



Blujin People Explorer

Quick Start Guide

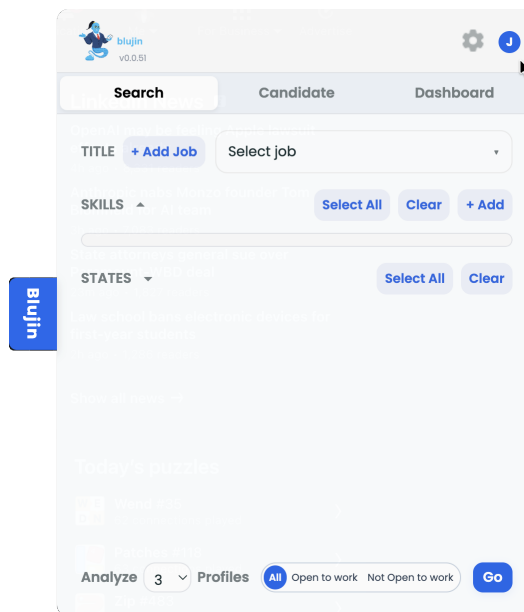
Blujin People Explorer is a Chrome browser extension that works alongside LinkedIn to help you search, score, and engage the candidates who best match your job requirements. This guide covers the essentials — logging in, running your first search, reviewing candidates, taking actions, and key settings. For complete details on every feature, see the full User Guide.

Logging In

Open LinkedIn in Chrome and click the Blujin tab on the right edge of the browser window to open the extension panel.

On your first use, click the button in the upper-right corner of the extension panel to open the Sign in screen, then click the Sign up now link to create your login credentials. Enter your email and click Send Verification Code, enter the code emailed to you, click Verify Code, then set a password, Display Name, Given Name, and Surname and click Create.

Going forward, click the Login button in the extension, enter your email and password on the Sign in screen, and click Sign in. A successful login shows your initial in the top-right corner of the extension panel.



Signed in — your initial appears in the top-right corner of the extension.



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The Search Tab: Building a Search

Logging in always opens the Search tab, where you create a job (also called a “Title”) and search for matching candidates on LinkedIn.

1. Add a Job

Click the + Add Job button near the upper-left of the extension. You can add a job in three ways:

- **From the Blujin Skillbase** — choose a pre-built job title and its associated skills.
- **From a URL** — paste the link to a job description; click Close and Blujin reads the title and required skills into the Search tab.
- **From a File** — click Choose File, select a Word or PDF job description; click Close and Blujin extracts the title and skills.

You can create many jobs, each with its own candidate list.

2. Add and Refine Skills

Add any additional skills Blujin didn’t include to the SKILLS list, then use the sliders to fine-tune how important each skill is to the role.

3. Set Locations

Choose the location(s) you want the search to cover.

4. Run the Search by clicking Go

The screenshot shows the Blujin Search tab interface. At the top, there are three tabs: Search, Candidate, and Dashboard. The Search tab is active. Below the tabs, there is a 'TITLE' section with a '+ Add Job' button and a dropdown menu showing 'financial (fp&a) analyst'. Below the title, there is a 'SKILLS (7)' section with a 'Select All' button, a 'Clear' button, and a '+ Add' button. The skills listed are Oracle Netsuite, budgeting, excel, forecasting, Quickken, communication skills, and financial analysis. Each skill has a slider to adjust its importance. The 'Oracle Netsuite' slider is set to 'MUST', while the others are set to 'NICE'. Below the skills, there is a 'STATES (51)' section with a 'Select All' button and a 'Clear' button. At the bottom, there is an 'Analyze' button with a dropdown menu showing '3', a 'Profiles' button, and a 'Go' button. There are also buttons for 'Open to work' and 'Not Open to work'.

The Search tab — click Go to run a search.

While a search or analysis is running, a second, narrower LinkedIn window appears on the right — do not touch this window while it works. You can still open new tabs in your main browser window and do other work while Blujin finishes.



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The Candidate Tab: Reviewing Results

When a search completes, the extension automatically switches to the Candidate tab, which lists everyone found for the current job, ranked from best fit to worst.

Candidate Cards

Each candidate appears as a card summarizing their fit. Cards are added to the SHORTLISTED list; anyone you delete moves to the DELETED list (switch between the two by clicking SHORTLISTED or DELETED).

Each candidate has a card with:

- Ratio of how many of the Must Have skills are present
- Overall score of skill concentration
- List of skills that were found
- Indication of Verified profile
- Indication of LinkedIn license level
- Level of connection to the user of People Explorer

Functions:

- Click on and the main window will go to that profile
- Click on and blujin will initiate a connection request. If icon is already green that indicates you are 1st level connection already
- Click on and blujin will initiate a message if you are connected
- If the is green then blujin will display their email on hover over
- Click and blujin will do a Deep Analysis of their profile!

A candidate card and its components.

Filters

Use the filter controls above the candidate list to narrow a large list down to your best-fit candidates.

Add a Candidate Manually

In your LinkedIn window on the left go to any person's profile and click

Taking Actions on Candidates

Select one or more candidates using the checkboxes on their cards, then choose an action from the Actions menu — or use the single-letter icons on an individual card. (Connect is the “C” icon & Message is the “M” icon)

If you select Delete from the Actions menu the Candidate(s) whose Checkboxes are checked will be moved to the DELETED list. You can see this list if you click on DELETED next to SHORTLISTED. When viewing DELETED you can select candidate cards with the Checkbox and click Restore to move them back to the SHORTLISTED group.

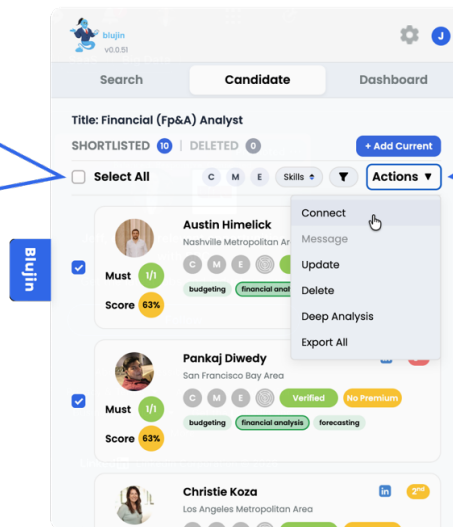


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Actions:

- You can take an action on just one of the Candidates by clicking the **Checkbox** next to the candidate's card and then selecting an action from the Actions menu.
- You can take action on several of the Candidates by clicking multiple **Checkboxes** next to candidate cards
- You can take an action on all the candidates by checking the box next to **Select All**



Actions:

- **Connect** will initiate a connection request to all candidate with checked boxes
- **Message** will send a LinkedIn message to all checked that are 1st level connections (it's gray because none are 1st level connection).
- **Update** will redo the read of the candidate and do a Deep Analysis.
- **Delete** will move people to the DELETED list.
- **Deep Analysis** will create a detailed Career Graph or deep analysis for the selected candidates.
- **Export All** will create a CSV file with LinkedIn URL, Name and Email, if available, of all candidates on this list to load to your CRM.

The Actions menu.

Deep Analysis

Select one or more shortlisted candidates and choose Deep Analysis from the Actions menu to generate a Career Graph — a bar chart of their job history plus a polar chart showing how their experience matches your required skills. When complete, the radar icon on the card turns green; click it (or the candidate's name) to open the analysis.

Settings

Click the gear icon in the top-right of the extension to open Settings, organized into three tabs: User, Search & Score, and Messaging. Click the gear again to return to your searches and candidates.

Message Templates — set these up first

The first time you open Settings, no message templates exist yet. Create at least one default Connection Request template and one default Message template before sending anything, since hidden system defaults will otherwise be used. In the Messaging tab, click the button under each section to open the template editor, give the template a name and body text, optionally insert variables (candidate name, your name, job title), and click to save.

Search & Score and Exception Percentage

The Search & Score tab controls scoring behavior, including the Exception Percentage — how much career weight to give a skill that appears on a profile but isn't tied to a specific job. You can adjust this setting even while a Deep Analysis is open and see the polar chart update instantly.

Split Screen

The Split Screen option (User tab, on by default) is what creates the second LinkedIn browser pane Blujin uses to do its work. Leave this pane alone while it is active; you can keep working in other tabs of your main browser window.



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Logging Out

Click your initial in the top-right of the extension to open the menu, then choose Logout to end your session cleanly. If you simply close the browser or tab instead, Blujin will detect this and log you out automatically.