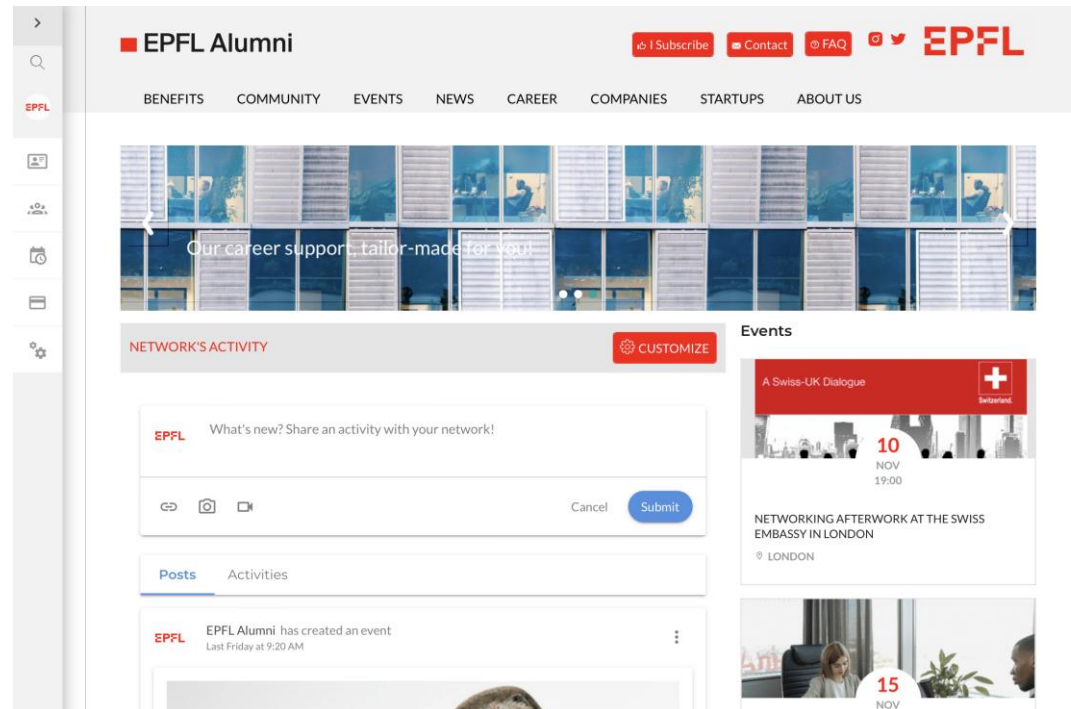


## Your new EPFL Alumni platform – User Guide

The EPFL Alumni Service is pleased to announce the launch of its new platform! Find your classmates, discover the chapters and thematic clubs, participate in several events, and expand your network simply by interacting with the EPFL Alumni community.



## SIDE MENU

User pages



## TOP MENU

General pages



< Search

**EPFL** EPFL  
Go to my profile



Your profile is completed at 47%

[Complete your profile](#)

Update my profile

My groups

My events

My contributions and orders

My account

EN ▲

## EPFL Alumni

[Subscribe](#)

[Contact](#)

[FAQ](#)



[BENEFITS](#)

[COMMUNITY](#)

[EVENTS](#)

[NEWS](#)

[CAREER](#)

[COMPANIES](#)

[STARTUPS](#)

[ABOUT US](#)



### NETWORK'S ACTIVITY

[CUSTOMIZE](#)

**EPFL** What's new? Share an activity with your network!



Cancel [Submit](#)

[Posts](#) [Activities](#)

**EPFL** EPFL Alumni has created an event  
Last Friday at 9:20 AM

### Events

A Swiss-UK Dialogue



**10**  
NOV  
19:00

NETWORKING AFTERWORK AT THE SWISS  
EMBASSY IN LONDON

[LONDON](#)

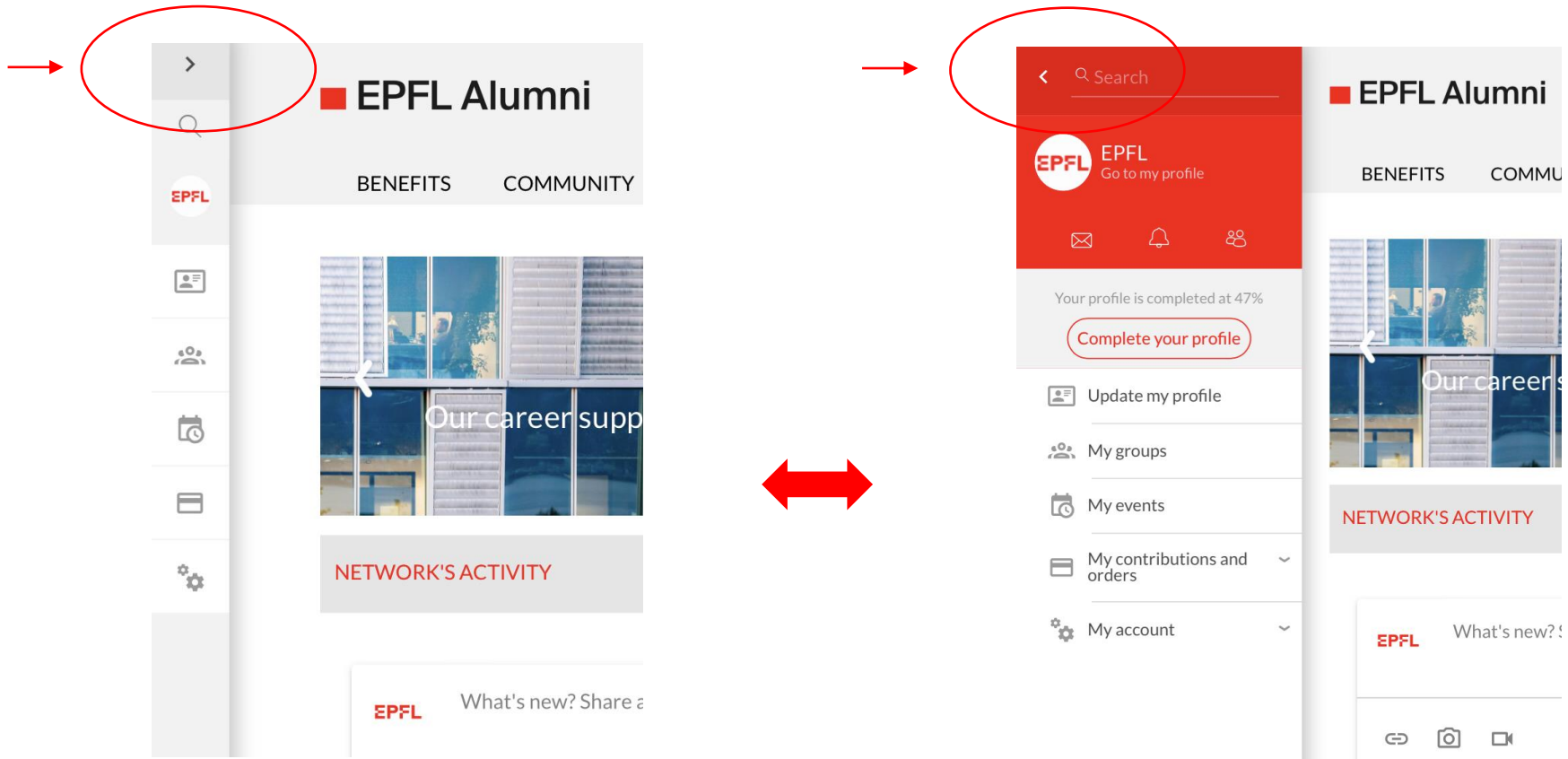
**15**  
NOV

## Content

- **Open/close the user side menu**
- **Activate your account**
- **Access FAQs**
- **Update your profile**
- **Change your account settings**
- **Check and complete your personal information**
- **Access the EPFL Alumni services**
- **Add or renew a contribution**
- **Change your privacy settings**
- **Change your notification settings**
- **Change your communication preferences**
- **Search for and add contacts from the directory**

- **Update your CV**
- **Access your messages, notifications and contacts from the side menu**
- **Join and participate in a group (chapters and clubs)**
- **Navigate a group's informations**
- **Search for and follow an event**
- **Register for an event**
- **Search companies in the directory**
- **Navigate into the Job board**

## ■ Open/Close the user side menu



## ■ Activate your account

The email you use to click on the activation link will become your login email on the platform (= identification email)

## Welcome to your EPFL Alumni network!

You are now part of the online network entirely dedicated to EPFL graduates. There is only one step left before you can take advantage of the services offered: **Activate your account.**

### Step 1: Login for the first time

Two possibilities:

1. **You have received an activation key by email inviting you to join your Alumni network:** follow this link and then fill in the email address you used and enter your password to connect. Follow the activation form which will allow you to update your data.
2. **Your network does not have your contact information and therefore could not send you an activation key:** You can still join the network by clicking on "No account yet? Sign up".

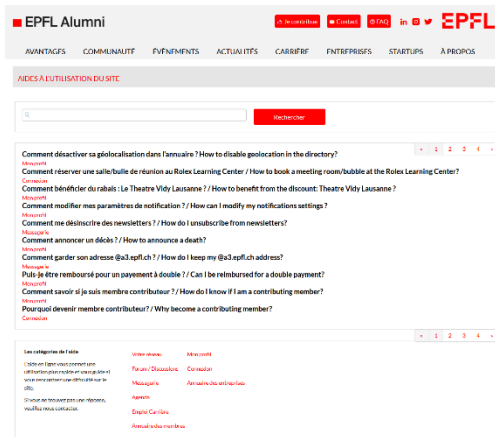
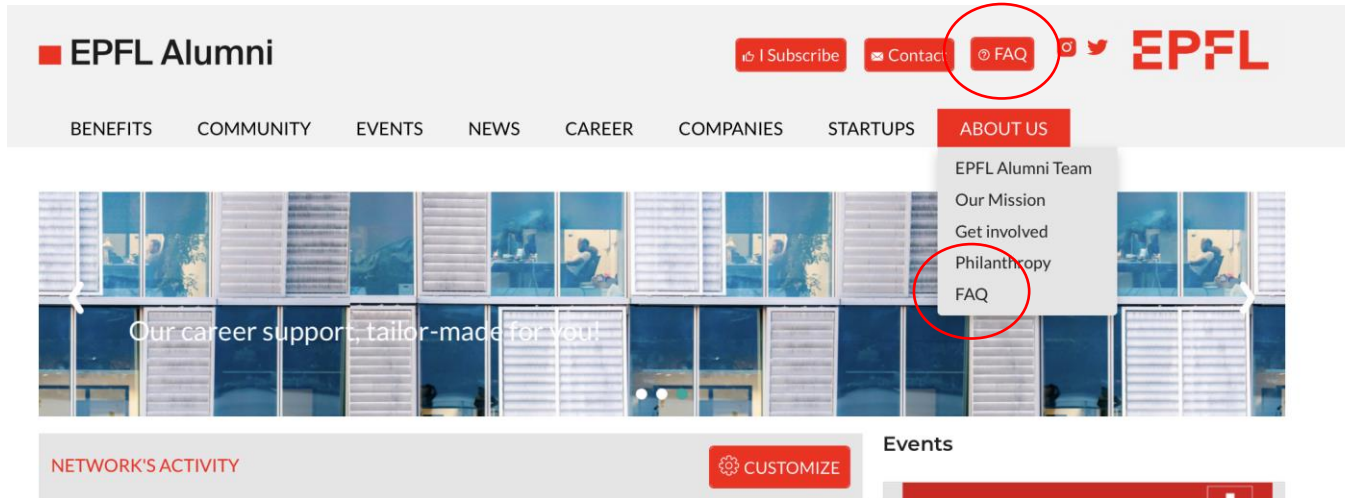
You then just have to proceed to a few steps to complete your profile:

### Step 2: Validate your profile

- a. Fill in your final password and confirm it.
- b. Read the General Terms of Use of the EPFL Alumni Platform.
- c. Then check the box " I acknowledge having read, understood and accepted...."
- d. Check your personal data via the form
- e. Finally, click on one of the following buttons to confirm your registration:
  - Access my profile
  - Check or add a contribution
  - Set my profile privacy

**If you have any problems activating your account, please contact us at [alumni@epfl.ch](mailto:alumni@epfl.ch)**

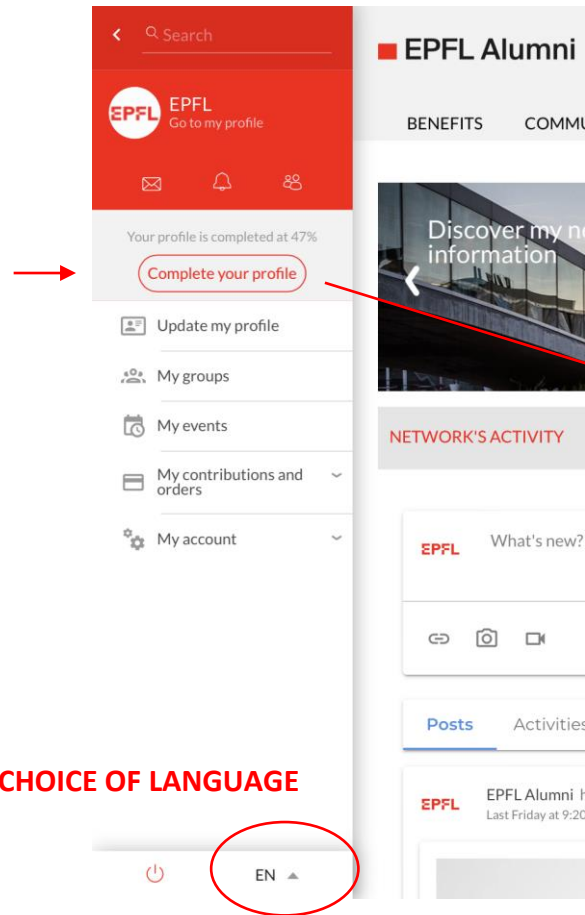
## Access FAQs



The online help on the FAQ page <https://epflalumni.ch/help> allows you to use the site faster and guides you if you encounter a difficulty on the site. **If you can't find an answer, please contact us.**

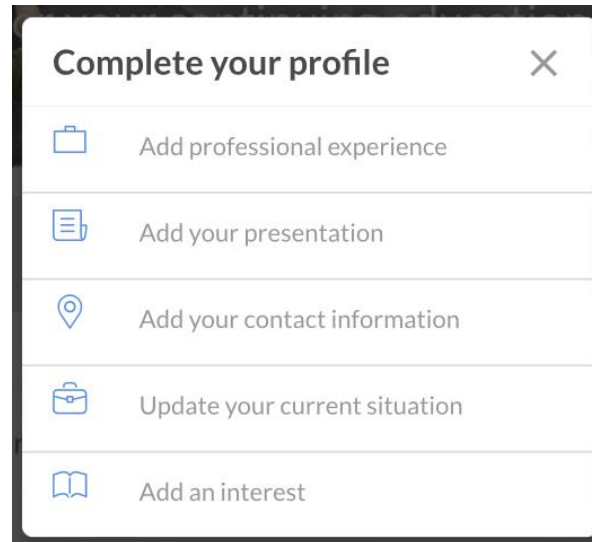
**The search button will allow you to search by keyword or by category.**

## ■ Update your profile



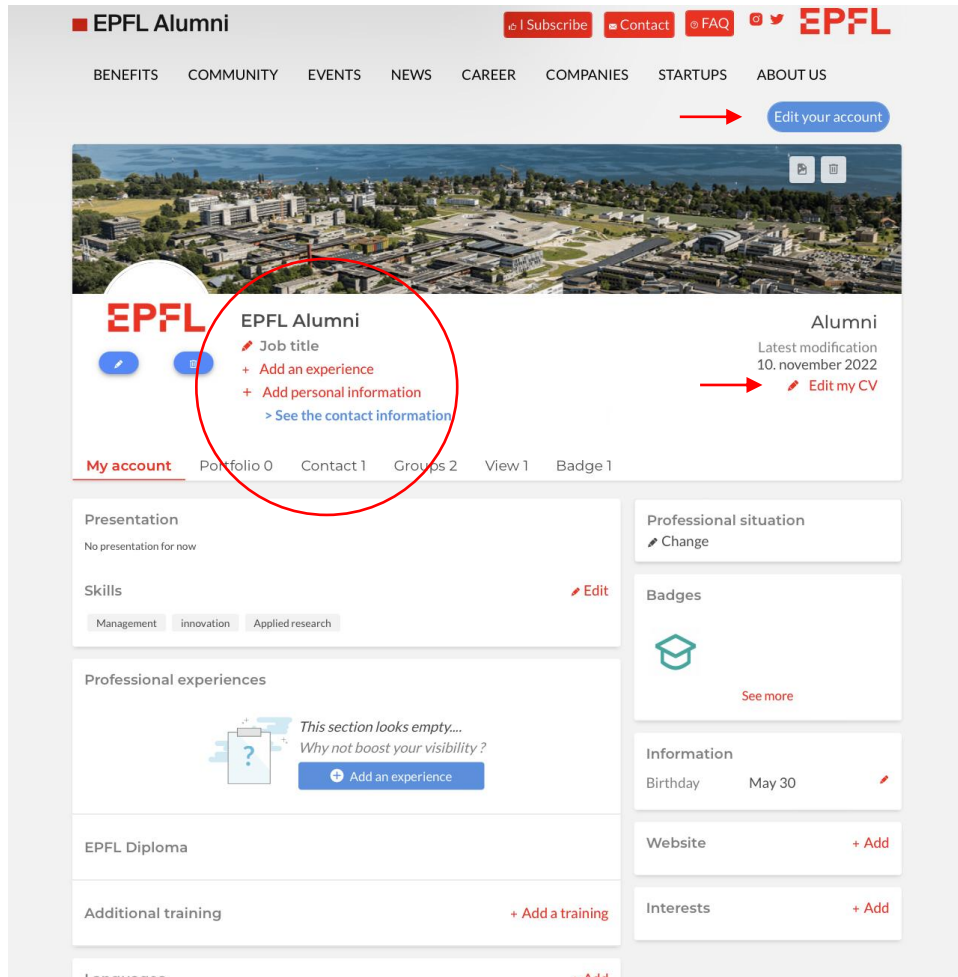
In the upper left corner of the user menu, click on **"Go to my profile"** or **"Update my profile"**. You can also find in this side menu your private messages, your notifications and your contact requests.

When you log in for the first time, you will also be offered the **"Complete your profile"** button with direct access to the parameters to be completed.



CHOICE OF LANGUAGE





Normally, some information on this page was imported directly from your old profile from the previous platform. However, **please check if the information is up to date. If your diploma(s) are not correct, do not hesitate to contact us at alumni@epfl.ch.**

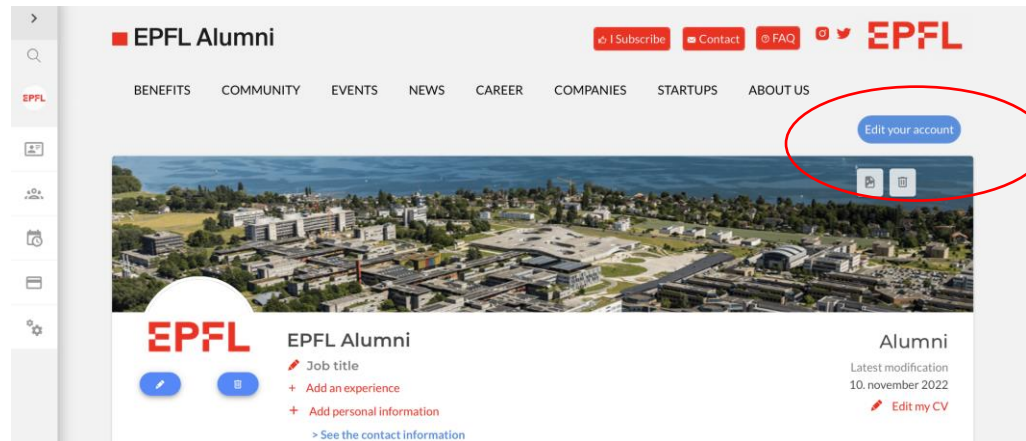
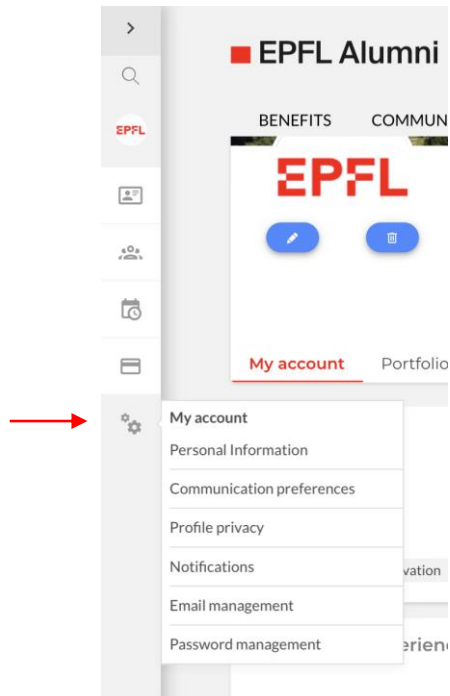
You will find under your profile different parameters such as:

- The profile picture
- The banner photo
- The job title
- The contact information
- Badges
- Your skills
- Professional experience
- Education and training
- Languages
- Awards
- Professional situation
- Websites
- Interests
- Your electronic CV

You can edit all the information in your profile by clicking on the little pencil or "+" next to each piece of information.

Be sure to upload a profile picture and a cover picture that you like.

## ■ Change your account settings



To modify your member account, you can do it in two ways:

- 1- On the **"My account"** icon on the user side menu.
- 2- By clicking on the button **"Modify your account"** on your profile page.

You can then modify the following information:

- **Personal information**
- **Communication preferences**
- **Profile privacy**
- **Notifications**
- **Email management**
- **Password management**

## ■ Check and complete your personal information

When you log in for the first time, please check and complete your personal information, which allows us to keep in touch with you. You can access it from the "My account" tab, by clicking on the "Personal information" button.

The screenshot shows the EPFL Alumni website interface. At the top, there is a navigation bar with the EPFL logo, a search icon, and links for 'Subscribe', 'Contact', and 'FAQ'. Below this is a secondary navigation bar with categories: 'BENEFITS', 'COMMUNITY', 'EVENTS', 'NEWS', 'CAREER', 'COMPANIES', 'STARTUPS', and 'ABOUT US'. The main content area is titled 'Personal Information' and contains several form fields: 'First name' (EPFL), 'Birth Name' (Alumni), 'Family Name' (Alumni), 'Gender' (Mrs.), 'Email address\*' (Required field), 'Secondary email address', 'Birthdate (dd/mm/yyyy)' (mm.dd.yyyy), and 'Honorary title and distinctions'. Below these are sections for 'Main contact details' (Country, Landline, Mobile phone) and 'Secondary contact details'. On the left side, there is a 'My account' menu with a gear icon, and a red arrow points to the 'Personal Information' option in this menu.

**If you would like to make a change to your first name/birth name or your EPFL education, please contact us at [alumni@epfl.ch](mailto:alumni@epfl.ch). Your last name, if different from your birth name, can be changed in your account settings on the left menu.**

■ Access the EPFL Alumni services

As an EPFL Alumnae or Alumni, you have the possibility to become a contributor and thus benefit from many EPFL Alumni advantages and services. Contributions and benefits are summarized on the page: <https://epflalumni.ch/page/avantages>

**EPFL Alumni** | [Subscribe](#) | [Contact](#) | [FAQ](#) | [EPFL](#)

**BENEFITS** | COMMUNITY | EVENTS | NEWS | CAREER | COMPANIES | STARTUPS | ABOUT US

**BENEFITS**

**Strengthen our network.**  
Enhance the reputation of EPFL. This is what your annual contribution is all about!

Alumni contributions represent 60% of the EPFL Alumni budget. They allow us to set up and maintain the directory, organize more than 150 events per year and implement student mentoring programs.

Becoming a contributor also means investing in your network and your career. You will get access to many services such as support for your career, privileged access to scientific and networking events, a subscription to Dimensions, the EPFL magazine, sent to your home four times a year - and much more.

	Young * CHF 50.-	Standard CHF 100.-	Club CHF 350.-	Gold CHF 500.- (or +)
	<a href="#">JOIN NOW</a>	<a href="#">JOIN NOW</a>	<a href="#">JOIN NOW</a>	<a href="#">JOIN NOW</a>

**COMMUNITY**

	Young * CHF 50.-	Standard CHF 100.-	Club CHF 350.-	Gold CHF 500.- (or +)
➤ Alumni directory	✓	✓	✓	✓
➤ Lifelong email address	✓	✓	✓	✓
➤ Dimensions, the EPFL Magazine	✓	✓	✓	✓
➤ Events and workshops: at least 30% off	✓	✓	✓	✓

## ■ Add or renew a contribution

To add or modify a contribution directly online, click on the "My contributions" page in the "My contributions" tab located in the user menu or on the "I contribute" button above the top menu.

The screenshot shows the EPFL Alumni website interface. At the top, there is a navigation bar with the EPFL logo and several buttons: "I Subscribe", "Contact", "FAQ", and social media icons. Below this is a secondary menu with categories like "BENEFITS", "COMMUNITY", "EVENTS", "NEWS", "CAREER", "COMPANIES", "STARTUPS", and "ABOUT US". The main content area is titled "Select a contribution" and contains a blue box with the text: "Please find below your current contributions (already subscribed):". Below this, there is a table of contributions:

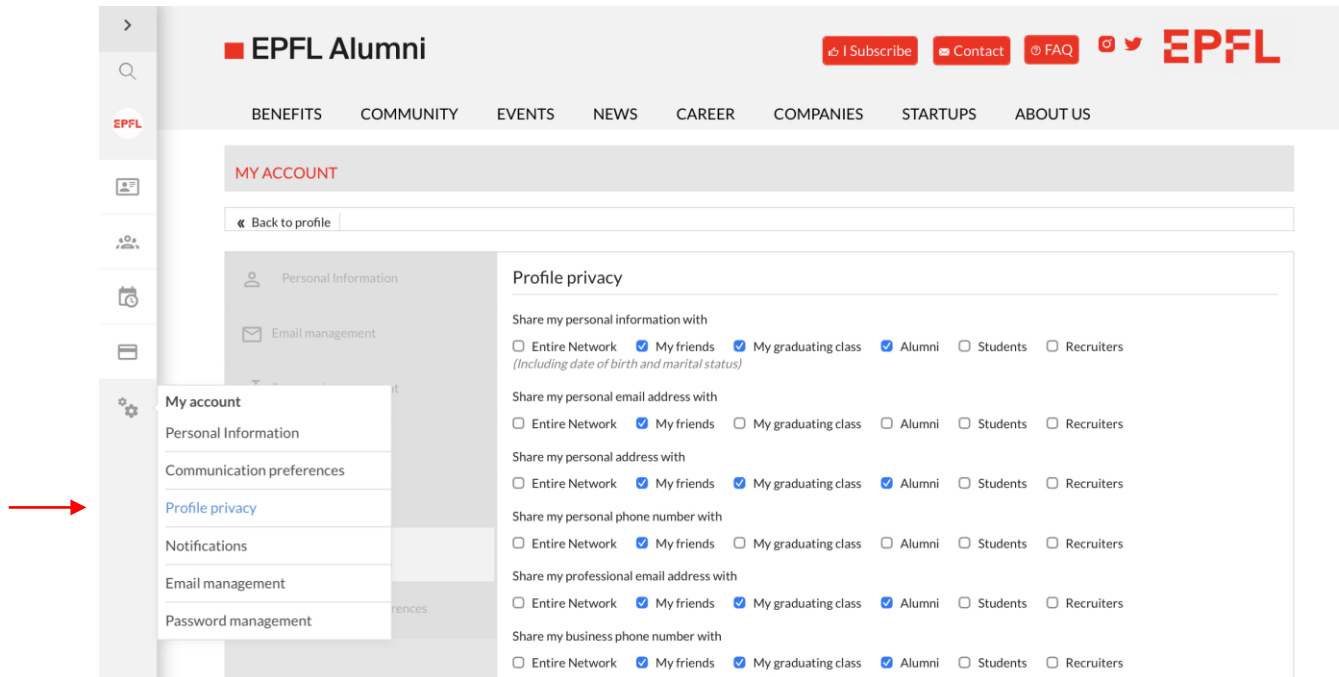
Contribution Type	Duration	Amount	Action
My contributions and orders	Duration: from 04.01.2022 to 03.31.2023	100,00 CHF	Select
Club	Duration: from 04.01.2022 to 03.31.2023	350,00 CHF	Select
Gold	Duration: from 04.01.2022 to 03.31.2023	500,00 CHF	Select

At the bottom right of the table, there are "Cancel" and "Select" buttons. A red arrow points to the "My contributions and orders" menu item in the left sidebar.

## ■ Change your privacy settings

To access your privacy settings, click on the « **Profile Privacy** » tab of your account located in the side menu.

This feature allows you to choose to which type of user you want to share your information with (personal or professional contact information, email, resume, portfolio, professional wishes, etc.). This is a crucial step in activating your account.



## ■ Change your notifications settings

Click on the "Notifications" tab in the "My Account" tab located in the side menu.

This feature allows you to choose if you want to be notified by the platform about your activities, those of your contacts or your groups (events, news, recruitment, messaging, comments etc.).

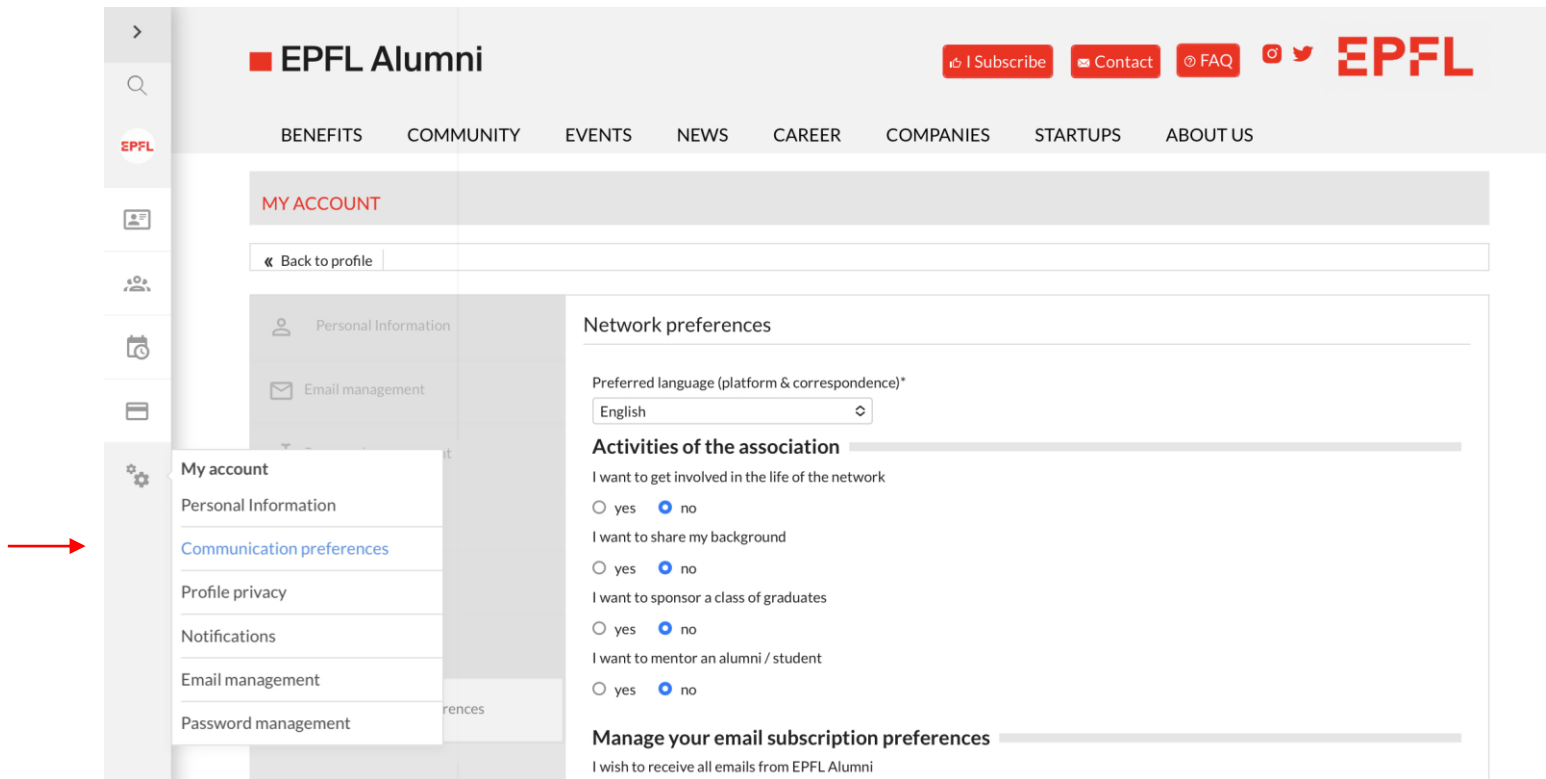
The screenshot shows the EPFL Alumni website interface. At the top, there is a navigation bar with the EPFL logo, a search icon, and buttons for 'Subscribe', 'Contact', and 'FAQ'. Below this is a secondary navigation bar with links for 'BENEFITS', 'COMMUNITY', 'EVENTS', 'NEWS', 'CAREER', 'COMPANIES', 'STARTUPS', and 'ABOUT US'. The main content area is titled 'MY ACCOUNT' and includes a 'Back to profile' link. A side menu is open, showing options like 'Personal Information', 'Communication preferences', 'Profile privacy', 'Notifications', 'Email management', and 'Password management'. A red arrow points to the 'Notifications' option in the side menu. The 'Notifications on' settings page is displayed, showing a table of notification preferences:

Notifications on	
<b>NEWSFEED</b>	
Network newsfeed	Never
Description of the notification	<input checked="" type="checkbox"/>
<b>LATEST NEWS</b>	
Validation of your articles	<input checked="" type="checkbox"/>
<b>EVENTS</b>	
Reminder to attendees (Day-4)	<input checked="" type="checkbox"/>
Validation of your events	<input checked="" type="checkbox"/>
Confirmation of your participation in an event	<input checked="" type="checkbox"/>
<b>COMMENTS</b>	
Your name is mentioned in a comment	<input checked="" type="checkbox"/>

## ■ Change your communication preferences

Click on the "**Communication Preferences**" tab in the "**My Account**" tab located in the user menu.

This feature allows you to choose how you would like to interact with your network (languages, involvement in the network, sharing your journey, being a mentor) as well as to communicate your preferences for receiving emails and newsletters from the EPFL Alumni network.





## ■ Search for and add contacts from the directory

The EPFL Alumni Directory, the central tool of your network, allows you to find every alumnus of your program and even more. You can access it directly from the "Directory" page of the "Community" tab in the top menu.

You can perform a quick search for members using the search bar and the navigation filters, or an advanced search.

The screenshot shows the EPFL Alumni Directory interface. At the top, the navigation menu includes BENEFITS, COMMUNITY, EVENTS, NEWS, CAREER, COMPANIES, STARTUPS, and ABOUT US. The COMMUNITY tab is selected, and its dropdown menu is open, showing options for Directory, My News Feed, Chapters and Clubs, and Alumni Awards. A red arrow points from the COMMUNITY tab to the Directory option. Below the navigation menu is a search bar with a magnifying glass icon and a dropdown menu set to 'All'. A red circle highlights the search bar and the dropdown menu, with a red arrow pointing to the text 'Quick search'. Below the search bar are tabs for 'Members' and 'Companies', with 'Members' selected. A red circle highlights the 'Filters' button, with a red arrow pointing to the text 'Advanced search'. Below the search bar, the page shows '42,659 members' and a list of alumni profiles. The first profile is for Fouad Aabid, an Alumni from 8003 Zurich, Switzerland, with a Master's degree in Génie mécanique. The second profile is for Mandana Aalai, an Alumni from ENAC in 1992. The third profile is for Mitra Aalai-Chatagny. A red circle highlights the blue plus icon and the three dots menu icon for the first profile, with a red arrow pointing to the text 'To invite a contact click on the blue icon or the three dots for more options (send a message or view the profile)'. A dropdown menu is open for the first profile, showing options for 'Add contact', 'Send a message', and 'View profile'.

**EPFL Alumni** | [Subscribe](#) | [Contact](#)

BENEFITS | COMMUNITY | EVENTS | NEWS | CAREER | COMPANIES | STARTUPS

[Members](#) | [Companies](#)

42,659 members

**Filters**

**Training filters**

- Promotion
- Title
- Program
- Training Unit
- EPFL Diploma

**User filters**

- City
  - Lausanne (3731)
  - Genève (898)
  - Paris (633)
- Search another ville

**Map**

**FA** Fouad Aabid Alumni  
8003 Zurich, Switzerland  
Master - Génie mécanique - Génie mécanique (GM) - STI - 2013

**MA** Mandana Aalai Alumni  
Diplôme - Architecture - Architecture (AR) - ENAC - 1992

**MA** Mitra Aalai-Chatagny Alumni  
1180 Rolle, Switzerland  
Postgrade - Executive Master Global Supply Chain Management (GSCM) - Institut du Manag  
Diplôme - Physique - Physique (PH) - SB - 1992

**AA** Ab Ab Rahman Alumni  
PhD (EDOC) - Microsystèmes et microélectronique (EDMI) - Microtechnique (MT) - STI - 2

**TA** Tolga Abaci Alumni  
35040 Bornova, Turkey  
PhD - Informatique - Informatique (IN) - IC - 2006

By clicking on the advanced search filters in the left column, the directory allows you to easily find the users of your network according to :

- Last name / First name / Groups

- Promotion / Training unit / Study program / Title abbreviation / EPFL title / Thesis number & subject

- Competences / Function / Sector of activity / Current company / Previous company

- City / Country

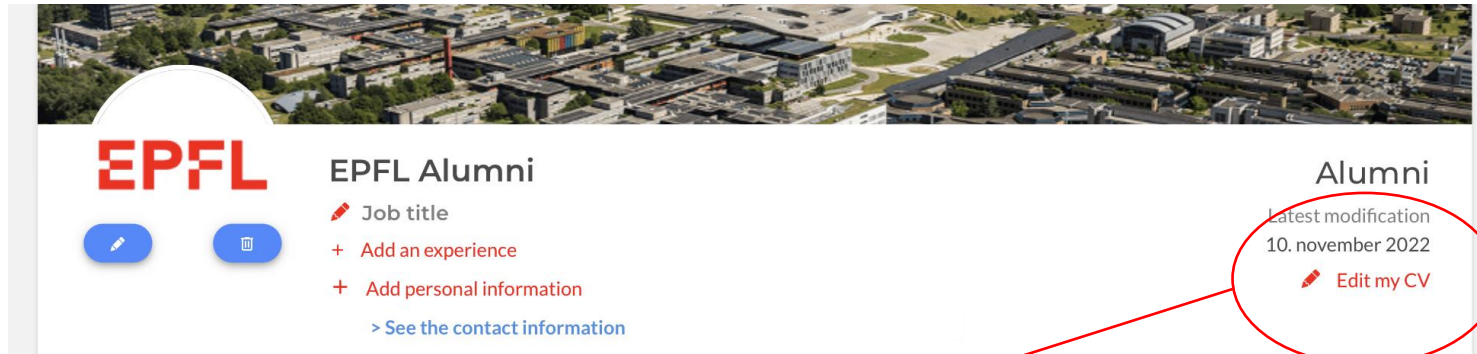
If you wish to perform a new search, simply click on the cross in the search bar if you have entered your search or by deleting one by one the filters you have checked in the filter column on the left

**The "Geolocation" mode**

The geolocation mode allows you to view your fellow classmates on an **interactive world map**.

By default, the directory uses personal addresses to provide visibility by region of the community. However, if you do not wish to be geotagged, you can disable the sharing of your home address in the **"Profile Privacy"** page of the **"My Account"** tab on the left menu.

## Update your CV



Dialog box titled "Edit your CV" with a close button (X) in the top right corner.

Network preferences

My online CV

- Automatic generation from your profile information (CV-surname-name.pdf)
- Upload my own CV version (keep my settings and design)
- No

Public CV setting

I wish to activate my public CV (it will be indexed by search engines on the Internet)

- yes
- no

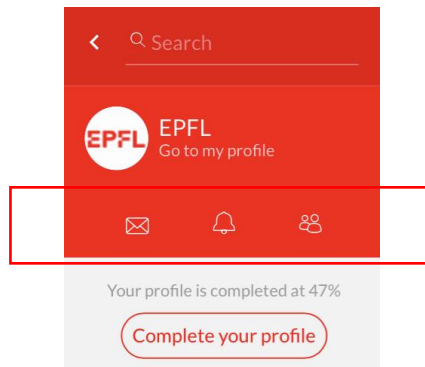
Buttons: Cancel, Save

Go to your **profile page** and click on "**Edit my CV**".

You can either automatically create a CV based on the information you have entered on the EPFL Alumni platform or import your CV in just a few clicks!

**By default, the CV is private and only accessible to network members.** If you wish to make it public, you can click on "My CV" and select "Yes" in "Public CV setting". Note that this operation will reference your CV on search engines (Google, Yahoo...).

## ■ Access your messages, notifications and contacts from the side menu



From the side menu you can access:



Your messages



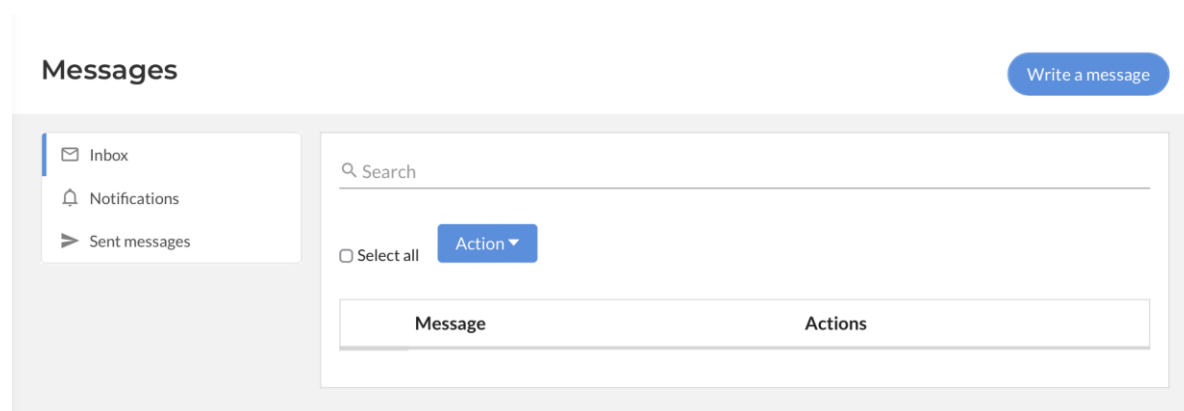
Your notifications



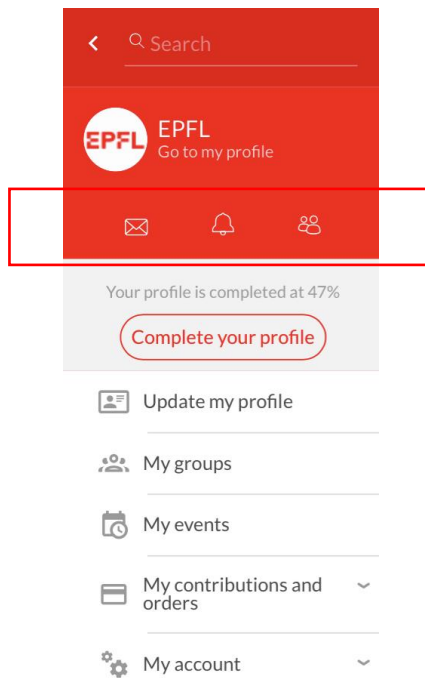
Your contacts



The messaging system will allow you to exchange with the entire EPFL Alumni community!



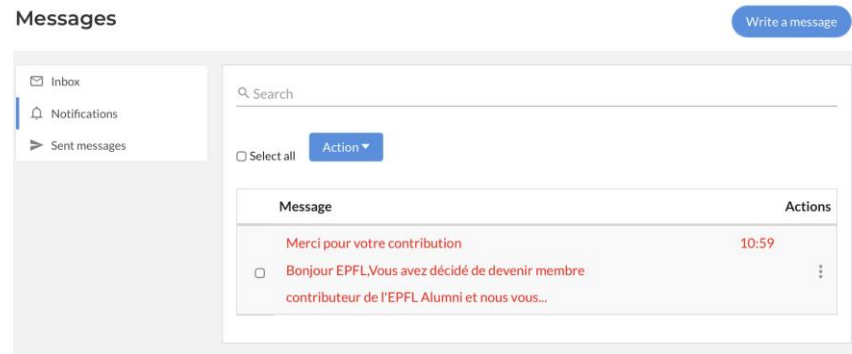
From the side menu, you can access :






-  Your messages
-  Your notifications
-  Your contacts

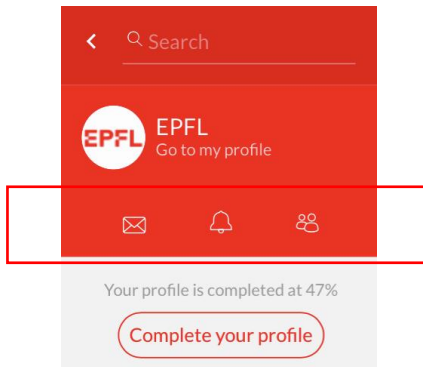
The notifications for your account will be detailed here. You will also receive an email **on your notification email** (to be set up on the "Email Management" tab of the "My Account" tab).

In addition, you can change the frequency and type of notifications you want in your account settings (see "Adjusting your notification settings").

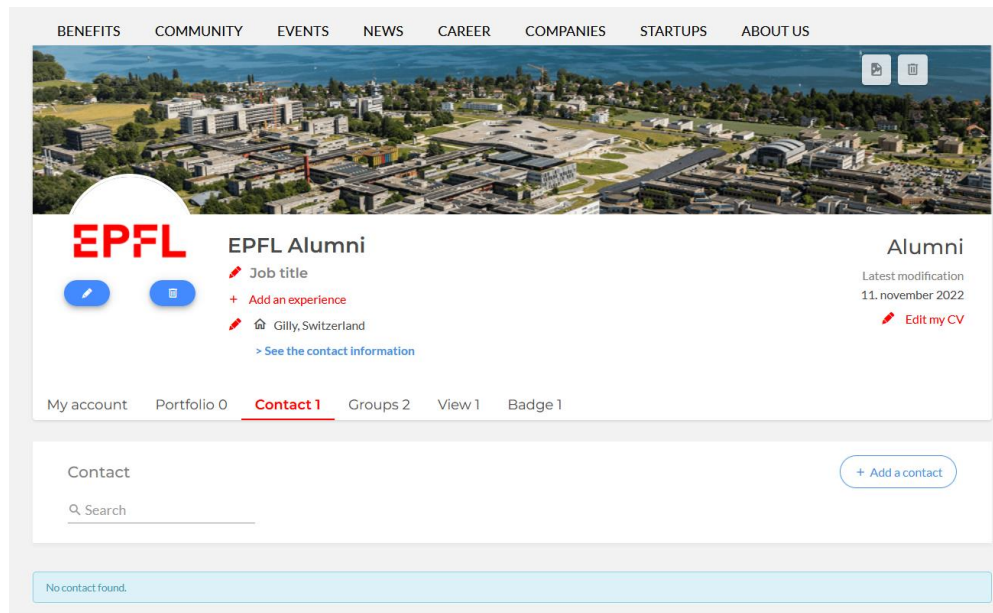


From the side menu, you can access:

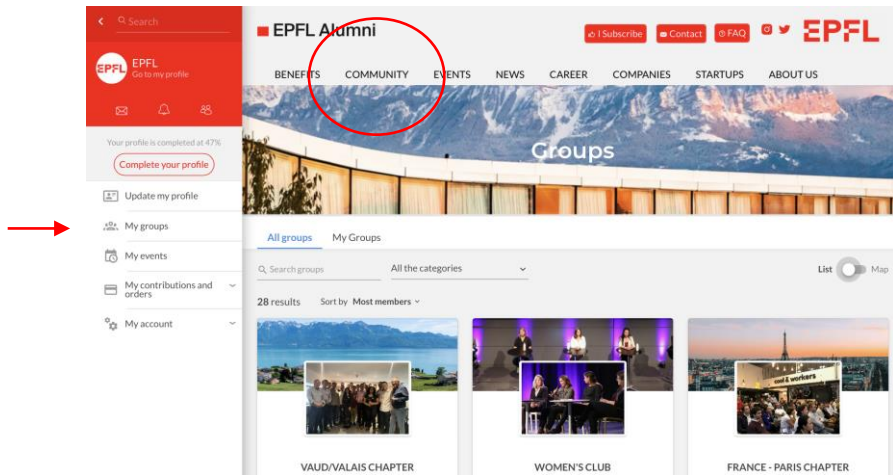
-  Your messages
-  Your notifications
-  Your contacts



All your contacts on EPFL Alumni will be listed here. You can search for and invite new ones on this page or directly from the Directory page which is located in the "Community" tab of the main top menu. (see point: **"Search and add your contacts in the directory"**)

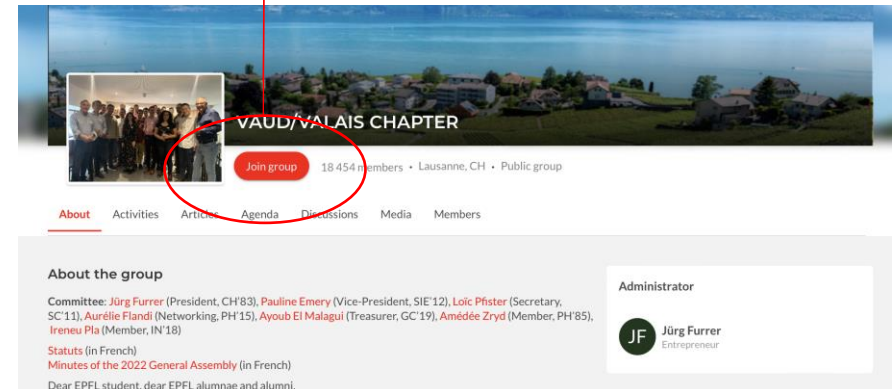


■ Join and participate in a group (chapters and clubs)



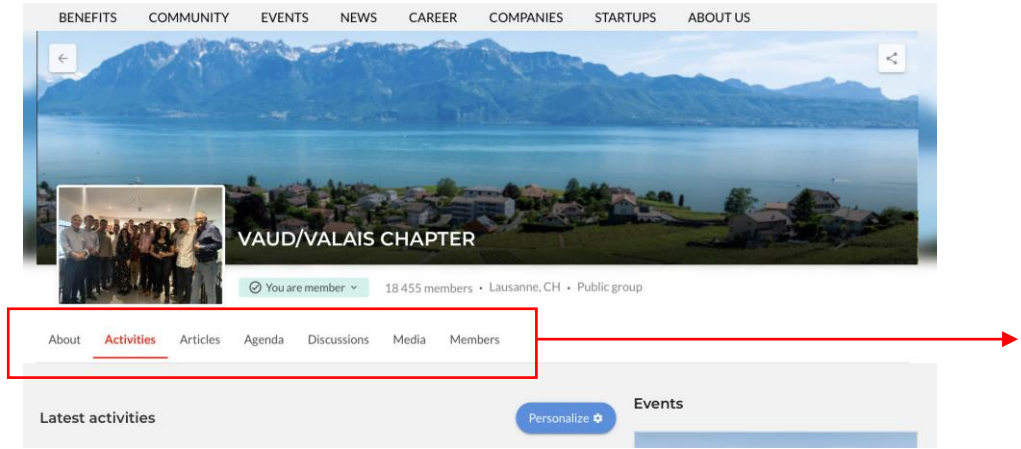
In case you want to join groups to receive invitations from their mailings, to be informed of their activities and publications, click on "My groups" in the side menu or on the "Chapters and clubs" page from the "Community" tab of the main horizontal menu.

Select the group you wish to join and click on "Join Group".



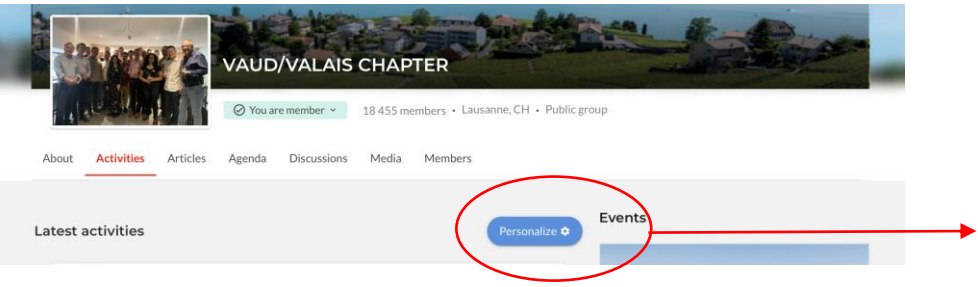
You can leave the group at any time by clicking on the green "You are a member" button and then on "Leave the group".

■ Navigate a group's information

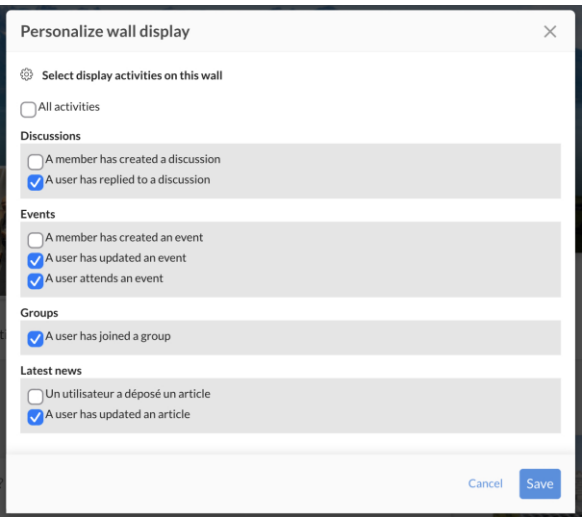


Once a member, you can find the following information in each group:

- **About:** description of the group, administrators and summary of activities.
- **Activities:** news feed where you can post messages, news, articles, etc. and create discussions with members. Events organized by the group will appear in this feed as soon as they are created.
- **Articles:** articles of interest to the community shared by the administrators.
- **Events:** events organized by the group
- **Media:** space to discover photos of the group for example shared during previous events.
- **Members:** view and search for group members.

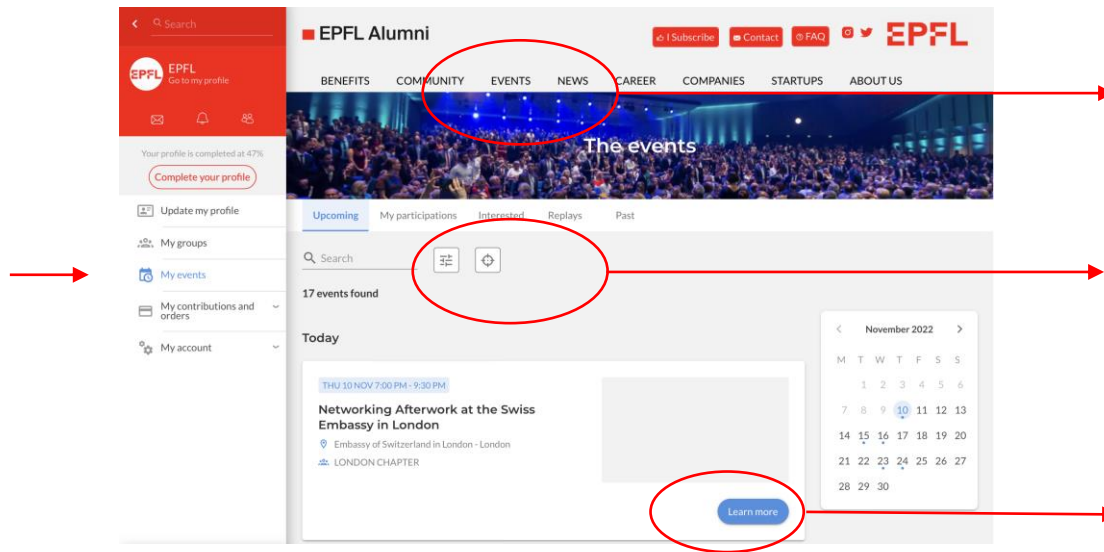


You can also set the content you want to appear on a group's activity wall. To do so, you must click on the "**Customize**" button and check the desired options.





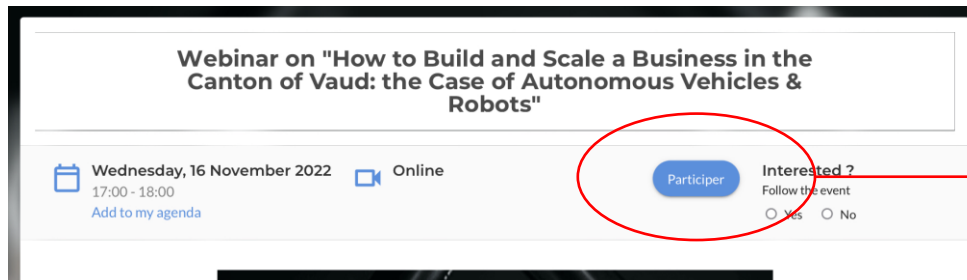
■ Search for and follow an event



You can find all events from the **"My Events"** tab on the left side menu or on the **"Events"** tab on the top main menu.

To refine your search, click on the filter button or search directly for events within a certain radius around you (to do so, you will have to accept the automatic location).

To get more information about an event, click on **"Participate"**. You can then add the event to your calendar, see the details and map, leave a comment and follow the event by clicking on **"follow event - yes"**.



To register for an event, click on the **"Participate"** button again on the event details page

■ Register for an event

1. Panier      2. Informations      3. Paiement

Place	Fin de vente	Restants	Prix	Quantité
Standard	-	98	Gratuit	1

**Poursuivre**

Your spot will be automatically added to the shopping cart below on the same page. The amount of the event is automatically adjusted according to the event and your Alumni membership status. Choose the number of seats you want and click on "Continue".

1. Panier      2. Informations      3. Paiement

**Attribution des places**  
 Les places étant nominatives, veuillez saisir le nom et le prénom des personnes qui vous accompagnent.  
 Vous disposez de 15 minutes pour valider votre participation.

#34	Nom de la place	Information sur les participants		
1	Standard	<input checked="" type="checkbox"/> Ma place	<input type="text" value="EPFL"/>	<input type="text" value="Alumni"/>
			<input type="text" value="bullegilis@hotmail.com"/>	
Avez-vous des intolérances alimentaires?				
<input type="text"/>				

**Valider**

Verify the participant's information and then click on "Validate" to finalize your reservation. You have the possibility to specify food intolerances according to the event.

Vous participez à cet événement.

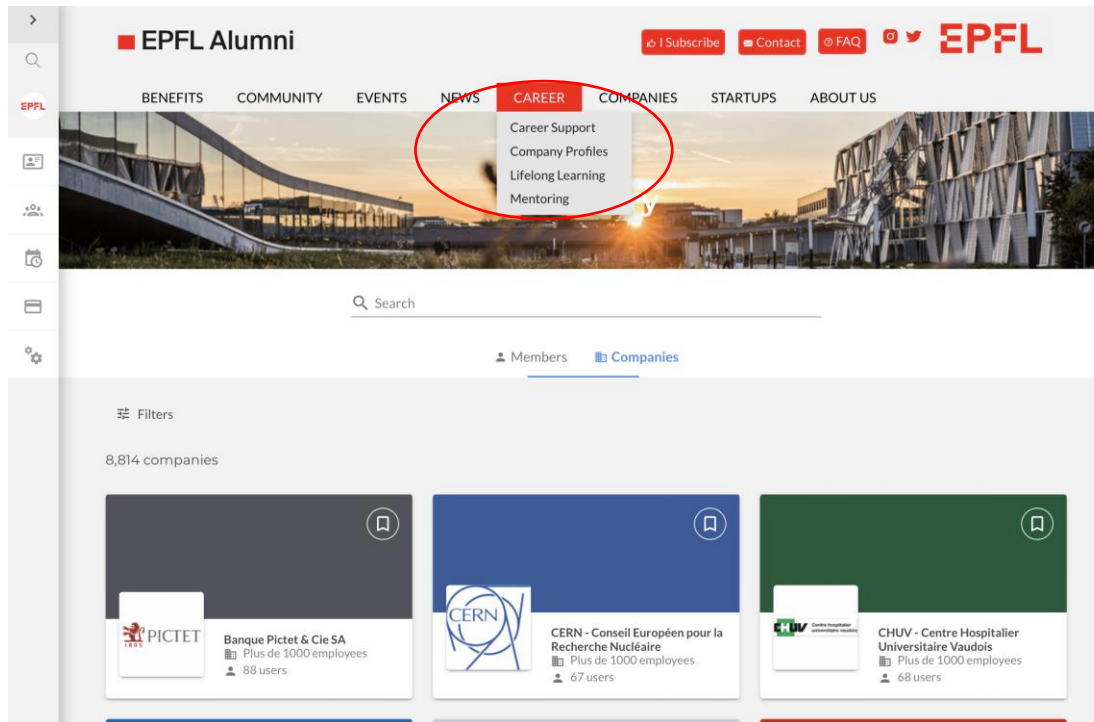
 EPFL Alumni Votre place 1 x Place "Standard" (0,00 CHF)	Participant 08/06/2022 12:17	Gratuit <b>Télécharger votre reçu</b>
	<b>Annuler ma réservation</b>	

Your registration is then confirmed and you can download your receipt or cancel your reservation.

## ■ Search companies in the directory

The **companies Directory** allows you to view all the companies that are related to your community. They are present either because :

- Your contacts have listed them in their professional experience,
- Or because recruiters have registered on your network.



The companies directory is classic or advanced, and allows you to filter the companies **by several criteria**.

You can also choose companies with :

- A current graduate or a former graduate employee,
- A recruiter within your network,
- Posted at least one job offer.

## ■ Navigate into the Job board

The EPFL Alumni Service is pleased to announce the launch of its job board! Whether to access exclusive offers or to recruit EPFL Alumni, this new service will maximize the strength of our network!

To access it, activate your account and log in to the platform.

The screenshot shows the EPFL Alumni Job Board dashboard. At the top, there is a navigation bar with the EPFL Alumni logo, a search bar, and links for 'Subscribe', 'Contact', 'FAQ', and 'User Guide'. Below the navigation bar, there is a 'Candidate area' section with a 'Job offers' button and an 'Add a job' button. The main content area is divided into several sections: 'Hello EPFL' with a 'Change my professional situation' button and an 'Add my resume' button; 'Your professional network' with a 'View my profile' button; 'The companies in your network' with a 'Discover the companies' button; 'The sectors that recruit' showing 'Higher education / Research & Academia' with '1 job >'; and 'Functions that recruit' showing 'Education / Teaching / Training' with '1 job >'. At the bottom, there is a button that says 'Do you wish to make an offer ?'.

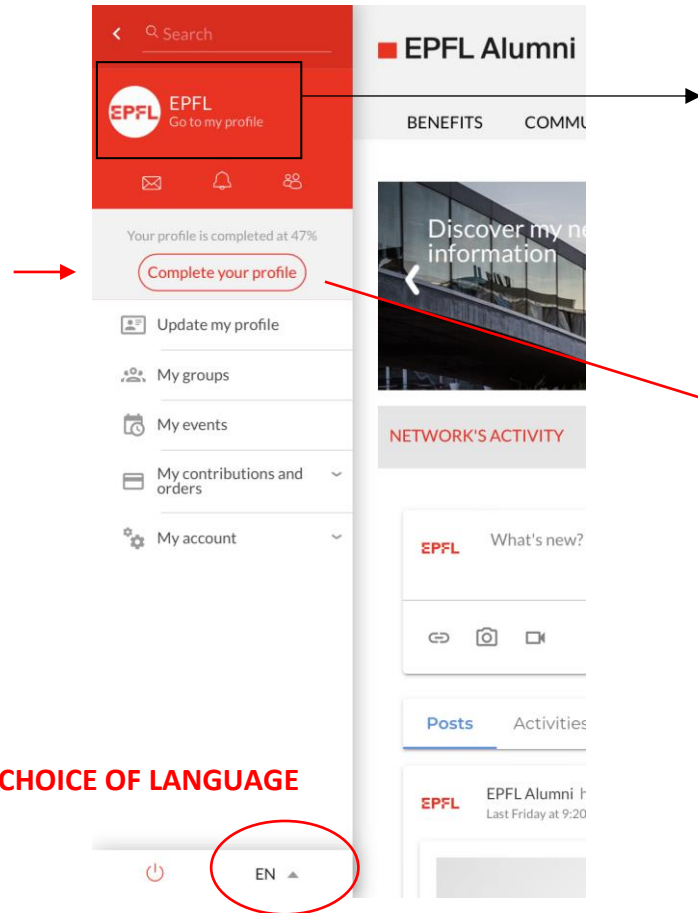
## 1. Are you looking for a job?

- Update your profile
- Get familiar with your dashboard
- Discover job offers
- Apply for a job offer

## 2. Are you recruiting?

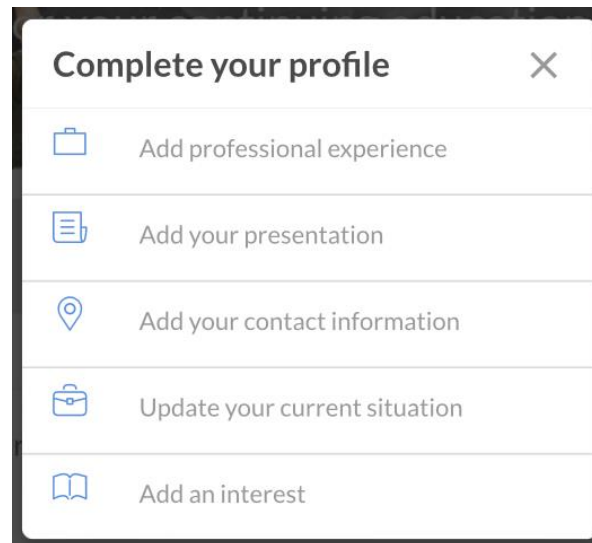
- Update your profile and company page
- Post a job offer
- Manage job offers
- Manage applications

## ■ Looking for a job – Update your profile

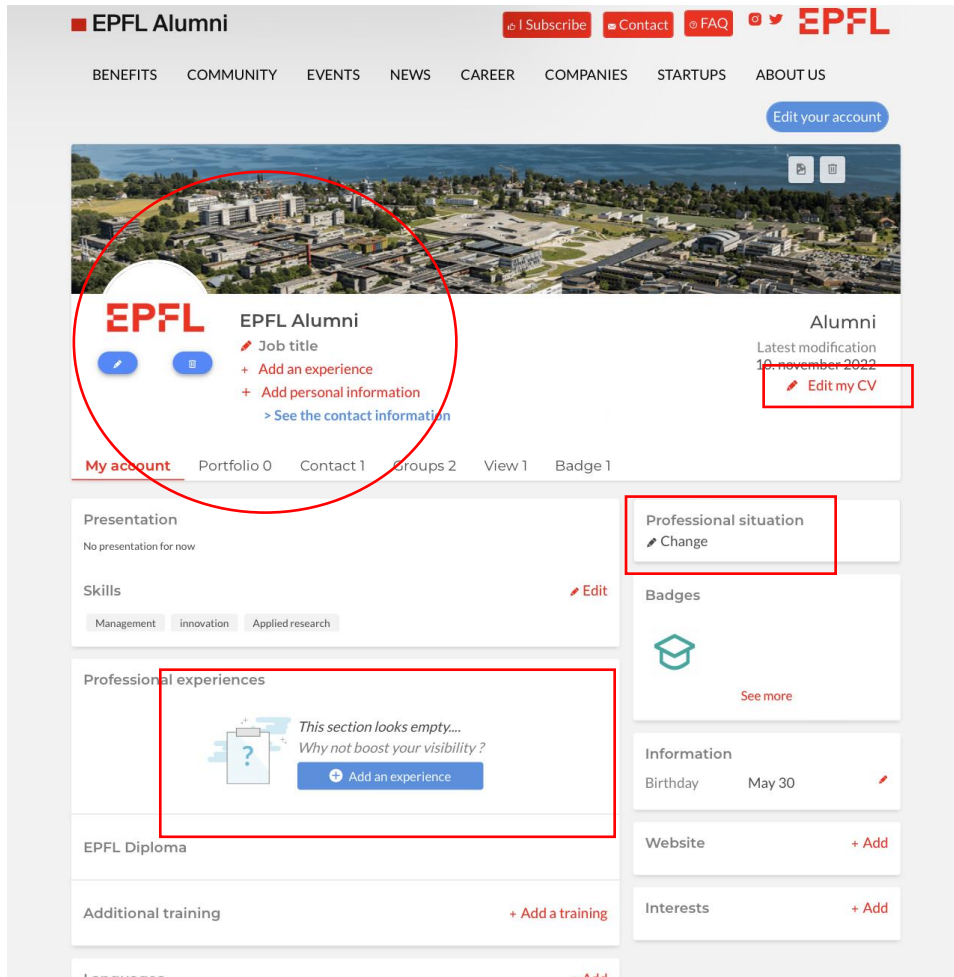


In the upper left corner of the user menu, click on **"Go to my profile"** or **"Update my profile"**. You can also find here your private messages, your notifications and your contact requests.

When you log in for the first time, you will also find the **"Complete your profile"** button with direct access to the parameters to be completed.



**CHOICE OF LANGUAGE**



Information on this page was imported directly from your old profile from the previous platform. However, **please check if the information is up to date. If your diploma(s) are not correct, do not hesitate to contact us at alumni@epfl.ch.**

To get more chance to find a job according to your profile, **make sure that the parameters in red below are well documented:**

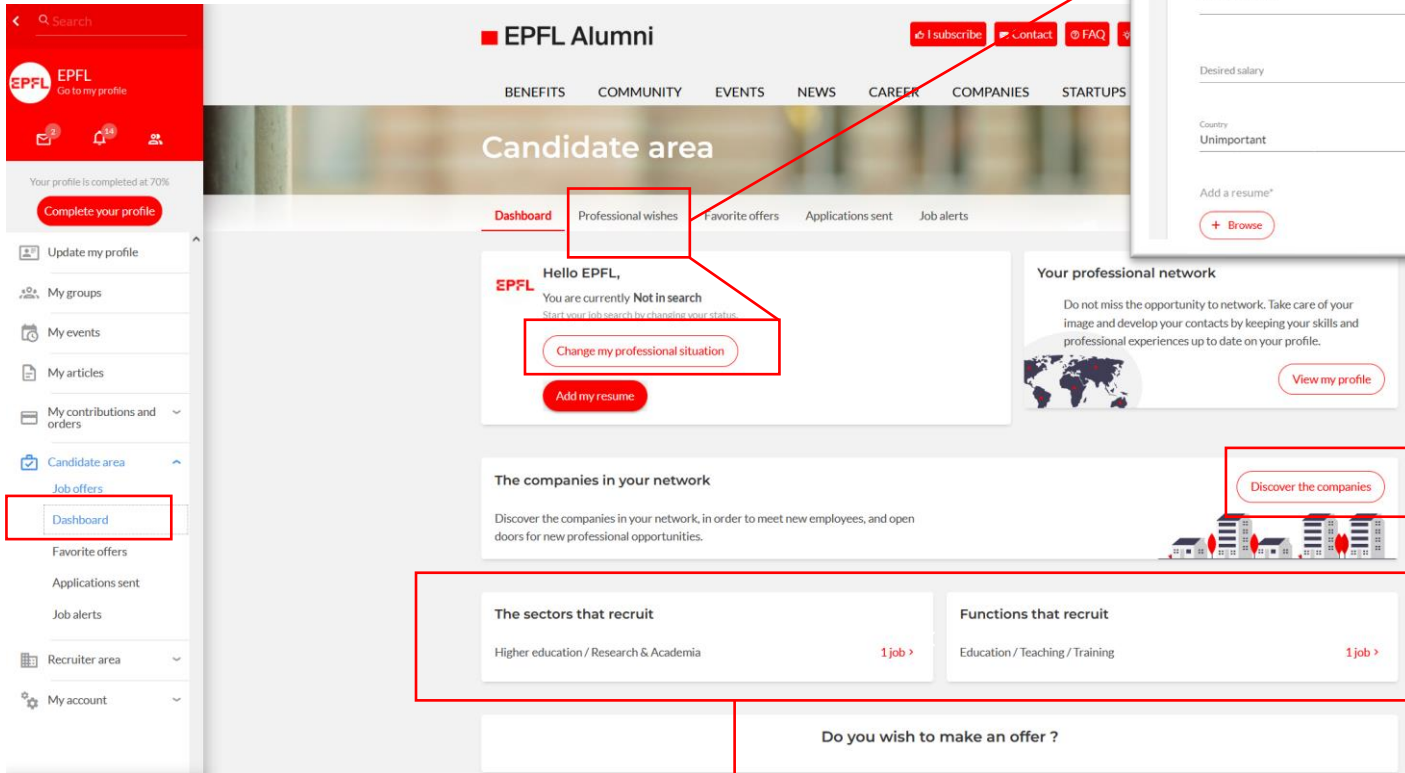
- **The profile picture**
- The banner photo
- The job title
- **The contact information**
- Badges
- **Your skills**
- **Professional experience**
- **Education and training**
- Languages
- Awards
- **Professional situation**
- Websites
- Interests
- **Your electronic CV**

You can edit all the information in your profile by clicking on the little pencil or "+" next to each piece of information.

Be sure to upload a profile picture and a cover picture that you like.

Looking for a job - Get familiar with your dashboard

In your Candidate area (accessible by left side menu), click on the "Dashboard" tab.



Defining your professional wishes in this section can improve your chances of finding a suitable job!

Access to the companies directory

Sectors and functions with the most job offers



- Looking for a job - Discover job offers

In your **Candidate area** (accessible by left side menu), click on the **“Jobs offers”** tab to have an overview on job offers available.

The screenshot shows the EPFL Alumni website interface. On the left is a red sidebar menu with 'Candidate area' and 'Job offers' highlighted. The main content area is titled 'Job offers' and features a search bar with filters for 'City', 'Contracts', 'Sectors', 'Functions', and 'Other'. A job listing for 'HE IG' is visible, with a callout box pointing to it that says 'Select the job you would like to view and click on it'. Annotations with red arrows point to the 'Candidate area' and 'Add a job' buttons, and the filter section, with labels: 'Create job alerts', 'Access to post a job offer (for EPFL Alumni contributors only)', and 'Use filters to sort jobs'. The top navigation bar includes 'EPFL Alumni', 'BENEFITS', 'COMMUNITY', 'EVENTS', 'NEWS', 'CAREER', 'COMPANIES', 'STARTUPS', and 'ABOUT US', along with utility buttons like 'I subscribe', 'Contact', 'FAQ', and 'User Guide'.

- Looking for a job - Apply to a job offer

On this page, you will find all the offer description, additional information and the contact person. You'll be able to **“Apply”**, add the job offer to your **“Favorite offers”** and **“share”** it by email or on social media.

### Quick addition to your favorite job offers

**Conseiller/ère Alumni**  
Epfl Alumni  
- 6 minutes

**EPFL Alumni** Apply Favorite Share → Share options

**Offer description**

Your main missions:

- Actively manage and develop a significant portfolio of existing Alumnis through active and continuous follow-up.
- Become the preferred advisor for our Alumnis.

**Skills and expertise**

- Commercial training and experience in a similar position.
- Strong negotiation skills, goal-oriented, and results-driven.
- Proactive, autonomous, flexible, and a team player.
- Native French speaker, knowledge of English is a plus.

**The company** Follow this company

EPFL Alumni is a dynamic and influential organization that brings together the alumni of the École Polytechnique Fédérale de Lausanne (EPFL). With a global community of exceptional graduates, EPFL Alumni provides networking, mentoring, and professional development opportunities. We foster knowledge exchange and collaboration between alumni and current students, thus supporting innovation and growth in various fields such as technology, science, and entrepreneurship. Join us to establish lasting connections and contribute to shaping the future of our community and the world.

**Info**

- Temporary contract
- Administration
- Partial remote possible
- Part-time
- Academic
- 6 to 10 years
- 80-90 KCHF

**Contact person**

M. Michel Dupont  
Human Resources Manager  
079 556 56 56  
michel.dupont@epfl.ch

Please note that as soon as you click on “Apply” you will be mentioned as a potential candidate on this EPFL Alumni jobboard even if you don't go through the full process.

Depending on the application parameters chosen by the recruiter, this "Apply" button may redirect you to the recruiter's own external recruitment platform. This action will still mention you as a candidate on this EPFL Alumni jobboard but not on the external platform of the recruiter.

Once you have clicked on “Apply” and the application is made on this platform, you will be redirected to a page where you will have to **write a note to the recruiter** and **attach the documents** for your application (at least your CV).

a more personalized message is highly recommended

CV mandatory

Add any other document required/recommended for the application (ex: cover letter)

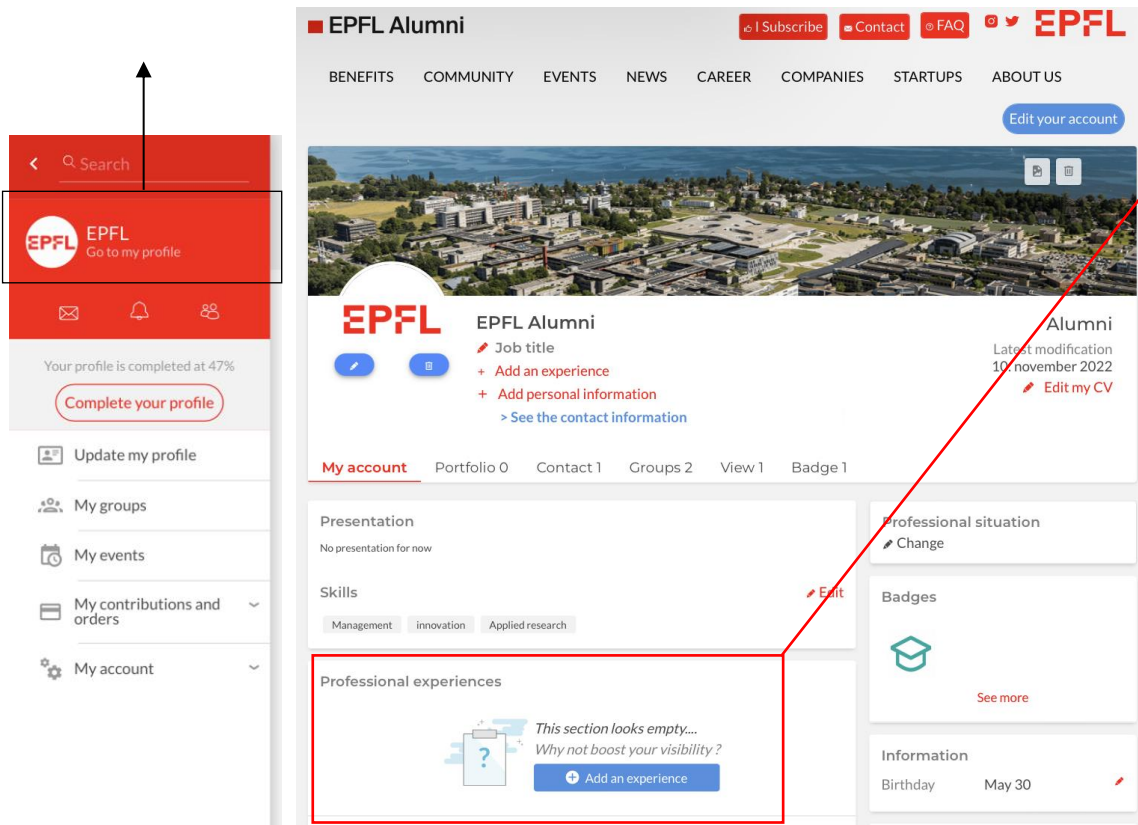
You can find a summary of your applications in the tab "Applications sent" from the left side menu.

▪ **Recruit an alumnus or an alumna – Update your profile and your company page**

If you are recruiting within your team, you can post jobs and manage applications from your alumni account. This service is reserved to contributing members and only if you recruit within your team. You will need to manage properly all applications received, according to the [general terms of use](#).

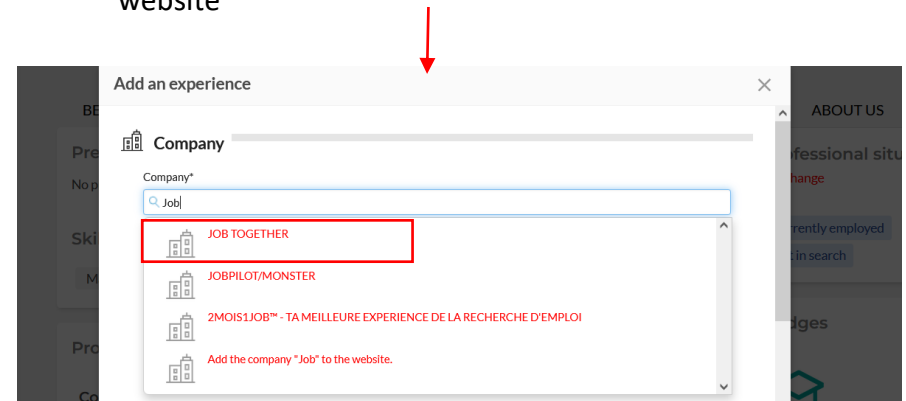
If your company is recruiting more broadly, please ask your HR team to create a Company account and [select the appropriate subscription](#).

In the upper left corner of the user menu, click on "Go to my profile" or "Update my profile". You can also find in this side menu your private messages, your notifications and your contact requests.



In order to recruit an alumnus or alumna for your team, it is important that you **update your current professional experience**.

1. Click on add an experience
2. In the new window, fill in the first field with the name of your company and click on the correct company in the drop-down list
3. If it does not exist yet, click on "Add the company "XXX" to the website"

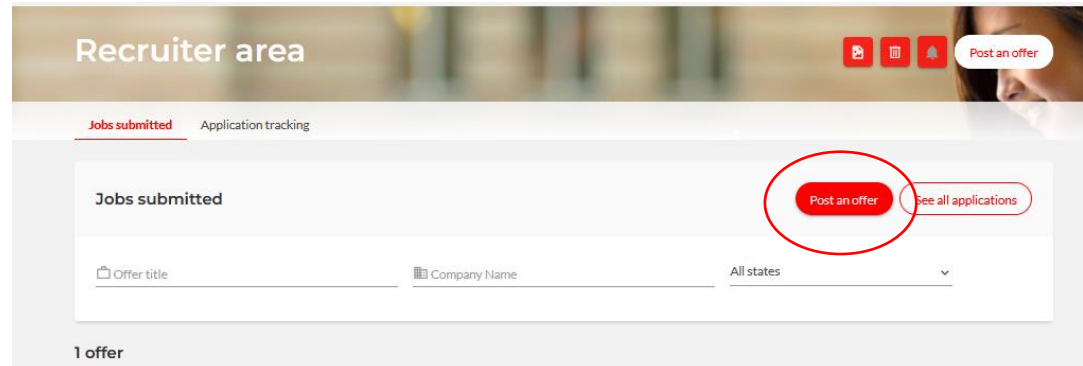
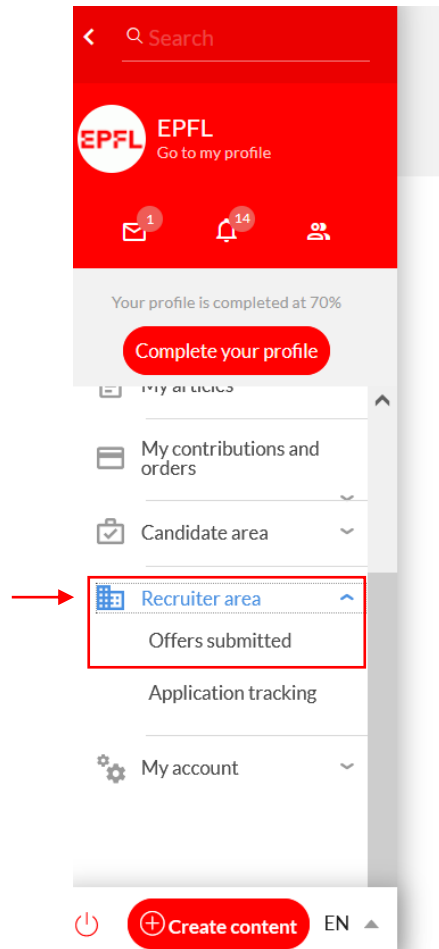


- Recruit an alumnus or an alumna - Post a job offer

To be able to post a job offer, **make sure your EPFL Alumni contribution status is still active**. If not please update your contribution on this page. This is the only way you can have access to the job board. Please do not create a recruiter account as alumni if you are recruiting in your team and will manage the application process. If you wish your HR team to manage the process and post jobs beyond your team, then ask your HR to create a Recruiter account and purchase a subscription. Thank you.

**Then:**

1. Access to your **"Recruiter area"** tab in the left side menu and select the **"offers submitted"** page.
2. Then click on the red button **"Post an offer"**.



4. Fill in all the required job offer information on the next window.

6. If you want the applications to be done on your website, please indicate it in the "**Online application link**" field. Applicants will be redirected to your recruiting platform.

5. Fill in the "**Name of contact person**" and the "**Email collecting applications**" for this offer.

7. Select on the red button an action:

"Post this offer" or "Save as draft" and then click on "OK"

All job offers are subject to validation by our career manager  
After validation, you'll receive an automatic validation by email  
and your job offer will be made visible for the community.

▪ **Recruit an alumnus or an alumna - Manage job offers**

In your **Recruiter area** (accessible by left side menu), click on the **“Jobs submitted”** tab to have an overview and manage your job offers.

The screenshot shows the EPFL Alumni Recruiter interface. At the top, there's a navigation bar with 'EPFL Alumni' and various utility buttons like 'Subscribe', 'Contact', 'FAQ', and 'User Guide'. Below that is a main menu with categories like 'BENEFITS', 'COMMUNITY', 'EVENTS', 'NEWS', 'CAREER', 'COMPANIES', 'STARTUPS', and 'ABOUT US'. The 'Jobs submitted' tab is highlighted in a red box. Below the navigation, there's a search bar with fields for 'Offer title', 'Company Name', and 'All states'. A 'Post an offer' button and a 'See all applications' button are also visible. Underneath, it says '1 offer' and shows a list of offers. The first offer is 'Digital platform & database specialist' from EPFL - ECOLE POLYTECHNIQUE FEDERALE DE LAUSANNE, located at 1015 Lausanne, with a 'Temporary contract'. It shows '1 applicant' and 'Updated on 8. February 2023'. A red box highlights the three-dot menu icon next to the offer.

**Any job offer is valid for 45 days**

After this period, you will receive an email asking you if:

1. you have fulfilled the position
2. you wish to renew the offer for additional 45 days

**Click on this icon to:**

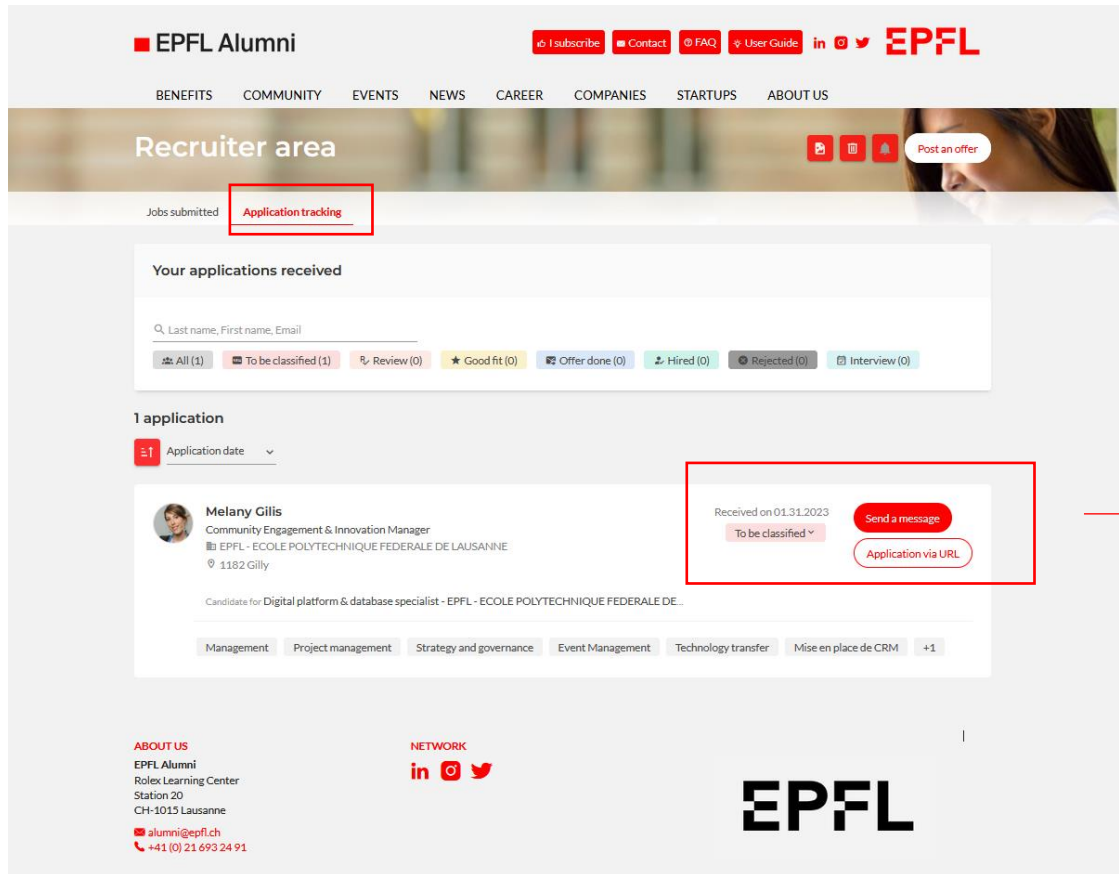
- Edit
- Show
- Save as draft
- Duplicate
- Post
- Filled**
- Delete

1. Edit the offer
2. Show the job posting
3. Save as draft
4. Duplicate
5. Post / unpublish
6. Tag as “Filled”
7. Delete

In order to keep the job board database up to date for our members, **please announce as soon as the position is filled by clicking on "Filled", even if you follow up the applications on your internal platform.** Thank you for your collaboration.

## Recruit an alumnus or an alumna - Manage applications

In your **Recruiter area** (accessible by left side menu), click on the **“Application tracking”** tab to have an overview and manage the applications received for each position



On this page you can:

1. Overview all applications received
2. Manage applications with tags
3. Send a message to applicants