



Agencia de Empleo Comfenalco Santander

Registro de hoja de vida y Búsqueda de vacantes

Resolución No.0045 de febrero 2 de 2022 y modificada por la Resolución 0247 de junio 30 de 2023

VIGILADO SuperSubsidio 🏫

RECOMENDACIONES PARA EL REGISTRO DE HOJA DE VIDA

Mantenga su hoja de vida actualizada en la plataforma del Servicio Público de Empleo (**personas.serviciodeempleo.gov.co):** recuerde que la actualización de su hoja de vida no se hace de manera automática y es su responsabilidad mantener actualizados y registrados al 100% sus datos de contacto, formación y experiencias laborales.



Sus datos de contacto son de vital importancia: valide en su hoja de vida que sus números telefónicos y correo electrónico estén actualizados y sean los que usted utiliza constantemente, la mayoría de las veces los buscadores de empleo pierden oportunidades laborales porque no se da un contacto telefónico exitoso.

Diligenciar todos los campos obligatorios (*) ytodas las áreas requeridas

Revise las fechas de inicio y terminación de contrato que registra en su hoja de vida, deben ser reales y ajustadas a los certificados laborales que usted presenta en un proceso de selección

Mantener actualizada la hoja de vida siempre

Realice búsqueda continua de empleo, su hoja de vida será vista y tenida en cuenta siempre y cuando usted revise vacantes y se postule a las ofertas que se ajusten a su perfil o interés laboral.



INSTRUCTIVO PARA REGISTRAR SU HOJA DE VIDA

Ingrese a la plataforma personas.serviciodeempleo.gov.co Escoja la opción de REGÍSTRESE

Ingrese su correo electrónico (Indispensable para el registro) y haga clic en la opción continuar. Registre su tipo y número de documento de identidad y haga clic en continuar.

Registre todos los datos que requiere el formulario. Los campos con asterisco rojo (*) son obligatorios

Elija las siguientes opciones: Tipo de prestador : Agencia Respuesta: Caja de Compensación Familiar Comfenalco Santander

Acepte los terminos. condiciones y aviso de autorización para el tratamiento de datos personales

Haga clic en

23



A continuación diligencie todos los módulos de las hojas de vida. Los campos con asterisco rojo (*) son obligatorios

		VER MI HOJA DE VIDA	EDITAR MI HOJA	DE VIDA		
Completado	50%	Información Básica	Nivel Educativo	Experiencia Laboral	Educación Informal	Idiomas y Habilidades
			\checkmark	6	4	6
		Datos Personales				Guardar

Cuando finalice el registro de todos los campos de información básica, deberá dar clic en **GUARDAR** y continuar con el siguiente módulo de nivel educativo. Una vez termine asegurese de haber diligenciado todos los módulos (**Experiancia laboral**, educación informal, idiomas y habilidades).

Habrá terminado cuando la barra de 100%

Recuerde mantener actualizada su hoja de vida



<u>Información para la persona que busca empleo</u>

¿CÓMO BUSCAR VACANTES?

Ingrese a la plataforma: personas.serviciodeempleo.gov.co

Verifique que su hoja de vida esté registrada al 100% y actualizada. Si no la tiene registrada proceda a hacerlo siguiendo el instructivo de registro de hoja de vida

Mantenga actualizada toda su información y no olvide cargar todos sus intereses ocupacionales, los cuales debe seleccionar de acuerdo con su formación, experiencia y áreas de interés laboral

Completado
100%
😂 Ver mi Hoja de Vida
📥 Descargar Hoja de Vida
🖨 Imprimir
Configuration



Búsqueda de vacantes desde su hoja de vida:

Ingrese con su usuario y contraseña, identifique "Mis oportunidades laborales" y escoja la opción "Consulta de vacantes"

continuación se abre una pantalla en la que encontrará los resultados de la búsqueda de vacantes, la cual obedece a un cruce automático del sistema entre su hoja de vida y los requisitos de la vacante. Utilice los filtros ubicados a la izquierda de la pantalla para facilitar su búsqueda por:

cargo, ciudad, estudio, salario, Etc.



Revise detalladamente las vacantes que sean de su interés, verifique que cumpla con el perfil solicitado y autopostúlese haciendo clic en "Aplicar a esta vacante"

.

Desde el momento en que usted aplica a la vacante su hoja de vida es visible para el empleador. Él deberá revisar las hojas de vida y actualizar el estado de cada buscador de empleo en la plataforma hasta determinar si lo acepta o no al proceso de selección.

Ofertas laborales desde el buscador de empleo

Ingrese a: buscadordeempleo.gov.co

Busque la palabra clave o código de vacante y presione enter: esta búsqueda depende se su interés labora

A continuación podrá visualizar todas las vacantes asociadas a la búsqueda, haga clic en cada vacante, léalas detalladamente, verifique que realmente cumpla con el perfil (formación, nivel educativo y experiencia); si cumple realmente y le interesa la oferta laboral siga con el proceso correspondiente hasta autopostularse.

En el momento en que usted logre la autopostulación, ya su hoja de vida será visible para el empresario que publicó la oferta laboral, será la empresa la responsable de revisar la hoja de vida y determinará si acepta o no su postulación

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Servicio



Seguimiento

Haga seguimiento a sus vacantes ingresando a la plataforma con su usuario y contraseña seleccione **"mis oportunidades laborales"**, y escoja la opción **" Mis procesos**"

Recuerde que es el empleador el encargado de actualizar el estado de los buscadores de empleo hasta determinar si lo acepta o no al proceso de selección.

	de Empleo				
Inicio 👻 Mi hoja de vida 👻		Mis oportunidades laborales 👻		Mi orientación y capacitación	
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Para más información (crear o actualizar la hoja de vida, recuperar contraseña Etc.) descargue el instructivo completo desde **www.comfenalcosantander.com.co**, opción Centro de Empleo.

Recuerde actualizar su hoja de vida cada 2 meses y hacer búsqueda activa de vacantes en el sistema

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Agencia de Empleo

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