CNP CYPRUS INSURANCE HOLDINGS

RECRUITMENT PORTAL USER GUIDE

On our recruitment portal you can build your **Candidate Profile** or look for **Employment Opportunities** in our Group.

This User Guide includes the following parts:

1. Part 1: Instructions on Building your Profile
2. Part 2: Instructions on viewing Employment Opportunities and applying for specific vacancies

Part 1: Building your Candidate Profile

In order to build your profile, you will need to register yourself as a new user by following the steps below:

- ✓ Visit the Logon page
- ✓ Click on the phrase "If you are a new user register HERE"
- ✓ Complete the Registration form

After registering as a new user, you need to build your profile which consists of seven sections. Building your profile can be done either in one go or in parts.

You can log-in at any time on the Recruitment Portal and update your profile with additional information.

Please find below some useful hints regarding each of the seven sections.

1. **Personal Data**
   - In this section you enter your name and contact information.
   - Only fields with an asterisk are mandatory.

2. **Education /Training**
   - In this section you enter all of your formal education, professional qualifications and certifications.
   - Use the "Add" button to record each diploma, degree, qualification or certificate separately.
   - You can find drop-off menus in order to assist you in classifying your overall "Academic/ Professional Qualifications".
   - Tick the box next to "Is this the Highest Degree/Certificate?" to the Education/ Qualification you consider the highest on your overall academic/professional profile.

3. **<u>Work Experience</u>**
- In this section you enter all of your employment history.
- Tick the box next to "Currently Employed" to indicate your current position and employer.
- Use the "Add" button to record additional positions you have held separately, even if the positions were within the same employer.
- You can find drop-down menus in order to assist you in classifying the industry and the functional area of each position you have held.

4. **<u>Qualifications</u>**
- In this section you enter as many Qualifications as you have.
- Use the "Add" button to record any Language, Experience, IT skills or other Qualifications you may have.
- Use the space provided under "Other Qualifications" to describe other "Skills and Competencies" you may have that are not listed in the predefined spaces.

5. **<u>Preferences</u>**
- In this section you enter your preferences regarding the employment opportunities you want to explore.
- This section is not mandatory so you do not have to complete it. However if you are currently employed and you are looking to make a career move, it is suggested to include as much information as possible.

6. **<u>Attachments</u>**
- In this section we ask you to attach documents such as your CV / Resume or Reference Letters that can support your employment profile.
- Use the "Add" button to attach more than one document.

7. **<u>Overview and Release</u>**
- In this section you overview the information you have provided at the six previous sections and check that you have read and accepted our "Data Privacy Statement".
- When you are satisfied with the overall "Data Overview" you can click on the "Complete" button in order to release your information.

Part 2: Employment Opportunities

In order to apply for any advertised positions or to review the statuses of an application, you can follow these simple steps:

Application via Reference Code

- Use the "Reference Code" on the advertised positions in order to apply for the specific position.
- When you see the position you would like to apply for, you can choose it and then click on "Apply".
- You will shortly receive an email confirming that your application was successfully completed.