

# Employer User Guide

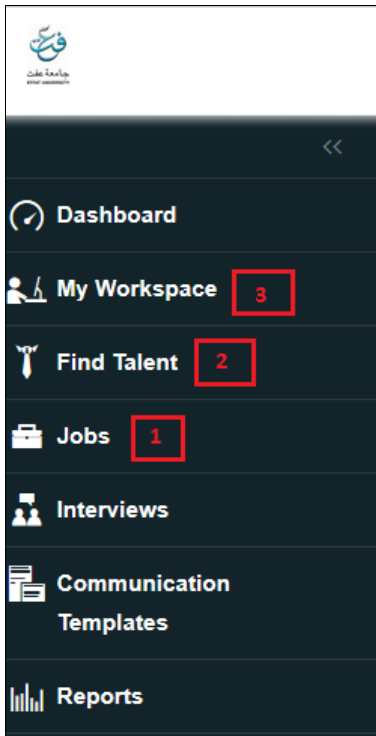


## **Employers Toolkit**

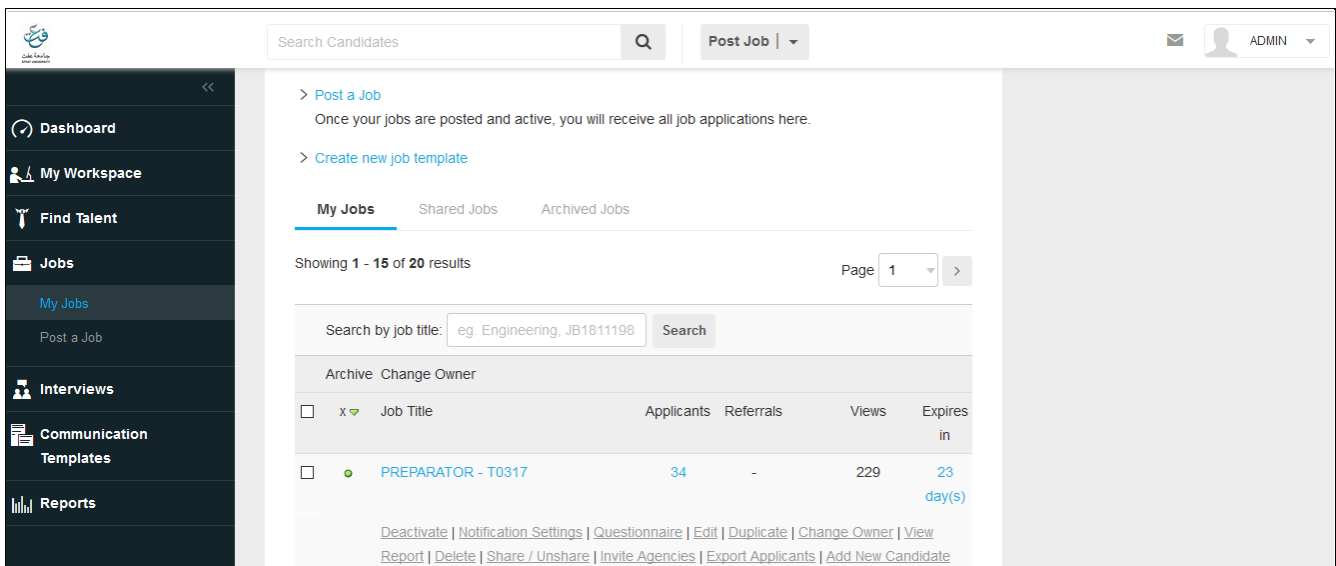
- ❖ Key Functions
- ❖ Job Postings
- ❖ CV Search
- ❖ Search Criteria in Detail
- ❖ Saved Searches
- ❖ My Workspace
- ❖ Letters
- ❖ CV Folders
- ❖ Questionnaires
- ❖ My Account

## Key Functions

Find all online recruitment functions in 'My Workspace'. Access key functions after logging into your workspace:

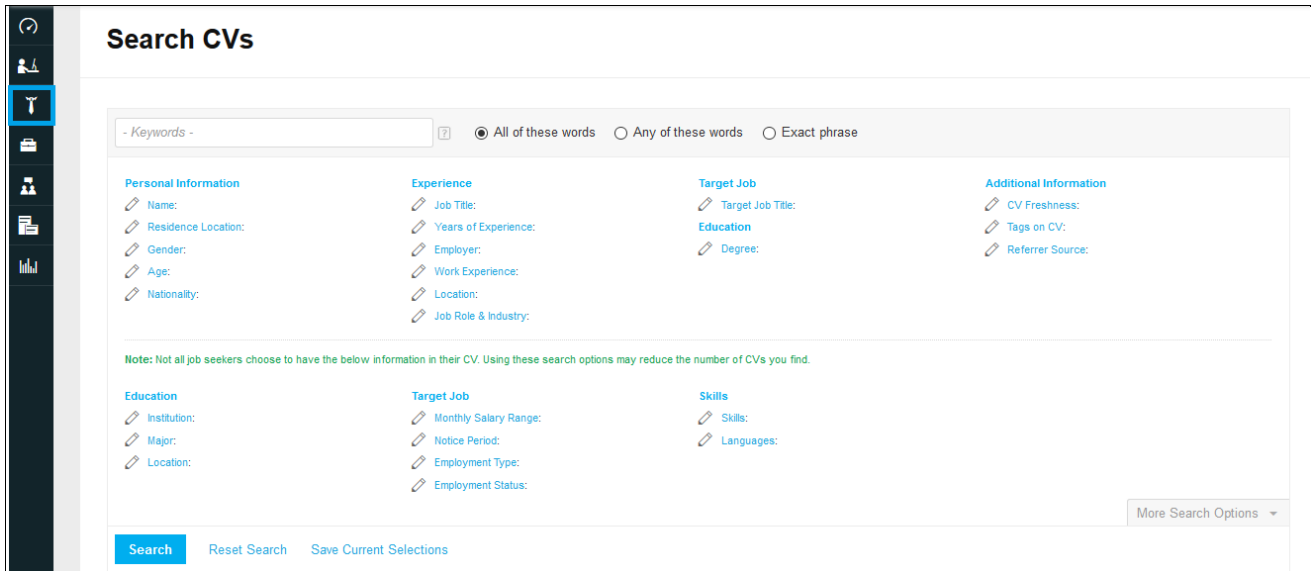


### 1. Post Jobs



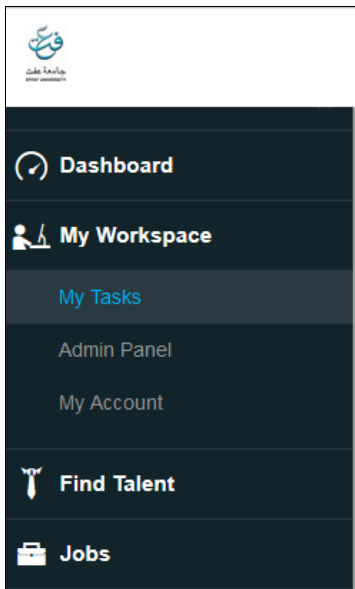
- See and edit all Job Postings
- Click on “Post a Job” to create new Postings
- Access more Posting functions through My Jobs

### 2. Search CVs



- Target candidates with Filtering Tool
- Run a quick search
- Search for CVs in your CV folders by name or CV Reference#
- Search with a saved search

### 3. Simplify your Recruitment with “My Workspace”



### Post a Job I “Job Information”

Starred fields are mandatory and the entered information will appear in the posting accordingly.

Information entered in non-mandatory fields will be shown in the posting; any non-mandatory fields left blank will not show.

**Job Information**

Job Title:\* **1**

Job Description:\* **2** [Preview](#) **B** **I** **U**

0 of 4000 character limit used.

Job Location:\* **3**

Job Role:\* **4**

Set as applicant auto-screen filter

Joining Date:

Employment Status:

Employment Type:\* **5**

Monthly Salary Range:

Manages Others:

Number of Vacancies:

Company Industry:\* **6**

[+ Add Another](#)

Set as applicant auto-screen filter

1. Job Title
2. Job Description (main tasks and responsibilities, description of the role)
3. Job Location
4. Job Role (auto-screen)
5. Employment type
6. Company Industry (auto-screen)

## **Post a Job II “Candidate Requirements”**

1. Skills
2. Career Level
3. Gender
4. Nationality

### Candidate Requirements

Skills\* **1** [Preview](#) **B** **I** **U**

0 of 2000 character limit used.

Career Level:\* **2** - Select one -

Years of Experience: - Min - - Max -

Set as applicant auto-screen filter

Residence Location: -Select one-

[+ Add Another](#)

Set as applicant auto-screen filter

Gender: **3** - No preference -

Set as applicant auto-screen filter

Nationality: **4** -Select one-

[+ Add Another](#)

Set as applicant auto-screen filter

Major:

Degree: - No preference -

Set as applicant auto-screen filter

## Post a Job III “Administrative Information” (for recruiter use only; will not be displayed in the job posting)

### Job Settings

Confidentiality:  Hide company name when this job is viewed online

Email Setting

Do not email me  
No notifications will be e-mailed to you regarding job applications; you will check your Workspace for new applicants.

Email me the daily count of new applicants  
The total number of new applicants for each day will be e-mailed to you on a daily basis. You can also check your Workspace for new applicants.

Email me CVs of new applicants  
Each applicant's CV will be e-mailed directly to you as they apply. You can also check your Workspace for new applicants.

### Email Settings:

- You can choose the first option (Do not email me) if you would like to check the CVs directly from your account.
- The second option (Email me the daily count of new applicants) for Receiving the number of applied CVs directly to your email address.

- The last option (Email me CVs of new applicants) for receiving the CVs directly on the chosen email address.

Post a Job III “Administrative Information (for recruiter use only; will not be displayed in the job posting) “

Contact Information of the Recruiter.

You can set an alternate email address for delivery of e-mail notification of the number of new applicants or to receive the CVs directly to the required email address).

**Contact Information**  
  
Name:\*   
  
Email Address:\*   
  
Address:   
  
Country: \* Saudi Arabia   
  
City:\* Jeddah   
  
Zip/Postal Code:   
  
Phone Number:     
[country code] + [phone number] + [extension code (optional)]  
  
Fax:     
[country code] + [fax number] + [extension code (optional)]

## Questionnaire

Choose and attach a questionnaire from the dropdown menu of your saved questionnaires (‘My Questionnaires’); applicants to your posting will then be asked to fill the questionnaire; in your CV Inbox, alongside the respective CV, you will see if the candidate filled it and how they scored).

## Save & Continue.

See a preview of your job posting; the system will then confirm if you would like to activate your posting, and will calculate and display how many posting credits will be deducted from your account.)

## Questionnaire

Learn more about applicants early on by asking them additional questions at the time of application.

Choose a Template  Create New

Pick a default questionnaire:

None

Save & Continue

## My Jobs

### My Jobs

> [Post a Job](#)

Once your jobs are posted and active, you will receive all job applications here.

> [Create new job template](#)

Users' Jobs

Showing 1 - 1 of 1 results

Search by job title:

Change Owner

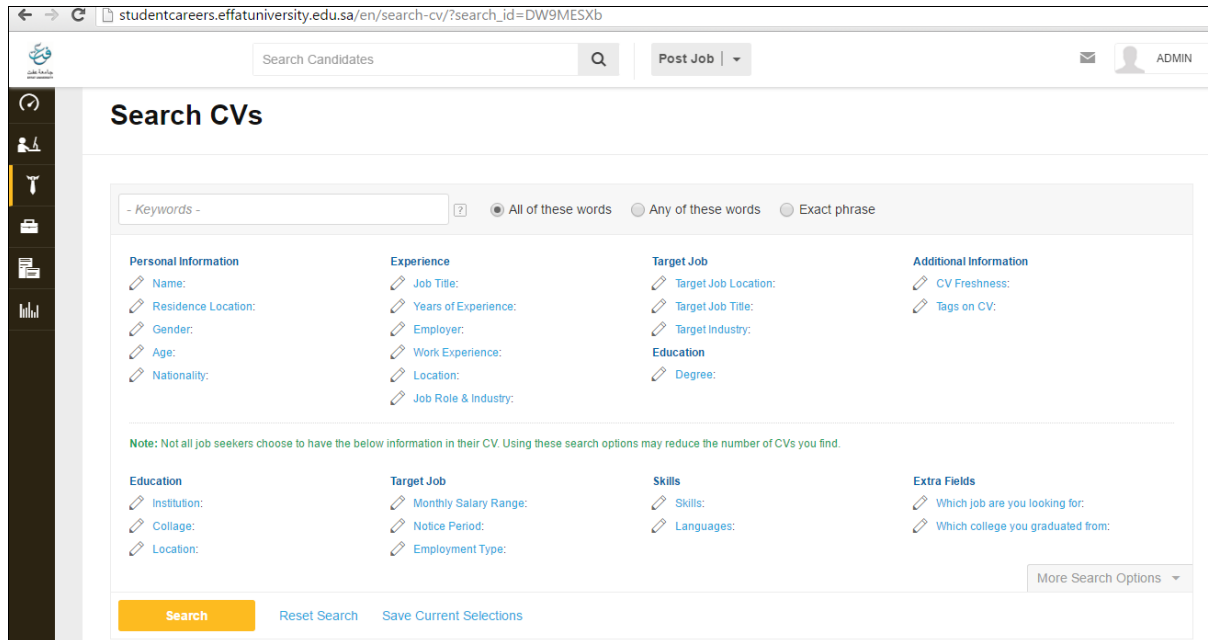
<input type="checkbox"/>	x Job Title	Applicants	Views	Expires in
<input type="checkbox"/>	<span style="color: red;">•</span> Sales Executive	0	0	-
<input type="checkbox"/>	<a href="#">1</a> Activate   <a href="#">2</a> Notification Settings   <a href="#">3</a> Questionnaire   <a href="#">4</a> Edit   <a href="#">5</a> Duplicate   <a href="#">6</a> Change Owner   <a href="#">7</a> View Report   <a href="#">8</a> Delete   <a href="#">9</a> Export Applicants			

1. Activate / De-activate your postings
2. Notification Settings
3. Questionnaire (attach a questionnaire to a posting after posting activation, choose an alternate questionnaire or remove a questionnaire from the posting)
4. Edit (edit all sections of your posting; note: this will result in de-activation of your posting; to activate the revised posting, you will be charged credits again, but your posting will appear on top of its industry and country listing)
5. Duplicate (copy a posting for future use; useful if the majority of a posting will be reused, you can simply edit the copy to create your new posting)
6. Change Owner (send the Job Posting to another sub user in your account; it will then show in the sub users workspace and they can proceed with the recruitment process, e.g. during your absence)
7. View Report



8. Delete
9. Export Applicants
10. Search by Job Title Search among your job postings to find a specific job post with its job title

## Search & Filter CVs



Search and filter with 27 criteria to receive the most relevant results.

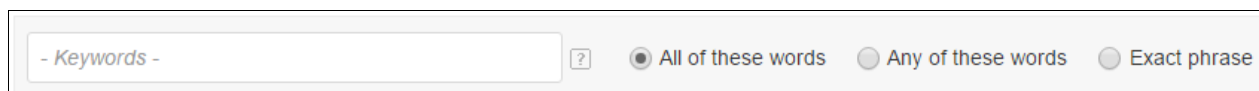
Change single or multiple criteria and apply those changes to your results.

Use keyword search only for very specific requirements that can't be found with one of the 27 criteria.

Refer to the following pages on how to utilize the criteria in the most efficient manner.

### Keywords

Search the whole CV for the entered keyword(s).



Search will search the entire CV except for the header (i.e. personal information) and therefore give you a large number of semi-qualified matches. E.g. the keywords "Vice President" will not only show CVs that have "Vice President" but for example as well the "Assistant to the Vice President".

Searching with Keywords will give a larger number of results, but requires more of your own screening efforts. We therefore recommend to start by filtering with targeted criteria and to use keywords only:

- For specific terms that don't fit precisely in any of the 24 criteria,
- For general terms, if a larger number of CVs is needed or to target candidates with Quick CVs

**Tip 1:** Keyword search is most useful for highly specific terms that you could not locate in the CV through other criteria, e.g. applications the candidate should be familiar with ("Photoshop") or a particular skill that could be entered in different sections of the CV (e.g. "Performance Measurement" could be part of a job experience or a skill).

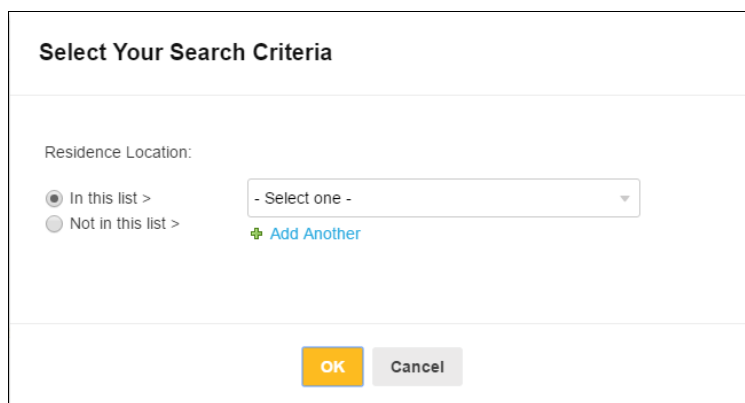
**Tip 2:** Furthermore, Keyword Search can be useful to search Quick-CVs that were built without using our Bayt CV Builder (filtering with the 24 criteria would require the candidates to use the CV-Builder).

## Residence Location & Employer

Searches for your candidates by the country they live in & from employers in your industry

### Residence Location

Searches for the job seekers by the country they live in.



**Select Your Search Criteria**

Residence Location:

In this list >      - Select one -  
 Not in this list >      [+ Add Another](#)

**OK**    **Cancel**

### Employer

Searches for the potential candidates who had an experience with companies from the same industry in their list of employers.

**Select Your Search Criteria**

---

Employer: Show only candidates who have the following keywords in their list of employers:

Search within the most recent employer only

All of these words  Any of these words  Exact phrase

---

**OK** Cancel

## Visa Status

Searches for candidates with a particular visa and/or in a specified age range.

## Age

Useful when targeting a specific age group that best matches the job requirement, e.g. for an entry-level position then an age range from 20 – 25 could be applied.

**Select Your Search Criteria**

---

Age: Show only candidates who are within the following age range:

- Min - - Max -

---

**OK** Cancel

## Gender & Marital Status

Searches for male/female and/or single/married candidates.

## Gender

Useful when the position requires a specific gender, e.g. the male Project Manager Construction or the female Personal Assistant. Searches for male/female and/or single/married candidates.

**Select Your Search Criteria**

---

Gender: Show only candidates of the following gender:

No preference  Male  Female

---

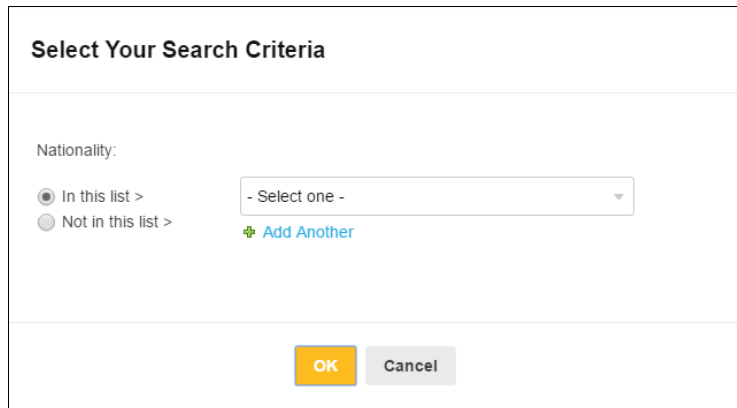
**OK** Cancel

## Nationality & Job Location

Searches for Nationals of particular countries and/or candidates with a specified targeted Job Location.

### Nationality

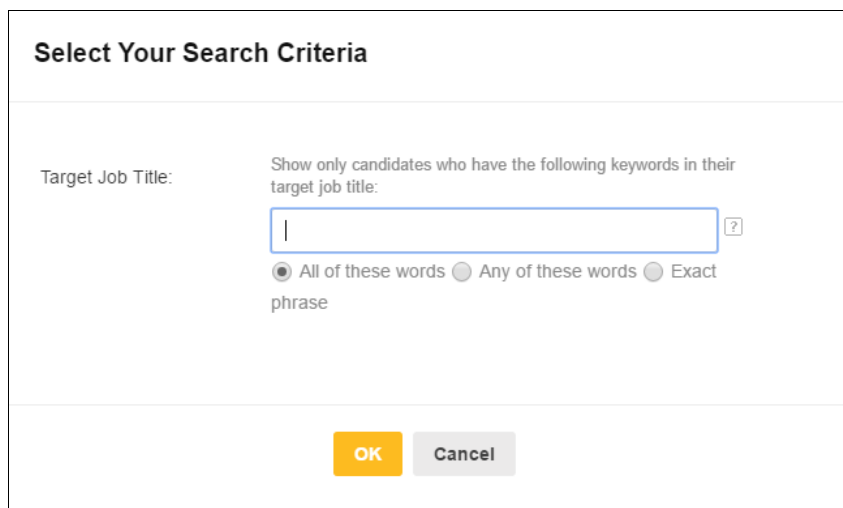
Useful to target certain Nationalities, e.g. a company in the UAE would like to hire UAE Nationals or a Multinational is seeking to hire an Indian IT Manager for easy communication with the Development Team in India.



The screenshot shows a dialog box titled "Select Your Search Criteria". Under the "Nationality:" label, there are two radio buttons: "In this list >" (which is selected) and "Not in this list >". To the right of the "In this list >" radio button is a dropdown menu with the text "- Select one -". Below the dropdown menu is a blue link that says "Add Another" with a plus icon. At the bottom of the dialog box, there are two buttons: "OK" (highlighted in orange) and "Cancel".

### Target Job Location

Targets the desired work location (country, in the UAE: country or emirate) for the job seeker E.g. searching for UAE as Job Location shows the CVs of all candidate's that wish to work in the UAE, irrespective of their current residence location.



The screenshot shows a dialog box titled "Select Your Search Criteria". Under the "Target Job Title:" label, there is a text input field with a placeholder text "Show only candidates who have the following keywords in their target job title:". To the right of the input field is a small question mark icon. Below the input field are three radio buttons: "All of these words" (which is selected), "Any of these words", and "Exact phrase". At the bottom of the dialog box, there are two buttons: "OK" (highlighted in orange) and "Cancel".

### Target Industry

Searches for the industry the job seekers are looking to work in.

**Select Your Search Criteria**

Target Industry:

In this list >      - Select one -  
 Not in this list >      [+ Add Another](#)

This criterion does not necessarily reflect the work experience of the candidate. Furthermore, candidates themselves might be doubtful whether this criterion relates to their current job function or industry of their current employer, targeted function or targeted company industry.

*E.g. a network administrator who wants to become an IT sales representative might indicate sales as his target industry, but doesn't have any sales experience yet.*

**Tip:** Use this criterion only if you assume that you and the candidates have a similar understanding about the industry or select multiple industries to allow for the above ambiguity.

## Job Title

Searches for the job titles of positions the job seekers held.

**Select Your Search Criteria**

Job Title:

Show only candidates who have the following keywords in their list of job titles:

Search within the most recent job title only  
 All of these words     Any of these words     Exact phrase

This criterion is one of the most useful tools to search and filter with. It allows to narrow down the large number of potential candidates/applicants to the ones that have already been holding the desired position.

Ticking the 'Search in most recent job title' box enables to further narrow down the results to those candidates that have stated that they are currently working (or whose last job has been) the sought after designation.

**Tip 1:** Job titles differ from one company to another, hence it is recommended that all possible designations for the respective vacancy are entered.

**Tip 2:** Use the dot to join words to phrases. Search for more than one designation simultaneously. This can be achieved by connecting multi-word designations with a dot and searching for any of those terms. E.g. graphic.artist graphic.designer (any word) -> all CVs that state either Graphic Artist or Graphic Designer in the Job Title field will show.

**Tip 3:** Depending on the particular vacancy, it sometimes makes sense to consider not only candidates that are currently holding a similar position, but as well experienced candidates one career level below the target job. E.g. when recruiting for an HR Coordinator, an experienced HR Admin or HR Officer could be a great match.

### Monthly Salary Range & Notice Period

Searches for candidates within a certain salary range and/or notice period they have to serve in their current employment.

#### Monthly Salary

Can be useful, where a strict limitation of remuneration is given.

**Select Your Search Criteria**

---

Monthly Salary Range: Show only candidates who are seeking a monthly salary within the following range:

Min  Max

Currency

---

**Tip:** Candidates tend to exaggerate current and expected salary; experience shows that restricting search results by using salary brackets is not advisable.

#### Notice Period

This criterion can be useful, if immediate availability of the candidate is crucial.

### Select Your Search Criteria

Notice Period: Show only candidates who are available to work within the following time frame:

- Select one -

**OK** Cancel

**Tip:** A candidate typically indicates the notice period as per employment contract. However, they might be able to shorten the notice period through means of negotiation with the current employer or the employer might release the candidate from serving the notice period.

### Work Experience & Experience Location

Searches the description of the current and previous jobs and/or the geographic locations the candidates worked at.

### Work Experience

Searches in the description of the current and previous jobs of the candidate.

### Select Your Search Criteria

Work Experience: Show only candidates who have the following keywords in their work experience:

| ?

Search within the most recent work experience only

All of these words  Any of these words  Exact phrase

**OK** Cancel

This criteria can be used to search for a specified phrase, words, skill or responsibility that a candidate matching the requirements of the vacancy would typically use to describe his role(s). E.g. 'Consumer' or 'Retail' to identify a Relationship Manager in a Consumer Banking Role in contrast to his Corporate Banking Relationship Manager Colleagues.

## Experience Location

This criterion can be useful to target talent with a certain expertise. E.g. you need a Property Consultant with experience in a certain market or you are looking for an Arab National who has been working in an English speaking country for multiple years (as he is highly likely to be fluent in English and can therefore be considered for roles that require bilingual candidates).

### Select Your Search Criteria

Experience Location:

In this list >

Not in this list > [+ Add Another](#)

**Tip:** Use Work Experience and Job Title in combination for the most powerful way to target your candidate of choice.

## Years of Experience

Searches the Bayt CV Database for candidates with a specified number of years of work experience.

### Select Your Search Criteria

Years of Experience: Show only candidates who have years of experience within the following range:

Searches for particular skills that the Candidates state in the 'Skills' part of their Bayt CV.

### **Choose candidates:**

- Within a certain range of years of experience (e.g. min. 3 years, max. 7 years),
- With only the minimum number of years or



- With only the maximum number of years of experience specified.

**Example:**

*I am looking for a young professional with about 2 years of experience, but an intelligent graduate, who first gathered work experience through various internships might fulfill my requirements as well. I would therefore choose no minimum, but a maximum of 2 years of experience.*

**Skills**

Searches for particular skills that the Candidates state in the 'Skills' part of their Bayt CV.

The screenshot shows a dialog box titled "Select Your Search Criteria". Inside, there is a section labeled "Skills:" followed by the instruction "Show only candidates who have the following keywords in their list of skills:". Below this is a text input field with a cursor and a help icon. Underneath the input field are three radio button options: "All of these words" (which is selected), "Any of these words", and "Exact phrase". At the bottom of the dialog box are two buttons: "OK" and "Cancel".

This criterion can be used to target a specific skill, e.g. Typing Speed, Oracle, PHP, Project Management, etc.

You can search for multiple skills by joining multiword skills with a dot and separating the different skills through a space. E.g. project. Management visio and 'all words' will search for candidates that state project management AND visio in the Skills section of their CV.

**Tip:** *Should the search with the 'Skills' criteria not yield satisfying results, try searching for the same expressions with the 'Keywords' criteria. Candidates are sometimes not sure where to state that they possess a certain skill and might therefore enter this skill in other parts of their CV.*

**Languages**

Searches for the language skills the candidates possess according to their CV.

### Select Your Search Criteria

Search Mode: Show only candidates who have experience in Any/All of the following languages:

Languages:  Any  All

- Select one - - Any -

[+ Add Another](#)

You can filter candidates speaking a certain language. Please note however, that it is currently not possible to choose a certain proficiency level. E.g. if you are looking for a bilingual Arabic/English speaker, a search for Arabic and English in the Languages field will show as well candidates who are Beginners in either Arabic or English or both.

**Tip:** *If fluency in a language is required, it often makes sense to search for Nationalities that have this language as their mother tongue. E.g. searching for Nationality/All Arab Countries will result in Arabic Native Speakers. You can then add 'English' in the Language criteria or search for 'All Anglophone Countries' in Residence or Experience or Education Location, to retrieve candidates that are highly likely to be proficient in English.*

### **Institution & Education Location**

Searches the educational institution(s) the candidates attended and/or the country they received their education in.

#### **Institution**

This criterion can be used to target candidates from certain educational institutions, e.g. graduates from Harvard, Zayed University, Higher Colleges of Technology, etc.

### Select Your Search Criteria

---

Institution: Show only candidates who have the following keywords in their list of colleges, universities, schools, etc.:

Search within the most recent institution only  
 All of these words  Any of these words  Exact phrase

OK
Cancel

**Tip:** Reputation of a university for a certain subject can foster highly dedicated and skilled graduates that you might want to target for on-going Trainee Programs. Regularly run Saved Searches for Graduates of those institutions to target this talent.

### Education Location

Select up to ten locations you prefer for the educational background of your future employee.

### Select Your Search Criteria

---

Education Location: Show only candidates who have studied in the following locations:

- Select one -

+ Add Another

OK
Cancel

**Tip:** Search for 'All Arab Countries' to target candidates accustomed with an Arabic educational system. Or search for 'All Anglophone Countries' to search for candidates that received their education in an English speaking western country (= Australia, Canada, New Zealand, Ireland, South Africa, UK, USA).

### Degree

Filter applicants based on the level of their university degree with one specific degree or a multiple choices of degrees:

- High school or equivalent
- Diploma
- Bachelor's degree

- Higher diploma
- Master's degree
- Doctorate.

**Select Your Search Criteria**

---

Degree: Select the highest degree for the candidates you want::

- High school or equivalent
- Diploma
- Bachelor's degree
- Higher diploma
- Master's degree
- Doctorate

---

### CV Freshness

Search for fresh CVs only by specifying, which time frame for the last CV update you would like to consider.

**Select Your Search Criteria**

---

CV Freshness: Show only CVs posted or updated within the following time frame:

<input checked="" type="radio"/> No preference	<input type="radio"/> CVs from 3 months ago
<input type="radio"/> CVs from today	<input type="radio"/> CVs from 6 months ago
<input type="radio"/> CVs from 1 week ago	<input type="radio"/> CVs from 1 year ago
<input type="radio"/> CVs from 1 month ago	<input type="radio"/> CVs from 2 years ago

---

Specify, whether you would like to consider CVs that have been updated:

- Today
- Within the last week
- Within the last month
- Within the last 3 months
- Within the last 6 months.

A recent update of the CV can indicate that the candidate is actively looking for a new job.

**Tip:** If you find thousands of potential candidates that meet your requirements, choosing the most active ones by applying short time frames for CV Freshness will most likely result in the candidates being open to your approach, as they are looking for a position.

**Tip:** If you are recruiting for a more specific role with less qualified candidates in the market, it makes sense to set the CV Freshness at 'no preference'. Apart from searching for active talent, you can target candidates whose qualifications/ experience are a little behind your requirement and who have not been actively looking for a job since 1 or 2 years. They might now be ready for the next career move and your position.

### Saved Searches

Search and filter with any combination of the 24 criteria to receive the most relevant results

Save searches that yielded good results for future use.

### Manage your saved searches:

- Create new Saved Searches,
- Edit criteria of the search and/or e-mail frequency,
- Run the search or delete the search.

The screenshot shows the 'Search CVs' interface. At the top, there is a search bar with the text '- Keywords -' and a search icon. Below the search bar are three radio buttons: 'All of these words' (selected), 'Any of these words', and 'Exact phrase'. The main area is divided into four columns of search criteria, each with a pencil icon for editing:

- Personal Information:** Name, Residence Location, Gender, Age, Nationality.
- Experience:** Job Title, Years of Experience, Employer, Work Experience, Location, Job Role & Industry.
- Target Job:** Target Job Location, Target Job Title, Target Industry, Education, Degree.
- Additional Information:** CV Freshness, Tags on CV.

Below these columns is a note: "Note: Not all job seekers choose to have the below information in their CV. Using these search options may reduce the number of CVs you find." Underneath the note are four more columns of criteria:

- Education:** Institution, Collage, Location.
- Target Job:** Monthly Salary Range, Notice Period, Employment Type.
- Skills:** Skills, Languages.
- Extra Fields:** Which job are you looking for, Which college you graduated from.

At the bottom of the interface, there are three buttons: 'Search' (yellow), 'Reset Search' (blue), and 'Save Current Selections' (white with a red border). To the right of these buttons is a 'More Search Options' dropdown menu. A large red arrow points downwards from the 'Save Current Selections' button.

### Save Current Selections ✕

Save as:\*

Email Frequency:\*  Daily  Weekly  Monthly  None



## Email Alerts Add a Saved Search

Save your search selections and receive your matching search results by e-mail. [?](#)

Saved Search <span>▲</span>	E-mail Frequency	Last Run	
Sales	None <span>▼</span>	2016-08-29	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Run"/>
XYZ	Weekly <span>▼</span>	2016-08-25	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Run"/>

Run Saved Searches automatically and have the results sent to your e-mail.

## Letters

Automate your communication with candidates:

- Create new letters
- Edit pre-set letters
- Delete Saved Letters.

## Letters

Add letter templates that you can use to send to your candidates. We've already created 5 templates for you. You may edit them or add additional templates to suit your requirements.

> [Add a letter](#) ?

**My Letters**

Shared Letters

Letter	Preview
<a href="#">Acceptance Letter</a>	<p>Dear [First_Name],</p> <p><a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Share</a></p> <p>Thank you for applying to our job vacancy.</p> <p>We're excited to tell you that you've been shortlisted for this position, as we feel that you may be a potential fit for the job.</p> <p>There...</p>
<a href="#">Rejection Letter (position filled)</a>	<p>Dear [First_Name],</p> <p><a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Share</a></p> <p>Thank you for applying to our job vacancy!</p> <p>We were very impressed with your qualifications.</p> <p>While we were impressed with your qualifications, we are sorry to inform you that the...</p>
<a href="#">Rejection Letter (over-qualification)</a>	<p>Dear [First_Name],</p> <p><a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Share</a></p> <p>Thank you for applying to our job vacancy.</p> <p>While we were impressed with your qualifications, it appears that you are over-qualified for this position.</p> <p>Yet, we have saved your CV...</p>

Dispatch letters simultaneously to any number of candidates through the system without accessing your Email program.

### From:

- Database Search
- Your Job Posting Folders (CV Inbox, Short-listed, Rejected, Screened-Out)
- Any of your CV folders.

### CV Folders

Organize your recruitment processes:

- Create any number of folders for easy access,
- Share folders to allow colleagues with sub-user logins to see your candidates.
- Rename your folders.
- Export up to 25 CVs from a CV folder to PDF, EXCEL or WORD - e.g. for phone screening or interviews.
- Send CVs to colleagues.

- Automatically dispatch Questionnaires or Letters to all candidates in one folder.

## CV Folders

Use the CV Folder to store CVs which you are interested in or would like to view at a later date. To begin adding CVs here, search for CVs on the [CV Search](#) page.

**My CV Folders**    Shared CV Folders

### Default CV Folders

Folder Name	Number of CVs
Main Folder	2

### Custom Folders

Add a new folder:   Share It

Showing 1 - 1 of 1 results

Folder Name	Shared	# CVs	
Sales	<input type="checkbox"/>	1	<input type="button" value="Rename"/> <input type="button" value="Delete"/> <input type="button" value="Share/Unshare"/>

## CV Folder Functions

Search Candidates    ADMIN

### CV Folder: Sales

Change your search  Displaying 1 CVs

Filter your search results by:

Sort by: Last Activity Page 1 of 1

**Annotate** **Contact Candidate** **Manage CV** **Collaborate** **Other**

**Actions** Last Activity: 2016-08-27 CV ID: 42292328

**Shaden Hafiz**  
**Previous Intern- Architect**  
 Aeo Architecture And Engineering Office

Age: 24 Gender: Female Nationality: Saudi Arab... Residence: Saudi Arabia, Jeddah

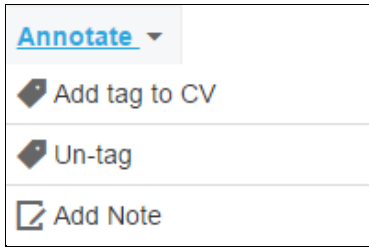
Target Job: Architect  
 Target Monthly Salary: -  
 Total Experience: 2 Months  
 Degree: Bachelor's degree

Questionnaires

Last viewed 2016-08-29 Views: 1

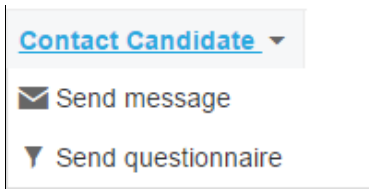


## Annotate Buttons



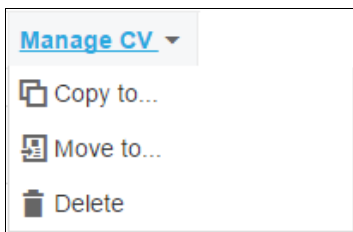
- **Add a Tag** – Tags are short descriptors that can be added to a CV to index or identify them later. Tags once created and saved will be attached to the candidate's CV. Any tagged CVs can be later retrieved by running a quick search. Any CVs carrying these tags will be displayed as search results.
- **Add a Note** - Once a CV has been opened and reviewed, notes can be added for recall. This feature is especially useful if multiple recruiters are working on a position. Any notes added are permanently attached to the CV.

## Contact Candidates



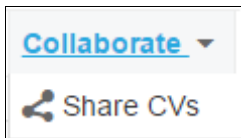
- Send message to a specific CV
- Send questionnaire to be filled by the candidate

## Manage CV Buttons



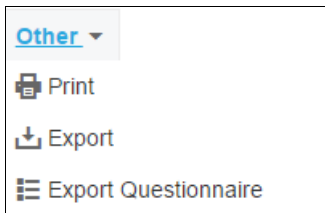
- **Copy to a CV Folder**-A CV can be copied to a separate folder for easy retrieval at a later time, so that it doesn't get lost in the milieu of hundreds of applicant CVs. This might be useful for instance, when you come across a very good CV which is not suitable for any of the open positions at the moment, but which you would like to consider for a future relevant position.
- **Move CV** – move any CV to a specific folder for easy retrieval at a later time.
- **Delete**

## Collaborate Buttons



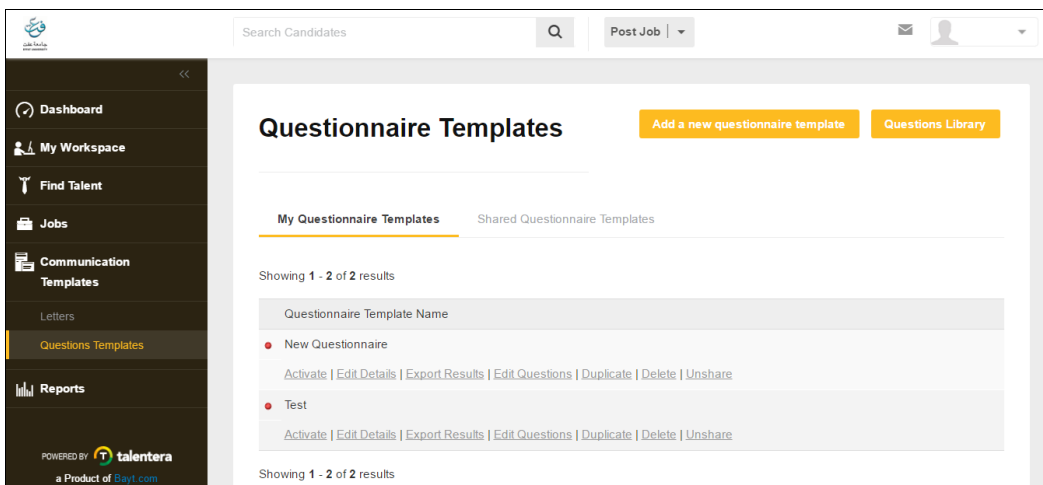
**Share CV** - The CV can be emailed directly to a friend, colleague or manager's inbox with a personalized message.

## Other Actions



- **Print** - To get a printed copy of the online CV.
- **Export** - Allows you to download the CV in MS Word/PDF and Excel.
- **Export Questionnaire**

## Questionnaires



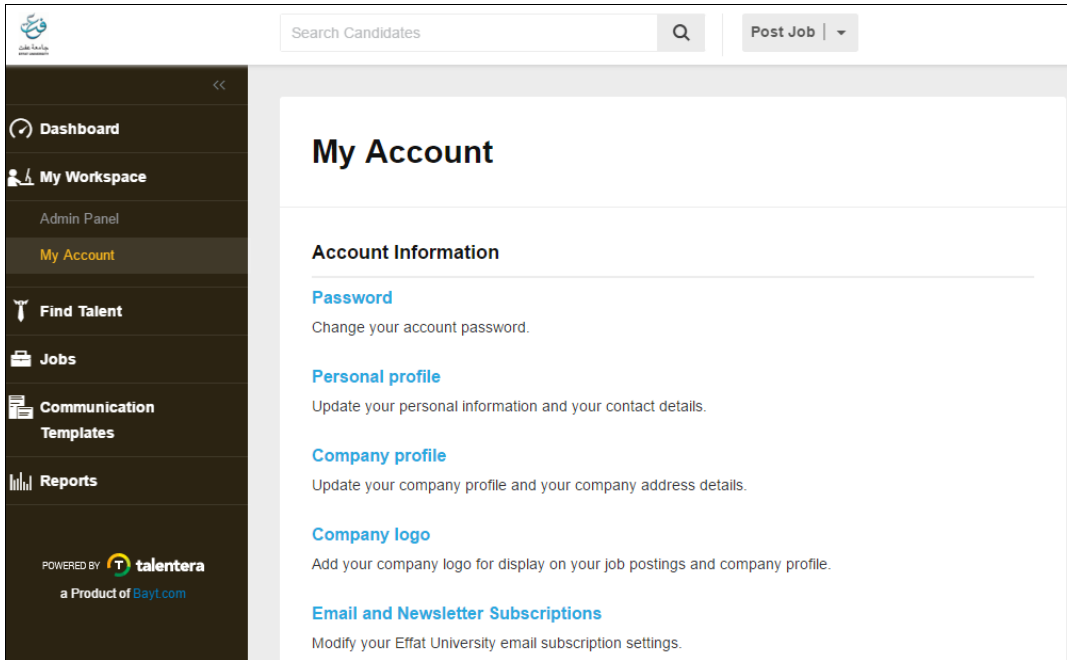
- Create Questionnaires to gather additional information from candidates.
- Activate the questionnaire to make it available for dispatching
- Attach your questionnaires to postings or dispatch it to candidates from CV Database Searches or CV Folders.
- Edit your questionnaire at any time.
- Share your questionnaires with colleagues to avoid duplication of work.

## Create 3 types of questions:

- **Closed questions** (yes/no questions) e.g. Are you willing to travel? (You can mark the 'correct' answer; this will calculate a percentage of 'correctly answered questions').

- **Multiple choice questions** (select the number of answer and enter the possible answers e.g. How much of your working time are you willing to travel?
  - a) 0%
  - b) 0-20%
  - c) 20-50%
  - d) 50-75%
  - e) flexible (you can again mark the 'correct' answer)
- **Free text questions** e.g. How would you describe your leadership style?

## My Account



**Password** - It is advisable to change your system password frequently to ensure data privacy and security.

**Personal Profile** - You can edit your personal information, contact information and designation through this option.

**Company profile** - Update your company profile and your company address details.

**Company logo** - Add your company logo for display on your job postings and company profile.

**Email & Newsletter Subscriptions**-You can choose to subscribe to company employer newsletters in English, French or Arabic.