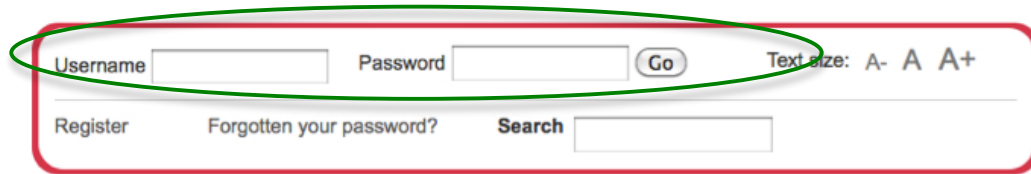# Create your own Recruitment Handbook using www.employ-a-pa.co.uk

You can use Employ a PA website to create your own printable Recruitment Handbook. Each of the pages you see on the website you can save into your own personal handbook.
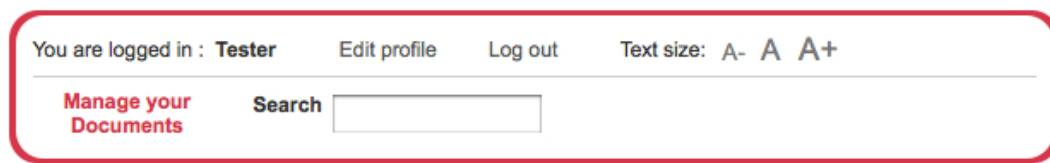
Follow the step-by-step guide below:

1.   Log in to www.employ-a-pa.co.uk website and enter your username and password.

2.   It should now show you as being logged in e.g.

3.   At the top of each of the pages that you view there is a red box. Within this box is a button that looks like this:

By clicking this button you are automitically including the page you are looking it into your Recruitment Handbook.

4.   If you have already included the page into your handbook the button will read:


If you click this button it will automatically take the page out of your handbook.

Create your own Recruitment Handbook using www.employ-a-pa.co.uk

5a.   Test the process by going to pages that you find interesting and clicking 'Include this page in your Handbook':

5b.   You access all your documents through our 'Manage your documents' section. You can find this section at the top of the page in the red box:
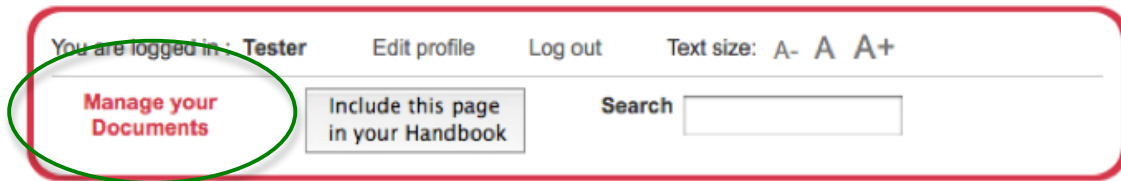
Once you have clicked on a few pages go to the 'Manage your Documents' section by clicking here:

6.   Now you have chosen your pages and you're in the 'Manage your Documents' section, scroll down the page and you will see the 'Handbook pages':

Scroll down the list of pages. If there is a tick in the box next to the page then you have included it in your Recruitment Handbook. To add or remove pages then just click the box.

NB. If you make any changes make sure you press the following button at the bottom of the list:

7.   Once you are happy with the content of your Recruitment Handbook go to 'Your documents' which is above the list of Handbook Pages.

Your Documents

Document	Pages	Create document	Created	Download
Handbook	5 pages	Create Handbook	15/03/11 15:04	
Contract	complete	Create Contract	15/03/11 13:37	

8.   Next to 'Hanbook' you will see the 'create handbook' button. You MUST click this to create your personalised handbook.

9.   Once you have pressed this button you will see the pdf icon and the date and time you created your handbook. You have now created your Handbook and saved it on the web:

Your Documents

Your Ruils Recruitment Handbook PDF has been saved

Document	Pages	Create document	Created	Download
Handbook	3 pages	Create Handbook	17/03/11 15:25	
Contract	not complete	Create Contract	Document not created	

10.   To view your document you need to click the pdf icon:

This will open the Handbook so you can save it to your computer and print it out.

Create your own Recruitment Handbook using www.employ-a-pa.co.uk

Making changes to your Recruitment Handbook

If at anytime you want to change the contents of your handbook, you can. All you need to do to change any of the content in you handbooks is to follow these steps:

1.   Go to the 'Manage your Documents' section by clicking here:
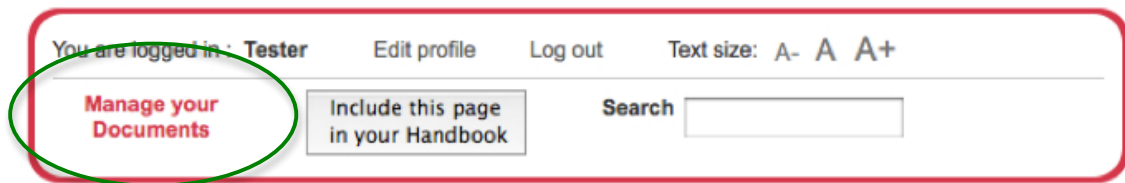
2.   All you need to do to change any of the content in you handbook is to click on the boxes shown below:

If there is a tick in the box then this will be included:

You can click in the box to tick or un-tick the item.

3.   Whenever you make changes to what you want to include in your handbook, you MUST make sure you press:

Amend chosen pages list

This is at the bottom of the handbook pages list:

4.   You will see the following message under 'Your Documents'. To view your new handbook you MUST press 'Create Hanbook'.

Your Documents

Your Handbook page list has been updated.				
Document	**Pages**	**Create document**	**Created**	**Download**
Handbook	3 pages	Create Handbook	Document not created	
Contract	not complete	Create Contract	Document not created	

5.   Once you have pressed this button you will see the pdf icon and the date and time you created your handbook:

Your Documents

Your Ruils Recruitment Handbook PDF has been saved				
Document	**Pages**	**Create document**	**Created**	**Download**
Handbook	3 pages	Create Handbook	17/03/11 15:25	
Contract	not complete	Create Contract	Document not created	

6.   Click the icon and you have your updated pdf. You can change/update it as often as you like.