



THE EMPLOYMENTOR GUIDE©

User Instructions Guide

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I. GENERAL PRODUCT OPERATIONS

Original Copy of Downloaded Product File

Save the downloaded product file on your computer as the original master version. Name it accordingly. We recommend you also save the master version on removable storage media such as a CD/DVD or memory stick device.

Start Using the Product File

Open the original master version and insert the name of the company or organization of interest. Save the file immediately under a new filename that includes the company/organization name. This file will be used to complete the EmployMentor Guide© for this named company.

Resetting the Company or Organization File

Each Form, A-I, can be 'reset' to blank fields by clicking the Reset Form button on the lower left. You can also use reset on those forms for which you are printing hardcopy pages and require additional research.

Printing the File and Individual Form Pages

The entire file and entered field contents may be printed using File-Print routines on your PC. Additionally, each Form page can be individually printed by clicking on the Print Form button on the bottom right corner of each Form.

II. CHARACTERISTICS OF FILLABLE FORM FIELDS

Text Fields

Text fields are user-fillable with text, numbers, dates, or any symbols.

- Erase using the 'backspace' key on your PC.
- If you select "Reset" on a given page all fields will be blanked.

Drop Down Menu Options Fields

Drop-down fields are designated by the down facing arrow icon on the right margin of the open field space.

- Clicking on the arrow opens the menu from which numerous action items, options, and questions show which were preloaded into the EmployMentor Guide© as an advisory feature.
- If you select an option and chose to later change it you may do so using the arrow icon and selecting a replacement choice.
- To erase a choice use the 'backspace' key.
- To edit it place the cursor in the field and add or delete text using PC keys such as backspace.
- Many fields have multiple rows to enable job seekers to select many different activities options or address multiple activities.

Date Fields

Date fields are either automatically filled, registering the current date onto the form, such as to record today's action item, or user filled.

- Select date fields product 'red' numbers to mark important follow deadlines or to-do items.
- Date fields record in 00/00/00 or 00-00-00 formats.
- Follow up date fields often offer red characters.

Yes and No Fields

Certain fields are coded to permit "Yes" or "No" designations through clicking of the down arrow icon symbol.

- Select Y or N and field is designated accordingly.

III. WEB LINKS

EmployMentor Guides© activities form pages include web links that conform to the specific task of that page.

- Each link tab has blue text to indicate its active characteristic.
- Click on links to open new windows for helpful information and networking sites.

IV. PAGE PRINT BUTTON

Each page has a Print button located on the bottom right. Click at any time to print that form page by itself.

V. FORM A – CHECKLIST

Directions Key

The Form A Checklist Form includes areas describing the general purposes of Forms A through H. Form I is an additional feature which has its own directions on the form as does each activities form.

Directions Key also includes paper file creation suggestions.

Guide Forms Section

Use date fields to record when you have completed activities in Forms A-H. Forms need not be completed by field for your job search activity to record it as finished, or to leave it blank.

Guide Research Section

Select common publications from list in field 1-3 or enter own text for those you are planning to review or have read regarding the targeted company, organization, or industry.

Organization Information Section

Enter year of information on financial items you have identified.

Recently Published Articles Section

Enter summary details on up to three recent articles concerning the target company of this specific file.

Notes Section

Text entry field for user-defined notations.