



## A DAY IN THE LIFE OF YOU AND CVPLUS

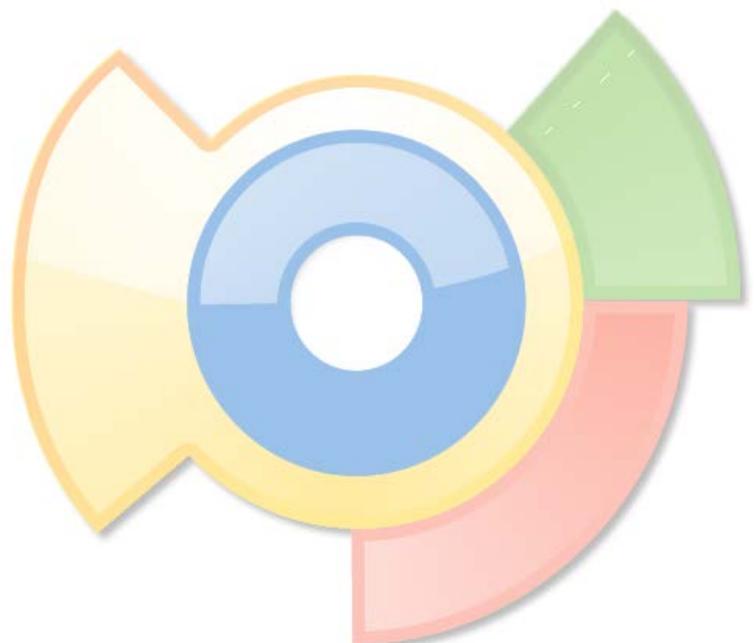
### 8.30am

After grabbing a coffee on the way into the office, I normally start my day by checking my emails. These are usually a selection of applicant responses to jobs that I've posted online, advertised in print, and unsolicited CVs. Processing CVs and creating new applicant records manually on our database used to be a full-time job.



Now CVPlus Visual recruitment software transforms imported CVs/resumes into fully skilled new applicant records automatically, including name, address, employment history, skills and qualifications. What's more, each time an applicant sends a CV, it is saved in the original CV folder and can be viewed by date. I can create up to nine versions of a CV ready to send to clients at a keystroke.

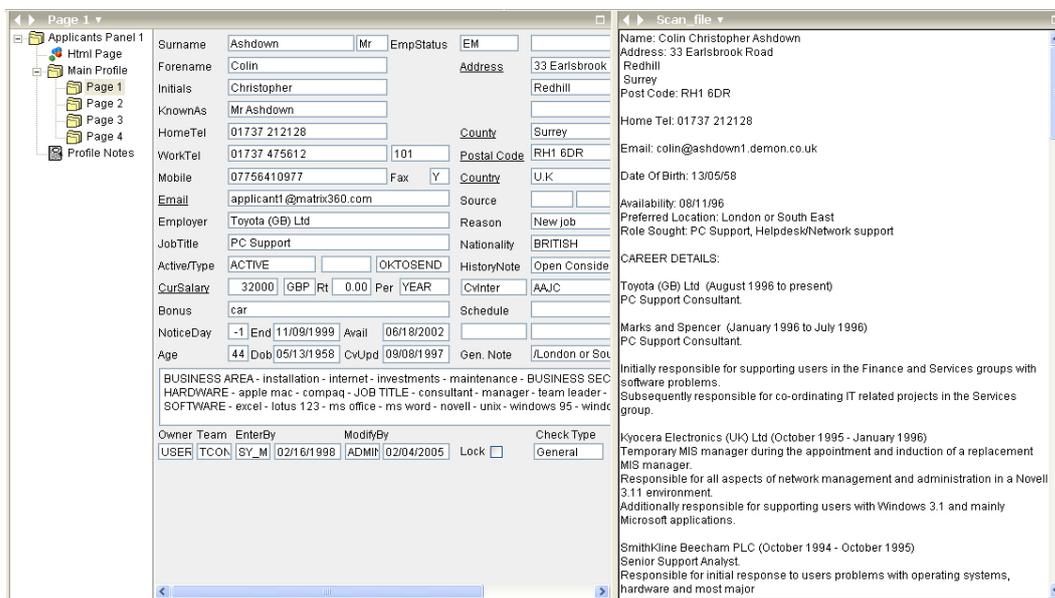
Some of the applicant responses and unsolicited CVs won't be suitable for the position advertised or any of our client companies. Using the CVPlus Visual mail centre it's easy for me to send a standard rejection letter. I can send email, letter, fax and SMS text messages at the press of a button direct from my desktop. Our system manager can easily add new document templates as and when we need them.



## 9.05am

Next, I usually start calling those applicants who are a good match for the role, tell them more about the position, interrogate their CVs and generally build up a clearer picture of that person. CVPlus Visual allows me to easily modify and add information for an applicant using a special form that contains a number of text boxes and selectable list boxes preconfigured for our company's needs. It's now that I also get an opportunity to refine the list of keywords recognized as applicant's skills from the imported CV. These keywords ensure the software can search and match candidates with jobs as accurately as possible.

Each applicant profile card holds a vast amount of background information besides contact details, employment status and current CV, including employer references, health status, driving qualifications, car ownership and bank details.



The screenshot displays a software interface with two main panes. The left pane, titled 'Applicants Panel 1', shows a tree view with 'Main Profile' selected. The right pane, titled 'Scan\_file', displays the profile details for Colin Christopher Ashdown. The profile information is organized into several sections:

- Personal Information:** Surname (Ashdown), Forename (Colin), Initials (Christopher), KnownAs (Mr Ashdown), HomeTel (01737 212128), WorkTel (01737 475612), Mobile (07756410977), Email (applicant1@matrix360.com), Date Of Birth (13/05/58).
- Contact Information:** Address (33 Earlsbrook Road, Redhill, Surrey, Post Code: RH1 6DR), Home Tel (01737 212128), Email (colin@ashdown1.demon.co.uk).
- Employment Details:** Employer (Toyota (GB) Ltd), JobTitle (PC Support), Active/Type (ACTIVE), CurSalary (32000 GBP), Bonus (car), NoticeDay (-1), Age (44), Dob (05/11/1958), CvUpd (09/08/1997), Gen. Note (London or Sol).
- Skills and Keywords:** A list of skills including BUSINESS AREA - installation - internet - investments - maintenance - BUSINESS SEC HARDWARE - apple mac - compaq - JOB TITLE - consultant - manager - team leader - SOFTWARE - excel - lotus 123 - ms office - ms word - novell - unix - windows 95 - windc.
- CAREER DETAILS:**
  - Toyota (GB) Ltd (August 1996 to present) PC Support Consultant.
  - Marks and Spencer (January 1996 to July 1996) PC Support Consultant.
  - Initially responsible for supporting users in the Finance and Services groups with software problems.
  - Subsequently responsible for co-ordinating IT related projects in the Services group.
  - Kyocera Electronics (UK) Ltd (October 1995 - January 1996) Temporary MIS manager during the appointment and induction of a replacement MIS manager.
  - Responsible for all aspects of network management and administration in a Novell 3.11 environment.
  - Additionally responsible for supporting users with Windows 3.1 and mainly Microsoft applications.
  - SmithKline Beecham PLC (October 1994 - October 1995) Senior Support Analyst.
  - Responsible for initial response to users problems with operating systems, hardware and most major
- System Information:** Owner Team (USER), EnterBy (SY\_M), ModifyBy (ADMIN), Lock (checkbox), Check Type (General).

The software also allows you to attach any number of documents, such as copies of passports, visas and professional certificates. Best of all, everything relating to the applicant is available on a single screen. There's no need to keep opening and closing different windows.

## 10.35am

In an ideal world I'd spend my morning methodically working through my new list of applicants, calling each one in turn. Then I'd send off a copy of the Job Spec by email, fax or post. Of course, in the real world I'm continually interrupted by colleagues, telephone calls and people popping into the office. Luckily, CVPlus Visual is designed to take the real world into consideration. The software allows me to create a shortlist folder into which I can save my list of promising applicants. I can then work through my applicant shortlist as and when I'm able, flagging each record with the appropriate response following my initial telephone interview.

Should the job have been open for a day or two I'll have already created a shortlist folder after running an initial search of applicants in the database. However, I can easily refresh my shortlist at the touch of a button. This handy Refresh feature ensures my shortlist folder is always current, and the ideal applicant never overlooked just because they were added to the database after I performed my original search.

A decorative graphic in the top left corner of the page, featuring a circular design with overlapping segments in blue, green, yellow, and red, similar to the Swiftpro logo's color scheme.

**11.00am**

After I've handled my emails and worked through my applicants, it's client time. I call the clients I sent CVs to yesterday to check they got them okay, and what they thought of the applicants.



CVPlus Visual allows me to quickly flag those applicants a client wants to interview and reject. Whenever I perform any significant recruitment activity, such as sending a CV to a client, CVPlus Visual creates a time and date stamped History Note automatically. The History Note will copy my original message plus any attachments I might have sent. I can also add my own History Notes at any time, and flag them to indicate the type of activity undertaken, such as call, task or meeting. These flags also make it easy for me to sort and search through my History Notes.

CVPlus Visual has excellent contact management features. Creating a new client record is simplicity itself using CVPlus Visual. All you need do is go into the Client module and click on the "Add" icon in the top left-hand corner of the screen. Then you just assign your new client contact to the appropriate company from the available list, or create a new company record. After that you just have to complete the client's contact details, enter appropriate keywords for search purposes, and allocate a branch or department if it's part of a larger organisation. That's it. The software even lets you replicate a client company's organisational structure and hierarchy, so you can easily see who reports to whom.

Having talked with my clients I can start making interview arrangements for some of my applicants. Using the CVsSent/Interviews Explorer, I can track the status of each applicant and stage of each job as soon as the CV is sent. A series of simple wizards allow me to update each stage of the recruitment process from the moment I arrange an interview, make an offer, confirm a placement or send a rejection letter. There are various filter options that also allow me to view the stage and status of jobs and applicants by date range. The software allows me to send the appropriate confirmation emails, letters and faxes plus directions and maps from within the application.

## 2.00pm

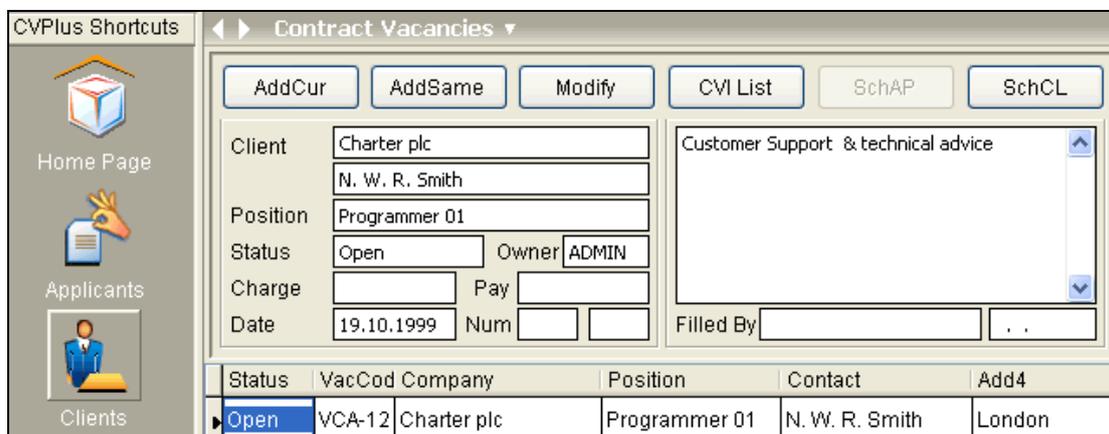
After taking a break for lunch I'll usually check my emails again, and go through a similar routine to the morning. Then I'll dedicate myself to making 20 or 30 sales calls to prospective and existing clients, and try to pull in some more jobs. Using the same technology as that used to import multiple CVs, the CVPlus Visual advanced Client Exchange Inray allows our system manager to import any number of client contacts automatically. This is an extremely valuable tool for expanding your marketing base and sales activity.

## 3.30pm

To prepare my list of sales calls, first I go into the Client module of CVPlus Visual. Then I click on the Search icon. Complete the search form. Today I might want to call customer service organizations within a 50 mile radius of Manchester, for instance. Run the search. After that I save my search results into a shortlist folder, and start making calls. Alternatively, once I have my search results, I can elect to send out personally addressed direct marketing emails, letters, faxes or SMS text messages.

## 4.25pm

The moment a new job comes in I stop what I was doing and immediately start looking to fill the role. First, I have to create the new job record. Sometimes I find that I need to create a new job for an existing client which is almost identical to one already on the system. Rather than waste time entering the same information twice, CVPlus Visual allows me to create a new job record based on an existing job record.



The screenshot shows the 'Contract Vacancies' window in CVPlus Visual. The interface includes a sidebar with 'Home Page', 'Applicants', and 'Clients' icons. The main area contains a form with the following fields:

- Buttons: AddCur, AddSame, Modify, CVI List, SchAP, SchCL
- Client: Charter plc
- Contact: N. W. R. Smith
- Position: Programmer 01
- Status: Open
- Owner: ADMIN
- Charge: (empty)
- Pay: (empty)
- Date: 19.10.1999
- Num: (empty)
- Filled By: (empty)

Below the form is a table with the following data:

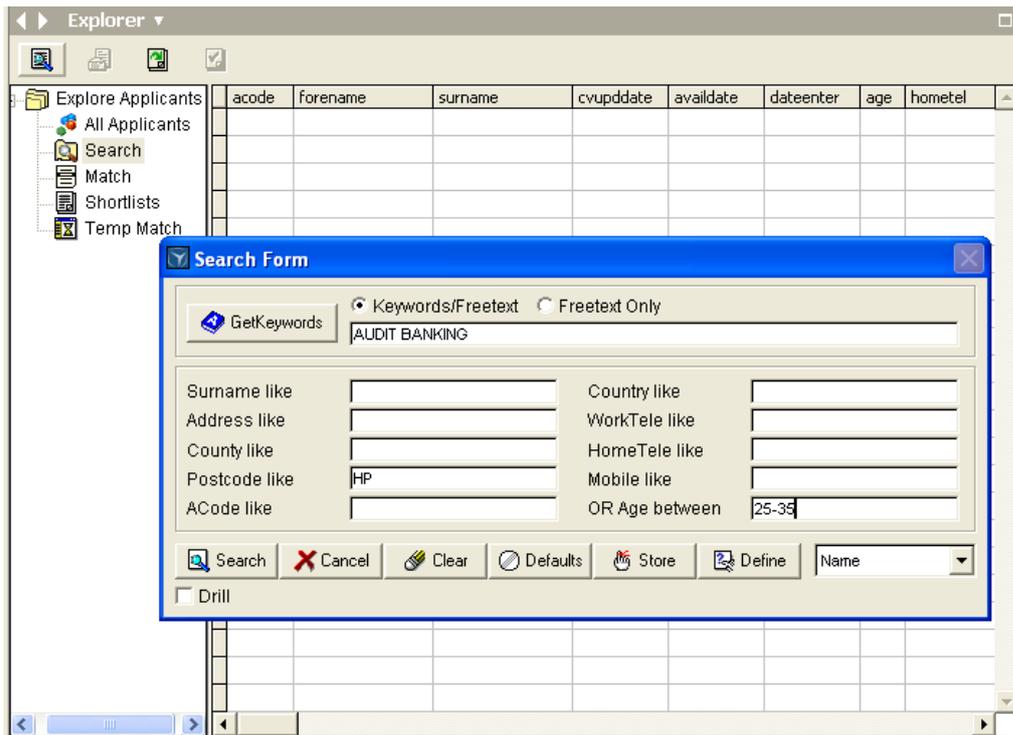
Status	VacCod	Company	Position	Contact	Add4
Open	VCA-12	Charter plc	Programmer 01	N. W. R. Smith	London

To do it you simply find the job you want to copy. Press the AddSame button. The software creates a new job record, copying the original job details across, which you can then adjust manually. Furthermore, CVPlus Visual allows our systems manager to import jobs directly from our client's database, Internet job boards and other software packages.

To enter new temporary jobs on CVPlus Visual only requires you complete a brief 5-step wizard. First, you select a client company from the database. Add information such as purchase order number and required skills from the keywords directory. Next, enter the job's location. Then check where the invoice is to be sent, as your client contact and the invoice address might be different. Agree the pay rate, and finally "book" an applicant for the job.

5.00pm

Okay, so having created my new job on the system I can start searching the database for suitable candidates. CVPlus Visual offers superior search and match capabilities that allow me to search any combination of keywords, free text, post codes, and random data fields using a single form. If I'm pressed for time or it's a temporary role that must to be filled urgently then I can use the Match function. This instantly produces a list of applicants matched against the job's requirements by identified skills, and it does it automatically.



Like most recruitment companies we specialise in certain industry sectors. As a result of that specialisation most consultants here tend to use the same search criteria repeatedly. Once again, the practical nature of the software design means that we can save search forms rather than endlessly repeat ourselves.

Having run my search, CVPlus Visual allows me to save the results in a shortlist folder of applicants, as I mentioned earlier.

Now I can progress through my shortlist of applicants, make some calls and flag those candidate records I wish to reject immediately, consider or send CVs to the client. CVPlus Visual gives me the option to customize an applicant's CV layout before I present it to the client while always retaining a copy of the original. I then send CVs to my client with the appropriate standard cover letter by email, fax or post with a single click.

Just as the Match function makes it easy to produce a list of applicants against a job's requirements instantly, the CVPlus Visual Quick CV Dispatch allows you to select your client, the job and send an applicant's CV in just a couple of clicks. This is a particularly useful function for filling temporary and contract positions fast.

A decorative graphic in the top-left corner of the page, featuring a central blue circle with a white ring, surrounded by overlapping yellow, green, and red curved shapes.

## 5.56pm

Having sent off the CVs to the client, I'll probably return to my sales calls, or try and arrange a couple of face-to-face meetings. It's important to build a rapport with clients to better understand their business needs, competitive pressures and get a feel for their company's culture. This will help me find candidates with the right skills and experience, and also the right personality to fit easily into the client company.

As part of the package, CVPlus Visual comes equipped with a desktop diary, making it easy for me to plan meetings, schedule sales activity, share internal tasks and arrange interviews. The alerts feature helps keep me on track with friendly reminders of important events. Every call made and task completed is logged as a History Note automatically in the corresponding records.

## 6.40pm

Before going home, I'll call my client to make sure they got the CVs for the new job, and arrange some interviews. Then I'll close down, ready for tomorrow.

## FOR MORE INFORMATION

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