

O-Link Platform Work

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1 The Blue Dot Process

We feel as though the Purple Dot will create too much confusion at this stage. For now we want to keep things as simple as possible. In the event that the proposed “Blue Dot Process” defined below doesn’t work, we will look at incorporating the Purple Dot.

1.1 The Process:

*The employer should have to select whether they want an interview or not when they post a job. This question should be in red font to highlight the question. Wherever a job that requires an interview is visible, it should be clearly stated that an interview is required. In the key information (info displayed when browsing all jobs), it should be shown in red font that an “**Interview Required**”.

After an employer receives an application, they can do one of two things. Either accept or decline a student.

If the employer declines a student, the student’s dot goes red and that student is removed from the employers page.

If the employer accepts a student the student’s dot goes green and they receive one of two emails.

One email relating to an interview required offer and one email relating to a standard offer.

1.2 The Changes:

1.2.1 Review Applicant's Page (Employer)

- Applications should be arranged as follows where clicking the title of the offer makes applicants visible:
- It should look as follows:
- Before Clicking the offer:
 - Job 1: (please click here to review your applicants)
 - Job 2: (please click here to review your applicants)
- After clicking:
 - Job 1: (please click here to hide your applicants)
 - Applicant 1
 - Applicant 2

- Job 2 (please click here to hide your applicants)
 - Applicant 1
 - Applicant 2
- * If a user has only one job offer, all applicants should be shown immediately.
- * All applicants should be sorted from first applied to last applied and by their status from “committed” to “provisionally accepted” and then “pending”.
- There is no need for the dropdown, with the status section of the line item just reflecting the status of the applicant
- The buttons which are required for every applicant on the page are
 - Decline - which declines the applicant, turning the talent’s dot red and removing the talent from the employer’s applicants list
 - Make Offer - which provisionally accepts the applicant, turning the talent’s dot green
- Both of these buttons will send mails to the respective talent, informing them of the change to their application status and asking them to respond. Remember there are two different emails, “interview Required” and “Standard”.
- See the Emailers for the two types of emails.

The screenshot shows the 'o-link' application interface. At the top, there is a header with the 'o-link' logo on the left and a user profile icon on the right. Below the header, there is a table with columns: Name, Age, Gender, Job, and Status. The first row shows 'Renaldo van Dyk' with Age 2007, Gender M, Job Waitress, and Status 'Provisionally accepted *'. To the right of this row are 'Contact' and 'Make Offer' buttons.

Below this, there is a section titled 'Job Offer Name Interview required' with a link '(click here to hide applicants)'. This section contains a table with columns: Name, Age, Gender, Rating, and Status. The table has three rows:

Name	Age	Gender	Rating	Status
Renaldo van Dyk	22	M	N/A	Committed
Owen Nhill	21	M	4.4	Provisionally Accepted
Paul Ont	18	F	4.1	Pending

To the right of the table, there are three colored dots (blue, green, orange) corresponding to the status of each applicant. Below the dots are buttons: 'Contact' (blue), 'Make Offer' (green), and 'Decline' (red).

- The contact button appears for both the employer and the applicant once the talent has committed to the job and become blue. Clicking “Contact” will populate an email with the direct email address of employer / talent.

1.2.2 Post a Job Page (Employer):

- A question asking whether the employer requires an interview or not (check box).
- The threshold part must change from:
 - Positions Availabe:
 - Applicants per Position:
- To:
 - Positions / Interviews Available:
 - Applicants per Position / Interview:

1.2.3 Browse Job Offers (Talent):

- The key information about each job should state “**Interview Required**”. If an interview is required it must say so in red, if not, nothing appears.
- The employers rating should also appear in the key information and be made visible in the same way that talent’s rating is made visible.

2 Minimum Criteria on Work Experience

Owen and I cannot remember if we have discussed this but an employer should also be able to set work experience as a minimum criteria. i.e. if a restaurant is looking for a new waiter, they should be able to set ‘waiter’ as a minimum criteria which only allows talent that has work experience as a waiter to apply. This minimum criteria selection should be available for all the types of jobs that can be selected.

3 University Email Addresses

It appears as though most still use .ac.za but others do make use .edu so please also include that in the filtering.

Owen and I will continue populating this list but we think we need to add a clause below the email address textbox saying:

“If you are unable to register with your email address but you are at an academic institution, please email info@o-link.co.za from your academic email address and we will be sure to add it to our system and allow you to register.”

4 Threshold Description

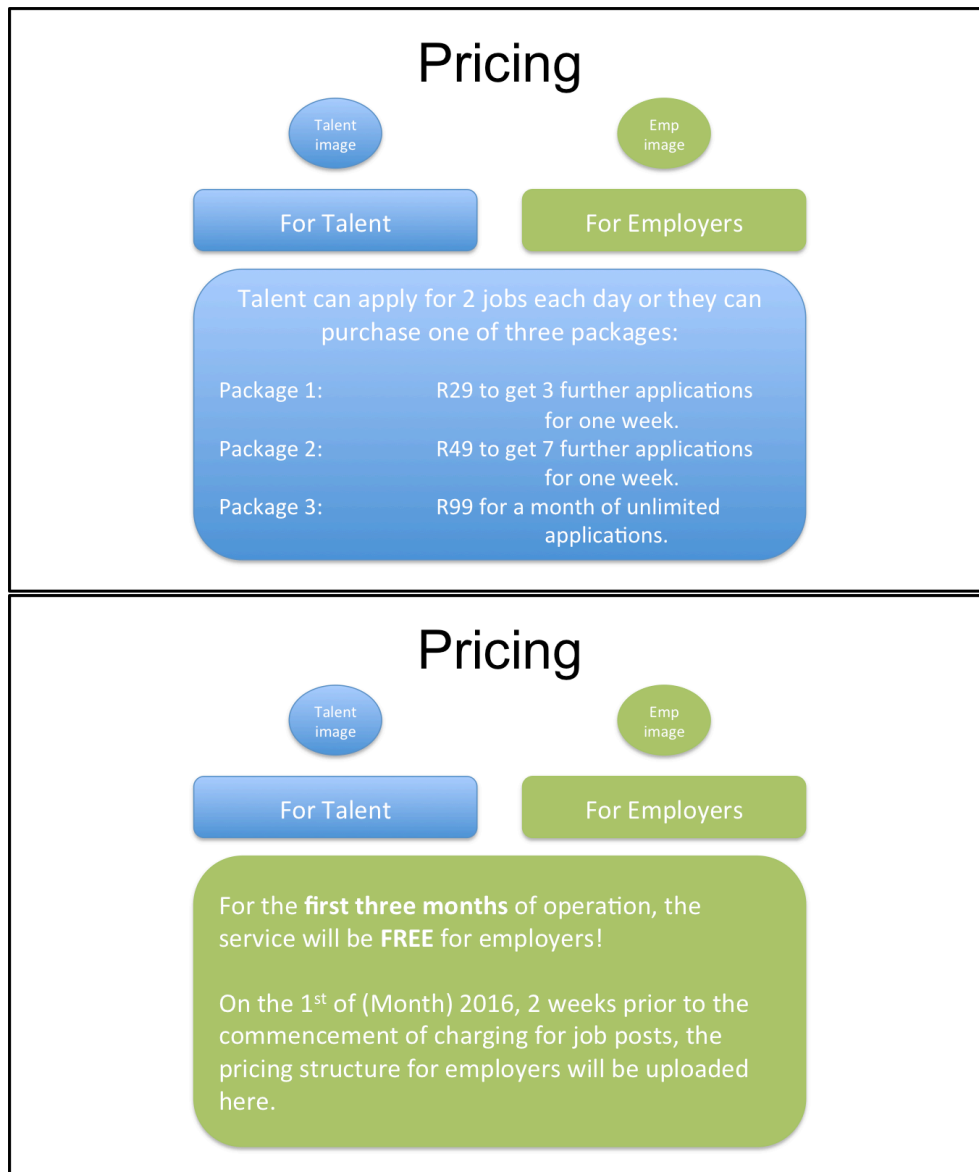
The threshold is one of many things which makes O-Link different. You can limit the number of applications you would like to receive for each position / interview available. The threshold figure is the combination of positions / interviews you would like to fill and the maximum number of applications you would like per position / interview. i.e. If you have 2 jobs to fill, and would like a maximum of 10 applicants per job, your threshold will be 20 applicants. When this threshold is reached, your offer will automatically be pulled from the visible job offers, preventing any unwanted applications. If you do not find the talent you are looking for from these 20 applicants, you will be able to repost the offer and let O-Link find you new applicants.

If you need any assistance, please email the O-Link team at info@olink.co.za and we will help you out in any way we can.

5 Password Description

>6 Characters, >1 Capital letter, >1 Special Character (eg: !, @, #, \$)

6 Mock Pricing Page

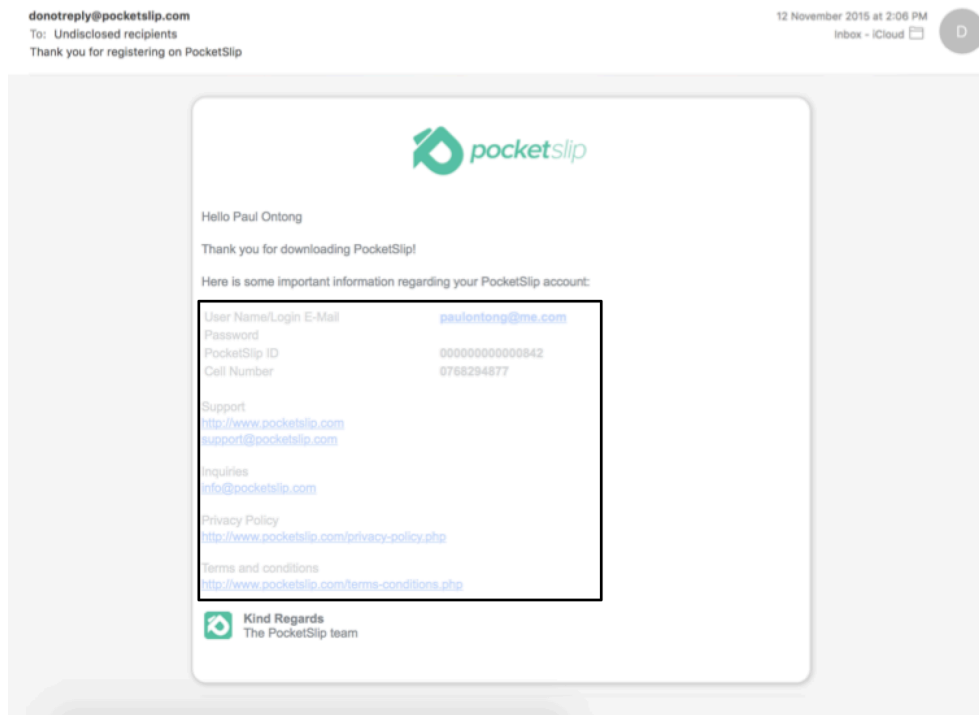


7 Terms and Conditions

We will complete the terms and conditions once the platform is built and we can test the functionality. The majority of the T&C's are done but we find ourselves editing at this stage and it's not crucial in any way at this stage. It will be one of the last things we include and it's just a text file so I don't think Renaldo needs it right now.

8 Emailers

We like the look and feel of the PocketSlip emailer so if we can make ours similar that would be great. The only thing we want to remove are all the links, covered in the opaque box below.



Blue writing signifies that a link should be attached.

8.1 Welcome (Talent):

Subject: Welcome to O-Link

Hi "Talent first name"

Welcome to O-Link, it's great to have you on board.

To confirm your registration and begin applying for jobs, simply click on the link below:

[Confirm my email address.](#)

If you need any assistance, reply to this email and we will help you out in any way we can.

We wish you all the best with your future applications.

Kind regards,

The O-Link Team

8.2 Welcome (Employer):

Subject: Welcome to O-Link

Hi "Employer first name"

Welcome to O-Link, it's great to have you on board.

To confirm your registration and submit a job offer, simply click on the link below:

[Confirm my email address.](#)

If you need any assistance, reply to this email and we will help you out in any way we can.

We wish you all the best in finding the talent you need.

Kind regards,

The O-Link Team

8.3 Password Forgotten:

Subject: O-Link Password Reset Requested

Hi "User first name"

A password reset was requested for your O-Link account.

To confirm this request, and set a new password for your account, please click the link below:

[Reset my password.](#)

(This link is valid for 30 minutes from the time this reset was first requested)

If this password reset was not requested by you, no action is needed.

If you need any assistance, reply to this email and we will help you out in any way we can.

Kind regards,

The O-Link Team

8.4 Job Offer Now Live

(This will have to change when the free session ends to show the number of job offers they have remaining)

Subject: Job Offer Now Live

Hi "Employer User First name"

Congratulations on posting an offer for a(n) "Job Offer" and becoming one step closer to finding the talent you need. Our system will arrange a list of suitable applicants for you shortly.

If you need any assistance, reply to this email and we will help you out in any way we can.

We wish you all the best with finding the talent you need.

Kind regards,

The O-Link Team

8.5 Edited Job Offer (Employer):

Subject: O-Link: Edited Job Offer is now Live

Hi "Employer first name"

Your job offer for a(n) "Job Offer", has been edited and is now live.

You currently have applications from “X” students.

If you need any assistance, reply to this email and we will help you out in any way we can.

Kind regards,

The O-Link Team

8.6 Edited Job offer (Talent):

Subject: O-Link: Edited Job Offer

Hi “Talent first name”

The job to be a(n) “Job Offer”, which you had applied to has been edited.

To view the changes, please click [here](#).

(NOT FOR EMAIL: After clicking the link, the talent should be taken to the job offer page where they can see the changes. A button saying “Withdraw Application” should appear as the talent might no longer want to apply to that job after it has been edited)

If you need any assistance, reply to this email and we will help you out in any way we can.

Kind regards,

The O-Link Team

8.7 Application has Been Made

Subject: Application has been Made for “Job Offer”

Hi “Talent first name”

Thank you for applying for a position / interview to work as a(an) “Job Offer” on “Job Date” with “Employer first name and surname”. “Employer first name and surname” has been notified.

Applications remaining this week: "x"

If you need any assistance, reply to this email and we will help you out in any way we can.

We wish you all the best with your future applications.

Kind regards,

The O-Link Team

8.8 Employer has Made an Offer for a Position

Subject: Provisionally Accepted as a(n) "Job Offer"

Congratulations "Talent first name"!

"Employer" has provisionally accepted you to work for them on "Job Date".

To commit to or decline the offer, please click [here](#).

You have 24 hours in which to respond. If you do not respond in that time frame, the offer will automatically be declined.

If you need any assistance, reply to this email and we will help you out in any way we can.

We wish you all the best with your future applications.

Kind regards,

The O-Link Team

8.9 Employer has Made an Offer for an Interview

Subject: Provisionally Accepted for job as a(n) "Job Offer"

Congratulations "Talent first name"!

“Employer” has provisionally accepted you to take on an interview.

To commit to or decline the interview offer, please click [here](#).

You have 24 hours in which to respond. If you do not respond in that time frame, the offer will automatically be declined.

If you need any assistance, reply to this email and we will help you out in any way we can.

We wish you all the best with your future applications.

Kind regards,

The O-Link Team

8.10 Employer has Declined your Application

Subject: Declined for job as a(n) “Job Offer”

Hi “Talent first name”!

“Employer” has sadly declined your application.

Please don’t be discouraged. O-Link still has many jobs opportunities to offer you, click below and keep applying!

[Browse jobs](#).

We wish you all the best with your future applications.

Kind regards,

The O-Link Team

8.11 Talent has withdrawn their Application

Subject: Withdrawn Application

Hi “Employer first name”!

"Talent first name and surname" has sadly withdrawn their application.

Other talent are bound to make applications soon! To view your existing applications please click the link below.

[View my applicants.](#)

We wish you all the best with your future applications.

Kind regards,

The O-Link Team

8.12 Please Rate your Employer

Subject: Please Rate your Employer

Hi "Talent first name"

Thank you for completing job as a "Job Offer" with "Employer" on "Job Date".

To rate your employer and continue using O-Link, simply click on the link below:

[Rate my employer.](#)

You will not be allowed to use the O-Link platform until you have provided a rating for "Employer first name".

If you need any assistance, reply to this email and we will help you out in any way we can.

Kind regards,

The O-Link Team

8.13 Please Rate your Employee

Subject: Please Rate your Employee

Hi "Employer first name"

Thank you for employing "Talent first name and surname" as a "Job Offer" on "Job Date".

To rate your talent and continue using O-Link, simply click on the link below:

[Rate my talent.](#)

You will not be allowed to use the O-Link platform until you have provided a rating for "Talent first name".

If you need any assistance, reply to this email and we will help you out in any way we can.

Kind regards,

The O-Link Team

8.14 You Have Been Rated by your Employer

Subject: You have Received a Rating from "Employer first name"

Hi "Talent first name"

Your employer "Employer first name" has rated your performance for your work as a(n) "Job Offer" on "Job Date".

To view your rating and comments, please click [here](#).

If you need any assistance, reply to this email and we will help you out in any way we can.

We wish you all the best with your future applications.

Kind regards,

The O-Link Team

8.15 You Have Been Rated by your Employee

Subject: You have Received a Rating from "Talent first name"

Hi "Employer first name"

Your talent, "Talent user first name and surname" has rated you as an employer based on their job as a(n) "Job Offer" completed on "Job Date".

To view ratings and comments, please click [here](#).

If you need any assistance, reply to this email and we will help you out in any way we can.

We wish you all the best with finding the talent you need.

Kind regards,

The O-Link Team

8.16 Talent Accepted Offer (For Position)

Subject: "Talent first name" has Accepted your Offer

Hi "Employer first name"

Congratulations, "Talent first name and surname" has committed to your offer to work as a(an) "Job Offer Category" on "Job Date"

To view your current applicants, click the link below:

[View my applicants.](#)

If you need any assistance, reply to this email and we will help you out in any way we can.

We wish you all the best with finding the talent you need.

Kind regards,

The O-Link Team

8.17 Talent Accepted Offer (For Interview)

Subject: "Talent first name" has Accepted your Offer

Hi "Employer first name"

Congratulations, "Talent first name and surname" has committed to scheduling an interview for a job as a(n) "Job Offer".

Please contact "Talent first name" directly at "[Talent's email address](#)" to schedule the interview.

To view your current applicants, click the link below:

[View my applicants.](#)

If you need any assistance, reply to this email and we will help you out in any way we can.

We wish you all the best with finding the talent you need.

Kind regards,

The O-Link Team

8.18 Payment Received

Subject: "Package x" Purchased

Hi "Talent first name"

Thank you for purchasing "package x" and getting yourself one step closer to the job you want.

Your available applications figure has been adjusted.

Applications remaining today: "x"

If you need any assistance, reply to this email and we will help you out in any way we can.

We wish you all the best with your future applications.

Kind regards,

The O-Link Team