

Resume Sourcing Integration

Last Modified on 06/07/2023 11:39 am CDT

What is Resume Sourcing?

Our Resume Searching options allow your recruiters to quickly view potential candidates for jobs based on their web sourced resume. These resumes come from the following Job Board databases:

- Nexxt
- Career Builder
- Monster

Note You will need an account with Job Boards that are non-public in order to see their stored resumes.

Setting up Sourcing & Permissions

In order to utilize sourcing, you will first need to enable [AI Resume Matching](#) in your system.

Note Sourcing will also require setup from TempWorks. Work with your TempWorks Account Manager to get started.

Sourcing and matching permissions are the same, so if you already have AI Resume Matching permissions set up, you can go ahead and get started with sourcing.

Note You will need to have permission to access the security groups section of system settings in Beyond. Talk with your administrators and check out [Beyond - Managing Security Groups](#) for more information.

The following permissions to use or update Resume Matching can be found under System Settings > Security Groups > Permission Category:

- **Can Access AI Resume Matching:** 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 Administrate AI Resume Matching:** 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.

How to Use Sourcing

When you are utilizing our AI Resume Matching feature, your recruiters will have a new tab available titled "Web Sourcing" which will allow them to look for candidates outside of your system.

To locate sourced resumes:

1. Navigate to the Job Order you want to look for candidates on
2. Select the Candidate Matching tab
3. Select Web Sourcing to see only sourced resumes or All to see both sourced resumes and resumes you have on file

For example, this order for a Office Manager only has very low scoring matches from the resumes I have on file. First, I should double check that I have entered a detailed job description under public job description.

JOB ORDER Old Ed's Soda Shop, Office Manager (4295036752) / Candidate Matching

Old Ed's Soda Shop - Primary (4295036752)
Office Manager: 0 of 1 positions filled

VISIFILE DETAILS ▾ CANDIDATES CANDIDATE MATCHING DOCUMENTS MESSAGES CUSTOM DATA

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

Your Documents **Web Sourcing** All (Scored)

Results (showing 50 of 552 | query took 203ms) [Filter These Results](#)

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

Education 22% Job Titles 25% Skills 25%

| SovScore | ↔ | ← | Industry | Job Title |
|----------|---|---|--------------------------|-----------------------------------|
| 37 | ● | ● | Degreed Accounting - CPA | Manager of Operational Accounting |
| 37 | ● | ● | Degreed Accounting - CPA | Manager of Operational Accounting |
| 37 | ● | ● | Degreed Accounting - CPA | Manager of Operational Accounting |
| 37 | ● | ● | Degreed Accounting - CPA | Manager of Operational Accounting |

Now if I don't have any close matches, as a recruiter, I can look for better candidates by utilizing the web sourcing options. Select the Web Sourcing Tab at the top:

VISIFILE DETAILS ▾ CANDIDATES CANDIDATE MATCHING DOCUMENTS MESSAGES CUSTOM DATA

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

Your Documents Web Sourcing All (Scored)

Results Filter These Results View Source Job

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

Education 22% Job Titles 16% Skills 16% Industries 3%

Weights have changed from the recommended values. [Undo Changes](#)

SovScore: 62

| | |
|--------------------|---------------------|
| Name: | CLIFF COWLES |
| Experience: | 5 years |
| Industry: | Marketing - General |
| Job Title: | Client Manager |
| Education: | bachelors |

For each sourced resume, you will have two options: View Resume and Actions

| | | |
|--------------|---|--|
| SovScore: 62 | Name: CLIFF COWLES Experience: 5 years Industry: Marketing - General Job Title: Client Manager Education: bachelors | View Resume Actions ▾ |
| SovScore: 61 | Name: TOM FISHER, CFA Experience: 9 years Industry: Finance - Other Job Title: Vice President, Finance Division Education: masters | View Resume Actions ▾ |

View Resume

The view resume option will give you a look at the sourced resume including the AI scoring breakdowns and insights

Details - SovScore: 62 Web Sourcing [Next >](#)

Actions ▾

- Score ▾
- Sovren Candidate Analysis ▾
- Contact Info ▾
- Employment History ▾
- Education History ▾
- Skills ▾

CLIFF COWLES
 Client Manager
 # 216.359.7720 _ccowles@oswaldfinancial.com

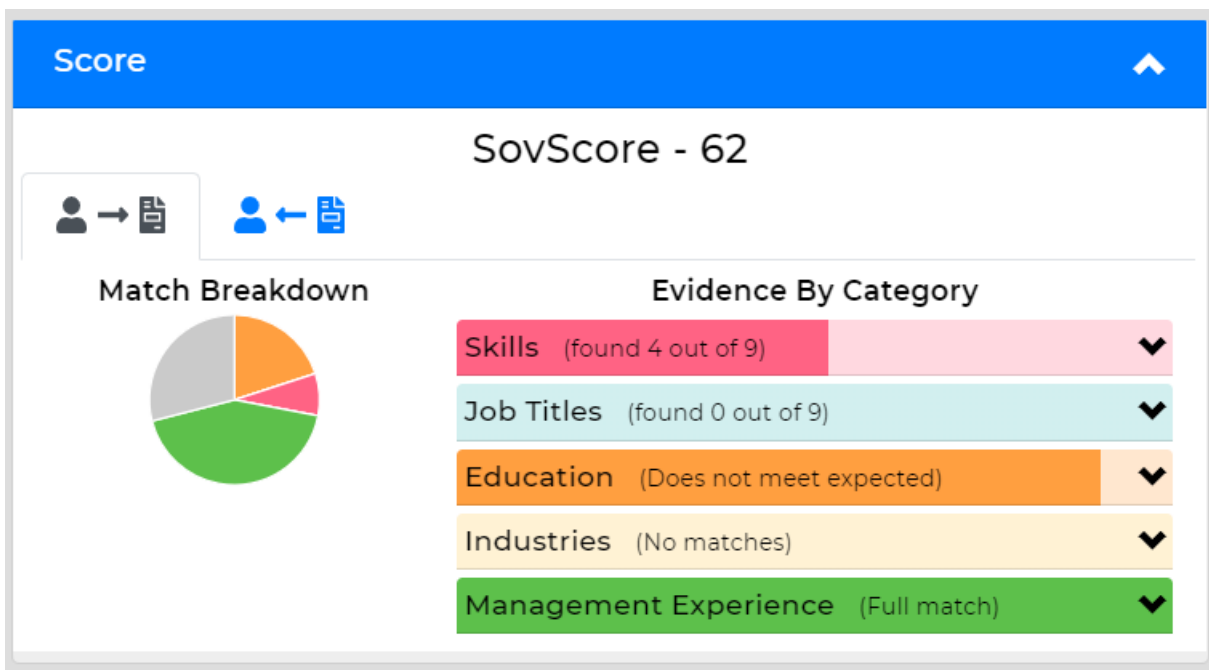
ABOUT ME
 I am a life-long Cleveland sports fan and native currently residing in Lakewood, Ohio. I enjoy playing softball and trying different breweries and restaurants. I have a passion for the retirement industry and making an impact on clients' financial well-being.

LIFE PHILOSOPHY
 THE FUTURE DEPENDS ON WHAT YOU DO TODAY.

PROFESSIONAL STRENGTHS
 A Quick Learner

Experience: 10 years

Open the score tab to see the detailed Sovscore:



Open the Candidate Analysis section to see an overview of this candidate:

Sovren Candidate Analysis ^

Sovren-Generated Resume Summary:

CLIFF COWLES's experience appears to be strongly concentrated in Marketing (mostly General) and somewhat concentrated in Finance (mostly Retail). CLIFF COWLES has 5 years of work experience.

Job Type Predictive Index ?

▼

part-time/temp/contractor
traditional full-time/direct-hire

Average Time Per Employer:

1.5 years

Management Story:

Current position is a mid-level management role: Client Manager
 Starting on 1/1/2020, the candidate held the following mid-level management position for 12 months:
 Title: Client Manager for Oswald Financial, Inc

Actions

This option will allow you to create an employee record in your system from the sourced resume. When the record is created, it will import job history, education, contact information, etc. as long as it was provided on the resume in a recognizable format. The resume will also be saved under the documents tab of the new employee record.

The newly created employee record will appear in a [quick view](#) on the right. You will now be able to view the employee's file, log messages, and add them as a candidate to an order.

Using the All Tab

There will be a third tab under candidate matching labeled All. This will include Sourced Resumes and your systems resumes all in one view.

JOB ORDER Old Ed's Soda Shop, Office Manager (4295036752) / Candidate Matching

Old Ed's Soda Shop - Primary (4295036752)
Office Manager: 0 of 1 positions filled

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

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

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

Results [Filter These Results](#) [View Source Job](#)

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

Education 0% Job Titles 67% Skills 33% Industries 0%

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

SovScore: 77

| |
|---|
| Source: Your Documents |
| Industry: Administrative or Clerical - Admin |
| Job Title: Administrative Assistant |
| Experience: 8 years |
| Education: bachelors |
| Document: 4295004574-43555 |

Here are two examples of results:

| | | |
|--------------|---|--|
| SovScore: 11 | Source: Your Documents Industry: Information Technology - Database Job Title: IT Manager Experience: 29 years Education: masters Document: 4294972234-18865 | View Actions |
| SovScore: 7 | Source: Web Sourcing Name: Yolanda Wilkins Experience: 7 years Industry: Information Technology - Medical Job Title: Office Coordinator Location: Pensacola, FL, US Education: bachelors | View Resume Actions |

The top result in the picture above is from your records and is an employee you already have on file. The second is an example of a resume from web sourcing.

Related Articles