

# CAGI RECRUITMENT PLATFORM

# USER GUIDE

---

1. CREATE AN ACCOUNT FOR YOUR ENTITY
2. EDIT YOUR ENTITY'S PROFILE
3. SUBMIT A JOB OFFER
4. VIEW AND MANAGE YOUR JOB OFFERS
5. UNPUBLISH YOUR JOB OFFERS



CENTRE D'ACCUEIL DE LA GENÈVE INTERNATIONALE  
INTERNATIONAL GENEVA WELCOME CENTRE

---

# 1. CREATE AN ACCOUNT



CENTRE D'ACCUEIL DE LA GENÈVE INTERNATIONALE  
INTERNATIONAL GENEVA WELCOME CENTRE

# CREATE AN ACCOUNT

1. Go to: <https://jobs.cagi.ch/register-employer/>

2. Fill-in the registration form:

- Email: **please note that your entity's account will be linked to the email address used when registering which cannot be edited after the account has been created**



Use a generic email address rather than a personal one

- Password: at least 8 characters, 1 numeric character, 1 uppercase character
- Name of the entity: full name of the entity

3. Submit the request

4. You will receive a confirmation email once your account has been approved.

## REGISTER YOUR ENTITY

 Please note that your email address is used to log in to the platform and cannot be edited once your account is created.

Email \*

Email

Password \*

Password 

Confirm Password \*

Confirm Password 

Name of the entity \*

Type of entity \*

I accept the Terms and Conditions and Privacy Policy

Register Now

---

# 2. EDIT YOUR ENTITY'S PROFILE



CENTRE D'ACCUEIL DE LA GENÈVE INTERNATIONALE  
INTERNATIONAL GENEVA WELCOME CENTRE

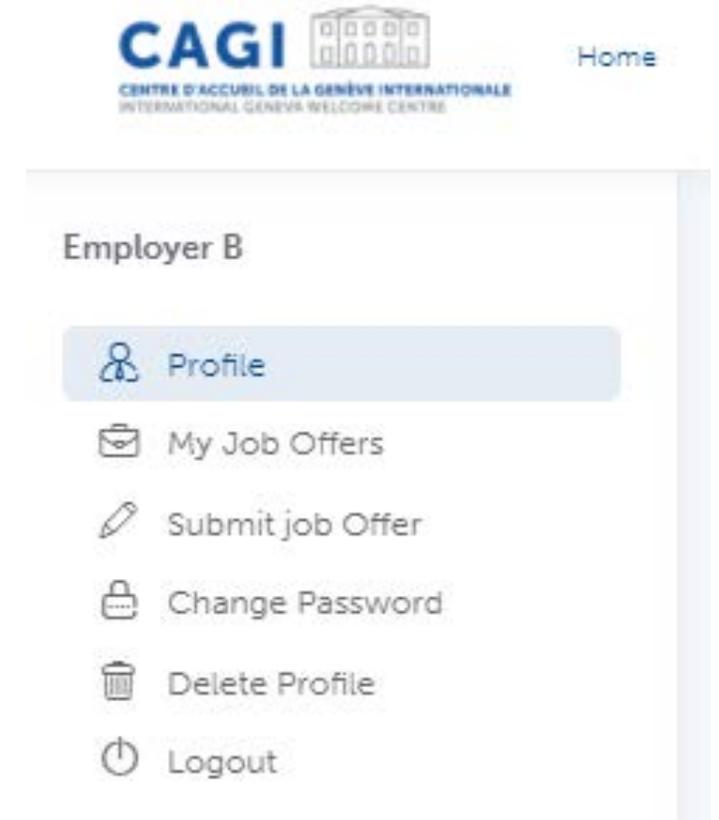
# EDIT YOUR ENTITY'S PROFILE

1. Once your account has been approved, login to your account

- Go to: <https://jobs.cagi.ch/login-register/>

2. Click on "Profile" on the left hand side of the screen

- This page is also available at the following link:  
<https://jobs.cagi.ch/profile/>



# EDIT YOUR ENTITY'S PROFILE

---

## 3. Provide additional information about your entity

- Logo
- Website
- Fields of action
- Date of creation
- Size of the entity
- Description
- Social networks
- Contact information

---

# 3. SUBMIT A JOB OFFER



CENTRE D'ACCUEIL DE LA GENÈVE INTERNATIONALE  
INTERNATIONAL GENEVA WELCOME CENTRE

# SUBMIT A JOB OFFER

---

## 1. Login to your account

- Go to: <https://jobs.cagi.ch/login-register/>

### Login to CAGI Recruitment Platform

Email

Password

Keep me signed in

[Forgotten password?](#)

Login

# SUBMIT A JOB OFFER

2. Click on "Submit job Offer" on the left hand side of the screen

This page is also available at the following link: <https://jobs.cagi.ch/submit-job/>

## Employer B

-  Profile
-  My Job Offers
-  Submit job Offer
-  Change Password
-  Delete Profile
-  Logout

# SUBMIT A JOB OFFER

## 3. Fill-in the required fields

- Click on "Save & preview"

**Post a New Job**

**Job Title \***

**Name of the entity \***

**Job description \***

Visual

Paragraph **B** *I*            

Please provide the full job description.

**Category**

Administration

**Type of entity \***

**Fields of action \***

Fields of action

**Type of contract \***

Consultant

# SUBMIT A JOB OFFER

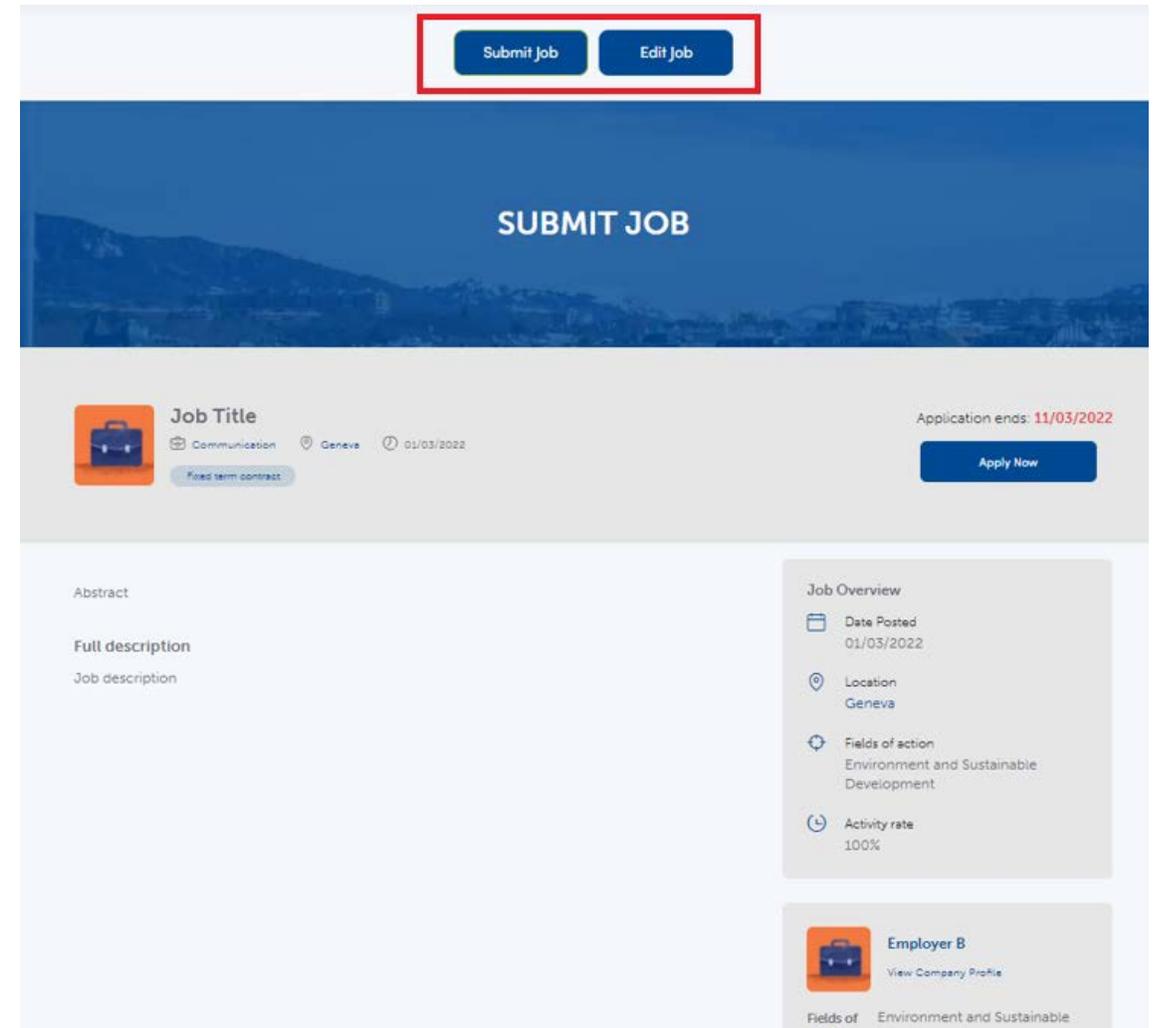
4. Preview your offer

5. Edit the offer if necessary

Click on "Edit Job"

6. Submit your job offer

Click on "Submit Job"



# SUBMIT A JOB OFFER

Once your job offer has successfully been submitted, the following message will appear

Thank you for submitting a job offer on the CAGI recruitment platform. The offer is currently being reviewed.

© 2022 CAGI. All Right Reserved.



The status of your job offer will be updated from "Pending" to "Published" on your dashboard once it has been published on the recruitment platform. You will not receive any notification email.

---

# 4. VIEW AND MANAGE YOUR JOB OFFERS



CENTRE D'ACCUEIL DE LA GENÈVE INTERNATIONALE  
INTERNATIONAL GENEVA WELCOME CENTRE

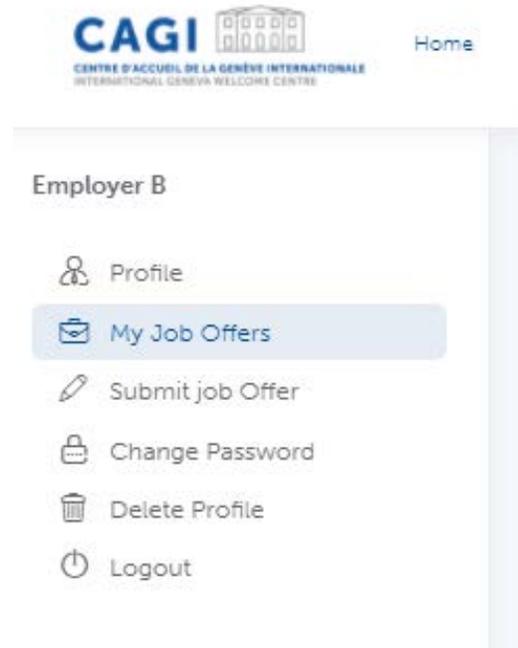
# VIEW AND MANAGE YOUR JOB OFFERS

## 1. Login to your account

- Go to: <https://jobs.cagi.ch/login-register/>

## 2. Click on "My Job Offers" on the left hand side of the screen

- This page is also available at the following link: <https://jobs.cagi.ch/my-jobs/>



# VIEW AND MANAGE YOUR JOB OFFERS

3. There you may view the status of your job offers, and edit them

## Manage Jobs

Sort by: Newest ▼

Title	Created & Expired	Status	Actions
<b>Test</b>  Geneva	<b>Created:</b> 31/03/2022 <b>Expiry date:</b> 30/04/2022	Published	

# VIEW AND MANAGE YOUR JOB OFFERS

---

## Job offers' status:

- **Preview** - Job offers that have not been submitted yet
- **Pending** - Job offers awaiting validation by CAGI
- **Published** - Job offers that have been validated by CAGI and published on the recruitment platform
- **Expired** - Job offers that have reached their application deadline

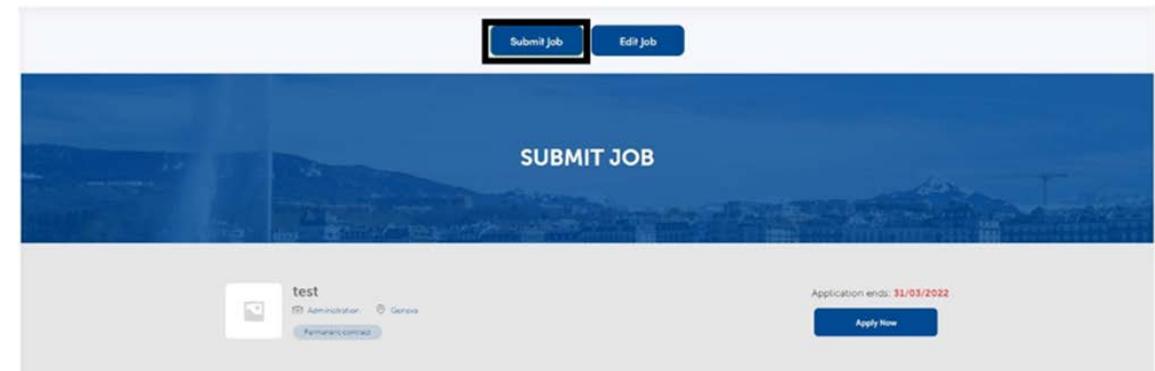
# VIEW AND MANAGE YOUR JOB OFFERS

- NB: Job offers that have not been submitted will appear as "Preview". In order to submit them, please follow the following steps:

- Click on the "continue" button



- Click on "update"



- Click on "Submit Job"

---

# 5. UNPUBLISH YOUR JOB OFFERS



CENTRE D'ACCUEIL DE LA GENÈVE INTERNATIONALE  
INTERNATIONAL GENEVA WELCOME CENTRE

# UNPUBLISH YOUR JOB OFFERS

## 1. Login to your account

- Go to: <https://jobs.cagi.ch/login-register/>

## 2. Click on "My Job Offers" on the left hand side of the screen

- This page is also available at the following link: <https://jobs.cagi.ch/my-jobs/>

### Employer B

-  Profile
-  My Job Offers
-  Submit job Offer
-  Change Password
-  Delete Profile
-  Logout

# UNPUBLISH YOUR JOB OFFERS

3. Choose the job offer which you want to unpublish and click on "Edit" under "Actions"

## Manage Jobs

Q Search ... Sort by: Newest ▼

Title	Created & Expired	Status	Actions
<b>Test</b>  Geneva	<b>Created:</b> 31/03/2022 <b>Expiry date:</b> 30/04/2022	Published	

# UNPUBLISH YOUR JOB OFFERS

## 4. Change the field "Application deadline" at the bottom of the form to a past date

Centre d'Accueil de la Genève Internationale (CAGI)

-  Profile
-  **My Job Offers**
-  Submit job Offer
-  Change Password
-  Delete Profile
-  Logout

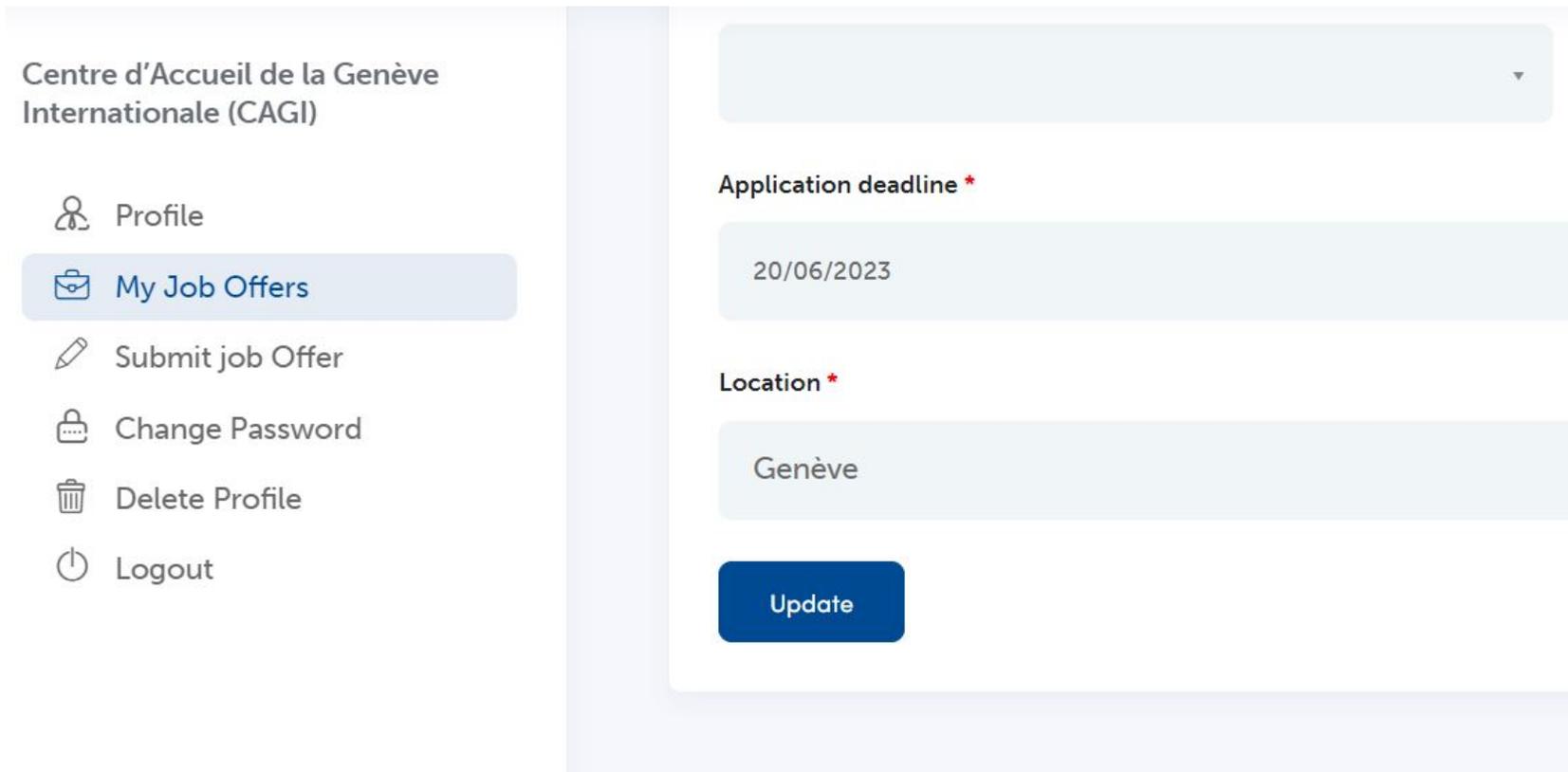
Application deadline \*

20/06/2023

Jun 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	<b>20</b>	21	22	23	24
25	26	27	28	29	30	

# UNPUBLISH YOUR JOB OFFERS

5. Click on "Update". The application deadline having now passed, the offer will automatically be unpublished from the CAGI Recruitment Platform.



Centre d'Accueil de la Genève Internationale (CAGI)

-  Profile
-  **My Job Offers**
-  Submit job Offer
-  Change Password
-  Delete Profile
-  Logout

Application deadline \*

20/06/2023

Location \*

Genève

**Update**

# Contact

---

## CAGI Civil Society Service

Tel: 022 / 546 14 10

[welcome@cagi.ch](mailto:welcome@cagi.ch)

[www.cagi.ch](http://www.cagi.ch)

*CagiGeneva*

