



# NEO-Exec Tips for Recruiters

---

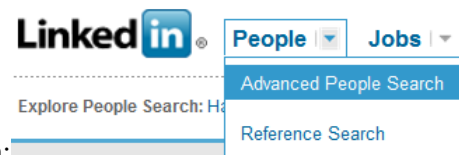
As a recruiter there are two ways you can utilize NEO-Exec and LinkedIn for free. Since everyone in NEO-Exec is looking for work you have a decent chance of getting a response to a job posting.

## Post Jobs:

You can pay to post jobs on LinkedIn, but you can also post searches and job openings as a jobs discussion on NEO-Exec or any group for free.

1. In NEO-Exec go to the Jobs Tab.
2. Click  [Post a job](#) on the right side.
3. Fill out the information about the job.
  - a. Job Title: Briefly describe the position. Make sure it is clear the type of job, level, and functional area. Keep it fairly short.
  - b. Additional Details:
    - i. Basic description with key responsibilities and expected qualifications
    - ii. Location
    - iii. Job contact info (name, phone, email)
    - iv. Web link to job posting or your website. Note email and web addresses are executable in this section.
  - c. Follow this job: If you check this box you will get an email anytime someone posts a comment about the posting. Probably worth doing.
  - d. Click  and you're done.

## Searching for Candidates:



The advanced people search icon is located at the top of the screen:

You can use Boolean operators: OR AND - ( ) “ “. Note OR and AND must be all uppercase! A dash means not... -dupont means exclude any profiles that contains dupont

The default sort for the list is by relationship (1<sup>st</sup> is direct connection, 2<sup>nd</sup> have at least one connection in common, 3<sup>rd</sup> our connections have a common connection, group = share a least one group. Within each relationship the sort is by who has the strongest relationship. You can change the sort.

The results list can show in basic or expanded view. You can also create your own view.

When you go into a profile, on the right side is a section: Your private info about ..... If you click View/Edit Contact Info you can add personal notes and more contact information about the person.

# NEO-Exec Tips for Recruiters

---

## SEARCH EXAMPLE:

The following search would find all persons located within 75 miles of 44236 who have supply chain, logistics, or transportation in their profile and at one time held a title that contained ceo, coo, president, owner, or vp; and the person is a member of the NEO-Exec group. By specifying NEO-Exec you will only get persons anticipating or currently looking for work. Note: you will also get recruiters on NEO-Exec that match that criteria.

<b>Keywords:</b> "supply chain" OR logistics OR transportatio	<b>First Name:</b> <input type="text"/>
<b>Location:</b> Located in or near: <input type="text"/>	<b>Last Name:</b> <input type="text"/>
<b>Country:</b> <input type="text" value="United States"/>	
<b>Postal Code:</b> <input type="text" value="44236"/> <a href="#">Lookup</a>	
<b>Within:</b> <input type="text" value="75 mi (120 km)"/>	

---

<b>Title:</b> ceo OR coo OR president OR owner OR vp <input type="text" value="Current &amp; past"/>	<b>Industry:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Accounting</li><li><input type="checkbox"/> Airlines/Aviation</li><li><input type="checkbox"/> Alternative Dispute Resolution</li><li><input type="checkbox"/> Alternative Medicine</li><li><input type="checkbox"/> Animation</li></ul>
<b>Company:</b> <input type="text"/> <input type="text" value="Current &amp; past"/>	<b>Groups:</b> <ul style="list-style-type: none"><li>Members &amp; Friends</li><li><input type="checkbox"/> HCC Business Network</li><li><input checked="" type="checkbox"/> NEO-Exec</li><li><input type="checkbox"/> HJS</li><li><input type="checkbox"/> NE Ohio for a Better Tomorrow</li><li><input type="checkbox"/> Cleveland Home Improvement Network</li></ul>
<b>School:</b> <input type="text"/>	

You can also limit the search by specifying which industries to include in the search. For Industry and Group you can check more than one to include multiple selections.

You can also limit the selection by company and school. Boolean operators apply. For company and title you can specify current, past, or both.

Here is another Keyword example:

("supply chain" OR logistics) AND (lean OR sigma) AND -dupont

This would find persons with supply chain or logistics and lean or sigma and do not have dupont in their profile.

Tip: If you filled out the distance search criteria and got back everything then you didn't change the Location: to Located in or near....

Tip: The search results will come back with your criteria on the right side of the screen so you can change it. If industry and groups are not shown, click show more... to see the rest of the criteria.