



Resume Search Manual

V2 June 2011

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Introduction

Welcome to the new and improved LinkMe resume search.

In the latter half of 2010, LinkMe embarked on a large scale project to completely overhaul our employer search experience. Over many weeks, we conducted extensive user testing from volunteers within our valued client list, incorporating the invaluable insight gained from this process into our new design.

The new Resume Search platform has been designed to make it easier for you to conduct meaningful broad searches in minutes. Our new refinement feature on your search results page then allows you to gradually refine or filter your results according to job hunter status, industry, salary and more.

Our aim is to provide you with the most user friendly interface we possibly can, so that you can confidently rely on LinkMe to be an efficient candidate sourcing tool.

What you can do without logging on

There are many things you can do within LinkMe without ever having to logon. You can search, refine and view full resumes from the public access area of LinkMe.

In order to contact candidates or view any identifying features, you will need to login to your account. You will also need to ensure you have sufficient credits in order to contact candidates on the LinkMe database.

Simple Search

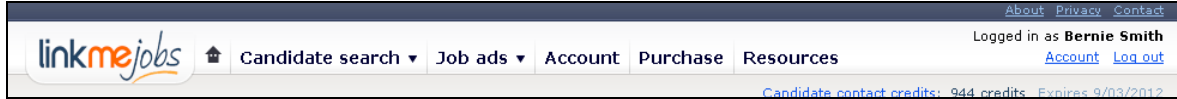
The simple search screen

When you first login to your LinkMe account, you will land on the “Simple Search” screen. From here, you can navigate to any area of your account.

The screenshot shows the LinkMe Jobs website interface. At the top, there's a navigation bar with links: About, Privacy, Contact. Below that, a user is logged in as 'Bernie Smith' with links for Account and Log out. The main navigation bar includes: Candidate search, Job ads, Account, Purchase, Resources. The page title is 'Find candidates'. On the left, there are two sections: 'Folders' and 'Block lists'. The main search area has two input fields: 'Keywords' (with example text 'e.g. Project Manager, MBA') and 'Location' (with example text 'e.g. Melbourne, 3000'). There is a 'Search' button to the right of the location field. Below the search fields, there are links for 'More options' and 'Search tips'. At the bottom, there are two sections: 'Saved searches' and 'Get the most out of LinkMe'.

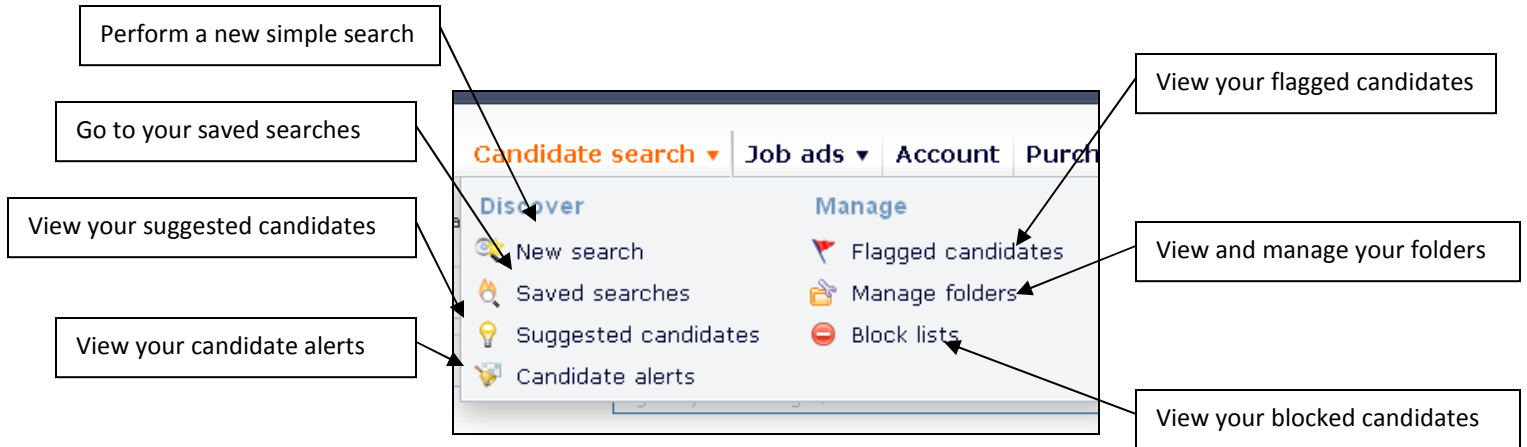
Global navigation header

From the top navigation bar, or global navigation header, you can reach all elements of Candidate search, job ads pages, your account details, and the purchase screen (if you are purchasing casual credits).



Candidate search options

From the Candidate search drop down tab, you can click through to all areas of the search site.



For more information on each section, see following chapters.

Job ads options

From the job ads drop down tab, you can click through to all areas of the job ads site. Please remember however, if you use an applicant tracking system or multiposter to post your job ads (ie you don't post directly through LinkMe), you will not be able to see your posted ads here.



Editing your account settings

You have some ability to edit your account settings when logged in.

The screenshot shows the 'Account settings' page for a user named Bernie Smith. The page is divided into several sections with callouts indicating where specific settings can be edited:

- Name:** A callout points to the 'First name' and 'Last name' fields, which contain 'Bernie' and 'Smith' respectively. The text says: "Edit your name here".
- Credits:** A callout points to the 'Credits' section, which lists active credits for contacts, applicants, and job ads. The text says: "Change your username or email address".
- Username & password:** A callout points to the 'Username' and 'Email address' fields, which contain 'Bernie Smith' and 'bgrinyer@linkme.com.au' respectively. The text says: "Change your username or email address".
- Company details:** A callout points to the 'Company', 'Phone number', 'Primary industry', and 'Current role' fields. The text says: "You can edit your phone number, industry, title and role here – you cannot change your company name.".
- Suggested candidates:** A callout points to the 'Suggested candidates' section, which includes checkboxes for 'Show me the suggested candidates page', 'Email suggested candidates to the contact person', and 'Email suggested candidates to me'. The text says: "Edit your suggested candidate and communications setting here".
- Communications:** A callout points to the 'Communications' section, which includes a checkbox for 'Email the monthly performance update to me'.

At the bottom of the page, there are 'Update' and 'Cancel' buttons.

Useful links from the simple search page

There are several “quick links” from the simple search page for your convenience.

The screenshot shows the 'Find candidates' page on the LinkMe jobs website. The page includes a navigation bar with links like 'Candidate search', 'Job ads', 'Account', 'Purchase', and 'Resources'. A user is logged in as 'Bernie Smith'. On the left, there are 'Folders' and 'Block lists' dropdown menus. The main search area has 'Keywords' and 'Location' input fields, a 'Search' button, and 'More options' links. Below the search area are 'Saved searches' and 'Get the most out of LinkMe' dropdowns. Callout boxes provide the following information:

- See your folders and blocklists:** Points to the 'Folders' and 'Block lists' dropdowns on the left.
- Expand to see and access your saved searches:** Points to the 'Saved searches' dropdown.
- Expand to see some helpful tips on getting the most out of your subscription:** Points to the 'Get the most out of LinkMe' dropdown.
- View your allocated contact and job applicant credits and expiry date:** Points to the credit and expiry information at the top right, which includes links for 'Candidate contact credits' (944 credits, expires 9/03/2012) and 'Job applicant credits' (999 credits, expires 9/03/2012).

Performing your initial search

From the search screen, you can perform a comprehensive keyword search. In the old LinkMe format, you could choose to begin with what was referred to as an “advanced search”, which would immediately give you access to all filters and fields to search by.

In order to reach the advanced search options in the new LinkMe search, you first need to perform a broad keyword search.

You have two options.

Option 1: Perform a simple keyword and location search

You can perform a basic keyword or job title search by simply entering your job title or keyword and selecting your location (if desired). You will need to select your location from the drop down list to ensure your results are accurate.

This screenshot focuses on the search input fields. The 'Keywords' field contains 'Personal Assistant' and the 'Location' dropdown is open, showing a list of locations including 'Melbourne', 'Melbourne VIC 3000', 'Melbourne Airport VIC 3045', and 'Melbourne DC South VIC 3205'. Callout boxes provide the following instructions:

- Enter your keywords here:** Points to the 'Keywords' input field.
- Select your location:** Points to the 'Location' dropdown menu.

Option 2: Click for more options

You can refine your keywords and location by using the more options links below the simple search boxes.

More options for Keywords

By clicking on the more options link under the keywords field, you can add more keyword options to further refine your initial search results.

Keywords
e.g. Project Manager, MBA

Hide options ▲

Find candidate resumes with...

All of these words:

This exact phrase:

One or more of these words:

OR OR

This candidate's name:

☒ Exact match ☐ Include close matches

Filter job titles ▼

But don't show any candidate resumes with...

Any of these unwanted words:

Reset options ✕

Your original search term will pre populate here – add more keywords for “all the words” searches

Search for an exact phrase you want to find in the resume – for example “Fast moving consumer goods” or “solution sales”

Search for resumes that have one or another of these words, for example “MYOB” or “QuickBooks”

Search for a candidate by name. Search by full name or last name, exact match or close matches.

Click here to see job title options (see below)

Filter out candidates who may have irrelevant experience by specifying words you do not want to see in their resume, for example “CEO”

By clicking on the **Filter job titles** option, you can search on keywords that appear in specified job titles only, rather than as keywords in the resume as a whole.

Hide job titles filter ▲

All of these words in their job titles:

☒ Last 3 jobs ☐ All jobs

All of these words in their desired job titles:

Search on keywords found within job titles

Specify whether they need to have held this title in their last 3 jobs or at any point in their history

Specify keywords nominated by the candidate in their **Desired job** title

More options for location

By clicking on the more options link under the location field, you can specify a location radius, whether you want to view candidates who are willing to relocate to your location for work, and whether or not you wish to include international candidates willing to relocate to your area for work.

The screenshot shows the 'Find candidates...' panel with the following settings and callouts:

- Location:** Melbourne VIC 3000
- Search:** Button
- Hide options:** Link with an upward arrow
- Search tips:** Link
- Find candidates...:** Section header
- Radius:** Within a 50 km radius of Melbourne VIC 3000
- Relocation:** ☐ Include those willing to relocate here
- International:** ☒ Exclude international candidates
- Country:** Australia
- Reset options:** Link with an 'X' icon

Callouts with arrows point to the following elements:

- Select your radius option to find local candidates:** Points to the '50 km' radius dropdown.
- Include candidates who have specified they would move to your area for a job:** Points to the 'Include those willing to relocate here' checkbox.
- Include international candidates or nominate a country of origin:** Points to the 'Exclude international candidates' checkbox and the 'Country: Australia' dropdown.

Search results screen

Search results header

The results header will immediately show you the results of your search.

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

- Search results:** Text on the left.
- Job applicant credits:** 999 credits
- Expires:** 9/03/2012
- Search Query:** Personal Assistant, within 50 km of Melbourne VIC 3000 with synonyms
- Results:** 1 - 25 of 1418
- Actions:** Add 25 results to folder, Clear all candidate flags in this search

The text reflects the search parameters you entered to attain the results on this page, as well as the number of candidates matching those parameters.

Expanded view

The expanded view is the default results page that you will be presented with when you first perform a search.

The screenshot shows the expanded search results view with the following components:

- Left Sidebar:**
 - [New search](#)
 - [Change keywords & location](#)
 - Folders:** Drag candidates here
 - Refine and filter results:**
 - [Save search](#)
 - [Email me updates to results](#)
 - Job Hunter status:** [Checked]
 - Full-time, part time, etc.:** [Checked]
- Header:**
 - Search Query:** Personal Assistant, within 50 km of Melbourne VIC 3000 with synonyms
 - Results:** 1 - 25 of 1418
 - Actions:** Add 25 results to folder, Clear all candidate flags in this search
- View Controls:**
 - Expanded view** (selected) | Compact
 - Sort:** Relevance | Most to least
- Results List:**
 - Act on selected results:** [Unselected]
 - Candidate Card:**
 - Status:** Immediately available
 - Name:** <Name hidden>
 - Location:** Melbourne VIC 3000
 - Updated:** 16 Jan 2011
 - Notes:** (0)
 - Unlock contact:** (1 credit)
 - Most recent 3 jobs:**
 - Executive Assistant - <Employer Hidden> (3 months, AUG 2010 - NOV 2010)
 - Executive Assistant - <Employer Hidden> (1 month, JAN 2010 - FEB 2010)
 - Executive Assistant - <Employer Hidden> (<1 month, NOV 2009 - DEC 2009)
 - Desired salary:** \$60,000+

The candidate record in the expanded view contains the following information:

1 Immediately available 2 <Name hidden> 5 Notes (0)

3 Melbourne VIC 3000 6 Unlock contact (1 credit)

4 Updated: 16 Jan 2011

7 Most recent 3 jobs:

Job Title	Employer	Tenure	Period
Executive Assistant	<Employer Hidden>	3 months	AUG 2010 - NOV 2010
Executive Assistant	<Employer Hidden>	1 month	JAN 2010 - FEB 2010
Executive Assistant	<Employer Hidden>	<1 month	NOV 2009 - DEC 2009

8 Desired salary: \$60,000+

9 Desired jobs: Executive Assistant / Office Manager

Objective: Professional **Executive Assistant** with vast experience in both public and private companies.

Summary: level of **personal** responsibility. * Extremely competent; effective

1. The job hunter status, indicating the candidate's current availability
2. The candidate name – this will be hidden until you unlock the candidate if you are on a casual usage plan, or if the candidate has chosen to keep their name hidden
3. The location of the candidate
4. Their Join or Update date (whichever is most recent)
5. A link to any notes you have made, or those in your organisation may have made
6. An unlock link – this will cost a casual user 1 credit, but an unlimited user no further cost is incurred
7. A list of the candidate's most recent 3 jobs, derived from their resume, including length of tenure
8. Their desired salary
9. A summary of the elements within the full resume that contain your keywords used in your search

The keywords you used in your search are bolded where they appear to make it as clear as possible their suitability for your role.

Compact View

By clicking into the compact view tab, you can see more results per page. The compact view contains the following information:

Expanded Compact view Relevance Most to least

Act on selected results

1 Immediately available 2 <Name hidden> 3 Robina QLD 4226

4 Updated: 06 Feb 2011

5 Locked and notes icons

Most recent jobs Tenure Desired salary Flag

Job Title	Tenure	Desired salary
• Structural Design Engineer	1 year	\$80,000 to \$100,000
• Project Manager/Senior Civil and Structural Engineer	9 years	

1. Job hunter status, name, location and updated/joined date as per expanded view
2. Most recent jobs list as per expanded view
3. Desired salary
4. "Flag" (see section below on flagging candidates)
5. Locked and notes icons

By hovering over the compact view, you will see the flag, block link and down pointing arrows highlight. Click on the double arrows to reveal more of the candidate record as follows:

The screenshot shows a candidate profile in compact view. Annotations are placed as follows:

- Annotation 1:** A red circle with the number '1' is placed over the 'Desired jobs:' label.
- Annotation 2:** A red circle with the number '2' is placed over the 'Block' link.
- Annotation 3:** A red circle with the number '3' is placed over the double arrow icon in the top right corner.

Candidate Profile Details:

- Status:** Immediately available (with a green lightning bolt icon)
- Name:** <Name hidden>
- Location:** Robina QLD 4226
- Updated:** 06 Feb 2011
- Experience:**
 - **Structural Design Engineer** 1 year <Employer Hidden>
 - **Project Manager/Senior Civil and Structural Engineer** 9 years <Employer Hidden>
- Salary:** \$80,000 - \$100,000
- Desired jobs:** 1 CIVIL/STRUCTURAL ENGINEER
- Objective:** Career Objective With more than 20 years experience in Civil/Structural Engineering and Project Management, I am capable of dealing with a va...
- Skills:** Design and Draft Software * STAAD Pro/3-Dimensional Structural ... * ...

1. Snippet taken from areas of the resume and profile relevant to your keywords/search terms
2. Block Link
3. Arrows and flag

Refine search (Advanced Search)

Once you have performed your initial search, you can then use the many options on the left hand side of the screen to change and refine your search. You can also use the options at the top of the results screen to sort your result by key profile features.

The screenshot shows the LinkMe Jobs search results page. The search query is "structural engineer (junior OR graduate) AND NOT senior with synonyms". The results are displayed in an expanded view, sorted by relevance. The left sidebar contains various filters and options, and the main area shows three candidate profiles.

Annotations:

- Breadcrumbs:** Located at the top left, showing the path from "Employer site" to "New candidate search" to "Search results".
- Double arrows:** Indicate drop-down menus, such as the "Folders" section and the "Refine and filter results" section.
- Sort options:** Located at the top right, showing "Relevance" selected and "Most to least" as an option.
- Single arrows:** Indicate expandable sections, such as the "Job Hunter status" and "Full-time, part time, etc." sections.
- Reset all filters:** A button at the bottom of the left sidebar to return to the original search.
- Faceted search:** The "Job Hunter status" section shows counts for each status: immediately available (186), actively looking (781), not looking happy to talk (11,921), and not specified (200).

Candidate Profiles:

- Profile 1:** <Name hidden>, Robina QLD 4226, Updated: 06 Feb 2011. Status: immediately available. Most recent jobs: Structural Design Engineer, Project Manager/Senior Civil and Structural Engineer, Project Manager /Senior Civil and Structural Engineer. Desired salary: \$80,000 to \$100,000. Desired jobs: CIVIL/STRUCTURAL ENGINEER.
- Profile 2:** <Name hidden>, Perth WA 6000, Updated: 24 Jan 2011. Status: actively looking. Most recent jobs: Structural Design Engineer, Materials Technician Supervisor, Design Engineer. Desired salary: None specified. Desired jobs: Civil/Structural Engineer.
- Profile 3:** <Name hidden>, Melbourne, 3175, Australia, Updated: 14 Nov 2010. Status: not looking happy to talk. Most recent jobs: Structural Design Engineer, Materials Technician Supervisor, Design Engineer. Desired salary: None specified. Desired jobs: Civil/Structural Engineer.

1. Breadcrumbs: you can click through to previous pages at any time by using the breadcrumbs at the top left hand side of the page
2. The double arrows at any point on the screen mean that there is a drop down section that can be revealed by clicking on these arrows
3. You can sort by aspects of candidate profiles by selecting options here
4. By clicking the single arrows for any refine section, the detail will be revealed
5. You can reset all search filters at any time to return to your original search
6. The LinkMe faceted search allows the numbers for each status to be displayed underneath each status button. Clicking these will alter the results

Refine filters

Change keywords and location

From the search results screen, you can edit your original search terms, keywords and location at any time by clicking on the [Change keywords and location](#) link.

The screenshot displays the 'Change keywords or location' dialog box over a search results page. The dialog has two main sections: 'Keywords' and 'Location'. The 'Keywords' section contains a text input field with 'Project manager' and a 'Search' button. The 'Location' section contains a text input field with 'Melbourne' and a 'Search' button. Below these are two expandable sections: 'Find candidate resumes with...' and 'Find candidates...'. The 'Find candidate resumes with...' section includes options for 'All of these words', 'This exact phrase', 'One or more of these words', and 'This candidate's name'. The 'Find candidates...' section includes options for 'Within a radius of Melbourne', 'Include those willing to relocate here', 'Exclude international candidates', and 'Country'. At the bottom of the dialog is a 'Reset options' link and a checkbox for 'Retain current filter settings'. The background shows the search results page with a sidebar for refining filters and a main area for job listings.

This will display the same options as the simple search screen, including the [more options](#) links. Edit or enter your new search terms and click the search button.

Job hunter status

You can refine your search to view only those candidates who have nominated a certain availability status. The number of candidates that have selected each status within your search results is displayed below each status (faceted search).



By ticking or unticking each box, your results will automatically refresh to display those candidates who match the ticked options.

1. **Immediately available**: this option must be updated by candidates daily. If they do not confirm their status as immediately available, they are automatically changed to the status of **actively looking**
2. **Actively looking**: this option must be updated by candidates monthly. If they do not confirm their status as actively looking, they are automatically changed to the status of **not looking but happy to talk**
3. **Not looking but happy to talk**: this is the status selected by candidates who are not actively seeking employment, but who have nominated that they are happy to be approached for other opportunities

Full time, part time etc

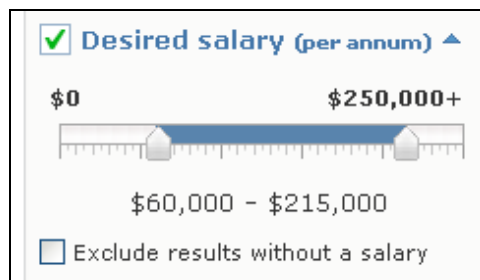
By ticking or unticking each box, your results will automatically refresh to display those candidates who match the ticked options. The number of candidates that have selected each work option within your search results is displayed below each option (faceted search).



You can choose to view candidates who wish to work full time, part time, contract, temp or job share (or all of the above).

Desired salary

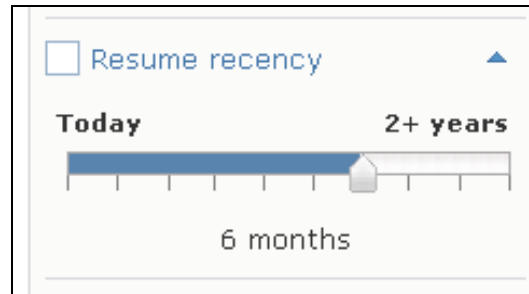
You can specify a salary range that you wish your search results to fall into. Using the slider, you can specify a minimum and a maximum salary bracket – any candidates who have nominated a minimum or maximum within that range will appear.



You can also choose to exclude candidates who have not nominated a salary in their profile by ticking the **exclude results without a salary** tick box.

Resume recency

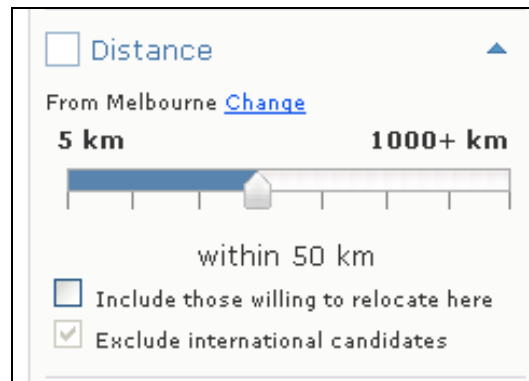
You can specify a minimum update date for the candidate resumes you view in your search results by using the resume recency slider. The default for this option is 6 months **when the option is ticked**, which means that no resumes older than 6 months will be shown.



The interface shows a checkbox labeled "Resume recency" which is currently unchecked. Below it is a horizontal slider bar. The left end of the bar is labeled "Today" and the right end is labeled "2+ years". A blue segment on the slider indicates the selected range, with a label "6 months" centered below the bar.

Distance

You can use the distance slider to specify the radius from your nominated location that you wish you candidates to be located in. You can also choose to include candidates who are willing to relocate to your location by ticking the **include those willing to relocate here** tick box. This will search for candidates based on the postcode of their nominated location.



The interface shows a checkbox labeled "Distance" which is unchecked. Below it, the text "From Melbourne" is followed by a blue "Change" link. A horizontal slider bar is shown with "5 km" at the left end and "1000+ km" at the right end. A blue segment on the slider indicates the selected range, with a label "within 50 km" centered below the bar. At the bottom, there are two checkboxes: "Include those willing to relocate here" (unchecked) and "Exclude international candidates" (checked).

Employer

You can search for candidates who work or have worked in specific organisations. By typing in the employer name, you can then select whether you want to see candidates who have worked for this organisation in **Any job**, their **Current job** or in their **Most recent 3** jobs by clicking the radio buttons.



The interface shows a checkbox labeled "Employer" which is unchecked. Below it is a text input field containing "Australian Unity" and a "Go" button. At the bottom, there are three radio buttons: "Any" (selected), "Current job", and "Most recent 3".

This can be used to search for employees or past employees of competitors.

Education

You can search for candidates with specific qualifications by using the education search box as below.

A screenshot of a web form for searching by education. It features a checkbox labeled "Education" with a blue upward-pointing triangle to its right. Below this is a text input field containing the text "Bachelor of Science". To the right of the input field is a button labeled "Go".

<input type="checkbox"/> Education ▲
<input type="text" value="Bachelor of Science"/> <input type="button" value="Go"/>

Industry

You can search for candidates who have nominated whether they have worked in a specific industry by using the tick boxes to nominate the industries below. To view more of the list, click the **Show more** link. The number of candidates that have selected each industry option within your search results is displayed next to each option (faceted search). Candidates may have selected more than one industry.

☐ Industry ▲

☒ All

☐ Accounting (1,002)

☐ Administration (1,635)

☐ Advertising, Media &... (1,091)

☐ Automotive (398)

☐ Banking & Financial ... (1,424)

[Show more ▼](#)

Specifying industry in your search can be quite restrictive, and often will not take into account transferable skills that can be used across a range of industries. Only use this filter if it is absolutely necessary for your candidate to have worked within a certain industry sector.

Non profile information


This area can be used to further filter your results in a specific search by any activity you may have performed on the candidate. You can use a combination of these filters to narrow your results down to as little as one or two candidates.

	Either	Yes	No
In a folder	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has notes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Was viewed	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is flagged	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contact was unlocked	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

1. **In a folder:** by ticking the yes radio button here, you will only see candidates that you have put into a folder. By ticking no, you will only see candidates that you have not put in any folder
2. **Has notes:** by ticking the yes radio button here, you will only see those candidates that you or a member of your organisation have put notes against. By ticking no, you will only see candidates with no notes
3. **Was viewed:** by ticking yes here you will only see those candidates that you have clicked through to view their resume. By ticking no you will only see those who you have never viewed their resume
4. **Is flagged:** by ticking yes you will only see flagged candidates. Clicking no will show you only unflagged candidates
5. **Contact was unlocked:** by ticking yes you will only see unlocked candidates. By ticking no you will only see locked candidates.

Indigenous Status

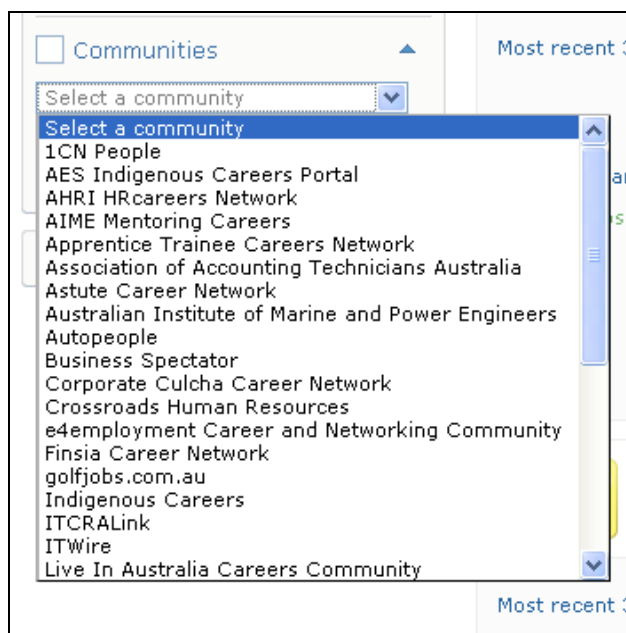
By selecting **Australian Aboriginal** or **Torres Strait Islander** using the tick boxes under Indigenous status, you will only see those candidates who have indicated that they are of Indigenous origin.



Please note: This area is updated by candidates themselves. At times this may have been indicated in error.

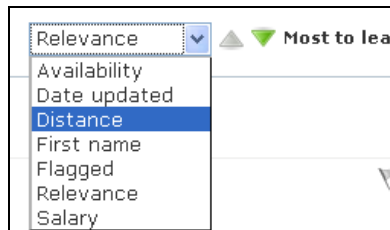
Communities

LinkMe partners with many professional organisations, training providers, education providers and community groups to provide industry specific career portals to their members. You can search specifically on candidates who have joined through these portals by selecting the community name from the drop down list.



Sort by

You can sort your results by several elements contained within the candidate profile. This will not change the number of your results, but will bring the most relevant candidates according to your nominated filter to the top of your page.



You can select a sort option from the list below, and then nominate which direction you wish the results to appear:

1. **Relevance**: this sorts your candidates by the level of their match to your nominated keywords and criteria. You can view from most to least or least to most relevant
2. **Availability**: this sorts your candidates from most to least available (ie Immediately available is most available, while not specified is considered least available)
3. **Distance**: this sorts your candidates based on their proximity to your specified location. You can view from nearest to furthest or from furthest to nearest
4. **First name**: you can sort your results alphabetically by first name
5. **Flagged**: this will show all flagged candidates at the top of your results
6. **Salary**: you can view from highest to lowest desired salary, or from lowest to highest

Viewing and contacting candidates

Action from the search results screen

You can perform the same actions from both the expanded and compact view of your search results.

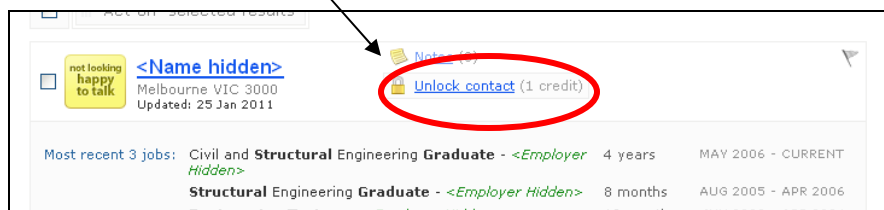
Unlocking a candidate

Unlocking a candidate will reveal all of the available candidate details to you.

If you are on an unlimited subscription contract with LinkMe, you will be asked to unlock a candidate in order to view their phone number only. The candidate name and identifying details will already be available to you.

If you are a casual LinkMe user, you will need to unlock a candidate in order to see any of their identifying features. Other actions that use credits on your account will also serve to unlock a candidate – you will only be charged once for accessing one candidate. Once the candidate has been unlocked, you will always see their details.

To unlock a candidate, click on the **Unlock contact** link. You can also do this from the resume screen.



Action a single candidate from search results

You have many options from the search results page for acting on individual candidates. By clicking on the drop down arrow

The screenshot shows a search result for 'structural engineer (junior OR graduate) AND NOT se' with a salary range of '\$60,000 to \$215,000 with synonyms'. The results are displayed in 'Expanded view' mode. A candidate named 'Anson' is highlighted, with a status of 'not looking happy to talk' and location 'Melbourne VIC 3000'. A dropdown menu is open, showing various actions available for this candidate. Callout boxes provide instructions for each action:

- Click on the drop down arrow to view menu
- Click here to view the resume
- View phone number
- Click here to send a message
- Add to a new or existing folder
- Add to a job ad (if you have one open)
- Download resume as DOC: also contains "email resume to me"
- Add a note

Action selected candidates from search results

You can perform the same actions on multiple candidates at once. By selecting the tick boxes next to the records you want to action, you can then click on the **Act on x selected results** drop down menu to choose your action.

The screenshot shows a list of search results. Two candidates are selected, indicated by tick boxes in the left margin. The 'Act on 3 selected results' dropdown menu is open, showing a list of actions that can be performed on the selected candidates. Callout boxes provide instructions:

- Select the tick boxes to select candidates you wish to action
- Select Act on selected results drop down menu and choose from actions as above

Action from the resume screen

Viewing a resume

You can view a single resume by clicking on the name or [<name hidden>](#) link from the search results page. You can view multiple resume by selecting them from the search results and selecting View x resumes from the drop down list as above.

View a single or multiple resumes at a time by selecting from the search results page.

not looking happy to talk

Anson
Melbourne VIC 3000
Updated: 25 Jan 2011

Expanded view Compact Relevance

Act on 3 selected results

- View 3 resumes
- View 3 phone numbers
- Send 3 messages
- Add 3 to new folder
- Add to a job ad
- Download as ZIP
- Bulk add 3 notes

Hide notes (0)
Contact unlocked (+852)92875919

Engineering Graduate - Hong Kong 4 years MAY
Graduate - C.M. Wong & 8 months AUG
Engineering Graduate - Ove Arup 10 months JUN

Desired salary: \$80,000 to \$100,000
Desired jobs: Structural Engineer, Civil Engineer
Objective: Structural Engineer with 6 years experience. My short term goal ... to further structural engineering experience. My long term ... round engineer and co country.
Summary: Being a self-motivated engineer, I have six years professional experience in management level on a wide range of projects. In 2010, I became a corporate Institution of Civil Engineers

not looking happy to talk

[<Name hidden>](#)
Melbourne VIC 3000
Updated: 27 Dec 2010

Notes (0)
Unlock contact (1 credit)

Most recent 3 jobs: Director/Consultant - <Employer Hidden> 1 year OCT
Lead Engineer/Cost Account Manager - Platform Systems 1 year AUG
- <Employer Hidden>
Field Engineer - <Employer Hidden> 2 years NOV

Desired salary: \$130,000 to \$200,000

The resume screen

The resume screen contains the following important elements:

Employer site ▸ [New candidate search](#) ▸ [Search results](#) ▸ View resumes

Anson Resume last updated: 25 Jan 2011 Last visited LinkMe: 24 Jan 2011 Joined LinkMe: 30 Aug 2010 Candidate contact credits: 943 credits Expires 9/03/2011 Job applicant credits: 999 credits Expires 9/03/2011 Not looking but happy to talk Contact unlocked Notes (0) (+852)92875919 Hide menu

[Back to search results](#) 1

Folders 2

Drag candidates here 4

1 of 3

Anson WAI Melbourne VIC 3000 Updated: 25 Jan 2011

<Name hidden> Melbourne VIC 3000 Updated: 27 Dec 2010

<Name hidden> Bundoora VIC 3083 Updated: 11 Feb 2011

Summary **Employment** **Education** **Skills** **Professional** **Personal** **Full Resume** 3

Employment History

May 2006 - Current [Civil and Structural Engineering Graduate](#)
Hong Kong Housing Authority

Aug 2005 - Apr 2006 [Structural Engineering Graduate](#)
C.M. Wong & Associated Limited

Jun 2003 - Apr 2004 [Engineering Trainee](#)
Ove Arup

Education History

Completion: May 2006 [BEng](#)
Second Upper (Hons)

Self-summary

Being a self-motivated **engineer**, I have six years professional experience in design and management level on a wide range of projects. In 2010, I became a corporate member of the Institution of Civil **Engineers**. I could demonstrate my ability of being a strong team member with excellent communication skills at all levels, and dedicate to ensure understanding of the statutory requirements and procedures. In addition, my strong leadership and analytical skills benefit me on the co-ordination of projects and the management of people, which, together with my enthusiasm, have equipped me to lead a team towards a successful achievement.

1. The name, status, update, join and edit details of the candidate's profile
2. The locked status, notes link and phone number
3. The resume is divided into section tabs. Click through each tab to view the whole resume
4. You can navigate from one resume to the next and back if you have selected more than one resume by clicking the arrows here

Action from the resume screen

You can perform the same actions from the resume screen as with the drop down menus above – click on the drop down arrow next to the candidate name to reveal your options.

Anson Resume last updated: 25 Jan 2011 Last visited LinkMe: 24 Jan 2011 Joined LinkMe: 30 Aug 2010 Not looking but happy to talk Hide menu

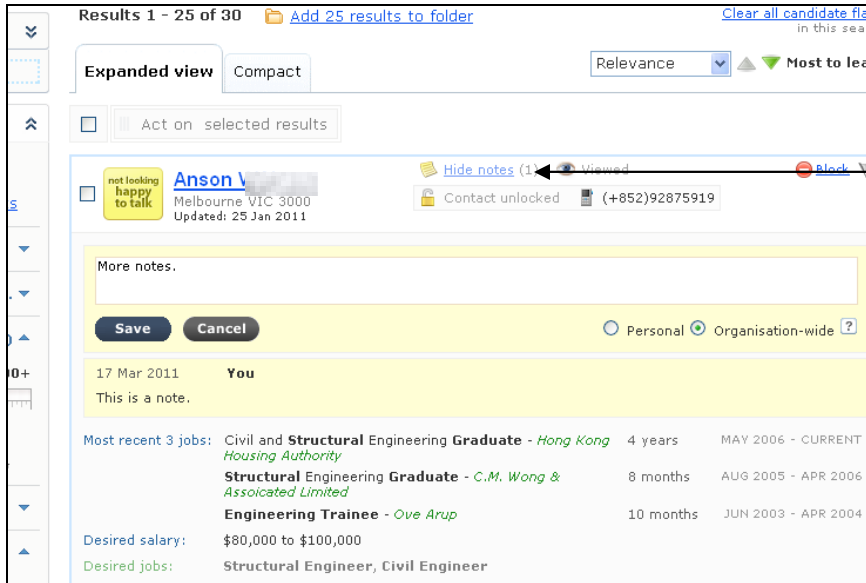
[Send message](#) [Download resume](#) [Add to a new folder](#)

[View phone numbers](#) [Email resume to me](#) [Add to a job ad](#)

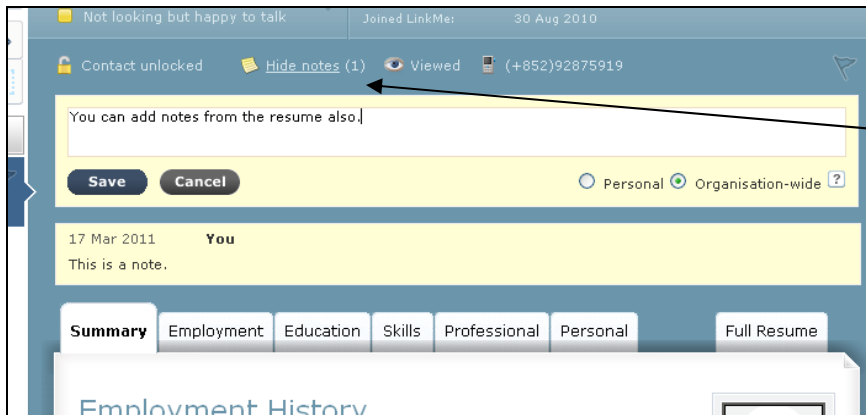
Other functions

Notes

You can add notes to candidate records within LinkMe to keep track of your thoughts on particular people. You can add either organisation wide or personal notes – no-one from outside of your organisation will be able to see the notes you have made, including the candidate.



You can make notes from the search results screen by clicking on the notes icon. You will also be able to view notes from this link.



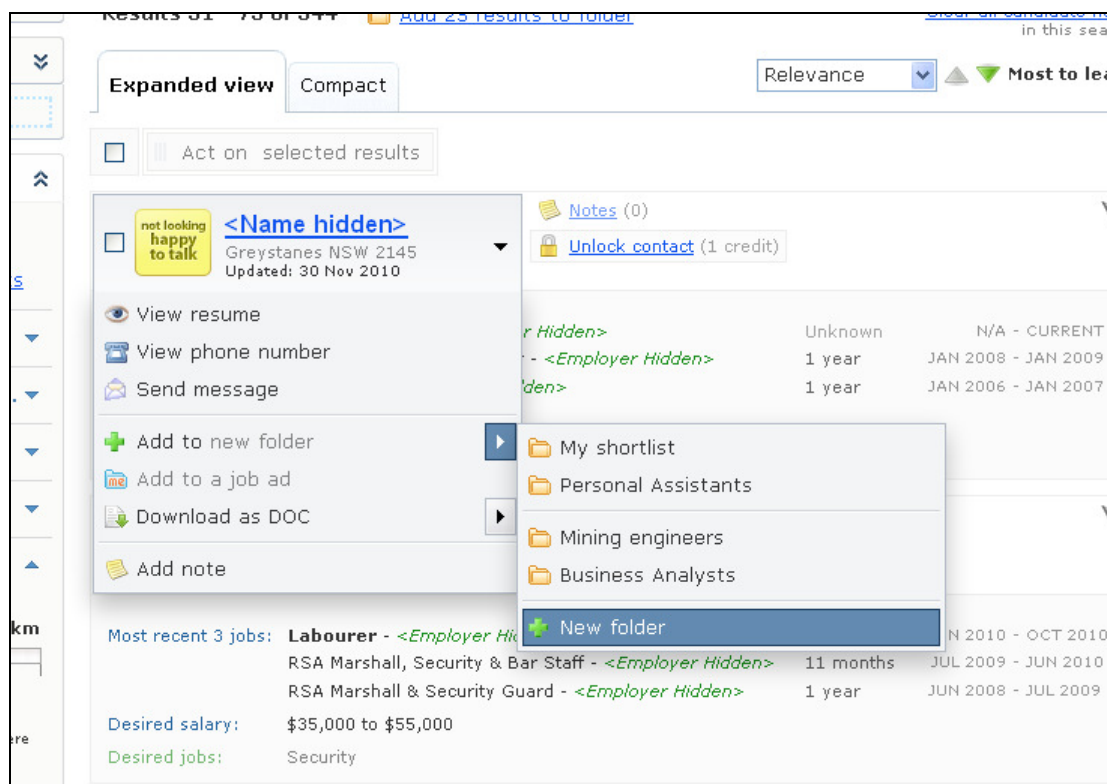
You can also make and view notes from the resume screen by clicking on the notes icon.

You can delete notes made by you at any time.

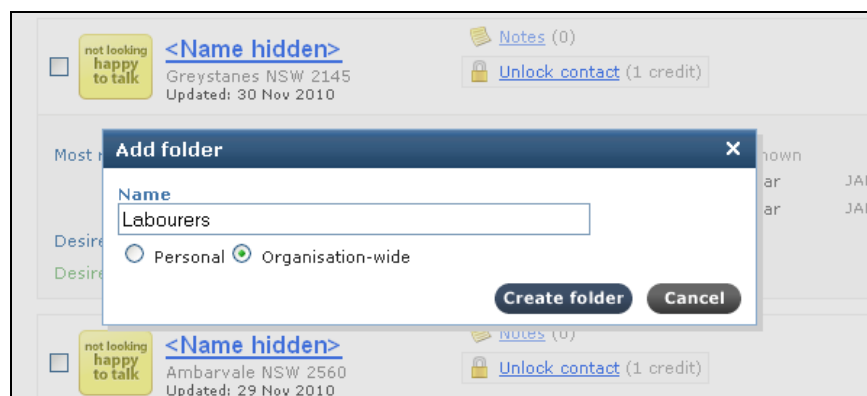
Folders

You can keep track of your candidates by adding them to folders. As with notes, you can create personal folders that only you can see and edit, and organisation wide folders for the benefit of your team.

You can create a folder or add to a folder from the search results screen or the resume screen (as above).



Select **Add to new folder** from the drop down menu on the candidate record. Select an existing folder, or **New folder** to create a new folder.



Name your folder and nominate using the radio buttons whether it is a personal or organisation wide folder.

[New search](#)
[Change keywords & location](#)

Labourer, within 50 km of Silverwater NSW 2128 with synonyms ×

Results 51 - 75 of 344 [Add 25 results to folder](#) [Clear](#)

Folders

[Manage folders](#)

Personal folders

- [Flagged candidates](#) (5) [Empty](#)
- [My shortlist](#) (2)
- [Personal Assistants](#) (1)
- [Add folder](#)

Organisation-wide folders

- [Labourers](#) (1)
- [Mining engineers](#) (2)
- [Business Analysts](#) (2)
- [Add folder](#)

Expanded view **Compact** Relevance

☐ [Act on selected results](#)

<Name hidden>

☐ [not looking happy to talk](#) [Unlock contact](#) (1 credit)

Greystanes NSW 2145
Updated: 30 Nov 2010

Most recent 3 jobs:

Sales Assistant - <Employer Hidden>	Unknown	
Kitchen-hand / Juice maker - <Employer Hidden>	1 year	JAN
Labourer - <Employer Hidden>	1 year	JAN

Desired salary: \$30,000 to \$45,000

Desired jobs: Administration, retail, Hospitality, calling centre

<Name hidden>

☐ [not looking happy to talk](#) [Unlock contact](#) (1 credit)

Ambarvale NSW 2560
Updated: 29 Nov 2010

You can also click and drag a candidate record into a folder by clicking anywhere on the search result and dragging into the Folder drop down area. Your existing folders and organisational folders will appear in the drop down – select the one you want and drop the candidate into that folder.

[Candidate contact credits: 943 credits](#) Expires 9/03/2012
[Job applicant credits: 999 credits](#) Expires 9/03/2012

Manage folders

Private folders

- [Flagged candidates](#) (3)
- [My shortlist](#) (2) [Rename](#)
- [Personal Assistants](#) (1) [Rename](#) [Remove](#)
- [Add folder](#)

Shared folders

Your colleagues can also see the candidates in these shared folders. [?](#)

- [Mining engineers](#) (2) [Rename](#) [Remove](#)
- [Business Analysts](#) (2) [Rename](#) [Remove](#)
- [Add folder](#)

You can manage your existing folders in the Manage Folders screen. You can reach this screen by clicking on the link from the left hand side of your search results, or by selecting the option from the **Candidate Search** drop down menu at the top of every page.

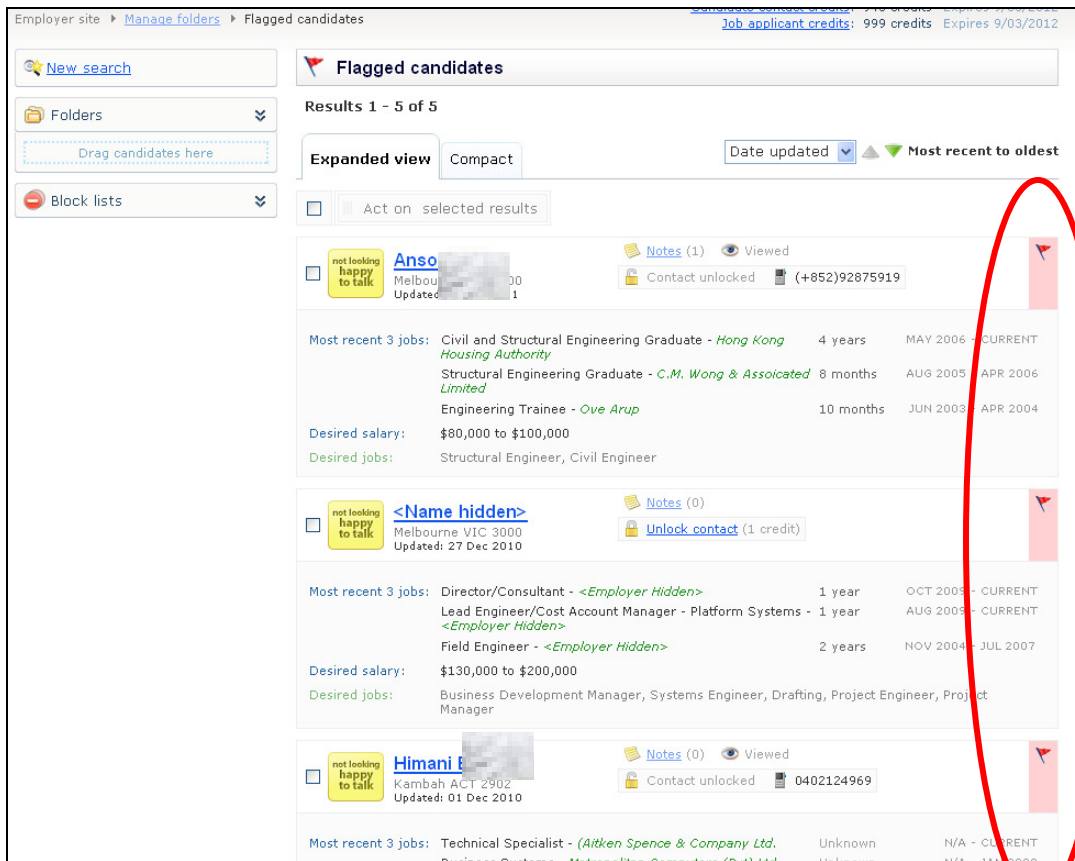
From here, you can click in to view your folder contents, remove or act on candidates in each folder, rename or remove folders you have created.

Flags

You can tag individual candidates for further review later by clicking on the flag icon when you hover over a candidate record in your search results.

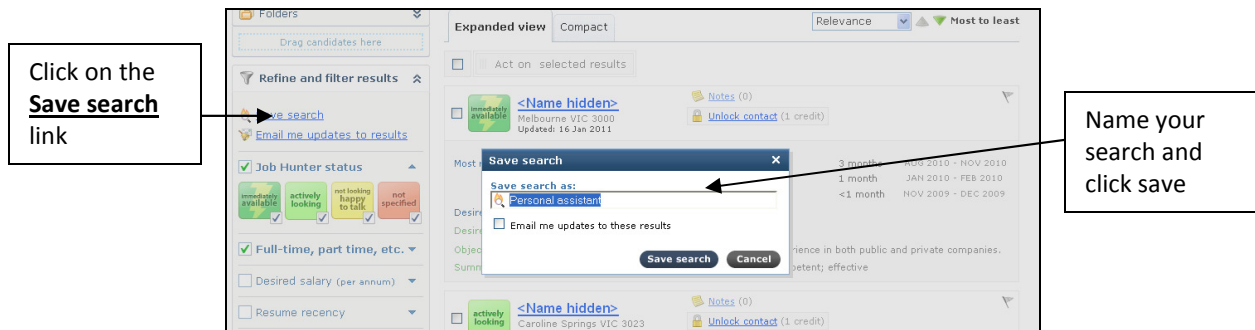


By flagging a candidate, they automatically go into your **Flagged candidates** folder (below). You can remove a flag at any time, and your flagged candidates will only appear as flagged to you.



Saved Searches and email alerts

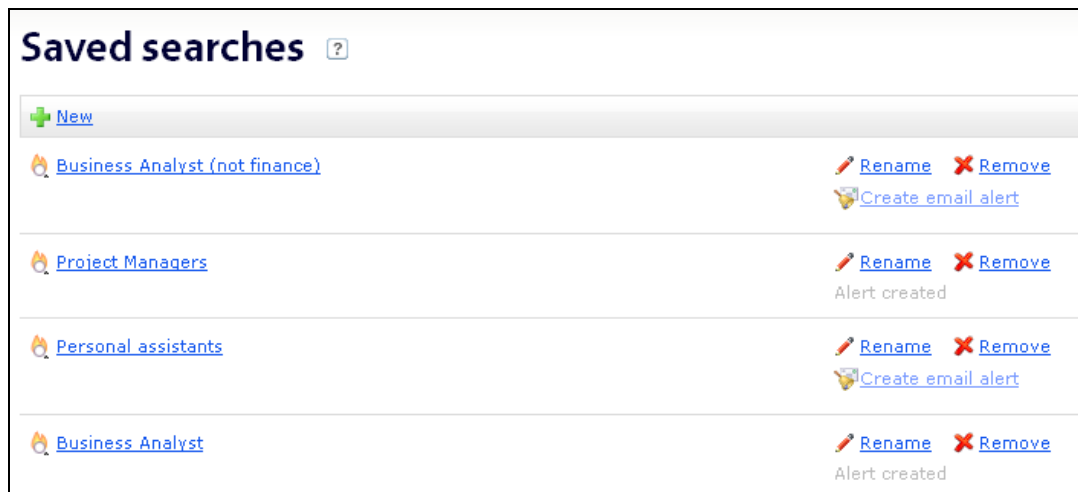
You can save a search that you perform often to make it easier to return to that search on a regular basis. You can also select to receive email alerts for your saved searches, so that you will receive email updates when new candidates hit the database that match your criteria.



From your search results screen, click on the **Save Search** or **Email me updates** to results link



You can access your saved searches list from the candidate search drop down menu on the top navigation tab, and through the simple search page (see above sections).



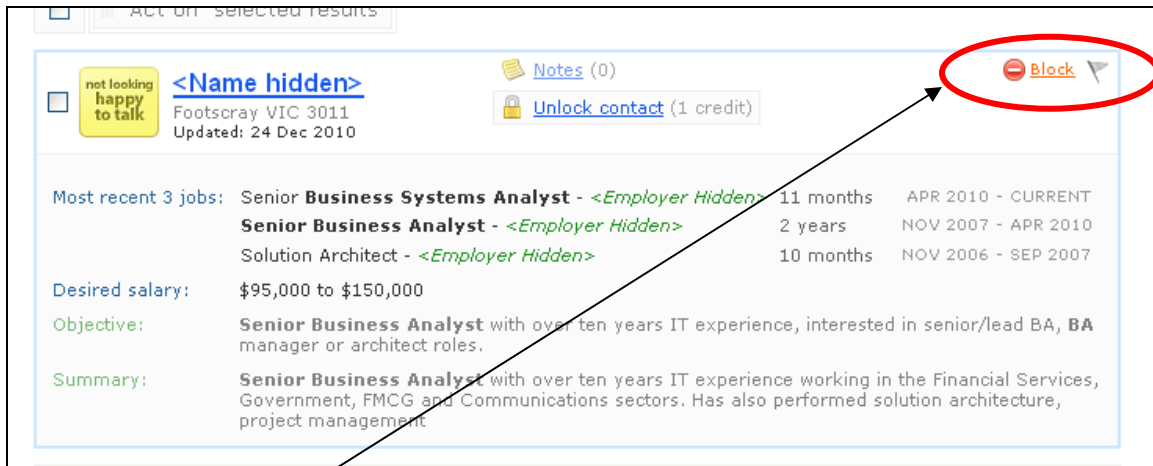
From the Saved searches screen, you can run, rename and remove your saved searches and email alerts. You can also create an email alert for a saved search that does not yet have an alert set.

Blocklists

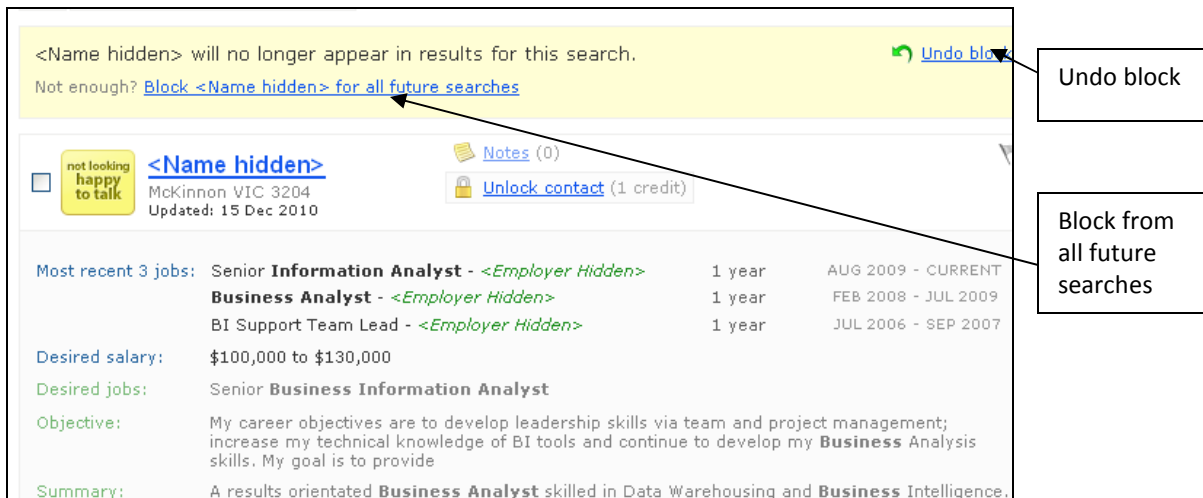
You can choose to block candidates from your search results should you wish to remove them from the list.

By blocking a candidate from the current search, you are blocking them temporarily and they will reappear if you perform a new search or if you perform the same search again. By blocking a candidate from all searches, they will not come up in any search you perform until removed from the blocklist.

The blocklist only refers to your login, and will not affect the searching of anyone else within your organisation or any other logins on the LinkMe system.



To block a candidate, hover over their record in the search results screen. The Block icon will appear – click this icon to block the candidate. This will remove the candidate from your current search session.



You will then see an option to block this candidate from all future searches, or to remove the block. If you remove them from all future searches, they will never come up again in a search you perform under your login.

Employer
Education
Industry
Non-profile information
Indigenous status
Communities
[Reset all filters](#)

Updated: 06 Jan 2011

Most recent 3 jobs: **Senior Business Analyst** - Office Manager, Process & Tr
Business Analyst - <Emple
Hidden>

Desired salary: \$100,000 to \$120,000
Desired jobs: Project, Change, Business r
Objective: **Business Analyst**, People, change and project managen
Business Analyst, Project
Summary: **Business Analyst** roles); or management of client relation
Creation of **business** test pl

Block lists

[Current search](#) (3)
[All searches](#) (2)

Access your blocklists here

actively looking
<Name hidden>
St Kilda VIC 3182
Updated: 03 Mar 2011

Most recent 3 jobs: Solution Consultant - <Emple
Business Consultant - <En
Associate **Business Consult**

Desired salary: \$70,000 to \$90,000
Desired jobs: **Business Strategy Consulta**

To view your blocklists, you can select the blocklist folders from the bottom of the left hand side navigation in your search results. You can also access this through the candidate search drop down at the top of the page.

Your blocklist for your current search will appear as below. You can restore all results to your search by clicking the **Restore x from blocklist** link.

[New search](#)
[Back to search results](#)

Block list for business analyst AND NOT finance with synonyms

Results 1 - 3 of 3 [Restore 3 from blocklist](#)

Expanded view Compact Date updated Most recent to oldest

Act on selected results

not looking happy to talk
<Name hidden>
Lynbrook VIC 3975
Updated: 24 Dec 2010

Notes (0)
Unlock contact (1 credit)

Most recent 3 jobs: Analyst/Programmer - <Employer Hidden> 7 years OCT 2003 - CURRENT
Analyst/Programmer - <Employer Hidden> 7 years AUG 2003 - CURRENT
Analyst/Programmer - <Employer Hidden> 9 years MAY 2001 - CURRENT

Your blocklist for all searches will appear as below. Again, you can restore all results to searches by clicking the **Restore x from blocklist** link.

[New search](#)
[Back to search results](#)

Block list for All searches

Results 1 - 2 of 2 [Restore 2 from blocklist](#)

Expanded view Compact Date updated Most recent to oldest

Act on selected results

not looking happy to talk
<Name hidden>
Sydney NSW 2113
Updated: 25 Jan 2011

Notes (0)
Unlock contact (1 credit)

Most recent 3 jobs: Data Analyst/Reporting Analyst - <Employer Hidden> 3 years OCT 2007 - DEC 2010
Business Analyst - <Employer Hidden> 1 year JAN 2006 - SEP 2007
Intern/Web Developer - <Employer Hidden> 11 months JAN 2005 - DEC 2005

Contact us

For training, troubleshooting or more information on the LinkMe search capabilities, please contact us on 1800 LINK ME for a chat with our Account Management or Sales team.