Job Aid for applying using the Resume Parser.

The first new features that the applicant will encounter will be after they have uploaded their resume. Once the applicant has uploaded their resume and clicked Next, first, it should automatically default the highest education level for you, then if any of the degrees listed in the resume are not currently mapped, they will receive the following message:

You will also see the exclamation point encircled in red.

The applicant would need to click OK and update the degree information for each of them. Select the appropriate degree and major from the drop downs and click ok.

Step 4 of 7: Qualifications - Education

Education History

Highest Education Level

Degrees

Description
⊖ Unknown value: PhD Comparative Literature Edu...
⊖ Unknown value: Teaching English,Foreign Langu...
⊖ Unknown value: MEd Curriculum and Instruction
⊖ Unknown value: AA Visual Communications
⊖ Unknown value: B.S. Elementary Education
⊖ Unknown value: AA Theology

Edit Degrees

Cancel   Done

*Date Acquired	12/05/2022
*Degree	
	Unknown value: PhD Comparative
Major Code	
Country	United States
State	
School Code	
School Description	Université Sorbonne
Major Description	
Minor Code	
Minor Description	
Average Grade	
GPA	

Lookup

Cancel

Search for: Degree

▸ Search Criteria

▾ Search Results

15 rows

Content Item ID ◇	Description ◇
AD	Associate Degree
BD	Bachelor Degree
CER	Certificate
D	Doctorate

Search for: Major Code

▶ Search Criteria

▼ Search Results

Major Code ◇	Description ◇
808	Comparative Humanities
671	comparative literature

2 rows

Cancel | **Edit Degrees** | Done

*Date Acquired 12/05/2022

*Degree D 🔍

Unknown value: PhD Comparative

Major Code 671 🔍

comparative literature

Country United States 🔍

State 🔍

School Code 🔍

School Description Université Sorbonne

Major Description comparative literature

Minor Code 🔍

Minor Description

Average Grade

Click done and perform the same procedure for each unmapped degree that was parsed.

The degree descriptions will go into the unmapped table and once the administrator maps that degree, the next time it is parsed from an application, it will automatically know what degree to default to.

Step 4 of 7: Qualifications - Education

Education History

Highest Education Level: Doctorate (Academic)

Degrees

	Description	Date Acquired	School Description	Major Description	
	Doctorate	12/05/2022	Université Sorbonne	comparative literature	>
⚠	Unknown value: Teaching English,Foreign Langu	12/05/2022	K-6 Department of Education		>
⚠	Unknown value: MEd Curriculum and Instruction	12/05/2022	Florida Atlantic University		>
⚠	Unknown value: AA Visual Communications	12/05/2022	Art Institute		>
⚠	Unknown value: B.S. Elementary Education	12/05/2022	World Evangelism Bible College		>
⚠	Unknown value: AA Theology	12/05/2022	Christ for the Nations		>

One thing to remember is that if an applicant has two degrees of the same type (ex: Associates) it is important that you select separate majors for each, otherwise the system will give you an error because it will think you are trying to add a duplicate degree.

Step 4 of 7: Qualifications - Education

Education History

Highest Education Level: Doctorate (Academic)

Degrees

	Description	Date Acquired	School Description	Major Description	
	Doctorate	12/05/2022	Université Sorbonne	comparative literature	>
	Master Degree	12/05/2022	Florida Atlantic University	CURRICULUM & INSTRUCTION	>
⚠	Unknown value: AA Visual Communications	12/05/2022	Art Institute		>
	Bachelor Degree	12/05/2022	World Evangelism Bible College	Elementary Reading & Literacy	>
⚠	Unknown value: AA Theology	12/05/2022	Christ for the Nations		>

Step 4 of 7: Qualifications - Education

Education History

Highest Education Level   [Doctorate (Academic)   ▼]

Degrees

[+]

Description	Date Acquired	School Description	Major Description	
Doctorate	12/05/2022	Université Sorbonne	comparative literature	›
Master Degree	12/05/2022	Florida Atlantic University	CURRICULUM & INSTRUCTION	›
Associate Degree	12/05/2022	Art Institute	Visual Art	›
Bachelor Degree	12/05/2022	World Evangelism Bible College	Elementary Reading & Literacy	›
Associate Degree	12/05/2022	Christ for the Nations	Theology	›

Once the applicant has completed the degree section and clicked Next, the system will parse the work history information from the resume. If any issues are found, they would need to perform a similar cleanup for any of the work items that displays the red circle.

Any field that is blank and is prefaced by an * would require an entry.

Once that is complete, Click Next to continue with completing the remainder of the application.

The system will also attempt to parse any language skills listed on the resume

The applicant would be required to clean up any data issues that are found.

Once that is completed, the applicant can click Next and complete the remainder of the application.