

TRANSCRIPT Virtual Recruiter for Employers

1. Introduction

1.1 *Geographic Solutions'*




Transcript:

Welcome to the Learning Center. This video will demonstrate how the Virtual Recruiter feature works for employers, as it automates candidate resume searches.

Your actual system settings and options may differ from those shown in this video.

Let's take a closer look at how employers can create and use a Virtual Recruiter.

1.2 What is the Virtual Recruiter?

 **What is the Virtual Recruiter?**

Virtual Recruiter enables employers to save candidate search criteria. It will make candidate searches automated to run at scheduled intervals. Run the Virtual Recruiter candidate search once, and then have the system use that criteria to run it every day and send the search results through your preferred notification methods.

- You can opt for daily or weekly searches.
- Refine your search as needed for future candidate searches.
- Multiple searches can be created.

Your search found 3 résumé(s) that matched your search criteria.

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

To sort on any column, click a column title.

Name and Location	Source	Resume Title	Resume Status	Resume Modified Date	Education Level	Desired Salary	Action
Burton, Corey T Tampa, FL	14 Marketing	Chef #261 View Resume	Active, Online	04/07/2021 12:00:00 PM	Associate's Degree	\$16.75 hourly (Approx. \$35,000 annually) or more	Details Email this Resume
Cruz, Amy T Tampa, FL	14 Marketing	Chef II #262 View Resume	Active, Online	04/07/2021 01:18:00 PM	Associate's Degree	\$16.75 hourly (Approx. \$35,000 annually) or more	Details Email this Resume
Adams, Chris T Tampa, FL	14 Marketing	Chef/Cook #260 View Resume	Active, Online	04/07/2021 10:42:00 AM	Vocational School Certificate	\$16.75 hourly (Approx. \$35,000 annually) or more	Details Email this Resume

Transcript:

The Virtual Recruiter for employers will take criteria used to perform a resume search, and automatically run the same search on scheduled intervals, sending the new search results to your Message Center or Email.

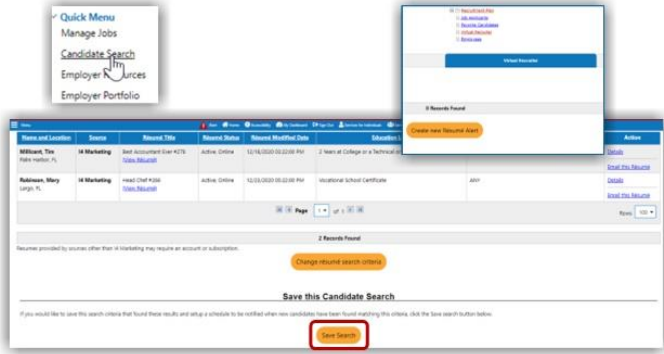
For example, conduct a resume search, such as a search for chef resumes, within 15 miles of your company zip code with specific salary requirements. Initially, you may get some qualified candidates, but you may wish to run this same search every day. You can do this by setting up a Virtual Recruiter. It will provide new resume results based on the search criteria used to set it up.

1.3 How Do I Find the Virtual Recruiter?

G | **How Do I Find the Virtual Recruiter?**

Employers can use their Quick Menu > Candidate Search to search for resumes. Once a resume search is conducted, they can click the Save Search button at the bottom of screen.

There is also a Virtual Recruiter tab in the Recruitment Plan Profile in an employer's Portfolio. Then, click Create new Resume Alert.



Transcript:

The Virtual Recruiter can be accessed using multiple search methods. You can conduct a resume search from the Quick Menu > Candidate Search, as one example. You can also go to your Portfolio and access the Recruitment Plan Profile > Virtual Recruiter.

Conduct a candidate search using either methods. You should get a list of resumes. At the bottom is a Save Resume Search section. Click the Save Search button.

These methods will take employers to the Virtual Recruiter screen where they can fine tune and activate the automated search.

1.4 What are the Virtual Recruiter Steps?

What are the Virtual Recruiter Steps?

High level process:

1. Conduct a candidate search that yields resumes.
2. Confirm that the resume search criteria is what you want to run moving forward.
3. Click Save Search to create the Virtual Recruiter by providing a unique name and how often you want it to search automatically.

Virtual Recruiter Information

* Title of Virtual Recruiter Alert:

* How often to run:

* Notification method: Message Center Email Text Message

Send Email when no résumés found:

* Expires on:

Last modified on:

Transcript:

These are the steps necessary to create a Virtual Recruiter. All systems will allow multiple Virtual Recruiters to be created, saved, and run simultaneously. Provide a name for the first one that best describes the type of candidates the search needs to find.

2. Create a Virtual Recruiter

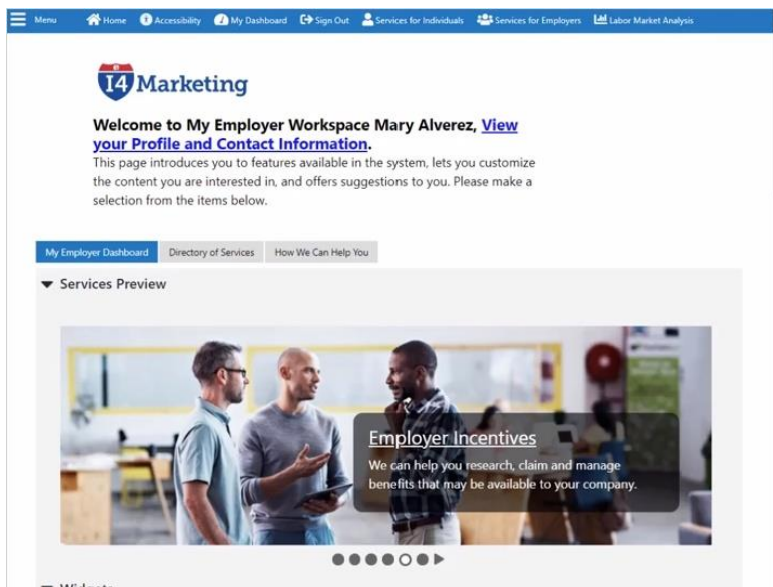
2.1 Walk-through



Transcript:

Let's review the Virtual Recruiter process for employers in more detail.

2.2 Creating a Virtual Recruiter



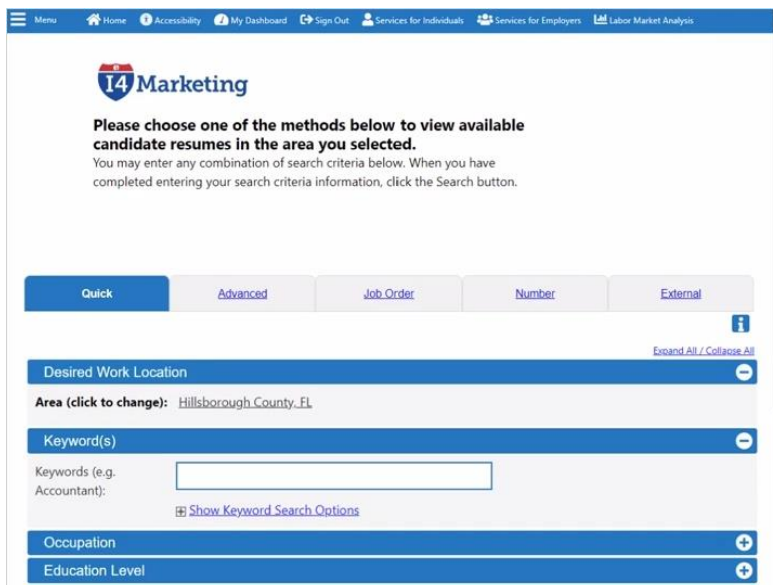
Transcript:

There are multiple options available for accessing the Virtual Recruiter. Let's select another path that is different than the other two options already described. Once you log into the system, there is a widget on the Employer Dashboard called Recruitment Services. Click the link on the widget called Virtual Recruiter.

This goes to the Virtual Recruiter tab in the Human Resource Plan > Recruitment Plan > Virtual Recruiter.

Click Create New Resume Alert.

2.3 Candidate Search Steps



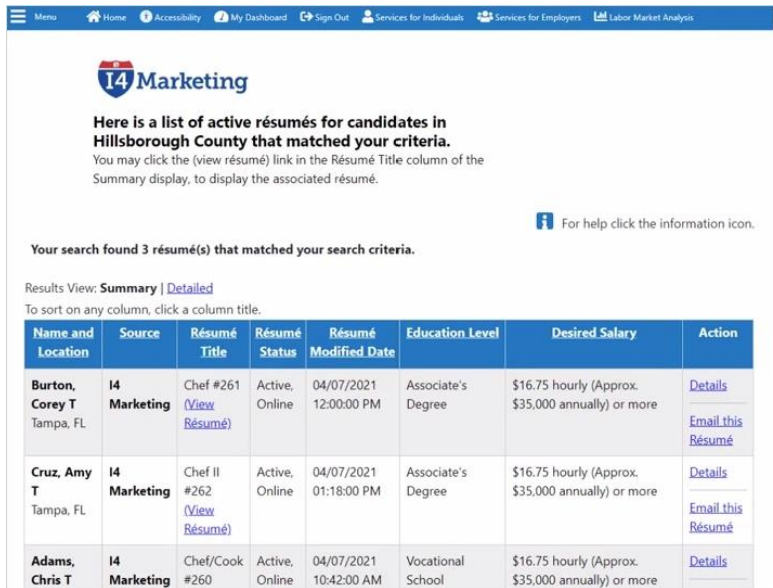
The screenshot shows the I4 Marketing Candidate Search interface. At the top, there is a navigation bar with links for Menu, Home, Accessibility, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. Below the navigation bar is the I4 Marketing logo and a heading: "Please choose one of the methods below to view available candidate resumes in the area you selected." Below the heading is 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: Quick, Advanced, Job Order, Number, and External. The Quick tab is selected. Below the tabs are several search criteria sections: "Desired Work Location" with a dropdown menu showing "Area (click to change): Hillsborough County, FL"; "Keyword(s)" with a text input field and a "Show Keyword Search Options" link; "Occupation" with a dropdown menu; and "Education Level" with a dropdown menu. There are also expand/collapse icons for each section.

Transcript:

This takes you to a Candidate Search screen. Go to the Quick Search and provide the search criteria to locate qualified candidates. A new feature may ask you to better define the occupational group, if more than one exists.

Click the Search button.

2.4 Search Candidates and Save



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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.

f For help click the information icon.

Your search found 3 résumé(s) that matched your search criteria.

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

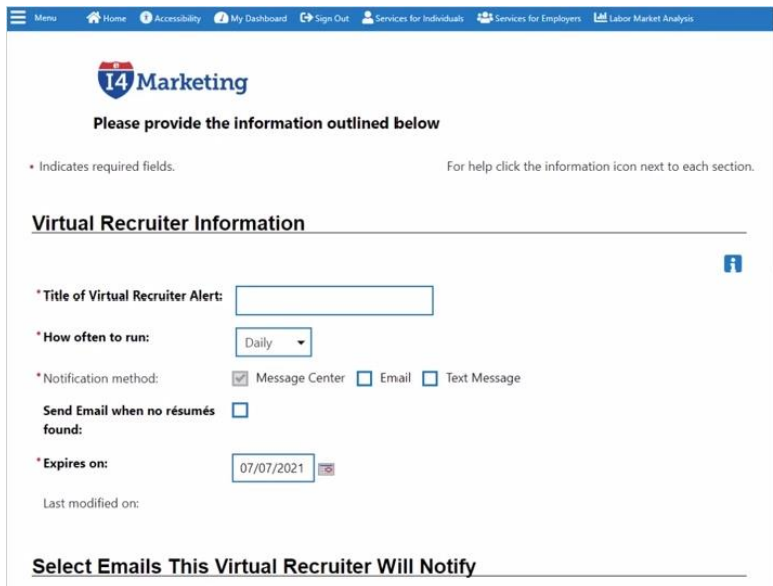
To sort on any column, click a column title.

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
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Transcript:

You can review the candidate resumes that appear. If you are happy with the search criteria, you can save the Candidate Search. Click the Save Search button at the bottom of the page. This will take you to the Virtual Recruiter page.

2.5 Completing the Virtual Recruiter



The screenshot shows a web browser window with a blue header containing navigation links: Menu, Home, Accessibility, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. Below the header is the I4 Marketing logo and the instruction "Please provide the information outlined below". A note states: "• Indicates required fields. For help click the information icon next to each section." The form is titled "Virtual Recruiter Information" and includes the following fields:

- * Title of Virtual Recruiter Alert: [Text input field]
- * How often to run: [Dropdown menu with "Daily" selected]
- * Notification method: Message Center Email Text Message
- Send Email when no résumés found:
- * Expires on: [Date input field with "07/07/2021" and a calendar icon]
- Last modified on: [Text input field]

At the bottom of the form is the section "Select Emails This Virtual Recruiter Will Notify".

Transcript:

The Virtual Recruiter is easy to complete. Follow these steps:

- Provide a title for the alert.
- Indicate how often you want it to run, such as daily or weekly.
- Indicate how you wish to be notified.
- Check the box if you wish to receive an alert even if there are no new resumes found.
- Review the Expiration Date.
- If email is to go out, validate the email address and validate the contact person. You can also add a new contact if necessary.
- Review the Search Criteria Information one more time, and then click the Save button at the bottom of the page.

Your Virtual Recruiter is saved and activated. After clicking Save, you will return to the Virtual Recruiter page, where a table appears. Here you can edit all of your Virtual Recruiter alerts. Most systems offer employers the ability to create multiple alerts. In order to avoid confusion, the alerts will

not show the same resume more than once unless it has been modified, so each time it runs, there will be new resumes available for review.

Your Virtual Recruiter is complete.

3. Conclusion

3.1 Conclusion



Transcript:

This concludes the “Virtual Recruiter for Employers” video presentation.

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