

# RECRUIT

## USE BOOLEAN LOGIC



**BOOLEAN MODIFIERS HELP YOU NARROW OR EXPAND YOUR KEYWORD SEARCHES TO HELP FIND RESULTS MORE CLOSELY RELATED TO THE TYPES OF PROFILES YOU NEED TO FIND. THE MODIFIERS YOU CAN INCLUDE IN SEARCH STRINGS ARE AND, OR, AND NOT, QUOTES, AND PARENTHESES. YOU CAN BUILD SEARCH STRINGS IN THE KEYWORDS, TITLE, NAME, AND COMPANY FIELDS.**

### Quotes

If you'd like to search for an exact phrase, you should enclose the phrase in quotation marks. The system will search for terms that appear in the order written within the quotes. You can use quotes to search for terms that include punctuation. Use quotation marks in addition to other modifiers. Examples include phrases in quotes, such as:

- "business analyst"
- "product manager"
- "graphic designer"

### project manager



Quotes specify a string of characters that should be searched for exactly as specified.

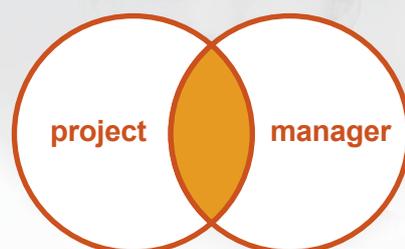
### AND

The AND operator is generally used to join different kinds of concepts or different aspects of the search. If you'd like to search for profiles which include two terms, you can separate those terms using the upper-case word AND.

If you enter two terms without AND, the system will assume there is an AND between them. This type of search essentially narrows your results to the intersection of the two terms. Every result must contain both terms. Examples include:

- business analyst
- business AND analyst
- software engineer
- software AND engineer

### project AND manager



AND limits your results to the intersection of the both terms.

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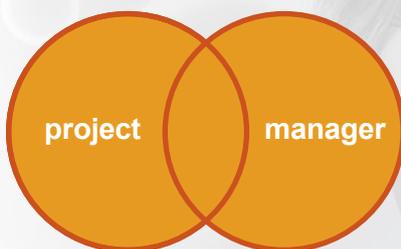
### OR

The OR modifier is generally used to join similar, equivalent, or synonymous concepts. In other words, different terms that mean the same thing.

Use OR to broaden your search by connecting two or more synonyms. OR requires at least one of the terms joined by it to appear somewhere in the profile, in any order. Your search will return profiles containing one term, the other, or all. The more words you enter connected by OR, the more results you get. Examples include:

- “business analyst” OR “systems analyst”
- “Helpdesk” OR “help desk” OR “technical support”

#### project OR manager



OR expands your results to include either term or both terms.

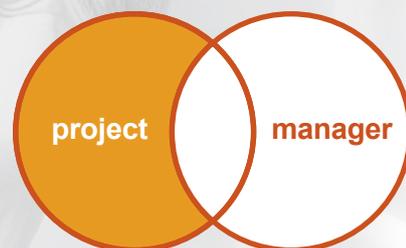
### NOT

If you would like to exclude a particular term from your search, type that term with an uppercase NOT immediately before it. Your search results will exclude any profile that contains that term. Examples include:

Examples include:

- “business analyst” NOT IT
- NOT director
- (Google OR Salesforce) NOT LinkedIn

#### project NOT manager



NOT is used to exclude terms. The diagram shows that this search will return results with the word project, but not manager.

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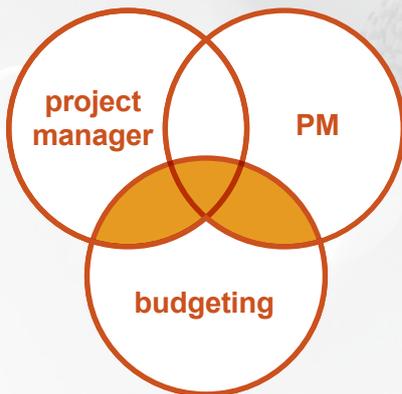
### Parentheses

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If you'd like to run a complex search, you can combine terms and modifiers using parentheses. Parentheses require the terms and modifiers that occur inside them be searched first. Parentheses must be used to group terms joined by OR when there is any other Boolean operator in the search. This example will find both project managers and budgeting:

- (“project manager” OR PM) AND budgeting

**(“project manager” OR PM)  
AND budgeting**



The statement in parentheses — (“project manager” OR PM) — is processed first. The results will include one or both of those different expressions of the job title.