jobmedic.co.uk

JobMedic CV Database FAQs

1. How do I log into the CV database?

   o Log into JobMedic (https://www.jobmedic.co.uk/)

   o Click on the blue "CV Search" button.

   o This directs you into the CV database and you are able to run a search.

   o If you have acquired access to both the JobMedic database and the CareerBuilder CV database, please ensure that you select the correct CV database to run your search.

2. Does the CV database have a daily limit on how many CVs we can view and if so what is this limit?

   o Yes, the CV database has a limit. The limit is 85 actions per day.

3. When I enter Jobmedic in the search field, I do not get many relevant results. Why?

   o The JobMedic CV database runs on Boolean search. This means that in order to get all relevant results for Staff Nurse, we would recommend entering a search string such as: "Staff Nurse" OR "Registered General Nurse" OR "RGN" OR "R.G.N.".

   o Please be aware that the Boolean search applies for all searches, therefore abbreviations and alternative job titles should be used in all job searches.

4. How do I set up candidate alerts? o

   o First, run your search.

   o Ensure that you are happy with the search results.

   o If you are not happy with the results, change the search until it works
      • If a search string does not work, please refer to question 3.

   o Once you are happy with your search, click on "Save Search"

   o In the pop-up, click "more options" and select if you would like to receive daily or instant alerts and enter which email address you would like the alerts to be sent to.

   o When you have entered all the relevant information, click on "Save".

   o Your Candidate Alert is now set up.

5. Can I send mass emails from the JobMedic CV database?

   o Unfortunately, this is not possible.

6. I no longer have access to the CV database. Why?

   o You might have reached your CV Database limit for today.

   o Your contract with JobMedic may have expired and therefore you can no longer use the product. If you would like to acquire this product again, please contact our sales office at salesenquiries@jobmedic.co.uk or 0800 111 4725.

   o Your account might have been placed on hold. For further information, please contact our customer care team at clientsupport@jobmedic.co.uk or 0800 032 8082.

7. Is it possible to search candidates nationwide?

   o It is possible; however, we do not recommend this as you will get the best results by searching on a city or postcode basis.

8. Where can I get statistics for the CV database usage of my team?

   o There is unfortunately no client self-service for statistics. If you would like an up to date statistic on your CV database usage, please contact our customer care team at clientsupport@jobmedic.co.uk or 0800 032 8082.

9. Why do candidates I previously excluded from the CV database show up in the search again?

   o Some candidates register several times with different email addresses. Therefore, even if you have excluded a candidate once or several times, they might still show up in your search with a different email address.

10. I keep coming across irrelevant candidates. Can these be removed?

    o Candidates you do not find suitable for your company can be avoided by using an optimized Boolean string and filters.