Software Manual

HireNet

By: *New Horizons Development*

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INTRODUCTION

This is the user manual document for **HireNet** software by *New Horizons Development*. **HireNet** is an IT job finding software developed by students of *Applied Informatics Department* of **University of Macedonia** *(Thessaloniki, Greece)*. The current document was created in order to provide detailed instructions for proper use of the software and to facilitate the user experience.
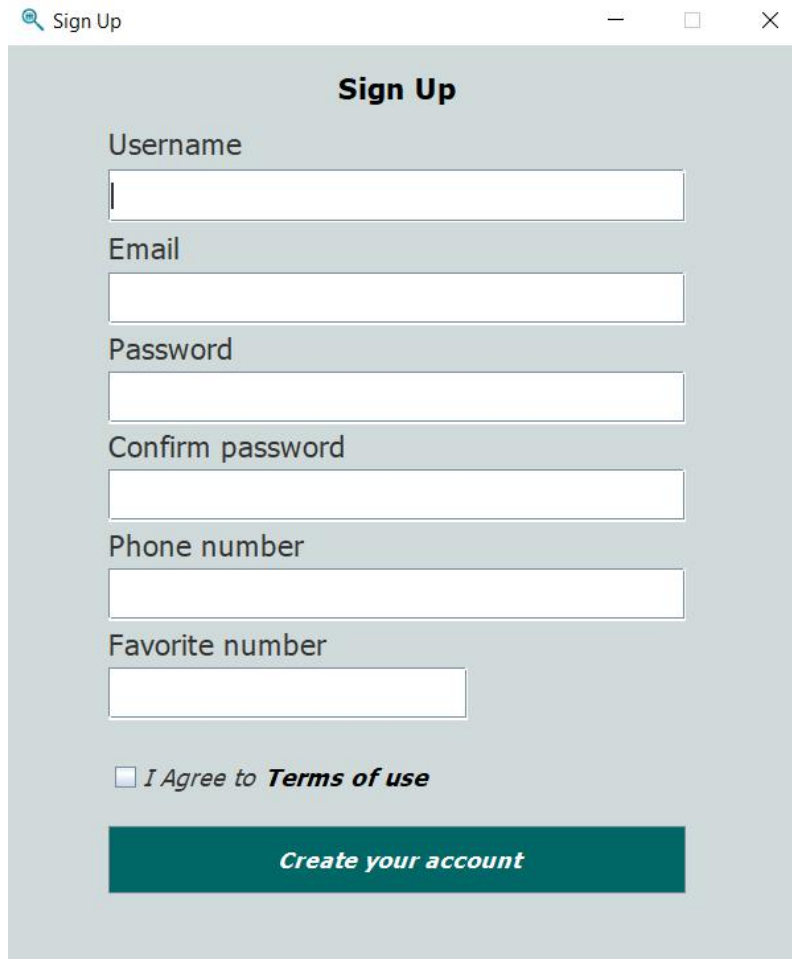
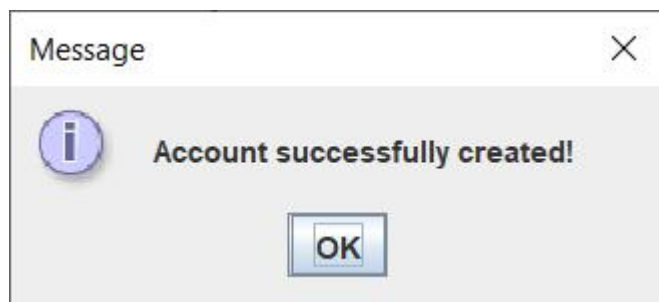# CREATE ACCOUNT

Step 1

Run the application.
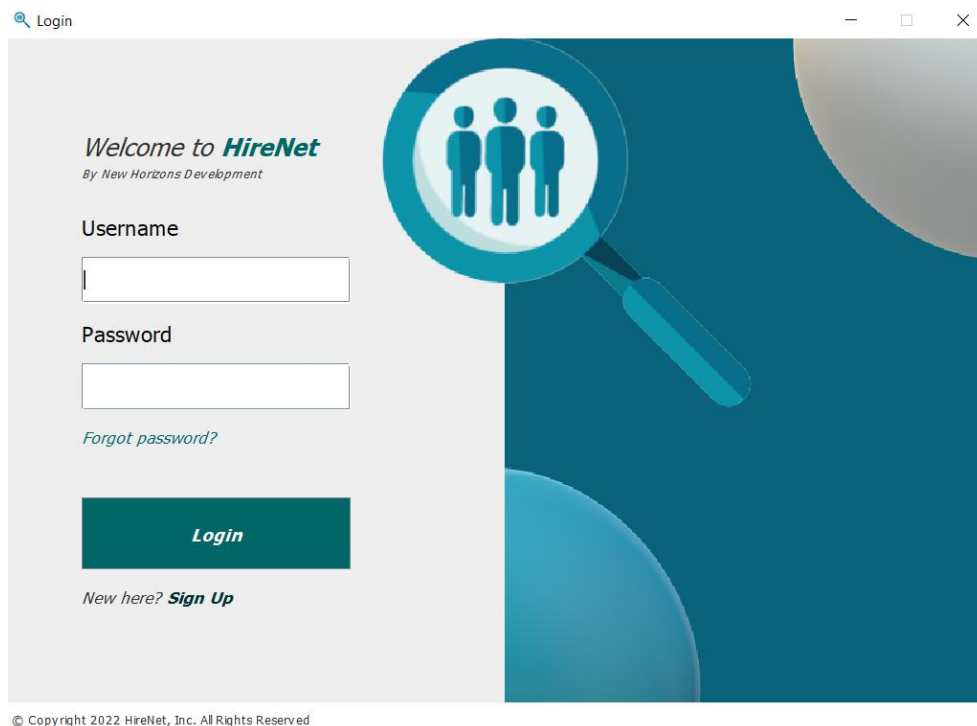
Step 2

Click on **Sign Up** and fill in the fields in order to create your account.

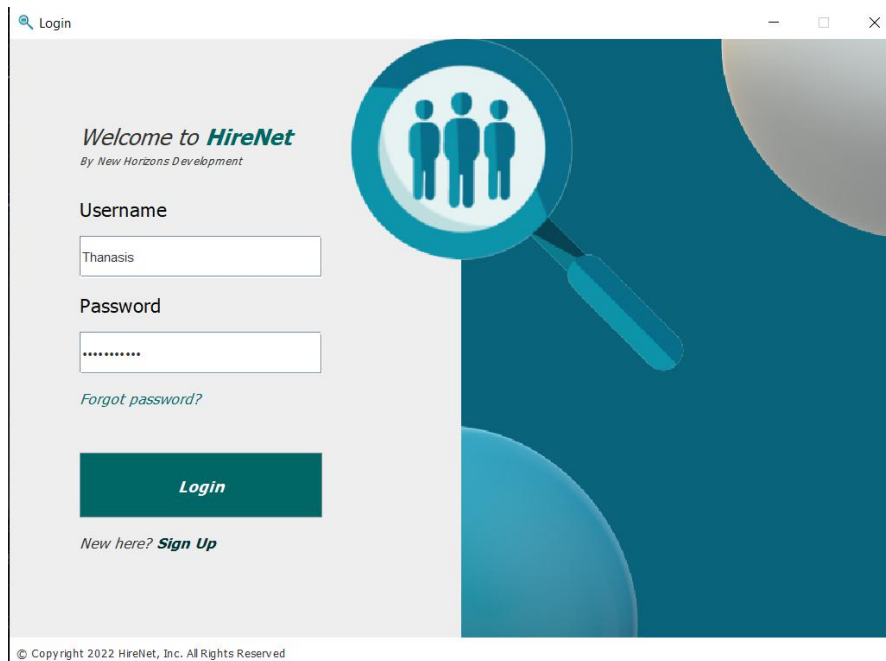Don't forget to read **Terms of use** and click the checkbox if you agree.

Then click on **Create your account** to proceed.

Click **OK** on the pop up message.
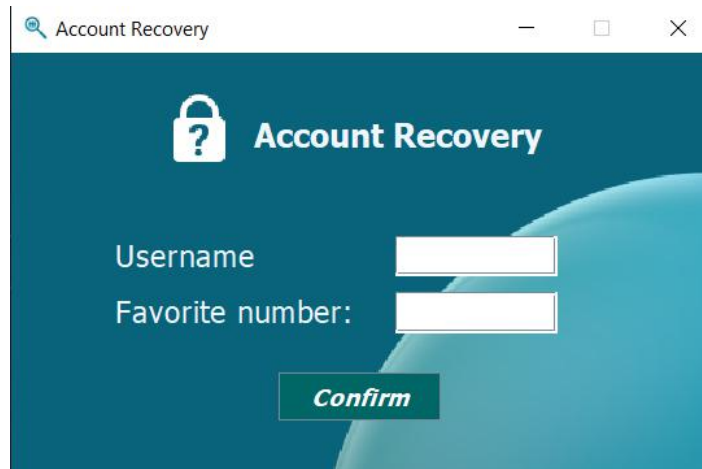
Step 3

Return to Login window, fill in your Username and Password and then click **Login**.

Having trouble logging in ? Click on **Forgot password?.**

Fill your Username and Favorite number in order to recover your account and then click **Confirm.**

Step 4

You have now successfully created your account in HireNet. Click on **Company** for employer account or **Employee** for employee account.
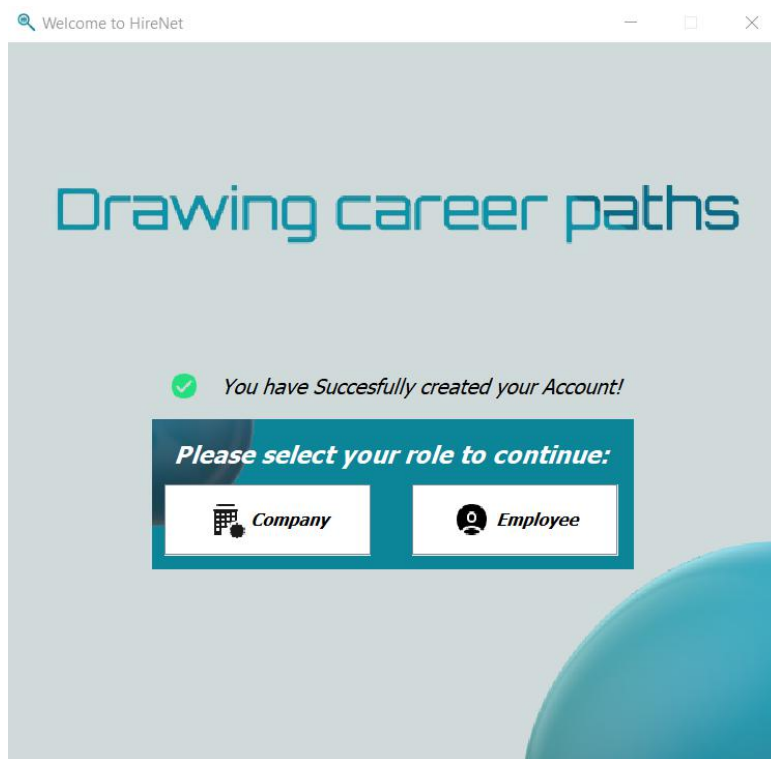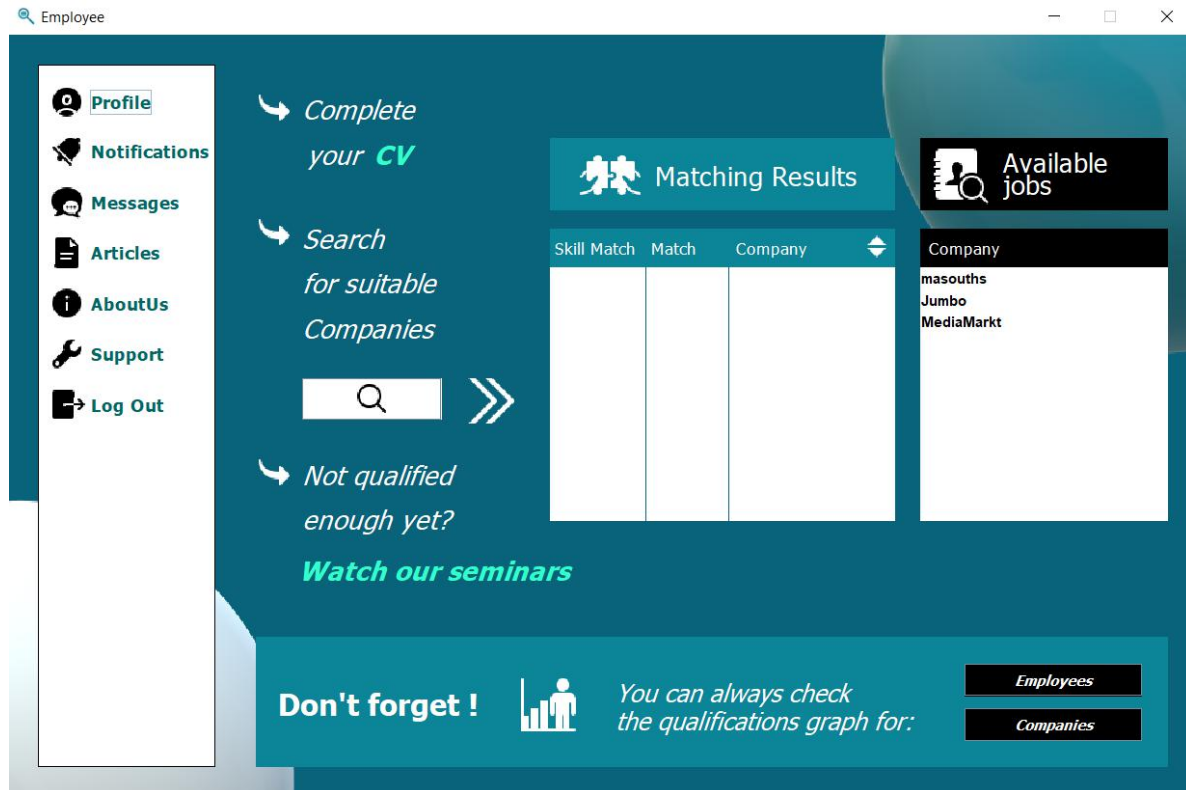

WARNING !

The account type cannot be changed.

EMPLOYEE ACCOUNT

Once your Employee account is successfully created you will be directed to Home page.

Searching for the suitable job

Step 1

Click on **CV**, fill your professional information and work experience

then click **Add Qualifications**

and choose skills that suit your professional qualifications.

Once completed, click **Save** 💾

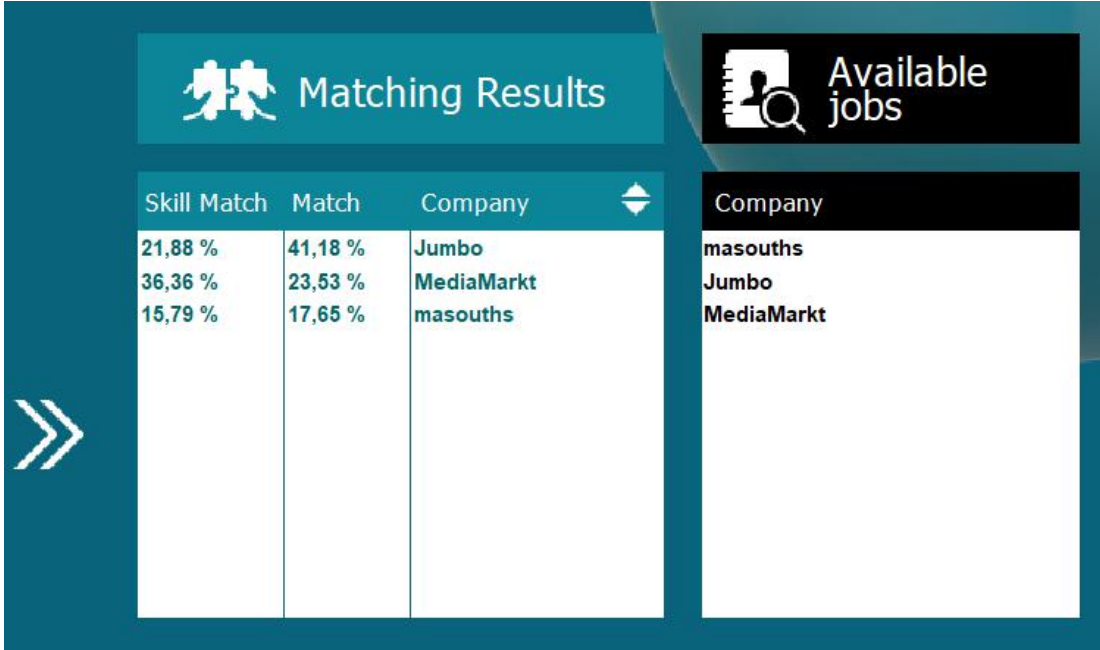If you want to edit your qualifications again Don't forget to click **Load** ⬇
first !

Then click **Save** again back in CV window.

Step 2

In Employee window click **Search** 🔍

you will be able to see the percentage, matching to each company
displayed in **Available Jobs** field, in **Matching Results.**

Skill Match	Match	Company		Company
21,88 %	41,18 %	Jumbo		masouths
36,36 %	23,53 %	MediaMarkt		Jumbo
15,79 %	17,65 %	masouths		MediaMarkt

Matching Results — Available jobs

Calculating match percentage

Skill Match:

SM = (C / Sc) * 100

C → Common qualifications
Sc → Total company qualifications

Match:

M = (C / Se) * 100
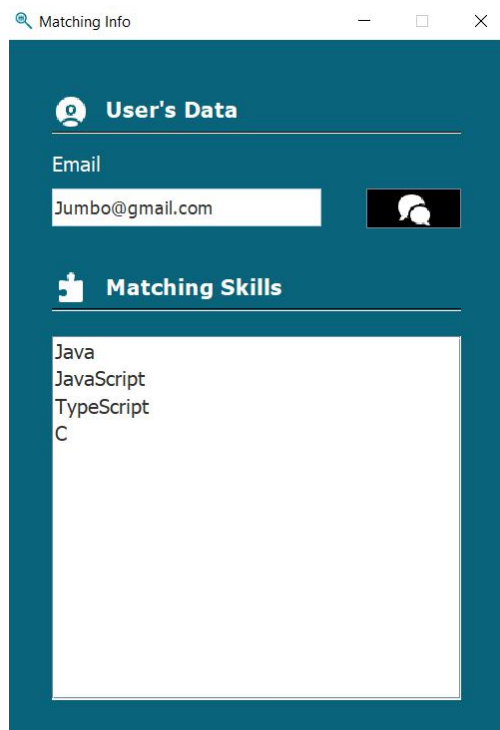
C → Common qualifications
Se → Total employee qualifications
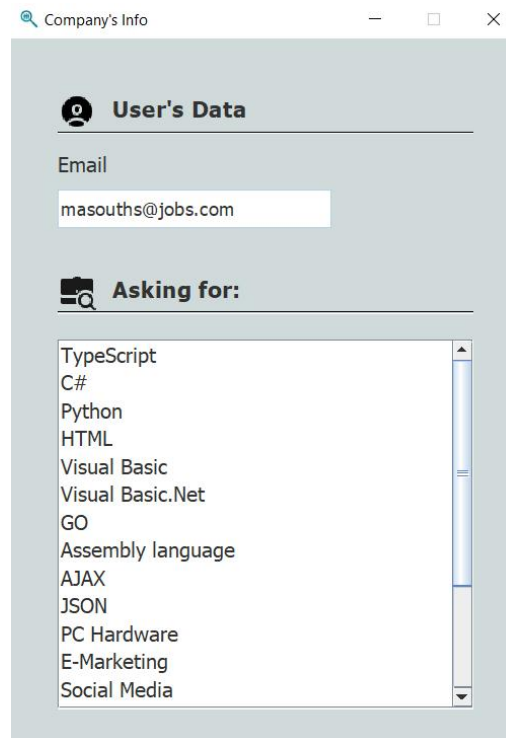
You can sort each column by clicking on **double arrows** .

Click on Company's name, in Matching Results to access **Matching Info** or Available Jobs to access **Company's Info**

You can send a message to the referred company by clicking **Chat**
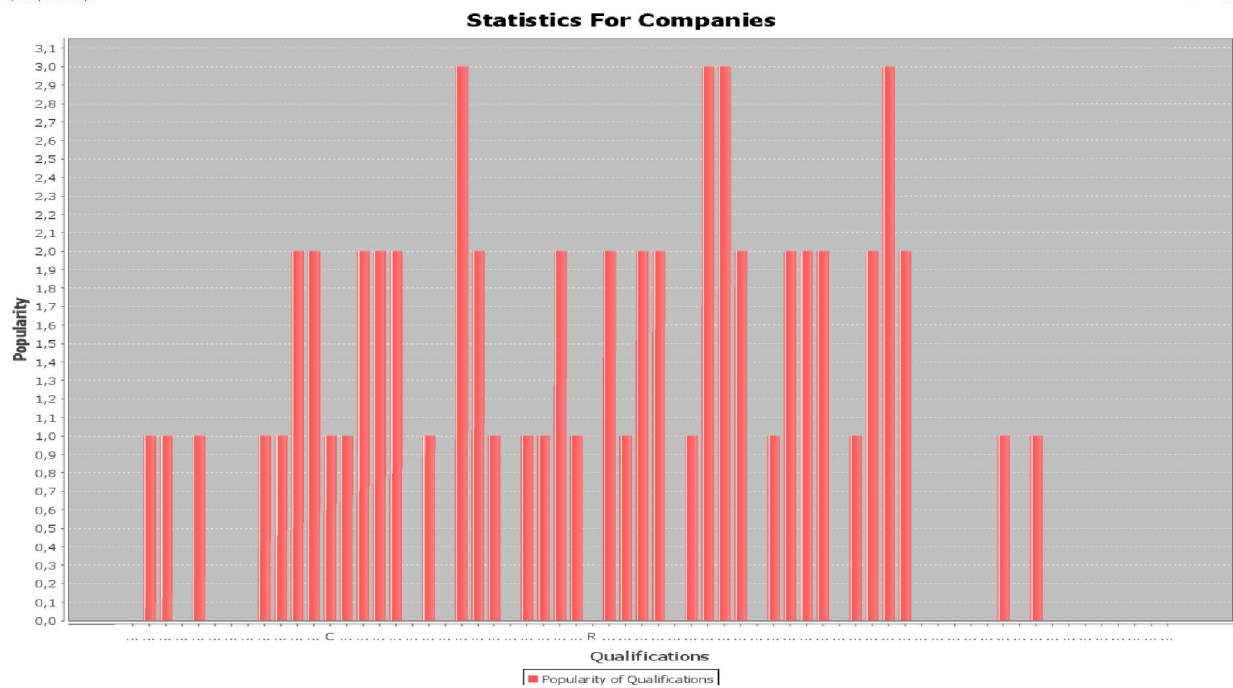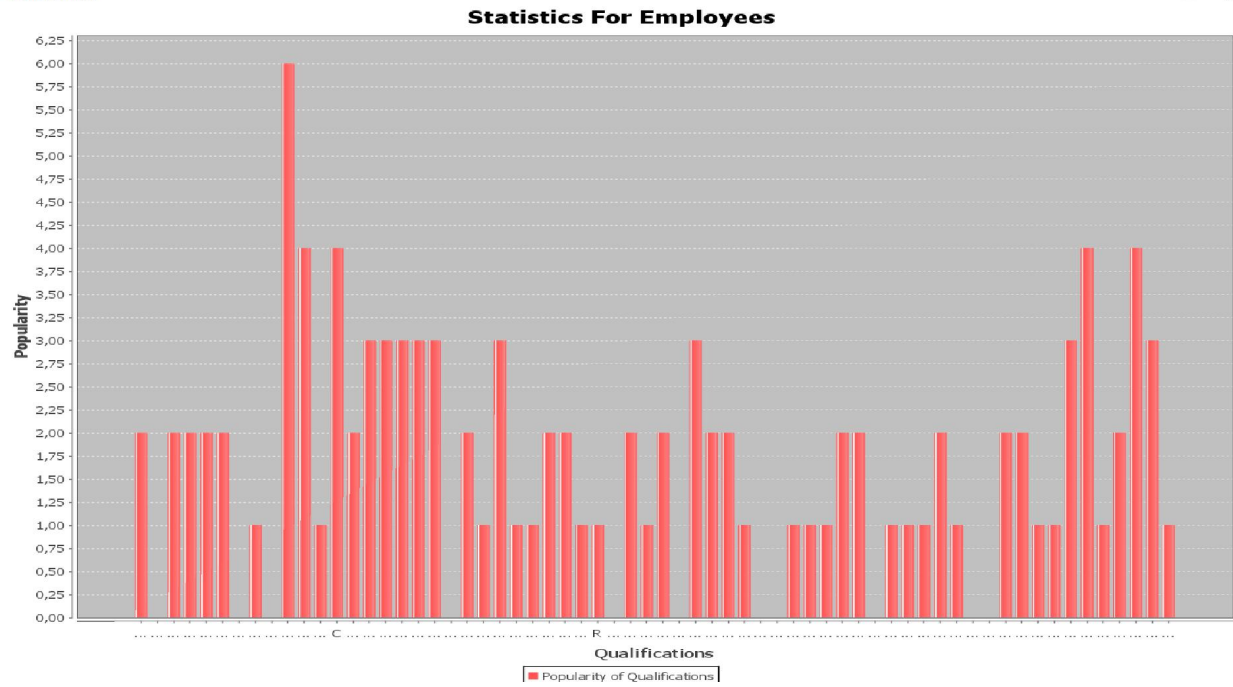
Alternatively

If matching percentage is not high enough and you are interested in learning and acquiring new skills you can always check for provided lessons by clicking **Watch our Seminars** in Employee Home page.

Statistic analysis and graphs are available through **Employees** and **Companies** buttons.

Statistics For Employees

Statistics For Companies

COMPANY ACCOUNT

Repeat the steps in CREATE ACCOUNT and then choose **Company** profile.
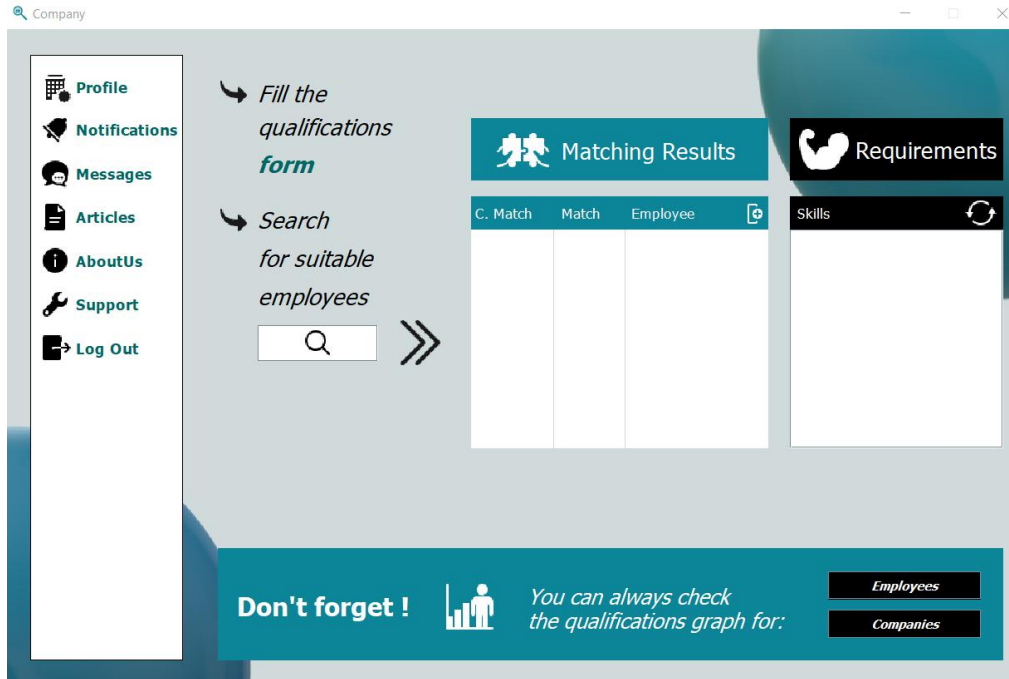
Searching for suitable staff

Step 1

Click on **form** and complete the qualifications you are looking for, then click **Save** 💾.

If you want to edit your qualifications again Don't forget to click **Load** ⬇ first !

Step 2

In Company window click **Search** 🔍

Then click **Refresh** ⟳ in Requirements field to view the qualifications your company asks for.
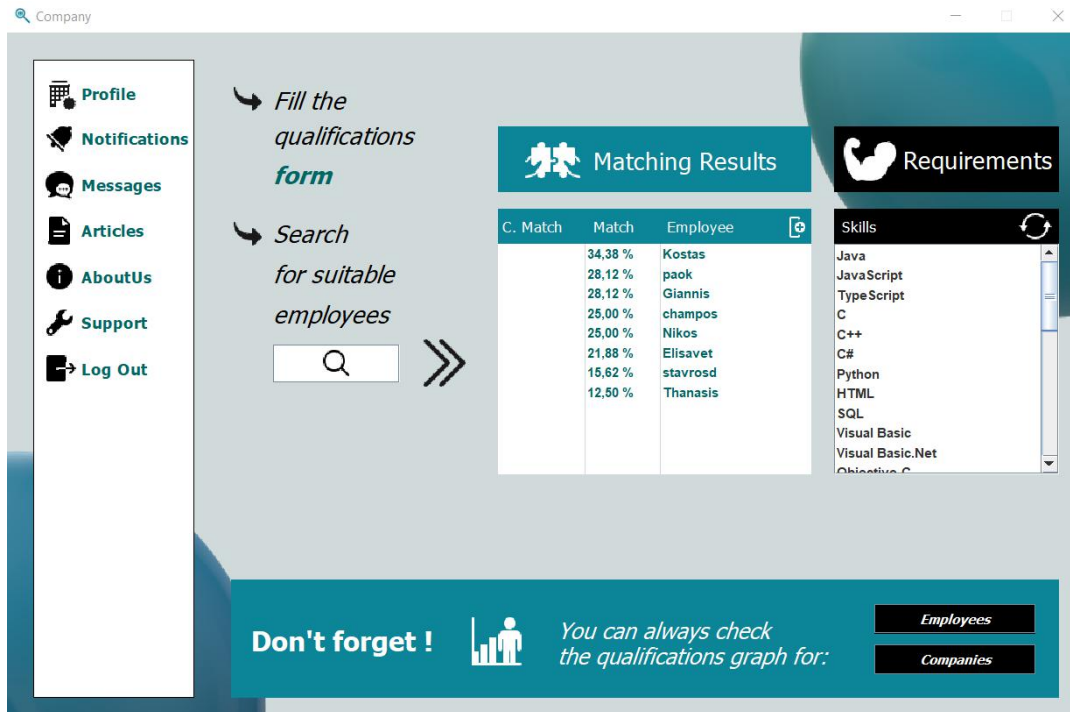
Step 3

Click **add column** to view Company's Match.

Calculating matching percentage

Company Match:

CM = (C / Se) / 100

C → Common qualifications
Se → Total employee qualifications

Match:

M = (C / Sc) / 100

C → Common qualifications
Sc → Total company qualifications

You can click on a possible Employee's name to view CV and Professional summary.

and then **View Matching Skills** to view Employee's detailed Qualifications.
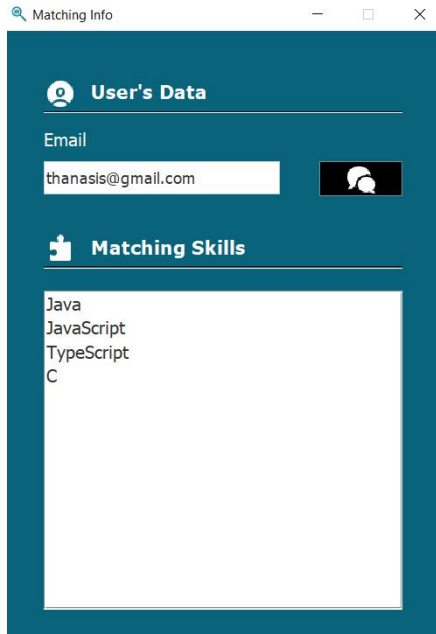
You can send a message to the referred employee by clicking **Chat**

Alternatively

Statistic analysis and graphs are available through **Employees** and **Companies** buttons.

MAIN MENU

 Profile

 Notifications

 Messages

 Articles

 AboutUs
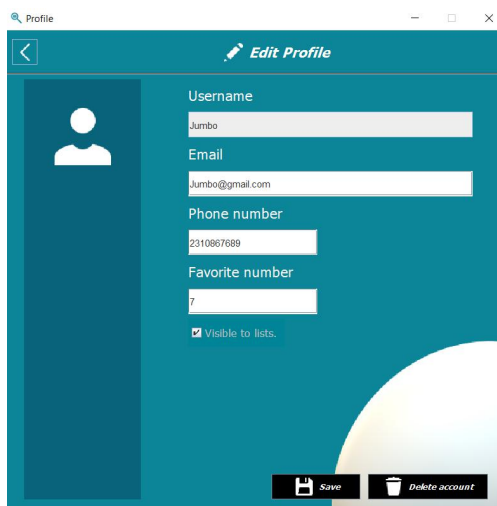
 Support

 Log Out

■ Profile ,

Edit your profile information both in Employee and Company account.

Click **Save** ![save icon] to submit your info.

■ **Notifications** ![bell icon]

View **Messages** and **Seminars'** seat reservations notifications.

■ **Messages** ![chat icon]
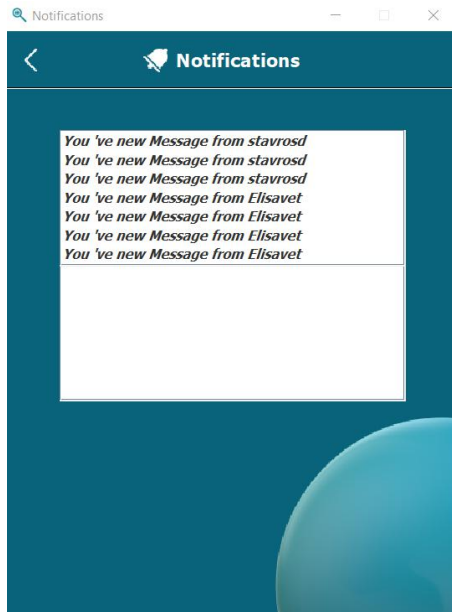
View **Contacts** list and send message to **Companies/Employees** in **Chat**.
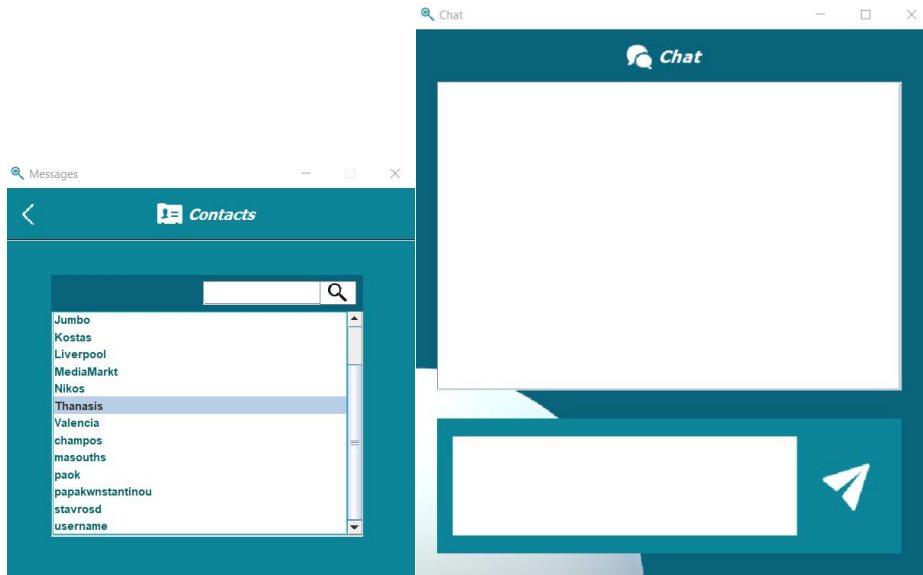
■ Articles 📄

View the latest articles on Informatics and Technology and keep up to date.
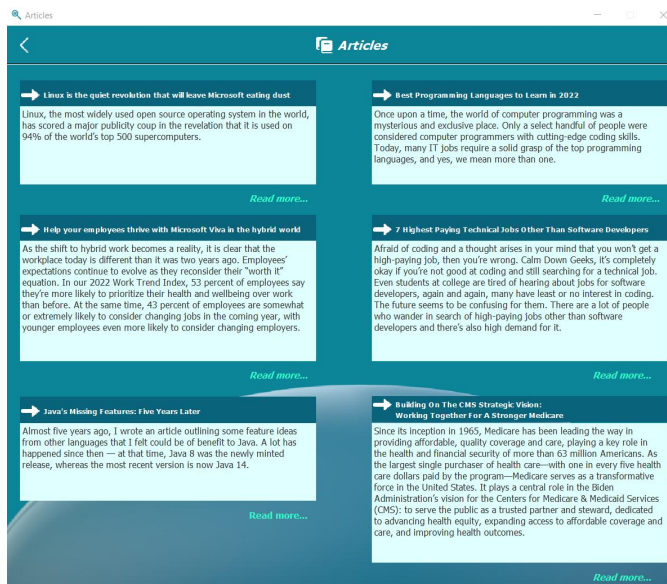
Only preview is available through application, click **read more** to view full article

■ About Us ⓘ

Learn more about the developers and *New Horizons Development* and Contact us through social media.

■ Support 🔧

Access **User Manual** and **FAQ.**

FAQ

1) Can I delete my account if I don't want to be user anymore?

Yes, there is a suitable button on profile window.

2) How can I upgrade my skills?

First, you should open your CV window. There is a button called "Add Qualficications". Once you push this, a window with skills will appear and you will be able to add yours. When you are finished, you can save your Qualifications and return to main Menu.

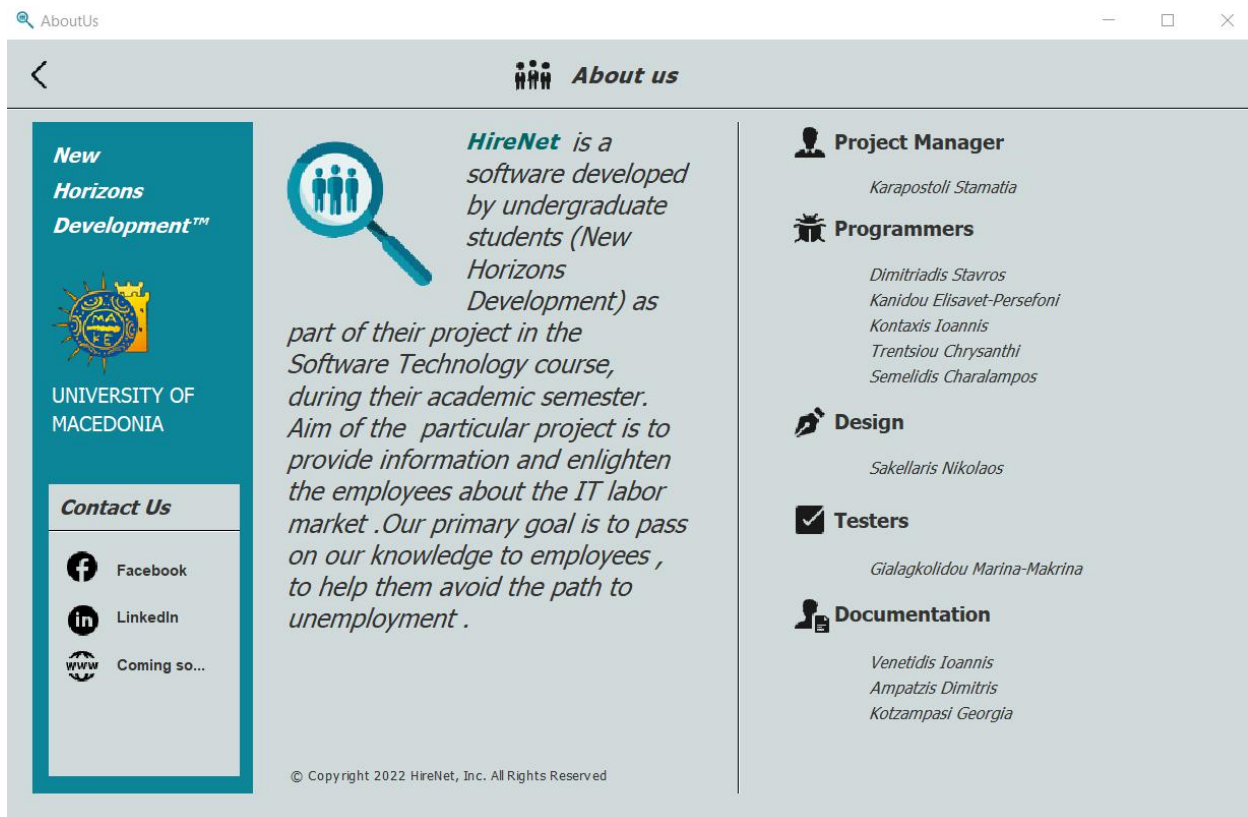**3) How can I participate in the seminars?**

As you become a user there is a "book" button in every description of the seminars. Then, after pressing the button, further information about the seminar will be added to the notifications.

4) How can I recover my password?

In case you forget your password, there is a "forgot password" button at log in window. Once you press it, one window will appear and you should fill in your username and your favourite number. If your data are correct, your password will appear at your screen.

5) Does the password have any restrictions?

The password must be at least 8 characters.

6) How can I change my personal information?

You can change your e-mail, your phone and your favourite number at profile window. Your first and last name, your age and your country can be changed at CV window.

Want more information on how to use HireNet ?

You can download the complete user manual and detailed instructions here:

Download

■ Log Out 🔁

Sign out from your account.

Thank you for using HireNet !