

TALENT CV GALLERY

User Manual

Welcome to the Talent CV Gallery user manual!

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INTRODUCTION

Talent CV Gallery is a free recruitment site that brings together employers in the Tampere Region and international professionals residing in Finland.

International House Tampere promotes the CV Gallery to companies and talents of the Tampere Region to increase the recruitment opportunities for international talents already residing in Tampere and throughout Finland.

Companies that are using the Talent CV Gallery can browse talent profiles, contact international professionals from a wide range of industry sectors, and publish jobs.

International jobseekers already residing in Finland can sign up and increase their recruitment opportunities by sharing their competences and skills.

Talent CV Gallery is a service provided by the City of Tampere Employment Services, International Talent Attraction and Migration service branch. It is maintained by the International HUB Tampere, of International House Tampere.

At the International Tampere web site, you will find general information about Tampere <https://internationaltampere.fi/>

For companies we also offer our [employers-guide](#). In this free guide, we bring up useful tips and key things that should be considered when hiring an international employee. International HUB Tampere assists companies in international recruitment, whether you are hiring from the local talent pool or from abroad.

Talents remember to check out our Career Boost -page <https://internationaltampere.fi/article/career-boost/>. Maybe it will be helpful for you when searching for the right opportunity.

TALENTS

Registering

Signing in to Talent CV Gallery is free. For the sign up you will need a profile picture and you can also upload your personal CV to your profile. Here is how you do it:

1. **Click the sign up -button for talents, you can find it directly by scrolling down the front page or just press the Sign up -button.**

Talents

The Talent CV Gallery is visited by companies looking to recruit their next employee. If you are interested in finding a new job this might be the right place for you.

Please sign up and complete your profile and browse for jobs.

For talents

Create an account using the sign up form.

Already have an account? [Proceed to log in](#)

2. **Now you can fill in your personal information using the sign up -form**

Please fill in all the requested information.

Please note that the companies will not be able to see your contact details. Instead of contacting you on your email or phone there is a button for companies to send you an email as a first contact. After the first contact has been made you are able to share any information with the company that you wish.

If you have included your contact details in your CV, companies will be able to see them. International HUB Tampere cannot take any responsibility for the misuse of personal information. We advise you to remove your contact details from your CV before uploading it to the site.

Please also note that the CV Gallery is intended for international talents already residing in Finland. Currently, it is not possible to Sign up if you are not resident in Finland.

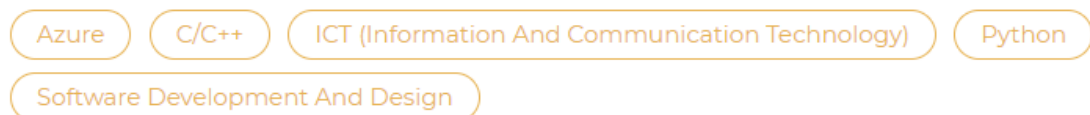
- 3. In order to submit your sign up -form, you will need to agree to the terms of service and to the privacy statement. After agreeing click "Submit".**
- 4. After your profile is created, please use the "edit skills" -function on your profile to add skills.**

It is very important to add your skills here, as it will help Companies to find your profile.



For example, if you are an ICT professional, your skill word selection might look something like this:

SKILLS



- 5. Your profile is not visible straight away, and is awaiting approval from the admins. You will receive a notification to your email when your profile is published.**
- 6. After your profile has been published, your sign up is complete. Welcome to Talent CV Gallery!**

Updating and maintaining your profile

The Talent CV Gallery benefits your job search the most when you keep your profile updated. Please follow these easy steps:

- 1. Login to Talent CV Gallery ([login page](#))**

If you have lost your password to the CV Gallery, you can restore it by using the “lost your password?” -function in the [login page](#). If this does not help, contact us directly.

The image shows a login form with the following elements:

- Username or Email Address input field
- Password input field with a visibility toggle icon
- Remember Me checkbox
- Log In button
- Lost your password? link (highlighted by a blue arrow)
- Back to Talent CV Gallery link

2. Please use the “edit profile” -function to update your profile information. Provide information to all of the requested fields.

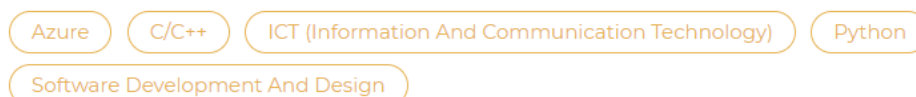


3. Please use the “edit skills” -function on your profile to add skills. This is important, as it will help Companies to find your profile.



For example, if you are an ICT professional, your skill word selection might look something like this:

SKILLS



4. If you are no longer using the Talent CV Gallery, it is possible to remove your profile. You can also contact us directly.

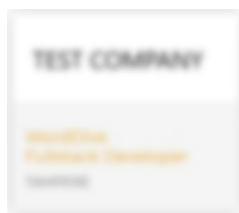
5. **Please feel free to contact us** if you have any questions or need support. Feedback and experiences on using the CV Gallery are very much appreciated (international@tampere.fi).

Browsing job adverts and applying for a job

1. If there are currently open Jobs in the Gallery, you can browse them in the **"JOBS"** -section.

FRONTPAGE TALENT GALLERY **JOBS** FOR COMPANIES FOR TALENTS CONTACT US

2. Click on a job advert you would like to apply for, and you will be directed to an application form.



Notifications

Talent CV Gallery sends you automatic notifications as follows.

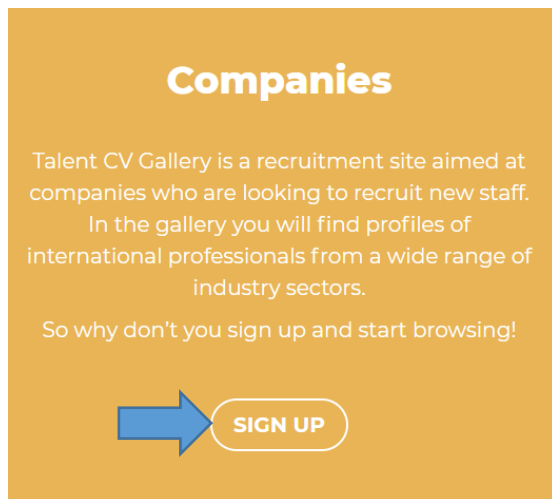
- If you have not logged in to your profile in two months, you will get a reminder to your email, to log in and update/check your profile.
- When a company publishes a job in the Gallery, you may receive a notification in your email. This happens only if the job matches some of your skills.

COMPANIES

Registering

Signing into Talent CV Gallery is free. For the sign up you can use your Company logo.

1. Click the **“sign up”** -button for companies, you can find it directly by scrolling down the front page.



For companies

Create an account using the sign up form.



Does your company already have an account? [Proceed to log in](#)

2. Fill in the requested information for your Company and your company's primary contact person, usually the main Talent CV Gallery user (there can be multiple users in a company).
3. In order to submit your sign up -form, you will need to agree to the terms of service and to the privacy statement. After agreeing click "Submit". You will receive a verification email for activation.
4. When your profile is active you can start using the Talent CV Gallery straight away

Updating and maintaining your Company profile

1. Login to Talent CV Gallery ([login page](#))

If you have lost your password to the CV Gallery, you can restore it by using the “*lost your password?*” -function in the [login page](#). If this does not help, contact us directly (international@tamperere.fi).

Username or Email Address

Password

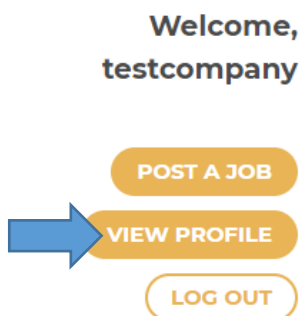
Remember Me

[lost your password?](#)

[← Back to Talent CV Gallery](#)

2. Edit your profile

You can edit your Company profile by first clicking the “**view profile**” -link in the upper right corner of the screen.



Inside your profile, simply click the edit profile -button.



Browsing and contacting talents

1. In order to browse through talent profiles, click the **Talent Gallery** -link.

FRONTPAGE **TALENT GALLERY** JOBS FOR COMPANIES FOR TALENTS CONTACT US

2. You can also search talents by their skills, through the **Filter** -function.

Filter

183 results

Type skills that you would like to use, to the Filter and click the ones you want to include to the search. You can choose multiple skills. Finally click **Update filter**.

Select skills to filter by X

Python, startups etc.

.Net

2G

3D

3D modelling

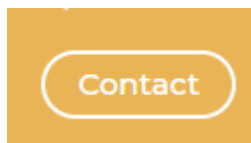
3G

Update filter

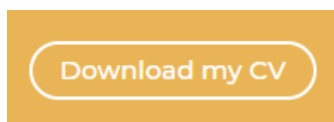
3. When browsing the profiles, you can open a talents full profile by clicking the **view full profile** -link, beneath the talents short description text.



4. If you wish to contact a talent, press the Contact -button on a talents profile to send a message.



5. You can also download a talents CV, by clicking the **Download my CV** -button.



Posting a job

1. Publish a job by clicking the **post a job** -button.



2. Please fill in the requested information to the form.
3. Please provide a list of skills related to your job posting (e.g. project management, sales, marketing). We will use these keywords to both help you to find the right talent and for the talents to find your job advert.

Related skills

4. You can also set an expiration date for the job advert. When the set date expires, the job will no longer be visible for the talents.

Expiration date

If you have an expiration date for this posting please provide it here.

5. If you already have a job advert online, you can link it to the job directly.

Where can talents submit their application for this position? *

Apply through your own website

Apply through Talent CV Gallery

Link to the job posting *

https://

6. Finally submit the form. Note that the job advert will be visible in the JOBS -section only after it is verified by the admins.

Notifications

Talent CV Gallery sends automatic notifications in these situations.

- If you have not logged in to your profile in two months, you will receive a reminder in your email, to log in and update/check your profile.

When you publish a job in the Gallery, you might receive a notification to your email. This happens only if the skills tagged to the job matches the skills of a talent in the Gallery.

CONTACT INFO

Please feel free to contact us if you have any questions or need support. Feedback and experiences on using Talent CV Gallery are very much appreciated.

Thank you for using Talent CV Gallery!

INTERNATIONAL HOUSE TAMPERE

international@tampere.fi

internationaltampere.fi