

# Applying for a job with Pact Group

Visit the Pact Group webpage to start

Go to the [www.pactgroup.com.au](http://www.pactgroup.com.au) and located the Careers tab at the top of the page

## Create an account with us

Create an account with Pact to let us know you are interested in a specific job or register your interest. Go to the sign in page by click the “sign in” link at the top right hand side of the screen from the sign in page you can;

- Create a new account
- Log in to your existing account
- Ask for your password to be reset – a link will be sent to your registered email account

## Manage your account

To manage your account and apply for jobs click on the home page.

From here you can;

- Search for jobs that are available
- Create alerts for jobs so that they appear in your inbox
- Create a profile so that when we search our candidate database we can find you and the match you to jobs we have available.

The screenshots illustrate the user journey on the Pact Group website:

- Screenshot 1:** Shows the top navigation bar with the 'PACT GROUP' logo and a menu including HOME, ABOUT, INVESTORS, PRODUCTS, INNOVATION, RESPONSIBILITIES, SUSTAINABILITY, TECHNOLOGY, APPLAUSE, NEWS, CAREERS, and CONTACT. A red circle '1' highlights the 'CAREERS' link.
- Screenshot 2:** Shows the main content area with the headline 'Pact Group named one of Australia's Most Innovative Companies for the Fourth Consecutive Year'. A red circle '2' highlights the 'Sign In' link in the top right corner.
- Screenshot 3:** Shows the 'Career Opportunities: Sign In' page. A red circle '3' highlights the 'Not a registered user yet?' section. A red circle '4' highlights the 'Email Address' field, and a red circle '5' highlights the 'Password' field. A 'Sign In' button is also visible.
- Screenshot 4:** Shows the user's profile page. A red circle '6' highlights the 'HOME' link in the top navigation bar. A red circle '7' highlights the 'Job Search' section, a red circle '8' highlights the 'Job Management' section, and a red circle '9' highlights the 'My Profile' section.

## Manage your profile

Your profile tells us about what you are looking for and what roles we might be able to match you to. From this page you can;

- Load your CV
- Tell us if you have worked with us previously
- Tell us about your previous roles and save your profile

**PACT GROUP**

HOME JOB SEARCH JOB MANAGEMENT PASSWORD MANAGEMENT MY PROFILE Welcome, Barney Steel Sign Out Language English UK (English UK) ▾

### My Candidate Profile

**BARNEY STEEL** 13 Save Cancel Delete Profile Print Preview

Dear candidate,  
Thank you for your interest in PACT Group of Companies.  
In this section you may add more details about yourself.  
The information you provide here is available to the reviewers of your application.  
PACT Recruiting Team

\* Phone:   
\* Email:

10 **Your CV is not on file.**  
Click here to attach your CV

11 Experience with PACT Group + Add  
There are no items in this section.

12 Previous Employment + Add  
There are no items in this section.

14 Documents  
There are no items in this section.

More Information 14  
Gender: No Selection ▾

## Setup Job Alerts

- Click on Job Management
- Click on the Create New Job Alert
- A pop up window will appear
- Select details about jobs and tell us about the roles you would like to hear more about.
- Save your details
- Tip: Use the keywords to identify jobs that you are interested in receiving emails about.
- The better the key word the better the alert.

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JOBS APPLIED SAVED SEARCHES/ALERTS SAVED JOBS SAVED APPLICATIONS

### Career Opportunities: Saved Searches/Alerts

Click "Create New Job Alert" to start setting up a Job Alert.

Create New Job Alert 15