

### WELCOME TO THE MEMBERS SERVICE GUIDE.

This guide will tell you more about the services currently available to members, how they work, how you enter information and administer your site entry. This section deals with entering, amending and deleting jobs.

This help section is relevant for Members, Finance Members and Special Services Members.

### CONTENTS

[Introduction](#)

[Job example](#)

[Adding a Job](#)

[Editing Jobs](#)

### INTRODUCTION

#### *How Does CF Recruitment Work?*

Our recruitment facility has 2 elements.

1. Members can post their job requirements
2. Candidates can post anonymous, abbreviated CVs.

This section deals with how members can post job adverts to the site which can be viewed by all visitors.

#### *How are jobs created?*

Jobs are created through an online input form. This is discussed further below.

#### *Should I prepare my job first or type it online?*

You can type it on line but we recommend you prepare it first in a programme such as word. You will find it easier to use, it has functions such as spell check which are not available within the online input and you will retain a copy which will make future changes easier. The entry can also be pre authorised.

#### *How do candidates contact us?*

Your job entry includes full contact details and instructions to candidates on how to apply. They contact you in accordance with these instructions. Corporate Finance Connections plays no part in this contact.

#### *Do you check job adverts?*

We do not check adverts including for compliance with legislation. This remains the responsibility of yourselves.

**JOB EXAMPLE**

**How do visitors to the website find corporate finance appointments?**

On the main menu, visitors to the site will select Corp Fin Jobs. This will take them to the CF Recruitment part of the site where they can select Search Appointments.

**Search Positions**

This search lets you see jobs advertised by our members. They include support as well as professional appointments with advisers, lawyers, financial organisations and other corporate finance practitioners.

Position Sector

Position Classification

Region

Keyword

**OR**

Company name

This will bring up a search screen similar to that on the left. The following options are available:

- Position – adviser, corporate recovery, legal, finance
- Position classification – professional, support
- Region
- Keyword i.e. town or specific job role.

When visitors to the site complete this search, a list of jobs is displayed which match the selected criteria.

**What will the job advert look like?**

Viewing jobs will display entries similar to this example:-

**Search Positions**

You searched for: "" Showing results 1 - 1 of 1

1) **Corporate Finance Connections Ltd** *North West*

**Adviser - Support** *Home Based / Manchester*

**Job title: Marketing Support: MKT001** *Salary guide: Competitive*

**Job description:**  
Corporate Finance Connections is a new company providing web based services to corporate finance lawyers advisers, institutional providers of finance and others providing corporate finance services.

The role will cover the management of all aspects of the marketing and administration of the company's operations. The role will initially be part time and home based. Equipment will be provided.

**Candidate attributes, qualifications & experience:**  
The candidate will be an experienced marketing professional able to be fully responsible for the contact database, development, design, production of marketing products, and communication with members.

The right candidate will receive training but all applicants must be computer literate. Knowledge of ACT, Adobe Photoshop and Microsoft Office Products an advantage.

**Instructions for applicants:**  
Applicants should send or email a CV to the contact address below. You should include details of your current employment status, notice period and salary. Please provide the names of 2 referees.

**Apply to: Andrew Allcock Tel: 0161 610 8398** Posted: 3rd of May 2004

**59 Granary Way, Sale, Cheshire. M33 4GF**

**Showing results 1 - 1 of 1**  
<< Prev | Next >>

**ADDING A JOB**

*Where on the web site do I add a job?*

Jobs are entered from the Members Area using an administrator log in.

On the Members home page, select Job Requirements from the view / update entries menu. This will bring up three choices, view your existing jobs, update a job or add a new job. Select Add.

*What does the input page look like?*

The job is entered using the following input form:

- Your job reference
- Location of job
- Adviser, corporate recovery, finance, legal, Professional or support
- Email address will be linked to the contact name at the foot of the job advert

**Update Position**

Date posted 03/05/2004 Currently set as

Company Corporate Finance Connections Ltd

Region

Job reference

Location

Sector

Classification

Job Title

Job Description

Candidate attributes, qualifications & experience

Salary Guide

Instructions for applicants

Contact Name

Address 1

Address 2

Address 3

Postcode

Telephone

Email

---

**Delete Position**

Tick box to confirm delete

[Privacy policy](#) | [Email Policy](#) | [Terms & Conditions](#)

**EDITING JOBS**

*How do I amend existing jobs?*

On the Members home page select job requirements and update from the view / update entries menu.

Selecting update will bring up a screen listing all your jobs with the title underlined. Select the job to update by clicking on the title.

Each of the fields can be updated and the changes saved. Please note, the reset button only resets the fields with “Currently set as”. It will not reset contents. If you wish to abandon use the back button.

If you wish to delete the job, you must both tick the box and hit the delete button.