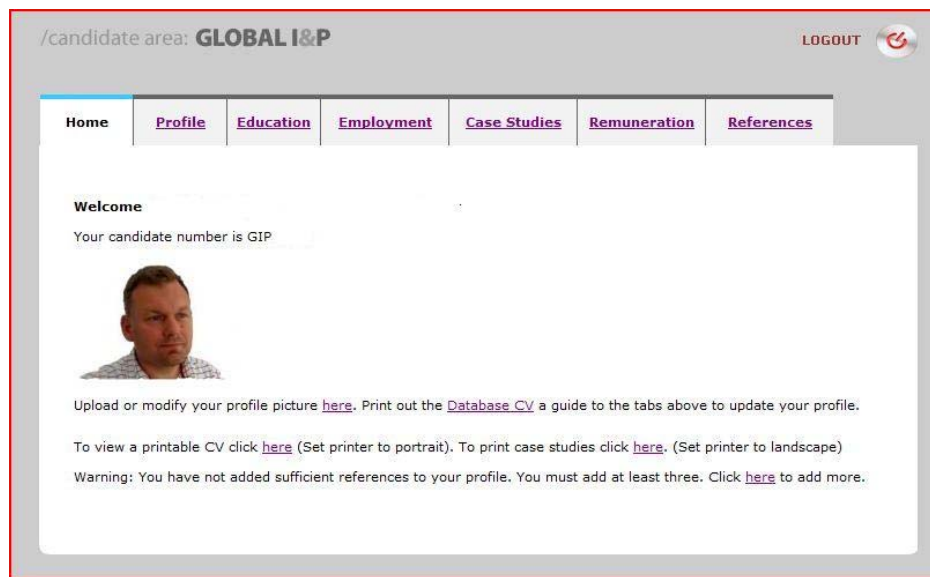


The smart route to specialist management resource

Compiling Your Database CV

After login you will be taken to your home page. Please print out these sheets. It will help guide you.



On your Home Page you will be able to:

- Upload or modify your Profile Picture that will be included on both CV and Case Studies
 - o Landscape picture with a white background, no larger than 150W x 100H pixels is ideal
 - Upload or email your picture to feedback@globaliandp.com and we will modify.
- Complete your Database CV using six main tabs. For multiple entries, click on “Add Entry”
 - o Profile
 - o Education (Including professional qualifications)
 - o Employment
 - o Case Studies
 - o Remuneration
 - o References (3 required)
 - o View and print your Database CV and Case Studies
- Obtain a status on references (3 are required to proceed, more are preferable)
- Set your profile to inactive, for a given period of time.
- Change your login Password

It is not essential to complete all the Tabs, or all Boxes in the Database CV.

To return to the main site, click LOGOUT in the top right hand corner

Please remember to save your work every 20 minutes as the system will log you out after this time.

The “Profile” Tab

On registration you were provided a unique Candidate ID number that will be used to communicate with prospective clients. The link in the registration CV activates your account.

Candidate ID: GIP00000

The following fields contain personal information that will be used within your CV. We will contact you with opportunities that we feel best match your CV. If you like the opportunity, your CV and any Case Studies will be forwarded to the Client for consideration and hopefully interview.

Interim/Permanent: Interim Permanent **Tick one or both**

Last Name:

First Name:

Known As: **Name to be used on CV**

Title:

Other Title:

Address:

Town/City:

County/State:

Postcode/Zipcode:

Country:

Landline (+): **Leave spaces for clarity**

Mobile Phone (+): **Leave spaces for clarity**

Email Address:

Date of Birth: **Format: DD/MM/YYYY**

Marital Status:

Nationality:

Languages: **300 characters**

These fields are accessible to clients, and should be completed to get you noticed, whilst not revealing your identity through reference to particular companies. Links to Candidate ID number.

Profile:

Management Skills:

Technical Skills:

Accreditations:

Interests:

Availability:

Times out after 20 minutes

The “Education” Tab

Click “Add Entry” for each educational qualification

Year Graduated: Format: YYYY

Course:

Qualification:

Other Qualification:

Institute:

Grade:

Other Grade:

Times out after 20 minutes

or professional qualification (Leave the other fields blank)

Year Graduated: Format: YYYY

Course:

Qualification:

Other Qualification:

Institute:

Grade:

Other Grade:

Times out after 20 minutes

The “Employment” Tab

Click “Add Entry” for each Employment entry.

Start and end dates are used to order each Employment.

Start Date:	<input type="text" value="03/2001"/>	Format: MM/YYYY
End Date:	<input type="text"/>	Format: MM/YYYY Leave blank if still in position
Job Title:	<input type="text" value="Advanced Manufacturing Manager"/>	This field must be completed
Company Name:	<input type="text" value="Company ABC Ltd"/>	
Company Background:	<input type="text" value="Specialises in the design and manufacture of large marine power generation plant for nuclear submarines, and....."/>	
Industry Sector:	<input type="text" value="Heavy Engineering"/>	
Town/City Base Location:	<input type="text" value="Birmingham"/>	
Country Base Location:	<input type="text" value="United Kingdom"/>	
Other Countries Covered:	<input type="text" value="Manufacturing plants managed in Singapore and Shanghai. Service operations in Houston and Milton Keynes"/>	
Reporting To (Name):	<input type="text" value="John Saunders"/>	
Reporting To (Title):	<input type="text" value="Operations Director"/>	

No. of Direct Reports:	<input type="text" value="6"/>	Key staff or managers under your control
No. Of Employees Under Management:	<input type="text" value="345"/>	Total staff under your control

Key Responsibilities:	<input type="text" value="Responsible for the interface between design and manufacturing, ensuring that all new vehicles could be manufactured to a consistent quality level and within a tight budget....."/>
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We ask for you to record three main achievements in this particular role. Characters are restricted, but this should be more than adequate to record your achievements. The interviewer needs to know key points from reading, and if relevant / interested will explore more at interview.

Main Achievement 1:	<input type="text" value="Developed a revolutionary modular build concept for luxury cars, enabling a vehicle to be assembled in 20 modules, reducing space and improving lead time. Developed split hinge for doors off build....."/>	500 characters
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Main Achievement 2: 500 characters

Main Achievement 3: 500 characters

Other Achievements:

Other Information:

Times out after 20 minutes

If you were away from work in Education (or on a Sabbatical) use the date fields to flag this break. For Education, insert what type of education “MBA at Cranfield”

Start Date: Format: MM/YYYY Just Month and Year

End Date: Format: MM/YYYY Leave blank if still in position

Job Title: This field must be completed

For Sabbatical, insert “Sabbatical”

Start Date: Format: MM/YYYY Just Month and Year

End Date: Format: MM/YYYY Leave blank if still in position

Job Title: This field must be completed

and leave all other fields blank for this type of entry. Type and background information on how you spent your time in the “Other Information” box

The “Case Studies” Tab

The Case Study is an important tool in your CV armoury. It can help you illustrate more effectively the impact you personally made to a business through the “Before” and “After” states.

There is a separate document available to download to assist you in this vital area. And it is also reproduced at the end of this document.

You can also print each case study to add to your CV.

The “Remuneration” Tab

You will be asked for your current remuneration as either an Interim or Permanent.

Currency:	GBP, United Kingdom, Pounds
Current Base Annual Salary:	72,000
Other Benefits:	Travelling Expenses, 30% bonus
Total Annual Package Value:	100,000

If you are to undertake Interim work your daily rates, both short term one to two weeks, and longer assignments three to six months if your expectations would vary.

Short Term Daily Rate (Interims):	450
Six Months Daily Rate (Interims):	300
	<input type="button" value="Save"/> Times out after 20 minutes

The “Reference” Tab

You will be asked to submit “three” references from your recent past.

Submitting this form will send an email to the referee you have identified above requesting that they complete an online reference, which will be handled immediately. Please check they are happy to provide a reference before submitting. It will only take a few minutes for them to complete.

After three references have been received you will obtain a score that will be displayed on the Home page. The more references the better, but they must be relevant to the work you have undertaken.


Contact Name:	John Summers	
Relevance of Reference:	Mentor and line manager	
Contact Email:	jsummers89@btinternet.com	Primary communication
Company:	Company ABC Ltd	
Contact Telephone (+):	+44 0000 000000	
	<input type="button" value="Submit"/> Times out after 20 minutes	

Please remember to “Save” every 20 minutes as the system will log you out after this time and you will lose your work.


The smart route to specialist management resource

Compiling Your Case Studies

The Case Study is an important tool in your CV armoury. It can help you illustrate more effectively the impact you personally made to a business through the “Before” and “After” states.



Case Study – Candidate GIP 17676
Quality Systems Improvement
Date: 03 / 2007



Company: Name Withheld (Example)
Sector: Sector Withheld (Example)
Role: Appointed Interim Head Of Quality. Quality role was to be highly visible, hands on, out in the shop, lead by example. Make all actions simple but effective, bring quality to life. Involve management at all levels, to drive home quality

Before

Systems

- No standard Specification/options list was available for any machine, leading to numerous faults / omissions. Quality was not measured within the process, no statistical analysis applied to any fault; no-one knew the true drivers of the faults.
- Design and production FMEA audits were not carried out. The Design team could not get reliable data on production faults or service failures, lessons were not learnt and costly faults continued to be designed-in.

Facilities

- No gauges or other test equipment were available to the inspectors, and no calibration facilities existed.
- No 'Quality Board' or other message board was available.

People

- No one listened to the inspectors, morale was very low. The team were not trained and were under strength. The two inspectors only looked at the final product; go, assembly and dispatch were not included in the audits.
- No system existed to equate the quality of finished goods and award the bonus payments to this score (rather than using the production output number to calculate payments).

}

After

Systems

- Worked with a cross-functional team to specify and write a suite of software defining a full standardised specification of each machine. The machine could be electronically tracked throughout the process flow. Data was available live site-wide to cut communication errors.
- Created an 'After Sales' software package to capture the 'In-Service' quality of the product, logging faults v engine hours (service costs). This allowed the true product cost during the product lifecycle to be calculated for the first time.


Facilities

- A fully equipped QA lab was built and operated for the storage, distribution and calibration of inspection gauges and measurement equipment.
- A series of 'Quality Boards' were erected and pertinent quality data displayed.

People

- The team were trained in 5s and 6 Sigma and encouraged to improve the systems, greatly improving morale. Also created a system to track the incoming goods quality using sampling charts, standardised audits and reporting.
- Wrote and deployed a system to audit each bay on the production site to award a score, the new quality segment of the production bonus scheme.

Within your candidate “Case Studies” page, clicking “Add Entry” will direct you to the data input fields to start to flesh out your Case Study. Once completed, you will be able to “print” out your personal copy to attach to your CV. Completion of the “Case Study” follows the format below. You may type it in online or cut and paste lines from another document. We have restricted the number of characters to keep to one page.



Case Studies

Start Date	Assignment		
01/03/2007	Quality Systems Improvements	print	delete

[Add Entry](#)

Chose a punchy title:

Case Study Title:

Company Name:

Industry Sector:

Location:

Assignment Start Date: Format: MM/YYYY

Role:

You do not have to complete every box, but we recommend that you run with two or three “Main” headings as per the example, and two or three of the “Before State” and “After State” summaries. Keep it brief and punchy.

Main Heading 1: *Select, or type your own below*

Other Heading 1:

Before State 1:

Before State 2:

After State 1:

After State 2:

Main Heading 2: *Select, or type your own below*

Other Heading 2:

Before State 1:

Before State 2:

After State 1:

After State 2:

Main Heading 3: *Select, or type your own below*

Other Heading 3:

Before State 1:

Before State 2:

After State 1:

After State 2:

Times out after 20 minutes

Please remember to “Save” every 20 minutes as the system will log you out after this time and you will lose your work.