Recruitment Management System

USER GUIDE

ICIPE Candidates
Introduction to Interface Elements

The marked locations on the site are always available on whichever page you are on:

1. **Account** – Login, Register, Forgot Password and help that
2. **Breadcrumb** – Shows your current location in the system
3. **Report a problem** – Link to a form you can use to inform the system designers of any technical issues in the system.
4. **Content Area** – All the information pertaining to the tasks available to you will appear in the page.

User Session Management

Registering

The system allows self-registration of users. Individuals can register themselves in the system by clicking on the “Register” link provided as shown below:

Clicking on “register” allows new consultants to register themselves by filling out a simple form:
On completing the form, click on the “Register” button. The following message appears:

You have been registered. Please check your email for activation email.

Check your email and click on the link provided to activate the account.

Profile activated. You may now login and complete your profile.

NB: Please check your spam/junk mail folder for the activation email if you do not see the email.

Once this is done, you may login in to the site with the username and pass you provided.

**Logging in to the site**

All users including managers, directors and panel members can log in to the system using the same link:
Fill in the username and password in the resulting form and click “Login”:

Upon logging in, you will be taken to the Profile Management Page or Management Portal depending on your role.
Forgot Username or Password

Users who have forgotten their username and/or password can use the following steps to access their accounts:

1. Click on “Forgot Password” link in the account menu.
2. Enter the email address you registered with
3. Click “Remind”. This will send you an email with account reset options.
4. Login to the site with your username and the new password provided.
5. Change your password (refer to “Change Password” section of this documentation for more information on changing passwords)
**Change Password**
Logged in users can change their password by clicking on the “Change Password” link provided in the top left corner of the system interface:

In the resulting page, please fill in your old password, followed with the new password and a confirmation of the new password. Click “change” to initiate the change.

**Log out**
Logged in users can log out their by clicking on the “Logout” link provided in the top left corner of the system interface:

Clicking on the link immediately logs the user out giving a confirmation of the same
Profile Management

The profile management is the default page when a candidate logs in.

It has two major sections. The “profile creation/edit” section and the “opportunities applied for section”.

All candidates are required to fill in the profile and keep them maintained. Once the profile is completed, candidates may apply for any number of positions without need to fill in the same details again.

After completing the profile, you may apply for the opportunities you are interested in. Click here to view opportunities. Please note that this profile will be used in all applications.
**Edit Profile**

Click “Create Profile” or “Edit Profile” in the profile management page to make or update changes to your profile:

- **CandidateProfile**
  - Profile for Echo Systems Company (qwoeagds@gmail.com)

- **Candidate**
  - UNV Roster No
  - Permanent Address: asdasd
  - Current Address: gghjg
  - Current County
  - Telephone
  - Cellphone
  - Birth Place: Nairobi
  - Native Language: Swahili

**Enter Current and Previous UNV Experience (Click on the ‘New’ button to add):**

<table>
<thead>
<tr>
<th>Start_Date</th>
<th>End_Date</th>
<th>Area</th>
</tr>
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<tbody>
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<td></td>
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**Gender**: Male

**Enter all Academic and Professional Certifications (Click on the ‘New’ button to add):**

**Candidate categories**
- Financial management
- General Medicine (doctors with clinical experience)

**Nationality**: Kenyan

**Birth Date**: 02-October

**Residence Country**: Kenya
Notes when filling in the profile:

1. All the fields must be filled. The only exceptions are:
   a. CV is required
   b. Photo – this is optional
   c. Attachments are optional.
   d. Skills are optional
2. Candidate Categories
   Select up to two categories in the list that match your expertise.
3. Experience and Certifications are data grids. To learn how to use data grids, please read the “Interface Controls” section of the “All Roles” user guide
4. Candidates have the option to be included in the roster for consideration in other opportunities.
5. All candidates must acknowledge that they have read and understood the Disclaimer.

Once the profile is complete, it can be saved and downloaded. A link for “Download Profile” is available in the page.

**Applying for opportunities**

To apply for an opportunity, click on “View Details” against the opportunity listed on the Home page:

The subsequent page will display the Description of Assignment followed by some actions. Based on the opportunity you are applying for, you may need to enter the years of experience you have in the given areas and select skills you have from those listed.

1. **Apply:** This will submit your application for the opportunity.
2. **View other vacancies:** Returns you to the home page where all opportunities are listed
3. **Share on Facebook:** Allows you to share the opportunity on Facebook.
Reverting Applications

In case you need to withdraw your application, re-visit the “View Details” page under the opportunity you have applied for and click on “Revert”.

Note that opportunities applied for also appear in the profile management page.
Interface Controls

Data Grid
A data grid holds information in form of a table:

**Fields**: These are the header names for each field in the data grid. They can be expanded or contracted by dragging the divider between the field names as marked by arrow 1.

**Records Numbers**: You can choose how many records to display in one page by changing the value in the drop down.

**Navigation**: The navigation panel shows the total number of pages and the current page. Also, you can move to the previous page or first page (as marked by arrow 2) and next page or last page (as marked by arrow 3).

**Reload**: You may want to load the data again from the server. To do this, click on the reload button.

**Delete**: To delete a record, click on the record so that it turns yellow. Click on the delete icon.

**New**: The **New** button below the data grid allows users to add a new record.

**Edit Selected**: To edit an existing record, click the **Edit Selected** button below the data grid after selecting the record you wish to edit. Please note that selected records turn yellow.