

### About the Jinfo Newsletter

The Jinfo Newsletter is a summary of the latest listings in the Jinfo database at:

<http://www.jinfo.com/>

Please forward this Newsletter to anyone who may find it useful.

To subscribe to the Jinfo Newsletter or to modify your subscription, login to your account at <http://www.jinfo.com/subs/> or send an email to [support@jinfo.com](mailto:support@jinfo.com).

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### First review of China Insight in May VIP

The May issue of VIP includes the first extensive review of China Insight. Newly launched by Xinhua Finance, it combines data on Chinese publicly listed companies with software developed by Mergent. This issue also carries an in-depth review of Mergent Online.

<<http://www.vivaVIP.com/>>

### Willco :: Helping you build your online community

Managing members, publishing email newsletters and running online forums is all automated by using the Willco modules system.

As recommended by FreePint and many other online communities.

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<<http://www.Willco.com/>>

### So now you have to choose some one

You've made the decision to recruit, drawn up the person specification and got the ad ready. Now you need to decide how you are going to accept applications. Your advert should say if you want an application form completed or if you will accept curriculum vitae (CVs/resumes). You need to decide what's best for you - application forms present information in consistent formats so you can assess objectively the candidate's suitability. But application forms aren't the most scintillating documents in the world, which can turn-off some candidates.

Application forms should:

- be realistic and appropriate to the level of the job
- use clear language
- be piloted for readability and ease of completion
- not request detailed personal information unless relevant to the job
- be accompanied by details of the job and clear information about the application and selection procedure
- be treated confidentially and circulated only to those individuals involved in the recruitment process
- be available in other formats
- be suitable to complete online if you are accepting online applications
- have a separate sheet for equal opportunity monitoring.

Prompt acknowledgment is good practice as it presents a positive image of the organisation. And you do want to get the best to apply in a tight labour market!

With the applications in, it's now time to select candidates. The tools you use will depend upon time and resources available. The most popular techniques are:

**Shortlisting** - creating a list from the applications received of those to be invited for interview or other assessment activity. This is usually done by using the person specification developed earlier in the process.

**Selection interviews** - conducted or supervised by trained individuals, following a previously agreed structure and set of questions mirroring the person specification or job profile. Candidates should be provided with information such as terms and conditions, to allow them to prepare and to minimise the risk of job offers being rejected. Candidates should also have the opportunity to ask questions. You should also make clear at this stage how you feel about travel expense costs - a recent thread in FreePint gives an insight <<http://web.freepint.com/forum/bar/read.php?i=31830>>. Assessment centres - testing candidates on a range of work-related activities as individuals and in groups, most frequently used for recruiting managers, professionals and graduate trainees.

**Psychological testing** - including assessing personality, aptitude, ability, attainment or intelligence. These tests are systematically scored and administered by trained individuals.

Other things to consider in the recruitment process include:

**References** - how will they be used, when will they be taken up and what kind are needed (e.g. from former employers, academic). The key is consistency - references can be used to check factual information, such as qualifications, but not for subjective opinion - like asking a former employer about likely future performance. Such data is unreliable and can be misleading, and you could end up facing a claim for discrimination.

**Medical examinations** - Any particular physical or medical requirement should be made clear and it is reasonable to require completion of a health questionnaire where good health is relevant to the job.

So now you've identified the right person for the job, you need to let them know in writing, though you may phone first. You'll also need to contact your unsuccessful candidates, giving feedback on any tests.

And now they've accepted, you need to plan for their joining the organisation.

**Research & Information Executive  
(added 31st May 2005)**

URL: <http://www.jinfo.com/go/j4091>  
Recruiter: D A Solutions Limited  
Location: City of London , United Kingdom

**Research Executive (added 31st May 2005)**

URL: <http://www.jinfo.com/go/j4090>  
Recruiter: j4b plc  
Location: Wilmslow, United Kingdom

**Part-Time Librarian (added 27th May 2005)**

URL: <http://www.jinfo.com/go/j4089>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

**Information Scientist (added 27th May 2005)**

URL: <http://www.jinfo.com/go/j4088>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: Bedfordshire, United Kingdom

**Documents Researcher (added 27th May 2005)**

URL: <http://www.jinfo.com/go/j4087>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

**Assistant Librarian (added 27th May 2005)**

URL: <http://www.jinfo.com/go/j4086>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

**Information Officer (added 26th May 2005)**

URL: <http://www.jinfo.com/go/j4085>  
Recruiter: D A Solutions Limited  
Location: Central London , United Kingdom

**Information Assistant (added 26th May 2005)**

URL: <http://www.jinfo.com/go/j4084>  
Recruiter: D A Solutions Limited  
Location: Central London , United Kingdom

**Information / Librarian – Legal  
(added 25th May 2005)**

URL: <http://www.jinfo.com/go/j4083>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Information Assistant (added 24th May 2005)**

URL: <http://www.jinfo.com/go/j4081>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

**LIS Administrative Assistant  
(added 24th May 2005)**

URL: <http://www.jinfo.com/go/j4080>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

**Young People's Collection Development Librarian  
(added 20th May 2005)**

URL: <http://www.jinfo.com/go/j4077>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - West, East Timor

**Saturday Services Library Assistant  
(added 20th May 2005)**

URL: <http://www.jinfo.com/go/j4076>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - Central, United Kingdom

**Information Assistant (added 20th May 2005)**

URL: <http://www.jinfo.com/go/j4074>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: North East, United Kingdom

**Information Officer (added 20th May 2005)**

URL: <http://www.jinfo.com/go/j4073>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

**Part-Time Information Officer (added 20th May 2005)**

URL: <http://www.jinfo.com/go/j4072>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - Central, United Kingdom

**Group Manager (added 20th May 2005)**

URL: <http://www.jinfo.com/go/j4071>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: South Coast, United Kingdom

**Project Manager (added 20th May 2005)**

URL: <http://www.jinfo.com/go/j4070>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: Coventry, United Kingdom

**Analyst (added 20th May 2005)**

URL: <http://www.jinfo.com/go/j4069>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: Surrey, United Kingdom

**Information Assistant (added 20th May 2005)**

URL: <http://www.jinfo.com/go/j4068>  
Recruiter: D A Solutions Limited  
Location: London , United Kingdom

**Researcher (added 19th May 2005)**

URL: <http://www.jinfo.com/go/j4067>  
Recruiter: D A Solutions Limited  
Location: City of London , United Kingdom

**Research Assistant (added 19th May 2005)**

URL: <http://www.jinfo.com/go/j4065>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Information Officer - 3M Pharma (added 19th May 2005)**

URL: <http://www.jinfo.com/go/j4064>  
Recruiter: Tribal Technology Ltd  
Location: Loughborough, Leics., United Kingdom

**6 month contract Librarian (Financial / Legal)  
(added 18th May 2005)**

URL: <http://www.jinfo.com/go/j4063>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Researcher with European language  
(added 18th May 2005)**

URL: <http://www.jinfo.com/go/j4062>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Legal Information Assistant (added 18th May 2005)**

URL: <http://www.jinfo.com/go/j4061>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Library Assistant (added 18th May 2005)**

URL: <http://www.jinfo.com/go/j4060>  
Recruiter: D A Solutions Limited  
Location: City of London , United Kingdom

**Corporate Records Manager (Birmingham area)  
(added 18th May 2005)**

URL: <http://www.jinfo.com/go/j4059>  
Recruiter: Glen Recruitment  
Location: Near Birmingham, United Kingdom

**Senior Researcher (12 week contract)  
(added 18th May 2005)**

URL: <http://www.jinfo.com/go/j4058>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Graduate Trainee Library Assistant  
(added 18th May 2005)**

URL: <http://www.jinfo.com/go/j4057>  
Recruiter: D A Solutions Limited  
Location: City of London , United Kingdom