

## Viewing and Editing the Recruiter File

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### Viewing Recruiters

- From the Top toolbar, click **Company** or **Company File** tab.
- Click on **Recruiter File** from the sub-menu.
- The main page has a grid with recruiters listed in alphabetical order.
- There are 3 tabs to help you manage recruiters. The **All** tab includes all recruiters in the system. The **Matched** Tab lists recruiters that match your current search criteria. The **Selected** tab includes all recruiters you have selected for future viewing.
- To view an individual recruiter record - click on the recruiter's name in the grid.

### Editing Recruiter Information [Back to Top](#)

- Click on the recruiter's name in the grid
- Click on **Edit Contact Information** icon. Make your edits, and click **Save**.

### Searching Recruiters [Back to Top](#)

- **Alphabetical Search** - If you know the recruiter's last name, enter it into the search box labeled **Last Name Lookup**, and click the **Go** button. The closest match will be highlighted in yellow. If you want a more exact search, click on the **Last Name search** in the **Basic Search Tool Bar** on the left column (under **Recruiter Search**) type in the last name of the recruiter you are looking for, and the matches will appear under the **Matched** tab.
- **Basic Search** - This is located to the left of the main recruiter grid. This should include searches that you most frequently use. This can be configured to add or remove criteria. Ask your GradLeaders Representative to make desired changes for you.
- **Criteria Search** - Click on the criteria listed in the basic search or click on the **Advanced Search** button. Then click on the **+** symbol to the left of each category, and select/enter your search criteria. Note: As the user selects the desired qualifiers from each search criteria, the number of matching recruiters will show in the upper right-hand corner of the page. Once all of the criteria and qualifiers have been selected, click **View Results** button.

### Saving a Search [Back to Top](#)

- Create a search (instructions above). Click on the **Save Search** icon, name your search, and click **Save**.
- Returning to a Saved Search - Click on the **Company File** tab, click on **Saved Searches** sub-menu, and then click on the binocular icon under the view matching column to see your results.

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