

User Guide: Business

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1/ Presentation of the tool

This application aims to promote the integration of young graduates into the world of work.

By participating, you contribute to improving the image of vocational training and the implementation of tools to measure the integration of young graduates of technical education and vocational training.

By creating your own account, whether you are a company, a graduate student or a training establishment, all you need to do is fill in your profile and answer the questionnaire that will be offered to you to access tools that promote exchanges and the location of your interests in depending on your region and your activities.

2/ Role of the company

Analyze the results

Via the dashboard to view statistics

Via Geo-Location to access Google Maps and interactively view the number and position of Graduates, Companies and Establishments

Respond to satisfaction surveys to enable statistics to be generated nationally,

These results will indicate whether the training provided is in line with the expectations of the labor market, and will also help guide establishments on the corrective actions to consider.

Contact the establishments whose training courses are common with the company's professions

Publish job and internship offers on the application, to enable the integration of young graduates as quickly as possible, allowing them to put their skills into practice.

3/ Log in

3.1/ as a company

On the internet browser of your choice, go to the following address: <https://inserjeune.francophonie.org/>

The application's connection interface allows you to connect from a telephone number, the country code is required (for example +22177777777).

The profile of the connected person is recognized by the system, the application environment will be adapted.

3.2/ Creating a new business account

The screenshot shows the login page with the 'Créer un compte' button circled in red. The page includes fields for 'Téléphone' (Numéro de téléphone) and 'Mot de passe' (Mot de passe), along with a 'Valider' button and a checkbox for 'Se rappeler de moi'.

The screenshot shows the 'Nouveau compte d'utilisateur' page. The 'Téléphone' field is circled in red. Below it are fields for 'Mot de passe' and 'Confirmer mot de passe', and a 'Type d'utilisateur' dropdown menu. The 'Valider' button is at the bottom.

The phone number is the entry point to the application. It must be in the format:
+ind Pays Number
Example: +221777577777

Choose the type of actor Business

4/ The menu in general and the editing tools

4.1/ the menu

Left side menu	Submenus
Compte Enquêtes Vos partenaires Offre d'emploi Géo-Localisation Tableau de bord Langue Informations Déconnexion	Langue <ul style="list-style-type: none"> Français Anglais Espagnol Portugais Informations <ul style="list-style-type: none"> Guide de l'utilisateur Site de l'IFE Site de l'OIF A propos

4.2/ Tables

Table générique

Ajouter Table Import Csv Import Excel Import Print Import Pdf

Afficher 10 éléments

Rechercher :

ACTIONS	ID	champ1	champ2	champ3
	1	valeur11	valeur12	valeur13
	2	valeur21	valeur22	valeur23

Affichage de l'élément 1 à 2 sur N éléments

Précédent 1 2 N Suivant

4.3/ Actions on entities

Add an entity (at the end of the table)

Edit, view, delete entity

Export

Export Csv	Export Excel	Export Print	Export Pdf
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Search across all entities and their parameters

Rechercher :

5/ Predefined Roles in the application

The roles are fixed in the application, there are 5 different ones

5.1/ Administrator roles

These roles give the right to configuration, editing and modification:

- of all parameter tables
- profiles of the actors (Graduates, Companies and Establishments)
- Surveys from stakeholders

As well as access to geo-location tools and statistics

5.2/ Supervisor roles

These roles give the right to view:

- all configuration tables
- the list of actors (Graduates, Companies and Establishments)

As well as access to geo-location tools and statistics and job offers

5.3/ the Company role

This role is reserved for companies and gives them the right to:

- create and edit their own profile
- modify the current survey if less than 1 month old or otherwise create a new one.
- post job offers
- broadcast advertisements (planned in next version of the tool)
- use the geo-location tool allowing them to search for establishments or businesses based on the chosen geographic area as well as the desired profession or sector of activity.

5.4/ the Graduate role

This role is reserved for graduates and gives them the right to:

- create and edit their own profile
- modify the current investigation if less than 1 month old and if their professional situation has not changed or otherwise create a new one.
- view and respond to job offers
- use the geo-location tool allowing them to search for establishments or businesses based on the chosen geographic area as well as the desired profession or sector of activity.

5.5/ the Establishment role

This role is reserved for training establishments and gives them the right to:

- create and edit their own profile
- manage graduates from the establishment
- view job offers
- use the geo-location tool allowing them to search for establishments or businesses based on the chosen geographic area as well as the desired profession or sector of activity.

6/ Company profiles

Identité

Nom de l'entreprise * This field is required.

Url

Adresse Email *

Tél. (Indicatif + N°) *

Adresse

Pays * This field is required.

Région / Province *

Ville (la plus proche) * This field is required.

Autre ville

N° Rue Localité

Latitude Longitude Mode ☒ Manuel ☐ Auto

Caractéristiques

Secteur d'activité *

Statut juridique * This field is required.

Droit à la protection des données

Cliquez sur OUI si vous acceptez de diffuser vos informations personnelles pour les statistiques

Non ☒ Oui ☐ [informations du rgpd](#)

* : champ obligatoire

[Vous devez accepter le RGPD pour valider](#)

Status of the Form when it was created
by the company

Improved statistics:

The administrator can modify all the fields,
by adjusting the configuration tables, it is
wise to rectify certain fields.

So for example if the "Other City" field has
been filled in, and it has been added to the
cities table, it becomes possible to select it
in the "nearest city" field

In manual mode, geographic coordinates
can be retrieved from Google Maps or
another mapping tool.

The statistics will be more precise.

General Data Protection Regulation:

You must agree to share your personal data
in order to create your profile. You can
refuse it at any time and all of your data will
disappear from the database (profile data as
well as all questionnaires)

8/ The partner visualization module

Training establishments manage their partners, the companies having hired or taken on internships their students. This table allows you to see the establishments that have set you up as partners in the application. You can consult the diplomas, sector and courses offered by the establishments.

Liste des établissements partenaires

Export Csv Export Excel Export Print Export Pdf

Show 10 entries Search:

NOM	VILLE	TÉLÉPHONE	EMAIL	DIPLOME	SECTEUR D'ACTIVITÉ	FILIÈRE
Etablissement Rose	Yoff-Mermoz	+221333333310	+221333333310@domaine.extension	Certificat d'Apprentissage (CA) Certificat de Qualification Professionnelle (CQP) Certificat d'Aptitude Professionnelle (CAP)	AGRICULTURE ET PECHE ARTISANAT AUTRES SERVICES TECHNIQUES BANQUE ET ASSURANCE COMMERCE ET GRANDE DISTRIBUTION COMMUNICATION MULTIMEDIA	Plants et semences Boulangerie / pâtisserie Froid et climatisation domestique et Banque et microfinance / Fiscalité Fiscalité / Conseils et vente de prod Création sites web / Infographie
Etablissement_041	Dakar	+221333333304	+221333333304@domaine.extension	Certificat d'Aptitude Professionnelle (CAP) Certificat de spécialité (CS)	ARTISANAT	Bijouterie / joaillerie / orfèvrerie / Bi

Showing 1 to 2 of 2 entries Previous 1 Next

9/ The module for editing and viewing job offers

9.1/ Manage and view job offers

This module allows you to list all job offers published on the platform in real time.

The first table lists the job offers published by the connected company; it is possible to edit them, view them as they will be published and delete them.

The second table lists all other job offers published on the platform.

Add
An offer

Management
Job offers




Details and contact
of the company

Description of
the offer

Nos offres d'emploi


+ Ajouter une offre

Show 10 entries Search:

ACTIONS	ID	TITRE	MÉTIER	EMAIL	VILLE	DESCRIPTION
  	3	mécanicien auto	Mécanique / électronique / climatisation auto	email@contact.sn	Yoff-Mermoz	Nous recherchons un mécanicien automobile

Showing 1 to 1 of 1 entries Previous 1 Next

Autres offres

VOIR	ENTREPRISE	TITRE	MÉTIER	EMAIL	VILLE	DESCRIPTION
	Ent22	Expert comptable	Pêche	lecontact@lententreprise.com	Mbour	Recherche expert comptable Dakar métier de la peche

9.2/ Create a new job offer

The job offer creation module allows you to insert several pieces of information which will not necessarily be published and which will be used to manage job offers.

Ajout d'une offre d'emploi [Retour à la liste](#)

Nom de l'entreprise: Ets Denis

Offre d'emploi

Titre *: Titre de l'offre

Type de Contrat *: CDI - Contrat à durée indéterminée

Description *

Profil du candidat

Date de l'offre

Date de création: 30/10/2022 14:28

Date de modification: 30/10/2022 14:28

Date d'expiration de l'offre *: 30/01/2023

Activité

Secteur *: Sélectionnez

Métier *: Sélectionnez

Autre métier: métier

Localisation

Pays *: Burundi

Région *: Sélectionnez le pays

Ville *: Sélectionnez la région

Autre ville: Autre ville

Contact

Nom du Contact *: Nom du contact

fixed_phone: Numéro de téléphone

Email *: Email pour postuler

Joindre la description de l'offre

Selectionner le fichier (PDF)

[Valider](#)

The two sections description and candidate profile are equipped with CKEditor and allow you to integrate rich text

The expiration date is mandatory, this offer will be destroyed 6 months after this date

This section allows you to attach a downloadable pdf of the offer

10/ The dashboard: statistics

The dashboard allows you to visualize the results in real time in the form of graphs and precise or global values. These results are obtained based on the values chosen with the country and time selectors at the top right of the page.

Pays	Région	Préfecture	durée	début	fin	
Togo ▼	Toutes régions ▼	Toutes prefectures ▼	3 ans ▼	31/10/2020 📅	31/10/2023 📅	Valider

The dashboard has three distinct and completely independent parts.

Donut charts are used when the sum of the portions represents 100% of the analyzed entity.

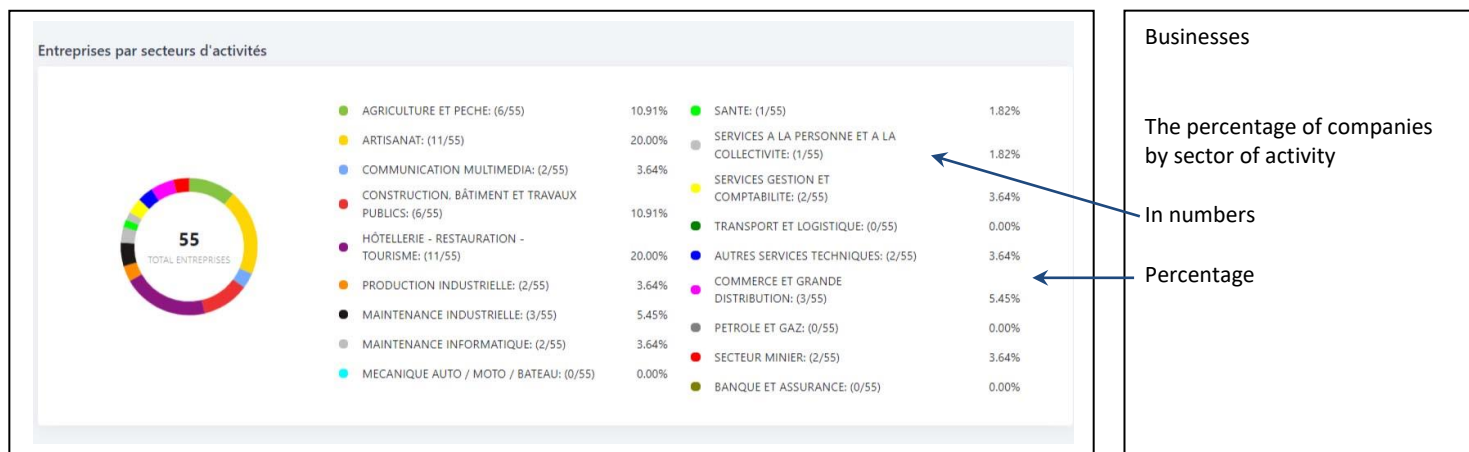
Bar charts are used when each portion can represent 100% of data for all the entities analyzed.

Curves are used to show the evolution of an entity type over time.

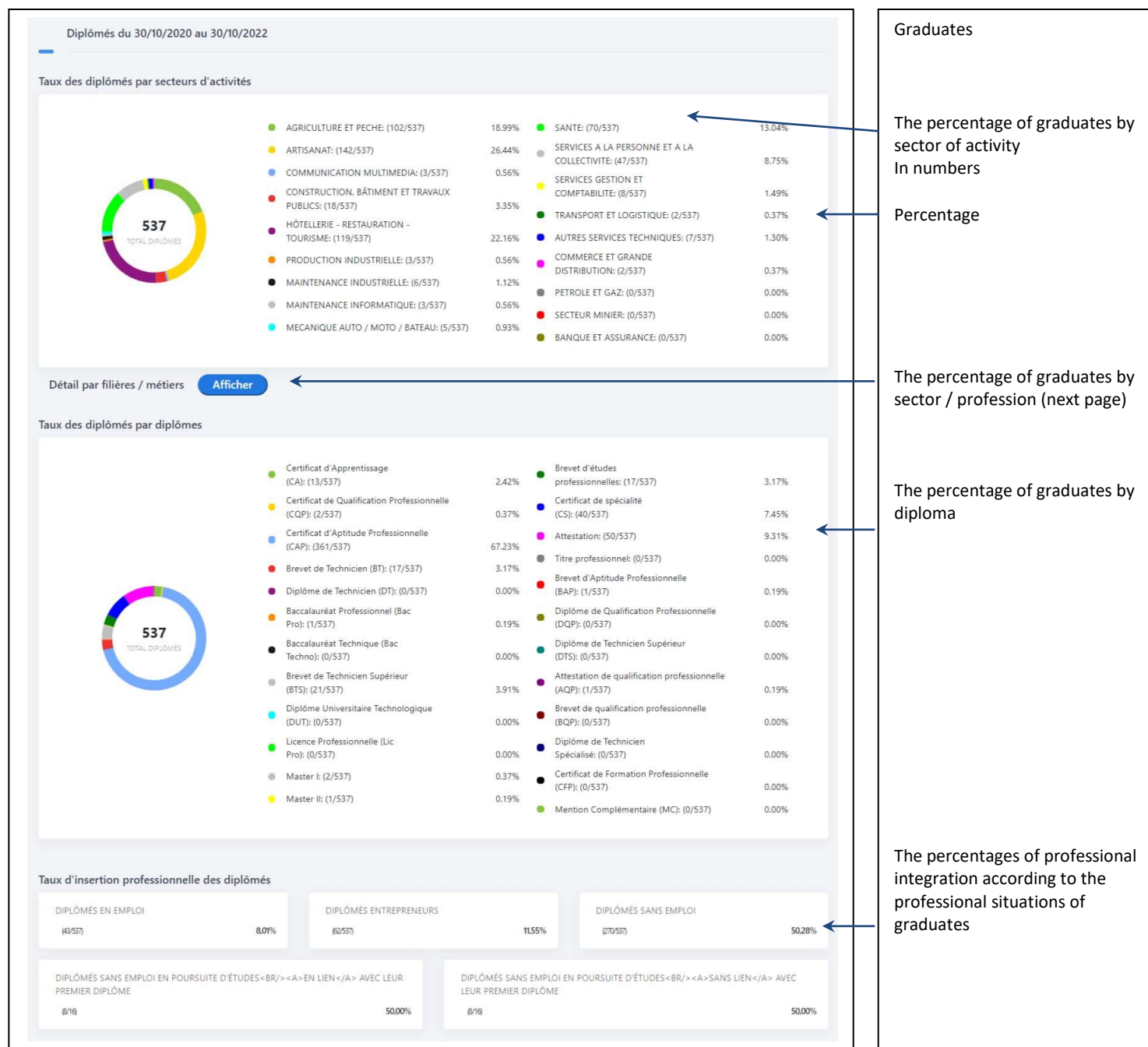
The first part represents the distribution of sectors of activity and legal statuses of companies as well as the measurement of their overall satisfaction and the satisfaction by skill of their hired graduates.

The second part represents the distribution of sectors of activity and types of contracts of graduates as well as the measure of professional integration and other indicators representing the reasons for unemployment, the relationship between initial training and the profession practiced or even the usefulness and relevance of graduate training with the actual profession of the entrepreneur.

10.1/ business statistics



12.2/ statistics on your graduates



The details of the percentages of the sectors / professions are displayed by clicking the show/hide button. The results obtained are updated in real time based on the table of professions/sectors and the data collected in the profiles and questionnaires of graduates.

Détail par filières / métiers occulter	
AGRICULTURE ET PECHE = (12/68) 17,65% Exploitation forestière = (1/68) 1,47% Production animale / élevage = (0/68) 0,00% Agriculture / maraîchage = (9/68) 13,24% Aquaculture / pisciculture = (0/68) 0,00% Pêche = (2/68) 2,94% Transformation alimentaire = (0/68) 0,00%	ARTISANAT = (8/68) 11,76% Bijouterie / joaillerie / orfèvrerie = (1/68) 1,47% Boulangerie / pâtisserie = (1/68) 1,47% Stylisme / modisme = (4/68) 5,88% Coiffure / esthétique = (1/68) 1,47% Coupe couture / tapisserie = (0/68) 0,00% autre activité = (8/68) 1,47%
COMMUNICATION MULTIMEDIA = (1/68) 1,47% Création sites web = (0/68) 0,00% Infographisme / imprimerie = (0/68) 0,00% autre activité = (1/68) 1,47%	CONSTRUCTION, BÂTIMENT ET TRAVAUX PUBLICS = (4/68) 5,88% Maçonnerie (coffrage, ferrailage, plafonnage, carrelage, peinture) = (2/68) 2,94% Electricité bâtiment = (0/68) 0,00% Menuiserie bois / charpenterie / toitures = (0/68) 0,00% Menuiserie métallique / structures métalliques = (2/68) 2,94% Menuiserie aluminium = (0/68) 0,00% Installations sanitaires / plomberie = (0/68) 0,00%
HÔTELLERIE - RESTAURATION - TOURISME = (0/68) 0,00% Accueil / réception = (0/68) 0,00% Service d'étage = (0/68) 0,00% Cuisine / pâtisserie = (0/68) 0,00% Bar = (0/68) 0,00% Guide touristique = (0/68) 0,00% Gestion agence de voyages = (0/68) 0,00%	PRODUCTION INDUSTRIELLE = (6/68) 8,82% Electromécanique / chaudronnerie / tôlerie = (1/68) 1,47% Electronique et électricité = (4/68) 5,88% Plomberie industrielle / soudure = (0/68) 0,00% Hygiène, Sécurité, Environnement - HSE = (0/68) 0,00% autre activité = (6/68) 1,47%
MAINTENANCE INDUSTRIELLE = (14/68) 20,59% Maintenance de machines = (8/68) 11,76% Maintenance d'ascenseurs = (0/68) 0,00% Maintenance d'automatismes = (0/68) 0,00% Maintenance électronique = (2/68) 2,94% autre activité = (14/68) 5,88%	MAINTENANCE INFORMATIQUE = (1/68) 1,47% Maintenance informatique / bureautique (hardware) = (1/68) 1,47% Maintenance software - logiciels - réseau - développement = (0/68) 0,00%
MECANIQUE AUTO / MOTO / BATEAU = (6/68) 8,82% Mécanique / électronique / climatisation auto = (3/68) 4,41% Carrosserie / peinture = (0/68) 0,00% Mécanique moto = (0/68) 0,00% Mécanique bateau = (0/68) 0,00% autre activité = (6/68) 4,41%	SANTE = (1/68) 1,47% Infirmier / sage femme = (0/68) 0,00% Aide-soignant(e) = (1/68) 1,47%
SERVICES A LA PERSONNE ET A LA COLLECTIVITE = (0/68) 0,00% Services d'entretien / nettoyage = (0/68) 0,00% Pressing = (0/68) 0,00% Gardiennage / sécurité = (0/68) 0,00%	SERVICES GESTION ET COMPTABILITE = (0/68) 0,00% Gestion / comptabilité = (0/68) 0,00% Gestion administrative = (0/68) 0,00% Secrétariat bureautique = (0/68) 0,00%
TRANSPORT ET LOGISTIQUE = (1/68) 1,47% Transport maritime et fluvial = (1/68) 1,47% Transport aérien = (0/68) 0,00% Transport terrestre = (0/68) 0,00% Transport ferroviaire = (0/68) 0,00%	AUTRES SERVICES TECHNIQUES = (11/68) 16,18% Froid et climatisation domestique et industrielle = (1/68) 1,47% Conduite d'engins, machines et camions = (0/68) 0,00% autre activité = (11/68) 14,71%
COMMERCE ET GRANDE DISTRIBUTION = (0/68) 0,00% Gestion des stocks / logistique = (0/68) 0,00% Gestion de magasin = (0/68) 0,00%	

11/ The geolocation module

This module uses the Google Map API, it allows you to navigate geographically, and display the actors (companies, establishments and graduates) according to the chosen geographical area.

It is also possible to filter these players by sectors of activity and by profession/sector and to find or locate professional partners.

Maps

Pays

Togo

Région

Selectionnez une région

Préfecture

Selectionnez

Ville

Selectionnez

Secteur d'activité

Selectionnez

Métier / Filière

Selectionnez

Afficher les données

ENTREPRISES 73

ETABLISSEMENTS 70

DIPLOMÉ EN RECHERCHE D'EMPLOI 1049

DIPLOMÉ EN FORMATION 4907

Non ☐ Oui ☐

Non ☐ Oui ☐

Non ☐ Oui ☐

Non ☐ Oui ☐

Plan

Satellite

Geographic filters

Sector and profession filters

Actor Selectors

Google Map API