

Transcript
CV Resume Search

Once you have a package established on your employer account you now have access to the resume database. The resume database is where candidates can decide to make their profile and any documents searchable to hiring institutions.

To access, first be sure that you are logged into your employer account and simply click on the CV/Resume Search link in the top navigation or the Search CV/resumes link in the center of your Overview page.

This will take you to the CV/resume search and allow you to search by different facets to help in narrowing down to the perfect candidates. You can search by Location, Category (Faculty/Staff/Executive), education, Job type, Resume Age or desired salary.

You also have the ability to narrow it down to current students, anyone who would be interested in internships or entry-level positions, those willing to relocate and individuals authorized to work in the United States

There is a keyword search as well to assist with additional specification. If you need assistance with the keyword search you can click on the “I” icon beside the search link for helpful building an effective search.

Once narrowed down with your criteria, click the “Search” button. You can then click on any of the records to review the job seekers information and documents they may have attached. From this screen you have the ability to mark as “Interested” or “Not Interested” to help with sorting. You can contact them via email, forward it to someone else for review or print the record.

If you would like to receive profile emails based on the search criteria you have input, you can click on the “Save This Search” link > It will then prompt you to Name your search and you would then click the “Email me matching results daily”. This will save you from coming in to check to see if new profiles have been created that may meet your criteria.

If you need assistance at any time don’t hesitate to reach out to our customer service team whose information can be located in the “Help” section in the upper right hand corner.