ORACLE | Taleo

This quick reference sheet contains best practices for creating Quick, Advanced and Quick Filters searches and My Setup search setting options.

Quick Search Tips

- We recommend complete names of Requisitions or Candidates whenever possible for more exact results. If you are not sure of the name exactly – such as Marianne or Mariann you could enter maria* in the search field.

- If you are looking for an entry with a hyphen you do need to enter both parts. Example: Smith-Jones; entering smith will only bring you those whose last name is Smith. Entering smith jones (smith space jones) will return Smith-Jones.

- To switch between Quick Search modes, use the icon on the Quick Search bar.
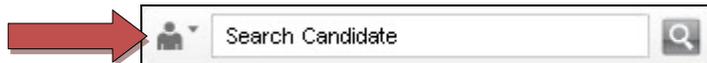
Advanced/Conceptual Search Tips

- 300 candidate records is the maximum number of returns that is viewable by the system (although the system does tell you the total number of results for information - example 300 shown out of 542). The 300 most relevant matches are always returned when (keyword) relevance exists. The candidate results are ordered by (keyword) relevance regardless of the order of the list format used. When there is no (keyword) relevance in the 300+ candidate result the list is presented in (ascending) Candidate ID number order. Note: If your organization has activated Randomization, that will impact the result order presented.

- For Keywords, start narrow and widen as you go. Try to target a success ratio of about 50%, that is, you will follow up on every other candidate that appears. If you are not willing to follow up on 100 people, then your search string is too wide. Another way of gauging is if you have not found a fit within the first 8 candidates, then your search string is probably too wide. Also, include desired fields to retrieve the most meaningful ones first (relevance ranking).

- You can then sort your results by preferred criteria or click the **Back to Query** button and modify your search query to narrow down the pool of results.

- Use a more recent **Last Update** date range to narrow your results, such as Last 2 Days, Last 7 Days, or Last 14 Days. (Use the Last Update between date range fields to be more specific).

Use the Requisition Number field (for one of your active requisitions with a large candidate list) as a search criteria field to help identify potentially qualified candidates for similar positions.

You can filter search results by using the Involved in a selection process = True/False to narrow down search results to those with profiles only or no longer active on another requisition. IN addition you can use the following options to exclude candidates who are owned by Agencies or are already active on a requisition.

☐ Exclude candidates owned by agencies

☐ Exclude candidates who applied on requisitions

- The Conceptual search option considers only the first 2,500 characters (or about 200 words) that are entered into the keywords search field so it is important to ensure the text you paste (or type) is pertinent to the type of candidate you are looking for.
- No words are highlighted within the candidate record or attached files when you use Conceptual search as Conceptual search is looking for themes and concepts and not exact words as in the Advanced Search.
- You can paste (or type) words in English, English (UK), French, French (FR), Spanish, German, Italian, Dutch, Simplified Chinese, Portuguese (BR), Swedish and Danish.

- Conceptual Search does not consider:
  - The months of the year
  - The days of the week
  - Words that contain numbers in addition to characters

Searching for Similar Candidates from a Candidate Record

It recommended using only 1 or 2 candidate records in order to return the most accurate results.

Activate this functionality by clicking the [icon] icon.

You will find this icon in:
- Individual candidate records
- From candidate search results

My Setup Search Options

If you have permissions for My Setup you can select default entries for your searches by editing the Search category on the Preferences tab, including:
- Last Update
- Place of Residence

Last Update

Does Not Matter ▲▼

Place of Residence

Location ▲▼

To adjust your distance setting for your radius search (Miles or Kilometers), click the My Setup link and edit the relevant field under the General category on the Preferences tab.