

How to Search For a Candidate Using ResumeView

The first screenshot shows the Dice website's 'Find Candidates' section. It includes a search bar with 'Keyword' and 'Location' fields, a 'Find Tech Candidates' button, and a dropdown menu for 'Candidate Search' with options like 'Search Agents', 'Candidate Folder', 'Address Book', 'Manage Letters', 'Sent Letters', 'Questionnaires', and 'Auto Response'.

The second screenshot shows the 'Quick Candidate Search' form. It includes fields for 'Keyword' (e.g., J2EE Servlet JSTL), 'Desired Position' (e.g., Application Developer), 'Location' (City/Postal Code, Country, State/Province), and 'Authorization Status' (Work Authorization). It also has a 'Find Tech Candidates' button and a 'Reset All' link.

- From **Find Candidates** on the Dashboard, enter Keywords and Location for your Candidate Search. Then click **Find Tech Candidates**.
 - If you need a Boolean search*, you can click **Advanced Candidate Search**. **OR**
 - From your **My Dice** page, go to **Post Jobs & Find Candidates** and select **Candidate Search**.
- Keywords:** Enter keywords for your candidate search and select from three options:
 - **Match All Words:** Matches all words in a search string
 - **Match Any Words:** Matches any single word or combination of words in your search string
 - **Boolean:** Allows a more specific search using Boolean terms such as "AND", "OR", and "NOT".

* For help with Boolean searches, see "Building a Better Search with Boolean Operators" on the Employer Log-in page, contact your Customer Support representative, or email support@dice.com.

Candidate Search will search a job seeker's entire profile and resume for these words.
- Third Party Candidates:** "Exclude" is selected by default.
- Search by Desired Position:** Use the same Match All/Any/Boolean functions to search just the "Desired Position" field on the seeker's resume. Use this field carefully; remember that your company may call someone a "network engineer", but a perfect candidate may list his desired position as "systems engineer."
- Location Options:** You can search for candidates in a Zip Code/City radius search or for candidates willing to work in or relocate to a particular State/Country.
- Work Authorization:** Select as few or as many choices as you need.

The screenshot shows the Dice Advanced Candidate Search page. It includes a search bar at the top, a 'Work Authorization' dropdown, and a 'Most Recent Employer' section (7). Below that is the 'Search Results Display Options' section (8) with 'Days back' and 'Items per page' dropdowns. The 'Advanced Candidate Search' section (9) includes 'Job Classification' and 'Qualifications' (10). The 'Qualifications' section has a table for 'Match Skills' and 'Years of Experience'. The 'Preferences' section (11) includes 'Security Clearance', 'Employment Type', 'Travel Preference', 'Annual Salary', 'Hourly Rate', 'Minimum Education', and 'School or Institution'. At the bottom are social media links, a footer with copyright information, and a 'TRUSTe' logo.

7. Most Recent Employer: Cherry-pick the best candidates from the competition.

8. Days Back: Use the drop-down menu to select the age of the resumes you wish to review.

9. Job Classification: Select up to five relevant job titles. Keep in mind that as with the “Search by Desired Position” field, this can help you pinpoint candidates by their current and recent job titles, but can also exclude candidates because of a job name.

10. Select Qualifications - Match Skills: Refine your search results to include not just everyone with a certain keyword on their resume, but only the people with a certain level of that skill. Start typing the skill or technology in the Match Skills box, and select the number of years of required experience.

This only searches the related section on the job seekers’ profiles, where they have identified a skill and their level of expertise in a similar manner. *These results (or lack of a match) will override any matches found based solely on the keywords field.*

11. Select Preferences:

- **Security Clearance:** Check this box to limit your search only to candidates with security clearance selected. NOTE: it may not be current or active.
- **Employment Type:** Select as many options that apply to the role you’re trying to fill. For best results, pick all of the options that you can work with to prevent excluding the perfect candidate.
- **Travel Preferences:** Select the single best choice.
- **Annual Salary and Hourly Rate:** You can make multiple selections from both the Annual and Hourly drop-downs. It is best to use one or the other or you’ll only see candidates who match both criteria.
- **Minimum Education:** Select the minimum level of education required in a candidate.
- **School or Institution:** Search for alumni.

ResumeView Results

Your search results can be sorted by **Relevance, Location, Salary, Experience, or Posted Date**.

1. **Refining Your Search:** The parameters of your current search are listed in the column to the left of your search results. Clicking on the **X** button will remove that filter from your search and display more Candidate Search results automatically.
2. If you opted for a **Zip Code Radius search**, you can increase or decrease the radius search to narrow or expand your search.
3. **Days Back:** Use the drop-down menu to select the age of the resumes you wish to review.
 - a. Click on **Resumes > 365 Days** to access more resumes by searching candidates who last updated their profile more than one year ago.
4. **Further refine** by clicking on the + signs below.
5. **Saving Your Search – Creating a Search Agent:** In the left-hand Current Search column, select the **Save Search as Agent** button.
 - a. **(bottom right)** You will be taken to a page where you can name your search, as well as enable it to run automatically and email you the results.
 - b. The default status is “Enabled.” You may have up to 20 search agents saved with up to 10 enabled at any time. Search Agents can also be run manually.
6. **View an Individual Candidate:** Open a resume by clicking on their **Name**. This will take you to their personal contact information, profile and resume.

ResumeView Candidates

1 - 30 of 315 candidates Results per page: 30 Next

Sort By: **Relevance** Location Salary Experience Posted Date

Current Search

Radius Search ☒ 50111 / 100 miles

Third Party Resumes ☒ no

Candidates within: 100 miles of 50111.

Candidates posted within: 90 days ago.

Save Search as Agent

Refine Your Search

- + Skills
- + Country
- + State/Province
- + City
- + Work Authorization
- + Years Experience
- + Annual Salary
- + Hourly Rate
- + Employment Type
- + Job Classification
- + Travel Preference
- + Highest Degree Attained
- + Security Clearance
- + Willing To Relocate

3a Resumes > 365 Days

Need Help?

LeAnn Larsen

Predictive Modeling or Data Analysis
Des Moines, IA United States
\$55,000.00 No Preference/hr
5 years 08/06/2012

Hyperion 2012 5yrs MS Office 2012 >10yrs VBScript 2012 1yrs

John Watts

Data Analyst Web Developer
Winterset, IA United States
\$45,000.00 \$25.00/hr
6 years 09/23/2012

Adobe Photoshop	2012	2yrs	CSS	2012	3yrs	Dreamweaver	2012	3yrs
Flash	2012	1yrs	HTML	2012	3yrs	Microsoft Access	2012	3yrs
Microsoft Excel	2012	6yrs	Microsoft Office	2012	6yrs	Microsoft Outlook	2012	4yrs
Microsoft PowerPoint	2012	3yrs	Microsoft Windows	2012	6yrs	Networking	2012	3yrs
PHP	2012	1yrs	SQL	2012	1yrs	Visual Basic	2012	1yrs
XHTML	2012	2yrs	ColdFusion	2012	1yrs			

Stacy Burduss

Business Analyst
Gilbert, IA United States
\$30,000.00 \$20.00/hr
5 years 08/02/2012

Networking	2007	<1yrs	Quality Control	2012	5yrs	Management	2011	3yrs
Customer Service	2011	4yrs	Research	2011	1yrs			

Brittany Bischoff

Marketing
Waterloo, IA United States
\$35,000.00 \$20.00/hr
2 years 09/25/2012

Content Management	2012	2yrs	Data Analysis	2012	2yrs	Marketing	2012	2yrs
Project Coordinator	2012	2yrs						

Kerry Cutsforth

Graphic Designer
Waterloo, IA United States
\$30,000.00 \$20.00/hr
12 years 08/01/2012

5a Agent Email Options

Agent

Agent name:

E-mail format:

5b E-mail enabled: ☒ Yes

Save Cancel

Candidate Resume Management

You will find a list of possible actions in the upper right-hand side of the profile.

1. **Back to Search Results**- returns you to the main search results page. Preferable to browser's back button since it saves all of your resume management options.
2. **Previous/Next Candidate** – takes you to the previous/next candidate in the search results.
3. **Save Candidate**: Save a candidate to a folder for quick reference later. When you select **Save Candidate**, you'll be presented with a list of folders you've created or the option to create a new folder.

If you have found someone who is a fit for more than one folder, click **Save Candidate** again, pick the appropriate folder, and click **Save to Selected**. The candidate will now be in both folders.

Access these folders at any time by going to **Post Jobs & Find Candidates** in your main toolbar, and selecting **Candidate Folder** from the drop-down. If the candidate removes his/her profile from the database (i.e. makes himself Unsearchable), he will automatically be removed from the candidate folder. A note will appear the first subsequent time you access the folder to let you know the candidate has been removed.

4. **Rate Candidate**: Give the candidate private thumbs up or down. For the next 90 days, each time his/her name comes up in the search results, you'll know at a glance whether you will want to take a closer look.

Tracy Hersom
ID: 0322

Posted: 05/25/2012
E-mail: tracyhersom@yahoo.com
Phone: 515-971-5841

Position: **Application Developer**
Education: Bachelors
Institution: Grand View College
Nationality: U.S. Citizen
Work Status: FullTime
Hourly Rate: \$30.00
Salary: \$65,000.00
Experience: 13
Employer: ABC Virtual Communications
Previous Employers: U.S. Center for Citizen Diplomacy, Colorfx, Inc, Communication Data Services, Inc, Marsh Affinity Group Services
Marital Status: No
Political Party: No
Specialization: Information Technology, Computer Developer: Applications, Developer: Database
Summary: I have over eight years developing/programming experience primarily working with ColdFusion, HTML, AJAX, JavaScript, CSS, MS SQL 2000, and Crystal Reports. I also have some experience with a Content Management System (CMS), FileMaker Pro, PHP, MySQL, Visual Basic, and a variety of other tools. As a developer I have been involved in various aspects of the development cycle from

Skill	Years used	Last used
Adobe Photoshop	1	2007
ASP	<1	2001
Content Management	<1	2012
Crystal Reports	1	2012
CSS	1	2012
Dreamweaver	>10	2012
FrontPage	2	2012
HTML	>10	2006
Java	<1	2006
JavaScript	5	2012
Microsoft Access	1	2006
Microsoft Excel	>10	1999
Microsoft Outlook	>10	2001
Microsoft PowerPoint	>10	2012
Microsoft Visio	1	2012
Microsoft Word	>10	2012
MySQL	3	2012
ColdFusion	6	2012
PHP	2	2011

Willing To Relocate: No

5. **Candidate Notes**: You have up to 1,500 characters to make any comments in this section. These private comments will be visible only to you on the Candidate Search results page on future searches, without having to click through to the actual profile.
6. **Email Candidate**: Send an email directly to the job seeker without leaving the Dice website. You have the opportunity to start with a previously-created template, or simply write the custom message you need. To save a newly created message as a new template, simply select **Add This Message As a Template**, and you'll be walked through naming and saving it for later use.

The default "Reply-To" field will prepopulate with your own address.

7. **Report Candidate**: If you find fraudulent information on a resume, click the link **Report Candidate** so we can address it confidentially.
8. **Route Resume**: Send this resume to yourself.
9. **Talent Network**: Gives you the option to invite the candidate to your network from within the resume.