

CANDIDATE FAQ

GETTING STARTED

ABOUT SELECTLEADERS

Talent Introduction

SelectLeaders is a real estate Job Site and Network formed to provide one, industry-wide career destination to attract talent into careers in real estate. With our large Network of the industry's most prominent professional associations and trade organizations we have a unique alliance who controls or directs much of U.S. real estate allowing us to help our community in the space of jobs and professional development.

To learn how to get up and running as a candidate and how we can help your career please see our: [Talent Kit](#)

Registration

Register your email address on our site in order to view our real estate jobs. Full registration is free of charge and allows you to take advantage of our suite of services, such as applying to jobs or setting up email Job Alerts.

[Register here](#)

ACCOUNT MANAGEMENT

ACCOUNT ACCESS

Logging In And Out

Once you have created an account you will be persistently logged in. In the case that you are not logged into your account you will be able to:

Log in by:

1. Clicking on the 'Login' button in the top right of your screen.
2. Add your username which is the email address used to create your account
3. Add your password created upon registration
4. Click Agree & Login

Log out by:

1. Clicking on the 'logout' button in the top right of your screen.

Change Or Reset Password

To **change your password** login to your account. Next, click on the 'Manage your profile' link. On this screen you can edit your password in the 'CHANGE PASSWORD' section by inputting your current password and then your new one. Click 'Save' and your credentials will be updated. To reset your password please enter the email you have registered with us in the forgotten password link and we will send you an email to reset your password.

If you have **forgotten your password** please click the forgotten password link to follow.

If if you have **forgotten the email assigned** to the account or are trying to get into a former colleagues account please email support@selectleaders.com with your company name, the email on the account, the first and last name of the person on the account and we will be in contact as soon as we are able.

[Reset Password](#)

Forgotten Password Not Working

If your forgotten password isn't working and you are not receiving an email from us please make sure to check you are using the correct email assigned to your account. You can do this by searching a SelectLeaders email within your email accounts. If you are sure this is the correct email we would encourage you to check your junk mail. If you still don't see an email from us please email support@selectleaders.com with the email assigned to your account, the first and last name on the account and we will be in contact as soon as we are able.

Profile Page Changes

You can change the information within your profile by logging into your account, clicking 'Manage your profile', and then making the necessary alterations. Click 'Save' and your information will be updated.

NOTIFICATIONS

Marketing Email Notifications

Upon registration we give our users the option to opt into:

1. our biweekly Top Talent Brief
2. SelectLeaders News and Information &
3. to receive a free resume review from our partner TopResume.

To sign up or unsubscribe from Top Talent or News and Information notifications visit your 'My profile' page within your account, scroll to the bottom of the page, adjust to your preference and then click Save.

To unsubscribe from TopResume you will need to unsubscribe from one of the emails you received. If you need career coaching or resume guidance you can navigate to the candidate tab and drop down to 'Resume writing & career coaching.

Job Alert Email Notifications

'Job Alerts' is a feature which allows you to define criteria for the jobs you wish to be alerted about via email. We give job seekers the option to receive job alert emails so they can be one of the first to apply to job postings and increase their chances of being selected. When you create your Job Alert(s), jobs in your field, discipline or location are sent to you automatically via email. You may sign up for your Job Alert(s) after registration. to do this log into your account and click on 'Create new Job Alerts' link, run a search and click on the blue 'Create Job Alert' button. This is a free service. To Unsubscribe navigate to 'Manage Job Alerts' within your account.

Application Notifications

When you apply to roles you will receive an email from applications@selectleaders.com confirming your application has been sent. Your application can also be checked within the 'My jobs' section of your account. As soon as you click apply the employer will have received your application. If you deem it appropriate you can utilize your network to engage with the company. Keep in mind if you were redirected to the company's own unique career center you will have applied through their system.

VISIBILITY & PRIVACY

What Do Employers See

The only way an employer is able to see candidate information is:

1. If they have applied to a position with a resume and cover letter
2. When a resume is uploaded and you have given the employer permission to search for the resume within our resume database, a product employers can use to locate talent.

Please note, once you delete the resume from your account it will be taken out of our database.

For more information on privacy please see: [Privacy Policy](#)

FINDING JOBS

Searching For Jobs

Click on 'Find Jobs' to take advantage of our job search. We would encourage you to keep your search simple at first to get a feel of the positions live throughout our network by starting with 'Real Estate Field', adding location and then becoming more granular with the various elements, such as key words and miles radius.

SelectLeaders has an incredibly sophisticated elastic search mechanism set up for both our job board and resume database search, allowing impressive matching between candidates and employers. Benefits allow searches to perform incredibly quickly, with large volumes of data weighted so favorable results appear first.

See our [Talent Kit](#)

Job Alerts

Job Alerts is a feature which allows you to define criteria for the jobs you wish to be alerted about via email. We give job seekers the option to receive job alert emails so they can be one of the first to apply to job postings and increase their chances of being selected. When you create your Job Alert(s), jobs in your field, discipline or location are sent to you automatically via email. You may sign up for your Job Alert(s) after registration. to do this log into your account and click on the 'Create new Job Alerts' link, run a search and click on the blue 'Create Job Alert' button. This is a free service.

Applying For Jobs

Log into your account and search for jobs by clicking the 'Find Jobs' button. Once you find a job posting you have the qualifications and experience for, click on the 'Apply' button next to the job title. If the employer has elected to use a candidate screening questionnaire, you will be asked to answer a series of questions. Once you do so, you will be able to select which resume and/or cover letter you would like to use and then click 'Apply'.

Can't Find A Job

If you are unable to locate a job you have previously viewed on SelectLeaders or throughout our network of career centers the job posting has either run out of its allotted time and automatically deactivated or because the employer has opted to deactivate the role themselves within their account. You can always attempt to reach out to the company personally if you believe that to be appropriate but unfortunately we are unable to give out contact details.

Uploading A Resume

When you register with SelectLeaders or throughout our network and upload your resume, you are then able to apply to multiple jobs without having to upload your resume every time you apply to a role. Your information is always confidential and only those employers that you submit your information to can see it or if you make your resume available to be searched in our resume database.

Please note you are able to upload multiple resumes within your account by clicking on the 'Manage your resumes' button within your account.

Can't Upload Resume

Please make sure your resume is in PDF or Word format. If you are unable to upload your resume it is likely because it has reached our file size limit.

Review Resumes

Log into your account and navigate to 'My resumes' located within your account. Click on 'Manage your resumes' and click the download button on any resume you would like. Just before you apply you are also able to click the eye icon to view your resume pre application.

Deleting Resume From Database

To delete your resumes please access your 'My resumes' section within your account and click on 'Manage resumes.' From there all you need to do is click the trash can next to the resume you want to delete and it will be deleted from your account and our database.

Uploading A Cover Letter

After registration you are able to upload multiple cover letters so that you don't have to upload a cover letter every time you apply to a role. Within your account click on 'Create new cover letter.' Then when it comes to applying you can simply drop down to a cover letter from your account and edit the template before applying. Your information is always confidential and only those employers who you submit your information to can see it.

Review Cover Letters

Log into your account and navigate to 'My cover letter' located within your account. Click on 'Manage your cover letters' and click the link button to review. Just before you apply you are also able to drop down to your ideal uploaded cover letter and make edits you need before applying.

Deleting Cover Letter

To delete your cover letter please access your 'My cover letters' section within your account and click on 'Manage cover letter.' From there all you need to do is click the trash can next to the cover letter you want to delete and it will be deleted from your account.

APPLICATIONS

Application Mistake

If you have registered an account and apply to a job through our network the application has been sent and received by the employer and unfortunately there is no way of pulling this back.

Confidential Applications

When you apply for a job that is marked confidential, SelectLeaders sends your resume and any other information you submit to the employer who has opted to keep their details private.

JOB POSTINGS

Selectleaders Postings

If a posting displays SelectLeaders as the company name, this means the employer is using our premium SelectLeaders executive search service, assisting employers in finding the right talent for their company. We leverage SelectLeaders twenty years' experience, vast Network, proprietary search tools and have the time and real estate expertise to read and evaluate all resumes. We take care of all the nuances which come with recruiting the perfect candidate, deliver a short list and summary of our selected qualified professionals and ultimately help hire the ideal talent.

For more details please email us on: sales@selectleaders.com and we will be very happy to speak with you.