

TRANSCRIPT

Employer Candidate Search

1. Introduction

1.1 Geographic Solutions' Learning Center



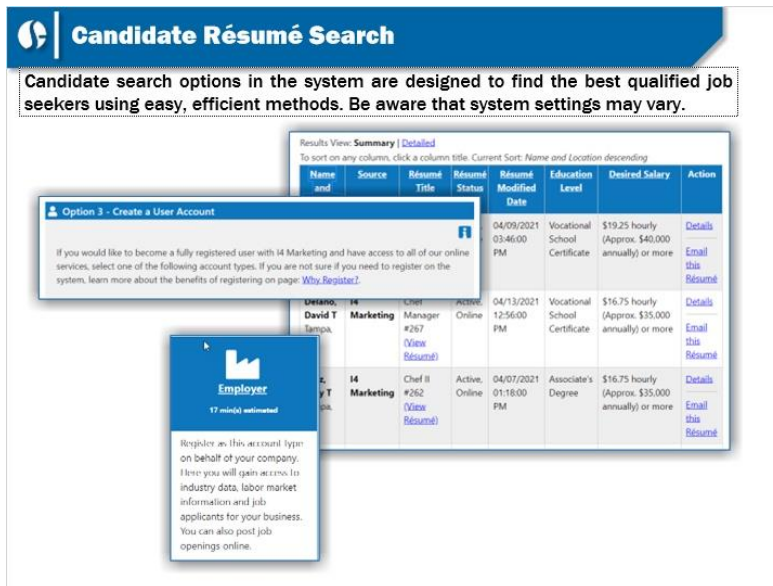
Transcript:

Welcome to the Learning Center. In this video, we will demonstrate how employers can search for qualified candidate résumés in the system.

Let's take a closer look at how employers search for résumés.

Please note, our actual system settings and options may differ from those shown in the video.

1.2 Candidate Résumé Search



Candidate Résumé Search

Candidate search options in the system are designed to find the best qualified job seekers using easy, efficient methods. Be aware that system settings may vary.

Results View: [Summary](#) | [Detailed](#)
To sort on any column, click a column title. Current Sort: Name and Location descending

Name and	Source	Résumé Title	Résumé Status	Résumé Modified Date	Education Level	Desired Salary	Action
				04/09/2021 03:46:00 PM	Vocational School Certificate	\$19.25 hourly (Approx. \$40,000 annually) or more	Details Email this Résumé
David T Tampa, FL	I4 Marketing	Chief Manager #267 (View Résumé)	Online	04/13/2021 12:56:00 PM	Vocational School Certificate	\$16.75 hourly (Approx. \$35,000 annually) or more	Details Email this Résumé
	I4 Marketing	Chief II #262 (View Résumé)	Active, Online	04/07/2021 01:18:00 PM	Associate's Degree	\$16.75 hourly (Approx. \$35,000 annually) or more	Details Email this Résumé

Option 3 - Create a User Account
If you would like to become a fully registered user with I4 Marketing and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page [Why Register?](#)

Employer
17 min(s) estimated
Register as this account type on behalf of your company. Here you will gain access to industry data, labor market information and job applicants for your business. You can also post job openings online.

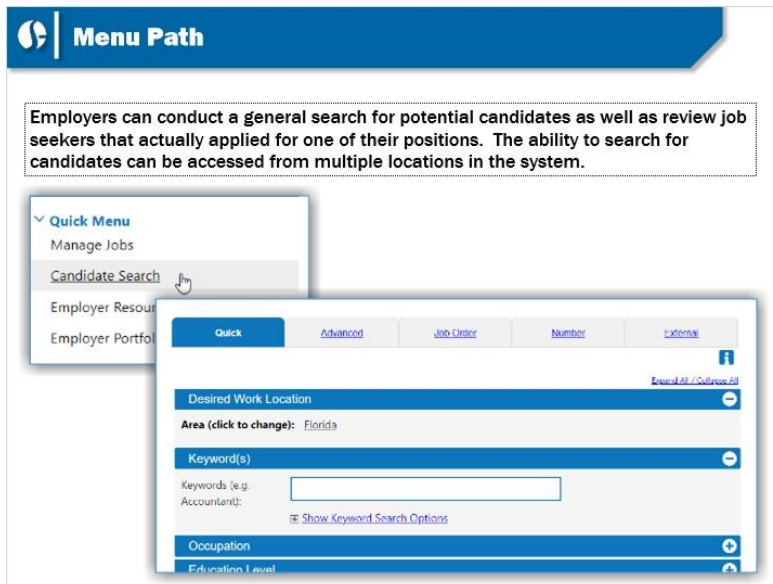
Transcript:

The system provides thousands of résumés for review. No matter the open position, there will be job seeker résumés available to perform the tasks necessary to be successful.

For security, employers must be registered and workforce staff must validate the registration before employers can review specific candidate information.

System-registered employers are called *preferred employers*. The steps discussed in this video pertain only to these employer users.

1.3 Menu Path



Employers can conduct a general search for potential candidates as well as review job seekers that actually applied for one of their positions. The ability to search for candidates can be accessed from multiple locations in the system.

Quick Menu

- Manage Jobs
- Candidate Search
- Employer Resources
- Employer Portfolio

Quick | Advanced | Job Order | Number | External

Desired Work Location
Area (click to change): Florida

Keyword(s)
Keywords (e.g., Accountant):

Occupation
Education Level

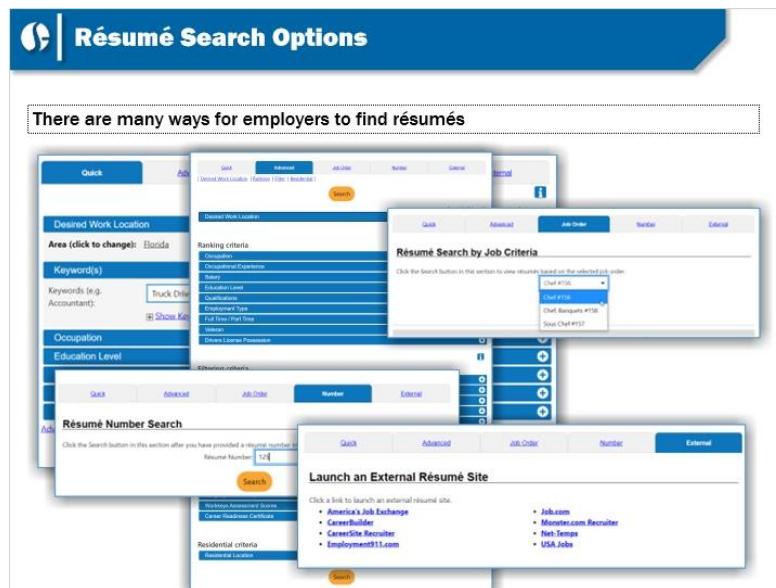
Transcript:

There are multiple ways you can search for résumés. You can start by going to the left navigation menu.

Click the Candidate Search link in the Quick Menu, although any Candidate Search location will work. When the screen refreshes, you can search for résumés using several different options.

Let's review each of these methods and conduct a typical résumé search.

1.4 Résumé Search Options



Transcript:

These are the search options available to conduct a résumé search:

The *Quick Search* is the fastest way to locate résumés. It allows you to combine a few common résumé search criteria together. The search results will often find many résumés to review.

The *Advanced résumé Search* is much more granular. It provides a more concentrated approach by allowing you to rank and filter results.

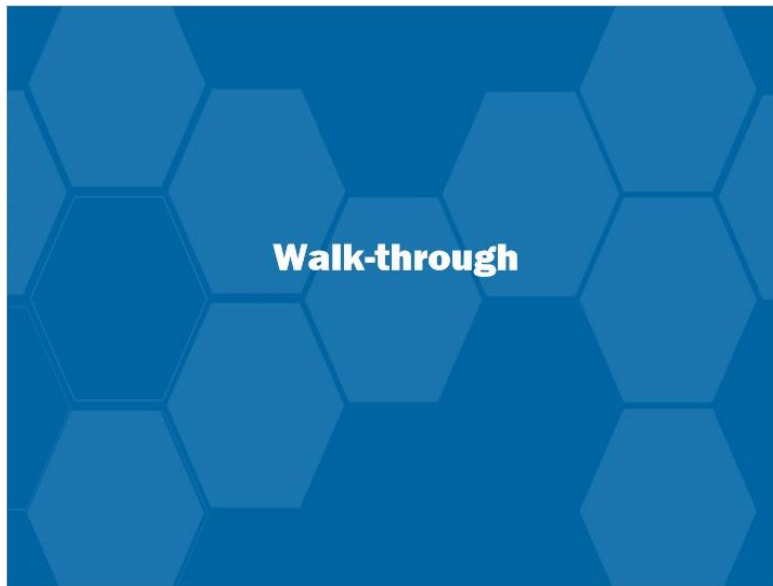
The *Job Order Résumé Search* allows you to select a job order and use specific information from that job order to match résumés.

The *Résumé Number Search* displays résumés that match a résumé number or partial number that is entered. This is a quick way to retrieve a résumé if you saved the number.

The *External Résumé Search* will give you direct access to outside résumé resources that may contain additional résumés.

2. Résumé Search Methods

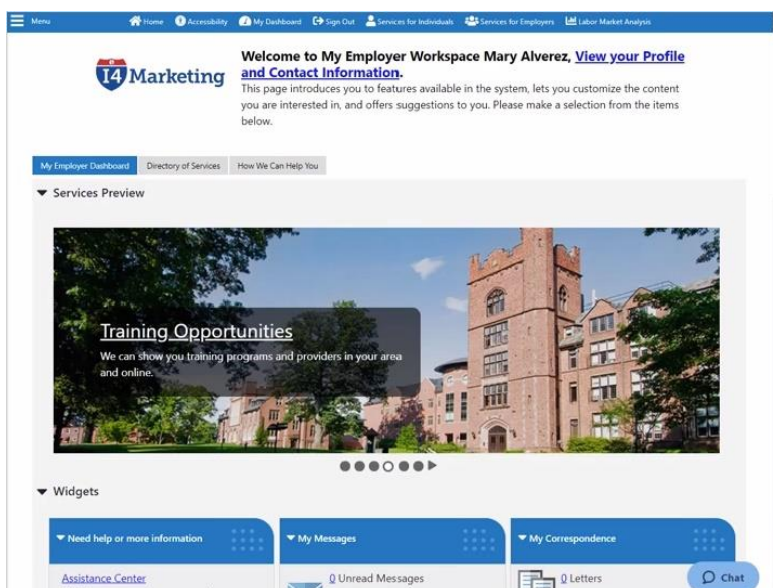
2.1 Walk-through



Transcript:

Let's review these résumé search processes for employers in more detail.

2.2 Quick Search



Transcript:

Let's start with the Quick Résumé Search by clicking **Candidate Search** in the Quick Menu.

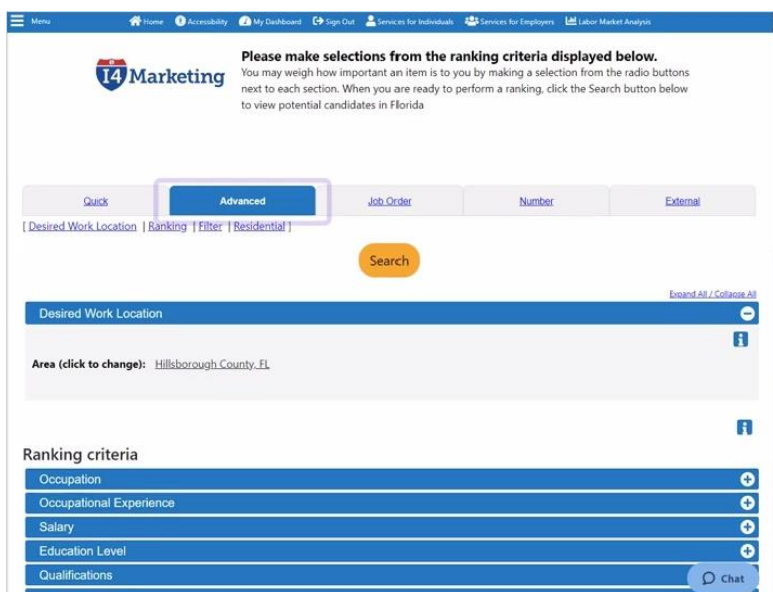
There are a limited number of search criteria with the Quick Search.

First, select a Desired Work Location. To change the location, click on the current location. This creates an Area Type drop-down, where you can change your area. You can also change your area search using maps from a link on the left.

Next, search for résumés by keyword. Keywords are usually occupations, or you can enlarge the search by selecting an occupation group.

Additional search options exist, such as Education, Salary, last modification date, Veteran status and other sources. You should be prepared to see dozens of résumés with this basic criteria.

2.3 Advanced Search



The screenshot shows the 'I4 Marketing' Advanced Search interface. At the top, there is a navigation bar with links for Home, Accessibility, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. Below the navigation bar, a message states: 'Please make selections from the ranking criteria displayed below. You may weigh how important an item is to you by making a selection from the radio buttons next to each section. When you are ready to perform a ranking, click the Search button below to view potential candidates in Florida.' The interface features a search bar with a 'Search' button. Below the search bar, there are several sections: 'Desired Work Location' (currently set to Hillsborough County, FL), 'Area (click to change): Hillsborough County, FL', and 'Ranking criteria' which includes Occupation, Occupational Experience, Salary, Education Level, and Qualifications. Each criterion has a radio button and a plus sign to expand options. A 'Chat' button is visible in the bottom right corner.

Transcript:

The Advanced Résumé Search is the most comprehensive candidate search in the system. Search criteria can be combined to fine-tune your résumé results.

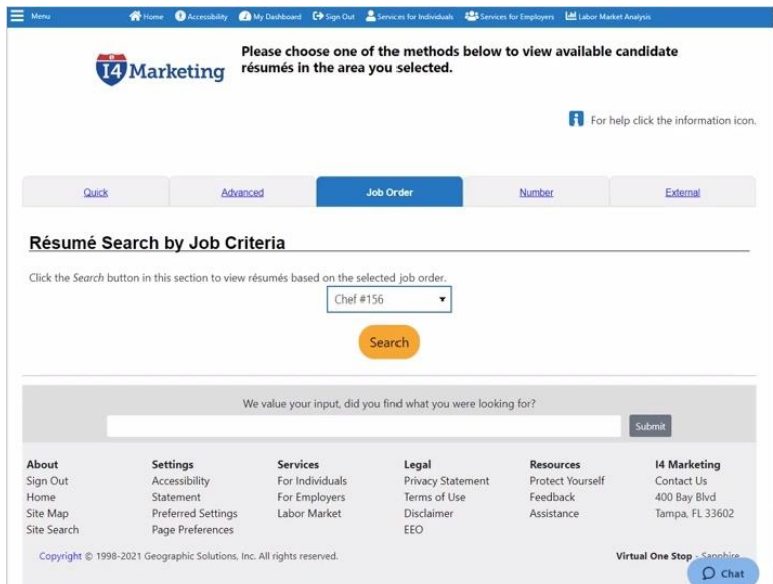
These search methods include a ranking approach, where you can look for résumés using criteria you identify as either required or desired. A desired search will locate specific search criteria plus other résumés that are close but not exactly the criteria you are looking for.

There is also a filtering criteria section. This takes information from the résumé and allows you to search for candidate résumés that have those characteristics.

Finally, you can search for résumés by residential location, which is especially useful when the job requires candidates to live in a specific location.

Employers will retrieve fewer résumé results from this search even if just a few search criteria are combined.

2.4 Job Order Number



Menu Home Accessibility My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

I4 Marketing Please choose one of the methods below to view available candidate résumés in the area you selected.

For help click the information icon.

Quick Advanced **Job Order** Number External

Résumé Search by Job Criteria

Click the Search button in this section to view résumés based on the selected job order.

Chef #156

Search

We value your input, did you find what you were looking for?

Submit

About
Sign Out
Home
Site Map
Site Search

Settings
Accessibility Statement
Preferred Settings
Page Preferences

Services
For Individuals
For Employers
Labor Market

Legal
Privacy Statement
Terms of Use
Disclaimer
EEO

Resources
Protect Yourself
Feedback
Assistance

I4 Marketing
Contact Us
400 Bay Blvd
Tampa, FL 33602

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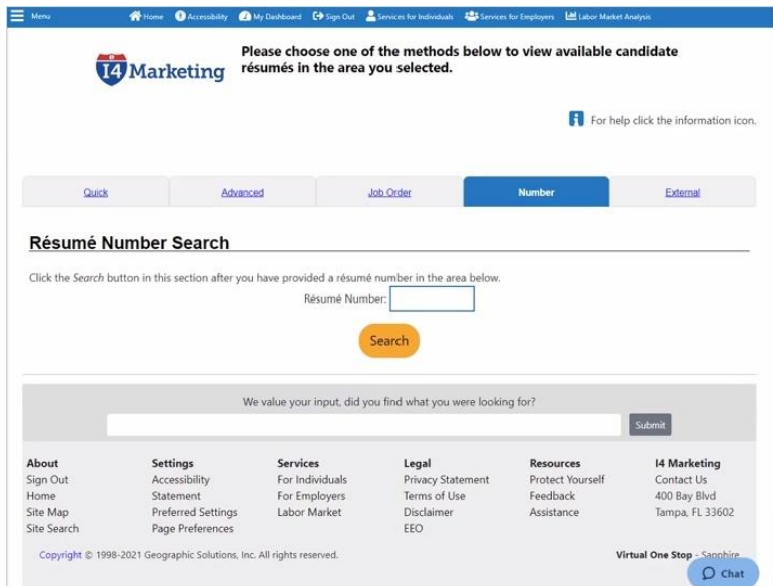
Virtual One Stop - Sampling Chat

Transcript:

Résumé Search by Job Order Criteria allows you to select one of your existing job orders from a drop-down, and then conduct a search.

When the screen refreshes, it will show the Advanced Job Search with job order criteria pre-populated from the job order details. Modify whether you want the search criteria as Required or Desired. You can also enter additional criteria if needed.

2.5 Resume Number Search



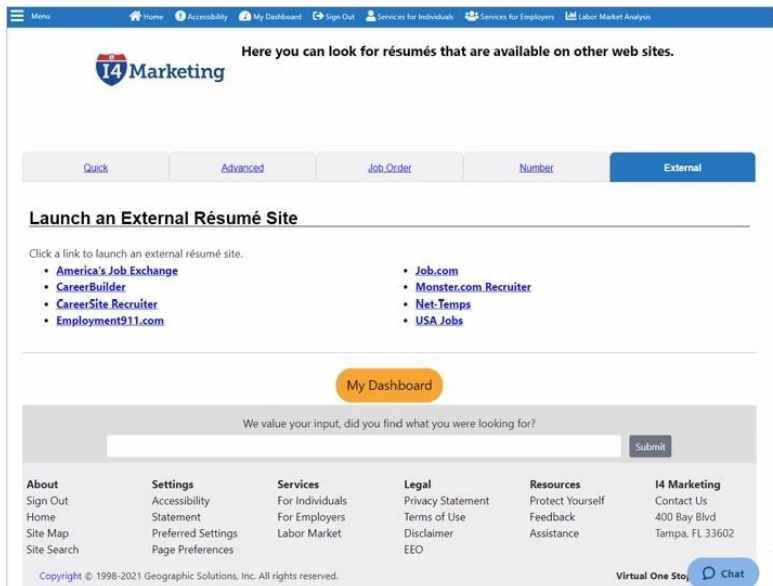
The screenshot shows the I4 Marketing website interface. At the top, there is a navigation menu with links for Home, Accessibility, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. Below the menu, the I4 Marketing logo is displayed on the left, and a message reads: "Please choose one of the methods below to view available candidate résumés in the area you selected." To the right of this message is an information icon and the text "For help click the information icon." Below this is a horizontal navigation bar with tabs for Quick, Advanced, Job Order, Number (which is selected and highlighted in blue), and External. The main content area is titled "Résumé Number Search" and contains the instruction: "Click the Search button in this section after you have provided a résumé number in the area below." Below this instruction is a text input field labeled "Résumé Number:" and an orange "Search" button. At the bottom of the main content area, there is a feedback section with the text "We value your input, did you find what you were looking for?" and a "Submit" button. The footer contains a grid of links under various categories: About (Sign Out, Home, Site Map, Site Search), Settings (Accessibility Statement, Preferred Settings, Page Preferences), Services (For Individuals, For Employers, Labor Market), Legal (Privacy Statement, Terms of Use, Disclaimer, EEO), Resources (Protect Yourself, Feedback, Assistance), and I4 Marketing (Contact Us, 400 Bay Blvd, Tampa, FL 33602). The footer also includes copyright information: "Copyright © 1998-2021 Geographic Solutions, Inc. All rights reserved." and a "Virtual One Stop - Sunshine" logo with a "Chat" button.

Transcript:

Résumé Number Search lets you search for an existing résumé by its system-generated ID number. Enter the résumé ID number, or a partial number, to search for a résumé you may have reviewed previously.

Click the **Search** button to find results.

2.6 External Resume Search



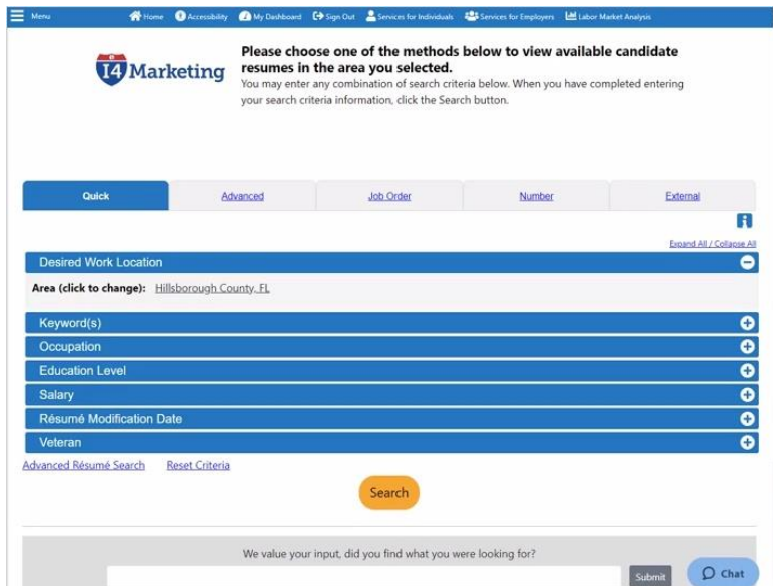
Transcript:

The External Résumé Search will assist you in locating résumés outside of your system. Situations may occur, based on the job order qualifications, where finding candidates may be difficult. This search includes multiple links to other candidate résumé websites.

You will have to follow the rules of these other websites but it provides a direct connection to sites, such as CareerBuilder and Monster, from within your system.

When you are finished working on an external site, simply close the window to return to your system.

2.7 Resume Search Results



The screenshot shows the '14 Marketing' resume search interface. At the top, there is a navigation bar with links for Home, Accessibility, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. Below the navigation bar, the main heading reads 'Please choose one of the methods below to view available candidate resumes in the area you selected.' followed by a sub-heading: 'You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the Search button.'

There are five tabs for search methods: Quick (selected), Advanced, Job Order, Number, and External. Below the tabs, there is a section for 'Desired Work Location' with a dropdown menu currently set to 'Area (click to change): Hillsborough County, FL'. Below this, there are several search criteria fields, each with a plus icon to expand it: Keyword(s), Occupation, Education Level, Salary, Résumé Modification Date, and Veteran. At the bottom of the search criteria section, there are links for 'Advanced Résumé Search' and 'Reset Criteria', and a prominent orange 'Search' button.

At the very bottom of the page, there is a feedback prompt: 'We value your input, did you find what you were looking for?' with a 'Submit' button and a 'Chat' button.

Transcript:

Now that we have reviewed the résumé search methods, let's take this further and show what information is available on potential job candidates when we conduct a search.

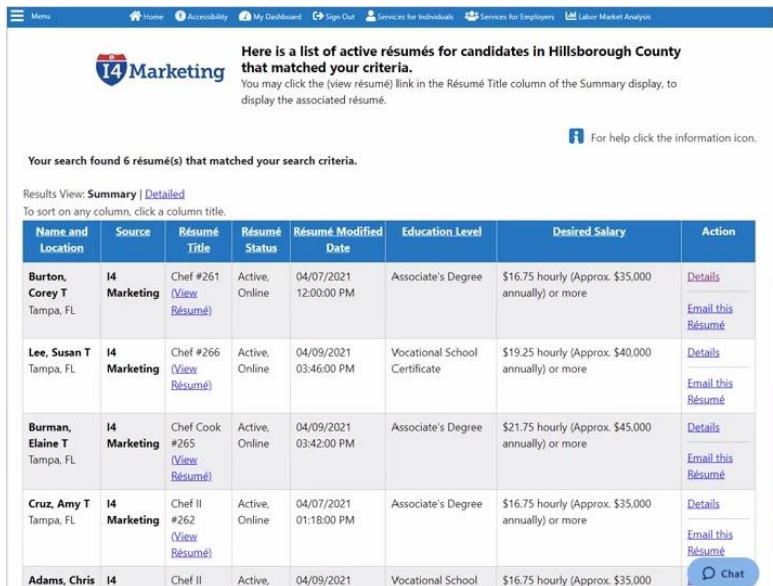
Let's go back to the Quick Search and include some candidate search criteria, such as:

- Defining the Work Location
- Occupational Keyword, and
- Résumé Modification Date

Click **Search**

This search resulted in a few résumés. Here you can review the information in Summary View and Detailed View.

2.8 Resume Search Results: Summary View



Here is a list of active résumés for candidates in Hillsborough County that matched your criteria. You may click the (view résumé) link in the Résumé Title column of the Summary display, to display the associated résumé.

Your search found 6 résumé(s) that matched your search criteria.

Results View: [Summary](#) | [Detailed](#)

To sort on any column, click a column title.

Name and Location	Source	Résumé Title	Résumé Status	Résumé Modified Date	Education Level	Desired Salary	Action
Burton, Corey T Tampa, FL	I4 Marketing	Chef #261 View Résumé	Active, Online	04/07/2021 12:00:00 PM	Associate's Degree	\$16.75 hourly (Approx. \$35,000 annually) or more	Details Email this Résumé
Lee, Susan T Tampa, FL	I4 Marketing	Chef #266 View Résumé	Active, Online	04/09/2021 03:46:00 PM	Vocational School Certificate	\$19.25 hourly (Approx. \$40,000 annually) or more	Details Email this Résumé
Burman, Elaine T Tampa, FL	I4 Marketing	Chef Cook #265 View Résumé	Active, Online	04/09/2021 03:42:00 PM	Associate's Degree	\$21.75 hourly (Approx. \$45,000 annually) or more	Details Email this Résumé
Cruz, Amy T Tampa, FL	I4 Marketing	Chef II #262 View Résumé	Active, Online	04/07/2021 01:18:00 PM	Associate's Degree	\$16.75 hourly (Approx. \$35,000 annually) or more	Details Email this Résumé
Adams, Chris	I4	Chef II	Active,	04/09/2021	Vocational School	\$16.75 hourly (Approx. \$35,000 annually) or more	Details Email this Résumé

Transcript:

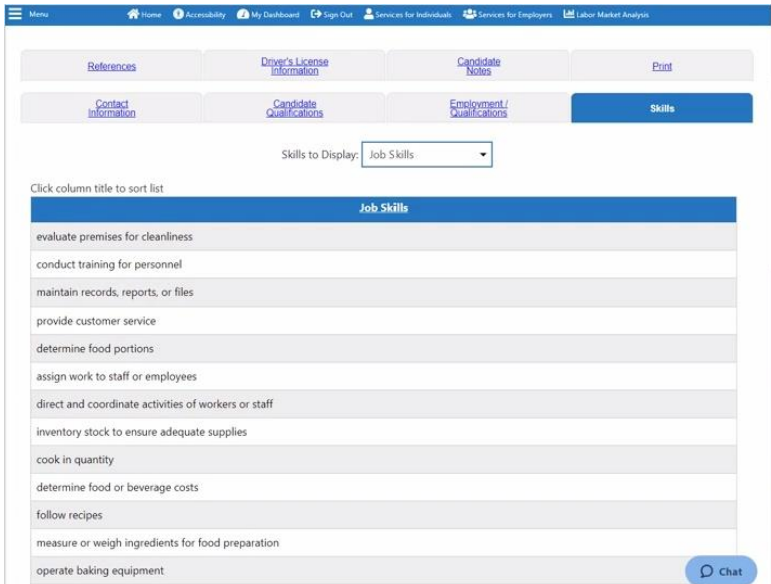
Summary View displays fewer links and less information. Click the link to View the résumé. At the bottom of the page are links for Contact Information, References, Save to Favorite Candidates, Email the résumé, or Print the résumé.

Click **Return to Previous Page**.

In the Action column, there is a link called Details. Click on Details to review candidate information through a variety of tabs, such as:

- References
- Drivers License Information
- Candidate Notes
- Print the Résumé
- Contact Information
- Candidate Qualifications
- Employment, Occupational Experience, Education History and Occupational Licenses, and
- Skills

2.9 Resume Search Results: Summary View



Menu Home Accessibility My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

References Driver's License Information Candidate Notes Print

Contact Information Candidate Qualifications Employment/Qualifications Skills

Skills to Display: Job Skills

Click column title to sort list

Job Skills
evaluate premises for cleanliness
conduct training for personnel
maintain records, reports, or files
provide customer service
determine food portions
assign work to staff or employees
direct and coordinate activities of workers or staff
inventory stock to ensure adequate supplies
cook in quantity
determine food or beverage costs
follow recipes
measure or weigh ingredients for food preparation
operate baking equipment

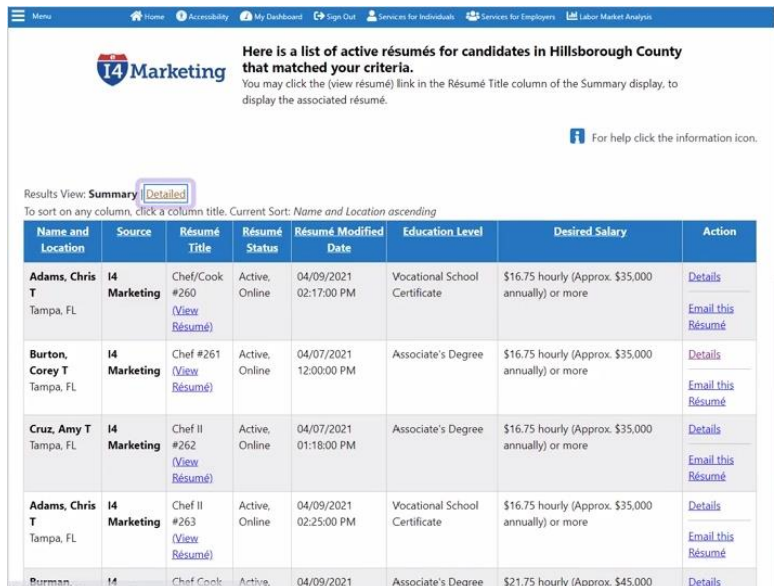
Chat

Transcript:

At the bottom of the page, you can:

- Search for Similar Candidates
- Save to the Favorite Candidates tab, which is a location where candidates can be reviewed later, often for other job openings
- Send the Individual a Message. If you locate a great candidate, click on this link to send them an invitation to interview, and
- View the résumé.

2.10 Detailed View



Here is a list of active résumés for candidates in Hillsborough County that matched your criteria. You may click the (view résumé) link in the Résumé Title column of the Summary display, to display the associated résumé.

For help click the information icon.

Results View: **Summary** [Detailed](#)

To sort on any column, click a column title. Current Sort: *Name and Location ascending*

Name and Location	Source	Résumé Title	Résumé Status	Résumé Modified Date	Education Level	Desired Salary	Action
Adams, Chris T Tampa, FL	I4 Marketing	Chef/Cook #260 View Résumé	Active, Online	04/09/2021 02:17:00 PM	Vocational School Certificate	\$16.75 hourly (Approx. \$35,000 annually) or more	Details Email this Résumé
Burton, Corey T Tampa, FL	I4 Marketing	Chef #261 View Résumé	Active, Online	04/07/2021 12:00:00 PM	Associate's Degree	\$16.75 hourly (Approx. \$35,000 annually) or more	Details Email this Résumé
Cruz, Amy T Tampa, FL	I4 Marketing	Chef II #262 View Résumé	Active, Online	04/07/2021 01:18:00 PM	Associate's Degree	\$16.75 hourly (Approx. \$35,000 annually) or more	Details Email this Résumé
Adams, Chris T Tampa, FL	I4 Marketing	Chef II #263 View Résumé	Active, Online	04/09/2021 02:25:00 PM	Vocational School Certificate	\$16.75 hourly (Approx. \$35,000 annually) or more	Details Email this Résumé
Burman, [Name]	I4	Chef Cook	Active,	04/09/2021	Associate's Degree	\$21.75 hourly (Approx. \$45,000	Details

Transcript:

The Detailed Search option provides more information up front, and it includes some of the same links as the Summary View.

In Detailed View, there is a link to view the résumé. Under the Action column, the tabs associated with the Details tab in Summary View are expanded so that you can select only the candidate information you truly want to see. This can save time when making decisions whether to contact a candidate or not.

If you click on Details directly in the header, it allows you to sort the candidates multiple ways, such as Educational Level, Desired Salary, and other information, in ascending or descending order.

Click the **Sort** button to change the order.

3. Conclusion

3.1 Conclusion



Transcript:

This concludes the “Candidate Résumé Search” video presentation.

Be sure to access the Learning Center to explore other system features.