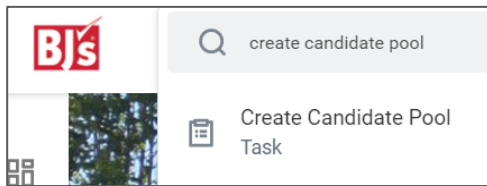


Use this job to create and manage static and dynamic candidate pools. Dynamic candidate pools automatically find candidates based on your search criteria. Static candidate pools are manually maintained.

Create Dynamic Candidate Pool

1. Navigate to the search bar and type **Create Candidate Pool**. Select **Create Candidate Pool Task**.



2. In the **Name** field, enter the name/title of the candidate pool.
3. In the **Description** field, enter the purpose and details of the candidate pool.
4. For **Type**, select **Dynamic Pool**.
5. Click **OK**.



NOTE: Complete the fields in the following sections to create requirements for the candidate pool. **All fields are not required.** The more information you provide, the more specific the candidate pool will be.

6. From the **Search** section:
 - In the **Keywords** field, enter words to search for in a candidate's resume or application details.
7. From the **Location** section:
 - In the **Country** field, enter the specific country or countries.
 - In the **Within** field, select the number of miles away from a specific postal code.

- In the **Postal Code** field, enter the specific postal code.
8. From the **Candidate Type** section:
 - In the **Types** field, select from the option types. Multiple can be selected.
 - In the **Worker Type** field, select Employee or Contingent Worker.
 - In the **Worker Sub-Type** field select the Employee Type or Contingent Worker Type.
 9. From the **Candidate Skills** section:
 - In the Skills field, select the desired skills for the candidates to be included in the candidate pool.
 10. From the **Companies** section:
 - In the **Current Company** field, select the current company or companies the candidate works for.
 - In the **Companies** field, select companies where the candidate has worked.
 - In the **Current Industry** field, select current industry or industries where the candidate works.
 - In the **Industries** field, select industries where the candidate has worked.
 11. From the **Education** section:
 - In the **Degree** field, select the desired degree of the candidate.
 - In the **Schools** field, select the desired schools of the candidate.
 - In the **Field of Study** field, select the field/areas of study for the candidate.

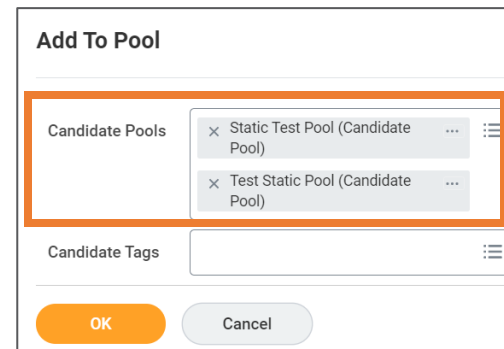
Create Dynamic Pool (continued)

12. From the **Recently Added** section:
 - In the **Added Within** field, select the timeframe in which the candidate applied. Multiple can be selected.
13. From the **Candidate Source** section:
 - In the **Source** field, select the source or sources of the candidate.
14. From the **Candidate Tags** section:
 - In the **Tags** field, select from the available tags.
15. From the **Referred** section:
 - In the **Referred by** field, select the Team Member(s) who referred the candidate.
 - In the **Within** field, select the timeframe in which the candidate was referred.
16. From the **Candidate Manager** section:
 - In the **Manager** field, select the manager the candidate currently reports to (applicable to internal candidate only).
17. From the **Prospects** section:
 - In the **Status** field, select the status(es) of the candidate from the options.
 - In the **Types** field, select from the options on how the candidate came to be connected to BJ's.
18. From the **Jobs** section:
 - In the **Family** field, select from the department options.
 - In the **Profiles** field, select job profiles the candidate is interested in.
19. Click **OK** when complete.

Create Static Pool

From your home screen:

1. Navigate to the search bar and type **Create Candidate Pool**. Select the **Create Candidate Pool** Task.
2. In the **Name** field, enter the title of the candidate pool.
3. In the **Description** field, enter the purpose and details of the candidate pool.
4. For **Type**, select **Static Pool**.
5. Click **OK**.
6. Click **Find Candidates**.
7. All candidates for all job applications appear. To narrow down the candidate search, navigate to the left side of the screen. Click the arrow icon > to expand each section > narrow down by each category, as needed.
8. Select the box to the left of the candidate's name and select **Add To Pool**.
9. In the **Candidate Pools** field, select the pool or pools from the dropdown menu that you want to add candidates to. Select **Candidate Tags**, if applicable.
10. Click **OK**.



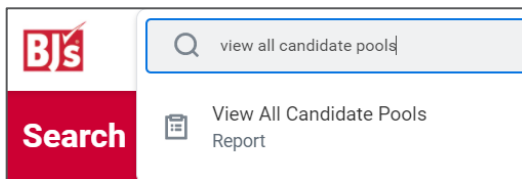
The screenshot shows a dialog box titled "Add To Pool". It has a close button (X) in the top right corner. Below the title, there are two sections: "Candidate Pools" and "Candidate Tags". The "Candidate Pools" section is highlighted with an orange border and contains two items: "Static Test Pool (Candidate Pool)" and "Test Static Pool (Candidate Pool)". The "Candidate Tags" section is empty. At the bottom, there are two buttons: "OK" (orange) and "Cancel" (grey).

View Candidate Pools

Once the candidate pools are created, you can view at any time.

From you home screen:

1. Navigate to the search bar and type **View All Candidate Pools**. Select the **View All Candidate Pools** Report.



2. View details of the Candidate Pool name, Type, Description, Search Criteria, Created date and number of Candidates in each pool.
3. Click **Actions** to **Edit** or **View** the candidate pool. Edit allows you to edit the candidate criteria. View allows you to view the names of the candidates in the pool.

