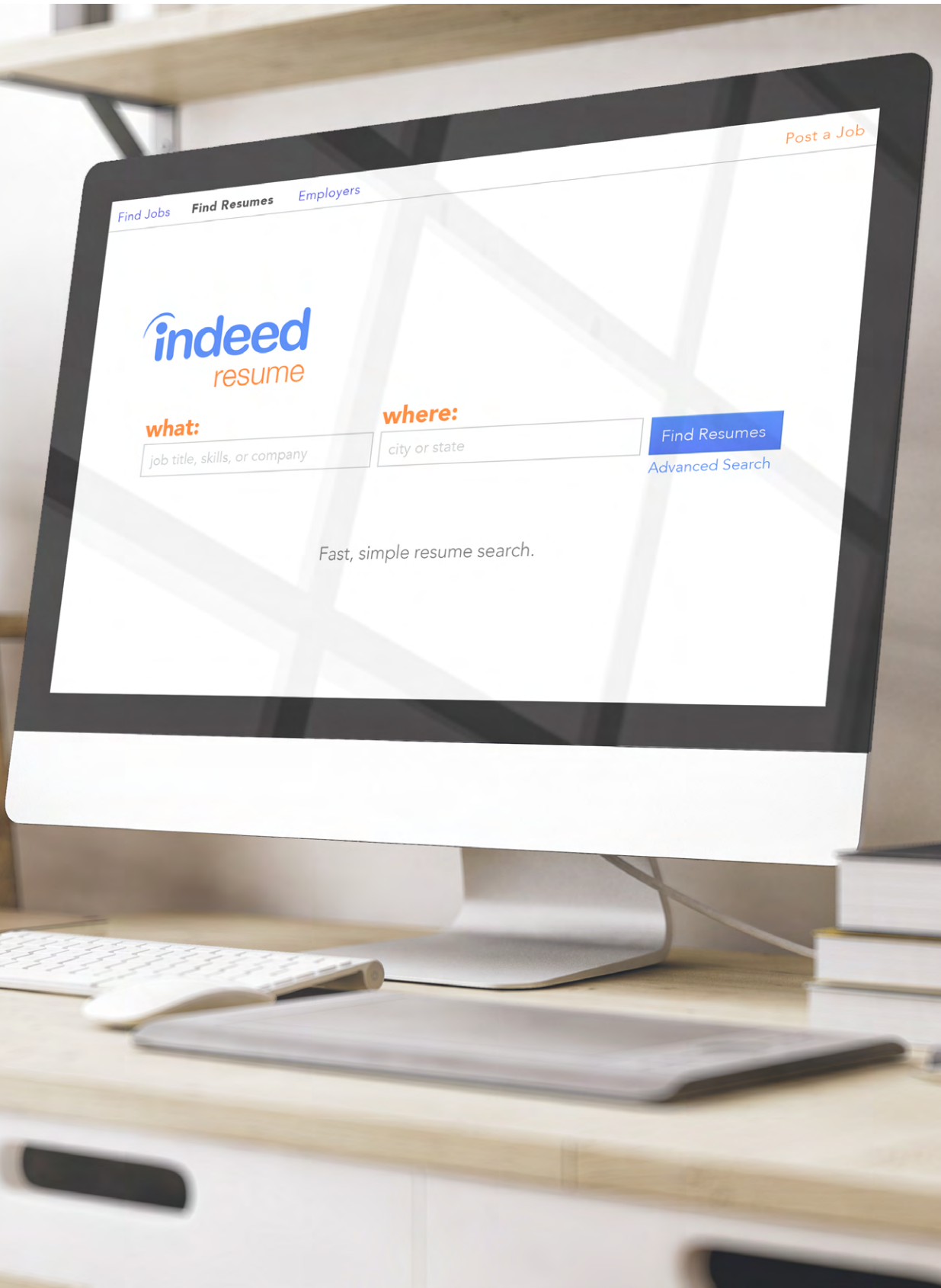


7 Tips for Hiring with Indeed Resume

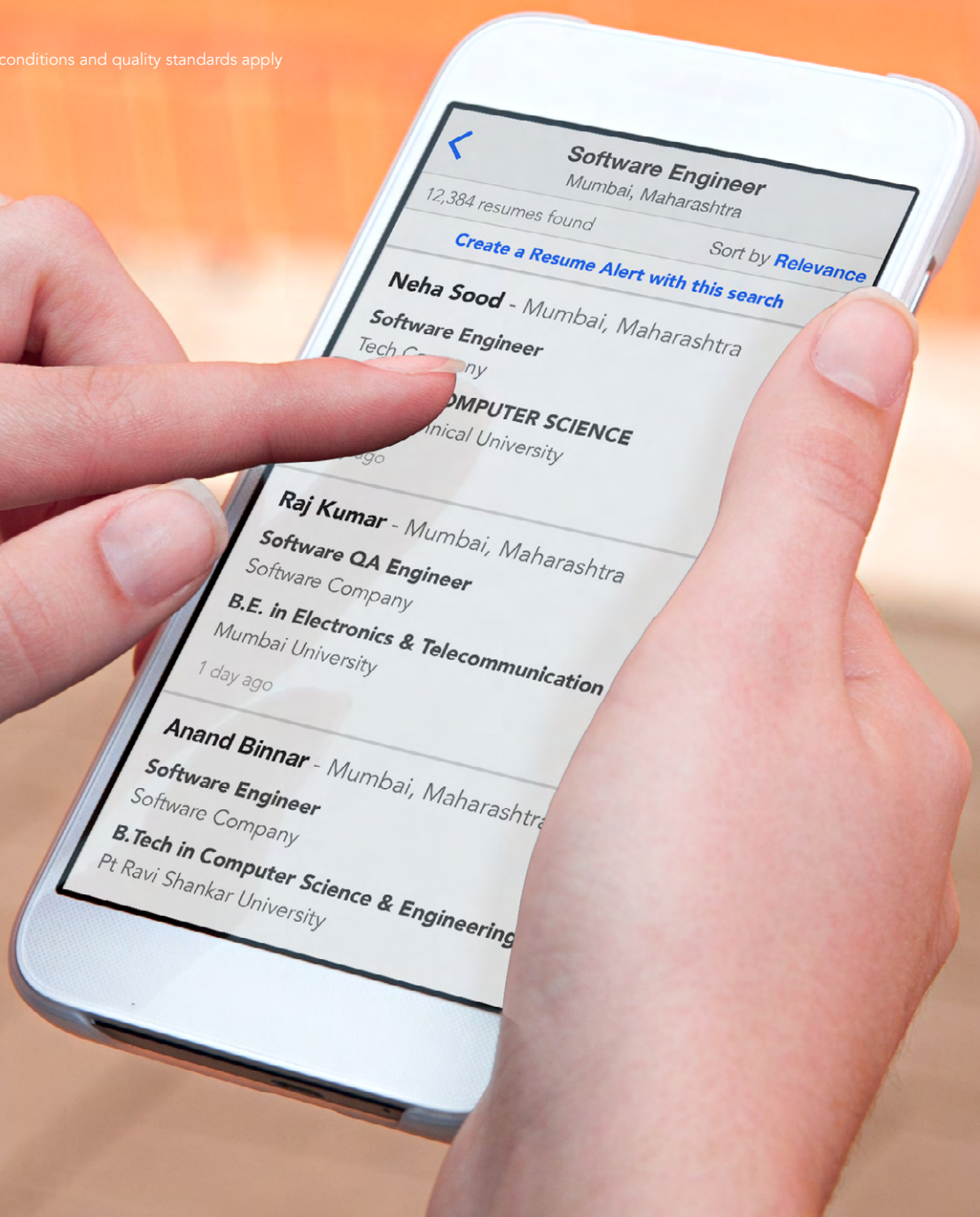


Indeed Resume provides a simple way for employers to find talent

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

Anyone can search for resumes for free on Indeed*, so read on to explore seven ways you can use Indeed Resume to find your next great hire.

*Terms, conditions and quality standards apply



01 Create an account and start searching for free

Anyone can create a free account on Indeed and search for resumes. You only pay when you're ready to contact prospective hires. To begin your candidate search, enter keywords related to the job, title or company criteria you're searching for and 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 on the left, and search filters are on the right. The search criteria are: "what: Software Engineer" and "where: Mumbai, Maharashtra". A "Find Resumes" button is visible.

On the left side, there are filters for "Software Engineer resumes in Mumbai, Maharashtra", "Distance" (within 25 kilometers), "Job Titles" (Software Engineer 1500+), "Years of Work Experience" (3-5 years 9800+), "Companies" (Tata Consultancy Service, Wipro Infotech, Capgemini, Rolta India), and "Locations" (Mumbai, Thane, Navi Mumbai, Bandra).

The main content area shows a list of resumes. The first resume is for **Neha Sood**, a Java Software Developer. The second resume, which is highlighted with a blue background and a mouse cursor, is for **Vihaan Kadaan**, a Software QA Engineer. The third resume is for **Raj Kumar**, a Software Engineer. The fourth resume is for **Anand Binnar**, a Software Engineer. The fifth resume is for **Rahul Sodhi**, a Software Engineer.

On the right side, a detailed view of the **Vihaan Kadaan** resume is shown. It includes sections for "Work Experience" (Software QA Engineer, Junior Java Developer, Java Developer Intern) and "Education".

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 Education level, Years of Experience, Job Titles, Companies, Locations and Military candidates. You can also adjust the distance radius of your search to find candidates based on a specific location.

The screenshot displays the Indeed resume search interface. At the top left is the Indeed logo. To its right are two input fields: 'what:' containing 'Software Engineer' and 'where:' containing 'Mumbai, Maharashtra'. A blue 'Find Resumes' button is positioned to the right of the 'where:' field. Below the search bar, the left sidebar contains several filter categories: 'Distance' (set to 'within 25 kilometers'), 'Job Titles' (with 'Software Engineer' selected, showing 1500+ results), 'Years of Work Experience' (with '3-5 years' selected, showing 9800+ results), 'Companies' (listing Tata Consultancy Service, Wipro Infotech, Capgemini, and Rolta India), and 'Locations' (listing Mumbai, Thane, Navi Mumbai, and Bandra). The main content area on the right features a link to 'Sign up to get new resumes by email' and a list of search results. Each result includes a checkbox, the candidate's name, location, job titles, company names, and a 'save resume' link with the update time.

indeed
resume

what: Software Engineer where: Mumbai, Maharashtra Find Resumes

Software Engineer resumes in Mumbai, Maharashtra

Distance
within 25 kilometers

Job Titles
 Software Engineer 1500+

Years of Work Experience
 3-5 years 9800+

Companies
 Tata Consultancy Service ...
 Wipro Infotech 200+
 Capgemini 200+
 Rolta India 40+

Locations
 Mumbai, Maharashtra ...
 Thane, Maharashtra 6700+
 Navi Mumbai, Maharas ...
 Bandra, Maharashtra 40+

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

[Neha Sood](#) - Mumbai, Maharashtra
Java Software Developer - Tech Company
Junior Java Developer - Tech Company
Java Developer Intern - Start Up Company
[save resume](#) - Updated 1 day ago

[Vihaan Kadaar](#) - Mumbai, Maharashtra
Software QA Engineer - Software Company
Junior Java Developer - Software Company
Java Developer Intern - Software Company
[save resume](#) - Updated 1 day ago

[Raj Kumar](#) - Mumbai, Maharashtra
Software Engineer - Software Company
Junior Java Developer - Software Company
Java Developer Intern - Software Company
[save resume](#) - Updated 1 day ago

[Anand Binnar](#) - Mumbai, Maharashtra
Software Engineer - Software Company
Junior Java Developer - Software Company
Java Developer Intern - Software Company
[save resume](#) - Updated 2 day ago

[Rahul Sodhi](#) - Mumbai, Maharashtra
Software Engineer - Software Company
Junior Java Developer - Software Company
Java Developer Intern - Software Company
[save resume](#) - Updated 2 day ago

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](#).



Advanced Resume Search

Find Resumes with...	All of these words	<input type="text"/>
	The exact phrase	<input type="text"/>
	At least one of these words	<input type="text"/>
	None of these words	<input type="text"/>
Work experience	Title of last job	<input type="text"/>
	Title of any job	<input type="text"/>
	Company of latest job	<input type="text"/>
	Company of any job	<input type="text"/>
Education	Years of Work Experience	<input type="text" value="Any Amount"/> <input type="button" value="v"/>
	College or University name	<input type="text"/>
	Field of study	<input type="text"/>
Location	City, state, or zip	<input type="text"/>
<input type="button" value="Find Resumes"/>		

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.

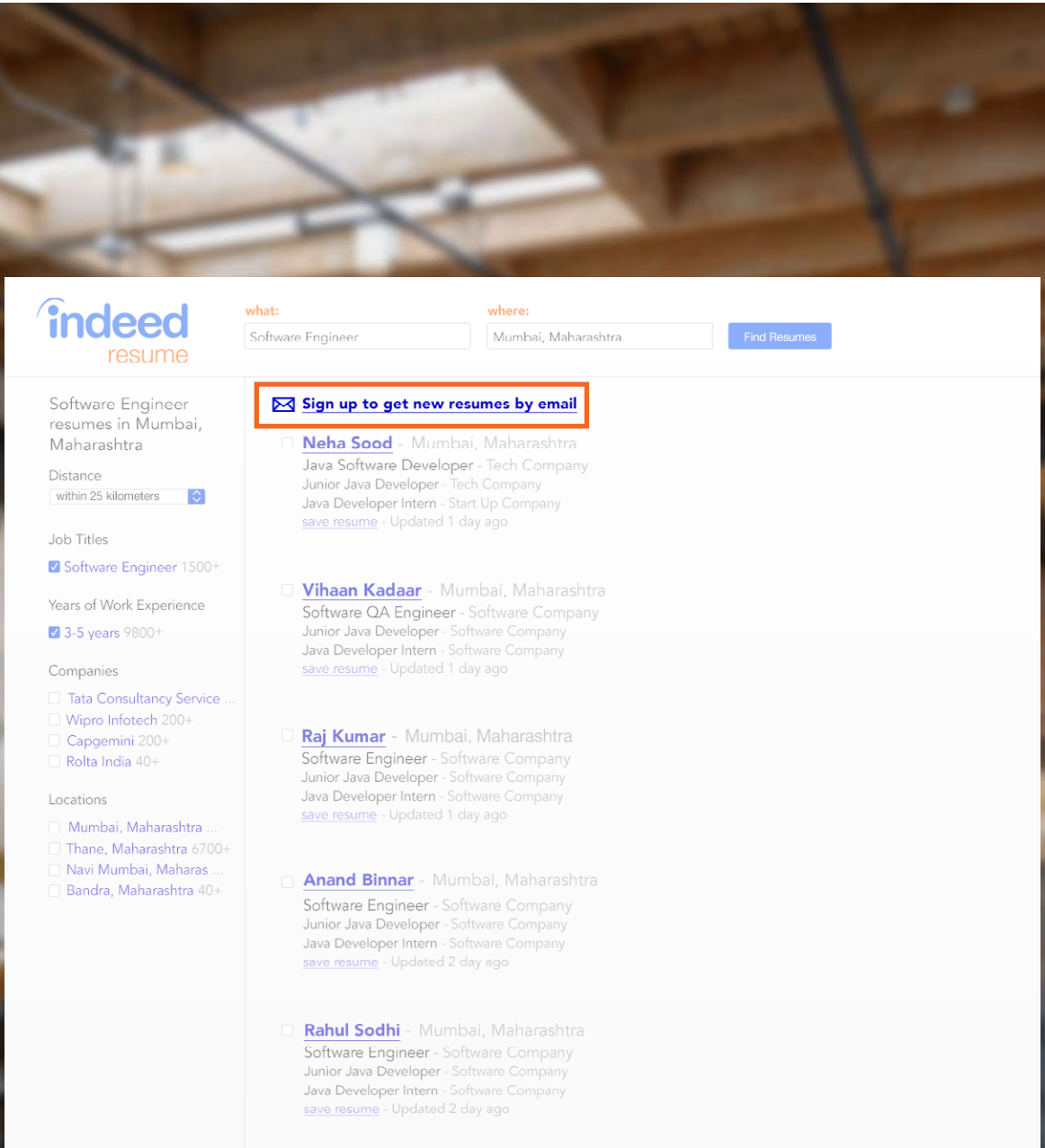
Boolean search operator		Example
AND	All resumes returned will contain both parts of the argument. A space will operate in the same manner as an explicit AND.	sales AND executive
OR	Resumes must contain at least one of the items in the OR list.	retail OR cashier
" "	To search for an exact phrase, insert quotations around the phrase.	"registered nurse"
()	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
title	Most recent job title	title:"account executive"
anytitle	Any job title on the resume	anytitle:"customer support"
company	Currently employed company	company:indeed
anycompany	Any company in past experience	anycompany:walmart
school	School (college or university) in education section	school:stanford
fieldofstudy	Field of study (e.g. major) in education	fieldofstudy:"computer science"
skills	Skills section of the resume	skills:excel

05 Sign up for free resume alerts

Stay up-to-date on fresh resumes by creating a free 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.



06 Personalise candidate messages

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

Personalise your message

Address the candidate by name, 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 humanise 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](#)

07 Save, share and download resumes for free*

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

*Terms, conditions and quality standards apply



Get started with Indeed Resume at
indeed.com/resumes

Your next hire is here.

About Indeed

More people find jobs on Indeed than anywhere else. Indeed is the #1 job site in the world¹ and allows job seekers to search millions of jobs on the web or mobile in over 60 countries and 28 languages. 20 crore people each month search for jobs, post resumes and research companies on Indeed².

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Questions

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1. Data based on total visits (as compiled by comScore, December 2014-March 2017)
2. Google Analytics, September 2016