Viewing and Editing the Recruiter File

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Viewing Recruiters

- From the Top toolbar, click â€œCompanyâ€• or â€œCompany Fileâ€• tab.
- Click on â€œRecruiter Fileâ€• 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.Â The â€œAllâ€• tab includes all recruiters in the system.Â The â€œMatchedâ€• Tab lists recruiters that match your current search criteria.Â The â€œSelectedâ€• tab includes all recruiters you have selected for future viewing.Â
- 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 â€œEdit Contact Informationâ€• icon.Â Make your edits, and click â€œSaveâ€•.

Searching Recruiters *Back to Top*

- Alphabetical Search - If you know the recruiter's last name, enter it into the search box labeled â€œLast Name Lookupâ€•, and click the â€œGoâ€• button.Â The closest match will be highlighted in yellow.Â 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) â€“ type in the last name of the recruiter you are looking for, and the matches will appear under the â€œMatchedâ€• tab.
- Basic Search - This is located to the left of the main recruiter grid.Â This should include searches that you most frequently use.Â This can be configured to add or remove criteria. Â 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 â€œAdvanced Searchâ€• button. Â Then click on the â€œ+â€• symbol to the left of each category, and select/enter your search criteria.Â 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.Â Once all of the criteria and qualifiers have been selected, click â€œView Resultsâ€• button.

Saving a Search *Back to Top*

- Create a search (instructions above). Â Click on the â€œSave Searchâ€• icon, name your search, and click â€œSaveâ€•.
- Returning to a Saved Search - Click on the â€œCompany Fileâ€• tab, click on â€œSaved Searchesâ€• sub-menu, and then click on the binocular icon under the view matching column to see your results.

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