

Searching Resumes

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SEARCH TIPS

Using Keywords

Keywords are words or phrases used to refine your resume search. Keyword examples include job titles, technical and professional experience, location, etc.

Note: If you enter multiple keywords separated by **and**, only resumes matching all terms will be returned. If you enter keywords separated by **or**, resumes matching any of the terms will be returned.

RESOURCES

Click the HELP link at the top of each page for assistance.

Contact a Support Representative at
866-one-gov1
(866-663-4681)
8 AM – 8 PM EST

To search the resume database for job seekers who match the criteria of your Vacancy Announcement, click **Search Resumes** on the Employer Service homepage and choose a preferred search method.

- QUICK SEARCH

Conducts a job seeker resume search based on location, educational level, work authorization, keywords, and other basic criteria.

- DETAILED SEARCH

Captures additional job seeker information, including desired work location and category preferences.

The search results page consists of two main sections:

Search CRITERIA

Your search keywords are displayed in the **Search These Results** box. You can refine the job seeker resumes returned from your original search or conduct a new search by selecting one of the choices highlighted below:

- SUB SEARCH

Refine the set of job seeker resumes returned from your original search criteria by using additional keywords.

- NEW SEARCH

Conduct a new search using new criteria. If you choose this option, you will return to the previous page and your previous criteria will not be saved.

Resume RESULTS

To view a job seeker's resume, click the resume title. To add a resume to a folder, check the box next to the resume and click Add Selected To Folder. (You'll be asked to choose the folder after clicking the link.)

- RESUME NOTES

Allows you to attach comments to a job seeker's resume. By doing so, information regarding a job seeker's suitability and their resume submission status will be available to selected members of the hiring team.

- RESUME AGENTS

Saves your search criteria for future searches. Once you've saved and titled a Resume Agent it can be used to conduct manual searches, or you can schedule periodic auto-searches and receive the results via email.