jobster
meet your future

Step-by-Step Instructions: **Find New People Search**

Jobster Sourcing tools now has two search options; search from the Internet or search from **Jobster.com Member profiles**. Contacts you find through our **Internet database** are passive candidates - that is, they likely aren't actively seeking jobs. Emailing these contacts is similar to making a "cold call," so you should expect a lower response rate from these contacts.

Contacts you find through our **Jobster.com member profiles** are most likely actively seeking jobs and will be easier to recruit.

1. To find new people, begin on your Jobster Dashboard. Look for the **Find new people** search box on the top right and click "Start Searching." From here you have 2 search options; you can review potential prospects from our *Internet database*, or you can review our J*obster.com member profiles*. Either search gives you great options!
2. If you'd like to do a search of passive prospects from our **Internet database,** click on the "Candidates from the Internet" tab.
3. You can start your search by entering the following search terms.
    - You can enter a position title.
    - You can search candidates at a specific company by entering a **company name**.
    - You can search by a specific l**ocation** using the location drop down box.
    - You can specify how current the information is using the **Validation dat**e drop down box.
    - Lastly, you can enter the **Standard Industry Classification (SIC) code.**
4. Once you have entered the appropriate information, click "Search" to review your results.
5. Next, review the names and choose which candidates you'd like to research further by clicking their name.
6. Next, you have the ability to research the candidate further using **3** additional resources, Google, ZoomInfo, and LinkedIn, to get a full picture of their experiences.
7. To view the results from any of the three resources, click the tab and then click the **Open in new window** button. This way you can view the information without losing your original search results.
8. Once, your research is complete, click the **Close** button to get back to your Jobster search results.
9. After researching the candidate, you have **two** options; you can either **send them a message** or **add them to your network.**

Tip: You will get to see your contacts email addresses once you send a message or add them to your network.

If you‘d like to do a search of contacts from our **Jobster.com member profiles,** click on the “Jobster.com Member profile” tab.

1. Start your search by entering keywords and a location, and click “Search”.
2. The next page will display contacts that match your criteria. You can scroll down the list and review the title, availability, and superstar tags that describe the contacts skill set. When you see a name and title that looks promising, select that person to review.
3. The next page gives you the same ability to research the candidate further using **3** additional resources, Google, ZoomInfo, and LinkedIn, to get a full picture of their experiences.
4. In addition, you can also view their Jobster .com profile by clicking “**"View complete profile on Jobster.com” by clicking the link.**
5. Here you can see key information about the prospect, such as availability, superstar tags, and a resume if they have one posted.
6. Once you’ve reviewed the contact information, you can leave them a note directly on their Jobster.com profile. (They will receive a message telling them they have a note.) Or you can close this page and go back to the Dashboard to send them a message.

To send them a message,

- Click the “**Send message**” link on the right.
- You’ll be taken to the **Send a message page,** where you can follow the steps to send a message.

To add them to your Network,

- Click the “**Add to network**” link also on the right. You’ll be taken to the “Add to network” page.
- On the **“Add to network”** page, you can categorize the contacts you’ve selected. Select the Job Function these contacts should be organized by.
- Next, you can place them in a Folder you’ve already created, by putting a check next to the folder name.
- You can also, create a new folder for these contacts by clicking the **“Add a folder”** link located under the Folders box.
- Once you click the link, an empty box will appear. Here you will enter the name of your new folder.
- Next, determine whether you want to identify these contacts as **“My contacts,”** which means these contacts will only be visible to you; **“Shared contacts,”** means these contacts are visible to all recruiters at your company; or **“Both”** which means they will be visible to both you and your colleagues.
- Click “Import contacts” to add these contacts to your Network.