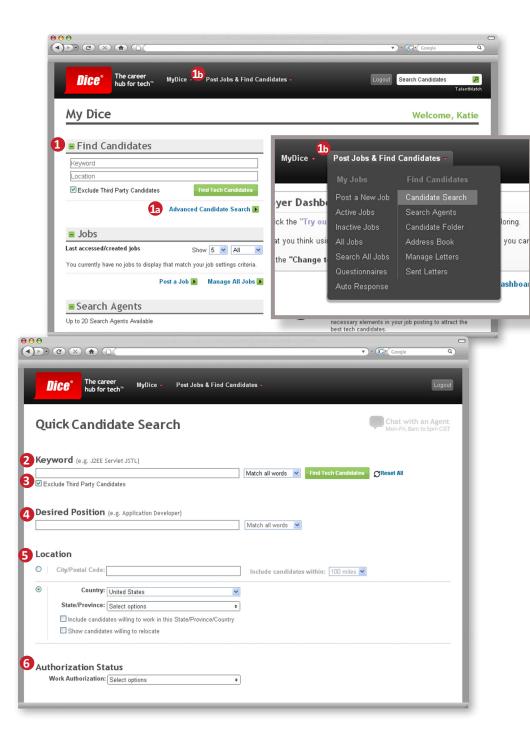


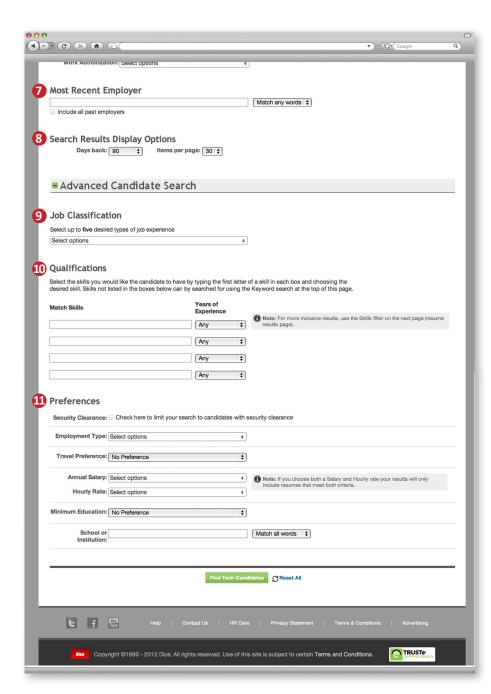
## How to Search For a Candidate Using ResumeView



- From Find Candidates on the Dashboard, enter Keywords and Location for your Candidate Search. Then click Find Tech Candidates.
  - a. If you need a Boolean search\*, you can click Advanced Candidate
     Search. OR
  - b. 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.

- **3. Third Party Candidates:** "Exclude" is selected by default.
- 4. 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.
- **6. Work Authorization:** Select as few or as many choices as you need.



- **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.

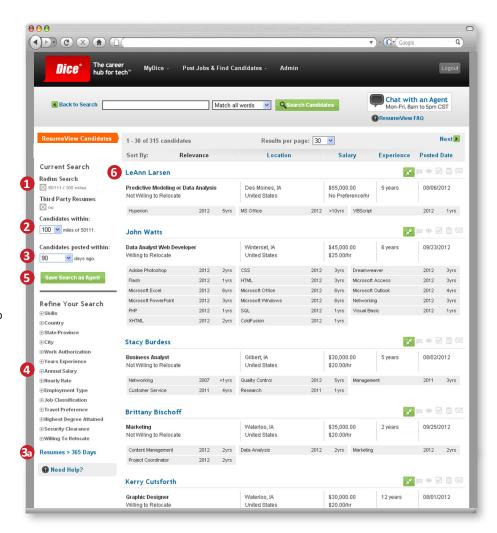
## 11. Select Preferences:

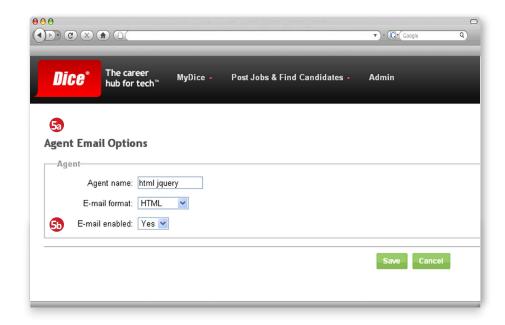
- Security Clearance: Check this box to limit your search only to candidates with security clearance selected.
   NOTE: it may not be current or active.
- Employment Type: Select as many options that apply to the role you're trying to fill. For best results, pick all of the options that you can work 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 dropdowns. 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**.

- 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.
- 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.
- Further refine by clicking on the + signs below.
- 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.





## **Candidate Resume Management**

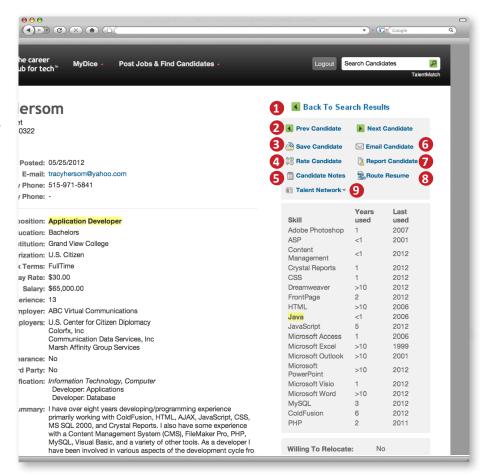
You will find a list of possible actions in the upper right-hand side of the profile.

- 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.
- Previous/Next Candidate takes you to the previous/next candidate in the search results.
- 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.



- **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.

- 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.
- Talent Network: Gives you the option to invite the candidate to your network from within the resume.