



CINFOPOSTE

**Create your profile on cinfoPoste
and make the most of it**

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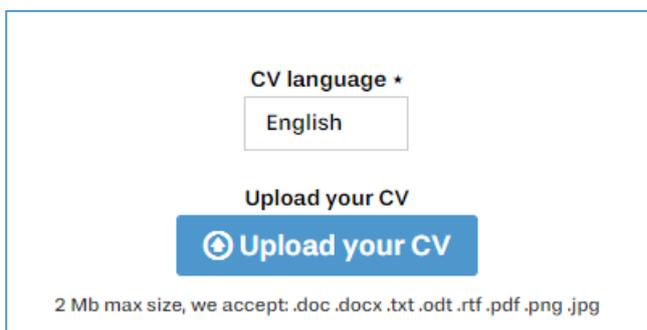
Dear job seeker, please find below a step-by-step guide to help you create a profile on our job platform cinfoPoste, and to learn how to make use of the different tools available.

1 Create your profile

1.1 Personal details

Please ensure that you enter your details correctly, particularly your nationality, as this is crucial for various recruitment processes conducted by cinfo.

1.2 Upload your CV



CV language *

English

Upload your CV

Upload your CV

2 Mb max size, we accept: .doc .docx .txt .odt .rtf .pdf .png .jpg

In this section you'll be asked to upload your CV. This document serves as the basis for the platform's artificial intelligence. By analysing your CV, our system can tailor and send you the most relevant 'job agent' alerts. In addition, your CV plays a key role in our process of sourcing suitable candidates for different positions, so it's important to keep it up to date.

Remember, your CV is your most important opportunity to showcase your full profile and skills. Make sure it clearly outlines your experience (both responsibilities and tasks), achievements and interests.

If you'd like to add a specific CV for a particular application, you can do so in the 'Documents' section. Make sure that the job title you're applying for is included in the name of the document.



1.3 Profession

This section is dedicated to detailing your primary or current profession (main professions). It helps the system identify your main areas of expertise. In the "area of work" section, you can include up to three areas of work to provide a comprehensive profile. [Find out more](#) about the areas of work.

To receive alerts on a wide range of jobs, including those unrelated to your previous experience, you can set up customised 'job agents' in your personal space.

Main professions * :)

HR Advisor

Level of experience * :)

Professional, 3 to 5 years

Type of organisation * :)

Foundations and Private Sector

Area of work * :)

Education, Learning and Training

Area of work

Advocacy, Media and Communication

Area of work

Human Resources Management

1.4 Language skills

Please list any languages you speak, understand or read and add the levels of proficiency. This will improve the ability of our sourcing filters to match you with relevant opportunities.

1.5 Education

You can list up to three of your highest educational achievements.

1.6 Privacy

:) I accept Privacy, Terms & Conditions (20/03/2023) *

Send me e-mails about new job offers that are suitable to my profile (20/03/2023)

I consent to receive relevant mailing from cinfo. This is not our newsletter; it could include invitations to networking opportunities with HR professionals, meet ups with relevant organisations and recruitment or application tips, etc. (20/03/2023)

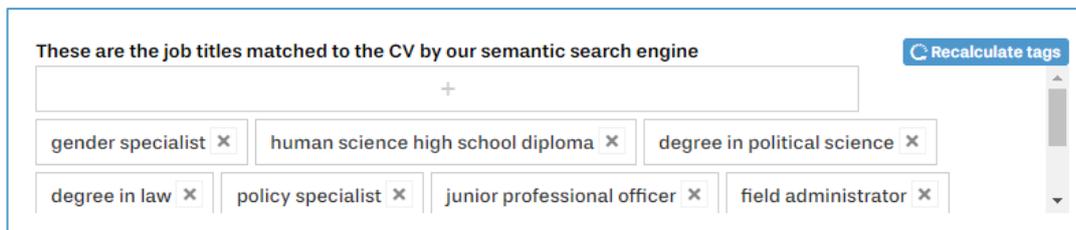
We recommend that you tick all three boxes to ensure that you receive all relevant information from cinfo. If you do not tick these boxes, you will not receive any information via mail from cinfoPoste. Which is probably not what you want.

1.7 CV extraction result

Don't worry about the format of the CV extraction. Its primary purpose is to help our artificial intelligence understand your qualifications and experience. It's your original CV that will be used for profile evaluation.

However, we strongly encourage you to review, modify and complete the list of job titles and skills (tags) above the extraction. This will ensure it matches your profile and help you receive relevant job recommendations from our automated job agent as well as from our sourcers.

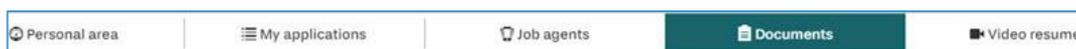
If you don't see your specific job title listed, please contact us at recruitment@cinfo.ch. Your feedback will help us improve our AI system.



Finally, don't forget to click "Save" at the bottom of the page once you finished reviewing the tags.

2 Application process

If you're asked to upload specific documents for an application, please do so in the 'Documents' section of the profile you've just created.



2.1 Documents section

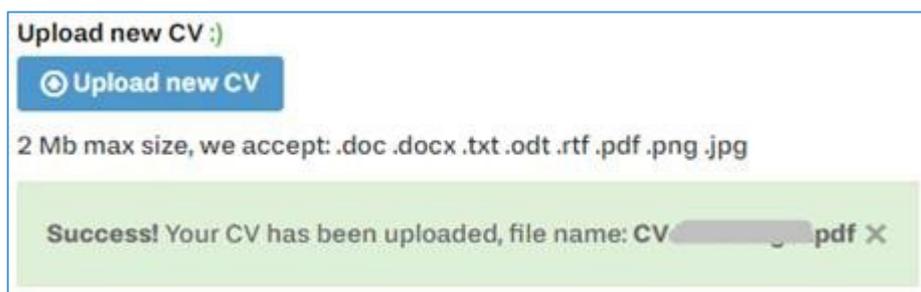
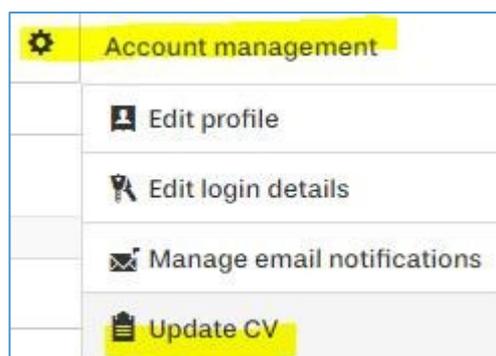
Ensure that all uploaded documents are appropriately labelled, including both the document name and the job title, especially if the document relates to a specific application. Think of whom needs to find and understand the document title when you create it!

Once a recruitment process has been completed, please remove the related documents from your profile to avoid a pile-up of unrelated files.

3 Maintaining your profile

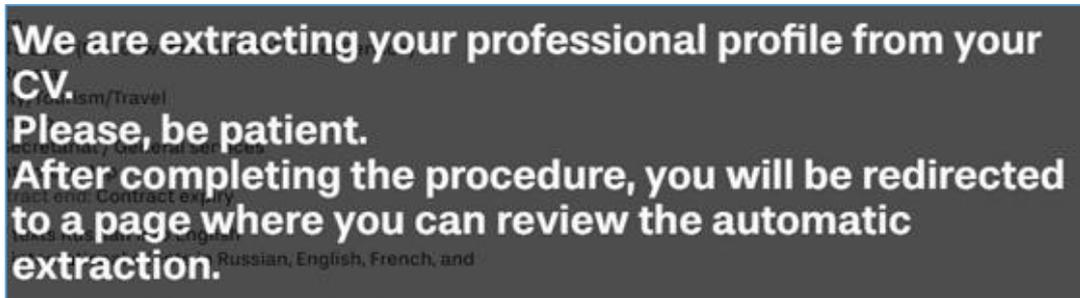
We encourage you to update your profile regularly. This allows our system to continue to match your skills with relevant vacancies, notify you of available positions and ensure our recruiters have the most up-to-date information when searching our talent pool.

3.1 Updating your CV:



When you select "Upload new CV", you'll see a text in a green field indicating the action. However, your CV hasn't been saved yet. Please scroll to the bottom of the page and click the "Save" button to ensure your CV is saved.

You will then see the following text:



Finally, scroll to the bottom of the page and click the "Save" button to finalise your changes.