

Recruitment technology that  
*gets you chosen*



**ProfileGroup**  
360° RECRUITMENT SOLUTIONS

Built by *recruiters*  
to get you chosen by *candidates*



**ProfileGroup**  
360° RECRUITMENT SOLUTIONS

Job adverts that get you chosen



Creating jobs in your ATS



Make a great process / per job



# Job adverts that get you chosen

Jobs

Spontaneous Application

My profile

**SEO friendly  
job title**

# Marketing & Communication Manager

## Company details

Are you looking for an exciting job in a dynamic and innovative law firm? Talent finder is the place for you!

### Why join us?

- ✓ We are a human sized company (60 people) that cultivates creativity and excellence in a stimulating and caring environment
- ✓ We invest into people thanks to our ongoing training program
- ✓ We value diversity, inclusion and the physical and psychological well-being of our people. We have always encouraged the advancement of women to senior positions within our company
- ✓ We are taking concrete actions to improve our environmental sustainability, social responsibility and

[Apply Now](#)

Placed on: Fri 2 September 2022

Location: Brussels



### Why join us?

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- ✓ We are taking concrete actions to improve our environmental sustainability, social responsibility and good governance because these are essential to our progress as a society and as a company
- ✓ We have excellent internal cohesion and a relaxed atmosphere .
- ✓ Your manager, Patrick, is eager to support you as well as give you full autonomy to even develop your role

Placed on: Fri 2 September 2022

Location: Brussels

**Work environment  
is key**

**Diversity is also  
a great plus**

### Function

- ✓ You will be the contact point for external and internal communication, marketing and events. You enjoy managing projects from start to finish successfully. You will build 360° campaigns to deliver the best customer experience, boost company visibility and strengthen cohesion and engagement.





## Function

- ✓ You will be the contact point for external and internal communication, marketing and events. You will be managing projects from start to finish successfully. You will build 360° campaigns to deliver the best customer experience, boost company visibility and strengthen cohesion and engagement.
- ✓ In your daily work, you can count on the help of a trilingual marketing assistant, who is also a graphic designer
- ✓ **Marketing & Communication – strategy and content creation :**
  - ✓ Design, implementation and execution of all communication and marketing campaigns
  - ✓ Content creation including writing and editing press releases and articles for the website, social media posts, advertisements, brochures, presentations, invitations and email campaigns
  - ✓ Measuring impact and performance
- ✓ **Business development:** coordination of pitches and submissions for legal guides
- ✓ **External and internal events**
  - ✓ Launching initiatives and organising internal events (drinks, annual party, etc..)
  - ✓ Organising client events and seminars (in our offices or elsewhere) including invitations, logistics,

**Great talent love  
cool challenges**

**Great description  
of the role**



Business development, coordination of profiles and submissions for legal guides

✓ **External and internal events**

- ✓ Launching initiatives and organising internal events (drinks, annual party, etc..)
  - ✓ Organising client events and seminars (in our offices or elsewhere) including invitations, venue finding, catering, etc...
- ✓ You are also encouraged to proactively initiate new ideas and projects.

## Profile

- ✓ You have at least 3 years in a similar position
- ✓ You are fluent in English and French and/or Dutch (good command of one of these languages)
- ✓ You are an excellent communicator and writer
- ✓ You have the special touch to make our communication and marketing material professional, fresh and dynamic
- ✓ A similar experience in a law firm or consulting company is a plus but not a prerequisite

**Good to be  
flexible with your  
requirements**





Salary has to be mentioned: be clear and transparent as much as you can

## Offer

- ✓ Salary linked to your level of experience
- ✓ Great work-life balance
- ✓ Flexibility in home working
- ✓ Opportunities for further training
- ✓ Meal vouchers
- ✓ Hospitalization insurance
- ✓ Group insurance
- ✓ Eco-checks
- ✓ Free access to a nearby gym
- ✓ Fair trade organise fruits and snacks

Important to go beyond just the financial aspects in you offer

## What is the recruitment process ?

- ✓ If you are convinced that this job is for you, upload your CV by clicking on 'apply now' and an email will be sent to you to confirm receipt of your application
- ✓ Alexia, who is in charge of this recruitment, will analyse your application and follow up on it



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- ✓ Alexia, who is in charge of this recruitment, will analyse your application and follow up on it
- ✓ If your application is successful, she will give you some personal advice on how to prepare for the first interview with your future manager, Patrick.
- ✓ After maximum 2 interviews, you will receive a final feedback and hopefully a contract proposal

If you recognize yourself in this profile, do not hesitate to even contact Alexia directly on 02 345 67 89 for more information. We are looking forward to meeting you !

Describing the  
process is key

Adding the name  
and mobile number of  
your recruiter is  
even better!

Apply Now



# Before

## Company details

Our client is a subsidiary of a major bank, they specialise in home loans. To further support their strong growth, they are looking for a new colleague in the Lummen regional office.

## Some EVP tricks and...



# After

## Company details

Demetris is a BNP Paribas Fortis subsidiary specialising in **mortgage credit analysis**. Our team in Lummen is in full expansion and therefore we are looking for several credit analysts (mortgage loans) with or without experience.

## Who are we?

- In Lummen you will join a team of 25 **enthusiastic colleagues** where you can be yourself and where everyone is treated equally. As a new colleague, you will be warmly welcomed and will quickly feel at home. There is an atmosphere of openness and trust where everything can be discussed.
- At Demetris, you get the chance to be part of a company that invests in its people and where **collegiality, flexibility and personal development** take precedence. Respect and fairness are also very important values. Everyone (colleagues, brokers and clients) is treated equally and with respect. **Open communication and trust** are also central to the corporate culture.

## Management and training

- Nathalie is a very experienced and accessible manager who you can always turn to if you have any questions. She provides a very clear framework so that everyone clearly knows what is expected of them.
- **Experience is not required.** You will receive full on-the-job training where you will be patiently guided by a colleague and gradually given more responsibility until you can do your job completely independently. You will be given time to grow and continue to learn new things every day.



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# Before

## Offer

- A full-time job with an open-ended contract (PC341) - 37h - sliding between 7.30/9h to 16/17.30h - 36h contract = 6 days catch-up rest
- A thorough training and guidance
- A correct remuneration with a number of benefits (meal vouchers - commuting allowance - group insurance )

## Some EVP tricks and...



# After

## What can we offer you?

- A full-time job with a **permanent contract** (37h - PC 341)
- Flexible working hours
- Possibility for teleworking (2 days per week and telework allowance)
- On top of the 20 days of statutory leave, you will get 6 extra days, bank holidays, regional holiday and one extra day of leave every 5 years
- Attractive remuneration with numerous fringe benefits (meal and eco cheques, commuting allowance, 100% reimbursement for public transport, group insurance, hospitalisation insurance, ambulatory care, guaranteed income, CLA90 bonus)
- Additional benefits from BNP Paribas Group
- **Comprehensive training on mortgage loans**
- Building people's housing dreams
- Becoming part of a global player in the financial sector

## How does the application process work?

After your application, we will contact you for an initial telephone screening.

If we are both enthusiastic, we will schedule a first interview and you will receive a link to fill in some tests.

During the second interview, you will meet the hiring manager.

Do we have a match? Then you will receive a concrete proposal.

The whole process takes less than 2 weeks on average (only holidays may cause a little delay).



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# Before

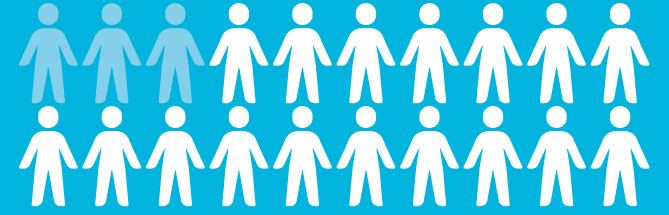
# After

New CV

3



20



Interview

2



9



2nd interview

1



6



Accepted  
candidates

0

3



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# Creating jobs in your ATS





Cersei Lannister



Jobs



## Jobs ( 6 )

+ New job ▾

Action ▾



Search by job title



<input type="checkbox"/>	Job title ▾	Status ▾	Start date ▾	Line manager ↑	Recruiter ↑	Applicant List ↑	Shortlist ↑	Database Selection ↑
<input type="checkbox"/>	★ <b>Back-end Developer</b> Profilegroup / PG Belgium...	Publish	11 Aug 2021	Nolan Workman	Paityn Botosh	14	6	2
<input type="checkbox"/>	★ <b>Advanced ASP.NET AJ...</b> Bayerische Motoren Werke AG	Draft	11 Aug 2021	Roger Bergson	M. Vindevogel	14	6	2
<input type="checkbox"/>	☆ <b>Teamleader Admin - P...</b> Tesla, Inc	Publish	11 Aug 2021	Jocelyn Mango	M. Vindevogel	14	6	2
<input type="checkbox"/>	☆ <b>Parttime Verkoper Bro...</b> Adobe, Inc	Publish	11 Aug 2021	Mira Culhane	M. Vindevogel	14	6	2



Cersei Lannister



Jobs



## Jobs ( 6 )



Search by job title



+ New job ▾

Action ▾



From scratch

From template

From wizard



Job title ▾

Status ▾

Start date ▾

Line manager ↑

Recruiter

Shortlist ↑

Database  
Selection ↑



★ Back-end Developer

Profilegroup / PG Belgium...

Publish

11 Aug 2021

Nolan Workman

Paityn Botosh

14

6

2



★ Advanced ASP.NET AJ...

Bayerische Motoren Werke AG

Draft

11 Aug 2021

Roger Bergson

M. Vindevogel

14

6

2



☆ Teamleader Admin - P...

Tesla, Inc

Publish

11 Aug 2021

Jocelyn Mango

M. Vindevogel

14

6

2



☆ Parttime Verkoper Bro...

Adobe, Inc

Publish

11 Aug 2021

Mira Culhane

M. Vindevogel

14

6

2



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Jobs > New job

< Back



✓ Job Details

✓ Application

✓ Workflow & Team

✓ Database Selection

✓ Publication

### • Job Title

Please type job title here

This title will be used internally

### • Assign to Team

🔍 Select Main Recruiter

### • Organization

Organization

### • Sub - organization

Sub - organization

### • Job Location

Job Location

### • Position type

### • Job type

## Job posting tips

1

### Job Titles

This job title is what you and your team members will see in Talent Finder.

2

### Organization

Insert all categories that are relevant to this position. These categories are important for the 'Candidate Matching' system.

3

### Job Descriptions

Job descriptions with 1500 - 4000 characters are likely to attract more candidates.

4

### Job Boards

This job title and description will be shown on your job site and job boards. The candidates may see different versions according to their language settings.



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Jobs > New job

< Back



✓ Job Details

✓ Application

✓ Workflow & Team

✓ Database Selection

✓ Publication

### • Application Template

Talentfinder Application Form



Preview



Pre-screening Questions

### • Pre-screening Questions Template

Talentfinder Simple question



Preview

You can create and manage application form templates in 'Settings'

Pre-screening questions can be used to score or disqualify candidates automatically.

You can create and manage the question templates in 'Settings'

### Job Preferences

Add skills keyword to make your job more visible to the right candidate ( Select up to 10 )

✓ Python

✓ Javascript

✓ HTML5/CSS

✓ NodeJS

✓ ReactJS

+ Add skills

Message add skill link with Job AI Matching

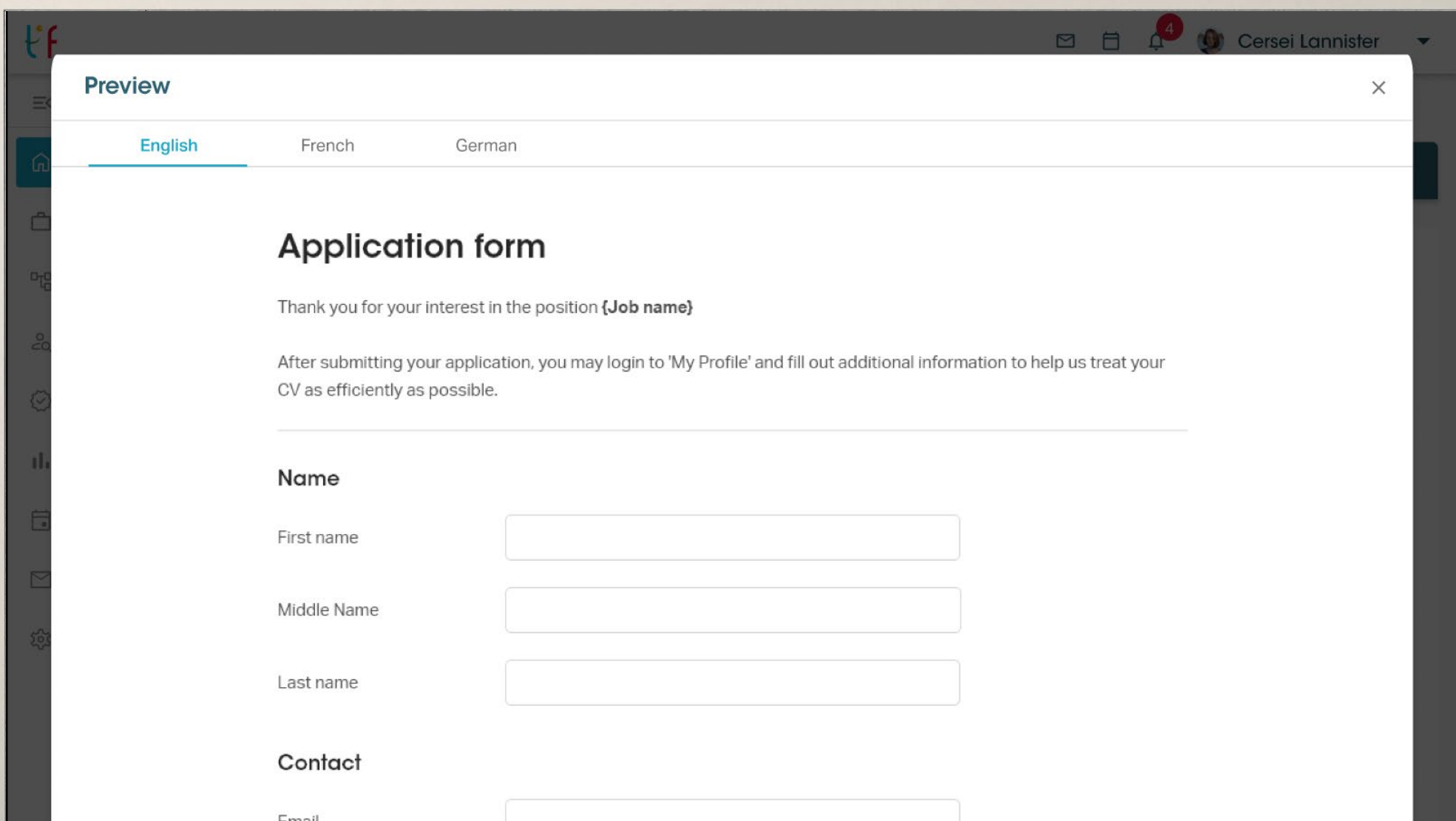


Push mail



Pitch Video







Jobs > New job



✓ Job Details

• Application Temp

Talentfinder Applica

on Pre-screening

• Pre-screening Qu

Talentfinder Simple

Job Preferences

Add skills keyword to r

✓ Python

✓ J

on Push mail

on Pitch Video

< Back

✓ Publication

## Preview



English

French

German

What is your programming expertise?

☐ Front-end

☐ Back-end

☐ Full-stack

What's your special talent?

Do you have a work permit?

Yes

No





Jobs > New job

< Back



✓ Job Details

✓ Application

✓ Workflow & Team

✓ Database Selection

✓ Publication

## Workflow

### • Hiring Workflow

Talentfinder Workflow ▾

Preview

You may change your workflow later as long as there are no candidates in the workflow.

You can create and manage workflow templates in 'Settings'

### Additional Recruiter ( Optional )

🔍 Search for additional recruiter ▾

One main recruiter is required. You may assign any number of additional recruiters.

## Approvals

☒ Job description needs to be approved

☐ Candidate needs to be approved

This job will need to be approved before publishing. The approvers will be notified once the request has been sent.

### • Job Description Approvers

• Candidate Approver

You can change candidate's approval status and create approval request. The approvers will be notified once the request has been sent.



✓ Job Details

✓ Application

✓ Workflow & Team

✓ Database Selection

✓ Publication

✓ Logs

✓ Reports

Database Selection

Find Candidates

AI Matching

Search

Matching adjustments

Filter

Education



20.59%

Job titles



23.53%

Skills



23.53%

Industries



11.76%

Language



5.88%

Certifications



0%

Management Level



14.71%

Adjust the importance levels to change how each match is scored.

English ▾

10 ▾

Refresh results

Actions (0) ▾



## AI Matching

Search

### Matching adjustments

Filter

## Education

### Job titles

## Skills

## Industries

## Language

## Certifications

Management Level

20.59%

23.53%

23.53%

11.76%

5.88%

0%

14.71%

Adjust the importance levels to change how each match is scored.

English

10

Refresh results

Actions (0) ▼

<input type="checkbox"/> Score	Candidate Name	Job Title	Degree	Experience	Last Update
<input type="checkbox"/> 84 	 AGNIESZKA KILSHAW			23 years 1 month	
<input type="checkbox"/> 83 	 Valérie Heymans			27 years 3 months	
<input type="checkbox"/> 82 	 Viviana Marchitelli			12 years 9 months	
				20 years 5 months	



#### Indeed

Indeed is a global job search engine for job listings with over 200 million monthly visitors.



#### Jobify

Job board and employer review platform with over 57 million unique monthly visitors.



#### LinkedIn

The professional networking platform with 675 million+ members.



#### Facebook

A global job search website with over 7 million active job seekers each month.



#### Jooble

Job search engine that maps jobs available globally into one extensive database.



#### VDAB

Indeed is a global job search engine for job listings with over 2 million monthly visitors.



#### Actiris

Job search engine that maps jobs available globally into one extensive database.



To increase candidate numbers and find the right hire keep all free job boards switched on.



#### Publish on Internal

Choose a date



#### Publish on External

Choose a date



< Workflow & Team

> Publish





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Reporting > Summary



## Summary

Download

Print

Summary

Candidate Flow

Recruiter Overview

Source

Advanced Reporting

Database

Recruitment time

Diversity

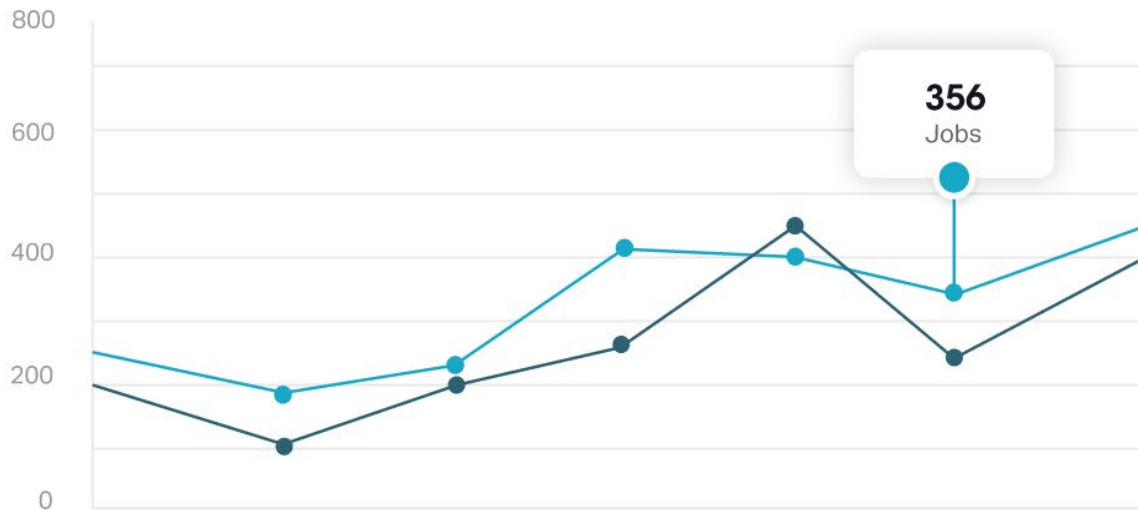
### Candidates by Status Group

7 days

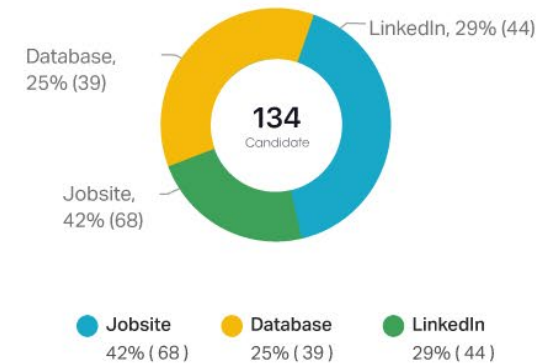
30 days

60 days

Choose a date



### Candidate per source



# Make a great process / per job



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Status

Action

Event

English

French

Dutch

Thai



Build the workflow  
you need

Status Template ?



New CV



New CV



CV Viewed



Ask callback



Interviewed



On Hold



WORKFLOW\_APPLICATION\_STATUS\_WORKFLOW\_DIVISION\_STATUS ?

+ New Status

1 New CV



2 CV Viewed



3 To Call



4 To Invite



Status

Action

Ev

EnglishFrenchDutchThai

Status Template ?

New CV

New CV

CV Viewed

Ask callback

On Hold

WORKFLOW\_APPLICATION\_STATUS\_WORKFLOW\_DIVISION\_STATUS ?

1 New CV

2 CV Viewed

3 Wait

4 To Call

5 To Invite

Link an action to a status

Set Status To Me

Set Status To

Send Mail

Send Automatic Mail

Accept Candidate

Refuse Candidate

Shortlist Candidate

Event



Workflow Overview > Candidates Overview

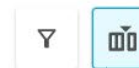
< Back



## Candidates Overview (12)

### Content Creator

Bayerische Motoren Werke AG



Cersei Lannister  
Job opened for 10 Days

#### Customise Table

✓ Ratings ✓ Applied date ✓ Score Tags Degree Approval CV Status

12  
Applied

1  
New

3  
CV Viewed

0  
Followed Up

0  
Calls

1  
Interview

☐ Candidate List ▾

CV ▾

Score ▾

Applied date ▾

Approval ▾

Status ▾

☐ **Cheyenne Carder**  
★★★★★



90

11 Aug 2021



✓ 3 ⚠ 1 ✖ 0

1st Interview



☐ **Leo Gouse**  
★★★★★



85

11 Aug 2021



✓ 3 ⚠ 1 ✖ 0

New CV



Customise your screen/See what you want



Job > Candidates Overview

< Back



## Candidates Overview (12)

### Content Creator

Bayerische Motoren Werke AG

Cersei Lannister

Job opened for 45 Days

12 Applied	1 New	3 CV Viewed	0 Followed Up	0 Calls	1 Interviews	0 Offers	0 Hired
---------------	----------	----------------	------------------	------------	-----------------	-------------	------------

☐ Candidate List

☐ Cheyenne Carder  
★★★★★

☐ Leo Gouse  
★★★★★

☐ Rayna Saris  
★★★★★

Preview CV to see all you need to decide next steps

AI matching scores the candidate compared to the job description

Take approval advice from associated line managers

Talk to the team and exchange comments

New CV

Applied





Recruitment Agency



Cersei Lannister



Job > Advanced ASP.NET AJAX Programmer > Craig Geidt

< Back



**Craig Geidt**

Advanced ASP.NET AJAX  
Programmer

### Quick Summary

Phone +32 468 90 32 30  
Email Craig.g@email.com  
Job Seior Backend Developer  
Added 6 Oct 2021  
Source MindWorks Recruitment Agency

CV

Profile

Preferences

Logs

Evaluations

Files

Original

Optimise

**Stephen  
Greet**

Senior Programmer

Brooklyn, NY 11222

(123) 456-7890

[stephen@beamjobs.com](mailto:stephen@beamjobs.com)

LinkedIn: [/in/stephen-greet](https://in/stephen-greet)

Github: [github.com/stephengreet](https://github.com/stephengreet)



### Applied Job

90

**Senior Backend Engineer**

Full time - Bayerische Motoren Werke AG...



Current status :

CV Viewed

Approval Status :

Waiting Approval

Javascript

Python

SAP

View more

### Match with job

Match by category

Skills ( found 10 out of 15 )

Match

Give your candidate  
a rapid score



CV

Profile

Preferences

Original

Optimised

Stephen  
Greet

Senior Programmer

### Experience

Brooklyn, NY 11222

(123) 456-7890

[stephen@beamjobs.com](mailto:stephen@beamjobs.com)

LinkedIn: [/in/stephen-greet](https://in/stephen-greet)

Github: [github.com/stephengreet](https://github.com/stephengreet)

#### Teachers Pay Teachers

January 2018 - Present, New York NY

##### Senior Programmer

Worked alongside product managers to re-architect a multi-page web app into a single page web-app built in React resulting in a yearly revenue lift of \$1.1M

Built the logic for a streamlined ad-serving platform that scaled to our 100M users which improved page speed by 14% after implementation

#### Lemonade

April 2015 - January 2018, Washington DC

##### Software Engineer

Built RESTful APIs that served data to our Javascript front-end based on dynamically chosen user inputs that handled over 500,000 concurrent users

Built internal tool using NodeJS and Puppeteer.js to automate QA and monitoring of customer-facing web app which improved click through

Technology to optimise  
CVs and help quick  
decision-making

Current status: CV viewed

Approval Status: Waiting Approval

Javascript

Python

SAP

Your AI gives you the  
match and tells you  
why

[View more](#)

### Match with job

#### Match by category

Skills ( found 10 out of 15 )

Job titles ( found 1 out of 2 )

Industries ( partial match )

Management experience ( no match )

Language ( found 1 out of 1 )

Match

71

### Tags

+ Add tag

Engineer

Sales

LinkedIn

Backend Lead

Start Immediately

3 Years Exp.





# Talentfinder

Powered by **ProfileGroup**