Instructions for Doing an Organizational Search

Please login to CareerBeam and click on the “Organizational Database” on the upper resource menu. Once the database opens:

**Company Search**

Select the “Job Triggers” tab and then “Company Search”
Type in the name of the company you are trying to find. Click “Search” at the bottom of the screen

Find the company’s name in the search results. Click on the name to view the Company Intelligence Report.

Once viewing the Company Intelligence Report, you will notice the list of options on the left side of the screen:

- **Personnel** – listing of the company’s higher level employees with any bios that are available
- **Affiliations** – listing of the company’s branches and subsidiaries, and affiliated companies
- **Financials** – the company’s income statement, balance sheet, and cash flow statement
- **SmartNews** – recently published news articles mentioning the company
- **Job Triggers** – recently published news articles that may give insight to changes in personnel for that company

There is also a drop down menu at the top right of the screen. Through this menu, you can:

- **Add to My Contacts** – the company will be listed in your “Manage My Contacts” tab
- **Print** – printer friendly version that includes the company’s general information, company overview, and personnel listing
- **Email** – email company information to another person
- **Add to Tracked Companies** – the company will be listed in your Territory and Company Selections under the “Job Trigger Prospecting” of the “Job Trigger Prospecting” tab

**Adding a Contact**

Do a company search and go to the company’s Company Intelligence Report
Select “Add to My Contacts” from the drop down menu at the top right of the screen to add the company to your “Manage My Contacts” tab
The screen will then say “These Contact(s) have successfully been added to Manage My Contacts”
Click on the “Manage My Contacts” tab and click on your company’s name from your list of companies.

Click on the “Personnel” link on the left of the screen. You can now click on the “Add As Contact” button for any of the individuals listed.

You must always add a company first before you can add an individual person to your “Manage My Contacts”

Once you have added an individual as a contact, you can add notes and upload files to keep track of your communications with that person.

**Bio Keyword Search**

This search tool will search any bio in the CareerBeam Organization Database for your selected bio keywords. This search tool is case sensitive!

Select the “Job Triggers” tab and then “Company Search”
Click on “Advanced Search” at the bottom of the page
Scroll down to the “Contact Selection” section, and find the Bio Keyword textbox

This search option works best if you use quotes around the words or phrases you are targeting, i.e. “North Carolina State University”

You may search for more than one set of keywords, i.e. “North Carolina State University” and “Starbucks”. Make sure to use the word “and” between the quoted words or phrases you are searching for – it will make a difference!

If you type the name of the company in the Bio Keyword textbox instead of the Company Name textbox at the top of the search screen, this does not guarantee that the search results returned are employees of that company. This only means that they have some connection to the company, and it is mentioned in their bio.

To search for alumni employed for a company, you would use the Company Name textbox and the Bio Keyword textbox. This will ensure that only bios of individuals employed for the specified company are search for the bio keywords you specify.

Get creative! The Bio Keyword search only looks for exactly what is in quotes in the textbox. If you are trying to locate alumni with the Bio Keyword search, you may want to try multiple searches for: “North Carolina State University”, “NC State University”, “NC State”, and “NCSU”.