

CREATE YOUR CV  
ON ICTJOB.BE

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BECODE 2024



# Create your CV

- First time user?

Use one of two access points to the CV creation process.

- Create your CV
- Publish your CV online

- Already registered?

Use the login button to access your account,

The screenshot shows the ictjob.be homepage. At the top right, there are buttons for 'Login', 'Create your CV', and 'Go to Employer area', along with a language dropdown set to 'EN'. A yellow arrow points to the 'Create your CV' button. Below the navigation bar, there's a section titled 'Select your criteria in the grids' with four columns: Roles, Development, Systems, and Tools & Competences. Each column contains a list of skills or roles with a '... more' link below. To the right of these grids is a map of Belgium with a '+ Other countries' link. At the bottom of the grid section, there's a search bar with 'Search by keyword' and 'Advanced search' options, and a 'Find Jobs' button. Below the search bar are three radio buttons: 'at least one of these words' (selected), 'all words', and 'exact search'. Below the search bar, there are three promotional cards. The first card, 'Publish your CV online', has a magnifying glass icon and a yellow arrow pointing to it. The second card, 'Get the late...', has an envelope icon. The third card, 'Be among the first to be contacted', has a graduation cap icon.

The screenshot shows the registration page on ictjob.be. It features a background image of a person sitting on a deck chair by the water, working on a laptop. The page is divided into two main sections. On the left, under the heading 'Why create your CV on ictjob.be?', there are three bullet points: 'Be among the first to be contacted' (with a clock icon), 'Send your application more easily' (with a smartphone icon), and 'You can create an anonymous CV' (with a cat icon). On the right, under the heading 'Register', there is a form with fields for 'Email', 'Password', and 'Confirm password'. Below the form, there is a checkbox for 'I accept the Terms of Use and the Privacy Statement' and a CAPTCHA with the code '1 7 5 6 3'. A 'Create my CV' button is located at the bottom right of the registration form. A link 'I already have an account' is also visible.

# Personal Details

- Register with the candidate's personal email address

→ He/she will receive an email to confirm their account

- Complete the personal details

→ Not all fields are mandatory

- We strongly advice to fill in at least the full name, phone number and town of residence. The more information available for the recruiter the better

ictjob.be

b.l...@ictjo... Update my CV Q EN

✓ Your account has been created. A confirmation email has been sent to b.l...@ictjob.be

**Personal details**

We pay a great attention to [protection of your data](#). \*required field

First name

Last name

b.l...@ictjob.be

Mobile Telephone

Date of birth (dd/mm/yyyy)

Nationality

Home country

Post code Town Province

Address

# Technical Profile

- Profile title will show recruiters what to expect from your CV
- For exemple “Junior C# .Net Developer” is better than “.Net Developer”

## Profile title

Summarize your technical profile in few keywords to help recruiters find you

e.g.: Java J2EE Analyst Programmer

remaining: 50

## Current skills

Evaluate your level: Junior - Intermediate - Senior.

Tip: choose ONLY skills matching your search criteria.

### Roles

Developer / Analyst Programmer

Content Creator

Graphics / Web Designer

UX / UI Specialist

SEO / SEA Specialist

Digital Marketer

Business Analyst

Functional Analyst

Process Analyst

View all

### Development

.NET

.NET Core

.NET MAUI

ASP.NET

C#

VB.NET

ABAP

AI / Machine Learning

Blazor

View all

### Systems

Access

Active Directory / Windows Server

Apache HTTP Server

BizTalk

Citrix

Cloud

Amazon Web Services (AWS)

Ansible

Azure

View all

### Tools & Competences

Agile

Kanban

Lean

SAFe

Scrum

Business Intelligence

Business Objects

Cognos

Crystal Reports

View all

✓ Developer / Analyst Programmer

✓ Functional Analyst

✓ .NET - .NET MAUI (junior)

✓ .NET - C# (junior)

✓ HTML / HTML5 (junior)

✓ Agile (junior)

- Select the role(s) and skills/technologies which you know AND are relevant for the job that you are looking for
- You can select max 4 roles and 10 skills


# Work preferences

- Multiple options can be selected, at least one is required
- To work as a freelancer a certain level of experience in IT is required
- Recruiters will usually consider the time your commute would require.

Selecting all regions will probably have a negative effect as it is unclear where you actually would like to work.

Full/Part time	Contract type
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Permanent
<input type="checkbox"/> Part-time	<input type="checkbox"/> Freelance / Consultant
	<input type="checkbox"/> Fixed term contract




Required job location
<input type="checkbox"/> Antwerp
<input checked="" type="checkbox"/> Brussels
<input type="checkbox"/> East Flanders
<input checked="" type="checkbox"/> Flemish Brabant
<input type="checkbox"/> Hainaut
<input type="checkbox"/> Liège
<input type="checkbox"/> Limburg
<input type="checkbox"/> Namur



# Education & Experience

- Include the trainings and degrees which are relevant for the recruiter.
- A description can be added but try to keep it to the point. Additional information can be found in the attached CV.
- Indicate the level of RELEVANT professional experience IN IT.
- You can add previous jobs to show that you have been working. Description can be used to mention experiences/tasks which could also be useful in your next job.

**Degrees and trainings (recommended)**

Cyber Security	2024	Becode	Specialisation	  
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- System administration: command line, system configuration, users, etc.  
- Networks: networking simulation tool  
- Programming: advanced scripting  
- Analyst: log collecting, managing and evaluating incident severity. Traffic analysing. Setting up IDS and IPS  
- Pentest: introduction to the following tests. Enumeration. Exploitation. Post-exploitation

Title of the course  Finished in  School / Organism  Grade / Level

[+ Education description](#)

**Professional experience**

First job      < 6 months      6 months - 2 years      2 years - 5 years      5 years - 10 years      > 10 years

01/2022 - 12/2023	Non-IT role	Company name (Fast Moving Consumer Good...)	  
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start  to  end  Role  Company  Sector

Description of your achievements and responsibilities

# Goals & Languages

- Professional goals is optional but important!

It can be used to describe what you would like to do but also to explain or highlight who you are and where you're coming from.

- Try to be complete when adding the languages. Even if you only have basic skills in a certain language, it can be useful to add this.

## Professional goals (recommended)

Describe here your wishes in terms of responsibilities and evolution in order to help the recruiters

remaining: 350

## Languages

French 🗑️  -  Basic (A)  Medium (B1)  Good (B2)  Fluent (C)

English 🗑️  -  Basic (A)  Medium (B1)  Good (B2)  Fluent (C)

Dutch 🗑️  -  Basic (A)  Medium (B1)  Good (B2)  Fluent (C)

Add another language: [German](#)

# Your CV & Privacy

## Add your CV

doc, docx, odt or pdf file of maximum 2MB

Upload a file

## Privacy

- Show my personal data (recommended)
- Only hide my email
- Hide my personal data

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- Make my CV invisible

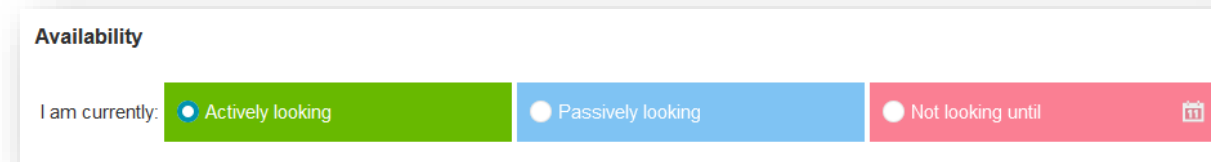
- All candidates are required to add their own CV. This way the ictjob can remain to the point and more information can be added in the own CV.
- It is advised to upload the CV in pdf format
  
- When looking for a job we recommend to show all personal data. This will facilitate the interaction with interested employers.
- Once you've found a new role you can make your CV invisible or change your availability.



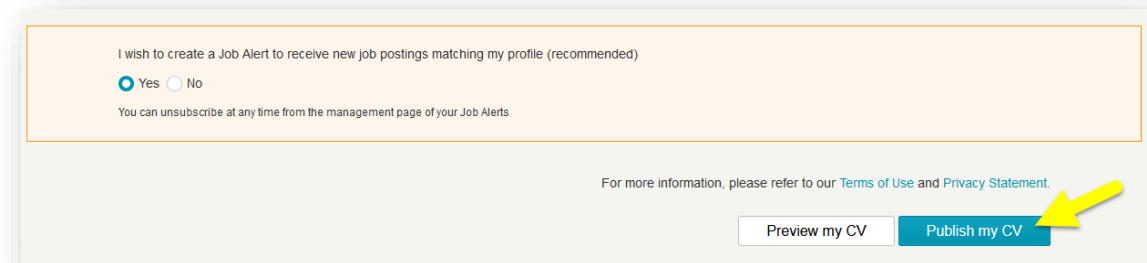
# Availability

- If you would like to find a new job in the next months you can set your availability to 'Actively looking'
  - If you are already employed but might consider to change for a good opportunity 'Passively looking' can be used.
  - If you do not plan to change or if you have found a new job you can set your availability to 'Not looking'.
- You will receive regular reminders by email to reconfirm your availability. The timing will depend on the chosen availability.
- By creating a Job Alert you will automatically receive published jobs relevant for your profile.

When your CV has been completed click 'Publish my CV' to add it to our database.



The screenshot shows a section titled "Availability". Below the title, it says "I am currently:" followed by three radio button options: "Actively looking" (selected, green background), "Passively looking" (blue background), and "Not looking until" (pink background). A calendar icon is visible to the right of the "Not looking until" option.

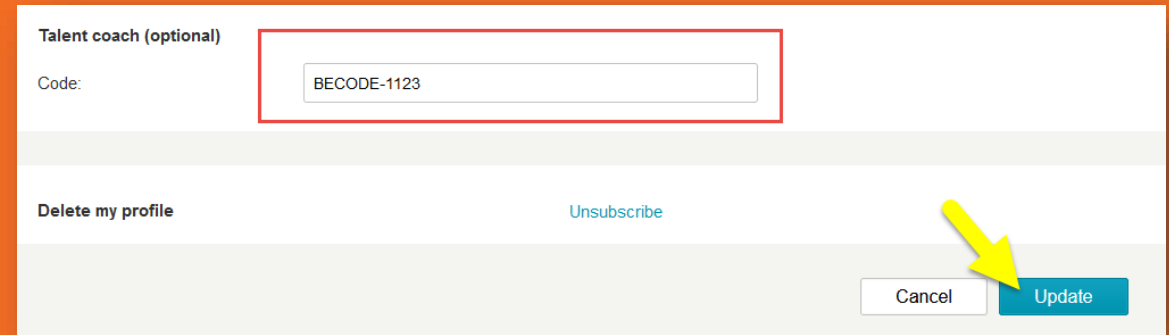
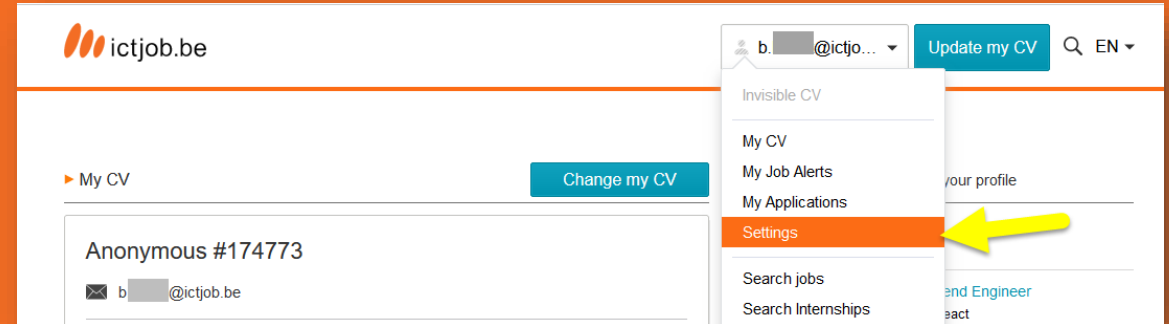


The screenshot shows a section for creating a Job Alert. It starts with the text "I wish to create a Job Alert to receive new job postings matching my profile (recommended)". Below this is a radio button selection for "Yes" (selected) and "No". A note below the selection states "You can unsubscribe at any time from the management page of your Job Alerts". At the bottom right, there are two buttons: "Preview my CV" and "Publish my CV", with a yellow arrow pointing to the "Publish my CV" button. A link for "Terms of Use and Privacy Statement" is also present.

# ACTIVATE THE CAREER COACH BANNER

- To activate the 'career coach' go into the 'settings' of the candidate CV.
- Scroll down to the section 'Talent Coach', enter the code and update.

Your code: **BECODE-1123**

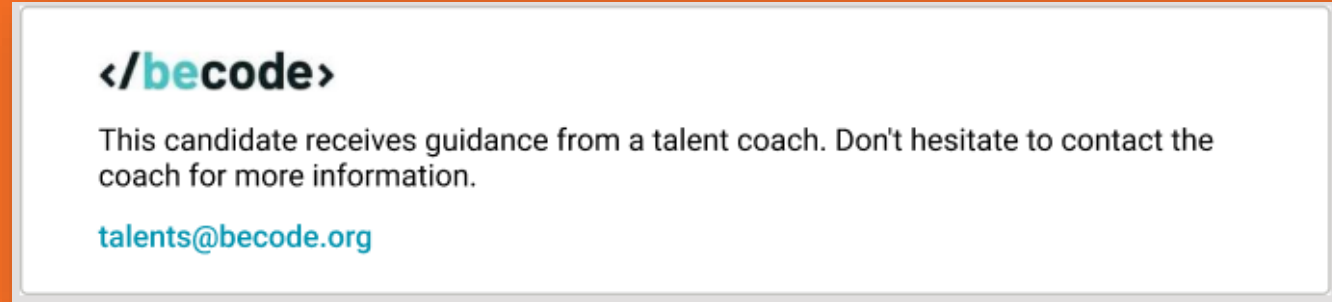


# DEACTIVATE THE CAREER COACH BANNER

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- After activating the talent coach option.

The banner will be shown on the CV → →



To DEACTIVATE the career coach banner

- Go to settings unselect and update
- The banner will automatically deactivate after 6 months

