
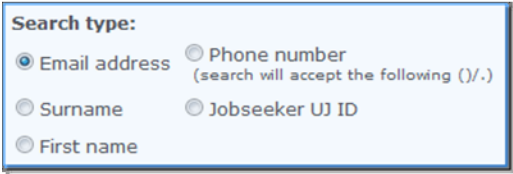


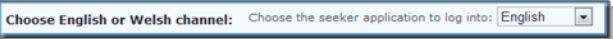



Searching for and logging into a jobseeker's account

1. To search for a jobseeker, select 
2. You can search for the jobseeker on a variety of fields:



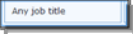
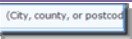

Input the search entry details in the text box provided and select 




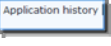
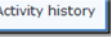
Remember: searching by Email address or Jobseeker ID will return a specific jobseeker. Searching by first name of surname may return multiple search results from which you can select the relevant record
3. From the results page select 
4. Choose English or Welsh channel from the following drop down menu item:

5. Select 

Remember: you are logging into the jobseeker's account at this stage. The account will open in a new window. If you do not close the jobseeker account window before returning to this page you will still be logged in to the jobseeker's account
6. You have now entered the jobseeker's account. The jobseeker home page, which is opened in a new window, displays sections containing the most recent activities performed by the jobseeker

Running a search on behalf of a jobseeker

7. You can now perform a search on behalf of the jobseeker. Although you would not routinely do this, these are the steps you would follow:

 Input job title search details in the text box 
8. Input location search details in the text box 
9. Select 
10. You can refine your search by applying the following filters:

	<ul style="list-style-type: none"> • Posting date • Distance filter • Part time/Fulltime
11.	Select the job title to access the job description and summary details
12.	Select  to save the job to the jobseeker's account to advise them to apply for the job
View the jobseeker's recommended jobs	
13.	Select  .
14.	<p>Scroll down the page and hover over the recommended jobs section</p>  <p>On selecting one of these jobs, you can navigate directly to the job details, from where you can save the job to the jobseeker's account, advising them to apply for the job.</p>
View the jobseeker's application history	
15.	<p>Select  tab on the top of the Home page</p> <p>This page displays all Applications submitted by the jobseeker through the service. Application history is saved indefinitely</p> <p>Remember: A summary of the jobseeker's most recent applications is also shown in the Applications section on the home page</p>
View the jobseeker's activity history	
16.	<p>Select  tab on the top of the Home page</p> <p>This page allows the jobseeker to review all of their recent activity. The jobseeker can add</p>