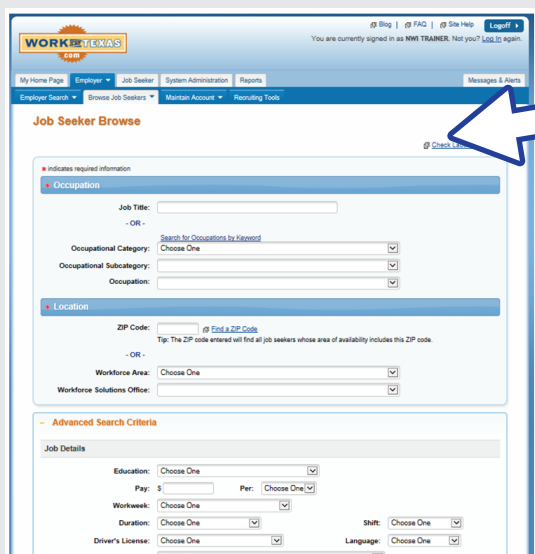


# Search for Qualified Candidates

Running a match in WIT is not the only way to find job candidates. Sometimes you have to be creative to find just the right candidate. This tool is meant to help you do just that!

## Browse Job Seekers



use the Browse function, AKA “query”

### What’s the difference between a match and a browse?

A match is an automatically generated list of applicants who meet the mandatory job requirements.

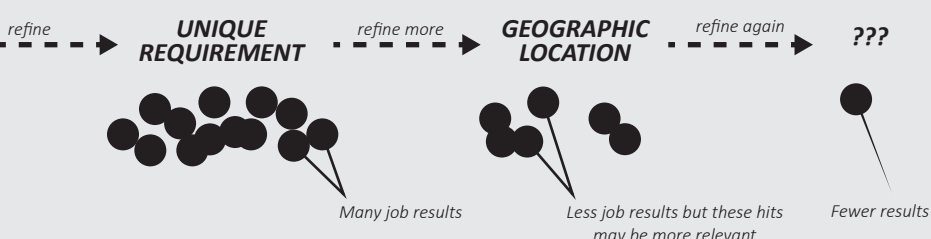
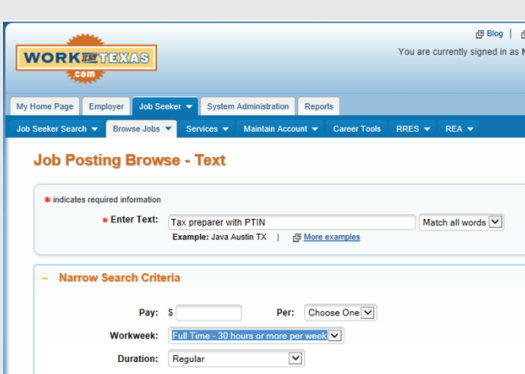


A browse is a **manual** search for qualified applicants. You can enter any search criteria you like when you’re browsing.

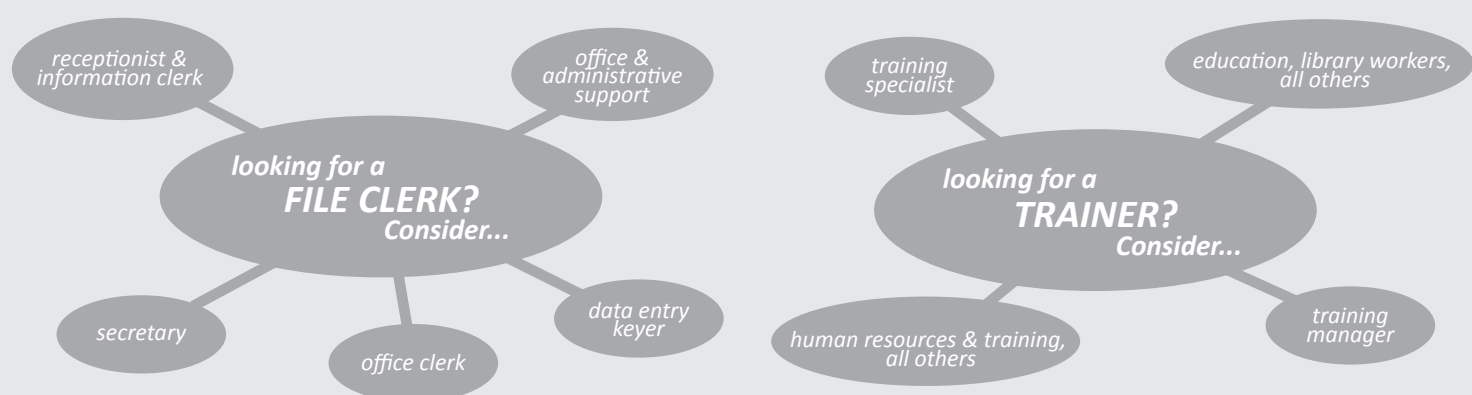


Use the Browse function (some staff call this a *query*) in WorkInTexas to find qualified candidates.

Start with the job posting you’re working as a base, but then refine or specify some of the criteria. For example, use *Job Seeker Browse—Text* to enter a unique word or phrase that will match to that same word or phrase on the job candidate’s profile. This allows you to use common words specific to an occupation or industry like, “TWIC” or “PTIN” or “Peoplesoft.” If you get too many matches, add additional criteria, such as location. The more criteria you enter, the fewer but hopefully better, matches you’ll get. However, when you are too specific, you can easily miss good candidates with poor applications. Using one or two unique items to search may actually give you more options from which to choose than a very narrowly defined search.



## Consider Other Occupations with Similar Skills



## Look at Similar Job Postings

Find job postings similar to the one you’re working by running the *Job Postings by Occupation Report*.

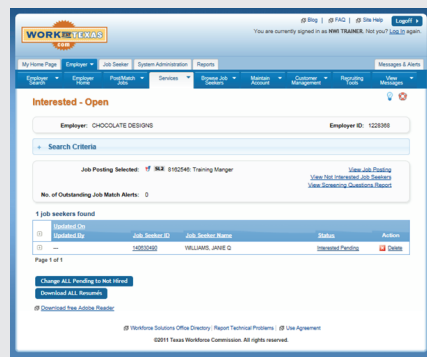
Occupational Category	Job Postings	Job Openings
Archieves and Expeditors	13	25
Act, Drama, Entertainment, Sports, and Media	5	5
Building and Grounds Cleaning and Maintenance	20	103
Business and Financial Operations	10	20
Community and Social Services	3	24
Computer and Mathematical	10	62
Construction and Extraction	27	110
Education, Training, and Library	11	15
Food, Beverage, and Lodging	-	-

use specific filters like Workforce Area and Occupational Category

Use this report to find postings with occupations similar to the occupation for which you’re searching. By selecting specific filters, such as the Workforce Area and Occupational Category, you can narrow the list. Then, review the job candidates who were referred to these postings and contact those who are qualified.

use the “Interested Open” list

View a qualified customer’s “Interested Open” list. There could be some qualified job candidates on those postings.



## Other Ways to Find Qualified Candidates

### Keep a list of customers you’ve screened



spreadsheet



index cards



computer files



drive

Use a spreadsheet, index cards, or files on your computer or shared drive to keep track of candidates you’ve contacted and their job search information. Order it by occupation so the next time you get an opening for that particular occupation, you can easily and quickly find job ready candidates with good contact information. Be sure to keep the file updated!

## Run the Unemployment Insurance Claimant List Report

Job Seeker	Registered	Contact	UI Action Code
BEVERLY	No	1234 Workforce Dr. Houston, TX 77077 (713)555-1212	Initial Claim
MANUELA	No		Initial Claim
JOADUIN	No		Initial Claim
DAVID	No		Initial Claim
NEAL	Yes		Re-Opened Claim
JOSE	Yes		Initial Claim

This report gives you a list of people who filed for unemployment insurance (UI). Although you can’t organize the list by occupation, the job candidates on this list have recent work experience, are more likely to have current contact information, and should be ready to interview “on-the-spot!”

## Run a WorkInTexas Ad hoc Report

You can define the criteria on an Ad hoc Report in WorkInTexas to return a list of customers who have a specific occupation on their application. To run the report:

- Access the Report tab in WIT
- Choose **Ad hoc Reports > Add Report**
- Complete the following fields:
  - **Status:** Choose Final
  - Enter a **Name** and **Description** for the report
  - Choose **Output Type: Excel**

Enter the **SQL Code** (From the *Occupation Ad hoc Report SQL Job Aid* under the resources tab in the NWI Learning Management System)

- Click **Generate**

WIT ID	UI start	First	Last	DOB	phone	email	City	Zip	Office	High Grade	Pay	Mos. Exper	Last Service	Lang
10109124	4/26/2014	ERIC		3/20/1960			TEXAS CITY	77590	439	9	24960	9	7/20/2014	ENG
10139127	12/1/2013	RICHARD		1/6/1971			ALVIN	77511	439	10	15080	36	2/9/2014	SFA
10153299	9/15/2013	GEORGE		2/9/1960			SEABROOK	77486	482	12	15080	6	5/13/2014	ENG
10393964	3/2/2014	STEVEN		1/19/1984			SEABROOK	77586	469	8	14560	24	4/17/2014	ENG
10397918	null	JOSHUA		7/27/1984			GALVESTON	77550	439	12	15080	24	3/26/2014	ENG
10397918	null	JOSHUA		7/27/1984			GALVESTON	77550	439	12	15080	24	3/26/2014	SFA
10397918	null	JOSHUA		7/27/1984			GALVESTON	77550	439	12	16198.72	24	3/26/2014	ENG
10457541	9/29/2013	DOUGLAS		8/19/1980			HUNTSVILLE	77320	426	12	7540	8	9/7/2014	ENG
10457542	9/29/2013	DOUGLAS		8/16/1980			HUNTSVILLE	77320	426	12	15080	8	9/7/2014	ENG
10498993	12/29/2013	ROY		6/9/1965			HOUSTON	77068	406	12	19760	158	7/23/2014	ENG
10498993	9/9/2013	OSERIK		7/13/1968			HOUSTON	77026	406	12	19400	14	9/2/2014	ENG
10514592	6/29/2014	CHARLES		4/13/1983			GALVESTON	77550	439	14	15080	24	9/7/2014	ENG
10515728	11/10/2013	YOLANDA		9/27/1959			LEAGUE CITY	77573	439	9	27040	24	2/26/2014	ENG
10515728	11/10/2013	YOLANDA		9/27/1959			LEAGUE CITY	77573	439	9	27040	24	2/26/2014	SFA
10515728	11/10/2013	YOLANDA		9/27/1959			LEAGUE CITY	77573	439	9	31824	24	2/26/2014	ENG
10515728	11/10/2013	YOLANDA		9/27/1959			LEAGUE CITY	77573	439	9	31824	24	2/26/2014	SFA
10529678	null	ARLIN		1/31/1983			HOUSTON	77049	406	14	15750	18	12/31/2013	ENG

## Market

We encourage job seekers to network—and so should you! Networking is still the best way for job seekers and employers to find each other. The key to networking is to market what you’re “selling”—in this case the job posting. Market to both internal and external customers.

### INTERNAL

- ECs
- PSRs
- Resource Specialists
- Other Staffing Specialists
- Greeters
- Morning huddle share
- Email blasts



### EXTERNAL

- Hot Jobs board
- Employers
- Resource area announcements
- College placement departments
- Social media
- Professional organizations

**MARKET WHAT YOU’RE “SELLING!”**