



Candidate Search on JobCenterofWisconsin.com

- *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 the Candidate Search feature?

- Search for candidates that best suit your hiring needs.
- Expedites your recruitment process by allowing you to conduct a confidential search, before posting or advertising a job opening.
- Use your search criteria and preview potential candidates. Candidates will only know that you reviewed their Profile if you email them for additional information, or to encourage them to apply for your position.
- Offers businesses another tool to use in the recruitment process.



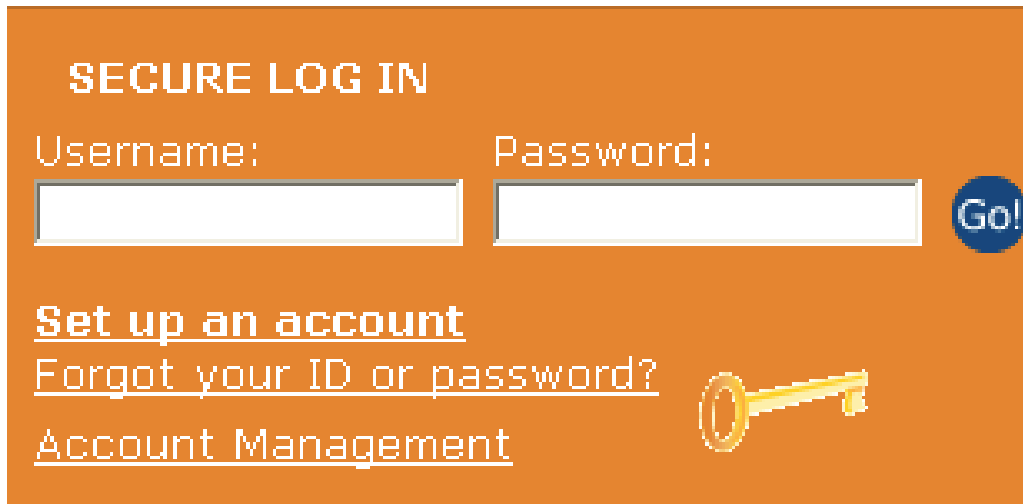
What do I need to do to get started?

- A one-time registration is required and consists of creating a Username and Password for yourself, and providing some demographic and contact information for your company.
- <http://jobcenterofwisconsin.com>
- Click on Employer Tools (located in the dark blue menu bar), and then on My Job Orders. 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?

Go to <http://jobcenterofwisconsin.com> and login with your Username and Password.




SECURE LOG IN

Username: Password:

[Go!](#)

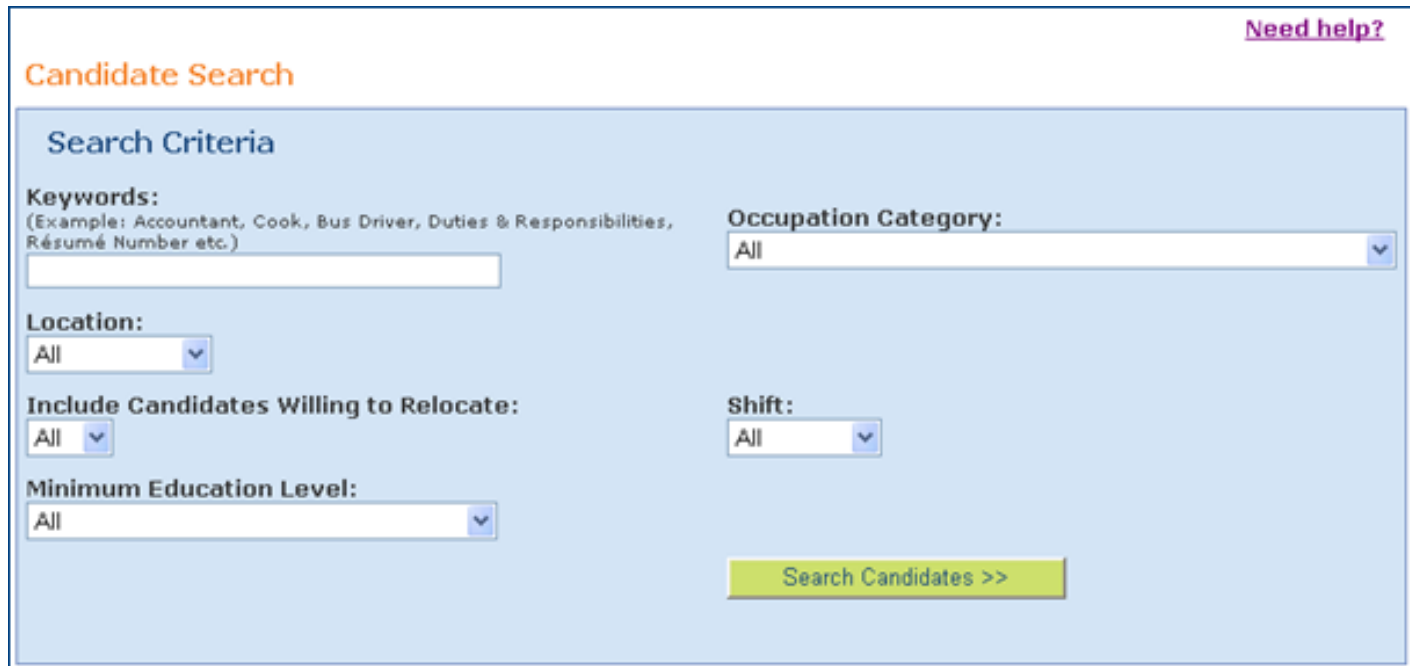
[Set up an account](#)
[Forgot your ID or password?](#)
[Account Management](#)





How do I use the Candidate Search feature?

Click on Employer Tools, and then on Candidate Search.



Candidate Search [Need help?](#)

Search Criteria

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

Occupation Category:

Location:

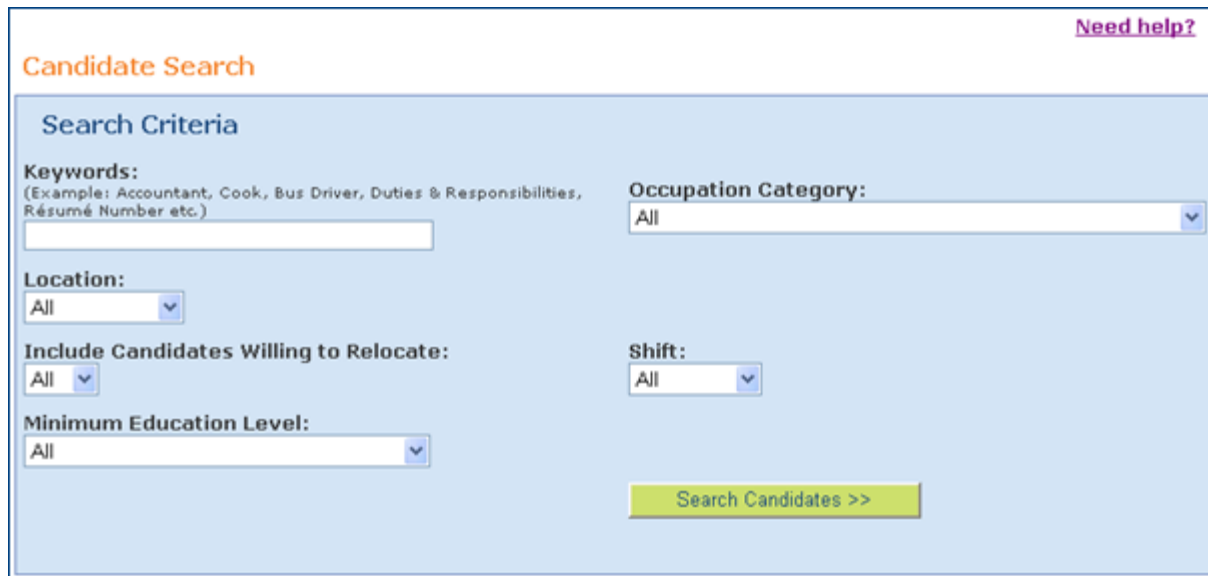
Include Candidates Willing to Relocate:

Minimum Education Level:

Shift:

How do I use the Candidate Search feature?

- Enter your search criteria and click on the Search Candidates button.
- For more information, click on the Need help? link.



[Need help?](#)

Candidate Search

Search Criteria

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

Occupation Category:
All

Location:
All

Include Candidates Willing to Relocate:
All

Minimum Education Level:
All

Shift:
All



How do I use the Candidate Search feature?

- The Search Results (matching candidates) are displayed. You may need to scroll down in order to see all of the matches.
- If the search results aren't satisfactory, tweak your search criteria and click on the Search Candidates button again.

How do I use the Candidate Search feature?

Search Results



Identifies job seekers who are Veterans

11 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"/>	816		Financial Supervisor 6/2004 to 2/2009 Certified Public Accountant 3/2001 to 6/2004 Senior Accountant 1/1996 to 1/2001	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 (3 - 5 years) Financial Analysts (6 - 10 years) Financial Managers, Branch or Department (3 - 5 years)
<input type="checkbox"/>	888		Accounting Supervisor 5/2008 to present Accountant 6/2000 to 3/2002	Proficient with several types of accounting software and the Microsoft suite of products. Trained meeting facilitator. Experienced lead worker and supervisor in the accounting industry. Excellent people skills.	Accountants (1 - 2 years) First-Line Supervisors/Managers of Office and Administrative Support Workers (3 - 5 years)
<input type="checkbox"/>	823	3/5/2010 10:07:50 AM	Financial Supervisor 6/2004 to 2/2009 Certified Public Accountant 3/2001 to 6/2004 Senior Accountant 1/1996 to 1/2001	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 (3 - 5 years) Financial Analysts (6 - 10 years) Financial Managers, Branch or Department (3 - 5 years)



How do I use the Candidate Search feature?

- 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.

How do I use the Candidate Search feature?

Search Results



Identifies job seekers who are Veterans

14 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"/>	1093		Administrative Functional Support 6/2008 to 3/2009 Purchasing Assistant 4/2007 to 6/2008 Legal Assistant 6/2005 to 4/2007	Legal experience, Purchasing experience using AS400 and on the job training of SAP.	Legal Support Workers, All Other (1 - 2 years) Office and Administrative Support Workers, All Other (11 - 15 years) Procurement Clerks (6 - 10 years)
<input type="checkbox"/>	537		Sales Administrator 5/2007 to 10/2008 Sales Administrator/ Office Manager 12/2005 to 5/2007 Box Office Staff/Stage Manager/House Mgr 8/2000 to 8/2006 Receptionist 8/2005 to 12/2005	<ul style="list-style-type: none"> - MAS 90 - Navision/Axapta - Maximizer - Microsoft Office Suite (Word, Excel, Powerpoint, Outlook, Access) - Internet Explorer - WinTix - Microsoft CRM 4.0 - 60+ WPM 	Administrative Services Managers (3 - 5 years) First-Line Supervisors/Managers of Office and Administrative Support Workers (1 - 2 years) Receptionists and Information Clerks (3 - 5 years)

Candidate Profile - 816

Looking for work in: Statewide

OBJECTIVE

A challenging position in financial management or accounting.

WORK EXPERIENCE

Financial Supervisor
6/2004 to 2/2009

Certified Public Accountant
3/2001 to 6/2004

Senior Accountant
1/1996 to 1/2001

EDUCATION

Highest Grade Completed: Masters Degree

Course(s) of Study:

Business Administration

Accounting

OCCUPATION PREFERENCES

Financial Managers, Branch or Department: 3 - 5 years

Accountants: 3 - 5 years

Financial Analysts: 6 - 10 years

Desired Salary: \$95,000.00 Per Year

CERTIFICATIONS, LICENSES, AWARDS

Certified Public Accountant
State of Kansas, Certificate #10310

SKILLS

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.

AVAILABILITY

Full-Time, Project/Contract

Shift(s): First

Work Day(s): Monday-Friday

Has Transportation Available
Has a Valid Drivers License

Updated 04/01/2010



How do I use the Candidate Search feature?

- Think of the Candidate Profile as a résumé without personally identifiable information. For privacy reasons, you will not see the name of the candidate, nor his contact information. You also will not see the name of schools attended, or employers.
- 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.

How do I use the Candidate Search feature?

Search Results



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

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<input checked="" type="checkbox"/>	816		Financial Supervisor 6/2004 to 2/2009 Certified Public Accountant 3/2001 to 6/2004 Senior Accountant 1/1996 to 1/2001	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 (3 - 5 years) Financial Analysts (6 - 10 years) Financial Managers, Branch or Department (3 - 5 years)
<input checked="" type="checkbox"/>	888		Accounting Supervisor 5/2008 to present Accountant 6/2000 to 3/2002	Proficient with several types of accounting software and the Microsoft suite of products. Trained meeting facilitator. Experienced lead worker and supervisor in the accounting industry. Excellent people skills.	Accountants (1 - 2 years) First-Line Supervisors/Managers of Office and Administrative Support Workers (3 - 5 years)
<input type="checkbox"/>	823	3/5/2010 10:07:50 AM	Financial Supervisor 6/2004 to 2/2009 Certified Public Accountant 3/2001 to 6/2004 Senior Accountant 1/1996 to 1/2001	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 (3 - 5 years) Financial Analysts (6 - 10 years) Financial Managers, Branch or Department (3 - 5 years)

How do I use the Candidate Search feature?

- Wondering if you have already emailed a candidate? Check the Last Date Emailed column.

E-mail	Preview	Last Date Emailed	Work Experience	Skills	Occupational Preferences (Years of Experience)
<input type="checkbox"/>	ZS	3/31/2010 9:09:38 AM	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	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)



How do I use the Candidate Search feature?

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

E-mail Selected Candidates

An asterisk (*) denotes a required field.

Sender's E-mail Address: chadtrenton@romeconsulting.net

Subject: Job Center of Wisconsin Employer Contact

Refer to:

Message:

* I saw your Candidate Profile on JobCenterofWisconsin.com. We have a Senior Accountant position open. I would like to see your resume, and schedule an interview. You can reach me at 608.555.1234 or chadtrenton@romeconsulting.net.

Text Limit: 5000 | Text Entered: 231

Sender's Name: CHAD TRENTON

Sender's Job Title: RECRUITER

Sender's Business: ROME CONSULTING



How do I use the Candidate Search feature?

- You will see your email as the candidate will see it. If you checked more than one checkbox, each candidate will receive his own email, for privacy.

E-mail Preview

From: chadtrenton@romeconsulting.net
To: Confidential (One e-mail will be sent per selected candidate)
Subject: Job Center of Wisconsin Employer Contact

Refer to: Senior Accountant Position

I saw your Candidate Profile on JobCenterofWisconsin.com. We have a Senior Accountant position open. I would like to see your resume, and schedule an interview. You can reach me at 608.555.1234 or chadtrenton@romeconsulting.net.

CHAD TRENTON
RECRUITER
ROME CONSULTING

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://acc.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.

[Send E-mail](#) [New Search](#)

How do I use the Candidate Search feature?

- After you click on the 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: chadtrenton@romeconsulting.net
To: Confidential (One e-mail will be sent per selected candidate)
Subject: Job Center of Wisconsin Employer Contact

Refer to: Senior Accountant Position

I saw your Candidate Profile on JobCenterofWisconsin.com. We have a Senior Accountant position open. I would like to see your resume, and schedule an interview. You can reach me at 608.555.1234 or chadtrenton@romeconsulting.net.

CHAD TRENTON
RECRUITER
ROME CONSULTING

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://acc.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.



How do I use the Candidate Search feature?

- 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.



Can I Save My Favorite Searches?

- Yes. 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 matches. You can also have new candidates that match your search criteria emailed to you.

Can I Save My Favorite Searches?

- To set up a Saved Search, select the search criteria you want. Click on the Search Candidates button.

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:

Can I Save My Favorite Searches?

- If the results are useful, save the search criteria by clicking on the Save Search button at the bottom of the screen.

E-mail Selected Candidates

An asterisk (*) denotes a required field.

Sender's E-mail Address: chadtrenton@romeconsulting.net

Subject: Job Center of Wisconsin Employer Contact

Refer to:

Message:

*

Text Limit: 5000 | Text Entered: 0

Sender's Name: CHAD TRENTON

Sender's Job Title: RECRUITER

Sender's Business: ROME CONSULTING

Can I Save My Favorite Searches?

- Enter a Search Name and verify that your email address is current, and spelled and formatted correctly. Click on the Save button.

Save Candidate Search

An asterisk (*) denotes a required field.

* My Search Name:

Note: You may save a Candidate Search without providing an e-mail address by selecting "No" in response to the following question.

Do you wish to receive notification of new candidates matching your criteria?

Email Address:

Can I Save My Favorite Searches?

- To access your saved searches in the future, click on Employer Tools, then on My Favorite Searches.

My Favorite Candidate Searches

To create a saved search do a [Candidate Search](#) and click on the "Save Search" button on the Candidate Search Results page.

Search Name	Email Option			
Accountants - Dane County	Yes	Edit	Delete	Run Search

Note: "Edit" only allows you to alter your Search Name or Email Option. If you want to change your search criteria, do a [Candidate Search](#) using your new search criteria, then save your new search. You may want to delete your current search to avoid confusion between the 'old' search and the 'new' search.



In Conclusion...

- 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

Thank you for using
JobCenterofWisconsin.com!

