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How to ensure employers can find you



Why create an online profile?

It is important to have an online presence and what better way than by creating an online profile with CompareLegalJobs which is searchable by employers.

You need to make it easy for employers to find you. Employers can be inundated with CV's when they post jobs, but often they seek qualified candidates who aren't necessarily looking for work, but who may be interested if the right opportunity arose. If you don't want to miss what could be an excellent opportunity you'll need to create an online profile.

How can employers find you?

Searchable CV

As a job seeker you can use passive candidate searching by employers to your advantage. What you need to do is to make your CV searchable when companies are looking for candidates. You need to edit your CV so you show up in the search results generated by employers who may have a job that's a good fit.

Online Profile

In addition to reviewing CV's posted to their company web sites, employers are actively sourcing passive candidates through online profiles. They are using CompareLegalJobs to find the best people to hire, regardless of whether you have expressed interest in their company, or not.

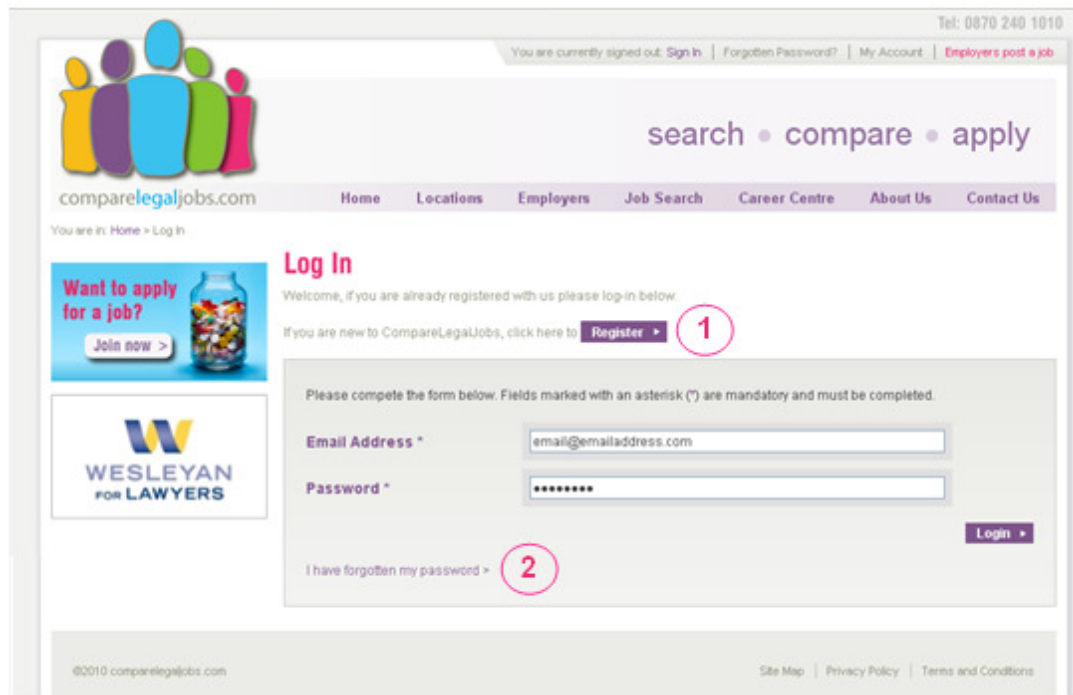
This is an easy online process in which you answer several questions about your experience level, location, practice area and salary expectations etc. The best thing about having an online profile is that it saves you from having to fill out the same information again and again.

How to create your Online Profile

You can create your online profile with CompareLegalJobs in 3 simple steps. Simply log on to www.comparelegaljobs.com and follow our simple instructions below to get started.

Step One – Log In

To log in to the site go to <http://www.comparelegaljobs.com/login/> and enter your email address and password.

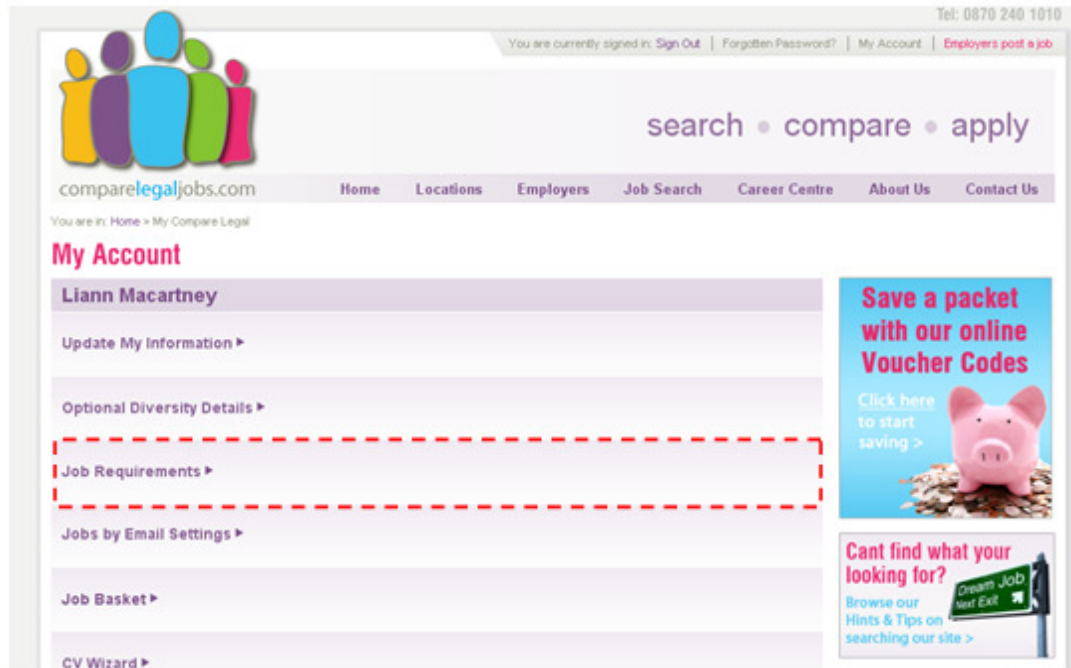


The screenshot shows the login page of CompareLegalJobs. At the top right, it says 'Tel: 0870 240 1010'. Below that, it says 'You are currently signed out. Sign In | Forgotten Password? | My Account | Employers post a job'. The main navigation bar includes 'search • compare • apply' and a menu with 'Home', 'Locations', 'Employers', 'Job Search', 'Career Centre', 'About Us', and 'Contact Us'. The page content includes a 'Log In' section with the text 'Welcome, if you are already registered with us please log-in below.' and 'If you are new to CompareLegalJobs, click here to Register' (with a circled '1' next to the Register button). Below this is a form with fields for 'Email Address *' (containing 'email@emailaddress.com') and 'Password *' (containing '*****'). A 'Login' button is at the bottom right of the form. Below the form is a link 'I have forgotten my password >' (with a circled '2' next to it). On the left side, there is a 'Want to apply for a job?' section with a 'Join now >' button and a 'WESLEYAN FOR LAWYERS' logo. The footer contains '©2010 comparelegaljobs.com' and links for 'Site Map', 'Privacy Policy', and 'Terms and Conditions'.

- 1 You will need to be a registered candidate to log in, in order to register please click the register button.
- 2 If you have previously registered with us and have forgotten your password, click here and your password will be emailed to you.

Step Two – Select ‘Job Requirements’

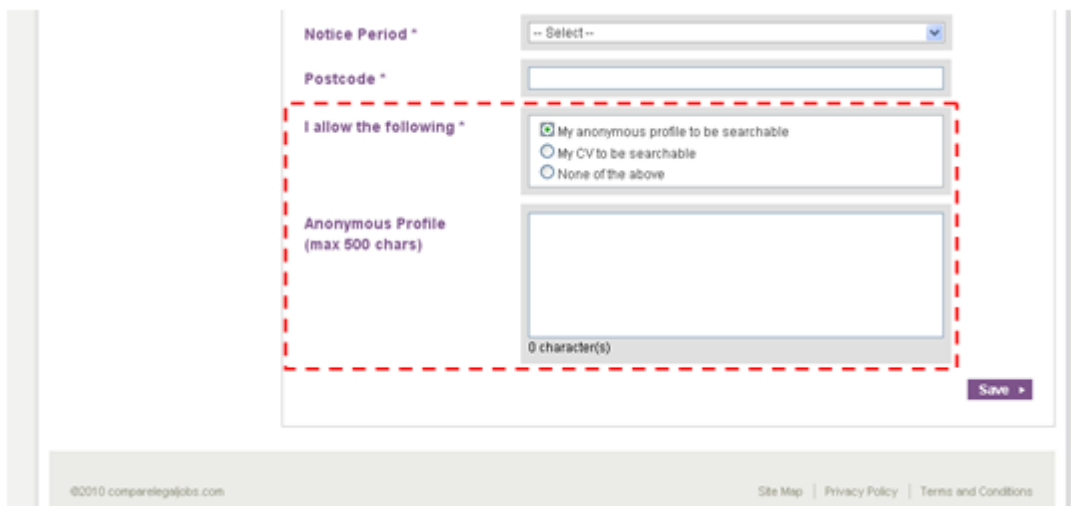
On your account page you will need to select ‘Job Requirements’ as highlighted below.



The screenshot shows the user account page for Liann Macartney. The navigation menu includes Home, Locations, Employers, Job Search, Career Centre, About Us, and Contact Us. The 'My Account' section contains several links: Update My Information, Optional Diversity Details, Job Requirements (highlighted with a red dashed box), Jobs by Email Settings, Job Basket, and CV Wizard. There are also two promotional banners on the right side of the page.

Step Three – Create your Anonymous Profile

You will need to complete all of the fields on this form, and once you reach the last box, check the box which states ‘My anonymous profile to be searchable’, a further free text box will then appear for you to include a 500 word summary about yourself.



The screenshot shows the 'Create your Anonymous Profile' form. The form includes fields for Notice Period, Postcode, and an 'I allow the following' section. The 'I allow the following' section is highlighted with a red dashed box and contains three radio button options: 'My anonymous profile to be searchable' (checked), 'My CV to be searchable', and 'None of the above'. Below this is a text area for the 'Anonymous Profile' (max 500 chars) and a 'Save' button.

See below for how your profile will appear to employers:

Candidate 50	
Experience Level:	Up to 3 years PQE
Vacancy Type:	Solicitors
Area/City:	Birmingham, Warwickshire, West Midlands
Salary:	£40,000-£49,999
Date Posted:	11 Jan 2010
◀ Back to Results Listing	
Property Litigator	
Currently acts for a wide range of clients from individuals to large commercial landlords, developers and utility companies. Work includes Landlord & Tenant, Real Property Disputes, Utilities disputes, Development disputes and Court work (to Court of Appeal).	
Good networking skills and profile for level of qualification. Visiting university lecturer and active member of a large number of professional organisations. Recent award winner for professional work.	
◀ Back to Results Listing	

Example Candidate Profile

5 ways to make your profile stand out

Here are our 5 top tips to help you build a better [online profile](#).

Be complete

Don't make employers fill in the gaps with a partially completed profile, it's an easy way to end up in the "No" pile right away. Set yourself apart from other applicants from the start by spending some time writing a detailed profile about yourself.

If, for example, you don't have much work experience, include the reason why. Be sure to include any volunteer experience in place of paid employment.

Be accurate

Being accurate is more than an issue of personal integrity. Make sure your word choice and spelling are accurate too. Don't trust your computer's spell checker to determine if you mistakenly used "their" instead of "there." Read over your work once it's complete. Read it again. And give it to someone with a good eye for detail.

Be professional

Fight the temptation to be clever or funny in your profile. You can let your personality shine when you get to the interview, but you want your first impression to be professional.



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Your profile may have everything an employer is looking for, but cute, racy or weird email addresses may make the hiring manager hesitate to contact you.

Be up-to-date

Your online profile should always be a work in progress. Ensure your contact info is accurate, add new employment info and skills, and include any applicable outside interests and hobbies.

If you want to make a good first impression with employers, all you have to do is follow the common-sense guidelines we've laid out above. Good luck in your [job search!](#)



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For more information contact us on **0870 240 1010**
or email **info@comparelegaljobs.com**