



UNIVERSITEIT
GENT

fedasil
FEDERAAL AGENTSCHAP VOOR
DE OPVANG VAN ASIELZOEKERS



MODULE 9

B. Actiris



1. Actiris Website

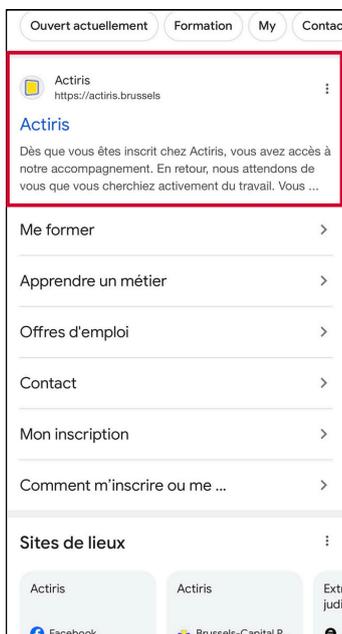
What is  **actiris.brussels**  ?
au coeur de l'emploi | de weg naar werk

- The **job service** for the Brussels region !
- Shows **available jobs** on their website.
- Also offers **training courses**.
- Website available in **English, French and Dutch**.

2. Opening the Website

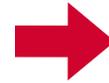
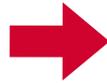
1. Type "**Actiris**" into Google and open the website.
2. Accept the **cookies**.

3. Homepage.



3. Looking for a job

1. Go to the **homepage or the menu** (at the bottom of the page).
2. Click on **“Offres d’emploi”**.
3. Choose the **profession you want** and click on **“Affiner les résultats”**.



4. Choose your preferences: type of contract, geographical area, language, working hours, sector...

5. Scroll down the page and click on the **job that interests you**.

6. Consult the **job offer** in detail.



7. Find out more about the job **description**, **profile** and **skills** required.

8. **How to apply:**

Sometimes via the website, other times via email.



4. Looking up a training course

1. Open the menu and click on **“Mon projet”** then **“Me former”**.

2. Pick a training course **that looks interesting**.



**Module 9.B - ACTIRIS
is now available on video !**



**[Click here](#) or scan the QR Code
below to watch it:**





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**You have completed
module 9.B - Actiris**

