

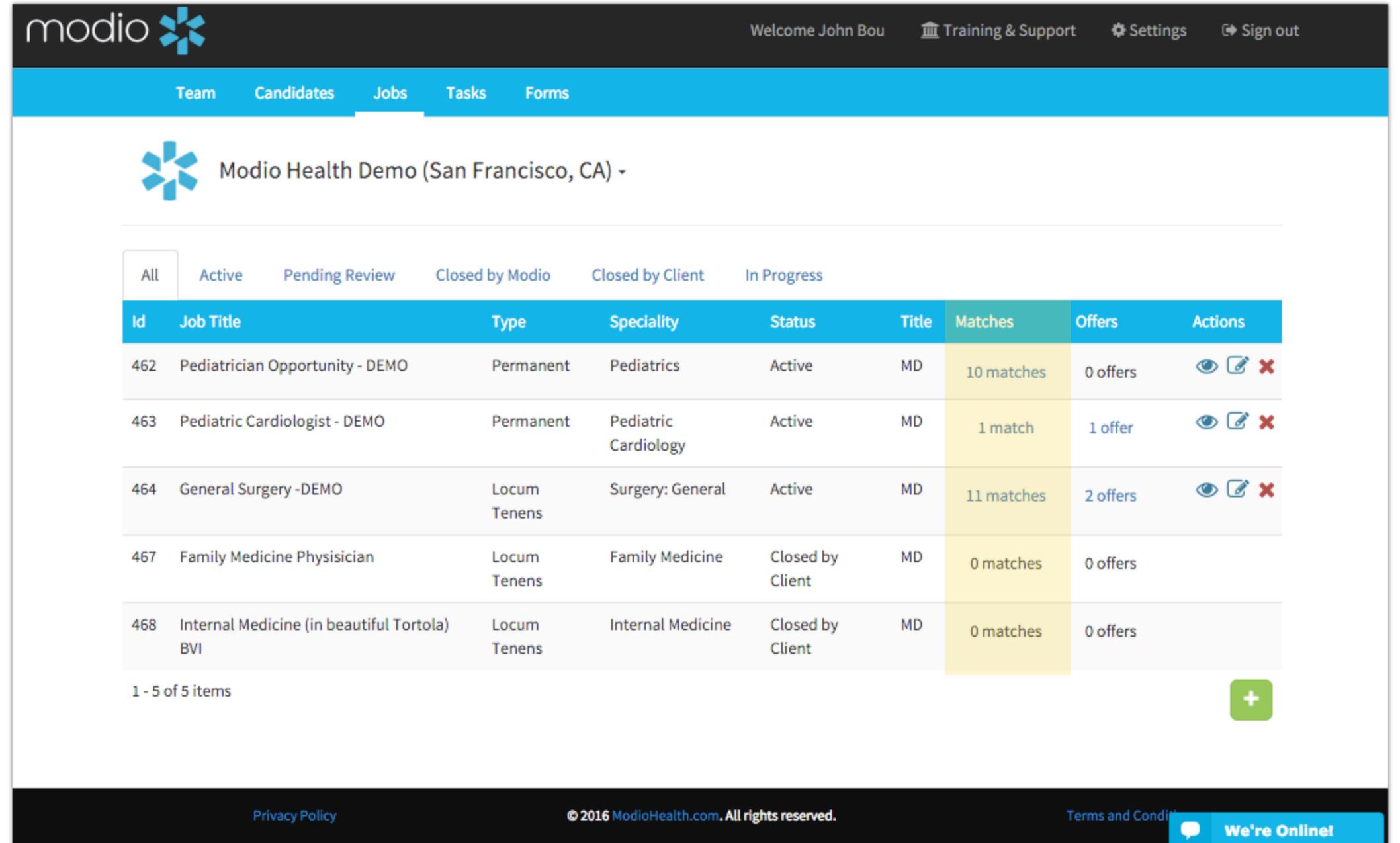
# How-To Guide: Candidate Search

Find and contact qualified providers for your open positions.

## Matches

Once you've added a job to OneView, you'll be able to see qualified candidates for any open positions.

Open the **Jobs** tab in OneView, where you'll see a list of the jobs you've posted. If there are candidates who meets your job specifications, you'll see a link with the number of providers available under the **"Matches"** column.



The screenshot displays the Modio Health Demo interface for San Francisco, CA. The 'Jobs' tab is selected, showing a list of five job postings. The 'Matches' column is highlighted in yellow for each row. The footer includes a 'We're Online!' chat button.

All	Active	Pending Review	Closed by Modio	Closed by Client	In Progress			
Id	Job Title	Type	Speciality	Status	Title	Matches	Offers	Actions
462	Pediatrician Opportunity - DEMO	Permanent	Pediatrics	Active	MD	10 matches	0 offers	  
463	Pediatric Cardiologist - DEMO	Permanent	Pediatric Cardiology	Active	MD	1 match	1 offer	  
464	General Surgery -DEMO	Locum Tenens	Surgery: General	Active	MD	11 matches	2 offers	  
467	Family Medicine Physician	Locum Tenens	Family Medicine	Closed by Client	MD	0 matches	0 offers	
468	Internal Medicine (in beautiful Tortola) BVI	Locum Tenens	Internal Medicine	Closed by Client	MD	0 matches	0 offers	

1 - 5 of 5 items 

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# Candidate Search

Find and contact qualified providers for your open positions.

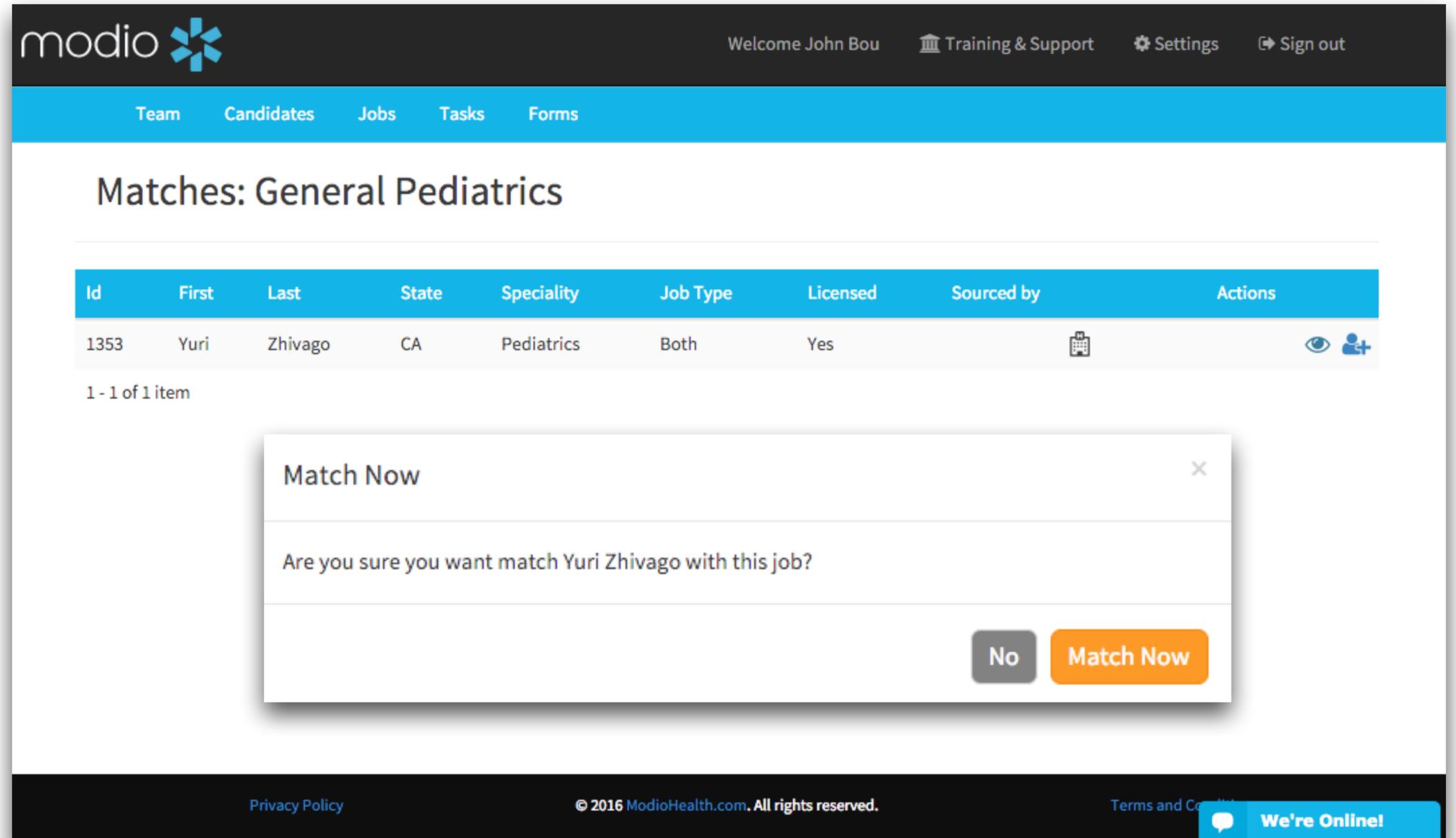
## MatchNow

Click on the link, and it will bring up any providers who qualify for your job.

This quick view gives you each available provider's location, specialty, job preference, and will let you know if the provider is licensed in the state of the facility.

If you want to see a detailed profile for the provider, click on the  icon.

If you're interested in learning more about a provider, click  icon and click the **MatchNow** button to confirm. This will move the provider to the **Candidates** tab where you can view full details and background about the provider.



The screenshot shows the Modio web application interface. At the top, there is a navigation bar with the Modio logo, user information (Welcome John Bou), and links for Training & Support, Settings, and Sign out. Below this is a secondary navigation bar with tabs for Team, Candidates, Jobs, Tasks, and Forms. The main content area displays a table titled 'Matches: General Pediatrics'. The table has columns for Id, First, Last, State, Speciality, Job Type, Licensed, Sourced by, and Actions. A single row is visible with the following data: Id: 1353, First: Yuri, Last: Zhivago, State: CA, Speciality: Pediatrics, Job Type: Both, Licensed: Yes, Sourced by: [calendar icon], and Actions: [eye icon] [person icon]. Below the table, it indicates '1 - 1 of 1 item'. A 'Match Now' dialog box is open in the foreground, asking 'Are you sure you want match Yuri Zhivago with this job?' with 'No' and 'Match Now' buttons.

Id	First	Last	State	Speciality	Job Type	Licensed	Sourced by	Actions
1353	Yuri	Zhivago	CA	Pediatrics	Both	Yes		 

# Candidate Search

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## Viewing your Candidate

From Candidates, click the doctor icon to view the provider's full profile, including their education, work history, and documents.

If you would like to initiate contact with the provider, click on the pen-and-paper icon in the **Actions** column and add a note to inform the Modio team.

Adding **Tags** will show up as new tabs, by which you can filter providers in your candidates list (see new **Pediatrics tab** shown here).

## Removing Candidate

To remove a candidate, click on the **red X** button under the Actions column.

