

How do I... search for candidates by key skills?

Following on from the video How Do I...get started searching the database? Let's try a popular search using multiple key skills so you can see how Recruit Studio can filter the search results by adding more criteria to the search.

Click Search & Mailings from the Main Menu to begin and click on the candidate icon.

When you are searching for key skills, job titles or segments you need to tell Recruit Studio which sector you are searching so it knows which lists to present you with.

If your user name has a default sector selected already you don't need to do this, unless you are searching a sector beyond your default sector.

If your user name doesn't have a default sector set, you need to click on the cog icon to make your sector choice.

Let's build a simple key skill search first by choosing 2 skills that candidates must have to be considered for a current vacancy. Select Key Skills and move along to select a skill from the list. The pull down above this lets you set how many instances of this skill in the candidates CV you want the results to show. The higher the number, the more times the candidates will have mentioned the skill in their CV.

Click Search at the end of the ribbon.

Now let's narrow the results we are going to get by adding another skill. Simply select AND or OR depending on whether both skills must be present or if either of the skills is acceptable. In this case, we'll narrow the results down by selecting OR. Then select another skill from the menu. You can see the search building up.

When you are satisfied, click Search.

Next, let's try building a more complex search by using the AND and OR values together. Supposing you receive a vacancy which requires a combination of skills, it is possible that you will be required to find candidates who can offer Skill A or Skill B and Skill C. Using the example of the engineering sector, let's imagine your candidates must have either project management experience or product development and budget control.

Firstly, return to the Search Selection tab and click the candidate icon to clear the previous search.

Select the sector if it's not set as the default.

Choose key skills from the list and move along to select the first skill. When building a more complex search where you are making use of ANDs and ORs together, make sure you select the ORs first. So, choose 'product development', click OR and then choose 'budget control'. Then select AND and choose project management from the list.

Review the search and click Search.

With proper use of key skills and ensuring that the database is fully populated, you can achieve great results in no time.