Quick Guide
Candidate database

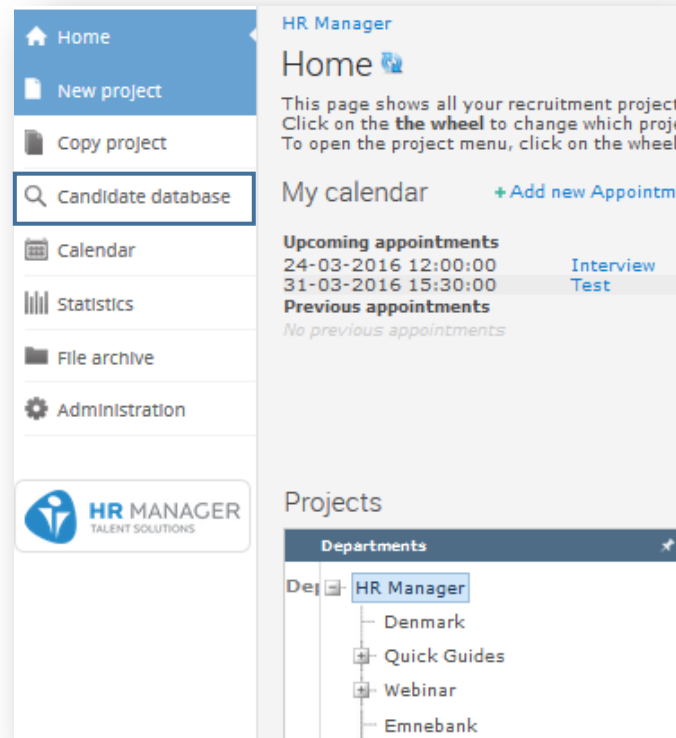HR MANAGER
TALENT SOLUTIONS

Candidate database

Access the 'Candidate database' from the menu

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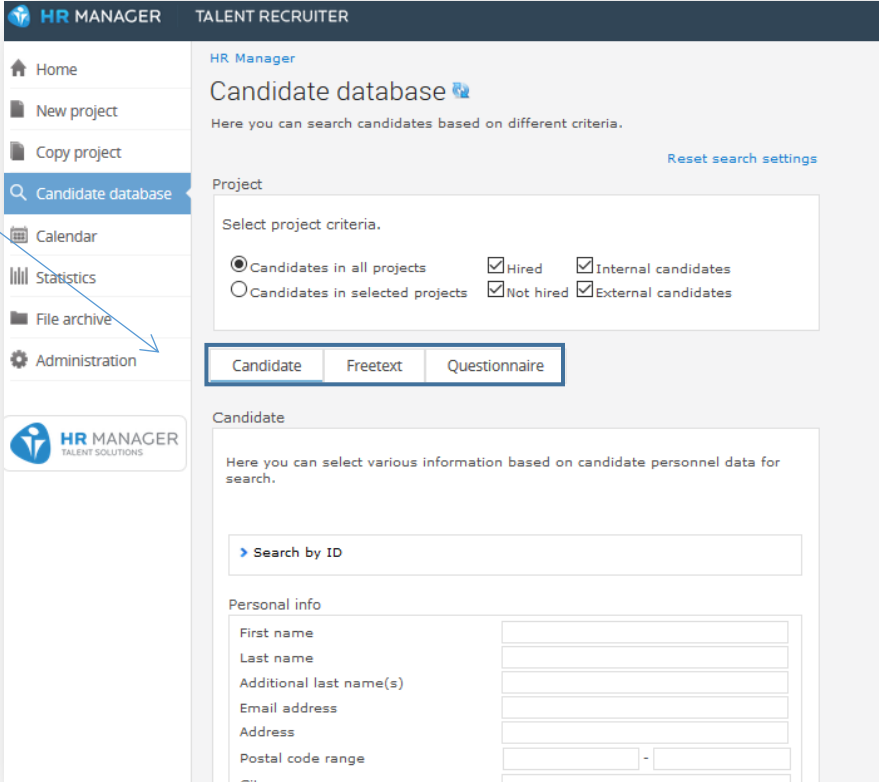
Candidate database

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.
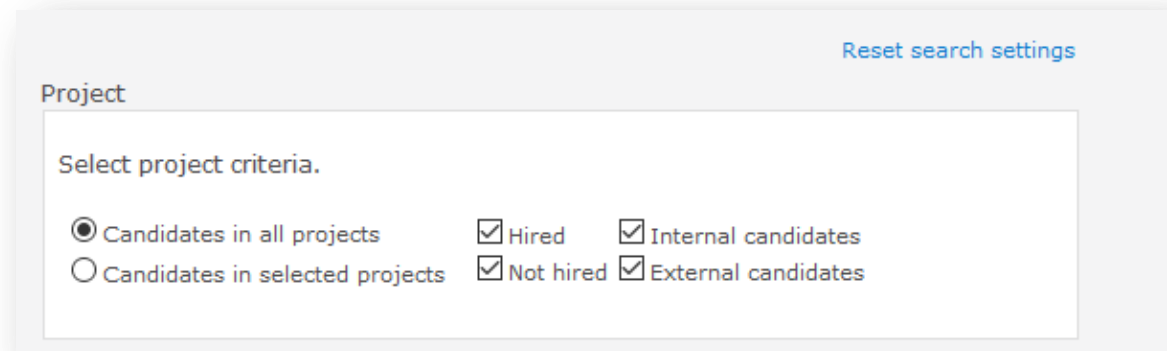
Project Criteria

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

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.

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.

Freetext

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

When searching for several words, use the Bolean operators:

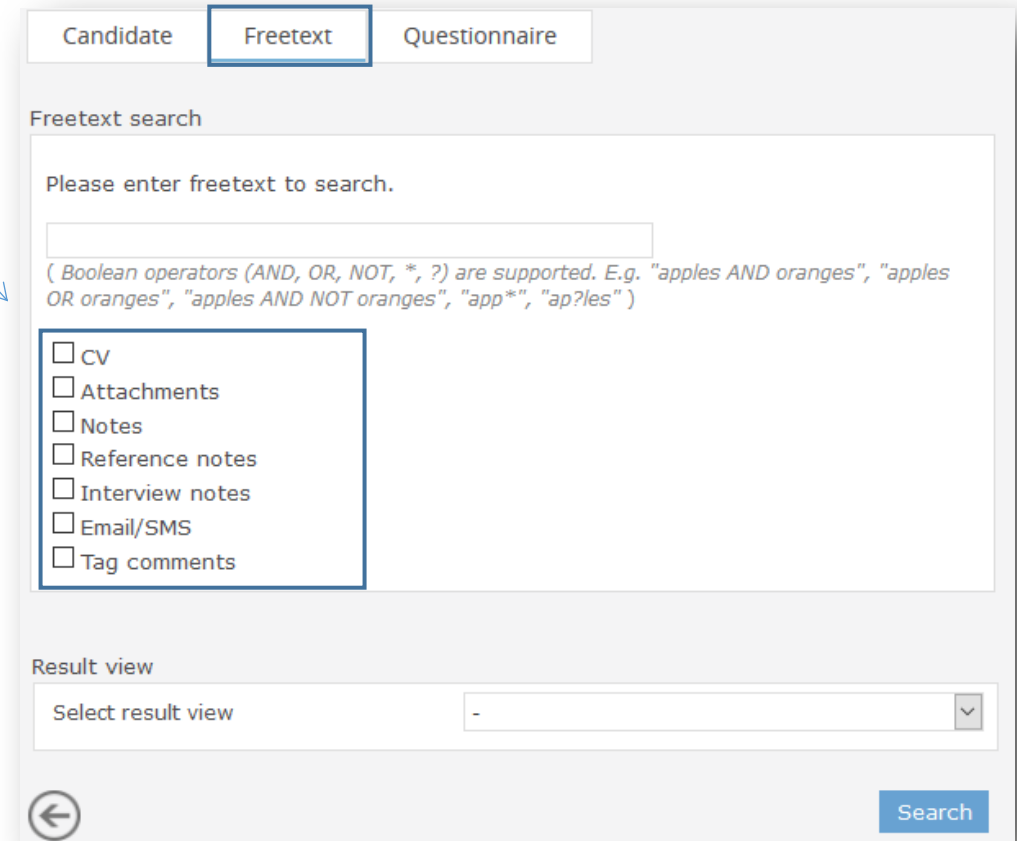'AND': Requires both terms in item

'OR': Requires either term in item

'NOT': Excluding a term in item

Example:

'Administration AND (Secretary OR Receptionist)'

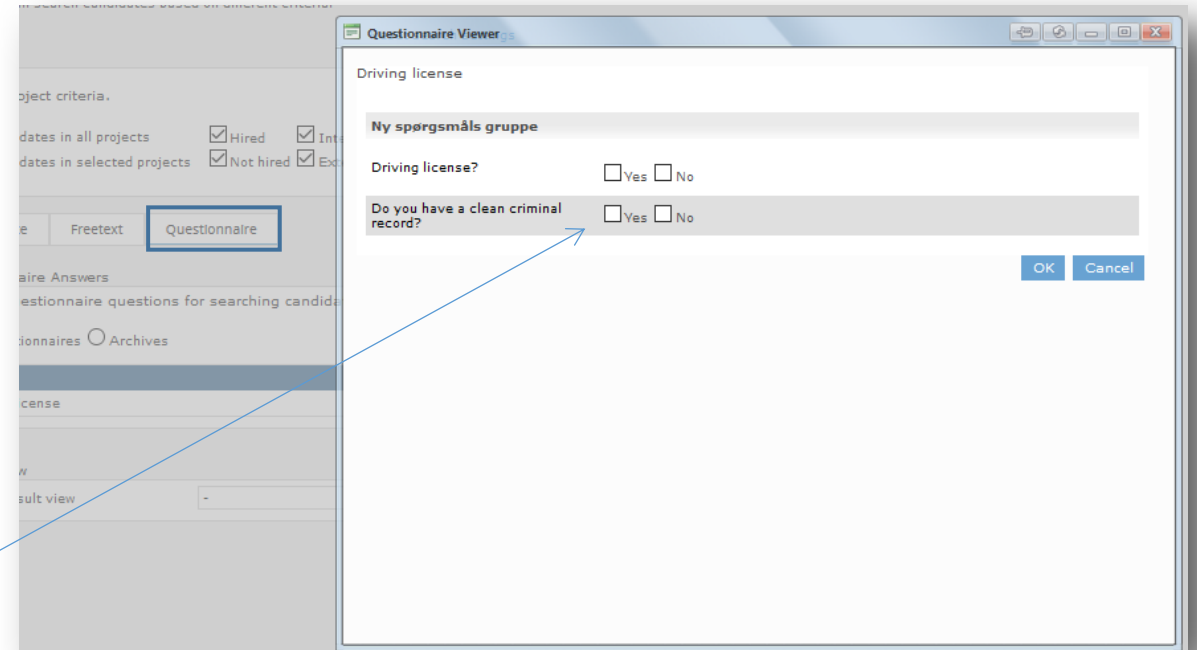Wildcards can also be used.

Click here for more information

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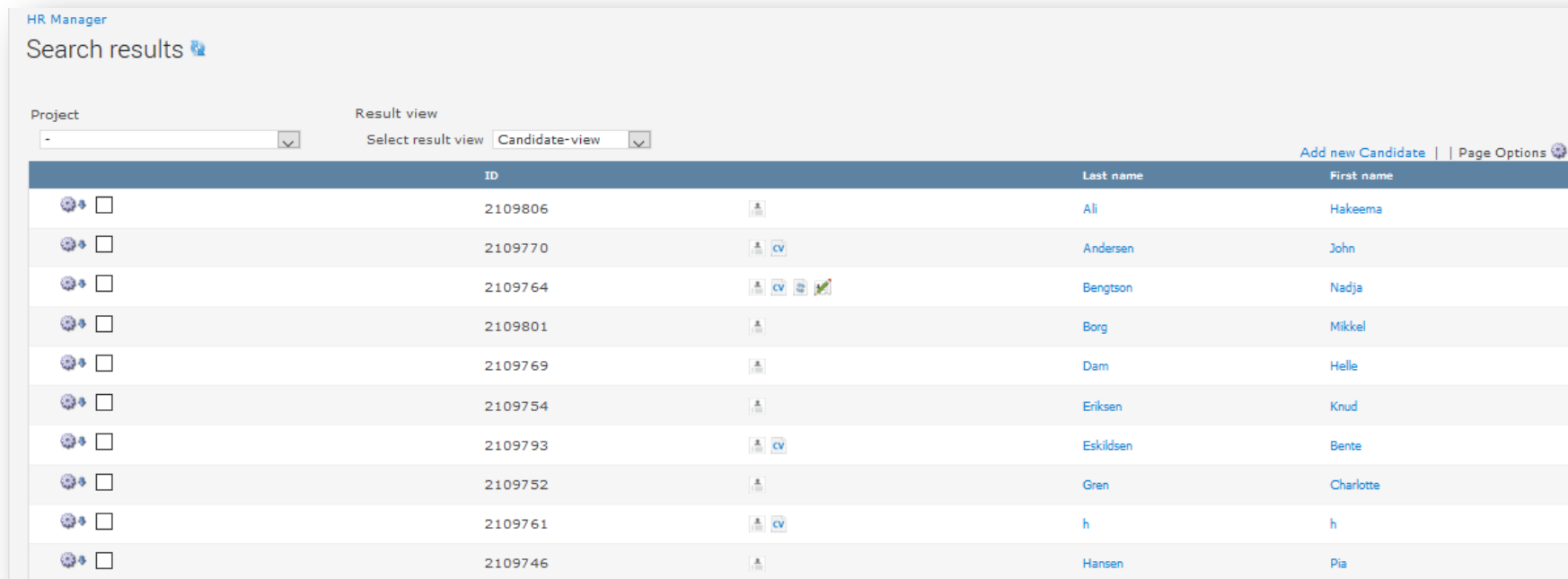
In the example, the search is for candidates, who have answered 'Yes' to having a car.

Results

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

You can now use the search functionality in the candidate database

Please contact Support for any further assistance

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