💼 EMPLOYER FEATURES GUIDE

Easy-to-Understand Guide for Employers & Hiring Managers

Based on Real Code Analysis

Updated: December 25, 2025

🏢 1. EMPLOYER DASHBOARD - YOUR HIRING HUB

What It Is

Your central control panel for all hiring activities and company statistics.

Dashboard View

```
┌─────────────────────────────────────┐
│  YOUR HIRING DASHBOARD              │
├─────────────────────────────────────┤
│                                     │
│  📊  QUICK STATS                    │
│  • Active Job Postings: 5           │
│  • Applications Received: 47        │
│  • Interviews Scheduled: 8          │
│  • Jobs Filled This Month: 2        │
│                                     │
│  👥  RECENT ACTIVITIES              │
│  • New applicant for "Developer"    │
│  • Interview scheduled for tomorrow │
│  • Candidate declined offer         │
│  • Job "Manager" got 5 applications │
│                                     │
│  🎯  QUICK ACTIONS                  │
│  [Post New Job] [Review Apps]       │
│  [Schedule Interview] [View Jobs]   │
```

```
|                                              |
|   📈  COMPANY VERIFICATION                   |
|   Status:  ✅  Verified                      |
|   or                                         |
|   Status:  ⏳  Pending Review                |
|                                              |
└──────────────────────────────────────────────┘
```

What You See

Active Jobs Count - How many open positions you have - Updated in real-time as you post/close jobs

Applications Received - Total number of job applications - Across all your open positions - Includes pending and reviewed applications

Interviews Scheduled - How many interviews are coming up - Shows upcoming dates

Recent Activities - Your latest hiring actions - New applications, interviews, offers - Keeps you updated on what's happening

Company Verification Status - Shows if your company is verified - If pending: shows what documents needed - (More on this below)

How to Use the Dashboard

1. **Every Morning:** Check dashboard to see new applications
2. **Before Interviews:** Review upcoming interviews
3. **For Statistics:** See if hiring is going well
4. **For Planning:** Know how many positions still open

📝 2. POST A JOB - HIRE YOUR FIRST CANDIDATE

What You Need to Know

Posting a job is how you tell candidates what position you have open.

Step-by-Step Job Posting

Step 1: Basic Information

```
Fill in:

┌────────────────────────────────────┐
│ Job Title *                        │
│ [Software Developer        ]       │
│                                    │
│ Category *                         │
│ [Select from dropdown]             │
│  - Technology                      │
│  - Sales                           │
│  - Marketing                       │
│  - etc.                            │
│                                    │
│ Job Type                           │
│ [Dropdown]                         │
│  ◉ Full-time                       │
│  ○ Part-time                       │
│  ○ Contract                        │
│  ○ Internship                      │
│                                    │
│ Experience Level                   │
│ [Dropdown]                         │
│  ◉ Entry Level                     │
│  ○ Mid Level                       │
│  ○ Senior Level                    │
└────────────────────────────────────┘


* = Required fields
```

Step 2: Job Details

```
Fill in:

┌────────────────────────────────────┐
│ Job Description *                  │
│                                    │
```

```
|  [Large text box - write what  |
|   the job involves, what you   |
|   need the person to do]       |
|                                |
|  Location                      |
|  [Gaborone, Francistown, etc]  |
|                                |
|  Salary Range (Optional)       |
|  [Enter amount: 8000 - 12000]  |
|                                |
|  Number of Positions           |
|  [How many people to hire?]    |
|  Default: 1                    |
|                                |
|  Application Deadline          |
|  [Pick a date]                 |
|  Must be in the future         |
|  Recommendation: 30-60 days    |
  └─────────────────────────────┘
```

Step 3: Submit

```
 [Post Job Now]
      ↓
Job becomes LIVE

      ↓
Candidates can now apply

      ↓
You start receiving applications
```

Important Job Details Explained

Job Title - Be specific: "Senior React Developer" not just "Developer" - Help candidates understand the role - Makes job searchable

Category - Choose the main category for the job - Helps candidates find it - Tech, Sales, Marketing, HR, etc.

Job Type - **Full-time:** Regular job, 40+ hours per week - **Part-time:** Limited hours, flexible - **Contract:** Fixed period, specific project - **Internship:** Learning opportunity, usually temporary

Experience Level - **Entry:** Fresh graduates or first job - **Mid:** 3-7 years experience - **Senior:** 7+ years, leadership skills - Helps candidates know if they're right fit

Description - This is VERY important - Be detailed about: - What they'll do daily - What skills they need - What team they'll join - Why it's a great opportunity - More detail = better applications

Location - Where the job is based - Remote/Work from home (if applicable) - City/Office address

Salary - Optional but recommended - Be honest and competitive - Helps attract right candidates - Format: "8,000 - 12,000 BWP per month"

Number of Positions - How many people you want to hire - 1 for one position, 5 for five positions - Candidates see this

Deadline - When applications close - Candidates need to apply by this date - After deadline, job closes - Suggestion: 30-60 days from posting

After You Post

```
 Job Posted (Day 1)
     ↓
Candidates start seeing it
     ↓
Candidates start applying
     ↓
You receive applications (Dashboard updates)
     ↓
Review applications (check matching profiles)
     ↓
Contact good candidates
     ↓
Schedule interviews
     ↓
```

```
Conduct interviews

     ↓

Make offer to best candidate

     ↓

Job is "Filled"
```

📊 3. MANAGE YOUR JOBS - VIEW & EDIT POSTINGS

What You Can Do

See All Your Jobs:

```
┌──────────────────────────────────────────┐
│  [ALL] [ACTIVE] [CLOSED] [CANCELLED]  │
├──────────────────────────────────────────┤
│                                          │
│  1. Software Developer                   │
│     Status: ACTIVE ✅                    │
│     Applications: 12                     │
│     Posted: 15 days ago                  │
│     [Edit] [Close] [View]                │
│                                          │
│  2. Marketing Manager                    │
│     Status: ACTIVE ✅                    │
│     Applications: 8                      │
│     Posted: 5 days ago                   │
│     [Edit] [Close] [View]                │
│                                          │
│  3. HR Manager                           │
│     Status: CLOSED (Filled) ✓           │
│     Applications: 15                     │
│     Closed: 10 days ago                  │
│     [View]                               │
│                                          │
│  4. Accountant                           │
```

```
|    Status: CANCELLED X               |
|    Applications: 3                   |
|    Cancelled: 2 days ago             |
|    [View]                            |
|                                      |
└──────────────────────────────────────┘
```

Job Statuses

ACTIVE (Green check ✅) - Job is currently open - Candidates can apply - You're actively hiring - You can edit this job - You can close it anytime

CLOSED/FILLED (Gray ✓) - You hired someone - No more applications accepted - Already filled the position - Can't edit anymore - Can view applications received

CANCELLED (Red X) - You cancelled the job - No longer hiring for this position - Read-only (can't change) - Can view all applications received

What You Can Do for Each Job

For ACTIVE Jobs: - 🖊️ **Edit:** Change job details, salary, deadline - ❌ **Close:** Stop accepting applications - 📋 **View:** See full job and all applications - 📞 **Contact:** Message interested candidates

For CLOSED/CANCELLED Jobs: - 👀 **View:** See original job posting - 📊 **View Stats:** See total applications - ⭐ **Rate Candidate:** If you hired them

Job Tabs Explained

[ALL] - Shows every job you've ever posted - Active, closed, and cancelled - Full history

[ACTIVE] - Only your currently open positions - Jobs you're still hiring for - Quick view of current hiring needs

[CLOSED] - Jobs you've filled successfully - These positions are no longer open - You hired someone

[CANCELLED] - Jobs you decided not to fill - Positions you closed early - Usually because you found alternatives

👥 4. REVIEW APPLICATIONS - WHO'S APPLYING?

The Application Process Flow

```
You Post Job

     ↓

Candidates Apply

     ↓

Applications Arrive

     ↓

You Review (This Section)

     ↓

Contact Best Candidates

     ↓

Schedule Interviews
```

What You See in Applications

Application List:

```
For Each Applicant:

┌─────────────────────────────┐
│ Name: John Smith            │
│ Position Applied For: Developer│
│ Applied: 2 days ago         │
│ Status: Under Review        │
│ Skills Match: 5/8 (Good)    │
│ Experience: 4 years         │
│ Location: Same as job       │
│                             │
│ [View Full CV] [Approve/Reject]│
│ [Message] [Schedule Interview] │
└─────────────────────────────┘
```

Application Information

Match Score: - How well does candidate fit the job? - Based on their CV skills - Helps you quickly identify good fits

Skills Match: - "5/8 skills match" = They have 5 of 8 required skills - Higher number = better fit - System auto-calculates based on job requirements

Application Status Options: - **Under Review:** You haven't decided yet - **Approved:** Good candidate, want to interview - **Rejected:** Not right fit for this job - **Offer Extended:** You offered them the job - **Interview Scheduled:** Meeting is booked

How to Review Applications

Quick Review Method:

```
1. Look at candidate name and photo

   ↓
2. Check experience level

   ↓
3. Look at skills match percentage

   ↓
4. Quick decision:
     • High match? → Schedule interview
     • Medium match? → View full CV first
     • Low match? → Reject
```

Detailed Review Method:

```
1. Click "View Full CV"

   ↓
2. Read their complete background

   ↓
3. See education, experience, projects

   ↓
4. Check if they match your needs

   ↓
5. Make decision: Approve or Reject
```

Managing Applications

For Good Candidates: - ✅ Approve for interview - 📞 Send message saying you're interested - 📆 Schedule interview date - 🤝 Build relationship

For Average Candidates: - View full CV first - Ask clarifying questions - Keep on standby if others fall through

For Poor Matches: - ❌ Reject politely - 💬 Send message: "Thanks, not right fit this time" - 📌 Keep in system for future positions

Key Stats You See

Metric	What It Means
Skills Match	% of job's required skills they have
Experience	Years of work experience
Location	Where they're based
Applied When	How recent the application is
CV Completeness	Is their profile complete?
Education Level	What degrees do they have?

🎤 5. SCHEDULE INTERVIEWS - MEET YOUR CANDIDATES

Interview Scheduling View

```
CANDIDATE: Sarah Johnson
Position: Marketing Manager
Applied: 5 days ago
Match: 85% ✅


┌─────────────────────────────────────────┐
│  SCHEDULE INTERVIEW                       │
└─────────────────────────────────────────┘
```

```
|                                  |
| Interview Date:                  |
| [Select Date] → Dec 28, 2025     |
|                                  |
| Interview Time:                  |
| [Select Time] → 2:00 PM          |
|                                  |
| Interview Type:                  |
| ◉ Phone Call                     |
| ○ Video Call                     |
| ○ In-Person (Office)             |
|                                  |
| Additional Notes:                |
| [Ask about their portfolio]      |
|                                  |
| [Schedule Interview]             |
|                                  |
|                                  |
```

Interview Types

Phone Call - Traditional phone conversation - Candidate calls or you call - Good for first round screening - Quick and easy - Time: 15-30 minutes usually

Video Call - Face-to-face over internet (Zoom, Teams, etc.) - More personal than phone - Can see body language - Good for mid-round interviews - Time: 30-45 minutes

In-Person - Meet at your office - Most thorough interview - See their presentation skills - Final round usually - Time: 45-60 minutes

Before the Interview

Send Calendar Invite: - System automatically sends candidate the time/date - They confirm they can make it - Reminder email sent day before

Prepare: - Review their CV - Prepare questions for your industry - Have their application open - Be ready 5 minutes early

Send Interview Notes:

```
"Hi Sarah,

We'd like to interview you for the Marketing Manager
position.

Date: Dec 28, 2025
Time: 2:00 PM
Type: Video call via Zoom

Please confirm you can attend.

Looking forward to speaking with you!
- The Hiring Team"
```

During Interview

Ask About: - Their experience - Why they want this job - How they handle challenges - Specific projects they've done - Their career goals

Observe: - Communication skills - Enthusiasm - Problem-solving ability - Culture fit - Confidence level

Don't Ask: - Personal questions (age, marital status) - Questions about protected characteristics - Discriminatory topics

After Interview

Status Options: - ✅ **Approved:** Want to move forward - ❌ **Rejected:** Not right fit - ⏳ **Maybe:** Need to think more

Next Steps: - Send follow-up message (thanks for interview) - If approved: Prepare offer - If rejected: Send rejection (politely) - Keep notes in their file

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🤖 6. AI CANDIDATE SUGGESTIONS - LET AI FIND BEST CANDIDATES

What This Feature Does

AI automatically analyzes ALL candidates in the system and finds who best matches your job requirements.

How It Works

```
PROCESS:
──────────

1. You Select a Job
   (Pick one of your active job postings)


2. AI Analyzes
   • Looks at job requirements
   • Examines all available candidates
   • Scores each candidate


3. AI Ranks
   • Best match first
   • Shows match percentage
   • Explains which skills match


4. You See Results
   • Top candidates for this job
   • With match scores
   • Ready to contact
```

What You See

Ranked Candidate List:

```
JOB: Senior Software Developer


Candidate 1: Alex Chen
 ┌───────────────────────────┐
 │ 🏆  95% MATCH             │
 │ • Skills: React ✓         │
 │        Python ✓           │
 │        AWS ✓              │
```

```
               Leadership ✓           |
| • Experience: 7 years               |
| • Location: Remote (Good)           |
| [View Profile] [Contact]            |
```

Candidate 2: Maria Santos

```
| 🥈  88% MATCH                       |
| • Skills: React ✓                   |
|          Python ✓                   |
|          Leadership ✓               |
|          AWS (Learning)             |
| • Experience: 5 years               |
| • Location: In office               |
| [View Profile] [Contact]            |
```

Candidate 3: Dev Kumar

```
| 🥉  82% MATCH                       |
| • Skills: Python ✓                  |
|          React (Learning)           |
|          AWS ✓                      |
| • Experience: 3 years               |
| • Location: Remote                  |
| [View Profile] [Contact]            |
```

Understanding Match Scores

95%+ = Excellent Match - Has almost all required skills - Experience level is perfect - Ready to do job immediately - Contact ASAP

80-94% = Good Match - Has most required skills - Can learn remaining skills quickly - Worth interviewing - Likely to succeed

70-79% = Possible Match - Has some skills you need - Will need training - Could grow into role - Consider if short on candidates

Below 70% = Long Shot - Missing key skills - Would require significant training - Only contact if desperate - Better candidates probably exist

How to Use AI Suggestions

Step-by-Step:

```
1. Open "AI Candidate Suggestions"

   ↓
2. Select job from dropdown
   (Choose one of your active jobs)

   ↓
3. Click "Get Suggestions"

   ↓
4. AI searches and ranks candidates

   ↓
5. Review the ranked list

   ↓
6. Click top candidates

   ↓
7. View full profile

   ↓
8. Contact best matches

   ↓
9. Schedule interviews
```

Why This Is Powerful

- **Saves Time:** Don't read every single application
- **Finds Best Fit:** AI scores objectively
- **Doesn't Miss People:** Analyzes ALL candidates
- **Ranked:** Best candidates at top
- **Detailed Match:** Shows exactly which skills match
- **Fair:** Algorithms don't have bias

AI Matching Algorithm (Technical)

The system uses a two-stage approach:

Stage 1: Quick Filter - Analyzes all available candidates - Quickly scores each one - Keeps only best 30 matches - Discards poor fits

Stage 2: AI Ranking - AI examines the top 30 closely - Considers: skill quality, experience fit, location, job type - Ranks from best to worst - Shows you the final ranked list

Result: You see only the most relevant candidates, ranked perfectly.

✅ 7. COMPANY VERIFICATION - GET APPROVED TO HIRE

Why Verification Matters

Companies need to verify they are legitimate before they can hire people.

Benefits of Verification: - ✅ Candidates trust you more - ✅ Your company looks professional - ✅ You're approved by the platform - ✅ Higher chance candidates accept offers

Verification Process

Step 1: Check What You Need

```
 For Botswana Companies:
- Company registration (CIPA)
- Tax registration (BURS)
- Bank statement (proof of business)
- Company address proof

For Other Countries:
- Company registration documents
- Tax registration
- Proof of business existence
```

Step 2: Upload Documents

```
1. Go to "Company Verification"

   ↓

2. See required documents list

   ↓

3. Click "Upload" for each document

   ↓

4. Select file from your computer

   ↓

5. Include description/notes if needed

   ↓

6. Click "Submit for Review"
```

Step 3: Wait for Admin Review

```
Status: ⌛ Pending Review
└─ Admin team reviews documents
└─ Usually 24-48 hours
└─ May ask for more info
└─ Check email for updates
```

Step 4: Approved!

```
Status: ✅ Verified
└─ You can now fully hire candidates
└─ Candidates see verification badge
└─ Increased trust
└─ Access all hiring features
```

Document Upload Requirements

Company Registration - Official government registration - Should show: - Company name - Registration number - Registration date - Company address

Tax Registration - Tax registration certificate - Should show: - Tax ID number - Company name - Registered business address

Bank Statement - Recent bank statement (last 3 months) - Shows business activity - Proves company is active

Address Proof - Utility bill, lease, or rental agreement - Shows company has physical location

Verification Status

Status: ✅ **Verified** - Your company is approved - Full hiring access - Candidates see ✓ badge - Higher conversion rates

Status: ⏳ **Pending Review** - Documents submitted - Under admin review - You can still post jobs (limited) - Check back in 24-48 hours

Status: ⚠️ **Needs More Info** - Admin needs additional documents - Check email for what's needed - Resubmit documents - No time limit, but delays hiring

Status: ❌ **Rejected** - Documents didn't meet requirements - Try again with correct documents - Contact support if unsure

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🎓 8. COMPLETED JOBS & CANDIDATE RATINGS

What This Shows

Record of jobs you've filled and candidates you've worked with.

What You See

Completed Jobs:

```
┌─────────────────────────────┐
│ 1. Senior Developer         │
│    Hired: Sarah Johnson     │
│    Completed: Dec 15, 2025  │
│    Duration: 2 months       │
│    Result: Successful ✓     │
│    [View] [Rate Candidate]  │
│                             │
│ 2. Marketing Manager        │
│    Hired: James Smith       │
│    Completed: Dec 10, 2025  │
│    Duration: 3 weeks        │
```

```
|     Result: Successful ✓      |
|     [View] [Rate Candidate]   |
|                               |
| 3. Accountant                 |
|    Hired: Maria Gonzales      |
|    Completed: Nov 30, 2025    |
|    Duration: 6 weeks          |
|    Result: Good ✓             |
|     [View] [Rate Candidate]   |
└───────────────────────────────┘
```

How Ratings Work

Why Rate Candidates: - Build reputation as fair employer - Help platform maintain quality - Recognize good workers - Get reviewed fairly in return

How to Rate:

```
1. Find completed job
   ↓
2. Click "Rate Candidate"
   ↓
3. Give Star Rating (1-5):
   ⭐⭐⭐⭐⭐ = Excellent
   ⭐⭐⭐⭐  = Good
   ⭐⭐⭐   = Average
   ⭐⭐    = Poor
   ⭐     = Very Poor
   ↓
4. Write optional comment:
   "Delivered quality work,
    excellent communication,
    very professional."
   ↓
5. Click "Submit Rating"
   ↓
6. Rating appears on candidate profile
```
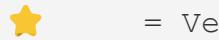
What Good Ratings Include

5-Star (Excellent): - "Delivered high-quality work" - "Communicated excellently" - "Met all deadlines" - "Professional and reliable" - "Would hire again"

4-Star (Good): - "Good quality work" - "Some delays but resolved" - "Helpful and responsive" - "Met requirements"

3-Star (Average): - "Work met basic requirements" - "Some quality issues" - "Communication could improve" - "Late but completed"

1-2 Star (Poor): - Only use if serious issues: - "Missed deadlines consistently" - "Poor quality work" - "Not responsive" - "Didn't meet requirements"

Building Your Employer Reputation

Good Employer Reputation: - ✅ Hire quality candidates - ✅ Rate them fairly - ✅ Pay on time - ✅ Communicate clearly - ✅ Build long-term relationships

This Leads To: - Better candidates apply - Higher acceptance rates - Easier to hire quickly - Candidates trust you - Lower turnover

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🎛 OVERALL EMPLOYER WORKFLOW

Complete Hiring Journey

```
STEP 1: Prepare to Hire
┌─────────────────────────┐
│ Verify Company          │
│ Upload documents        │
│ Get ✓ Verified badge    │
└─────────────────────────┘

            ↓

STEP 2: Post Job
┌─────────────────────────┐
│ Fill job form           │
│ Set requirements        │
│ Post job                │
```

```
┌─────────────────────────────┐
│ Job goes LIVE               │
└─────────────────────────────┘

              ↓


STEP 3: Review Applications

┌─────────────────────────────┐
│ Candidates apply            │
│ See in dashboard            │
│ Review profiles             │
│ Check match %               │
└─────────────────────────────┘

              ↓


STEP 4: Use AI Suggestions

┌─────────────────────────────┐
│ AI ranks candidates         │
│ Shows best matches first    │
│ Review top candidates       │
└─────────────────────────────┘

              ↓


STEP 5: Schedule Interviews

┌─────────────────────────────┐
│ Select candidate            │
│ Pick date/time              │
│ Choose phone/video/in-person│
│ Send calendar invite        │
└─────────────────────────────┘

              ↓


STEP 6: Conduct Interviews

┌─────────────────────────────┐
│ Interview candidate         │
│ Assess fit                  │
│ Ask questions               │
```

```
| Make decision              |
|                            |
```

                    ↓

STEP 7: Make Offer

```
|                            |
| Offer salary/terms         |
| Send official offer        |
| Wait for acceptance        |
| Negotiate if needed        |
|                            |
```

                    ↓

STEP 8: Job Starts

```
|                            |
| Candidate accepts          |
| Work begins                |
| Manage job progress        |
| Stay in contact            |
|                            |
```

                    ↓

STEP 9: Job Completes

```
|                            |
| Work finished              |
| Payment processed          |
| Mark job as complete       |
| Rate candidate             |
| Build employer reputation  |
|                            |
```

⚠️ IMPORTANT LIMITATIONS & NOTES

What You Can Do

- ✅ Post unlimited jobs
- ✅ Review all applications
- ✅ Use AI to find candidates
- ✅ Schedule interviews
- ✅ Rate candidates
- ✅ Manage job postings
- ✅ Track hiring progress

What You Can't Do

- ❌ See candidate applications without posting job
- ❌ Directly contact random candidates (no message function shown)
- ❌ Access candidates' private information
- ❌ Hire outside the platform
- ❌ Post jobs for other companies

Company Verification

- ⚠️ Required to fully hire people
- ⚠️ Takes 24-48 hours
- ⚠️ Different requirements by country
- ⚠️ Must provide real documents

Hiring Best Practices

1. **Post Clear Job Descriptions**
2. Detail helps candidates self-select
3. Clearer = better matches
4. **Set Realistic Salary**
5. Competitive pay attracts talent
6. Too low = fewer applications
7. **Respond Quickly**

8. Quick responses show you're serious

9. Delays lose good candidates

10. **Schedule Interviews Promptly**

11. Good candidates get other offers

12. Move fast with top matches

13. **Communicate Clearly**

14. Tell candidates what to expect

15. Send updates on their status

16. **Rate Fairly**

17. Build your employer brand

18. Fair ratings attract more talent

19. **Negotiate Respectfully**

20. Be professional

21. Respect candidate's time

22. Clear about terms

🆘 COMMON QUESTIONS

Q: Why can't I post a job?
A: Your company probably needs verification. Upload documents to get approved.

Q: How long until verification is done?
A: Usually 24-48 hours. Check email for updates.

Q: Can candidates see my company name?
A: Yes, your verified company name appears on all job postings.

Q: How accurate is AI matching?
A: Very accurate - uses real job requirements vs. candidate skills. Usually 85%+ accuracy.

Q: Can I change a job after posting?
A: Yes, edit anytime while ACTIVE. Can't edit CLOSED jobs.

Q: How many candidates can I contact?

A: Unlimited - contact as many as you want.

Q: What if candidate doesn't show up for interview?

A: Send follow-up message. Reschedule if they respond.

Q: Can I post the same job twice?

A: No, close the old one and post new. Or edit the existing one.

Q: How do I fire someone after hiring?

A: Mark job as completed. Can leave honest rating.

END OF EMPLOYER FEATURES GUIDE

This guide is based on actual code analysis. All features described are real and working.