

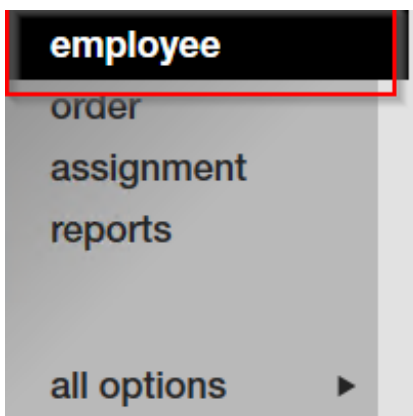
Core - How to Add a New Employee

Last Modified on 01/25/2019 4:07 pm CST

Note This article is specifically for Core users. If you are not using Core, please see [TempWorks University](#) for information on adding new employee records in Enterprise.

What is an Employee Record?

In Core, you can find employee records under the employee section of the navigation tree. This section can include all current, past, and prospective employees you have:



Core has powerful search options that will allow users to view specific types of employees. We use the term 'Active' to indicate prospective or current employees. 'Inactive' refers to employees you have never employed or are no longer working for you. Core also uses 'Employee Status' and 'Washed Status' to allow you to denote how well you know an employee and whether they are ready to be assigned to a new job order.

Please keep in mind that Employee records, like most records, can *not* be deleted from the system once they are added. In order to maintain your data integrity, these records will stay in the system under an 'Inactive' status to denote they are not currently working for you.

Your Hierarchy level impacts where your employee record is added. For more information on Hierarchy: [Core - Hierarchy](#).

Adding a New Employee Record:

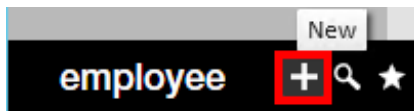
In Core, there are three ways you can add an employee record:

1. [Manual Entry](#)
2. [Resume Parser](#)
3. [Online Application via HR Center](#)

Manual Entry

This option allows you to manually add a new employee record. This option is best when you don't have a resume and you want to add them into the system while you are on the phone or in the office with them. Manual entry requires the most work for the Recruiter but also the most control over the content because it requires the recruiter to add all the information.

1. Hover your mouse over the employee section of the navigation tree in the lower left.
2. Select the '+' icon:



3. A new window will open. Add all the related information:

? X
add new employee

personal information

SSN: 123-45-6789

First Name: Jeffery

Last Name: Winger

Initial:

Phone: 564-456-1230

Cell:

Email: jeff.winger@greendale.com

address information

Street: 123 Main St.

Street 2:

City: Saint Paul

State: MN

Zip Code: 55121-____

School District:

Country: United States of America

tax setup/other

Branch: Temp Branch

Federal Ex: 0

State Ex: 0

Marital Status: Single

Spec Tax:

avatar

Upload a custom avatar by dragging it into this box.

0
 Save

- First and last name are the only required fields but is encouraged to fill out as much as possible.
- If you add in a zip code, you can select the correct city with the correct local tax information:

City	County	School	State
Eagan	Dakota		MN
Saint Paul	Ramsey		MN

4. Select 'Save.'
5. You will be navigated to the details page of the new employee record you created. Here you can continue adding information.

Jeffery Winger
 123 Main St.
 Saint Paul, MN 55121
 ID: 3
 SSN: xxx-xx-6789
 Branch: Temp Branch

No tasks to display for your current filter settings

tasks appointments social email

visifile
 details
 assignment restrictions
 contact methods
 education
 interview questionnaire
 past jobs
 required docs
 work interests
 documents
 extra fields
 integrations
 messages
 pay history
 pay setup
 search

employee
 order
 assignment
 calendar
 reports
 all options

personal information

Last Name: Winger Suffix: Street: 123 Main St.
 First Name: Jeffery Prefix: Street 2:
 Middle Name: City: Saint Paul
 SSN: 123-45-6789 State: MN Zip Code: 55121-____
 ID: 3 County: Ramsey School:
 Act. Date: 11/13/2018 Deact. Date: Country: United States of America

addresses Permanent Use Temporary

hiring information

Hire Status: Eligible and Active Branch: Temp Branch
 Washed Status: Familiar Staffing Specialist: core.forecruter
 I9 On File: I9 Expire Date: Interviewed By: core.forecruter
 Anniversary Date: Entered By: core.forecruter 11/13/2018 12:57:00 PM
 Resume On File: How Heard Details:
 WOTC Eligibility:

background information

Past Residences:
 Convictions: Felony

equal opportunity

Birth Day: I9 Date Verified: Nationality: Disabled Everified
 Date Entered: Veteran Status: Citizen Unknown
 Gender: Birthplace:

Employee Record Fields to Consider:

Washed Status: This status reflects where the employee is in your onboarding process. If an employee has completed all onboarding steps and can now be hired, the status should be set to familiar.

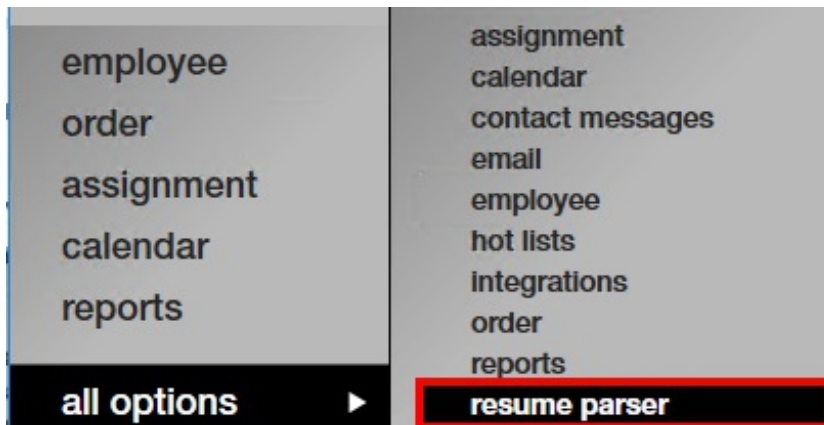
I9 on file: This box should be checked once and employee has filled out an I-9 and presented the ID(s) required to complete the I-9 process. If you are utilizing HRCenter then this box will automatically be checked once the I-9 has been filled out and verified.

Resume Parser

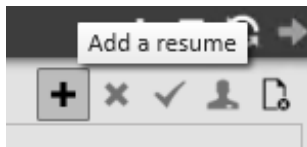
If you have resumes emailed to you often, then this option is for you. The Resume Parser allows you to import resumes and the system will attempt to auto-fill information to create an employee record.

The resume file **must** be a text document: Either PDF, Word, or .txt

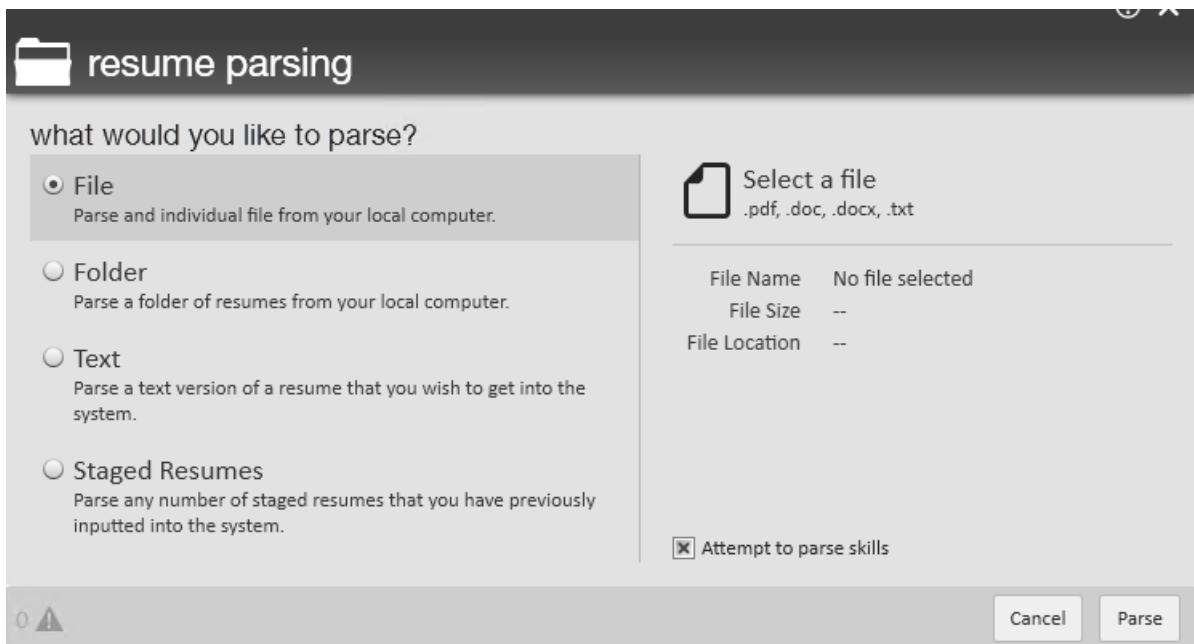
1. Navigate to the Resume Parser by selecting all options > Resume Parser from the navigation tree:




2. Select the '+' icon in the upper right to upload a new resume:



3. A new window will pop up, select from your upload options:



- 'File' will allow you to select one file vs. 'Folder' will allow you to upload an entire folder filled with resumes.
 - Select the  icon to choose your saved file or folder.
 - Select 'Parse.'
4. You will be redirected to the parsing screen which is divided into two sections: the resume preview is in the top half of the window and the parsed information in the

lower half.

The screenshot shows a web application titled "Resume Parser" with a navigation menu on the left containing items like "employee", "order", "assignment", "calendar", "reports", and "all options". The main content area displays a resume for "JAY PRITCHETT" with contact details and a "SUMMARY" section. Below the resume is a form with tabs for "General", "Jobs", "Education", and "Skills". The "General" tab is active, showing fields for First Name (JAY), Last Name (PRITCHETT), Address (455 Oak Hill Road), Phone Number ((922) 123-4309), Secondary Phone ((922) 444-2848), Email (jpritchett@snailmail.com), and Country (United States of America).

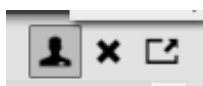
5. Verify that all the correct information has been added by viewing the resume and reviewing the data pulled.

- Click on each section: General, Jobs, Education, and Skills to review all information
- Some sections will have additional pages you can navigate to by selecting the numbers or arrows at the top of the parsed information section



- If you find additional information on the resume that you want to add to a field in the bottom half, highlight the text and drag and drop it to the field you want it to populate in.

6. When you are ready to create this employee record, select the employee icon in the upper right corner.



Note Once you have created the employee record, you will not be able to view the employee in the resume parser.

Online Application

The third way to add an "employee record" is by having the prospective employee fill out an application online. This option has the employee filling out their own information which is then added to Enterprise under their record.

We use our web application called HRCenter to have employees fill out an online application. You will need to have the link on your website or a link to provide to your prospect employees to have them fill out the information.



To learn more about HR Center: [HR Center Workflow](#)

Related Articles