Candidate Import
CSV + Attachments

Importing candidates into ClearCompany is an effective means of migrating historical candidates to maintain your candidate pool. The import will create candidate profiles that can be interacted with in the same way as new candidates.

Benefits	Description
Seamless Transition	Ensure data continuity as you transition between systems
Save Time	Avoid data entry work and spend time on more strategic tasks
Invest in Candidate Experience	Empower your recruiting team with comprehensive candidate history enabling them to provide a personalized and positive experience to candidates, even during the transition.
Fill Openings Faster	Create a candidate pool to source for future openings
Good Data	Have confidence in your data integrity to derive accurate reporting and analytics and support your compliance processes

What's Included

Importing a single CSV file of candidate data into ClearCompany based on data provided in the required format. If importing attachments, the customer must also provide the folder of attachments.

The typical turnaround time for the entire process is 4 weeks.

Step	Description	Typical Time Frame
Data Requirements	Provide documentation on available fields for importing and formatting requirements.	1 - 3 days

File Preparation	Up to 3 hours of file preparation.
	
	Preparation includes:
	● Ensuring all required columns are included
	● Organization Data Mapping
	  ○ Align values in the file with those in ClearCompany
	● Custom Field Mapping
	  ○ Ensure the field exists and is an acceptable field type
		1 week

Import	Import data into the ClearCompany system	2 weeks
Review	Review a sample set of imported data for quality assurance	1 - 3 days

Out of Scope

The following items are out of the scope of this service:
- Custom development work
- Edits to data after import
- Deleting or re-importing the data
- Importing more than 1 data file
- Merging data from multiple files