

Resume Explorer User Guide





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Introduction

Welcome to blujin Resume Explorer. We are grateful that you have chosen to use the world's most precise resume screening platform, and we are always available to help you with any questions or issues you may have.

You can always get help by emailing info@bluin.com.

This User Guide will describe every aspect of using the Resume Explorer. If you wish to focus on a specific topic, simply go to the Table of Contents and click on the section that you are interested in.

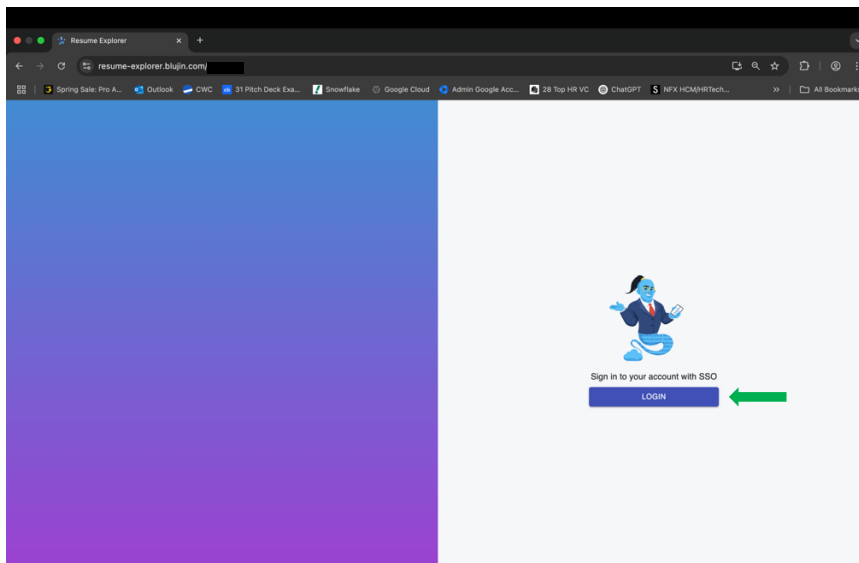
Good luck and don't forget we are here to help.

Logging In

To login to the blujin Resume Explorer you will go to the URL that blujin provided to you when you were first setup.

Simply type that URL into your browser address bar or select it from your bookmarks if you have bookmarked the site. The URL will look like. – resume explorer.blujin.com/[your_client_name](#)

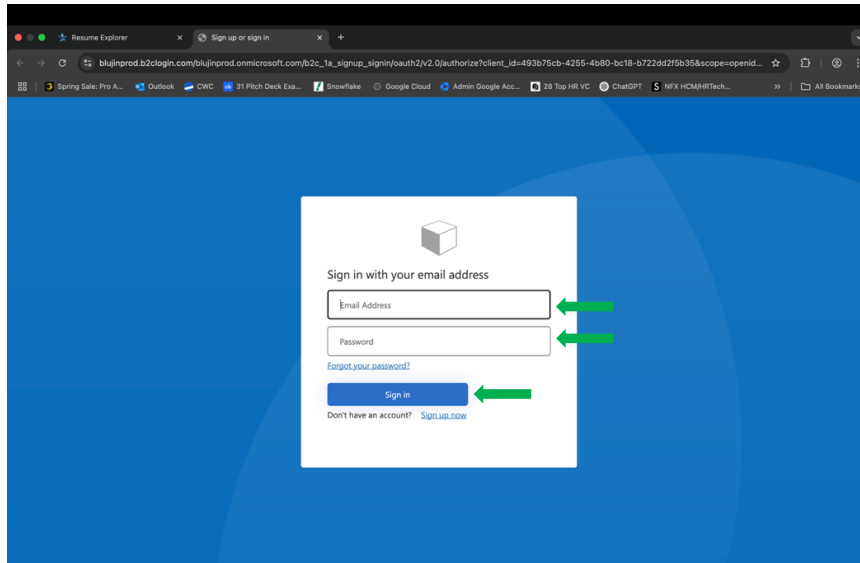
If all is running properly the screen below with the Login button will appear. Press the Login button.





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The Login Credentials Screen will appear. Type in your email address and your password and then click the Sign in button



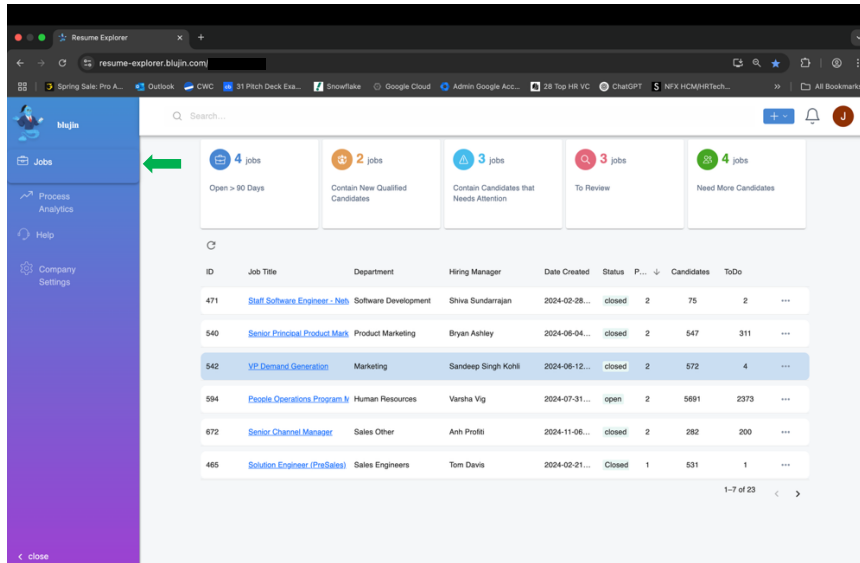
If all is well the Job Page for your organization will be displayed.



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The Jobs Page

The Jobs Page is the Landing Page that is displayed when you first login. You can also return to the Jobs Page by clicking on the Jobs button in the left-hand Navigation Bar.



The Jobs page for your organization will show the list of jobs that the User who logged in has permission to access. Access to a job is granted to a user and displayed on this page if the user Added the job to the Resume Explorer themselves or if the User was added as a Collaborator on that job in Resume Explorer.

Adding Jobs

In this section we outline how a user can add a job to the Resume Explorer. Adding a job will allow the User to view all the components of the job (i.e. Job Description, Profiles, and Resumes) and to take actions in the job.

A user can add a job to their Resume Explorer environment in three ways: manually, from a file, or through the ATS (Applicant Tracking System).

Adding a Job Manually

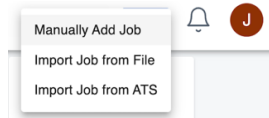
You can add a job Manually by clicking on the “plus sign” in the Blue Rectangular box in the upper right of the Jobs Page



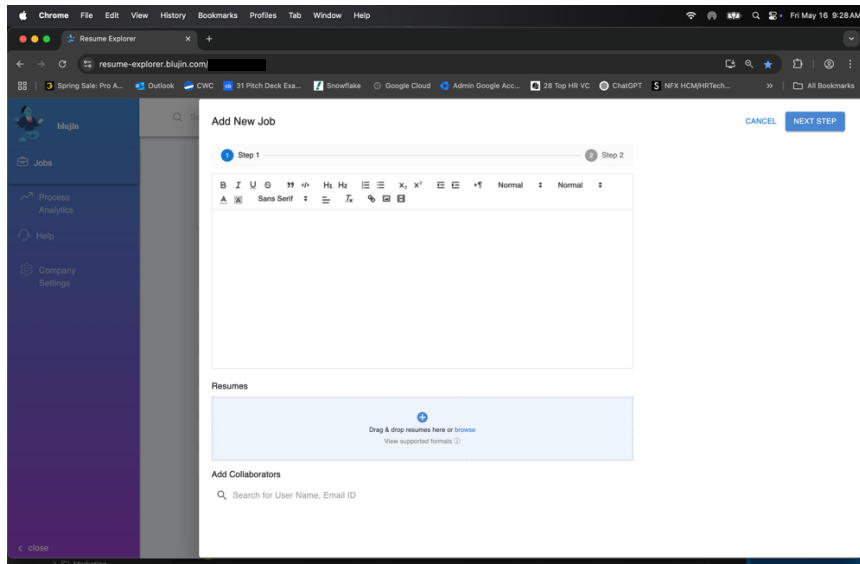
and then click on the “Manually Add Job” button in the drop-down menu that appears.



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If all has gone well the Add New Job page depicted below will appear.



There are three things you can do when adding a job:

First, you can type in the Job Description using the text editor at the top of the screen.

Second, you can either drag Resumes into the blue box just below the text editor or click on the “plus sign” in the dark blue circle in the light blue box and that will open a file-picker so you can select any number of resumes to add to the job.

Third, you can add Collaborators in the section at the bottom of the screen.

- If you start to type in the name of potential collaborators in your organization, Resume Explorer will bring up a list of available coworkers that you can simply select.
- You will also be able to add collaborators in other places as you work with the job.

Adding a Job from a File

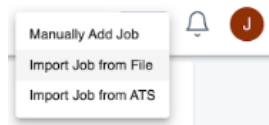
You can add a job from Files by clicking on the “plus sign” in the Blue Rectangular box in the upper right of the Jobs Page



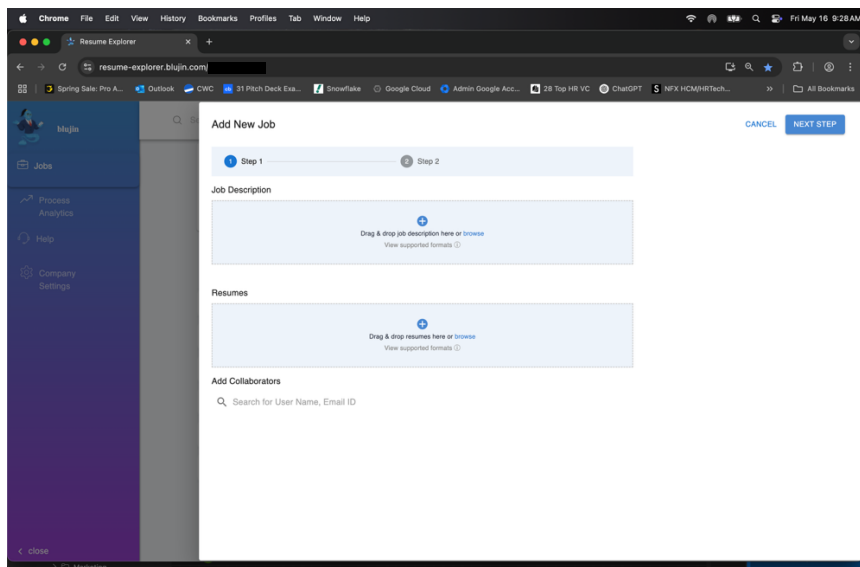


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and then click on the “Import Job from File” button in the drop-down menu that appears.



If all has gone well the Add New Job page depicted below will appear. This page is a little different than the manual page. Here you can drag a job description in either Microsoft Word or Adobe PDF format into the upper light blue box or click on the “plus sign” in the dark blue circle in the light blue box to open a file-picker and you can go to any folder on your computer and select a file that contains the Job Description.



Similarly, you can add any number of Resumes from files on your computer. They can also be in either Microsoft Word or Adobe PDF format.

Also, you can Add Collaborators in the area at the bottom of the screen. If you start to type in a name in that search bar, Resume Explorer will open a list of your coworkers that you can select to be collaborators.

Adding a Job from the ATS (Applicant Tracking System)

The simplest way to add a job is from your ATS.

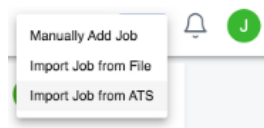
You can add a job from your ATS by clicking on the “plus sign” in the Blue Rectangular box in the upper right of the Jobs Page



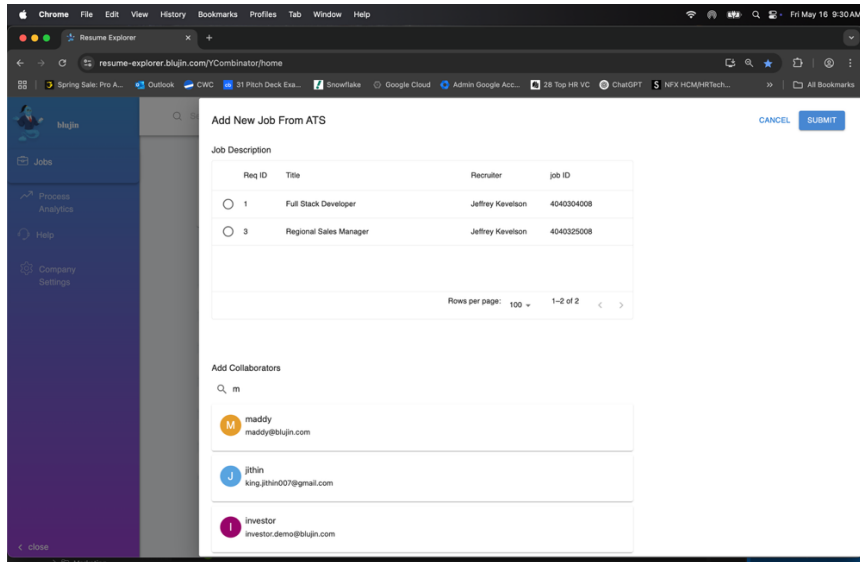


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and then click on the “Import Job from ATS” button in the drop-down menu that appears.



If all has gone well the Add New Job From ATS page depicted below will appear.



In the section at the top labeled Job Description the Resume Explorer will show you a list of just the jobs that you have permission to see in your ATS and that you have NOT YET loaded to Resume Explorer. Just select the radio button next to the Job you wish to add to the system and Resume Explorer will get be ready to get that Job Description as well as all the candidate resumes in that job in your ATS.

Resume Explorer will continue to get the resumes as they continue to arrive in your ATS for as long as the job is open / posted.

Then move to the bottom of the screen to Add Collaborators.

As you type in the name of a potential collaborator Resue Explorer will show you a list of coworkers that seem to match so that you can select one as a collaborator. You can repeat the process to select others.



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Adding Collaborators

Adding Collaborators When Creating a Job

Adding collaborators on a job is very easy and can be done from several places. They can be specified when using any of the three ways of Adding Jobs (i.e. Manually, From Files, or From The ATS).

In the lower part of each of these three pages you can specify the collaborators for that job.

If you did not create a job or get added as a collaborator then you will not have access or even see the job when you log into Resume Explorer. It will not be in the Jobs list on the Jobs screen and you will not be able to do anything with those jobs.

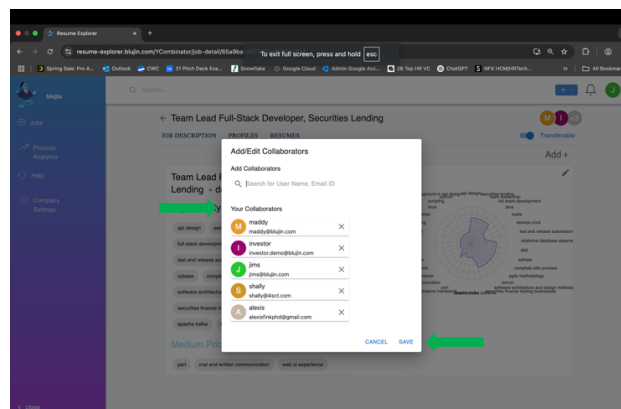
However, if you are a collaborator, on a job, you will be able to view the job, add or edit profiles, and review all candidates and take actions like Advance or Reject).

Adding Collaborators When Viewing a Job

You can also add or remove collaborators on a job when you click on the job in the Jobs page and are viewing either the Job Description, Profiles, or Resumes screen for that job. In all cases you will see an icon for collaborators in the top right of the screen that looks something like this:



If you click on the Initials Icon above the collaborators editing window will overlay whichever page you are viewing as depicted below:



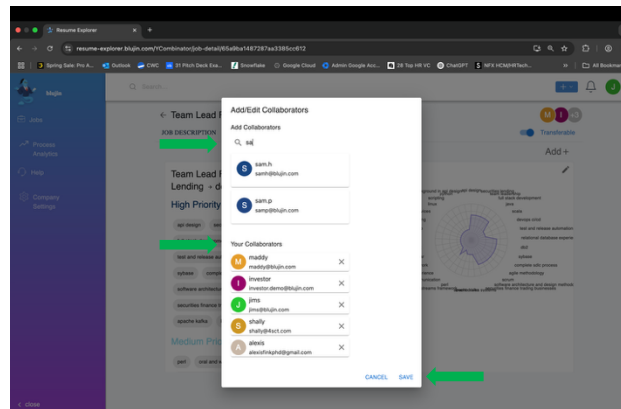
As you can see above, all the collaborators are listed and if you click the “X” next to any collaborator name then they will be deleted from the list. You will need to also



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click the Save button at the bottom of the collaborators editing window in-order-for that change to take effect.

If you wish to add a new collaborator then simply start typing their name in the search bar near the top of the collaborators editing window and the system will help by providing a list of users already registered in your environment. You can then click on one of those names and they will be added to the collaborators list in the bottom of the window. This also requires that you click the Save button at the bottom of the window in-order-for it to take effect.



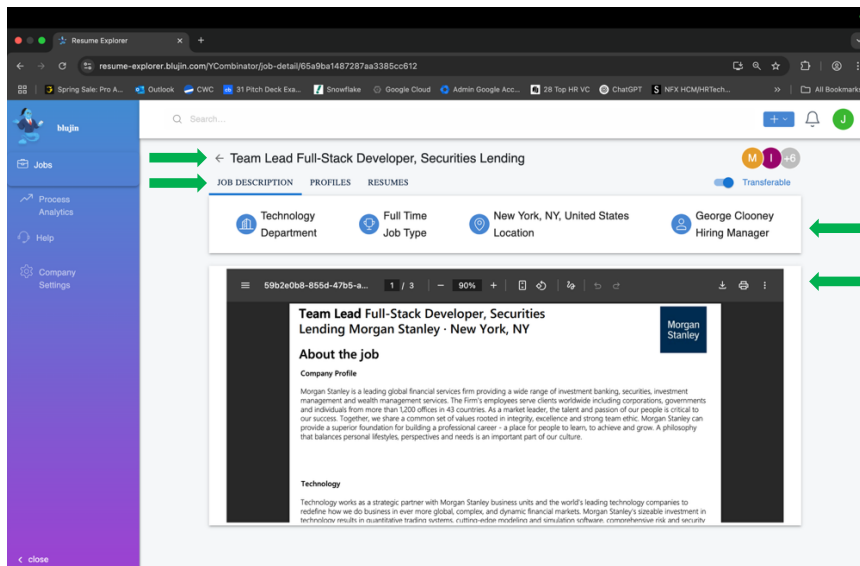


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Working With a Job

Job Description

When you click on a job in the Job List page you are taken to the Job Details page. The name of the specific job is displayed at the top of the page and then there are three buttons to look at the three parts of any job: the Job Description, Profiles, and Resumes.



Job Description is underlined above indicating that the Job Description button is currently selected. So, we see the Job Description document displayed in the scrollable PDF viewer below. Job Descriptions and Resumes can be in either Word or PDF format but are always displayed in a PDF viewer. You can scroll, print, or download the document in this viewer with the buttons in the top right of the viewer.

This job description was gotten during any of the three job creation processes and is saved into Resume Explorer.

Some basic info about the job is also displayed just above the viewer.

Job Profiles

Job Profiles are Resume Explorer's method for creating a quantitative model of the skills required for any job.

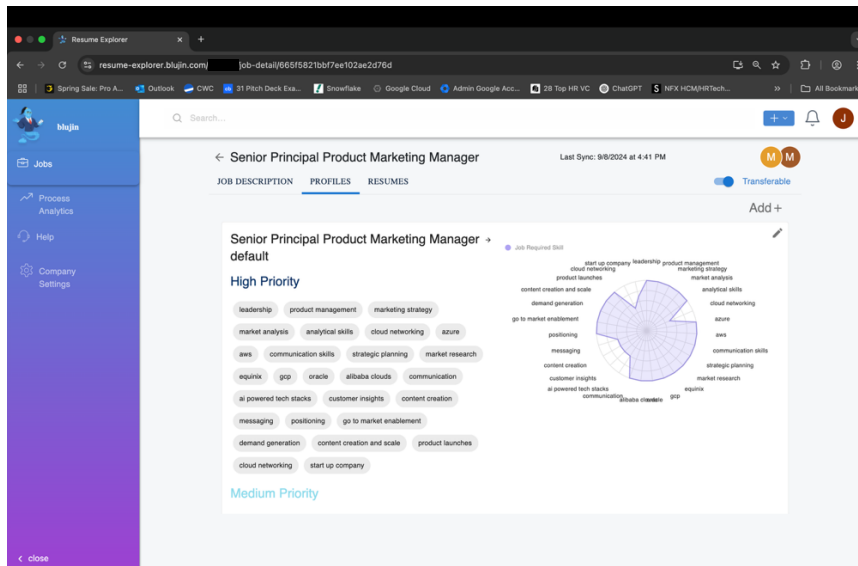
The system will read the Job Description when a Job is Added to the system and create a **default** Profile for that job's requirements.



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It will look at the skills mentioned in the job description and any descriptors used when they were mentioned to identify the priority of the skill. It will also look at the title of the job and add skills to the profile that it believes are missing from the job description. Blujin Resume Explorer will use this model to measure each candidate resume against the job's requirements.

If you click the Profiles button, you will see the screen below:



Above you are seeing all the skills that blujin thinks should be part of the job. They are organized into high, medium, and low priority as you can see on the left and are also given a value from 1 to 10 for experience level required by the ideal candidate as depicted in the radar chart on the right of the screen.

If you move your cursor around the radar chart you can see the experience level values that create the high and low points in the radar chart.

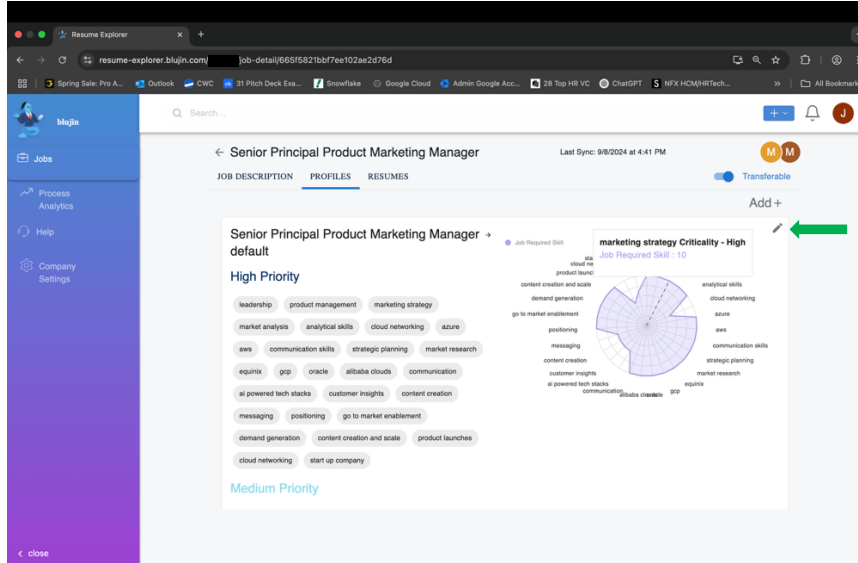
In the section that follows we will show you how you can edit the default Profile by adding skills, deleting skills, and changing the experience levels for any of the skills.

You will also be able to create additional profiles because any job can have several profiles which are different views or weightings of how to score candidates for different flavors of the job that perhaps are required. For example: if you want two full stack software developers but one needs to excel at troubleshooting and the other needs to excel at API Management.

As you move around the chart from skill to skill the skill name, priority, and experience level are displayed in a white box as you can see below:



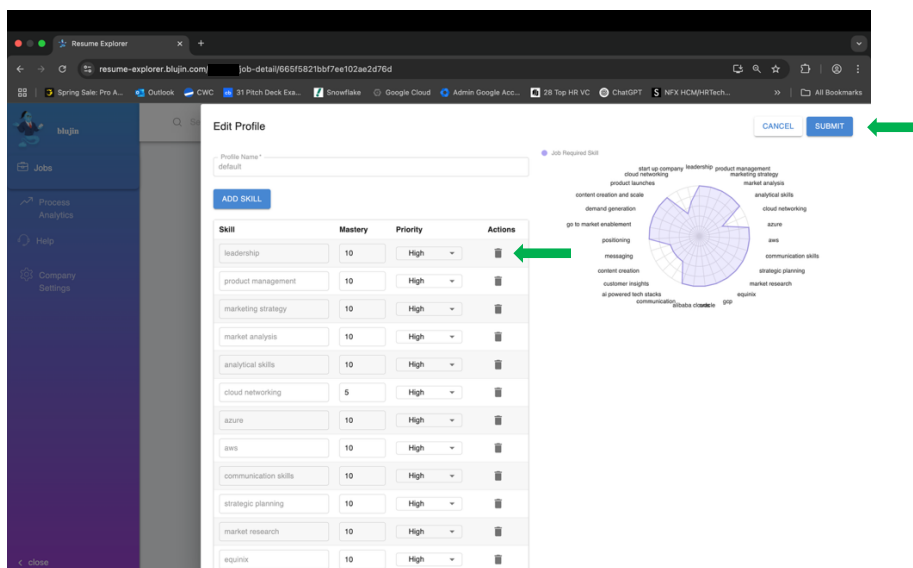
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Clicking on the pencil in the top right of a profile will take you into the edit mode for that profile.

Profile Editing

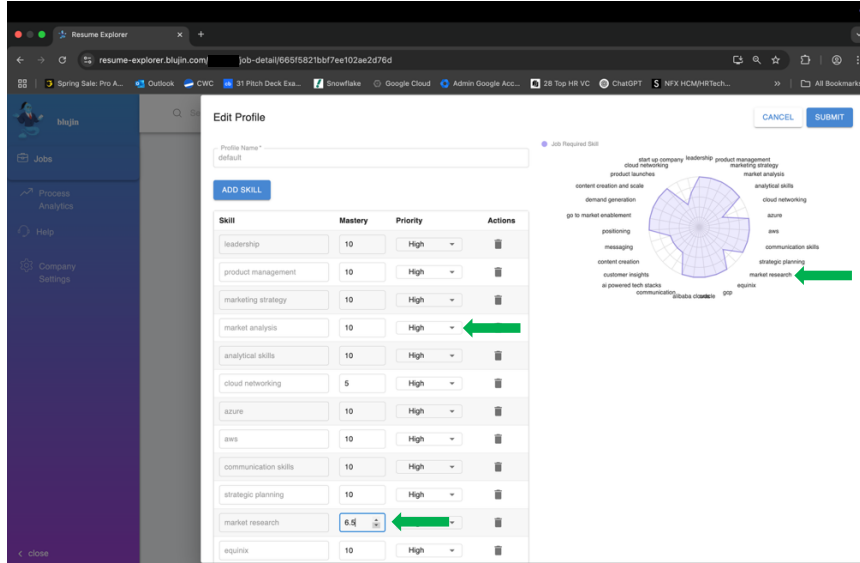
In Edit mode, all the skills are listed in an overlay window, and you can click the Trash Can icon to delete any of them. The deletion and other changes will be reflected in the radar chart but will **only** take effect when you click the Submit button in the upper right as depicted in the screenshot below.



The user can also change the Mastery / Experience Level (i.e. 1 to 10) next to each skill and the Priority Level (i.e. High, Medium, and Low).



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Again, these changes are reflected in the Radar Chart but will not take effect until the Submit button is clicked. Changes in Mastery / Experience Level will cause that point on the radar chart to move out or in. Note that we reduced the value for the skill market research and that point on the radar chart has moved in, closer to the center point.

Changes to Priority levels will simply change the order that the skill appears in the radar chart because skills are listed *clockwise* in the radar chart from High to Medium to Low. Skills are always represented, in the product, in lower case for searching and display purposes.

When you are done making changes in the edit mode you click the Submit button in the upper right to implement your changes.

It is important to note that when you click Submit, Resume Explorer will recreate the Profiles in the Job and will recompute scores and rankings of all candidates in the job. This can take 1 second per resume.

Adding a Skill to a Profile

You can also Add New Skills to a Profile. After you have posted a job and collected resumes you may want to evaluate all the candidate resumes against criteria that were not specified in either the external or internal version of the job description. This can be very useful when making business decisions to reprioritize the candidates in any job's pool.

Clicking the Add Skill button in the Edit mode will open the window below. When you begin to type in a Skill Name the system will offer skills in that area for you to choose.



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You can select one of the options or type in one of your own.

Once you have typed in a new skill name you can move to the Profession field just below the skill name and again the system will help you.

It is offering the word General and a list of Professions based on the Job Title it sees in the Job Description. The system is asking “if you want it to give credit to the skill’s score when the skill is exhibited in the resumes within the profession you specify or just in general?”.

If you want experience in a specific skill within a specific profession, then simply let Resume Explorer know.



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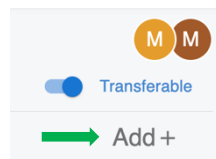
You can then set the Experience level desired in the ideal candidate. You can also set the Priority level for the skill.

Finally, you can click Save for this skill or click Save And New to save it and add another skill.

Again, all this will only take effect when you click Submit on the main Profile Screen.

Adding a Profile

You can also add entirely new Profiles to any job. There is clickable text in the top right of the Profiles screen that is just the text “Add +” in the image below:



When you click this button, the screen below will appear:

When adding a whole new Profile, Resume Explorer will copy the default profile on this job to give you a starting point.

It is very important to make sure you give this new profile a name. Whatever label you feel is descriptive. Just don't leave it with the name default.

Skill	Mastery	Priority	Actions
leadership	10	High	
product management	10	High	
marketing strategy	10	High	
market analysis	10	High	
analytical skills	10	High	
cloud networking	5	High	
azure	10	High	
aws	10	High	
communication skills	10	High	
strategic planning	10	High	
market research	10	High	
equinox	10	High	

From here it follows all the same rule of Profile Editing. Simply delete skills you don't want, add skills you do want, and set the Mastery and Priority levels. Then click Submit



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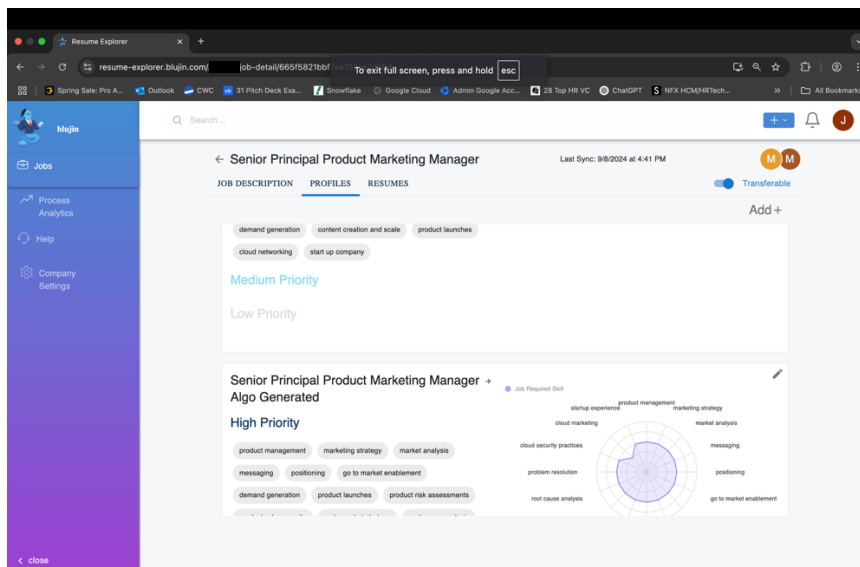
to add the new profile to the job and give it time to rescore all the candidates against that new profile.

Now you have more than one Profile, or set of skills and experience levels, on the job with scores for each candidate as depicted in multiple columns on the Resumes Screen.

Once you have Added and Submitted additional Profiles, the Profiles screen will allow you to scroll through the profiles and select any to edit and submit again.

You can continue to edit or refine any of the Profiles but keep in mind that when you Submit any changes, the system will take some time to recalculate scores for every candidate against the modified Profile. This can take one second per resume in the job so don't expect it to be instantaneous when there are hundreds or more resumes in the job.

Below is an image of a job with multiple Profiles and the user is scrolling the screen to move between them.

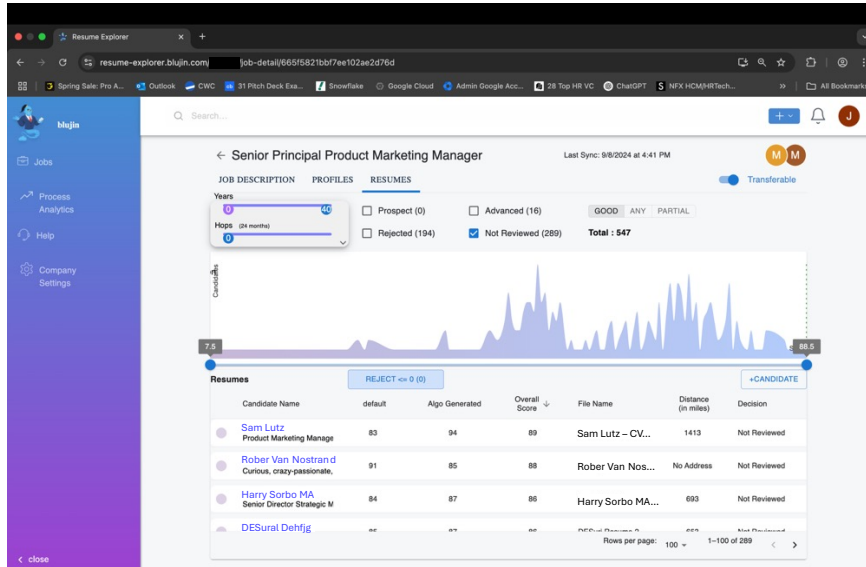


Resumes

And now to the third part of any job in Resume Explorer, the Resumes. Click on the Resumes button and the Resumes screen will appear for that job.



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There are many functions on this screen to help you manage and decision all the candidates in the job. It is perhaps the most advanced interface for this type of activity in the market today. These are all the applicant or candidate resumes in the system for that job. They may have come from any of the three ways of creating a job.

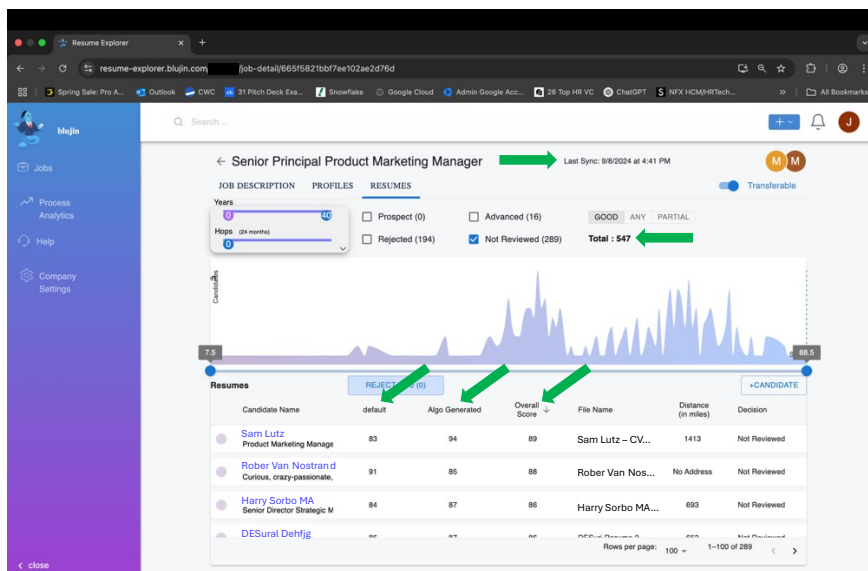
The best way is Import from the ATS because there could be hundreds or thousands of resumes from people applying to the job and you don't want to move them in manually.

When you create a job by selecting "Import From ATS" you are turning on a continuous process that will continue to read and score resumes as they arrive in the system. The system will check with the ATS every few minutes and get any new ones automatically. Even while you are resting comfortably away from work.

Here is the screen again so we can point out capabilities.



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1. It shows you the last time the system synched resumes from the ATS
2. It displays the total (547) number of candidates in the job since last synch to the ATS
3. It shows how many candidates are “Not Reviewed”, “Advanced”, “Rejected”, and “Prospect”. Prospects are candidates who didn’t apply but have been put in the job anyway
 - a. By checking any of these boxes, you bring them into the chart of candidate scores and the table below
 - b. The system defaults to showing you just the people that need to be reviewed
 - c. **Note:** Each ATS has different terms and sometimes multiple types of candidate statuses that blujin assigns to “Not Reviewed”, “Advanced”, “Rejected”, and “Prospect”. There is a table in the Appendix that shows the mapping from your ATS to the terms that blujin Resume Explorer uses.
4. The *chart* in the middle of the screen shows a distribution of the number of candidates for each value in the Overall Score column
5. The Overall Score column has the average of scores across profiles
6. Each profile has a separate column with the scores for each candidate for that Profile
7. You can sort any of the columns in the table from high to low and low to high
8. It calculates the distance of each candidate to the job location when the job description and the resume have addresses
9. If you scroll the table to the right, you will see icons to open any candidate resume

Filtering The Resume Pool

Here is the Resumes Screen again so we can discuss the basic filters:



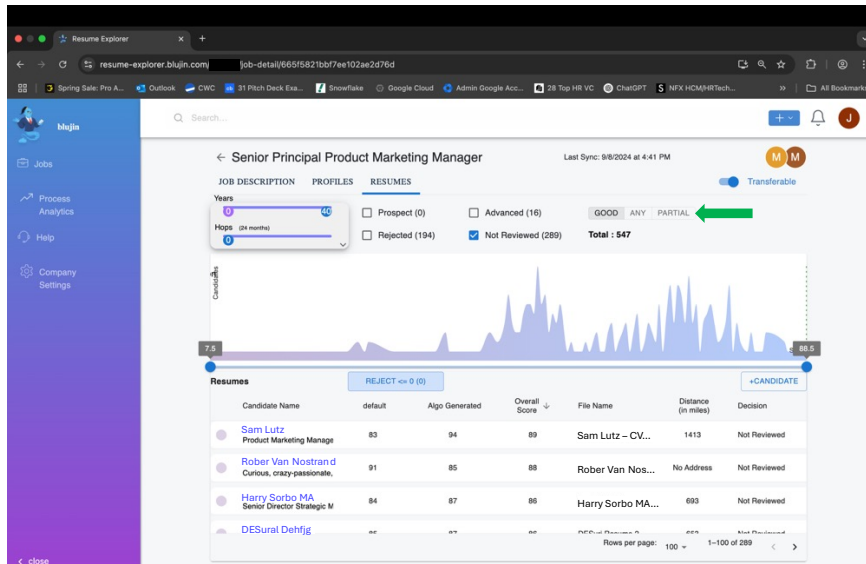
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Before you filter based on candidate characteristics there is a 3-position button that allows you to filter the view based on resume clarity. The choices are “Good”, “Any”, and “Partial”.

If you select “Good” then you just see the candidate resumes that are clearly interpreted by the system.

If you click on “Partial” then you just see the resumes that had some issue in analysis. This could be due to the lack of a resume, an unusually short resume, too many incomplete dates on the resume, or resumes where the use of images causes a misalignment between the dates and the work experiences.

If you select “Any” then you see all the resume regardless of clarity.



Resume Explorer can filter down the pool of candidates for rapid decisioning. These filters can easily reduce the population by 90%+, making it easy to consider all relevant candidates without missing any.

Many of the filters are Temporal in nature.

- The Years Filter – you have a slider to set a minimum and maximum value for number of years in professional life and the pool will reduce instantly
- The Hops Filter – you have a slider to set the number of acceptable hops so if a resume shows too many short-term stays in jobs on their resume, then they are filtered out of the pool instantly
 - The length of a hop can be defined in the Company Settings tab in the Navigation Bar on the left



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Expanding the Filter Panel

If you click on the little down carat just after the Hops slider the filter panel expands as depicted below:

The screenshot shows the Resume Explorer interface for the job 'Senior Principal Product Marketing Manager'. The filter panel is expanded, showing options to add industries, include/exclude employers, and include/exclude roles. The 'Hops' slider is set to 4 months. The main view displays a list of candidates with columns for 'default', 'Algo Generated', 'Overall Score', 'File Name', 'Distance (in miles)', and 'Decision'. The total number of candidates is 547.

Industry Filter

Notice there are 499 Candidate in the view. We type “media” into the Add Industry Filter; and we slide the bar to 4 (years) and now there are just 127 in view.

The screenshot shows the Resume Explorer interface for the job 'Senior Principal Product Marketing Manager'. The filter panel is expanded, showing the 'Add Industry' filter set to 'media'. The 'Hops' slider is set to 4 months. The main view displays a list of candidates with columns for 'default', 'Algo Generated', 'Overall Score', 'File Name', 'Distance (in miles)', and 'Decision'. The total number of candidates is 127.

Resume Explorer has looked at every company and every begin and end date for every work experience and first determined what industries or sectors each company belongs to and then how much time each candidate spent in a company in the “media” industry and



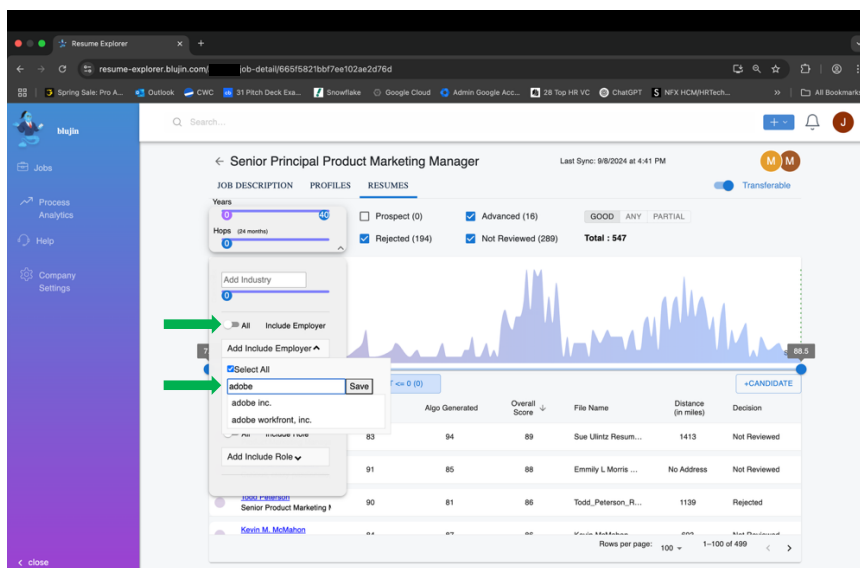
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filtered out all candidate who have less than 4 years in that specific industry or sector. Almost 75% of this pool doesn't meet that criteria.

Include Employer Filter

When you start to type a company into the Include Employer Filter the system will help you by autocompleting a list of companies that can be found in the overall pool of resumes. Select one of those or add your own company name and click Save.

You can dynamically add and delete from this list, and you can select just the ones to use in the filter.



If you flip the switch to All then the filter will show you people that have the selected companies anywhere on their resume. Otherwise, it will only allow people through the filter that are currently at any of the selected companies.

Notice the result on the next page. The pool has been reduced to just 7 candidates with this filter alone.

Of course, there may be a larger list of companies that you like to hire from and so the pool could be a little bit bigger.

Exclude Employer Filter

The Exclude Employer Filter works in exactly the same way as the “Include Employer Filter” except it will filter out people that are working or if you select the “All” switch, have ever worked at the company or companies specified.



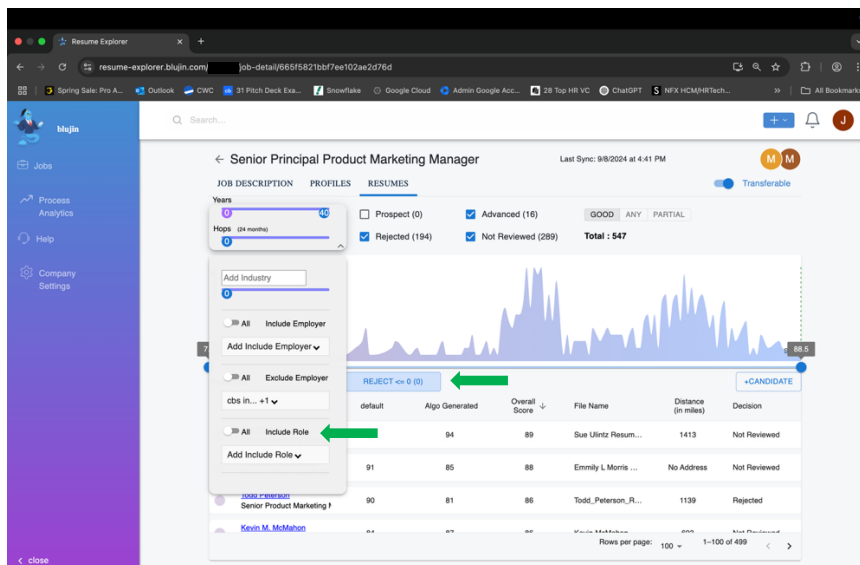
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All the company filters are resolving the companies mentioned on resumes to the legal name so it does not matter how a candidate has referred to a company the system will figure it out (i.e. Amazon, Amazon.com, Amazon Inc, etc.).

Include Title Filter

The Include Title Filter works in much the same way as the Company Filters in that you can dynamically grow and shrink a list of title or title parts in the menu and then select just the ones you want to include.

Title parts are things like “VP” if you just want to include people with “VP” somewhere in their current title or any title on their resume.



The filters can be used in reverse if you like. So, what does that mean? Let’s say you don’t want people with the current title of “consultant” (remember are not going to be case sensitive with any searches in skills or titles). You can include only consultants and then bulk REJECT all of those with the bulk reject option.

Bulk Reject

The Resume explorer can set thresholds in the candidate pool to help you move through the pool more rapidly and precisely.

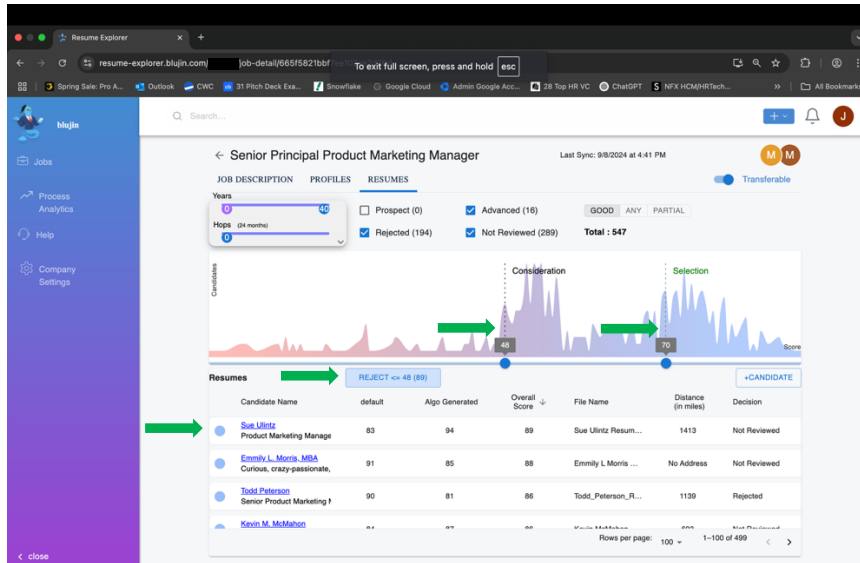
As you can see in the screen below the candidate scores are all distributed in the chart and there are thresholds that can be adjusted to separate the pool into three segments.

The colored dots to the left of each candidate name instantly change to identify which of the three dynamic segment an individual is in. You may decide to advance just the people that you



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separated into the top segment and waitlist those in the middle and decline or reject those that fall into the lowest scoring segment.



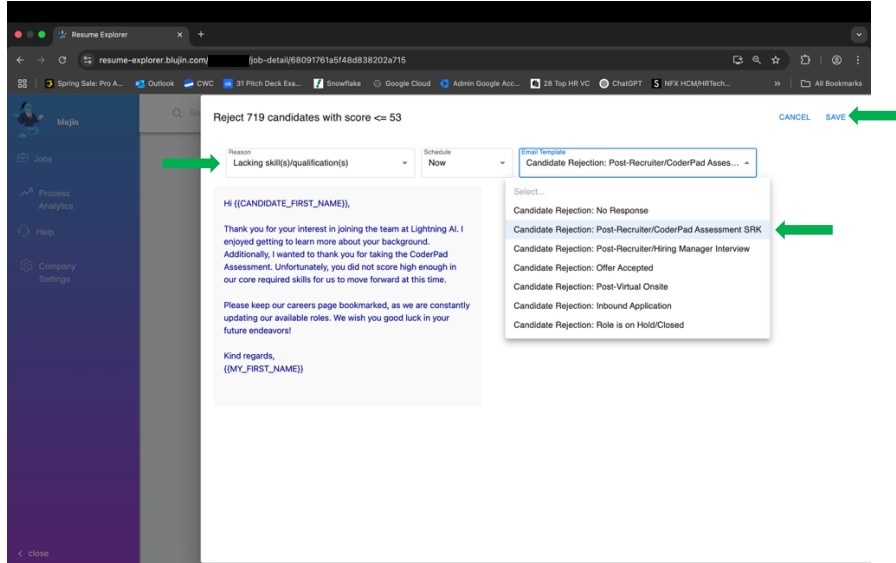
In the latter case Resume Explorer supports a bulk REJECT button that can instantly change the status and if desired communicate to all the people that did not make the grade. Even though they are rejected they will appreciate the rapid communication instead of being ghosted. *This will improve candidate experience.*

As you move the lower threshold the REJECT button automatically shows you how many people scored at or below the threshold. If you click that button the screen below appears:

As inside the REJECT button this Bulk Reject screen is telling you at the top that 719 candidates scored a 53 or less and you can reject them all at once.



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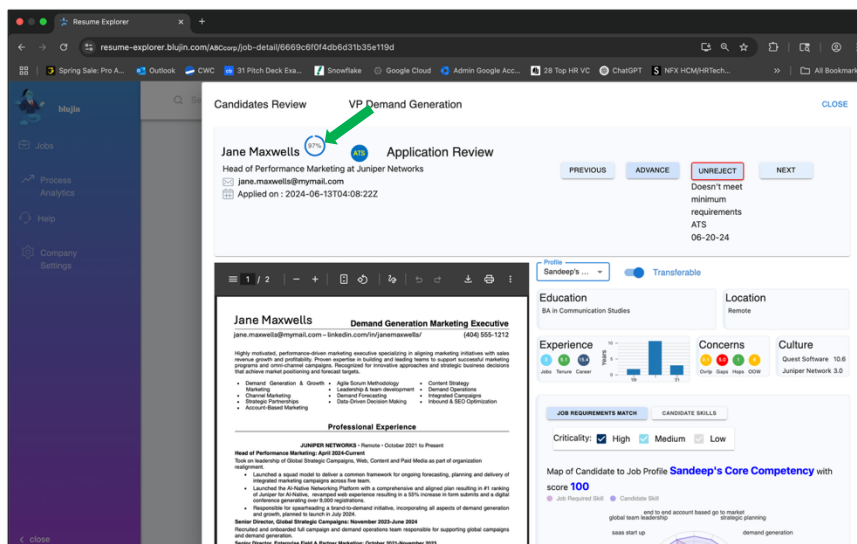


Resume Explorer will communicate with your ATS and get the Rejection Reasons and Email Templates that you use and offer them to you to change the status and communicate with all the people that you have chosen to pass on.

Even if the ATS doesn't support a Bulk Reject function, Resume Explorer will be able to carry it out.

Resume Explorer will always ask the ATS to carry out an action and never do it on its' own. As always, the actions will not be taken until you click the Save button.

Candidate Review Screen



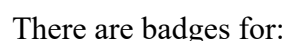


In the top left of the screen, you see some basic info about the candidate, like their name, email, date they applied, etc. It also displays the Overall Score (average across all the profile scores) next to their name.

The system has three major advantages over any other approach:

1. It provides more precise analytics and detail than any other product
2. It eliminates most human error compared to a manual review of the resumes
3. It avoids most human bias and bias in AI as it never asks the AI to make judgements

As you hover over the bars in the bar chart you can see each company the candidate worked for in order and how long they stayed.





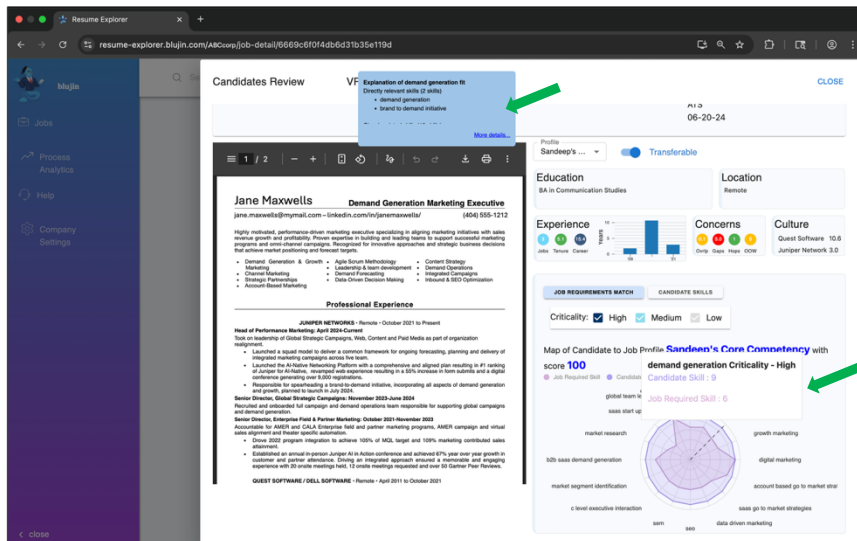
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- The number of jobs they have had
- Their average stay at a job in years
- The total number of years in their professional career
- If there is any overlap in month on the resume
- If there are any gaps in months on the resume
- The number of Hops they have on the resume (as defined by the user)
- How much time in months since the end of the most recent job

You can also see the companies where they stayed longest in the Culture box which is an indicator if they are a good fit for your culture and are likely to stay. Their distance from the office is calculated if there is an address in the Job Description and their Resume and it is drivable. If they live overseas it would not be drivable. It also shows their education level.

Please note that if you had filtered by things like number of Years in professional life or Hops then those people would not be in the list to select for Candidate Review.

You can move your cursor around the combined radar chart for a deep understanding of their skills and how they compare to the job Profile that you created.



As you can see in the screen above, when you move your cursor around the radar chart you will see a skill-by-skill comparison of how they match up against your Profile and in the Blue Box that appears, near the top of the screen, you can see what skills evidenced in the Resume are directly contributing to their score for that skill. If you click on “More details” in the Blue Box you will also see what closely related skills are also contributing to the score for that skill. The blue box will update as you travel around the radar chart.



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This is **not** a Keyword skills search by any means. It has extracted skills in the resume and determined if they are equivalent, a type of, or a part of anything mentioned in the Profile and then it looks at how long they were in a job with that skill and how recently to arrive at a score. It is not outsourcing the estimation to AI but rather using advanced analytics and a very intelligent Skills Ontology to do all this.

Then it presents all this information to the user for an informed decision.
Now the user can take actions or “Skip” the candidate.

If the user takes an action, Resume Explorer will always ask the ATS to carry it out.

Taking Actions / Decisions

You can see in the screen below that the user can ADVANCE, REJECT, or in this case UNREJECT the candidate if the ATS allows.

If the user takes one of these actions, Resume Explorer will open the ATS to this specific candidate in the next tab in the browser. So, the user can see the action being taken, if they wish, and take additional actions, not supported outside (in blujin) the ATS. This includes but is not limited to, scheduling the candidate for a Phone Screen, Assessment Test, Interview, etc.

Additionally, the user can click the Logo of the ATS system they are using, depicted here by the Blue Circle with the letters “ATS” in Yellow and then the ATS will open to that candidate as well.

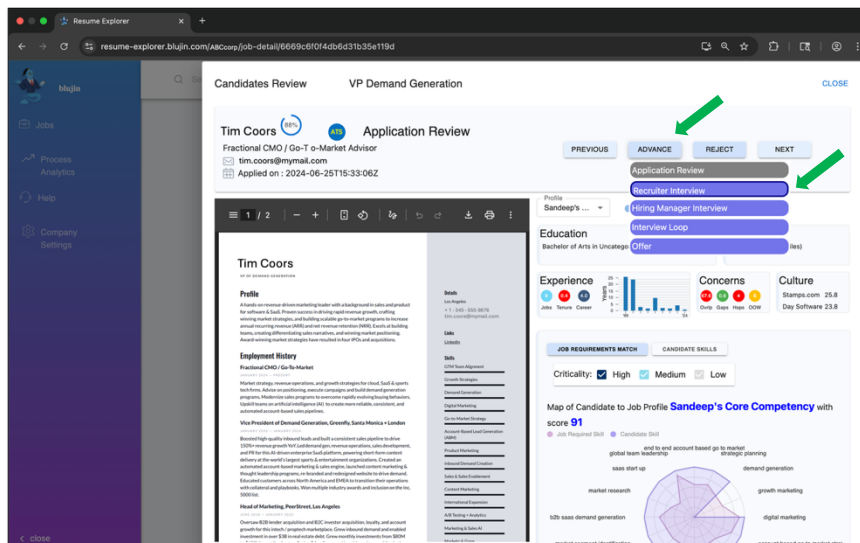


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Advancing a Candidate

The user can choose to Advance a Candidate in the hiring process by clicking on the ADVANCE button.

This is depicted in the next screen. If the user clicks on the ADVANCE button, a pull-down menu will appear offering the user the various stages that a candidate can be advanced to. These come from the company's ATS instance as it can vary across ATS implementations. Resume Explorer will get the list from your ATS and present the choices to you so you can click on whatever is preferred.



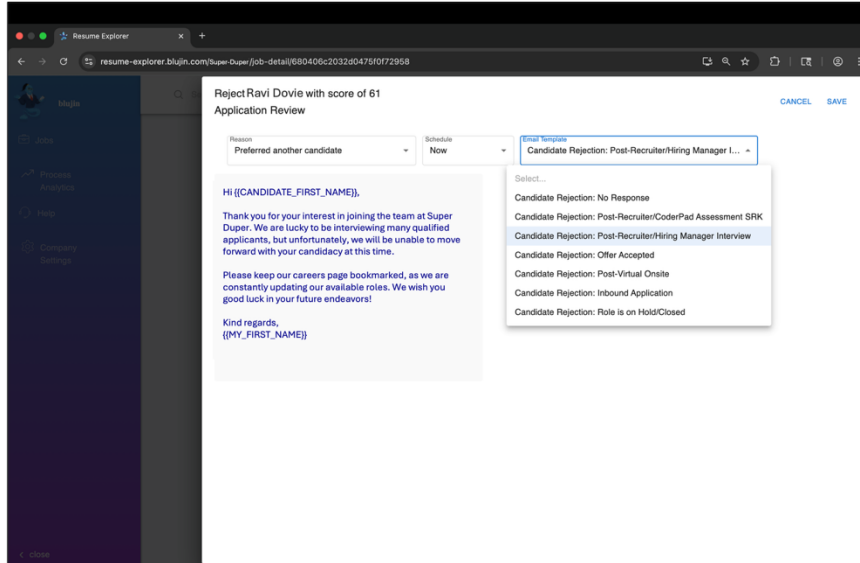
Blujin is also highlighting the next logical stage, to advance this candidate into with a black border, but the user can select whichever is appropriate for that candidate at that time. If this action is taken, then blujin will ask the ATS to carry it out and blujin will open the ATS to that candidate in the next browser tab so the user can easily take additional actions on the candidate in the ATS (i.e. scheduling a phone screen, interview, etc.).

Rejecting a Candidate

If the user wishes to REJECT this candidate, they would press the REJECT button and then the following screen will appear:



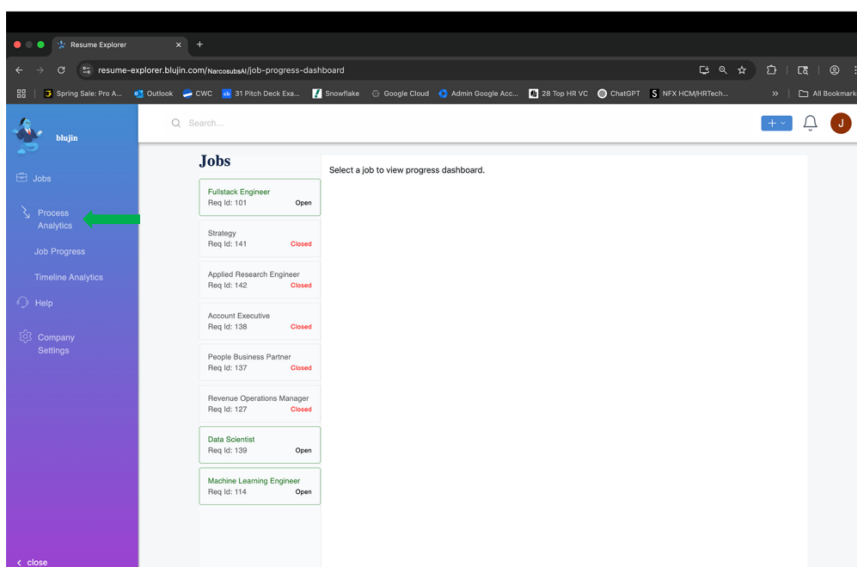
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This allows the user to select the Rejection Reason that comes from your ATS and set a time to send an email and select which email template, from your ATS instance, to use. Then blujin Resume Explorer will ask the ATS to carry out the action and it will open the ATS to that candidate in the next browser tab.

Process Analytics

Clicking on the Process Analytics button in the left-hand Navigation Pane will open a drop-down menu with two interactive analytical dashboards (i.e. Job Progress & Timeline Analytics) as you can see in the screen below.

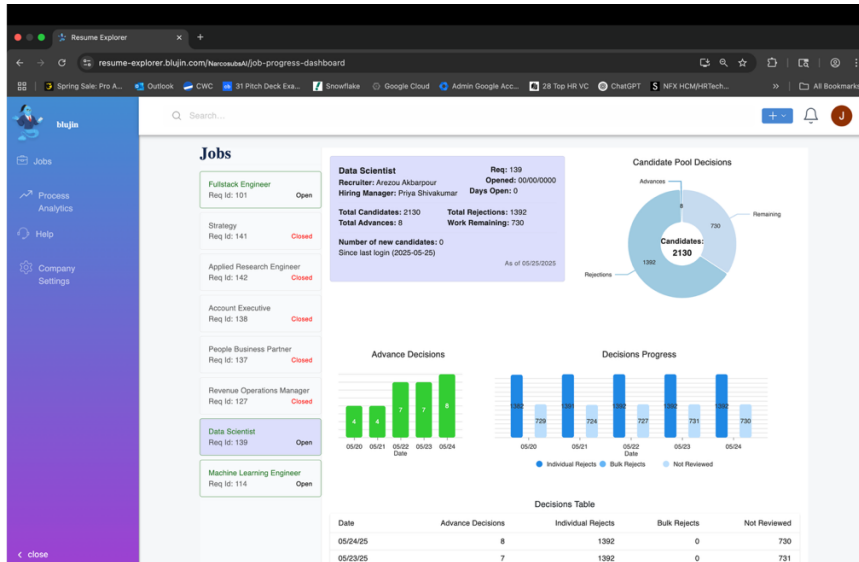




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Job Progress

The first dashboard is the Job Progress screen depicted below:



In this dashboard the user can select either an open or closed job along the left side. Only jobs available to that user are available. Once selected the system will calculate and present all the detailed progress on the decisioning for that job. In the Pie Chart blujin shows the Total Number of Candidates, Number Advanced, Number Rejected and what are left to be Reviewed.

In the bar charts the system is displaying the cumulative rate of Advanced over the last few days and the cumulative rate of Rejected, Bulk Rejected and Not Reviewed over the last few days. In this way the user can see what progress they have made in recent days and what functions they are using. (In this example there are no bulk rejections in the bar chart.)

Also, at the bottom of the dashboard there is a table where the user can scroll through all the data for every day since the job was opened.

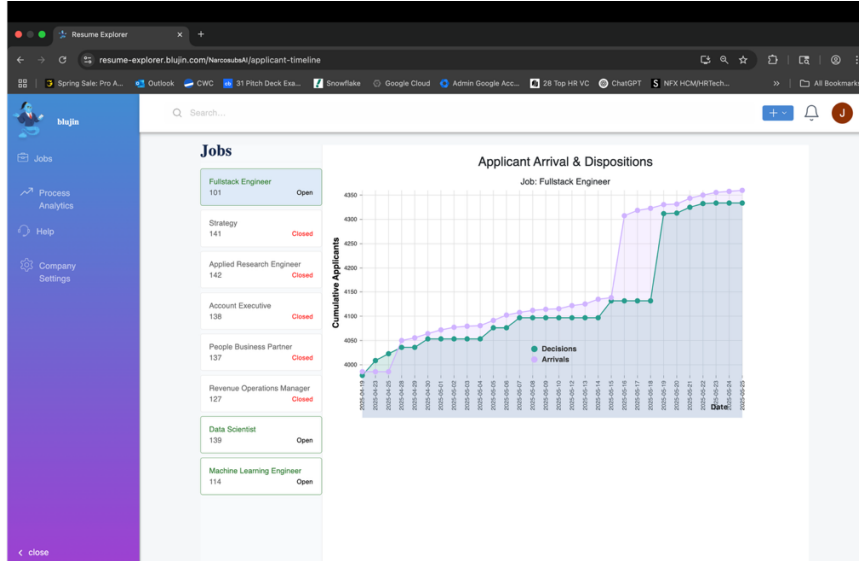
The dashboard is showing all progress including decisions made in blujin Resume Explorer as well as inside the company's ATS.

Timeline Analytics

The Second is the Timeline Analytics screen depicted below:



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In this dashboard the user selects a job to analyze, on the left, in the same way as in other dashboards.

Once a job is selected the system shows a chart displaying the rate, by day, at which applicant resumes are arriving in the ATS and the rate, by day, that recruiters are decisioning them. In this way the user, hiring manager, or administrator can see if they are keeping up with decisions all the potential applicants / candidates.

Please keep in mind that we recommend not shutting off the posting prematurely and not just looking through some of the pile. Blujin believes that in order to find the best fitting applicants to move forward in the hiring process you need to consider everybody that has applied because the ideal candidate may not apply as soon as the job is posted but possibly much later in the job's lifecycle.



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Company Settings

If you are set up as an Administrator of Resume Explorer, for your company, then you will see the “Company Settings” button in the left-hand navigation pane.

If you click that button there is a menu of sub-settings that you can select from. This will allow you to set up features that are Company-wide and will be seen by all users.

They are each discussed in the section below:

Basics

The “Basics” button will take you to the following screen that will allow you to set various Company-wide settings:

You can set the types of users that you can add to the Resume Explorer environment. Then you can control if users are enabled to create additional Profiles. If this is turned off then users will only have the Default Profile, which they can modify without restriction.

Hops Threshold – allows the administrator to define the length of a hop, *in months*, when calculating values for the Hops Badge on the Candidate Review screen. It is also used when filtering hops because hops are a certain size when counted and then filtered.

Hops Badge Limits – allows the administrator to define at what values the Hops Badge goes from Green to Yello to Red in color. This is important because the administrator may want users to notice the color change if not the exact value in the badge.



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Manage Users

The Manager Users screen will list all the available users, in your ATS, that can be added to the Resume Explorer environment. If the user clicks on the blue + USERS button seen below:

User Name	User Email	Last Login	Role	Status	Actions
maddy	maddy@blujn.com		admin	active	---
jithin	king.jithin007@gmail.com	2024-04-16 21:17:11	admin	invited	---
investor	investor.demo@blujn.com	2024-03-28 02:06:44	user	invited	---
toddbrodie	toddbrodie@gmail.com	2024-01-25 22:31:49	user	invited	---
jims	jims@blujn.com	2024-03-11 18:47:45	user	invited	---
sam.h	samh@blujn.com	2024-10-09 16:04:51	user	invited	---
beckyg.marks	beckyg.marks@gmail.com	2024-07-03 23:36:19	user	invited	---
sam.p	samp@blujn.com		user	invited	---
shally	shally@4est.com	2025-05-16 15:17:15	user	active	---

an overlay opens to select users and set them up as either a Basic User or as an Administrator.

Invite Users

Who would you like to invite as a Basic user?

Who would you like to invite as an Administrator?

Or upload users in bulk

Message

CANCEL SEND INVITATION

When you click on the Send Invitation button at the bottom of the overlay, the system will save the new user information and send them an email inviting them to set up a Login in Resume Explorer.



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Appendix

Below are tables that show what values in each ATS Product are grouped into Prospect, Advanced, Rejected, and Not Reviewed stages in the Resume Explorer.

These stages, in Resume Explorer, are displayed next to Candidates in the Resume Screen and in the buttons in the upper right area of the Candidate Review screen for each Candidate.

They can be included or excluded in the total pool at the top of the Resume Screen depending on whether or not the associated checkbox is clicked. If any of these groups are checked, then all candidates belonging to that group are displayed in the table at the bottom of the Resume Screen and can be selected for view in the Candidate Review screen.

If candidates are not in the list in the Resume Screen, then they can't be clicked to open them in the Candidate Review screen. Nor can they be navigated to in the Candidate Review Screen using the Next and Previous buttons.

The tables below show the status values in each ATS and how they are grouped into the 4 States in Resume Explorer:

Greenhouse ATS	blujin State	Greenhouse Condition
	Rejected	rejected_at = not null
	Prospect	prospect = true
	Advanced	current_stage = not 0 th priority stage of job_stages for the job
	Not reviewed	current_stage = 0 th priority stage of job_stages for the job

Ashby ATS	blujin State	Ashby Condition
	Rejected	current_stage type = Archived
	Prospect	prospect = true
	Advanced	current_stage type = not Archived and not PreInterviewStage of the InterviewStages for the job
	Not reviewed	current_stage type = PreInterviewStage of the InterviewStages for the job