The Problem with On-Line Job Applications

Frank Alaniz
Missouri Workforce Regional Liaison

On-Line Job Applications

Applicant Tracking Systems (ATS)

- Note: This information is provided as a general reference and does not apply systemically to all ATS programs or to all companies as a whole.

#1 Job Search Method

Click   Review   Apply   Pray

★ C ★ R ★ A ★ P ★

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Unbeknownst to many job seekers, a whopping 85% of resumes are never seen by human eyes

- ## Why?
  - Employers are using applicant tracking software to parse the information from your resume and map it into a database called an ATS (applicant tracking system).
  - From this information, the system will assign them a score based on how well they match the job the employer is trying to fill, and then rank and sort all candidates. Naturally, the potential employees with the highest scores move on, while others are left in the dust.

Avoiding the Resume Black Hole

- What can help avoid the resume black hole?

Keywords

- The reason keywords are so important is because "**keywords are the words typed by employers and recruiters to find appropriate resumes**."

- *Regardless of how well-qualified you are, if your resume doesn't contain the words used by the ATS, the system will not find your resume.*

How to find the appropriate keywords for your resume:

- What words (keywords) are most commonly used in the ***titles*** of the jobs you want?
  - Example:
    - Administrative Assistant / St Louis (795)
    - Admin Assistant / St Louis (5)
    - Admin Assist / St Louis (3)

What does this mean?

- This means that, the term "Administrative Assistant" in the title of your resume would mean your resume would appear in the search results most of the time.

Exceptions

- Employer Specific Titles
    - Administrative Associate
    - Staff Assistant
    - Secretary (Federal/State)

What does this mean?

- *If you have found employers who have their own versions of a job title, put those terms on the resumes submitted to them or used in a job board they use, rather than the more common industry-standard terms.*

Different Level – Different Title

- Sometime job titles change with a change in job level.

  - Example:

    - Senior Administrative Assistant / St Louis (10)

    - Executive Assistant / St Louis (210).

What does this mean?

- Double-check to be sure you are using the appropriate terms for your target employers and jobs.

Disclaimer #2

Please note, another job board or a different location *could show quite different results* than we found in the "title search string" using Google
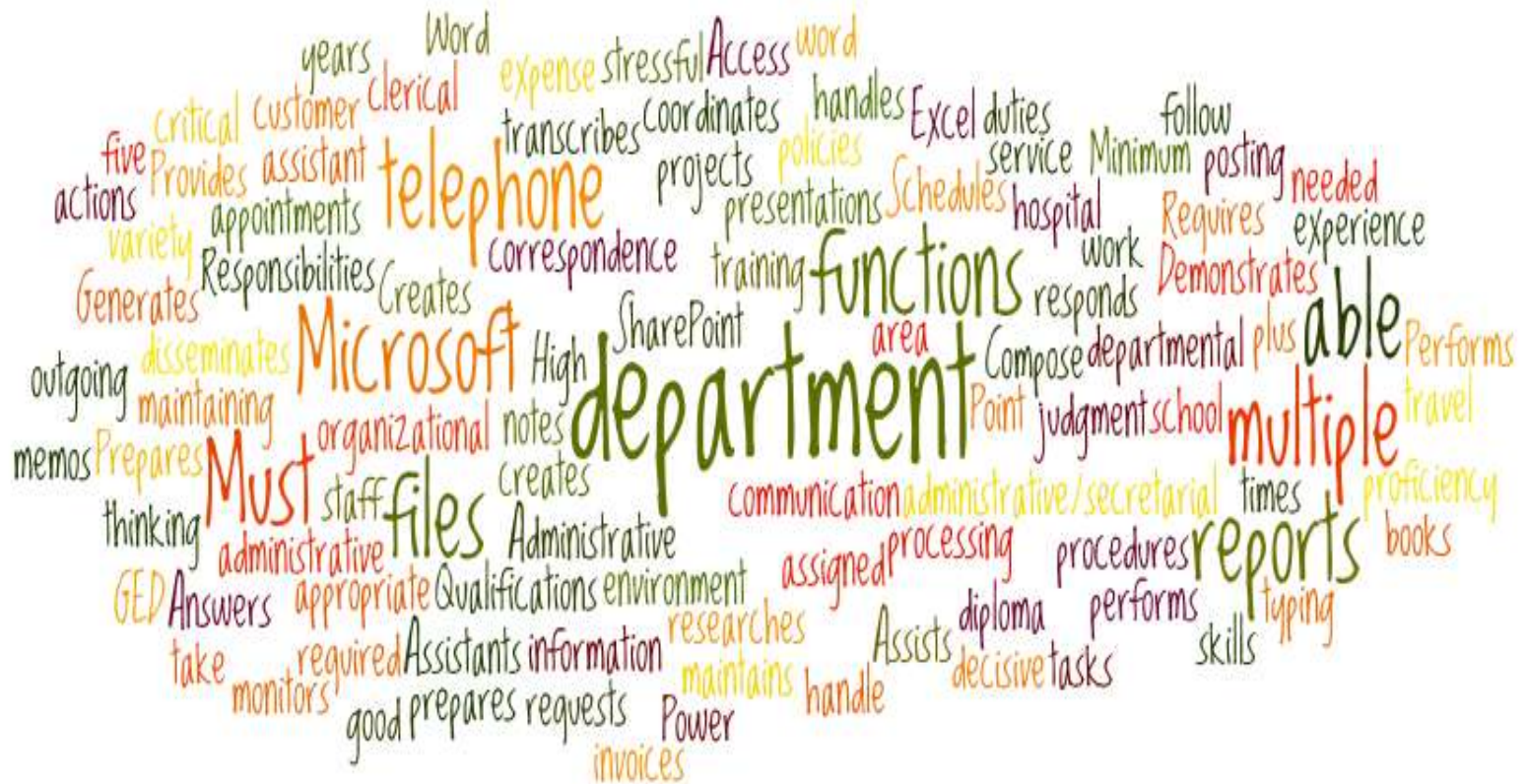
Wordle.net

Keywords | Skill Words

Wordle.net

Wordle Test

- Favorite Job Portal
  - Select 5jobs from different companies
  - Highlight and copy the entire job posting
    - Ctrl "A" then Ctrl "C"
  - Paste the entire posting into Wordle
    - Ctrl "V"
- Print each posting
  - Change "create" to your design
- Paste your entire resume into Wordle
- Compare all 6 documents for Keywords

Skill Word Picture

Resume

Editing

No Guarantees!

- These days, no one can guarantee that every resume submitted will receive a response. But, the probability of a response is improved if the resume is viewed. And, often, the reason a resume is not viewed is because technology has gotten in the way,

"Somehow"

Couple of Questions?

- Have you ever completed a job application and received "NO" feedback?

- You are asked to upload a resume and you want to attach a cover letter. Does the cover letter become the first page of the resume or the last?

Where do resumes go after I hit send?

- The first step is to make sure that you understand and follow to the letter the employer's resume and application submission instructions.

- **Two Rules when completing an online application**
  - #1 Read and follow all directions
  - #2 If you have a problem refer to rule #1

Running the Numbers

- A recent survey indicated that 96% of the fortune 1000 companies are now using an ATS system

- Microsoft receives about 50,000 resumes a month

- Starbucks attracted 7.6 million job applicants over the last 12 months for the 65,000 job openings nationwide

- Proctor & Gamble Inc. received nearly a million applicants for their 2,000 positions

Did You Know?

- 2 out of 3 companies do not respond to unqualified candidates
- At least 85% of resumes are discarded for using the wrong words
- .001 out of 10 respond to every candidate
- More than 40% of the resumes are rejected for using the wrong format

Resume Versions

- Presentation Resume
  - Resume that you email to employers
  - Take to Job Fairs

- ATS Resume
  - Formatting is very specific
  - Resume submitted with online application

- Interview Resume
  - Comprehensive
  - T-Based

ATS Formatting

- Keywords
  - Make sure your application/resume is filled with "Keywords" that come from the job you are targeting

  - The more specific your skill set is and the more closely it's matched to the online ad, the greater chance you have of success

  - Use their words not yours!
    - MS Office Suite vs. Word/Excel/etc.

Resume |Cover Letter

- Should be in a Word format.
  - doc vs. docx is optimal
  - PDF is acceptable with reservations

- The only fonts that you should use in your resume are the "universal fonts". These are the ones that open the same on PCs and Macs of all ages. These are: Times Roman, Arial, Century, MS Sans Serif, Book Antiqua, Century Gothic, or Calibri

Resume

- Tailor your resume to the listing; make sure it includes keywords
- Avoid placing your contact information in the header of the resume, because filtering software could ignore headers and footers and actually delete that info
- Resume Formatting
  - Do not have lines that run across the width of the page
  - Do not format using tables
  - Do not use borders around your resume
  - A one-inch margin top and bottom is best

Horror Stories

- Out of every 1,000 applicants who view a job requisition only 25 will complete the application correctly and only 3-5 will be called in for an interview

- Peter Cappelli, from the University of Pennsylvania, recently noted a case after a company's resume-screening system concluded that none of the 29,000 applicants for an engineering job had the right qualifications.

Examples

- Example #1:
  - Locally conducted an experiment in late 2011 with 50 job seekers.

- Example #2
  - Designed an ATS program with only one set of instructions: "Type in all appropriate information"

On-Line Application Tips

- Use Keywords found in the job description
- Use correct formatting
- Craft a short and targeted cover letter
- Save your work frequently
- Print each page prior to moving to next page
- Avoid using the "back" button

Additional Tips

- Trigger Points
  - Complete each field on the application
  - Some required fields may not have an asterisks
    - Salary
      - Alpha/Numeric or Numeric
    - Date of Birth
      - Eligibility
    - Conviction
      - Unique set of search terms

Additional Tips

- Don't hide keywords (white letters)
- Don't use special characters
- Overly formatted resumes and resumes embedded with pictures, graphics and logos can be incompatible with most ATS software.
- ATS choking – Don't over use the cut and paste process. (clipboard)
- Blacklisting – Apply for non-qualified jobs too many times

Additional Tips

- Don't over click buttons on slow computer

- Complete blank job application

- Many ATS are timed – Plan to spend at least one hour per application

- Be ready to complete an online assessment (45-60 minutes)

- Don't Assume

- Follow-Up

ATS Search Criteria

- Next Generation Software
  - Older ATS software relied on semantic search technology, that essentially counted keywords.
    - Using a targeted keyword multiple times could be interpreted as a positive result
  - Contextualization goes much deeper and examines factors such as how dated is a given set of skills and where in the applicants career path did they acquire experience in a subject

5 Minute Break

Work-Ready Employment Assistance Program

Creating an ATS "Friendly" Resume

- **Divide your resume into clear sections, and use common headers for each one**
  - Standard headings include: *Contact Information, Summary, Work Experience, Education, Training, Certifications* and *Skills.*

- **Punctuation**
  - Poor punctuation and capitalization can confuse the software about where to end and begin a field.

ATS Resume

- **Don't start your work experience with dates:**
  - To ensure applicant tracking systems read and import your work experience properly, always start it with your employer's name, followed by your title, followed by the dates you held that title. (Each can run on its own line).
- **Company Name:**
  - Should be followed by "Inc.," "Corp.," "LLC" or something similar so the system can identify it as a company. Including "Microsoft" by itself does not tell the ATS this is a company, so you need to include "Microsoft Corp." instead.

ATS Resume

- **Do** list the name of the position you are applying for in the Summary of your resume
- **Don't** list your experience in bullet point format. Consider creating a bulleted paragraph
- **Don't** add unfamiliar headings like Affiliations, Publications, Memberships, Volunteer Work as it may choke the ATS
- **Don't** list your credentials (MBA, CPA, etc.) next to your name. (Separate line)
- **Don't** mix different fonts

Qualifications

- Even if you have the perfect qualifications, skill set and experience, if the ATS cannot locate this information within the resume, it will be passed on and most likely never seen by decision makers

Contact Information

CONTACT INFORMATION: **{****}**

Frank Alaniz

Address: 1520 Market Street, St Louis, Missouri 63103

Phone: 314-657-3511

Email: frank.alaniz@ded.mo.gov

Summary

SUMMARY:

Career professional with an extensive background working with diverse populations. Project developer and videographer with the ability to manage, design and create multiple projects.

Skills

SKILLS:

Programmer

Developer

Videographer

Project Manger

Facilitator

Experience

EXPERIENCE:

SLATEMCC

Missouri Workforce Regional Liaison

03/2012 – Present

Project developer, manager and data analyst for SLATE.

Missouri Career Centers

Functional Manager

9/2008 – 03/2012

Administrative and Functional Manager for St Louis County Missouri Career Centers.

Education

EDUCATION:

What's A Matta U.

BS: Engineering Science

01/1864

(No, GPA or Honors unless specifically asked for in a separate data elements)

Cover Letters

- The resumes with the most keywords, in the right places within the document and used most frequently rise to the top.

- Because ATS function by tracking keywords, a Cover Letter with keywords relevant to the job posting can help your resume's ranking, and therefore the likelihood of it being reviewed by a person.

"Experts" say cover letters are a waste of time

- Correct up to 50% of employers recently surveyed don't read Cover Letters!

- Which employers make up that 50%?

- If you don't get by the ATS you won't have to worry if your cover letter gets read or not!

Top 5 Reasons You Didn't Hear Back (and reasons why)

1. You weren't qualified for the job you applied for

"EQUALS"

Inability to read/understand job requirements or poor judgment.

– **The solution:** Read the job posting *very* carefully! Apply when you can make it clear to the employer that you meet most, if not all, of their requirements

Top 5 Reasons You Didn't Hear Back (and reasons why)

2. You didn't respond to the job posting appropriately

"EQUALS"

Inability to read, comprehend, or follow directions.

– **The solution:** Read the job posting very carefully! Refer to "Rule #1"

Top 5 Reasons You Didn't Hear Back (and reasons why)

3. Your resume was poorly done (typos, misspellings, etc.)

"EQUALS"

Poor attention to detail and/or poor communications skills.

– **The solution:** Carefully prepare your resume, spell-check it, and, if possible, have someone else read it, too.

Top 5 Reasons You Didn't Hear Back (and reasons why)

4. Your email address is unprofessional

"EQUALS"

Poor judgment.

– **The solution:** Set up a Gmail, Yahoo, or MSN email address that is a "serious" version of your name, with appropriate numbers (no date of birth, etc.)

Top 5 Reasons You Didn't Hear Back (and reasons why)

5. Your resume didn't contain the appropriate keywords for the job

   "EQUALS"

   Lack of technical savvy.

   – **The solution:** Use the *exact terms* in your resume that are used in the job description so the keywords match. Use their words not yours!

Networking

- With ever increasing compliance mandates for employers, most organizations require that all resumes, no matter how they are obtained, be processed through the corporate applicant tracking system.

- Attempting to avoid the ATS (and the employer's process) through networking or by simply sending emails to executives and employees may ultimately work against you and cause you more harm than good.

- If an employer has outlined a resume submission process on their website, it's best to follow it.

Networking

- **Suggestion:**
  - When meeting someone at a company where you want to work, provide them with the dressed-up resume and another one that is more ATS friendly.
    - You might even say: "Here is a copy of my resume for you, and in case you want to include it in your company's database, here's another one that will be better suited for that purpose."

Application Process

- Find the Position
  - 1st Hour – Research the company
    - Do I want this job?
    - Do I want to work for this employer?
    - Do I know someone who already works there?

  - When you apply for a job you really want, your enthusiasm will show in the quality of your application and interview.

Application Process

- Find the Position
  - 2nd Hour – Customize Resume/Cover Letter
    - *Regardless of how well-qualified you are, if your resume doesn't contain the words used by the ATS, the system will not find your resume.*
    - *If you aren't customizing your resume and application for each opportunity, the applicant tracking system ("ATS") may be blocking it, or it may simply not be found when a recruiter searches for qualified resumes.*

Application Process

- Find the Position
  - 3rd Hour – Complete the ATS process
    - No borders, headers, PDFs, fancy fonts, graphics, tables, etc.
    - Keywords found in the job posting
    - Doc vs. Docx
    - Formatted correctly
    - Appropriate email address

Application Process

- Find the Position
  - 4th Hour – Behavioral Assessment Link
    - Pre-hire assessment tests examine your skill level and whether or not you would fit into the cultural and ethical environment of the employer.
    - It measures your answers against what the employer has defined as the profile of an ideal employee in that position.
    - The test is psychometric, testing personality and style as opposed to skills.

Application Process

- Find the Position
  - 5th Hour – Follow-up
    - Send personalized email with "presentation" resume
    - Use LinkedIn to find hiring managers (another workshop)
    - Use email as cover letter
    - Close the deal!

Application Process

- Find the Position
  - 1st Hour – Research the company
  - 2nd Hour – Customize Resume/Cover Letter
  - 3rd Hour – Complete the ATS process
  - 4th Hour – Behavioral Assessment Link
  - 5th Hour – Follow-up

Quality versus Quantity

Your Résumé

Last Note

The term **"** résumé **"** itself is not ATS friendly. The ATS does not recognize the accented letters and instead reads it as **"** r?sum? **"**

Questions

5 Minute Break

Work-Ready Employment Assistance Program

Resume Development

Resume Versions

- Presentation Resume
  - Resume that you email to employers
  - Take to Job Fairs

- ATS Resume
  - Formatting is very specific
  - Resume submitted with online application

- Interview Resume
  - Comprehensive
  - T-Based

The Ladders have found recruiters spend an average of just six seconds looking at a resume before deciding 'Yes' or 'No' on candidates

Six Second Resume Test

1. Fold your resume in half ©

2. Place your thumb about half way down the page ©

3. Read from the top down to your thumb without unfolding the page

4. Your 6 Second Review!

Full Name
email@clarkson.edu
Mobile: (12?) 555-5555

Current Address
123 Grove Street
Potsdam, NY 13699

Permanent Address
123 Maple Street
Buffalo, NY 12345

OBJECTIVE
An employment opportunity in a Computer Science related field.

EDUCATION
Clarkson University – Potsdam, NY   B.S. Computer Science, Mathematics; Minor: Business/Administration
GPA: 3.5 – Dean's List 6 Semesters   May 2010

Newcastle University – Newcastle, NSW, Australia   Study Abroad Exchange Program
GPA: 90 – High Distinction   Completed: July 2009

RELEVANT EXPERIENCE
Eastman Kodak Company – Rochester, NY
Software Development   May 2008 – August 2008
 • Led team from many positions in the company in finding and implementing a new bug-tracking solution.
 • Investigated current system (Lotus Notes), created requirements for a new tool, conducted meetings and demonstrations of possible solutions, created proposal for recommended course of action, configured and administered the new system (JIRA) after decision was made.
 • Created applications for migrating data between systems/databases using C#, XML, and Excel Macros.

Software Quality Assurance   May 2007 – August 2007
 • Tested new software releases for the Kodak Picture Kiosk.
 • Designed and executed test procedures, reported incidents, and worked with databases and Rational software.
 • Organized and led meetings of project leaders, developers and QA team members for each original test group setting.

          Potsdam, NY   September 2007 – Present
          using Dreamweaver and Photoshop.
          ing industry.

          and Web Development.
          organized reports, labs and memos.
          Public Speaking Competition. Gained confidence and learned

          August 2007 – Present
          weaknesses in organization, development and style. Guide
writers in solving the problems.
 • Learned valuable interpersonal communication skills by collaborating with students from many fields. Trained in writing and tutoring.

TEAMWORK
 • Ski Club   September 2007 – Present
 • Intramurals – Captain of Basketball and Softball team   September 2006 – Present

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Reality of Today's Job Search

- Interviewed over 400 Hiring/HR Managers
  - Number One Complaint
    - Communication Skills
      - Inability to articulate skills
        - Resume
        - Applicant Tracking Systems
        - Interviews (Telephonic | Seated)
        - Social Media

"Searching for the best talent that fits our culture"

Senior Talent Acquisition Manager – St Louis Fortune 500 company

Culture

Skills

Education
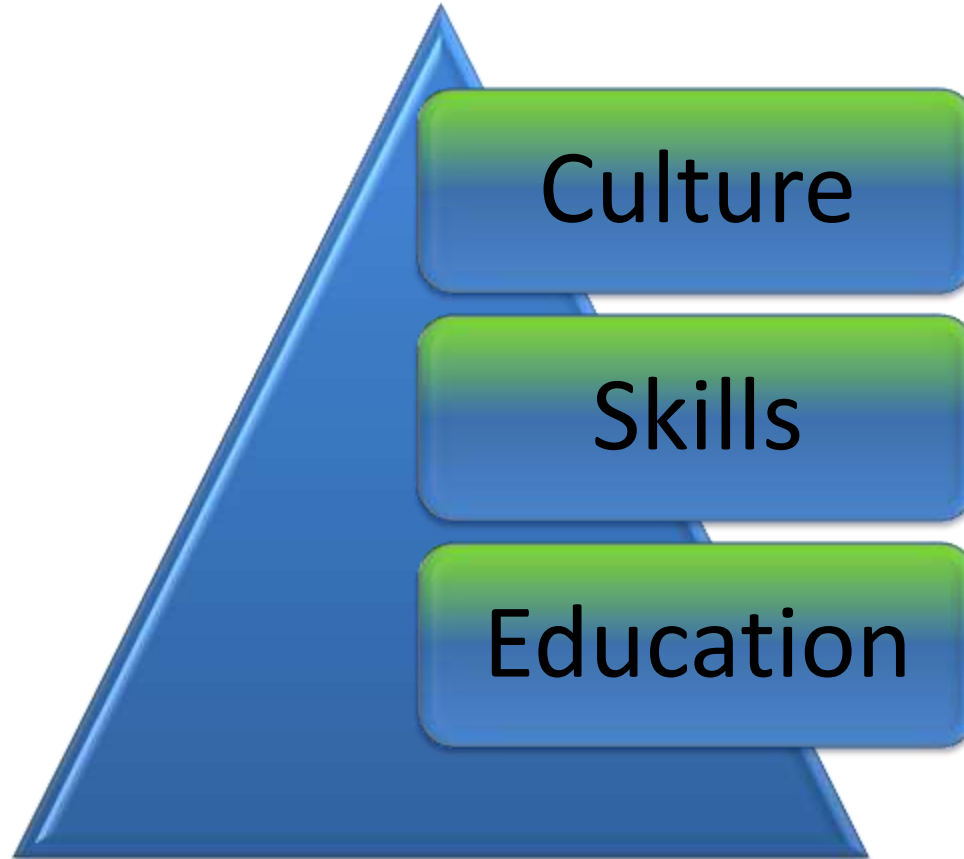
Today's Talent

Top Ten Signs Your Resume Needs Updating

1. The title is …… Resume

   1. Word gives you 255 characters for a document title.

      1. Name your document in the following manner

         1. Company Name, Position Title, First Initial, Last Name (no comma's)

   File name: Monsanto-Admin Assistant-Falaniz

   Save as type: Word Document (*.docx)

   2. This makes your resume searchable and "Findable" within a resume database.

3. First line of the resume must include the title of the position you're applying for
    1. Example: Senior level "Project Manager" name of the position on the job requisition.

4. Trigger Dates: Use the EPT Formula
    1. Subtract the earliest work history date on your resume from today's date (years only, not months). Add that number of years to 20 (used as a ballpark figure for how old you probably were when you started working) to get a total of "x," meaning that you are at least "x" years old.
    2. Going back 15 years on your employment history indicates that you are at least 35 years old.

6. Objective Statement
   1. You should focus on what you can do for the company, tune in to their WIIFM and entice them to get you in for an interview by creating a Summary of Qualifications.
   2. The cover letter is an excellent place to tell the world your reasons for wanting this job.

7. Lack of Social Media Contact Details
   1. To indicate how tech savvy you are, you will want to include your LinkedIn and other professional networking details

8. Terminology
   1. Use their words not yours
   2. Example: Microsoft Office Suite vs. Word, Excel, etc.

9. References available (and happily supplied on request)

  1. No need to write that in your resume, it's only wasting space. Surely this is implied when you apply for a job anyway?

10. Submitting the same resume to each job posting

  1. Your resume is a living document that needs to be tweaked, fine tuned or calibrated for each job you apply for!

Email Address

- Have an email address just for your job search.
  - Use FirstName.LastName@XYZ.com
  - If taken add numbers (Zip Code/Area Code)
    - (no phone #/birth date/or current year)
  - Don't use AOL (shows your age)
  - Consider using virtual email versus paid services (Phone Co./Cable/etc.)
    - Gmail | Yahoo | etc.
    - Avoid using email with validation requirements as most recruiters will not take steps to validate

30 Second Resume Test

1) Hold the 1ˢᵗ page of your Resume and fold the Header (name, address, etc.) back so it's no longer visible.

2) Fold the employment section of your resume back so it too is no longer visible.

3) What you have left is your 30 second resume review.

Understanding Job Postings

Most Job Posting contain three sections

❑ Company Information:

    ❑ Overview of the company mission and basic information pertaining to the company goal in hiring a qualified applicant

❑ Job Description:

    ❑ Overview of the position and some of the day to day job duties for the position the company is trying to fill

❑ Position Requirements:

    ❑ Qualifications an individual must possess prior to applying for this position

Read the Job Posting from beginning to end

❑ Select and highlight the top ten (10) items from the entire posting that you feel the employer is looking for in a qualified candidate.

❑ These selections from you are subjective and may not reflect 100% of what the employer is actually looking for.

❑ Then look at your resume...how many of the top ten items that you selected for this position are reflected in your resume and cover letter?

Wordle.net

Keywords | Skill Words

Wordle.net

Wordle Test

- Favorite Job Portal
  - Select 5 jobs from different companies
  - Highlight and copy the entire job posting
    - Ctrl "A" then Ctrl "C"
  - Paste the entire posting into Wordle
    - Ctrl "V"
- Print each posting
  - Change "create" to your design
- Paste your entire resume into Wordle
- Compare all 6 documents for Keywords

Skill Word Picture

Resume

Editing

Resume Guide

✓**No objective statement**

✓**Once you graduate move education to last item on resume**

✓**Summary of Qualifications**

✓**Accomplishments**

✓**Skills Section**

✓**It's not about what you've done in the past it's about what you bring to the table for that employer!**

✓**Match your resume to the job posting!**

Name

Address
Telephone Number (List only one ~ do not label (i.e. home, cell)
Email Address
LinkedIn Address

Summary: *An effective introductory Summary statement at the opening of your resume is a critical component of effectively branding yourself to a prospective employer. This is the first part of your resume that a potential employer will read, and the goal is to communicate clearly what your expertise is and why you are qualified. Often an "Objective" statement tends to focus more your own interests as the job seeker, while a "Summary" statement communicates what you can bring to the table in the targeted role for the organization. Why should they hire you, essentially? This is communicated by highlighting the most relevant strengths, skills & core competencies that are unique to you as a candidate, versus a trait or skill that's an industry or professional standard (i.e. "multi-tasker" or "team-player"). The Summary statement should be no more than 4 lines and speak only to your professional background, and not address any outstanding circumstances (employment gaps, change of career, personal experiences, etc.).*

Accomplishments: *Let's start by understanding what kinds of accomplishments or achievements are important to employers and hiring managers. In her book, Resume Magic, Susan Britton Whitcomb explains that every jobseeker has "buying motivators" - these are the contributions that you have made in your career that would encourage a hiring company to "buy" you or in other words hire you. Simply put - every company listens to the same radio station WIFI - What's In It For Me. Think of areas in which you have helped make your company successful and create career-defining accomplishments. Don't be fooled - quantifiable accomplishments are NOT only for sales executives. Your stories can be created around other accomplishments.*

Here are a few other examples of buying motivators:
- *Made money for the company*
- *Helped the company save money or reduce costs*
- *Implemented processes that save time or increase work productivity*
- *Improved company's competitive advantage in the marketplace*
- *Enhanced corporate image or building company's reputation in its industry*

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Cover Letter Guide

✓**Complete name/address including email**

✓**Date**

✓**Hiring Manager ~ HR/Personnel Manager ~ Internal Point of Contact ~ Complete Name**

✓**Complete Company Address**

✓**Greetings**

✓*Name of Position and Position Number*

✓**3 Qualifications per Job Postings**

✓**Employment Gap Explanation more than 6 months**

✓**Highlighted skills tailored to position**

✓**Recap 3 qualifications and one qualification that you feel is your strongest not required by position**

✓**Sign in Blue**

Your Street Address
City, State xxxxx
Email Address

Date

(Hit enter 4 times after date and then include the following information below.)

Hiring Manager Name
Company Name
Company Street Address
City, State xxxxx

Dear Ms. or Mr. Smith, (Use the name or Director of Human Resources.)

I am interested in being considered for the position of _____ . I have _____ years of experience in the areas of _____, _____, and _____ with an interest in _____ .

The reason for writing a cover letter is to introduce yourself to a potential employer, and to highlight your best qualities that paint you in a positive light as the best candidate for the job. This is where you may explain in more depth certain aspects of your experience or skills that may be difficult to emphasize or communicate on your resume. A resume follows a specific and fairly formal format. The cover letter gives you an expanded venue to discuss your credentials in more depth, or address issues of importance. You might also address an employment gap in a cover letter, if it otherwise appears as a big red flag on your resume. You do not address this on your resume directly – there's no room, and it overshadows your skills and accomplishments, which is what they're scanning the resume for in the first place.

Most job postings list the skills required of successful applicants. Use this information to your advantage. Tailor your cover letter to match by highlighting those activities and experiences where you gained your most valuable skills.

Your final paragraph should include your strong interest in the position, recap the qualifications you listed above (List a total of 3 qualifications) along with a passion for _____ (List fourth qualification here). Please contact me at xxx-xxx-xxxx at your earliest convenience to set up an interview to learn more about the _____ position. I look forward to meeting with you.

Sincerely,

Your signed name **(IN BLUE)**

Your typed name first and last

Questions

5 Minute Break

Work-Ready Employment Assistance Program

Labor Market Information

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Missouri Regional Workforce Liaison

CareerOneStop.org

America's CareerInfoNet

Employer Locator

Occupation

Selection Occupation

Select Industry

Select Location

Select Cities

Results by City

Company Information

LinkedIn Advanced Search

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Missouri Workforce Regional Liaison

LinkedIn Boolean Search

(Amedisys OR "Emory University School of Medicine" OR "Aegis Therapies" OR "Jackson Healthcare" OR "Emory Johns Creek Hospital" OR "Lawrenceville Surgery Center" OR Vericom OR "Atlanta Medical Center" OR "Transcend Services" OR "DeKalb Medical" OR "Healthport LLC" OR "Shepherd Center" OR "Emory Healthcare" OR WellStar OR MedAssets OR RelayHealth OR Precyse OR "PSA Healthcare" OR "Gentiva Health Services" OR JSI OR "Apollo Health Street" OR "Regency Hospital Company" OR "Children's Healthcare of Atlanta" OR "Emory University Hospital" OR "Piedmont Healthcare" OR "UHS-Pruitt" OR MedQuist OR "Northeast Georgia Health System" OR "Medical College of Georgia" OR "Northside Hospital" OR MedQuest OR "Southern HealthCare Management" OR "Saint Joseph's Hospital" OR "TLC Vision" OR "Visiting Nurse Hospice Atlanta" OR "Encompass Group" OR "Memorial Healthcare System" OR "Healthcare Job Boards" OR HealthTronics OR Novation OR "maxIT Healthcare" OR "Triage Consulting Group" OR DrTango OR "The Coker Group" OR "Flo Healthcare" OR wordZXpressed OR StatCom OR "Jackson & Coker" OR "Argyle Solutions" OR GlobalCare OR Foundations OR MPV OR SEGO OR "Dearborn Advisors" OR "Coalition America" OR MDdatacor OR "Atlanta International" OR "Tyler & Company" OR BillPointe OR "Ascend Health Partners" OR SoloHealth OR "Locum Leaders" OR PracticeAdmin OR LifeGas OR "Southern Regional Medical Center" OR "Floyd Medical Center" OR Lifespan OR "Rockdale Medical" OR "Gwinnett Medical Center" OR "Tanner Health System" OR "Mariner Health Care" OR "Athens Regional Medical Center" OR "Ambulatory Services" OR "Grady Health System" OR "Centers for Disease Control" OR "Gwinnett Hospital System" OR "Piedmont Hospital" OR NSH OR "Northeast Georgia Medical Center" OR "InSight Health Corp" OR "AIM Healthcare" OR "Newnan Hospital" OR "Upson Regional Medical Center" OR "Coastal Administrative Services" OR "American Professional Institute" OR "Ridgeview Institute" OR "Tenet Healthcare" OR "Drive Medical")

Advanced Search
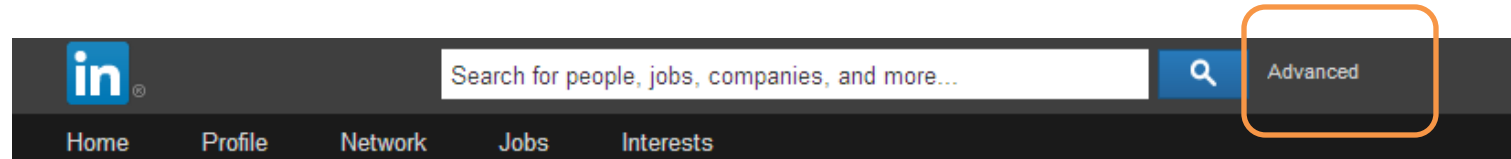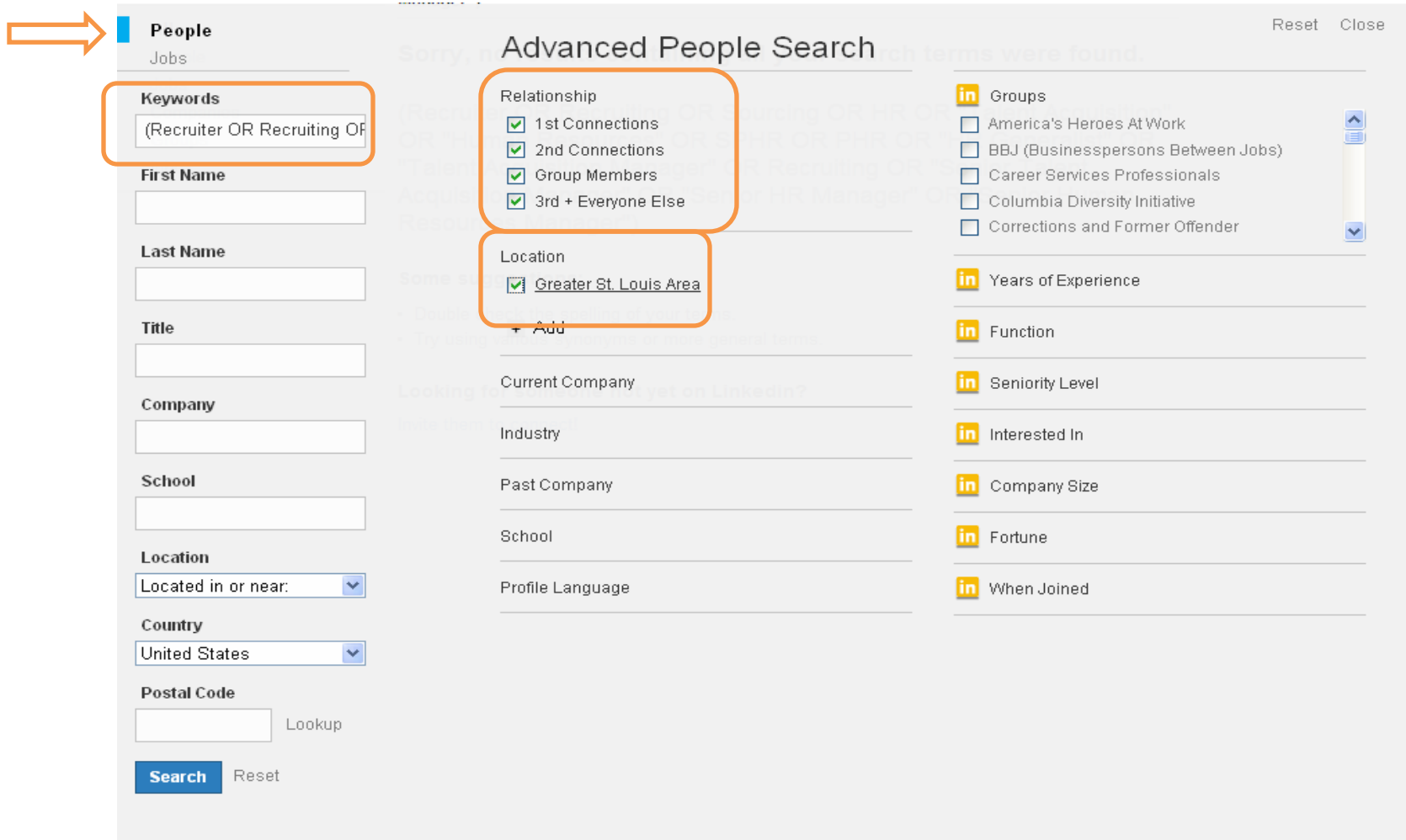

Build in Notepad only

Search

Using Boolean Logic Search Strings

- With over 15 billion web pages and over 40,000 job boards and resume databases, how does a recruiter sift through the data to discover the candidates who truly shine?

- The answer lies in effective search methods. One of the most popular methods is the use of Boolean logic in the search criteria.

Human Resources

- (Recruiter OR Recruiting OR Sourcing OR HR OR "Talent Acquisition" OR "Human Resources" OR SPHR OR PHR OR "HR Generalist" OR "Talent Acquisition Manager" OR Recruiting OR "Senior Talent Acquisition Manager" OR "Senior HR Manager" OR "Senior Human Resources Manager")

Advance Search

Results

Final Filter

LinkedIn Help

Linked in.
Corporate Solutions

Tip Sheet – Boolean Search Tips

Boolean searches rely on specific modifiers to help you find results more closely related to the types of profiles you need to find. You can build search strings in the Keywords, Title, Name and Company fields. The modifiers you can include in Recruiter are quotes, parenthesis, AND, OR and NOT.

Advanced Search

Show more advanced search fields

Keywords:		
First Name:	Job Title:	
Last Name:	Current or past	
School:	Company:	
Location: Anywhere	Current or past	

Questions