

Chapter 2

Applying in a digital world of work

Annex 1 - Info sheet “Benefits and tips - online job portals”

Description	This feature enables you to create your personal applicant profile on a social network or in an online job portal which you can use for applications. You have to register for that your profile can be saved and you only need to create it once. The data can be updated at any time.
Benefits	<ul style="list-style-type: none"> • Economy of time in the application process • One-click application possible (see B)) • Automatically job offers based on the profile (see D)) • Being visible for recruiters with a professional online presentation
Tips	<ul style="list-style-type: none"> • Up-to-dateness: keep your career profiles always up to date, because the data from these profiles flow into the application • Correct spelling: pay attention to correct spelling and good wording. • Profile photo: use a good, professional profile photo • Complete career: the profile is equivalent to an application, so all important professional stations should be listed • Additional documents: upload additional document in addition to the standard ones to improve the job search and to stand out from the crowd
Examples	<ul style="list-style-type: none"> • Profile creation via Profile creation via <ul style="list-style-type: none"> ○ GER: XING, LinkedIN, Stepstone, Indeed, monster.de, jobpilot.de, jobscout24 ○ IT: jobrapido.it, careerjet.it, it.Indeed.com, infojobs.it, monster.it, lavoro.corriere.it, miojob.repubblica.it, kijiji.it, bakeca.it, subito.it, publicv.it, jooble.org, it.jobsora.com, almalaurea.it, jobbydoo.it, lavoraconnoi-italia.it, justknock.it ○ PT: ○ SWE:

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