

Basic Keyword Search

Single Term Search:

Sales



When a single search term is used such as 'Sales', the database is searched for all jobs with the keyword 'Sales' and displays jobs in the order of relevancy.

Multi Search Term:

Project Manager



When two or more keywords are used to perform the search, the first term 'Project' is required and the following term(s) 'Manager' is optional. Jobs in the search results must have the term 'Project', but jobs that include both 'Project' and 'Manager' have higher relevancy.

Search using "Quotations":

"Project Manager"



When keywords/phrases are wrapped with "Quotations" the database is searched for jobs with the same set of keywords in the same order. The search "Project Manager" is therefore treated as a single term. Jobs will only be returned if the terms Project Manager appear next to each other within the job's description.

Search using (Parentheses):

(Project Manager)



A Parentheses search will return all jobs when any one of the keywords is found. For example, the search (Project Manager) will return all jobs with 'Project' or 'Manager' resulting in a much broader search. Note: Jobs with both 'Project' and 'Manager' will still rise to the top of the list since they are more relevant.

Search using a Boolean Operator:

Project AND Manager



An example of using a Boolean Operator would be placing AND/NOT (in full caps) in between two or more keywords. The search 'project AND manager' will return jobs only when both the keywords are found. Inversely to the search 'project NOT manager' will return jobs only when the 'project' without 'manager' is found. Note: the keyword terms used do not need to be found next to each other in the job's description.