

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 +2217777777).

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 phone number is the entry point to the application. It must be in the format:
+indPaysNumber
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	Langue o Français o Anglais o Espangnoi o Portugais
Enquêtes	
Vos partenaires	
Offre d'emploi	
Géo-Localisation	
Tableau de bord	
Langue	Informations o Guide de l'utilisateur o Site de l'IFEF o Site de l'OIF o A propos
Informations	
Déconnexion	

4.2/ Tables

Table générique						
Actions		A	ID	Actions	champ1	champ2
		1			valeur11	valeur12
		2			valeur21	valeur22
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) → **+ Ajouter un pays**
Edit, view, delete entity

Export

Export Csv **Export Excel** **Export Print** **Export Pdf**

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 *	Url
<input type="text" value="Nom"/>	<input type="text" value="Site Internet"/>
This field is required.	
Adresse Email *	Tél. (Indicatif + N°) *
<input type="text" value="+123123@domaine.extension"/>	<input type="text" value="+123123"/>

Adresse

Pays *	Région / Province *	
<input type="text"/>	<input type="text"/>	
This field is required.		
Ville (la plus proche) *	Autre ville	
<input type="text"/>	<input type="text"/>	
This field is required.		
N°	Rue	Localité
<input type="text"/> Numéro adresse	<input type="text"/> Rue	<input type="text"/> Localité
Latitude	Longitude	Mode
<input type="text" value="14.8665572"/>	<input type="text" value="-15.8994956"/>	Manuel <input checked="" type="radio"/> Auto

Caractéristiques

Secteur d'activité *	Statut juridique *
<input type="text"/>	<input type="text"/>
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.

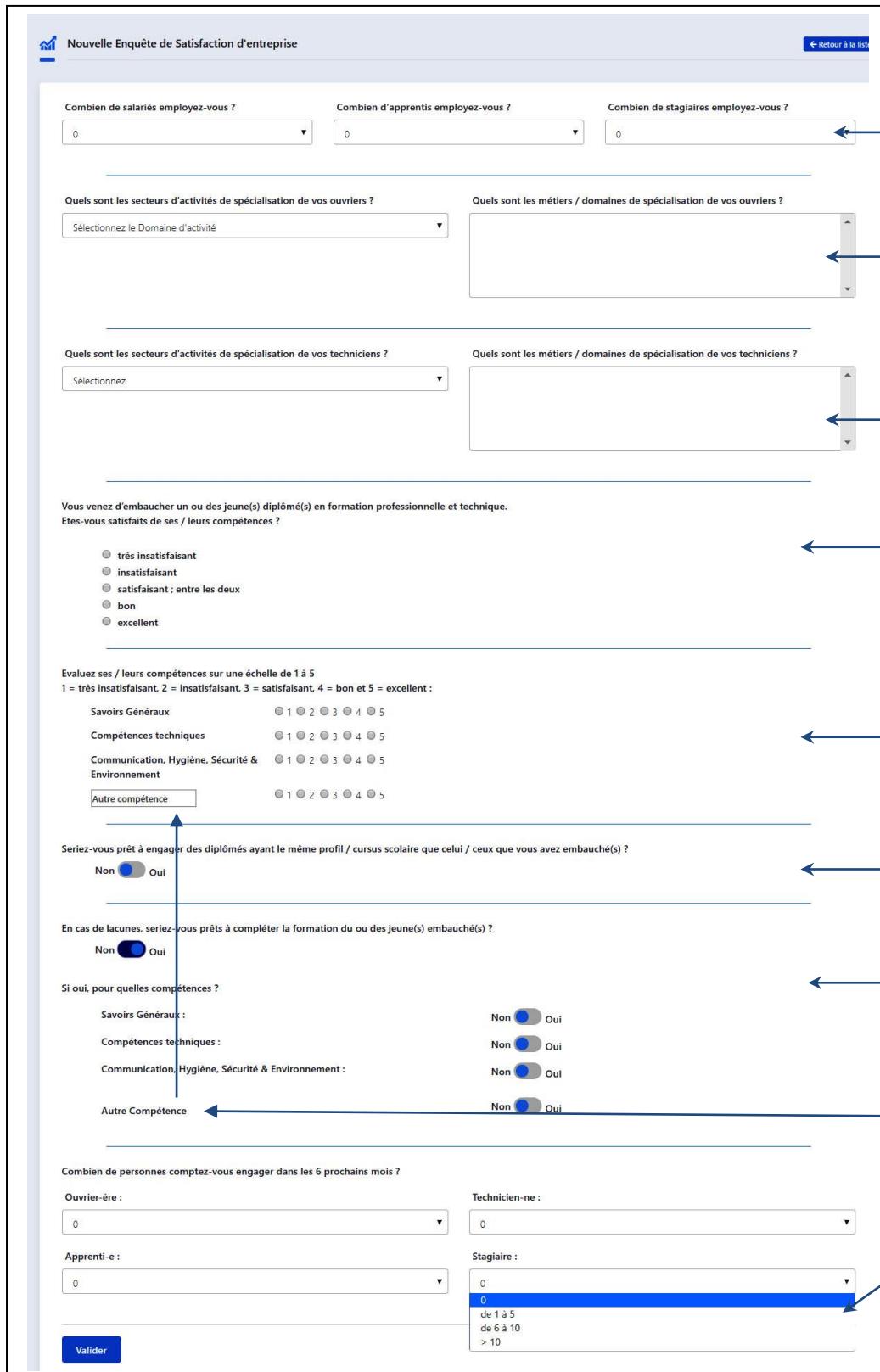
The statistics will be more precise.

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)

7/ Questionnaires intended for businesses

The satisfaction questionnaire must be completed by the company and is valid for 1 month. During this period, the company cannot create another one and it goes into editing mode and all fields can be modified..

 <p>Nouvelle Enquête de Satisfaction d'entreprise</p> <p>Combien de salariés employez-vous ? 0 Combien d'apprentis employez-vous ? 0 Combien de stagiaires employez-vous ? 0</p> <p>Quels sont les secteurs d'activités de spécialisation de vos ouvriers ? Sélectionnez le Domaine d'activité</p> <p>Quels sont les métiers / domaines de spécialisation de vos ouvriers ?</p> <p>Quels sont les secteurs d'activités de spécialisation de vos techniciens ? Sélectionnez</p> <p>Quels sont les métiers / domaines de spécialisation de vos techniciens ?</p> <p>Vous venez d'embaucher un ou des jeune(s) diplômé(s) en formation professionnelle et technique. Etes-vous satisfait(s) de ses / leurs compétences ?</p> <ul style="list-style-type: none"> <input type="radio"/> très insatisfaisant <input type="radio"/> insatisfaisant <input type="radio"/> satisfaisant : entre les deux <input type="radio"/> bon <input type="radio"/> excellent <p>Evaluez ses / leurs compétences sur une échelle de 1 à 5 1 = très insatisfaisant, 2 = insatisfaisant, 3 = satisfaisant, 4 = bon et 5 = excellent :</p> <table border="0"> <tr> <td>Savoirs Généraux</td> <td><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</td> </tr> <tr> <td>Compétences techniques</td> <td><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</td> </tr> <tr> <td>Communication, Hygiène, Sécurité & Environnement</td> <td><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</td> </tr> <tr> <td>Autre compétence</td> <td><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</td> </tr> </table> <p>Seriez-vous prêt à engager des diplômés ayant le même profil / cursus scolaire que celui / ceux que vous avez embauché(s) ?</p> <p>Non <input checked="" type="radio"/> Oui <input type="radio"/></p> <p>En cas de lacunes, seriez-vous prêts à compléter la formation du ou des jeune(s) embauché(s) ?</p> <p>Non <input checked="" type="radio"/> Oui <input type="radio"/></p> <p>Si oui, pour quelles compétences ?</p> <table border="0"> <tr> <td>Savoirs Généraux :</td> <td>Non <input type="radio"/> Oui <input checked="" type="radio"/></td> </tr> <tr> <td>Compétences techniques :</td> <td>Non <input type="radio"/> Oui <input checked="" type="radio"/></td> </tr> <tr> <td>Communication, Hygiène, Sécurité & Environnement :</td> <td>Non <input type="radio"/> Oui <input checked="" type="radio"/></td> </tr> <tr> <td>Autre Compétence</td> <td>Non <input type="radio"/> Oui <input checked="" type="radio"/></td> </tr> </table> <p>Combien de personnes comptez-vous engager dans les 6 prochains mois ?</p> <table border="0"> <tr> <td>Ouvrier-e :</td> <td>0</td> <td>Technicien-ne :</td> <td>0</td> </tr> <tr> <td>Apprenti-e :</td> <td>0</td> <td>Stagiaire :</td> <td>0 de 1 à 5 de 6 à 10 > 10</td> </tr> </table> <p>Valider</p>	Savoirs Généraux	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	Compétences techniques	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	Communication, Hygiène, Sécurité & Environnement	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	Autre compétence	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	Savoirs Généraux :	Non <input type="radio"/> Oui <input checked="" type="radio"/>	Compétences techniques :	Non <input type="radio"/> Oui <input checked="" type="radio"/>	Communication, Hygiène, Sécurité & Environnement :	Non <input type="radio"/> Oui <input checked="" type="radio"/>	Autre Compétence	Non <input type="radio"/> Oui <input checked="" type="radio"/>	Ouvrier-e :	0	Technicien-ne :	0	Apprenti-e :	0	Stagiaire :	0 de 1 à 5 de 6 à 10 > 10	<p>Status of the Form when it was created by the company</p> <p>Workforce</p> <p>Workers' professions</p> <p>Technician professions</p> <p>Satisfaction with latest hires</p> <p>Assessment of skills of recent hires</p> <p>Human investment</p> <p>Training of young hires</p> <p>Entering “Other skill” is automatically reflected from the name entered during the assessment</p> <p>The 4 choices are identical for the 4 types of people involved</p>
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Apprenti-e :	0	Stagiaire :	0 de 1 à 5 de 6 à 10 > 10																						

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							
NOM	VILLE	TÉLÉPHONE	EMAIL	DIPLOME	SECTEUR D'ACTIVITÉ	FILIÈRE	
Etablissement Rose	Yoff-Mermoz	+22133333310	+22133333310@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 / Infographisme	
Etablissement_041	Dakar	+22133333304	+22133333304@domaine.extension	Certificat d'Aptitude Professionnelle (CAP) Certificat de spécialité (CS)	ARTISANAT	Bijouterie / joaillerie / orfèvrerie / Br	

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		 Management Job offers		 Details and contact of the company		 Description of the offer	
 Nos offres d'emploi + Ajouter une offre		 Management Job offers		 Details and contact of the company		 Description of the offer	
 Nos offres d'emploi + Ajouter une offre		 Management Job offers		 Details and contact of the company		 Description of the offer	
 Autres offres		 Visualization of the offer		 Details and contact		 Description of the	
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Autres offres		Visualization of the offer		Details and contact		Description of the	
Autres offres		Visualization of the offer		<img alt="Icon of a			

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

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

Region * : Selectionnez le pays

Ville * : Selectionnez la region

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 préfectures	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.

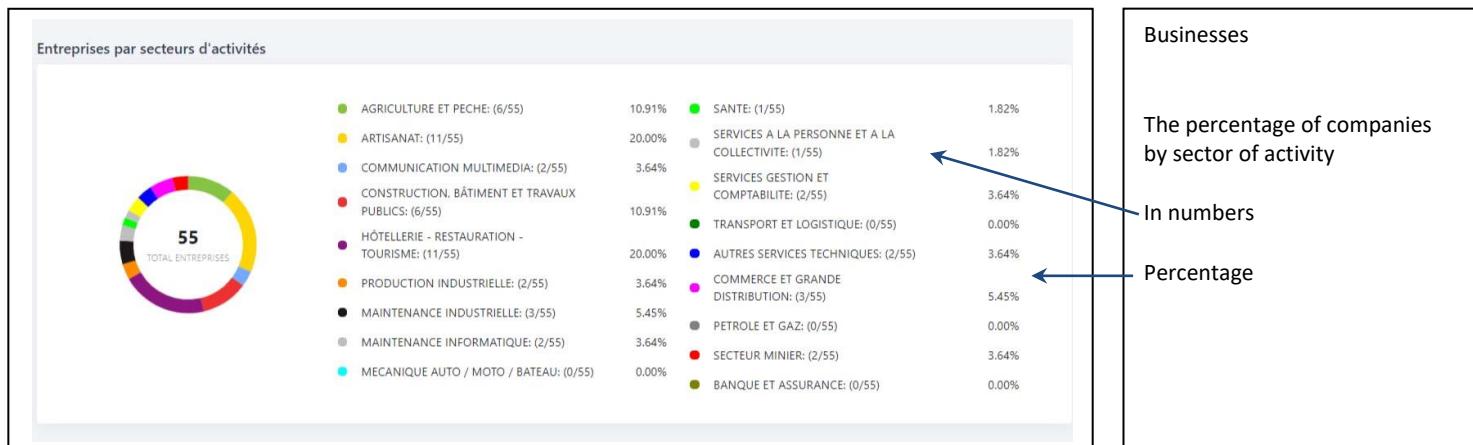
Bar charts are used when each portion can represent 100% of data for all the entities analyzed.

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

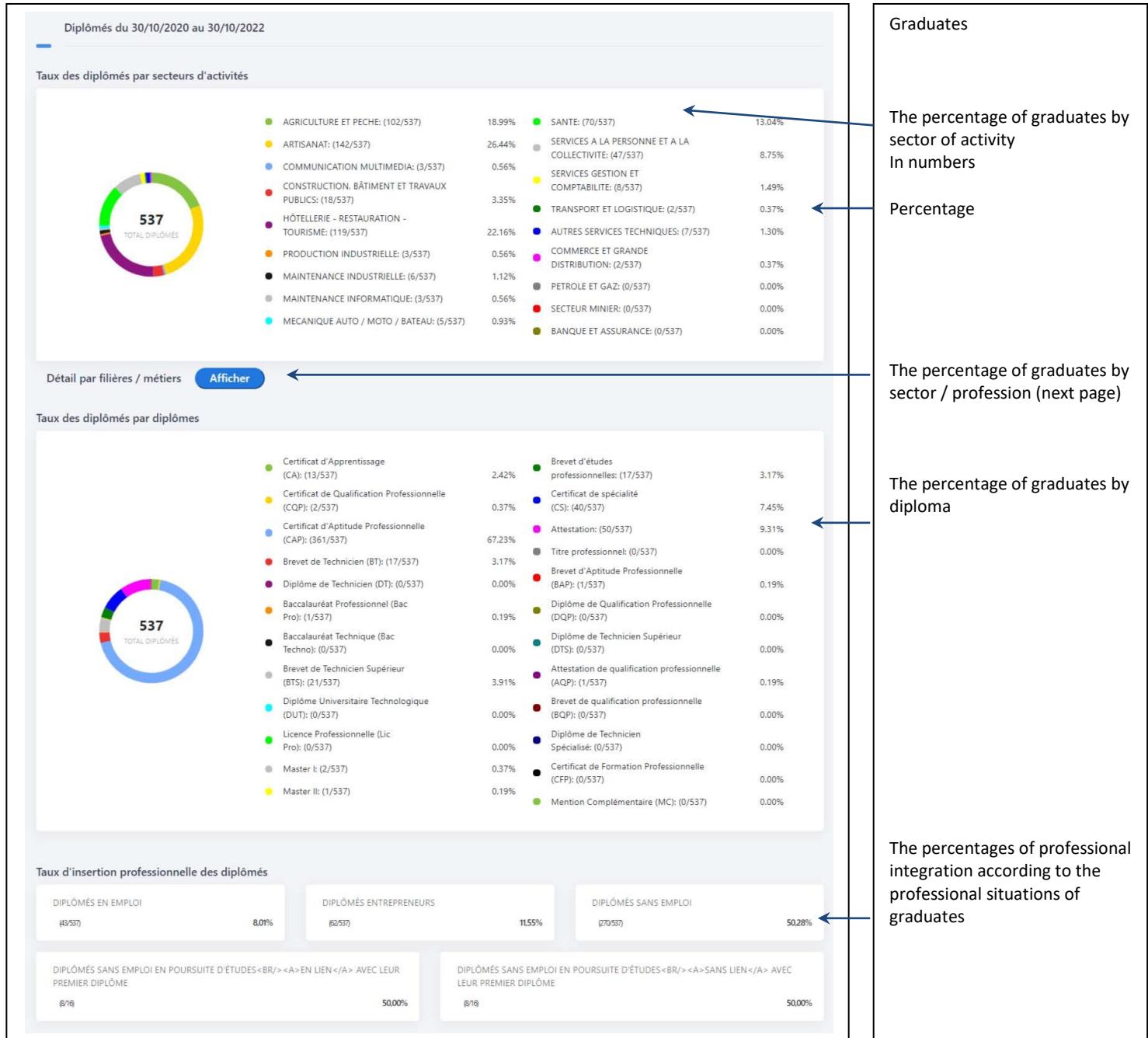
The first part represents the distribution of sectors of activity and legal statuses of companies as well as the measurement of their overall satisfaction and the satisfaction by skill of their hired graduates.

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	occulte
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%	
Mâçonnerie (coffrage, ferrailage, plafonnage, carrelage, peinture) = (2/68)	2,94%
Électricité 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%
Électronique 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%
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%
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%
Gardienage / sécurité = (0/68)	0,00%
SANTÉ = (1/68) 1,47%	
Infirmier / sage femme = (0/68)	0,00%
Aide-soignant(e) = (1/68)	1,47%
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.

The screenshot shows a web-based application for geolocation. On the left, there is a sidebar with a 'Maps' icon and a dropdown menu. Below the menu are four input fields: 'Pays' (Togo), 'Région' (Selectionnez une région), 'Préfecture' (Selectionnez), and 'Ville' (Selectionnez). To the right of these are two more input fields: 'Secteur d'activité' (Selectionnez) and 'Métier / Filière' (Selectionnez). Below these are sections for 'Afficher les données' (ENTREPRISES 73, ETABLISSEMENTS 70, DIPLÔMÉ EN RECHERCHE D'EMPLOI 1049, DIPLÔMÉ EN FORMATION 4007) and 'Non' / 'Oui' buttons for each category. To the right of the sidebar, a large map of West Africa (Togo, Ghana, and Benin) is displayed. The map shows roads, rivers, and major cities. A legend in the bottom right corner indicates icons for 'Entreprise' (factory), 'Etablissement' (school), 'Diplômé en recherche d'emploi' (graduate job search), and 'Diplômé en formation' (graduate training). The right side of the interface has four vertical callout boxes with arrows pointing to specific elements: 'Geographic filters' points to the country selection dropdown; 'Sector and profession filters' points to the sector and profession dropdowns; 'Actor Selectors' points to the 'Afficher les données' section; and 'Google Map API' points to the map itself.