

JOB NETWORK

SELECTLEADERS RESUME DATABASE TRAINING

SelectLeaders Real Estate Job Network

The Professionals' Choice for Real Estate Jobs

575 Lexington Ave, 4th Floor New York, NY 10022 (212) 661-3232

RESUME DATABASE TRAINING

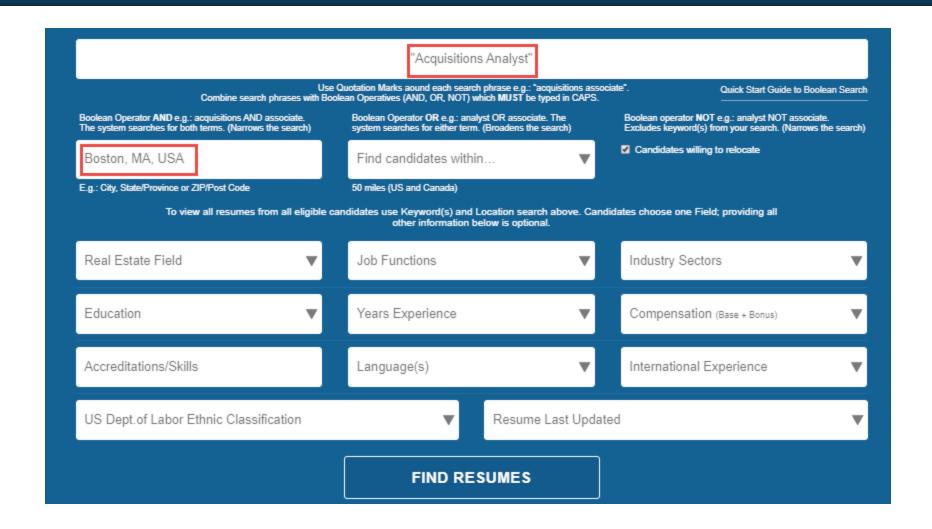
Our Proprietary Database is the Gold Standard for Real Estate Talent. Here, employers find the best selection of candidates, including members of the twelve premier Real Estate Professional Associations, from all sectors, all functions, all levels of experience.



- Access our national database of over 300,000+ searchable resumes!
- ❖ No geographic restrictions full national & international access
- Search by specific skills, real estate experience, and sector
- No limit to the number of users

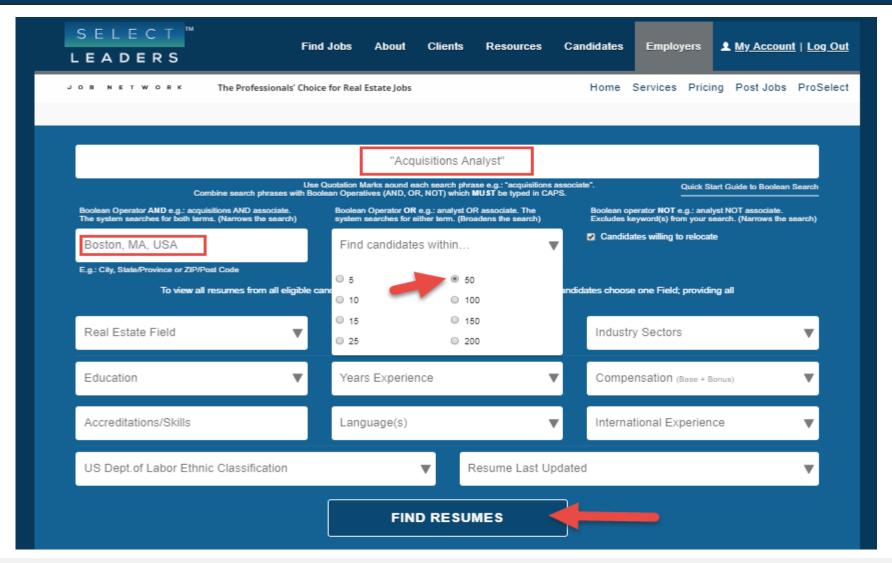


START WITH "KEYWORDS" AND "LOCATION"



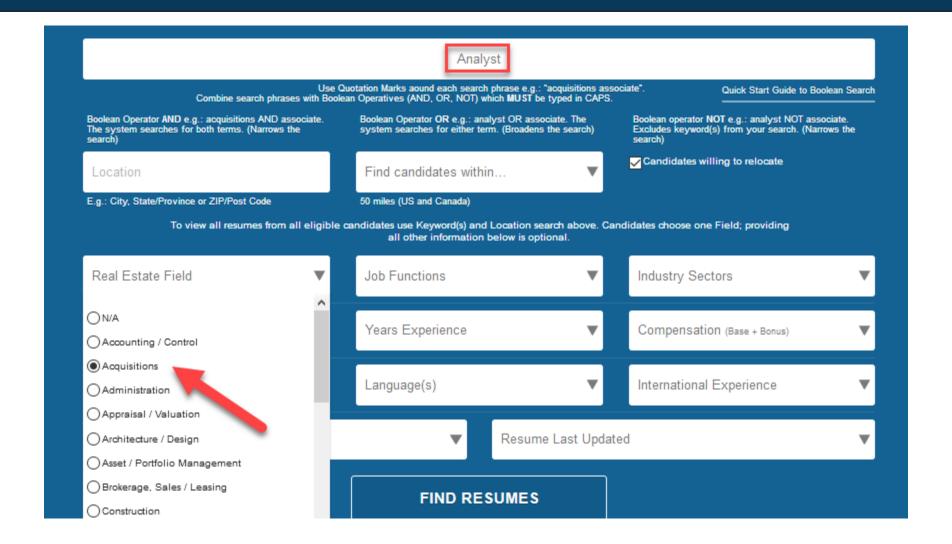


COMMUTES VARY – MILES RADIUS FROM LOCATION INCREASES OR DECREASES YOUR RESULTS



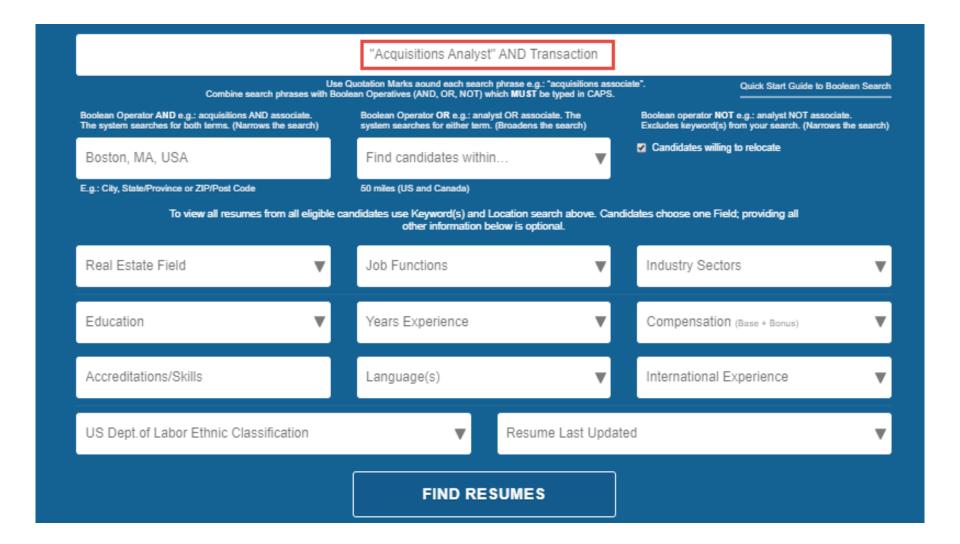


TRY AN ALTERNATIVE SEARCH USING A FIELD



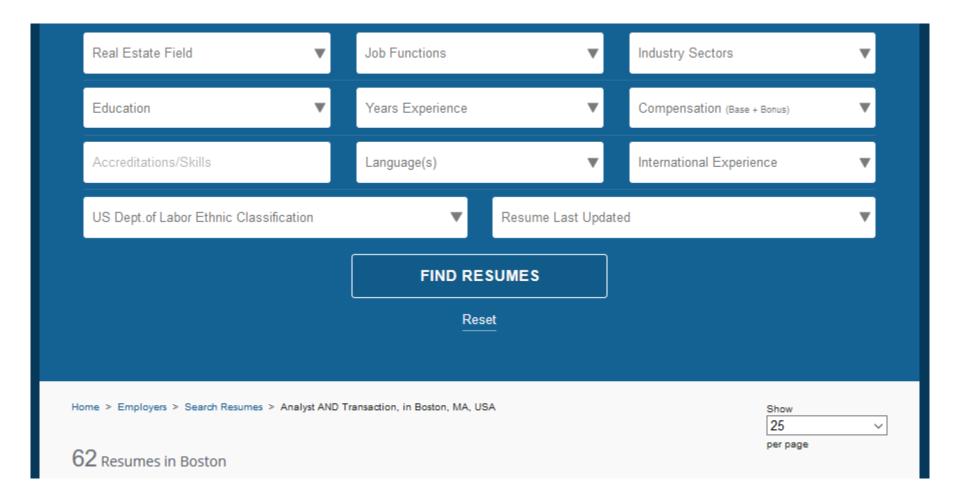


CONNECT MULTIPLE REQUIREMENTS WITH A CAPITAL AND TO DRILL DOWN TO THE PERFECT HIRE

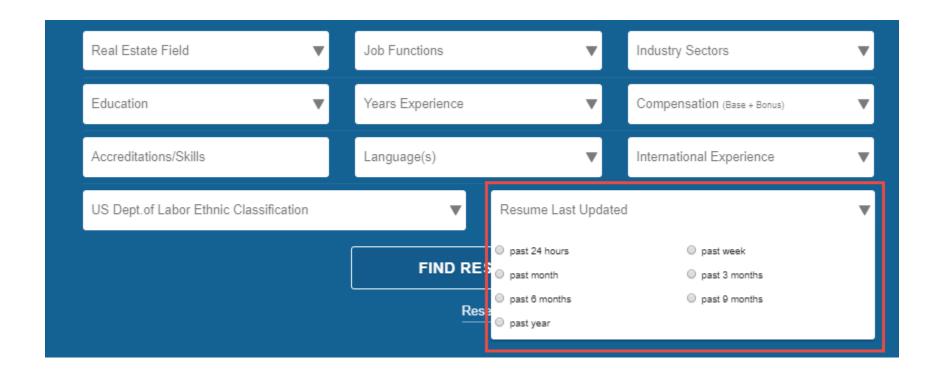




TRY FILTERING TO A MANAGEABLE SOURCE LIST (BUT THIS CANDIDATE INFORMATION IS OPTIONAL)



FILTER BY WHEN RESUME WAS LAST UPDATED



Use the resume last updated filter to find both active and passive candidates

1. "" Put quotation marks around each phrase you enter in keyword search. The system will search for the exact sequence of words surrounded by quotation marks.

	"Property Manager"	
Use Quotation Marks aound each search phrase e.g.: "acquisitions associate". Quick Start Guide to Boolean Search Combine search phrases with Boolean Operatives (AND, OR, NOT) which MUST be typed in CAPS.		
Boolean Operator AND e.g.: acquisitions AND associate. The system searches for both terms. (Narrows the search)	Boolean Operator OR e.g.: analyst OR associate. The system searches for either term. (Broadens the search)	Boolean operator NOT e.g.: analyst NOT associate. Excludes keyword(s) from your search. (Narrows the search)
Dallas, TX, USA	Find candidates within	Candidates willing to relocate
E.g.: City, State/Province or ZIP/Post Code	50 miles (US and Canada)	



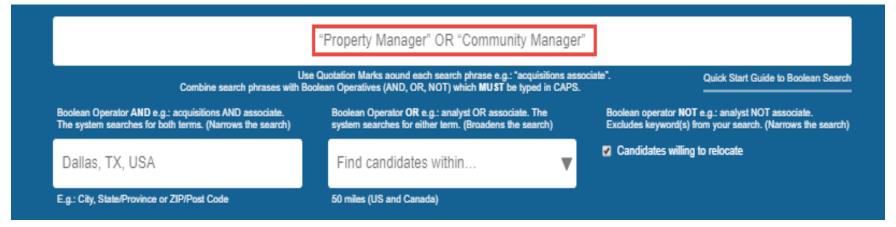
2. AND - Use AND to narrow your results. AND searches require that all of the terms you have listed are found in your results.



EXAMPLE: "Managing Director" AND Healthcare The results would be only those who have both "Managing Director" as well as "Healthcare" in their resume. * Try "Health Care" as well. Or Multifamily vs "Multi Family"



3. OR - Use OR to broaden or increase your results. OR searches require that your results contain only one of the terms being searched.



EXAMPLE: "Property Manager" OR "Community Manager" The results will present everyone who has either "Property Manager" or "Community Manager" in their resume.



4. NOT - NOT searches mean that a term or terms can be disqualified from your results.



EXAMPLE: Sales NOT Agent The results would display those that have Sales in their resume, excluding those that have Agent.



5. ~ Use the tilde key ("~") to search terms within a certain amount of words from each other to find the most relevant resumes.

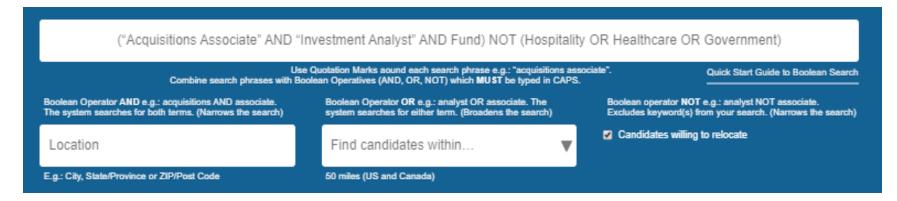


EXAMPLE: "Property Manager" AND "Retail" ~ 50 This will allow you to search for resumes with "Property Manager" and "Retail" within 50 words of each other.



NEED TO PUT YOUR OPERATIVES TOGETHER IN A SEARCH?

() - Parenthesis can combine exact phrases with the Boolean operative's AND, OR, NOT to construct a targeted search sometimes called a "Boolean String".



EXAMPLE: ("Acquisitions Associate" AND "Investment Analyst" AND Fund) NOT (Hospitality OR Healthcare OR Government)



THE SECRET OF OUR HIRING SUCCESS

- Working with Cornell University, we created and refined, the definitive "Real Estate Job Ecosystem" of 19 Real Estate Fields, 43 Job Functions, and 8 Sectors
- ❖ Whatever the title, the Real Estate Field selected by the employer, works with our bleeding edge search engine to categorize all jobs posted to match the way candidates search.
- The combination of listing your job openings with us and our site acting as an extension of CBRE Careers site, as well as searching our database puts recruiters in the driver seat to find and hire the best talent in our industry





LETS PRACTICE SEARCHING COMMON CBRE JOBS

