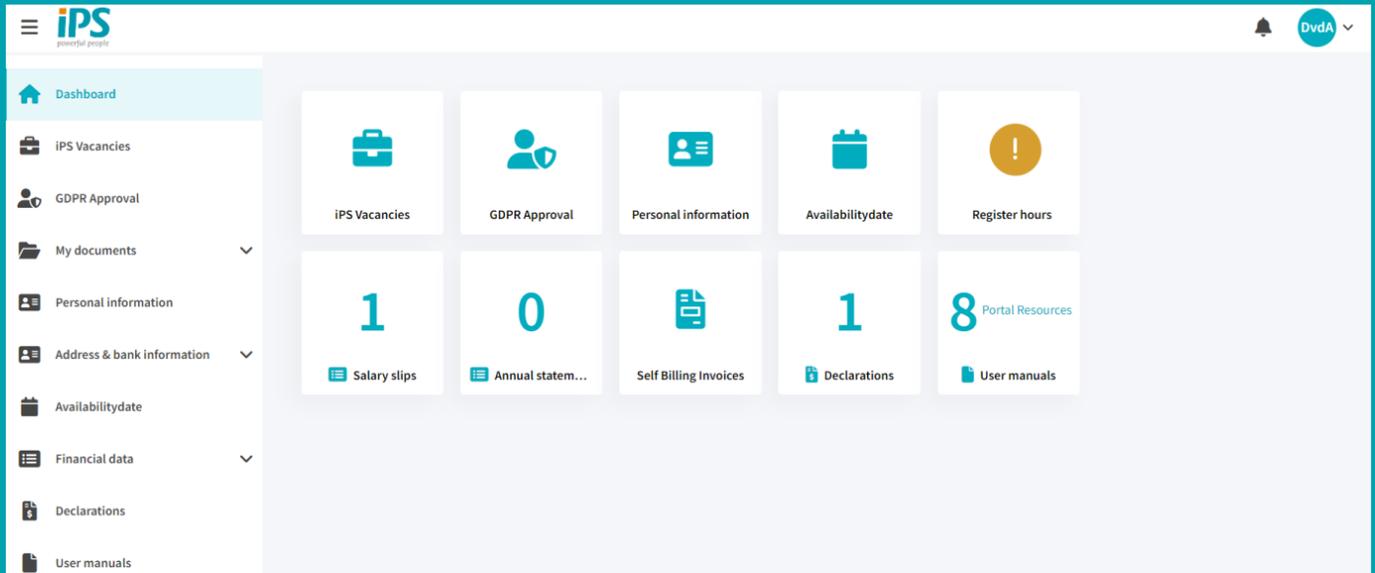


CANDIDATE PORTAL - TILES EXPLAINED

When logging into the candidate portal you will see the following home screen:



Tiles can be accessed either via the bar on the left or by clicking on the big tile on the home screen. Hereby a short explanation of what each tile does.

 iPS Vacancies	 GDPR Approval	 Personal information	 Availabilitydate	 Register hours
<p>You will be directed to the vacancy page of the iPS website to see all up-to-date vacancies.</p>	<p>Here you can:</p> <ul style="list-style-type: none"> -Consent to the processing of your personal data. -Request to remove your personal data from the iPS database. 	<p>Here you can fill in or update your personal information.</p>	<p>Here you can fill in your available work date.</p>	<p>Here you can register your hours</p>
 Salary slips	 Annual statements	 Self Billing Invoices	 Declarations	 Portal Resources User manuals
<p>Here you can find your Salary slips.</p>	<p>Here you can find your Annual Statements.</p>	<p>Here you can find your self billing invoices.</p>	<p>Here you can find your declarations.</p>	<p>Here you can find manuals on how to use the portal.</p>

The left menu

 Dashboard	 iPS Vacancies	<p>You will be directed to the vacancy page of the iPS website to see all up-to-date vacancies.</p>
 iPS Vacancies	 GDPR Approval	<p>Here you can:</p> <ul style="list-style-type: none"> • Consent to the processing of your personal data. • Request to remove your personal data from the iPS database.
 GDPR Approval	 My documents <ul style="list-style-type: none"> Documents on file Communication Administration General documents 	<p>Here you can find different document like:</p> <p>Documents on file:</p> <ul style="list-style-type: none"> • You can upload your own documents here. Think about passport, certificates, etc. • Add your documents in PDF. <p>General Documents:</p> <ul style="list-style-type: none"> • Here you can find our Timesheet Document.
 My documents	 Personal information	<p>Here you can fill in or update your personal information.</p> <ul style="list-style-type: none"> • It is important to fill in all data. • Do the personal data check. Without this check we have no proof that your personal data is correct.
 Personal information	 Address & bank information <ul style="list-style-type: none"> Address Bank information 	<p>Here you can fill in your address and bank information.</p> <ul style="list-style-type: none"> • Address: add changes if needed • Bank information: make sure this information is correct for your payment.
 Address & bank information	 Availabilitydate	<p>Here you can fill in your available work date.</p>
 Availabilitydate	 Financial data <ul style="list-style-type: none"> Salary slips Annual statements 	<p>Here you can find your salary slips and annual statements during the years.</p>
 Financial data	 Declarations	<p>Here you can find your declarations.</p>
 Declarations	 User manuals	<p>Here you can find manuals on how to use the portal.</p>
 User manuals		