

PROJECT RESOURCE

professional
recruitment

Project-Resource.co.uk User Registration Guide



Introduction

This guide is intended to take you step by step through the process of registering on our website, www.project-resource.co.uk, and the process by which you can create job alerts.

Should you have any questions that are not answered in this guide or suggestions that would help us improve our website experience for you, the user, you can contact our website team at webteam@project-resource.co.uk

Our website, newly launched in January 2010 is designed to work best in [Mozilla Firefox 3.6](#) and [Microsoft Internet Explorer 8](#).

Click the browser names above to visit the official websites where you can download these browsers for your own computer. Not only do these allow you to view modern websites as their designers intended they also boast a range of features to enhance your browsing experience and protect you, your family and your computer whilst on the internet.

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Registration

How to register?

Registration is a very simple process and shouldn't take you more than 5 minutes, just follow these steps and you will soon be able to take full advantage of the functionality available on our website.

Step 1

Go to <http://www.project-resource.co.uk/preregister.aspx> in your browser or click [here](#).

Step 2

Click the button labelled 'Click Here to Register', this will then launch the Project-Resource.co.uk registration wizard.



Step 3

Enter your email address twice and select your password, once you have done so click 'next'.

Step 4

Enter your first name, last name and your primary contact number. You can also enter an alternative contact number as well as your address in order to help our consultants contact you and identify potential opportunities near where you live. Once you have done so click 'next'.

Job Seeker Registration

Registration progress: 1. Account Details | **2. Contact Details** | 3. Job Requirements | 4. CV Upload

2. Contact Details

We require your contact details so that we can contact you should you be successful in being selected for a job application.

First Name: *

Last Name: *

Main Contact Number: *

Second Contact Number:

Address:

Post Code:

* Indicates required information

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Step 5

Select your profession, the location in which you wish to work and your salary requirements from the drop down menu. We recommend you select a location that reflects your working flexibility, for example; if you are prepared to work anywhere in the Thames Valley select 'United Kingdom: Thames Valley' whereas if you only want to work in Berkshire select 'United Kingdom: Thames Valley: Berkshire'. You can also select your job title, industry and company type as well, all this information will help our consultants build a more detailed picture of your experience and requirements and will make it easier for them to match you to our vacancies. Once you have done so, click next.

Job Seeker Registration

Registration progress: 1. Account Details | 2. Contact Details | **3. Job Requirements** | 4. CV Upload

3. Job Requirements

By selecting your job requirements below, we can ensure that you are put forward only to those jobs that match your needs.

Profession: *

Job Title: *

Location: *

Employment Type: *

Salary: *

Industry:

Company Type:

* Indicates required information

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Step 6

Before proceeding to the next step you will be asked if you wish to create a job alert so that you are notified by email when we register jobs matching the requirements specified in step 5. We recommend you select 'yes'. Make your selection and click 'Save My Choice'.



Job Alerts

Do you wish to create a job alert based on your job requirements ?

Yes
 No

[Save My Choice](#)

Step 7

To upload your CV click the 'browse' button next to 'Upload CV' and select your CV from your computer (this should be in the form of a word, pdf or text document and should be no more than 1Mb in size). We also recommend you upload identification by using the 'browse' button next to 'Upload Additional Documents'. Whilst this is not required to complete registration we are required by EAA regulations to obtain identification from all candidates confirming their right to work in the UK before we can represent them in their search for work. Once you have attached the documents you wish to upload, click 'next'.

Job Seeker Registration

Registration progress

1. Account Details
2. Contact Details
3. Job Requirements
4. CV Upload

4. CV Upload

Please upload your CV in Word format. By uploading your CV our consultants can assess your requirements and experience and begin looking for work on your behalf as soon as possible.

Upload CV [Browse...](#) *

Upload Additional Documents [Browse...](#)

* Indicates required information

Under EAA regulations 2003 and 2007 we would request that you attach some form of photo ID, either a copy of a passport, driving licence or other ID card. All such uploads should be in jpeg, gif, png, Word or PDF format with a maximum file size of 1MB.

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Next

Step 8

We will then ask you to read our candidate agreement. Whilst acceptance of this is not essential for website registration it is required before we can look for work on your behalf. Once you have selected your choice, click 'Confirm Registration'.

Job Seeker Registration

Registration progress 1. Account Details 2. Contact Details 3. Job Requirements 4. CV Upload

Confirm Registration

Thank you for supplying us with your details. Before we can begin searching for work on your behalf we require all job seekers to agree to our terms of business.

Candidate Agreement – Permanent or Direct Work

We are Project Resource Limited of Twyford Lodge, The Straight Mile, Wokingham, Berkshire, RG40 5RY (trading as) Project Resource Limited & "we", "us", "our" & "ours" refers to Project Resource & all branch offices of Project Resource. Project Resource, for the purposes of this agreement, includes any subsidiary or associated company (as defined by s.736 Companies Act 1985) of Project Resource.

You are «A User» of «»
& "you" & "your" refers to you our candidate.

Introduction: We are an Employment Agency in the business of providing services to locate work for persons registered on our database of candidates & introducing such candidates to our Clients with a view to direct employment or engagement by a Client. You are seeking work, have provided us with your personal details to be registered on our database of candidates, & have asked us to locate work for you.

I have read and agree to Project Resource's standard terms of business
 I do not wish to agree to Project Resources standard terms of business at this time

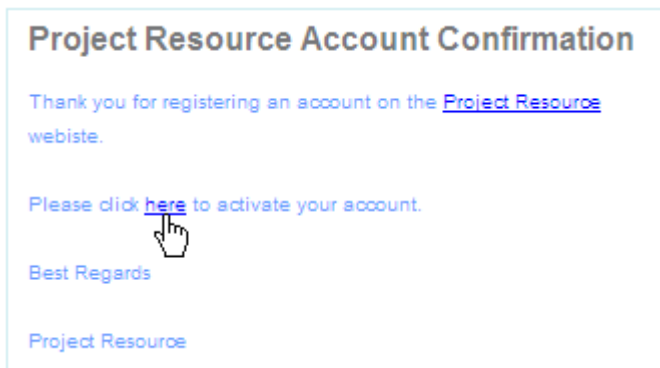
Step 9

Check the inbox corresponding to the email address you used to register, you will shortly receive your registration confirmation email [see below]

Inbox			
From	Subject	Received	Size
Date: Today			
webnotification	Project Resource - Account confirmation	Tue 23/02/2010 11:36	26 KB

Step 10

Within the email you have received will be a link to confirm your account [see below]



Clicking on this link will take you to the account confirmation page on our website and will activate your account.

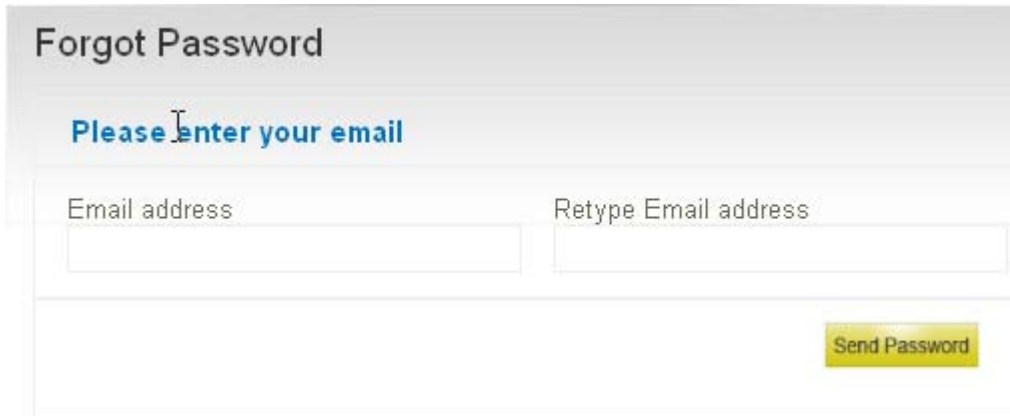
Thank you for taking the time to register, we will receive your CV shortly and will ensure it is reviewed by the recruitment consultant best able to assist you in your job search. We try to process all new registrations within 48 hours of receipt so please be patient if you do not receive a response straight away.

The following are a number of FAQs related to the registration process.

What do I do if my confirmation email is not received?

If your confirmation email is not received please visit <http://www.project-resource.co.uk/forgot-password.aspx> or click [here](#).

Enter the email address you registered with in both boxes and click 'Send Password' [see below].



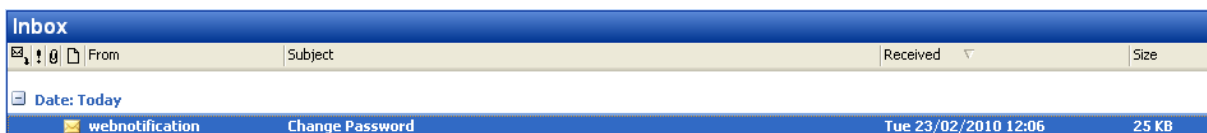
The screenshot shows a web form titled "Forgot Password". At the top, it says "Please enter your email". Below this are two input fields: "Email address" and "Retype Email address". A yellow "Send Password" button is located at the bottom right of the form.

If your account is not activated it will resend the confirmation email to that address. Please go to Step 3 in the registration guide above for a guide on completing the process.

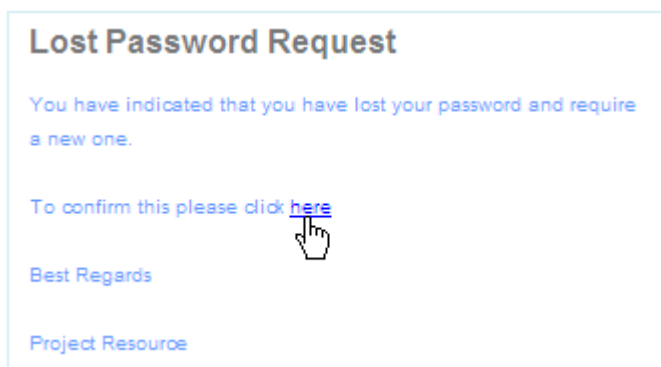
What do I do if I loose my password?

If you loose your password please visit <http://www.project-resource.co.uk/forgot-password.aspx> or click [here](#).

Enter the email address you registered with in both boxes and click 'Send Password' [see above]. You will then receive an email reset confirmation email, this is to ensure that no third parties are able to reset your password without your express consent. Within this email is a link to confirm that you wish to reset your password [see below].



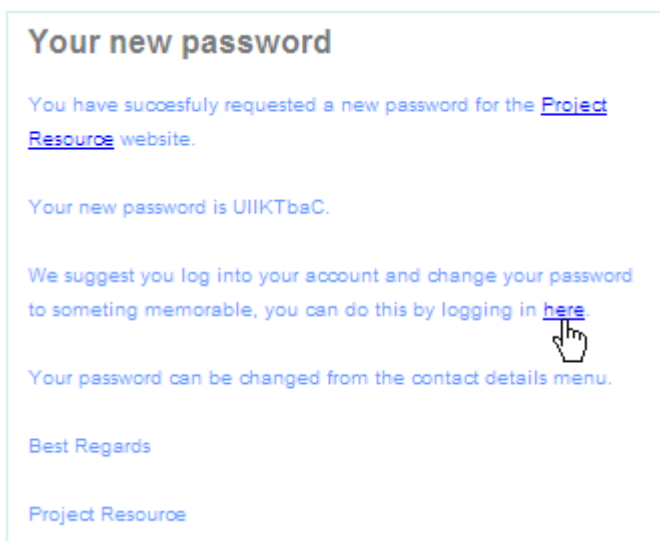
The screenshot shows an email inbox with a header "Inbox". The email list has columns for "From", "Subject", "Received", and "Size". One email is visible with the subject "Change Password", received on "Tue 23/02/2010 12:06", and a size of "25 KB". The sender is "webnotification".



Following this link will take you to a final confirmation page on our website. Click the 'Send Password' button to receive your new password via email [see below].



You will then receive an email with a new randomly generated password and a link to the login page [see below].



We strongly recommend you log in and visit the contact details page to change your password to something memorable. You can do this by following step 5 of the registration process above.

If you are still experiencing difficulties please contact the website team on webteam@project-resource.co.uk, to enable us to help you please provide your name, contact details, a description of the problem you are having and if possible the name and version of the web browser you are using.

Job Alerts

What is a job alert and why do I need them?

A job alert is a set of search criteria, created and saved by you, which runs at periodic intervals and then emails the results to your inbox.

By setting up job alerts you can ensure that you are kept 100% up to date on the latest jobs, registered by us, which match your criteria. This in turn allows you to notify us of roles which interest you before we begin actively resourcing the role giving you a greater chance of being considered.

Creating a job alert

Creating a job alert is a simple process which we have detailed in the following steps.

Step 1

Go to <http://www.project-resource.co.uk/my-project-resource/my-job-searches.aspx> (logging into your account if required) or click [here](#).

This will take you to the job searches page within your account.

Step 2

Firstly enter a name for your search in the 'Search Name' field [see below], this is important as the search name will be how you identify your searches should you come to edit, deactivate or reactivate them later.

Edit your search requirements

Search Name <input type="text"/>	Status Active <input type="button" value="v"/>	
Profession * ALL <input type="button" value="v"/>	Job title ALL <input type="button" value="v"/>	
Location <input type="text"/>	Job type <input type="radio"/> Permanent <input type="radio"/> Contract <input checked="" type="radio"/> Any	
Location within <input type="text"/> miles of <input type="text"/> Town / Postcode	Salary ALL <input type="button" value="v"/> £ per annum	Salary ALL <input type="button" value="v"/> £ rate per day
Company type ALL <input type="button" value="v"/>	Industry ALL <input type="button" value="v"/>	
Frequency Instant <input type="button" value="v"/>		

Step 2

Enter the criteria you wish to use to identify jobs which are relevant to your requirements. You do this by selecting options from the following menus:

- **Profession:** This filters the database by overarching profession e.g. commercial management & quantity surveying, project management & senior appointments or bid management & estimating.
- **Job Title:** If you have selected a Profession you can further refine your search by selecting job titles from the job title dropdown menu. For example within Commercial Management & QS you would have the options to search for Commercial Director, Manager or Quantity Surveying roles.
- **Location:** Under location you will be presented with a series of drop down menus allowing you to refine the location in which you wish to work. If you were happy to work anywhere within the South West you should select Europe --> United Kingdom --> South West whereas if you specifically wanted to work in Bristol you should select Europe --> United Kingdom --> South West --> Bristol. Remember the more flexible you are on location the more likely you are to find a job matching your other criteria.
- **Perm/Contract/Any:** By selecting the perm or contract box you will limit your search results to only permanent or contract vacancies. By selecting any you leave your search open to either.
- **Company Type:** This allows you to filter for specific company types for example main or sub contractors, consultancies or end clients.
- **Industry:** The industry drop down menu allows you to search for work within specific industries for example civils, energy & power, highways and utilities.
- **Salary:** By using the drop downs marked as either 'per annum' or 'per day' you can specify your salary requirements. Remember that per annum refers to permanent salaries whilst per day refers to contract rates. If you have selected to search for both permanent and contract vacancies and wish to specify your salary requirements you will need to select an option from both drop downs.
- **Location within & Miles of:** Enter a town or county name or postcode in the 'Location within' box and a number in the 'miles of' box and our database will search for vacancies within the specified distance of that location. This allows you to look for work within a specified distance from your own front door.

Please bear in mind the more specific you are the less vacancies we are likely to register matching those exact requirements. We recommend that you be as flexible in your search criteria as you would be prepared to be.

Step 3

Select the frequency you wish to receive your job alerts at. By default new searches are set to status 'active' and frequency 'instant'. This means you will receive an email as soon as we register a job matching your criteria. If you would prefer to receive a daily or weekly digest of newly registered jobs then select the relevant option from the 'frequency' drop down menu towards the bottom of the page.

Step 4

Once you are happy with the search criteria you have selected as well as the frequency at which you will receive your alerts, click 'Save New' at the bottom of the page.

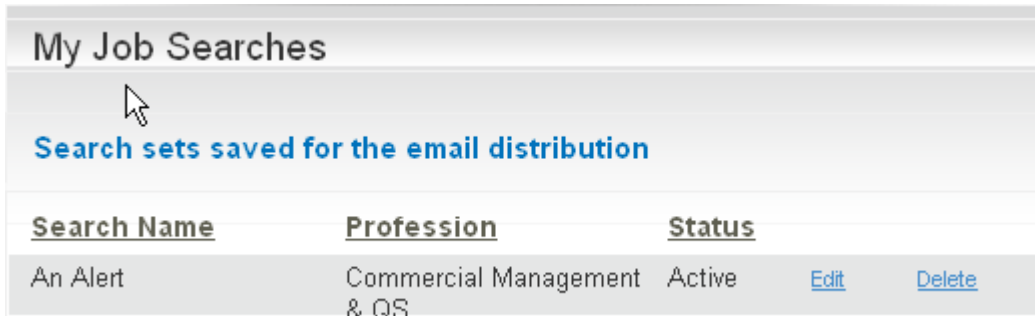
Once you have created a job alert a message will appear at the top of the page will appear notifying you that you have created a new search.

Modifying a job alert

If you wish to modify an existing job alert navigate to the 'My Job Searches' page as you did when first creating the alert.

At the top of the page will be a table listing all of your existing job alerts, it will list the name, profession and status of each alert you have.

Identify the search you wish to edit and click 'edit' [see below]



The screenshot shows a web interface titled "My Job Searches". Below the title is a message: "Search sets saved for the email distribution". A table follows with three columns: "Search Name", "Profession", and "Status". The table contains one row with the following data: "An Alert" under Search Name, "Commercial Management & QS" under Profession, and "Active" under Status. To the right of the "Active" status are two links: "Edit" and "Delete".

<u>Search Name</u>	<u>Profession</u>	<u>Status</u>		
An Alert	Commercial Management & QS	Active	Edit	Delete

This will then load the criteria of the selected search into the menus allowing you to change any criteria you wish.

Once you are happy with the changes you have made click 'save'. If you click 'save new' it will create a new alert rather than amending the existing one (note that this is a good way to create multiple alerts with subtle differences).

Deactivating and reactivating job alerts

In you wish to deactivate an existing alert you will first need to navigate to the 'My Job Searches' page as you did when you first created the alert.

Select the alert you wish to deactivate from the table at the top of the page and click 'edit'.

Change the status of your alert from 'Active' to 'Inactive'. This will then prevent you from receiving further notifications of new jobs matching those criteria.

Once you are sure you wish to change the status to 'inactive' click 'save' at the bottom of the page.

You can reactivate an alert you have previously deactivated at any time by changing the status back to 'active' and clicking 'save' again.