



RECRUITING

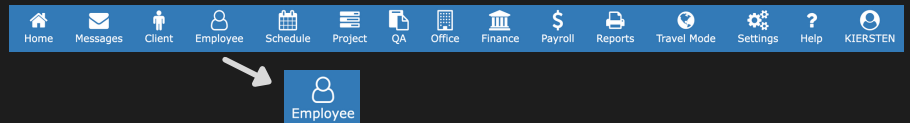
BUSINESS MODEL SOFTWARE TRAINING

Good Looking

Upload a Resume

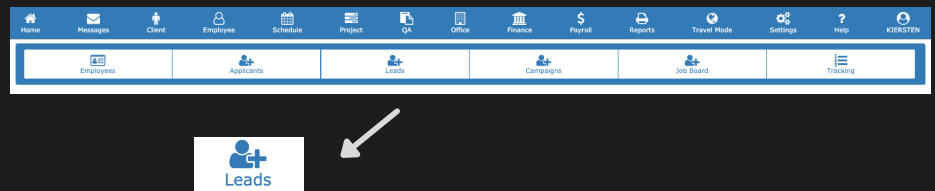
1 Go to 'Employee' Tab

- On your home page, click the 'Employee' tab at the top tool bar



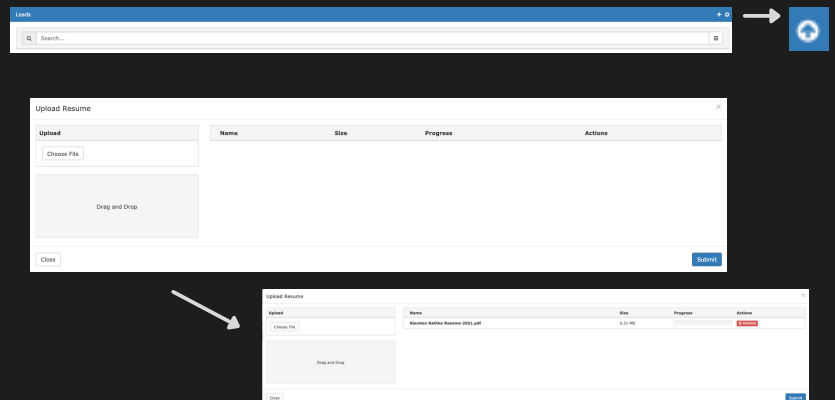
2 Go to Leads Section

- Click "Leads" in the sub-menu bar.



3 Upload Resume

- Click the upload icon to the far right of the search bar so a form opens up.
- From there, you will have the option to drag the file from your computer into the "Drag and Drop" box on the left or you can manually search for the file simply by clicking 'Choose File.' The file will appear in the list and you will click 'Submit' to upload the resume.

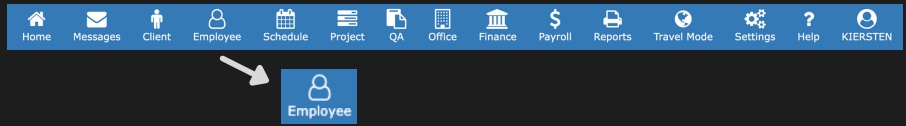


Create a Lead Manually

1

Go to 'Employee' Tab

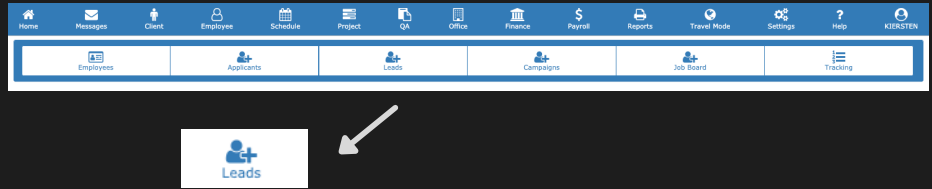
- On your home page, click the 'Employee' tab at the top tool bar



2

Go to Leads Section

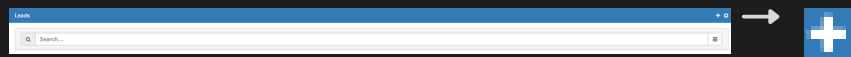
- Click "Leads" in the sub-menu bar.



3

Add a New Lead

- Click the '+' icon on the far right to the search bar.
- A form page will open up.



4

Complete the Form

- Fill out the required fields with the lead's information.
- Don't forget to click 'Save' on the bottom right of the form.

A screenshot of the 'New Lead' form. The form is titled 'New Lead' and has a white background. It contains several sections of input fields: 'Priority' (Urgent, High, Medium, Low, None), 'Potential' (High, Medium, Low, None), 'Basic Information' (Office, Last, First, MI, Title, Address, City, State, Zipcode, Phone 1, Phone 2, Phone 3, Email, Preferred Method of Contact), 'Assigned To' (Search...), 'Campaign' (Search...), 'Contact Information' (Website, LinkedIn, Facebook, Twitter, Contact Hours, Company), 'Likes' and 'Dislikes' (text areas), 'Status' (Status, Lead Status), and 'Lead Status' (Search...). At the bottom right of the form is a blue 'Save' button. A white arrow points from the 'Save' button to the right.

Save

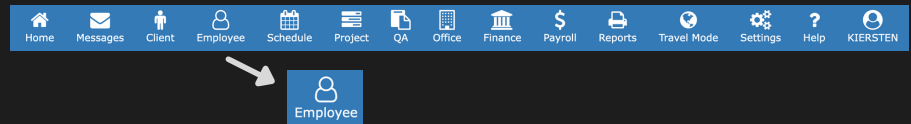


Convert a Lead to an Applicant

1

Go to 'Employee' Tab

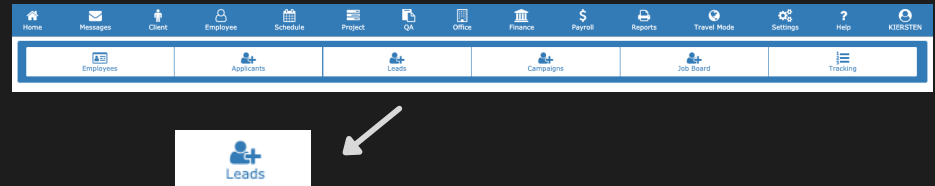
- On your home page, click the 'Employee' tab at the top tool bar



2

Go to Leads Section

- Click "Leads" in the sub-menu bar.



3

Select the Lead

- Within the list of leads, select the candidate you would like to convert to an applicant.

Name	Positions	Phone	Events	Their Interest	Our Interest	Attributes	Assigned To	Lead Status	Options
SENECAL, ADAM		(513)728-9478							
HAYBRL, PALLAV		(704)577-0528					KIERSTEN BATHKE	STAGE 3 - EVALUATING	
CLARKE, JOSHUA		(832)576-5103							
ARNOLD, TATIANA		(949)761-8332							
FRISCHILL, HADSON		(513)260-5871							

4

Convert to Applicant

- The lead's form will open up.
- Scroll down to the bottom of the form and click the yellow "Convert to Applicant" button.

The screenshot shows a detailed lead profile for ADAM SENECAL. At the top, there is a profile icon and the name 'SENECAL, ADAM' with a 'Next Lead' dropdown. Below this are several tabs: 'Quick View', 'Resume', 'Information', 'Calendar', 'Plus', and 'Notes'. The main content area includes fields for 'Home', 'Cell', and 'Email' (ASENECAL32@CLOUD.COM), and an 'Address' field (AUSTIN, TX). There is an 'Alert' section with a status indicator. Below that are sections for 'Positions', 'Scheduling Attributes', 'Events', and 'Service'. At the bottom, there are 'Their Interest' and 'Our Interest' sections with progress indicators, and 'Likes' and 'Dislikes' fields. A 'Cancel' button is on the bottom left, and a yellow 'Convert to Applicant' button is on the bottom right.

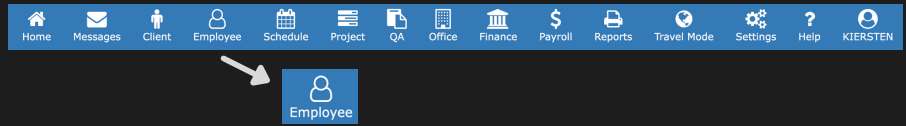
Convert to Applicant



Give an Applicant Portal Access

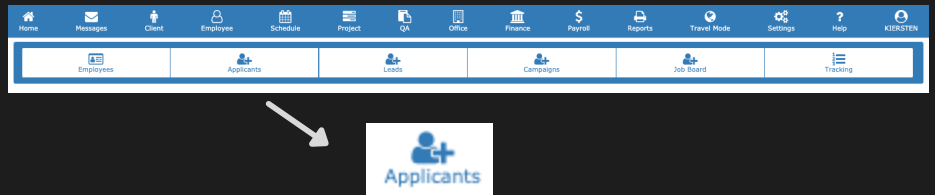
1 Go to 'Employee' Tab

- On your home page, click the 'Employee' tab at the top tool bar



2 Go to Applicants Section

- Click "Applicants" in the sub-menu bar.



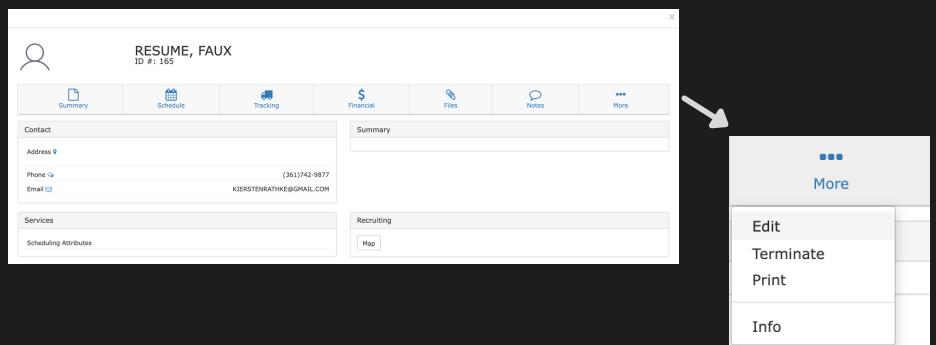
3 Select the Applicant

- Within the list of applicants, select the candidate you would like to give access to the portal.

Name	Positions	Phone	Events	Attributes	Assigned To	Status	Tracking Progress	Options
RESUME, FAUX		(361)742-9877				FULL-TIME	<div style="width: 100%;"></div>	
BURTON, ERIC		(814)651-2531				FULL-TIME	<div style="width: 100%;"></div>	
ARROYO, SACHEE		(516)652-9034				FULL-TIME	<div style="width: 100%;"></div>	
LEE, BRANDON		(425)445-6259				FULL-TIME	<div style="width: 100%;"></div>	
AJALA, NYI		(936)244-0577				FULL-TIME	<div style="width: 100%;"></div>	

4 Edit the Applicant Profile

- When the Applicant Information form opens up, click on the "More" option to the far right so a drop down opens. Click on 'Edit.'



5 Give Applicant Access

- The 'Edit Employee' form will open. Next to the email field has an 'Applicant Access' button. Click that so it is highlighted in the platform's default color.

Email:

Email:

* Always remember to click 'Save'.

Save