

Create Your Talent Profile

A practical step-by-step guide for joining the Y NSW Talent community

Before you begin: Have an up-to-date CV ready, along with your contact details, current role information, and preferences for your next job.

1. Sign up

- Open the Y Talent Community registration [page](#) and begin creating your profile.
- You can register using Facebook, Google, LinkedIn, or an email address.
- Complete the registration prompts to establish your account.

2. Upload your CV

- Upload your current CV as part of the profile-building process.
- Humanforce Talent can use it to pre-fill your work history.
- Check that the CV is accurate and up to date because it forms the basis of your profile.

3. Add your basic information

- Enter your contact and location details.
- Select your country of residence using the flag drop-down.
- In the location field, begin typing your city or suburb, then select the correct option from the list.
- Candidates in Australia or New Zealand may also see optional diversity and inclusion questions.

4. Add your current role

- Enter your current role title, employer, time in the role and type of employment.
- You can choose to hide your current company on your profile.
- Add up to five specialties that describe your strongest skills, role experience, systems knowledge, IT skills, or languages.
- Adding specialties can improve how your profile appears in recruiter searches and job matching.



Inspiring Lives

- If you have no work experience, select “I’m new to the workforce”.

5. Set your work preferences

- Add the role titles you are interested in.
- Set the location range for your job search and change the country if required.
- Optionally add more information about your strongest skills and competencies.
- Complete the questions about preferred work type, working hours, salary, and travel preferences.
- Provide detailed and accurate preferences so recruiters can better match you with suitable vacancies.

Final profile check

- Contact and location details are correct.
- CV and work history are current.
- Current role and employment type are accurate.
- Up to five relevant specialties have been added.
- Role, location, hours, salary, and travel preferences reflect what you want next.

Source: *Humanforce Talent*, “[Join Humanforce Talent and Create a Profile](#)”