

AI Resume Matching Setup

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AI Resume Matching Setup

Note This functionality is coming soon to Self-Hosted clients.

This feature uses an AI matching engine to match your employee resumes to open jobs (and vice versa) in Beyond. Your team will be able to adjust filters and criteria to find the best possible matches.

Note You will need permission to access the Security Groups section under System Settings in Beyond. Talk with your administrators and check out [Beyond - Managing Security Groups](#) for more information.

Permissions to use or update Resume Matching can be found under System Settings > Security Groups > Permission Category

Permission Security Group

Name

All Permissions



Description

All permissions granted as of 8/21/2020

Properties (2 Visible, 42 Not Visible)

44 Selected

Match



Can access Source and Match
Allows access to "AI Source and Match" integration.

Can edit Source and Match
Allows access to enable "AI Source and Match" integration, and edit source and match settings.

Can Access Source and Match

This permission grants users access to Resume Matching. You will need to give this permission to recruiters and other users who will want to see matching resumes and job orders.

Can Edit Source and Match

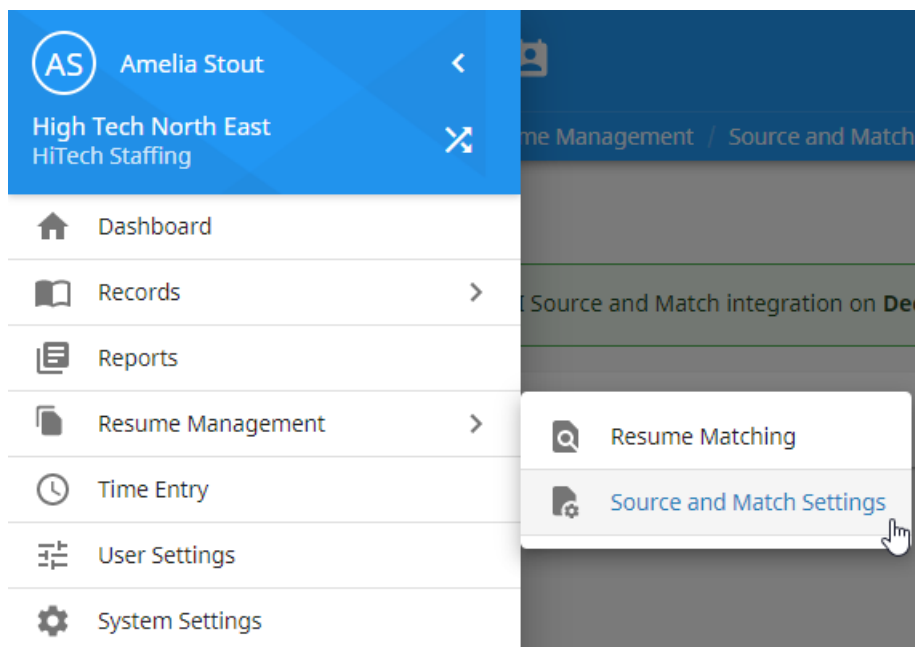
Give this permission to your admins or managers that will need to adjust settings and enable match options. This permission is necessary for enabling the Resume Matching Integration for your system.

Enabling Matching for Your System

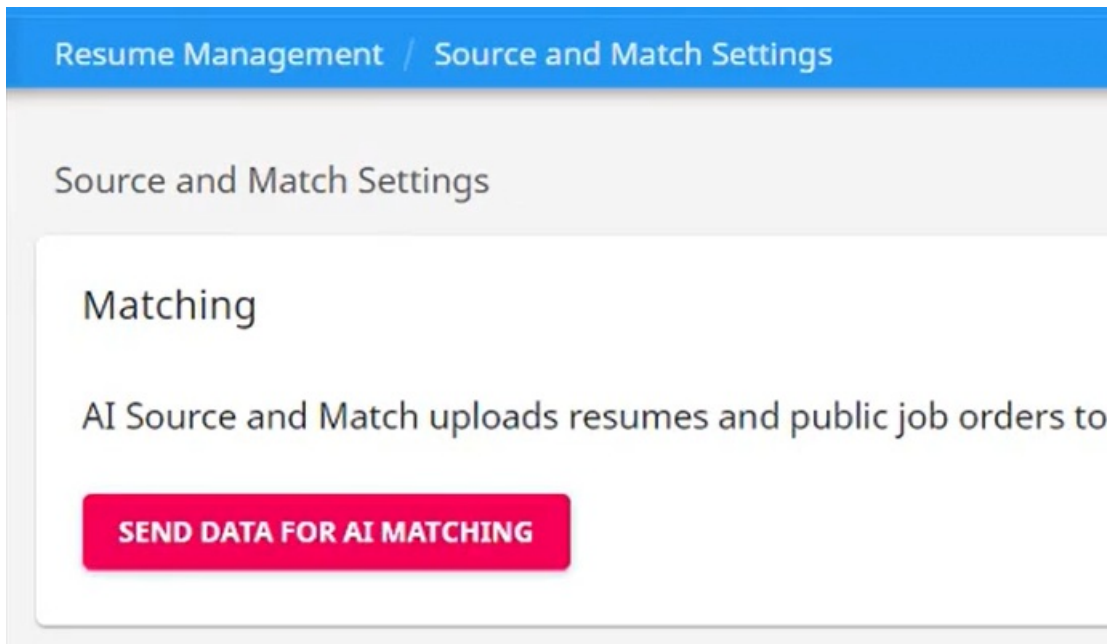
Enabling this feature will begin the process of uploading resume and open job order information to the AI Matching Engine. Keep in mind, this original initialization of your system can take multiple days and will only run overnight (starting at 9pm) to ensure your team does not experience any slow downs or performance issues during the work day.

Note In order to enable the Match integration, you will need the "Can Edit Source and Match" permission. (see above for more information)

1. In Beyond, navigate to the B menu
2. Select Resume Management > Source and Match Settings

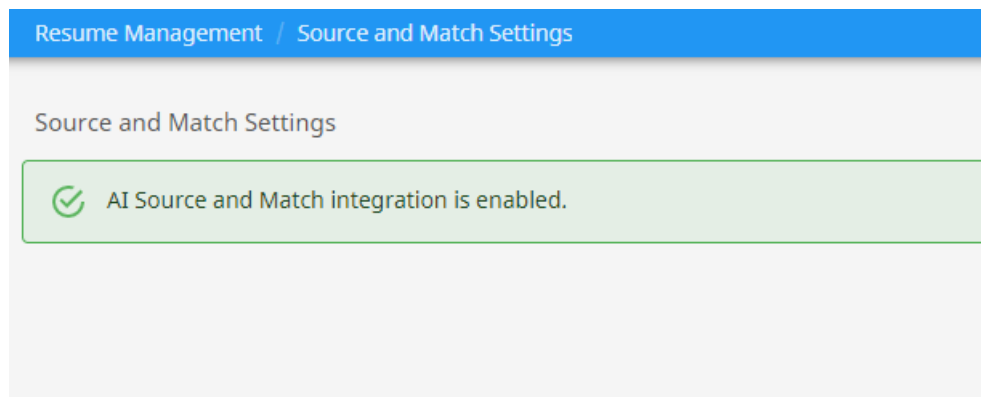


3. Press "Send Data for AI Matching"



4. A new window will pop up with the terms & conditions. Read through the terms and choose Accept and Continue to finish enabling Resume Matching.

The process of enabling Resume Matching can take multiple days. Once the process is complete, you will see a message in the Source and Match Settings letting you know Resume Matching is enabled.



What Data We Use to Match

Our AI Engine syncs two sets of information from Beyond in order to match candidates and job orders.

Resumes

Our AI Engine will parse resume files saved on the employee's record to match them with jobs. They will only parse the latest resume on file and will not gather any additional data from the employee's record.

EMPLOYEE Abe Lincoln (4295099079) / Documents

Abe Lincoln (4295099079)
 WINSTON SALEM, NC 27106-3460

VISIFILE DETAILS **DOCUMENTS** MESSAGES JOB MATCHING ASSIGNMENTS STO

- Applicant Portal Resume 6/2/2021
- This resume will be used for job matching
- Andy Holmes Resume.docx
- Resume** 5/21/2021
- Federal I9 - Default.pdf
- Federal I-9 5/4/2021

Having problems finding matches? Not all resumes are created equal. Check out these tips for the best resume formats to make sure the resume parser is picking up all the necessary information: [Tips for Electronic Resumes](#).

Need more instructions on uploading resumes? Check out [Beyond - How to Attach a Resume to an Employee Record](#).

Job Orders

The AI engine will only find matching jobs that are active and unfilled. Check out [Beyond - Searching for Orders & Job Order Statuses](#) for more information on status options.

JOB ORDER Last Chance General Store, Customer Service Rep. (4295113471) / Details

Last Chance General Store - Primary (4295113471)
 Customer Service Rep.: 0 of 5 positions filled

VISIFILE **DETAILS** CANDIDATES CANDIDATE MATCHING DOCUMENTS MESSAGES CUSTOM DATA

Job Description	--	Dress Code	--
Safety Notes	--	Shift Notes	--

Job Board Options

Publicly Visible	Yes	Posting Date	1/4/2021
Public Job Title	Customer Service Position		

Public Job Description

Customer Service Representative Job Responsibilities:

1. Serves customers by providing product and service information and resolving product and service problems.
2. Attracts potential customers and engages customers by answering product and service questions and suggesting information about other products and services.

The AI engine will review information on the Order record including:

- Customer Name
- Worksite Address
- Job Title
- Public Job Description
 - If no public job description is available, the regular job description will be synced
- Order Interest Codes

- Interest codes will come back as skill matches, check out [Beyond - Managing Order Interest Codes](#)

Related Articles