

User manual for *Adopt1Candidat*

Summary

Summary.....	1
Introduction.....	2
Where can I find this document?.....	2
In context.....	2
Eligibility.....	2
Check your eligibility.....	2
Find out your Android version.....	3
Find out your iOS version.....	4
Installing the app.....	5
First steps.....	5
Creating your account.....	5
Login to your account.....	6
Creating your profile.....	7
Job Seeker.....	7
Company.....	8
Add a job offer.....	9
Matching system.....	10
It's a match!.....	11
Settings and logout.....	12
Terms of use and data.....	12
Log out.....	12
Account deletion.....	13
Data management.....	13
Contact and information.....	13

Introduction

You will find in this user manual all the information necessary to use Adopte1Candidat. From creating your account to publishing your job offers, including searching for candidates or companies, you will know everything about how our application works.

Where can I find this document?

This document will be present on our [GitHub](#) at the file entry so that you can save time and directly read it.

In context

Are you a person looking for a job, but for whom traditional solutions do not work, or are you a company but you are struggling to recruit competent people? Then Adopte1Candidat is made for you! Adopte1Candidat is a mobile application that matches candidates and companies based on their skills and needs.

Thanks to our matching algorithm, we can suggest candidates or companies that match your search criteria. Our application is easy to use and intuitive. Simply create an account, fill in your details and search criteria, and you're ready to go.

Eligibility

To access our application, you must have a computer with an internet connection.

If you ever want to use our application on your smartphone, make sure you have an internet connection and that the device is in one of the following versions:

- Android 10 or newer
- iOS 11 or newer

Check your eligibility

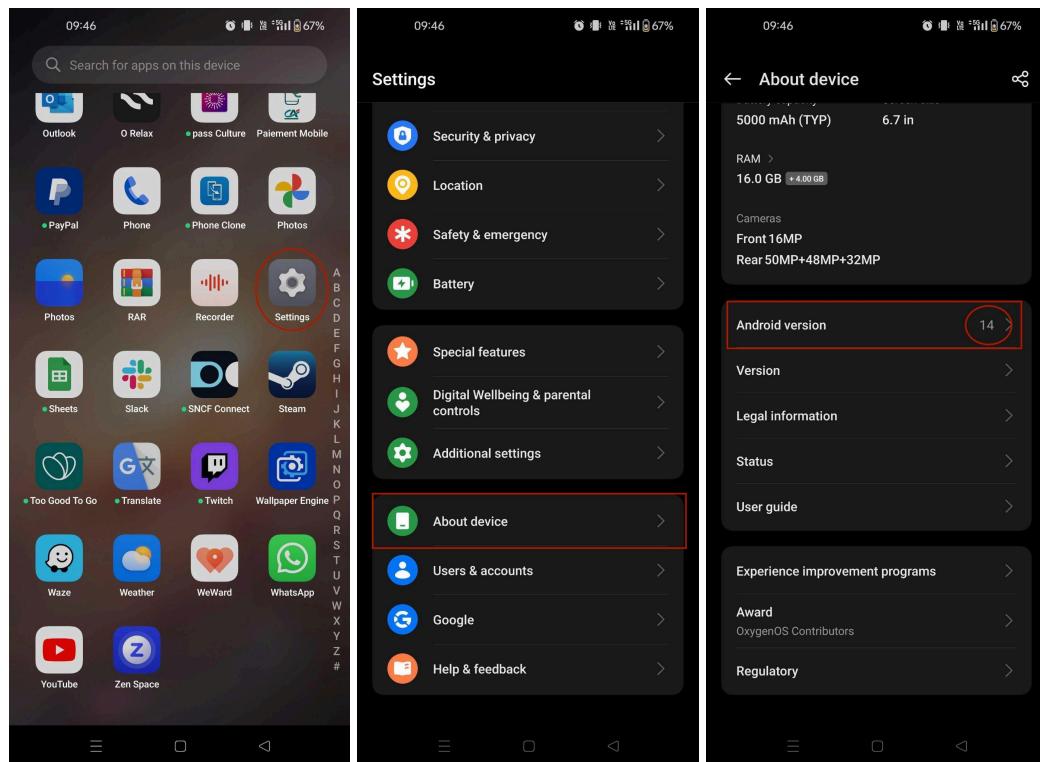
To check if your device is compatible with our app, follow these steps:

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Find out your Android version

To find out which version of Android you have, follow these steps:

1. Open the app **Settings** of your device.
2. Scroll down until you find the option **About device**.
3. Scroll down until you find the option **Android version**. The version is then displayed to the right of this category.

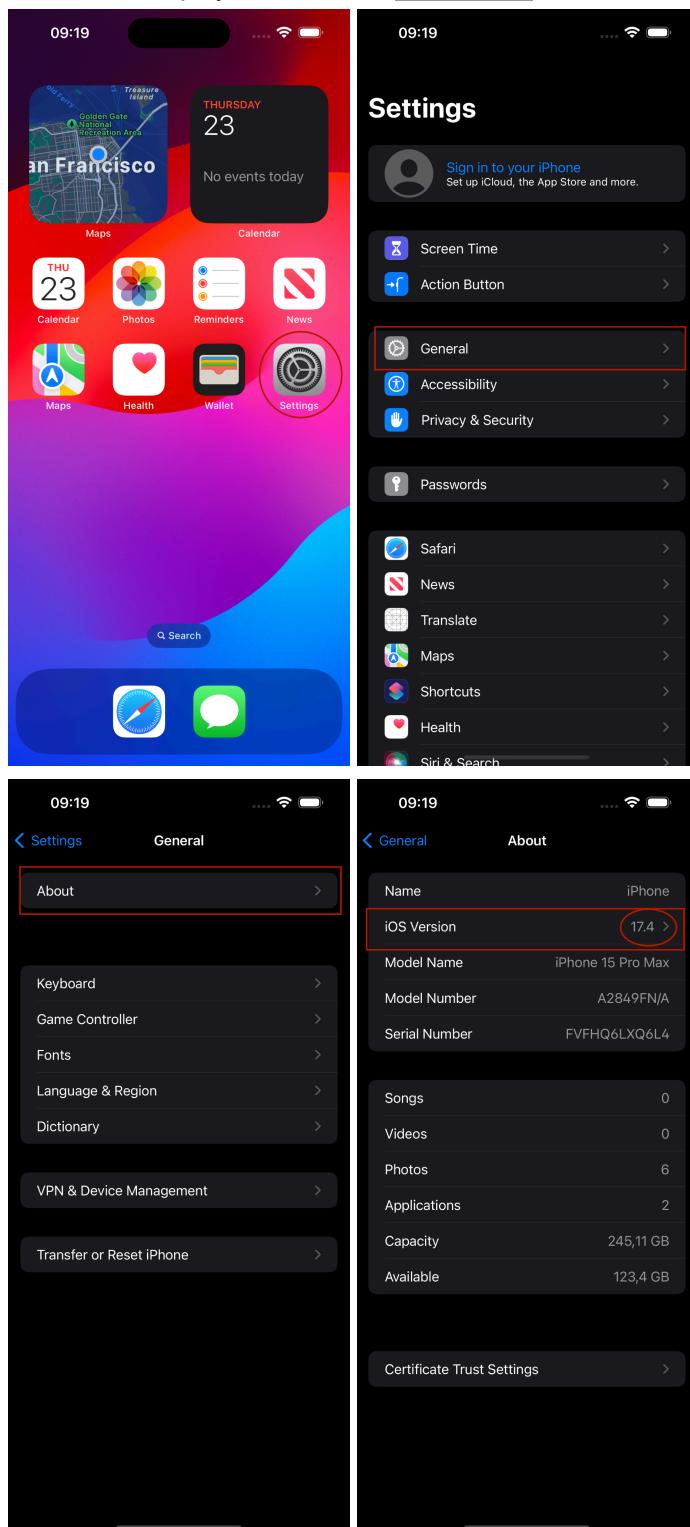


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Find out your iOS version

To find out which version of iOS you have, follow these steps:

1. Open the app **Settings** of your device.
2. Scroll down until you find the option **General**.
3. Scroll down until you find the option **About**.
4. The version of your device is displayed in the field **iOS version**.



Installing the app

Once you have verified that your device is compatible with our application, you can download it from the [Google Play Store](#) or on the [App Store](#) by searching for “Adopte1Candidat”.

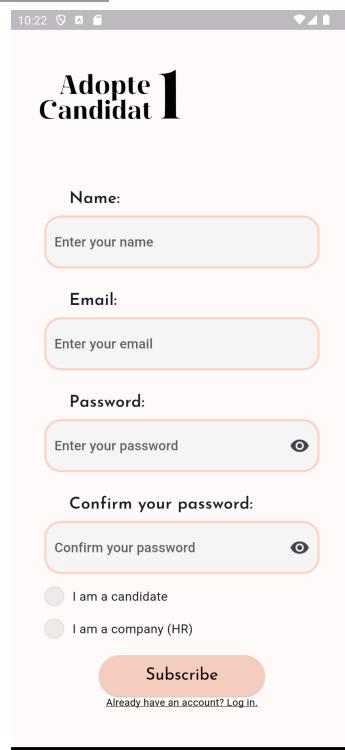
⚠ The application is not available yet! ⚠

First steps

Creating your account

To create your account, follow the following steps:

1. Open the app by clicking the icon in your app's menu.
2. If this is your first time using the app on this device, you will need to agree to the Terms of Service and Privacy Policy.
3. Complete the following information:
 - Full Name;
 - Email Address;
 - Password; (for security reasons, we recommend choosing a password of at least 12 characters, containing upper and lower case letters, numbers and special characters)
 - Repeat the password;
 - Check the box corresponding to your current situation: **I am a candidate** or **I am a company (HR)**;
 - Then click on the button **Subscribe**.

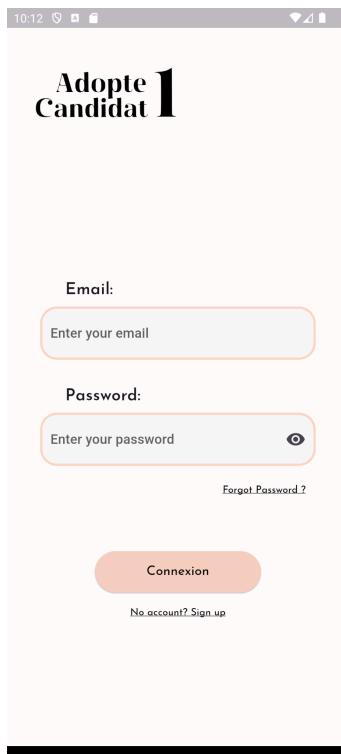


4. You are now logged into your account and can start using the app.

Login to your account

If you already have an account, you can log in using the following steps:

1. Open the app by clicking the icon in your apps menu.
2. If this is your first time using the app on this device, you will need to agree to the Terms of Service and Privacy Policy.
3. Instead of entering your information, click the button **Already have an account? Log in** located at the bottom of the screen, under the button **Subscribe**.
4. Complete the following information:
 - Email Address;
 - Password;
 - Then click on the **Connexion** button.



5. You are now logged into your account and can start using the app.

Creating your profile

Once you've created your profile, you'll be taken to the matching page, but if you want us to match you, you'll need to create your profile.

Job Seeker

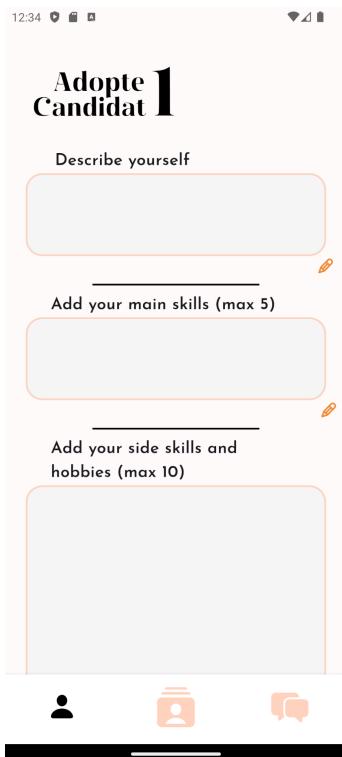
As a jobseeker, you'll need to describe yourself and your skills. To limit the size of your descriptions, they can be up to 256 characters long.

You can then fill in the various categories.

Please note!

Skills must be separated with a ";".

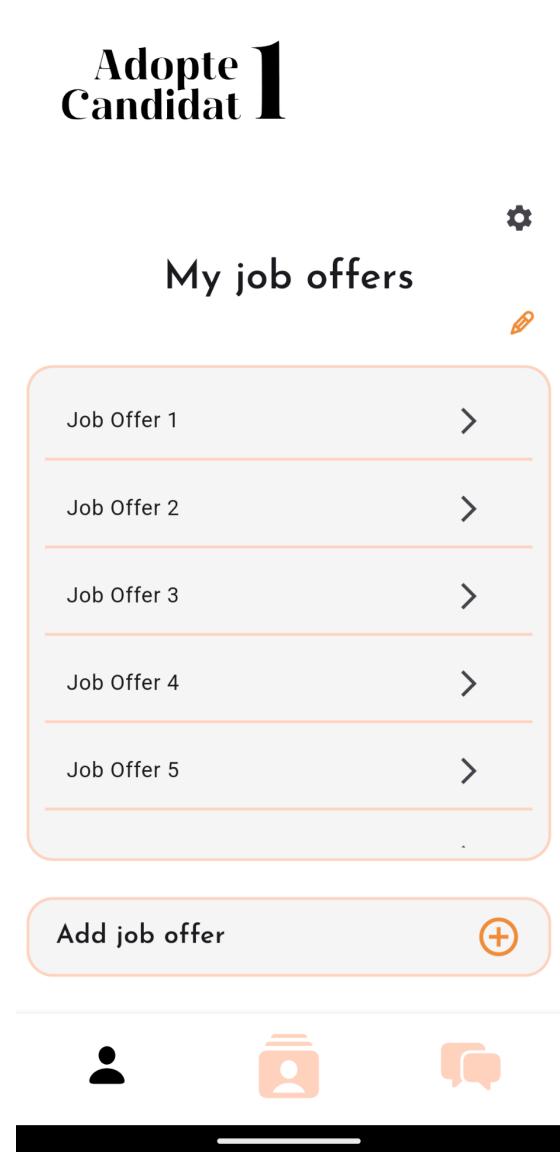
In addition, by clicking on the gear in the top right-hand corner, you can access your parameters (you'll find more information on these at the end of the document).



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Company

If you represent a company, you'll access the menu of job offers you've designed, which you can delete by clicking on the pen above the list. If you'd like to add a new job, simply click on the Add job offer button.



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Add a job offer

Once you've clicked on the button to add a job, simply fill in the various categories according to the description you'd like to give it.

Once you've filled in all the categories, all you have to do is click on the Add job offer button. The job will then be put on the market and recommended to profiles that may be of interest to people with the skills you're looking for.

The image displays two side-by-side screenshots of a mobile application interface for adding a new job offer. Both screenshots show the same form with different states of completion.

Left Screenshot (Initial State):

- Job offer title:** Placeholder text "Enter the job offer title".
- Job offer description:** Placeholder text "Enter the job offer description".
- Job offer location:** Placeholder text "Enter the job offer location".
- Add the required skill for the offer (max 5):** Placeholder text "Enter the main skill tags".
- Appreciate side skills for the offer (max 10):** Placeholder text "Enter the appreciate side skills for the off...".

Right Screenshot (Filled State):

- Job offer title:** Placeholder text "Enter the job offer title".
- Job offer description:** Placeholder text "Enter the job offer description".
- Job offer location:** Placeholder text "Enter the job offer location".
- Add the required skill for the offer (max 5):** Placeholder text "Enter the main skill tags".
- Appreciate side skills for the offer (max 10):** Placeholder text "Enter the appreciate side skills for the off...".

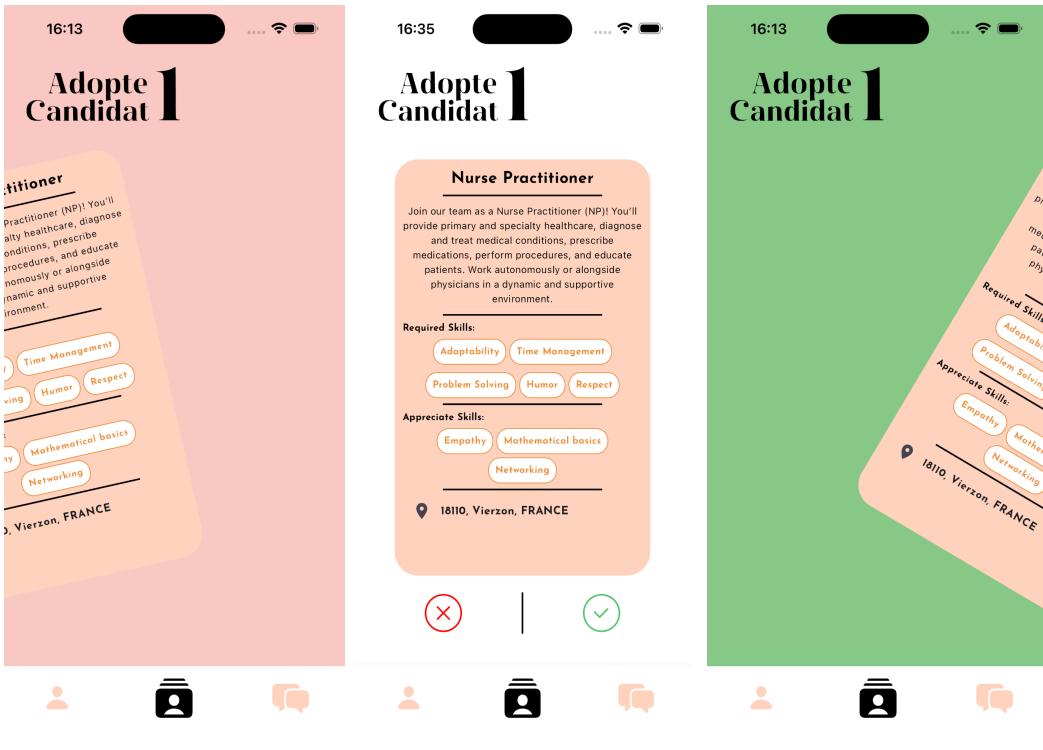
A large orange button at the bottom right of the right screenshot is labeled "Add job offer".

Matching system

Once your profile is designed, you will be able to access the matching system. This will then suggest candidates or companies that match your search criteria.

When you arrive on the matching page, you will see a page presenting a candidate or a company. You will then be able to:

- Consult the information in the sheet by reading the different sections as you may see below;
- Swipe the card to the left to reject the candidate or company, moving to the next card or swipe to the right to accept the candidate or company, moving to the next card. You can also click on the buttons to validate or reject a card.



You can also click on the buttons to validate or reject a form.

To help you make the right choice, the background color changes according to the action you take. If you tend to reject the form, the background turns red, and if you tend to accept the form, the background turns green.

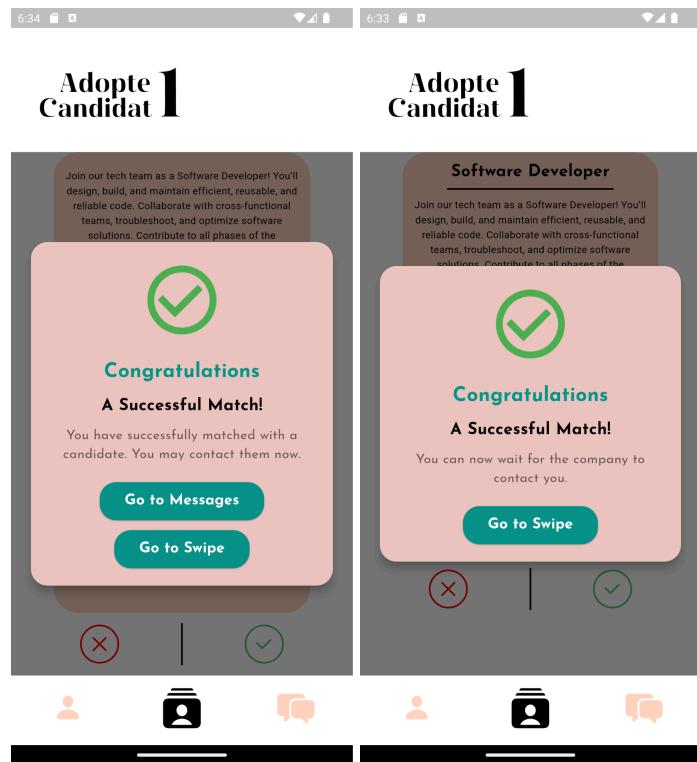
If the candidate or company you've approved has also approved your profile, then there's a match.

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It's a match!

If you ever see one of the pop-ups below, then you've been interested to a profile.

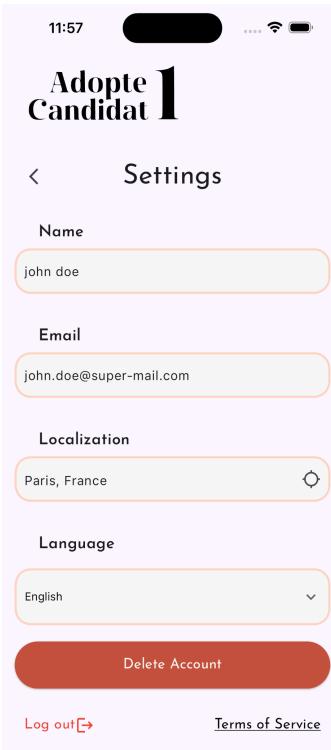
If you're a company, it's possible to start a conversation with the potential candidate. Conversely, if you're a candidate, you'll just be informed that you've matched, and when the company sends you a message, you'll be notified and able to continue the conversation with them.



Settings and logout

You'll also be able to access your settings.

You'll be able to change your language and location to find jobs closer to home, just in case. In addition, you won't be able to change your name or e-mail address, to avoid abusive accounts.



Terms of use and data

If you'd like to read the terms of use, or find out how your data is used, just click on the button at bottom right.

Log out

Changing devices? Just click on the logout button and you'll no longer be connected to our services on your device.

Account deletion

Conversely, if you've found a job and no longer wish to use the application, then click on Delete account. After confirming with us that this is not a mistake, your account will no longer be accessible. However, as part of our data protection policy, your data will only be deleted after 14 days, to allow you to recover your stored data.

Data management

Here is a list of the data potentially stored by our services:

- Name, First name;
- Address;
- Location;
- If company, Siren number.

Contact and information

For all requests for information, technical support or requests to apply Article 15 of the RGPD, we will ask you to send an email to contact.us@adopte1candidat.fr with the purpose of this request in your email subject in order to facilitate the process.