UPLOADING YOUR RESUME

Detailed explanation on how to upload your resume on our digital platform ExpoPolis.

LOGIN

Step 1: Go to your student e-mail and find your username and password.

Step 2: Go to https://ondernemersdaggroept.be/en

Step 3: Click on the green button "REGISTRATION LOGIN " at the top right corner.

Step 4: Log in with the correct credentials.

UPLOAD YOUR RESUME

You have your own resume

Step 1: Log in by completing the steps of "Login".

Step 2: Click on "MY ACCOUNT" at the top right corner.

Step 3: Click on "MY JOB MODULE" and then on "My Job Search".

Step 4: Check "Make my resume visible for all recruiters" and click Save.
This is an important step!

Step 5: Fill in the necessary information in the "Training" section and click on "Save".

Step 6: Upload your resume in the section "Digital CV".

Step 7: Select the appropriate options in the sections "Sectors", "Sought job level", "Sought contract types" and "Availability". After selecting the correct options, always click Save.

Step 8: Done!

You want to create a resume online

Step 1: Log in by completing the steps of "Login".

Step 2: Click on "MY ACCOUNT" at the top right corner.

Step 3: Click on "MY JOB MODULE" and then on "CV creator".

Step 4: Fill in the necessary information and complete all steps of the CV creator.

Step 5: Download the resume as a PDF or click save. This way your resume is saved on ExpoPolis. **Be careful!** Now your resume is only saved on ExpoPolis but not yet added to your profile. Recruiters can't view it yet!

Step 6: Add your resume to your profile:

    Step 6.1: Click on "MY ACCOUNT" at the top right corner.

    Step 6.2: Click on "MY JOB MODULE" and then on "My Job Search".

    Step 6.3: Check "Make my resume visible to all recruiters" and click Save. **This is an important step!**

    Step 6.4: Fill in the necessary information in the "Training" section and click on "Save".

    Step 6.5: In the section "Digital CV" click on CV Creator and then tick the checkbox "I created my CV with the CV Creator and want to attach it to my profile" and click on Save.

    Step 6.6: Select the appropriate options in the sections "Sectors", "Sought job level", "Sought contract types" and "Availability". After selecting the correct options, always click Save.

Step 7: Done!