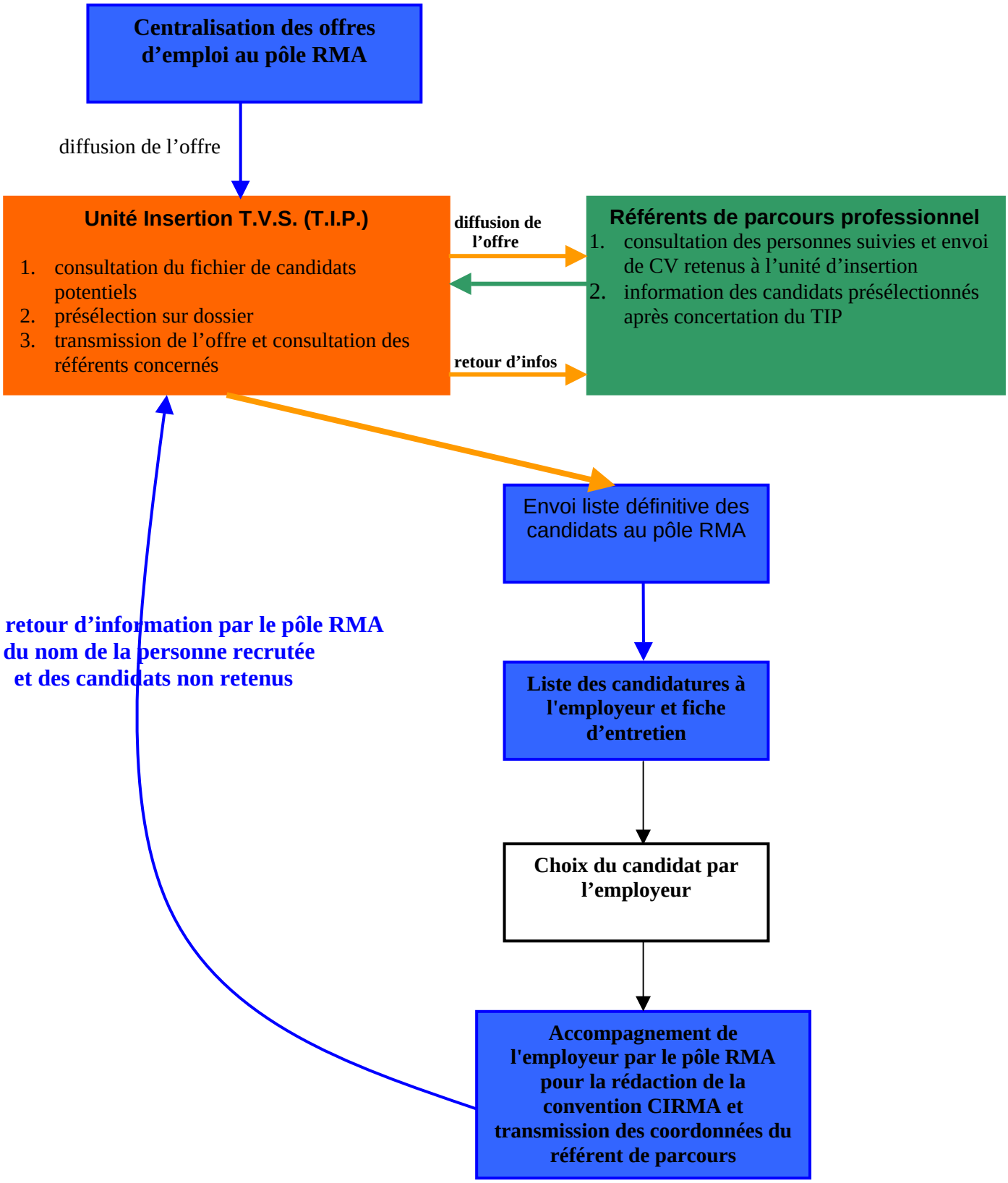PROCEDURE DE TRAITEMENT DE L'OFFRE D'EMPLOI