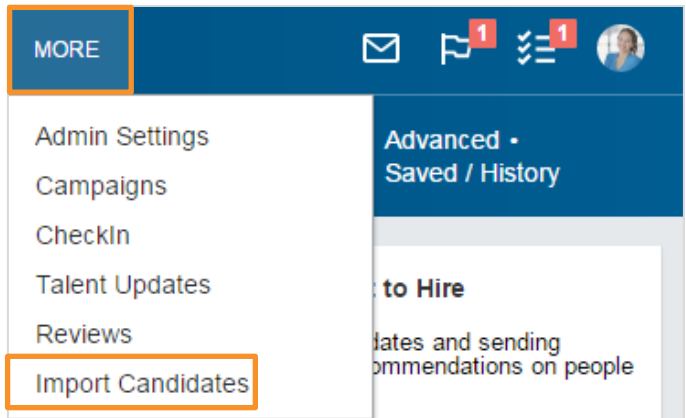


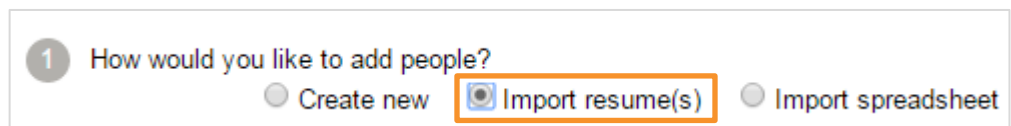
Import Resumes via Recruiter

Turn your stale prospect resumes into rich up-to-date profiles, with new professional insights by importing resumes into Recruiter. Make sure all resumes are saved as Word or converted PDF files before you get started. Scanned PDF files will not import.

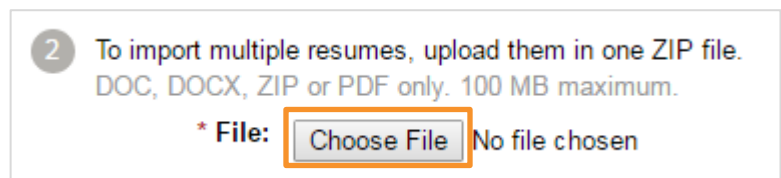
1. Click **More** at the top right corner of the screen and select **Import Candidates**.



2. Select **Import resume(s)**.

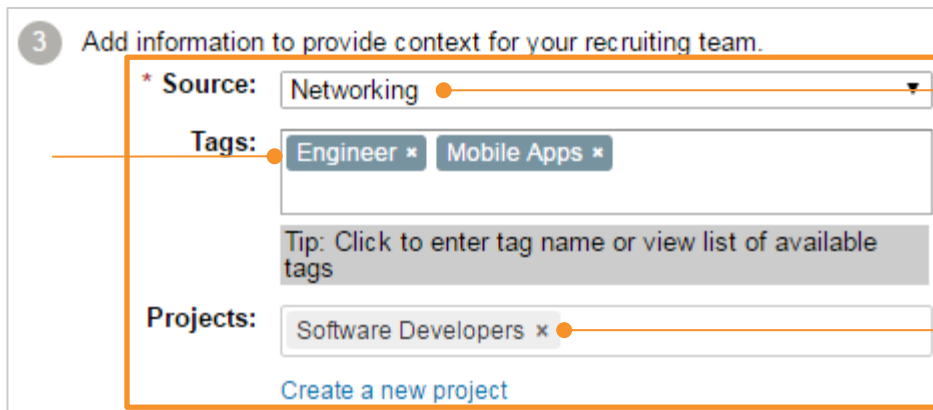


3. Click **Choose File** and locate resume files (.DOC, .DOCX, or .PDF) on your computer.



4. Select a **Source**.
5. Add **Tags**. (optional)
6. Select a Project or Create a new project. (optional)

Tags identify special skills or experience, roles these prospects could fit, or special attributes. They can also indicate prospect ownership and refine searches.



The **Source** identifies where you met, or how you found these prospects. When batch importing prospects, one source will be assigned to all.

Put these prospects directly into your pipeline of talent by adding them to a Project.


7. Click **Import**.



8. Your import is complete. Check for any errors that may have occurred during import. Below are the alerts you might see when you import resumes.

9. Click the **Pencil** icon to make any necessary edits right away.

LinkedIn profile found: Email address or phone number included in the resume matched a LinkedIn profile and was automatically connected.


File	Name and Email	Phone	Title
<input type="checkbox"/> AnnieS.docx Already in Recruiter	Annie Shaw ashaw@acme.com	909-987-6543	Senior Softw Engineer
<input type="checkbox"/> BillArms.docx LinkedIn profile found	William Armstrong billarm@pfister.com		Mobile Softw Engineer
<input type="checkbox"/> JanJones.docx	Jan Jones janjanjan@acme.com	(510) 888-8778	Senior Softw Engineer
<input checked="" type="checkbox"/> TyHall.pdf Missing information	 Ty Hall Email or Phone missing		Mobile App Engineer


Already in Recruiter: The prospect is already in the pipeline. This alert overrides the alert **LinkedIn profile found**, if the prospect is already in the pipeline and has been matched to a LinkedIn profile.

Missing information: Required information such as first name, last name, and email or phone number is missing. Click the **pencil icon** to add the missing information.

10. To save some or all of the prospects to the clipboard or another project, select the prospects and click **Save**.

4 profiles

Select: All | None 

File	Name and Email	Phone	Title	Company	Location
<input checked="" type="checkbox"/> AnnieS.docx Already in Recruiter	Annie Shaw ashaw@acme.com	909-987-6543	Senior Software Engineer	McCann and Tate	
<input checked="" type="checkbox"/> BillArms.docx LinkedIn profile found	William Armstrong billarm@pfister.com		Mobile Software Engineer	Acme Insurance	Springfield Missouri Area
<input checked="" type="checkbox"/> JanJones.docx	Jan Jones janjanjan@acme.com	(510) 888-8778	Senior Software Engineer	Acme Inc	San Francisco Bay Area
<input checked="" type="checkbox"/> TyHall.pdf 	Ty Hall ty@starkindy.com		Mobile App Engineer	Stark Industries	San Francisco Bay Area