

# Beyond - Using AI Resume Matching Feature

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## Using AI Resume Matching Feature

Our AI Resume Matching feature brings you smart job order and employee matching. Enabling this feature will upload your employee resumes and basic job information to our AI matching engine. This will provide your recruiting team with the ability to match candidates to open jobs and visa versa directly in Beyond.

**\*Note\*** This feature must be enabled and initialized before it can be used. Each team member who wants to access the matching options in this article must be a part of a security group where the "Can Access AI Resume Matching" permission is enabled. Check out [AI Resume Matching Setup](#) for more information.

This integration is only for Beyond. Users will need to utilize Beyond in order to see matches. Make sure you are not utilizing an incognito window when attempting to view matches. Errors may occur.

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1. [Job Matching on Employee Records](#)
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# Job Matching on Employee Records

Once you start utilizing this integration, you will see a new tab on every employee's record labeled "Job Matching."

**Results** (showing 50 of 2,125 | query took 109ms) [Filter These Results](#) [View Source Resume](#)

Adjust the importance of each category here. This will affect how each match is scored.

- Education 36%
- Job Titles 8%
- Skills 18%
- Industries 0%
- Certifications 0%
- Management Level 38%

*Better matches may be available based on the changes you have made. Click 'update' to refresh results.*

[Update](#) [Undo Changes](#)

Match Score			Experience	Industry	Job Title	Doc Id	
73	✓	✓		Manufacturing - Equipment	Bilingual-Spanish, Machine Operator	...113249	<a href="#">View Job</a> <a href="#">Actions</a>
67	●	●		Administrative or Clerical - Messages and Contact	nurse practitioners	...092461	<a href="#">View Job</a> <a href="#">Actions</a>

This tab will display any active unfilled job orders in your system (viewable from your [hierarchy](#)) that match the employee's resume.

**\*Note\*** If you have the correct permissions but cannot see the Job Matching tab or any of the resume matching features after your system has been initialized, try clearing your cache. Check out [Beyond - Basic Browser Troubleshooting](#) for more information.

If your employee does not have a resume on file, this message will display:

The Employee with an Id of 4295081483 does not have a resume in Sovren for tenant twdemo.

Job Matching always utilizes the information from the employee's latest resume on file.

To upload a new resume, navigate to the documents tab on the employee's record and save the electronic copy of the new resume as a resume type. Check out [Beyond - How to Attach a Resume to an Employee Record](#) for more information.

**Want to make sure the system is getting the most out of a resume?** Check out: [Tips for Electronic Resumes](#)

### Utilizing Filters and Category Importance

When viewing matching jobs, you can update or filter out matching job opportunities with the *Filter These Results* option. Use the *Filter These Results* option to limit results by the available categories (such as job titles, skills, location, etc.)

**Results** (showing 50 of 2,125 | query took 109ms) [Filter These Results](#)

[View Source Resume](#)

Adjust the importance of each category here. This will affect how each match is scored.

Education 18%	Job Titles 27%	Skills 37%	Industries 10%
Certifications 0%	Management Level 9%		

Adjusting the categories can influence the Match Score, which is a value from 0-100 indicating how well the candidate's resume matches a job listing. The higher the score, the better the match.

For example, if you want to match jobs closer to an employee's skills rather than their industry experience, you can adjust the "Skills" dial to a higher percentage or the "Industries" dial to a lower percentage. This will adjust the Match Score to reflect your priorities.

### View Job

Match Score	Experience	Industry	Job Title	Doc Id	
66		Manufacturing - Equipment	Bilingual-Spanish, Machine Operator	...113249	<a href="#">View Job</a> <a href="#">Actions</a>

To review the list of matching jobs for a candidate, select the "view job" button on the right. Here you will see basic job information and more analytics on the Matching Score:

The screenshot shows a window titled "Details - Match Score: 66". On the left, a "Score" section displays "Match Score - 66" with a pie chart labeled "Match Breakdown". Below this is an "Evidence By Category" list: Skills (found 1 out of 59), Job Titles, Education (Meets expected), Industries (No matches), and Management Experience (Full match). The right side of the window contains job details: "Company: Brigmans Repair Shop", "Job title: Machine Operator", and "Job description: A manufacturing company in Maple Lake, Minnesota is looking for a Punch Press Setup person to start immediately." It also lists "Hours: 4:30pm - 3:00am (M-Th)" and "Pay: \$19-21/hr DOE". A "Job Description" section lists requirements: math skills, understanding complex instructions, how schematics work, making sure items are designed and built correctly, and Mechanical and Technical skills. Navigation buttons "Next >" and "Previous <" are visible in the top right.

Click on the "previous" and "next" options on the upper right to move through the list of matching jobs.

## Actions

Select the Actions tab next to a job result to open up more options:

The screenshot shows a table of job listings. The first row has a score of 71, two green checkmarks, and the text "No dominant taxonomy - Not enough data". The job title is "Cashier" and the ID is "429509...". A blue "View Job" button and a blue "Actions" dropdown button are next to it. The "Actions" dropdown menu is open, showing four options: "View Job Order", "Make Employee a Candidate", "Assign Employee", and "Find Similar". The second row in the table is partially visible, showing a score of 71 and two green checkmarks.

- **View Job Order:** Will redirect you to the job order in Beyond. Check out [Beyond - Order Frequently Asked Questions](#) for more information.
- **Make Employee a Candidate:** Will add the employee as a candidate on the job order. Check out [Beyond - How to Track Candidates on an Order](#) for more information.
- **Assign Employee:** Will assign the employee to the job. Check out [Beyond - How to Create an Assignment Record](#) for more information on assignment restrictions, etc.
- **Find Similar:** Will look for similar jobs to that job, and the "Match Score" will represent how similar another job is the selected job.

[VISIFILE](#) [DETAILS](#) [DOCUMENTS](#) [MESSAGES](#) **JOB MATCHING** [ASSIGNMENTS](#) [STORY](#) [REFERENCES](#) [PAY SETUP](#) [ONBOARDING](#)

Showing 50 of 2,667 results (0.06 seconds) [Filter These Results](#) [View Source Job](#)

Adjust the importance of each category here. This will affect how each match is scored.

Education 24%      Job Titles 28%      Skills 28%

Match Score			Experience	Industry	Job Title
100				Call Center or Help Desk or Customer Service - Help Desk	Help Desk
71				Call Center or Help Desk or Customer Service - Help Desk	Help Desk
63			5 yrs	Administrative or Clerical - Admin	Receptionist
15				Administrative or Clerical - Messages and Contact	nurse practit

## Candidate Matching on Job Orders

Once you start utilizing this integration, you will see a new tab labeled "Candidate Matching" on every unfilled active job order:

[VISIFILE](#) [DETAILS](#) [CANDIDATES](#) **CANDIDATE MATCHING** [DOCUMENTS](#) [MESSAGES](#) [CUSTOM DATA](#)

If the Match Score does not display, preview the resume by clicking "View Resume". [Learn more about Match Scores](#)

Your Documents [Web Sourcing](#) [All \(Scored\)](#)

Results (showing 50 of 859 | query took 218ms) [Edit Applied Filter](#) [View Source Job](#)

Adjust the importance of each category here. This will affect how each match is scored.

Education 9%      Job Titles 29%      Skills 29%      Industries 13%

Management Level 20%

Match Score			Industry	Job Title	Experience	Education	Doc Id	<a href="#">View</a>	<a href="#">Acti</a>
70			Call Center or Help Desk or Customer Service - Customer Facing	Customer Service Representative	6 years	bachelors	...-57044	<a href="#">View</a>	<a href="#">Acti</a>

## Utilizing Filters and Category Importance

When you have a lot of high scoring potential candidates, you can further limit your results by using the "Filter These Results" option.

Results (showing 50 of 745 | query took 171ms) [Filter These Results](#) [View Source Job](#)

Adjust the importance of each category here. This will affect how each match is scored.

Education 42%    Job Titles 17%    Skills 35%    Industries 7%    Management Level 0%

ⓘ Better matches may be available based on the changes you have made. Click 'update' to refresh results. [Update](#) [Undo Changes](#)

- You can also adjust which categories available matter more to you and to this job order.
- Match Scores are a number from 0-100 that reflect how close the resume and job order match based on your adjusted categories.

## View Resume

Select the "view resume" tab next to any result to view more details, including a breakdown of where the resume best matches the job order:

The screenshot shows a window titled "Details - Match Score: 60" with a "Next >" button in the top right. On the left, there is an "Actions" dropdown and a "Document: 4295094525-57044" label. Below this is a "Score" section with a blue header and a "Match Score - 60" display. A "Match Breakdown" pie chart is shown, along with an "Evidence By Category" list:

- Skills (found 5 out of 15)
- Job Titles (found 1 out of 1)
- Education (Exceeds expected)
- Industries (Partial match)
- Management Experience (Full match)

On the right, the resume content is displayed, including a location "Minneapolis, MN", a "SUMMARY" section describing an energetic customer service representative, and an "EDUCATION" section listing Coral Springs University with a Bachelor of Science in Business Administration from August 2010 to May 2014. An "EXPERIENCE" section follows, listing a role at Tradelot from January 2014 to January 2018.

Use the previous and next buttons to move through the list of results.

## Actions

Select the "actions" button next to a resume result to see more options:

65	<span style="color: orange;">●</span>	<span style="color: green;">✔</span>	Hotel and Hospitality - Restaurant and Bar	Waiter/Customer Service	6 years	429503...	<a href="#">View Resume</a>
60	<span style="color: orange;">●</span>	<span style="color: orange;">●</span>	Administrative or Clerical - Admin	Customer Care Associate	9 years		<a href="#">View Employee</a>
58	<span style="color: orange;">●</span>	<span style="color: orange;">●</span>	General Non-Skilled Labor - Drivers	I could.Customer Service, Cashier, Ties tech	8 years		<a href="#">Make Employee a Candidate</a>

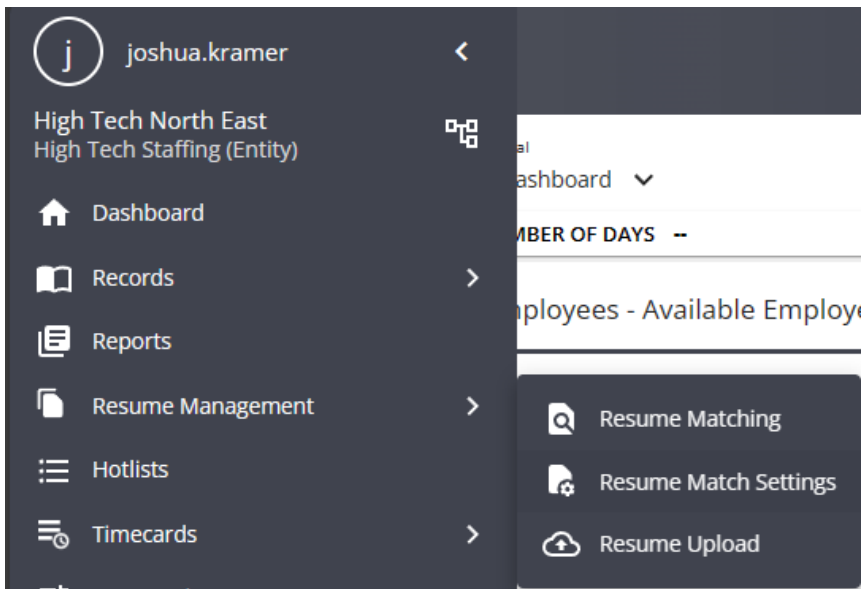
- **View Employee:** Will direct you to the [employee's record](#) in Beyond.
- **Make Employee a Candidate:** Will add the employee to the [candidate's tab](#) on the order.
- **Assign Employee:** Will assign the employee to this job order. Check Out [Beyond - How to Create an Assignment Record](#) for more information.
- **Find Similar:** Will look for similar resumes to the resume selected, and the "Match Score" will represent how similar another resume is to the selected resume.

Match Score			Industry	Current/Last Position
100	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>	General Non-Skilled Labor - Drivers	Forklift Operator
100	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>	General Non-Skilled Labor - Drivers	Forklift Operator
100	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>	General Non-Skilled Labor - Drivers	Forklift Operator

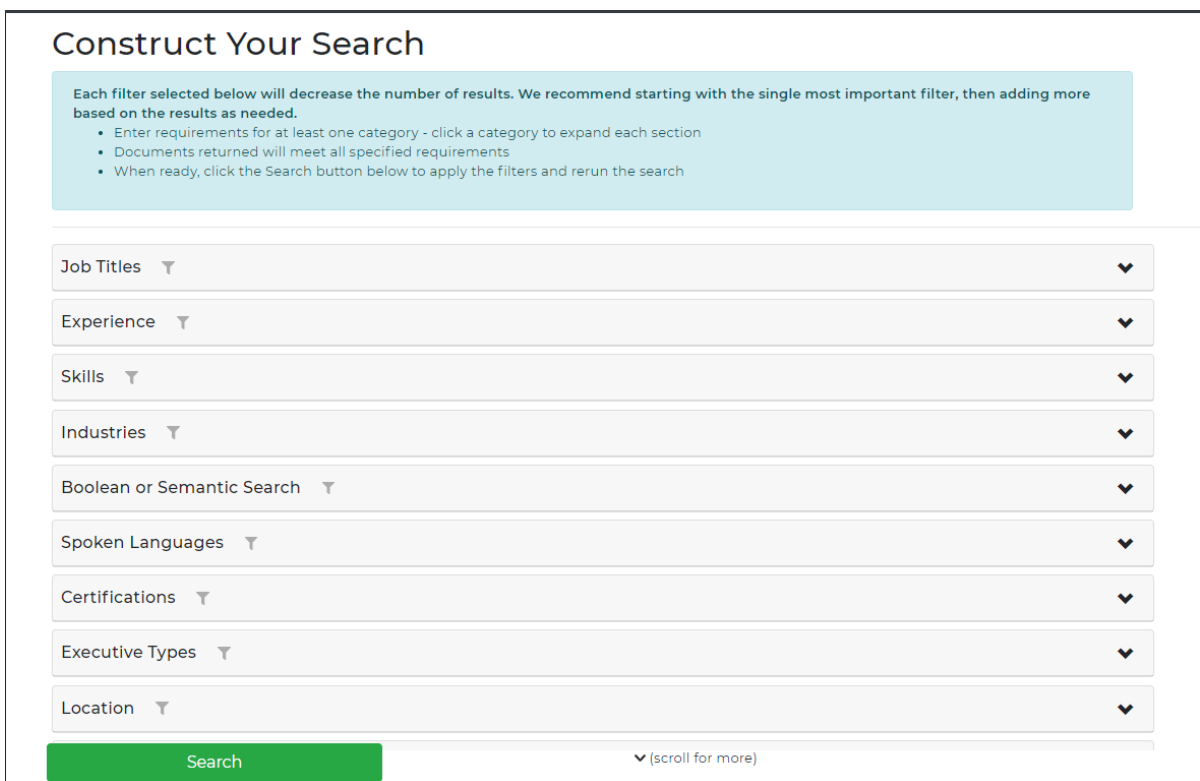
## Resume Matching Menu

If you want to use the filter options to find potential candidates with certain skills, past experience, etc., you can use the "Resume Matching" option in the Beyond menu. You can use this tool even if you have no job orders and would simply like to search through your candidates.

1. Navigate to B Menu > Resume Management > Resume Matching



2. Choose items from the list to filter criteria



3. Click the green "Search" button to find candidates.

Results (showing 50 of 559 | query took 625ms) [Construct Your Search](#)

Industry	Job Title	Experience	Doc Id	
Sales - General	Assistant Manager	1 month	429509...	<a href="#">View Resume</a> <a href="#">Actions</a>
Sales - General	Assistant Manager	1 month		<a href="#">View Employee</a> <a href="#">Find Similar</a>



## Scores & Matching

### Matching Score







Matching Scores are painstakingly calculated based on AI algorithms, which take into account the information from the employee's resume, the requirements pulled from the job description, and the weighted categories available at the top of the matching screens. This score is bidirectional, meaning it takes into consideration how well the candidate matches the job as well as how well the job matches the candidate.

For more details on the Matching Scores, click the "**View Resume**" or "**View Job**" options next to your search results.

Match Score			Experience	Industry	Job Title	Doc Id	
66				Manufacturing - Equipment	Bilingual-Spanish, Machine Operator	...113249	<a href="#">View Job</a> <a href="#">Actions</a>

Here you will be able to see a breakdown of how closely the job fits the candidate and vice versa. Use the arrows next to the categories to see more information.

You'll also notice that there are two options that display how well the job and candidate match: A "job-to-candidate" option and a "candidate-to-job" option.

Match Score			Industry
78			Healthcare Non-physician
66			Call Center or Help Desk

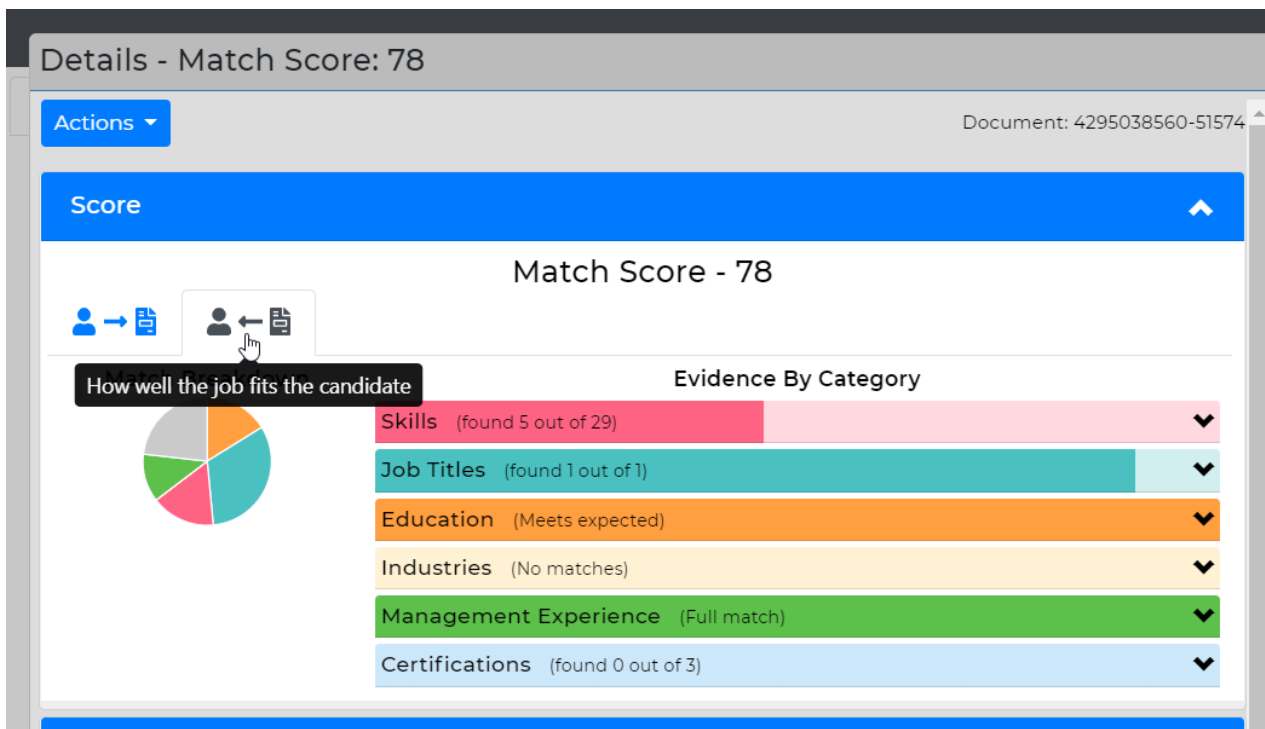
The circles indicate how well the candidate matches the job and the job matches the candidate:

- Green means it's a great match
- Yellow means fair
- Red means not a great fit

There will be times where an employee might be a great fit for a job, but the job might not best fit for the employee. (For example, if you employed Bill Gates, he would be a great match for a Software Developer I position, but he has so much experience that the job position wouldn't be a great match for him.)

### Job-to-Candidate

This indicator focuses on the question: "Is this **Job** a good fit for the **Candidate**?" Here is an example:



When you click on "View Resume" or "View Job," you will see a breakdown of how closely the job matches what the candidate has to offer. You can use the arrow next to each category to see more information:

#### Details

- ✔ The job mentions the following skills that the candidate has experience with:
  - CUSTOMER SERVICE
  - CUSTOMER SERVICE ORIENTED
  - RETAIL SALES
- The job does not mention the following skills that the candidate has experience with:
  - ANSWERING
  - ARRANGEMENTS
  - CALL CENTER REPRESENTATIVE
  - CREDIT CARD
  - CRM

If your job descriptions are short or limited, then the system may not accurately depict whether the job is a good fit for the candidate. It's important to ask yourself - If a candidate has many more skills than the job requires, would another job be a better fit?

#### Candidate-to-Job

This indicator focuses on the question: "Is this **Candidate** a good fit for the **Job**?" Here is an example:


Details - Match Score: 78

Actions Document: 4295038560-51574

**Score** ^

**Match Score - 78**

Match Breakdown



Evidence By Category

Skills	(found 5 out of 15)	▼
Job Titles	(found 1 out of 1)	▼
Education	(Meets expected)	▼
Industries	(No matches)	▼
Management Experience	(Full match)	▼

**Candidate Analysis** v

Select the arrow next to any category for more information. Note that the system takes into account **when** they had experience with any of the desired skills, not just what skills are present on their resume:

**Details**

- ✔ The candidate has current experience with the following mentioned skills:
  - CUSTOMER SERVICE
  - CUSTOMER SERVICE ORIENTED
  - RETAIL SALES
  
- Although the candidate has experience with the following skills, that experience is not current and is therefore less valuable:
  - PROBLEM SOLVING
  
- Found no evidence that the candidate has experience with the following skills:
  - ADJUSTMENTS
  - ANSWERING
  - CRM
  - CUSTOMER ACCOUNTS
  - CUSTOMER SERVICE REPRESENTATIVE
  - HELPDESK
  - JIRA
  - MULTILINE
  - PHONE SKILLS

Remember that some employee resumes may be incomplete, so use these details as a guide. There may be times when you interpret data differently.

## Related Articles