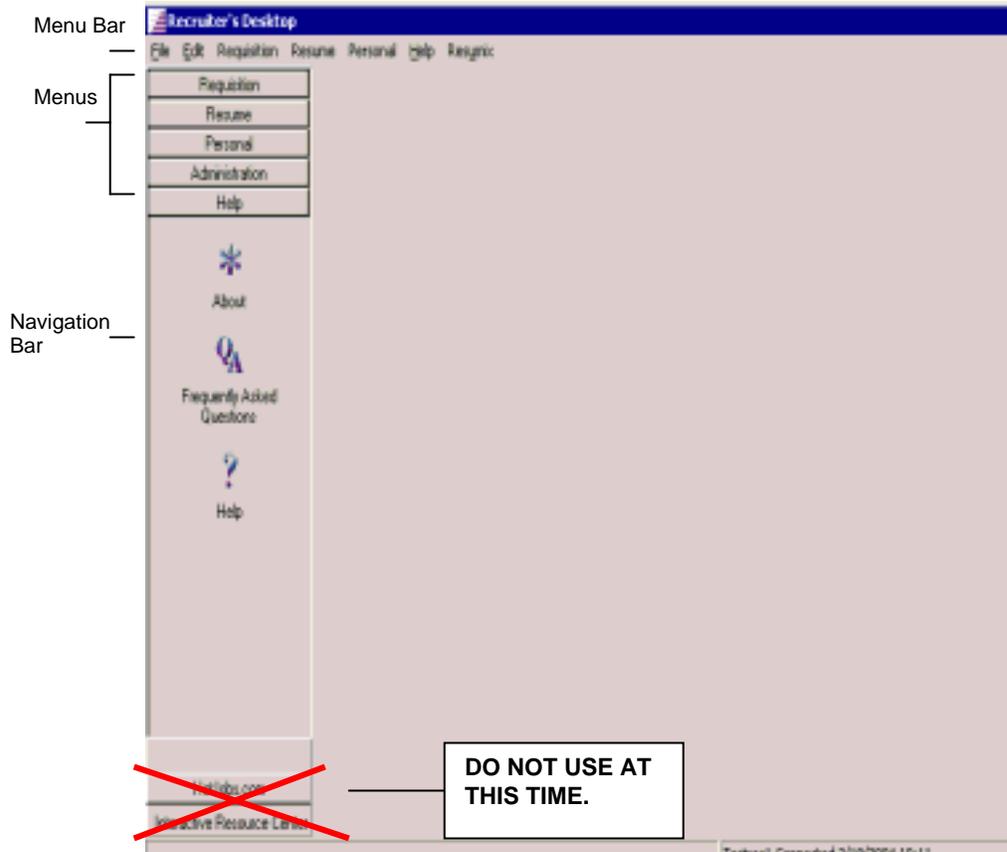


Chapter 5 – Resume Searches

After the announcement closes, it's time to search for applicants that have self-nominated.

To search for applicants - Open Resumix.

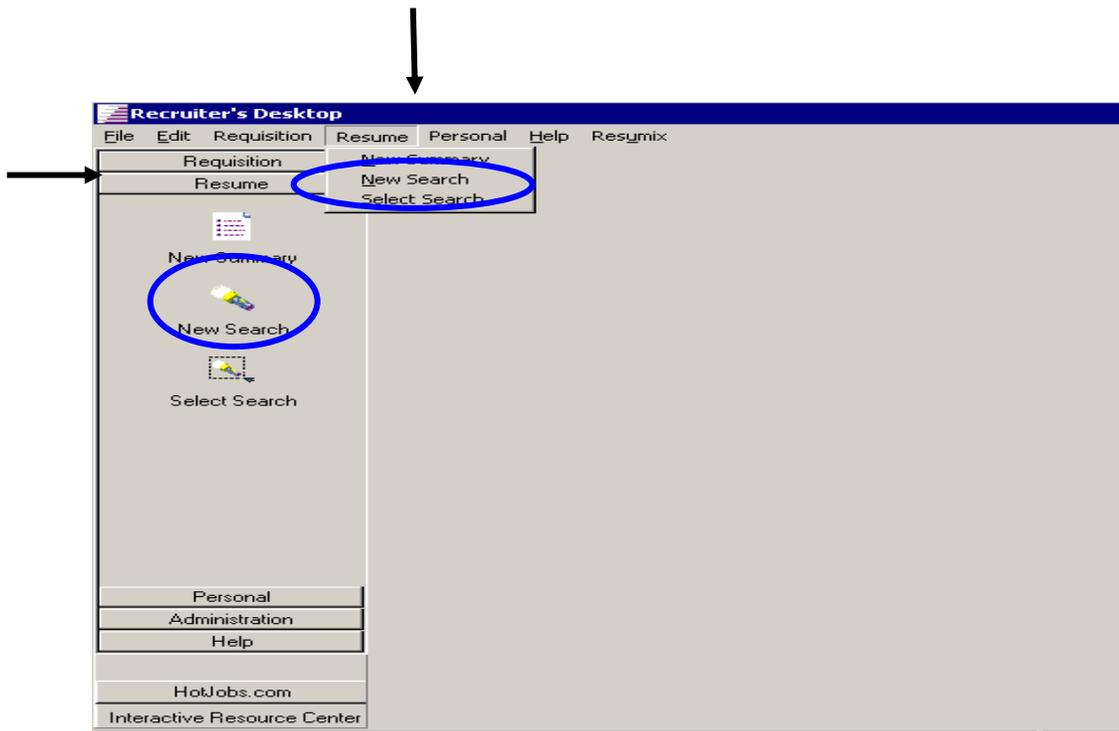


One of the following methods can be used to create the Resume Search:

Open the Requisition (Chapter 3) that is being worked and click Resume Search tab. Select **<Create New Search>**

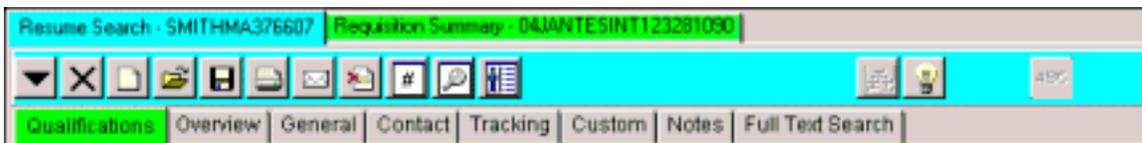
OR

Select **Resume** from the Navigator Bar, then select **“New Search”** **Or** from the Main Menu Bar select **Resume > New Search**.



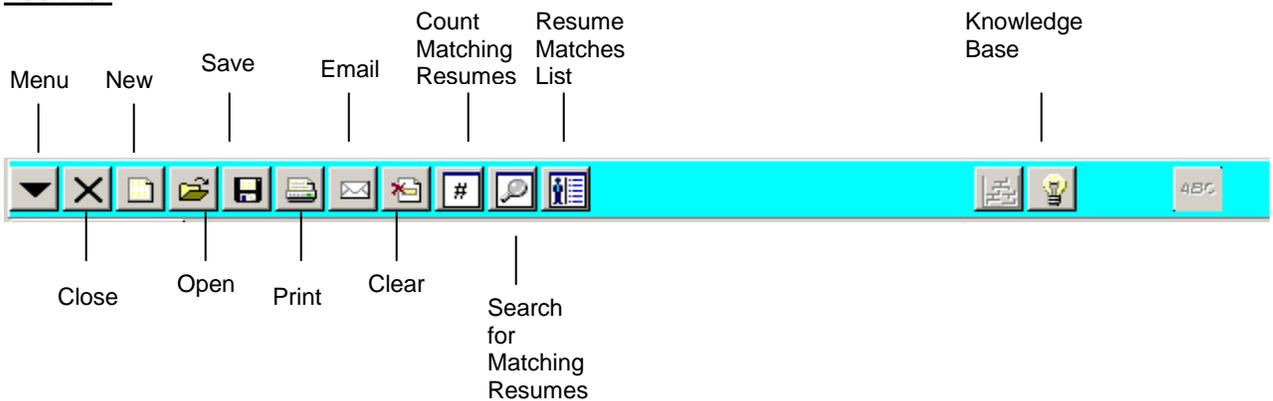
Reviewing the Resume Search Window

Let's review the Title Tab, Tool Bar, and Tabs that appear in a **Resume Search** window.



Title Tab: Display the name of the Resume Search currently open.

Tool Bar:



Tool Bar:

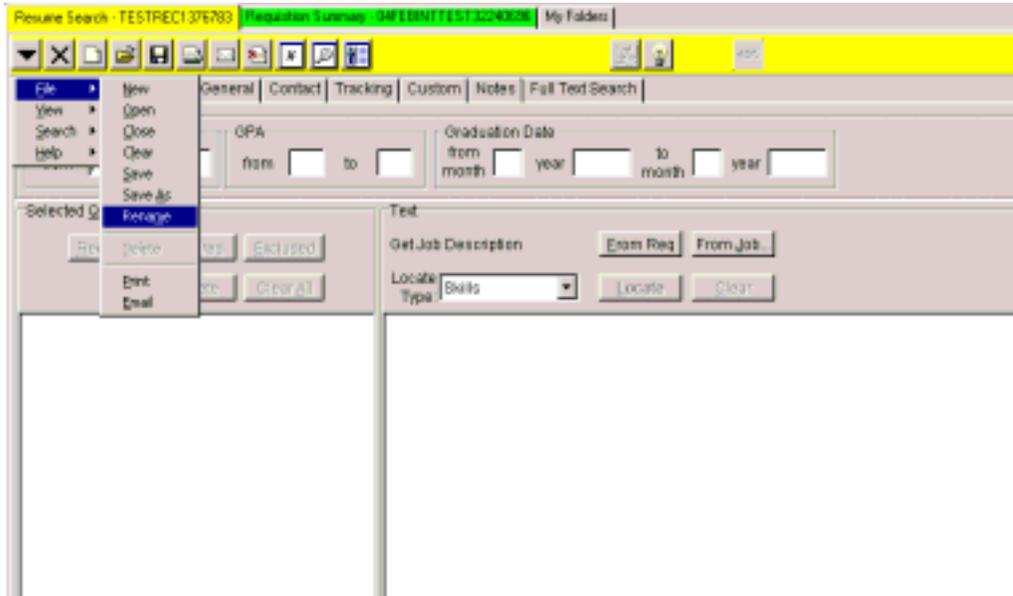


Menu Button.....	Enables user to.....	Or Use Button on Tool Bar.....
	New: Create a new resume search.	
	Open: Open an existing resume search.	
	Close: Close the window currently open.	
	Clear: Clear the current search criteria.	
	Save: Save the search and results.	
	Save As: The ability to <u>copy</u> an existing resume search and save under a different name.	
	Rename: Rename the resume search.	
	Delete: Delete the resume search.	
	Print: Print.	
	Email: Send email.	
	Knowledge Base: View the Knowledge Base. (EXT/DEU ONLY)	
	Resume Matches List: View the Resume Matches List.	
	For Matching Resumes: Search for matching resumes. Use for new searches.	
	Count Matching Resumes: Count the matching resumes.	

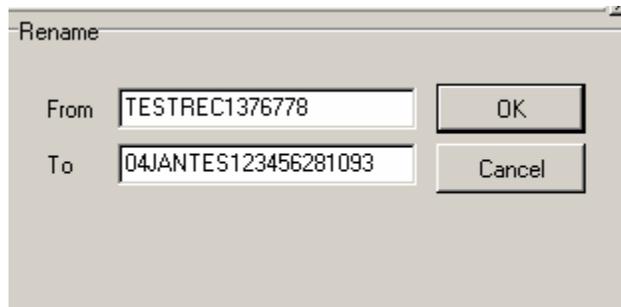
Renaming and Creating the Resume Search

Once the Resume Search window is open, the resume search should be renamed to match the Requisition that is being worked.

Select **File > Rename**

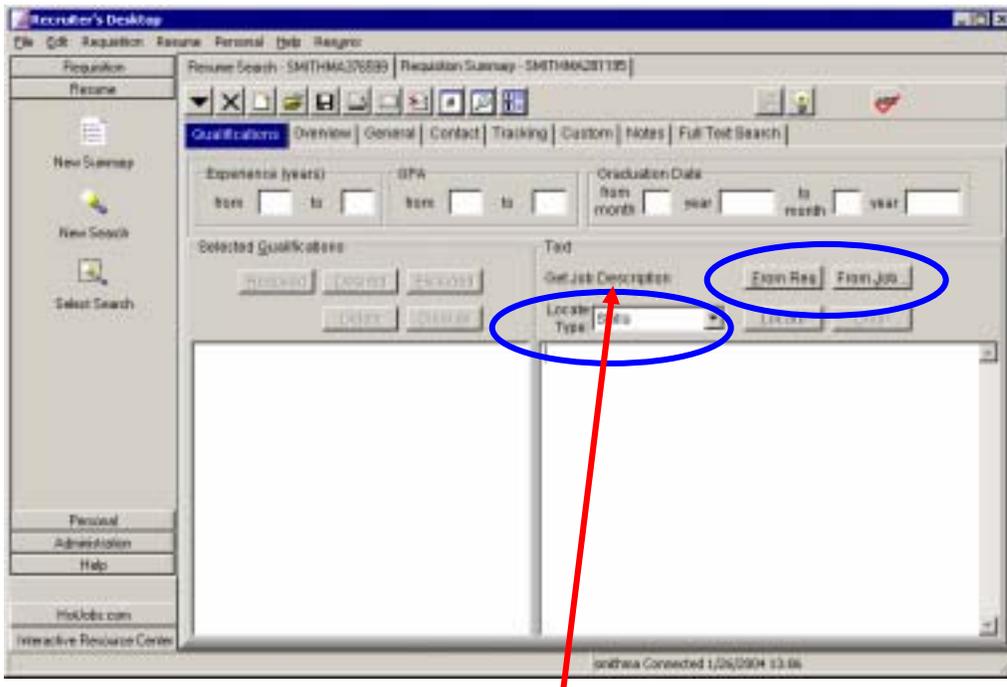


Rename the Resume Search to have the same name as the requisition number. Click **OK**.



Once the Resume Search has been renamed, the information needed to search for applicants that have self-nominated must be completed.

LOCATING SKILLS:

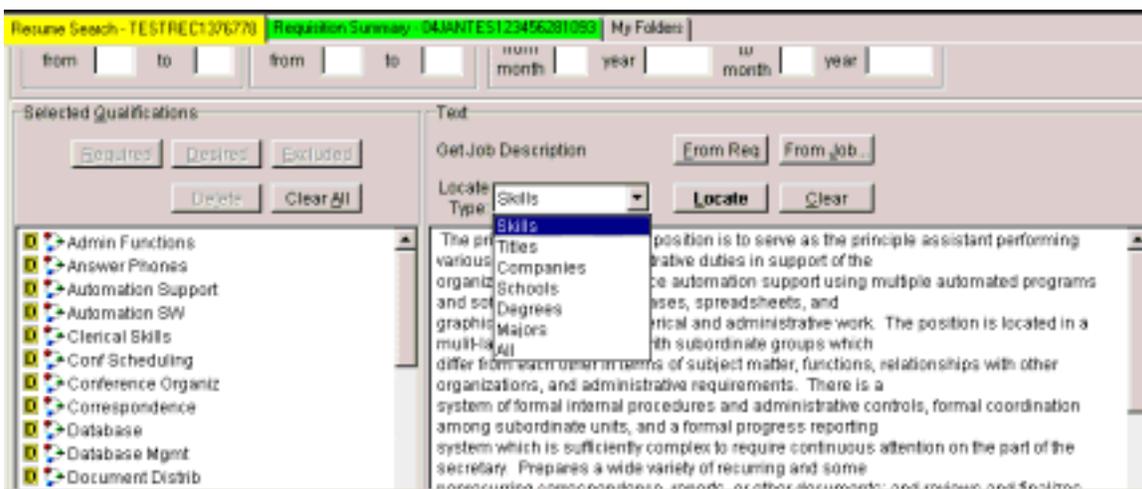


Specialists can “locate” skills by utilizing “Get Job Description” area:

FROM REQ - job description would be imported from the resumix requisition.

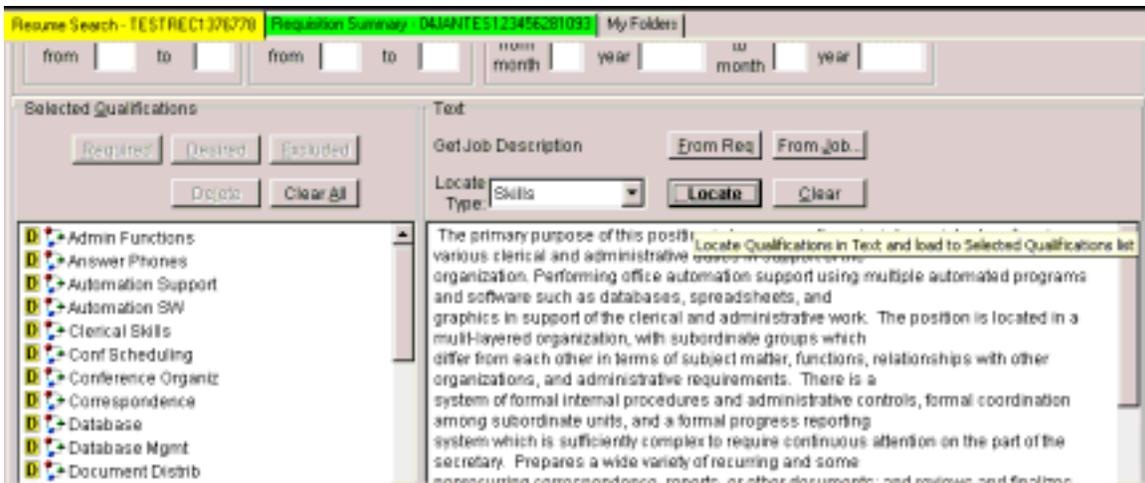
FROM JOB (NOT USED - job descriptions for Occupational Series are not available in resumix).

LOCATE TYPE; Allows HR specialists to either choose grammar base from a listing of Skills, Titles, Companies, Schools, Degrees, or Majors

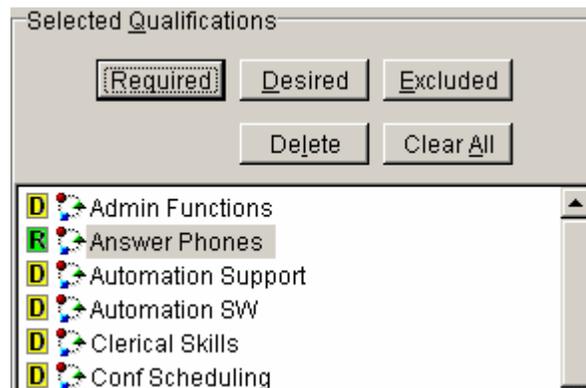
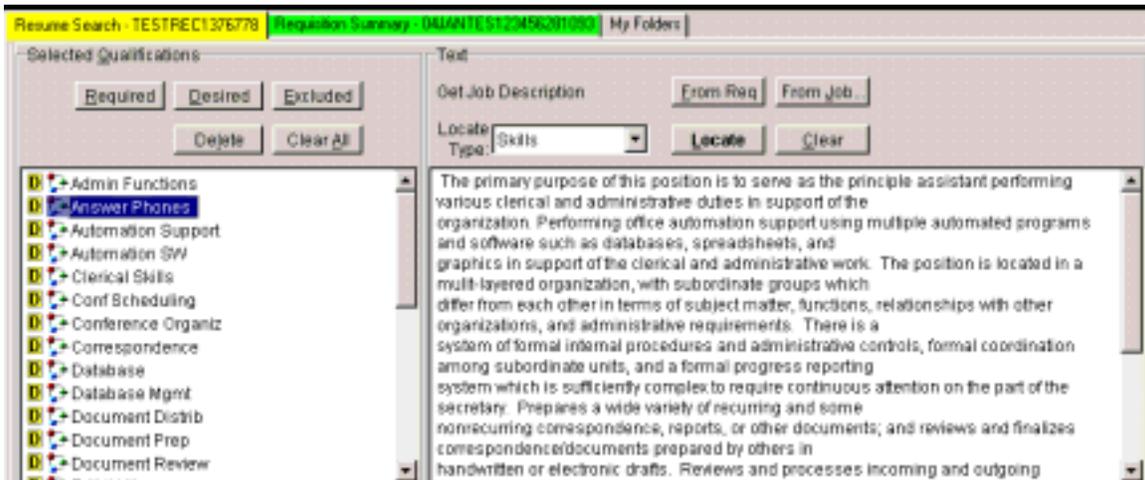


After completion of the job description area, review for content, grammatical and spelling errors. To check for spelling errors, place the cursor at the beginning of the text for the Job Description,

Click  to spell check the information and make any necessary corrections.



Once the appropriate skills are located, HR specialists can identify them as either “DESIRED” or “REQUIRED” by highlighting the skill and clicking the appropriate button.



1 - Select the **General** tab.

The screenshot shows the 'Resume Search' window with the 'General' tab selected. The 'Availability' section has three radio buttons: 'Available Resumes', 'Unavailable Resumes', and 'All Resumes', with the last one circled. The 'Date Received' section has 'From' and 'To' input fields. The 'Status' section has a dropdown menu. The 'Source' section has a 'Code' input field, 'From' and 'To' input fields, and a dropdown menu with 'Any' circled. There is also a 'Job ID' input field at the bottom.

Note: Select All Resumes and Any every time you search for Resumes.

2. Select the **Custom** tab.

The screenshot shows the 'Resume Search' window with the 'Custom' tab selected. The 'Group' dropdown menu is set to 'GENERAL'. Below it is a table for defining custom fields with columns for 'Custom Field', 'Text', 'Date From', 'Date To', 'Numeric From', and 'Numeric To'. The table is currently empty.

3. In the Group field select **Self Nomination** from the drop down menu.

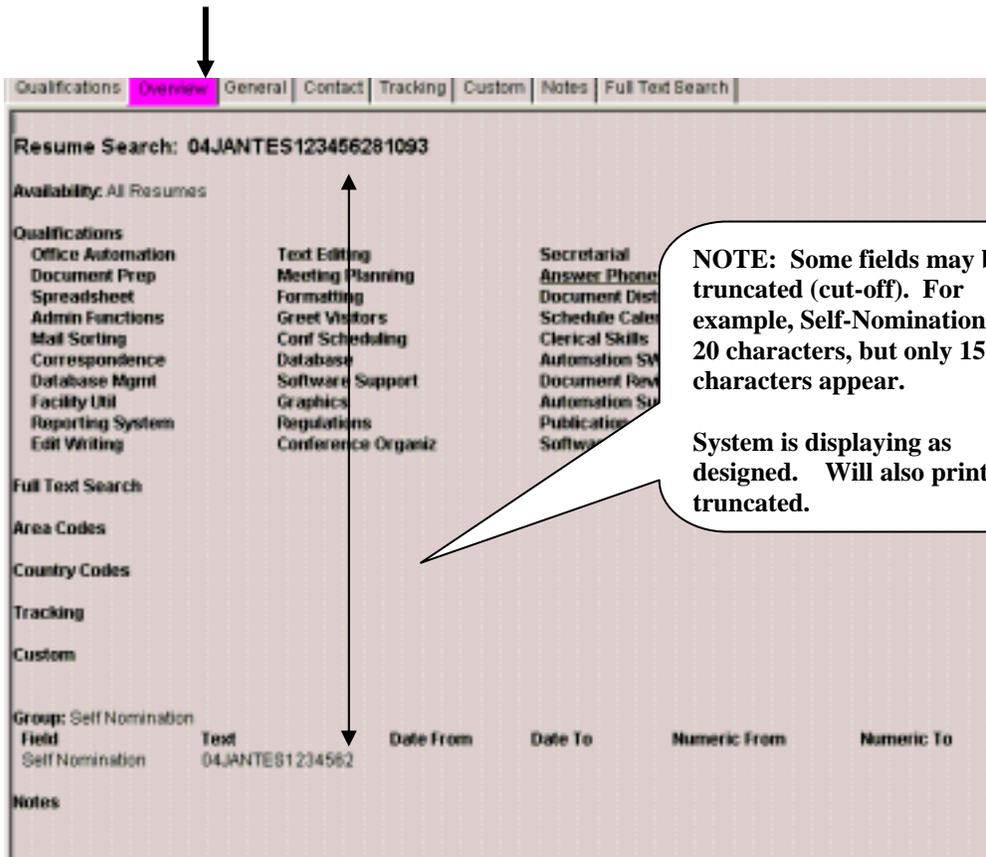
The screenshot shows the 'Resume Search' window with the 'Custom' tab selected. The 'Group' dropdown menu is now set to 'Self Nomination', which is circled. The table below it now has one row with 'Self Nomination' in the 'Custom Field' column.

4. Select **Self-Nomination** in the Field area. **In the Text window** Enter the **20 characters of the Self-Nomination number**. You can either copy and paste the number into this area or type it manually.

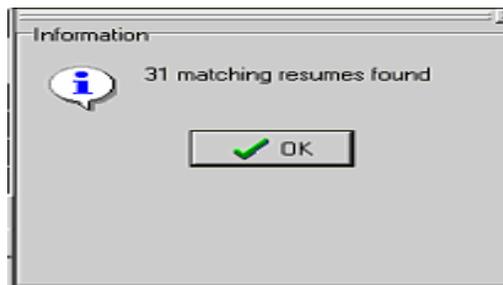
The screenshot shows a software interface for a Resume Search. The window title is "Resume Search - 04JANTESINT123281090" and "Requisition Summary - 04JANTESINT123281090". The interface has a toolbar with various icons and a tabbed menu with "Custom" selected. Below the tabs is a "Group" dropdown menu set to "Self Nomination". There are several input fields: "Date From", "Date To", "Numeric From", and "Numeric To". A "Custom Field" dropdown is set to "Self Nomination" and its corresponding "Text" field contains the value "04JANTESINT123281". The "Custom Field" and "Text" labels are circled in red.

Warning: The Self Nomination information typed in the Text field, **MUST** match the requisition **EXACTLY**. This area is case sensitive. If the information is typed incorrectly it will not pull the applicants.

After all the information has been completed for the Resume search, the user should click on the Overview tab to verify that all the information is accurate. If all the information is accurate, this is a good time to save the Resume Search.



5. To determine the number of applicants that self-nominated click the  icon.



6. To pull the actual list of applicants that match your resume search criteria select the "Magnifying glass"  icon

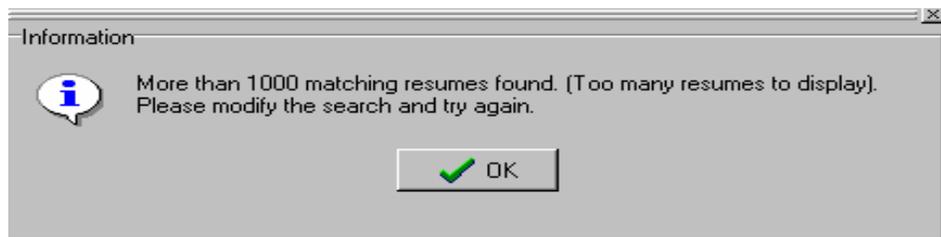
Resume Matches

Matches: 6

Track to Req: []

Last Name	First Name	Received	Score	Tracked Reqs
Hx		7/23,	0	1
NI		11/26	0	1
LC		11/26	0	1
KL		11/26	0	1
BE		11/26	0	1
Cx		11/25	0	1

If the resume search contains more than 1000 matches, the following notice will appear:



For instructions on how to complete a search for more than 1000 matches refer to Appendix B.

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