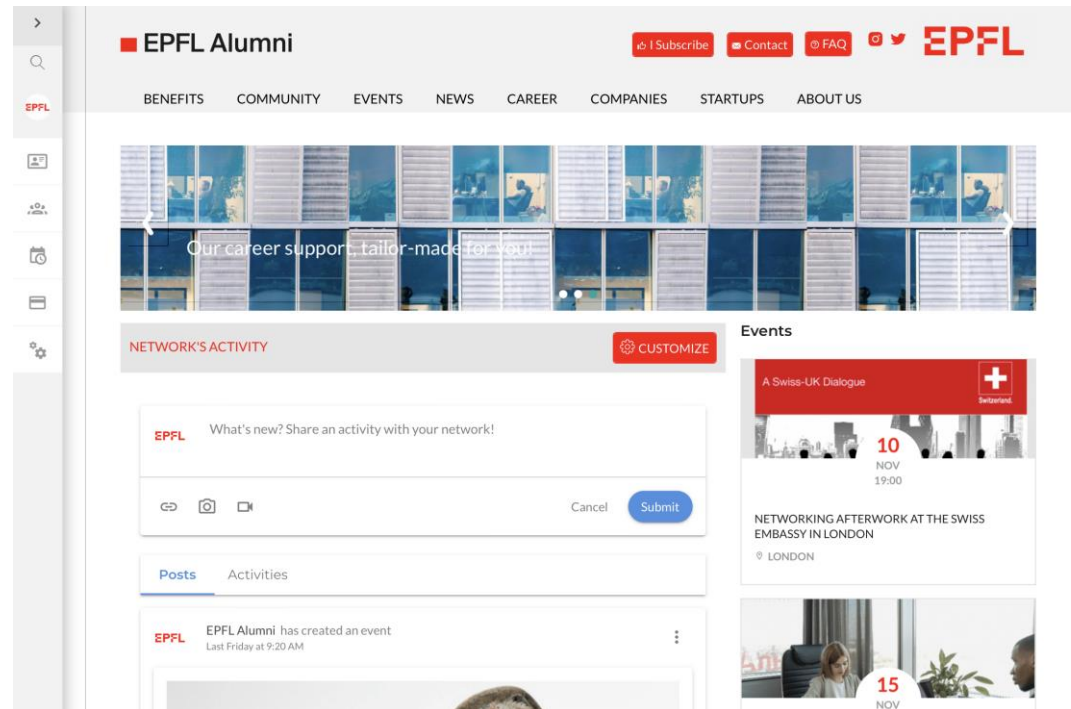


Your EPFL Alumni platform – User Guide

The EPFL Alumni department is pleased to present its digital platform! Find your classmates, discover the chapters and thematic clubs, join events and expand your network simply by interacting with the EPFL Alumni community.



SIDE MENU

User pages



TOP MENU

General pages



< Search

EPFL EPFL
Go to my profile



Your profile is completed at 47%

[Complete your profile](#)

Update my profile

My groups

My events

My contributions and orders

My account



EN ▲

EPFL Alumni

[Subscribe](#)

[Contact](#)

[FAQ](#)



[BENEFITS](#)

[COMMUNITY](#)

[EVENTS](#)

[NEWS](#)

[CAREER](#)

[COMPANIES](#)

[STARTUPS](#)

[ABOUT US](#)



NETWORK'S ACTIVITY

[CUSTOMIZE](#)



What's new? Share an activity with your network!



Cancel

Submit

[Posts](#)

[Activities](#)



EPFL Alumni has created an event
Last Friday at 9:20 AM

Events

A Swiss-UK Dialogue



10
NOV
19:00

NETWORKING AFTERWORK AT THE SWISS
EMBASSY IN LONDON

LONDON

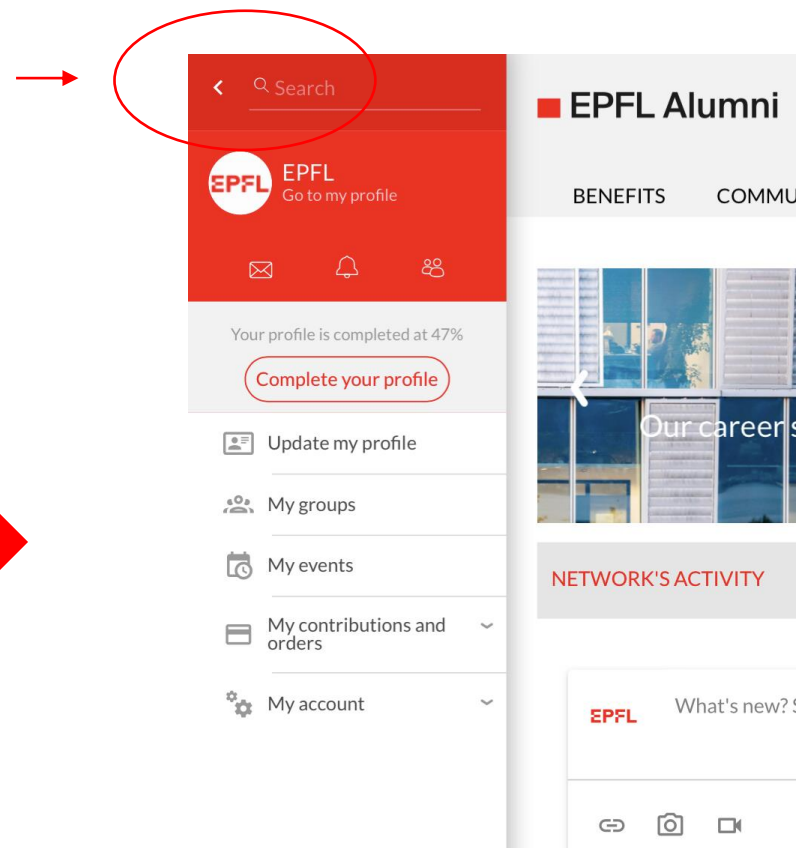
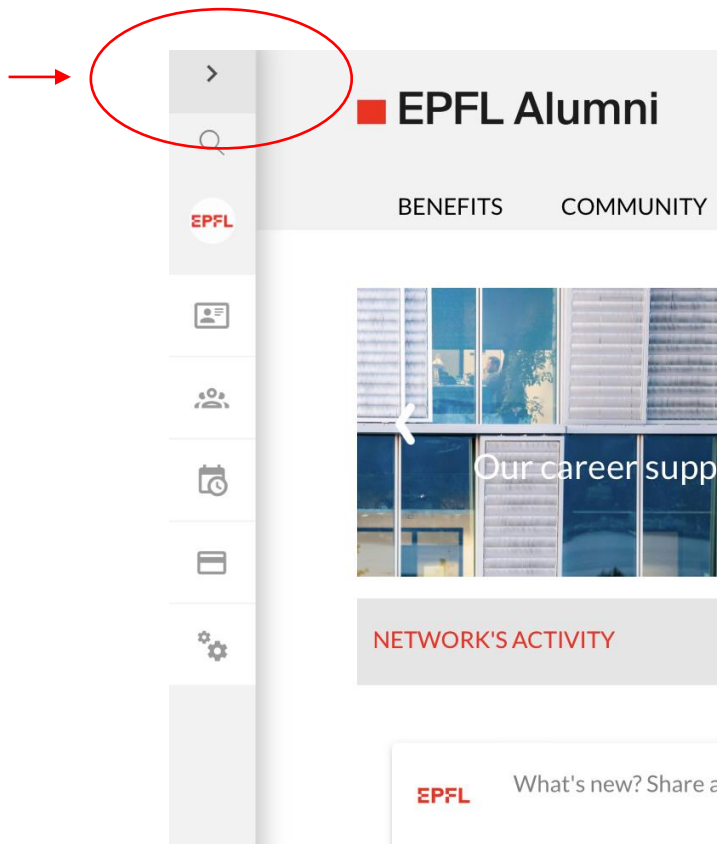
15
NOV

Content

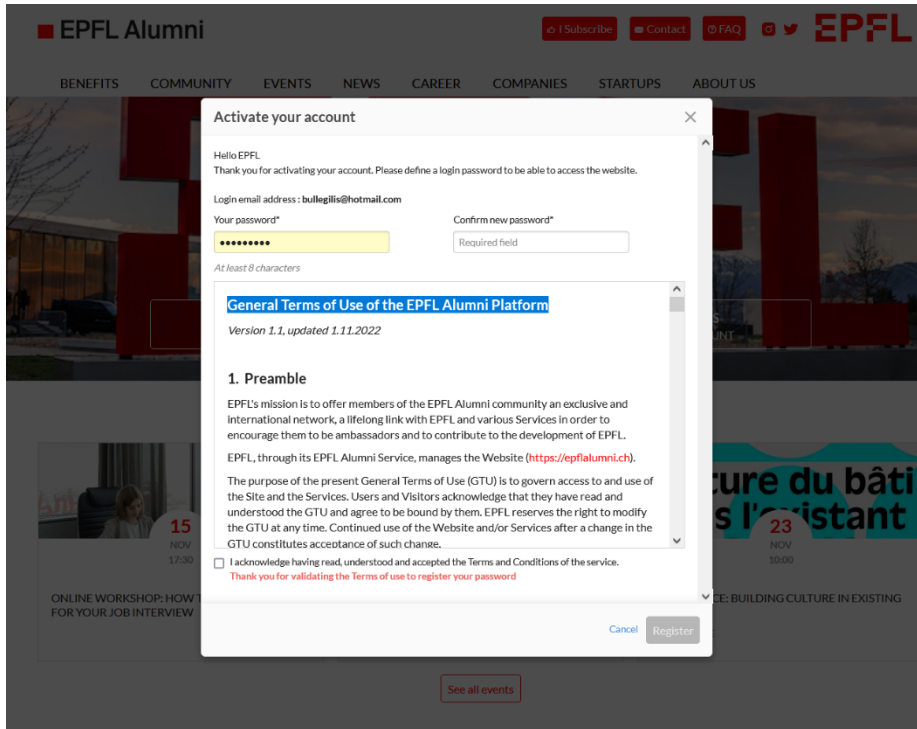
- **Open/close the user side menu**
- **Activate your account**
- **Access FAQs**
- **Update your profile**
- **Change your account settings**
- **Check and complete your personal information**
- **Access the EPFL Alumni services**
- **Add or renew a contribution**
- **Change your privacy settings**
- **Change your notification settings**
- **Change your communication preferences**
- **Search for and add contacts from the directory**

- **Update your CV**
- **Access your messages, notifications and contacts from the side menu**
- **Join and participate in a group (chapters and clubs)**
- **Navigate a group's information**
- **Search for and follow an event**
- **Register for an event**
- **Search companies in the directory**
- **Share job offers or apply on the job portal**
- **Become a Mentor or a Mentee (mentoring module)**

■ Open/Close the user side menu



■ Activate your account



The email you use to click on the activation link will become your login email on the platform (= identification email)

Welcome to your EPFL Alumni network!

You are now part of the online network entirely dedicated to EPFL graduates. There is only one step left before you can take advantage of the services offered: **Activate your account.**

Step 1: Login for the first time

Two possibilities:

- 1. You have received an activation key by email inviting you to join your Alumni network:** follow this link and then fill in the email address you used and enter your password to connect. Follow the activation form which will allow you to update your data.
- 2. Your network does not have your contact information and therefore could not send you an activation key:** You can still join the network by clicking on "No account yet? Sign up".

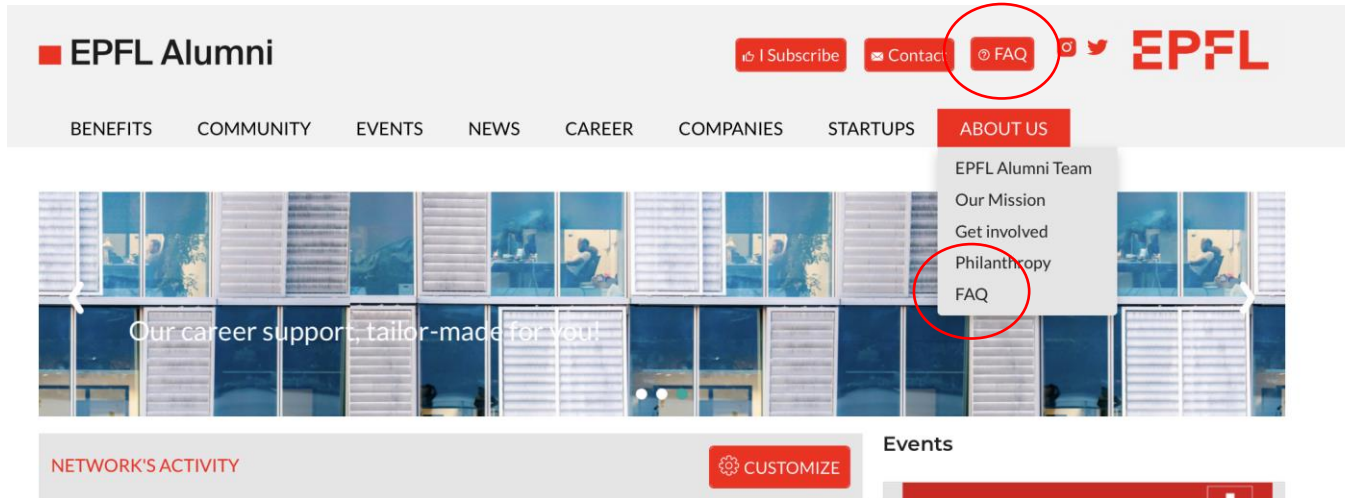
You then just have to proceed to a few steps to complete your profile:

Step 2: Validate your profile

- a. Fill in your final password and confirm it.
- b. Read the General Terms of Use of the EPFL Alumni Platform.
- c. Then check the box " I acknowledge having read, understood and accepted...."
- d. Check your personal data via the form
- e. Finally, click on one of the following buttons to confirm your registration:
 - Access my profile
 - Check or add a contribution
 - Set my profile privacy

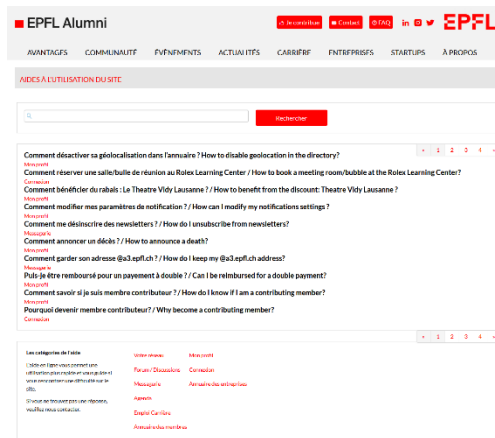
If you have any problem activating your account, please contact us at alumni@epfl.ch

Access FAQs

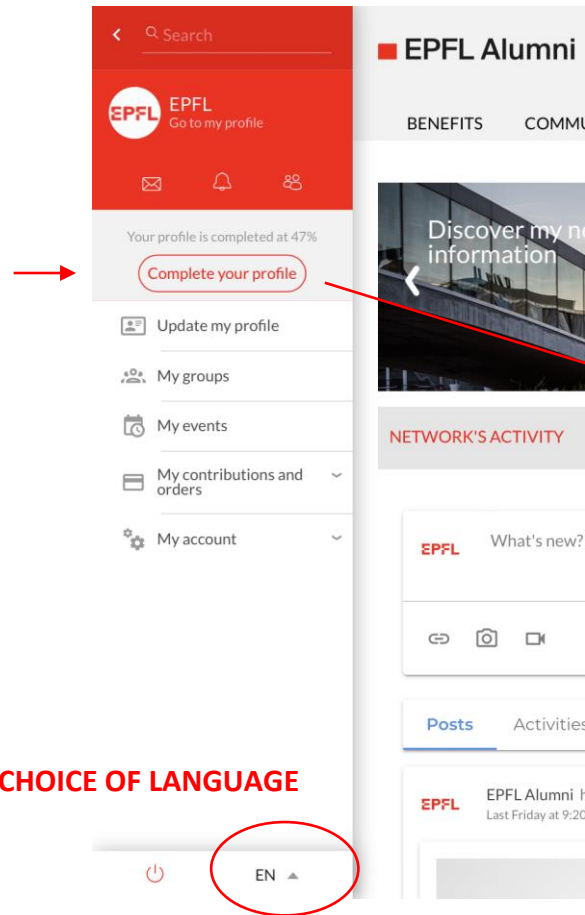


The online help on the FAQ page <https://epflalumni.ch/help> allows you to use the site faster and guides you if you encounter a difficulty on the site. **If you can't find an answer, please contact us.**

The search button will allow you to search by keyword or by category.

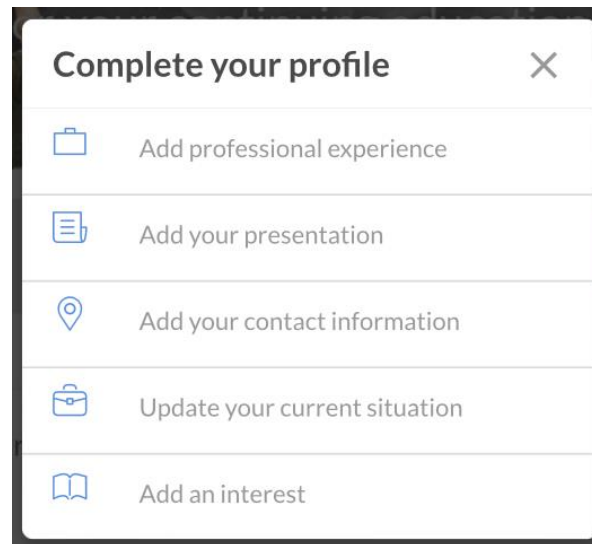


■ Update your profile

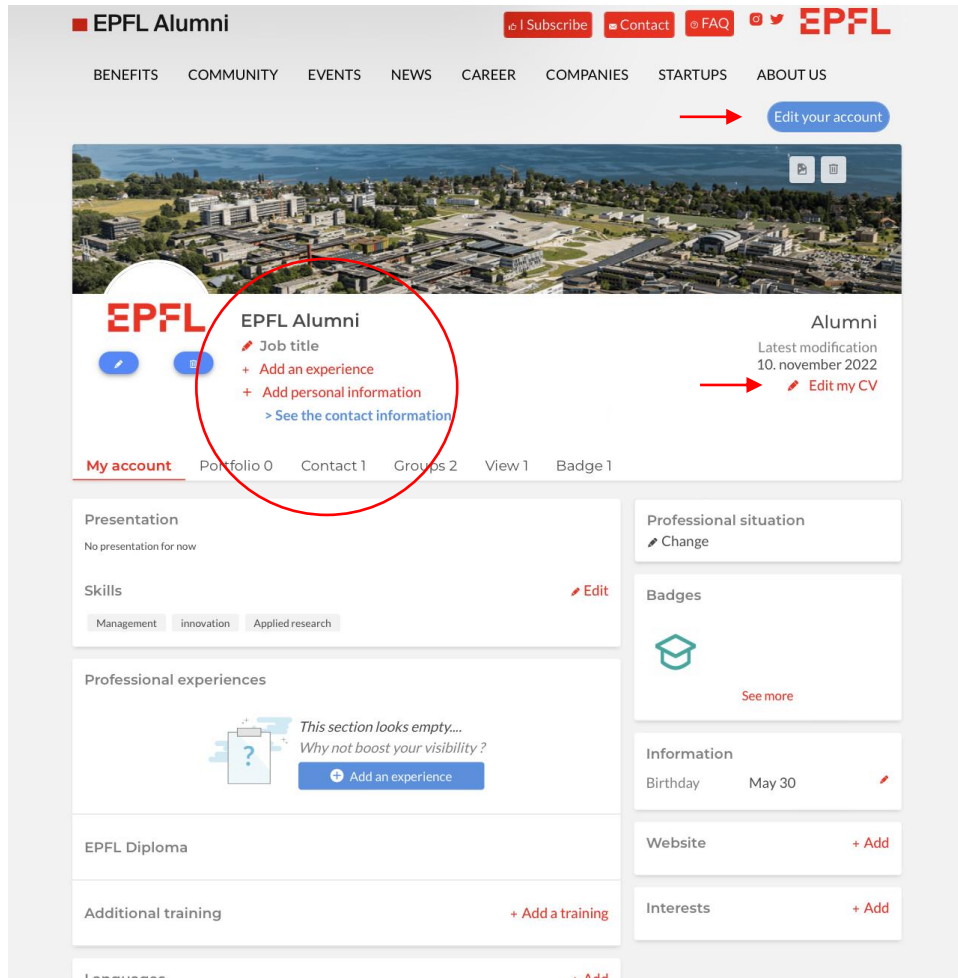


In the upper left corner of the user menu, click on **"Go to my profile"** or **"Update my profile"**. You can also find in this side menu your private messages, your notifications and your contact requests.

When you log in for the first time, you will also be offered the **"Complete your profile"** button with direct access to the settings to complete.



CHOICE OF LANGUAGE



Normally, some information on this page were imported directly from your old profile from our previous data base. However, **please check if the information is up to date. If your diploma(s) are not correct, do not hesitate to contact us at alumni@epfl.ch.**

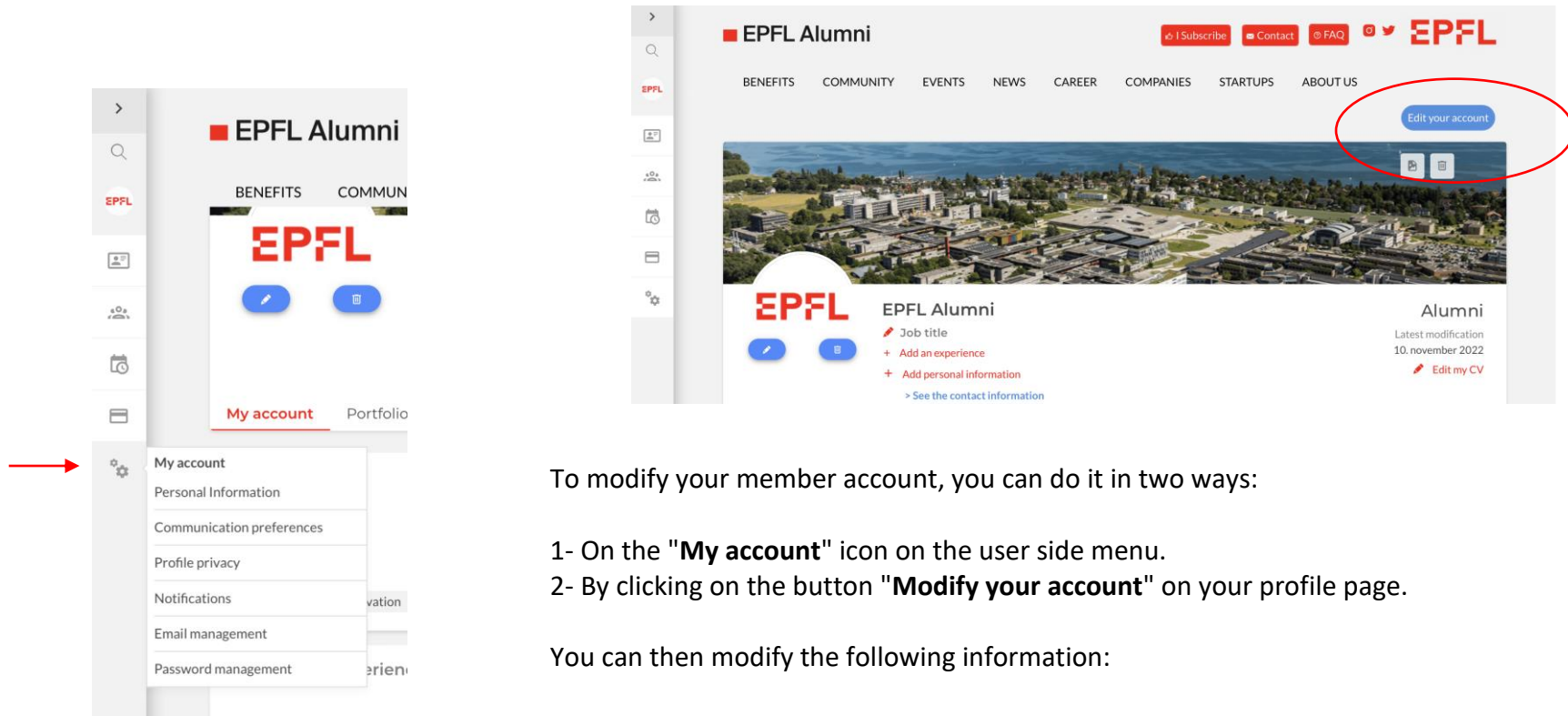
You will find under your profile different parameters such as:

- The profile picture
- The banner photo
- The job title
- The contact information
- Badges
- Your skills
- Professional experience
- Education and training
- Languages
- Awards
- Professional situation
- Websites
- Interests
- Your electronic CV

You can edit all the information in your profile by clicking on the little pencil or "+" next to each piece of information.

Be sure to upload a profile picture and a cover picture that you like.

■ Change your account settings



To modify your member account, you can do it in two ways:

- 1- On the **"My account"** icon on the user side menu.
- 2- By clicking on the button **"Modify your account"** on your profile page.

You can then modify the following information:

- **Personal information**
- **Communication preferences**
- **Profile privacy**
- **Notifications**
- **Email management**
- **Password management**

■ Check and complete your personal information

When you log in for the first time, please check and complete your personal information, which allows us to keep in touch with you. You can access it from the "My account" tab, by clicking on the "Personal information" button.

The screenshot shows the EPFL Alumni website interface. At the top, there is a navigation bar with the EPFL logo, a search icon, and links for 'Subscribe', 'Contact', and 'FAQ'. Below this is a secondary navigation bar with links for 'BENEFITS', 'COMMUNITY', 'EVENTS', 'NEWS', 'CAREER', 'COMPANIES', 'STARTUPS', and 'ABOUT US'. The main content area is titled 'Personal Information' and contains several form fields: 'First name' (EPFL), 'Birth Name' (Alumni), 'Family Name' (Alumni), 'Gender' (Mrs.), 'Email address*' (Required field), 'Secondary email address', 'Birthdate (dd/mm/yyyy)' (mm.dd.yyyy), and 'Honorary title and distinctions'. Below these are sections for 'Main contact details' (Country, Landline, Mobile phone) and 'Secondary contact details'. On the left side, there is a 'My account' menu with a red arrow pointing to the 'Personal Information' option. The menu also includes 'Communication preferences', 'Profile privacy', 'Notifications', 'Email management', and 'Password management'.

If you would like to make a change to your first name/birth name or your EPFL education, please contact us at alumni@epfl.ch. Your last name, if different from your birth name, can be changed in your account settings on the left menu.

■ Access the EPFL Alumni services

As an EPFL alumna or alumnus, you have the possibility to become a contributor and thus benefit from many EPFL Alumni advantages and services. Contributions and benefits are summarized on the page: <https://epflalumni.ch/page/avantages>

EPFL Alumni | [Subscribe](#) | [Contact](#) | [FAQ](#) | [EPFL](#)

BENEFITS | COMMUNITY | EVENTS | NEWS | CAREER | COMPANIES | STARTUPS | ABOUT US

BENEFITS

Strengthen our network.
Enhance the reputation of EPFL. This is what your annual contribution is all about!

Alumni contributions represent 60% of the EPFL Alumni budget. They allow us to set up and maintain the directory, organize more than 150 events per year and implement student mentoring programs.

Becoming a contributor also means investing in your network and your career. You will get access to many services such as support for your career, privileged access to scientific and networking events, a subscription to Dimensions, the EPFL magazine, sent to your home four times a year - and much more.

	Young * CHF 50.-	Standard CHF 100.-	Club CHF 350.-	Gold CHF 500.- (or +)
	JOIN NOW	JOIN NOW	JOIN NOW	JOIN NOW

COMMUNITY

	Young * CHF 50.-	Standard CHF 100.-	Club CHF 350.-	Gold CHF 500.- (or +)
> Alumni directory	✓	✓	✓	✓
> Lifelong email address	✓	✓	✓	✓
> Dimensions, the EPFL Magazine	✓	✓	✓	✓
> Events and workshops: at least 30% off	✓	✓	✓	✓

■ Add or renew a contribution

To add or modify a contribution directly online, click on the "My contributions" page in the "My contributions" tab located in the user menu or on the "I suscribe" button above the top menu.

The screenshot displays the EPFL Alumni website interface. At the top, the navigation bar includes the EPFL Alumni logo, a search icon, and several utility buttons: "I subscribe" (circled in red), "Contact", "FAQ", and "User Guide". Below this is a secondary menu with categories like "BENEFITS", "COMMUNITY", "EVENTS", "NEWS", "CAREER", "COMPANIES", "STARTUPS", and "ABOUT US".

The main content area is titled "Select a contribution" and features a "Back" link. It lists three contribution options, each with a "Select" button:

- Standard**: 100,00 CHF. Standard contribution will be valid until March 2024. Duration: from 01.01.2023 to 03.31.2024.
- Club**: 350,00 CHF. Your Club contribution will be valid until March 2024. Duration: from 01.01.2023 to 03.31.2024.
- Gold**: 500,00 CHF. Gold contribution will be valid until March 2024. Duration: from 01.01.2023 to 03.31.2024.

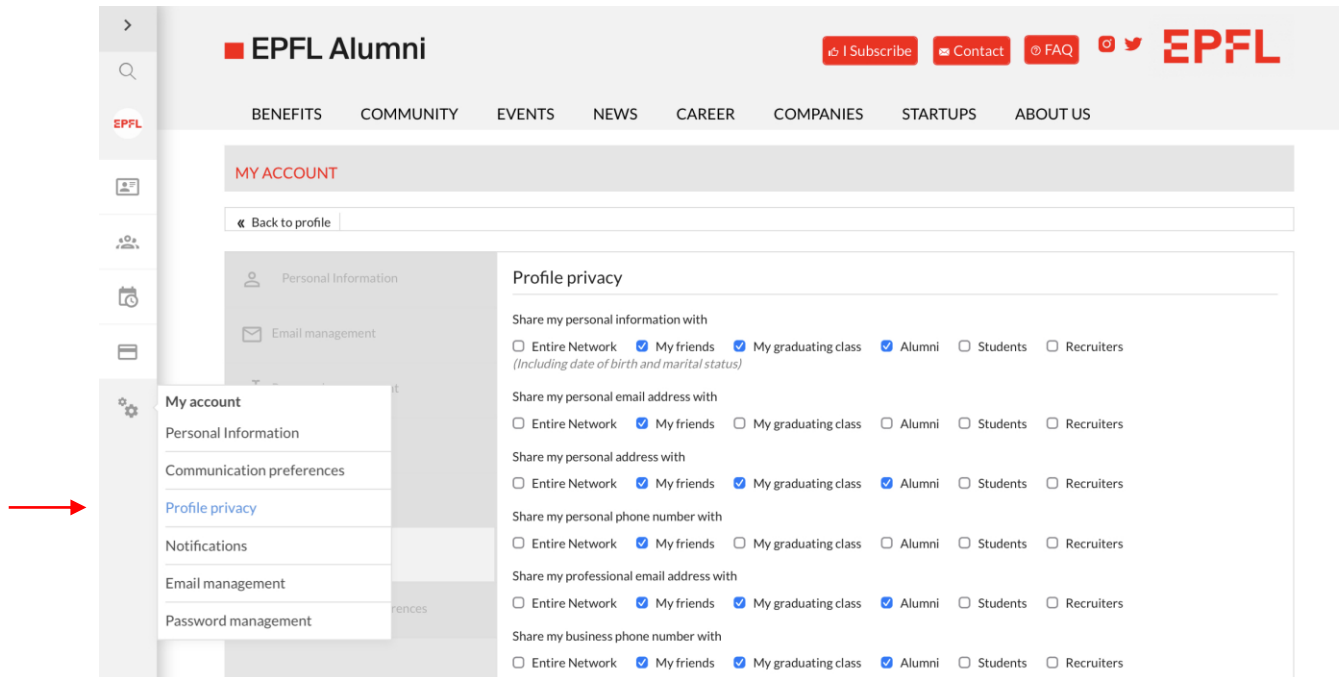
At the bottom right of the selection area, there are "Cancel" and "Select" buttons. A sidebar on the left contains a user menu with "My contributions and orders" (highlighted by a red arrow), "My contributions", "My subscriptions", and "My donations".

The footer contains contact information for EPFL Alumni, social media icons for LinkedIn, Instagram, and Twitter, and the EPFL logo.

■ Change your privacy settings

To access your privacy settings, click on the « **Profile Privacy** » tab of your account located in the side menu.

This feature allows you to choose which type of user you want to share your information with (personal or professional contact information, email, CV, portfolio, professional wishes, etc.). This is a crucial step in activating your account.



■ Change your notifications settings

Click on the "Notifications" tab in the "My Account" tab located in the side menu.

This feature allows you to choose if you want to be notified by the platform about your activities, those of your contacts or your groups (events, news, recruitment, messaging, comments etc.).

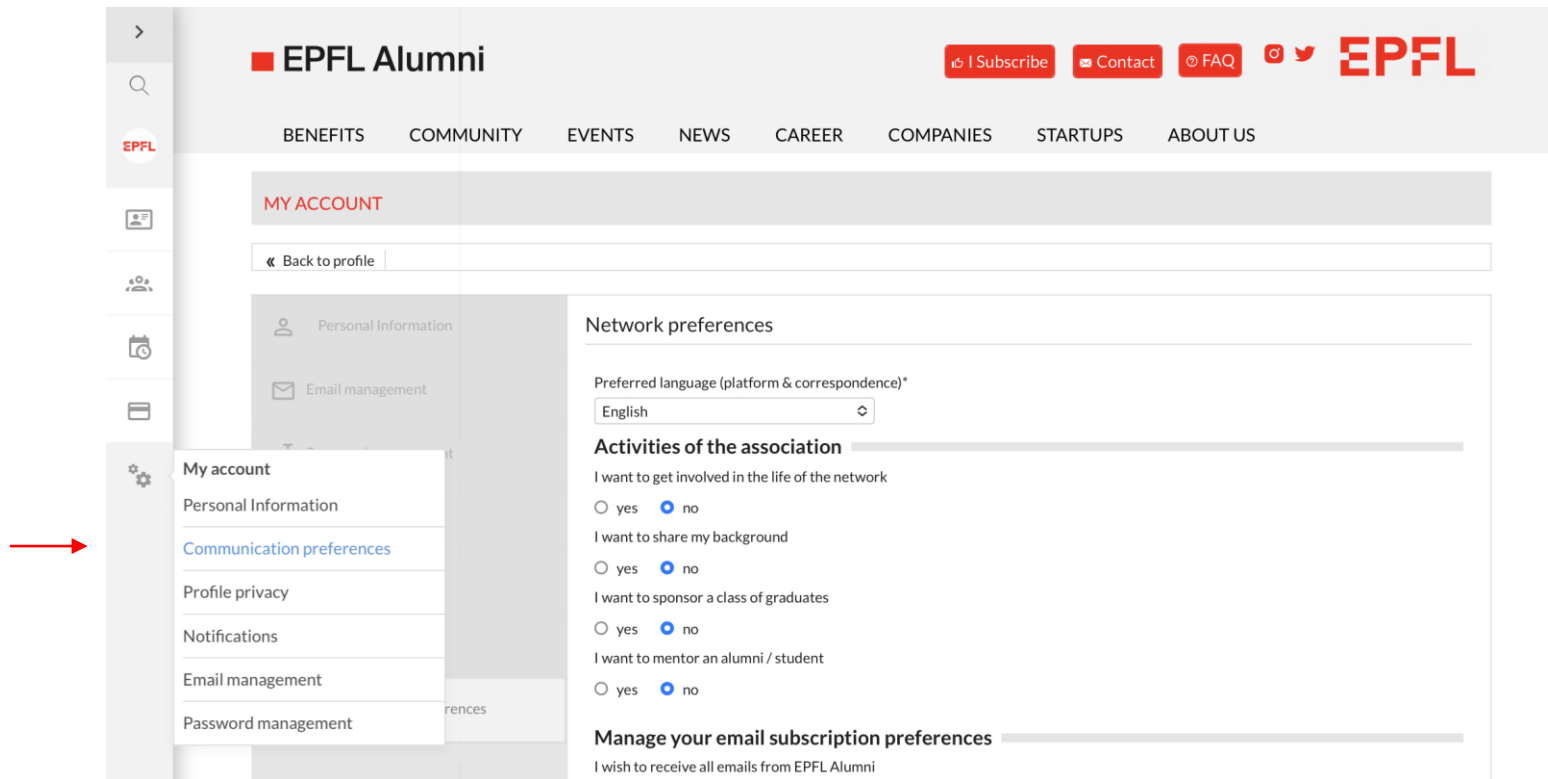
The screenshot shows the EPFL Alumni website interface. At the top, there is a navigation bar with the EPFL logo, a search icon, and buttons for 'Subscribe', 'Contact', and 'FAQ'. Below this is a secondary navigation bar with links for 'BENEFITS', 'COMMUNITY', 'EVENTS', 'NEWS', 'CAREER', 'COMPANIES', 'STARTUPS', and 'ABOUT US'. The main content area is titled 'MY ACCOUNT' and includes a 'Back to profile' link. A side menu is open, showing options like 'Personal Information', 'Communication preferences', 'Profile privacy', 'Notifications', 'Email management', and 'Password management'. A red arrow points to the 'Notifications' option in the side menu. The 'Notifications on' settings page is displayed, showing a table of notification preferences:

Notifications on	
NEWSFEED	
Network newsfeed	Never
Description of the notification	<input checked="" type="checkbox"/>
LATEST NEWS	
Validation of your articles	<input checked="" type="checkbox"/>
EVENTS	
Reminder to attendees (Day-4)	<input checked="" type="checkbox"/>
Validation of your events	<input checked="" type="checkbox"/>
Confirmation of your participation in an event	<input checked="" type="checkbox"/>
COMMENTS	
Your name is mentioned in a comment	<input checked="" type="checkbox"/>

■ Change your communication preferences

Click on the "**Communication Preferences**" tab in the "**My Account**" tab located in the user menu.

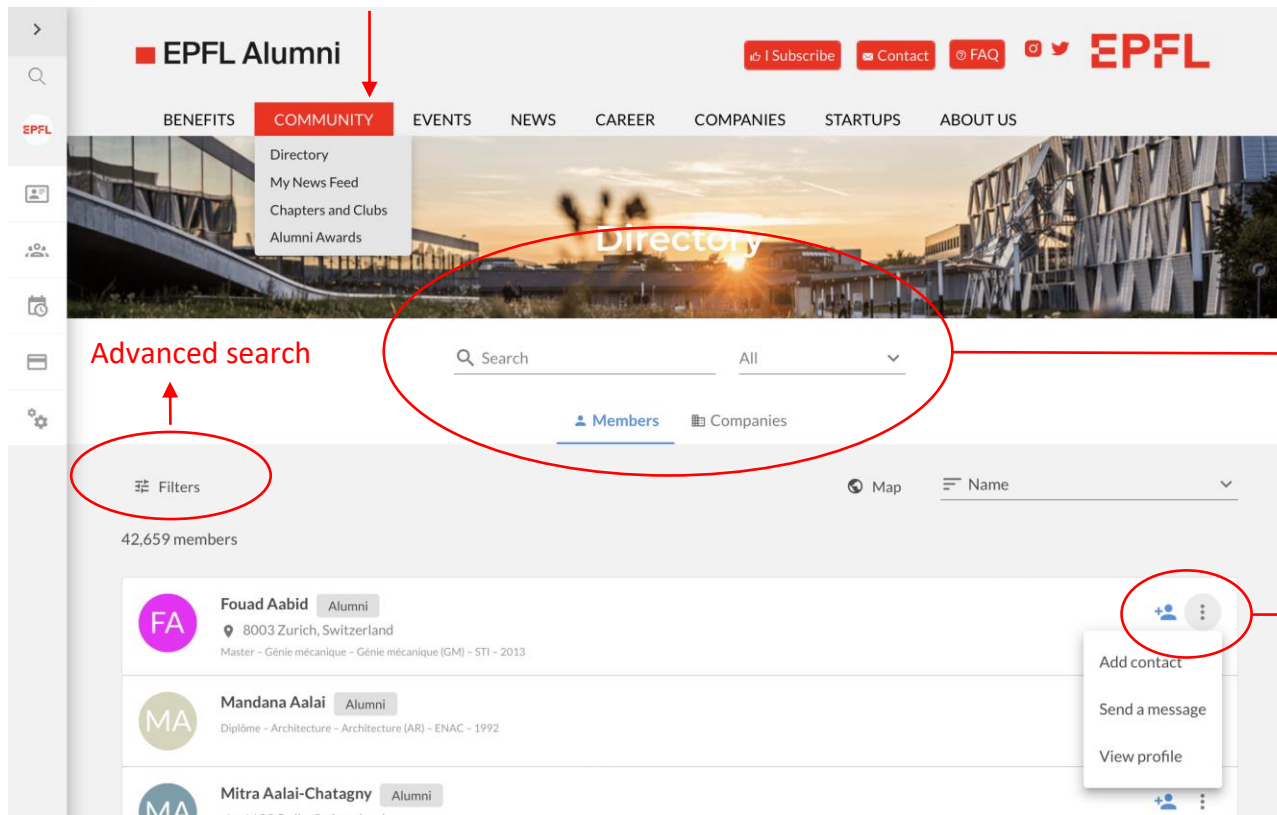
This feature allows you to choose how you would like to interact with your network (languages, involvement in the network, sharing your journey, being a mentor) as well as to communicate your preferences for receiving emails and newsletters from the EPFL Alumni network.



■ Search for and add contacts from the directory

The EPFL Alumni Directory, the central tool of your network, allows you to find every alumnus of your program and even more. You can access it directly from the "Directory" page of the "Community" tab in the top menu.

You can perform a quick search for members using the search bar and the navigation filters, or an advanced search.



The screenshot shows the EPFL Alumni website interface. At the top, there is a navigation bar with the EPFL logo, the text "EPFL Alumni", and buttons for "Subscribe" and "Contact". Below this is a secondary navigation bar with links for "BENEFITS", "COMMUNITY", "EVENTS", "NEWS", "CAREER", "COMPANIES", and "STARTUPS". The main content area is titled "Members" and shows "42,659 members". On the left, there is a "Filters" sidebar with two sections: "Training filters" and "User filters". The "Training filters" section includes dropdown menus for "Promotion", "Title", "Program", "Training Unit", and "EPFL Diploma". The "User filters" section includes a "City" dropdown menu, a "Search another ville" search bar, and three radio button options for "Lausanne (3731)", "Genève (898)", and "Paris (633)". The main list of members displays profile cards for Fouad Aabid, Mandana Aalai, Mitra Aalai-Chatagny, Ab Ab Rahman, and Tolga Abaci, each with their name, EPFL affiliation, location, and degree details. A red box highlights the filter sidebar, and a red circle highlights a "Map" button in the top right of the member list area, with a red arrow pointing from the circle to the text "The geolocation mode" below.

By clicking on the advanced search filters in the left column, the directory allows you to easily find the users of your network by :

- Last name / First name / Groups
- Promotion / Training unit / Study program / Title abbreviation / EPFL title / Thesis number & subject
- Competences / Function / Sector of activity / Current company / Previous company
- City / Country

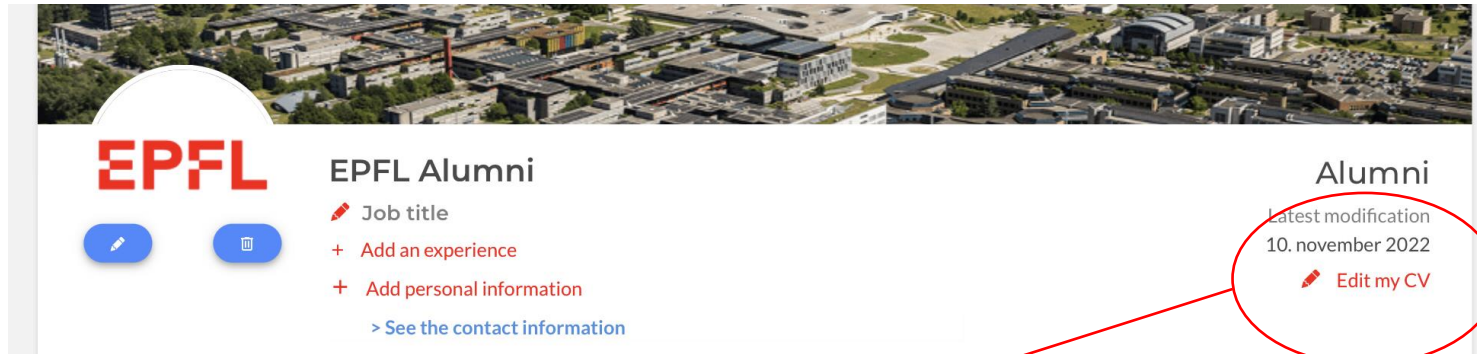
If you wish to perform a new search, simply click on the cross in the search bar if you have entered your search or by deleting one by one the filters you have checked in the filter column on the left

The "Geolocation" mode

The geolocation mode allows you to view your fellow classmates on an **interactive world map**.

By default, the directory uses personal addresses to provide visibility by region of the community. However, if you do not wish to be geotagged, you can disable the sharing of your home address in the **"Profile Privacy"** page of the **"My Account"** tab on the left menu.

■ Update your CV



Dialog box titled "Edit your CV" with a close button (X) in the top right corner.

Network preferences

My online CV

- Automatic generation from your profile information (CV-surname-name.pdf)
- Upload my own CV version (keep my settings and design)
- No

Public CV setting

I wish to activate my public CV (it will be indexed by search engines on the Internet)

- yes
- no

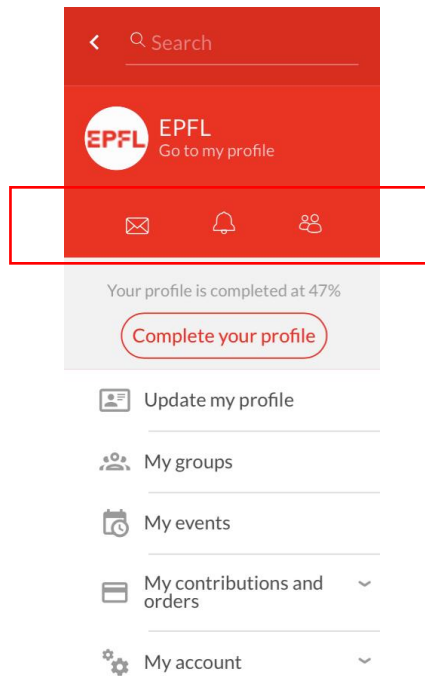
Buttons: Cancel, Save

Go to your **profile page** and click on "**Edit my CV**".

You can either automatically create a CV based on the information you have entered on the EPFL Alumni platform or import your CV in just a few clicks!

By default, the CV is private and only accessible to network members. If you wish to make it public, you can click on "My CV" and select "Yes" in "Public CV setting". Note that this operation will reference your CV on search engines (Google, Yahoo...).

■ Access your messages, notifications and contacts from the side menu



From the side menu you can access:



Your messages



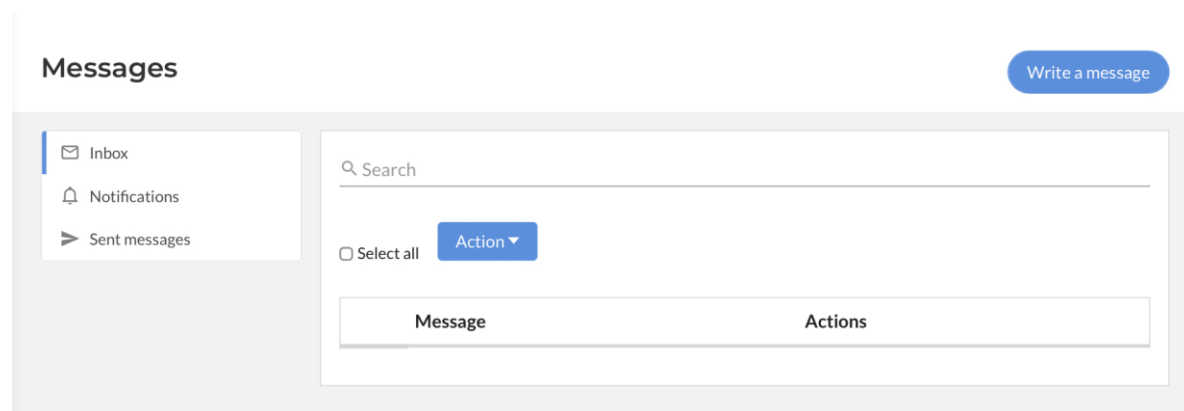
Your notifications



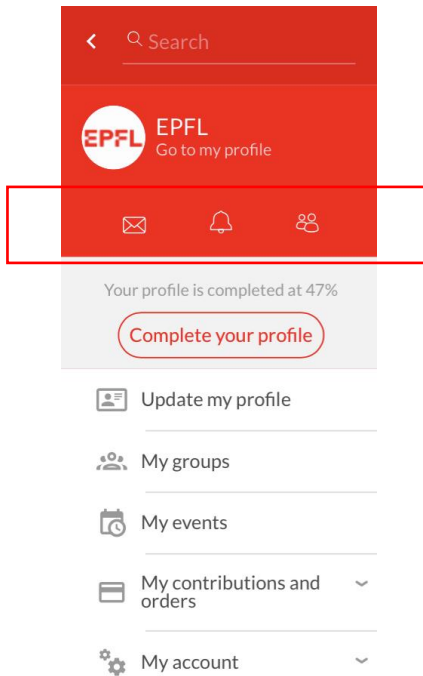
Your contacts



The messaging system will allow you to exchange with the entire EPFL Alumni community!



From the side menu, you can access :



Your messages



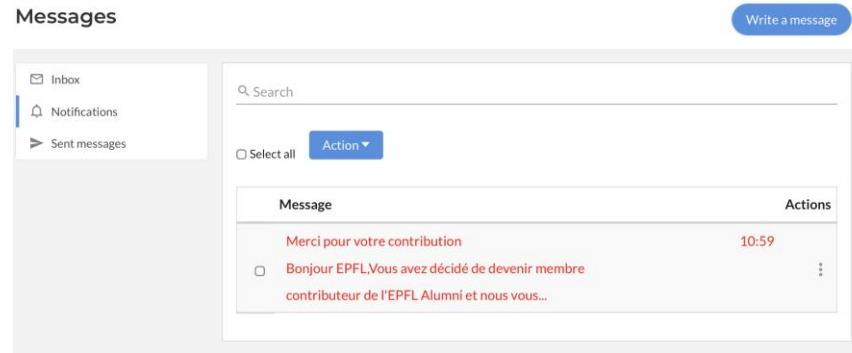
Your notifications






Your contacts

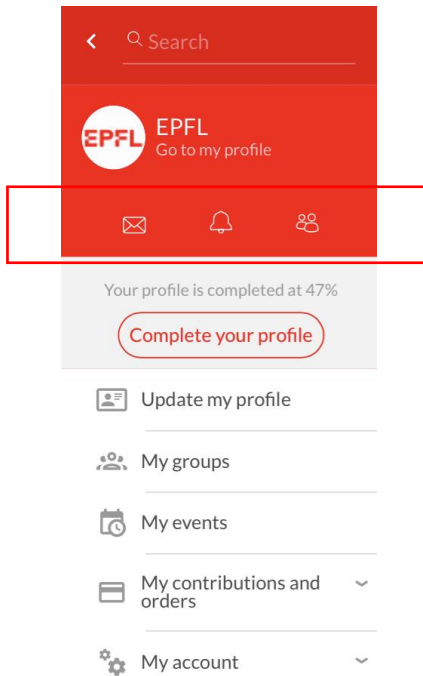
The notifications for your account will be detailed here. You will also receive an email **on your notification email** (to be set up on the "Email Management" tab of the "My Account" tab).

In addition, you can change the frequency and type of notifications you want in your account settings (see "Adjusting your notification settings").

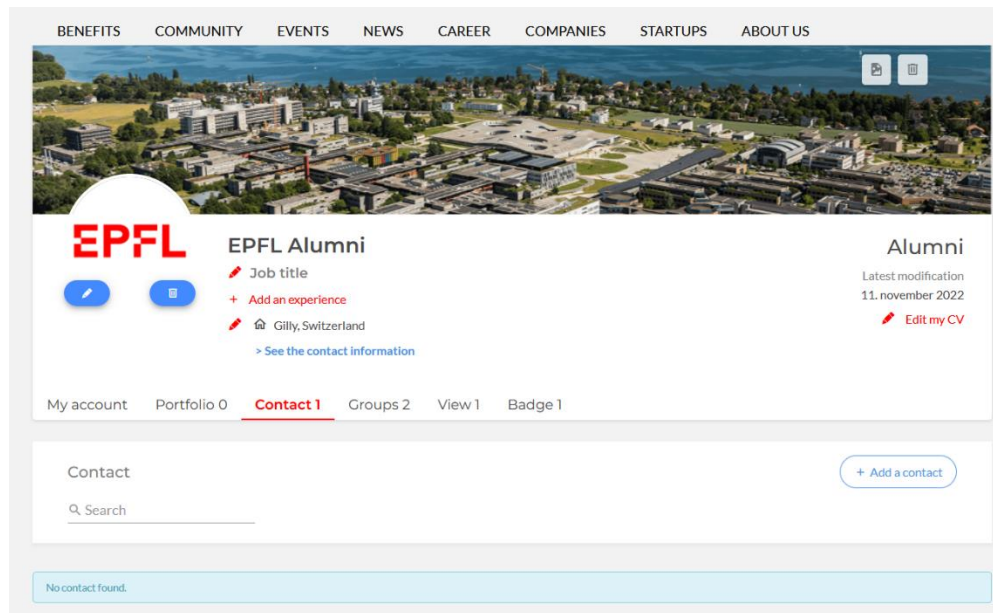


From the side menu, you can access:

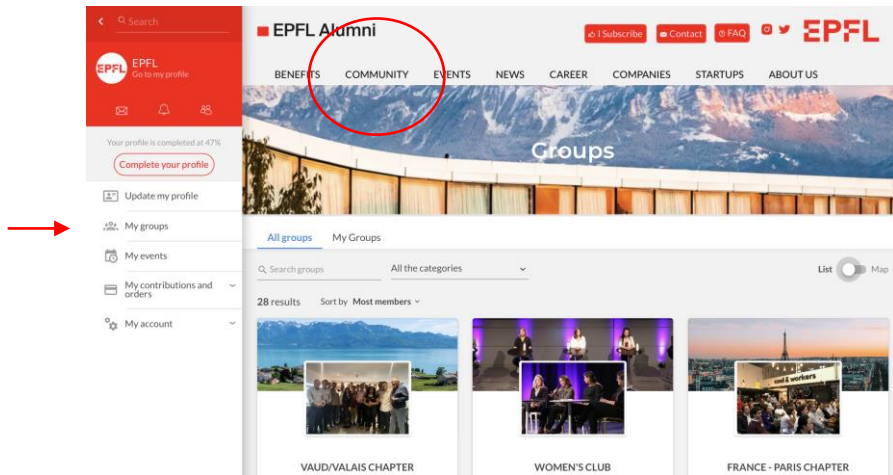
-  Your messages
-  Your notifications
-  Your contacts



All your contacts on EPFL Alumni will be listed here. You can search for and invite new ones on this page or directly from the Directory page which is located in the "Community" tab of the main top menu. (see point: **"Search and add your contacts in the directory"**)



■ Join and participate in a group (chapters and clubs)

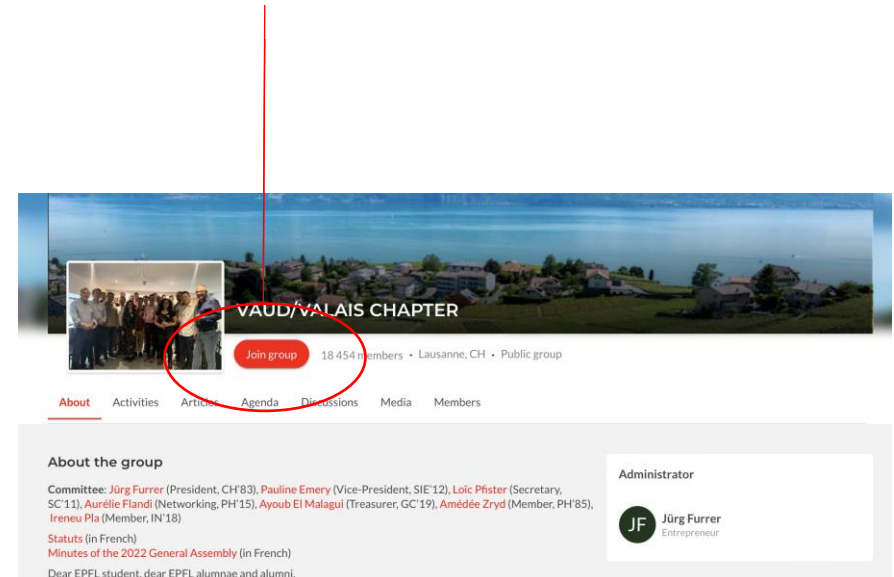


In case you want to join groups to receive invitations from their mailings, to be informed of their activities and publications, click on "My groups" in the side menu or on the "Chapters and clubs" page from the "Community" tab of the main horizontal menu.

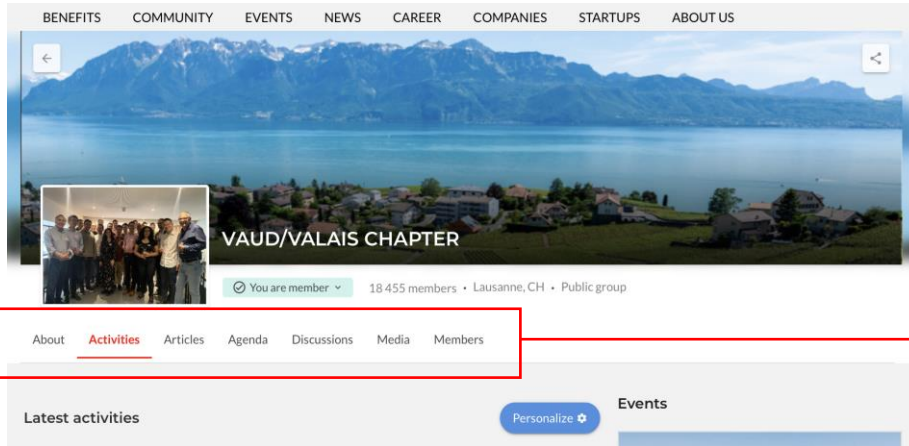
Select the group you wish to join and click on "Join Group".



You can leave the group at any time by clicking on the green "You are a member" button and then on "Leave the group".

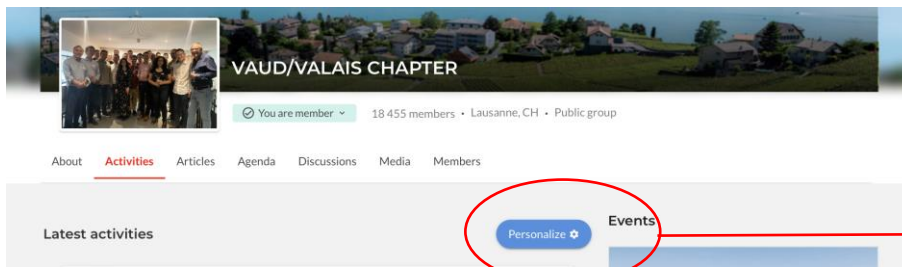


■ Navigate a group's information

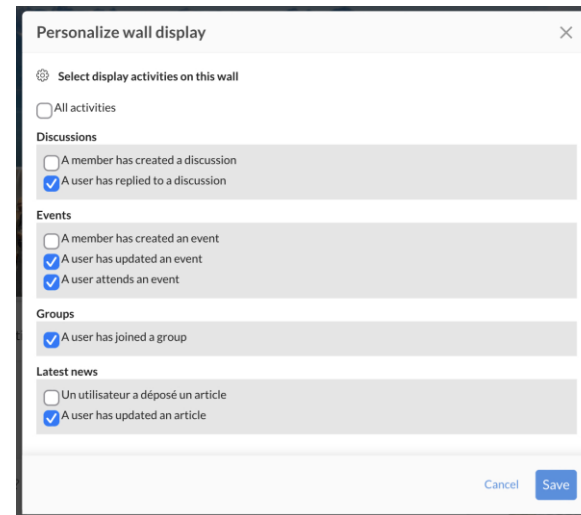


Once a member, you can find the following information in each group:

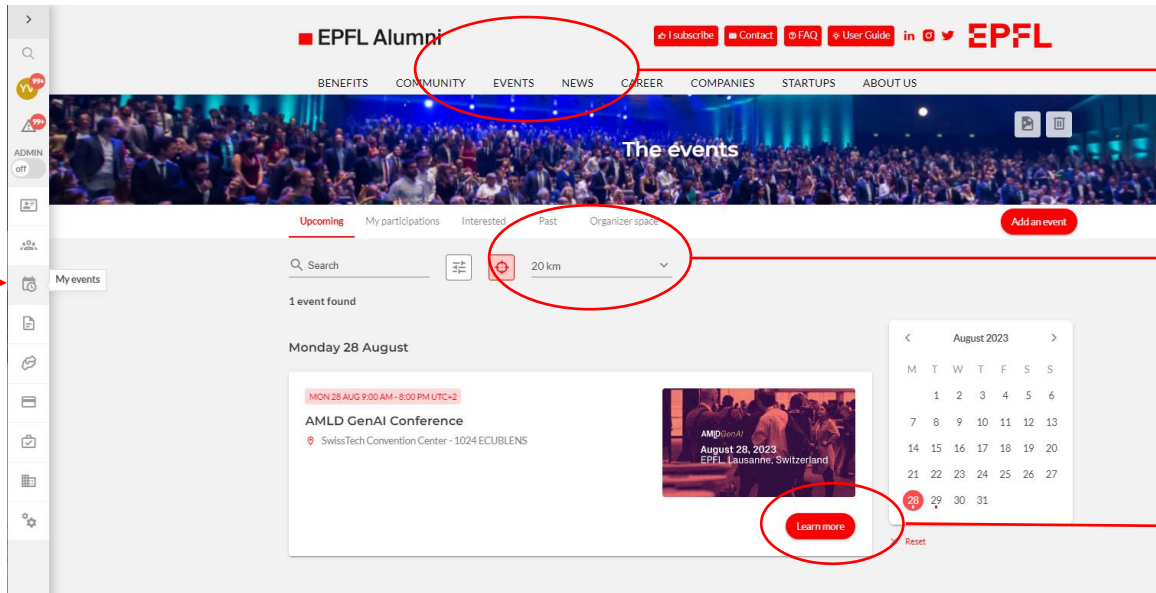
- **About:** description of the group, administrators and summary of activities.
- **Activities:** news feed where you can post messages, news, articles, etc. and create discussions with members. Events organized by the group will appear in this feed as soon as they are created.
- **Articles:** articles of interest to the community shared by the administrators.
- **Events:** events organized by the group
- **Media:** space to discover photos of the group for example shared during previous events.
- **Members:** view and search for group members.



You can also set the content you want to appear on a group's activity wall. To do so, you must click on the "**Customize**" button and check the desired options.



■ Search for and follow an event

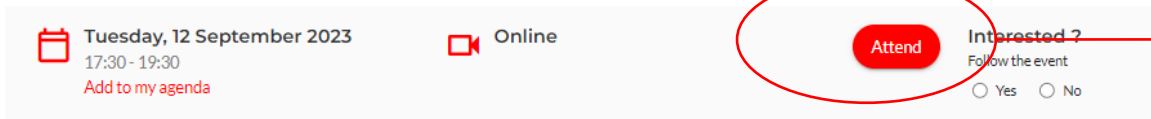


You can find all events from the "My Events" tab on the left side menu or on the "Events" tab on the top main menu.

To refine your search, click on the filter button or search directly for events within a certain radius around you (to do so, you will have to accept the automatic location).

To get more information about an event, click on "Participate". You can then add the event to your calendar, see the details and map, leave a comment and follow the event by clicking on "follow event - yes".

Online workshop: How to build a convincing job application



To register for an event, click on the "Participate" button again on the event details page

■ Register for an event

1. Panier 2. Informations 3. Paiement

Place	Fin de vente	Restants	Prix	Quantité
Standard	-	98	Gratuit	1

Poursuivre

Your spot will be automatically added to the shopping card below on the same page. The amount of the event is automatically adjusted according to the event and your Alumni membership status. Choose the number of seats you want and click on "Continue".

1. Panier 2. Informations 3. Paiement

Attribution des places
Les places étant nominatives, veuillez saisir le nom et le prénom des personnes qui vous accompagnent.
Vous disposez de 15 minutes pour valider votre participation.

#34	Nom de la place	Information sur les participants		
1	Standard	<input checked="" type="checkbox"/> Ma place	EPFL	Alumni bullegilis@hotmail.com

Avez-vous des intolérances alimentaires?

Retour Valider

Verify the participant's information and then click on "Validate" to finalize your reservation. Depending on the event, you may also have the option to specify food intolerances according to the event.

Vous participez à cet événement.

 EPFL Alumni Votre place 1 x Place "Standard" (0,00 CHF)	Participant 08/06/2022 12:17	Gratuit Télécharger votre reçu
--	---------------------------------	-----------------------------------

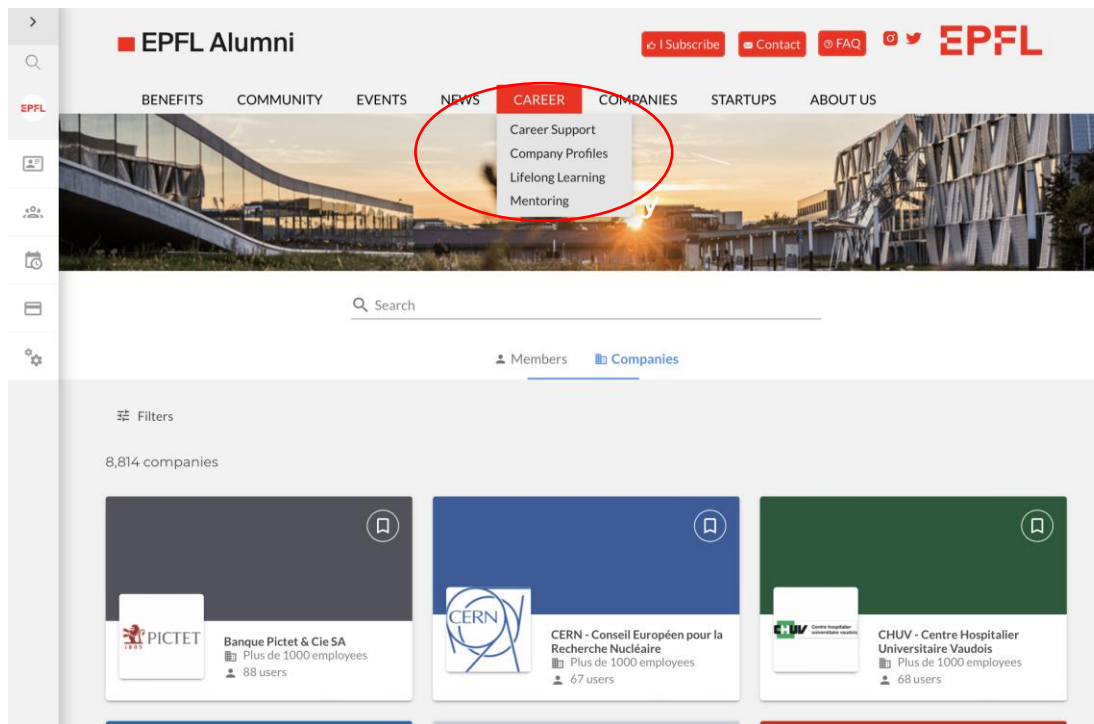
Annuler ma réservation

Your registration is then confirmed and you can download your receipt or cancel your reservation.

■ Search companies in the directory

The **companies Directory** allows you to view all the companies that are related to your community. They are present either because :

- Your contacts have listed them in their professional experience,
- Or because recruiters have registered on your network.



The companies directory is classic or advanced, and allows you to filter the companies **by several criteria**.

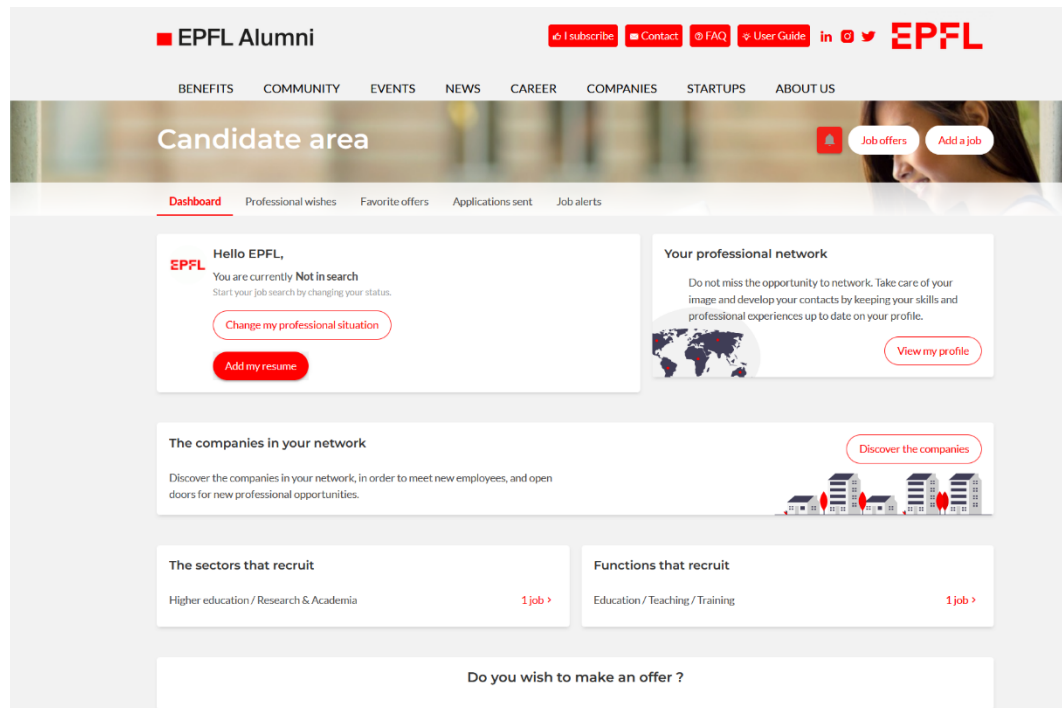
You can also choose companies with :

- A current graduate or a former graduate employee,
- A recruiter within your network,
- Posted at least one job offer.

■ Share job offers or apply on the Job board.

The EPFL Alumni department is pleased to offer you a Job board! Whether to access exclusive offers or to recruit EPFL Alumni, this new service will maximize the strength of our network!

To access it, activate your account and log in to the platform.



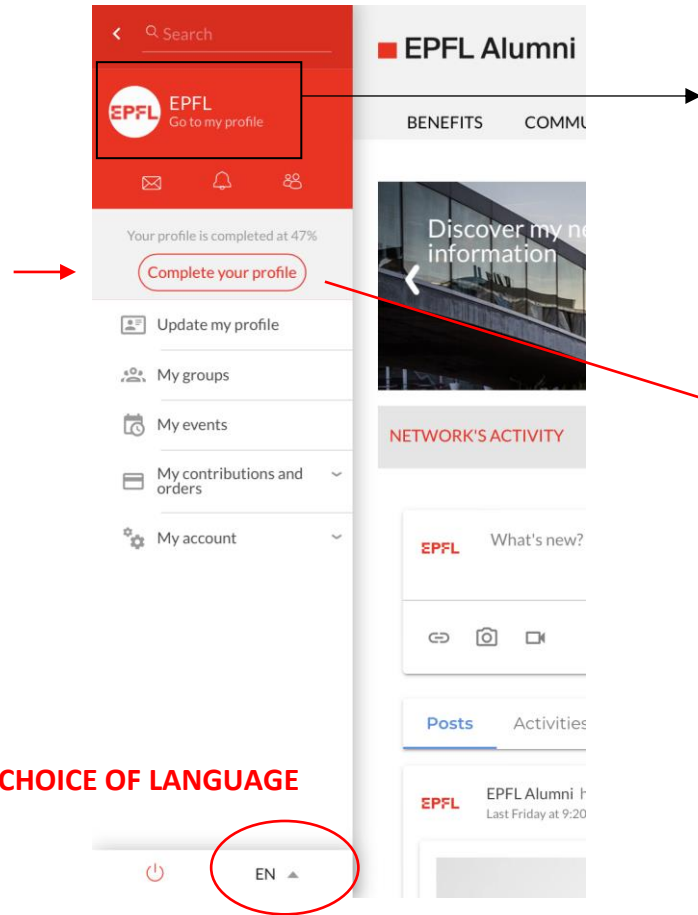
1. Are you looking for a job?

- Update your profile
- Get familiar with your dashboard
- Discover job offers
- Apply for a job offer

2. Are you recruiting?

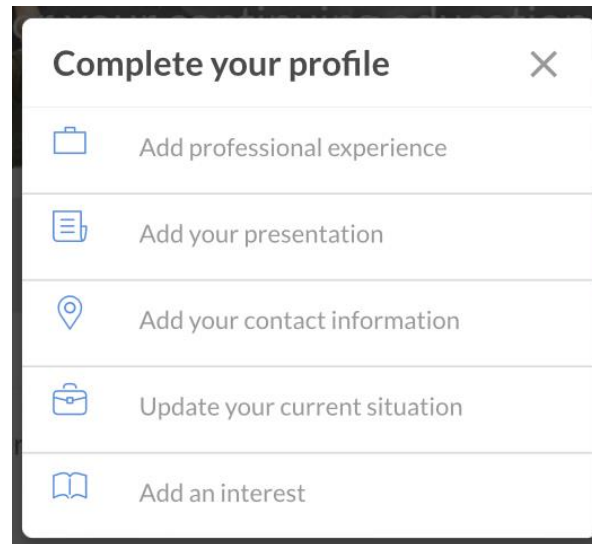
- Update your profile and company page
- Post a job offer
- Manage job offers
- Manage applications

■ Looking for a job – Update your profile



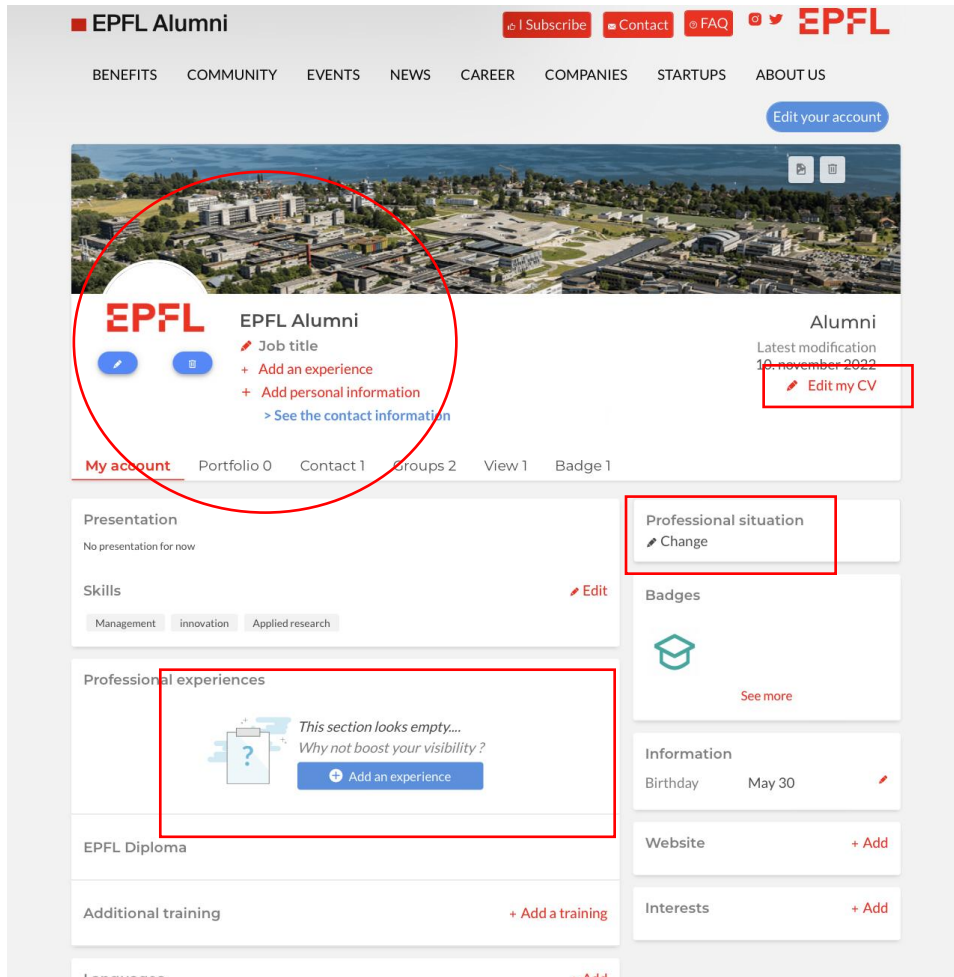
In the upper left corner of the user menu, click on **"Go to my profile"** or **"Update my profile"**. You can also find here your private messages, your notifications and your contact requests.

When you log in for the first time, you will also find the **"Complete your profile"** button with direct access to the parameters to be completed.



CHOICE OF LANGUAGE

■ Alumni



Information on this page was imported directly from your old profile from the previous platform. However, **please check if the information is up to date. If your diploma(s) are not correct, do not hesitate to contact us at alumni@epfl.ch.**

To get more chance to find a job according to your profile, **make sure that the parameters in red below are well documented:**

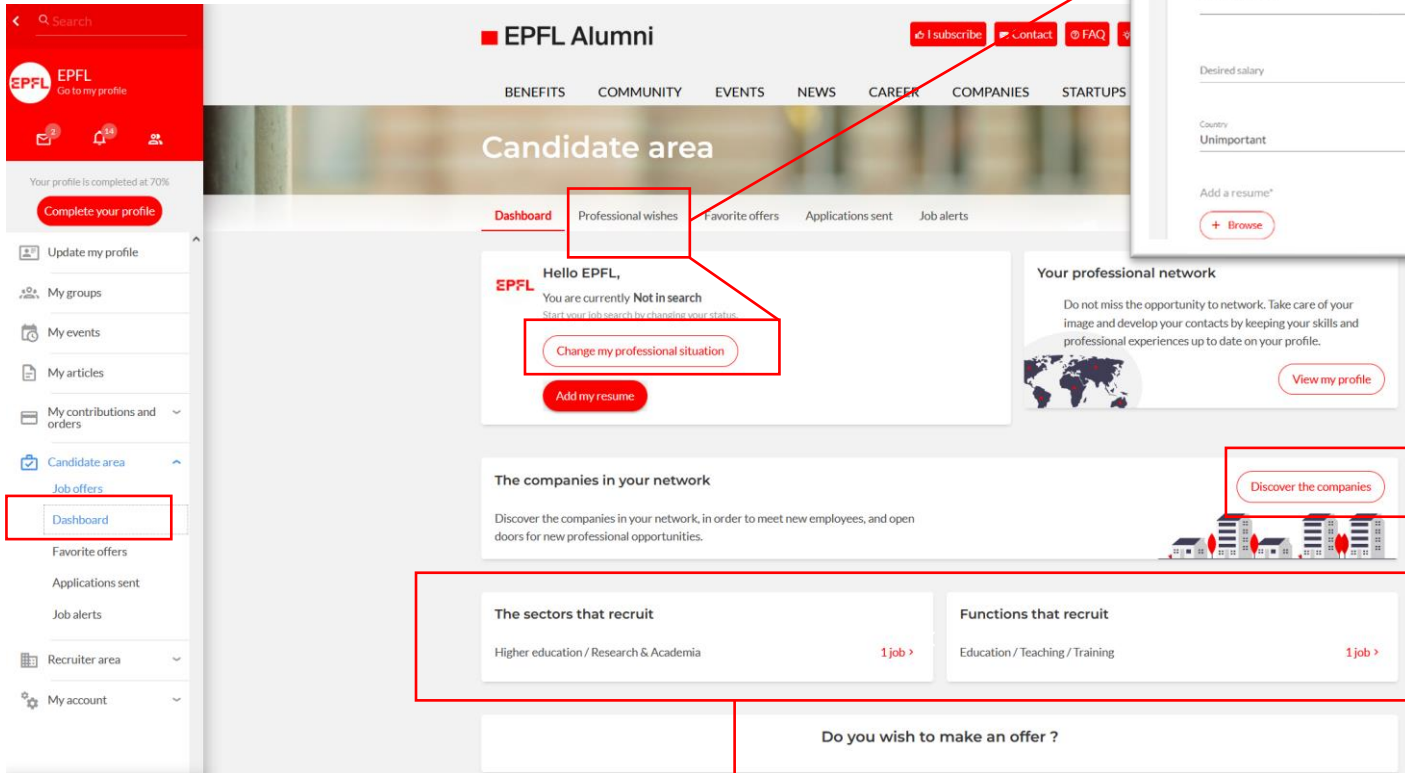
- **The profile picture**
- The banner photo
- The job title
- **The contact information**
- Badges
- **Your skills**
- **Professional experience**
- **Education and training**
- Languages
- Awards
- **Professional situation**
- Websites
- Interests
- **Your electronic CV**

You can edit all the information in your profile by clicking on the little pencil or "+" next to each piece of information.

Be sure to upload a profile picture and a cover picture that you like.

Looking for a job - Get familiar with your dashboard

In your Candidate area (accessible by left side menu), click on the "Dashboard" tab.



Defining your professional wishes in this section can improve your chances of finding a suitable job!

Access to the companies directory

Sectors and functions with the most job offers

- Looking for a job - Discover job offers

In your **Candidate area** (accessible by left side menu), click on the **“Jobs offers”** tab to have an overview on job offers available.

The screenshot shows the EPFL Alumni website interface. On the left is a red sidebar menu with the EPFL logo and 'Go to my profile' text. Below the logo are icons for messages (2), notifications (14), and a user profile icon. A progress bar indicates 'Your profile is completed at 70%' with a 'Complete your profile' button. The menu items include: Update my profile, My groups, My events, My articles, My contributions and orders, **Candidate area** (highlighted with a red box and an arrow from the left), Job offers, Dashboard, Favorite offers, Applications sent, and Job alerts. The main content area has a header with 'EPFL Alumni' and navigation links: I subscribe, Contact, FAQ, User Guide, and social media icons. A secondary navigation bar includes: BENEFITS, COMMUNITY, EVENTS, NEWS, CAREER, COMPANIES, STARTUPS, and ABOUT US. The main heading is 'Job offers'. Below it are two buttons: 'Candidate area' (circled in red) and 'Add a job' (circled in red). A filter bar contains: Job title, company, keyword ...; City; Contracts; Sectors; Functions; Other; and a trash icon. A red box highlights the filter bar with an arrow pointing to the text 'Use filters to sort jobs'. Below the filter bar, it says '1 offer found' and 'Generate an alert'. A job offer card is displayed for 'HE IG' (Haute Ecole d'Ingenierie et de Gestion du Canton de Vaud) with the title 'Professeur-e HES associé-e en robotique et automation industrielle'. The card includes location 'Yverdon-les-Bains', 'Non-specified', and '1 member employed here'. A white box with an arrow points to the job card with the text 'Select the job you would like to view and click on it'. At the top right, there are buttons for 'I subscribe', 'Contact', 'FAQ', 'User Guide', and social media icons. A red arrow points from the 'Candidate area' button to the text 'Create job alerts'. Another red arrow points from the 'Add a job' button to the text 'Access to post a job offer (for EPFL Alumni contributors only)'. The footer includes 'ABOUT US EPFL Alumni' and 'NETWORK EPFL Alumni' with social media icons.

- Looking for a job - Apply to a job offer

On this page, you will find all the offer description, additional information and the contact person. You'll be able to "Apply", add the job offer to your "Favorite offers" and "share" it by email or on social media.

Quick addition to your favorite job offers

Conseiller/ère Alumni
Epfl Alumni
- 6 minutes

EPFL Alumni Apply Favorite Share → Share options

New

Offer description

Your main missions:

- Actively manage and develop a significant portfolio of existing Alumnis through active and continuous follow-up.
- Become the preferred advisor for our Alumnis.

Skills and expertise

- Commercial training and experience in a similar position.
- Strong negotiation skills, goal-oriented, and results-driven.
- Proactive, autonomous, flexible, and a team player.
- Native French speaker, knowledge of English is a plus.

The company Follow this company

EPFL Alumni is a dynamic and influential organization that brings together the alumni of the École Polytechnique Fédérale de Lausanne (EPFL). With a global community of exceptional graduates, EPFL Alumni provides networking, mentoring, and professional development opportunities. We foster knowledge exchange and collaboration between alumni and current students, thus supporting innovation and growth in various fields such as technology, science, and entrepreneurship. Join us to establish lasting connections and contribute to shaping the future of our community and the world.

Info

- Temporary contract
- Administration
- Partial remote possible
- Part-time
- Academic
- 6 to 10 years
- 80-90 KCHF

Contact person

M. Michel Dupont
Human Resources Manager
079 556 56 56
michel.dupont@epfl.ch

Please note that as soon as you click on "Apply" you will be mentioned as a potential candidate on this EPFL Alumni Job board even if you don't go through the full process.

Depending on the application parameters chosen by the recruiter, this "Apply" button may redirect you to the recruiter's own external recruitment platform. This action will still mention you as a candidate on this EPFL Alumni Job board but not on the external platform of the recruiter.

Once you have clicked on **“Apply”** and the application is made on this platform, you will be redirected to a page where you will have to **write a note to the recruiter** and **attach the documents** for your application (**at least your CV**).

a more personalized message is highly recommended

CV mandatory

Benefits

Digital platform & database specialist

EPFL - ECOLE POLYTECHNIQUE FEDERALE DE LAUSANNE

E-mail * bullegilis@hotmail.com No phone

Your application message

Make a difference to recruiters by personalizing the application message

Dear recruiter,

I am pleased to contact you for the position of Digital platform & database specialist for which I wish to offer you my application. Please find attached my resume. I am at your disposal for any questions regarding my profile or my application.

Sincerely yours,

Record your application message

Add your CV*

Attach another document

Save this CV in your profile

By applying for this offer, you agree to share your personal information with EPFL - ECOLE POLYTECHNIQUE FEDERALE DE LAUSANNE

*Required fields

Send

Search

EPFL Alumni

subscribe Contact FAQ Us

BENEFITS COMMUNITY EVENTS NEWS CAREER COMPANIES STARTUPS

Candidate area

Dashboard Professional wishes Favorite offers Applications sent Job alerts

Your profile is completed at 80%

Update my profile

My groups

My events

My articles

My contributions and orders

Candidate area

Job offers

Dashboard

Favorite offers

Applications sent

Job alerts

You have sent 2 applications

Sent on 23. March 2023

EPFL

Digital platform & database specialist

EPFL - ECOLE POLYTECHNIQUE FEDERALE DE LAUSANNE

CH

1200 membres employés ici

You can find a summary of your applications in the tab **“Applications sent”** from the left side menu.

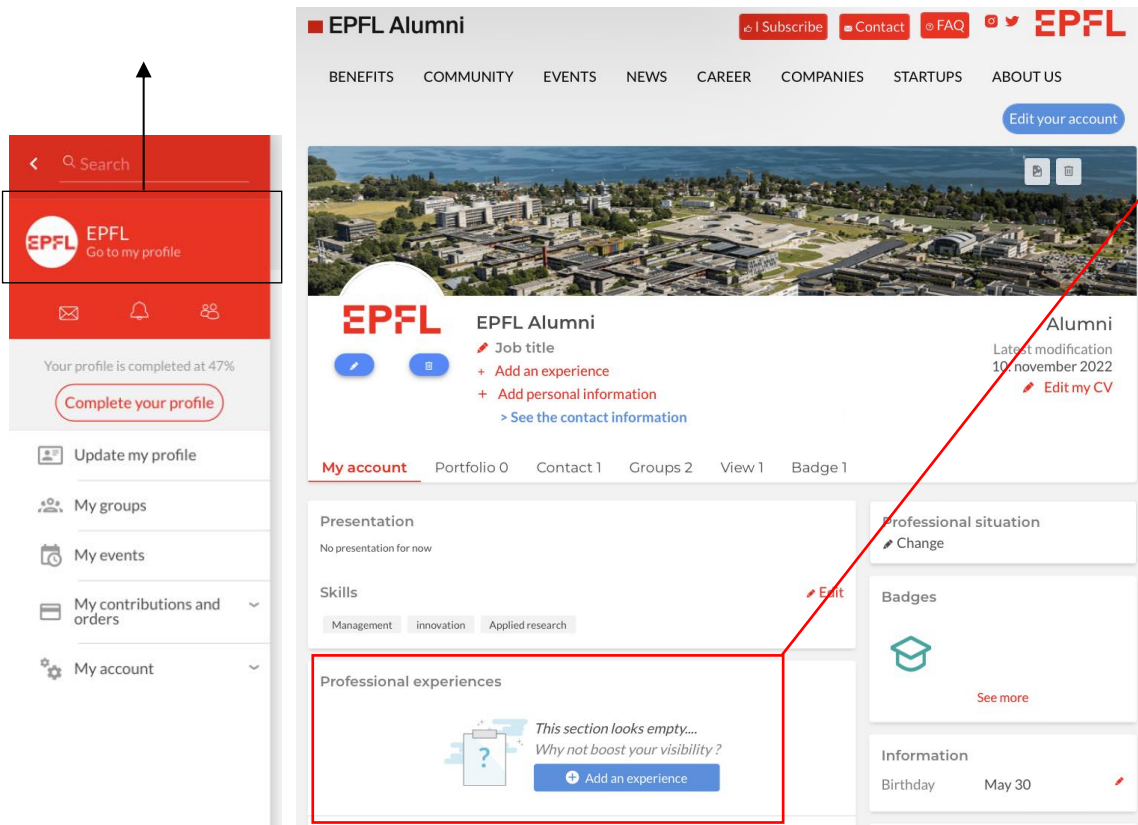
Add any other document required/recommended for the application (ex: cover letter)

▪ **Recruit an alumnus or an alumna – Update your profile and your company page**

If you are recruiting within your team, you can post jobs and manage applications from your alumni account. This service is reserved to contributing members and only if you recruit within your team. You will need to manage properly all applications received, according to the [general terms of use](#).

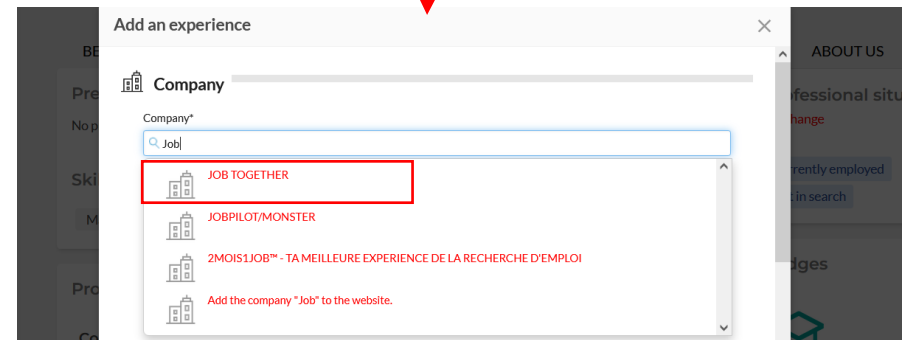
If your company is recruiting more broadly, please ask your HR team to create a Company account and [select the appropriate subscription](#).

In the upper left corner of the user menu, click on "Go to my profile" or "Update my profile". You can also find in this side menu your private messages, your notifications and your contact requests.

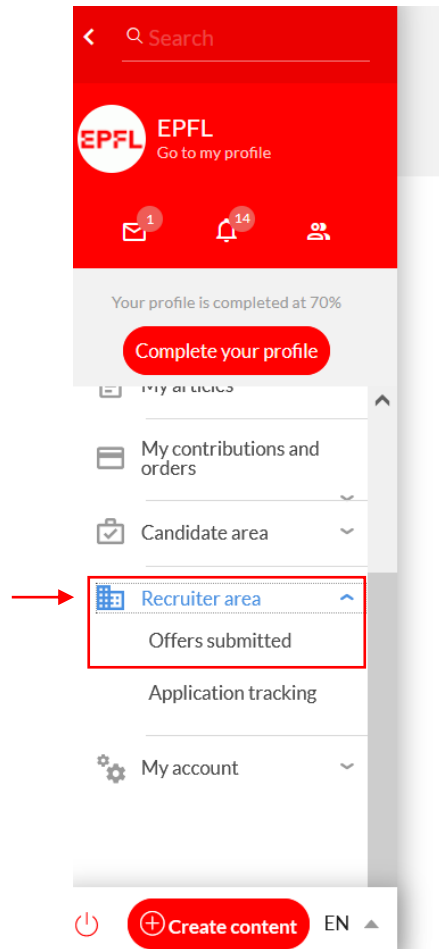


In order to recruit an alumnus or alumna for your team, it is important that you **update your current professional experience**.

1. Click on add an experience
2. In the new window, fill in the first field with the name of your company and click on the correct company in the drop-down list
3. If it does not exist yet, click on "Add the company "XXX" to the website"



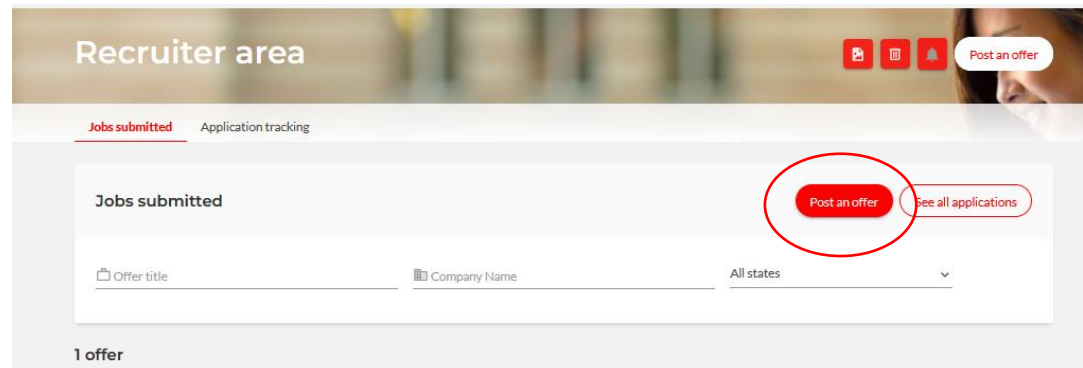
Recruit an alumnus or an alumna - Post a job offer



To be able to post a job offer, **make sure your EPFL Alumni contribution status is still active**. If not, please update your contribution on this page. This is the only way you can have access the Job board. Please do not create a recruiter account as an alumnus/alumna if you are recruiting in your team and will manage the application process. If you wish your HR team manages the process and posts jobs beyond your team, then ask your HR to create a Recruiter account and purchase a subscription. Thank you.

Then:

1. Access to your **"Recruiter area"** tab in the left side menu and select the **"offers submitted"** page.
2. Then click on the red button **"Post an offer"**.



4. Fill in all the required job offer information on the next window.

6. If you want the applications to be made through your website, please mention it in the "**Online application link**" field. Applicants will be redirected to your recruiting platform.

5. Fill in the "Name of contact person" and the "Email collecting applications" for this offer.

7. Select on the red button an action:

"Post this offer" or "Save as draft" and then click on "OK"

All job offers are subject to validation by our career manager
After validation, you'll receive an automatic confirmation by email and your job offer will be made visible to the community.

▪ **Recruit an alumnus or an alumna - Manage job offers**

In your **Recruiter area** (accessible by left side menu), click on the **“Jobs submitted”** tab to have an overview and manage your job offers.

The screenshot shows the EPFL Alumni Recruiter interface. At the top, there's a navigation bar with 'EPFL Alumni' and various utility buttons like 'Subscribe', 'Contact', 'FAQ', and 'User Guide'. Below that is a main menu with categories like 'BENEFITS', 'COMMUNITY', 'EVENTS', 'NEWS', 'CAREER', 'COMPANIES', 'STARTUPS', and 'ABOUT US'. The 'Jobs submitted' tab is highlighted in a red box. Below the navigation, there's a search bar with fields for 'Offer title', 'Company Name', and 'All states'. A 'Post an offer' button and a 'See all applications' button are also visible. Underneath, it shows '1 offer' with a 'Published on' dropdown. The main content area displays a job offer for 'Digital platform & database specialist' at EPFL - ECOLE POLYTECHNIQUE FEDERALE DE LAUSANNE. It includes the address '1015 Lausanne' and 'Temporary contract'. A status box says 'You have processed all the applications.' and shows '1 applicant'. An update date 'Updated on 8. February 2023' and a 'Published' tag are also present. A red box highlights the three-dot menu icon next to the offer.

Any job offer is valid for 45 days

After this period, you will receive an email asking you if:

1. you have fulfilled the position
2. you wish to renew the offer for additional 45 days

Click on this icon to:

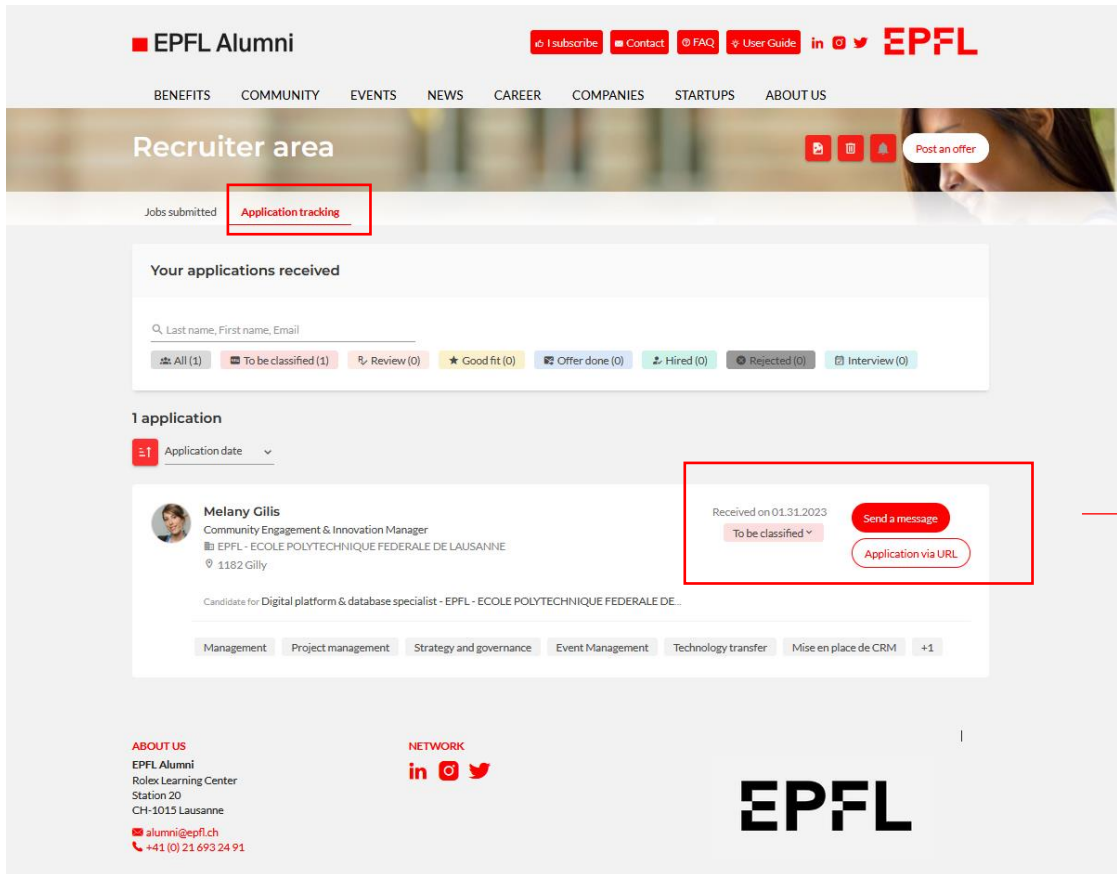
- Edit
- Show
- Save as draft
- Duplicate
- Post
- Filled**
- Delete

1. Edit the offer
2. Show the job posting
3. Save as draft
4. Duplicate
5. Post / unpublish
6. Tag as “Filled”
7. Delete

In order to keep the job board database up to date for our members, **please announce as soon as the position is filled by clicking on "Filled", even if you follow up the applications on your internal platform.** Thank you for your collaboration.

Recruit an alumnus or an alumna - Manage applications

In your **Recruiter area** (accessible by left side menu), click on the **“Application tracking”** tab to have an overview and manage the applications received for each position.



On this page you can:

1. Overview all applications received
2. Manage applications with tags
3. Send a message to applicants

■ Devenez Mentor ou soyez mentoré (module de mentorat)

- Mentoring or Expert advice?
- Student: How to create an account?
- Future mentor/expert: Set your preferences
- Future mentee: Set your preferences
- You wish to be a mentor / an expert
- You wish to find a mentor / an expert
- Manage your relation
- Understand the Mentoring module algorithm

The EPFL Alumni is pleased to introduce its new mentorship module! Find your perfect match through a matching algorithm, manage your relationships with integrated scheduling and videoconferencing tools, and assess the quality of the relationships formed.

The screenshot shows a user interface for a mentoring module. At the top, it says "Mentoring & Expert advice - Welcome". The main content is divided into three columns:

- Left Column:** Greeting "Hello Agathe Lila Hartmann!" with a profile icon "AL". Below it, statistics show "12 Mentoring" and "9 Expert advice".
- Middle Column:** "Complete your profile" section with a document icon and a "Complete my profile" button.
- Right Column:** "Your Mentoring Preferences" section with a "Complete my profile" button, a "See all Mentees" button, and a note "Updated on 27 Jun".

Below these columns is a section titled "Recommended profiles according to your mentoring preferences" with four buttons: "Find a Mentor", "Search for an expert", "Search for a Mentee" (highlighted), and "Become expert (1 session)". A "See all Mentees" button is also present on the right.

The bottom section features a decorative illustration of a landscape with trees and a hill. The text in this section reads: "No recommended profile... We do not have any profiles to recommend at this time. Change your Mentoring preferences or search for a member!" with a "See all Mentees" button.

LATERAL MENU User page

SUPERIOR MENU General pages

The screenshot displays the EPFL Alumni user interface. On the left, a red sidebar contains a search bar and a list of menu items. The 'Mentoring' item is circled in red. The main header features the EPFL Alumni logo, navigation links (BENEFITS, COMMUNITY, EVENTS, NEWS, CAREER, MENTORING, COMPANIES, ABOUT US), and utility buttons (I subscribe, Contact, FAQ, User Guide, social media icons, EPFL logo). The 'MENTORING' link in the header is circled in red. Below the header, a banner image shows the EPFL building. The user profile for Gaëlle Crausaz is displayed, including her name, title (Career Services & Corporate Relations Manager), affiliation (EPFL - ECOLE POLYTECHNIQUE FEDERALE DE LAUSANNE - Human Resources - Education / Academia / Research), and location (Lausanne, Switzerland). A red arrow points to a 'See the contact information' link. At the bottom, a navigation bar shows 'My account' as the active page, along with statistics for Portfolio (0), Contacts (11), Groups (4), and Badge (0).

■ Mentoring or Expert advice?

These two distinct modules function identically, but the Mentoring module is programmed for long-term follow-up, while the Expert advice module enables you to receive specific help on an individual basis.

Mentoring

You can sponsor members or be sponsored for the long term.

Find a mentor

- Be advised and supported over several sessions.



Become mentor

- Advise and support students or alumni over several sessions.



Expert advice

You can receive help or advice on an ad hoc basis

Get expert advice (1 session)

- Receive punctual advice on specific topics (1 session).



Become an expert advisor

- Share punctual advice on your areas of expertise (1 session).




Mentor members or be mentored for a certain period of time!

Receive or give advice on a specific subject!

■ Student: How to create an account?

EPFL students will need to create an account to access the mentoring module. Students can access the module starting at their 3rd year of Bachelor studies. To create an account, click on the [registration link](#) on the main page of the mentoring program.

REGISTER



Title*

Mrs ▾

First name*

First name - Required field

Birth name*

Birth name - Required field

E-mail*

Email - Required field

Confirm Email*

Confirm Email - Required field

Phone number

Phone number

Degree*

Degree ▾

Year of promotion*

2024 ▾


Additionnel comment

SCIPER - Required field

I agree to receive emails from the network

By ticking this box, I acknowledge I have read [users charter](#) and agree to the terms and conditions.

*Required field



Register

Master’s students at EPFL who have obtained their Bachelor’s degree at the School already have an alumni account created on the platform. They can use it to access the mentoring module by activating their account first.

■ **Future mentor /expert : Set your preferences**

To ensure the efficiency of the matchmaking algorithm, follow these steps to set up your preferences.

Topics on which you can advise:

- Education (BS, MSc)
- Continuing education (MBA, project management, CAS, etc.)
- PhD / Postdoc / Academic research
- Career orientation / Career path / Job title / Sectors
- Job search / Application file / Interview
- Entrepreneurship / Startup / Business creation Innovation / Technology
- International mobility Work permit for Switzerland (non-UE)
- Work-life balance

Skills mastered:

- Alumforce expert ✕ Composite materials ✕ Humanitarian ✕
- Industrials ✕ Industrial goods ✕ Compliance ✕ Reconciliation ✕
- Scrum ✕ Reliable ✕ Gestion de projet ✕ corporate relations ✕
- customer relationship management ✕ employer branding ✕
- customer acquisition ✕ career coaching ✕ italian ✕
- materials research ✕ recruitment ✕ materials characterization ✕

Fields of activity in which you have experience:

- Not for Profit / Social ✕ Architecture / Urban Planning ✕
- Audit / Consulting / Professional Services ✕ Banking / Finance / Insurance ✕
- Chemicals / Ingredients ✕ Construction / Civil Engineering ✕
- Consumer Goods (Food, Beverage, Cosmetics, Tobacco, other) ✕
- Education / Academia / Research ✕ Media / Advertising / Communication / PR ✕
- Renewables / Environment ✕ Real Estate ✕ Hospital / Healthcare ✕
- Primary & Secondary Education / Other Education ✕
- Agriculture / Forestry / Wood ✕

Roles/positions in which you have experience:

- Achats / Approvisionnement ✕ Administration ✕ Architecture ✕
- Art & Design ✕ Autre ✕ Comptabilité / Finance / Controlling ✕
- Conseil ✕ Développement Durable ✕
- Education / Enseignement / Formation ✕ Développement d'Affaires / Vente ✕

Set your preferences: Favorite cities

Your favourite cities for meetings

Choose your favourite cities and we will suggest the nearest members.

 You can add more by starting to type

Lausanne, Suisse  Genève, Suisse  Paris, France 

Washington, Missouri, États-Unis 

Favouring members around me

Your alerts

Would you like to be alerted when new members match your mentoring preferences?

I would like to be notified by e-mail as soon as a member matches my preferences.

On this page, you can choose multiple cities that the algorithm will favor for your searches.


Mentoring

Congratulations!

Thank you for updating your matching preferences. It will help us suggest the best members matching your criteria.

Start my search

Don't forget to update your profile, as the algorithm will also base its decisions on the information you enter!




Hello Agathe Lila Hartmann!

Find in this space all the essential information about the Mentoring service.

13 Mentoring **9** Expert advice

Complete your profile


This information is essential to provide you with the best possible results!



Complete my profile

Your Mentoring Preferences

This information is essential to provide you with the best possible results!

Updated on 27 Jun 

■ **Future mentee: Set your preferences**

To ensure the efficiency of the matchmaking algorithm, follow these steps to set up your preferences.

Topics you would like to discuss:

- Education (BS, MSc)
- Continuing education (MBA, project management, CAS, etc.)
- PhD / Postdoc / Academic research
- Career orientation / Career path / Job title / Sectors
- Job search / Application file / Interview
- Entrepreneurship / Startup / Business creation Innovation / Technology
- International mobility Work permit for Switzerland (non-UE)
- Work-life balance

Desired skills:

- Alumnforce expert ✕ Composite materials ✕ Humanitarian ✕
- Industrials ✕ Industrial goods ✕ Compliance ✕ Reconciliation ✕
- Scrum ✕ Reliable ✕ Gestion de projet ✕ corporate relations ✕
- customer relationship management ✕ employer branding ✕
- customer acquisition ✕ career coaching ✕ italian ✕
- materials research ✕ recruitment ✕ materials characterization ✕

Fields of activity you are interested in:

- Not for Profit / Social ✕ Architecture / Urban Planning ✕
- Audit / Consulting / Professional Services ✕ Banking / Finance / Insurance ✕
- Chemicals / Ingredients ✕ Construction / Civil Engineering ✕
- Consumer Goods (Food, Beverage, Cosmetics, Tobacco, other) ✕
- Education / Academia / Research ✕ Media / Advertising / Communication / PR ✕
- Renewables / Environment ✕ Real Estate ✕ Hospital / Healthcare ✕
- Primary & Secondary Education / Other Education ✕
- Agriculture / Forestry / Wood ✕

Roles/positions you are interested in:


- Administration ✕ Art & Design ✕ Développement Durable ✕
- Développement d'Affaires / Vente ✕ Education / Enseignement / Formation ✕


Set your preferences: Favorite cities


Your favourite cities for meetings


Choose your favourite cities and we will suggest the nearest members.

 You can add more by starting to type

Lausanne, Suisse 

Genève, Suisse 

Paris, France 

Washington, Missouri, États-Unis 

Favouring members around me

Your alerts

Would you like to be alerted when new members match your mentoring preferences?

I would like to be notified by e-mail as soon as a member matches my preferences.

[Previous step](#)

[Confirm my preferences](#)

On this page, you can choose multiple cities that the algorithm will favor for your searches.

Mentoring

Congratulations!

Thank you for updating your matching preferences. It will help us suggest the best members matching your criteria.

[Start my search](#)

■ You wish to be a mentor / an expert

As a mentor/expert, you are now available to mentees so that they can ask you for support and/or advice on an ad hoc basis. You can also proactively search for a pair by clicking on *'Find a mentee'* or *'Become an expert (1 session)'* to discover the profiles of students and/or alumnae and alumni to advise.

Search for a mentee

 Become expert (1 session)

You can click on the mentee's profile to see details of their skills, sectors of activity and the specialisms in which they need support. If the profile seems relevant to you, you can click on *'Mentor XX'* or *'Help XX'* to start a relationship. The chosen person will receive an email informing them of your request.

Mentor Yasmine

Help Yasmine

By clicking on one of these two buttons, a page will appear in the middle of the screen: indicate the subjects in which you can advise the mentee, your preferred means of communication and a time slot for a meeting (face-to-face, by telephone or videoconference).

Once you have entered all this information, click on “Send” and wait for a reply.

Make sure to refresh the page.

Mentor Yasmine ✕

ⓘ Specify in your message what you are looking for by detailing what prompted you to make the request. This message is private and can only be seen by the selected member and network administrator.

Indicate what advice you can provide *

Write here

Communication channel

Face to face Videoconference Phone Other

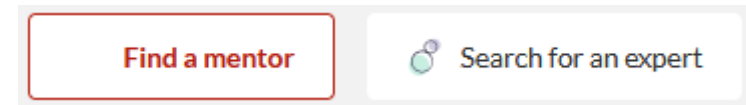
Time slot

[Ajouter un créneau](#)

[Cancel](#) [Send](#)

■ You wish to find a mentor / an expert

As a mentee, you are now looking for a mentor/expert to provide you with advice and support on a long-term or one-off basis. Click on *'Find a mentor'* or *'Find an expert'* to discover the profiles of alumnae and alumni with fields of study/background/experience similar to yours or to those that interest you.



You can click on the mentors' profiles to see details of their skills, sectors of activity and the specialisms in which they can advise you. If the profile seems relevant to you, you can click on *'Be Mentored'* or *'Get advice'* to start a relationship. The chosen person will receive an email informing them of your request.



If none of the profiles proposed by the algorithm meet your expectations, click on *'See all mentors'* and use the filters to make a new search.

By clicking on one of these two buttons, a page will appear in the middle of the screen: indicate the subjects you would like the mentor to advise you on, your preferred means of communication and a time slot for a meeting (face-to-face, by telephone or videoconference).

Once you have entered all this information, click on “Send” and wait for a reply.

Make sure to refresh the page.

Be mentored by Yann ✕

ⓘ Specify in your message what you are looking for by detailing what prompted you to make the request. This message is private and can only be seen by the selected member and network administrator.

Specify what you are looking for in terms of advice *

Write here

Communication channel

Face to face Videoconference Phone Other

Time slot

[Add a slot](#)

[Cancel](#) [Send](#)

■ Manage your relation

To access your discussions with your mentor / mentee, click on the icon with two message bubbles in the left-hand corner of the page.



Mentoring & Expert advice - Welcome

Your next appointment by Videoconference /
Phone

Wednesday 28 August from 16:45 to 17:15

Edit

Cancel

If you receive a relation request and the time slot doesn't suit you, you can propose another time slot or cancel it.

Once your relation request has been accepted, or you have received a request that you have accepted, you can chat with your mentor / mentee via the messaging tool integrated into the platform.

The page is not continually updated, so be sure to refresh it to see any new messages or requests.

Bonjour Gaëlle,
Je pense pouvoir te donner des conseils dans les domaines que tu as renseigné sur ton profil.
Es-tu disponible pour un appel à la date proposée?
Bonne journée

06/26/2024
[Profile Icon] has read

😊
Gaëlle Crausaz has accepted the request for mentoring
06/27/2024

😊
Gaëlle Crausaz has accepted the slot of 07/01/2024 10:00 AM
06/27/2024

Bonjour Agathe, merci pour ton message. Avec plaisir pour échanger à ce moment-là, j'ai accepté ta demande!
A bientôt

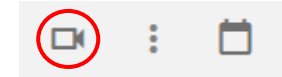
06/27/2024

📅
You have proposed the slot of 07/17/2024 11:30 AM
Today at 10:23 AM

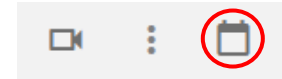
Your message

0 / 500

At the time of the scheduled meeting with your mentor / mentee, if you have selected the video conferencing option, click on the camera icon in the right-hand corner of the page so start the call.



For a long-term mentoring relation, you can schedule as many meetings as you like on the platform by clicking on the calendar icon on the right-hand corner of the page.



Once the relation is over, click on the three dots in the right-hand corner of the page, then on “*Finish the Mentoring*” to end your relation. A page asking you to rate your mentor / mentee and leave feedback will appear, *visible only to platform administrators*.



■ Understand the Mentoring module algorithm

Our algorithm takes different criteria and weightings into account when matching mentors and mentees. The majority of the weighting is based on your academic background and area of support, but we also take into account:

- Your level of experience
- Your position / role
- Your location
- Your area of expertise
- Your skills