**Employer tips for finding the best resume matches**

Creating a job posting:

1. For the job title, keep it simple – no unnecessary words.

* A title such as ‘Customer Service Agent’ is going to get better results returned than ‘[Finally...A Customer Service Job That Makes a Difference](http://seeker.worksourcewa.com/jobview/GetJob.aspx?JobID=175051157&JobTitle=Finally...A+Customer+Service+Job+That+Makes+A+Difference&isjs=2&q=customer+service&where=kennewick%2c+wa&rad_units=miles&pp=25&vw=b&setype=2&jpt=1)’. The extra words can skew the results returned.

1. Do not include the requisition number in the job title.

* This will negatively impact the resume matching tool and possibly return results that may be inapplicable to the position.  These details should be included in the job description.

1. Do not include the location in the job title.

* This will negatively impact the resume matching tool and possibly return results that may be inapplicable to the position.  These details should be included in the job description.

1. Do not include any extra codes/characters/etc.

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Searching resumes:

1. Be cognizant of the resume source you have selected.

* Using the ‘Additional candidates from Monster’ is going to greatly increase the pool of resumes and likely produce more resume matches.
* On the flip side, using the ‘WorkSource candidates’ may return a more eager subset of applicants since all of these candidates are new registrants since the site go-live in May 2016.

1. Remember that sometimes less is more.

* A job title search on ‘Customer Service’ is going to return broader results than ‘Customer Service Representative’, as it will also find titles such as Customer Service Agent, Customer Service Associate, Customer Service Admin, etc.

1. Start your search with a job title; then add additional filters to further narrow the results.

* For example, adding skills/keywords will allow you to monitor the fluctuation for each grouping of candidates.

1. Use the Advanced search to identify very particular criteria, such as a candidate name or a job type of intern.

* They are several filters available that will narrowly define the candidate pool.