

Sourcing Solutions

How to use the new CV-Database

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Der direkte Weg zu passenden Mitarbeitenden
L'accès direct à vos futurs collaborateurs

In this presentation you will discover the various new functions offered by the new CV-Database. The presentation is organized in 3 sections:

- 1/ The new homepage
- 2/ Search results
- 3/ Detailed profiles

1/ The new homepage

The homepage is one of the major novelties of our new CV-database.

Access all available data at a glance, manage your various activities and increase collaborative exchanges with your colleagues.

Homepage

SEARCH BAR:

Enter your key-word in the **search bar**. Your **most recent searches** are **saved** automatically and suggested in the drop-down menu.

FAVORITES:

Access all your **favorite files** instantly. When you click on one of your "favorites" files, you immediately have **access** to all your saved profiles. **Share** your favorite files with your colleagues at any time.

The screenshot shows the homepage of 'Die CV-Datenbank'. At the top, there is a navigation bar with links for 'Inserate', 'Bewerbungen', 'CV-Datenbank', 'Statistiken', and 'Kontoeinstellungen', along with a button 'Inserat ausschreiben'. Below the navigation bar is a header with the title 'Die CV-Datenbank: Ihr tägliches Arbeitsinstrument' and a subtitle 'Die CV-Datenbank ist Ihr Sourcing Tool. Finden und kontaktieren Sie Kandidaten die auf neue Opportunitäten offen sind.'.

The main content area is divided into several sections:

- Search Bar:** A search bar with the placeholder text 'z.B. Java, HTML5...' and a search button 'Suchen'. Below the search bar, there are filters for 'Kategorie' and 'Ort', and a 'Gespeicherte Suche' button.
- Meine Favoriten:** A section titled 'Meine Favoriten' with a plus icon. It lists several favorite files: 'Projekt Leiter - Wallis', 'Marketing Specialist GE', 'Marketing Manager', 'Projektleiter Genf', 'Coördinateur marketing 50', and 'Chef de produit Horlogerie'. Each file has a share icon and a trash icon.
- Meine gespeicherte Suchen:** A section titled 'Meine gespeicherte Suchen' with a left arrow icon. It lists several saved searches: 'Projekt Leiter - Wallis', 'Marketing junior Fribourg', and 'Marketing Specialist GE'. Each search has a trash icon.
- Ihre Aktivität in der CV-Datenbank:** A section titled 'Ihre Aktivität in der CV-Datenbank' with a 'Heute' button. It shows a timeline of activities:
 - Tuesday 17 November 2015 - 10:44: Sie haben Marketing junior Fribourg gespeichert
 - Tuesday 17 November 2015 - 10:42: Sie haben Marketing Specialist GE gespeichert
 - Tuesday 17 November 2015 - 10:42: Sie haben einen neuen Ordner kreiert: Marketing Specialist GE
 - Tuesday 17 November 2015 - 10:40: Sie haben einen neuen Ordner kreiert: Marketing Manager
 - Tuesday 17 November 2015 - 08:15: Sie haben das Profil von Elodie Hugard zu candice.ranza@jobup.ch übertragen
 - Tuesday 17 November 2015: Sie haben 18 Profile konsultiert

ACTIVITY HISTORY:

From your timeline you can directly:

- Relaunch saved searches and, with the drop-down menu, **modify or delete the searches**, or **configure the CVmailer**
- Quickly find and consult a **candidate's profile**
- Access a file by clicking on its name.

SAVED SEARCHES:

Find all your **saved searches** at a glance. To **modify** your saved searches, click and change your **criteria** (keywords, categories, etc.), then save the new search criteria.

2/ Search results

Our new key-word search function gives you access to the best candidates quickly and with targeted results.

Learn how to use the search wizards.

Search results

KEYWORD SEARCH:

Refine your search with the “keyword” assistant. From that starting point, you can adjust your criteria and the keywords you are searching for:

- Start with a broad search so that you can refine it later on, and test keywords in other languages
- Add additional keywords by indicating if the profile should contain the keywords: **separately / exactly / or does not include**
- Choose whether the profile should contain specific information **AND / OR** other data by clicking on the matching functions.

The screenshot displays a job search interface with a top navigation bar containing 'Inserate', 'Bewerbungen', 'CV-Datenbank', 'Statistiken', and 'Kontoeinstellungen'. A button 'Inserat ausschreiben' is on the right. The main content is divided into two columns.

Left Column (Filters):

- Gespeicherte Suche:** A list of saved searches: 'Projekt Leiter - Wallis', 'Marketing junior Fribourg', and 'Marketing Specialist GE'.
- Favoriten:** A section for favorite searches.
- Stichwörter (Keyword Assistant):** A search refinement tool. It shows a dropdown menu with 'enthält' selected. Below it, there are two input fields: 'Spécialiste' with a blue 'ODER' button, and 'marketing' with a blue 'ODER' button. A red 'X' is next to the 'UND' option. A button '+ Stichwörter hinzugeben' is at the bottom.
- Kategorien:** A list of search categories under 'Suchkategorien': 'Handel / Verkauf', 'Administration / kaufm. Berufe / Verwaltung', 'Bank / Wirtschaft', 'Bau / Hochbau / Tiefbau', 'Beauty & Pflege / Sport', 'Bildung / Pädagogik / Soziales', 'Diverse (weitere Berufe)', 'Einkauf / Logistik', 'Finanzen / Buchhaltung / Controlling', 'Gastronomie / Hotellerie / Tourismus', 'Gesundheitswesen / Medizin', 'Gewerbe / Handwerk', and 'Handel'.

Right Column (Search Results):

- Suchresultate: 200 Profile**
- Stichwörter:** 'Spécialiste marketing'. There are buttons for 'Ein Namen an diese Suche hinzufügen', 'OK', 'Wählen Sie eine gespeicherte Suche', and 'Aktualisieren'. There are also checkboxes for 'Ein CVmailer kreieren' and 'Ein Ordner kreieren'.
- Letztes Logondatum:** A dropdown menu and checkboxes for 'Gespeicherte CVs ausblenden' and 'Die bereits konsultierte CVs ausblenden'.
- Search Results List:**
 - Profile 1:** Alain Bregnard | 37 Jahre alt | Nationalität: Schweiz. Last experience: Assistant de direction ET Collaborateur spécialisé Budget et Reporting. Availability: Ab sofort. Status: Schweizer Bürger.
 - Profile 2:** Olivier Sutter | 45 Jahre alt | Nationalität: Schweiz. Last experience: Project Marketing Manager. Availability: Ab sofort. Status: Schweizer Bürger.
 - Profile 3:** Anne Meylan | 44 Jahre alt | Nationalität: Schweiz. Last experience: Enseignante (vacataire) / Formatrice en bureautique. Availability: Ab sofort. Status: Schweizer Bürger.

Search results

SAVING A SEARCH

Once you have refined your search results, **save** your search and name it. You can also choose to receive new matching profiles directly by email with the **CVmailer**.

SORTING THE SEARCH RESULTS

You can sort your search results by **date** or **relevance**. A date appears on every profile.

COLLABORATION TOOL

Forward interesting profiles to other users who share your account.

FOLLOW-UP

If an **eye** is displayed, other users who share your account have **already consulted this profile**. You can see who has seen the profile by moving the cursor over the symbol. If the **star** is purple, this profile has already been saved in a "favorites" file.

The screenshot shows the CV-Datenbank search results interface. The top navigation bar includes 'Inserate', 'Bewerbungen', 'CV-Datenbank', 'Statistiken', 'Kontoeinstellungen', and 'Inserat ausschreiben'. The main content area is divided into several sections:

- Gespeicherte Suche:** A list of saved searches including 'Projekt Leiter - Wallis', 'Marketing junior Fribourg', and 'Marketing Specialist GE'.
- Favoriten:** A section for favorite profiles.
- Stichwörter:** A search refinement section with filters for 'enthält' (contains) and 'UND' (AND). The current filters are 'Spécialiste' and 'marketing'. There are buttons for 'ODER' (OR) and 'Stichwörter hinzufügen' (Add keywords).
- Kategorien:** A list of search categories such as 'Handel / Verkauf', 'Administration / kaufm. Berufe / Verwaltung', 'Bank / Wirtschaft', etc.
- Suchergebnisse: 200 Profile:** The main results list, showing three profiles:
 - Alain Bregnard | 37 Jahre alt, Nationalität: Schweiz:** Assistant de direction ET Collaborateur spécialisé Budget et Reporting. Availability: Ab sofort. Status: Schweizer Bürger.
 - Olivier Sutter | 45 Jahre alt, Nationalität: Schweiz:** Project Marketing Manager. Availability: Ab sofort. Status: Schweizer Bürger.
 - Anne Meylan | 44 Jahre alt, Nationalität: Schweiz:** Enseignante (vacataire) / Formatrice en bureautique. Availability: Ab sofort. Status: Schweizer Bürger.

Annotations with arrows point from the text boxes to specific UI elements:

- From 'SAVING A SEARCH' to the 'Stichwörter' section.
- From 'SORTING THE SEARCH RESULTS' to the 'UND' filter section.
- From 'COLLABORATION TOOL' to the 'Weiterleiten' (Forward) button.
- From 'FOLLOW-UP' to the 'eye' icon and the 'star' icon on the profile cards.

3/ Detailed profiles

Find out how to contact candidates that interest you in a simple, straightforward manner, and how to easily exchange information with your colleagues.

Detailed profiles

When you open a profile, you can consult **all the information and documents** that the candidate has given you access to. You will also see the date of the candidate's **last connection**.

From the profile, you can:

- Send him/her a **message** (or request a connection request if the profile is anonymous)
- **Evaluate** the profile
- **Download** the profile
- **Print** the profile and the connected documents
- **Transfer** the profile to another user or email address.
- Keep a trace by indicating if you have contacted the candidate by **phone** or **email**
- Leave a **memo** for your colleagues

Each profile may be attributed to a **file of favorites** and you can rate the profile depending on the file it belongs to (a profile may be attributed to several different files). From a profile, you can also create a new **"favorites" file**, which you will find on the homepage of your CV-database.

The screenshot shows a user profile on a job portal. The profile details include:

- Header:** Insetate | Bewerbungen | **CV-Datenbank** | Statistiken | Kontoeinstellungen | Inserat ausschrei
- Actions:** CV-Anfrage senden, Bewerten, Profil hochladen, Drucken, Weiterleiten
- Profile Title:** Gewünschte Stelle Marketing & Communication Manager
- Profile Info:**
 - 36 Jahre alt
 - Letzte Erfahrung: Marketing & Communication Manager
 - Ausbildungsniveau: Doktorat / PhD - DOCTORAT DE SOCIOLOGIE DE LA COMMUNICATION
 - Sprachen: Französisch, Englisch, Spanisch
 - Verfügbarkeit: 1 Monat
 - Arbeitslaubnis: EU Bürger
- Berufliche Ziele:** Mon profil se compose de 13 années d'expérience dans des fonctions Communication & Marketing, associées à des formations académiques & professionnelles spécialisées (Master+Doctorat). J'aspire à présent à occuper des fonctions managériales dans un nouvel environnement professionnel.
- Gewünschte Stelle:**
 - Vertragsart:** Erfahrungsniveau: 10% to 100%, Vertragsart: Dauerhaft
 - Arbeitsorte:** Bern, Freiburg, Genf, Jura, Neuenburg, Waadt, Wallis
 - Berufskategorien:** Marketing / Medien / PR, Kommunikation / PR / Event, CRM / Data Mining / Marktforschung, Marketing
- Right Panel:**
 - Bewertung: ★★★★★
 - sehr interessante
 - In einem Ordner speichern: Projekt Leiter - Wallis | Speichern
 - Neuer Ordner

Annotations from the text boxes:

- Box 1: Points to 'CV-Anfrage senden', 'Bewerten', 'Profil hochladen', 'Drucken', 'Weiterleiten', and 'CV-Anfrage senden' button.
- Box 2: Points to 'CV-Anfrage senden' button and 'Speichern' button.
- Box 3: Points to 'Speichern' button.

Questions? Suggestions?

Our team is available for any queries. Please do not hesitate to contact us!

Our team is here to assist you!



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Thank you for your attention!