



## UPLOAD AND MAINTENANCE OF YOUR ONLINE CV/RESUME:

The following tutorial serves to guide you on how to upload and maintain your online CV/Resume on the IRMSA website [www.irmsa.org.za](http://www.irmsa.org.za)

### STEP 1

- To access this member benefit, you will be required to sign in with your IRMSA username and password.
- If you require log in details, please email a request to [ntombim@irmsa.org.za](mailto:ntombim@irmsa.org.za)

### STEP 2

- Once you're signed in, navigate to the Manage Profile page

### STEP 3

- Select the Resume/CV option at the bottom of this page

**Professional Development**  
View current entries and professional development journal.

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**Community**

**Messaging**  
Read and manage messages, create and organize message folders.

**Groups**  
View and manage group membership, configure group options.

**Connections**  
View connection requests, manage connections and categories.

**Referrals**  
View referrals, track referral history and send invitations.

**Forum Settings**  
Manage your forum preferences and subscriptions to email notifications.

**Blog Subscriptions**  
Manage your subscriptions to email notifications for blogs.

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**Networking & Careers**

**Resumé/CV**  
Create your Resumé/CV, manage security and privacy settings.

**Postings**  
Add and edit your career postings, manage and respond to applicants.

[Resumé/CV](#)

#### STEP 4

- Complete the fields provided using the following guidelines.
- When completing the Objective field, list items that may guide us in a key word search

**Community Search**

Enter search criteria

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**Calendar** more

2017-06-20  
2017 IRMSA Namibia Breakfast Presentation - 20 June

2017-06-20 » 2017-06-21  
Integrating Strategy, Governance and Risk 20&21 June 2017 Durban

2017-06-27  
2017 Annual General Meeting (AGM) - 27 June

2017-06-30  
CRM Prac Board Exam 1 - 30 June 2017

2017-07-12 » 2017-07-13  
2017 Cruywagen - IRMSA Risk Foundation, Risk Lab - JHB 12 & 13 July

### My Resumé/CV

\* Indicates a required field. **Note:** HTML markup is not allowed and will be removed upon submittal.

**Name** (Optional)

**Headline** \*  (Max. 100 characters.)

Shown on the search results page, your headline should briefly state your skills and/or desired position. Examples: "Experienced Marketing Manager" or "Sr. Multimedia Project Leader".

**Objective**  (of 1000 characters remaining)

Describe your strengths along with position types and organizations for which you would like to work. You may also include keywords that describe your ideal career. Example: To obtain a management level position that utilizes my problems solving skills and creativity in the technology field.

**Experience**

Please list relevant work experience. For example, "Position, XYZ Company, 2003-2005. I accomplished project 1, project 2, and project 3, allowing XYZ company to achieve a major milestone."

**My Profile**

- » Profile Home
- » Manage Profile
- » Create Resumé/CV
- » Groups
- » Networks
- » Files & Links
- » Favorites
- » Messages
- » Connections (NEW)
- » Membership Info
- » Refer a Friend

#### STEP 5

- Enter a summary of your experience in the Experience block using the format provided

**Experience**

Please list relevant work experience. For example, "Position, XYZ Company, 2003-2005. I accomplished project 1, project 2, and project 3, allowing XYZ company to achieve a major milestone."

**Education and Skills**

Please list your educational history and acquired skills. For example, "B.A. Political Science, John Smith University" for education, and "Proficient in Microsoft Word, Excel, PowerPoint" for your skills. You may also include any certifications, awards or other relevant training and experience.

## STEP 6

- Then enter a summary of your education and relevant skills

**Education and Skills**

Please list your educational history and acquired skills. For example, "B.A., Political Science, John Smith University" for education, and "Proficient in Microsoft Word, Excel, PowerPoint" for your skills. You may also include any certifications, awards or other relevant training and experience.

Willing to relocate?  Yes  No

Related Website  (include "http://")  
You may link to another website which contains information relevant to your Resumé/CV.

**CONTACT INFORMATION**

Contact Address  Do not include a contact address ▼

Contact Phone  ... you must first select an address

## STEP 7

- Contact Information: You have the option to enter your contact information or leave it blank.

**CONTACT INFORMATION**

Contact Address  Do not include a contact address ▼

Contact Phone  ... you must first select an address

You may provide other methods of contact, preferred method of contact, etc., in the area below.

Additional Information  (of 1000 characters remaining)

## STEP 8

- Complete the Classification section.
- The Primary Category and additional categories selections will assist with a search if a particular skills set has been requested by recruiters.
- The Desired Position Type assists us if a recruiter has specified their desire for a particular gender or race, therefore please complete this option

**CLASSIFICATION**

Primary Category  Please select...

Additional Categories  Agriculture, Forestry & Fishing  
Communications and Technology  
Education  
Energy & Utilities  
Financial Services

Hold CTRL (or command on a MAC) while clicking to select multiple categories.

Desired Position Type  Any ▼

Level of Education  Any ▼

Relevant Experience  Any ▼

## STEP 9

- Ensure to complete all privacy options comprehensively.
- You may select **no** for the Privacy options marked with an **asterix \***, making your CV only searchable to you and site administrators.

**PRIVACY OPTIONS**

Link your Resumé/CV to your personal page?  Yes  No\*

Include your Resumé/CV in search results?  Yes  No\*

Display your e-mail address?  Yes  No

Can potential employers contact you?  Yes  No

\* Selecting "No" for both options will make your Resumé/CV visible only to you and site administrators.

## STEP 10

- Now upload your full CV as an attachment and then select the Submit my Resume/CV link.
- Browse for your document and select upload

I want to attach a document after submitting my Resumé/CV

SUBMIT MY RESUMÉ/CV CANCEL

Contact IRMSA  
Tel: 011 555 1800 | Fax: 086 647 6191 | Email: admin@irmsa.org.za 1st Floor, Block A, Grayston Ridge Office Park, 144 Katherine Street.

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## STEP 11

- Once you have completed the fields, uploaded your CV and finalised your submission, you may edit your CV or the attachment at anytime by selecting the Edit My Resume/CV link at in the title bar



Your CV is now searchable. By uploading your CV onto your online profile, you agree to the terms and conditions of this member benefit. Please ensure that you have read and understood the process and terms of use for this benefit available on the IRMSA website. For more information or assistance, email [careers@irmsa.org.za](mailto:careers@irmsa.org.za) or call 011 555 1800