



iProfile Recruiter Account Help Guide

Version: 0.4
Filename: Iprofile Recruiter Account Help Guide 0.4

Index

1.	What is iProfile?	3
1.1	A dynamic online CV	3
1.2	Candidate updates each week	3
2.	How does this help me find the best candidates?	4
2.1	Unstructured Data.....	4
2.2	Structured Data	4
3.	What does this mean for my candidates?	6
4.	How do I start finding candidates?	7
4.1	Logging In to iProfile Recruiter Account.....	7
4.1.1.	Remember Me	7
4.1.2.	Keep Me Signed In	7
4.1.3.	Forgotten Your Details?	7
4.2	Using the Search Screen.....	8
4.2.1.	The Work History Section	8
4.2.2.	The Location Section	9
4.2.3.	Keywords	9
4.2.4.	Tags	9
4.2.5.	The Preferences Section	10
4.2.6.	Candidate Name	11
4.2.7.	Other Search Features	11
4.3	Header Bar.....	12
5.	Reviewing Your Search Results	13
5.1	Result View Layout	13
5.2	Sorting Results.....	14
5.3	Score.....	14
5.4	Name	14
5.5	CV	14
5.6	Tags and Tagging	15
5.7	Job Title	15
5.8	Employer.....	15
5.9	Location	15
5.10	Job Type	15
5.11	Availability.....	15
5.12	Shortlisting Candidates	16
5.13	Adding/Reviewing Comments	16
5.14	Saving a Search	16
6.	Example Search	18
7.	Hints and Tips	20
7.1	Building a string.....	20
7.1.1.	Intersect Scoring	20
7.1.2.	Standard Boolean Logic	20
7.1.3.	Advanced Boolean Logic	21
7.1.4.	Remove 'Exact Match Only' Setting	21
7.2	General Tips.....	22
7.2.1.	Searching for candidates in a niche role	22
7.2.2.	Exploit your Competitive Advantage – Search on Availability	22
7.2.3.	Always check the iProfile as well as the CV	22
7.2.4.	How telling candidates about iProfile improves your searches	22
7.2.5.	Shortcut keys save time	23
7.2.6.	Searching in non-English or multiple languages	23

1. What is iProfile?

It takes professional networks and online CV databases one step further by providing a recruitment agency with their own private network of iProfiles. This allows you to connect with the individuals within your CV database, ensuring you're searching against fresh, dynamic and up-to-date candidate information.

iProfile's state of the art search technology enables you to source candidates quickly and efficiently. Whatever your need iProfile will deliver accurate results fast.

Unlike online databases offered via job boards or even online professional networks, your company's iProfile Network will contain only your company's candidates rather than a general pool of available candidates accessible both to your company and your competitors.

Also, because of the format of the iProfile itself, a lot of your data will be updated instantly on roll out. Here's how:

1.1 A dynamic online CV

iProfile is a dynamic online CV that allows contractors and permanent candidates to easily update their skills and availability. Over 3 million people already own an iProfile, including approx. 80% of the contractor market. On importing the CVs currently held on your CV database each candidate will receive an automatic email either setting them up with an iProfile account if they are new to iProfile, or letting them know that they can now use their iProfile with you if they already have one (most likely). These candidates will then be able to log into their iProfile and update their details accordingly. Simple, fast, effective and best of all, of direct benefit to your company.

1.2 Candidate updates each week

Various large recruitment companies that may be your market competitors are already iProfile compatible. Whenever a competitor receives an updated CV of a candidate that is already in your company's database your company will also receive an update of their most recent details via the iProfile (but not a new CV). Whilst this process is reciprocal, rules are in place to ensure that the recruitment company who receives the CV first has the competitive advantage of a 2 week lead before other companies are informed. For each iProfile update your company generates, for example as a result of a candidate applying to your company, you will receive multiple updates back to your iProfile Network from the wider community, making it a significant net gain for your company.

iProfile is a simple, fast and effective tool for you to source candidates before taking them through the recruitment process.

2. How does this help me find the best candidates?

First of all, in order to understand exactly how the iProfile search engine works it's essential to be aware of the difference between structured and unstructured data.

2.1 Unstructured Data

Unstructured data is essentially the candidate's original CV. CVs can come in a variety of different formats, languages, lengths and styles. When you search unstructured data you are simply searching for words contained within the CV.

The disadvantage of searching unstructured data is that you cannot specify where the information you are searching for should appear. An example; you are looking for a Project Manager, the search results returned show some Project Managers but also a lot of technical consultants / developers. The reason for this is that the candidate may list a Project Manager as a referee on their CV or perhaps has been a Project Manager but not for 6 years.

2.2 Structured Data

Structured data is information that is automatically extracted from the candidate CV and added to set areas of the candidate's iProfile such as employment history, and candidates are then able to update and add to this information using the iProfile candidate website, www.iProfile.org. This means that when you search for candidates you can target specific areas of their iProfile to make sure that the words not only appear but are in the relevant areas whether it is their job title, location or even employers.

The screenshot below is taken from the candidate website www.iProfile.org and demonstrates the structure that is behind an iProfile. You can clearly see that unlike a normal Word document, the information is split out and labelled to give it context.

Edit Work History [Save] [Cancel]

Company Details Remove this Work History Add another position

Required fields are marked with the asterisk (*)

*Company name: Protronics [More company details]

Position Details

Company name: Same company details as above

*Dates: Aug 2005 to Jun 2007 Present

*Title: Project Leader

*Type: Contract/Temp

*Job role group: IT - Project Management/Coordination

*Closest job role: Project Leader

Summary description: Run the internal project as a supplier to a £1m software implementatio

Detailed description: [Rich text editor with text: Dutes included: Initial contact with franchisees to explain overall project and start individual implementations, Continued advise and support to individual franchisees throughout implementation process, Maintain project plans and resource allocation, Liason with 3rd party Project Manager and suppliers]

By filling out the following information we can provide you with valuable information such as Market salaries for your job role and tailored career progression information. Those fields are not displayed in your online CV.

Organisation size: 11-50

Remuneration: GBP 225000 / Annually

[Save] [Cancel]

Work History Section of the iProfile in Edit view

When the iProfile is not in edit mode as shown above it looks very much like a normal CV making it easy to read and gain an overview of the candidate. You can see a comparison below of an original Microsoft Word CV and the iProfile.

<p style="text-align: center;">John Purcell Reader Mews, London, W5 9HJ Mobile: 077 8888 7777, Email: jpurcell@home.net</p> <p>Profile An enthusiastic and dedicated professional with excellent qualifications and experience of software development gained while supporting a diverse range of projects. Demonstrates the ability to understand all requirements and to deliver effective solutions to improve user experience and business performance. Quick to grasp new ideas and concepts, and to develop innovative and creative solutions to problems.</p> <p>Work Experience</p> <p>Oracle Jul 01 - Present Senior Software Developer Responsible for the overall success of the project with accountability for project management and the delivery of business solutions to customers and business initiatives. Short-term and long-term planning, executing project plans in accordance with the triple constraints, controlling and monitoring project schedules, budget review, developing effective teams, analysing and interpreting technical, functional and business requirements.</p> <p>Oracle Jul 99 - Jul 01 Software Developer - Contributed to solution improvement and innovation - Designed and analysed business logic algorithms - Prepared conceptual, detailed and technical documentation</p> <p>Education Harvard University, Boston, Massachusetts BSc - Computing 1995</p> <p>Skill - Systems Analysis - Process Design - CISCO - C#</p> <p>Personal Interests Photography, Botany, Fishing.</p> <p>References John Smith Development Manager, Oracle Mobile: 079 1000 000</p>	<p>John Purcell Address: Readers Mews, London, W5 9HJ Country: United Kingdom Mobile Tel: 077 8888 7777 Primary Email: jpurcell@home.net Primary Nationality: Jamaican</p> <p>Profile An enthusiastic and dedicated professional with excellent qualifications and experience of software development gained while supporting a diverse range of projects. Demonstrates the ability to understand all requirements and to deliver effective solutions to improve user experience and business performance. Quick to grasp new ideas and concepts, and to develop innovative and creative solutions to problems.</p> <p>Work History Senior Software Developer - Oracle Jul 01 - Present Responsible for the overall success of the project with accountability for project management and for the delivery of business solutions to customers and business initiatives. Short-term and long-term planning, executing project plans in accordance with the triple constraints, controlling and monitoring project schedules, budget review, developing effective teams, analysing and interpreting technical, functional and business requirements.</p> <p>Software Developer - Oracle Jul 99 - Jul 01</p> <ul style="list-style-type: none"> Contributed to solution improvement and innovation Designed and analysed business logic algorithms Prepared conceptual, detailed and technical documentation <p>Education Harvard University, Boston, 1990 - 1995 BSc - Computing</p> <p>Skills & Competencies</p> <ul style="list-style-type: none"> Systems Analysis Expert (> 5yrs) Process Design Expert (> 5yrs) CISCO Expert (> 5yrs) C# Expert (> 5yrs) <p>Personal Interests Photography, Botany, Fishing.</p>
---	--

Candidate's original CV

Candidate's iProfile

So the benefit iProfile brings to you is that you have the advantages of structured data, such as more targeted searching, but still an easy to read format that you are familiar with.

3. What does this mean for my candidates?

Telling your candidates about their iProfile is the quickest and easiest way to make sure you always find the right candidates fast. When they apply for a job with any iProfile compatible company their iProfile will automatically be updated with their latest information. However the best way to ensure that their information is up to date and totally accurate is to remind candidates to update their iProfiles by logging on to the candidate website at www.iProfile.org.

The screenshot shows the iProfile dashboard for user Laila. The top navigation bar includes 'Dashboard', 'My iProfile', 'My Next Job', 'My Connections', and 'Career Advice'. The main content area is titled 'Your iProfile dashboard' and contains several sections:

- iProfile Progress Indicator:** Shows 'Your iProfile is 100% Complete' with a progress bar at 100%.
- Find an Agency:** Includes a 'Go to Find an Agency' button and a search form for 'Industry'.
- iProfile Summary:** Lists various profile sections like 'Contact Details', 'Profile', 'Achievements', 'Work History', 'Education', 'Skills & Competencies', 'Formal Certifications', and 'Personal Information', each with an 'Edit' button.
- Job Seeking Status:** Features a dropdown for 'I am:' (set to 'Open to Opportunities') and an 'Available from:' section with date and year selectors.
- Job Search:** Includes a 'Go to Job Search' button and a keyword search field.
- Activity Tracking:** Shows a list of recent activities, such as 'You joined Spring.com on 05 Jun 2009 19:27'.
- Activity Summary:** Provides statistics like 'Total Connections: 16', 'iProfile Compatible Agencies: 2', and 'Contacts: 14'.
- News:** Contains a security update titled 'Secure your personal numbers and track calls'.

www.iProfile.org logged in homepage

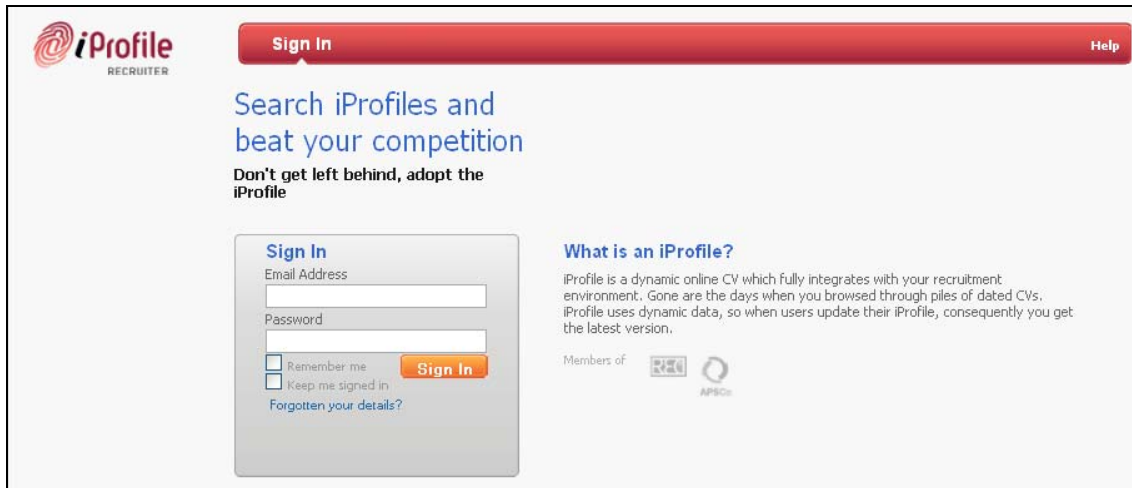
From here the candidate is able to completely manage their online iProfile, including an automatic record of any applications they have sent to iProfile compatible companies, the ability to update their job seeking preferences such as availability date and salary as well as read lots of helpful information on job hunting and career management.

Candidates also receive weekly activity emails updating them with information about who has been viewing their iProfile, their recent job applications, telephone calls and current contacts, which encourages them to log in to iProfile and maintain their data.

4. How do I start finding candidates?

4.1 Logging In to iProfile Recruiter Account

When you go to <http://recruiter.iprofile.org> you will see the login screen below:



The screenshot shows the iProfile Recruiter login interface. At the top left is the iProfile Recruiter logo. A red banner at the top contains the text 'Sign In' and a 'Help' link. The main heading reads 'Search iProfiles and beat your competition'. Below this is the text 'Don't get left behind, adopt the iProfile'. The 'Sign In' form includes an 'Email Address' field, a 'Password' field, and two checkboxes: 'Remember me' and 'Keep me signed in'. An orange 'Sign In' button is located to the right of the password field. Below the checkboxes is a link that says 'Forgotten your details?'. To the right of the form is a section titled 'What is an iProfile?' which contains a paragraph of text and logos for 'REC' and 'APSCo'.

When you have received your login credentials from your company administrator – your team leader should be able to help you with this - you will be able to enter them into the login box and sign in.

4.1.1. Remember Me

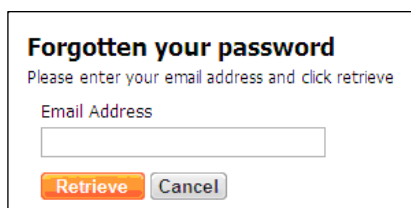
This is a tick-box which will be empty by default. If you would like the iProfile Recruiter Account to remember your email address next time you navigate to it from the same computer you can click on the tick-box.

4.1.2. Keep Me Signed In

This is a tick-box which will be empty by default. If you would like iProfile Recruiter Account to automatically log you in next time you navigate to the url using the same computer then you can click on the tick-box and you will not have to enter your login credentials next time (N.B. – this functionality uses a cookie on your local machine, if you clear cookies on your machine you will need to sign in the next time you navigate to your iProfile Recruiter Account). Do not use this feature if you are accessing iProfile from a public place.

4.1.3. Forgotten Your Details?

If you forget your password you can click on this link and the pop up box shown below will display. Simply enter your email address and click the Retrieve button and a new temporary password will be sent to your email address. You will then be asked to create a new password the next time you log in.



The screenshot shows a pop-up box titled 'Forgotten your password'. It contains the text 'Please enter your email address and click retrieve' and an 'Email Address' field. Below the field are two buttons: 'Retrieve' and 'Cancel'.

4.2 Using the Search Screen

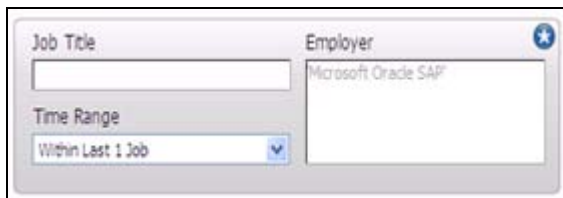
After logging in you will see the following screen:



iProfile Recruiter Account uses state of the art search technology to return suitable candidates quickly and easily. After logging in you will see the search screen as shown above. Take a look through the information below to ensure you are able to use each of the functions to gain maximum results.

You'll notice that the search screen is divided into lots of smaller boxes. Let's have a look at each of these individually to see what they are for and how they help you to find the right candidates.

4.2.1. The Work History Section



➤ Job Title

The advantage of searching using the Job Title box is that your results will show people that have specifically worked in the role you require. Unlike text searching the entire CV for the words "project manager" the use of Job Title will purely search the relevant area. No more pulling up a developer who mentions in their CV that they "work alongside the Project Manager".

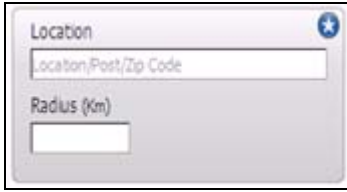
➤ Employer

The advantage of using the employer as part of the search criteria is that you are able to find candidates that have specifically worked for competitor companies or within employers with names that contain industry-specific words such as Telecoms. To find out how to make the most of this, make sure you read through Hints and Tips in section 7 of this document.

➤ Time Range

As the data is structured you also have the advantage of combining job title and employer searches with a specified time range or number of previous jobs that you want to search. This gives you the advantage of purely looking at candidates whose most recent role on their iProfile is working as a developer rather than those that used to work in that area 5 years ago however are now project management focused.

4.2.2. The Location Section




The location search allows you to search either a town, city, county, region, country or postcode. After typing the first 2 letters a popup list of the top 10 most likely matches will appear in order of population size (largest population first) and you can just click on the matching location to select it. You can then specify the desired radius in the field below. It will default to 50km if you do not enter a value.

The search will be based on the candidate's address details. Unlike with the existing process, all candidate records go through a thorough verification process. Any records that miss key contact details following the automatic parsing of the CV will be manually verified. This means full, up-to-date, accurate contact details & an improved base for location searching.

All locations selected from the pop up list will also search multilingual synonyms meaning no need to search individually for candidates in Switzerland or Schweiz or Suisse – whichever you start to type will bring up "Switzerland" in the pop up list; just select it and it will search against all the variations.

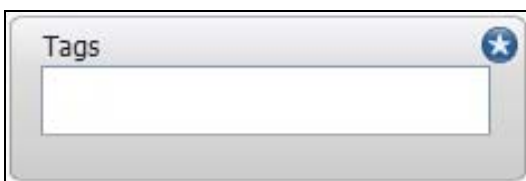
4.2.3. Keywords



The "Keywords" section within iProfile Recruiter is the only part that uses unstructured data; it searches against the candidate's CV and so acts as a 'safety check' for words that might not have been automatically extracted and the candidate has not manually added to their iProfile.

This is extremely useful when you are looking for general skills e.g. Unix and oracle or niche skills/phrases that would not be found within another of the iProfile Recruiter search fields e.g. "SV Clearance".

4.2.4. Tags



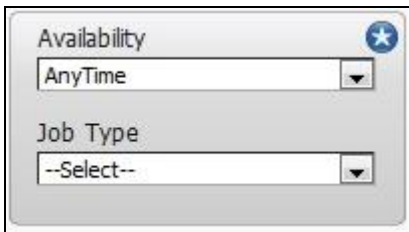
Tagging allows you to group candidate under certain heading, for example 'Good Project Manager'. The "Tags" section allows you to search for candidates that have particular "Tags" that you have previously assigned them.

4.2.4.1. Inputting a Search for a Tag



The predictive text in this box works as the location box text. After typing the first 2 letters a popup list of the most likely matches will appear, select one and it will be added to the section. You can add as many tags as you like to this list and you can also perform all Boolean logic on these by typing the Boolean between the Tags.

4.2.5. The Preferences Section



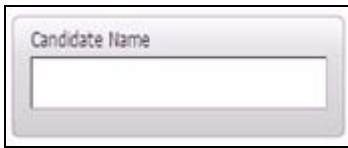
➤ **Availability**

The availability is updated from two sources: either it is added by the candidate to their Job Preferences in the My Next Job section of www.iProfile.org or it is the last date the candidate applied for a role with an iProfile compatible company. You will still need to take into consideration notice periods when speaking with the candidates.

➤ **Job type**

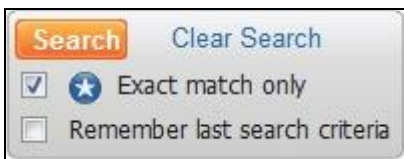
The job type is automatically updated dependent on the type of role for which the candidate applied to last. Should the candidate apply to multiple roles - permanent and contract it will be set to "Both" and candidates would be returned under all Job Type options. The candidate is also able to change this setting themselves in their Job Preferences within the My Next Job section of www.iProfile.org.

4.2.6. Candidate Name

A rectangular input field with a light grey border and a white background. The text "Candidate Name" is written in a small, dark font at the top left of the field.

Should you need to find a specific candidate simply type their name within this box.

4.2.7. Other Search Features

A rectangular panel with a light grey background and a thin border. At the top left is an orange "Search" button. To its right is a blue "Clear Search" button. Below these are two rows of controls: the first row has a checked checkbox, a blue star icon, and the text "Exact match only"; the second row has an unchecked checkbox and the text "Remember last search criteria".

4.2.7.1. Exact Match Only

You will notice that each section of the search screen has a small star symbol in the top right hand corner. When this star is white against a blue background it means it is activated for 'Exact Match Only'. All sections will be Exact Match Only by default. This means that only candidates that match exactly what you have searches for will be returned. You can remove this by clicking Exact Match Only next to the Search button or alternatively you can click on each section star individually to create any combination of Exact Match Only sections; the stars will be grey against a grey background when not active. By deactivating this functionality you allow candidates that are not exact matches for your search to return, but because all the results are returned in relevance order the most relevant candidates are still at the top. It is very helpful to start a search **without** Exact Match Only because it will return you a bigger results list where perhaps people meet most but not all search criteria and then you can narrow your results list by selecting specific sections as Exact Match Only. If you are searching in job title, employer or keywords search and using 'or' or space between each word, only one of each of the words needs to be matched to satisfy the 'Exact Match' criteria. For more information on using this please refer to the Example Search.

4.2.7.2. Remember Last Search Criteria

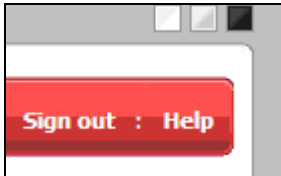
You can save your last search criteria so that it will be there when you log back in by selecting this option. A tick will appear in the tick-box when this is activated. You can only save your current search.

4.2.7.3. Clear Search

If you want to start a new search simply click Clear Search and all your previous search criteria will be cleared from the screen ready for you to enter your new criteria.

4.3 Changing the Background Colour

At the top right hand of the screen above the Header Bar you will see 3 small squares graded from white to black. You can change the background colour of your page by clicking on any of these squares. This does not impact the search functionality in any way but just allows you to choose the background you prefer.



4.4 Header Bar



The Header Bar is displayed across the top of the page. You will be able to view and access Search (which displays Saved Searches and New Search in a drop down), Reports, and Admin pages depending on the access rights you hold. If you have access to the Reports and Admin sections the relevant headers will be displayed in the Header Bar as shown above and information on these will be provided to you separately.

You will be able to sign out from the top right of the Header Bar as well as access this document by clicking on Help.

5. Reviewing Your Search Results

Once you have entered all your criteria just click on the Search button to run your search. This will return you a list of results like this...

Select	Score	Name	CV	Tags	Job Title	Employer	Location	Job Type	Availability
<input type="checkbox"/>	100	Sarfraz Iqbal			Web Project Manager	Learning and Skills Network	London	C\T	Sep 08
<input type="checkbox"/>	100	Rob Whitmore			a senior business analyst and a project manager	Virgin Money	Hethersett	C\T	Apr 08
<input type="checkbox"/>	100	Alan Bray			Project Manager	Scottish Enterprise	Glasgow, Lanarkshire	All	Jan 08
<input type="checkbox"/>	100	Catherine Coombes			Project Manager	Nestle Switzerland -- MBB	Cumbernauld	All	Jan 08
<input type="checkbox"/>	100	Steven Hession			PROJECT MANAGER	IBM	Warwick	All	Jan 08
<input type="checkbox"/>	100	Javad Anwar			Senior IT SystemsInfrastructure Project Manager	Dell Corporation plc (UK)	Stretford, Manchester	All	Jan 08
<input type="checkbox"/>	100	Dianne Ball			Project Manager	Royal Bank of Scotland Shandon, Edinburgh		All	Jan 08
<input type="checkbox"/>	100	Alison Lyons			Senior Project Manager	Principle Insurance Holdings		All	Jan 08
<input type="checkbox"/>	100	Mark Hartnell			SENIOR PROJECT MANAGER	Contract with Legal & General		All	Jan 08
<input type="checkbox"/>	100	Sheila Gordon			Employee Development Project Manager	Diageo		All	Jan 08
<input type="checkbox"/>	100	Paul Cassidy			Project Manager Business Analyst	National Australia Group	Carlisle	All	Jan 08
<input type="checkbox"/>	100	Mark Hurst			TECHNICAL PROJECT MANAGER	Merrill Lynch (Investment Bank) on behalf of ...	Bexley, Kent	C\T	Nov 07
<input type="checkbox"/>	100	Simon Hurl			Project Manager	Lehman Brothers	Earlsfield, London	C\T	May 03

5.1 Result View Layout

As you can see the results are presented in a grid-like format so that they can be reviewed, sorted and compared quickly and easily. This is the default view known as 'list'. You can see a summary of each of the candidate's work history by clicking on the plus (+) button to the left of them. This will expand the results screen for individual candidates including highlighting your searched words as shown below.

Select	Score	Name	CV	Tags	Job Title	Employer	Location	Job Type	Availability
<input type="checkbox"/>	100	Steven Hession			PROJECT MANAGER	IBM	Warwick	All	Jan 08
<p>Contact Mobile: 07783385701 Email: steven@com1.co.uk Rate: -/-</p> <p>My Tags</p> <p>Other Tags</p> <p>Skills</p> <p>Experience</p> <p>PROJECT MANAGER, IBM Jul 07 - Apr 08 I worked as part of a large and complex team supporting the e2 account, which is hosted by IBM, my primary role was to manage the constant upgrades of infrastructures, hosting e2 Website and billing systems. I was Responsible for delivering new business change IT initiatives for IBM through managing international technical teams to deliver project within tight timeframes. Management of offshore tec...</p> <p>PROJECT MANAGER, DAIMLER CHRYSLER FINANCIAL Apr 07 - Jul 07 I worked at Daimler as a business Project Manager focused on the delivery of financial SAP and Oracle application upgrades through the full lifecycle of the projects. I worked with the business and the technical design teams to transfer the business change required, into working designs and then managing the SAP deployment into live environments. I carried out a full in-depth analysis of the SAP a...</p>									
<input type="checkbox"/>	100	Javad Anwar			Senior IT SystemsInfrastructure Project Manager	Dell Corporation plc (UK)	Stretford, Manchester	All	Jan 08
<input type="checkbox"/>	100	Dianne Ball			Project Manager	Royal Bank of Scotland Shandon, Edinburgh		All	Jan 08
<input type="checkbox"/>	100	Alison Lyons			Senior Project Manager	Principle Insurance Holdings		All	Jan 08
<input type="checkbox"/>	100	Mark Hartnell			SENIOR PROJECT MANAGER	Contract with Legal & General		All	Jan 08

The expand button will now display as a minus (-) symbol and you can just click it again to collapse the candidate's more detailed information.

If you prefer to view all your results as candidate summaries you can select the drop down box entitled View As and select 'Summary'. This will then display all your candidates in the results grid expanded to show a summary of their Work History.

Select	Score	Name	CV	Tags	Job Title	Employer	Location	Job Type	Availability
<input type="checkbox"/>	100	Sarfraz Iqbal			Web Project Manager	Learning and Skills Network	London	C/T	Sep 08
		Contact	Mobile: +44 7799141189	Email: sarfraz@qmail.com			Rate: - / -		
		My Tags							
		Other Tags							
		Skills							
		Experience	Web Project Manager, Learning and Skills Network		Aug 03 -	Comments (0)	No comments available Add comment		
<p>include ensuring that all web projects are efficiently managed and kept within budget and to deadlines whilst ensuring that websites demonstrate a steady growth in traffic. Another core responsibility is to relay complex information to key internal stakeholders through the use of wireframes and process diagrams. It is my responsibility to ensure that content on LSN websites is up to date, relevant,...</p> <p>Sub Editor, The Big Fish Magazine Feb 99 - Sep 99 Working on university student's newspaper. Involved checking copy, writing articles, commissioning features and managing staff. Due to tight deadlines and minimal budget this role required excellent organisation and writing skills.</p>									
<input type="checkbox"/>	100	Rob Whitmore			a senior business analyst and a project manager	Virgin Money	Hethersett	C/T	Apr 08
		Contact	Mobile: +44 7907094800	Email: robert.e.whitmore@hotmail.com			Rate: - / -		
		My Tags							
		Other Tags							
		Skills							
		Experience	a senior business analyst and a project manager, Virgin Money		Feb 97 - Nov 04	Comments (0)	No comments available Add comment		
<p>a key role on one of Legal & General's largest ever programmes of change, Pensions Simplification. Business analysis on Pensions Simplification to gather and document requirement definition in relation to systems, documents and process changes in conjunction with technicians, legal experts, sales teams and end users. Work with system developers and analysts to develop solutions. The prime responsi...</p>									
<input type="checkbox"/>	100	Alan Bray			Project Manager	Scottish Enterprise	Glasgow, Lanarkshire	All	Jan 08
		Contact	Mobile: 0750 2374235	Email: alan.bray@live.com			Rate: - / -		
		My Tags							
		Other Tags							
		Skills							
		Experience	Project Manager, Scottish Enterprise		Aug 09 -	Comments (0)	No comments available Add comment		
<p>Southern General Hospital Apr 09 - Aug 09 I am currently working under contract to the above GG&C NHS Trust, on a EPAS (iSoR), Clinical Portal (Orion) and HIS (Meditech) rollout to clinical staff and nurses. I accepted this project to bring my NHS skills up to date, working on Scotland's biggest NHS project, the two ACH 'PAS and HIS' go lives'. I am configuring and training on the system functionality especially focusing on 'order coms', ...</p>									

To the right of the View As box you can specify the number of results you would like returned per page.

5.2 Sorting Results

You can click on any of the column headers to sort the results by that criterion. For example, if you click on Employer your results will be reordered by Employer in alphabetical order.

5.3 Score

This is generated by iPlace according to how closely each candidate matches your search. The candidates that are the best matches and so have the highest scores will appear at the top of the list. Candidate will be displayed in score order by default.

5.4 Name

This is the candidate's full name and is also a hyperlink. This means that when you click on a name it will open their iProfile in a new page so you can view it in full.

5.5 CV

If you click on the document symbol in the CV column it will load a copy of the most recent CV the candidate sent to your company in a new window.

5.6 Tags and Tagging

This icon allows you to see what tags are against a particular candidate at a glance by hovering over the icon. The Tag icon is also how you can add/remove a tag. Click on the icon and you will receive a popup window which allows you to add/remove tags for that candidate. This list also works as predictive text and after typing 2 letters you will get a list of previously used tags that match the letters that you have typed.



You can also remove any tags from a candidate by clicking on the remove button against a tag. This will only remove that tag from that particular candidate.

5.7 Job Title

This will be the most recent job title on the candidate's iProfile.

5.8 Employer

This will be the most recent employer on the candidate's iProfile.

5.9 Location

This will be the candidate's home location as is recorded on their iProfile displayed as: town, region.

5.10 Job Type

This will tell you whether the candidate is looking for contract or permanent work or is happy to do either.

5.11 Availability

The availability date is either the date the candidate has manually entered into the Job Preferences sections of www.iprofile.org or shows the last date the candidate sent an application to an iProfile compatible company. This is based upon the theory that if a candidate is sending applications they are considered to be available due to the fact that they are currently looking for work. It will not give you any information about a candidate's notice period so it is important to still ask the candidate about this when you speak to them.

5.12 Shortlisting Candidates

You will see there is a small tick box against the left hand side of each candidate. Whether or not this functionality is available to you and how it works will depend on what has been agreed with your company and you will receive separate training on this where appropriate.

Once you have found the candidates you want to put forward to a client within iProfile Recruiter Account, you can download the iProfile or CV and either forward using your normal email account or add it to your CRM first and email the client from there.

5.13 Adding/Reviewing Comments

A comment is a quick note that you would like to add about a candidate. For example, 'Good Java Skills', or 'Reliable'.

To add a comment just click on the 'Add Comment' button against the correct candidate. The comment stays on iProfile Recruiter and will not filter into your Recruiter CRM system.

The screenshot shows a search results page with the following details:

- Showing 25 of 37 Results (37 total)
- View as: List
- With 25 per page
- Save Search button
- Table with columns: Select, Score, Name, CV, Tags, Job Title, Employer, Location, Job Type, Availability
- Candidate: Steven Hession, Score 100, Job Title: PROJECT MANAGER, Employer: IBM, Location: Warwick, Job Type: All, Availability: Jan 08
- Contact: Mobile: 07783385701, Email: steven@com1.co.uk, Rate: -/-
- My Tags, Other Tags, Skills
- Experience: PROJECT MANAGER, IBM Jul 07 - Apr 08
- Comments (0) No comments available, Add comment link
- Text description: I worked as part of a large and complex team supporting the o2 account, which is hosted by IBM, my primary role was to manage the constant upgrades of infrastructure, hosting o2 Website and billing systems. I was Responsible for delivering new business change IT initiatives for IBM through managing international technical teams to deliver project within tight timeframes. Management of offshore tec...

Then just add a comment in the popup window that follows, as shown below, and click save. The comment will then appear in the comments section against the candidate.

The 'Add comment' popup window contains:

- Title: Add comment
- A large text input field
- 150 character limit
- Save button
- Cancel button

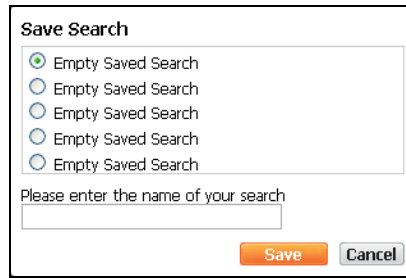
5.14 Saving a Search

You are able to save a search so you can come back to it later and keep on reviewing candidates. To save a search click on the save button at the top of the results list.

The screenshot shows the search results header with the following details:

- Showing 25 of 37 Results (37 total)
- View as: List
- With 25 per page
- Save Search button

You will then be presented with a screen so you can name or replace an existing search. Select the search slot you want to use/replace by clicking on the radio button next to it, type in a name and click the save/replace button.



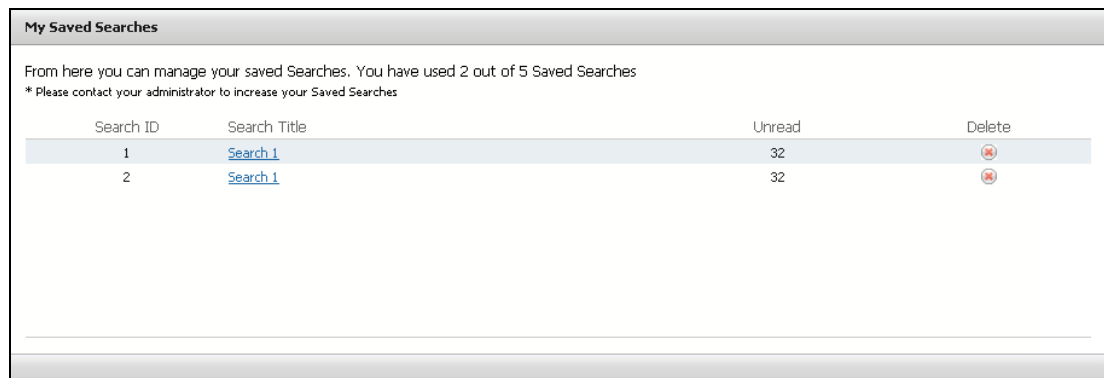
The 'Save Search' dialog box contains five radio buttons, all labeled 'Empty Saved Search'. Below them is a text input field with the placeholder text 'Please enter the name of your search'. At the bottom right are 'Save' and 'Cancel' buttons.

You are able to return to these searches later by clicking on the 'Saved Searches' in the Search drop down button.





The screenshot shows the iProfile Recruiter search interface. The top navigation bar includes 'Search', 'Reports', and 'Admin'. A 'Saved Searches' dropdown menu is open, showing a 'New Search' button and a search entry for 'Microsoft Oracle SAP'. Other search filters visible include 'Job Title' (Project Manager), 'Time Range' (Within Last 1 Job), 'Location' (Location/Post/Zip Code), 'Radius (Km)', 'Availability' (AnyTime), and 'Job Type' (--Select--).

Then just click on the name of the search you want to go to and iProfile Recruiter will take you there.



The 'My Saved Searches' table displays a list of saved searches with columns for Search ID, Search Title, Unread, and Delete. It indicates that 2 out of 5 saved searches are used.

Search ID	Search Title	Unread	Delete
1	Search 1	32	
2	Search 1	32	

The saved searches updates itself with new candidates that fit the search criteria and allows you to be able to see which candidates you have already reviewed enabling you to see the new candidates coming into the search criteria more easily.

You can now have a look through the example search below to help you understand how to use all this information in a real search scenario.

6. Example Search

iProfile's Recruiter Account uses the latest search technology to help you find the best candidates faster. But how exactly does this work and how can you use this to stay ahead of the game? Let's use a specific example, project managers working in Banking, to see the benefits that iProfile can bring to you.

Traditional Database Searching

Traditional key word searching like you would use in a CRM allows you to search your database for CVs that include specific words. So in this example you would probably enter something like: **"Project Manager" AND Bank** or similar.

This would return you a list of candidates and they should all include the words you have searched on. However the trouble with this technique, which we call 'free text searching', is that it can bring back a wide range of candidates, many of which are completely unsuitable for a project management vacancy in banking. So for example you might get a C# developer with "worked along side the **project manager**" in their CV which is of no use. We can simulate this basic free text search by adding the words to the keywords section as below:

The screenshot shows the iProfile Recruiter search interface. The search criteria are as follows:

- Job Title:** Project Manager* Project
- Employer:** Microsoft Oracle SAP
- Location:** Location/Post/Zip Code
- Availability:** AnyTime
- Time Range:** Within Last 1 Job
- Radius (Km):** (Empty)
- Job Type:** --Select--
- Keywords:** "Project Manager" AND Bank
- Tags:** (Empty)
- Candidate Name:** (Empty)
- Search Options:**
 - Exact match only
 - Remember last search criteria

The Recruiter Account shows you your candidates in a results grid, so let's have a look at whom we would get back using this search...

Shortlist	Score	Name	CV	Tags	Job Title	Employer	Location	Job Type	Availability	Rate	Salary
<input type="checkbox"/>	100	Neil Adams			Data Warehouse	Rs Components Plc	Halesowen, West Midlands	C\T	Nov 20	62 GBP	150k GBP
<input type="checkbox"/>	100	Larry Murphy			Programme / Release Manager / Supplier Management	- NHS Connecting for Health (CfH)	Arklow, Co. Wicklow	C\T	Jan 10	100 GBP	-
<input type="checkbox"/>	100	Vivek Khandade			Technical manager	Ideacts Innovations Pvt ltd	Pune	P	Aug 09	-	-
<input type="checkbox"/>	100	Herman Alleyne			Data Migration Specialist	Scottish Gas Networks	Sutton, Surrey	C\T	Aug 09	17	-
<input type="checkbox"/>	100	Zoltys Zcse - Zcsa			Regional Manager EMEA and Americas	Supertec LLC	Canvey Island, Essex	C\T	Aug 09	-	-
<input type="checkbox"/>	100	John Alexander			Director	FFastFill Plc (City of London, UK)	Macclesfield, Cheshire		Aug 09	-	-
<input type="checkbox"/>	100	David Kear			Regional Implementation Transition FireControl Project Manager		Leeds, Yorkshire		Aug 09	-	-
<input type="checkbox"/>	100	Muhammad Humayun			Senior Software Engineer	ITSS	Barking, Essex	P	Aug 09	-	-
<input type="checkbox"/>	100	Rodrick Forsyth			Project Manager	EMI's Global Headquarters	London	C\T	Jul 09	31	-
<input type="checkbox"/>	100	Sindhujia Mishra			Change Control Lead/Business Analyst	GTECH	Watford, Hertfordshire	P	Jul 09	-	- per day / -

OK so we've got a couple of project managers back in our top ten results but neither of them are currently listed as working at a bank so this is going to take a really long time to sift out potential candidates, then you need to start calling them...

So What's Different About Searching Using Recruiter Account?

The big difference is that you're not just searching the CV, you can also search candidates' iProfiles. The iProfile is like an online CV but it has structured sections for all the information. This means that you can search specific sections for the words you're looking for to ensure that you are bringing back the most relevant candidates. So let's use the same example again but this time also try to target specific areas of candidates' iProfiles.

So we've left our keywords in to check the latest CVs received by any iProfile compatible company but we are also asking for candidates that have a job title including the phrase **project manager** and an employer with the word **bank** within their iProfiles. We also have the time range set to **Within Last 1 Job** so we are only interested in candidates that meet these criteria in the most recent job listed on their iProfile. We already know that a candidate's iProfile is at least as up to date as the latest CV you hold for them and can be **2-3 times more up to date** so let's see whom we get back this time...

Shortlist	Score	Name	CV	Tags	Job Title	Employer	Location	Job Type	Availability	Rate	Salary
<input type="checkbox"/>	100	Kevin McLaughlin			Project Manager	Royal Bank of Scotland	Beckenham, Kent	C\T	Nov 26	65	-
<input type="checkbox"/>	100	Michelle Andrews			Project Manager	Deutsche Bank	London	C\T	Jul 09	-	-
<input type="checkbox"/>	100	Miles Johnston			IT Project Manager	HSBC Bank, UK IT Services, First Direct	Knaresborough, North York...		Jul 09	-	-
<input type="checkbox"/>	100	Nnenna Okoturo			Senior HR Project Manager/Business Analyst	Standard Charter Bank	Weybridge, Surrey	C\T	Jul 09	53 GBP	53 GBP
<input type="checkbox"/>	100	Barry Nicholson			Project Manager	Sentry Insurance; Cigna Insurance Company: UB...	Lymington, Hampshire	C\T	Jul 09	55 GBP	55 GBP
<input type="checkbox"/>	100	Parul Jha			Junior Project Manager	Barclays Bank	London	C\T	Jul 09	-	-
<input type="checkbox"/>	100	Simon Farrell			Senior Deployment Project Manager	Deutsche Bank Ltd	Birmingham, Warwickshire	C\T	Jul 09	33	30k
<input type="checkbox"/>	100	Krzysztof Kalwala			Project Manager	BANK OF INTESA SANPAOLO	Warszawa	P	Jul 09	-	-
<input type="checkbox"/>	100	Terry Maher			Solutions Project Manager	Standard Chartered Bank	Haywards Heath, West Suss...	P	Jul 09	55 GBP	55 GBP
<input type="checkbox"/>	100	Antony Bell			Project Manager	Bank of New York Mellon Business Program Serv...	Cheam, Surrey	C\T	Jul 09	55	45k

Straight away we can see that the candidates coming back are **all project managers** and are **all working at a bank**. A much more useful list of candidates to start from! So you could carry on from here adding in other criteria such as the location of the candidate and job type (permanent or contract) as well as rate and availability which will give you a date of when the candidate is looking for work, generated either from the candidate specifying a date themselves or is updated automatically when they apply for a job with any iProfile compatible agency (you will see this update after 2 weeks if the job application was sent to a competitor and vice versa). So iProfile Recruiter Account allows you to tailor your search to better fit the specific job role you're trying to fill.

7. Hints and Tips

Below are hints and tips to help you get the most from searching with iProfile Recruiter Account. You do not need to have read all of this information to be able to start searching but taking the time to read through these tips is likely to really improve accuracy of your searches and improve the relevancy of the candidates you get back in your results.

7.1 Building a string

If you are working the same markets and recruiting for the same roles often it is a good idea to build what is called a 'String'. This just means a list or combination of words that you search on and if you save it into a Word or Notepad file on your desktop you can just copy and paste your string into the Recruiter Account rather than typing it out every time. This is really helpful in the Employer field as you can just list out all the companies that work in a particular market and search on them again and again. You could also build strings for Job Title (as many roles can be referred to in more than one way) and Keywords (for common sets of skills required).

Have a look below to find out more about techniques that could help you build reliable strings and target the best candidates. There are 2 main techniques you can use for building strings; these are Intersect and Boolean. You can also use any combination of these within a single string.

7.1.1. Intersect Scoring

There are several approaches to building strings and searching keywords. The simplest of these is known as Intersect. This means that you simply list out all the words you want with just a white space between them. If you are familiar with Boolean then this is similar to an OR operator; basically the more of the words the candidate matches the higher up the results list they will feature but they do not have to have all of them or any specific combination of them. This is very useful for when you have a list of technical requirements, but do not want to exclude a candidate for missing only one or two of them.

7.1.2. Standard Boolean Logic

Boolean is a well known search technique and can help you be specific about the combinations of words you are looking for. The grid below introduces you to the key operators.

Operator	Example	Use in Searching
AND	SQL and VB	Using this operator between words means that both words must be contained within the text
OR	Example: SQL or VB	Using this operator means that either word must be contained within the text but not necessarily both.
NOT	Example: SQL not VB	Using this operator means that the word directly after NOT must not be within the text
Multiple NOTs	Example: SQL not VB not COBOL not mainframe	You can use multiple NOTs to target very specific instances of the words that you are looking for.
Phrases	Example: SQL and VB and "Analyst Programmer"	Phrases should be defined within quotation marks to ensure that the words search occur together rather than separately within the text.

Brackets	Example: SQL and ("visual Basic" or VB)	Standard round brackets can be used to cluster parts of a search string together. You can then apply the above operators to all the words within a set of brackets, rather than putting multiples of the same operators between them.
Wildcard	Example Develop* NB: The wildcard works for one or more characters at the end, this example will pick up 'Developers', 'Development' and 'Develop'.	This can replace part or all of a word and can be used to look for variances of a word that share the same beginning part.

N.B. For AND, OR and NOT these need to be typed in either all uppercase or all lowercase but not a combination.

7.1.3. Advanced Boolean Logic

Operator	Example	Use in Searching
Double wildcard	<i>Example:</i> *bank*	This allows you to be very flexible with words within words; this is a good example for using in the 'employer' field in the work history search.
Wildcard on phrases	<i>Example:</i> "Project manag*"	You can use the wildcard anywhere in a phrase, and on as many words as you like. This example would return 'project manager', 'project management' and 'project managing' for example.
Whole word wildcard	<i>Example:</i> "Business analyst" or "Business * Analyst" This example will then bring back business analysts, business systems analysts and business process analysts.	You can use the * wildcard to substitute a whole word rather than type several variations of generic Job Title.
Unusual characters which you can use in a search: @ # \$ % & + are all returned in this tool	"Life & Pensions" C++	Skills such as C# Common phrases using & (N.B. You cannot search on full stops. In the example of .Net you can search this and results will be returned but the search tool will have ignored the full stop in front of Net. This should not greatly impact the relevancy of your results however as Net is usually found within the context of .Net)

7.1.4. Remove 'Exact Match Only' Setting

Don't forget it is usually a good idea to start with the Exact Match Only option switched off, here are the reasons why:

1. If you have searched for a developer but a good candidate has called themselves a programmer instead, you're going to miss them. There's a good chance you won't think of every

possible relevant nuance of job title and employer – so why bother wasting time trying? The obvious ones are fine and will give you enough of a starting point.

2. The best matches will always come at the top so you don't need to exclude anyone. The people that match the criteria the best will be the top results and so you will just have a longer list of potential candidates to review, which can make a big difference when recruiting for a niche role.

3. By starting from a larger result set you can then select individual sections to make essential if you still have a long list to review. This allows you to manipulate the results to better suit the exact requirements of a particular role. It's a lot easier to narrow your search depending on the results you've already got back than to try and alter it to bring back more results that you think might be available.

7.2 General Tips

7.2.1. Searching for candidates in a niche role

While you will probably most commonly use the 'Last 1 Job' when searching candidates' work history it is a good idea to go back a bit when looking for niche roles, so try using 'Last 2 Jobs' or 'Last 3 Years' and that should return a longer list of results and you might find relevant people you were missing before.

Another tip is to make sure that the location is not Exact Match Only. When you're really struggling to find candidates it can make a difference to increase the radius or remove the exact match on location. You are searching on their home location and could be missing out people who would be willing to relocate – if their skills really are niche they may already be prepared to relocate for the right role.

7.2.2. Exploit your Competitive Advantage – Search on Availability

A candidate's availability date is most commonly set from CV flow, that is any application to an iProfile compatible company (see search criteria section above for more detailed information). Include recent availability in your search criteria to target the most relevant candidates who have also recently been looking for work and who are therefore more likely to be interested in hearing about the new opportunities.

7.2.3. Always check the iProfile as well as the CV

The Keywords section searches the most up to date CV among all the iProfile compatible companies for each of your candidates. If you haven't received a new CV from a candidate for a long time it is possible that they have been returned in your search but the CV you are viewing doesn't appear to match everything you searched for. This is because we can only display the last CV the candidate sent to your company and this may not be the most recent one that was used to search against. In this instance take a look at their iProfile as this will have been updated every time the candidate applied for a vacancy with any iProfile compatible company.

7.2.4. How telling candidates about iProfile improves your searches

No matter how good technology is, the most up to date and accurate information about candidates can only come from them. When you speak to candidates make sure you tell them that you're looking at their iProfile and encourage them to keep it up to date. The more candidates engage with their iProfiles, the more reliable your search results will be.

7.2.5. Shortcut keys save time

When you're looking through a candidate's iProfile and don't have time to look for the highlighted words, you can use Ctrl + F to quickly lookup words exactly like you would in any Microsoft Word document.

7.2.6. Searching in non-English or multiple languages

Any language can be used in structured fields or within Keywords. Language specific accents or inflections used in European languages are extracted out of CVs and so are searchable within iProfiles. As some other technologies can strip these language specific accents out, iProfile Recruiter Account will also search against matching words that do not have language specific accents or inflections.

For example, if you searched on **développeur** your results would return candidates who had it spelt in the same way but also candidates that had it spelt **developpeur**.

If you have any of your own hints or tips you would like to share or you have any suggestions for inclusion in further training material on iProfile Recruiter Account please get in touch on the following address:

RecruiterSuggestions@iprofile.org