

AVIONTÉ
CONNECT

Mining Your Talent Database

STRATEGIES FOR OPTIMIZING YOUR EXISTING TALENT DATABASE

Meet the Team



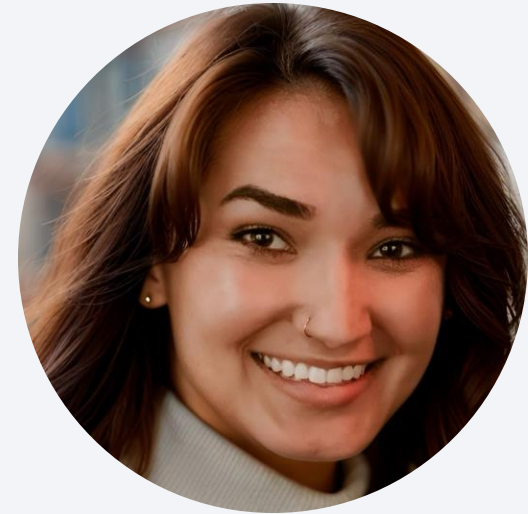
Andy Lavalier

Senior Project Manager,
Team Lead



April Wood

Product Trainer



Malerie Gamblin, M. Ed.

Training Lead



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

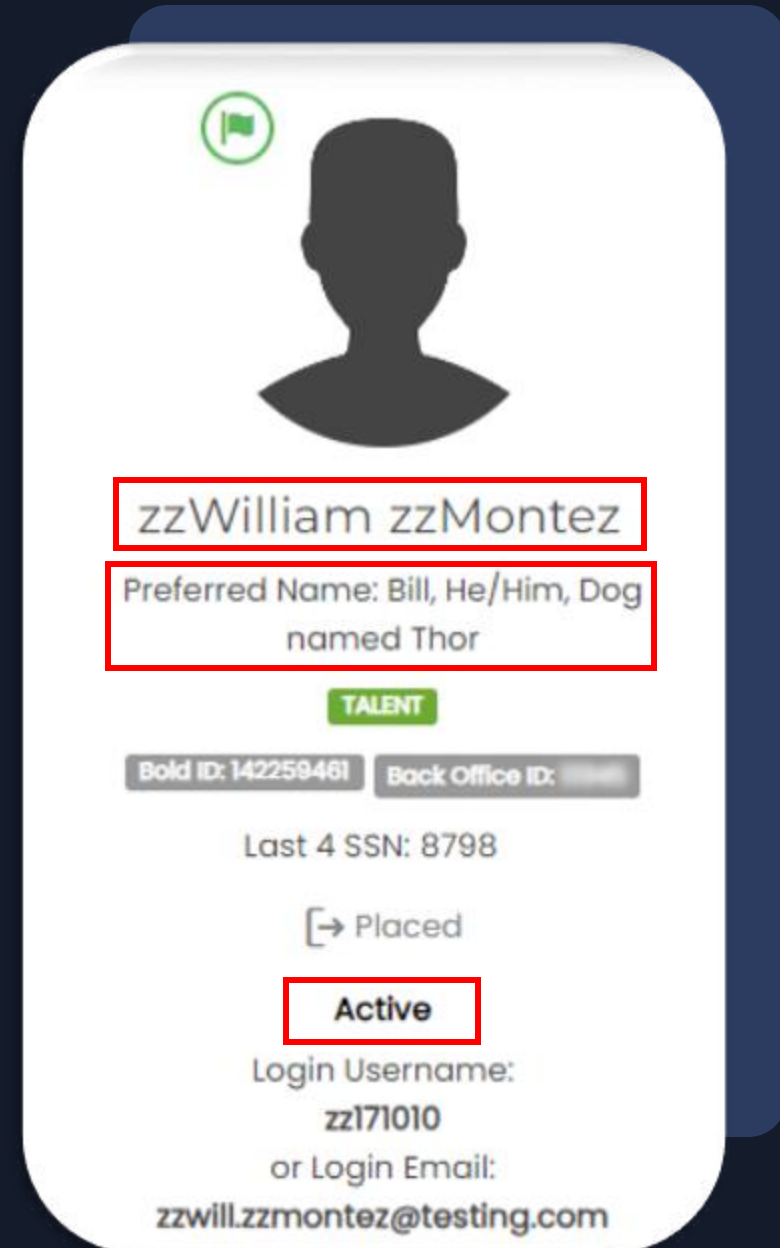
- Displays Legal Name

Headline

- Preferred Name/Nickname
- Pronouns
- Other relational information

Talent Status

- Keep updated based on your workflow



The profile widget displays the following information:

- Legal Name:** zzWilliam zzMontez
- Preferred Name:** Bill, He/Him, Dog named Thor
- Talent Status:** TALENT
- Identifiers:** Bold ID: 142259461, Back Office ID: [redacted]
- SSN:** Last 4 SSN: 8798
- Placement:** [→ Placed
- Active Status:** Active
- Login Information:** Login Username: zz171010, or Login Email: zzwill.zzmontez@testing.com



Clean Data

Contact Information Widget

Contact Information

- Complete all fields
- **Geocode**

Contact Information

✉ zzwill.zzmontez@testing.com

📱 (897) 568-9546



35 34th Street

Eagan, MN 55121

United States of America

Geo: 240371490, County: DAKOTA,
City: EAGAN

✉ Expressed Email Consent:
Not given

📱 Text Message Consent:
No Response



Clean Data


Operational Information Widget

Internal Use Items

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


Operational Information

 Austin Rueda-Pippin


 (Avi Staffing-US) Eagan HQ

 May 17, 2024

 Aug 5, 2024

 May 17, 2024

 50,000.00 - 0.00

 26.00 - 0.00 / hour

 No

 0



Clean Data

Talent Profile Tabs

Add & Maintain Relevant Information

- Searchable data

The screenshot displays a user interface for managing a talent profile. At the top, a horizontal navigation bar contains several tabs: Documents, Tags, Resume, Activities, Screenings, Results, Certificates, Onboarding, Education, Work Histo..., and Tax. The 'Documents' tab is highlighted with a red rectangular border. Below the navigation bar, there are several input fields and buttons for document management:

- Expiration Date:** A dropdown menu with 'Optional' selected.
- Document Privacy:** Two buttons, 'Public' (highlighted in blue) and 'Private'.
- Document Type:** A dropdown menu with 'Standard' selected.
- Employer:** A dropdown menu with 'None' selected.
- Upload Document:** A button with an upward arrow icon.

Below these fields, there is a section for 'Talent Documents' with a checkbox that is currently unchecked. Below the checkbox, a message reads 'No documents found.' with a pencil icon.

Below the 'Talent Documents' section, there is a section for 'Tax Withholding Forms' with a message that reads 'No Symmetry Forms have been completed.' with a pencil icon.



Clean Data

Talent Tags

Talent Status

- Position Category/Skill
- Additional Configured Tags

The screenshot shows a 'Tags' tab in a software interface. At the top, there are navigation tabs: Resume, Education, Work History, Onboarding, Tax, Documents, and Tags (which is highlighted with a red box). Below the navigation, there are two main sections. The first section has two dropdown menus: 'Position Category:' and 'Skill Set:'. Both are currently set to 'Nothing selected'. Below these are two selected tags: 'Industrial: Assembly' and 'Warehouse: General Ware...', each with a red 'X' icon to remove it. The second section has two dropdown menus: 'Talent Tags:' and 'Details:'. Both are currently set to 'Nothing selected'. Below these are two selected tags: 'Shift Preference: 3rd' and 'Transportation: Bus Route...', each with a red 'X' icon to remove it. The entire interface is shown within a rounded rectangular frame.



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 Summary Report

Saved Filters - [icon]

Division	Region	Office	User	# of Talent Starts	# of Talent Redeploys	Starts to Redeploy Ratio	# of Total Redeploy Eligible	# of Redeploy Eligible
Avi Staffing	US	Austin	Jen Nadler	2	1	50.00%	0	0
Avi Staffing	US	Eagan HQ		0	0	0.00%	0	0
Avi Staffing	US	Eagan HQ	Aaron Arrington	13	2	15.38%	0	0
Avi Staffing	US	Eagan HQ	Alexander Pine	1	0	0.00%	0	0
Avi Staffing	US	Eagan HQ	Becky Fox	2	0	0.00%	0	0
Avi Staffing	US	Eagan HQ	Bethany Bell	4	2	50.00%	0	0
Avi Staffing	US	Eagan HQ	Jen Nadler	24	5	20.83%	0	0
Avi Staffing	US	Eagan HQ	Josh Payne	46	16	34.78%	0	0
Avi Staffing	US	Eagan HQ	Lauren Hoen	3	0	0.00%	0	0
Avi Staffing	US	Eagan HQ	Nancy Singer	16	3	18.75%	0	0
Avi Staffing	US	Eagan HQ	Peggy Testing	4	0	0.00%	0	0
Avi Staffing	US	Eagan HQ	Sonya Shearer	1	0	0.00%	0	0
Avi Staffing	US	Eagan HQ	Tiara Smith	2	0	0.00%	0	0
Avi Staffing	US	Eagan HQ	Training Team	3	0	0.00%	0	0
Avi Staffing	US	San Francisco	Sonya Shearer	1	0	0.00%	0	0
Internal	US	Minneapolis	Debbie Smith	1	0	0.00%	0	0

Report Filters

Division: All

Region: All

Office: All

HCM User: All

Redeployment Days Gap: 365

Group By: User

Date From: Select Date

Date To: Select Date

Date Range: Last Year

Run Report



Redeploy Detail Report

Division	Region	Office	User	Talent Name	Talent Created Date	Redeploy Eligible	Days Redeploy Elig	Days Until Redeploy	Number of total Red	Number of total Dep	Current Job
Avi Staffing	US	Austin	Jen Nadler	Adma Medton	04/01/2023	Yes	295		2		JN6508544
Avi Staffing	US	Eagan HQ	Lauren Haen	Doenerys Targaryen	09/06/2019	Yes	237		1		LH0644668
Avi Staffing	US	Eagan HQ	Bethany Bell	Arya Stark	09/06/2019	Yes	237		4		BF41781496
Avi Staffing	US	Eagan HQ		Diana Hemmings	02/04/2020	Yes	330		2		TT737951472
Avi Staffing	US	Eagan HQ	Lauren Haen	Finn Johnson	02/20/2020	Yes	295		1		LH067362192
Avi Staffing	US	Eagan HQ		Julian Dobbs	03/25/2020	Yes	330		1		JP887741210
Avi Staffing	US	Eagan HQ	Aaron Arrington	Eric Shodley	12/02/2020	Yes	295		1		JN96188675
Avi Staffing	US	Eagan HQ		Andy Fellows	12/30/2021	Yes	330		1		JP887741210
Avi Staffing	US	Eagan HQ	Aaron Arrington	Clark Kent	06/20/2022	Yes	348		1		MR49968895
Avi Staffing	US	Eagan HQ	Josh Payne	zzRonald zzMcDonald	09/26/2022	Yes	330		2		JP88723382
Avi Staffing	US	Eagan HQ	Josh Payne	zzTony zzTree	09/27/2022	Yes	437		1	2	JN877641110
Avi Staffing	US	Eagan HQ	Becky Fox	zzDanny zzJones	11/03/2022	Yes	330			3	JP887741210
Avi Staffing	US	Eagan HQ	Josh Payne	zzJulie zzJuniper	12/01/2022	Yes	330			1	JP88723382
Avi Staffing	US	Eagan HQ	Nancy Singer	zzMarty zzMaple	12/13/2022	Yes	344			6	JN877641110
Avi Staffing	US	Eagan HQ	Nancy Singer	zzDominic zzOreta	01/10/2023	Yes	530		3	4	JP74821722
Avi Staffing	US	Eagan HQ	Aaron Arrington	zzBenny zzYesOT	01/10/2023	Yes	530		2	2	JN877641110
Avi Staffing	US	Eagan HQ	Nancy Singer	zzOwen zzOak	01/19/2023	Yes	508			1	JN8117818
Avi Staffing	US	Eagan HQ	Aaron Arrington	Sara Smith	02/02/2023	Yes	470			1	LH0685821
Avi Staffing	US	Eagan HQ		Cayla Sue	02/09/2023	Yes	488			1	JP54892928
Avi Staffing	US	Eagan HQ	Bethany Bell	zzWalter zzWalnut	02/14/2023	Yes	344			4	JN84926532
Avi Staffing	US	Eagan HQ	Jen Nadler	Sofy Taxi	03/17/2023	Yes	508			1	JN8117818
Avi Staffing	US	Eagan HQ	Jen Nadler	Piper Taxi	03/17/2023	Yes	508			1	JN8117818
Avi Staffing	US	Eagan HQ	Bethany Bell	zzWhitney zzWillow	04/06/2023	Yes	429			1	JP23727345
Avi Staffing	US	Eagan HQ	Training Team	zzWilma zzWillow	05/09/2023	Yes	344			1	JN41860158
Avi Staffing	US	Eagan HQ	Nancy Singer	zzStacey zzSmith	06/08/2023	Yes	377			1	JN33972667
Avi Staffing	US	Eagan HQ		zzSarah zzLily	06/13/2023	Yes	358			1	JN48039368

Report Filters

Division: All

Region: All

Office: All

Talent Name: %

Redeploy Eligible: Yes

Redeployment Days Gap: 60

Group By: User

Date From: Select Date

Date To: Select Date

Date Range: Last Year

Run 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

Report Filters

Show Duplicate By
SSN

Include Archive Records
Yes

Date Type
Talent Created Date

Date From
Select Date

Date To
Select Date

Date Range
None

myDashboard Jobs Talent Timesheet Invoices Companies Documents Back Office **Analyze** Sub Vendors Automation

Reports

Duplicate Talent Report Talent Employer, Talent Offi Saved Filters

Talent Empl	Talent Office	Talent ID	Talent	Talent SSN	Talent Statu	Talent Addr	Talent Addr	Talent City	Talent State	Talent Zip C	Talent Coun	Talent Email	Talent Emv
Avi Staffing	Eagan HQ	93775040	Blue Smith	xxx-xx-2748	Online Appli	456 2nd St		Saint Paul	MN	55107	United State	bluesmith@testing.co	
Avi Staffing	Eagan HQ	121267126	ZZKalli ZZWe	xxx-xx-4684	Online Appli	456 2nd St		Eagan	MN	55121	United State	bluesmith@testing.co	

Total Items: 2

1 / 500

Export To Excel



Merging Duplicate Talent Records

Navigate to
Talent Tab:

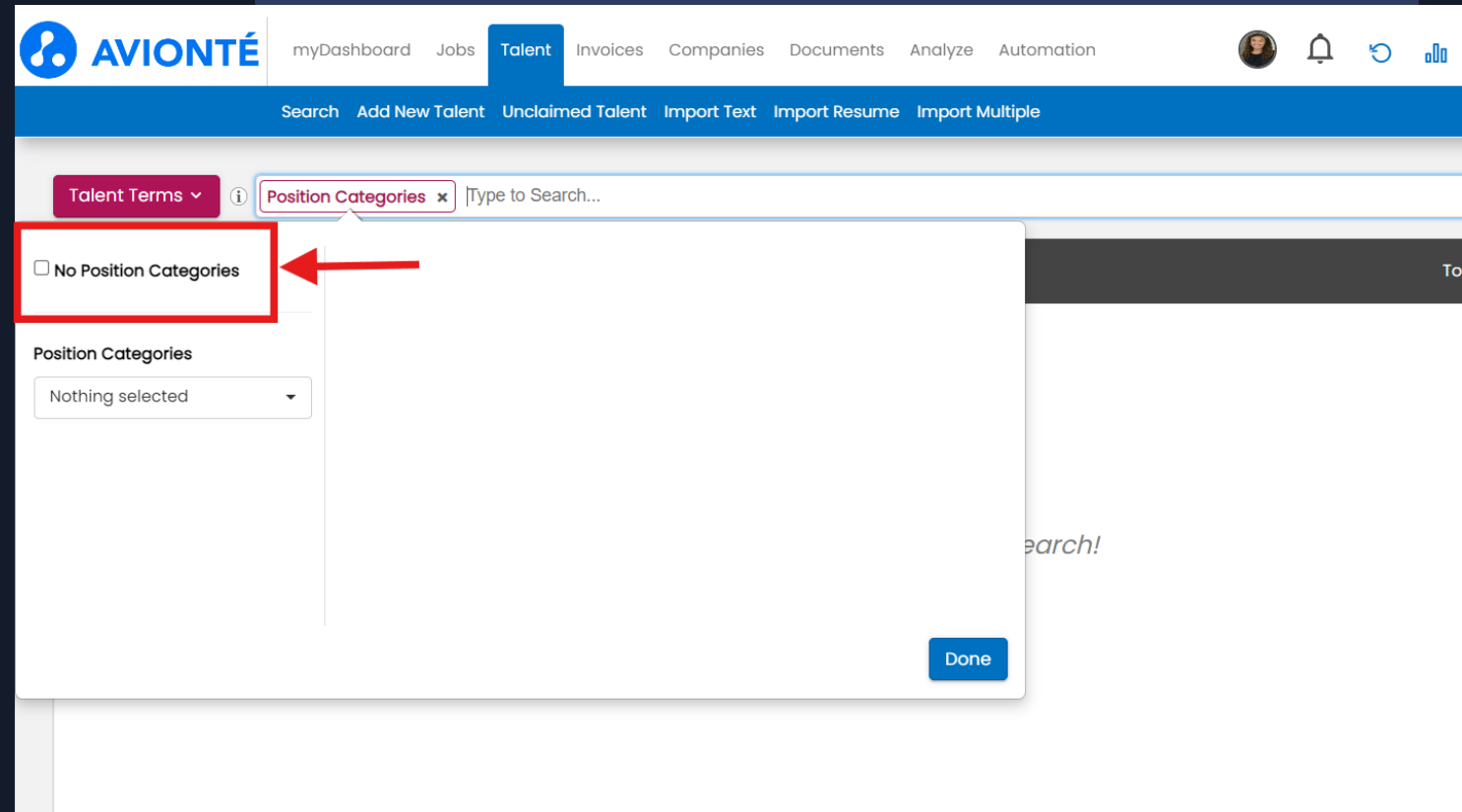
1. Sort from
Ascending to
Descending
2. Check off the
talent you
need to
update
3. Click Mass
Action in
bottom right
of screen,
Merge Talent



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”

The screenshot displays the AVIONTÉ web application interface. The top navigation bar includes the AVIONTÉ logo, a search bar with the placeholder text "Type to search", and several menu items: myDashboard, Jobs, Talent (highlighted with a hand cursor), Invoices, Companies, Documents, Analyze, and Automation. Below the navigation bar, there is a secondary menu with options: Search, Add New Talent, Unclaimed Talent, Import Text, Import Resume, and Import Multiple. The main content area features a search bar with a dropdown menu for "Talent Terms" and a search button. Below the search bar, the "Talent Search Results" section is visible, showing a large empty area with the text "Ready, Set, Search!". On the right side of the results section, there are two statistics: "Total ATS Population: 875" and "Talent Ownership: 6". The URL at the bottom of the page is <https://trainingconnect.myavionte.com/app/#/applicants>.



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"

The screenshot displays the AVIONTÉ Talent Search interface. The top navigation bar includes the AVIONTÉ logo, a search bar with the placeholder text "Type to search", and several utility icons. Below the navigation bar, a secondary menu contains options like "Search", "Add New Talent", "Unclaimed Talent", "Import Text", "Import Resume", and "Import Multiple". The main content area features a search bar with a dropdown menu for "Talent Terms" and a search button. Below the search bar, the text "Talent Search Results" is displayed, along with statistics for "Total ATS Population: 869" and "Talent Ownership: 6". The central area of the page is mostly blank, with the text "Ready, Set, Search!" centered in the middle.



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



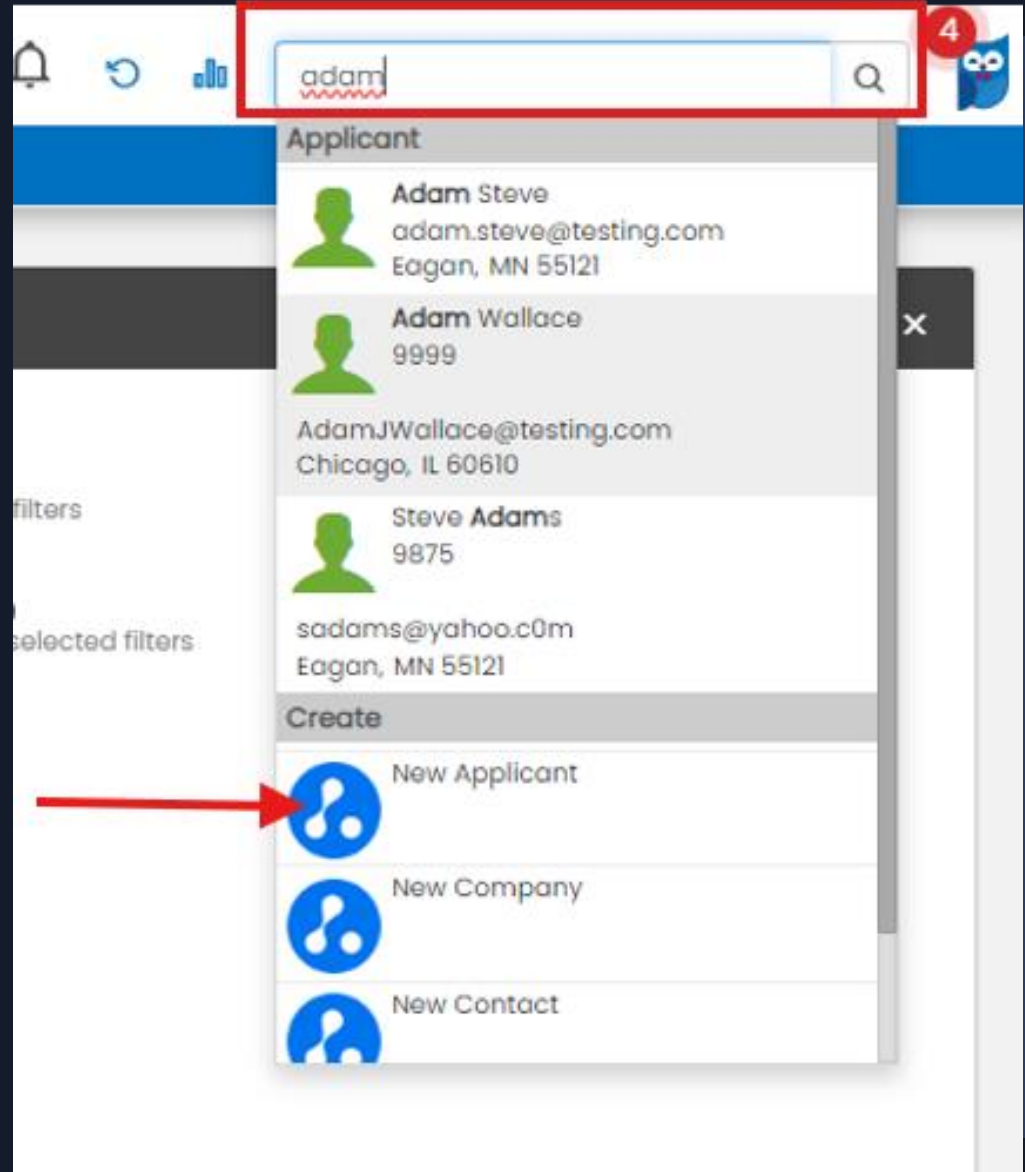
Prevention Best Practices

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

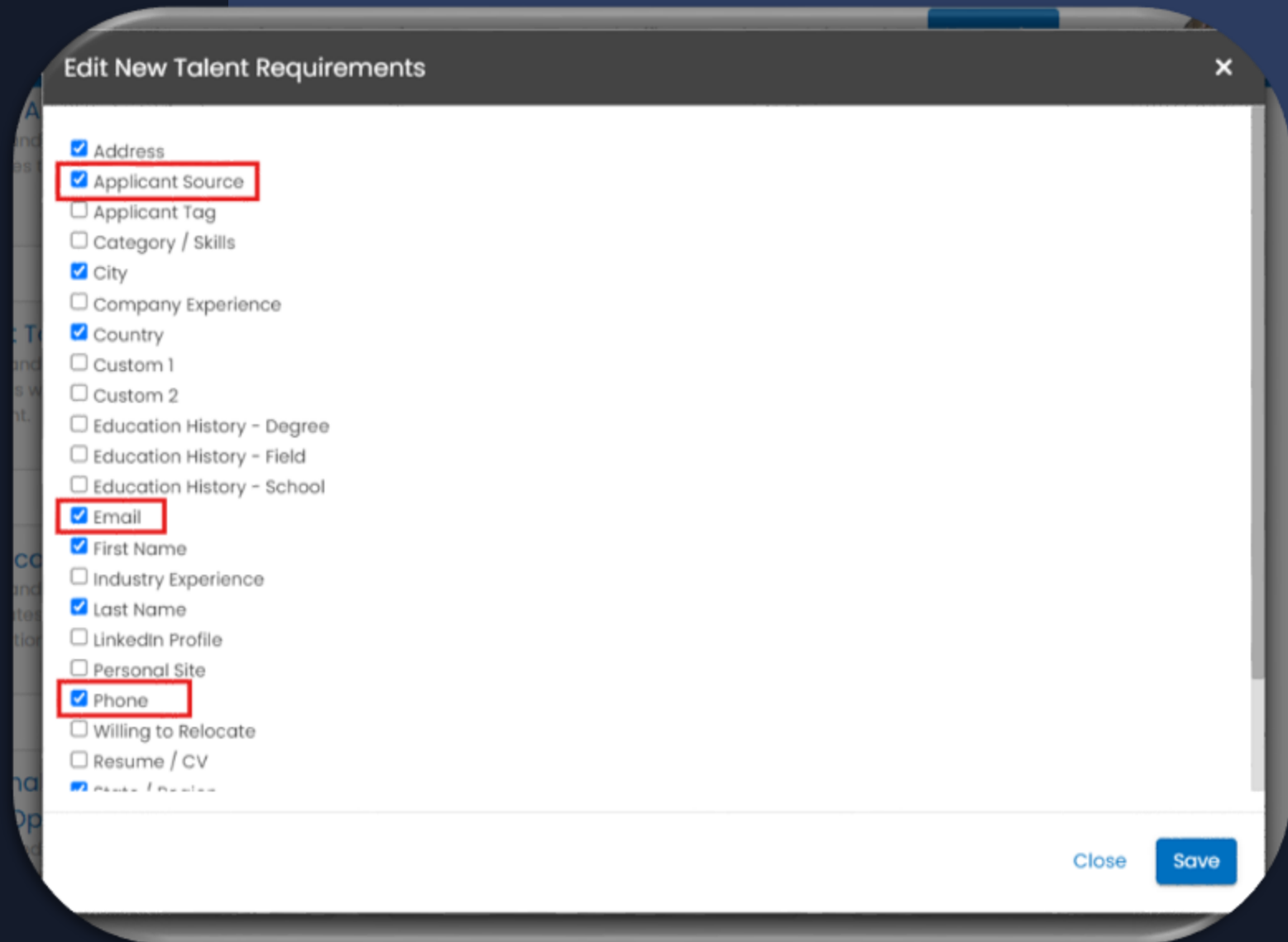


System Default

- 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

The screenshot displays the 'myDashboard' interface for 'AVIONTÉ'. The main content area is titled 'Main Board' and shows settings for a profile named 'Training Connect Main'. The 'Duplicate Check & Verification Settings' section is highlighted with a red box and contains the following configuration:

- Duplicate Check Field:** Email
- Use Last Name:**
- Use SSN:**
- Duplicate Criteria Setting:** All
- Application Verification:** Off

Other visible settings include 'Social Name' (Training Connect Main), 'Primary Location' (https://mycompas.net/laurens-test/), and various application workflow options like 'Social Share Widget' (On) and 'Show Job Url' (On).



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

Duplicate Check & Verification Settings ⓘ

★ Duplicate Check Field

Use Last Name

Use SSN

★ Duplicate Criteria Setting

★ Application Verification



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

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- Select the Agenda tab from the main screen
- Locate this session by Name, Date and Time
- Rate the session
- Optional to leave further feedback

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