

USER GUIDE – SkillMap App

1. How to Register as a Specialist or Company

1.1 Registering as a Specialist

- Click “Create Account”
- Select “Specialist”
- Fill in personal details, skills, and upload CV
- Verify email and log in

1.2 Registering as a Hiring Company

- Click “Create Account”
- Select “Company/Employer”
- Fill in company details and HR contact
- Verify email and log in

2. How to Update Your Profile

2.1 Specialist Profile

- Open Dashboard → Edit Profile
- Update skills, education, experience
- Upload new CV or certificates
- Save changes

2.2 Company Profile

- Go to Employer Dashboard → Company Settings
- Update company information and branding
- Save changes

3. How to Find and Manage Job Matches

3.1 Specialist Job Matches

- Open Dashboard → Job Matches
- View match percentage, job details, and apply
- Save or track job applications

3.2 Employer Matching Specialists

- Employer Dashboard → Matched Specialists
- View candidate profiles and CVs
- Shortlist, message, or schedule interviews

3.3 Managing Matches

- Specialists: Track application status and interview requests
- Employers: Manage listings, track performance, schedule interviews

3.4 Communication Tools

- Use real-time chat and video call features
- Receive instant email notifications for all updates

End of User Guide