



# GO FIND ME



Employer Get Started Guide

- 1 Complete Your Profile
- 2 Post a Job
- 3 Search for Jobseekers
- 4 Manage Applications for your Job Posts

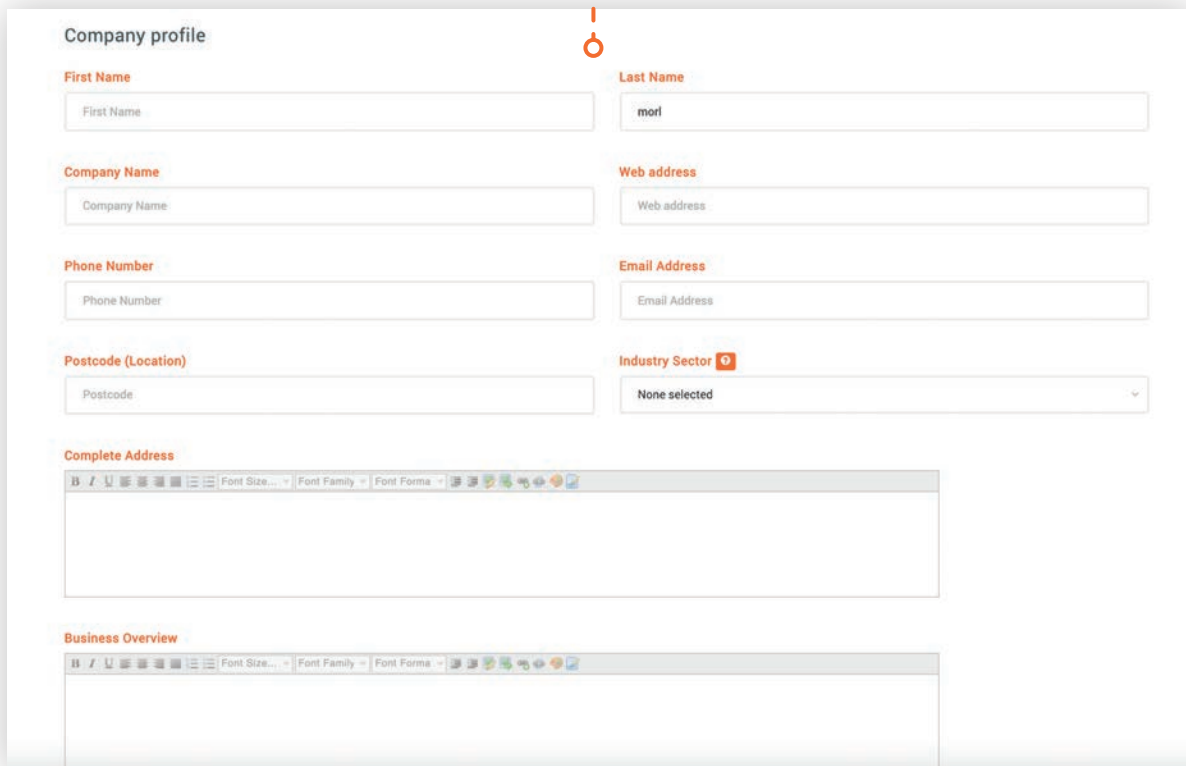
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# Complete your Company Profile

# 1 Complete Your Company Profile

1 Ensure all of your company information is present and correct including:

- **Web Address**
- **Industry Sector: Select up to five industries.**
- **Complete address**
- **Business overview**




The screenshot shows a 'Company profile' form with the following fields:

- First Name:** Input field with placeholder 'First Name'.
- Last Name:** Input field with placeholder 'Last Name' and the value 'mori'.
- Company Name:** Input field with placeholder 'Company Name'.
- Web address:** Input field with placeholder 'Web address'.
- Phone Number:** Input field with placeholder 'Phone Number'.
- Email Address:** Input field with placeholder 'Email Address'.
- Postcode (Location):** Input field with placeholder 'Postcode'.
- Industry Sector:** Dropdown menu with 'None selected' and a red notification icon.
- Complete Address:** A rich text editor with a toolbar and a large text area.
- Business Overview:** A rich text editor with a toolbar and a large text area.

Don't forget to press the update button!

Update

 Please note this information is publicly accessible.



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# Post a Job


## 2 Post a Job

- 1 Under your job posts select the **add** button.
- 2 **Enter your job title:** We recommend using a broad, widely used job title in order to maximise search exposure on Go Find Me.
- 3 **Industry Sector:** Select up to five industries.
- 4 **Salary:** Enter details of the salary.
- 5 **Job Description:** When creating a job description for Go Find Me, we aim to create full anonymity for not only the candidates but also you as the client.

Why? Are you tired of receiving voluminous calls from recruitment business's agencies? Extensive applications that do not relate to the role you are recruiting for? By keeping your job description confidential, avoiding any company details, you will ensure you keep full control of the application process and communication is kept to a minimum with the most suitable candidates for your vacancy.

- 6 **Business / Vacancy brief:** [Example: Business 123 is a market leading Public Relations & Marketing agency with over 25 year's experience within our sector, we service a variety of industries such as engineering, manufacturing, recruitment, software and accountancy. Due to continued business growth we are now looking to appoint a knowledgeable account executive to join our ever-growing establishment.]

Again, try and avoid company name/details or associated information, Go Find Me aims to keep your identity confidential at the initial application stage!

 Please avoid entering details such as phone number, email address or your company name to avoid being contacted by recruitment agencies.

**1 Duties/Responsibilities:** [Example: Within this permanent public relations, account executive vacancy you will be required to assist with the with following duties:

- Answer incoming calls from both new and existing clients.
- Support senior account managers with the creation of client presentations/briefs.
- Establish relationships with local and national journalists.
- Review client files on a monthly basis to ensure you are on track with client agreements/ Service level agreements.

**2 Skills and requirements:** This section will give a specific breakdown of what experience, skills, knowledge and qualifications the candidate requires in order to be considered for the business's vacancy.

Example: In order to be considered for this Account Executive vacancy, you will have the following skills, experience, knowledge and qualifications:

- 5 year's experience within PR/Marketing, having worked within an agency environment for 2 or more.
- To be degree educated, ideally within PR/Marketing or an associate subject.
- Proficient user of Microsoft Office software package.
- Attention to detail with a creative flare.
- Communicate effectively via Telephone, Email and Fax.

**i** Please avoid entering details such as phone number, email address or your company name to avoid being contacted by recruitment agencies.

## 2 Post a Job

**3 Package:** In this section, you will aim to outline what the candidate will receive if successfully appointed in this vacancy. Ideally this will contain the following:

- Basic salary – Hourly, contractual or annual.
- Commission/Bonus/Shift Allowance – Ideally give a break down, ensuring it is easy to understand.
- Hours of Work – Include weekend work, shifts, adhoc requirements ie (stock takes, month end etc)
- Holiday entitlement – Company shut down periods? Allocated times to take annual leave?
- Will holidays include or exclude bank/public holidays?
- Sick Pay – Will they be entitled to company sick pay?
- Company Vehicle/Car Allowance
- Pension Scheme
- Training & Development – Will the candidate receive any external training?
- Childcare Vouchers, Health care and additional associated packages.


Example: If successfully appointed in this Account executive's vacancy you will receive;

- £25,000 - £30,000 basic salary with an annual performance related bonus.
- 8am – 5:00pm Monday to Friday 21 days holiday entitlement, plus 8 statutory bank holidays. (You must keep 3/4 for over the Christmas period)
- Statutory sick pay if required
- Pension scheme – Agreed based on experience.
- External training provided, based on the sector you will be supplying.
- BUPA health care, personal package.

**4 Keywords:** Enter specific traits or areas of expertise that you are looking for in your future employee, these keywords will be used when searching for a new candidate. Enter relevant keywords in this section to maximise exposure of your profile. We recommend adding as many relevant keywords as you can and recommend being as specific as possible.

- Select the job type from the dropdown menu.
- Enter the postcode for the job's main location.
- Enter details of languages which you require the job seeker to speak.
- Control whether you would like the salary to be displayed on the job post.
- Set whether you require candidates to have a driver's license.

**5 Post Status:** Control whether the job post is enabled or disabled.

 Please avoid entering details such as phone number, email address or your company name to avoid being contacted by recruitment agencies.





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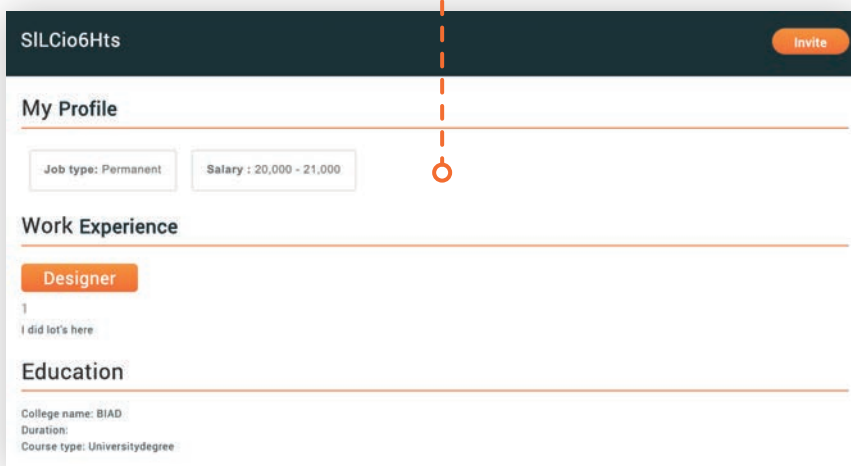
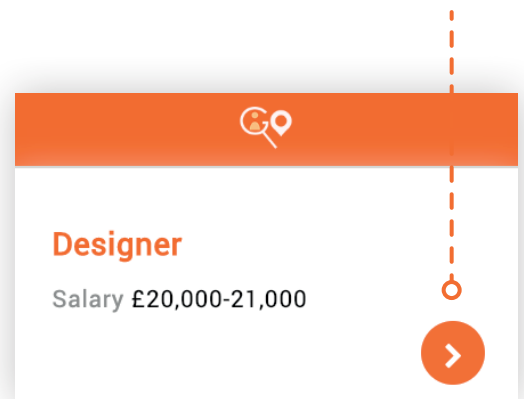
# Search for Jobseekers

## 3 Search for Jobseekers

- 1 **Job Search:** Use the search tool to enter the criteria of your dream candidate. If you leave a field blank this will enable you to widen your search. If a job seeker matches your search criteria they will be displayed as search results.

To find out more about a candidate click the orange arrow this will open their public CV.

- 2 **Connect with prospective candidate:** If the candidate is of interest to you, use the orange apply button accessible at the top of their CV to invite them to connect with you. If they then accept your invitation, you will be able to see their name and personal details. Your public information will be shared with the candidate. You will get an email notification if the candidate accepts your invitation to connect.



**Manage your connections:** Under Connections, you can see details of job seekers who you have connected with.

- Toggle notifications on/off
- Send a message to their inbox
- View their CV
- Block them
- Remove them as a connection

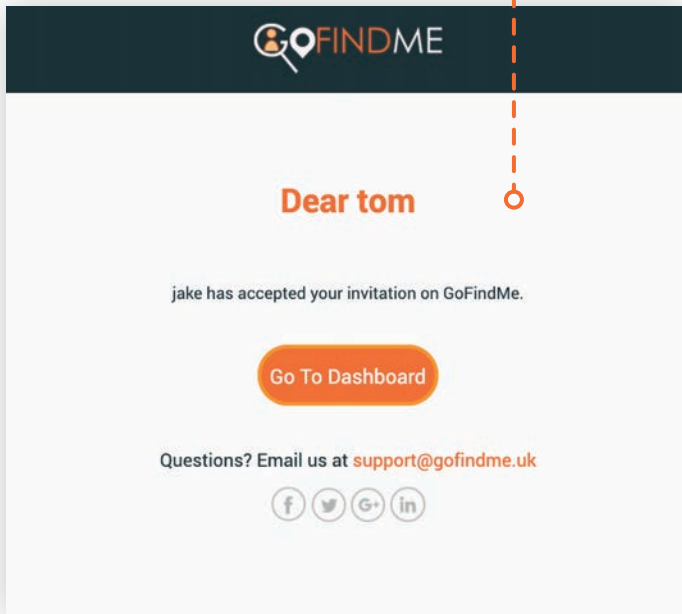


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# Manage Applications for your Job Posts

## 4 Manage Applications for your Job Posts

- 1 When a job seeker applies for one of your enabled job posts, you will receive an email notification.



- 2 You can see details of these applications under 'Applicants' where you can:

- View their public CV (their name and personal details will be hidden at this stage)
- Accept their invitation
- Decline their invitation

When you accept the invitation, the candidate will then be notified and asked to connect with you. You will receive a notification once the candidate has accepted the invitation to connect. This will then enable you to see the candidates full CV and allow you to send messages to them.



[gofindme.uk](http://gofindme.uk)