



USER GUIDE FOR UPLOADING A CURRICULUM VITAE

Lastest version: June 2021

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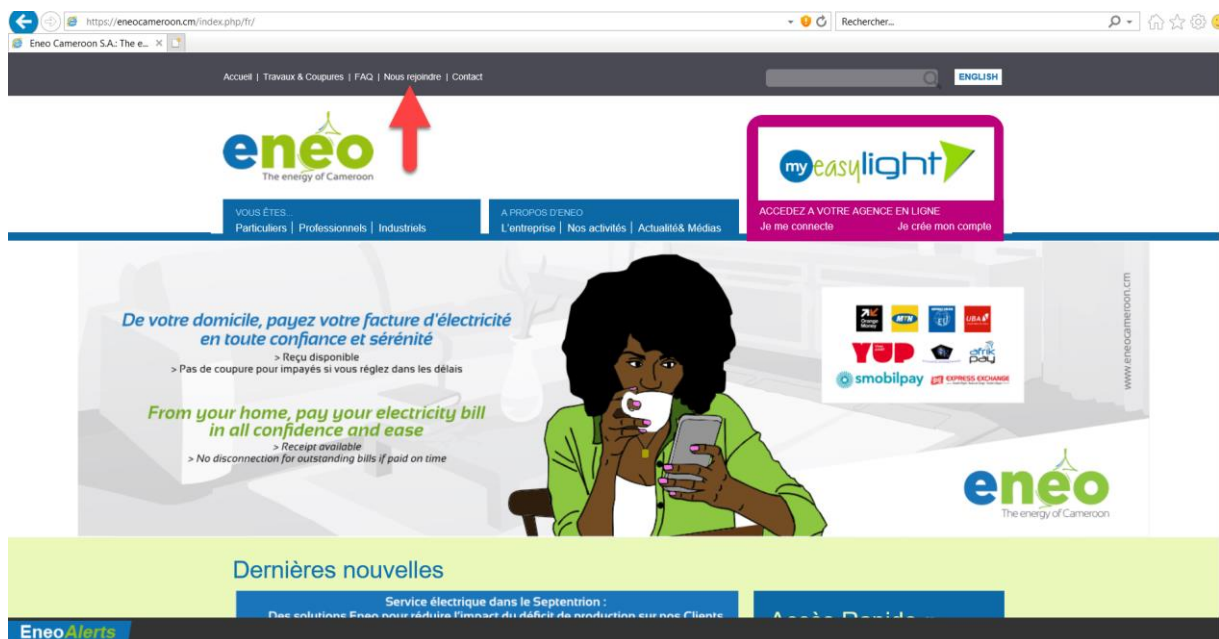
1. ACCESSING THE ENEO JOB SITE

To access the Eneo job site, we recommend the use of *Google Chrome*  or *Mozilla*  and enter the following address:
<https://jobsite.eneoapps.com/index.php/fr/>

or go to the official Eneo website at:

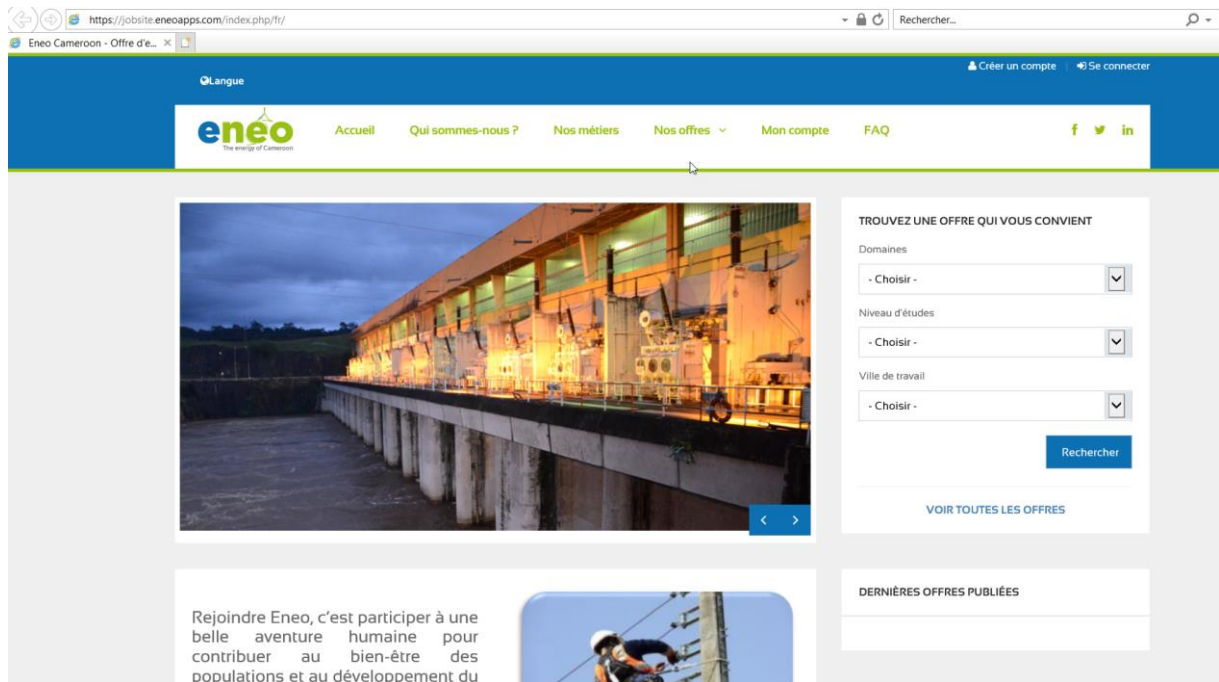
<https://eneocameroon.cm/index.php/fr/>

and click on **"Join us"** in the menu bar at the top of the page.



The homepage below will open.

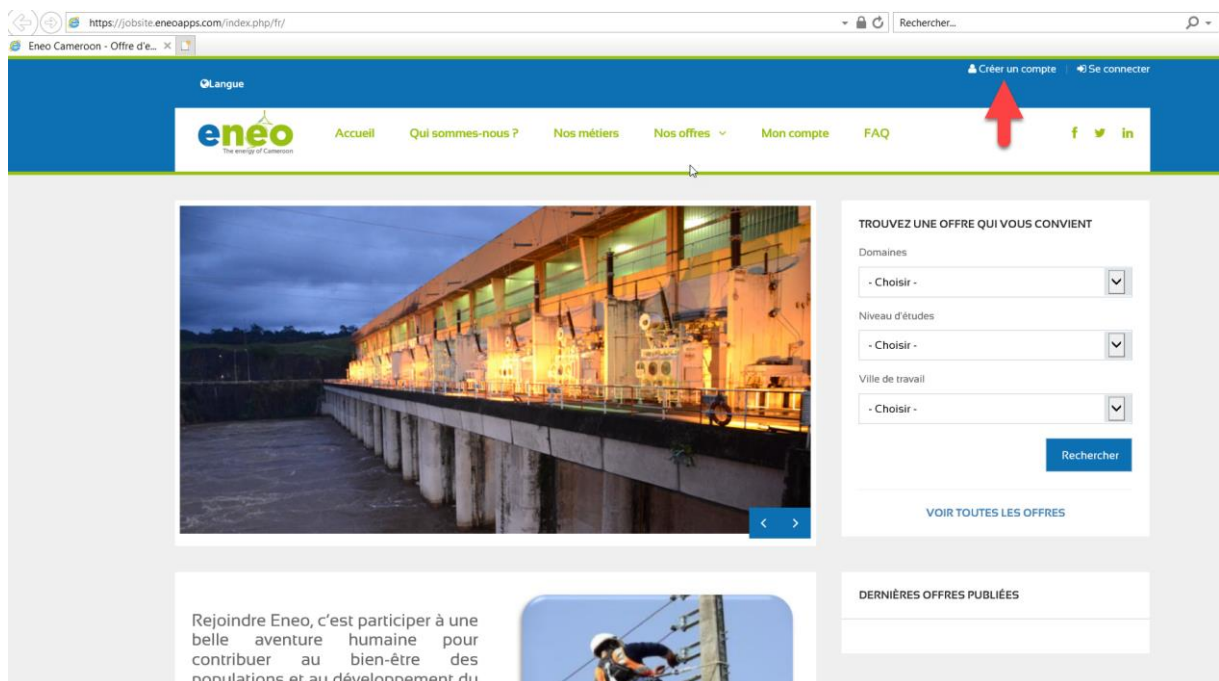
USER GUIDE FOR UPLOADING A CV ON THE ENEO JOB SITE



2. CREATING A CANDIDATE ACCOUNT

To apply for a job or apply spontaneously, you need to have an account.

If you do not have an account, click on **"Create an account"**.



The following page will open. Enter your personal data by filling in all the mandatory fields marked with an asterisk.

USER GUIDE FOR UPLOADING A CV ON THE ENEO JOB SITE

When you choose **"CAMEROON"** as your nationality, you will see new fields in the form. Please fill them to continue.

The screenshot shows the registration page on the Eneo Cameroon website. The page is divided into two main sections: 'SAISISSEZ VOS DONNÉES PERSONNELLES POUR CRÉER UN COMPTE' and 'IDENTIFICATION'. The 'SAISISSEZ VOS DONNÉES PERSONNELLES' section contains fields for 'CIVILITE', 'Nom', 'Prénom', 'Genre', 'Nationalité', 'Pays d'origine', 'Région d'origine', 'Département d'origine', 'Arrondissement d'origine', 'Ville de résidence', 'Date de naissance', and 'Lieu de naissance'. The 'IDENTIFICATION' section contains fields for 'Photo de profil', 'Code téléphonique', 'Téléphone', 'Adresse mail', 'Mot de passe', and 'Confirmez votre mot de passe'. There are also checkboxes for 'politique de confidentialité' and a CAPTCHA test.

1 These fields appear when you choose **"CAMEROON"** as your nationality

2 NB: NB: Click on **"Browse"** to choose a saved photo

3 Select **" Privacy Policy "**.

4 Enter **« 8*2=16 »**

5 Click on **"Register"** to create the account

You will be redirected to the home page and a **registration confirmation message** will be displayed below the menu

USER GUIDE FOR UPLOADING A CV ON THE ENEO JOB SITE

The screenshot shows the ENEO job site homepage. At the top, there is a blue header with the ENEO logo and navigation links: Accueil, Qui sommes-nous ?, Nos métiers, Nos offres, Mon compte, FAQ, and Forum. A red box highlights a success message: "Votre inscription au site de recrutement été effectuée avec succès. Bien vouloir vous connecter pour compléter votre CV en ligne." An orange arrow points from the title above to this message. Below the message, there is a login form on the left and a "Bienvenue" section on the right. The login form has fields for "Adresse mail" and "Mot de passe", a "Connexion" button, a link for "Mot de passe oublié ?", and a "Créer un compte" button.

Langue

Créer un compte | Se connecter

eneo
The energy of Cameroon

Accueil Qui sommes-nous ? Nos métiers Nos offres Mon compte FAQ Forum

Votre inscription au site de recrutement été effectuée avec succès. Bien vouloir vous connecter pour compléter votre CV en ligne.

CONNEXION

Adresse mail *

Mot de passe *

Connexion

Mot de passe oublié ?

Vous n'avez pas de compte ?

Créer un compte

Bienvenue

Now you can log in and fill in your CV information.

3. LOGGING IN TO THE CANDIDATE PAGE

To log in, you must enter your email address and the password you provided when you created your account.

The screenshot shows the ENEO website's login interface. At the top, there's a blue header with the ENEO logo and navigation links. Below the header, a green banner displays a success message in French. The main content area features a 'CONNEXION' form on the left and a 'Bienvenue' message on the right. The form includes fields for 'Adresse mail' and 'Mot de passe', a 'Connexion' button, and links for 'Mot de passe oublié ?' and 'Vous n'avez pas de compte ?'. Annotations include a green box with arrows pointing to the email and password fields labeled 'Enter your email address and password', and a red box with an arrow pointing to the 'Mot de passe oublié ?' link labeled 'If you have forgotten your password, click here to reset it'.

NB: If you have forgotten your password, click on the link "[Forgot your password?](#)" below the login button.

Enter your **email address** and click on "**Send**" and you will receive a default password by email.

This screenshot shows a modal window titled 'Votre adresse mail' overlaid on the login page. The modal contains a single text input field for the email address, an 'Annuler' button, and an 'Envoyer' button. Annotations include a green box with an arrow pointing to the input field labeled 'Enter your "Email Address"', and another green box with an arrow pointing to the 'Envoyer' button labeled 'Click on "Send".'

4. ENTERING YOUR CV ONLINE

There are five (5) steps involved in filling in your CV.

- Academic training
- Professional training
- Professional experience
- Skills
- Language skills

4.1. Academic Training

If you have one or more academic trainings, fill in the form. Otherwise, go to the next step by clicking on **"Next"**.

If you cannot find the name of your school, choose "Other" in the **"Training school"** section.

To enter your trainings, click on **"Add"**. You can add as many as you like.

To go to the next step, click on **"Next"**.

The screenshot shows the 'Etape 2 : Votre formation académique' form. At the top, there are navigation tabs for 'Etape 1 : Vos informations personnelles', 'Etape 2 : Votre formation académique' (active), 'Etape 3 : Votre formation professionnelle', 'Etape 4 : Votre expérience professionnelle', 'Etape 5 : Votre compétence', and 'Etape 6 : Votre Langue'. The form title is 'AJOUTER UNE NOUVELLE FORMATION' with instructions: 'CLIQUER SUR « AJOUTER » POUR SAUVEGARDER ET AJOUTER UN NOUVEL ENREGISTREMENT. ASSUREZ-VOUS DE SAUVEGARDER LES INFORMATIONS AVANT DE CLIQUER SUR « SUIVANT » POUR PASSER À L'ÉTAPE SUIVANTE.' The form fields include: 'Domaines *' (dropdown with 'GENIEELECTRIQUE'), 'Spécialité *' (dropdown with 'ELECTRICITE ET ELECTRONIQUE'), 'Ecole de formation *' (dropdown with 'AUTRE'), 'Diplôme obtenu *' (dropdown with 'BACCALAURÉAT'), 'Statut de formation *' (dropdown with 'Terminé'), 'Début de la formation *' (date range from 11/2011 to 12/2012), and 'Fin de la formation *' (date range from 12/2012 to 12/2012). At the bottom, there are 'Annuler' and 'Ajouter' buttons. A green box with an arrow points to the 'Ajouter' button with the text 'Click on "Add" to register a training.' Another green box with an arrow points to the 'Suivant' button with the text 'Click on "Next" to go to the next step'.

NB: When filling in your CV, the information you save is not visible. You will see it at the end.

4.2. Professional Training

If you have one or more professional trainings, fill in the form. If not, you can go to the next step by clicking on **"Next"**.

To enter your trainings, click on **"Add"**. You can add as many as you like.

To go to the next step, click on **"Next"**.

Etape 1 : Vos informations personnelles Etape 2 : Votre formation académique **Etape 3 : Votre formation professionnelle** Etape 4 : Votre expérience professionnelle

Etape 5 : Votre compétence Etape 6 : Votre Langue

AJOUTER UNE NOUVELLE FORMATION
 CLIQUER SUR « AJOUTER » POUR SAUVEGARDER ET AJOUTER UN NOUVEL ENREGISTREMENT.
 ASSUREZ-VOUS DE SAUVEGARDER LES INFORMATIONS AVANT DE CLIQUER SUR « SUIVANT » POUR PASSER À L'ÉTAPE SUIVANTE.

Description de la formation
 Habilitation haute tension (HT)

Nom du centre de formation
 Eneo Training Center

Nombre d'heures de la formation
 12

Pays de la formation
 CAMEROUN

Début de la formation *
 1/1/2011

Fin de la formation *
 1/1/2011

Information complémentaire
 RAS

Commentaire
 RAS

(*) Champs obligatoires

Précédent Annuler **Ajouter** Suivant

Click on **"Next"** to go to the next step

Click on **"Add"** to register a training.

NB: When filling in your CV, the information you save is not visible. You will see it at the end.

4.3. Professional Experience

If you have any professional experience, fill in the form. If not, you can go to the next step by clicking on **"Next"**.

To enter your experiences, click on **"Add"**. You can add as many as you like.

To go to the next step, click on **"Next"**.

The screenshot shows the 'AJOUTER UNE NOUVELLE EXPÉRIENCE' form on the ENEO website. The form is part of a 6-step process, with 'Etape 4 : Votre expérience professionnelle' currently active. The form includes fields for 'Nom de l'entreprise', 'Poste occupé', 'Contenu de l'emploi', 'Début de l'emploi', 'Fin de l'emploi', 'Statut de l'emploi', and 'Lieu de travail'. Annotations with arrows point to specific parts of the form: 'Describe the duties you performed in this position' points to the 'Contenu de l'emploi' text area; 'Say whether you are still holding this position in this company or whether you have terminated your contract' points to the 'Statut de l'emploi' dropdown menu; 'Click on "Next" to proceed to the next step' points to the 'Suivant' button; and 'Click on "Add" to enter an experience.' points to the 'Ajouter' button. The 'Précédent' button is also visible. A note at the bottom left states: 'NB: When you choose job status "ongoing", the end date of the job disappears. Or deactivates. When filling in your CV, the information you save is not visible. You will see it at the end'.

AJOUTER UNE NOUVELLE EXPÉRIENCE
CLIQUER SUR « AJOUTER » POUR SAUVEGARDER ET AJOUTER UN NOUVEL ENREGISTREMENT.
ASSUREZ-VOUS DE SAUVEGARDER LES INFORMATIONS AVANT DE CLIQUER SUR « SUIVANT » POUR PASSER À L'ÉTAPE SUIVANTE.

Nom de l'entreprise *

Poste occupé *

Contenu de l'emploi

Début de l'emploi *

Fin de l'emploi

Statut de l'emploi *

Lieu de travail *

(*) Champs obligatoires

Précédent Annuler Ajouter Suivant

Describe the duties you performed in this position

Say whether you are still holding this position in this company or whether you have terminated your contract

Click on "Next" to proceed to the next step

Click on "Add" to enter an experience.

NB:

- When you choose job status **"ongoing"**, the end date of the job **disappears. Or deactivates.**
- When filling in your CV, the information you save is not visible. You will see it at the end

4.4. Skills

If you have a skill from the list, fill in the form.

If not, you can go to the next step by clicking on **"Next"**.

To save your skills, click on **"Add"**. You can add as many as you like.

To proceed to the next step, click on **"Next"**.

Langue

eneo
The energy of Cameroon

Accueil Qui sommes-nous ? Nos métiers Nos offres ▾ Mon compte FAQ Forum f t in

Etape 1 : Vos informations personnelles Etape 2 : Votre formation académique Etape 3 : Votre formation professionnelle Etape 4 : Votre expérience professionnelle

Etape 5 : Votre compétence Etape 6 : Votre Langue

AJOUTER UNE NOUVELLE COMPÉTENCE
CLIQUER SUR « AJOUTER » POUR SAUVEGARDER ET AJOUTER UN NOUVEL ENREGISTREMENT.
ASSUREZ-VOUS DE SAUVEGARDER LES INFORMATIONS AVANT DE CLIQUER SUR « SUIVANT » POUR PASSER À L'ÉTAPE SUIVANTE.

Nom de la compétence

- Choisir - ▾

Note :

- Choisir - ▾

Commentaire

(*) Champs obligatoires

Précédent Annuler Ajouter Suivant

Click on **"Add"** to enter a skill.

Click on **"Next"** to go to the next step

NB: When filling in your CV, the information you save is not visible. You will see it at the end.

4.5. Language Skills

If you speak one of the languages listed, fill in the form.

You must speak at least one language to be recruited by **Eneo**.

For each language, you must describe the level of "**spoken**" and "**written**" skills

The screenshot shows the Eneo website header with the logo and navigation links: Accueil, Qui sommes-nous?, Nos métiers, Nos offres, Mon compte, FAQ, Forum. Below the header is a progress bar with five steps: Etape 1: Vos informations personnelles, Etape 2: Votre formation académique, Etape 3: Votre formation professionnelle, Etape 4: Votre expérience professionnelle, and Etape 5: Votre compétence. The current step is Etape 6: Votre Langue. The form title is 'AJOUTER UNE NOUVELLE LANGUE' with instructions: 'CLIQUER SUR « AJOUTER » POUR SAUVEGARDER ET AJOUTER UN NOUVEL ENREGISTREMENT. ASSUREZ-VOUS DE SAUVEGARDER LES INFORMATIONS AVANT DE CLIQUER SUR « SUIVANT » POUR PASSER À L'ÉTAPE SUIVANTE.' The form contains a 'Langue' dropdown menu with '- Choisir -' selected, and two dropdown menus for 'Parlé :' and 'Ecrit :', both with '- Choisir -' selected. At the bottom, there are four buttons: 'Précédent', 'Annuler', 'Ajouter', and 'Terminé'. A green arrow points from the 'Ajouter' button to a text box below, and another green arrow points from the 'Terminé' button to a text box below.

Click on "**Add**" to enter a language

Click on "**Finish**" to go to the next step

To save your languages, click on "**Add**".

To complete your online entry, click on "**Finish**". This will automatically complete the process and you will be redirected to "**My CV**" menu where you will see all your CV information.

5. SUMMARY OF CV

When you have finished filling in your CV online for the first time, a page summarising your CV will be displayed (see image below), and you will be able to make updates as required.

For each section (training, experience, skills) you can add, modify or delete an element of your CV.

USER GUIDE FOR UPLOADING A CV ON THE ENEO JOB SITE

The screenshot shows the user profile page on the Eneo website. The header includes the Eneo logo and navigation links: Accueil, Qui sommes-nous?, Nos métiers, Nos offres, Mon compte, FAQ, Forum. The profile section displays personal information: Nom et prénom (Votre nom), Adresse mail (Email), Téléphone (+237-699887766), Adresse, Boîte postale, Date de naissance (9/9/1990), Lieu de naissance (cameroun / Douala 2), Lieu de résidence (DOUALA), and Origine (cameroun / Littoral / Djerem / Douala II). A green box with an arrow points to the '+ AJOUTER' button in the 'EXPÉRIENCES PROFESSIONNELLE' section, with the text 'Click on "Add" to create a new experience'. Another green box with an arrow points to the 'Modifier' button next to the 'ASSISTANTE ADMINISTRATIVE' experience, with the text 'Click here to "Modify" this experience'. Below this are sections for 'DIPLÔMES ET QUALIFICATIONS', 'LANGUES' (with 'FRANÇAIS' listed as 'Parlé: Excellent' and 'Écrit: Excellent'), 'PERMIS ET ATTESTATIONS', and 'ACTIVITÉS ASSOCIATIVES', each with a '+ AJOUTER' button.

6. APPLYING FOR A JOB

To apply for a job, you must be logged in.

Access the list of vacancies by clicking on the menu **Our vacancies -> List of vacancies**.

Then select the vacancy you wish to apply for and click on the **"Apply"** button.

USER GUIDE FOR UPLOADING A CV ON THE ENEO JOB SITE

The screenshot shows the ENEO website interface. At the top, the navigation bar includes links for 'Accueil', 'Qui sommes-nous?', 'Nos métiers', 'Nos offres', 'Mon compte', 'FAQ', and 'Forum'. A green box highlights the 'Nos offres' dropdown menu, which contains 'Etapes de recrutement' and 'Liste des offres'. A green arrow points from the 'Liste des offres' link to the 'Liste des offres (1)' page. On the left, a job listing for 'DIRECTEUR DES RESSOURCES HUMAINES' is shown with details: 'Type de contrat : CDI', 'Nombre de postes : 1', 'Domaine : MANAGEMENT', and 'Date expiration : 31/01/2021'. A green box highlights the 'Postuler' button. A green arrow points from a text box to the 'Postuler' button. The text box contains the instruction: 'To apply for a job click on "Apply".' On the right, a section titled 'DOMAINES D'ACTIVITÉS' lists three categories: 'MANAGEMENT', 'GENIE INDUSTRIEL', and 'GENIEELECTRIQUE', each with a count of '1' and a link to 'Retrouvez toutes les offres'.

Go to the list of **vacancies**

ACCUEIL / LISTE DES OFFRES (1)

DIRECTEUR DES RESSOURCES HUMAINES

Type de contrat : CDI
Nombre de postes : 1
Domaine : MANAGEMENT
Date expiration : 31/01/2021

Détail Postuler

To apply for a job click on "Apply".

DOMAINES D'ACTIVITÉS

Offres **MANAGEMENT**
1 Retrouvez toutes les offres ➔ Ici

Offres **GENIE INDUSTRIEL**
1 Retrouvez toutes les offres ➔ Ici

Offres **GENIEELECTRIQUE**
1 Retrouvez toutes les offres ➔ Ici

7. ONLINE ASSISTANCE

The screenshot shows the ENEO website interface with a focus on the 'Forum' link in the navigation bar. A green arrow points from a text box to the 'Forum' link. The text box contains the instruction: 'Need help? Click on "Forum".' Below the navigation bar, there is a large image of two workers in safety gear operating a machine. To the right of the image, there is a section titled 'TROUVEZ UNE OFFRE QUI VOUS CONVIENT' with three dropdown menus for 'Domaines', 'Niveau d'études', and 'Ville de travail'. A 'Rechercher' button is located below the dropdowns. At the bottom of the section, there is a link 'VOIR TOUTES LES OFFRES'.

Langue

Créer un compte Se connecter

eneo Accueil Qui sommes-nous? Nos métiers Nos offres Mon compte FAQ Forum

Need help? Click on "Forum".

TROUVEZ UNE OFFRE QUI VOUS CONVIENT

Domaines
- Choisir -

Niveau d'études
- Choisir -

Ville de travail
- Choisir -

Rechercher

VOIR TOUTES LES OFFRES