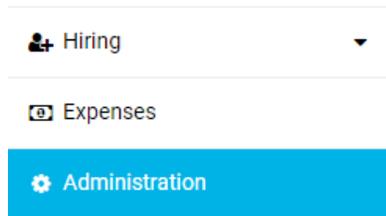


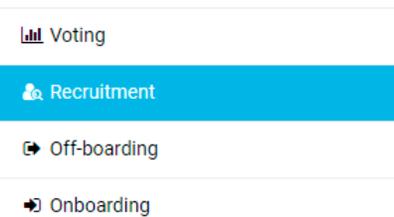
## RECRUITMENT

**The System Administrator configures the Recruitment module as follows:**

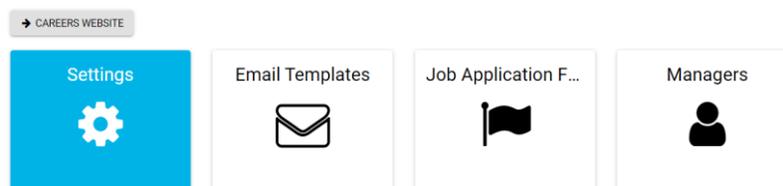
1. Go to the left side bar and click on “Administration”:



2. From the left menu click on the “Recruitment” button:



3. Next, click on the “Settings” button:



4. Here you can configure various settings, such as the text for the default acknowledgment email, your career’s website appearance, and adding job application referral sources as in the example below:

← BACK

**▼ SETTINGS**

Require consent for sharing the application / CV with other group companies?	Yes	
Text for default acknowledgment email	<p>Hello,</p> <p>Thank you for your interest in our company. We have received your application and will be reviewing it in the coming weeks. You will be contacted by our team if the process continues.</p> <p>The HR Team</p>	
Spontaneous Job Applications Enabled	Yes	
Text for default acknowledgment email for spontaneous applicants.		
Custom Policy Enabled?	No	
About Us Enabled	No	

**▼ CAREERS WEBSITE DISPLAY**

Careers Website Title	Opportunities	
Careers Website Logo Alignment	Center	

**▼ JOB APPLICATION SOURCES**

+ ADD

NAME	ACTIONS
LinkedIn	
Other	
Company Website	
Employee Referral	

**▼ JOB APPLICATION QUESTIONS**

+ ADD ATTRIBUTE

**▼ SPONTANEOUS JOB APPLICATION QUESTIONS**

Attributes

Type  
Radio

Label  
Do you require a work permit ?

Choices

- Yes
- No

Label  + ADD

DELETE

+ ADD ATTRIBUTE

5. Click on the “Email Templates” (see step 3), and if you have responsibility for employees in more than one entity, select the entity you want to manage:

Entities
PeopleWeek
PeopleWeek 1
PeopleWeek 2

6. Below you can see a default email template for replies to applicants that is pre-configured by PeopleWeek in English or French. Click on the pencil icon to modify the template.  
**Note:** Only one “Email template for replies to applicants” template can be created:

ADD ×

**Name:**

Decline email - English

**CHANGEABLE FIELDS:**

- [APPLICANT\_FULL\_NAME]
- [APPLICANT\_FIRST\_NAME]
- [APPLICANT\_LAST\_NAME]
- [JOB\_TITLE]
- [ENTITY\_NAME]

**Text:**

Dear [APPLICANT\_FULL\_NAME],

Thank you for your job application to [ENTITY\_NAME] for the position of [JOB\_TITLE].

We have reviewed your application and have decided not to continue the process with you. We have had a large number of applications, including from a number of people that seem to be a better match for the role.

I wish you future success.

← CANCEL
✓ SUBMIT

7. Use the “Changeable Fields”\* to create or modify the email template. Click on the copy button “” next to the field you want to use in the body of the email template. Paste the copied field into the text box and when you have finished modifying the template click on the “Submit” button to save it:

ADD ×

**Name:**

Decline email - English

**CHANGEABLE FIELDS:**

- [APPLICANT\_FULL\_NAME]
- [APPLICANT\_FIRST\_NAME]
- [APPLICANT\_LAST\_NAME]
- [JOB\_TITLE]
- [ENTITY\_NAME]

**Text:**

Dear [APPLICANT\_FULL\_NAME],

Thank you for your job application to [ENTITY\_NAME] for the position of [JOB\_TITLE].

We have reviewed your application and have decided not to continue the process with you. We have had a large number of applications, including from a number of people that seem to be a better match for the role.

I wish you future success.

← CANCEL
✓ SUBMIT

\* Changeable Fields: When an email is sent, the changeable fields “[APPLICANT\_FULL\_NAME], [JOB\_TITLE], ...etc.” will be auto-populated with the relevant personal and job-related data, for example: “Justin Philips”, “Rue du Lac 4”, “Marketing Director” ...etc.

8. Click on the “Job Application Flags” (step 3), to add new flags or to modify existing flags. Click on the “Add” button to add the new flag or click on the “pencil” icon to modify an existing flag:



COLOR	LABEL	ACTIONS
<span style="color: red;">●</span>	Refuse	 
<span style="color: green;">●</span>	To interview	 
<span style="color: yellow;">●</span>	Undecided	 

9. Here, insert the name of the flag and select a color by clicking on the brush button. When you are ready, click on the add button:



**ADD** ×

Label:  

Color: ● 

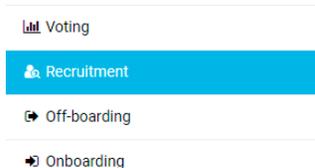
× CANCEL + ADD

**The System Administrator configures the Recruitment Manager role as follows:**

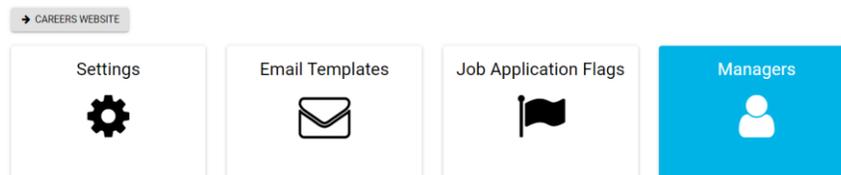
10. Go to the left side bar and click on “Administration”:



11. From the left menu click on the “Recruitment” button:



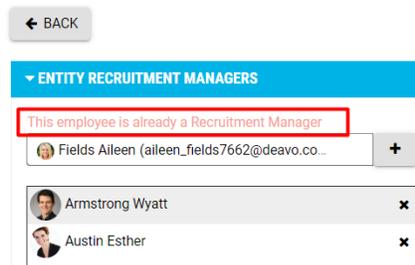
12. From the administration menu click on the “Managers” button:



13. Here you can add Global Recruitment Managers by choosing the employee from the dropdown list and clicking on the “+” button to add the employee; or Entity Recruitment Managers by choosing the “Entity” and the employee from the dropdown list and clicking on the “+” button to add the employee:



Note: Please note that once an employee is added as a Global Recruitment Manager, the system also automatically adds them as an Entity Recruitment Manager. If you try to add the same employee again for an entity, the system will show the following note:

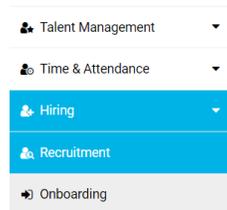


**Recruitment Managers:**

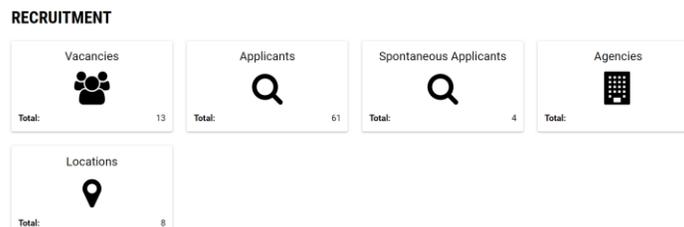
14. Go to the left sidebar and click on “Recruitment”:



Note: If you are using the “Onboarding” module, you can open “Recruitment” from the “Hiring” menu on the left sidebar as the “Hiring” menu includes both “Recruitment” and “Onboarding” modules:



15. You can select either “Vacancies”, “Applicants”, “Spontaneous Applicants”, “Agencies” or “Locations”:



16. To create or view a vacancy, click on the “Vacancies” button. Here you can see all vacancies, their status and the number of applicants. By clicking on the “Download” button you can download a report with detailed information about the vacancies. By clicking on the  button you can choose the action you want to take: “Manage Applicants”, “Close Vacancy”, “Unpublish”, “View”, “Copy Vacancy URL” or “Copy the Application URL”:

**RECRUITMENT**  
↳ VACANCIES

← BACK + CREATE VACANCY → CAREERS WEBSITE DOWNLOAD

JOB TITLE	CODE	ENTITY	DEPARTMENT	LOCATIONS	OPEN APPLICATIONS	CLOSED APPLICATIONS	VACANCY APPROVED BY	PUBLISHED	CLOSED	ACTIONS
Budget Analyst	3oqn9c35q9	PeopleWeek	Finance & Accounting	Geneva, Switzerland   Genève, Geneva, Switzerland   Zürich, Switzerland	0	0	Fields Aileen	Yes	No	
Project Manager	4vI2ggzdww	PeopleWeek	IT	Geneva, Switzerland	2	0	Andersson Sarah	Yes		<ul style="list-style-type: none"> <li>Manage Applicants</li> <li>Close Vacancy</li> <li>Unpublish</li> <li>View</li> <li>Copy the Vacancy URL</li> <li>Copy the Application URL</li> </ul>
IT Support Staff	g8wcz6k7f3	PeopleWeek	IT	Denmark	0	0	Andersson Sarah	Yes		
Marketing director	1f4amxfq49	PeopleWeek	Marketing	Basel-Stadt, Switzerland	0	0	Chadwick Matt	Yes		

17. To create a new vacancy, click the “Create Vacancy” button:

**RECRUITMENT**  
↳ VACANCIES

← BACK + CREATE VACANCY → CAREERS WEBSITE

18. Next, complete the vacancy form. The key fields that need explanation are:

- Job Title: If the job title of the vacancy does not appear in the dropdown list, HR needs to create it in the list of Job Titles in the Administration section of the system.
- Locations: You can choose one or more locations for the vacancy if it will be advertised in more than one location. A dropdown list will appear showing the locations that have been configured in the Recruitment module. You can add or modify the existing recruitment locations by clicking on the “Locations” button (as shown in the step 15).

**RECRUITMENT**  
↳ LOCATIONS

← BACK + ADD

NAME	COUNTRY	STATE	ACTIONS
Geneva, Switzerland	Switzerland	Geneva	 
Geneve, Geneva, Switzerland	Switzerland	Geneva	 
Zürich, Switzerland	Switzerland	Zürich	 
Denmark	Denmark		 
Basel-Stadt, Switzerland	Switzerland	Basel-Stadt	 
Bern, Switzerland	Switzerland	Bern	 
Luzern, Switzerland	Switzerland	Luzern	 
Basel, Basel-Stadt, Switzerland	Switzerland	Basel-Stadt	 

Once you fill in the details about the new location, click on the “+Add” button to add the new location the the list:

ADD

Name

Lausanne

English	Lausanne
French	Lausanne
German	
Spanish	
Portuguese	
Italian	

Country

Switzerland

State:

Geneva

CANCEL ADD

- Vacancy approved by: Depending on the configuration your organisation has requested, the vacancy approval field will either be a) a workflow that sends a vacancy approval request to the person selected from the dropdown list, or b) you will select an employee from the dropdown list but there will be no approval workflow.
- Code: You can create a vacancy code manually or click on the  button to auto-generate one. The system will never create two job vacancies with the same code.
- Job purpose: Enter the job purpose.
- Position summary: Enter the position summary.
- Experience/Skills required: Enter the experience and/or skills required for the position.
- Acknowledgement email: An explanation is provided when you click on the  button.
- Filtering Questions: An explanation is provided when you click on the  button.
- Allowed Job Application Sources: You can choose whether applications can be submitted by direct applicants or by preferred recruitment agencies. If you select “Allow Preferred Agencies” a dropdown list will appear showing the recruitment agencies that have been set-up in the Administration section of the system.
- Hiring Manager(s) and Guests: Refer to the “User Guide for Hiring Manager(s) and Guests”. When you select a Hiring Manager or Guest from the dropdown list of employees, click on the  icon to add the person.

19. Click the “Submit” button once you have completed the vacancy form. You will now see the page below that contains all the details about the vacancy. Check that the details are correct and then you can click “Publish” to publish the vacancy on your careers website. Once submitted the vacancy will also appear in the vacancies list:

RECRUITMENT

VACANCIES / NEW VACANCY

BACK

Job Title: Budget Analyst

Locations: Geneva, Switzerland / Zurich, Switzerland / Geneva, Switzerland

Entity: PeopleWeek

Department: Finance & Accounting

Vacancy Approver(s):  [Philippe Aebler \(phabier@peopleweek.com\)](#)

Number of Positions: 3

Auto-approval:

Code: Budget1508

Work Rate %: 100

Forecasted Salary (amount): 0.00

Expected Hire Date:

Job Purpose: Analysis of the groups budgets- historical, actual and forecasts

Position Summary: Evaluate budget proposals to determine the optimal allocation of resources. Responsible for systems budget proposals and requests for funding, evaluate agencies need and conducting cost benefit analyses, among other duties

20. If you now navigate to the “Careers Website” by clicking on the button, you will see the vacancy you just published:

## RECRUITMENT

↳ VACANCIES

JOB TITLE	CODE	ENTITY	DEPARTMENT	LOCATIONS	OPEN APPLICATIONS	CLOSED APPLICATIONS	VACANCY APPROVED BY	PUBLISHED	CLOSED	ACTIONS
Budget Analyst	3oq9nc35q9	PeopleWeek	Finance & Accounting	Geneva, Switzerland   Genève, Geneva, Switzerland   Zürich, Switzerland	0	0	Fields Aileen	Yes	No	⋮
Project Manager	4vI2ggzdwiq	PeopleWeek	IT	Geneva, Switzerland	2	0	Andersson Sarah	Yes	No	⋮
IT Support Staff	g8wcz6k7f3	PeopleWeek	IT	Denmark	0	0	Andersson Sarah	Yes	No	⋮
Marketing director	1f4amxfq49	PeopleWeek	Marketing	Basel-Stadt, Switzerland	0	0	Chadwick Matt	Yes	No	⋮

## OPPORTUNITIES

Search by Location... Search by Department... REGISTER FOR JOB ALERTS APPLY SPONTANEOUSLY

Budget Analyst (100%) Geneva, Switzerland [+ 2 More](#)

**DEPARTMENT:**  
Finance & Accounting

**JOB PURPOSE:**  
Analysis of the group's budgets - historical, actual and forecasts.

**POSITION SUMMARY:**  
Elevate budget proposals to determine the optimal allocation of resources. Responsible for reviewing budget proposals and requests for funding, evaluating spending need and conducting cost-benefit analyses, among other duties.

**EXPERIENCE/SKILLS REQUIRED:**  
Minimum 5 years experience in a similar role in a complex organisation.  
Chartered Accountant.

APPLY

Project Manager (100%) Geneva, Switzerland

21. In the right corner of the vacancy, you can check all the locations for the vacancy by clicking on the button “+2 More”:

**OPPORTUNITIES**

Search by Location... Search by Department... REGISTER FOR JOB ALERTS APPLY SPONTANEOUSLY

Budget Analyst (100%) Geneva, Switzerland [+ 2 More](#)

**DEPARTMENT:**  
Finance & Accounting

**JOB PURPOSE:**  
Analysis of the group's budgets - historical, actual and forecasts.

**POSITION SUMMARY:**  
Elevate budget proposals to determine the optimal allocation of resources. Responsible for reviewing budget proposals and requests for funding, evaluating spending need and conducting cost-benefit analyses, among other duties.

**EXPERIENCE/SKILLS REQUIRED:**  
Minimum 5 years experience in a similar role in a complex organisation.  
Chartered Accountant.

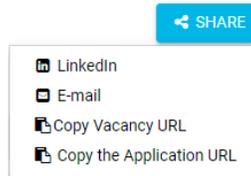
APPLY

Project Manager (100%) Geneva, Switzerland

**LOCATIONS**

- Geneva, Switzerland
- Genève, Geneva, Switzerland
- Zürich, Switzerland

22. Once the vacancy is published you can take a number of actions on the “Vacancies” page: “Unpublish”, “Manage Applicants”, “Close Vacancy”, “Publish on Top” (of your careers website), “Share” with others via LinkedIn, email, copy the URL or copy the application URL:



23. To see the vacancy details, click the “View” button under the “Actions” button. HR (as well as hiring managers and guests) can have a discussion between themselves regarding the recruitment process:

**RECRUITMENT**  
↳ VACANCIES

← BACK + CREATE VACANCY → CAREERS WEBSITE DOWNLOAD

JOB TITLE	CODE	ENTITY	DEPARTMENT	LOCATIONS	OPEN APPLICATIONS	CLOSED APPLICATIONS	VACANCY APPROVED BY	PUBLISHED	CLOSED	ACTIONS
Budget Analyst	3o9rhc35q9	PeopleWeek	Finance & Accounting	Geneva, Switzerland   Geneva, Geneva, Switzerland   Zurich, Switzerland	2	0	Fields Aileen	Yes	No	View
Project Manager	4vf2ggzdwiq	PeopleWeek	IT	Geneva, Switzerland	2	0	Andersson Sarah	Yes	No	Manage Applicants Close Vacancy Unpublish
IT Support Staff	g8wcz6k7f3	PeopleWeek	IT	Denmark	0	0	Andersson Sarah	Yes	No	View
Marketing director	1f4amrfq49	PeopleWeek	Marketing	Basel-Stadt, Switzerland	0	0	Chadwick Matt	Yes	No	Copy the Vacancy URL Copy the Application URL
IT Support Staff	vhu8u1nuf2	PeopleWeek	IT	Geneva, Switzerland	0	4	Chadwick Matt	Yes	No	View
Budget Analyst	ukysvkr96	Acme Corp	Finance & Accounting	Geneva, Switzerland	0	0	Chadwick Matt	Yes	No	View
Marketing director	MD002	PeopleWeek	Marketing	Geneva, Switzerland	7	9	Chadwick Matt	No	No	View
HR Specialist	HR005	PeopleWeek	HR	Zürich, Switzerland	2	16	Fields Aileen	Yes	No	View
IT Support Staff	IT003	Acme Corp	IT	Geneva, Switzerland	3	16	Fields Aileen	Yes	No	View
HR Specialist	HR004	Acme Corp		Geneva, Switzerland	0	0	Chadwick Matt	Yes	No	View

**VACANCY DISCUSSION**

Write a comment

**Fields Aileen** 11/11/2022 @ 18:18  
Hi Matta, could you please review the list of applicants and choose the ones you like to be invited for an interview?

Reply

24. If you want to manage applicants for a vacancy, click the “Manage Applicants” button under the “Actions” button:

**RECRUITMENT**  
↳ VACANCIES

← BACK + CREATE VACANCY → CAREERS WEBSITE DOWNLOAD

JOB TITLE	CODE	ENTITY	DEPARTMENT	LOCATIONS	OPEN APPLICATIONS	CLOSED APPLICATIONS	VACANCY APPROVED BY	PUBLISHED	CLOSED	ACTIONS
Budget Analyst	3o9rhc35q9	PeopleWeek	Finance & Accounting	Geneva, Switzerland   Geneva, Geneva, Switzerland   Zurich, Switzerland	0	0	Fields Aileen	Yes	No	View
Project Manager	4vf2ggzdwiq	PeopleWeek	IT	Geneva, Switzerland	2	0	Andersson Sarah	Yes	No	Manage Applicants Close Vacancy Unpublish
IT Support Staff	g8wcz6k7f3	PeopleWeek	IT	Denmark	0	0	Andersson Sarah	Yes	No	View
Marketing director	1f4amrfq49	PeopleWeek	Marketing	Basel-Stadt, Switzerland	0	0	Chadwick Matt	Yes	No	Copy the Vacancy URL Copy the Application URL

25. You can now see a list of applicants. You can click on the name of the applicant to view their application, click on the  button to download the CV directly, or click on the  button to make a recommendation:

**RECRUITMENT**  
↳ VACANCIES / BUDGET ANALYST / MANAGE APPLICANTS

← BACK × CLOSE VACANCY DOWNLOAD ACTIONS -

Open Applications Closed Applications

Search... FILTERING QUESTIONS

APPLICANT	DATE	RECRUITMENT AGENCY	EXPERTISE AREAS	PREFERRED LANGUAGE	STATUS	RECOMMENDATION	INTERVIEWS	TAGS	ACTIONS
<input type="checkbox"/> Dupond Emma (emma.dupond@abcemail.com)	11/11/2022 @ 18:31			English	Pending				
<input type="checkbox"/> Landon Josh (josh.landon@abcemail.com)	11/11/2022 @ 18:24			English	Pending				

26. You can select different types of recommendation:

**REVIEW JOB APPLICATION** ×

Flags:

Notes:

8/500

**Note:** Flags are configured in the Administration section of the system (see steps 8 and 9).

27. From the “Manage Applicants” page you can also perform bulk actions by selecting multiple applicants and then selecting the relevant action:

**RECRUITMENT**  
 ↳ VACANCIES / BUDGET ANALYST / MANAGE APPLICANTS

APPLICANT	DATE	RECRUITMENT AGENCY	EXPERTISE AREAS	PREFERRED LANGUAGE	STATUS	RECOMMENDATION	INTERVIEWS	TAGS	ACTIONS
<input checked="" type="checkbox"/> Dupond Emma (emma.dupond@abcemail.com)	11/11/2022 @ 18:31			English	Pending	1			<input type="button" value="Send Email"/> <input type="button" value="Make Recommendation"/> <input type="button" value="Change Status"/> <input type="button" value="Onboard"/>
<input checked="" type="checkbox"/> Landon Josh (josh.landon@abcemail.com)	11/11/2022 @ 18:24			English	Pending				<input type="button" value="Send Email"/> <input type="button" value="Make Recommendation"/> <input type="button" value="Change Status"/> <input type="button" value="Onboard"/>

28. If you click “Send Email” you will be requested to select an email template. HR can create emails templates in the Administration section of the system :

**RECRUITMENT**  
 ↳ VACANCIES / BUDGET ANALYST / MANAGE APPLICANTS

APPLICANT	DATE	RECRUITMENT AGENCY	EXPERTISE AREAS	PREFERRED LANGUAGE	STATUS	RECOMMENDATION	INTERVIEWS	TAGS	ACTIONS
<input checked="" type="checkbox"/> Dupond Emma (emma.dupond@abcemail.com)	11/11/2022 @ 18:31			English	Pending	1			<input type="button" value="Send Email"/> <input type="button" value="Make Recommendation"/> <input type="button" value="Change Status"/> <input type="button" value="Onboard"/>
<input checked="" type="checkbox"/> Landon Josh (josh.landon@abcemail.com)	11/11/2022 @ 18:24			English	Pending				<input type="button" value="Send Email"/> <input type="button" value="Make Recommendation"/> <input type="button" value="Change Status"/> <input type="button" value="Onboard"/>

29. You can prepare different types of email templates and in different languages :

**SEND EMAIL** ×

Email Templates:

- Decline email - English
- Email de refus - FR

30. The templates auto-populate core information, such as the candidates' name, the employing entity and the job position. This is information that is already known by the system. Other information can be added to the template by simply typing it in, for example the name of the person in whose name the email will be sent. **Note:** The email address from which the system generated email is sent has been configured in PeopleWeek:

**SEND EMAIL** ✕

**Email Templates:**

Decline email - English ✕ ▾

Dear [APPLICANT\_FULL\_NAME],  
  
 Thank you for your job application to [ENTITY\_NAME] for the position of [JOB\_TITLE].  
  
 We have reviewed your application and have decided not to continue the process with you. We have had a large number of applications, including from a number of

**PREVIEW**

Select...

Dupond Emma

Landon Josh

✕ CANCEL
✔ SUBMIT

31. When you click on a job application, you can leave comments, e.g. interview notes or reflections on the application, in the section called "Discussion / Comments on Applicants". Any comments will be visible to your colleagues involved in the recruitment process.

**RECRUITMENT**

← VACANCIES / BUDGET ANALYST / MANAGE APPLICANTS / DUPOND EMMA

← BACK
ACTIONS ▾
✉ SEND EMAIL
➡ MAKE RECOMMENDATION
🗉 ADD INTERVIEW EVALUATION

Name	Dupond Emma
E-mail	emma.dupond@abcemail.com
Phone Number	+41 548632489
Address Line 1	Rue 45
Address Line 2	
Country	Switzerland
State	Bern
City	Bern
Postal Code	8756
Date of Birth	16/06/1994
Preferred Language	English
Nationality(ies)	Switzerland
LinkedIn Profile	
CV	📎 Emma Dupond.docx
Heard about this vacancy from	Other
Do you need a work permit?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Languages	

**TAGS**

Tag ▾

**RECOMMENDATION**

**Fields Aileen** 14/11/2022 13:04

To Interview

Excellent candidate

Delete

**APPLICANT DISCUSSION / FEEDBACK**

Team spirit, looking for a new challenge

32. You can use “Interview Evaluation” button to evaluate interviewed applicants. You can rate in full stars or half stars and also leave comments:

**ADD INTERVIEW EVALUATION** ✕

★★★★★

**Notes:**

Great understanding and knowledge for her experience. Good cultural match and willing to accept the challenge.

111/500

**Date Interviewed:**

14/11/2022

✕ CANCEL
✔ SUBMIT

**Note:** If there is more than one interview evaluation, the system automatically calculates the average rating of all the evaluations. For example, if HR evaluates a candidate with 4,5 stars and the Hiring Manager evaluates him/her with 3 stars, the average rating will be 3.75 stars:

**RECRUITMENT**  
↳ VACANCIES / BUDGET ANALYST / MANAGE APPLICANTS

← BACK
✕ CLOSE VACANCY

↑ DOWNLOAD
ACTIONS 1

Open Applications Closed Applications

FILTERING QUESTIONS

APPLICANT	DATE	RECRUITMENT AGENCY	EXPERTISE AREAS	PREFERRED LANGUAGE	STATUS	RECOMMENDATION	INTERVIEWS	TAGS	ACTIONS
<input checked="" type="checkbox"/> Dupond Emma <small>(emma.dupond@abcemail.com)</small>	11/11/2022 @ 18:31			English	Pending	<span style="color: green;">1</span>	★ 3.75/5		⬇ ⚙
<input type="checkbox"/> Landon Josh <small>(josh.landon@abcemail.com)</small>	11/11/2022 @ 18:24			English	Pending				⬇ ⚙

**INTERVIEWS**

Fields Aileen  
★★★★★

Chadwick Matt  
★★★☆☆

33. Once a candidate has been selected for the role, you can use the “Action” field to update the status accordingly. You can change the status as the offer progresses, e.g. from “Offer Sent” to “Offer Rejected” or “Offer Accepted”. Once the offer has been accepted you can initiate the onboarding process from PeopleWeek (refer to the “Onboarding User Guide”).

**RECRUITMENT**  
↳ VACANCIES / BUDGET ANALYST / MANAGE APPLICANTS / DUPOND EMMA

← BACK
ACTIONS
✉ SEND EMAIL
📩 MAKE RECOMMENDATION
📝 ADD INTERVIEW EVALUATION

Name	Dupond Emma	
E-mail	emma.dupond@abcemail.com	
Phone Number	+41 548632489	
Address Line 1	Rue 45	

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