WASHINGTON CITYPAPER

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Matched Candidates Job Posting Network

Q. When does the matching occur?

The matching process will start one hour after we set up your job posting. By waiting one hour, you can make any edits or corrections to the job posting before matching starts, or you can direct your sales representative to make those changes for you.

The matching process may take up to 24 hours to complete with the matched candidates appearing in our recruitment portal, under the job posting's talent pool.

Q. What are the sources of the candidates for Matched Candidates?

The technology behind Matched Candidates will analyze your job description and query multiple resume databases, including Nexxt, Resume-Library, Swoop Talent, and our own resume database of past job applicants; depending on the job title and location, we will review up to 5,000 resumes. The set of resumes will be ranked based on the relevancy of the resume when compared to the requirements of the analyzed job description. Candidates will be labeled as either a "Great Match", "Good Match", or "Possible Match" when appearing in the job posting's talent pool within the recruitment portal.

Q. Will I receive Matched Candidates even if I haven't purchased the product?

You may have the option to buy the Matched Candidates product as part of your initial purchase. If you don't initially purchase Matched Candidates, your job posting will still be processed through the Matched Candidates technology. Matched candidates appear within your job posting's talent pool; however, each matched candidate resume will have the candidate's contact information hidden. You will be notified that matched candidates are available.

In some cases, you may have the option to purchase Matched Candidates by supplying your credit card, unlocking the resumes, and revealing the candidate contact information. If that option isn't available, you can submit a request for more information, and your sales person will get in touch with you.

Q. What happens if there are some matched candidates, but not enough to justify their purchase?

If you have purchased Matched Candidate from us, and the Matched Candidates technology is unable to find enough acceptable matches (for example, only 10 matches), please be sure to let your sales person know and they will investigate. Our support team will review the job posting to determine if changes to the job title or description will result in additional matches, working with you to authorize the changes; then, initiate a re-match.

If the support team determines that job title and job description change will not yield an acceptable number of matches, we will issue you a credit for Matched Candidates against a future job posting.

Q. When using Matched Candidates, what can be done to ensure the quality and quantity of matches?

- One job at a time! Don't include multiple jobs or job titles in a single job posting. If you are posting about an upcoming career fair, we will not be able to match candidates to your post.
- Keep the job title field for only the job title. Don't include the location in the job title itself (for example, Physical Therapist, Chicago, IL.)
- Use a robust job description. Don't use short job descriptions without job requirements or skills in the

description.

- Use industry standard job titles. Don’t use job titles that are only understood internally to the organization, vs. how job seekers search for open positions (for example, Sr. Software Engineer vs. MTS IV).

Q. What if my local area does not have sufficient candidates to reach 100 "Great Matches"?

Here is a bit more detail about our process. First we query Nexxt, Resume-Library, Recruitology and Swoop with our search criteria at a 25 mile radius. If we get 100 "Great Matches", we stop. If we don't get 100 "Great Matches", we extend the radius to 50 miles, and then 75 miles and 100 miles.

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