A woman with curly hair is looking down at a tablet she is holding. She is wearing a green sweater and a brown belt. In the background, another person is blurred.

# EMPLOYER DASHBOARD GUIDE

Easy steps on how to get started



FlexCareers

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# FLEXCAREERS DASHBOARD

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Employer [Profile](#)  
FlexCareers

John Adams

## FlexCareers Dashboard

Status

Postcode

Country

Within

Date from

Date to

Search

-- Select Status --

Australia

5km

Dd/Mm/Yyyy

Dd/Mm/Yyyy

### Your Jobs

Add New Job

Title	Status	Location	Created	Actions					
Client Relationship Manager	active	Sydney	25 September 2018	Preview	23 Applications	View Matches	Edit Job	Clone	Archive
OD / L&D Manager	archived	Sydney	21 September 2018	Preview	11 Applications	View Matches	Edit Job	Clone	
OD / L&D Manager	archived	Melbourne	21 September 2018	Preview	13 Applications	View Matches	Edit Job	Clone	

ALGORITHMIC SHORTLIST

POST A JOB MANUALLY  
(IF NOT SENDING FROM AN ATS)





# CREATE A NEW JOB

New Job

Title

Test job title

☒ Public

(Unregistered users will be able to view details.)

Add expiry date

07/11/2018

Description

This is where the job description goes

Duties

You can list some of the duties here (optional)

Arrangements

Part Time

Industries

Marketing & Communications

Skills

Select Some Options

ATS Link

https://secure.dc2.pageuppeople.com/apply/284/gateway/?c=apply&jobID=941896&jobSource

(If you are using an ATS and would like applications to be sent directly to it, then enter the job link, otherwise leave blank)

Job owner

(people set as "job owner" will receive an email notification for every application associated with this job)

Location

Melbourne

Location not listed? [Create New Location](#)

☒ I agree to FirstCareers [Terms & Conditions](#)

Create Job

Import From File

Jobfile

Choose File

No file chosen

Create job from File

BLANK IF THE APPLICANT IS SENT EXTERNALLY TO YOUR ATS

OPTIONAL

CLICK HERE TO PROCEED



# FLEXMATCH – INSTANT SHORTLIST

## Matched Candidates

### How does matching work?

Unlike traditional matching tools, FlexMatch delivers intuitive results by undertaking a detailed analysis of each candidate and each job. It then recommends and ranks candidates who are best suited for a position based on skills, work experience, career path, certifications and educational credentials that most closely resemble those who have been placed successfully into similar jobs, across millions of prior observations.

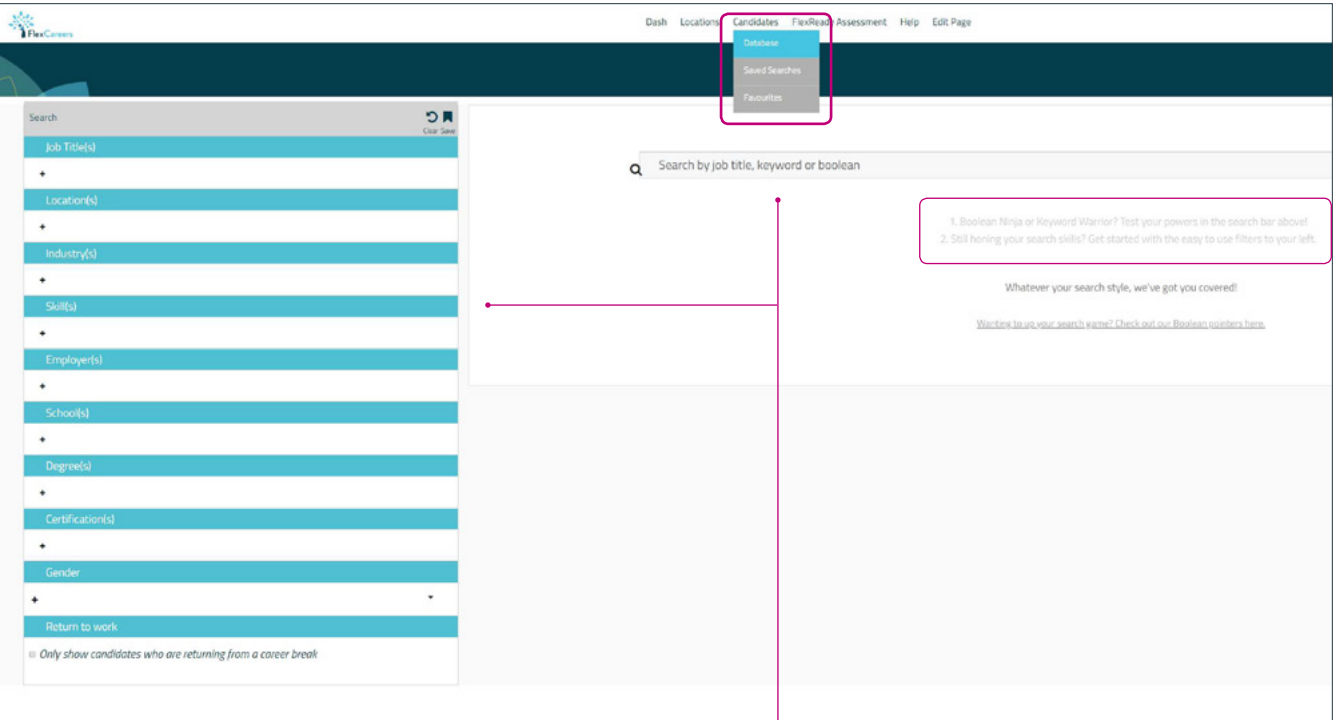
Name	Recent Role	Recent Employer	Relevance ?	
<a href="#">Karen Xixoxi</a>	Sales Coordinator	AUDREY PAGE & ASSOCIATES	904	<div>The score is computed by ranking candidates most compatible with a job description. This is done based on a full evaluation of their skills, experience and career path. Higher scores indicate candidates that are better suited to the role.</div>
<a href="#">Michelle Xixoxi</a>	Consultant	THE BLUEARC GROUP	900	
<a href="#">Anna Xiixoxi</a>	Relationship Manager	Porterallen	885	<a href="#">Details</a>
<a href="#">Georgina Xixoxi</a>	Various	Telstra	873	<a href="#">View Details</a>
<a href="#">Kristy Xiixoxi</a>	Industry Events Operations Manager	Tourism Australia	857	<a href="#">View Details</a>
<a href="#">Jacob Xixoxi</a>	Sales Director	YUKU Technology Limited	825	<a href="#">View Details</a>
<a href="#">Amanda Xiixoxi</a>	Talent Acquisition Business Partner	Macquarie Telecom	821	<a href="#">View Details</a>
<a href="#">Lan Xiixoxi</a>	Market Development Manager	8Dgrees Pty Ltd	808	<a href="#">View Details</a>

**CLICK HERE TO VIEW THE CANDIDATE CV AND CONTACT DETAILS**

**SCORING IS BETWEEN 0 AND 1000 (CANDIDATE RELEVANCE TO THAT JOB)**



# DATABASE SEARCH: FACETED OR BOOLEAN



**CLICK HERE** THE SEARCH CAN BE FACETED OR BOOLEAN/KEYWORD DRIVEN BUT NOT BOTH



# FACETED SEARCH

**FlexCareers**

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**Search by job title, keyword or boolean**

**Search**

**Job Title(s)**

+

**Location(s)**

+

Sydney (30324) x

**Industry(s)**

+

Banking & Finance (14969) x

**Skill(s)**

+

**Employer(s)**

+

**School(s)**

+

**Degree(s)**

+

Master's degree (4250) x

**Certification(s)**

+

**Gender**

+ ▾

**Return to work**

☐ Only show candidates who are returning from a career break

**428 Candidates**

1
[2](#)
[3](#)
[...](#)
[Last »](#)

**Daniela Ellis**

Sr. IT Business analyst (Banking) at COA, Argentina, Information Systems  
WOL, Australia

**Industries:** Banking & Finance, Consulting & Strategy, IT & Telecommunications

**Post:** Sr. IT Business analyst (Banking) at COA, Argentina, Information Systems  
[More](#)

**Education:** University of Buenos Aires 2006 - 2013  
[More](#)

**Karin Stenberg**

Qualitative Consultant and Strategist at Freelance  
WOL, Australia

**Industries:** Advertising & Media, Banking & Finance, Consulting & Strategy, Marketing & Communications

**Post:** Qualitative Consultant and Strategist at Freelance  
[More](#)

**Education:** Australian College of Applied Psychology 2012 - 2013  
[More](#)

**Gulam Rezaie**

Commercial Manager/Program Manager /IT director at ESOR Electronics Pty Ltd  
WOL, Australia

**Industries:** Banking & Finance, Consulting & Strategy, Customer Service, Defence / Emergency / Security, Engineering, Executive Management, Government, IT

**Post:** Commercial Manager/Program Manager/ IT director at ESOR Electronics Pty Ltd  
[More](#)

**Education:** Herriot Watt University, Edinburgh Business School, UK 2009 - 2011

**Hari Pillai**

Partner at DRAGAGE AUSTRALIA  
WOL, Australia

**Industries:** Accounting, Banking & Finance, Consulting & Strategy, Mining / Oil & Gas / Utilities

**Post:** Partner at DRAGAGE AUSTRALIA  
[More](#)

**Education:** University of Western Sydney 1998 - 2002  
[More](#)

**Tsevanikhi Tsevanikhi**

CUSTOMER SERVICE DIRECTOR at POLARIS NATIONAL BANK

## SAVE FREQUENT SEARCHES

# BOOLEAN SEARCH

electrical engineer"

Search

48 Candidates

1

2

3

...

Last »

**Ismae Qiang Li**

Android Developer & web developer at S4BTECH

NSW, Australia

Industries

Engineering, IT & Telecommunications

Post

Android developer & web developer at S4BTECH

[View](#)

Education

University of New South Wales 2014 - 2015

[View](#)

**Karen Ormiston**

Chief Executive Officer at Petite Soul Sanctuary

NSW, Australia

Industries

Arts & Entertainment, Building & Construction, Consulting & Strategy, Education / Training / Child Care, Engineering, Executive Management, Government, Human Resources & Recruitment, Manufacturing & Operations, Volunteer / Charity / Community

Post

Chief Executive Officer at Petite Soul Sanctuary

[View](#)

Education

Frawley College 1986 - 1987

[View](#)

**Wencheng Zhao**

R&D Intern at SEITEC Pty Ltd

NSW, Australia

Industries

Engineering

Post

R&D Intern at SEITEC Pty Ltd

[View](#)

Education

Tongji University 2011 - 2017

[View](#)

**Saba Pradeep**

Project Manager/Business Analyst at RBS Financial Group

NSW, Australia

Industries

Banking & Finance, Insurance, IT & Telecommunications

Post

Project Manager/Business Analyst at RBS Financial Group

[View](#)

Education

University of Western Sydney 2004 -

[View](#)





# BOOLEAN SEARCH

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### Saved Searches

Search Name	
Electrical Engineers Adelaide	<a href="#">View Candidates</a>   <a href="#">Delete Search</a>
Systems Engineering - Sydney	<a href="#">View Candidates</a>   <a href="#">Delete Search</a>
CPA Sydney CBD	<a href="#">View Candidates</a>   <a href="#">Delete Search</a>
IT helpdesk	<a href="#">View Candidates</a>   <a href="#">Delete Search</a>
Equities	<a href="#">View Candidates</a>   <a href="#">Delete Search</a>
Financial	<a href="#">View Candidates</a>   <a href="#">Delete Search</a>
CPA 80km	<a href="#">View Candidates</a>   <a href="#">Delete Search</a>

Saved searches send a weekly email of new matches.

NEWLY REGISTERED CANDIDATES MATCHING YOUR CRITERIA WILL BE E-MAILED TO YOU AS THEY JOIN THE DATABASE





## FlexCareers

*FlexCareers was founded in February 2015 with the goal of improving the career outlook for Australia and New Zealand's 4 million underemployed women.*

*Today, we are moving the narrative on flexible working beyond the gender.*

*FlexCareers has engineered game-changing technology to create a careers platform that connects talented individuals with progressive employers offering flexible work.*

*As a leading gender diversity and flexible working partner, we support organisations with unique technology, research and strategic consulting services, to achieve gender diversity by making flexible work a reality for more people, including our proprietary Return to Work program.*

**Keen to explore your options?**

**Create your job seeker profile here: [Australia](#) | [New Zealand](#)**

Join the conversation



The Blog