# How do I search CVs?

There are two ways to do a CV Search: the free text method and the Search Assistant method.

Free text search

This method allows you to build the search like a sentence but you can't save the search criteria.

1. Decide on what you want to search for. You can combine criteria together and use AND / OR words to help define or broaden your results. You might want to search for a skill and a location. For instance, find all the Project Managers in London.

2. Type in the first criteria of your search and put double quotes around it so the search recognises it as a phrase. Type in "Project Manager".
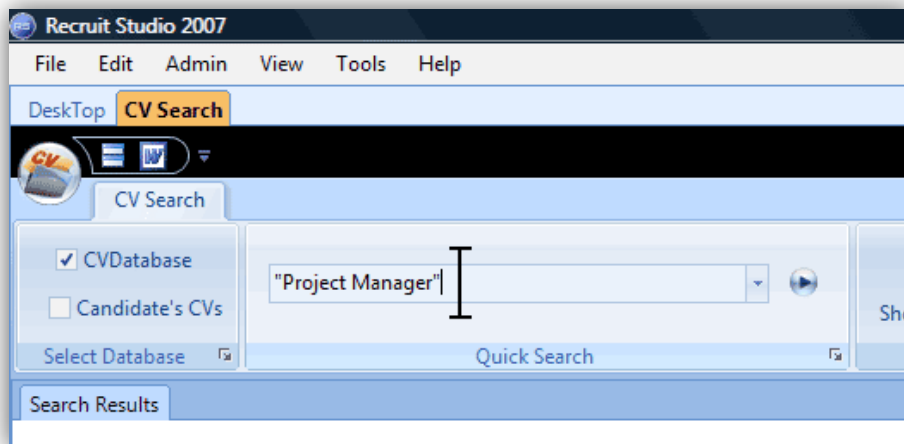
3. Now type in either AND or OR in capital letters…

4. …followed by the second search term such as "London".
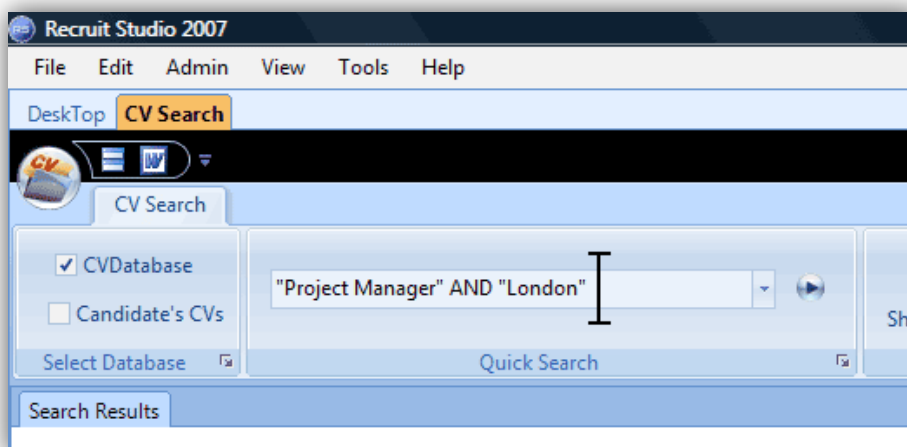
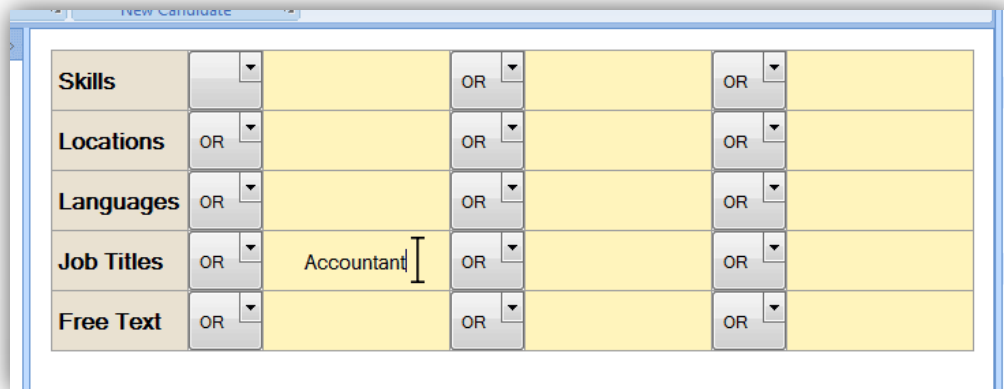5. You can continue to add criteria or when you are ready, click Search.
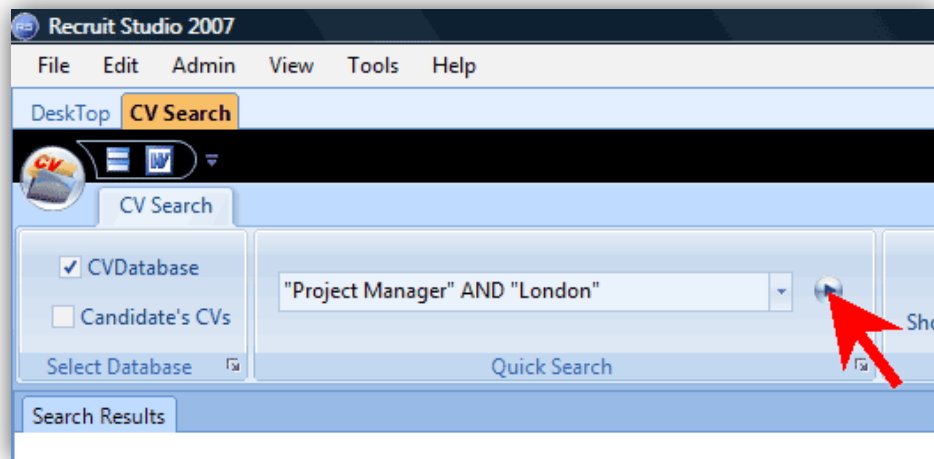
6. The results will be displayed in the box beneath.

The results of the CV search are displayed in date order – the most recently added CVs will appear at the top of the panel.

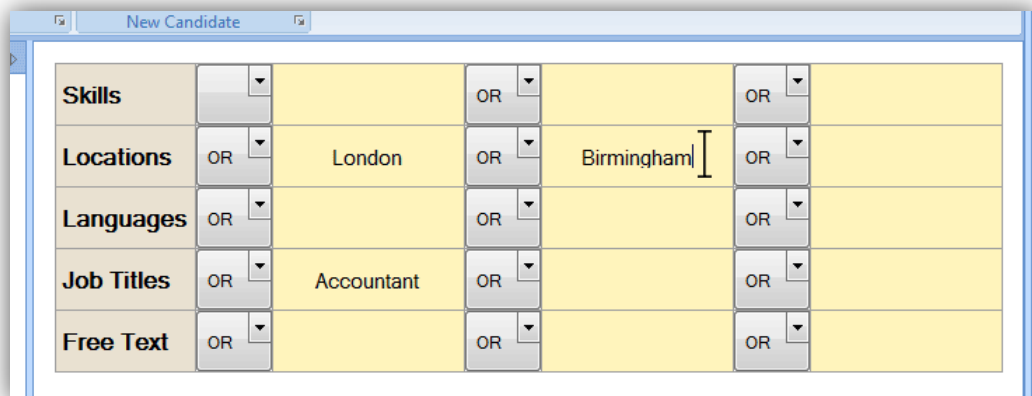## Using the Search Assistant

This method allows you to build a categorised search and save it for future use.

1. Decide on what you want to search for. You can categorise the criteria to help you organise the search – although it doesn't affect the outcome of the search. For instance you may want to search for Accountants in London or Birmingham with experience in tax.

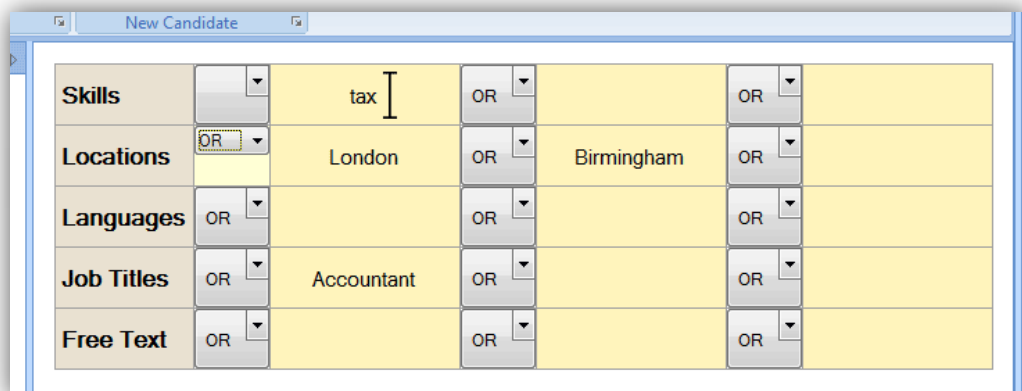2. Enter your first search term (job title) into the relevant box:

3. Continue to enter the locations, London and Birmingham:

4. Add the skills to the search, in this case 'tax':

5. Now adjust the AND and OR options if you need to. It should read like a sentence from the top to the bottom of the search:
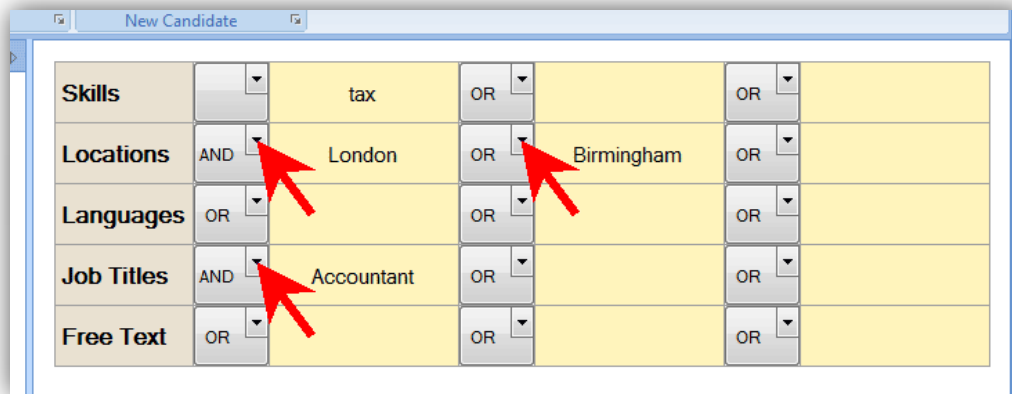
6. Before you click the Search button, enter a name for the search if you want Recruit Studio to store it for the future and it will be added to My Searches underneath.
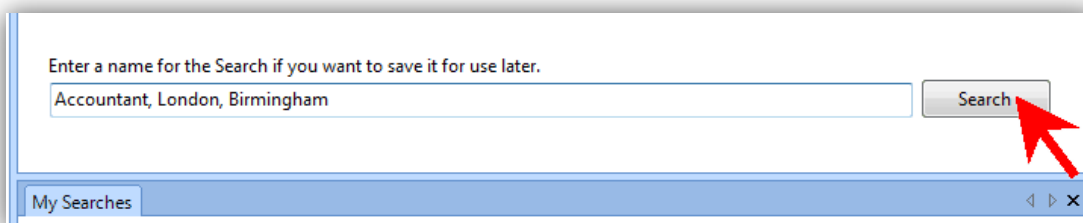
What's next?

1. Double click the CVs to preview them in the panel.
2. Check your database to see if the most promising CVs are already candidate records. To do this, look up the candidates by name using the look up facility on the Clients & Candidates button.
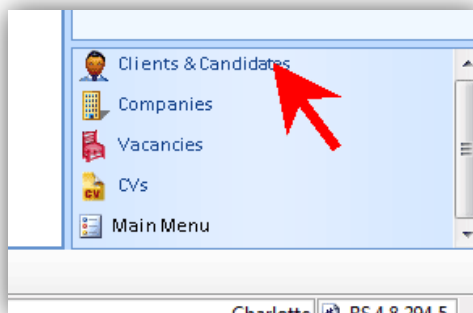
3. If you want to create a new candidate record for a CV that appears in the results, click the 'Create New Candidate' button on the toolbar and a new record will open with the CV automatically attached.