# Asha AI User Guide

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# Introduction

Welcome to Asha AI, your comprehensive career companion! Asha is designed to help you navigate your professional journey through personalized guidance, skill assessment, and

opportunity recommendations. This powerful AI-driven platform combines data from Herkey and other sources to provide you with tailored career advice and resources.

Asha uses a sophisticated multi-agent AI system that works behind the scenes to analyze your profile, identify relevant opportunities, assess your skills, and provide personalized career guidance—all in a conversational format that's accessible in multiple Indian languages.

# Getting Started

## Creating an Account

1. Visit the Asha AI application through your web browser
2. Click on "Sign Up" in the top right corner
3. Enter your email address and create a password
4. Verify your email address through the confirmation link
5. Once verified, you'll be directed to the profile setup page

## Setting Up Your Profile

Setting up a complete profile is essential for Asha to provide personalized recommendations:

1. Complete the questionnaire about your:
   - Educational background
   - Work experience
   - Skills and proficiency levels
   - Career interests and goals
   - Preferred industries and roles
   - Geographic preferences
2. Upload your existing resume (optional)
3. Connect relevant professional profiles (LinkedIn, GitHub, etc.)
4. Set your privacy preferences

The more information you provide, the more tailored Asha's recommendations will be.

# Main Features

## AI Chatbot

The centerpiece of Asha AI is the conversational chatbot that serves as your career assistant. It can:

- Answer career-related questions
- Recommend relevant opportunities

- Provide guidance on skill development
- Help with resume creation and improvement
- Suggest networking opportunities
- Prepare you for interviews

## Resume Builder

Create professional, ATS-friendly resumes tailored to specific job descriptions:

- Generate resumes from scratch
- Customize existing resumes for specific job applications
- Receive formatting and content suggestions
- Get feedback on resume strength and ATS compatibility

## Skills Assessment

Evaluate your current skills and identify areas for improvement:

- Comprehensive skill gap analysis
- Strength and weakness identification
- Skill relevance for target roles
- Personalized development recommendations

## Career Roadmaps

Visualize your career progression and plan your development:

- Custom roadmaps based on your goals
- Skill milestone tracking
- Educational resource recommendations
- Timeline suggestions for career advancement

# Using the Chatbot

The chatbot is your primary interface for interacting with Asha AI.

## Voice Commands

To use voice input:

1. Click the microphone icon in the chat interface
2. Speak clearly in your preferred language
3. The system will transcribe and process your request
4. You can toggle between voice and text input as needed

# Multilingual Support

Asha supports 10 Indian languages:

- Hindi
- Bengali
- Tamil
- Telugu
- Marathi
- Gujarati
- Kannada
- Malayalam
- Punjabi
- Urdu

To change language:

1. Click the language selector in the chat interface
2. Choose your preferred language
3. All interactions will continue in your selected language

# Common Commands

Here are some useful prompts to get you started:

- "Find jobs matching my profile"
- "What skills should I develop for [specific role]?"
- "Create a resume for [job title] position"
- "Recommend events related to [interest area]"
- "Help me prepare for an interview"
- "Show me my career roadmap"
- "Analyze my current skills"
- "Suggest groups I should join"
- "Help me write a professional post about [topic]"

# Finding Opportunities

## Job Recommendations

Asha can help you find relevant job opportunities:

1. Ask the chatbot for job recommendations
2. Specify any preferences (location, role type, industry)

3. Review the personalized job listings from Herkey and external sources (Naukri, Indeed, Monster)
4. For each job, you can:
   - View full details
   - Save to favorites
   - Request resume optimization
   - Prepare for an interview

## Events and Sessions

Discover professional development events and sessions:

1. Ask Asha about relevant events or learning sessions
2. Filter by topic, date, or format (online/in-person)
3. Get reminders for upcoming events
4. Request preparation materials or topics to focus on

## Professional Groups

Connect with like-minded professionals:

1. Ask for group recommendations based on your interests
2. View group details and activity levels
3. Get suggestions for discussion topics or contributions
4. Track networking opportunities within groups

# Resume Creation

## Creating an ATS-Friendly Resume

To create a resume from scratch:

1. Navigate to the Resume Builder section or ask the chatbot
2. Choose a template style
3. Input your information or import from your profile
4. Let the AI suggest improvements for ATS optimization
5. Download in multiple formats (PDF, DOCX, TXT)

## Job-Specific Optimization

To tailor your resume for a specific job:

1. Share the job description with Asha
2. Ask to optimize your resume for the position

3. Review the AI's suggested changes
4. Approve or modify the suggestions
5. Generate the optimized version

# Skills Assessment and Development

## Analyzing Your Skills

To assess your current skill profile:

1. Navigate to the Skills Assessment section or ask the chatbot
2. Complete the comprehensive assessment questionnaire
3. Upload work samples if available
4. Review your detailed skill analysis

## Improvement Recommendations

Based on your assessment, Asha will provide:

1. Skill gap analysis for your target roles
2. Prioritized list of skills to develop
3. Recommended learning resources (courses, materials)
4. Practical exercises to build specific skills

## Interview Preparation

Prepare for job interviews with Asha's help:

1. Share the job description or role you're interviewing for
2. Request interview preparation assistance
3. Practice with AI-generated interview questions
4. Receive feedback on your answers
5. Get tips on how to highlight your strengths

# Troubleshooting

If you encounter issues:

1. **Chatbot not responding**: Refresh the page or check your internet connection
2. **Voice recognition problems**: Check your microphone settings and background noise
3. **Inaccurate recommendations**: Update your profile with more detailed information
4. **Display issues**: Try a different browser or clear your cache