



## Guidance on uploading your CV to the consultant database

**This guidance note explains how consultants can update their profile, contact details and CV on the Options consultant database.**

By creating a profile on our consultant database, you'll have the flexibility to edit your contact details at any time, such as your email and updated CV. This way, we can easily reach out to you with relevant opportunities in the future.

We store your CV on our consultant database and routinely consider your skills and expertise as part of our search for appropriate candidates for new opportunities across our programmes and for new business. Our consultant database allows us to match opportunities, both short- and long-term assignments, with the right candidates.

Once registered, you can return to your profile at any time and update your details.

### Registration

If you would like to register on our consultant database, please [complete the application form](#) and read the [consultant privacy notice](#), which includes our data protection policy.

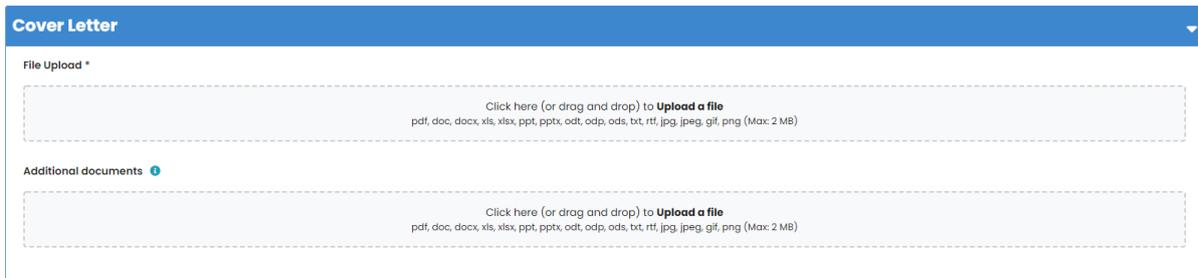
*Note: You will have a better experience if you use Google Chrome, Firefox or Safari as your internet browser while using the consultant database.*

### How to complete the registration form

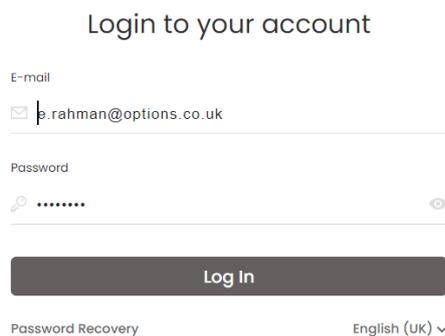
You will be asked for your personal details including your contact details. These fields are mandatory to complete. Read the guidance below on how to approach a selection of these fields.

1. **Home address** – Please ensure you enter the country in which you reside currently.
2. **Mobile number** – Please enter your cell phone number without spaces or additional characters (e.g., +4402074301900).
3. **What is your current or most recent day rate?** Completing this field will help to facilitate contracting across different teams at Options.
4. **What types of roles are you interested in hearing about? (select all that apply)** If in doubt, please select 'select all'.

- Cover Letter – file upload** – Please upload your CV in this field.
- Additional documents – file upload** – You may use this field to upload full-length complete CV and additional formats of your CV. For example, if you have different formats for different donors, or different versions tailored for different skill sets.

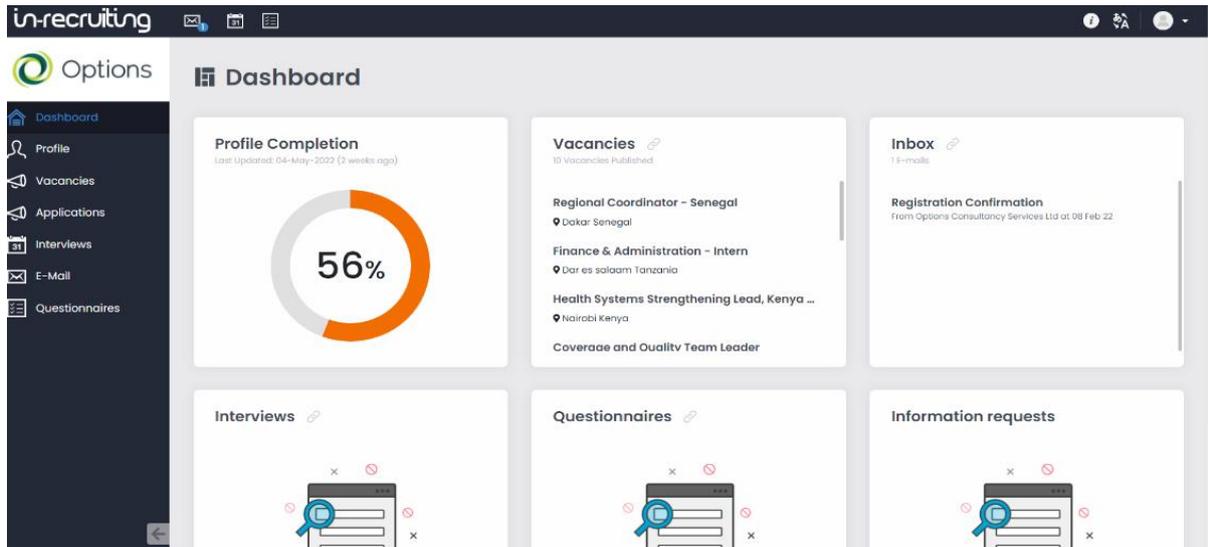


- Read the Consultant Privacy Notice** and mark the box **I agree**.
- Click **Submit**.
- Check your emails.** You should receive two automated e-mails from [opportunities@options.co.uk](mailto:opportunities@options.co.uk). One email will contain the subject heading: **Application Confirmation**. The other email will contain subject heading: **Registration Confirmation**.
- Activate your account** by clicking on the link in the Registration Confirmation email.



- You will be taken to a login window (see image below) [Cezanne OnDemand | access \(interviewweb.it\)](https://interviewweb.it)
- Click on ‘Password Recovery’** and check your emails. You will receive an email with the subject heading: **Password Reset**. Click on the link and choose a new password.

13. Once you login, your consultant profile dashboard should look something like this:



## If you are returning to update your profile

14. To Login either go to:

- a. [Cezanne OnDemand | Vacancies | Register on our Consultant Database \(interviewweb.it\)](#), or
- b. <https://cezanneondemand.interviewweb.it/access.php?sess=cookie>
- c. Fill in your email address and password and click Login

(If you are not sure what your login details are, please navigate to [Cezanne OnDemand | Vacancies | Register on our Consultant Database \(interviewweb.it\)](#) and click on the “Already registered?” button and follow step 12 above.)

15. Once you have gained access, click ‘**Profile**’ on the left navigation.

16. Click ‘**Update CV**’ on the righthand box to navigate to a file to upload and replace the CV that was uploaded previously. If you do not want to replace the CV that is saved there, then please go to the ‘**Additional Documents**’ field and upload extra files there (see point 6 above).

17. Click **Upload a file** under cover letter to replace the cover letter that was uploaded previously.

18. Scroll down to **update your personal details and languages**.

19. Click the ‘**Save**’ button.

20. To **Log Out** – Navigate to the person icon in the top right-hand corner and when the dropdown box appears click on Log out.