



A How To Guide

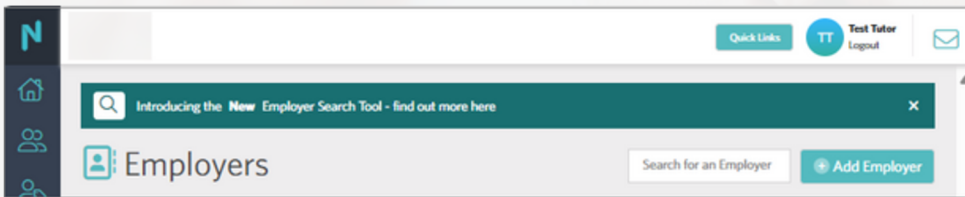
EMPLOYER SEARCH TOOL

Using the Employer Search Tool

The Employer Search Tool allows you to:

- Search for all UK registered companies
- Search by location and distance from your setting
- Search by sectors and target specific industries
- View information on directors at the company
- View financial information to start assessment company viability
- Easily add new companies to your college's employer database.

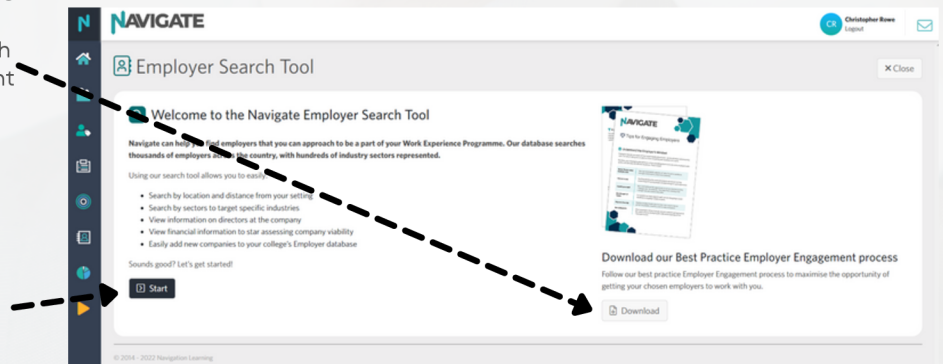
Access the Employer Search Tool via the Employer Module :



1

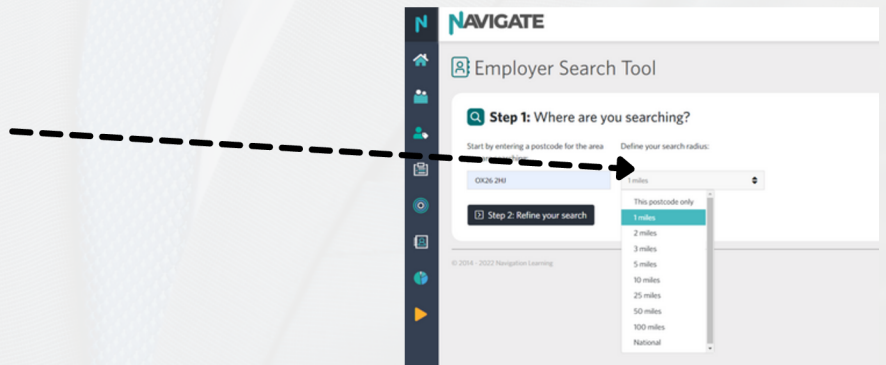
To support you to maximise the opportunity of getting your chosen employers to work with you, we've collated a document sharing our best practices on employer engagement.

Click **'start'** to launch the employer search tool.



2

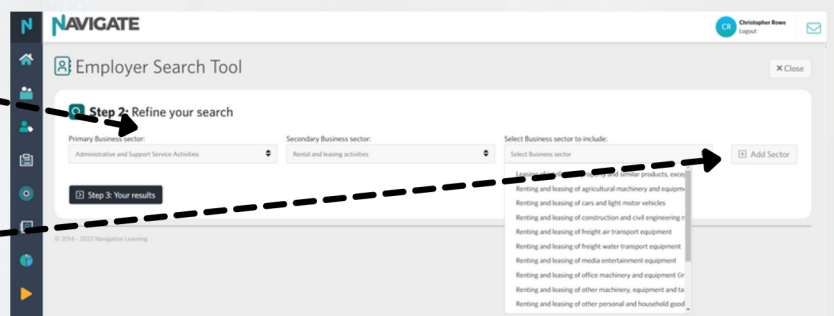
You'll first be asked to fill in a **valid UK postcode** and define your **search radius** using the drop down provided.



3

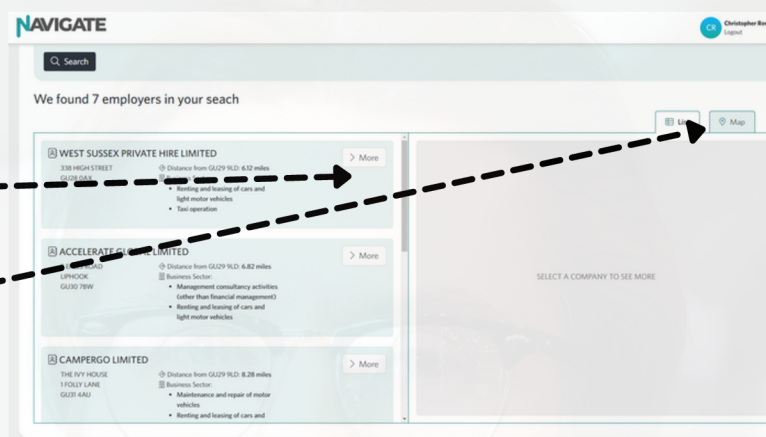
You'll then be asked **specify the industry sector**. You will need to specify a Primary, Secondary, and Tertiary sector from the drop downs.

You will need to click on **'Add Sector'**. You can add an unlimited number of sectors to your search.



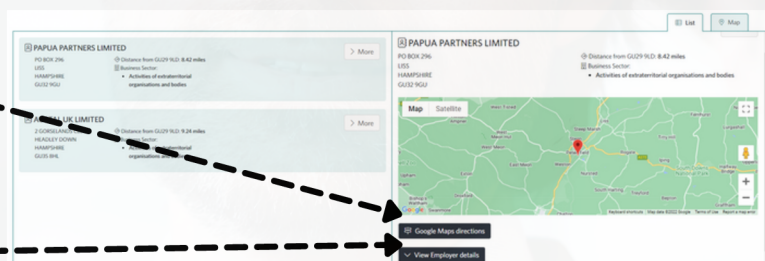
You will be presented back with all employer organisations that match your industry and radius search.

You are able to view the search results as a list view (as seen here) and as a map view



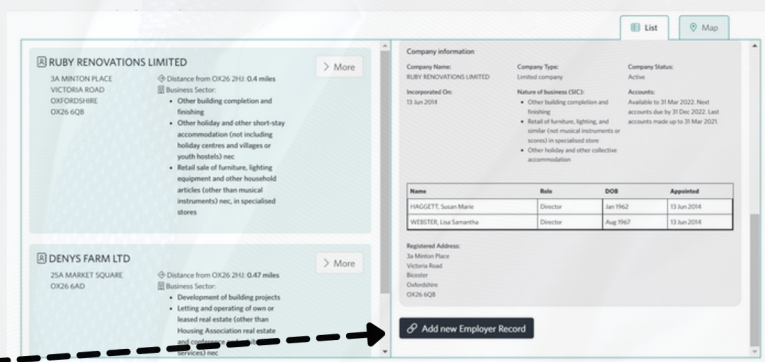
Clicking on '**Google Maps directions**' will allow you to easily plan routes to/from the employer organisation.

Clicking on '**view employer details**' will allow you to view the names of the directors at the organisation stored against companies house (see next slide).



The **employer details** include:

- company name
- company type
- company status
- date of incorporation
- Nature of business (SIC)
- Accounts information
- Registered address
- Names of all directors



Clicking on '**Add new Employer Record**' will automatically prepopulate an employer record on Navigate and save the new employer organisation into your Navigate site.

In future, you can simply search for the employer in your **employers module** to find them again.

