

## How to Create an Online Profile with Complement Recruitment

Our Talent Dashboard gives you full control over your information and job application process with Complement Recruitment. You can create and sign up for Job Alerts, Browse and Shortlist Jobs, review and keep a full history over which Jobs you apply for with us on our Candidate Dashboard as well as notifications for future jobs.

### **Step By Step Guide:**

1. Click on "Register" for first time Users, the Button/Icon on the Top Right Menu bar of each page of our Website as shown below.
2. Scroll down on mobile to the second section (not Login) and select "Candidate", complete the fields and "Register Now" to Sign in.
3. The "Login" button (second image below) will be used for your next Visit(s)

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Username \*

Email \*

Password \*

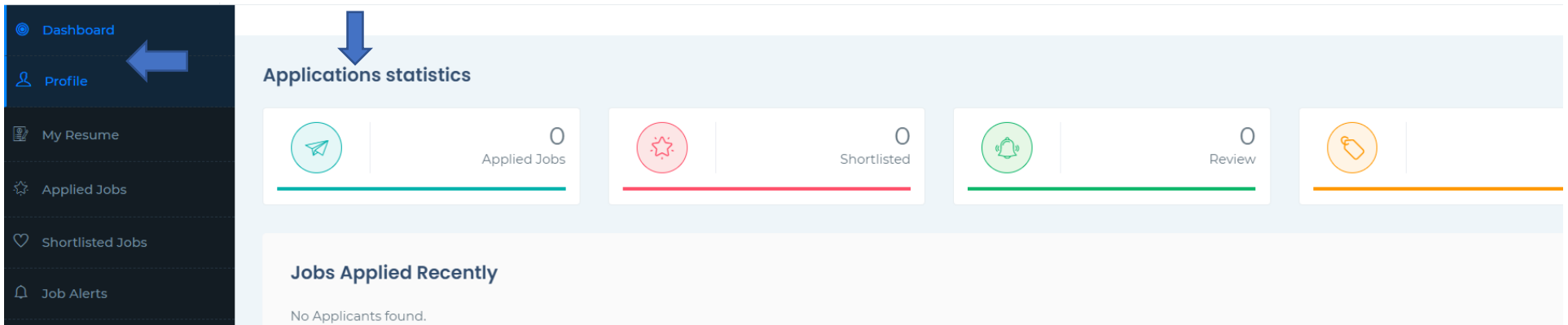
Confirm Password \*

Category

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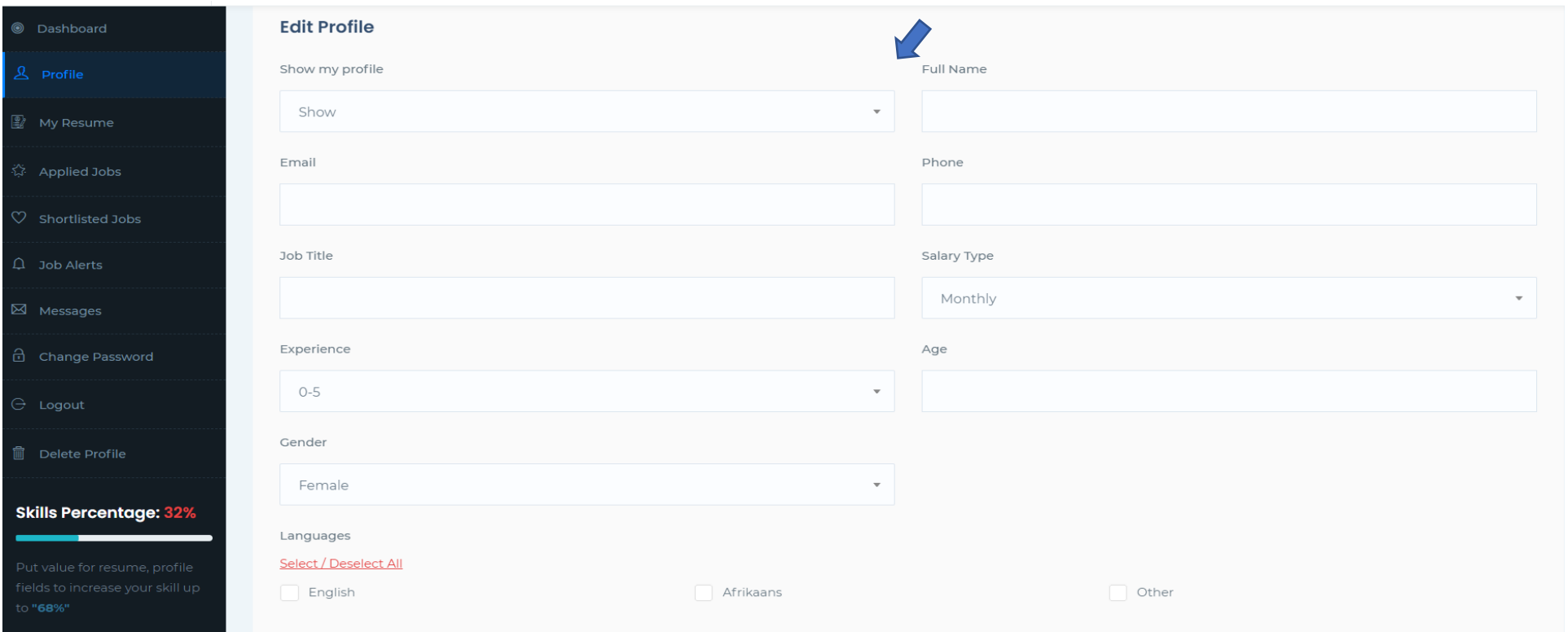
4. The Candidate "Dashboard" will then open up showing your recent Applications, Shortlisted Jobs *by default* – "Applications statistics"

5. View the "Menu" bar on the Left-hand side panel (in black) and click on "Profile"



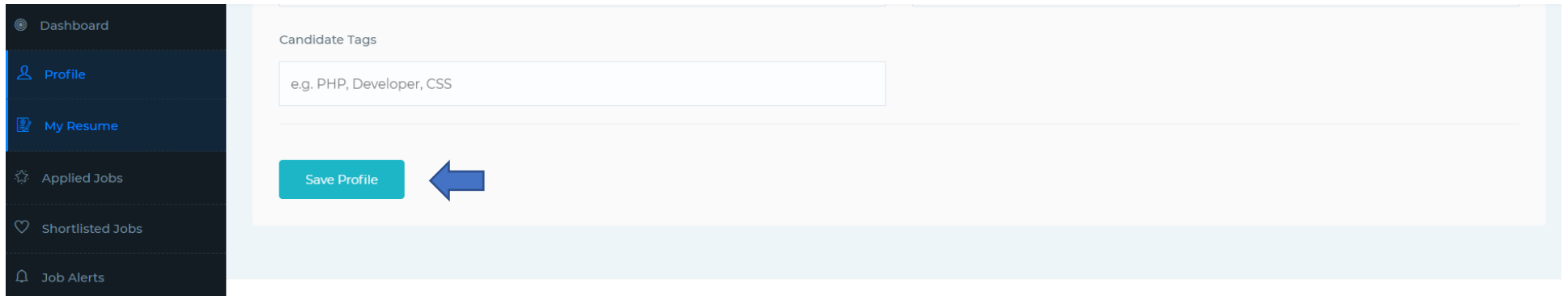
The screenshot shows a user interface with a dark blue sidebar on the left containing a menu with items: Dashboard, Profile, My Resume, Applied Jobs, Shortlisted Jobs, and Job Alerts. The 'Profile' item is highlighted with a blue arrow pointing to it. The main content area is titled 'Applications statistics' and features four cards: 'Applied Jobs' (0), 'Shortlisted' (0), 'Review' (0), and an unlabeled card with a tag icon. Below this is a section titled 'Jobs Applied Recently' with the text 'No Applicants found.' A blue arrow points to the top of the main content area.

6. Fill in ALL the Fields as below, at the bottom of the page, in the "Candidate Tags" section, enter keywords that we use for ATS (Applicant Tracking System) (eg. Developer; Java; Health and Safety; Engineering; Manufacturing; Finance etc).

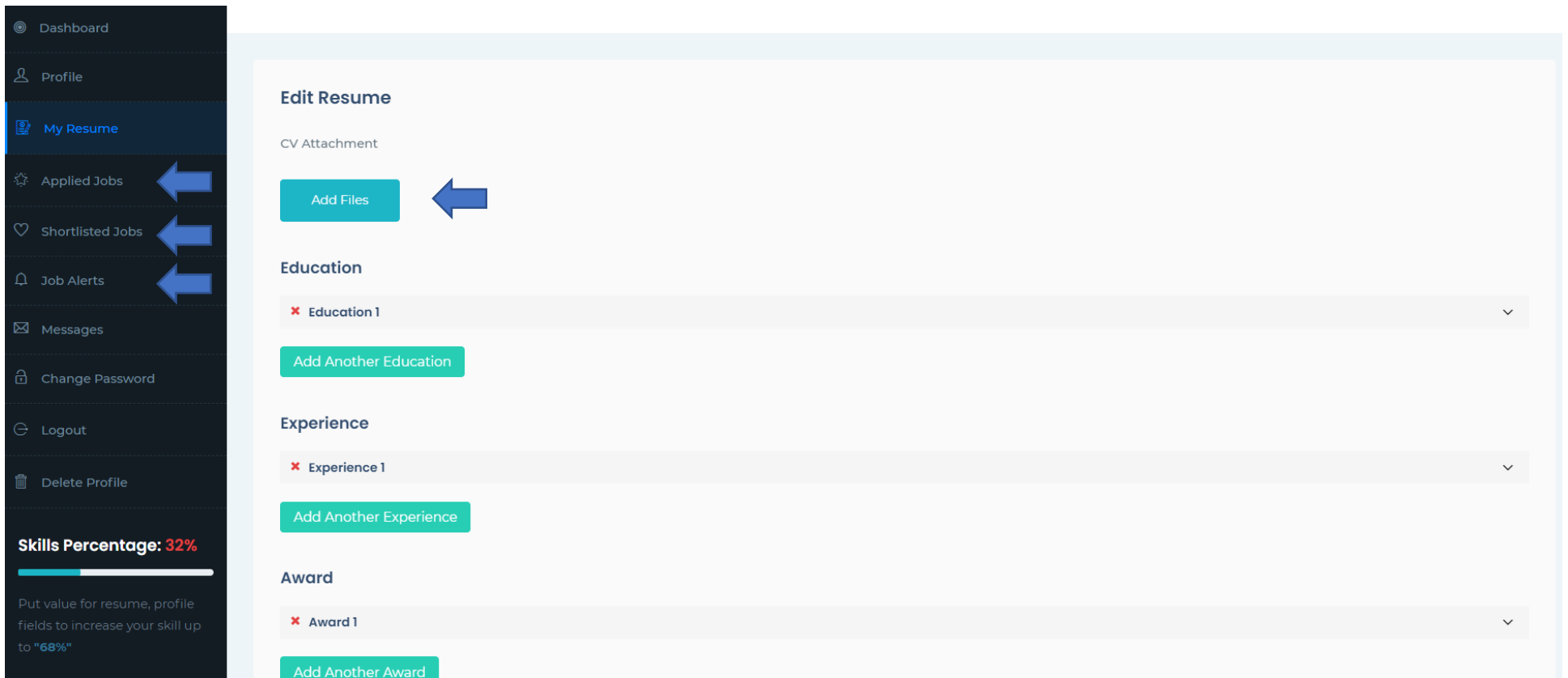


The screenshot shows the 'Edit Profile' form. On the left sidebar, 'Profile' is highlighted. The main form has a 'Show my profile' dropdown set to 'Show'. Fields include: Full Name, Email, Phone, Job Title, Salary Type (Monthly), Experience (0-5), Age, and Gender (Female). At the bottom, there is a 'Languages' section with checkboxes for English, Afrikaans, and Other. A blue arrow points to the 'Full Name' field.

7. Then Click "Save Profile" at the bottom - This is your *Basic Information*, we are almost done.



8. The last step, Click on "My Resume" on the menu bar, just beneath the Profile tab, here you will Upload Your Updated Microsoft Word CV, complete the sections, experience etc, and same as before, to Save your Profile, scroll to the bottom of the page and "Save Resume".



**Your Profile is now Complete!**

Now you can Apply & Shortlist Advertised jobs adding them to your own "Bucket List". Should you not attach your CV, or complete the required information, Incomplete Profiles will be automatically removed by the system. **Visit Us – <https://complement.co.za>**