



## How to Search and Sort Your Applicants

Now that you have applicants in the database, the next step is to start selecting the best qualified candidates who have applied. We need to select about 10 or 12 people to phone screen. We can do some of it on the phone together, but you should have some information so that you can take a look at your convenience. Either way, it is crucial that we communicate periodically about the candidates, so we learn what you like.

It is important to use EffectiveHiring™ searching abilities to find people who meet your criteria.

Login to EffectiveHiring™ ([www.effectivehiring.com](http://www.effectivehiring.com)) and select “Search Candidates” and then select your job from the list. The next screen you see is a search screen. Select any criteria from the entire questionnaire, and click “Search Now.” EffectiveHiring™ will return only those candidates who meet your criteria.

For example select “College Graduate” to see only applicants with a college degree. Then click the “Search Now” button. Read applications and their resumes that are returned. Try doing a few different searches on a variety of criteria to see who you like best. Use any criteria from any of the questions in the application.

If you like a candidate and would like to call him or her for a phone interview, scroll down to the bottom of their record to the status and tracking fields. Select “**Maybe**,” enter your initials into the “Notes” box and then click “Update.” Later, either of us can search by “Maybe” or your initials to find those candidates that look interesting to you. Similarly, you can search on my initials and find only those candidates that I felt were worth speaking with. Let’s reserve “Recommend for Interview” for people who are eligible to interview in person.

Feel free to put other notes in the “Notes” section as well. For example if you have a particular concern about someone or a particular question you want me to ask them, write it in the notes. **Be sure to click “Update” to save any changes you make to the tracking, status, or notes fields.**



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