



Data is essential to hiring great talent. Most recruiters believe that importing all data into a new system is the best approach, but we believe this is an expensive and not always valuable approach. We have designed a three step process to evaluate and migrate your information.

Data migration must always start with the information that will be most used and valuable in your search process. We recommend that all customers start by utilizing our resume parser to import and reparse all of your resumes into the system. You can do this on your own or we can batch them for you. We recommend that clients evaluate the information in the system on import before proceeding with a costly data migration project.

One of the ways we help you contain the costs of migration is to provide you a workbook, where your team can populate the information from your existing system into a template that can be inexpensively and rapidly imported into

Jobscience. Your in-house experts can export and load the data into our templates and our team of experts will QA and load your information into Jobscience. If you are using familiar products like Taleo Business Edition, Bullhorn, Maxhire, Sendouts or the Jobscience Legacy Product we can provide you a standard menu of the data we will import. If you have data requirements that exceed our standard templates we have a time and materials service for pulling in your data and can develop a custom quote for data migration into the Jobscience system.

Terminology:

Resume Power

This is a data loader that will allow you to upload upto 500 resumes into the system at once. This tool is available for clients to load their own data.

Document Format

Jobsience will accept resumes for processing that are in docx, pdf and txt format.

Document Manifest

If you want to have your Resumes matched accurately to contacts you must generate a document manifest that provides Jobsience a unique candidate id for each contact that you want notes and history and updates information inserted into the Jobsience system.

Workbook

Jobsience will provide you an excel file with instructions for putting all the data from your legacy system into a format we can easily load into Jobsience. We will provide you a video and instructions for how to generate data that can be put into an easily importable format.

Candidates

Candidates have a contact record in Jobsience, we can update the address and key fields outlined in our workbook. We will match your update information with your resumes that are listed in the document manifest.

Jobs (Requisitions)

The workbook outlines the fields and values we can accept for migrating your past jobs and current openings into Jobsience.

Applications

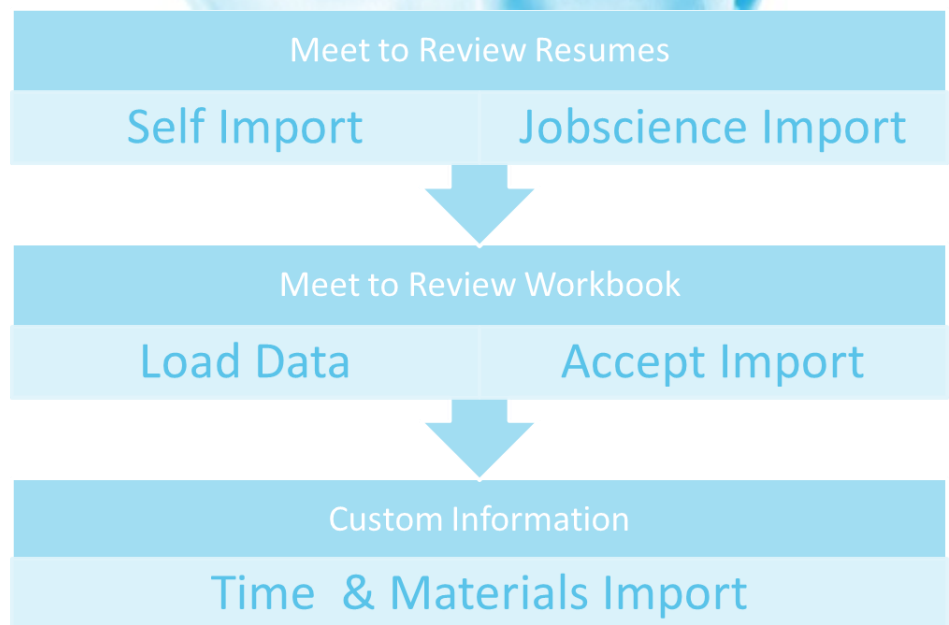
If you provide us candidate and job data we can link your past application information into the system. Applications record the status of a candidate for each job.

Notes & History

If you provide us a linkage between your notes and the candidates, and jobs we can insert notes and history as records in the system.

Attachments

We currently will only support migration of resumes out of the box. If you have additional attachments, we can migrate them on a time and materials basis only.



Process & Review

Our data migration process is designed so that you will see your data and make decisions about what is required to be successful. We will provide you video training and a consultation to show you on how to submit resumes to us, how to complete the resume to candidate manifest and how to complete the data workbook.

At every stage in the process we will send you a confirmation message that will require you review your data and accept the import. We will only import data that is outlined in our workbook and in the formats that we prescribe.

In the event you need help getting data out of your system or need us to manipulate your data, this is a very costly option that we can provide on a time and materials basis. We have designed the import program to ensure you have the data necessary to move forward.

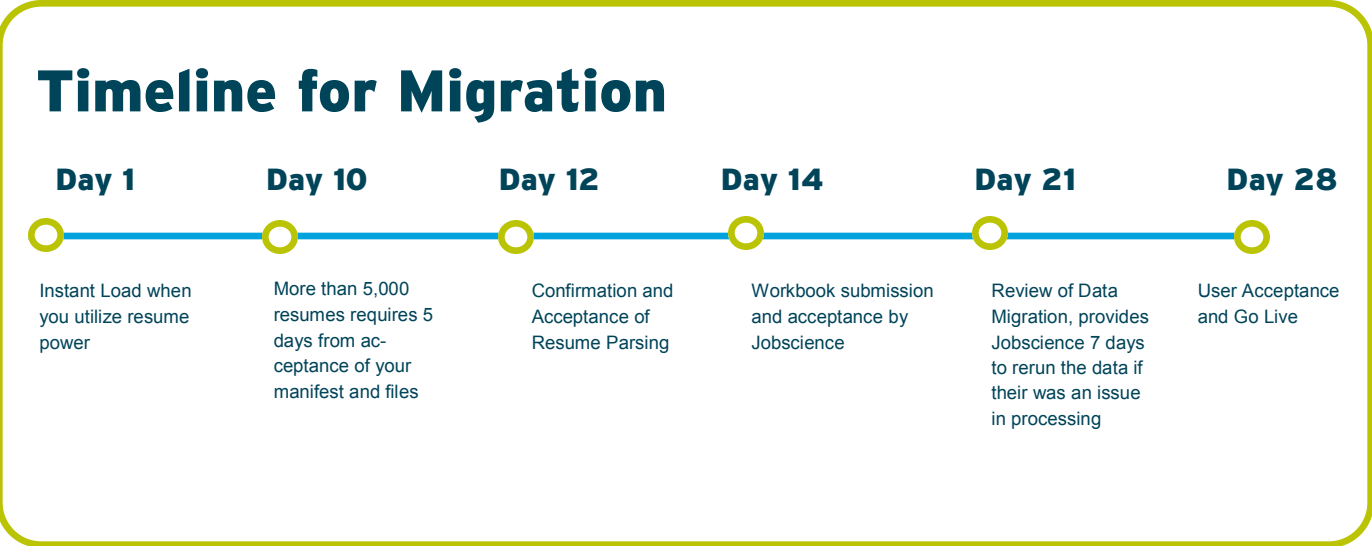
Data Migration Best Practice Methodology

Jobscience has completed over 500 data migrations over the past decade. Based on past experience we understand what data is most useful to migrate to our system. We have developed a three stage data migration program designed to contain cost and maximize value.



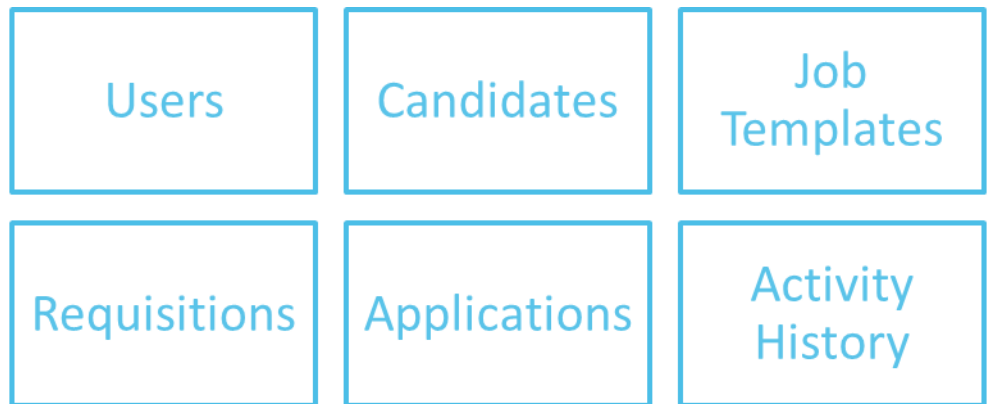
Data that impacts time and budget

We recommend that if you have less than 10,000 resumes that you load them via our Resume Power Loader. This will allow you to get data into your system instantly and save your data migration costs. Once your resumes are loaded you can see the data the system was built to utilize and decide what additional data you need to migrate. Our best practice recommendation is that you only import additional data with the workbook if you deem it mission critical. If you elect to migrate more than your resumes we have built a cookie cutter workbook built to assist you in migrating data. Information not supported in the workbook can be migrated on a time and materials basis. We encourage you to migrate as little data as you can and as much as you have to.



Workbook Update Tables

Our data workbook is designed to update your key information tables in the Jobsience product. Your Professional Service Contact can provide you a short 10 minute video that describes data migration and how to fill out the tables so that we can rapidly import your data.



Data Migration Checklist

