



Working together to  
**make potential possible**

# People don't buy what you do, people buy why you do it.

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We understand figuring out your future can take time. Time to figure out who you are, what you want and where you want to go. But where do you begin? Well, we think PeopleHawk could be a great place to start! PeopleHawk is a revolutionary new People Platform for Students, Graduates, and Young Professionals to fast-track career opportunities.

Talk to any forward thinking employer and they'll tell you that personality, strengths and abilities are at least as important as knowledge and skills. You see, employers already know that it's best to hire for character, because they already know they can train skill. And that's precisely why PeopleHawk developed its unique platform to help Students, Graduates, and Young Professionals determine their strengths, abilities, and most importantly their potential!

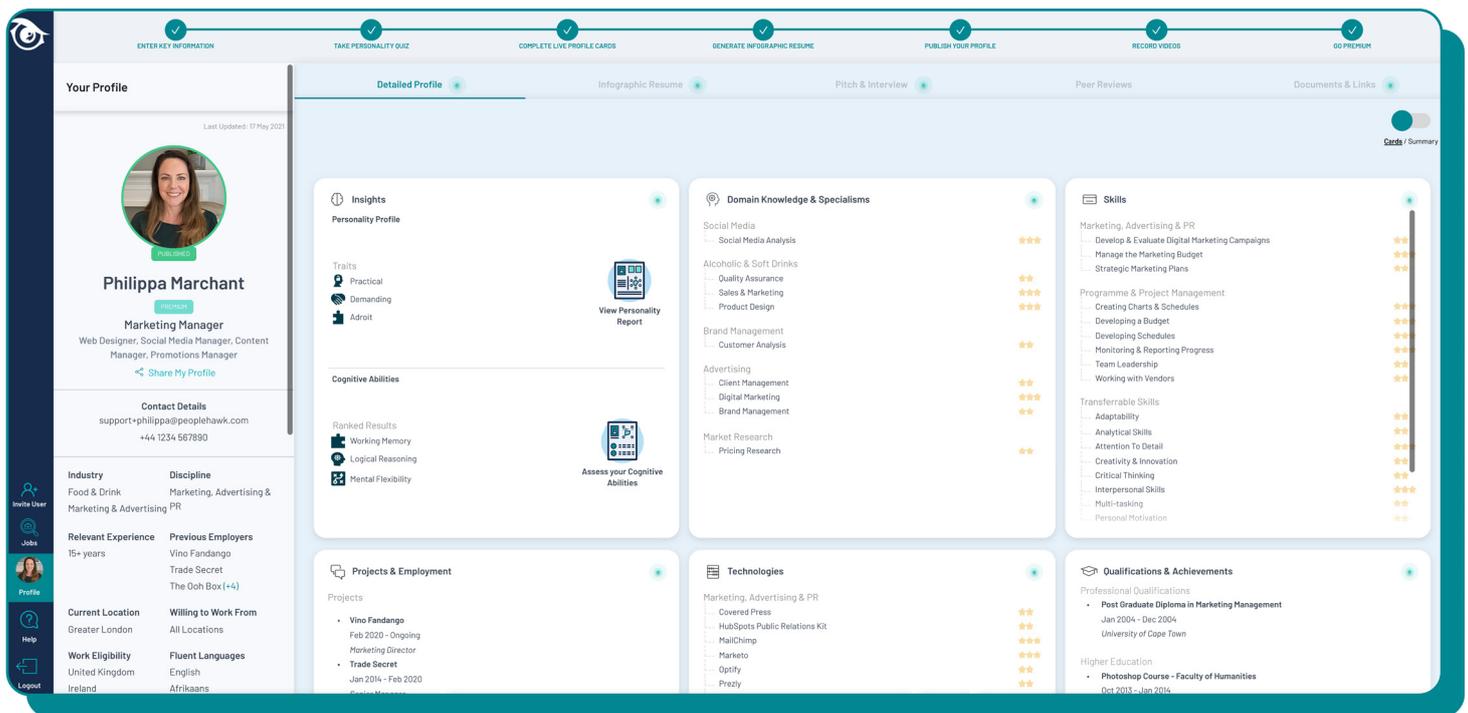
With PeopleHawk's Live Profile Cards and industry approved terminology you can rapidly catalogue and grade your knowledge, skills and experience in a way employers will truly understand. Once you've done that the platform will autogenerate your very own Infographic Resume, which will display your candidacy in full technicolour. You also get scientifically validated Personality Guides and Cognitive Reports that unearth the behavioural traits and work styles employers typically seek to evidence during assessments and interviews. Why? Because they are the future of recruitment. The move to "Hiring for Potential", as opposed to pedigree has already taken hold, and you need to get ahead by getting to know yourself, first. That way you can better frame conversations with prospective employers.

You can even use PeopleHawk's in-platform video features to record an Elevator Pitch, as well as a structured Digital Interview, right up front. With PeopleHawk, you'll only ever have to do one, first interview! Once your profile is published you can share it directly with colleagues and influencers, who in return can post peer review videos about your candidacy. You can even use PeopleHawk's "one-click" feature to apply for jobs with leading employers, replacing the out-dated application form process.

We'll let you in to a little secret. On average it takes employers between 5 and 9 weeks to unearth the ideal candidate from a batch of old-style resumes. But with a PeopleHawk profile that literally takes seconds, because everything a Hiring Manager needs to make a decision is available up front. Which in turn means you're going to get prioritised. Imagine what employers will think when your PeopleHawk profile hits their screen, instead of a randomly formatted, unsearchable resume that tells them nothing about your personality or potential. How good would that be?



# Build your profile, not just your resume.



## Your PeopleHawk Digital Profile

Your PeopleHawk Digital Profile is fully interactive and available 24/7 in the cloud. But you have complete control over what gets displayed and who sees it. It shows your Key Information on the left hand side as well as six Live Profile Cards to showcase your personality traits and work styles, cognitive abilities, and all your knowledge, skills, experience and qualifications.

Along the top you will also find additional tools to automatically generate an Infographic Resume, record an Elevator Pitch and Digital Interview, collect Peer Review videos from friends and colleagues, plus attach any Documents or Links to further enhance your profile for employers.

Your PeopleHawk® profile will be displayed in the default "card" format each time you log in. You can return to this view at any time by clicking on the "Profile" icon which is displayed within the left hand side panel of your profile. You can also view your profile in "Summary" format (similar to a traditional portrait style resume) by toggling the view icon in the top right of your profile screen to "Summary". You can revert to the "Card" view by toggling back.

# 1 Get Started

## Register for an account

To register for a PeopleHawk® Candidate account click the “Join Free” button in the top right corner of any PeopleHawk® web page.

You will be directed to the registration page. Select to create a Candidate account and answer the questions that follow. Then review and agree to the PeopleHawk® Terms & Conditions.

Welcome to PeopleHawk®


**Clever candidates get noticed!**

Hi Philippa

Good news! Your PeopleHawk account has been approved.

Please click on the button below to complete your profile and get started.

If you get stuck, please reach out. We're here to help!

To learn more about how PeopleHawk helps candidates and businesses discover, connect and inspire one another please follow this [link](#).

PeopleHawk Support Team

Complete Candidate Profile

## Create Password

When you click the link in your welcome email you'll be directed to set a password to keep your account secure.

This password needs to be at least 8 characters long, a mixture of upper and lower case letters, and include both digits and special characters.


PeopleHawk

Ready?  
**Register For Free.**

Note: recruitment agencies and independent recruiters are prohibited on our platform.

What sort of account do you need?

Candidate
  Business

**Candidate Details**

First Name \*

Last Name \*

Personal Email (Username / Login) \*

Base Country \*

What is your age profile? \*

How did you hear about us? \*

I have read and agree to the [PeopleHawk Terms and Conditions](#)

Need help registering? Please [click here](#)

Register

Once complete, click “Register”. You will immediately receive a confirmation email with a link to activate your account and verify the email id provided.

If you do not receive a confirmation email please check your junk mail folder. Failing that, please click “Resend Confirmation Email” or restart the registration process. It is possible you may have entered an incorrect email id on your first attempt at signing up.

Welcome Philippa

**Let's set a password to stay secure.**

Password must be at least 8 characters long, use upper-case and lower-case letters, and include both digits and special characters.

Password

Repeat Password

Confirm

# 2 Enter Key Information

## Step 1

We've created a simple 3 step process for you to select your career path, so lets get you started!

Adding a photo is the first step in helping your profile stand out from the crowd.

Your contact details are never made public. They are only visible to Approved Employers.

If you are an Undergraduate or Student, please select the date you expect to graduate.

Current Status should be kept up to date as your career develops.

Highlight your interests and what you enjoy. It helps employers to get to know the real you.

Let them know where you are currently based and which languages you speak fluently.

Finally, if you have a LinkedIn profile you can insert the link.

**Step 1 of 3**  
**Personal Details.**

Hi Philippa!  
Help us to personalise things just for you...

**Photo**  
Add a photo and get noticed more

**Phone Number \***  
Let's make sure we can keep in touch

+44 (United Kingdom) | 1234567890

**Candidate Type \***  
What stage of your career are you at

Graduate

**Graduation Date**  
What date did/will you graduate?

June 2021

**Current Status \***  
Select what your current status is

Studying

**Interests \***  
Pick 3 interests or as many as you like

Animals and pets x Creative writing x Cycling x Languages x  
Painting x Photography x Travelling x

**Current Location (nearest) \***  
Just your nearest city, we don't want your address!

Greater London

**Fluent Languages \***  
Don't forget your native tongue as well

English

**LinkedIn Profile**  
Got a LinkedIn profile you can even add that too

https://linkedin/in...

**Next**

**Step 2 of 3**  
**Graduates & Students**

Now let's tailor our options to better suit you...

**Years of Relevant Experience \***  
How many years of experience do you have

1 year

**Work Eligibility \***  
Which countries are you permitted to work in

United Kingdom x Ireland x

**Back** **Next**

## Step 2

For Graduates and Students let us know if you have any relevant experience, perhaps a placement year, and which countries you are entitled to work in.

For more Experienced Hires this screen will help determine the Industry and Discipline you are most suited to, along with your current/ideal Job Title.

## Step 3

This last step covers how you wish to work.

Select which locations you are willing to work from or remote working only.

Do you wish to be Employed by an organisation or would you prefer to work as a Freelancer?

Help us understand your salary expectations. Alternatively, for Freelancers enter your typical day rate.

Finally, are you looking a full-time or part-time position? Are you available immediately or required to give a notice period to your current employer?

Once you've completed these three steps click "Let's Go".

**Step 3 of 3**  
**Work Preferences.**

Let people know what works for you...

**Willing to Work From \***  
Which locations would you be willing to work from

All Locations

**Preferred Position \***  
What type of position would you consider?

Employed (inc. Fixed-Term Contracts) Only

**Salary Expectation (£) \***  
Set your desired salary range

Min   Negotiable

**Work Schedule \***  
What type of work routine best suits you?

Full-time Only

**Notice Period \***  
Got any ties to your current role?

2 weeks

**Back** **Let's Go**

All of these settings can be edited later if you make a mistake and updated as your career develops. PeopleHawk is your **Library for Life!**

# 3 Get your Personality Guide (and your Persona!)

Click on the first card "Insights" to complete our scientifically backed Personality Quiz and simply follow the onscreen instructions. There are 50 questions which should take no longer than 5-10 minutes using our interactive sliders. Please provide honest and accurate responses. There is no right or wrong answer.



Question 1 of 50

I am not bothered by disorder.



Strongly Disagree      Drag the slider to decide      Strongly Agree

## PeopleHawk Personas

On completing our Personality Quiz, you will be presented on screen with a summary description of your overall Persona, which best represents the type of personality you have. There is also a live link which leads to the full blown write up on your Persona. There are eight different PeopleHawk® Personas (<https://peoplehawk.com/personas/>). Please note a persona is, in effect a "perfect example" or a characterisation of a particular type of person. Personas are useful in helping to identify a meaningful pattern of behaviour amongst certain types of people.

## Your Personality Guide

But the really exciting outcome of the Personality Quiz is your unique Personality Guide. You'll need this to properly understand who you are, and how you typically behave both inside and outside of the workplace. Your Personality Guide unearths how you stack up against the twelve behavioural traits and work styles employers typically seek to evidence during a recruitment process. Click the link to open and learn something new about yourself!



**PHILIPPA MARCHANT**  
 Personality Guide

1 / 6

**CANDIDATE DETAILS**



**CANDIDATE**  
Philippa Marchant

**REPORT DATE**  
13 Dec 2020

**TRAITS**

-  Practical
-  Demanding
-  Adroit

**THE SCIENCE**

Whilst general intelligence can be said to be the most powerful single predictor of overall job performance, it is scientifically acknowledged that personality traits not only identify the behavioural tendencies of individuals, but also possess predictive capability in job performance, which is why they are often used in personnel selection. An impressive body of literature has accumulated which provides compelling evidence for the robustness of the Big 5 personality model, which includes Conscientiousness (which appears to tap traits important to the accomplishment of work tasks in all jobs), Extroversion (a valid predictor of performance for managers and sales personnel) and Openness to Experience (a valid predictor of training proficiency). But there are other traits and work styles that are important for specific roles and indeed industries.

The personality factors and work styles measured by our quiz have been carefully developed and psychologically validated. We therefore have well-founded confidence that they accurately measure important aspects of personality and behaviour. Our scientific team are experts in test construction and the measurement of personality and abilities. They assembled the questions, supervised the scoring and provided the interpretations on each of the factors. A statistical procedure known as factor analysis was used to ensure that all of the questions in a scale measure the same underlying trait, and the amount of measurement error associated with the scores was limited. The questions are not only valid in isolation, but in combination with one another, and provide a proper psychometric evaluation of each individual's personality and work styles.

**WHAT THE SCIENCE TELLS US ABOUT PHILIPPA**

Our scientifically validated personality quiz indicates the personality traits and work styles Philippa is likely to demonstrate.

<p><b>PERSONALITY TRAITS</b></p> <ul style="list-style-type: none"> <li><b>Practical</b> - down-to-earth</li> <li><b>Easy-going</b> - flexible and adaptable</li> <li><b>Collected</b> - can work independently or with others</li> <li><b>Demanding</b> - encourages people to perform well</li> <li><b>Well-rounded</b> - emotionally well rounded</li> <li><b>Together</b> - likely to be emotionally balanced</li> </ul>	<p><b>WORK STYLES</b></p> <ul style="list-style-type: none"> <li><b>Partner</b> - works well independently or in a team</li> <li><b>Consistent</b> - sticks to a plan once established</li> <li><b>Adroit</b> - copes with performing multiple tasks simultaneously</li> <li><b>Stalwart</b> - flexible and dependable contributor to the team</li> <li><b>Responsible</b> - well-rounded in terms of interests</li> <li><b>Objective</b> - develops solutions based on evidence</li> </ul>
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# 4 Complete your Live Profile Cards

There are six Live Profile Cards in your profile that require completion. Other than the first card ("Insights") these mostly involve you selecting your knowledge, skills and experience from pre-populated drop downs. If you cannot find an exact option within these drop downs please select the one that is closest or, if available select "Add Other" and enter your own description. Please note that selecting from our drop downs helps to ensure your profile resonates with employers, who are already familiar with the industry-standard terminology we use.

There are certain free text boxes that you will need to complete, in particular when describing assignments or projects you have undertaken as part of your studies or career. These have pre-set character limits which will help guide you on the amount of content required. This will help to ensure your Infographic Resume is formatted correctly too. See 5 below.

The screenshots show the 'Live Profile Cards' for Philippa Marchant, a Marketing Manager. The interface includes a sidebar with profile details and a main content area with tabs for Personality Profile, Cognitive Abilities, Domain Knowledge, Skills, Projects & Employment, Technologies, and Qualifications.

### Domain Knowledge

Use some of your general and/or subject knowledge to help demonstrate the breadth of your experience.

Specify Candidate's Domains:

Rate Candidate's Domain Knowledge	Basic	Intermediate	Advanced	
Social Media	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value=""/>
Alcoholic & Soft Drink	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value=""/>
Advertising	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value=""/>
Brand Management	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value=""/>
Market Research	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value=""/>

Specify Candidate's Specialisms:

Rate Candidate's Specialisms	Basic	Intermediate	Advanced	
Social Media Analysis	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value=""/>
Quality Assurance	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value=""/>
Sales & Marketing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value=""/>
Product Design	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value=""/>
Customer Analysis	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value=""/>
Competitor Analysis	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value=""/>
Client Management	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value=""/>

### Projects & Employment

List and describe the most important projects and assignments you have undertaken to help bring to life your practical experience.

**Projects**

- Vine Fandango** (Feb 2020 - Ongoing) - **Marketing Director**: Development of an exciting and dynamic new website including all marketing support. This involved planning, creation, launch, promotion, customer & supplier relations etc.
- Trade Secret** (Jan 2019 - Nov 2020) - **Senior Manager**: Development and support of all marketing activities for Trade Secret resulting in successful increase in customer satisfaction feedback.
- The Club Box** (Feb 2017 - Sep 2017) - **Marketing Manager**: Hands support for a wide variety of aspects in supporting the launch of this new business and how to effectively market it.

**Employment**

- Vine Fandango** (Apr 2019 - Ongoing) - **Marketing Director**: Development of website, all marketing support - planning, creation, launch, promotion, customer & supplier relations etc.
- Southport Wines Limited** (Oct 2019 - Jan 2020) - **On Trade Marketing Manager**
- Rosemount Estate** (Oct 2019 - Sep 2020) - **Marketing Manager**
- Diageo** (May 1999 - Jan 1999) - **Marketing Assistant**: Media Plan
- United Distillers & Vintners** (Jan 1999 - Apr 1999) - **Market Development Assistant**: Consumer Planning Department at UDV

### Technologies

List and grade the proficiency level of all the technologies you're familiar with and use widely used.

Relevant IT Skills:

Rate IT Skills	Basic	Intermediate	Advanced	
Brandwatch	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value=""/>
Covered Press	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value=""/>
Hootsuite Public Relations Kit	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value=""/>
MailChimp	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value=""/>
Marketo	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value=""/>
Optify	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value=""/>
Presty	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value=""/>
PRWeb	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value=""/>
TapClicks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value=""/>
Trivintive	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value=""/>

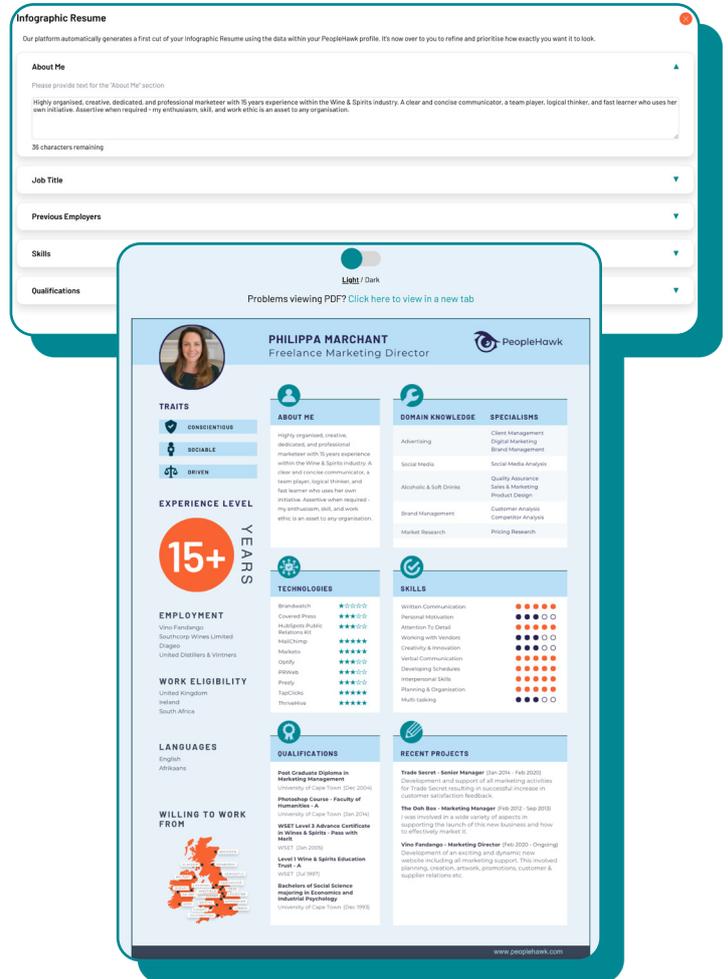
## 5 The hard work is done – autogenerate your Infographic Resume

Once you have completed the Personality Quiz and Live Profile Cards you can autogenerate your Infographic Resume. To do this click the “Infographic Resume” tab immediately above the Live Profile Cards. This will generate a preview of your Infographic Resume, which you can display in two different formats by toggling between the “Light” and “Dark” options.

In the event your profile contains more data than the resume template permits you will be prompted to select which items you wish to display. This functionality enables you to create different versions of your Infographic Resume, which is useful when applying for jobs in different industries, for example.

You will also find a “Manage Infographic Resume” button in the top right of the infographic resume screen. Clicking this button will provide you with various options to:

- Save your current Infographic Resume to the Document Store – “Save to Document Store” option;
- Update or tailor your infographic resume – “Update” option;
- Share your infographic resume (not your entire profile) with friends, colleagues and employers - “Share” option;
- Download your resume so you can save it to a different folder – “Download” option; and
- Delete your resume from your profile – “Delete” option.



## 6 Publish your Profile and get noticed

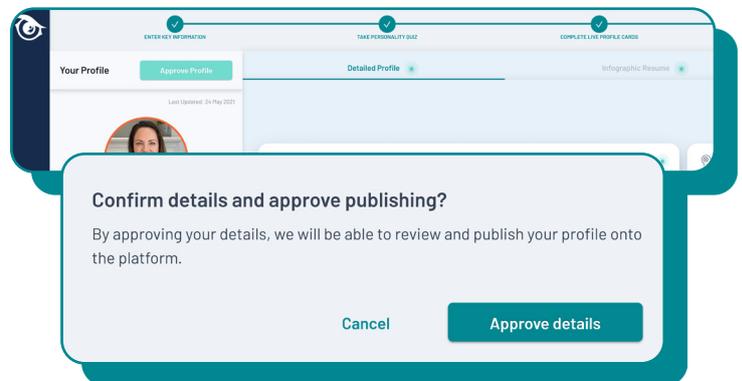
Great progress, now you’re ready to Publish your Profile. This allows our Approved Employers to view your profile and contact you directly. It also allows you to share your profile with friends or perspective employers. You can even add a direct link to your profile on your LinkedIn or FaceBook account. Finally, you’ll also be able to apply seamlessly for exciting job opportunities on our job board. But more on all of that later!

Your Candidate profile is ready for publishing when you have:

- Got your scientifically-backed Personality Guide;
- Completed the remaining five Live Profile Cards; and
- Generated your Infographic Resume.

It is however strongly recommended that you record your Elevator Pitch before publishing your profile. Although this is not mandatory it will help to create a positive impact with employers. Don’t forget to smile!

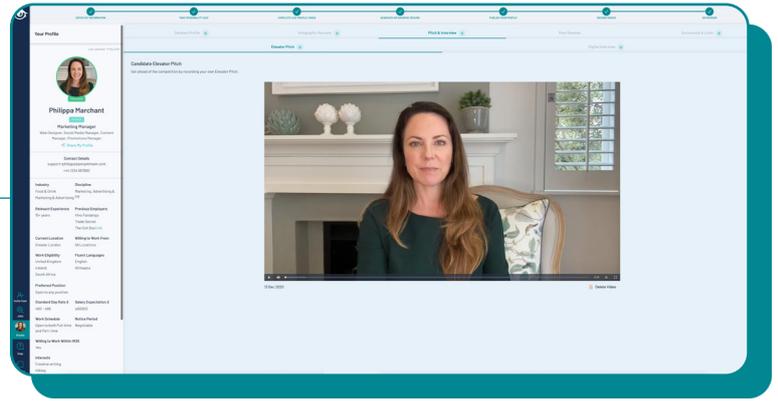
Click “Approve Profile” or “Publish Your Profile” in the progress bar to get published. Any changes to your profile are automatically live.



# 7 Show, don't just tell

## Record an Elevator Pitch

To record your Elevator Pitch first click the "Pitch & Interview" option in the menu bar within your profile and then click the "Elevator Pitch" option. Please follow the instructions. You can record as many times as you like, but you can only save one final version of your Elevator Pitch. Employers will only be able to view that pitch when your profile is published. For further guidance on best practices on recording PeopleHawk videos please refer to the Interview Guide in the candidate resources section of our website (<https://peoplehawk.com/resources/candidates-guide-to-digital-interviews/>).



**Send Peer Review Request**

Enter recipient name & title e.g. John Smith (Senior M

Enter recipient email address

Add a message

Cancel
Send

## Peer Reviews

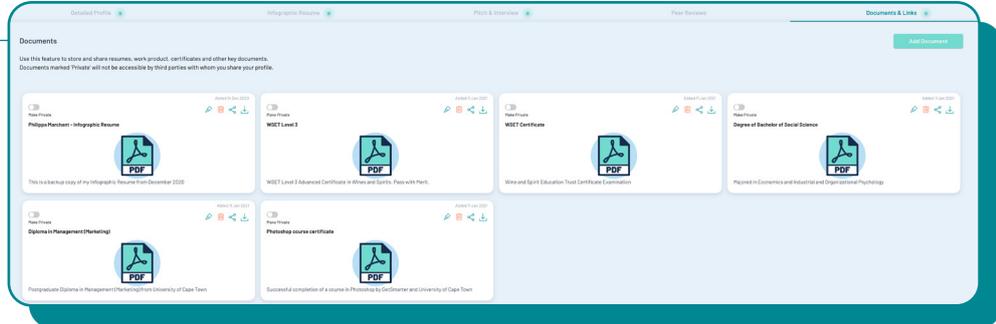
You can request friends, colleagues and career influencers to record Peer Review videos, save those videos to your profile and make them visible to employers. To request a Peer Review video first click the "Peer Reviews" option in the menu bar within your profile and then click the "Send Peer Review Request" option. Please follow the instructions. You will be asked to enter the email id of the person you are asking to submit a review. You can also add a personal message.

Peer Review video requests will appear under the heading "Pending Videos". When a Peer Review video has been recorded it will appear under the heading "Completed Videos". To view the video simply click on it. Then, if you are happy you can "Approve" the video, which will make it visible to employers. "Unapproved" videos will not be visible to anyone other than you.

## Documents & Links

Each Candidate profile has a "Document & Links" folder for you to store relevant career documents and attach links to a personal website, work product or other relevant material.

You can use this folder to save resumes, scans of identity documents, certificates of education, professional qualifications, etc. that you need to securely store and access to help manage your career.

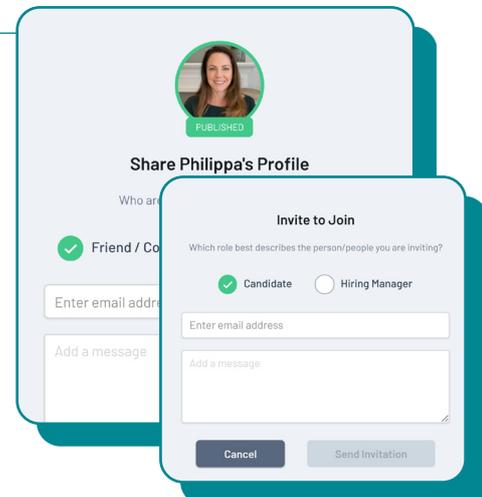


## Share your Profile & invite your friends

You can share your profile by clicking on the "Share My Profile" link which is displayed underneath your profile photo within the Key Information panel of your profile. When you click on this link you will be asked to specify the category of person you intend to share your profile with ("Friend/Colleague" or "Hiring Manager"). You will then be required to enter the email id of the recipient. You can also add a personal message.

On clicking "Share Profile" the recipient is sent a link to view your PeopleHawk Profile. You can also create a Sharable Link which you can then copy and add to your own emails or even include on your FaceBook or LinkedIn profile.

As a Candidate you can invite others to join PeopleHawk® by clicking the "Invite User" icon which is displayed within the left hand side panel of your profile. When you click on this link you will be asked to specify the role that best describes the category of person you are inviting ("Candidate" or "Hiring Manager"), after which you should enter the email id of that person. You can also add a personal message to the invitation. Then click "Send Invitation".



Note: your personal contact details and salary or day rates expectations are never shared. This information is only available to our Approved Employers.

# 8 Go Premium !

## Upgrade your account

As a Standard Plan Candidate, you will be prompted to upgrade to our Premium Plan if you try to access any of our Premium Features. You can elect to proactively sign up to our Premium Plan at any time by clicking on the "Premium" icon in the left hand side panel of your profile or by clicking on the "Go Premium" icon in the progress bar at the top right hand corner of your profile screen. When you click either of these icons a comparison of our Standard and Premium Plans will be displayed.

You may have been provided a Promo Code to access our Premium Plan features. To access these click on the "Upgrade to Premium" button at the bottom of the Premium Plan description. You will then be directed to our payment screen where you should enter the Promo Code. Then click "Apply Promo Code". Finally, click "Start Subscription" to access all Premium Plan features.

## Cognitive Assessments that unearth potential

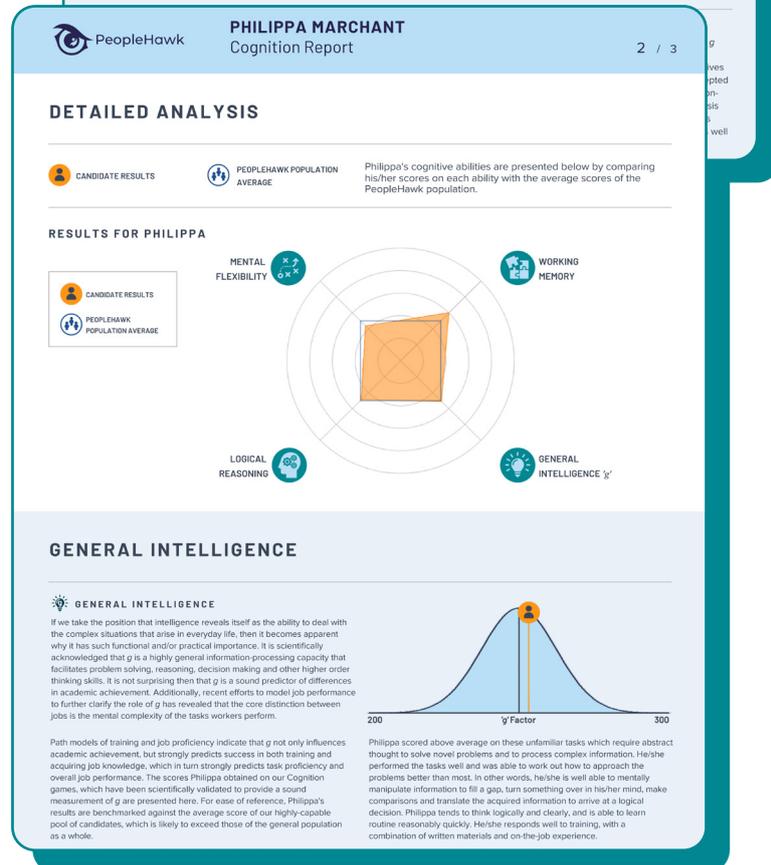
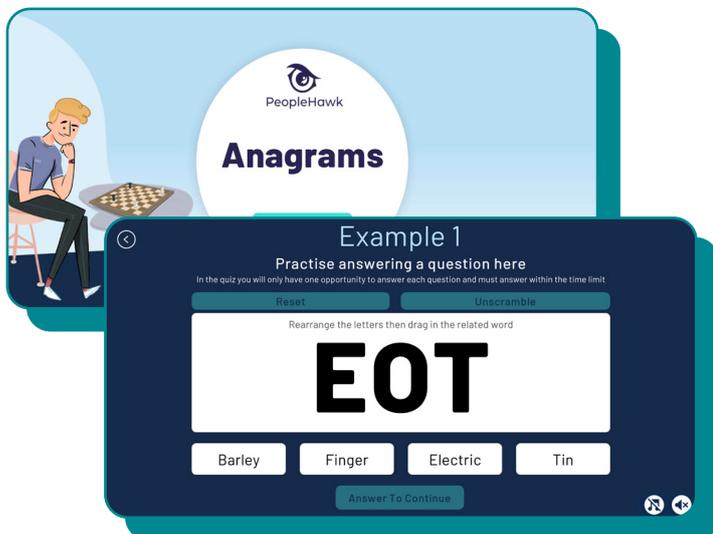
To get started, click the "Cognitive Abilities" section on the "Insights" card and you will see a choice of three games - Anagrams, Shapeshifters and Number Squares.

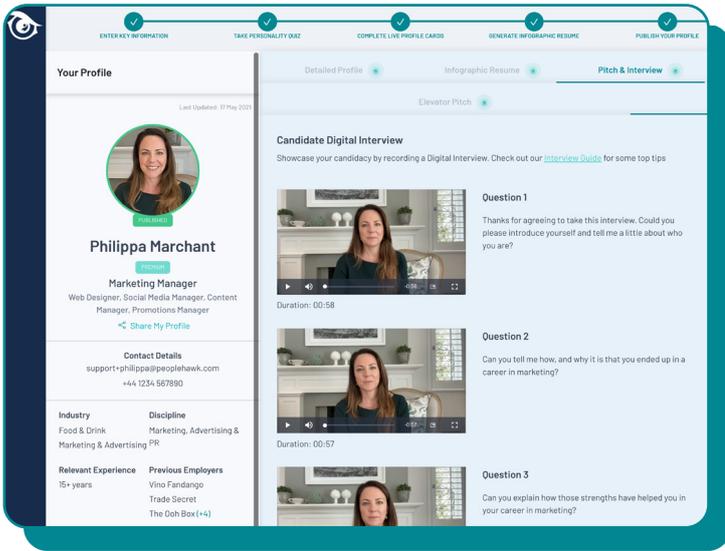
Click "Play Game" and carefully follow the on-screen instructions. These explain how to play each game and give you two sample questions to attempt. Our cognitive games can only be retaken every three months, so it is important you find a quiet environment free from any distractions to prepare and focus.

When you have tried the sample questions and are settled somewhere quiet you can start the games.

There are 15 questions in each game and a 20 second limit per question. Although the games can be completed on a mobile device we recommend using a larger screen with a mouse for dragging the answer cards. The music and sound effects can be turned off in the lower right corner of each game should you find them distracting.

After completing all three games your comprehensive Cognition Report will be automatically generated. This report provides a detailed description of your cognitive strengths enabling you to demonstrate a sense of maturity and preparedness when engaging with employers. In particular, it provides the basis to frame discussions with employers about your cognitive abilities and how they impact work performance.





## Structured Digital Interviews

To record a Structured Digital Interview, click the “Pitch & Interview” option in the menu bar within your profile and then click the “Digital Interview” option. Then follow the instructions.

You can record as many responses as you like to each individual question posed in the interview, but you can only save one final version of each answer to your profile. We recommend you structure your responses using the “STAR” approach - Situation, Task, Action, Result.

Once you save the final version of all your responses we will digitally stitch your interview responses together to form one seamless interview. Employers can then view your responses as a single interview.

Our structured Digital Interview covers all of the typical questions employers ask at the first interview stage.

For further guidance please refer to the Interview Guide in the candidate resources section of our website (<https://peoplehawk.com/resources/candidates-guide-to-digital-interviews/>).

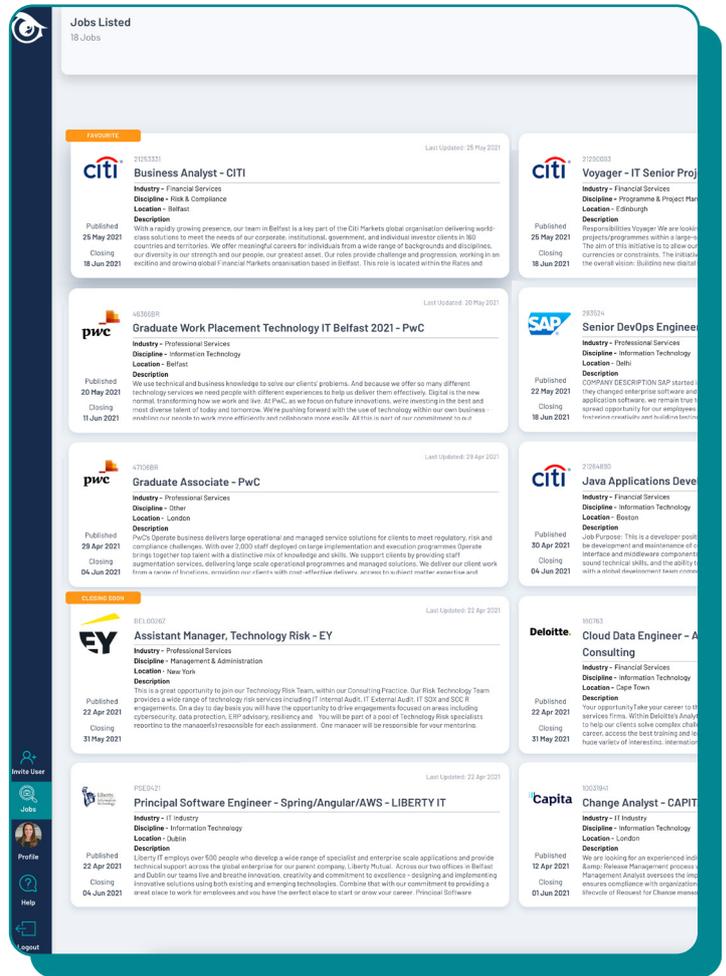
## 9 Job Board - Find Your Next Role

To launch the PeopleHawk® job board click on the “Jobs” icon in the left hand side panel of your profile. When the job board first appears, it will default to “All Jobs”, which displays every job that is advertised on our job board. Jobs will be initially displayed in the date they were last updated, but this can be changed using the ascending (“ASC”) or descending (“DESC”) toggle.

There are several other options available for you to search, filter and sort our jobs. You can search all jobs by using our “Search Jobs by Keyword” option in the top right hand corner of the job board screen. This is helpful to identify jobs advertised by specific employers, for example. There is also an “Advanced Search” option which enables you to search jobs on the basis of Industry, Disciplines, Position, Work Schedule, Location and Candidate Type. Jobs can also be sorted on the basis of Publishing Date, Closing Date, Title and Reference Code.

If you find a job you are interested in you can click on that job card to reveal the full job details. You can then “Favourite” that job by clicking on the “Add to Favourites” link which will add that job to your personal “My Jobs” folder. You can do this multiple times and come back to those jobs at any time thereafter.

You can also apply for jobs by clicking on the “Apply” button. If the job has been directly advertised on PeopleHawk by the employer, then you will be able to leverage our “one-click” apply feature to submit your PeopleHawk profile instead of a traditional application form. For some jobs you will need to apply through the employer’s website, so you will be redirected there to submit your application. But don’t forget to attach your PeopleHawk Infographic Resume, which includes a link to your PeopleHawk profile. That way your application will really stand out from the crowd (see 5 above).



## 10 Support & Resources - always here for you

We’re here to help you succeed and unlock your true potential.

You can directly contact us at any time from within your profile by clicking the “Help” icon displayed in the left hand side panel of your profile. When you click on this link you will be asked to select the type of issue you require assistance with. You will also be asked to describe that issue in as much detail as possible. Then click “Submit Report”.

Alternatively, just email us direct on [support@peoplehawk.com](mailto:support@peoplehawk.com). Please also check out our website for the latest resources on how to improve your profile and access general career advice - <https://peoplehawk.com/resources/>



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