



Job Seekers User Manual - BotsJobsConnect

Welcome! 🙌

This manual will guide you through using BotsJobsConnect to find jobs, build your CV, and manage your applications.



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Getting Started

Creating Your Account

1. **Open the App:** Launch BotsJobsConnect on your device
2. **Sign Up:** Tap "Sign Up" on the welcome screen
3. **Choose Account Type:** Select "Job Seeker"
4. **Fill Your Details:**
 5. Full Name
 6. Email Address
 7. Password (minimum 8 characters)
 8. Phone Number

9. Verify Email: Check your email and click the verification link

10. Complete Profile: Add your basic information

Logging In

1. Tap "Log In" on the welcome screen
2. Enter your email and password
3. Tap "Log In"
4. If you forgot your password, tap "Forgot Password" to reset it



Building Your Profile

Digital CV Builder

Why it's important: Your CV is your first impression. Build a complete CV to get better job matches.

How to Build Your CV:

1. Navigate to CV Builder:

2. From Home Screen → Tap "Digital CV Builder"
3. Or from Profile → Tap "Build CV"

4. Fill in Sections:

5. Personal Information: Name, contact details, location

6. Professional Summary: Write a brief summary of your skills and experience

7. Work Experience:

- Add each job: Company, Position, Duration, Responsibilities
- Start with most recent

8. Education:

- Add degrees, certifications
- Include institution, year, field of study

9. Skills:

- List technical and soft skills
- Be specific (e.g., "Flutter Development", "Project Management")

10. **Languages:** Languages you speak and proficiency level

11. **Additional Sections:**

- Certifications
- Awards
- Projects
- References

12. **Save Your CV:** Tap "Save" after each section

13. **Preview:** Tap "Preview CV" to see how it looks

14. **Export:** Tap "Export PDF" to download your CV

Video Resume

What it is: A short video introducing yourself to employers.

How to Create:

1. Navigate to "Video Resume" from Home Screen
2. Tap "Record Video Resume"

3. **Tips for Recording:**

4. Good lighting
 5. Quiet environment
 6. Professional attire
 7. Keep it 1-2 minutes
 8. Introduce yourself, highlight key skills
 9. Tap "Stop" when done
10. Review and tap "Save" or "Re-record"
11. Your video will be attached to applications automatically

Finding Jobs

Browse Jobs

1. From Home Screen:

2. Tap "Browse Jobs"
3. Or use the Search tab at the bottom

4. Search Features:

5. **Search Bar:** Type keywords (job title, company, skills)

6. Filters:

- o Category (IT, Marketing, etc.)
- o Location
- o Job Type (Full-time, Part-time, Contract)
- o Experience Level (Entry, Mid, Senior)
- o Salary Range

7. View Job Details:

8. Tap any job card
9. See full description, requirements, company info
10. Check application deadline

AI-Powered Job Matching

What it does: Analyzes your CV and finds jobs that match your skills and experience.

How to Use:

1. Navigate to Smart Job Matching:

2. From Home Screen → Tap "Smart Job Matching"
3. Or from Profile → "AI Job Recommendations"

4. How It Works:

5. The AI analyzes your CV automatically
6. Compares your skills with job requirements
7. Calculates a match score (0-100%)

8. Shows top matching jobs

9. Understanding Match Scores:

10. **90-100%**: Excellent match - highly recommended

11. **75-89%**: Good match - strong candidate

12. **60-74%**: Moderate match - some skills may be missing

13. **Below 60%**: Low match - may need more experience

14. View Recommendations:

15. See match score for each job

16. Read AI reasoning for the match

17. See which skills match and which are missing

18. **Apply**: Tap "View Details" → "Apply Now"



Applying for Jobs

How to Apply

1. **Find a Job**: Browse or use AI matching

2. **View Job Details**: Tap the job card

3. **Review Requirements**: Make sure you meet the criteria

4. Tap "Apply Now":

5. Your CV will be automatically attached

6. Your video resume (if available) will be included

7. Application is submitted instantly

8. **Confirmation**: You'll see "Application submitted successfully!"

What Happens After Applying

1. Immediate:

2. Application status: "Pending"

3. Employer receives notification

4. You receive confirmation

5. Review Process:

6. Employer reviews your application

7. AI analyzes your match score

8. Employer makes decision

9. Possible Outcomes:

10. **Approved**: You'll get a notification

11. **Interview Scheduled**: You'll receive interview details

12. **Rejected**: You'll receive feedback (if provided)

Managing Applications

Application History

Where to Find: - Home Screen → "My Applications" - Or Profile → "Application History"

What You Can See: - All jobs you've applied to - Application status (Pending, Approved, Rejected, Interview) - Date applied - AI match score (if analyzed) - Review notes from employer (if provided)

Filtering: - Tap filter icon (top right) - Filter by: All, Pending, Approved, Rejected, Interviews

Status Meanings: - **Pending**  : Waiting for employer review - **Approved**  : Application accepted, may lead to interview - **Rejected**  : Not selected (check notes for feedback) - **Interview**  : Interview scheduled (check details)

Tracking Your Progress

- **Pending Applications**: Jobs still under review
 - **Approved Applications**: Successful applications
 - **Interview Invitations**: Upcoming interviews
 - **Rejected Applications**: Learn from feedback
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AI Job Matching Features

How AI Matching Works

1. CV Analysis:

2. Extracts your skills, experience, education
3. Identifies your strengths
4. Calculates years of experience

5. Job Comparison:

6. Compares your profile with job requirements
7. Matches skills
8. Checks experience level
9. Evaluates education requirements

10. Scoring:

11. Match score: How well you fit the job
12. Reasoning: Why it's a good/bad match
13. Recommendations: What to improve

Improving Your Match Score

1. Complete Your CV: More information = better matches
2. Add Relevant Skills: Include skills mentioned in job postings
3. Update Experience: Keep work history current
4. Add Certifications: Show continuous learning
5. Write Clear Summary: Help AI understand your goals



Notifications

Types of Notifications

1. Application Status Updates:
2. "Application Approved!" A small blue and yellow smiley face icon with a crown on its head.

3. "Application Update"

4. "Interview Scheduled" 

5. Job Recommendations:

6. "New Job Match Found! 

7. "Perfect Match: [Job Title]"

8. Interview Reminders:

9. "Interview Tomorrow at 2:00 PM"

10. "Don't forget your interview!"

Managing Notifications

View All Notifications: - Tap notification bell icon (top right) - See all notifications in one place

Notification Badge: - Red number shows unread notifications - Tap to view

Mark as Read: - Tap notification to mark as read - Or tap "Mark All as Read"

Email Notifications: - Important updates also sent to your email - Check your inbox for interview details

Career Tracker

Track Your Progress

1. **Navigate to Career Tracker:** Home Screen → "Career Tracker"

2. View Statistics:

3. Applications submitted

4. Interviews scheduled

5. Jobs matched

6. Success rate

7. **Charts:** Visual representation of your job search progress



Tips for Success

Building a Strong Profile

1. **Complete All Sections:** Don't leave anything blank
2. **Be Specific:** Instead of "IT skills", list "Flutter, Dart, Firebase"
3. **Use Keywords:** Include terms from job descriptions
4. **Keep It Updated:** Update your CV regularly
5. **Professional Photo:** Add a clear, professional profile picture

Applying Strategically

1. **Read Job Descriptions:** Understand requirements before applying
2. **Check Match Score:** Apply to jobs with 70%+ match
3. **Customize Applications:** Tailor your CV summary for each job
4. **Apply Early:** Don't wait until deadline
5. **Follow Up:** Check application status regularly

Interview Preparation

1. **Research Company:** Learn about the employer
 2. **Review Job Description:** Understand what they're looking for
 3. **Prepare Questions:** Ask about role, team, growth
 4. **Test Technology:** If virtual, test your connection
 5. **Be On Time:** Arrive 5-10 minutes early
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❓ Troubleshooting

Can't Log In

Problem: Forgot password or account locked **Solution:** 1. Tap "Forgot Password" 2. Enter your email 3. Check email for reset link 4. Create new password 5. Log in with new password

Application Not Submitting

Problem: Error when applying **Solution:** 1. Check internet connection 2. Make sure you're logged in 3. Complete your CV first 4. Try again 5. If persists, contact support

Not Receiving Notifications

Problem: Missing notifications **Solution:** 1. Check app notification permissions (Settings → Apps → BotsJobsConnect → Notifications) 2. Check email spam folder 3. Verify email address in profile 4. Make sure app is updated

AI Matching Not Working

Problem: No job recommendations **Solution:** 1. Complete your CV (minimum: skills, experience, education) 2. Wait a few minutes for analysis 3. Refresh the screen 4. Check if jobs are available in your category

Can't View Application Status

Problem: Application history empty or not loading **Solution:** 1. Check internet connection 2. Pull down to refresh 3. Make sure you've applied to at least one job 4. Log out and log back in

Need Help?

Support Options

1. In-App Help:

2. Profile → Help & Support

3. FAQ section

4. Email Support:

5. support@botsjobsconnect.com

6. Include your user ID and issue description

7. Contact Admin:

8. For account issues

9. For technical problems



Quick Checklist

Before applying to jobs, make sure you have:

- [] Complete profile with photo
- [] Digital CV built with all sections
- [] Video resume recorded (optional but recommended)
- [] Skills listed and updated
- [] Work experience added
- [] Education details filled
- [] Email verified
- [] Notifications enabled



Best Practices

1. **Be Active:** Check app daily for new jobs and updates
2. **Stay Updated:** Keep your CV current with latest skills
3. **Be Responsive:** Reply to interview invitations quickly
4. **Professional:** Use professional language in all communications
5. **Patient:** Job search takes time, stay positive!

Good luck with your job search! 🚀

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