

## Questions

- **How are external employers accessing the system**

Should have text to tell the external employee what to use as user name because there has been confusion.

## Phase 1

- **Build your CV – links to CCDU pages to create their own**
- **Students to be able to create their own digital profile which contains all key information.**
- **Prepare for interview – links CCDU material (videos)**
- **Social media – insert links**
- **Post, view and apply for vacancies**
- **Students will be allowed to upload documents in pdf and image formats only**
- **Stats on number of visits, completed applications, vacancies per time, etc**

## Phase 2

**OTP for login via email**

**Bursary application – leverage job post functionality**

**Events and RSVP management**

**Advertising**

[Register](#)[About](#)[Login](#)

**Students and staff can login with your staff/student numbers.**

**External recruiters, please register first to obtain a login**



**Username:**

Student or staff numbers

**Password:**

eg. X8df56EO

**External recruiters, please**

[Register](#)[Forgot password](#)

Standard password  
reset via email

[Contact Us](#)[Terms and Conditions of Use](#)[POPIA and PAIA](#)

On first login

☐ I have read and accept the [Terms and Conditions](#) for the use of this service

Next

Allowed to proceed only upon acceptance. Date and time of acceptance will be recorded

Employer → Register

Title	<input type="text" value="Mr"/>
First name	<input type="text" value="Elliot"/>
Surname	<input type="text" value="Bob"/>
Email and username	<input type="text" value="elliot.bob@eskom.co.za"/>
Tel	<input type="text" value="011 717 7200"/>
Cel	<input type="text" value="089 952 6565"/>
Job Title	<input type="text" value="Manager"/>
Company registration number	<input type="text" value="92350677633"/>
Registered name of business	<input type="text" value="Eskom Holding SOC Ltd"/>
Trading name (displayed)	<input type="text" value="Eskom"/>
Business Type	<input type="text"/>
Registered address	<div></div>

Auto-populate name from registration number and make this read only

Type password	<input type="password"/>
Retype password	<input type="password"/>


Enforce strong password

☐ I confirm that the information provided above is true to the best of my knowledge

Please wait for a confirmation email from us that your registration has been approved. This normally takes up to 3 working days.



☒ I'm not a robot



reCAPTCHA  
Privacy - Terms

Register

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Employer → Home

Welcome Recruiter

Manage Posts

Edit Profile

- What information will they be allowed to edit?
- Will it need to be approved again?

Employer → Manage Posts

Job title	Department	FT/PT	Start	End	Rate	Status
Library assistant	Library	PT	04-01-2023	31-03-2023		Pending <button>Review</button>
Choir director	Wits School of Arts	PT	01-02-2023	30-04-2023		Approved <button>Review</button>
Lab assistant	Eskom Holdings SOC	FT	12-06-2023	30-06-2023		Rejected <button>Review</button>
Tutor	Facu.. Eng & Built env	PT	01-03-2023	31-07-2023		Closed <button>Review</button>
Tutor	Fac of Law & Comm	PT	01-02-2023	30-10-2023		Withdrawn <button>Review</button>

Create Post

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## Employer → Create Post

☐ Internal (within Wits)

Select Faculty ▼

Select Department ▼

☐ External (created on behalf of)

autos-selected






Auto selected based  
on login credentials

Job title






Location

building, campus, etc or an address

Description of job

**T** **B** *I* U    " —  

Key responsibilities

**T** **B** *I* U    " —  

Fulltime or part-time


▼

Part-time: Number of hours required in a week

Range ▼

- < 2
- 2 to 4
- 4 to 6
- 6 to 8
- 8 to 12
- >12

Start date



End date



Hourly rate

Limited to

- |   |   |   |                                  |
|---|---|---|----------------------------------|
| <input type="checkbox"/> 1 <sup>st</sup> year | <input type="checkbox"/> 2 <sup>nd</sup> year | <input type="checkbox"/> 3 <sup>rd</sup> year | <input type="checkbox"/> Honours |
| <input type="checkbox"/> Graduates            | <input type="checkbox"/> Masters              | <input type="checkbox"/> PhD                  | <input type="checkbox"/> Postdoc |
| <input type="checkbox"/> Faculty?             | <input type="checkbox"/> Department?          |   |                                  |

Limited to

- ☐ South African citizens or
- ☐ Open to everyone

Minimum Requirements

Doing 1<sup>st</sup> year Elec Eng or 1<sup>st</sup> year Bcom. Knowledge of Office 365

Application instruction

Please submit covering letter with a detailed CV. We need you to include full details for 3 referees, copy of ID, proof of resident

Closing date

31-03-2023 

Contact person (for internal use  
and not visible to students)

email

Only v

Contact no

Create Post

Back

## Employer → Edit Post

Reviewer's comment

The description is too vague. Why is this limited to engineering only?

☐ Internal (within Wits)

☐ External (created on behalf of)

Select Faculty ▼

Select Company ▼

Select Department ▼

Job title

Location

building, campus, etc or an address

Description of job

Key responsibilities

Fulltime or part-time

Part-time: Number of hours required in a week

Range ▼

Start date

End date

Hourly rate

Limited to

☐ 1<sup>st</sup> year

☐ 2<sup>nd</sup> year

☐ 3<sup>rd</sup> year

☐ Honours

☐ Graduates

☐ Masters

☐ PhD

☐ Postdoc

☐ Faculty?

☐ Department?

Limited to

☐ South African citizens or

☐ Open to everyone

Minimum Requirements

Doing 1<sup>st</sup> year Elec Eng or 1<sup>st</sup> year Bcom. Knowledge of Office 365

Application instruction

Please submit covering letter with a detailed CV. We need you to include full details for 3 referees, copy of ID, proof of resident

Closing date

31-03-2023



Contact person (for internal use

email

and not visible to students)

contact number

[View Applicants](#)

[Close](#)

[Withdraw](#)

Future feature

[Save changes](#)

[Back](#)



Employer → Manage Post → View Applicants

Job title:

Library assistant

Job Description:

Temp for the librarian after hours

Name	Surname	Department	Course	Level	Gender	Status	
John	Favreau	Fac... of Eng & Built Env.	Chemical Engineering	Year 2	Male	Pending	<div>Details</div>
Bob	Marley	Wits School of Arts	Gaming	Year 3	Female	Pending	<div>Details</div>
Jean	du Preez	Health Sciences	BHSc – Biokinetics	Year 1	Female	Pending	<div>Details</div>
Simphiwe	Dladla	Science	Physics	Hons	Male	Withdrawn	<div>Details</div>

Export to Excel

Back

Employer → Manage Post → Review Applicants → Details

**Job title:** Library assistant  
**Job Description:** Temp for the librarian after hours

~~Student no~~ 0012345/A  
Department Faculty of Engineering and Built Environment  
Course Chemical Engineering  
Level Year 2

**Profile**  
Name: Abe  
Surname: Villiers  
Email address abe.villers@wits.ac.za  
Tel number 0611234567

Gender Male  
Nationality South Africa

..... Full digital profile .....  
.....

[Document 1](#) Cover letter

[Document 2](#) Transcript

[Document 3](#) Certificate

**Outcome status** Interview/On Hold/Rejected/Appointed ▼

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Save

Employer → Manage Post → View Applicants

Job title:

Library assistant

Job Description:

Temp for the librarian after hours

Student no	Department	Course	Level	Gender	Status	
0012345/A	Fac... of Eng & Built Env.	Chemical Engineering	Year 2	Male	Pending	<div>Details</div>
0012345/A	Wits School of Arts	Gaming	Year 3	Female	Unsuccessful	<div>Details</div>
0012345/A	Health Sciences	BHSc – Biokinetics	Year 1	Female	Successful	<div>Details</div>
0102502/B	Science	Physics	Hons	Male	Withdrawn	<div>Details</div>

Export to Excel

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This function will create a spreadsheet with their digital profile in a single spreadsheet.

## Student

Welcome Student

[Manage Profile](#)[Search and Apply](#)[Applications History](#)

Cannot apply with  
creating digital profile

## Links

### CCDU CV & Cover Letter Documents:

- [CV & Cover Letter Presentation](#) - A pdf of the PowerPoint presentation as presented in the Journey to Employability Programme [JEm].
- [Kabelo Sekele CV](#) - A Word template providing a guide to the essential elements of a CV.
- [Kabelo Sekele CV \(pdf\)](#) - A pdf template providing a guide to the essential elements of a CV.
- [The Job Interview \[11Mar2020\]](#) - A pdf of the Powerpoint presentation as presented in the Journey to Employability Programme [JEm]

**Wits GRP**  
@Wits\_GRP

**Facebook**

**Instagram**

**YouTube**

Connect with us

[Contact Us](#)[Terms and Conditions of Use](#)[POPIA and PAIA](#)

## Student → Manage Profile

Please enter the following information carefully and accurately so that we can build a digital profile.

### Personal details

Full name:	<input type="text" value="KABELEO SEKELE"/>		
Address:	<input type="text" value="49 Heron Street, Lenasia, 1820"/>		
Tel: (optional)	<input type="text" value="011 852 3281"/>		
Cel:	<input type="text" value="076 492 3451"/>		
Email?	<input type="text" value="karabo.sekele@gmail.com"/>		
ID/Passport No (optional)	<input type="text" value="0306205003084"/>		
Drivers License	<input type="text" value="Code EB"/>		
Career Objective	<input type="text" value="To gain a challenging entry-level"/>		
Gender	<input type="text" value="Male?"/>		
Race	<input type="text" value="Black?"/>		
Nationality	<input type="text" value="South Africa"/>		
Current year of study	<input type="checkbox"/> 1 <sup>st</sup> year	<input type="checkbox"/> 2 <sup>nd</sup> year	<input type="checkbox"/> 3 <sup>rd</sup> year
	<input type="checkbox"/> Graduate	<input type="checkbox"/> Masters	<input type="checkbox"/> PhD
			<input type="checkbox"/> Honours
			<input type="checkbox"/> Postdoc
Faculty	<input type="text"/>	Department	<input type="text"/>

### Education

[Add](#)

Honours Bachelor of Arts (Sociology)

[Edit](#)

[Delete](#)

Bachelor of Arts

[Edit](#)

[Delete](#)

Highest Grade Passed: Grade 12

[Edit](#)

[Delete](#)

### Employment

[Add](#)

Academic Tutor

[Edit](#)

[Delete](#)

Waitron and Cashier

[Edit](#)

[Delete](#)

Part-time administration assistant

[Edit](#)

[Delete](#)

### Skills

Desktop design and layout

General office routine skill and experience

Microsoft Office, In-Design, Photoshop, Marketing and Promotions using social media. Strong familiarity with Microsoft Excel.

Tutoring and education support

Interpersonal skills developed through work experience and tutoring

Attaining objectives through teamwork processes

Values to be confirmed so that it can be used in filtering. This will be dropdown as the user can only choose one. This will not be part of CV

Student→Manage Profile

Continue to second page.

Achievements

Special achievements and Honours:

Distinctions in Sociology II (2017) and Media Studies III (2018)

Active participant in WCCO (Wits Citizenship and Community Outreach - Wits University) (2017 - )

Residence House Committee Member and Programme Coordinator, Wits University (2016 & 2018)

Jeppe High School football team captain (2015)

Jeppe High School Debating Team member (2014 - 2015)

Interests

Sport: Football, Cricket, Tennis and Volleyball. I believe that participation in sport develops strength in the areas of leadership and physical health.

Design: My interest in art and design has developed my ability to think creatively and to present my ideas professionally.

Referees

Add

Academic Tutor

EditDelete

Waitron and Cashier

EditDelete

Part-time administration assistant

EditDelete

Should be bulleted for consistency

Save Profile

Generate CV

It is future feature

Student→Manage Profile→Qualifications

Please enter your qualifications.

Scenario 1

Institution	UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG
Date	2019 -
Qualification	Honours Bachelor of Arts (Sociology)
Subjects	Social Transitions The Making of the South African Social Order Advanced Social Research Global Institutions and Economic Restructuring The Demography of South Africa
Majors	
Sub	
Research	A demographic study of transitions in the mining sector. A case study of miners at the Bathopele Platinum Mine in Rustenburg.

Save

How do we know when to bullet and when not to?

Scenario 2

Institution	UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG
Date	2016 - 2018
Qualification	Bachelor of Arts
Subjects	
Majors	Sociology and Media Studies
Sub-majors	Politics and English Literature
Research	

Scenario 3

Institution	JEPPE HIGH SCHOOL FOR BOYS, JOHANNESBURG
Date	2011 - 2015
Qualification	Highest Grade Passed: Grade 12
Subjects	English (Home Language), Afrikaans (First Additional Language), Mathematics, Life Sciences, Accounting, Business Studies, Life Orientation. Distinctions achieved in English and Business Studies.
Majors	
Sub-majors	
Research	

## Student→Manage Profile→Work Experience

Please enter your work experience.

### Scenario 1

Employer Name	UNIVERSITY OF THE WITWATERSRAND, SCHOOL OF SOCIAL SCIENCES
Date	2019 -
Job Title	Academic Tutor
Tasks and responsibilities	Receiving and accounting for cash received Cash float management Customer liaison General reception duties Public relations

### Scenario 2

Employer Name	WICHITA SPUR, KENSINGTON
Date	Oct 2018 – Jan 2019
Job Title	Waitron and Cashier
Tasks and responsibilities	Receiving and accounting for cash received Cash float management Customer liaison General reception duties Public relations

### Scenario 3

Employer Name	Khaya FM
Date	Apr 2018 – Jul 2019
Job Title	Part-time administration assistant
Tasks and responsibilities	Retrieval of information for research projects Library Information database development Assisting the receptionist during busy periods Filing and other general office duties



Student→Manage Profile→Referees

Please enter your referees

Scenario 1

Name	Prof. J.H. Russel
Job title	Senior Lecturer
Institution	School of Social Sciences, University of the Witwatersrand
Cel	082 987 8765
Emails	Jonathan.Russel@wits.ac.za

Save

Scenario 2

Name	Mr B. Satsha
Job title	Manager
Institution	Wichita Spur, Kensington
Cel	089 659 7854
Emails	Brian.Satsha@gmail.com




Student→Search and Apply

Only eligible opportunities (based on year and citizenship will be displayed)  
AND excludes those opportunities that have already been applied

Job title	Department	FT/PT	Start	End	Rate	Hours per week	Rate	
Library assistant	Library	PT	04-01-2023	31-03-2023	2 – 4		R100	<div>Details</div>
Choir director	Wits School of Arts	PT	01-02-2023	30-04-2023	4 – 6		R120	<div>Details</div>
Lab assistant	Eskom Holdings SOC	FT	12-06-2023	30-06-2023	6 – 8		R96	<div>Details</div>

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Student→Search→Details

Job title	<div>Library assistant</div>		
Location	<div>William Cullen Library, East Campus</div>		
Description of job	<div>Support the librarian with routine tasks</div>		
Key responsibilities	<div>Shelf books, stock take, view records</div>		
Fulltime or part-time	<div>Part time</div>		
Part-time: Number of hours required in a week	<div>2 - 4</div>		
Rate	<div>R120</div>		
Start date	<div>04-01-2023</div>		
End date	<div>31-03-2023</div>		
Closing date	<div>31-12-2022</div>		
Minimum Requirements	<div>Doing 1<sup>st</sup> year Elec Eng or 1<sup>st</sup> year Bcom. Knowledge of Office 365</div>		
Application instruction	<div>Please submit covering letter with a detailed CV. We need you to include full details for 3 referees, copy of ID, proof of resident</div>		

Apply

Back

Student→Search→Details→Apply

You are applying for the post of     **Library assistant**

Upload documents

Name	Description		
Cover.pdf	Covering letter	<a href="#">View</a>	<a href="#">Delete</a>
Marks.pdf	Transcript	<a href="#">View</a>	<a href="#">Delete</a>

Upload New Document

Description

Choose File

No file chosen

Upload

Apply

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Student→Applications History

Job title	Department	FT/PT	Start	End	Rate	Outcome	
Library assistant	Library	PT	04-01-2023	31-03-2023		Pending	<div>Details</div> <div>Withdraw</div>
Choir director	Wits School of Arts	PT	01-02-2023	30-04-2023		Successful	<div>Details</div>
Lab assistant	Eskom Holdings SOC	FT	12-06-2023	30-06-2023		Unsuccessful	<div>Details</div>
Tutor	Fac..of Eng & Blt Env	PT	01-02-2023	30-09-2023		Cancelled	<div>Details</div>
Lab assistant	Physics	PT	01-01-2023	31-12-2023		Withdrawn	<div>Details</div>

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Approver

Welcome Approver

Review External Employers

Review Posts

View stats

Approver → Approve External Employers

Name	Legal Name	Trading name	Registration number	Status	
Bob Elliot	Eskom Holding SOC Ltd	Eskom	200201552730	Pending	<button>Review</button>
James Webb	Wits Incubator (Pty) Ltd	Tshimologong	201702456811	Pending	<button>Review</button>
Matt Damon	University of Johannesburg	UJ	201501505046	Approved	<button>Review</button>
Winona Ryder	Sasol	Sasol	102142501225	Rejected	<button>Review</button>

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Approver → Approve External Employers → Details

First name	Elliot
Surname	Bob
Email	elliott.bob@eskom.co.za
Tel	011 717 7200
Cel	089 952 6565
Job Title	Manager
Company registration number	94256333
Registered name of business	Eskom Holding SOC Ltd
Trading name (displayed)	Eskom
Business Type	SOC
Registered address	Sunninghill

Edit the company name to ensure consistent spelling for reporting purposes

Approver’s notes

This is the fourth person from the same company that is registering

Optional for recording reasons for decisions

Approve

Reject

Back

Trigger an email confirmation to external recruiter.

If the recruiter cannot be verified then reject.



Approver → Review Posts

Welcome Approver

Job title	Department	FT/PT	Start	End Rate	Created by	Status	
Library assistant	Library	PT	04-01-2023	31-03-2023	employer	Pending	<button>Review</button>
Choir director	Wits School of Arts	PT	01-02-2023	30-04-2023	employer	Closed	<button>Review</button>
Lab assistant	Eskom Holdings SOC	FT	12-06-2023	30-06-2023	employer	Pending	<button>Review</button>
Lab assistant	Physics	PT	01-01-2023	31-12-2023	employer	Withdrawn	<button>Review</button>

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Approver → Review Posts → Review Vacancy

**Reviewer's comment**

Provide reason if the vacancy is queried or rejected. The description is too vague. Why is this limited to engineering only?

☐ Internal (within Wits)

☐ External (created on behalf of)

Select Faculty ▼

Select Company ▼

Select Department ▼

Job title

Location

building, campus, etc or an address

Description of job

Key responsibilities

Fulltime or part-time

Part-time: Number of hours required in a week

Range ▼

Start date

End date

Hourly rate

Limited to

☐ 1<sup>st</sup> year

☐ 2<sup>nd</sup> year

☐ 3<sup>rd</sup> year

☐ Honours

☐ Graduates

☐ Masters

☐ PhD

☐ Postdoc

☐ Faculty?

☐ Department?

Limited to

☐ South African citizens or

☐ Open to everyone

Minimum Requirements

Doing 1<sup>st</sup> year Elec Eng or 1<sup>st</sup> year Bcom. Knowledge of Office 365

Application instruction

Please submit covering letter with a detailed CV. We need you to include full details for 3 referees, copy of ID, proof of resident

Closing date

31-03-2023



Contact person (for internal use

email

and not visible to students)

contact number

**Outcome**

Approved/Rejected/Queried ▼

Save changes

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Approver → Review Posts

Welcome Approver

Job title	Department	FT/PT	Start	End	Rate	Created by	Status	
Library assistant	Library	PT	04-01-2023	31-03-2023	employer	Rejected		<div>Details</div>
Choir director	Wits School of Arts	PT	01-02-2023	30-04-2023	employer	Closed		<div>Details</div>
Lab assistant	Eskom Holdings SOC	FT	12-06-2023	30-06-2023	employer	Approved		<div>Details</div>
Lab assistant	Physics	PT	01-01-2023	31-12-2023	employer	Withdrawn		<div>Details</div>


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Approver → View Stats

Welcome approver


Start date

23-Feb-19



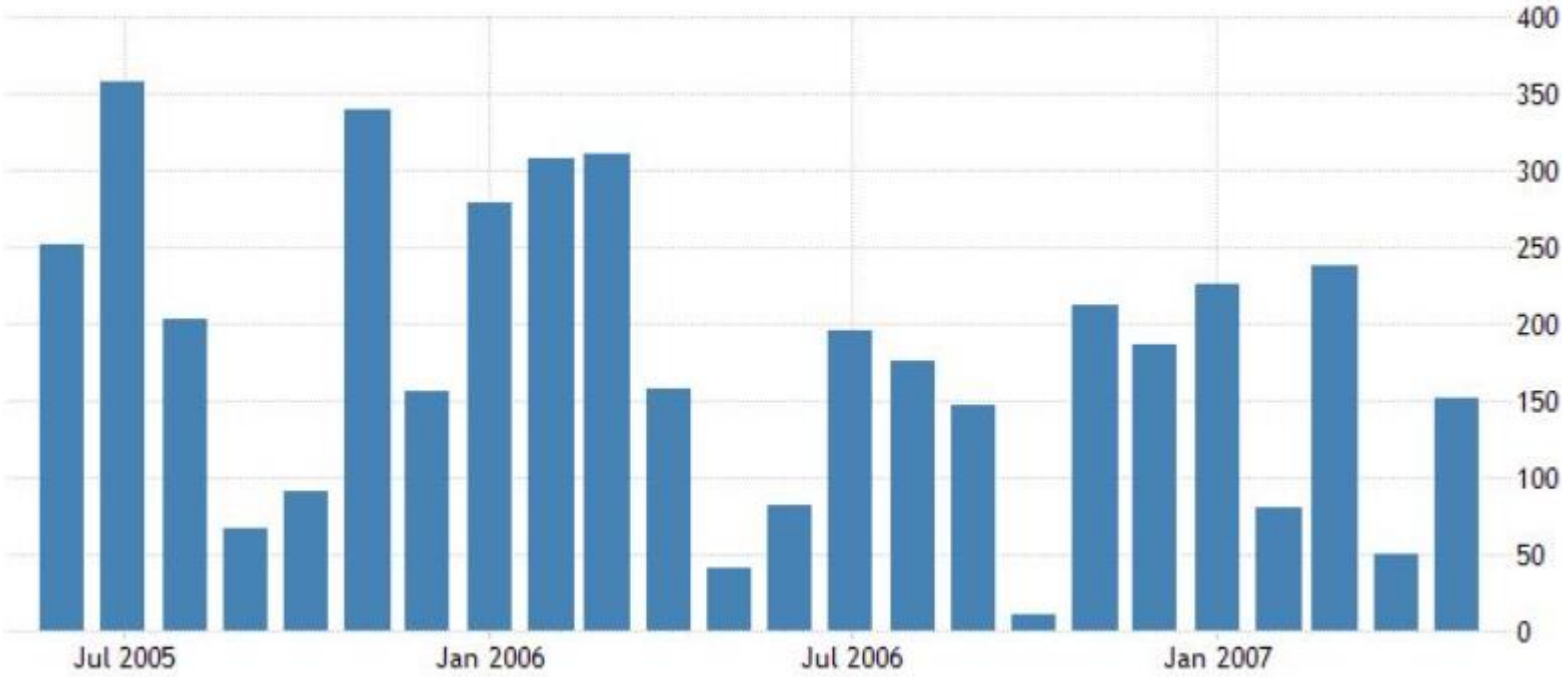
End date

27-Feb-19



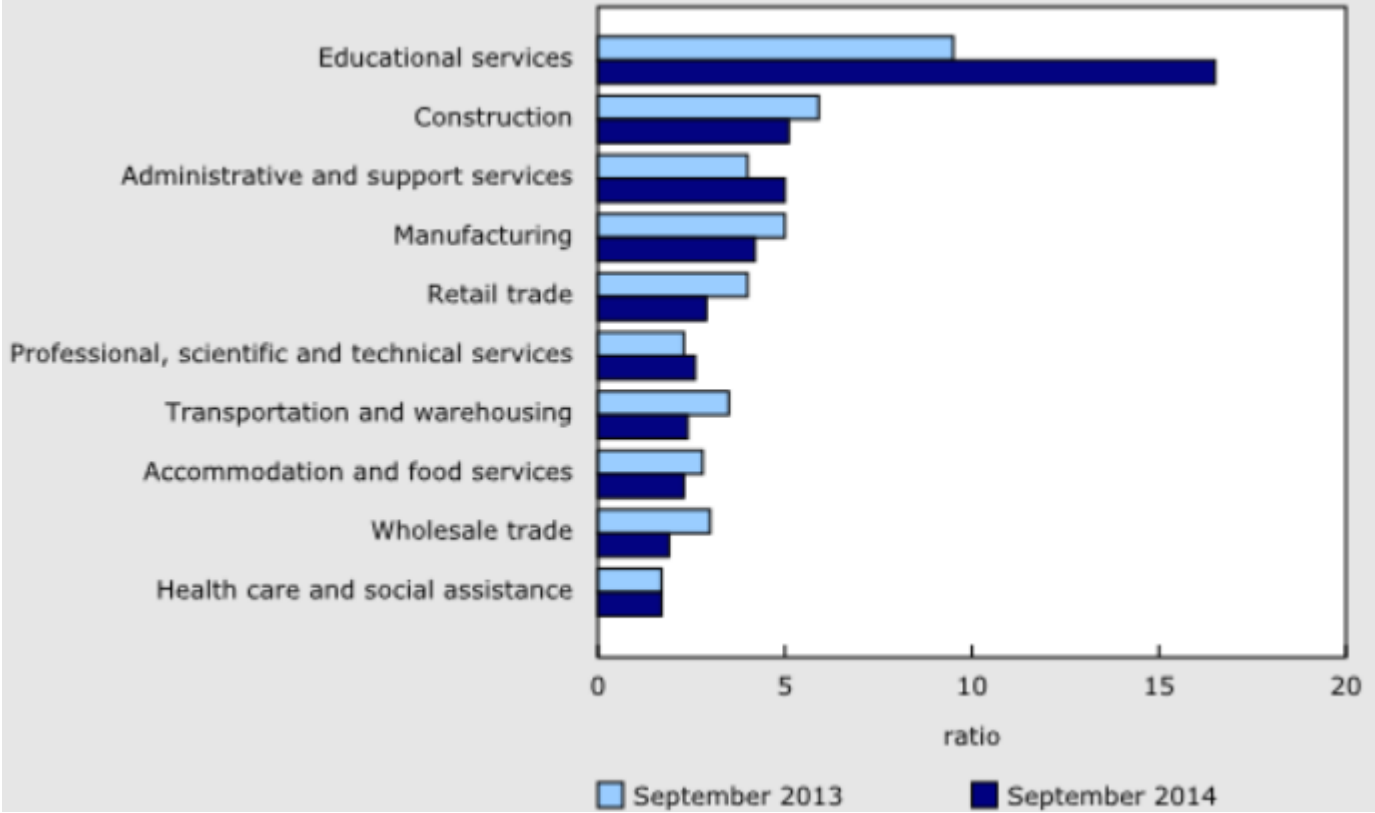
No of Posts

Internal vs External



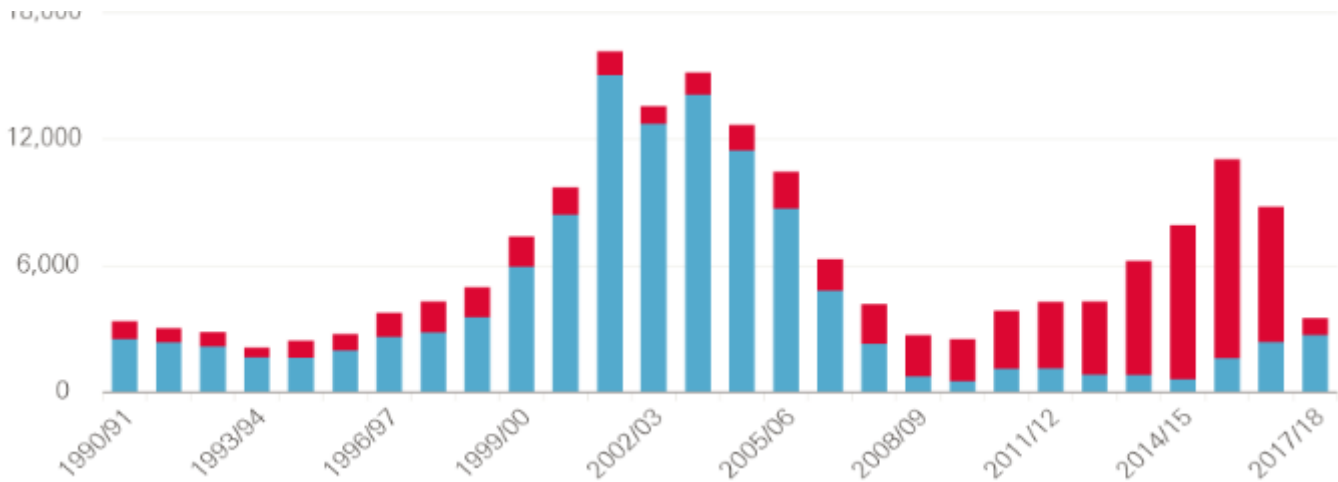
No of Applications

Internal vs External



No of Appointment

Internal vs External



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