CREATING A CAREERS PORTAL PROFILE

1. To create a profile in the Success Factors career portal, please copy and paste the following link into your google chrome browser and click the ‘Sign In’ option in the top right hand corner.

   https://career012.successfactors.eu/career?company=CambridgeAS

2. Please navigate to ‘create an account’.

3. You will now be prompted to enter your name, email address and Country of Residence. At this point you will also be asked to create a password (your username will be your email address).

   Please note, your password should be at least 8 characters long and no longer than 18. It should contain at least one upper case and one lower case character and at least one numeric or punctuation character. You must ensure you read and accept the privacy statement before creating an account.

4. Once you have created an account, a verification email will be sent to your email address. To complete your registration, you must click on the link provided in the email.
5. You will then be required to select the ‘Sign In’ option once again and enter your email address and password.

From here you can search for jobs, sign up for alerts, manage jobs you have applied for and update your profile where need be.

6. Next, please update your Candidate Profile:

When updating your profile, the following highlighted tabs are mandatory and we shall not be able to process any applications made until these fields have been updated.

Note that all fields marked with an asterisks (*) are mandatory and must be completed before we can proceed.

For technical queries, please contact - asportal@cambridgeassessment.org.uk
REGISTER FOR JOB ALERTS

1. Once you have successfully created your profile and have signed in you will be taken to the following screen. Under Job Management, please click ‘create job alert’.

2. You will then be taken to another screen where you should click on this again.

3. Finally, the following box will appear where you can enter the relevant information specific to the type of role you are interested in and click - ‘save’. You can set up as many job alerts as you like.

NB: Ensure you are using specific key words e.g. Physics/Biology/Chemistry rather than ‘Science’
4. Once saved, you will then receive regular email notifications when CIE post a requisition which meets your requirements.

From here you will also be able to manage your alerts.

Set up Job Alerts to receive automated emails listing current job openings. Job Alerts expire six months after they are created or updated. You can create up to fifteen Job Alerts.