



efinancialcareers

how-to guides

# CV database guide

Your guide to building highly targeted searches

# Welcome

Our database puts the CVs of over 1.2 million financial services professionals at your fingertips with an average of 24,000 new CVs worldwide added every month. A powerful and highly effective tool for proactively sourcing Financial Services talent.

This guide provides insight and top tips for building highly targeted searches quickly and easily. In just a few clicks, we'll show you how to find your dream candidates.

## CV search

Offering simple keyword, Boolean or extended searches, you can refine your results in real-time to create highly-targeted and deeper searches.

For best results, always start with a broad search and then narrow it down by adding more criteria.

We provide two types of searches:

### SEARCHES

#### STANDARD SEARCH (3 options)

**Match All** is an "AND" only search and will match all words that you enter into the keyword search field. Be aware though, all of the words will appear in each CV, but not necessarily together in a sentence.

**Match Any** is an "OR" only search and will match any words that you enter into the keyword search field. All of the results will have at least one of the words you enter contained within them, but it might be the case that only one of the words is matched.

**Boolean** You can make your search as simple or complex as you need to. Even something as simple as using quotation marks to return an exact phrase can massively boost the relevance of your search results.

#### EXTENDED SEARCH

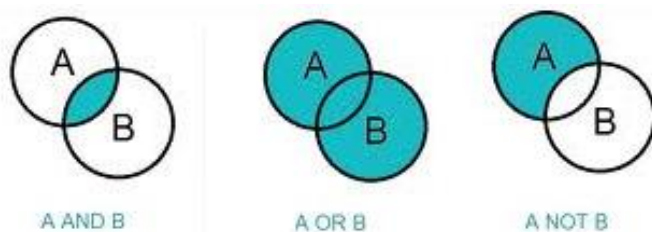
A handy tool if you are just getting used to Boolean as it provides a template for your search. Including AND, OR, NOT and exact phrases.

We still recommend using Boolean, particularly as you can only enter one exact phrase in an Extended Search function but up to 50 terms using the Boolean function.

### Boolean

Boolean allows you to create simple or extremely complex search strings linking words together using AND, OR, NOT, "Quotation Marks" and (Brackets).

This diagram describes how AND, OR and NOT operators work in Boolean.



### RULES

AND	OR	NOT
<p>This is the same as the "Match All" search shown above. This will match all words that you enter into the keyword search field. Be aware though, all of the words will appear in each CV, but not necessarily together in a sentence.</p>	<p>This is the same as the "Match Any" search shown above. All of the results will have at least one of the words you enter contained within them, but it might be the case that only one of the words is matched.</p>	<p>Excludes words that directly follow it.</p>
<p><b>For example</b></p> <p>(Risk AND Manager) will return results that contain both words.</p>	<p><b>For example</b></p> <p>(Credit OR Risk) will only return results with one or other of these words within their CV.</p>	<p><b>For example</b></p> <p>(Credit NOT Risk) will only return results with the word Credit contained within them and will exclude all results that also contain the word Risk</p>

"QUOTATION MARKS"	(BRACKETS)
<p>Return results that specifically show these words as an exact phrase. (A specific job title for example). Most of us will have used this function in Google searches! Singular words do not need quotations marks, but they don't hurt either.</p>	<p>Brackets require the terms and operations that occur inside them to be searched first so where you change your search from a string of AND's to a group of OR's you'll need to group all the AND terms together as one search, and all the OR's as a separate search. Don't forget to link the two groups of searches with an operator.</p> <p><b>For example:</b></p> <p>(Credit AND Risk AND Manager) OR ("Credit Risk Manager" OR Credit OR Risk).</p>

You can create complex Boolean searches consisting of a mix of words, phrases, AND's, OR's and NOT's, quotation marks, brackets and wildcard searches up to a maximum of 50 words. We'll look at some examples below.

Where you have abbreviations for job titles, sectors or functions make sure you cover all possible spellings and abbreviations using the 'OR' function.

### For example:

A candidate could say FX OR "Foreign Exchange" or they might say "Human Resources" but they could also say HR. By using only one of these terms, you might be missing out on some fantastic candidates. So, as an example, we are looking for an **"FX Product Controller"**.

We suggest starting off by keeping the Boolean search simple and broad. Then we can gradually insert new words or terms, making our search more specific and narrowing the results:

1. "Product Control" **OR** "Product Controller"
2. "Product Control" **AND** (FX **OR** "Foreign Exchange" **OR** "Money Markets")
3. "FX Product Controller" **OR** "Foreign Exchange Product Controller" **OR** "Money Markets Product Controller"
4. ("Product Control" **OR** Accountant or Accounting) **AND** (FX **OR** "Foreign Exchange" **OR** "Money Markets")
5. (("Product Control") **AND** (FX **OR** "Foreign Exchange" **OR** "Money Markets") **NOT** (Development **OR** Developer))

## Filtering tips

- If you search for a location in your search string, you will return results that have that word anywhere in the CV. This could be somewhere they previously worked, not necessarily where they are based now.
- Think of the search you create as finding information from the candidates CVs themselves; our filters allow you to make selections based on the candidates profile selections and are a far more reliable way to filter.
- Our filters allow you to get around that and make your results even more relevant. Not only that, but you can choose to have the results sorted by relevance, updated time or job title.

### Search filters include:

- |                                   |   |
|-----------------------------------|---|
| • Location                        | • Education Level                                     |
| • Work Sector                     | • Employment Type (Full or Part Time)                 |
| • Language Spoken                 | • Position Type (Permanent, Temporary, Contract etc.) |
| • Updated with (1 day - 1 year +) | • Travel  |
| • Work permit                     |   |
| • Work Experience (in years)      |   |

### TIP 1

**Sometimes being too specific eliminates potential candidates.**

### TIP 2

**You don't need to include locations, languages, work experience or education level in your search criteria.**



**We have some of the most experienced candidates in the Financial Services sector.**

**- 142,000 with 10-15 years of experience.**

**- 173,000 with more than 15 years of experience.**

### Saved searches

When you have your search (including your filters) exactly how you want it, make sure you save it. Every time you log in, you can re-run this saved search one click to easily access the freshest candidates that exactly match your criteria. You can also edit the searches you have saved and re-save them with a different name creating multiple complex search strings.

#### Your Current Filters

Asset Management x  
United Kingdom > London x

Save this Search

[Manage Searches & Alerts](#)

You can even have your new matching profiles sent to your email address, when you save your search, just select a delivery frequency; Daily or Weekly. We'll only ever send you one email per day or per week with links to all the matching profiles, no matter how many searches you have saved.

#### eFinancialCareers London, GB

All Time License

Manage License Users

Location: Global

Users: 10

CV Views: 587/1000 (Available / Total)

Starting: Oct 16, 2012

Expiring: Oct 15, 2014

Search CVs

Open Web Beta

Searches & Alerts

Marked CVs

Searches & Alerts

Create a New Search

Sort by name

A-Z

Saved search 1

Created on Wed, 06 Nov 2013

Delete

Email Alert

Name Saved search 1

Frequency ☐ Daily ☒ Weekly ☐ Never

If for any reason, you decide you want to stop the emails, just visit the 'Saved Searches' page and change the frequency to 'Never.' We'll still store your search criteria in case you ever want to use it again in the future.

Once you have found potential candidates you can:

1. Print their CV
2. Forward their profile on to a colleague
3. Download the CV to your desktop
4. Contact the candidate directly from the eFC back office (even if they have chosen not to disclose contact information)
5. Store the profile under your 'Marked CV's tab or in a dedicated 'Project' folder.

#### System Administrator

Last updated on: September 2, 2013  
CV Number: 5252254

Print this profile Forward View Next CV

Mark this individual as



#### Contact Details

See Email Address »

allol99@yahoo.com

See Telephone »

(+971) 562928892

Abuja, Nigeria

Contact this Individual

#### eFC profile

##### Overview

##### Profile

Years of Experience Education Level

##### Job Preferences

Position Type Willing to Relocate

#### Projects

Add to Project

#### Attached CV



Forward

Download

“  
Using Boolean  
ensures far better  
match results.”

## Marked CVs

Why should you mark a CV? This acts as a reminder you have already viewed a candidates profile, and what you thought about that profile. Marking a profile also gives you the option to reconnect easily by storing them in your 'Marked CVs' tab.

Any mark that you give a candidate will always show in any future search results, immediately highlighting that you've already viewed that profile.

★ **Business Analyst** at SocGen, Credit Suisse, UniCredit, Dresdner Kleinwort / FX / Fixed Income electronic trading and Risk Management / STP  
Viewed today

Updated Fri, 06 Sep 2013 United Kingdom > London

John-Anton Dunn Tel: 020 | Mobile: | Email: Key Skills: Business Analyst at SocGen, Credit Suisse, UniCredit, Dresdner Kleinwort FX / Fixed Income electronic trading and Risk Management STP, trade life cycle, BackOffice integration Co-ordinating complex system implementations throughout the project lifecycle (analysis / design, testing...

Work Sector:  
**FX & Money Markets**  
Work Experience:  
**7-10 yrs**

✓ **Cash Equities Specialist - Senior Business Analyst - Project manager**  
Viewed today

Updated Fri, 06 Sep 2013 Australia > Sydney

Homyar Bhabha CASH EQUITIES SPECIALIST SENIOR BUSINESS ANALYST / PROJECT MANAGER Personal Information Mobile Telephone: Email: Work Experience Summary Date Term Title Major Projects Organisation September 2009 ? Current Ongoing Project Manager (Algorithmic Trading, Research Platform, Transaction Cost Analysis) Algorithmic Trading, Research Platform, Transaction Cost...

Work Sector:  
**Equities**  
Work Experience:  
**10-15 yrs**

✗ **Associated Project Manager/Lead Business Analyst**  
Viewed today

Updated Wed, 28 Aug 2013 Singapore

...design, & development and also have experience in delivering solutions and integrating client frameworks. I am currently working as an Associated Project Manager/Lead Business Analyst. Total IT Experience 13 + Years Recognition Received Citibank ?Star Award?. Received ?I Made it happen Award? from Citibank. Received Customer delight award from Nucleus...

Work Sector:  
**Retail Banking**  
Work Experience:  
**10-15 yrs**

## Projects

We know it can be tough to keep candidates organised by role so we provide a 'Projects' option, which allows you to save CVs from database searches and job applications into specific folders of your own design.

It will even tell you where the candidate originally came from and if this was from an application to a role – we'll even tell you which role it was.

### Important:

These projects are personal and cannot be seen by other team members.

## CV Database FAQs

### How can I tell how many CV views I have left?

Check the grey bar on the top on your Search CV page. This will show you how many CV views are remaining for your CV licence.

### How do CV views work?

You'll have a certain number of CV views assigned to you or a group of people. These views will re-set every month on the same day your contract began. If your contract began on the 3rd of a month, your views will re-set back to the original amount at midnight on the 2nd of the following month.

### TIP

Even if you don't mark a profile, you will always be able to see when you last viewed that candidate's profile just underneath the CV title.

CV views are deducted for each unique CV profile that is viewed by you or anyone else assigned to your licence. You can click into the same CV as many times as you like without deducting another CV view in the same contractual month.

### There are lots of users on my team, what happens if we two people view the same CV?

CV views are only deducted for unique CV views so even if someone else on your licence views the same CV, we will only deduct one view – the first unique view.

### Do you take another view if I download the CV?

No, we only deduct from your view allowance when you have first viewed each CV. You can download, print, forward or store the CV in your 'Projects' or 'Marked CVs' tab without incurring another deduction.

### How many searches can I have saved?

There is no limit to the number of CV searches you can have saved in the system but it is a good idea to give each saved search a clear title so that you know what each one relates to and can easily find it in the future.

### How many CVs can I store under "Projects" or Marked CVs?

There is no limit to the number of "Projects" you can have or the number of CVs you can store in either Projects or Marked CVs. With the Project folders, give them the name of the specific job title you are recruiting for to make your projects easier to manage.

### When searching the database and clicking on a CV I can't view the CV. Instead I'm asked to contact my Sales Representative. Why is this?

This means that you don't currently have access to our database. The system allows you to search the database but in order to view your results you may need to purchase or renew your CV licence.

Please get in touch with your Account Manager for further information on the options available to you.

## Support

We want to ensure you have all the help and support you need when using eFC. So, in addition to our user guides and top tips, we also provide online training and can even come to your offices for one-to-one or group training sessions with your team.

Our dedicated Client Services team is available during office hours Monday to Friday and can be contacted via phone or email.

## Contact us

EMEA Client Services

T +44(0)2079977900

E [clientservices@efinancialcareers.com](mailto:clientservices@efinancialcareers.com)