

User Guide: Graduate

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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 graduate

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

Keep in touch with your training establishment, if you cannot find establishments in the list when creating or updating the profile, do not hesitate to ask them to register.

Update your profile when your professional situation changes:

Employed

Searching for a job

Continuing study

Unemployed

Entrepreneur

Respond to insertion surveys:

This form is required to access the platform's job search tools.

This data is essential to improve the quality and relevance of training and centers.

They make it possible to generate overall statistics at the national level, these indicators make it possible to measure the professional integration of young graduates, to put in place corrective actions so that training is closely linked to real needs in terms of hiring and forecasting.

View and respond to job or internship offers on the application.

3/ Log in

3.1/ Log in as a graduate

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 +2217777777).

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

3.2/ Creating a new graduate account

The phone number is the entry point to the application. It must be in the format:
+indPaysNumber Ex: +221777577777

Choose actor type Graduate

If Graduate resides abroad

4/ The menu in general

Below, details of all access to the tools via the menus

Left side menu	Submenus
<ul style="list-style-type: none"> Compte Enquête en cours Liste des enquêtes Offres d'emploi Géo-Localisation Informations <ul style="list-style-type: none"> Guide de l'utilisateur Site de l'IFEF Site de l'OIF A propos Déconnexion 	<ul style="list-style-type: none"> Informations <ul style="list-style-type: none"> Guide de l'utilisateur Site de l'IFEF Site de l'OIF A propos

Enquête en cours	Allows you to edit the current survey, that in relation to the current professional situation.
Liste des enquêtes	Allows you to list and view all surveys the graduate responded to in read-only mode

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/ The graduate's profile

Modification d'un diplômé [Retour à la liste](#)

Identité

Prénom *	Nom *
Prénom	Nom
Vous êtes *	Date de naissance *
Sélectionnez	Date de naissance

Adresse

Pays *	Région / Province *	Préfecture *
Sélectionnez	Sélectionnez	Sélectionnez
Ville (la plus proche) *	Autre ville	
Sélectionnez	Autre ville	
Adresse		
ADIDOGOME		
Diaspora:	Pays de résidence	
Non <input checked="" type="radio"/> Oui	Sélectionnez votre pays de résidence	
Adresse de Diaspora		
Adresse de Diaspora		
Latitude	Longitude	Mode
Latitude	Longitude	manuel <input checked="" type="radio"/> Auto

Coordonnées

Tél. de connexion (Indicatif pays + N°) *	Autre Tél. (Indicatif pays + N°)	Email *
Téléphone de Connexion	Autre Tél. (Indicatif + N°)	Email@domaine.extension
Tél. portable d'un 1er parent *	Tél. portable d'un 2nd parent	
Tél. portable d'un 1er parent	Tél. portable d'un 2nd parent	

Situation professionnelle actuelle *

En recherche d'emploi

Qualification

Filtre par région	Etablissement / Ecole *
Toutes	Sélectionnez
N° Immatriculation	Diplôme *
99153	Sélectionnez
Année Session diplôme *	Mois Obtention diplôme *
Sélectionnez	Sélectionnez
Secteur d'activité *	Métier / Filière *
Sélectionnez	Selectionnez une filière

Droit à la protection des données

Cliquez sur NON si vous n'acceptez plus l'utilisation de vos données personnelles, vous supprimerez l'intégralité de votre compte

Non <input checked="" type="radio"/> Oui	Informations relatives à la protection des données personnelles (PDP)
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* : champ obligatoire
email conseillé pour répondre aux offres d'emploi
l'immatriculation est en vert si elle est validée par l'établissement

Valider

The learner or graduate must enter their address in the country of study, and also their address abroad if they are diasporated

Geographic coordinates can be inserted manually, to retrieve them, use Google Maps or another mapping tool.

Professional situation:

The professional situation is an essential element in the graduate's profile because it will direct the application to offer them 1 of the 3 professional integration questionnaires that corresponds to them.

(Looking for a job, Looking for a job and Unemployed are redirected to the same questionnaire)

Graduate Qualification:

Professions, cities and diplomas can be adjusted by the administrator after enriching the settings tables.

If an establishment creates its profile after that of the graduate, the administrator can also adjust this questionnaire

The establishment must be chosen from the defined list, if it does not appear, choose "Other" and manually enter its name. Please note, you will not be part of the establishment's list of students until they have created their profile and you will then have to update yours.

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)

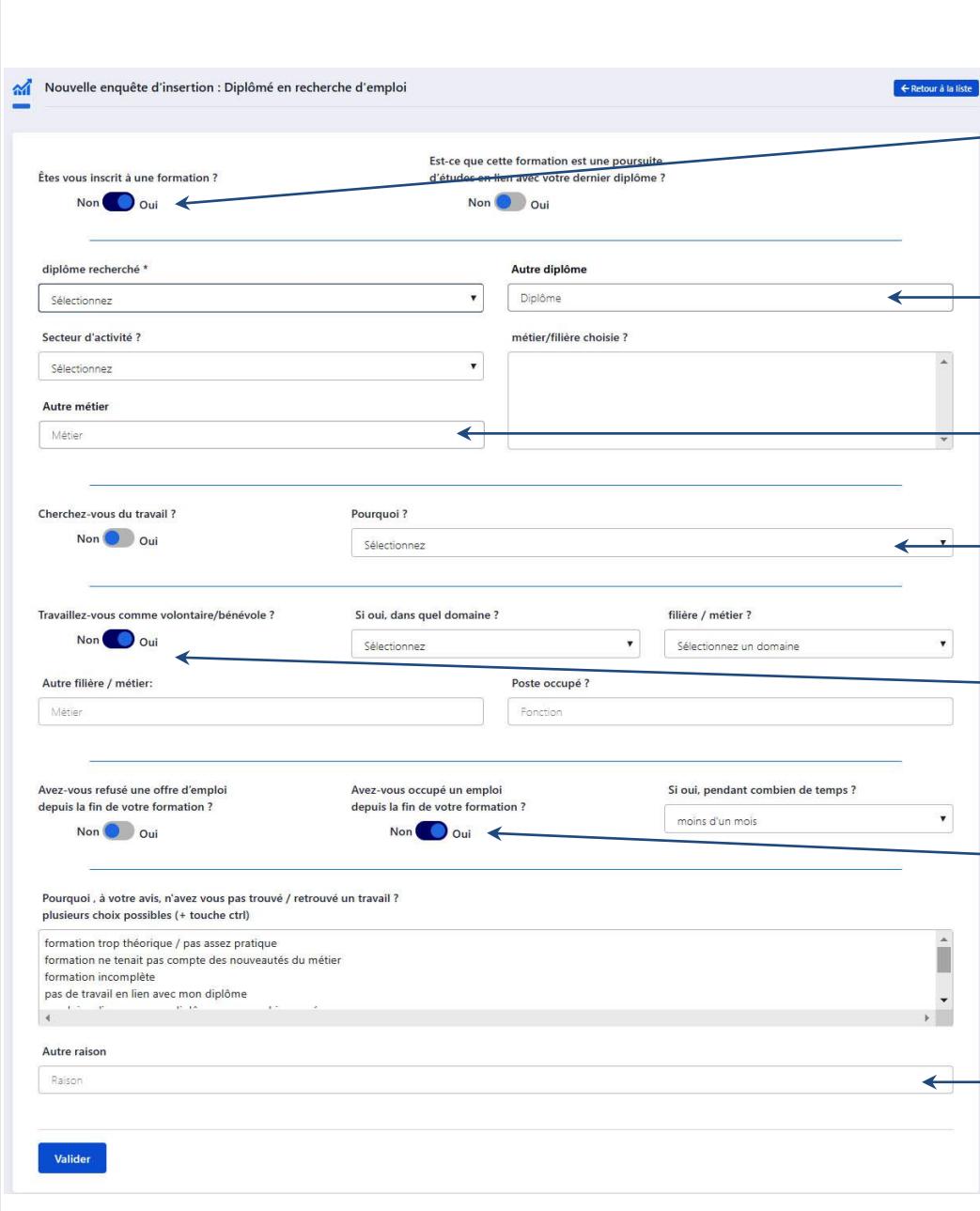
7/ Questionnaires intended for graduates

When entering the profile form, the graduate chosen from the list, their professional status

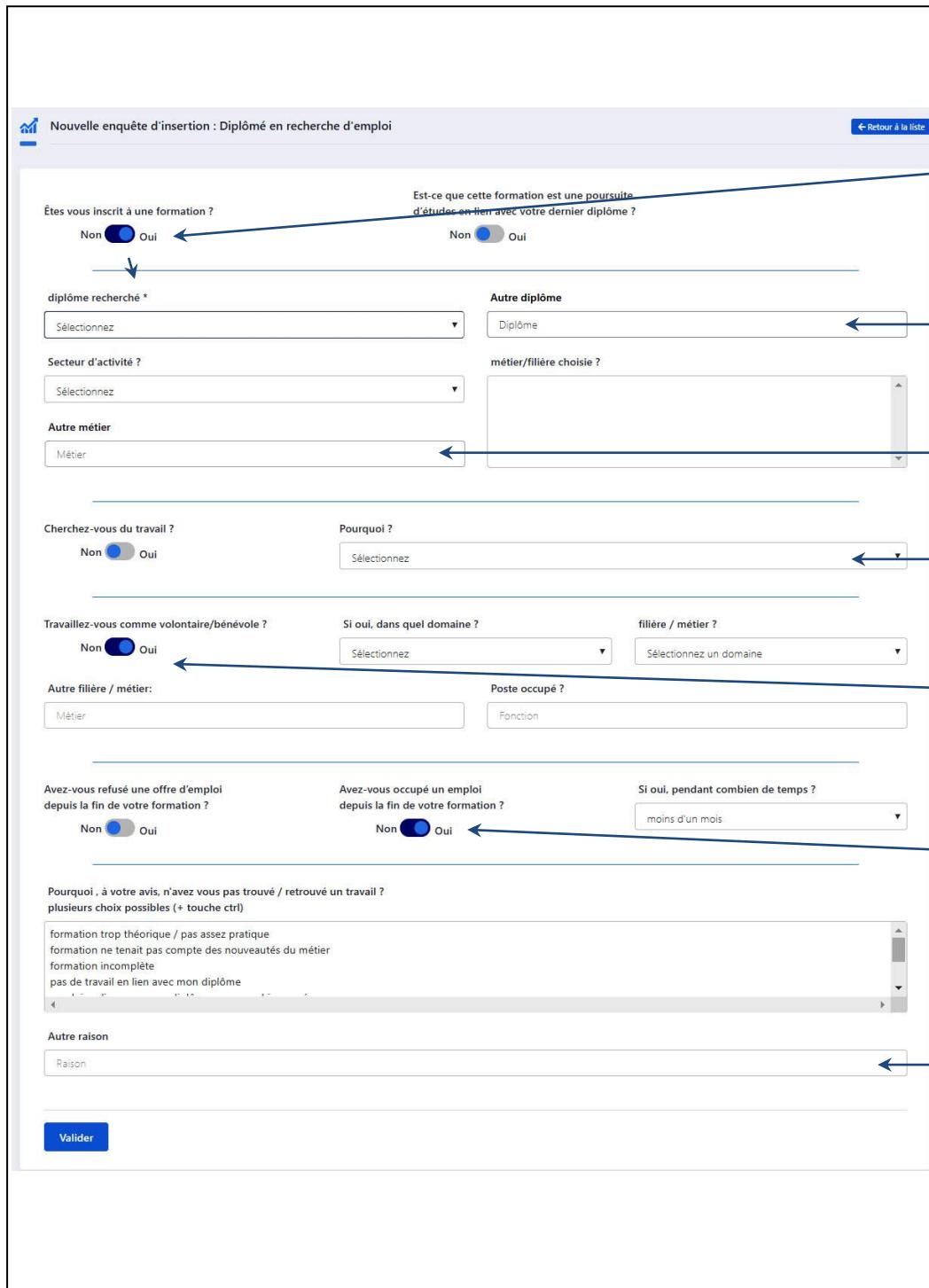
- The statute "Employed" redirects to the questionnaire «Graduate looking for a job»
- The statute "Entrepreneur" redirects to the questionnaire «Graduate entrepreneur»
- The statuses "Searching for a job", "In continuing Studies" And "Unemployed" redirect to the questionnaire "Unemployed graduate"

Sélectionnez
En cours de Formation Professionnelle
En emploi
Entrepreneur
En recherche d'emploi
En poursuite d'études
Sans emploi
Décrochage

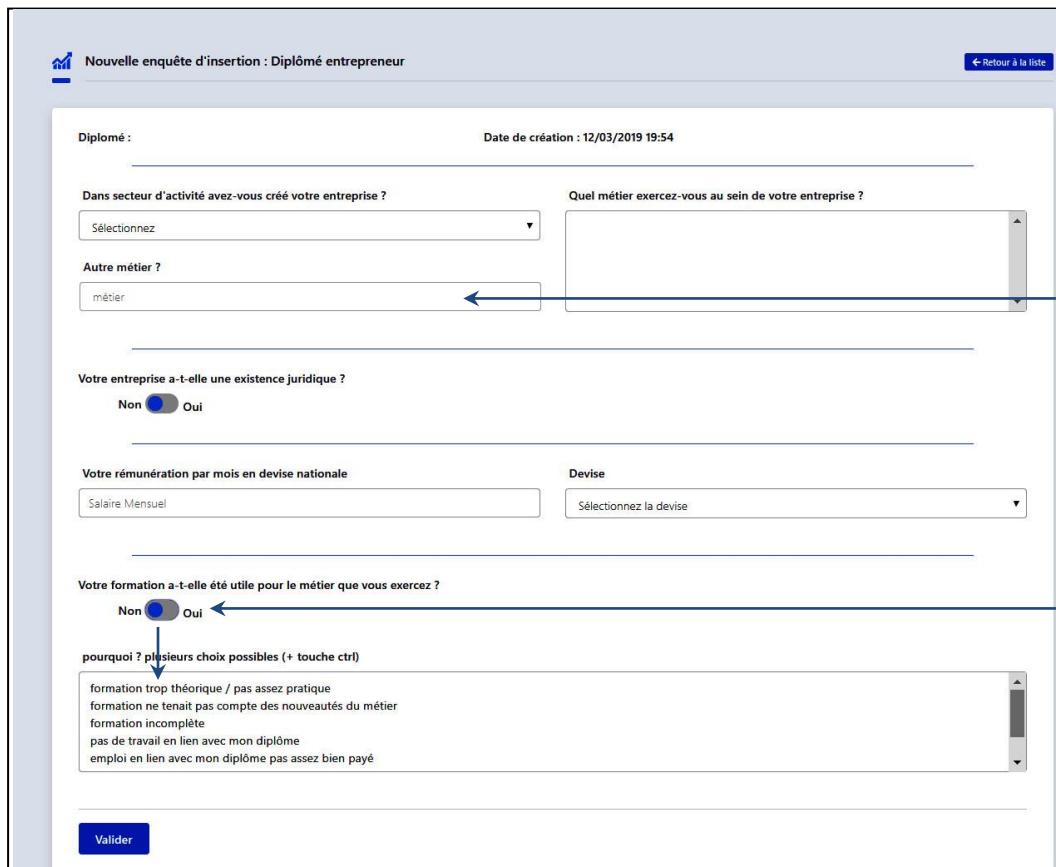
7.1/ Graduate employment survey

	<p>Status of the Form when it was created by the employed graduate</p> <p>Activates questions on the nature of the diploma and the profession of the training sought</p> <p>Active only if "Other diploma" is selected in desired diploma</p> <p>Active only if "Other profession" is selected in the chosen profession/sector</p> <p>Active only if "are you looking for work" is active</p> <p>Activates questions on the nature of the profession and the volunteer position</p> <p>Active "for how long"</p> <p>Active only if in "in your opinion, why have you not found / found work", the choice "Other reason" is selected</p>
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7.2 / Job-seeking graduate integration survey

	<p>Status of the Form when it was created by the job-seeking graduate</p> <p>Activates questions on the nature of the diploma and the profession of the training sought</p> <p>Active only if “Other diploma” is selected in desired diploma</p> <p>Active only if “Other profession” is selected in the chosen profession/sector</p> <p>Active only if “are you looking for work” is active</p> <p>Activates questions on the nature of the profession and the volunteer position</p> <p>Active “for how long”</p> <p>Active only if in “in your opinion, why have you not found / found work”, the choice “Other reason” is selected</p>
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7.3/ Graduate entrepreneur integration survey



Diplôme : Date de création : 12/03/2019 19:54

Dans secteur d'activité avez-vous créé votre entreprise ?

Quel métier exercez-vous au sein de votre entreprise ?

Autre métier ?

Votre entreprise a-t-elle une existence juridique ?
 Non Oui

Votre rémunération par mois en devise nationale
 Salaire Mensuel Devise

Votre formation a-t-elle été utile pour le métier que vous exercez ?
 Non Oui

pourquoi ? plusieurs choix possibles (+ touche ctrl)

 formation trop théorique / pas assez pratique
 formation ne tenait pas compte des nouveautés du métier
 formation incomplète
 pas de travail en lien avec mon diplôme
 emploi en lien avec mon diplôme pas assez bien payé

Valider

Status of the Form when it was created by the graduate entrepreneur

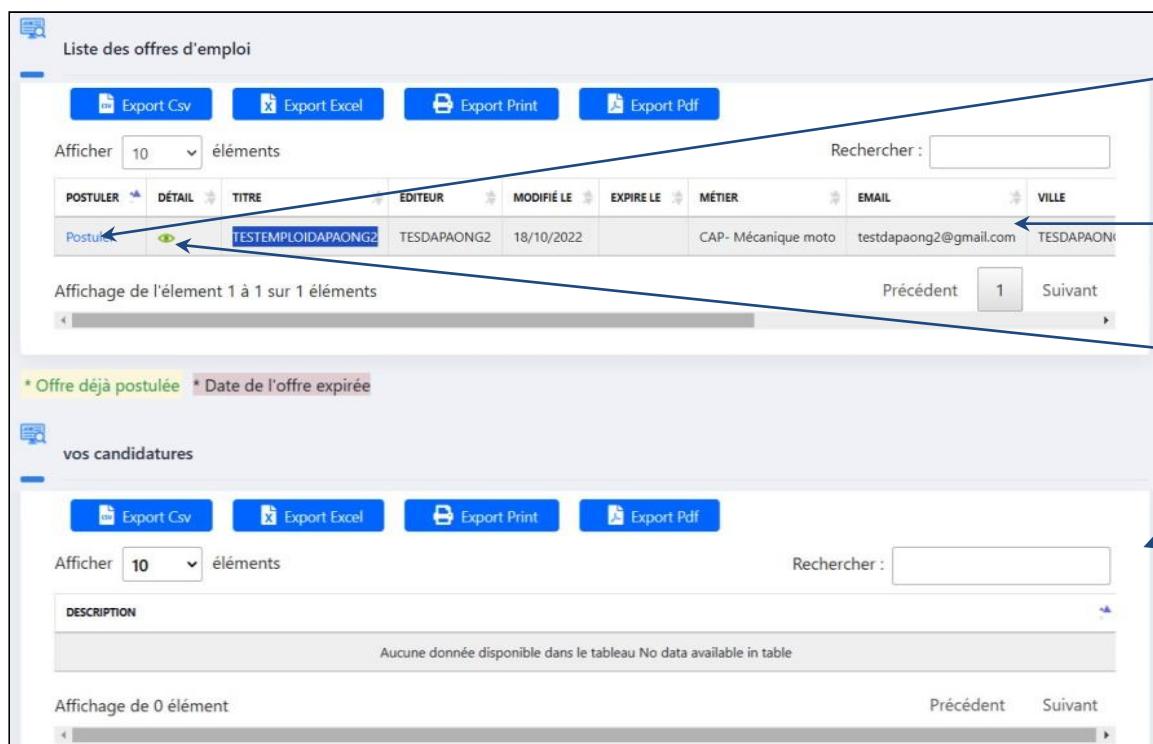
Active only if “Other diploma” is selected in the profession exercised within the company

Activate the following questions

8/ The job offer visualization module

8.1/ List job offers, sort and search

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



Liste des offres d'emploi

POSTULER	DÉTAIL	TITRE	ÉDITEUR	MODIFIÉ LE	EXPIRE LE	MÉTIER	EMAIL	VILLE
Postuler	TESTEMPLOIDAPAONG2	TESDAPAONG2	TESDAPAONG2	18/10/2022		CAP- Mécanique moto	testdapaong2@gmail.com	TESDAPAON

Affichage de l'élément 1 à 1 sur 1 éléments

* Offre déjà postulée * Date de l'offre expirée

vos candidatures

DESCRIPTION
Aucune donnée disponible dans le tableau No data available in table

Affichage de 0 élément

Apply Directly

Company details and contact details

Viewing offer details

List of offers already applied

8.2/ Apply for a job offer

 Postuler à une offre d'emploi

Informations de contact

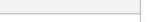
Titre de l'offre	Email	Tél.
Expert comptable	lecontact@entreprise.com	+2215576879



Vos documents

Message

Paragraph **B** *I* Ø               



Joindre un CV

Selectionner votre cv



Joindre une lettre de motivation

Selectionner la lettre de motivation



Valider



Offer title and contact details

To write a message

Attach your CV

Attach your cover letter

Send your application

9 / The geolocation module

This module uses the Google Maps 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

Country	Region	Prefecture	City
Togo	Kara	Prefecture de Kéran	Kandé
Sector of activity	Profession / Subsector	TVET School	Your graduates
Select	Select	CET-KANTE (Kandé)	No <input checked="" type="radio"/> Yes <input type="radio"/>

Show data

COMPANIES	8	TVET SCHOOLS	2	GRADUATE LOOKING FOR A JOB	17	GRADUATE ATTENDING A TRAINING PROGRAMME	35
No <input type="radio"/>	Yes <input checked="" type="radio"/>	No <input type="radio"/>	Yes <input checked="" type="radio"/>	No <input checked="" type="radio"/>	Yes <input type="radio"/>	No <input checked="" type="radio"/>	Yes <input type="radio"/>

Geographic filters

Sector and profession filters

Actor Selectors

 Google Map API