

AN INTRODUCTION TO THE:
**LOCATE TALENT
PORTAL**



LOCATE 
ISLE OF MAN
#LoveIOM

An Introduction to the Locate Talent Portal

How the Locate Talent Portal can help your business

The Locate Talent Portal aims to be a valuable resource for your organisation by connecting you with job seekers who possess skills which complement your organisation's requirements. It will provide your organisation with a platform to help you understand the skills currently within the job seeker market, both locally and internationally. The platform hopes to ensure your wider recruitment outreach can be more cost effective, by limiting the external advertising required and targeting by specific skills as well helping you to identify talented people looking to relocate.

In addition, the platform will provide your organisation with an opportunity to promote your employer brand to the job seeker market.

Where can I get started?

A direct link to the Locate Talent Portal is available at: www.talentportal.locate.im

Isle of Man organisations can register online and begin to build their profile. Please note, for security reasons, you will be asked to state your organisation's Company Registration Number, so we suggest having this to hand when you start.

Once you have registered for the Locate Talent Portal, you will then need to complete your organisation's profile before you are able to start looking at available candidates. We suggest adding in as much information as possible to showcase your organisation's culture, benefits and support you offer to those relocating to make your profile stand out.

Once you have completed your profile, you will then be able to enjoy the full features of the site, including reviewing candidate profiles, setting up Skills Match Alerts and building your team.

Should you need assistance, you will find guidance videos inside the Knowledge Base section of the Talent Portal once you have completed your registration.

Key benefits



Match with candidates locally and internationally based on their skills



Shortlist candidates and message them directly about your job opportunity



Accept speculative applications and keep contacts warm for when a vacancy is available



Understand the job seeker market before you start to advertise your role



Use your Job Centre job listings to reach a new audience



Save resources on recruitment marketing off-Island

Checklist for registering as an Employer on the Locate Talent Portal



Visit [Locate.im](https://www.locate.im) and click the link to the 'Locate Talent Portal' in the top right hand corner.



Register as an Employer on the Talent Portal (remember to have your Company Registration Number handy as this will be used to validate your account).



Verify your account using your email address.



Once verified, fill in your profile with as much detail as possible to showcase what it is like to work in your organisation. Please note - you will not be able to use the functions of the platform until your profile is complete.



Your organisation's profile will be on hold until it has been reviewed by our system admin and approved. But hang tight, this process will only ever take up to 24 hours during the working week.



Once your account has been approved, you will receive an email which means you can now start browsing candidate profiles. View the full list of candidates, create shortlists and set up your candidate match alerts to support with the recruitment of your next great employee.

Get the most from the Locate Talent Portal

1. Build your profile

The first thing job seekers will see is your organisation's profile, so we suggest you fill it in as comprehensively as possible.

2. Set up Skills Match Alerts

The platform gives organisations the opportunity to create skills matches in order to identify registered individuals with the skills your organisation needs. It is recommended that you set these up when you have a specific vacancy, or for those skills which you are always interested in reaching out to.

3. Check regularly and reach out

We recommend you check the Locate Talent Portal regularly to understand the skills available. If you would like more information from any of the candidates, message them directly to better understand what they are looking for and whether they could be the right fit for your business.

4. Follow up swiftly

If a job seeker is interested in a specific role, or your organisation in general they may directly message you, we recommend you respond quickly to maximise the opportunity and help us showcase the Island's welcoming community.

5. Utilise the Job Centre feed

The Locate Talent Portal will automatically carry over any jobs you have listed on the Job Centre to your profile. Jobs will only be carried over if your company name within the portal matches exactly to your company name within the portal.

6. Let us know your feedback!

The Locate Team are on hand to support your business while you are using the Locate Talent Portal and want to make sure it works the best it can for you. If you have any feedback, please don't hesitate to email: talentportal.dfe@gov.im

FAQs

Q1

Are there any costs associated with registering my business on the Locate Talent Portal?

No, the Locate Talent Portal is free for all users.

Q2

Do I need to have a current job vacancy in order to create a profile for my organisation?

No, the Locate Talent Portal is designed to facilitate the conversation with job seekers and local organisations. You can choose whether you would like to open your account to speculative applications from individuals who would like to work with you.

Q3

I advertise my vacancies on the Job Centre, do I need to repeat them here?

No, any vacancies you have listed on the Job Centre website will automatically be pulled through to your profile on the Locate Talent Portal.

Q4

Does the Locate Talent Portal mean that I no longer need to use my Employment Agency?

The Locate Talent Portal is designed to help you make the first contact with an individual you may be interested in employing and to view the current candidates who are interested in finding a job in the Isle of Man. However, this should not affect the relationship you have with your recruitment agency. Isle of Man recruitment agencies are able to offer additional benefits to your organisation, including screening candidates to streamline the recruitment process for your organisation.

Q5

How does the Locate Talent Portal sit with the Work Permit system?

The Isle of Man operates a Work Permit system for anyone who is not classed as an 'Isle of Man worker'. The Locate Talent Portal does not affect the Work Permit system and the usual process of listing jobs and applying for a work permit is still valid when employing a non-Isle of Man worker to conduct a role in the Island.

Q6

I am concerned about my organisation's privacy. Will Locate be able to see all of my messages etc?

No, Locate will be able to view specific data sets but our users remain anonymous. For more information about how we will use your data, please visit our Privacy Policy.

Q7

Is the Locate Talent Portal only aimed at more technical roles which companies struggle to recruit locally?

No. The Locate Talent Portal aims to help organisations showcase their vacancies to candidates. Whilst the key focus is to support international recruitment, job seekers who are based locally are also able to register and use the platform.

We see there will be great benefit for the Island's employers who struggle to fill skilled roles as the pool of talent available will be wider through international outreach conducted through Locate Isle of Man's marketing activity.

If you have any further questions regarding the Locate Talent Portal, please email the team at: talentportal.dfe@gov.im