



Resume 2.0

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Abstract

This document describes HR-XML's Resume schema. The schema allows the capture of resume information used by hiring or staffing organizations.

Status of this Document

The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT", "SHOULD", "SHOULD NOT", "RECOMMENDED", "MAY", and "OPTIONAL" in this document are to be interpreted as described in RFC 2119.

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1 Overview

1.1 Objective

The Staffing Exchange Protocol (SEP) 1.1 encompassed three Recruiting and Staffing type transactions. Each transaction was a self-contained monolithic DTD.

- JobPositionPosting. This is published information about a position, job, opening or other staffing need.
- JobPositionSeeker. This is information about an individual submitted for consideration by a staffing company or an employer.
- JobPositionSeekerFeedback. This is feedback information pertaining to the Job/Position Seeker in relation to a set of Job/Position Postings.

SEP 2.0 will be a collection of reusable schemas, which may be used a la carte to build a full schema. For example, the Resume schema will be used in the Staffing Industry Data Exchange Standard (SIDES) 1.0 and Background Checking 1.0 specifications.

All schemas will be compatible within the SEP 2.0 specification. They will not be compatible with SEP 1.0 or SEP 1.1 specifications.

This specification (Resume 2.0) includes the necessary schema for transmitting a resume, including the employment, education, and military history. Additionally, a date schema allows for transmission of partial dates for historical data. For example, an individual may have received a bachelor's degree in 1995, or received special training in Summer 1986.

Although all SEP 2.0 schemas have not all been identified as of this specification, this document will address the following schemas:

- Resume 2.0
- Employment History 2.0
- Education History 2.0
- Military History 2.0
- SEP Dates 2.0

1.1.1 Domain Issues

The specification includes models and business cases for both recruiting and contingent staffing transactions. The schema allows the transfer of resume information between employers, suppliers of staff, service/system/procurement vendors and job/position seekers.

Staffing Suppliers

The cost of exchanging data between staffing suppliers, hiring companies, job boards, applicant tracking systems, and vendor management services due to the diversity of back-office systems,

and the need for many-to-many connections is providing to be extremely high. In an effort to bring efficiencies to these transactions, a standards definition project (SIDES 1.0) is underway to define the means of exchanging staffing related data over the Internet using XML. As an element of these transactions, a standardized method of transferring resume data is vital. The ability to load this structured data into front-office systems will eliminate duplicate effort and aid in streamlining processes and cross-company data exchanges. Through standardized XML data exchanges, staffing suppliers, staffing customers and third party staffing managers may share orders, assignments, resumes, etc.

Hiring Companies

While the adoption of Internet technologies has brought about many positive changes and improvements in the world of corporate recruiting, it has also created many new and challenging questions. Hiring corporations must face the difficulty of integrating new web based services and products into existing legacy systems.

Standard XML protocols for passing data between vendors as well as internal systems have the potential to help solve some of the integration issues facing hiring companies. The standard Resume schema, in particular, will enable end user firms to pass candidate information between recruiting services suppliers, systems vendors and internal HRMS applications. Quick and seamless Resume data transfer has the potential to increase the speed and efficiency with which hiring companies can staff critical positions.

Adopting the Resume schema can also help hiring companies increase the value of implementing recruiting technology and services. By integrating existing systems and vendor services, more value can be obtained from both investments. Also, the ability to exchange information with vendors through a standard resume schema can mitigate the sunk costs associated with integrating new or competing vendors.

With industry adoption of the SEP 2.0, including the Resume schema, the recruiting and staffing functions of hiring companies stand to gain greater efficiency in hiring and increased value from their systems investments.

1.2 Design Requirements

The Resume schema is a combination of resume information and insertions of 4 other schemas: Competencies, Employment History, Education History, and Military History. The Competencies 1.0 was approved in a prior specification and is compatible with Resume 2.0. The other 3 schemas are part of this specification but may be used within other schemas outside of Resume 2.0.

The schema provides for two types of resumes: structured and non-structured. The structured resume is defined as discrete XML elements. A non-structured (non-XML) resume may be included as a URL to the resume or an insertion of the resume text (as opposed to an attachment).

The personal identification information located in the structured resume schema is optional. This allows staffing companies to distribute the resume without prematurely divulging the seeker's identity.

1.3 Scope

Although resume transactions may be used in a broad range of business cases, this specification focuses on business cases for use in both the recruiting and contingent staffing areas.

This specification was developed to enable global use and therefore, may contain (optional) information that is acceptable to collect in one location and unlawful to collect in another location.

1.3.1 Items Within the Design Scope

Enables data interchange among:

- Hiring Organizations
- Staffing Companies
- Job/Position Seekers
- Recruitment Systems Vendors
- Recruitment Service Vendors

Resume information includes:

- Employment History
- Educational History
- Military History
- Qualifications (Competencies 1.0)
- URL's to a resume
- Inserted resume text

1.3.2 Items Outside of Design Scope

- Resume attachments

2 Business Use Case

2.1 Roles

The current Internet recruiting and staffing environment involves a diverse range of end-users and intermediaries. Because the types of end-users and intermediaries can vary significantly and may be subject to change as new staffing and business models emerge, this specification uses the following generic descriptors to identify process-compliant parties:

- **Staffing Supplier (SS).** The role that submits human resources for consideration for a job or position. A job board or staffing service provider typically fills this role.
- **Staffing Customer (SC).** The role that receives human resources from staffing supplier. A hiring organization often would fill this role.
- **Human Resource or Resource.** An individual (seeker) submitted to a staffing customer in response to a job or position opening.

2.2 Hiring Company Transaction

The Resume schema can provide a standard means of transmitting critical resume information between a human resource and a staffing customer (SC). Depending on the staffing strategy and operations of the SC, this transmission may occur in many different ways, as described in the following three examples:

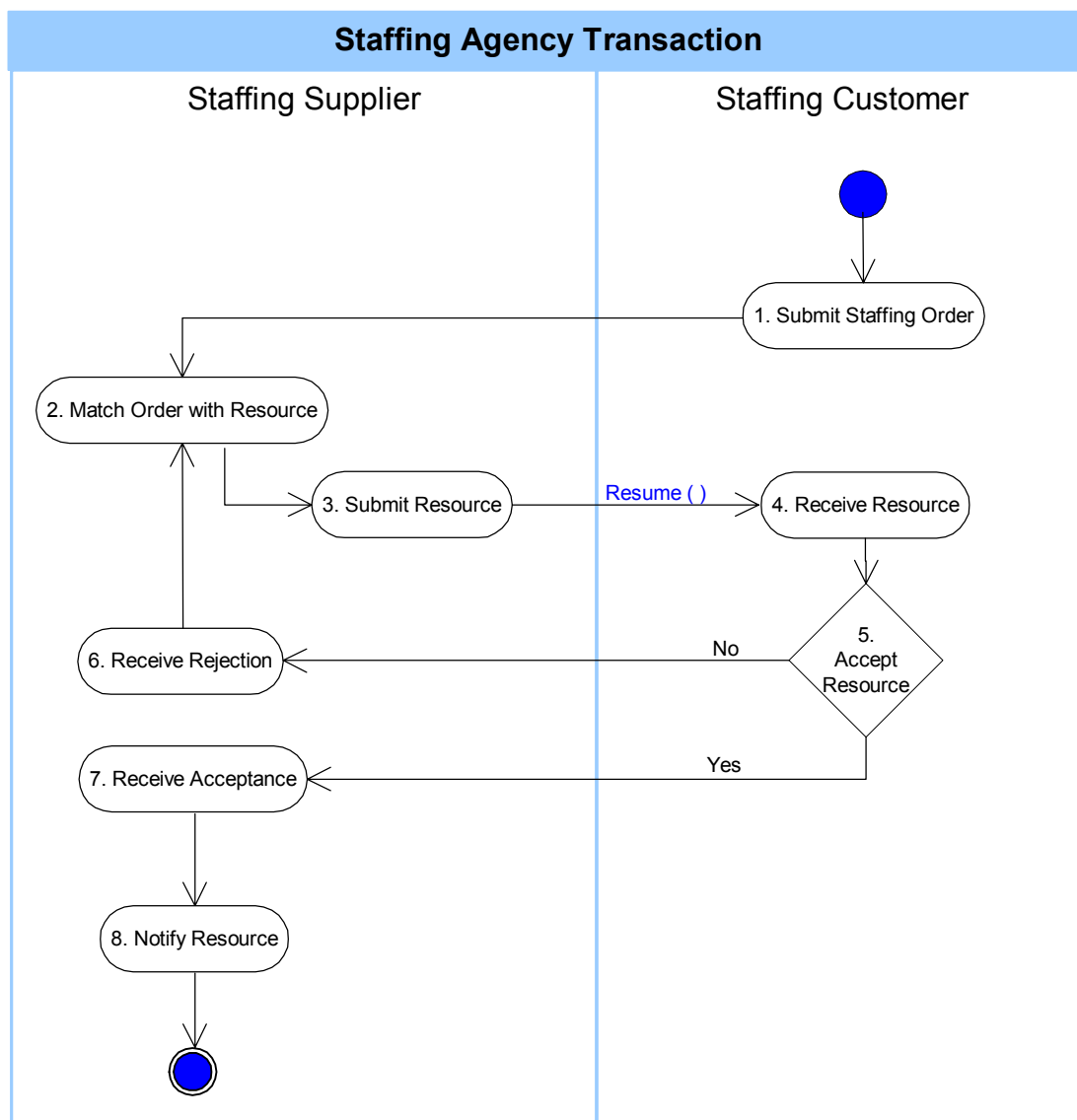
- The resource may log onto the SC's external web site and input resume information, which would then be returned to the SC's internal database via the Resume schema.
- A SC staffing operations may involve a 3rd party firm that will aggregate and store applicant resumes from one or many different sources (paper, e-mail, job boards, etc). In this case, the 3rd party firm may rely on the Resume schema to transmit resume information of pertinent resources back to the SC.
- The SC may also solicit resumes from staffing suppliers (SS). In this case, which is outlined in more detail in section 1.4.3, the SC would receive resume information transmitted by the staffing firm via the Resume schema.

2.3 Staffing Agency Transaction

The following example describes the transactions between a staffing supplier (SS) and a staffing customer (SC).

The SS provides resources to the SC based on orders (requirements) submitted by the SC. The SS matches resources to the requirements from the SC. Once a match is found the resume information is submitted to the SC. The SC determines if the resource meets their needs and returns the information back to the SS. Although not specifically identified in this diagram, the SC may also clarify or further define the order once a resource has been rejected.

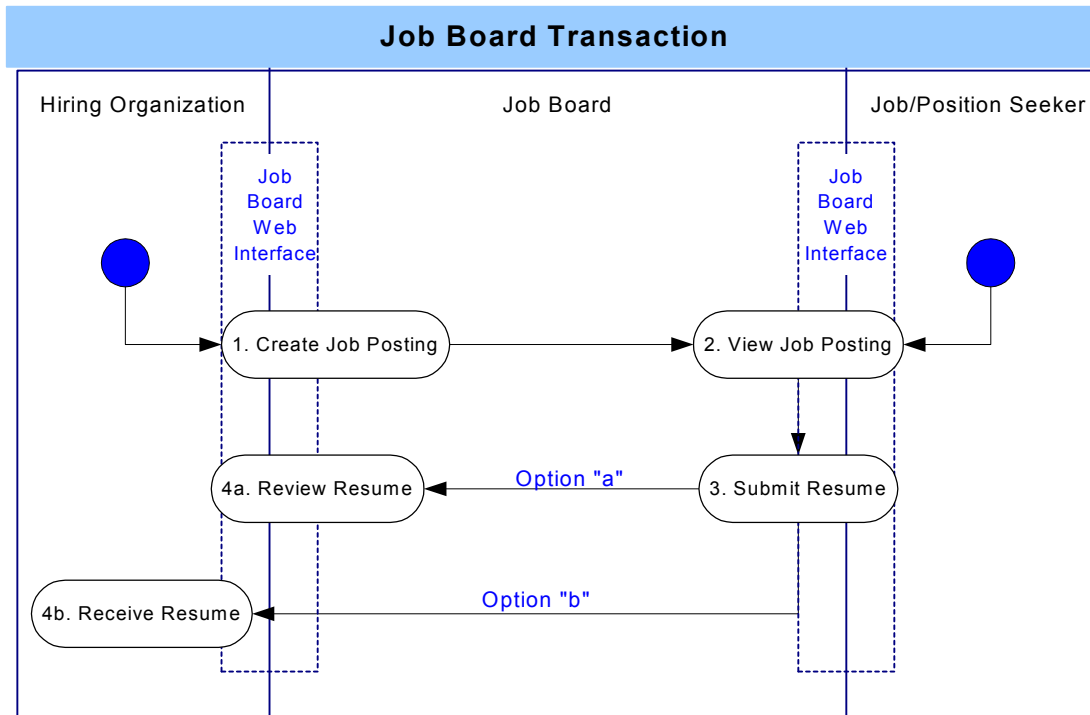
The Resume schema is used during the transaction between step 3 and 4.



2.4 Job Board Transaction

The following example shows a transaction between an SC and a seeker by way of a job board.

In a typical job board environment, the requisition or job posting takes place on the job board site. The seeker also views the posting on the job board's site. At that point, the seeker may submit a structured or text resume in response to a job posting. Depending on the business model or TPA of the job board, staffing customers may either review resumes directly on the site (Option "a"), or the site may pass the seeker directly to the hiring organization or a third party site (Option "b"). This example does not address the aggregation or screening of resumes.



3 Schema Design

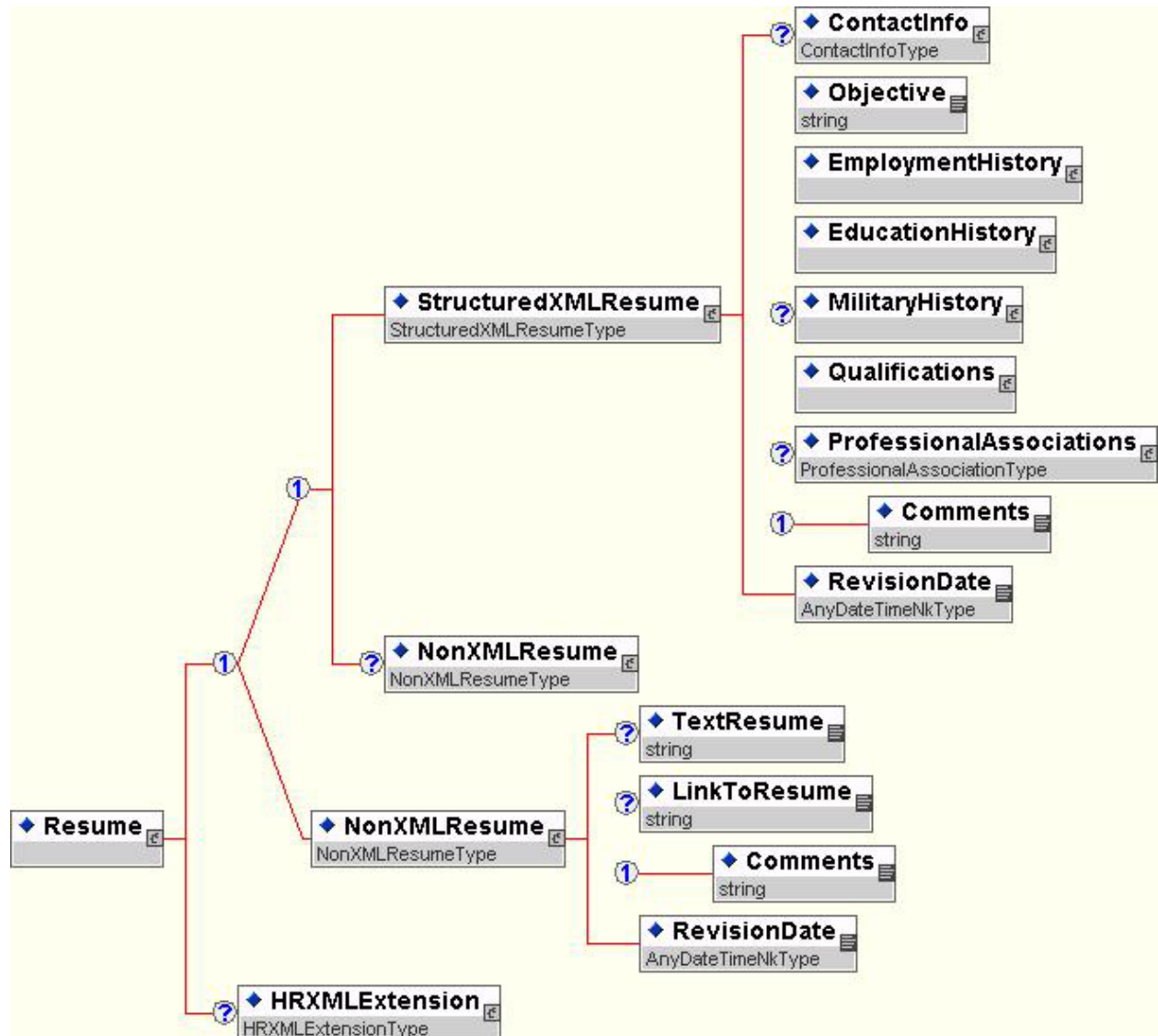
3.1 Resume

3.1.1 Schema

A full diagram of the schema is available at:

http://ns.hr-xml.org/RecruitingAndStaffing/SEP-2_0/Resume-2_0.jpg

A high level diagram can be found below.



3.1.2 Data Elements Explained

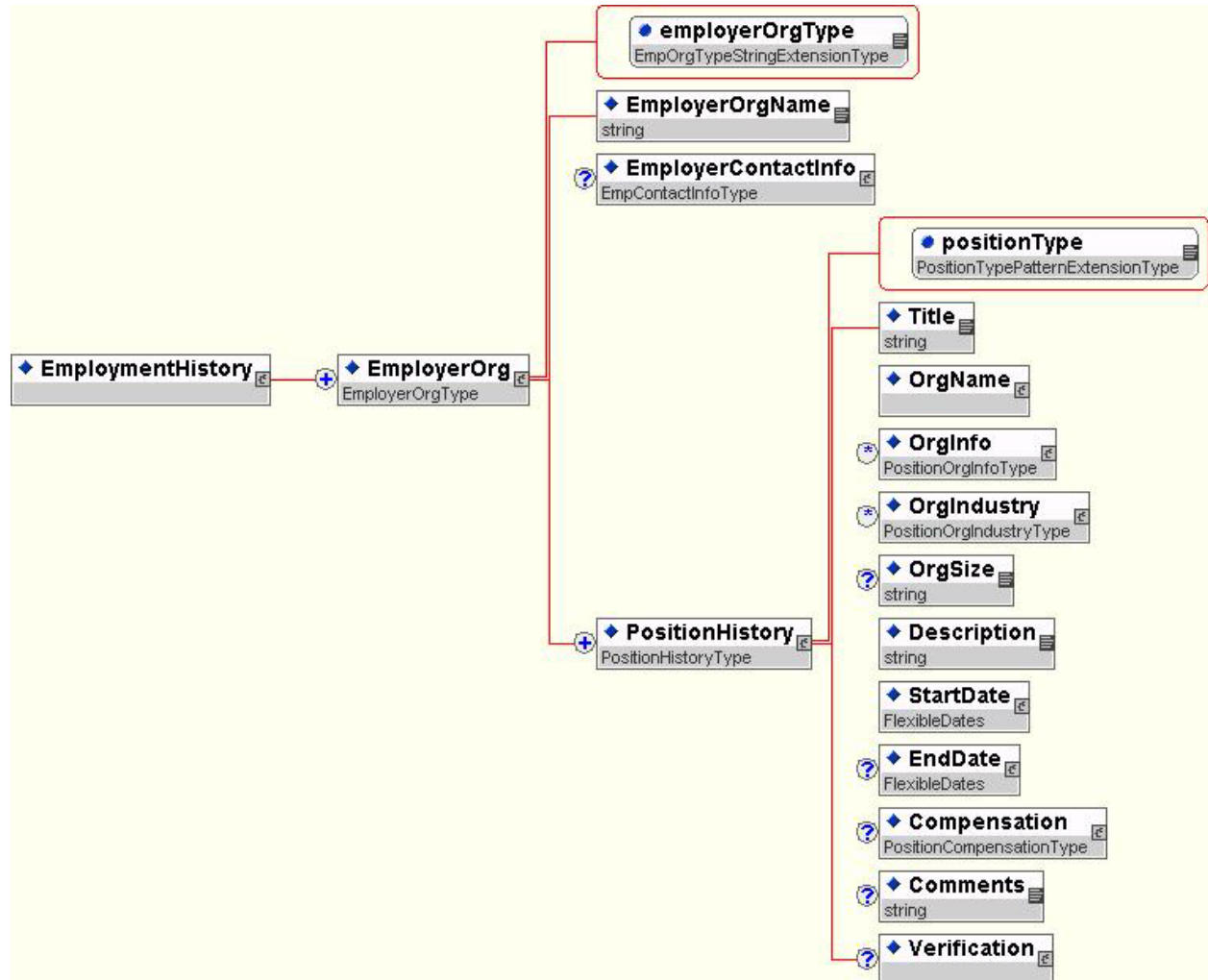
Component Name [Global types listed at the end of the table.]	ContentModel Data type Occurrence: Sequence Choice All (minOccurs/maxOccurs) Attributes	Definition
/ Resume	StructuredXMLResume - StructuredXMLResumeType - S (1/1) ContactInfo - ContactInfoType - S (0/1) ContactMethod - ContactMethodType - S (0/1) Objective - xsd:string - S (1/1) Qualifications - [complexType] - S (1/1) ProfessionalAssociations - ProfessionalAssociationType - S (0/1) Association - xsd:string - S (0/*) Comments - xsd:string - S (1/1) RevisionDate - AnyDateTimeNkType - S (1/1) NonXMLResume - NonXMLResumeType - S (0/1) TextResume - xsd:string - S (0/1) LinkToResume - xsd:string - S (0/1) Comments - xsd:string - S (1/1) RevisionDate - AnyDateTimeNkType - S (1/1) NonXMLResume - NonXMLResumeType - C (1/1) TextResume - xsd:string - S (0/1) LinkToResume - xsd:string - S (0/1) Comments - xsd:string - S (1/1) RevisionDate - AnyDateTimeNkType - S (1/1) UserArea - [see include/import] - S (0/1)	The resume or CV of the candidate being submitted for the job/position.
/ Resume/ StructuredXMLResume	- StructuredXMLResumeType - S (1/1)	A structured resume with discrete XML element tags.
/ Resume/ StructuredXMLResume/ ContactInfo	- ContactInfoType - S (0/1)	Contains information to contact a person, such as the person name, postal address and telephone details.
/ Resume/ StructuredXMLResume/ ContactInfo/ ContactMethod	- ContactMethodType - S (0/1)	Defines the methods of contacting a person or organizations. This includes postal address, e-mail, and a variety of telephone methods (fax, business, mobile).

/ Resume/ StructuredXMLResume/ Objective	- xsd:string - S (1/1)	"The description of the job or position being sought, or information about the Human Resource's desired career path or professional objectives."
/ Resume/ StructuredXMLResume/ Qualifications	Competency - [see include/import] - S (0/*) QualificationSummary - xsd:string - S (0/1)	Placeholder for the qualifications of the human resource. This includes the skills, competencies and other applicable comments.
/ Resume/ StructuredXMLResume/ Qualifications/ QualificationSummary	- xsd:string - S (0/1)	A descriptive field used to further comment on the qualifications of the Human Resource.
/ Resume/ StructuredXMLResume/ ProfessionalAssociations	- ProfessionalAssociationType - S (0/1)	Placeholder for the Professional Associations with which the HumanResource maintains a membership.
/ Resume/ StructuredXMLResume/ ProfessionalAssociations/ Association	- xsd:string - S (0/*)	The name of the professional association with which the HumanResource maintains a membership.
/ Resume/ StructuredXMLResume/ Comments	- xsd:string - S (1/1)	A descriptive field used to further comment on the structured resume, text resume, or resume link.
/ Resume/ StructuredXMLResume/ RevisionDate	- AnyDateTimeNkType - S (1/1)	The date on which the applicable resume section was last updated. This relates to the structured, text or resume link.
/ Resume/ NonXMLResume	- NonXMLResumeType - S (0/1)	A section to insert the entire resume text or a link to a resume.
/ Resume/ NonXMLResume/ TextResume	- xsd:string - S (0/1)	A resume may be pasted into this section. All formatting will be lost.
/ Resume/ NonXMLResume/ LinkToResume	- xsd:string - S (0/1)	A link or URL to the resume.
/ Resume/ NonXMLResume/ Comments	- xsd:string - S (1/1)	A descriptive field used to further comment on the structured resume, text resume, or resume link.
/ Resume/ NonXMLResume/ RevisionDate	- AnyDateTimeNkType - S (1/1)	The date on which the applicable resume section was last updated. This relates to the structured, text or resume link.
/ Resume/ NonXMLResume	- NonXMLResumeType - C (1/1)	A section to insert the entire resume text or a link to a resume.
/ Resume/ NonXMLResume/ TextResume	- xsd:string - S (0/1)	A resume may be pasted into this section. All formatting will be lost.

/ Resume/ NonXMLResume/ LinkToResume	- xsd:string - S (0/1)	A link or URL to the resume.
/ Resume/ NonXMLResume/ Comments	- xsd:string - S (1/1)	A descriptive field used to further comment on the structured resume, text resume, or resume link.
/ Resume/ NonXMLResume/ RevisionDate	- AnyDateTimeNkType - S (1/1)	The date on which the applicable resume section was last updated. This relates to the structured, text or resume link.
/ [StructuredXMLResumeType]	ContactInfo - ContactInfoType - S (0/1) ContactMethod - ContactMethodType - S (0/1) Objective - xsd:string - S (1/1) EmploymentHistory - [see include/import] - S (1/1) EducationHistory - [see include/import] - S (1/1) MilitaryHistory - [see include/import] - S (0/1) Qualifications - [complexType] - S (1/1) ProfessionalAssociations - ProfessionalAssociationType - S (0/1) Association - xsd:string - S (0/*) Comments - xsd:string - S (1/1) RevisionDate - AnyDateTimeNkType - S (1/1)	Globally scoped data type. See element or attribute declaration for definition.
/ [NonXMLResumeType]	TextResume - xsd:string - S (0/1) LinkToResume - xsd:string - S (0/1) Comments - xsd:string - S (1/1) RevisionDate - AnyDateTimeNkType - S (1/1)	Globally scoped data type. See element or attribute declaration for definition.
/ [ProfessionalAssociationType]	Association - xsd:string - S (0/*)	Globally scoped data type. See element or attribute declaration for definition.
/ [ContactInfoType]	PersonName - [see include/import] - S (0/1) ContactMethod - ContactMethodType - S (0/1)	Globally scoped data type. See element or attribute declaration for definition.

3.2 EmploymentHistory

3.2.1 Schema



3.2.2 Data Elements Explained

Component Name	ContentModel	Definition
[Global types listed at the end of the table.]	Data type Occurrence: Sequence Choice All (minOccurs/maxOccurs) Attributes	

<p>/</p> <p>EmploymentHistory</p>	<p>EmployerOrg - EmployerOrgType - S (1/*)</p> <p>EmployerOrgName - xsd:string - S (1/1)</p> <p>EmployerContactInfo - EmpContactInfoType - S (0/1)</p> <p>ContactMethod - ContactMethodType - S (0/1)</p> <p>LocationSummary - LocationSummaryType - S (0/1)</p> <p>Municipality - xsd:string - S (0/1)</p> <p>Region - xsd:string - S (0/*)</p> <p>CountryCode - xsd:string - S (0/1)</p> <p>PostalCode - xsd:string - S (0/1)</p> <p>PositionHistory - PositionHistoryType - S (1/*)</p> <p>Title - xsd:string - S (1/1)</p> <p>OrgName - [complexType] - S (1/1)</p> <p>OrgInfo - PositionOrgInfoType - S (0/*)</p> <p>PositionLocation - PostalAddressType - S (0/1)</p> <p>WebSite - InternetWebAddressType - S (0/1)</p> <p>LocationSummary - LocationSummaryType - S (0/1)</p> <p>Municipality - xsd:string - S (0/1)</p> <p>Region - xsd:string - S (0/*)</p> <p>CountryCode - xsd:string - S (0/1)</p> <p>PostalCode - xsd:string - S (0/1)</p> <p>OrgIndustry - PositionOrgIndustryType - S (0/*)</p> <p>IndustryDescription - xsd:string - S (0/1)</p> <p>IndustryCode - xsd:string - S (0/1)</p> <p>OrgSize - xsd:string - S (0/1)</p> <p>Description - xsd:string - S (1/1)</p> <p>Compensation - PositionCompensationType - S (0/1)</p> <p>StartingCompensation - xsd:string - S (0/1)</p> <p>EndingCompensation - xsd:string - S (0/1)</p> <p>Comments - xsd:string - S (0/1)</p> <p>Comments - xsd:string - S (0/1)</p> <p>Verification - [complexType] - S (0/1)</p>	<p>A list of previous positions the Human Resource held.</p>
<p>/ EmploymentHistory/</p> <p>EmployerOrg</p>	<p>- EmployerOrgType - S (1/*)</p>	<p>"Placeholder for information about the entity that paid or pays the Human Resource, or carried/carries the legal liability for the Human Resource while the work is performed."</p>
<p>/ EmploymentHistory/ EmployerOrg/</p> <p>employerOrgType</p>	<p>- EmpOrgTypeStringExtensionType -</p>	<p>"The type of relationship the EmployerOrg has/had to the HumanResource (Sole employer, Agent, Broker, etc.)"</p>

/ EmploymentHistory/ EmployerOrg/ EmployerOrgName	- xsd:string - S (1/1)	"The name of the entity that paid or pays the Human Resource, or carried/carries the legal liability for the Human Resource while the work is performed."
/ EmploymentHistory/ EmployerOrg/ EmployerContactInfo	- EmpContactInfoType - S (0/1)	The primary contact informaton for the EmployerOrg as it relates to the employment verification of the HumanResource. This may include the contact person, organization, postal address, and contact method.
/ EmploymentHistory/ EmployerOrg/ EmployerContactInfo/ contactType	- ContactTypeStringExtensionType -	"The role of the contact as it relates to the EmployerOrg. i.e. Recruiter, HR Representative, Direct Supervisor, etc."
/ EmploymentHistory/ EmployerOrg/ EmployerContactInfo/ ContactMethod	- ContactMethodType - S (0/1)	Defines the methods of contacting a person or organizations. This includes postal address, e-mail, and a variety of telephone methods (fax, business, mobile).
/ EmploymentHistory/ EmployerOrg/ EmployerContactInfo/ LocationSummary	- LocationSummaryType - S (0/1)	The location of the entity. This entity might be the educational institution, the employer organization, or the organization for the position.
/ EmploymentHistory/ EmployerOrg/ EmployerContactInfo/ LocationSummary/ Municipality	- xsd:string - S (0/1)	"Represents the city, town, village or hamlet where the educational institution is located. "
/ EmploymentHistory/ EmployerOrg/ EmployerContactInfo/ LocationSummary/ Region	- xsd:string - S (0/*)	"Represents the state, province and/or country where the job/position is located."
/ EmploymentHistory/ EmployerOrg/ EmployerContactInfo/ LocationSummary/ CountryCode	xsd:restriction base: xsd:string	Contains the ISO 3166-1 two-character country code.
/ EmploymentHistory/ EmployerOrg/ EmployerContactInfo/ LocationSummary/ PostalCode	- xsd:string - S (0/1)	A postal code. Determines how mail is sorted and delivered.

/ EmploymentHistory/ EmployerOrg/ PositionHistory	- PositionHistoryType - S (1/*)	A single position that the human resource previously held or currently holds. A position is a coherent collection of duties under a single engagement. A change in employer or position organization usually marks the start of a new position.
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ positionType	- PositionTypePatternExtensionType -	"The type of arrangement under which the position is/was undertaken. i.e. Direct Hire, Contract, Temporary, Temp to Hire, Volunteer, Internship."
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ Title	- xsd:string - S (1/1)	The title of the position held by the HumanResource.
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ OrgName	OrganizationName - xsd:string - S (1/1) PositionOrgName - [complexType] - S (1/1) organizationType OrganizationTypeStringExtensionType - optional	The name of the organization for which the HumanResource performs work. May or may not be the same as EmployerOrg. Accommodates situations when the EmployerOrg is not the entity for which the work was actually performed. For example, if a position was managed through a contingent staffing supplier, the staffing supplier (who paid the person) is the EmployerOrg, and the entity who's work is being done by the supplier's person is the PositionOrg.
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ OrgName/ organizationType	- OrganizationTypeStringExtensionType -	"The type of organizational unit. e.g., department, branch, group, team."
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ OrgInfo/ PositionLocation	- PostalAddressType - S (0/1)	Information about the location of the position organization.
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ OrgInfo/ WebSite	- InternetWebAddressType - S (0/1)	Contains a URL for the position organization's website.
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ OrgInfo/ LocationSummary	- LocationSummaryType - S (0/1)	The location of the entity. This entity might be the educational institution, the employer organization, or the organization for the position.

/ EmploymentHistory/ EmployerOrg/ PositionHistory/ OrgIndustry	- PositionOrgIndustryType - S (0/*)	"The type of industry to which the position organization belongs, e.g. textile manufacturing, software design or financial services."
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ OrgIndustry/ primaryIndicator	- xsd:boolean -	"Indicator determines if the related code is the primary industry, when multiple industry codes are used. Multiple codes should be listed in separate IndustryCode elements."
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ OrgIndustry/ IndustryDescription	- xsd:string - S (0/1)	A description that specifies the type of industry to which the position organization belongs.
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ OrgIndustry/ IndustryCode	xsd:extension base: xsd:string	A code that specifies the type of industry to which the position organization belongs.
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ OrgIndustry/ IndustryCode/ classificationName	- xsd:string -	The name of the agency that issued the industry code. e.g. NAICS (North American Industry Classification System) code is widely used in North America. (Such use requires a prior agreement with business partners about how the field will be interpreted).
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ OrgSize	- xsd:string - S (0/1)	The number of employees of the position organization.
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ Description	- xsd:string - S (1/1)	A description of the work performed, duties and responsibilities in the position.
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ Compensation	- PositionCompensationType - S (0/1)	Placeholder for information on compensation for a position.
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ Compensation/ StartingCompensation	xsd:extension base: xsd:string	Amount the Human Resource was compensated as of the PositionStartDate.
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ Compensation/ StartingCompensation/ currency	- CurrencyType -	Identifies the currency associated with the compensation.

/ EmploymentHistory/ EmployerOrg/ PositionHistory/ Compensation/ StartingCompensation/ intervalType	- IntervalTypeStringExtensionType -	"Describes the time interval on which the compensation is based (hour, day, week, month, quarter, year, etc.)"
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ Compensation/ EndingCompensation	xsd:extension base: xsd:string	Amount the Human Resource was compensated as of the PositionEndDate.
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ Compensation/ EndingCompensation/ currency	- CurrencyType -	Identifies the currency associated with the compensation.
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ Compensation/ EndingCompensation/ intervalType	- IntervalTypeStringExtensionType -	"Describes the time interval on which the compensation is based (hour, day, week, month, quarter, year, etc.)"
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ Comments	- xsd:string - S (0/1)	A descriptive field used to further comment on the structured resume, text resume, or resume link.
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ Verification	ContactInfo - [complexType] - S (1/1) ReasonForLeaving - xsd:string - S (0/1) PermissionToContact - xsd:boolean - S (0/1) VerifyEmployment - xsd:boolean - S (0/1)	Placeholder element used to contain information allowing verification of previous employment in a specific position.
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ Verification/ ContactInfo	PersonName - [see include/import] - S (1/1) ContactMethod - ContactMethodType - S (0/1)	Contains information to contact a person, such as the person name, postal address and telephone details.
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ Verification/ ContactInfo/ ContactMethod	- ContactMethodType - S (0/1)	Defines the methods of contacting a person or organizations. This includes postal address, e-mail, and a variety of telephone methods (fax, business, mobile).
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ Verification/ ReasonForLeaving	- xsd:string - S (0/1)	Text description of the reason the person left a specific position.
/ EmploymentHistory/ EmployerOrg/ PositionHistory/ Verification/ PermissionToContact	- xsd:boolean - S (0/1)	The StaffingResource agrees/does not agree that the EmployerOrg may be contacted to verify performance or other position-related detail about the StaffingResource, while employed in that position.

/ EmploymentHistory/ EmployerOrg/ PositionHistory/ Verification/ VerifyEmployment	- xsd:boolean - S (0/1)	Boolean element to determine if employment for the position has been/will be verified.
/ [EmployerOrgType]	EmployerOrgName - xsd:string - S (1/1) EmployerContactInfo - EmpContactInfoType - S (0/1) ContactMethod - ContactMethodType - S (0/1) LocationSummary - LocationSummaryType - S (0/1) Municipality - xsd:string - S (0/1) Region - xsd:string - S (0/*) CountryCode - xsd:string - S (0/1) PostalCode - xsd:string - S (0/1) PositionHistory - PositionHistoryType - S (1/*) Title - xsd:string - S (1/1) OrgName - [complexType] - S (1/1) OrgInfo - PositionOrgInfoType - S (0/*) PositionLocation - PostalAddressType - S (0/1) WebSite - InternetWebAddressType - S (0/1) LocationSummary - LocationSummaryType - S (0/1) Municipality - xsd:string - S (0/1) Region - xsd:string - S (0/*) CountryCode - xsd:string - S (0/1) PostalCode - xsd:string - S (0/1) OrgIndustry - PositionOrgIndustryType - S (0/*) IndustryDescription - xsd:string - S (0/1) IndustryCode - xsd:string - S (0/1) OrgSize - xsd:string - S (0/1) Description - xsd:string - S (1/1) Compensation - PositionCompensationType - S (0/1) StartingCompensation - xsd:string - S (0/1) EndingCompensation - xsd:string - S (0/1) Comments - xsd:string - S (0/1) Comments - xsd:string - S (0/1) Verification - [complexType] - S (0/1) employerOrgType EmpOrgTypeStringExtensionType - required	Globally scoped data type. See element or attribute declaration for definition.
/ EmployerOrgType/ employerOrgType	- EmpOrgTypeStringExtensionType -	"The type of relationship the EmployerOrg has/had to the HumanResource (Sole employer, Agent, Broker, etc.)"

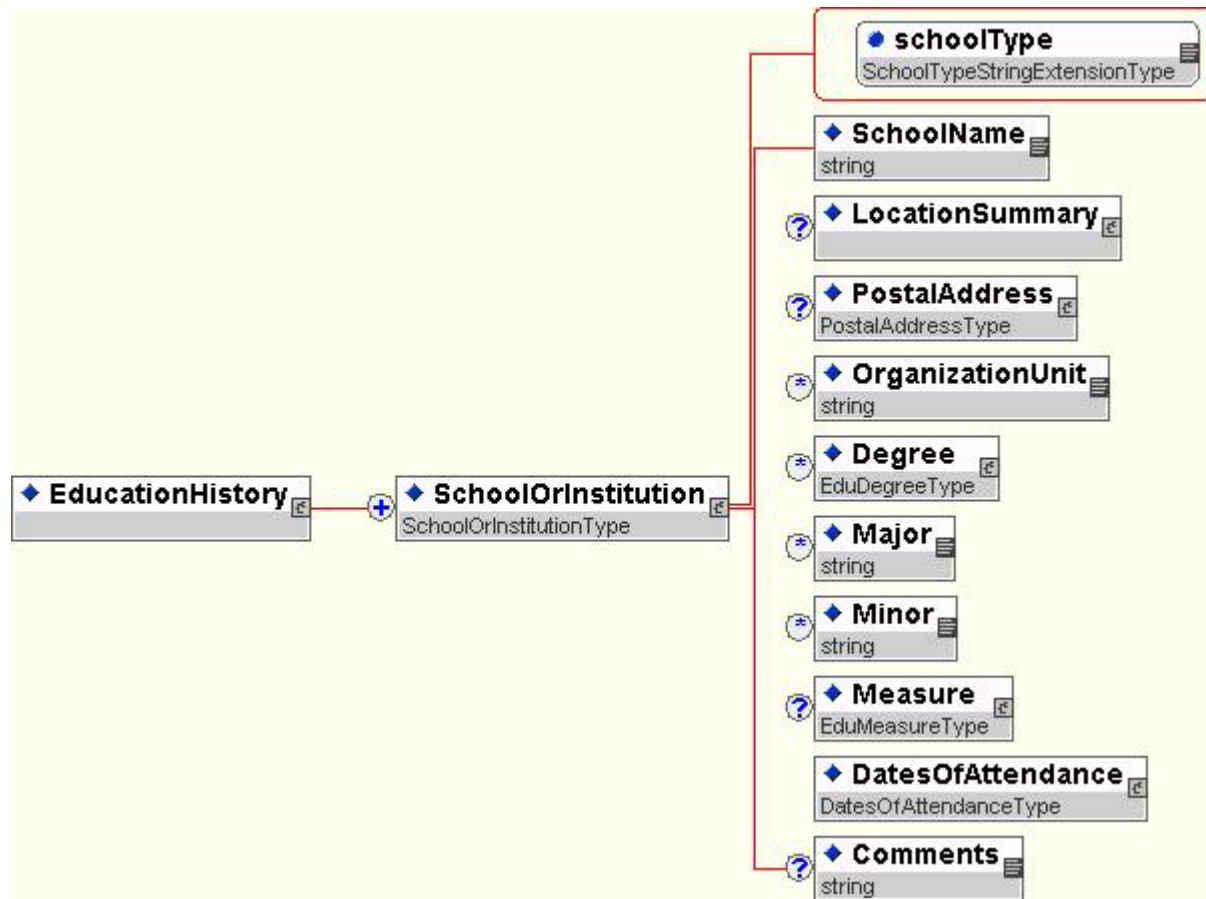
<p>/ [EmpContactInfoType]</p>	<p> PersonName - [see include/import] - S (0/1) ContactMethod - ContactMethodType - S (0/1) LocationSummary - LocationSummaryType - S (0/1) Municipality - xsd:string - S (0/1) Region - xsd:string - S (0/*) CountryCode - xsd:string - S (0/1) PostalCode - xsd:string - S (0/1) contactType ContactTypeStringExtensionType - required </p>	<p>Globally scoped data type. See element or attribute declaration for definition.</p>
<p>/ EmpContactInfoType/ contactType</p>	<p>- ContactTypeStringExtensionType -</p>	<p>"The role of the contact as it relates to the EmployerOrg. i.e. Recruiter, HR Representative, Direct Supervisor, etc."</p>
<p>/ [PositionHistoryType]</p>	<p> Title - xsd:string - S (1/1) OrgName - [complexType] - S (1/1) OrgInfo - PositionOrgInfoType - S (0/*) PositionLocation - PostalAddressType - S (0/1) WebSite - InternetWebAddressType - S (0/1) LocationSummary - LocationSummaryType - S (0/1) Municipality - xsd:string - S (0/1) Region - xsd:string - S (0/*) CountryCode - xsd:string - S (0/1) PostalCode - xsd:string - S (0/1) OrgIndustry - PositionOrgIndustryType - S (0/*) IndustryDescription - xsd:string - S (0/1) IndustryCode - xsd:string - S (0/1) OrgSize - xsd:string - S (0/1) Description - xsd:string - S (1/1) StartDate - [see include/import] - S (1/1) EndDate - [see include/import] - S (0/1) Compensation - PositionCompensationType - S (0/1) StartingCompensation - xsd:string - S (0/1) EndingCompensation - xsd:string - S (0/1) Comments - xsd:string - S (0/1) Comments - xsd:string - S (0/1) Verification - [complexType] - S (0/1) positionType PositionTypePatternExtensionType - required </p>	<p>Globally scoped data type. See element or attribute declaration for definition.</p>

/ PositionHistoryType/ positionType	- PositionTypePatternExtensionType -	"The type of arrangement under which the position is/was undertaken. i.e. Direct Hire, Contract, Temporary, Temp to Hire, Volunteer, Internship."
/ [PositionOrgInfoType]	PositionLocation - PostalAddressType - S (0/1) WebSite - InternetWebAddressType - S (0/1) LocationSummary - LocationSummaryType - S (0/1) Municipality - xsd:string - S (0/1) Region - xsd:string - S (0/*) CountryCode - xsd:string - S (0/1) PostalCode - xsd:string - S (0/1)	Globally scoped data type. See element or attribute declaration for definition.
/ [PositionOrgIndustryType]	IndustryDescription - xsd:string - S (0/1) IndustryCode - xsd:string - S (0/1) primaryIndicator xsd:boolean - required	Globally scoped data type. See element or attribute declaration for definition.
/ PositionOrgIndustryType/ primaryIndicator	- xsd:boolean -	"Indicator determines if the related code is the primary industry, when multiple industry codes are used. Multiple codes should be listed in separate IndustryCode elements."
/ [PositionCompensationType]	StartingCompensation - xsd:string - S (0/1) EndingCompensation - xsd:string - S (0/1) Comments - xsd:string - S (0/1)	Globally scoped data type. See element or attribute declaration for definition.
/ [LocationSummaryType]	Municipality - xsd:string - S (0/1) Region - xsd:string - S (0/*) CountryCode - xsd:string - S (0/1) PostalCode - xsd:string - S (0/1)	Globally scoped data type. See element or attribute declaration for definition.
/ [contactTypes]	xsd:restriction base: xsd:string [Enumerations]: recruiter, HRRep, directSupervisor	Globally scoped data type. See element or attribute declaration for definition.
/ [ContactTypeStringExtensionType]	- [Union]: contactTypes,xsd:string	Globally scoped data type. See element or attribute declaration for definition.
/ [employerOrgTypes]	xsd:restriction base: xsd:string [Enumerations]: soleEmployer, agent, broker, self	Globally scoped data type. See element or attribute declaration for definition.

/ [EmpOrgTypeStringExtensionType]	- [Union]: employerOrgTypes,xsd:string	Globally scoped data type. See element or attribute declaration for definition.
/ [organizationTypes]	xsd:restriction base: xsd:string [Enumerations]: department, group, team, branch, company, subsidiary, unit, headquarters	Globally scoped data type. See element or attribute declaration for definition.
/ [OrganizationTypeStringExtensionType]	- [Union]: organizationTypes,xsd:string	Globally scoped data type. See element or attribute declaration for definition.
/ [positionTypes]	xsd:restriction base: xsd:string [Enumerations]: directHire, contract, temp, contractToHire, tempToHire, volunteer, internship	Globally scoped data type. See element or attribute declaration for definition.
/ [PositionTypePatternExtensionType]	- [Union]: positionTypes,PatternExtensionType	Globally scoped data type. See element or attribute declaration for definition.
/ [intervalTypes]	xsd:restriction base: xsd:string [Enumerations]: hourly, daily, weekly, monthly, quarterly, yearly, semi-monthly, biweekly, fortnightly	Globally scoped data type. See element or attribute declaration for definition.
/ [IntervalTypeStringExtensionType]	- [Union]: intervalTypes,xsd:string	Globally scoped data type. See element or attribute declaration for definition.
/ [CurrencyType]	xsd:restriction base: xsd:string	Globally scoped data type. See element or attribute declaration for definition.
/ [PatternExtensionType]	xsd:restriction base: xsd:string	Globally scoped data type. See element or attribute declaration for definition.

3.3 EducationHistory

3.3.1 Schema



3.3.2 Data Elements Explained

Component Name	ContentModel	Definition
[Global types listed at the end of the table.]	Data type Occurrence: Sequence Choice All (minOccurs/maxOccurs) Attributes	

/ EducationHistory	SchoolOrInstitution - SchoolOrInstitutionType - S (1/*) SchoolName - xsd:string - S (1/1) LocationSummary - xsd:string - S (0/1) OrganizationUnit - xsd:string - S (0/*) Degree - EduDegreeType - S (0/*) DegreeName - xsd:string - S (1/1) DegreeDate - FlexibleDates - S (1/1) Major - xsd:string - S (0/*) Minor - xsd:string - S (0/*) Measure - EduMeasureType - S (0/1) MeasureSystem - xsd:string - S (1/1) MeasureValue - xsd:string - S (1/1) DatesOfAttendance - DatesOfAttendanceType - S (1/1) Comments - xsd:string - S (0/1)	"A list of the educational institutions at which the Human Resource has received training. These may include two and four year colleges, technical schools, universities and professional training organizations."
/ EducationHistory/ SchoolOrInstitution	- SchoolOrInstitutionType - S (1/*)	A single educational institution.
/ EducationHistory/ SchoolOrInstitution/ schoolType	- SchoolTypeStringExtensionType -	"Used to distinguish different types of educational institutions. Contents are to be used according to individual business partner' agreements; e.g., community, trade, university, etc."
/ EducationHistory/ SchoolOrInstitution/ SchoolName	- xsd:string - S (1/1)	The name of the educational institution.
/ EducationHistory/ SchoolOrInstitution/ LocationSummary	Municipality - xsd:string - S (0/1) Region - xsd:string - S (0/*) CountryCode - xsd:string - S (0/1) PostalCode - xsd:string - S (0/1)	The location of the entity. This entity might be the educational institution, the employer organization, or the organization for the position.
/ EducationHistory/ SchoolOrInstitution/ LocationSummary/ Municipality	- xsd:string - S (0/1)	"Represents the city, town, village or hamlet where the educational institution is located. "
/ EducationHistory/ SchoolOrInstitution/ LocationSummary/ Region	- xsd:string - S (0/*)	"Represents the state, province and/or country where the job/position is located."
/ EducationHistory/ SchoolOrInstitution/ LocationSummary/ CountryCode	xsd:restriction base: xsd:string	Contains the ISO 3166-1 two-character country code.
/ EducationHistory/ SchoolOrInstitution/ LocationSummary/ PostalCode	- xsd:string - S (0/1)	A postal code. Determines how mail is sorted and delivered.

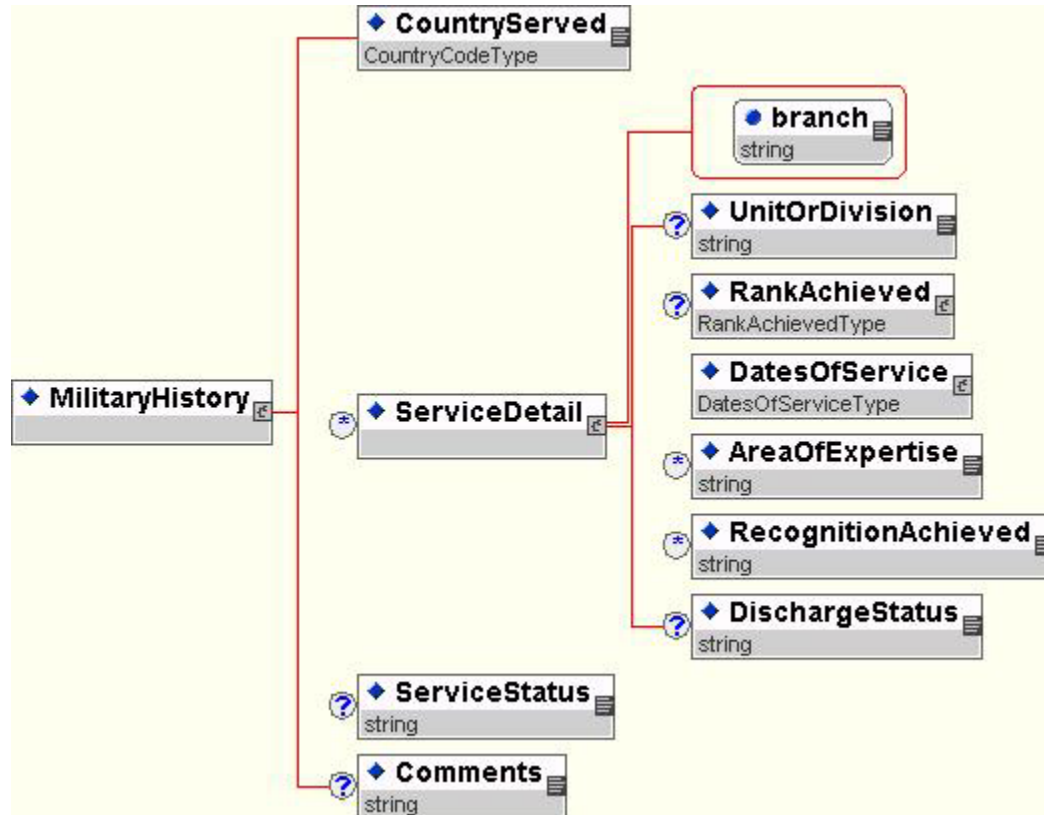
/ EducationHistory/ SchoolOrInstitution/ OrganizationUnit	xsd:extension base: xsd:string	"The department or other organizational unit for the educational institution. If there are several business units associated with an institution, the OrganizationalUnit elements should all be direct children of SchoolOrInstitution."
/ EducationHistory/ SchoolOrInstitution/ OrganizationUnit/ organizationType	- OrgTypeStringExtensionType -	"The type of organizational unit. e.g., department, branch, group, team."
/ EducationHistory/ SchoolOrInstitution/ Degree	- EduDegreeType - S (0/*)	Contains the degree information such as degree name, type and date.
/ EducationHistory/ SchoolOrInstitution/ Degree/ degreeType	- DegreeTypeStringExtensionType -	"The type of degree; e.g. Doctorate, Masters, Bachelors, Associate, Certificate."
/ EducationHistory/ SchoolOrInstitution/ Degree/ DegreeName	- xsd:string - S (1/1)	The subject studied, as expressed on the diploma, e.g., "NeuroBiology". This element can overlap with the Department and EduMajor elements. For example, someone could major in Neurobiology, in the Neurobiology department and get a BA in Neurobiology; that person's SchoolOrInstitution element would repeat "Neurobiology" in three different places.
/ EducationHistory/ SchoolOrInstitution/ Degree/ DegreeDate	- FlexibleDates - S (1/1)	The date the person received their degree. This could be in a full date format (YYYY/MM/DD), or a partial date (January 2000; 1997).
/ EducationHistory/ SchoolOrInstitution/ Major	- xsd:string - S (0/*)	The major field of study. Multiple majors should be listed in separate elements.
/ EducationHistory/ SchoolOrInstitution/ Minor	- xsd:string - S (0/*)	The minor field of study. Multiple minors should be listed in separate elements.
/ EducationHistory/ SchoolOrInstitution/ Measure	- EduMeasureType - S (0/1)	Placeholder for information measuring the educational performance of the Human Resource.

/ EducationHistory/ SchoolOrInstitution/ Measure/ measureType	- xsd:string -	"The type of educational measurement, e.g., GPA , ClassRank. Allowable types determined by partner agreement."
/ EducationHistory/ SchoolOrInstitution/ Measure/ MeasureSystem	- xsd:string - S (1/1)	"The scale against which the eduMeasure can be compared. For a GPA, this attribute might contain the highest possible GPA attainable at this institution. For a class rank, this attribute might contain the size of the class"
/ EducationHistory/ SchoolOrInstitution/ Measure/ MeasureValue	- xsd:string - S (1/1)	"Contains information measuring the educational performance of the Human Resource, such as grade point average, rank in class or other educational achievement levels."
/ EducationHistory/ SchoolOrInstitution/ DatesOfAttendance	- DatesOfAttendanceType - S (1/1)	Date range the the HumanResource attended the school or institution (allows for multiple ranges).
/ EducationHistory/ SchoolOrInstitution/ Comments	- xsd:string - S (0/1)	A descriptive field used to further comment on the structured resume, text resume, or resume link.
/ [SchoolOrInstitutionType]	SchoolName - xsd:string - S (1/1) LocationSummary - xsd:string - S (0/1) PostalAddress - [see include/import] - S (0/1) OrganizationUnit - xsd:string - S (0/*) Degree - EduDegreeType - S (0/*) DegreeName - xsd:string - S (1/1) DegreeDate - FlexibleDates - S (1/1) Major - xsd:string - S (0/*) Minor - xsd:string - S (0/*) Measure - EduMeasureType - S (0/1) MeasureSystem - xsd:string - S (1/1) MeasureValue - xsd:string - S (1/1) DatesOfAttendance - DatesOfAttendanceType - S (1/1) Comments - xsd:string - S (0/1) schoolType SchoolTypeStringExtensionType - required	Globally scoped data type. See element or attribute declaration for definition.
/ SchoolOrInstitutionType/ schoolType	- SchoolTypeStringExtensionType -	"Used to distinguish different types of educational institutions. Contents are to be used according to individual business partner' agreements; e.g., community, trade, university, etc."

/ [EduDegreeType]	DegreeName - xsd:string - S (1/1) DegreeDate - FlexibleDates - S (1/1) degreeType DegreeTypeStringExtensionType - required	Globally scoped data type. See element or attribute declaration for definition.
/ EduDegreeType/ degreeType	- DegreeTypeStringExtensionType -	"The type of degree; e.g. Doctorate, Masters, Bachelors, Associate, Certificate."
/ [EduMeasureType]	MeasureSystem - xsd:string - S (1/1) MeasureValue - xsd:string - S (1/1) measureType xsd:string - required	Globally scoped data type. See element or attribute declaration for definition.
/ EduMeasureType/ measureType	- xsd:string -	"The type of educational measurement, e.g., GPA , ClassRank. Allowable types determined by partner agreement."
/ [DatesOfAttendanceType]	StartDate - [see include/import] - S (1/1) EndDate - [see include/import] - S (0/1)	Globally scoped data type. See element or attribute declaration for definition.
/ [degreeTypes]	xsd:restriction base: xsd:string [Enumerations]: secondary, high school or equivalent, HND/HNC or equivalent, vocational, certification, some college, associates, bachelors, some post-graduate, masters, doctorate, professional	Globally scoped data type. See element or attribute declaration for definition.
/ [DegreeTypeStringExtensionType]	- [Union]: degreeTypes,xsd:string	Globally scoped data type. See element or attribute declaration for definition.
/ [orgTypes]	xsd:restriction base: xsd:string [Enumerations]: department, subSchool	Globally scoped data type. See element or attribute declaration for definition.
/ [OrgTypeStringExtensionType]	- [Union]: orgTypes,xsd:string	Globally scoped data type. See element or attribute declaration for definition.
/ [schoolTypes]	xsd:restriction base: xsd:string [Enumerations]: highschool, secondary, trade, community, college, university	Globally scoped data type. See element or attribute declaration for definition.
/ [SchoolTypeStringExtensionType]	- [Union]: schoolTypes,xsd:string	Globally scoped data type. See element or attribute declaration for definition.

3.4 MilitaryHistory

3.4.1 Schema



3.4.2 Data Elements Explained

Component Name [Global types listed at the end of the table.]	ContentModel Data type Occurrence: Sequence Choice All (minOccurs/maxOccurs) Attributes	Definition
/ MilitaryHistory	CountryServed - CountryCodeType - S (1/1) ServiceDetail - [complexType] - S (0/*) ServiceStatus - xsd:string - S (0/1) Comments - xsd:string - S (0/1)	"Includes countries served, branch of service, rank achieved, dates of service, areas of special training or experience, recognition or honors received, status of discharge."

/ MilitaryHistory/ CountryServed	- CountryCodeType - S (1/1)	Name of the country for which the Military service was performed.
/ MilitaryHistory/ ServiceDetail	UnitOrDivision - xsd:string - S (0/1) RankAchieved - RankAchievedType - S (0/1) StartRank - xsd:string - S (0/1) CurrentOrEndRank - xsd:string - S (0/1) DatesOfService - DatesOfServiceType - S (1/1) AreaOfExpertise - xsd:string - S (0/*) RecognitionAchieved - xsd:string - S (0/*) DischargeStatus - xsd:string - S (0/1) branch xsd:string - required	Placeholder for the service details within a particular branch of the military
/ MilitaryHistory/ ServiceDetail/ branch	- xsd:string -	Branch of military where where human resource was assigned (Army, Navy, Royal Guard).
/ MilitaryHistory/ ServiceDetail/ UnitOrDivision	- xsd:string - S (0/1)	The unit of division within the service branch, e.g., infantry, division 211.
/ MilitaryHistory/ ServiceDetail/ RankAchieved	- RankAchievedType - S (0/1)	The level or rank achieved during the course of military service.
/ MilitaryHistory/ ServiceDetail/ RankAchieved/ StartRank	- xsd:string - S (0/1)	The level or rank when active service began.
/ MilitaryHistory/ ServiceDetail/ RankAchieved/ CurrentOrEndRank	- xsd:string - S (0/1)	The level or rank when active service ended. If blank, the military service is active or current.
/ MilitaryHistory/ ServiceDetail/ DatesOfService	- DatesOfServiceType - S (1/1)	The interval of time that the HumanResource was active in the Military.
/ MilitaryHistory/ ServiceDetail/ AreaOfExpertise	- xsd:string - S (0/*)	"Special training received or expertise gained during the course of Military service (Demolitions, Air Traffic Control, etc.)"
/ MilitaryHistory/ ServiceDetail/ RecognitionAchieved	- xsd:string - S (0/*)	"Honors or awards received for military service (Purple Heart, Good Conduct medal, etc.)"

/ MilitaryHistory/ ServiceDetail/ DischargeStatus	- xsd:string - S (0/1)	"Status of Discharge from Military Service (Honorable, Medical, etc.)"
/ MilitaryHistory/ ServiceStatus	- xsd:string - S (0/1)	"Describes the current military status of the Human Resource. For example, retired, reserve, separated, civilian, etc."
/ MilitaryHistory/ Comments	- xsd:string - S (0/1)	A descriptive field used to further comment on the structured resume, text resume, or resume link.
/ [RankAchievedType]	StartRank - xsd:string - S (0/1) CurrentOrEndRank - xsd:string - S (0/1)	Globally scoped data type. See element or attribute declaration for definition.
/ [DatesOfServiceType]	StartDate - [see include/import] - S (1/1) EndDate - [see include/import] - S (0/1)	Globally scoped data type. See element or attribute declaration for definition.
/ [CountryCodeType]	xsd:restriction base: xsd:string	Globally scoped data type. See element or attribute declaration for definition.

4 Implementation Considerations

When organizations require Staffing Exchange Information, they may build their schema using any of the modules available within the SEP 2.0. All modules will be compatible within the 2.0 framework.

Country codes must conform to ISO 3166 Representation of Countries, which is a 2-character (A-Z) code. Use of currency must conform to ISO 4217 - Representation of Currency and Funds, which is a 3-character (A-Z) code.

5 Appendix A – Document Version History

Version	Date	Description
2.0	2002-Jan-24	First Draft
2.0	2002-Jan-31	Changed the education, employment, and military history into separate schemas to be included in the resume schema.
2.0	2002-Feb-07	Added issues list. Modified overview and scope based on R&S call. Changed EndingRank to CurrentOrEndingRank. Changed dates to appropriate date types.
2.0	2002-Feb-21	Added data dictionary. Changed schemas to use global data types and added extension mechanisms.
2.0	2002-March-08	Updated schemas/data dictionary based on prior meeting. Added business use case/activity diagram and reference examples.
2.0	2002-March-11	Approved by R&S workgroup with minor changes. Submit to TSC/CPO for review.
2.0	2002-March-29	Updated schema, tables, and examples based on feedback from TSC/CPO. Added Verification elements for Background Checking 1.0. Added SEPDates schema.
2.0	2002-April-1	Presented to membership for review.
2.0	2002-April-30	Approved Specification.

6 Appendix B – Related Documents

Reference	Link
Resume 2.0 schema	http://ns.hr-xml.org/RecruitingAndStaffing/SEP-2_0/Resume-2_0.xsd
EmploymentHistory 2.0 schema	http://ns.hr-xml.org/RecruitingAndStaffing/SEP-2_0/EmploymentHistory-2_0.xsd
EducationHistory 2.0 schema	http://ns.hr-xml.org/RecruitingAndStaffing/SEP-2_0/EducationHistory-2_0.xsd
MilitaryHistory 2.0 schema	http://ns.hr-xml.org/RecruitingAndStaffing/SEP-2_0/MilitaryHistory-2_0.xsd

SEPDates 2.0 schema	http://ns.hr-xml.org/RecruitingAndStaffing/SEP-2_0/SEPDates-2_0.xsd
SEP 1.1	http://ns.hr-xml.org/RecruitingAndStaffing/SEP-1_1/StaffingExchangeProtocol-1_1.pdf
CPO Common Library for Recruiting and Staffing	http://ns.hr-xml.org/RecruitingAndStaffing/SEP-2_0/CPOLibrary-1_0_SEP.xsd
TSC Extension 1.0	http://ns.hr-xml.org/TSC/HRXMLExtension-1_0/UserArea-1_0.xsd http://ns.hr-xml.org/TSC/HRXMLExtension-1_0/HRXMLExtension-1_0.pdf
PersonName 1.2	http://ns.hr-xml.org/CPO/PersonName-1_2/PersonName-1_2.pdf http://ns.hr-xml.org/CPO/PersonName-1_2/PersonName-1_2.xsd
PostalAddress 1.2	http://ns.hr-xml.org/CPO/PostalAddress-1_2/PostalAddress-1_2.pdf http://ns.hr-xml.org/CPO/PostalAddress-1_2/PostalAddress-1_2.xsd
ContactMethod 1.0	http://ns.hr-xml.org/CPO/ContactInfo-1_0/ContactMethod-1_0.pdf http://ns.hr-xml.org/CPO/ContactInfo-1_0/ContactMethod-1_0.xsd
DateTimeDataTypes 1.1	http://ns.hr-xml.org/CPO/Dating-1_1/DateTimeDataTypes-1_1.pdf http://ns.hr-xml.org/CPO/Dating-1_1/cpoDateTimeTypes-1_1.xsd
Competencies 1.0	http://ns.hr-xml.org/Competencies/Competencies-1_0/Competencies-1_0.pdf http://ns.hr-xml.org/Competencies/Competencies-1_0/Competencies-1_0.xsd
SIDES 1.0	http://ns.hr-xml.org/SIDES/SIDES-1_0/SIDES-1_0.pdf
Background Checking 1.0	http://ns.hr-xml.org/Screening/BackgroundCheck-1_0/BackgroundCheck-1_0.pdf

7 Appendix C – Reference Examples

7.1 Example 1

7.1.1 Text Resume

John Doe
27 Pine Street
Brookline Ma
123-456-7890 (home)
jdoe@fakeadress.com

Education

Boston College *Wallace E. Carroll School of Management* Bachelors of Science with double concentration in Human Resource Management and Marketing
2001

Objective

To obtain a leadership position in the field of Electronic Commerce Experience

General Electric Aircraft Engines (GEAE) October 1998 to Present

Business Development Initiatives Leader (Mergers & Acquisitions –Non Sales)

February 2000 – Present

- Key Player in the GE growth initiative bringing IT leadership into our acquisition/ JV strategy.
- Ensured fundamental IT capabilities were present in acquisition targets in order to maintain a competitive advantage and ensure future growth.
- Led cross-functional team on due diligence, and negotiations activity for \$100M+ acquisitions.
- Led several new market opportunity assessments and Instrumental in acquisition strategy development including negotiation of partnership structures and negotiating potential new market opportunities.

E-Business Program Manager - Business to Business integration (B2Bi) Program

October 1998 – February 2000

- Supply Chain & Customer Integration: Led B2Bi initiative and interface that enabled us to exchange business critical information while leveraging XML and the Internet within a secure communication framework.
- Key Member of GE Aircraft Engines E-Business Leadership Team Led Strategy, Development, and Execution for \$4.1 million \$ B2Bi program Reducing operational business costs through digitization.
- Customer Facing Role- Personally managed and Created Customer Relationships as well as Led B2Bi Installations.
- Led cross-functional team that led to industry XML standards adoption.
- Used Six Sigma methodology to drive continuous improvement and cycle time and cost reductions.
- Web Site was eWeek's 2000 First Place award winner in the B2B E-Commerce Category.

Military Experience

US Army, Captain, 101st Airborne, Fort Sill, OK

February 1995 - June 1998

- Successfully led field logistics & maintenance operation centers and developed operational and combat standard operation procedures (SOP).
- Developed and implemented a battalion recovery operation procedure, which saved critical training time and funds.
- Led maintenance teams to win Corps level awards in maintenance excellence four different times.
- As both a battery operations officer and battalion maintenance officer I successfully led the tactical deployments of my respective units.

7.1.2 Structured Resume

```
<Resume>
  <StructuredXMLResume>
    <ContactInfo>
      <PersonName>
        <FormattedName>John Doe</FormattedName>
      </PersonName>
```

```

<ContactMethod>
  <Telephone>
    <FormattedNumber>123-456-7890</FormattedNumber>
  </Telephone>
  <InternetEmailAddress>jdoe@fakeaddress.com</InternetEmailAddress>
  <PostalAddress>
    <CountryCode>US</CountryCode>
    <Region>MA</Region>
    <Municipality>Brooklyn</Municipality>
    <DeliveryAddress>
      <AddressLine>27 </AddressLine>
      <StreetName>Pine Street</StreetName>
    </DeliveryAddress>
  </PostalAddress>
</ContactMethod>
</ContactInfo>
<Objective> To obtain a leadership position in the field of Electronic Commerce</Objective>
<EmploymentHistory>
  <EmployerOrg employerOrgType = "soleEmployer">
    <EmployerOrgName>General Electric</EmployerOrgName>
    <PositionHistory positionType = "directHire">
      <Title> E-Business Program Manager - Business to Business integration (B2Bi) Program</Title>
      <OrgName>
        <OrganizationName>Aircraft Engines (GEAE)</OrganizationName>
      </OrgName>
      <Description>Key Player in the GE growth initiative bringing IT leadership into our acquisition/ JV strategy.
Ensured fundamental IT capabilities were present in acquisition targets in order to maintain a competitive advantage and ensure
future growth.
Led cross-functional team on due diligence, and negotiations activity for $100M+ acquisitions.
Led several new market opportunity assessments and Instrumental in acquisition strategy development including negotiation of
partnership structures and negotiating potential new market opportunities.</Description>
      <StartDate>
        <AnyDate>2002-02-01</AnyDate>
      </StartDate>
    </PositionHistory>
    <PositionHistory positionType = "directHire">
      <Title> E-Business Program Manager - Business to Business integration (B2Bi) Program</Title>
      <OrgName>
        <OrganizationName>Aircraft Engines (GEAE)</OrganizationName>
      </OrgName>
      <Description>Supply Chain and Customer Integration- Led B2Bi initiative and interface that enabled us to
exchange business critical information while leveraging XML and the Internet within a secure communication framework. Key
Member of GE Aircraft Engines E-Business Leadership Team Led Strategy, Development, and Execution for $4.1 million $ B2Bi
program Reducing operational business costs through digitization. Customer Facing Role- Personally managed and Created
Customer Relationships as well as Led B2Bi Installations.
Led cross-functional team that led to industry XML standards adoption. Used Six Sigma methodology to drive continuous
improvement and cycle time and cost reductions.
Web Site was eWeeks 2000 First Place award winner in the B2B E-Commerce Category.</Description>
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    <OrganizationUnit organizationType = "subSchool"> Wallace E. Carroll School of Management</OrganizationUnit>
    <Degree degreeType = "bachelors">
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    <UnitOrDivision>Fort Sill, OK</UnitOrDivision>
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    <AreaOfExpertise> Successfully led field logistics and maintenance operation centers and developed operational
and combat standard operation procedures (SOP).
Developed and implemented a battalion recovery operation procedure, which saved critical training time and funds. Led
maintenance teams to win Corps level awards in maintenance excellence four different times. As both a battery operations officer
and battalion maintenance officer I successfully led the tactical deployments of my respective units. </AreaOfExpertise>
  </ServiceDetail>
</MilitaryHistory>
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<RevisionDate>03/08/2002</RevisionDate>
</StructuredXMLResume>
</Resume>

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7.2 Example 2

7.2.1 Text Resume

Jane Doe
 218 5th Street
 Holly Hill, FL 32017
 904-253-5829 (home)
 904-523-9285 (cell)

Objective:

I want to manage the e-procurement process for a mid-sized company within the aerospace industry.

Education History:

Degree: BS in Business Administration
 College: Florida State University
 Date: June 1996
 GPA: 3.65

Work History:

1999 – 2001 Purchasing Manager
 Embry Riddle University – Daytona Beach, FL
 Duties: Promoted from previous position. Responsible for a staff of 6 purchasing agents. Worked with several vendors to set up an online catalog to streamline the procurement process and reduce order fulfillment cycle times. In the first year, the new process reduced the fill time by 3 days resulting in a savings to the company of \$400,000.

1998-1999 Purchasing Agent
Embry Riddle University – Daytona Beach FL
Duties: Hired full time from previous position. Responsible for purchasing satellite communications equipment used in tracking military and civilian aircraft. Involved understanding of air traffic control and communications procedures.

1996-1998 Various positions
Manpower, Inc. – Daytona Beach, FL
Had long and short term assignments over a two year period

Embry Riddle University (Aeronautics)
14 month assignment
Title: Purchasing assistant
Researched different vendors to determined the best price for value for several types of equipment. Completed requisitions and routed to the appropriate departments for approval. Hired permanently from this position.

Mann & Powers, CPA
3 month assignment
Bookkeeper
Posted receivables to General Ledger, bank statement reconciliation and other duties as assigned

Short term assignments as an administrative assistant at a real estate company, an investment banking firm, a law office and an insurance company.

Computer Skills: MS Word, Excel, PowerPoint and Access

7.2.2 Structured Resume

```

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        <FormattedName>Jane Doe</FormattedName>
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      <ContactMethod>
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          <FormattedNumber>904-253-5829 </FormattedNumber>
        </Telephone>
        <Mobile>
          <FormattedNumber>904-523-9285</FormattedNumber>
        </Mobile>
        <PostalAddress>
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          <Region>FL</Region>
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        </PostalAddress>
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    <Description>Promoted from previous position. Responsible for a staff of 6 purchasing agents. Worked with
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first year, the new process reduced the fill time by 3 days resulting in a savings to the company of $400,000.</Description>
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procedures.</Description>
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