

## There are many different ways to search within the Yahoo! HotJobs resume database to find the right one.

With the Yahoo! HotJobs Recruitment Center, there are tools and features to help you search effectively and efficiently. To assist you, we have compiled a list of Best Practices below. Important note: You may not want to utilize all of these best practices in the same search. Start with a broad search criteria and then refine your search to narrow in on the right candidates.

The screenshot displays the Yahoo! HotJobs Recruitment Center search interface. On the left, there are navigation tabs for Home, Jobs, Search, Candidates, Tools, and Accounts. Below these, there are search options: 'Candidates in the Yahoo! HotJobs database' and 'My candidates'. The 'Search Criteria' section includes options for 'All of These Keywords', 'Any of These Words', 'Exact Phrase', and 'None of These Words'. On the right, there are advanced filters: 'Candidate Edited Within' (Last 120 days), 'Salary Preference Range' (From/To), 'Experience' (All year ranges, 0-1 years, 1-2 years, 2-5 years, 5-10 years, 10-15 years, 15+ years), and 'Candidate's Previous Job Details' (Most Recent Job Title, Most Recent Employer).

### **FIND CANDIDATES WHO MAY NOT BE ACTIVELY LOOKING FOR A POSITION.**

Always remember the passive candidate! In the candidate details section, we recommend searching a minimum of the “Last 120 days” for candidate resumes. To find even more passive candidates, utilize the “Select” option to search for candidate resumes of any age.

### **CAPTURE CANDIDATES WITH MULTIPLE EXPERIENCE LEVELS.**

In order to capture candidates with various years of experience try including multiple experience levels. For example, if you are looking for a candidate with 2-5 years experience or more, try selecting 5-10 years, 15+ years, or check “All year ranges”.

### **BROADEN YOUR SEARCH RESULTS WITH RELOCATION.**

The relocation feature is an excellent way to expand your search results. Even if your company does not offer a relocation package, many candidates are willing to pay for their own relocation. Utilize this feature to expand your search and find more resumes!

### **UTILIZE BOOLEAN SEARCH.**

Boolean search technology allows you to refine your search by selecting specific word combinations that you're looking for. You can also elect to rule out candidates whose resumes contain certain words that DON'T match your preferences. Select the “Also accepts Boolean” link for tips on Boolean Searching.

### **SEARCH WITHIN YOUR OWN CANDIDATE POOL.**

Selecting the “My candidates” radio button enables you to search for candidates who have applied to your jobs as well as resumes that you have stored in folders. This is like searching your own mini-database.

### **ALWAYS UTILIZE THE “SHOW ADVANCED OPTIONS” LINK.**

This gives you more criteria options enabling you to get the targeted results you need.

**SEARCH FOR RESUMES OUTSIDE OF THE US.**

If you are looking for Canadian or International resumes, you can utilize the Canadian or International radio buttons within the location section – you do not need to purchase a separate database to access these candidates.

**FIND CANDIDATES IN THE LOCATIONS YOU NEED BY UTILIZING MILE RADIUS.**

To narrow your search by location, utilize the mile radius feature in conjunction with a specific zip code. For a broader search, utilize the mile radius feature coupled with the city you are searching in.

**LOCATE CANDIDATES WITH A SECURITY CLEARANCE QUICKLY AND EASILY.**

When searching for candidates with a US Security clearance, utilize the check box under Work Authorization coupled with searching for keywords such as: “security clearance” and the type of security clearance such as “Counter Terrorist Check” or “Developed Vetting”.

**VIEW NEW RESUMES EVERY DAY.**

You can ensure that you will view fresh resumes every time you search by utilizing the “Only display candidates since last Sign in” check box. This will display only those candidates whose resumes are new or edited since the last time you signed into Yahoo! HotJobs, either within the last few hours, or few days.

**NARROW YOUR SEARCH WITH THE SALARY PREFERENCE RANGE.**

Refining your search results by salary preference range is a great way to find candidates within your compensation range. Always remember to check the “Include Unspecified” box as many candidates do NOT specify a salary on their resume.

**NARROW YOUR SEARCH BY JOB TITLE TO ACHIEVE VERY SPECIFIC RESULTS.**

Remember that job titles tend to vary from one company to another. When searching by job title, you will ONLY receive results if the candidate currently has that job title or if they held that title at their most recent position.

**BE SPECIFIC WHEN CHOOSING A CANDIDATE EDUCATION LEVEL.**

Choose Bachelor of Science, Bachelor of Arts or Bachelor of Business Administration. You can also search all 3 simultaneously.

**UTILIZE THE CANDIDATE E-MAIL ADDRESS SEARCH OPTION.**

This option allows you to narrow your search results by email domain. For example, you can find college graduate entry level candidates by searching for .edu in the email field.

---

## Managing your search results:

**SAVE TIME WITH THE DETAILED VIEW.**

The “Detailed” link allows you to view more information on a per candidate level such as current employer, education and travel specifications.

**USE STAR RATINGS TO CREATE A REMINDER.**

The “Star Rating” feature serves as a reminder that you have considered the resume. This feature allows you to rate the candidates based on how qualified you feel they are.

**REFINE YOUR SEARCH WITH A CLICK OF YOUR MOUSE.**

Utilize the “Narrow the Results” feature on the left hand side to refine your search results quickly and easily without creating a brand new search.