

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:

Assistant School Office

Apply for Job

Save as Draft Previous Next

1 Start Complete

2 Prequalify Complete

3 Resume Complete

4 Qualifications In Progress

5 Online Questionnaire Not Started

6 Self-Identify Not Started

7 Review and Submit Not Started

Step 3 of 7: Resume

Resume Attachment

Resume Title 7.pdf

Attached File 7.pdf

[Change Resume](#)

Cover Letter Attachment

You have not provided a cover letter.

[Attach Cover Letter](#)

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Step 4 of 7: Qualifications - Education

Education History

Highest Education Level Doctorate (Academic)

Degrees

Description	Date Acquired	School Description	Major Description
Unknown value: PhD Comparative Literature Edu	12/05/2022	Université Sorbonne	>
Unknown value: Teaching			>
Unknown value: MEd Curriculum			>
Unknown value: AA Visual Arts			>
Unknown value: B.S. Elementary Education	12/05/2022	World Evangelism Bible College	>
Unknown value: AA Theology	12/05/2022	Christ for the Nations	>

Information found in your resume was not recognized by the system. Please select the indicated items and provide additional information.

OK

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

Cancel

Lookup

Search for: Degree

Search Criteria

Search Results

15 rows

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

Lookup	
Search for: Major Code	
▶ Search Criteria	
▼ Search Results	
<input type="checkbox"/> <input type="checkbox"/> 2 rows	
Major Code ◊	Description ◊
808	Comparative Humanities
671	comparative literature

Cancel

Edit Degrees

Done

***Date Acquired**

***Degree**

Unknown value: PhD Comparative

Major Code

comparative literature

Country

State

School Code

School Description

Major Description

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

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-8 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

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

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.

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Apply for Job

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1 Start Complete

2 Prequalify Complete

3 Resume Complete

4 Qualifications In Progress

Education Complete

Work Experience In Progress

Add License or Certificates Not Started

5 Online Questionnaire Not Started

6 Self-Identify Not Started

7 Review and Submit Not Started

Step 4 of 7: Qualifications - Work Experience

Work Experience

Employer	Job Title	Start Date	End Date	
Addison Mizner School	ESOL Coordinator	01/01/2022		>
Addison Mizner Elementary Scho	Kindergarten interim	01/01/2020	12/31/2021	>
ICEEPSY International Conferen	Conference speaker	01/01/2019	12/31/2019	>
Freelance				
BMSO-BIPC				
Couleurs d'Enfance	Principal	01/01/2009	12/31/2010	>
Bauder Elementary	Principal	01/01/2008	12/31/2009	>
Webber Junior High	Principal	01/01/2003	12/31/2004	>
Bauder Elementary School	First grade teacher	01/01/2003	12/31/2003	>
Nova Southeastern University S	computer science teacher	01/01/2000	12/31/2002	>
The Western School	computer science teacher	01/01/1998	12/31/2000	>
Benchmark Press Inc		01/01/1997	12/31/1998	>
CsDesign	Conference/Seminar speaker	01/01/1995	12/31/2018	>
Oxford Clinical Communications		01/01/1995	12/31/1997	>

Information found in your resume was not recognized by the system. Please select the indicated items and provide additional information.

OK

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

Cancel

Edit Work Experience

Done

***Start Date**

End Date

***Employer**

***Ending Job Title**

Supervisor

Supervisor Email

Supervisor Phone

OK to contact? **Yes**

Description

Country

Street Addr/PO

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

✕ Exit
Apply for Job
⋮

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Save as Draft
← Previous
Next →

- 1 Start Complete
- 2 Prequalify Complete
- 3 Resume Complete
- 4 Qualifications In Progress
- Education Complete
- Work Experience Complete
- Add License or Certificates In Progress
- 5 Online Questionnaire Not Started
- 6 Self-Identify Not Started
- 7 Review and Submit Not Started

Step 4 of 7: Qualifications - Add License or Certificates

Language Skills

+

Description	
Unknown value: CC	>
Unknown value: EN	>
Unknown value: FR	>
Unknown value: UN	>

Information found in your resume was not recognized by the system. Please select the indicated items and provide additional information.

OK

Tests or Examinations

You have not added any tests or examinations.

Add Tests or Examinations

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

Step 4 of 7: Qualifications - Add License or Certificates

Language Skills

Description
Chinese (Cantonese)
English
French
Unknown value: SP

Tests or Examinations

You have not added any tests or examinations.

[Add Tests or Examinations](#)

Edit Language Skills

*Evaluation Date: 12/05/2022

*Language: SP

Unknown value: SP

Reading Proficiency:

Speaking Proficiency:

Writing Proficiency:

Native Language:

Able To Translate:

Able To Teach:

Step 4 of 7: Qualifications - Add License or Certificates

Language Skills

Description
Chinese (Cantonese)
English
French
Spanish

Tests or Examinations

You have not added any tests or examinations.

[Add Tests or Examinations](#)

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