



4 Jay Street, Cambridge, MA 02139 USA
www.cambridgedata.com

Resume Management System (RMS)

"Managing resumes effortlessly"

How can you:

- ...get applicants into your database, fully coded, with no effort?
- ...quickly find qualified candidates in your system and check availability/interest?
- ...keep notes on the person behind the resume?
- ...share this information with coworkers or clients, around the office and around the world?
- ...manage all the above, and more, effectively AND efficiently?

With the RMS you can automate nearly the entire resume management process:

- **Submission of Resumes** – applicants visit your web site, complete their quick profile online and submit their resume directly into your database.
- **Finding a Resume** – your staff can search by menus of education, technical skills, seniority, languages, nationality or any other special criteria you set up, **and also search the text of CVs** for specific words & phrases... and have instant access to the selected resumes on their desktop.
- **Internal Distribution of "Hot" Prospects** – your staff are notified immediately if a new resume matches an open opportunity or is in their area of expertise.
- **Relationship Management** – comments on an applicant can be entered into their private profile for viewing by your staff on later recruitment efforts. Entire e-mail exchanges can be automatically stored.
- **Updating Resumes Automatically** – applicants are automatically asked to update their profile/resume according to a schedule you set and then do the updating themselves. Out-of-date contacts can be purged according to your schedule.

The RMS saves you time and money and reduces the frustration in juggling 1000s of contacts.

Some of the benefits of the RMS include:

Reduced Effort: by having applicants directly enter information through the web form, you not only reduce the chance of errors, but also dramatically reduce the need of your staff to code and enter CVs. You can put an ad in a major publication and have a full database within days with no effort!

No More 'Lost' Resumes: by having resumes stored centrally along with comments, the resumes and your staff's knowledge of the people behind them never get lost.

Submission integrated with Company Web Site: applicants know your company and practice areas before submitting CVs - fewer inappropriate responses to ads.



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Available Internal Screening: applicants can apply through normal channels, your staff can review credentials, and the RMS will send customized emails to high-value candidates asking them to register through a password protected page.

Information Sharing: information can be shared among staff anywhere in the world; at a client's office you can easily go on-line into your RMS and let them know how many candidates you have for certain tasks - a nice sales tool!

Easy Migration of Current Database: simply send a mass email to your current database and your roster does the rest.

Security: RMS security makes sure that your secure information stays your information.

Flexibility: all data menus are edited to meet your specific needs; EEO data collection menus and reports are available.

No Hardware Costs: your customized RMS can be run entirely on our servers in our dedicated, secure 24/7 host facility.

24/7 Access and Backup: we host your RMS on servers housed at RCN Corporation (<http://www.rcn.com/business>), providing sophisticated security, power, and data backup services.

Portability: the resumes and data tables are always available should you decide to terminate the service; they are fully compatible with regular commercially available software.

Return on Investment: at a subscription price as low as \$195 per month (with no set-up fee for total customization!), the proven RMS is many times cheaper - and more powerful - than building your own tool. And that includes hosting on our servers, so no maintenance, hardware, or connection upgrades are required.

On-line demonstration available at www.cambridgedata.com/rms-recruiter.htm or contact us for a live demo:

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