

UCSF Medical Center

BrassRing 7.0 eLink Resume Guide

Updated 8-24-04

Overview:

To obtain maximum advantage, it's important to ensure that your computer and web browser are configured with the appropriate desktop settings and browser requirements.

Connection to the Internet

BrassRing 7.0 works optimally with Internet Explorer 5.5 or 6.0 and on a PC running Windows 98, NT, 2000, or XP.

Your browser's cache stores the contents of all the web pages that you have visited during a session. To ensure that you have the most updated information within BrassRing, it is important to ensure the browser is set to regularly clear the cache. The updates register as you continue to use BrassRing so that information will always be the most up-to-date.

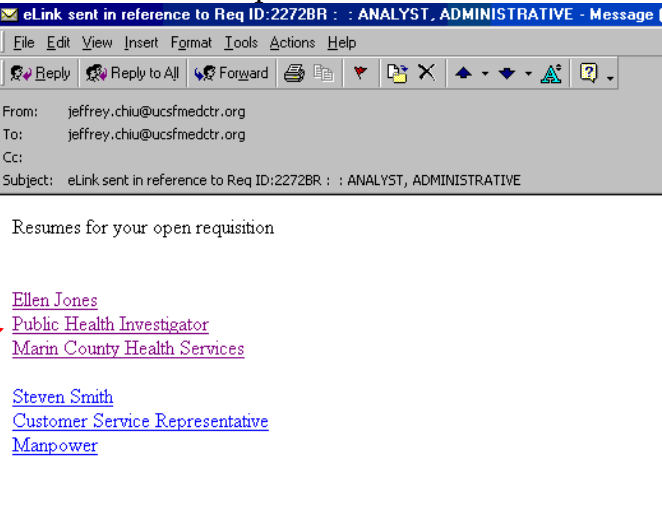
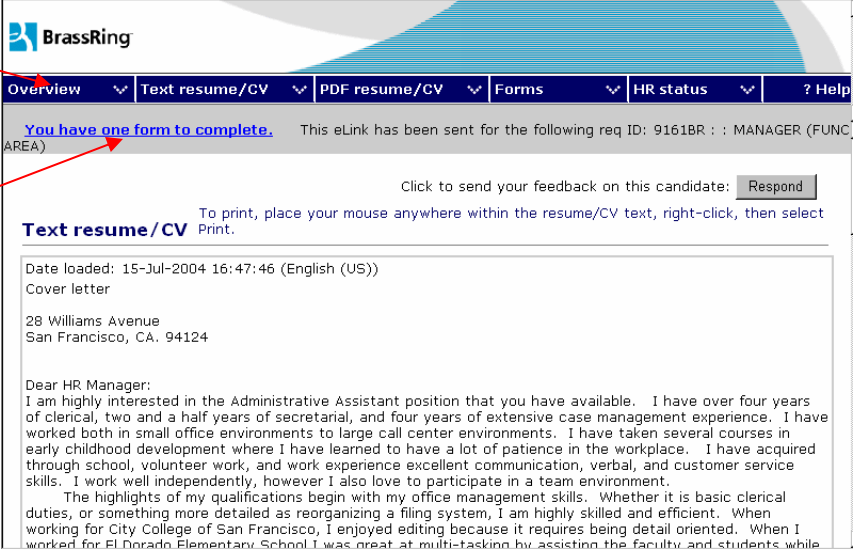
Printing

Control P function works most effectively for printing purposes.

Utilization

After you post an open position with HR, your HR recruiter will send screened resumes to you via eLink. The eLink is an email message that contains a listing of candidate names along with their most recent job title and employer for your review. When you click on the candidate's name it will launch your web browser and take you to a page containing the candidate's resume profile (includes the resume, overview, associated candidate information, and a candidate disposition form for you to complete if you disqualify the candidate). Below is an outline of how to use the eLink to review and take action on the candidate.

Opening the E-Link:

Step	Action
1	<p>Click on the candidate name to open his/her resume profile.</p>  <p>The screenshot shows an email titled "eLink sent in reference to Req ID:2272BR : : ANALYST, ADMINISTRATIVE - Message". The email body lists resumes for an open requisition with the following candidates: Ellen Jones (Public Health Investigator, Marin County Health Services), Steven Smith (Customer Service Representative, Manpower), and another Steven Smith (Customer Service Representative, Manpower). A red arrow points from the text "Click on the candidate name" to the name "Ellen Jones".</p>
2	<p>The resume profile will launch inside of your default Internet Browser Window Review the eLink using the tabs to navigate through the candidate's record:</p>  <p>The screenshot shows the BrassRing resume profile page. It has a navigation bar with tabs: Overview, Text resume/CV, PDF resume/CV, Forms, HR status, and Help. A red arrow points from the text "Click to see a resume overview" to the "Overview" tab. Another red arrow points from the text "Click to fill out the Candidate Disposition Form" to the "Text resume/CV" tab. The main content area shows a message: "You have one form to complete. This eLink has been sent for the following req ID: 9161BR : : MANAGER (FUNCTIONAL AREA)". Below this is a "Text resume/CV" section with a cover letter and a body of text starting with "Dear HR Manager: I am highly interested in the Administrative Assistant position that you have available..."</p>

Taking Action on a Candidate:

Step	Action
1	<p>After reviewing the resume, you need to send HR a message to inform them of your planned recruitment action for this candidate. Do this by clicking on "Respond". Each time you take another step with this candidate (i.e. interview, reference check) you must return to this resume profile and send HR an update.</p>

BrassRing

Overview ▾ Text resume/CV ▾ PDF resume/CV ▾ Forms ▾ HR status ▾ ? Help

You have one form to complete. This eLink has been sent for the following req ID: 9161BR : : MANAGER (FUNCTIONAL AREA)

Click to send your feedback on this candidate:

To print, place your mouse anywhere within the resume/CV text, right-click, then select Print.

Text resume / CV

Date loaded: 15-Jul-2004 16:47:46 (English (US))

Cover letter

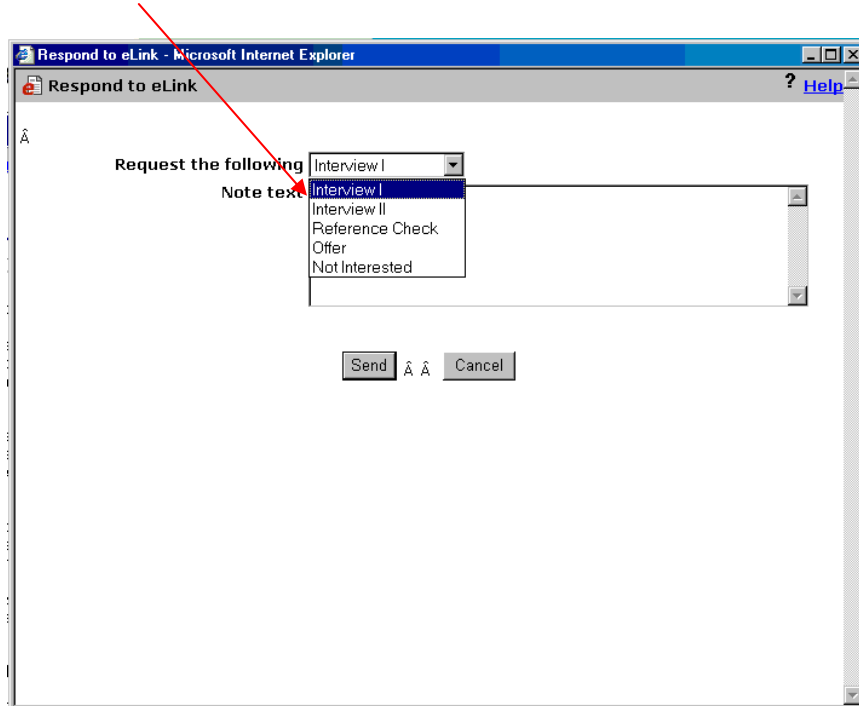
28 Williams Avenue
San Francisco, CA. 94124

Dear HR Manager:

I am highly interested in the Administrative Assistant position that you have available. I have over four years of clerical, two and a half years of secretarial, and four years of extensive case management experience. I have worked both in small office environments to large call center environments. I have taken several courses in early childhood development where I have learned to have a lot of patience in the workplace. I have acquired through school, volunteer work, and work experience excellent communication, verbal, and customer service skills. I work well independently, however I also love to participate in a team environment.

The highlights of my qualifications begin with my office management skills. Whether it is basic clerical duties, or something more detailed as reorganizing a filing system, I am highly skilled and efficient. When working for City College of San Francisco, I enjoyed editing because it requires being detail oriented. When I worked for El Dorado Elementary School I was great at multi-tasking by assisting the faculty and students while

2 After clicking on “Respond”, a new window will be launched. From the dropdown list, select the appropriate recruitment action and click “Send”



A message “A Note has been saved” will appear. Click on “OK”

3 If you selected “Not Interested”, at any point in the recruitment, you MUST fill out a Candidate Disposition Form.

Click on the hyperlink above the resume to launch access the Candidate Disposition Form

The screenshot shows a web browser window with the BrassRing logo and navigation tabs for 'Text resume', 'PDF resume', 'Forms', and 'HR status'. Below the navigation, a message states 'You have 1 form(s) to complete' with a sub-link 'eLink sent in reference to Req ID:2272BR : : ANALYST, ADMINISTRATIVE'. Below this is a 'Text resume' section containing the candidate's name, address, phone number, and a detailed work history for Steven Douglas Smith, including roles at Manpower Scott's Valley BORLAND INCORPORATED and SEAGATE UNIVERSITY OF CALIFORNIA SANTA CRUZ.

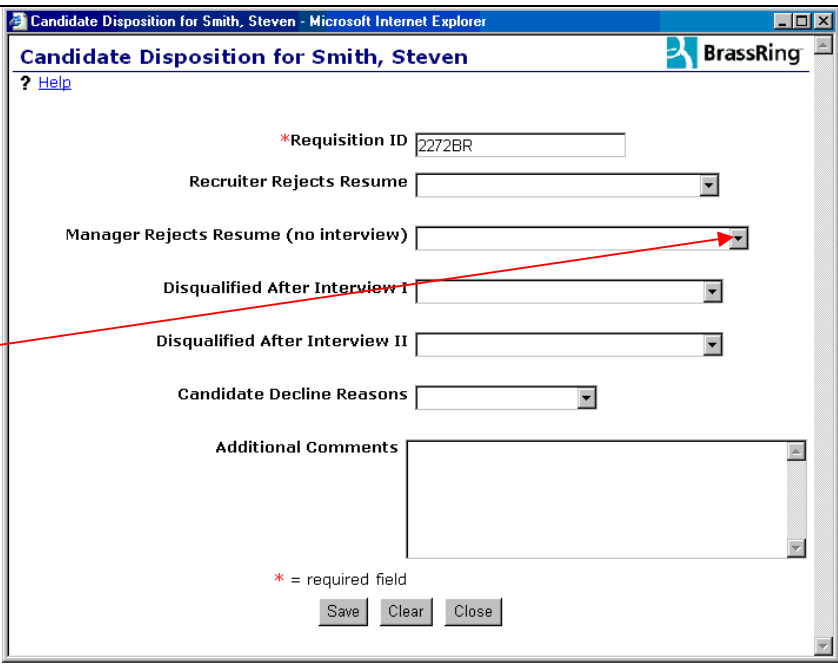
3 A new window will be launched housing the Candidate Disposition Form.

Click on the hyperlink to launch the Candidate Disposition Form

The screenshot shows the 'Forms to view' section which is empty, and the 'Forms to complete' section which contains a table with one entry:

Date	Form	Added by	Complete
À	Candidate Disposition	À	À

4 The form will launch. Based on where in the process you are disqualifying the candidate, please use the drop down to select the appropriate reason. Use the "Comments" field only to list specific quantifiable qualifications that the candidate lacks. Otherwise leave it blank.

	 <p>Based on where in the recruitment process you disqualified the candidate, please use the drop down to select the reason for disqualifying the candidate.</p>
5	<p>Click Save. The following message displays <i>“Form has been successfully saved”</i> Click on <i>“OK”</i></p> <p>Notes: The Recruiter who sent you the eLink will receive an email each time you click on <i>“Respond”</i> informing HR of your planned recruitment actions with the candidate AND when the candidate disposition form has been completed (if applicable).</p>