Learning Center Transcript
Virtual Recruiter for Employers

Description:

Learn how the system automatically searches for résumés based on your desired criteria. When it finds a match, the system will create a notification alert using your preferred method(s) of contact.

Virtual Recruiter (Résumé Alert)

Welcome to the Learning Center. In this training segment, we will demonstrate how employers search for candidate résumés posted by system-registered individuals. At the conclusion of this video, you will be able to:

- Select a desired search geography
- Identify the résumé search options available
- Select desired search criteria with each option
- Utilize search result options

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

Let's get started.

Finding the Virtual Recruiter

Start by clicking the **Recruitment Services** link under the **Services for Employers** menu.

Next, select the **Virtual Recruiter** link.

Creating a New Résumé Alert

To begin, click the **Create new Résumé Alert** button. The Résumé Search Options page appears, allowing you to select one of several methods for creating a résumé alert.

Let's do a quick résumé search. Create your search criteria by completing any of the displayed fields to narrow down your search results.

Run a Quick Search

Click the Search button to look for matching résumés.

The Résumé Result Summary screen displays several options.

If results are displayed, you can view résumé details in a Summary View or a Detailed View.

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You may review and re-run your search by clicking **Change Résumé Search Criteria**.

You can create a résumé alert by clicking **Save search**.

Résumé Alert Information

The search criteria associated with the current candidate résumé search appears.

You are required to complete Virtual recruiter Information area.

Enter the name for the résumé alert. Be specific, because you can have multiple alerts operating simultaneously.

Next choose how often you want the system to automatically run this Virtual Recruiter, and select where you would like your notifications sent. In addition to the Message Center, you can also choose to have notification sent. In addition to the message center, you can also choose to have notification sent to the email address you recorded in your account, or to your cell phone. There is also an option to receive an email when no jobs are found.

Email and Text Message Options

In you select the email checkbox, the screen will refresh to display all email addresses saved for contacts. Click the Select checkbox for each contact that needs to receive an email notification.

Job Search Table

Let's look at the options available to help you manage your résumé alerts.

First, clicking the **Title** allows you to view and modify search criteria.

To delete a résumé alert, select the **Delete** checkbox, click the **Delete** link, and click **OK**.

The résumé alert is removed from the system.

Manual Résumé Alert Run

To run the alert immediately (rather than waiting for its next scheduled run), click the **Run** link.

Based on your criteria, the system displays only those résumés that are new since the last scheduled run.

From the search results screen, you can review the new-found résumés, change the search criteria, or return to the Virtual Recruiter.

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You have Successfully completed this demonstration

You have successfully completed this demonstration of how to create a Virtual Recruiter.

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