Bots Jobs Connect User Workflows - Visual Guides

Step-by-Step Instructions for All Common Tasks

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JOB SEEKER WORKFLOWS

Workflow 1: Finding and Applying for Your First Job

Total Time: 10-15 minutes per job

```
START
  ↓
[1] Open App & Login
  ├─ Email address
  └─ Password
  ↓
[2] Go to Home Screen
  ├─ See recommended jobs
  └─ See job categories
  ↓
[3] Find Jobs
  ├─ Option A: Browse recommended
  ├─ Option B: Search for specific job
  └─ Option C: Filter by category
  ↓
[4] Read Job Details
```

```
  ├─ Job description
  ├─ Required skills
  ├─ Salary/Payment
  └─ Company information
  ↓
[5] Review Company Profile
  ├─ Company rating
  ├─ Number of reviews
  └─ Verification status
  ↓
[6] Click "Apply Now"
  ├─ Application sent
  └─ You get confirmation
  ↓
[7] Check Your Email
  ├─ Confirmation email received
  └─ Application tracked
  ↓
[8] Go to "My Applications"
  ├─ See all your applications
  └─ Track status
  ↓
DONE - Wait for employer response
```

After Applying: - You'll get notifications about status - Company may message you with questions - You may be called for interview - Keep your profile updated for better chances

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Workflow 2: Building Your Professional CV

Total Time: 20-30 minutes first time, 5 minutes to update

```
 START
  ↓
[1] Tap "CV Builder"
  ↓
[2] Fill in Personal Information
  ├─ Full name
  ├─ Email address
```

```
  ├─ Phone number
  └─ Location/City
  ↓
[3] Add Professional Summary
  ├─ 2-3 sentences about yourself
  ├─ What you're good at
  └─ What you're looking for
  ↓
[4] Add Work Experience
  ├─ Company name
  ├─ Job title
  ├─ Duration (from date to date)
  ├─ Description of what you did
  └─ Repeat for each previous job
  ↓
[5] Add Education
  ├─ School/University name
  ├─ Degree or Certificate
  ├─ Year completed
  └─ Optional: Subjects studied
  ↓
[6] Add Skills
  ├─ List each skill separately
  ├─ Examples: Writing, Python, Design
  ├─ Be specific (not just "Computer")
  └─ Add as many as relevant
  ↓
[7] Add Languages
  ├─ Language name
  ├─ Proficiency level
  ├─ Fluent/Intermediate/Basic
  └─ Multiple if applicable
  ↓
[8] Add Certifications
  ├─ Course/Certification name
  ├─ Provider/Organization
  └─ Year completed
```

```
    ↓
[9] Review Your CV
   ├─ Check for typos
   ├─ Verify all information
   └─ Make corrections
    ↓
[10] Click "Save"
   ├─ CV saved to profile
   └─ Employers can see it
    ↓
[11] Download as PDF (Optional)
   ├─ Click "Download"
   ├─ Save to your phone
   └─ Share with anyone
    ↓
DONE - Your CV is ready!
```

Pro Tips: - Update CV monthly with new skills - Add projects you've completed - Proofread carefully - Use professional language - Highlight achievements

---

Workflow 3: Recording Your Video Resume

Total Time: 5-10 minutes

```
 START
    ↓
[1] Go to "Video Resume"
    ↓
[2] Read Instructions
   ├─ Keep video 30-60 seconds
   ├─ Be clear and professional
   └─ Introduce yourself
    ↓
[3] Prepare
   ├─ Find good lighting
   ├─ Quiet location
   └─ Professional background
    ↓
```

```
[4] Click "Record Video"
  ↓
[5] Introduce Yourself
  ├─ Say your name clearly
  ├─ Mention main skills
  ├─ Briefly explain what you want
  ├─ Show enthusiasm
  └─ Thank them for watching
  ↓
[6] Click "Stop Recording"
  ↓
[7] Review Video
  ├─ Watch playback
  ├─ Check audio is clear
  ├─ Check video quality
  └─ Retake if needed
  ↓
[8] Click "Save"
  ├─ Video uploaded to profile
  └─ Employers can see it
  ↓
DONE - Video resume published!
```

What to Say in Your Video: - "Hi, my name is [Name]" - "I'm a [Your profession/skill area]" - "I specialize in [Main skills]" - "I'm currently looking for [Type of work]" - "Thank you for watching, I look forward to talking!"

Workflow 4: Preparing for an Interview

Total Time: 1-2 hours before interview

```
 START (After interview scheduled)
  ↓
[1] Go to "Interview Coach"
  ↓
[2] Choose Interview Type
  ├─ General interview
  ├─ Technical interview
```

```
  ├─ Behavioral interview
  └─ Role-specific
  ↓
[3] AI Coach Asks Questions
  ├─ Listen carefully
  ├─ Take time to think
  └─ Answer clearly
  ↓
[4] Give Your Answers
  ├─ Speak clearly
  ├─ Keep answer 1-2 minutes
  └─ Be honest
  ↓
[5] Get Feedback
  ├─ Coach evaluates answer
  ├─ Gives suggestions
  └─ Shows improvements
  ↓
[6] Review Common Questions
  ├─ Tell me about yourself
  ├─ Why do you want this job?
  ├─ What are your strengths?
  ├─ What are your weaknesses?
  ├─ Why should we hire you?
  └─ Where do you see yourself in 5 years?
  ↓
[7] Practice Multiple Times
  ├─ Repeat with different questions
  ├─ Improve each time
  └─ Build confidence
  ↓
[8] Before Real Interview
  ├─ Get good sleep
  ├─ Dress professionally
  ├─ Test video/audio if video call
  ├─ Have questions ready
  └─ Arrive early
```

```
  ↓
DONE - Ready for interview!
```

Interview Day Checklist: - ✅ Professional clothing - ✅ Copy of CV (if in-person) - ✅ Notepad and pen - ✅ Arrive 10 minutes early - ✅ Phone turned off - ✅ List of questions to ask them - ✅ Research company beforehand

---

Workflow 5: Tracking Job Applications

Total Time: 2 minutes

```
START
  ↓
[1] Go to "My Applications"
  ↓
[2] See All Your Applications
  ├─ List of all jobs you applied to
  ├─ Status of each
  └─ Date you applied
  ↓
[3] Check Status
  ├─ ⏳ Pending - Waiting to hear back
  ├─ 💬 Reviewed - Company looked at it
  ├─ 🎯 Shortlisted - Moving to next round
  ├─ 📅 Interview Scheduled - You have interview date
  ├─ ✅ Accepted - You're hired
  └─ ❌ Rejected - Not selected
  ↓
[4] Click on Application
  ├─ See full job details
  ├─ Read any messages from company
  ├─ See next steps
  └─ Check interview date if scheduled
  ↓
[5] Manage Applications
  ├─ Message company (if possible)
  ├─ View company profile
  └─ Track timeline
```

```
  ↓
DONE - You're organized!
```

Understanding Statuses:

Status	Meaning	Action
Pending	Waiting for response	Nothing yet, check tomorrow
Under Review	Company reading CV	Don't contact, wait 1-2 days
Shortlisted	You're in top candidates	Expect interview invite soon
Interview Invite	They want to meet	Accept and prepare
Hired	You got the job!	Confirm start date
Rejected	Not selected	Learn from it, apply elsewhere

Workflow 6: Managing Your Wallet & Getting Paid

Total Time: 5 minutes

```
START (After job completed)
  ↓
[1] Go to "Wallet"
  ↓
[2] View Your Balance
  ├─ Total money available
  └─ Total earned
  ↓
[3] See Transaction History
  ├─ All money coming in
  ├─ All withdrawals
  └─ Dates and amounts
  ↓
[4] Check for Payment
  ├─ After job completion
```

```
   ├─ After employer approval
   └─ Money appears in wallet
  ↓
[5] Withdraw Money (When Ready)
   ├─ Click "Withdraw"
   └─ Enter amount
  ↓
[6] Confirm Bank Details
   ├─ Bank account number
   ├─ Routing number
   └─ Account holder name
  ↓
[7] Confirm Withdrawal
   ├─ Review amount
   ├─ Verify bank details
   └─ Click "Confirm"
  ↓
[8] Wait for Transfer
   ├─ Processing takes 1-3 business days
   ├─ Money appears in bank account
   └─ You'll get confirmation email
  ↓
DONE - Money in your bank!
```

Payment Timeline: 1. Job completed → Sent to employer 2. Employer approves → Money in wallet 3. You request withdrawal → Processing 4. 1-3 business days → Money in bank account

---

Workflow 7: Updating Your Profile

Total Time: 10-15 minutes

```
 START
  ↓
[1] Go to "Profile"
  ↓
[2] Click "Edit Profile"
  ↓
[3] Update Basic Information
```

```
  ├─ Name
  ├─ Email
  ├─ Phone number
  ├─ Location
  └─ Save changes
  ↓
[4] Update Profile Picture
  ├─ Click on current picture
  ├─ Take new photo OR select from phone
  ├─ Crop/adjust
  └─ Save
  ↓
[5] Update Bio/Summary
  ├─ 2-3 sentences about yourself
  ├─ What you do
  └─ What you're looking for
  ↓
[6] Update Skills
  ├─ Remove outdated skills
  ├─ Add new skills
  └─ Reorder by importance
  ↓
[7] Update Availability
  ├─ Full-time available?
  ├─ Part-time available?
  └─ Hourly rate
  ↓
[8] Update Work Experience (If Changed)
  ├─ Add new jobs
  ├─ Update current job info
  └─ Highlight achievements
  ↓
[9] Review All Changes
  ├─ Check for typos
  ├─ Verify information accurate
  └─ Make sure professional
  ↓
```

```
[10] Save Changes
  ├─ Click "Save"
  └─ Profile updated
  ↓
DONE - Profile refreshed!
```

Update Profile Regularly: - After completing courses - After finishing jobs - When acquiring new skills - Quarterly review minimum - Monthly for active job search

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EMPLOYER WORKFLOWS

Workflow 1: Posting Your First Job

Total Time: 10-15 minutes

```
START
  ↓
[1] Go to "Post a Job"
  ↓
[2] Enter Job Title
  ├─ Be specific and clear
  ├─ Examples:
  │   ├─ "Senior Web Developer"
  │   ├─ "Graphic Designer for Logo"
  │   └─ "WordPress Developer"
  └─ Save
  ↓
[3] Select Job Category
  ├─ Development - Programming
  ├─ Design & Creative
  ├─ Marketing
  ├─ Business
  ├─ Other categories
  └─ Select best fit
  ↓
[4] Write Job Description
  ├─ What does the job involve?
  ├─ What will they do day-to-day?
```

```
  ├─ How long is the project?
  ├─ Full details and expectations
  └─ Be detailed (more info = better candidates)
  ↓
[5] List Required Skills
  ├─ Specific technical skills needed
  ├─ Soft skills (communication, etc.)
  ├─ Years of experience needed
  └─ Important vs. nice-to-have
  ↓
[6] Set Compensation
  ├─ Total budget OR hourly rate
  ├─ Payment method
  └─ Currency
  ↓
[7] Set Deadline
  ├─ When do you want applications by?
  ├─ End date for project
  └─ Choose realistic date
  ↓
[8] Add Optional Details
  ├─ Employment type (full-time, part-time, contract)
  ├─ Job level (Junior, Mid, Senior)
  ├─ Work location (Remote, On-site, Hybrid)
  └─ Experience required (years)
  ↓
[9] Review Job Posting
  ├─ Check all information
  ├─ Proofread text
  ├─ Make sure nothing missing
  └─ Verify amounts are correct
  ↓
[10] Click "Publish"
  ├─ Job reviewed by admin (usually instant)
  └─ Goes live on platform
  ↓
[11] Share Job (Optional)
```

```
   ├─ Post on social media
   ├─ Share link with network
   └─ More visibility = more applications
   ↓
DONE - Job is live!
```

Tips for Good Job Postings: - Be specific (not "help me build app" but "build e-commerce website with payment system") - Set realistic budget (too low = no applications) - Include timeline (when do you need it done?) - Be clear about deliverables - Mention communication method - Include must-haves vs. nice-to-haves

---

Workflow 2: Reviewing Applications

Total Time: 5 minutes per application

```
START
   ↓
[1] Go to "Applications" or "My Jobs"
   ↓
[2] Select Your Job
   ├─ Click the job title
   └─ See all applications
   ↓
[3] See Application List
   ├─ Newest applications first
   ├─ Each shows candidate name and date
   └─ Number of applicants
   ↓
[4] Click on Application
   ├─ View candidate profile
   ├─ See their CV
   ├─ Check their video resume (if any)
   └─ Read application message
   ↓
[5] Review Candidate
   ├─ Do they have required skills?
   ├─ Is their experience relevant?
   ├─ Check their ratings
```

```
  ├─ Read reviews from others
  └─ Do they seem like good fit?
  ↓
[6] Take Action
  ├─ Option 1: Message candidate (ask questions)
  ├─ Option 2: Shortlist (move to next round)
  ├─ Option 3: Schedule interview
  └─ Option 4: Reject (don't notify unless want to)
  ↓
[7] If Shortlist
  ├─ Candidate gets notification
  ├─ You can message them next
  └─ Consider for interview
  ↓
[8] If Schedule Interview
  ├─ Pick date and time
  ├─ Candidate gets invite
  └─ They accept or reschedule
  ↓
[9] If Reject
  ├─ Optionally send message explaining why
  ├─ They get notified
  └─ Application moves to rejected folder
  ↓
DONE - Applications managed!
```

Quick Evaluation Checklist:

For each application ask: - ✅ Do they have required skills? - ✅ Is experience relevant? - ✅ Good communication in application? - ✅ Available timeline matches? - ✅ Ratings look good? - ✅ Portfolio/previous work solid?

Workflow 3: Scheduling Interviews

Total Time: 5 minutes per interview

```
 START (After shortlisting candidate)
  ↓
[1] Go to "Interview Management"
```

```
  ↓
[2] Click "Schedule Interview"
  ↓
[3] Select Candidate
  ├─ Choose from your shortlisted candidates
  └─ Check their details
  ↓
[4] Select Job Position
  ├─ Which job is interview for?
  └─ Confirm details
  ↓
[5] Choose Interview Type
  ├─ Phone call interview
  ├─ Video call interview
  ├─ In-person interview
  └─ Other
  ↓
[6] Select Date & Time
  ├─ Pick date
  ├─ Pick time
  ├─ Time zone (if remote)
  └─ Duration (usually 30-60 minutes)
  ↓
[7] Add Interview Details
  ├─ What will you discuss?
  ├─ What questions will you ask?
  ├─ Any special requirements?
  └─ Meeting location (if in-person)
  ↓
[8] Add Interview Link (If Video)
  ├─ Zoom link
  ├─ Google Meet link
  ├─ Or other video platform
  └─ Test link works
  ↓
[9] Review Interview Details
  ├─ Check date/time
```

```
  ├─ Verify candidate email
  ├─ Make sure details clear
  └─ Check all information
  ↓
[10] Click "Send Invite"
  ├─ Candidate gets notification
  ├─ Interview appears in their calendar
  ├─ They can accept or request reschedule
  └─ You get confirmation
  ↓
[11] Wait for Response
  ├─ Check notifications
  ├─ Candidate accepts or asks to reschedule
  └─ Adjust if needed
  ↓
[12] Before Interview
  ├─ Review candidate CV
  ├─ Prepare questions
  ├─ Test video/audio (if remote)
  ├─ Prepare notes
  └─ Have resume handy
  ↓
[13] Conduct Interview
  ├─ Ask prepared questions
  ├─ Take notes
  ├─ Listen carefully
  └─ Ask about their questions
  ↓
[14] After Interview
  ├─ Write down impressions
  ├─ Rate candidate performance
  ├─ Decide: Hire, Maybe Later, or Reject
  └─ Send decision to candidate
  ↓
DONE - Interview complete!
```

Interview Preparation Checklist: - ✅ Review candidate's CV thoroughly - ✅ Prepare 5-7 key questions - ✅ Test technology (video, audio, etc.) - ✅ Have job details handy - ✅ Note candidate's top 3 achievements - ✅ Have backup questions if conversation lulls - ✅ Prepare your own answers about company/job

---

Workflow 4: Hiring a Candidate

Total Time: 5 minutes

```
START (After interview, decided to hire)
  ↓
[1] Go to "Application Management"
  ↓
[2] Find Selected Candidate
  ├─ Search for their application
  └─ Open it
  ↓
[3] Click "Make Offer"
  ↓
[4] Enter Offer Details
  ├─ Confirm job title
  ├─ Confirm salary/payment
  ├─ Confirm start date
  ├─ Confirm duration/hours
  └─ Add any special terms
  ↓
[5] Write Offer Message
  ├─ Congratulations message
  ├─ Welcome them
  ├─ Confirm next steps
  ├─ Ask when they can start
  └─ How to proceed
  ↓
[6] Review Offer
  ├─ Check all details
  ├─ Verify amounts
  ├─ Make sure professional tone
  └─ Confirm dates
  ↓
```

```
[7] Send Offer
  ├─ Click "Send"
  └─ Candidate gets notification
  ↓
[8] Wait for Acceptance
  ├─ Candidate reviews offer
  ├─ They accept or counter-offer
  ├─ Get notification either way
  └─ Discuss if counter-offer
  ↓
[9] After Acceptance
  ├─ Update job to "In Progress"
  ├─ Mark other candidates as rejected
  ├─ Prepare onboarding materials
  ├─ Set up communication channel
  └─ Confirm start details
  ↓
[10] First Day
  ├─ Send welcome message
  ├─ Clarify expectations
  ├─ Discuss deliverables
  ├─ Answer any questions
  └─ Confirm communication method
  ↓
DONE - Candidate hired!
```

First Day Communication Should Include: - Welcome and congratulations - Exact start date/time - What to prepare/bring - How you'll communicate (email, chat, etc.) - First task/deliverable - Timeline for project - Payment/contract details - Any resources they need

---

Workflow 5: Paying Your Employee

Total Time: 5 minutes

```
 START (After job completed and approved)
  ↓
[1] Review Work
  ├─ Check quality
```

```
  ├─ Verify meets requirements
  ├─ Test if applicable (code, designs, etc.)
  └─ Approve completion
  ↓
[2] Go to "Payment Management"
  ↓
[3] Find Job/Candidate
  ├─ Search for completed job
  └─ Click on it
  ↓
[4] Verify Amount
  ├─ Total payment agreed?
  ├─ Any deductions needed?
  ├─ Check currency is correct
  └─ Confirm final amount
  ↓
[5] Initiate Payment
  ├─ Click "Pay Now"
  ├─ Money put in escrow (platform holds it)
  └─ You get confirmation
  ↓
[6] Candidate Receives
  ├─ Money goes to their wallet
  ├─ They get notification
  ├─ They can withdraw to their bank
  └─ Both parties get receipt
  ↓
[7] Complete Job
  ├─ Mark job as "Completed"
  ├─ Can now leave review
  └─ Candidate can leave review of you
  ↓
DONE - Payment complete!
```

Payment Security: - Platform holds your money (escrow) - Money goes to candidate's wallet - Candidate withdraws to their bank - Both have proof of transaction - Dispute can be filed if needed

---

Workflow 6: Rating Candidates

Total Time: 5 minutes

```
START (After job completed)
  ↓
[1] Go to "Completed Jobs"
  ↓
[2] Find Job & Candidate
  ├─ Look for completed jobs
  ├─ See list of who you hired
  └─ Click on candidate
  ↓
[3] Click "Leave Review"
  ↓
[4] Rate Them (1-5 Stars)
  ├─ 5 stars - Excellent work
  ├─ 4 stars - Very good
  ├─ 3 stars - Satisfactory
  ├─ 2 stars - Below expectations
  └─ 1 star - Poor quality
  ↓
[5] Write Your Review
  ├─ What did you like about them?
  ├─ What could they improve?
  ├─ Would you hire them again?
  ├─ Special skills/strengths?
  └─ Be honest and constructive
  ↓
[6] Review Your Comments
  ├─ Check spelling
  ├─ Make sure fair and professional
  ├─ No personal attacks
  └─ Focus on work quality
  ↓
[7] Submit Review
  ├─ Click "Submit"
  └─ Review goes on their profile
```

```
  ↓
DONE - Review published!
```

Writing Good Reviews: - 🌟 Specific feedback (not just "good job") - 🌟 Mention what they did well - 🌟 Constructive suggestions for improvement - 🌟 Would you hire them again? - 🌟 Fair and balanced - 🌟 Professional tone

---

TRAINER WORKFLOWS

Workflow 1: Creating Your First Course

Total Time: 1-2 hours first course

```
START
  ↓
[1] Click "Create Course"
  ↓
[2] Enter Course Title
  ├─ Clear and descriptive
  ├─ Examples:
  │   ├─ "Python for Beginners"
  │   ├─ "Graphic Design Basics"
  │   └─ "Digital Marketing Mastery"
  └─ Save
  ↓
[3] Write Course Description
  ├─ What will students learn?
  ├─ Who is it for?
  ├─ What problems does it solve?
  ├─ Clear and engaging
  └─ 2-3 paragraphs
  ↓
[4] Select Category
  ├─ Programming
  ├─ Design
  ├─ Business
  ├─ Other
  └─ Choose best fit
```

```
  ↓
[5] Choose Level
  ├─ Beginner - No experience needed
  ├─ Intermediate - Some experience needed
  └─ Advanced - High experience needed
  ↓
[6] Set Price (or Free)
  ├─ Free course (build audience)
  ├─ Paid course (earn money)
  ├─ Choose price per student
  └─ Consider market rates
  ↓
[7] Add Thumbnail/Cover Image
  ├─ Upload professional image
  ├─ Shows in course listing
  ├─ Make it attractive
  └─ Clear and professional
  ↓
[8] Plan Course Structure
  ├─ Break into modules (chapters)
  ├─ Each module has lessons
  ├─ Typically 2-5 lessons per module
  └─ Logical progression
  ↓
[9] Add Course Modules
  ├─ Module 1 title
  ├─ Module 1 description
  ├─ Add all modules
  └─ Save
  ↓
[10] Add Lessons to Each Module
  ├─ Lesson title
  ├─ Lesson description
  ├─ Add content:
  │  ├─ Video lessons
  │  ├─ Reading materials
  │  ├─ Resources/downloads
```

```
  │   └─ Quizzes/assignments
  └─ Set lesson order
  ↓
[11] Set Learning Goals
  ├─ What will students know after course?
  ├─ What skills will they have?
  ├─ 3-5 main learning outcomes
  └─ Specific and measurable
  ↓
[12] Add Course Requirements
  ├─ Prerequisites (if any)
  ├─ Tools/software needed
  ├─ Time needed per week
  └─ Total course duration
  ↓
[13] Create Welcome Video (Optional)
  ├─ Introduce yourself
  ├─ Explain course
  ├─ Set expectations
  └─ Encourage students
  ↓
[14] Review Everything
  ├─ Check all modules
  ├─ Check all lessons
  ├─ Check content quality
  ├─ Proofread text
  └─ Make sure videos work
  ↓
[15] Publish Course
  ├─ Click "Publish"
  ├─ Course goes live
  ├─ Students can enroll
  └─ Start getting students!
  ↓
DONE - Course published!
```

Course Structure Example:

```
Web Design Basics (12 weeks)
├─ Module 1: Introduction (Week 1)
│  ├─ Lesson 1: Course Overview
│  ├─ Lesson 2: Tools You'll Need
│  └─ Lesson 3: Setting Up
├─ Module 2: HTML (Weeks 2-3)
│  ├─ Lesson 4: HTML Basics
│  ├─ Lesson 5: HTML Tags
│  ├─ Lesson 6: Creating Structure
│  └─ Quiz: HTML Knowledge Check
├─ Module 3: CSS (Weeks 4-6)
│  ├─ Lesson 7: CSS Introduction
│  ├─ Lesson 8: Colors and Fonts
│  ├─ Lesson 9: Layout with CSS
│  ├─ Lesson 10: Responsive Design
│  └─ Quiz: CSS Knowledge Check
└─ Module 4: Project (Weeks 7-12)
   ├─ Lesson 11: Planning Your Website
   ├─ Lesson 12: Building Your Site
   ├─ Lesson 13: Testing & Debugging
   └─ Assignment: Build Your Own Website
```

Workflow 2: Scheduling a Live Training Session

Total Time: 10 minutes

```
START
  ↓
[1] Click "Schedule Live Session"
  ↓
[2] Enter Session Title
  ├─ What's the topic?
  ├─ Specific and descriptive
  └─ Example: "JavaScript Functions - Live Q&A"
  ↓
[3] Write Description
  ├─ What will be covered?
```

```
  ├─ What will students learn?
  ├─ Why should they attend?
  └─ Clear and compelling
  ↓
[4] Choose Date & Time
  ├─ Pick date
  ├─ Pick start time
  ├─ Consider student timezones
  └─ Realistic time
  ↓
[5] Set Duration
  ├─ Usually 30-90 minutes
  ├─ Depends on topic
  ├─ Shorter for Q&A sessions
  └─ Longer for full lessons
  ↓
[6] Set Max Participants
  ├─ How many students?
  ├─ Depends on platform
  ├─ Keep it manageable
  └─ Quality over quantity
  ↓
[7] Add Meeting Link
  ├─ Zoom link
  ├─ Google Meet link
  ├─ Other video platform
  └─ Test it works
  ↓
[8] Add Session Notes
  ├─ Topics to cover
  ├─ Questions to answer
  ├─ Resources to share
  └─ Any materials needed
  ↓
[9] Choose Recording
  ├─ Record this session? Yes/No
  ├─ If yes: Students can watch later
```

```
  ├─ Save as course material
  └─ Reach people who can't attend live
  ↓
[10] Review Details
  ├─ Check date/time
  ├─ Verify meeting link
  ├─ Confirm description
  └─ Make sure complete
  ↓
[11] Click "Schedule"
  ├─ Session created
  ├─ Enrolled students get notification
  ├─ Appears on their calendar
  └─ Send reminder emails
  ↓
[12] Send Invitations
  ├─ Students get notified
  ├─ Can RSVP to attend
  └─ Reminder before session
  ↓
[13] Prepare for Session
  ├─ Test technology day before
  ├─ Prepare slides/materials
  ├─ Have backup resources
  ├─ Quiet location
  └─ Professional background
  ↓
DONE - Session scheduled!
```

Live Session Best Practices: - Have clear agenda - Start and end on time - Engage participants (questions, polls) - Share screen to show examples - Record for students who can't attend - Allow Q&A time - Share resources/downloads - Follow up with recap

---

Workflow 3: Monitoring Student Progress

Total Time: 5 minutes per student review

```
START
  ↓
[1] Go to "My Students"
  ↓
[2] See All Your Students
  ├─ List of enrolled students
  ├─ Shows which courses
  ├─ Progress percentage
  └─ Last activity date
  ↓
[3] Click on Student Name
  ↓
[4] View Their Progress
  ├─ Which lessons completed
  ├─ Which lessons not started
  ├─ Time spent per lesson
  ├─ Quiz scores
  ├─ Assignments submitted
  └─ Last activity
  ↓
[5] Check Engagement
  ├─ Regular activity? Good sign
  ├─ Struggling? May need help
  ├─ Not started? Might drop out
  └─ Fast progress? Excellent
  ↓
[6] View Specific Work
  ├─ Click on assignment
  ├─ See what they submitted
  ├─ Review quality
  ├─ Check against requirements
  └─ Note areas for feedback
  ↓
[7] Provide Feedback
  ├─ Click "Give Feedback"
  ├─ Write constructive comments
  ├─ Highlight what went well
```

```
  ├─ Suggest improvements
  └─ Be encouraging
  ↓
[8] Send Message
  ├─ Click "Message Student"
  ├─ Check in on progress
  ├─ Ask if they need help
  ├─ Encourage progress
  └─ Offer resources
  ↓
[9] Flag Struggling Students
  ├─ If not progressing: offer help
  ├─ Schedule one-on-one session
  ├─ Provide extra resources
  ├─ Check in regularly
  └─ Support them
  ↓
[10] Celebrate Progress
  ├─ Congratulate on completion
  ├─ Recognize achievements
  ├─ Motivate for next course
  └─ Build community
  ↓
DONE - Students supported!
```

Red Flags to Watch For: - 🚩 Student hasn't logged in 1+ week - 🚩 Stuck on same lesson for long time - 🚩 Quiz scores consistently low - 🚩 Missed multiple assignments - 🚩 Says they're overwhelmed in messages

How to Help: - Offer one-on-one session - Suggest resources for struggling topics - Adjust pace if needed - Provide extra examples - Encourage and support

---

Workflow 4: Offering Mentorship

Total Time: 5 minutes to set up, ongoing

```
 START
  ↓
[1] Go to "Mentorship"
```

```
  ↓
[2] Click "Offer Mentorship"
  ↓
[3] Enter Your Info
  ├─ Years of experience
  ├─ Main expertise areas
  ├─ Certifications/credentials
  ├─ Industry background
  └─ Past achievements
  ↓
[4] Define What You Mentor
  ├─ Career planning
  ├─ Skill development
  ├─ Interview preparation
  ├─ Resume review
  ├─ Job search strategy
  └─ Industry insights
  ↓
[5] Set Your Rate
  ├─ Hourly rate for sessions
  ├─ Consider your experience
  ├─ Research market rates
  └─ Be competitive
  ↓
[6] Set Availability
  ├─ Hours you can meet
  ├─ Days available
  ├─ Time zone
  ├─ Session duration (usually 30-60 min)
  └─ How far in advance to book
  ↓
[7] Write Bio
  ├─ Professional summary
  ├─ Why should they work with you?
  ├─ What will they learn?
  ├─ Your story/background
  └─ Warm and welcoming
```

```
  ↓
[8] Add Profile Photo
  ├─ Professional headshot
  ├─ Clear face visible
  ├─ Friendly expression
  └─ Good lighting
  ↓
[9] Publish Profile
  ├─ Click "Publish"
  ├─ Job seekers can find you
  ├─ Can request mentorship
  └─ Start receiving requests
  ↓
[10] Receive Mentorship Requests
  ├─ Get notification
  ├─ Review student info
  ├─ Accept or decline
  └─ Confirm meeting time
  ↓
[11] Schedule First Session
  ├─ Agree on date/time
  ├─ Send video call link
  ├─ Prepare session notes
  └─ Prepare questions
  ↓
[12] Conduct Session
  ├─ Start on time
  ├─ Be engaged and supportive
  ├─ Listen more than you talk
  ├─ Give practical advice
  ├─ Provide resources
  └─ End with action items
  ↓
[13] Follow Up
  ├─ Send recap email
  ├─ Include resources discussed
  ├─ Offer next session
```

```
  ├─ Check on progress
  └─ Support their journey
  ↓
DONE - Mentoring relationship started!
```

Effective Mentorship Session:

1. **Start** (5 min)
2. Warm greeting
3. Ask how they're doing
4. Set session agenda
5. **Listen** (10 min)
6. Ask about their goals
7. Understand their situation
8. Listen actively
9. **Advise** (30 min)
10. Share relevant experience
11. Provide practical tips
12. Answer their questions
13. Give concrete examples
14. **Action** (10 min)
15. Identify next steps
16. What will they do?
17. When will they do it?
18. How will you follow up?
19. **Close** (5 min)
20. Encourage them
21. Schedule next session
22. Thank them for time

ADMINISTRATOR WORKFLOWS

Workflow 1: Approving Companies

Total Time: 10 minutes per company

```
START
  ↓
[1] Go to "Company Management"
  ↓
[2] Select "Pending Approval"
  ├─ See list of pending companies
  ├─ Ordered by application date
  └─ Click to review
  ↓
[3] Review Company Documents
  ├─ Company registration certificate
  ├─ Business license
  ├─ Tax ID or registration number
  ├─ Proof of address
  └─ Check authenticity
  ↓
[4] Verify Company Information
  ├─ Legal company name matches documents
  ├─ Registration number valid
  ├─ Business address real
  ├─ Website (if provided) legitimate
  └─ Contact info valid
  ↓
[5] Check for Red Flags
  ├─ Documents seem fake?
  ├─ Company has complaints?
  ├─ Previous violations?
  ├─ Suspicious name?
  └─ Contact info unreachable?
  ↓
[6] Make Decision
  ├─ ✅ APPROVE - Company legitimate
  ├─ ❌ REJECT - Documents insufficient/fraudulent
  └─ ⏳ REQUEST MORE INFO - Need additional documents
```

```
  ↓
[7] If Approve
  ├─ Write approval note
  ├─ Document reason
  ├─ Click "Approve"
  ├─ Company gets notified
  ├─ Verification badge appears
  └─ Can now operate fully
  ↓
[8] If Reject
  ├─ Write rejection reason (specific)
  ├─ Explain what's wrong
  ├─ Can they reapply? (Yes/No)
  ├─ Click "Reject"
  ├─ Company gets notified
  └─ Account restricted
  ↓
[9] If Request More Info
  ├─ List what you need
  ├─ Specific documents requested
  ├─ Timeline for response
  ├─ Click "Request More"
  ├─ Company gets notification
  └─ They upload documents
  ↓
[10] Document Decision
  ├─ Record in audit logs
  ├─ Note date and reason
  ├─ Keep evidence
  └─ Create accountability
  ↓
DONE - Company reviewed!
```

Approval Checklist:

Item	Check	Status
Legal registration certificate	Present? Valid?	✅ ❌

Item	Check	Status
Business license	Current?	✅ ❌
Tax ID	Matches registration?	✅ ❌
Address proof	Current? Legitimate?	✅ ❌
Company website	Works? Professional?	✅ ❌
Contact info	Reachable? Valid?	✅ ❌
Previous history	Any violations?	✅ ❌

Workflow 2: Reviewing Job Postings

Total Time: 5 minutes per job

```
START
  ↓
[1] Go to "Content Moderation" or "Pending Jobs"
  ↓
[2] See Pending Jobs List
  ├─ Jobs waiting for approval
  ├─ Ordered by date posted
  └─ Click to review
  ↓
[3] Read Job Details
  ├─ Job title
  ├─ Description
  ├─ Required skills
  ├─ Salary
  ├─ Deadline
  └─ Posted by which company
  ↓
[4] Check for Issues
  ├─ Clear job description?
```

```
  ├─ Reasonable salary?
  ├─ Realistic requirements?
  ├─ Professional language?
  └─ No typos/mistakes?
  ↓
[5] Check for Red Flags
  ├─ Discriminatory language?
  ├─ Illegal content?
  ├─ Looks like spam?
  ├─ Obvious scam?
  ├─ Inappropriate content?
  └─ Violates guidelines?
  ↓
[6] Make Decision
  ├─ ✅ APPROVE - Job is fine
  ├─ ❌ REJECT - Violates guidelines
  ├─ ⏳ REVISE - Ask company to fix
  └─ 🚩 FLAG - Mark for review/investigation
  ↓
[7] If Approve
  ├─ Click "Approve"
  ├─ Job goes live immediately
  ├─ Candidates can apply
  └─ Company notified
  ↓
[8] If Reject
  ├─ Write specific reason why
  ├─ Reference guideline violated
  ├─ Explain what's wrong
  ├─ Click "Reject"
  ├─ Company gets detailed feedback
  └─ Can repost if they fix issues
  ↓
[9] If Request Revision
  ├─ List specific issues
  ├─ How to fix them
  ├─ Example: "Salary range too vague"
```

```
  ├─ Click "Request Revision"
  ├─ Company gets feedback
  └─ Must fix before resubmit
  ↓
[10] If Flag for Review
  ├─ Mark for investigation
  ├─ Assign to admin team
  ├─ Research further
  ├─ Investigate company
  └─ Make decision
  ↓
DONE - Job reviewed!
```

Red Flags Checklist:

Issue	Examples	Action
Discrimination	"Must be young," "Prefer certain race"	REJECT
Illegal Content	Illegal activities, drugs, etc.	REJECT
Spam	Repetitive job with no substance	REJECT
Obvious Scam	Vague description, unrealistic pay	FLAG
Adult Content	Sexual or explicit	REJECT
Harassment	Asking for personal data	REJECT

Workflow 3: Handling User Disputes

Total Time: 15-30 minutes per dispute

```
START
  ↓
[1] Go to "Disputes"
  ↓
[2] See Pending Disputes
```

```
  ├─ List of all disputes filed
  ├─ Newest first
  ├─ Status: New, Under Review, Resolved
  └─ Click to review
  ↓
[3] Read Dispute Details
  ├─ Who filed dispute (Complainant)
  ├─ Who they're disputing (Respondent)
  ├─ What's the dispute about?
  ├─ Date of incident
  ├─ Job involved
  └─ Complaint description
  ↓
[4] Gather Evidence
  ├─ Read complainant's story
  ├─ Review messages between parties
  ├─ Check work/deliverables
  ├─ Check payment records
  ├─ Look at both sides
  └─ Request evidence if missing
  ↓
[5] Contact Respondent
  ├─ Ask their version of events
  ├─ Request their evidence
  ├─ Give deadline (usually 48 hours)
  ├─ Be neutral and professional
  └─ Give chance to respond
  ↓
[6] Investigate Thoroughly
  ├─ Compare both stories
  ├─ Check objective facts:
  │  ├─ Payment records
  │  ├─ Delivery dates
  │  ├─ Work quality
  │  └─ Communication trail
  ├─ Look for patterns
  └─ Check history with platform
```

```
  ↓
[7] Make Fair Decision
  ├─ Who's telling the truth?
  ├─ What does evidence show?
  ├─ Was contract fulfilled?
  ├─ Was work quality acceptable?
  ├─ Was payment fair?
  └─ What's right outcome?
  ↓
[8] Possible Decisions
  ├─ Complainant wins
  │  ├─ Example: Full refund to job seeker
  │  └─ Company violated contract
  ├─ Respondent wins
  │  ├─ Example: Job seeker did poor work
  │  └─ Refund refused
  ├─ Compromise
  │  ├─ Example: Partial refund to job seeker
  │  └─ Split difference
  └─ Further Investigation Needed
  ↓
[9] Issue Resolution
  ├─ Write detailed decision letter
  ├─ Explain reasoning
  ├─ Order any remedies:
  │  ├─ Payment/refund amounts
  │  ├─ Warnings for parties
  │  └─ Suspension if needed
  ├─ Set deadline for compliance
  └─ Be clear and professional
  ↓
[10] Notify Both Parties
  ├─ Send decision to complainant
  ├─ Send decision to respondent
  ├─ Explain outcome clearly
  ├─ Explain appeal process (if any)
  └─ Timeline for enforcement
```

```
  ↓
[11] Enforce Resolution
  ├─ If refund ordered: Process it
  ├─ If warning ordered: Issue it
  ├─ If suspension: Apply it
  ├─ Monitor compliance
  └─ Follow up if needed
  ↓
[12] Document Decision
  ├─ Record in audit logs
  ├─ Keep all evidence
  ├─ Note reasoning
  ├─ Mark as "Resolved"
  └─ Create accountability
  ↓
DONE - Dispute resolved!
```

Dispute Investigation Framework:

Step 1: Establish Facts - When did incident occur? - What was supposed to happen? - What actually happened? - How much money involved?

Step 2: Review Evidence - Messages/communication - Job posting/agreement - Work deliverables - Payment records - Previous disputes with either party

Step 3: Determine Liability - Did respondent breach agreement? - Did complainant fulfill obligations? - Was work quality acceptable? - Was payment fair and timely?

Step 4: Make Decision - Who's right? - What remedy is fair? - What's enforceable? - Document reasoning

---

Workflow 4: Suspending a User

Total Time: 10 minutes

```
 START (After user violates rules)
  ↓
[1] Go to "User Management" or "Suspensions"
  ↓
[2] Identify User to Suspend
```

```
  ├─ Search by name
  ├─ Search by email
  ├─ Search by user ID
  └─ Click on user
  ↓
[3] Review User History
  ├─ Previous violations?
  ├─ Warnings issued?
  ├─ Complaints against them?
  ├─ Pattern of bad behavior?
  └─ First offense or repeated?
  ↓
[4] Determine Reason
  ├─ What rule did they break?
  ├─ Get specific: Spam, Fraud, Harassment, etc.
  ├─ When did it happen?
  ├─ What evidence?
  └─ How serious is violation?
  ↓
[5] Decide Suspension Length
  ├─ 7 days - Minor first offense
  ├─ 30 days - Second offense
  ├─ Permanent - Serious violation
  └─ Based on severity and history
  ↓
[6] Click "New Suspension"
  ↓
[7] Enter Suspension Details
  ├─ User ID
  ├─ Reason (be specific)
  ├─ Duration (days or permanent)
  ├─ Description of violation
  └─ Evidence/reference
  ↓
[8] Write Explanation
  ├─ What they did wrong
  ├─ Which rule they violated
```

```
  ├─ Severity of violation
  ├─ Duration of suspension
  └─ How to appeal (if allowed)
  ↓
[9] Review Suspension
  ├─ Check all details
  ├─ Verify correct user
  ├─ Confirm duration
  ├─ Make sure documented
  └─ Is it fair?
  ↓
[10] Confirm Suspension
  ├─ Click "Suspend User"
  ├─ Suspension becomes effective immediately
  ├─ User account goes inactive
  ├─ User gets notification
  └─ User can see reason
  ↓
[11] What Happens Now
  ├─ User can't login
  ├─ Can't apply for jobs (job seeker)
  ├─ Can't post jobs (employer)
  ├─ Can't send messages
  ├─ Can't send applications
  └─ Account is dormant
  ↓
[12] Optional: Appeal Process
  ├─ User can request appeal
  ├─ Submit written appeal
  ├─ Admin reviews appeal
  ├─ Can reinstate early if justified
  └─ Document decision
  ↓
[13] Monitor Suspension
  ├─ Document start date
  ├─ Monitor for when it ends
  ├─ Review if appeal filed
```

```
  ├─ Prepare for lift or removal
  └─ Ensure user notified
  ↓
DONE - User suspended!
```

Suspension Decision Matrix:

Violation	First Time	Second Time	Third Time
Minor spam	3-7 days	7-14 days	30 days or permanent
Harassment	7 days	30 days	Permanent
Fraud	30 days or permanent	Permanent	N/A
Scam	Permanent	N/A	N/A

Workflow 5: Reviewing Audit Logs

Total Time: 10 minutes

```
 START
  ↓
[1] Go to "Audit Logs"
  ↓
[2] See All Admin Actions
  ├─ All approvals/rejections
  ├─ All suspensions
  ├─ All moderations
  ├─ All warnings
  └─ Sorted by date (newest first)
  ↓
[3] Filter by Criteria
  ├─ Admin who took action
  ├─ Type of action
  ├─ Date range
  ├─ Affected user/company
  └─ Result (approved, rejected, etc.)
```

```
  ↓
[4] Review Specific Action
  ├─ Click on log entry
  ├─ See:
  │  ├─ Who took action
  │  ├─ What action
  │  ├─ When it happened
  │  ├─ Who/what was affected
  │  ├─ Reason/notes
  │  └─ Outcome
  └─ All details recorded
  ↓
[5] Check for Patterns
  ├─ One admin doing all approvals?
  ├─ Suspensions fair/consistent?
  ├─ Times of day concentrated?
  ├─ Any concerning patterns?
  └─ Any potential abuse?
  ↓
[6] Verify Consistency
  ├─ Similar violations treated same way?
  ├─ Companies approved uniformly?
  ├─ Reasons well-documented?
  ├─ Fair and unbiased?
  └─ Decisions justified?
  ↓
[7] Quality Check
  ├─ Notes detailed enough?
  ├─ Reasons specific?
  ├─ Evidence referenced?
  ├─ Follow guidelines?
  └─ Professional tone?
  ↓
[8] Corrective Action (If Needed)
  ├─ Training needed?
  ├─ Clarify guidelines?
  ├─ Escalate issue?
```

```
  ├─ Review decision?
  └─ Take corrective action
  ↓
[9] Export Report (Optional)
  ├─ Download logs
  ├─ Share with team
  ├─ Archive for records
  ├─ Use for training
  └─ Reference for disputes
  ↓
DONE - Audit review complete!
```

Audit Log Importance: - 📋 Shows who made decisions - 📋 Shows when decisions made - 📋 Shows reasoning - 📋 Creates accountability - 📋 Protects platform legally - 📋 Identifies training needs - 📋 Ensures consistency

---

QUICK REFERENCE CARDS

For Job Seekers - Your Key Actions

1. Finding Work

`HOME → SEARCH/BROWSE → READ JOB → APPLY → TRACK`

2. Building Profile

`PROFILE → EDIT → ADD CV → ADD VIDEO → ADD SKILLS → SAVE`

3. Interview Preparation

`COACH → SELECT TYPE → PRACTICE → GET FEEDBACK → IMPROVE`

4. Getting Paid

`COMPLETE JOB → EMPLOYER APPROVES → MONEY TO WALLET → WITHDRAW`

5. Tracking Progress

`MY APPLICATIONS → CHECK STATUS → VIEW MESSAGES → NEXT STEPS`

For Employers - Your Key Actions

1. Hiring Someone

`POST JOB → REVIEW APPS → SHORTLIST → INTERVIEW → HIRE → PAY`

2. Finding Candidates

`AI SUGGESTIONS → BROWSE → MESSAGE → SCHEDULE INTERVIEW`

3. Using AI Help

`POST JOB → AI FINDS MATCHES → RANKED BY FIT → QUICK HIRE`

4. Managing Workflow

`APPLICATIONS → SHORTLIST → INTERVIEWS → HIRE → MANAGE → PAY`

5. Building Reputation

`COMPLETE JOB → WORKER COMPLETES → REVIEW WORKER → WORKERS REFER`

For Trainers - Your Key Actions

1. Teaching Online

`CREATE COURSE → ADD MODULES → ADD LESSONS → PUBLISH → STUDENTS ENROLL`

2. Live Teaching

`SCHEDULE SESSION → INVITE STUDENTS → CONDUCT CLASS → RECORD → SHARE`

3. Helping Students

`MONITOR PROGRESS → IDENTIFY STRUGGLING → OFFER HELP → PROVIDE RESOURCES`

4. Mentoring

`CREATE MENTOR PROFILE → STUDENTS REQUEST → SCHEDULE SESSION → MENTOR`

5. Growing Business

`PUBLISH COURSES → GET REVIEWS → IMPROVE → MARKET → EARN → SCALE`

For Admins - Your Key Actions

1. Keeping Platform Safe

```
REVIEW PENDING → APPROVE GOOD → REJECT BAD → MONITOR ACTIVE → RESPOND
```

2. Managing Users

```
COMPLAINTS → INVESTIGATE → DECIDE → NOTIFY → ENFORCE → DOCUMENT
```

3. Content Moderation

```
FLAGGED CONTENT → REVIEW → APPROVE/REMOVE → WARN/SUSPEND → LOG
```

4. Dispute Resolution

```
FILE DISPUTE → INVESTIGATE → GATHER EVIDENCE → DECIDE → ENFORCE → CLOSE
```

5. Platform Health

```
MONITOR ACTIVITY → ANALYZE DATA → IDENTIFY ISSUES → FIX → VERIFY
```

Common Passwords & Login Tips

Security Checklist

```
✅ Strong password (8+ characters, mix of types)
✅ No personal information in password
✅ Unique password (don't reuse)
✅ Change password monthly
✅ Never share password
✅ Enable 2-factor authentication
✅ Log out on shared devices
✅ Check activity regularly
```

If You Forget Password

```
1. Click "Forgot Password"
2. Enter your email
3. Check email for reset link
```

```
4. Create new password
5. Login with new password
```

Quick Help Guide

Most Common Issues

Problem	Solution
Can't login	Reset password, check email verified
Payment stuck	Check status, contact support
Job not approved	Check for violations, resubmit
No applications	Improve job description, increase pay
Disputed payment	Submit dispute, admin investigates
Account suspended	Check email, appeal if unfair

Contact Support

- **Email:** support@Bots Jobs Connect.com
- **In-App Chat:** Help > Support
- **Hours:** Monday-Friday 9AM-5PM
- **Response Time:** 24-48 hours

This workflow guide covers all major tasks for every user type. For more detailed help, visit the Help Center in the app.

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