

Excerpt from HTML Help for a 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.

This excerpt is an overview of an application function, typically a call from within another Help .asp.

Search Overview

You have two ways to search for jobs: QuickSearch and SmartSearch.

A **QuickSearch** shows you what jobs are available for one job category and one related skill area. You can QuickSearch any time. Click Search | QuickSearch on the navigation bar in the left column of the Web page.

[QuickSearch](#)

A **SmartSearch** locates job openings that match multiple qualifications: experience, skills, industry experience, and education, plus your work preferences. You define and schedule a SmartSearch to meet *your* needs, and you can have multiple SmartSearches, each with its own search criteria and schedule, working for you at the same time.

Let a SmartSearch—or several SmartSearches—do your job-hunting for you, whether you're online or not. Then let the application help you manage your match results and job applications.

[SmartSearch](#)

QuickSearch

On the Login page, select a Job Category, type a related keyword or keywords, and then click Search.

Note to unregistered guests: You can perform QuickSearches without registering. If you find a job you like, you will need to register to apply for it.

A QuickSearch finds jobs that match a job *category* you select, plus a keyword or keyword phrase you enter. Job categories are similar to the categories you might find in classified employment ads. Choose

keywords that will make your job category more specific.

QuickSearch example

Let's say you select Transportation as your Job Category. You might enter the keywords *Truck Driver* or the keywords *Air Traffic Control*. You can see that each keyword phrase will match to different kinds of jobs. Another example: For the Computers job category, you'll get one group of match results if you enter the keyword Database. If you enter the keyword Sales, you'll get a different group of results.

QuickSearches give you a good idea of what jobs are available for just one category and keyword combination. They give immediate results, but you can't re-use the category and keywords—you'll need to re-enter them the next time you do a QuickSearch. Also, you can't go back later to check the match results. You will need to search again.

Exception: If you're a registered user and *apply* for a job you find in a QuickSearch, the application will save the job description and your application information.

SmartSearch

SmartSearches are powerful tools that do much of the work of searching *for* you.

A SmartSearch:

- **Uses search criteria you define**

You can assign different skill sets to different SmartSearches, or create SmartSearches to look for jobs in different geographical areas. Once you define a SmartSearch, you can edit it, change the search frequency, and customize the search in many other ways. You can target your search to locate just the kinds of jobs you want.

- **Runs on a schedule, or on demand**

Your SmartSearch goes to work on the schedule you set, whether you are online or not. You can run any search on demand, too.

If you've completed your profile, you have a default Profile Search already working for you. The search runs once each day, using the work history, skills, education, and industry experience in the profile.

- **Learns your qualifications—and matches them**

Each SmartSearch "learns" the criteria you've selected for that search and uses its own set of

advanced matching functions to find jobs. For example, the SmartSearch uses multiple keywords (synonyms, abbreviations, related terms) for each skill you have, and it searches *across* job categories.

The result? A high-powered search that runs on a regular schedule and targets the jobs that most closely match your qualifications.

- **Lets you retrieve and act on your results—any time**

Just log in. You'll find a summary of match results right on your personal Home page, plus links to the job openings found in each search.

You'll find that it's very easy to display job openings, apply for jobs online, or send jobs to a high-priority Short List for speedy retrieval later. You can exclude jobs you're not interested in, so that the ones you want to consider really stand out.