

Beyond - How to Upload Resumes in Bulk

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Bulk Uploading Resumes

Within Beyond, you have the ability to upload resumes in bulk. This functionality allows for employees to be created more quickly and efficiently when uploading resumes.

This article includes:

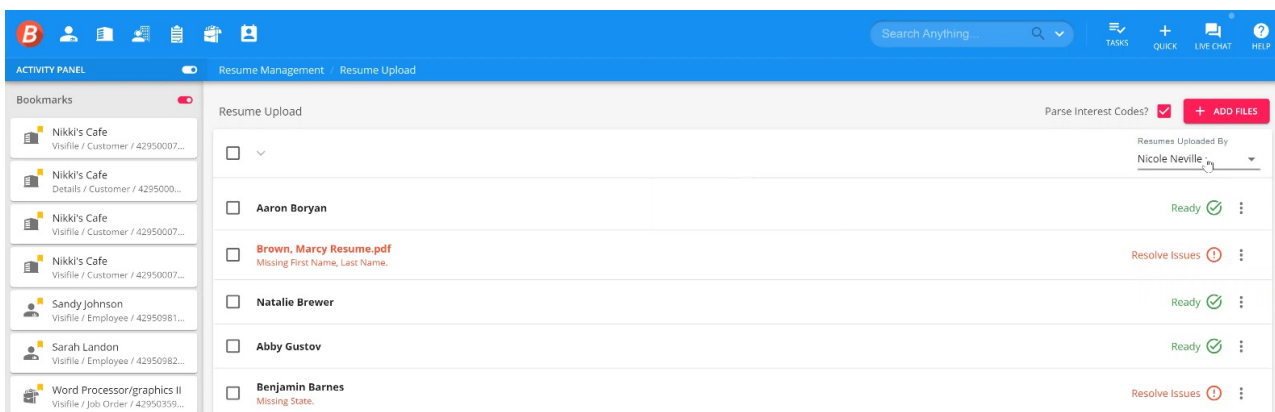
1. [Getting Started](#)
2. [Uploading Resumes In Bulk](#)
3. [Resolving Resume Issues](#)
4. [Creating Employees from Uploaded Resumes](#)
5. [Deleting Staged Employees](#)

Getting Started

Begin by navigating to the B Menu > Resume Management > Resume Upload.

Note There are no specific security permissions required to access this functionality.

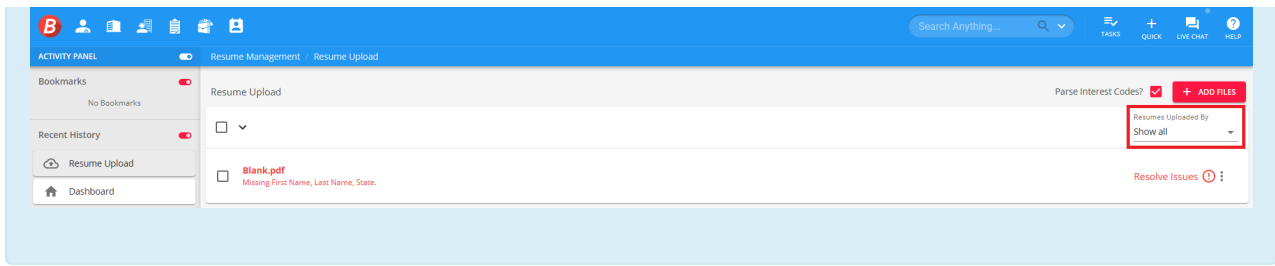
Within the 'Resume Upload' window, by default, you will see all of the uploaded resumes that are under your Service Rep name:



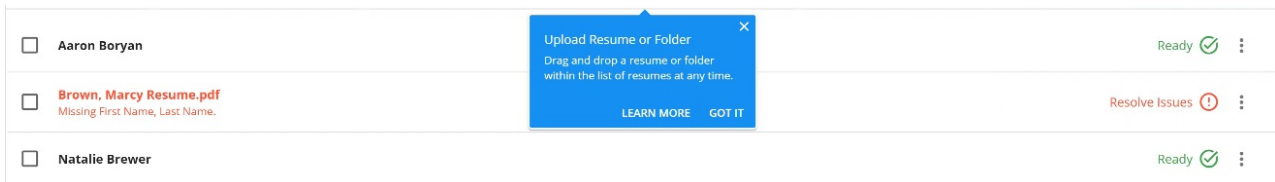
The screenshot displays the 'Resume Upload' window in the Beyond application. The interface includes a top navigation bar with a search bar and utility icons. On the left, there is an 'ACTIVITY PANEL' with a 'Bookmarks' section listing various customer and employee profiles. The main content area shows a table of uploaded resumes. At the top right of this area, there are options for 'Parse Interest Codes?' (checked) and '+ ADD FILES'. A dropdown menu labeled 'Resumes Uploaded By' is currently set to 'Nicole Neville'. The table lists several resumes, each with a checkbox, a name, and a status indicator (green checkmark for 'Ready' or red circle with exclamation mark for 'Resolve Issues').

Resume Name	Status
Aaron Boryan	Ready
Brown, Marcy Resume.pdf <small>Missing First Name, Last Name.</small>	Resolve Issues
Natalie Brewer	Ready
Abby Gustov	Ready
Benjamin Barnes <small>Missing State.</small>	Resolve Issues

Note To change this view to be of a different Service Rep, select the 'Resumes Uploaded By' dropdown and select the Service Rep to view the list of resumes uploaded by them. To view all resumes that have been uploaded by all Service Reps, select 'Show All' within the dropdown:



Upon the initial viewing of the 'Resume Upload' window, you will be shown a tooltip stating that you are able to simply drag and drop a resume, group of resumes, or folder containing resumes within the window at any time:



Note By selecting 'Got It' within the tooltip, the tooltip will be dismissed forever. By selecting the 'X' at the top right corner of the tooltip, the tooltip will be dismissed for your login session. Once you log into Beyond again and navigate to the Upload Resume window, the tooltip will reappear until dismissed.

Uploading Resumes In Bulk

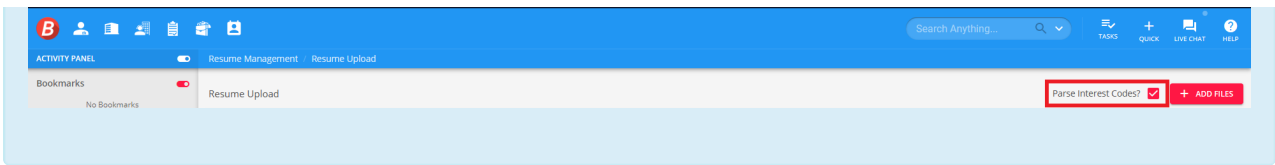
Resumes are able to be uploaded in bulk via three methods.

Note When uploading resumes en masse, it is recommended to stay within the threshold of 1000 resumes within a single upload.

Note Resumes must be one of the following supported formats and can have a maximum file size of 2MB:

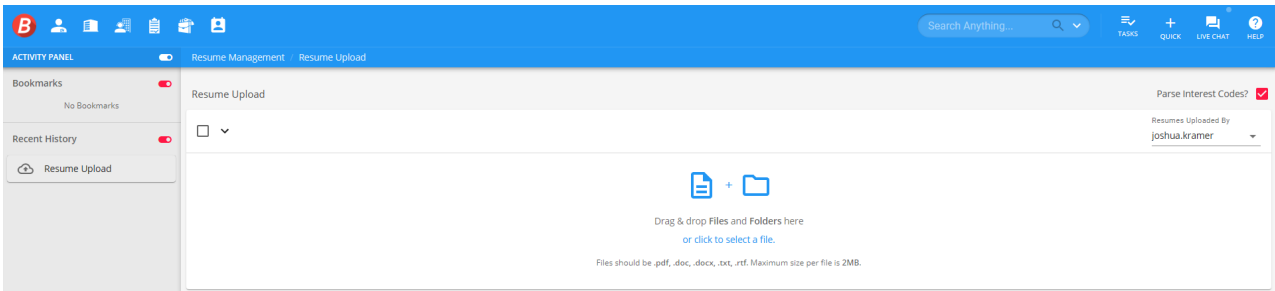
- .pdf
- .doc
- .docx
- .txt
- .rtf

Note When uploading resumes, you have the ability to parse interest codes. To do this, select the checkbox that states 'Parse Interest Codes' before uploading the resume(s):

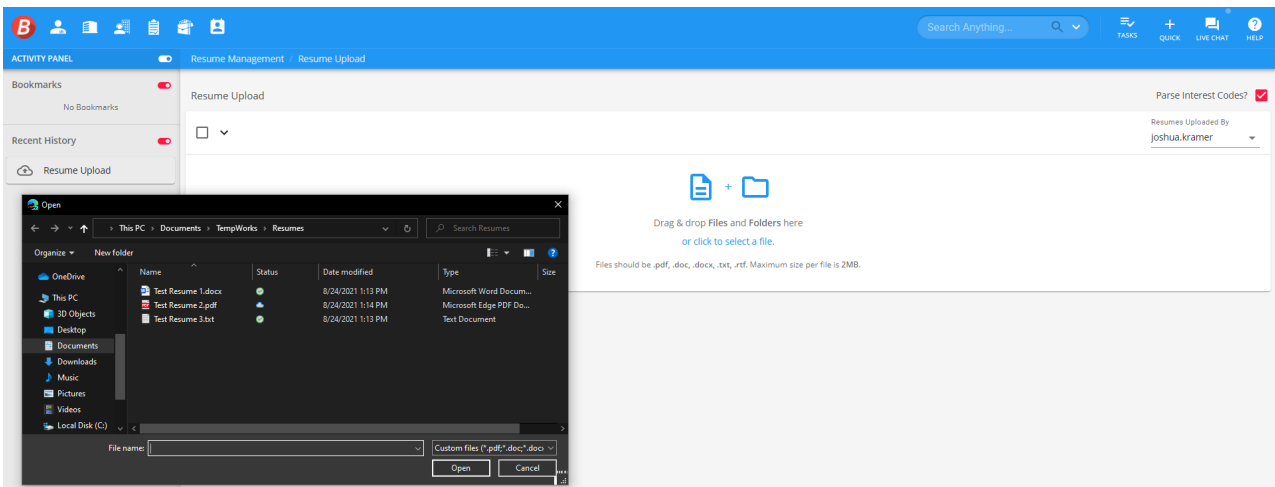


First Upload Method

When you navigate to the Upload Resume window for the very first time, or if you do not have any uploaded resumes, you will be shown the following:



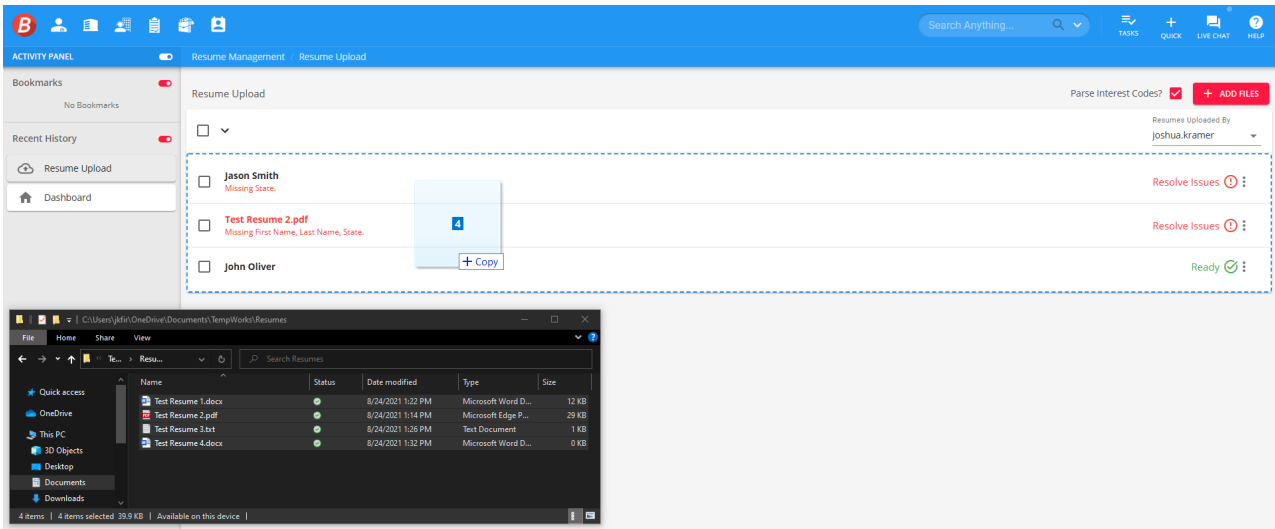
To upload a resume, or group of resumes, either drag and drop from your file destination to the 'Resume Upload' window, or select the option that states 'or click here to select a file' to open a File Explorer window where you can navigate to your file destination and upload from there into the 'Resume Upload' window:



Drag and Drop Method

This method is able to be done regardless if you have already uploaded resumes.

To upload a resume, or group of resumes, drag and drop from your file destination to the 'Resume Upload' window:

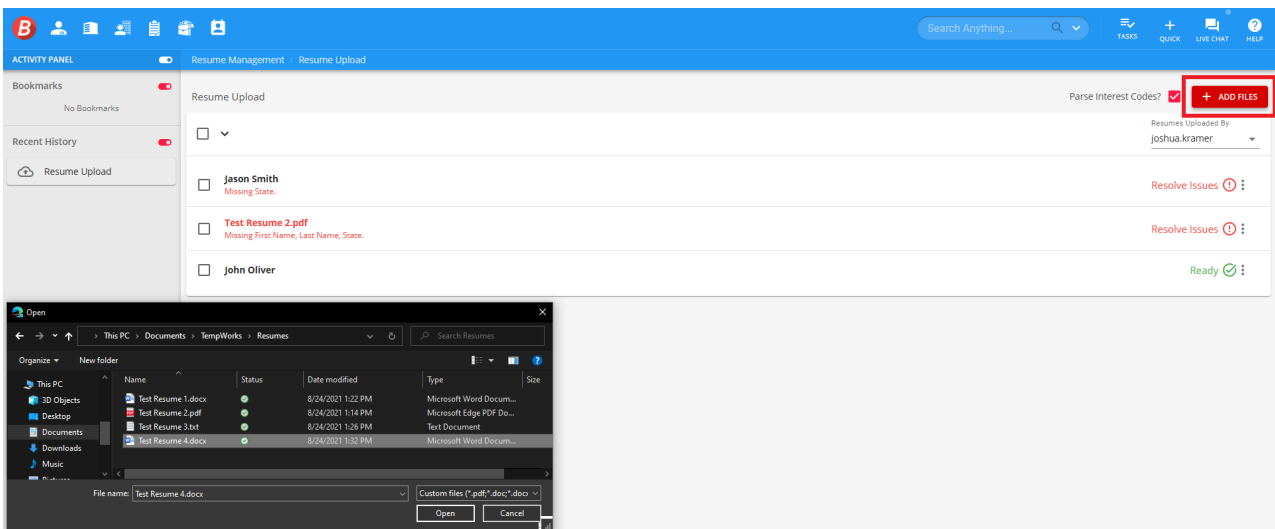


Add Files Method

This method is made available once you have resumes uploaded within the 'Resume Upload' window.

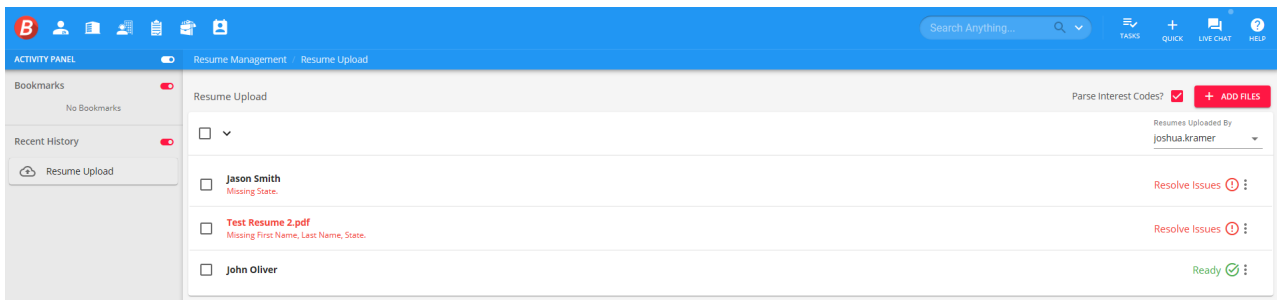
Note It is not recommended to attempt to upload a folder of resumes using this method. When uploading a folder of resumes, it is recommended to use the Drag and Drop method.

To upload a resume using this method, select the 'Add Files' button at the top right. This will open a File Explorer window where you can navigate to your file destination and upload from there into the 'Resume Upload' window:




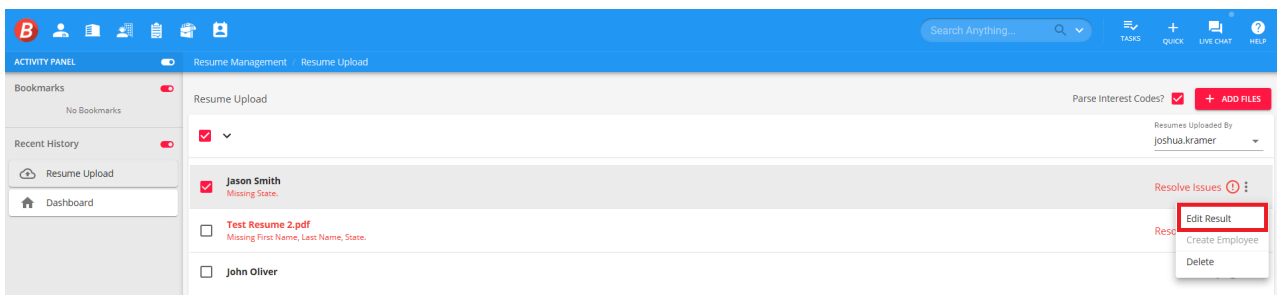
Resolving Resume Issues and Editing Resume Information

Once you have uploaded your resume(s), they will appear within the 'Resume Upload' window along with a status as to whether they were successful or if issues need to be resolved:



Note In order for a resume to be considered 'Ready' for an employee to be created, it must contain a First Name, Last Name, and State.

For resumes that have issues that need to be resolved, select one of the resumes via the checkbox on the left, select the  icon on the right of the resume, and select 'Edit Result':



Within the 'Edit Result' window, you will see a preview of the resume that has been uploaded and you will have the ability to update the following information:

- **Details:** First Name, Middle Name, Last Name, Street 1, Street 2, City, State, Zip Code, Country
- **Contact Information:** Method Type, Contact Information
 - In the event the resume parser finds a phone number for the employee, this will be listed as a Cell Phone at default.
- **Education:** Institution, Date Started, Date Ended, Degree Type, GPA, Other Information
- **Interest Codes:** Interest Code, Years of Experience
- **Work History:** Job Title, Employer, Supervisor, Phone Number, Date Started, Date Ended, Pay, Street 1, Street 2, City, State, Postal Code, Reason for Leaving, Duties, and checkboxes for Full Time, Part Time, Temporary, and Permission to Contact

Note You can click and drag information from the resume preview into the respective field within the 'Edit Results' window.

Enter the information you would like added along with the required fields that had missing information (First Name, Last Name, and/or State) and select 'Save' to update your changes:

Resolve Issues MARK AS PROOFED X

Test

Details

First Name John Middle Name Last Name Wayne

Street Street 2

City State Minnesota Zip Code

Country

RESET SAVE

Note When adding information within each section (Details, Contact Information, Education, Interest Codes, and Work History), these sections will need to be saved individually before being able to move on:

Details

Contact Information

Education

Interest Codes

Work History

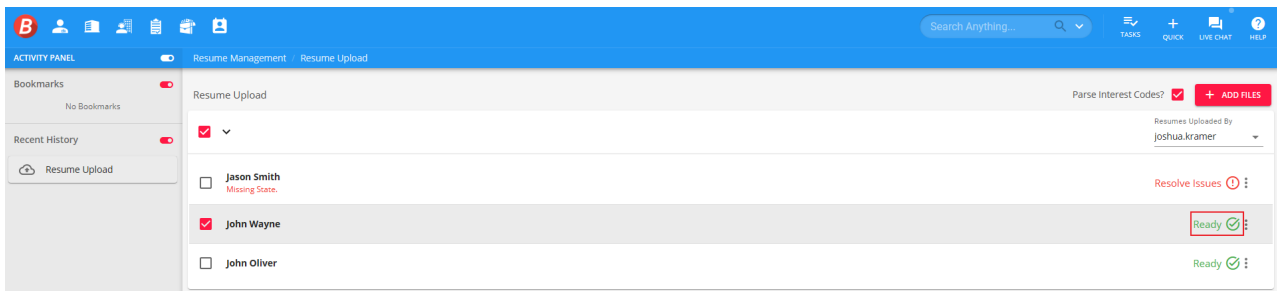
Review Issues

* Method Type Cell Phone * Phone Format U.S. +1 * Phone Number 1 (234) 567-890

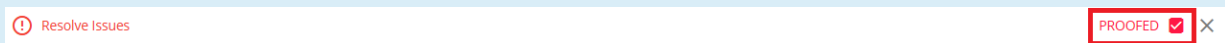
CANCEL SAVE

In the event you do not save your changes within one section before moving to another section, those unsaved changes will be removed.

Once the updates to the resume have been saved, select the 'X' at the top right of the window to return to the Upload Resumes window. You will see that as long as all issues have been resolved, the resume will have a 'Ready' status with a green checkmark, signifying that an employee is able to be created from the resume:



Note You can mark the resume as 'Proofed' by selecting the 'Mark as Proofed' checkbox at the top right of the 'Edit Result' window:



Marking a resume as 'Proofed' is only a visual indicator and does not signify whether or not an employee is able to be created from that resume.

This process can be completed for all other resumes that have issues to be resolved.

Creating Employees from Uploaded Resumes


Once the status of the resume(s) show 'Ready' with the green checkmark, an employee is able to be created. This can be done via two methods.

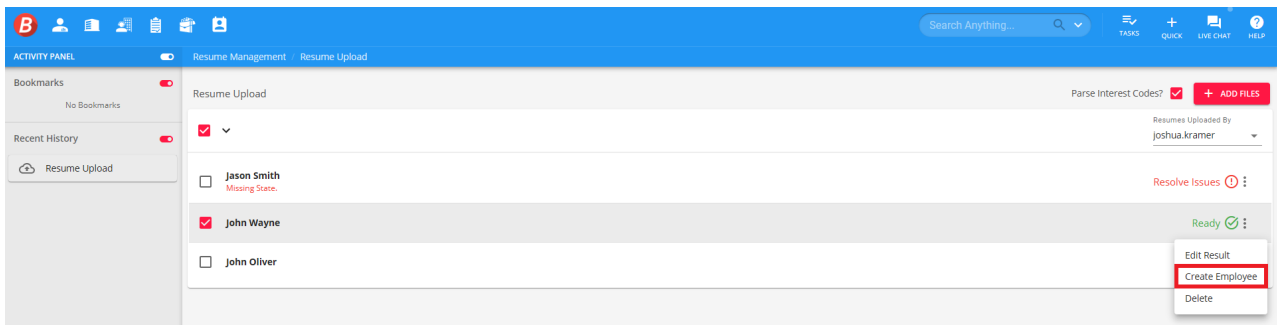
Note At this time, this functionality does not include duplicate checking.

Therefore, if a duplicate employee is created from an uploaded resume, the employee records will need to be merged in Enterprise. For more information on this functionality, please see the [How to Merge Employee Records](#) article.

Note Employees can be created from resumes with the status of 'Proofed' as long as all issues have been resolved. This includes the required fields of First Name, Last Name, and State.

Creating Employees Individually

Select one of the resumes with the 'Ready' or 'Proofed' (with all issues resolved) status via the checkbox on the left, select the  icon on the right of the resume, and select 'Create Employee':



Within the 'Create Employee' window, you will have the following options to review and update as necessary:

- Job Order Type
- Branch
- Category
- Hire Status
- Washed Status
- How Heard Of
- How Heard Of Detail

Additionally, you can add a message to post to the employee file upon creation by using the Message Action and Log Message fields.

Create Employee

Review employee default settings and update if necessary.

Job Order Type Temp	Branch High Tech NW
Category All	Hire Status
How Heard Of	Washed Status Unfamiliar
How Heard of Detail	

Message

Message Action
Log Message

Employee Active

CANCEL CREATE EMPLOYEE

Add/update the information, check the box for whether the employee should be active upon creation, and select 'Create Employee' at the bottom right of the window for the employee file to be created:

Create Employee

Review employee default settings and update if necessary.

Job Order Type Temp	Branch High Tech NW
Category Industrial	Hire Status Eligible and Active
How Heard Of Employee Referral	Washed Status Familiar

How Heard of Detail
Employee referred by Jason Smith.

Message

Message Action
For testing purposes

Log Message
This is a test message.


Employee Active

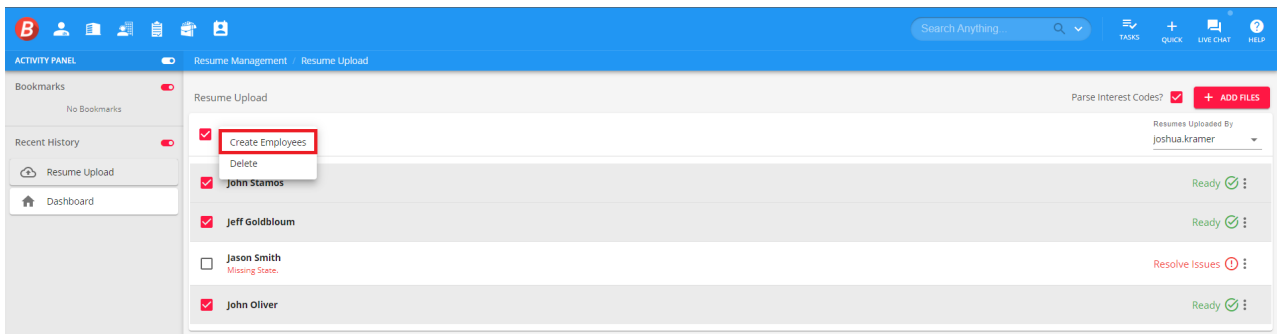
CANCEL **CREATE EMPLOYEE**

Once the employee has been created successfully from the resume, that employees resume will be removed from the 'Resume Upload' window.

This process can be completed for all other resumes that are to have employees created from them individually.

Creating Employees In Bulk

Select multiple resumes with the 'Ready' or 'Proofed' (with all issues resolved) status via the checkbox on the left, select the  icon, and select 'Create Employees':



Within the 'Create Employees' window, you will have the following options to review and update as necessary:

- Job Order Type
- Branch
- Category
- Hire Status
- Washed Status
- How Heard Of
- How Heard Of Detail

Additionally, you can add a message to post to the employee files upon creation by using the Message Action and Log Message fields.

Create Employees

Review employee default settings and update if necessary.

Job Order Type Temp	Branch High Tech NW
Category All	Hire Status
How Heard Of	Washed Status Unfamiliar
How Heard of Detail	

Message

Message Action
Log Message

Employee Active

CANCEL CREATE EMPLOYEES

Add/update the information, check the box for whether the employees should be active upon creation, and select 'Create Employees' at the bottom right of the window for the employee files to be created:

Create Employees

Review employee default settings and update if necessary.

<div style="border: 1px solid #ccc; padding: 2px;">Job Order Type</div> <div style="border: 1px solid #ccc; padding: 2px;">Temp</div>	<div style="border: 1px solid #ccc; padding: 2px;">Branch</div> <div style="border: 1px solid #ccc; padding: 2px;">High Tech NW</div>
<div style="border: 1px solid #ccc; padding: 2px;">Category</div> <div style="border: 1px solid #ccc; padding: 2px;">Clerical</div>	<div style="border: 1px solid #ccc; padding: 2px;">Hire Status</div> <div style="border: 1px solid #ccc; padding: 2px;">Eligible and Active</div>
<div style="border: 1px solid #ccc; padding: 2px;">How Heard Of</div> <div style="border: 1px solid #ccc; padding: 2px;">Job Fair</div>	<div style="border: 1px solid #ccc; padding: 2px;">Washed Status</div> <div style="border: 1px solid #ccc; padding: 2px;">Unfamiliar</div>

How Heard of Detail

All employees submitted resumes via the job fair conducted last week. 📄

Message

Message Action

Telephone Prospect Qualify

Log Message

This is a test message.

Employee Active

CANCEL CREATE EMPLOYEES

Once the employees have been created successfully from the resumes, the employee resumes will be removed from the 'Resume Upload' window.

Deleting Staged Resumes

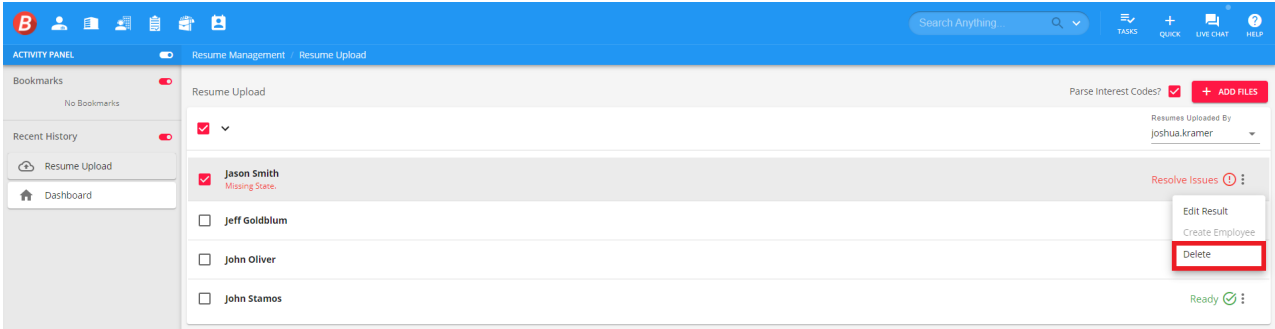
Staged resumes are able to be deleted at any time via two methods.

Note Staged resumes can be deleted regardless of status.

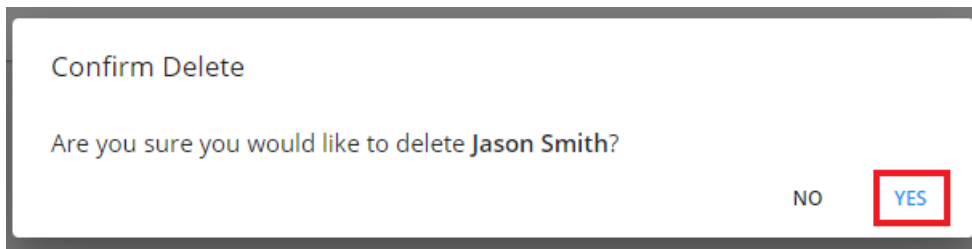
Deleting Staged Resumes Individually

Select one of the resumes via the checkbox on the left, select the icon on the right of the resume, and select

'Delete':



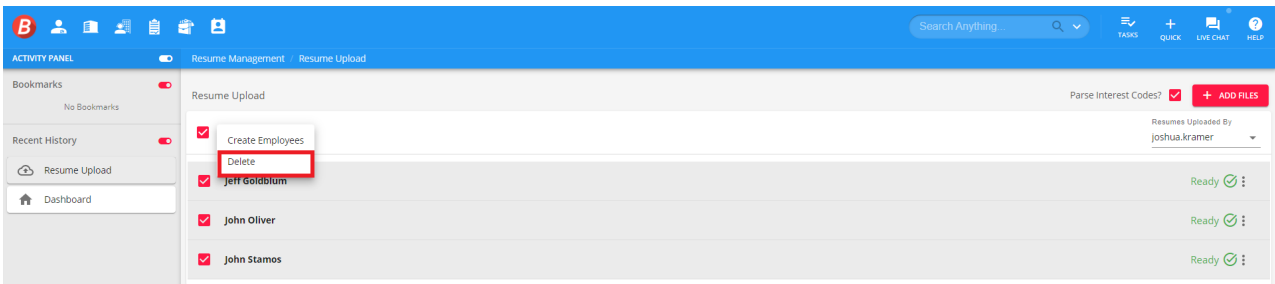
You will receive a prompt to confirm the deletion of the staged resume. Select 'Yes' to confirm or 'No' to return to the 'Resume Upload' window:



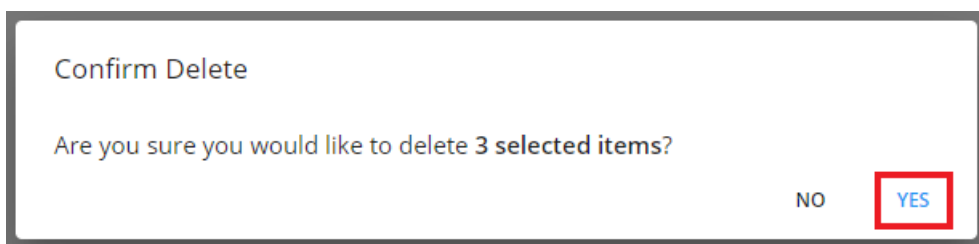
Once the resume has been deleted, the resume will no longer appear within the 'Resume Upload' window.

Deleting Staged Resumes In Bulk

Select multiple resumes via the checkbox on the left, select the  icon, and select 'Delete':



You will receive a prompt to confirm the deletion of the staged resumes. Select 'Yes' to confirm or 'No' to return to the 'Resume Upload' window:



Once the resumes have been deleted, the resumes will no longer appear within the 'Resume Upload' window.

Related Articles

