There are 2 ways to access the "Candidate Search" Page where the SC WORKS system allows you to conduct an extensive search for suitable candidates for your job openings.

Search Options Include:
- Quick Résumé Search
- Advanced Résumé Search
- Résumé Search by Skills
- Résumé Search by Job Order Criteria
- Résumé Number Search
- External Résumé Search

These are a few of the many filters that are available for your Candidate Search. You can narrow down by location, occupations, salary requirements, education levels, etc. You can also conduct Advance Searches.

Once the search results populate, you will see the Ranking Column. This is an overall percentage of the match to help you identify the most desirable candidate. In detailed view vs. summary view you can see the breakdown of that ranking percentage.

You can also view the individual’s profile via the Action column, and then click on "Details." This will allow you to view the candidate's entire profile, including contact information, skills, any candidate notes, etc.

If you would like to view the résumé itself, you can click on the “View résumé” link under the Résumé Title column.

The “Email this Résumé” link allows you to email the résumé to an external email address.

While you are within the candidate’s profile, you can rate and categorized the candidate via the “Save to Favorites” link.

Once you click on the link, the system will allow you to create new categories, or use existing categories to add the candidate to, along with using the dropdown menu under the “Rating” section, to rate the candidate.

The same menu of links at the bottom of the page will let you search for similar candidates, and even directly message the candidate you have selected to ask any additional questions, set up an interview, conduct follow-ups, etc.