E-Recruitment

How to update your documents on your profile

Log In
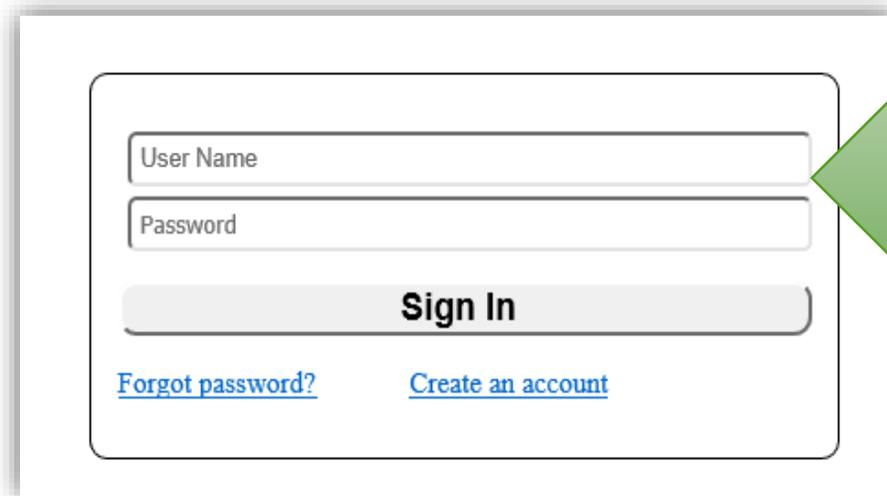
Log in with email and password

Collaborator
software™

Home Page

Click on the icon 'Your Profile'
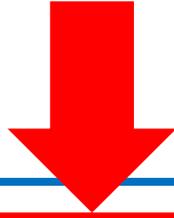
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Home | **Your Profile** | Current Vacancies | Application History | Inbox | ✏ EDIT LINKS

Search this site

Welcome to the Municipality Recruitment Portal

We will guide you through creating a profile and to successfully apply for published vacancies by various institutions.

Published Vacancies
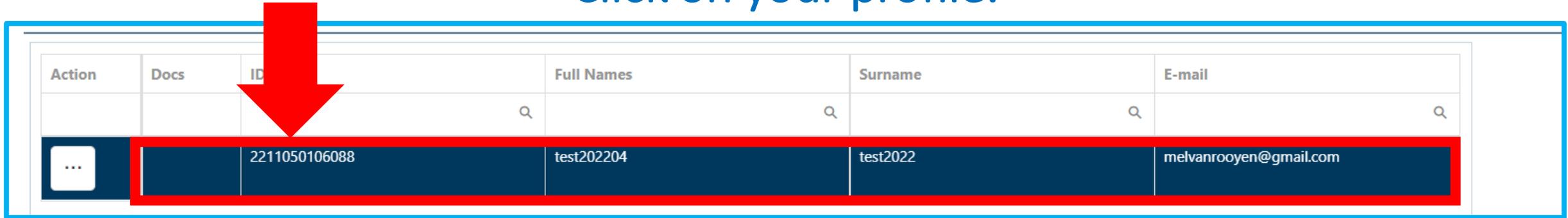
Action	Institution	New
	Garden Route District Municipality	8

My Profile Status

Action	Profile	
	melissa M	You are eligible to apply for published vacancies.

Your Profile Page
Click on your profile:

Action	Docs	ID	Full Names	Surname	E-mail
		🔍	🔍	🔍	🔍
...		2211050106088	test202204	test2022	melvanrooyen@gmail.com

These tabs will display, click on the action button and select:
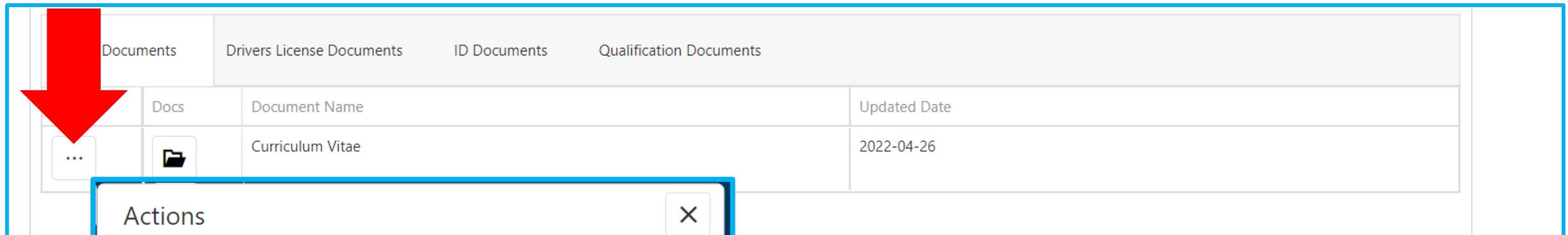
Documents	Drivers License Documents	ID Documents	Qualification Documents

	Docs	Document Name	Updated Date
...	📂	Curriculum Vitae	2022-04-26

Actions ✕

Open Attachment

Update Your CV (Curriculum Vitae)

Your Profile Page

If you want to update any other Document, please select a different tab and do the same as indicated on previous pages

Action	Docs	Document Name	Updated Date
...	📂	Curriculum Vitae	2022-04-26

Tabs: CV Documents | Drivers License Documents | ID Documents | Qualification Documents

Update Your Document

Update Your CV (Curriculum Vitae)

001219, tt test2022 - 2211050106088

Applicant Profile Reference	1216
Record Name	tt test2022 - 2211050106088
Updated Date	2022-12-05
Document Name *	Curriculum Vitae
NOTE	Use the CHOOSE FILE button below to upload a document from your PC. Use the SUBMIT button to [...] [...]elected.
File	Choose File No file chosen

Submit   Save   Close

2 Your Doc library will Open

This PC > Documents

Organise ▼   New folder

- OneDrive - Busine
- This PC
- 3D Objects
- Desktop

Name
- Custom Office Templates
- My Shapes   2020/05/14 10
- Camtasia

File name: [   ]   All files (*.*)

Open   Cancel
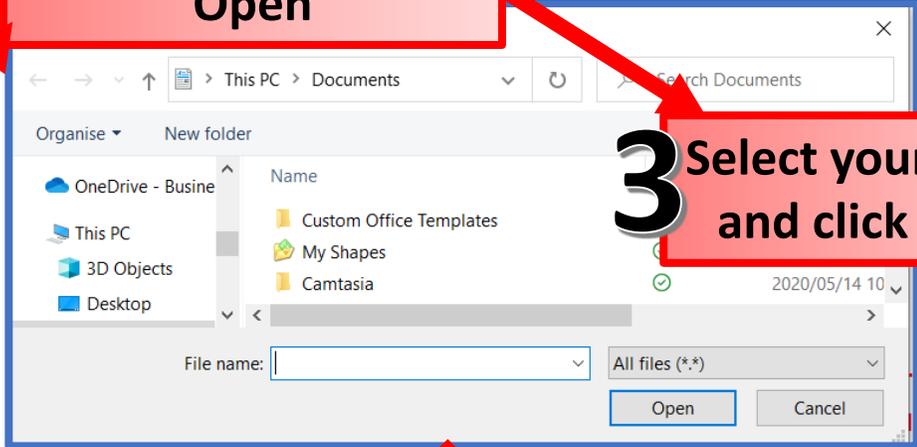
3 Select your saved CV and click on Open

1 Click on Choose File

The document name will pull into this field, this means the document is attached.

File	Choose File Test CV.pdf

Submit   Save   Close

4 Click on Submit

Upload Multiple documents (Only on qualification form)

1 Click on Choose File to upload your first document, the same as explained on previous pages

File	Choose File	No file chosen	Add File	File added.
File Name		File Size		
Test Qualifications.pdf		8 KB		

Submit Save Close

2 When you want to upload another document, click on add file

3 The first document you uploaded will move to the bottom, you can now again click on Choose File to upload another document

4 Submit when you uploaded all your documents

Thank you for your time!