

User Guide

Searching for Candidates

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Strictly Commercial in Confidence





1. Searching for Candidates

You can search for candidates that have applied to a vacancy (or registered their interest in working for you) from several locations:

- From the **Dashboard** Screen ('Quick Candidate Search')
- From the Candidates Select Job screen
- From the Candidate Listing
- From the Talent Bank

The most common searches are for candidate names or Application IDs.

However, you can use the candidate search boxes to find candidates based on any word that is included in the online application form e.g. *a town or city, an employer name, a referee name etc.*

2. Dashboard Quick Candidate Search

Type your search into the Quick Candidate Search Box on the Dashboard page (e.g. a candidate's first name).

	Sunday, 6 th October 2013
TOP 10 LIVE VACANCIES	ACCOUNT SUMMARY 396 Total Candidates 346 Active Candidates 10 Live Vacancies 15 Total Tilles Q QUICK CANDIDATE SEARCH Peter Bailey 25 30 GO TO VACANCY
ACTIVITY FEED just me All Activity Recruiter Amanda Clark	Select a Vacancy Select a Vacancy

Figure 1: Quick Candidate Search

Matching candidates will instantly be displayed in the search results.



3. Search Results

Matching candidates are shown in the Search Results screen. Quick links to each candidate's record card and application form are available.

Candidat	e Search		Filter All Fields	Q peter			
Search Resu	Its						
Application I	O Candidate	Job ID	Job Title	Stage	Status	Matches	
() 577458	Peter Bailey	25778	Procurement Administrator	Interview Outcome	Active	2	
E 554722	Peter Bazaz	25724	Fabric Controller	Interview Decision	Active	2	
554687	Peter Gregory	25723	Lift Service Engineer	Awaiting Offer Acceptance	Active	2	
E E 554690	Nicholas King	25723	Lift Service Engineer	Interview Decision	Active	1	
E E 554275	Matthew Parker	25722	Main Grade Lecturer Physics	Interview Decision	Active	1	
题 554254	Elizabeth Russell	25722	Main Grade Lecturer Physics	Setup Offer Details	Active	1	
557669	Leigh Skidmore	25722	Main Grade Lecturer Physics	Interview Decision	Active	1	
554282	Lindsey Smedley	25722	Main Grade Lecturer Physics	Interview Decision	Active	1	
E 557689	Julia Hardy	25727	Main Grade Lecturer Maths	Interview Decision	Active	1	
E 557691	Rebecca Minter	25727	Main Grade Lecturer Maths	Interview Decision	Active	1	
557712	Antoine Constantinedes	25727	Main Grade Lecturer Maths	Interview Decision	Active	1	
567626	Carole King	25727	Main Grade Lecturer Maths	Interview Decision	Active	1	
E 568853	Test Application	25655	Legal Secretary	Interview Outcome	Active	1	
E 526540	Leila Werner	25618	Store Manager - Camden	Interview Outcome	Active	1	
🗐 🜉 526557	Kate Bruce	25618	Store Manager - Camden	Interview Outcome	Active	1	
	Dita Saada	25618	Store Manager - Camden	Interview Outcome	Active	1	

Figure 2: Search Results

Hover over the number of Matches to see which fields have matched your search.

Click the candidate's row to display the candidate within the vacancy they applied to.

Figure 3: Click the candidate row to see the candidate within the job

reach ATS	Dashboard Candidates Vacancies Libraries Talent Bank Reports Settings Preferences 🗱 Sign Out
	🥵 Adtive Candidates 🛛 🖉 Incomplete Candidates 🖉 🚭 Rejected Candidates 🖉 💐 Withdrawn Candidates 🖉 🖲 Candidates On Hold
	Acandidate Listing - Procurement Administrator (ID : 25778)
	⇒ Job Selection 🔗 Actions
	🔚 Screen 🎎 Shortlist 😰 Interview 🔒 Offer 🗄 Contract 🐁 Appointed 👒 Onboard
	Candidate App ID Application Date Location Grade Score Stage
	□ Peter Bailey 577458 🗐 🕹 22/07/2013 10.31AM West Bromwich 🚖 🚖 🚖 100% Interview Outcome



4. Search from Candidates

Click **Candidates** and then type your search into the Candidate Search Box at the top of the page.

When you type into the search box, a search filter drop down appears.

This allows you to refine your search to specific types of candidate answers. For example, you can search for a referee name.

Candidate Search	Filter	All Fields V	Q Mary Plant			
JOB STATUS Live	IG DIVISION All	Contact Fields Job Fields	ROLE AII			- •
Job ID Job Title	Operating Division	Recruiter Fields		Total	Active	Hired
▶ 25632 Customer Care Team Leader	Commercial Services	Interview Fields	ntre	5	5	5/5
> 25773 Electrical Engineer	Retail Operations	Reference Fields	ering	0	0	0/0
▶ 25724 Fabric Controller	Retail Stores	Contract Fields	cturing	22	20	1/1
▶ 25723 Lift Service Engineer	Civil and Environmental Er	Skills Fields	ons	16	16	1/1
▶ 25727 Main Grade Lecturer Maths	Mathematics	Certificates Fields	ıg	27	24	4 / 1
> 25722 Main Grade Lecturer Physics	Physics	Experience Fields	ıg	27	23	5/3
> 25778 Procurement Administrator	Commercial Services	Account Fields	ons	20	20	0/1
> 25668 Register With Us	Commercial Services	Preferences	ons	1	1	0/0
> 25621 Sales Assistant - Solihull	Retail Operations	Sales		9	9	0 / 2
25618 Store Manager - Camden	Retail Operations	Sales		22	20	0 / 1
> 25620 Store Manager - Workington	Retail Operations	Sales		21	9	0/0

Press Enter to run your search.

5. Search within a vacancy

Click Candidates and select a job.

Type your search into the Candidate Search Box at the top of the candidate listing page.

When you type into the search box, a search filter drop down appears.

This allows you to refine your search to specific types of candidate answers. For example, you can search for a referee name.

Press Enter to run your search.

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	Candidate Search		<	Filter All Fields	s VQ.	Rita Parson	
							Job Selection 🦻 Actions
	creen 10 🎎 Shortlist o	Pinterview s	Gffer o	ontract 2 🏻 💩 Appo	inted o 🛛 🗐 Onb	oard o	
	Candidate	App ID	Application Date	Location	Grade	Score	Stage
	Ayesha Gupta	577457 🔄 🚨	22/07/2013 10:38AM	Cosford	****	75%	Screening
	Adil Singh	577459 🔄 🚨	22/07/2013 10:29AM	Wolverhampton	****	100%	Screening
	Tom Jones	577460 🔄 🚨	22/07/2013 10:22AM	Wolverhampton	****	75%	Screening
	Shelly Cutler	577461 🔄 🚨	22/07/2013 10:20AM	Stourbridge	****	100%	Screening
	Sharon Mason	577468 📧 🚨	22/07/2013 10:11AM	Shirley	****	100%	Screening
	Delia Smith	577464 🔄 🚨	22/07/2013 10:04AM	Wolverhampton	****	75%	Screening
	Amy Taylor	577465 🔄 🚨	22/07/2013 09:59AM	Wombourne	****	50%	Screening
	Ryan Mcbride	577469 🔄 🚨	22/07/2013 09:55AM	Pattingham	****	100%	Screening
	Diane Millard	577467 🔄 🚨	22/07/2013 09:51AM	Kidderminster	***	75%	Screening
	Harry Brown	577470 🛅 🚨	22/07/2013 09:49AM	Bilston	***	50%	Screening
-							

6. Search within the Talent Bank

Click Talent Bank > Free Text and then type your search into the box.

🤉 reach ATS	Dashboard Candidates Vacancies Libraties Talent Bank: Reports Settings Preferences 🀲 Sign								
	Talent Bank	Tasks							
	Bearch Rules Please provide keyword or phrase below: Rita © Cancel Save Rule								

 Figure 6:
 Talent Bank free text search

Save the rule and then click Run Search.

Matching candidates will be shown in the search results.



Save the rule and then click **Run Search**.

Matching candidates will be shown in the search results.

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Figure 7: Talent Bank search results

From the search results screen, use the checkbox to select candidates. You can then:

- Email the candidate(s) using the Email action
- Copy the candidate(s) to another vacancy using the Copy action