

Candidate Guide

Shaper

Question 1 of 50
I am not bothered by disorder.

Disagree Agree

Your Profile

Philippa Marchant

Marketing Manager
Web Designer, Social Media Manager, Content Manager, Promotions Manager

Contact Details
support-philippa@peoplehawk.com
+44 1234 567890

Industry: Food & Drink | Discipline: Marketing, Advertising &

Ranked Results

- Working Memory
- Logical Reasoning
- Mental Flexibility

Assess your Cognitive Abilities

15+

Openness to experience

Conscientiousness

Extroversion

Agreeableness

Emotional stability

Emotional intelligence

PHILIPPA MARCHANT
Personality Profile

Insights

- Traits: Inspiring, Creative, Conscientious
- Cognitive Abilities: Spatial Reasoning, Logical Reasoning, Working Memory, Mental Flexibility
- Assignments & Work Experience: London New Designers, Manchester School of Art

Professional Career Portfolio | Live Profile Cards | Elevator Pitch | Infographic Resume
Personality Portfolio | Live Profile Cards | Elevator Pitch | Infographic Resume
Personality Guide | Video Interviews | Career Aptitude Tests

Unlock your potential
to create your future



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

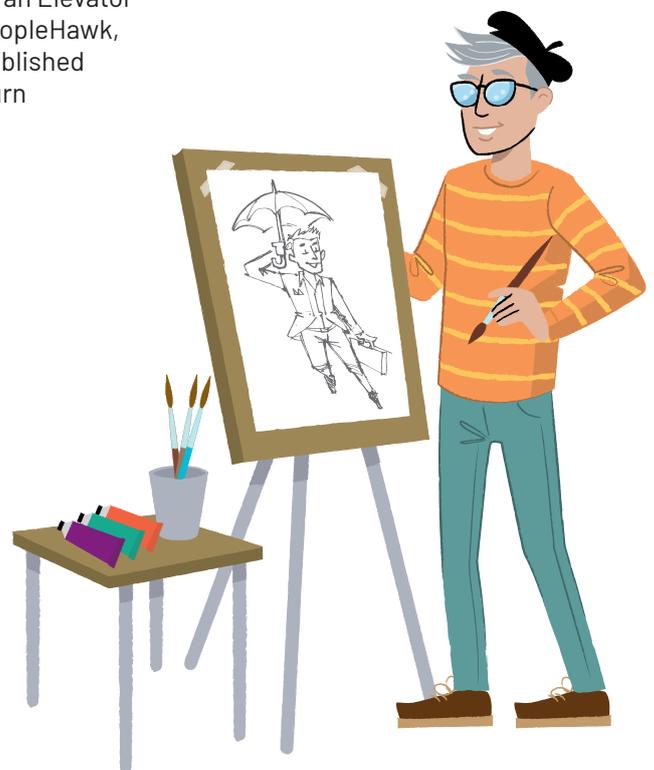
We understand figuring out your future can take time. Time to figure out who you are, what you want and where you want to go. But where do you begin? Well, we think PeopleHawk could be a great place to start! PeopleHawk is a revolutionary new People Platform for Students, Graduates, and Young Professionals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

The screenshot displays the PeopleHawk Digital Profile interface. On the left is a 'Your Profile' sidebar with a user photo, name 'Eunjin Oh', title 'Graduate', contact details, and work experience. The main area shows a 'Detailed Profile' with six interactive cards:

- Insights:** Personality Profile (Practical, Demanding, Adroit) and Cognitive Abilities (Mental Flexibility, Logical Reasoning, Working Memory).
- Subjects & Topics:** Art, Fashion & Design (Typographic Studies, Visual Communications, Fire Art, Sculpture, Exhibitions, Graphic Design) and Creative Writing (Children's Literature, Visual Storytelling, Comics and Children's Books).
- Skills:** Transferrable Skills (Adaptability, Analytical Skills, Attention To Detail, Conflict Resolution Skills, Creativity & Innovation, Interpersonal Skills, Leadership, Listening Skills, Managing Ambiguity, Multi-tasking, Negotiation Skills, Networking).
- Assignments & Work Experience:** Assignments (London New Designers, Manchester School of Art) and Work Experience (Hope Mill Theatre).
- Technologies:** Microsoft Windows, Word, Excel, Powerpoint, Outlook, Project, OneDrive, Google Drive, Apple MacOS, Adobe Illustrator, Photoshop.
- Education & Achievements:** Higher Education (Manchester school of art- Design, Manchester school of art- illustration with animation) and Secondary Education (High School Graduation).

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 Video 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 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.

Get Started Register for an account

To register for a PeopleHawk® Candidate account click the “Login” button in the top right corner of any PeopleHawk® web page and then “Register”.

You will be directed to the registration page. Select to create a Candidate account and answer the questions that follow.

Ensure you carefully enter your email address as you will require it to login next time.

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

Also set what stage you are at in your career and which country you are based in from the drop-downs.

If you are joining through your school/college/university or an employer then you may have an Organisation Code. This should be entered here at registration otherwise you can leave it blank.

Then review and agree to the PeopleHawk® Terms & Conditions.

Finally click “Register”.

**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 *

Email (Username / Login)*

Set a Password *

Confirm your Password *

Candidate Type *

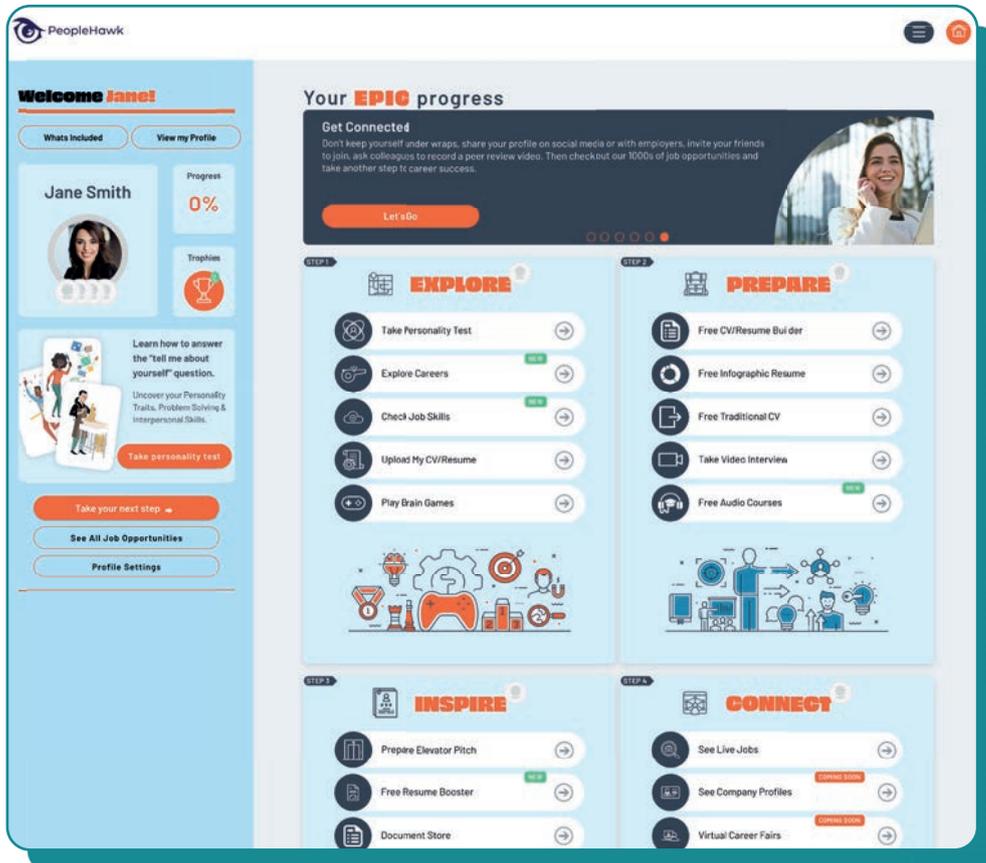
Base Country *

Organisation Code (only applicable if joining via an organisation)

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

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

Register



Welcome Jane!

Your EPIC progress

Get Connected
Don't keep yourself under wraps, share your profile on social media or with employers, invite your friends to join, ask colleagues to record a peer review video. Then check out our 1000s of job opportunities and take another step to career success.

EXPLORE

- Take Personality Test
- Explore Careers
- Check Job Skills
- Upload My CV/Resume
- Play Brain Games

PREPARE

- Free CV/Resume Builder
- Free Infographic Resume
- Free Traditional CV
- Take Video Interview
- Free Audio Courses

INSPIRE

- Prepare Elevator Pitch
- Free Resume Booster
- Document Store

CONNECT

- See Live Jobs
- See Company Profiles
- Virtual Career Fairs

Start your EPIC career

From this landing page you can now explore all the PeopleHawk® functionality by clicking on any of the options under the EPIC journey of Explore, Prepare, Inspire and Connect.



Explore

Get your Personality Guide (and your Personality Type!)

Click on "Take Personality Test" under the Explore options. You can then complete our scientifically backed Personality Test 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.



PeopleHawk Personality Types

On completing our Personality Test, you will be presented on screen with a summary description of your overall Personality Type, 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 Personality Type. There are eight different PeopleHawk® Personality Types (<https://peoplehawk.com/personality-types/>). Please note a Personality Type is, in effect a "perfect example" or a characterisation of a particular type of person. Personality Types 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 Test 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

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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.

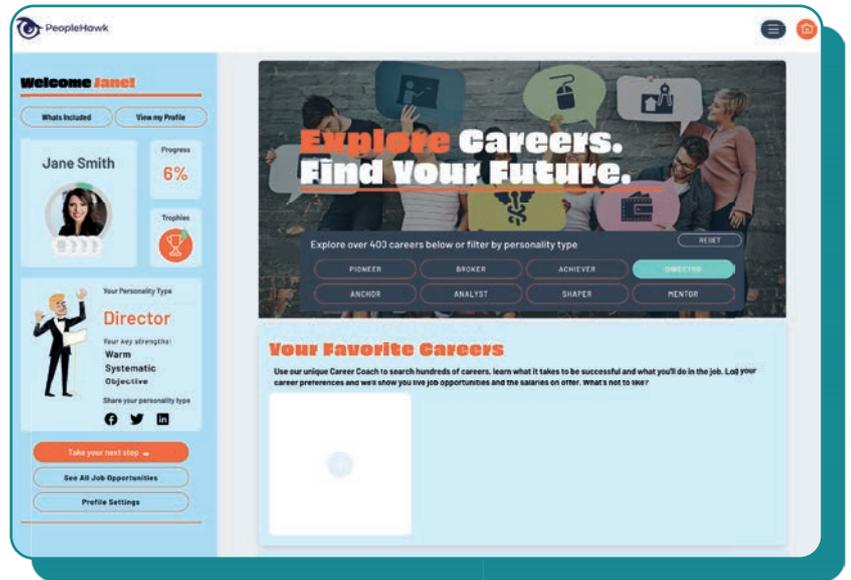
<p>PERSONALITY TRAITS</p> <p>Practical - down-to-earth</p> <p>Easy-going - flexible and adaptable</p>	<p>WORK STYLES</p> <p>Partner - works well independently or in a team</p> <p>Consistent - sticks to a plan once established</p>
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Explore

Explore Careers and Find Your Future

Click on "Explore Careers" option under Explore to browse over 400 different careers. You can filter the career choices to your personality type to find options that may suit you more.



Data Analyst

JOB DESCRIPTION:
Data analyst-statisticians collect numbers and statistics to identify trends, create models and present results.

JOB CATEGORY:
IT Industry

Add as a Favourite Career

What you will do:
Your work as a data analyst could be used in a number of areas, like:

- local and national government
- market research (public sector or government)
- business, finance and insurance
- crime analysis and forensics
- education

In the public sector, you'll work for government agencies, research councils and universities. Working for the government could involve collecting, analysing and publishing information on population trends, the economy, the labour market, transport or crime. The information you produce would then be used to advise ministers, and inform the press and the wider population. In other industries or sectors, you might be involved in:

- looking for trends and patterns to help companies make business decisions
- analysing market research and trends in

Skills:
You'll need:

- maths knowledge
- the ability to analyse, model and interpret data
- to have a thorough understanding of computer systems and applications

As well as:

- to be thorough and pay attention to detail
- excellent written and spoken communication skills, including report writing
- the ability to think clearly using logic and reasoning
- persistence and determination
- the ability to work on your own (discreet)
- concentration skills
- strong problem-solving & numerical skills
- a methodical and logical approach (organisation skills)
- a high level of accuracy and attention to detail

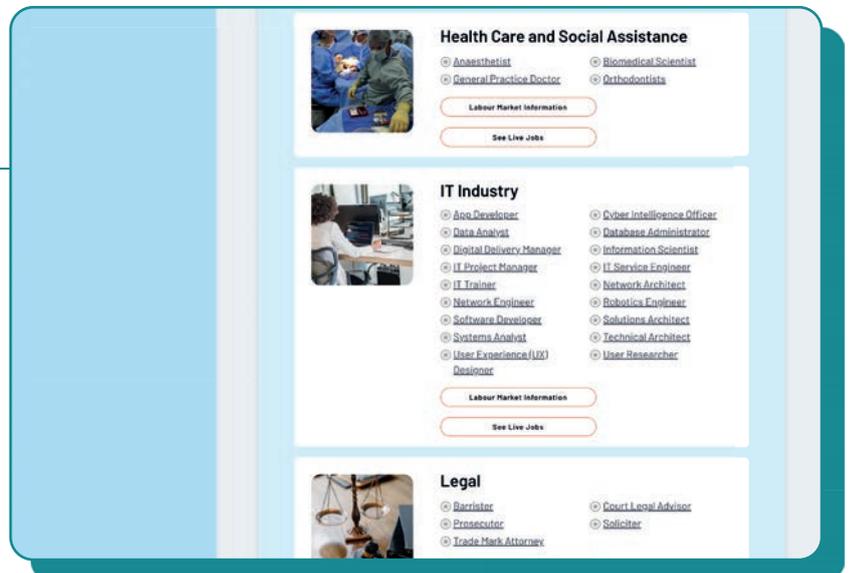
Career Description

Clicking on any career title will give you a full write up detailing what you will do, the skills required, entry requirements, working hours and career paths.

There are also related careers available giving detailed information on the skills in that specific job title.

Save Your Favourite Careers

Mark any careers that interest you as a favourite not only for easy access at the top but also so the job board can auto-filter to those jobs more relevant for you.



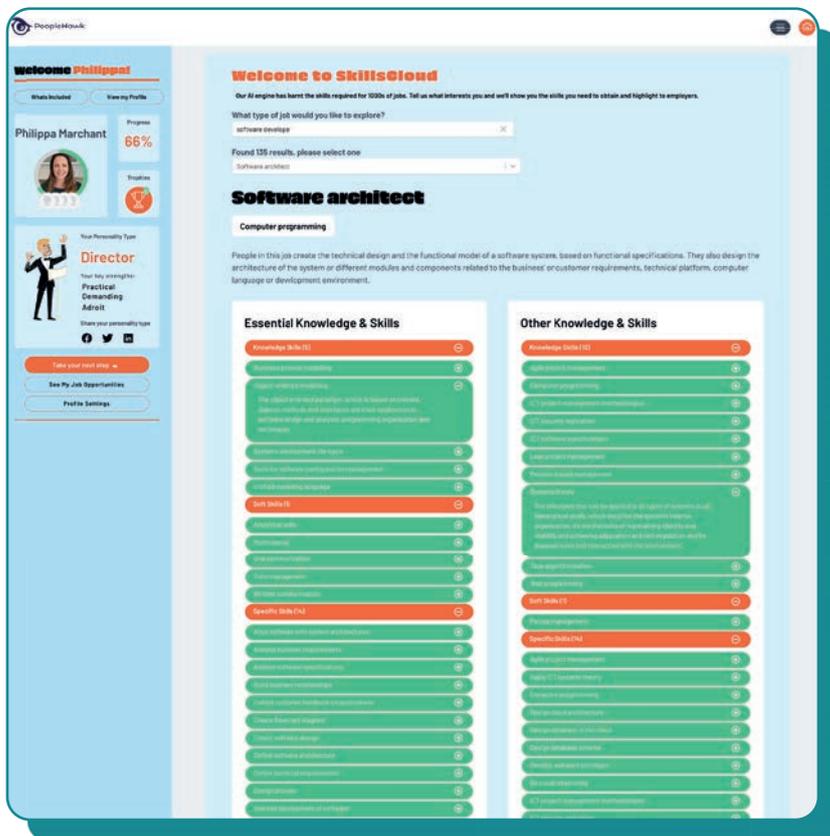
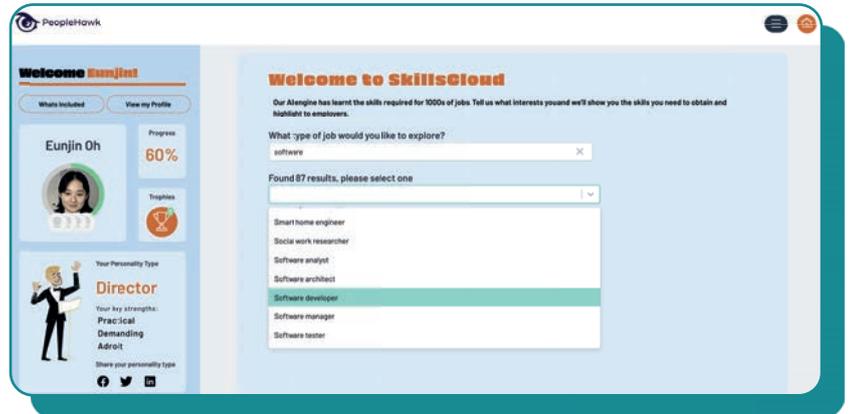


Explore

SkillsCloud

We've looked at every industry and built a library of over 3,000 different job titles from 3D Animator to Zookeeper. We provide you with a description of the job plus the skills required from our database of 15,000 skills.

Click on "Check Job Skills" option under Explore to get started then simply type in any job title. We're sure you'll find it in there!



Check Job Skills

The SkillsCloud will provide a description of the job and all the related skills. These are organised between Knowledge skills, Soft skills and Job Specific skills. Those listed on the left hand side are more essential to the role and should be prioritised.

Understanding these skills will help you to focus on the right areas to develop in, examples to highlight during interviews and on your CV as well as in your personal statement. Don't forget to check out our Resume Booster and Personal Statement Builder later under Inspire.



Explore

Brain Games Aptitude Tests that unearth potential

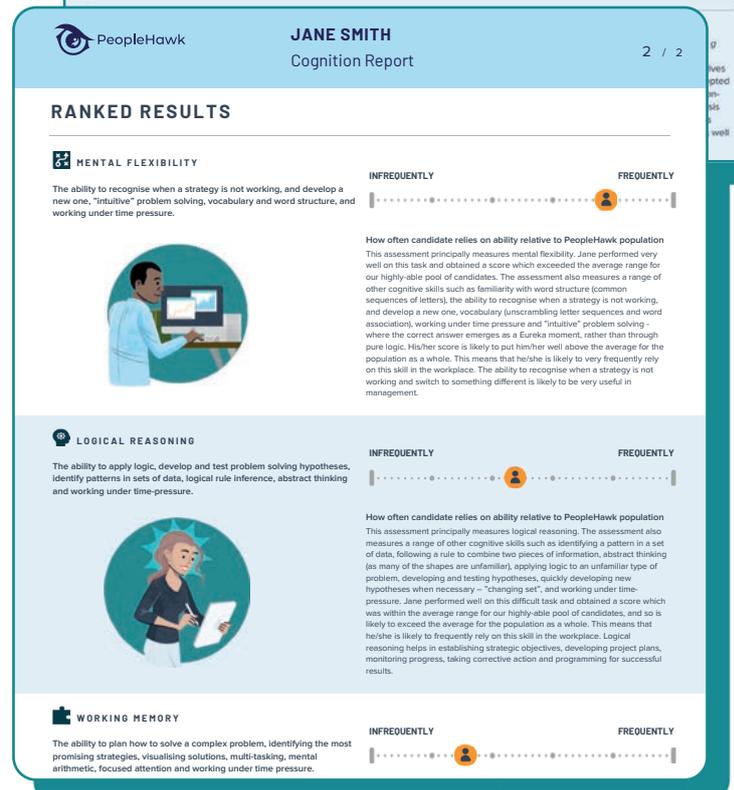
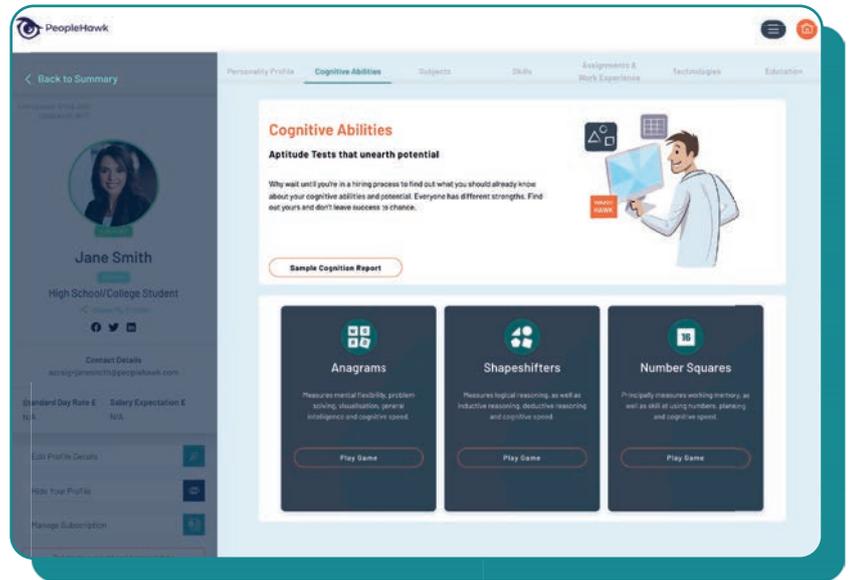
To get started, click the "Play Brain Games" option under Explore and you will see a choice of three games - Anagrams, Shapeshifters and Number Squares.

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 Aptitude Tests 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.





Prepare

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.

The screenshots show a user profile for Philippa Marchant, a Marketing Manager. The interface includes a sidebar with profile details and a main content area with various sections:

- Domain Knowledge:** A table for 'Rate Candidate's Domain Knowledge' with columns for Basic, Intermediate, and Advanced. Skills include Social Media, Alcoholic & Soft Drinks, Advertising, Brand Management, and Market Research.
- Projects & Employment:** A list of projects and employment roles with descriptions. Roles include Marketing Director, Senior Planner, Marketing Manager, and Marketing Assistant.
- Technologies:** A table for 'Rate IT Skills' with columns for Basic, Intermediate, and Advanced. Skills include Spreadsheet, Covered Photo, Multiscreen Public Relations Kit, PhotoShop, Pinterest, Openly, Photo, PPT/Key, TagCloud, and Facebook.



Prepare

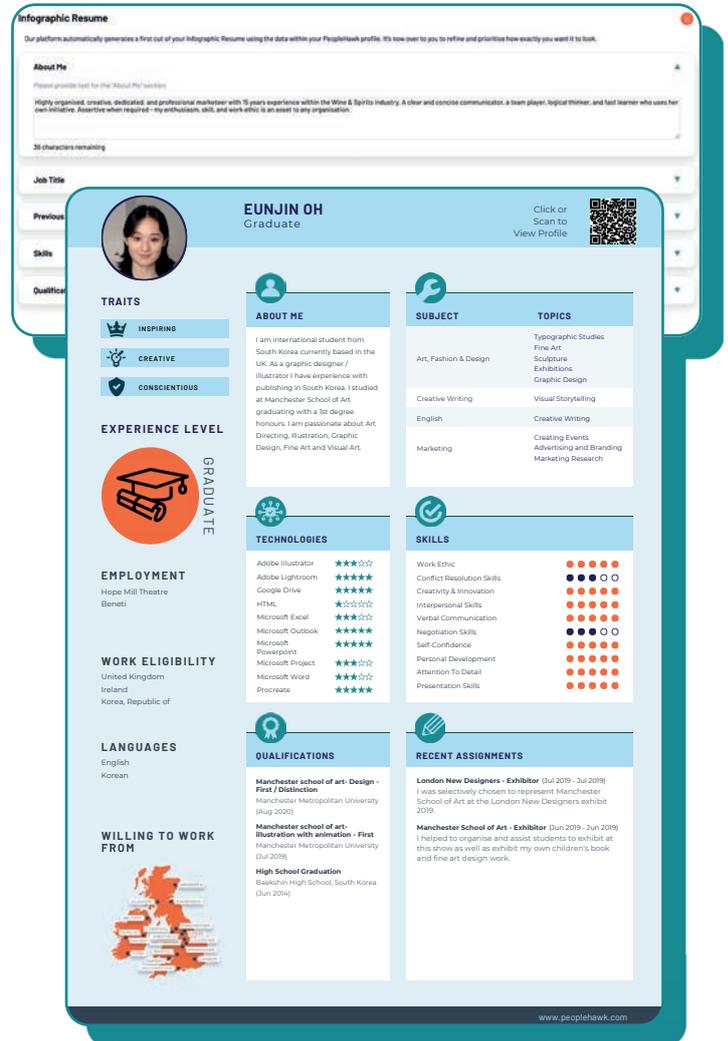
Your Infographic Resume

Once you have completed the Personality Test and Live Profile Cards you can autogenerate your Infographic Resume. To do this click the "Infographic Resume" tab immediately above the Live Profile Cards, or click on "Free Infographic Resume" under the Prepare options. 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.



EUNJIN OH
Belfast | oh@peoplehawk.com | +44 1234 567890

SUMMARY

I am international student from South Korea currently based in the UK. As a graphic designer / illustrator I have experience with publishing in South Korea. I studied at Manchester School of Art graduating with a 1st degree honours. I am passionate about Art Directing, Illustration, Graphic Design, Fine Art and Visual Art.

KEY PROJECTS

London New Designers Jul 2019 - Jul 2019
Exhibitor
I was selectively chosen to represent Manchester School of Art at the London New Designers exhibit 2019. I was able to communicate with a wide variety of artists and different clients from personal publishers to design companies.

Manchester School of Art Jun 2019 - Jun 2019
Exhibitor
I helped to organise and assist students to exhibit at this show as well as exhibit my own children's book and fine art design work. Through this I won the MAFA graduate award.

EMPLOYMENT HISTORY

Hope Mill Theatre Jun 2020 - Mar 2021
Designer
Poster design commission for musical show 2020 - 2021

Beneti Mar 2010 - Jun 2015
Book Illustrator

TRANSFERRABLE SKILLS

★★★★ Adaptability	★★★★ Attention To Detail
★★★★ Conflict Resolution Skills	★★★★ Creativity & Innovation
★★★★ Interpersonal Skills	★★★★ Leadership
★★★★ Listening Skills	★★★★ Managing Ambiguity
★★★★ Multi-tasking	★★★★ Negotiation Skills
★★★★ Networking	★★★★ Personal Development
★★★★ Personal Motivation	★★★★ Planning & Organisation
★★★★ Presentation Skills	★★★★ Problem Solving
★★★★ Providing Constructive Feedback	★★★★ Research Skills
★★★★ Self-Awareness	★★★★ Self-Confidence
★★★★ Strategic Thinking	★★★★ Team Management
★★★★ Teamwork	★★★★ Verbal Communication
★★★★ Work Ethic	

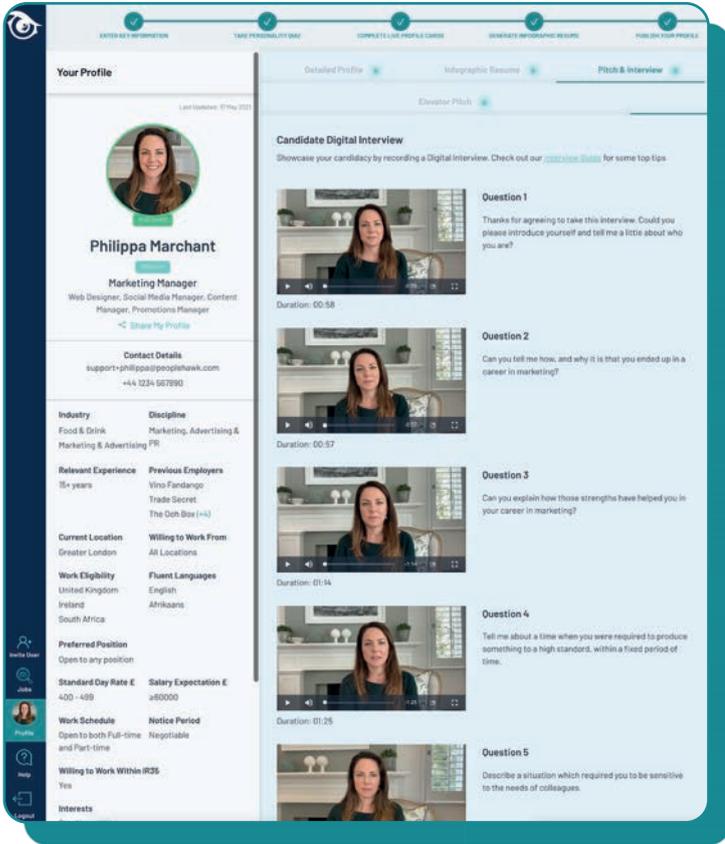
Traditional CV / Resume

In a similar approach we also provide the option to automatically generate a traditional style CV / Resume for you. The traditional style does not limit the length of text you can provide or the number of options displayed.

The result can be downloaded as a ".docx" document so you can then edit this further as desired. All the same options to delete, share, download pdf and update are available too.



Prepare



Structured Video Interviews

To record a Structured Video Interview, click on "Take Video Interview" option under Prepare. 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 Video 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/>).

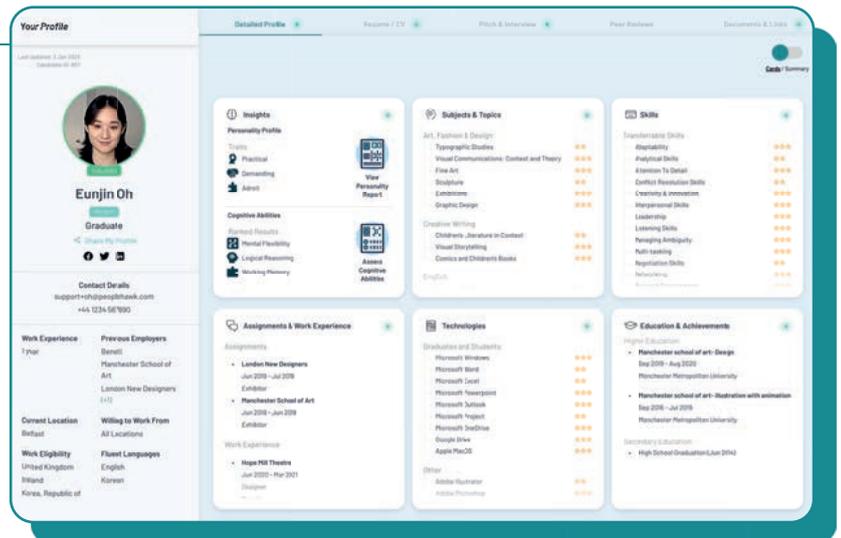
Publish your Profile and get noticed

Great progress, now your initial profile is complete it is automatically published. This means our Approved Employers can 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! Any changes to your profile are automatically live.

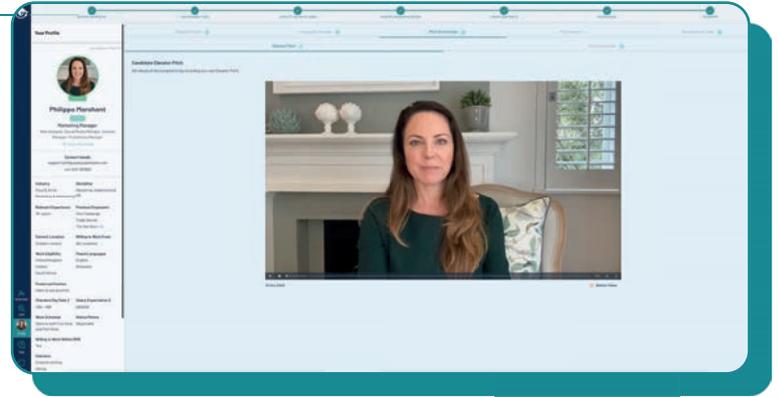




Inspire

Record an Elevator Pitch

To record your Elevator Pitch click on “Prepare Elevator Pitch” under the Inspire options. 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

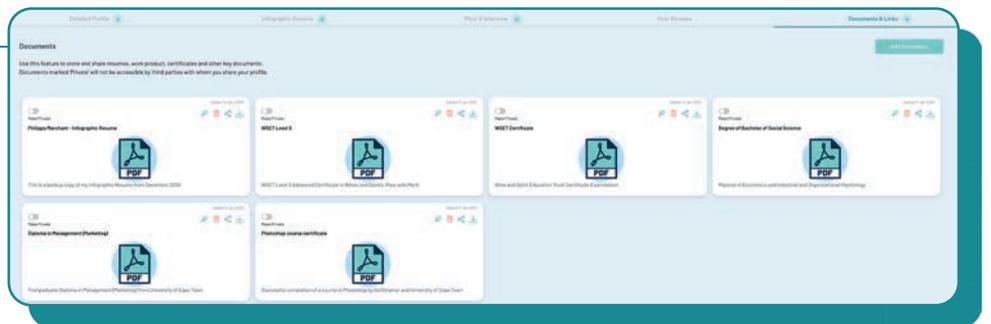
You can request friends, colleagues and career influencers to record Peer Review videos, save those videos to your profile and make them visible to employers. To request a Peer Review video first click the “Get Feedback” option under Inspire and then click “Send Peer Review Request” option. Please follow 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.





Connect

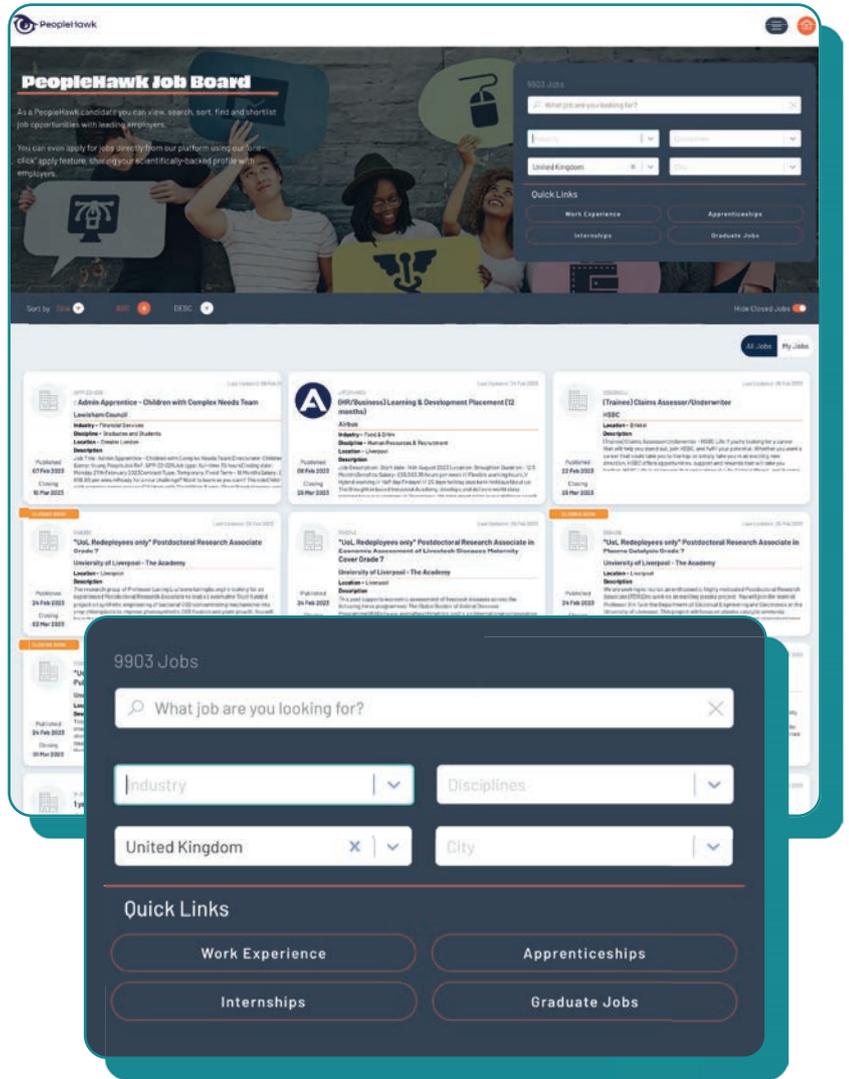
Job Board - Find Your Next Role

To launch the PeopleHawk® job board click “See Live Jobs” option under Connect. 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.



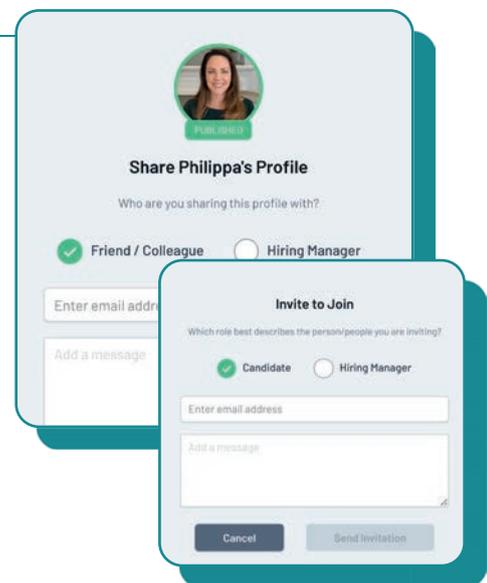
Share your Profile & invite your friends

You can share your profile by clicking on the “Share My Profile” link under the Connect options. 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 Friends” option under Connect. 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.



Make your next career move with confidence

"I used PeopleHawk to help prepare my personal statement. The personality profiling gave me the insights necessary to describe myself in a way that was not only accurate, but really convincing."

Erin
College Student

"This is an amazing platform. The personality guide and video interview app are awesome. I used them to help prepare for my interviews. And yes, I now have my dream job!"

Oh
Graphic Design Graduate

"I love this app and wish I had found it sooner. The way it creates a graphic cv using Live Profile Cards is ingenious. Thanks to the team at PeopleHawk for a beautiful and easy to use app!"

Philippa
Marketing Manager



peoplehawk.com