

How to get the best out of linkme

In order to get the most value out of LinkMe it is important to:

- Search regularly on all your roles
- Conduct Advanced searches
- Contact passive candidates
- Save all your searches
- Set up email alerts
- Upload all job ads (as this is part of your subscription)

LinkMe Search

Searching LinkMe is easy! Following are some tips to help you achieve the best results.

Start your search broad (eg just search on Job Title and Location) then use other search fields to filter your results depending on the number of resumes.

Search with keywords around particular skills.

- eg CPA qualified, JAVA developer, REIV certificate etc.

Imagine the perfect resume/ job description for your role and use keywords from this.

To increase the relevance of search results, we use a set of **Synonyms**

- eg CEO will also return Chief Executive Officer and C.E.O.

An (=) symbol in front of a Job Title will only search on that exact title.

The LinkMe search uses **Boolean** expression:

AND (With all the words): Searches for resumes containing all words you have entered

- eg Mechanical AND Autocad returns resumes including both these words.

OR (With at least one of the words): Searches for resumes containing one of the words your have entered

- eg Mechanical OR Autocad returns resume with either of these words.

DOUBLE QUOTES (With the exact phrase): Using " " will match your exact phrase.

- eg "Mechanical Engineer" returns resumes with Mechanical Engineer as a phrase.

NOT: Excludes resumes containing words you indicate.

- eg "C# Developer" AND NOT "Business Analyst" returns only resumes that do contain C# Developer and don't contain Business Analyst.

Worked For will search only on candidate's current and previous Employer Names. Use this to search on competitor organisations etc. Remember to use the Boolean functions to ensure accurate results.

- eg KPMG OR "Ernest & Young" will return candidates that have either "KPMG" OR the exact phrase "Ernest & Young" in their resumes.

LinkMe candidates are able to specify their **Desired Job Title** in their resume. Make your results more relevant using this field to find candidates who have indicated this as their ideal job.

All postcodes in Australia are searchable within LinkMe. The default distance is 50km from the specified **Location** unless indicated otherwise.

LinkMe candidates are able to indicate where they would be **Willing To Relocate** for work. By selecting "include candidates who are willing to relocate" in your search, results will include resumes of members who will relocate to that location for the right opportunity.

Desired Salary – where the candidate has not specified a salary range they will be included in results.

Communities – LinkMe has relationships with a number of organisations and you can search specifically for members of these communities.

All your searches can be saved by selecting **'Save Search'** at the top of your results. You can save an unlimited number of searches and re-access them at anytime in the 'Saved Searches' folder.

Create Email Alerts around frequent searches, current roles, competitors and skills you want you to keep an eye out for by selecting the Create email alert button at the bottom of the advanced search or at the top of your search results. New and refreshed candidates who match your criteria will be emailed to you daily as they join LinkMe.

It is extremely important to create alerts as the LinkMe database is growing rapidly and this gives you access to candidates as they join or update their details. It also saves you time searching!!

LinkMe Candidates

LinkMe candidates are able to set their visibility on LinkMe. Some members will choose not to have their name, phone number, photo, employer names visible. All candidates are able to be contacted via email.

LinkMe candidates are able to select from 3 work statuses: **'Actively Looking For Work'**, **'Not Looking But Happy to Talk'** and **'Not Looking For Work'**. Bear this status in mind when approaching members with employment opportunities.

- eg when contact someone who is 'Not Looking But happy to Talk' ensure to include as much information as possible as if headhunting them.

LinkMe corresponds regularly with its members via weekly newsletters and automated reminders to update details and add new roles and experience.

Contact candidates by clicking on their phone number or selecting 'Send Message'. We recommend calling first and then emailing with further details.

You can **Save Candidates** by selecting 'Save Candidate'. These can be managed in your Saved candidates folder and you can add to this as many resumes as you like.

You can add notes to a resume by selecting **'Add Note'**. These notes are visible only to you and/or other licence holders from your company if 'Shared' is selected. The candidate is not able to view your notes.

Job Ads

Posting a Job Ad on LinkMe is easy.

- All ads expire after 30 days unless removed manually by you
- Applications will be emailed directly to the specified email address
- You can attach a logo to your ad and contact your Account Manager if you would like to use a Template.
- If LinkMe has integrated with your Multi-posting software you will be able to post through this system saving you a lot of time.
- When an ad has been posted you will receive a list of suggested candidates from the database that match your search.

Further enquiries? Call 1800 LINKME for Customer Service