

This paper guides new users on how to utilize and complete tasks on the UB Job Portal system online. There is a tutorial for each of the three users. The login lesson is straightforward and will be the same for all three users. The only distinction will be the precise assignment each user can complete on their profile. If they don't have a login as yet they have the option to register.

Registration Tutorial:

1. When a user visits the UB Job Portal website, the first page they will see is the login page.
2. The first step is to click on the link below that says “Create an account”, the user will be transported to another window and he/she will fill in their information and they will select the option if they’ll register as an applicant, employer or an administrator.
3. Upon completion of the registration, the user will be asked to verify their account via email as a security measure.
4. Once the verification process is completed, the user can log on to the UB Job Portal.

Applicant Tutorial:

The applicant will be able to apply for jobs that have been posted.

1. In order for the applicant to upload their resume to the site the user will need to select the button “upload resume” and a file explorer will appear so the user can select their document.
2. The application will be able to browse through many job applications that have been posted by the employers.

Search for Jobs:

3. In order for the applicant to utilize the search feature, the user will need to select the button to see search criteria options.
4. The system will display the options to the users.
5. The user selects one or multiple filter/search options.
6. Based on options selected by the user, the system will display the job posts.

Apply for job:

7. In order to apply, the applicant needs to select the desired job listing.
8. After the application has been completed the information will be sent to the employers.

Modify/update account:

9. The applicant that is logged in will be able to make changes to their account by clicking the “edit” button.

Communicate to employer:

10. In order to communicate with the employer, the user can look for their name in the messenger built-in feature to begin a conversation.

Employer Tutorial

Upon login in, an employer will be able to view student information either by name or id. The employer creates job listings and modifies job listings.

Search for applicant:

1. In order to search for an applicant, the employer will be able to enter the student ID or the applicant name.

Create Job Listing:

2. In order for an employer to create a job listing the user clicks the button “Create Job Listing”, then the user will be transported to another window then they will enter the necessary information.

Modify Job Listing:

3. In order for an employer to edit a job listing that was created, the user can select the job listing and choose the “Edit” option, then the user will be able to make the necessary changes.

Modify/update account:

4. The employer that is logged in will be able to make changes to their account by clicking the “edit” button.

Communicate to applicant:

5. In order to communicate with the applicant, the user can look for their name in the messenger built-in feature to begin a conversation.

Administrator Tutorial

Upon login in, an administrator will be able to view all information from both employer and applicants, have authority to disable accounts that are deemed inappropriate, as well as deleting job listings that aren't accurate.

View active accounts:

1. In order for an administrator to view all accounts, the user can click on the button “view active accounts” and a window will appear that contains all registered users.

Disable accounts:

2. In order for an administrator to disable an account, the user can search for the name of the employer or student and beside their names an option will appear to disable the account.

Enable accounts:

3. In order for an administrator to enable an account, the user can search for the name of the employer or student and beside their names an option will appear to enable the account.

Delete job listing:

4. In order for an administrator to delete a job listing, the user can search for the job listing with its ID number or the name, once its been selected an option will appear to delete job listing, once the user confirms they will be transported to another window asking for confirmation.