

Step 1 — Dashboard / Make My Profile

A — Access your account

Now you have access to your account on the SamenWerken MVO website. Sign in to the website. At the top, you will see “Welcome”.

B — Open your profile

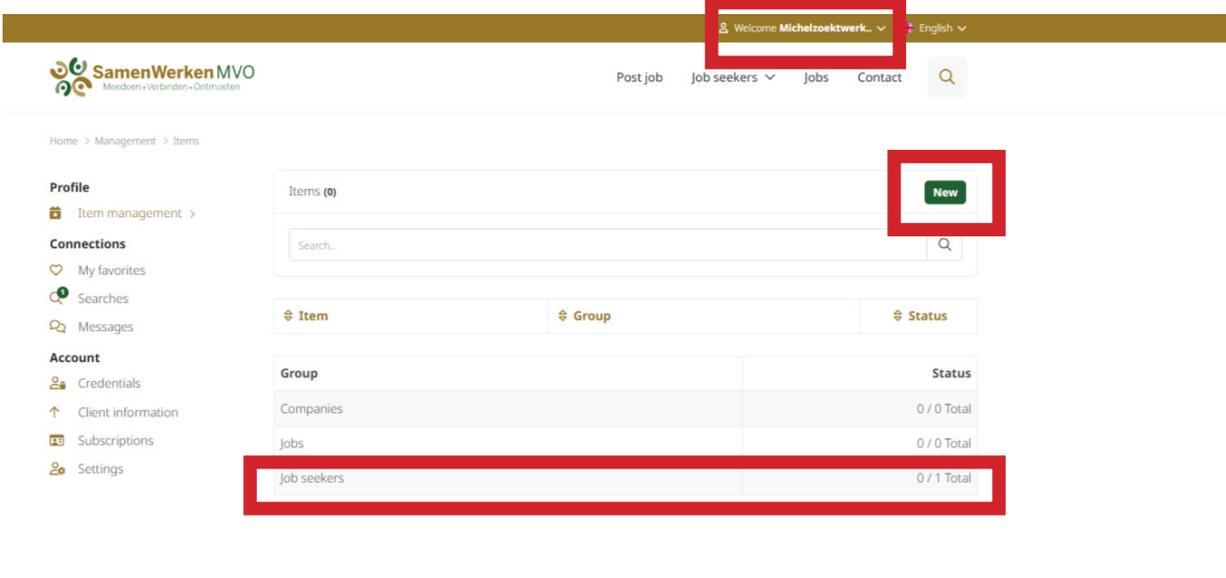
Move your mouse over “Welcome” to see a menu. Click on “My Profile”. You will see your profile overview.

C — Create your personal profile

Click the green button “NEW”.

A complete and clear profile helps us find the best jobs for you.

Take your time and be precise.



The screenshot shows the user profile overview page. At the top, the user is logged in as 'Michelzoekwerk...' with a dropdown menu. The main content area shows a 'NEW' button in the top right corner of the 'Items (0)' section. Below this is a search bar and a table with columns for 'Item', 'Group', and 'Status'. The table contains three rows: 'Companies' (0 / 0 Total), 'Jobs' (0 / 0 Total), and 'Job seekers' (0 / 1 Total). The 'Job seekers' row is highlighted with a red border.

Item	Group	Status
	Group	Status
	Companies	0 / 0 Total
	Jobs	0 / 0 Total
	Job seekers	0 / 1 Total

Offer

Jobs in administration
Retail job vacancies
Jobs in technology
Hotel jobs

Information

Service
Chef cook
Housekeeping
Logistics Employee

Customer service

Contact
Terms and Conditions
Disclaimer
Cookies

Contact

SamenWerken MVO
Bronsweg 7
8211 AL, Lelystad
ONE People Services

Step 2 — Creating Your Profile

A — Start your profile

Click the green button “New” (Nieuw) to start creating your profile.

B — Name your profile

Use your full name + the job you want.

Examples:

John Jones – Carpenter

Ali Mohammed – Demi Chef de Partie

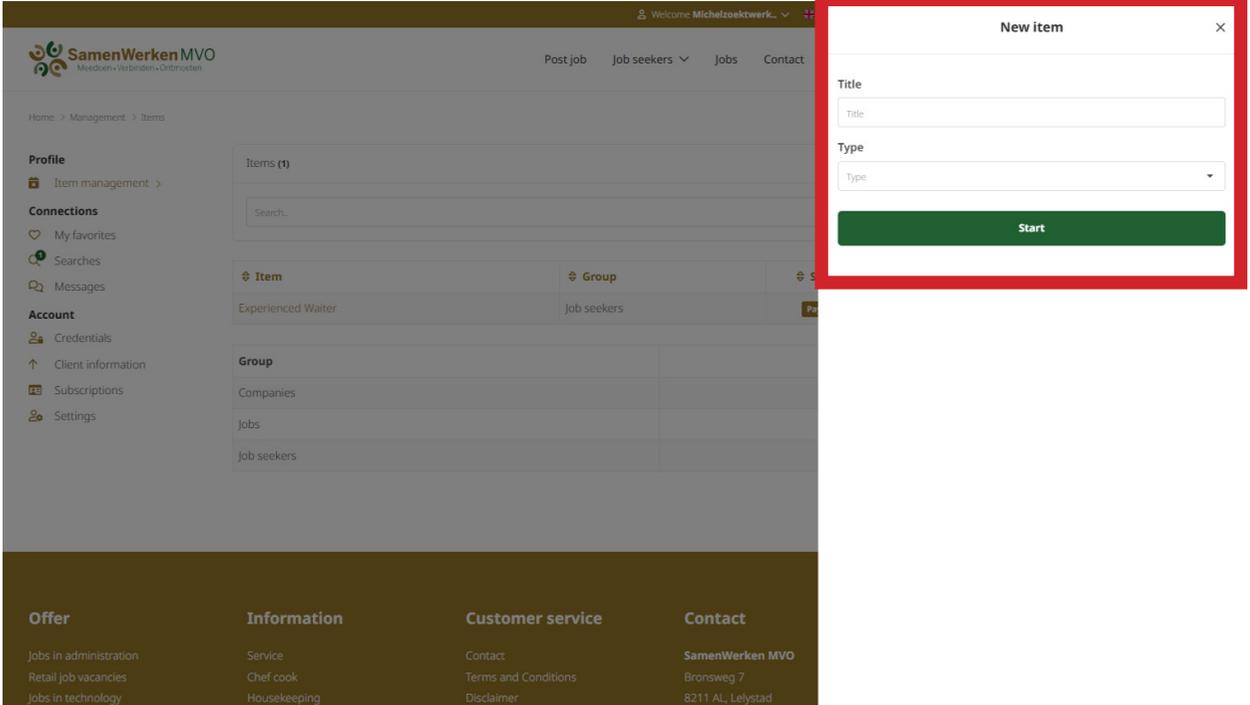
Diana Space – Receptionist

Sarah Janssen – Housekeeping

C — Choose the type

Select “Jobseeker” as the type.

Other types cannot be viewed.



The screenshot shows the SamenWerken MVO web application interface. A modal window titled "New item" is open, highlighted with a red border. The modal contains two input fields: "Title" and "Type". Below the "Type" field is a dropdown menu. A green "Start" button is located at the bottom of the modal. The background shows the main application menu with sections like Profile, Connections, and Account, and a footer with links for Offer, Information, Customer service, and Contact.

Step 3 — Profile Content

This is the start page of your profile. This is the information employers will see.

Tip: Use ChatGPT for help if you need ideas.

A — Title

Write one sentence as the title of your profile.

Tip: Include your experience or the type of job you want.

B — Intro

Write a short introduction about yourself.

Use maximum three sentences.

C — Text (use ChatGPT)

Please use ChatGPT to make my personal profile.

Open ChatGPT and fill in the next questions to make your profile:

Hello ChatGPT please use the next information, together with allround info regarding the job I tell you and the skills normally needed for these jobs.

My age is (fill in)

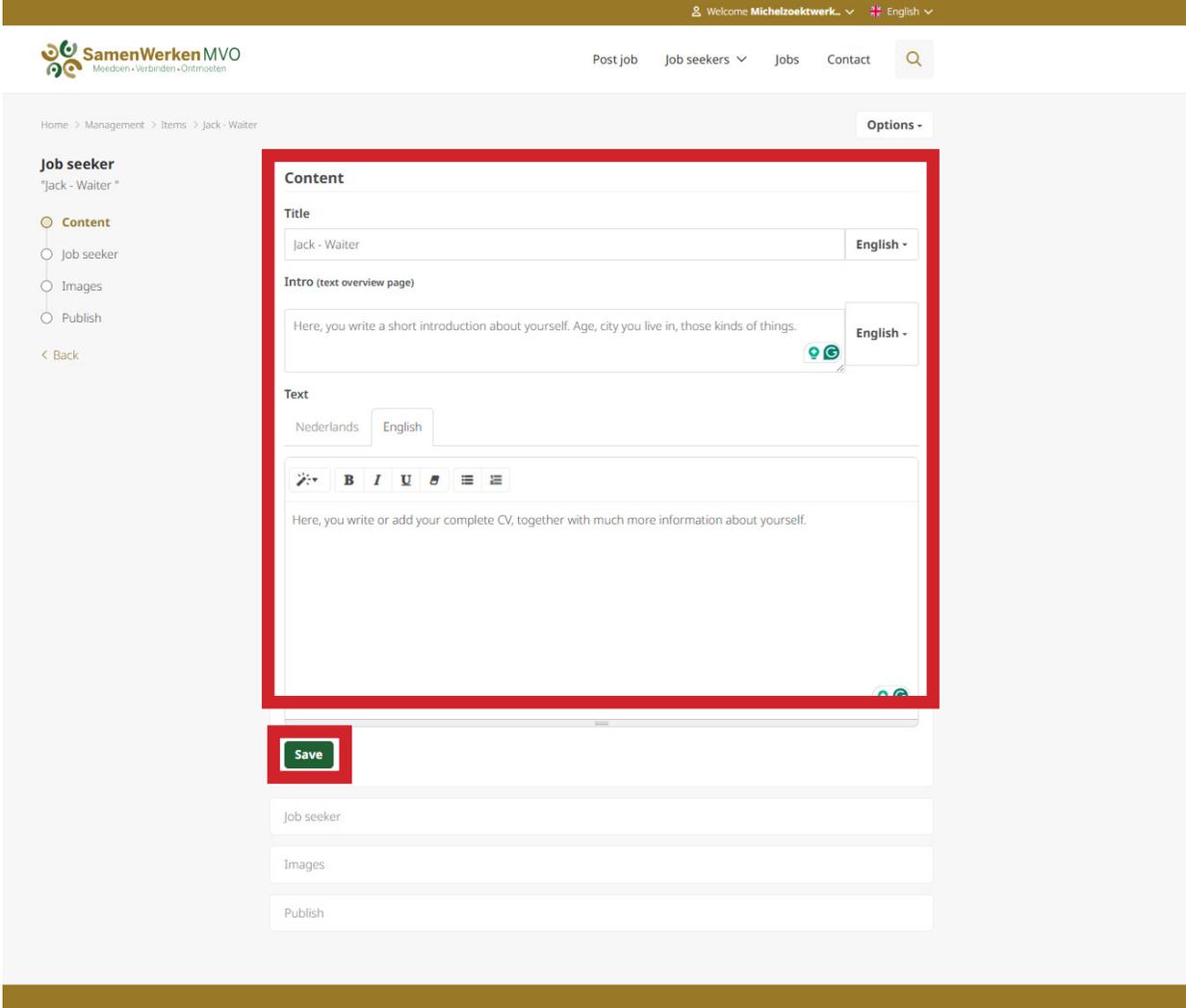
My town is (fill in)

I have worked as (fill in)

I have years experience (fill in) (if you have done more than 1 job, tell Chat GPT what you have done)

I speak English / Dutch / other

My personal skills are (fill in)



SamenWerken MVO Meedoen • Verbinden • Ontmoeten

Welcome Michelzoekwerk... English

Post job Job seekers Jobs Contact

Home > Management > Items > Jack - Waiter Options -

Job seeker
"Jack - Waiter"

- Content
- Job seeker
- Images
- Publish

< Back

Content

Title

Jack - Waiter English -

Intro (text overview page)

Here, you write a short introduction about yourself. Age, city you live in, those kinds of things. English -

Text

Nederlands English

Here, you write or add your complete CV, together with much more information about yourself.

Save

Job seeker

Images

Publish

✓ 2. Voorbeeld hoe ChatGPT hiervan een profiel maakt

Stel iemand vult dit in:

- My age is **32**
- My town is **Rotterdam**
- I have worked as **warehouse worker**
- I have **4 years** experience
- I speak **English basic, Dutch good**
- My personal skills are **hard-working, teamwork, lifting, motivated**

Dan maakt ChatGPT hier automatisch bijvoorbeeld dit profiel van:

Example Profile (wat ChatGPT schrijft)

Personal Profile

A motivated 32-year-old candidate based in Rotterdam with 4 years of experience as a warehouse worker. Skilled in order picking, packing, loading and unloading, stock checking and operating basic warehouse equipment. Strong teamwork skills and used to working in fast-paced environments. Communicates in Dutch (good) and English (basic). Known for reliability, physical strength and a positive work attitude. Suitable for logistics, warehouse, production and general labour positions.

Step 4 — Jobseeker (next tab ‘Werkzoekende’)

Name - *Fill in your fullname.*

Place of residence - *Fill in the name of the city you live in.*

Availability - *Choose the best option when you can start work*

Hours per week - *Choose the minimum hours you would like to work in a week.*

Personal competencies (choose up to 10) - *You know yourself the best, please choose maximum 10 of the personal competencies that describe you the best.*

Upload your CV - *If you have a CV please upload it here.*

Phone number - *Fill in your phone number*

Candidate type - *Choose your candidate type*

Date of Birth - *Fill in your date of birth*

Born in - *Fill in where you are born (city)*

Nationality - *Choose your nationality*

Drivers license - *Choose the right option regarding the driving license*

Language knowledge - *Tell us about your skills in different languages and the level you speak / understand the languages.*

In which industries are you interested? - *You can choose and select the different industries you see yourself work in.*

Describe your work experience in the industries you have selected - *If you have experiences in the selected industries, please write about it here.*

Own field - *If you have other experience in your home country, you can fill in that experience here.*

Experience in own field - *Please describe your experience in your own field.*

Education level - *Choose the level of education you have followed.*

Hygiene training - *Have you followed a course about hygiene?*

VCA - *VCA is a Dutch certificate about safety at the workplace.*

Reach truck experience - *Do you have experience as a reach truck driver?*

Forklift experience - *Do you have experience as a forklift driver?*

Are you able to work with alcoholic products? - *Please choose the option which is best for you.*

Are able to work with pork meet products? - *Please choose the option which is best for you*

How did you hear about us? - *Please tell us how you heard about us?*

Step 5 — Add photos to Your Profile

A — Upload photos

You can add up to six photos to your profile.

B — What to upload

Upload one or more photos of:

- Yourself
- Your work
- Projects you have been involved in

C — Why photos help

Photos help employers understand your experience, skills, and who you are.

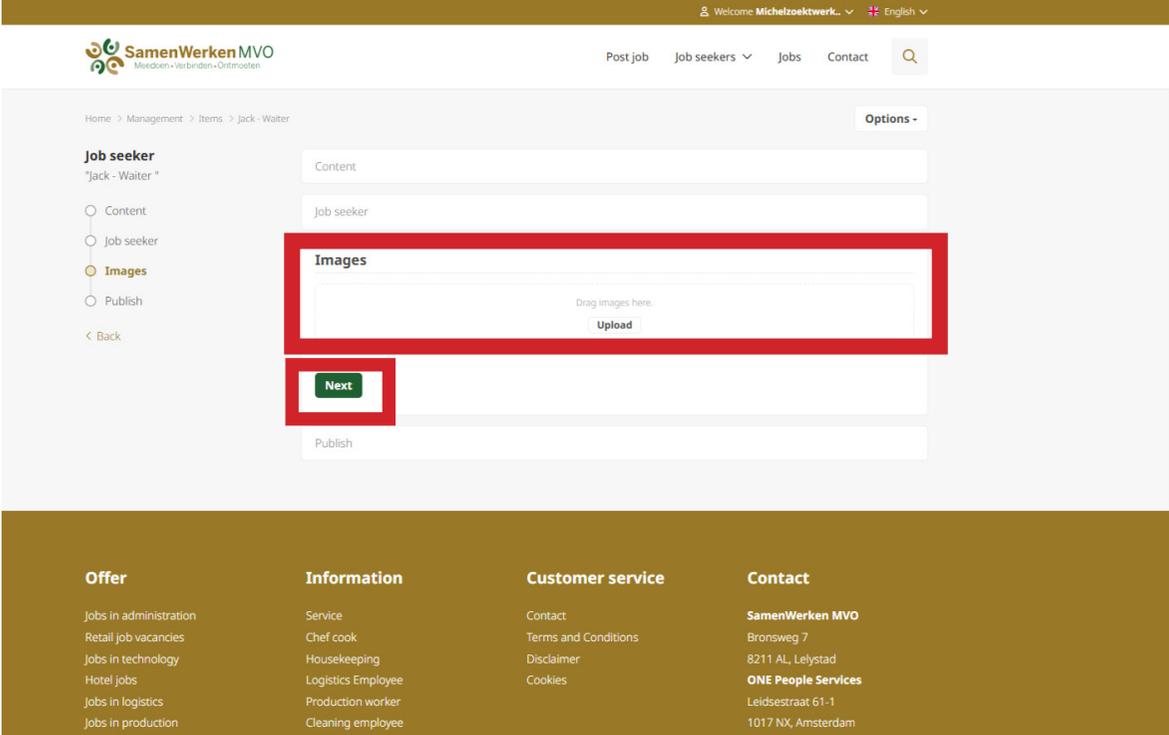
D — Types of photos

Your photos don't have to be only portraits.

You can also share pictures showing what you do at work.

E — How it helps you

By sharing photos, we can better assist you in finding the right job opportunities.



The screenshot shows the 'Job seeker' profile editing page for 'Jack - Waiter'. The 'Images' section is highlighted with a red box, showing a drag-and-drop area with an 'Upload' button. Below it, a 'Next' button is also highlighted with a red box. The page includes a navigation menu, a search bar, and a footer with various service links.

Step 6 — Finalize Your Profile

A — Video call help

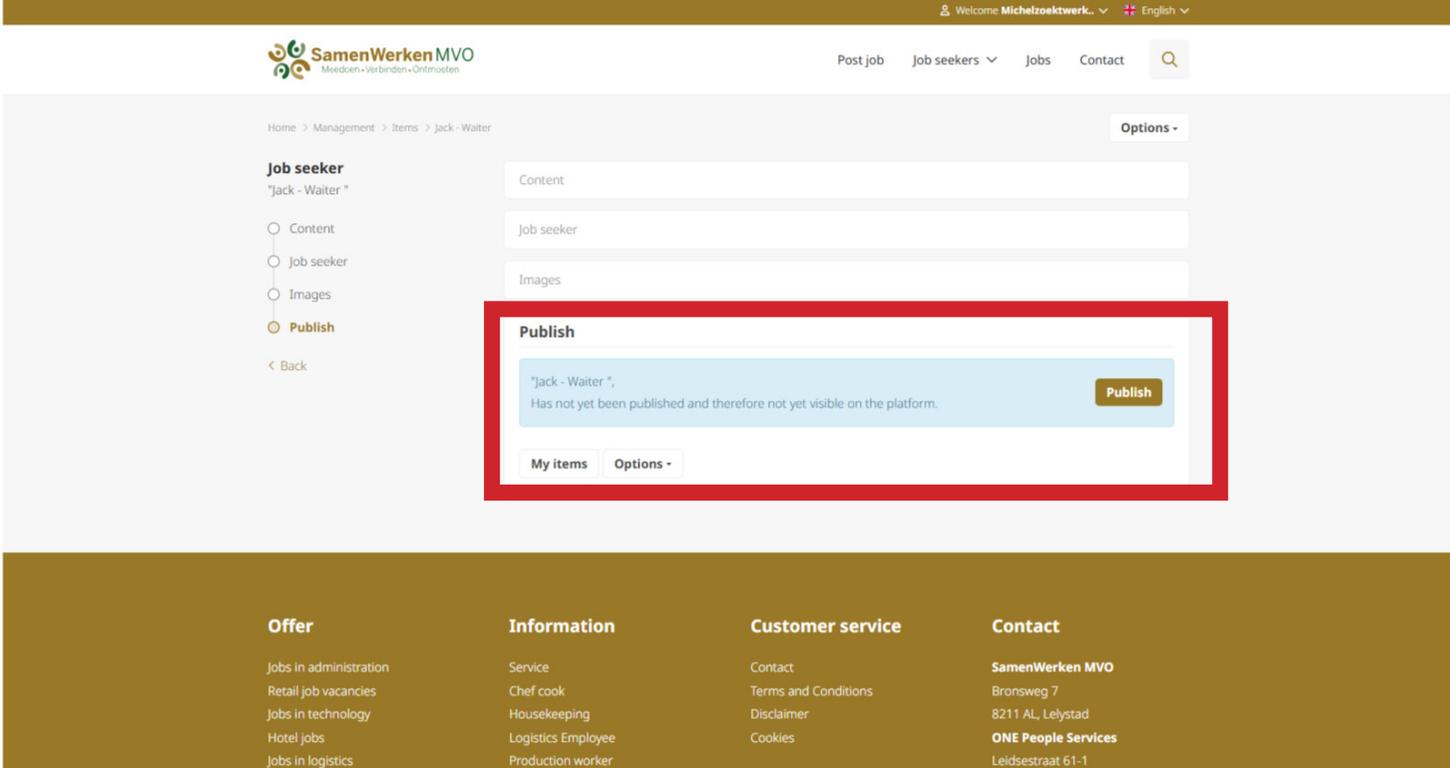
During a video call with us, we will complete your profile together and click “Save”.

B — Decide which profile to show

We will help decide which version of your profile will be shown to potential employers.

C — Profile complete

Now your profile is finished.
Congratulations!!



The screenshot shows the user interface for finalizing a profile. The user is logged in as 'Michelzoekwerk...'. The page title is 'Job seeker "Jack - Waiter"'. The left sidebar shows navigation options: Content, Job seeker, Images, and Publish (selected). The main content area has three input fields: Content, Job seeker, and Images. Below these is a 'Publish' section with a message: "Jack - Waiter ", Has not yet been published and therefore not yet visible on the platform. A 'Publish' button is visible next to the message. At the bottom of the page, there are four columns of links: Offer, Information, Customer service, and Contact.

Offer	Information	Customer service	Contact
Jobs in administration	Service	Contact	SamenWerken MVO
Retail job vacancies	Chef cook	Terms and Conditions	Bronsweg 7
Jobs in technology	Housekeeping	Disclaimer	8211 AL, Lelystad
Hotel jobs	Logistics Employee	Cookies	ONE People Services
Jobs in logistics	Production worker		Leidsestraat 61-1