

Excerpt from HTMLHelp content for a Web-based job search and recruitment application, to be distributed as an OEM product. Content as written has no formatting, other than column width, a preset. It is minimally formatted with color here, for easier viewing.

Following reviews, content is copied to an active server page. Subsequent releases will have many more interactive features and direct calls from the application. CareerCenter is not the real name of the application.

Excerpt is the application overview for employer users.

CareerCenter overview

Help page: [CareerCenter at a glance](#)

CareerCenter allows employers to post and manage job opportunities, search for qualified candidates, request interviews, and exchange messages with promising candidates. It also provides prospective candidates with a link to your company's Web site.

CareerCenter combines a unique database design with a sophisticated skills-matching algorithm to identify job-seekers whose skills and experience meet or exceed your hiring requirements.

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Career Hub registration [TOP](#)

Registration is free and time-efficient. Once registered, you can post jobs, search for candidates, and request interviews online.

You can register now, or read further to find out what we can do to put you in touch with the qualified candidates you need.

[Register now](#)

Home page [TOP](#)

As a registered employer, you have a personalized CareerCenter home page—your own center for managing opportunities and recruitment. Your home page displays summaries of candidate searches, incoming mail from candidates, and job posting activity,

You have immediate access to:

- Your job opportunities, active and inactive
- Messages from candidates
- Resumes of candidates whose applications or inquiries are awaiting your response
- Resumes of priority candidates you've selected for special attention (HotBox).

Opportunities [TOP](#)

The Opportunities pages allow you to display a list of all current opportunities with status information, display and edit individual jobs, and define new opportunities.

Matches based on candidate skills, and more

For each job you create in CareerCenter, you define the specific skills needed to perform it, including the level of competence and years of experience for each skill. If a skill is not in our extensive database, you have the opportunity to add it. You also assign a weight to each skill, indicating its importance to performance of the job.

In addition to skills, you specify the educational level, specific degrees or certifications, and industry experience you are seeking, on a job-by-job basis. You assign a weight to educational qualifications and industry experience, just as for skills.

CareerCenter converts the weighted skills, education, and industry experience into search criteria, and then searches for candidates with matching qualifications. This customized two-way input leads to a high degree of relevancy in the results offered to both employers and job seekers.

In selecting candidates, CareerCenter:

- Assigns a “score” to the job opportunity, based on the qualifications defined in the opportunity description.
- Identifies candidates who have some or all of the qualifications.
- Reviews the specifics of the candidate qualifications, for example, level and years of experience with a skill.
- Reviews the candidate qualifications against your weight assignments
- Assigns to each candidate a percentage rating, based on how close they come to the score for the entire opportunity.

The candidate percentage rating is based on how well the candidate qualifications a) match the job qualifications and b) the weights you assign to those

qualifications.

Preview and edit job descriptions

You can preview each job opportunity as you define it, and you can change it up to the time of publication.

Manage opportunities and candidate applications

Each opportunity is assigned by default to the user who created it in CareerCenter **application**. The user can track the opportunity, the related searches, and candidate responses. Only those jobs associated with your user ID display on your pages.

Tip

Users with administrative privileges can reassign a job from one user to another. This feature allows your organization to keep up with shifting staff assignments and hiring priorities.

QuickSearch [TOP](#)

The QuickSearch functions allow you to define a suite of skills and then perform an instant search for candidates.

To select the skills, you typically use a keyword search, which provides you with a list to choose from. However, it is easy to add skills you don't find in a search. Once you've performed a search, CareerCenter stores the skills you used. You can reuse them, or change them to achieve unique results.

QuickSearch results show a list of candidates with a summary of qualifications for each. Just click the candidate name or identification code to display the full resume. On the Resume page, you'll find a Request Interview link that lets you send an instant invitation to a candidate. There's also a link for adding the resume to a HotBox for easy retrieval and special attention.

Messages [TOP](#)

In the Messages area, you can read messages from candidates and reply with invitations to apply or another notice regarding the opportunity or the candidate status.

Messages typically come from these sources:

- A candidate who finds your opportunity in a job search
- A candidate replying to your request for an interview
- Your application system administrator (notices regarding system maintenance)

You can open, reply to, or delete any message easily. Replies include preformatted invitations and

acknowledgments, plus space to add your own message.

Tips

External email. Many candidates request that notification be sent to an external email account. Those candidates will receive an email notice directing them to a URL for retrieving your message. In any case, the candidate also receives your message through Career Center.

Privacy option. If a candidate has requested the privacy option, you will see only the sender's identification code, for example NC01LB334300. The candidate decides when to provide you with name and contact information.

Administration [TOP](#)

Administration functions include adding user accounts, setting user permissions, editing account information, and assigning or changing passwords.

A system administrator can set permissions for any of these functions:

- Create opportunities
- Re-assign opportunities
- Invite job-seekers to interview
- Place ads for opportunities

System administrators also decide who can change company and contact information in your company's profile.

Short List [TOP](#)

The Short List is a virtual area where you can place candidates for special consideration. You'll find an Add to Short List link on each candidate resume.

To display resumes of Short List candidates, just click the link to the list on your CareerCenter home page. It's just as easy to remove candidates when you fill the position or learn that the candidate is not interested in the opportunity.

Tip

You can add a candidate to the Short List for just the current opportunity, or keep the candidate there for future opportunities.

Profile [TOP](#)

When your account is set up, your system administrator creates an administrative Profile that identifies your company and its user accounts to CareerCenter. The

Profile is used to link and track job opportunities, incoming and outgoing mail, candidate applications to your company account.

Your Profile also includes a description of your company and your Web site address. Potential candidates viewing your job opportunities can read this description and follow a link to your Web site.