

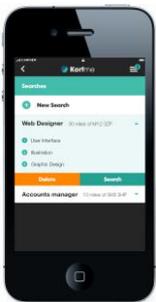
Kortme User Guide

Candidates



Once you have downloaded the app and it is installed on your device create an account by picking a username and password. You can then begin to build your profile in a couple of minutes maximum.

In some instances your agency will set up the account for you and give you the username and password.

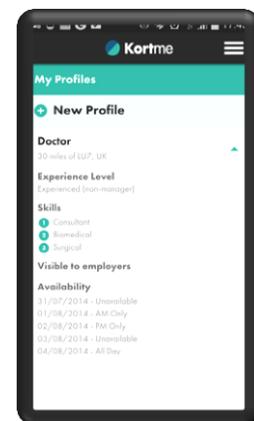


When selecting from the dropdown menus simply start typing and enter skills in the 3 dropdown menus.

It is important you use dropdown 1 for your primary skill, this will improve both the search results and contact requests, meaning you should only get contact for the jobs you want to do. As an example a Web Developer would list their job title as Web Developer, skill 1 would be their main/preferred programming language or specialist job role.

Add a location using your GPS or enter a postcode (these are not exact but district based). Select save or save and view to complete the set-up.

Additional functionality for shift / locum workers can also be found in the profile section. Here locum and temporary workers can indicate their shift availability for the next 7 days.



In the save and view any available positions that match your profile will be highlighted on the map. By expanding these you can see who the position is with and initiate a chat with the employer. At this point the employer will only see your skills and your username. If the position is suitable then you can arrange further contact by phone or email, simple!

Some useful tips for profile building;

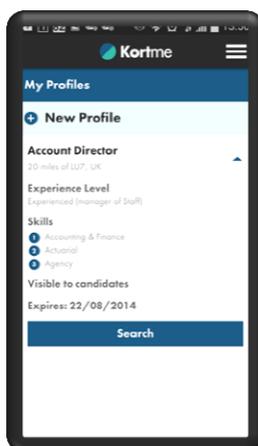
- ❖ Always put the job you want in skill 1
- ❖ List requirements like Temporary, Permanent or Contract in skills 2 or 3
- ❖ Always list 3 skills even if you repeat them
- ❖ Don't forget to share it with your friends and colleagues
- ❖ Don't use your real name
- ❖ Look for a generic job title, example if you are the Infrastructure Site Maintenance Manager and it is not listed Infrastructure Manager or Site Manager, your skills should then put the title in context

Employers

Once your account has been set-up and an administrator is appointed you are ready to go. Simply download the app to your iOS or Android device and log in (alternatively you can use the PC log-in through the website).



Build your search in the same way a candidate does, use the drop down menus to find precisely matched candidates based on primary skill, job title, location and availability.



Searches are posted to the map view and remain active for 7 days.

Frequently asked questions;

Q. What if my job title is not listed?

A. Check that a more generic title does not exist for your role if not simply email info@kortme.co.uk and we will add it for you.

Q. What if my skills are not listed?

A. Simply email us at info@kortme.co.uk and we will get them added.

Q. Can I upload my CV?

A. The system is not designed to hold or search through CV's. CV searches often produce false matches based on previous job roles or redundant skills.

Q. Can I create more than one profile?

A. Sure, often we have 2 or 3 key areas we are interested in hearing about or we have different parameters for our search. An example would be a profile for a permanent role may have a 10 mile radius but for contract positions a 2nd profile could indicate 30 miles radius.