

Candidate Guide

Professional Career 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!

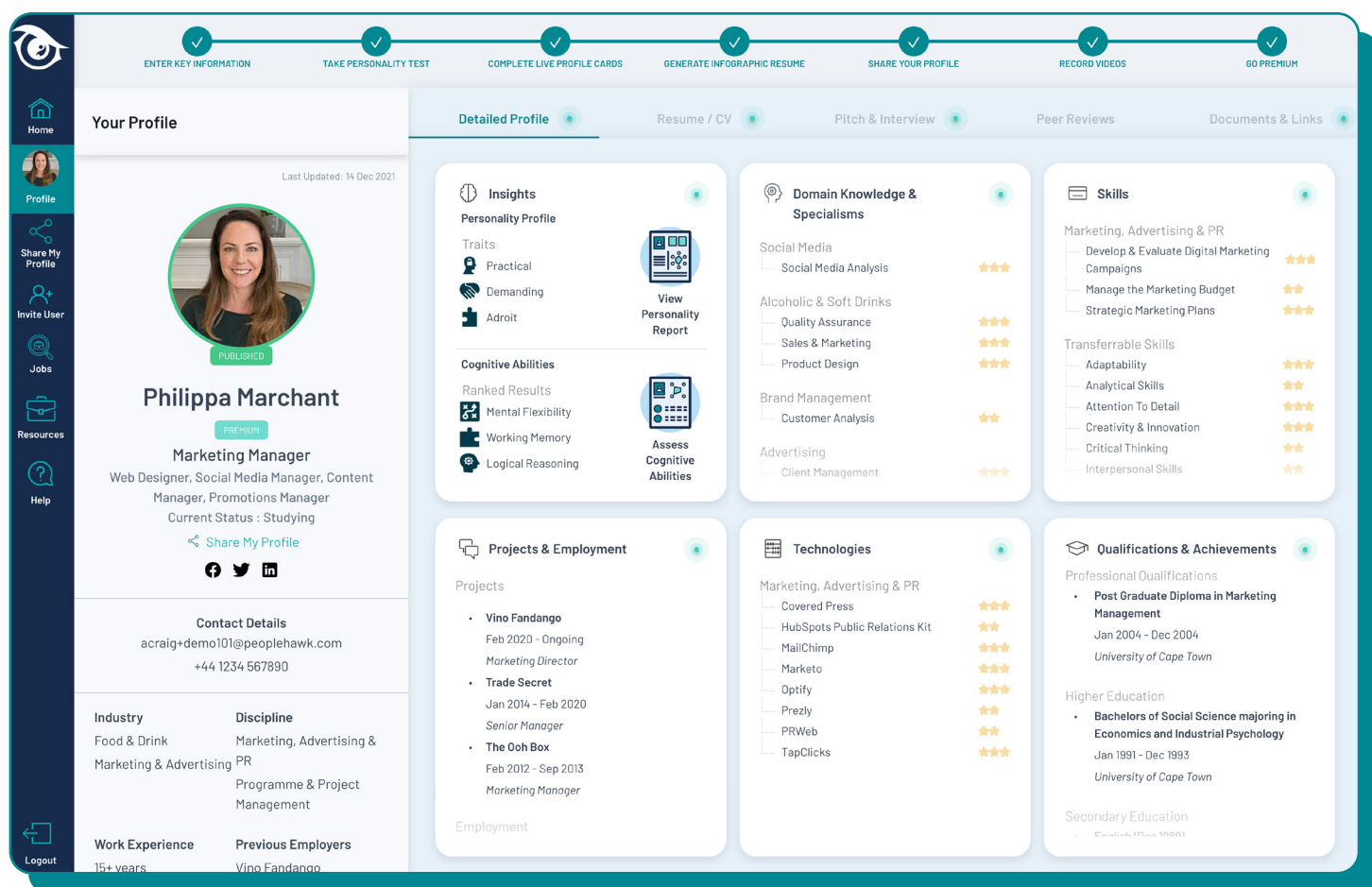
With PeopleHawk's Live Profile Cards and industry approved terminology you can rapidly catalogue and grade your knowledge, skills and experience in a way employers will truly understand. Once you've done that the platform will autogenerate your very own Infographic Resume, which will display your candidacy 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.



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 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 “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



- Home
- Profile
- Share My Profile
- Invite User
- Jobs
- Resources
- Help
- Premium
- Logout

Welcome Philippa!

Explore PeopleHawk's feature rich tools to fast track your personal and career development.

Don't Wait For Opportunity. Create It.



Take The Personality Test

Unsure of your greatest strengths and capabilities? Tired of underselling your skills and potential? Take our free personality test to discover what truly motivates you and the dominant personality traits that make you who you are.



Configure My Key Information

It takes only 2 minutes to catalogue your key information and customise PeopleHawk just for you. PeopleHawk: Your Career Library for Life.



Upload My Resume / CV

Upload your current CV/Resume to fast track your profile build. We'll not only pre-populate your profile but scientifically extract skills you never thought you had. What's not to like?



Create Your Infographic Resume

Paper resumes and CVs are "old school". LinkedIn profiles are fast becoming outdated. Instead, an Infographic Resume or Visual CV will immediately display who you are and what you're capable of.



Try The Aptitude Tests

Why wait until you're in a process to find out what you should already know about your cognitive abilities. Everyone has different strengths. Find out yours and don't leave success to chance.



Explore The Video Studio

Be so good you can't be ignored. Record your elevator pitch and video interview up front, then publish and share with Employers. With PeopleHawk you'll only ever have to do one first interview!

For more information, resources and latest blog articles visit us at <https://peoplehawk.com>

Welcome

From this landing page you can now explore all the PeopleHawk® functionality by clicking on any of the six cards or any of the options on the left side bar.

2 Enter Key Information

In order to tailor the platform just for you we recommend configuring your Key Information first. This can be accessed from the Home screen by clicking 'Configure My Key Information' after which we will walk you through three simple steps.

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.

PeopleHawk

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 Creative writing Cycling Languages Painting Photography Travelling

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 Ireland

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 Personality Type!)

Click on "Take The Personality Test" from the home page or click "Profile" on the side bar and then click on the first card "Insights". 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.



Question 1 of 50

I am not bothered by disorder.



Strongly Disagree

Drag the slider to decide

Strongly Agree

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

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.

PERSONALITY TRAITS

Practical - down-to-earth
Easy-going - flexible and adaptable
Collected - can work independently or with others
Demanding - encourages people to perform well
Well-rounded - emotionally well rounded
Together - likely to be emotionally balanced

WORK STYLES

Partner - works well independently or in a team
Consistent - sticks to a plan once established
Adroit - copes with performing multiple tasks simultaneously
Stalwart - flexible and dependable contributor to the team
Responsible - well-rounded in terms of interests
Objective - develops solutions based on evidence

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.

Before starting please ensure you have configured your Key Information settings so the drop-downs are customised to you (see 2 above).

The screenshots show the 'Complete your Live Profile Cards' interface for Philippa Marchant, a Marketing Manager. The interface is divided into three main sections: Domain Knowledge, Projects & Employment, and Technologies. Each section has a 'Back to Summary' button and a 'Cancel' button. The 'Domain Knowledge' section includes a 'Specify Candidate's Domains' dropdown and a table for 'Rate Candidate's Domain Knowledge' with columns for Basic, Intermediate, and Advanced. The 'Projects & Employment' section includes a 'Specify Candidate's Specialties' dropdown and a table for 'Rate Candidate's Specialties' with columns for Basic, Intermediate, and Advanced. The 'Technologies' section includes a 'Specify Candidate's Technologies' dropdown and a table for 'Rate IT Skills' with columns for Basic, Intermediate, and Advanced. The left sidebar shows the user's profile information, including their name, title, contact details, and various filters for industry, discipline, and experience.

Domain Knowledge

Use a range of your knowledge and/or subject knowledge to help demonstrate the breadth of your experience.

Specify Candidate's Domains

Specify Candidate's Specialties

Rate Candidate's Domain Knowledge

	Basic	Intermediate	Advanced
Social Media	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Alcoholic & Soft Drinks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Advertising	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Brand Management	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Market Research	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Rate Candidate's Specialties

	Basic	Intermediate	Advanced
Social Media Analysis	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Quality Assurance	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Sales & Marketing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Product Design	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Customer Analysis	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Competitor Analysis	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Client Management	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Projects & Employment

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

Projects

Vine Fundings
Feb 2020 - Ongoing
Marketing Director
Development of an exciting and dynamic new website including all marketing support. This involved planning, creation, artwork, promotions, 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 2018 - Sep 2019
Marketing Manager
Have responsibility for a wide variety of aspects in supporting the launch of this new business and how to effectively market it.

Employment

Vine Fundings
Apr 2019 - Ongoing
Marketing Director
Development of website, all marketing support - planning, creation, artwork, promotions, customer & supplier relations etc.

Southern Wine Limited
Oct 2019 - Jan 2020
On Trade Marketing Manager
Marketing Manager

Bouquet Estate
Oct 2019 - Sep 2020
Marketing Assistant
Marketing Assistant

Diaper
May 1998 - Jan 1999
Market Development Assistant
Market Development Assistant

United Distillers & Vintners
Jan 1998 - Apr 1998
Consumer Planning Department at UDV

Technologies

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

Specify Candidate's Technologies

Rate IT Skills

	Basic	Intermediate	Advanced
Brandwatch	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Canva Press	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
MailChimp	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Marketo	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Optify	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Prody	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PRWeb	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
TapClicks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Thrivehive	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>



5

The hard work is done – autogenerate 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. 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.

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.

6

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.

Infographic Resume

Our platform automatically generates a first cut of your Infographic Resume using the data within your PeopleHawk profile. It's now over to you to refine and prioritise how exactly you want it to look.

About Me

Please provide text for the 'About Me' section

Highly organised, creative, dedicated, and professional marketer with 15 years experience within the Wine & Spirits industry. A clear and concise communicator, a team player, logical thinker, and fast learner who uses her own initiative. Asertive when required - my enthusiasm, skill, and work ethic is an asset to any organisation.

38 characters remaining

Job Title

Previous Employers

Skills

Qualifications

[Continue](#)

PHILIPPA MARCHANT
Freelance Marketing Director

TRAITS

- CONSCIENTIOUS
- SOCIAL
- DRIVEN

EXPERIENCE LEVEL

15+ YEARS

EMPLOYMENT

- Vino Fandango
- Southern Wines Limited
- Diageo
- United Distillers & Vintners

WORK ELIGIBILITY

- United Kingdom
- Ireland
- South Africa

LANGUAGES

- English
- Afrikaans

WILLING TO WORK FROM

ABOUT ME

Highly organised, creative, dedicated, and professional marketer with 15 years experience within the Wine & Spirits industry. A clear and concise communicator, a team player, logical thinker, and fast learner who uses her own initiative. Asertive when required - my enthusiasm, skill, and work ethic is an asset to any organisation.

DOMAIN KNOWLEDGE

- Advertising
- Social Media
- Alcoholic & Soft Drinks
- Brand Management
- Market Research

SPECIALISMS

- Client Management
- Digital Marketing
- Brand Management
- Social Media Analysis
- Quality Assurance
- Sales & Marketing
- Product Design
- Customer Analysis
- Pricing Research

TECHNOLOGIES

- Brandwatch
- Covered Press
- Multiagent Public Relations Kit
- MutiChimp
- Marketo
- Captify
- PRWeb
- Prezly
- TapClicks
- ThriveLeads

SKILLS

- Written Communication
- Personal Motivation
- Attention to Detail
- Working with Vendors
- Creativity & Innovation
- Verbal Communication
- Developing Schedules
- Interpersonal Skills
- Planning & Organisation
- Multi-tasking

QUALIFICATIONS

- Post Graduate Diploma in Marketing Management (University of Cape Town (Dec 2004))
- Photography Course - Faculty of Humanities - A (University of Cape Town (Jan 2004))
- WSET Level 3 Advance Certificate in Wines & Spirits - Pass with Merit (WSET (Jan 2005))
- Level 1 Wine & Spirits Education Trust - A (WSET (Jul 1997))
- Bachelors of Social Science majoring in Economics and Industrial Psychology (University of Cape Town (Dec 1993))

RECENT PROJECTS

- Trade Secret - Senior Manager** (Jan 2014 - Feb 2020)
Development and support of all marketing activities for Trade Secret resulting in successful increase in customer satisfaction feedback.
- The Oak Box - Marketing Manager** (Feb 2012 - Sep 2013)
I was involved in a wide variety of aspects in supporting the launch of this new business and how to effectively market it.
- Vino Fandango - Marketing Director** (Feb 2020 - Ongoing)
Development of an exciting and dynamic new website including all marketing support. This involved planning, creation, network, promotions, customer & supplier relations etc.

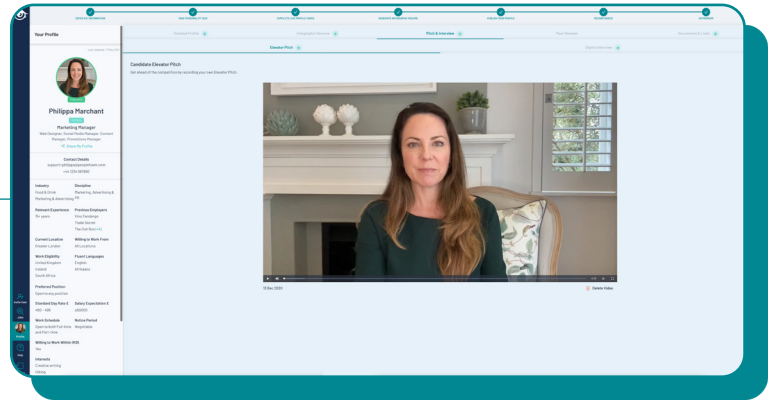
[www.peoplehawk.com](#)



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

Add a message

Cancel

Send

Peer Reviews

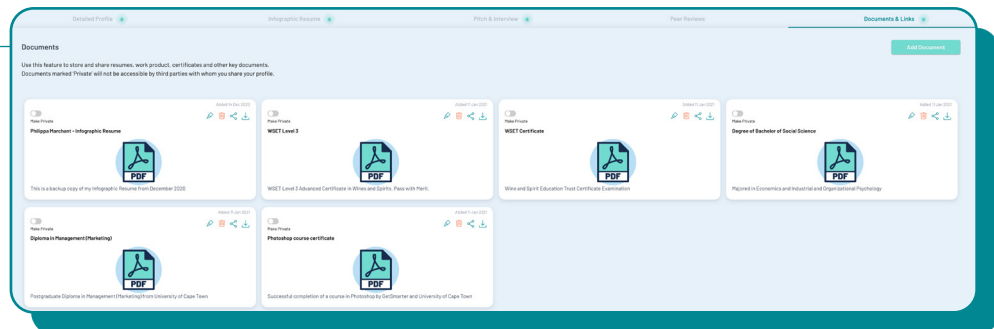
You can request friends, colleagues and career influencers to record Peer Review videos, save those videos to your profile and make them visible to employers. To request a Peer Review video first click the "Peer Reviews" option in the menu bar within your profile and then click the "Send Peer Review 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 in the navigation bar. 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".



Share Philippa's Profile

Who are you sharing this with?

Friend / Colleague

Enter email address

Add a message

Invite to Join

Which role best describes the person/people you are inviting?

☒ Candidate

☐ Hiring Manager

Enter email address

Add a message

Cancel

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

Aptitude Tests 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 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.

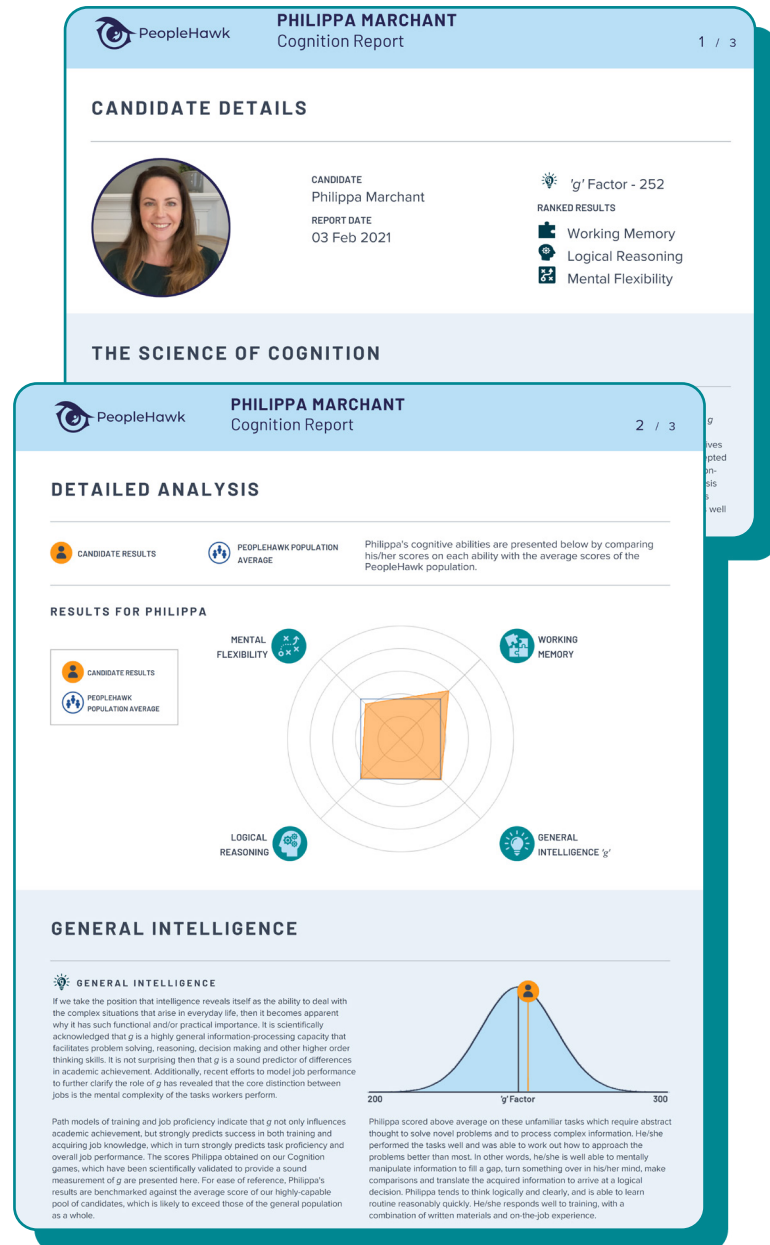
There are 15 questions in each game and a 20 second limit per question. Although the games can be completed on a mobile device we recommend using a larger screen with a mouse for dragging the answer cards. The music and sound effects can be turned off in the lower right corner of each game should you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

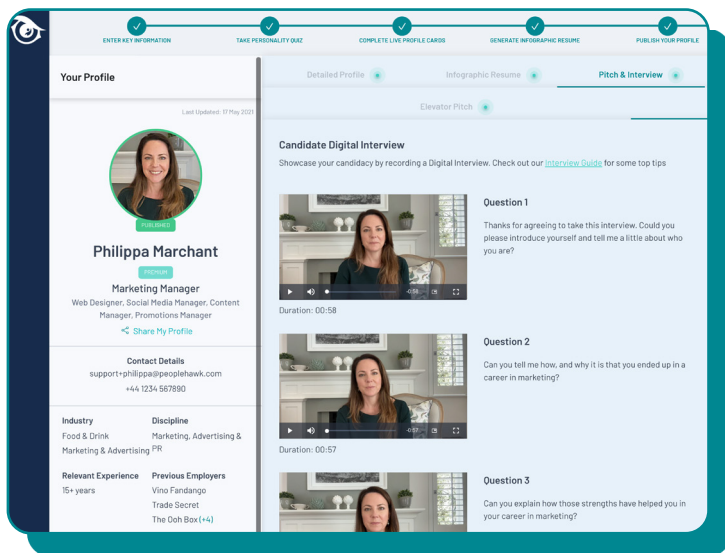
After completing all three games your comprehensive Cognition Report will be automatically generated. This report provides a detailed description of your cognitive strengths enabling you to demonstrate a sense of maturity and preparedness when engaging with employers. In particular, it provides the basis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



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.

If you registered as part of an Organisation then your account will already include the Premium features. If you forgot to specify the Organisation Code at registration then please contact support@peoplehawk.com.





Structured Video Interviews

To record a Structured Video Interview, click the "Pitch & Interview" option in the menu bar within your profile and then click the "Video 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 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/>).

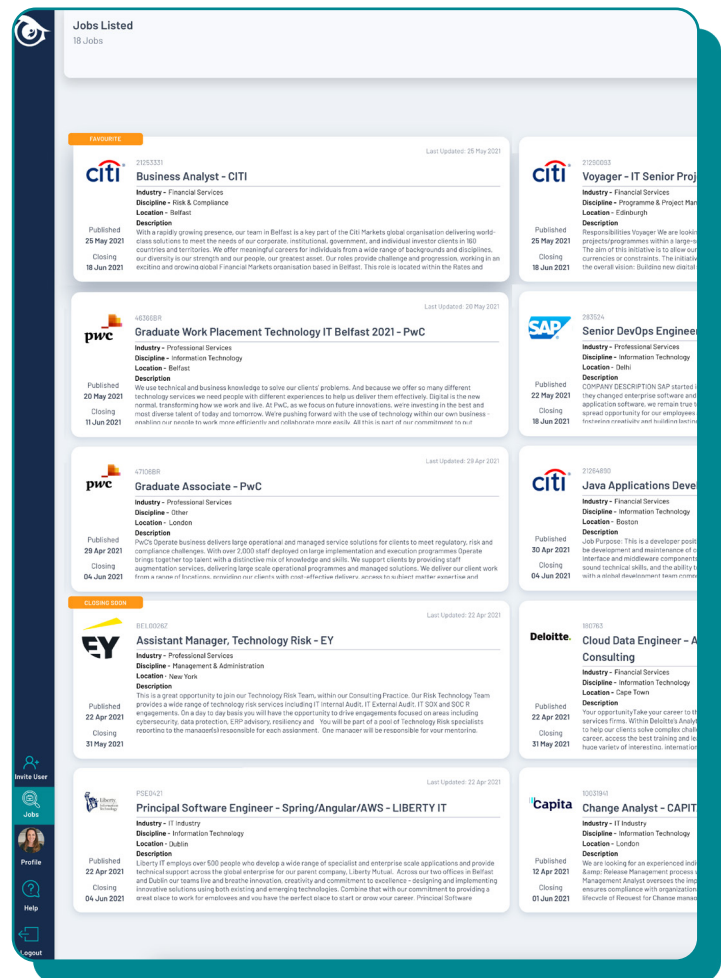
9 Job Board - Find Your Next Role

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. 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/>

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