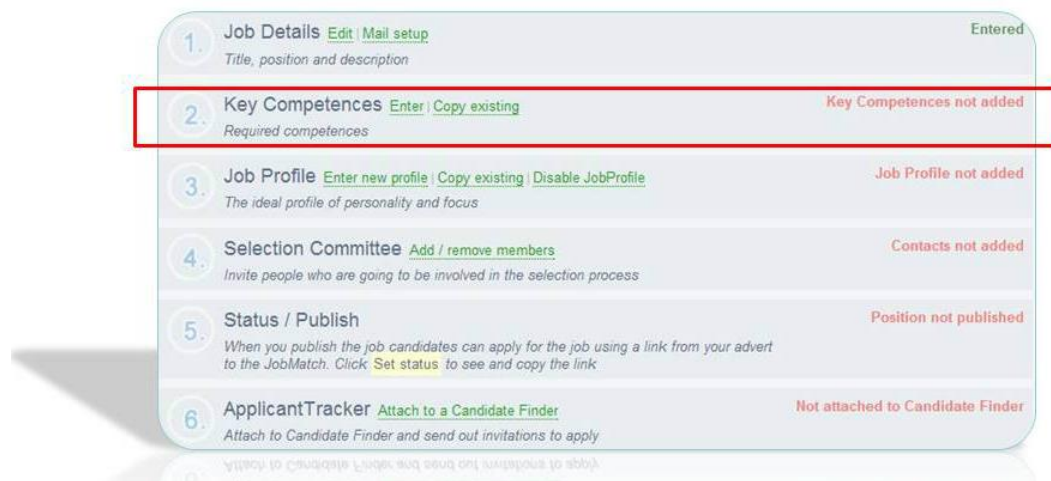


## JobMatchProfile Quick Guide 2

This is the second of six tutorial blog posts that will make setting up and publishing a job in JobMatchProfile even easier. Using simple screenshots, short instructions and providing valuable extra tips, the posts follow the same order as the workflow of entering information in JobMatchProfile:



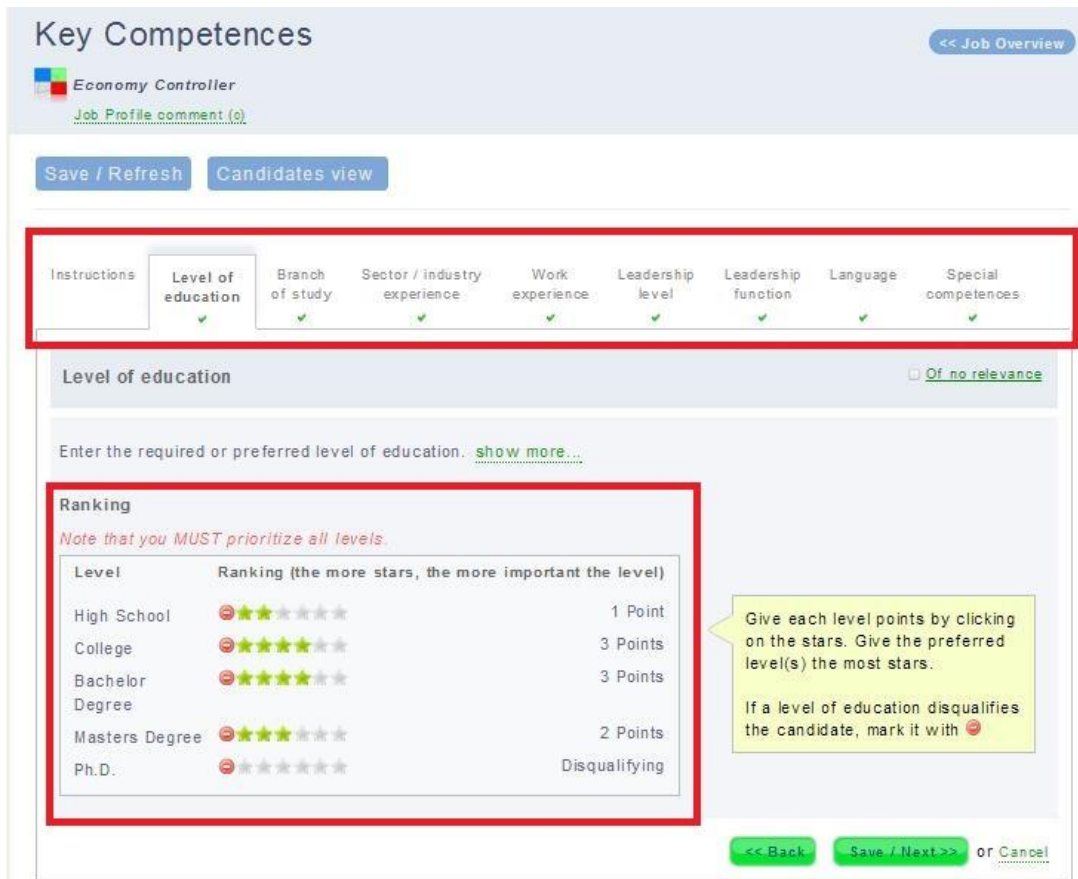
### 2+2=5 - JobMatchProfile needs you!

Without your input and knowledge, we won't get far. Which competences are you looking for? What is required to become a success in the position you are trying to fill? Reflect on the qualifications needed, and perhaps take the opportunity to discuss them with your [Selection Committee](#).

Let's have a look at the work flow

# Prioritising Competences

Follow the tabs, fill out your requirements and rank each competence by assigning stars:



**Key Competences** << Job Overview

Economy Controller  
Job Profile comment (0)

Save / Refresh Candidates view

Instructions Level of education Branch of study Sector / industry experience Work experience Leadership level Leadership function Language Special competences

**Level of education**  Of no relevance

Enter the required or preferred level of education. [show more...](#)

**Ranking**  
*Note that you MUST prioritize all levels.*

Level	Ranking (the more stars, the more important the level)	Points
High School	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	1 Point
College	<input type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/>	3 Points
Bachelor Degree	<input type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/>	3 Points
Masters Degree	<input type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/>	2 Points
Ph.D.	<input type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/>	Disqualifying

Give each level points by clicking on the stars. Give the preferred level(s) the most stars.  
If a level of education disqualifies the candidate, mark it with

<< Back Save / Next >> or Cancel

## Do not use a sledgehammer to crack a nut!

Every position in a company has its own level of complexity and requirements. E.g. some positions do not require that you ask the applicants about leadership experience. To leave this (or any competence) out, you tick the 'Not relevant' box, and the question will not be posed to the applicants.



Instructions Level of education Branch of study Sector / industry experience Work experience Leadership level Leadership function Language Special competences

**Level of Leadership**  Of no relevance

<< Back Save / Next >> or Cancel

## Candidate Ranking & the Star System

Listing requirements and competences is one thing, but which competences, requirements and qualifications are the most important ones?

Garuda Research Institute has developed a unique Star System which allows you to adjust the relative weight of each competence. E.g. if having a certain level of education is important, but the years of experience working in the right line of business is more important, then start by setting maximum achievable point for having the optimum level of education to 3 stars. Then you set the maximum points for having the right experience to 5 stars.

Instructions  Level of education  Branch of study  Sector / industry experience  Work experience  Leadership level

### Level of education

Enter the required or preferred level of education. [show more...](#)

**Ranking**

*Note that you MUST prioritize all levels.*

Level	Ranking (the more stars, the more important the level)	Points
High School	☹️☆☆☆☆☆☆	1 Point
College	☹️☆☆☆☆☆☆	3 Points
Bachelor Degree	☹️☆☆☆☆☆☆	3 Points
Masters Degree	☹️☆☆☆☆☆☆	2 Points
Ph.D.	☹️☆☆☆☆☆☆	Disqualifying

Instructions  Level of education  Branch of study  Sector / industry experience  Work experience  Leadership level

### Work experience

Enter the key work experiences required to be successful in the position

Work experience (1. priority)  
Retail Economy Controller, Retail Financial statements, Retail Budgeting

Work experience (2. priority)  
Financial statements, Budgeting, Cost Analysis, Tax Audit

**Ranking**

Years of practical work experience.

*Note that you MUST prioritize all fields/years.*

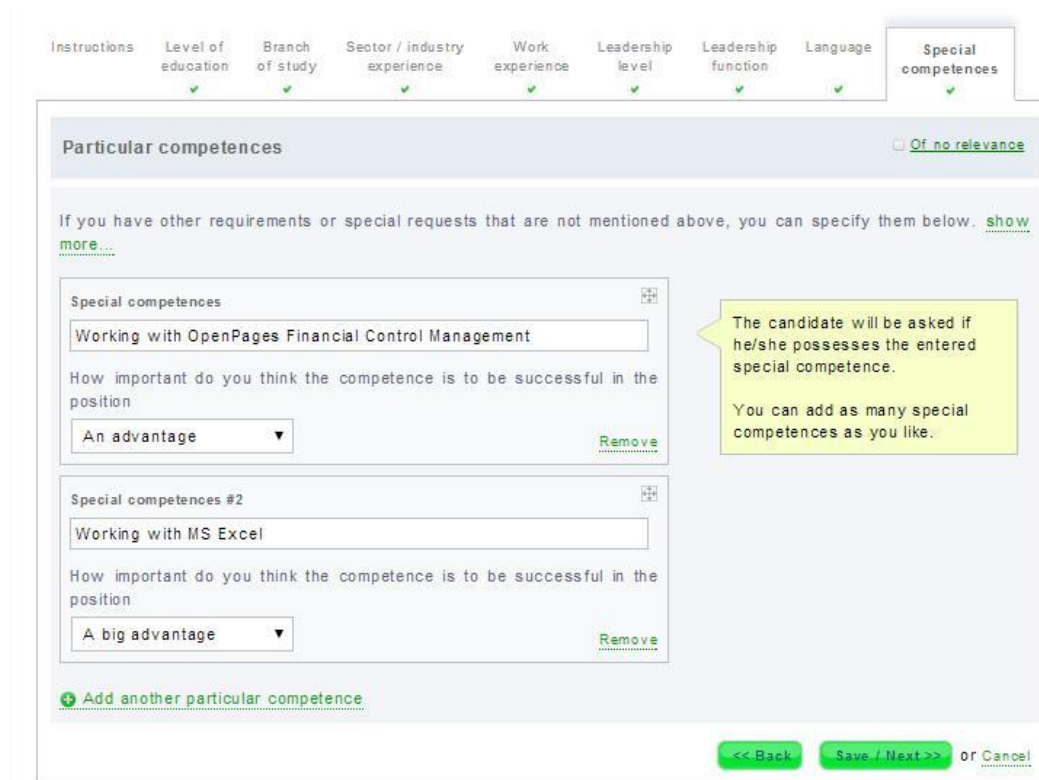
Years	Ranking (the more stars, the more important / qualifying are the number of years)	Points
0-1	☹️☆☆☆☆☆☆	0 Point
2	☹️☆☆☆☆☆☆	3 Points
3	☹️☆☆☆☆☆☆	4 Points
4	☹️☆☆☆☆☆☆	5 Points
5 or more	☹️☆☆☆☆☆☆	5 Points

## Special competencies – Ask & rank anything

One size does not fit all. The Special competences tab allows you to rank and ask the candidates anything not covered in the previous tabs, e.g.:

- Certain certificates or licenses
- Experience using particular software
- Height requirement etc.

You can enter all the special competences you want and grade them for their importance on a scale from 'Would be nice' to 'A necessity'. Special note: If you chose that a special competence should be 'A necessity', this will automatically disqualify candidates not having this competence, and send them to the bottom of the ranking list.



The screenshot shows the 'Special competences' tab in the JobMatchProfile interface. At the top, there are navigation tabs for 'Instructions', 'Level of education', 'Branch of study', 'Sector / industry experience', 'Work experience', 'Leadership level', 'Leadership function', 'Language', and 'Special competences'. The 'Special competences' tab is active. Below the tabs, there is a section titled 'Particular competences' with a checkbox for 'Of no relevance'. A text box contains the instruction: 'If you have other requirements or special requests that are not mentioned above, you can specify them below. [show more...](#)'. There are two entries for special competences. The first entry is 'Working with OpenPages Financial Control Management' with a dropdown menu set to 'An advantage' and a 'Remove' button. The second entry is 'Working with MS Excel' with a dropdown menu set to 'A big advantage' and a 'Remove' button. A yellow callout box on the right says: 'The candidate will be asked if he/she possesses the entered special competence. You can add as many special competences as you like.' At the bottom, there is a green '+ Add another particular competence' button and navigation buttons: '<< Back', 'Save / Next >>', and 'or Cancel'.

## Candidate Flexibility

In today's working environment a lot of candidates have degrees from several countries and schools. Because of that, it can be quite the task to list every qualifying degree out there. So in the instances where candidates think they have a degree or experience that equal what you have asked for, then they can fill in an alternative.

This alternative will not automatically enter the ranking. The candidate will appear in the ranking list with an asterisk (\*). Click the asterisk and the alternative will appear. Choose whether or not you will accept this alternative, and if you do, the candidate will receive the extra points for the ranking list.

## Future Efficiency

If a similar position, or indeed the same position, has been posted previously, then you are able to copy the competences from this job. Reuse the competences as they are or make the adjustments needed.

### Key Competences

[Economy Controller](#)  
[Job Profile comment \(0\)](#)

[Save / Refresh](#) [Candidates view](#)

Instructions	Level of education	Branch of study	Sector / industry experience	Work experience	Leadership level	Leadership function	Language	Special competences
	✓	✓	✓	✓	✓	✓	✓	✓

#### How to set up the required competences

In this part you can set up which competences are required to qualify for a job interview. Information about the required competences will be shown on the site and candidates will be able to respond to your requirements only with a Yes or No. If No, the candidate will be given an opportunity to note other relevant alternative competences.

Instead of starting from scratch, you can copy a set of Key Competences into the position by making a copy of those. [Click here if you wish to start out by using a copy of an existing set of Key Competences.](#) [show less...](#)

Click Next to continue.

[<< Back](#) [Save / Next >>](#) or [Cancel](#)

Let's move on to step 3!