

## Learning Center Transcript

### Candidate Resume Search

#### Description:

Learn how to conduct a resume search to find suitable candidates. The video will demonstrate the various search options available and how to manage search results.

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#### Introduction

Welcome to the Learning Center. In this training segment, we will demonstrate how employers search for candidate resumes posted by system-registered individuals. At the conclusion of this video, you will be able to:

- Select a desired search geography
- Identify the resume search options available
- Select desired search criteria with each option
- Utilize search result options

Your actual system settings and options may differ from those shown in this video.

Let's get started.

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#### Services for Employer Page

This is a sample *Services for Employers Page*. From here there are several ways to find candidate resumes in your system. The easiest is to select the *Candidate Search* link on the *Quick Menu*.

Keep in mind, you must be system registered to view candidate resumes.

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#### Employer System Security Features

Here are some employer system security features to be aware of:

- Only system-generated employers may view resumes.
- Staff must verify employer registration before the system displays resume details.
- Depending on your system setup, employer verification can take up to 72 hours.

Check with your business services representative for more details.

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## Getting Started

Now that you understand the importance of system registration, let's get started.

Again, from the left navigation menu, under the *Quick Menu* setting, click the *Candidate Search* link.

When the screen refreshes, you can look for resumes using the different options available.

Let's take a moment to review these options.

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## Resume Search Options

The QUICK RESUME SEARCH option is the fastest way to search for resumes.

The ADVANCED RESUME SEARCH option is more specific, allowing you to rank and filter results.

The RESULTS SEARCH BY SKILLS option matches candidate skills to your list of predefined job skills.

The RESUME SEARCH BY JOB ORDER CRITERIA option allows you to conduct an advanced resume search using requirements that pre-fill from your job order(s).

The RESUME NUMBER SEARCH option displays resumes that match the identification number you enter.

The EXTERNAL RESUME SEARCH option provides direct access to outside websites.

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## Quick Resume Search

Let's start with *Quick Search*. The first step in conducting a resume search is to select a desired search area.

This corresponds to the desired work location recorded on an applicant's resume.

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## Area

To change your search area, click the **Area** link displayed.

Click the **Select New Area** drop-down button to select a new area type.

When the page reloads to display your selection, choose the specific area from the second list displayed.

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## Select by Map

To define your search area using maps, click the **Select by Map** link.

Select a desired map option by clicking it. In this example, click the *Metropolitan Area* map. From the state map displayed, click a desired area. The system now displays your selection as the résumé search area.

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## Keyword & Occupation Group

Once an area is selected, you can choose any combination of the following resume search criteria. All fields are optional.

In this example, let's enter a keyword. Then click the **Occupation Group** drop-down button to select a desired occupational group name.

This often yields more job openings to choose from than searching by a specific occupation.

If you click the **Select Specific Occupation** link, you may search for and select a desired title.

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## Other Specific Criteria

You may also specify criteria for *Minimum Education Level*, *Maximum Acceptable Salary* or *Resume Modification Date* by making a selection from the respective drop-down menus.

If you select a specific maximum acceptable salary amount, you may want to choose to include those resumes whose desired salary is Any.

In the Veteran field, Select Yes or No from the drop-down menu. If you select Yes, your search results will only contain veteran's resumes.

When you have finished selecting your resume search criteria, click the **Search** button to see a listing of resumes that match your requirements.

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## Advanced Resume Search & Ranking Criteria

Let's take a look at the next resumes search option called **Advanced Resume Search**.

This option allows you to choose from a variety of search criteria.

Start with your search area. Again, you have the option to change the area as shown earlier during the Quick Resume Search demonstration.

The Ranking Criteria section allows you to select required or desired search criteria.

For example, if you choose an occupation and then select the **Required** radio button, the system will only display those resumes whose desired occupation matches your selection.

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### Ranking Criteria

However, if you select the desired radio button, the system will display the same results using the *Required* radio button, but will also include the resumes where the occupation you selected appears within the resume's employment history.

These resumes will appear farther down on the list of results.

So, generally, *Required* criteria other yield fewer results, while *Desired* criteria often yield more results.

You may continue to select additional ranking criteria to further define your search.

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### Filtering Criteria

The Filtering Criteria section is not required.

You can select criteria to filter you ranking criteria you previously selected, or search for resumes solely using this section.

By filtering ranked results, you can further define applicant qualifications, reducing the volume of resumes to review.

When you select a filtering criterion, the system automatically selects the *Required* radio button.

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### Residential Criteria

You may also select from the *Residential Criteria* section to focus on the applicant's location. This is dynamic information, and must be selected in order from top to bottom.

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### Resume Search by Skills

If you would like to focus solely on applicant skill sets, click the **Resume Search by Skills** tab. It works exactly as described in the Advanced Resume Search option.

You can change the *Area* and *Resume Modification Date*.

Select the desired skill set and match ratio. You may even create a new skill set.

To see a list of resumes that match your criteria, click **Search**.

## Job Order Criteria

If you previously created job orders, use the Resume Search by Job Order Criteria tab to select a job order from the drop-down list. Click the Search button to proceed.

The screen will refresh to display the Advanced Resume Search tab with the candidate ranking criteria pre-populated with actual job order details. Select whether the search criteria is *Required* or *Desired*.

Enter additional criteria, if desired, and click **Search** to view results.

## Resume Number Search

Use the *Resume Number Search* tab if you know the system-generated ID number for a specific resume. Enter the ID Number in the *Resume Number* box and click the **Search** button.

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## External Search Tab

You may click the **External Resume Search** tab to work outside the system.

The system will link you to the selected site. Be prepared to observe certain restrictions, which may include registration. When you are finished working on the external site, simply close the window to return to the system.

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## Search Results

Regardless of which search option you choose, click **Search** to see a list of results.

This page displays the candidate resumes that match your search criteria.

The list can be viewed in either *Summary* or *Detailed* format. What you see here is the *Summary* format.

Click the **Detailed** link.

Detailed view will show information about the candidate such as the date when the resumes was created/modified, their desired location and occupational experience. Click the **View Resume** link to review the candidate's resume.

Click the **Save to Favorites** link to include the resume in one of your favorites folders. These can be used to store a remarkable resume for a desired purpose.

To save the resume, enter the required information and click **Save**.

You have successfully completed this video

You have successfully completed this video demonstration. Don't forget to access the other videos that are available on topics such as *Creating an Employer Account* or *Posting a Job*.

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