

Core - Employee Searching

Last Modified on 02/07/2019 3:47 pm CST

What Searching Can Do for You

In Core search can be very simple - like searching by an employee name, or complex - like searching for all unassigned employees that live within 10 miles of a job and are certified forklift operators.

In addition to locating records, searching can also be used for:

- Email lists
- Reporting
- Auditing
- Creating call sheets

To open the employee search:

1. Hold your cursor over the employee section of the navigation tree in the lower left.
2. Select the magnifying glass icon



3. You will be redirected to the search page.

Basic Search Options

Across the top of the employee search, you will see an array of search options defined below.

Last Name	<input type="text"/>	SSN	<input type="text"/>	All Records	RepName	All Reps	Document Text	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Clear Criteria"/>
First Name	<input type="text"/>	ID	<input type="text"/>	Active	Branch	All Branches				

Open Text Fields:

- Last Name
- First Name
- SSN (can be part or full social security number)
- ID
- Document Text

If you do not know a person's full name you can use the **Wild Card** option to search for a part of their name:

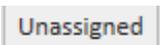
Example:

I have an employee who's name is Edward but he is often called Eddie and I am not sure which name I entered into the system. I can enter "Ed%" to search for all people who have Ed in their name.

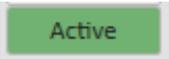
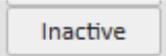
Toggle Options:

In the top center of the search page you will see 2 toggle buttons: Record Type and Active Status.

Record Type - this toggle button allows you to filter your search by:

- Unassigned  - Not currently working a job for you
- Assigned  - have an open assignment they are working for you
- All Records  - search results will contain both people who are and aren't currently working a job for you

Active Status - this toggle button allows you to filter your search by:

- Active  - employees with an active status can be prospective or current employees
- Inactive  - employees with an inactive status do not currently work for you but may have worked for you in the past
- All Statuses  - employee records with both inactive or active statuses will appear in the search results

Additional Filters:

You can filter your search results by RepName or Branch by selecting the rep or branch from the drop down menus when searching.

RepName	All Reps ▾
Branch	All Branches ▾

RepName comes from the rep assigned to the employee record. This can be found by navigating to the Employee record details section and selecting the correct rep under the staffing specialist field.

Branch	Temp Branch ▾	
Staffing Specialist	core.forecruiter ▾	
Interviewed By	core.forecruiter ▾	📅
Entered By	core.forecruiter	11/13/2018 12:57:00 PM
How Heard Details		

Branch options available will depend on your hierarchy level. If you are at Entity or Class vs. Temp this can be an easy way to narrow down your results to only records from a specific branch. If your hierarchy level is set to branch, then you should only see your current branch records anyways and would not need to use this filter. For more information on hierarchy see [Enterprise Core - Hierarchy](#).

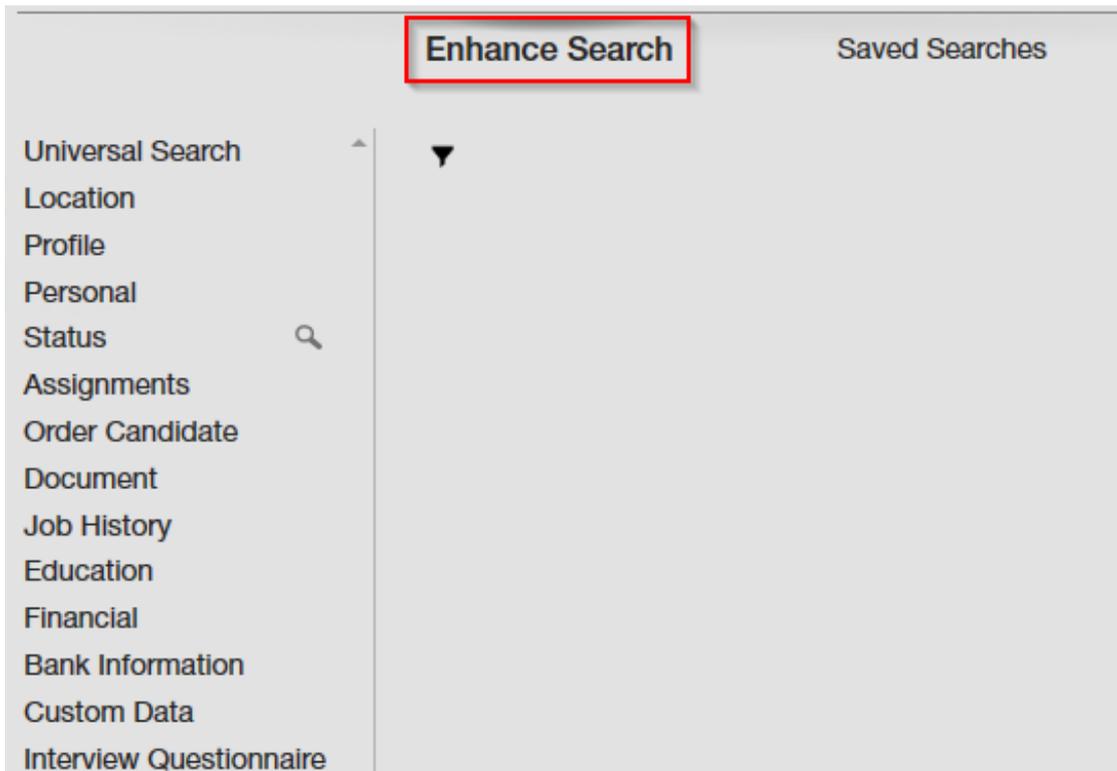
Clearing Criteria

Enterprise Core will remember your search parameters when you return to the search page during your log in session. Before conducting a new search option, it is important that you select the Clear Criteria button on the right. This will reset the search option and allow you to select new criteria.

Clear Criteria

Enhanced Search

When you open up the employee search area, there is a button in the middle for enhanced search. This section allows you to search by additional criteria. This will give you endless options to find the right candidates for an order.

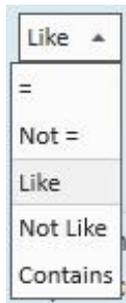


When the Enhanced Search options open, you will be able to pick a category on the left and then see the fields available to search by.

It is very important that you fill out as much information as you can on the employee records in order for your searches to be as accurate as possible. Consider creating processes for your recruiters to pick out the most important fields they should be filling out.

Comparatives:

When utilizing the enhanced search area, at the beginning of some criteria input fields there are comparative boxes which can be used to match to the data housed within the record's field:



Comparative	Definition
=	Is an exact match
Not =	Does NOT match
Like	Starts with
Not Like	Does NOT start with
Contains	Somewhere within the field the characters exist



Comparative	Definition
<	Less than
<=	Less than or equal to
=	Equal to
>	Greater than
>=	Greater than or equal to
Not =	Does NOT match

Example Searches:

The enhanced search options gives you an overwhelming amount of options. Below are a few common search examples we love.

Search for Employees by Interest & Location:

Use the following criteria

- Profile > Interest Code (select at least one interest)
- Location > Zip Code (enter a zip code)
- Location > Distance (number of miles from zip code)

The screenshot shows a software interface with a search bar at the top containing the text "Search for Employees, Customers, Orders, etc.". Below the search bar, there is a profile card for "Luke Danes" with ID: 39, SSN: xxx-xx-1313, and Branch: Temp Branch. To the right of the profile card, it says "No tasks to display for your current filter settings". Below the profile card, there are several tabs: "tasks", "appointments", "social", and "email".

Below the tabs, there is a search filter section with the following fields: Last Name, First Name, SSN, ID, All Records (highlighted in yellow), Active (highlighted in green), RepName, Branch, Document Text, and a search button. There is also a "Clear Criteria" button.

Below the search filter section, there is a section titled "Enhance Search" and "Saved Searches". It says "Your search returned 57 results." and "Drag a column header here to group by that column." Below this is a table with the following columns: ID, Last Name, First Name, Branch, Phone, Is Acti..., Is Assi..., Last Message, Zip C..., HasR..., and Cell Ph... The table contains 19 rows of data, with the first row being "10 Addams Wednesday Temp Branch (456) 789-1230".

ID	Last Name	First Name	Branch	Phone	Is Acti...	Is Assi...	Last Message	Zip C...	HasR...	Cell Ph...
10	Addams	Wednesday	Temp Branch	(456) 789-1230	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DNA	55432	<input type="checkbox"/>	
22	Barnes	Troy	Temp Branch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Availability	55321	<input type="checkbox"/>	876846...
51	Boyle	Charles	Temp Branch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Availability	55125	<input type="checkbox"/>	
8	Bueller	Ferris	Temp Branch	(865) 456-1587	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Availability	55432	<input type="checkbox"/>	
15	Butterworth	Joy	Temp Branch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		55432	<input type="checkbox"/>	
19	Chang	Ben	Temp Branch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Order Candidate	55324	<input type="checkbox"/>	
33	Cocoo	Glenn	Temp Branch	(454) 315-8451	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Submitted	55321	<input type="checkbox"/>	
39	Danes	Luke	Temp Branch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Order Candidate		<input type="checkbox"/>	
2	Dean	James	Temp Branch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	
48	Diaz	Rosa	Temp Branch		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Availability	55123	<input type="checkbox"/>	
24	Duncan	Ian	Temp Branch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	
20	Edison	Annie	Temp Branch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		55432	<input type="checkbox"/>	
5	Finch	Atticus	Temp Branch	(456) 521-1230	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		55321	<input type="checkbox"/>	
45	Forester	Dean	Temp Branch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	
11	Gatsby	Jay	Temp Branch	(789) 456-1230	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		55432	<input type="checkbox"/>	
43	Geller	Paris	Temp Branch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	

Search for Employees Who Have Called in Their Availability in the Last Week:

Use the following criteria:

- Profile > Message Action Code (select the availability option)
- Profile > Message Date (choose greater than or equal to a date of your choosing)

Temp Branch

tasks appointments social email

Last Name SSN All Records RepName All Reprs Document Text
First Name ID Active Branch All Branch Search Clear Criteria

Enhance Search Saved Searches

Your search returned 3 results.

Drag a column header here to group by that column.

ID	Last Name	First Name	Branch	Phone	Is Acti...	Is Assi...	Last Message	Zip C...	HasR...	Cell Ph...
8	Bueller	Ferris	Temp Branch	(865) 456-1587	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Availability	55432	<input type="checkbox"/>	
15	Butterworth	Joy	Temp Branch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		55432	<input type="checkbox"/>	
54	James	Bailey	Temp Branch	(605) 218-5610	<input checked="" type="checkbox"/>	<input type="checkbox"/>		55306	<input checked="" type="checkbox"/>	

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