## **SkillsMap**



# How to apply for a position

#### Step 1:

When you are at the screen that shows all the available jobs on SkillsMap, select the job you would like to apply for as shown below:

← → C 🔒 https://der	mo.jb.skillsmapafrica.com			star =
	Sage SkillsMa Africa's Premium Talent Community	ıp	Sage Horne Login	
	Career Search Search our database for the most prestigious pr Find me opportunities in Any Country	ositions in the market today! • For Type keywords here	Search Advanced Search Click here to browse all jobs	
	Featured Positions	-		
	Position	City & Province	Country	
	Junior Queen	Cape Town, Western Cape	South Africa	
	Head Huntsman	Nationwide, Nationwide	South Africa	
	Sales Manager	Blesbokfontein, Gauteng	South Africa	
	DARA	Edenburg, Free State	South Africa	
	Finance Manger	Berea, Kwazulu Natal	South Africa	
	Click here to browse all jobs		A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	

#### Step 2:

After selecting the Job that you would like to apply for, read through job specifications and requirements and if you would like to continue click **apply** 

Sage S Africa's Premium T	killsMap alent Community		Sage Home Login
Sales Manager			
	Client Published Contract Type Salary Location Introduction Job Functions Industries Specification	the job 19/08/2016 Contract 3 Months R 10,000.00 - 15,000.00 Annually Blesbolkfontein, Gauteng, South Africa Introduce the Job, or it can be on the company Administration Accounting will the job will entail, what will the candidate will be doing	
	Requirements Job Closing Date Share on	very skilled very good looking funny guy 30/09/2016 C F V in &	
		Арру	

#### Step 3:

The following screen will appear, informing you complete or create a profile in order to apply for the position, click OK to continue:

Sage Skills			
Sales Manager			_
Clier	Notification		×
Publ Cont Sala Loca Intre Job Indu Spec	Please comple	ete or create a profile to apply for this position.	
	irements	doing very skilled very good looking funny guy	
Job C	losing Date	30/09/2016	
Share	e on	C f 💟 in 🚱	

#### Step 4:

The next screen that will show is where you either log in, or create a profile, if you have an existing profile, simply log in (shown in Blue). If not, a profile needs to be created (Shown in Red):

Sage SkillsMap	Home Login
Login/Register	
Login using your Facebook or Twitter Account.	
f	
Login using your username and password.	
Email Address *	
Remember me?  Log in Reset Password	
Not a member yet? Signup here:	
Email Address *	
Password *	
Register	

#### Step 5 (Existing profile):

a. Log in with your email address and password, then click on Log in:

Sage SkillsMap	Sage Home Login
Login/Register	
Login using your Facebook or Twitter Account.	
ſ <b>f</b> ≥	
Login using your username and password.	
Email Address * moses.ntlatleng@sage.com	
Password * •••••	
Remember me?	
Log in Reset Password	

b. You will now be able to upload your current CV or create a new one

Sage SkillsMap			Sage Home Logout
1	Edit CV My Job Applications	My Notifications	Account Settings
Upload Résumé to populate your profile	_	_	
Please select your latest Résumé to upload. Only MS Word or PDF format.			
To upload your résumé - first select a file from your device then Step 1 Choose File No file chosen	click on the upload button.		
Step 2 Upload No CV? Cr	eate One Here		

### Step 6 (New profile):

- a. Enter you email address
- b. Choose a password
- c. Confirm the password
- d. Click on Register

Sage SkillsMap	Sage Home Login
Login/Register	
Login using your Facebook or Twitter Account.	
Login using your username and password.	
Email Address *	
Password *	
Log in Reset Password	
Not a member yet? Signup here:	
Email Address * skillsmap@sage	
Password *	
Register	

e. You will now be able to upload your current CV or create a new one manually

Sage SkillsMap	Sage Home Logout
Ledit CV Ledit CV My Job Applications	Account Settings
Upload Résumé to populate your profile	
Please select your latest Résumé to upload. Only MS Word or PDF format.	
To upload your résumé - first select a file from your device then click on the upload button. Step 1 Choose File No file chosen	
Step 2 Upload No CV? Create One Here	

f. Create your profile manually

Sage S	ialent Community	Sage Home Logou
	L Edit CV L My Job Applications My Notifications	Account Settings
	and Preferences will be treated with the utmost respect. SkillsMap will under no circumstances divulge your details to a third p your information.	arty other than the
Full Name *		
Surname *		
Primary Citizenship *	Select Country V	
ID Type *		
National ID Number *		
Current Location *	Select Country	
	Select Province	
	Select City 🔻	
Willing to Relocate		
Date of Birth *		
Gender *		
Ethnicity *	Select Ethnicity 🔻	

g. You will now be able to upload your current CV or create a new one