

# E-Recruiting: Candidates

## Complete a Candidate Profile

The Candidate Profile is used to document your contact information, education, experience and skills, desired jobs, qualifications, and basic screening questions in the E-Recruiting Career Web Site. If desired, you can upload your resume or curriculum vitae (CV) as additional supporting information.

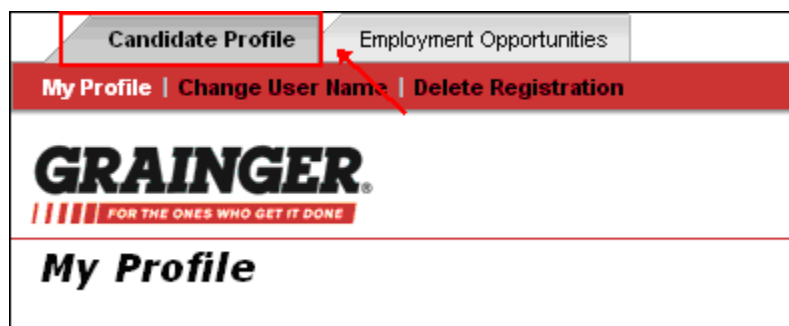
**You can access the Candidate Profile through the Experiencedone Web Site under Jobs.**

**Step 1:** When you register or when you log on the Experiencedone Web Site, the My Profile screen displays.

**Step 2:** Use the following table to determine your **next step**.

| If you want to                          | Then  |
|---|---|
| Create your profile.                    | Go to <b>Step 3</b> .   |
| Search for available job opportunities. | Refer to the <b>Perform a Job Search Process Step Guide</b> .                   |
| Log off of the system.                  | Click the <a href="#">Log off</a> link in the upper right corner of the screen. |

**Step 3:** Click the **Candidate Profile** tab.



**Result:** The **My Profile** screen is displayed.

# E-Recruiting: Candidates

## Complete a Candidate Profile

You can either create a Candidate Profile by uploading your resume or you can manually enter your profile information. Even when you upload your resume, it is important that you step through the profile workflow to ensure that all of the information is correctly imported from your resume.

**Note:** Your resume must be less than 150 kilobytes (KB) or you will receive an error message and your resume will not upload to the system.

**Step 4:** Use the following table to determine your **next step**.

| If you want to                           | Then                  |
|--|-----------------------|
| Upload your resume.                      | Go to <b>Step 5</b> . |
| Manually enter your profile information. | Go to <b>Step 6</b> . |

**Step 5:** Click the **Browse** button to locate **your resume**. Select the **file** and click the **Upload** button.

The screenshot shows the 'My Profile' page for GRAINGER. At the top, there is a progress bar with 8 steps: 1. Candidate Profile Creation, 2. Personal Data, 3. Education/Training, 4. Work Experience, 5. Preferences, 6. Attachments, 7. Overview and Release, and 8. Completed. Step 1 is highlighted with a red box. Below the progress bar, there is a 'Previous step' button labeled 'Personal Data'. The main content area asks 'Would you like us to create a candidate profile from your resume?' and provides instructions on accepted resume formats. Below this, there is a 'File:' field with a 'Browse...' button and an 'Upload' button. Red arrows point from the 'Upload' button to the 'File:' field and from the 'Browse...' button to the 'File:' field. At the bottom, there is another 'Previous step' button labeled 'Personal Data'.

**Result:** The file selected is displayed in the **File** field. A **message** confirming your Candidate Profile was created from your resume is displayed.

Congratulations! To save you time, we've created your Candidate Profile from your resume. Please review your Candidate Profile and Release

**Go to Step 6.**

# E-Recruiting: Candidates

## Complete a Candidate Profile

**Step 6:** Click the **Personal Data (Step 2)** workflow link in the upper portion of the screen or click the **Personal Data** button in the lower portion of the screen.

**My Profile**

1 Candidate Profile Creation 2 Personal Data 3 Education/Training 4 Work Experience 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

Previous step **Personal Data**

Would you like us to create a candidate profile from your resume?  
We can automatically create your candidate profile from your resume. You will be able to review and confirm the information prior to it being used. Accepted resume formats include Word, Adobe (.pdf), Works, Microsoft Word for Mac, HTML and more.

File:  Browse...  
**Upload**

Previous step **Personal Data**

**Result:** Your personal data is populated in the required fields. Required fields are indicated by red asterisks (\*).

**Step 7:** Verify the **information** that is populated. Type any **additional information** on the screen that you want to add.

**My Profile**

1 Candidate Profile Creation 2 Personal Data 3 Education/Training 4 Work Experience 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

Previous step **Education/Training**

What is your personal data and how can we contact you?

First Name: \* John Second Name:   
Last Name: \* Welsh

**Permanent Residence**  
Street/House Number:   
Street/House Number 2:   
Country: -- Select -- Region:   
City:  Postal Code:

**Communication Data**  
E-Mail: \* john.welsh@grainger.com  
Phone Number: \* 262-999-1111

Previous step **Education/Training**

# E-Recruiting: Candidates

## Complete a Candidate Profile

**Step 8:** Click the **Education/Training (Step 3)** workflow link in the upper portion of the screen or click the **Education/Training** button in the lower portion of the screen.

**My Profile**

[Previous step](#) [Education/Training](#)

**What is your personal data and how can we contact you?**

First Name: \*  Second Name:   
 Last Name: \*

**Permanent Residence**

Street/House Number:   
 Street/House Number 2:   
 Country:  Region:   
 City:  Postal Code:

**Communication Data**

E-Mail: \*   
 Phone Number: \*

[Previous step](#) [Education/Training](#)

**Result:** The **Training/Education** profile screen is displayed.

**Step 9:** Use the following table to determine your **next step**.

| If you want to   | Then  |
|--|---|
| Add your education and training information (if you did not upload your resume). | Click the <b>Add</b> button.  |
| Modify your uploaded information.  | Select the <b>appropriate entry</b> and click the <b>Edit</b> button. |

**Education/Training**

| Start Date | End Date | Educational Institution | City | Country | Education Level  | Highest Degree           |
|------------|----------|-------------------------|------|---------|------------------|--------------------------|
|            |          | Penn Technical College  |      |         | Bachelors Degree | <input type="checkbox"/> |

[Add](#) [Edit](#) [Delete](#)

[Previous step](#) [Work Experience](#)

**Result:** The form for adding or changing your education and training information is displayed.

# E-Recruiting: Candidates

## Complete a Candidate Profile

**Step 10:** Type the appropriate information in the form and click the **Save** button.

The screenshot shows the 'Education/Training' step (Step 3) of the candidate profile creation process. The navigation bar at the top includes steps 1 through 8: Candidate Profile Creation, Personal Data, Education/Training, Work Experience, Preferences, Attachments, Overview and Release, and Completed. The 'Education/Training' step is highlighted. Below the navigation bar, there are buttons for 'Previous step' and 'Work Experience'. The main heading is 'Which courses of study have you completed?' followed by the instruction: 'List all the courses of study you have completed. Select the 'Add' button to make an entry.' Below this is a table with columns: Start Date, End Date, Educational Institution, City, Country, Education Level, and Highest Degree/Certificate. The table contains one entry for 'Penn Technical College' with 'Bachelors Degree' as the Education Level. Below the table are 'Add', 'Edit', and 'Delete' buttons. A red arrow points to the 'Add' button. Below the table is a form for adding a new entry. The form fields are: Educational Institution: \* (text input with 'Penn Technical College'), Start Date: (calendar icon), End Date: (calendar icon) with a note 'If you are currently attending, indicate approximate end date', Country: (-- Select --), Region: (text input), City: (text input), Education Type: (University), Education Level: (Bachelors Degree), Major: (Engineering), and Highest Degree/Certificate: (checkbox). Below the form are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button. At the bottom, there are buttons for 'Previous step' and 'Work Experience'.

**Result:** Your information is saved.

**Step 11:** Click the **Work Experience (Step 4)** workflow link in the upper portion of the screen or click the **Work Experience** button in the lower portion of the screen.

The screenshot shows the 'Work Experience' step (Step 4) of the candidate profile creation process. The navigation bar at the top includes steps 1 through 8: Candidate Profile Creation, Personal Data, Education/Training, Work Experience, Preferences, Attachments, Overview and Release, and Completed. The 'Work Experience' step is highlighted. Below the navigation bar, there are buttons for 'Previous step' and 'Work Experience'. The main heading is 'Which courses of study have you completed?' followed by the instruction: 'List all the courses of study you have completed. Select the 'Add' button to make an entry.' Below this is a table with columns: Start Date, End Date, Educational Institution, City, Country, Education Level, and Highest Degree/Certificate. The table contains one entry for 'Penn Technical College' with 'Bachelors Degree' as the Education Level. Below the table are 'Add', 'Edit', and 'Delete' buttons. Below the table is a form for adding a new entry. The form fields are: Educational Institution: \* (text input with 'Penn Technical College'), Start Date: (calendar icon), End Date: (calendar icon) with a note 'If you are currently attending, indicate approximate end date', Country: (-- Select --), Region: (text input), City: (text input), Education Type: (University), Education Level: (Bachelors Degree), Major: (Engineering), and Highest Degree/Certificate: (checkbox). Below the form are 'Save' and 'Cancel' buttons. At the bottom, there are buttons for 'Previous step' and 'Work Experience'. A red arrow points to the 'Work Experience' button.

# E-Recruiting: Candidates

## Complete a Candidate Profile

**Step 12, Continued, Result:** The **Work Experience** profile screen is displayed.

**Step 13:** Use the following table to determine your **next step**.

| If you want to                        | Then  |
|---------------------------------------|---|
| Add your work experience information. | Click the <b>Add</b> button.  |
| Modify your uploaded information.     | Select the <b>appropriate entry</b> and click the <b>Edit</b> button. |

| Start Date | End Date | Employer | City | Country | Job Title       |
|------------|----------|----------|------|---------|-----------------|
|            |          | IBM      |      |         | Engineer        |
|            |          | Motorola |      |         | Technical Sales |

**Add** **Edit** **Delete**

**Previous step** **Preferences**

**Result:** The form for adding or changing your work experience information is displayed.

**Step 14:** Type the **appropriate information** in the form and click the **Save** button.

**1** Candidate Profile Creation **2** Personal Data **3** Education/Training **4** **Work Experience** **5** Preferences **6** Attachments **7** Overview and Release **8** Completed

**Previous step** **Preferences**

What is your previous work experience?

List all work experience to date individually. Select the Add button to make an entry. If you do not have work experience, please click the Add button and indicate N/A in the spaces provided.

| Start Date | End Date | Employer | City | Country | Job Title       |
|------------|----------|----------|------|---------|-----------------|
|            |          | IBM      |      |         | Engineer        |
|            |          | Motorola |      |         | Technical Sales |

**Add** **Edit** **Delete**

Employer: \* IBM  
Current Employer:   
Start Date: [ ] End Date: [ ]  
Country: -- Select -- Region: [ ]  
City: [ ]  
Industry: -- Select -- Functional Area: -- Select --  
Hierarchy Level: -- Select --  
Job Title: Engineer  
Description: [ ]

**Save** **Cancel**

**Result:** Your information is saved.

Repeat **Steps 13 and 14** for each work experience you want to add or modify.

# E-Recruiting: Candidates

## Complete a Candidate Profile

**Step 15:** Click the **Preferences (Step 5)** workflow link in the upper portion of the screen or click the **Preferences** button in the lower portion of the screen.

**My Profile**

1 Candidate Profile Creation 2 Personal Data 3 Education/Training 4 Work Experience 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

Previous step Preferences

What is your previous work experience?

List all work experience to date individually. Select the Add button to make an entry. If you do not have work experience, please click the Add button and indicate N/A in the spaces provided.

| Start Date | End Date | Employer | City | Country | Job Title       |
|------------|----------|----------|------|---------|-----------------|
|            |          | IBM      |      |         | Engineer        |
|            |          | Motorola |      |         | Technical Sales |

Add Edit Delete

Previous step Preferences

**Result:** The **Preferences** profile screen is displayed.

On the **Preferences** profile screen, you can indicate your salary expectations, full or part time employment, willingness to travel, and the functional area where you would like to work. There are no required fields on this screen and no information is populated from your resume.

**Step 16:** Click the dropdown menus to add your **preferences** and click the **Add** button to add **multiple functional areas, hierarchy levels, and desired work locations**.

Salary Expectations: US Dollar 45,000 - 60,000

Position Type: Full Time - Regular

Willingness to Travel: 20% Willingness to Relocate: Yes

Employment Preferences Desired Work Location

What kind of job would you like to have? Select the Add button to make an entry

| Functional Area                     | Hierarchy Level                     |
|-------------------------------------|-------------------------------------|
| Sales                               | The table does not contain any data |
| Manufacturing/Production/Operations |                                     |

Add Delete

Previous step Attachments

# E-Recruiting: Candidates

## Complete a Candidate Profile

**Step 17:** Click the **Attachments (Step 6)** workflow link in the upper portion of the screen or click the **Attachments** button in the lower portion of the screen.

**Note:** If you already uploaded your resume, this information is displayed on the screen.

**My Profile**

1 Candidate Profile Creation 2 Personal Data 3 Education/Training 4 Work Experience 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

Previous step Attachments

What interests, preferences, and expectations do you have?

Please specify your preferences.

Salary Expectations: US Dollar 45,000 - 60,000

Position Type: Full Time - Regular

Willingness to Travel: 20% Willingness to Relocate: Yes

Employment Preferences Desired Work Location

What kind of job would you like to have? Select the Add button to make an entry

| Functional Area                     | Hierarchy Level                     |
|-------------------------------------|-------------------------------------|
| Functional Area                     | Hierarchy Level                     |
| Sales                               | The table does not contain any data |
| Manufacturing/Production/Operations |                                     |

Add Delete

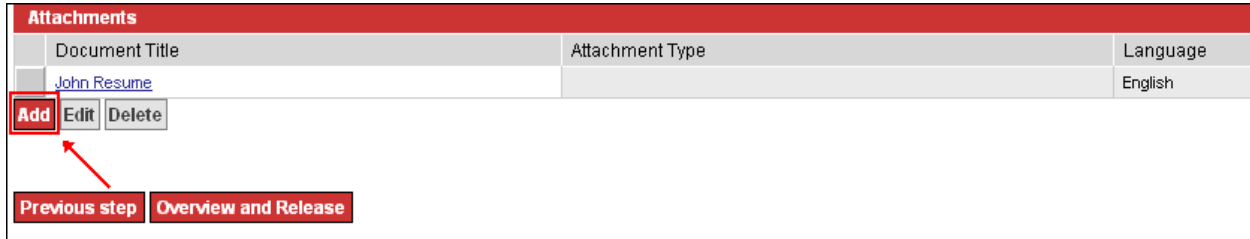
Previous step Attachments

**Result:** The **Attachments** profile screen is displayed.

# E-Recruiting: Candidates

## Complete a Candidate Profile

**Step 18:** Click the **Add** button to include **additional attachments**, such as a cover letter or a letter of recommendation.



The screenshot shows a table with the following structure:

| Document Title              | Attachment Type | Language |
|-----------------------------|-----------------|----------|
| <a href="#">John Resume</a> |                 | English  |

Below the table are buttons for **Add**, **Edit**, and **Delete**. The **Add** button is highlighted with a red box and a red arrow. At the bottom of the form are buttons for **Previous step** and **Overview and Release**.

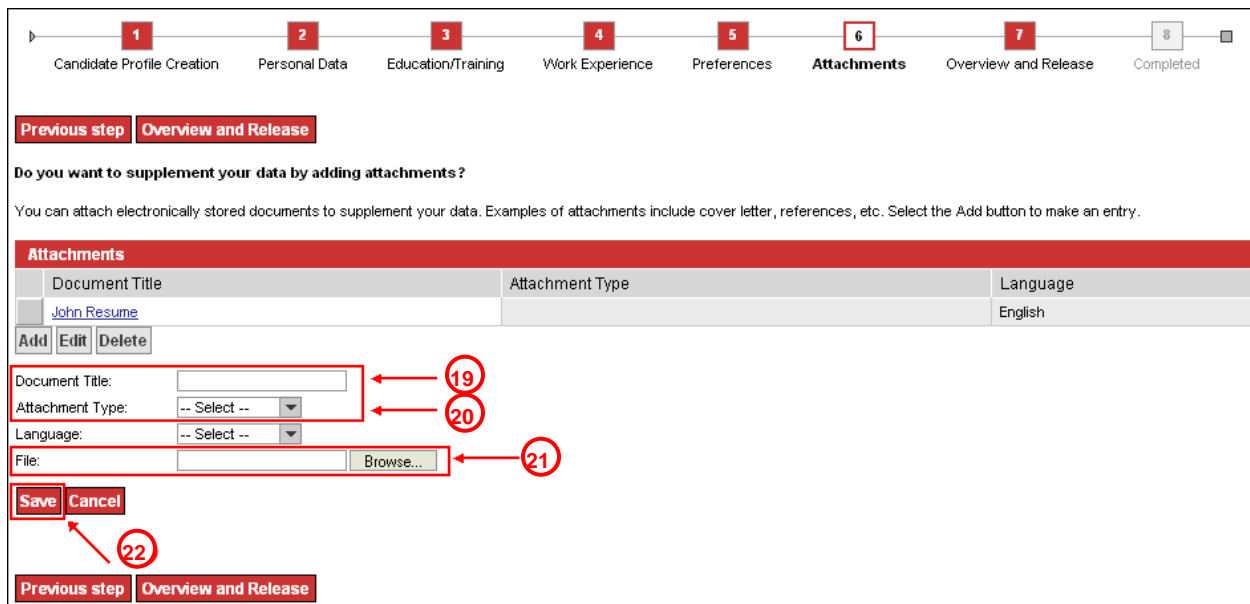
**Result:** The form for adding additional attachments is displayed.

**Step 19:** Type the **name** of the document in the **Document Title** field.

**Step 20:** Click the dropdown arrow in the **Attachment Type** field and select the **type of attachment** from the list.

**Step 21:** Click the **Browse** button to locate and select **the file** you want to attach.

**Step 22:** Click the **Save** button to upload the **attachment**.



The screenshot shows a progress bar at the top with steps 1 through 8. Step 6, **Attachments**, is highlighted. Below the progress bar are buttons for **Previous step** and **Overview and Release**.

Text: Do you want to supplement your data by adding attachments?  
You can attach electronically stored documents to supplement your data. Examples of attachments include cover letter, references, etc. Select the Add button to make an entry.

The Attachments table is shown with the same data as in Step 18.

Below the table are the following fields and buttons:

- Document Title:** A text input field with a red box and a red arrow pointing to it, labeled with a circled 19.
- Attachment Type:** A dropdown menu with a red box and a red arrow pointing to it, labeled with a circled 20.
- Language:** A dropdown menu with a red box and a red arrow pointing to it, labeled with a circled 20.
- File:** A text input field with a **Browse...** button next to it. A red box and a red arrow point to the **Browse...** button, labeled with a circled 21.
- Save** and **Cancel** buttons. A red box and a red arrow point to the **Save** button, labeled with a circled 22.

At the bottom of the form are buttons for **Previous step** and **Overview and Release**.

**Result:** The file is uploaded as an attachment.

# E-Recruiting: Candidates

## Complete a Candidate Profile

**Step 23:** Click the **Overview and Release (Step 7)** workflow link in the upper portion of the screen or click the **Overview and Release** button in the lower portion of the screen.

**My Profile**

1 Candidate Profile Creation 2 Personal Data 3 Education/Training 4 Work Experience 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

**Previous step** **Overview and Release**

**Do you want to supplement your data by adding attachments?**

You can attach electronically stored documents to supplement your data. Examples of attachments include cover letter, references, etc. Select the Add button to make an entry.

| Attachments                 |                 |          |
|-----------------------------|-----------------|----------|
| Document Title              | Attachment Type | Language |
| <a href="#">John Resume</a> |                 | English  |

**Add** **Edit** **Delete**

Document Title:

Attachment Type:

Language:

File:  **Browse...**

**Save** **Cancel**

**Previous step** **Overview and Release** ←

# E-Recruiting: Candidates

## Complete a Candidate Profile

**Step 24, Continued, Result:** The **Overview and Release** screen is displayed.

**Note:** Your profile is displayed in the lower portion of the screen.

### My Profile

1 Candidate Profile Creation   2 Personal Data   3 Education/Training   4 Work Experience   5 Preferences   6 Attachments   7 **Overview and Release**   8 Completed

**Previous step** **Complete**

Do you want to be considered for open job vacancies?

Release your profile so that recruiters can access your data (see data privacy statement). You can lock your profile again at any time so that no one can access your data.

Release Profile  
 Lock Profile

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement. Confirm that you accept our data privacy statement [Data Privacy Statement](#)

Yes, I have read the data privacy statement and I accept it

**Previous step** **Complete**

### Data Overview

| Personal Data |       |
|---------------|-------|
| First Name    | John  |
| Last Name     | Welsh |

| Communication Data |                         |
|--------------------|-------------------------|
| Phone Number       | 262-999-1111            |
| E-Mail             | john.welsh@grainger.com |

| Work Experience |                         |
|-----------------|-------------------------|
| IBM             |                         |
| Period          | 00/00/0000 - 00/00/0000 |
| Country         |                         |
| City            |                         |
| Region          |                         |

# E-Recruiting: Candidates

## Complete a Candidate Profile

**Step 25:** Scroll to review **your profile** and verify that all **information** is correct.

**Important:** If you want to make updates to your profile, refer to the workflow steps in this guide to make the appropriate changes.

**Step 26:** Click the **Release Profile** radio button so recruiters can access **your data**.

**My Profile**

1 Candidate Profile Creation 2 Personal Data 3 Education/Training 4 Work Experience 5 Preferences 6 Attachments 7 **Overview and Release** 8 Completed

Previous step Complete

**Do you want to be considered for open job vacancies?**

Release your profile so that recruiters can access your data (see data privacy statement). You can lock your profile again at any time so that no one can access your data.

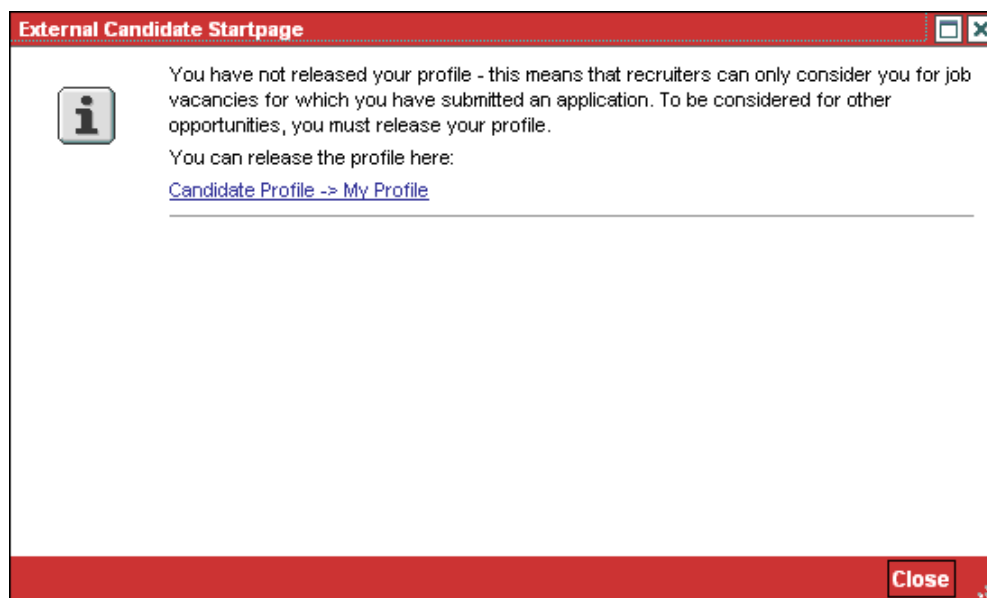
Release Profile  Lock Profile

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement. Confirm that you accept our data privacy statement [Data Privacy Statement](#)

Yes, I have read the data privacy statement and I accept it

Previous step Complete

**Note:** You can lock your profile at anytime so recruiters cannot search or consider you for other job opportunities. If you do not release your profile, the next time you log on to the Experiencedone Web Site, you see the following window to remind you that your profile has not been released.



# E-Recruiting: Candidates

## Complete a Candidate Profile

**Step 27:** Click the **Completed (Step 8)** workflow link in the upper portion of the screen when you are finished with your profile.



**Result:** A message that indicates your profile was successfully released is displayed and the procedure for completing your Candidate Profile is complete.

