

**REQUIRED** Java x HTML x Replication x

**OPTIONAL** DBA x "Database Administrator" x

**EXCLUDED**

Only Search Description

Switch to Advanced

Require, include, and exclude keywords; drag and drop them between rows (type the keyword and then press TAB so it appears inside the gray "bubble")

Toggle between Basic and Advanced (which allows Boolean) searching\*

▼ Suggested Keywords Select to ONLY search the candidate's resume

aix hewlett packard client server computer programming backup recovery sun solaris super upside note

korn shell perl data base administration desktop dba enterprise dba adm data modeling life cycle

case tools windows xp problem solving skills asp

Show/hide suggested keywords; drag and drop them into the keyword search fields

▼ Additional Criteria Search all candidate record fields by including or excluding specific values

Status

**Available Fields**

- Address
- Candidate Name
- Candidate Name
- Categories
- Cell Phone
- Current Company

Add search field rows and select the different fields to search

\*Boolean/keyword field searches the following by entity:

**CANDIDATE:** ID, Name, Current Company, Type, Current Title, Resume, File Attachments

**CONTACT:** ID, Name, Client Corporation Name, Type, Title

**COMPANY:** ID, Company Name, Status, Client Contact's Name

**JOB:** ID, Job Description, Job Title, Client Corporation Name, Client Contact Name, Employment, Status

**SUBMISSION:** Histories Comments, Candidate Description, Job Order Title, Job Order Categories Name

**PLACEMENT:** ID, Job Order ID, Job Order Title, Candidate Name, Job Order Client Corporation Name, Job Order Client Contact Name

Clear All



# Candidates



+Java, +HTML



Mass update and take mass actions against selected records.

Clear all criteria.

Save your search criteria and current column layout as a Favorite to re-run later.

Filter results by owner (clear all owner filters to include candidates with disabled owners).

Add and remove columns from the layout.

Make in-line edits to field data.

Sort candidates by score/ relevancy (hover over blue line to see percentage)

Click a candidate's name to open their record.

- UPDATE
  - Change Owner
  - Change Status
  - Change Categories
  - Change Skills
  - Change Specialties
  - Change Source
  - Mass Delete
- ACTIONS
  - Add to Tearsheet
  - Add to Distribution List
  - Add Internal Submission
  - Add Client Submission
  - Add Note
  - Create Task List

	Name	Score	Status	Address
<input checked="" type="checkbox"/>	Jon Snow	<div style="width: 100%;"></div>	Active	Winterfell, Quebec
<input checked="" type="checkbox"/>	Lindsey Sampson	<div style="width: 100%;"></div>	Active	Brookline, Massachusetts
<input checked="" type="checkbox"/>	Richard Anderton	<div style="width: 100%;"></div>	Active	Boston, Massachusetts
<input checked="" type="checkbox"/>	Carmen Sandiego	<div style="width: 100%;"></div>	Active	Los Gatos, California
<input checked="" type="checkbox"/>	Beatrix Kiddo	<div style="width: 100%;"></div>	Active	El Paso, Texas
<input type="checkbox"/>	Franky Maria	<div style="width: 100%;"></div>	Active	Carlisle, Massachusetts
<input type="checkbox"/>	Roland Deschain	<div style="width: 80%;"></div>	New Lead	Cambridge, Massachusetts
<input type="checkbox"/>	Joseph Kroon	<div style="width: 80%;"></div>	New Lead	New York City, NY
<input type="checkbox"/>	Chris Lewis	<div style="width: 80%;"></div>	New Lead	Naples, FL
<input type="checkbox"/>	Caesar Clamato	<div style="width: 80%;"></div>	New Lead	New York, NY

Preview a subset of candidate fields, the candidate's resume, notes, work history, and education.

