



Emma Bowen Foundation CANDIDATE FINDER User Guide

What is *The Candidate Finder*?

- Your go-to source to find all available, **graduating EBF Fellows**.
- ***The Candidate Finder*** not only lists candidates, but also shares key information that's most important to you and your recruiters:
 - Candidate info - college, major, internship experience, including partner company
 - Resumes
 - Recorded HireVue video interviews - "meet" the student, hear about their experience, what motivates them, challenges they've faced, etc.
 - Candidate location and interest in relocating

How can you Best Use This?

- After you've created a log in, return to https://emmabowenfoundation.monday.com/users/sign_in to log back in and access the Finder any time you'd like with your email and password.
- The Candidate Finder will be updated regularly. When a student accepts an offer, we'll note that and remove him/her from the tool. We'll also add students who are graduating later or attending graduate school closer to when they become available.
- You'll see that resumes and LinkedIn's are available for most students. If one's missing, it's in the queue and should be available soon.
- We'll continue to notify your recruiters when students apply for roles at your firm.

What else we need from YOU

- *Please don't keep this great tool to yourself! We want to get it in the hands of recruiters at your firm who are looking for qualified candidates to fill open positions! Access is limited to EBF partners, but we are happy to give permission to anyone in your firm you know can benefit from this. Just send their names/emails to michael.barham@nbcuni.com and they'll be set up.*
- *Please continue to let us know about positions/programs as they open! When we hear about these roles, we are getting the word out to all seniors and specifically targeting seniors who we know might fit the profile of a strong candidate. This is increasing interest in your companies and driving applications for your open positions. Please email these to Meaghan@beaconlaneconsulting.com. Meaghan and Elaine of Beacon Lane Consulting are working with our seniors on their job search.*

CANDIDATE FINDER at a Glance: See all available candidates. Candidates are grouped by EBF program tracks (Business, Content and Innovation). All key information you need is easily accessible on this page – resume, LinkedIn, EBF internship provider, college, major, etc.:

2019 Grads - Business	Current Job Status	Resume	LinkedIn	Internship Provider	Station/Department	Location	College	Major	Intern Company Type
Anna Cho	Available	Cho, A...	Anna's LinkedIn	HBO	Digital & Social Me...	New York, NY, USA	American University	Communication Stu...	Corporate Media
Rogelio Delatorre	Available	Delatorr...	Rogelio's LinkedIn	Comcast	Finance	Schaumburg, IL, ...	Benedictine Univers...	Accounting	MSO/Technology
Naomy GrandPierre	Available	Grand P...	Naomy's LinkedIn	Katz Media Group	Sales & Marketing	Atlanta, GA, USA	University of Chicago	Psychology	Other
Keturah Raymond	Available	Raymon...	Keturah's LinkedIn	Turner	Advertising Sales / ...	Atlanta, GA, USA	Syracuse University	Newspaper and Onl...	Corporate Media
Abigail Covington	Available			Edelman	Energy and Transpo...		Syracuse University	Writing/Rhetoric an...	Public Relations

Search and Filter: At the top left of the screen, you can search by typing in any keyword, or filter by selecting the circular filter button. Any category listed is filterable, just select the filter button and click on a category of choice:

The screenshot shows the top of the candidate finder interface. At the top left, there is a '+ New' button and a search bar labeled 'Search / Filter Board'. To the right of the search bar is a circular filter button. Below the search bar, a dropdown menu is open, showing a list of filterable categories: '2019 Grads - Business', '2019 Grads - In...', '2018 Grads', 'Selected', '2019 Grads - ...', 'Abigail Covington', 'Sabrya Said', 'Imani Yorker', 'Nyiah Grimes', 'Shelby Smith', 'Yemiserach Endale', and 'Astrid Hoover-Batt'. The '2019 Grads - Business' category is highlighted in yellow. Below the dropdown, a table of candidates is visible, with the 'Public Relations' category in the 'Intern Company Type' column also highlighted in yellow. Two blue arrows point to the search bar and the filter button.

Map View:

Find candidate locations by selecting the map view in the upper righthand corner. Once the map appears, click on any individual icon to see more candidate info:

The screenshot shows the candidate finder interface in map view. At the top, there is a search bar and a filter button. Below the search bar, a map of the United States is displayed. Several location pins are visible on the map. A yellow circle highlights a pin for 'Fort Worth, TX, USA'. A tooltip is shown for this pin, displaying the candidate's name 'Charles Nicholson'. In the upper right corner of the map view, there are several icons, including a map view icon which is highlighted with a yellow circle.

We want to make this available to ALL RECRUITERS at your firm who are looking to fill positions. If you have questions or want to add recruiters, contact michael.barham@nbcuni.com.