

Begin Your Search



1 To begin your resume/CV search, select **Search Resumes** from the **Recruiters** dropdown menu.

2 You can choose from two search options; basic or advanced search. We recommend you select the **Advanced** search, which provides you with detailed search options.

The **Keyword Search**, will allow you to search through candidates' full Rigzone profile and their CV. You can also use Boolean operators to construct detailed searches.

Hint: *If you are unsure of Boolean, hit **More Info** and **Examples** to show which operators Rigzone supports and search string examples.*

3 The next section focuses on **Candidate Qualifications**. The first search box is the **Current Job Title** field.

Hint: *Searching by job title allows you to be very specific, but you may miss out on great candidates as titles vary by company, seniority level, etc. Use the **Keyword Search** box as much as you can to find the best profiles.*

4 **Area of Expertise** allows you to select up to 3 categories in any one search. We recommend you use this function in order to source relevant candidates.

5 You can select preferences for candidate employment type, total number of years' experience, education level and language preferences.

CANDIDATE QUALIFICATIONS

Focus your search by selecting the skill, education, and total experience levels for which you are searching.

Current Job Title [?] <input type="text" value="HSE Manager"/>	Area of Expertise <input type="text" value="HSE Manager / Advisor"/> OR <input type="text"/>
Employment Type <input type="text" value="Full Time Salaried Employee"/>	Total Industry Experience 5+ years <input type="text"/> to <input type="text"/>
Minimum Education Level <input type="text" value="Bachelors/3-5 yr Degree"/>	Primary Language <input type="text" value="English"/> Bilingual In <input type="text"/>

Hint: *These fields are not mandatory. Using too many filters may unnecessarily restrict your search. Consider running a more basic search, and later refining it using our **Refine your Results** feature.*

6 **Candidate Location & Citizenship.** There are two search options; **Radius** and **Regional Search**, by default, you will land on the Radius Search.

a **Regional Search** allows you to search for candidates within a short distance by city, town or postcode. Begin typing the location into the field and a list will automatically populate, once you have selected your location you can then select the desired radius.

CANDIDATE LOCATION & CITIZENSHIP

Narrow your search to those candidates living in a specific area, country or state.

Radius Search Regional Search

Location

Radius:

b **Regional Search** allows you to produce a broader location search. You can select up to 3 different regions or countries you would like the candidates to be currently **Residing In** or be a **Citizen Of**.

CANDIDATE LOCATION & CITIZENSHIP

Narrow your search to those candidates living in a specific area, country or state.

Radius Search Regional Search

Residing In

OR
 OR

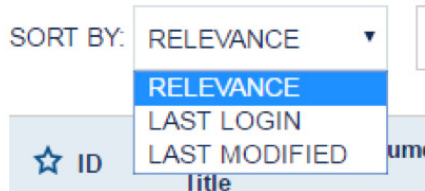
Citizen Of

7 Click **Search** to view your results.

Viewing Your Results



- 1 By default, your search results will be ordered by **Relevance**, based on keywords you have entered. If you prefer, you can order results by the date the candidate last logged in to Rigzone, or the date they last modified their profile.



Hint: Recent **Last Login** and **Last Modified** dates can be a great indicator of a candidate actively seeking a new role. As well as being able to sort using these options, the dates will also be displayed in the search results list.

- 2 Use the **Refine Your Results** section to narrow down your results if you feel there are too many. Simply select a preference for skills, location, education and/or experience.

Refine Your Results

Skills	Location	Education	Experience
HSE Manager / Advisor (3970) Emergency Response (478) QA / QC / Inspection (474) Risk Management (437) HSE Auditing (378)	United Kingdom (1537) US (1168) United Arab Emirates (566) Romania (105) France (97)	Bachelors/3-5 Yr Degree (2324) Masters Degree (1519) PhD/Doctorate (127)	5-9 years (928) 10-14 years (903) 15-19 years (639) 20-24 years (607) 25-29 years (405)

Hint: The numbers in brackets indicate how many profiles lie under each of the refining options, allowing you to quickly condense your results to a more relevant pool of candidates.

- 3 The initial search results view provides basic information about the candidate, including years of experience, education level and location. If you click on **Quick View** you will see a detailed overview of a candidate. We recommend using the **Expand All** button at the top of the search results, which expands each candidate **Quick View**.



- 4 **Quick View** allows you to view current job title, current employer, citizenship and whether or not you have viewed this candidate profile previously. **Quick View** also displays a **Career Summary** which contains extracts of a candidate's profile, indicating where your keywords feature.

Hint: The **Quick View** is designed to save you time, scanning through the information will provide you with insight into whether a candidate has the required experience and qualifications for your role.