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### Enterprise Search Guidebook

ISBN 1-904769-10-1 - September 2005

This report sets out the principles and practice of specifying and selecting intranet or enterprise search software.

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### How to give yourself the best chance of making it to interview

When next applying for a job consider the following: several hours have been invested devising the job description and person specification, hopefully to attract candidates of quality; adverts costs several hundred, or thousand, pounds to place; each application demands to be appraised against the job description and person specification by at least one person; a short list of candidates has to be agreed upon. The lucky few will suffer an interview. The majority will receive a letter thanking them for their interest and wishing every success for the future.

From an employers perspective recruiting is a frustrating process. Time and money are expended in preparation and then...

Incomplete application... No evidence of experience and skills... Failure to address requirements of person specification... Lazy application... This person has not read the job description... The worst application I have ever seen.

These are comments I have scrawled across applications in the past year; but don't imagine all receive this treatment. Very impressive ones cross my desk. But there is only so much applicant-indifference one can suffer - ignoring simple instructions; providing woefully inadequate detail; failing to devote effort to a supporting statement; not troubling to check spelling and grammar; or, best of all, advising me to read the attached CV and leaving the application form blank - before patience runs dry.

If a person recognises these traits and hasn't been called to many interviews, here's a question: if you can't be bothered with the application why should employers invite you to interview?

To make our collective lives easier the following might help:

- Carefully read the job description and person specification: pragmatically assess your skills and experience against both and decide whether it is worth proceeding with the application;
- Research the organisation in question: if called to interview you will be expected to have a firm grounding of the organisation purpose and objectives;
- Avoid handwritten applications: the neatest handwriting looks second-rate beside Times New Roman;
- Make an application as easy and quick for someone to read: complete it correctly; put relevant information in the appropriate section; do not bypass completion in favour of signposting to an attached document;
- Avoid excessive detail: remember that when done well, less is more;
- Devote time and attention to the supporting statement: you have less than five hundred words to sell yourself, so make each one count; cover each component of the person specification; draw attention to strengths by highlighting words or phrases; if the statement does become lengthy do not compromise legibility, simply continue on an additional page;
- Check spelling and grammar: if you rely upon spell checks at least change the language from American to English.
- Most important and difficult to achieve: endeavour to reflect your personality in an application; it is an applicant's duty to make a potential employer want to meet them.

If you haven't succeeded in the time it has taken you to read this, your application will have failed.

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Michael Corkett studied at the University of Kent and City University (London) before embarking upon a career in informatics. He has worked in the voluntary, commercial and public sectors, and sits on the council of the UK Council for Health Informatics Professions (UKCHIP). He is currently Senior Information Specialist for a health research organisation.

## Enterprise Search Guidebook

ISBN: 1-904769-10-1

This report sets out the principles and practice of specifying and selecting intranet or enterprise search software, based on the practical experience of the author.

Many organizations just want a search engine to work the way Google does. This report discusses the differences between web and enterprise search, and as well as search engine software applications outlines the capabilities of the Google and Thunderstone search appliances. The IT requirements of an enterprise search application are discussed and the use of personas to develop user requirements is described.

The report will be of value to any manager seeking to ensure that employees are able to find the information they need to make effective business decisions.



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## Latest Job Listings - 1 of 2

### Assistant Librarian (added 30th September 2005)

URL: <http://www.jinfo.com/go/j4459>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - Central, United Kingdom

### Researcher (added 30th September 2005)

URL: <http://www.jinfo.com/go/j4458>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

### Senior Records Management Assistant (added 30th September 2005)

URL: <http://www.jinfo.com/go/j4457>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

### Information Specialist

(added 30th September 2005)  
URL: <http://www.jinfo.com/go/j4456>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - Central, United Kingdom

### Evening Researcher (added 30th September 2005)

URL: <http://www.jinfo.com/go/j4455>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

### LIS Administrator (added 30th September 2005)

URL: <http://www.jinfo.com/go/j4454>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

### Information Officer (added 30th September 2005)

URL: <http://www.jinfo.com/go/j4453>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - Central, United Kingdom

### Library and Information Assistant (added 30th September 2005)

URL: <http://www.jinfo.com/go/j4452>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

### Information Manager

(added 30th September 2005)  
URL: <http://www.jinfo.com/go/j4451>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: Edinburgh, United Kingdom

### Executive, Support for Client Relationship Manager (added 30th September 2005)

URL: <http://www.jinfo.com/go/j4450>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

### Part-time LIS Assistant

(added 27th September 2005)  
URL: <http://www.jinfo.com/go/j4449>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - North, United Kingdom

### Junior Business Analyst / Researcher (added 26th September 2005)

URL: <http://www.jinfo.com/go/j4446>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

### Senior Researcher ( 3 month contract) (added 26th September 2005)

URL: <http://www.jinfo.com/go/j4445>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

### Research Coordinator (Contract) (added 26th September 2005)

URL: <http://www.jinfo.com/go/j4444>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

### Records Management Assistant (added 23rd September 2005)

URL: <http://www.jinfo.com/go/j4443>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - North, United Kingdom

### Cataloguer (added 23rd September 2005)

URL: <http://www.jinfo.com/go/j4442>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: Glasgow, United Kingdom

### Library Assistant (added 23rd September 2005)

URL: <http://www.jinfo.com/go/j4441>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - North, United Kingdom

### Records Manager (added 23rd September 2005)

URL: <http://www.jinfo.com/go/j4439>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: Birmingham, United Kingdom

### Research Analyst (added 23rd September 2005)

URL: <http://www.jinfo.com/go/j4438>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - Central, United Kingdom

### Information Centre Manager (added 23rd September 2005)

URL: <http://www.jinfo.com/go/j4437>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

### Senior Information & Records Officer (added 22nd September 2005)

URL: <http://www.jinfo.com/go/j4436>  
Recruiter: Capita  
Location: Carlisle, United Kingdom

### Part-time Assistant Librarian (added 21st September 2005)

URL: <http://www.jinfo.com/go/j4434>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

### Assistant Librarian (added 21st September 2005)

URL: <http://www.jinfo.com/go/j4433>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - Central, United Kingdom

### Business Development Executive (added 21st September 2005)

URL: <http://www.jinfo.com/go/j4432>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London, United Kingdom

## Latest Job Listings - 2 of 2

### **Head of Information and Knowledge Management (added 21st September 2005)**

URL: <http://www.jinfo.com/go/j4431>

Recruiter: Sue Hill Recruitment and Services Limited

Location: Northern Home Counties, United Kingdom

### **Information Specialist (added 21st September 2005)**

URL: <http://www.jinfo.com/go/j4430>

Recruiter: Sue Hill Recruitment and Services Limited

Location: London - City, United Kingdom

### **Fundraising Researcher (added 21st September 2005)**

URL: <http://www.jinfo.com/go/j4429>

Recruiter: Sue Hill Recruitment and Services Limited

Location: London - City, United Kingdom

### **Media Sector Research / Analyst (added 20th September 2005)**

URL: <http://www.jinfo.com/go/j4428>

Recruiter: Glen Recruitment

Location: London, United Kingdom

### **Information Administrator (added 20th September 2005)**

URL: <http://www.jinfo.com/go/j4427>

Recruiter: Glen Recruitment

Location: London, United Kingdom

### **Sector Specialist (Financial Services) (added 20th September 2005)**

URL: <http://www.jinfo.com/go/j4426>

Recruiter: Glen Recruitment

Location: London, United Kingdom

### **Sector Specialist (Pharma or Telecomms) (added 20th September 2005)**

URL: <http://www.jinfo.com/go/j4425>

Recruiter: Glen Recruitment

Location: London, United Kingdom

### **Stand Alone Researcher (Venture Capital) (added 20th September 2005)**

URL: <http://www.jinfo.com/go/j4424>

Recruiter: Glen Recruitment

Location: London, United Kingdom

### **Records Manager (added 19th September 2005)**

URL: <http://www.jinfo.com/go/j4423>

Recruiter: Sue Hill Recruitment and Services Limited

Location: Birmingham, United Kingdom

### **Sunday Librarian (added 19th September 2005)**

URL: <http://www.jinfo.com/go/j4422>

Recruiter: Sue Hill Recruitment and Services Limited

Location: Surrey, United Kingdom

### **Head of Know-How Systems (added 19th September 2005)**

URL: <http://www.jinfo.com/go/j4419>

Recruiter: Sue Hill Recruitment and Services Limited

Location: London - City, United Kingdom

### **Learning Centre Coordinator (added 19th September 2005)**

URL: <http://www.jinfo.com/go/j4418>

Recruiter: Sue Hill Recruitment and Services Limited

Location: Hertfordshire, United Kingdom

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Librarian