

Submitting Resumes 10R2

The easiest way to submit several resumes in Tempworks is through the Order/Candidate Tab. A group of resumes can be submitted to a supervisor or hiring manager in one email without having to individually open each employee's record and attach their resume from the document management area.

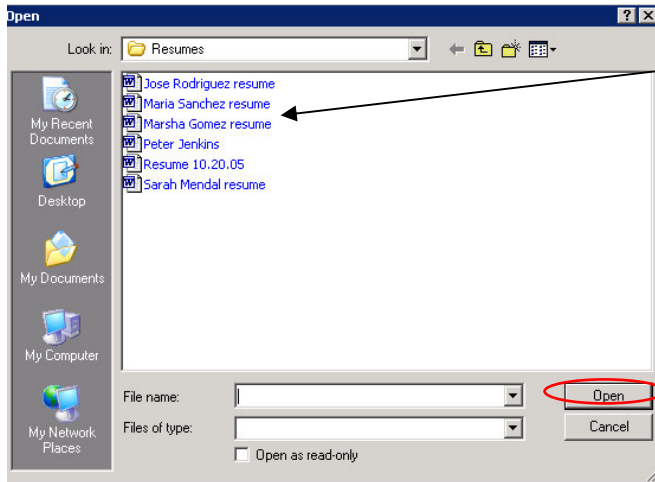
The employee must have a resume attached to their record. To attach a resume manually go to the Associate area and click on the "Resumes" button from the Visifile as circled below.

The screenshot shows the Tempworks system interface for an employee record. The 'Visifile' tab is selected, and the 'Resumes' button is circled in red. The employee's name is Swinton, Edyta (584) 993-9483, SSN: 588-39-3298, and ID: 5800. The interface includes various tabs like Address, Pay, Asg, Msg, Interview, Report, Search, and Switch. Below the tabs, there are sections for 'TxnHist', 'Contact Methods', and a table for 'Date', 'Action', 'Message', 'Rep', 'Contact', 'Customer', 'Due', and 'Done?'. At the bottom, there is an 'Interest Codes' section and a table for 'Customer', 'JobTitle', 'OrigStart', 'Start', 'End', 'Bill', 'Pay', 'Order', and 'Prf'.

When the "Resumes" button is clicked the user is navigated to the Document Management form where documents can be uploaded and attached to the employee's record.

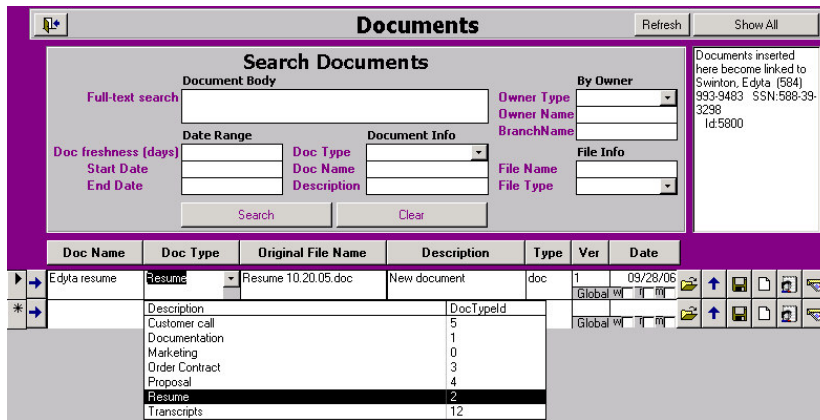
The screenshot shows the 'Documents' management form. It has a search area with fields for 'Full-text search', 'Date Range', 'Doc Type', 'Doc Name', 'Description', 'By Owner', 'Owner Type', 'Owner Name', 'BranchName', 'File Name', and 'File Type'. Below the search area is a table with columns: 'Doc Name', 'Doc Type', 'Original File Name', 'Description', 'Type', 'Ver', and 'Date'. The first row shows 'Edyta resume', 'Resume', 'Marsha Gomez resume.doc', 'New document', 'doc', '1', and '09/28/06'. A blue up arrow icon is circled in red in the bottom right corner of the table.

To upload a resume click on the "Blue Up Arrow Icon" button as circled above. This will open a window where resumes and folders stored on the hard drive or on a network shared drive can be viewed.



Double click on the record that should be attached or highlight the record and then click on the "Open" button. This will attach the document to the record.

Once the resume has been attached, choose the *Resume* selection from the Doc Type drop down menu so that Tempworks will recognize this document as a resume; allowing the user to do resume searches and utilize resume shortcut buttons throughout the system.



The next step needed to submit multiple resumes is to open an order record where resumes need to be submitted to a supervisor or hiring manager. The user can look at the "Unfilled Orders" button on the Workflow toolbar, open a customer record and click on the "SeeOrders" button from the Visifile or navigate directly to the order record and use the customer look up or Order # look up fields to open the order as shown below.



By entering the letters "A-I-p" and hitting the "Enter" key Tempworks displayed the following results list.

Double click on the record to open and display the order.

Alpine Inc #4483
09/27/06 3:48:00 PM

Visifile Order Details POMisc Asg Candidate Message Directory Switchboard

Refresh ->Docs CopySingle CopyMult ->Customer ->Work-Site ->Contract ->GP Calc ->Print ->Map ->DH

Customer Information
 Cust Name: Alpine Inc 778763
 Department: Primary WkSite: Alpin123 main
 WComp: 8810
 Directions:

Rates
 BillRate: \$26.00 PayRate: \$17.00
 Multiplier: None DBill: DBill:
 BillQuote: PayInterval: 52 GP %:
 EstGP\$: \$1,161.74 Custgp%: Markup: 1.529

Job Information
 # Required: 2 # Asg: 0 JobCode: A352 Type: TE
 Job Title/Lkp: Executive Administrative Assistant
 Job Description: Makes travel arrangements, answers phones, takes messages and notes from meetings.
 Dress Code:
 Safety Notes:

Contacts
 Sup: Boston, Daniel (433) 495-9345
 Rep:
 Ord:

Fulfillment Procedure
 Conf Due: Confirmed: #Calls: 0
 Skip weekly calls? DoNotAutoClose?
 Skip asg end calls? Priority:
 Skip web post?

Other Order Information
 Order Number: 4483 Order Status: Unfilled
 Order Date: 09/27/06 3:48:00 PM TakenBy: manad
 Sales Team: Branch: Memphis SE Alt #:
 Other Note:
 ReasonForUse: Reason Ended:

Times Days/Hrs
 Start Date: Mon, Sep 04, 2006 OT Plan: Plan5b
 Duration: 4 months Hrs/Wk: 45
 Est End Date: Wed, Jan 03, 2007 Brk/Hrs:
 Shift/Time: Day
 Start Time: 08:00 End Time: 17:00 See Schedule
 Sun Mon Tue Wed Thu Fri Sat

The WComp, WkSite, # Required, Job Title/Lkp, Start Date, BillRate, PayRate, and Sup fields should all be populated in the Order Details Tab before a search is conducted or employee's are added to the Candidate Tab.

There are two ways to add employee's to the Candidate Tab. The first is by doing an Order Search, selecting employee's by clicking in the Select check box in front of their name and clicking on the "Add Names to List" button from the search results screen.

Select all Deselect all Add names to list Limit to list Search again

Email order info to selected candidates Requery

Criteria	Description	Hits
Address/Status		37
Interest code		22
Message		50

	All	Del	Name	Phone	Branch	act	asg	Other	Type	Res Rank	Emp Rating	Resume Date	Doc % Match	Sched % Match
Resume	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bristol, Barry Bernard	(234) 234-2344	Memphis St	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TE	0	0		0.0	0.0
Resume	<input type="checkbox"/>	<input type="checkbox"/>	Connors, Phil	(333) 333-3333	Memphis St	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TE	0	7		0.0	0.0
Resume	<input type="checkbox"/>	<input type="checkbox"/>	Garnish, Joe	(555) 555-5555	Memphis St	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TF	0	6		0.0	0.0
Resume	<input type="checkbox"/>	<input type="checkbox"/>	Johnson, Tabitha S	(651) 773-9566x	Memphis St	<input checked="" type="checkbox"/>	<input type="checkbox"/>	111	TE	0	0		0.0	0.0
Resume	<input type="checkbox"/>	<input type="checkbox"/>	Morris, Morrey	(555) 555-5555	Memphis St	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TF	0	3		0.0	0.0
Resume	<input type="checkbox"/>	<input type="checkbox"/>	Newman, Phil	(212) 581-6430	Memphis St	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TE	0	0		0.0	0.0
Resume	<input type="checkbox"/>	<input type="checkbox"/>	Victorson, Mike	(555) 555-5555	Memphis St	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TE	0	4		0.0	0.0
Resume	<input type="checkbox"/>	<input type="checkbox"/>	Wells, Marcie	(666) 666-6666	Memphis St	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TF	0	7		0.0	0.0

The second way to add an employee to the Candidate Tab is by navigating directly to the Candidate Tab for the order and doing a name look up for the employee as shown below.

Alpine Inc #4483
09/27/06 3:48:00 PM

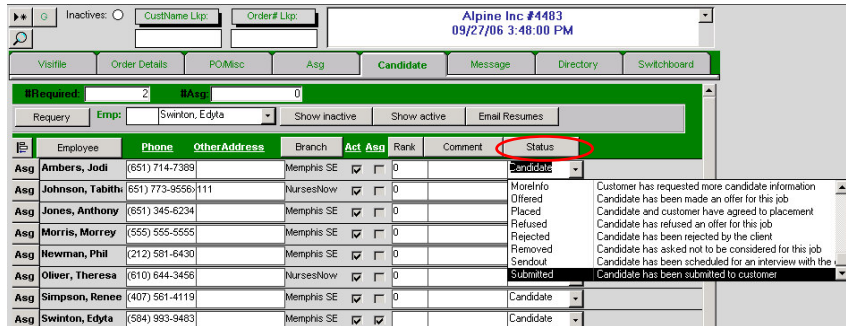
Visifile Order Details POMisc Asg Candidate Message Directory Switchboard

#R required: #Asg:

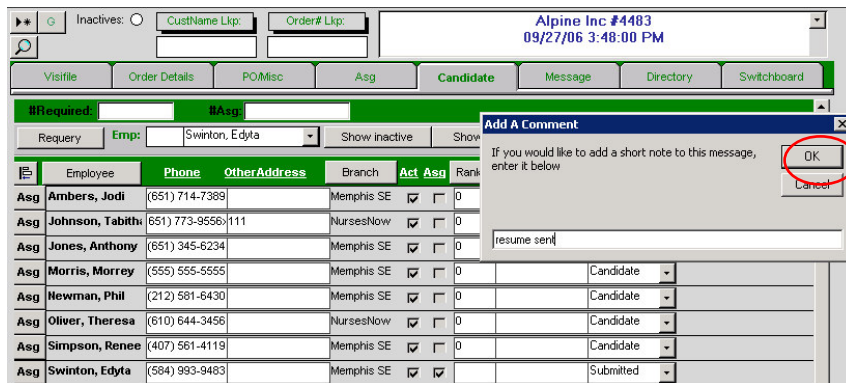
Requery Emp: Show inactive Show active Email Resumes

Employee	name	Ident	SSN	PhoneNumber
PH	Swinton, Edyta	5800	588393298	(584) 993-9483

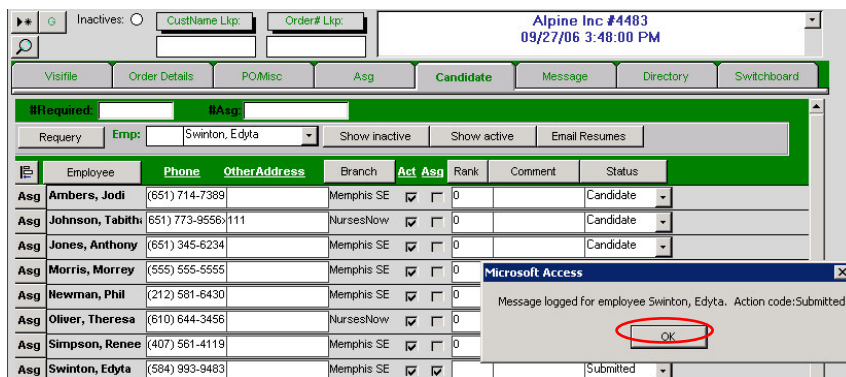
Now that there are employee's on the candidate list, change the candidates to a status of *Submitted* by using the Status drop down menu.



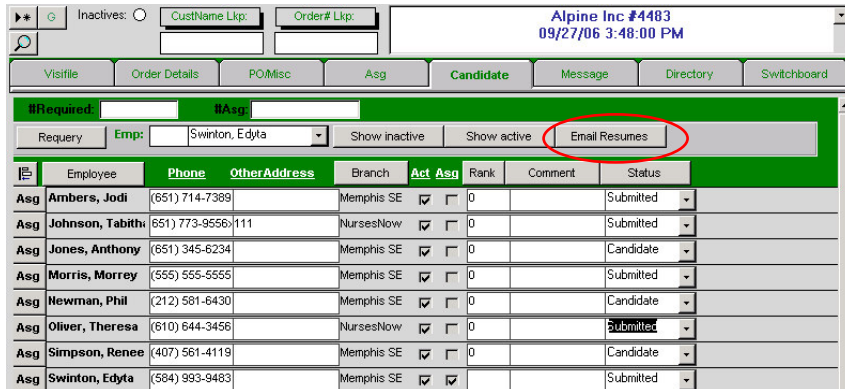
Tempworks will prompt the user to add a message about the status change (ie. resume sent). This message will automatically be logged to the following records: employee, supervisor (contact), order, and customer.



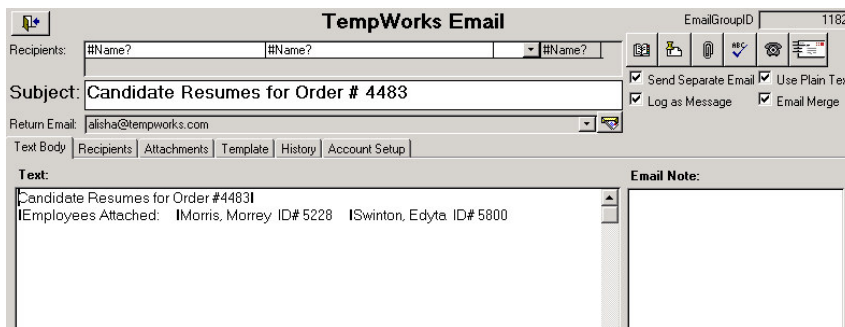
Click on the "OK" button to clear the prompt and log the message. The following prompt will notify the user that the message has been logged. Click the "OK" button to clear this prompt.



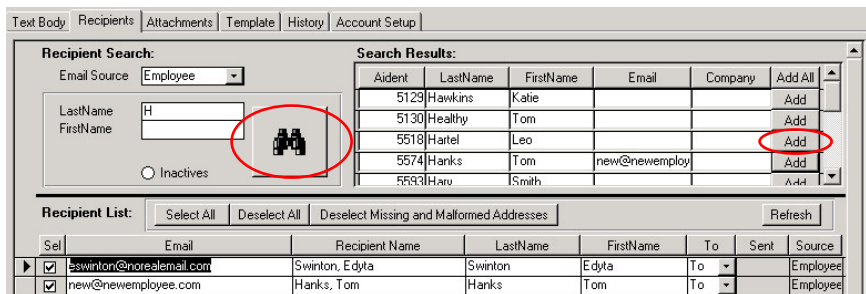
After changing the status to *Submitted* for all candidates who should have their resume sent to the supervisor, click on the "Email Resumes" button.



Clicking on the "Email Resumes" button will open the Tempworks Email functionality, and will automatically attach the resumes of the candidates whose status is set to *Submitted*.



The Subject and Text can be automatically set up to populate information using an email template. To select a recipient click on the Recipients Tab.



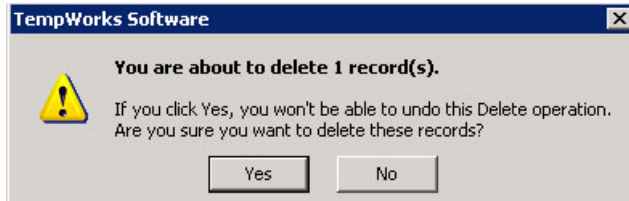
To look up and add recipients select the Email Source (ie. employee, contact, or servicrep). Enter the search criteria (ie. name, customer, etc.) and click on the "binoculars icon" button as circled above.

The search results will be displayed to the right of the "binoculars icon" button and can be sorted in ascending or descending order by clicking on the column headers. To add a recipient from this list, click on the "Add" button to the right of the intended recipient.

The recipient will then be added to the recipient list at the bottom of the screen.

Sel	Email	Recipient Name	LastName	FirstName	To	Sent	Source
<input checked="" type="checkbox"/>	new@newemployee.com	Hanks, Tom	Hanks	Tom	To		Employee
<input checked="" type="checkbox"/>	eswinton@norealemail.com	Swinton, Edyta	Swinton	Edyta	To		Employee

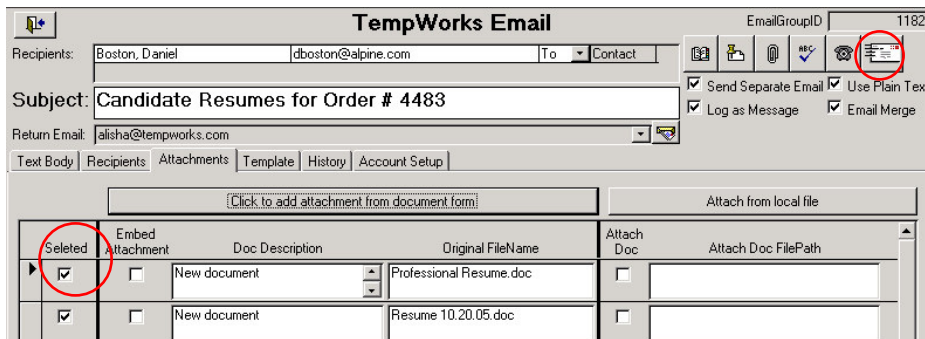
To remove the recipient from the list, click the cursor on the gray square to the far left of the recipient's line. Then click on the "delete" key on the keyboard. A warning window will be displayed to verify that the recipient should be removed from the list.



If the recipient should be removed click on the "Yes" button, if not, click on the "No" button.

Recipients can also be removed from the final list by removing the check mark from the Select (Sel) box to the right of their name.

Next verify the attached resumes by navigating to the Attachments Tab and viewing the resumes that have been attached to the email.



If a resume should not be included on the email remove the check mark from the Selected box as circled above. When the resumes have been verified and the correct recipients have been selected click on the "Letter Icon" to send the email.

A message will automatically be logged in the corresponding records that the email was sent with resumes attached.

To exit the Tempworks Email functionality click on the "Close Door" button in the upper left.