

PMI Belgium Chapter
Resume Service
Member Section

Contents

1	PMI Belgium Chapter – Resume Service	3
1.1	Introduction.....	3
1.2	Environment.....	3
1.3	GDPR and Security.....	3
2	What is this Resume Service offering?.....	4
3	How to upload your CV	5
4	How to view/remove your CV	7
5	Q&A	8
6	Annex 1 – Resume flow	9

Document review

Version	Date	Author/Reviewer	Remarks
V0.1	17/05/2020	Freddy Wildemeersch	Initial version
V0.2	07/06/2020	Freddy Wildemeersch	Finalization after board meeting (19/5)

1 PMI Belgium Chapter – Resume Service

1.1 Introduction

The PMI Belgium Chapter Resume Service is a service offered to our members allowing them to upload their CV onto our website. This allows “well-known” recruiters to find profiles that matches the roles they are searching for.

1.2 Environment

The PMI Belgium Chapter website is the environment where this service is being offered and maintained. Only administrators of the website are allowed to make changes to this service.

1.3 GDPR and Security

Members of the PMI Belgium Chapter, accepted the current GDPR regulations applicable, and by extension these rules are also applicable for this new service. Using this service implies acceptance of the GDPR rules.

2 What is this Resume Service offering?

- Upload of your CV (as a doc, docx, pdf, ...) onto our website
- Max size of your document (CV) is 4 MB
- Your CV is only visible for yourself (and possible recruiters/agencies)
- An uploaded CV (including tags and category) is not editable, however you can delete your CV and upload a new updated version
- Your CV will be available on our website for the period of one year after publishing. Once that year passed it will be removed automatically. It will also be removed if your membership comes to an end (even if the publishing period is less than one year)
- With the upload of your CV only a few indicators can be added:
 - Employment type as being employee or freelancer
 - Availability as being immediately available, not available or interested in opportunities
- As these indicators are limited it is key to give your resume a well thought name. E.g. <Name> - <Position>

Remarks:

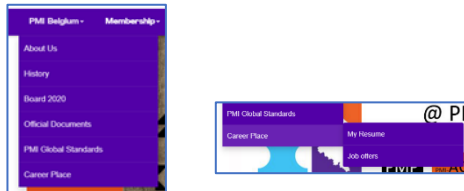
- You can upload several versions of your CV if you want, but make sure only up-to-date and relevant CVs are available. A manual check will be performed on a regular base and if you have too much versions of your CV uploaded, you will be asked to remove obsolete ones

3 How to upload your CV

Step 1: Logon to the pmi-belgium.be website using your PMI credentials



Step 2: Select in the top menu the following submenu's: "PMI Belgium", "Career Place", "My Resume"



Step 3: Using the "+ Add document" or "Upload" button you can upload your CV onto the website. There is a small difference in functionality between those two (see the table below).



Functionality	Add Document	Upload	Remarks
Upload or drop Resume	✓	✓	
Category	✓	✓	
Tag	✓	✓	
Publishing date	✓	✗	Only available in "Add document"
Resume title	✓	✗	When choosing "Upload" the Resume title becomes the filename

Category and tags are two different options you can add to your uploaded resume.

Categories will indicate the type of role you are looking for:

- Select "Resume" if you are looking for an employee or freelancer role
- Select "Employee" if you are only interested in roles where you will be an employee (payroll)
- Select "Freelancer" if you want to be found as a freelancer/contractor

Tags are related to your availability or unavailability:

- Select "Available" if you are immediately available to start a new role
- Select "Not available" if you are NOT available to start a new role
- Select "Open for proposals" if you are not immediately available but want to be found for possible opportunities



Figure 1 - Add Document screen

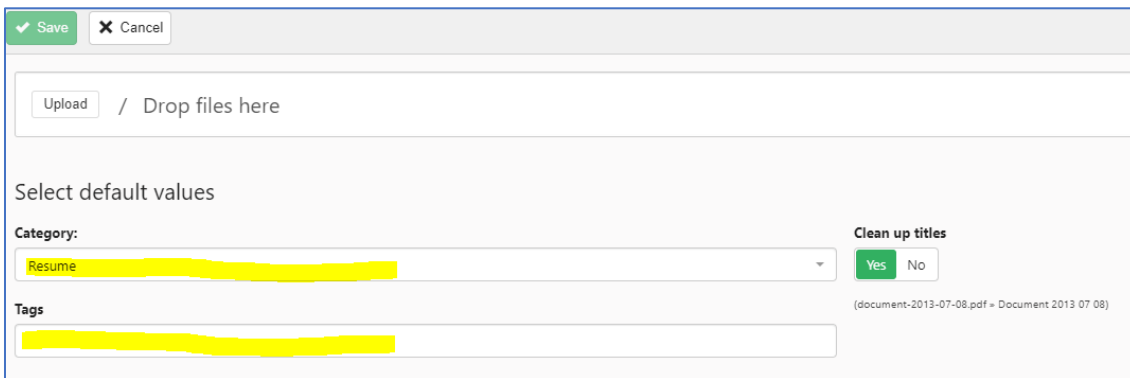


Figure 2 - Upload screen

In summary the following applies:

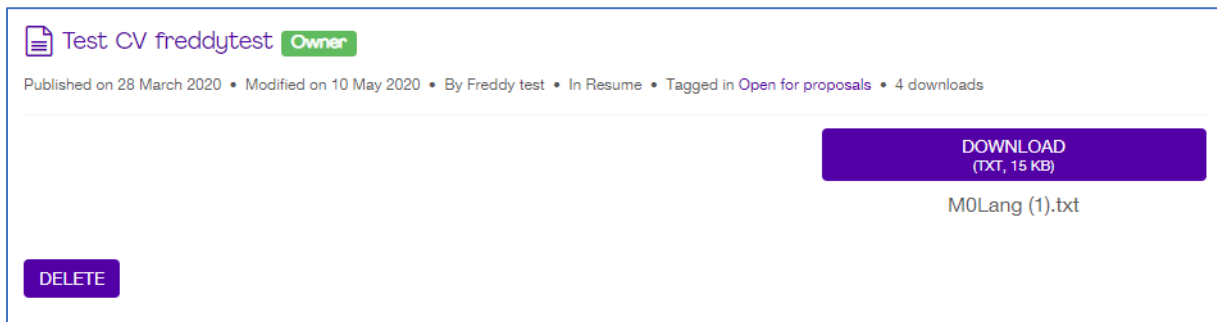
Situation	Tag (value)	Category (value)
Available on the market and actively looking for a job as an employee	Available	Employee
Not available on the market as an employee	Not available	Employee
Not available on the market but interested in possible opportunities as an employee	Open for proposals	Employee
Available on the market and actively looking for a contract as a freelancer	Available	Freelancer
Not available on the market as a freelancer	Not available	Freelancer
Not available on the market but interested in possible opportunities as a freelancer	Open for proposals	Freelancer
Available on the market and actively looking for a job as an employee or a contract as freelancer	Available	Resume
Not available on the market as an employee or contractor	Not available	Resume
Not available on the market but interested in possible opportunities as an employee or freelancer	Open for proposals	Resume

4 How to view/remove your CV

Step 1: Logon to the pmi-belgium.be website using your PMI credentials (see section 3)

Step 2: Select in the top menu the following submenu's: "PMI Belgium", "Career Place", "My Resume" (see section 3)

Step 3: If a version of your CV is already uploaded you will see the title of your CV together with two buttons. Below the name of your CV you will see the date published, the Category, the applied Tag and how many times it has been downloaded.



Test CV freddytest **Owner**

Published on 28 March 2020 • Modified on 10 May 2020 • By Freddy test • In Resume • Tagged in Open for proposals • 4 downloads

DOWNLOAD
(TXT, 15 KB)

M0Lang (1).txt

DELETE

- Selecting the name of your CV will show your CV in the browser window (if a viewer for the document type is available otherwise it will be downloaded)
- Click on the button "Download" will download this CV onto your computer
- The "Delete" button will remove your CV from the website and hence make it unavailable for possible recruiters

5 Q&A

What is the difference with other “job boards”?

It is clear that we only allow Project Management related CVs on our website. For recruitment agencies this would be the one-stop shop to find Program Management candidates. At the end it means that we are creating a shorter and faster link between candidates and job offerings.

What does it cost?

We are offering this service to our members for free.

What about GDPR?

As an organization we comply with the GDPR rules. Being a member of PMI and the PMI Belgium Chapter means we are protecting your data against unauthorized use. Also, your posted CV will not be visible to other members, only to recruitment agencies.

6 Annex 1 – Resume flow

