How to use cinfoposte 3.0

Dear partner organisation,

We developed these guidelines to help you navigate through cinfoposte 3.0 and make sure you can make best use of all its new functionalities.

If you have further questions regarding cinfoPoste, please refer to the [FAQs](#) on our website or contact us at cinfoposte@cinfo.ch. We will be very happy to make sure our portal will provide you with the best service.

Thank you very much for using cinfoposte!

Kind regards,

Your cinfoPoste team

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Update company presentation and logo

If you already advertised with us your login and organisation should already exist otherwise the registration process takes only a few minutes:

Follow this link and click on "Create an employer profile". You will be requested to insert an email address, a password, the name of your organisation (it might already exist in our data base) and your contact details. Please note that each account is individual. Therefore, if you wish to share your subscription with other colleagues, they will have to log in by using the same account details (email and password). Finally, accept our privacy policy and click on "Sign up"

When you register for the first time, we strongly encourage you to update your company presentation by clicking on "Update presentation" and upload the official logo of your organisation by clicking on "Add logo" in the square in your company account (see the screenshot 1 below). This will increase your visibility on cinfoposte among other employers and the probability for candidates to get interested. A dedicated cinfoPoste-webpage for your organisation is automatically generated with this information, including your logo and all your vacancies listed (screenshot 2).
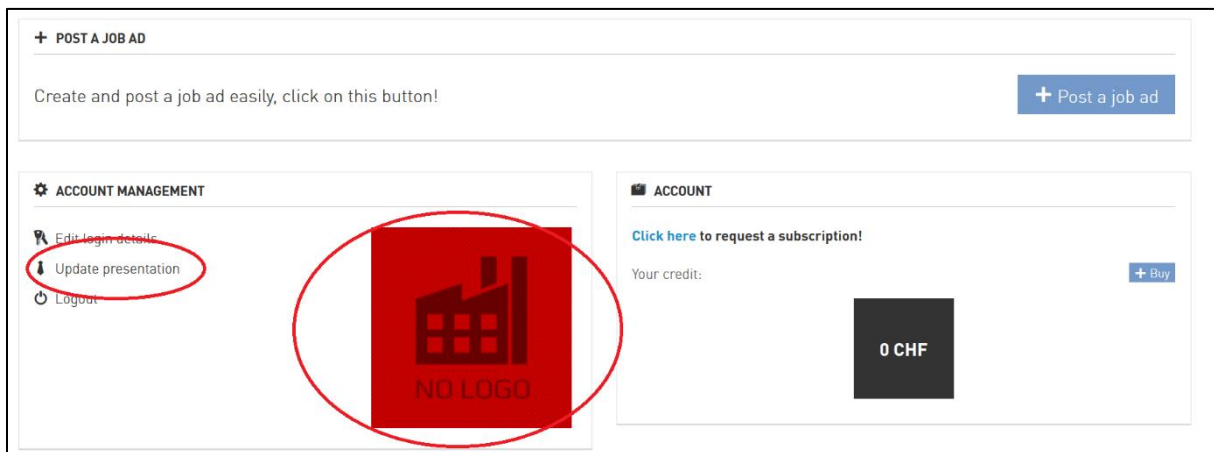
Screenshot 1: Interface company account
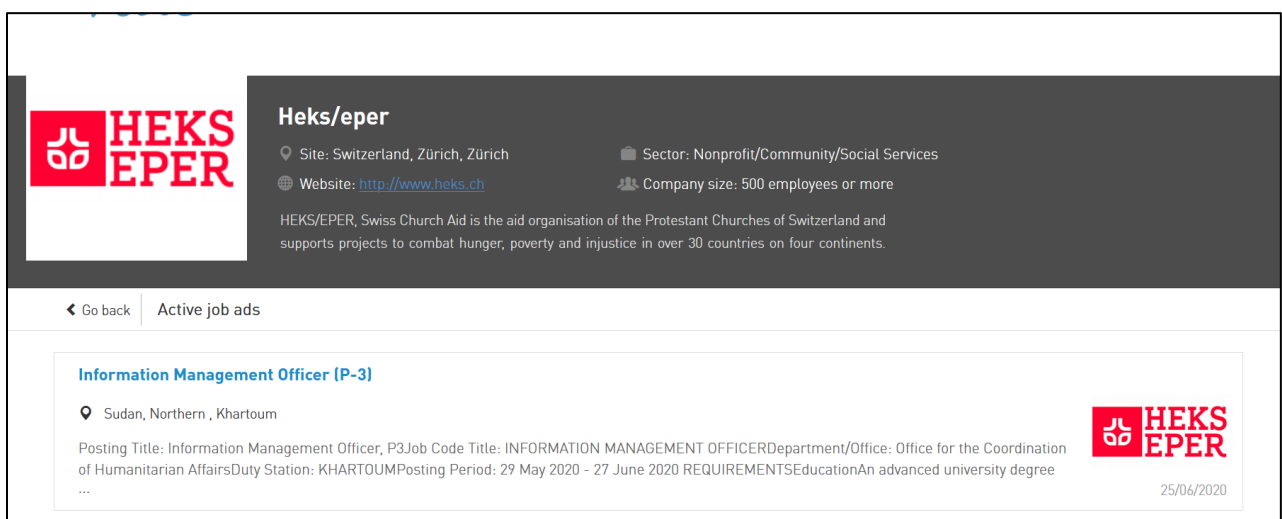

Screenshot 2: Dedicated organisation webpage

Buy a subscription

You will find more information about our pricing [here](#).

cinfoPoste works with single and package solutions including a certain amount of *job slots* (1 job slot = 1 job on the platform) which allow you to publish your job advertisements. If you run out of job slots, you can buy a new "Subscription" in your "Wallet". To do so select your "Package" and click on the blue "Buy" button. The prices are displayed without the Swiss VAT of 7.7% (as on the screenshot 3 below). The VAT is automatically included at the end of the process before you pay.

You may also benefit from our additional features such as video-interviews and language tests. Please select "Buy credits" and you will be able to select the number of additional features you want to buy.

Please note that all our packages are valid for 2 years.
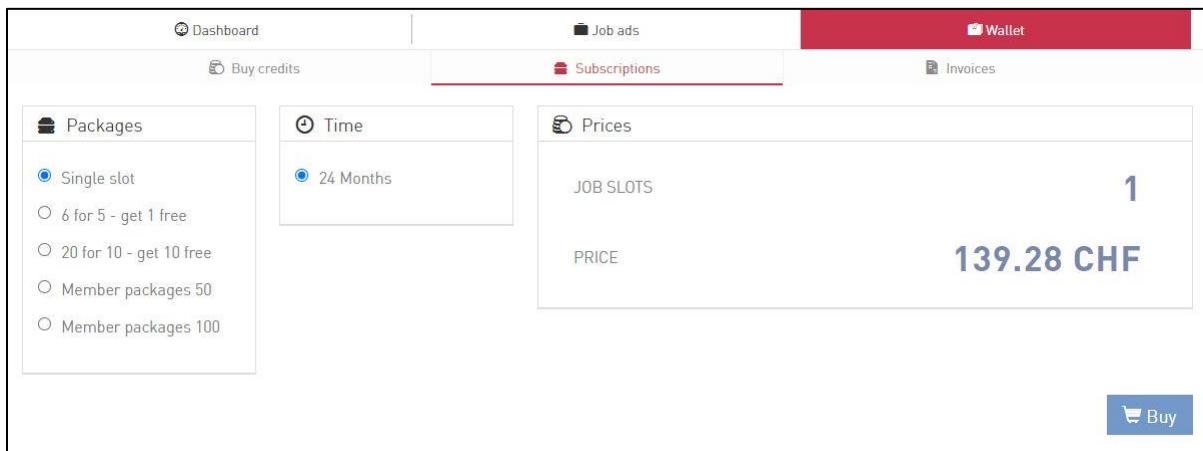
Screenshot 3: Buy a subscription in your wallet

You can decide to pay by credit/debit card or by invoice. To pay by credit/debit card, you can use your Paypal account or create one in a few steps when purchasing the first time. This is to guarantee the safety of your payments.

If you choose to pay by invoice, please click on the blue "Use bank transfer" button (Screenshot 4) and we will send you an invoice as soon as possible.

By adjusting the "delivery note" the final invoice and receipt address can be adjusted.

Screenshot 4: Payment methods and invoice address
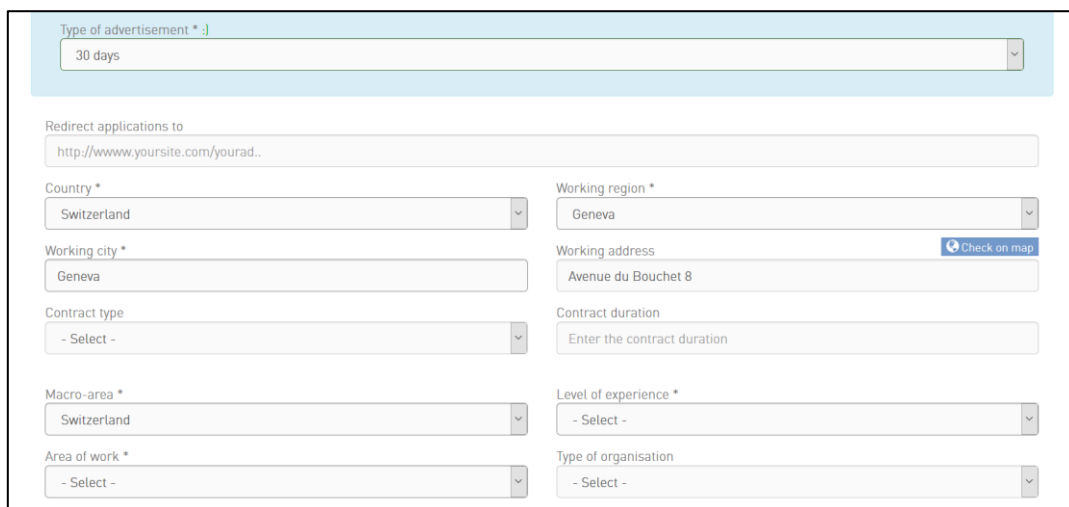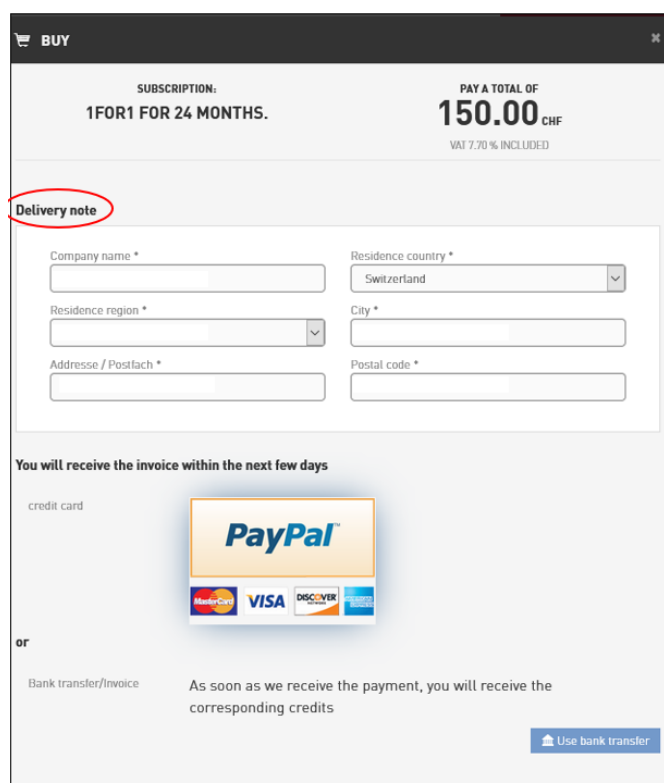
Posting a job advertisement

To post a job advertisement, you have to complete all the mandatory fields (*). The "Type of advertisement" refers to the duration and to the visibility of your job advertisements. Standard advertisements are displayed on cinfoposte for 30 days, but you can also choose to publish them 60 days for the same price. Highlighted jobs are displayed on our cinfoposte homepage, have an enhanced visibility on our job platform through their placement on top of the list and are promoted through cinfo social media channels.

Unless you want to use cinfoPoste for your recruitment process, you have the possibility to **redirect candidates to your own job page** by filling the field "Redirect applications to" with the relevant URL. Please be aware that if you leave the "redirect" field empty, the "apply now" button in the advertisement will place an application directly in the system/your login. Redirections to an email address will not be valid in this field, you can redirect applications to an email address via the job description.

The fields "Macro-area", "Level of experience", "Area of work" and "Type of organisation" are related to the search tool in the portal that jobseekers use to filter and search for vacancies. For job advertisements at several locations (rooster type), you can select the "multiple" option in the "macro-area" field.

The field "Working region" is mandatory and directly linked to our multi-mailing application (automatic posting on further free job portals). To complete it successfully, please do a quick search by city and country on a website, such as https://www.geodatasource.com/demo, in case you do not know the corresponding region.

We highly encourage you to fill these fields carefully.

Screenshot 5: Fields when you create a job advertisement

Please note that you can fill the job description very efficiently by importing or by a simple copy/pasting of your job advertisement directly from a Word or TXT format (see the red circle on the screenshot 6 below). *If you import a PDF file, it will not keep the original format of your job advertisement*.

Please be aware that the semantic engine is only able to find keywords in the job advertisement if they are inserted as text in the field "job description" (Screenshot 6).

You may also easily insert a link or an URL (green circle).

Screenshot 6: Job description

It is also possible to upload an attachment to your vacancy or specify your deadline for applications (visible to the candidates) by opening "More parameters" (screenshot 7).
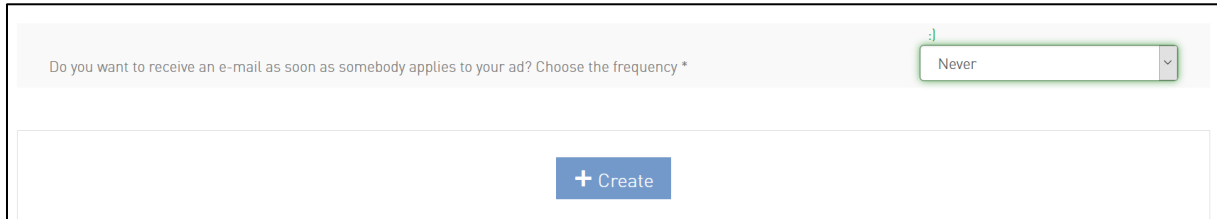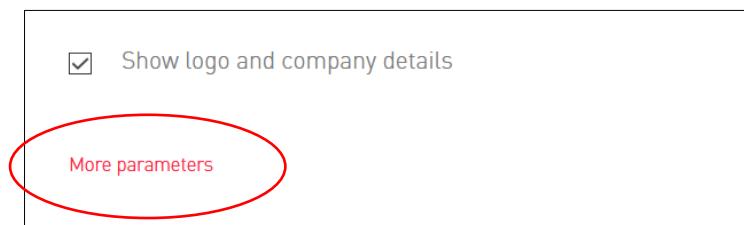

Screenshot 7: More parameters

Screenshot 8: Upload attachment and expiry date

Please note that the duration of a standard job advertisement is 30 or 60 days. However, you have the possibility to complete the "expiry date" field (screenshot 8) and the advertisement will go offline automatically on the day of the deadline indicated. Otherwise the system will remove your advertisement when the 30 or 60 days have elapsed, or you can take the advertisement offline manually if you wish.

The "candidate's goal" field is intended for the matching of future candidates via our artificial intelligence tool. This field is not mandatory. It becomes only relevant if you decide to recruit via the cinfoPoste platform.

When your vacancy is ready to be published, click on "+ Create" (screenshot 9). Please make sure all information is correct, as by clicking "+ Create" the ad goes for approval to cinfo and will be published.


Screenshot 9: Create a job advertisement

Well done! Your job advertisement will now be approved by cinfo staff and will be online within 24 hours (working days).

## Managing candidates via cinfoPoste (if relevant)

If you choose not to redirect jobseekers to your own career page, you can use cinfoPoste as recruitment tool free of charge.

There are two ways of finding candidates who applied for your vacancy on cinfoPoste. You can click on "Job ads", select "Online ads" (as screenshot 10 below) or "Job ad archive" (if the job advertisement is already offline) and view all your vacancies. Then, you press the button "View candidates".
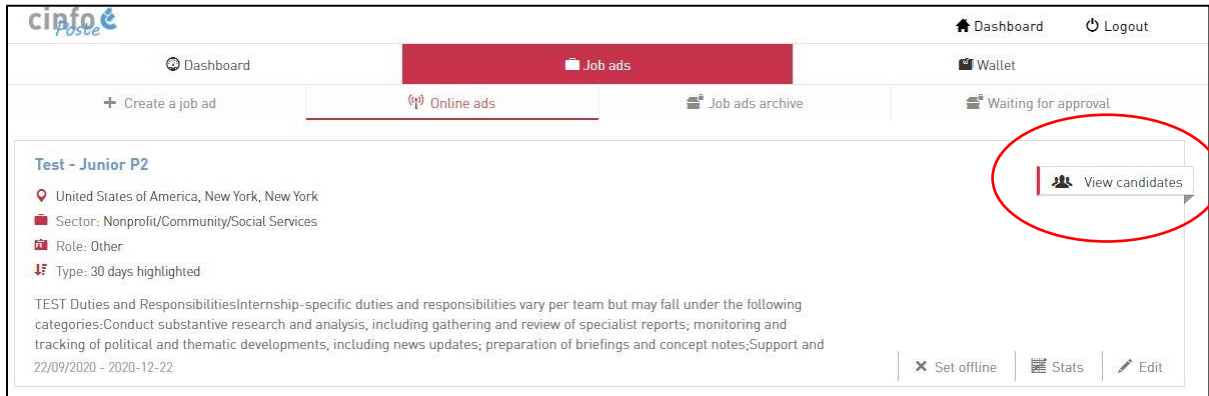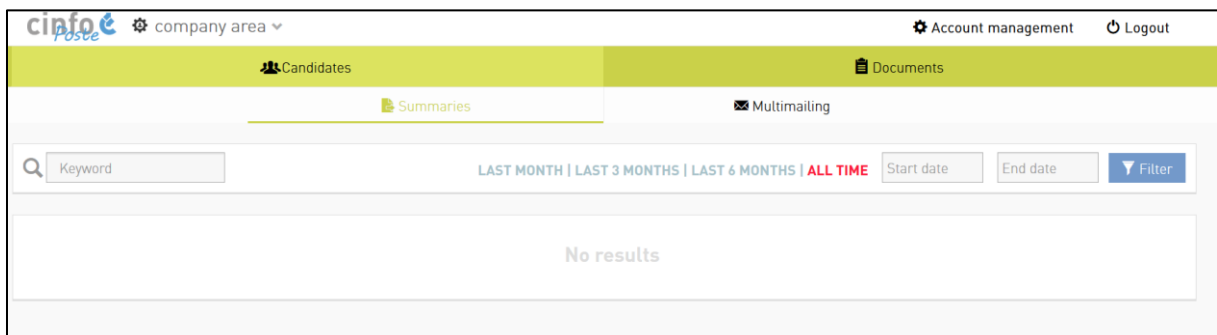

Screenshot 10: List of online ads

The second method allows you go through the "company area" (move your mouse onto "Search candidates" on the left at the top and select "company area", screenshot 11, black circle) and you will be able to see all jobseekers who applied for one of your jobs (as per screenshot 12 below).
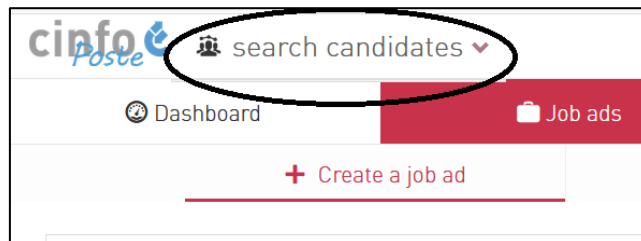
Screenshot 11: search for candidates

Screenshot 12: Company area and list of candidates

Thank you very much for using cinfoposte!