

The Totaljobs.com CV Database

1. Accessing the CV database

- Enter the Recruiter Zone via the "Recruiter Services" link on the Totaljobs.com navigation bar on the right of the page
- Enter your Username and Password
- Click on the "Candidate Search" link on the left hand side of the page

2. Searching the CV Database

- **Enter your Search Criteria according to the kind of Candidate(s) you are seeking:**
 - ❖ Keywords: enter either a skill and/or a job title (using the criteria laid out in the search rules)
It is advisable to use as broad a search as possible; you can also further refine your search once you have the results. You have two options here, either use the search builder or the traditional Boolean search String:

Search Builder

Keywords:	include all of these words:	<input type="text"/>
	include the exact phrase :	<input type="text"/>
	include at least one of these words:	<input type="text"/>
	without the words:	<input type="text"/>

[include all these words](#)

Enter a word or number of words and the search will find all of the words in the CV to deliver a match. The words may not necessarily be found next to each other, but all words will appear somewhere in the candidates details. In the background this is using the Boolean operator AND between each of these words, however you **do not** have to type AND in, the system will do that for you. Just separate the words with a parameter.

E.g. Java Oracle Citrix will find a candidate that has all these words in, looking for "java" AND "Oracle" AND "Citrix."

[Include the exact phrase](#)

Entering a phrase here will look for that exact phrase in the candidates details.

E.g. Project Manager will find only CV's that have this phrase within the candidates details. This is using the Boolean operation of putting speech marks around the phrase. I.e. "Project Manager". Again you do not have to do this, the system will recognise what you are trying to achieve.

[Include at least one of these words](#)

This will deliver candidates that contain one of the words you have entered.

E.g. Java Oracle Citrix, this will return candidates that have entered any one of those terms. This is using the Boolean operator OR.

E.g. one candidate may have Java in their details, one candidate may have Oracle in their details but to return as a match they would not have to have both.

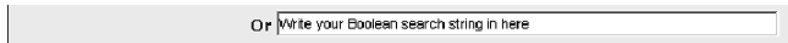
[Without the words](#)

If the search you are doing is returning some irrelevant results due to a particular term or terms, you can screen these candidates out of your search results. Entering an individual term or terms in this field, will only deliver candidates that have **not** entered these terms in their details.

E.g. internet security - would have the effect of removing any candidate that had the word "internet" and any candidate that had the word "security", from the results.

E.g. If a candidate has entered their details and included the word "internet", this CV will not be returned. Likewise if a candidate has entered the word "security" in their details, this CV will not be returned. This also means a candidate with the phrase "internet security" will also not be returned. This uses the Boolean operator **AND NOT**.

Boolean Search Field



Note: It is not possible to use this and the keyword search fields above at the same time.

General:

- Boolean strings work by searching the C.V's and the "Key Skills" field, for a specific word(s) or *phrase(s)*.
- Single letters and digits are ignored, however a version number, (e.g. 1.2) would not be ignored.
- Small words like 'the' / 'and' / 'it' cannot be searched on.

Quotation Marks (" ")

If you enter **web designer** in the keywords box then the search will return all candidates who have the word **web** and have the word **designer** in their key skills or C.V. (not necessarily together).

If you only are looking for web designers, you will need to search for the *phrase web designer*. To do this surround use quotes:- e.g. "**web designer**"

Combination Searches

Search for words using **and / or / and not**.

e.g. i) Web **AND** development
(Will find people with the word *web* and the word *development*)

e.g. ii) Web **OR** development
(Will find people with the word *Web* or the word *development*)


e.g. iii) Web **AND** development **ANDNOT** "visual basic"
(Will find people with the word *web* and the word *development* without the phrase *Visual Basic*)

Brackets

Brackets () can be used when isolating specific skills in a larger search

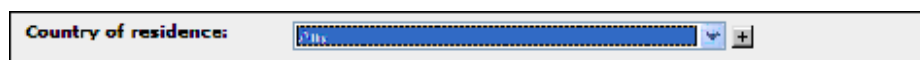
e.g. i) Web and developer and (visual or sql)
(Will find people with the word *web* and the word *developer* and either the word *visual* or *sql*)

e.g. ii) Web and developer and ((vb or "Visual basic") and (sql or oracle)) and **xml**
(Will find people with the word *web* and the word *developer* and either the word *vb* or the phrase *visual basic* and either *sql* or *oracle*. (so one of each variable) and *xml*)

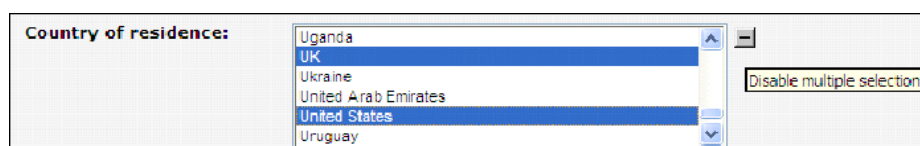
- ❖ Location Select the location you require from the drop down list. This will return candidates who have stated that they are willing to work in the selected location. If you wish to make a selection of 2 or more locations to search on, click the  icon to the right of the search box. This will open a scroll down box. Click on your first selection to highlight it, then hold down the Ctrl key on your keyboard and click any other options you want to select.

Note: If you leave the selection as 'all' or make multiple selections your search will take longer.


Click the icon to expand the field



Hold down the "Ctrl" key and click your selections.



- ❖ Desired Salary: Select from Any, Annual, Daily or hourly rate. Then select the corresponding salary levels that you wish to search for. This will return candidates who have stated that they wish to work for the

selected salary. If you wish to make a selection of 2 or more salaries to search on, click the  icon to the right of the search box. This will open a scroll down box. Click on your first selection to highlight it, then hold down the Ctrl key on your keyboard and click any other options you want to select.

- ❖ Job Type: Select the relevant radio buttons, options are:

Job Type: Any permanent contract

“Any” denotes candidates that are looking for both permanent and contract positions.


- ❖ Job Hours: Select the relevant radio buttons, options are:


Job Hours: Any full time part time

- ❖ Availability: Select the relevant radio button to only view candidates that match the relevant notice period for the job. Options are *notice period* or *available from*. If you choose *notice period*, select the relevant option from the drop down list. Options are:



Availability: Select 'notice period' or 'available from', then choose from the options available

notice period

available from 

If selecting *available from* enter the date that the candidate will need to be available. This must follow the format of dd/mm/yyyy, e.g. 26/05/2004 or you can use the calendar to make your selection (Click the  icon.)

NOTE: If no selection is made it will default to a notice period of 'Any'.

- ❖ Country of residence: Select a country of residence from the drop down list. If you wish to make a selection of 2 or more countries to search on, click the  icon to the right of the search box. This will open a scroll down box. Click on your first selection to highlight it, then hold down the Ctrl key on your keyboard and click any other options you want to select. This will return candidates who have declared that the selected country is their country of residence.
- ❖ Languages: If the candidate must have any further language skills to be relevant for the role, select the language from the drop down list. If you wish to make a selection of 2 or more languages to search on, click the  icon to the right of the search box. This will open a scroll down box. Click on your first selection to highlight it, then hold down the Ctrl key on your keyboard and click any other options you want to select. This will return candidates who have declared that they speak the selected language(s).
- ❖ Work Eligibility: Selecting "Any" will override the Candidates eligible to work in the UK and Candidates eligible to work in the EU options. You can select both Candidates eligible to work in the UK and Candidates eligible to work in the EU in the same search. This will ignore candidates that have stated that they live outside of the UK or EU.

Work eligibility: Any Candidates eligible to work in the UK Candidates eligible to work in the EU

Search on the last:

- ❖ Search on the last: This narrows the period of your search. For example, if you did the same search 3 days ago you may only wish to see results from the last 2 days. Options are as follows:

The default search period is 1 month.

Note: candidates may be returned again if they have updated any element on their CV or profile as this is treated as a new candidate.

Search on the last:	6 months
Search:	1 day
Display results:	2 days
	3 days
	4 days
	5 days
	7 days
	14 days
	1 month
	2 months
	3 months
	6 months

- ❖ My criteria should search...

Selecting **profiles only** will search the following fields:

- Country of Residence
- Current Job title
- Current salary
- Notice period
- Languages
- Work eligibility
- Key skills
- Location
- Desired Job title
- Desired Salary
- Job type
- Hours
- Personal Summary

Selecting **profile and CVs** searches all the information entered by the candidate.

Note: Your search will take longer when opting to search profiles and CV's.

- ❖ Results should be shown

by best match - looks for the recurrence of words within a candidates details. For example, if you have searched on the phrase 'Visual Basic' a candidate whose details contain the phrase 5 times will rank more highly than a candidate with it in 3 times.

by date - will display results in date order. This is useful if you are doing the same search on a regular basis and only wish to view new candidates.

The default selection is to search *by best match*.

[**Search**] - Click on this button to carry out the search and view the candidate results page.

[**Save search as**] - Gives the option to save your criteria as a *saved search, candidates by email or cv broadcast*.

[**Reset**] - Restores all search fields to the default settings.

3. The Results

download selected CV(s) download all CV's shown on this page Show me: 10 candidates per page << page 1 of 2 >>

<input type="checkbox"/> Candidate <	Salary: desired (current)	Country of residence	Experience	Last updated	?
<input type="checkbox"/> Candidate (1686121)	nil to 10k (nil to 10k)	UK	2 years	05/08/2004	
Current job function: Analyst Programmer Desired job function: java programmer/developer Personal summary: Ability to develop Java APIs for reuse, Experience in project life cycle development. Key skills: Developing Java APIs, Java Database programming using jdbc and embedded SQL, GUI design using swing components Java Web development using servlets.					
<input type="checkbox"/> Candidate (1925149)	nil to 10k ()	UK	3-5 years	09/08/2004	
Current job function: C++, VC++ programmer Desired job function: C,C++ DEVELOPER Personal summary: Looking for a software development and implementation position based on my skill sets in VC++/ C++, OpenGL and Java in Engineering, research and Software Development. Flexible to work on any Application development based on my skill set and any part of this world. Key skills: From past 3 yrs i am working as programmer, I got 1 yr of experience in Java programming, and from last 2yrs to current working on VC++, C++ projects as software programmer. I am basically strong in programming langauages like C,C++,VC++, Java , and where i can eassily and fast to learn in other technologies as per requierement of the organization. I am Civil Engineering graduate from india and holding a Masters Degree(MS) from university of Tuebingen, Germany.					

[**back to search**] - Returns you to the search page. Your search criteria will be retained.

[**save search as**] - Gives the option to save your criteria as a *saved search, candidates by email or cv broadcast*.

Your search: - Displays the criteria used for the search that has just been carried out. The keyword terms used will appear highlighted in the candidates details and CV.

Results: - Shows how many results there are in total.

[**download Selected CV(s)**] - If individual candidates are selected from the search results by ticking the box on the left of the candidates name, they can then be downloaded by clicking on this button. The maximum number of candidates that can be downloaded in one go is 100.

[**download all CV's shown on this page**] - Allows all the search results displayed on this page to be downloaded.

Show me: *10 candidates per page* - When you have done your initial search, you can select how many candidates are viewed per page. The options are as follows:

- 10 candidates per page (default)
- 20 candidates per page
- 30 candidates per page
- 40 candidates per page
- 50 candidates per page

Note: the higher the figure selected the slower the page will load.

Page 1 of 10- These are navigation links. You can scroll through the pages of results using the arrows.

Toggle functionality


The following fields on the candidate results page can be toggled:

- **Candidate** - if another criteria is used to toggle the data, clicking on the candidate name header will return the criteria to best match or date (dependant on choice when the original search was made).

- **Salary: desired (current)** - This column displays the candidates desired salary. The candidates current salary is displayed next to it in brackets.
- **Country of residence** - This column displays which country the candidate has stated they live in.
- **Experience** - Displays how many years the candidate says they have been actively working.
- **Last updated** - This column displays the date that this candidates CV was added or updated.

4. Candidate details

The following fields are shown for each candidate found:

- **Candidate name (candidate ID)** - Click on the candidates name to view the full profile in a pop-up window. The candidate ID can be entered in the *Find Candidate* box on the search screen to just view that individual candidate.
-  - this icon denotes that another user within your company has viewed this candidate. Hovering over the icon will display the user name, date and time at which the candidate was viewed.
- **[view CV]** - This link opens the candidates CV in a new window. This will then display all formatting the document had when uploaded.
- **Current Job Function** - As specified by the candidate with My Totaljobs.com
- **Desired Job Function** - As specified by the candidate with My Totaljobs.com
- **Personal Summary** - This is free text specified by the candidate. Maximum of 500 characters.
- **Key skills** - This is free text specified by the candidate. Maximum of 500 characters.

5. Candidate details Page

Candidate details
«< Candidate 7 of 12 >> 2

Mr sachin Jadhav (1989928)

Home phone: 02030915011
 Work phone: 02030915011
 Mobile phone: 02030915011
 Email: sachin_jadhav01@indiatimes.com

select for download [forward candidate...](#)

<p>Experience</p> <p>Categories: IT & Internet Residence: India Current job title: Hardware Administrator Current salary: Annual Salary: nil to 10k Experience: Notice period: Immediate Languages: English Work eligibility: Yes, I can prove I am a UK citizen or currently have a UK work permit. Yes, I can prove I am an EU citizen or am eligible to work in the EU</p>	<p>Requirements</p> <p>Location: London, North East, Scotland, Yorkshire, Angus, Ayrshire, Belfast, Bristol Area, City, Devon, Down, East Riding, Gloucestershire, Hereford and Worcester, Londonderry, North London, Nottinghamshire, Powys, South East London, South Wales, South Yorkshire, Staffordshire, Warwickshire, West Midlands, West Sussex, West Yorkshire, Jersey</p> <p>Desired job title: Application programmer/superwiser Desired salary: Annual Salary: £0.00 Job Hours: Full Time</p>
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<p>Key skills: · Programming Languages BASIC, FORTRAN, COBOL, C, C++, JAVA · 4GL Visual Basic · Database Oracle, MS-Access · Scripting Languages HTML · Operating Systems DOS, LINUX, Windows95/98/SE/ME/2000/XP,</p>	<p>Personal summary: SACHIN JADHAV OBJECTIVE To be the part of growing organization that has its vision in making a distinct contribution on a Global platform and to match my personal growth with of the orgazization. BCA KARANATAKA UNIVERSITY 2003-2004 75.21% HSC PUNE BOARD OF MAHARASTRA 2000-2001 60.29% SSC BOARD OF SECONDARY EDUCATION, MAHARASTRA 1999-2000 58.83%</p>
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Candidate's CV
[view formatted CV](#)

SACHIN JADHAV

OBJECTIVE: To be the part of growing organization that has its vision in making a distinct contribution on a Global

C/o D.G. Shinde
Gurukrupa Corner
S.No.21/7/1, Flat No.A/302,
Sainathnagar kharadi
pune-14
Ph.020-30915011(pp)
sachin_jadhav01@yahoo.com

Candidate name - is displayed at the top of the window. If there are any additional letters after the name, this is related to the candidates qualification.

Anonymous candidate - If "Candidate" appears in place of a name, the candidate has elected to remain anonymous. You will be able to view their all the standard profile information but no personal details will be shown and there will be no CV visible. To contact an anonymous candidate click the [click here to email candidate](#) link on the candidate details page. This will allow you to write an email which is sent to the candidate via the Totaljobs.com servers. Ensure you include as much detail as possible about the reason for contacting them as you are more likely to get a response.

Candidate 1 of xx - Navigation that allows you to click through the candidates detail pages without returning to the candidate results screen each time.

Select for download

Click on this button to select the candidate for download. When you return to the candidate results page you will notice a tick in the box next to the candidates name. Select up to 100 candidates, then click the *download selected CVs* button shown at the top of the candidate/s results page/s.

[forward candidate...] - Opens the Totaljobs.com email system that allows a candidate's details to be forwarded. This will normally include the candidate's profile information and the CV as an attachment. You can specify the 'To' and 'Reply to' email addresses (the 'Reply to' email address should be your email address) and add additional information to the subject line and message text.

Home phone number - displayed if this field has been completed by the candidate.

Work Phone number - displayed if this field has been completed by the candidate.

Mobile Phone number - displayed if this field has been completed by the candidate. If [send SMS](#) is displayed next to the number, a text message can be sent to the candidate. Click the [send SMS](#) link.

Email - This displays the candidates email address (unless the candidate has chosen to remain anonymous).

Experience and Requirements fields - Displays the candidates experience and requirements as entered within the My Totaljobs.com section.

Candidate's CV - displays an html version of the CV. All formatting can be viewed by clicking on the [view formatted CV] button to the right.

[view formatted CV] - click this button to opens the candidates CV in a new window. This will then display all formatting the document had when uploaded.

[close window] - click this button to close the candidate details window.