

Candidate Search

Candidate search is a great tool to be able to tailor the platform to meet your needs and ultimately do a lot more in a smaller amount of time. With candidate search you have the ability to: - Search the entire community of Professional and/or Student members - Use keyword search and suggestions - Apply filters to refine your search - View member profiles with work experience, education, and more Search smarter by applying filters relevant to the specific qualifications you are seeking and surface the best candidates.

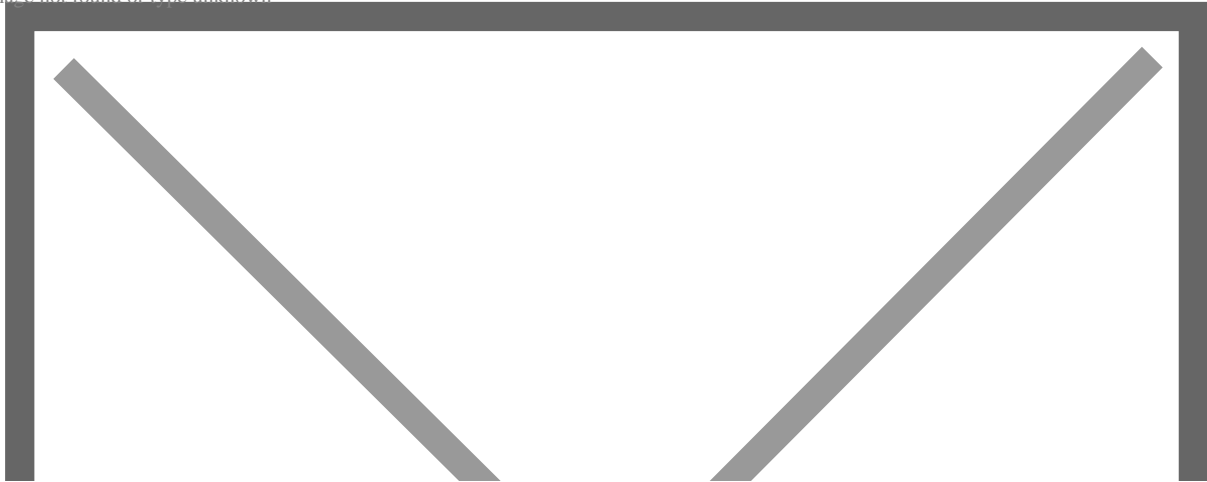
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Accessing Search

Log in to Jopwell.com and click Search in the top navigation bar

*If you have access to both professional and student search select from drop down either professionals for professional candidates or select students for Jopwell student candidates.

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*Both Professional and Students

Once you have clicked into Search, you will have access to a list of professional candidates if in professional search or student candidates if in Campus search.

Log in to Jopwell.com and click Search in the top navigation bar

Search Overview

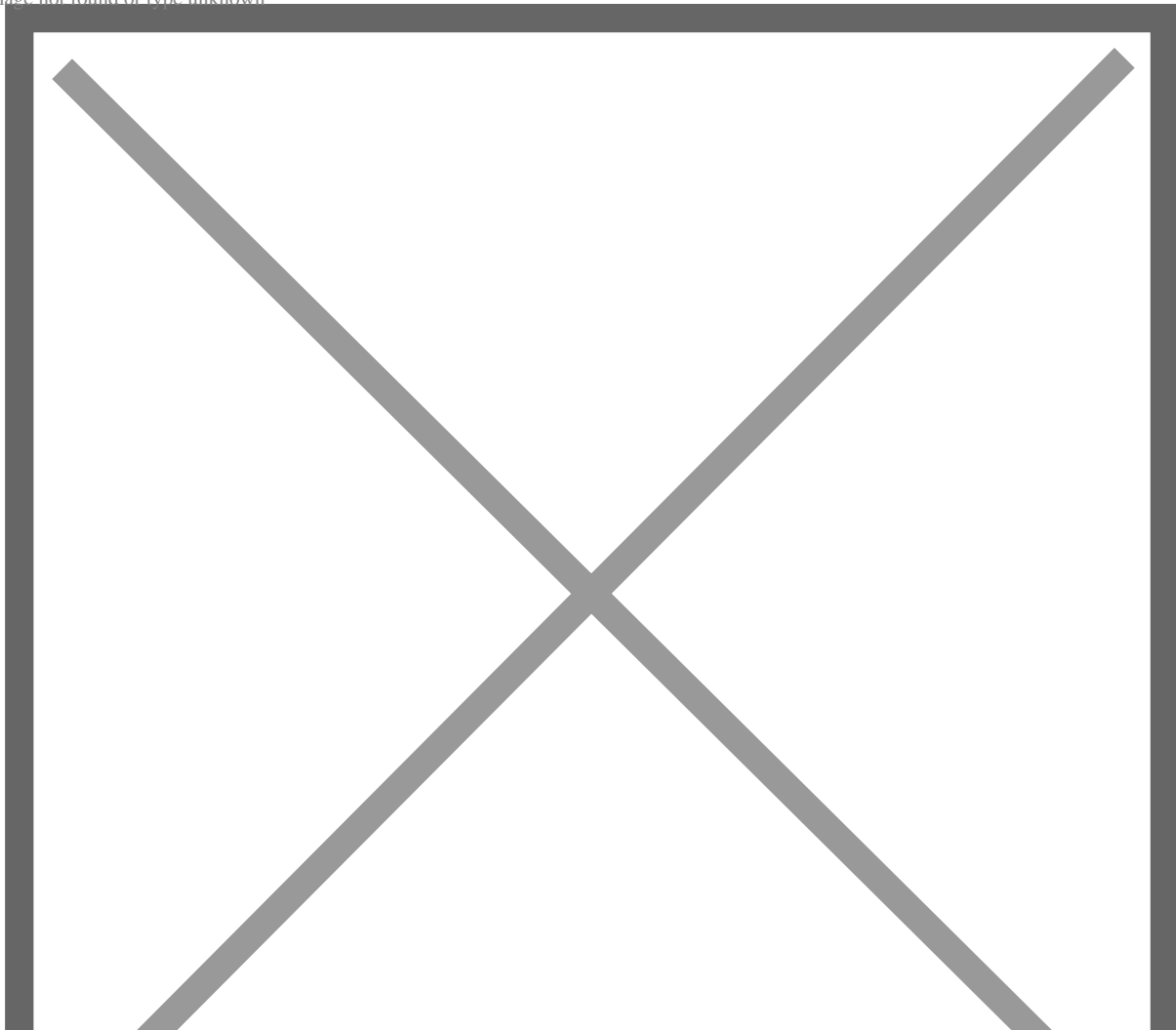
Professional vs. Campus Search

There are two member communities partners can have access to on the platform. Jopwell has separated professional and campus search to make finding the type of talent you are seeking easier.

Professional Search

Within professional search you are able to search through the full community of Jopwell members who have graduated from an accredited college or university and have entered the workforce.

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From this page you can:

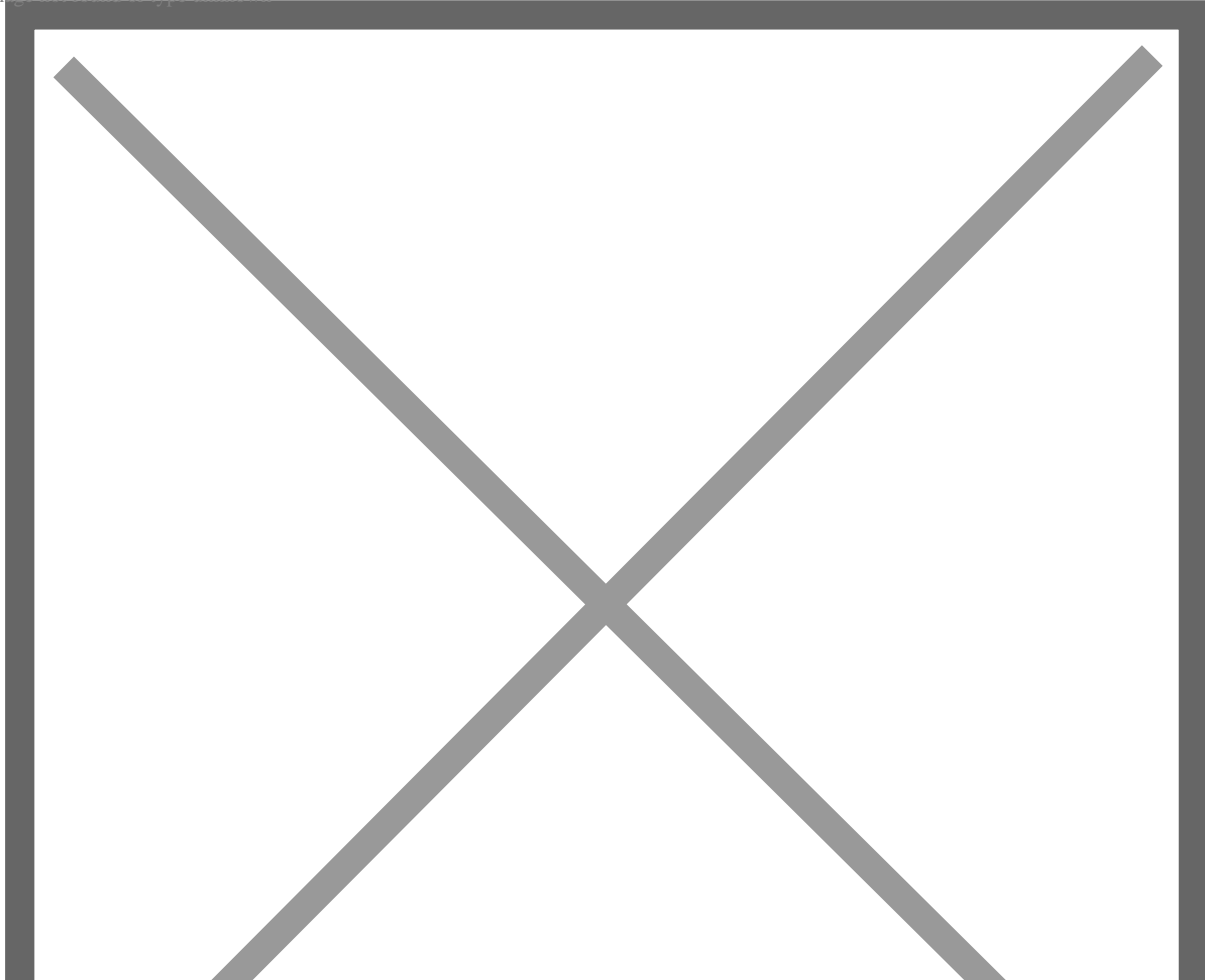
1. Use keyword and boolean operations to search for professional candidates
2. Apply filters to narrow candidate pool
3. Select candidates to add to a project or send directly to ATS

4. Be notified of the candidates you've previously viewed
5. Click into professional member profile pages

Campus Search

Within campus search you are able to search through the full community of Jopwell members who are currently enrolled in an undergraduate or graduate program at an accredited college or university. In campus search only you will be able to see the candidate's graduation date listed next to their avatar when included on their profile.

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From this page you can:

1. Use keyword and boolean to search for student candidates
2. Apply filters to narrow candidate pool
3. Select candidates to add to a project or send directly to ATS
4. Be notified of the candidates you've previously viewed
5. Click into student member profile pages
6. Use keyword and boolean operations to search for student candidates

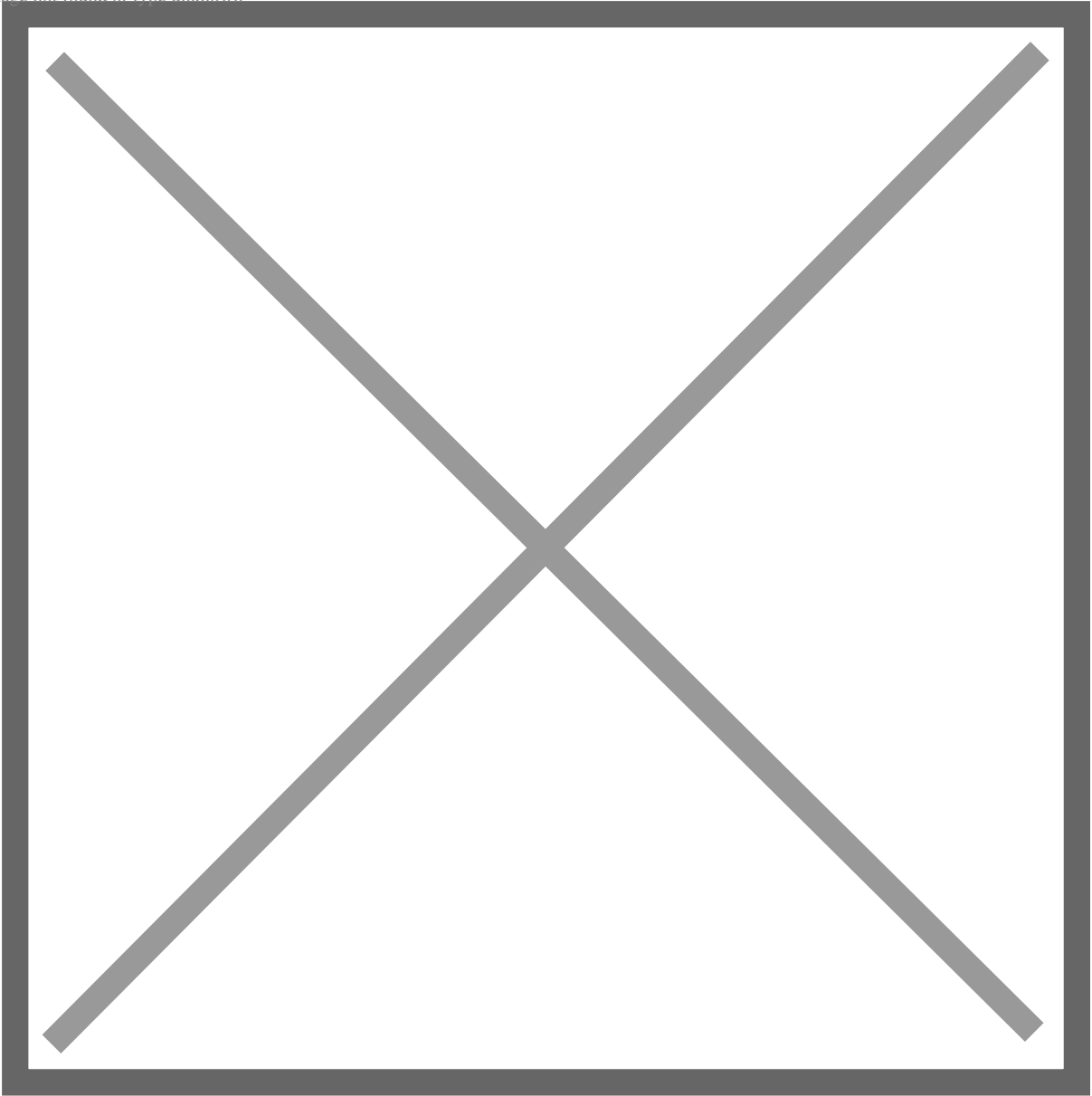
Add Candidate to Project

Candidates you are interested in contacting can be added to an existing or new project folder. Project folders are an easy way to organize job roles and communications with candidates. For more on projects visit [projects page](#)

- To create a new project folder from Jopwell search page simply select the check box next to the candidate you wish to add, select “Add to” box and select “Create new project”. Input the name for the project folder (ex., Associate Digital Marketing) and select Apply to save the new project folder or clear to exit. If the project folder already exists you will not be able to create a duplicate folder name and will be required to change to a unique name.
- To add a candidate to an existing project, simply select the check box next to the candidate you wish to add, select “Add to” box and select the project folder you wish to add the candidate to. Once selected the candidate(s) will be added and you should see a confirmation banner at the top of the page.

Successfully added to existing project

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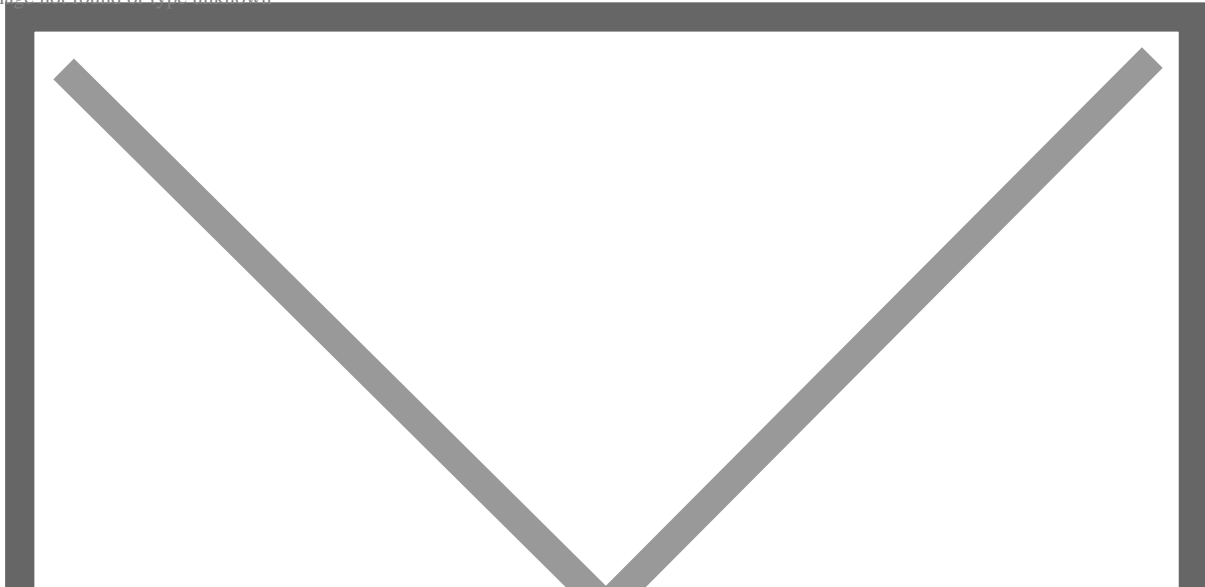
Send Candidate to ATS

Jopwell search now allows you to send candidates directly to Greenhouse or Lever and select jobs on Greenhouse or Lever to send a candidate to.

Once ATS status is connected and set to active (see connecting ATS page) candidates can be more easily connected to your talent tools.

Once you have found a candidate, select the checkbox within the search experience and click the 'Send To ATS'.

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Keyword Search and Filters

Keyword Search and Suggestions

You can add keywords to a search for terms listed anywhere on Jopwell member profiles.

The four common scenarios for using keyword search in Jopwell are:

- Searching for an emerging or specific skill term not yet available in the Jopwell standardized skills and tools taxonomy.
- Searching for a term that doesn't have a corresponding facet available. For example, certifications, product names, security clearances, groups, and associations.
- Searching for mentions of a term. For example, the user wants to return all members that mention a specific term regardless of the context in which it is listed.
- Boolean search across facets. For example, ("Software Engineer" AND "Machine Learning") OR "Machine Learning Engineer".

Currently, the standardized search filters in Jopwell, such as Job Roles and Titles will return the broadest results. For example, if you search for "software engineer" using the Job Roles and Titles search filter, you'll be searching for "software engineer" in all available languages and your search will return the nationwide talent pool for software engineers. However, if you search for "software engineer" using Keyword Search, your search will only return members with the exact phrase "software engineer" on their profiles in English.

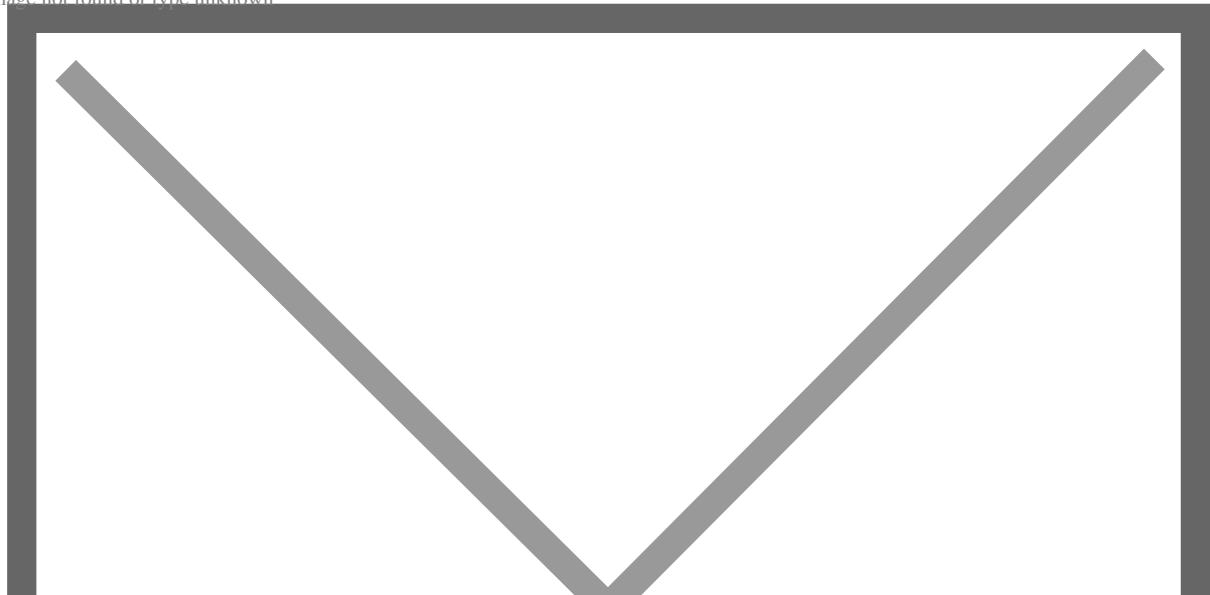
You can't search by name as member's first and last names aren't included in Jopwell's keyword index.

Filters

This tool is located on the left side panel of the search page. When using Jopwell filters, you have the ability to set parameters and eliminate any candidates that do not match the selected criteria. The following filters are available

In professional search:

1. Show all candidates:
2. **Display Jopwell Select candidates only:** Select candidates are professional members who have been individually confirmed by Jopwell as actively seeking new opportunities. These candidates have greater than 1 year of experience and their work experience has been verified by a Jopwell member. By clicking the select only box, only professional members in the Select community will be displayed. Select candidates are indicated by the Select icon displayed above title.



3. **Location:** Jopwell candidates are located all across the country. Candidates can be filtered based on metropolitan areas indicated on their profile. The default is set to a nationwide search but you can narrow the search to one or more of the following metropolitan areas: Atlanta, Chicago, Los Angeles, New York, San Francisco, or Washington. D.C.
 - The metropolitan area includes all candidates within XXX radius of the city
 - To remove selected locations, select “X” next to the city name.
4. **Job Roles and Titles:** Use this search functionality to filter community members based on a job role or particular title you are seeking. Add job titles that match or are similar to the job description, like Project Lead and Technical Project Manager. This will expand your search because there is an implicit OR modifier between terms in a single search filter. This means Jopwell search will return all profiles that have at least one of these job titles listed and meet the other search criteria already entered. Jopwell will suggest job titles if it is recognized but you can also enter a job title or role even if it is not auto suggested.
5. **Skills and Tools:** Jopwell search allows you to add specific skills and areas of expertise to your candidate search. Type in a specific skill, like Python and SQL to apply the skill to your search. Jopwell search surfaces candidates that have this skill selected on their member profile page so you can see the filter updated in real time. Note: Adding multiple fields will broaden the search because there is an implicit OR modifier between terms in a single search filter.
6. **Years of Experience:** Use the years of experience tool to filter based on the candidate’s years of professional experience. The timeline can be adjusted from 0 (or less than 1 year of experience) to 8+ years of experience. Drag to the timeline bar to the preferred amount of experience for your search and the displayed results will update automatically to reflect your selection. A candidate’s years of experience is calculated based on the candidate’s work history. When members create a Jopwell profile they provide their previous work experience, including start and end dates. Candidates continue to update their profiles with current work experience. This information is used to provide up to date information on a candidate's work history and years of experience.
7. **Majors and Minors:** Search candidates by topics studied in school. Enter a field of study and Jopwell search will suggest fields based on the text input. Multiple fields can be selected to broaden the search which will populate results with candidates who have

studied the selected field(s) as a major or a minor. Note: Adding multiple fields will broaden the search because there is an implicit OR modifier between terms in a single search filter.

In campus search:

1. **University:** You are able to search candidates by the school they attend. Begin by typing the name of the school and select the school you are looking for from the list of auto-suggestions. This search function is useful if you would like to build a pipeline from a specific school.
2. **Majors and Minors:** Search candidates by topics studied in school. Enter a field of study and Jopwell search will suggest fields based on the text input. Multiple fields can be selected to broaden the search which will populate results with candidates who have studied the selected field(s) as a major or a minor. Note: Adding multiple fields will broaden the search because there is an implicit OR modifier between terms in a single search filter.
3. **Skills and Tools:** Jopwell search allows you to add specific skills and areas of expertise to your candidate search. Type in a specific skill, like Python and SQL to apply the skill to your search. Jopwell search surfaces candidates that have this skill selected on their member profile page so you can see the filter updated in real time. Note: Adding multiple fields will broaden the search because there is an implicit OR modifier between terms in a single search filter.
4. **Graduation Date:** Use the graduation date tool to filter based on the candidate's projected graduation date. The timeline can be adjusted from class of '20 (graduation in 2020) to class of '25 (graduation in 2025) . Drag to the timeline bar to the preferred graduation date for your search and the displayed results will update automatically to reflect your selection.