



How-to guides  
**Boolean Search**



efinancialcareers

## A quick guide to using boolean search

Boolean search allows you to combine keywords with 'operators' such as AND, OR, NOT, (brackets) and "quotation marks" to produce more relevant search results.

Here's an example of a detailed search string for a candidate with Mergers & Acquisitions experience in the Real Estate industry:



("Mergers & Acquisitions" OR merge OR acquisitions OR M&A OR originate OR "Mergers and Acquisitions") AND "Real Estate"

This search takes into consideration the multiple different ways that candidates might enter the skill 'Mergers & Acquisitions' in their candidate profile and therefore broadening the search to make sure no suitable candidates are missed in the search results.

Understanding how to use these features is extremely useful when searching through the wide number of CVs stored on the eFinancialCareers website as they can narrow, broaden or refine the results depending upon what you need.

## Useful tips when searching

### Start off simple

Results can always be narrowed down and refined to find more relevant CVs.

### There is no limit

You can create very complex search strings if needed which will save you a lot of time in filtering the results.

### Dealing with abbreviations

When looking for job titles that may be abbreviated use OR to make sure all based are covered. For example:



"Public relations" OR PR

or

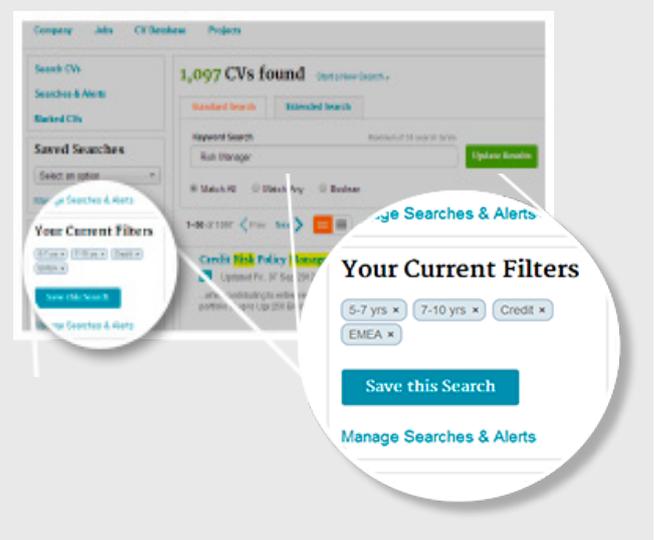


"Human resources" OR HR

### Saving

Store your current Boolean searches using the "Save this search" feature on the eFinancialCareers website found under 'Your Current filters'.

This will mean you do not have to re-enter the string each time you want to run the search.

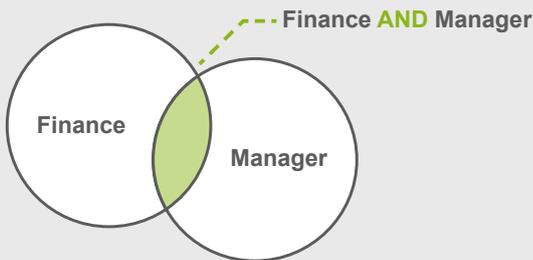


# How to use 'operators' to enhance your search:

## Narrow search results

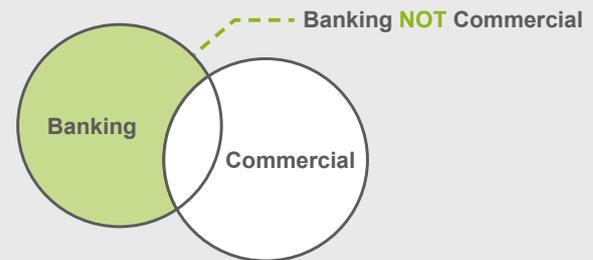
### AND

- Same as 'Match all' search
- Only finds CVs containing both words



### NOT

- Finds CVs containing the first word and not the second
- Useful if excluding a company name for example



## Broaden search results

### OR

- Will also bring back CVs containing both words
- Same as 'match any' search and finds CVs with at least one of the words



### ASTERISK\* (Wild card)

- Placing the asterisk immediately at the end of the word returns all the variations of that word to ensure you are covering all basis of how a candidate might term a phrase

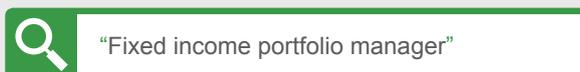


Finds all variations of the word 'Manage', e.g. Manager, Managing, Management

## Refine search results

### "Quotation marks"

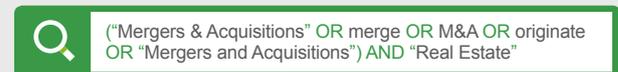
- Finds the phrase within CVs
- Does not need to be used for single words



Finds all of the CVs that contain "Fixed income portfolio manager" in that order.

### (Brackets)

- Brackets must be used to group terms joined by OR when there are any other boolean operators in the search
- Can be used to search for similar phrases at the same time
- Can be used to enclose words so that they are searched for together and then compared to another phrase
- The brackets enclose the words to be searched together



Finds all terms/keywords listed inside the brackets first and then searches for any additional terms/keywords.