Add an existing CV to a candidate's record

Refers to:
Candidate form → cv tab

To **add an existing CV** to a candidate:

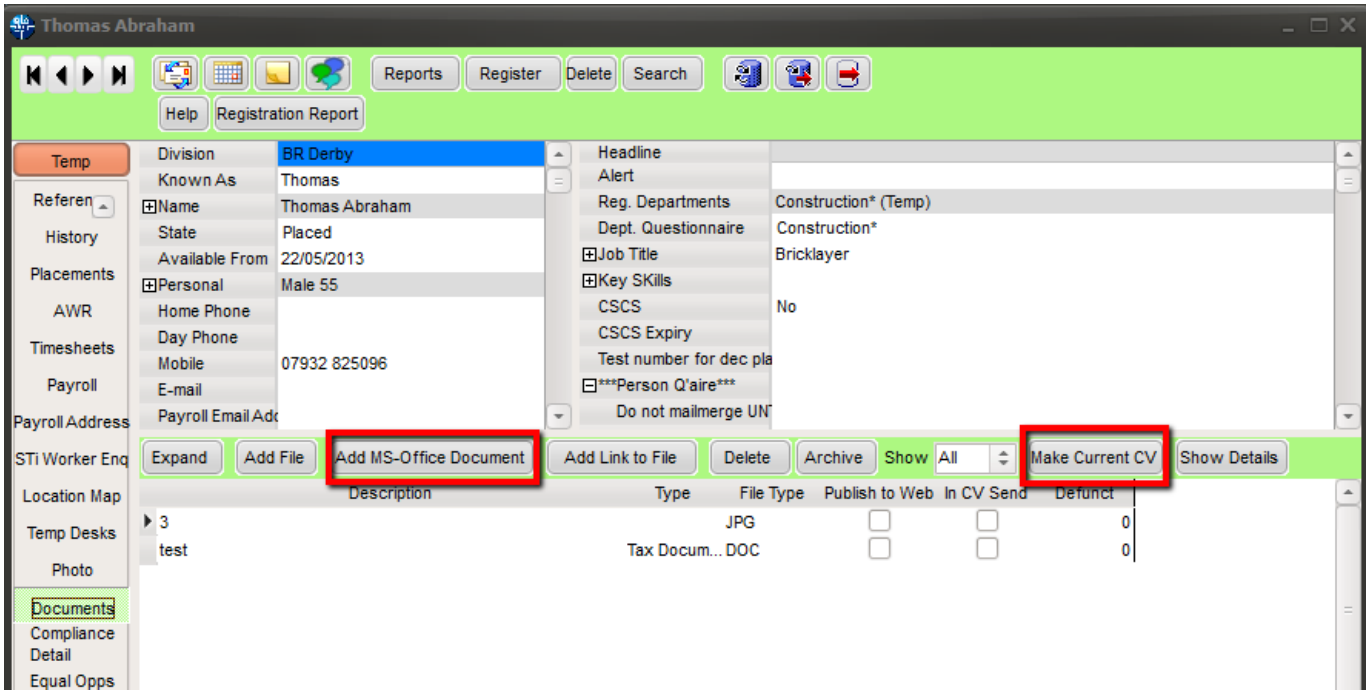
- open the candidate details form and click on the **CV** tab in the left hand panel.
- Click on **Write CV**. Select **Load from existing word document**, navigate to where your existing CV is stored, and click **Save**

To **add a new CV**, click **Write CV** then select **Create new document using selected template**. An empty word template is opened, you may edit and save as required.

If you wish to **replace an existing CV**, with a new version, click the **Archive CV button**. A prompt is shown asking if the CV text should be retained for future searches. A copy of the CV is then moved to the **Documents** section of the candidate details.

(2.3.4+)
MS Office document files ending in .doc and .docx, or of type MSOffice, can be added and converted into the Current CV within a Person record.

Access this feature by People – Select a person – Documents – Select or Add an MS-Office Document – Click on the Make Current CV button



See also
To create a new CV

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