



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

Pre-requisite: Ensure that you have installed the Blujin People Explorer extension in your Chrome browser.

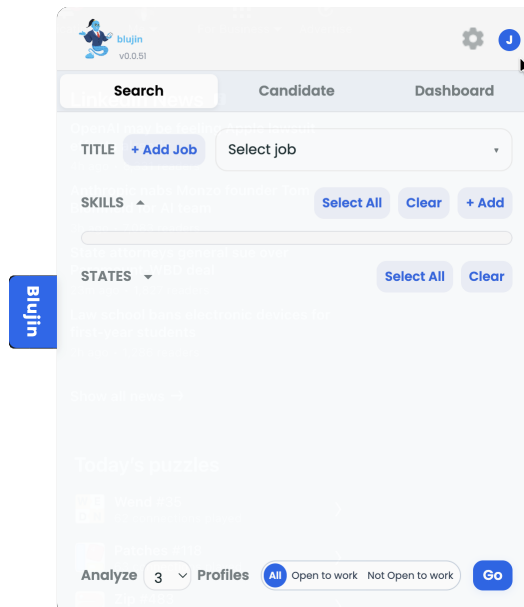
In the Chrome browser, go to the URL: LinkedIn.com

After LinkedIn.com loads, you will see a 'Blujin' tab on the right edge of the browser window.

Click the 'blujin' tab to open the extension panel.

If you don't have a Blujin People Explorer login: 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.

If you do have a Blujin People Explorer login: Click the Login button in the extension and enter your email and password, on the Sign in screen and then click the Sign in button at the bottom. 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 **Submit** 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 **Submit** 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 or unnecessary each skill is to the role. **Only set one skill to be a MUST initially.**

3. Set Locations

Click the caret next to SKILLS or STATES to Choose the states you wish to search in.

4. Run the Search by clicking Go

The screenshot shows the Blujin People Explorer Search tab. The interface is divided into three main sections: Search, Candidate, and Dashboard. The Search section is active and contains the following elements:

- TITLE:** A dropdown menu with the text "financial (fp&a) analyst".
- SKILLS (7):** A list of skills with sliders for importance. The skills are: Oracle Netsuite (set to MUST), budgeting (set to NICE), excel (set to NICE), forecasting (set to NICE), Quicken (set to NICE), communication skills (set to OFF), and financial analysis (set to NICE). Buttons for "Select All", "Clear", and "+ Add" are present.
- STATES (51):** A dropdown menu with a list of states. Buttons for "Select All" and "Clear" are present.
- Bottom Bar:** Contains buttons for "Analyze", "Profiles", "Open to work", "Not Open to work", and "Go".

The Search tab — click Go to run a search.

When a search or analysis is initiated, a second, narrower window appears on the right — this is People Explorer's work window, where you can observe candidates as they're found and analyzed. While analysis is in progress, avoid interacting with this window; however, you're free to open new tabs in your original browser window in the meantime.



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The Candidate Tab: Reviewing Results

You can always see progress in the Candidate tab. 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 **in** and the main window will go to that profile
- Click on **C** and blujin will initiate a connection request. If icon is already green that indicates you are 1st level connection already
- Click on **M** and blujin will initiate a message if you are connected
- If the **E** is green then blujin will display their email on hover over
- Click **DA** and blujin will do a Deep Analysis of their profile!

A candidate card and its components.

***Note:** If you want to send any messages or notes, in connection requests, you need to click the gear icon, in the top right, and set up Messaging templates in Settings. Also, any kind of message will require you to click send for each one in the worker panel. Blujin will not fully automate outreach on LinkedIn.

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 **+ Add Current**

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.

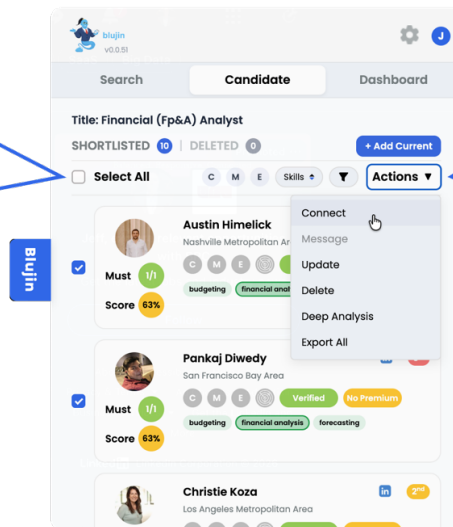


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Actions:

- 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.