

# Talent Member Registration Steps

## 3 steps to complete membership registration

- Step 1 Fill in account information
- Step 2 Complete your resume
- Step 3 Wait for membership approval letter

### 1. Register as a talent member



#### Key in

Register  Talent  Enterprise

( \* Required)

**Personal Info**

* Where did you learn about Contact TAIWAN?	Taiwan	Taiwan External Trade Development Council, TA
	TAITRA HQ ( Taipei )	
* Account	<input type="text"/>	
	( Must have 4-16 characters containing both letters and numbers)	
* Password	<input type="text"/>	
	Password must be at least 8 characters long containing uppercase letters, lowercase letters and numbers.	
* Highest Education	Country : <input type="text" value="Please select"/>	<input type="text"/>
	School Name :	<input type="text"/>

I have read and agree with [Contact TAIWAN Membership Rights and Obligations](#)

### Finish the first-stage registration

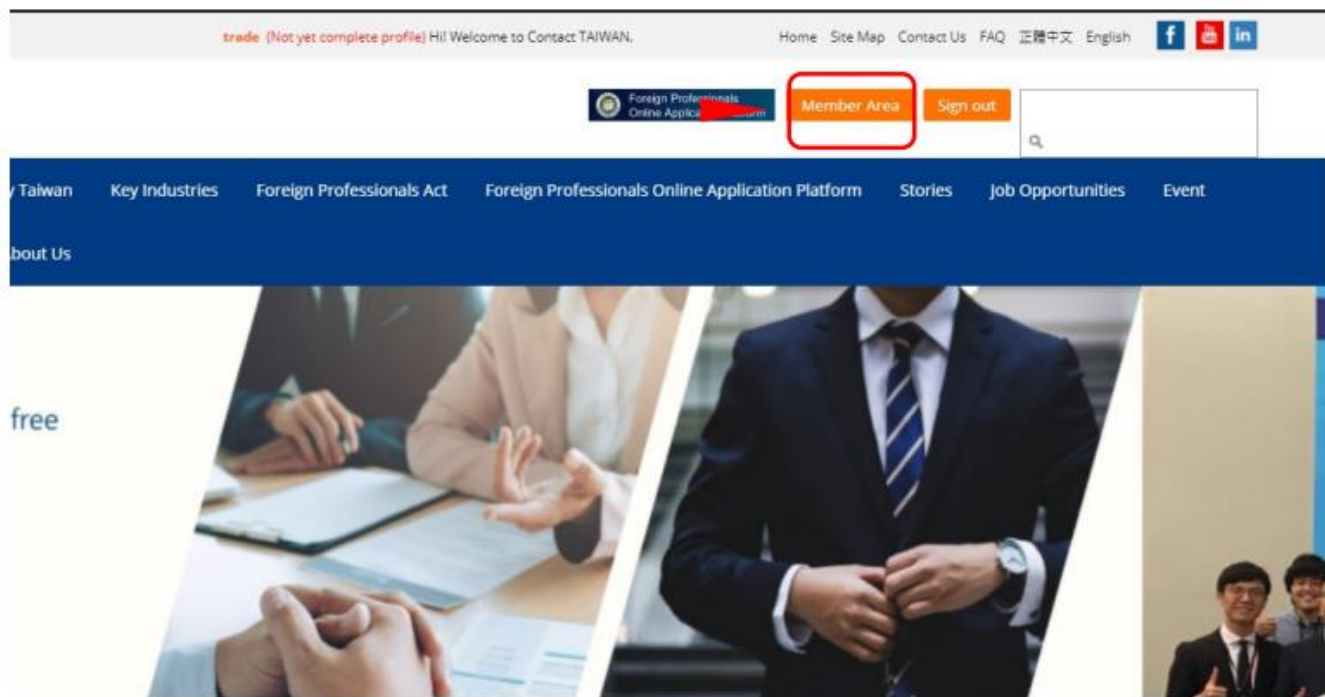
www.contacttaiwan.tw 顯示

Congratulations on completing the first stage of information filling. You can already use the basic services of the website. Or fill in the detailed information and use further website services after the review is completed.

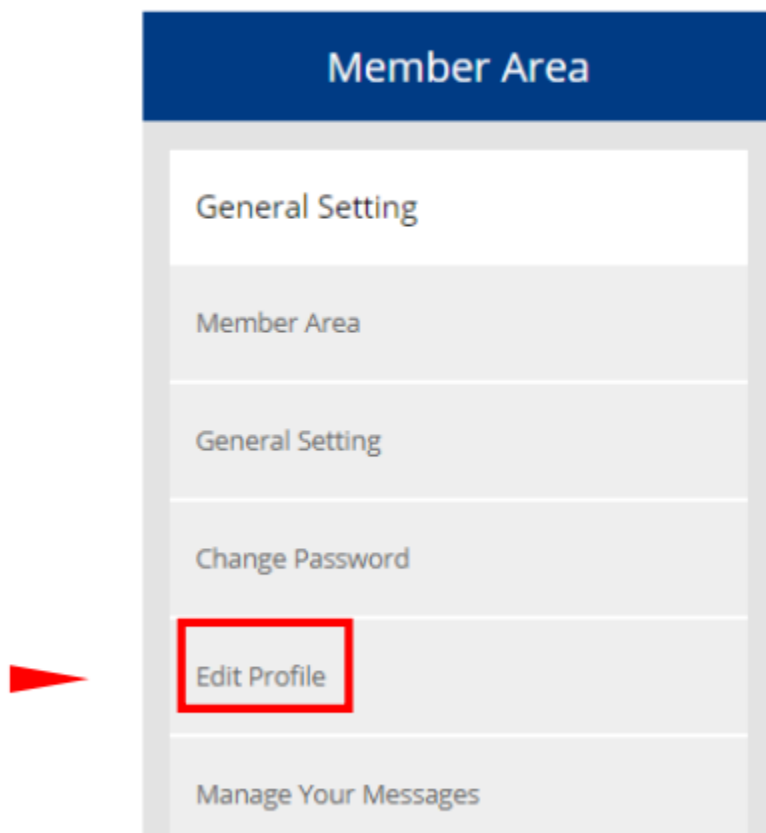
確定

※ You can browse the website now, but if you want to send CV, please complete the second-stage registration.

## 2. Go to Member Area to complete the second-stage registration



### Member Area -> Edit Profile



## Complete your education background & working experience

### ① Upload your own CV file

(\* Required)

Managing CV

[\* : The limitation of attachment is up to 5 attached files] [Add attachment](#)

File Name	File Description	File display	Delete
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### ② Key in your CV (\* Required)

Personal Info	Education	Language
Work Experience	Professional Specialty	Your Ideal Job

### ③ Submit

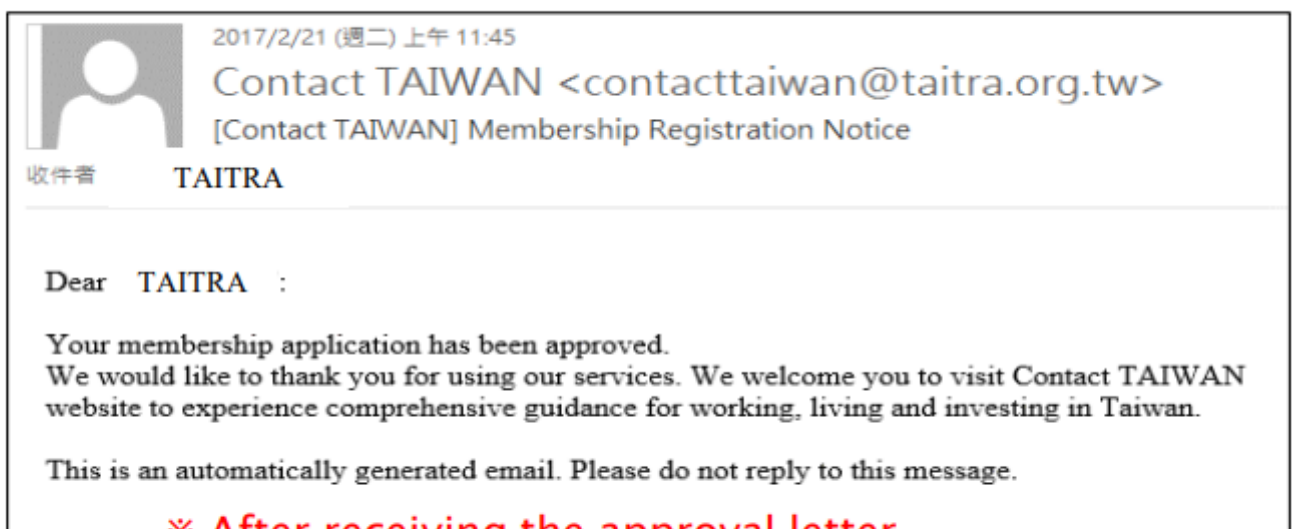
System Message

Get mail for matching result!  Yes  No  
 Provide free demand-supply matching services for overseas hi-tech talent and you can look over related inform. in 'Matching Result' of member area.

Get mail for New Events  Yes  No  
 Obtains this website latest news immediately.

[Submit](#)

## 3. Wait for approval letter



※ After receiving the approval letter, then you can sign in anytime to edit your profile & send CV to the companies.

# Member Area Functions introduction

## Foreign Professionals Online Application Platform



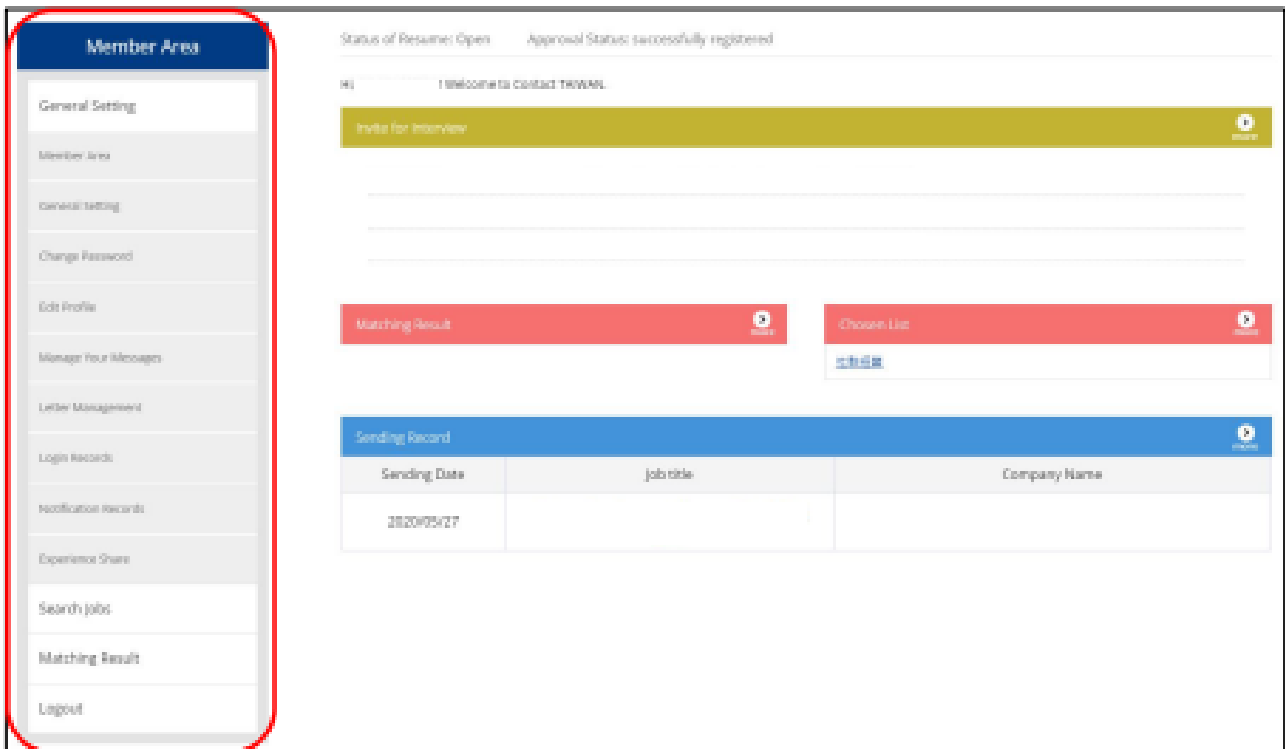
This platform provides applications for an Employment Gold Card, Employment PASS Card and Entrepreneur Visa, and also integrates all the permits in one convenient location that you may need to work in Taiwan, including a work permit (which you do not have to apply for if you have an Employment Gold Card, Employment PASS Card or Entrepreneur Visa), resident visa, alien resident certificate, and re-entry permit, saving you valuable time in tracking them down in various government agencies.

## Member Area



# Member Area Functions introduction

## Main Functions



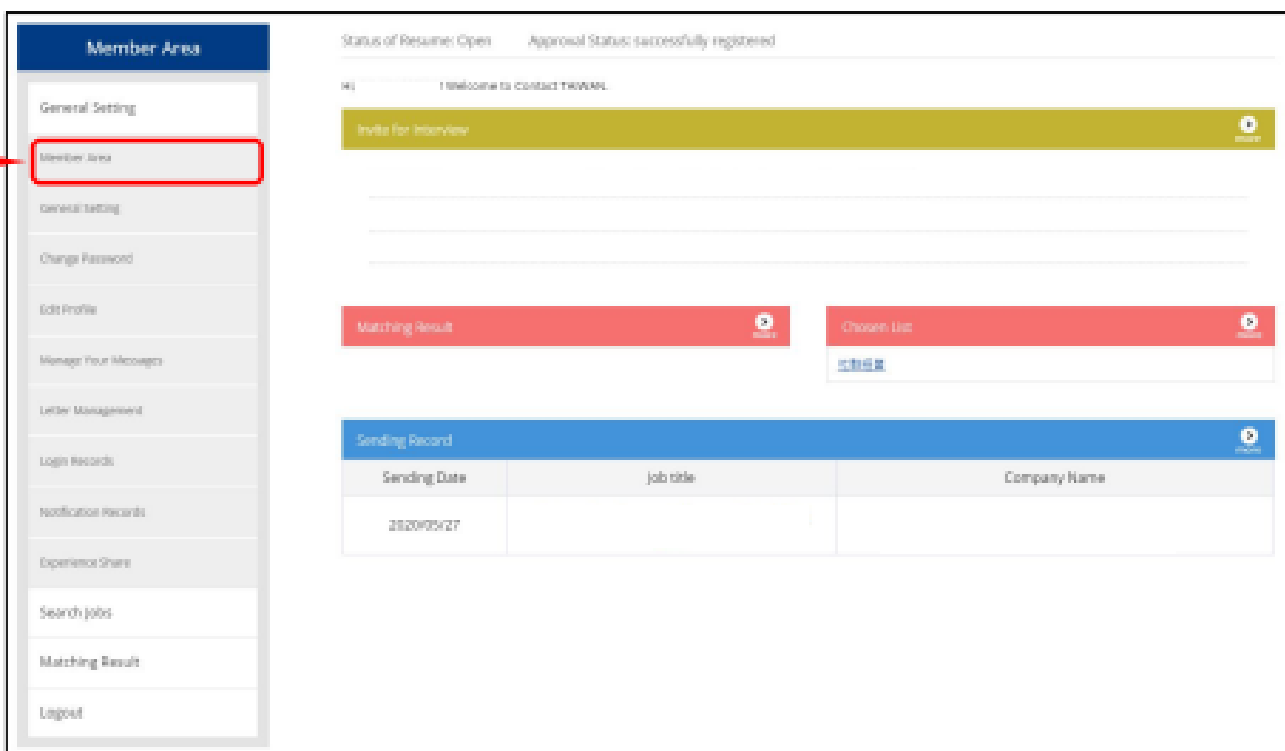
The screenshot shows the Member Area dashboard. On the left, a sidebar menu is highlighted with a red box and a red arrow. The main content area displays the following information:

- Status of Resume: Open
- Approval Status: successfully registered
- Hi [Name], welcome to CONTACT TAIWAN.
- Invite for Interview button
- Matching Result button
- Chosen List button
- Sending Record table

Sending Date	Job title	Company Name
2020/05/27		

You can always find the main functions on the left, including:  
General Setting / Search Jobs / Matching Result

## General Setting – Member Area



The screenshot shows the Member Area dashboard. The 'Member Area' menu item in the left sidebar is highlighted with a red box and a red arrow. The main content area displays the following information:

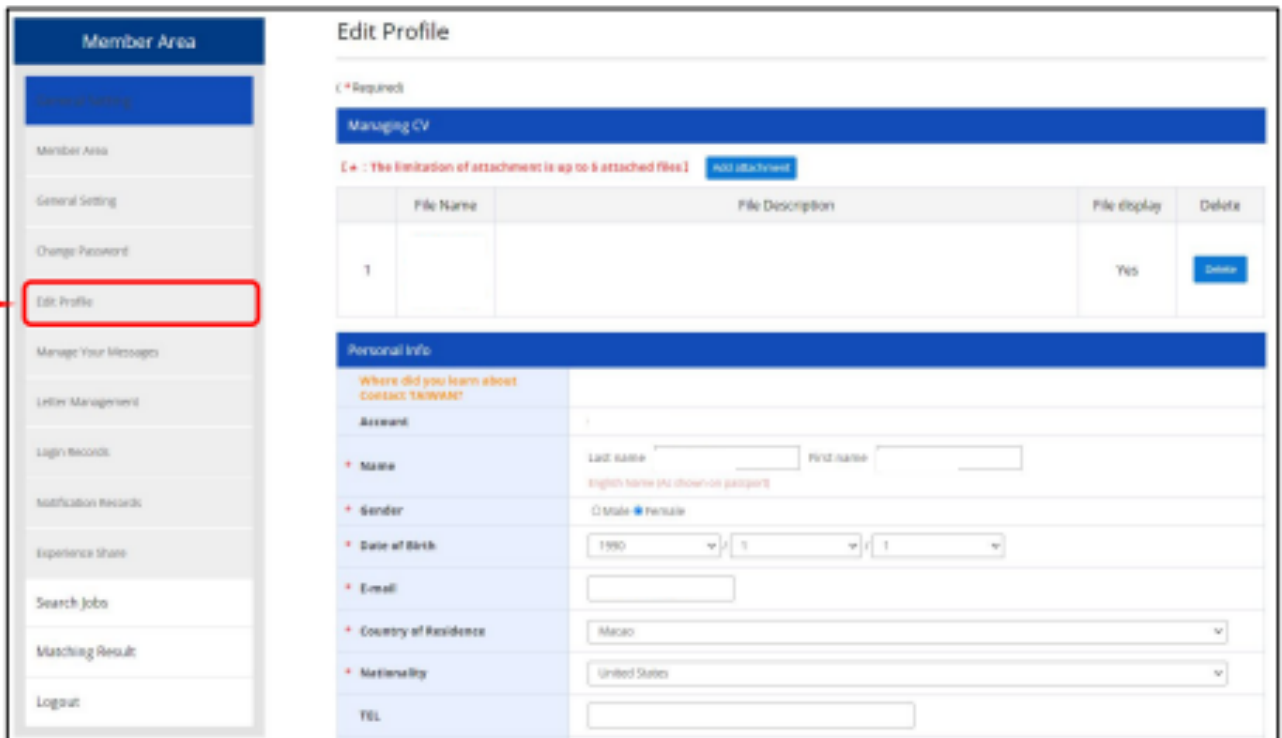
- Status of Resume: Open
- Approval Status: successfully registered
- Hi [Name], welcome to CONTACT TAIWAN.
- Invite for Interview button
- Matching Result button
- Chosen List button
- Sending Record table

Sending Date	Job title	Company Name
2020/05/27		

You can find the overview in Member Area, including Invite for interview, Matching Result, Chosen List and Sending Record.

# Member Area Functions introduction

## General Setting – Edit Profile



**Member Area**

- General Setting
- Member Area
- General Setting
- Change Password
- Edit Profile**
- Manage Your Messages
- Letter Management
- Login Record
- Notification Records
- Experience Share
- Search Job
- Matching Result
- Logout

**Edit Profile**

\* Required

**Managing CV**

[-] : The limitation of attachment is up to 5 attached files! [Not attached](#)

	File Name	File Description	File display	Delete
1			Yes	<a href="#">Delete</a>

**Personal Info**

Where did you learn about CONTACT TAIWAN?

**Account**

\* Name: Last name  First name   
English name (for Chinese passport)

\* Gender:  Male  Female

\* Date of Birth:  /  /

\* Email:

\* Country of Residence:

\* Nationality:

TEL:

You can manage your resume and upload attachments here. You can upload files such as cover letter, recommendation letter, skill certificate, Your own version resume, anything can represent you as an interviewee to stand out.

## General Setting – Manage Your Messages



**Member Area**

- General Setting
- Member Area
- General Setting
- Change Password
- Edit Profile
- Manage Your Messages**
- Letter Management
- Login Record
- Notification Records
- Experience Share
- Search Job
- Matching Result
- Logout

**Manage your messages**

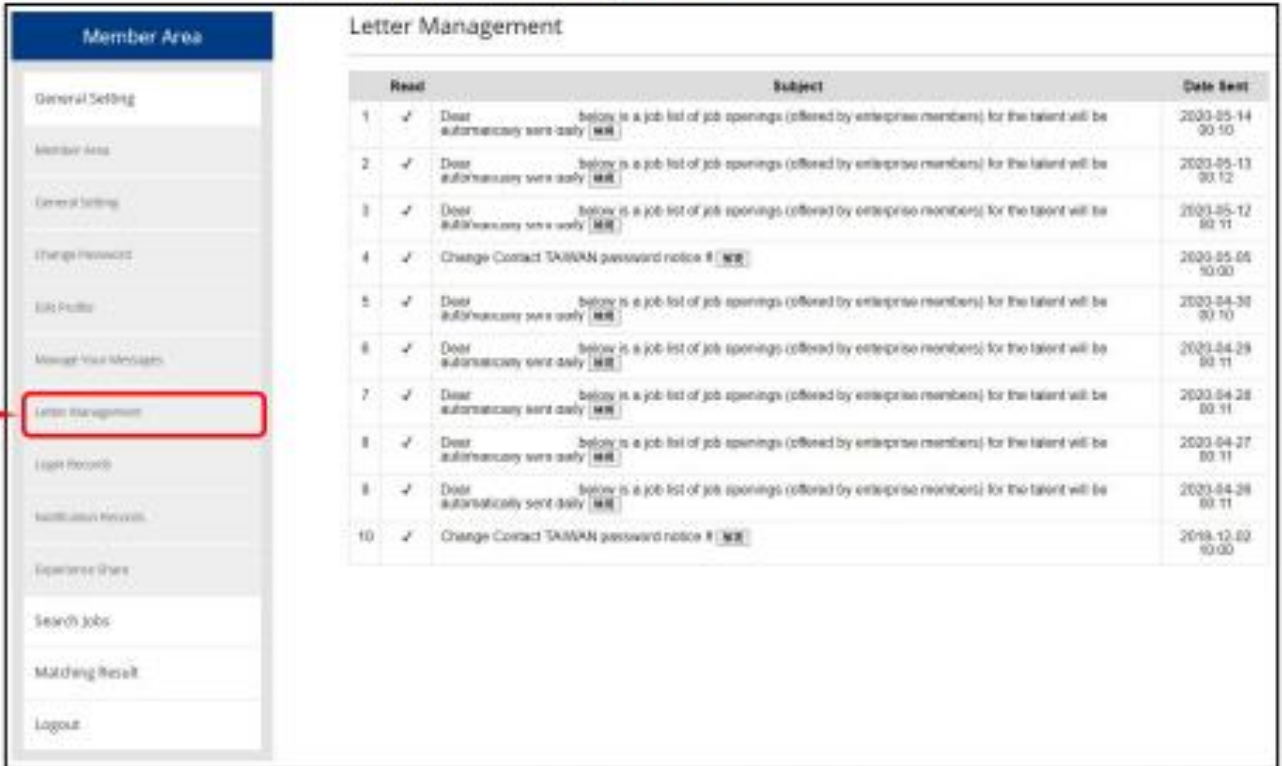
0 Messages sent by you 0 Messages from employers

No information has been found

You can manage the messages between you and the employers. (You can send the messages to the employers on their job pages.)

# Member Area Functions introduction

## General Setting – Letter Management



Read	Subject	Date Sent
1 ✓	Dear [Name], below is a job list of job openings (offered by enterprise members) for the talent will be automatically sent daily [More]	2023-05-14 00:10
2 ✓	Dear [Name], below is a job list of job openings (offered by enterprise members) for the talent will be automatically sent daily [More]	2023-05-13 00:12
3 ✓	Dear [Name], below is a job list of job openings (offered by enterprise members) for the talent will be automatically sent daily [More]	2023-05-12 00:11
4 ✓	Change Contact TAIWAN password notice # [More]	2023-05-06 10:00
5 ✓	Dear [Name], below is a job list of job openings (offered by enterprise members) for the talent will be automatically sent daily [More]	2023-04-30 00:10
6 ✓	Dear [Name], below is a job list of job openings (offered by enterprise members) for the talent will be automatically sent daily [More]	2023-04-29 00:11
7 ✓	Dear [Name], below is a job list of job openings (offered by enterprise members) for the talent will be automatically sent daily [More]	2023-04-28 00:11
8 ✓	Dear [Name], below is a job list of job openings (offered by enterprise members) for the talent will be automatically sent daily [More]	2023-04-27 00:11
9 ✓	Dear [Name], below is a job list of job openings (offered by enterprise members) for the talent will be automatically sent daily [More]	2023-04-26 00:11
10 ✓	Change Contact TAIWAN password notice # [More]	2019-12-02 10:00

You can always find the system automatically generated email here. (You'll also receive these kind of email by your registered email.)

## General Setting – Experience Share



Status of Resume: Open    Approval Status: successfully registered

Welcome to Contact TAIWAN.

[Invite for Interview](#) more

[Matching Result](#) more    [Chosen List](#) more

[Sending Record](#) more

Sending Date	Job title	Company Name

Experience Share gathers information on studying, working, living and traveling in Taiwan. This page helps more interested talents learn more about Taiwan through personal testimonies shared by other talent members.

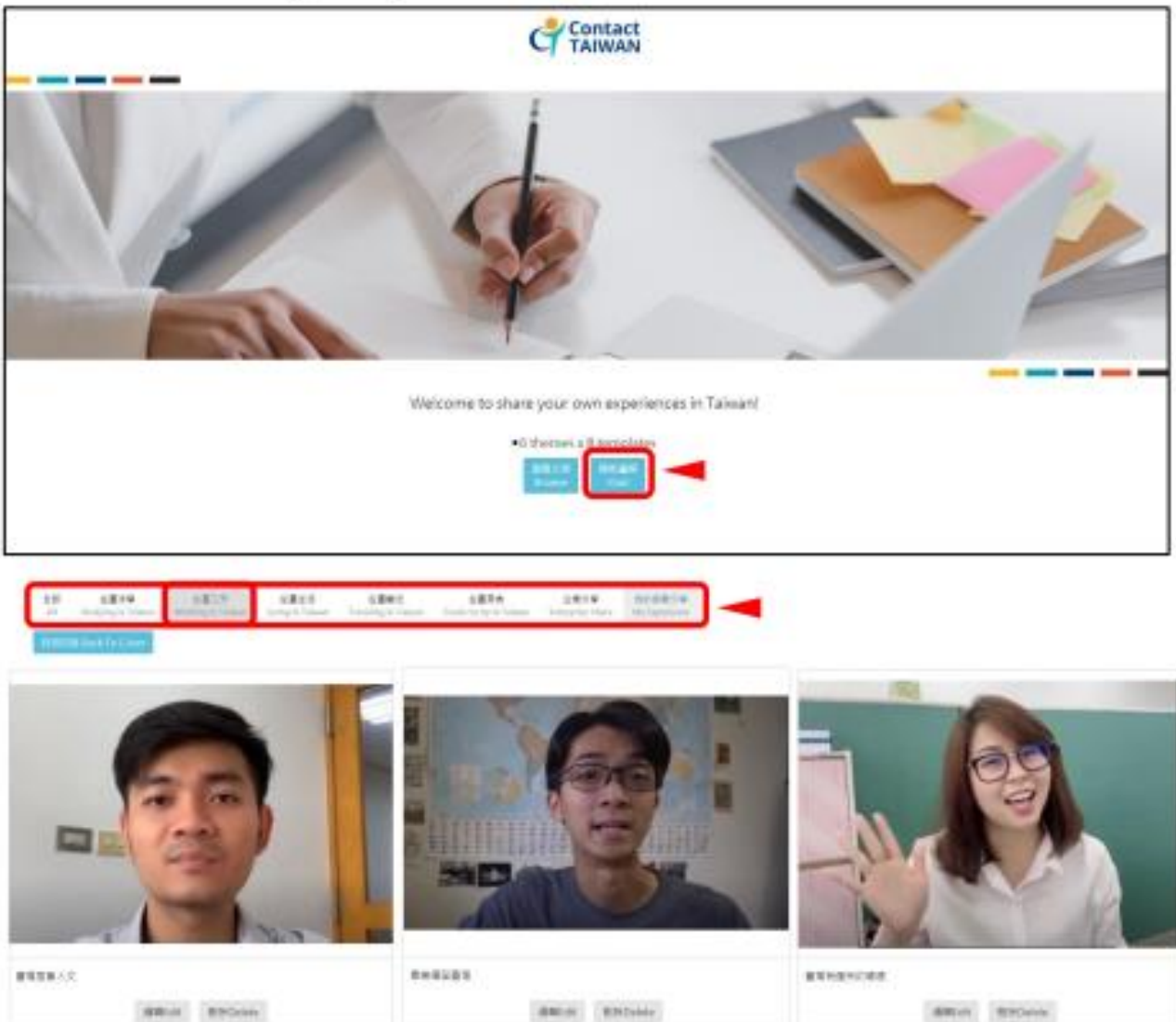
# Member Area Functions introduction

## General Setting - Experience Share



There are 8 templates and 5 themes for the global talents to select, including: Studying in Taiwan, Working in Taiwan, Living in Taiwan, Traveling in Taiwan and Foods to try. Choose one theme and one template to start your sharing. You can always preview your article.

## General Setting - Experience Share

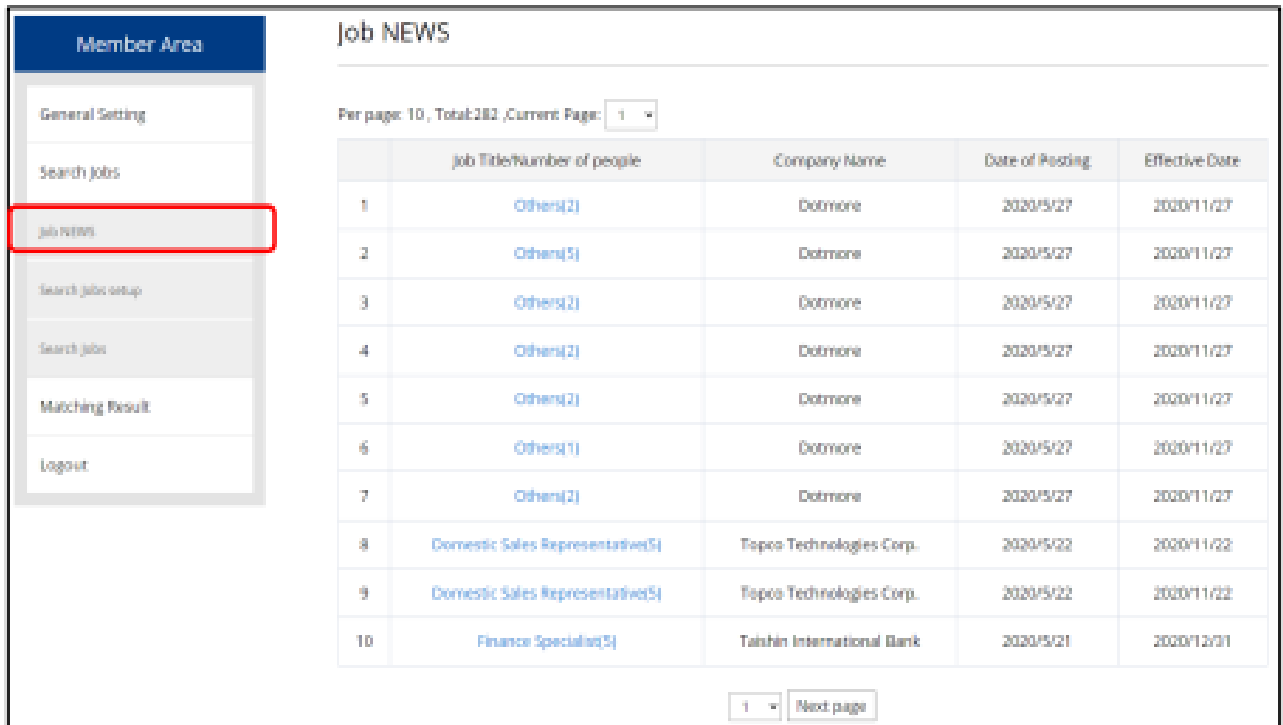


Start your sharing, and browse for experiences others have shared.



# Member Area Functions introduction

## Search Jobs - Job News



Member Area

- General Setting
- Search Jobs
- Job NEWS**
- Search jobs setup
- Search jobs
- Matching Result
- Logout

Job NEWS

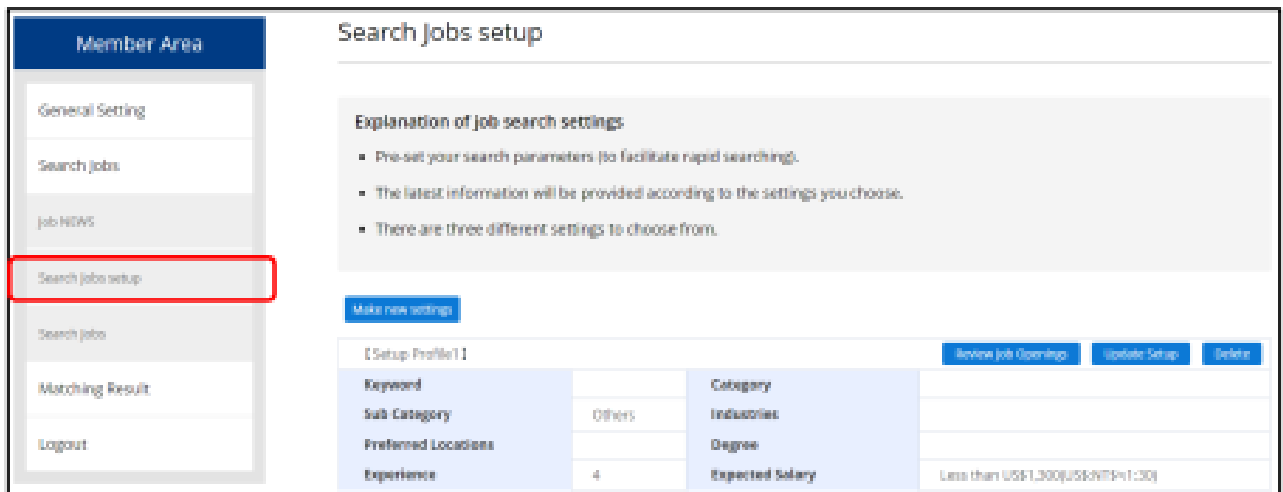
Per page: 10, Total:282, Current Page: 1

	Job Title/Number of people	Company Name	Date of Posting	Effective Date
1	Others(2)	Dotmore	2020/5/27	2020/11/27
2	Others(5)	Dotmore	2020/5/27	2020/11/27
3	Others(2)	Dotmore	2020/5/27	2020/11/27
4	Others(2)	Dotmore	2020/5/27	2020/11/27
5	Others(2)	Dotmore	2020/5/27	2020/11/27
6	Others(1)	Dotmore	2020/5/27	2020/11/27
7	Others(2)	Dotmore	2020/5/27	2020/11/27
8	Domestic Sales Representative(5)	Tapco Technologies Corp.	2020/5/22	2020/11/22
9	Domestic Sales Representative(5)	Tapco Technologies Corp.	2020/5/22	2020/11/22
10	Finance Specialist(5)	Taihsin International Bank	2020/5/21	2020/12/31

1 Next page

You can find the latest job offer here.

## Search Jobs - Search Jobs setup



Member Area

- General Setting
- Search Jobs
- Job NEWS
- Search jobs setup**
- Search jobs
- Matching Result
- Logout

Search jobs setup

Explanation of job search settings

- Pre-set your search parameters (to facilitate rapid searching).
- The latest information will be provided according to the settings you choose.
- There are three different settings to choose from.

Make new settings

[Setup Profile 1] [Review Job Openings](#) [Update Setup](#) [Delete](#)

Keyword		Category	
Sub Category	Others	Industries	
Preferred Locations		Degree	
Experience	4	Expected Salary	Less than US\$1,200(US\$400~1:30)

You can set up your search parameters to facilitate rapid searching. And the latest information will be provided according to the settings you choose.