

İŖteiş.com User Manual



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İsteiş.com User Manual

1. Job Seeker Manual

1.1 Job Seeker Sign Up

The new job seeker can make registration to the system. He/she can get the link for registration named as “Üye Ol” from the main page and in the sign up page he/she needs to fill up the requested information and can get a membership in the system as shown in the Figure 2.

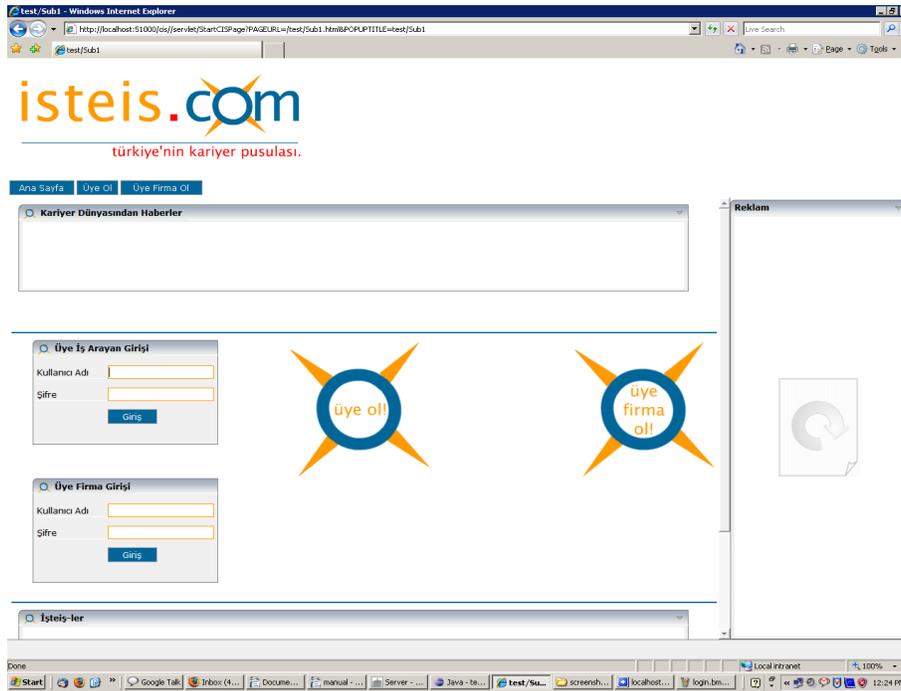


Figure 1 – Main Page

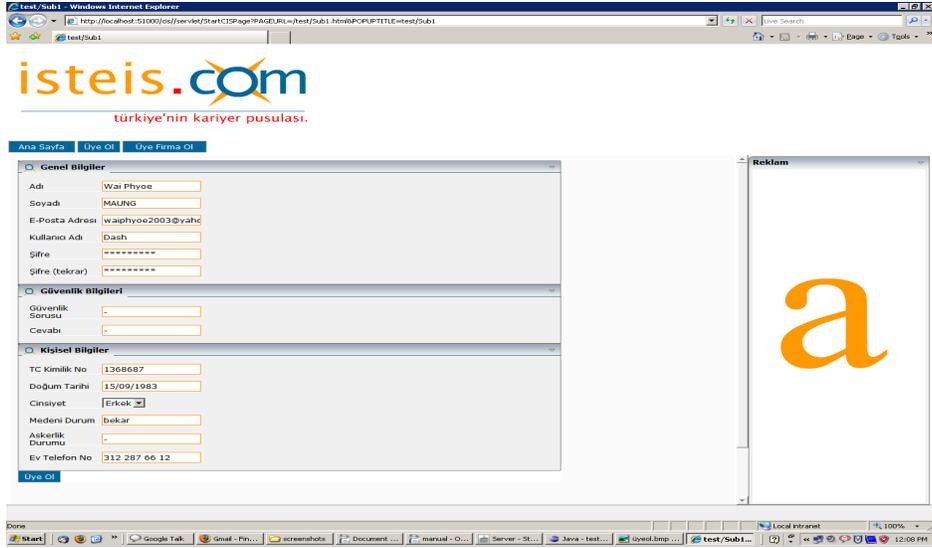


Figure 2- Job Seeker Sign Up Page

1.2 Job Seeker Login

By using the system's main page, the user can do login to the system if he/she is already being a member in the system. If the valid user can make successfully login to the system, the general information of the user will be shown in the up coming page shown in Figure 3.

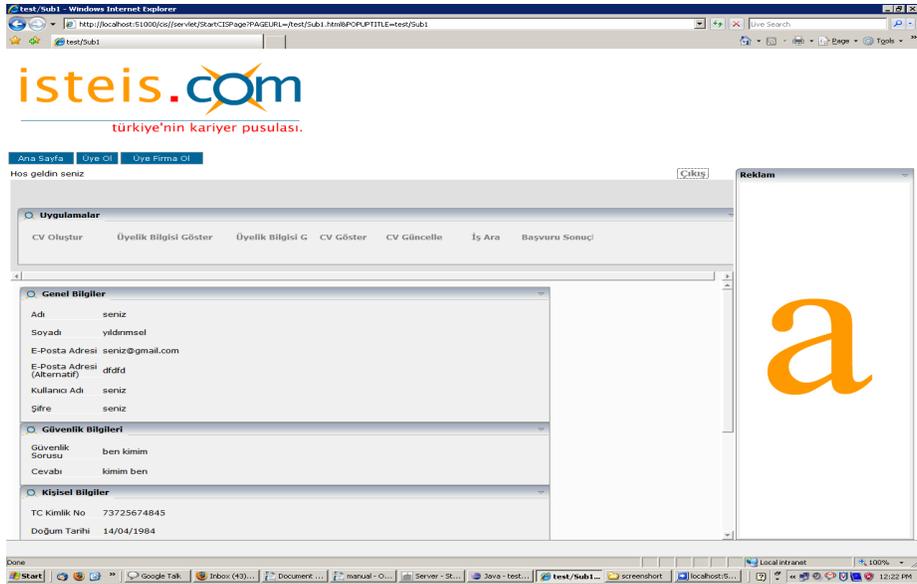


Figure 3 - Job Seeker Main Page

1.3 Create CV and Show/Update User Information and CV Information

As show in the above Figure 3, there are available module listed in the title bar named as "Uygulamalar". To create the CV in the system, the user can choose "CV Oluştur" button and can create a new CV. By choosing "Üyelik Bilgisi Göster" and "Üyelik Bilgisi Güncelle" buttons, the user

can view and update the current user information. Similar to this, choosing “CV Göster” and “CV Güncelle” buttons, the user can view his/her CV information as well as he can update the CV information as shown in Figure 4.

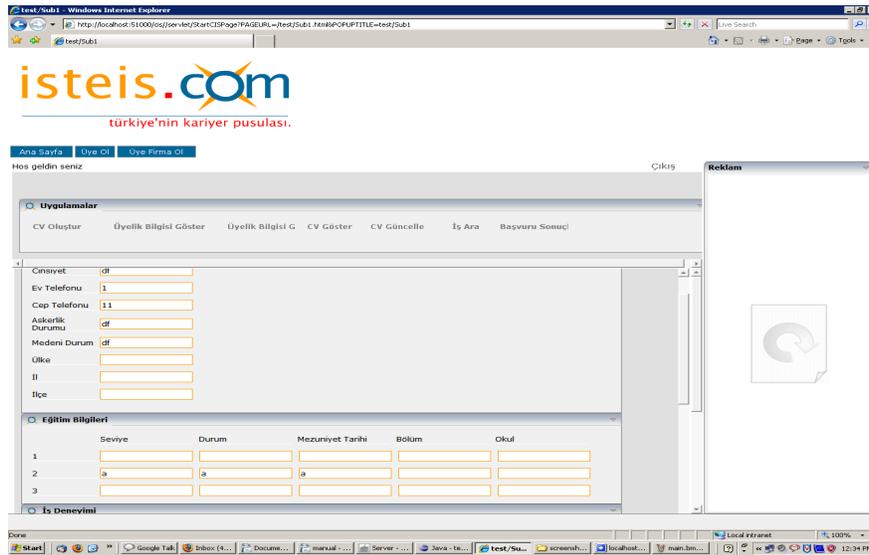


Figure 4 – Update CV Information

1.4 Job Seeker Search Job

By choosing the “” button, the user can go to the job searching page as show in the Figure 5. The user needs to fill up the required information for searching the job and after pressing “Ara” button, if the the system will provide the available positions as shown in the figure.

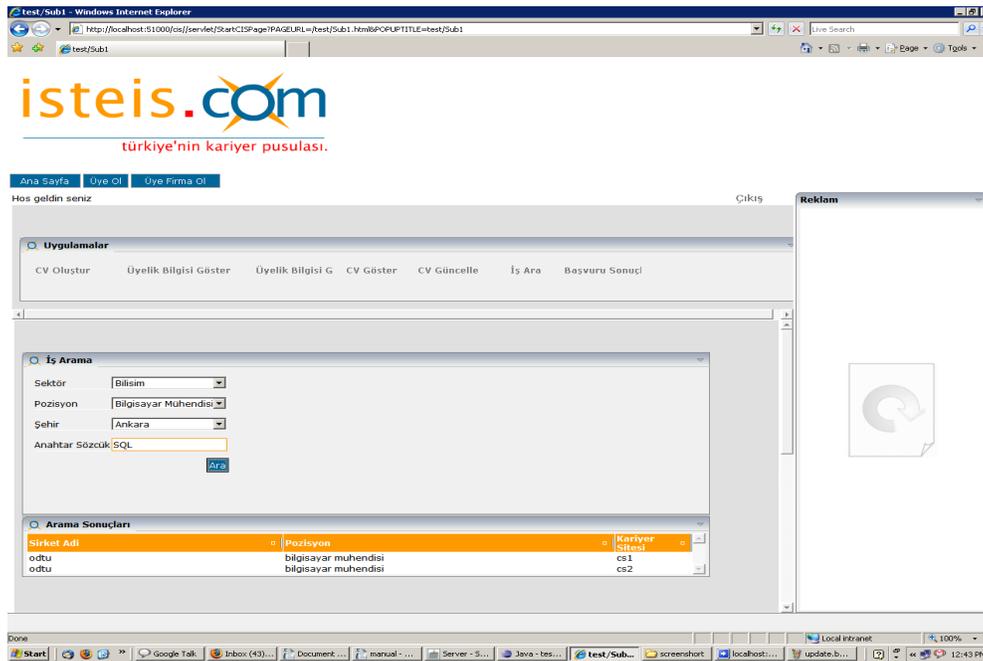


Figure 5 – Search Job

The user can view the details of the job by double clicking on the desire job from the list and the system will provide the detail of the job and if the user want to apply the job, he/she can do application pressing “Başvuru” button which is available at the bottom the page which shows the detail of the job description as show in Figure 6.

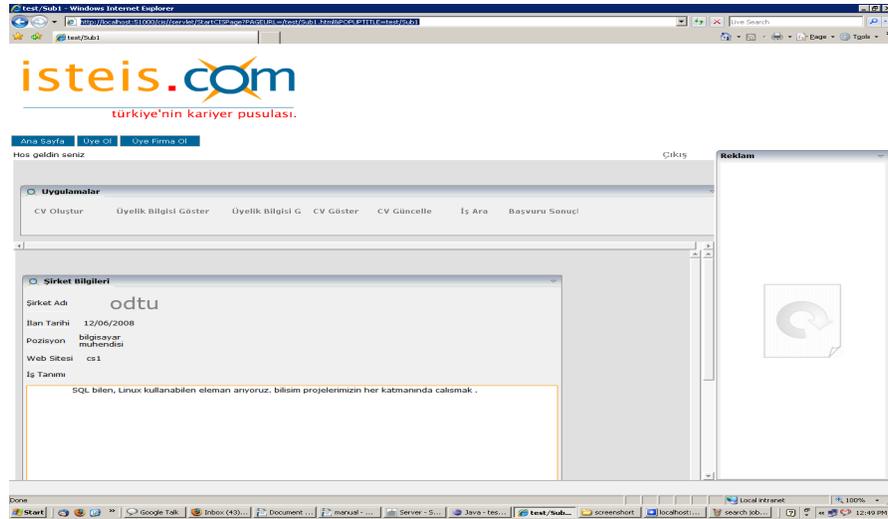


Figure 6 – Job Description Page

1.5 List the Application

The user can list all the applied job positions by clicking “Başvuru Sonuçlar” button and all the available list will be shown in Figure 7. Similar to the previous module, the user can view the detail of the job by double clicking the desire item and this time the user can delete the application by clicking “Sil” button.

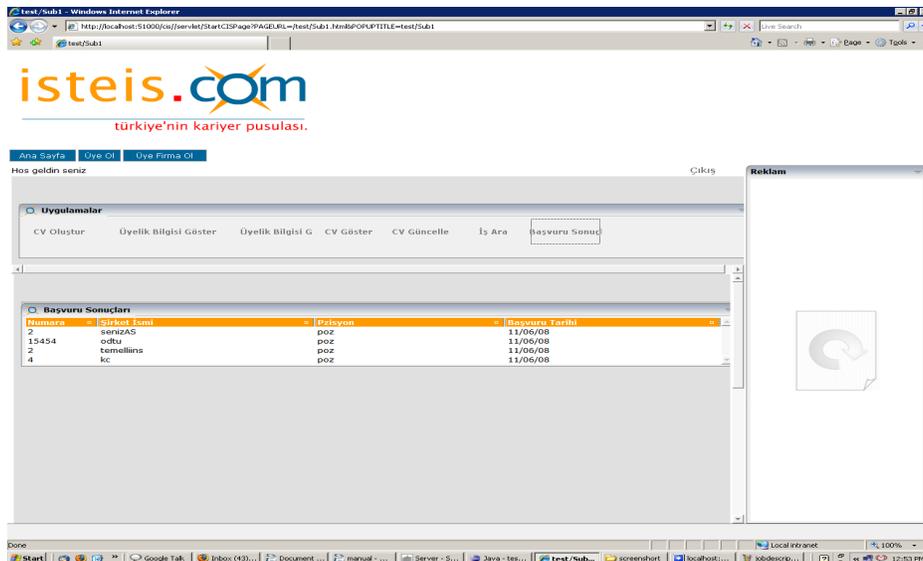
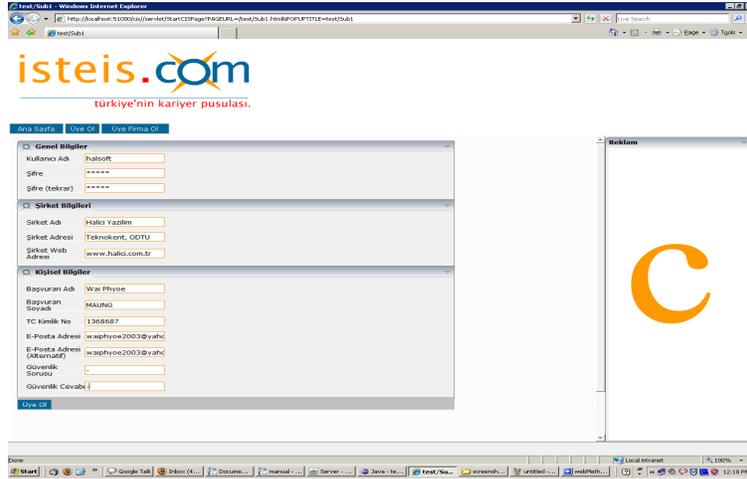


Figure 7 – Application Listing Page

2. Job Provider Manual

2.1 Job Provider Sign Up

The new job provider can make registration to the system. He/she can get the link for registration named as “Üye Firma Ol” from the main page and in the sign up page he/she needs to fill up the requested information and can get a membership in the system as shown in the Figure 8.



The screenshot shows the 'Üye Firma Ol' (Become a Member) registration page on the isteis.com website. The page is displayed in a Windows Internet Explorer browser window. The website's logo and tagline 'türkiye'nin kariyer pusulası.' are visible at the top. The registration form is divided into three sections:

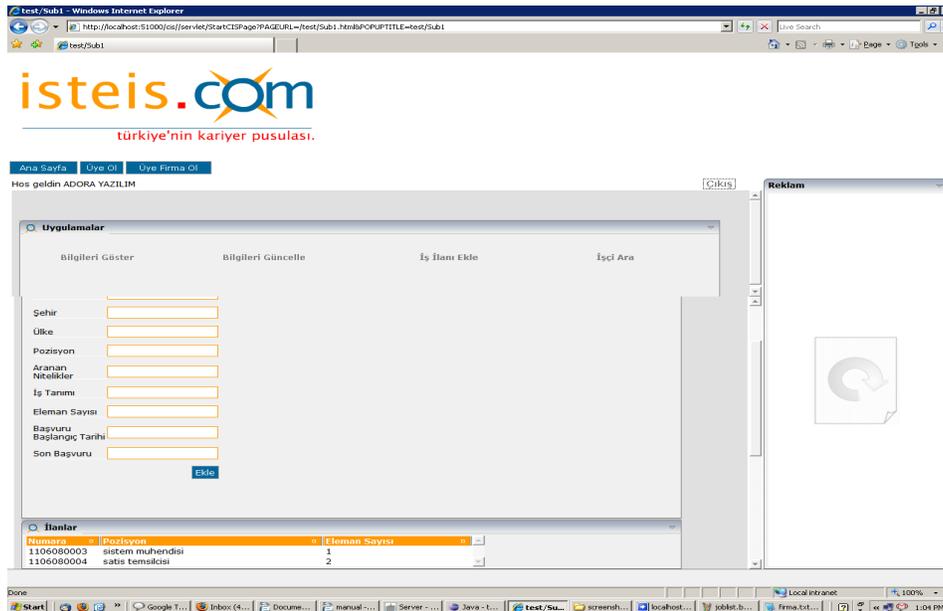
- Genel Bilgiler (General Information):** Includes fields for 'Kullanıcı Adı' (Username), 'Şifre' (Password), and 'Şifre (tekrar)' (Repeat Password).
- Şirket Bilgileri (Company Information):** Includes fields for 'Şirket Adı' (Company Name), 'Şirket Adresi' (Company Address), 'Şirket Web Adresi' (Company Website Address), and 'Şirket Telefonu' (Company Phone Number).
- Kişisel Bilgiler (Personal Information):** Includes fields for 'Başvuru Adı' (Application Name), 'Başvuru Soyadı' (Application Surname), 'TC Kimlik No' (T.C. ID Number), 'E-Posta Adresi' (Email Address), 'E-Posta Adresi (Alternatif)' (Alternative Email Address), 'Güvenlik Sorusu' (Security Question), and 'Güvenlik Cevabı' (Security Answer).

A 'Üye Ol' (Become a Member) button is located at the bottom of the form. A sidebar on the right contains a 'Reklam' (Advertisement) section with a large orange 'C' logo.

Figure 8 - Job Provider Sign Up Page

2.2 Job Provider Login

The user can do login by using the main page of the system and after login, the system will provide the add job offer page together with the previous added job offer list as shown in Figure 9.



The screenshot shows the 'Üye Firma Ol' (Become a Member) page on the isteis.com website after a user has logged in. The page is displayed in a Windows Internet Explorer browser window. The website's logo and tagline 'türkiye'nin kariyer pusulası.' are visible at the top. The user is logged in as 'ADORA YAZILIM'. The main content area is titled 'Uygulamalar' (Applications) and contains a form for adding a new job offer, a table of existing job offers, and a sidebar with a 'Reklam' (Advertisement) section.

The 'Uygulamalar' section has four tabs: 'Bilgileri Göster', 'Bilgileri Güncelle', 'İş İlanı Ekle', and 'İşçi Ara'. The 'İş İlanı Ekle' tab is active, showing a form with the following fields:

- Şehir
- Ülke
- Pozisyon
- Aranan Nitelikler
- İş Tanımı
- Eleman Sayısı
- Başvuru Başlangıç Tarihi
- Son Başvuru

A 'Ekle' button is located below the form. Below the form is a table of existing job offers:

Numara	Pozisyon	Eleman Sayısı
110608003	sistem mühendisi	1
110608004	satış temsilcisi	2

The sidebar on the right contains a 'Reklam' (Advertisement) section with a large orange 'C' logo.

Figure 9 – Job Provider Add Job Offer Page

The user can also manually choose this page by clicking “İş İlanı Ekle” from the above button lists. To do the updating or deleting or view the appliers list for the offer, the user needs to double click on the desire item from the list and all the functions are available in the up coming page shown in Figure 10.

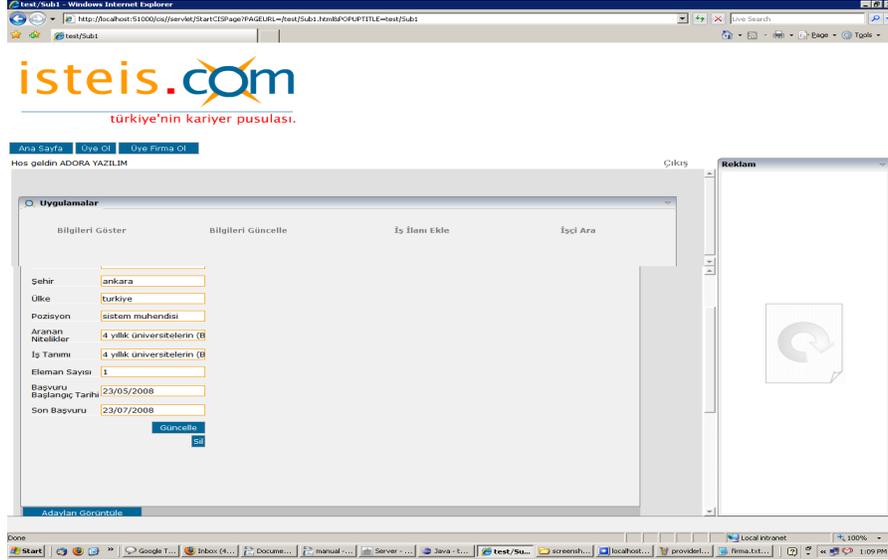


Figure 10 – Job Offer Detail

When the user click on the “Adayları Görüntüle” button, the available applied list is available as shown in the Figure 11 and when double clicking on the desire seeker, the syetem will provide the CV information of the current applier.

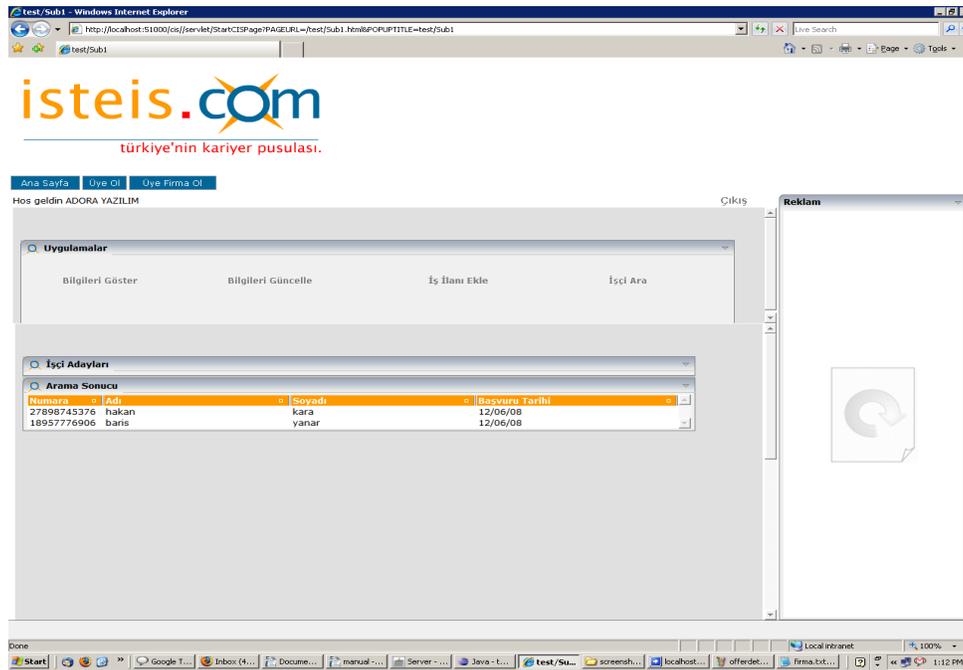


Figure 11 – List of Job Seeker

2.3 Search Job Seeker

The user can do search job seeker manually by clicking “İşçi Ara” button from the above list and in the up coming page, the user need to fill the necessary information and can find the appropriate seeker as show in the Figure 12.

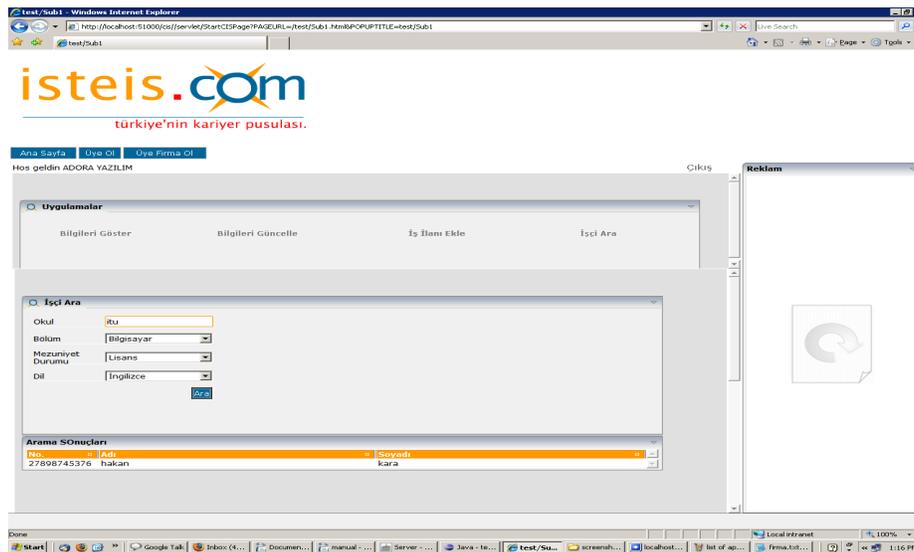


Figure 12 – Search Job Seeker

Similar to the previous session, the user can view the detail CV of the job seeker by double clicking on the desire job seeker from the list.

2.4 Show/Update User Information

By choosing “Bilgisi Göster” and “Bilgisi Güncelle” buttons, the user can view and update the current user information as shown in the Figure 13.

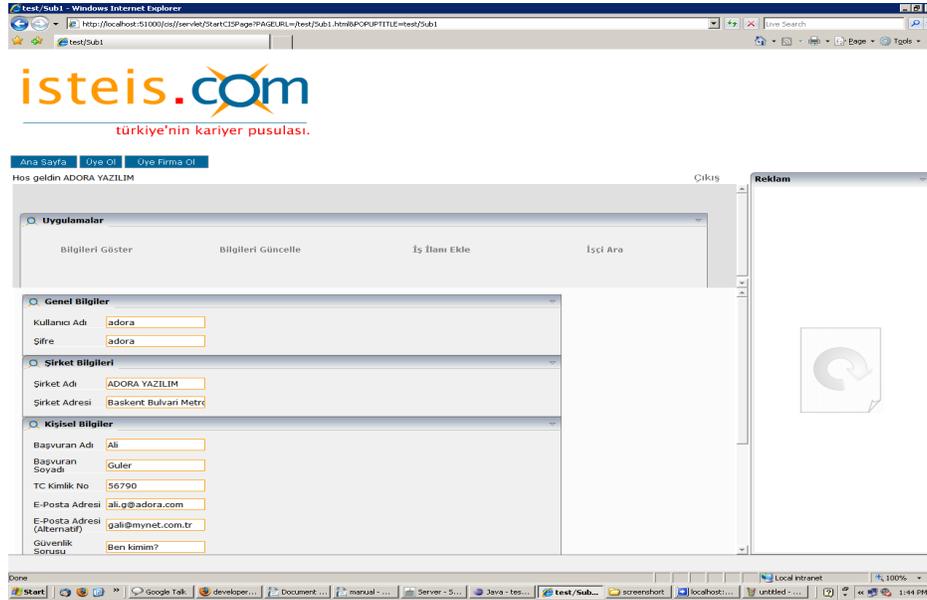


Figure 13 – Update User Information