

# Bonus: 18

## How to get hired through Pnet

[vacancyscout.co.za](https://vacancyscout.co.za)

### **Complete Guide: How to Get Hired Through Pnet (South Africa)**

**Pnet** ([www.pnet.co.za](https://www.pnet.co.za)) is one of South Africa's oldest and most established job portals, with thousands of daily listings across every major industry. From finance to logistics, IT to administration, and blue-collar to executive roles—Pnet connects job seekers with verified recruiters and hiring companies.

This step-by-step guide walks you through how to **create a standout profile**, search effectively, and boost your chances of getting hired.

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#### **1. Why Use Pnet?**

Pnet offers:

-  Thousands of verified job listings daily
-  Smart search and filtering tools
-  Free CV builder and profile visibility to recruiters

- ✓ Email alerts for job matches
- ✓ Mobile app for on-the-go job hunting

It's used by large employers like Absa, Discovery, Pick n Pay, Capitec, Dis-Chem, and recruitment agencies across SA.

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## 2. Create a Pnet Job Seeker Account

### Step-by-step:

1. Go to <https://www.pnet.co.za>
2. Click “**Sign Up**” (top right corner)
3. Choose “**Job Seeker**”
4. Provide:
  - Full name
  - Email address
  - Secure password
  - Location

 **Verify your email** before proceeding to build your profile.

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## 3. Complete Your Online CV/Profile

Your **Pnet profile** acts like a digital CV and increases your visibility to recruiters.

### Key sections:

-  **Personal Information** – name, city, contact number

- 🧠 **Career Summary** – 3–5 sentences describing your skills, experience, and goals
- 🏢 **Work Experience** – list jobs, dates, duties, and accomplishments
- 🎓 **Education** – degrees, diplomas, certifications
- 💻 **Skills** – list industry-relevant keywords
- 🌐 **Languages**
- 📄 **References** (optional)

✅ **Pro Tip:** A **100% complete profile** improves your chances of being found by employers using Pnet's CV search feature.

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## 👤 4. Upload a Professional CV Document

You can upload your current CV in PDF, DOC, or DOCX format.

### Tips for your CV:

- Keep it **clean and easy to read**
- Use **bullet points** to outline responsibilities
- Include a **summary, key skills, work history, education**
- Limit to **2–3 pages**
- Avoid typos and slang

📌 You can upload **multiple CVs** for different job types (e.g., admin vs. project management).

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## 🔍 5. Start Searching for Jobs

Click on “**Find Jobs**” to begin your job search journey.

### **Use these filters to narrow results:**

-  Job title or keyword (e.g., “Data Capturer”, “Warehouse Manager”)
-  Location (e.g., Durban, Johannesburg, remote)
-  Industry (e.g., IT, Sales, Logistics, Retail)
-  Date posted
-  Employment type (permanent, contract, internship)

### **Save time:**

You can **bookmark jobs** to apply later.

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## **6. Apply for Jobs Like a Pro**

Once you find a suitable job:

1. Click on the job title to read the description
2. Review the **responsibilities, requirements, and salary**
3. Click “**Apply**”
4. Choose your CV and add a **custom motivation/cover letter**
5. Submit and track your application in your dashboard

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## **7. Craft a Strong Cover Letter or Motivation**

Even though it’s optional, always write a **short custom message** to stand out.

## Example:

*Dear [Hiring Manager],*

*I'm applying for the [Job Title] position as advertised. With [X years] of experience in [field/role], I bring strong skills in [skill 1, skill 2], and a proven ability to [achievement]. I believe I would be a great fit for your team and am available immediately.*

*Thank you for your time and consideration.*

Best regards,

[Your Name]

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## 8. Set Up Job Alerts

Let jobs come to you!

### How to:

- Go to your dashboard
- Click “**Job Alerts**”
- Enter your preferred:
  - Job title
  - Location
  - Industry
  - Frequency (daily, weekly)

 You'll receive matching jobs directly to your email inbox.

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## 9. Track Applications & Profile Activity

Your **dashboard** allows you to:

- See which jobs you've applied to
- View application statuses
- See if recruiters have **viewed your profile**
- Edit and update your CV

 Keep your profile **active and updated weekly** to stay at the top of recruiter searches.

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## 10. Stay Safe – Avoid Scams

Pnet screens employers, but you should still stay alert.

### **Avoid:**

- Jobs asking for **money or registration fees**
- Suspiciously high salaries for low-skilled work
- Recruiters who ask for your **banking info** before an interview

If it sounds too good to be true, **report it** directly to Pnet.

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## 11. Use the Pnet Mobile App

Available for both Android and iOS, the app allows you to:

- Search and apply for jobs on the go
- Upload CVs from your phone or cloud storage
- Get job alerts via notifications

- Track applications

✔ Highly recommended for active job seekers who don't want to miss out on opportunities.

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## **Bonus Tips to Get Noticed on Pnet**

### Tip

### Why It Helps

Keep your CV **updated weekly**

Fresh profiles appear more in search

Use **industry keywords**

Recruiters use keywords to search

Apply early

Many employers shortlist in the first 48 hours

Customize your **motivation**

Shows professionalism and effort

Complete **100% of your profile**

Builds credibility and trust

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## **Final Checklist**

### Task

### Status

Sign up on Pnet ✔

Complete your profile ✔

Upload a clean, tailored CV ✔

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## Task

## Status

Search and apply for jobs

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Set job alerts

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Track and follow up

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Stay consistent and professional

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