Understanding Applicant Data

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| 1.   | This diagram illustrates the methods for entering applicant data. The first three methods involve online data entry:  
   **Add New Applicant:** Recruiters, managers, or administrators manually enter applicant data.  
   **Apply Online:** Internal and external applicants submit their own application information using Candidate Gateway.  
   **Refer a Friend:** Employees can refer a friend to an organization and submit the applicant’s resume and basic contact information. |
| 2.   | The remaining methods for entering applicant data take advantage of automated processes:  
   **Load Resumes:** Administrators run a resume extractor to automatically pull data from applicant's resumes.  
   **Emailed Resumes**  
   Applicants or staffing suppliers send individual resumes by email, and the system processes these resumes using a resume extractor.  
   **OIF Resumes:** Staffing suppliers use the PeopleSoft Open Integration Framework to submit applicant information directly to the system. |
| 3.   | This diagram illustrates the types of applicant data that you enter for new applicants.  
   **Profile Data** includes information such as name, address, and contact information.  
   **Application Details** describe the applicant's qualifications and job preferences.  
   **References** include contact information and comments from the applicant's references.  
   **Identification Information** includes some basic demographic information, including national ID, citizenship, and various country-specific data. |
| 4.   | The Add New Applicant page has four sections that correspond to the four types of applicant data.  
   The link for the Applications section of the page appears only after you have created the applicant record by entering a name and saving it. |
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| 5.   | This concludes the Understanding Applicant Data topic.  
**End of Procedure.** |