Candidate Import
Resumes

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
Fill Openings Faster	Create a candidate pool to source for future openings

What's Included

Importing resumes into one or more requisitions in ClearCompany.

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

Step	Description	Typical Time Frame
Data Requirements	Provide documentation on supported file types and folder structure for importing into multiple requisitions.	1 - 3 days
Import	Import data into the ClearCompany system	3 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:
- Requisition creation
- Edits to data after import
- Deleting or re-importing the data
- Custom development work