



# 7 Tips for Hiring with Indeed Resume

 indeed



## Indeed Resume provides a simple way for employers to find and connect with talent

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With millions of quality candidates creating resumes on Indeed every month, many of the world's leading organizations turn to Indeed Resume to find the right candidates by searching for the exact skills and expertise their organization needs.

Anyone can search for resumes on Indeed, so read on to explore seven ways you can use Indeed Resume to find talent and start a conversation with your next great hire.

# 01

## Create an account and start searching

Anyone can create a free account on Indeed and search for resumes. You'll need to purchase or have an active subscription to see candidate names and contact prospective hires. To begin your candidate search, enter keywords related to the job, title or company criteria you're searching for along with a location. Resumes that match the criteria you enter will appear in the resume search results.

The screenshot displays the Indeed resume search interface. At the top, the Indeed logo is followed by a search bar with "Software Engineer" in the "what:" field and "Austin, TX" in the "where:" field. A "Find Resumes" button is to the right. Below the search bar, there are several filter sections on the left: "Software Engineer resumes in Austin, TX", "Last Updated" (set to "show all resumes"), "Job Titles" (with "Software Engineer 900+" selected), "Years of Work Experience" (with "3-5 years 900+" selected), "Job Type" (with "Full Time 2400+", "Part Time 1800+", "Contract 1000+", and "Internship 300+" listed), "Companies" (with "Mitrarech 50+", "IBM 30+", "Infosys 20+", and "Paypal 10+" listed), and "Locations" (with "Austin, TX 800+", "Round Rock 300+", "San Antonio 200+", and "Pflugerville 200+" listed). The main content area shows a list of resumes, with "Jane Smith - Austin, TX" highlighted. A mouse cursor points to the "save resume" link for Jane Smith. To the right of the list, a detailed view of Jane Smith's resume is shown, including her title "Software QA Engineer", work experience (Software QA Engineer - Sep 2013 to Present, Junior Java Developer - 2010 to 2013, Java Developer Intern - 2000 to 2002), education, and additional information.



Indeed has a library of 100 million resumes worldwide, with over 4 million resumes created or updated every month.

# 02

## Apply search refinements to find more relevant resumes

To find candidates who meet the criteria that matter most to you, use the filters on the left side of the search results page. You can filter by job titles, years of work experience, companies and locations.

**indeed**  
resume

what:  where:  [Find Resumes](#)

Software Engineer resumes in Austin, Tx

[Sign up to get new resumes by email](#)

[John Doe](#) - Austin, TX  
Java Software Developer - Tech Company  
Junior Java Developer - Tech Company  
Java Developer Intern - Start Up Company  
[save resume](#) - Updated 1 day ago

[Jane Smith](#) - Austin, TX  
Software QA Engineer - Software Company  
Junior Java Developer - Software Company  
Java Developer Intern - Software Company  
[save resume](#) - Updated 1 day ago

[Kyle Garcia](#) - Austin, TX  
Software Engineer - Software Company  
Junior Java Developer - Software Company  
Java Developer Intern - Software Company  
[save resume](#) - Updated 1 day ago

[Tim Smith](#) - Austin, TX  
Software Engineer - Software Company  
Junior Java Developer - Software Company  
Java Developer Intern - Software Company  
[save resume](#) - Updated 2 day ago

[Sarah Smith](#) - Austin, TX  
Software Engineer - Software Company  
Junior Java Developer - Software Company  
Java Developer Intern - Software Company  
[save resume](#) - Updated 2 day ago

Last Updated  
 ▾

Job Titles  
 Software Engineer 900+

Years of Work Experience  
 3-5 years 900+

Job Type  
 Full Time 2400+  
 Part Time 1800+  
 Contract 1000+  
 Internship 300+

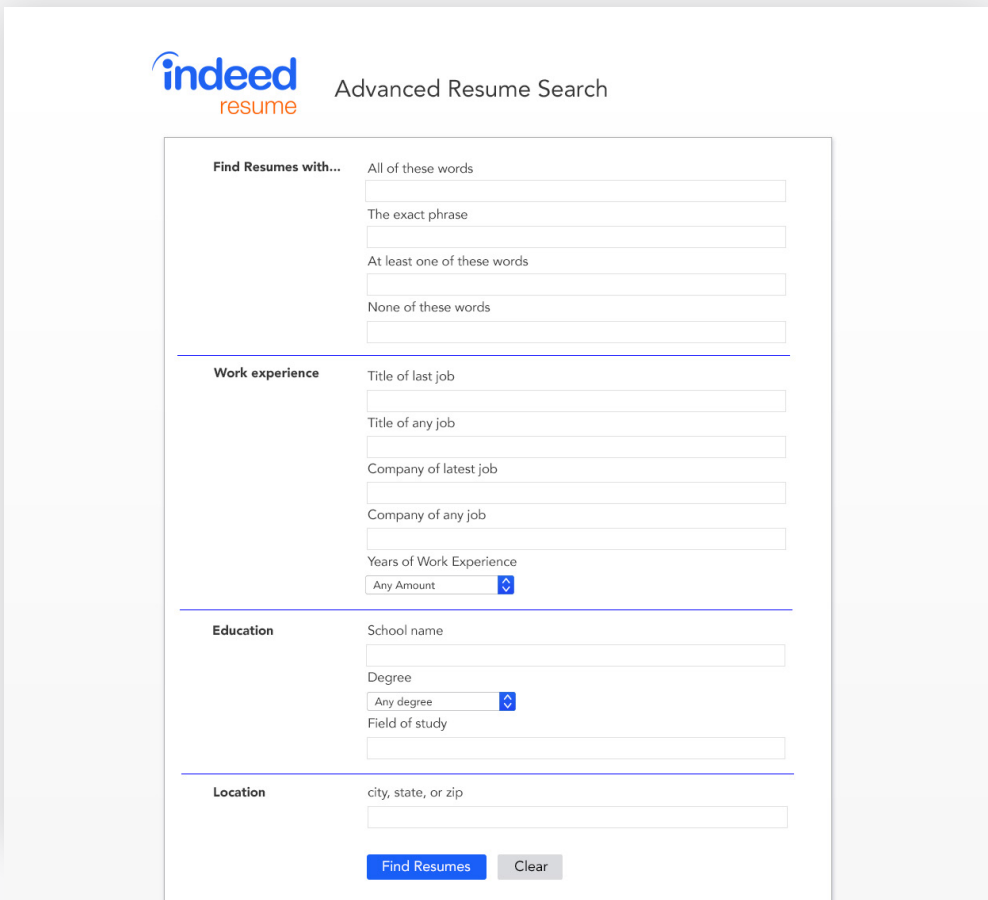
Companies  
 Mitratech 50+  
 IBM 30+  
 Infosys 20+  
 Paypal 10+

Locations  
 Austin, TX 800+  
 Round Rock 300+  
 San Antonio 200+  
 Pflugerville 200+

# 03

## Use the advanced search feature for more targeted results

Quickly target candidates using any combination of keywords, job titles, companies, years of experience and education from the advanced search page.



The screenshot shows the 'indeed resume' logo and the title 'Advanced Resume Search'. The form is divided into several sections:

- Find Resumes with...**: Includes radio buttons for 'All of these words', 'The exact phrase', 'At least one of these words', and 'None of these words', each with an associated text input field.
- Work experience**: Includes text input fields for 'Title of last job', 'Title of any job', 'Company of latest job', and 'Company of any job'. It also features a 'Years of Work Experience' dropdown menu with 'Any Amount' selected.
- Education**: Includes text input fields for 'School name' and 'Field of study', and a dropdown menu for 'Any degree'.
- Location**: Includes a text input field for 'city, state, or zip'.

At the bottom of the form are two buttons: 'Find Resumes' (in blue) and 'Clear' (in grey).



Include phrases that describe the role you're hiring for in your search. The more targeted and specific your search is the more relevant resumes you'll receive.

# 04

## Use advanced and Boolean search operators to find the right match

Search operators help you zero in on the right candidates.

Boolean search operators connect search terms together to help you narrow or broaden your search results.

Boolean search operator		Example
<b>AND</b>	All resumes returned will contain both parts of the argument. A space will operate in the same manner as an explicit AND.	sales AND executive
<b>OR</b>	Resumes must contain at least one of the items in the OR list.	retail OR cashier
<b>" "</b>	To search for an exact phrase, insert quotations around the phrase.	"registered nurse"
<b>( )</b>	Use parentheses to bundle search terms together.	accountant AND (CPA OR CMA)

To search for phrases within certain parts of the resume, use any of the following advanced operators.

Advanced operator		Example
<b>title</b>	Most recent job title	title:"account executive"
<b>anytitle</b>	Any job title on the resume	anytitle:"customer support"
<b>company</b>	Currently employed company	company:indeed
<b>anycompany</b>	Any company in past experience	anycompany:IBM
<b>school</b>	School (college or university) in education section	school:stanford
<b>fieldofstudy</b>	Field of study (e.g. major) in education	fieldofstudy:"computer science"
<b>skills</b>	Skills section of the resume	skills:excel

# 05

## Sign up for resume alerts

Stay up-to-date on fresh resumes by creating a Resume Alert. Click the “get new resumes by email” link on any resume search results page to create an alert for that search. Each day you’ll receive a summary of newly added or recently updated resumes that match your criteria.

The screenshot shows the Indeed Resume search interface. The search criteria are 'Software Engineer' and 'Austin, TX'. The results list includes several profiles, each with a checkbox and a link to 'Sign up to get new resumes by email'. The highlighted link is the first one, corresponding to 'John Doe'.

**indeed resume**

what: Software Engineer where: Austin, TX Find Resumes

Software Engineer resumes in Austin, Tx

Last Updated  
show all resumes

Job Titles  
 Software Engineer 900+

Years of Work Experience  
 3-5 years 900+

Job Type  
 Full Time 2400+  
 Part Time 1800+  
 Contract 1000+  
 Internship 300+

Companies  
 Mitrarech 50+  
 IBM 30+  
 Infosys 20+  
 Paypal 10+

Locations  
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[Sign up to get new resumes by email](#)

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[Kyle Garcia](#) - Austin, TX  
Software Engineer - Software Company  
Junior Java Developer - Software Company  
Java Developer Intern - Software Company  
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[Tim Smith](#) - Austin, TX  
Software Engineer - Software Company  
Junior Java Developer - Software Company  
Java Developer Intern - Software Company  
[save resume](#) - Updated 2 day ago

[Sarah Smith](#) - Austin, TX  
Software Engineer - Software Company  
Junior Java Developer - Software Company  
Java Developer Intern - Software Company  
[save resume](#) - Updated 2 day ago



Don't miss out on active job seekers. On average employers receive a 44% total response rate.<sup>1</sup>

Source: 1. Indeed Data (worldwide)

# 06

## Personalize candidate messages

When a candidate catches your interest, send a message directly from Indeed Resume. To maximize your response rates, keep these strategies in mind:

### Personalize your message

Address the candidate by name, mention their experience and why they'd be a good fit for your company.

### Explain the opportunity

Give as much detail as possible about the role, benefits and life at the company. Try to anticipate a candidate's questions by including answers to common queries.

### Make yourself available

Include your name, the company you are recruiting for and a link to your job posting or career site. By providing these details, you can humanize the recruiting process and engage quality candidates.

### » Email Candidate

Your Email Address:  
**employer@indeed.com**

Your Name

Company

Message  
Hi {CANDIDATE\_NAME},  
I found your resume on Indeed.  
Please reply to this email if you are interested in discussing the following job opening.

Title of Job Opening

Job Description

[Send Email](#)

[Download Resume](#)

[Save Resume](#)

[Forward Resume](#)



The most responded to messages are between 1-4 sentences long - about 80 words or less.<sup>2</sup> Anything more than a short paragraph is where you start losing candidate interest.



# 07

## Save, share and download resumes.

### Download resumes

Click "Download Resume" to get a PDF version of any resume with one click. Save it to your computer or add it to your applicant tracking system.

### Save resumes

In a hurry? Save resumes to review later. Resumes you save are clearly labeled in search results and visible from your personal "Saved Resume" page.

### Forward resumes

Use the "Forward Resume" button to easily share a resume with colleagues.

### » Email Candidate

Your Email Address:  
**employer@indeed.com**

Your Name

Company

Message  
Hi {CANDIDATE\_NAME},  
  
I found your resume on Indeed.  
Please reply to this email if you are interested in discussing the following job opening.

Title of Job Opening

Job Description

[Send Email](#)

[Download Resume](#)

[Save Resume](#)

[Forward Resume](#)



# Your next hire is here.

## Questions

Contact us at [indeed.com/hire/contact](https://indeed.com/hire/contact)

## About Indeed

Indeed is the #1 job site in the world<sup>3</sup> and allows job seekers to search millions of jobs on the web or mobile in over 60 countries and 28 languages. Over 200 million unique visitors each month search for jobs<sup>4</sup>, post resumes and research companies on Indeed, and Indeed is the #1 source of external hires for thousands of companies.<sup>5</sup>

## See how Indeed can help you hire

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[blog.indeed.com](https://blog.indeed.com)

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Source: 3. comScore, Total Visits, March 2017

4. Google Analytics, Unique Visitors, September 2016

5. SilkRoad, Sources of Hire 2017