

# Candidate Search - Frequently Asked Questions

Candidate search is a new feature on ResearchGate that enables registered recruiters to directly contact ResearchGate members in connection with job opportunities. The ability to learn about job opportunities is a core part of ResearchGate's mission. We have historically featured a job board, and in members' Home feeds and elsewhere shown information about potentially relevant and interesting job opportunities. Currently, any member is able to contact another member through the ResearchGate messaging service for networking purposes. As a further expansion of our value proposition for careers, we have now created dedicated functionality for recruiters to message members directly about opportunities.

This new feature is automatically available to everyone who is a registered member. Recruiters are limited in how many messages they may send to members, and are bound by strict rules of conduct in how they may communicate with members. If members prefer not to be included in candidate search, or be contacted by a particular recruiter, it is easy to opt out in their Privacy Settings or block individual recruiters.

This feature is brand new and we welcome any comments or feedback.

## For recruiters:

### Where does the information displayed in search results come from?

Almost all information comes directly from candidates' own ResearchGate profiles. We may also suggest a candidate's likely years since first publication, based on the research they have added to their ResearchGate profile.

It's important that you always check directly with a candidate to get their complete and most up-to-date information.

### How is a candidate's "location" defined?

A candidate's "location" is determined by the location of the institution with which they are currently affiliated on their ResearchGate profile.

### How does the messaging limit work?

There's a set limit on how many direct messages you can send to unique individuals per month. This limit is applied on a calendar-month basis, rather than subscription-month basis. That means, if you purchased your candidate search seat sometime during the month, you'll get the full message quota for the first month; not just a pro-rata amount for the partial month.

Messages that you reply to are not deducted from your total number of messages. That means, you can engage in a continuing conversation with a candidate within the same thread without limitation (assuming they have not opted out or objected to further messages). However, if you message a candidate and then message them again in a new conversation thread, the first message of that new conversation will be deducted from your total balance.

### At the end of each month, do any unused messages carry over to the next month?

No. Messages that are not used during a particular month are not carried over to subsequent months. Your message balance gets reset on the first day of each month and any unused messages from the previous month are forfeited.

### Are there any restrictions on messaging candidates?

Yes. Aside from the number of messages you can send to unique candidates per month, candidates have the ability to opt out of being included in candidate search and receiving messages from recruiters. A candidate who has opted out will no longer appear in any recruiter's search results. Recruiters must respect a candidate's decision to opt out of this feature.

A candidate can also block a particular recruiter on a case-by-case basis, to prevent that individual recruiter from being able to contact them.

Please also note our [Advertising and Recruiting Guidelines](#) which contain rules about the proper use of our site and services.

### How do I update my recruiter profile information?

All recruiters have a basic profile that they can use to introduce themselves. You can add an introduction describing who you work for and what you are looking for, add your work and contact details, and a profile picture. If you choose to add a profile picture, please only add a photo of you. We encourage recruiters to fill in their profile before messaging any candidates, as candidates can view your profile directly from your message.

To update your profile information:

1. Click on the downward-facing arrow beside your profile picture in the top right-hand corner and click on **Your Profile**
2. Click **Edit** to change any details within your profile.

**Please note:** While we encourage you to complete your profile, it's not mandatory to provide complete information. Any information you choose to add will be visible to all ResearchGate members.

### Am I allowed to send recruiting messages through the regular ResearchGate private message feature?

No. If you have access to the regular ResearchGate private message feature, please note that sending unsolicited messages about recruitment opportunities is a violation of our Terms of Service. These types of messages may only be sent through our candidate search feature.

### What will happen to my account activities if my access to candidate search ends?

If your access to candidate search ends, you will also lose access to any saved candidate lists, previous communications you've had with candidates, and any other information you may have stored.

### Can I save interesting candidate profiles for later?

Sure! You can create different save lists, for example for different roles you're hiring for. There's no limit to the number of candidates you can save per list. Candidates can be moved between lists and saved to more than one list at the same time.

Note that, if a saved candidate decides to opt out of being included in candidate search, they will automatically be removed from any lists they were saved to.

## For ResearchGate members:

### Is it possible that my profile will show up in a recruiter's candidate search?

As a registered ResearchGate member, you are automatically eligible to enjoy the benefits of candidate search and may show up in recruiter search results. If you don't want to show up in a recruiter's search or be contacted by any recruiters, you can opt out in your privacy settings (see **How do I opt out of candidate search?** below). You can also block further messages from a particular recruiter if you don't want to hear from them (see **How do I block a specific recruiter from contacting me?** below). If you block a specific recruiter only, they won't be able to send you any further messages. You may still appear in the results of other recruiters and receive messages from them.

### Is my entire ResearchGate profile visible to recruiters?

Recruiters using candidate search will only see a limited version of your profile, which includes some information from the profile and research tabs. On the profile tab, they can see your introduction, affiliation, lab membership, top co-authors, stats overview, research experience, education, and awards & achievements. On the research tab, they can only see your research items.

Note that, if your researcher information visibility (found under **Your research** in your privacy settings) is set to **Mutual followers**, then your profile will not be visible in a recruiter's search, unless you're mutual followers.

### How do you determine my career level?

If you have provided your degree in your profile, this is what will be displayed in search results. Where this data is not present, it may impact your ability to be found by the most relevant recruiters. If you want to increase your chances of being contacted by recruiters about relevant job opportunities, we encourage you to keep your profile information up to date.

### What if I have not added skills or disciplines to my profile?

If you have not added skills or disciplines to your profile, it's possible that you will not appear in recruiters' candidate search results. If you want to increase your chances of being contacted by recruiters about relevant job opportunities, we encourage you to keep your profile information up to date.

### How do I add or remove skills on my profile so that I appear in candidate search results?

If you want to add, remove, or edit skills on your profile:

1. Click on the down arrow beside your profile picture in the top right hand corner and click on **Your Profile**
2. In the Introduction box, click **Edit** beside Skills and expertise
3. Add or remove all skills and expertise that match your experience.

### How do I opt out of candidate search?

You can choose to opt out of being included in candidate search at any time. Opting out means that you won't show up in recruiters' candidate search results, and recruiters won't be able to send you messages using the candidate search feature. Here's how to opt out:

1. Click on the down arrow beside your profile picture in the top right hand corner and click on **Settings**
2. Click on **Privacy settings** on the right hand side
3. Under **Inclusion in candidate search**, un-check the box beside **Include me in candidate search**.

If you choose to be removed from candidate search, you will disappear from any recruiters' saved lists. If you change your mind later, you can go back and change your settings to enable you to be included in candidate search.

### If my privacy settings are opted in for inclusion in candidate search, does that mean I'm publicly stating that I'm open to job opportunities?

No. Being included in candidate search does not mean that you are publicly stating that you are open to job opportunities. It simply means that recruiters may find your profile through the candidate search feature and send you a direct message. If you don't want to be contacted by recruiters, you can opt out at any time (see **How do I opt out of candidate search?** above).

### How do I know that a recruiter has messaged me?

You will be informed through on-site notifications and by email (unless you have unsubscribed from receiving this particular type of email). In your private message inbox on ResearchGate, the word "Recruiter" will appear directly after the recruiter's name. If this badge appears, you know the message is from someone with a recruiter account. Note that recruiter messages are not permitted using the regular ResearchGate private messaging feature. If you receive messages you believe are in violation of our policies, you can report these messages to our Community Support team.

### Can I stop receiving messages from recruiters, but still receive direct messages from other ResearchGate members?

Yes. You can opt out of receiving messages from recruiters only at any time (see **How do I opt out of candidate search?** above). This will not impact the ability for ResearchGate members to search for and contact you.

#### **Can I block a specific recruiter?**

Yes. You have the option to block messages from a single recruiter if you don't want to hear from them again. You can also opt out of receiving messages from any recruiters in your **Privacy settings** (see **How do I opt out of candidate search?** above).

#### **How do I block a specific recruiter from contacting me?**

If you just want to stop hearing from a particular recruiter, you can block them. Here's how:

1. After opening a message from the recruiter, click on **Don't like this message?** in the top left-hand corner of the message
2. Select **Block recruiter** from the drop-down menu
3. Confirm this action by clicking **Block recruiter** again.

If you want to stop hearing from all recruiters, you can opt out of being contacted in your privacy settings (see **How do I opt out of candidate search?** above).

#### **Is it possible to send recruiting messages through the regular ResearchGate private message feature?**

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