Job Posts & Skills Map

User Guide

A simple guide to exploring job market data and skills across locations

Welcome

The Job Posts & Skills Map is an interactive tool that helps you explore job posting data and in-demand skills across different cities and countries. Whether you're researching job markets, analyzing skill trends, or planning career moves, this guide will help you get the most out of the application.

What You Can Do With This Tool

- View job posting volumes across the globe or in specific countries
- Explore which cities have the most job opportunities
- See coverage areas for major cities and their surrounding regions
- Discover the top 50 hard skills (technical abilities) in demand
- Discover the top 50 soft skills (interpersonal abilities) in demand
- Download skill data for your own analysis

Getting Started

Opening the Application

1. Open your web browser (Chrome, Firefox, Safari, or Edge all work well)
2. Navigate to the application URL provided by your administrator
3. Wait a few seconds for the map to load (you'll see a world map appear)
4. You're ready to explore!

💡 *Tip: The first time you open the application, it may take 10-15 seconds to load all the data. Subsequent visits will be faster.*

Understanding the Interface

The application has a simple layout with just a few key elements:

Element	What It Does
View Selector	Choose between "Global Map" and "Coverage of Main Locations" at the top
Country Dropdown	Select "All" to see everywhere, or pick a specific country to focus on
City Dropdown	(Coverage view only) Select a specific city to see its details and skills
Interactive Map	The main area showing cities as colored circles - you can zoom, pan, hover, and click
Skills Panel	(Coverage view only) Appears below the map when you select a city, showing top skills

The Two Map Views

The application offers two different ways to explore the data. You can switch between them at any time using the options at the top of the page.

🌐 Global Map View

Best for: Getting a big-picture view of job posting volumes across locations

In this view, you'll see red circles on the map. Each circle represents a city with job postings.

What the circles mean:
- **Bigger circles** = More job postings in that city
- **Smaller circles** = Fewer job postings
- **Labeled cities** = Major job markets (you can hover over these for details)

How to use the Global Map:
1. Select "Global Map" at the top of the page
2. Use the Country dropdown to view all countries or focus on one
3. Hover your mouse over labeled cities to see the exact number of job posts
4. Use your mouse wheel to zoom in/out, or click and drag to move around the map

   💡 Tip: When viewing all countries, the map shows the entire world. Select a specific country to automatically zoom in on that region.

📍 Coverage Map View

Best for: Exploring specific cities and discovering what skills are in demand

In this view, you'll see green circles that show the coverage area of major cities - meaning the city itself plus nearby areas that feed into that job market.

What the circles mean:
- **Circle size** = Geographic coverage area (how far the city's job market reaches)
- **Green color** = Primary and secondary job market cities
- **Brighter green** = The city you've selected

How to use the Coverage Map:
1. Select "Coverage of Main Locations" at the top of the page
2. Choose a country from the first dropdown
3. Either click directly on a green circle, OR use the City dropdown to select a city
4. Wait a moment for the skills panel to appear below the map
5. Explore the top skills in that city!

   💡 Tip: Clicking on a city circle is often faster than using the dropdown. Just click any green circle to select it!

Exploring Skills Data

One of the most powerful features of this tool is the ability to see which skills are most in demand in different cities. Here's how to access and use this information.

Viewing Skills for a City

1. Switch to the "Coverage of Main Locations" view
2. Select a country, then select a specific city (or click on a city circle)
3. Look below the map - a Skills Panel will appear
4. You'll see two columns: Hard Skills and Soft Skills

Understanding Hard Skills vs. Soft Skills

Hard Skills (Technical)	Soft Skills (Interpersonal)
Specific, teachable abilities	Personal attributes and social abilities
Examples: Programming languages, data analysis, project management software, accounting	Examples: Communication, teamwork, problem-solving, leadership, adaptability
Often listed as job requirements	Often valued across all industries

City Only vs. Coverage Area

When viewing skills, you can choose between two scopes:

- **City Only:** Shows skills from job postings specifically in that city
- **Include Coverage Area:** Shows skills from the city PLUS all nearby cities within the coverage radius

💡 *Tip: Use "Include Coverage Area" to get a broader picture of regional skill demands, or "City Only" for a more precise view of a specific location.*

Downloading Skills Data

You can download the skills data to use in your own spreadsheets or reports. Here's how:

1. Select a city to view its skills (as described above)
2. In the Skills Panel, look for the "Download CSV" button
3. Click the button to download a file
4. The file will be saved to your Downloads folder

The downloaded file is in CSV format, which opens easily in Microsoft Excel, Google Sheets, or any spreadsheet program. It contains the skill names and how frequently they appear in job postings.

Map Navigation Tips

Moving Around the Map

Action	How to Do It
Zoom In	Scroll your mouse wheel up, or double-click on the map
Zoom Out	Scroll your mouse wheel down
Pan/Move	Click and hold, then drag the map in any direction
See City Details	Hover your mouse over a labeled city circle
Select a City	(Coverage view) Click directly on any green circle

Troubleshooting

Common Questions and Solutions

"The map is taking a long time to load"

- This is normal on the first visit - the app needs to load all the data
- Wait 10-15 seconds and the map should appear
- Try refreshing your browser if it takes longer than 30 seconds

"I can't see any skills for a city"

- Make sure you're in the "Coverage of Main Locations" view
- Select a specific city (not "All") from the City dropdown
- Wait a few seconds for the skills panel to load

"I can't hover over cities to see details"

- Hover tooltips only work on labeled (major) cities
- Try zooming in - more city labels will appear as you zoom

"The circles are overlapping and hard to see"

- Zoom in to the area you're interested in
- Select a specific country from the dropdown to focus the view

Quick Reference Card

I want to...	Here's how
See global job distribution	Global Map → Country: All
Focus on one country	Either view → Select country from dropdown
See city coverage areas	Coverage of Main Locations view
View skills for a city	Coverage view → Click city or use City dropdown
Download skill data	Select city → Skills Panel → Download CSV
Compare cities	Download skills from each city, compare in Excel

Need more help? *Contact your administrator or IT support team.*