



JOB SEEKER FEATURES GUIDE

Easy-to-Understand Guide for Job Seekers

Based on Real Code Analysis

Updated: December 25, 2025



1. YOUR DASHBOARD - HOME SCREEN

What It Shows

Your personal job-seeking headquarters showing everything at a glance.

What You See

YOUR DASHBOARD



Your Balance: \$50 (if enabled)

Quick Stats:

- Jobs Applied: 12
- Interviews: 2
- Offers: 1



AI Recommendations (Top 5)

- Software Developer at TechCo
- Designer at StartUp Inc
- Manager at BigCorp



Your CV Status: Complete ✓

Buttons to Access Everything:
[Build CV] [Find Jobs]
[My Applications] [Interviews]
[Career Tools] [Earnings] [More]

Features on Dashboard

- Balance Display** - Shows your wallet money (only if admin enabled this feature)
- AI Job Recommendations** - System suggests 5 jobs that match your skills
- Quick Statistics** - See how many jobs you've applied to
- Navigation Hub** - Access all your job-seeking tools from here
- CV Status** - Know if your resume is complete or needs updates

How It Works

- Every time you open the app, dashboard loads your latest information
- AI recommendations update daily based on your CV and skills
- Statistics refresh automatically when something changes
- Everything is stored in the cloud and synced in real-time

2. BUILD YOUR CV (RESUME)

What It Is

Your digital resume - the key document employers see when considering you.

The 9 Sections of Your CV

Section 1: Personal Information

What to fill in: - Full name (how you want employers to see you) - Email address (where they contact you) - Phone number (how they reach you) - Your location (city/country)

Why it matters: Employers need to contact you easily.

Section 2: Professional Title/Headline

What to fill in: - Your job title (e.g., "Software Developer", "Marketing Manager") - What you specialize in

Why it matters: This is like your job title badge - employers see it first.

Section 3: LinkedIn & Portfolio URLs

What to fill in: - Your LinkedIn profile link (optional) - Your portfolio/website link (optional)

Why it matters: Let employers see more about you on other platforms.

Section 4: Professional Summary

What to fill in: - A few sentences about who you are professionally - What makes you unique - What you're looking for

Example: "Experienced software developer with 5 years building mobile apps. Expert in Flutter and Firebase. Passionate about creating user-friendly solutions."

Why it matters: Employers get a quick overview of your career.

Section 5: Education

What to fill in for each school: - University/School name - Your degree (Bachelor, Master, High School, etc.) - Field of study (Computer Science, Business, etc.) - Start date (when you enrolled) - End date (when you graduated) - Description (any honors, GPA, key subjects)

You can add multiple schools: Primary school, secondary school, university, certifications - all in one place.

Why it matters: Employers see your educational background.

Section 6: Work Experience

What to fill in for each job: - Company name - Your job title - Start date (when you started) - End date (when you left) - What you did there (responsibilities and achievements)

You can add multiple jobs: List all your previous work.

Why it matters: Employers see your work history and growth.

Section 7: Skills

What to do: - Select skills from the app's skill list - Add multiple skills (e.g., Python, Excel, Leadership, etc.)

Why it matters: Employers search for specific skills - this helps them find you.

Section 8: Languages

What to fill in for each language: - Language name (English, Spanish, Setswana, etc.) - Your level: - Beginner (basic conversations) - Intermediate (can work in this language) - Advanced (fluent) - Native (it's your first language)

Why it matters: Many jobs need specific languages.

Section 9: Certifications & Projects

Certifications - What to fill in: - Certificate name (Google Cloud Certification, etc.) - Organization that gave it - When you got it - When it expires (if applicable) - Where to verify it (credential link)

Projects - What to fill in: - Project name - What you built - Link to see it - When you did it - Skills you used

Why it matters: Shows extra skills and hands-on experience.

How to Use the CV Builder

Step-by-Step:

1. Open "Build CV" from dashboard
↓
2. Start with Personal Information
↓
3. Fill in each section one at a time
↓
4. Add multiple entries for jobs, education, projects
↓
5. Each section validates your input
↓
6. Save automatically as you go

- ↓
7. View your complete CV anytime

↓

 8. Update whenever you have something new

Important Points

- Only required fields MUST be filled (marked with *)
 - Optional fields are nice to have but not required
 - Each section saves independently
 - You can add as many jobs, education, and projects as you want
 - Your CV is automatically stored in your profile
 - AI can help with content suggestions (if enabled)
-

3. VIDEO RESUME

What It Is

A short video introduction of yourself for employers to watch instead of (or in addition to) reading your CV.

How to Use Video Resume

Upload Your Video:

1. Open "Video Resume" section

↓

2. Click "Select Video"

↓

3. Choose a video file from your phone/computer

↓

4. Video must be MP4 format

↓

5. Watch preview to make sure it's right

↓

6. Click "Upload"

- ↓
7. Wait for upload to complete (shows progress)
- ↓
8. Done! Employers can now see your video

Video Tips

- **Length:** 30 seconds to 2 minutes ideal
- **Content:** Introduce yourself, say what you do, why you're great
- **Quality:** Good lighting, clear audio, professional look
- **Format:** MUST be MP4 - other formats won't work
- **Size:** Keep under 500MB for faster upload

How Employers See It

- Your video appears on your profile
- Employers can watch it before deciding to interview
- Shows your personality and communication skills
- More engaging than just reading text

Common Issues & Solutions

Issue	Solution
Wrong video format	Convert to MP4 first, then upload
Video won't upload	Check your internet connection
Upload too slow	Use WiFi instead of mobile data
Can't see preview	Make sure MP4 format is correct



4. INTERVIEW COACH - PRACTICE WITH AI

What It Is

An AI coach that generates interview questions specific to the job you're applying for and gives you feedback on your answers.

How It Works

Step 1: Setup the Practice Session

Tell the AI:

- What job are you interviewing for?
(e.g., "Software Developer")

- What company? (optional)
(e.g., "Google" - helps personalize questions)

- What's your experience level?
 - Junior (new to field)
 - Mid-level (some experience)
 - Senior (lots of experience)

- What skills should we focus on?
(e.g., Python, React, Leadership)

Step 2: AI Generates Questions

You get 5 interview questions like:

1. "Tell me about a project where you..."
2. "How do you handle difficult team members?"
3. "Describe a time you failed..."
4. etc.

Step 3: Practice Your Answers

For each question:

- Read the question
- Type your answer in the text box
- Review what you wrote
- Click "Get Feedback"

Step 4: AI Evaluates Your Answer

The AI coach gives you:

- ✓ What you did well
- ✓ What you could improve
- ✓ How to better answer that question
- ✓ Example of a better answer

What Questions Does AI Ask?

The AI creates questions based on: - **Job Type:** Software Dev questions are different from Sales questions - **Company:** If you mention Google vs. startup, questions change - **Level:** Junior gets simpler questions, Senior gets harder ones - **Skills:** If you mention Python, you get Python questions

How to Get Better at Interviews

1. **Practice regularly** - Do 5 questions a day
2. **Try different scenarios** - Practice for different jobs
3. **Learn from feedback** - Read what the AI suggests
4. **Repeat hard questions** - Practice ones you struggle with
5. **Review your progress** - See how you improve over time

Interview Categories

The AI asks different types of questions: - **Behavioral** ("Tell me about a time when...") - **Technical** (Job-specific skills) - **Problem-solving** (How would you approach...) - **Company knowledge** (Why do you want to work here?)



5. AI JOB MATCHING - FIND YOUR PERFECT JOB

What It Is

An intelligent system that looks through thousands of jobs and finds the ones that match YOU perfectly.

Important Requirements

 **You MUST have:** 1. A completed CV 2. Skills listed in your CV 3. Experience information filled in

 **Without these, job matching won't work.**

How AI Matching Works

Step 1: System Analyzes You

The system looks at:

- Your skills (Python, Excel, etc.)
- Your experience level
- Your education
- Your job preferences
- Your location

Step 2: Two-Stage Matching Process

Stage 1: Quick Filter

-
- Looks at ALL available jobs
 - Quick checks: skills match, location, level
 - Keeps only the best 30 matches
 - (Faster than analyzing all jobs)

Stage 2: AI Ranking

-
- AI looks closely at the 30 jobs
 - Considers: skill match quality, growth opportunity, company type, job type (remote/office)
 - Ranks them from best to worst
 - Shows you the top ranked jobs

What You See



TOP JOB MATCHES FOR YOU

- | | |
|----|--|
| 1. | 95% Match
Software Developer at TechCo
<ul style="list-style-type: none">• Remote work• Your skills: Python ✓, React✓• Company: 4.8 ⭐ rating |
| 2. | 88% Match
Full Stack Dev at StartUp
<ul style="list-style-type: none">• Your skills: Match 4/5• Office in your city |
| 3. | 82% Match
Database Engineer at BigCorp
<ul style="list-style-type: none">• Your skills: Match 3/5• Growth opportunity |

Match Score Explained

- **95%** = Excellent match, most of your skills match the job
- **75-88%** = Good match, several of your skills match
- **60-74%** = Okay match, some skills match, room to grow
- **Below 60%** = Stretch job, you'd be learning on the job

Why Two-Stage Matching?

1. **Faster** - Don't waste time analyzing jobs you're not suited for
2. **Better** - AI only compares similar jobs, makes smarter decisions
3. **Accurate** - Heuristic filter + AI ranking = best results
4. **Smart** - Just like how you'd search yourself

What Makes a Good Match?

- Skills match (you have what they want)

- Experience level right (not too junior, not too senior)
 - Location works (remote if you want it)
 - Job type fits (full-time if you need stability)
 - Company reputation (good ratings from other workers)
-



6. CAREER TRACKER - WATCH YOUR PROGRESS

What It Is

A statistics dashboard showing your job search progress and activity.

What Data It Tracks

Count Statistics: - **Total Applications Sent:** How many job applications you've submitted - **Total Interviews:** How many interviews you've been invited to - **Total Offers:** How many job offers you've received - **Acceptance Rate:** % of interviews that led to offers

Activity Over Time: - **Month-by-month graph:** Shows how active you've been - **Example:** Jan (5 apps), Feb (8 apps), Mar (12 apps) - **Shows trends:** Are you applying more or less as time goes on?

Recent Activity Feed:

Latest 5 actions:

-
- Applied to "Senior Dev" 2 days ago
 - Got interview call for "Manager" 1 day ago
 - Received offer from "StartUp" today
 - Rejected from "BigCorp" 3 days ago
 - Completed 5 CV sections 1 week ago

How to Use It

View Your Progress: 1. Open "Career Tracker" 2. See your key statistics 3. Look at the trend graph 4. Review your recent actions

What It Tells You: - Are you being productive? (enough applications?) - How's your success rate? (interviews per application?) - What's working? (where are your offers coming from?) - When were you most active? (month with most applications?)

Why This Matters

- **Track Success:** See if your job search is working
 - **Stay Motivated:** Visualize your progress and wins
 - **Plan Better:** Know when you're most active and productive
 - **Improve:** Adjust your strategy based on what's working
-

7. APPLICATION MANAGEMENT - TRACK WHERE YOU APPLIED

What It Is

A complete history and status tracker of every job you've applied to.

Status Categories

-  **All Applications** - See everything you've applied for
-  **Pending** - You applied but haven't heard back yet - Company is still reviewing
-  **Accepted / Interview Scheduled** - They want to interview you! - Great news - you've passed the first screen
-  **Rejected** - They decided to move forward with other candidates - It happens to everyone - apply to more jobs
-  **Offers** - They're offering you the job! - Time to decide: accept or reject

What You See for Each Application

Job Title: Senior Software Developer
Company: TechCorp
Applied Date: Dec 20, 2025
Current Status:  Interview Scheduled
Time Since Applied: 5 days ago

Contact: hiring@techcorp.com

Next Step: Interview on Jan 5, 2025

How to Use It

Tab Through Different Statuses:

[All] [Pending] [Accepted] [Rejected] [Offers]

For Each Application, You Can: - View full job details - See application date - Check current status - View company contact info - See interview date (if scheduled) - Take notes about the position

Why Track Applications

- Don't forget where you applied
 - Remember when to follow up
 - See your success rate
 - Identify which companies are hiring
 - Plan your next steps
-



8. COMPLETED JOBS & COMPANY RATINGS

What It Is

Record of jobs you've completed successfully and reviews you can leave for companies.

What Shows Here

Jobs You've Successfully Completed: - Job title - Company name - When you completed it - What you accomplished - Rating status (have you rated them?)

How Ratings Work

Why Rate Companies: - Help other job seekers know if company is good - Your honest feedback matters - Build your reputation as a reliable worker

What You Rate: - 1-5 star rating (5 stars = excellent) - Written review about your experience - What was good - What could be better

Example Review: "Great company to work with! Paid on time, clear expectations, supportive manager. Project management could be better organized. Would work with them again."

Rating Process

1. Find completed job in list
↓
2. See "Rate Company" button (if not rated yet)
↓
3. Click to open rating form
↓
4. Give 1-5 stars
↓
5. Write optional review
↓
6. Submit
↓
7. Rating appears on company profile

How Ratings Help Everyone

- **For You:** Build professional reputation
- **For Others:** See honest reviews before accepting jobs
- **For Companies:** Improve based on feedback
- **For Platform:** Maintain quality standards



9. WALLET & EARNINGS (If Enabled by Admin)

Important Note

This feature only appears if your admin has enabled it.

If you don't see a wallet, ask your admin to enable it.

What It Is

Your account balance where money from completed jobs is stored.

How It Works

You Receive Money When: 1. You complete a job successfully 2. Employer pays through the app 3. Money automatically goes to your wallet

Starting Balance: - New users get \$50 welcome bonus - Added automatically when wallet is created

Transaction Types

Type	What It Means
Payment	Money from completed job
Deposit	You added money via bank transfer
Withdrawal	You took money out to your bank
Bonus	Welcome bonus or special offers
Refund	Money returned if job was cancelled

Transaction Statuses

- ⌚ **Pending** - Payment in progress
- ✅ **Completed** - Money successfully added
- ✗ **Failed** - Payment didn't go through
- 🚫 **Cancelled** - You or company cancelled

How to Withdraw Money

If you want to take money out:

1. Open Wallet
- ↓
2. Click "Withdraw Money"
- ↓
3. Enter amount you want

- ↓
- 4. Enter your bank account details
- ↓
- 5. Submit withdrawal request
- ↓
- 6. Admin approves (24-48 hours)
- ↓
- 7. Money sent to your bank

How to Add Money (Top-up)

If you want to deposit money:

- 1. Open Wallet
- ↓
- 2. Click "Add Money / Top Up"
- ↓
- 3. Transfer money via your bank (EFT)
- ↓
- 4. Upload proof of payment
- ↓
- 5. Wait for admin approval
- ↓
- 6. Money added to wallet

Wallet Safety

- Your balance is secure in our system
- All transactions are recorded
- You can view full transaction history
- No unauthorized withdrawals allowed

10. CAREER ROADMAP - AI Career Planning

What It Is

An AI-generated personalized plan to help you reach your career goals.

How It Works

Tell the AI Your Goal:

Example:

"I want to become a Cloud Architect"

or

"I want to become a Product Manager"

AI Creates Your Plan Based On: - Your current CV and experience - Your target job role
- Required skills for that role - Education gaps - Experience gaps

You Get A Roadmap Like:

YOUR ROADMAP: Junior Dev → Senior Dev → Tech Lead

CURRENT STATE:

- ✓ Skills: Python, JavaScript, basic React
- ⚠ Experience: 2 years in junior positions
- ⚠ Gap: No team leadership experience

NEXT 6 MONTHS:

1. Learn React advanced patterns (3 months)
2. Build 2 side projects with React (3 months)
3. Lead a small team project (1 month)

NEXT 12 MONTHS:

1. Get senior developer promotion
2. Complete AWS certification
3. Take leadership course

SKILLS TO DEVELOP:

- Team management
- Architecture design
- Code mentoring

EXPECTED TIMELINE:

3-4 years from now

How to Use Your Roadmap

Step by Step:

1. Open "Career Roadmap"
↓
2. Enter your target job title
↓
3. Wait for AI to generate plan
↓
4. Read your personalized roadmap
↓
5. Save it for future reference
↓
6. Use it to guide your learning

Why This Helps

- Clear path to your goal
- Know what skills to develop
- Understand timeline realistically
- See what's missing from your CV
- Plan your next steps
- Stay motivated with clear goals



OVERALL WORKFLOW: From Start to Completed Job

Complete Job Search Journey

START: You Download the App

|
|→ [Step 1] Create Your CV

| • Fill 9 sections

- Add education, experience, skills
 - Add project examples
 - └→ Result: Complete CV ✓
-
- [Step 2] Practice Interviews (Optional)
 - Use Interview Coach
 - Get 5 AI questions
 - Receive feedback
 - └→ Result: Better Interview Skills ✓
-
- [Step 3] Get Job Recommendations
 - Use Job Matching
 - See AI-ranked opportunities
 - See match scores (95%, 88%, etc.)
 - └→ Result: Best Jobs for You ✓
-
- [Step 4] Apply to Jobs
 - Click "Apply" on matching job
 - Submit application
 - Track in "My Applications"
 - └→ Result: Application Sent ✓
-
- [Step 5] Get Interview Call
 - Company contacts you
 - Interview status updates
 - See interview date
 - └→ Result: Interview Scheduled ✓
-
- [Step 6] Prepare & Interview
 - Practice with Interview Coach
 - Review company info
 - Conduct interview
 - └→ Result: Interview Complete ✓
-
- [Step 7] Receive Offer (or Rejection)

- Company makes decision
- Status updates in app
- See offer details
- └→ Result: Offer or Next Application ✓

- └→ [Step 8] Accept Job & Complete Work
 - Accept offer
 - Complete the job
 - Get paid to wallet
 - Rate the company
 - └→ Result: Completed Job ✓

KEY FEATURES SUMMARY

Feature	What It Does	Who Needs It
Dashboard	Show your stats and recommendations	Everyone
CV Builder	Create your digital resume	Everyone (required)
Video Resume	Record yourself for employers	Nice to have
Interview Coach	Practice with AI questions	Very helpful
Job Matching	Find jobs matching your skills	Essential
Career Tracker	See your progress	Track success
Applications	Track where you applied	Essential
Completed Jobs	Rate companies you worked for	When you complete work
Wallet	Manage earnings	When you get paid

Feature	What It Does	Who Needs It
Career Roadmap	Plan your career growth	Long-term planning

IMPORTANT LIMITATIONS & CONDITIONS

What You Need for Features to Work

- CV with skills for: Job Matching
- Internet for: Interview Coach, Job Matching, Career Roadmap
- MP4 video for: Video Resume
- Admin enabled for: Wallet features

What's Not Included

- Cover letter builder (use external tools)
- Multiple CV versions (one template for all)
- CV templates (same design for everyone)
- Portfolio customization (no color/font choices)

Mentorship Feature

 **Currently:** - Can see mentor profiles - Can't actually connect with mentors (being built) - This feature is not yet fully available

BEST PRACTICES FOR JOB SEEKERS

1. **Complete Your CV First**
2. Can't use job matching without it
3. Add real projects and skills
4. Keep it up to date
5. **Use AI Tools**

6. Interview Coach helps you practice
7. Career Roadmap shows your path
8. Job Matching finds best opportunities

9. Apply Strategically

10. Quality over quantity
11. Focus on 80%+ match jobs
12. Customize your profile for each application

13. Track Everything

14. Use Application Management
15. Note follow-up dates
16. Don't miss interviews

17. Keep Your Wallet Safe

18. Don't share withdrawal details
19. Verify admin approvals
20. Check your transaction history

21. Rate Companies

22. Help other job seekers
 23. Build your professional reputation
 24. Give honest feedback
-

COMMON QUESTIONS

Q: Why can't I see my wallet?

A: Admin might have disabled this feature. Ask your admin to enable it.

Q: Why can't I use Job Matching?

A: You need a CV with skills. Complete your CV first.

Q: How many questions does Interview Coach ask?

A: 5 questions per practice session. You can do multiple sessions.

Q: Can I upload a .mov video?

A: No, must be MP4 format. Convert it first.

Q: How long does a withdrawal take?

A: Usually 24-48 hours after admin approval.

Q: Can I have multiple CVs?

A: No, just one CV. But you can update it anytime.

Q: Why are mentors in the app but I can't connect?

A: Feature is being built. Coming soon.

Q: How accurate is the job matching?

A: Very accurate - uses AI to analyze 30+ jobs before ranking.

END OF JOB SEEKER FEATURES GUIDE

This guide is based on actual code analysis of the app. All features described here are real and working (or conditionally working as noted).