



Employers User Manual - BotsJobsConnect

Welcome! 🙌

This manual will guide you through using BotsJobsConnect to post jobs, find candidates, and manage your hiring process.



Table of Contents

1. [Getting Started](#)
 2. [Company Registration & Approval](#)
 3. [Posting Jobs](#)
 4. [Managing Applications](#)
 5. [Reviewing Candidates](#)
 6. [AI Candidate Suggestions](#)
 7. [Scheduling Interviews](#)
 8. [Notifications](#)
 9. [Troubleshooting](#)
-



Getting Started

Company Registration

1. **Open the App:** Launch BotsJobsConnect
2. **Sign Up:** Tap "Sign Up" on welcome screen
3. **Choose Account Type:** Select "Company/Employer"
4. **Fill Company Details:**
 5. Company Name
 6. Business Registration Number
 7. Industry

8. Website (optional)
9. Email Address
10. Password
11. Contact Person Name
12. Phone Number

13. Submit for Approval:

14. Your registration is sent to admin
15. Admin reviews your company
16. You'll receive email notification when approved/rejected

17. Wait for Approval:

18. Usually takes 1-3 business days
19. Check email for updates
20. You'll receive notification when approved

After Approval

Once approved, you can: - Post unlimited jobs - Browse candidate profiles -
Receive applications - Schedule interviews - Use AI candidate matching



Posting Jobs

Creating a Job Posting

1. Navigate to Post Job:

2. From Employer Dashboard → Tap "Post New Job"
3. Or tap the "+" button

4. Fill Job Details:

Required Fields: - **Job Title:** Clear, specific title (e.g., "Senior Flutter Developer") - **Category:** Select from dropdown (IT, Marketing, Finance, etc.) - **Description:** - Detailed job description - Responsibilities - Requirements - Benefits - Company culture

Optional but Recommended: - **Location:** City, Country - **Salary Range:** e.g., "P15,000 - P25,000/month" - **Job Type:** Full-time, Part-time, Contract, Freelance - **Experience Level:** Entry, Mid, Senior - **Application Deadline:** When to stop accepting applications - **Required Skills:** List specific skills needed

1. Review and Submit:

2. Review all information
3. Tap "Post Job"
4. Job is submitted for admin approval

5. After Submission:

6. Job status: "Pending Approval"
7. Admin reviews (usually within 24 hours)
8. You'll receive notification when approved
9. Job goes live automatically when approved

Job Approval Process

Why Approval?: Ensures quality job postings and protects job seekers

Timeline: Usually 24-48 hours

What Admin Checks: - Job description clarity - Legitimate opportunity - Complete information - Appropriate category

If Rejected: - You'll receive email with reason - Can revise and resubmit - Contact support if needed



Managing Applications

Viewing Applications

1. From Dashboard:

2. See "Applications" count
3. Tap to view all applications

4. From Job Details:

5. Open any job posting
6. Tap "View Applicants"
7. See all candidates who applied

Application List

What You See: - Candidate name and photo - Application date - Application status - Quick view of candidate profile

Filtering: - By job posting - By status (Pending, Approved, Rejected) - By date



Reviewing Candidates

Application Review Screen

1. **Open Application:**
2. Tap on any applicant card
3. Opens detailed review screen

4. What You See:

Candidate Information: - Name, photo, contact details - Application date - Current status

AI Match Analysis (Automatic): - **Match Score:** 0-100% (how well candidate fits) - **Matching Skills:** Skills that match job requirements - **Missing Skills:** Skills candidate lacks - **AI Reasoning:** Why this is a good/bad match - **Recommendations:** Suggestions for evaluation

Candidate Profile: - Full CV details - Work experience - Education - Skills - Certifications - Video resume (if available)

1. Review Process:

Step 1: AI Analysis - Automatically analyzes candidate - Shows match score - Highlights strengths and gaps - Takes 10-30 seconds

Step 2: Manual Review - Read candidate CV - Watch video resume - Check experience - Evaluate skills

Step 3: Decision - Approve: Candidate is suitable - Reject: Not a good fit - Schedule Interview: Want to meet candidate

Making Decisions

Approve Application: 1. Tap "Approve Application" 2. Add optional notes (internal use) 3. Confirm approval 4. Candidate receives notification 5. Can schedule interview next

Reject Application: 1. Tap "Reject" 2. Add reason (optional but recommended) 3. Confirm rejection 4. Candidate receives notification with feedback

Schedule Interview: 1. Tap "Schedule Interview" 2. Select date and time 3. Choose interview type: - **Virtual:** Add meeting link (Zoom, Google Meet) - **In-person:** Add location address - **Phone:** No location needed 4. Add notes (optional) 5. Confirm schedule 6. Candidate receives notification with details

AI Candidate Suggestions

How It Works

What It Does: AI analyzes all job seekers and suggests best matches for your job postings.

How to Use:

1. Navigate to AI Suggestions:

2. Employer Dashboard → "AI Candidate Suggestions"
3. Or from job posting → "Find Candidates"

4. Select Job Posting:

5. Choose which job to find candidates for
6. AI analyzes requirements

7. View Suggestions:

8. Top 10 matching candidates
9. Match score for each
10. Skills comparison

11. Experience level

12. Review Candidates:

13. Tap candidate to see full profile

14. View CV details

15. Check match reasoning

16. Contact Candidates:

17. "View Profile": See full candidate details

18. "Contact": Opens email to candidate

Understanding Match Scores

- **90-100%:** Excellent match - highly recommended
- **75-89%:** Good match - strong candidate
- **60-74%:** Moderate match - may need training
- **Below 60%:** Low match - not recommended

Tips for Better Matches

1. **Detailed Job Descriptions:** More details = better matches
2. **List Required Skills:** Be specific about needed skills
3. **Set Experience Level:** Helps AI filter candidates
4. **Update Job Requirements:** Keep them current

Scheduling Interviews

How to Schedule

1. From Application Review:

2. After approving application

3. Tap "Schedule Interview"

4. From Interview Screen:

5. Employer Dashboard → "Schedule Interview"

6. Select candidate and job

7. Fill Interview Details:

Date & Time: - Use calendar to select date - Tap time to set hour and minute - Choose future date (at least 1 day ahead)

Interview Type: - **Virtual:** - Add meeting link (Zoom, Google Meet, Teams) - Candidate joins via link - **In-person:** - Add full address - Include directions if needed - **Phone:** - Provide phone number - Candidate calls you

Notes (Optional): - Interview format - What to prepare - Special instructions

1. Confirm Schedule:

2. Review all details
3. Tap "Schedule Interview"
4. Candidate receives notification immediately

Managing Interviews

View Scheduled Interviews: - Employer Dashboard → "Interviews" - See all upcoming interviews - Filter by date, candidate, job

Before Interview: - Review candidate application - Prepare questions - Test technology (if virtual) - Confirm location (if in-person)

After Interview: - Update application status - Add interview notes - Make hiring decision



Notifications

Types of Notifications

1. New Applications:

2. "New Job Application"
3. Shows candidate name and job title
4. Tap to review immediately

5. Job Approval:

6. "Job Post Approved!  "

7. Your job is now live

8. Job seekers can see and apply

9. Company Approval:

10. "Company Approved!  "

11. You can now post jobs

12. Full access granted

13. Interview Reminders:

14. "Interview Tomorrow at 2:00 PM"

15. Reminder 24 hours before

16. Don't miss interviews!

Managing Notifications

View All: - Tap notification bell icon (top right) - Red badge shows unread count - See all notifications in one place

Email Notifications: - Important updates sent to email - Check inbox for interview details - Application status updates

Settings: - Enable/disable notification types - Set quiet hours - Choose email preferences



Dashboard Overview

Key Metrics

Active Jobs: - Number of live job postings - Tap to manage jobs

Applications: - Total applications received - Pending reviews - Tap to view all

Interviews: - Scheduled interviews count - Upcoming interviews - Tap to manage

Quick Actions

- **Post New Job:** Create job posting

- **View Applications:** See all applicants
 - **AI Suggestions:** Find candidates
 - **Schedule Interview:** Book interview
 - **View Jobs:** Manage job postings
-



Best Practices

Writing Job Descriptions

1. **Be Specific:**
2. Clear job title
3. Detailed responsibilities
4. Specific requirements
5. Realistic expectations
6. **Include Benefits:**
7. Salary range
8. Benefits package
9. Growth opportunities
10. Company culture

11. Set Clear Requirements:

12. Required skills
13. Experience level
14. Education
15. Certifications

16. Be Honest:

17. Accurate job description
18. Realistic expectations
19. Clear about challenges

Reviewing Applications

1. **Use AI Analysis:** Start with match score
2. **Read Full CV:** Don't judge by photo alone
3. **Watch Video Resume:** See candidate's communication
4. **Check Experience:** Verify work history
5. **Evaluate Skills:** Match with job requirements
6. **Provide Feedback:** Help candidates improve

Interview Best Practices

1. **Prepare Questions:** Ask relevant questions
 2. **Be Professional:** Represent your company well
 3. **Test Technology:** Ensure smooth virtual interviews
 4. **Be On Time:** Respect candidate's time
 5. **Follow Up:** Respond after interview
 6. **Give Feedback:** Help candidates understand decisions
-

❓ Troubleshooting

Can't Post Jobs

Problem: Job posting button disabled or error **Solution:** 1. Check if company is approved (wait for approval email) 2. Verify internet connection 3. Complete all required fields 4. Check if account is active 5. Contact support if issue persists

Not Receiving Applications

Problem: No applications for posted jobs **Solution:** 1. Check if job is approved and live 2. Verify job is in correct category 3. Review job description clarity 4. Check application deadline hasn't passed 5. Promote job posting

AI Suggestions Not Working

Problem: No candidate suggestions **Solution:** 1. Make sure job posting is approved 2. Check job description has requirements 3. Wait a few minutes for analysis 4. Refresh the

screen 5. Verify job seekers exist in system

Can't Schedule Interview

Problem: Interview scheduling fails **Solution:** 1. Check internet connection 2. Verify candidate application is approved 3. Select future date (not today or past) 4. Fill all required fields 5. Try again

Not Receiving Notifications

Problem: Missing application notifications **Solution:** 1. Check app notification permissions 2. Verify email address in profile 3. Check email spam folder 4. Make sure app is updated 5. Check notification settings

Support

Need Help?

1. In-App Support:

2. Dashboard → Help & Support
3. FAQ section

4. Email Support:

5. support@botsjobsconnect.com
6. Include company name and issue

7. Admin Contact:

8. For account issues
 9. For approval questions
-

Quick Checklist

Before posting jobs, ensure:

- [] Company account approved
- [] Company profile complete

- [] Email verified
 - [] Notifications enabled
 - [] Job description template ready
 - [] Interview process planned
-

Success Tips

1. **Post Regularly:** Keep fresh job postings
 2. **Respond Quickly:** Review applications within 48 hours
 3. **Use AI Tools:** Leverage AI for better matches
 4. **Provide Feedback:** Help candidates improve
 5. **Be Professional:** Maintain good employer reputation
 6. **Stay Active:** Check app daily for new applications
-

Happy Hiring! 

Last Updated: 2024