

PROCESS MADE EASY  
FOR  
LEE HECHT HARRISON  
CLIENTS

*2009*

LEE HECHT  
HARRISON



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## YOUR ONLINE JOB SEARCH SOLUTION

As a global leader in career management and career transition services, Lee Hecht Harrison is delighted to offer you access to its very own job search online resource!

### Resume Reserve

Once your resume is complete, you can upload your resume onto our resume database. Hiring Managers from a huge range of industries and organisations are invited to search our pool of candidates. If there is a match between your skills and how you position yourself to their requirements, they will contact you.

### LeadLink

You can search our job database for potential job opportunities, simply by entering your search criteria. Hiring Managers are invited to place job opportunities on LeadLink and currently there are hundreds of potential jobs advertised online locally and internationally!

### Getting the Most Out of Going On-line

Going on-line is also a valuable part of your process for gathering information, which is an essential activity of your search project. Job advertisements can tell you:

- ▣ Which companies and industries are hiring
- ▣ Which titles are currently in use
- ▣ Which words to use in describing your qualifications
- ▣ Typical job requirements and descriptions, and sometimes salary information

### Process Made Easy

To make it easy for you, we have mapped a step by step process which will guide you through our Career Resource Network including:

- ▣ Searching, viewing and applying for job opportunities through Leadlink
- ▣ Posting your resume onto Resume Reserve

### Register Now!

LeadLink and Resume Reserve could bring your ideal job to your fingertips and assist your transition into a rewarding career! Visit CRN now to register.

*Please Note: Ensure that you have signed a Confidentiality Statement for using the Leadlink and Resume Reserve system prior to registering (if you haven't completed this form please contact your consultant).*

For more information or assistance, please liaise with your Lee Hecht Harrison Consultant or contact:

Carol Christofi

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Website [www.lhh.com.au](http://www.lhh.com.au)

## POSTING YOUR RESUME ONTO RESUME RESERVE

Simply follow the steps...

1 Go to [www.lhh.com.au](http://www.lhh.com.au) and click on the *Career Resource Network* link situated on the left hand side of the LHH homepage.

Enter your personalised login details to access the CRN (i.e. your email address and your monthly password).

If this is the first time you are visiting the CRN, you will need to enter the monthly username and password (provided by your consultant) and then complete the online registration form. You will be emailed your personalised login details within approximately 10 minutes.

**Note:** While your username (i.e. your email address) will remain the same each month, your password will change every month. You can obtain the monthly password either from your consultant or through reception.



2 Once you are logged onto the CRN, go to the *My Research* section at the bottom of the screen and click on *Resume Reserve/Leadlink*

All information in the CRN is related back to LHH's 10 Milestones, which you will be working through with the support of your LHH Consultant.

You can access the CRN 24 hours a day 7 days a week. The password will change each month, so make sure you get the password details from your LHH Consultant.

For information on how you can manage your career resiliently, check out our [Managing My Career](#) section. You'll apply this insight for the rest of your working life!

We wish you the very best for an effective job search and a prosperous career.

Our milestones provide specific skills, strategies, techniques and tools help you conduct a productive job search.

### My Communications

A robust Communications Strategy is the back-bone of your search project!

- [An Exit Statement](#)
- [A Positioning Statement](#)
- [Accomplishment Stories](#)
- [Cover Letters](#)
- [Resumes](#)

### My Research

Find information and act on it.

#### CRN Premium Research Tools:

- [CRN Research Guides](#)
- [Dun & Bradstreet Business Who's Who of Australia](#)
- [OneSource](#)
- [Resume Reserve / LeadLink](#)
- [InSite 2](#)

### My Search

You've heard it before and it's true! Two thirds of job seekers succeed with networking!

- [Establish Personal Contacts](#)
- [Use Resume Reserve](#)
- [Target Company Insiders](#)
- [Talk With Hiring Managers](#)
- [Use Search Firms, Agencies](#)
- [Check Out Ads, Internet Job Boards](#)

3 Click on *Go to Site*

4 If you haven't previously registered on ResumeReserve/Leadlink, click on the *Sign Up Now* option. You will need to complete all the required fields to set up an account (marked with an asterisk).

There are 3 key sections to complete when creating a new account:

1. **Sign Up:** Enter your Email address and create a Password
2. **Create Profile:** Enter your personal details, contact information, background and job preferences (see steps 5 and 6 below for further details)
3. **Add Resume:** Upload a copy of your resume (if you do not have a resume or upload at the time of account creation you can do this at a later date)

Within a few minutes you will receive an email with your personalised ResumeReserve/Leadlink login details.

**Please Note:** To set up an account on the ResumeReserve/Leadlink system you will need an email address (eg. Hotmail, Yahoo, BigPond, Optus). Having a personal email address will also allow you to perform other functions on the CRN including posting your resume and applying for jobs.

*Your account will automatically expire after 120 days of inactivity in LeadLink/Resume Reserve.*

5 Enter your Background Information including *Most Recent Employer* and *Most Recent Job Title*.

6 Enter your Job Preferences. Enter an AUS amount in the *Salary Preference* field (ignore USD currency default). If you prefer to leave this field blank simply tick in the *Open/Negotiable* box

In the Category area double click on one or more job categories (or use the middle arrows) to move preferences to the right hand box.

Job Preferences :

\* Salary Preference:  USD  Open/Negotiable

↓ Category is a required field. ↓

\* Category:

7 When you arrive at the *Add Resume* section you will be provided with the option of selecting your privacy status:

**Public** - Let employers see my resume and contact me about open positions  
**Private** - Don't show my resume to employers unless I apply directly to a job  
**Confidential** - Show my resume to employers but hide my contact information including: Email, Name/Address/Phone, and Current Company Name

Resume Info:

↓ Resume Name is a required field. ↓

\* Resume Name:

Privacy Status:  Private  Confidential  Public

**Important:**

*Your confidentiality is important. If you would like to keep your name, address, phone numbers and other personal details confidential please remove these from your resume before uploading it onto ResumeReserve. Your resume will be viewed by other Lee Hecht Harrison clients, organisations and recruiters so think carefully about what information you would like to display on it.*

8 Click on *Continue* at the bottom of your screen. Next you will be requested to enter your background information again - this is specific to the resume you are attaching. You are only required to attach your resume once.

After populating the boxes select *Continue* again to see a preview of your resume.

Manage Resumes

My Resumes	Privacy Setting	Last Updated	% Completed	Edit	Refresh	Copy	Delete
test	Private	10/09/2008	100%				

Detail Views: 0 | Jobs Applied To: 0



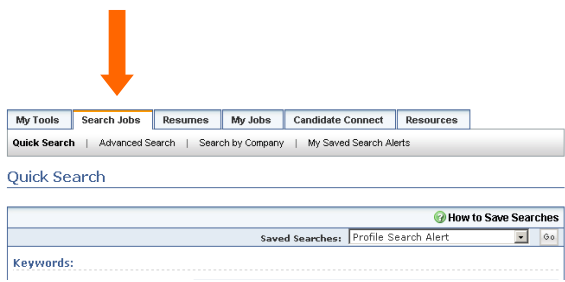
*Tip: Keep your resume fresh and up-to-date. Employers often look at newly updated resumes first. To keep your resume at the top of their list be sure to update your resume often with new skills and relevant information and don't forget to click on the refresh icon.*

*Tip: Set your resume privacy setting to Public to ensure employers are able to find you. Creating public resumes allows employers to contact you with job opportunities and increases your chances of finding the right job.*

SEARCHING, SAVING AND APPLYING FOR JOB OPPORTUNITIES

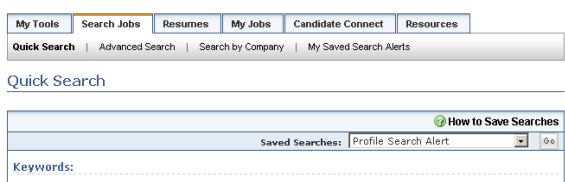
1 If you are a new user follow steps 1-5 above to create a ResumeReserve account.

2 If you are already logged into Resume Reserve select the *Search Jobs* option from the top menu.




3 In the Search Jobs area there are 3 ways that you can conduct a search of jobs that recruiters and hiring sources have posted on Leadlink:

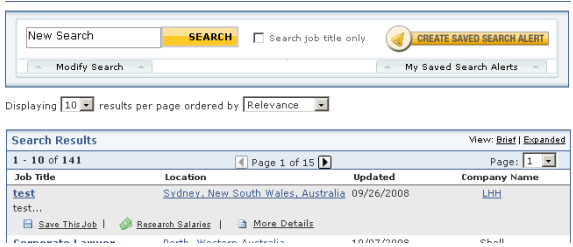
1. Quick Search
2. Advanced Search
3. Search by Company



*Tip: Use the Help menu at the top of your page for a guide on how to use each of the search fields provide.*

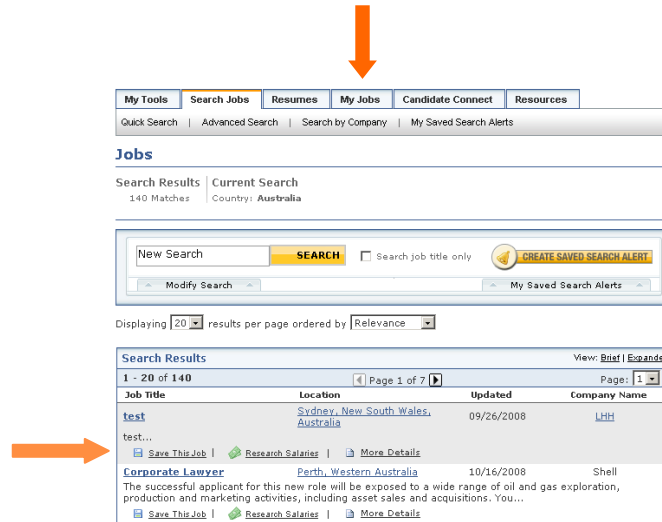


4 The results of your job search will be displayed. To view the details of a job click on the *Job Title*.



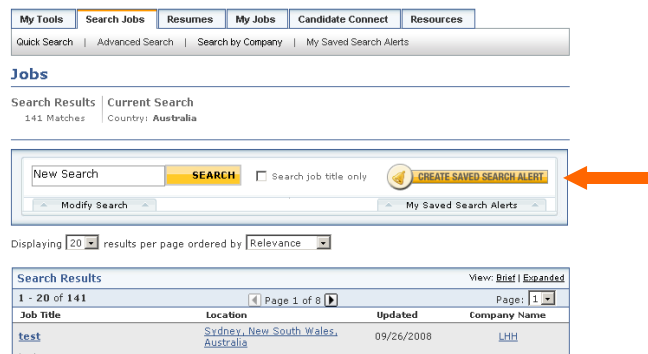
5 You have the option of saving your job/s into a saved folder. To do this click on the Save *This Job* link situated underneath each job description.

You can access these saved jobs by clicking in the *My Jobs* area from your top menu.

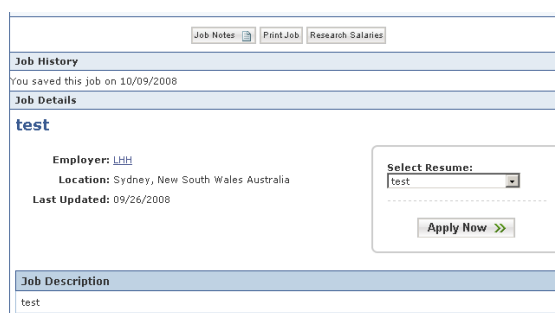


6 You can create job alerts so that you are notified by email when jobs matching your search criteria are posted onto Leadlink.

Select *Create Saved Search Alert* to set up a job alert.



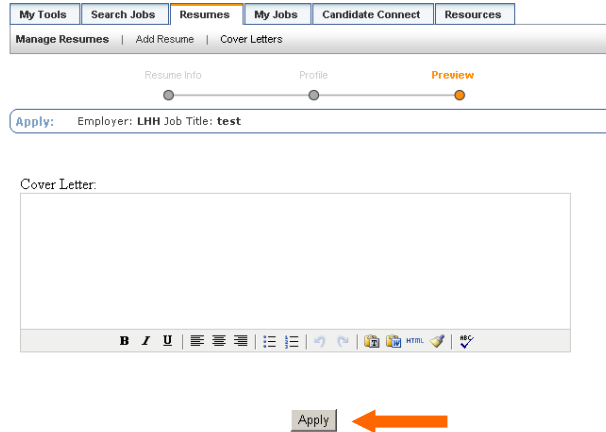
7 To apply for a job click on the *Apply Now* button.



8

At this stage you also have the option of adding in a cover letter before submitting your application. Type or cut and paste your letter into the section provided and check your resume below.

Once you are ready to submit your application click on the *Apply* button.



9

Confirmation that your application has been sent will be displayed on the screen.

