

Feature 4818 – Custom Resume Books – User Guide

Once the GradLeaders team has configured the Custom Resume Book feature for your school, here is how the school Career office team can use it. Refer to the screen shots each step of the way.

Step #1 is to define the pool of candidates. This can be almost anything. In the example below, the school admin user has selected the Alumni candidates, and specified a search for Functional Experience categories.

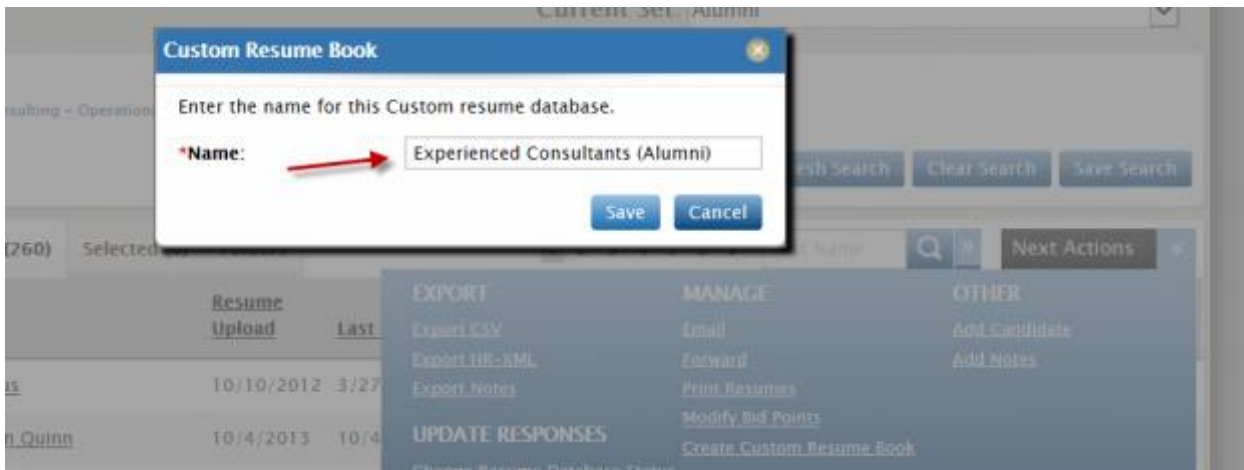
The screenshot shows the 'CANDIDATE FILE' interface. At the top right, 'Current Set' is set to 'Alumni'. Below this, 'Criteria Used:' is defined as 'Function - Experience : Consulting - Operational or Consulting - Strategy'. There are buttons for 'Refresh Search', 'Clear Search', and 'Save Search'. Below the search area, there are tabs for 'All (859)', 'Matched (260)', and 'Selected (0)'. A table of candidates is displayed with columns: Name, Resume Upload, Last Update, Resume Database Status, Resume Book Confidentiality, and More Info. The first row is 'Test, MBA Focus' with a 'Pending Approval' status.

Then move to the Matched tab, pull open the Next Actions, and choose “Create Custom Resume Book”. Note the following important constraints:

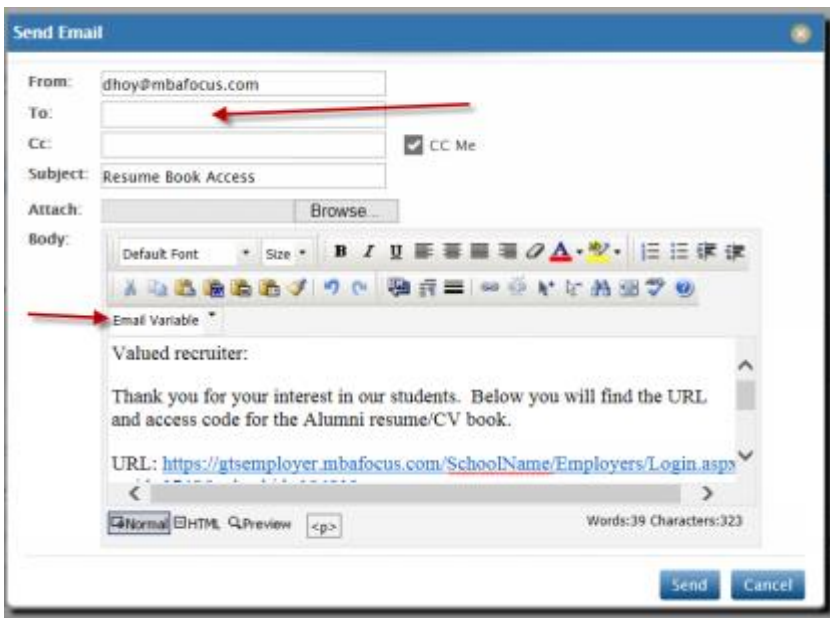
- There must always be a search in place – this becomes the filter on the custom resume book. The search can be as general or as specific as you want.
 - o If you want to give access to an entire class, just use the search “Resume Book Status” = Active. That will be everyone in the PID.
 - o You can put as many different criteria on the search as you want, but pay attention to the number of matches, so you aren’t making books with just a few people in it.
- Because there must always be a search in place, you will ONLY find the “Create Custom Resume Book” only under the Next Actions button on the Matched tab.
- Please note that for PIDs that have not released resume books, or those that have been released fewer than 90 days, this option to “Create Custom Resume Book” will not appear.

This screenshot shows the 'CANDIDATE FILE' interface with the 'Matched (260)' tab selected. The 'Next Actions' menu is open, showing options under 'EXPORT', 'MANAGE', and 'UPDATE RESPONSES'. The 'Create Custom Resume Book' option is highlighted under the 'UPDATE RESPONSES' section. A red arrow points to the 'Matched (260)' tab, and another red arrow points to the 'Create Custom Resume Book' option in the menu.

When you click the “Create Custom Resume Book”, you will first get a popup to give the resume book a name. Use something everyone in your office will be able to identify. Examples might be “Full class of 2016”, “Graduating students with IB preference”, etc. Click Save.



Once saved, you will get a popup that allows you to send it out, if you have a recruiter email address handy. Most likely you will want to send the book out to a batch of clients; we will show you how to do that below. But if you want to send it to someone at this time, just populate the “To” address and customize the message as desired. This is email message template ID 242, “Custom Resume Book to Employer”. Each school can tailor as needed, but be aware that it is vital that you retain the email variables {accesspridurl} and {accesscode} in the message, as the employer must have these to access the book, much like a book ordered via the GradLeaders web site.



Schools will undoubtedly want to create many different versions of resume books, which is encouraged. You can find all of your created books on the menu as shown.



This page is here primarily to let you view / manage your various resume books. You can easily send to a single recruiter from here by clicking the envelope icon – it works exactly as described above with the email template. You can also delete old products with the delete icon. Clicking on the name column gives you the popup below so you can see the URL, access code, and search criteria. If you are trying to put together a mass email campaign outside of GradLeaders Career Center, this might be useful.

CUSTOM RESUME BOOK Candidate Set: All

This is a list of your previously created resume books.

Name	Product	Created	Expiration	Send	Delete
All 2014 grads	Class of 2014 Graduating Candidates	8/25/2014	8/25/2015		
Dave Test 2014 Consumer Products	Class of 2014 Graduating Candidates	8/12/2014	8/12/2015		
DH Test Consulting resume book	Class of 2014 Graduating Candidates	8/13/2014	8/13/2015		
Experienced Consultants (Alumni)	Alumni	8/25/2014	8/25/2015		

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Custom Resume Book

Name: **Experienced Consultants (Alumni)**

Access URL:

Access Code:

Set Criteria: **Function – Experience: Consulting – Operational or Consulting – Strategy**

To send to a batch of recruiters using GradLeaders Career Center, go to the recruiter file. Run any search or manually select recruiters. You can send to any subset of your recruiters (from the Matched tab or Selected tab) but it is not permitted from the “All” tab. As shown below from the Selected tab, choose Next Actions >> Send Custom Resume Book.

RECRUITER FILE

Organization Current Search:
 Company Name : focus

Recruiter Current Search:
No search criteria has been input. Please select a "Search By" feature and input criteria.

All (4116)
 Matched (0)
 Selected (2)

Name	Company
<input checked="" type="checkbox"/> Dave_Test	MBA Focus
<input checked="" type="checkbox"/> Jessica_Test	MBA Focus

EXPORT

Export

UPDATE RESPONSES

Change Recruiter Status

Update Answer

MANAGE

Print

Email

Add Notes

Add Contact

Send Custom Resume Book

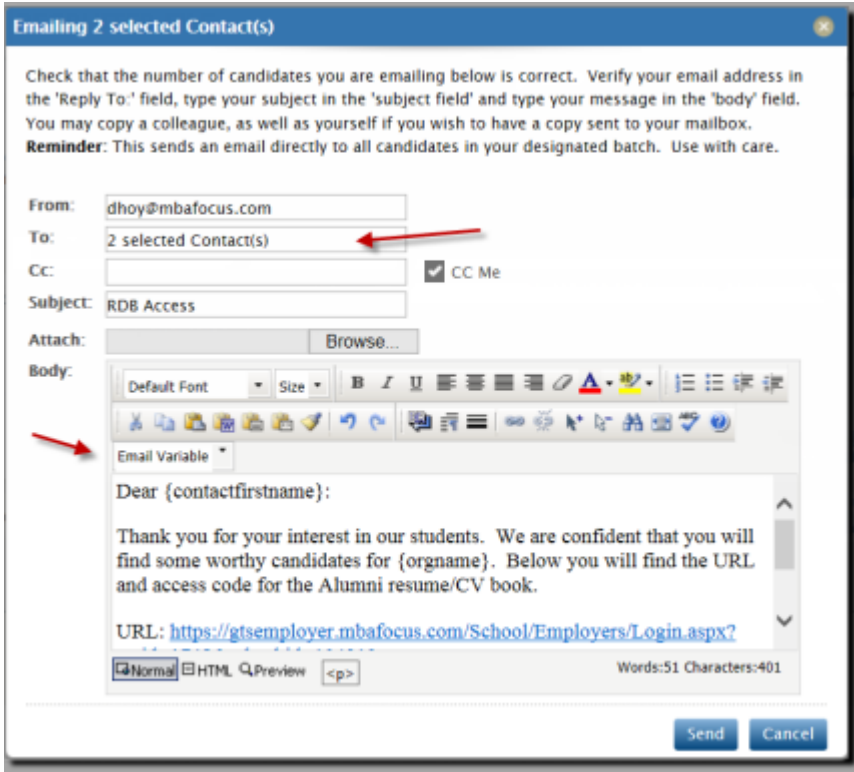
You will first get a popup to let you select the book.

Select Custom Resume Database

Select the Custom resume database to be sent to these recruiters.

Select	Name	Product	Created
<input type="radio"/>	All 2014 grads	Class of 2014 Graduating Candidates	8/25/2014
<input type="radio"/>	Dave Test 2014 Consumer Products	Class of 2014 Graduating Candidates	8/12/2014
<input type="radio"/>	DH Test Consulting resume book	Class of 2014 Graduating Candidates	8/13/2014
<input type="radio"/>	Experienced Consultants (Alumni)	Alumni	8/25/2014

You will then get a similar popup to what is shown above for sending to a single recruiter, but this will have batch sending capabilities and more email variables that allow you to use Recruiter File contact fields, like {contactfirstname}, {orgname}, and others. This is email #243 (Custom Resume Book To Select Employer).



You can send a custom resume book to yourself to sample the employer view. Employers will either need to log in with an existing account, or create a new account, just like the resume books that come through the GradLeaders web site orders. The URL string for the Custom Books, plus the access code, drive their view of the "Candidate Search" page. For full GradLeaders Career Center schools, employers receiving a custom resume book URL will also be able to post jobs and manage OCR requests / visits / events according to your normal permissions and configurations.