





Setting up a job alert
to be notified of the latest career opportunities.

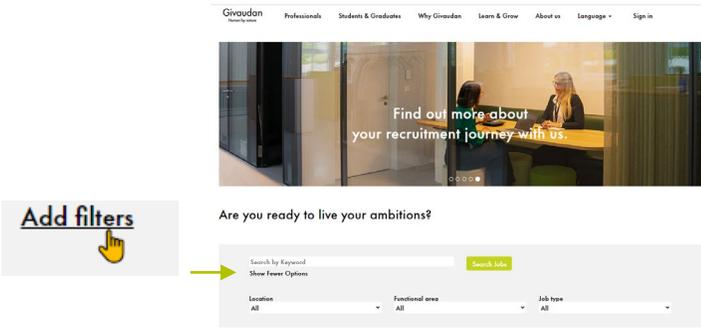
Givaudan
Human by nature

They are two ways to create yourself a job alert.

- 1. by performing a job search
 - 2. by accessing your candidate profile.
- We will explore both ways.

Perform a job search

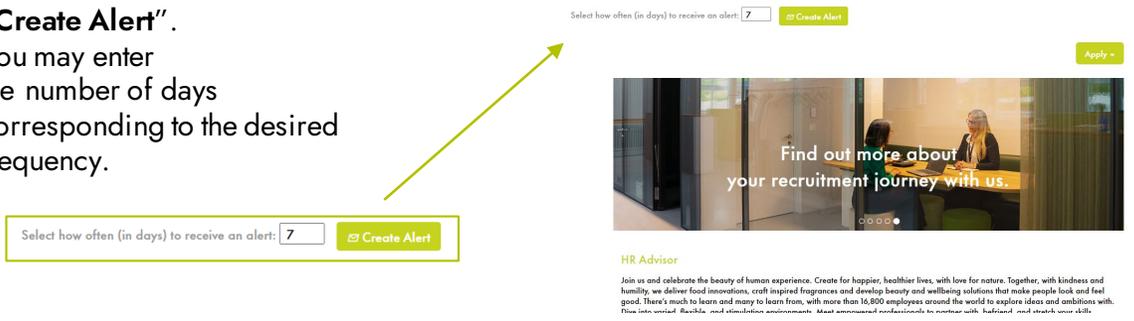
1. Access Givaudan's job portal on: www.jobs.givaudan.com. Once on the homepage, you can search by keywords or by location through the map. But You may also click on "add filters" to define: a location, job function and/or a contract type.



Position name	Location	Functional area	Job type	Date
Position name	Location	Functional area	Job type	Date (dd/MM/yy)
CSI Analyst	Mumbai, IN, 400093	Marketing and Consumer Understanding	Regular	16-Sep-2022
HR Advisor	Budapest, HU, H-1138	Human Resources	Regular	16-Sep-2022
Engineering and Maintenance Manager	Vernier, CH, 1214	Operations	Regular	16-Sep-2022

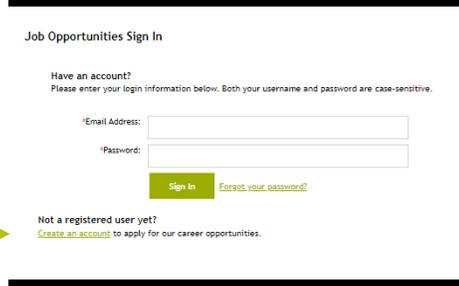
2. Once you get to the job list, you need to select the job you would like to receive similar job alerts of.

3. On top of the job advert you need to click on "Create Alert". You may enter the number of days corresponding to the desired frequency.



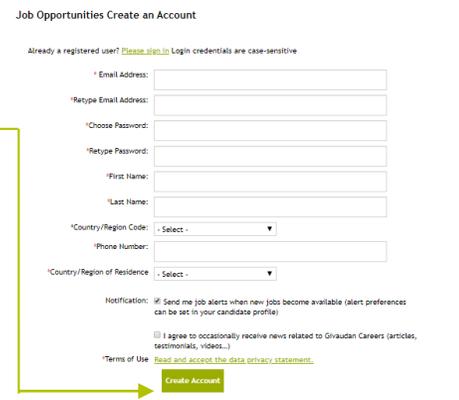
4. You need to sign-in to finish setting up this job alert. Or if you don't have a candidate profile yet, you may click on "Create an account"

Not a registered user yet? [Create an account](#) to apply for our career opportunities.

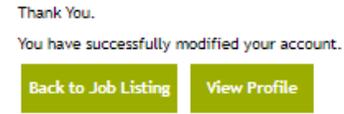


4b. Fill in all the data fields. Read and accept the data privacy statement, and click on "Create Account"

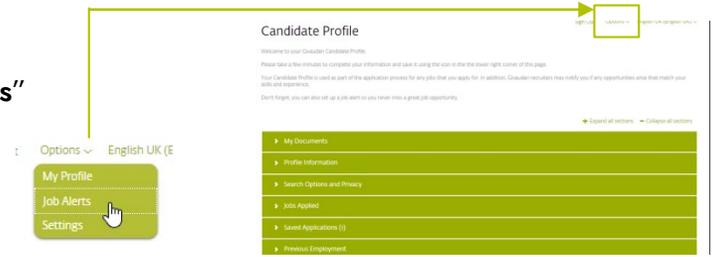
Create Account



5. Once signed-in you will see this notification appear on screen. This is the confirmation that your job alert was set up. If you want to change the frequency or delete it, you need to access your job alert dashboard. You may do so, by a click on "View Profile".



6. Once within the candidate profile dashboard, click on the top right corner "Options" and select "Job Alerts".

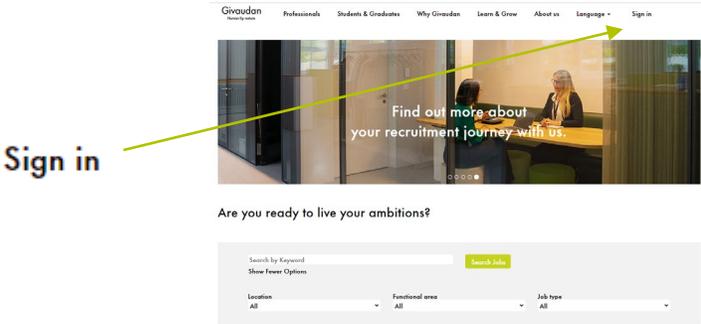


7. This is your job alert dashboard. You may view, delete or add any job alert. You may return to your profile or sign-out.



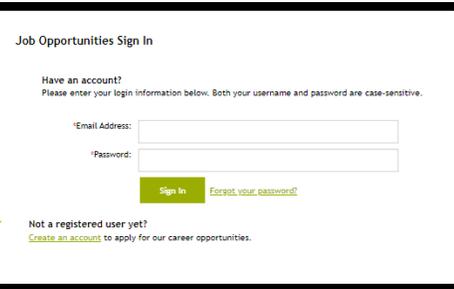
Create or access your candidate profile

1. Access our job portal on:
www.jobs.givaudan.com.
 Once on the homepage, click on the top right corner:



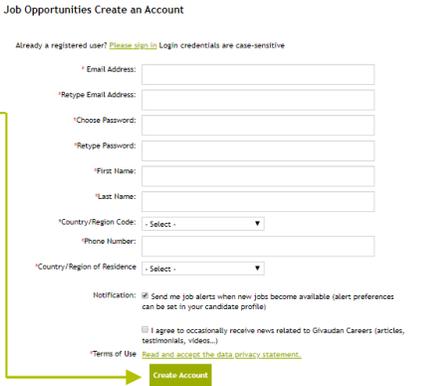
2. You can **sign-in** or if you don't have a candidate profile yet, you may click on **“Create an account”**

Not a registered user yet?
[Create an account](#) to apply for our career opportunities.



2b. Fill in all of the data fields. Read and accept the data privacy statement, and click on **“Create Account”**

Create Account



3. Once in the homepage of your candidate profile, click on the top right corner **“Options”** and select **“Job Alerts”**.



4. This takes you to your Job Alert Dashboard. If you already have a job alert created you will see it here and will be able to delete it through a click on the 'bin' or to view it, through a click on the eye icon. For now, click on **“create a new job alert”**



5. Perform a job search. Using the keyword field and optionally the 'add filters': follow the **steps 1-4** of the previous page in this guide.



6. Once signed-in you will see this notification appear on screen. This is the **confirmation** that your job alert was set up.

