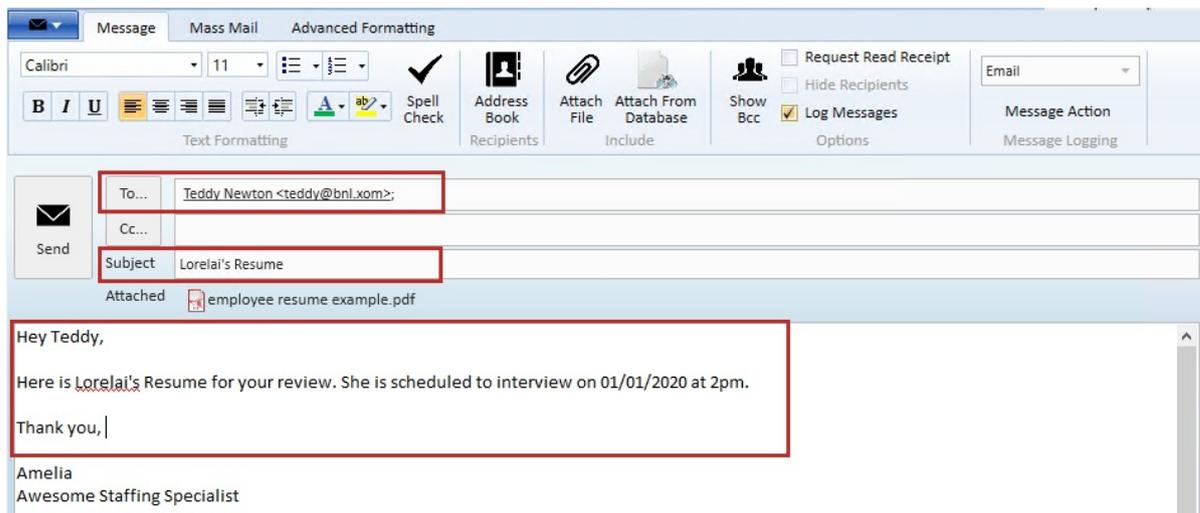
**\*Note\*** You will need to have your email set up in the system in order to send an email. See [Enterprise Email Overview](#) for details.

## Email a Resume from the Employee Record:

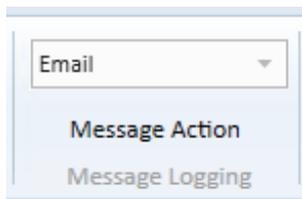
1. Navigate to the documents page of the employee's record
2. Select the resume to be emailed and click the email icon in the upper right



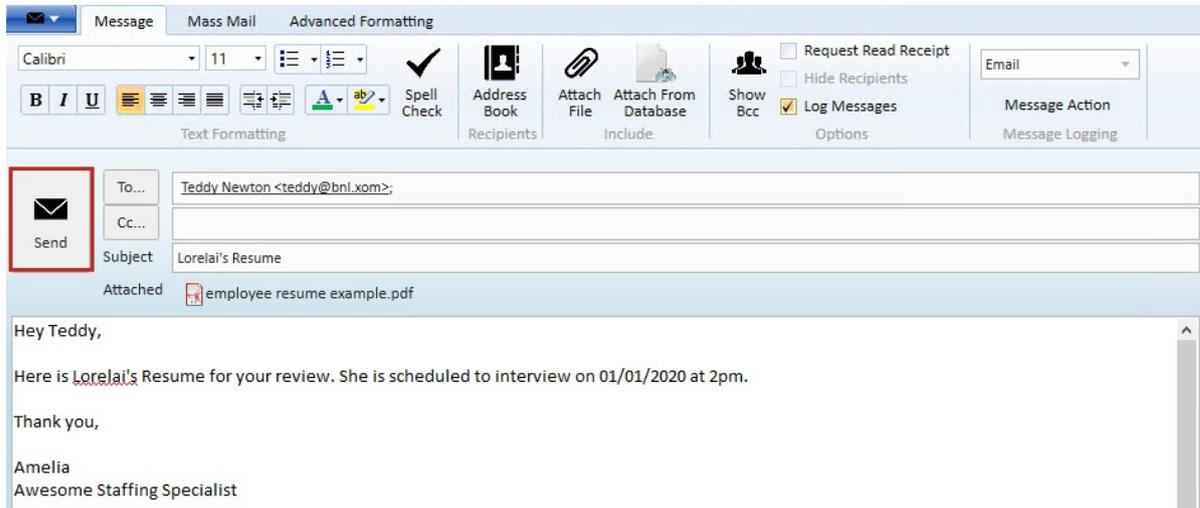
3. A new window will open for you to compose your email message



- o Enter the email you are sending To
  - o Type in the Subject
  - o Compose your email message
4. Optionally, Select the appropriate message action



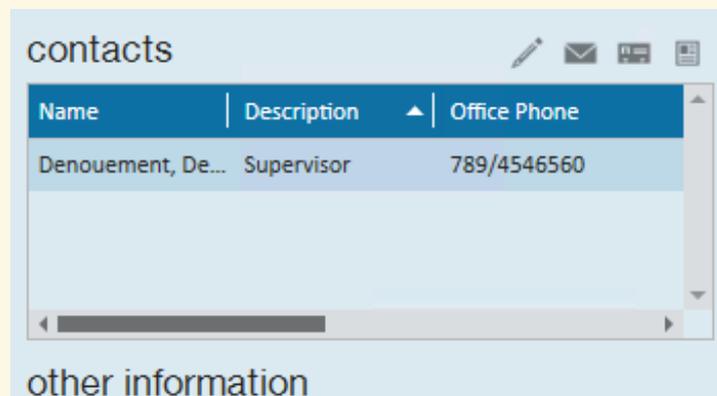
## 5. Select Send



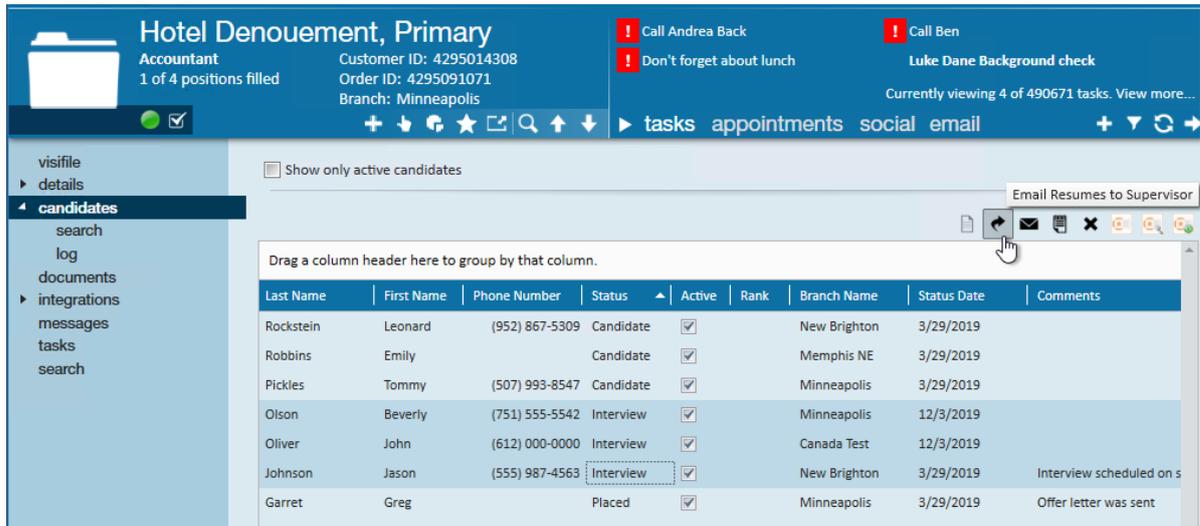
## Email a Resume from the Candidate Worksheet:

If you have been using the candidates section of an order record to track the status of each employee, Enterprise makes it easy for you to email one or more resumes to the customer contact.

**\*Note\*** Make sure you have a contact selected under contract role as the supervisor before you send the email.



1. From the candidate worksheet click to highlight the employee(s) for whom you would like to email resumes, then select the  icon:



Hotel Denouement, Primary  
Accountant 1 of 4 positions filled  
Customer ID: 4295014308  
Order ID: 4295091071  
Branch: Minneapolis

Call Andrea Back  
Don't forget about lunch  
Call Ben  
Luke Dane Background check  
Currently viewing 4 of 490671 tasks. View more...

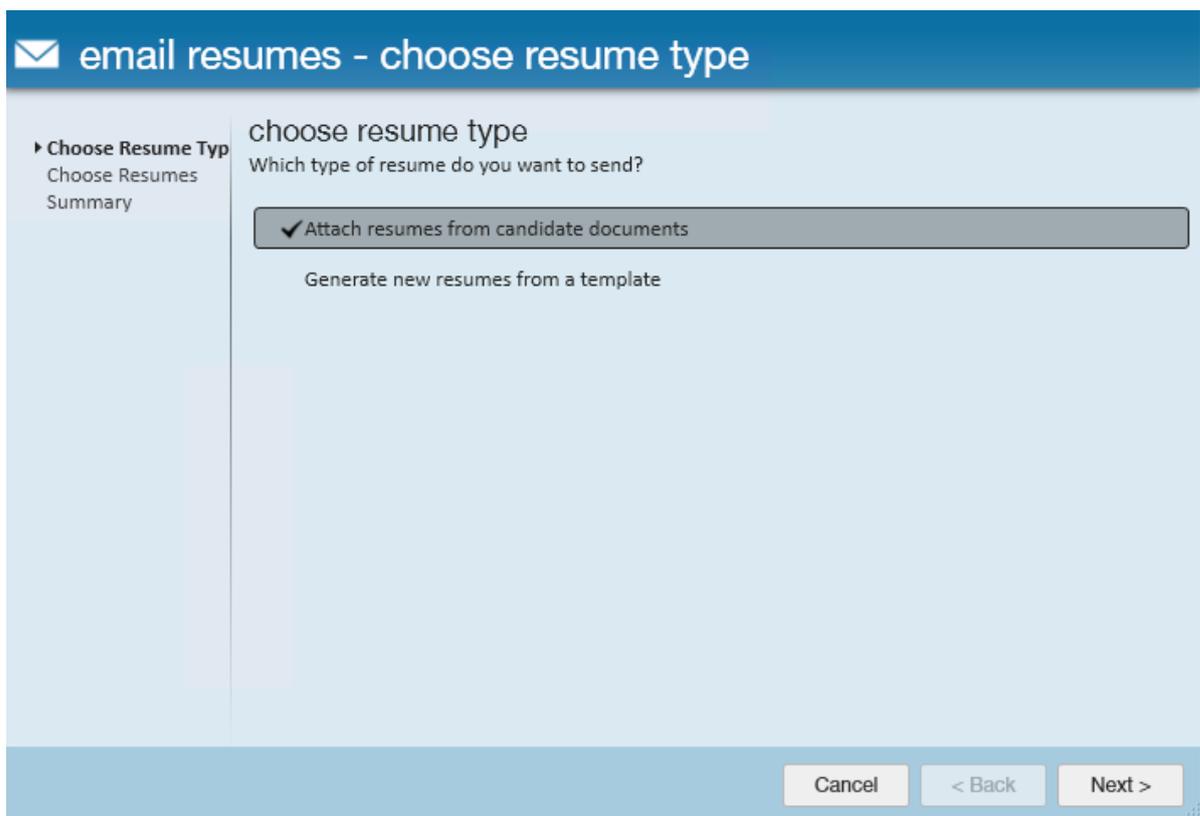
tasks appointments social email

Show only active candidates

Drag a column header here to group by that column.

Last Name	First Name	Phone Number	Status	Active	Rank	Branch Name	Status Date	Comments
Rockstein	Leonard	(952) 867-5309	Candidate	<input checked="" type="checkbox"/>		New Brighton	3/29/2019	
Robbins	Emily		Candidate	<input checked="" type="checkbox"/>		Memphis NE	3/29/2019	
Pickles	Tommy	(507) 993-8547	Candidate	<input checked="" type="checkbox"/>		Minneapolis	3/29/2019	
Olson	Beverly	(751) 555-5542	Interview	<input checked="" type="checkbox"/>		Minneapolis	12/3/2019	
Oliver	John	(612) 000-0000	Interview	<input checked="" type="checkbox"/>		Canada Test	12/3/2019	
Johnson	Jason	(555) 987-4563	Interview	<input checked="" type="checkbox"/>		New Brighton	3/29/2019	Interview scheduled on s
Garret	Greg		Placed	<input checked="" type="checkbox"/>		Minneapolis	3/29/2019	Offer letter was sent

- Use Shift or CTRL keys on your keyboard to select multiple
2. Select to send either the existing employee resumes or generate a resume from the data within the employee record



email resumes - choose resume type

Choose Resume Type  
Choose Resumes  
Summary

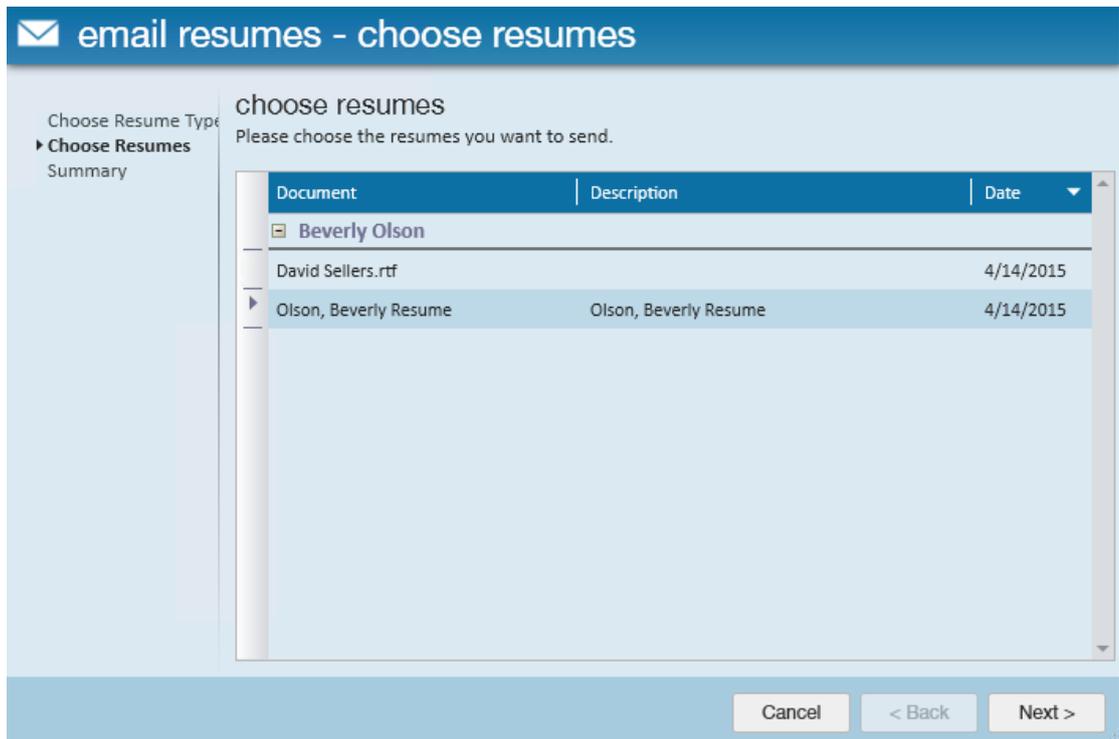
choose resume type  
Which type of resume do you want to send?

Attach resumes from candidate documents

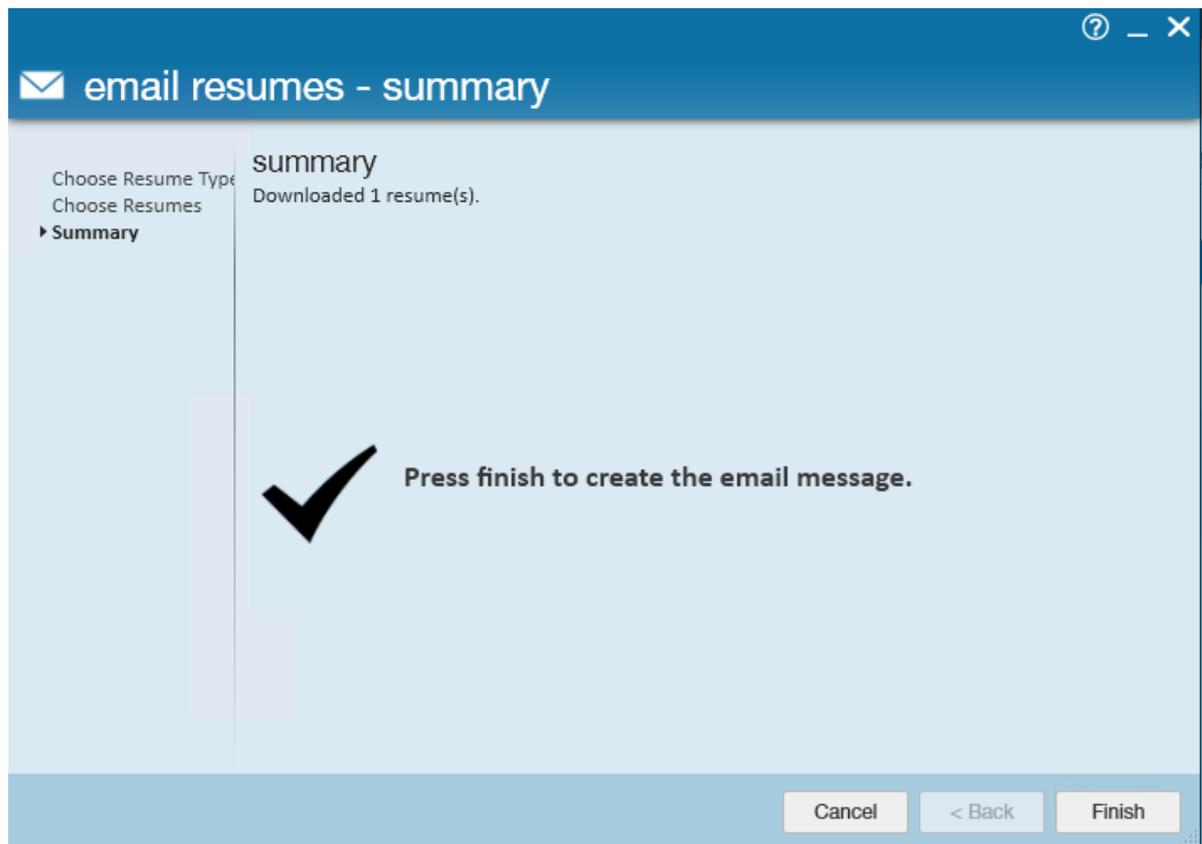
Generate new resumes from a template

Cancel < Back Next >

- **\*Note\*** If a candidate has more than one resume, users will be required to select the resume they'd like to send



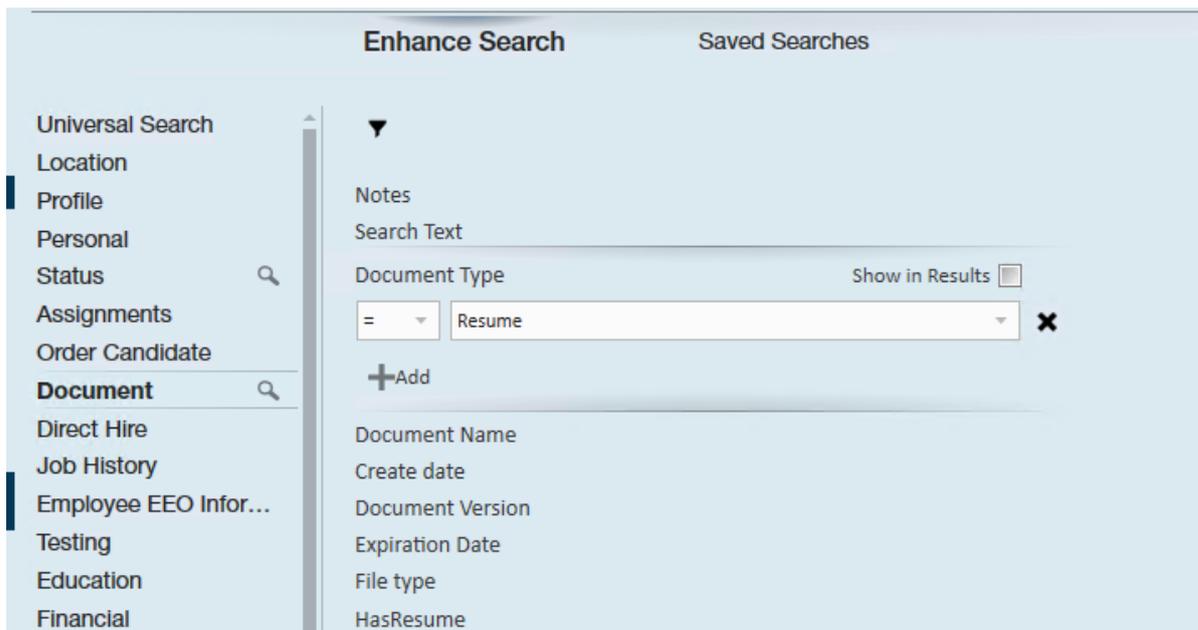
3. Click *Finish* to send the resumes to the contact who is has the role of *Supervisor* on the order



# Searching for Employees by Resume

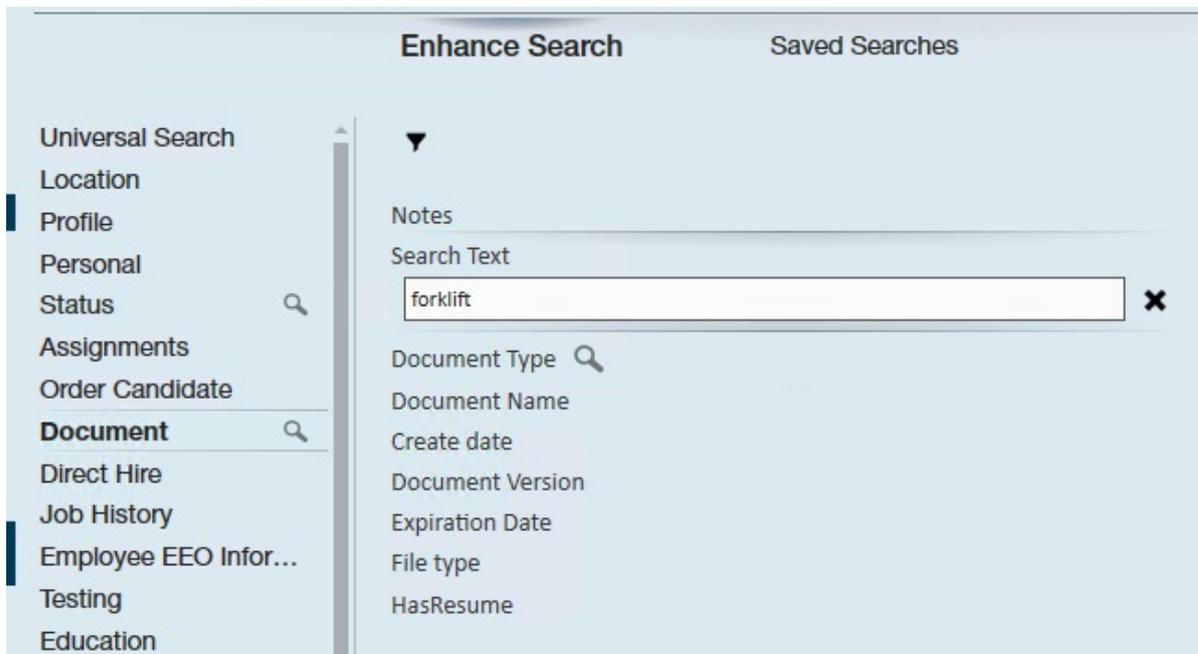
Resumes can be found through the employee enhanced search or the order candidate search

1. Under employee search or candidate search, select the *Document* category:
2. Set the *Document Type* to = *Resume*



The screenshot shows the 'Enhance Search' interface. On the left is a navigation menu with categories: Universal Search, Location, Profile, Personal, Status, Assignments, Order Candidate, **Document**, Direct Hire, Job History, Employee EEO Infor..., Testing, Education, and Financial. The 'Document' category is selected. The main search area has a dropdown menu set to 'Document Type' with 'Resume' selected. Below this, there is a '+Add' button and a list of fields: Document Name, Create date, Document Version, Expiration Date, File type, and HasResume. The 'Search Text' field is empty.

3. In the Search Text area key in the word(s) you'd like to find within the Resumes:



This screenshot is similar to the previous one, but the 'Search Text' field now contains the word 'forklift'. The 'Document Type' dropdown is still set to 'Resume'. The rest of the interface remains the same.

4. Once the search results are returned, right click on any employee name to *Preview Resume*:

Your search returned 33 results.

Drag a column header here to group by that column.

ID	Last Name	First Name	Branch	Phone	Is Acti...	Is Assi...	Last Message
429501...	Anders	Andrew	Minn...	(216) 540-8405			Ended
429500...	Austen	Kate	Minn...				Placed
429501...	Bellamy	Davin	Minn...				Ended
429500...	Berston	Nora	Minn...				Order Candidate
429501...	Berston	Norman	Minn...				Placed
429497...	Burleigh	Joshua	Mem...				Approved
429501...	Cano	Oscar	Minn...				Ended
13015	Danvers	Daniel	Minn...				Ended
429505...	Fowler	Brian	Minn...				Order Candidate
429507...	Francis	Dale	Mem...				Message
429501...	Francis	Joseph	Minn...				Ended

- Messages
- Send Email
- Send Email to...
- Send Text...
- Set As Order Candidate
- Sync Employee(s) with WorkN
- Preview Resume
- Change ACA Status
- Change ACA Response
- Add Selected to Hot List
- Navigate to

- o The words which have been searched for will be highlighted in the Resume:

EXPERIENCE

Serious minded worker seeking opportunity to put experience to work for you!

Service Experience:

- Transported Clients to designated medical facilities for treatment
- Assisted Customers with purchases and returns
- Earned ETA Customers Service Specialist Certificate

Warehouse Worker / Material Handler Experience:

- Sit down **Forklift** gas 1 electric
- Stand up / Reach **Forklift**
- Bendi / Turret
- Stock picker 1 Order picker
- Pacer 1 Electric Pallet Jack

Duties Performed:

**\*Note\*** Enterprise uses Google to FTS Syntax Boolean when searching resumes:

Example Search	Description
forklift	searches for the word <i>forklift</i> with all inflectional forms (ex. forklifts, forklifting, etc.)
warehouse forklift	searches for documents containing both <i>warehouse</i> AND <i>forklift</i> with all inflectional

Example Search	Description
warehouse AND forklift	searches for documents containing either <i>warehouse</i> OR <i>forklift</i> with all inflectional forms. The "AND" is optional
warehouse OR forklift	searches for documents containing either <i>warehouse</i> OR <i>forklift</i> with all inflectional forms
"forklift driver"	searches for the phrase <i>forklift driver</i>
forklift -stand	searches for the document containing inflectional forms of the word <i>forklift</i> without the word <i>stand</i>
+forklift	searches for the word <i>forklift</i> without looking at inflectional forms
~seat	searches for thesaurus forms of the word <i>seat</i>
assemb*	searches for words that begin with prefix <i>assemb</i>
	searches for documents that contain the word <i>forklift</i> in close proximity to the word <i>driver</i>

## Related Articles