



You are inundated with resumes every day. Fortunately, your PeopleSoft HRMS eRecruit™ system easily and quickly handles the resumes that are submitted electronically. But unfortunately, if your organization is like most, 40 percent of the resumes you get are still on paper. And when you receive a paper resume, things don't run quite as smoothly.

Instead of automatically processing a paper resume, you must complete a series of manual steps: keying in the relevant candidate information, perhaps scanning a copy of the resume for electronic storage, then linking the scanned resume image back into your eRecruit system. This highly manual process demands a lot of valuable time and effort.

Your goal is simple: make the handling of paper resumes as easy as the processing of electronic submissions. Ascent® for PeopleSoft HRMS is the answer.

Based on the world's most popular information capture platform, Ascent for PeopleSoft HRMS enables you to easily scan incoming paper resumes at the very beginning of your recruiting workflow. Ascent uses full-page OCR to transform the scanned resumes into PDF format and delivers them directly into your PeopleSoft system. Then the powerful Mohomine technology inside PeopleSoft eRecruit extracts and classifies the information from each PDF resume.

The result is that you save time and money by moving your paper resumes through the same automated processing and workflow as your electronic resumes. And you can easily search *all* your resumes for the candidate with the right skill-set, specialty or credential.

The tight integration between Ascent and the Mohomine technology already inside eRecruit is ensured because both products come from the same industry leader: Kofax®. By combining these Kofax solutions, your PeopleSoft HRMS system becomes a complete, optimized platform for all your resumes — both electronic and paper.

Makes handling paper resumes as easy as processing electronic submissions



*Capturing your paper resumes with Ascent for PeopleSoft HRMS saves you money and resources and reduces your processing time. Ascent uses full-page OCR to transform the scanned resumes into PDF format and delivers them seamlessly into the PeopleSoft HRMS system.*



## Benefits

- Significantly reduces the time required for candidate processing
- Enables better control of processes
- Greatly reduces on-site storage requirements
- Provides a single electronic workflow to handle all resumes, regardless of format
- Uses existing paper conversion devices, such as scanners, digital copiers, fax servers
- Enables the capture of paper resumes directly from remote locations into a central system

## Eliminate Manual Overload

How much time does your HR team spend every day filing, retrieving and copying paper resumes? How much time do you lose before you can introduce a candidate into the interview process? Ascent for PeopleSoft HRMS transforms the information in paper resumes into an electronic format and delivers it into your PeopleSoft system automatically, making it quickly available throughout the system like all other electronic documents. Now you can focus on managing your candidate search, not an endless paper trail.

## Reduce Operating Costs

A paper-based system not only takes time, but also incurs ongoing costs for filing, retrieval, distribution, storage space and data entry. Ascent for PeopleSoft HRMS saves these costs by capturing the information from paper documents at the very beginning of your process. Instead of passing paper resumes from desk to desk and manually keying information into your system, you can automatically capture the information you need and send it through your automated workflow.

## Process All Your Resumes Automatically

PeopleSoft HRMS automates your workflow for electronic resumes, but maintaining a parallel manual process for your paper resumes means you are not getting the best possible return on your investment. Ascent for PeopleSoft HRMS captures and delivers these paper documents into your workflow, eliminating the redundant manual process and letting your HR staff handle all incoming resumes through one efficient system.

## Leverage the Power of Ascent

Ascent for PeopleSoft HRMS is built on the industry-leading Ascent platform for information capture. Ascent's legendary ease-of-use, scalability and compatibility with a wide range of devices and applications means you can tailor the system to meet your specific needs. You can use simple paper capture devices such as scanners, digital copiers and fax servers, and you can extend the system to capture resumes directly from remote offices.

## For more information

Visit the Kofax web site at [www.kofax.com](http://www.kofax.com) for more information. Or give us a call for further assistance!

# The Operating System of Capture

### Kofax

16245 Laguna Canyon Rd.  
Irvine, CA 92618-3603 U.S.A.  
Phone: 949-727-1733  
Fax: 949-727-3144  
E-mail: [info@kofax.com](mailto:info@kofax.com)  
[www.kofax.com](http://www.kofax.com)

Koning Albert 1 Laan 64-66  
B - 1780 Wemmel, Belgium  
Phone: +32 (0) 2 456 17 20  
Fax: +32 (0) 2 456 17 21



**KOFAX**<sup>®</sup>  
A DICOM GROUP COMPANY