

# **Adopte Un Candidat**

## User Guide

**Everything you need to know about your application**

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# Introducing Adopte Un Candidat


## Adopte Un Candidat



Our platform helps job seekers find employment and companies discover potential employees efficiently and without bias. By focusing on soft skills, users can secure opportunities without being judged on appearance, name, or age.

This guide helps you start using the Adopte Un Candidat app and to also discover the features it offers. On the application, the first thing you'll see will look like this:



## Getting started

 **WARNING:** *This application is under development. Because of that the user guide is susceptible to receive changes. Nevertheless, we will explain features that are yet to be implemented. This application is targeted to a French audience for now, thus the screenshots will be in French.*

Installing the Adopte un Candidat application is quite simple. It may be done in the Play Store  if you are on Android, or using the App Store  for iOS users. For security reasons, we recommend that you use only these two platforms.

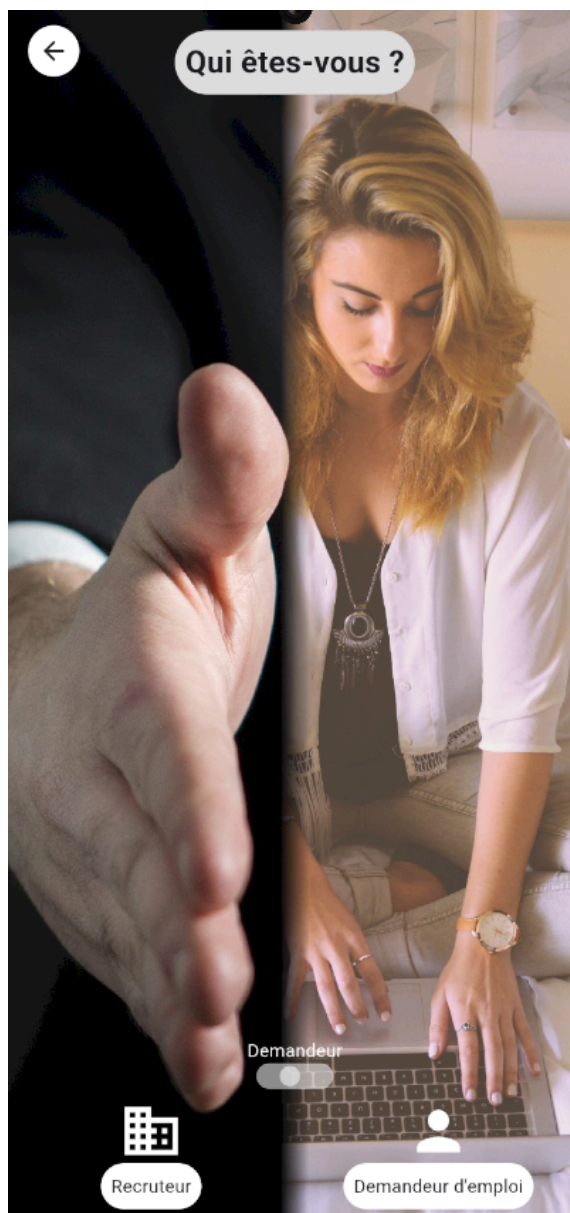
## Log-in/Sign-up

When opening the Adopte Un Candidat application, a homepage appears prompting the user to either log in, sign up to create an account, or a Google authentication option.



## Sign-up process

If the application has never been used yet, you need to create an account. Firstly, the application demands you to specify if you are a jobseeker or a company.



## Jobseeker sign up

If you choose the jobseeker side, you will need to fill in some personal information, such as name, date of birth, localization that can be chosen manually, mail address, and the account information.

**Nom\***

**Prenom\***

**Date de naissance \***


Jour

Mois

Année

**Pays**

**Adresse Postale**



**Adresse email**

Informations de connexion

**Nom d'utilisateur**

**Mot de passe**

**Suivant**

\*Vos informations personnelles ne seront pas divulguées aux recruteurs

## Jobseeker sign up

To complete this task, you need to look at the list of 27 soft skills and pick between 1 and 8 that best fit you. Think about your strengths and experiences to choose the skills that you are good at and confident about. If you don't select enough soft skills, you won't be able to pursue your account creation.



Cochez les softs skills que vous possédez:

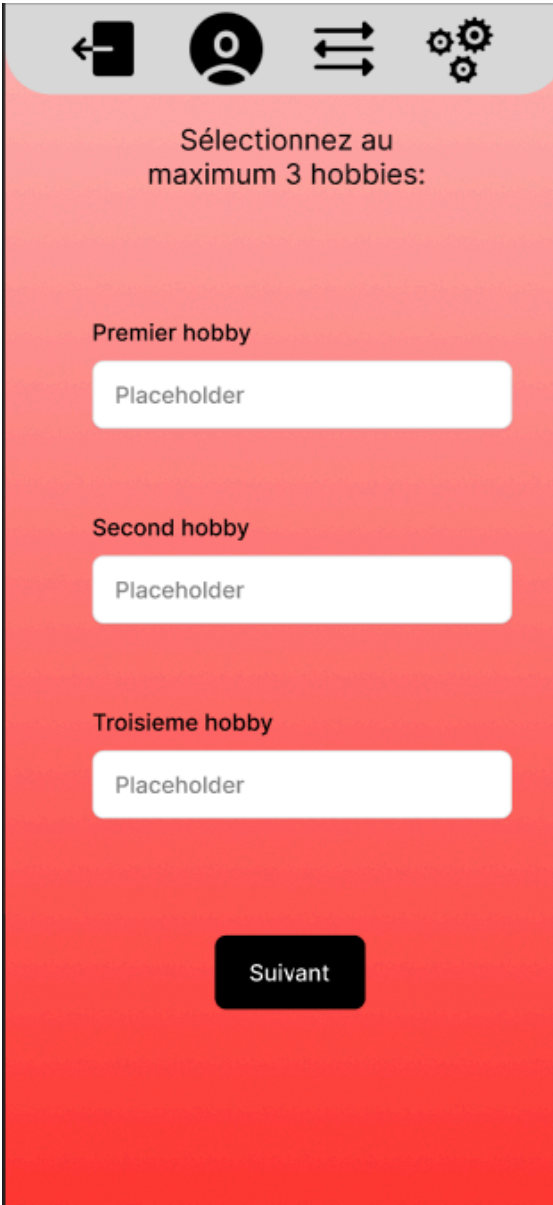
<input type="checkbox"/> Capacité à s'organiser	<input type="checkbox"/> Adaptabilité
<input type="checkbox"/> Autonomie	<input type="checkbox"/> Sens des responsabilités
<input type="checkbox"/> Auto-discipline	<input type="checkbox"/> Gestion du stress
<input type="checkbox"/> Audace	<input type="checkbox"/> Esprit d'initiative
<input type="checkbox"/> Gestion du temps	<input type="checkbox"/> Communication
<input type="checkbox"/> Esprit d'équipe	<input type="checkbox"/> Empathie
<input type="checkbox"/> Négociation	<input type="checkbox"/> Capacité à déléguer
<input type="checkbox"/> Tolérance	<input type="checkbox"/> Confiance en soi
<input type="checkbox"/> Résolution de conflits	<input type="checkbox"/> Leadership
<input type="checkbox"/> Créer un réseau	<input type="checkbox"/> Mémoire
<input type="checkbox"/> Attention et concentration	<input type="checkbox"/> Esprit critique
<input type="checkbox"/> Créativité	<input type="checkbox"/> Résilience
<input type="checkbox"/> Persévérance	<input type="checkbox"/> Capacité de synthèse
<input type="checkbox"/> Curiosité intellectuelle	

**Suivant**



## Jobseeker sign up

In this step, you need to list 3 hobbies that will help you stand out from the crowd. Choose the ones that best represent your interests and personality.



The screenshot shows a mobile application interface for a jobseeker sign-up process. At the top, there is a grey navigation bar with four icons: a back arrow, a user profile icon, a double-headed arrow, and a gear icon. Below the navigation bar, the text "Sélectionnez au maximum 3 hobbies:" is displayed. There are three input fields, each with a label above it: "Premier hobby", "Second hobby", and "Troisieme hobby". Each input field contains the text "Placeholder". At the bottom of the screen, there is a black button with the text "Suivant" in white.

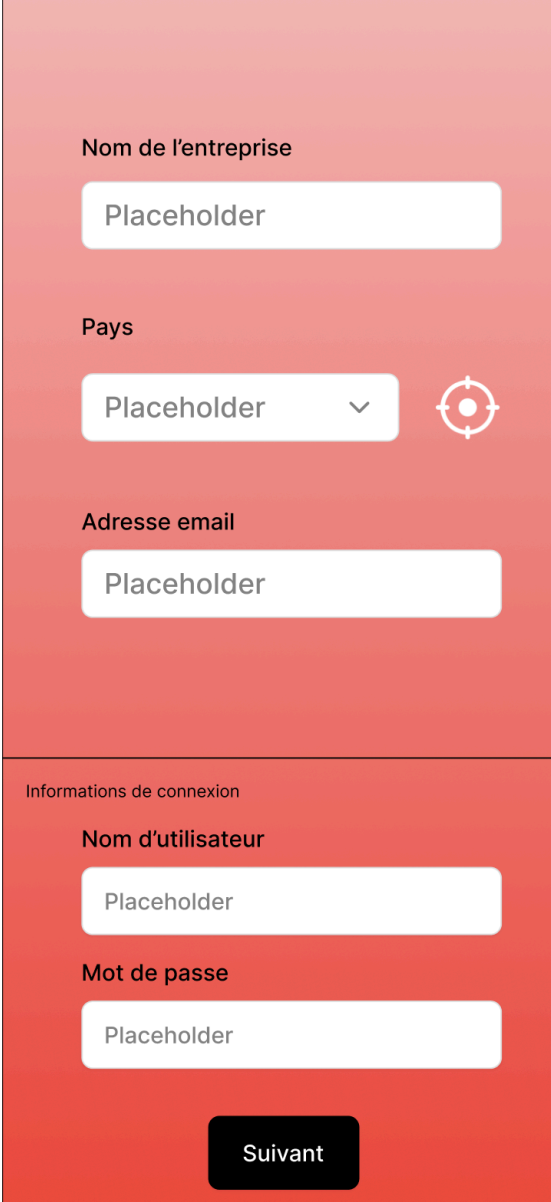
## Jobseeker sign up

Now that your account is settled, you're free to discover the hiring companies in the area! Remember that you can modify your private information, as well as your soft skills. You can also see with whom you matched, delete your account, or see the reviews people let you.



## Company sign up

If you choose the company side, a similar yet different interface will show up. As the jobseekers, you need to fill up some information about your company, which will stay private as the jobseekers information.



The image shows a mobile app interface for company sign up. It has a red gradient background. The form is divided into two sections. The top section contains three input fields: 'Nom de l'entreprise' (Company Name), 'Pays' (Country), and 'Adresse email' (Email Address). The 'Pays' field is a dropdown menu with a circular location icon to its right. The bottom section is titled 'Informations de connexion' (Connection Information) and contains two input fields: 'Nom d'utilisateur' (Username) and 'Mot de passe' (Password). A black button labeled 'Suivant' (Next) is at the bottom.

Nom de l'entreprise

Placeholder

Pays

Placeholder ▼

Adresse email

Placeholder

Informations de connexion

Nom d'utilisateur

Placeholder

Mot de passe

Placeholder

Suivant

## Company sign up

In this step, as the jobseeker, you need to specify which soft skills are required for your job application. You need to select up to 8 out of the 27 listed skills.



<input type="checkbox"/> Capacité à s'organiser	<input type="checkbox"/> Adaptabilité
<input type="checkbox"/> Autonomie	<input type="checkbox"/> Sens des responsabilités
<input type="checkbox"/> Auto-discipline	<input type="checkbox"/> Gestion du stress
<input type="checkbox"/> Audace	<input type="checkbox"/> Esprit d'initiative
<input type="checkbox"/> Gestion du temps	<input type="checkbox"/> Communication
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<input type="checkbox"/> Persévérance	<input type="checkbox"/> Capacité de synthèse
<input type="checkbox"/> Curiosité intellectuelle	

**Retour**

Ajouter une offre

## Company sign up

As a company, you are able to access all the job applications you set on the application, you can modify them, delete them, or add even more.



## Company sign up

Like the jobseekers, you are able to modify all the information about your company, your job offers, and the current matches with the jobseekers. You can also delete your account here.



## Notifications

When a match happens between two users, they both receive a notification to warn them. Similar notifications will be sent when a like or a review is received.

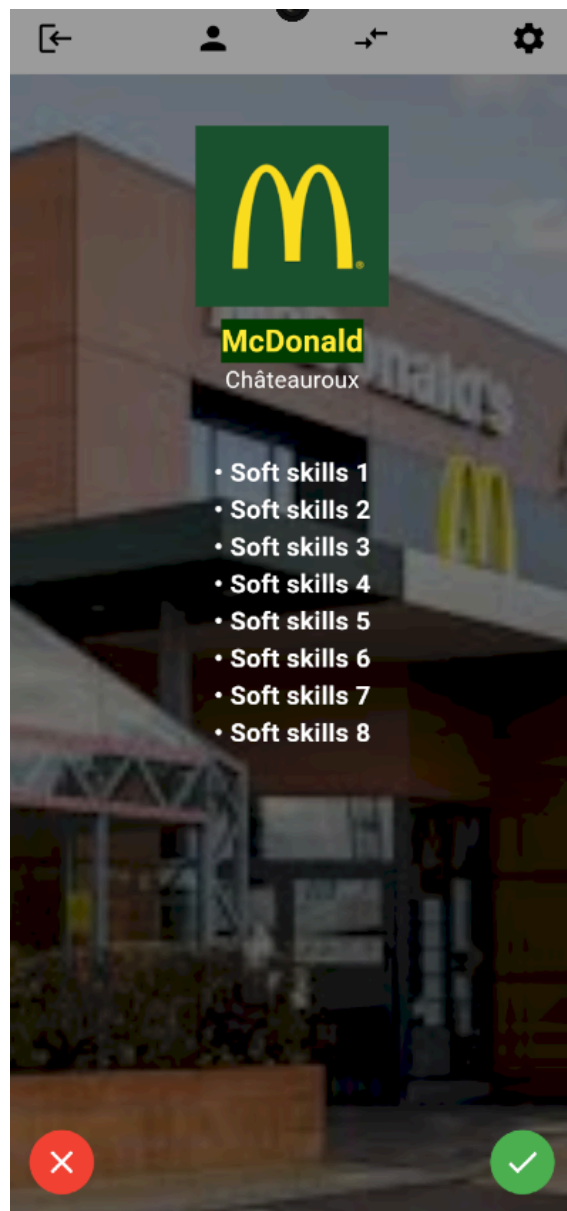


## How to use the application

### Jobseeker Liking process:

When your account is configured, you can see the hiring companies. You can either like them or pass them if they don't please you.

During the liking process, you can see the company's name, its localization, and the required soft skills.

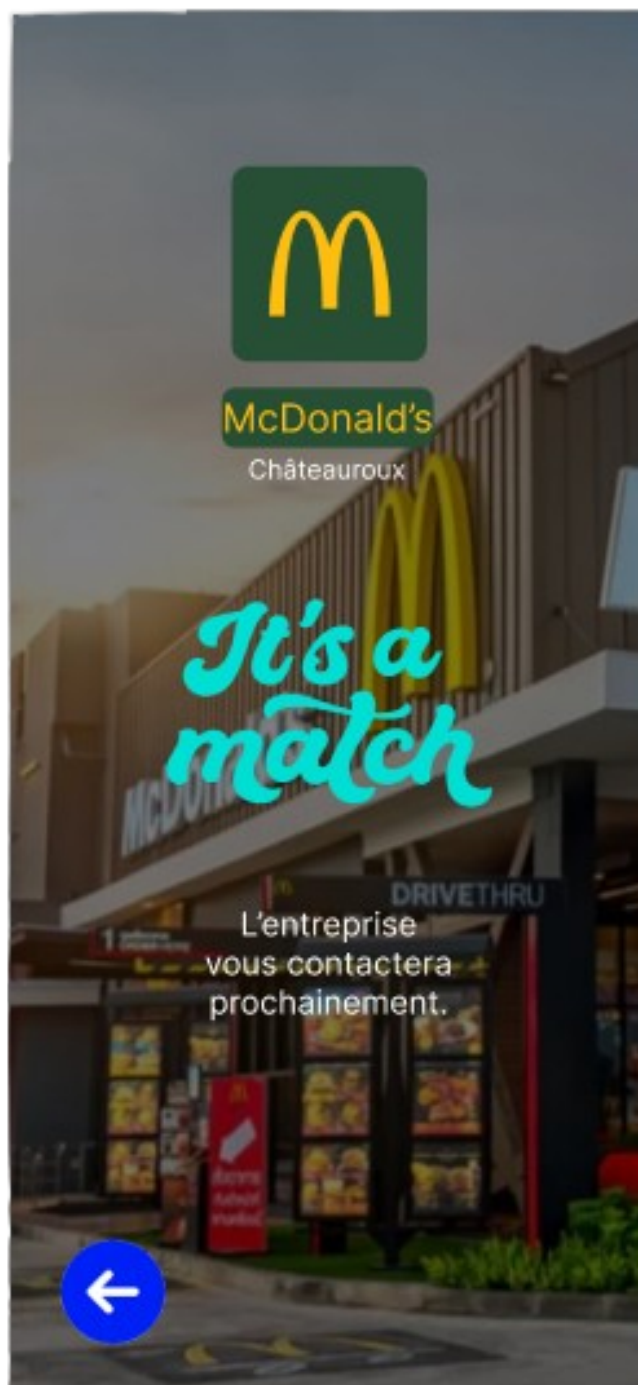




## How to use the application

### Jobseeker Matching process:

If you like someone that already liked you, a match happens. This allows the company and the jobseeker to contact each other. Here is an overview:



## How to use the application

### Company Liking process:

On the other hand, as a company, you are able to see all the jobseekers in the area.



## How to use the application

### Company Matching process:


Just like the jobseekers, you will get a match if you like a user that already liked you, or if you're liked by someone you previously liked.



## Get help

### View the user guide from Adopte Un Candidat App



In case you need help when using our application, you can find the user manual here:

1. Open the app on your phone.
2. Tap on the Settings icon .
3. Tap on the Help section.
4. Tap Adopte Un Candidat User Guide.

### Adopte Un Candidat Support

To contact us for personalized support, see [our website](#)

### Update software:

You can update your application by checking for updates in the Play Store  if you are on Android, or using the App Store  for iOS users.

## Privacy and Data Security

Our application collects certain private data to improve your experience and ensure the best possible service. This includes, but is not limited to:

- Personal identification information (name, email address)
- Professional details (skills, qualifications)
- Contact information

The data collected is used for the following purposes:

- Matching job seekers with potential employers based on skills and qualifications
- Facilitating communication between matched users
- Improving our services and application features

## Data Protection Measures

We take your privacy seriously and implement the following measures to protect your data:

- **Encryption:** All sensitive data is encrypted during transmission and storage to prevent unauthorized access.
- **Secure Servers:** We use secure servers with advanced security protocols to store your data.
- **Access Control:** Access to your data is restricted to authorized personnel only.

## User Responsibilities

To help protect your data, we recommend that you:

- Use a strong, unique password for your account
- Enable two-factor authentication
- Avoid sharing your login credentials with anyone

## Your Rights

You have the right to:

- Access and review the data we have collected about you
- Request corrections to any inaccurate or incomplete information
- Delete your account and associated data

# **Adopte Candidat 1**

