



CORPORATE USER GUIDE

Introduction

Dear Employer/Recruiter,

Porto Business School TalentLink is a platform that aims to connect Porto Business School students and alumni to the market. It is one of many tools created to support your company/organization find the best talents to respond your challenges.

Through **Porto Business School TalentLink** you can access our CV bank search, publish and spread career opportunities, manage your job offers and present your company.

We hope this user guide will help you take the most advantage of this tool.

All your feedback/suggestions will be welcome.

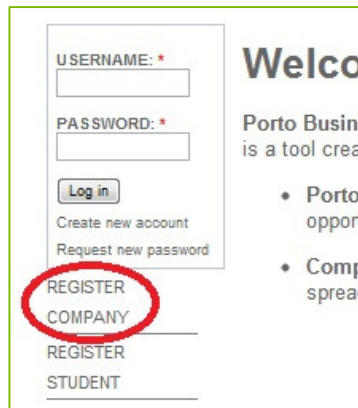
Best regards.

Porto Business School Career Development Services

How do I access TalentLink?

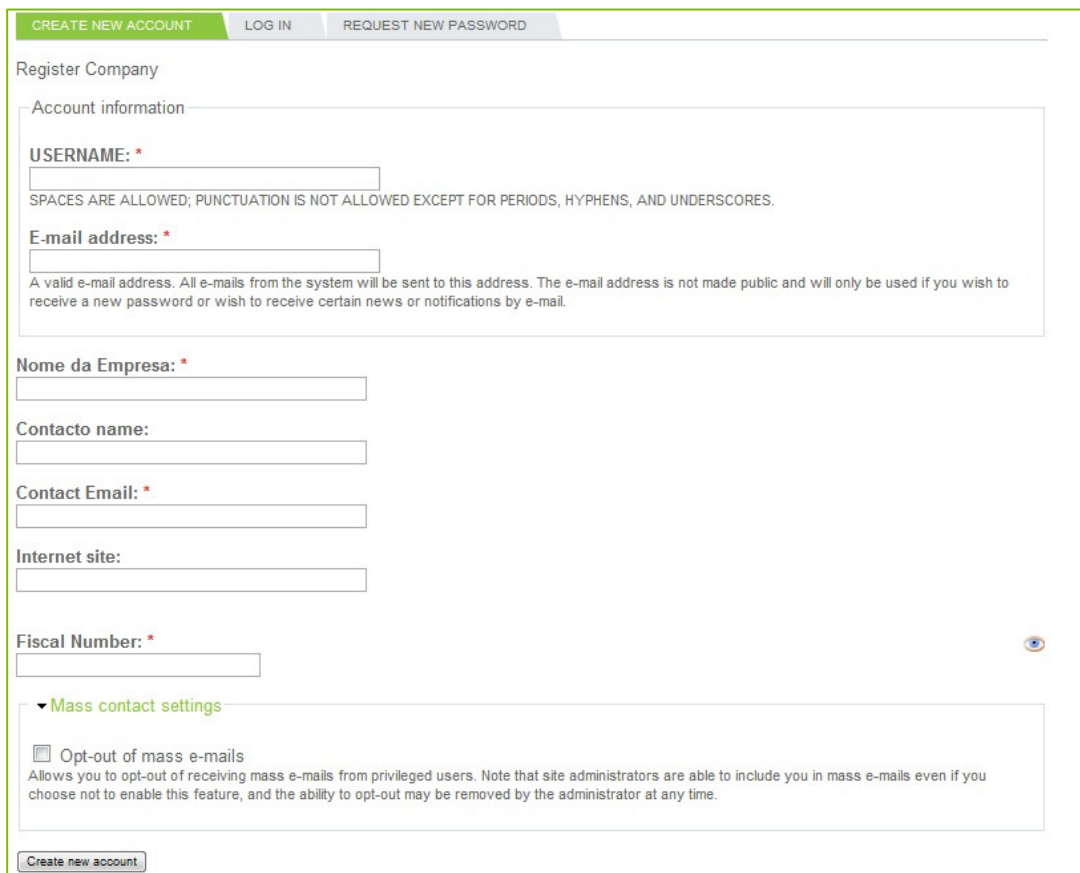
Go to Porto Business School TalentLink – <http://talentlink.egp-upbs.up.pt>

If you do not have an account, register your account clicking in “REGISTER COMPANY” on the sidebar menu.



The image shows a sidebar menu with a login form and registration options. The login form includes fields for USERNAME and PASSWORD, a Log in button, and links for Create new account and Request new password. The registration options are REGISTER COMPANY, REGISTER, and STUDENT. The REGISTER COMPANY link is circled in red. To the right, there is a 'Welcome' message and a list of features.

Fill in your details



The image shows the 'Register Company' form with the following fields and sections:

- Account information:**
 - USERNAME: * (text input)
 - SPACES ARE ALLOWED; PUNCTUATION IS NOT ALLOWED EXCEPT FOR PERIODS, HYPHENS, AND UNDERSCORES.
 - E-mail address: * (text input)
 - A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.
- Nome da Empresa: *** (text input)
- Contacto name:** (text input)
- Contact Email: *** (text input)
- Internet site:** (text input)
- Fiscal Number: *** (text input)
- Mass contact settings:**
 - Opt-out of mass e-mails
 - Allows you to opt-out of receiving mass e-mails from privileged users. Note that site administrators are able to include you in mass e-mails even if you choose not to enable this feature, and the ability to opt-out may be removed by the administrator at any time.

Wait for the email confirming your account has been approved and activated by our services.

```
Dear user,  
  
Your account at EGP-UPBS Talent Link! has been activated.  
  
You may now log in by clicking on this link or copying and pasting it in your browser:  
  
http://talentlink.egp-upbs.up.pt/user/reset/  
  
This is a one-time login, so it can be used only once.  
  
After logging in, you will be redirected to  
http://talentlink.egp-upbs.up.pt/user/ /edit so you can change your password.  
  
Once you have set your own password, you will be able to log in to  
http://talentlink.egp-upbs.up.pt/user in the future using:  
  
username:
```

Login using the link provided and change you password.

PASSWORD:

CONFIRM PASSWORD:

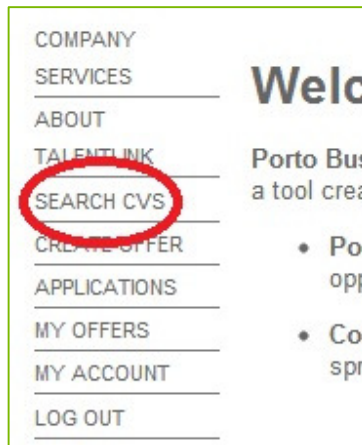
TO CHANGE THE CURRENT USER PASSWORD, ENTER THE NEW PASSWORD IN BOTH FIELDS.

You have completed the registration process!

Searching CVs in TalentLink

You can browse and search the CV database Talentlink.

To start browsing/searching, please use the link in the menu:



You can now type a search keyword or just browsing, by clicking the aggregation links. Numbers within parenthesis denote the number of Cvs in that particular category.

Keyword search

With all of the wor

Guided search

Click a term to initiate a search.

Course	
MBA Executivo / Executive MBA (76)	Pós-Graduação em Gestão da Informação e Marketing Intelligence /
MBA-Mestrado em Gestão de Empresas / MBA-Master in Business Administration (28)	Business Information and Marketing Intelligence PGP (10)
Pós-Graduação em Finanças e Fiscalidade / Finance and Taxes PGP (28)	Pós-graduação em Marketing Management (10)
Curso Geral de Gestão / General Management Course (24)	Pós-Graduação em Direção de Empresas Indústria da Construção / Managing Companies in the Building Industry PGP (9)
Pós-Graduação em Análise Financeira / Financial Analysis PGP (21)	Pós-Graduação em Gestão e Economia do Turismo e Hotelaria / Tourism, Hotel and Catering Management PGP (9)
Magellan MBA / Magellan MBA (17)	more...

Nationality	
Portugal (273)	Belgium (1)
France (3)	Brazil (1)
United Kingdom (3)	Canada (1)
Angola (2)	Finland (1)
Germany (2)	more...
Australia (1)	

Position	
Project Manager (12)	Account Manager (4)
General Manager (10)	Director de Obra (4)
Controller (8)	Financial Manager (4)
Director (7)	TRAINEE (4)
Manager (7)	more...
Consultant (5)	

Experience	
> 10 (133)	< 3 (12)
< 10 (88)	Less than 3
< 5 (51)	year (1)

Geographic Availability	
World (129)	Country of residence (50)
Europe (62)	Local (24)

When you start browsing, your current selection shows in the right column. You can chose to refine your selection by clicking another category.

Results 1 - 10 of 76

Finance PT
 Picture: [redacted].jpg Name: [redacted] ...
 Curriculum - [redacted] - 09/02/2012 - 21:01 - 0 comments - 0 attachments

Finance ENG
 Picture: [redacted] Name: [redacted] ...
 Curriculum - [redacted] - 09/02/2012 - 20:56 - 0 comments - 0 attachments

CV [redacted]
 Name: [redacted] Nationality: Portugal Date of birth: ...
 Curriculum - [redacted] - 08/30/2012 - 08:59 - 0 comments - 0 attachments

CV Operações
 Name: [redacted] Nationality: Portugal Date of birth: ...
 Curriculum - [redacted] - 07/24/2012 - 16:44 - 0 comments - 0 attachments

CV
 Picture: Foto Passe.jpg Name: [redacted] Nationality: ...
 Curriculum - [redacted] - 07/20/2012 - 09:47 - 0 comments - 0 attachments

Current search
 [x] Course: MBA Executivo / Executive MBA

Guided search
 Click a term to refine your current search.

Course: all » MBA Executivo / Executive MBA

Experience
 > 10 (80)
 < 10 (13)
 < 5 (3)

Geographic Availability
 World (37)
 Europe (17)
 Country of residence (10)
 Local (5)

Nationality

You can now check the information provided by each individual student by clicking the link. Please note that students can choose to keep some information unpublished. You can also contact students via talentlink by visiting the user profile (1) page and choosing the “contact” option (2).

Results 1 - 10 of 76

Finance PT
 Picture: [redacted].jpg Name: [redacted] ...
 (1) Curriculum - lights - [redacted] /02/2012 - 21:01 - 0 comments - 0 attachments

VIEW **CONTACT** MY CONTENT

From: (2) teste <teste@hotmail.com>
 To: lights
 Subject: *
 Message: *

Send yourself a copy.

Not

e that students can choose not to display personal information and/or not allowing direct contact.

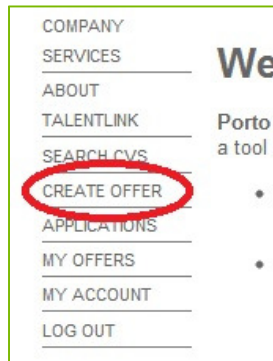
Depending on the search options active, you may export your search results to a file (3). Note that you can only access complete information by visiting each CV page.



You can request complete information from the TalentLink services.

Posting Job Offers in TalentLink

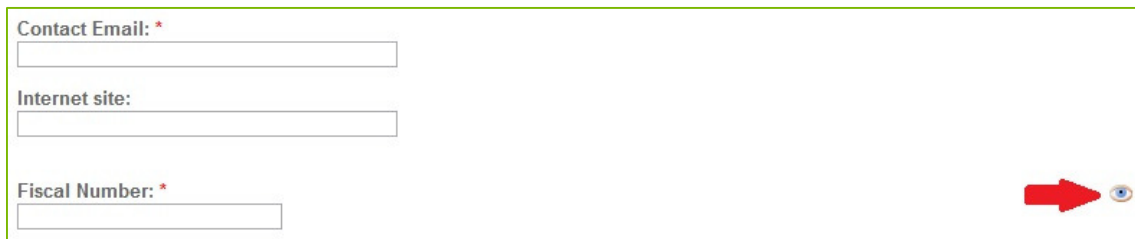
Start by clicking “CREATE OFFER” from the menu:



Now fill the relevant fields. Note that fields marked with (*) are mandatory.

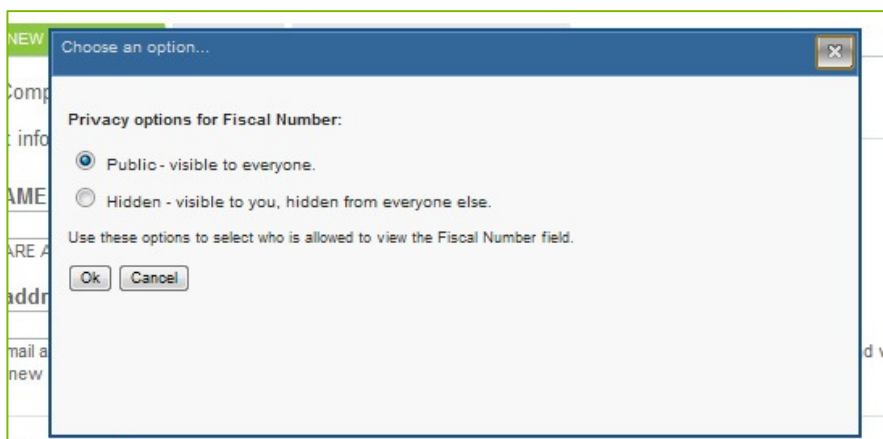
Privacy Options

Some fields might have “privacy option” enabled. This is when you want some information about your offer to remain confidential. Please look for the “eye” icon:

A screenshot of a form with three input fields. The first field is labeled 'Contact Email: *'. The second field is labeled 'Internet site:'. The third field is labeled 'Fiscal Number: *'. To the right of the 'Fiscal Number' field, there is a red arrow pointing to a small eye icon, which is used to toggle the privacy of the field.

By clicking the privacy icon, you can now chose how the field is displayed:
After finishing entering all information in the form, please use the “preview” button to preview your job offer before publishing it.


Check the








preview

More information about formatting options

Expire Date:
5 September 2012
Format: 5 September 2012
Expire Date for applicants

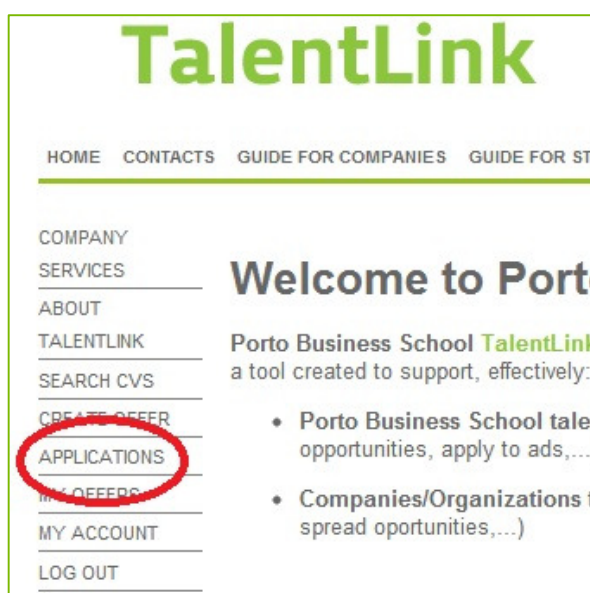


If everything is correct, save your offer.

Congratulations! Your offer is now available to the alumni.

At any moment you can browse applicants to your offer(s) by using the “APPLICATIONS” link from the menu:



The end?

This document is just an introduction to the Talentlink system basic functionality. Please contact support if you have any questions. We welcome your suggestions. Thanks!

The Porto Business School TalentLink Team.