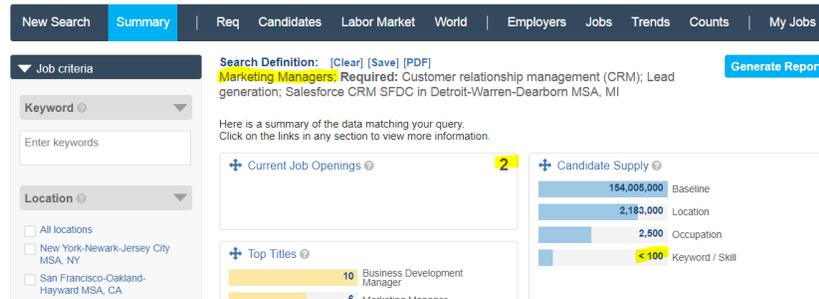


1. Searches:

- a. Let the software interpret a job posting by
 - i. Cutting and pasting the job posting into search.
 - ii. Find the REQ in “My Jobs”; click “Analyze” then click “Finish.”
- b. **Search Narrowly AND BROADLY:** Search narrowly for the EXACT candidates.



But do not forget to search as BROADLY as possible too. (Who might be promoted into this position? Who else might have these skills?) This will allow you to find a large pool of candidates who have the skills you need.



2. Searches & Occupations:

- a. It works best if you use one location, one occupation, and 1-3 skills.
- b. Avoid choosing two occupations. (On its own, the software will never do this.)
- c. Always use “Occupation” and “Skills” before using the “keyword” filter.
- d. The keyword filter works best when it is used to find industry experience.
 It is also best when used with multiple “OR”s. For example “pharmaceutical OR pharma OR drugs OR medicine OR pharmacy OR hospital”

3. Skills: (35,000 of them)

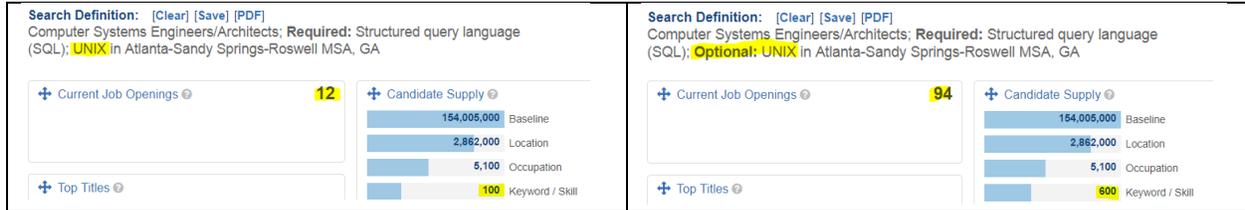
- a. Include only the most important and the most measurable skills.
- b. Include only skills mentioned in Job Postings (JPs) For example while “integrity” is ESSENTIAL, it is just not often mentioned in JPs.
- c. Do not select skills that repeat the “occupation.” For example,
 - i. If the Occupation is “Accountants and Auditors” then requiring “internal audit” would be redundant.
 - ii. If the occupation is “Managers, All Others” do not include “management experience”. A skill like “management experience” is best used with

Best Practices

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occupations that do not require management such as “software developer” or “accountant.”

- d. **How much does a skill cost?** Use this to negotiate with hiring managers.
 - i. Select a skill and look at the “Supply” with that skill.
 - ii. Unselect one skill and select another. Look at the “Supply.”



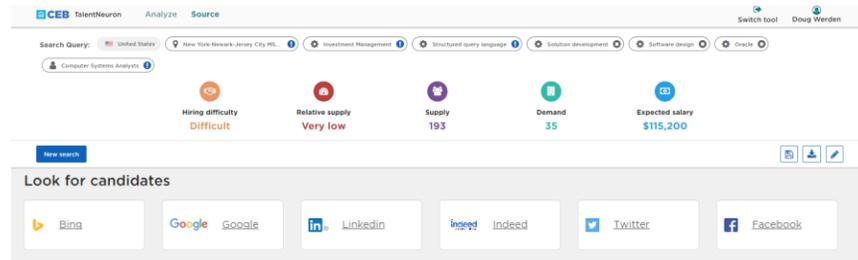
By doing this, you will find the “cost” in the supply of each required skill.

Do the same as above with combinations of skills because certain skill combinations will cost you a greater supply.

- e. Do not have overlapping skills. For example, you do not need to require both
 - i. “Hadoop” and “Big Data”
 - ii. “Public Accounting” and “General Ledger Software”
 - iii. “Sales Leadership” and “Strong Leadership Skills”

4. Search for Candidates Narrowly and Broadly: Go to the Candidates Tab.

- Create your narrowest search: Source for candidates using the social media link.
- Create your broader search: Source for candidates using the social media links.



5. Printing Reports:

- a. Click the “Generate Report” button to print a detailed report for a hiring manager.
- b. To prepare for discussions with a hiring manager print reports on
 - i. Your broad search
 - ii. Your narrow search
 - iii. Narrow searches with several combinations of skills, so that you can show the “cost” of various skills.