



## ARCHITECTS ONLINE – CANDIDATE FEATURES

Candidates can, if they wish, use Architects Online like the jobs section of a conventional magazine. There is no necessity to register and log on to view or apply for jobs. Full contact details are included in each job advertisement.

However, candidates who do choose to register have access to many new features which make job searching easier.



Candidates should register as a candidate (see registration and log on help). Having successfully logged on you will then have five choices: -

**My contact details** – allows you to edit your personal details.

**My CV** – this screen allows you to upload your CV which can then be automatically submitted with all the applications you make via the site. Having done so, you can view and replace your uploaded CV at anytime.

**My Password** – allows you to change your password.

**My Saved Search** – allows you to save settings of the criteria you wish to search for jobs with. This saves you having to enter them each time you come back to the site.

**My Job History** – This is a permanent record of jobs you have applied to. This saves you inadvertently applying to the same job twice and allows you to track progress with the advertiser.