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(54) COMPUTERIZED JOB SEARCH SYSTEM

(76) Inventors: **Robert J. McGovern**, Potomac, MD (US); **James A. Winchester JR.**, Reston, VA (US); **Andrew B. Evans**, Alderson, WV (US); **Brian E. Farmer**, Reston, VA (US); **Jennie A. Koffman**, Reston, VA (US); **Aaron P. Walker**, Vienna, VA (US)

Correspondence Address:
Roylance, Abrams, Berdo & Goodman, L.L.P.
Suite 600
1300 19th Street, N.W.
Washington, DC 20036 (US)

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Related U.S. Application Data

(63) Continuation of application No. 09/389,752, filed on Sep. 7, 1999, now Pat. No. 6,370,510, which is a continuation of application No. 08/853,376, filed on May 8, 1997, now Pat. No. 5,978,768.

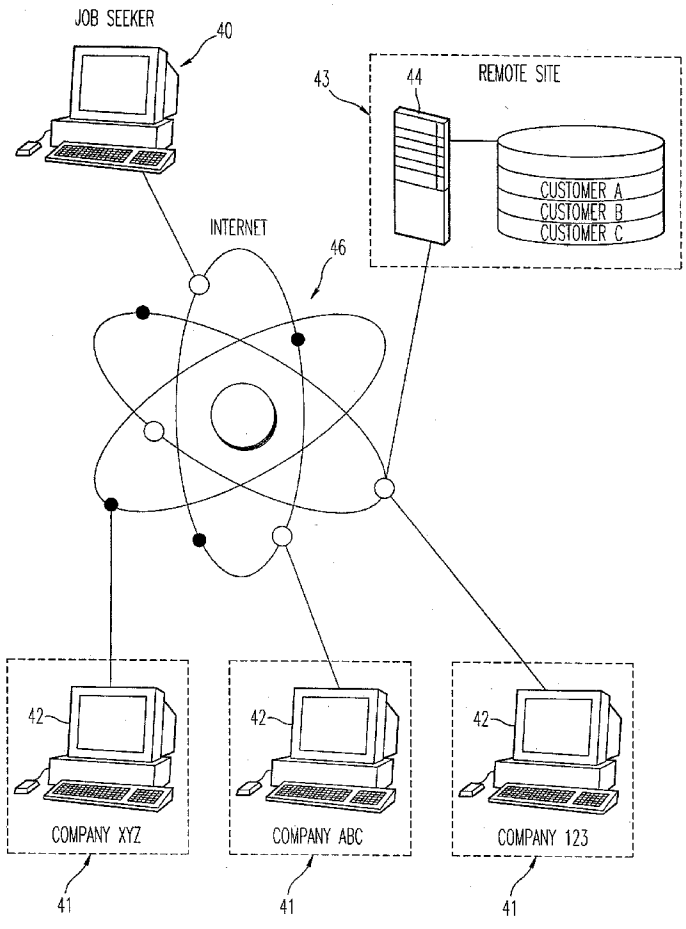
Publication Classification

(51) **Int. Cl.**[7] **G06F 17/60**

(52) **U.S. Cl.** **705/26**; 705/1

(57) **ABSTRACT**

A method and apparatus for providing an interactive computer-driven employment recruiting service. The method and apparatus enables an employer to advertise available positions on the Internet, directly receive resumes from prospective candidates, and efficiently organize and screen the received resumes. The method and apparatus further is capable of monitoring employment advertisements for a job seeker and automatically notifying the job seeker when a position for which the job seeker is suitable becomes available. The method and apparatus further enables a plurality of companies to advertise job positions at a single location accessible via the Internet by a job seeker, and enables the job seeker to communicate directly with a company via the Internet if the job seeker is interested in exploring further information pertaining to an available position at that company.



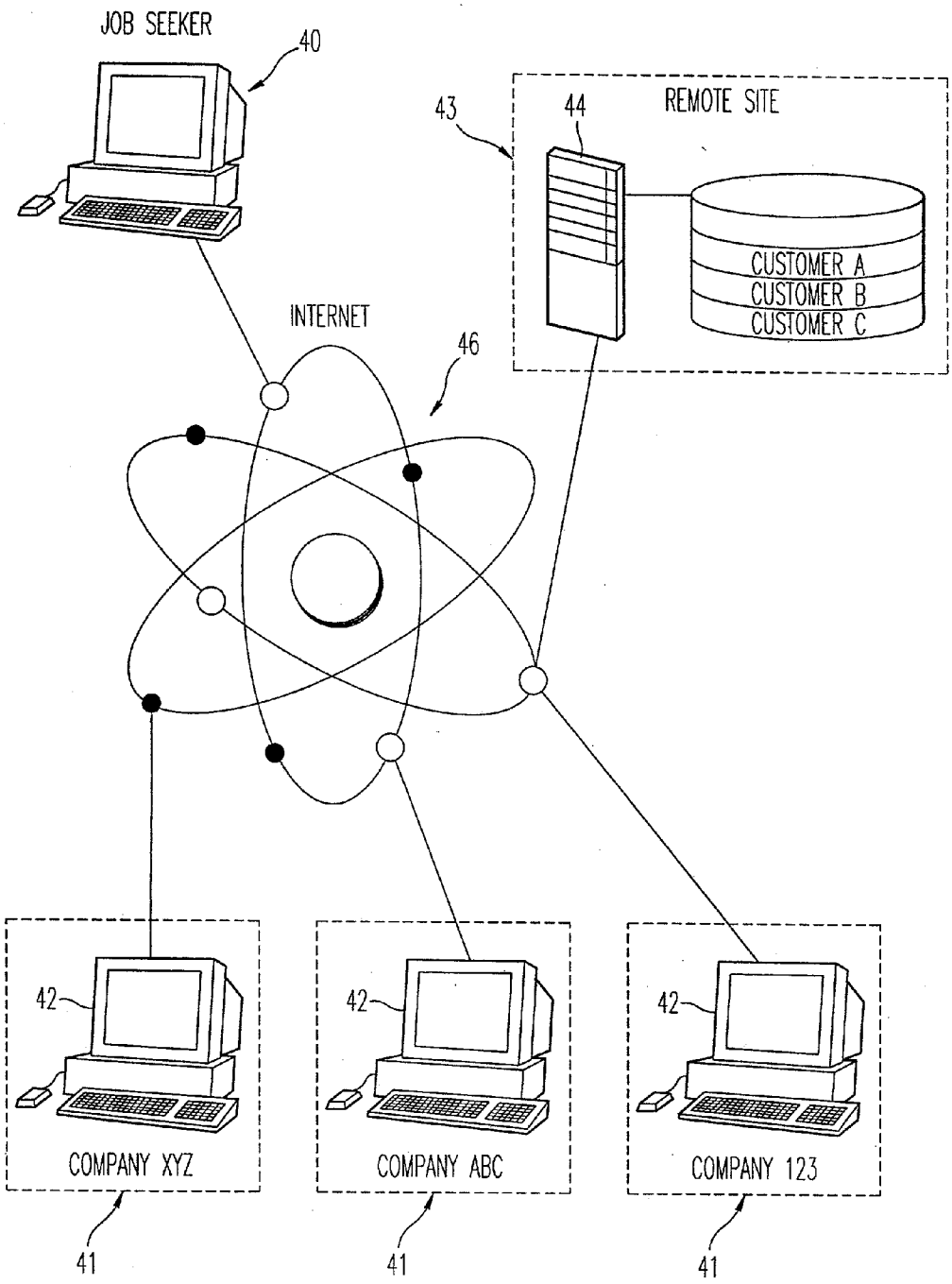

JOB SEEKER
40
43
44
REMOTE SITE
CUSTOMER A
CUSTOMER B
CUSTOMER C
INTERNET
46
42
COMPANY XYZ
41
42
COMPANY ABC
41
42
COMPANY 123
41

FIG. 1

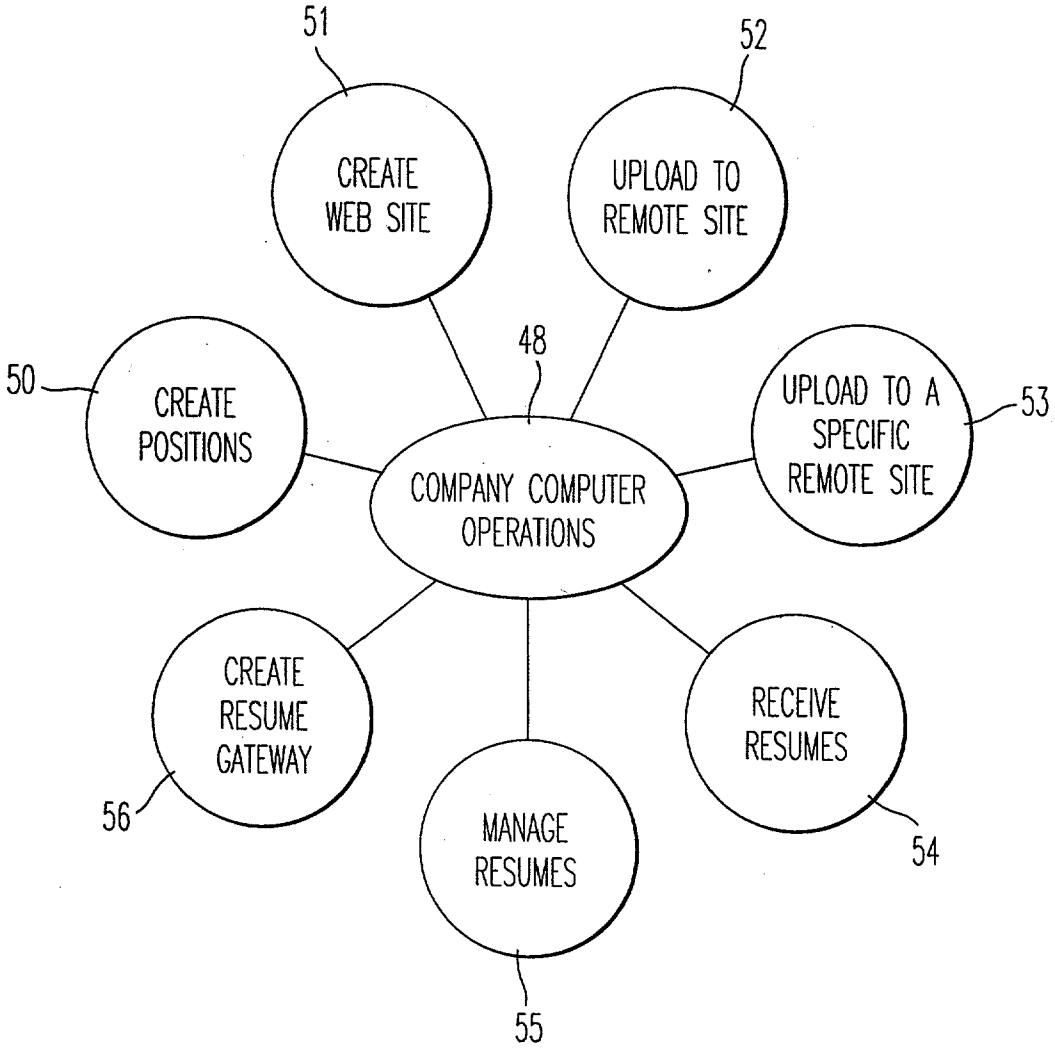

51
52
CREATE WEB SITE
UPLOAD TO REMOTE SITE
48
50
CREATE POSITIONS
COMPANY COMPUTER OPERATIONS
UPLOAD TO A SPECIFIC REMOTE SITE
53
CREATE RESUME GATEWAY
RECEIVE RESUMES
56
MANAGE RESUMES
54
55

FIG. 2

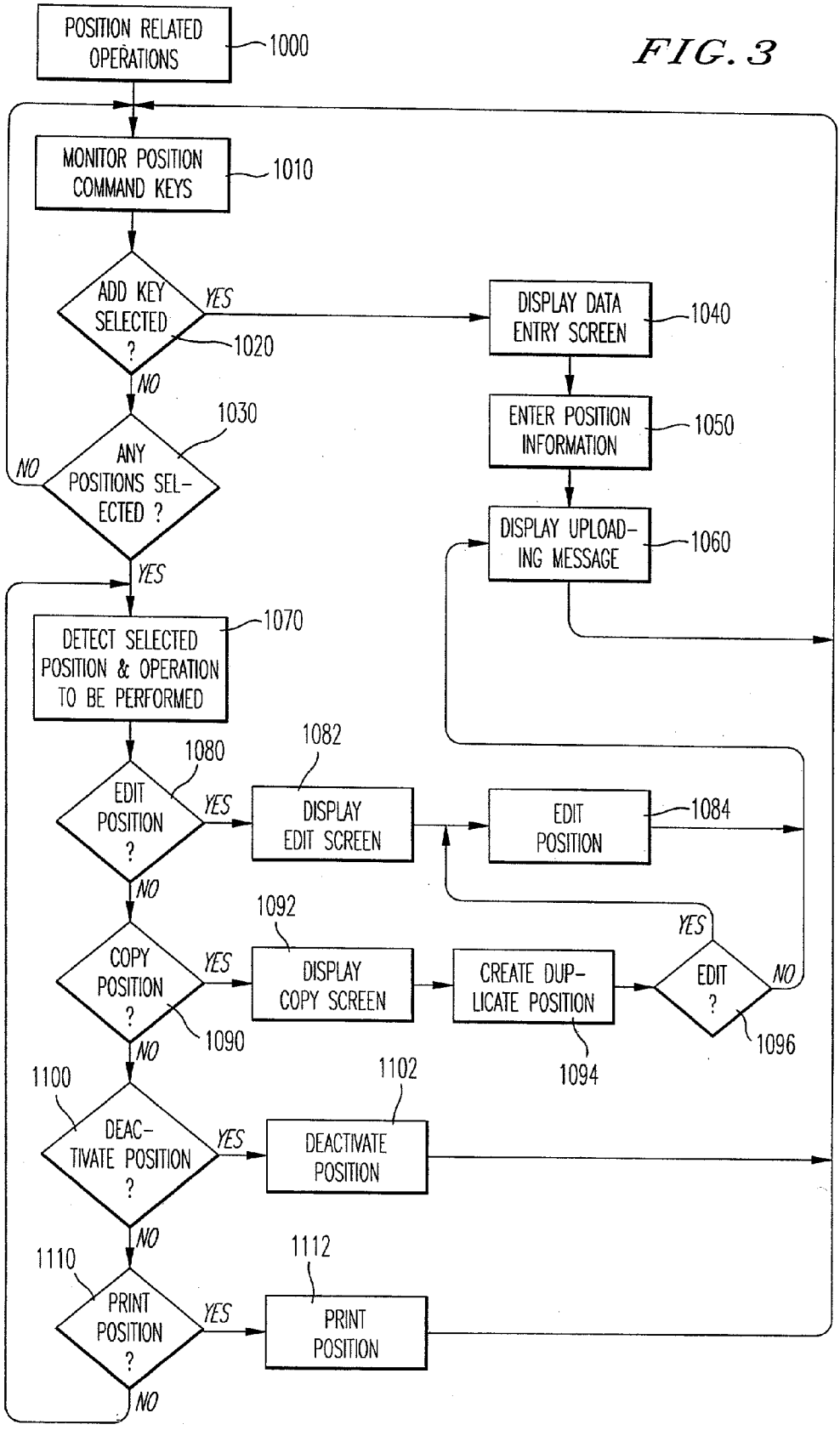

POSITION RELATED OPERATIONS
1000
MONITOR POSITION COMMAND KEYS
1010
ADD KEY SELECTED ?
1020
YES
NO
DISPLAY DATA ENTRY SCREEN
1040
ENTER POSITION INFORMATION
1050
DISPLAY UPLOADING MESSAGE
1060
1030
ANY POSITIONS SELECTED ?
NO
YES
DETECT SELECTED POSITION & OPERATION TO BE PERFORMED
1070
1080
EDIT POSITION ?
YES
NO
1082
DISPLAY EDIT SCREEN
EDIT POSITION
1084
1092
COPY POSITION ?
YES
NO
1090
DISPLAY COPY SCREEN
CREATE DUPLICATE POSITION
1094
EDIT ?
YES
NO
1096
1100
DEACTIVATE POSITION ?
YES
NO
1102
DEACTIVATE POSITION
1110
PRINT POSITION ?
YES
NO
1112
PRINT POSITION

FIG. 3

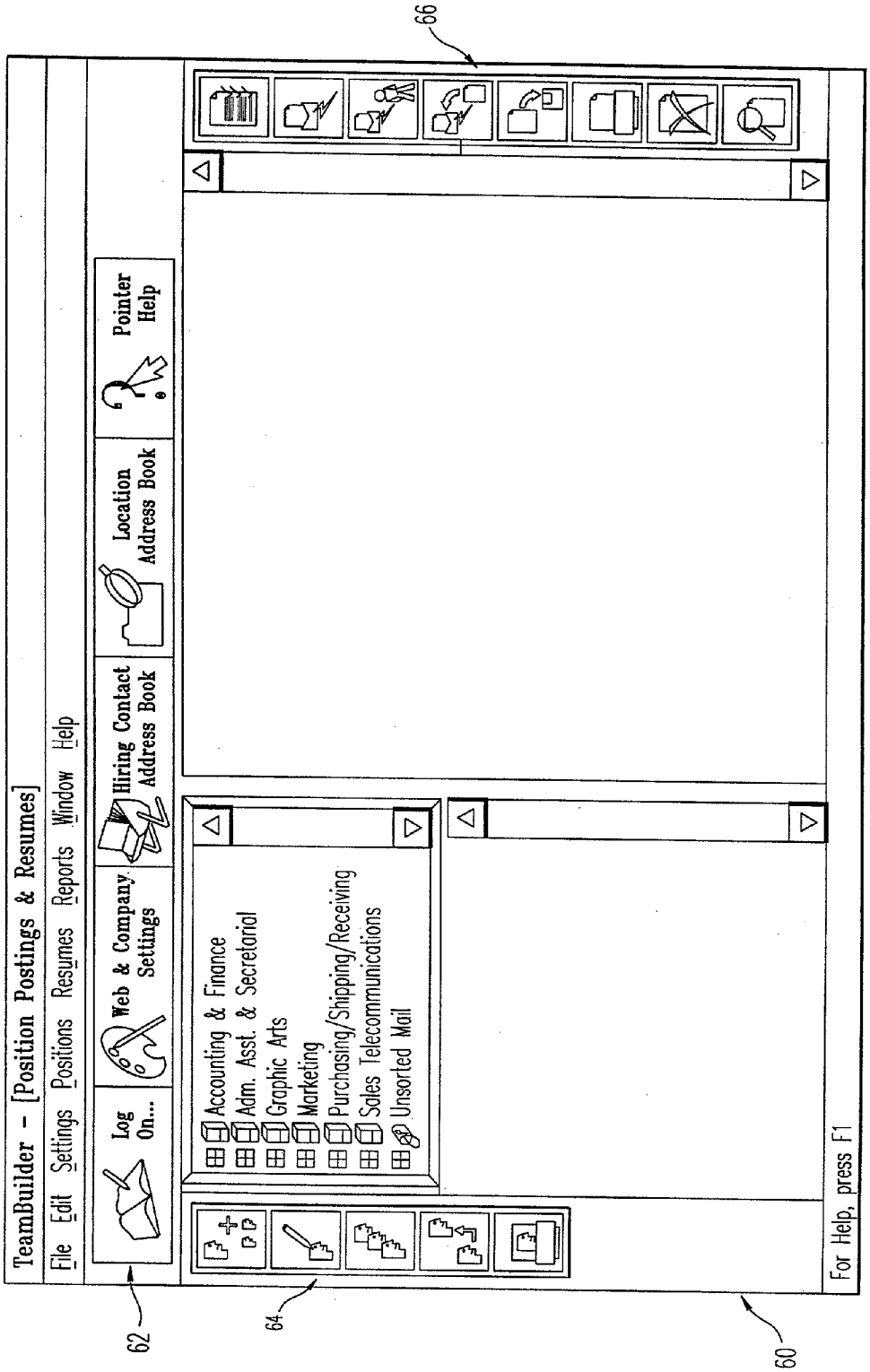

TeamBuilder - [Position Postings & Resumes]
File Edit Settings Positions Resumes Reports Window Help
Log On...
Web & Company Settings
Hiring Contact Address Book
Location Address Book
Pointer Help
Accounting & Finance
Adm. Asst. & Secretarial
Graphic Arts
Marketing
Purchasing/Shipping/Receiving
Sales Telecommunications
Unsorted Mail
For Help, press F1
62
64
60
66

FIG. 4

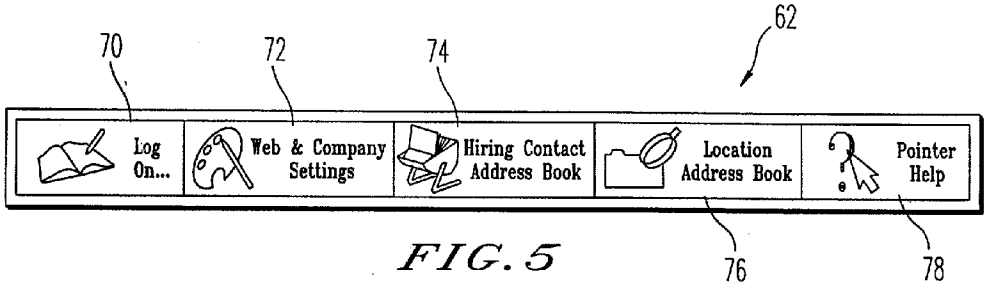


FIG. 5

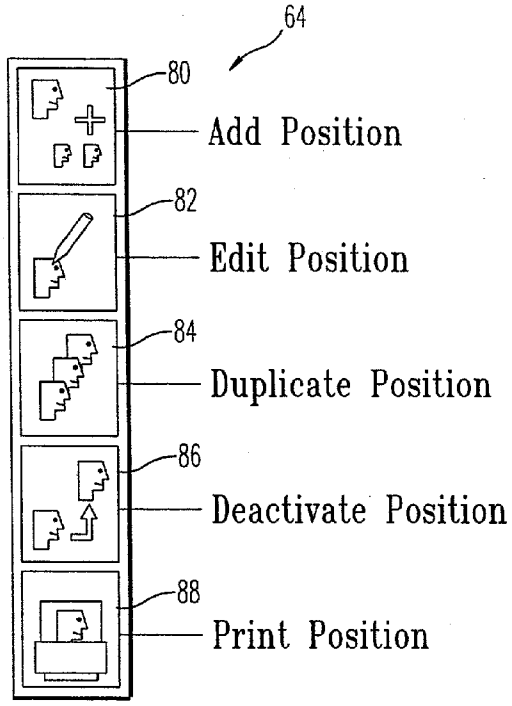


FIG. 6

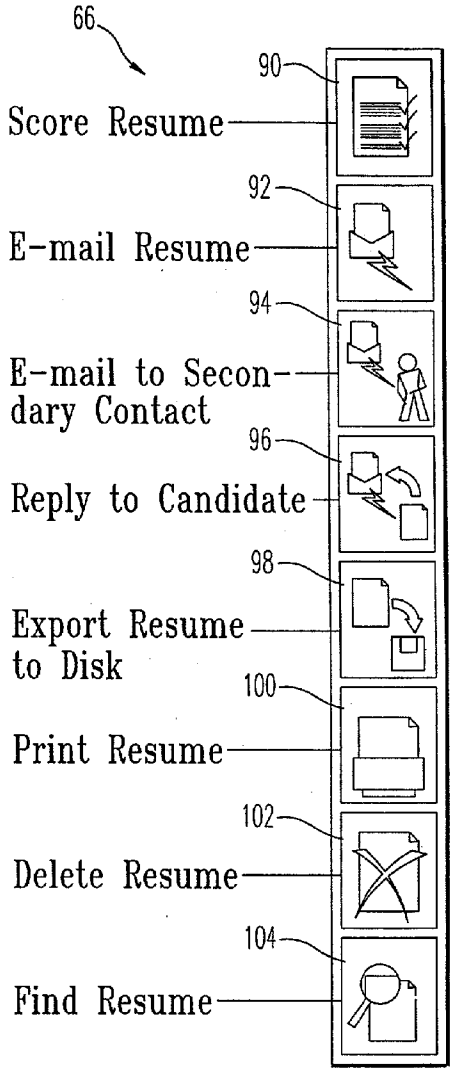


FIG. 7

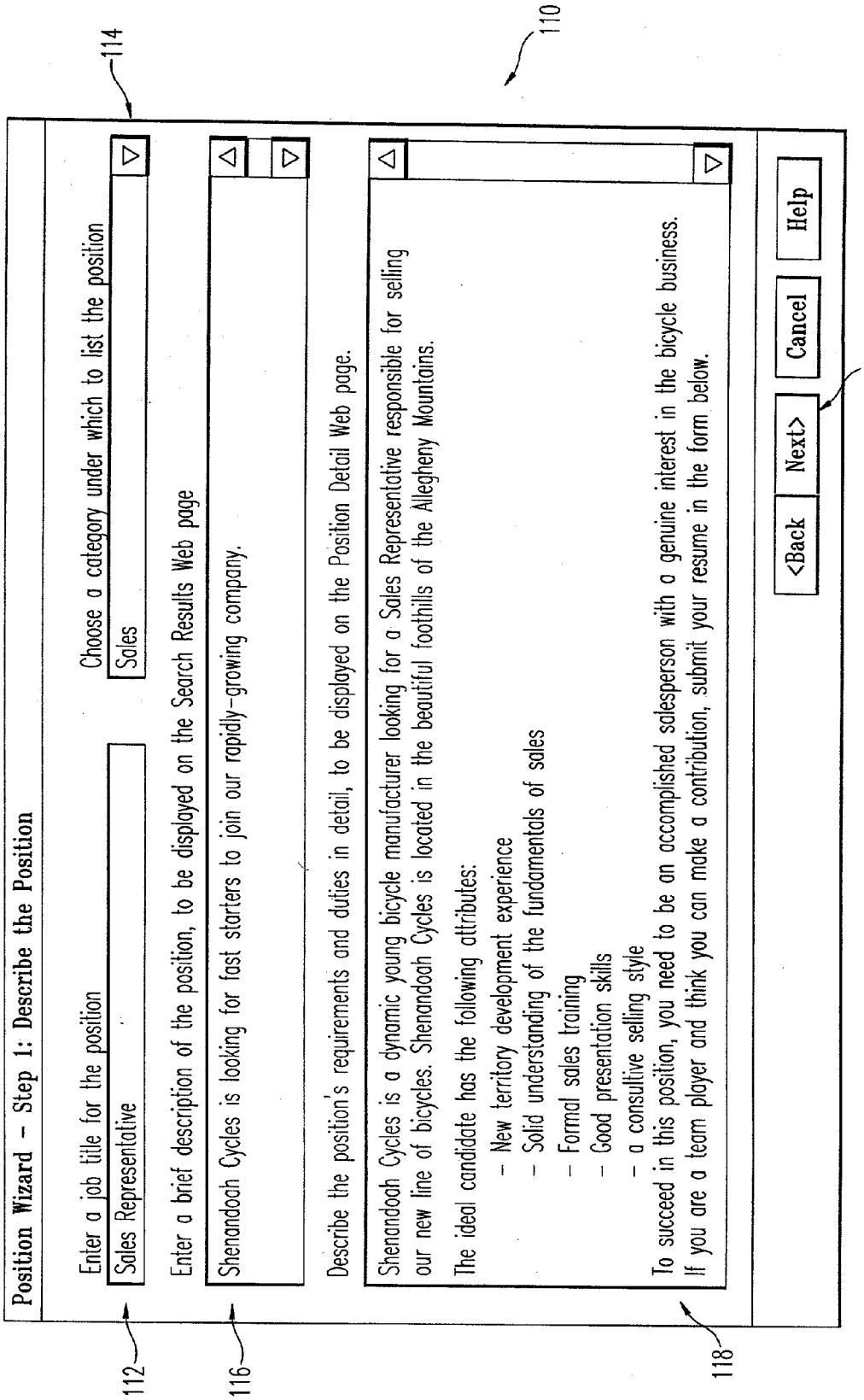

Position Wizard - Step 1: Describe the Position
Enter a job title for the position
Sales Representative
Choose a category under which to list the position
Sales
Enter a brief description of the position, to be displayed on the Search Results Web page
Shenandoah Cycles is looking for fast starters to join our rapidly-growing company.
Describe the position's requirements and duties in detail, to be displayed on the Position Detail Web page.
Shenandoah Cycles is a dynamic young bicycle manufacturer looking for a Sales Representative responsible for selling our new line of bicycles. Shenandoah Cycles is located in the beautiful foothills of the Allegheny Mountains.
The ideal candidate has the following attributes:
- New territory development experience
- Solid understanding of the fundamentals of sales
- Formal sales training
- Good presentation skills
- a consultive selling style
To succeed in this position, you need to be an accomplished salesperson with a genuine interest in the bicycle business.
If you are a team player and think you can make a contribution, submit your resume in the form below.
<Back
Next>
Cancel
Help
110
112
114
116
118
120

FIG. 8

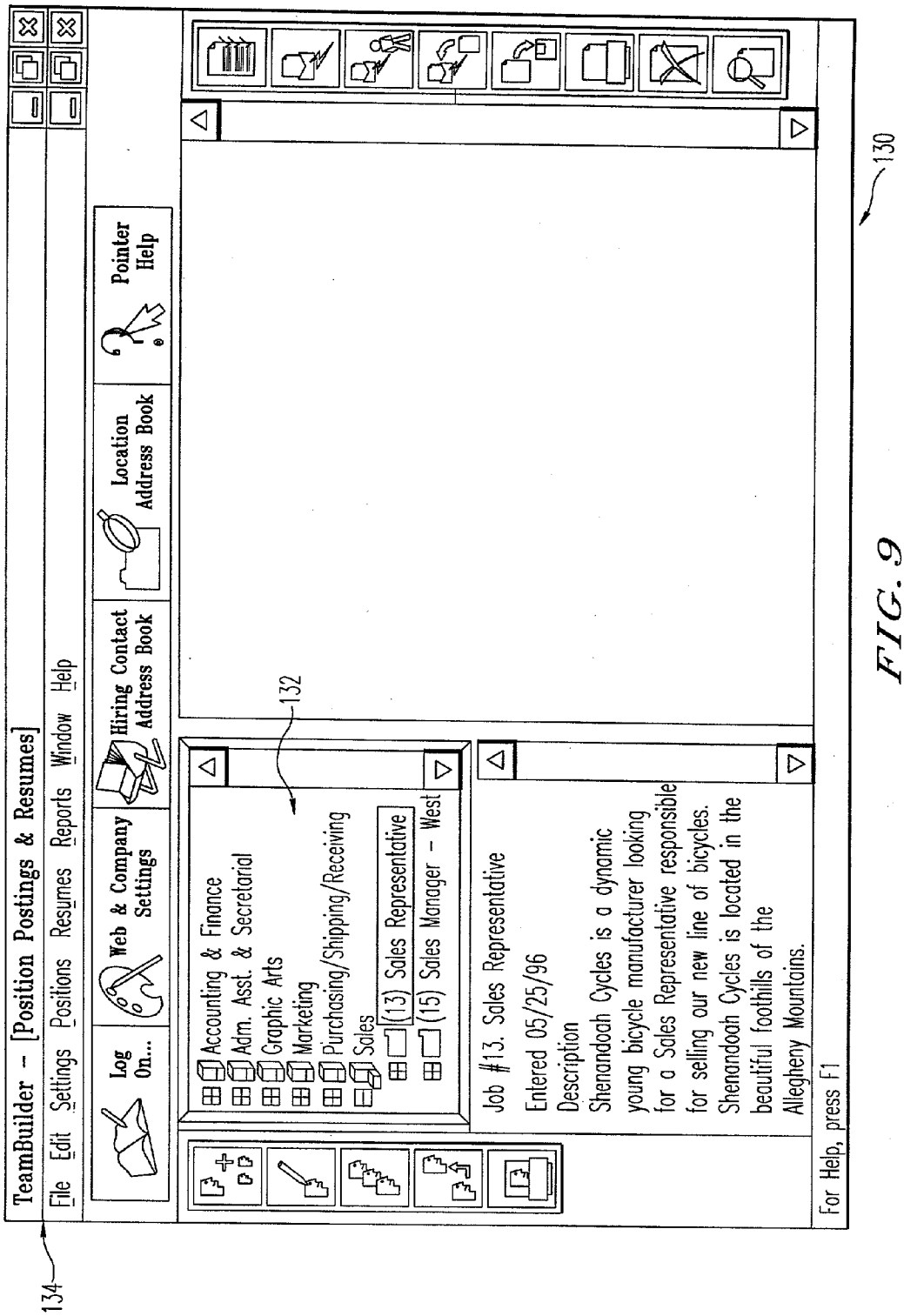
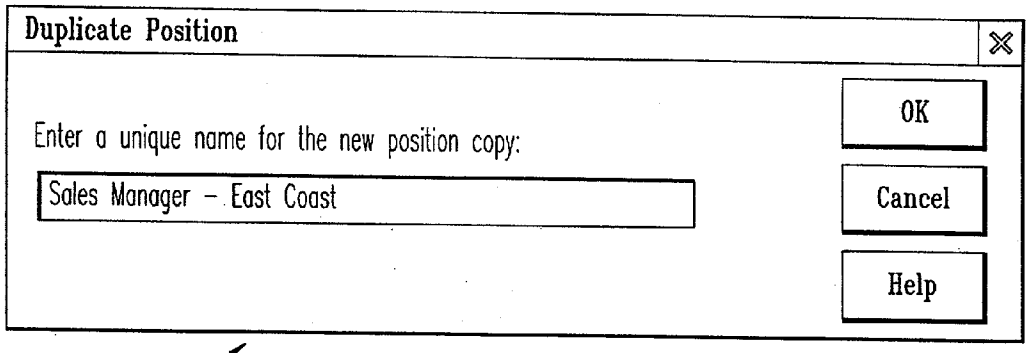
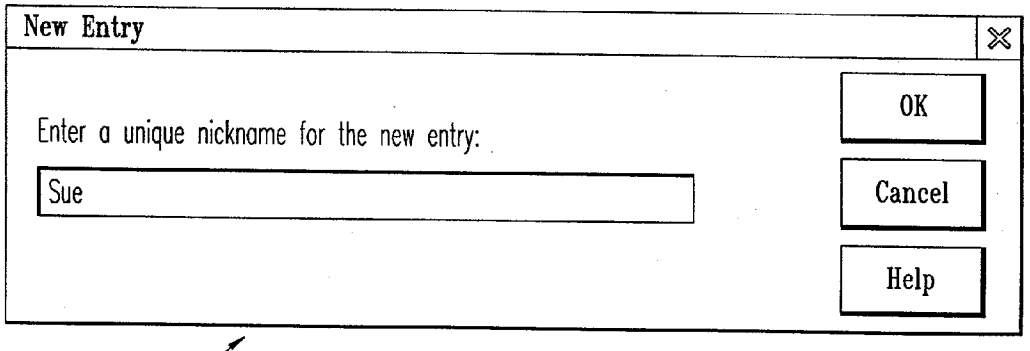

TeamBuilder - [Position Postings & Resumes]
File Edit Settings Positions Resumes Reports Window Help
Log On...
Web & Company Settings
Hiring Contact Address Book
Location Address Book
Pointer Help
Accounting & Finance
Adm. Asst. & Secretarial
Graphic Arts
Marketing
Purchasing/Shipping/Receiving
Sales
(13) Sales Representative
(15) Sales Manager - West
132
Job #13. Sales Representative
Entered 05/25/96
Description
Shenandoah Cycles is a dynamic young bicycle manufacturer looking for a Sales Representative responsible for selling our new line of bicycles. Shenandoah Cycles is located in the beautiful foothills of the Allegheny Mountains.
For Help, press F1
130
134

FIG. 9



136

FIG. 10



144

FIG. 13

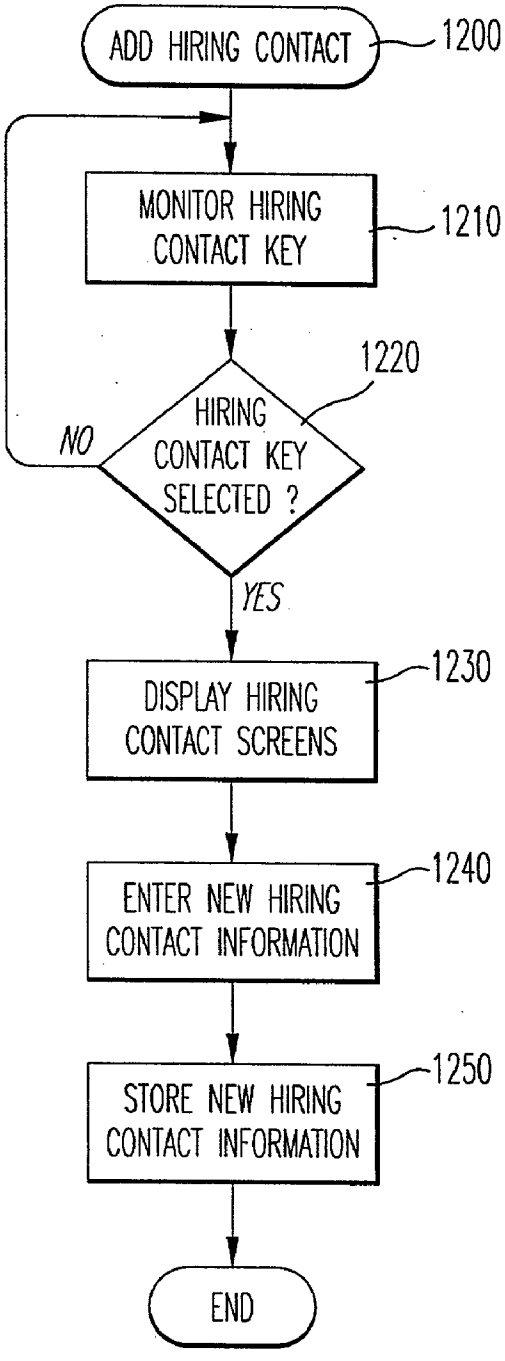

ADD HIRING CONTACT
1200
MONITOR HIRING CONTACT KEY
1210
1220
HIRING CONTACT KEY SELECTED ?
NO
YES
DISPLAY HIRING CONTACT SCREENS
1230
ENTER NEW HIRING CONTACT INFORMATION
1240
STORE NEW HIRING CONTACT INFORMATION
1250
END

FIG. 11

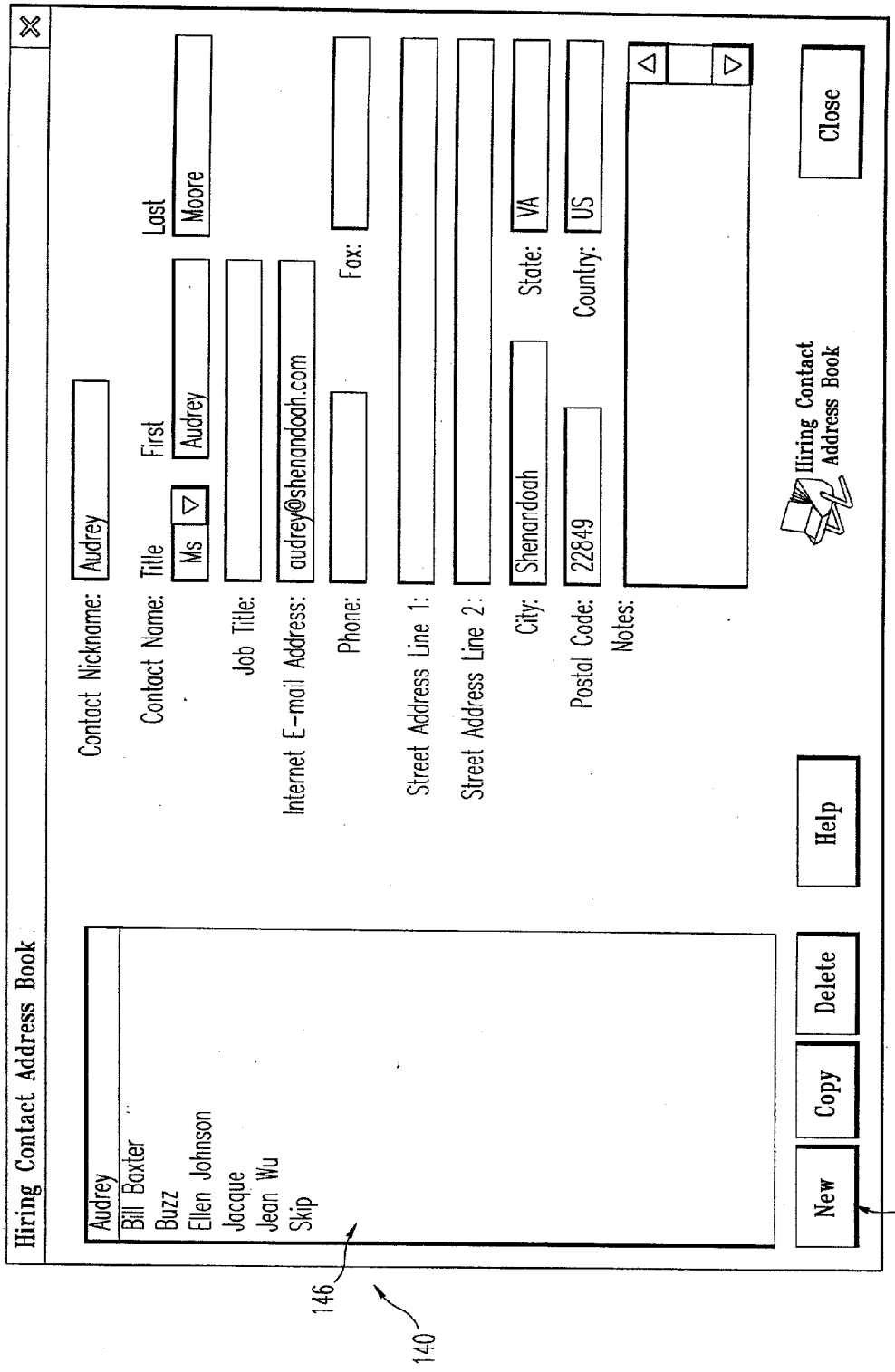

Hiring Contact Address Book
Audrey
Bill Baxter
Buzz
Ellen Johnson
Jacque
Jean Wu
Skip
146
140
New
Copy
Delete
Help
142
Contact Nickname: Audrey
Contact Name: Title Ms First Audrey Last Moore
Job Title:
Internet E-mail Address: audrey@shenandoah.com
Phone:
Fax:
Street Address Line 1:
Street Address Line 2:
City: Shenandoah
State: VA
Postal Code: 22849
Country: US
Notes:
Hiring Contact Address Book
Close

FIG. 12

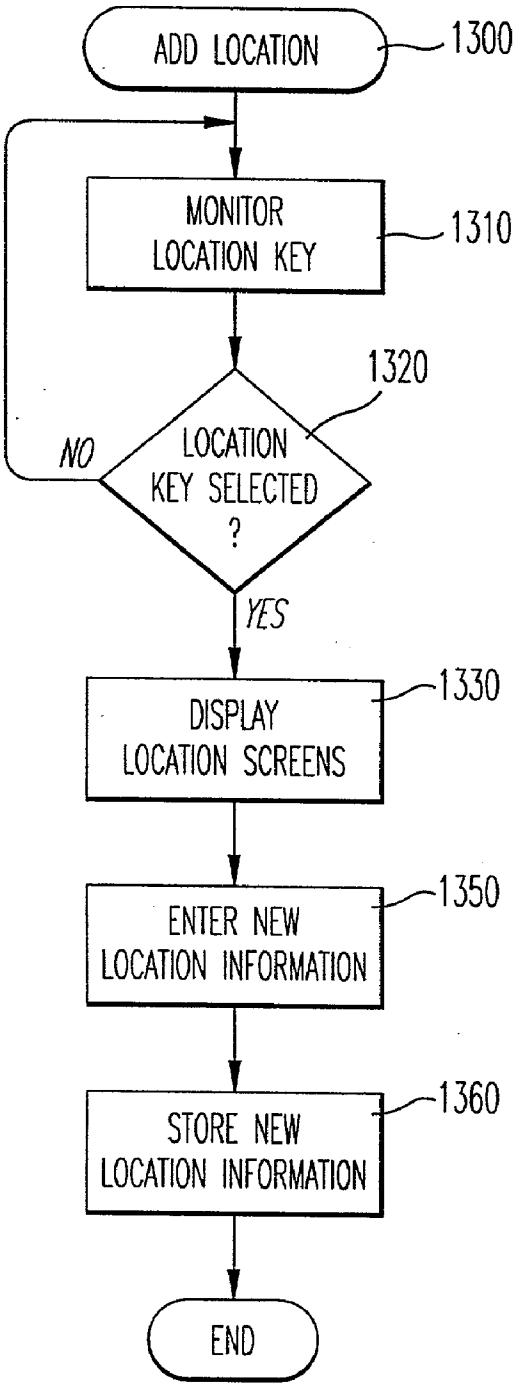

ADD LOCATION
1300
MONITOR LOCATION KEY
1310
1320
LOCATION KEY SELECTED ?
NO
YES
DISPLAY LOCATION SCREENS
1330
ENTER NEW LOCATION INFORMATION
1350
STORE NEW LOCATION INFORMATION
1360
END

FIG. 14

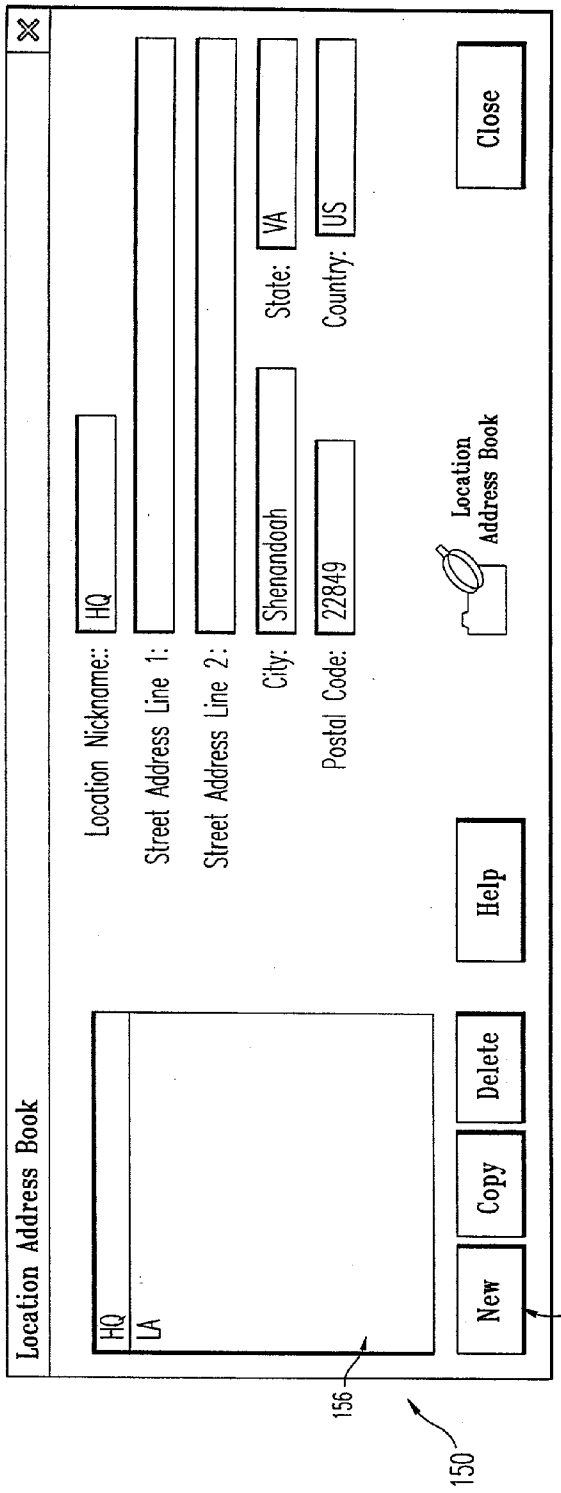

Location Address Book
HQ
LA
Location Nickname:: HQ
Street Address Line 1:
Street Address Line 2:
City: Shenandoah
State: VA
Postal Code: 22849
Country: US
Location Address Book
Close
New
Copy
Delete
Help
150
152
156

FIG. 15

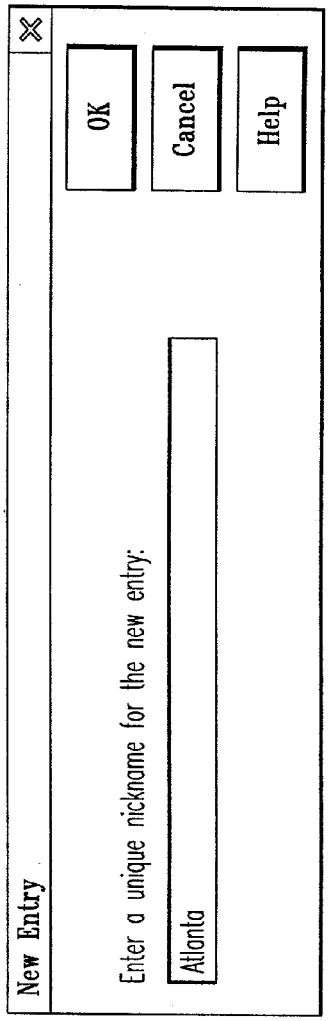

New Entry
Enter a unique nickname for the new entry:
Atlanta
OK
Cancel
Help
154

FIG. 16

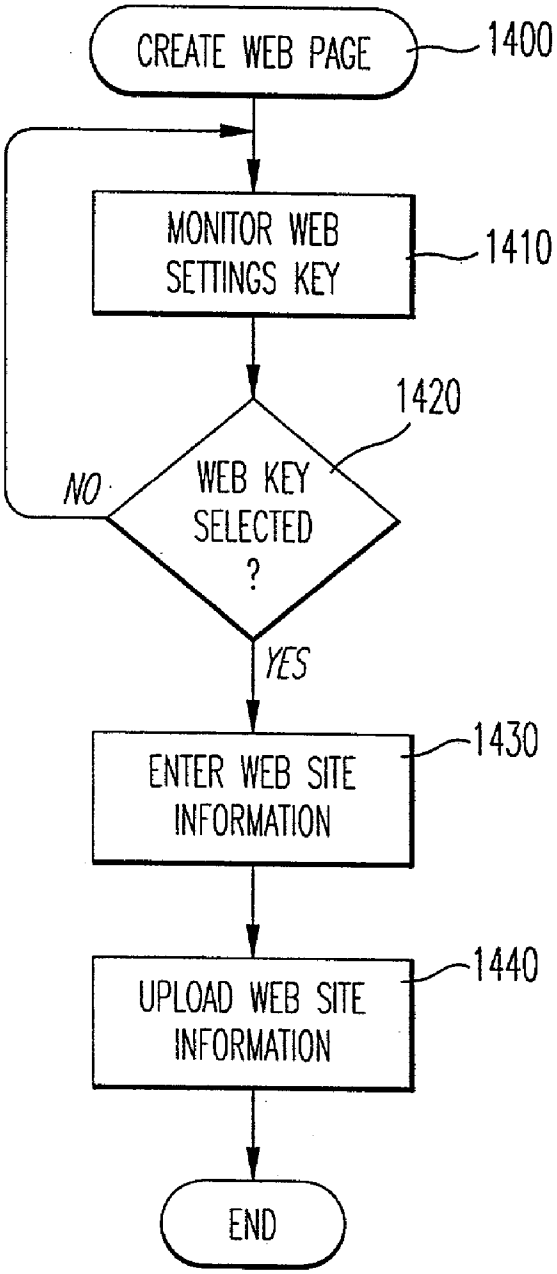

CREATE WEB PAGE
1400
MONITOR WEB SETTINGS KEY
1410
1420
WEB KEY SELECTED ?
NO
YES
ENTER WEB SITE INFORMATION
1430
UPLOAD WEB SITE INFORMATION
1440
END

FIG. 17

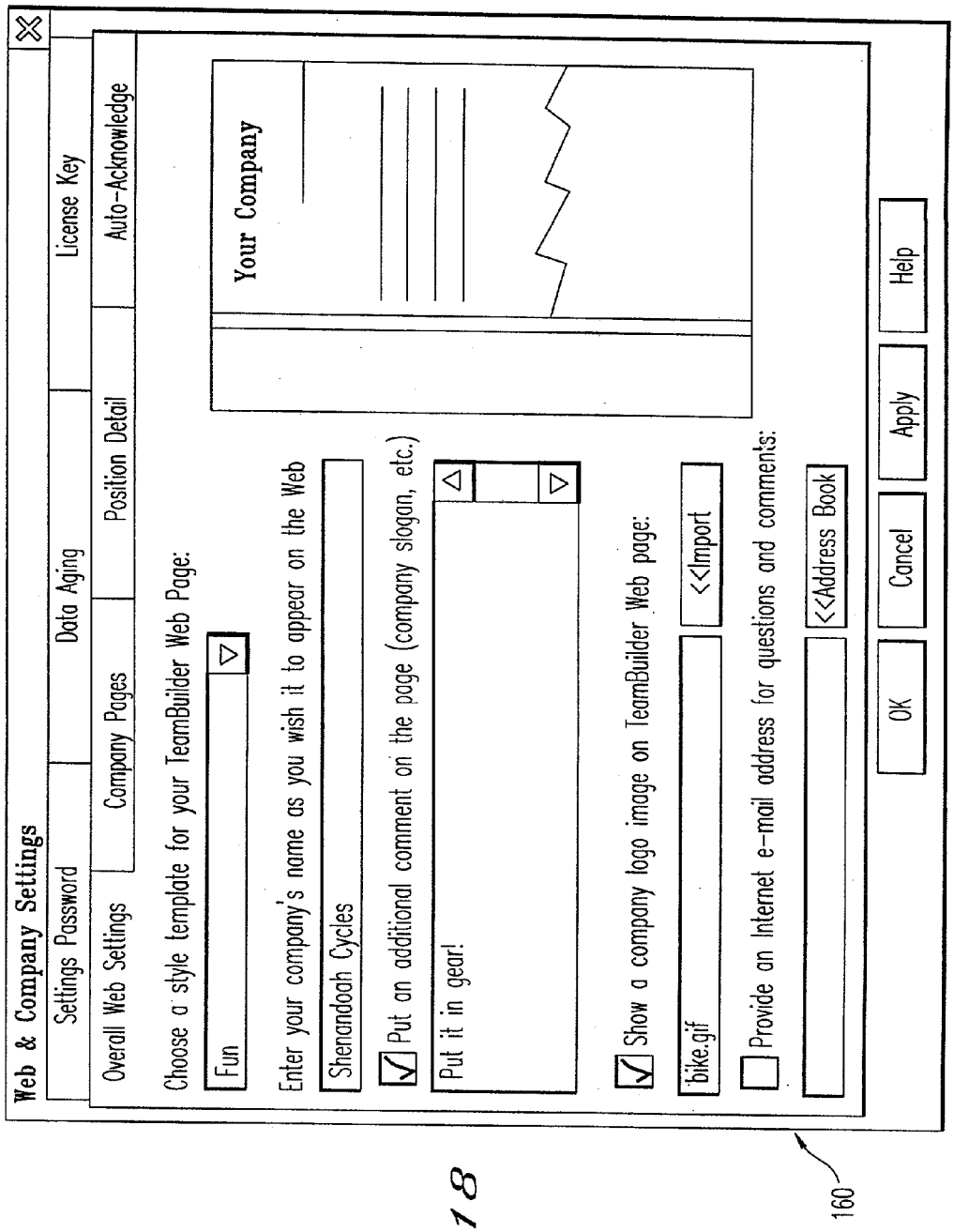

Web & Company Settings
Settings Password
Data Aging
License Key
Overall Web Settings
Company Pages
Position Detail
Auto-Acknowledge
Choose a style template for your TeamBuilder Web Page:
Fun
Your Company
Enter your company's name as you wish it to appear on the Web
Shenandoah Cycles
Put an additional comment on the page (company slogan, etc.)
Put it in gear!
Show a company logo image on TeamBuilder Web page:
bike.gif
<<Import
Provide an Internet e-mail address for questions and comments:
<<Address Book
OK
Cancel
Apply
Help
160

FIG. 18

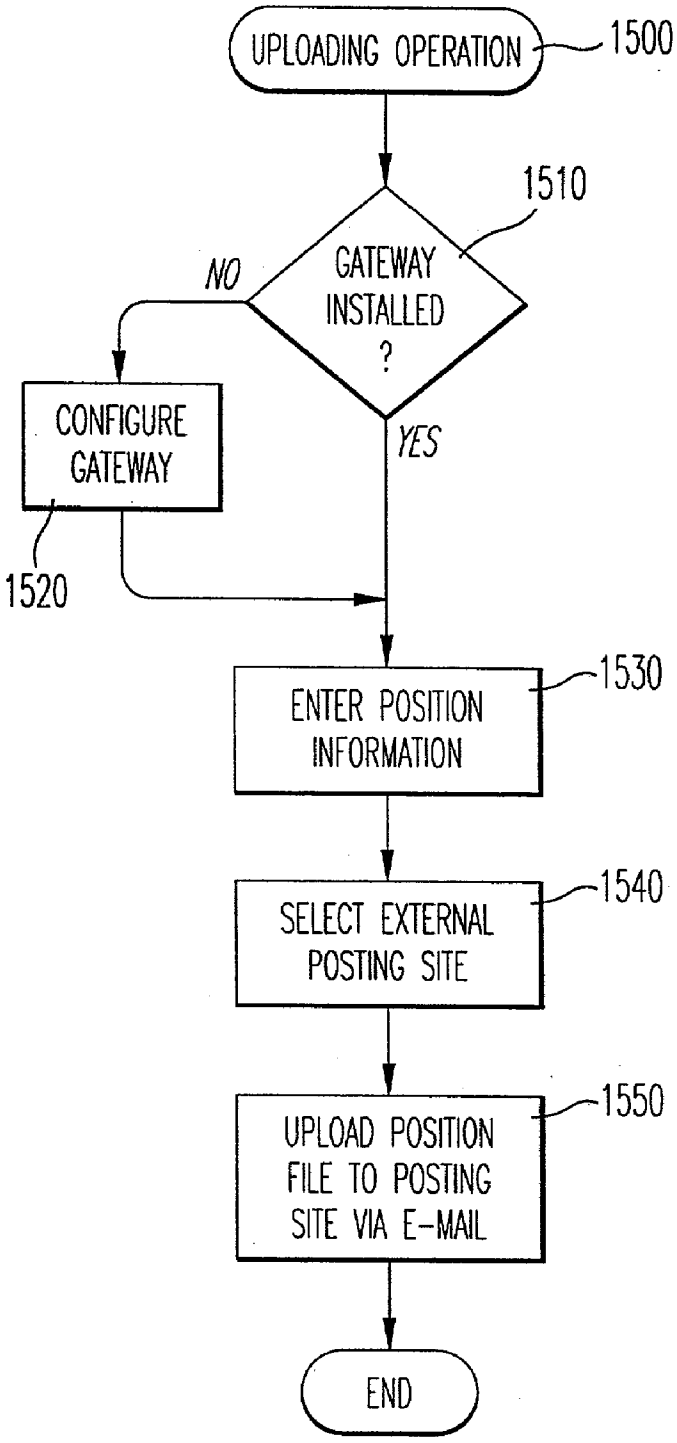

UPLOADING OPERATION
1500
1510
GATEWAY INSTALLED ?
NO
YES
CONFIGURE GATEWAY
1520
ENTER POSITION INFORMATION
1530
SELECT EXTERNAL POSTING SITE
1540
UPLOAD POSITION FILE TO POSTING SITE VIA E-MAIL
1550
END

FIG. 19

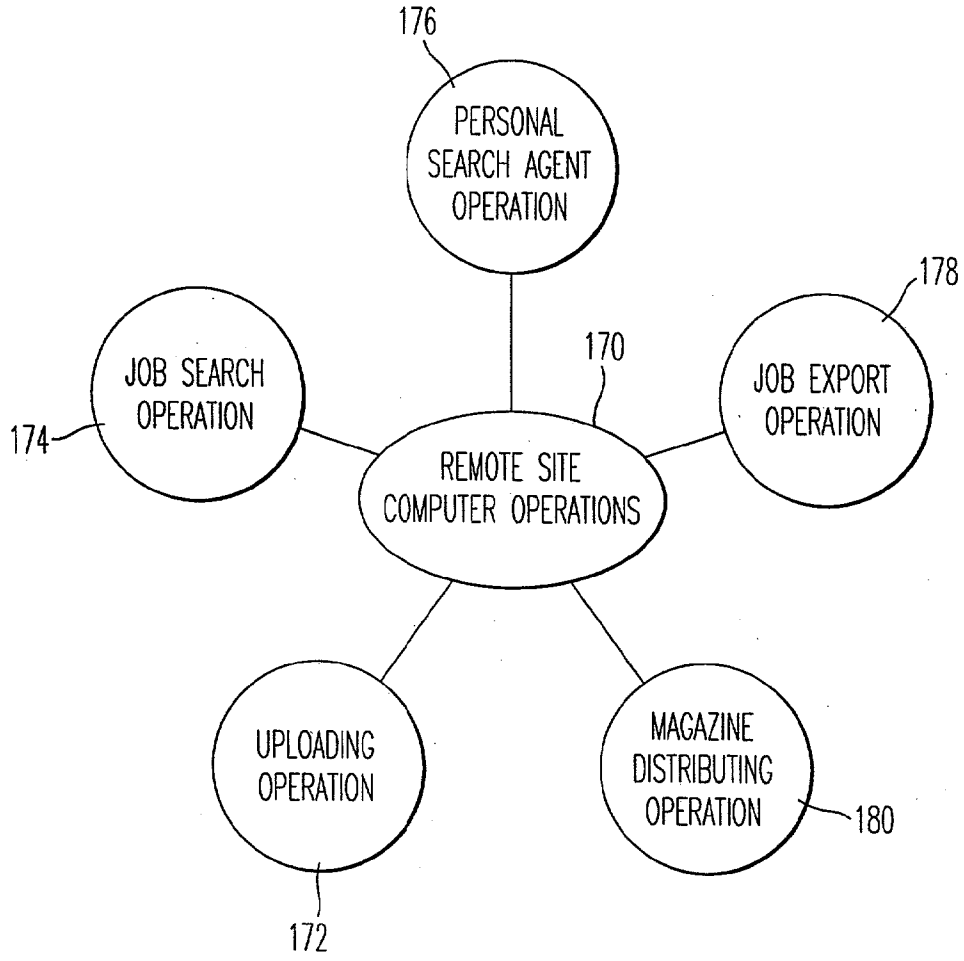

176
PERSONAL SEARCH AGENT OPERATION
178
JOB SEARCH OPERATION
170
JOB EXPORT OPERATION
174
REMOTE SITE COMPUTER OPERATIONS
UPLOADING OPERATION
MAGAZINE DISTRIBUTING OPERATION
180
172

FIG. 20

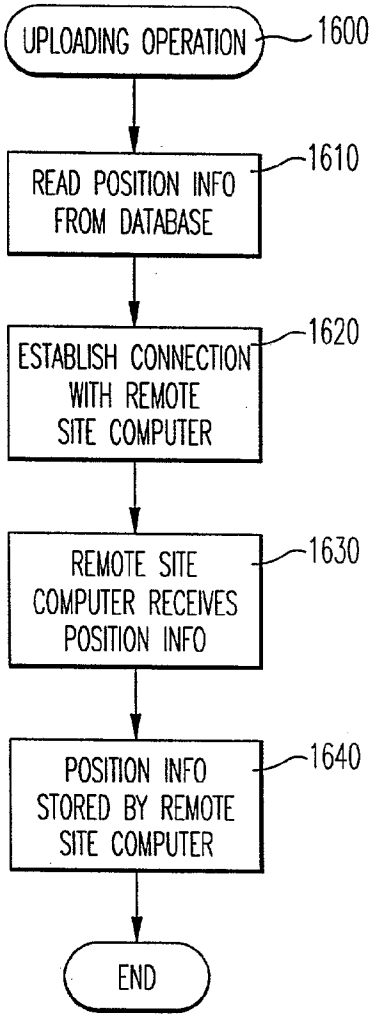

UPLOADING OPERATION
1600
READ POSITION INFO FROM DATABASE
1610
ESTABLISH CONNECTION WITH REMOTE SITE COMPUTER
1620
REMOTE SITE COMPUTER RECEIVES POSITION INFO
1630
POSITION INFO STORED BY REMOTE SITE COMPUTER
1640
END

FIG. 21

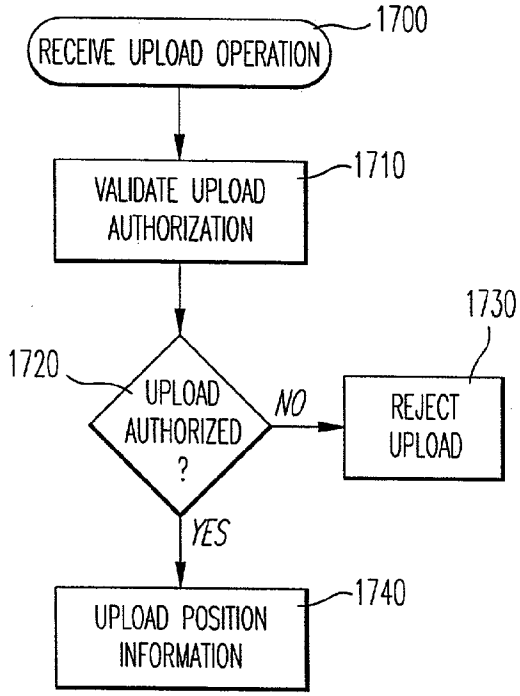

RECEIVE UPLOAD OPERATION
1700
VALIDATE UPLOAD AUTHORIZATION
1710
1720
UPLOAD AUTHORIZED ?
NO
1730
REJECT UPLOAD
YES
UPLOAD POSITION INFORMATION
1740

FIG. 22

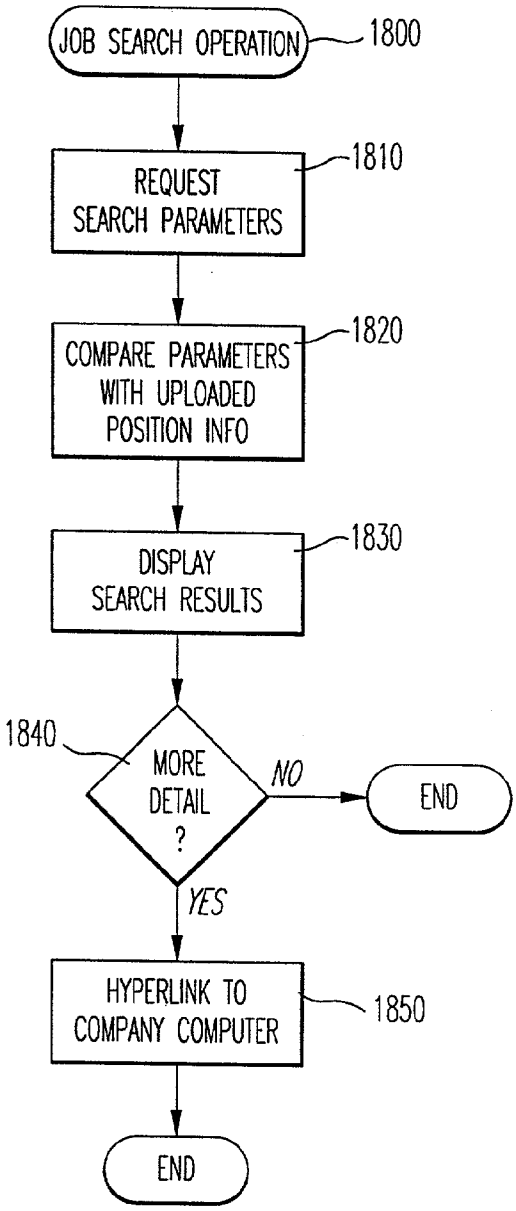

JOB SEARCH OPERATION
1800
REQUEST SEARCH PARAMETERS
1810
COMPARE PARAMETERS WITH UPLOADED POSITION INFO
1820
DISPLAY SEARCH RESULTS
1830
1840
MORE DETAIL ?
NO
END
YES
HYPERLINK TO COMPANY COMPUTER
1850
END

FIG. 23

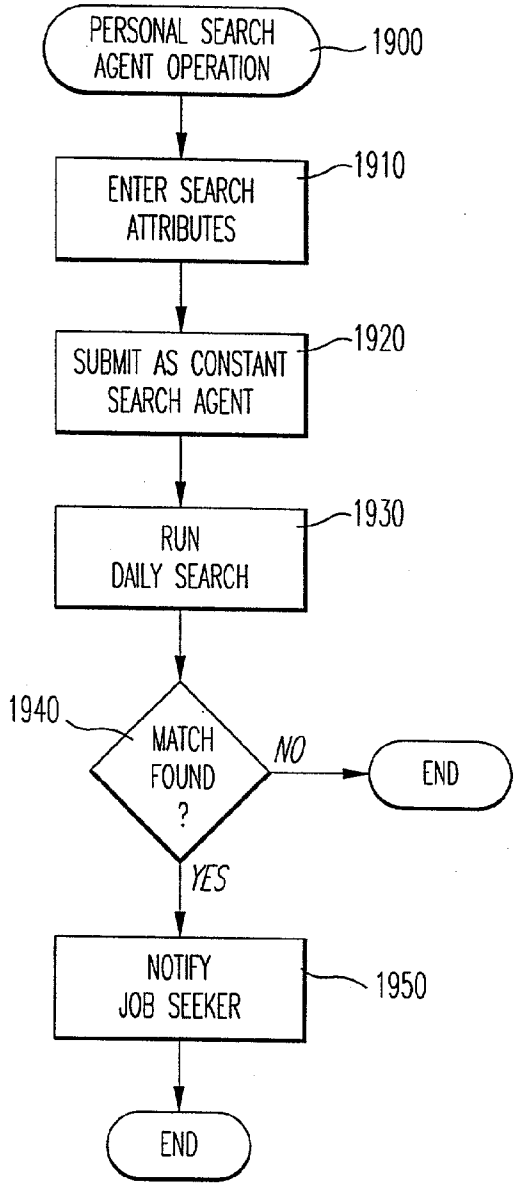

PERSONAL SEARCH AGENT OPERATION
1900
ENTER SEARCH ATTRIBUTES
1910
SUBMIT AS CONSTANT SEARCH AGENT
1920
RUN DAILY SEARCH
1930
1940
MATCH FOUND ?
NO
END
YES
NOTIFY JOB SEEKER
1950
END

FIG. 25

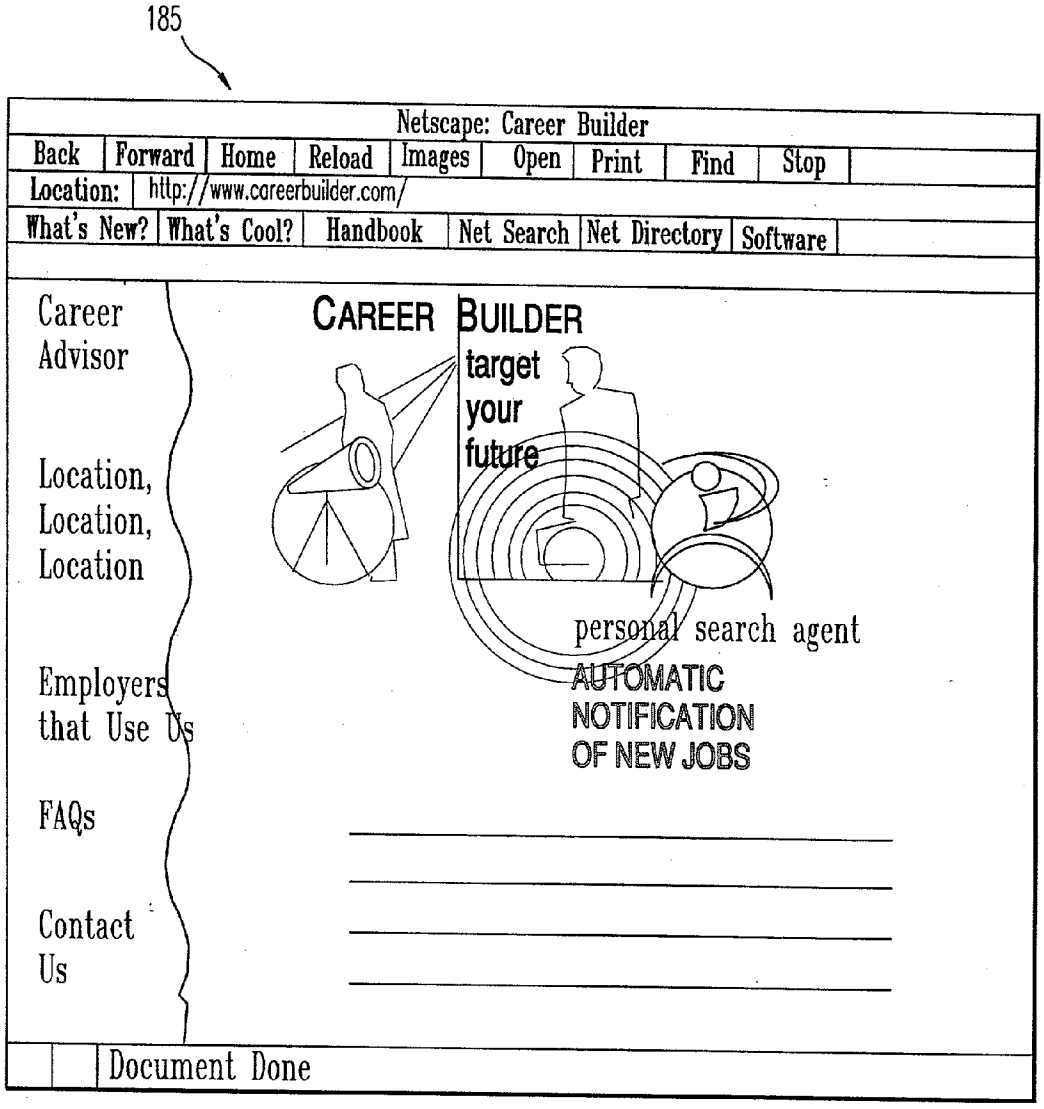

185
Netscape: Career Builder
Back
Forward
Home
Reload
Images
Open
Print
Find
Stop
Location:
http://www.careerbuilder.com/
What's New?
What's Cool?
Handbook
Net Search
Net Directory
Software
Career Advisor
Location, Location, Location
Employers that Use Us
FAQs
Contact Us
CAREER BUILDER
target your future
personal search agent
AUTOMATIC NOTIFICATION OF NEW JOBS
Document Done

FIG. 24

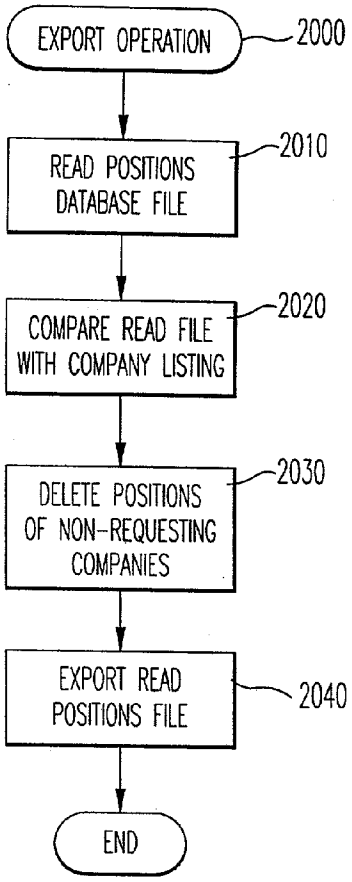

EXPORT OPERATION
2000
READ POSITIONS DATABASE FILE
2010
COMPARE READ FILE WITH COMPANY LISTING
2020
DELETE POSITIONS OF NON-REQUESTING COMPANIES
2030
EXPORT READ POSITIONS FILE
2040
END

FIG. 26

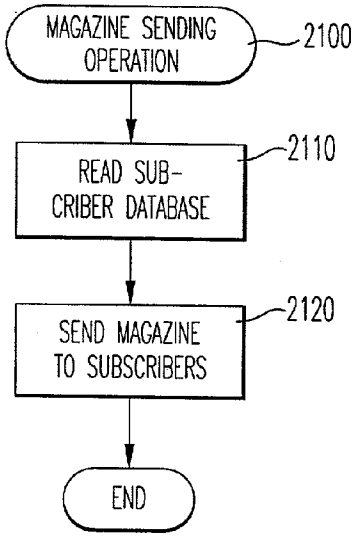

MAGAZINE SENDING OPERATION
2100
READ SUB-CRIBER DATABASE
2110
SEND MAGAZINE TO SUBSCRIBERS
2120
END

FIG. 27

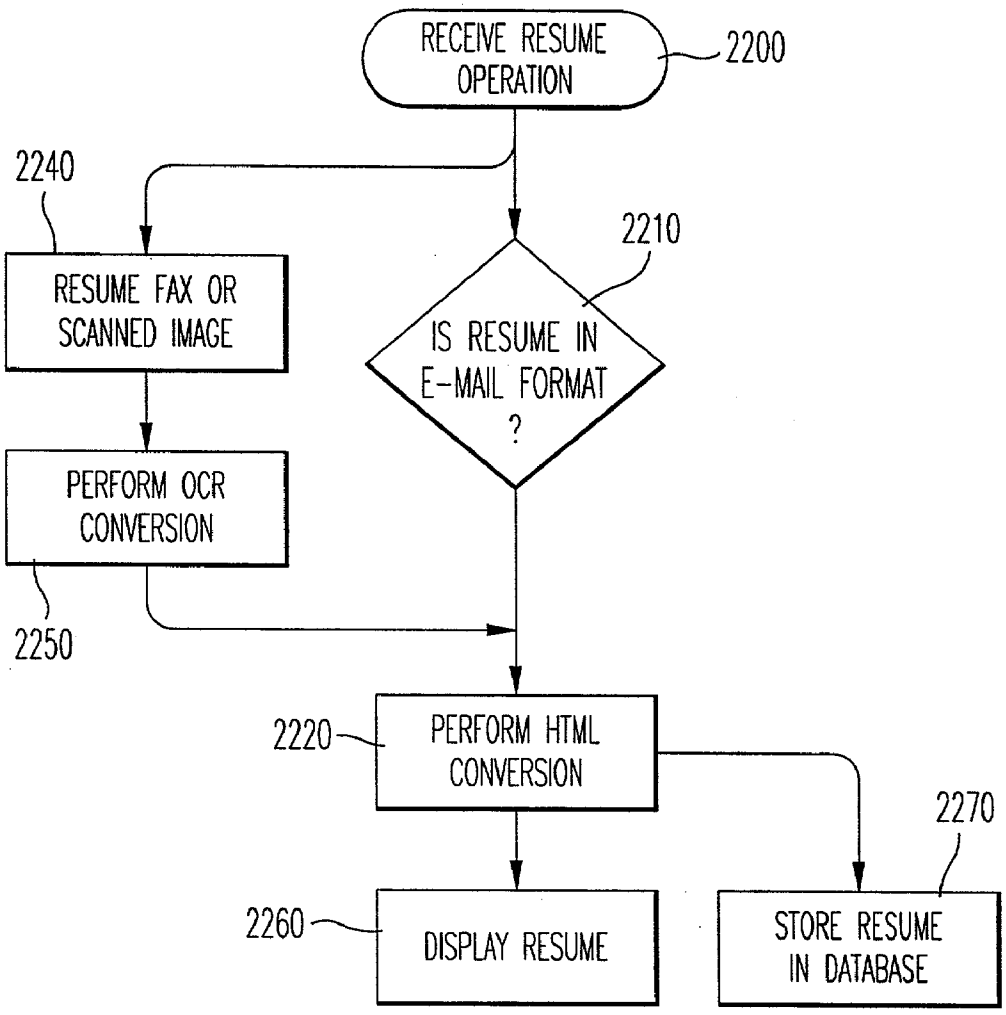

RECEIVE RESUME OPERATION
2200
2240
2210
RESUME FAX OR SCANNED IMAGE
IS RESUME IN E-MAIL FORMAT ?
PERFORM OCR CONVERSION
2250
2220
PERFORM HTML CONVERSION
2270
2260
DISPLAY RESUME
STORE RESUME IN DATABASE

FIG. 28

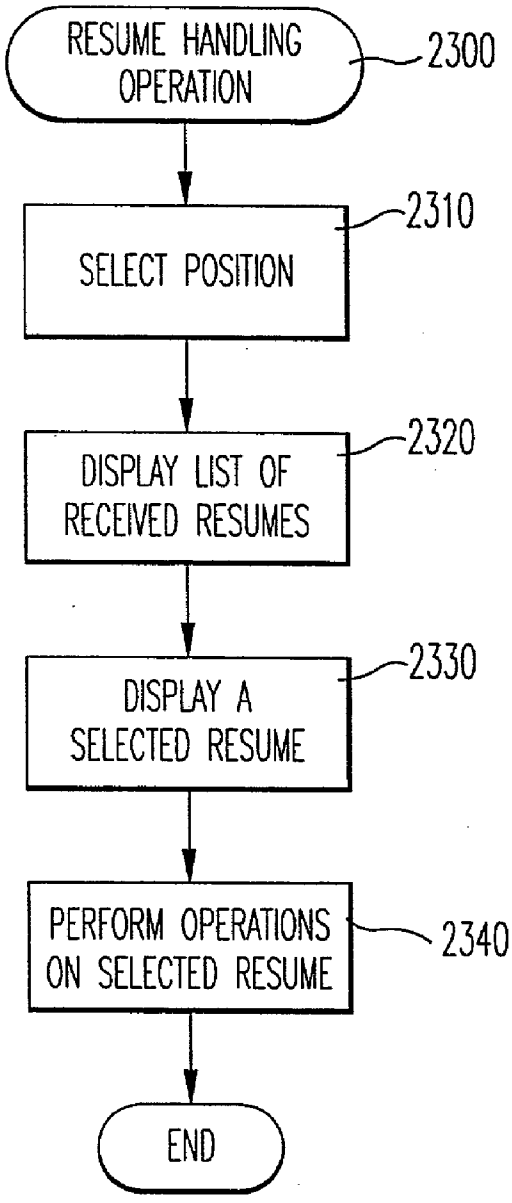

RESUME HANDLING OPERATION
2300
SELECT POSITION
2310
DISPLAY LIST OF RECEIVED RESUMES
2320
DISPLAY A SELECTED RESUME
2330
PERFORM OPERATIONS ON SELECTED RESUME
2340
END

FIG. 29

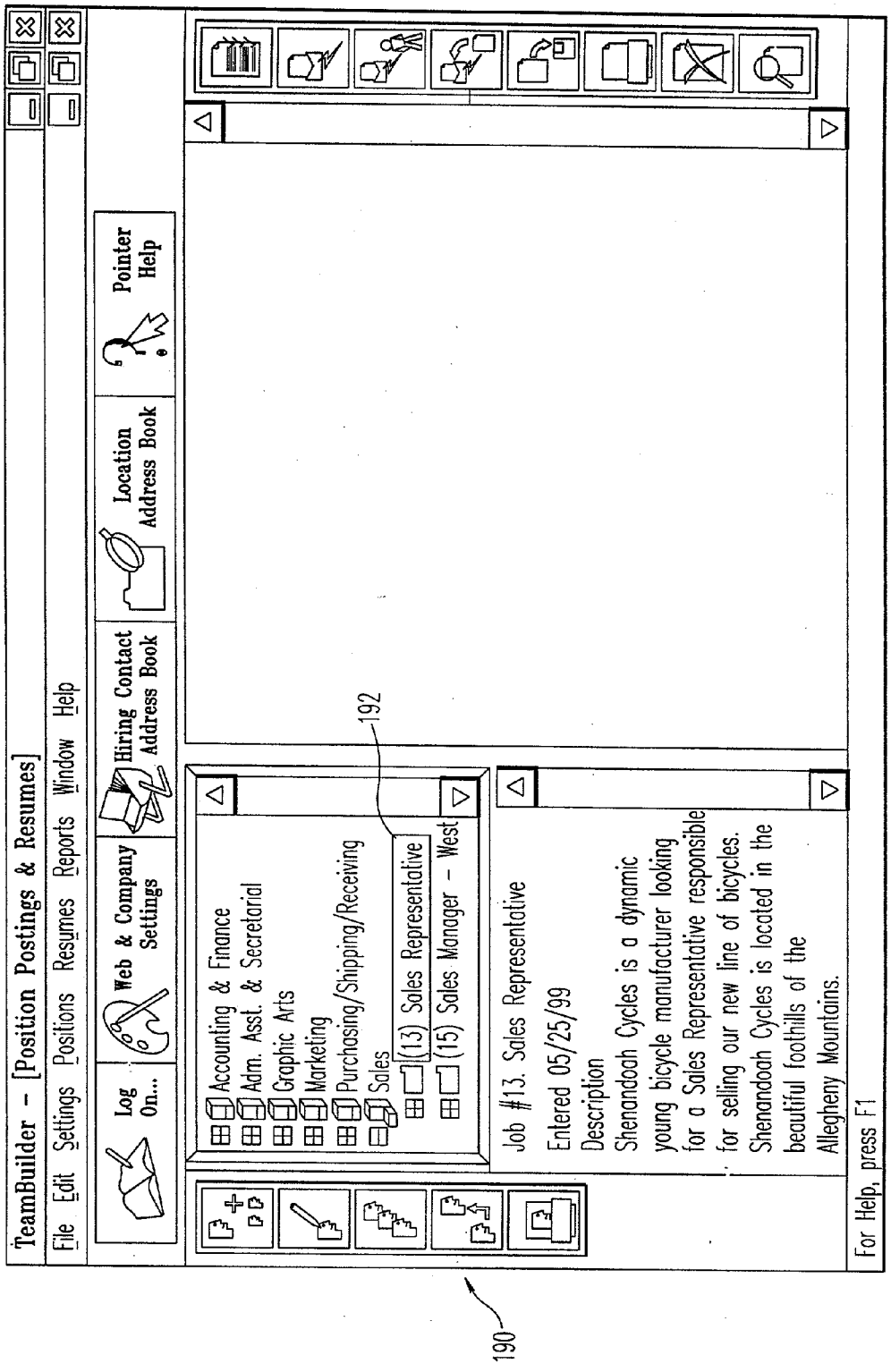

TeamBuilder - [Position Postings & Resumes]
File Edit Settings Positions Resumes Reports Window Help
Log On...
Web & Company Settings
Hiring Contact Address Book
Location Address Book
Pointer Help
Accounting & Finance
Adm. Asst. & Secretarial
Graphic Arts
Marketing
Purchasing/Shipping/Receiving
Sales
(13) Sales Representative
(15) Sales Manager - West
192
Job #13. Sales Representative
Entered 05/25/99
Description
Shenandoah Cycles is a dynamic young bicycle manufacturer looking for a Sales Representative responsible for selling our new line of bicycles. Shenandoah Cycles is located in the beautiful foothills of the Allegheny Mountains.
For Help, press F1
190

FIG. 30

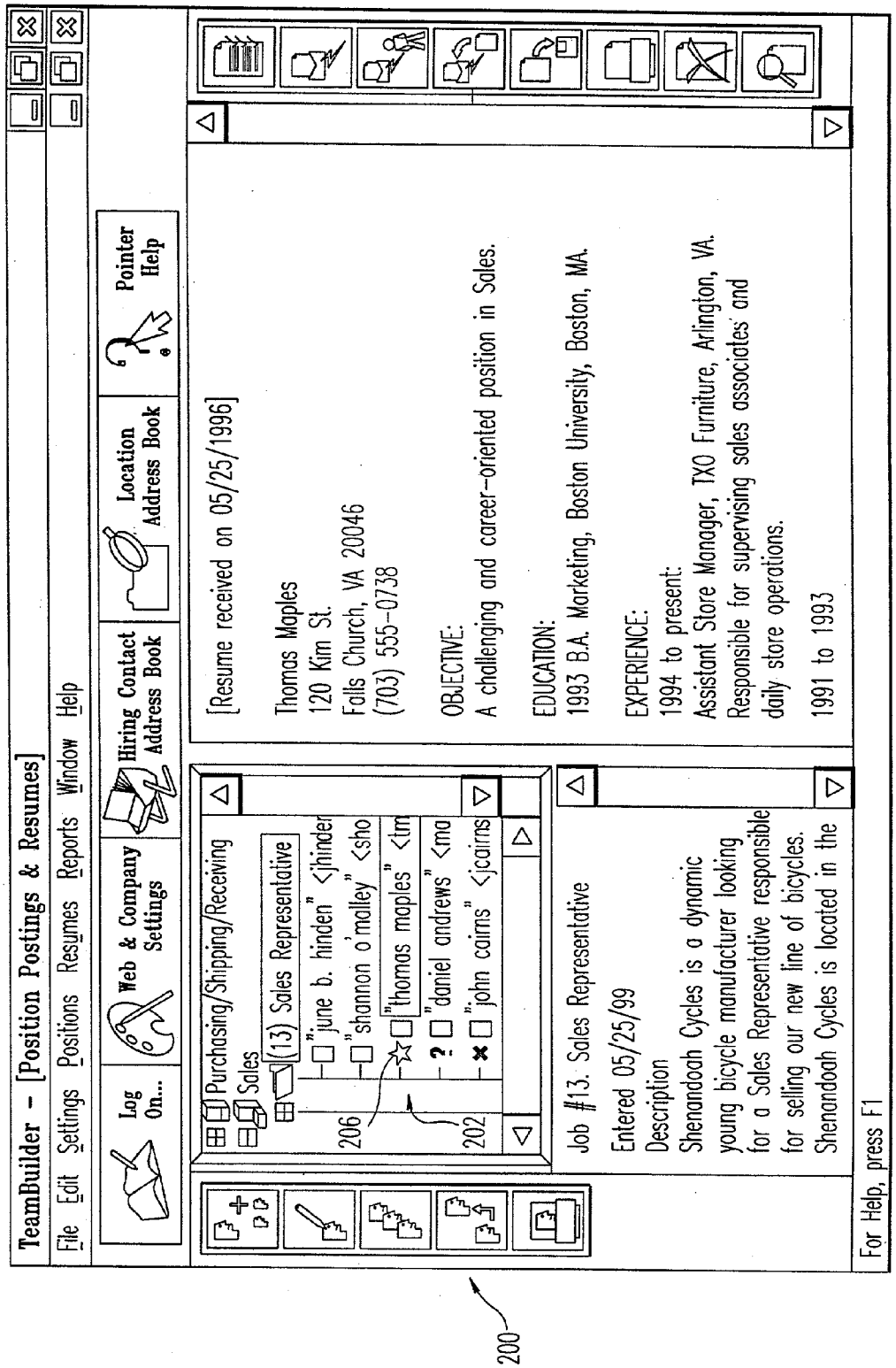

TeamBuilder - [Position Postings & Resumes]
File Edit Settings Positions Resumes Reports Window Help
Log On...
Web & Company Settings
Hiring Contact Address Book
Location Address Book
Pointer Help
Purchasing/Shipping/Receiving
Sales
(13) Sales Representative
"june b. hinden" <jhinder
"shannon o'malley" <sho
"thomas maples" <tm
"daniel andrews" <ma
"john cairns" <jcairns
206
202
Job #13. Sales Representative
Entered 05/25/99
Description
Shenandoah Cycles is a dynamic young bicycle manufacturer looking for a Sales Representative responsible for selling our new line of bicycles. Shenandoah Cycles is located in the
[Resume received on 05/25/1996]
Thomas Maples
120 Kim St.
Falls Church, VA 20046
(703) 555-0738
OBJECTIVE:
A challenging and career-oriented position in Sales.
EDUCATION:
1993 B.A. Marketing, Boston University, Boston, MA.
EXPERIENCE:
1994 to present:
Assistant Store Manager, TXO Furniture, Arlington, VA.
Responsible for supervising sales associates and daily store operations.
1991 to 1993
For Help, press F1
200

FIG. 31

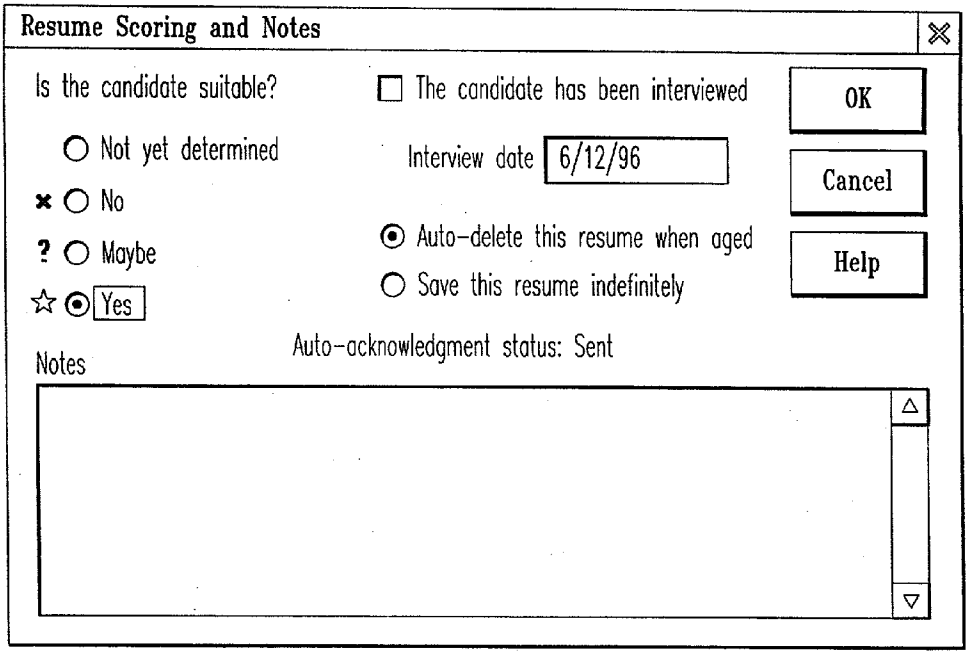

Resume Scoring and Notes
Is the candidate suitable?
Not yet determined
No
Maybe
Yes
The candidate has been interviewed
Interview date
6/12/96
Auto-delete this resume when aged
Save this resume indefinitely
OK
Cancel
Help
Auto-acknowledgment status: Sent
Notes
210

FIG. 32

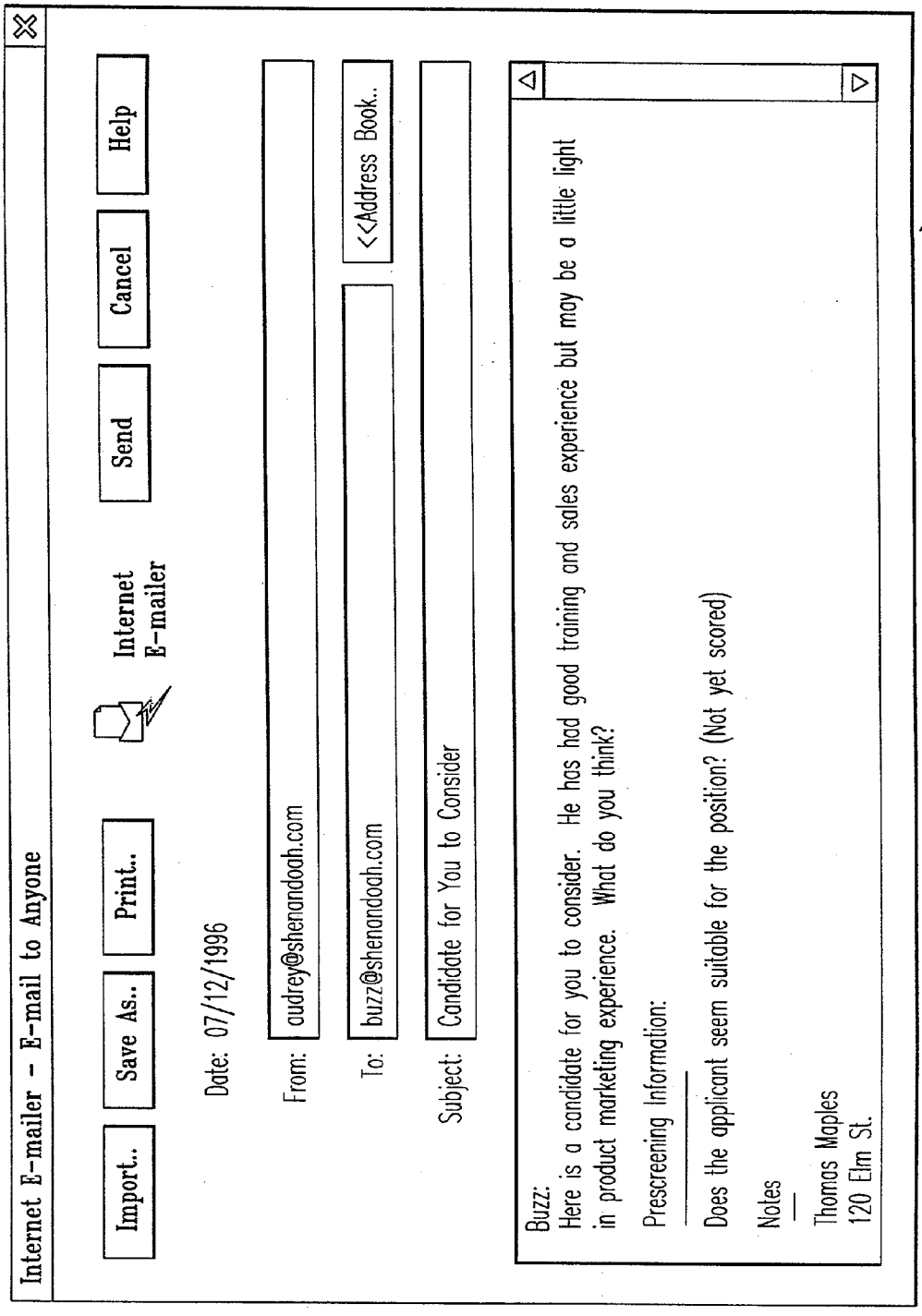

Internet E-mailer - E-mail to Anyone
Import..
Save As..
Print..
Internet E-mailer
Send
Cancel
Help
Date: 07/12/1996
From: audrey@shenandoah.com
To: buzz@shenandoah.com
<<Address Book..
Subject: Candidate for You to Consider
Buzz:
Here is a candidate for you to consider. He has had good training and sales experience but may be a little light in product marketing experience. What do you think?
Prescreening Information:
Does the applicant seem suitable for the position? (Not yet scored)
Notes
Thomas Maples
120 Elm St.
220

FIG. 33

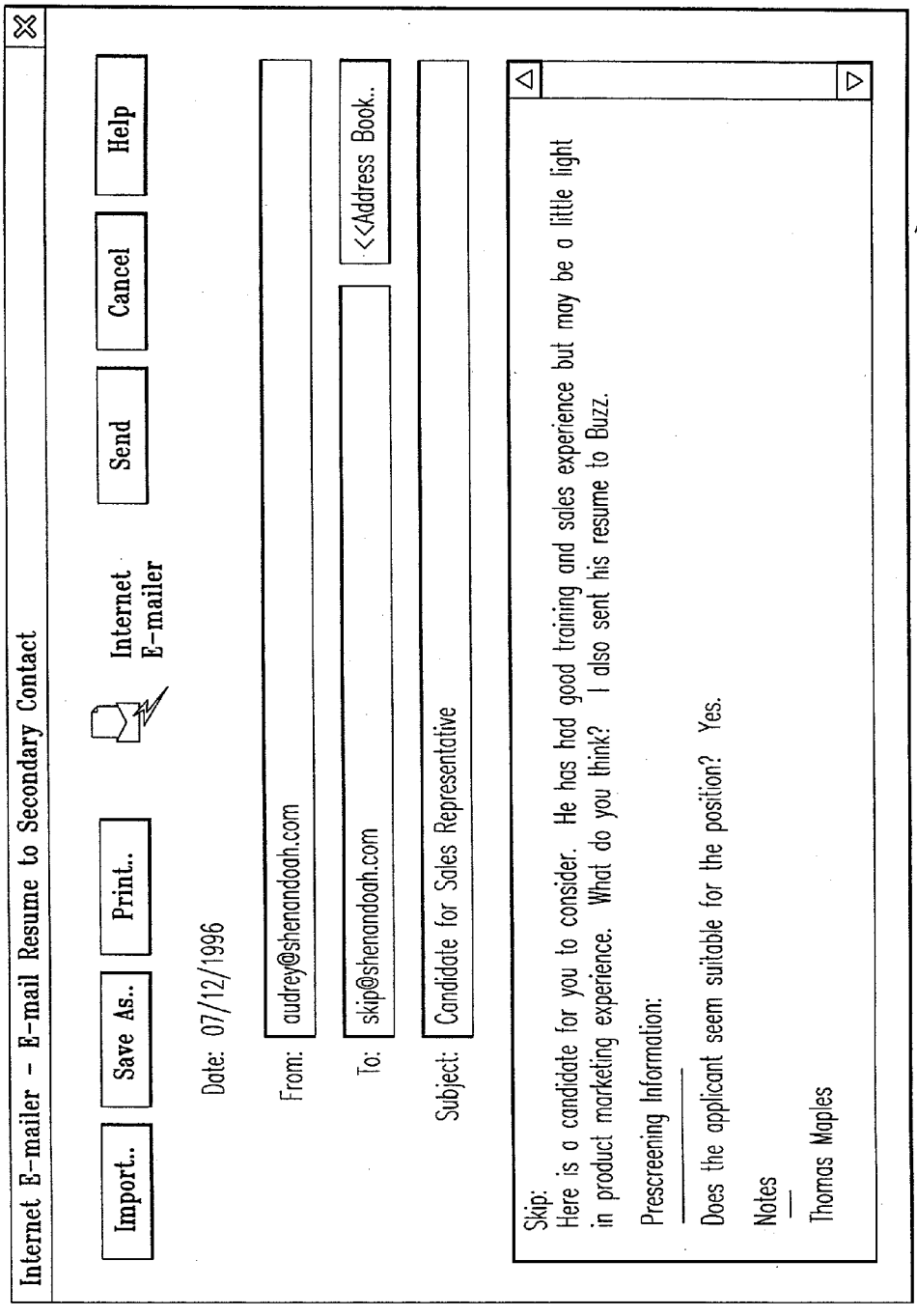

Internet E-mailer - E-mail Resume to Secondary Contact
Import..
Save As..
Print..
Internet E-mailer
Send
Cancel
Help
Date: 07/12/1996
From: audrey@shenandoah.com
To: skip@shenandoah.com
<<Address Book..
Subject: Candidate for Sales Representative
Skip:
Here is a candidate for you to consider. He has had good training and sales experience but may be a little light in product marketing experience. What do you think? I also sent his resume to Buzz.
Prescreening Information:
Does the applicant seem suitable for the position? Yes.
Notes
Thomas Maples
230

FIG. 34

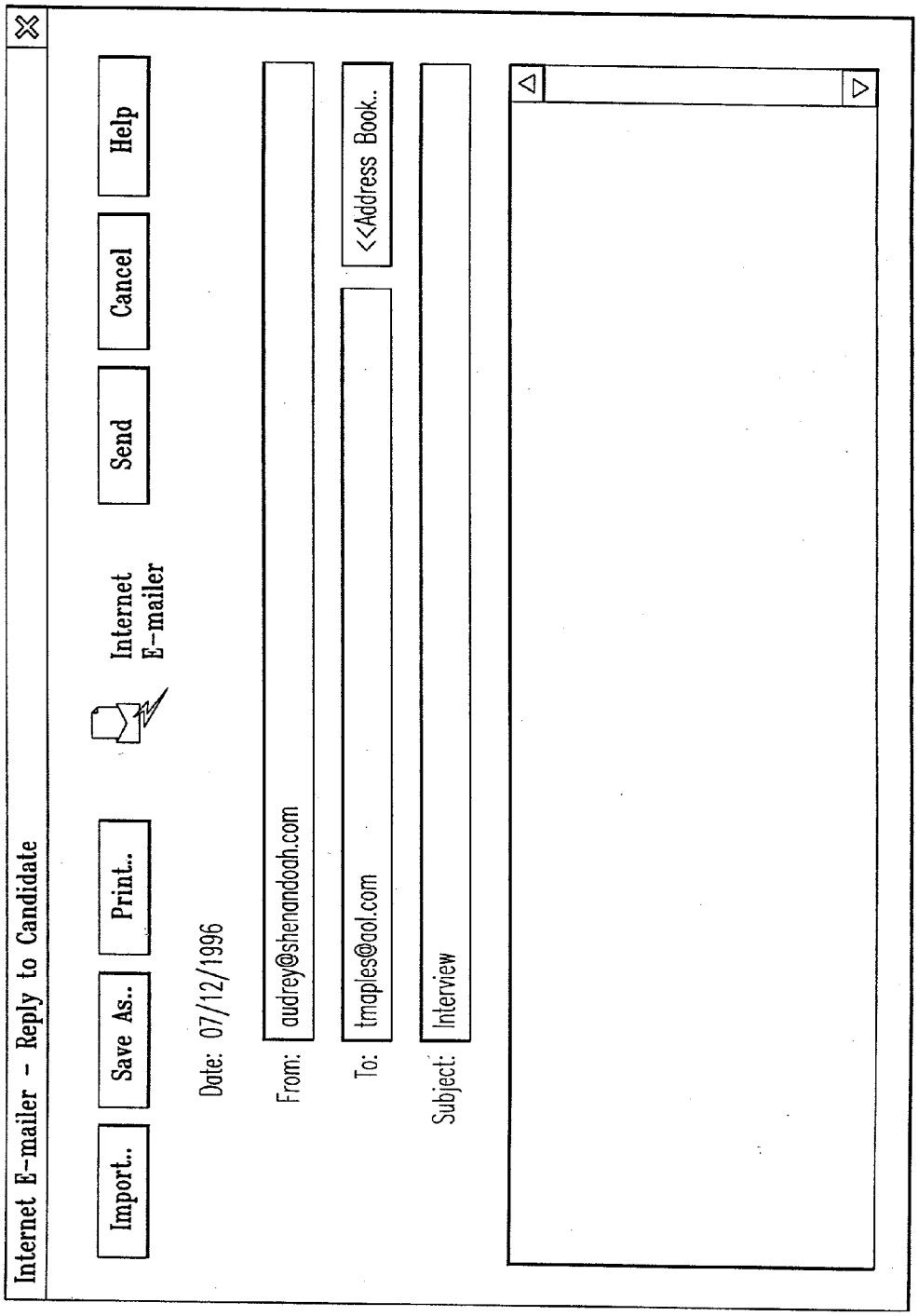

Internet E-mailer - Reply to Candidate
Import..
Save As..
Print..
Internet E-mailer
Send
Cancel
Help
Date: 07/12/1996
From: audrey@shenandoah.com
To: tmaples@aol.com
<<Address Book..
Subject: Interview
240

FIG. 35

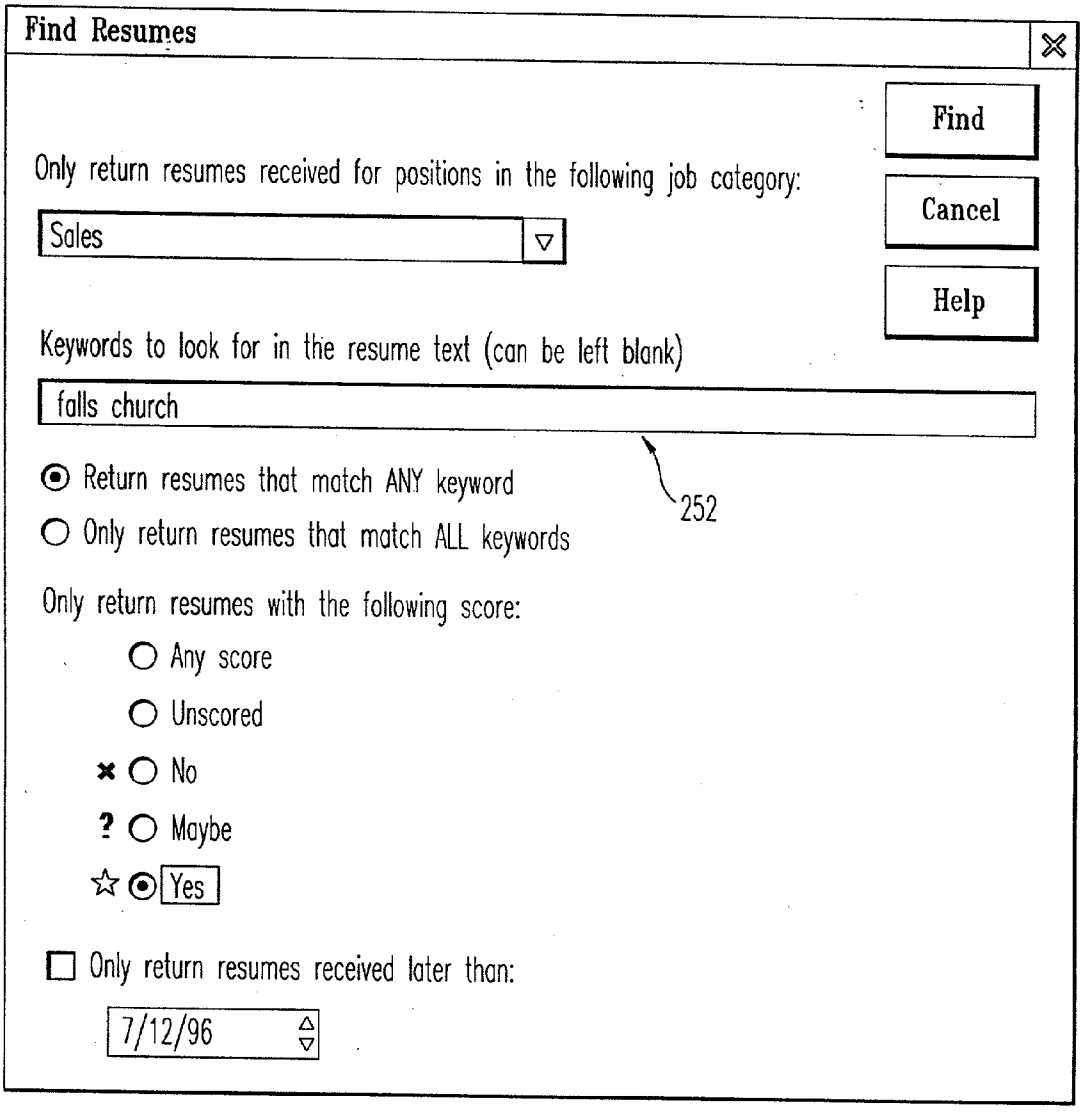

Find Resumes
Find
Only return resumes received for positions in the following job category:
Cancel
Sales
Help
Keywords to look for in the resume text (can be left blank)
falls church
252
Return resumes that match ANY keyword
Only return resumes that match ALL keywords
Only return resumes with the following score:
Any score
Unscored
No
Maybe
Yes
Only return resumes received later than:
7/12/96
250

FIG. 36

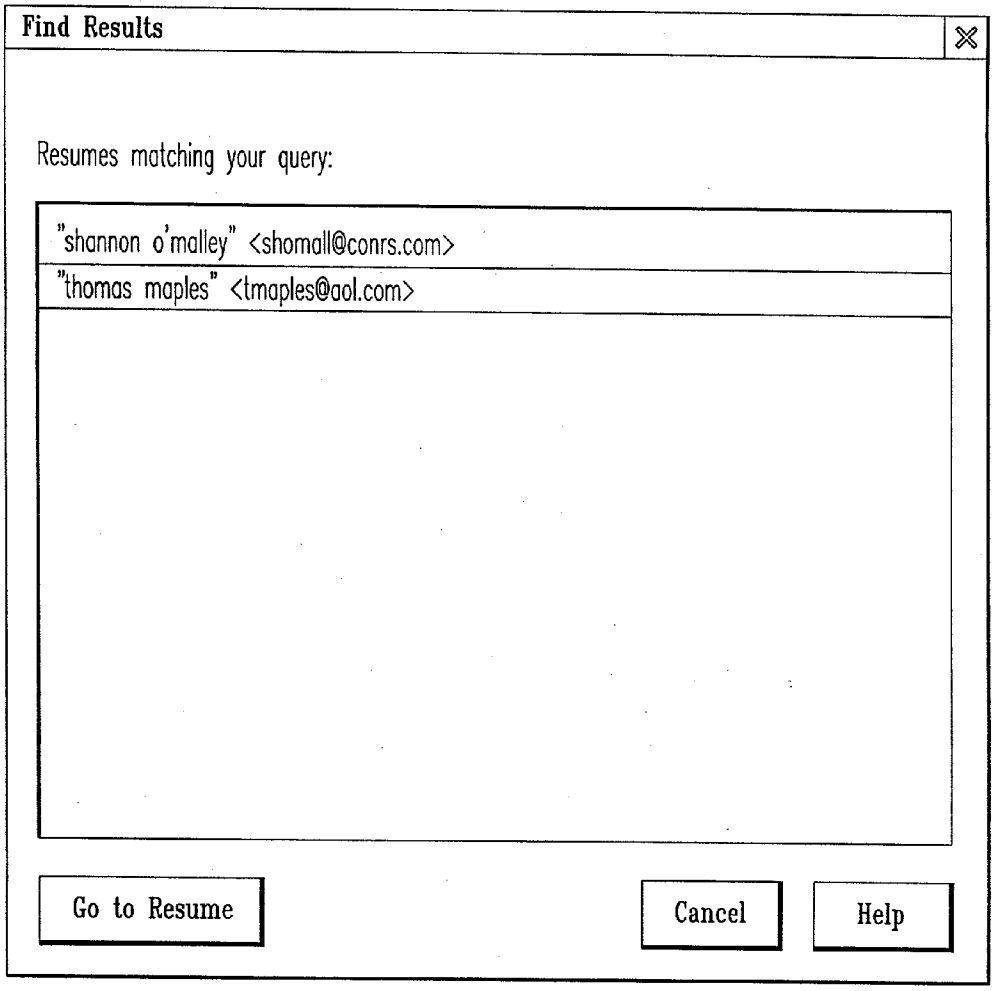

Find Results
Resumes matching your query:
"shannon o'malley" <shomall@conrs.com>
"thomas maples" <tmaples@aol.com>
Go to Resume
Cancel
Help
260

FIG. 37

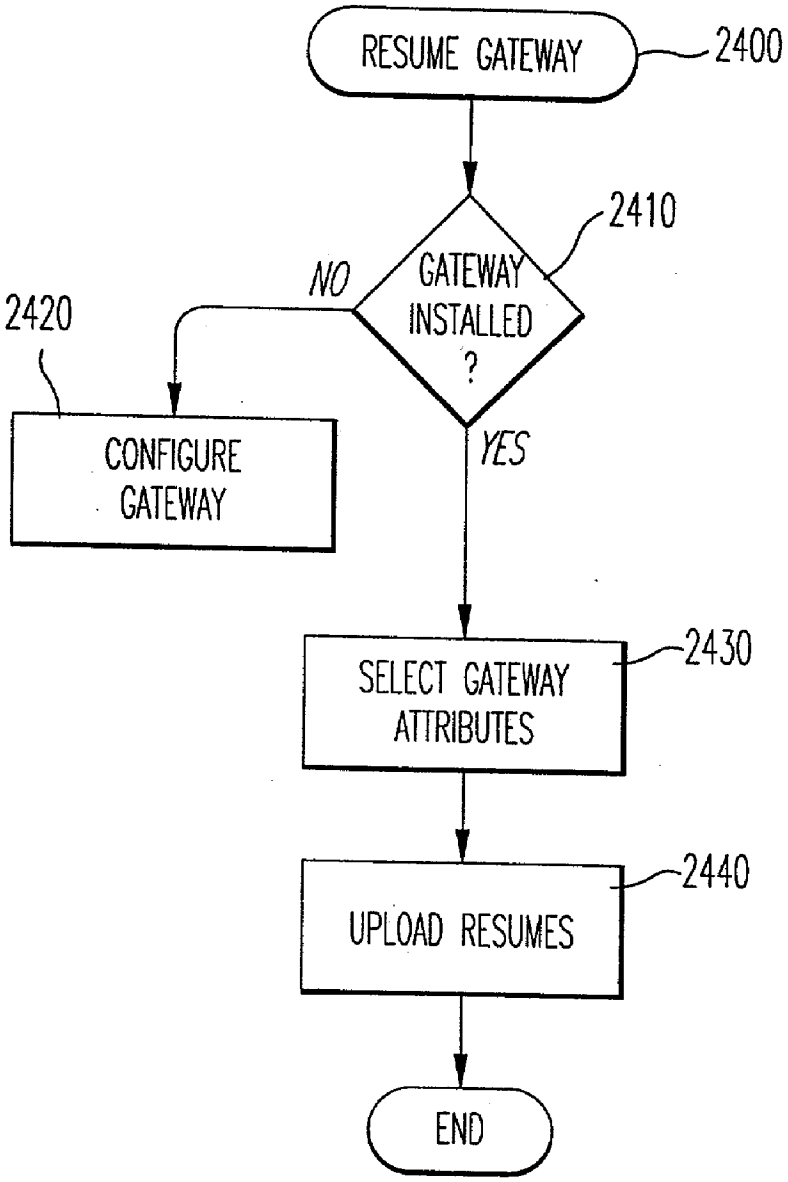

RESUME GATEWAY
2400
GATEWAY INSTALLED ?
2410
NO
2420
CONFIGURE GATEWAY
YES
SELECT GATEWAY ATTRIBUTES
2430
UPLOAD RESUMES
2440
END

FIG. 38

COMPUTERIZED JOB SEARCH SYSTEM

[0001] This is a continuation of U.S. patent application Ser. No. 09/389,752, filed on Sep. 7, 1999, which is a continuation of U.S. patent application Ser. No. 08/853,376 filed on May 8, 1997, now U.S. Pat. No. 5,978,768, the entire contents of both of said applications being incorporated herein by reference.

FIELD OF THE INVENTION

[0002] The present invention relates to a method and apparatus for providing an interactive computer-driven employment recruiting service. More specifically, the present invention relates to a method and apparatus which enables an employer to use a computer network, such as the Internet, to advertise available positions and receive resumes electronically from prospective applicants, and enables prospective applicants to use the Internet to find those available positions.

BACKGROUND OF THE INVENTION

[0003] Many resources are presently available to assist businesses in finding suitable candidates to fill available positions. Perhaps the most common recruiting method is direct advertising by employers in the employment section of a newspaper, or in a magazine that is targeted to people having specific skills (e.g., engineers, attorneys, computer programmers, and so on). A typical employment advertisement will generally include a brief description of the available position, along with the address, telephone number, facsimile number and/or e-mail address of the employer. Applicants can apply for the advertised position by sending their resumes directly to the employer by facsimile, regular mail or e-mail. An employer will usually have a person in its employment or human resources department screen the resumes to identify the applicants best suited for the position.

[0004] Many disadvantages are inherent in this conventional recruiting method. For instance, a magazine and especially, a newspaper, has a limited amount of subscribers and generally services only a limited region. Therefore, the company's advertisement may never be seen by many qualified people outside of that region. In order to distribute the advertisement more universally, it may be necessary for the employer to run the advertisement in several newspapers or magazines, thus substantially increasing the advertising expense incurred by the company.

[0005] Furthermore, this conventional method is also very inefficient even after the resumes are received by the company. For example, because the resumes must be manually organized and screened, a person in the company's recruitment or human resources department may need to spend a significant amount of time every day performing this task. In a large corporation having many positions becoming available on a daily basis, it may be necessary for several people to devote most of their time to organizing and screening applicants'resumes. Furthermore, because a large amount of resumes may be received, the task of organizing and screening those resumes may be particularly onerous and thus, a certain resume may be overlooked or mishandled. As a result, a candidate who is well suited for a position may never be considered.

[0006] In an attempt to increase the scope of their advertising, some companies have begun using computer networks, such as the Internet, to post employment opportunities. For instance, a company may set up its own "home page" on the World Wide Web (the "Web") on which various job openings can be posted. Anyone who subscribes to the internet can thus access or "log on" to that company's home page, determine which positions at that company are available, and send a resume to the company via regular mail, facsimile or e-mail.

[0007] Although a home page can be a useful tool in enabling a company to expand its advertising capabilities, a home page provides no mechanism for organizing or screening resumes that are received. The received resumes still must be organized and screened by a person in the company's human resources department in the traditional manner. Hence, the possibility still exists that a resume will be overlooked or mishandled.

[0008] Furthermore, in order for an applicant to see the company's advertisement, the applicant must be aware that the company exists and has a home page on the Web. Hence, if the applicant has never heard of the company, the applicant would not be aware that that company has a home page. Many highly qualified candidates therefore may overlook a company's advertisement because they simply are not aware that the company exists.

[0009] Several advertisement agencies have recognized these potential shortcomings and have developed "career bulletin boards" on the Web. A career bulletin board, such as CareerMosaic, MonsterBoard, and the like, is an electronic bulletin board on which messages can be "posted" as on a conventional bulletin board. A career bulletin board is advantageous because it provides a single location at which many companies can post employment opportunities. A job seeker can log onto the bulletin board to peruse the posted available positions. However, several problems are inherent with career bulletin boards.

[0010] For example, if a company wants a job seeker to see complete descriptions of their job openings, the company must send those complete descriptions directly to the bulletin board provider. The computer at the site of the bulletin board provider must store all of the company's information and thus, must have access to a large amount of memory.

[0011] Furthermore, the computer must be capable of continuously accessing that information to display it on the bulletin board. These accessing and displaying operations, which involve the handling of large amounts of data, may slow the computer's operation significantly. As a consequence, if many job seekers are accessing the bulletin board at the same time, the computer may be incapable of handling this high level of activity. Hence, additional job seekers may be unable to access the bulletin board at that time, or job seekers who are already logged onto the bulletin board may experience very slow service. Also, if a failure occurs with the computer, the entire bulletin board will become unavailable and thus, every job, posting will become unavailable.

[0012] Additionally, bulletin boards are typically set up so that a job seeker submits a resume directly to the bulletin board provider. The resume is stored in a central repository along with all of the other resumes, and must be forwarded

to the company to which the job seeker is applying for employment. This type of arrangement decreases the confidentiality of the resumes, because they are handled by the bulletin board provider instead of only by personnel at the company. Also, this type of arrangement decreases the company's confidentiality, since a complete job description is sent to the bulletin board provider. Furthermore, once the resumes are received by the company, they still must be manually organized and screened. In addition, if a company updates its listing of job descriptions, the updated list must be sent to every bulletin board to which the company subscribes.

[0013] It is further noted that the direct advertising methods discussed above require that a job seeker monitor the advertisements on a regular basis in order to ascertain whether a specific position is available. Hence, instead of relying on advertisements, an employer or job seeker may use a professional recruiter to find suitable candidates for available positions and vice-versa However, the efforts of professional recruiters are limited by the resources available to them.

[0014] For example, if a recruiter has been hired by an employer to find suitable candidates for an available position, the recruiter must undertake efforts such as "cold calling" suitable candidates employed by other companies, networking with other recruiters to obtain names of potential candidates, and the like. Conversely, if a recruiter has been hired by a job seeker to find a suitable position, the recruiter may need to undertake similar efforts to locate such a position. Hence, it is likely that a recruiter will overlook available positions and suitable candidates. Furthermore, since recruiters charge a substantial fee for their services, many companies and job seekers are reluctant to use a recruiter and incur such expense.

[0015] In order to assist companies in facilitating their recruiting efforts, several software companies have developed resume screening programs which can be configured to screen a collection of resumes for the most qualified candidates. Resumes that are received by an employer who uses this software are first scanned into a computer and stored. The computer running the resume screening software can then be controlled to search those resumes for various attributes, such as college degrees, prior experience, special qualifications, and the like. The computer will then provide a list of the most qualified candidates out of the entire collection of resumes. This computerized screening and sorting method allows human resource personnel to devote more time to other tasks.

[0016] However, known resume screening software does not assist employers in advertising available positions. Although the resume screening software is useful once a resume has been received by the company, it provides no advantage in enabling the company to seek out the most qualified candidates. A company must still use either the conventional methods of advertising (e.g., newspaper, magazines, professional recruiter, etc.) or a career bulletin board in order to solicit resumes. Hence, the drawbacks associated with those types of advertising methods have not been resolved.

[0017] Therefore, a continuing need exists for a system which will maximize the scope of a company's advertising efforts while also providing a reasonably secure and efficient manner of forwarding resumes to the company and enabling the company to efficiently screen and categorize the resumes received. Additionally, a continuing need exists to assist a job seeker in locating available positions quickly and effectively.

SUMMARY OF THE INVENTION

[0018] An object of the present invention is to provide a method and apparatus which enables an employer to advertise available positions on a computer network, such as the Internet, to directly receive resumes from prospective candidates, and to efficiently organize and to screen the received resumes.

[0019] A further object of the present invention is to provide a method and apparatus which monitors employment advertisements for a job seeker and automatically notifies the job seeker when a position for which the job seeker is suitable becomes available.

[0020] A further object of the present invention is to provide a method and apparatus which enables a plurality of companies to advertise job positions at a single location accessible via a computer network, such as the Internet, enables a job seeker to access those positions via the computer network, and then disconnects a job seeker from the single location while enabling the job seeker to communicate directly with a company via the computer network when the job seeker selects an available position at that company.

[0021] The above objects are substantially achieved by providing a software program, recorded on a computer readable medium, for controlling a computer of a potential employer to generate a listing of available employment positions that can be accessed via the Internet. Specifically, the software program is adaptable to be run by an employer's computer to control the computer to generate a computer readable file (position file) that includes information pertaining to available employment positions and which can be accessed from a remote site via the Internet. For example, the position file can be posted as a Web site on the World Wide Web. A job seeker can access the Web site and search the information in the position file for a desired position.

[0022] Also, a portion of the position file can be uploaded to a remote site computer to link the position file to a computer readable file, such as a remote Web site, that is hosted by the remote computer. Job seekers can access the remote Web site and search the uploaded portion of the position file for a desired position. The remote computer also is capable of automatically searching the uploaded portion of the position file for data that matches data provided by the job seeker, and is capable of informing the job seeker's computer by an electronic message sent via the Internet when a match is found.

[0023] Furthermore, the portion of the position file which includes more detailed information about the available positions is maintained by the employer's computer instead of by the remote site. Hence, when a job seeker chooses to explore this additional information, the job seeker's computer is disconnected from the remote site, and reconnected to a new site which possesses this additional information that has been provided to that site by the computer of the employer offering the position. The position file further

includes linking data which enables the job seeker's computer to send an electronic message, such as an e-mail or the like, to the employer's computer and vice-versa via a computer network such as the Internet.

BRIEF DESCRIPTION OF THE DRAWINGS

[0024] **FIG. 1** is a diagrammatic illustration of a computerized job search system according to an embodiment of the present invention;

[0025] **FIG. 2** is a state diagram illustrating an example of operations performed by a computer running a software program according to an embodiment of the invention;

[0026] **FIG. 3** is a flowchart illustrating an example of a sequence of steps performed by a computer performing the create positions operation shown in **FIG. 2**;

[0027] **FIG. 4** is an example of a display screen generated by the computer performing the sequence of steps set forth in **FIG. 3**;

[0028] **FIG. 5** is a detailed view of a portion of the display screen shown in **FIG. 4**;

[0029] **FIG. 6** is a detailed view of another portion of the display screen shown in **FIG. 4**;

[0030] **FIG. 7** is a detailed view of a further portion of the display screen shown in **FIG. 4**;

[0031] **FIG. 8** is an example of a display screen generated by the computer performing the position creating or position editing steps of the sequence of steps set forth in **FIG. 3**;

[0032] **FIG. 9** is an example of a display screen generated by a computer performing the position editing, duplicating, deactivating or printing steps set forth in **FIG. 3**;

[0033] **FIG. 10** is an example of a screen display generated by a computer performing the position duplicating steps set forth in **FIG. 3**;

[0034] **FIG. 11** is a flowchart illustrating an example of a sequence of steps performed by a computer running the program according to the embodiment of the present invention described with regard to FIGS. **1-10** when the computer is being controlled to add user information;

[0035] **FIG. 12** is an example of a display screen generated by the computer performing the user information entry operations set forth in **FIG. 11**;

[0036] **FIG. 13** is an example of a screen display generated by the computer performing the user information entry operations set forth in **FIG. 11**;

[0037] **FIG. 14** is a flowchart showing an example of a sequence of steps performed by a computer running the program according to the embodiment of the present invention described with regard to FIGS. **1-13** when the computer is being controlled to enter information pertaining to geographic locations;

[0038] **FIG. 15** is an example of a screen display generated by the computer when performing the operations shown in **FIG. 14**;

[0039] **FIG. 16** is an example of a screen display generated by the computer when performing the operations shown in **FIG. 14**;

[0040] **FIG. 17** is a flowchart illustrating an example of a sequence of steps performed by a computer when performing the create web site operation shown in **FIG. 2**;

[0041] **FIG. 18** is an example of a display screen generated by the computer when performing the sequence of steps shown in **FIG. 17**;

[0042] **FIG. 19** is a flowchart illustrating an example of a sequence of steps performed by a computer when performing the upload to remote site operation shown in **FIG. 2**;

[0043] **FIG. 20** is a state diagram showing an example of operations performed by a computer running another software program according to the embodiment of the present invention;

[0044] **FIG. 21** is a flowchart illustrating an example of a sequence of steps performed by the computer when performing the upload to a specific remote site operation shown in **FIG. 2**;

[0045] **FIG. 22** is a flowchart showing an example of a sequence of steps performed by a computer when performing the uploading operation shown in **FIG. 20**;

[0046] **FIG. 23** is a flowchart showing an example of a sequence of steps performed by the computer when performing the job search operation shown in **FIG. 20**;

[0047] **FIG. 24** is an example of a page of a Web site created by the computer performing the operations shown in **FIG. 20**;

[0048] **FIG. 25** is a flowchart illustrating an example of a sequence of steps performed by a computer when performing the personal search agent operation shown in **FIG. 20**;

[0049] **FIG. 26** is a flowchart illustrating an example of a sequence of steps performed by a computer when performing a job export operation shown in **FIG. 20**;

[0050] **FIG. 27** is a flowchart showing an example of a sequence of steps performed by a computer when performing the magazine distributing operation shown in **FIG. 20**;

[0051] **FIG. 28** is a flowchart showing an example of a sequence of steps performed by a computer when performing the receive resume operation shown in **FIG. 2**;

[0052] **FIG. 29** is a flow- chart showing an example of a sequence of steps performed by a computer when performing the manage resumes operation shown in **FIG. 2**;

[0053] **FIG. 30** is an example of a display screen generated by a computer performing an operation of selecting a resume for display according to the steps of the flowchart shown in **FIG. 29**;

[0054] **FIG. 31** is an example of a display screen generated by a computer performing the operation of displaying a resume according to the steps of the flowchart shown in **FIG. 29**;

[0055] **FIG. 32** is an example of a display screen generated by a computer performing a resume scoring operation according to a step in the flowchart shown in **FIG. 29**;

[0056] **FIG. 33** is an example of a display screen generated by a computer performing an operation for e-mailing a resume as discussed with regard to the flowchart set forth in **FIG. 29**;

[0057] **FIG. 34** is an example of a display screen generated by a computer performing an operation for e-mailing a resume to another user as discussed with regard to the flowchart set forth in **FIG. 29**;

[0058] **FIG. 35** is an example of a display screen generated by a computer performing an operation for responding to an applicant's resume as discussed with regard to the flowchart set forth in **FIG. 29**;

[0059] **FIG. 36** is an example of a display screen generated by a computer performing an operation for finding a resume as discussed with regard to the flowchart set forth in **FIG. 29**;

[0060] **FIG. 37** is an example of another display screen generated by a computer performing an operation for finding a resume as discussed with regard to the flowchart set forth in **FIG. 29**; and

[0061] **FIG. 38** is a flow chart illustrating a sequence of steps performed by a computer when performing the create resume gateway operation shown in **FIG. 2**.

DETAILED DESCRIPTION OF THE PREFERRED EMBODIMENTS

[0062] An overview of an embodiment of the present invention is illustrated in **FIG. 1**. Specifically, this figure illustrates a relationship between a computer **40** used by a person searching for a position (job seeker computer **40**), a plurality of employers or companies **41** each having a computer **42** (company computer **42**) which runs computer readable software according to an embodiment of the present invention, and a remote location **43** having a computer **44** (remote site computer **44**) which runs additional computer readable software according to the present invention. The remote location computer **44** is maintained by a service provider which typically has contractual relationships with the employers or companies **41**. The job seeker computer **40**, company computers **42**, and remote site computer **44** are provided with suitable modems and communications software so that they can communicate with each other via the Internet **46**.

[0063] The operations performed by a company computer **42** running computer software according to an embodiment of the present invention will now be described. The computer readable software is written in the form of a computer executable program (hereinafter "the company site program" or "company site software"), typically in the form of a magnetic diskette, and is written, for example, in scripting languages such as C, Visual C++, HTML, JAVA, SQL, and the like.

[0064] Specifically, the company site program that is run by the company computer **42** is compatible for use with Windows NT™ or Windows **95**™, but can be written in any language that is executable by any type of computer, and can be configured to be compatible for use with any type of operating system, software or Web browser. The company site program can be stored on any computer readable medium, such as a CD, floppy disk, or the like, and can be transmitted from one computer to another by e-mail or in any other known manner.

[0065] **FIG. 2** is a state diagram illustrating examples of the tasks that the company site program controls each of the company computers **42** to perform. That is, the overall operation **48** of the company computer **42** as controlled by the company site program includes a position posting operation **50**, a Web site creation operation **51**, uploading operations **52** and **53**, resume handling operations **54** and **55**, and a gateway creation operation **56**, all of which are described in detail below. The position posting operation **50** will now be described with reference to FIGS. **3-10**.

[0066] **FIG. 3** is a flowchart illustrating an example of the operations performed by a company computer **42** when the computer **42** is controlled by the company site program according to an embodiment of the present invention to create a new job posting for an available position, or to manage an existing position. Specifically, the program controls the company computer **42** to display an interactive screen on its display screen which can be used by a person, such as one of the company's human resource personnel (e.g., a "hiring contact" for a specific position), to control the computer to perform certain operations which are described below.

[0067] The company site program can be configured to control the company computer **42** to allow a user (hereinafter "hiring contact") to interact with the program in any suitable manner. For example, if the company site program is being used with Windows **95**™, the Windows **95**™ display screen that is displayed on screen of the company computer **42** can be configured to display an icon which, when selected by the hiring contact (e.g., via manipulation of a computer mouse or in any known manner), will enable the hiring contact to interact with the program. Alternatively, if the program is being used with Windows NT™, the hiring contact can also select the icon representative of the program.

[0068] Once the icon is selected, the company site program will control the company computer **42** to display on its display screen a command requesting that the hiring contact enter his or her name, pseudonym, or the like, which allows the hiring contact to interact with or "log on" to the company site program. After the hiring contact has logged on, the company site program can control the computer **42** to display an interactive screen as illustrated, for example, in **FIG. 4**. It is noted that the screen shown in **FIG. 4**, as well as all of the exemplary screen configurations illustrated in the attached figures, may be found in the "TeamBuilder™ Getting Started Guide" (Netstart™, Inc., 1996), the entire contents of which is incorporated by reference herein.

[0069] As stated, the interactive screen allows the hiring contact to instruct the company site program to control the company computer **42** to perform desired tasks. Specifically, as shown in **FIG. 4**, the display screen **60** includes an administrative tool bar display **62**, a position tool bar display **64** and a resume tool bar display **66**. The positions at which these tool bar displays appear on the screen can be changed by the hiring contact through the manipulation of a computer mouse, for example, or by any other method similar to that in which icons and display boxes in Windows **95**™ or Windows NT™ are manipulated as would be appreciated by one skilled in the art.

[0070] As illustrated in **FIGS. 4 and 5**, the administrative tool bar **62** has a log-on command key **70**, a web settings command key **72**, a hiring contact address book command key **74**, a location address book key **76**, and a help command

key **78**, all of which are described in more detail below. These "keys" are software generated keys which can be selected, for example, by manipulation of a mouse as would be readily appreciated by one skilled in the art. It is noted that the use of the term "selected" or its derivatives in this application refers to selection by manipulation of a mouse, depression of the "enter" key on a computer keyboard, or in any manner as would readily be appreciated by one skilled in the art.

[**0071**] As shown in **FIGS. 4 and 6**, the position tool bar **64** has an add position command key **80**, an edit position command key **82**, a duplicate command key **84**, a deactivate position command key **86**, and a print command position command key **88**, all of which are software keys as described in detail below. As shown in **FIGS. 4 and 7**, the resume tool bar **66** includes a score resume command key **90**, an e-mail resume command key **92**, an e-mail to secondary contact command key **94**, a reply to candidate command key **96**, an export resume to disk command key **98**, a print resume command key **100**, a delete resume command key **102**, and a find resume command key **104**, all of which are software generated keys and described in detail below.

[**0072**] Turning back to **FIG. 3**, an example of the interactive process that occurs between the company site program and a hiring contact will now be discussed. It is noted that the company site program can control the company computer **42** to perform other tasks and operations contemporaneously with the operations discussed with respect to **FIG. 3** and, for that matter, any of the operations discussed herein.

[**0073**] It is further noted that before the company site program controls the company computer **42** to permit a user to perform certain tasks, such as adding a job description, faxing a resume, and so on, the company site program will check the status of the license key governing the particular tasks or feature to be performed or used. As would be appreciated by one skilled in the art, the license keys are provided by the organization which provides the company site program to the company, and are set based on the agreement between the provider organization and the company using the company site program. For example, if the company has not licensed the resume faxing feature from the provider, the provider will not have activated the license key governing that feature which would instruct the program to allow a hiring contact at the company to use that feature. Also, if the company has only paid the provider to use the company site program to post a certain number of job openings, the license key governing the amount of job postings will control the program to prevent the hiring contact from posting a number of jobs in excess of that amount.

[**0074**] When the company site program is controlling the company computer **42** to perform the position related operations beginning at step **1000**, the company site program in step **1010** will cause the company computer **42** to monitor the position command keys of the position tool bar **64**. In step **1020**, if the company site program determines that the add position command key **80** has not been selected, the company site program will continue to step **1030** where it will monitor whether any of the position categories have been selected. It is noted that in the upper left hand portion of the display screen **60**, as shown in **FIG. 4**, the listing of position categories will be displayed next to a respective "plus" (+) sign. A hiring contact can select any of those position categories by selecting the "plus" sign next to that category by manipulation of a mouse, for example, or in any manner that would be readily appreciated by one skilled in the art. It is further noted that the position categories can be displayed at any suitable location on the display screen of the company computer **42**, and can be displayed in any suitable fashion.

[**0075**] If the company site program determines in step **1030** that none of the position categories have been selected, then the company site program will return to step **1010** where it will monitor the position tool bar **64** and categories. However, if the company site program determines in step **1030** that a position category has been selected, the company site program will proceed to step **1070** as will be described below. Of course, steps **1020** and **1030**, and any of the steps discussed herein, can be performed in any suitable order as would be appreciated by one skilled in the art.

[**0076**] If the company site program has determined in step **1020** that the add position command key **80** has been selected, the company site program will proceed to step **1040** where it will control the computer **42** to display on its display screen a screen **110** as shown in **FIG. 8**. Specifically, the company site program will control the computer **42** to display on its display screen a plurality of commands instructing the hiring contact to enter information pertaining to the position for which an applicant is being sought.

[**0077**] For example, as illustrated, the screen display **110** may include a position entry location **112** in which the hiring contact can enter the title of the position, a category location **114** in which the hiring contact can enter the category of the position, a brief description location **116** in which the hiring contact can enter a brief description of the position, and a detailed description location **118** in which the hiring contact can enter a detailed description of the position.

[**0078**] As the hiring contact enters the information in step **1050**, the computer **42** will store that information at a location in memory pertaining to that position which can be accessed with reference to that position. That information can also be stored with respect to the particular hiring contact.

[**0079**] When the hiring contact enters all of the information on screen **110**, the hiring contact can select the next screen command **120** to cause the company site program to control the computer to display another screen having commands and locations in which the hiring contact can enter further information and criteria pertaining to the position, such as salary requirements, education requirements, percentage of travel required, whether the position is part time or full time, required hours per week, the dates during which the position is open, whether the position is a high priority, medium priority, or low priority position, and any additional information which the hiring contact believes may be pertinent in describing the position to a prospective candidate. The company site program also enables the hiring contact to perform a spell check on the entered information, if desired.

[**0080**] If the hiring contact then selects a command indicating that the data entry has been completed, the company site program will control the computer **42** in step **1060** to

display on its display screen a message indicating, for example, that the information has been received and stored, and further indicating that the position will be "posted" in the manner described in detail below. The company site program can then return to controlling the computer to display on its display screen, for example, display screen **60** as shown in **FIG. 4**.

[**0081**] If the company site program has determined in step **1020** that the add position command key **80** has not been selected, and has determined in step **1030** that a position category has been selected, the company site program in step **1070** will control the computer **42** to continue to display on its display screen a display screen **60** as shown, for example, in **FIG. 4**. The program will then interpret the selection of a position category as a request by the hiring contact to manipulate (e.g., edit, copy, discontinue, and so on.) a position stored with respect to that position category.

[**0082**] For example, if the hiring contact wishes to take action on a "sales representative" position, the hiring contact selects the symbol (i.e., the "plus" sign) next to the category "sales" by manipulation of a mouse or in any manner known in the art. The company site program will then control the computer to display, on its display screen, a screen **130** as shown, for example, in **FIG. 9**, in which the different types of sales positions (e.g., sales representative, sales manager—West Coast, and so on.) that have been previously added in the manner discussed above with regard to steps **1020** through **1060** are displayed in a list **132**. Of course, the different types of sales positions can be displayed in any particular order or fashion.

[**0083**] The hiring contact can then select the particular position that is to be acted upon (e.g., "sales representative"). The hiring contact can then select a particular command key (e.g., edit position command key **82** from the position tool bar **64**), and the selection will be identified by the program in steps **1080** through **1120**.

[**0084**] For example, if the company site program determines in step **1080** that the hiring contact has selected the edit position command key **82** and thus wishes to edit the selected position (e.g., the "sales representative" position) that has been selected in steps **1030** and **1070** in the manner described above, the program in step **1082** will control the computer **42** to display on its display screen a screen as shown, for example, in **FIG. 8**. The hiring contact can then edit the information in step **1084** in the position in a manner similar to that described above in which the hiring contact enters information pertaining to the position. When the hiring contact indicates that the editing has been completed, the company site program will control the computer **42** to display on its display screen a message indicating that the information has been received and stored, and further indicating that the position will be "posted" in the manner described in detail below. In this regard, it is noted that the updated information will automatically be uploaded or reposted to all designated locations. Hence, a hiring contact need not update the positions at each site individually.

[**0085**] If the company site program determines in step **1090** that the hiring contact has selected the duplicate position key **84** and thus wishes to duplicate the existing position that has been selected in the manner described above with regard to steps **1030** and **1070**, the company site program in step **1092** will control the computer **42** to display on its display screen a display **136** as shown, for example, in **FIG. 10**. The hiring contact can then enter the name of the new position which is to be the duplicate of the selected position, and thus create that duplicate new position in step **1094**. The hiring contact in step **1096** can then select to edit the new position by selecting the edit position key **82** of the position tool bar **64** and editing the position information in the manner described above. After these steps have been performed, the company site program will control the computer **42** to display on its display screen a message indicating that the information has been received and stored, and further indicating that the position will be "posted" in the manner described in detail below.

[**0086**] If a position becomes filled or the company is no longer interested in hiring a person for that position, the position can be deactivated by the hiring contact. A deactivated position is stored for access by the company site program, but is not posted in the manner described in detail below. Of course, the company site program can be instructed to deactivate the position automatically based on information (e.g., the dates during which the position is to be active) entered by the hiring contact during the position adding step.

[**0087**] To deactivate a position manually, the hiring contact will select the position in the manner discussed above with regard to steps **1030** and **1070**. Then, if the company site program determines in step **1100** that the hiring contact has selected the deactivate position key **86** from the position tool bar **64**, the company site program will deactivate that selected position in step **1102**. Alternatively, if the company site program determines in step **1100** that the hiring contact has selected a delete position command (not shown) from the positions menu command **134**, the program will delete the position from the list of positions **132**.

[**0088**] Additionally, if the hiring contact wishes to print a position, the hiring contact can select the position in the manner described above with regard to steps **1030** and **1070**, and select the print position key **88** of the position tool bar **64**. The company site program will recognize selection of this key in step **1110**, and control the computer **42** in step **1112** to print the selected position at a printer (not shown).

[**0089**] As discussed above, the company site program typically will store the positions with respect to categories (e.g., sales, marketing), hiring contacts, and geographic locations. Accordingly, if a particular hiring contact is to be used as the contact person for certain positions, it may be necessary to add the name of that new hiring contact to the program.

[**0090**] In the add hiring contact process shown in **FIG. 11** beginning at step **1200**, the company site program in step **1210** will monitor the hiring contact key **74** of the administrative tool bar display **62** as shown in **FIGS. 4 and 5**. If the company site program determines in step **1220** that the key **74** has not been selected, the monitoring will continue. However, if the company site program determines in step **1220** that the hiring contact key **74** has been selected, the company site program will control the computer **42** in step **1230** to display on its display screen a screen display **140** as shown, for example, in **FIG. 12**.

[**0091**] An existing hiring contact can then select a command key **142** (e.g., the "new" key) on the screen display

140, which causes the company site program to control the computer **42** to display on its display screen a new entry box **144** as shown, for example, in **FIG. 13**. In step **1240**, the existing hiring contact can enter in the new entry box **144** and screen display **140** the new hiring contact information, such as the new hiring contact's name, e-mail address, postal address, and the like, which will be used by the program. The new name is then stored and displayed in step **1250** by the company site program in the list of names **146** shown on the screen display **140**.

[**0092**] If a hiring contact wishes to add a location in the add location process shown in **FIG. 14** beginning at step **1300**, the company site program in step **1310** will monitor the location address book key **76** of the administrative tool bar display **62** as shown in **FIGS. 4 and 5**. If the company site program determines in step **1320** that the key **76** has not been selected, the monitoring will continue. However, if the company site program determines in step **1320** that the location address book key **76** has been selected, the program will control the computer **42** in step **1330** to display on its display screen a screen display **150** as shown, for example, in **FIG. 15**.

[**0093**] A hiring contact can then select a command key **152** (e.g., the "new" key) on the screen display **150**, which causes the company site program to control the computer **42** to display on its display screen a new entry box **154** as shown, for example, in **FIG. 16**. In step **1340**, the hiring contact can enter in the new entry box **154** and screen display **150** the new location contact information, such as the city, state, country, and the like, which will be used by the program. The new location name is then stored and displayed by the program in the list of names **156** shown on the screen display **150**.

[**0094**] It is noted that if, at any time, a hiring contact wishes to receive help, the hiring contact can select the help command key **78** in the tool bar **62**. In response to this selection, the company site program will control the computer to display various informational commands on its display screen.

[**0095**] In addition, by selecting the log-on command key **70** of the administrative tool bar **62**, a hiring contact can log-on to the program again as himself or herself, or as another hiring contact. That is, in response to the selection of the log on command key **70**, the company site program will control the computer **42** to display on its display screen instructions requesting the hiring contact to enter the name of the hiring contact logging on.

[**0096**] It is noted, for example, that positions are typically stored with respect to a hiring contact responsible for that position. Hence, by logging onto the company site program as another hiring contact, the hiring contact can then access the other hiring contact's positions as would be displayed on a screen display (e.g., screen display **130** as shown in **FIG. 9**) for that other hiring contact. Also, by again logging on as himself or herself, a hiring contact can have access to resumes received for those positions as described in detail below.

[**0097**] As described briefly above, once a position has been added, or an existing position has been modified in the manner described above, the company site program will control the computer **42** to automatically upload the added or modified positions to all designated locations, as described in more detail below. Also, the company site program can be used to create a Web site for the company **41** on the World Wide Web on which the positions can be listed. A general description of the World Wide Web and Web Sites (web pages) is set forth in a book by S. Harris and G. Kidder entitled *Netscape™ Quick Tour for Macintosh* (Chapel Hill, N.C.: Ventana Press, Inc., 1995), the entire contents of which are incorporated by reference herein. The Web site can then be accessed by a job seeker's computer (e.g., by a Web browser being run on the job seeker's computer), and the job seeker can search the positions listed on the Web site for a particular desired position. The positions can also be uploaded to the remote site computer **44** as will be discussed in more detail below.

[**0098**] Specifically, in the Web site creating process **51** (**FIG. 2**) beginning in step **1400** of the flowchart shown in **FIG. 17**, the program in step **1410** will control the computer **42** monitor the web and company settings command key **72** of the tool bar **62** for selection. If the company site program determines in step **1420** that the command key **72** has not been selected, the company site program will continue to monitor the command key. However, if the company site program determines in step **1420** that the command key has been selected, the company site program will control the company computer **42** in step **1430** to create a Web site for the company which will be accessible on the Web, and then in step **1440** will upload the computer readable file for the Web site via the Internet to the computer responsible for generating the Web site.

[**0099**] That is, the company site program will control the computer **32** to display on its display screen a screen **160** as shown in **FIG. 18**. The hiring contact can enter information pertaining to the company in the available spaces in response to the commands set forth on the display screen **160**. The company site program automatically will control the computer **42** to set up the Web site based on the information pertaining to the position and, if desirable, the company in general, as entered by the hiring contact.

[**0100**] For instance, the hiring contact can select the format of the Web site, insert a company logo on the Web site, and provide information pertaining, for example, to the company's benefits plan on the Web site. The hiring contact can further enter an Internet e-mail address on the Web site so that e-mail messages can be sent to the hiring contact, for example, by a prospective applicant accessing the Web site. The Web site can be used as the company's only Web site, or can further be linked to the company's existing home page on the Web.

[**0101**] Typically, the Web site is configured to display the information pertaining to the positions in a brief format and a detailed format. That is, the Web site can include a "results" page, which is a listing of the available positions, and a "position detail" page which provides the more detailed information pertaining to the available positions.

[**0102**] Additionally, the Web site can be configured to include a "search" page. If the job seeker accesses this search page, the job seeker's computer **30** will display commands on its display screen instructing the job seeker to enter information, such as type of position, salary requirements, geographic location, and the like. The computer responsible for hosting the Web site will then search the list

of positions to determine if a match exists between any one of those positions and the information entered by the job seeker. The host computer will control the Web site to display a listing of the matching positions on, for example, the results page described above. The prospective applicant can then access the position detail page to access the more detailed information pertaining to those listed positions.

[0103] As stated, the company site program can be used to create its own Web page which the company **41** will use to advertise positions that are available. Furthermore, the program can be instructed to upload a computer readable file including information pertaining to those positions to an remote site computer **44** that runs a program (hereinafter "the remote site program") which creates its own Web page that a job seeker can access via the job seeker's computer (e.g., through the use of a Web browser) and search for a particular position.

[0104] For example, when the company computer **42** is being controlled by the software to perform an uploading operation **52** (**FIG. 2**) beginning at step **1500** in **FIG. 19**, the computer **42** will determine in step **1510** whether an external gateway has been configured giving the company computer **42** access to the Internet. If no gateway has been configured, the program will control the company computer **42** to create a gateway in step **1520**.

[0105] Once the computer **42** determines that a gateway has been created, a position to be posted can be created in step **1530** by a hiring contact in the manner described above with respect to **FIG. 3**. In step **1540**, the hiring contact can then select (e.g., by name) the external site or sites to which a computer readable file including the position information is to be uploaded. The computer readable file is then uploaded to the external site or sites, such as MonsterBoard, CareerMosaic, or the like, in step **1550**.

[0106] An external site, such as remote site computer **44**, can also run a program for hosting a Web site on which the uploaded positions can be posted. For example, a service provider at the remote site **43** can maintain a job search program which enables job seekers to perform an employment search at many companies simultaneously. As indicated in operation **52** illustrated in **FIG. 2**, the company site program run by the company computer **42** can be instructed to control the company computer **42** to upload a computer readable file including the position information to the remote site computer **44** running the remote site program.

[0107] As shown in **FIG. 20**, which is a state diagram illustrating examples of the operations **170** that the remote site computer program controls the remote site computer **44** to perform, the remote site program is capable of controlling the remote site computer **44** to perform an uploading operation **172** in which a computer readable file is uploaded from the company computer **42**. As further illustrated, the remote site program controls the remote site computer **44** to perform a job search operation **174**, a personal search agent operation **176**, a job export operation **178** and a content magazine operation **180**, all of which are described in detail below.

[0108] As indicated in the flowchart illustrated in **FIG. 21**, when the company site program controls the company computer **42** to perform the uploading process **53** (**FIG. 2**) beginning in step **1600**, the program in step **1610** controls the computer **42** to read the database in which the position information is stored. In step **1620**, the company site program will then control the company computer **42** to establish a connection, such as a TCP/IP connection or an SMTP mail connection, with the remote site computer **44**, by which the portion of the computer readable file including the position information is uploaded to the remote site computer **44**. It is noted that not all of the detailed information pertaining to the positions is uploaded to the remote site computer **44**. Rather, as described below, the portion of the position file including such detailed information is maintained by the company computer **42**. Also, it is noted that in step **1620**, the company site program can control the company computer **42** to send the portion of the position information file to the remote site computer **44** via e-mail.

[0109] The uploaded portion of the computer readable file is then received by the remote site computer **44** in step **1630** and stored by the remote site computer **44** in step **1640** in the manner shown in the flowchart of **FIG. 22**. Specifically, in performing the uploading operation beginning at step **1700**, the remote site program controls the remote site computer **44** to perform a validation operation in step **1710** to determine whether uploading of the computer readable file from the company computer **42** is permitted.

[0110] If the remote site computer **44** in step **1720** ascertains that the uploading is not permitted, the computer **44** will reject the file in step **1730** and thus, refrain from uploading the file. However, if the remote site computer **44** determines in step **1720** that uploading of that particular file is permitted, the file uploading is completed in step **1740**, and the file stored in place of any previously stored file including information pertaining to the positions available at company **41**. It is noted that the data is stored as records in a database with data elements corresponding to certain fields in the uploaded data. That is, the job postings each can be stored as individual records in the database with data elements corresponding to certain fields (e.g., salary, location and so on) of the record. The remote site computer **44** then generates a Web site on which the positions are listed and accessible by a job seeker.

[0111] The program being run by the remote site computer **44** generates a search page on its Web page which enables a job seeker to enter information pertaining to a particular position in which he or she is interested, and will control the remote site computer **44** to search the posted positions for positions compatible with that information. Specifically, in performing the job search operation **174** beginning at step **1800** shown in **FIG. 23**, the job seeker will access the remote Web site hosted by the remote site computer **44** running the remote site computer program. **FIG. 24** illustrates an exemplary first page **185** of the remote Web site.

[0112] In step **1810**, the remote Web site will provide instructions to the job seeker soliciting information from the job seeker pertaining to the position in which the job seeker is interested. That information may include, for example, type of position, salary expectations, geographic location and the like. In step **1820**, the remote site program will control the remote site computer **44** to compare the entered information with the uploaded information pertaining to the posted positions to determine whether any of the positions are compatible with the job seeker's request.

[0113] If one or more matching positions are found, the remote site program will control the remote site computer **44**

in step **1830** to display the results of the comparison on the remote Web page. For example, if the job seeker is looking for a sales representative position, the remote Web site will display a summary listing of sales representative positions available at the company **42** from which the position information file has been uploaded.

[**0114**] If the job seeker is not interested in investigating that position further, the remote site program in step **1840** will stop any further searching or displaying operation, and will allow the listed information to be displayed on the Web site. However, if the job seeker is interested in receiving more information about an available matching position, the job seeker can select that particular position (e.g., by manipulation of the mouse on the job seeker's computer, or in any other suitable manner). The remote site computer **44** will detect this selection in step **1840** and, in step **1850**, the remote site program will control the remote site computer **44** to release the job seeker's computer **40** while hyperlinking the job seeker's computer **40** directly to the Web site generated by the company computer **42**.

[**0115**] Accordingly, the job seeker can access this additional information pertaining to the matching position directly from the Web site generated by the company computer **42** without intervention by the remote site computer **44**. The remote site computer **44** therefore need not continue servicing the job seeker computer **40** unless the job seeker returns to the remote Web site.

[**0116**] When the job seeker is linked to the Web site generated by the company computer **42**, the job seeker can peruse the information pertaining to the particular position that he or she has selected which was found as a result of the search performed by the remote site computer **44** hosting the remote Web site. The Web site generated by the company computer **42** will generate a display screen allowing the job seeker an option of forwarding an e-mail or a resume to the company **42** to apply for that available position.

[**0117**] The off-site program is also capable of controlling the off-site computer **44** to perform a personal search agent operation **176** (**FIG. 20**) for the job seeker beginning at step **1900** in **FIG. 25**. Specifically, if the job seeker select this feature, the information at the remote Web site, which has been created by the remote site computer **44**, causes the job seeker's computer **40** in step **1910** to display on its display screen instructions for the job seeker to enter information pertaining to the position in which the job seeker is interested. The job seeker can also enter information in step **1920** indicating that the "search agent" is to be a constant search agent which monitors new position postings on, for example, a daily basis.

[**0118**] When the information has been entered by the job seeker in steps **1910** and **1920**, the remote site program will then control the remote site computer **44** in step **1930** to compare, on a daily basis, the entered position information with the information pertaining to the positions which has been uploaded to the remote site computer **44** and stored in a data base. If the remote site computer **44** determines in step **1940** that no match between the entered data and the uploaded position information has occurred, no action will be taken.

[**0119**] However, if the computer **44** determines that a match has occurred, the remote site program will control the computer **44** in step **1950** to send a message, such as an e-mail message, to the job seeker's computer **40**. The message includes, for example, the names of the positions and their corresponding companies. The e-mail message further includes hyperlinks embedded therein. Hence, the job seeker can hyperlink to that company's Web site in the manner described above to explore additional information pertaining to the available position. The job seeker can also forward his or her resume to the company **41** via e-mail, facsimile or regular mail, as desired.

[**0120**] Additionally, the remote site program which is run by the remote site computer **44** is capable of controlling the computer **44** to export the uploaded positions to an external site. Specifically, in the exporting operation **178** (**FIG. 20**) beginning at step **2000** in **FIG. 26**, the remote site program controls the remote site computer **44** in step **2010** to read from the database a file including the position information that has been uploaded from company computers **42**. In step **2020**, the remote site program controls the remote site computer **44** to compare the companies included in the read database to a previously stored list of companies wanting their position information to be exported to other external sites.

[**0121**] The remote site program will control the computer **44** in step **2030** to delete from the read file those positions of companies which do not want their position information exported. Then, in step **2040**, the remote site program will control the computer **44** to export the read file to external site computers via the Internet.

[**0122**] The remote site program is also capable of controlling the remote site computer **44** to send a "magazine" to a subscriber electronically over the Internet. For example, in the magazine sending process **182** (**FIG. 20**) beginning in step **2100** in **FIG. 27**, the remote site program controls the computer **44** to read a file including a list of subscribers from a database. In step **2120**, the remote site program controls the remote site computer to send the magazine electronically over the Internet to the computers of those subscribers on the list.

[**0123**] Turning now to the handling of resumes by the company computer **42**, it is noted that the company site program controls the company computer **42** to perform the operations **48** and **50** (**FIG. 2**) of receiving and handling the resume beginning at step **2200** in **FIG. 28**. The company site program can be configured to control the company computer **42** to automatically send an e-mail to the job seeker informing the job seeker that the resume has been received. The company site program will then control the computer **42** to determine in step **2010** whether the received resume is in e-mail format.

[**0124**] If the resume is in e-mail format, or any popular word processing format, such as Microsoft™, Word™ or WordPerfect ™ (e.g., sent as an attachment to the e-mail), then the company site program will control the company computer **42** to perform an HTML and text conversion process on the data representative of the resume in step **2020** before the resume is stored in the database in step **2030**. If the resume is not in an e-mail format, but rather has been determined in step **2040** to have been received as a fax or scanned image, an OCR conversion will be performed in step **2050** prior to the HTML and text conversion step so that the converted resume can be stored in the database in step **2030**.

[0125] The company site program will typically control the company computer **42** to store the resume in relation to the position for which the job seeker is applying, and further, in relation to the hiring contact responsible for that position. Hence, if the job seeker is applying for a sales representative position, the resume will be stored in a file which relates to that sales representative position. The company site program can control the company computer **42** in step **2060** to access and display a stored resume on its display screen. An example of the resume displaying and handling process is described beginning at step **2300** in the flow chart shown in **FIG. 29**.

[0126] In viewing a screen as shown, for example, in **FIG. 4**, the hiring contact in step **2310** will select the position for which he or she wishes to view received resumes in a manner similar to that described above with regard to steps **1030** and **1070** in **FIG. 3**. For example, if the hiring contact wishes to view the resumes received for the sales representative position, the company site program will control the company computer **42** to display on its display screen a screen display **190** as shown, for example, in FIG. **30**. A brief description **192** of the position appears on a portion of the screen display **190**.

[0127] In step **2320**, the hiring contact can then select the position to cause the company site program to control the computer **42** to display on its display screen a screen **200** including a list **202** of resumes received for that position as shown, for example, in **FIG. 31**. The resumes are listed by name of applicant. The hiring contact can then select a particular resume for display in step **2330**, and the company site program will control the computer **42** to display the resume on a portion **204** of the screen as shown in **FIG. 31**.

[0128] Once a resume has been selected, in step **2340** the hiring contact can utilize the control keys on the resume tool bar **66** as shown, for example, in **FIG. 7**, to manipulate the resume as desired. For instance, the hiring contact can rate on score the resume to indicate whether the applicant is suitable for the position. To do this, the hiring contact will select the score resume key **90** of the resume tool bar **66**. Upon selection of the score resume key **90**, the company site program will control the computer **42** to display on its display screen a screen display **210** as shown in **FIG. 32**. The hiring contact can then enter information in response to the displayed information on the screen to score the resume in the appropriate manner depending on the suitability of the candidate for the position. The scoring will appear as a mark **206** next to the resume as shown, for example, in **FIG. 31**.

[0129] A selected resume can also be e-mailed to anyone with an Internet e-mail address. To perform this function, the hiring contact will select the e-mail resume control key **92** on the resume tool bar **66**, which causes the program to control the computer **42** to display on its display screen a screen display **220** as shown in **FIG. 33**. The hiring contact can then enter in the spaces provided on the screen display **220** the Internet e-mail address of the person to which the resume is to be sent.

[0130] A selected resume can also be sent via e-mail to a secondary hiring contact. This secondary contact is defined in advance. When the hiring contact selects the e-mail to secondary contact control key **94** on the resume tool bar **66**, the program will control the computer **42** to display on its display screen a screen display **230** as shown, for example, in **FIG. 34**, with the secondary hiring contact's e-mail address automatically appearing in the "To:" location. The hiring contact can also enter a message to be sent with the resume.

[0131] The hiring contact can also send a reply to a candidate by selecting the reply to candidate control key **96** of the tool bar **66**. In doing so, the company site program will control the computer **42** to display on its display screen a screen display **240** as shown in **FIG. 35**, with the e-mail address of the candidate automatically appearing in the "To:" section. The hiring contact can then enter a message to the candidate in the box provided. The company site program will control the computer **42** to forward the reply to the candidate in an e-mail format via the Internet. A message, such as a form rejection letter, also can be imported from a database into the e-mail message prior to transmission.

[0132] By selecting the export resume to disk key **98** on the resume tool bar **66**, the hiring contact can cause the company site program to control the computer **42** to save the selected resume to any particular drive, such as a hard drive, floppy disk, or the like. The selected resume also can be printed by selecting the print resume key **100**.

[0133] Furthermore, the hiring contact can select the delete resume control key **102** of the tool bar **66** to manually delete the selected resume. Alternatively, the company site program can be configured to automatically delete a resume after a selected period of time from receipt (e.g., **180** days), or to save the resume indefinitely if desired. The resume can also be copied to another position if, for example, the person applying for one position is also qualified for that other position.

[0134] The hiring contact can also search for a particular resume by selecting the find resume control key **104** on the resume tool bar **66**. In response to the-selection of key **104**, the company site program will control the computer **42** to display on its display screen a screen display **250** as shown, for example, in **FIG. 36**. The hiring contact can then enter the key word information in the location **252** provided on the screen display **250**, and the company site program will control the computer **42** to search the resumes in the database to find any which contain that key word. The resumes containing the key word will appear on a screen display **260** as shown in **FIG. 37** which is displayed on the display screen of the computer **42**. Those resumes can then be selected for display on the display screen of the computer **42**. The program further can be instructed by the hiring contact to control the computer **42** to generate a position activity report summarizing the activity for each position.

[0135] The program is further capable of controlling the company computer **42** to perform a resume gateway creating operation **52** (**FIG. 2**) beginning at step **2400** in **FIG. 38**. The computer **32** will determine in step **2410** whether an external gateway has been configured giving the company computer **32** access to other sites, such as CareerMosaic, MonsterBoard, and the like, via the Internet. If no gateway has been configured, the program will control the company computer **32** to create a gateway in step **2420**.

[0136] Once the computer **32** determines that a gateway has been created, the gateway attributes can be configured in step **2430** by a hiring contact. In step **2440**, the hiring contact

can then select (e.g., by name) the external site or sites to which a computer readable file including the resumes is to be uploaded. Hence, the resumes are effectively copied to the external site or sites.

[0137] Although only a few exemplary embodiments of this invention have been described in detail above, those skilled in the art will readily appreciate that many modifications are possible in the exemplary embodiments without materially departing from the novel teachings and advantages of this invention. Accordingly, all such modifications are intended to be included within the scope of this invention as defined in the following claims.

What is claimed is:

1. An employment recruiting method, comprising the steps of:

creating a computer readable file including information pertaining to a job opening;

uploading a portion of the computer readable file to a medium accessible via a computer network;

searching information in the uploaded portion of the computer readable file for the presence of information corresponding to information designated by a user;

informing the user when at least some of the designated information has been found in the searching step; and

making available to the user additional information present in a portion of the computer readable file other than the uploaded portion in response to a request by the user.

2. A method as claimed in claim 1, further comprising the step of permitting the user to send information via the computer network to a location at which the computer readable file is maintained.

3. A method as claimed in claim 1, further comprising the step of automatically searching the uploaded portion of the computer readable file at designated intervals for the presence of information corresponding to information provided by the user in response to a request by the user.

4. A method as claimed in claim 1, wherein the computer readable file creating step comprises the steps of:

entering information pertaining to the job opening; and

categorizing job openings in accordance with a criteria of the job opening information.

5. A method as claimed in claim 1, further comprising the steps of:

creating another computer readable file;

uploading the another computer readable file to a medium accessible via the computer network;

including the uploaded portion of the computer readable file with the another computer readable file; and

wherein the searching step comprises the step of searching the uploaded portion of the computer readable file via the another computer readable file.

6. A method as claimed in claim 5, further comprising the steps of:

when the at least some of the designated information has been found during the searching step, discontinuing searching the uploaded portion of the computer readable file via the another computer readable file; and

after discontinuing the searching, accessing the information in the other portion of the computer readable file other than the uploaded portion in response to a request from the user.

7. A method as claimed in claim 2, further comprising the step of accessing the information sent by the user.

8. A method as claimed in claim 2, further comprising the step of notifying the user when the information sent by the user is received at the location.

9. A method as claimed in claim 2, further comprising the step of storing the information sent by the user based on a criteria thereof.

10. A method as claimed in claim 2, further comprising the step of storing the information sent by the user based on a criteria of the information found in the searching step.

11. A method as claimed in claim 2, further comprising the step of displaying the information sent by the user.

12. A method as claimed in claim 2, further comprising the step of forwarding the information sent by the user to another location.

13. A method as claimed in claim 2, further comprising the step of sending response information to the user in response to the information sent by the user.

14. A method as claimed in claim 2, further comprising the step of deleting the information sent by the user.

15. A method as claimed in claim 2, further comprising the step of copying the information sent by the user.

16. An employment recruiting method, comprising the steps of:

creating and storing a computer readable file on a medium accessible via a computer network;

importing into the computer readable file a first portion of another computer readable file including information pertaining to a job opening;

searching the computer readable file at the medium for the presence of information corresponding to information designated by a user;

informing the user when at least some of the designated information has been found in the searching step; and

making available to the user additional information present in a portion of the another computer readable file other than the first portion in response to a request by the user.

17. A method as claimed in claim 16, further comprising the step of permitting the user to send information via the computer network to a location at which the another computer readable file is maintained.

18. A method as claimed in claim 16, further comprising the step of automatically searching the computer readable file at designated intervals for the presence of information corresponding to information provided by the user in response to a request by the user.

19. A method as claimed in claim 16, further comprising the step of forwarding the portion of the another computer readable file to another medium.

20. A method as claimed in claim 16, further comprising the steps of:

importing into the computer readable file portions of other computer readable files including information pertaining to job openings;

determining, based on the portions of the another computer readable files, which of the portions of the other computer readable files are to be forwarded to another medium;

creating a forwarding file including the portions of the other computer readable files;

deleting from the forwarding file the portions of the other computer readable files other than those determined in the determining step to be forwarded to the another medium; and

forwarding the forwarding file to the another medium after performing the deleting step.

21. A method as claimed in claim 16, further comprising the steps of:

creating an information file; and

forwarding the information file to at least one additional medium accessible via the computer network

22. A computer readable medium of instructions, comprising:

a first data structure adaptable to control a computer to generate a computer readable file including information pertaining to a job opening;

a second data structure including instructions adaptable to control a computer to search the information for designated information provided by a designator, inform the designator when at least some of the designated information has been found in the searching step, and make available to the designator additional information present in a first portion of the computer readable file in response to a request by the designator; and

a third data structure adaptable to control the computer which generates the computer readable file to upload a portion of the computer readable file other than the first portion and a portion of the second data structure to a medium external of the file generating computer.

23. A computer readable medium of instructions as claimed in claim 22, wherein the second data structure further comprises instructions adaptable to control the file generating computer to receive information from the designator.

24. A computer readable medium of instructions as claimed in claim 22, wherein the second data structure further comprises instructions adaptable to control a computer to automatically search the uploaded portion of the computer readable file at designated intervals for the presence of information corresponding to information provided by the designator in response to a request by the designator.

25. A computer readable medium of instructions as claimed in claim 22, wherein the first data structure is further adaptable to control the file generating computer to receive job opening information pertaining to the job opening, and categorize job openings in accordance with a criteria of the job opening information.

26. A computer readable medium of instructions as claimed in claim 23, wherein the second data structure further comprises instructions adaptable to control the file generating computer to manipulate the information received from the designator.

27. A computer readable medium of instructions as claimed in claim 23, wherein the second data structure further comprises instructions adaptable to control the file generating computer to notify the designator when the information sent by the designator is received by the file generating computer.

28. A computer readable medium of instructions as claimed in claim 23, wherein the second data structure further comprises instructions adaptable to control the file generating computer to store the information sent by the user based on a criteria thereof.

29. A computer readable medium of instructions as claimed in claim 23, wherein the second data structure further comprises instructions adaptable to control the file generating computer to store the information sent by the user based on a criteria of the information found in the searching.

30. A computer readable medium of instructions as claimed in claim 23, wherein the second data structure further comprises instructions adaptable to control the file generating computer to display the information sent by the user.

31. A computer readable medium of instructions as claimed in claim 23, wherein the second data structure further comprises instructions adaptable to control the file generating computer to forward the information sent by the user to another location.

32. A computer readable medium of instructions as claimed in claim 23, wherein the second data structure further comprises instructions adaptable to control the file generating computer to send response information to the user in response to the information sent by the user.

33. A computer readable medium of instructions as claimed in claim 23, wherein the second data structure further comprises instructions adaptable to control the file generating computer to delete the information sent by the user.

34. A computer readable medium of instructions as claimed in claim 23, wherein the second data structure further comprises instructions adaptable to control the file generating computer to copy the information sent by the user.

35. A computer readable medium of instructions, comprising:

a first data structure adaptable to control a computer to create and upload a computer readable file to an external medium;

a second data structure adaptable to control a computer to import into the computer readable file a first portion of another computer readable file including information pertaining to a job opening;

a third data structure adaptable to control a computer to search the first portion of computer readable file at the medium for the presence of information corresponding to designated information provided by a designator;

a fourth data structure adaptable to control a computer to inform the designator when at least some of the designated information has been found in the searching step; and

a fifth data structure adaptable to control a computer to make available to the designator additional information present in a portion of the another computer readable file other than the first portion in response to a request by the designator.

36. A computer readable medium of instructions as claimed in claim 35, further comprising a sixth data structure adaptable to control a computer to send information provided by the designator to a location at which the another computer readable file is maintained.

37. A computer readable medium of instructions as claimed in claim 35, further comprising a seventh data structure adaptable to control a computer to automatically search the computer readable file at designated intervals for the presence of information corresponding to information provided by designator in response to a request received from the designator.

38. A method as claimed in claim 35, further comprising an eighth data structure adaptable to control a computer to forward the portion of the another computer readable file to another medium.

39. A computer readable medium of instructions as claimed in claim 35, further comprising a ninth data structure adaptable to control a computer to perform the following:

import into the computer readable file portions of the other computer readable files including information pertaining to job openings;

determine, based on the portions of the other computer readable files, which of the portions of the other computer readable files are to be forwarded to another medium;

create a forwarding file including the portions of the other computer readable files;

delete from the forwarding file the portions of the other computer readable files other than those determined to be forwarded to the another medium; and

forward the forwarding file to the other medium after performing the deleting.

40. A computer readable medium of instructions as claimed in claim 35, further comprising a tenth data structure adaptable to control a computer to perform the following:

create an information file; and

forward the information file to at least one additional medium accessible via the computer network.

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