

Search for a CV

- 1 Navigate to <https://recruiter.pharmiweb.jobs/cv-search/>

General Candidate Search

- 2 Enter your Boolean Search for JOB TITLE variations ONLY in the Keyword Search Box (Do Not Enter Location in the boolean search)

Top Tip! include all variations of job titles, abbreviations and wildcards

JOB YOUR JOBS CV SEARCH

CV search Togg

Id to search candidate's profile (not their CV).
arch candidate's profile for other preferred locations.
earch CV/Resume only). ?

Last updated within
Please select...

associate")

500 characters left

Within 5 miles

(0) Bulk downloads

Search

3

Start to type your Location and choose from the drop down options (Note: Only one location can be selected)

Top Tip! Choose Homeworking from the list for candidates who are looking to work remotely

Use the Current Location Field to search candidate's profile (not their CV).
Click Advanced Search to search candidate's profile for other preferred locations.
Keywords: (use this field to search CV/Resume only). [?](#)

("Clinical Research Associate" OR "CRA" OR "Clinical Research Specialist")

ox ×

- Oxfordshire (GB)
- Oxford, Oxfordshire (GB)**
- Oxford Road, Manchester (GB)
- Oxford North, Oxford (GB)
- Oxford South, Oxford (GB)
- Oxford Airport, Kidlington (GB)
- Oxford, Ontario (CA)

Within 5 mil

4

Choose your distance radius from selected location. (Note: this distance is not required for Homeworking location). Click Search

search Toggle search form ▼

Last updated within
Please select... ▼

426 characters left

Within 10 miles ▼

Search

[Advanced search](#)

Show: All ▼

5

Note: The search has return results that include Candidates who are not currently matching your Job Title search. This is because the Keyword search is looking at all entries on their CV and will include candidates who have worked as the specified job title in previous roles.

CV last updated 31 Jul 2023 | Last logged in 31 Jul 2023

Current job title London (Central), London (Greater)
Senior Clinical Research Associate

[Name withheld]

CV last updated 30 Jun 2023 | Last logged in 30 Jun 2023

Current job title Canada Water, London (Greater)
Centralized Monitoring Lead

[Name withheld]

CV last updated 28 Jul 2023 | Last logged in 28 Jul 2023

Current job title London (Greater)
Clinical Research Associate



Tip! Narrow down your Search to include only matching Current Job Titles by using the information the Candidate entered in their Profile form

6 To do this we use "Advanced search"

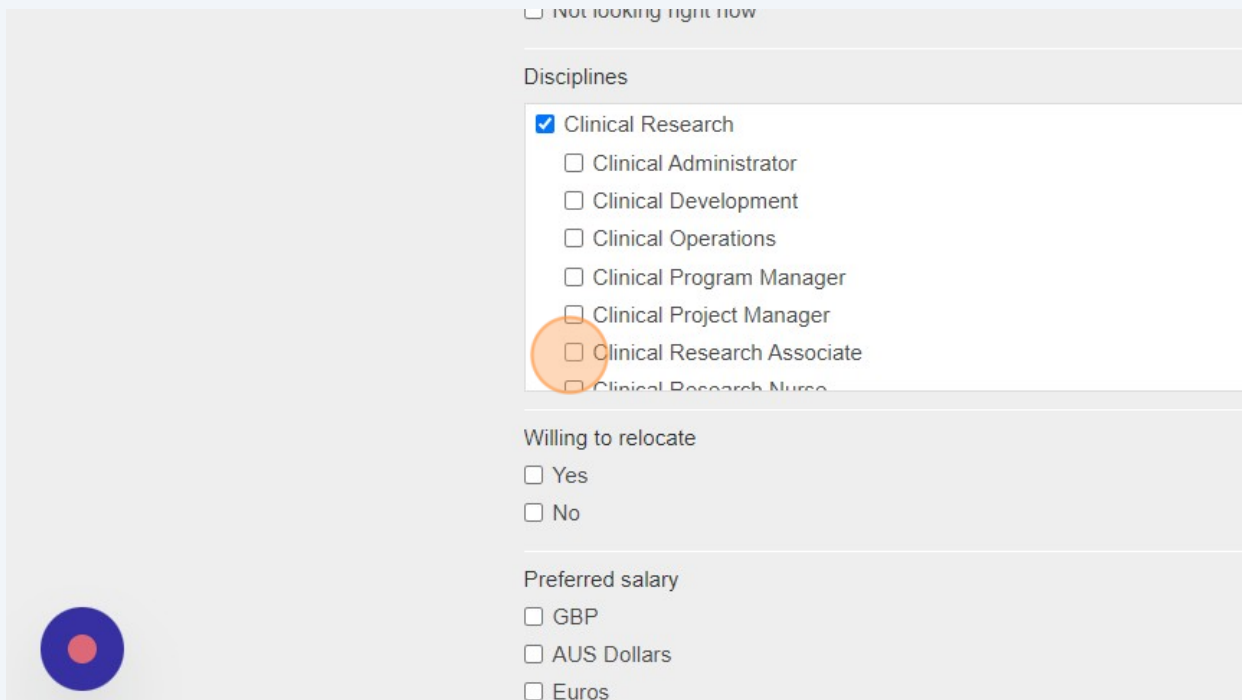
The screenshot shows a search interface with several elements: a dropdown menu for "Last updated within" with the text "Please select..."; a text input field with "426 characters left" below it; a dropdown menu for "00 miles"; a prominent orange "Search" button; and a link for "Advanced search" which is circled in orange. Below the search area, there are sorting options: "Sort: Relevancy" and "Show: All".

7 Click the "Discipline" field. The results will include all candidates that have marked that they are currently working in that discipline on their profile form.

The screenshot shows a filter sidebar with several sections: "US \$" with an unchecked checkbox; "Availability" with four unchecked checkboxes: "Immediately available", "Actively seeking a new job", "Open to offers", and "Not looking right now"; "Disciplines" with a list of categories and checkboxes, where "Clinical Research" is circled in orange; and "Willing to relocate" with an unchecked checkbox.

8

To narrow down further to Job Title -Click the arrow on the right and choose the relevant option.



Not looking right now

Disciplines

- Clinical Research
 - Clinical Administrator
 - Clinical Development
 - Clinical Operations
 - Clinical Program Manager
 - Clinical Project Manager
 - Clinical Research Associate
 - Clinical Research Nurse

Willing to relocate

- Yes
- No

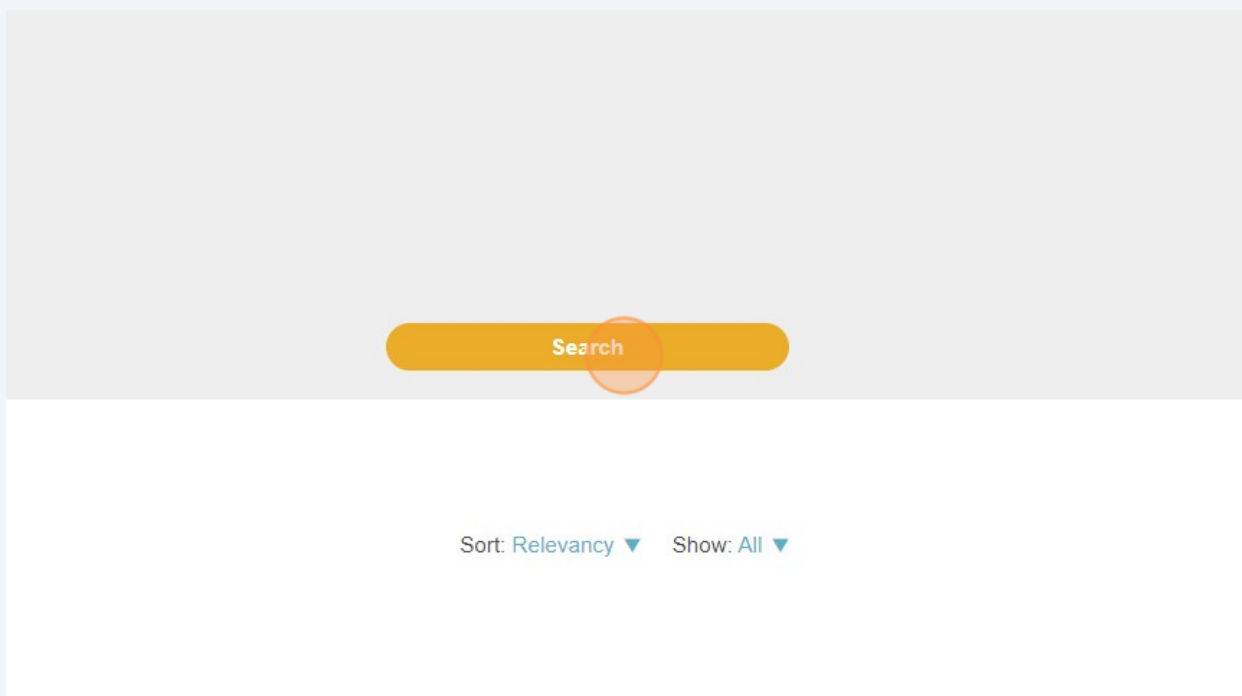
Preferred salary

- GBP
- AUS Dollars
- Euros

A blue circle with a red center is located in the bottom left corner of the screenshot.

9

Click Search at the BOTTOM of the screen



Search

Sort: Relevancy ▼ Show: All ▼

10

Your results are ready. They will now only include candidates with matching Current Job titles that work within the Location radius specified.

Other Preferred Locations



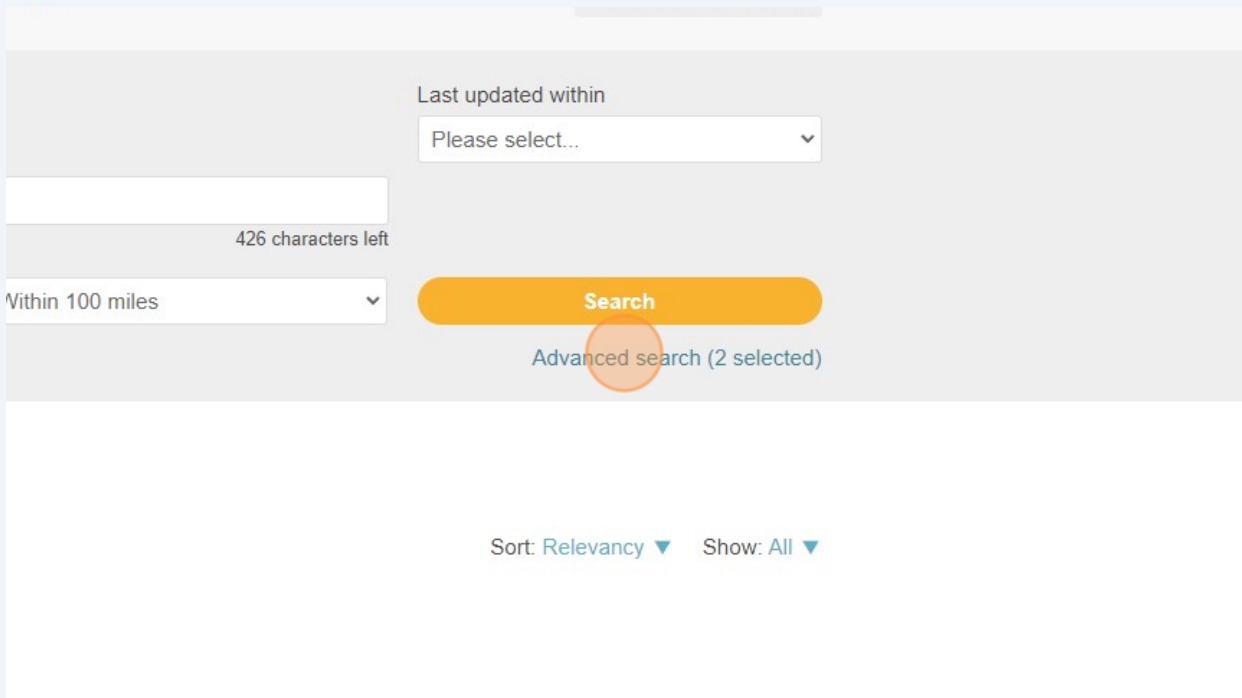
Tip! You can look for candidates that have listed the location as their 2nd or 3rd choice of location

11

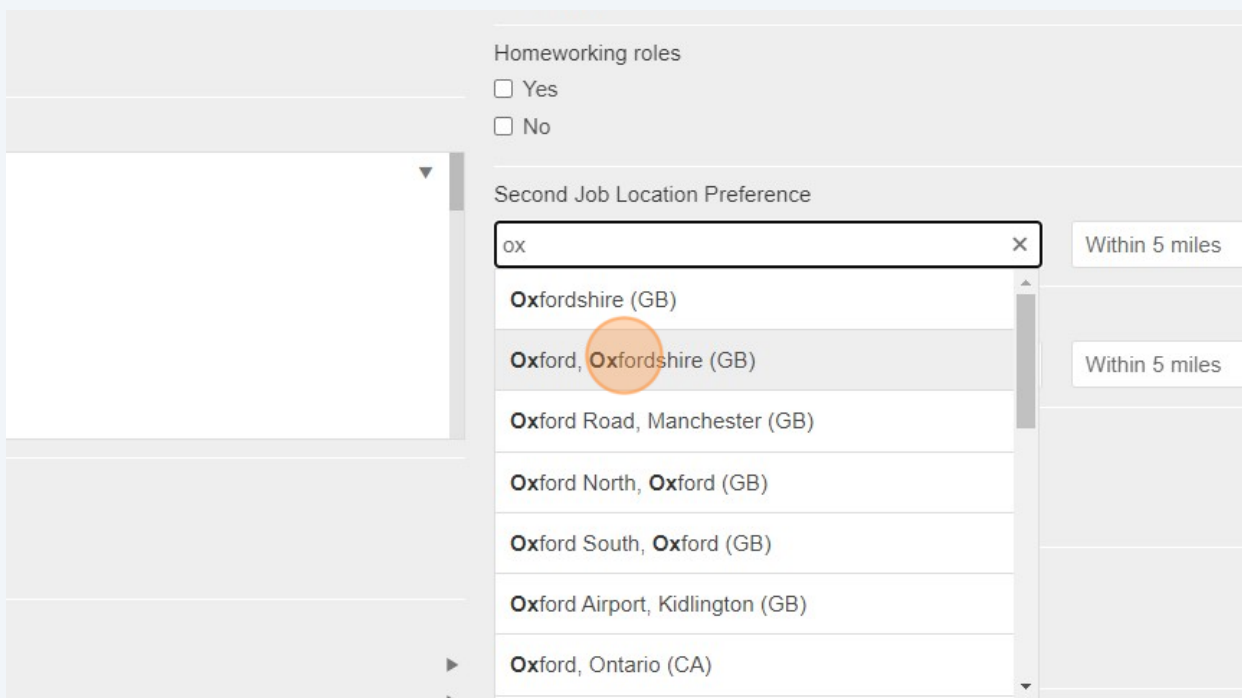
First, CLEAR YOUR PREVIOUS LOCATION SELECTION

The screenshot shows a 'CV search' interface. At the top, there's a search bar containing the text 'Associate" OR "CRA" OR "Clinical Research Specialist")'. To the right of the search bar, there's a character count '426 characters left'. Below the search bar, there's a location dropdown menu currently set to 'Within 100 miles'. A red 'x' icon is overlaid on the search bar, indicating a clear button. Below the search bar, there are links for 'shortlist (0)' and 'Bulk downloads'. At the bottom left, there's a button labeled 'Set up saved search'. At the bottom right, there's a 'Sort: F' dropdown menu.

12 Click "Advanced search"



13 Click the Second Location Preference



14

Choose your distance. Note: DO NOT select the 3rd location. This must be done separately

Czech
 Danish
 Dutch
 English

Home working roles
 Yes
 No

Second Job Location Preference
Oxford, Oxfordshire (GB) × Within 5 miles ▼

Third Job Location Preference
e.g. London Within 5 miles ▼

Right to work 1
 Yes
 No

Right to work 2

15

Click Search button at the BOTTOM

Search

Sort: Relevancy ▼ Show: All ▼

16

Your results will now show any extra candidates who have entered the specified location as their 2nd choice and also match the job title

17

To search 3rd Preferred Locations - Click Advanced Search

The screenshot displays a search interface with the following elements:

- A text input field at the top left.
- A dropdown menu labeled "Last updated within" with the text "Please select..." and a downward arrow.
- A character count "426 characters left" below the text input field.
- A dropdown menu labeled "Within 100 miles" with a downward arrow.
- An orange "Search" button.
- A link "Advanced search (3 selected)" with a red circle highlighting it.
- Sorting options at the bottom: "Sort: Relevancy" and "Show: All", both with downward arrows.

18 CLEAR YOUR PREVIOUS LOCATION SELECTION

Danish
 Dutch
 English

Homeworking roles
 Yes
 No

Second Job Location Preference
Oxford, Oxfordshire Within 100 miles

Third Job Location Preference
e.g. London Within 5 miles

Right to work 1
 Yes
 No

Right to work 2

19 Click the Third Location Preference

Second Job Location Preference
e.g. London Within 0 miles

Third Job Location Preference
ox Within 5 miles

- Oxfordshire (GB)
- Oxford, Oxfordshire (GB)**
- Oxford Road, Manchester (GB)
- Oxford North, Oxford (GB)
- Oxford South, Oxford (GB)
- Oxford Airport, Kidlington (GB)
- Oxford, Ontario (CA)

20 Select Radius Distance.

Homeworking roles

- Yes
- No

Second Job Location Preference

e.g. London Within 0 miles

Third Job Location Preference

Oxford, Oxfordshire (GB) Within 5 miles

Right to work 1

- Yes
- No

Right to work 2

- Yes
- No

21 Click the Search Button at the BOTTOM

Sort: Relevancy Show: All

22

Your results will now show any extra candidates who have entered the specified location as their 3rd choice and also match the job title

Refine search by other profile information (eg: Contract)



Tip! You can look for candidates by specific information from their profile forms, such as :

- Experience Level
- Salary
- Contract/Perm
- Willing to relocate
-and more

23

Enter your Boolean JOB TITLE search and select the location and radial distance

The screenshot shows a 'CV search' interface. At the top, it says 'CV search'. Below that, there are instructions: 'Current Location Field to search candidate's profile (not their CV). Advanced Search to search candidate's profile for other preferred locations. Fields: (use this field to search CV/Resume only). ?'. The search query is 'Clinical Research Associate" OR "CRA" OR "Clinical Research Specialist"'. The location is 'London'. The distance is 'Within 100 miles'. There are buttons for 'CV alert' and 'Set up saved search'. The results show 'Found 17'.

24 Click "Advanced search"

A screenshot of a search interface. At the top, there is a section titled "Last updated within" with a dropdown menu showing "Please select...". Below this is a text input field with "426 characters left" underneath it. To the left of the "Search" button is a dropdown menu labeled "Within 100 miles". The "Search" button is a prominent orange rounded rectangle. Below the button, the text "Advanced search (3 selected)" is displayed. At the bottom of the interface, there are two dropdown menus: "Sort: Relevancy" and "Show: All". An orange circle highlights the "Search" button.


25 Select your discipline/job titles options as shown in STEP 7 & 8, if required

A screenshot of a form with several sections. The first section is "Homeworking roles" with two checkboxes: "Yes" and "No". The second section is "Second Job Location Preference" with a text input field containing "e.g. London" and a dropdown menu set to "Within 0 miles". The third section is "Third Job Location Preference" with a text input field containing "Oxford, Oxfordshire" and a dropdown menu set to "Within 100 miles". There is a small orange circle with an "x" icon over the text input field. Below this are two sections for "Right to work 1" and "Right to work 2", each with "Yes" and "No" checkboxes. A vertical scrollbar is visible on the left side of the form.


26 Make sure 2nd & 3rd Location options are not selected

roles

Location Preference

Within 0 miles 

Location Preference

Within 100 miles 

:

27 Click the "Contract" field.

Preferred salary

GBP

AUS Dollars

Euros

US \$

Job type

Permanent

Contract

Hours

Full time

Part time

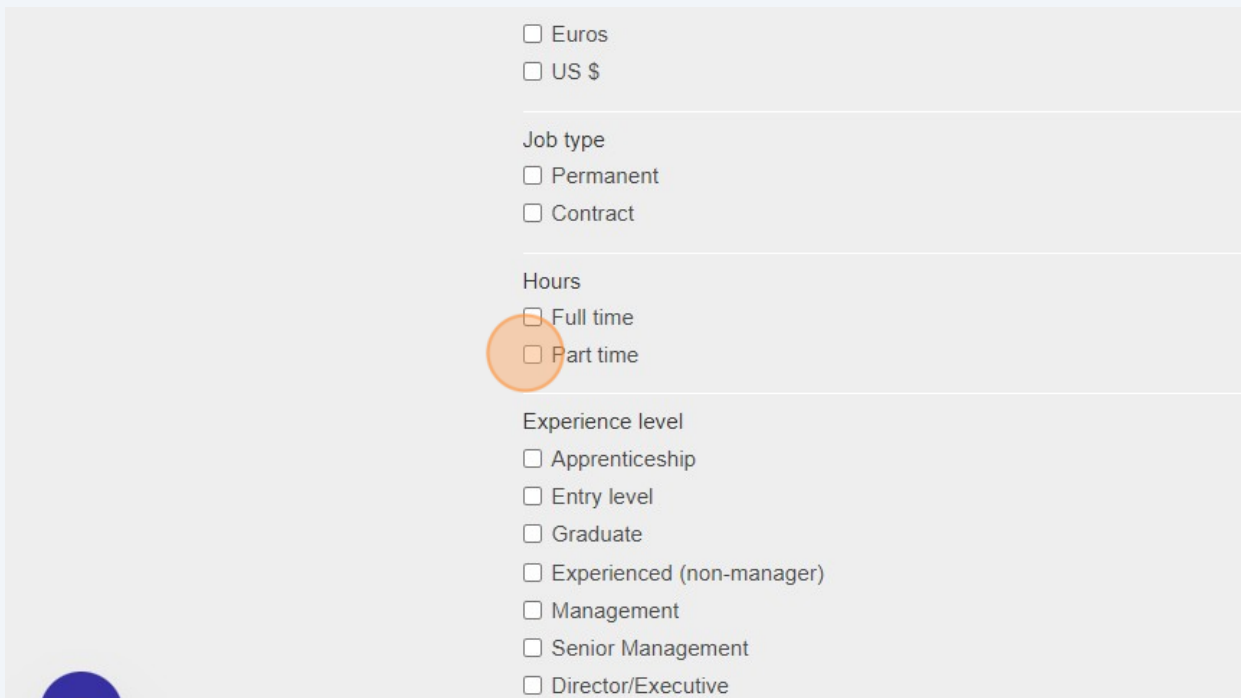
Experience level

Apprenticeship

Entry level

Graduate

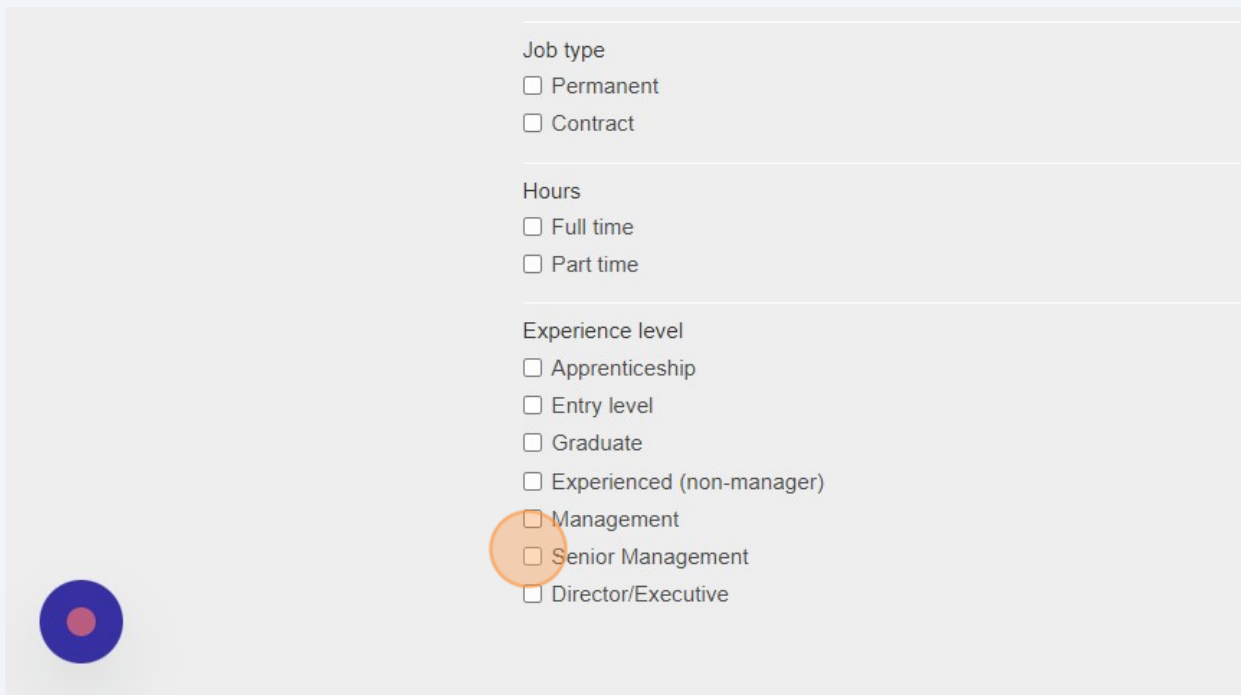
28 OR Click the "Part time" field.



A screenshot of a job application form with several sections. The 'Part time' checkbox under the 'Hours' section is highlighted with an orange circle. A blue semi-circle is visible in the bottom-left corner of the form area.

- Euros
- US \$
- Job type
 - Permanent
 - Contract
- Hours
 - Full time
 - Part time
- Experience level
 - Apprenticeship
 - Entry level
 - Graduate
 - Experienced (non-manager)
 - Management
 - Senior Management
 - Director/Executive

29 OR Click the "Senior Management" field.

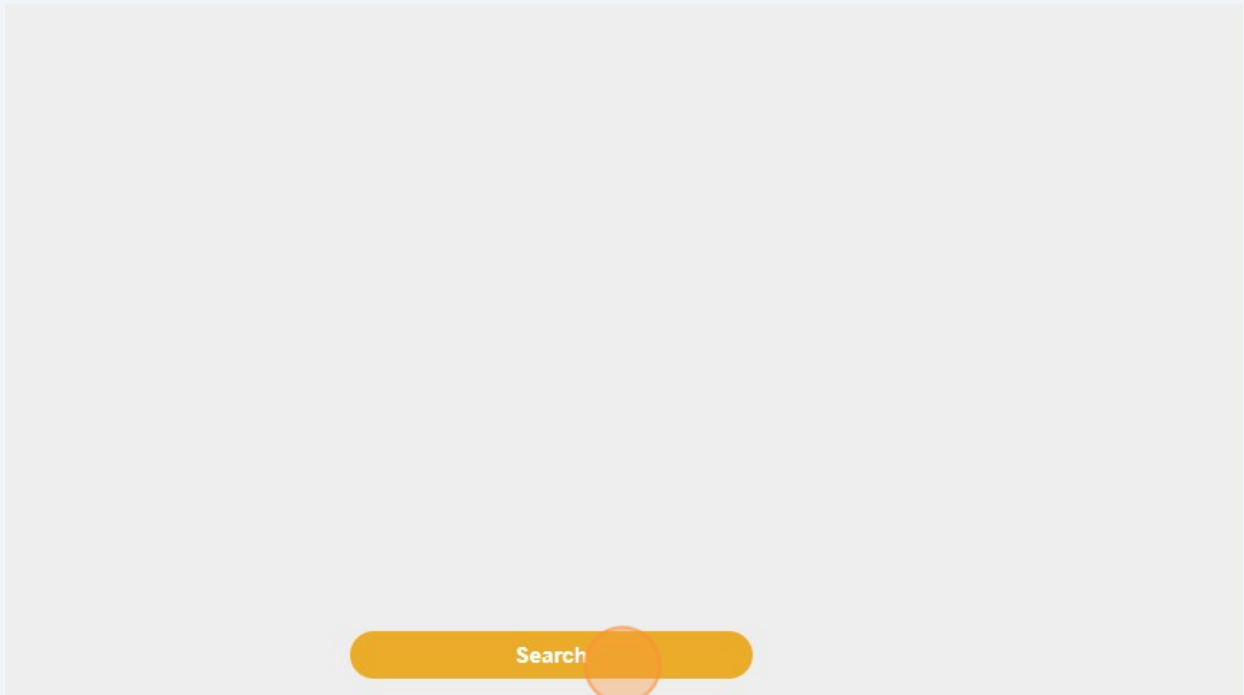


A screenshot of a job application form with several sections. The 'Senior Management' checkbox under the 'Experience level' section is highlighted with an orange circle. A blue circle with a red center is visible in the bottom-left corner of the form area.

- Job type
 - Permanent
 - Contract
- Hours
 - Full time
 - Part time
- Experience level
 - Apprenticeship
 - Entry level
 - Graduate
 - Experienced (non-manager)
 - Management
 - Senior Management
 - Director/Executive

30

Click Search button at the BOTTOM



Tip! Multiple selections will look for candidates that include ALL data selected. ie: A CRA based 100 miles from Oxford who is senior management and wants a part time contract roles