

Seek Profile instruction & information

A [SEEK Profile](#) is a professional summary, housed on SEEK that recruiters and employers can view and use to contact you, in their search to find new talent for their vacant roles.

A **SEEK Profile** lets you present:

- A personal summary
- Career history
- Education
- Skills

and attach a resume to show even more detailed information about your career and achievements.

A SEEK Profile can be as **basic** or **detailed** as you want within the fields provided, but in order to increase your chances of 'being seen' and contacted for a role by potential employers, a detailed and thorough profile always wins!

Why should I have a SEEK Profile?

Put simply, having a SEEK Profile increases your chances of finding your ideal role faster. Having a visible SEEK Profile allows employers and recruiters to search for you, and for SEEK to recommend you the most suitable newest jobs, while the added extras make the whole job seeking and applying process fast and easy.

How your SEEK Profile helps to improve the job search process

Having a SEEK Profile also gives you exclusive access to tools that help you find and apply for jobs faster. These include:

- **Jobmail:** an optional, daily, personalised email, featuring the most recently posted jobs that match your criteria on your 'saved searches'
- **Weekly RoundUp:** a weekly email that provides recommended jobs and industry insights based on the information you include in your SEEK Profile. One of the biggest benefits of the Weekly RoundUp is that it uses SEEK technology to surface highly relevant jobs that you might have otherwise missed in your search. You automatically receive the Weekly Roundup when you sign up for a SEEK Profile and you can unsubscribe from it at any time
- **Saved jobs / Applied jobs:** gives you the ability to save jobs you're interested in and track the jobs you've applied for.
- **Quick Apply:** when you apply for a job while signed into your SEEK Profile, all your information is stored and ready to go, with the added benefit of being able to edit your cover letter on the go and choose which stored resume you want to use for each application.

How do I sign up for a SEEK Profile?

- Go to Seek Homepage
- Click on the **'Register'** link in the top right corner
- Fill out the fields as you're prompted.
 - Or, if you're applying for a job on SEEK, a **basic version will automatically be set up** for you with the essential information you provide for the job application.

Privacy Settings & Visibility

Profile visibility settings

Choose from the profile visibility settings below to determine how you can be found.

Standard Recommended

Employers can:

- See your profile ✓
- Contact you with opportunities ✓
- View your resume ✓



John Smith

Updated 6 mths ago
Salary \$60k+

Manager - Omni Feb 12 - Now
Team Leader - Omni Dec 09 - Jan 12
Telesales - Omni Jun 08 - Oct 09

More ▾

View CV

Limited

Employers can:

- See your profile ✓
- Contact you with opportunities ✓
- View your resume ✗



John Smith

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More ▾

CV not available

Hidden

Employers can:

- See your profile ✗
- Contact you with opportunities ✗
- View your resume ✗



The career history, skills and education sections of your SEEK Profile will be sent to employers with your job applications. Proactively searching employers will not be able to otherwise access your Profile.

Seek profile privacy settings:

<https://www.youtube.com/watch?v=UllQ4n0Zc5U>

Who can view my SEEK Profile?

When you apply for a job on SEEK your career history, education, skills, licences & certifications in your SEEK Profile will be sent to the employer along with your application. In addition, based on the profile visibility setting you choose, approved employers who meet our multi-stage screening process can view your profile and contact you with relevant job opportunities.

Which resume do employers see when they view my SEEK profile?

When you apply for a job on SEEK, the resume you select as part of the application form is what is sent to the employer. When employers are proactively searching for candidates and your profile visibility is set to Standard, your default resume will be visible to employers. To change your default resume, go to the SEEK Profile tab, select a resume and pick which resume you'd like as your default. If you only have one resume stored on SEEK, that will automatically appear as your default resume.

How do employers contact me via my SEEK profile?

When you apply for a job on SEEK, the employer can contact you using the contact details provided in the application form. For employers who are proactively searching for candidates, how those employers contact you depends on your profile visibility. If your privacy visibility is set to Standard, employers can either contact you via the details contained within your resume or send you an email via SEEK inviting you to view the job opportunity. If your privacy visibility is set to Limited, employers can send you an email via SEEK, but not view the information contained within your resume. Employers cannot contact you if your profile is set to Hidden.