


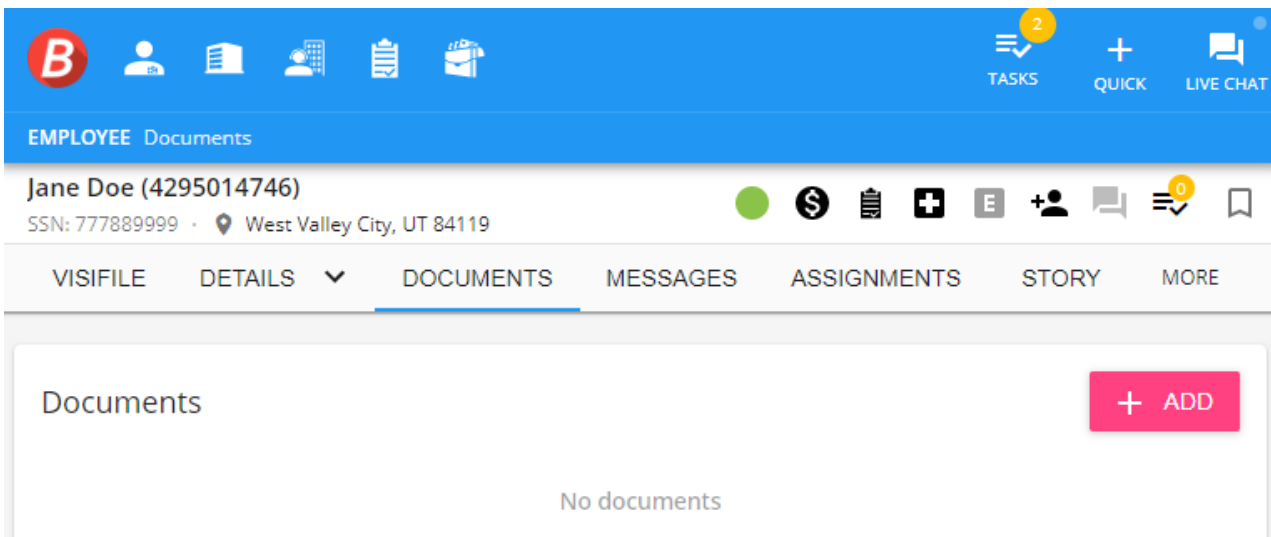
Beyond - How to Attach a Resume to an Employee Record

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How to Attach a Resume to an Employee Record

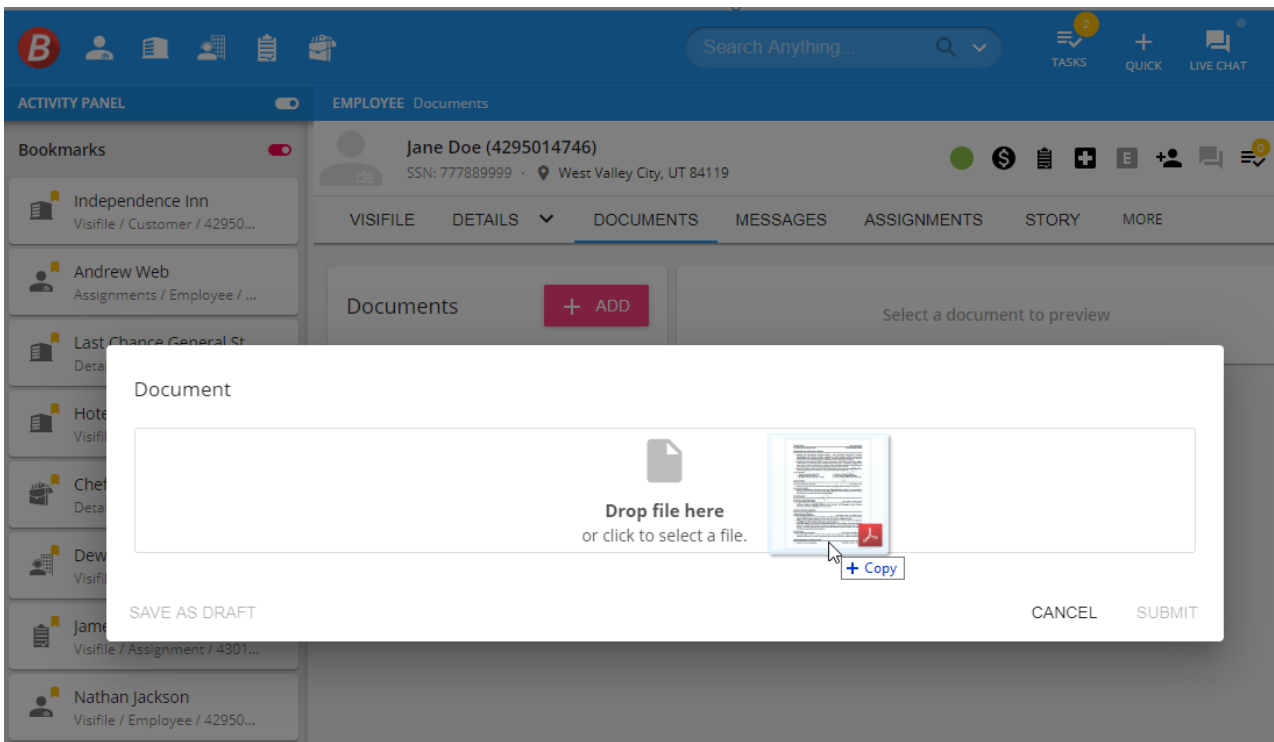
If an employee record already exists in your database, you can attach a resume to their record.

1. Save the employee's resume in your computer (or in a shared drive if using a RDP).
 - Note that resumes should be in PDF text format to display in Beyond.
2. Navigate to that employee's record.
3. Select the 'DOCUMENTS' tab.
4. Select the  button to add a new file. This will open a wizard where you can either drag a file from your desktop or select a file to upload.



The screenshot displays the Beyond interface for an employee record. At the top, there is a blue navigation bar with icons for home, people, buildings, a person with a magnifying glass, a clipboard, and a folder. On the right side of this bar are 'TASKS' (with a notification badge of 2), 'QUICK', and 'LIVE CHAT'. Below the navigation bar, the employee's name 'Jane Doe (4295014746)' and SSN '777889999' are shown, along with the location 'West Valley City, UT 84119'. A secondary navigation bar contains tabs for 'VISIFILE', 'DETAILS', 'DOCUMENTS' (which is selected and underlined), 'MESSAGES', 'ASSIGNMENTS', 'STORY', and 'MORE'. The main content area is titled 'Documents' and contains a red '+ ADD' button. Below the button, it says 'No documents'.

- Drag and drop the file into Beyond, or click to select a file to upload the file from your device.



Set the file type to be 'Resume.' You may also add additional details like Version, Expiration Date, and Description.

Document



Jane Doe Resume.pdf

pdf 44.6 KB

REMOVE FILE

Name

Jane Doe Resume.pdf

Document Type

Resume

Expiration Date

Description

SAVE AS DRAFT

CANCEL

SUBMIT

- **Name:** The document name will default to the name of the document but can be changed.
- **Document Type:** Select the type from the drop-down list. Since this is a resume, it

should be typed as a 'Resume.'

- **Expiration Date:** This is an optional field as resumes do not expire unless specified by a work flow. As it is searchable, though, can be used, if desired, for background checks or drug test results.
- **Description:** If desired, enter a description for this resume.

Once the resume is attached to the employee record, it is accessible to any user who looks up this employee record. It can be found both in the 'Documents' tab as well as the 'Visifile' tab.

Within the document preview, you can print, download, or view the document in full.

The screenshot displays an employee record for Jane Doe (4295014746) with SSN 777889999 and location West Valley City, UT 84119. The interface includes a navigation bar with tabs for VISIFILE, DETAILS, DOCUMENTS, MESSAGES, ASSIGNMENTS, STORY, and MORE. The DOCUMENTS tab is active, showing a list of documents with 'Jane Doe Resume.pdf' (Resume, 5/17/2019) and an '+ ADD' button. The document preview shows the resume content, including contact information (123.456.7890, JaneDoe@email.com) and a 'SUMMARY OF QUALIFICATIONS' section with two bullet points: 'Dedicated and self-motivated individual offering a solid educational background in business administration...' and 'Excellent communication, organization and time management skills. Strong multi-tasking abilities.'

Searching for Employees with a Resume

Once you have attached a few resume's to an employee's file, you may want to search for only employee's that have a resume on file.

To search based on document type:

1. Navigate to Employee Search and click advanced
2. Tap the + next to rule
3. Select Document Type from the first drop down
4. Select Resume after equals box

Search / Employee / Advanced

BASIC ADVANCED

☰ Click to select a saved search...

NOT **AND** OR

☰ > Is Active × ▾ IS TRUE ▾ Show in results

☰ > Document Type × ▾ EQUALS ▾ Resume × ▾

+ RULE / GROUP

SAVE...

For more information on advanced searching, check out [Beyond - Advanced Searching](#).

Related Articles