

Paso 1 Darle continuar para registrarse o aplicar a una posición.

Recruiter, Headhunter, Executive Search Firm Specialists

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BUILDING THE HEART OF BUSINESS™

Recruiter, Headhunter, Executive Search
MRI of San Jose Costa Rica

Our Clients and Candidates come back to us because they **trust** us and count on us for the **best** results.

Para ver instrucciones → For Candidates
Do you need instructions? (Click here)
Continue to register or apply to a position. (Click here)

Para registrarse o aplicar a una posición

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Paso 2 Si no está registrado, entonces debe registrarse

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Para registrarse por primera vez, haga clic aquí

If you are a new user, please click the link below:
» [NEW USERS CLICK HERE](#)

If you are an existing user, please sign in below:

Your Email:

Your Password:

[Forgot Your Password?](#)

Si ya se registro ingrese su email y password y dele clic aquí

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Si ya está registrado anote su Email y su Password y dele clic a LOGIN, se va al **Paso 8** directamente.

Paso 3 Llenar sus datos personales (NEW USERS CLICK HERE)

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Conviene completar todos los campos, entre más completa sea su información es mejor para nuestro "motor de búsqueda de datos"

Lo que tenga * es requerido llenarlo

Submit Your Information

Please Complete this Form
* Required
[Click here to automatically extract contact information from your resume](#)

Servirán luego para ingresar


Contraseña *	<input type="text"/>	No usar	Anote esta contraseña para no olvidarla (Campo obligatorio)
Confirm Contraseña *	<input type="text"/>	No usar	
Email *	<input type="text"/>	Anotarla para no olvidarla	Le servirá como usuario para ingresar (Campo obligatorio) If you would like a free email account, Click Here
Apellidos *	<input type="text"/>		Digitar los dos apellidos, sin tildes (Campo obligatorio)
Nombre *	<input type="text"/>		Digitar el nombre completo, sin tildes (Campo obligatorio)
Posición/Puesto Actual *	<input type="text"/>		O el último puesto que tuvo, sin tildes (Campo obligatorio)
Provincia *	<input type="text"/>		Provincia donde reside, sin tildes (Campo obligatorio)
País *	<input type="text"/>		País donde reside, sin tildes (Campo obligatorio)
Teléfono de la habitación	<input type="text"/>		
Teléfono del trabajo	<input type="text"/>		
Teléfono celular *	<input type="text"/>		(Campo obligatorio)
Cédula de identidad	<input type="text"/>		

Una vez que revisó que todo esta correcto, darle clic

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Paso 4 Verificar email y contraseña, leer los términos y si está de acuerdo darle aceptar

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Submission Agreement

Please record your account information below. You will need this information when you return.

Your Email:

Your Password:

Revisar que estén correctos y anotarlos para no olvidarlos

Please read the following before continuing:

By submitting your resume to this web site, you grant the organization a royalty-free, perpetual, irrevocable, non-exclusive right and license to use, reproduce, modify, adapt, and publish worldwide. You agree that the organization may allow subscribers to access, display, view, store and reproduce such content for personal use.

You warrant that the holder of any rights to any information that you submit has completely waived all such rights and granted to you the right to agree to the license stated above.

The organization is under no obligation to monitor information on the web site, but it may monitor

Si está de acuerdo, darle clic para continuar

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Paso 5 Enviar su resumé (ACCEPT)

The screenshot shows the MRINetwork website interface for submitting a resume. At the top, the logo for MRINetwork is displayed with the tagline "BUILDING THE HEART OF BUSINESS™". To the right, the text reads "Recruiter, Headhunter, Executive Search MRI of San Jose Costa Rica".

Red annotations are present throughout the page:

- A red arrow points to the "I DO NOT HAVE A RESUME BUILD IT NOW!" button with the text: "Para crear su resumé en línea dele clic aquí".
- Another red arrow points to the "Click here to Upload your resume as a file" link with the text: "Si tiene su resumé como un file lo puede enviar dándole clic aquí".
- A third red arrow points to the "NEXT >>" button at the bottom of the text area with the text: "Solo si tiene su resumé en el cuadro, dele clic".

The main content area includes a dark blue header "Cut and Paste Your Resume" and a red button "I DO NOT HAVE A RESUME BUILD IT NOW!". Below this, the "INSTRUCTIONS" section reads: "Open your resume in Word, Word Perfect, etc. Highlight the entire resume and press CTRL-C or choose COPY from the Edit menu. Return to this screen and click into resume space, press CTRL-V or choose PASTE from the Edit menu. Edit the resume as needed. Press the button below and wait for resume to upload." Two links are provided: "Click here to paste a Text-Only (no formatting) version of your resume" and "Click here to Upload your resume as a file". A large text box contains the instruction: "Use 'Copy' / 'Paste' para copiar su resumé en este campo". At the bottom left of this box is a "NEXT >>" button.

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Si le da NEXT >> se va al Paso 7 directamente

Paso 6 Enviar su resumé como un archivo adjunto (BROWSE)

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Upload Resume
Resumes Will only Upload in DOC, RTF, TXT, or PDF format.

No usar → [Click here to paste a Text-Only \(no formatting\) version of your Resume](#)
[Click here to paste a Formatted version of your Resume](#)

Buscar el archivo →

← **Sube el file a la web y completa su registro**

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Paso 7 Proceso terminado

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Thank You! Your Submittal is Complete. Your Resume has been saved to the database.

← **Proceso terminado
Va al menú principal**

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Paso 8 Menú principal (MENU)

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Nombre Primer y Segundo Apellido is currently logged in. [Logout]

HOME	Registration and Job Browsing	GO
My Information		
Keyword Search		
Search By Title	(Search All)	
Run Search	SEARCH	

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Para actualizar sus datos personales y/o cambiar su contraseña

Dejar en blanco para ver todas las posiciones

Para buscar la posición

Paso 9 Entrar a ver las posiciones abiertas, en este caso la posición "Ejecutivo" (SEARCH)

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**Aplicar en la posición deseada
Como ejemplo usaremos "Ejecutivo"**


MENU	Position List- Record 1-1 of 1		
Job Title	City/State	Position Id	Date
Ejecutivo (NEW)	Escazu Costa Rica	19	Dec-3-2008
RSS			

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No usar

Paso 10 Aplicar a la posición (Ejecutivo)

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Darle clic para aplicar →


MENU	BACK	INQUIRE
Job Title	Ejecutivo	
Date Posted	12/3/2008	
Location	Escazu, Costa Rica	
Status	A	
Job Type	Full-Time Regular	
Position Id	19	
Written By	RAUL	
Job Description		

Aquí aparecerá una descripción del puesto ←

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Paso 11 Aplicar (INQUIRE)

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Es preferible que no los cambie

MENU	BACK	Inquire About Position Ejecutivo
What is The Best Way to be Contacted?	My Email Address	
Enter Any Additional Comments		
Forward a Copy of Your Resume?	Yes	
Include Contact Information?	Include Name, Address, Phone, and Email	

Comentarios adicionales ←

Darle clic para continuar → **SUBMIT**

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Paso 13 Proceso terminado

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Thank You! Your inquiry has been received.

Proceso terminado
Vuelve al menú principal

MENU

Progress: ■■■

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Al darle MENU, vuelve directamente al Paso 8

Paso 14 Modificar información (GO)

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MENU

Return to main menu.

Actualizar resumé

MY RESUME

View or Update Resume.

Edit My Current Information

Contraseña	Añote esta contraseña para no olvidarla (Campo obligatorio)
Confirm Contraseña	
Email	rambo@gmail.com	Le servirá como usuario para ingresar (Campo obligatorio) If you would like a free email account, Click Here
Apellidos	Primer y Segundo Apellido	Digitar los dos apellidos, sin tildes (Campo obligatorio)
Nombre	Nombre	Digitar el nombre completo, sin tildes (Campo obligatorio)
Posición/Puesto Actual	Gerente	O el último puesto que tuvo, sin tildes (Campo obligatorio)
Provincia	San Jose	Provincia donde reside, sin tildes (Campo obligatorio)
Pais	Costa Rica	País donde reside, sin tildes (Campo obligatorio)
Teléfono de la habitación		
Teléfono del trabajo		
Teléfono celular	8888-8888	(Campo obligatorio)
Cédula de identidad	99-9999-9999	


SAVE

Guardar cambios

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Paso 15 Actualizar resumé (MY RESUME)

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L BACK Update Resume - Nombre Primer y Segundo Apellido

[View My Current Resume](#) ← **Ver el resumé como un archivo**

[Replace My Current Resume](#) ← **Ver el Paso 6**

[Use RESUME BUILDER to Build a New Resume](#) ← **Para crear un resumé en línea**

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Paso 16 Crear un resumé en línea (RESUME BUILDER)

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[BACK](#) Update Resume - Nombre Primer y Segundo Apellido

OBJECTIVE

EDUCATION

HIGH SCHOOL

COLLEGE

GRADUATE SCHOOL

EXPERIENCE

Dates

Employment #1

Dates

Employment #2

Dates

Employment #3

Skills

References

Reference 1 Name

Reference 1 Address

Reference 1 Phone

Reference 2 Name

Reference 2 Address

Reference 2 Phone

Reference 3 Name

Reference 3 Address

Reference 3 Phone

Awards And Achievements

Other

Hobbies

Interests

Muy importante, no olvidar salvarlo

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