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Role-based Recruiting VA Trial Guide

How to Use the myCESO Enhancements

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1. Introduction and Trial Support

This guide is an introduction to an exclusive VA trial of CESO’s new role-based recruiting features. These features will help you more easily find assignments of interest and will enable CESO to more easily find you!

The foundation of role-based recruiting is the use of common, standardized terminology applied across clients, assignments, and VAs including:

- industry “sectors” (e.g. Manufacturing, Tourism and Hospitality, etc.)
- business “functions” (e.g. Human Resources, Marketing, etc.)
- “roles”, often called job titles, provide a high-level description of the nature of the tasks required (e.g. Accounting and Auditing Advisor, Business Planning Advisor, etc.) and
- “similar roles”, which as their name implies, share some common competencies with a given role, and may make them potential substitutes as described in section 5.3

Sectors, functions, and roles are described in detail in CESO’s Advisory Roles and Services document which is accessible as part of this trial. Using this guide, you will be able to trial and provide feedback on role-based recruiting’s three new myCESO-based enhancements which are described in more detail in sections 3-5.

- an Enhanced Assignment Opportunities Board
- an Enhanced myCESO profile “Expertise and Experience” section, and
- a new Assignment Opportunities Email Notification feature

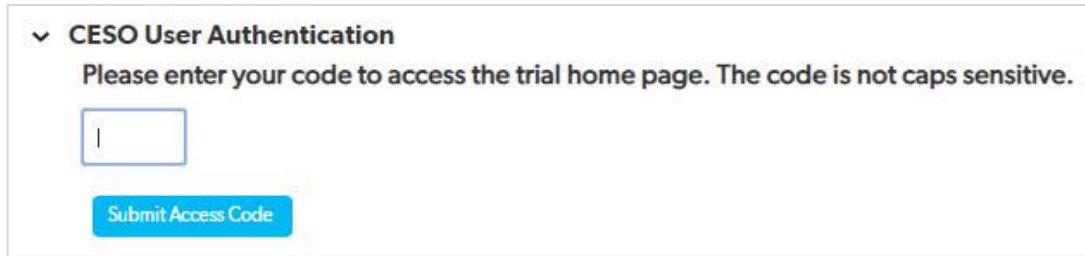
A list of Frequently Access Questions (FAQs) is accessible as part of this trial. While we will be reaching out to you to collect your feedback, should you have any questions or comments, please contact our trial coordinator, Nita Dunn at ndunn@ceso-saco.com.

2. Starting the Trial

Each participant will receive two emails to enable them to begin the trial as described below.

Email Title	This email provides...
Welcome to the Role-based Recruiting VA Trial	a link to access the trial functionality.
Some Additional Trial Information	a custom four-digit, non-caps sensitive, access code to be entered after the link above is accessed (see Figure 2). Once entered, the “Submit Access Code” should be pressed which will direct you to the Trial Introduction page (Figure 3).
	This email also provides a list of some of your past assignments including their associated roles and sectors. While this isn’t an exhaustive list, it should help you become more familiar with some of the role-based recruiting terminology being introduced.

Figure 1: Role-based Recruiting VA Trial Introduction Emails



▼ **CESO User Authentication**
Please enter your code to access the trial home page. The code is not caps sensitive.

Figure 2: Entering the Trial Access Code to Reach the Trial Introduction Page

▼ **CESO's Role-based Recruiting Trial**

Welcome to CESO's Role-based Recruiting VA Trial!

Thank you for joining a select group of VAs trialing CESO's new 'role-based recruiting' features delivered through our enhanced myCESO portal. This new functionality will make it easier for you to find assignments of interest, and for CESO to more easily find you!

An overview of the features we've added is given below which are described in more detail in the [Role-based Recruiting VA Trial Guide](#). You can also find answers to some [Frequently Asked Questions \(FAQ\) here](#)

Making Assignments Easier to Find Using Simple, Informative Titles and Further Defining the Services We Offer

To make assignments of interest easier to find, we will be including brief titles which describe the industry sector involved (e.g. Agriculture, Tourism and Hospitality, etc.) and the "role" to be performed (e.g. Business Planning Advisor, Gender Equity and Diversity Training Advisor, etc.). These titles complement the detailed information already provided and are defined in the [CESO's Advisory Roles and Services](#) document. These titles will be used in an [enhanced myCESO Assignment Opportunities Board](#) which is described in Section 3 of the [Role-based Recruiting VA Trial Guide](#)

Helping Ensure You're Contacted for the Right Assignments Through Your Enhanced myCESO Profile

Your current myCESO profile has enabled you to highlight your areas of specialization (e.g. business analysis, financial management, etc.) and industry experience (e.g. Microfinance, Natural Resources Development, etc.). To further improve the matching of your profile to our client s/partner s requirements, we have enhanced the myCESO profile such that you can use the same simple, informative titles that have been added to our assignments to describe your expertise and experience.

The use of common terminology from clients, to assignments, to VAs, helps with our initial matching, that is refined through a variety of means such as: resume reviews, assessments of completed CESO assignments, and direct discussion. Once the trial is complete this material will replace the current myCESO "Industry Experience" and "Specialize in" content. Instructions to update your expertise through roles and your related client experience can be found in Section 4 of the [Role-based Recruiting VA Trial Guide](#)

Notifying You of Assignments of Interest Via Emails Delivered at Your Convenience

Our new functionality will allow you to set up email assignment notifications based on your specific preferences regarding geography, industry sectors, roles, etc. You'll be made aware of assignments of interest any days of the week without the need to log on to the myCESO portal or await a recruiter's phone call as described in Section 5 of the [Role-based Recruiting VA Trial Guide](#)

Making Assignments You're Suited For Easier to Find and Helping You Ensure Your Profile is Accurate

Need to review the implementation before content is written...

The screenshot shows a trial introduction page with several blue buttons for navigation and a red button for completion. The buttons are arranged in two columns. The left column contains three buttons: 'ASSIGNMENT OPPORTUNITIES', 'MY ROLES AND INDUSTRY EXPERIENCE', and 'MY ROLES AND CLIENT EXPERIENCE'. The right column contains two buttons: 'ADD EMAIL NOTIFICATION' and 'ADD ROLES'. At the bottom of the page is a red button labeled 'SAVE ALL AND EXIT TRIAL'.

Figure 3: Trial Introduction Page

This page provides an overview of the trial's features as well as several buttons to access them. These enhancements are described in the following three sections.

3. Enhanced myCESO Assignment Opportunities Board

CESO’s Assignment Opportunities Board, accessible through the myCESO portal, is a listing of all available assignments which includes the respective recruiter’s email to explore them further.

To more easily identify assignments of interest, as shown in Figure 4, the Enhanced myCESO Assignment Board, available by pressing the new “ASSIGNMENT OPPORTUNITES” button, simplifies the assignment list by adding the respective sectors and roles. More details, including the assignment purpose can still be found by accessing the “Assignment Profile”. As before, the recruiter’s email is provided to explore the opportunity further.

FILTERS

- Country
 - Bolivia
 - Canada
 - Colombia
 - Ecuador
 - Ethiopia
 - Guyana
 - Honduras
 - Macedonia
 - Senegal
- Assignment Sector
 - Agriculture
 - Arts Recreation and Culture
 - Business Support Services
 - Economic Development, Microfinance and Finance
 - Food and Beverage Production
 - Governance (multi-sector)
 - Natural Resources Management
 - Tourism and Hospitality
 - Wholesale and Retail Trade
- Assignment Function

Applicants must be Canadian citizens or permanent residents under the age of 79 covered under a Canadian provincial health program (e.g. BC Services Plan, OHIP, Quebec Health Insurance Plan).

Les candidats doivent être citoyens canadiens ou résidents permanents et avoir moins de 79 ans. De plus, ils doivent être couverts par un programme de santé provincial (e.g. BC Services Plan, OHIP, Quebec Health Insurance Plan).

16 Assignments Program - Dept is 'International O

	Assignment No/No affectation	Country/Pays	Role Name/Nom de rôle	Sector/Secteur	Function/Fonction	Recruiter Email Address/Courriel du recruteur	Date Posted/Date de publication
Agriculture (2 Assignments)							
<input type="checkbox"/>	18943-ECU	Ecuador	Apiculture Business and Production Advisor	Agriculture	General Management (GM)	jking@ceso-saco.com	SEP-25-2019
<input type="checkbox"/>	18971-HON	Honduras	Apiculture Business and Production Advisor	Agriculture	General Management (GM)		OCT-15-2019
Arts Recreation and Culture (1 Assignment)							
<input type="checkbox"/>	18979-NU	Canada	Business Planning Advisor	Arts Recreation and Culture	Business Development (BD)	edeewan@ceso-saco.com	OCT-22-2019
Business Support Services (1 Assignment)							
<input type="checkbox"/>	18969-MAC	Macedonia	Performance Management Advisor	Business Support Services	Human Resources (HR)	jrovet@ceso-saco.com	OCT-07-2019
Economic Development, Microfinance and Finance (3 Assignments)							
<input type="checkbox"/>	18879-GUY	Guyana	International Trade Advisor	Economic Development, Microfinance and Finance	Business Development (BD)		AUG-22-2019
<input type="checkbox"/>	18884-GUY	Guyana	International Trade Advisor	Economic Development, Microfinance and Finance	Business Development (BD)		AUG-22-2019
<input type="checkbox"/>	18972-ETH	Ethiopia	Strategic Planning Advisor	Economic Development, Microfinance and Finance	General Management (GM)	jrovet@ceso-saco.com	OCT-10-2019
Food and Beverage Production (1 Assignment)							
<input type="checkbox"/>	18924-SEN	Senegal	Conseiller(ère) en sécurité et hygiène des aliments	Production d'aliments et de boissons	Opérations	rdaigneault@saco-ceso.com	SEP-09-2019
Governance (multi-sector) (1 Assignment)							
<input type="checkbox"/>	18875-SEN	Senegal	Conseiller(ère) en durabilité de l'environnement	Gouvernance (multisectorielle)	Opérations	rdaigneault@saco-ceso.com	AUG-20-2019
Natural Resources Management (1 Assignment)							
<input type="checkbox"/>	18880-GUY	Guyana	Environmental and Sustainability Advisor	Natural Resources Management	Operations		AUG-22-2019
Tourism and Hospitality (5 Assignments)							
<input type="checkbox"/>	18858-ECU	Ecuador	Business Planning Advisor	Tourism and Hospitality	Business Development (BD)	jking@ceso-saco.com	AUG-14-2019

Figure 4: Enhanced Assignment Opportunities Board

The next chapter describes some major updates to the Experience and Expertise section of your myCESO profile.

4. Enhanced myCESO Profile: Expertise and Experience

4.1. Introduction

Along with your resume and past assignment information, the “Expertise and Experience” content in your myCESO profile helps CESO understand your capability to facilitate initial assignment matching.

To help ensure you are considered for all applicable assignments, role-based recruiting’s standard terminology will now be used to indicate:

- which roles you are capable of fulfilling
- which industry sectors you have experience in, and
- the types of clients you have worked with

This enables recruiters to quickly and easily identify an initial “long list” of prospective VAs for a given assignment, which will be refined to a “short list” through a detailed assessment of the assignment’s requirements and the VAs’ qualifications.

4.2. Reviewing Your Currently Assigned Roles and Industry Experience

By pressing the “MY ROLES AND INDUSTRY EXPERIENCE” button, you will be presented with a preliminary list of roles you have been deemed qualified to fulfil sorted by function in a separate browser window. These are listed by row, along with columns of square buttons which indicate your sectorial experience using green coloured squares (see Figure 5). Those sectors you do not have experience in are indicated with gray squares. If roles for your profile have not yet been selected, the comment “No roles found” will be displayed. Roles can be added using the instructions given in Section 4.4.

Some roles are specific to a given sector and as such only have one square in their row. For example, the Farm Animal Product Management Advisor role only has one square in its row as it only exists in the Agribusiness sector. However other roles may exist in all sectors such as a Marketing Advisor, and as a result have squares in each column. For those with experience in several sectors for a given role, multiple green squares in that row will be shown.

Some squares have a darker boarder to signify a “Completed Role”, which you have delivered through a CESO assignment that has been classified using our standardized terminology. While sectors and roles have been added to over 4,000 past assignments, some of your older assignments may have not been included. As such you may not see a dark border for all roles you have fulfilled through CESO assignments.

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FILTERS

▼ **Role Name - Role Function**

General Management (GM)

Information Technology (IT)

▼ **Role Name**

Information Technology Advisor

Information Technology Project Management Advisor

Project Management Advisor

For each role, please indicate which sectors you have experience working in by pressing the associated square to turn it green. Gray squares indicate you do not have experience working in this sector in this specific role. Squares with a dark border indicate you have demonstrated this experience through a CESO assignment. (Note the square border only captures the sector associated with the assignment, and not others you may also have dealt with at that time.)

3 Roles Related Volunteer is '14473' AND ...

	Role Name	Agriculture	Arts, Rec and Culture	Business Support Services	Econ Dev, Micro-finance and Finance	Educ Services	Food and Bev Prod	Governance	Health Care and Social Services	ICT	Manufacturing	Natural Resource Mgmt	Tourism and Hosp.	Wholesale and Retail Trade	Other
General Management (GM) (1 VA Role Name)															
<input type="checkbox"/>	Project Management Advisor	□	□	□	□	□	□	□	□	■	□	□	□	■	□
Information Technology (IT) (2 Roles)															
<input type="checkbox"/>	Information Technology Advisor	□	□	□	□	■	□	□	□	■	□	□	□	■	□
<input type="checkbox"/>	Information Technology Project Management Advisor	□	□	□	□	□	□	□	□	■	□	□	□	■	□

Figure 5: My Roles and Sector Experience

Full Report Grid Edit Email More ▼ 147 Roles																
Role Name	Agriculture	Arts, Rec and Culture	Business Support Services	Econ Dev, Micro-finance and Finance	Educ Services	Food and Bev Prod	Governance	Health Care and Social Services	ICT	Manufacturing	Natural Resource Mgmt	Tourism and Hosp.	Wholesale and Retail Trade	Other		
Business Development (BD) (16 Roles)																
<input type="checkbox"/> Advocacy and Government Relations Advisor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Business Analysis Advisor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Business Development Advisor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Business Planning Advisor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Entrepreneurship Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> International Trade Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Proposal Writing Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Public-Private Partnership (PPP) Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Local Development Advisor				<input type="checkbox"/>							<input type="checkbox"/>					
<input type="checkbox"/> Business Incubation Advisor				<input type="checkbox"/>												
<input type="checkbox"/> Farm Animal Product Management Advisor	<input type="checkbox"/>															
<input type="checkbox"/> Forestry Management Advisor											<input type="checkbox"/>					
<input type="checkbox"/> Real Estate Development Advisor			<input type="checkbox"/>													
<input type="checkbox"/> Reserves and Resource Classification Advisor											<input type="checkbox"/>					
<input type="checkbox"/> Rural Development Advisor				<input type="checkbox"/>												
<input type="checkbox"/> Social Enterprise Development Advisor				<input type="checkbox"/>												
Finance (15 Roles)																
<input type="checkbox"/> Accounting and Auditing Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Accounting and Auditing Systems Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Finance Training and Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Figure 6: Add Roles and Sector

In addition to being found in the CESO Advisory Roles and Services document, role and sector definitions can be displayed by “hovering” over a square, (moving the cursor over a square), and then pressing no mouse buttons.

The roles and sector experience initially indicated should be reviewed in detail and modified accordingly. They are only a starting point and may not fully reflect your capability.

4.3. Updating Your Currently Assigned Roles and Industry Experience

Through the “My Roles and Sector Experience” screen, you can modify your sector experience, as well as remove roles. The process to add roles is described in section 4.4.

To update your sector experience for a currently assigned role, press the appropriate square button. Its colour will change from gray to green to indicate you have experience in this sector, or from green to gray to indicate you have no such background. There may be a minor delay after a button is pressed before it changes colour.

A role will be automatically removed from your profile if all green squares for that role have been changed to gray.

Your profile changes are immediately saved. You may close this browser window when your updates are complete.

4.4. Adding New Roles and Their Associated Industry Experience

To add new roles and their associated sector experience, press the “ADD ROLES” button shown in Figure 3.

As illustrated in Figure 6, this will reveal the full list of CESO’s roles. To add a role to your profile, simply press a square in its row, to indicate your sector of experience. This role will now be included in those displayed upon pressing the “My Roles and Sector Experience” button described earlier.

There is no limit to the number of roles you can add to your profile. However, as highlighted in Section 4.6, it’s important that CESO has information to substantiate your profile selections, particularly as this content will be shared with prospective clients, to help in their VA selection.

Your profile changes are immediately saved. You may close this browser window when your updates are complete.

4.5. Adding Client Type Experience for Your Roles

We are also gathering input regarding your experience with specific client types to aid in VA/assignment matching [e.g. Small and Medium Enterprise (SME), Government, Non-governmental Organizations (NGO), Indigenous Communities].

To indicate your experience, press the “MY ROLES AND CLIENT EXPERIENCE” button, which will reveal a screen such as that shown in Figure 8. Please indicate in which roles you have worked with Indigenous communities by pressing the associated square to turn it green.

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For each role, please indicate which types of clients you have experience working with by pressing the associated square to turn it green. Gray squares indicate you do not have experience working with this type of client(s) in this specific role. Squares with a dark border indicate you have demonstrated this experience with a CESO client/partner of this type. (Note the square border only captures the client type of the client directly associated with the assignment, and not others you may also have dealt with at that time.)

18 Volunteer roles Related Volunteer is '11647'

<input type="checkbox"/>	Function	Role Name	Micro, Small, and Medium Enterprise (MSME)	Large Enterprise	Government	Not-for-Profit	*	Has any of your work indicated on the left been with Indigenous Clients? _____
Business Support Services (1 Volunteer Role)								
<input type="checkbox"/>	Finance	Financial Policy and Procedures Advisor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*	<input checked="" type="checkbox"/>
Economic Development, Microfinance and Finance (4 Volunteer roles)								
<input type="checkbox"/>	Business Development (BD)	Business Development Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	*	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Finance	Financial Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*	<input type="checkbox"/>
<input type="checkbox"/>	General Management (GM)	Board Governance Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*	<input type="checkbox"/>
<input type="checkbox"/>	General Management (GM)	Strategic Planning Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	*	<input checked="" type="checkbox"/>
Governance (multi-sector) (2 Volunteer roles)								
<input type="checkbox"/>	Finance	Internal Control Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	*	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Marketing	Brand Development Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*	<input type="checkbox"/>
Health Care and Social Services (8 Volunteer roles)								
<input type="checkbox"/>	Business Development (BD)	Business Development Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	*	<input checked="" type="checkbox"/>

Figure 7: My Roles and Client Type Experience

Your profile changes are immediately saved. You may close this browser window when your updates are complete.

4.6. Ensuring We Have Information to Support Your Profile Selections

VAs have full control to indicate which roles they are capable to fulfil, along with their associated sectorial or client type experience. However as always, our recruitment team may require information to substantiate any profile claims to help assess your assignment fit and compare it with other VAs being considered.

As before, updating your resume as you gain more experience is at your discretion. It should be noted, that having both your myCESO profile and resume reflect your current capability will help ensure you are considered for all applicable opportunities.

The following section describes an exciting new feature which will enable you to automatically receive emails listing assignment opportunities based on your interests, and an initial indication of your fit for them based on your myCESO Expertise and Experience content.

5. Assignment Opportunities Email Notification

5.1. Introduction

This new feature will allow you to automatically receive emails listing your preferred assignment opportunities expressed through a variety of criteria such as: notification frequency, required language, countries, sectors, and functions, as well as those related to your enhanced myCESO profile.

5.2. Setting Your Email Notification Preferences

To set your assignment opportunities notification preferences, press the “ADD EMAIL NOTIFICATION” button on the trial introduction page. A page such as shown in Figure 8 will be displayed in your current browser window, where you can enter your preferences.

The first step is to check the “I want to receive email notifications” box. Then the next three boxes can then be used to inform you of assignments which meet one or more of the following three criteria. Those that:

- match your profile roles and their associated sector experience
- match roles which are “similar” in your profile, that is those that aren’t an exact match, but share some competencies, such that depending on the assignment details you may be a fit
- correspond to the sectors and functions selected

The next sections allow you to select

- Frequency of Email Notification (weekly or monthly)
- Required Language of the Assignment (English, French, and/or Spanish),
- Countries (which can be selected by region or individually)
- Industry Sectors, and
- Functions

If there are no assignments that match your preferences, you will not receive an email. Assignments which meet your preferences will continue to be sent to you until our recruitment team removes them from the Assignment Opportunities Board.

Once you modify your preferences, press “Save Notification Preferences” and subsequent emails, described in the following section, will be tailored as per your inputs.

Notification Preferences

I want to receive email notifications

Check one or more of the three boxes directly below to receive assignment opportunity email notifications which:

match my profile roles and their associated sectors

are similar to my profile roles

include the sectors and functions selected further below

These emails can be further customized using the check boxes below.

Frequency of Email Notification *Required Language of the Assignment*

Weekly English

Monthly French

Countries

All Countries

<input checked="" type="checkbox"/> All Africa	<input checked="" type="checkbox"/> All Asia	<input checked="" type="checkbox"/> All Caribbean & Latin America	<input checked="" type="checkbox"/> All North America & Europe
<input checked="" type="checkbox"/> Benin	<input checked="" type="checkbox"/> Mongolia	<input checked="" type="checkbox"/> Bolivia	<input checked="" type="checkbox"/> Canada
<input checked="" type="checkbox"/> Burkina Faso	<input checked="" type="checkbox"/> Myanmar	<input checked="" type="checkbox"/> Colombia	<input checked="" type="checkbox"/> Macedonia
<input checked="" type="checkbox"/> Cote D'Ivoire	<input checked="" type="checkbox"/> Philippines	<input checked="" type="checkbox"/> Ecuador	
<input checked="" type="checkbox"/> Ethiopia	<input checked="" type="checkbox"/> Vietnam	<input checked="" type="checkbox"/> Guyana	
<input checked="" type="checkbox"/> Senegal		<input checked="" type="checkbox"/> Honduras	
<input checked="" type="checkbox"/> Tanzania		<input checked="" type="checkbox"/> Jamaica	
		<input checked="" type="checkbox"/> Peru	
		<input checked="" type="checkbox"/> Suriname	

<i>Sectors</i>	<i>Functions</i>
<input checked="" type="checkbox"/> All Sectors	<input checked="" type="checkbox"/> All Functions
<input checked="" type="checkbox"/> Agriculture	<input checked="" type="checkbox"/> Business Development
<input checked="" type="checkbox"/> Arts, Recreation & Culture	<input checked="" type="checkbox"/> Finance
<input checked="" type="checkbox"/> Business Support Services	<input checked="" type="checkbox"/> General Management
<input checked="" type="checkbox"/> Economic Development, Microfinance and Finance	<input checked="" type="checkbox"/> Human Resources
<input checked="" type="checkbox"/> Educational Services	<input checked="" type="checkbox"/> Information Technology
<input checked="" type="checkbox"/> Food & Beverage Production	<input checked="" type="checkbox"/> Legal
<input checked="" type="checkbox"/> Governance (multi-sector)	<input checked="" type="checkbox"/> Marketing
<input checked="" type="checkbox"/> Health Care and Social Services	<input checked="" type="checkbox"/> Operations
<input checked="" type="checkbox"/> Information and Communications Technology	<input checked="" type="checkbox"/> Technical
<input checked="" type="checkbox"/> Manufacturing	
<input checked="" type="checkbox"/> Natural Resources Management	
<input checked="" type="checkbox"/> Tourism and Hospitality	
<input checked="" type="checkbox"/> Wholesale and Retail Trade	
<input checked="" type="checkbox"/> Other	

[Save Notification Preferences](#)

Figure 8: Assignment Opportunities Email Notification Preferences

5.3. Your Notification Emails

Sample contents of an assignment opportunities notification email is shown in Figure 10.

The format and information of the email’s table is identical to that of the Assignment Opportunities Board, with the addition of a “match indicator” column in which one of three icons shown in Figure 9 are used to indicate how closely the assignment matches the expertise and experience indicated in your myCESO Profile (i.e. your green squares!).

This feedback will help you to identify which opportunities you may wish to pursue further and/or to update your profile to better reflect your fit for a given role.

Should you update your profile to highlight you are a better fit for a given role and sector, the matching icon will change accordingly for that assignment in your next notification email.




Icon	Possible Match	Definition
	Yes	<i>Your expertise and experience specified in your myCESO profile.... matches the assignment role and sector, so pending a review of the assignment details and your expertise and experience, you are a possible match.</i>
	Maybe	<i>does not match the assignment role and sector exactly, but is similar and may be transferrable, pending the assignment’s specific requirements you maybe a possible match</i>
	No	<i>does not match the assignment role and sector at all, so you are not a possible match</i>

Figure 9: Possible Match Indicator Icons, Titles, and Definitions











<input type="checkbox"/>	Possible Match	Assign No	Country	Role Name	Sector	Function	Required Language	Recruiter Email Address	Date Approved
 (3 Opportunities)									
<input type="checkbox"/>		19005-NU	Canada	Business Development Advisor	Business Support Services	Business Development (BD)	English	edeewan@ceso-saco.com	11-20-2019
<input type="checkbox"/>		18992-HON	Honduras	Business Development Advisor	Economic Development, Microfinance and Finance	Business Development (BD)	English	jking@ceso-saco.com	11-05-2019
<input type="checkbox"/>		19001-HON	Honduras	Business Development Advisor	Economic Development, Microfinance and Finance	Business Development (BD)	English	jking@ceso-saco.com	11-12-2019
 (3 Opportunities)									
<input type="checkbox"/>		18969-MAC	Macedonia	Performance Management Advisor	Business Support Services	Human Resources (HR)	English	jrovet@ceso-saco.com	10-07-2019
<input type="checkbox"/>		18996-MAC	Macedonia	Business Development Advisor	Information and Communications Technology (ICT)	Business Development (BD)	English	jrovet@ceso-saco.com	11-04-2019
<input type="checkbox"/>		18987-MAC	Macedonia	Business Development Advisor	Tourism and Hospitality	Business Development (BD)	English	jrovet@ceso-saco.com	10-25-2019
 (6 Opportunities)									
<input type="checkbox"/>		18835-ON	Canada	Real Estate Development Advisor	Business Support Services	Business Development (BD)	English	lrocokj@ceso-saco.com	07-30-2019

Figure 10: Sample Assignment Opportunities Email Notification Content

6. Completing the Trial

Once you have tested each feature and are ready to complete the trial, please select the “SAVE ALL AND EXIT TRIAL” button on the Trial Introduction page. A screen will appear thanking you for your trial participation.

Using the link and access code provided in the emails described in Section 1, you may re-enter the trial to view the Enhanced Assignment Opportunities Board or modify your myCESO profile’s Expertise and Experience and/or your Assignment Opportunity Email Notification Preferences.

We will be following up with all trial participants to collect their feedback, which will be helpful as we refine our new role-based recruiting functionality in preparation for its launch to all VAs.

As noted in Section 1, should you have any questions or comments in advance, please contact trial coordinator, Nita Dunn at ndunn@ceso-saco.com.

Thank you for your time. We greatly appreciate your participation in this trial.