

# Advanced Search

## Advanced Search feature use it for...

- a. Veterans and Gold Star spouses
- b. Find candidates who meet the KSA's
- c. MERS
- d. And when you state "preference will be given to" on a bulletin.

## How?

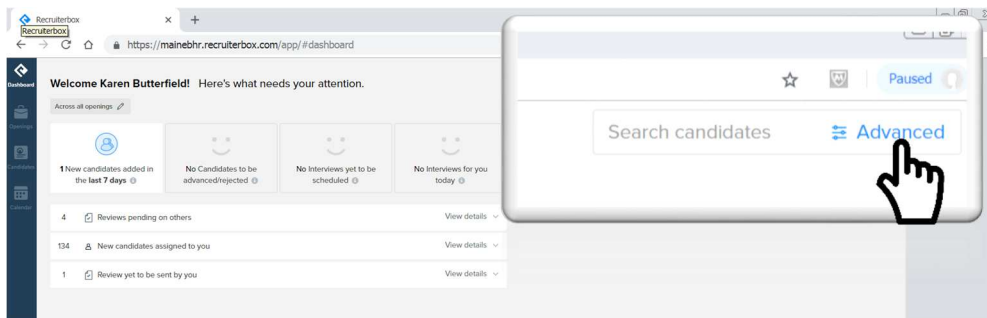
Add a supplemental question to the application that has a "Yes/No" answer related to the KSA, MERS or Preference to you want to use to filter during a high-volume recruitment (even if you're not anticipating a high-volume recruitment, this is a great way to help identify KSA, MERS, preference.)

*Here's an example of a question you could ask...*

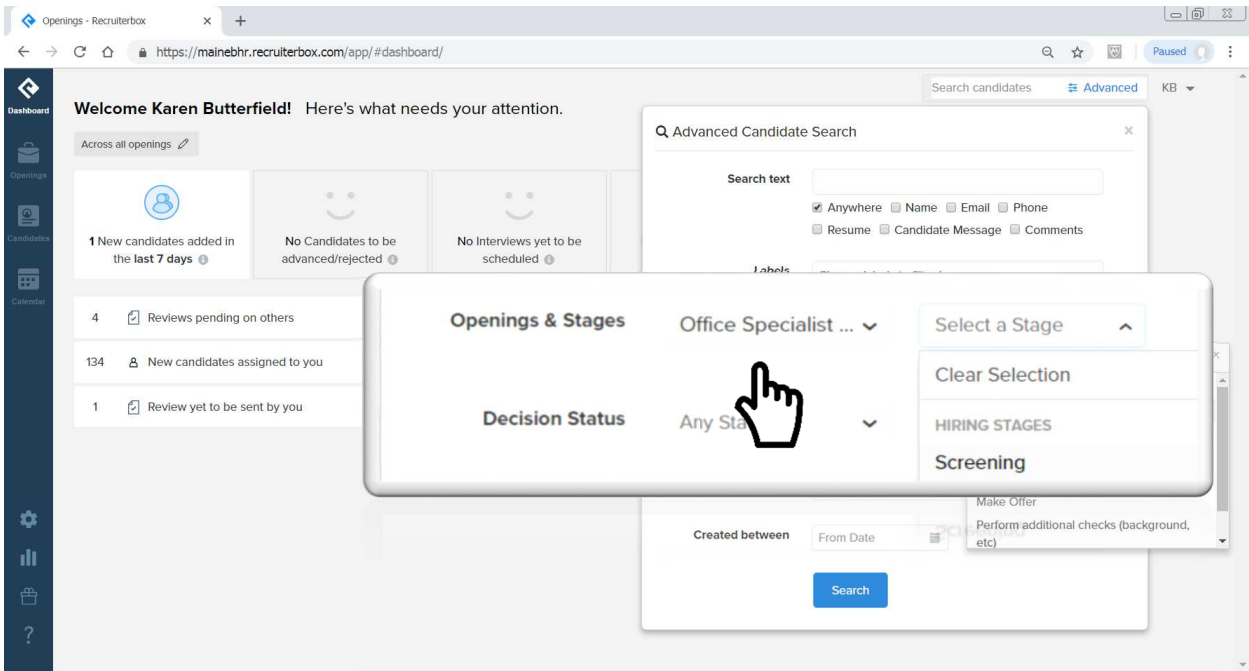
Do you have prior Worker's Compensation experience?

## What next?

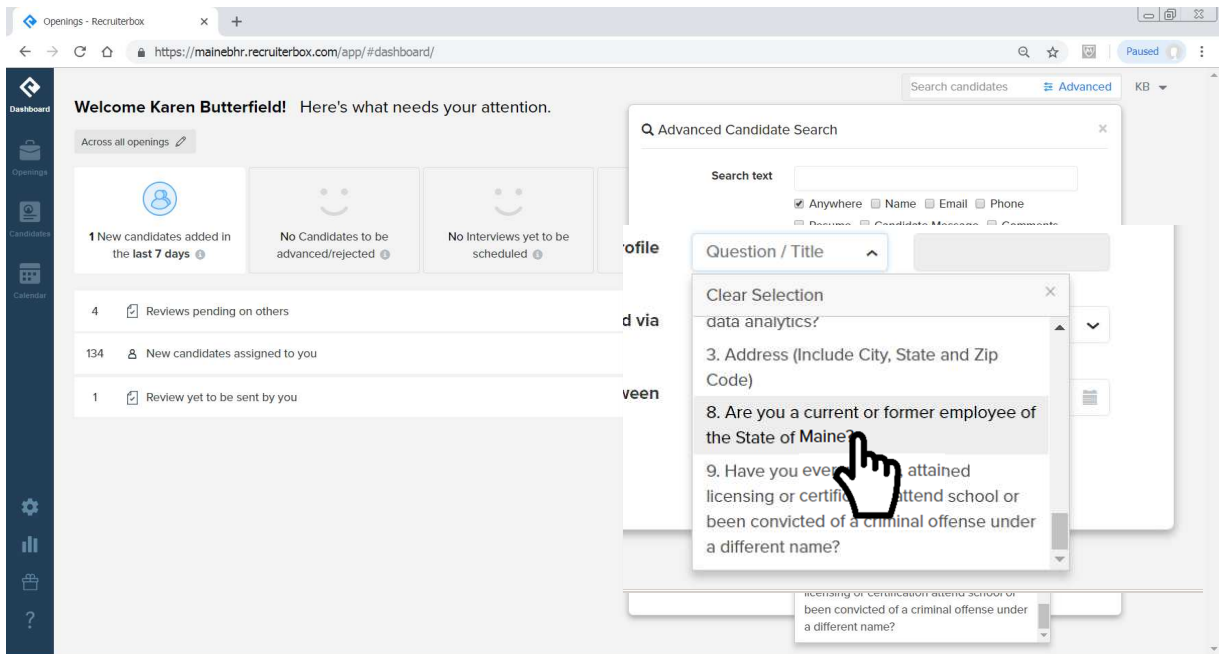
When you are ready to review applications, open the Advanced search feature in the upper right corner of your RB screen.

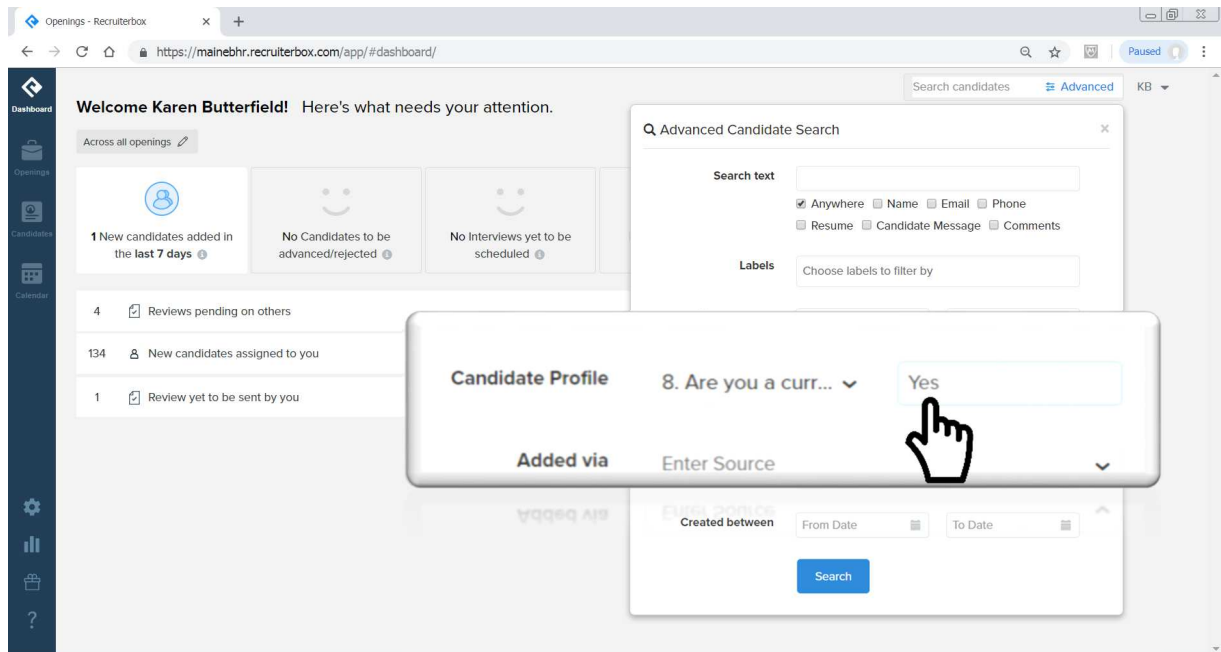


Enter the Opening Name and the stage the candidates are currently in.... (Screening, Email applications to hiring managers, etc.) – *Enter even if you are IN the opening as it will not automatically fill.*



Then select the question to filter candidates, and the desired answer to that question (yes). Only the candidates that answered yes will show up in your results.





It's so easy to filter for candidates, but don't inadvertently filter OUT candidates who meet any bargaining unit requirements, Veteran's preference, and/or current State employees.

This means you may be running several advance searches to narrow down the candidate selections, super useful in high volume recruitments!!!

- veterans
- Gold Star Spouses
- State employees
- and one that is a qualifying question

We encourage the practice of adding a qualifying question or two based on the KSAs for all openings, that way you will have the option to run an advanced search, should you opening receive more applications than anticipated.

*Please note: there is a glitch that can happen with the Advanced Search box, in which the box will close abruptly before you are able to run the search. According to RecruiterBox, they have been able to remedy this issue by clearing the cache. If you are experiencing this problem, here is helpful information: [Here's a link on how to clear your cache in Chrome.](#)*