

# Quick Guide

## **Candidate database**

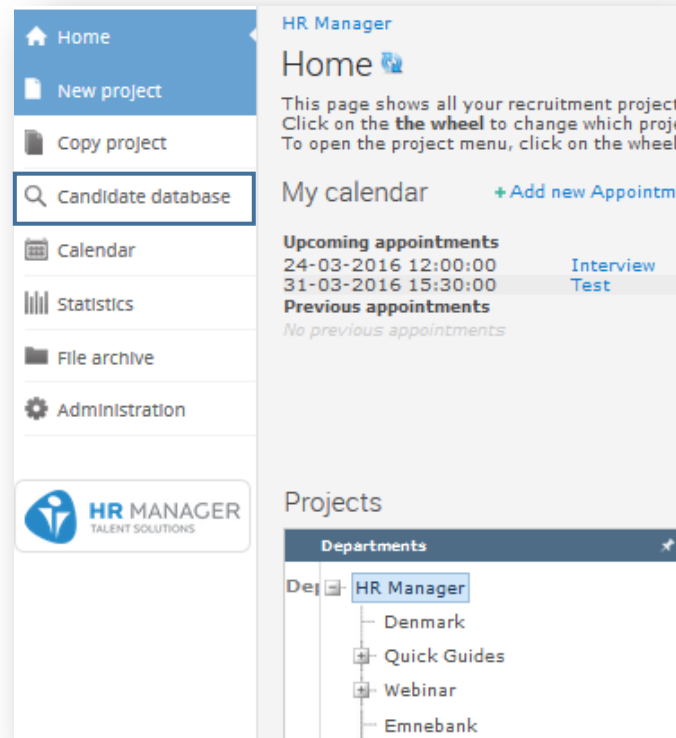


**HR** MANAGER  
TALENT SOLUTIONS

# Candidate database

Access the 'Candidate database' from the menu

It is possible to search for all candidates in your database or in specific projects.



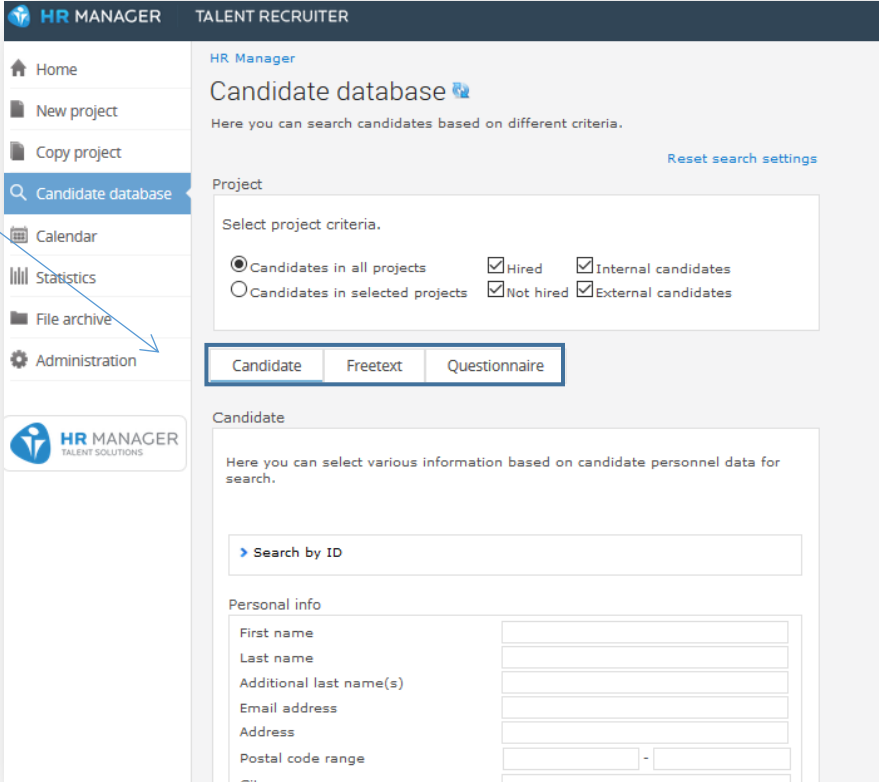
# Candidate database

The candidate database is divided into 3 tabs, each with different search features:

'Candidate': personal info, education, ranking, assigned tag etc.

'Freetext': freetext search in documents, notes and comments etc.

'Questionnaire': Select questions/preferred answer for searching candidates.



The screenshot displays the 'HR Manager TALENT RECRUITER' interface. On the left is a sidebar menu with options: Home, New project, Copy project, Candidate database (highlighted with a blue bar and an arrow pointing to the 'Candidate' tab), Calendar, Statistics, File archive, and Administration. The main content area is titled 'Candidate database' and includes a 'Reset search settings' link. Under the 'Project' section, there are two radio buttons: 'Candidates in all projects' (selected) and 'Candidates in selected projects'. To the right of these are four checkboxes: 'Hired' (checked), 'Internal candidates' (checked), 'Not hired' (checked), and 'External candidates' (checked). Below this is a tabbed interface with three tabs: 'Candidate' (active and highlighted with a blue border), 'Freetext', and 'Questionnaire'. The 'Candidate' tab shows a section titled 'Candidate' with the text 'Here you can select various information based on candidate personnel data for search.' Below this is a search bar labeled 'Search by ID'. Further down is a 'Personal info' section with input fields for First name, Last name, Additional last name(s), Email address, Address, Postal code range, and City.

# Project Criteria

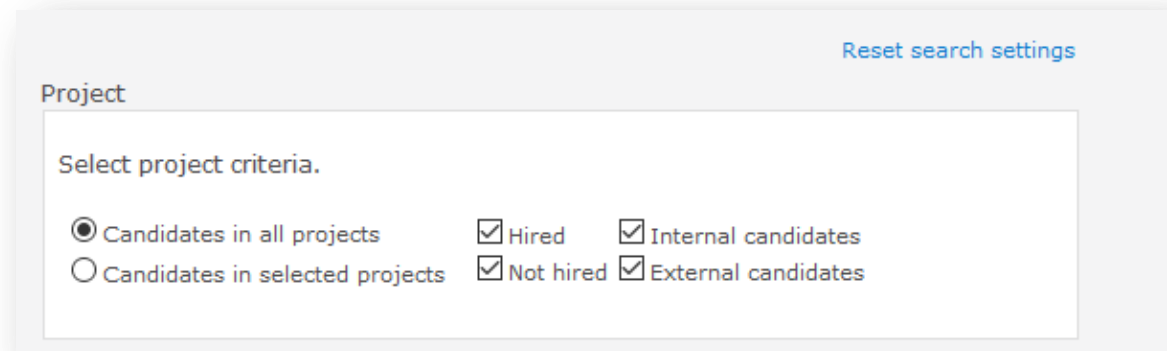
There is an option, to either search for candidates in selected project or in all projects created in the organization.

In 'Candidates in all projects' , the search result will only display candidates in projects you have access to and where the candidates match the search criteria.

In 'Candidates in selected projects' , the search result will only display candidates from the selected projects, where the candidates match the search criteria.

It is also possible to limit the search to only search within:

- Hired candidates
- Not hired
- Internal candidates
- External candidates



The screenshot shows a 'Project' settings panel. At the top right is a link 'Reset search settings'. Below the title 'Project' is a box containing the text 'Select project criteria.' followed by two radio button options: 'Candidates in all projects' (selected) and 'Candidates in selected projects'. To the right of these are four checked checkboxes: 'Hired', 'Internal candidates', 'Not hired', and 'External candidates'.

Project [Reset search settings](#)

Select project criteria.

☒ Candidates in all projects ☒ Hired ☒ Internal candidates

☐ Candidates in selected projects ☒ Not hired ☒ External candidates

# Candidates in all projects

The search will be based on all the candidates on the database. .

Option to search for criterias as candidates personal info, education, work experience etc.

Furthermore, criterias like rank, tags, status and application date are also all searchable.

The 'Candidate' search interface is divided into three tabs: 'Candidate', 'Freetext', and 'Questionnaire'. The 'Candidate' tab is active, showing a section titled 'Candidate' with the instruction: 'Here you can select various information based on candidate personnel data for search.' Below this is a 'Search by ID' button. The main search area is divided into three sections: 'Personal info', 'Education', and 'Employment history'. Each section contains various input fields and dropdown menus for filtering candidates.

**Personal info**

- First name:
- Last name:
- Additional last name(s):
- Email address:
- Address:
- Postal code range:  -
- City:
- Country:  Select
- Nationality:  Select
- Gender:  Select
- Marital status:  Select
- Age/birthdate: ☐ Age ☐ Birthdate
- Availability Date:  -

**Education**

- Years of higher education:  -
- Education level:  Select
- Subject:  Select
- Degree:  Select

**Employment history**

- Total number of years of work experience:  -
- Current position:
- Current employer:
- Field/sector:  Select
- Relevant work experience:  -

The right side of the search interface contains several sections for refining the search results. The 'Ranks' section allows selecting ranks for search, with options like 'Excellent', 'Neutral', and 'Not recommended'. The 'Tags' section allows selecting tags for search, with options like 'Not Recommended', 'Available', 'Not Available', and 'OK'. The 'Application date' section allows selecting an application date interval, with options like 'Date interval', 'Custom interval', 'Last 3 months', 'Last 6 months', and 'Last 12 months'. The 'Extended Search' section has a button for 'Extended search'. The 'Result view' section allows selecting a result view, with options like 'Select result view' and a dropdown menu. A 'Search' button is located at the bottom right.

**Ranks**

Select ranks for search.

Excellent  
Neutral  
Not recommended  
Neutral

**Tags**

Select tag for search.

Not Recommended  
Available  
Not Available  
OK

**Application date**

Select application date interval.

Date interval:  -

**Extended Search**

Extended search

**Result view**

Select result view:

Search

# Candidates in selected projects

For a search in 'Candidates in selected projects', it is possible to specify the following search options:

- My projects only
- Active projects
- Inactive projects.
- Project types

To find the projects click on the + to unfold the departments in the organization chart. The projects can be found under the departments, they belong to.

The image displays two screenshots of a software interface, likely for project management or recruitment.

The top screenshot shows a dialog box titled "Project". It contains the following sections:

- Select project criteria.**
  - ☐ Candidates in all projects
  - ☒ Candidates in selected projects
- Search options**
  - ☐ My projects only
  - ☒ Active projects ☐ Inactive projects
- Project types to display**
  - ☒ Recruitment project
  - ☒ Unsolicited application

There are also checkboxes for **Hired**, **Not hired**, **Internal candidates**, and **External candidates**. An **OK** button is located at the bottom right.

The bottom screenshot shows a dialog box titled "Select projects". It displays a tree view under the heading "HR Manager". The tree structure is as follows:

- HR Manager
  - Denmark
  - Quick Guides
  - Webinar
  - Emnebank
  - Norway
  - Sweden
  - QG
  - Test
  - Bluegarden

Each department in the tree has a small square icon next to it, which is the "+" mentioned in the text. A vertical scrollbar is visible on the right side of the tree view.

# Freetext

When using free text search in the candidate database, system performs the search in the candidate documents, internal notes and comments (tags).

When searching for several words, use the Boolean operators:

‘AND’: Requires both terms in item

‘OR’: Requires either term in item

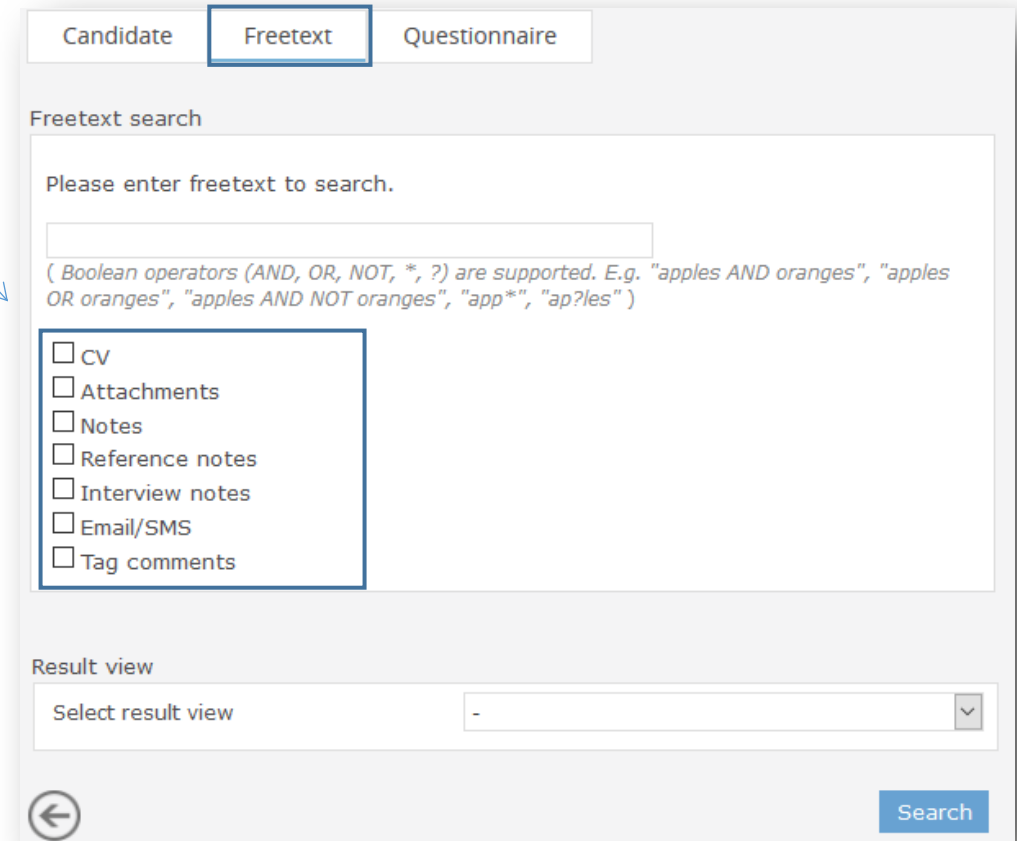
‘NOT’: Excluding a term in item

## Example:

‘Administration AND (Secretary OR Receptionist)’

Wildcards can also be used.

[Click here for more information](#)



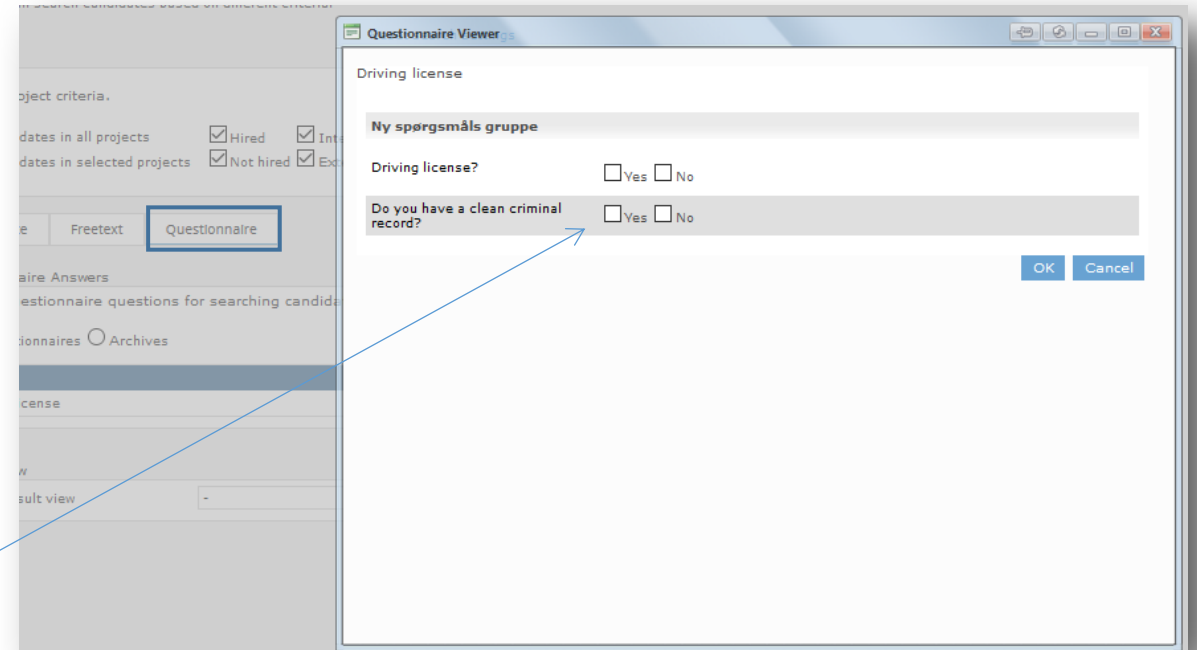
The screenshot shows a web interface with three tabs: 'Candidate', 'Freetext' (which is selected and highlighted with a blue border), and 'Questionnaire'. Below the tabs is a section titled 'Freetext search'. It contains a text input field with the placeholder text 'Please enter freetext to search.' Below the input field is a note: '( Boolean operators (AND, OR, NOT, \*, ?) are supported. E.g. "apples AND oranges", "apples OR oranges", "apples AND NOT oranges", "app\*", "ap?les" )'. Below this note is a list of checkboxes, each with a label: 'CV', 'Attachments', 'Notes', 'Reference notes', 'Interview notes', 'Email/SMS', and 'Tag comments'. A blue box highlights this list of checkboxes. Below the checkboxes is a section titled 'Result view' which contains a dropdown menu labeled 'Select result view' with a '-' symbol and a downward arrow. At the bottom left is a back arrow icon, and at the bottom right is a blue 'Search' button.

# Questionnaire

If a questionnaire has been used, it is possible to search for specific candidate answers through the database.

Select questionnaire and choose which candidate answers to search for.

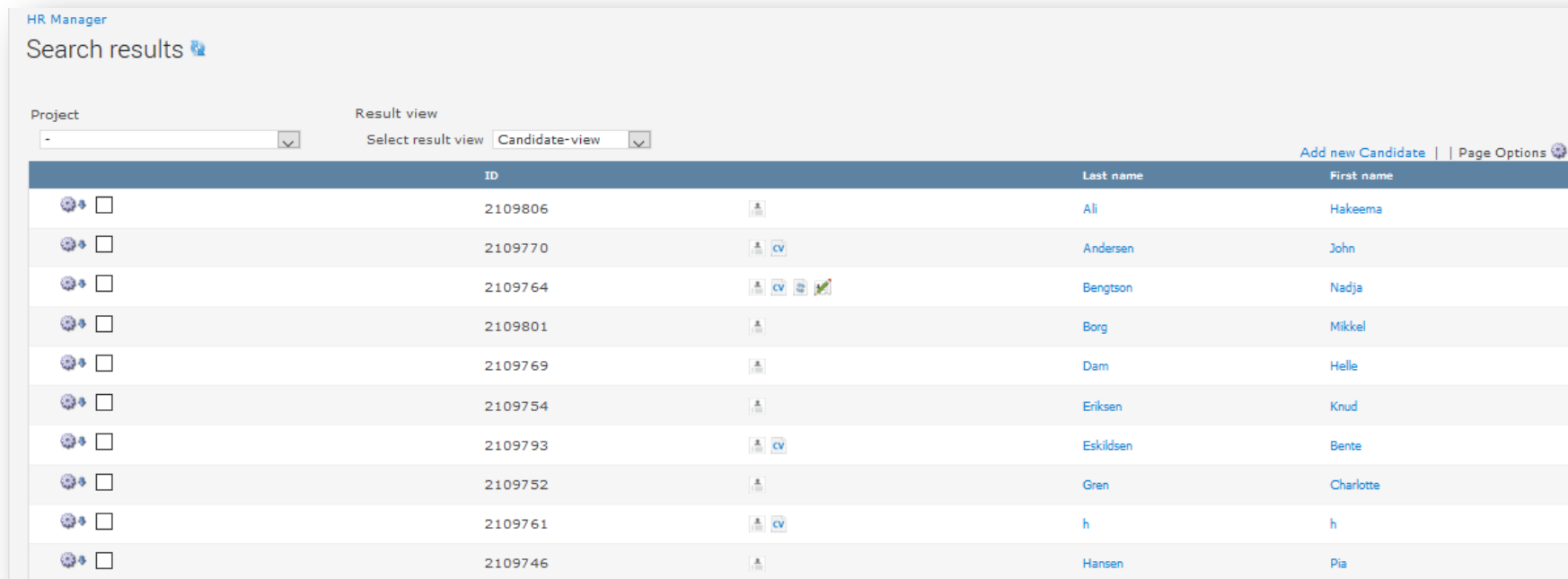
In the example, the search is for candidates, who have answered 'Yes' to having a car.





# Results

Once the search setting has been defined, simply click 'Search' to perform search. The results will be displayed as follows:





























HR Manager

Search results

Project:

Result view:

[Add new Candidate](#) | [Page Options](#)

	ID		Last name	First name
 <input type="checkbox"/>	2109806		Ali	Hakeema
 <input type="checkbox"/>	2109770	 	Andersen	John
 <input type="checkbox"/>	2109764	   	Bengtson	Nadja
 <input type="checkbox"/>	2109801		Borg	Mikkel
 <input type="checkbox"/>	2109769		Dam	Helle
 <input type="checkbox"/>	2109754		Eriksen	Knud
 <input type="checkbox"/>	2109793	 	Eskildsen	Bente
 <input type="checkbox"/>	2109752		Gren	Charlotte
 <input type="checkbox"/>	2109761	 	h	h
 <input type="checkbox"/>	2109746		Hansen	Pia

# **You can now use the search functionality in the candidate database**

Please contact Support for any further assistance

Tel: +45 72 44 06 44

Email: [support@hr-manager.net](mailto:support@hr-manager.net)

[Chat with us](#)



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