

# **RECRUIT/CANDIDATE SEARCH IN ZONIA**

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## **How to search candidates/recruits quickly and efficiently within Zoniac?**

**Step 1** – Are the resumes going into the right main category/subcategory?

For the search to be accurate, it is essential that the resumes are added into the right main category/sub category during parsing or verification. (If you feel appropriate, you can add the resumes into more than one main category and more than one sub category).

**Step 2** – Are you verifying the parsed resume before you save?

Before you save a resume, ensure that you have verified the parsed information. The search results would be more accurate, if the resume had been verified before saving it into the Zoniac database.

At least a minimum verification must be done before you save the resume. This ensures efficiency and accuracy. The minimum fields to be verified depend upon your business requirements.

As an example, for IT resumes, an US recruiter would have lesser interest in verifying educational qualification field whereas for an Indian recruiter it may be an essential field to be verified.

If you take the case of Non-IT resumes, the fields that have to be verified may vary from that of the IT resumes.

**Thumb rule:** It's simple. Verify the fields that you would to want use in the candidate search.

**Step 3** - What you should do while posting the requirements/jobs?

Careless requirement/job posting affects the search. What you post in the requirements/jobs page affects the search (when you search against a requirement).

1. Make sure you enter the required skills in the Requirement/Job Skills field and it is separated by comma. These skills will be used for searching matching profiles from the database.
2. Enter the relevant experience if you need for the search. It is reflected in the search against that particular requirement/job.

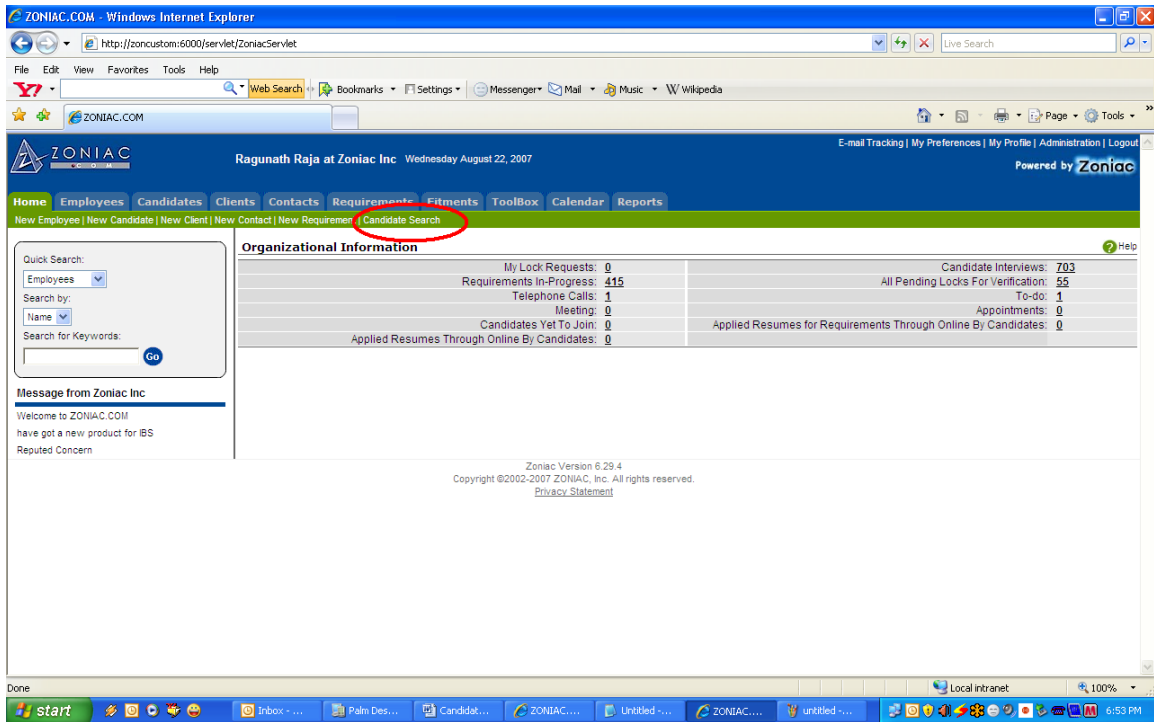
#### **Step 4** - How to reach the candidate/recruit page?

In Zoniac, you can reach the candidate/recruit search page in the following ways

- Find Consultants within Company/Find candidates (against a requirement)
- Generic Search
- Candidate/recruit Search in direct access link

In fact we would **strongly recommend** that you have the candidate search in the direct access link.

Note: To add candidate/recruit search to your direct access link, click **My Preferences** (which is on your top right corner), check out for the **Customizing Direct Access Links** block and add candidate/recruit search from left hand side block to the right hand side block and **save**. The candidate/recruit search would be added to the direct access link.



## Step 5 – How to search and shortlist in Zoniac?

Anybody who has used a job portal for searching recruits/candidates would agree that there is no ideal or a right kind of search. The kind of search that has to be done depends upon the need of the hour. But the knowledge of the search functionalities will help to define your search.

Zoniac candidate/recruit search has 2 tabs. **Basic** tab and the **Advanced** tab.

Given below are some of the search features and their functionalities.

### Skills

Skills search or the keyword is an often used feature. In Zoniac, skills have to be entered in ***comma-separated format*** (i.e.) each skill has to be separated by a comma. This is essential for the search to be accurate. If whole sentences are pasted without editing, the search will fail.

### ***Use Boolean Operators***

You can use Boolean operators – **AND/OR** to get more accurate search result. **AND** means all the skills mentioned in the skills text box is necessary.

*For example, if you are looking for Java cum .Net professionals, you can run a search with keywords such as Java, .Net. Therefore variables entered by you in the search field would look for candidates with Java and .Net skills.*

**OR** means any one of the skills mentioned in the skills text box is necessary.

*If you are looking for Java or .Net professionals, you can use the OR function to find/target candidates. Therefore variables entered by you in the search field would look for candidates with Java or .Net skills.*

Skills can be entered in both the skills text boxes and the Boolean drop down between the skills text boxes can be manipulated to arrive at a combination skills to be searched.

### ***Where you search is important***

If you look beneath the skills text boxes you will find four check boxes.

**Search within Primary Skills, Search within Secondary Skills, Skills (Multiple Occurrence) and Search within resume.**

Knowing about them will help you search better.

- **Search within Primary Skills** - To search only in the primary skills information (i.e.) skills which form a part of candidate's core expertise and which he/she would have used in projects.
- **Search within Secondary Skills** - To search only in the secondary skills information (i.e.) skills which a candidate is familiar with but has no expertise. These skills appear just once in the resume.
- **Skills (Multiple Occurrence)** - To search multiple occurrences of skills in a particular resume (i.e.) if the multiple occurrences of skills have been configured as 4 then any skills, which appears 4 or more times within the resume is picked up as Skills (Multiple Occurrence)
- **Search within resume** - To search within the entire resume. This is a text-based search and the Zoniac looks for the exact word as given in the skills text box.

### ***When to do search within the resume***

If you think that the skill (*or for that matter any word that you looking for in the resume...it need not be a skill necessarily*) which you are looking for would not be available in the primary or the secondary skills then you can use Search within resume.

Normally specific area of expertise keywords like Finance, Petro-Chemical, Insurance or Banking etc. will be used for search within resume

**Note: Skills search is not case sensitive**


## Choosing the right main category/sub category



Nothing could be more important than choosing the right main category/sub category. It narrows down the search and helps you to net the right candidates.

**Main Category/Sub Category:** when you choose a main category it lists the sub categories under it. You can choose as many main categories and as many sub categories as you want.

## Can I search based on candidate type (fulltime/independent contractor etc), educational qualification, designation and current working company?

Yes. The educational qualification functionality and current working company functionality are available in the **advanced** tab.

If you want to search based on the current working company, enter the company name in partial or full and click on the lens icon () beside the text box. All the companies that match the pattern are listed. Add the companies to the right hand side block to search for the candidates/recruits who are currently employed in those companies.

Wherever you find the lens icon () enter the partial or the full keyword and click on the lens () icon. This lists the keywords/patterns already stored in the database.

## Can I search based on the freshness of the resume?

Yes. You have to enter a number that would indicate the age of the resume. (Here the age refers to the date on which the resume was saved into the system and NOT the date on which the resume was created or modified)

## Step 6 – I want to filter my search result. Is it possible?

There are 5 levels search that you can do. You have to click the **Search within Search** button after you have got your first search result.

The second level of search is done only within the search result of the first search and the third level of search is done only within the search result of the second search and so on till five levels of search.

You can always go back and forth to any level of search result.

## Step 7 – Can I save my search result?

There is no save search feature in Zoniac but the search result can be saved by selecting the candidates (from the search result) and adding them to the requirement/job pipeline (Click **Add to Pipeline** button). This way you can save

your search result for future reference. If not needed, you can remove them from the requirement/job pipeline too.

Beware that you cannot save a search nor add to the pipeline from a **generic search**.

### **What is a generic search?**

This search is primarily done from the Candidates page. Click "**Search**" button in the candidates' page. The search screen would be same as the one that opens on clicking "**Find Consultants within Company**"/"**Find Candidates**".

### **You know the best way to search**

The accuracy of the search depends on 3 things

1. Your categorization. (Is it thought through and does it reflect your business needs?)
2. Accuracy of the verification of the critical fields (Garbage In Garbage Out)
3. Your innovation and judgment in using the system and search.