



## CANDIDATE MANUAL

Get a weekly or monthly mail with all jobs matching your criteria!

## How to create a profile on CVWarehouse?

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Welcome to the CVWarehouse online documentation for candidates!

This manual provides you with more information on how to create a personal profile with CVWarehouse and activate the job alerts.

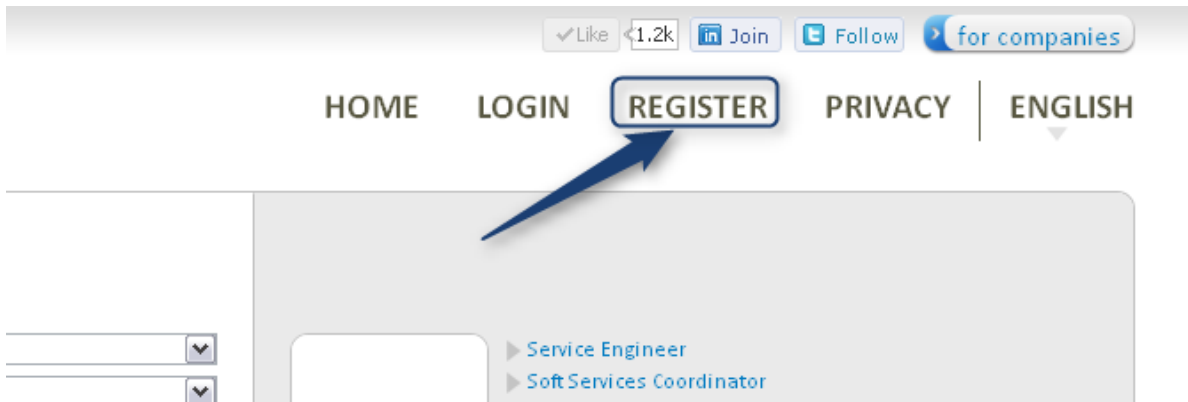
You do not have to worry about your personal data being publicly accessible. At CVWarehouse, we understand the importance of **confidentiality**. Only companies that you apply with, will be able to see your details!

In case of questions or problems, feel free to contact our candidate **support desk** via [candidatesupport@cvwarehouse.com](mailto:candidatesupport@cvwarehouse.com)!

## Creating a Profile on CVWarehouse

If you don't have a profile yet, here are the steps to follow in order to create one:

- Go to <https://candidate.cvwarehouse.com/> or <https://www.mycvcorner.com>
- Click on **register**



- Fill in the application form and make sure that all obligatory fields (marked by a yellow star) are filled in

Home Register

### Create your profile

Fill in your details and upload your CV in the form below or [Apply with LinkedIn](#)

CVWarehouse.com is a 100% confidential. Except for companies you applied with, nobody can see your personal details. If you need any help, please consult our [Support page](#) for help.

★ Email address	<input type="text"/>
★ Confirm email address	<input type="text"/>
★ Title	Select <input type="text"/>
★ First Name	<input type="text"/>
★ Last Name	<input type="text"/>
★ Country	Select <input type="text"/>
	Select <input type="text"/>
City	<input type="text"/>
ZIP code	<input type="text"/>
Street	<input type="text"/>
House number	<input type="text"/>
★ Home Phone	<input type="text"/>
★ Cell Phone	<input type="text"/>

- Upload your CV, motivation letter and/or other extra documents (make sure that the size of your files do not exceed 2MB – accepted extensions are: .docx, .doc, .pdf, .txt and .jpeg)
- Indicate that you accept the terms and conditions of CVWarehouse
- Choose a password and confirm it
- Submit

Thank you for registering your profile in CVWarehouse.

You didn't check the option that we can keep you informed of future opportunities. Note that nothing will happen until you check this option in your profile. You can of course use your profile to apply for any job on CVWarehouse.com

In CVWarehouse nobody can see your data, only the company's where you applied for a job.

So visit our Find a job section regularly to keep up to date on job offerings or bookmark the [Companies using CVW](#)-page to have a quick overview of all companies and the jobs they offer on CVWarehouse.

Good luck!

The CVWarehouse team

If you follow these steps, you should be able to register successfully at CVWarehouse.com.

Please remember your passwords well, as you will need them to update your profile, to follow the status of your application or to apply for another job via CVWarehouse.

- **Apply via LinkedIn**



HOME LOGIN REGISTER PRIVACY | ENGL

Home Register

### Create your profile

Fill in your details and upload your CV in the form below or [Apply with LinkedIn](#)

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★ Email address	<input type="text"/>
★ Confirm email address	<input type="text"/>
★ Title	Select <input type="button" value="v"/>
★ First Name	<input type="text"/>
★ Last Name	<input type="text"/>
★ Country	Select <input type="button" value="v"/>
	Select <input type="button" value="v"/>
City	<input type="text"/>
ZIP code	<input type="text"/>
Street	<input type="text"/>
House number	<input type="text"/>
★ Home Phone	<input type="text"/>
★ Cell Phone	<input type="text"/>

- Enter your LinkedIn details

Apply with LinkedIn would like to access some of your LinkedIn info:

- YOUR FULL PROFILE  
Full profile including experience, education, skills, and recommendations
- YOUR EMAIL ADDRESS  
The primary email address you use for your LinkedIn account
- YOUR CONTACT INFO  
Address, phone number, and bound accounts

Sign in to LinkedIn and allow access:

Email  Password

[Join LinkedIn](#) [Forgot your password?](#)

[Allow access](#) [Cancel](#)

All Applications can be found in your settings  
[Terms of Service](#) | [Privacy Policy](#)

- The system will read out your LinkedIn information and fill in the application form for you.
- Make sure that you don't miss any obligatory fields (the fields with a yellow star).
- Click **sign up**

Thank you for registering your profile in CVWarehouse.

You didn't check the option that we can keep you informed of future opportunities. Note that nothing will happen until you check this option in your profile. You can of course use your profile to apply for any job on CVWarehouse.com

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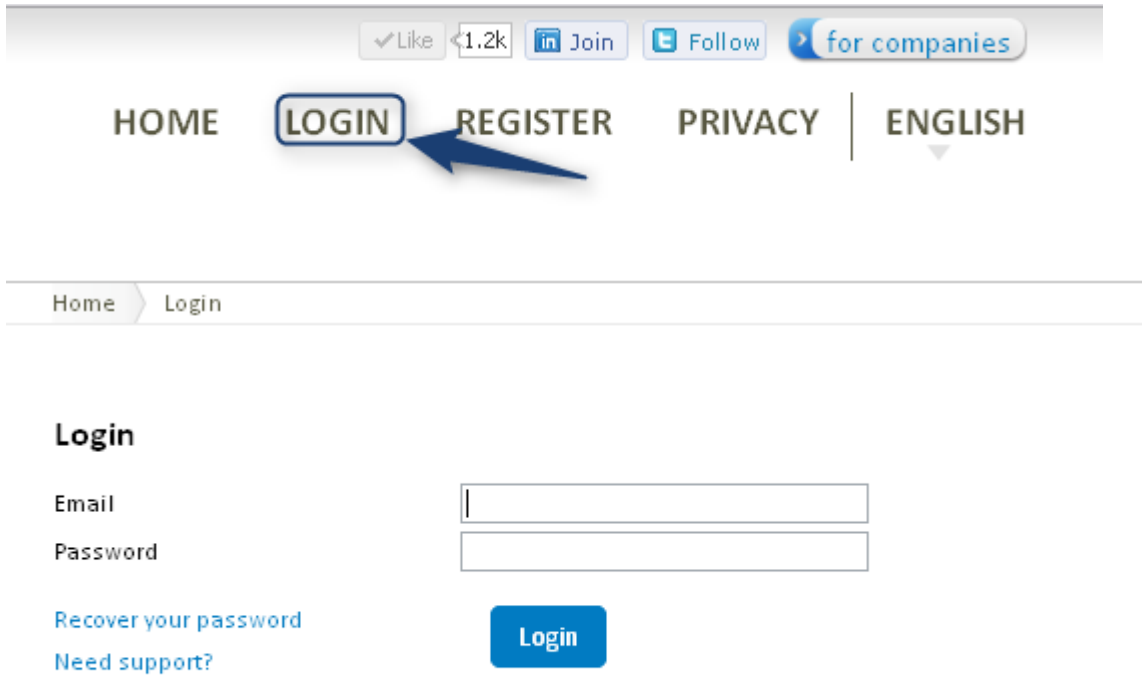
The CVWarehouse team

If you follow these steps, you should be able to register successfully at CVWarehouse.com.

Please remember your passwords well, as you will need them to update your profile, to follow the status of your application or to apply for another job via CVWarehouse.

## Logging In

If you already have a profile on CVWarehouse, please **log in** on <https://candidate.cvwarehouse.com> or <https://www.mycvcorner.com>



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HOME LOGIN REGISTER PRIVACY ENGLISH

Home Login

### Login

Email

Password

[Recover your password](#)

[Need support?](#)

Login

## Choose the criteria of your search

Your job agent will be created from the searches you have made and saved. There are two kinds of searches: **Simple search** and **Advanced search**

***Let's create a job alert via a simple search:***

**On the CVWarehouse homepage in the search box**, enter the country and the region you are interesting in and the category of the job you are looking for. You can also add key words. If you are not sure, you can use wildcards before and after the word: for instance, \*market\* will give you the following results:

- Market
- Marketing
- Marketer
- ...

You are not obliged to fill in all the fields to make a search. Keep in mind that the less criteria you add, the broader the results will be.

Click on 'Find':

### Search

Country

Region

Category

Company

Keywords

[Advanced search](#)

You get a list of the online jobs that correspond to your criteria:

[Home](#) [Search](#)

### Search

Country <input type="text" value="Belgium"/>	Category <input type="text"/>	Job Type	Preferred Work Type
Region <input type="text" value="East Flanders"/>	Sector <input type="text"/>	<input type="checkbox"/> Full Time	<input type="checkbox"/> Blue Collar
Size Of Company <input type="text"/>	Company <input type="text"/>	<input type="checkbox"/> Half Time	<input type="checkbox"/> Freelance
		<input type="checkbox"/> Part Time	<input type="checkbox"/> Internship
		<input type="checkbox"/> Shift	<input type="checkbox"/> Student
			<input type="checkbox"/> White Collar

Keywords

**Search results (261 results)**

- [> Acerta - Vrije sollicitatie](#) Antwerp, Belgium  
Kern Selection (ACERTA)
- [Spontaneous application Belgium](#) Antwerp, Belgium  
Kuwait Petroleum
- [\[Associate\] Scientist Molecular Engineering](#) East Flanders, Belgium  
Ablynx (via FlandersBio)
- [\[Associate\] Scientist Molecular Engineering](#) East Flanders, Belgium  
Ablynx
- [\[Senior\] Scientist Applied Trait Genetics](#) East Flanders, Belgium  
CropDesign
- [\[Senior\] Scientist BioAnalysis - Immunogenicity](#) East Flanders, Belgium  
Ablynx
- [> Spontaneous Applications](#) Antwerp, Belgium  
Kern Selection
- [Account Manager \(Oost/West-Vlaanderen\)](#) Antwerp, Belgium  
Kern Selection (DPD Belgium)

If these results are accurate enough and correspond to your expectations, you can save this search by clicking on '**Go to your saved searches**' at the top right corner of the search results:

**Save this search**

Search name

Email me new results  
Monthly

- Name your search
- Set the frequency (weekly or monthly) of emails you want to receive for this job alert.
- Save

You will find you saved search on your **search page** when you are logged in:

Your saved searches

<a href="#">Job search</a>	Monthly
----------------------------	---------

If the results do not match your expectations, you can either try another simple search with other criteria or go to the **advanced search** which will allow you to add more criteria matching with your profile.

**Search**

Country

Region

Category

Company

Keywords





With this advanced search, you can choose:

- The sector in which you would like to work
- Your favourite job type
- The work type you prefer
- The size of the company

Again, you are not obliged to fill in all the fields to make a search. Keep in mind that the less criteria you add, the broader the results will be.

Click on '**Find**':

**Search**

Country <input type="text"/>	Category <input type="text"/>	Job Type <input type="checkbox"/> Full Time <input type="checkbox"/> Half Time <input type="checkbox"/> Part Time <input type="checkbox"/> Shift	Preferred Work Type <input type="checkbox"/> Blue Collar <input type="checkbox"/> Freelance <input type="checkbox"/> Internship <input type="checkbox"/> Student <input type="checkbox"/> White Collar
Region Select	Sector <input type="text"/>	Size Of Company <input type="text"/>	
	Company <input type="text"/>		

Keywords

Are you happy with these results?

Then:

- **Name** your search. Please choose a different name from your first saved search
- Choose the **frequency**
- **Save** your search

Save this search

Search name

Email me new results

Save

Delete

## Managing your searches

You may want to change criteria of your searches in the future. To do so, go to the search you want to update:

Home > Your saved searches > click on the name of the search

<p><b>Save this search</b></p> <p>Search name</p> <input type="text" value="test"/>	<p><b>Your saved searches</b></p> <table border="1"> <tr> <td>test</td> <td>Monthly</td> </tr> </table>	test	Monthly
test	Monthly		
<p>Email me new results</p> <p>Monthly <input type="button" value="v"/></p> <p><input type="button" value="Save"/> <input type="button" value="Delete"/></p>			

Change the fields you need to update according to your new expectations.

Change the name of your search and/or the frequency of the job alert if necessary.

Click on '**Save**':

**Search**

Country	Category	Job Type	Preferred Work Type
<input type="text" value="Belgium"/>	<input type="text" value="Accounting"/>	<input type="checkbox"/> Full Time	<input type="checkbox"/> Blue Collar
Region	Sector	<input type="checkbox"/> Half Time	<input type="checkbox"/> Freelance
<input type="text" value="Select"/>	<input type="text"/>	<input type="checkbox"/> Part Time	<input type="checkbox"/> Internship
	Size Of Company	<input type="checkbox"/> Shift	<input type="checkbox"/> Student
	<input type="text"/>		<input type="checkbox"/> White Collar
	Company		
	<input type="text"/>		

Keywords

### Search results (49 results)

<b>Spontaneous application Belgium</b>	Antwerp, Belgium
Kuwait Petroleum	
<b>Accountant / Dossierbeheerder (m/v) - 100%</b>	Antwerp, Belgium
@TheOffice nv	
<b>Adjunct-verantwoordelijke Facturatie (M/V), Campus Aalst</b>	East Flanders, Belgium
OLV Ziekenhuis Campus Aalst-Asse-Ninove	
<b>Always looking for Sales Talent in Belgium</b>	Antwerp, Belgium
Kuwait Petroleum	

Your search has been updated!

I don't want to receive job alerts anymore

You have two possibilities to stop receiving job alerts:

- Make your search inactive
- Delete your search

**Making your search inactive** allows you to stop receiving emails from CVWarehouse's job alert, while keeping your criteria in case you will need to use your search again in the future.

Go to the search you want to update: Home > Your saved searches > click on the name of the search

The screenshot shows a form on the left and a table on the right. The form is titled 'Save this search' and contains a text input field for 'Search name' with the value 'test', a dropdown menu for 'Email me new results' with 'Monthly' selected, and two buttons: 'Save' and 'Delete'. The table on the right is titled 'Your saved searches' and has one row with 'test' in a blue link column and 'Monthly' in a text column.

Scroll down and select '**Not active**' in the menu '**Email me new results**'

This screenshot is similar to the previous one, but the 'Email me new results' dropdown menu is open, showing a list of options: 'Monthly', 'Monthly', 'Not active', and 'Weekly'. A mouse cursor is pointing at the 'Not active' option. The 'Your saved searches' table remains the same.

Click on '**Save**'

Your search will still appear on your homepage but you will no longer receive email notifications.

If you **delete a search**, you will no longer receive emails from the job alert but you will also lose all the criteria you saved.

To do so, go to the search you want to delete: Home > Your saved searches > click on the name of the search

The screenshot displays two sections: 'Save this search' and 'Your saved searches'. In the 'Save this search' section, there is a text input field for 'Search name' containing the word 'test', a dropdown menu for 'Email me new results' set to 'Monthly', and two blue buttons labeled 'Save' and 'Delete'. A mouse cursor is positioned over the 'Delete' button. The 'Your saved searches' section shows a single search entry with 'test' in blue text and 'Monthly' in black text.

Scroll down and click on '**Delete**'

Your search will no longer appear on your homepage. Before using this option, be sure you will not need this search anymore in the future.