



# Recruiters Top Tips

Follow these simple tips to ensure you make the most of your job postings, application management and database access



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# Top Tips

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## Post jobs Monday–Thursday

We have the highest jobseeker traffic at the beginning of the week and the least over the weekend. So it makes sense to post during busy traffic times. In fact, globally our busiest time is on a Tuesday at 2pm.

2

## Don't use acronyms or abbreviations

Most candidates don't search for acronyms or abbreviations. Try to use full words or phrases, particularly in job titles.

3

## Keep it simple and engaging

Candidates often don't read large chunks of text, so use bullet points and plenty of white space to make your advert appealing. Concentrate on selling the key benefits of the role and company.

4

## Post jobs in up to 3 sectors

Nearly 60% of our candidates perform their initial job search using only our sector lists. Make sure you choose three relevant sectors and sub-sectors for each posting to reach maximum visibility.

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## Refresh jobs every 3 days

Refreshing ads takes no more than 10 seconds and gives them today's date bringing your roles back to the top of candidate search results.

6

## Use questionnaires

Screen and rank your applications using a pre-designed or personalised questionnaire.

7

## Add auto-generated responses

Using automatic responses for all your applicants sets candidate expectations and helps you manage communications outside the application process. We've even provided templates for you to use.

8

## Filter applications by location or IP address

Save time by filtering applications by their stated location (where they have said they are based) or their actual IP address (where they have applied from).

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## Boolean is best

Make your searches as simple or complex as needed. Even quotation marks to return an exact phrase can boost the relevance of your search results.

10

## Have candidates delivered to you

Save all your searches and create alerts that send you filtered candidates matching your criteria on a daily or weekly basis in one group email.

11

## Highlight viewed CVs

You can 'mark' and categorise CVs you've already seen, saving you time and helping you find them easily again. Removing 'marks' after a search is easy too.

12

## Get organised with project folders

Save candidates you find via the CV search tool and those you gather from job apps into 'project' folders. You can even set up and organise your project folders as you choose.

## More help?

In addition to our user guides and top tips, we also provide online training and can even come to your offices for one-to-one or group training sessions with your team.

Our dedicated team are available during office hours and can be contacted via phone or email.

## Contact us

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