

# Employer User Guide



كليات التقنية العليا  
HIGHER COLLEGES OF TECHNOLOGY



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HIGHER COLLEGES OF TECHNOLOGY

## Employers Toolkit

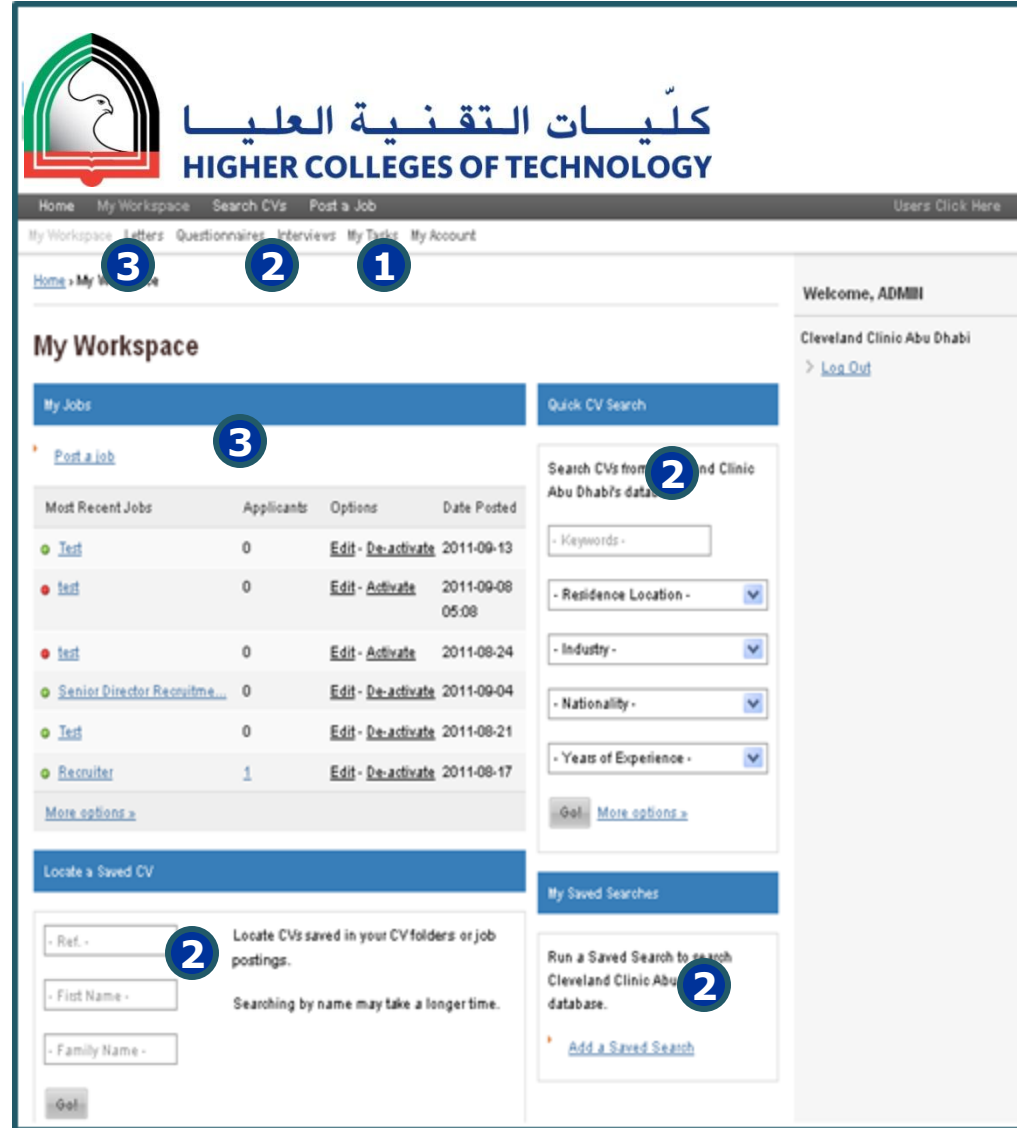
- Key Functions .....
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- Saved Searches .....
- My Workspace .....
- Letters .....
- CV Folders .....
- Questionnaires .....
- My Account .....
- Tips and Tricks .....

## 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 in the Database
  - 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"
  - use advanced features for easy candidate communication
  - gather additional candidate information with questionnaires



The screenshot shows the user interface of the recruitment portal. At the top, there is a navigation bar with links for Home, My Workspace, Search CVs, and Post a Job. Below this is a secondary navigation bar with links for My Workspace, Letters, Questionnaires, Interviews, My Tasks, and My Account. The main content area is titled 'My Workspace' and contains several sections:

- My Jobs:** A table listing recent job postings with columns for Job Title, Applicants, Options, and Date Posted. A 'Post a Job' link is visible above the table.
- Quick CV Search:** A search tool with a text input for keywords and dropdown menus for Residence Location, Industry, Nationality, and Years of Experience.
- Locate a Saved CV:** A search tool with input fields for Reference, First Name, and Family Name, and a 'Get' button.
- My Saved Searches:** A section for managing saved searches, including an 'Add a Saved Search' link.

Numbered callouts (1, 2, 3) are placed over the interface to highlight key features: 1 points to the 'Post a Job' link, 2 points to the search filters, and 3 points to the 'Post a Job' link in the 'My Jobs' section.



## 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. **1**

**1** Job Title

**2** Job Description  
(main tasks and responsibilities, description of the role)

**3** Company Industry (**auto-screen**)

**4** Job Role (**auto-screen**)

**5** Job Location

**6** Joining Date.

### Post a Job

**i** Applicants who do not match any of the auto-screen filters below will be notified, and if they choose to continue will be automatically moved into the "Screened Out CVs" folder for this job.

Complete the information provided below to post your job on Cleveland Clinic Abu Dhabi. You must create a separate posting for each vacancy. Please provide as many details as possible.

#### Job Information

**1** Job Title:

**2** Job Description:

0 of 4000 character limit used.

[Spell Check \(English only\)](#)

**3** Company Industry:

[Add Another](#)

Set as applicant auto-screen filter

**4** Job Role:

Set as applicant auto-screen filter

**5** Job Location:

**6** Joining Date:



## Post a Job II Candidate Requirements

- 1 Employment Status.
- 2 Employment Type.
- 3 Monthly Salary Range.
- 4 Manages others.
- 5 Number of vacancies.
- 6 Skills.
- 7 Career Level.
- 8 Years of Experience. (auto-screen)

**Setting auto-screen criteria automatically directs all CVs not matching this into the "screened out" Folder in your Posting Inbox.**

- 1 Employment Status:
- 2 Employment Type:
- 3 Monthly Salary Range:
- 4 Manages Others:
- 5 Number of Vacancies:

Candidate Requirements

- 6 **> Skills:**   
0 of 2000 character limit used.  
[Spell Check \(English only\)](#)
- 7 **> Career Level:**
- 8 Years of Experience:    
 Set as applicant auto-screen filter



## Post a Job III

9 Residence Location (auto-screen)

10 Gender (auto-screen)

11 Nationality (auto-screen)

12 Education

13 Degree (auto-screen)

14 Age (auto-screen)

9

Residence Location:

-Select one-

+ [Add Another](#)

Set as applicant auto-screen filter

10

Gender:

- No preference -

Set as applicant auto-screen filter

11

Nationality:

-Select one-

+ [Add Another](#)

Set as applicant auto-screen filter

12

Education:

13

Degree:

- No preference -

Set as applicant auto-screen filter

14

Age:

- Min -

- Max -

Set as applicant auto-screen filter



## Post a Job III

### Administrative Information

(for recruiter use only; will not be displayed in the job posting)

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).*

### Questionnaire.

*Choose and attach a questionnaire from the drop-down 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.)*

#### Contact Information

> Name:

> Email Address:

Address:

> Country:

> City:

Zip/Postal Code:

Phone Number:

[country code] + [phone number] + [extension code (optional)]

Fax Number:

[country code] + [fax number] + [extension code (optional)]

#### Questionnaire

Pick a default questionnaire:

Save & Continue





## My Jobs

- 1** Activate / De-activate your postings
- 2** Change Email delivery settings  
(for notification of the # of new applicants)
- 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** Copy  
(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** Send to  
(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** Search by Job Title  
Search among your job postings to find a specific job post with it's job title

### My Jobs

[Post a Job](#)  
Once your jobs are posted and active, you will receive all job applications here.

Showing 1 - 6 of 6 results

Search by job title:  [Search](#)

| <input checked="" type="checkbox"/> | Job Title            | Applicants | Referrals | Searches | Views | Contacts  | Expires in |
|-------------------------------------|----------------------|------------|-----------|----------|-------|-----------|------------|
| <input type="checkbox"/>            | <a href="#">test</a> | -          | 0         | 0        | 0     | -         |            |
| <b>1</b>                            | <a href="#">test</a> | <b>2</b>   | <b>3</b>  | <b>6</b> |       |           |            |
|                                     | <a href="#">test</a> | -          | -         | 0        | 0     | 0         | -          |
|                                     | <a href="#">Test</a> | -          | 18        | 6        | 0     | 59 day(s) |            |
| <b>1</b>                            |                      |            |           |          |       |           |            |

## Search CVs

### Search CVs with InstantMatch

Search using keywords:

To search CVs, click on the "edit" link for each relevant search criteria and then click on the "Search" button.

#### Keywords

[\[Edit\]](#) Keywords:

#### Professional Experience

[\[Edit\]](#) Job Title:

[\[Edit\]](#) Years of Experience:

[\[Edit\]](#) Employer:

[\[Edit\]](#) Work Experience:

[\[Edit\]](#) Location:

[\[Edit\]](#) Job Role & Industry:

#### Target Job

[\[Edit\]](#) Target Job Location:

[\[Edit\]](#) Target Job Title:

[\[Edit\]](#) Target Industry:

#### [Extended Search Fields](#)

Note: These fields may not be provided by all job seekers. Using them may reduce the number of searched CVs.

#### Target Job

[\[Edit\]](#) Monthly Salary Range:

[\[Edit\]](#) Notice Period to Work:

[\[Edit\]](#) Employment Type:

[\[Edit\]](#) Employment Status:

#### Personal Information

[\[Edit\]](#) Gender:

[\[Edit\]](#) Marital Status:

[\[Edit\]](#) Driving License:

[\[Edit\]](#) Visa Status:

#### Education

[\[Edit\]](#) Degree:

#### Personal Information

[\[Edit\]](#) Residence Location:

[\[Edit\]](#) Age:

[\[Edit\]](#) Nationality:

#### Additional Information

[\[Edit\]](#) CV Freshness:

[\[Edit\]](#) CV Language:

[\[Edit\]](#) Tags:

[\[Edit\]](#) Original CV Attached:

#### Education

[\[Edit\]](#) Institution:

[\[Edit\]](#) Major:

[\[Edit\]](#) Location:

#### Skills

[\[Edit\]](#) Skills:

[\[Edit\]](#) Languages:

Search

## Search & Filter CVs

Search and filter with 28 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 28 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).*

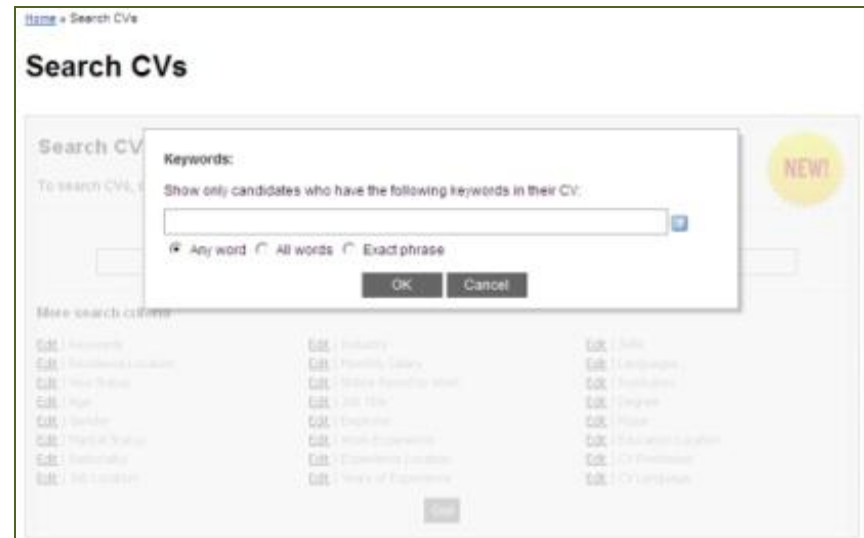
Keyword Search will search the entire CV except for the header (i.e. personal information) and therefore give you a large number of semi-qualified matches. E.g. the keywords "Vice President" will not only show CVs that have "Vice President" but for example as well the "Assistant to the Vice President".

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).*



The screenshot shows a web interface for searching CVs. At the top, there is a 'Search CVs' header. Below it, a modal window is open with the title 'Search CVs'. The modal contains a 'Keywords:' section with a text input field and a search button. Below the input field, there are radio buttons for 'Any word' (selected), 'All words', and 'Exact phrase'. At the bottom of the modal are 'OK' and 'Cancel' buttons. In the background, there is a 'More search criteria' section with a grid of 24 criteria, each with a 'Show' button. A yellow 'NEW!' badge is visible in the top right corner of the modal.



## 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.

### Employer

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

**Modify your search**

To modify your search, click on the button.

**Residence Location:**

Show only candidates who are living in the following locations:

- No preference -
- All Anglophone Countries
- All Arab Countries
- All GCC Countries
- Afghanistan
- Albania
- Algeria
- Algeria - Algiers

For multiple selections, press [Ctrl] + left mouse click.  
Limit your selections to 10 options.

**NEW!**

**Modify your search**

To modify your search, click on the button.

**Employer:**

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

Search within the most recent employer only

Any word  All words  Exact phrase

**NEW!**

## Visa Status & Age

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

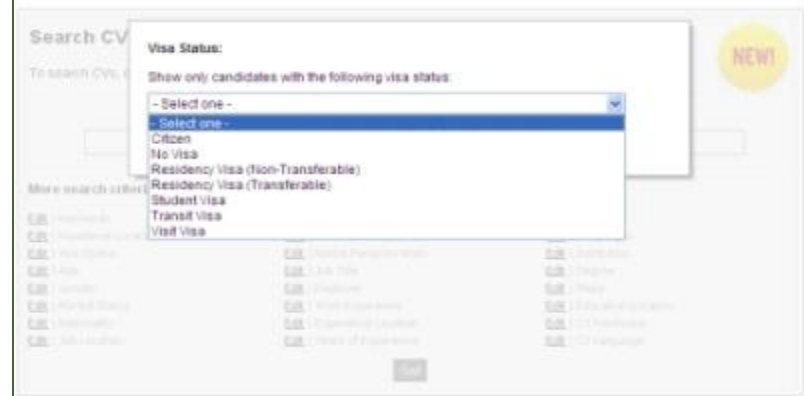
### VISA STATUS

E.g. candidates with a transferable residence visa can start working for another company easier than candidates with a non-transferable visa and therefore are preferred.

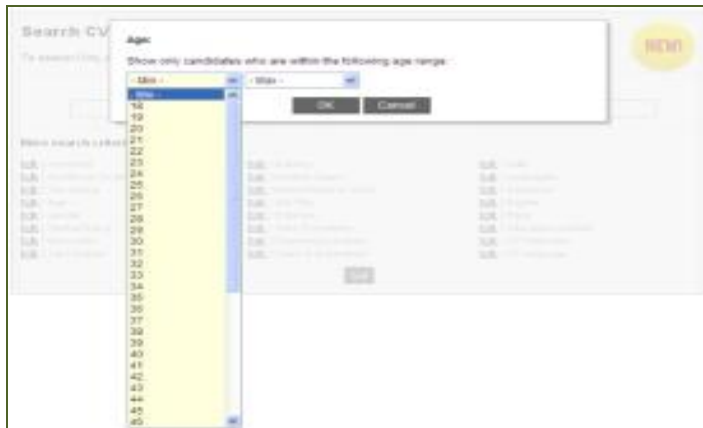
Filtering of applications for candidates with Visit Visa allows you to contact those candidates first, who might be available for interviews only for a limited time due to their visa restrictions.

Candidates on Student Visa might be more open for temporary or part-time jobs, than full-time employees with residence visas,....

### Search CVs



The screenshot shows the 'Search CVs' interface. A dropdown menu for 'Visa Status' is open, displaying the following options: '- Select one -', 'Citizen', 'No visa', 'Residency visa (Non-Transferable)', 'Residency visa (Transferable)', 'Student visa', 'Transit visa', and 'Visit Visa'. A 'NEW!' badge is visible in the top right corner of the interface.



The screenshot shows the 'Search CVs' interface with the 'Age' dropdown menu open. The menu lists age ranges from 18 to 45 in increments of 1. A 'NEW!' badge is visible in the top right corner of the interface.

### AGE

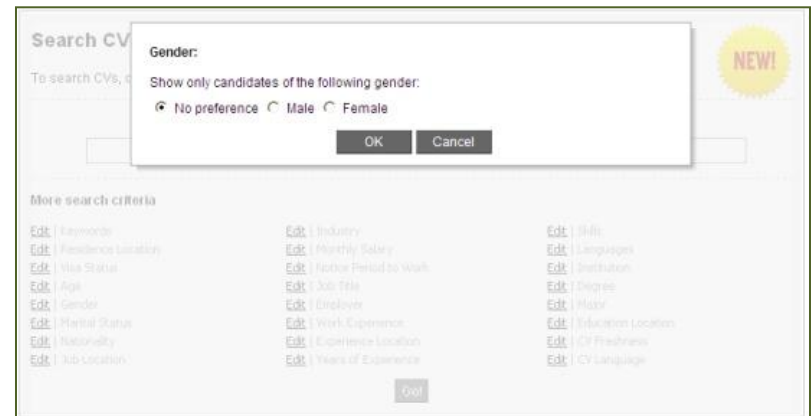
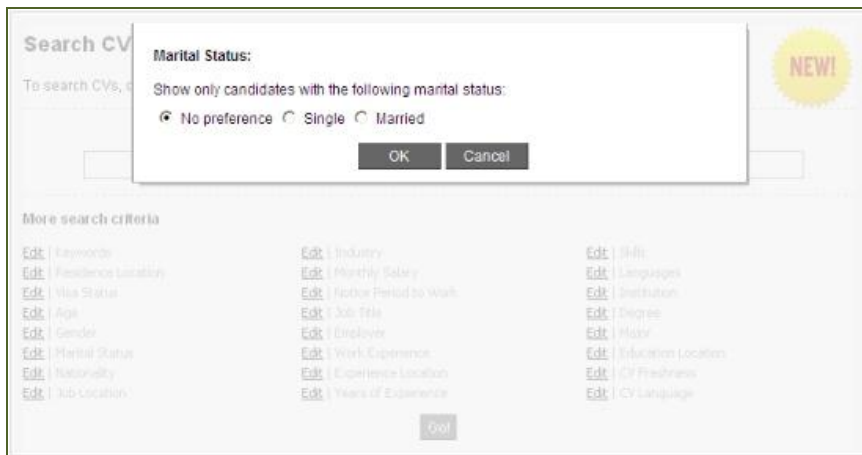
Useful when targeting a specific age group that best matches the job requirement, e.g. for an entry-level position then an age range from 20 – 25 could be applied.

## 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.

### MARITAL STATUS

Marital Status can indicate e.g. the openness to relocation or extensive travel. However, it doesn't necessarily reflect the candidate's mobility.

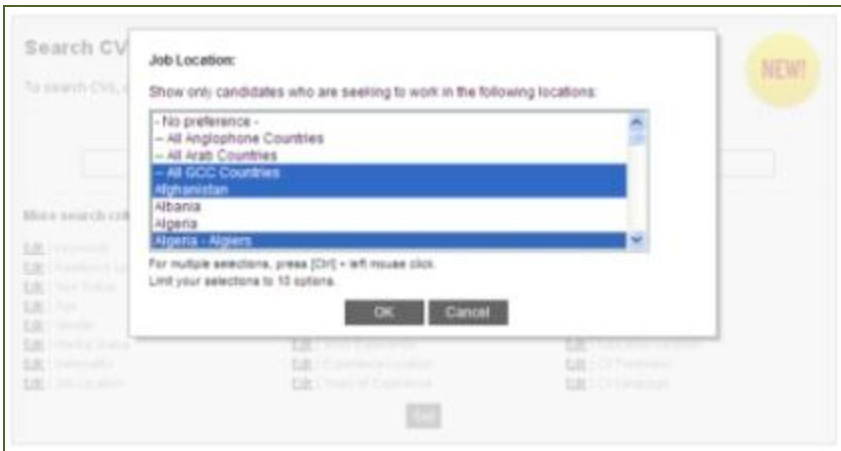
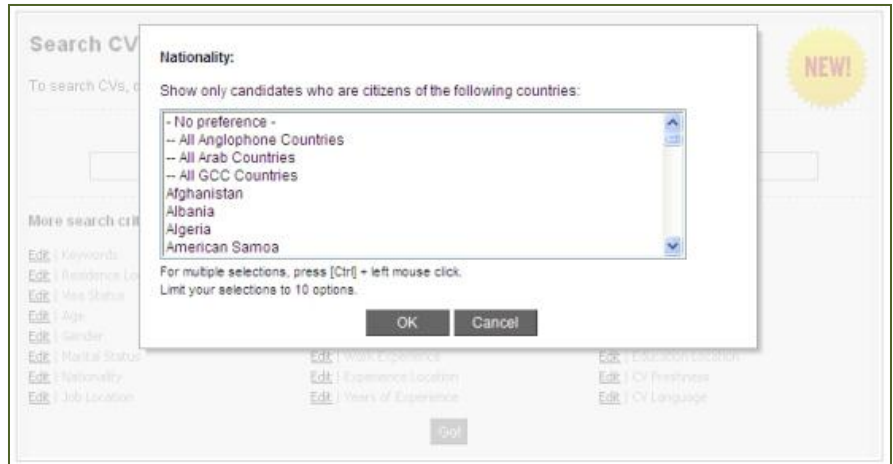
This criterion can furthermore be utilized, if company culture or specific job requirements (the female jobholder needs to travel to KSA on a regular basis) call for married candidates only.

## 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.



### 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.







## Job Title

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

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.

**Modify your search**

To modify your search, click on the **Modify** button.

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

graphic.artist graphic.designer

Search within the most recent job title only

Any word  All words  Exact phrase

OK Cancel

NEW!

Save current search selections Start over



**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.

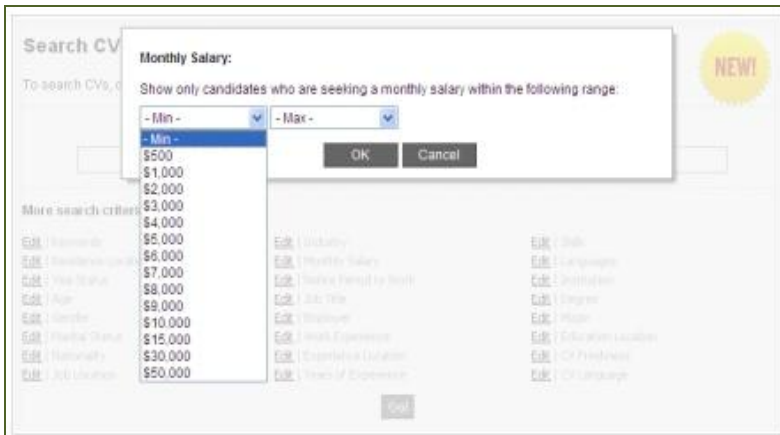
## Monthly Salary & Notice Period

*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.

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

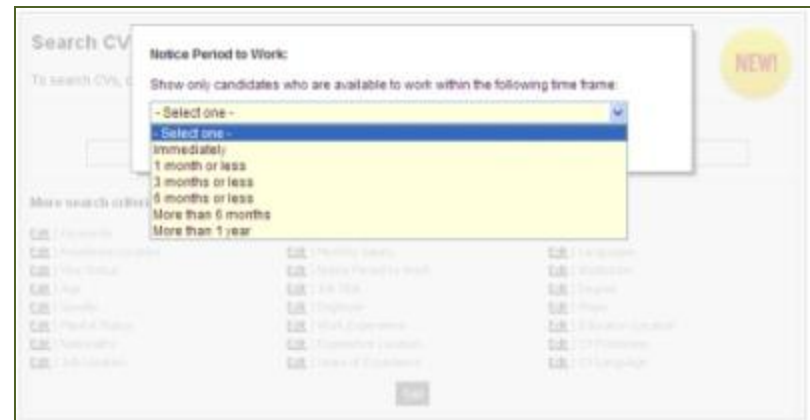


The screenshot shows a 'Search CV' interface with a 'Monthly Salary' filter. The dropdown menu is open, showing a list of salary options from \$500 to \$50,000. The 'Min' and 'Max' fields are currently empty. A 'NEW!' badge is visible in the top right corner of the search area.

### NOTICE PERIOD

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

**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.



The screenshot shows a 'Search CV' interface with a 'Notice Period to Work' filter. The dropdown menu is open, showing options: 'Select one', 'Immediately', '1 month or less', '3 months or less', '6 months or less', 'More than 6 months', and 'More than 1 year'. A 'NEW!' badge is visible in the top right corner of the search area.



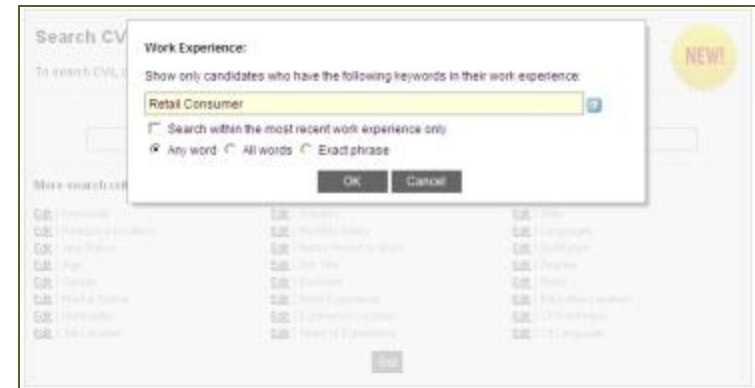
## Work Experience & Experience Location

*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.

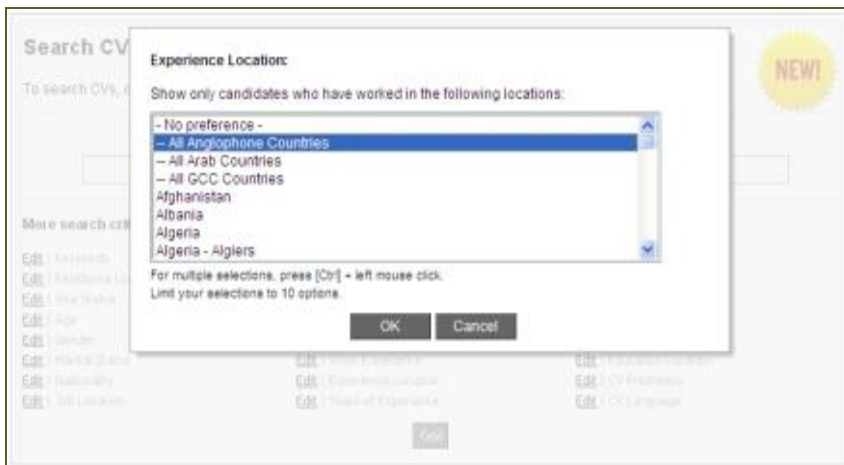
This criteria can be used to search for a specified phrase, words, skill or responsibility that a candidate matching the requirements of the vacancy would typically use to describe his role(s). E.g. 'Consumer' or 'Retail' to identify a Relationship Manager in a Consumer Banking Role in contrast to his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

**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.*

Search CV  
To search CVs, v

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

- Min -    - Max -

0  
1  
2  
3  
5  
7  
10  
15  
20

OK    Cancel

NEW!

More search criteria:

|                        |                              |                          |
|------------------------|------------------------------|--------------------------|
| Edit: Unemployed       | Edit: Industry               | Edit: Title              |
| Edit: Residency Status | Edit: Profile Salary         | Edit: Languages          |
| Edit: Visa Status      | Edit: Notice Period to Start | Edit: Industries         |
| Edit: Age              | Edit: Job Title              | Edit: Degree             |
| Edit: Gender           | Edit: Employer               | Edit: Hobbies            |
| Edit: Marital Status   | Edit: Work Experience        | Edit: Education Location |
| Edit: Nationality      | Edit: Experience Location    | Edit: On/Offshore        |
| Edit: Job Location     | Edit: Years of Experience    | Edit: On/Offshore        |

Filter

### **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.

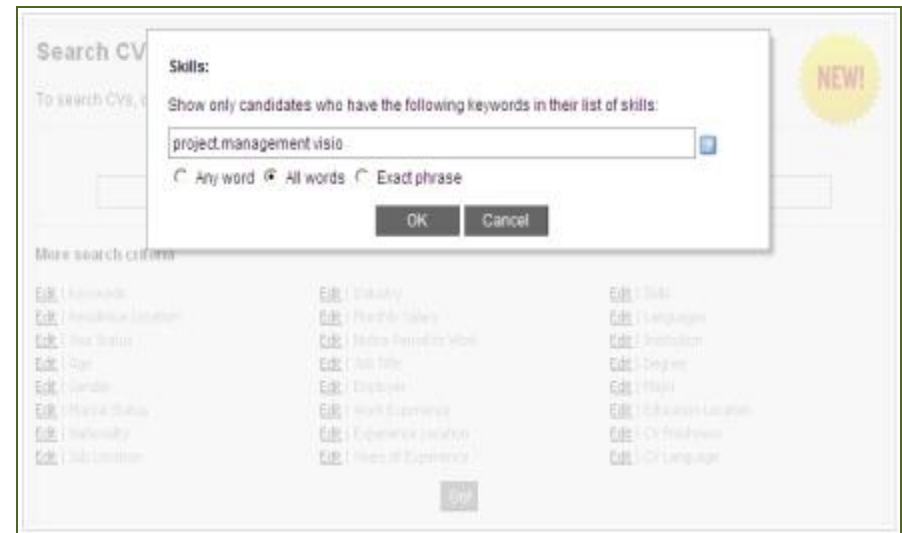
## Skills

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

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 multi-word 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.



The screenshot shows a 'Search CVs' interface with a modal dialog box for 'Skills' search criteria. The dialog box contains the following elements:

- Skills:** A section header.
- Show only candidates who have the following keywords in their list of skills:** A text label above a search input field.
- Search Input:** A text box containing the text 'project.management visio'.
- Search Options:** Three radio buttons: 'Any word' (unselected), 'All words' (selected), and 'Exact phrase' (unselected).
- Buttons:** 'OK' and 'Cancel' buttons at the bottom of the dialog.

In the background, the 'Search CVs' page is visible, showing a list of search criteria with 'Edit' links for each:

- Keywords
- Residence Location
- Work Status
- Age
- Gender
- Marital Status
- Nationality
- City Location
- Industry
- Work Title
- Industry Related to Work
- Job Title
- Discipline
- Work Experience
- Experience Location
- Years of Experience
- Skills
- Languages
- Education
- Degree
- Major
- Education Location
- CV Address
- CV Language

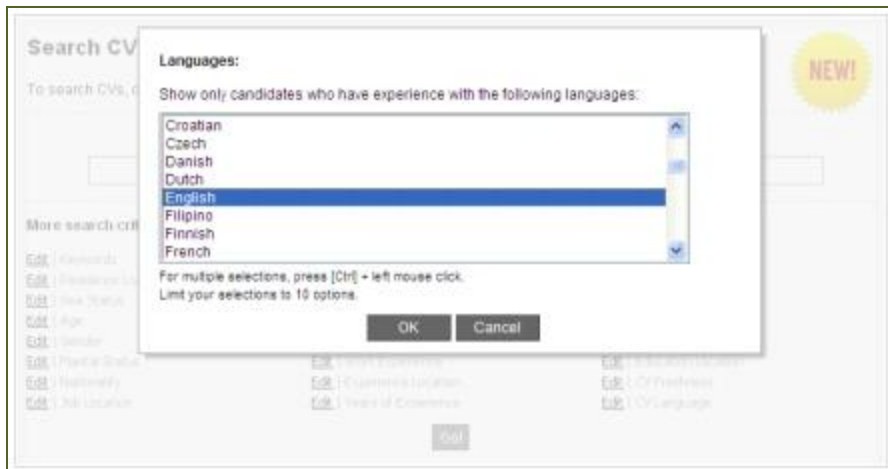
A 'NEW!' badge is visible in the top right corner of the interface.



## Languages

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

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.

**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.

**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).

**Modify your search**

To modify your search, click the **Modify** button.

**Institution:**

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

Search within the most recent institution only

Any word  All words  Exact phrase

**OK** **Cancel**

**NEW!**

[Go!](#) [Save current search selections](#) [Start over](#)

**Modify your search**

To modify your search, click the **Modify** button.

**Education Location:**

Show only candidates who have studied in the following locations:

- No preference -
- All Anglophone Countries
- All Arab Countries
- All GCC Countries
- Afghanistan
- Albania
- Algeria
- American Samoa

For multiple selections, press [Ctrl] + left mouse click.  
Limit your selections to 10 options.

**OK** **Cancel**

**NEW!**



## Degree & Major

*Searches for the university degree and/or the major the candidates studied.*

### 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,
- Certification/diploma,
- Bachelor's degree or higher diploma
- Master's degree or
- Doctorate.

### MAJOR

Use this criterion to target candidates with a specific educational background, e.g. search for 'Human Resources' if you are looking for an HR Manager who not only held HR functions, but also studied Human Resources at university.

**Modify your search** NEW!

To modify your search, click the **button**.

**Degree:**

Show only candidates with the following degrees:

- High school or equivalent
- Certification/diploma
- Bachelor's degree/higher diploma
- Master's degree
- Doctorate

[Save current search selections](#) [Start over](#)

**Modify your search** NEW!

To modify your search, click the **button**.

**Major:**

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

Search within the most recent major only

Any word  All words  Exact phrase

[Save current search selections](#) [Start over](#)



## CV Freshness

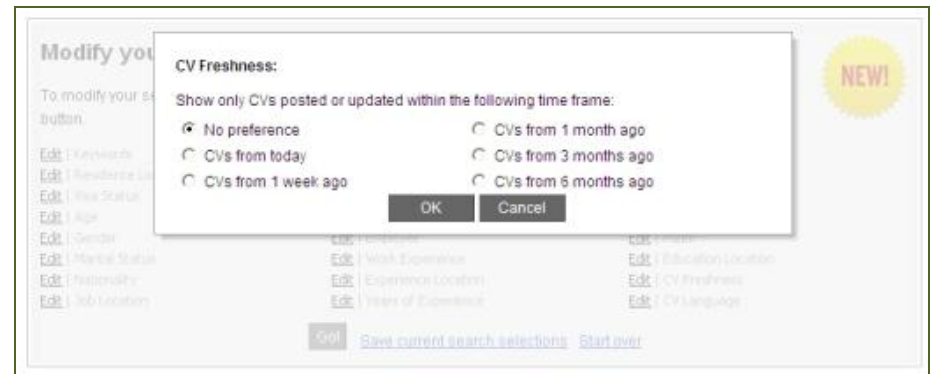
*Search for fresh CVs only by specifying, which time frame for the last CV update you would like to consider.*

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.



## CV Language

*Searches for candidates with CVs written in Arabic, English or French.*

This criterion is rarely used, as most of the CVs are written in English.

However, in countries where not English, but Arabic or French is widely used in Business communication (e.g. KSA & Morocco), you might target only candidates with Arabic or French CVs.

**Tip:** Use the criterion only to filter for English CVs, if the recruiter is not able to process Arabic CVs due to lacking knowledge of the language or vice versa in order not to unnecessarily limiting your results.

**CV Language:**  
Show only CVs written in the following language:  
 No preference  Arabic only  English only  French only

OK Cancel

NEW!

Modify your search  
To modify your search, click on the filter icon or the 'Modify your search' button.

Keywords: Edit  
Residence Location: Edit  
Work Status: Edit  
Age: Edit  
Gender: Edit  
Marital Status: Edit  
Nationality: Edit  
Job Location: Edit

Job Title: Edit  
Employer: Edit  
Work Experience: Edit  
Experience Location: Edit  
Years of Experience: Edit

Education: Edit  
Degree: Edit  
Major: Edit  
Education Location: Edit  
CV Freshness: Edit  
CV Language: Edit

Go! Save current search selections Start over



## Search Results

### Modify your search with InstantMatch

To modify your search results, click on the "edit" link for each relevant search criteria and then click on the "Go!" button.



- |   |  |   |
|---|--|---|
| <a href="#">Edit</a>   Keywords           | <a href="#">Edit</a>   Industry  | <a href="#">Edit</a>   Skills             |
| <a href="#">Edit</a>   Residence Location | <a href="#">Edit</a>   Monthly Salary  | <a href="#">Edit</a>   Languages          |
| <a href="#">Edit</a>   Visa Status        | <a href="#">Edit</a>   Notice Period to Work   | <a href="#">Edit</a>   Institution        |
| <a href="#">Edit</a>   Age                | <a href="#">Edit</a>   Job Title   | <a href="#">Edit</a>   Degree             |
| <a href="#">Edit</a>   Gender             | <a href="#">Edit</a>   Sales Manager (Exact phrase) (Search within the most recent job title only) | <a href="#">Edit</a>   Major              |
| <a href="#">Edit</a>   Marital Status     | <a href="#">Edit</a>   Employer  | <a href="#">Edit</a>   Education Location |
| <a href="#">Edit</a>   Nationality        | <a href="#">Edit</a>   Work Experience   | <a href="#">Edit</a>   CV Freshness       |
| <a href="#">Edit</a>   Job Location       | <a href="#">Edit</a>   Experience Location   | <a href="#">Edit</a>   CV Language        |
|   | <a href="#">Edit</a>   Years of Experience   |   |

[Go!](#) [Save current search selections](#) [Start over](#)



## Saved Searches

[Add a Saved Search](#)

Save your search selections and receive your matching search results by e-mail.

| <a href="#">Saved Search</a> | <a href="#">E-mail Frequency</a> | <a href="#">Last Run</a> |   |
|------------------------------|----------------------------------|--------------------------|---|
| Sales Manager                | No e-mail                        | 2011-09-13               | <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Run</a> |

## 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.

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

### 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.



Home > My Workspace

## My Workspace

Welcome, ADMIN

Cleveland Clinic Abu Dhabi  
[Log Out](#)

### My Jobs

[Post a job](#)

| Most Recent Jobs                             | Applicants | Options  | Date Posted         |
|--|------------|--|---------------------|
| <a href="#">Test</a>                         | 0          | <a href="#">Edit</a> - <a href="#">De-activate</a> | 2011-09-13          |
| <a href="#">test</a>                         | 0          | <a href="#">Edit</a> - <a href="#">Activate</a>    | 2011-09-08<br>05:08 |
| <a href="#">test</a>                         | 0          | <a href="#">Edit</a> - <a href="#">Activate</a>    | 2011-08-24          |
| <a href="#">Senior Director Recruitme...</a> | 0          | <a href="#">Edit</a> - <a href="#">De-activate</a> | 2011-09-04          |
| <a href="#">Test</a>                         | 0          | <a href="#">Edit</a> - <a href="#">De-activate</a> | 2011-08-21          |
| <a href="#">Recruiter</a>                    | 1          | <a href="#">Edit</a> - <a href="#">De-activate</a> | 2011-08-17          |

[More options »](#)

### Quick CV Search

Search CVs from Cleveland Clinic Abu Dhabi's database.

- Keywords -

- Residence Location -

- Industry -

- Nationality -

- Years of Experience -

Go! [More options »](#)

### Locate a Saved CV

Locate CVs saved in your CV folders or job postings.

Searching by name may take a longer time.

- Ref. -

- First Name -

- Family Name -

Go!

### My Saved Searches

Run a Saved Search to search Cleveland Clinic Abu Dhabi's database.

[Add a Saved Search](#)

- Select one -

Go! [More options »](#)

## My Workspace Functions

### Quick-access to your job postings:

- see the number of applicants and access the CV Inbox directly,
- activate,
- de-activate or
- edit your job posting

### Quick-search for CVs in CV Folders:

- by unique CV ID number,
- by First Name or
- by Family Name.

### Quick-search of the database:

- by Keyword,
- by Residence Location,
- by Industry,
- by Nationality or
- by Years of Experience.



## Letters

Create standard contact letters to send to prospective employees. You can also edit any of the available templates as per your needs. You have 5 letters templates.

[Add a letter](#)

My Letters

Shared Letters

| Letter                             | Preview   |
|------------------------------------|---|
| <a href="#">Acceptance Lett...</a> | <p>Dear applicant,</p> <p>Thank you for applying to our vacancy and congratulations on being one of the shortlisted candidates.</p> <p>We are very impressed with your qualifications and we feel that you may be a po...</p>       |
| <a href="#">Rejection Lette...</a> | <p>Dear applicant,</p> <p>Thank you for applying to our vacancy.</p> <p>We were very impressed with your qualifications.</p> <p>Unfortunately, and due to the large number of candidates interested in the job, we are sorry...</p> |
| <a href="#">Rejection Lette...</a> | <p>Dear applicant,</p> <p>Thank you for applying to our vacancy.</p> <p>We were very impressed with your qualifications; however, it appears that you are over-qualified for this vacancy. We have saved your great CV...</p>       |

Cleveland Clinic Abu Dhabi

[Log Out](#)

## Letters

### Automate your communication with candidates:

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

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

### From:

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



[Home](#) > [My Workspace](#) > [My Tasks](#) > My Tasks

## My Tasks

[Upcoming](#) [Completed](#) [Overdue](#) [Assigned to others](#)

 Export

### Due Tomorrow

[Search CVs for Quality Analyst](#)

Due Date: 2011-09-14 11:45:00 PM GMT



### Due Next Week

[Filter and Interview candidates](#)

Due Date: 2011-09-18 11:45:00 PM GMT



### Add Task

Task Title:

Due Date:



[Set a Time](#)

Assigned to:

Add Task

## My Tasks

- Add tasks for you and your team members.

- Check the upcoming / Completed / Overdue Tasks.



Home My Workspace Search CVs Post a Job Users Click Here

Search CVs Saved Searches CV Folders

Home > Search CVs > CV Folders

## 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 Members' CV Folders

| Special CV Folders                   | # CVs |
|--------------------------------------|-------|
| <a href="#">Main Folder</a>          | 2     |
| <a href="#">Interview Candidates</a> | 1     |

Add a new folder:   Share it

Welcome, ADMIN

> [Log Out](#)

## 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 Folder Functions

- 1 **Print** multiple CVs by ticking the checkboxes of any visible CVs.
- 2 **Email** any number of visible candidates, using either pre-save letters or a customized message.
- 3 **Copy** CVs to other CV Folders. The CV will be kept in the original folder and will appear in the chosen new folder.
- 4 **Move** CVs from one CV Folder to another. The CV will be deleted from the original folder and appear in the chosen new folder.
- 5 **Export** up to 200 CVs into one EXCEL file or up to 25 CVs into one PDF file or a folder with 25 individual WORD documents.
- 6 **Delete** CVs from the CV Folder. They will not be deleted from the database.

### CV Folder: ENGINEERING PROJECT MANAGER TN

#### Search within your CV folder with InstantMatch

|   |  |
|---|--|
| <b>Keywords</b>                           | <b>Education</b>                         |
| <a href="#">Edit</a> Keywords:            | <a href="#">Edit</a> Degree:             |
| <b>Professional Experience</b>            | <b>Personal Information</b>              |
| <a href="#">Edit</a> Job Title:           | <a href="#">Edit</a> Residence Location: |
| <a href="#">Edit</a> Years of Experience: | <a href="#">Edit</a> Age:                |
| <a href="#">Edit</a> Employer:            | <a href="#">Edit</a> Nationality:        |
| <a href="#">Edit</a> Work Experience:     | <b>Additional Information</b>            |
| <a href="#">Edit</a> Location:            | <a href="#">Edit</a> CV Freshness:       |
| <a href="#">Edit</a> Job Role & Industry: | <a href="#">Edit</a> CV Language:        |
| <b>Target Job</b>                         | <a href="#">Edit</a> CV Source:          |
| <a href="#">Edit</a> Target Job Location: |  |
| <a href="#">Edit</a> Target Industry:     |  |
| <a href="#">Extended Search Fields</a>    |  |
| <input type="button" value="Search"/>     |  |

Showing 1 - 4 of 4 results

|   |                                      |                                       |   |   |                                       |
|---|--------------------------------------|---------------------------------------|---|---|---------------------------------------|
| <input type="checkbox"/>  | <input type="checkbox"/>             | <input type="checkbox"/>              | Sort by: <b>Age</b>                       | <input type="checkbox"/>                  | <input type="checkbox"/>              |
| <input type="button" value="Email"/>  | <input type="button" value="Print"/> | <input type="button" value="Export"/> | <input type="button" value="Copy to..."/> | <input type="button" value="Move to..."/> | <input type="button" value="Delete"/> |
| <input type="checkbox"/> Select all   |                                      |                                       |   |   |                                       |
| <input type="checkbox"/> <a href="#">Mokhammad Omar Nasir Rebe</a> CV7782734 Last Update: 2011-02-21                                |                                      |                                       |   |   |                                       |
| Age: 26 Gender: Male Nationality: Jordan Location: Amman, Jordan  |                                      |                                       |   |   |                                       |
| Target Job Title: <a href="#">QMR-OCQA-Industrial-Planning-A supervisor Engineer</a>  |                                      |                                       |   |   |                                       |
| Last Work Experience: <a href="#">QMR-Lab Division Head- Paint Section Head at Rum-Aladdin For Engineering Industries Co.PLC</a>    |                                      |                                       |   |   |                                       |
| Degree: <a href="#">Bachelor's degree / Higher diploma</a>  |                                      |                                       |   |   |                                       |
| Skills: <a href="#">Computer Usage (Software &amp; Hardware) - Excellent in English Language - COMPUTER SKILLS: AUTOCAD, MS OFF</a> |                                      |                                       |   |   |                                       |
| Total Experience: <a href="#">2 Years, 4 Months</a>   |                                      |                                       |   |   |                                       |
| Min Monthly Salary: <a href="#">USD 1,000</a>   |                                      |                                       |   |   |                                       |

Hilma Pharmaceuticals

[Log Out](#)

Account Details

Job Posting

> Credits: 114

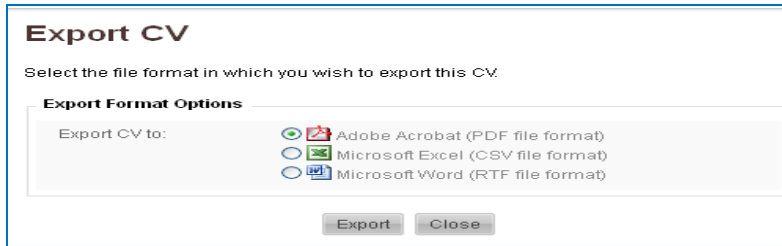
CV Search

> Global Search  
(Expires 28 Jun 2011)

[Terms and Conditions for Employers](#)



- 1 Export of this particular CV to PDF, Word or Excel formats



**Export CV**

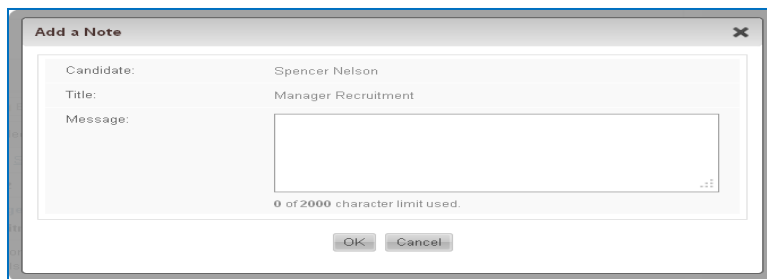
Select the file format in which you wish to export this CV.

**Export Format Options**

Export CV to:

- Adobe Acrobat (PDF file format)
- Microsoft Excel (CSV file format)
- Microsoft Word (RTF file format)

- 2 Adding notes to CVs of contacted candidates is mandatory (to provide your colleagues with additional information you gathered and to ensure that candidates are not contacted twice from different HR Champions).



**Add a Note**

Candidate: Spencer Nelson

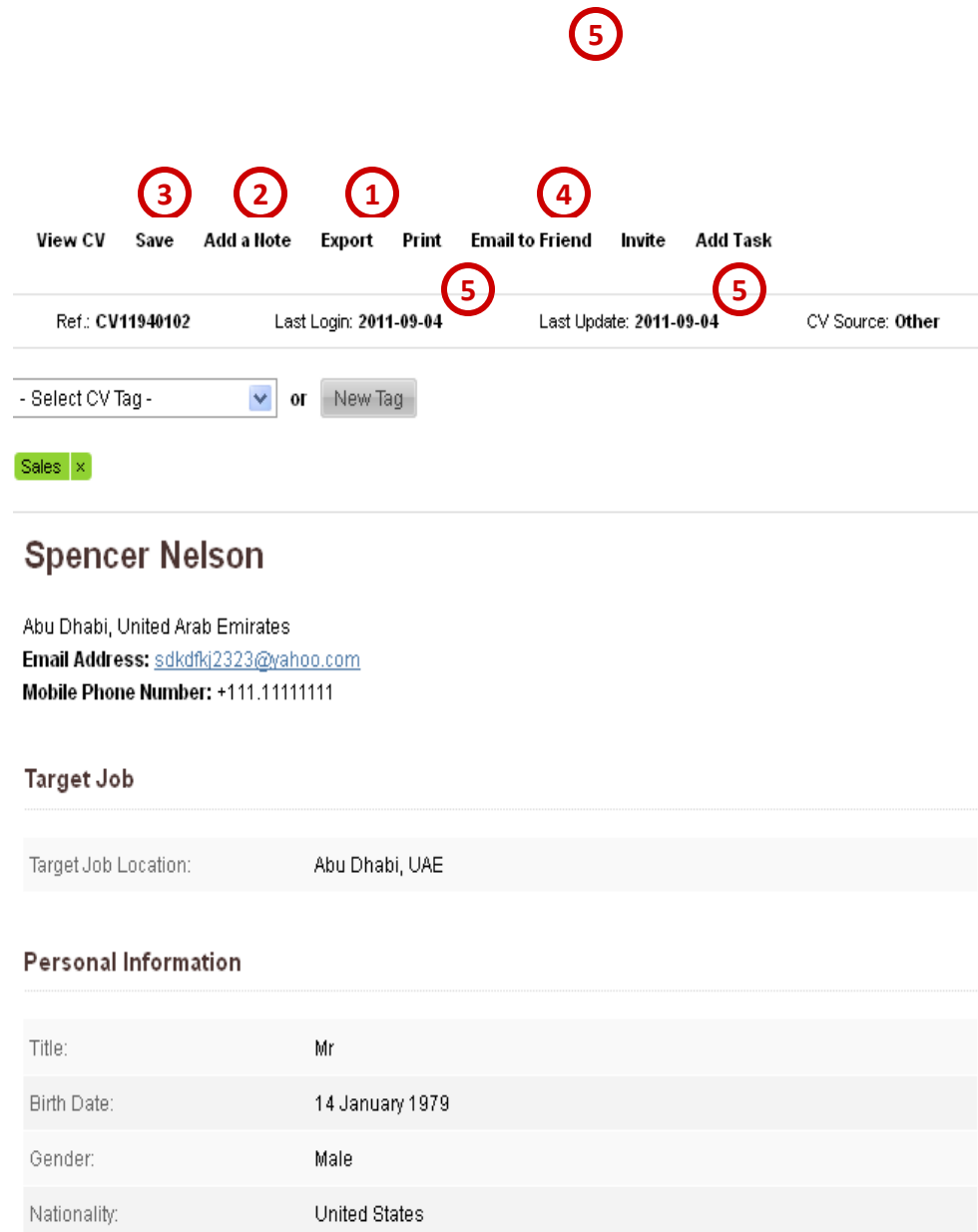
Title: Manager Recruitment

Message:

0 of 2000 character limit used.

- 3 Save this particular CV to an existing folder or creat a new folder and save it to it .

- 4 Directly email a particular CV to a colleague who might be looking for this calibre of candidates.



5

3 2 1 4

View CV Save Add a Note Export Print Email to Friend Invite Add Task

Ref: CV11940102 Last Login: 2011-09-04 5 Last Update: 2011-09-04 5 CV Source: Other

- Select CV Tag - or New Tag

Sales x

## Spencer Nelson

Abu Dhabi, United Arab Emirates  
**Email Address:** [sdkdfkj2323@yahoo.com](mailto:sdkdfkj2323@yahoo.com)  
**Mobile Phone Number:** +111.11111111

### Target Job

Target Job Location: Abu Dhabi, UAE

### Personal Information

|              |                 |
|--------------|-----------------|
| Title:       | Mr              |
| Birth Date:  | 14 January 1979 |
| Gender:      | Male            |
| Nationality: | United States   |

- 5 Last Login and Last Update dates on each CV indicate the activity level of the candidate and the “freshness” of the CV.



## My Questionnaires

My Questionnaires

Shared Questionnaires

[Add a new questionnaire](#)

Name

Accountant

[Activate](#) | [Edit Details](#) | [Edit Questions](#) | [Copy](#) | [Delete](#) | [Share](#)

### Create 3 types of questions:

1. 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')
2. 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)
3. Free text questions  
e.g. How would you describe your leadership style?  
Please elaborate in no more than 250 words.

## 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.