



Candidate Search Step-by-Step Instructions

- View Candidate Profiles that match your search criteria
- Email candidates you are interested in
- Save your favorite search criteria
- Receive emails with new candidates that match your search criteria

What are the advantages of using Candidate Search?

JobCenterofWisconsin.com allows you to search for candidates that best suit your hiring needs. You select the applicant search criteria and preview potential candidates. The Candidate Search feature expedites your recruitment process by allowing you to conduct a confidential search, before posting or advertising a job opening. You can modify your search criteria to find the best candidate.

The Candidate Search feature provides you with the advantage of prescreening, based on your criteria. Candidates you review will only know that you reviewed their Profile if you email them for additional information, or to encourage them to apply for your position, or to set up an interview.

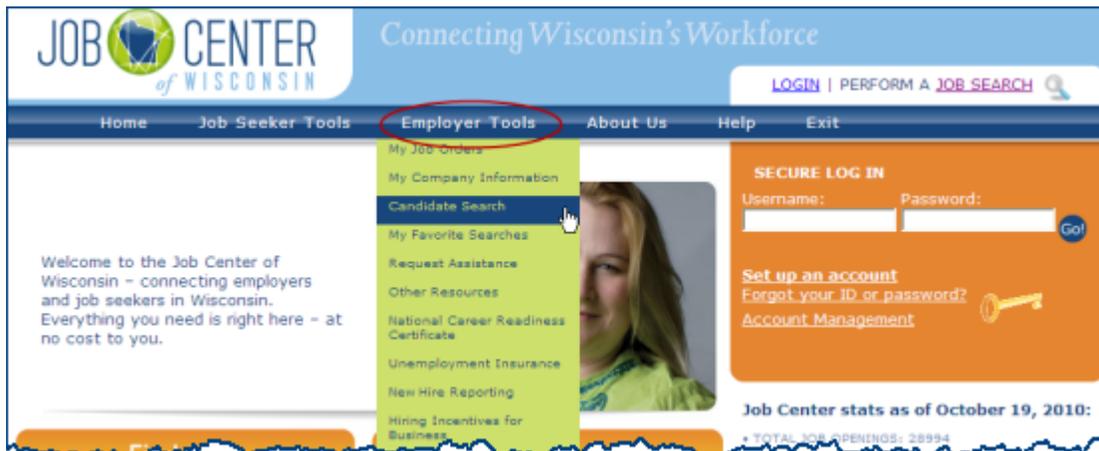
Using the JobCenterofWisconsin.com Candidate Search feature to seek out candidates is easy, and offers employers another tool to use in the recruitment process.

What do I need to do to use this feature?

Registration (username and password) is required to use the Candidate Search feature. Registering is a one-time process and consists of creating a username and password for yourself, and providing some demographic and contact information for your company.

If you already have a username and password to post job openings, you do not need to register again.

1. If you do need to register, please go to <http://jobcenterofwisconsin.com>. Click on Employer Tools (located in the dark blue menu bar), and then on Candidate Search.



2. Click on 'Set up an account' in the orange 'Secure Log In' area. The system will take you smoothly through the screens you need to complete. Please allow 5 minutes to complete the registration process.



How do I use the Candidate Search feature?

1. To get started, go to <http://jobcenterofwisconsin.com> and login with your username and password.
2. Click on Employer Tools, then on Candidate Search.



3. Enter your search criteria and click on the Search Candidates button. At a minimum, enter a Keyword or choose an Occupation Category from the drop-down list. Click on the green Search Candidates button. For more information, click on the [Need help?](#) link.
 - a. To search for a specific job title, type the job title in the Keyword field.

Candidate Search [Need help?](#)

Search Criteria

Keywords:
 (Example: Accountant, Cook, Bus Driver, Duties & Responsibilities, Résumé Number etc.)

Occupation Category:

Location:

Include Candidates Willing to Relocate:

Shift:

Minimum Education Level:

- b. To search more broadly, select an Occupation Category from the drop-down menu, and leave the Keyword field blank.

Job Center of Wisconsin - Find A Worker - Windows Internet Explorer

https://jobcenterofwisconsin.com/Presenter/Employers/ResumeSearch.a

File Edit View Favorites Tools Help

Job Center of Wisconsin - Find A Worker

JOB CENTER of WISCONSIN Connecting

Home Job Seeker Tools Employer Tools

Candidate Search

Search Criteria

Keywords:
 (Example: Accountant, Cook, Bus Driver, Duties & Responsibilities, Résumé Number etc.)

Occupation Category:
 All
 Architecture and Engineering Occupations
 Arts, Design, Entertainment, Sports, and Media Occupations
 Building and Grounds Cleaning and Maintenance Occupations
 Business and Financial Operations Occupations
 Community and Social Services Occupations
 Computer and Mathematical Occupations
 Construction and Extraction Occupations
 Education, Training, and Library Occupations
 Farming, Fishing, and Forestry Occupations
 Food Preparation and Serving Related Occupations
 Healthcare Practitioners and Technical Occupations
 Healthcare Support Occupations
 Installation, Maintenance, and Repair Occupations
 Legal Occupations
 Life, Physical, and Social Science Occupations
 Management Occupations
 Military Specific Occupations
 Office and Administrative Support Occupations
 Personal Care and Service Occupations
 Production Occupations
 Protective Service Occupations
 Sales and Related Occupations
 Transportation and Material Moving Occupations
 All

Location:

Include Candidates Willing to Relocate:

Shift:

Minimum Education Level:

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Candidate Search

Search Criteria

Keywords:
(Example: Accountant, Cook, Bus Driver, Duties & Responsibilities, Résumé Number etc.)

Occupation Category:
Business and Financial Operations Occupations

Location:
All

Minimum Desired Experience:
All

Include Candidates Willing to Relocate:
All

Shift:
All

Minimum Education Level:
All

Search Candidates >>

- c. To search for a specific job title within an Occupation Category, type the job title in the Keyword field **and** select an Occupation Category.

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Candidate Search

Search Criteria

Keywords:
(Example: Accountant, Cook, Bus Driver, Duties & Responsibilities, Résumé Number etc.)

accountant

Occupation Category:
Business and Financial Operations Occupations

Location:
All

Minimum Desired Experience:
All

Include Candidates Willing to Relocate:
All

Shift:
All

Minimum Education Level:
All

Search Candidates >>

4. Narrowing your search criteria by one or more of the other options is highly recommended:

- a. **Location** narrows your search to a particular county, city or zip code. Choose County or City/Zip Code from the drop-down menu. Out of state areas that border Wisconsin are listed at the end of the Counties Available list.

County will probably return more matching candidates than City/Zip Code.

The screenshot shows the 'Search Criteria' form. The 'Keywords' field contains 'welder'. The 'Occupation Category' is set to 'All'. The 'Location' dropdown is set to 'County'. The 'Counties Available' list includes Menominee, Milwaukee (highlighted), Monroe, and Oconto. A red arrow points from the 'Select' button to the 'Milwaukee' entry in the list. The 'Counties Selected' field contains 'Milwaukee'. The 'De-Select' button is also visible. Other fields include 'Include Candidates Willing to Relocate' (All), 'Shift' (All), and 'Minimum Education Level' (All). A 'Search Candidates >>' button is at the bottom.

The screenshot shows the 'Search Criteria' form. The 'Keywords' field contains 'welder'. The 'Occupation Category' is set to 'All'. The 'Location' dropdown is set to 'City/ZIP Code'. The 'City/ZIP' field contains 'Verona'. The 'Include Candidates Willing to Relocate' is set to 'All'. The 'Shift' is set to 'All'. The 'Minimum Education Level' is set to 'All'. A 'Search Candidates >>' button is at the bottom.

- b. **Candidates Willing to Relocate** has three options you can select from the drop-down menu:
 - o Selecting 'Yes' will only return candidates who are **willing to relocate** (probably the most useful).
 - o Selecting 'No' will only return candidates who are **not willing to relocate** (probably not very useful).
 - o Selecting 'All' will return all candidates who are willing to relocate, those who are not, and those who did not answer the question (possibly useful).

- c. If the position you are searching for has a **Minimum Education Level**, you can select one from the drop-down list to help narrow your search and refine your results.

The screenshot shows a 'Search Criteria' form with the following fields: 'Keywords' (text input with 'accountant'), 'Occupation Category' (dropdown menu with 'All'), 'Location' (dropdown menu with 'City/ZIP Code'), 'City/ZIP' (text input with '53186'), 'Include Candidates Willing to Relocate' (dropdown menu with 'Yes'), 'Shift' (dropdown menu with 'All'), and 'Minimum Education Level' (dropdown menu with 'Bachelors Degree'). A red circle highlights the 'Minimum Education Level' dropdown menu. A 'Search Candidates >>' button is located at the bottom right.

- d. If the position you are searching for has a **Shift** requirement, you can select one from the drop-down list to help narrow your search. The choices are All, First, Second, Third, Rotating, Mornings, Afternoons, Evenings, and Weekends.

The screenshot shows the same 'Search Criteria' form as above, but with a red circle highlighting the 'Shift' dropdown menu, which is currently set to 'All'. The 'Minimum Education Level' dropdown menu is also visible and set to 'Bachelors Degree'. The 'Search Candidates >>' button is at the bottom right.

5. The results of your search will be displayed. A maximum of 75 matching candidates will be displayed.

If a Keyword search was done, the Search Results are listed based on the best matches. The highest ranked results are listed first.

All other types of searches (excluding Keywords) are ranked by the date the **Candidate Profile** was last updated by the candidate, with the most recently updated Profiles listed first. If two candidates have the exact same score, and one is a Veteran, the Veteran will be listed first and designated with an American flag.

You will be able to see some details about the candidate. To view more information, click on the number link in the Preview column. Each candidate is assigned a unique number.

[Need help?](#)

Candidate Search

Search Criteria

Keywords:

(Example: Accountant, Cook, Bus Driver, Duties & Responsibilities, Résumé Number etc.)

welder

Occupation Category:

All

Location:

All

Include Candidates Willing to Relocate:

All

Shift:

All

Minimum Education Level:

All

Search Candidates >>

Search Results

Identifies job seekers who are Veterans

75 candidate(s) displayed. Click the numbered link in the Preview column to view the Candidate Profile.

Not all matching results will be shown, please refine your search. More than 75 resumes found.

E-mail	Preview	Last Date Emailed	Work Experience	Skills	Occupational Preferences (Years of Experience)
<input type="checkbox"/>	84		Welder/Fabricator 2/1993 to 8/2007 Welder/Fabricator 2/1992 to 11/1992 Steelworker/Welder 3/1979 to 3/1982	Over 20 years of welding experience. 100% success rate in passing weld tests. Very experienced with MIG and TIG welding. Experienced and knowledgeable in blueprint reading and weld symbols. Excellent hand and eye coordination and a safe work record. Able to work with any thickness of metal.	Welders, Cutters, Solderers, and Brazers (More than 15 years) Welders, Cutters, and Welder Fitters (3 - 5 years)
<input type="checkbox"/>	86		Welder/Fabricator 2/1993 to 8/2007 Welder/Fabricator 2/1992 to 11/1992 Steelworker/Welder 3/1979 to 3/1982	over 20 years of welding experience.operated many machines in the manufacturing industry,as well as over head cranes and lift trucks	Welders, Cutters, and Welder Fitters (More than 15 years)
<input type="checkbox"/>	84		Fab Welder 4/2010 to 6/2010 Quality 12/2009 to 4/2010	My specific skills are, MIG, TIG, and ARC welding, I was certified to MIG weld all positions at my previous employer. Experienced forklift driver. I am always willing to learn new ways of doing things and take suggestions very well. I pay close attention to detail and strive for 100% quality. Experienced in machine assembly and disassembly, light production and machining.	Assemblers and Fabricators, All Other (1 - 2 years) Production Workers, All Other (1 - 2 years) Welders, Cutters, and Welder Fitters (1 - 2 years)
<input type="checkbox"/>	80		Foreman Sprinkler Fitter 4/2005 to 12/2008 Apprentice/Foreman Sprinkler Fitter 3/1995 to 4/2005	Industrial Welding Certificate Graduate of SMAW, GTAW, GMAW Flux core and Metal Core welding. 12 years experience as a Foreman and managing crews on Big Jobs such as Strong Mechanically incline leader in Problem solving skills. O.S.H.A Trained in Safety, Forklifts, Boom/Platform Lifts and Power Tools. Proficient in Blue Print Reading. Proven credentials and work history of on-time, on-budget project completion.	Structural Metal Fabricators and Fitters (1 - 2 years) Welders, Cutters, Solderers, and Brazers (1 - 2 years) Welders, Cutters, and Welder Fitters (1 - 2 years)

6. If the search results aren't satisfactory, tweak your search criteria and click on the Search Candidates button again.

How do I use the Saved Search feature?

The Saved Search function saves the search **criteria**, not the search **results**. A Saved Search allows you to run the search at any time using the same search criteria to get the most current results. You can also have new candidates that match your search criteria emailed to you.

1. To set up a Saved Search, select the search criteria you want and click on the Search Candidates button. If the results are useful, you can save the search criteria by clicking on the green Save Search button at the bottom of the screen.

Search Criteria

Keywords:
(Example: Accountant, Cook, Bus Driver, Duties & Responsibilities, Résumé Number etc.)

Occupation Category:

Location:

Counties Available:

Counties Selected:

Include Candidates Willing to Relocate:

Shift:

Minimum Education Level:

Search Results

Identifies job seekers who are Veterans

22 candidate(s) displayed. Click the numbered link in the Preview column to view the Candidate Profile.

E-mail	Preview	Last Date Emailed	Work Experience	Skills	Occupational Preferences (Years of Experience)
<input type="checkbox"/>	23		Controller	financial reporting, financial	Accountants (More than
			Group Controller 6/1993 to 2/2002	including Microsoft Office Products, QuickBooks, and Sage MIP.	Branch or Department (More than 15 years)
			Controller 11/1978 to 5/1993		

E-mail Selected Candidates

An asterisk (*) denotes a required field.

Sender's E-mail Address:

Subject:

Refer to:

* Message:

Text Limit: 5000 | Text Entered: 0

Sender's Name:

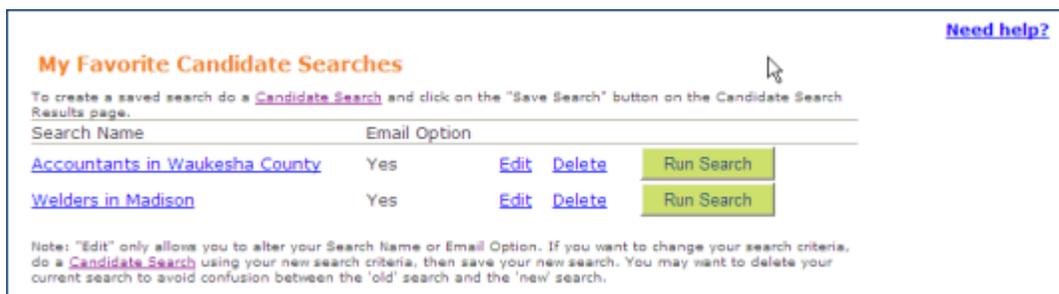
Sender's Job Title:

Sender's Business:

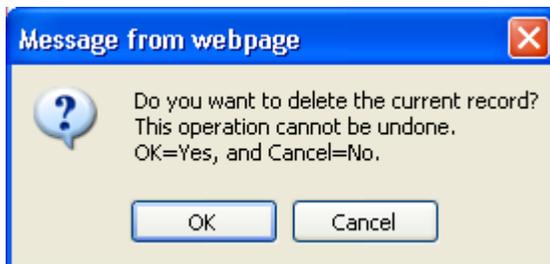
2. To access your Saved Searches in the future, click on Employer Tools, then on My Favorite Searches.



3. Your Saved Searches will be displayed.



- a. To **view the search criteria** you used when setting up a Saved Search, click on the Search Name link.
- b. To change a Saved Search name, or update email information, click on the **Edit** link. Make your changes, and then click on the green Save button.
- c. To delete a Saved Search, click on the **Delete** link, and then answer the pop-up question.



- d. To run a Saved Search and receive current, up-to-the-minute matches, click on the green **Run Search** button.
- e. To **change the search** criteria, delete the existing Saved Search and create a new one.

How do I contact Candidates?

- To contact candidates, click on the checkboxes in the E-mail column for the candidates you wish to contact, then scroll to the bottom of the page.

Search Criteria

Keywords:
(Example: Accountant, Cook, Bus Driver, Gules & Responsibilities, Resume Number etc.)
machinist

Occupation Category:
All

Location:
All

Include Candidates Willing to Relocate:
All

Shift:
All

Minimum Education Level:
All

[Search Candidates >>](#)

Search Results

Identifies job seekers who are Veterans

75 candidate(s) displayed. Click the numbered link in the Preview column to view the Candidate Profile.

Not all matching results will be shown, please refine your search. More than 75 resumes found.

E-mail	Preview	Last Date Emailed	Work Experience	Skills	Occupational Preferences (Years of Experience)
<input checked="" type="checkbox"/>			MACHINIST/FABRICATOR 8/1999 to 8/2008	TOOL MAKER, SHEETMETAL WORKER, MACHINIST	Assemblers and Fabricators, All Other (More than 15 years)
<input type="checkbox"/>			MACHINE SHOP SUPERVISOR 8/1980 to 2/1999		Machinists (More than 15 years)
<input type="checkbox"/>			TOOLMAKER 4/1995 to 2/1998		Maintenance and Repair Workers, General (More than 15 years)
<input type="checkbox"/>			TOOLMAKER/MACHINIST/PRESS OPERATOR 7/1992 to 3/1995		Maintenance and Repair Workers, General (More than 15 years)
<input type="checkbox"/>			AIRFRAME REPAIR SPECIALIST 2/1974 to 3/1978		Maintenance and Repair Workers, General (More than 15 years)
<input type="checkbox"/>			Prep cook 9/2009 to 12/2009		
<input type="checkbox"/>			CNC Machinist 6/2005 to 10/2005		
<input type="checkbox"/>			Buffet cook 2/2005 to 7/2005		Computer-Controlled Machine Tool Operators, Metal and Plastic (More than 15 years)
<input type="checkbox"/>			Line cook 3/2004 to 8/2004		Computer-Controlled Machine Tool Operators, Metal and Plastic (More than 15 years)
<input checked="" type="checkbox"/>			CNC machinist 1/1995 to 1/2001	Good PC skills	Cooks, Restaurant (6 - 10 years)
<input type="checkbox"/>			CNC Machinist 7/1993 to 12/1994		Truck Drivers, Light or Delivery Services (1 - 2 years)
<input type="checkbox"/>			CNC Programmer		Truck Drivers, Light or Delivery Services (1 - 2 years)

E-mail Selected Candidates

An asterisk (*) denotes a required field.

Sender's E-mail Address: brown@glorifiedrice.com

Subject: Job Center of Wisconsin Employer Contact

Refer to:

Message:

Text Limit: 5000 | Text Entered: 0

Sender's Name: LAURIE BROWN

Sender's Job Title: OWNER-OPERATOR

Sender's Business: GLORIFIED RICE CO

[Preview E-mail](#)
[Save Search](#)

2. Fill in the email form and click on the green Preview Email button.

E-mail Selected Candidates

An asterisk (*) denotes a required field.

Sender's E-mail Address:

Subject:

Refer to:

Message:
*

Text Limit: 5000 | Text Entered: 276

Sender's Name:

Sender's Job Title:

Sender's Business:

3. You will see your email as a job seeker will see it. If you checked several checkboxes, each candidate will receive his or her own email, for privacy.

E-mail Preview

From:

To:

Subject:

Refer to:

I saw your Profile on the Job Center of Wisconsin website. We have an immediate opening for a Senior Accountant. Your skills look like what we need. If you are interested in an interview, please respond to this email or give me a call at 608-555-1234, ext. 101. Thank you.

LAURIE BROWN
OWNER-OPERATOR
GLORIFIED RICE CO

You are receiving this communication because you signed up to receive emails from prospective employers using Job Center of Wisconsin. You can discontinue these emails by logging into your account at <https://jobcenterofwisconsin.com/> and going to Step 6 Finish/Activate for your resume. Change your response to 'no' for the 'Do you want Employers to match you to their jobs?' question. Employers will no longer be able to view your resume, and you will no longer receive emails from employers.

4. After you click on the green Send E-mail button, the button is inactive/grayed out, and a status message appears telling you how many emails were sent.

E-mail Preview

From:

To:

Subject:

Refer to:

I saw your Profile on the Job Center of Wisconsin website. We have an immediate opening for a Senior Accountant. Your skills look like what we need. If you are interested in an interview, please respond to this email or give me a call at 608-555-1234, ext. 101. Thank you.

LAURIE BROWN
OWNER-OPERATOR
GLORIFIED RICE CO

You are receiving this communication because you signed up to receive emails from prospective employers using Job Center of Wisconsin. You can discontinue these emails by logging into your account at <https://jobcenterofwisconsin.com/> and going to Step 6 Finish/Activate for your resume. Change your response to 'no' for the 'Do you want Employers to match you to their jobs?' question. Employers will no longer be able to view your resume, and you will no longer receive emails from employers.

1 of 1 messages sent successfully.

5. When conducting future Candidate Searches, you will know that you previously contacted a candidate by looking at the Last Date Emailed column.

Search Results
 Identifies job seekers who are Veterans.
 6 candidate(s) displayed. Click the numbered link in the Preview column to view the Candidate Profile.

E-mail	Preview	Last Date Emailed	Work Experience	Skills	Occupational Preferences (Years of Experience)
<input type="checkbox"/>	23		Accounts Receivable Clerk 10/1990 to present Night Auditor 6/1980 to 9/1990 Janitor 3/1985 to 6/1990	Excellent math skills	Bookkeeping, Accounting, and Auditing Clerks (6 - 10 years) Financial Examiners (Less than one year)
<input type="checkbox"/>	25	10/8/2009 4:39:25 PM	Tax Analyst 6/2008 to present Night Auditor 11/2005 to present Staff Accountant 11/2005 to present Staff Accountant 5/2005 to 11/2005 Sales Clerk 7/2003 to 8/2005 Tax Preparation 7/2003 to 8/2005 Bartender 7/2001 to 7/2002 Tax Accountant 7/2001 to 7/2002 Stockroom Help 6/1999 to 7/2001	Experienced with QuickBooks, Great Plains, and Peachtree accounting software packages, as well as ACL auditing software. Furthermore, I have experience implementing and working in an enterprise system based on an Oracle database.	Accountants (11 - 15 years) Financial Analysts (3 - 5 years) Welders, Cutters, Solderers, and Brazers (1 - 2 years)

You cannot be sure a candidate receives or reads your email. Reasons include:

- The candidate may read it and choose not to respond.
- The candidate may perceive it to be spam and delete it.
- The candidate's mailbox may be full.
- The candidate has changed email addresses and hasn't updated his or her Candidate Profile.
- The candidate misspelled his or her email address.