

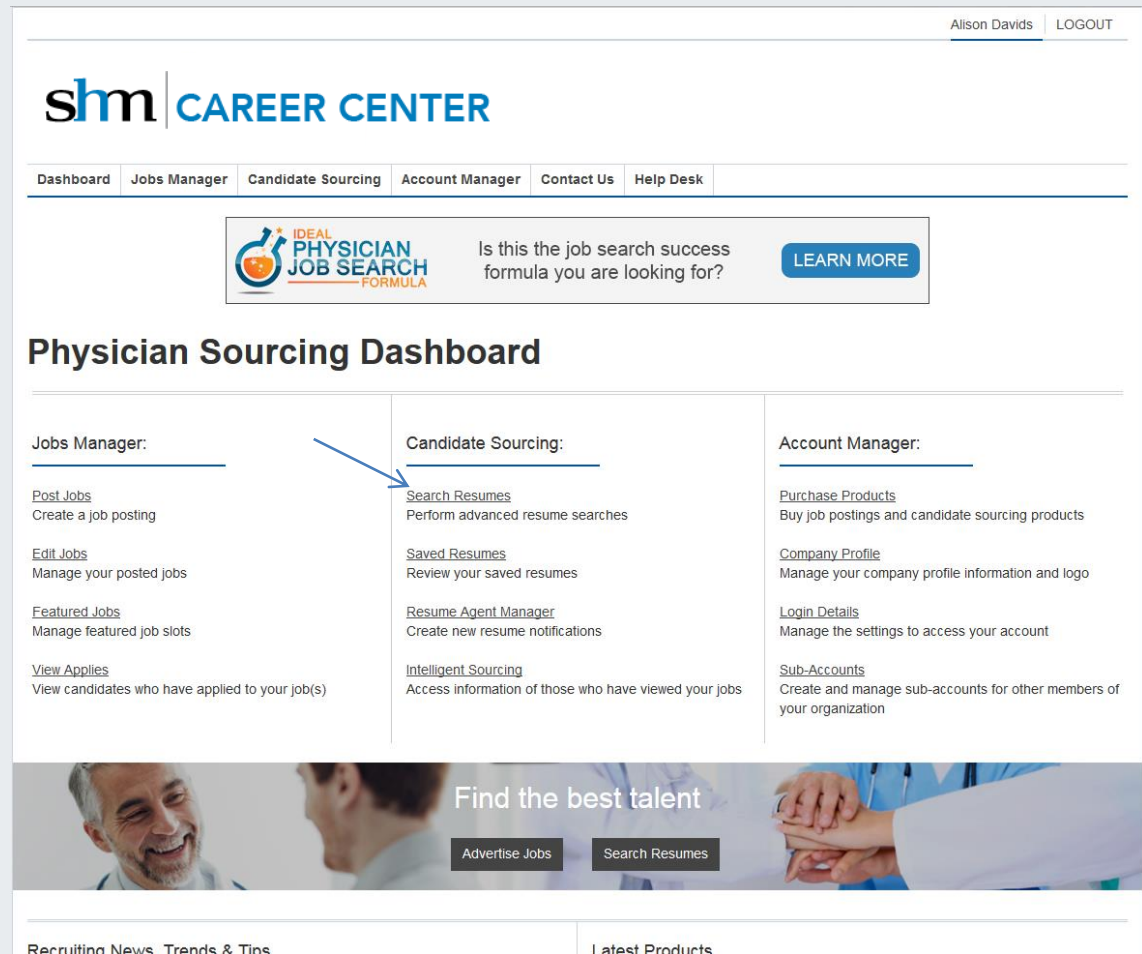
# Candidate Database Resume Search

A short tutorial for the

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# Locate “Search Resumes”


- Candidate Database access allows you to search through hundreds of physician and NP/PA CVs to find a selection that match your needs.
- After logging in to your account, locate the “Search Resumes” link under “Candidate Sourcing.”
- *Candidate Database access is available for purchase through an account rep. [Click here](#) to contact us.*



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### Physician Sourcing Dashboard

<b>Jobs Manager:</b> <a href="#">Post Jobs</a> Create a job posting <a href="#">Edit Jobs</a> Manage your posted jobs <a href="#">Featured Jobs</a> Manage featured job slots <a href="#">View Applies</a> View candidates who have applied to your job(s)	<b>Candidate Sourcing:</b> <a href="#">Search Resumes</a> Perform advanced resume searches <a href="#">Saved Resumes</a> Review your saved resumes <a href="#">Resume Agent Manager</a> Create new resume notifications <a href="#">Intelligent Sourcing</a> Access information of those who have viewed your jobs	<b>Account Manager:</b> <a href="#">Purchase Products</a> Buy job postings and candidate sourcing products <a href="#">Company Profile</a> Manage your company profile information and logo <a href="#">Login Details</a> Manage the settings to access your account <a href="#">Sub-Accounts</a> Create and manage sub-accounts for other members of your organization
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# Advanced Resume Search

- This will bring you to the “Advanced resume search page.” Here you can set the parameters for your search.
- In this example, we’ve selected Hospitalist Physicians who are interested in practicing anywhere nationwide.

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## Advanced resume search

Type of Provider:

Specialty:   
..... Family Practice  
..... Internal Medicine  
..... Nocturnist  
..... Obstetrics & Gynecology

Hold the 'CTRL' button when clicking your mouse to select multiple specialties.

Desired Practice Location/s:   
Alabama (AL)  
Alaska (AK)  
Arizona (AZ)  
Arkansas (AR)

Select "Any-Nationwide" and your desired states/s to get the most comprehensive search results.

Keywords:

Date Posted:

# Candidate Search Results

- *And voila!* Here are all of the search results that match your criteria.
- In order to view the full profile of a candidate, simply click on their name. (We've blocked the names here for privacy.)

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## Candidate search results

Your search generated **110** results

[\[Candidate Name\]](#)

Candidate:	63348	100%
First Name:	[Redacted]	
Last Name:	[Redacted]	
State/Province:	New York (NY)	
Country:	United States	
Profession:	Physician MD	
Specialty:	Hospitalist Physician	
Desired Practice Location/s:	Any - Nationwide	

[\[Candidate Name\]](#)

Candidate:	63321	100%
First Name:	[Redacted]	
Last Name:	[Redacted]	
State/Province:	California (CA)	
Country:	United States	
Profession:	Physician MD	
Specialty:	Hospitalist Physician	
Desired Practice Location/s:	Any - Nationwide	

[CV/Profile](#)

Candidate:	62969	100%
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# Resume Details

- Once you have clicked on the candidate you are interested in, all of the profile information they have provided will be available to you.
- Additional options to calling or emailing this candidate include forwarding the candidate to a colleague, saving the candidate to your account to view later, and printing the information.
- If you have any questions, feel free to contact us at [info@shmcareers.com](mailto:info@shmcareers.com) or by calling (973) 206-2317.

The screenshot displays the SHM Career Center interface. At the top right, the user 'Alison Davids' is logged in. The navigation menu includes Dashboard, Jobs Manager, Candidate Sourcing, Account Manager, Contact Us, and Help Desk. A banner for 'IDEAL PHYSICIAN JOB SEARCH FORMULA' is present, with a 'LEARN MORE' button. The main content area is titled 'Resume Details' for a candidate with ID 63348. The candidate's information is as follows:

Candidate:	63348
Profile/CV Title:	[REDACTED]
First Name:	[REDACTED]
Last Name:	[REDACTED]
Email:	[REDACTED]
Phone:	[REDACTED]
State/Province:	New York (NY)
Zip/Postal code:	10029
Country:	United States
Profession:	Physician MD
Specialty:	Hospitalist Physician
Desired Practice Location/s:	Any - Nationwide
Current Practice/Employer:	[REDACTED]
NPI Number:	4042207200
Education:	University of Pennsylvania
Post Date:	03/10/2017

Below the details are three buttons: 'Forward to a colleague', 'Save', and 'Print'. At the bottom of the page, there is a banner with the text 'Find the best talent' and two buttons: 'Advertise Jobs' and 'Search Resumes'.