

How do I... search for candidates using several criteria?

Let's now look at how you can achieve very specific results by combining criteria to filter through the candidate database.

Select 'Search and Mailings' from the Main Menu and click the Candidate icon.

If you have a specific requirement that combines various attributes, you can build a search to encompass them all.

Let's look for a Lawyer based within a 20 mile radius of Birmingham, working in the family law segment, who was registered as a candidate after the 3rd October 2007.

To begin, select the Law sector if this is not the default. Working through the pull down list, choose Proximity and then choose a radius. In the space underneath, enter the postcode such as B1 for Birmingham.

Now return to the start of the ribbon and put a tick in the AND box. From the pull down, choose Properties, then Job Title, selecting Lawyer from the list. Return to the final pull down and select RegDate so we can enter a particular date. As we want to search for candidates registered after a particular date, choose the greater than sign. The format of the date is important in finding matches, so enter the date as follows : 3Oct2007 and click Add. Our final choice is segment, so find segment in the pull down and select family law from the menu.

Finally review the search to make sure everything is included and click Search.

A useful tip when you are wanting to repeat common searches is to save the details so that Recruit Studio can rerun it again in the future. To do this, run your search and then click the circle button on the ribbon. You can then save the search to the desktop. Enter a name for the search and click ok. This will create an icon on your Recruit Studio desktop which you can then double click at any time and the search will be rerun. What's useful about this is that not only is it really quick to run, it will also take into account of new candidates that you have added so you won't miss out.

So now that you've seen some examples it's worth remembering the golden rules on searching:

1. Select the sector using the cog icon if you don't have a default sector or are looking beyond your default sector.
2. Tick the AND / OR options to narrow or widen the search.

This brings us to the end of searching for candidates. Don't forget to watch the other videos on searching as they all contain useful tips. You may now want to watch a video on what to do with the search results so you can mailshot, email or set call backs.