# Loubby Platform Navigation Guide

## Recruitment Portal

### 1. Profile Setup

#### 1.1 Creating Your Account

To create your account on Loubby's recruitment portal:

1. Navigate to [loubby.ai/recruitment](https://loubby.ai/recruitment)

2. Click the "Sign Up" button in the top right corner

3. Enter your email address and create a password

4. Verify your email through the link sent to your inbox

5. Complete your basic profile information (name, contact details)

#### 1.2 Resume Upload

To upload your resume to your Loubby profile:

1. Log in to your account

2. Navigate to "My Profile" from the dashboard menu

3. Scroll to the "Resume" section

4. Click "Upload Resume" button

5. Select your resume file (supported formats: PDF, DOCX, RTF)

6. Click "Save Changes" to confirm upload

7. Verify that your resume appears in the preview section

> \*\*Tip:\*\* For best results, use a PDF format that is ATS-friendly

#### 1.3 Skills Assessment

To complete the skills assessment:

1. From the dashboard, select "Skills Assessment" tab

2. Choose the relevant skill categories for your profile

3. For each category, click "Start Assessment"

4. Complete the assessment questions within the allotted time

5. Submit your answers using the "Submit" button

6. View your results and skill ratings on completion

### 2. Job Search and Application

#### 2.1 Searching for Positions

To search for open positions on Loubby:

1. Click the "Jobs" tab in the main navigation

2. Use the search bar to enter keywords, job titles, or company names

3. Filter results using the sidebar options:

- Location (remote, on-site, hybrid)

- Experience level

- Industry

- Salary range

- Posted date

4. Sort results by relevance, date, or salary using the dropdown menu

5. Save searches by clicking "Save This Search" for future reference

#### 2.2 Applying for a Position

To apply for a position:

1. From the job listing, click "Apply Now"

2. Review your profile information for completeness

3. Complete any additional application questions

4. Upload any position-specific documents if requested

5. Review all information for accuracy

6. Click "Submit Application"

7. Confirm submission in the popup window

#### 2.3 Tracking Applications

To track your submitted applications:

1. Navigate to "My Applications" in the dashboard

2. View all applications and their current status

3. Filter by status (submitted, in review, interview scheduled, etc.)

4. Click on any application to view details

5. Check for any action items or requested information

### 3. Interview Process

#### 3.1 Scheduling Interviews

When you receive an interview request:

1. You'll receive an email notification and an in-platform notification

2. Navigate to "My Applications" in the dashboard

3. Find the application with the interview request

4. Click on "Schedule Interview"

5. Select from available time slots in the calendar interface

6. Confirm your selection

7. Add to your personal calendar using the calendar integration options

#### 3.2 Virtual Interview Room

To access the virtual interview room:

1. 15 minutes before your scheduled interview, log in to Loubby

2. Go to "My Applications" in the dashboard

3. Find the relevant application

4. Click "Join Interview" (button becomes active 15 minutes before start time)

5. Test your audio and video in the pre-meeting room

6. Click "Join Now" when ready

7. If you experience technical difficulties, use the support chat in the bottom right

## Employee Portal

### 1. Onboarding

#### 1.1 Accessing the Employee Portal

After accepting a job offer:

1. You'll receive an email with login credentials for the employee portal

2. Navigate to [loubby.ai/employee](https://loubby.ai/employee)

3. Enter your credentials from the email

4. Set up two-factor authentication if prompted

5. Create a new password that meets security requirements

#### 1.2 Completing Onboarding Documents

To complete necessary onboarding paperwork:

1. From the employee dashboard, select "Onboarding" tab

2. View the list of required documents

3. Click "Complete" next to each document

4. Fill out all required fields

5. Use the e-signature tool where required

6. Click "Submit" for each completed document

7. Track completion progress in the onboarding checklist

#### 1.3 Training Modules

To access and complete training modules:

1. Navigate to "Training" in the main menu

2. View assigned training modules and their deadlines

3. Click on a module to begin

4. Complete all sections of the module

5. Take the assessment quiz at the end

6. Achieve the minimum required score to mark as complete

7. View your training transcript in the "My Learning" section

### 2. Course Synchronization

#### 2.1 Connecting External Courses

To sync external courses with the Loubby platform:

1. From the dashboard, navigate to "Education & Courses"

2. Select "Connect External Course" button

3. Choose from the list of supported learning platforms

4. Log in to your account on the selected platform

5. Authorize the connection when prompted

6. Select which courses to sync with Loubby

7. Click "Confirm" to complete the integration

#### 2.2 Viewing Course Progress

To monitor your progress across all courses:

1. Go to "My Learning" in the main navigation

2. View the dashboard showing all courses and completion percentages

3. Filter by course status, start date, or provider

4. Click on any course to view detailed progress

5. See upcoming assignments and deadlines

6. View instructor feedback on completed assignments

#### 2.3 Submitting Assignments

To submit assignments through Loubby:

1. Navigate to "My Learning" > "Assignments"

2. Find the assignment you want to submit

3. Click "Submit Assignment"

4. Upload required files or enter text submission

5. Add any comments for the instructor

6. Review your submission

7. Click "Submit" to finalize

### 3. Performance Tracking

#### 3.1 Setting Goals

To set and track professional goals:

1. From the employee dashboard, select "Performance" tab

2. Click "My Goals" in the submenu

3. Select "Add New Goal"

4. Define your goal with the SMART criteria

5. Set target date and key milestones

6. Link to relevant skills or competencies

7. Submit for manager approval

#### 3.2 Feedback and Reviews

To access performance feedback:

1. Navigate to "Performance" > "Feedback"

2. View all feedback received from peers and supervisors

3. Filter by date, project, or feedback type

4. For formal reviews, select "Reviews" from the submenu

5. View scheduled and past review cycles

6. Complete self-assessment when prompted

7. Review manager feedback and ratings

## Troubleshooting

### Common Issues

#### Password Reset

If you need to reset your password:

1. On the login page, click "Forgot Password"

2. Enter the email associated with your account

3. Check your email for a reset link

4. Click the link and follow instructions to create a new password

5. If you don't receive the email, check spam folder or click "Resend Email"

#### Browser Compatibility

Loubby works best with:

- Chrome (version 90+)

- Firefox (version 88+)

- Safari (version 14+)

- Edge (version 90+)

If experiencing issues:

1. Update your browser to the latest version

2. Clear browser cache and cookies

3. Disable extensions that might interfere

4. Try an alternate supported browser

#### Mobile Access

To access Loubby on mobile devices:

1. Use the responsive web version on any mobile browser

2. Download the Loubby mobile app from App Store or Google Play

3. Log in with the same credentials as the web version

4. Enable notifications for interview alerts

5. Note that some advanced features may require desktop access

### Getting Help

#### Live Support

To access live support:

1. Click the "Help" icon in the bottom right corner

2. Select "Chat with Support"

3. Describe your issue in detail

4. Support is available Monday-Friday, 9am-6pm EST

#### Knowledge Base

To search the help documentation:

1. Click "Help" in the main navigation

2. Use the search bar to find relevant articles

3. Browse by category using the sidebar

4. Rate articles to help improve documentation based on this information can you write a python program to carry out task based on this information do this