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eGOLD  
askgrapevine.com

## How to Use eGold Recruitment

Firstly, follow this link <http://egoldr.askgrapevine.com/>

You should now see the following screen:

Fill in the username and password in the respective boxes, which for Personal Career Management clients is:

**Username:** pcm

**Password:** pcm123

The password will change from time to time; if you have any queries please contact the Client Resource Manager on 01753 888 995

You will now need to choose the sort of recruiter you want to search for from the list of four options.

These are:

- Board Recruitment (Headhunters),
- Experience Hires Consultants (Recruitment Consultants),
- Early Careers Consultants (Graduate) and
- Interim Management and Temporary recruiters.

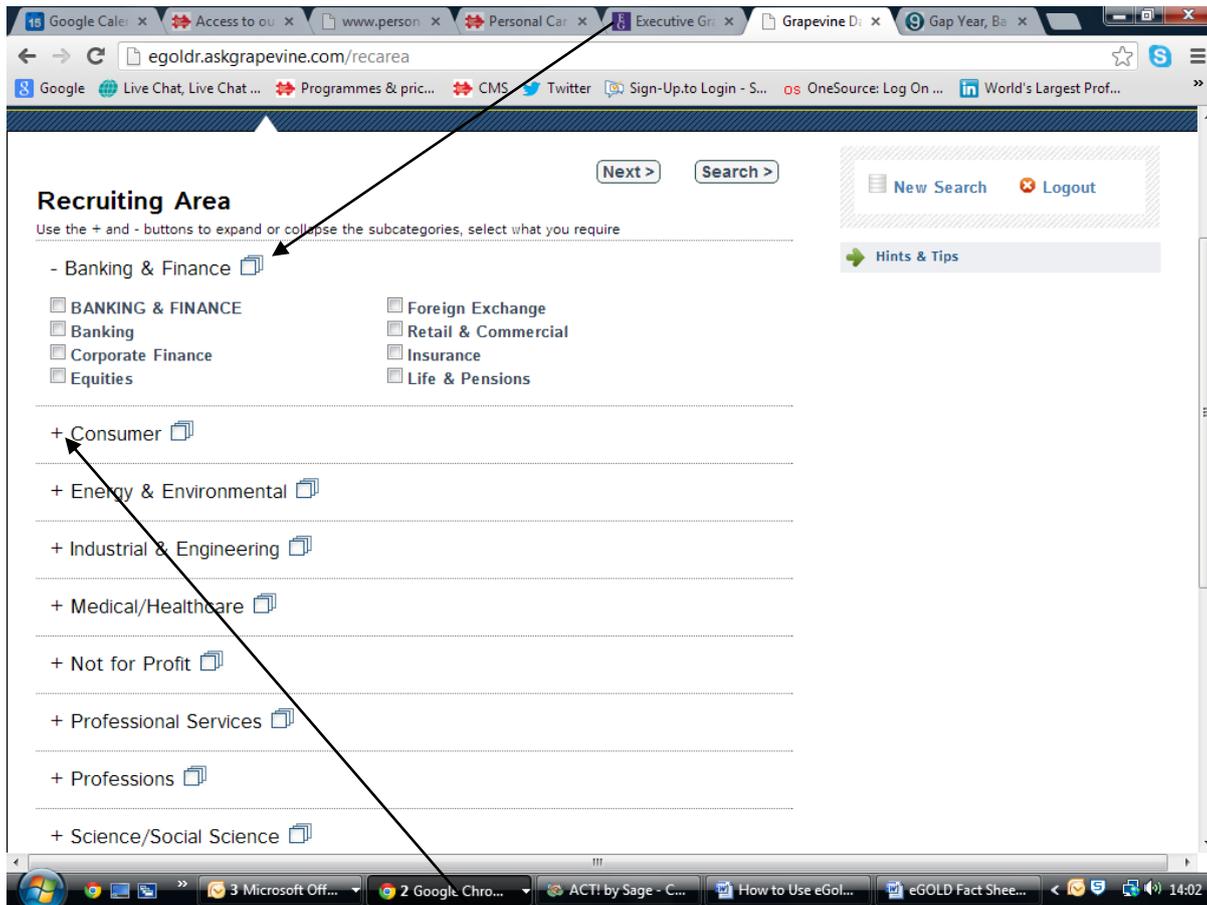
The top screenshot shows the 'Executive Grapevine Online Database' login page. It features a 'Login to your account' form with fields for 'Username' and 'Password', and a 'Login >' button. Below the form is a link for 'Not already registered? SIGNUP HERE'. The background is a night view of Big Ben in London.

The bottom screenshot shows the search page. It has a navigation bar with 'Find consultants' and 'Advanced search' options. Below this are filters for 'Search type/region' and 'Recruiting area'. The 'Search type' filter is expanded, showing radio button options for 'Board Recruitment', 'Experience Hires Consultants', 'Early Careers Consultants', and 'Interim Management & Temporary'. The 'Region' filter is also expanded, showing radio button options for 'UK', 'Europe', 'USA', and 'Other'. Below the filters is a 'Guide for search' section with descriptions for 'Board Recruitment', 'Experience Hires Consultants', and 'Early Careers Consultants'.

If you scroll down the page you will see a short explanation detailing what each option is.

You will also need to select the global region you wish the recruiter to be based in.

After clicking 'Next', you will be presented with a list of options, each with a + next to them. If you want to search for all Banking and Finance recruiters, click on the box with several outlines.



If, however, you wish to be more specific, click on the '+' and select from the sub categories by clicking the boxes next to them. You can select multiple categories and sub categories.

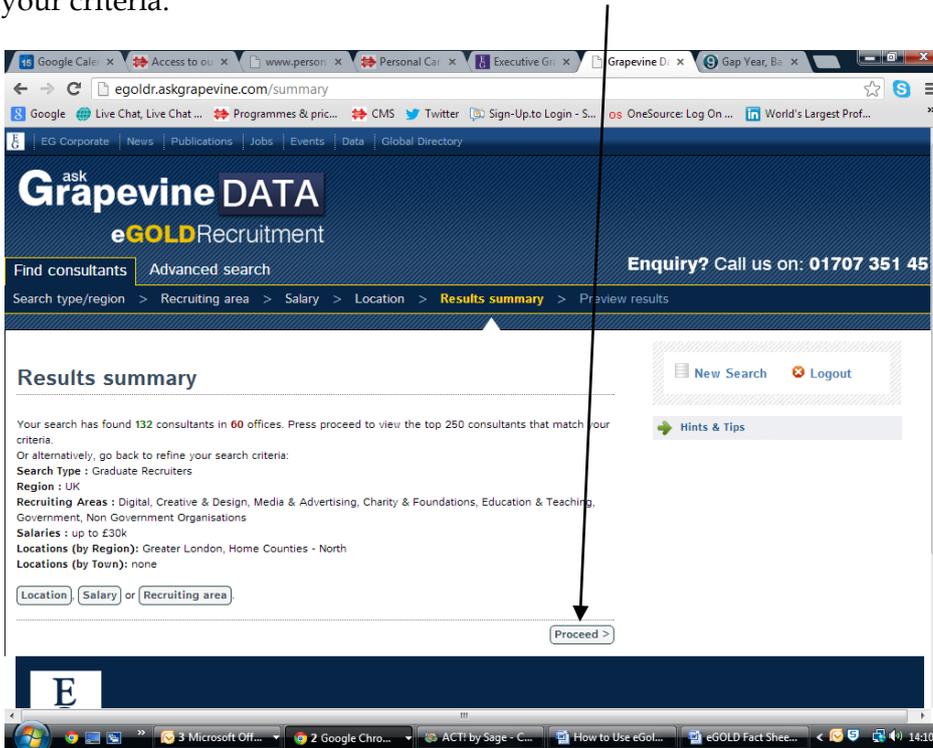
After clicking 'next' you will be asked which salary parameters you are searching within. Once again you can select multiple salary brackets.

You will now be asked to narrow down the geographical location you are searching in; this can be done by region, town, or both.

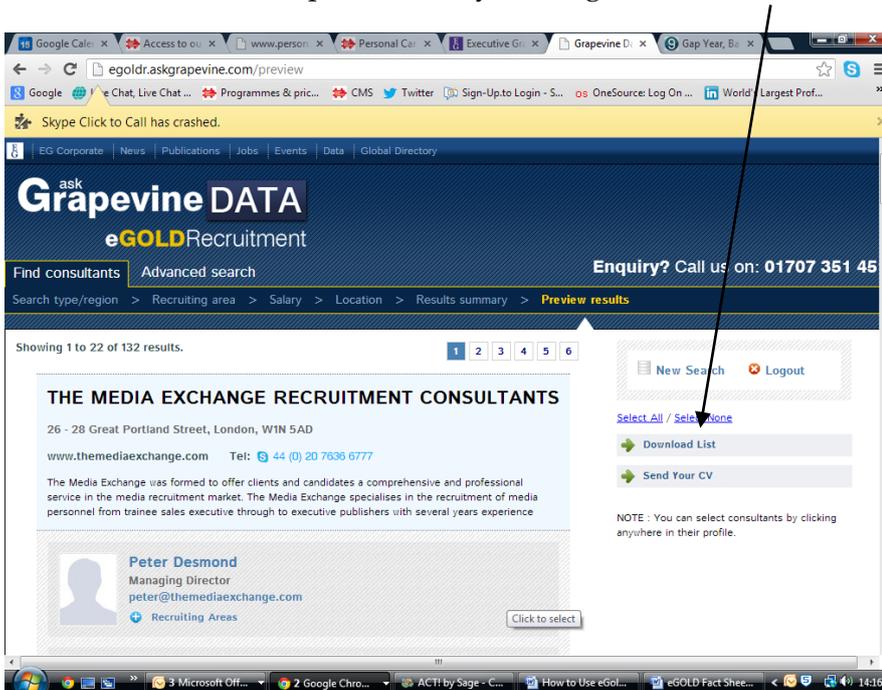
You will now have reached the results summary page.

In order to view your results, click 'proceed'.

Note: If the search found more than 250 consultants, eGold will only display the top 250 that match your criteria.



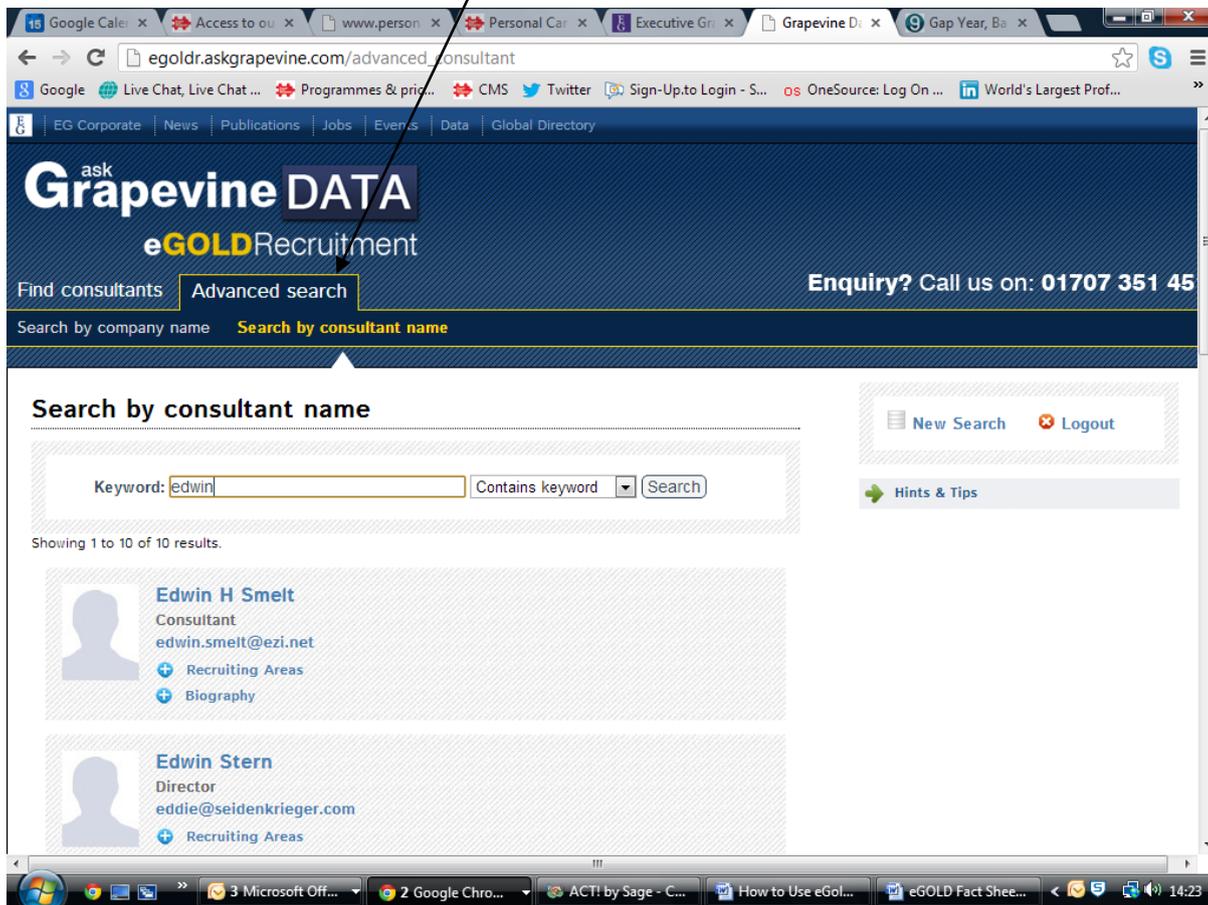
You will now be presented with a list of recruitment firms and their consultants. It should give you relevant websites, email addresses, names and phone numbers. You have the option to download this list on to an Excel Spreadsheet by clicking "Download List" here:



When viewing the information on the webpage, it is possible to see each consultant's specialist area as well as their biography.

You also have the option to search the database for particular recruitment firms and consultants, for example if you are trying to find a recruiter but only know their first name, you can search for this as follows;

Click on 'Advanced Search' and select either 'search by company name' or 'search by consultant name'. Here I have searched for the name 'Edwin' and eGold has given me a list of all the names containing "Edwin" on the database and their contact details.



If you have any questions or queries, please contact the Client Resource Manager on 01753 888995, or email [laurel@personalcareermanagement.com](mailto:laurel@personalcareermanagement.com).