PEOPLE
Soft

PeopleSoft 8.3 Resume Processing PeopleBook

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PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

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Contents

Chapter 1

About the PeopleSoft 8.3 Resume Process PeopleBook

Chapter 2

PeopleSoft Resume Processing Overview

Chapter 3

Setting Up Resume Processing

Chapter 4

Processing Resumes

Index

About the HRMS PeopleBooks

The HRMS PeopleBooks provide you with the information you will need for implementing and using PeopleSoft Human Resources Management System (HRMS) products.

This section describes information you should know before you begin working with PeopleSoft products and documentation, including PeopleSoft-specific documentation conventions, information specific to the PeopleSoft HRMS product line, how to order additional copies of our documentation, and so on.

Before You Begin

To benefit fully from the information covered in these books, you need to have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course.

You should be familiar with navigating around the system and adding, updating, and deleting information using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft® Windows or Windows NT graphical user interface.

Because we assume you already know how to navigate the PeopleSoft system, much of the information in these books is not procedural. That is, it does not typically provide step-by-step instructions on using tables, pages, and menus. Instead, we provide you with all the information you need to use the system most effectively and to implement your PeopleSoft application according to your organizational or departmental needs. These books expand on the material covered in PeopleSoft training classes.

PeopleSoft Application Fundamentals for HRMS PeopleBook

The individual HRMS PeopleBooks provide you with implementation and processing information for the individual HRMS products. However, there is additional, essential information describing the setup and design of each HRMS product contained in the companion volume of documentation called *PeopleSoft Application Fundamentals for HRMS PeopleBook.*

The *PeopleSoft Application Fundamentals for HRMS PeopleBook* consists of important topics that apply to many or all PeopleSoft applications across the HRMS product line. Whether you are implementing a single HRMS product, some combination of products within the product line, or the entire PeopleSoft HRMS system, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals such as setting up control tables and administering security.

In the *PeopleSoft Applications Fundamentals for HRMS PeopleBook*, we've included common information pertinent to all applications in the HRMS product line, such as defining general options. If you're upgrading from a previous PeopleSoft release, you may notice that we've

removed some topics or topic headings from the individual application PeopleBooks and consolidated them in this single reference book. You'll now find only application-specific information in your individual application PeopleBooks. This makes the documentation as a whole less redundant. Throughout each PeopleBook, we provide cross-references to *PeopleSoft Application Fundamentals for HRMS* and other PeopleBooks.

Related Documentation

To add to your knowledge of PeopleSoft applications and tools, you may want to refer to the documentation of other PeopleSoft applications. You can access additional documentation for this release from PeopleSoft Customer Connection (www4.peoplesoft.com/cc). We post updates, troubleshooting documentation, and other items on Customer Connection, as well. In addition, documentation for this release is available on CD-ROM and in hard copy.

Important! Before upgrading, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

Documentation on the Internet

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM. You can order additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection Web site: http://www4.peoplesoft.com/cc

You'll also find updates to the documentation for this and previous releases on Customer Connection. Through the Documentation section of Customer Connection, you can download files to add to your PeopleBook library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation delivered on your PeopleBooks CD.

Documentation on CD-ROM

Complete documentation for this release is provided on the CD-ROM *PeopleSoft 8.3 HRMS PeopleBooks,* SKU HR83PBR0, and *PeopleTools 8.14 PeopleBooks,* SKU PTB814R0.

Note. Your access to PeopleSoft PeopleBooks depends on which PeopleSoft applications you've licensed. You may not have access to some of the PeopleBooks listed here.

Hardcopy Documentation

To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press Web site from the Documentation section

of PeopleSoft Customer Connection. The PeopleSoft Press Web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), our book print vendor.

We make printed documentation for each major release available shortly after the software is first shipped. Customers and partners can order printed PeopleSoft documentation using any of the following methods:

Internet	From the main PeopleSoft Internet site, go to the Documentation section of Customer Connection. You can find order information under the Ordering PeopleBooks topic. Use a Customer Connection ID, credit card, or purchase order to place your order.
	PeopleSoft Internet site: http://www.peoplesoft.com.
Telephone	Contact Consolidated Publishing Incorporated (CPI) at **800 888 3559.**
Email	Email CPI at **callcenter@conpub.com**.

PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages or panels. This section lists the most common fields and provides standard definitions.

Field	*Definition*
Address 1, Address 2, Address 3	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
As of Date	The last date for which a report or process includes data.
Block (Bloque)	In Spanish addresses, a building or buildings that are close together may be called a Block (Bloque). Include the Block name in the address, if necessary.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
City	Name of city for address.
Comment(s)	Freeflow text entry that enables you to add comments.
Company	A business organization. For US companies using PeopleSoft Payroll for North America or PeopleSoft Pension Administration, a business unit that has a unique federal Employer Identification Number (EIN) for payroll reporting purposes.

Field	Definition
Country	Country for address. Other address fields will be adjusted to reflect Country choice. Select a country from the list of valid values and press TAB to move through the field. The system automatically displays the appropriate address fields using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields that appear.
County (also **Prefecture** and **Parish**)	Name of county (prefecture/parish) for address, if applicable.
Currency Code	The 3-letter code in which the currency is specified.
Description	Freeflow text up to 36 characters that describes what you are defining.
Department	An identification code that represents an organization in a company.
Door (Puerta)	In Spanish addresses, identifies the door name or number.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Email	The email address for a person or organization.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Empl Rcd# (Employee Record Number)	A system-assigned number that indicate an employee has more than one record in the system.
Fax (also **Fax Number)**	The fax number for a person or organization.
Floor (Piso)	In Spanish addresses, identifies the floor name or number.
House	Identifies the type of house.
Initials	Initials of individual.
Language	Language spoken by employee/applicant/non-employee.
Language or Language Code	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Last Run On	The date that a report or process was last run.
Locality	A tax location within an organization.
Name	Name of individual.

Field	Definition
National ID	Identification code used by countries to track information on their residents for payroll, identification, benefits, and other purposes. For example, for US residents this would be their Social Security Number; for German residents it would be their Social Insurance Number, and for UK residents it would be their National Insurance Code.
Number	The number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.
Phone	The phone number for a person or organization.
Phone Extension	The phone extension number for a person or organization.
Phone Type	Identifies the type of phone number entered in the Telephone field. Valid values are ***Business, Campus, Cellular, Dormitory, FAX, Home, Other, Pager 1, Pager 2,*** or ***Telex.***
Post Code (also Postal)	Postal code for address.
Prefix	Prefix for individual (such as Mr., Ms., Mrs., Dr., and so on)
Process Frequency group box	Designates the appropriate frequency in the **Process Frequency** group box: **Once** executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to **Don't Run**. **Always** executes the request every time the batch process runs. **Don't Run** ignores the request when the batch process runs.
Process Monitor	This button takes you to the Process List page, where you can view the status of submitted process requests.
Regulatory Region	A regulatory region can be any region where there are specific laws and regulations that are addressed by functionality in PeopleSoft Human Resources. Many country-specific transactions are driven by regulatory requirements where Regulatory Region is used for transaction processing.
Report ID	Identifies a report.
Report Manager	This button takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	A request identification that represents a set of selection criteria for a report or process.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.

Field	Definition
Run Control ID	Identifies specific run control settings for a panel.
Run Date	The date that a process was run or a report was generated.
Run Time	The time that a process was run or a report was generated.
SetID	An identification code that represents a set of control table information. SetIds enable the sharing of a set of control table information across two or more Business Units.
Short Description	Freeflow text up to 15 characters.
Stair (Escalera)	In Spanish addresses, identifies the stair name or number.
State (also **Province**)	State (Province) for address.
Status	Indicates whether a row in a table is *Active* or *Inactive.*
Street Type	Identifies whether an address is a place, street, avenue, road, or so on. Spanish law requires addresses in official documents to include the Street Type.
Telephone (Phone)	The telephone number for a person or organization.
User ID	The system identifier for the individual who generates a transaction.

See Also

PeopleTools Development Tools: Application Designer PeopleBook, "Creating Field Definitions," Understanding Effective Dates

PeopleSoft Process Scheduler

PeopleBook Standard Group Boxes

The following group boxes and field groupings appear throughout PeopleSoft HRMS. We have documented them once here.

Entering Name Information

The following fields appear wherever you enter or display naming information:

Format Using   Select the country with name format appropriate for this employee. The system will display the appropriate fields for this format in the Person Name group box.

Refresh the Name Field   Click to refresh the Name field after you've edited any of the name fields. The system will refresh the name field when you save.

Person Name or Current Name

The following fields appear in the Person Name group box. You will not see all of the fields listed below at any one time. The system displays the fields necessary for the country you select in the Format Using field.

Title	Select a title. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.
Prefix and **Name Prefix**	Select a Prefix or Name Prefix, if applicable.
Royal Prefix	Select a Royal Prefix, if applicable.
First Name	Enter the employee's official first name.
Preferred First Name	For The Netherlands, enter the employee's preferred first name, if different from the First Name. The system will use the preferred name when you generate form letters or mailing labels for this employee.
Last Name Preference	For the Netherlands, choose this link to provide additional name information for married employees. The Last Name Preference page contains three fields: Last Name Partner, Prefix Partner and Last Name Preference.
Middle	Enter the employee's middle name, if applicable.
Last Name	Enter the employee's official last name.
Suffix	Select a suffix, if applicable.
Second Last Name	For Spanish employees, enter the second surname (mother's surname).
Alternate Character Name	Use this field to enter the employee's name using alternate characters (such as Japanese phonetic characters).
	Note. You can enter names using Japanese characters with or without a space between the surname and given name. Names using Roman alphanumeric characters require a comma delimiter.
	Warning! Be sure to select the correct character set on the Installation Table – Alternate Characters page. Using the wrong character set generates an error message.
Royal Suffix	Select the appropriate royal suffix. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.
Name	The system displays the employee's name as it will appear in the system.

Displaying Japanese Names on Pages

Pages that display personal name fields usually display them in First Name, Last Name order. When the country is Japan, however (JPN in the Format Using field), those fields appear in the Last Name, First Name order.

Another difference is that the Name field displays "Last Name[space]First Name," not "Last Name,First Name"; that is, a space separates the last and first names, not a comma.

Person Name	
Last:	津村
First:	友則
Alternate Character Name:	ツムラ トモノリ
Name:	津村 友則

Japanese name format on a page

See Also

PeopleSoft Applications Fundamentals for HRMS PeopleBook, "Setting Up PeopleSoft HRMS," Working With Double-Byte Characters

Entering Address Information

The following fields appear in address group boxes throughout PeopleSoft HRMS. You may not see all of the fields listed below as the system displays only the fields necessary for the country in use. Determine which address fields are required for each country on the Country Table – Address Format page.

Country	Select the country with address format appropriate for this address. The system will display the appropriate fields for this format in the address group box.
Address 1, **Address 2**, **Address 3**, and **Address 4**	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
City	Enter the city.
County	Enter the county, if applicable.
State (State, Province, or other)	Enter the state or province.
Postal	Enter the postal, such as zip or postal code.
Number 1, and **Number 2**	Enter the number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.

House Type	Enter the house type, if applicable.
Postal Search	Click **Postal Search** to use international address formats.

Entering or Viewing Pay Components

Amounts Tab

Pay Components - Amounts

Rate Code	Rate codes are IDs for pay components. The system inserts any compensation information associated with this rate code in the compensation grid.
	Note. If a seniority rate code is inserted as a default value on the Job Data - Compensation page, the values for these rate codes are unavailable for entry.
Seq (sequence)	The sequence number of the rate code if it is used more than once.
Details	Click the **Details** button to open the Comp Rate Code Secondary Panel page.
Comp Rate, (compensation rate) Currency, and Frequency	The compensation rate, its currency, and the frequency (for example, annually, weekly, or hourly) the comp rate will be paid.
Apply FTE	If selected, the system multiplies the rate code value by the FTE factor for annualization and deannualization. FTE is the percent of full time the employee should normally work in the corresponding job. This field isn't available for *Percent* rate codes.
Points	The salary points associated with this rate code, if any.
Percent	If the rate code rate type is *Percent,* the system displays the percent to be applied to the job compensation rate or to a rate code group if you are using rate code groups.
Rate Code Group	A rate code group enables you to be more specific when calculating percentages based components as part of your employee compensation package.

Comp Rate Code Secondary Panel

Access this page by clicking the Details link on the Amounts page. Displays additional information about the rate code.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working With Multiple Components of Pay," **Defining Rate Codes**

Changes Tab

Pay Components – Changes page

This page displays the change in an employee's salary.

Manually Updated	The system selects this if you have manually updated the pay components.
Change Amount	The overall change amount to this pay component rate.
Change Points	The overall change amount (in points) to this pay component, if applicable.
Change Percent	The overall percentage change to this pay component, if applicable.

Pay Components – Conversion

This page displays the conversion rates in an employee's salary.

Source	The system displays the source of the rate code, such as *Absorbing Premium*, *Seniority Pay*, *Job Code*, or *Manual*.
Default Without Override	Selected if the worker's compensation package cannot be manually updated on the Job Data – Compensation page.
Apply FTE	Indicates if the converted rate code value will be multiplied by the FTE factor for annualization and deannualization.
Converted Comp Rate	Displays the converted compensation rate for this pay component. The system converts all base pay components to the Job currency and compensation frequency.

Required Fields on Pages

When you see a field on a page with an asterisk (*) preceding the field name, it means the field is required. You can not save a page without entering data into all of the required fields on a page.

Example of a required field label

In some unique instances a field may be required even though there is no asterisk preceding the field name. In such cases, you will be prompted to enter data in these fields before saving the page.

Typographical Conventions and Visual Cues

To help you locate and interpret information, we use a number of standard conventions in our online documentation.

Please take a moment to review the following typographical cues:

`monospace font`	Indicates PeopleCode.

Bold	Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold). We also use boldface when we refer to navigational paths, menu names, or process actions (such as **Save** and **Run**).
Italics	Indicates a PeopleSoft or other book-length publication. We also use italics for *emphasis* and to indicate specific field values. When we cite a field value under the page on which it appears we use this style: ***field value.*** We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number *0*, not the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
See Also	PeopleBooks provide cross-references under the heading "See Also." Capitalized titles in italics indicate the title of a PeopleBook; titles in quotes indicate the title of a chapter; titles in normal font refer to sections within the PeopleBook. Here's an example: ***See Also*** *About These HRMS PeopleBooks,* **PeopleSoft 8.3 HRMS PeopleBooks Preface**

Note. Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!,** the note is crucial and includes information that concerns what you need to do for the system to function properly.

Warning! Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

Process Introductory Table

In the documentation, each business process in the application is accompanied by an introductory table with pertinent information about the pages used in the process.

Page	System Name	Navigation	Usage
Name of the page.	Gives the system name of the page as specified in the PeopleTools Application Designer. For example, the system name of the Detail Calendar panel is DETAIL_CALENDAR1.	Provides the path for accessing the page.	Describes how you would use the page.

USF U.S. Federal Government Functionality

Any functionality that is specific to the U.S. Federal Government sector will be designated by a USF marker. Most often this will appear at the beginning of a section heading (such as with this section), but the USF designation might also appear in a note or within text, if appropriate.

E&G Education and Government Functionality

Any functionality that is specific to the Education and Government sector will be designated by an E&G marker. Most often this will appear at the beginning of a section heading (such as with this section), but the E&G designation might also appear in a note or within text, if appropriate.

Local Country Functionality

Any functionality that is specific to an individual country will be designated by the three-character ISO code for that country. For example, functionality specific to Germany would be indicated by a DEU designation at the beginning of a section heading. Most often this will appear at the beginning of a section heading (such as with this section), but the country designation might also appear in a Note or within text, if appropriate.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like changed about our documentation, PeopleBooks, and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft HRMS Product Documentation Manager
PeopleSoft, Inc.
4460 Hacienda Drive
Pleasanton, CA 94588

Or send comments by email to the authors of the PeopleSoft documentation at:

DOC@PEOPLESOFT.COM

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our product communications for you.

About the PeopleSoft 8.3 Resume Process PeopleBook

This book provides you with the information you will need for implementing and using PeopleSoft Resume Processing.

This preface explains how to use the documentation for PeopleSoft Resume Processing. General information you should know before you begin using PeopleSoft documentation is presented in **About the HRMS PeopleBooks**.

Note. We strongly recommend that you read About the HRMS PeopleBooks. In particular, the PeopleSoft HRMS Application Fundamentals section explains where you can find information about topics that apply to many PeopleSoft applications across the HRMS product line. For example, you can find information about setting up control tables, administering security, and setting language and currency preferences in the *PeopleSoft 8.3 Application Fundamentals for HRMS PeopleBook*.

PeopleSoft Resume Processing Overview

This chapter provides an overview of PeopleSoft Resume Processing and explains how you can use it to:

- Automate resume entry.

- Automatically populate fields in Apply for Job.

Understanding PeopleSoft Resume Processing

PeopleSoft Resume Processing builds on the recruitment functionality in PeopleSoft Human Resources and PeopleSoft eRecruit, speeding up and automating the entry of applicant details into your organization's database.

You can use PeopleSoft Resume Processing in the following ways:

- To automate resume entry.

With PeopleSoft Human Resources, recruiting administrators enter applicant information using the Applicant Data component. PeopleSoft Resume Processing automates the entry of applicant information. It accepts resumes in a variety of formats, extracts applicant information, and enters this information into your PeopleSoft Human Resources database.

- To make it easier and quicker for applicants to apply online.

If you have PeopleSoft eRecruit installed, you can use Resume Processing to automatically populate fields in the Apply for Job self-service transaction.

See Also

PeopleSoft eRecruit, "Internal and External Applicant Transactions," Applying for Jobs
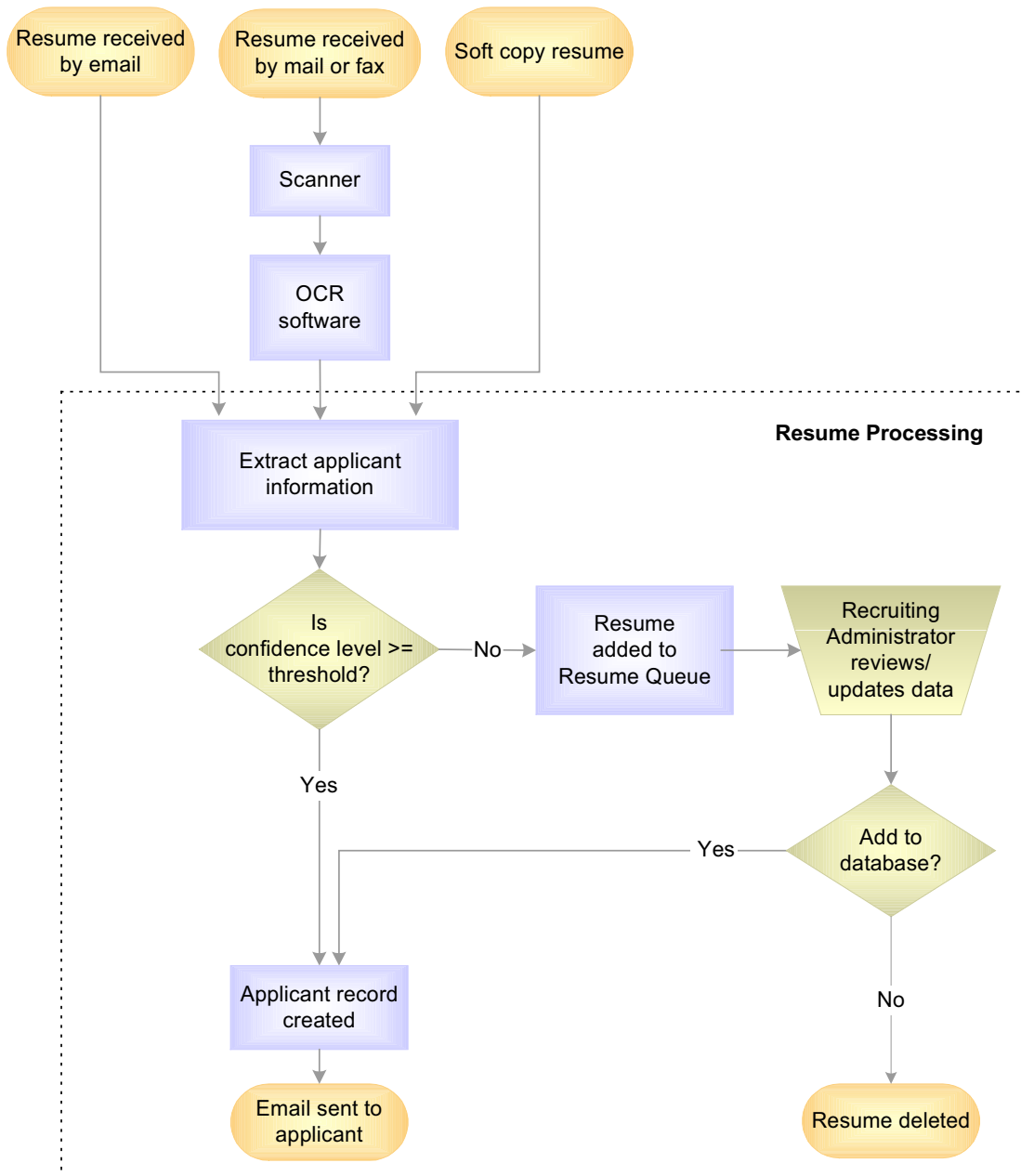
Extracting Applicant Information

Whichever way you use PeopleSoft Resume Processing, extracting applicant information is central to the process. The extraction process extracts the following information from an applicant's resume:

- Contact information:

    - Applicant name.

    - Home address.

    - Telephone numbers.

    - Email address.

- Prior work experience.

- Education and qualifications.

- Full resume text.

PeopleSoft Resume Processing accepts resumes in different languages and a variety of formats, including Microsoft Word documents, ASCII, Portable Document Format (PDF), Multipurpose Internet Mail Extensions (MIME), and HTML.

Automating Resume Entry

The following illustrates how PeopleSoft Resume Processing automates resume entry:

Overview of PeopleSoft Resume Processing

PeopleSoft Resume Processing accepts resumes from two sources:

- A designated email account.

You set up a central email account that is used exclusively for receiving resumes. PeopleSoft Resume Processing monitors this account, and whenever a new email is received, the system starts extracting applicant information from the email body text or attachment.

- The PeopleSoft Resume Processing input directories.

The system automatically detects new resumes in these directories and starts the extraction process. Typically, resumes are added to the input directories in two ways:

- By Optical Character Recognition (OCR) software.

Resumes received by fax or in the mail are scanned and processed by OCR software to create an electronic resume. To feed these resumes into PeopleSoft Resume Processing, direct the output of your OCR software to a resume processing input directory.

- By a recruiting administrator.

For example, an administrator receives a resume file on disk and copies the file to an input directory.

Note. OCR software is not part of the PeopleSoft Resume Processing system and must be installed and configured separately.

The extraction process calculates a confidence level that indicates the expected accuracy of the extracted information. Depending on the confidence level returned by the extraction process, the system either:

- Creates an applicant ID and automatically transfers the data into Applicant Data tables.

- Adds the applicant to a resume queue.

Recruiting administrators review applicants in the resume queue to decide whether to add the applicant to the applicant database.

To determine if a resume needs to be reviewed, the system compares the confidence level with the confidence threshold parameter that you've previously defined. By adjusting the confidence threshold, you can ensure that most resumes are processed automatically. Only those resumes with a confidence level lower than your confidence threshold are reviewed by a recruiting administrator.
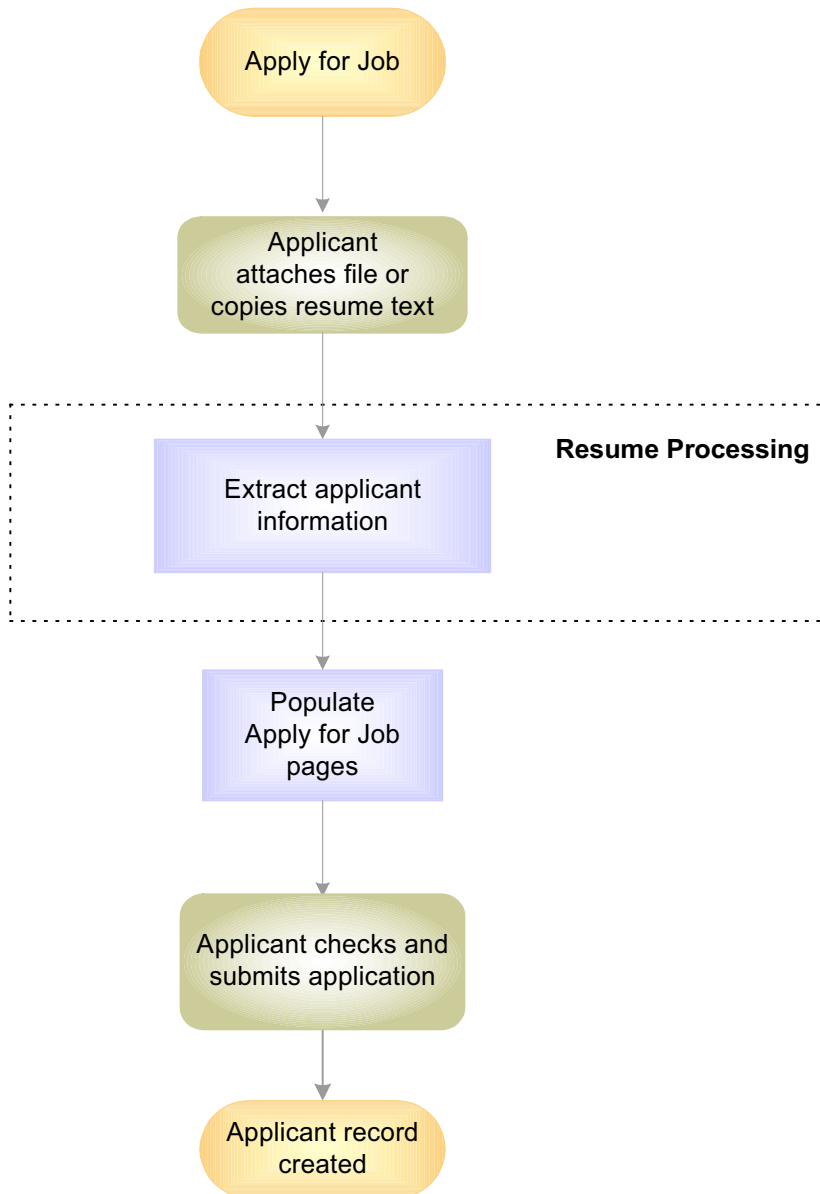
The system automatically sends emails to applicants when their resumes have been entered into your database. The emails include the Uniform Resource Locator (URL) addresses where applicants can access and update their resumes using the Apply for Job self -service transaction.

See Also

"Setting Up Resume Processing"

Automatically Populating Fields in Apply for Job

The following diagram shows how you can use PeopleSoft Resume Processing with the Apply for Job self-service transaction:

```
        ┌─────────────────┐
        │   Apply for Job │
        └─────────────────┘
                 │
                 ▼
        ┌─────────────────┐
        │    Applicant    │
        │  attaches file or│
        │ copies resume text│
        └─────────────────┘
                 │
                 ▼
  ┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐
                          Resume Processing
  │ ┌─────────────────┐                     │
    │ Extract applicant │
  │ │   information    │                     │
    └─────────────────┘
  └ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘
                 │
                 ▼
        ┌─────────────────┐
        │    Populate     │
        │  Apply for Job  │
        │     pages       │
        └─────────────────┘
                 │
                 ▼
        ┌─────────────────┐
        │ Applicant checks and│
        │ submits application │
        └─────────────────┘
                 │
                 ▼
        ┌─────────────────┐
        │ Applicant record │
        │     created      │
        └─────────────────┘
```

PeopleSoft Resume Processing and Apply for Job

When you use PeopleSoft Resume Processing to populate fields in Apply for Job, the self-service transaction initiates the extraction process.

Once the extraction is complete, the self-service transaction uses the extracted data to populate the Apply for Job fields. Because applicants check and update the results of the extraction before the information is submitted, the confidence level is ignored by Apply for Job. The system populates the fields regardless of the confidence level.

Setting Up Resume Processing

This chapter provides an overview of the extraction process and describes how to:

- Set up resume processing directories.

- Set up resume processing parameters.

- Set up the FTP server and URLs.

- Run the Initialize Resume Processing process.

- Define the email message sent to applicants.

- Run the Auto Populate Cleanup process.

Understanding the Extraction Process

Before you can set up resume processing, you need to understand how the system extracts applicant data from resumes. The extraction process varies depending on how you're using PeopleSoft Resume Processing.

### The Extraction Process for Automatic Resume Entry

The following illustration outlines the extraction process if you're using PeopleSoft Resume Processing to process resumes you received by email, in soft copy, or hard copy:
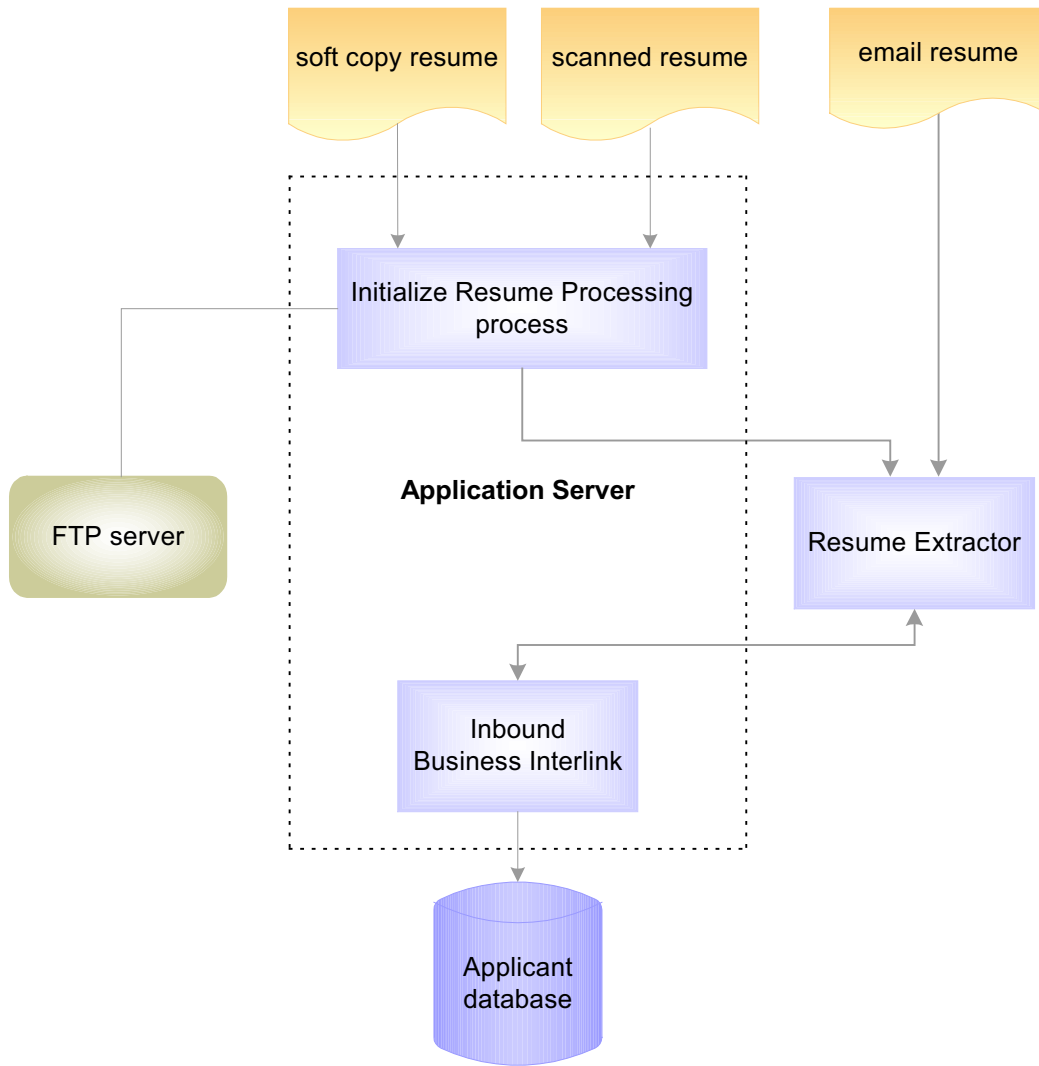
Extraction Process for Automatic Resume Entry

The Extraction Process for Apply for Job

If you're using PeopleSoft Resume Processing to populate Apply for Job, the extraction process is shown below:
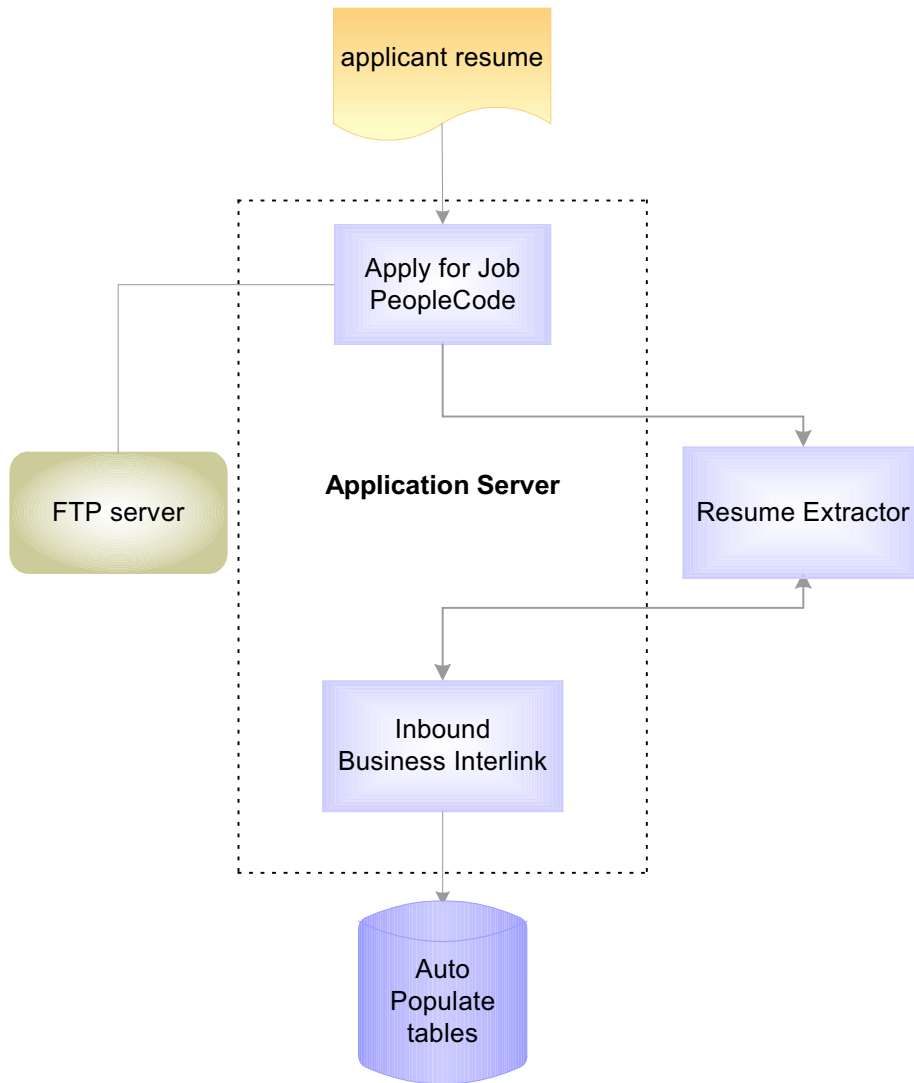
The Apply for Job Extraction Process

Initialize Resume Processing Process

The Initialize Resume Processing process (RP_INIT) runs at regular intervals, checking the Resume Processing input directories for new resumes (see Overview of Resume Processing Setup for details of directories required). When the process finds a new resume it does the following:

1. Renames the resume, based on the Last Resume Number Used field on the eRecruit Installation Options page.

   Resume file names are of the form: resume_<resume_number>. This ensures that resumes have a unique filename. The process moves the renamed resume to the Resume Processing output directory.

2. Creates an Extensible Markup Language (XML) control file that defines the filename and location of the new resume.

3. Adds the XML control file to the Resume Extractor INPUT_OUTPUT/CONTROL/REQUESTS directory.

4. Copies the renamed resume file to the Resume Extractor INPUT_OUTPUT/DATA directory.

   The Resume Extractor directories are set up when you install the Resume Extractor.

Note. The Initialize Resume Processing process isn't required for the Apply for Job extraction to work.

See Also

Running the Initialize Resume Processing Process

Apply for Job PeopleCode

PeopleCode in the Apply for Job self-service transaction performs the same function as the Initialize Resume Processing process, but it works in a different way. When applicants attach their resume file or copy their resume text, PeopleCode does the following:

1. If the applicant copied the text into Resume Text field, it creates a text file.

2. Creates an Extensible Markup Language (XML) control file that defines the filename and location of the resume.

3. Adds the XML control file to the Resume Extractor INPUT_OUTPUT/CONTROL/REQUESTS directory.

4. Copies the resume file to the Resume Extractor INPUT_OUTPUT/DATA directory.

You can use the same Resume Extractor directories for Apply for Job and the Initialize Resume Processing process. However, if you have a high volume of resumes you might have a separate installation of Resume Extractor dedicated to handling resumes from Apply for Job.

Resume Extractor

Resume Extractor extracts applicant data from resumes. The Resume Extractor software is installed separately and runs on Windows NT only. Depending on the volume of resumes your organization handles, you can install one copy of Resume Extractor to handle all resumes, or you can have a separate installation that handles resumes received from Apply for Job.

Resume Extractor starts its extraction process when:

- The Initialize Resume Processing process (RP_INIT) or the Apply for Job PeopleCode adds an XML control file to the Resume Extractor directory.

Using the control file, the Resume Extractor can locate the new resume.

- An email is received in a designated email account.

Resume Extractor monitors an email account that you define at installation. When it detects a new email, Resume Extractor extracts applicant data from the email body text or email attachment.

Resume Extractor extracts applicant data from the resume and calculates a confidence level that indicates the expected accuracy of the extraction.

Using the extracted data, Resume Extractor posts an XML request, via http, to the Inbound Business Interlink. This XML request defines the applicant data and the confidence level.

Confidence Level

The confidence level output by the Resume Extractor is a rating of the success of the extraction process.

When the extraction process goes well, the extracted attributes have a high accuracy. When the extraction process is less successful, the extracted attributes have a low accuracy. The confidence level is an indicator of the probability that the extracted attributes have a high accuracy. In general, the higher the confidence level, the more likely it is that the accuracy is also high. However, confidence level is not a measurement of accuracy.

Resume Extractor uses a number of factors to determine the confidence level, including:

- The probabilities of all words on the page.

- The context of those words.

- Sequence of attributes extracted.

In practical terms, if you set the confidence threshold to *Very High,* fewer resumes meet the threshold for automatic insertion into your applicant data table. However, those that meet or exceed the threshold are, on average, more accurate. Similarly, by setting the confidence threshold to *Low,* more resumes meet the threshold, but there are more mistakes, on average, in those additional resumes.

Note. The system ignores the confidence level returned if the extraction is initiated by Apply for Job.

See Also

PeopleSoft Human Resources PeopleBook: Recruit Workforce, "Setting Up Recruit Workforce," Defining System Parameters

Inbound Business Interlink

Business Interlinks enable PeopleSoft applications to pass data to and receive data from external systems in realtime. In PeopleSoft Resume Processing, an Inbound Business Interlink receives XML requests from the Resume Extractor. Here's how the Inbound Business Interlink works if the extraction is triggered by:

- Initialize Resume Processing process

It compares the confidence level calculated by Resume Extractor with the confidence threshold that you defined for your system on the eRecruit Installation page.

If the confidence level is equal to or greater than the confidence threshold, the Inbound Business Interlink creates an applicant ID and adds the applicant's data to the applicant data tables. It also sends an email notifying the applicant that his or her details have been added to your database.

If the confidence level is less than the confidence threshold, the Inbound Business Interlink creates an applicant record in the temporary tables RP_QUEUE_APP, RP_QUEUE_PHN, RP_QUEUE_WRKEXP, and RP_QUEUE_EDU.

A recruiting administrator processes the applicants in the temporary tables using the Resume Queue page, deciding whether to transfer the applicant to the applicant data tables.

- Apply for Job

It creates applicant records in the temporary auto populate tables.

There is no setup for the Inbound Business Interlink as it is automatically set up during installation.

Enterprise Integration Point Between PeopleSoft Resume Processing and Resume Extractor

Technical details of the enterprise integration points (EIPs) are in the EIP catalog. The EIP for the Resume Processing inbound business interlink is PROCESS_RESUME.

Find the EIP Catalog database on the Customer Connection website under Open Integration Framework in the Documentation section.

See Also

"Processing Resumes," Processing Resumes With Lower Confidence Levels

FTP Server

The Initialize Resume Processing process (RP_INIT) uses a File Transfer Protocol (FTP) server to move the resume and control files.

The FTP server is not part of the PeopleSoft Resume Processing application. You can use the FTP server of your choice.

See Also

Setting Up Your FTP Server and URLs

Overview of Resume Processing Setup

To set up your system to process resumes:

1. Set up the resume processing root directory and subdirectories.

2. Configure system parameters using the eRecruit Installation Options page.

    Use the eRecruit Installation Options page to define parameters, such as the confidence threshold, and the location of the resume processing directories.

3. Install an FTP server and set up Uniform Resource Locators (URLs) for the FTP server.

4. Set up the frequency of the Initialize Resume Processing Process.

5. Set up the standard email message that is sent to applicants when their details are added to your database.

6. (Optional). Set up the frequency of the Auto Populate Cleanup process.

The setup steps are described in more detail in the sections that follow.

Setting Up Resume Processing Directories

PeopleSoft Resume Processing requires a root directory and the following subdirectories:

Directory	*Purpose*
Input	Contains unprocessed resumes created by your Optical Character Recognition (OCR) software or added to the directory by an administrator. The Initialize Resume Processing process (RP_INIT) checks this directory for new resumes. This directory is not used by Apply for Job.
Output	Contains resume files that have been renamed by the Initialize Resume Processing process. The system uses this directory to retrieve a resume when users select View Original Resume from the resume queue. This directory is not used by Apply for Job.

Directory	Purpose
Log	Contains log files created by the Initialize Resume Processing process and the Inbound Business Interlink. Apply for Job doesn't create log files. If errors occur in processing, the system displays an error message to the applicant.
Error	Contains resumes that the system couldn't process.
Temp	Contains temporary files created by the Initialize Resume Processing process and the Apply for Job transaction.

If you receive resumes in multiple languages, define a root directory for each language. For example, if you want to process resumes in American English and Spanish, the directory structure would look like this:
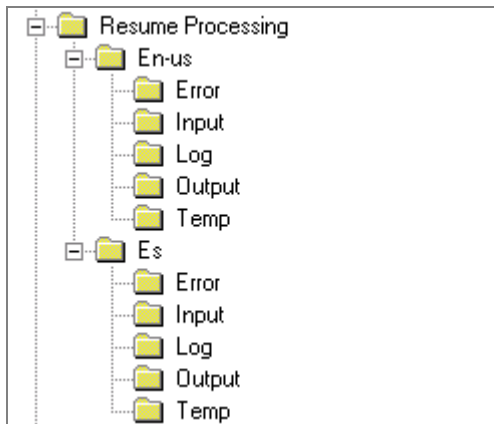
Example Resume Processing Directory Structure

In this example, these are the root directories:

- Resume Processing/En-us

- Resume Processing/Es

These are the directories for which you create FTP addresses using your FTP server.

Ensure that your FTP server has access to the resume processing root directories and subdirectories.

Note. The resume processing directories must be on the same machine as the Process Scheduler. Do not change the names of these subdirectories.

The Resume Extractor has separate directories that you set up during installation. This is explained in the PeopleSoft Resume Processing installation guide.

See Also

Setting Up Your FTP Server and URLs

Setting Up Your FTP Server and URLs

To set up your FTP URLs:

1. Define FTP addresses that point to the Resume Extractor and Resume Processing directories.

Use your FTP server to define FTP addresses that point to these directories:

- Resume Processing root directories (one FTP address for each language)

- Resume Extractor input-output directories (one FTP address for each language)

- Resume Extractor input-output directory for Apply for Job.

  If you have a separate installation of Resume Extractor to handle resumes from Apply for Job, set up an FTP address for that installation.

Note. Don't include a port number in the FTP address. Use the default port assigned by your FTP server.

2. Define the URLs for the Resume Processing and Resume Extractor directories.

URLs are defined on the URL Maintenance page. From PeopleTools, select **Utilities, Use, URL Maintenance.** PeopleSoft supply URL identifiers to use with Resume Processing. Select the URL identifier and complete the URL field as follows:

URL Identifier	URL field
RP_ROOT_FTP_*lang* (where *lang* is a language code such as EN or DE)	Define a URL for the root directory for each language you have defined. Enter the FTP address that points to the resume processing root directory for that language.
RP_EXTRACTOR_FTP_*lang*	Define a URL for each language you want to process. Enter the FTP address that points to the Resume Extractor input-output directory for that language.
AUTOPOP_EXTRACTOR_FTP	This is optional. If you have a separate installation of Resume Extractor for Apply for Job, enter the FTP address of this Resume Extractor input-output directory.

Warning! If your FTP server defaults to the root directory of a file system, you must append the directory name to the FTP address. For example, suppose you have set up the FTP address ftp://attachment_address that points to the directory c:\resume_files. When you actually log in using the FTP server, it may default to c:\. If your FTP server does this, you would enter ftp://attachment_address/resume_files in the URL field.

PeopleTools PeopleBook: Data Management, "PeopleTools Utilities," URL Maintenance

Setting Up Resume Processing Parameters

Once you have set up your resume processing directories and installed your FTP server, define parameters for resume processing using the eRecruit Installation Options page. Navigate to the page as follows:

- Develop Workforce, Recruit Workforce (GBL), Setup, eRecruit Installation

- Develop Workforce, Recruit Workforce (USF), Setup2, eRecruit Installation

Complete the fields in the Resume Processing Configuration group box. If you want to use Resume Processing to automatically populate Apply for Job, you must also complete the fields in the Apply for Job Self Service group box.

PeopleSoft Human Resources PeopleBook: Recruit Workforce, "Setting Up Recruit Workforce," Defining System Parameters

Running the Initialize Resume Processing Process

The Initialize Resume Processing process (RP_INIT) is designed to run throughout the day to deal with new resumes.

The default recurrence definition associated with this process is RP_INIT, which means the process runs every day at hourly intervals.

Depending on the volume of resumes that your organization receives via fax or mail, you may want to run the process more or less frequently.

Change the frequency at which the RP_INIT process runs on the Recurrence Definitions page. From PeopleTools, select **Process Scheduler Manager, Use, Recurrence Definitions.** Select RP_INIT.

In the **Every** fields in the **Repeat** group box, enter the new frequency and time unit (*Hours, Minutes,* or *Seconds*).

Once you have set up the schedule and started the Process Scheduler, the process runs automatically without user intervention. However, if you need to run the process manually at an unscheduled time, use the Initialize Resume Processing page. Navigate to this page as follows:

- Develop Workforce, Recruit Workforce (GBL), Process, Initialize Resume Processing

- Develop Workforce, Recruit Workforce (USF), Process, Initialize Resume Processing

The Initialize Resume Processing process creates a log file in the log directory so that you can check the results of the process.

See Also

PeopleTools PeopleBook: Process Scheduler, "Process Scheduler Development," Setting Up Recurrence Definitions

Defining the Email Message Sent to Applicants

When resume processing creates new applicant records in the Applicant Data tables, it automatically sends emails using the email addresses extracted from the resumes and notifies the applicants that their resumes have been added to your database.

The email includes a URL address where applicants can access and update their resumes using the Apply for Job self-service transaction.

Note. Resume processing doesn't generate emails for resumes received from Apply for Job.

Before you start using resume processing, tailor the default message supplied by PeopleSoft for your organization. For example, you could add your organization name or include a contact name.

| To set up resume processing email messages: |

1. Make sure email is activated for workflow.

    From PeopleTools, select **Workflow Administrator, Use, Workflow System Defaults.** At the Worklist System Defaults page, select the **Email Active** check box.

2. Edit the default resume processing email.

    From PeopleTools, select **Utilities, Use, Message Catalog.** Select and update the message as follows:

    a. Select Message Set Number 1117.

        The system displays the Message Catalog page.

    b. Select Message Number 12.

        In the Message Text field, enter the text you want to appear in the subject of the email. The default Message Text delivered by PeopleSoft includes the date that the resume was processed (parameter %1).

    c. Select Message Number 13.

        This message forms the body of the email. Update the Explanation field to personalize the message for your organization. The default Explanation delivered by PeopleSoft includes the applicant's first name (parameter %1), and the applicant's

password (parameter %2). The password is system-generated, and gives applicants access to the Apply for Job self-service transaction. Do not delete the password parameter from the message.

See Also

PeopleTools PeopleBook: PeopleSoft Workflow, "Administering Workflow," Setting Workflow Defaults

PeopleTools PeopleBook: Data Management, "PeopleTools Utilities," Text Control

Running Up the Auto Populate Cleanup Process

The Auto Populate Cleanup process (RP_AP_CLEAN) deletes all rows over 2 days old in the following temporary tables:

AUTOPOP_APP_TMP

AUTOPOP_EDU_TMP

AUTOPOP_PHN_TMP

AUTOPOP_WRK_TMP

Depending on your volume of online applications, run this process manually on an ad-hoc basis or at a defined frequency.

If you want to run the process at regular intervals, define a recurrence definition for the process. Once you have set up the schedule and started the Process Scheduler, the process runs automatically without user intervention.

To run the process manually use the Auto Populate Cleanup process page. Navigate to this page as follows:

- Develop Workforce, Recruit Workforce (GBL), Process, Auto Populate Cleanup

- Develop Workforce, Recruit Workforce (USF), Process, Auto Populate Cleanup

See Also

PeopleTools PeopleBook: Process Scheduler, "Process Scheduler Development," Setting Up Recurrence Definitions

Processing Resumes

Once you have completed the setup steps described in Setting Up Resume Processing, processing resumes is mostly automated.

This chapter describes how to:

- Start processing resumes.

- Process hard copy resumes.

- Process soft copy resumes.

- Process resumes with lower confidence levels.

Starting Resume Processing

To start the Resume Processing system:

1. Start your File Transfer Protocol (FTP) Server according to the instructions in your FTP server documentation.

2. Start the Resume Extractor, if necessary.

   When you install the Resume Extractor software, a Windows NT service called Mohomine Resume Extractor is created. Normally, you don't need to manually start the service; it's set to automatically start if the machine is rebooted.

   However, if you need to restart the service, go to the Windows NT Start menu, Control Panel, Services. From the Services dialog box, select Mohomine Resume Extractor and click Start.

3. Start the Process Scheduler server from the PeopleSoft Process Scheduler Administration menu.

   See Also

   PeopleTools PeopleBook: Process Scheduler, "Process Scheduler Administration"

Processing Hard Copy Resumes

Resumes received via fax or mail must be scanned and processed by your optical character recognition (OCR) software before they can be submitted to PeopleSoft Resume Processing. You need to ensure that the files created by the OCR software are deposited in the appropriate input directory for the language of the resume.

New resumes are added to <RESUME_PROCESSING>/input, where <RESUME_PROCESSING> is a root directory defined on the eRecruit Installation Options page.

Refer to the documentation for your scanner and OCR software for setup information.

See Also

"Setting Up Resume Processing," Setting Up Resume Processing Directories

Processing Soft Copy Resumes

If you have a resume file that you want to process, move the file to the appropriate input directory <RESUME_PROCESSING>/input, where <RESUME_PROCESSING> is a root directory defined on the eRecruit Installation Options page.

See Also

PeopleSoft Human Resources PeopleBook: Recruit Workforce, "Setting Up Recruit Workforce," Defining System Parameters

"Setting Up Resume Processing," Setting Up Resume Processing Directories

Processing Resumes With Lower Confidence Levels

The extraction process assigns a confidence level that indicates the expected accuracy of the extracted information. When the confidence level is less than the confidence threshold specified on the eRecruit Installation Options page, the system does not automatically add the applicant to your applicant database. Instead, the applicant data is moved to temporary tables and the resume is added to a queue.

This section describes how to:

- View the resume queue.

- Process resumes in the queue.

See Also

"Setting Up Resume Processing"

Pages Used to Process Resumes with Lower Confidence Levels

Page Name	Object Name	Navigation	Usage
Resume Queue	RP_QUEUE	Develop Workforce, Recruit Workforce (GBL), Use, Resume Queue Develop Workforce, Recruit Workforce (USF), Use, Resume Queue	View a list of the processed resumes that are in the resume queue.
Resume Details	RP_QUEUE_DETAIL	Click the Name link on the Resume Queue page.	Review and update data extracted by Resume Extractor. If the data appears correct, click Submit to transfer it to your Applicant Data tables and create an ID for the applicant. Or click Delete to delete the data.
Work Experience Description	RP_QUEUE_WRK_S EC	Click the Description link on the Resume Details page.	Review and update the description of the applicant's work experience that was extracted from the resume.

Viewing the Resume Queue

Access the Resume Queue page.

Resume Queue page

Search Criteria

If you want to view a limited list of resumes in the resume queue, complete fields in **Search Criteria.** Otherwise, click **Search** to list all the resumes in the queue.

Application Date	To search for resumes that were processed within a certain period, enter the start date in this field and the end date in the Through field.
Minimum Confidence	To search for resumes with a particular confidence level, select the confidence level.
	Remember that the resume queue includes only resumes with a confidence level below the confidence threshold specified on the eRecruit Installation Options page. All other processed resumes are automatically added to your database.
Name	If you know the name of the applicant you want to process, enter the applicant's last name.
Email Address	If you know the email address of the applicant you want to process, enter the address or partial address.
Search	Click to search for resumes that match the criteria you specified.

Resume List

The system populates **Resume List** with resumes that match the search criteria you specified. Click **Name** to display the Resume Details page, where you can review the applicant's information.

Processing Resumes in the Queue

Access the Resume Details page.

Resume Details page (1 of 2)

Resume Details page (2 of 2)

Confidence	The system displays the confidence level assigned by Resume Extractor. The confidence level indicates the expected accuracy of the extraction process.
View Original Resume	Click this link to view the applicant's original file. The system opens a new browser window containing the resume in its original format. This is useful if you want to check whether the applicant's information has been extracted correctly.

Contact Information, Telephone, Work Experience, Education

Review the information in these fields and update any data that wasn't extracted correctly.

The system uses the **Email Address** to send the applicant an email notification.

Click the **Description** link to view the description of the applicant's work experience.

Submit	Click to transfer the applicant's details to your PeopleSoft database. The system displays a message showing the applicant ID created.
	The system automatically sends an email to inform applicants that their details have been stored in your system. The email includes the Uniform Resource Locator (URL) addresses where the applicants can access and update their resumes.
Delete	Click to delete the data. The system removes the applicant from the temporary tables.

See Also

"Setting Up Resume Processing," Defining the Email Message Sent to Applicants

PeopleSoft Human Resources PeopleBook: Recruit Workforce, "Setting Up Recruit Workforce," Defining System Parameters

Index