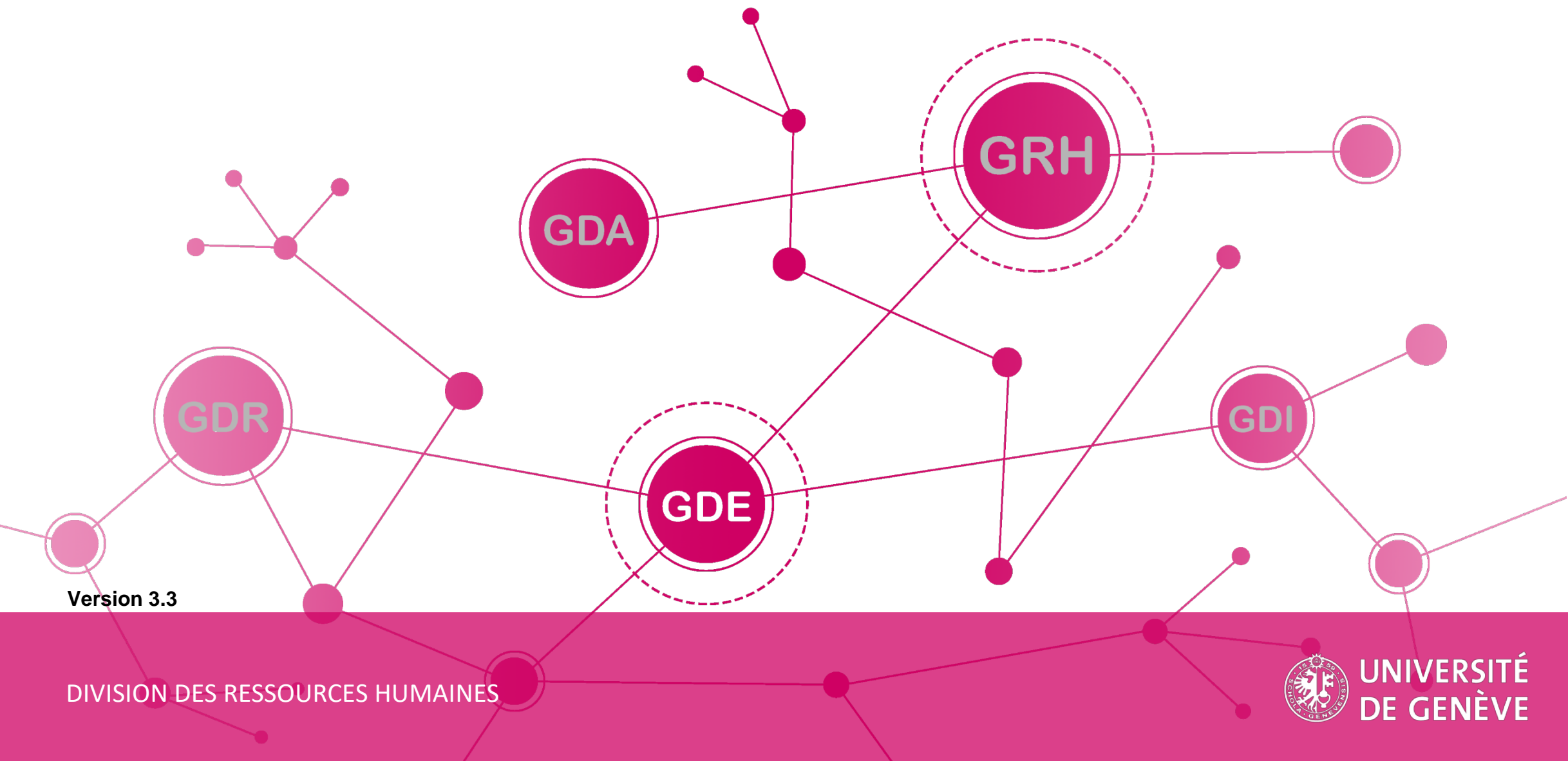


FILL IN YOUR PERSONAL INFORMATION FUTURE COLLABORATOR



Version 3.3

TABLE OF CONTENTS

1. Navigation	2
1.1. My tasks.....	2
1.2. Save and submit	3
2. How to Fill in Your Personal Information	4
2.1. Pratical information	4
2.2. Personal Information.....	5
2.3. address	6
2.4. Permit.....	7
2.5. Employments	8
2.6. Banking/Postal Details	9
2.7. Spouse/Partner	9
2.8. Children.....	10
2.9. Documents.....	11

To learn about how to access the app, please refer to the *Access and Connection* user guide.

1. NAVIGATION

1.1. MY TASKS

Once connected you will land in your active tasks window by default.

The screenshot shows the SIRH E-Engagement (GDE) interface. At the top left is the University of Geneva logo and name. The main header is 'SIRH E-Engagement (GDE)'. Below this is a navigation bar with 'Dossier' and 'My tasks' tabs. The 'My tasks' tab is active, showing a table of tasks. A red circle highlights a task icon in the left sidebar.

#	Last name	First name	Step	Type	Reference	Date	Task creation	1	Domain	Affectation	Process
	ENG	2022-01/14051	02/01/2022	01/10/2022	10:31:06 AM	drh					SSProc_collector_donnees_candidat

Click on to access your personal data collection task.

The screenshot shows the 'Futur-e collaborateur-trice' form. The form is titled 'Futur-e collaborateur-trice' and contains sections for 'Identity' and 'Civil status'. The 'Identity' section includes fields for Name, First name, Gender, and Date of birth. The 'Civil status' section includes a field for Birth name*.

Futur-e collaborateur-trice

Name : [redacted] Email : [redacted]
 Title : [redacted] Date of birth : [redacted]
 Langue : EN

Practical information | 1. Personal information | 2. Address | 3. Permit | 4. Employment | 5. Banking/Postal details | 6. Spouse/Partner | 7. Children | 8. Documents

Identity

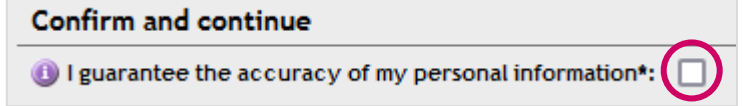
Name : [redacted]
 First name : [redacted]
 Gender : [redacted]
 Date of birth : [redacted]
 Is this informatoin accurate ?*: Yes No

Civil status

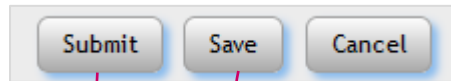
Birth name*: [redacted]

1.2. SAVE AND SUBMIT

On each tab (1~8) don't forget to check the box that confirms you have given all the correct and necessary information before filling in the next tab.



At the bottom of the screen are these three buttons:



Allows you to save your advancement, quit, and come back later.

Once you validate your data collection task, your file is sent to the next step in your hiring process (data control) and your temporary access revoked. You should validate only if you have fully completed the task.

2. HOW TO FILL IN YOUR PERSONNAL INFORMATION

2.1. PRATCICAL INFORMATION

This tab contains your person of contact details. It is the person you can refer to if you have any questions during this process.

Futur-e collaborateur-trice
Name : TROOPER STORM [] Email : stormtrooper@test.unige.ch
Title : Mr. Date of birth : 11/01/1980
Langue : EN

Practical information | 1. Personal information | 2. Address | 3. Permit | 4. Employment | 5. Banking/Postal details | 6. Spouse/Partner | 7. Children | 8. Documents

Votre personne de contact
Name : FOLLY
First name : FREDERIQUE
Street name : UNI-DUFOUR
Additional address :
City & Zip code : 1211 GENEVE 4
Phone n° : (022.37) 97700 Email : Frederique.Folly@unige.ch

You can add remarks in the 'comments' field below, or send a message directly to your contact person (practical information).

Message :

2.2. PERSONAL INFORMATION

This tab contains all your information in regard of nationality/ies, family status, retiring identification, etc.

Practical information
1. Personal information
2. Address
3. Permit
4. Employment
5. Banking/Postal details
6. Spouse/Partner
7. Children
8. Documents

Identity

Name :

First name :

Gender :

Date of birth :

Is this information accurate?*: Yes No

The * signs identify mandatory fields.

Civil status

Birth name*:

i Family status*:

Current civil status since*: (JJ/MM/AAAA)

When clicking i, you will get additional information on the field you need to fill in.

Preferred name

i Would you like a user name?*: Yes No

Nationality

Place of birth*:

Nationality 1*:

Do you hold a dual citizenship?*: Yes No

If you chose "Yes", you need to follow the instruction on the AVS number format (with periods).

AVS Number

Do you hold a Swiss AVS pension identification card?*: Yes No

Information : Remplissez le formulaire ci-dessous et joignez-le signé à l'onglet "8. Documents"

i Fill out the form below and upload it to folder "8. Documents" : <https://www.ahv-iv.ch/p/318.260.e>

2.3. ADDRESS

Practical information	1. Personal information	2. Address	3. Permit	4. Employment	5. Banking/Postal details	6. Spouse/Partner	7. Children	8. Documents
Addresses								
Type : Domicile								
Country*: <input type="text"/>								
Street + number*: <input type="text"/>								
c/o : <input type="text"/>								
Complement : <input type="text"/>								
Zip code*: <input type="text"/>								
City*: <input type="text"/>								
<input type="checkbox"/> Mobile phone number (ex : +41 ...)*: + <input type="text"/> <input type="checkbox"/> Private phone number (ex : +41 ...): <input type="text"/>								
Would you like your mail to be sent to another address ?*: <input type="radio"/> Yes <input checked="" type="radio"/> No								
Withholding Taxes - if you are a legal resident outside of Switzerland								
Information : You are possibly subject to withholding taxes. Consult the appropriate tax authority website for more information. Fill out and sign the attached declaration form and upload it in Tab "8. Documents"								
<input type="checkbox"/> Access to tax administration website: https://www.ge.ch/impot-source								
<input type="checkbox"/> Tax return form to be completed and uploaded to folder "8. Documents" : https://www.ge.ch/document/formulaire-declaration-prelevement-impot-source-2025								

Please refer the ⓘ for more information on the fields you need to fill in.

Please make sure to follow the proper phone number format indicated (with space).

!! If you encounter problems with the address when you want to submit your form, try removing all address information, save and enter the task again. Fill in your home address **without a secondary address**.

2.4. PERMIT

This tab partially varies depending on the information filled in on the Personal Information tab. If you are of Swiss nationality, just check the box " I guarantee the accuracy of my working / residency permit information / I'm a Swiss citizen" at the bottom of the tab.

Practical information
1. Personal information
2. Address
3. Permit
4. Employment
5. Banking/Postal details
6. Spouse/Partner
7. Children
8. Documents

Votre autorisation de séjour / travail

Information : STR_INFORMATION_DMDE_AUTORISATION

You have a working / residency permit*: Yes No

Information : Préparez la copie de votre autorisation de séjour/travail et joignez-la à l'onglet "8. Documents"

Type of working permit / residence permit*:

Date of acquisition of your working / residency permit*: (JJ/MM/AAAA)

Expiry date of your working / residency permit*: (JJ/MM/AAAA)

Please refer the ⓘ for more information on the fields you need to fill in.

Votre autorisation de séjour / travail

Information : STR_INFORMATION_DMDE_AUTORISATION

You have a working / residency permit*: Yes No

Will you be domiciled in Switzerland ?*: Yes No

Information : See the procedure below and send your permit application by post to the contact person (see practical information) along with two passport-type photos.

Procedure to be followed : <https://www.unige.ch/adm/dirh/accueil/scgsi/support/support-aux-utilisateurstrices/gde-permis>

ⓘ As asked above, please confirm to us that you have applied for a work/residency permit application and have added 2 photos.*:

2.5. EMPLOYMENTS

Practical information	1. Personal information	2. Address	3. Permit	4. Employment	5. Banking/Postal details	6. Spouse/Partner	7. Children	8. Documents
Last Place of Employment					Previously Employed by the State of Geneva			
Employer : <input type="text"/> Date of entry : <input type="text"/> (JJ/MM/AAAA) End date : <input type="text"/> (JJ/MM/AAAA)					<input checked="" type="radio"/> Have you already worked for the State of Geneva?*: <input type="radio"/> Yes <input checked="" type="radio"/> No Department / Service : <input type="text"/> Date of entry : <input type="text"/> (JJ/MM/AAAA) End date : <input type="text"/> (JJ/MM/AAAA) <input checked="" type="radio"/> Activity rate : <input type="text"/>			
Please refer the for more information on the fields you need to fill in.								
Other Professional Experience					Early Retirement			
Indicate if you are an Independent*: <input type="radio"/> Yes <input type="radio"/> No Pays activité complémentaire : <input type="radio"/> En Suisse <input type="radio"/> A l'étranger <input type="radio"/> En suisse et à l'étranger <input checked="" type="radio"/> Do you have another employer ?*: <input type="radio"/> Yes <input type="radio"/> No					<input checked="" type="radio"/> Are you currently receiving an early retirement pension ?*: <input type="radio"/> Yes <input checked="" type="radio"/> No Since : <input type="text"/> (JJ/MM/AAAA) <input checked="" type="radio"/> Rate : <input type="text"/>			
Disability Pension								
Are you currently receiving a disability pension?*: <input type="radio"/> Yes <input checked="" type="radio"/> No Since : <input type="text"/> (JJ/MM/AAAA) <input checked="" type="radio"/> Rate : <input type="text"/>								

2.6. BANKING/POSTAL DETAILS

Practical information | **1. Personal information** | **2. Address** | **3. Permit** | **4. Employment** | **5. Banking/Postal details** | **6. Spouse/Partner** | **7. Children** | **8. Documents**

Information : In order to receive your salary, you must have a bank account (or a postal account) in Switzerland.

Do you have a Swiss bank account*: No Yes

Information : We urge you to open a bank account or postal account with no delay.

Please refer the ⓘ for more information on the fields you need to fill in.

Do you have a Swiss bank account*: No Yes

ⓘ Iban (format CH100023000A109822346)*:

2.7. SPOUSE/PARTNER

This tab needs to be filled in only if your family status implies a need for more information (married, separated, etc.).

Practical information | **1. Personal information** | **2. Address** | **3. Permit** | **4. Employment** | **5. Banking/Postal details** | **6. Spouse/Partner** | **7. Children** | **8. Documents**

Your Spouse/Partner

Nom :

First name :

Date de naissance : ⓘ

Gender :

Nationality :

Country of residency :


Please refer the ⓘ for more information on the fields you need to fill in.

Spouse/Partners' Employment

Revenues to take into consideration:
 Information : - revenues from a gainful activity (salaried or independent)
 - revenues from insurance (unemployment, health, accident, etc.)

Is your spouse employed : Yes No

2.8. CHILDREN

You will need to list your children in this tab. Click on the  icon and fill in the details on the new window. Repeat this step for each child.

Practical information | **1. Personal information** | 2. Address | 3. Permit | 4. Employment | 5. Banking/Postal details | 6. Spouse/Partner | **7. Children** | 8. Documents






Do you have children or other dependents?*: Yes No

Do you get any family or study allowances ?*: Yes No

Would you like to apply for child/family allowance ?*: Yes No


Formulaire de demande d'allocation familiale : https://memento.unige.ch/download_file/190/327


Enfants

Id wf enfant	Present name	First name	Date of birth	Gender	Dependent child

Confirm and continue

 I guarantee the accuracy of the information on my children and family charges*:


Please refer the  for more information on the fields you need to fill in.

Ajouter - + X

Enfant

Present name*:

First name*:

Date of birth*:  (JJ/MM/AAAA)

Gender*: Female Male

Right to allowances*: Yes No

Dependent child*: Yes No

2.9. DOCUMENTS

This tab is where you will upload all the requested documents. The list of documents requested depends on all the information gathered from the previous tabs. It is necessary to upload all the requested documents to validate your task and send your hiring file to the next step. All documents must be saved as a PDF (pdf).

Each document must be under 5 MB

Practical information
1. Personal information
2. Address
3. Permit
4. Employment
5. Banking/Postal details
6. Spouse/Partner
7. Children
8. Documents

Required Documents to Attach

Documents to Attach

Information : Complete the list below and attach any additional documents that may be useful for your hire.

Type of document 1	Doc	Actions
Copie carte AVS		📄 ✎ 🗑️
Copie carte bancaire / postale, RIB ou RIP (compte suisse)		📄 ✎ 🗑️
Copie de la pièce d'identité / passeport		📄 ✎ 🗑️
CV		📄 ✎ 🗑️
Formulaire d'allocations familiales rempli		📄 ✎ 🗑️
Offre de service (= lettre de motivation)		📄 ✎ 🗑️

Add a document
Preview the document
Delete the document

Select by Name List of all the documents that can be uploaded ✕

Select by Name

i Search*:

Results*:
 Acte de naissance
 Acte officiel de l'état civil
 Attestation d'assurance AVS (autre activité professionnelle)
 Attestation d'origine des droits
 Autre (WF_futur_collaborateur-trice)
 Certificats de travail / Attestations de travail
 Copie carte AVS
 Copie carte bancaire / postale, RIB ou RIP (compte suisse)
 Copie de la pièce d'identité / passeport
 Copie du titre de séjour/autorisation de travail

✔️ Validate
✖️ Cancel

Copie carte AVS

Type of document*: Copie carte AVS 📄

Doc*: 📄

✔️ Enregistrer
✖️ Cancel