

Personal Career Management

Client Resources

Website & Online Resources



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INTRODUCTION

This document has been put together to not only inform you of what resources are available to you but also to provide a step by step guide to help you make the most out of them.

If you have any questions about using the resources or have any other research requests please contact the office on 01753 888995 or send an email to

vicky@personalcareermanagement.com

LOG IN

Visit www.personalcareermanagement.com and under Clients Area to the right side of the home page enter your username and password. If you do not have this password please contact me and I will arrange this for you.

The screenshot shows the website <http://www.personalcareermanagement.com> in Internet Explorer. The page layout includes:

- NEWS & EVENTS:** A sidebar on the left with several news items, including "BBC WM with Joanne Malin - Managing Redundancy" and "Press Release: Good news for Senior Managers job hunting in Birmingham". A link "For more click here >" is provided.
- NUMBER 1 CV BOOK IN THE UK:** A promotional banner for a book titled "YOU'RE HIRED! CV HOW TO WRITE A BRILLIANT CV" by Corinne Mills.
- Individuals:** A section titled "Our career management services for individuals include:" with a bulleted list: "Outplacement support for individuals facing redundancy", "Career coaching services", "Job search support", and "In-the-job coaching". A link "Click here" leads to more information.
- Corporate Services:** A section titled "Corporate Services" with a paragraph: "We provide outplacement and career coaching for companies ranging from global FTSE 100 companies, public sector organisations to SME's. Our services include:" followed by a bulleted list: "Outplacement support including individual career coaching or group job search workshops", "On-site career clinics for staff being made redundant", "Career management workshops as part of a talent management strategy", and "Career coaching for staff facing specific career challenges". A link "Click here" leads to more information.
- Why choose Personal Career Management?:** A section with a bulleted list: "Our clients think we do a great job. In our most recent survey, 98% of our clients said that they would highly recommend Personal Career Management to those who are seeking career support.", "Our coaching team are all highly experienced, trained career management specialists with impressive professional track records.", and "We are described as the 'best in the business' by leading industry figures such as Telegraphjobs and Monster".
- CLIENTS AREA:** A login form on the right with fields for "Username" and "Password", a "Remember me:" checkbox, and a "Login" button. A "Forgotten Password?" link is also present. Above the form are radio buttons for "By applying to an advertised job" and "Internally at work", and buttons for "Vote" and "Show results".

A hand-drawn arrow points to the "Login" button in the CLIENTS AREA.

Once you are logged on you will have access to all the resources. Your account will automatically stay activated however this may be extended if you are still job searching.

Indeed

- 'Indeed' is a job search database that picks up vacancies from thousands of company websites and job boards all over the world
- Use the advanced search option for more accurate results where you can select salary levels, location by radius and several keywords
- Once you have performed your search you can then save it to receive weekly or daily email alerts on new job postings

The screenshot shows a Windows Internet Explorer browser window displaying the Indeed website. The address bar shows the URL <http://www.indeed.co.uk/>. The search bar contains the text "indeed". The page features the Indeed logo with the tagline "one search. all jobs." and "UK". Below the logo are two search input fields: "what" (job title, keywords or company name) and "where" (city or postcode). A "Find Jobs" button is positioned to the right of the "where" field. Below the search fields, there is a section for "My recent searches" with a "clear" link. The list of recent searches includes:

- [Account Manager](#) - 59,068 new jobs
- [Marketing Director](#) - 12,189 new jobs
- [marketing director](#)
- [marketing director](#) - 12,189 new jobs
- [Hays Education - Staffordshire](#) - 193 new jobs
- [Finance Director - London](#) - 4,020 new jobs
- [title:\(finance director\) £60-£15... - london](#)
- [£60-£150](#)
- [title:it company.microsoft](#)

The browser's taskbar at the bottom shows the Windows Start button, several open applications, and the system tray with the time 10:23.

Company Information using Avention

Avention can provide information on over 23 million global companies with each company profile containing detailed information.

We can provide a *One Stop Report* using the Avention database. We can also build lists of companies using a variety of different criteria including industry, location, company size etc. for you to use while making speculative approaches.

The information can include:

Business Description

This gives a detailed description of the company, information on their industry and their main activities.

Key Executives

There are over 25 million executives for companies listed on the database. We can get information on their key executives, including title, employment history and contact details.

Significant Developments

This area gives information of any changes within the company, including business deals, employee changes and recent news headlines.

Industry Snapshot

An industry snapshot for a particular company can be provided which highlights key companies in that industry, what's affecting the market, talking points and "movers and shakers" within the industry.

Financial Information

A financial report can be created for a particular company, particularly useful prior to an interview, outlining information on annual reports and balance and cash flow statements.

If you're looking at targeting a list of companies in a particular area, or would like an in-depth company profile reports please email vicky@personalcareermanagement.com or call 01753 888995.

When requesting a company list, please try and narrow it down as much as possible by thinking about certain criteria, including: industry, location, company size, sales etc. to make your list for manageable. Basic requirements have a 48 hour turnaround. The information will be sent in either PDF format or in an excel spread sheet.

Terms & Conditions

The information is derived from Avention, Inc and is the copyrighted property of Avention and/its information providers. Personal Career Management, Avention and its information providers disclaim the accuracy, adequacy, completeness and the timeliness of the information and shall not be held liable for any loss, damage or the injury that results from any use of the information. By requesting this information you agree to adhere by these terms and not distribute this information onto any other party or use it for any other purpose other than for the purpose of your job search.

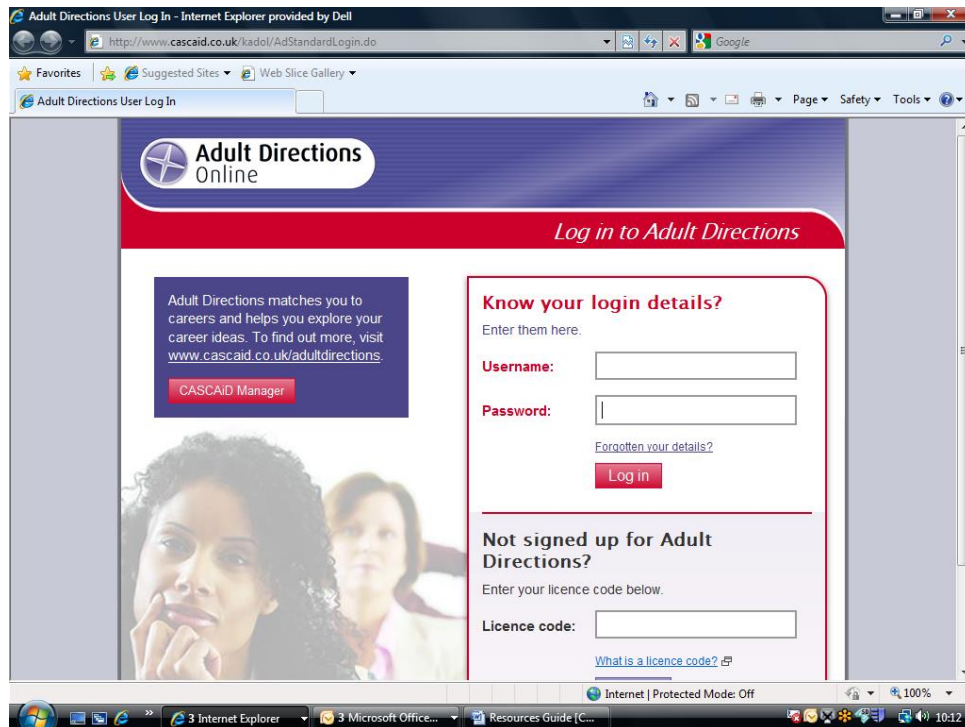
eGold Recruitment

- A database providing the contact details and background information on thousands of head hunters and recruitment consultants
- Source recruitment specialists in your industry to approach personally to aid your job search
- Generate highly focused lists of recruitment consultants that match your requirements
- International search option available

The screenshot displays the eGold Recruitment website interface. At the top, the browser address bar shows the URL egoldr.askgrapevine.com/start. The website header includes the logo "ask Grapevine DATA eGOLD Recruitment" and a navigation menu with links for "EG Corporate", "News", "Publications", "Jobs", "Events", "Data", and "Global Directory". A contact number "Enquiry? Call us on: 01707 351 45" is visible on the right. Below the header, a breadcrumb trail reads "Search type/region > Recruiting area > Salary > Location > Results summary > Preview results". The main content area features two filter sections: "Search type" with radio buttons for "Executive Recruitment" (selected), "Interim Management & Temporary", "Recruitment Consultants", and "Graduate Recruiters"; and "Region" with radio buttons for "UK" (selected), "Europe", "USA", and "Other". A "Next >" button is located below each filter section. On the right side, there are buttons for "New Search", "Logout", and "Hints & Tips". The Windows taskbar at the bottom shows several open applications, including "ACT! by Sag...", "2 Microsof...", "3 Google...", "4 Microsof...", "Online resou...", and "Resources G...", with the system clock displaying "15:03".

Adult Directions (Careers Information)

- This careers software questionnaire enables you to identify suitable career options by entering your preferences and skills. It also supplies detailed information about career options
- Adult directions provides careers matching questionnaires and information, skills analysis and access to career-related articles.
- Useful to generate ideas for discussion with your coach as well as provide detailed information



Step by step guide:

When you first go to use this resource, you will need to enter the following details into the box titled "Create A New User"

Licence name: **c33161**

Licence code: **careeasy31**

You will then be asked to enter your Name and Email Address, and will need to create your own Username and Password to use for Adult Directions in the future.

Creating your own login details also allows you to save information.

Once you have logged in you will see the tool bar with a number of options. You can now select each option and follow the step by step guide.

If you have no idea what you would like do as a career you can select the first option 'Match careers to your likes and dislikes'. You will be asked a number of questions and at the end will receive a list of suitable careers matching your personality.

The next option is to answer a number of questions relevant to your skills, answer each question carefully. The results show icons next to each career showing how suitable the careers are for you, based on your likes and dislikes responses, and your skills responses if you have answered them. You can select a job you might be interested in to get more information about it and also continue exploring that career answering additional questions to see if it is right for you.

You can review all of your results when you come to making an Action Plan. This is a great tool for analyzing your results, making changes and setting goals.

After you have completed this you can plan your study and training (if necessary) or review your skills.

If you wanted to know more about career options i.e. open learning/self employment/job hunting, the section 'Read Articles about careers' provides a good detailed description.

TERMS AND CONDITIONS FOR USE

Personal Career Management clients may use the on-line and other resources available from Personal Career Management Ltd to support their personal job search. You must keep password details secure and not permit any unauthorized person to access the information databases. It is not permitted to sell, supply or publish the data to any third party or interfere with the software contained therein. Access is normally arranged between 3 - 6 months although we are happy to extend this on a discretionary basis. Copyright must be respected on all Personal Career Management materials and they may not be amended, distributed or used with any third party.

CONTACT

I hope you find this guide useful; if you have any log in problems or questions about the resources, please contact us:

Tel: 01753 888995 vicky@personalcareermanagement.com