



How to use Executive Grapevine

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: Gold17

The password will change from time to time; if you have any queries please contact Racquel our 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 (Head-hunters)
- Experience Hires Consultants (Recruitment Consultants)
- Early Careers Consultants (Graduate) and
- Interim Management and Temporary recruiters.

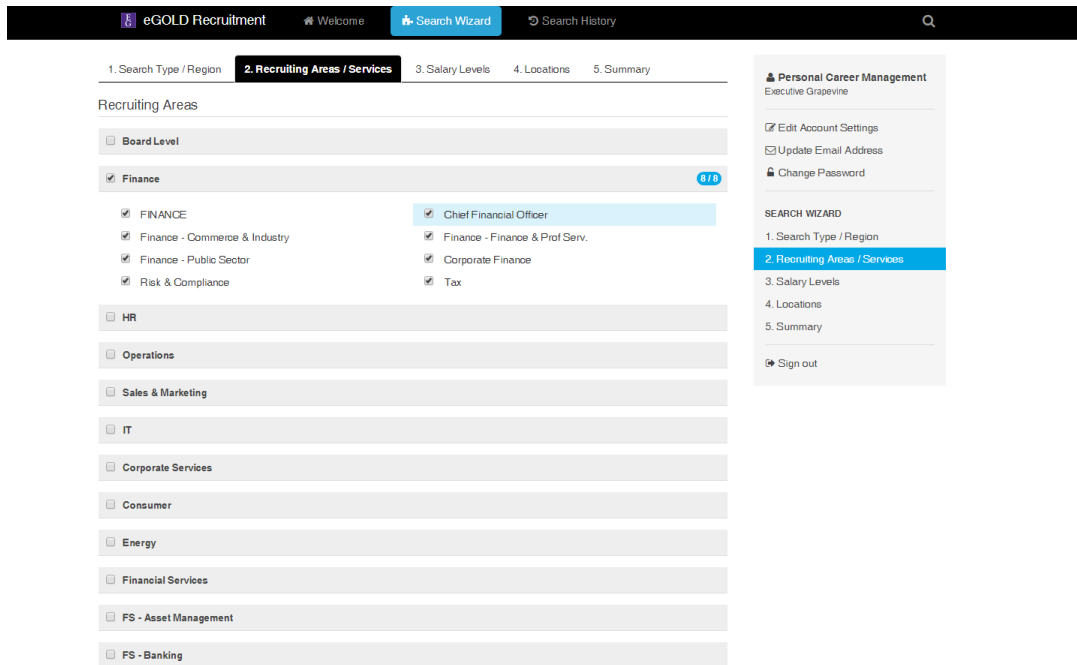
The screenshot shows the 'eGOLD Recruitment' website's 'Search Wizard' interface. The navigation bar includes 'Welcome', 'Search Wizard', and 'Search History'. The main content area is divided into two sections: 'Search Type' and 'Region'. Under 'Search Type', there are four radio button options: 'Board Recruitment', 'Experience Hires Consultants', 'Early Careers Consultants', and 'Interim Management & Temporary'. Under 'Region', there are four radio button options: 'UK', 'Europe', 'USA', and 'Other'. A 'Next >' button is located at the bottom right of the main content area. On the right side, there is a sidebar with 'Personal Career Management' options (Executive Grapevine, Edit Account Settings, Update Email Address, Change Password) and a 'SEARCH WIZARD' section with a progress indicator for the five steps: 1. Search Type / Region, 2. Recruiting Areas / Services, 3. Salary Levels, 4. Locations, and 5. Summary. A 'Sign out' button is also present in the sidebar. The footer contains links for 'About Us', 'Terms & Conditions', 'Data Licensing', 'Cookie Policy', 'Privacy', 'Legal', and 'Contact Us', along with the copyright notice '© 1979-2016 Executive Grapevine International Ltd. All rights reserved.' and the 'EG' logo.

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.

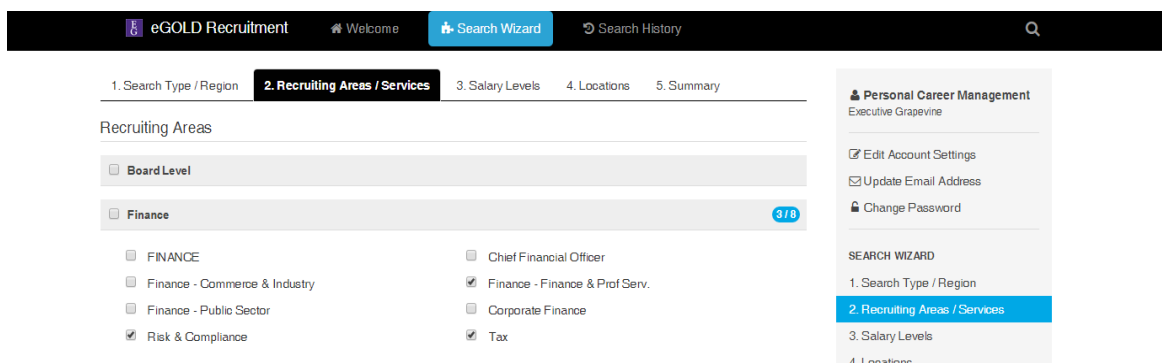
After clicking 'Next', you will be presented with a list of options.

If you want to search for all Banking and Finance recruiters, click on the main box at the top of the category.

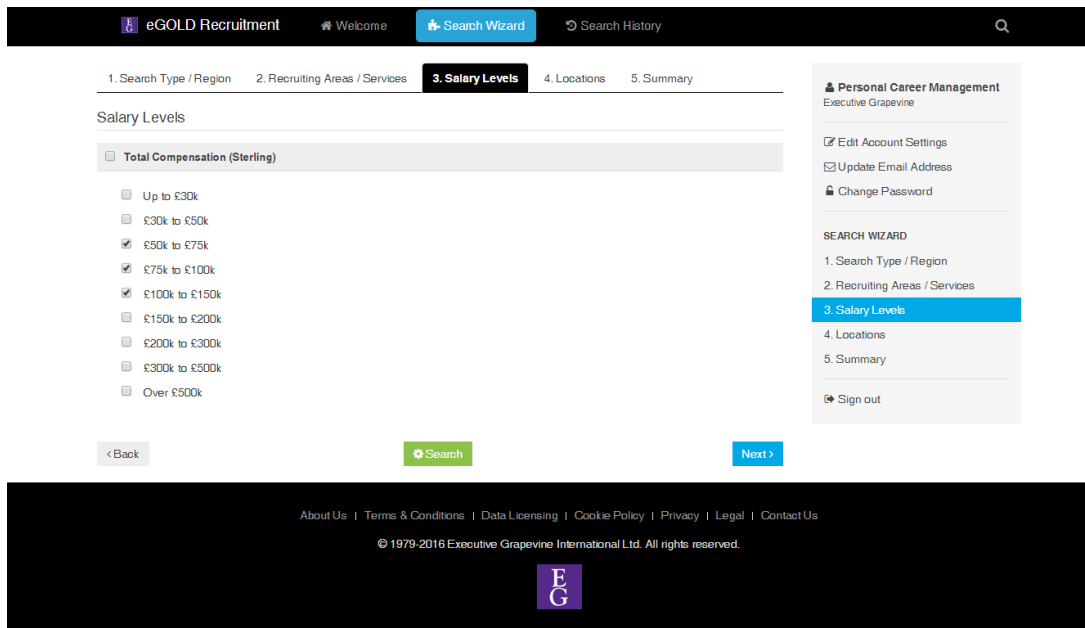


If, however, you wish to be more specific, tick and select from the sub categories by clicking the boxes next to them.

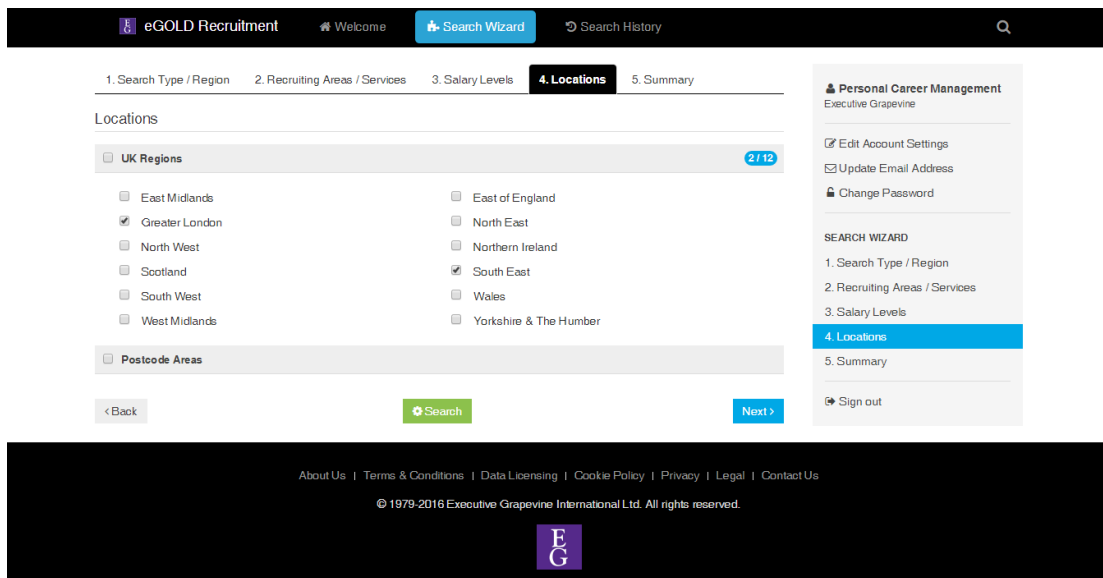
You can select multiple categories and sub categories.



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.

To view you results, click 'proceed'.

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

The screenshot shows the eGOLD Recruitment search results summary page. The navigation bar includes 'eGOLD Recruitment', 'Welcome', 'Search Wizard', and 'Search History'. The search wizard progress is shown as: 1. Search Type / Region, 2. Recruiting Areas / Services, 3. Salary Levels, 4. Locations, and 5. Summary (highlighted). The 'Results Summary' section displays search criteria: Search Type / Region (Board Recruitment, UK), Recruiting Areas / Services (Risk & Compliance, Tax), Salary Levels (£50k to £75k, £75k to £100k, £100k to £150k), and Locations (Greater London, South East). A message states: 'Your search has returned 168 consultants in 65 offices. Should you wish to refine your search, you may go back and edit your criteria. To preview up to 100 top consultants with up to 2 consultants per office that match your search criteria, please follow the continue button.' A 'NOTE' indicates that the list is filled up to 100 consultants with available records. A text box for notes is present with the placeholder 'Your memo goes here...'. Navigation buttons for '< Back' and 'Proceed >' are at the bottom. The footer contains links for 'About Us', 'Terms & Conditions', 'Data Licensing', 'Cookie Policy', 'Privacy', 'Legal', and 'Contact Us', along with the copyright notice '© 1979-2016 Executive Grapevine International Ltd. All rights reserved.' and the eG logo.

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:

The screenshot shows the eGOLD Recruitment search results page with an 'Export Options' dialog box open. The search results show 'Your search returned 100 consultants'. The 'Export Options' dialog box has two tabs: 'Standard Fields' and 'Additional Fields'. The 'Standard Fields' tab is selected, showing a list of fields: Salutation, Forename, Surname, Job Title, Company Name, Address, Town/City, County, Postcode, and Country. The 'Additional Fields' tab is also visible, showing: Email Address, Phone Number, Fax Number, Website URL, Company Email, Postcode Area, Region, LinkedIn Profile, and Reference Number. The dialog box has a dropdown menu set to 'CSV (Comma Separated)' and buttons for 'Export' and 'Cancel'. The background search results are dimmed, showing details for 'Iron Horse Search & Selection' and 'Chorus Partners'. The footer includes contact information for Chorus Partners: '88 Wood Street, London, 44 (0) 207 156 5198, enquiries@choruspartners.co.uk'.

You also have the option to search the database for 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;

Here you can search by name or 'look up consultants'.

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 Racquel our Client Resource Manager on:

01753 888995 or racquel@personalcareermanagement.com