Resume/CV Review Notes

Article Number: 751 | Rating: Unrated | Last Updated: Aug 23, 2022 at 3:07 PM

As candidates are uploading their resume/CVs into the Resume Database, CSO Admin users typically review the resumes and wish to offer constructive feedback to the candidate to make improvements. In order to facilitate the resume review process from within GradLeaders Career Center, schools have the ability to utilize the Resume/CV Notes functionality. The Resume/CV Review Notes is built upon existing core candidate/company notes and allows CSO Admin users to enter notes directly on the Resume/CV tab of the candidate profile. The admin view of the note section displays the most recent entered note by the admin. When entering the note, the admin is able to send the candidate an email informing them that their resume was reviewed, and by use of a substitutable email parameter, along with any notes from the reviewing CSO Admin. When entering a subsequent notes, the newest note is always displayed as the new note, and all of the historical notes are visible from the 'Notes' tab of the candidate's profile in the Admin Module. The note is then also displayed, if configured, in a dashboard widget for the candidate so that the candidate will also see the note upon logging into the system. Â ***Outdated/Migrate***