JOBS MONDE

The guide step by step

From your account to every tool: job seekers, employees and employers.

- C — I'm looking for a job
- S — I am an employee
- E — I recruit or manage a team

One account, three spaces

One e-mail address is enough. The menu adapts to who you are. Tap a profile to go there.

Your Jobs Monde account

An e-mail address or Google

C — I'm looking for a job

- Jobs by country
- Tailored CV and letter
- Application tracking

S — I am an employee

- Clocking in by phone
- Leave and payslips
- Personal documents

E — I recruit or manage a team

- Recruitment
- Team, attendance, payroll
- Several organisations

How an employee joins their space

1. **The employer creates the record** — with the employee's e-mail
2. **The employee gets the invitation** — check the spam folder
3. **They sign in** — with the same e-mail address
4. **Their space opens** — payslips, leave, clocking

Contents

Tap a title to jump straight to the right page.

I'm looking for a job

- Offers from around the world, with their source
- Job alerts
- Honest AI coach
- Tailored CV and letter
- Practice: written test and mock interview
- Applications tracked in one place
- Suitable training

I am an employee

- Clock in with your phone
- My leave
- Salary advance
- My payslips
- My documents
- Onboarding and goals

I recruit or manage a team

- Recruit
- Manage the team
- Employee digital file
- Attendance and clock-in
- Leave, with bulk approval
- Approval cover
- Notifications
- Day labourers
- Payroll
- Administration and departures
- Firm or service provider: several organisations
- Quick search

Install on your phone

Frequently asked questions

C I'm looking for a job

Find, prepare and apply in one place, without anything being made up on your behalf.

To get started

1 Create your account in under a minute

With your e-mail, or in one click with Google. No complicated password to remember with Google.

Create my account →

2 Import your CV

Upload your CV: Jobs Monde extracts your experience, education and skills. You review and correct before confirming.

Import my CV →

3 Look for a job

Filter by country, occupation or organisation. Every job shows its source.

See jobs →

4 Prepare, then apply

The coach compares your profile with the job, prepares your CV and letter, then you apply.

Choose a job →

What you can do

Offers from around the world, with their source

Each job links to the original ad. You always know who you are dealing with.

- Open “Offers by country” or “Offers by organisation”.
- Narrow down with the filters.
- Open the job to read the details and the source.

Jobs by country →

Job alerts

Save a search: you are notified of new offers without coming back every day.

- Run a search.
- Create an alert.
- Receive matching new offers.

My alerts →

Honest AI coach

It compares your profile with a job and tells you frankly what is missing. It never adds a skill you do not have.

- Complete your profile (what you have really done).
- Open a job and start the analysis.
- Read the strengths and the areas to improve.

Tip. The more precise your profile, the more useful the advice.

Tailored CV and letter

A CV and letter adapted to each job, built only from your facts. You review and edit before sending.

- Import your CV to save time.
- Choose the target job.
- Review, edit, download.

Prepare my application →

Practice: written test and mock interview

Practise before the real day, with precise feedback on your answers.

- Open an offer.
- Choose the written test or the mock interview.
- Read the feedback and try again.

Choose a job →

Applications tracked in one place

Apply directly to ads published on Jobs Monde and see the status of each application.

- Click “Apply”.
- Follow the answer in “Applications”.

My applications →

Suitable training

Training to close the gaps spotted by the coach.

- Open “Training”.
- Filter by topic.

See training →

Good to know. The coach is an aid: it is sometimes wrong, and the decision to send is yours. We do not guarantee a job offer.

I am an employee

Your personal space for payslips, leave, documents and hours, from your phone.

To get started

1 Receive your employer's invitation
It arrives by e-mail. Also check your spam folder.

2 Create your account with the same e-mail address
Use the e-mail address your employer entered in your record. It links your account to your file.
Log in →

3 Open “Employee area”
In the menu at the top. You will see everything that concerns you.
My area →

What you can do

Clock in with your phone

If your employer turns it on, you clock in with your phone's verification. Jobs Monde neither receives nor keeps your fingerprint or face.

- Register your phone once.
- Every day: “Arrival” when you come in.
- “Break”, “Out” (work-related or personal) and “Back” when you move.
- “Departure” when you finish.

Tip. A break or outing that is not closed is flagged to your HR for correction: it is not automatically deducted from your hours.

Clock in →

My leave

Make your requests in a few taps and follow the answer.

- Choose the type and the dates.
- Send the request.
- Your manager or HR replies; your balance updates.

Request leave →

Salary advance

Request an advance and follow the decision.

- Enter the amount.
- Send.
- Follow the answer on the same page.

Request an advance →

My payslips

Find the payslips approved by your employer whenever you want.

- Open “My payslips”.
- Choose the month.
- View or print.

My payslips →

My documents

Your personal documents filed by HR (contract, papers, certificates), available at any time.

- Open “My documents”.
- Click the document.

Tip. HR's confidential documents are not visible here.

Onboarding and goals

Tick your welcome tasks and follow your objectives.

- Open “My onboarding”.
- Tick what is done.

Good to know. Clocking shows your phone was unlocked, not your absolute identity. Your employer must inform you of how it is used.

E I recruit or manage a team

From recruitment to payroll, one clear tool, designed to work in several countries.

To get started

1. **Create your organisation's space**
   Log in, then give your organisation's name and country.
   Open the employer area →

2. **Add your employees and managers**
   In “HR management” then “Team”. Enter each person's e-mail so you can invite them.
   Team →

3. **Set up sites and clocking**
   Place your sites on the map (“My position” button or address search), then turn on clocking.
   Attendance →

4. **Publish your first ad**
   Write with AI help, publish, then receive applications.
   New ad →

What you can do

Recruit

Publish your job posts, receive applications, compare, invite, decide, with a history.

- Create a job post and publish it.
- Sort the candidates and read the analyses.
- Invite, decide, then prepare the contract.

Candidates →

Manage the team

Team, onboarding, goals, skills, sites, reports and document templates.

- Add your employees and their managers.
- Invite them to create their space.
- Follow onboarding and objectives.

Team →

Employee digital file

All the employee's documents in one place, stored privately, with versions, expiry dates and a log of who viewed them.

- Open “Personnel files” then the employee.
- “Add a document”: choose the category and the file (PDF, JPG, PNG or Word, 5 MB).
- Enter the expiry date: it appears in the notifications 45 days before it expires.

Tip. Tick “Confidential” to reserve a document for HR.

Personnel files →

Attendance and clock-in

Attendance sheet, lateness, breaks, work-related or personal outings, overtime and validated corrections.

- Turn on clocking and choose whether the break is paid.
- Employees clock in from their phone.
- Fix omissions in the “Corrections” tab.

Attendance →

Leave, with bulk approval

Requests, balances, team calendar. Approve several requests at once.

- Open “Leave”.
- Tick the requests.
- Approve or refuse in one action.

Leave →

Approval cover

During an absence, delegate your approvals to a colleague for a given period. No one can approve their own request.

- Open “Cover”.
- Choose the substitute and the dates.
- They can approve in your place during that period.

Cover →

Notifications

One page that gathers everything awaiting action: requests to approve, documents about to expire, corrections.

- Click the bell in the sidebar.
- Open each item to act.

Notifications →

Day labourers

From the supervisor's request to payroll: department head validation, HR approval, assignment, attendance sheet, pay, day limits and reports.

- Create your departments and rules.
- Follow each request through to payroll.

Day labourers →

Payroll

Grids, country plans, automatically calculated payslips, prepared declarations, checks and a sheet for your accountant.

- Set the rules once.
- Every month: create, check, have validated, then publish the payslips.

Payroll →

Administration and departures

Files, contracts, documents, action log and final settlement calculation.

- Open the employee's file.
- Use “Record a departure” to calculate the settlement.

Files →

Firm or service provider: several organisations

One account to manage several clients. Each organisation keeps its own data, teams and payroll, completely separate.

- Open “Organisation” in the employer area.
- In “My organisations”, enter the client's name and country, then “Add an organisation”.
- Switch between clients with “Active organisation” and “Switch organisation”.
- Check the name shown at the top of the page before acting: you always work in the active organisation.

Organisation →

Quick search

Find an employee or a page in a few letters, from anywhere in the employer area.

- Click “Search for an employee or a page”.
- Or press Ctrl+K (⌘K on Mac), or “/”.
- Press Enter to open.

Good to know. Payroll calculations are an aid to be validated by an accountant before use. Official declarations remain for you to submit. Clocking must be declared to your country's data protection authority.

Install on your phone

To open it like an app, without downloading anything.

On Android (Chrome)

1. Open jobsmonde.com.
2. Tap the three dots at the top right.
3. Choose “Add to home screen”.

On iPhone (Safari)

1. Open jobsmonde.com.
2. Tap the Share button.
3. Choose “Add to Home Screen”.

Frequently asked questions

How do I log in without remembering a password?

Use the “Continue with Google” button on the login page: your account is created or found in one click.

I am a candidate, an employee and an employer at once: is there a conflict?

No. One account is enough: the menu shows “Employee area” if your employer invited you, and “Employer area” if you manage an organisation.

My employer's invitation does not arrive.

Check your spam folder. Also check that your employer entered your e-mail address correctly in your record.

Is my data protected?

Documents are stored privately, every view is logged, and you can turn on two-factor authentication in “Account security”. No biometric data is kept.

Can I use Jobs Monde on my phone?

Yes. Open the site in your browser, then add it to your home screen: it then opens like an app.

A question that is not here? Use the “Assistant” button at the bottom of the screen. jobsmonde.com/guide