

Searching for Candidates

Career Centers will often define collections of students that meet certain criteria, and make these Resume Books available for employers to review. In many cases, it is up to the individual students to publish their resumes into the appropriate books. You can now view the content of entire resume books, or narrow your search to view students based on specific criteria. Once you have found students that meet your criteria, you have the option to send them an Invite to Apply email to encourage them to apply to one of your current jobs.

Many employers find that they frequently run the same search on a regular basis. For those employers, we've provided an easy way to store the search as a Saved Search. These Saved Searches can be run as often as you like or you can be emailed with matching search results on a daily basis.

In this section you will find the 6 easy steps for using the Candidate Search section.

1. Resume Keyword Search - From your Home page, click on [Candidate Search](#) from the main navigation or select the [Search](#) picture on the right hand side of the page:

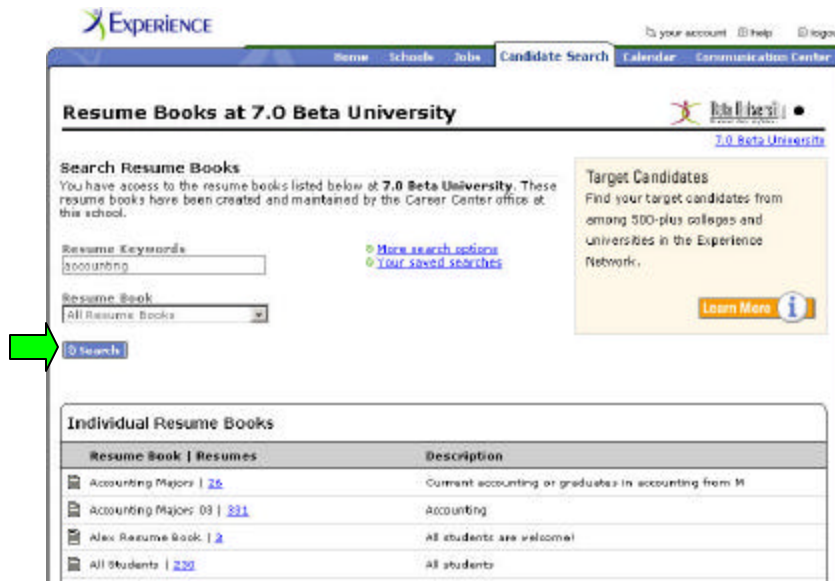


If you are a multi-school employer, you will need to select the individual school you wish to search. In the Search Resume Books area at the upper left of the page, use the Resume Keywords text box to enter keywords you would like to search for in the available resumes.

Note: The keyword search works according to the following conventions:

- 2 ? "Or" - Returns results where either keyword is found. For example, a search for *leadership or organization* returns all students whose resume contains the word *leadership* or the word *organization*.
- 2 ? Quotation marks - Returns results only when the words in quotation marks are found in the exact same sequence. For example, a search for *"leadership and organization"* returns only students whose resume contains the exact phrase *leadership and organization*, including the "and".

- ? If you enter two or more words with no "or" and no quotation marks, the system treats it as an "or" search, and returns results containing any of the words you've entered.
- ? Use the drop-down menu to select the resume books you wish to search.
- ? Click on the [Search](#) link.



The system displays the **Search Results** page, listing students whose resume includes the keywords you entered. Click on a student's name to see that student's **eRecruiting** profile and view the student's resume. With all candidate search results you have the ability to invite selected students to apply to a job posting and/or the ability to print/download the selected student resumes. The functionality to **Invite to Apply** and **Print/Download** student resumes is also contained within an individual student profile.

2. Advanced Resume Book Search - **Advanced Search** allows you to perform a more focused search than the keyword-based **Quick Search**. Additional search criteria include:

- ✍ Academic information, such as major, grade point average, and graduation date
- ✍ Student Location: preferred, local, permanent
- ✍ Work authorization status

To perform an **Advanced Search** for candidates:

- ✍ Select **Candidate Search** from the **Home** page
- ✍ Select the specific school to search
- ✍ Select the **More search options** link
- ✍ Select a resume book or books to search by highlighting the applicable book(s) from the Specific Resume Books list, or leave the system search default set to All Resume Books to search all of the resume books that you have access to at that school.
- ✍ Use the drop-down menus and the Resume Keywords text box to select the search criteria you wish to use for finding candidates.

Resume Books:

All Resume Books

Specific Resume Books

Accounting Majors
Accounting Majors 03
Alex Resume Book
All Students

GPA:

choose one...

Major:

Agriculture- organic- again
Art
Accounting and Finance
Administrative Studies

Graduation Date:

Spring 2004

Work Authorization:

U.S. Citizen or U.S. National
Permanent U.S. Resident
Employment (H-1) Visa
H-4 Visa

Degree:

Associate In Science
Bachelor's Degree
Bachelor of Arts
Bachelor of Science

✍ Click on the [Search](#) link.

The system displays a **Search Results** page with students whose information matches the criteria you selected. You can click on a student's name to see that student's **eRecruiting** profile and view the student's resume.

Note: Some **eRecruiting** Schools have rules forbidding the publishing of certain student information, for example, grade point average (GPA). If a student's profile is missing any information that is among the criteria you search for, the system will **not** show that student as a match. For example, if your search criteria includes grade point average, and a student's information matches the rest of your criteria but does not include grade point average, that student **will not** show up as a match on the **Search Results** page.

3. Saved Searches

— Saved searches can be used to set a Search Agent to notify you of students who match your selected criteria or you can use your Saved Search to easily run candidate searches in the future.

Creating Saved Searches

- ✍ Perform an **Advanced Search** according to your selected criteria.
- ✍ At the bottom of the **Advanced Resume Search** page click [Save this search criteria as a Saved Search](#)
- ✍ Select [Search](#).
- ✍ Type a name for the search in the Saved Search Name text field.
- ✍ Use the **Yes** and **No** radio buttons to select whether you would like to receive daily automatic email notification of matching search results. Please note that your saved search will be executed daily, but you will receive an email **only** when a new match is found.

▶ Saved Search Details

Saved Search Details

Saving a search allows you to perform a frequently executed search with one click.

• Saved Search Name:

Accounting 04

• Would you like to receive email notification of matches?

Yes No

Resume Keywords:

accounting

Resume Books:

All Resume Books

Majors:

Accounting and Finance

Work Authorization:

U.S. Citizen or U.S. National

Degree:

Bachelor's Degree

[Modify this criteria](#)



Please note that if you choose **No** for receiving automatic email notifications, you will not be notified if the search agent finds matching candidates.

Running Saved Searches

To perform a previously saved search manually, you can click on the [View your saved searches](#) link on your **Search Resume Books** page.

EXPERIENCE your account help logout

Home Schools Jobs **Candidate Search** Calendar Communication Center

▶ Resume Books

BETA UNIVERSITY
[7.0 Beta University](#)

Search Resume Books

You have access to the resume books listed below at **7.0 Beta University**. These resume books have been created and maintained by the Career Center office at this school. [View your saved searches](#)

Resume Keywords:

Resume Book:

[More search options](#)

Target More Candidates

Find your target candidates from among 500-plus colleges and universities in the Experience Network.

[Learn More](#)

A list of previously saved candidate searches is displayed. Select the name of the saved search to initiate the search. You can have a maximum of 20 saved searches at any given time.

Home Schools Jobs **Candidate Search** Calendar Communication Center

7.0 Beta University Saved Searches

Your Saved Searches
Use your saved searches to find relevant opportunities with one click.

[Create a new saved search](#)

Search Name	Actions
Accountant	Edit Delete
East Coast Teachers	Edit Delete
Senior Class 04	Edit Delete
Finance	Edit Delete

? Help

How often is notification email notification sent?
Your saved search will be executed daily, but you will receive an email only when a match is found.

How many saved searches can I create?
A maximum of 10. To delete a saved search, click on "Jobs & Internships" and go to Your Saved Searches.

To discontinue a search agent, click on [View your saved searches](#) link on your **Search Resume Book** page. The system displays a list of your search agents. Click on [Delete](#) in the **Actions** column adjacent to the saved search name to permanently delete the search agent.

4. Viewing an Individual Resume Book – To view all of the contents of a resume book:

- ✍ Select [Candidate Search](#) from the **Home** page
- ✍ Select the school you are interested in searching
- ✍ Select the hypertext number in the **Resumes** column adjacent to the resume book name.

Resume Books

Search Resume Books
You have access to the resume books listed below at **7.0 Beta University**. These resume books have been created and maintained by the Career Center office at this school. [View your saved searches](#)

Resume Keywords

Resume Book
All Resume Books

[Search](#) [More search options](#)

Target More Candidates
Find your target candidates from among 500-plus colleges and universities in the Experience Network.

[Learn More](#)

Individual Resume Books	
Resume Book Resumes	Description
Accounting Majors 03 342	Accounting
Alex Resume Book 2	All students are welcome!
All Students 228	All students
Amy Resume Book 7.8 0	Testing rollout
BROADFIELD EDUCATION 0	BROADFIELD EDUCATION

- ✍ The system displays a **Search Results** page with students whose resumes have been published to the resume book you selected. You can click on a student's name to see that student's **eRecruiting** profile and resume.

Search Results BETA UNIVERSITY
7.0 Beta University

More than 339 Resumes Found
There are more than 339 resumes that match your selected criteria from the following resume book(s):

- Accounting Majors 03

More Search Options

- [Conduct a new search](#)
- [View your saved searches](#)

Target More Candidates

Today, there are **more than 5000** candidates in the Experience Network that meet your search criteria.

- [Learn more](#)

Results: 1-33 out of 339 Select: [None](#) | [Page](#) | [All 339](#) (0 items selected)

Student	GPA	Grad Date	Major
1. Albert, Marv	4.00	1/19	Administrative Studies
2. Abba, Kathi	--	4/03	Administrative Studies, Afro-American Studies, Asian Studies-East/Southeast
2. ADAIR, TOM	3.70	1/00	Fisheries and Wildlife, Information Systems
4. admo, asda	4.00		Biology
5. Adairsey, Group, Internship	--	2/03	Biotech
6. Affleck, Amy	--	2/04	Agricultural Studies, Architecture
7. Ali, Vivi	--	5/03	Marketing

5. Managing Search Results -

The **Search Results** page will display 30 records per page, up to a maximum of 5,000 records for any one search. You can sort the **Search Results** page by clicking on any of the hypertext column headings. The columns that are available to sort by are as follows: **Student Name**, **GPA**, **Grad Date**, and **Major**. The first time you select the column header the results list will be sorted in *ascending* order; select the same column header a second time to re-sort the results is *descending* order.

Home Schools Jobs **Candidate Search** Calendar Communication Center
resume books | experience network | candidate folders

Search Results BETA UNIVERSITY
7.0 Beta University

340 Resumes Found
There are 340 resumes that match this **Accountant** saved search.

More Search Options

- [Conduct a new search](#)
- [View your saved searches](#)

Results: 1-30 out of 340 Select: [None](#) | [Page](#) | [All 340](#) (0 items selected)

Student	GPA	Grad Date	Major
1. Abba, Kathi	--	4/03	Administrative Studies, Afro-American Studies, Asian Studies-East/Southeast
2. ADAIR, TOM	3.70	1/00	Fisheries and Wildlife, Information Systems
3. admo, asda	4.00		Biology
4. Affleck, Amy	--	2/04	Agricultural Studies, Architecture
5. Albert, Marv	4.00	1/19	Administrative Studies
6. Ali, Vivi	--	5/03	Marketing
7. Allen, Christopher	3.50	3/03	Agricultural Studies

Bundling Candidate Search Results

To print the resumes from your search results, email them to a colleague, or download them to your computer, you first need to group your selected results into a bundle. Once you have performed a search, you can save some or all of the results to a resume bundle. Resume bundles allow you to easily manage your different jobs and enable you to perform numerous functions with multiple candidates (including sending an email) in one step. You can also easily forward bundles to other employees at your company. Please note that you can also bundle results from your **Applications** page.

To learn how to create a bundle, save resumes, and print resumes, please click [Here \(include link to document called Creating Bundles, Saving Resumes & Printing resumes\)](#)

6. Invite to Apply - To actively recruit students that you have found through a resume search:

- ✍ Perform a **Quick Search** or **Advanced Search** according to your selected criteria.
- ✍ Use the checkboxes to select the candidate(s) you wish to invite to apply.
- ✍ Select **Invite to Apply** from the **choose an action** drop-down menu above the search results.
- ✍ The system displays the **Invite Student(s) to Apply** page.
- ✍ Use the drop-down menu to select the job to which you're inviting student(s) to apply.
- ✍ Select **Next**
- ✍ You have the option to add your own personal message to the standardized **Invite to Apply** email.
- ✍ Click the **Send** link.
- ✍ The system displays a **Confirmation** page. Job seekers who receive the email will be provided with a direct link to the job's description page. From this page the student will be able to apply electronically.

Invite to Apply BETA UNIVERSITY
7.0 Beta University

Create the Invitation

You have chosen to invite the selected candidate to apply to the Junior Credit Analyst job. The main invitation that will be sent includes the job title and application instructions. This message cannot be edited.

You can create an additional customized message that will be added to the bottom of the invitation.

You've Been Invited to Apply...

Dear [Student:First Name],

[Employer:Name] found your resume through working with your career center. Your qualifications are a good match for the following position [Job:Title]. We encourage you to apply for this position.

Employer Name: [Employer:Name]
Job Title: [Job:Title]

Learn more about this position:
[http://\[School:URL\].careercenter.com/ser/stu/opportunities/job_profile.jsp?job_hnd=\[Job:Hnd\]&affHnd=\[School:Hnd\]](http://[School:URL].careercenter.com/ser/stu/opportunities/job_profile.jsp?job_hnd=[Job:Hnd]&affHnd=[School:Hnd])

If you have any questions about this opportunity, please contact the [School:Career Center Name] at [School:Email for Student] or [School:Phone for Students].

Experience the largest college recruiting network
<http://www.experience.com>

Additional Message
Add a customized message.