

### Microsoft Word Plug In

Say goodbye to copy and paste. With CEIPAL's Microsoft Word Plug In, recruiters can automatically transfer resume data from Word to their ATS. The feature parses all information from your candidate's resume, creates a new profile within CEIPAL, or updates an existing profile with any new information. The result is no manual data entry, a smoother workflow, and better data management.

## How does it work?

### Immediately transfer data.

You don't even need to click "upload." From inside Microsoft Word, the CEIPAL platform will parse your candidate's resume and transfer all information into its system.

### Eliminate duplicates.

Use intelligent automation. The CEIPAL integration will ask if you need to create a new candidate profile, or update an old one, so you never need to worry about duplicate resumes.

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	ails		- 🗆 X				
	Casey	Job Title	Big Data Hadoop Developer				
Middle Name		Total Experience	13 ~				
Last Name	Stewart	Work Authorization	GC-EAD ~				
Email Address •	casey.s@gmail.com	Address					
Email Address1		City	NYC				
Expected Pay	USD v 55 Hourly v C2C v	Country	United States ~				
Skype ID		State	New York 🗸				
Mobile Number *	9398383883	Pincode	10001				
		C 179 - Big Data H	Casey Stewart 🔏 Hadoop Developer				
		Documents Casey-stewart-2020resume.doc ⊘ Resume   06/22/20 09:06:00					

# How do I set it up?

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Go to Quick Links and select MS Word





Download and install the plugin to your computer

#### for CEIPAL

tion with Outlook and Office 365 plugins ags messages from both the platforms to the candidate in your CEIPAL ATS (and vice dbye to switching between your inbox and agy hello to productivity. View full email ttachments, and quickly find everyone you ir ATS. The new Import Applicant feature a to easily parse a candidate's resume from ment.





Open Microsoft Word and click the **CEIPAL** tab

File	Home	Insert	Design	Layout	References	Mailings	Review	View CEIF	AL	Help	🗘 Tell me	A Share
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#### Enter your **CEIPAL login credentials**





Open a resume in Word, double-check any last minute details, and watch your applicant appear in the platform!

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pri Applica	Middle Name		Total Experience	13	~	
Surender Tiwar	Last Name	Tiwar	Work Authorization	GC-EAD	~	
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Summary:	Email Address1		City	NIC		
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<ul> <li>Capable of processi</li> <li>Able to assess busin</li> <li>Experience in Work</li> </ul>		Add as a resume     Add as a default resume     None				