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# CASUAL JOBS DATABASE V.1

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## User Manual

**To:**

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## About the Job Portal

### What can I Say?

Casual Jobs Database V.1 is a unique job matching portal which aims to support students to search, apply and finds jobs easier. This Casual Jobs Database V.1 application enables the student to get a part time job and a casual job in the future which will be through an automated web portal that predicts job matches and establishes working contracts between prospective employees and employers. The interest of creating this application is to support international students and many tertiary students who are challenged to quickly find part time and casual employment within the local neighborhood.

### Who can Use It?

International students, tertiary students and for people who needs casual jobs can make use of this job portal. Students who needs job can add profile and finds job easily. And employers who need employees can post jobs and find candidate based upon the job match in the job portal. Many international students and employers can get benefitted from this job portal.

### What's new in it?

Casual Jobs database V.1 portal can access from anywhere, anytime and any device. This portal is responsive and has user friendly interface. It helps to build seeker profile and post job requirements in minimum inputs. This job portal is fully automated employment life cycle with unique job matching algorithm. It benefits the job seeker by choosing the availability and filtering the profiles for job match.

## Sitemap

Casual Jobs Database V.1 Sitemap, Figure 1 paves way to organize the website by identifying the URLs and the data under each section.

- Employer
- Job Seeker
- About US
- Contact Us

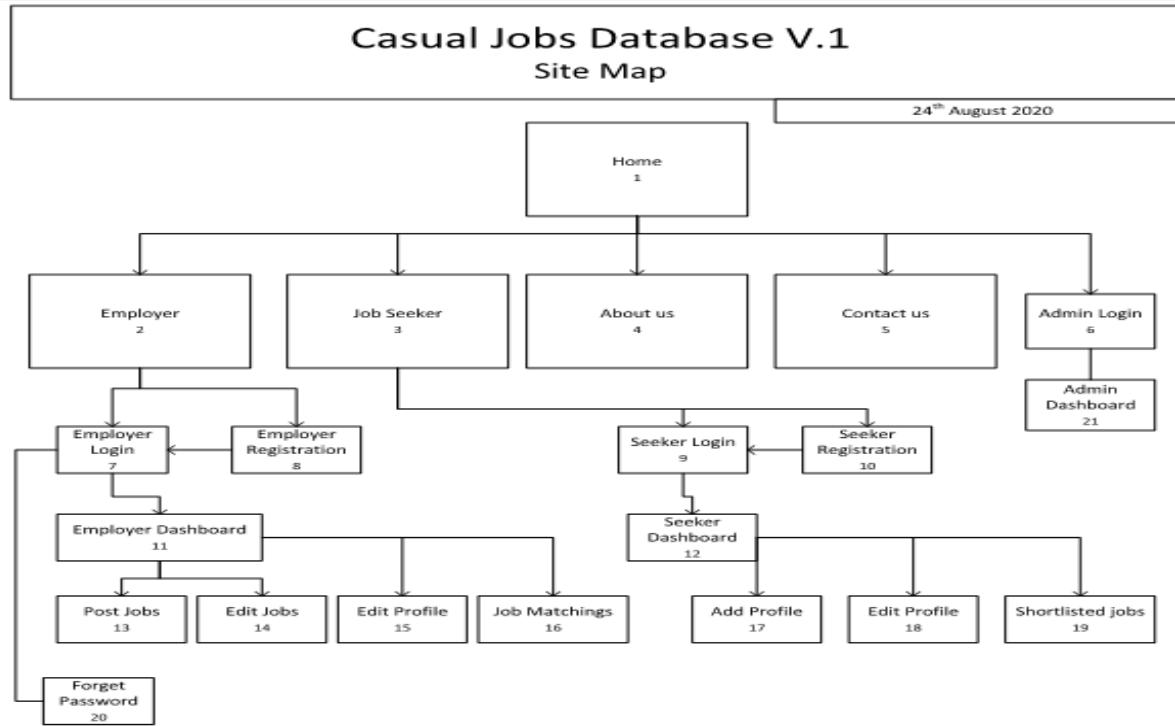


Figure 1 - Casual Jobs Database V.1 Sitemap

## Homepage

Casual Jobs Database V.1 Homepage has various features and functionalities which connects the employer and job seeker to access the job portal. It gives more information about the job portal website, how we can access and get benefits through it. Many companies are involved in this portal some are Lucubrate, Citrus, Trustly etc. It also helps us to know about number of jobs posted and job matchings. This job portal contains various Menus. They are

- Employer
- Job Seeker
- About Us
- Contact Us
- Register Now
- Login



**Casual Jobs**

Home Employer Job Seeker About Us Contact Us Register Now Login

Casual Jobs Database v1

Fully automated unique job matching algorithm

## Our Clients

Meet our happy clients



Casual Jobs made easier

- Build seeker profiles faster than ever.
- Post job requirements with minimum inputs.
- Unique job matching algorithm.
- Fully automated employment life cycle.



Benefits everyone

- Support students to find casual jobs.
- Job seekers can choose their own availability.
- No more profile filtering headaches for employers.
- User review and ratings for profiles.



Access from anywhere, anytime and any device

- Responsive design support.
- User friendly interface.
- Keyboard less profile building wizard.
- Cross-platform browser support.

## What people say about us

**Susan Doyle**

Manager at Responsive Testimonials

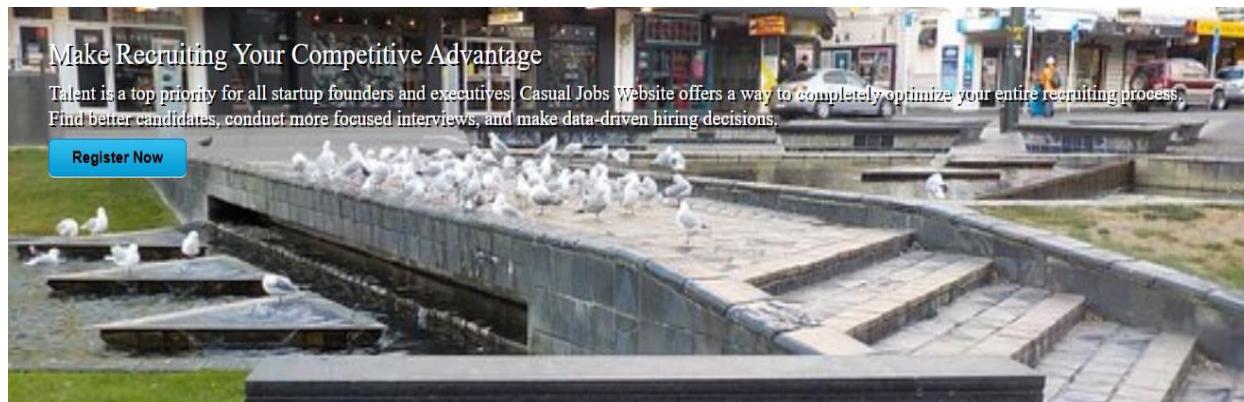
Lore ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.



**John Smith**

Administrator

Lore ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.



[Register Now](#)



#### Creativity

It's the ability to think outside the box. We make decisions, create something new and generate a lot of ideas.



#### Worldwide

We cover the jobs world wide to serve you better and job offerings. Wherever you are whatever you do, Casual Jobs



#### Unique Styles

We use unique job matching algorithm to find you a better job. Casual Jobs fully automated system make you happy



#### Join Thousands of Companies That Rely on Casual Jobs Website

Casual Jobs Website offers a way to completely optimize your entire recruiting process. Find better candidates, conduct more focused interviews, and make data-driven hiring decisions.

[Get Started](#)

#### Our Site Stats



253

Jobs Posted



198

Job Matchings



95

Companies



1254

Job Seekers

#### CASUAL JOBS DATABASE V1

We are SKR team, designed and developed this unique job search algorithm to support people who are struggle getting quick jobs to cover their essential needs.

#### SITE MAP

[Employer](#)  
[Job Seeker](#)  
[About us](#)  
[Contact us](#)

#### USEFUL LINKS

[Your Account](#)  
[Become a member](#)  
[About us](#)  
[Contact us](#)

#### CONTACT

21 Kensington Avenue, Petone,  
Lower Hutt 5012  
 info@sinergy.lk  
 +64 28 422 8131  
 +64 28 422 8131



## About Us

Casual Jobs Database About Us page gives information about the job portal, who all are benefited through the job portal, specialty of using the job portal, number of companies and team members involved.

**To view About Us:**

**Homepage → Click About Us → About Us Page**

Tap the **About Us** menu in the top left side of the page, by clicking the option, the homepage will navigate you to the About US page as shown in *Figure 3*.

### CASUAL JOBS DATABASE V1

We are SKR team, designed and developed this unique job search algorithm to support people who are struggle getting quick jobs to cover their essential needs.

### SITE MAP

[Employer](#)  
[Job Seeker](#)  
[About us](#)  
[Contact us](#)

### USEFUL LINKS

[Your Account](#)  
[Become a member](#)  
[About us](#)  
[Contact us](#)

### CONTACT

21 Kensington Avenue,  
Petone, Lower Hutt 5012  
  
 info@sinergy.lk  
  
 +64 28 422 8131  
  
 +64 28 422 8131



## Contact Us

Casual Jobs Database V.1 Contact Us helps the employer and job seeker to connect with the job portal for any doubts regarding posting jobs and adding profiles or some other queries.

### To Contact:

**Homepage → Contact Us → Enter the Details → Click Contact Us**

**Step 1:** Tap **Contact Us** in the Top left side of the Homepage as shown in *Figure 4*, it will navigate you to the Contact Us page.



*Figure 4 View of Contact Us*

**Step 2:** Enter the inputs of Name, Email Address, Telephone, Message and Click **Contact Us** button for submitting the query as shown in *Figure 5*.



**Casual Jobs**

Home Employer Job Seeker About Us Contact Us Register Now Login

## Contact Us

Name

Email Address

Telephone

Subject

Your Message

Message

Contact Us

**CASUAL JOBS DATABASE V1**

We are SKR team, designed and developed this unique job search algorithm to support people who are struggle getting quick jobs to cover their essential needs.

**SITE MAP**

[Employer](#)  
[Job Seeker](#)  
[About us](#)  
[Contact us](#)

**USEFUL LINKS**

[Your Account](#)  
[Become a member](#)  
[About us](#)  
[Contact us](#)

**CONTACT**

21 Kensington Avenue,  
Petone, Lower Hutt 5012  
 info@sinergy.lk  
 +64 28 422 8131  
 +64 28 422 8131

Figure 5 Contact Us

## Register Now

” **Register Now** ” menu enables the new employer and job seeker to register into the job portal for accessing the dashboard.

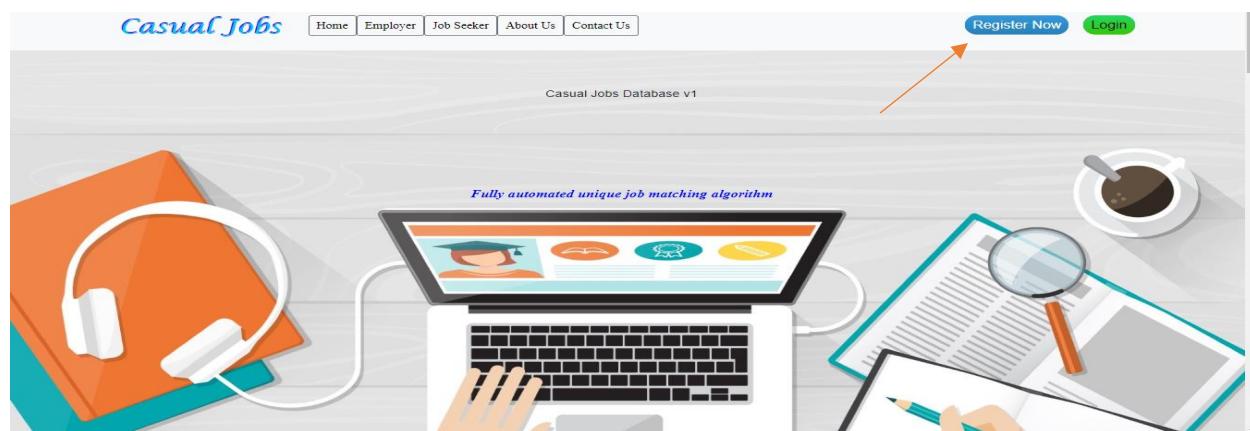


Figure 6 Register Now

### For employer registration:

**Click Register Now → Choose Employer → Fill the details → Submit**

**Step 1:** Select the **Register now** button in the top right corner of the homepage see, *Figure 7*, it will direct you to the Registration page.

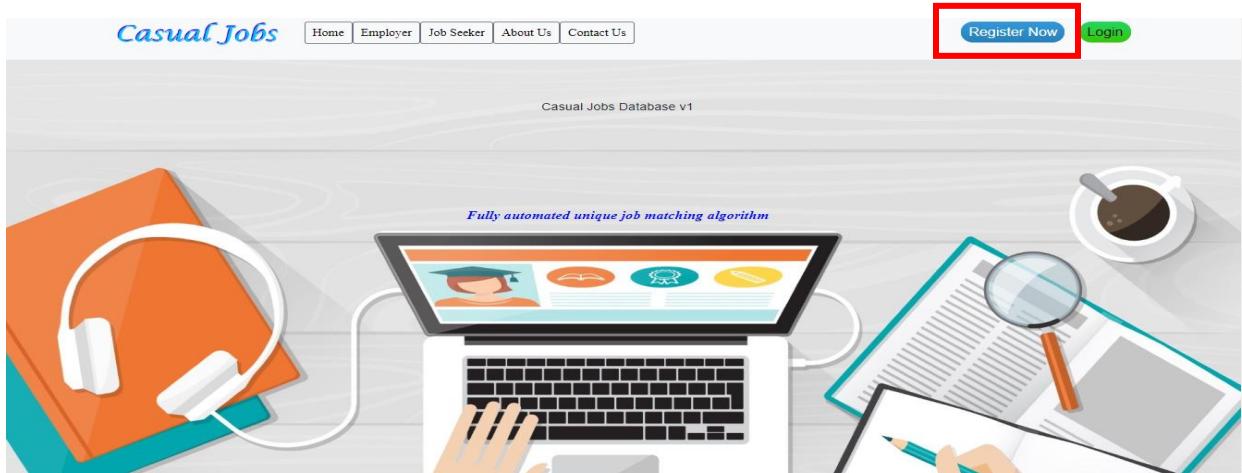
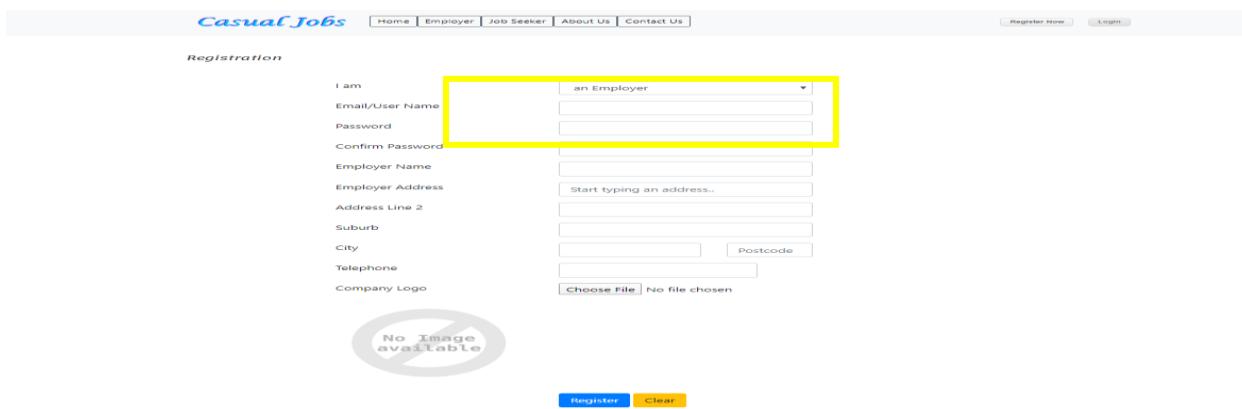


Figure 7 view of Register Now

**Step 2:** Select Employer from the dropdown shown in *Figure 8*. Enter the inputs of Email, Password, Employer Name, Address, Suburb, Postal code, Telephone, company logo. It is mandatory to input all the required fields. Click the Register button to complete the registration



The screenshot shows the 'Registration' form for employers. At the top left, it says 'Casual Jobs' and has a 'Registration' link. The form includes fields for 'I am' (with a dropdown menu where 'an employer' is selected and highlighted with a yellow box), 'Email/User Name', 'Password', 'Confirm Password', 'Employer Name', 'Employer Address' (with a placeholder 'Start typing an address...'), 'Address Line 2', 'Suburb', 'City', 'Telephone', and 'Company Logo' (with a 'Choose File' button). Below these fields is a circular placeholder image labeled 'No Image available'. At the bottom of the form are two buttons: 'Register' and 'Clear'.

Figure 8 Employer Registration

### For Job Seeker registration:

**Click Register Now → Choose Job Seeker → Fill the details → Submit**

**Step 1:** Select the **Register now** button in the top right corner of the homepage see, *Figure 9*, it will navigate you to the Registration page.

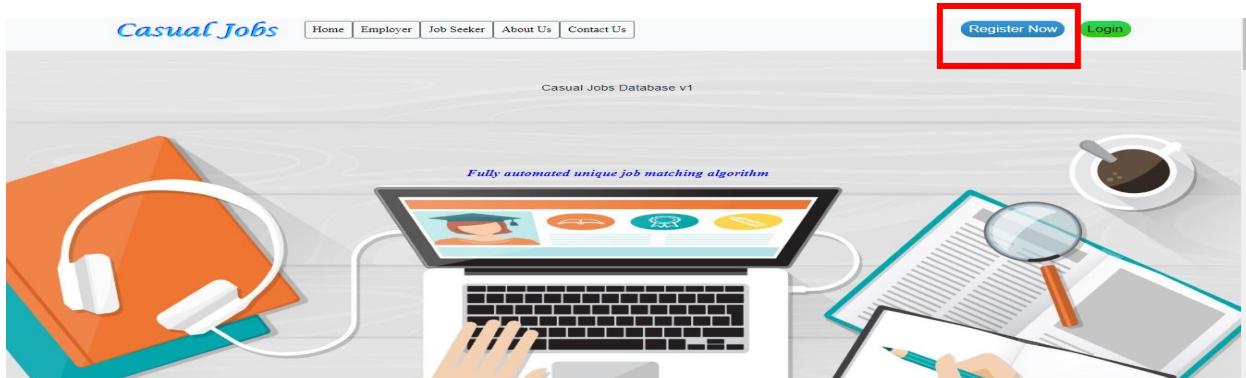


Figure 9 view of Job Seeker Registration

**Step 2:** Click Job Seeker from the dropdown shown in *Figure 10*. Enter the inputs of Email, Password, Employer Name, Address, Suburb, Postal code, Telephone, company logo. It is mandatory to input all the required fields. Click the Register button to complete the registration

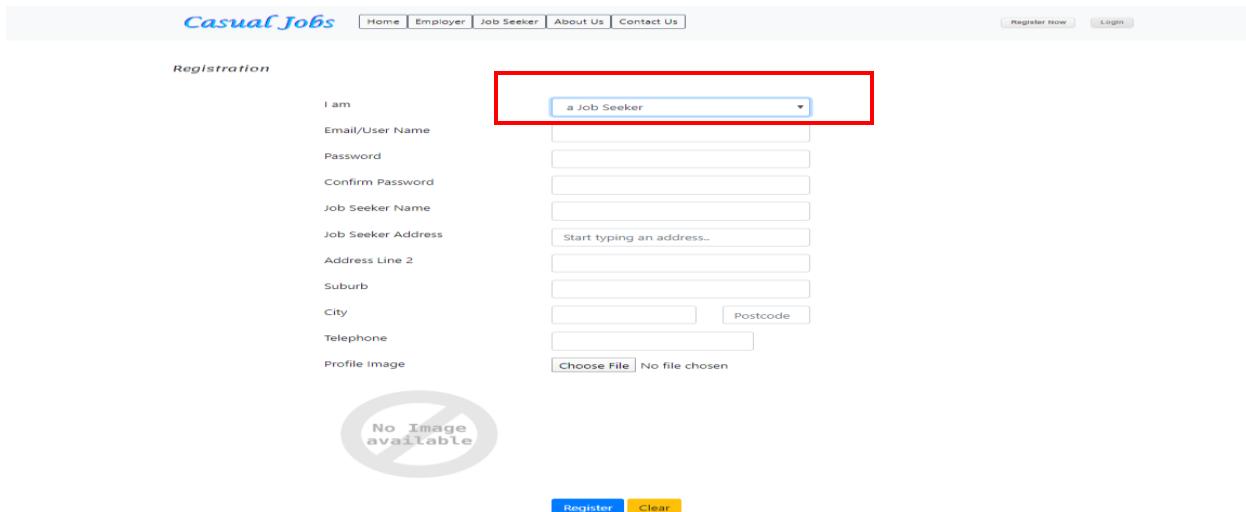


Figure 10 Job Seeker Registration



Once registration is done, employer or job seeker will receive a pop-up **Registration Successful**.

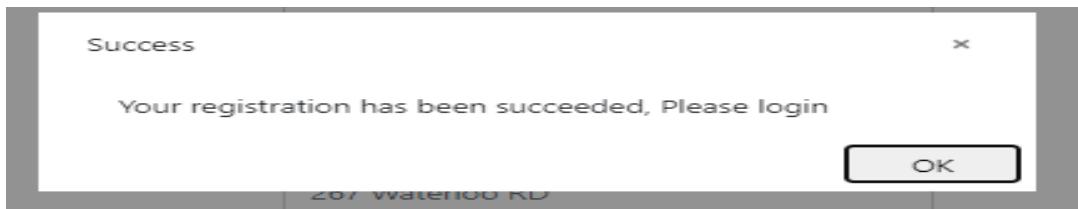


Figure 11 Registration Successful

## Login

Already registered, employer and job seeker can login into the job portal for accessing the dashboard.

**To Login:**

**Click Login → Enter Username → Password → Login**

**Step 1:** Tap **Login** menu in the left right corner of the screen, it will navigate you to the login page.

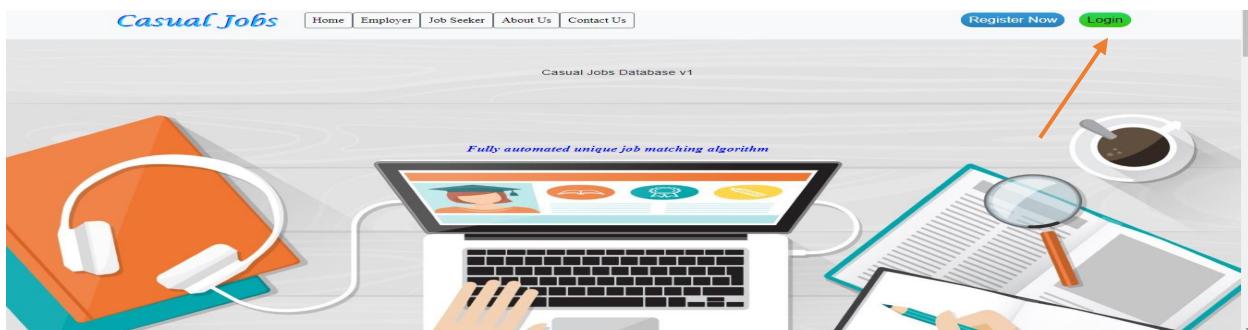


Figure 12 Login

**Step 2:** Input the correct Username and password details and press Login button for accessing the dashboard. If the entered details are incorrect, it will display an invalid user pop-up message.



**Casual Jobs**

Home Employer Job Seeker About Us Contact Us Register Now Login

Login

Email/Username emp  
Password ...

Login Clear

Figure 13 Login Page

## Edit Profile

Employer or Job seeker can edit and update the details by clicking the **Edit Profile** button.

Click **Edit Profile** in the employer or job seeker dashboard, it will navigate you to the edit profile page. After editing the required details, employer, or job seeker, click **Update Profile** to save the changes.

**Casual Jobs**

Welcome seeker [Logout](#)

**Edit Profile**

I am **a Job Seeker**

Email/User Name  
Password  
Confirm Password  
Employer Name Willard Carroll Smith  
Employer Address 21 Kensington Avenue  
Address Line 2  
Suburb Petone  
City Lower Hutt 5012  
Telephone 02325252525  
Company Logo  Choose File No file chosen



Figure 14 Employer/Job Seeker Edit Profile



## Employer Dashboard

Employer dashboard enables the employer to post new jobs and select the candidate based on the job match. After the employer logins into the dashboard, employer can add new jobs based upon his requirements.

#	Date Posted	Job Title	Location	Type	Details	Edit	Download Job	Action
1	2020-09-26	Night Filling	Lover Hutt	Casual	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	
2	2020-09-26	Store Helper	Wellington City	Casual	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	
3	2020-09-26	Receptionist	Wellington City	Part-time	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	

Figure 15 Employer Dashboard

Add New Job:

**Employer Dashboard → Click Add New Job → Add New Job Profile**

**Step 1:** After entering the dashboard, Press **Add New Job** option. By clicking the button, it will navigate you to the Add New Job page



The screenshot shows the 'Employer Dashboard' for Woolworths Supermarket. On the left, the Woolworths logo and contact information (15/134 Dixon Street, Te Aro, Wellington, 6011; emp; 0284228131) are displayed. On the right, a yellow box highlights the 'Posted Jobs' section. This section includes a 'Add a new Job' button and a 'Rebuild Matching' button. Below these are three job entries:

ID	Date	Title	Location	Type	Details	Edit	Download Job	Action
1	2020-09-26	Night Filling	Lover Hutt	Casual	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	
2	2020-09-26	Store Helper	Wellington City	Casual	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	
3	2020-09-26	Receptionist	Wellington City	Part-time	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	

Figure 16 Employer Add New Job

**Step 2:** Once the employer enters Add New Job Profile, Employer can fill the details of Job, Timing, Qualification, and other required information.

The screenshot shows the 'Employer Add New Job' profile page. An arrow points to the 'Job Details' tab, which is highlighted with a red box. The page is divided into four tabs: Job Details, Job Timing, Qualifications, and Other. The 'Job Details' tab contains the following fields:

- Job Title: Select a job title (dropdown menu)
- Job Type: Casual (dropdown menu)
- Job Location: Select a location (dropdown menu)
- Pay Rate: \$/hour: 18.90
- Job Description: A large text input area.

A blue 'Next' button is located at the bottom right of the form.

Figure 17 Employer Add New Job Profile

**To fill Job Details:**

**Click 1 Job Details → Enter Job Title → Job Type → Job Location → Pay Rate \$/hour → Job Description → Click Next.**

**Step 1:** Choose any **Job Title** like domestic cleaner, kitchen Hand, Receptionist from the dropdown box as shown in *Figure 18*.

*Employer Add New Job*

The screenshot shows the 'Employer Add New Job' interface. At the top, there's a Woolworths logo with the tagline 'The fresh food people'. Below it, a sidebar displays the user profile: 'Woolworths Supermarket', address '15/134 Dixon Street, Te Aro, Wellington, 6011', and contact information 'emp' and '0284228131'. There are also links for 'Edit Profile' and 'Logout'. The main area is titled 'Job Details' and contains fields for 'Job Title', 'Job Type', 'Job Location', 'Pay Rate: \$/hour', and 'Job Description'. A dropdown menu is open over the 'Job Title' field, listing several job titles. An orange arrow points to this dropdown menu.

*Figure 18 Job Title*

**Step 2:** Select **Job Type** such as casual, part time or full time from the dropdown based on the requirements as shown in *Figure 19*.



*Employer Add New Job*

Job Title:

Job Type:  (highlighted by a yellow box containing: Casual, Part-time, One-Off, 18.90)

Job Location:

Pay Rate: \$/hour:

Job Description:

1 Job Details      2 Job Timing

**Job Details**

Woolworths  
*The fresh food people*

Woolworths Supermarket

15/134 Dixon Street , Te Aro, Wellington, 6011

emp  
0284228131

[Edit Profile](#)  
[Logout](#)

Figure 19 Job Type

Step 3: Select your preferable Job Location and Sub Location based upon the cities given in the dropdown box as shown in *Figure 20* and *Figure 21*.

Employer Add New Job

1 Job Details      2 Job Timing      3 Qualifications

**Job Details**

Job Title:

Job Type:

Job Location:  (highlighted by a yellow box containing: Looking for, Auckland, Bay Of Plenty, Canterbury, Gisborne, Hawke's Bay, Manawatu / Wanganui)

Pay Rate: \$/hour:

Job Description:

Woolworths  
*The fresh food people*

Woolworths Supermarket

15/134 Dixon Street , Te Aro, Wellington, 6011

emp  
0284228131

[Edit Profile](#)  
[Logout](#)

Figure 20 Job Location



**Casual Jobs**

Home Employer Job Seeker About Us Contact Us

Employer Add New Job

---

1 Job Details      2 Job Timing

**Job Details**

Job Title	Select a job title
Job Type	Casual
Job Location	Wellington
Sub Location	Select a sub location
Pay Rate: \$/hour	Looking for
Job Description	Te Aro Courtney Place Wellington City Upper Hutt Lower Hutt Porirua

Woolworths Supermarket

15/134 Dixon Street , Te Aro, Wellington, 6011  
emp  
0284228131

Edit Profile    Logout

Figure 21 Sub Location

Step 4: Click **Pay Rate** and input the pay based upon the job requirement. Next fill the **Job Description** for the job you are posting.

**Casual Jobs**

Home Employer Job Seeker About Us Contact Us

Welcome emp Logout

Employer Add New Job

---

1 Job Details      2 Job Timing      3 Qualifications

**Job Details**

Job Title	Commercial Cleaner
Job Type	Casual
Job Location	Wellington
Sub Location	Select a sub location
Pay Rate: \$/hour	18.90
Job Description	We are looking for a commercial cleaner

Woolworths Supermarket

15/134 Dixon Street , Te Aro, Wellington, 6011  
emp  
0284228131

Edit Profile    Logout

Figure 22 Pay rate and description


**To fill Job Timing:**

**Click 2 Job Timing → Enter Start date → End Date → Timing → Click Next**

Casual Jobs    Home | Employer | Job Seeker | About Us | Contact Us    Welcome emp | Logout

Employer Add New Job

Woolworths  
The fresh food people

Woolworths Supermarket  
15/134 Dixon Street, Te Aro, Wellington, 6011  
emp  
0284228131

Start Date: 26/09/2020    End Date: 26/09/2020  
From time: 11:00    To: 00:00  
Total Hours: 13:00

Different timing

Next

Figure 23 Job Timing

**Step 1:** Input the Start and End Date by clicking the dropdown button, see Figure 24.

Casual Jobs    Home | Employer | Job Seeker | About Us | Contact Us    Welcome emp | Logout

Employer Add New Job

Woolworths  
The fresh food people

Woolworths Supermarket  
15/134 Dixon Street, Te Aro, Wellington, 6011  
emp  
0284228131

Start Date: 26/09/2020    End Date: 26/09/2020  
From time: 00:00  
 Different timing  
Total Hours: 13:00

Figure 24 Start and End Date



**Step 2:** Enter the details of From Time and To Time by selecting the dropdown, see *Figure 25*.

Employer Add New Job
1
2
Job Details
Job Timing



**Woolworths**  
The fresh food people

**Woolworths Supermarket**

15/134 Dixon Street , Te Aro, Wellington, 6011

emp

0284228131

[Edit Profile](#)

[Logout](#)

### Job Timing

Start Date:

On Going

End Date:

Not applicable

From time:   To:

Different timing

Total Hours: 13:00

*Figure 25 From and To Timing*

**To fill Job Qualification:**

**Click 3 Job Qualification → Fill Minimum Qualification required → Experience → Skills → Click Next**

**Step 1:** Tap Qualification tag for inputting the details. Select the minimum qualification details by clicking the dropdown box as shown in *Figure 26*.

Employer Add New Job
1
2
Job Details
Job Timing
3
Qualifications



**Woolworths**  
The fresh food people

**Woolworths Supermarket**

15/134 Dixon Street , Te Aro, Wellington, 6011

emp

0284228131

[Edit Profile](#)

[Logout](#)

### Qualifications

Minimum Qualification required:

Not required

Not required  
Ordinary level  
**College level**  
High-School level  
University level

You can add new tags here just enter. Also you can edit new tags. These new tags will be monitored by the site administrator.

*Figure 26 Job Qualification*



**Step 2:** Select the **Experience** by clicking the dropdown box in the experience section, see *Figure 27*.

**Casual Jobs** Home Employer Job Seeker About Us Contact Us Welcome emp Logout

Employer Add New Job

Job Details Job Timing Qualifications Other

**Qualifications**

Minimum Qualification required: Not required

Experience: Any

Skills:

- Any
- 1-3 Months
- 3-6 Months
- 6-12 Months
- 12+ Months

These new tags will be monitored by: [redacted]

Next

Woolworths Supermarket  
15/134 Dixon Street , Te Aro, Wellington, 6011  
emp  
0284228131

Edit Profile Logout

*Figure 27 Experience*

**Step 3:** Input the required skills in the **Skills** section by selecting the dropdown, see *Figure 28*.

**Casual Jobs** Home Employer Job Seeker About Us Contact Us Welcome emp Logout

Employer Add New Job

Job Details Job Timing Qualifications Other

**Qualifications**

Minimum Qualification required: Not required

Experience: Any

Skills: Hardworking, Time Management

You can select skills from the list and press enter. Also you can add them later.

Time Management  
Consistency  
Attentiveness  
Hardworking

Next

Woolworths Supermarket  
15/134 Dixon Street , Te Aro, Wellington, 6011  
emp  
0284228131

Edit Profile Logout

*Figure 28 Skills*

**To Fill Other:**

**Click Other → Enter Visa Type → Driving License → Vehicle Requirement → Ethnicity Requirement → Age → Gender → Click Finish**

Select the details of Visa Type, Driving license, Vehicle Requirement, Ethnicity, Age Preference, Gender by clicking the dropdown box one by one. Once details are selected, click **Finish** button to complete the application.

**Casual Jobs** Home Employer Job Seeker About Us Contact Us Welcome emp Logout

Employer Add New Job

1 Job Details 2 Job Timing 3 Qualifications 4 Other

**Other**

Visa Type: Any  
Driving License: Any  
Vehicle Requirement: Any  
Ethnicity Requirement: Any  
Age Preference: 18 to 55  
Gender Preference: Any

**Finish**

**Woolworths** The fresh food people  
Woolworths Supermarket  
15/134 Dixon Street , Te Aro, Wellington, 6011  
emp  
0284228131  
Edit Profile Logout

Figure 29 Visa type

**Casual Jobs** Home Employer Job Seeker About Us Contact Us Welcome emp Logout

Employer Add New Job

1 Job Details 2 Job Timing 3 Qualifications 4 Other

**Other**

Visa Type: Any  
Driving License: Any  
Vehicle Requirement: Any  
Ethnicity Requirement: Any  
Age Preference: 18 to 55  
Gender Preference: Any

**Finish**

**Woolworths** The fresh food people  
Woolworths Supermarket  
15/134 Dixon Street , Te Aro, Wellington, 6011  
emp  
0284228131  
Edit Profile Logout

Figure 30 Driving License



**Casual Jobs** [Home](#) [Employer](#) [Job Seeker](#) [About Us](#) [Contact Us](#)

Welcome emp [Logout](#)

Employer Add New Job

1      2      3      4

Job Details      Job Timing      Qualifications      Other

**Other**

Visa Type	Any
Driving License	Any
Vehicle Requirement	Not Required
Ethnicity Requirement	Not Required Own Vehicle
Age Preference	18      55
Gender Preference	Any

**Woolworths Supermarket**

15/134 Dixon Street , Te Aro, Wellington, 6011  
emp  
0284228131

[Edit Profile](#) [Logout](#) [Finish](#)

Figure 31 Vehicle Requirement

**Casual Jobs** [Home](#) [Employer](#) [Job Seeker](#) [About Us](#) [Contact Us](#)

Welcome emp [Logout](#)

Employer Add New Job

1      2      3      4

Job Details      Job Timing      Qualifications      Other

**Other**

Visa Type	Any
Driving License	Any
Vehicle Requirement	Not Required
Ethnicity Requirement	Any
Age Preference	Any
Gender Preference	Any European Māori Pasifika Asian MELAA (Middle Eastern/Latin American/African)

**Woolworths Supermarket**

15/134 Dixon Street , Te Aro, Wellington, 6011  
emp  
0284228131

[Edit Profile](#) [Logout](#) [Finish](#)

Figure 32 Ethnicity

# User Manual - Casual Jobs Database V.1



**Casual Jobs** Home Employer Job Seeker About Us Contact Us Welcome emp Logout

Employer Add New Job

Woolworths Supermarket

15/134 Dixon Street , Te Aro, Wellington, 6011  
emp  
0284228131

Edit Profile Logout

1 Job Details	2 Job Timing	3 Qualifications
<b>Other</b>		
Visa Type	Any	
Driving License	Any	
Vehicle Requirement	Not Required	
Ethnicity Requirement	Any	
Age Preference	18	55
Gender Preference	Any	

A red oval highlights the Age Preference input field.

Figure 33 Age Preference

**Casual Jobs** Home Employer Job Seeker About Us Contact Us Welcome emp Logout

Employer Add New Job

Woolworths Supermarket

15/134 Dixon Street , Te Aro, Wellington, 6011  
emp  
0284228131

Edit Profile Logout

1 Job Details	2 Job Timing	3 Qualifications
<b>Other</b>		
Visa Type	Any	
Driving License	Any	
Vehicle Requirement	Not Required	
Ethnicity Requirement	Any	
Age Preference	18	55
Gender Preference	Any	

A red arrow points to the Gender Preference dropdown menu, which shows options: Any, Male, Female.

Figure 34 Gender Preference

**Casual Jobs** Home Employer Job Seeker About Us Contact Us Welcome emp Logout

Employer Add New Job

Woolworths Supermarket

15/134 Dixon Street , Te Aro, Wellington, 6011  
emp  
0284228131

Edit Profile Logout

1 Job Details	2 Job Timing	3 Qualifications	4 Other
<b>Other</b>			
Visa Type	General Work Visa		
Driving License	Restricted		
Vehicle Requirement	Own Vehicle		
Ethnicity Requirement	European		
Age Preference	18	55	
Gender Preference	Male		

A red box highlights the 'Finish' button.

Figure 35 Job posted

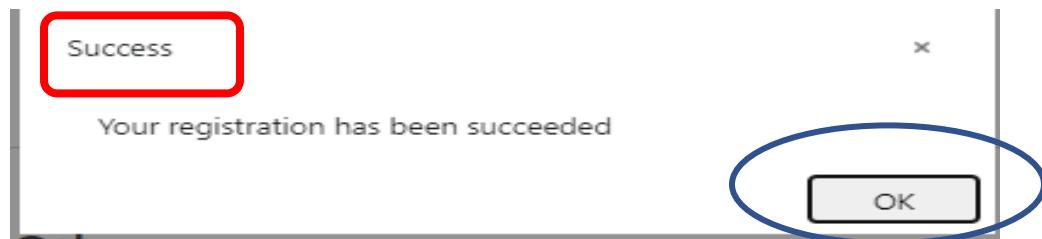


Figure 36 Posted Job Success

After posting a new job, employer can view the posted job in the dashboard as shown in *Figure 37*.

**Casual Jobs**

Home Employer Job Seeker About Us Contact Us

Welcome emp Logout

Employer Dashboard

Woolworths  
The fresh food people

Woolworths Supermarket

15/134 Dixon Street, Te Aro, Wellington, 6011  
emp  
0284228131

Edit Profile Logout

#	Date Posted	Job Title	Location	Type	Details	Edit	Download Job	Delete
1	2020-09-26	Night Filling	Lover Hutt	Casual	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	<a href="#">Delete</a>
2	2020-09-26	Store Helper	Wellington City	Casual	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	<a href="#">Delete</a>
3	2020-09-26	Receptionist	Wellington City	Part-time	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	<a href="#">Delete</a>

Figure 37 Details of Posted Job

## Edit/Delete Job

Employer can **Edit/Delete Job** by clicking the Edit and Delete option. Employer can modify the profile based on the requirements.

**Employer Dashboard → Posted Jobs → Edit /Delete ■**



**Step 1:** Click **Edit** button in posted job to make changes in the job, it will navigate you to the **Employer Update Job** page.

#	Date Posted	Job Title	Location	Type	Details	Edit	Download Job	Delete
1	2020-09-26	Night Filling	Lower Hutt	Casual	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	
2	2020-09-26	Store Helper	Wellington City	Casual	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	
3	2020-09-26	Receptionist	Wellington City	Part-time	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	

Figure 38 Edit Job

**Employer Update Job**

Woolworths Supermarket

15/134 Dixon Street , Te Aro, Wellington, 6011  
emp  
0284228131

[Edit Profile](#)  
[Logout](#)

**Job Details**

Job Title	Night Filling
Job Type	Casual
Job Location	Wellington
Sub Location	Lower Hutt
Pay Rate: \$/hour	21.15
Job Description	Work at night to fill the supermarket shelves

Figure 39 Employer Update Job



**Step 2:** Click Delete button to delete the job. After pressing the delete button, pop-up message displays on the screen stating, “Are you sure, you want to delete this job?”. Click **Ok** to delete it.

The screenshot shows the "Employer Dashboard" for "Woolworths Supermarket". On the left, there's a sidebar with the Woolworths logo and contact information: "15/134 Dixon Street, Te Aro, Wellington, 6011", "emp", and "0284228131". Below that are "Edit Profile" and "Logout" links. The main area is titled "Posted Jobs" and contains a table with three rows of job posts. The first two rows have standard "Edit" and "Download Job" buttons. The third row has an additional red "Delete" button. A blue "Add a new Job" button is also present.

#	Date Posted	Job Title	Location	Type	Details	Edit	Download Job	Delete
1	2020-09-26	Night Filling	Lower Hutt	Casual	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	
2	2020-09-26	Store Helper	Wellington City	Casual	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	
3	2020-09-26	Receptionist	Wellington City	Part-time	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	

Figure 40 Delete Job

The screenshot shows the same Employer Dashboard as Figure 40, but with a yellow arrow pointing to the "Delete" button next to the third job post in the table. A modal dialog box titled "Confirm Delete" is overlaid on the page, containing the question "Are you sure, you want to delete this job post?" with "Yes" and "No" buttons. The background table remains the same as in Figure 40.

Figure 41 Pop-up Delete confirmation



## Download Job

After posting the job, employer can view the details of the job such as Job description, Job Availability, Qualification, and other details by clicking the **Download Job** button. After viewing it, you can download the job.

Employer Dashboard → Posted Jobs → Download Job

The screenshot shows the 'Employer Dashboard' interface for 'Casual Jobs'. At the top, there's a navigation bar with links for Home, Employer, Job Seeker, About Us, and Contact Us. On the right, it says 'Welcome emp' and has Logout and Profile icons. Below the navigation is a 'Woolworths Supermarket' logo with the tagline 'The fresh food people'. The main area is titled 'Employer Dashboard' and contains a 'Posted Jobs' section. This section includes a 'Add a new Job' button and a 'Reload Matching' button. A table lists three posted jobs:

#	Date Posted	Job Title	Location	Type	Details	Edit	Download Job	Delete
1	2020-09-26	Night Filling	Lower Hutt	Casual	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	
2	2020-09-26	Store Helper	Wellington City	Casual	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	
3	2020-09-26	Receptionist	Wellington City	Part-time	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	

On the left side of the dashboard, there's a sidebar with the Woolworths logo, the address '15/134 Dixon Street, Te Aro, Wellington, 6011', the user name 'emp', and the phone number '0284228131'. At the bottom of the sidebar are 'Edit Profile' and 'Logout' links.

Figure 42 Download Job



## Woolworths Supermarket



We are looking for Night Filling job vacancy in Wellington greater suburbs. We mostly prefer candidates living near Lower Hutt and walking distance areas to fulfil this job vacancy.

### General Information

Full Name:	Woolworths Supermarket	Jobs looking:	Night Filling
Address:	15/134 Dixon Street	Job Type:	Casual
Suburb:	Te Aro	Location:	Wellington
City:	Wellington	Sub Locations:	Lower Hutt
Post Code:	6011	Pay Rate:	21.15
Email	emp	Telephone	0284228131

### Time Availability

Start Date: On Going job      End Date: Not applicable      Start time: See Week Table      End Time: See Week Table

### Weekly Time Availability Table

Monday:	05:00 - 10:00	Tuesday:	05:00 - 13:00	Wednesday:	03:00 - 05:00
Thursday:	03:00 - 07:00	Friday:	01:00 - 07:00	Saturday:	00:00 - 00:00
Sunday	00:00 - 00:00				

Total Hours: 12:00

### Qualifications

Qualifications: Any      Experience: Any      Skills:

### Other details

Visa Type:	Any	Driving Licence:	Any	Vehicle Availability:	Not Required
Ethnicity:	Any	Age:	18 - 55	Gender:	Any

Printed by: Woolworths Supermarket on 2020-09-27 at 10:02 am

Figure 43 Employer Download Job



### Reload Matching:

After adding new job, you need to Click **Reload Matching** button to refresh the page and to find new job match.

 A screenshot of the 'Casual Jobs' website's Employer Dashboard. At the top, there is a navigation bar with links: Home, Employer, Job Seeker, About Us, Contact Us, Welcome emp, and Logout. Below the navigation bar, the dashboard title 'Employer Dashboard' is displayed. On the left, there is a circular profile picture for 'Woolworths The fresh food people' and a sidebar with contact information: 'Woolworths Supermarket', address '15/134 Dixon Street , Te Aro, Wellington, 6011', user 'emp', and phone '0284228131'. Below the sidebar are links for 'Edit Profile' and 'Logout'. The main content area shows a table titled 'Posted Jobs' with three rows of data. The first row has a red box around the 'Reload Matching' button. The table columns are: #, Date Posted, Job Title, Location, Type, Details, Edit, Download Job, and Delete (indicated by a red circle). The data in the table is as follows:
 

#	Date Posted	Job Title	Location	Type	Details	Edit	Download Job	Delete
1	2020-09-26	Night Filling	Lower Hutt	Casual	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	
2	2020-09-26	Store Helper	Wellington City	Casual	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	
3	2020-09-26	Receptionist	Wellington City	Part-time	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download Job</a>	

Figure 44 Reload Matching

### Matched Profiles

After adding new job, employer can view the details of the matched job with the matching percentage.

**Employer Dashboard→Click Details→Matched Candidate→View Match %**

**Step 1:** To view matching percentage, Press **Details** button in the posted jobs section, it will navigate you to the **Matched Candidate Page**.

Casual Jobs Home Employer Job Seeker About Us Contact Us Welcome emp [Logout](#)

**Matched Candidates**

  
**Woolworths**  
*The fresh food people*

**Matched Profiles for the job:  
Receptionist**

#	Date Posted	Job Titles	Locations	Candidate Name	Match	Details
1	2020-09-26	Receptionist	Wellington City	Willard Carroll Smith	79%	<span style="color: green;">✓ Accepted</span>
2	2020-09-26	Any	All Wellington	Ruban Sebastian	74%	Shortlist
3	2020-09-26	Any	All Wellington	Willard Carroll Smith	66%	Shortlist

**Woolworths Supermarket**

Posted Date	2020-09-26
Job Title	Receptionist
Job Type	Part-time

Figure 45 Job Match Details

**Step 2:** In **Matched Candidate** page, you can view the overall job match percentage score under **Matched Profiles section**. By clicking the Match section row, you can see individual matching percentage, see *Figure 46*.

**Matched Profiles for the job:  
Waiter**

#	Date Posted	Job Titles	Locations	Candidate Name	Match	Details
1	2020-09-25	Waiter	All Wellington	Job Seeker Name	71%	<span style="color: red;">Shortlist</span>

<b>Compare</b>	<b>Employer</b>	<b>Seeker</b>
Job Type	Part-time	Any
Sub Location	Lower Hutt	All Wellington
Pay Rate	18.90	18.90
Start Date	2020-09-29	2020-09-25
End Date	2020-10-02	2020-10-08
From Time	01:00	01:00
To Time	22:00	07:00
Qualification	High-School level	High-School level
Experience	3-6 Months	6-12 Months
skills	Multitasking,Interpersonal	Multitasking,Interpersonal
Visa	Any	General Work Visa
License	Any	Full
Vehicle	Own Vehicle	Own Vehicle

Figure 46 Match Percentage



## Shortlist

Once the employer profile matches with the job seeker profile, employer can check and select the candidate.

**Matched Candidate Profile → Matched Jobs → Details → Click Shortlist → Click OK → Shortlisted**

Tap **Shortlist** button. By clicking the shortlist button, pop-up message appears on the screen stating, “**Are you sure, you would like to shortlist the candidate**”. Click **Ok** button to shortlist the candidate. By clicking the Shortlist button, the status changes to **Shortlisted**.

Matched Profiles for the job:  
**Waiter**

#	Date Posted	Job Titles	Locations	Candidate Name	Match	Details
1	2020-09-25	Waiter	All Wellington	Job Seeker Name	71%	<b>Shortlist</b>

Figure 47 Shortlist

Confirm Shortlist

Are you sure, you would like to shortlist this candidate

OK

Cancel

#	Date posted	Job Titles	Locations	Candidate Name	Match	Details
1	2020-09-26	Receptionist	Wellington City	Willard Carroll Smith	79%	<span style="color: green;">✓ Accepted</span>
2	2020-09-26	Any	All Wellington	Ruban Sebastian	74%	Shortlist
3	2020-09-26	Any	All Wellington	Willard Carroll Smith	66%	Shortlist

Figure 48 Confirm Shortlist



**Casual Jobs** [Home](#) [Employer](#) [Job Seeker](#) [About Us](#) [Contact Us](#)

Welcome emp [Logout](#)

*Matched Candidates*



**Woolworths**  
*The fresh food people*

**Woolworths Supermarket**

Matched Profiles for the job: Receptionist						
#	Date Posted	Job Titles	Locations	Candidate Name	Match	Details
1	2020-09-26	Receptionist	Wellington City	Willard Carroll Smith	79%	<a href="#">✓ Accepted</a>
2	2020-09-26	Any	All Wellington	Ruban Sebastian	74%	<a href="#">✓ Shortlisted</a>
3	2020-09-26	Any	All Wellington	Willard Carroll Smith	66%	<a href="#">Shortlist</a>

Figure 49 Candidate Shortlisted

## Job Accept

Once the job seeker accepts the job application, the status will automatically change from “**Shortlisted**” to “**Accepted**” see, *Figure 50*.

**Casual Jobs** [Home](#) [Employer](#) [Job Seeker](#) [About Us](#) [Contact Us](#)

Welcome emp [Logout](#)

*Matched Candidates*



**Woolworths**  
*The fresh food people*

**Woolworths Supermarket**

Matched Profiles for the job: Receptionist						
#	Date Posted	Job Titles	Locations	Candidate Name	Match	Details
1	2020-09-26	Receptionist	Wellington City	Willard Carroll Smith	79%	<a href="#">✓ Accepted</a>
2	2020-09-26	Any	All Wellington	Ruban Sebastian	74%	<a href="#">✓ Shortlisted</a>
3	2020-09-26	Any	All Wellington	Willard Carroll Smith	66%	<a href="#">Shortlist</a>

Figure 50 Job Accepted



## Job Seeker Dashboard

Job Seeker Dashboard enables the job seeker to add new profile for finding the required job.

The screenshot shows the 'Casual Jobs' website interface. At the top, there's a navigation bar with links for Home, Employer, Job Seeker, About Us, and Contact Us. On the right, it says 'Welcome seeker' and has a Logout link. Below the navigation is a search bar with placeholder text 'Search for jobs or profiles'. The main content area is titled 'Job Seeker Dashboard'. It features a large circular profile picture of a smiling man (Willard Carroll Smith). To the right of the profile picture is a section titled 'Posted Profiles' with a 'Add a new Profile' button and a 'Reload Matching' button. A blue arrow points from the text 'Job Seeker Dashboard' in the caption below to the main title on the dashboard. Below the profile picture, there's a box containing the user's name 'Willard Carroll Smith', address '21 Kensington Avenue, Petone, Lower Hutt, 5012', contact information 'seeker' and '02325252525', and an 'Edit Profile' button.

#	Date Posted	Jobs wanted	Locations preferred	Job Type	Details	Edit	Download CV
1	2020-09-26	Any	All Wellington	Any	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download CV</a>
2	2020-09-26	Receptionist	Wellington City	Part-time	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download CV</a>

Figure 51 Job Seeker Dashboard

### Add New Profile

After the job seeker logs into the dashboard, job seeker can add new profile based upon requirements

**Job Seeker Dashboard → Click Add New Profile → Add New Profile**

**Step 1:** After login into Dashboard, click Add New Profile to add new profile based upon the requirements.



**Casual Jobs** Home Employer Job Seeker About Us Contact Us Welcome seeker Logout

Job Seeker Dashboard

**Posted Profile**

#	Date Posted	Jobs wanted	Locations preferred	Job Type	Details	Edit	Download CV
1	2020-09-26	Any	All Wellington	Any	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download CV</a>
2	2020-09-26	Receptionist	Wellington City	Part-time	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download CV</a>

**Add a new Profile** [New Matching](#)



Willard Carroll Smith  
21 Kensington Avenue , Petone, Lower Hutt, 5012  
seeker  
02325252525  
[Edit Profile](#)

Figure 52 Seeker Add New Profile

**Casual Jobs** Home Employer Job Seeker About Us Contact Us Welcome seeker Logout

**Job Seeker add new profile**



Willard Carroll Smith  
21 Kensington Avenue , Petone, Lower Hutt, 5012  
seeker  
02325252525  
[Edit Profile](#)  
[Logout](#)

**Job Details**

1 Job Details      2 Availability      3 Qualifications

Job Title: Receptionist  
Job Type: Part-time  
Job Location: Wellington  
Sub Location: Wellington City  
Minimum Pay Rate: \$/hour: 18.90  
 [Next](#)

Figure 53 Add New Profile

Once the job seeker enters Add New Profile, job seeker can fill the details of Job, Availability, Qualification, and other required information.

#### To fill Job Details:

Click 1 Job Details → Enter Job Title → Job Type → Job Location → Pay Rate \$/hour → Click Next.



**Step 1:** Choose any **Job Title** like domestic cleaner, kitchen Hand, Receptionist from the dropdown box as shown in *Figure 54*.

Casual Jobs

Job Seeker add new profile

Welcome seeker Logout

Job Details

Job Title: Receptionist

Job Type: Looking for

- Any Job
- Domestic Cleaner
- Commercial Cleaner
- Kitchen Hand
- Waiter
- Receptionist

Availability: 2

Qualifications: 3

Job Location: Sub Location: Minimum Pay Rate: \$/hour: test

Next

Figure 54 Seeker Job Title

**Step 2:** Select Job Type such as casual, part time or full time from the dropdown based on the requirements as shown in *Figure 55*.

Casual Jobs

Job Seeker add new profile

Welcome seeker Logout

Job Details

Job Title: Receptionist

Job Type: Part-time

Any  
Casual  
Part-time  
One-Off

Job Location: Sub Location: Minimum Pay Rate: \$/hour: 18.90

test

Next

Edit Profile

Logout

Figure 55 Seeker Job Type



**Step 3:** Select your preferable Job Location and Sub Location based upon the cities given in the dropdown box as shown in *Figure 56* and *Figure 57*.

Casual Jobs [Home](#) [Employer](#) [Job Seeker](#) [About Us](#) [Contact Us](#) Welcome seeker [Logout](#)

Job Seeker add new profile



Willard Carroll Smith

21 Kensington Avenue , Petone, Lower Hutt, 5012  
seeker  
02325252525

[Edit Profile](#) [Logout](#)

1 Job Details
2 Availability
3 Qualifications

**Job Details**

Job Title	<input type="text" value="Receptionist"/>
Job Type	<input type="text" value="Part-time"/>
Job Location	<input type="text" value="Wellington"/>
Sub Location	<input style="width: 150px;" type="text" value="Looking for"/> <ul style="list-style-type: none"> <li><input type="checkbox"/> Southland</li> <li><input type="checkbox"/> Taranaki</li> <li><input type="checkbox"/> Waikato</li> <li><input type="checkbox"/> Wellington</li> <li><input type="checkbox"/> West Coast</li> <li><input type="checkbox"/> Work remotely</li> </ul>
Minimum Pay Rate: \$/hour	<input type="text" value="test"/>

Figure 56 Seeker Job Location

Casual Jobs [Home](#) [Employer](#) [Job Seeker](#) [About Us](#) [Contact Us](#) Welcome seeker [Logout](#)

Job Seeker add new profile



Willard Carroll Smith

21 Kensington Avenue , Petone, Lower Hutt, 5012  
seeker  
02325252525

[Edit Profile](#) [Logout](#)

1 Job Details
2 Availability
3 Qualifications

**Job Details**

Job Title	<input type="text" value="Receptionist"/>
Job Type	<input type="text" value="Part-time"/>
Job Location	<input type="text" value="Wellington"/>
Sub Location	<input type="text" value="Wellington City"/> <ul style="list-style-type: none"> <li><input type="checkbox"/> Any Location</li> <li><input type="checkbox"/> Te Aro</li> <li><input type="checkbox"/> Courtney Place</li> <li><input checked="" type="checkbox"/> Wellington City</li> <li><input type="checkbox"/> Upper Hutt</li> <li><input type="checkbox"/> Lower Hutt</li> </ul>
Minimum Pay Rate: \$/hour	<input type="text" value="test"/>

Figure 57 Seeker Job Sub-Location



**Step 4:** Click Pay Rate and input the pay based upon the job requirement and Click **Next**, see *Figure 58*.

The screenshot shows a user profile for 'Willard Carroll Smith'. The 'Job Details' section is highlighted with a red box around the 'Minimum Pay Rate' input field, which contains the value '18.90'. Other fields in this section include 'Job Title' (Receptionist), 'Job Type' (Part-time), 'Job Location' (Wellington), and 'Sub Location' (Wellington City). Below these, there's a 'test' button and a 'Next' button.

Figure 58 Seeker Pay Rate

**To fill Job Availability:**

**Click 2 Job Availability → Enter Start date → End Date → Timing → Click Next**

**Step 1:** Input the Start and End Date by clicking the dropdown button, see *Figure 59*.

The screenshot shows the 'Job Availability' section. It includes fields for 'Start Date' (set to 26/09/2020), 'End Date', 'From time' (00:00), and 'Total Hours'. There's also a checkbox for 'Different timing'. A blue arrow points to the date picker calendar for the 'Start Date' field. The calendar shows September 2020 with the 26th selected. Below the calendar, there's a 'Next' button.

Figure 59 Seeker Start and End Date.



**Step 2:** Enter the details of From Time and To Time by selecting the dropdown, see *Figure 60*.

Job Seeker add new profile

1 Job Details      2 Availability      3 Qualifications

**Job Availability**

Start Date: 26/09/2020

End Date: 26/09/2020

From time: 00:00

To: 00:00

Different timing

Total Hours: 00 : 00

**Next**

Figure 60 Seeker From, To Time.

**To fill Job Qualification:**

**Click Job Qualification → Fill Qualification → Experience → Skills → Click Next**

**Step 1:** Tap Qualification tag for inputting the details. Select the qualification details by clicking the dropdown box as shown in *Figure 61*.

Job Seeker add new profile

1 Job Details      2 Availability      3 Qualifications

**Qualifications**

Qualifications: Ordinary level

Experience

Skills

Figure 61 Seeker Qualification



**Step 2:** Select the Experience by clicking the dropdown box in the experience section see *Figure 62*.

Casual Jobs | Home | Employer | Job Seeker | About Us | Contact Us | Welcome seeker | Logout

Job Seeker add new profile

Willard Carroll Smith

21 Kensington Avenue , Petone, Lower Hutt, 5012  
seeker  
0232525252

Edit Profile | Logout

Qualifications

Qualifications: Ordinary level

Experience: 1-3 Months

Skills: Prefer not to say, 1-3 Months, 3-6 Months, 6-12 Months, 12+ Months

These new tags will be monitored by

Figure 62 Seeker Experience

**Step 3:** Input the required skills in the Skills section by selecting the dropdown, see *Figure 63*.

Casual Jobs | Home | Employer | Job Seeker | About Us | Contact Us | Welcome seeker | Logout

Job Seeker add new profile

Willard Carroll Smith

21 Kensington Avenue , Petone, Lower Hutt, 5012  
seeker  
0232525252

Edit Profile | Logout

Qualifications

Qualifications: Ordinary level

Experience: 1-3 Months

Skills: Professionalism, MS Office, t, MS Office, Communication, Professionalism, Interpersonal

You can select skills from the list and press enter. Also you can type in the input field.

Next

Figure 63 Seeker Skills

**To Fill Other:**

**Click Other → Enter Visa Type → Driving License → Vehicle Requirement → Ethnicity Requirement → Age → Gender → Click Finish**

Select the details of Visa Type, Driving license, Vehicle Requirement, Ethnicity, Age Preference, Gender by clicking the dropdown box one by one. Once details are selected, click **Finish** button to complete the application.

Casual Jobs [Home](#) [Employer](#) [Job Seeker](#) [About Us](#) [Contact Us](#) Welcome seeker [Logout](#)

Job Seeker add new profile

Willard Carroll Smith

21 Kensington Avenue, Petone, Lower Hutt, 5012  
seeker  
0232525252

[Edit Profile](#) [Logout](#)

1 Job Details      2 Availability      3 Qualifications      4 Other

**Other**

Visa Type	Student Work Visa
Driving License	Prefer not to say
Vehicle Requirement	Student Work Visa
Ethnicity Requirement	General Work Visa
Age	Working Holiday Visa
Gender Preference	Other Visa Type
	Prefer not to say
	18
	Male

**Finish!**

Figure 65 Seeker Visa Type

Casual Jobs [Home](#) [Employer](#) [Job Seeker](#) [About Us](#) [Contact Us](#) Welcome seeker [Logout](#)

Job Seeker add new profile

Willard Carroll Smith

21 Kensington Avenue, Petone, Lower Hutt, 5012  
seeker  
0232525252

[Edit Profile](#) [Logout](#)

1 Job Details      2 Availability      3 Qualifications      4 Other

**Other**

Visa Type	Student Work Visa
Driving License	Prefer not to say
Vehicle Requirement	Full
Ethnicity Requirement	Restricted
Age	International
Gender Preference	---

**Finish!**

Figure 64 Seeker Driving License



**Casual Jobs**

Job Seeker add new profile

Willard Carroll Smith

21 Kensington Avenue , Petone, Lower Hutt, 5012  
seeker  
0232525252

[Edit Profile](#) [Logout](#)

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Welcome seeker [Logout](#)

1 Job Details      2 Availability      3 Qualifications      4 Other

**Other**

Visa Type	Prefer not to say
Driving License	Prefer not to say
Vehicle Requirement	No Vehicle
Ethnicity Requirement	No Vehicle Own Vehicle
Age	18
Gender Preference	Male

[Finish!](#)

Figure 66 Seeker Vehicle Requirement

**Casual Jobs**

Job Seeker add new profile

Willard Carroll Smith

21 Kensington Avenue , Petone, Lower Hutt, 5012  
seeker  
0232525252

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1 Job Details      2 Availability      3 Qualifications      4 Other

**Other**

Visa Type	Student Work Visa
Driving License	Full
Vehicle Requirement	Own Vehicle
Ethnicity Requirement	European
Age	Prefer not to say
Gender Preference	European Māori Pasifika Asian MELAA (Middle Eastern/Latin American/African)

[Finish!](#)

Figure 67 Seeker Ethnicity



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Welcome seeker [Logout](#)

Job Seeker add new profile

1 Job Details
2 Availability
3 Qualifications
4 Other

**Other**

Visa Type	<input type="text" value="Student Work Visa"/>
Driving License	<input type="text" value="Full"/>
Vehicle Requirement	<input type="text" value="Own Vehicle"/>
Ethnicity Requirement	<input type="text" value="European"/>
Age	<input type="text" value="18"/>
Gender Preference	<input type="text" value="Male"/> <span style="border: 1px solid #ccc; padding: 2px;">Male</span> <input type="text" value="Prefer not to say"/> <span style="border: 1px solid #ccc; padding: 2px;">Prefer not to say</span> <input type="text" value="Male"/> <span style="border: 1px solid #ccc; padding: 2px;">Male</span> <input type="text" value="Female"/> <span style="border: 1px solid #ccc; padding: 2px;">Female</span>

Willard Carroll Smith

21 Kensington Avenue , Petone, Lower Hutt, 5012  
seeker  
02325252525

[Edit Profile](#) [Logout](#)

Finish!

Figure 68 Seeker Age and Gender

After inputting the required details, Click **Finish** button to complete the process. Pop-up dialog box displays in the screen stating Your registration has been succeeded. Click **OK**.

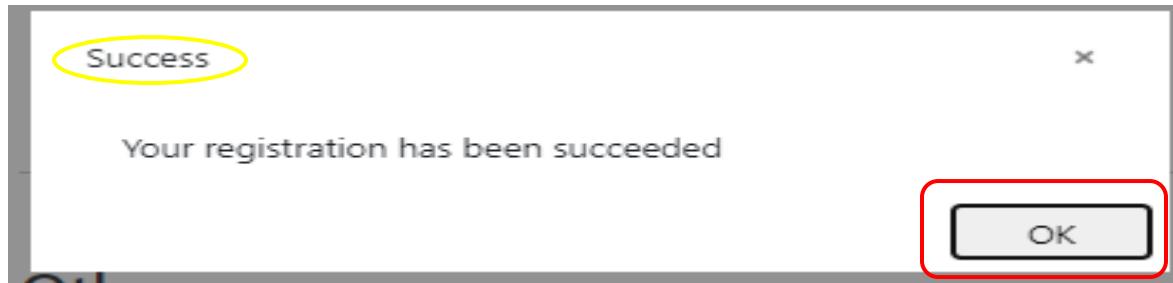


Figure 69 Added Profile Success

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Welcome seeker [Logout](#)

Job Seeker Dashboard

Willard Carroll Smith

21 Kensington Avenue , Petone, Lower Hutt, 5012  
seeker  
02325252525

[Edit Profile](#)

**Posted Profiles**

Add a new Profile [Recent Matches](#)

#	Date Posted	Jobs wanted	Locations preferred	Job Type	Details	Edit	Download CV	Remove
1	2020-09-26	Any	All Wellington	Any	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download CV</a>	
2	2020-09-26	Receptionist	Wellington City	Part-time	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download CV</a>	

Figure 70 List of added Profiles



## Edit/Delete Profile

Job Seeker can **Edit/Delete Job** by clicking the Edit/Delete option. Job Seeker can modify the profile based on the requirements.

**Job Seeker Dashboard → Posted Profiles → Edit/Delete**

#	Date Posted	Jobs wanted	Locations preferred	Job Type	Details	Edit	Download CV
1	2020-09-26	Any	All Wellington	Any	Details	<a href="#">Edit</a>	<a href="#">Download CV</a>
2	2020-09-26	Receptionist	Wellington City	Part-time	Details	<a href="#">Edit</a>	<a href="#">Download CV</a>

Figure 71 Seeker Edit Profile

**Step 1:** Click **Edit** button in posted profile to make changes in the profile, it will navigate you to the **Job Seeker Edit Profile** page.

Job Details	Availability	Qualifications	Other
Job Title: Any Job Job Type: Any Job Location: Wellington Sub Location: Any Location Minimum Pay Rate: \$/hour: 18.90			

Figure 72 Job Seeker Update Profile



Step 2: Click Delete button to delete the profile. After pressing the delete button, pop-up message displays on the screen stating, “Are you sure, you want to delete this profile?”. Click Ok to delete it.

#	Date Posted	Jobs wanted	Locations preferred	Job Type	Details	Edit	Download CV
1	2020-09-26	Any	All Wellington	Any	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download CV</a>
2	2020-09-26	Receptionist	Wellington City	Part-time	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download CV</a>

Figure 73 Job Seeker Delete Profile

#	Date Posted	Jobs wanted	Locations preferred	Job Type	Details	Edit	Download CV
1	2020-09-26	Any	All Wellington	Any	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download CV</a>
2	2020-09-26	Receptionist	Wellington City	Part-time	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download CV</a>

Figure 74 Job Seeker Delete Profile pop-up.



### Reload Matching:

After adding new profile, you need to Click **Reload Matching** button to refresh the page and to find new profile match.

The screenshot shows the 'Job Seeker Dashboard' for the 'Casual Jobs' website. At the top, there's a navigation bar with links for Home, Employer, Job Seeker, About Us, and Contact Us. To the right, it says 'Welcome seeker' and has a Logout link. Below the navigation is a large profile picture of Willard Carroll Smith. To the right of the profile picture is a table titled 'Posted Profiles' with two entries. A blue box highlights the 'Reload Matching' button in the top right corner of the table header. The table columns are #, Date Posted, Jobs wanted, Locations preferred, and Job Type. The first entry is for 'Any' job type in Wellington, and the second is for a 'Receptionist' position in Wellington City. Each row has 'Details', 'Edit', and 'Download CV' buttons. At the bottom left of the dashboard, there's a sidebar with contact information: '21 Kensington Avenue, Petone, Lower Hutt, 5012', 'seeker', and '02325252525'. There's also an 'Edit Profile' link.

Posted Profiles				
#	Date Posted	Jobs wanted	Locations preferred	Job Type
1	2020-09-26	Any	All Wellington	Any
2	2020-09-26	Receptionist	Wellington City	Part-time

Figure 75 Job Seeker Profile Reload

### Download CV

After adding new profiles, job seeker can view the details of the CV such as Job description, Job Availability, Qualification, and other details by clicking the **Download CV** button. After viewing it, you can download the CV.

Job Seeker Dashboard → Posted Profiles → Download CV



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Welcome **seeker** [Logout](#)

**Job Seeker Dashboard**



**Posted Profiles**

#	Date Posted	Jobs wanted	Locations preferred	Job Type	Details	Edit	Download CV
1	2020-09-26	Any	All Wellington	Any	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download CV</a>
2	2020-09-26	Receptionist	Wellington City	Part-time	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Download CV</a>

**Willard Carroll Smith**

21 Kensington Avenue , Petone, Lower Hutt, 5012  
seeker  
0232525252

[Edit Profile](#)

Figure 76 Seeker Download CV

## Willard Carroll Smith



I am Looking for Receptionist job(s) in Wellington greater suburbs. I mostly prefer Wellington City subsidiary areas to undertake the work assigned.

### General Information

Full Name:	Willard Carroll Smith	Jobs looking:	Receptionist
Address:	21 Kensington Avenue	Job Type:	Part-time
Suburb:	Petone	Location:	Wellington
City:	Lower Hutt	Sub Locations:	Wellington City
Post Code:	5012	Pay Rate:	18.90
Email	seeker	Telephone	0232525252

### Time Availability

Start Date: 2020-09-30 End Date: 2020-10-08 Start time: 03:00 End Time: 20:00

### Qualifications

Qualifications: Ordinary level Experience: 1-3 Months Skills: Professionalism,MS Office

### Other details

Visa Type:	Student Work Visa	Driving Licence:	Full	Vehicle Availability:	Own Vehicle
Ethnicity:	European	Age:	18	Gender:	Male

Figure 77 Seeker Downloaded CV



## Job Matching

After adding new profile, job seeker can view the details of the matched job with the matching percentage.

**Job Seeker Dashboard → Click Details → Matched Jobs → View Match %**

**Step 1:** To view matching percentage, Press **Details** button in the posted profiles section, it will navigate you to the **Matched Jobs Page**.

#	Date Posted	Job Title	Locations	Company Name	Match	Shortlisted
1	2020-09-26	Receptionist	Wellington City	Woolworths Supermarket	79%	<a href="#">Accept</a>

Figure 78 Matched Jobs

**Step 2:** In **Matched Jobs** page, you can view the overall job match percentage score under **Matched Jobs section**. By clicking the Match section row, you can see individual matching percentage, see *Figure 79*.



**Matched Jobs**



**Matched jobs for the Profile:  
Receptionist**

#	Date Posted	Job Title	Locations	Company Name	Match	Shortlisted
1	2020-09-26	Receptionist	Wellington City	Woolworths Supermarket	79%	<a href="#">Accept</a>

Compare	Employer	Seeker	Matched
Job Type	Part-time	Part-time	100%
Sub Location	undefined	Wellington City	100%
Pay Rate	18.90	18.90	100%
Start Date	2020-09-30	2020-09-30	100%
End Date	2020-10-07	2020-10-08	100%
From Time	01:00	02:00	25%
To Time	04:00	20:00	25%
Qualification	High-School level	Ordinary level	0%
Experience	3-6 Months	1-3 Months	0%
Skills	Communication, Professionalism	Professionalism, MS Office	50%
Visa	Any	Student Work Visa	100%
License	Any	Full	100%
Vehicle	Own Vehicle	Own Vehicle	100%
Priority	Prioritize	Prioritize	100%

Figure 79 Seeker Matched Percentage

### View Shortlisted Job

Once the employer checks and selects the candidate, job seeker can view the shortlisted job profile and click Accept to confirm the application.

**Matched Jobs → Shortlisted → Click Accept**

**Casual Jobs**

Home
Employer
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Contact Us
Welcome **seeker**
[Logout](#)

**Matched Jobs**



**Matched jobs for the Profile:  
Receptionist**

#	Date Posted	Job Title	Locations	Company Name	Match	Shortlisted
1	2020-09-26	Receptionist	Wellington City	Woolworths Supermarket	79%	<a href="#">Accept</a>

Compare	Employer	Seeker	Matched
Job Type	Part-time	Part-time	100%
Sub Location	undefined	Wellington City	100%
Pay Rate	18.90	18.90	100%
Start Date	2020-09-30	2020-09-30	100%
End Date	2020-10-07	2020-10-08	100%
From Time	01:00	02:00	25%
To Time	04:00	20:00	25%
Qualification	High-School level	Ordinary level	0%
Experience	3-6 Months	1-3 Months	0%
Skills	Communication, Professionalism	Professionalism, MS Office	50%
Visa	Any	Student Work Visa	100%
License	Any	Full	100%
Vehicle	Own Vehicle	Own Vehicle	100%
Priority	Prioritize	Prioritize	100%

Figure 80 Seeker View Shortlist Job



## Accept Shortlisted Job

Tap **Shortlisted** button. By clicking the shortlisted button, pop-up message appears on the screen stating, **“Are you sure, you would like to accept this job.**

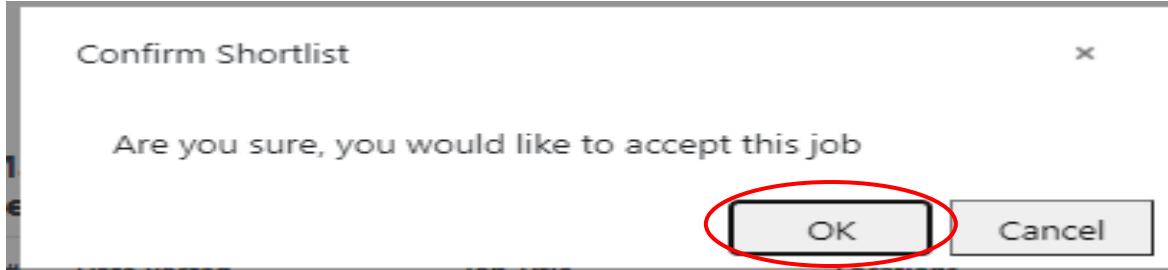


Figure 81 Seeker Confirm Shortlist

Click **Ok** button to accept the job. By clicking the OK button, the status changes to **Accepted**.

#	Date Posted	Job Title	Locations	Company Name	Match	Shortlisted
1	2020-09-26	Receptionist	Wellington City	Woolworths Supermarket	79%	<span style="border: 2px solid blue; padding: 2px;">✓ Accepted</span>

Figure 82 Seeker Accepts Job



## Logout

A log out button is present on all pages of this application. The log out button should be identified quickly by a user who wants to log out from the application, and it will redirect to the home page after successful logout.

Both employer and job seeker log out by clicking the **Logout** button at the top right corner of the page.

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Welcome emp [Logout](#)

**Employer Dashboard**

**Woolworths**  
The fresh food people

Posted Jobs				
#	Date Posted	Job Title	Location	Type
1	2020-09-26	Night Filling	Lower Hutt	Casual
2	2020-09-26	Store Helper	Wellington City	Casual
3	2020-09-26	Receptionist	Wellington City	Part-time

[Add a new Job](#) [Recent Matching](#)

**Woolworths Supermarket**

15/134 Dixon Street , Te Aro, Wellington, 6011  
emp  
0284228131

[Edit Profile](#)  
[Logout](#)

Figure 83 Employer Logout

**Casual Jobs** [Home](#) [Employer](#) [Job Seeker](#) [About Us](#) [Contact Us](#)

Welcome seeker [Logout](#)

**Job Seeker Dashboard**

**Willard Carroll Smith**

Posted Profiles				
#	Date Posted	Jobs wanted	Locations preferred	Job Type
1	2020-09-26	Any	All Wellington	Any
2	2020-09-26	Receptionist	Wellington City	Part-time

[Add a new Profile](#) [Recent Matching](#)

21 Kensington Avenue , Petone, Lower Hutt, 5012  
seeker  
02325252525

[Edit Profile](#)

Figure 84 Seeker Logout