


*The Resume Parser

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Before you begin, have your workbook ready! 

This training covers: How to parse and upload resumes.

[Recruiter 101 - Resume Parser Training from TempWorks Software on Vimeo](#) .

The resume parser creates employee records based on resume text documents.

Quick Steps

To create an employee record using Resume Parser:

1. Click on Resume Parser (If you do not see the Resume Parser option in the bottom left, click 'all options' and find Resume Parser from the pop up window).
2. Click the '+' icon in the upper right.
3. Select file, folder, text, or staged resume options.
4. Click on 'Select a File.'
5. Find the folder or file you are uploading (based on your choice from step 3).
6. Click 'Parse.'
7. Review data parsed and make any necessary corrections.
8. Click on the 'Create an Employee Record' icon in the upper right.

This is only 1 of 3 different ways to create an employee record. See [Creating New Employee Records](#) for more detailed information.

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