

# Setting up a job alert to be notified of the latest career opportunities.



They are two ways to create yourself a job alert.1. by performing a job search2. by accessing your candidate profile.We will explore both ways.

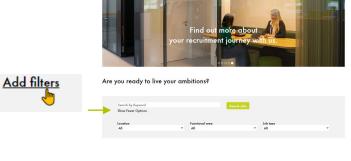
## Perform a job search

1. Access Givaudan's job portal on: <u>www.jobs.givaudan.com.</u> Once on the homepage, you can search by keywords or by location through the map. But You may also click on "**add filters**" to define: a location, job function and/or a contract type.

2. Once you get to the job list, you need to **select** the job you would like to receive similar job alerts of.

3. On top of the job advert you need to click on "Create Alert".
You may enter the number of days corresponding to the desired frequency.

Select how often (in days) to receive an alert: 7



Why Givaudan Learn & Grow About us

Location	Functional area	Job type	Date V
Location	Functional area	Job type	Date (dd/MM/yy) Filter Reset
Mumbai, IN, 400093	Marketing and Consumer Understanding	Regular	16-Sep-2022
Budapest, HU, H-1138	Human Resources	Regular	16-Sep-2022
Vernier, CH, 1214	Operations	Regular	16-Sep-2022
	Location Mumbai, IN, 400093 Budapest, HU, H-1138	Location Functional area Mumbai, IN, 400093 Marketing and Consumer Understanding Budapest, HU, H-1138 Human Resources	Location     Functional area     Job type       Mumbai, IN, 400093     Marketing and Consumer Understanding     Regular       Budapest, HU, H-1138     Human Resources     Regular



HR Advisor

Join or and calabote the beauty of human segretance. Create for logging, healthing line, with long for nature. Signifur, with kinds as and building we define food longeridance, and longeridance and develop beauty and wellbaire joint that make speak look and feel good. There's much to learn and many to learn from, with more than 16.000 employees around the world to explore ideas and ambifords with They into world its fields, and elimitation emissions and means beam ensuinged to be and the second to be and the other work this. **4.** You need to **sign-in** to finish setting up this job alert. Or if you don't have a candidate profile yet, you may click on "**Create an account**"

Not a registered user yet? Create an account to apply for our career opportunities

**4b.** Fill in all the data fields. Read and accept the data privacy statement, and click on "**Create Account**"

### Create Account

**5.** Once signed-in you will see this notification appear on screen. This is the **confirmation** that your job alert was set up. If you want to change the frequency or delete it, you need to access your job alert dashboard. You may do so, by a click on "**View Profile**".

**6.** Once within the candidate profile dashboard, click on the top right corner "**Options**" and select **"Job Alerts".** 

7. This is your job alert dashboard. You may view, delete or add any job alert. You may return to your profile or sign-out.

ь	On	DO	tun	ities	Sign	ln –	

*Email Address:		
*Password:		
	Sign In Forgot y	your password?

### 

Thank You. You have successfully modified your account. Back to Job Listing View Profile

	Candidate Profile		Mill Mill - Alarah - Lufase ne Indiae ant -
	Welcome to your Glusuden Candidate Profile.		
	Please take a few minutes to complete your information a	nd save it using the icon in the the lower right corner of this page.	
	Your Candidate Profile is used as part of the application pr skills and experience.	ocess for any jobs that you apply for. In addition, Gvaudian recruiters	may notify you if any opportunities arise that match your
	Dan't forget, you can also set up a job allert so you never n	ius a great job opportunity	
			+ Expand all sections - Collapse all sections
<ul> <li>English UK (E</li> </ul>	My Documents		
	Profile Information		
le	Search Options and Privacy		
5 _h	<ul> <li>Jobs Applied</li> </ul>		
	<ul> <li>Saved Applications (1)</li> </ul>		
	<ul> <li>Previous Employment</li> </ul>		
Job Alerts		Sign C	Put Options - English UK (English UK
Your preference has been saved successfu Bend me job alerts when new jobs becc	JIly me available (alert preferences can be set in your car	ididate profile)	
Job Alerts		Frequency	Actions

# Create or access your candidate profile

1. Access our job portal on: <u>www.jobs.givaudan.com.</u> Once on the homepage, click on the top right corner:



Samily General Second S

**2.** You can **sign-in** or if you don't have a candidate profile yet, you may click on "**Create an account**"

Location	Functional area	Job type
All	✓ All	✓ AII
Job Opportunities Sign	In	
Have an account?		
Please enter your login in	formation below. Both y	our username and password are case
		the second second second second
*Email Address:		
*Email Address:		
*Password:		
	Sign In Forgot	your password?
	Sign in Polyoe	your password:
Not a registered user yet	?	
Create an account to apply fi		tier
create an account to apply in	or our career opportunit	

Not a registered user yet? <u>Create an account</u> to apply for our career opportunities.

**2b.** Fill in all of the data fields. Read and accept the data privacy statement, and click on "**Create Account**"

Create Account

Job Opportunities Create a	n Account
Already a registered user? Please s	ign in Login credentials are case-sensitive
* Email Address:	
"Retype Email Address:	
*Choose Password:	
"Retype Password:	
'First Name:	
*Last Name:	
*Country/Region Code:	- Select -
Phone Number:	
*Country/Region of Residence	- Select -
Notification:	$\overline{\mathscr{C}}$ Send me job alerts when new jobs become available (alert preferences can be set in your candidate profile)
	I agree to occasionally receive news related to Givaudan Careers (articles testimonials, videos)
"Terms of Use	Read and accept the data privacy statement.
	Create Account

**3.** Once in the homepage of your candidate profile, click on the top right corner "**Options**" and select **"Job Alerts".** 

)	Candidate Profile
t	Welcome to your Gwauden Candidate Profile.
-	Please take a few minutes to complete your information and save it using the icon in the one lower right corner of this page.
	Your Candidate Profile is used as part of the application process for approximation you apply for. In addition, Gaussian recruiters may notify you'll any opportunities area that match your skills and experience.
	Don't forget, you can also set up a job alled can be never miss a great job opportunity
	+ Expand at sections — Collepse all sections
Options - English UK (E	> My Documents
My Profile	Profile Information
ob Alerts	Search Options and Privacy
iettings	<ul> <li>Jobs Applied</li> </ul>
and a second	Saved Applications (i)
	Previous Employment

**4.** This takes you to your Job Alert Dashboard. If you already have a job alert created you will see it here and will be able to delete it through a click on the 'bin' or to view it, through a click on the eye icon. For now ,click on "create a new job alert"

Job Alerts		
Send me job alerts when new jobs become available (alert preferences can be set in your candid	ate profile)	
Job Alerts	Frequency	Actions
Sales Assistant/Business Services Analyst (maternity cover), Vienna	7	● / Ⅲ

**5.** Perform a job search. Using the keyword field and optionally the '**add filters**': follow the **steps 1-4** of the previous page in this guide.

Search by Keyword	Search Jobs
Add filters	
Select how often (in days) to receive an alert: <b>7</b>	

**6.** Once signed-in you will see this notification appear on screen. This is the **confirmation** that your job alert was set up.

