Key features:

1. User Registration and Profile Management

- Secure sign-up and login (with university SSO integration)

- Profile creation (personal details, skills, resume/CV upload, etc.)

- Profile editing and updating

2. Job Search and Filters

- Search functionality (keywords, job titles, etc.)

- Filters (location, job type, department, hours per week, etc.)

- Save job searches and set alerts

3. Job Applications

- Apply directly through the portal

- Have Timeline for application

4. Job Recommendations

- Personalized job recommendations based on profile and search history

5. Student Resources

- Interview tips, resume writing guides, and other career resources

- FAQ section

6. Recruited students’ attendance

-Selected students should be able to upload weekly attendance to the portal.

7.Admin Dashboard\*\*

- Overview of job postings, applications, and user activity

- Manage and moderate content (approve job postings, manage users, etc.)

Pages.

1. Home Page

Welcome Message: Brief introduction to the portal and its purpose.

Navigation Menu: Links to major sections (Jobs, Employers, Students, Admin, etc.).

Featured Jobs: Highlight some featured or high-priority job listings.

Search Bar: Quick search functionality for jobs.

Announcements: Latest news or updates related to the work-study program.

2.User Registration and Login

Registration Page: Separate registration forms for students and employers, with fields for necessary information.

Login Page: Secure login form with options for university SSO integration.

Password Recovery: Form for password reset via email.

3. Student Dashboard

Profile Management: View and update personal details, upload resume/CV, manage skills and preferences.

Job Search: Advanced search with filters (location, job type, department, etc.).

4. Job Listings

Job Details Page: Detailed view of each job posting including job description, requirements, application process.

Apply Now: Application form directly accessible from the job details page.

Company Profile Link:

5. Admin Dashboard

User Management: View, approve, and manage student and employer accounts.

Job Post Management: Approve or reject job postings, manage listings.

Site Settings: Manage site-wide settings and configurations.

6. FAQ and Support

FAQ Page: Frequently asked questions categorized by user type (students, employers, admin)

7. Attendance

-Selected students should be able to upload weekly attendance to the portal.

What the FAQ page should contain

For Students:

General Questions:

1. What is the work-study program?

Explanation of the program, its benefits, and eligibility criteria.

2. How do I sign up for the job portal?

- Steps to register and create a profile.

3. How do I update my profile information?

- Instructions for editing and updating profile details.

Job Search and Application:

4. How do I search for jobs?

- Guidance on using the search and filter features.

5. How do I apply for a job?

- Step-by-step process for submitting applications.

Technical Support:

6. I forgot my password. How do I reset it?

- Instructions for password recovery.

**CRITERIA FOR WORK-STUDY APPLICATION**

1. Must have a current minimum of **3.0 CGPA**
2. Must NOT have a disciplinary case within the last two semesters
3. Must have a **CMFB account** or be **willing to open one**at the beginning of the semester.
4. Open to 200 level - 500 level
5. Open to Msc1 & Msc2

**WORK STUDY PLACEMENT OFFICE**

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| COLLEGE OFFICE - CMSS |
| COLLEGE OFFICE - COE |
| COLLEGE OFFICE - CST |
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| CSIS |
| CUCRID Office |
| DEAN CST OFFICE |
| DSA's Office |
| ECONOMICS & DEV STUDIES |
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| ESTATE MANAGEMENT |
| EXEAT OFFICE |
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| CEDS |
| CENTER FOR LIFELONG LEARNING |
| Center for Open and Distance e-Learning-CCODEL |
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| POL SCI & INT'REL |
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