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CONNECT

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Mining Your Talent Database

STRATEGIES FOR OPTIMIZING YOUR EXISTING TALENT DATABASE

Meet the Team

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The Agenda

1. The Importance of Clean Data
2. What is Clean Data?
3. Leveraging Data
4. Cleaning Your Database: Duplicate Talent
5. Cleaning Your Database: Mass Actions
6. Prevention Best Practices

Wrap with Q & A

The Importance of Clean Data

The Importance of Clean Data

SEARCHING

Find talent that fit the criteria you are looking for

MATCHING

Automatically discover talent who may fit the job

REPORTING

More accurately forecast recruiting and sales opportunities

Ensuring your talent records are clean and complete will allow the platform to do the heavy lifting for you!

So… What is Clean Data?

Clean Data

Profile Widget

Name

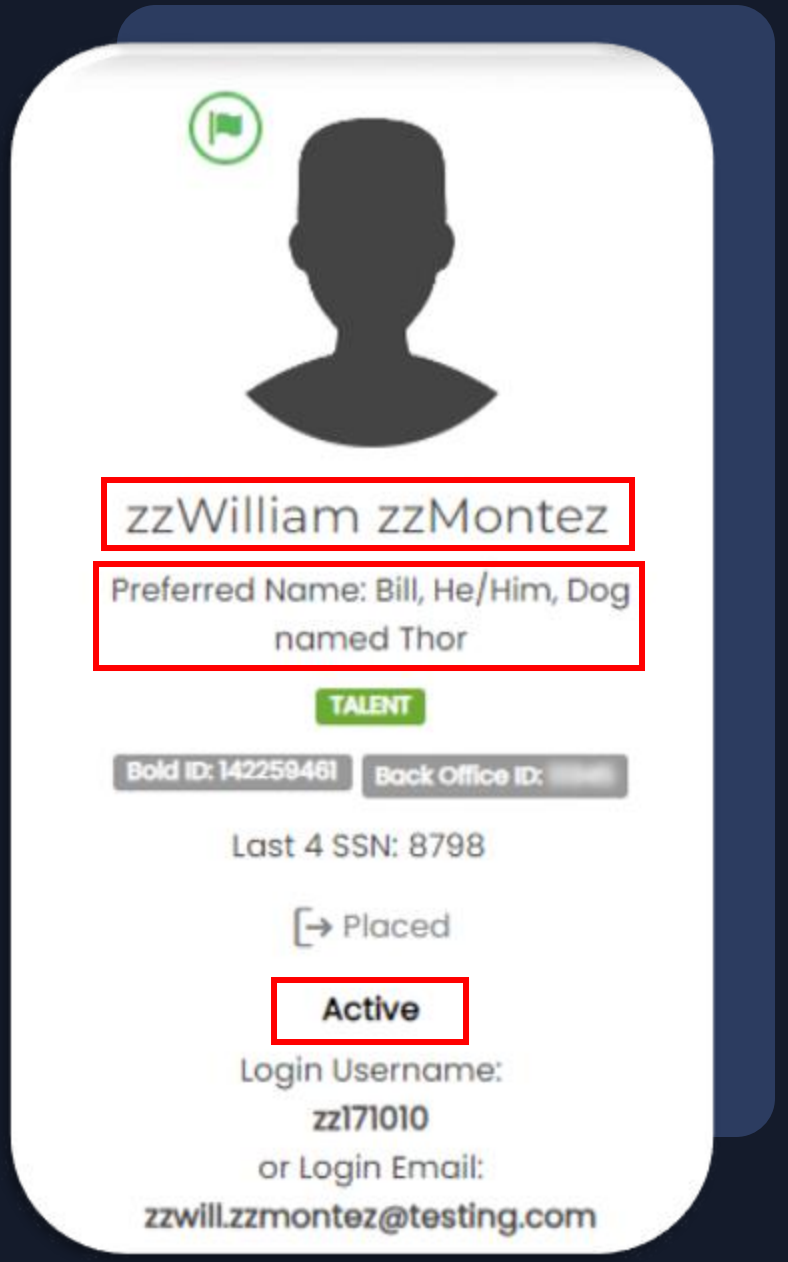
- Displays Legal Name

Headline

- Preferred Name/Nickname
- Pronouns
- Other relational information

Talent Status

- Keep updated based on your workflow

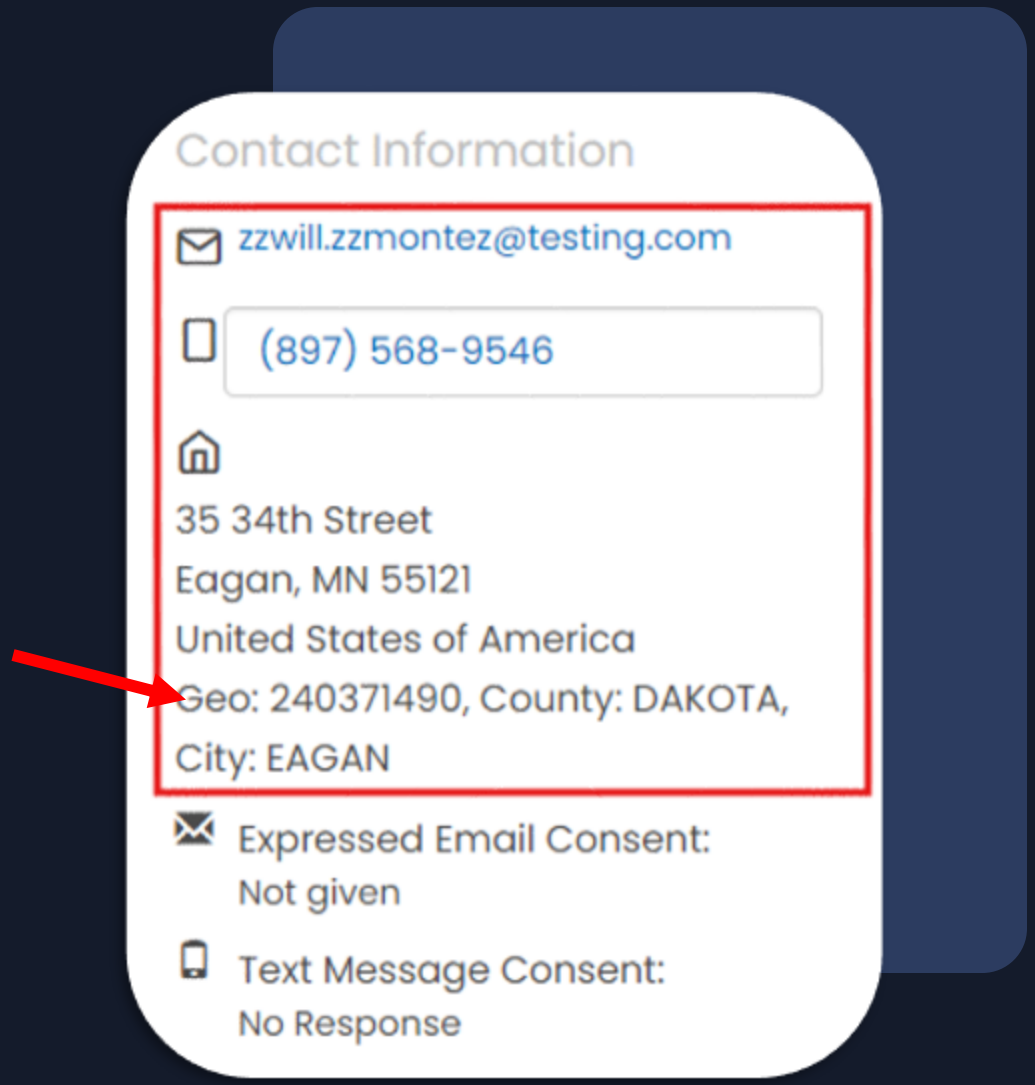


Clean Data

Contact Information Widget

Contact Information

- Complete all fields
- **Geocode**

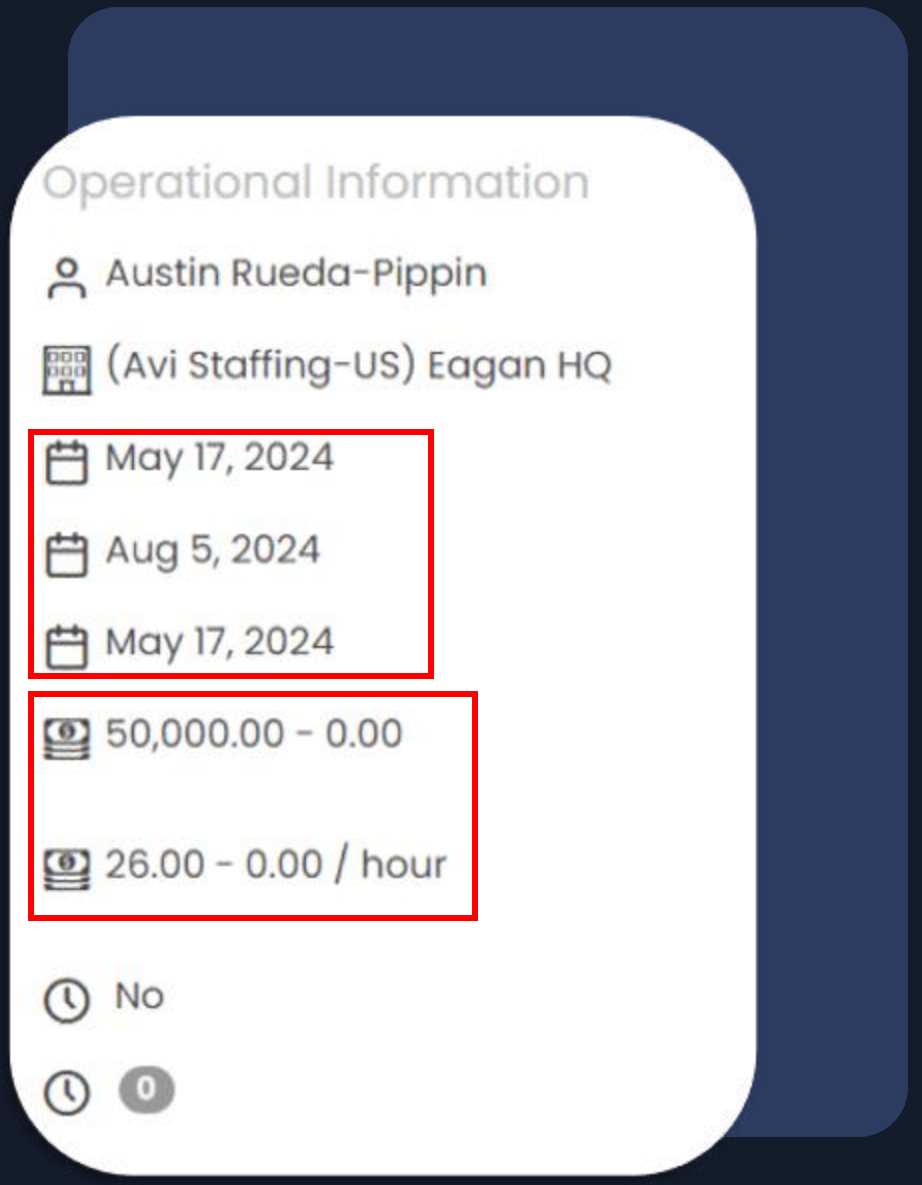


Clean Data

Operational Information Widget

Internal Use Items

- Talent Rep
- Branch
- Dates - **Available**
- Pay Requirements

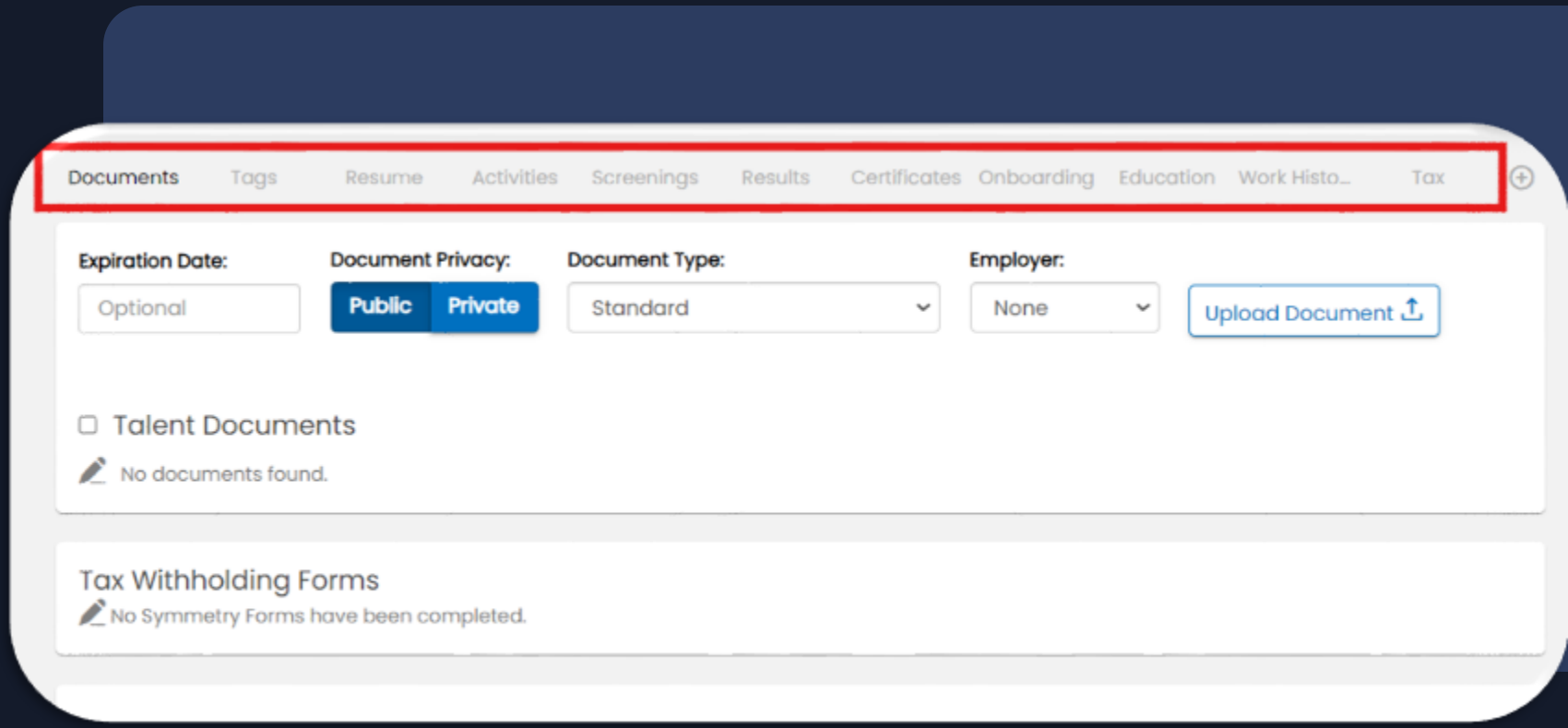


Clean Data

Talent Profile Tabs

Add & Maintain Relevant Information

- Searchable data

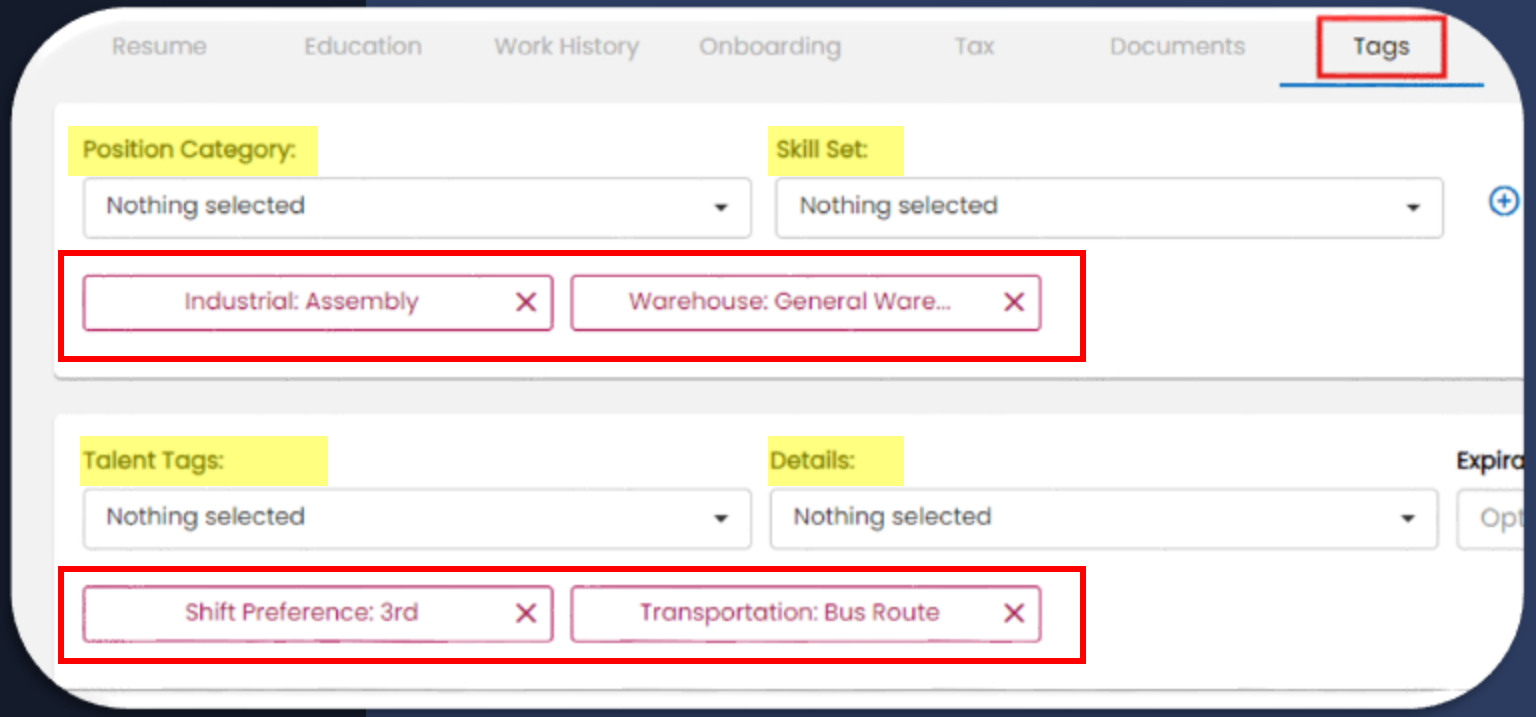


Clean Data

Talent Tags

Talent Status

- Position Category/Skill
- Additional Configured Tags



Leveraging Data

Redeploy Reports

Report Drivers

- Talent Status
- Placement History
- Redeployment Days Gap

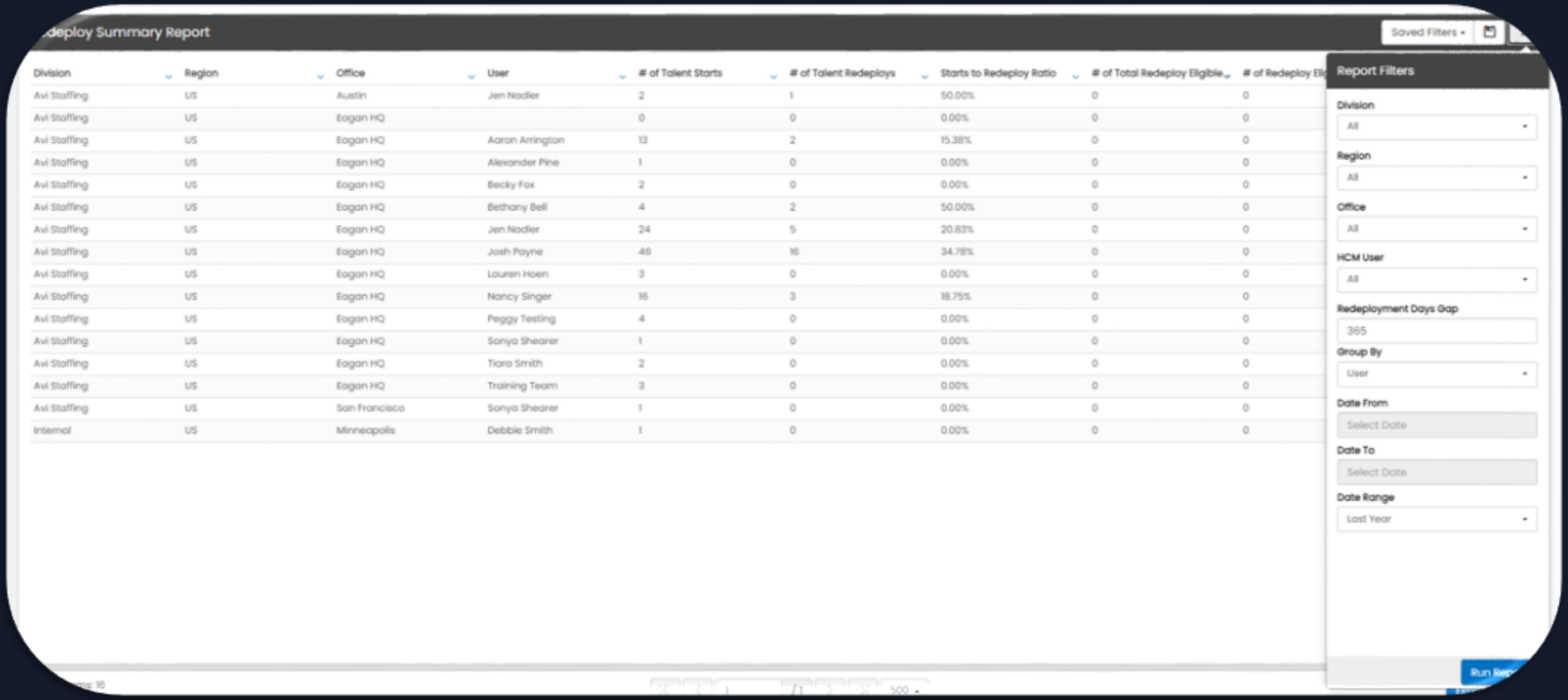
Redeploy Summary

- Overview
- Performance Metrics
- Monitor Redeployment vs New Starts

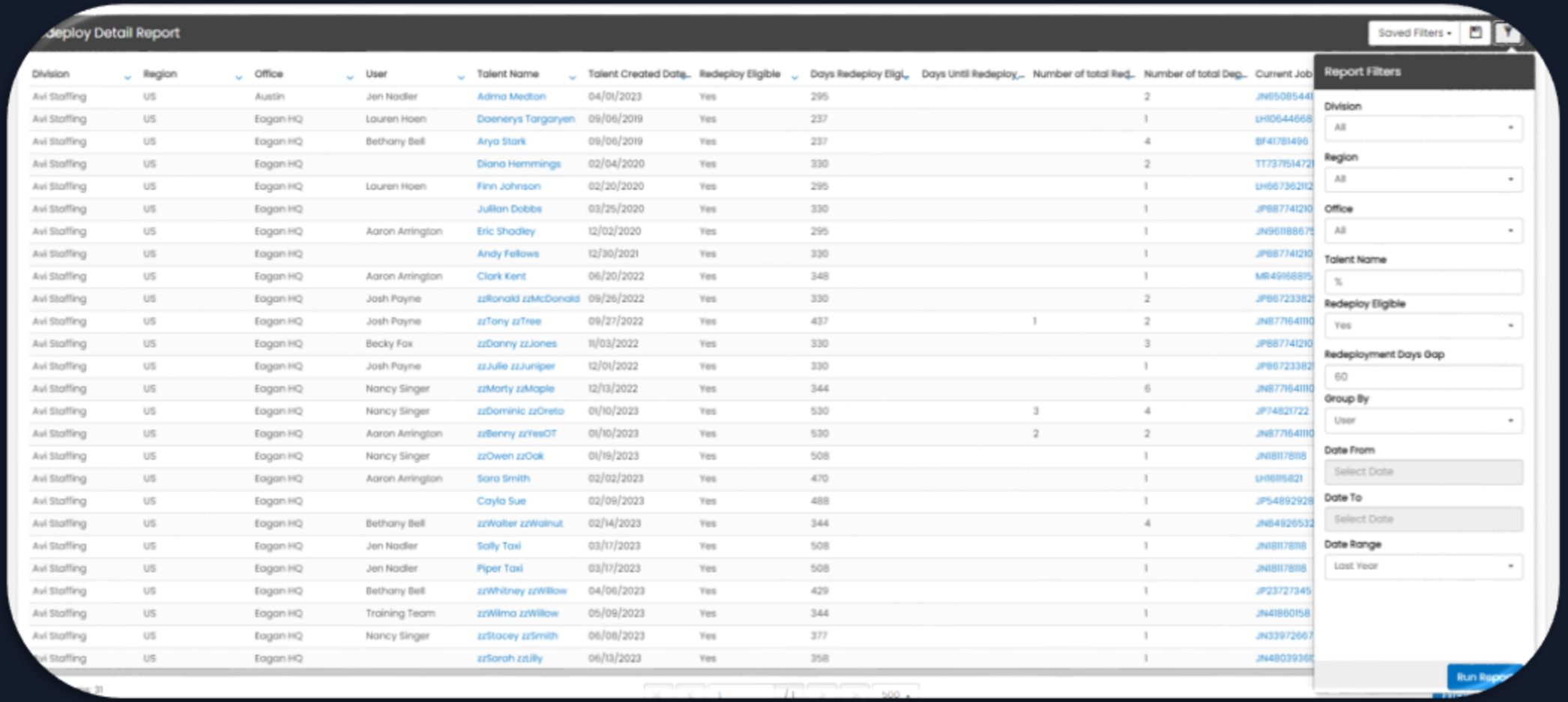
Redeploy Detail

- Granular
- Specific Action Items
- Identify Talent to Redeploy

Redeploy Summary Report



Redeploy Detail Report



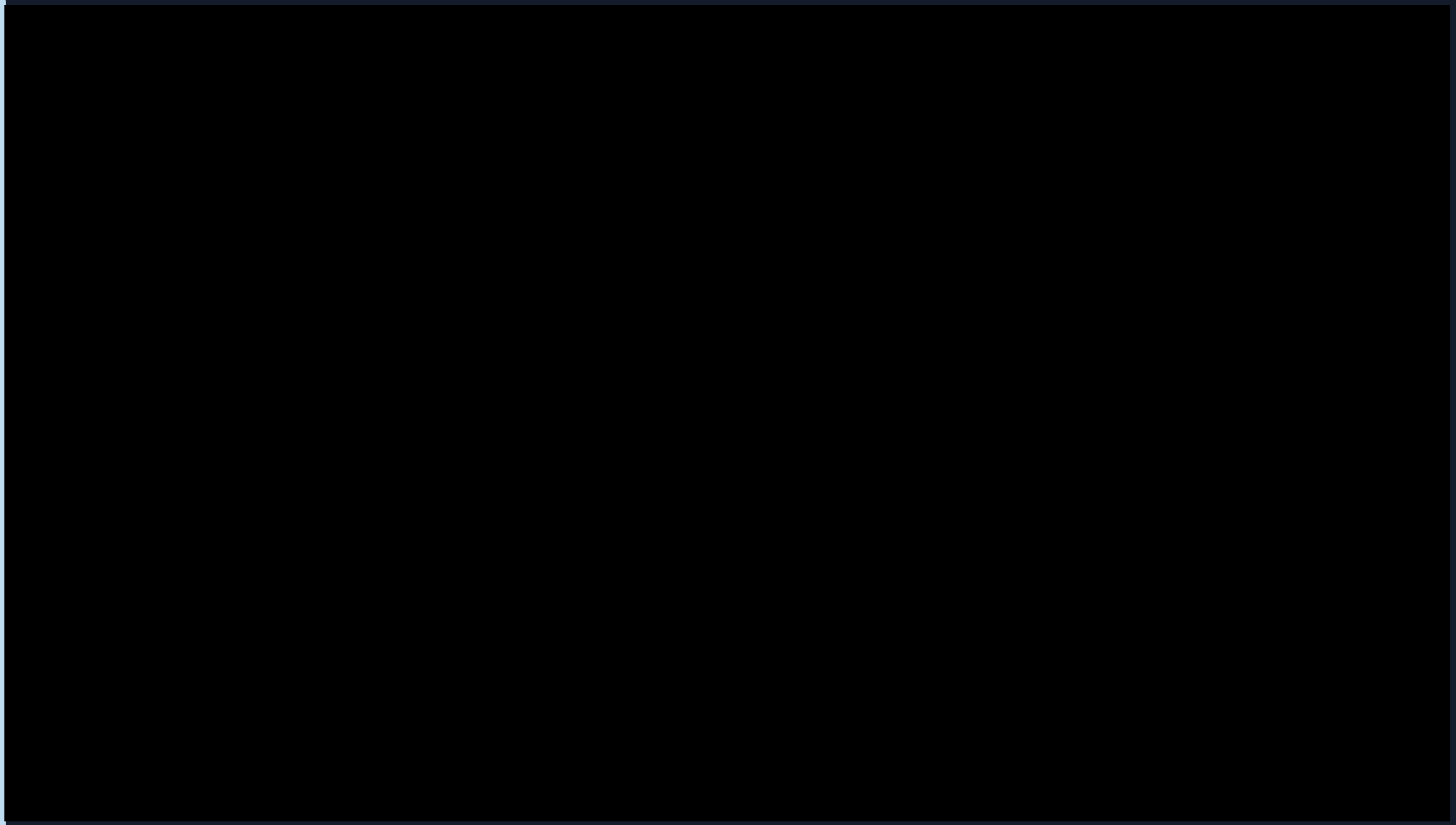
Let's Take a Look at Advanced Searches

Navigate to Talent Tab:

1. Use Talent Terms to narrow search

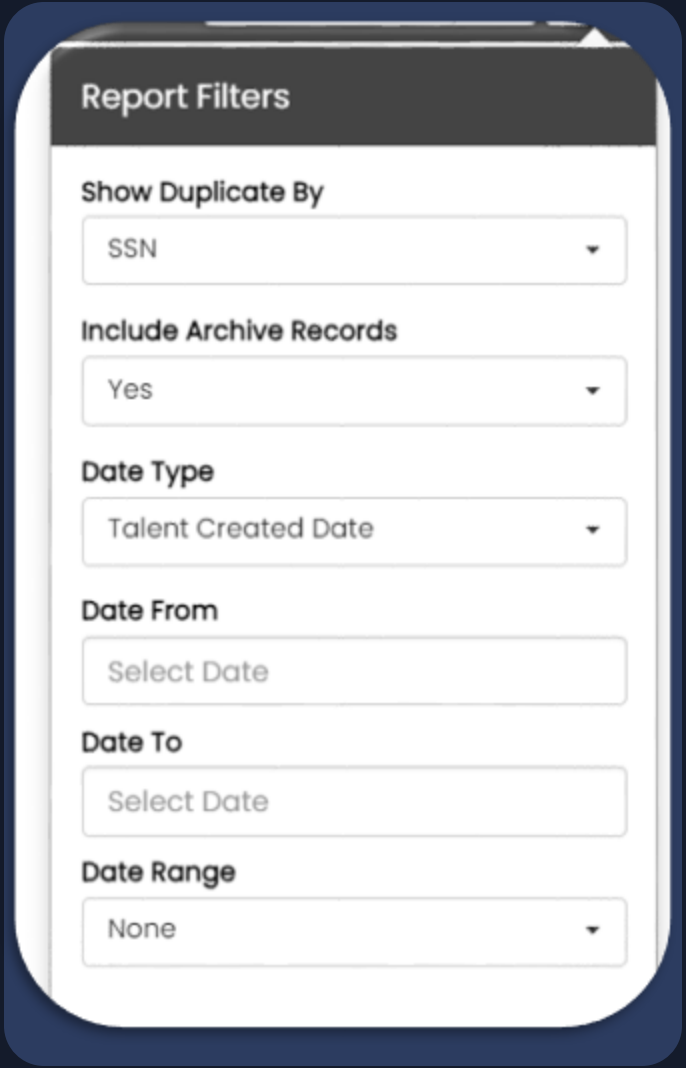
2. Add additional Talent Terms to find smallest group of best talent for job

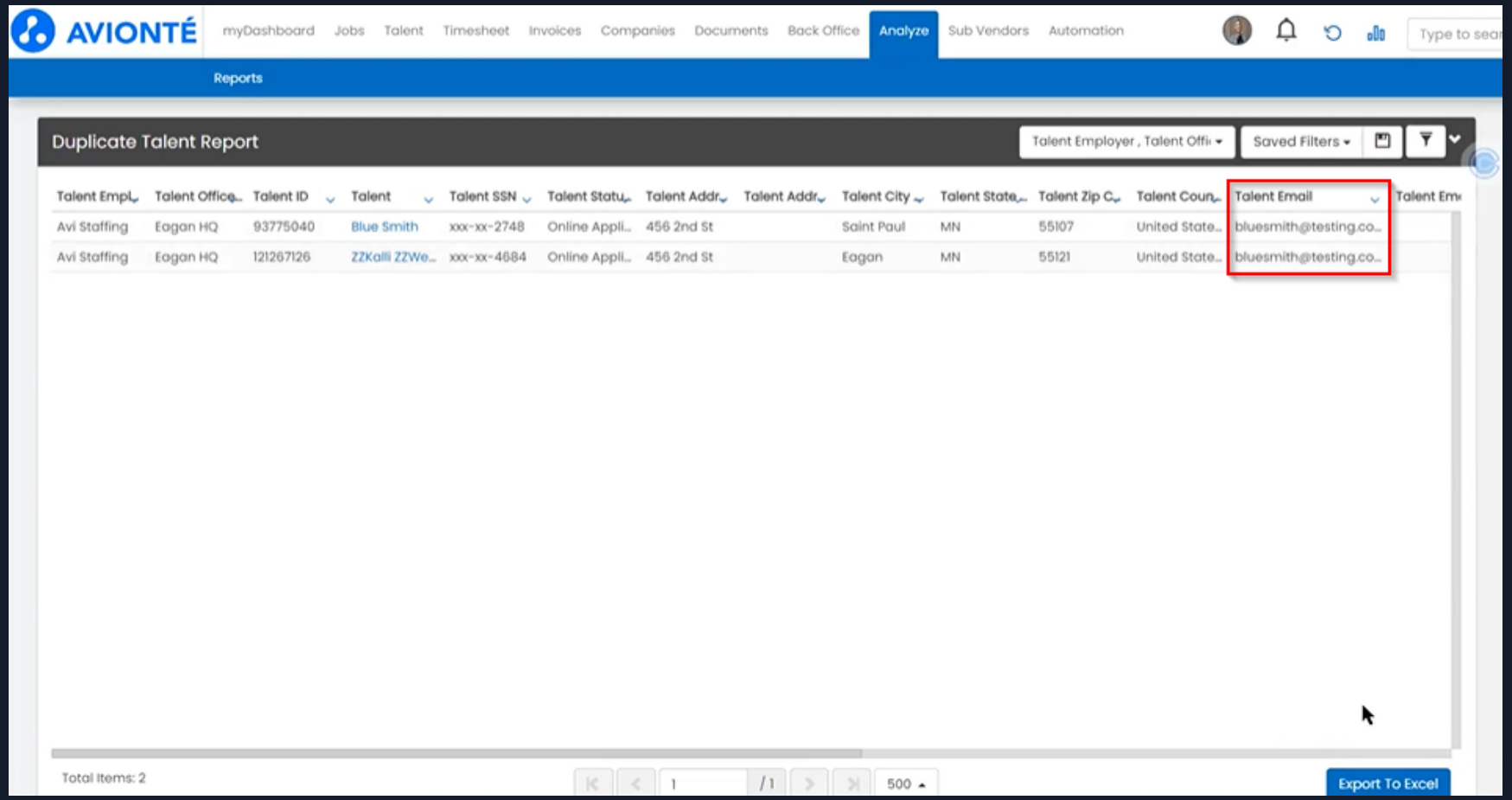
3. Select checkmark next to talent name, mass actions, mass pipeline



Cleaning Your Database

Duplicate Talent Report





Merging Duplicate Talent Records

Navigate to Talent Tab:

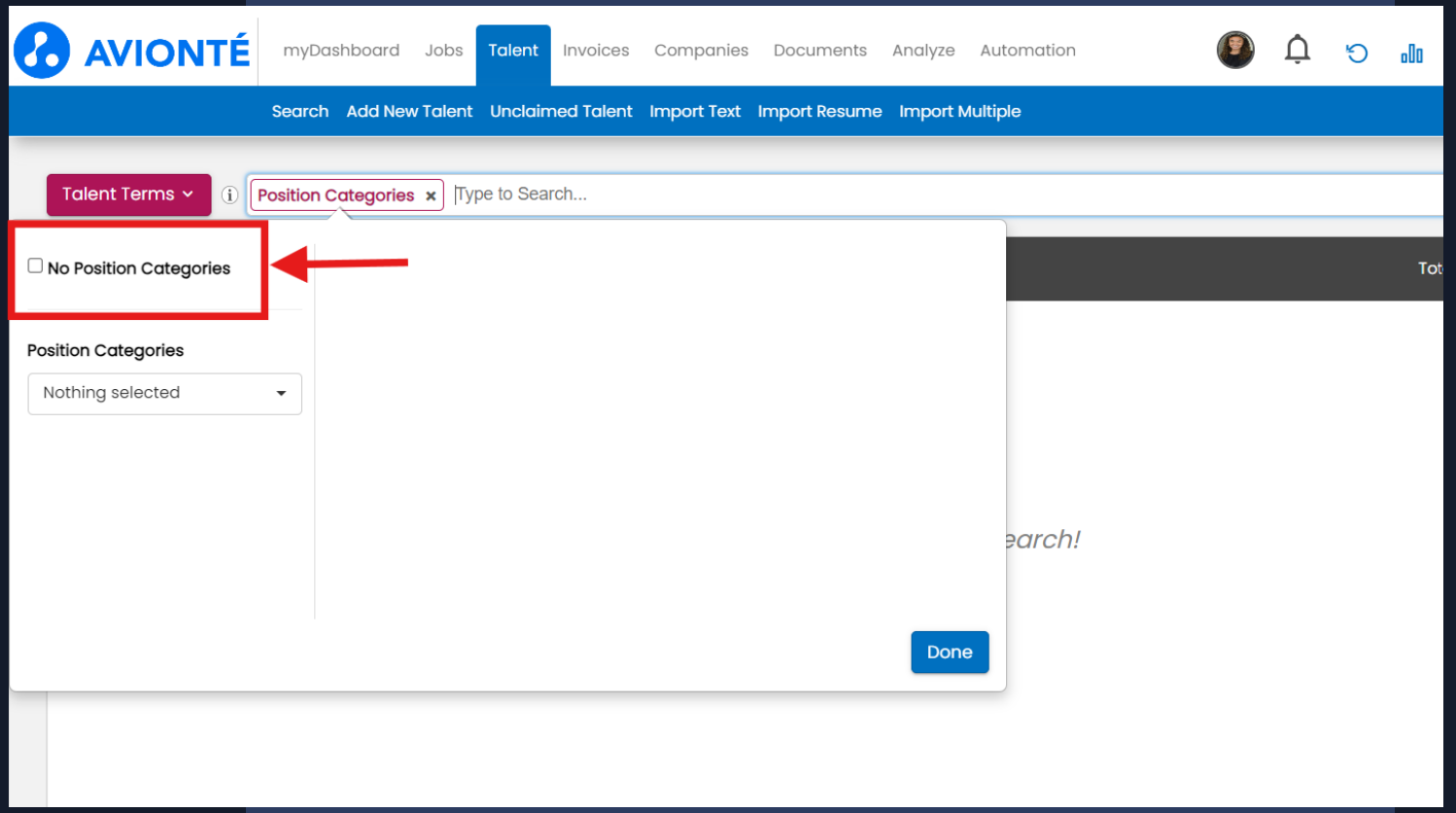
1. Sort from Ascending to Descending
2. Check off the talent you need to update
3. Click Mass Action in bottom right of screen, Merge Talent

Cleaning Data

Search for Absence of Data

Clean your incomplete talent records by searching for the absence of talent terms:

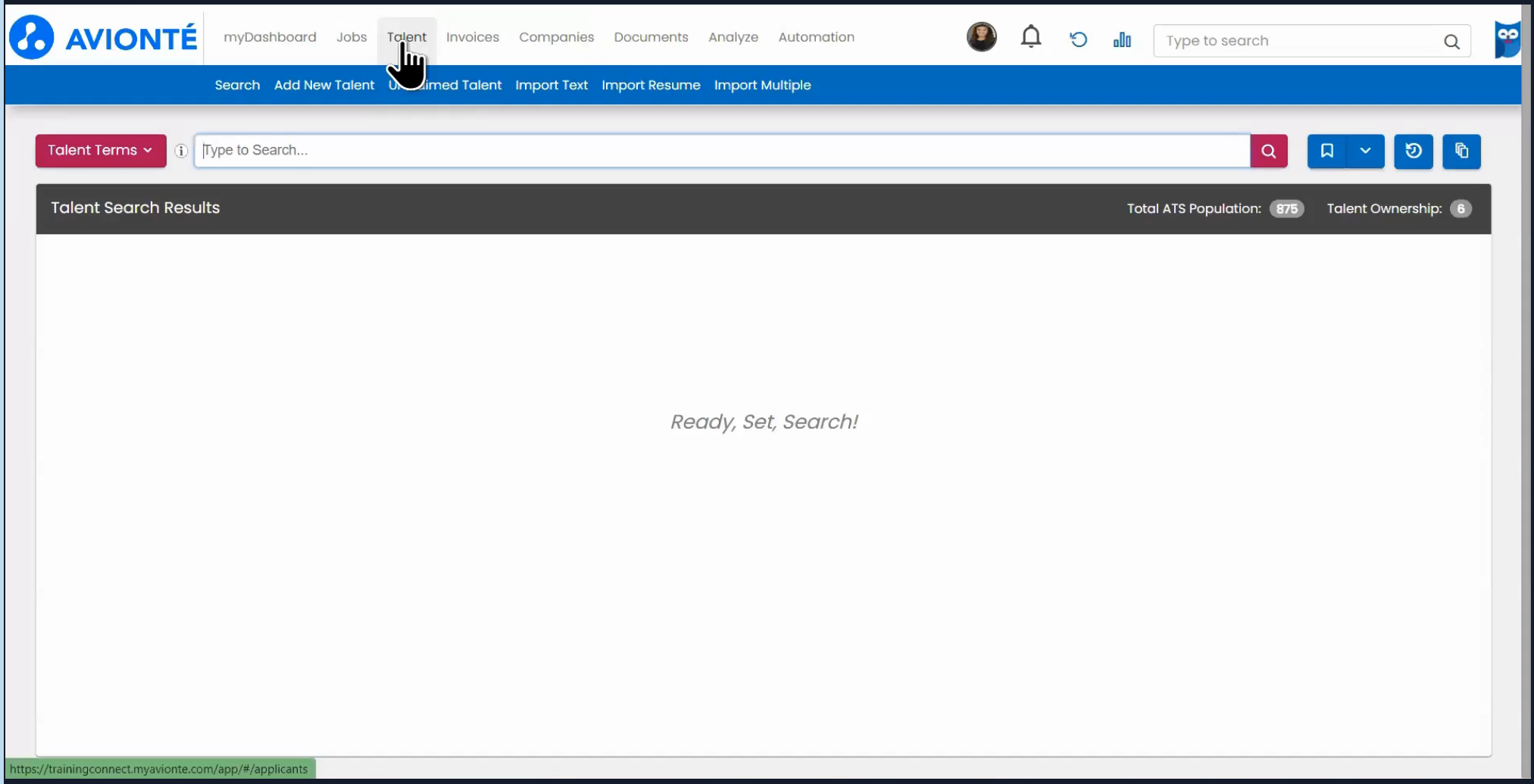
- Flags (No Flag)
- Position Categories



Strategies for Cleaning Data: Mass Actions

Choose a Category to Clean:

1. Sort from Ascending to Descending
2. Check off the talent you need to update
3. Click “Mass Action”
4. Click “Mass Add to Tearsheet”

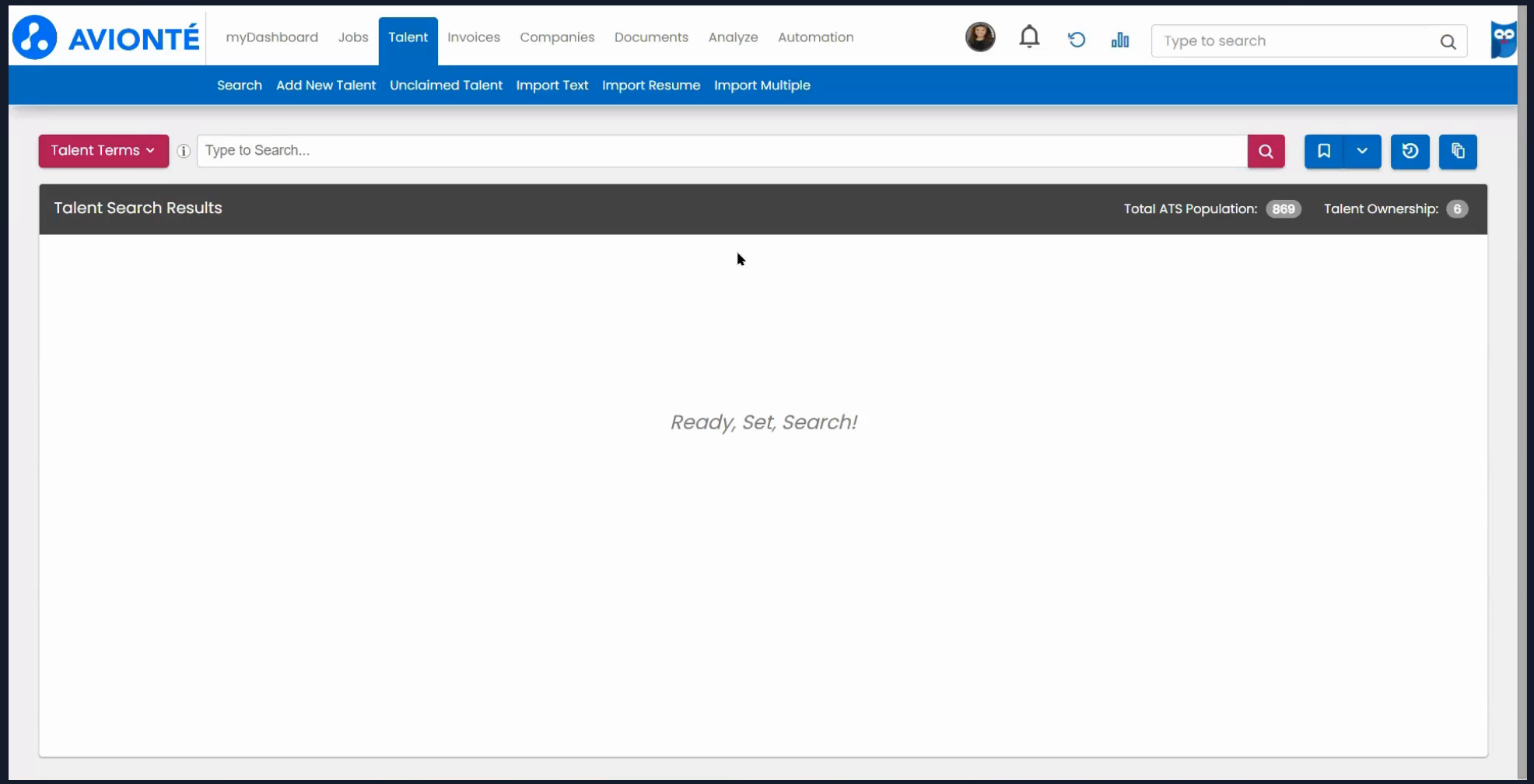


Strategies for Cleaning Data: Mass Actions

Use Caution when Performing Mass Actions!

When Mass Adding Tags, you must preview a record first! :

1. Search by "No Position Categories" and resume key words
2. Review the records BEFORE adding a Mass Tag.
3. Upon review and selection, proceed to “Mass Add Tags”



Talent Reports

Comprehensive Talent Record Report

- Insights Report
- Basic personal information
- Work and pay history for past three years

Candidate Contact Details Report

- Standard Report
- Applicant Details
- Search by position categories
- Ensure applicants have completed information

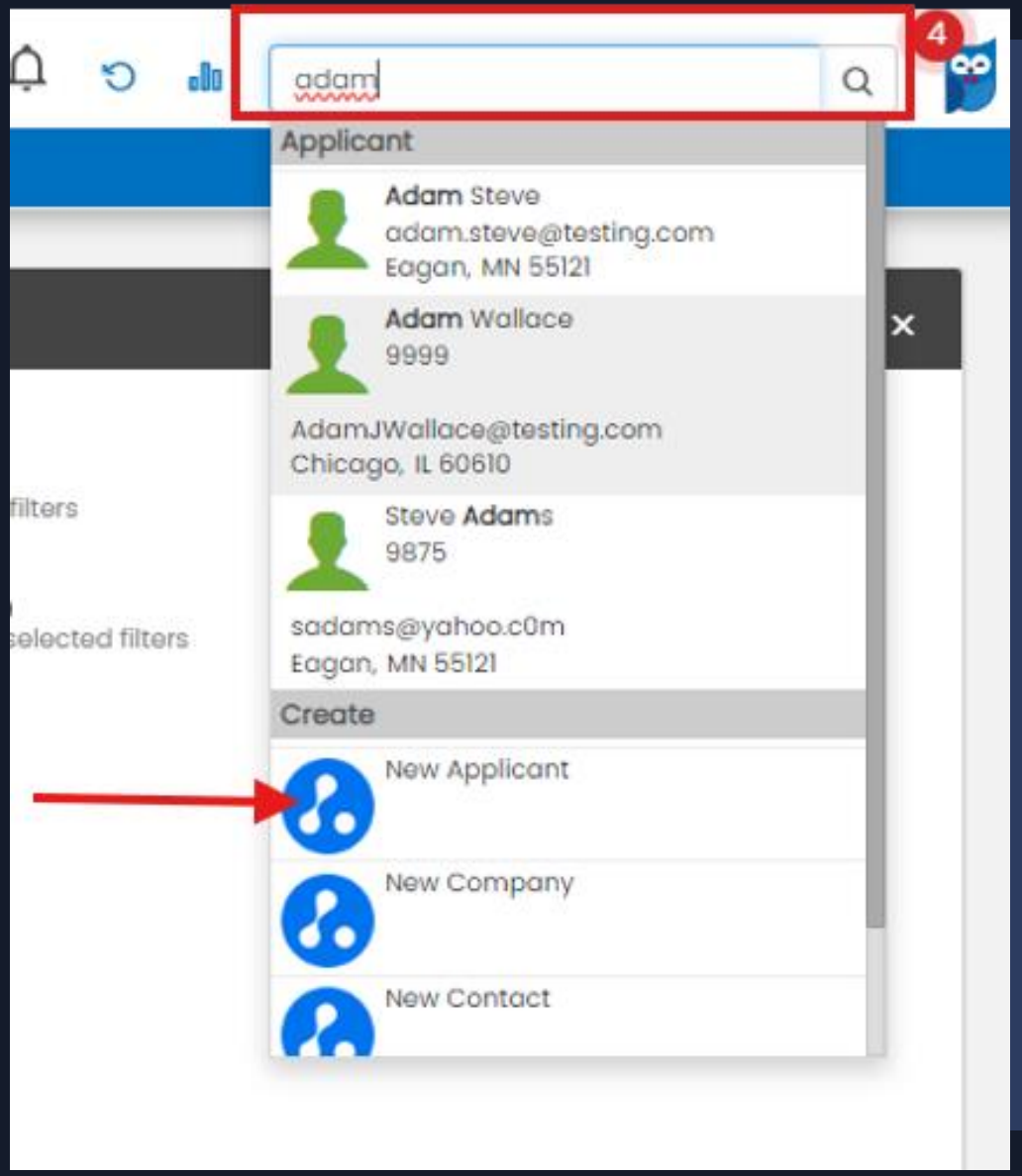
Prevention Best Practices

Best Practices

Basic Search

Before creating a new talent record, search for them in Basic Search.

- Avoid creating a duplicate record
- Ensure that you search for the talent's full name
- Not in the system? Easily create the record



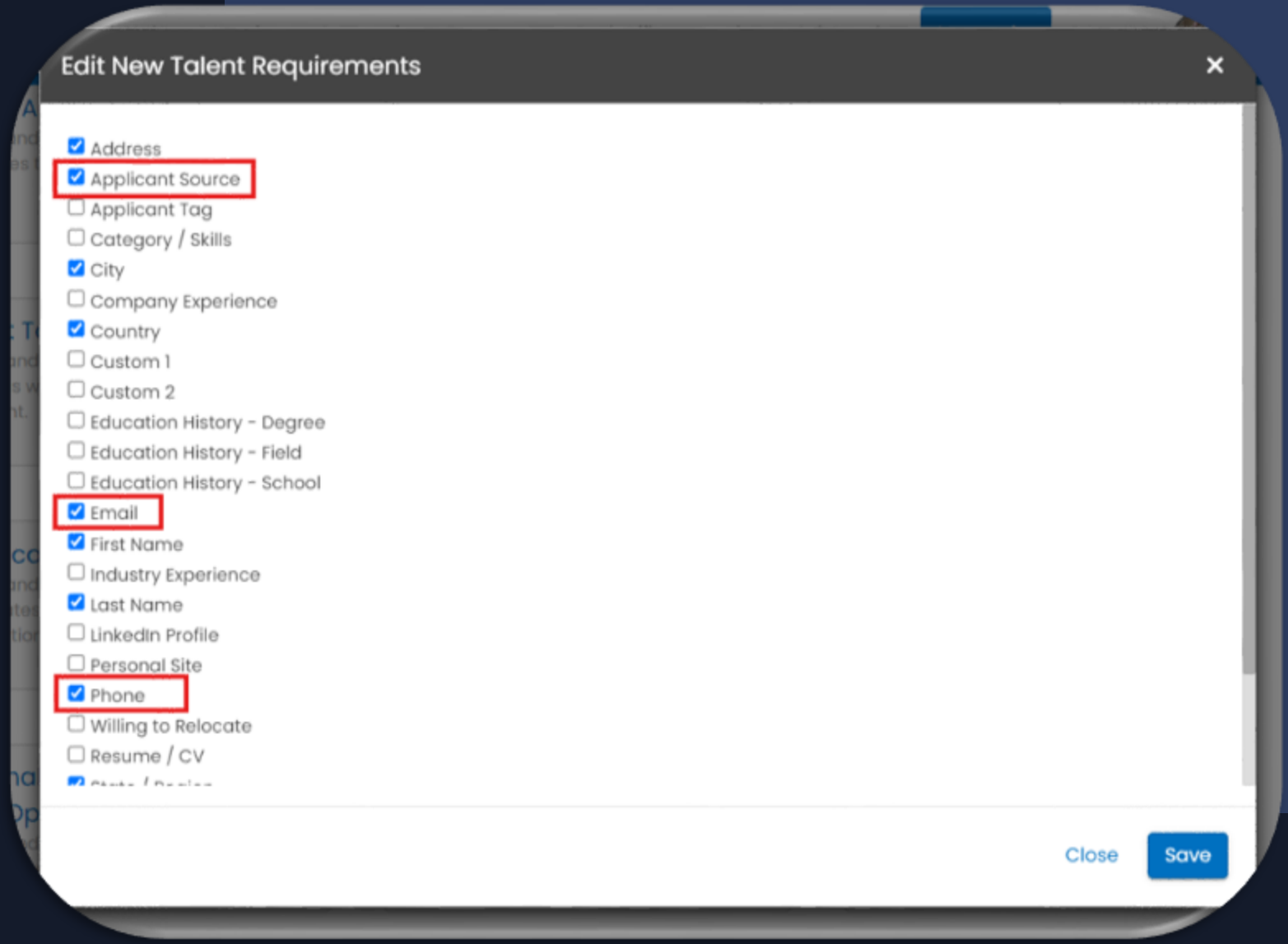
Best Practices

System Default

- Duplicate Check Items
  - Email Address
  - Phone Number
  - SSN

Admin Set-up Best Practice:

- New Talent Requirements:
  1. Email
  2. Phone
  3. Applicant Source



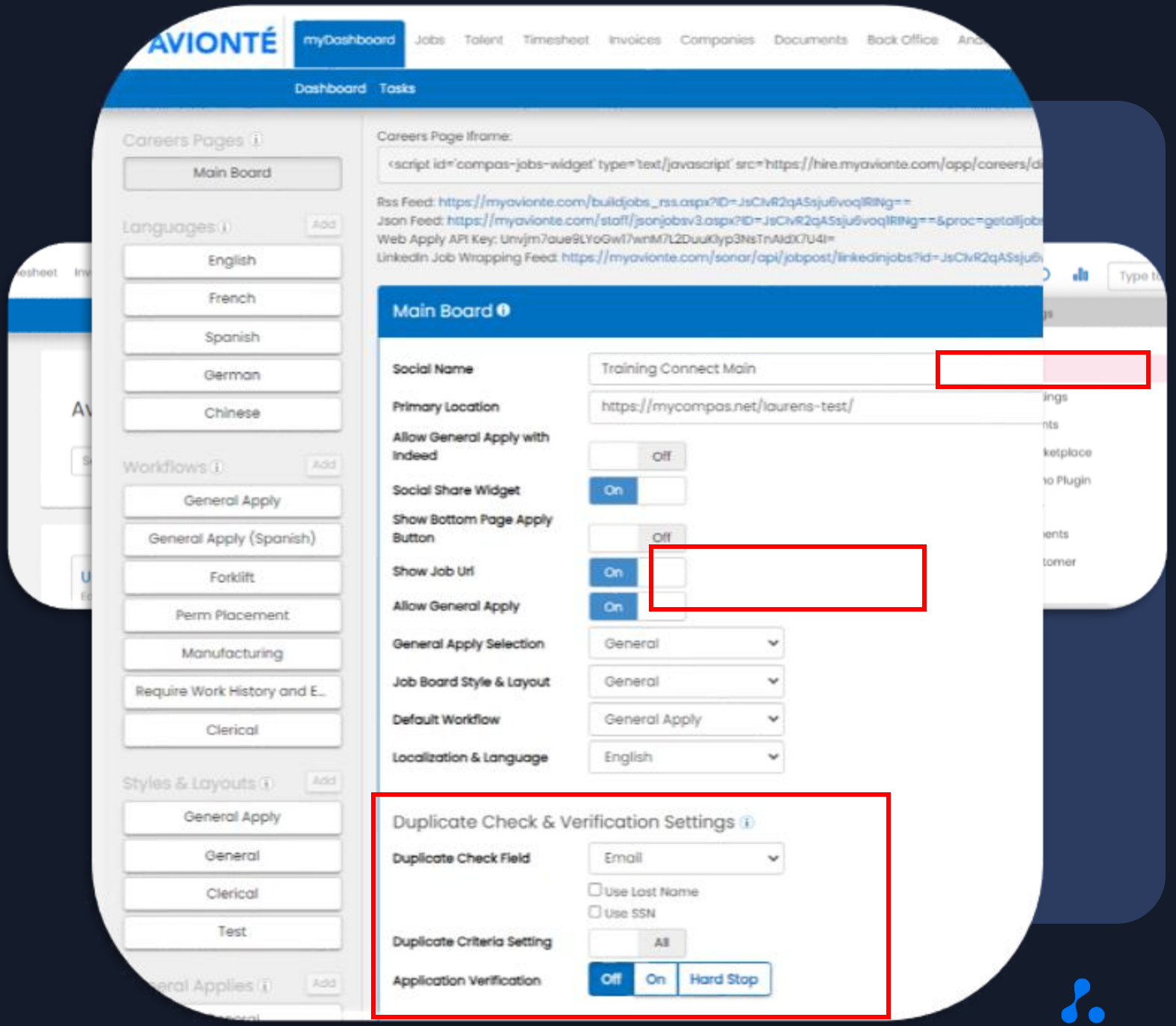
Best Practices

Duplicate Checks

Prevent duplicate profiles from the start

- Online application setup
  - Account & Setting

    Icon > Utilities > Careers Page Editor
  - Duplicate Check & Verification Settings

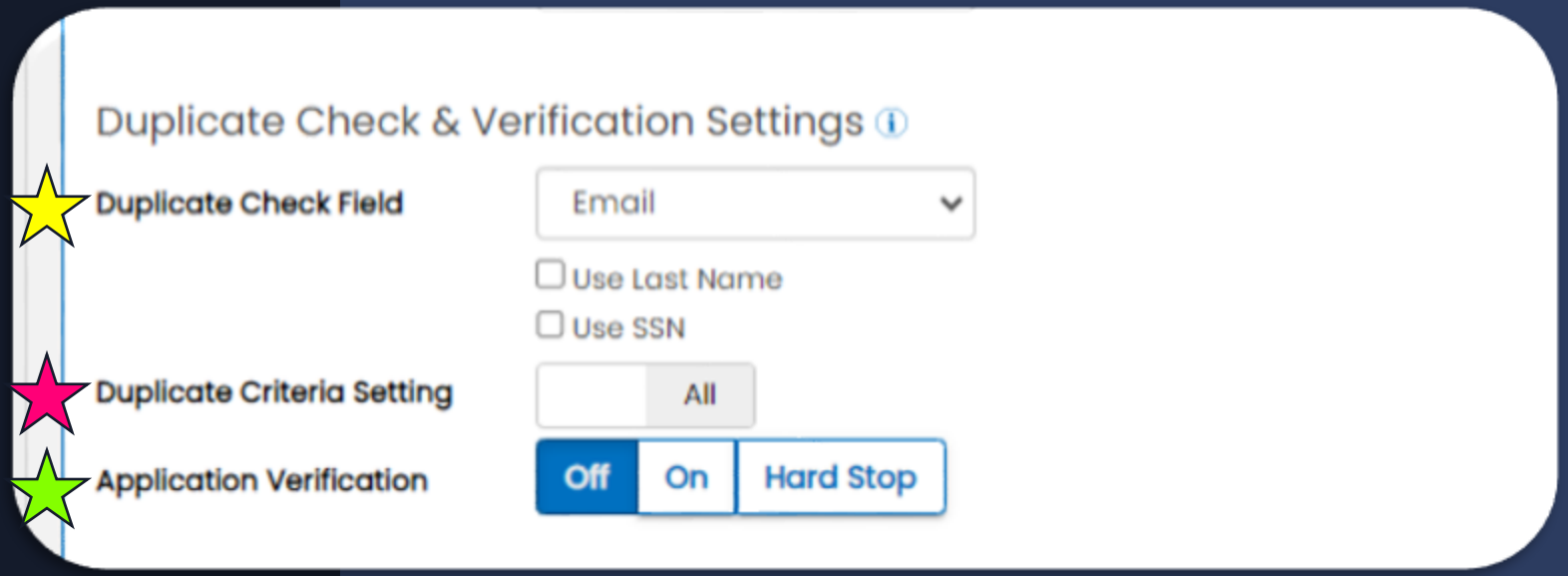


Best Practices

Duplicate Checks

Prevent duplicate profiles from the start

- Online application setup
  - Duplicate Check Fields
    - Email **OR** Mobile
    - Add: Last Name and/or Use SSN
  - Criteria Setting
    - Any
    - All
  - Verification or Hard Stop



Key Takeaways

Initial Clean-Up

Upon returning to the office, review & clean existing data

Polish Your Workflows

Set up requirements for internal staff to maintain clean data

Scheduled Clean-Up

Assign monthly/quarterly clean-up tasks

Using 24/7 App?

Notify Talent to update their work preferences notification settings

Maintain your system to get good talent to work quickly!

KB Articles & Resources

Platform Setup

- New Talent Requirements
- Careers Page Editor

Reports

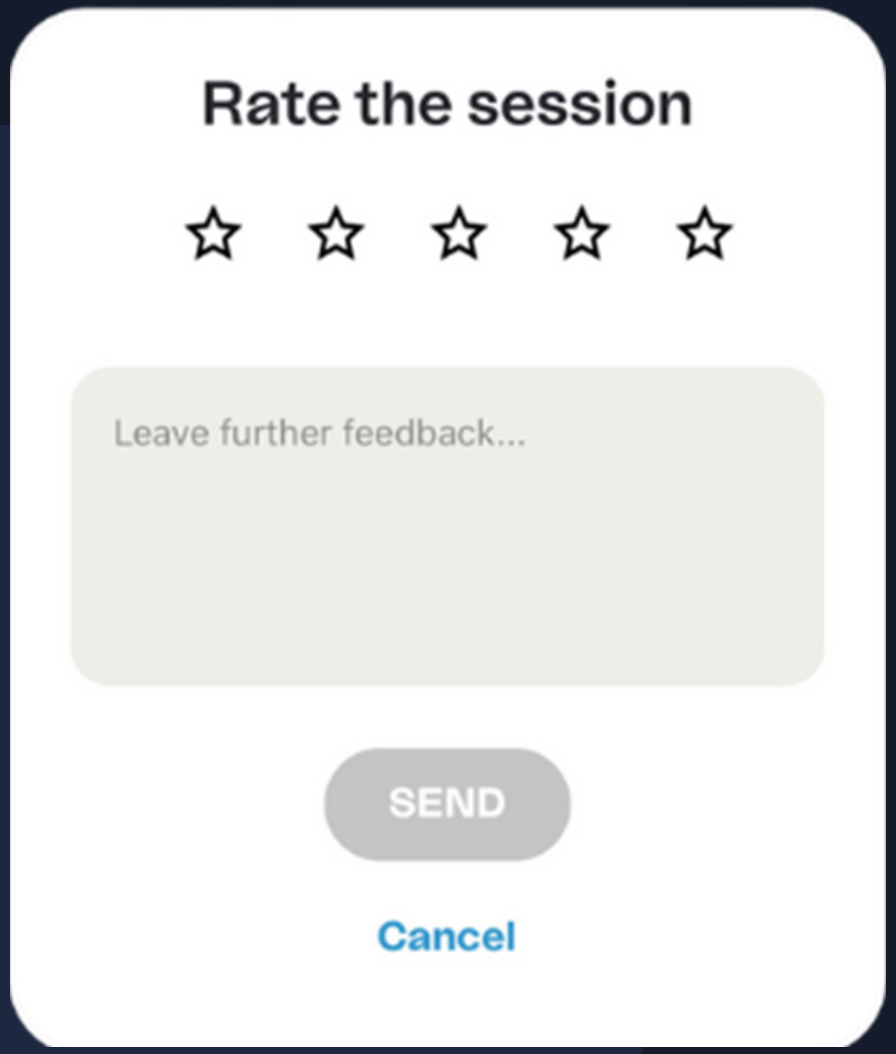
- Duplicate Talent
- Redeploy Summary
- Redeploy Detail
- Standard Reports
- Analyze (INSIGHTS) Reports
- Comprehensive Talent Report
- Candidate Contact Details Report

Additional Tools

- Advanced Talent Search
- Merging Talent
- Mass Actions – All
- Dashboard Widgets

Questions & Answers

Thank You



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