



## Discovering Candidate Contact Information



---

AIRS® Discovering Candidate Contact Information

Copyright © 2013 AIRS, 67 Etna Road, Suite 400, Lebanon, NH, 03766, All Rights Reserved. AIRS is a registered trademark of RightThing, LLC. The ADP logo is a registered trademark of ADP, Inc.

No part of this book may be used or reproduced, duplicated, disclosed, published, transcribed, stored, translated, transmitted or reverse-engineered, in whole or in part without written permission of the publisher. For permission contact AIRS, 67 Etna Rd., Suite 400, Lebanon, NH 03766.

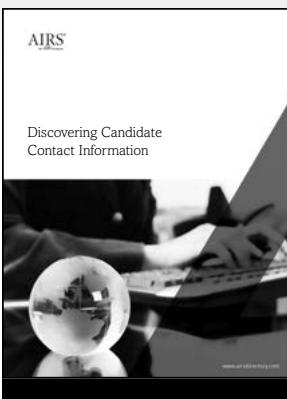
All trademarks are the property of their respective owners. Use of a term in this book should not be regarded as affecting the validity of any trademark or service mark.

Copyright of any screen captures in this book are the property of the software's manufacturer.

Mention of any products in this book in no way constitutes an endorsement by AIRS.

Although every precaution has been taken in the preparation of this book, the publisher assumes no responsibility for errors or omissions. Neither is any liability assumed for damages resulting from the use of information herein.

**DISCLAIMER:** AIRS IS NOT PROVIDING LEGAL ADVICE OR DIRECTION REGARDING ANY TOPICS INCLUDED IN AIRS TRAINING COURSE BOOKS OR DELIVERED MATERIALS. ALL ATTENDEES SHOULD CHECK WITH THEIR OWN LEGAL COUNSEL FOR ADVICE REGARDING ALL EMPLOYMENT RELATED MATTERS AND THE LEGALITY OF INTERNET SOURCING TECHNIQUES IN RELEVANT JURISDICTIONS.



# Table of Contents

---

<b>INTRODUCTION</b>	<b>5</b>
Boolean Basics - Operators, Modifiers and Search Engine Commands	6
<b>PART 1: FINDING PHONE NUMBERS</b>	<b>9</b>
Switchboard®	11
Company Profiles	12
WhitePages™	13
Google Finance®	14
PeerSearch	16
LinkedIn® Company Search	18
Google Maps®	19
Bonus: Manta® & ZoomInfo®	22
Activity: Finding Phone Numbers	23
<b>PART 2: FINDING EMAIL ADDRESSES ON THE WEB</b>	<b>25</b>
Personal Email Searching at Google®	27
Bonus – International Email Domains	32
Section Two Activity: Finding Emails	33
Namechk® & KnowemSM	34
Social Media Email Verification	36
• LinkedIn®	36
• Facebook®	36
• Foursquare®	37
• Plaxo®	37
Emails4corporations	38
Finding & Testing Corporate Email Addresses	39
• Teoma Company Email Search	39
• MailTester	39
Section Two Activity: Verifying Emails	40
<b>PART 3: LEVERAGING SOCIAL MEDIA TO FIND CONTACT INFORMATION</b>	<b>43</b>
Activity	49
Google+®	50
Plaxo®	52
Blog Publishing Platforms	54
Searching for Filetypes & Road Runner Accounts	56
Don't Forget the Road Runner	57
Activity	59
Contacting Talent via Social Media	60
Activity	61
<b>APPENDIX</b>	<b>63</b>
Google Chrome™	64
Email Hunter	66
Rapportive™	70
MailCheck	71
Mobile Contact Solutions	72
• MailCheck Mobile	72
• WhitePages™ Mobile	72
• Manta®	72



## Introduction

---

Sourcers and recruiters are always searching for innovative ways to locate and contact candidates. With billions of pages on the web, long gone are the days of searching through phone books and dialing the operator.

By using today's technology, it's possible to find almost anything online, including contact information for passive talent. This course provides creative and cutting edge tools and search methodologies to generate contact information for anyone on the web.

Finding people online who have personal websites, social media profiles or short biographies is only the beginning. Finding their contact information is the next imperative step in the quest to fill the most difficult positions. This class will explore ways to find both personal and professional contact information that will not only lead to great candidates, but to other people just like them.



***The goals of today's class include:***

1. Learn to find personal and professional phone numbers
2. Learn to find personal and professional email addresses
3. Learn to leverage Social Media sites to contact your future top candidate
4. Learn to leverage time saving and mobile tools

## Boolean Basics - Operators, Modifiers and Search Engine Commands

---

The following chart details the basic Boolean commands used throughout class. Google® and Teoma will be the primary search engines used today.

All search engines have slightly different indexes, so using more than one can significantly increase the number of candidates or results found for any search query.

The basic Boolean operators are AND, OR, and NOT. These are used in conjunction with Boolean modifiers – quotation marks, parenthesis and an asterisk.

Additionally there are a few Field Search Commands that are crucial for further refining searches, those include intitle:, inurl:, site: and filetype:.

BOOLEAN OPERATORS & MODIFIERS		
Command	Google®	Teoma
<b>AND</b>	Default	Default
<b>OR</b>	OR	OR
<b>NOT</b>	- (minus)	- (minus)
“ “	“exact phrase”	“exact phrase”
( )	Not Necessary	(OR)
<b>Wildcard</b>	*	*

SEARCH ENGINE COMMANDS		
Command	Google®	Teoma
<b>Word in the Title</b>	intitle:	intitle:
<b>Word in the URL</b>	inurl:	inurl:
<b>Target specific files (xls, pdf, doc)</b>	filetype:	filetype:
<b>XRay</b>	site:	site:

## NOTES





## PART ONE

---

### FINDING PHONE NUMBERS

Switchboard®

Company Profiles

WhitePages™

Google Finance®

PeerSearch

LinkedIn® Company Search

Google Maps®

Bonus: Manta® & ZoomInfo®

Activity: Finding Phone Numbers

# Part 1: Finding Phone Numbers

Recruiters are naturally drawn to resumes and contact information. Names are abundant on the web, but locating additional contact information can often be quite a challenge. Adding fuel to the fire, many companies no longer list their corporate phone numbers on their website. Most often they list several sales and customer service lines, which are not beneficial for anyone trying to recruit a company's core talent.

This section will leverage specific websites, as well as a wide variety of Boolean search tactics to find contact information for just about anyone on the web.

LinkedIn® has become a very popular place for recruiters to source candidates. Unfortunately, unless a profile is a direct connection, LinkedIn hides all contact information. The challenge for recruiters today is what to do when identifying an ideal candidate on LinkedIn.

Your AIRS® instructor will show you an example of a robust LinkedIn profile without contact information.



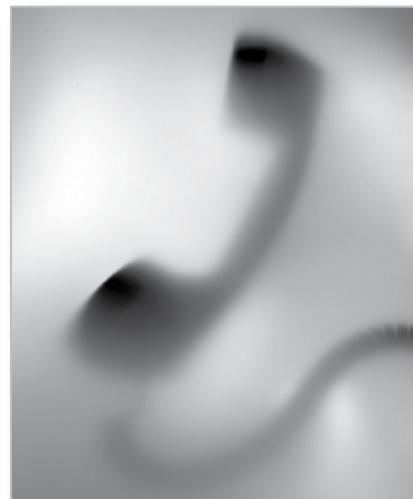
## NOTES

## Switchboard®

---

Switchboard® is a simple site that searches for phone numbers and addresses for both businesses and people.

When sourcing for candidates online, Switchboard is a great site for recruiters to use when trying to identify a candidate's phone number or address. Switchboard also allows users to look up businesses, run a reverse phone number search, and identify area codes and zip codes. This is a great tool not only for phone numbers, but other information that can be very useful to identify candidates and competition on the internet.



NOTES

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

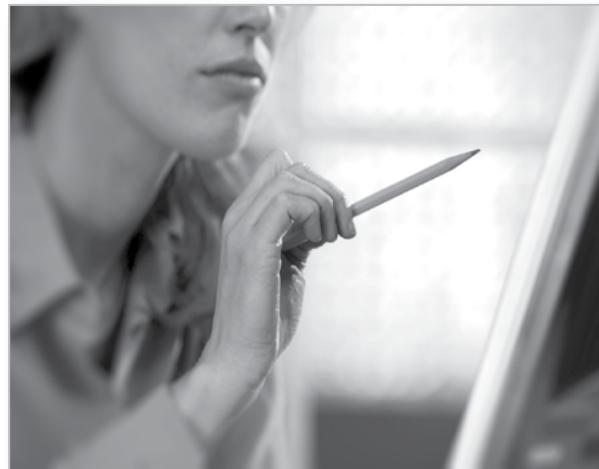
---

---

## Company Profiles

Company websites often have employee biographies listed. This is always great information to find, but it's also possible to take those bios and find more information such as professional and personal phone numbers.

The next example will show how to find additional contact information on candidates from company profiles.



## NOTES

WhitePages™

Though WhitePages™ can be used much like Switchboard to find personal contact information, it is also a great place to double-verify a phone number belongs to a particular person. If a candidate is listed publicly in a WhitePages phone book, they will be searchable on this website.

Publicly listed home phone numbers and addresses will appear in the top results section. Your AIRS instructor will demonstrate how this site can be beneficial.



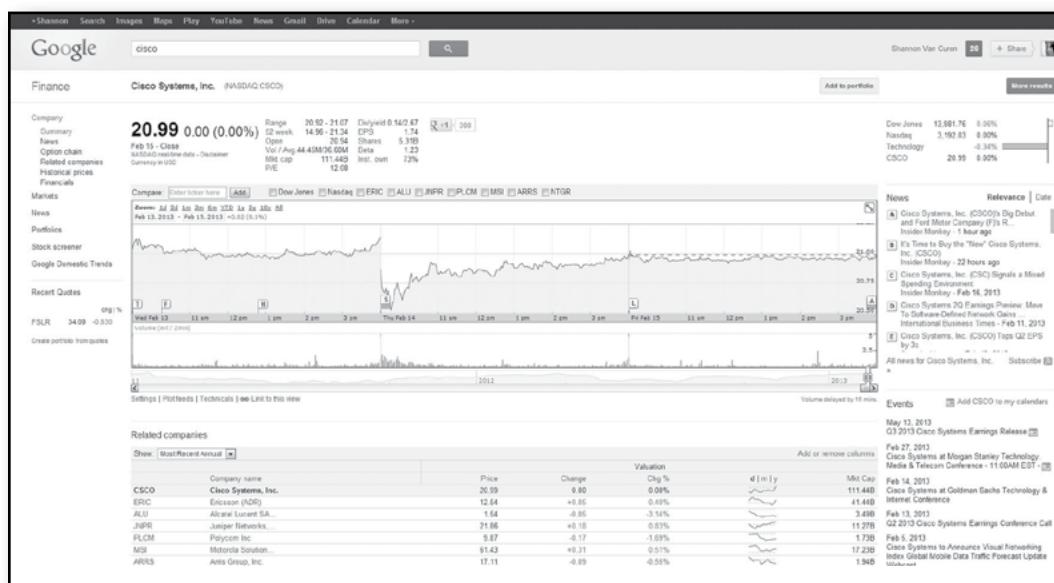
## NOTES

# Google Finance®

---

Google Finance® has up-to the minute results on both public and private companies. The information found on a company page in Google Finance can be invaluable when it comes to sourcing candidates.

Take a look at Cisco®.



<http://www.google.com/finance?q=cisco>

Google® has an intuitive search function that will identify the stock symbol for any employer. When typing a company name, Google will automatically locate this information.

Cisco's page on Google Finance shows a wealth of information, including a list of direct competitors. Additionally, Google Finance provides corporate contact information, rather than a customer service or sales line.

NOTES

---



---



---



---



---



---

Related companies							Q3 2013 Cisco Systems Earnings Release	
Show: Most Recent/Annual		Valuation					Add or remove columns	
	Company name	Price	Change	Chg %	↓↓↓↓↓	↓↓↓↓↓	Mkt Cap	Feb 27, 2013
CSCO	Cisco Systems, Inc.	20.99	0.00	0.0%	↔↔↔↔↔	↔↔↔↔↔	111,448	Feb 19, 2013
ERIC	Ericsson (ADR)	12.54	+0.05	0.4%	↔↔↔↔↔	↔↔↔↔↔	41,448	Cisco Systems at Goldman Sachs Technology & Internet Conference
ALU	Alcatel Lucent SA	1.54	-0.05	-3.1%	↔↔↔↔↔	↔↔↔↔↔	3,498	Feb 13, 2013
JNPR	Juniper Networks	21.96	+0.18	0.8%	↑↑↑↑↑	↑↑↑↑↑	11,272	Q2 2013 Cisco Systems Earnings Conference Call
IRCM	Polycom Inc	9.87	-0.17	-1.6%	↔↔↔↔↔	↔↔↔↔↔	1,738	Feb 6, 2013
MIS	Motorola Solutions	61.43	+0.31	0.5%	↔↔↔↔↔	↔↔↔↔↔	17,222	Cisco Systems to Announce Visual Networking Index Global Mobile Data Traffic Forecast Update
ARRIS	Arris Group, Inc.	17.11	-0.02	-0.1%	↔↔↔↔↔	↔↔↔↔↔	1,949	Webcast
NTGR	Nericstar Inc.	33.89	+1.14	3.5%	↔↔↔↔↔	↔↔↔↔↔	1,298	Jan 7, 2013
ADTN	ADTRAN, Inc.	23.09	-0.08	-0.3%	↔↔↔↔↔	↔↔↔↔↔	1,468	Cisco Systems at Consumer Electronics Association International CES Conference
MMB	Motorola Mobility	0.0000			↔↔↔↔↔	↔↔↔↔↔	12,148	Dec 7, 2012
OIEN	Glenia Corporation	16.15	-0.14	-0.8%	↔↔↔↔↔	↔↔↔↔↔	1,648	Cisco Systems Financial Analyst Conference
Sector: Technology > Industry: Communications Equipment							More events from DailyFinance »	
Description							Key stats and ratios	
Cisco Systems, Inc. designs, manufactures, and sells Internet protocol (IP)-based networking and other products related to the communications and information technology (IT) industry and provides services associated with these products and their use. It provides a line of products for transporting data, voice, and video within buildings, across campuses, and around the world. Its products are designed to transform how people connect, communicate, and collaborate. It has five segments: United States and Canada, European Markets, Emerging Markets, Asia Pacific, and Japan. The Emerging Markets theater consists of Eastern Europe, Latin America and Russia and the Commonwealth of Independent States. In December 2012, it acquired Ciena. In December 2012, it acquired Cardim Technologies Inc. In December 2012, the Company acquired Meraki, Inc. Effective January 31, 2013, the Company acquired Caudium Technologies Inc. Effective February 12, 2013, the Company acquired Broadwing Inc.							Q1 2013 (Unaudited)	2012
More from Reuters »							Net profit margin	25.95% 17.46%
Officers and directors							Operating margin	23.05% 21.85%
Officers							EBITD margin	- 27.50%
John T. Chambers							Return on average assets	13.34% 8.99%
Gary C. Cole							Return on average equity	23.39% 16.32%
Frank A. Colodno							Employees	66,639
Robert W. Lewy							Carbon Disclosure Rating	- 96/100
Vlmi Etzkis							Screen stocks with similar metrics »	
Pankaj Patel							Address	
Randy Pind							170 West Tasman Dr. San Jose, CA 95134-1706 United States - Map +1-408-5264000 (Phone)	
Barrie Christie							Website links	
Mark A. Chandler							http://www.cisco.com News Releases Investor Relations Financial Information Corporate History/Profile Executives Products/Services	
Carol A. Bartz							Full list on Reuters »	

<http://www.google.com/finance?q=cisco>

Google Finance makes it easy to find the corporate address and phone number for Cisco. It's possible to leverage this information to call a current employee as well as locate their peers using an AIRS® search technique known as PeerSearch.

## NOTES

## PeerSearch

---

Create a PeerSearch by using information about a particular person or company. Corporate addresses and phone numbers along with target job titles yield names of professionals working for that specific company.



**SEARCH STRING: 408-526-4000..9999 "program manager"**

This example is a number range search on Cisco's main phone number, looking for Program Manager's. The number range search can be accomplished specifically at Google by inserting two periods “..” between a sequential number range. In this case any number between 408-526-4000 and 9999.

NOTES

---

---

---

---

---

---

---

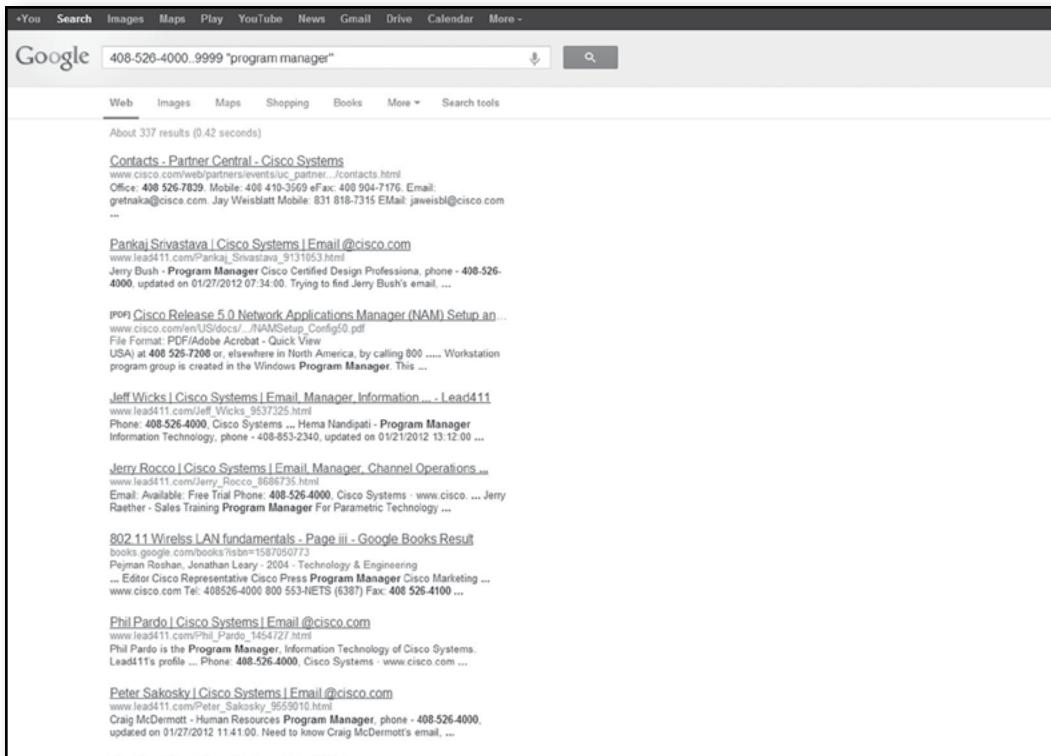
---

---

---

---

---



Google returns numerous results for this PeerSearch.

## NOTES

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

## **LinkedIn® Company Search**

One of the many great features on LinkedIn® is the ability to garner competitive intelligence information on thousands of companies. By utilizing information on company pages at LinkedIn, it's possible to harvest additional contact information on target companies.

In order to get the best results from any LinkedIn search it is important to have a LinkedIn account; however you only need a free account to view company information.



When conducting a search on a company, like General Electric® for an example, LinkedIn shows the most relevant matches at the top. GE's company profile on LinkedIn provides useful information for finding contact information with a free LinkedIn account.

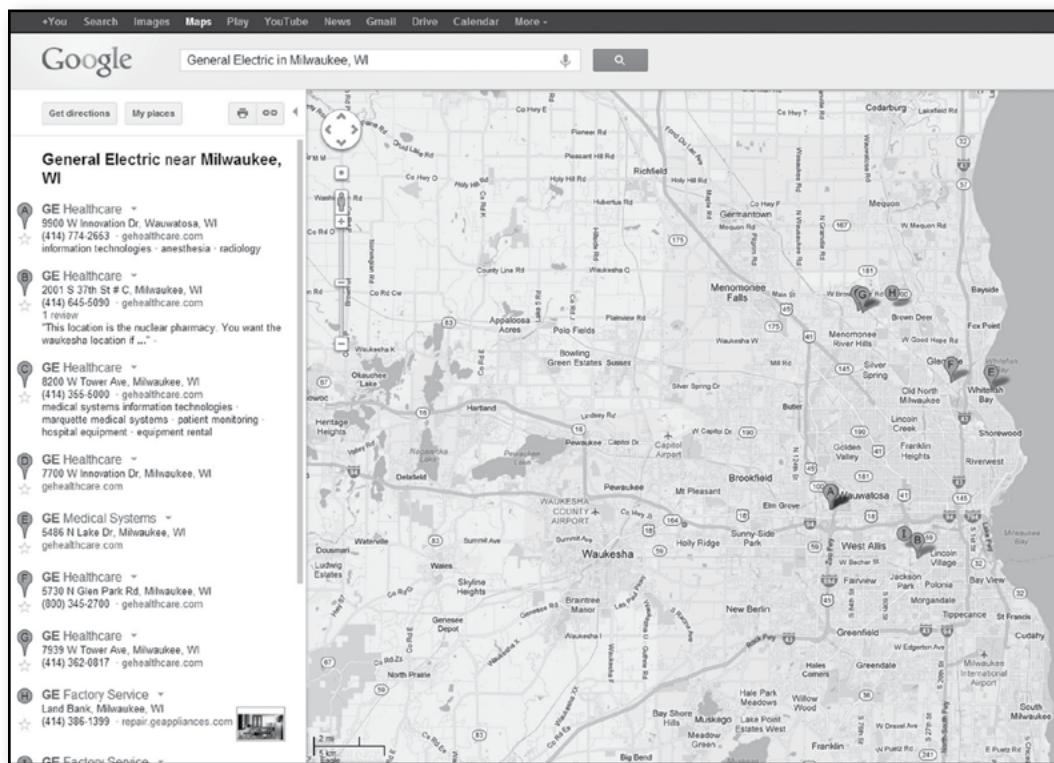
An important aspect of researching direct competitors is to learn where their top locations are geographically. Those sites will be great targets for finding talent from those specific companies. In this example, click on the total number of GE employees on LinkedIn and notice that GE has a large office in the Milwaukee, Wisconsin area.

## NOTES

# Google Maps®

---

Google Maps® is an extremely helpful tool to locate addresses and phone number for target company's corporate headquarters.



## SEARCH STRING: General Electric in Milwaukee, WI

Taking information from LinkedIn and plugging it into other searches can yield great results. This search identifies the specific street address to the Milwaukee GE office. Now it's possible to take this search even further.

NOTES

---



---



---



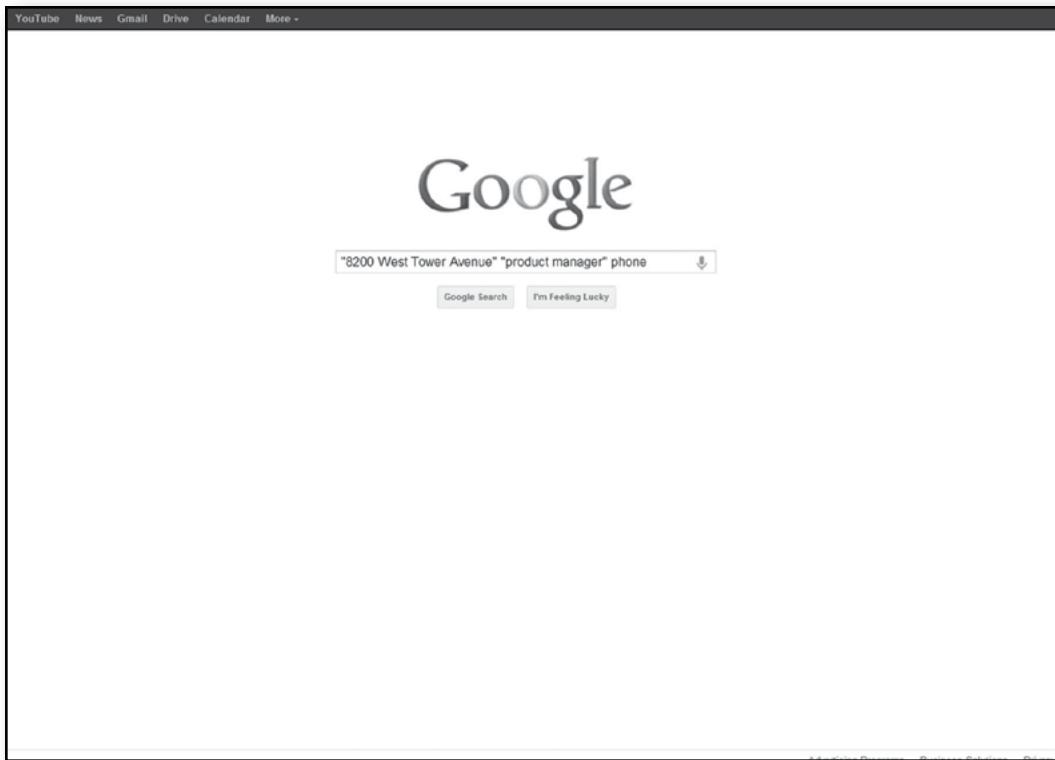
---



---



---



**SEARCH STRING: "8200 West Tower Avenue" "product manager" phone**

This simple search on a corporate street address and a position title can produce fantastic results.

**NOTES**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

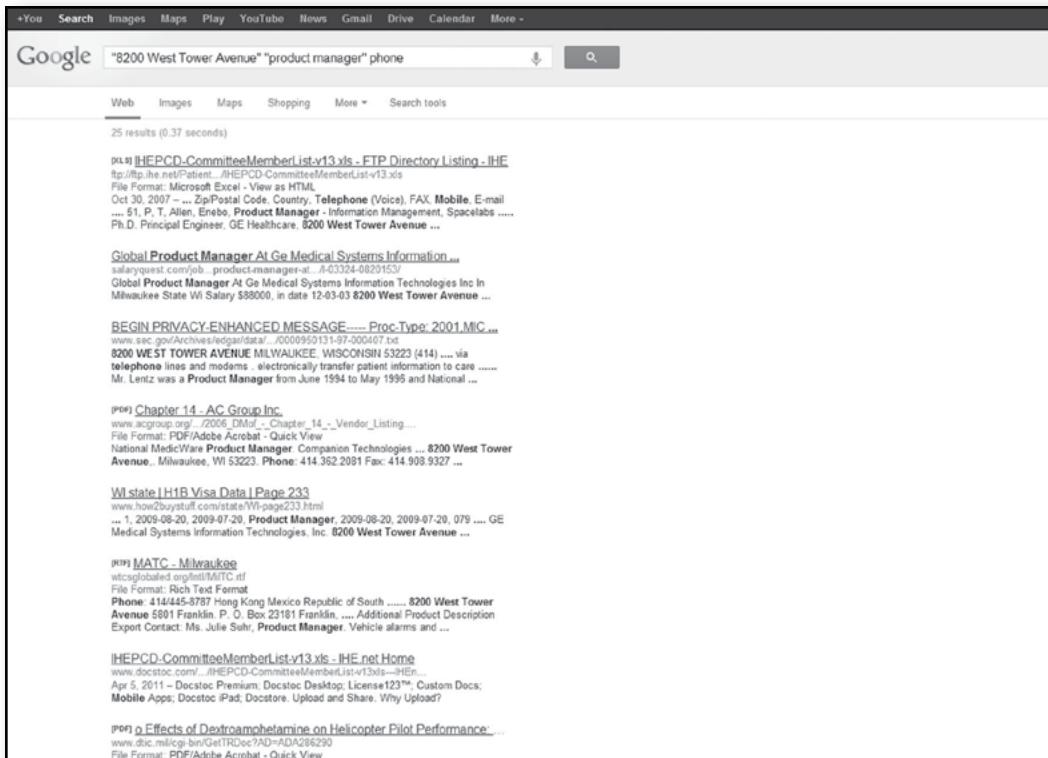
---

---

---

---

---



Many documents and websites containing contact information for GE employees have been retrieved.

## NOTES

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

## Bonus: Manta® & ZoomInfo®

Manta® & ZoomInfo® are company profile sites. Like Google Finance, these sites are powerful tools to find things such as a list of competitors, corporate addresses and corporate phone numbers. They are additional resources to add to a list for generating corporate company phone numbers.

Many companies and organizational websites lead to profiles and bios of industry professionals.

The next example will show how to use both Manta and ZoomInfo to find additional contact information for employees at AT&T®.

When finding these online profiles, make sure to leverage contact searching tools like ZoomInfo to find corporate phone numbers. Entering the name of a potential candidate at ZoomInfo will often find companies associated with that person and it may reveal their corporate contact information.

Conducting a simple search at Manta is also useful for finding phone numbers of large companies with multiple branches. When looking for a large company that has many branches, such as AT&T, it is easier to use Manta's filter option to show only the Headquarters (HQ) locations.

Similar to ZoomInfo, use Manta to find main phone numbers for corporate offices of competitor companies. Notice the link at the top that has categorized AT&T into "Dallas Telephone Communications Services." This link produces contact information for other local companies.



NOTES

---

---

---

---

---

## Activity: Finding Phone Numbers



### Part 1:

Take a few minutes to find one candidate profile on a social media site like LinkedIn or Plaxo® who works for a direct competitor. Use Switchboard & WhitePages to search for their home phone number.

Record your results:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

### Part 2:

Use Google Finance, Manta & Zoominfo to find corporate addresses and phone numbers for two of your direct competitors.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---





## PART TWO

---

### FINDING EMAIL ADDRESSES ON THE WEB

Personal Email Searching at Google®

Bonus – International Email Domains

Section Two Activity: Finding Emails  
NameChk® & Knowem<sup>SM</sup>

Social Media Email Verification

- LinkedIn®
- Facebook®
- FourSquare®
- Plaxo®

Emails4Corporations

Finding & Testing Corporate Email Addresses

- Teoma Company Email Search
- MailTester

Section Two Activity: Verifying Emails

## Finding Email Addresses on the Web

---

Finding email addresses on the web is only a challenge without the right tools. With the emergence of new technologies, the internet continues to provide an abundance of information. With billions of documents at your fingertips, the only challenge is where to start.

This section will take a deep dive into email generation tools and search strategies that will generate immediate results for locating passive candidate contact information.

Finding email addresses involves searching for both corporate and personal contact information. Each search requires a different strategy, but both types of contact information are useful for connecting with talent.

### Google® Personal Email Search

With billions of web pages indexed by search engines, recruiters can use Boolean logic to more efficiently conduct targeted online searches, eliminating many unrelated documents. Recruiters can easily retrieve personal email addresses for almost any candidate.

There are numerous personal email domains available today. To locate popular personal email domains, recruiters can also use their network by harvesting these domains from their address book.

AIRS has conducted research on some of the most popular email domains. Below is a list recruiters should consider when building queries to locate candidate contact information.

POPULAR EMAIL DOMAINS			
@yahoo.com	@verizon.net	@sprint.blackberry.net	
@gmail.com	@earthlink.net	@charter.net	
@hotmail.com	@cox.net	@gmx.com	
@aol.com	@msn.com	@mac.com	
@comcast.net	@rediffmail.com	@live.com	
@live.com	@att.net	@me.com	
@sbcglobal.net	@juno.com	@hughes.net	
@bellsouth.net	@windstream.net	@netzero.net	

## Personal Email Searching at Google®

Google® is a great search engine for recruiters to build searches to locate personal email addresses for potential talent, because Google allows the use of an asterisk in their queries. Using an asterisk at Google is vastly different than using it on other databases or job boards. At Google, the asterisk acts as a wildcard and is a placeholder for unknown terms.

The unknown term that recruiters will be searching is called the local-part. The local-part is the term(s) that appears before the @ sign in an email address.

By using the asterisk at Google, recruiters can simply fill in the blank for the missing local-part:

\*@gmail.com

The final piece to building the Boolean query is to add quotation marks around the asterisk and domain. Adding quotation marks will ensure that the entire email address is retrieved in the search results, including the local-part.

“\*@gmail.com”



NOTES

---

---

---

---

---

---

---

---

---

---

---

---

---

---

This first example is a search for a resume of a Charge Nurse that has a personal Yahoo<sup>SM</sup> email address. To refine the string, add the term RN to the string and eliminate the term job.

### **SEARCH STRING: resume “charge nurse” rn “\*@yahoo.com” -job**

This is a very successful string, however @yahoo.com is just one personal email domain. By building a longer string including the Boolean operator OR, it's possible to retrieve more results and therefore more possible candidates.

### **NOTES**

---



---



---



---



---



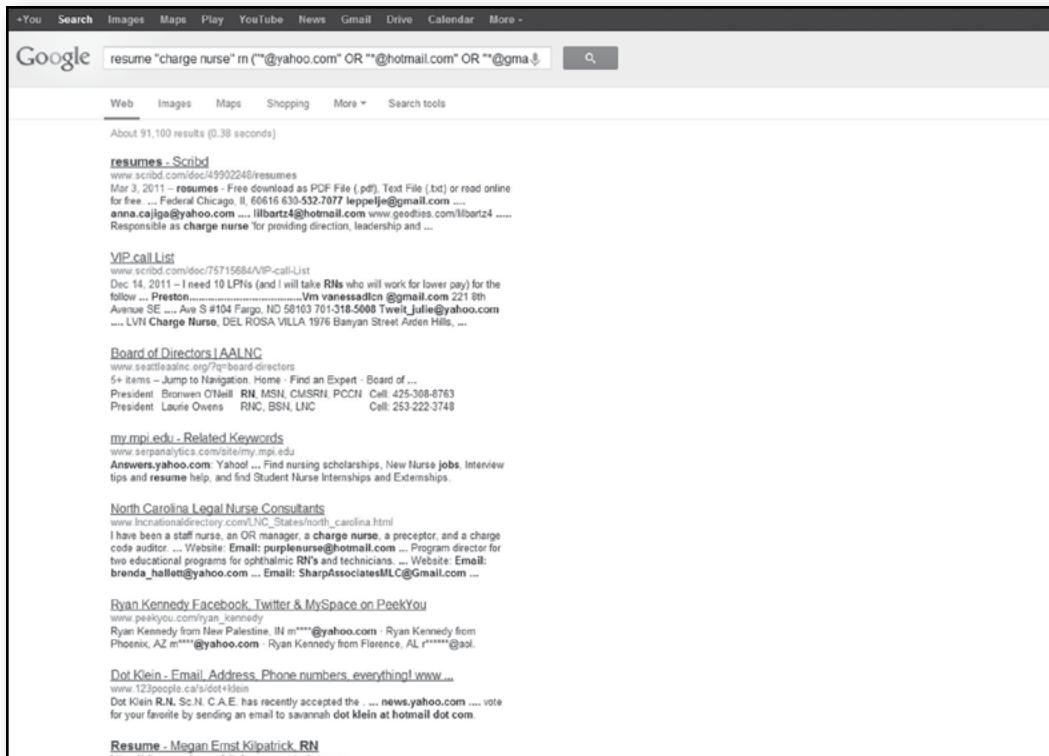
---



---



---



**SEARCH STRING: resume “charge nurse” rn (“@yahoo.com” OR “@hotmail.com” OR “@gmail.com”) -job -sample**

By adding additional email domains such as @hotmail.com and @gmail.com, the search results are significantly increased. This refined string produced more results. These results can contain more potential candidates.

**NOTES**

---



---



---



---



---



---



---



---



---

The next example will look for an Internet Marketing Manager in the NY area. Adding personal email address domains to the search string will guarantee that the results contain some amount of personal contact information.



**SEARCH STRING:** `(resume OR cv OR vitae OR bio OR "about me") ("internet marketing manager" OR "online marketing manager") seo sem (omniture OR "google analytics") (ny OR "new york") (*@yahoo.com OR *@hotmail.com OR *@aol.com OR *@comcast.net OR *@live.com")`

With a vast array of personal email domains, these strings can become quite lengthy. This is fine, as long as the Boolean is correct and the string stays under the keyword limit of 32 terms at Google. Once the 32 keyword limit is reached, Google will only search for the first 32 terms and will inform the researcher on the term that exceeded the limit.

This search provides great results containing the names of numerous potential candidates along with their personal contact information.

## NOTES

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

## Bonus – International Email Domains

It is always important for recruiters to think like their candidates, regardless of their location. In some countries, Yahoo, Hotmail<sup>SM</sup> and others allow users to use an email domain that matches their country code. For example, in Canada, users have the option to use the domains: @hotmail.ca, or @yahoo.ca. While in the United Kingdom users will use: @hotmail.co.uk, or @yahoo.co.uk. Searching for candidate contact information is very similar.

Since the asterisk is also useful in Teoma, the next search will focus on targeting graphic designers in Canada with the @yahoo.ca email address.



**SEARCH STRING:** “\*@yahoo.ca” portfolio “graphic designer”

NOTES

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## Section Two Activity: Finding Emails



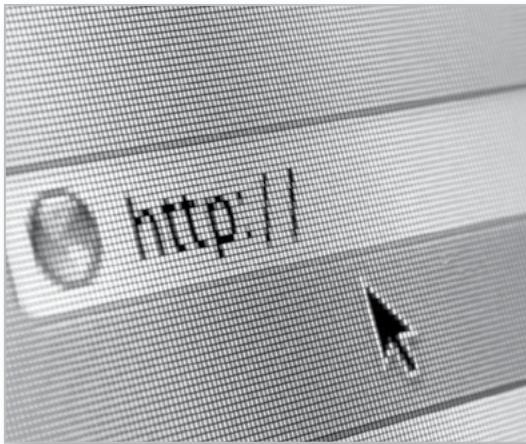
Conduct a search on personal email domains of your choice. Use specific job titles in your search.

## Record your results:

## NameChk® & Knowem<sup>SM</sup>

---

The quest for discovering contact information continues by searching for clues in URL addresses. These clues can lead recruiters to aliases or usernames, which can be linked directly to personal email addresses. Many sites are available for recruiters to amass corporate email patterns for large corporations. However, the ideal candidate might work for a small or private corporation where that data is not public. Additionally, a candidate could have a common name, which would yield many different email patterns and structures.



NameChk® & Knowem<sup>SM</sup> help solve this problem.

A common theme among many social sites today is the ability to create a vanity URL.

In terms of social media, a vanity URL has several different meanings: it could be a username, a profile link, or even a Twitter Handle. However, it is commonly understood as the specific part of the URL that is personalized to identify a specific user. Not all users of social media sites are required to create a vanity URL; however many sites allow users to choose the option of creating one.

Leverage this knowledge to find personal contact information for ideal passive candidates.

### NOTES

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## NameChk®

In order to understand how useful NameChk® can be in finding personal contact information, look at a LinkedIn profile with a vanity URL.

When finding a candidate profile on any social networking site, such as LinkedIn, there is a good opportunity to find them on other sites that will inevitably lead to personal contact information.

Paste the social media username into the main search box at NameChk and click “chk”.

NameChk shows the other social media sites where this vanity URL is already taken. This can reveal other social media sites that the candidate is currently on, thus leading to more contact information.



## Knowem<sup>SM</sup>

Knowem<sup>SM</sup>, much like NameChk, will also check social sites for vanity URLs or aliases. Always use both NameChk & Knowem because each site covers a few different social media websites.

Twitter® is a great example of a place to find someone with a vanity URL in that every Twitter profile has a unique Twitter handle.

Notice that Knowem searches many Blogging social sites like Typepad® and Blogger® that NameChk doesn't search.

Using another site, like Knowem, can help find more sites that candidates are currently using.

NOTES

---

---

---

---

---

## Social Media Email Verification

There are a few social sites that allow verifying personal email addresses. Four sites specifically to look at are LinkedIn®, Facebook®, FourSquare®, and Plaxo®.

All four of these sites provide an opportunity to match emails and profiles in a different way, so always make sure to leverage at least these four.



### LinkedIn®

LinkedIn® allows people to upload contacts from other accounts as well as emails imported individually. This functionality gives users the opportunity to see if a particular contact email is directly linked to their LinkedIn profile.

Users must be logged into a LinkedIn account to be able to access this functionality; however this can be done with any LinkedIn account.

Once a contact is added, they will appear in the “imported contacts” list. If the contact has a LinkedIn account associated with that personal email address, their email address will be visible on their LinkedIn page under Contact Info or once the profile is exported to a PDF.

This functionality is not only limited to personal email addresses. Some people use their corporate email addresses for LinkedIn as well. Additionally LinkedIn only allows users to correctly verify an email address once.

### Facebook®

Like LinkedIn, Facebook® also finds people with just an email address. To do this at Facebook, add an email address in the search bar and Facebook will locate any profile associated with that email address.

NOTES

---

---

---

---

---

## FourSquare®

FourSquare® is another social site that allows recruiters to search for profiles using email addresses. Use this site to verify an email address belongs to a particular person. A luxury of foursquare is being able to sign-up using a current Facebook account.

Use Foursquare to verify a specific email address is associated with a specific person. Type the email address in the main search bar to verify the ownership at Foursquare. Foursquare will show the profile associated with a particular email address if the owner has a profile on the site.



## Plaxo®

Plaxo® is a professional networking site like LinkedIn and it gives recruiters the opportunity to verify email addresses in a similar way.

Plaxo's main search page allows recruiters to search by email much like Foursquare.

In the search section, type in the email address and click search and Plaxo will show the profile associated with that particular email address.

NOTES

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

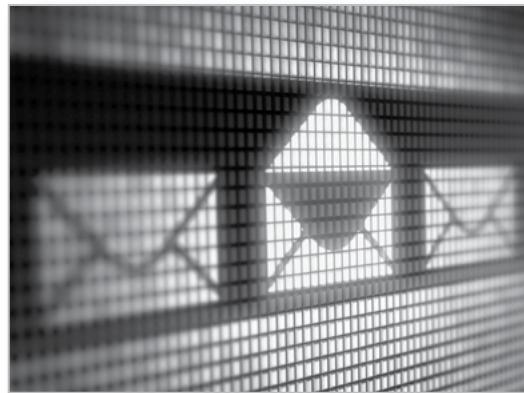
---

# Emails4Corporations

Emails4Corporations is a Google site created for searching corporate email formulas. There are listings by both geographic areas as well as by industry.

Take a look at “by industry” to see what this site can do for email generation efforts. When clicking into “by industry”, notice the option to filter the list of companies by industry. Take a look at “chemicals”.

Notice Emails4Corporations gives the email formula for each company. Some are first\_last, others are f.last and some are just f.last. Once a candidate is identified, emails4corporation is extremely valuable.



We can take a further look into using this site.

Use the email structure provided from Emails4Corporations to assemble an email address.

Emails4Corporations is useful not only for finding email formulas but also for finding main phone numbers.

## NOTES

# Finding & Testing Corporate Email Addresses

---

This section will explore various methods and tools for finding and testing corporate email addresses.

## Teoma Company Email Search

Much like Google, Teoma will also allow recruiters to leverage the asterisk to find email contacts. We will first leverage Teoma to find online email addresses for candidates working for a particular company.

Using a common title found on a company website or online contact is a great strategy for learning a company's email formula.

Leverage these titles in quotes along with the word email and the company domain.

**SEARCH STRING:** “\*@humana.com” “pharmacist”

The goal is not only to find more contacts, but also to learn a company's email formula. Find multiple email addresses from this company which indicates an address could be first.last or f.last.

## MailTester

MailTester is an email testing website that will validate an email address on a particular server. Indeed some company domains will block this test, though it is rare, it can still be a useful tool to discover passive candidate contact information.

With a potential candidate's name and company name, use MailTester to verify their correct corporate email address.

NOTES

---

---

---

---

---

---

---

---

---

## Section Two Activity: Verifying Emails



## Part 1:

Take an email address and try to locate your candidate on social media sites by verifying the address on LinkedIn, Plaxo, Facebook & Foursquare.

### Record your results:

## Part 2:

Use NameChk and Knowem to find your candidate's user name on other social media sites.

## Record your results:

## NOTES





## PART THREE

---

### LEVERAGING SOCIAL MEDIA TO FIND CONTACT INFORMATION

LinkedIn®

Google+®

Plaxo®

Blog Publishing Platforms

Searching for Filetypes & Road  
Runner Accounts

Don't Forget the Road Runner

Contacting Talent via Social Media

## Leveraging Social Media to Find Contact Information

Searching for contact information in web documents is only part of a recruiter's quest to locate candidate contact information. The last section examined how to verify contact information through social media sites which is a great technique to prove that candidates indeed use a particular email address as their main form of contact on a particular site. Recruiters can continue to leverage social media to retrieve contact information since many candidates include their contact information on their main social media profile page. Again, it's all about knowing where and how to look.

One of the best AIRS techniques to leverage social media sites and find contact information is by conducting an XRay. This type of search is a domain targeted search that will bring back pages found on a specific website. The command for an XRay is site: and it's used in conjunction with a web domain and additional keywords to refine the string.

LinkedIn is a great social media site to XRay. This professional networking site has been a sourcer's playground since 2003. The site has changed dramatically over the years, but the changes have only made it more interesting to XRay. LinkedIn allows recruiters the ability to pay for an InMail service that permits recruiters to view more information on their site and send contact emails to candidates. With this service becoming very oversaturated and expensive, it's important for recruiters to try different techniques to yield candidate's contact information from the site. Additionally, by using a search engine to retrieve profiles and contact information, recruiters have access to more profiles beyond their three degrees of connections.



NOTES

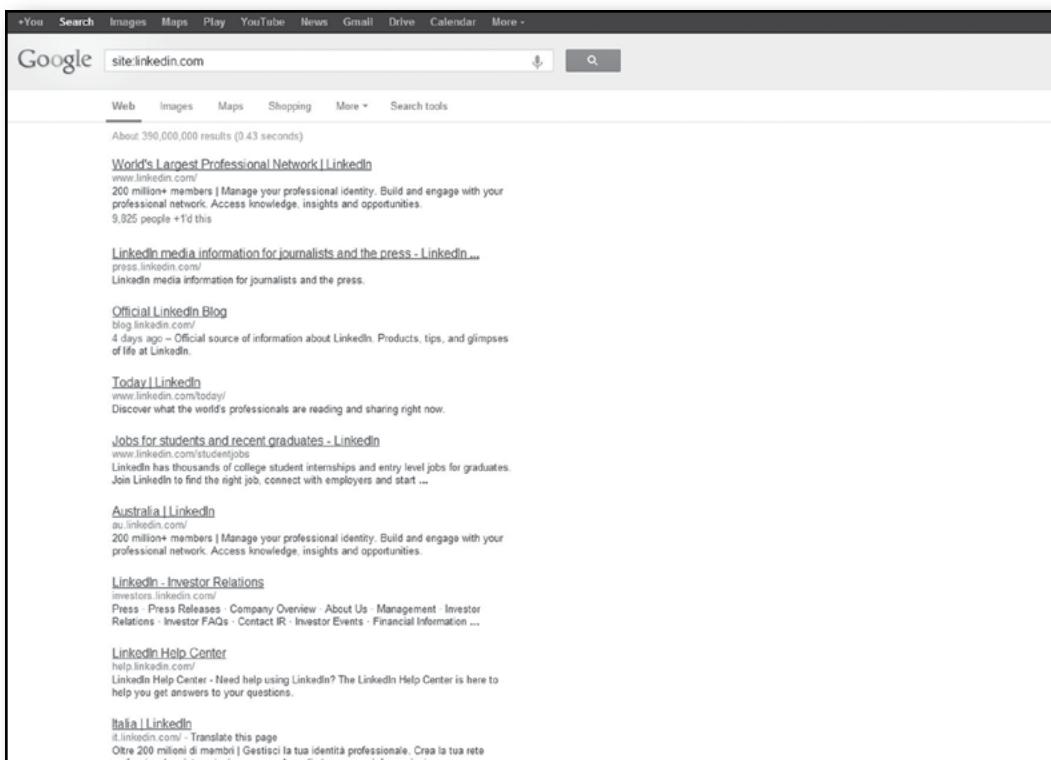
---

---

---

---

---



### SEARCH STRING: site:linkedin.com

To begin searching for profiles with contact information on LinkedIn, build an XRay search step-by-step.

This will retrieve only results from LinkedIn, but this is only the beginning of a LinkedIn XRay.

Begin with the base XRay of the LinkedIn domain - site:linkedin.com to target only results from LinkedIn. Next, take a closer look at URLs specific to LinkedIn user profile pages to find clues that will help refine the search.

### NOTES

---



---



---



---



---



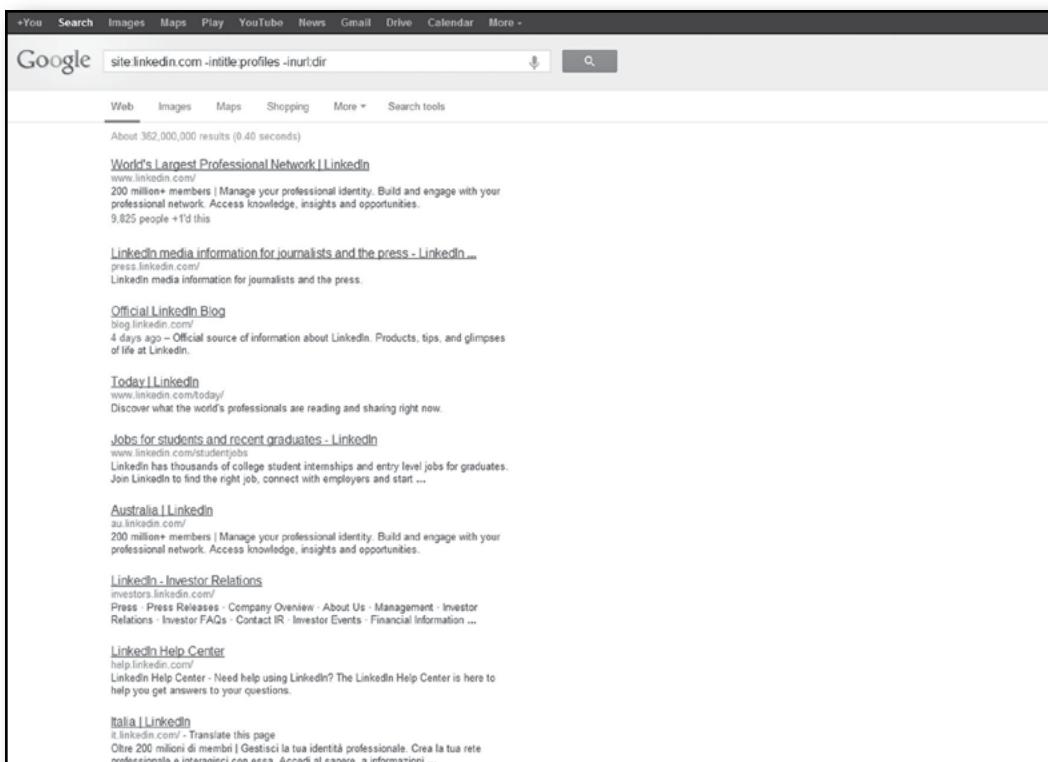
---



---



---



### SEARCH STRING: site:linkedin.com -intitle:profiles -inurl:dir

LinkedIn labels most results from its directory with the term profiles in the title field and dir in the URL results. While some directory results can be helpful in the search, this is not the case at LinkedIn. It is best to eliminate both terms from the search:

site:linkedin.com -intitle:profiles -inurl:dir

### NOTES

---



---



---



---



---



---



---



---

Google search results for the query:

**site:linkedin.com -intitle:profiles -inurl:dir (bsn OR msn) (rn OR "registered nurse")**

The results show profiles for the following individuals:

- Ashley Blakely, MPH, BSN, RN | LinkedIn**  
www.linkedin.com/pub/ashley-blakely/mp-ph-bsn-rn/10/b43/a0  
Greater New Orleans Area - Registered Nurse at Tulane Medical Center  
View Ashley Blakely, MPH, BSN, RN's professional profile on LinkedIn. LinkedIn is the world's largest business network, helping professionals like Ashley Blakely ...
- Kara Kirkendall, BA, BSN, RN | LinkedIn**  
www.linkedin.com/pub/kara-kirkendall/ba-bsn-rn/2/1/76/b6  
Columbus, Ohio Area - Staff RN at Riverside Methodist Hospital  
View Kara Kirkendall, BA, BSN, RN's professional profile on LinkedIn. LinkedIn is the world's largest business network, helping professionals like Kara ...
- JEFFREY JOSEPH, BSN, RN-BC | LinkedIn**  
www.linkedin.com/pub/jeffrey-joseph-bsn-rn-bc/44/851/147  
Greater Philadelphia Area - Registered Nurse at Ara Health  
View JEFFREY JOSEPH, BSN, RN-BC's professional profile on LinkedIn. LinkedIn is the world's largest business network, helping professionals like JEFFREY ...
- Kayla Bryant, BSN, RN-BC, CCM | LinkedIn**  
www.linkedin.com/pub/kayla-bryant-bsn-rn-bc-ccm/32/721/141  
Columbia, South Carolina Area - Nurse (Clinical Case Manager)  
View Kayla Bryant BSN, RN-BC, CCM's professional profile on LinkedIn. LinkedIn is the world's largest business network, helping professionals like Kayla ...
- Alexander Wolf, BSN, RN, CCRN | LinkedIn**  
www.linkedin.com/pub/alexander-wolf-bsn-rn-ccrn/43/a89/905  
Denver, Colorado - Registered Nurse at Denver Health  
View Alexander Wolf, BSN, RN, CCRN's professional profile on LinkedIn. LinkedIn is the world's largest business network, helping professionals like Alexander ...
- Joel VanEaton, BSN, RN, RAC-CT, CPRA | LinkedIn**  
www.linkedin.com/pub/joel-vaneaton-bsn-rn-rac-ct-cpra/132/221/149  
Johnson City, Tennessee Area - RN Reimbursement/RAC Clinician Client Services Nurse Consultant at Care Centers Centers Management Consulting, Inc.  
View Joel VanEaton, BSN, RN, RAC-CT, CPRA's professional profile on LinkedIn. LinkedIn is the world's largest business network, helping professionals like Joel VanEaton ...
- Eva Xu, BSN, RN | LinkedIn**  
www.linkedin.com/pub/eva-xu-bsn-rn/54/a22/950  
San Francisco, California - Alternative Funding Specialist at Genentech  
View Eva Xu, BSN, RN's professional profile on LinkedIn. LinkedIn is the world's largest business network, helping professionals like Eva Xu, BSN, RN discover ...
- Linda Weaver, MSN, RN | LinkedIn**

**SEARCH STRING: site:linkedin.com -intitle:profiles -inurl:dir (bsn OR msn) (rn OR "registered nurse")**

This example will target the terms (bsn OR msn) and (rn OR “registered nurse”) to find LinkedIn user profile for Nurses.

**NOTES**

---



---



---



---



---



---



---



---

To further a search for targeting candidate contact information, add personal email domains to the string to yield contact information found on profile pages.

Google search results for the query:

```
site:linkedin.com -intitle:profiles -inurl:dir (bsn OR msn) (rn OR "registered nurse") (*@yahoo.com" OR "*@gmail.com" OR "*@hotmail.com" OR "*@aol.com" OR "*@comcast.net" OR "*@sbcglobal.net")
```

The results list several LinkedIn profiles for registered nurses, each with a visible personal email address:

- Mary Jo Pauly, RN, BSN** | [LinkedIn](#)  
View Mary Jo Pauly, RN, BSN's professional profile on LinkedIn. LinkedIn is the ... RN MSN Owner Home Care Providers [homecareprovidersinc@gmail.com](mailto:homecareprovidersinc@gmail.com) ...
- Cynthia Kalcik, RN, MSN** | [LinkedIn](#)  
View Cynthia Kalcik, RN, MSN's professional profile on LinkedIn. LinkedIn is the ... RN MSN Owner Home Care Providers [homecareprovidersinc@gmail.com](mailto:homecareprovidersinc@gmail.com) ...
- Elizabeth Moore, BSN, RN** | [LinkedIn](#)  
View Elizabeth Moore, BSN, RN's professional profile on LinkedIn. LinkedIn is the ... Elizabeth Moore, BSN, RN's Overview ... RN [elizabeth\\_mooreiv@yahoo.com](mailto:elizabeth_mooreiv@yahoo.com) ...
- Natalie Stavrevsky, BSN, RN, MBA** | [LinkedIn](#)  
View Natalie Stavrevsky, BSN, RN, MBA's professional profile on LinkedIn. LinkedIn is the world's largest ... BSN, RN, MBA's Summary: [nstavrevsky@gmail.com](mailto:nstavrevsky@gmail.com) ...
- Jennifer Wiley, RN, BSN** | [LinkedIn](#)  
View Jennifer Wiley, RN, BSN's professional profile on LinkedIn. LinkedIn is the world's largest ... Contact me via e-mail at [jennifer.wiley24@yahoo.com](mailto:jennifer.wiley24@yahoo.com).
- Anita Meador, RN, BC, BSN** | [LinkedIn](#)  
View Anita Meador, RN, BC, BSN's professional profile on LinkedIn. LinkedIn is the world's largest ... RN, BC, BSN's Summary: [anitameador@comcast.net](mailto:anitameador@comcast.net) ...
- Patsy Kistler, RN, MSN, ACHIE** | [LinkedIn](#)  
View Patsy Kistler, RN, MSN, ACHIE's professional profile on LinkedIn. LinkedIn is the world's largest ... Kistler RN MSN 330-499-6401 [patsy.kistler@gmail.com](mailto:patsy.kistler@gmail.com) ...

**SEARCH STRING:** site:linkedin.com -intitle:profiles -inurl:dir (bsn OR msn) (rn OR "registered nurse") ("\*@yahoo.com" OR "\*@gmail.com" OR "\*@hotmail.com" OR "\*@aol.com" OR "\*@comcast.net" OR "\*@sbcglobal.net")

These results are all clearly LinkedIn profiles with personal email addresses that are visible for contacting candidates quickly.

#### NOTES

---



---



---



---



---



---



---



---

# Activity



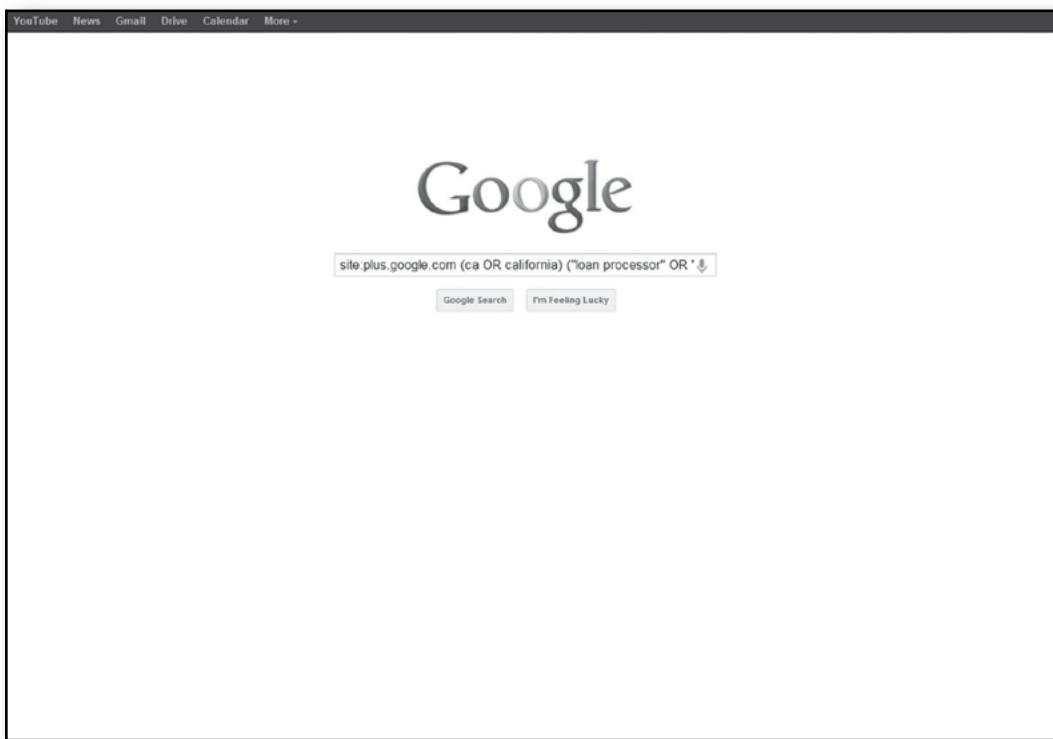
Take 10 minutes to XRay LinkedIn to find email addresses of candidates for your current open position.

### Record your results:

## Google+®

---

Google+® is another great site for recruiters to XRay to find candidate contact information. Take a look at an example search string to a loan processor or loan broker.



**SEARCH STRING:** site:plus.google.com (ca OR california) ("loan processor" OR "loan broker") ("\*@yahoo.com" OR "\*@aol.com" OR "\*@gmail.com" OR "\*@msn.com" OR "\*@comcast.net" OR "\*@sbcglobal.com" OR "\*@bellsouth.net" OR "\*@verizon.net")

Use the XRay command in conjunction with the Google+ domain as well as the target job title, some keywords and then a variety of potential personal email domains. This search ensures finding only Google+ user profile pages in a specific industry that have a personal email address listed on their profile page.

### NOTES

---

---

---

---

---

---

---

---

---

Google site:plus.google.com (ca OR california) ("loan processor" OR "loan broker") (0.27 seconds)

**Steve Browne - About - Google+**  
<https://plus.google.com/11048094551458964590/about>  
 Tagline: Hard money lender, private loans mortgage loans in California. Introduction ...  
 Want the best LTV rates on a loan, hardmoneycal@gmail.com ... Private loan broker for California ... Hard Money Lenders Orange County California CA ...

**Meghan Wood - Google+**  
<https://plus.google.com/109252716117568844542>  
 Meghan Wood - A sassy and proud REALTOR. - Realtor...Duchess!! - CalDreamHomes - Really Wood - The Meghan Show - Raz Room - Roseville, CA.

**Shelley Reese - Google+**  
<https://plus.google.com/11235849546870453150>  
 by Shelley Reese - In 32 Google+ circles - More by Shelley Reese  
 Shelley Reese - Mortgage Loan Officer & Professional Makeup Artist - 503-806-4190 shelleyreese1@gmail.com - Mortgage Loan Officer & Professional ...

**Frank Weigel - Google+**  
<https://plus.google.com/111237589782378544589>  
 by Frank Weigel - More by Frank Weigel  
 Loan Broker - Hi, I'm Frank Weigel, I have been in the mortgage industry for 11 years. My main goal is customer service. I am always available to my clients 24/7 ...

**Meghan Wood - Photos - Google+**  
<https://plus.google.com/109252716117568844542/photos>  
 Meghan Wood - A sassy and proud REALTOR. - Realtor...Duchess!! - CalDreamHomes - Really Wood - The Meghan Show - Raz Room - Roseville, CA.

**Tina Soniano - Photos - Google+**  
<https://plus.google.com/117793708084023094545/photos>  
 Tina Soniano - Author, Real Estate Broker, Loan Broker, Owner - Y.O.U.R. Group of Companies - Whittier - I have been in the Real Estate and Mortgage Industry ...

**Priscilla Franco - Google+**  
<https://plus.google.com/11449197102175512160>  
 by Priscilla Franco - Augusta Financial Inc - Calabasas, CA - John H Francis Poly. ...  
 Augusta Financial Inc. Attended John H Francis Poly. Lives in Calabasas, CA ...

**Michelle Mendivil - Google+**  
<https://plus.google.com/10576553511537709159>  
 by Michelle Mendivil - More by Michelle Mendivil  
 Loan Processor, Education, California High School, San Ramon, Ca 94583 1997 Places I've Lived, Map of the places this user has lived, Suisun City, Ca

\* Note that most Google+ user profiles will have the “Send an Email” button below their main profile picture unless they have changed their settings and disabled this feature manually. Additionally most user will also have links to other sites on their profile that may also contain contact information.

## NOTES

---



---



---



---



---



---



---



---



---



---



---



---

## Plaxo®

---

Plaxo® is another great resource for recruiters to consider. This multi-purpose Professional Networking site is often used for storing and syncing contact information; however lots of users have their contact information directly on their profile page making it a goldmine for internet sourcing.



**SEARCH STRING:** site:plaxo.com -intitle:directory ("sales executive" OR "account executive") (\*@ yahoo.com" OR "\*@aol.com" OR "\*@gmail.com" OR "\*@msn.com" OR "\*@comcast.net" OR "\*@ sbcglobal.com" OR "\*@bellsouth.net" OR "\*@verizon.net" OR "\*@cox.net" OR "\*@att.net")

XRaying Plaxo is a quick way to target talent, however similar to LinkedIn, Plaxo Directory results are also indexed by Google. The best way to eliminate Plaxo directory results is by adding -intitle:directory to an XRay search. To target Plaxo profiles with personal email addresses, just add personal email address domains to the search as shown.

\*Note: Avoid using -inurl:directory for XRaying this site as many user profiles on Plaxo have the word "directory" in the URL.

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

- Search Query:** site plaxo.com -inlink:directory ("sales executive" OR "account executive")
- Results:** About 814 results (0.40 seconds)
- Profile 1:** Dana Owens's Public Profile
  - Link: [www.plaxo.com/profile/showPublic/danaowens](http://www.plaxo.com/profile/showPublic/danaowens)
  - Description: Encore Credit Corp / Inside Sales Account Executive, 2005 - 2008 Wholesale ... Bear Steams (Formerly Encore Credit Corp) / Account Executive, 2004 - 2008 ...
- Profile 2:** Plaxo - Georgia Root (65899869960)
  - Link: [www.plaxo.com/directory/profile/65899869960/201041ed.../Root](http://www.plaxo.com/directory/profile/65899869960/201041ed.../Root)
  - Description: Account Executive IV - Grand Slam POC, Comcast Cable, EMT, CNA, Acemedical Technician, HRA, Bartender, Hostess, Account Executive, Manager, ...
- Profile 3:** Plaxo - Bob Warner (60131203891)
  - Link: [www.plaxo.com/directory/profile/60131203891/5d7acd8f.../Name](http://www.plaxo.com/directory/profile/60131203891/5d7acd8f.../Name)
  - Description: Senior Account Executive, Integral Recoveries, Inc. Home Mobile (513) 467-0064. Home Email: rtwamerjr@gmail.com ... robert\_w\_34652@yahoo.com ...
- Profile 4:** Plaxo - Rex Porter (21475149821)
  - Link: [www.plaxo.com/directory/profile/21475149821/5ecc22b.../Porter](http://www.plaxo.com/directory/profile/21475149821/5ecc22b.../Porter)
  - Description: REX PORTER 4152 Weston Drive • Powder Springs, Georgia 30127 Itsanman@yahoo.com • 678-579-3109 SENIOR TECHNOLOGY SALES EXECUTIVE ...
- Profile 5:** Michael Johnson's Public Profile
  - Link: [www.plaxo.com/profile/showPublic/michaeljohnson](http://www.plaxo.com/profile/showPublic/michaeljohnson)
  - Description: Regional Sales Executive - USA Global Ltd. Regional Sales Executive, JSI Global Ltd. Braintree, Essex, United Kingdom. Me on the ... upcoming.yahoo.com... michaeljohnson - yelp.com/user\_data...
- Profile 6:** Kelly Joyce's Public Profile
  - Link: [www.plaxo.com/profile/showPublic/kellyjoyce](http://www.plaxo.com/profile/showPublic/kellyjoyce)
  - Description: kellyjoyce@yahoo.com ... Sales Executive with over 15 years of experience. .... management instructor senior account executive ringback mobile application ...
- Profile 7:** Plaxo - Ana Liez Pelayo (219043586826)
  - Link: [www.plaxo.com/directory/profile/219043586826/595fa2e.../Pelayo](http://www.plaxo.com/directory/profile/219043586826/595fa2e.../Pelayo)
  - Description: Account Executive and Import Office of Pilot Global Logistics, Inc. from year 2003 up to present. Home Mobile ... angel\_anita@yahoo.com (Yahoo). Work IM ...
- Profile 8:** Plaxo - Deborah Powell (206159912664)
  - Link: [www.plaxo.com/directory/profile/206159912664/3ffcf21.../Powell](http://www.plaxo.com/directory/profile/206159912664/3ffcf21.../Powell)
  - Description: Account Executive, Old Republic Title Co. Account Executive with Old Republic Title in San Rafael, California. Home Email: debgpowell@yahoo.com. Download ...

Often on a public Plaxo profile, the email contact will appear in the main summary of the profile page.

## NOTES

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

## Blog Publishing Platforms

---

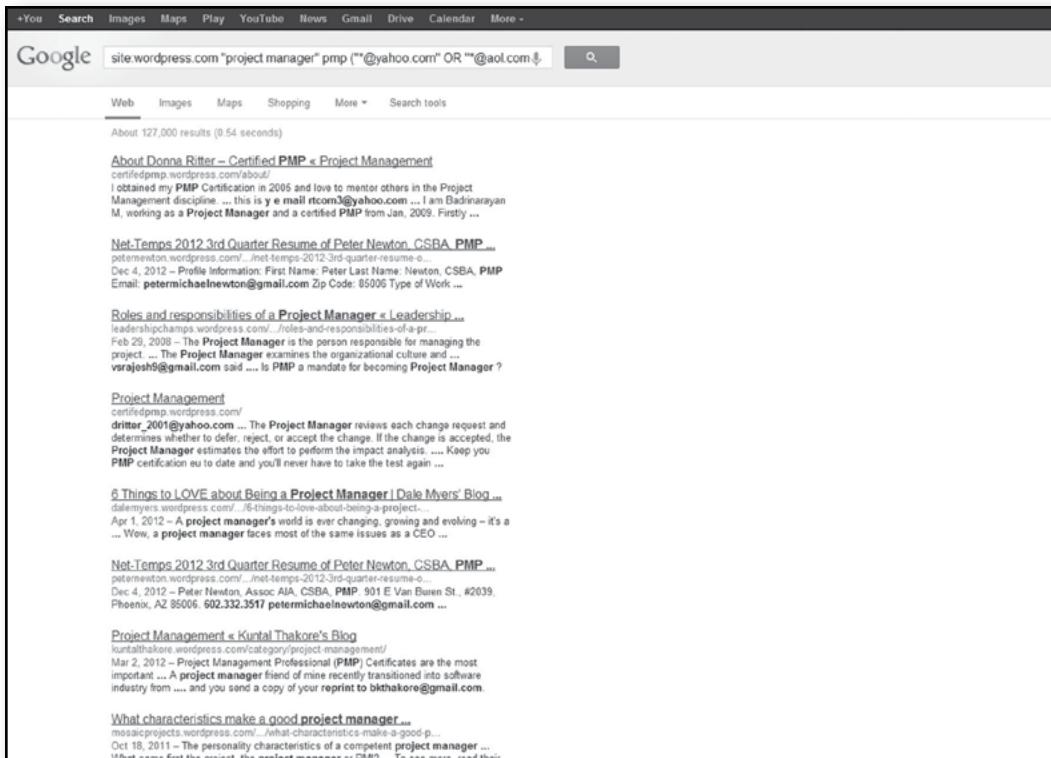
Blog publishing platforms allow individuals to voice their opinions on their profession or any topic of their choice. These sites are also very easy to XRay and deliver excellent results.



**SEARCH STRING:** site:wordpress.com “project manager” pmp (“\*@yahoo.com” OR “\*@aol.com” OR “\*@gmail.com” OR “\*@msn.com” OR “\*@comcast.net” OR “\*@sbcglobal.com” OR “\*@bellsouth.net” OR “\*@verizon.net” OR “\*@cox.net” OR “\*@att.net” OR “\*@charter.net” OR “\*@me.com”)

XRaying blog publishing platforms in combination with email domains is a simple way to find passive candidates who may not be on highly trafficked sites like LinkedIn.

This example will XRay the blog publishing platform Wordpress® for a PMP certified project manager.



This search produced many sites that contain both biological information and contact information on many PMP certified Project Managers.

## NOTES

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

## Searching for Filetypes & Road Runner Accounts

In addition to indexing HTML documents, search engines also catalog Microsoft Word® documents, Excel® spreadsheets, AdobeSM PDFs, PowerPoint® presentations and more. Since contact information is often saved within these documents, it is important for recruiters to include these in their search.

The command to use is filetype:

To start, use Teoma to search for Excel documents naming Business Development professionals that specialize in Sales in Texas.



**SEARCH STRING:** filetype:xls "business development" sales (tx OR texas) ("\*@yahoo.com" OR "\*@hotmail.com" OR "\*@aol.com" OR "\*@gmail.com" OR "\*@msn.com" OR "\*@comcast.net" OR "\*@sbcglobal.net" OR "\*@bellsouth.net" OR "\*@verizon.net" OR "\*@cox.net" OR "\*@att.net") -job

NOTES

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## Don't Forget the Road Runner

Many individuals also have a Road Runner personalized email addresses. This email domain is from a division of Time Warner Cable® and has many different regions associated with it. Because of the different regions, the email domain can vary. To target various domains, use the asterisk in the domain at Google, so that the structure is “\*.rr.com”



**SEARCH STRING:** (intitle:resume OR inurl:resume OR intitle:bio OR inurl:bio OR intitle:"about me" OR inurl:"about me") ("software developer" OR "software programmer" OR "software engineer")  
“\*.rr.com” -sample -example

These results showcase the different versions of the rr.com domain. The asterisk simply fills in the blank and yields those various domains automatically.

NOTES

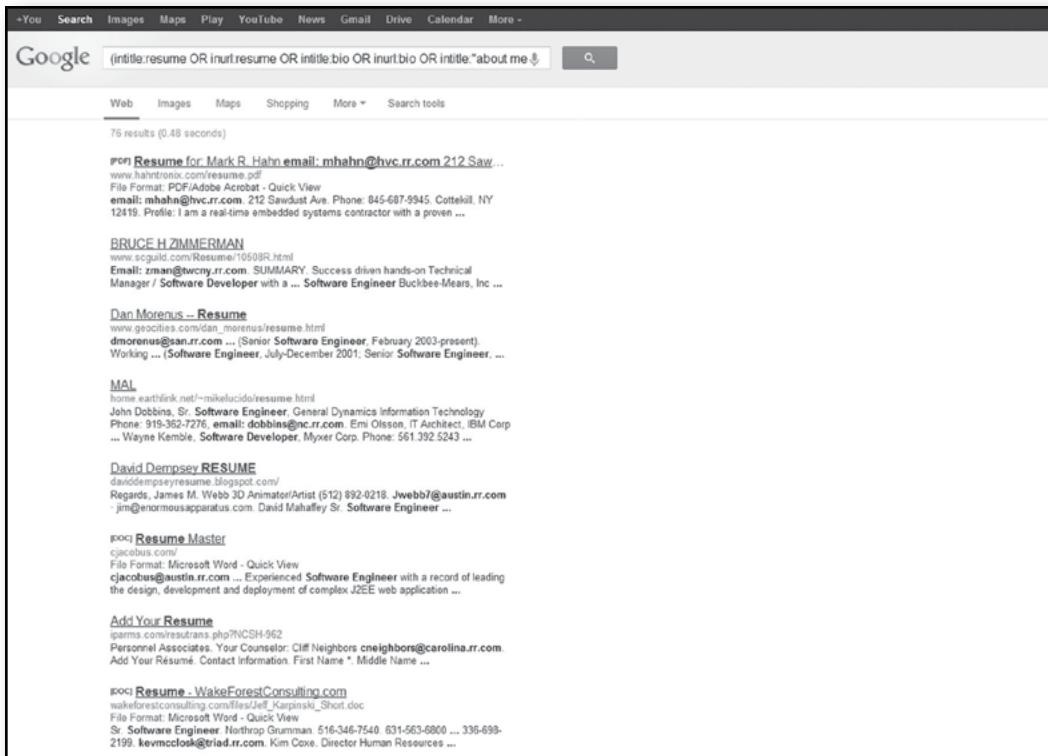
---

---

---

---

---



Using the asterisk finds variations of this particular email domain which will significantly expand the results from Google.

## NOTES

## Activity



Take 10 minutes to practice XRaying Google+, Plaxo, Blog Publishing Platforms, or search for Road Runner accounts in Google or Teoma to locate a candidate for your current open position.

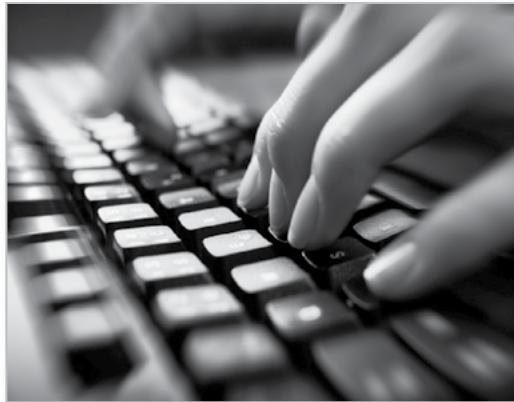
### Record your results:

## Contacting Talent via Social Media

---

Some sites, such as LinkedIn, do not allow sending messages through a free account. So finding a candidate on a site that actually does allow sending a free message is very useful.

Some popular social sites that do allow free user to user messaging are Flickr®, Facebook, Google+ and MySpace®. Though they are definitely not the only social sites on the web that allow this method of contact, they are highly trafficked sites and can be useful to add to your sourcing repertoire.



When a potential candidate has already left their former employer due to a major layoff, it becomes impossible to contact them at their place of work. If this happens, look for them on another social site by using a PeerSearch with their name and some keywords.

Create a simple PeerSearch at Google to locate other social sites that allow users to send messages. Use the potential candidate's name as well as keyword options like job titles, company names or cities where they currently live or have previously lived.

Flickr has a "Send FlickrMail" option on all Flickr user pages that routes directly to the personal email address associated with the Flickr account. Click on the envelope icon to send a free message.

One option is to use a Facebook or Google account to sign into Flickr and send a message.

In the next example, use current and past employer names as well as specific social sites that allow contacting members.

Use the candidates name as well as multiple past employers to see if it's possible to find someone on Google+.

A simple PeerSearch with the right keywords uncovers a potential candidate on a social site such as Google+. If you know more than one past employer for a particular person, use them in an OR statement.

Google+ profiles are always associated with a Google Account, so sending an email through Google+ ensures a way to contact a candidate as they will receive a message in their email account.

## Activity



Conduct an XRay of LinkedIn for one of your open positions, if that candidate doesn't have contact information, create a PeerSearch to try to locate them on a social site such as Flickr or Google+ where you can send them a free message.

## Record your results:





## APPENDIX

---

### TOOLS TO SAVE TIME

Google Chrome™

Email Hunter

Rapportive™

MailCheck

Mobile Contact Solutions

- Mobile Mobile
- WhitePages™ Mobile
- Manta®

## Tools to Save Time

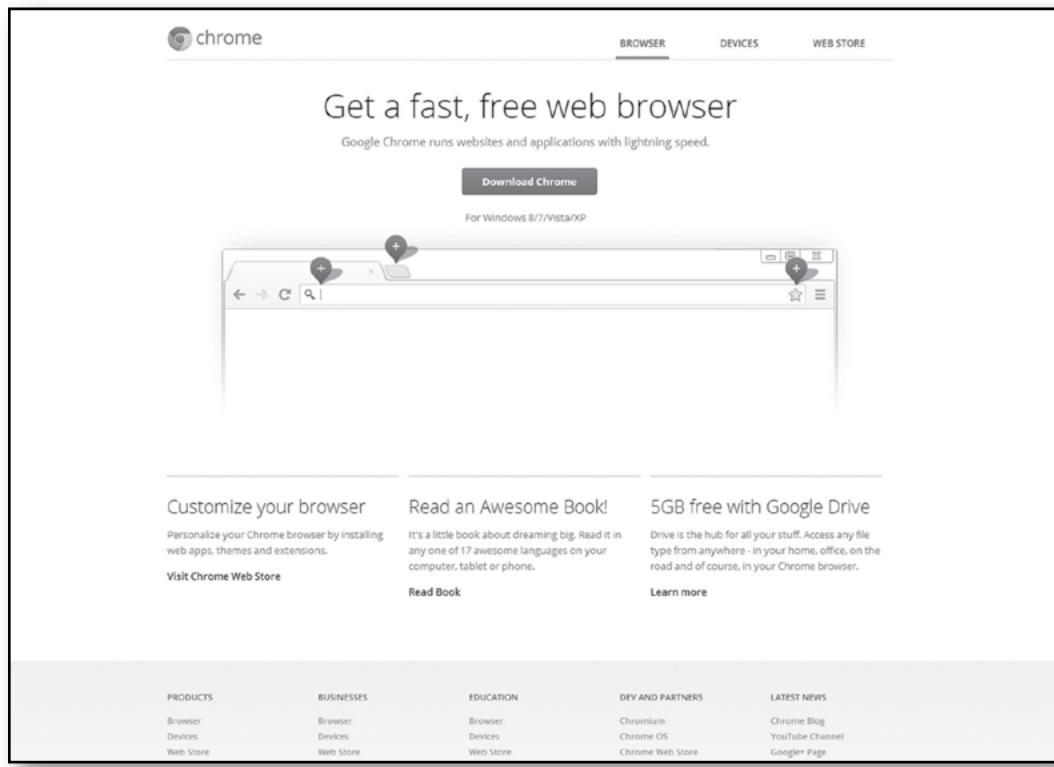
---

The first three sections examined many ways to find candidate contact information. This last section will demonstrate resources that will help save time along the way.

### Google Chrome™, Email Hunter, Rapportive™ & MailCheck

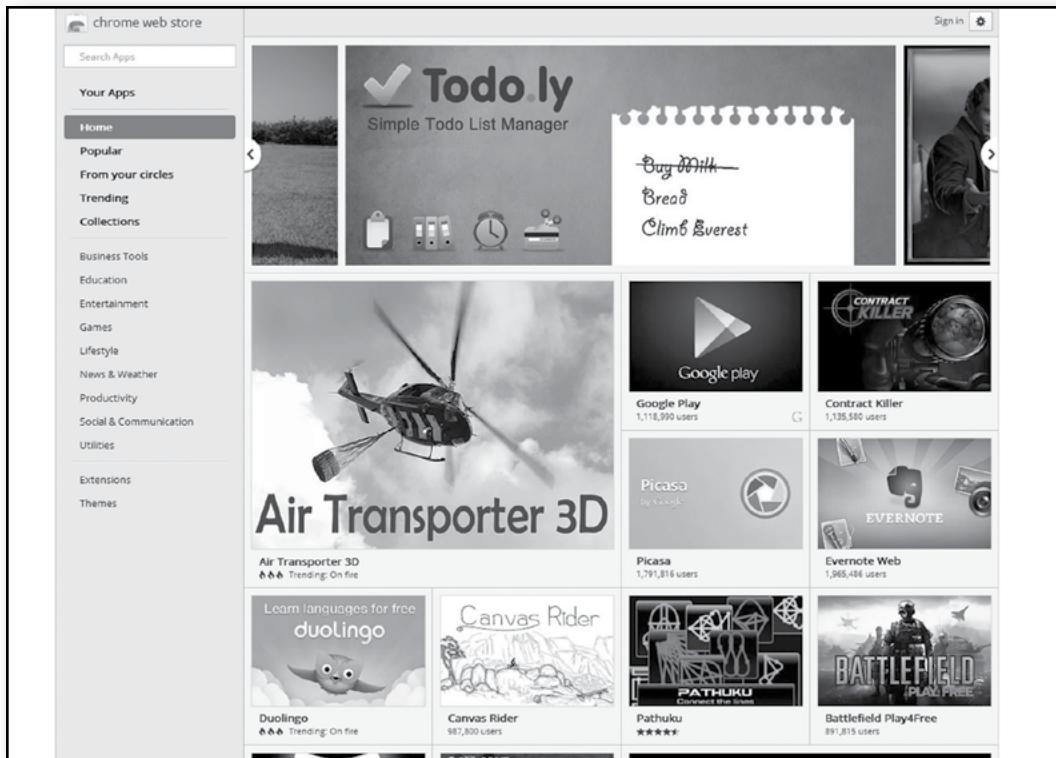
An excellent and speedy browser to help save recruiters time is Google Chrome™. Since many queries are run at Google, it only makes sense to download their product to save time. Chrome was released in 2008 and is one of the most widely used browsers, along with Internet Explorer™.

By downloading Google Chrome, recruiters can have access to extensions via the Chrome Web Store. Extensions are extra features that can act as shortcuts to save time while sourcing.



<https://www.google.com/intl/en/chrome/browser/>

The Google Chrome Browser must be installed before any extensions or apps can be added.



[https://chrome.google.com/webstore/category/home?utm\\_source=chrome-ntp-icon](https://chrome.google.com/webstore/category/home?utm_source=chrome-ntp-icon)

Once Google Chrome is installed, visit the Google Chrome Webstore to find extensions and apps that will save valuable recruiting time.

Once apps and extensions are installed, apps will appear in a new tab as shown, and extensions will appear near the address bar.

NOTES

---



---



---



---



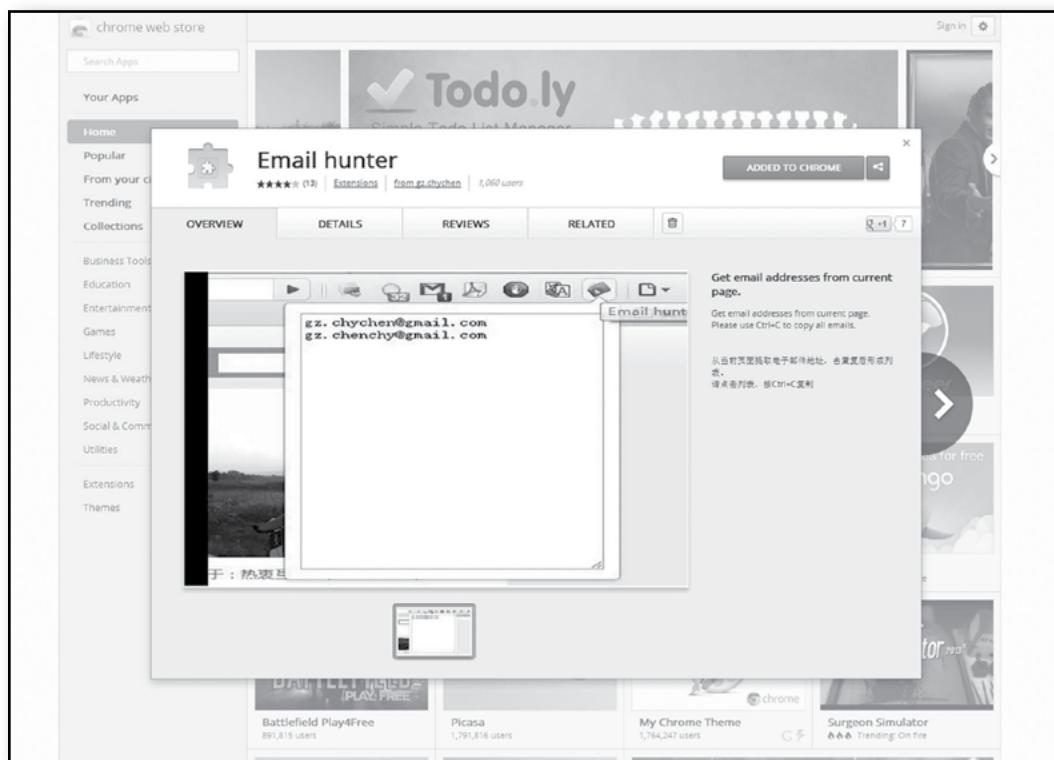
---



---

## Email Hunter

A great extension to download is Email Hunter. The Email Hunter extension will capture email domains from any search. This extension searches a web page and retrieves all email domains that appear on the page.



[https://chrome.google.com/webstore/detail/edgiapndiaedpmjjhdeonffnlbkekproto?utm\\_source=chrome-ntp-icon](https://chrome.google.com/webstore/detail/edgiapndiaedpmjjhdeonffnlbkekproto?utm_source=chrome-ntp-icon)

NOTES

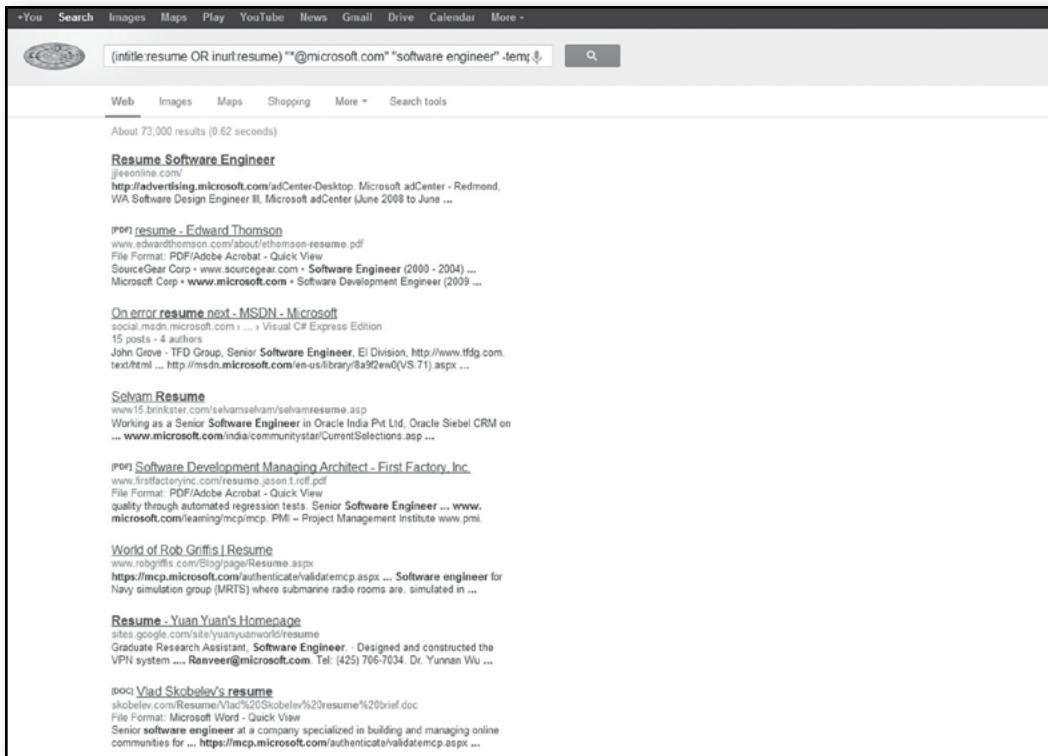
---

---

---

---

---



**SEARCH STRING: (intitle:resume OR inurl:resume) \*@microsoft.com" "software engineer"  
-template**

Combine PowerSearch with a company email domain search along with job titles to surface names with corporate email addresses quickly.

**NOTES**

---



---



---



---



---



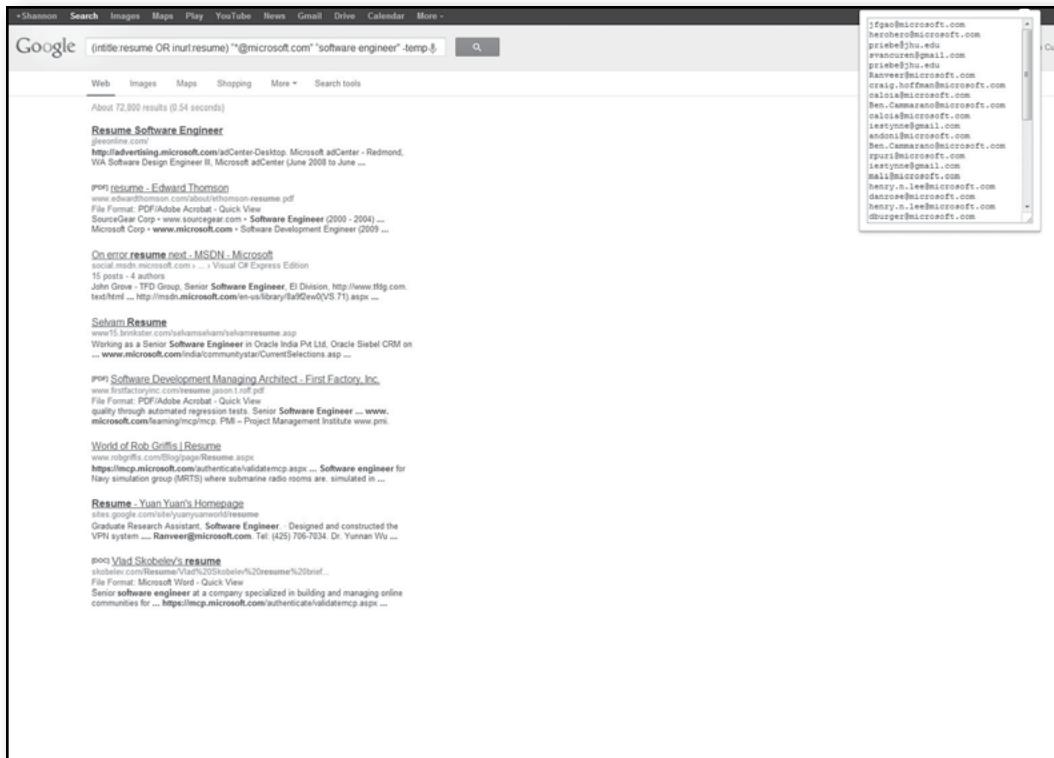
---



---



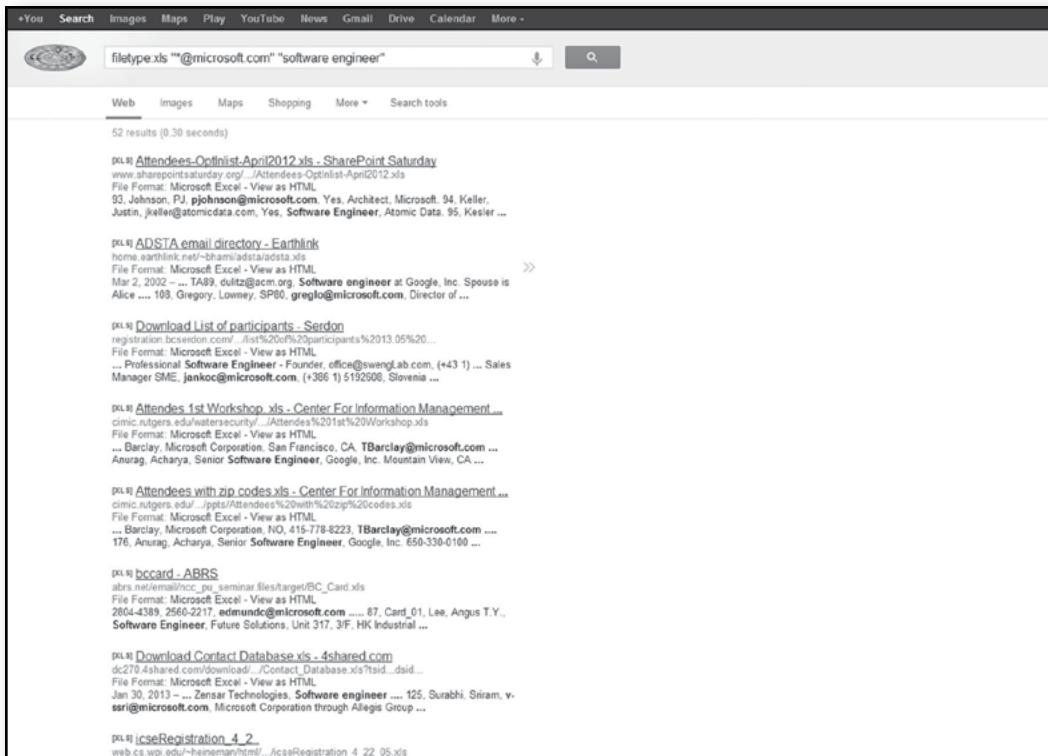
---



**SEARCH STRING:** (intitle:resume OR inurl:resume) “\*@microsoft.com” “software engineer”  
-template

This simple Boolean search will yield results fast and the Email Hunter Chrome extension extracts the corporate contacts with the click of a button.

## NOTES



### SEARCH STRING: filetype:xls "\*@microsoft.com" "software engineer"

This extension is also great when targeting lists. Let's continue to locate a Software Engineer at Microsoft, but target an Excel spreadsheet.

To retrieve all email domains from a document, simply click on the View as HTML option.

Once the page appears, you can use the Email Hunter extension to extract all domains on that document.

### NOTES

---



---



---



---



---



---



---



---

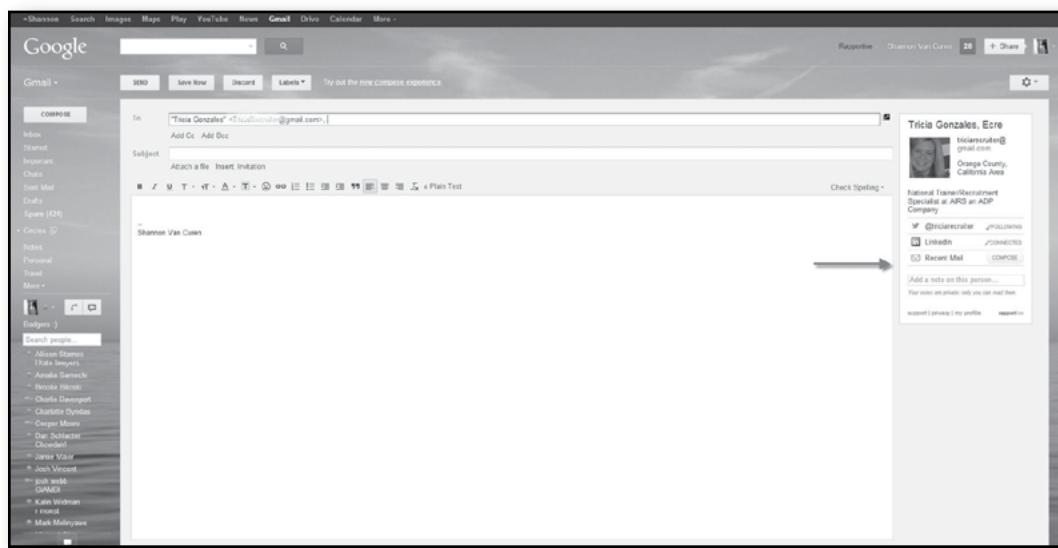
## Rapportive™

---

Rapportive™ is great feature to download for a Gmail account. Rapportive reveals everything about contacts right inside the inbox. Rapportive will search for email domains for selected contacts through LinkedIn, Twitter, Facebook, Google+, Wordpress, and many other sites.

Visit the main website and click on “Add Rapportive to Gmail®.”

Make sure to install the Rapportive app from the Google Chrome Browser using Rapportive for Chrome.



When typing an email to contacts, Rapportive discloses that this email is also associated with other social media sites including LinkedIn, Twitter, Facebook, MySpace, Picasa™, and Wordpress.

NOTES

---



---



---



---



---



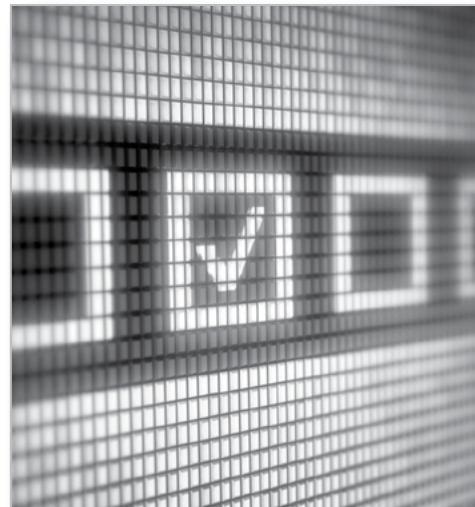
---

# MailCheck

MailCheck is a Web application that verifies email addresses, similar to MailTester. Web applications — or web apps — combine the power of the Internet with the simplicity of Multi-Touch technology, which allows for easy navigation on your mobile device or computer.

Verify any email address, personal or corporate, from any browser using MailCheck.

MailCheck will verify that an email is valid.



## NOTES

## Mobile Contact Solutions

---

MailCheck, WhitePages & Manta all have Mobile Apps or Mobile versions.

### **MailCheck Mobile**

The same MailCheck URL for a PC browser will automatically configure to fit on the screen of a mobile device from just about any mobile browser.

To save MailCheck - simply add the site as a Bookmark on your phone. Once saved, use MailCheck to validate email addresses on the go!



### **WhitePages™ Mobile**

Many websites today are accessible by downloading a mobile app or a mobile browser. These mobile versions can provide quick and easy contact information for the sourcer on the go.

WhitePages™ has a mobile app for Android™, Blackberry®, iPhone®, iPad®. This app allows users to search for people or businesses from their mobile device.

### **Manta®**

Manta® has a mobile app for both Android and iPhone. This free app allows users to search for companies by location or by category, name, city or state.

Try searching for healthcare companies around the Washington D.C. area. Manta scours the area and retrieves all businesses in the DC area that are classified as healthcare companies.

Manta provides contact information for United Healthcare® as well as other information about the company.