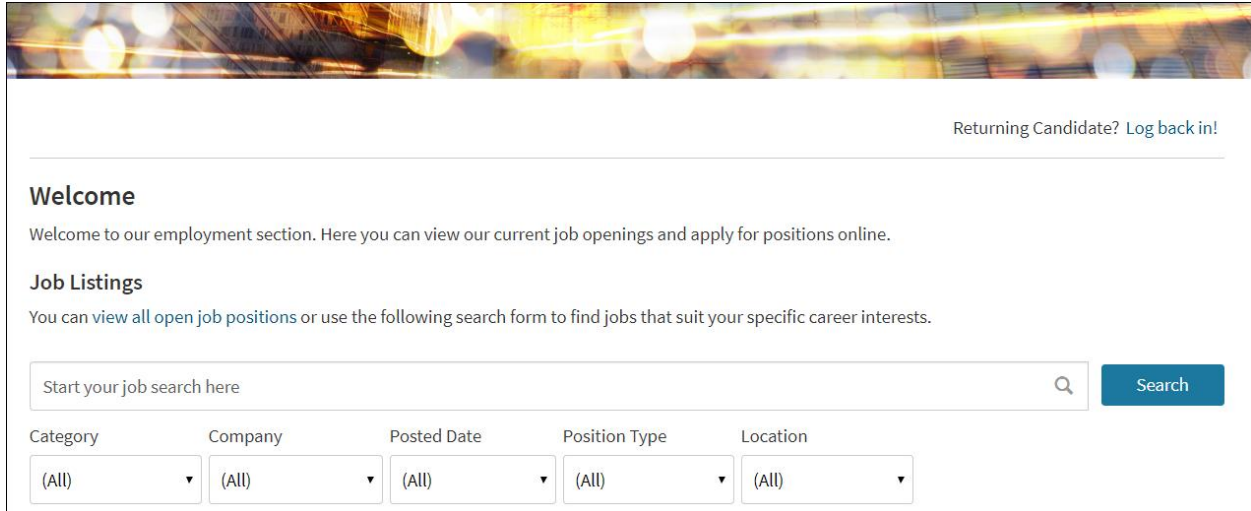


Job Discovery: Career Portal Changes

In a future release, the job discovery feature will be enabled for US-hosted iCIMS customers. This feature improves the candidate job search experience. Minor career portal updates will occur with the feature rollout. This documentation has been provided ahead of release and is subject to change.

Job Search Engine

Before the Release of Job Discovery



Returning Candidate? [Log back in!](#)

Welcome

Welcome to our employment section. Here you can view our current job openings and apply for positions online.

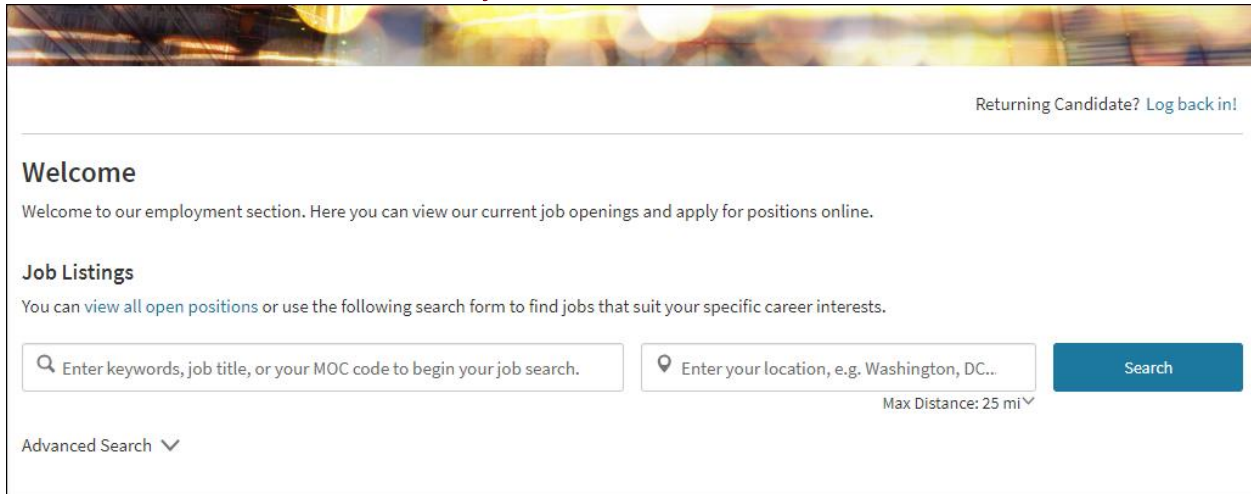
Job Listings

You can view all open job positions or use the following search form to find jobs that suit your specific career interests.

Start your job search here

Category: (All) Company: (All) Posted Date: (All) Position Type: (All) Location: (All)

After the Release of Job Discovery



Returning Candidate? [Log back in!](#)

Welcome

Welcome to our employment section. Here you can view our current job openings and apply for positions online.

Job Listings

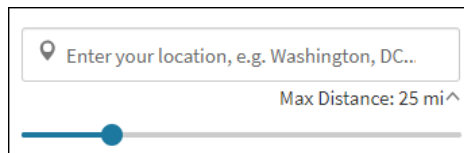
You can view all open positions or use the following search form to find jobs that suit your specific career interests.

Max Distance: 25 mi

Advanced Search

Summary of Key Changes

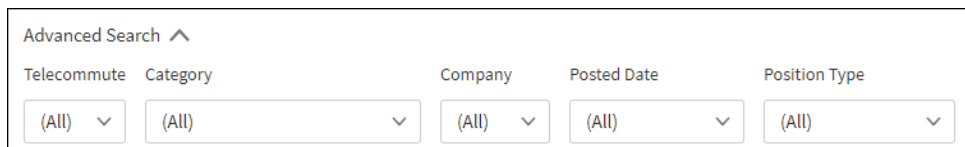
- **Keyword:** Keyword search functionality has been significantly improved. Additionally, the default placeholder text for the keyword search bar has been updated and can be configured. Previous customer configurations have been maintained.
- **Location:** Candidates can use a new location search bar to narrow their search results by location. Clicking *Max Distance* allows candidates to change the search radius from their specified location using the max distance slider.



Max Distance: 25 mi

Organizations can configure whether distance information displays in metric or imperial units. The Use My Location search feature remains supported.

- **Advanced Search:** Up to five specific advanced search filters can display when a candidate clicks *Advanced Search*.



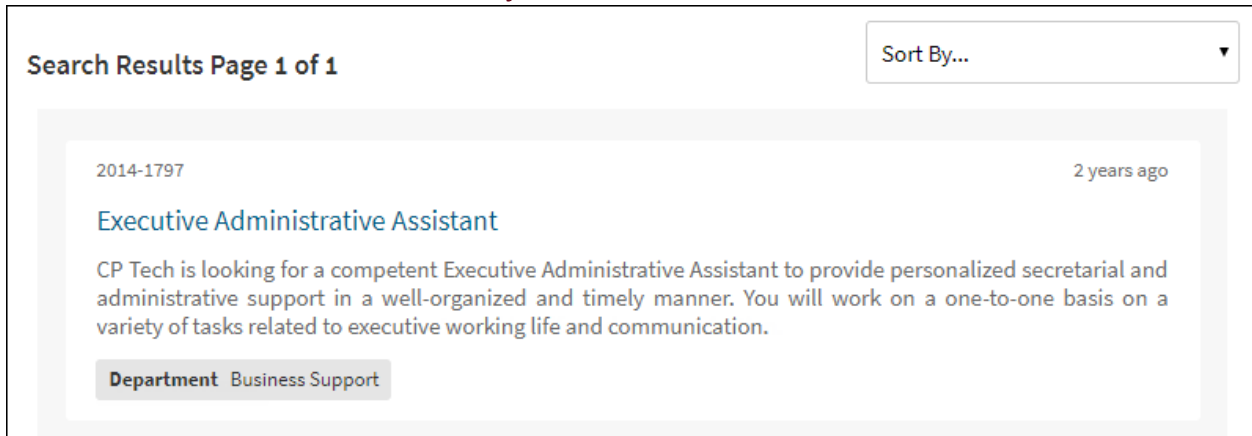
Advanced Search

Telecommute: (All) Category: (All) Company: (All) Posted Date: (All) Position Type: (All)

Customers can configure which of those five search filters display; previous customer configurations have been migrated. The advanced search filters can also be configured to display automatically on the career portal.

Job Search Results

Before the Release of Job Discovery



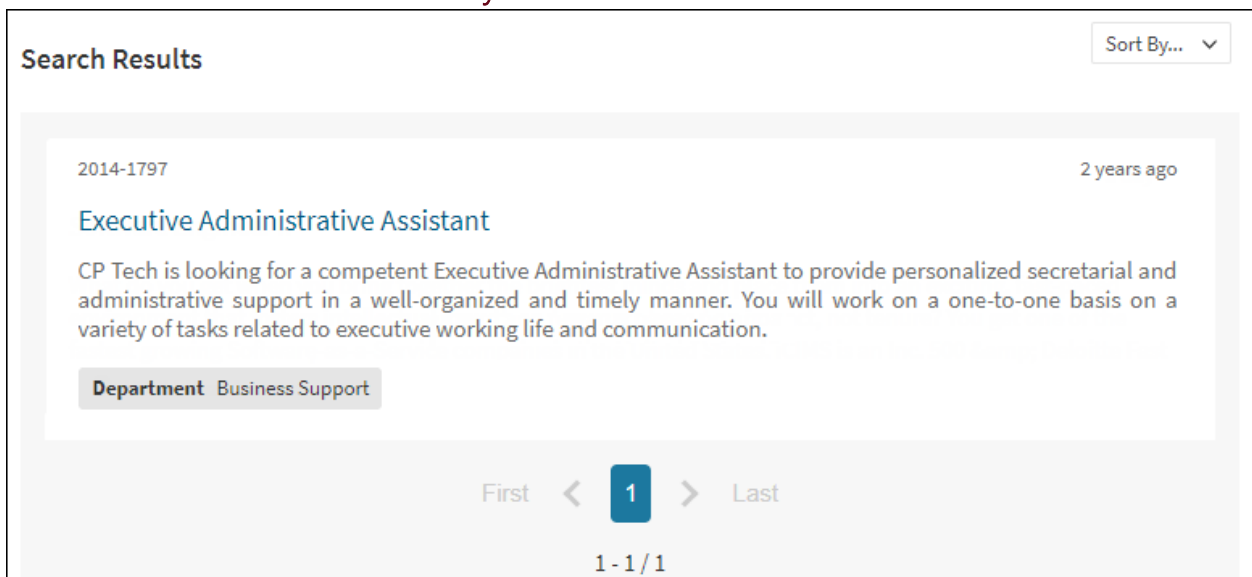
The screenshot shows a search results page titled "Search Results Page 1 of 1". In the top right corner, there is a "Sort By..." dropdown menu. The main content area displays a job listing for "Executive Administrative Assistant" with ID "2014-1797" and a date of "2 years ago". The job description states: "CP Tech is looking for a competent Executive Administrative Assistant to provide personalized secretarial and administrative support in a well-organized and timely manner. You will work on a one-to-one basis on a variety of tasks related to executive working life and communication." Below the description, there is a "Department Business Support" tag.



The screenshot shows a legacy paginator with buttons for "1", "2", "3", "4", a right arrow, and "Last". The "1" button is highlighted, indicating the current page.

The legacy paginator only displayed when search results extended to multiple pages.

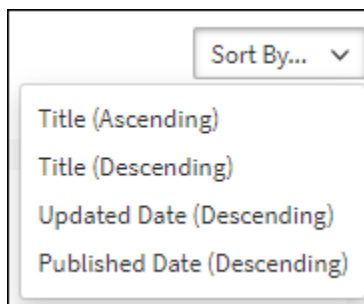
After the Release of Job Discovery



The screenshot shows a search results page titled "Search Results". In the top right corner, there is a "Sort By..." dropdown menu. The main content area displays the same job listing for "Executive Administrative Assistant" with ID "2014-1797" and a date of "2 years ago". The job description is identical to the previous screenshot. Below the description, there is a "Department Business Support" tag. At the bottom of the page, there is a new paginator with buttons for "First", "<", "1", ">", and "Last". The "1" button is highlighted. Below the paginator, it displays "1 - 1 / 1".

Summary of Key Changes

- **Page Counter:** All page count information now displays below search results. The paginator user interface has been updated and now always displays.
- **Sort By:** A limited set of sort-by options now display to candidates.



The screenshot shows the "Sort By..." dropdown menu with the following options: "Title (Ascending)", "Title (Descending)", "Updated Date (Descending)", and "Published Date (Descending)".

The search engine automatically displays keyword search results based on best match when no other sorting method has been selected.

Additional Information on Job Discovery

Additional information on candidate-facing changes, configuration options and other user admin functionality updates is available in the [June 2019 Release Notes](#).

Last updated: 8/30/2019