

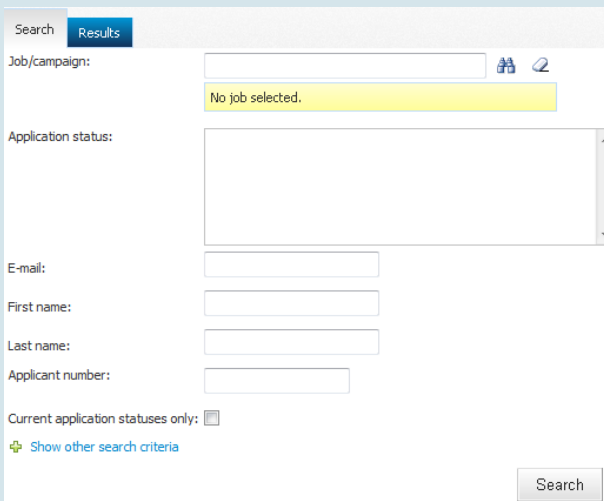
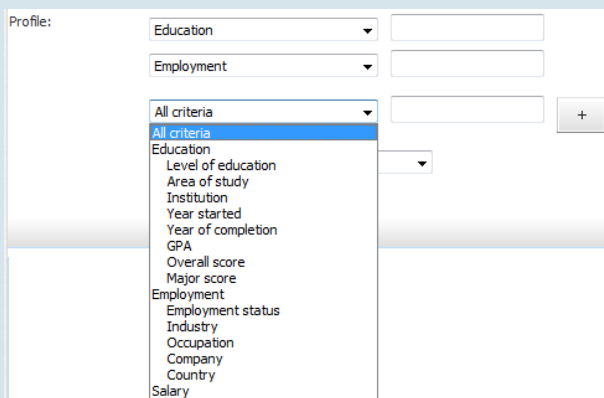



## Quick Reference Guide – Searching the applicant's profile

Searching the applicant's profile can help you to create a shortlist of applicants who have applied to a specific job.

The applicant's profile contains information about the applicant that he/she provided when he/she answered profile questions on an application form (e.g. Personal details, Employment history, Education, Availability).

Check with your PageUp People trainer or Super User if you are not sure if your application forms contain profile questions.

What you need to do	What you will see
<p><b>STEP 1: Go to Manage applications</b></p> <p>Navigate to the <b>Manage applications</b> page, click the <b>Search</b> tab and then click the blue <b>Show other search criteria</b> link.</p>	
<p><b>STEP 2: Enter your search criteria</b></p> <p>Use the <b>Profile</b> search field to enter your search criteria. For example, you may wish to search for applicants who have worked in a particular industry.</p> <p>You may like to search on applicants who have held a particular occupation.</p> <p>If you would like to search on multiple profile criteria, use the + button.</p> <p>When searching on multiple criteria, it is an AND search (i.e. you are narrowing your search).</p>	
<p><b>STEP 3: Click Search</b></p> <p>Click the <b>Search</b> button (top right-hand corner and also at the bottom of the page) to run your search:</p>	
<p><b>STEP 4: Review your results</b></p> <p>The applicants who meet your criteria are listed.</p> <p>To view all applicants again, click the 'i' button next to the job title and click <b>View all applications</b>.</p>	