

CV – generate reports



Once the employee has filled in his or her CV – and/or when the employee and manager have updated it – it provides the executive, manager and HR with several options for generating reports across departments, teams and the entire organisation.

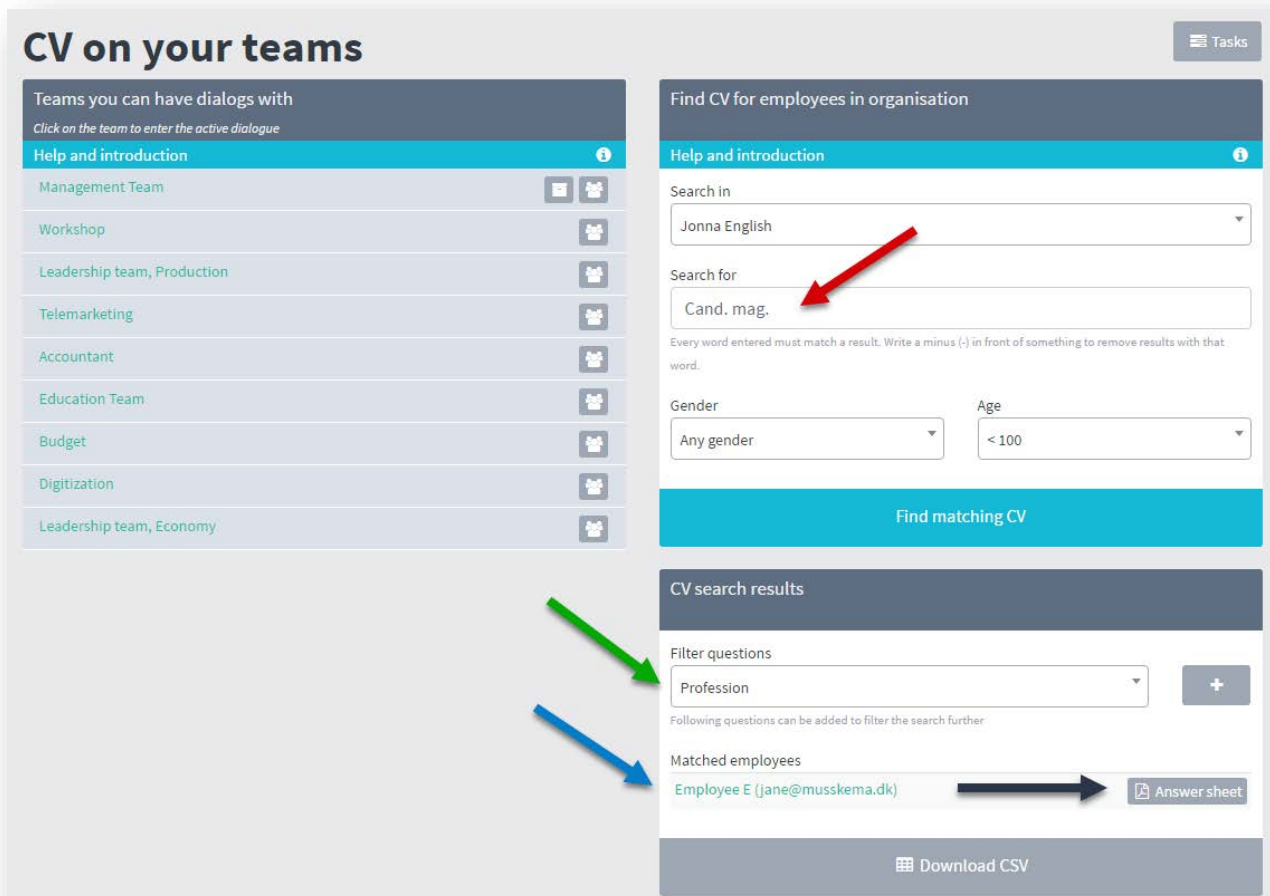
This makes it a useful tool. This short manual is about that.

Search and export

With the necessary permissions it is possible to search all across the CVs, full text searches etc.

Here I am searching throughout my organisation for someone with "Cand. mag." written anywhere in his or her CV (= red arrow) – this will give me the name of the person (= blue arrow) and the questions for which it has been written. I also get the option of printing the entire CV for this person (= black arrow).

It is also possible to limit the search to only parts of the organisation (top).



The screenshot displays the 'CV on your teams' interface. On the left, a sidebar lists teams for dialogues: Management Team, Workshop, Leadership team, Production, Telemarketing, Accountant, Education Team, Budget, Digitization, and Leadership team, Economy. The main panel is titled 'Find CV for employees in organisation' and includes a search form. The search criteria are: 'Search in' (Jonna English), 'Search for' (Cand. mag.), 'Gender' (Any gender), and 'Age' (< 100). A 'Find matching CV' button is present. Below, the 'CV search results' section shows 'Filter questions' (Profession) and a list of 'Matched employees' (Employee E (jane@musskema.dk)). A black arrow points to an 'Answer sheet' button, a blue arrow points to the employee name, and a green arrow points to the 'Profession' filter.

Now, you will get the option of doing detailed searches on all questions by clicking besides the green arrow (above), where it now says "profession". A number of options will become available. By the arrow to the right of "Profession" you can now search through selected questions, as many as you like.

When you find the question, you wish to include in your search, you click "+" by the bottom blue arrow as seen below here, and the question is moved up above the blue bar "Find matching CV".

Once you have selected all the questions you wish to include in this search, you go through them, question by question, and put in the search criteria (black arrow). This could be ">4" etc.

The screenshot shows a web interface for CV search. At the top, there are two dropdown menus: "Gender" set to "Any gender" and "Age" set to "< 100". Below these are three filter sections, each with a "Text answer must be" or "Score must be" dropdown and a trash icon. The first filter is for "PROFESSION" with "Text answer must be" set to "Answered / not blank". The second filter is for "HOW WELL DO YOU HANDLE PARTY COMMITTEE" with "Score must be" set to "=". The third filter is for "HOW WELL DO YOU HANDLE EMPLOYEE REPRESENTATIVE" with "Score must be" set to "=". A blue arrow points to the third filter. Below the filters is a large blue button labeled "Find matching CV". Underneath is a dark grey header for "CV search results". Below that is a "Filter questions" section with a dropdown menu showing "How do you function in the face of great challenges?". A green arrow points to this dropdown. To the right of the dropdown is a grey button with a "+" sign, which a blue arrow points to. Below the dropdown is the text "Following questions can be added to filter the search further". At the bottom, there is a "Matched employees" section with one entry: "Employee E (jane@musskema.dk)". To the right of this entry is a button labeled "Answer sheet".

There are hardly any limitations.