CAGI

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

CAGI RECRUITMENT PLATFORM

@CagiGeneva

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

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1. CREATE AN ACCOUNT

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CREATE AN ACCOUNT

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

2. Fill-in the registration form:

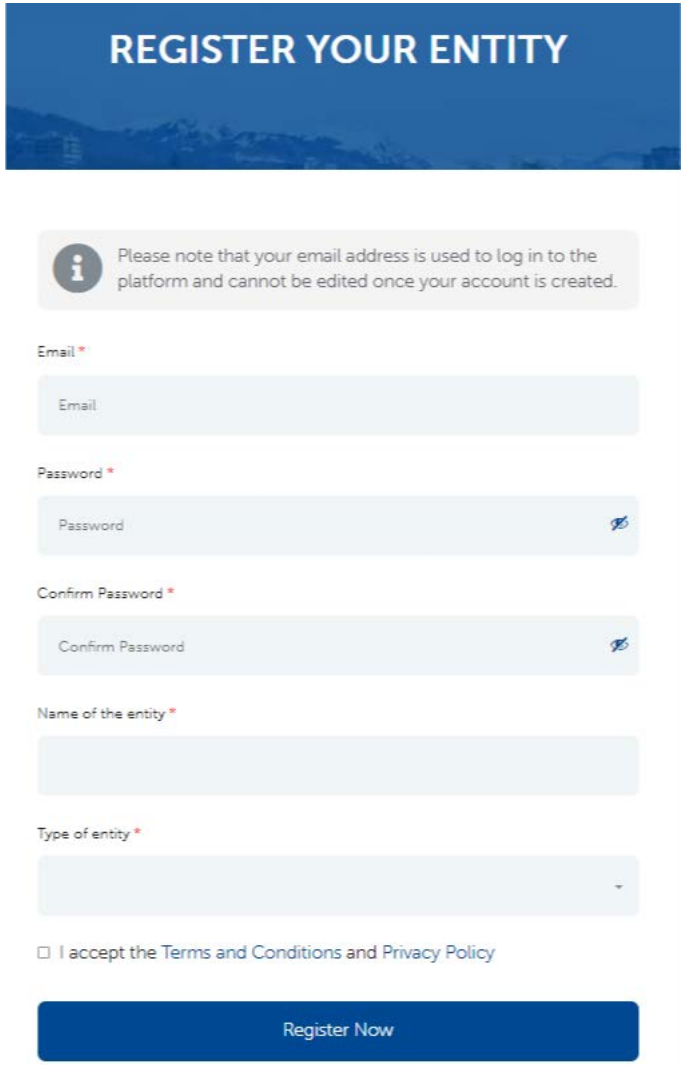
   - Email: please note that your entity's account will be linked to the email address used when registering which cannot be edited after the account has been created

   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.



2. EDIT YOUR ENTITY'S PROFILE

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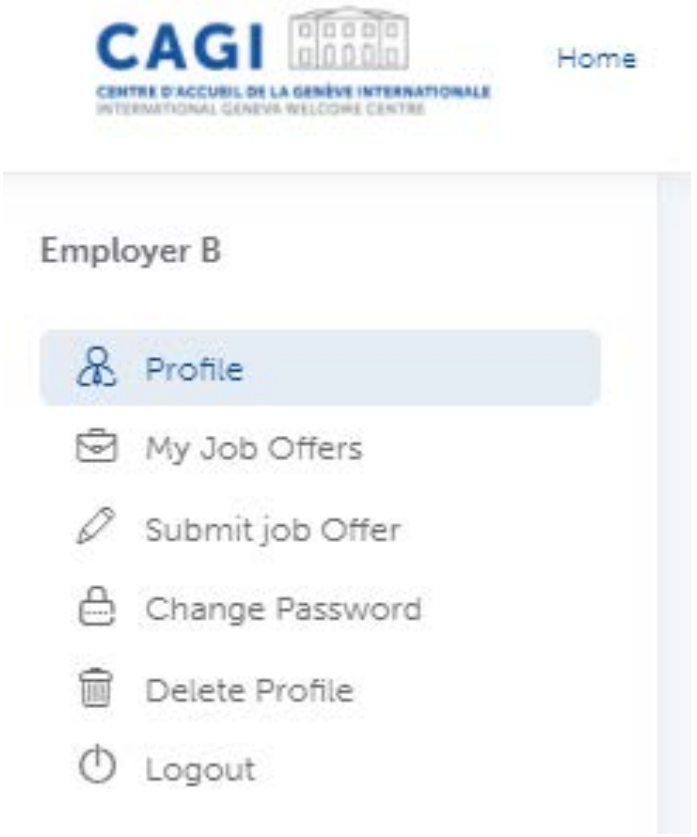
EDIT YOUR ENTITY'S PROFILE

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/



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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

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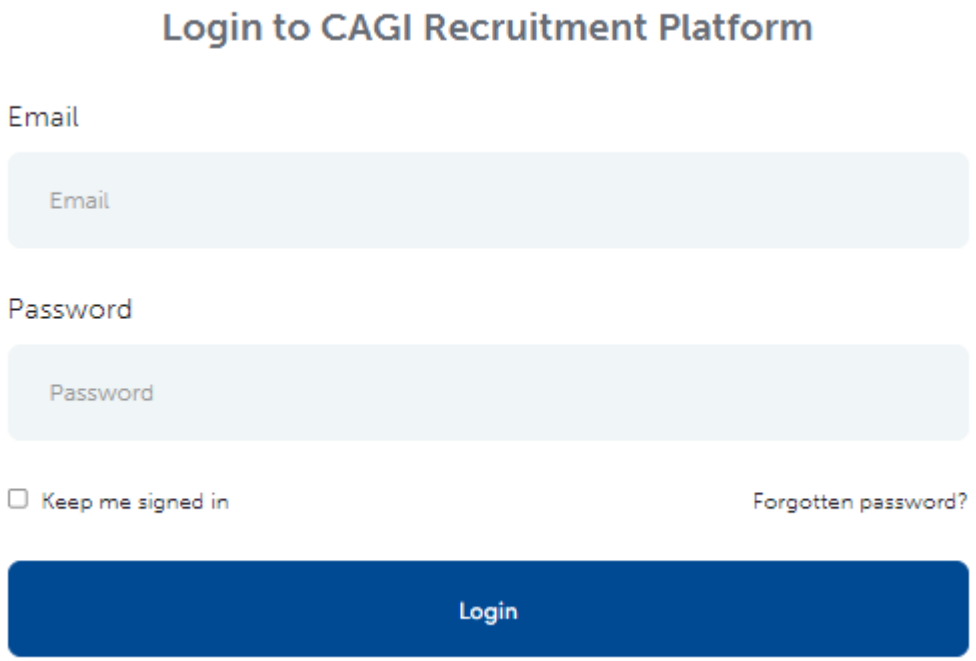
SUBMIT A JOB OFFER

1. Login to your account

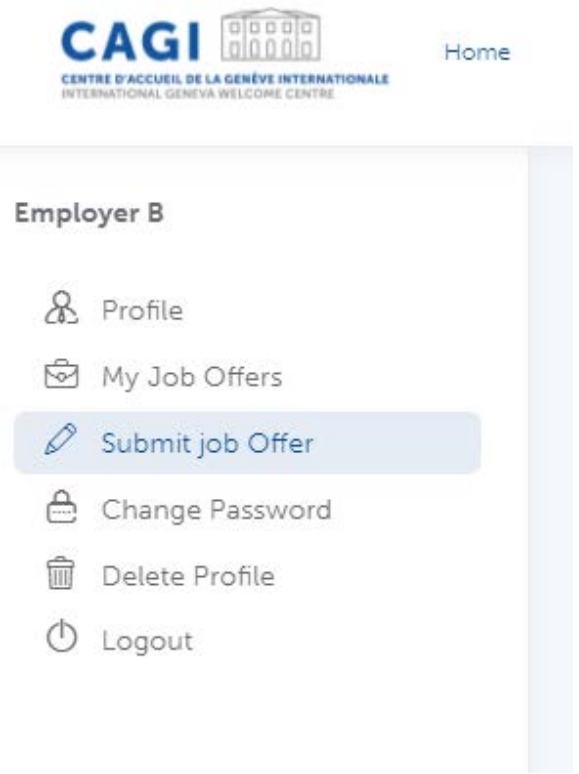
- Go to: https://jobs.cagi.ch/login-register/



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/



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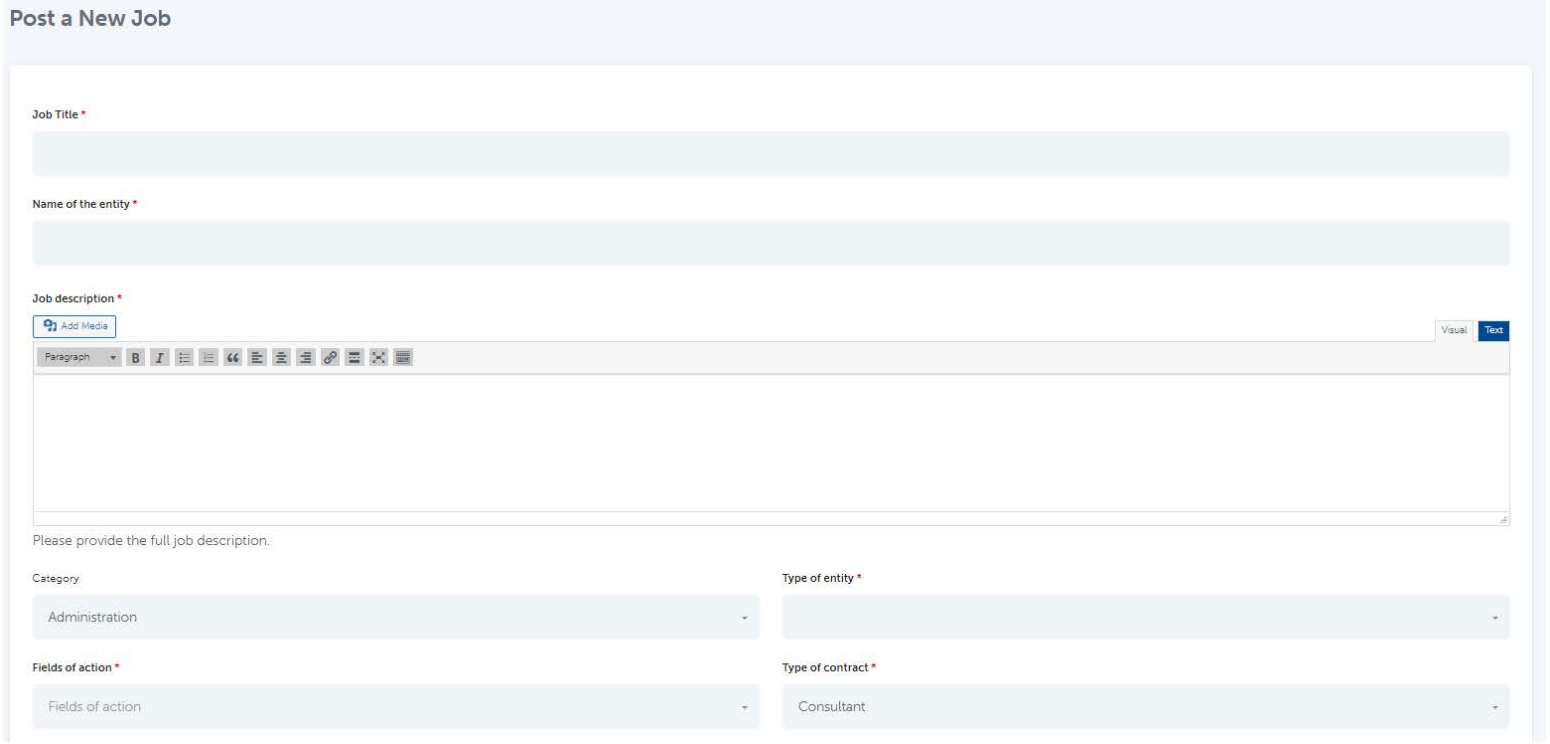
SUBMIT A JOB OFFER

3. Fill-in the required fields

- Click on "Save & preview"



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SUBMIT A JOB OFFER

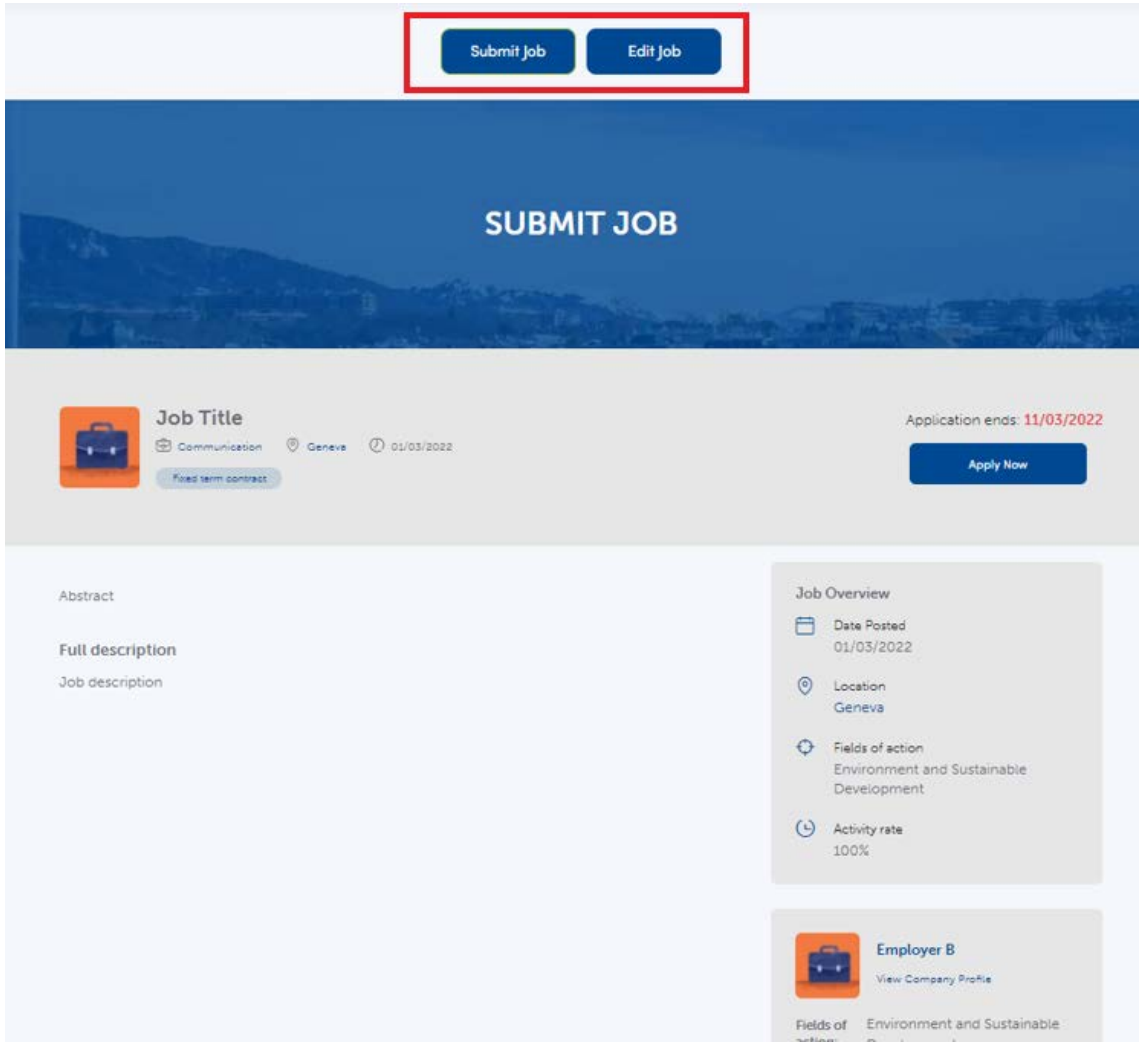
4. Preview your offer

5. Edit the offer if necessary

   Click on "Edit Job"

6. Submit your job offer

   Click on "Submit Job"



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SUBMIT A JOB OFFER

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

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

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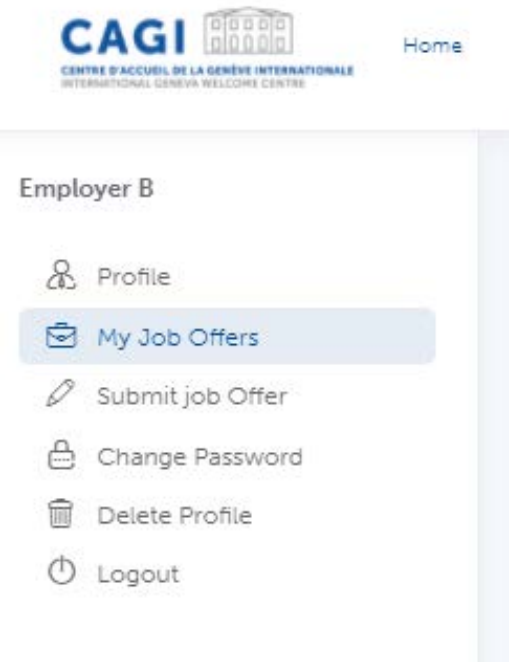
VIEW AND MANAGE YOUR JOB OFFERS

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/



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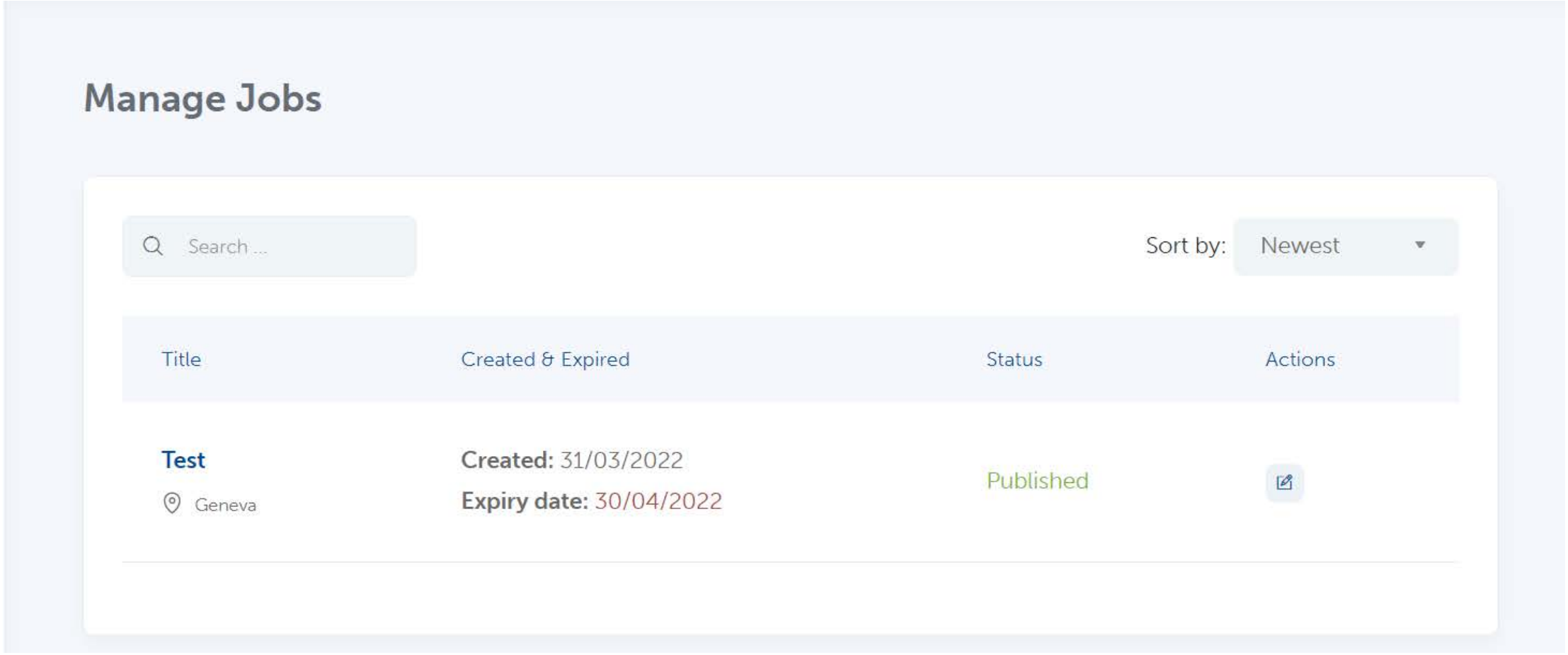
VIEW AND MANAGE YOUR JOB OFFERS

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



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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

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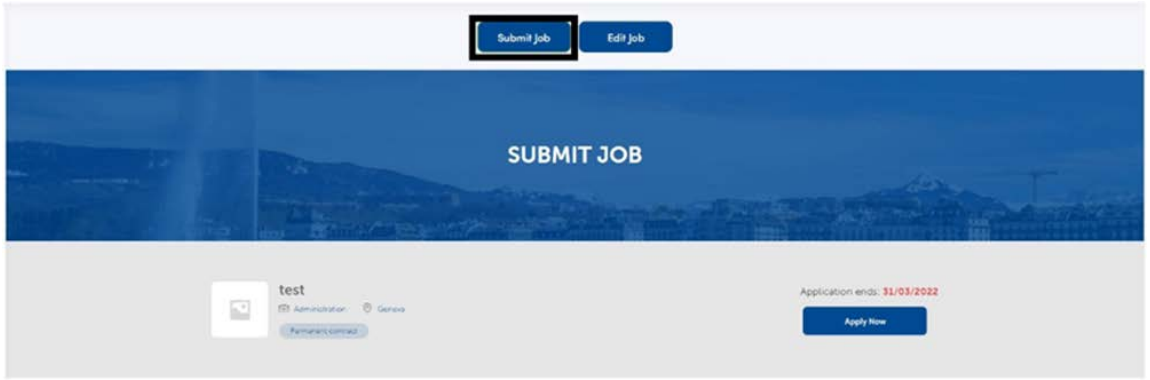
VIEW AND MANAGE YOUR JOB OFFERS

- 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

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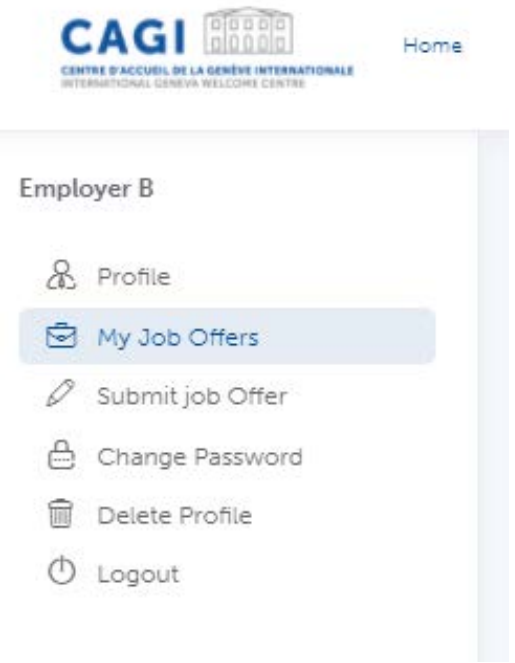
UNPUBLISH YOUR JOB OFFERS

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/



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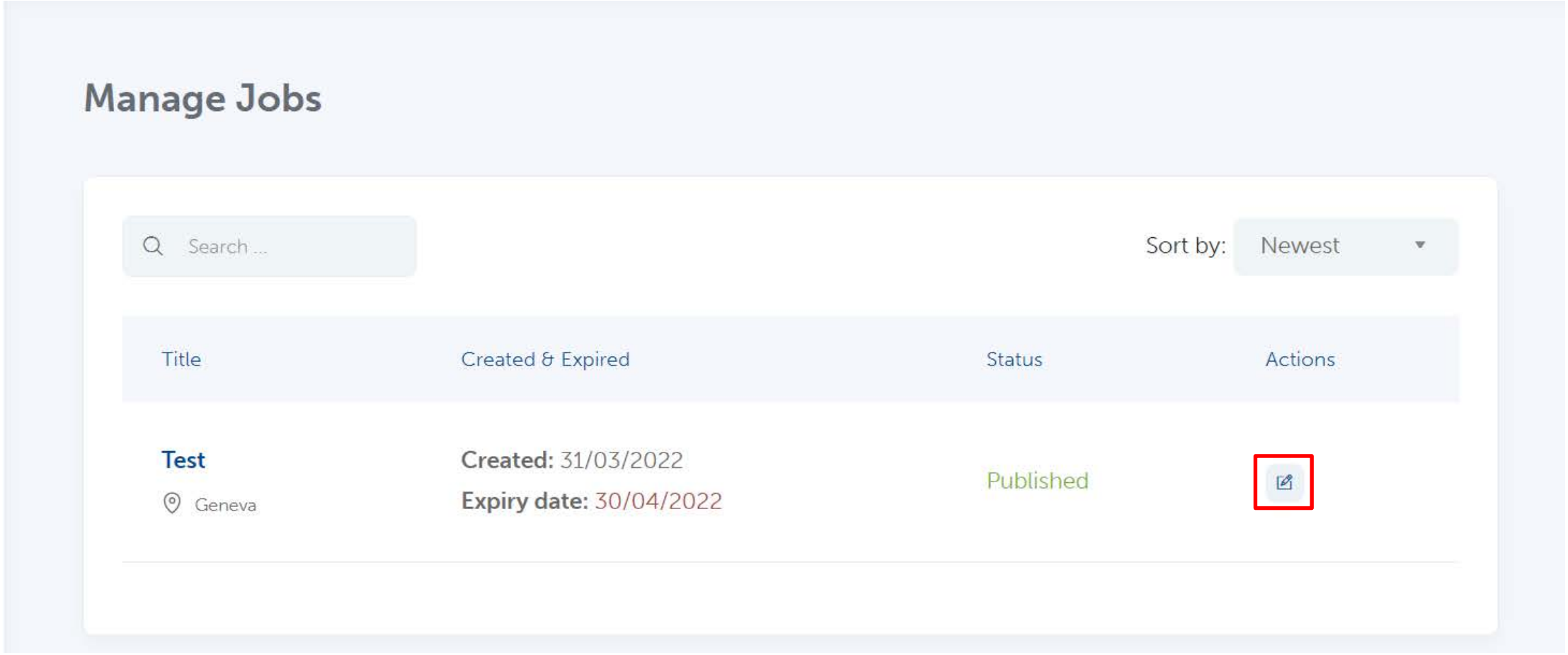
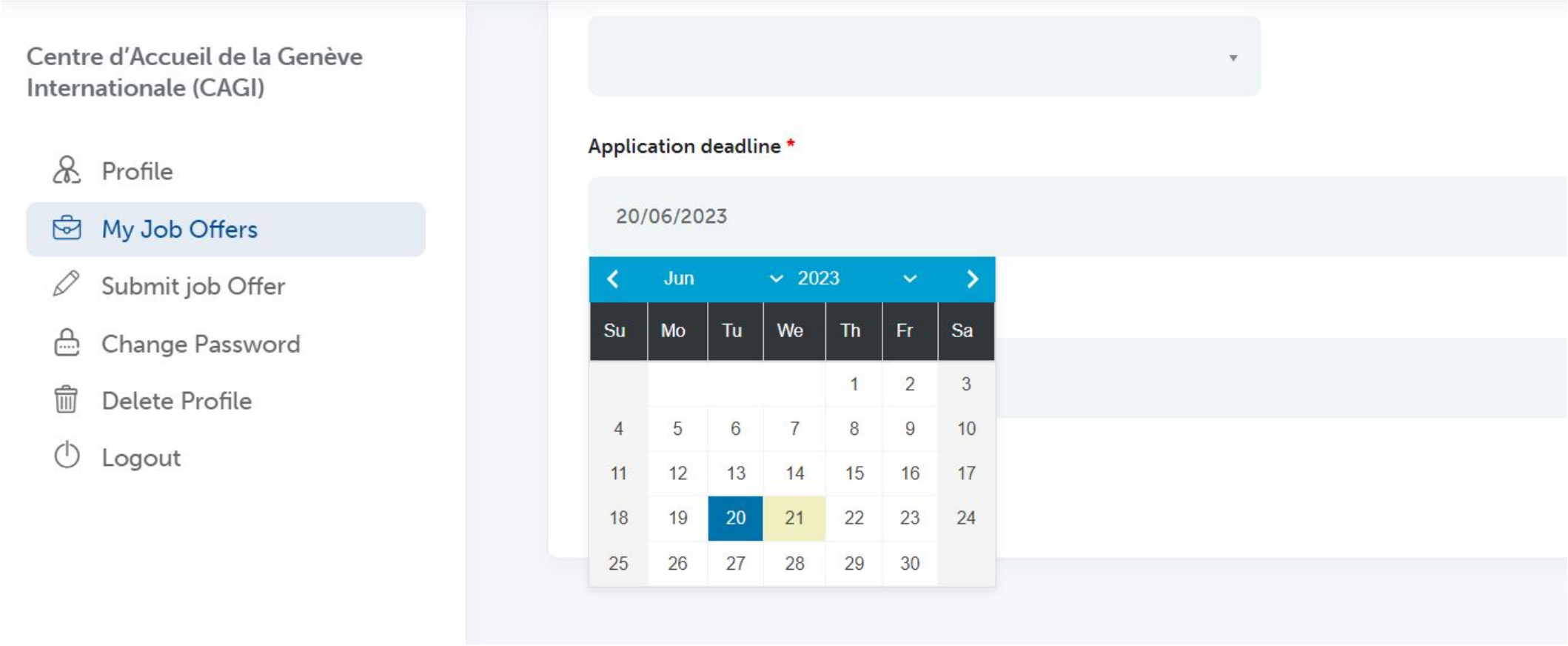
UNPUBLISH YOUR JOB OFFERS

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



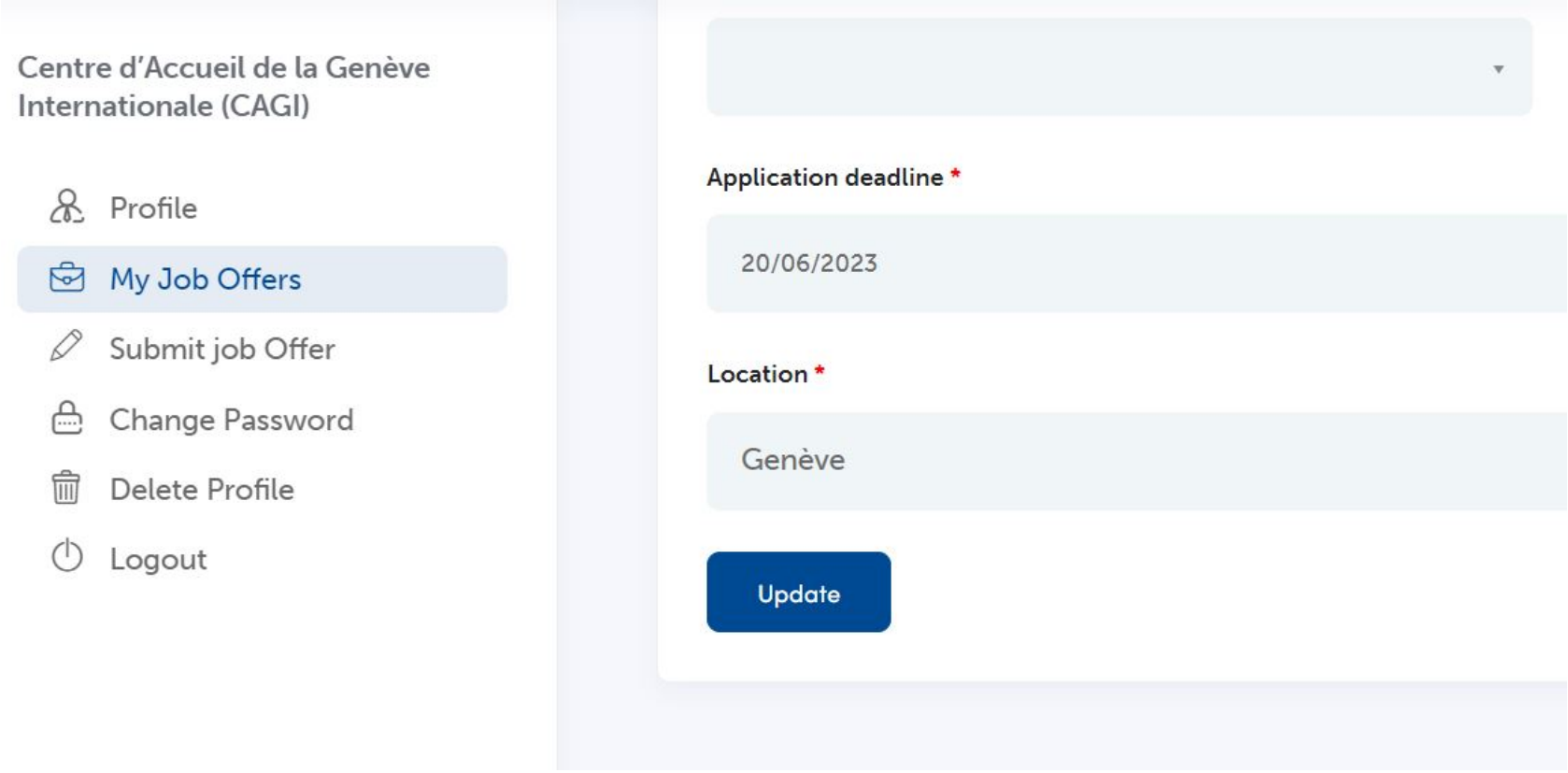
UNPUBLISH YOUR JOB OFFERS

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



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.



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Contact

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