**Resume Parsing-**

* Team members must upload each and every resume that they receive from different job boards like Dice, Monster, Indeed, CB, Clearance Jobs, US Tech Vets, ZipRecruiter, Workforce Portals, LinkedIn, and Referrals.
* Team members should upload these resumes on a real-time basis. They should mention the source from which they got the resume.
* Team members should always check if the resumes are in Word format. If not, they should convert it and then upload it on Ciepal.
* Team members should always select the most recent resume as the "default one" to ease the process.
* Also, there is a predefined process for parsing resumes that we receive from Clearance Jobs or doing the bulk parsing that we need to follow.