

Talent

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STEP-BY-STEP GUIDE FOR TALENT
DISCOVERY

USER GUIDE



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STEP-BY-STEP GUIDE FOR TALENT DISCOVERY

Follow the steps here:

1. Accessing the Talent Discovery Tab

- **Navigate to Talent Discovery:** On your dashboard, locate and click the "Talent Discovery" tab to begin sourcing candidates from external platforms like LinkedIn, job boards, and other relevant sources.

2. Setting Search Criteria

- **Enter Keywords:** Type in relevant keywords for the job role you are looking to fill. This could include job titles, specific skills, or other search terms that match your ideal candidate.
- Example: If you are hiring for a software developer role, you might use keywords like "Java Developer", "Python", or "Full Stack Developer".
- **Add Location:** Enter the location for your search, which could be a city, country, or region where you're looking for candidates.
- Example: "London", "New York", "Dubai", etc.
- **Select Education:** You can also filter candidates by education. Specify the level of education or type of institutions that match your ideal candidate profile.
- Example: "Bachelor's in Computer Science", "Master's in Engineering", or "Graduated from Top Universities".

3. Sourcing Candidates from External Platforms

- **Search for Candidates:** Once you've entered all the relevant search criteria (keywords, location, education, etc.), click on the "Search" or "Discover Candidates" button.
- The system will then query external platforms like LinkedIn or any other integrated talent-sourcing platforms to find candidates who match the criteria you've defined.

4. View Sourced Candidates

- **Candidate List:** You will be presented with a list of candidates sourced from external platforms based on the criteria you've set.

Each candidate's profile will include details like:

- Name
- Current job title
- Experience
- Education
- Skills
- Location

Note: If you are using AI scoring, the AI will automatically analyze resumes, assign scores based on the predefined weights, and present the results.

5. Transfer Candidates to Talent Pool

- **Add Candidates to Talent Pool:** If a candidate shows interest or if you would like to keep their profile for future opportunities, you can add them to your Talent Pool.
- Click on the "Transfer to Talent Pool" button to store these candidates for ongoing or future recruitment campaigns.

