

# GUIDE TO BOOLEAN SEARCH FOR RECRUITERS

## WHAT IS IT?

Boolean searches allow you to combine words and phrases using the words AND, OR, NOT, quotation marks, wild card (\*), and parentheses (known as Boolean operators) to limit, broaden, or define your search.

## HOW CAN THIS HELP ME?

Boolean search strings help you weed out irrelevant results and land on qualified resumes and profiles. In the following examples, we provide tips on Boolean search and detailed examples sorted by job role, skills, and location. Go ahead and experiment, mix-and-match to optimize your searches.

## QUICK TIPS

- The *Keywords* text box supports full Boolean searching.
- The Boolean operator AND narrows a search.
- The Boolean operator OR broadens a search.
- The Boolean operator NOT excludes words from a search.
- For best results, manually type quotes into search box and do not copy/paste text from other applications.

## GETTING STARTED



## Operators

### How does it work?

### Search Criteria

### Results

1	<b>Quotes</b>	Quotation marks ensure search results carry the words in the specific order you entered and are recognized as a single word. If you would like to search for an exact phrase, enclose the phrase in quotation marks. You can use these in addition to other operators/modifiers.	<ul style="list-style-type: none"> <li>• "product manager"</li> <li>• "account representative"</li> <li>• "executive assistant"</li> </ul>	Resumes that contain exact phrase, <i>product manager</i> , <i>account representative</i> , or <i>executive assistant</i>
2	<b>OR</b>	Broaden the search by using the uppercase word <b>OR</b> . Search resumes that include <i>any</i> of these four words. It can be one of them, all of them, or anything in between. Use <b>OR</b> to separate the words and phrases. Use quotation marks for phrases or multiple words.	<ul style="list-style-type: none"> <li>• Recruiter OR Recruitment OR Recruiting OR Recruit</li> <li>• "Account Executive" OR "Account Exec" OR "Account Manager" OR "Sales Executive"</li> </ul>	Resumes that contain any string of words and phrases used such as <i>Recruit</i> or <i>Account Executive</i> , etc.

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Operators	How does it work?	Search Criteria	Results
 <b>3 Wild Card</b>	The * (asterisk) is a wildcard character. Resumes that contain words that start with <i>Recruit</i> .	<ul style="list-style-type: none"> <li>Recruit*</li> </ul>	Resumes that contain <i>Recruiter</i> , or <i>Recruitment</i> , or <i>Recruiting</i>
 <b>4 AND</b>	Narrow the search by using the word <b>AND</b> . Use quotations marks for phrases or multiple words.	<ul style="list-style-type: none"> <li>Recruiter AND "Human Resources"</li> <li>"customer service" AND hospitality</li> </ul>	Resumes that contain the <i>exact</i> word or phrase <i>Recruiter</i> and <i>Human Resources</i>
 <b>5 NOT</b>	Narrow the search by using the word <b>NOT</b> . The search results exclude specific keywords or phrases.	<ul style="list-style-type: none"> <li>Recruiter NOT Consultant</li> <li>Director NOT executive NOT vp NOT "Vice President"</li> </ul>	Resumes that contain the word <i>Recruiter</i> and exclude resumes that contain the word <i>Consultant</i>
 <b>6 Parentheses</b>	Parentheses are used to separate phrases using the <b>OR</b> operator from the words or phrases using the <b>AND</b> operator. If you would like to do a complex search you can combine terms and modifiers.	<ul style="list-style-type: none"> <li>Software AND (engineer OR architect)</li> <li>("human resources" OR HR) AND "customer service"</li> </ul>	Resumes that contain both <i>software engineers</i> and <i>software architects</i>
 <b>7 AND + OR Space</b>	Narrow the search by using the words <b>AND</b> plus <b>OR</b> that contain the word <i>Recruiter</i> as well as the exact phrase <i>Human Resource</i> <b>OR</b> the acronym <i>HR</i> , or both. The space in between the two acts like the Boolean operator <b>AND</b> .	<ul style="list-style-type: none"> <li>Recruiter AND ("Human Resources" OR HR)</li> <li>Recruiter HR</li> </ul>	Resumes that contain both <i>Recruiter</i> AND <i>Human Resources</i> OR <i>HR</i>
 <b>8 Advanced</b>	This is an example of a more complicated search string.	<ul style="list-style-type: none"> <li>Recruit* AND (HR OR "Human Resources") AND (Pipeline OR "Talent Pool" OR Sourcing) AND ("C-Level Jobs" OR "Executive Search") AND NOT (Hourly OR "Part-Time") AND Bachelors</li> </ul>	Resumes that <b>start with</b> <i>Recruit</i> <b>and include</b> <i>HR, Human Resources, Pipeline, Talent Pool, Sourcing, C-Level Jobs, Executive Search, Bachelors</i> but <b>exclude</b> resumes that have <i>Hourly</i> or <i>Part-Time</i>