The path to the best candidates

– A guide to searching the CV database

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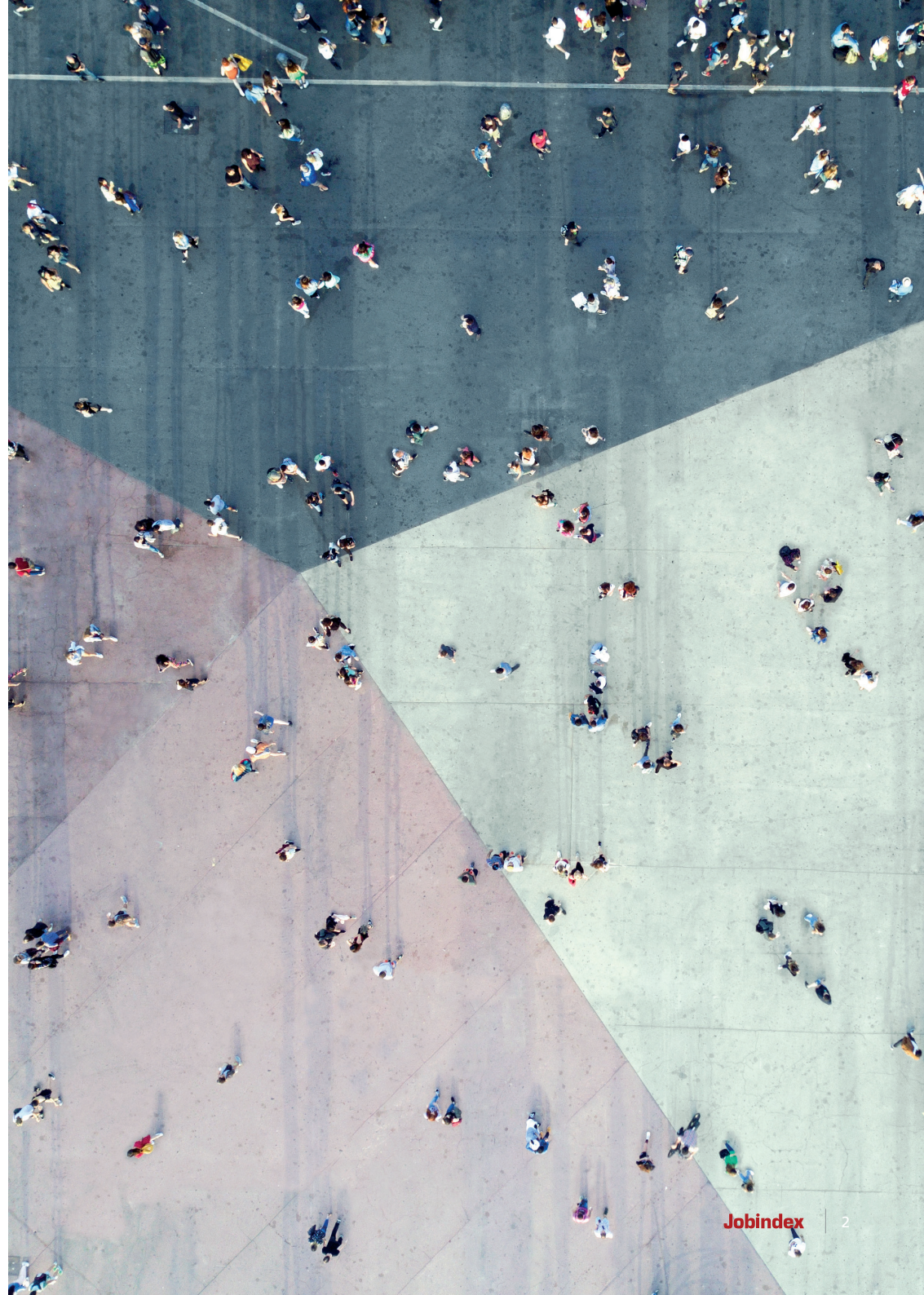
Getting started

In the CV database, you can search on a variety of criteria, such as job category, workplace location, educational level or keywords from the CV. You can click on the headline to read the detailed CV, and you can mark the CVs of persons you want to contact as you proceed.

Once you have selected a group of CVs, you have the opportunity to write a custom message to the selected candidates. The message is sent as an email from Jobindex to the candidates, who then have the option of either contacting you directly or responding to your inquiry through Jobindex.

Once you have registered as a business user, you have free access.

How to find the CV database
You can access the CV database in two ways. Via 'CV search' in the top menu or via 'Your customer page' if you want to send a Profile Ad with your message to the candidates.

How to include the Profile Ad
If you already have a Profile Ad on Jobindex, you can automatically include it in the message when you contact the candidate.

1 Go to 'Your customer page'.

2 Find the Profile Ad and click 'CV match'.

3 Start your search.

Optimise your search

With just a few selections, you can get an overview of your desired pool of candidates. Search via keywords, e.g. for a certification, a system or an abbreviation in the field of expertise.

On the left-hand side, you have access to a wide range of options that can help narrow down your search.

1 **Start by searching broadly**
First, get an impression of the population and then combine keywords with symbols to narrow down your search.
– Search for professional background and education, not soft values.
– Look through other CVs for inspiration for more relevant keywords.

2 **Define minimum/maximum**
If, for example, you don't want to include newly qualified engineers, set the minimum salary at DKK 40,000. If, for example, you don't want candidates with executive aspirations, set the maximum salary at DKK 50,000. See more about salary as a parameter on page 8.

3 **Recruitment/groups**
Part time or temp.

It can be good to be creative in your search. This can be done using e.g. synonyms, abbreviations or English words.

Search in CVs   **1**

See manual ⓘ

| Search terms or CV IDs | Choose job titles | Search |
| Enter work location (e.g. postcode or city) | Choose category/categories | Reset |

Filter your search ⌃

Following company
☐ Jobindex QuickApply test

Education level
At least ⌄
Maximum ⌄

Work experience (years)
At least ⇕   Maximum ⇕

Management experience (years)
At least ⇕   Maximum ⇕

Salary expectations   **2**
0 kr. ⌄   ∞ ⌄

Advanced ⌃

Language skills

Minimum language proficiency
⌄

Notice period
⌄

Employment / groups   **3**

Search among
Online CVs + followers ⌄

Tips for your search

" "
(Quotation marks)

If you need to search for a combination of words in a certain order, you can use quotation marks.
Example: "technical assistant" returns CVs where the word technical is immediately followed by the word assistant.

+
(plus sign)

If you use several keywords and judge that one of them in combination with one of the others must be included in the CV, using "+" can be the solution.
Example: +procurement buyer purchaser returns CVs where the word procurement AND either buyer or purchaser are included. Use at least three words.

-
(minus sign)

Occasionally, it may be relevant to include one keyword while omitting another. Here you can use -.
Example: +carer -nurse returns CVs where the word carer is included but the word nurse is NOT included.

( )
(parenthesis)

If you want to combine various symbols, parentheses can be a good tool for grouping your requirements for the search.
Example: +(Nav Axapta Dynamics) +(HD Economics) +(controller auditor) returns CVs where candidates know either Navision, Axapta or Dynamics and hold either an HD (graduate diploma) or MSc in Economics and have worked as a controller or auditor.*

Save the best CVs

You can save the best candidates' CVs under a specific label called a "tag." In this way, you can create a shortlist for a specific job or a long-term candidate pipeline which you can use again and again. Candidates cannot see that you have tagged their CV.

1 **Create a tag**
Once you have found an interesting candidate in the CV database, click 'Add tag' on the candidate's toolbar.
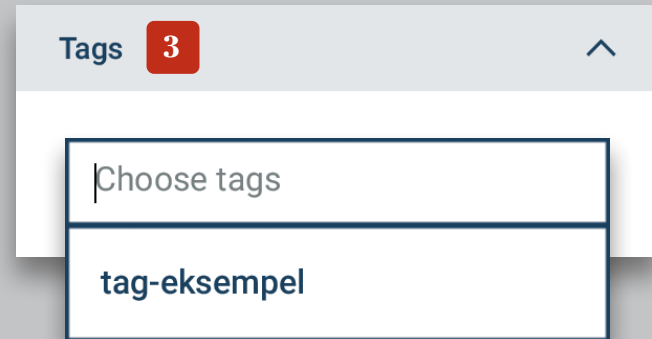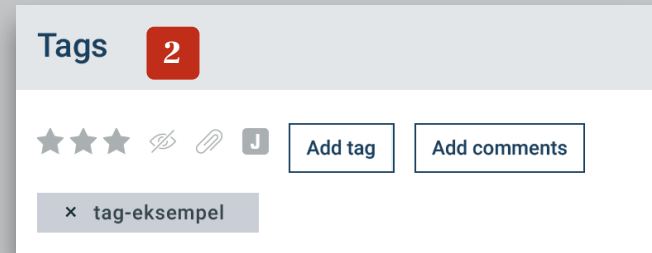
2 **Assign tag**
Name your tag with a short, concise and easily recognisable phrase – and save it. The tag will now appear in the candidate's toolbar.

3 **How to find your tagged CVs**
You can find your tagged CVs again through the CV database. On the left, under the 'Tags' heading, you can find your own and your colleagues' saved tags.

Tags	**1**	
★★★	Add tag	Add comments

Tags	**2**	
★★★	Add tag	Add comments
× tag-eksempel		

Tags **3**

Choose tags

tag-eksempel
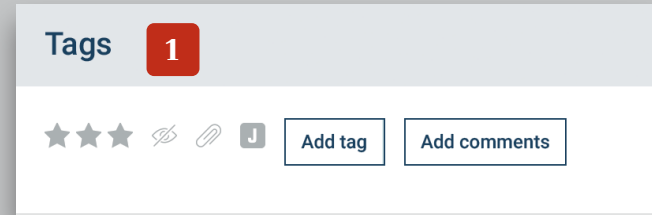
Get notified of new CVs

Create CV agents and get notified when relevant candidates create a CV. In this way, you can keep up to date on your ideal target group and contact the best new candidates first.

1 **Search**

Create a search with the requirements and criteria that describe the profile. E.g. copywriter as the job title.

2 **Assign a title to your search and save it**

Make sure the email icon is displayed in green next to the title. That way, you know that the CV agent is active. At the bottom of the left-hand menu, you can name your search and save it.

Now you will get information about new candidates who create a CV with this profile.

Search in CVs

See manual ⓘ

Search terms or CV IDs

Choose job titles   **1**

Search

Enter work location (e.g. postcode or city)

Choose category/categories

Reset

Saved searches ⌃

Current search

| Title **2** | Save |

Your saved searches

copywriter	✉ ✎ 🗑
telemarketingsælger	✉ ✎ 🗑
.NET	✉ ✎ 🗑
SAP	✉ ✎ 🗑
salgschef (tung)	✉ ✎ 🗑
revisor	✉ ✎ 🗑

View all your searches →

Useful advice

Put yourself in the candidate's position. Show that you have read the candidate's CV and acknowledge the candidates' skills. Find the things that can pique the recipient's interest in the job.

Think about why the candidate should contact you – do you want to start a dialogue with the candidate and schedule a meeting, or do you want to encourage the candidate to apply for a position?

Some job titles, such as sales manager, can span many levels depending on e.g. industry, and here salary can be a relevant parameter for narrowing down your search.

Remember to leave room for negotiation, as there may be a big difference between desired salary and acceptable salary.

Frequently asked questions

How is my search ranked?

Searched CVs are listed according to how well they match your search criteria and how recently they have been updated.

How do I use geography in my search?

In the search box 'Enter workplace location' at the bottom left, you should be as specific as possible about a workplace. For example, 7500 Holstrebro returns more candidates than Western Jutland or Central Denmark Region.

Should I separate my keywords with commas?

No, use spaces to separate your keywords.

How do I search in attachments?

When a candidate's paper clip icon is blue, the candidate has an attached document – usually a CV. Searches also include the attached documents. If there is a match, you will see a small section in the candidate overview, illustrated with a paper clip.

How long can a CV be online in the CV database?

CVs must be activated at least every six months to be accessible in the CV database, which means you always have access to actively seeking profiles.

Jobindex

– Find your job satisfaction