

# 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.

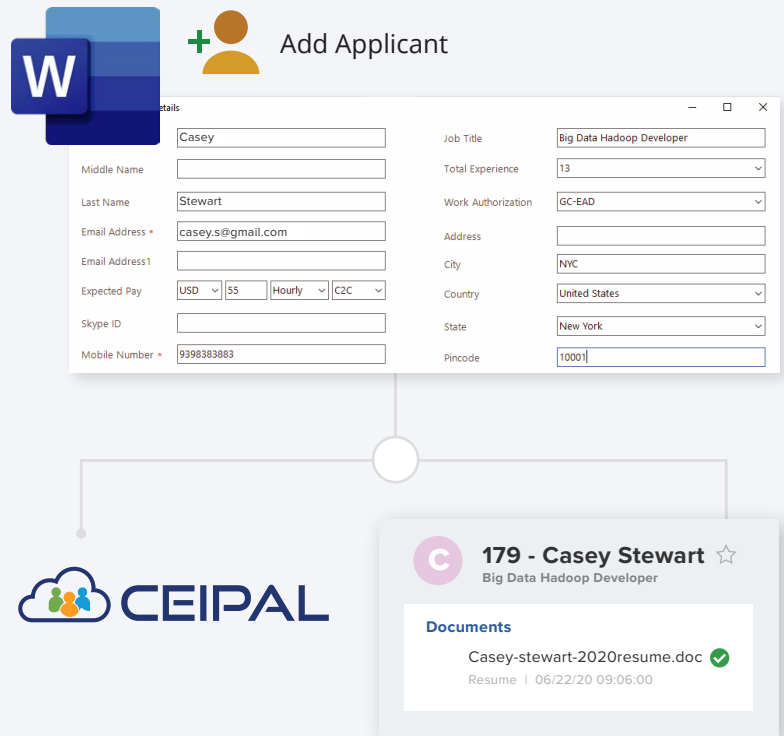
## How does it work?

### 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.

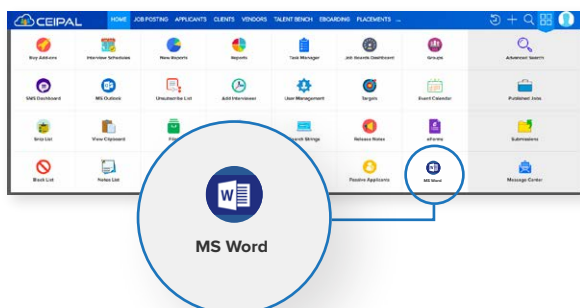
### Eliminate duplicates.

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.



## How do I set it up?

- 1 Go to **Quick Links** and select **MS Word**



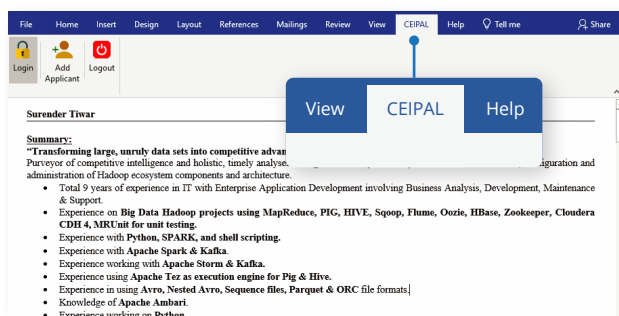
- 2 Download and install the plugin to your computer

### for CEIPAL

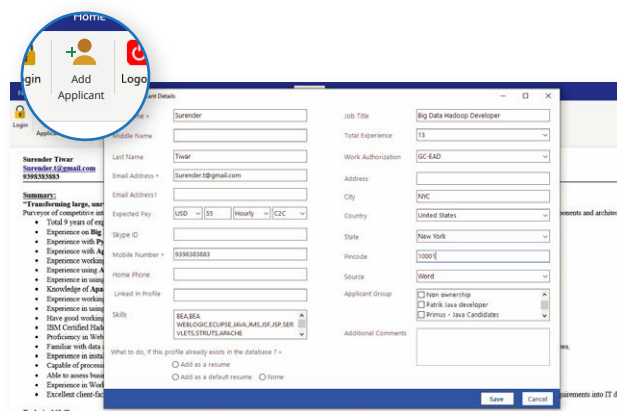
Integration with Outlook and Office 365 plugins syncs messages from both the platforms to the candidate in your CEIPAL ATS (and vice versa) to switching between your inbox and say hello to productivity. View full email attachments, and quickly find everyone you need in your ATS. The new Import Applicant feature allows you to easily parse a candidate's resume from Word.



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



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



**4** Enter your **CEIPAL** login credentials

