



RIVAL RECRUIT SKILLS MATCH

USER GUIDE

RIVAL

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Overview

Recruit Skills Match uses AI to evaluate how well candidates align with a job's required skills—helping recruiters quickly identify the strongest fits.

When a job is created, ROSI analyzes the job description, extracts key skills, and compares them against candidate profiles across your database. Candidates are then scored and ranked based on how well their skills match the role.

This transforms Recruit from a resume review tool into a **data-driven decision support system**—surfacing the right candidates faster and with greater confidence.



Ready to identify top talent?

ROSI uses AI to analyze your candidate pool against the required skills for this job.
Click [Source with ROSI](#) to instantly see your best matches.

Where to Find It

Candidate Skills Match is available on the **Job Details page**.

- Look for the **ROSI Skills Match** section
- This displays ranked candidates for the job

Tip: If this is the first time you're sourcing for this role, use **Source with ROSI** to pull in candidates.

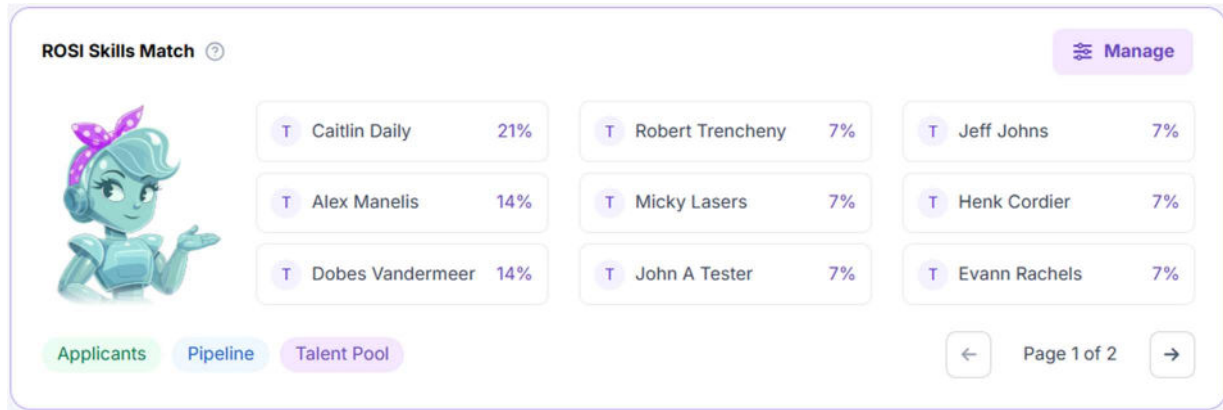
How to Use Skills Match

1. Skills Are Extracted and Standardized

ROSI automatically extracts up to 15 key skills from the job description.

At the same time:

- Candidate resumes are parsed to identify skills
- All skills are normalized to a standardized skill set
- This ensures accurate, consistent comparisons across candidates



2. Recruiters Define What Matters Most

Recruiters review and refine extracted skills using the **Manage Skills** experience.

Skills are categorized by importance:

- **Core Skills (Must-Have):** Critical for success in the role
- **Preferred Skills:** Valuable, but can be developed on the job
- **Bonus Skills:** Nice-to-have, with minimal impact

Recruiters can:

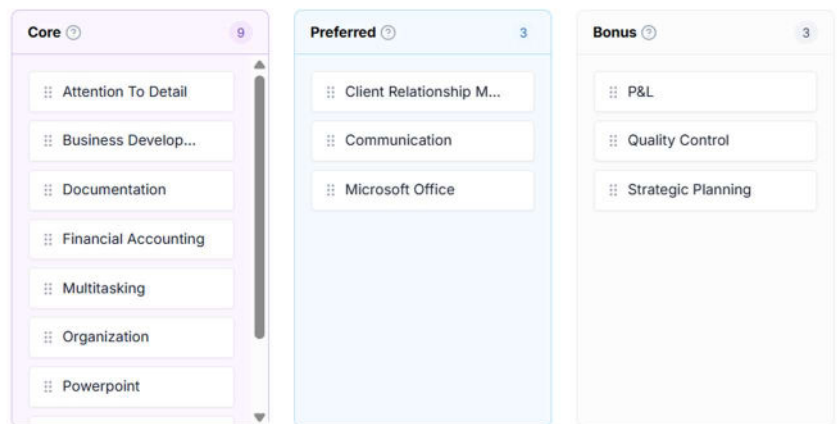
- Drag and drop skills between categories
- Add or remove skills
- Adjust skill weight based on role priorities

This ensures the system reflects **your hiring criteria—not just the job description.**

Note: Users are not required to have skills in each column.

Organize Skills to Shape the Match Score

Where you place a skill determines how much it affects the match score. Drag and drop skills into the columns below: **Core** (6 points per matched skill), **Preferred** (3 points), and **Bonus** (1 point). To remove a skill, hover over it and click the trash icon.



Start typing to add a skill (e.g., Analytics, Management). Maximum 15-skill limit across the 3 columns.

Maximum cap of 15 skills reached. Please remove a skill before adding another.

3. Candidates Are Matched and Scored

The system compares job skills to candidate skills and calculates a **Match Score**.

- Scores are displayed as a percentage
- Higher scores indicate stronger alignment
- Scores are weighted based on skill importance (Core > Preferred > Bonus)

The Match Score is based on a simple, transparent points model:

- **Core Skills** = 6 points each
- **Preferred Skills** = 3 points each
- **Bonus Skills** = 1 point each

Candidates earn points for each matched skill. Their final score reflects the percentage of total possible points they achieved, based on the skills defined for the job.

This approach makes it easy to understand how candidates are evaluated—while ensuring consistent, data-backed comparisons across all applicants.

4. Top Candidates Are Automatically Ranked

The system surfaces up to **45 top-matched candidates** for each job.

Candidates are pulled from three sources:

Applicants

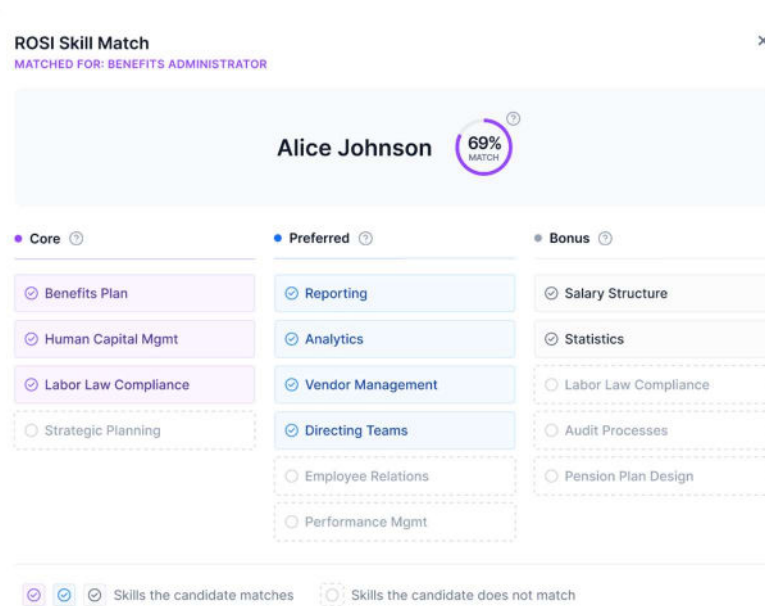
Pipeline

Talent Pool

- **Applicants** – Candidates who applied to the job
- **Pipeline** – Passive candidates linked to the job via import
- **Talent Pool** – Candidates already in your database

Recruiters can view all candidates together or filter by source to focus on a specific group.

5. Scores Are Transparent and Explainable



Candidate Skills Match is designed to support recruiter decision-making—not replace it.

Clicking a candidate's score shows:

- Which skills matched
- Where gaps exist

This transparency helps recruiters understand *why* candidates are ranked as they are—and make informed decisions.

What to Expect

- Skills are automatically extracted from job description & resumes to find matches, but should be reviewed by recruiters
- Match scores provide **guidance—not final decisions**
- Strong candidates may still have partial matches
- Results update dynamically as skills are adjusted
- Only candidates you have permission to view are included in results

Quick Tips

- Keep **Core skills focused** to improve match quality
- Use match scores to **prioritize**, not replace evaluation
- Revisit skills if results don't align with expectations
- Leverage **Talent Pool results** to rediscover strong past candidates

Need Help or Want to Go Deeper?

We're here to help.

- Rival Community: <https://www.rivalcommunity.com> (Email support@rival-hr.com for access.)