



Tertiary **Scholarships**
& **Loans** Service
Empowering Fiji's Future



ALUMNI & EMPLOYER CONNECT PORTAL USER MANUAL



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Introduction

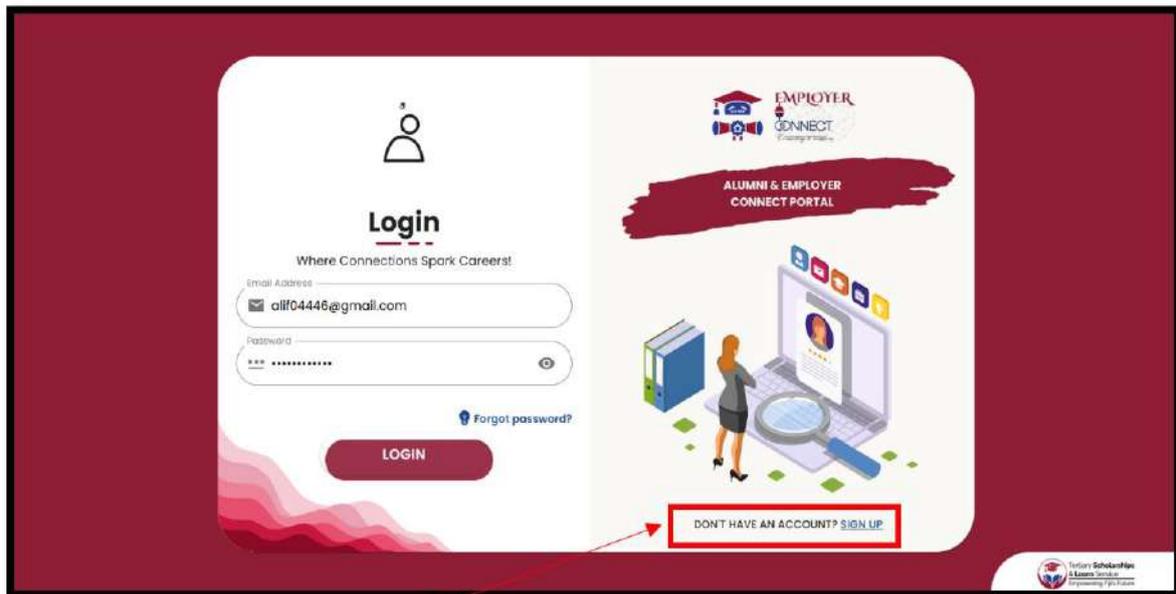
Welcome to the **Alumni & Employer Connect Portal**, an initiative by the Tertiary Scholarship and Loans Service (TSLS) developed to strengthen connections between TSLS-sponsored graduates and employers across various industries. This platform aims to support professional networking, enhance visibility for potential employment, and contribute to building a robust and skilled national workforce.

This **User Manual** is specifically designed to guide all users for effective use of the portal's features. It provides instructions on how to register, update profiles, browse job opportunities, connect with employers, and manage communications. It will also show how the users can view informative blogs and advises from Alumni's.

All in all, the **User Manual** will help all the users to make the most of the portal's features with clear, step-by-step instructions.

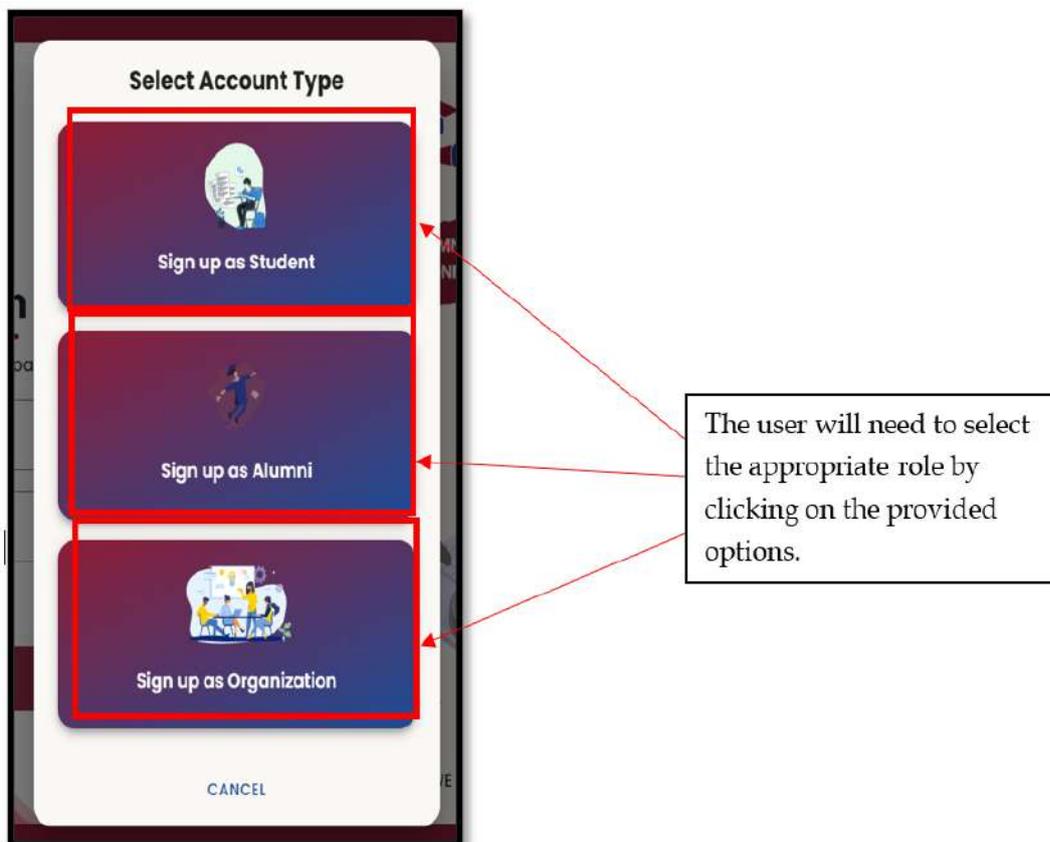
Registration

Users must first register an account to get started with the **Alumni & Employer Connect Portal**.



Click on this is **SIGN UP** for an account.

Once clicked the user needs to select the **Account Type**.



If the user selects “Sign up as Student” they’ll need to CONFIRM GRADUATION STATUS.

CONFIRM GRADUATION STATUS

Have you graduated? If you have graduated, you should register as an Alumni. If you are still a student, you can proceed with Student registration.

YES, I HAVE GRADUATED NO, I AM A STUDENT

If the user clicks on “YES, I HAVE GRADUATED” the user will be directed to the login page and is required to register as an Alumni.

However, if the user clicks on “NO, I AM A STUDENT” the student is then required to fill in all the details required to sign up for an account.



Student Sign Up

Find your dream job today. Join in now!

TIN *

TIN must be 9 or 10 digits, numbers only (e.g., 123456789)

First Name * Other Name Last Name *

Gender * Ethnicity * Title *

Date of Birth * Phone Number *

You must be at least 16 years old Enter a valid phone number (e.g., 6791234567)

Province * Residential Address * Postal Address

TSL Scheme * Profile Photo CHOOSE FILE

Email Address * Password * Confirm Password *

Must be a valid email (e.g., user@domain.com) At least 8 characters, 1 uppercase, 1 number, 1 special character (e.g., Password!)

SIGN UP

If the user selects “Sign up as Alumni” they’ll need to CONFIRM GRADUATION STATUS.

CONFIRM GRADUATION STATUS

Have you graduated? If you have graduated, you qualify to register as an Alumni. If you are still a student, you should register as a Student instead.

If the user clicks on “GO BACK” the user will be directed to the login page and is required to select the correct role.

However, if the user clicks on “YES, I HAVE GRADUATED” the Alumni is then required to fill in all the details required to sign up for an account.



Alumni Sign Up

Share your stories and help us make a difference. Join in now!

DD-MM-YYYY
You must be at least 18 years old

+679
Enter a valid phone number (e.g., 6791234567)

alif04446@gmail.com
Must be a valid email (e.g., user@domain.com)

At least 8 characters, 1 uppercase, 1 number, 1 special character (e.g., Password!)

If the user selects **“Sign up as Organization”** they’ll directly need to fill all the required details to register for an account.

Organization Sign Up
Recruit the best talent today!

Organization Details

Organization TIN *
TIN must be 9 or 10 digits, numbers only (e.g., 123456789)

Organization Name *
Organization Branch *
Organization Registration Number *
Organization Registration Date *
DD-MM-YYYY

Company Logo (Optional)
CHOOSE FILE

Organization Representative Details

First Name *
Other Name
Last Name *
Title *
Gender *
Position *
Phone Number *
+679
Enter a valid phone number (e.g., 6791234567)
Email *
alif04446@gmail.com
Must be a valid email (e.g., user@domain.com)
Password *
Confirm Password *

characters, 1 uppercase, 1 number, 1 special character (e.g., Password!)

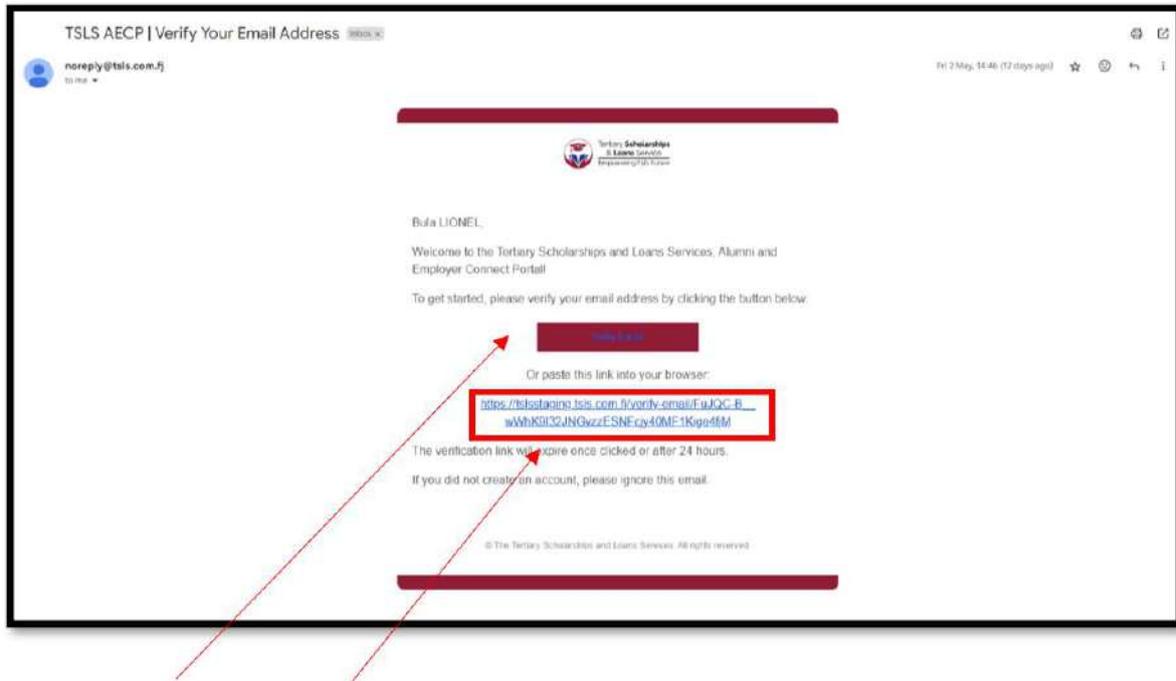
SIGN UP

After the user clicks on **“SIGN UP”** and submits all the required details, the account will be created. However, it will remain pending until approved by an admin. If the information provided is accurate, the account will be approved; otherwise, it may be disapproved if found to be incorrect or suspicious.

Once the user clicks on **“SIGN UP”** they’ll receive an email for account verification.

Account Verification

Once the users successfully create an account waiting for pending approval, they should verify their email.

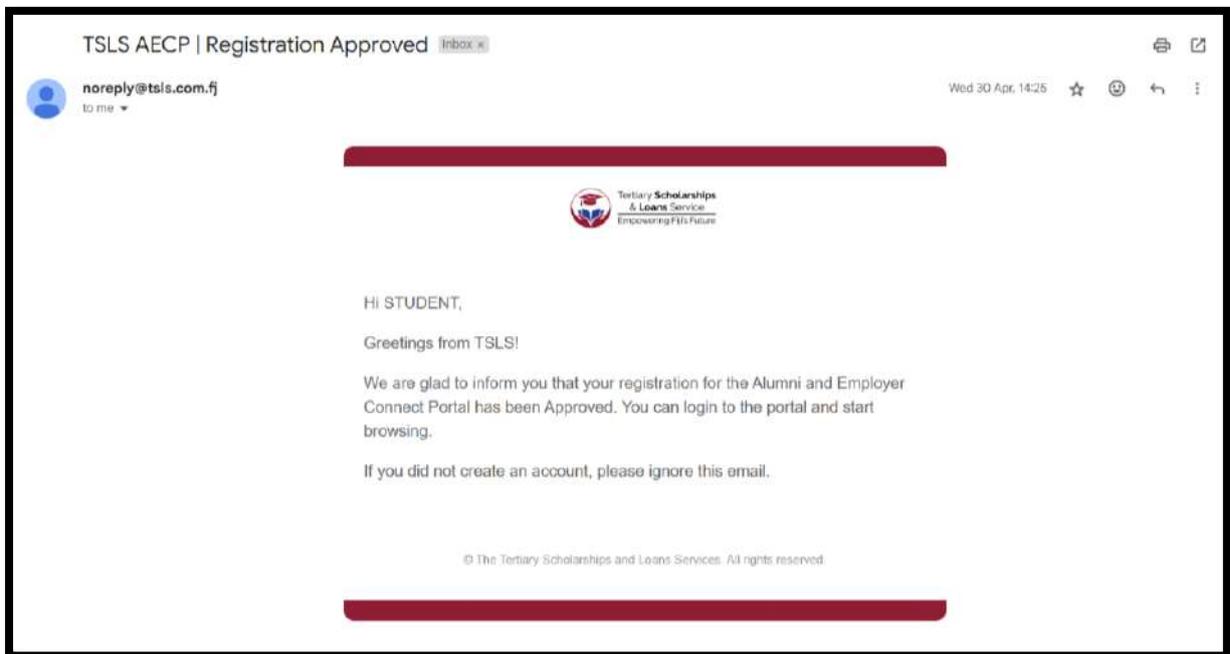


The user is required to click on **“Verify Email”** to verify the account created however, if the verify email does not work for some instance copy the provided link and paste it in the browser to verify the account.

The users must note that the verification of the account link will **Expire** after 24 hours. If this happens the user, then needs to contact the admin team to verify their account.

Account Status Notification

Once the admin approves or disapproves the account the user will receive an email regarding the pending account verification.

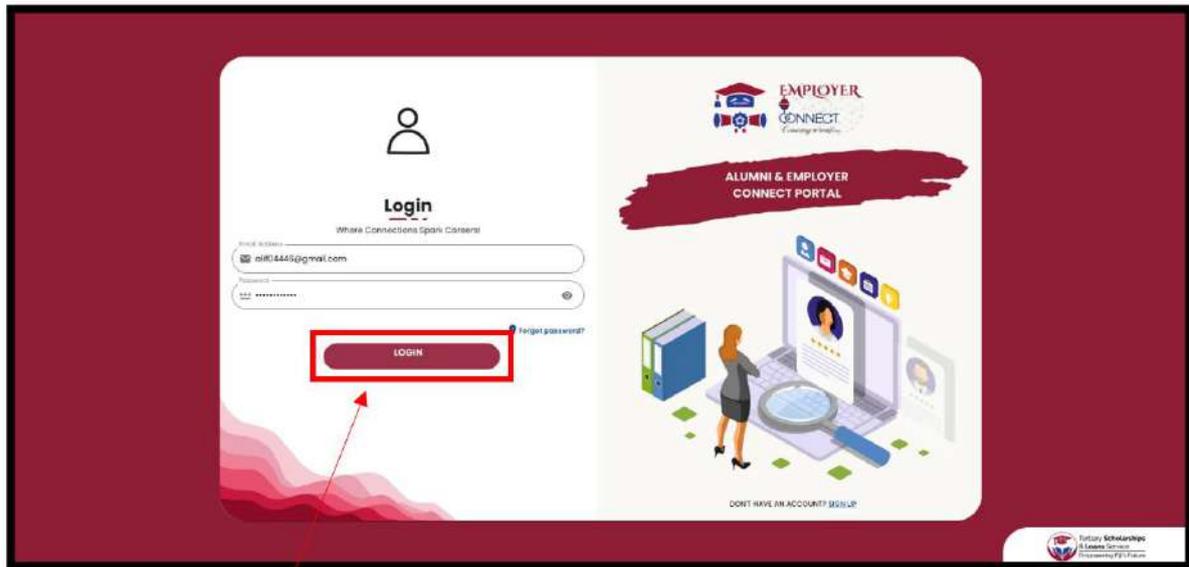


This email indicates whether the account created is approved or disapproved.

Once approved users can login to the portal.

Login

Once the user's account is approved by the admin, they can login using the credentials entered while registering for an account.



Once the user has entered the appropriate credentials they are required to click on the “**LOGIN**” button to login to the portal and get started with the activities and get the most out of the features.

Student Role and Features

Once the user has successfully logged into the portal they see the main dashboard.

The screenshot shows the main dashboard of the TSLS Alumni & Employer Connect Portal. The dashboard includes a sidebar on the left with navigation options, a main content area with a header and a central graphic, and three data cards at the bottom. Red boxes highlight specific elements, and callout boxes provide descriptions for each.

Callout 1 (Top Left): This is a sidebar option where the student can view all the blogs posted by the Alumni's and the other people who are involved in posting blogs.

Callout 2 (Top Middle): This is a sidebar option where the student can view all the available vacancies listed by various industries along with the criteria.

Callout 3 (Top Right): These are two toggle buttons. One is used for light and dark mode of the portal. The second button is used for user profile.

Callout 4 (Bottom Left): This shows the account details of the users logged in.

Callout 5 (Bottom Middle-Left): This card will show the total number of current opportunities that are posted by the industries.

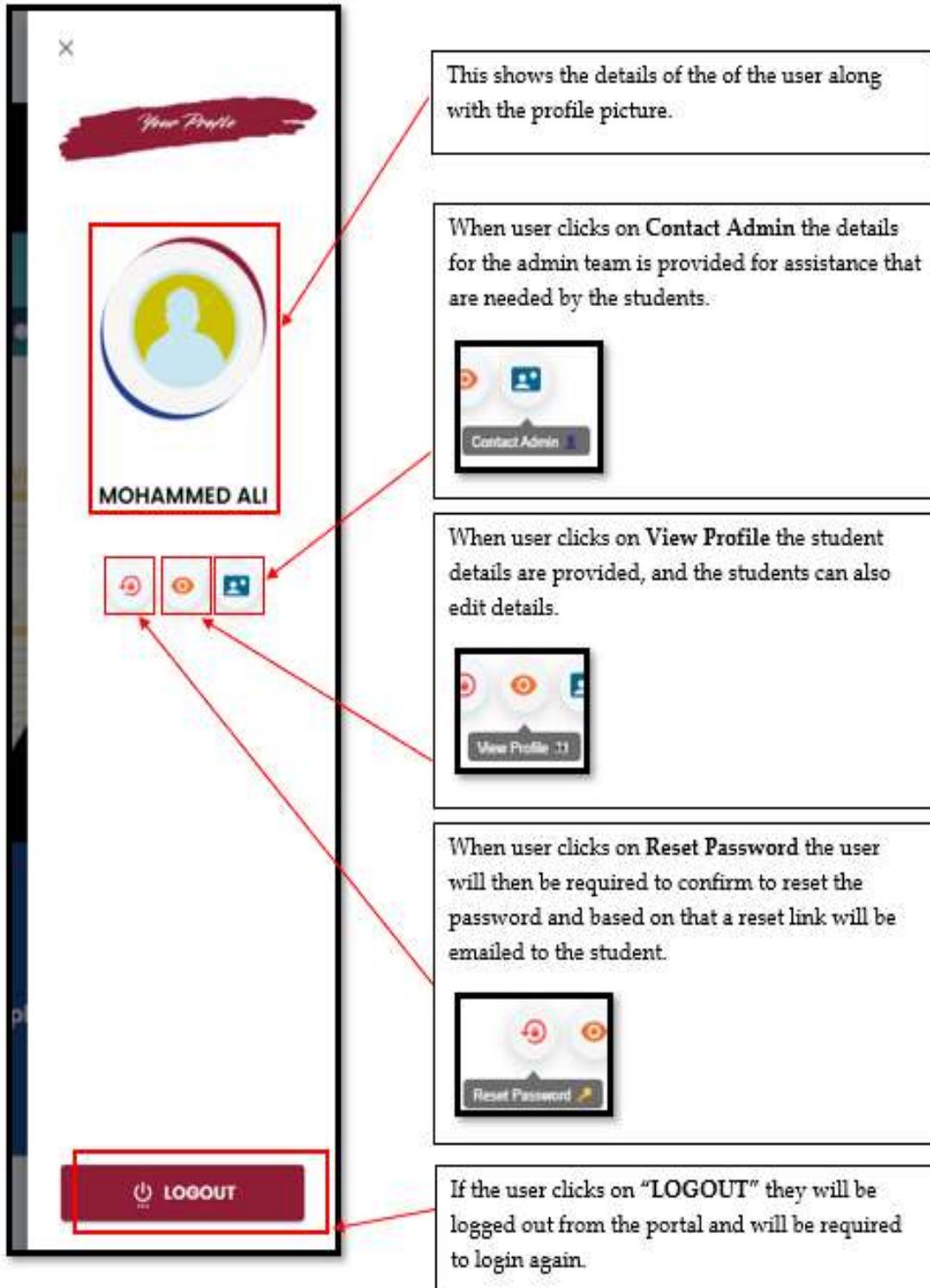
Callout 6 (Bottom Middle-Right): This card will show the total number of blogs that are available for the users to view.

Callout 7 (Bottom Right): This card will show the total number of vacancies a user has applied for.

Feature	Description
Account Details	Shows the account details of the users logged in.
Current Opportunities	Shows the total number of current opportunities that are posted by the industries.
Total Blogs	Shows the total number of blogs that are available for the users to view.
Total Vacancies Applied	Shows the total number of vacancies a user has applied for.

Student Profile View

When the user clicks on the **Profile view** button on the top right corner they will see the following.



The screenshot shows a mobile application interface for a student profile. At the top, there is a red brushstroke graphic with the text "Your Profile". Below this is a circular profile picture placeholder with a blue and yellow background, and the name "MOHAMMED ALI" underneath. A red box highlights the profile picture area. Below the name are three icons: a red circular arrow, an orange eye, and a blue person icon. A red box highlights these three icons. At the bottom, there is a red button with a power icon and the text "LOGOUT". A red box highlights the "LOGOUT" button. Four callout boxes with red arrows point to these elements, providing detailed descriptions of their functions.

This shows the details of the of the user along with the profile picture.

When user clicks on **Contact Admin** the details for the admin team is provided for assistance that are needed by the students.

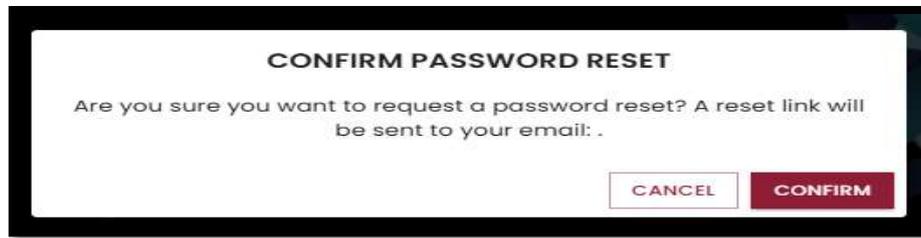
When user clicks on **View Profile** the student details are provided, and the students can also edit details.

When user clicks on **Reset Password** the user will then be required to confirm to reset the password and based on that a reset link will be emailed to the student.

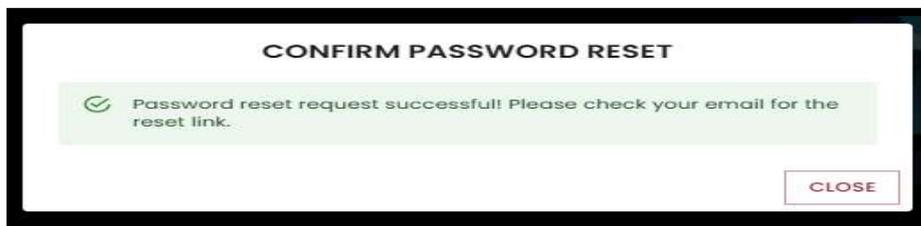
If the user clicks on "LOGOUT" they will be logged out from the portal and will be required to login again.

Reset Password

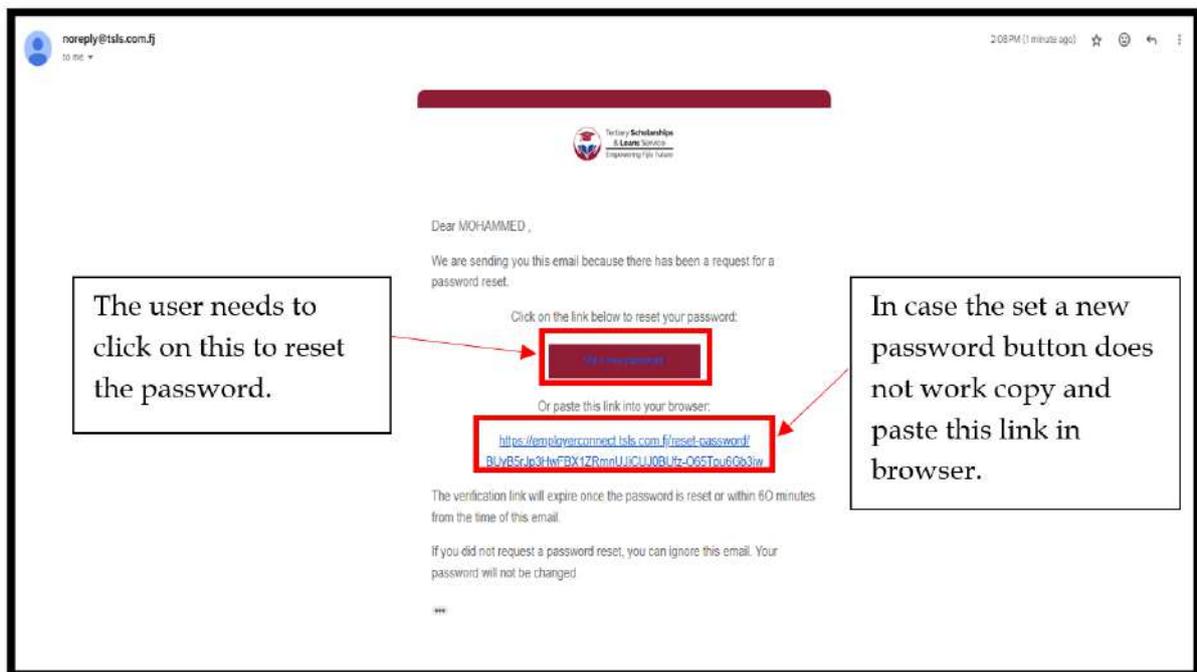
Once the users click on **“Reset Password”** they will be required to confirm if they want to reset the password or it was just an accident.



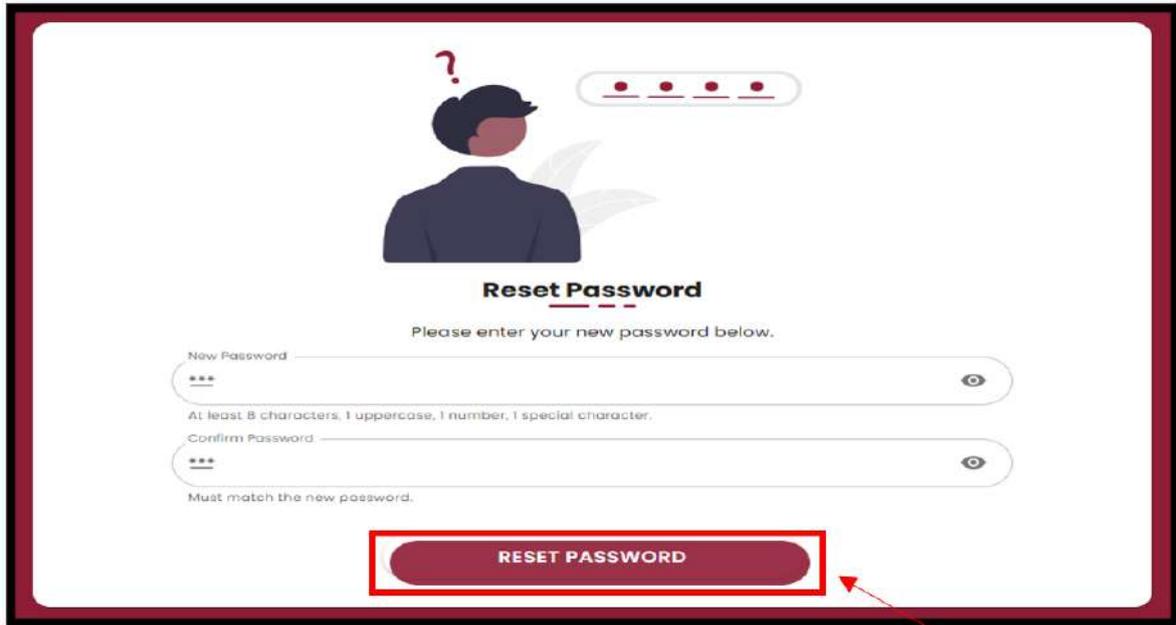
If the user clicks on **“CANCEL”** they will be directed back to the profile view page. However, if they continue and click on **“CONFIRM”** a reset email will be directly sent to the users email inbox.



After which the users can reset their password for the portal.



Once the user clicks on **“Set a new password”** or uses the link in the browser they will be directed to the password reset page where they are required to enter the new password.

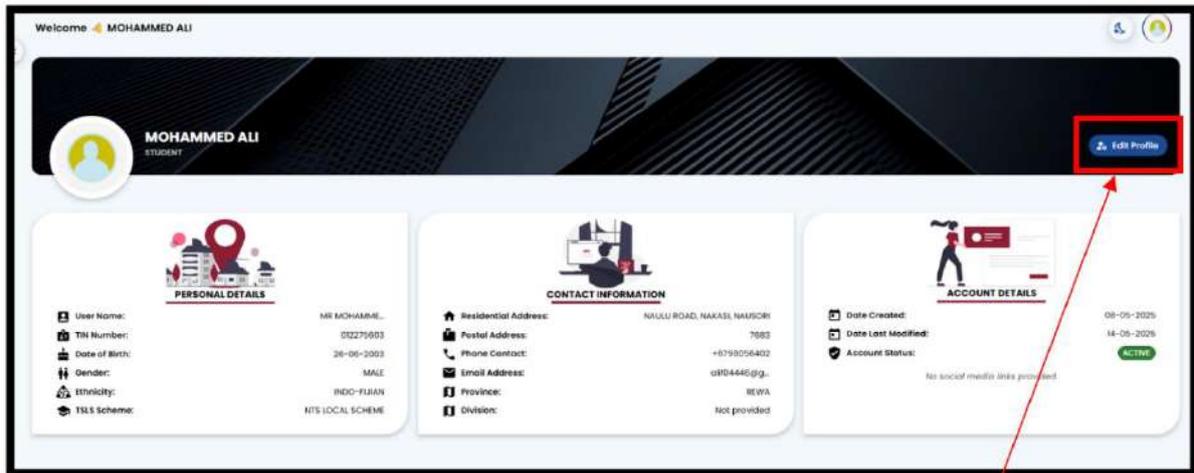


The screenshot shows a password reset interface. At the top, there is an illustration of a person with a question mark above their head and a password field with four red dots. Below this is the heading **Reset Password** and the instruction **Please enter your new password below.** There are two input fields: the first is labeled **New Password** and the second is labeled **Confirm Password**. Both fields have a strength indicator (three red dots) and a toggle icon. The text **At least 8 characters, 1 uppercase, 1 number, 1 special character.** is positioned between the two fields. Below the second field, it says **Must match the new password.** At the bottom center, there is a red button labeled **RESET PASSWORD**, which is highlighted with a red rectangular box. A red arrow points from the bottom right corner of the form area towards the button.

The users are then required to enter the new password and click on **“RESET PASSWORD”** button to successfully reset a new password.

View Profile

Once the user clicks on “View Profile” they will be displayed with all their personal details, contact information and account details.



If the user wants to edit the profile details, they can simply click on “Edit Profile”

Once the user clicks on Edit Profile they will be directed to the following page where they will be required to fill all the necessary details which they want to edit.

The 'Edit Profile' form contains the following fields:

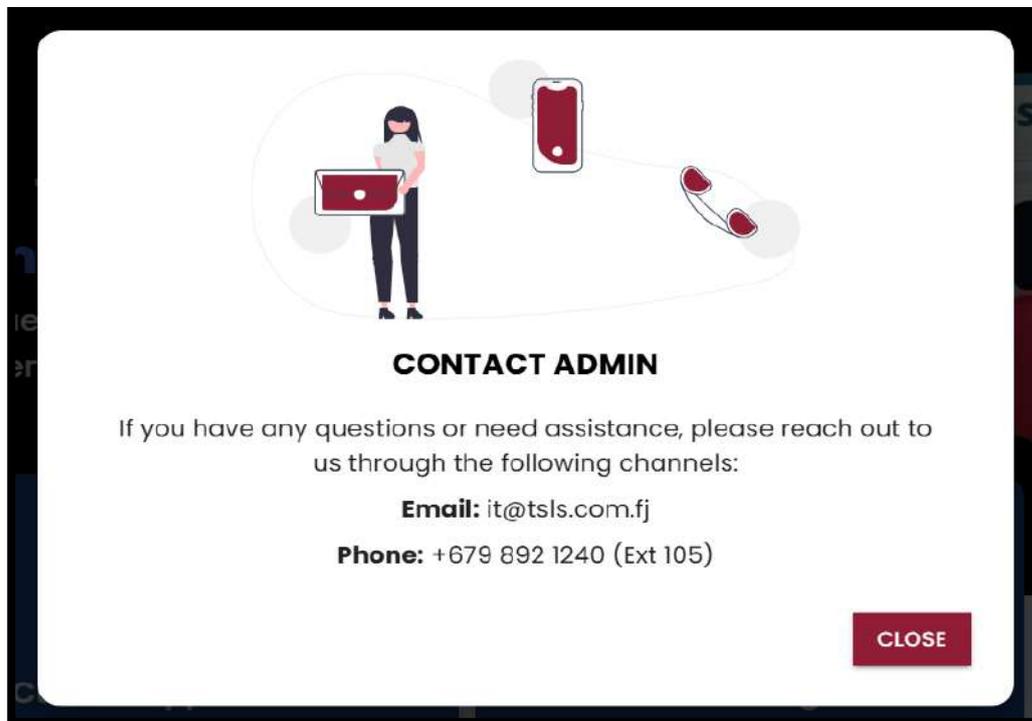
First Name	MOHAMMED	Last Name	ALI
Other Name	FARHAAN	Email Address	alif04446@gmail.com
Phone Contact	+6798056402	Title	MR
Gender	MALE	Ethnicity	Indo-Fijian
Residential Address	NAULU ROAD, NAKASI, NAUSORI	Postal Address	7683
Facebook Link		Instagram Link	
LinkedIn Link		X Link	
Youtube Link		Github Link	
Reddit Link		Viber Link	
WhatsApp Link		Signal Link	

Buttons: CANCEL, SAVE

Once the user is done editing, they are required to click on the “Save” button to save the changes they have done.

Contact Admin

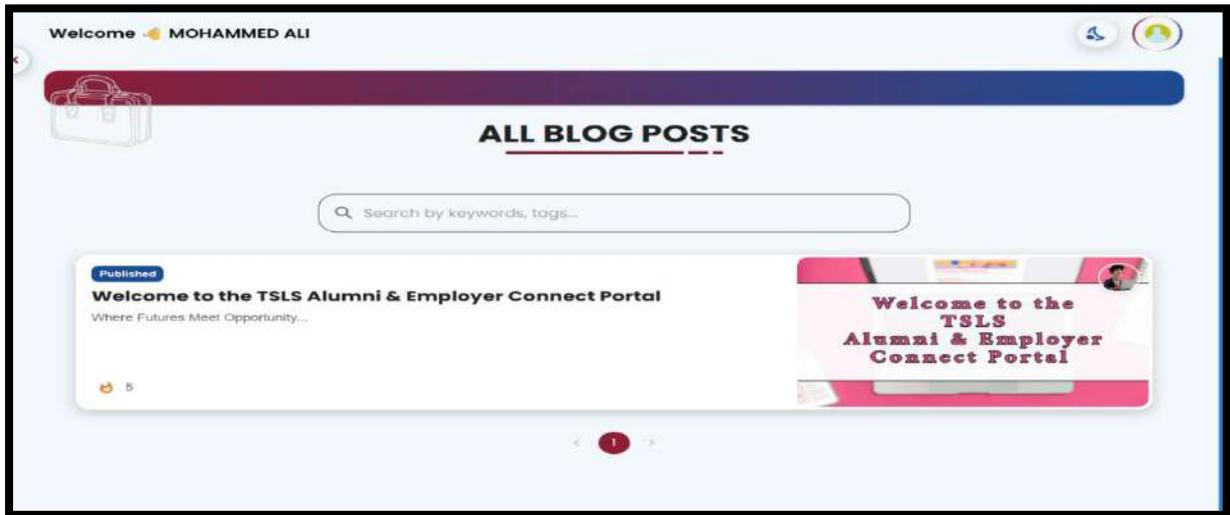
Once the user clicks on “**Contact Admin**” a pop-up appears providing the details for the admin if the student needs any further assistance.



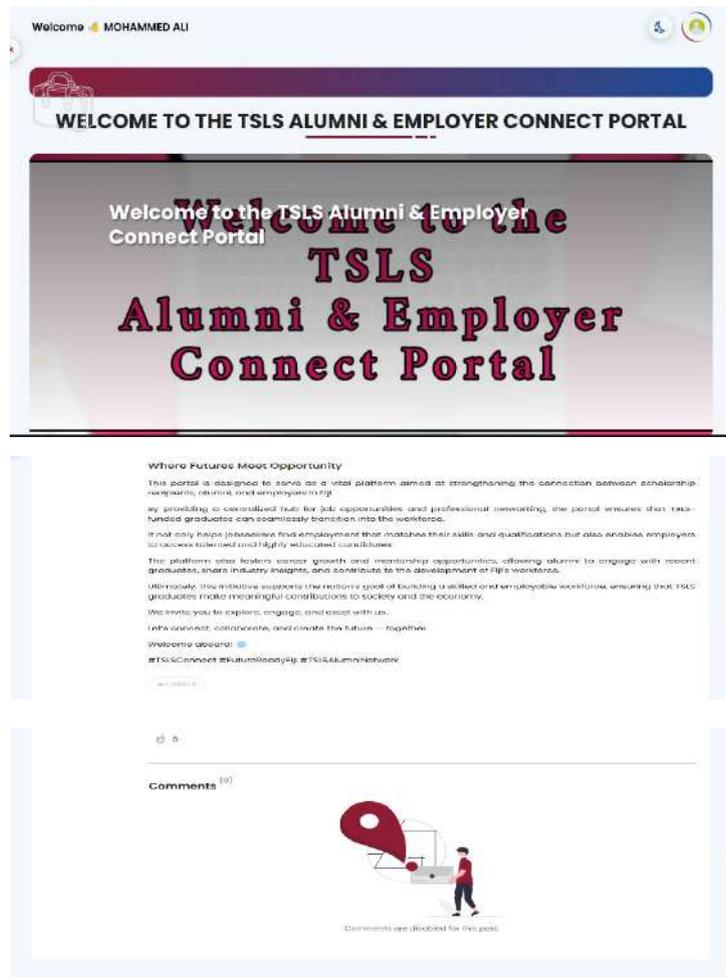
The above **CLOSE** button will close the contact admin tab and will direct the user back to profile page.

All Blog Posts for Students

Once the student clicks on “All Blogs” all the available blogs created by the admins and the alumni are displayed.

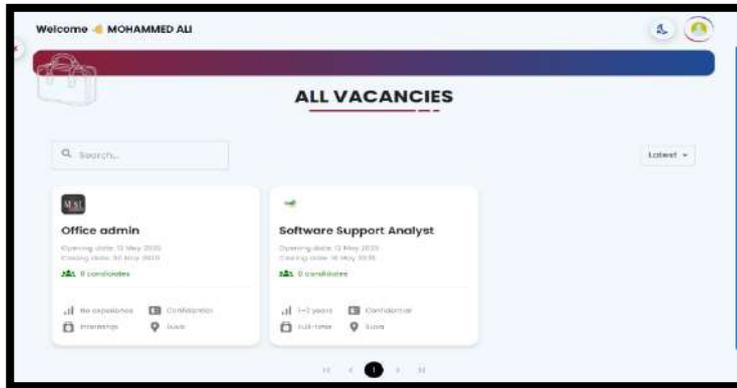


Each of the individual blogs are clickable to open and read the whole blog in an extended format.

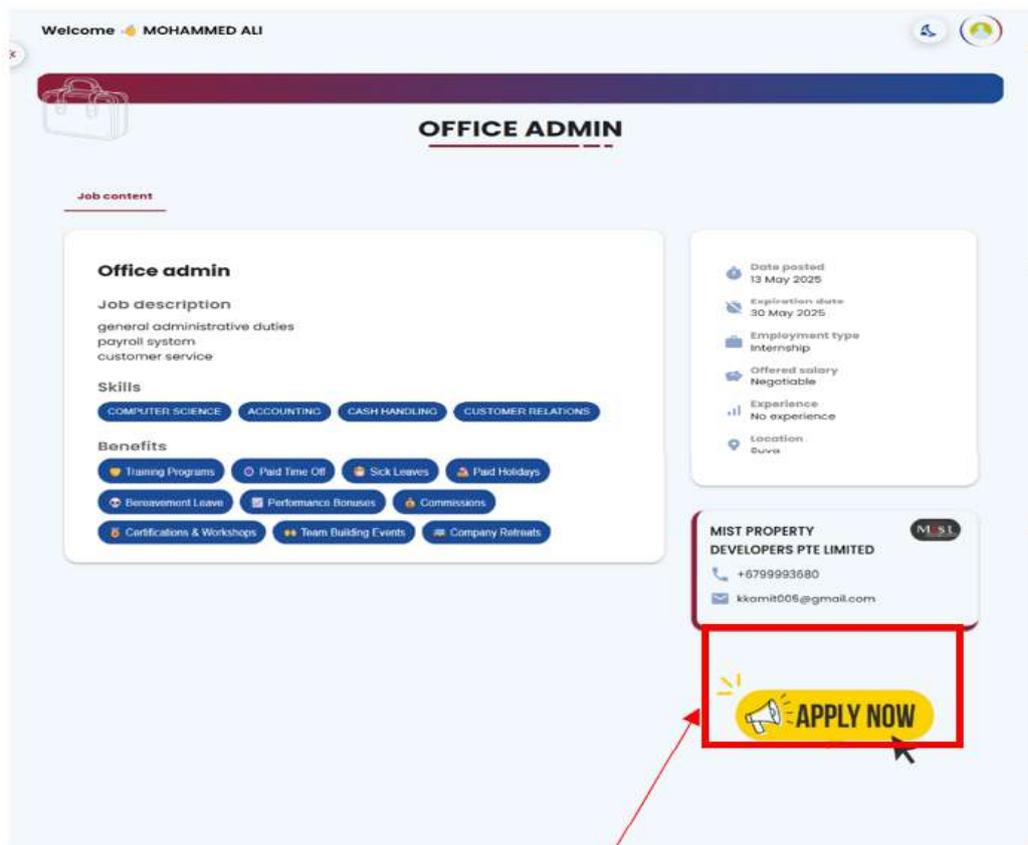


View All Vacancies for Students

Once the student clicks on **“View All Vacancies”** all the available vacancies posted by the various industries are displayed.



Each of the individual vacancies are clickable to open and read the whole vacancy in the extended format.



The user needs to click on **“APPLY NOW”** to apply for the listed vacancy.

Once the user clicks on it, they will be directed to the page where they need to fill all the required details to apply for the job.

Once the student clicks on apply now below is the interface that will be displayed to them to fill in all the required information.

The screenshot shows a web interface for applying for a vacancy. At the top, it says 'Welcome MOHAMMED ALI'. The main heading is 'APPLY FOR VACANCY #3'. Below this is a section titled 'SUBMIT YOUR APPLICATION' with the instruction 'Please fill in the required fields and upload the necessary documents.' The form contains several fields: 'CV *' (drag & drop or select PDF), 'Academic Transcript *' (drag & drop or select PDF), 'Video *' (drag & drop or select MP4, MOV, AVI), 'Cover Letter *' (drag & drop or select PDF), 'Passport Photo *' (drag & drop or select PNG, JPG, JPEG), 'TIN Card or Letter *' (drag & drop or select PNG, JPG, JPEG), 'FNPF Number *' (text input), 'FNPF Letter / Card *' (drag & drop or select PDF), and 'Valid Photo ID *' (drag & drop or select PNG, JPG, JPEG). At the bottom right, there are two buttons: 'CANCEL' and 'SUBMIT APPLICATION'. A red box highlights the 'SUBMIT APPLICATION' button, and a red arrow points to it from below.

After the student has filled in all the required details for the advertised vacancy, they must click on '**SUBMIT APPLICATION**' to successfully complete and apply for the vacancy however, when clicked on "CANCEL" it will direct the user back to the vacancy details page.

The students must take note that the **submit application** button will only enable once all the required information is provided.

Once the user has applied for the vacancy successfully, they will receive an email.

Alumni Role and Features

Once the Alumni has successfully logged into the portal they see the main dashboard.

The screenshot shows the main dashboard of the TSLs Alumni & Employer Connect Portal. The header includes a welcome message for 'RIKSHANTH ALUMNI' and a user profile icon. The main content area features a large banner with the portal's title and a tagline. Below the banner are three blue cards displaying statistics: 'Current Opportunities' (2), 'Total Blogs' (1), and 'Total Vacancies Applied' (0). A sidebar on the left contains navigation options like 'Dashboard', 'All Blogs', 'Create Blog', and 'View All Vacancies'. A user profile card is visible at the bottom left of the main content area.

This is a sidebar option where the Alumni can view all the blogs posted by the other alumni and the admins who are involved in posting blogs.

This is a sidebar option where the Alumni can create blogs and post it for all the users providing guidance and helpful information.

This is a sidebar option where the Alumni can view all the posted vacancies by the various industries/ organizations.

These are two toggle buttons. One is used for dark/ light mode and other is used to navigate to profile view with other menus.

The user details are displayed on this corner of the portal.

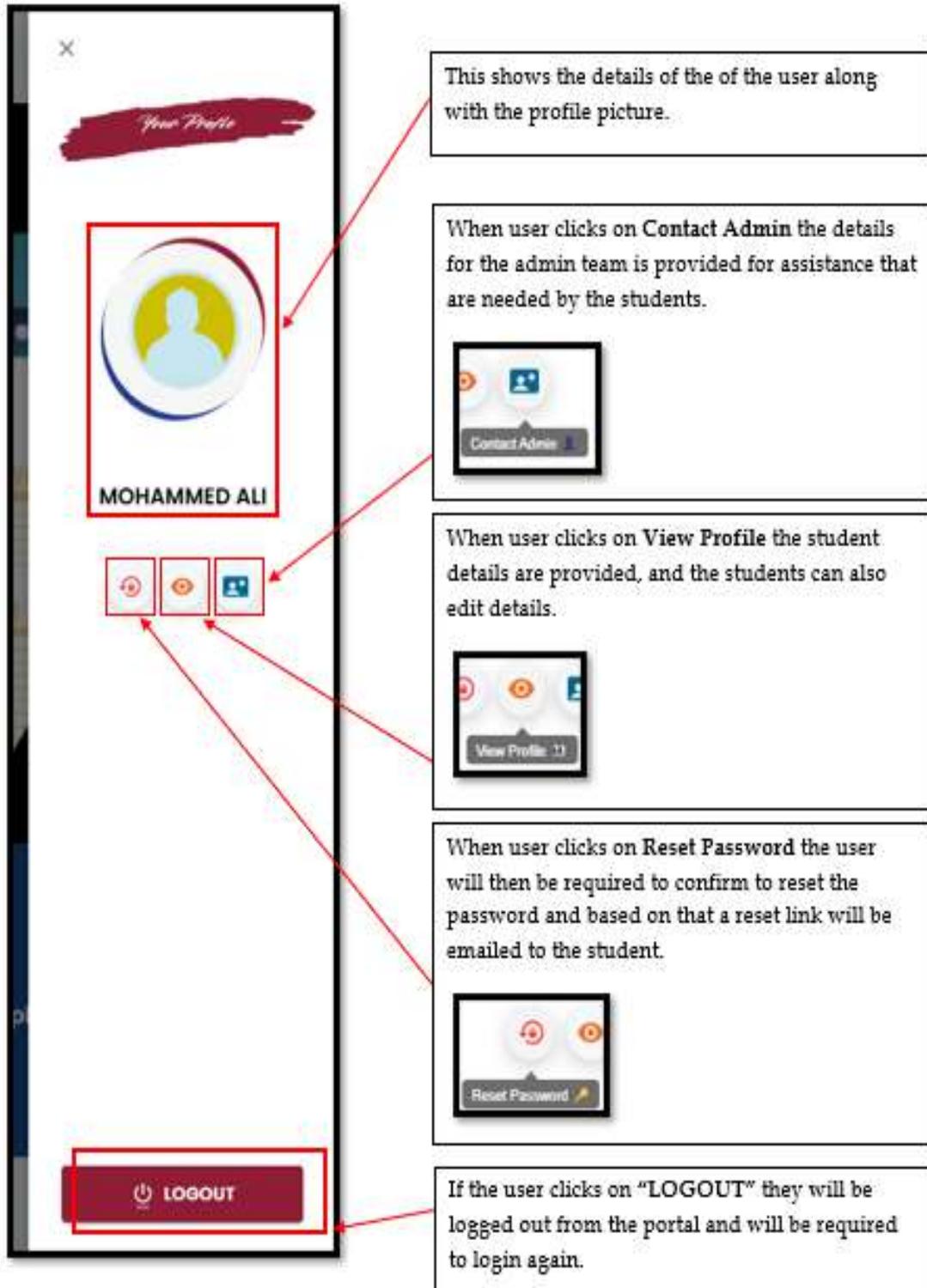
This card shows the total number of vacancies that are available for the Alumni and Students to apply for.

This card shows the total number of blogs that are posted till date whether it be from the admins or from other Alumni.

This card shows the total number of vacancies the Alumni has applied for.

Alumni Profile View

When the Alumni clicks on Profile view button on the top right corner they will see the following.



The screenshot shows a mobile application interface for an alumni profile. At the top, there is a close button (X) and a header "Your Profile" with a red brushstroke effect. Below the header is a circular profile picture placeholder with a blue and yellow silhouette, labeled "MOHAMMED ALI". Underneath the name are three icons: a red circular arrow (Reset Password), an orange eye (View Profile), and a blue speech bubble (Contact Admin). At the bottom is a red "LOGOUT" button with a power icon. Four callout boxes with red arrows point to these elements, providing detailed instructions for each.

This shows the details of the of the user along with the profile picture.

When user clicks on Contact Admin the details for the admin team is provided for assistance that are needed by the students.

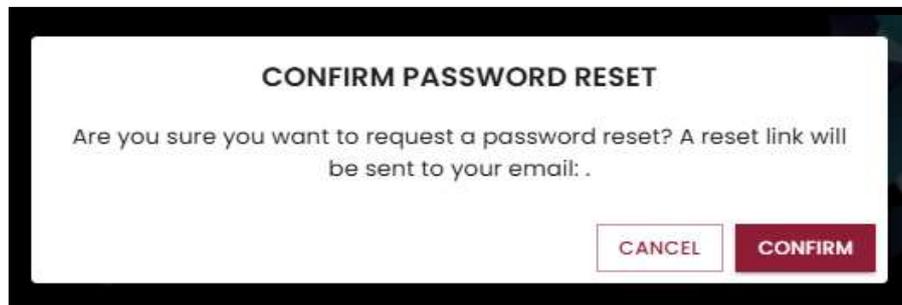
When user clicks on View Profile the student details are provided, and the students can also edit details.

When user clicks on Reset Password the user will then be required to confirm to reset the password and based on that a reset link will be emailed to the student.

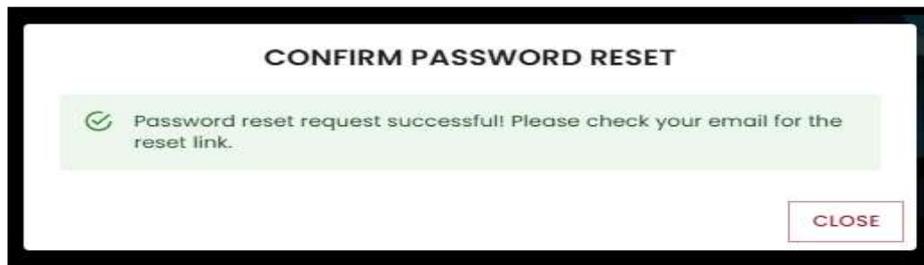
If the user clicks on "LOGOUT" they will be logged out from the portal and will be required to login again.

Reset Password

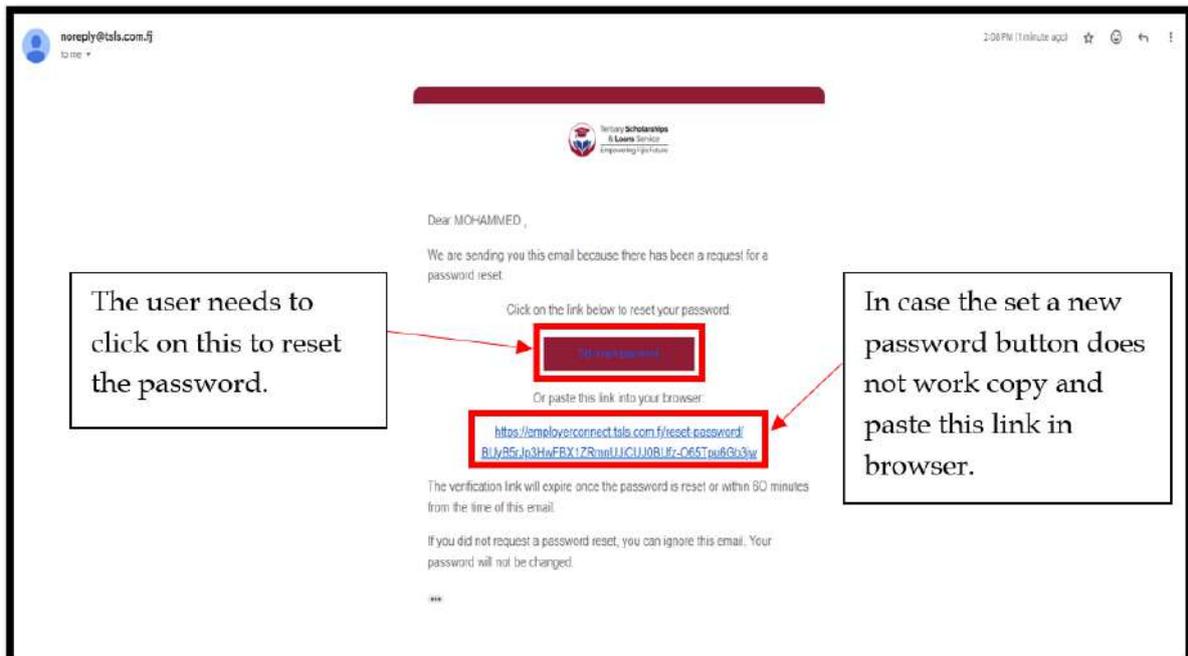
Once the user clicks on **“Reset Password”** they will be required to confirm if they want to reset the password or it was just an accident.



If the user clicks on **“CANCEL”** they will be directed back to the profile view page. However, if they continue and click on **“CONFIRM”** a reset email will be directly sent to the users email inbox.



After which the users can reset their password for the portal.



Once the user clicks on **“Set a new password”** or uses the link in the browser they will be directed to the password reset page where they are required to enter the new password.

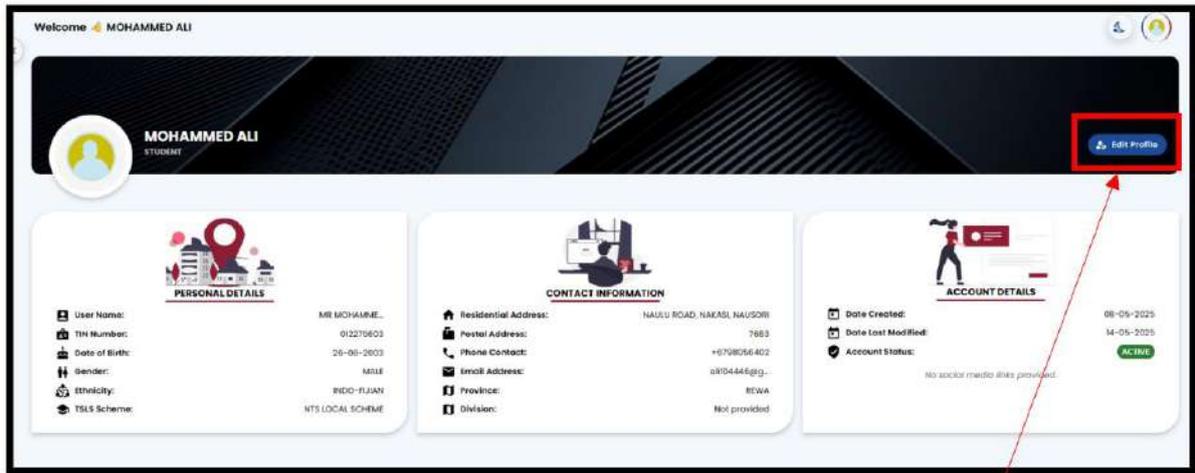


The screenshot shows a user interface for resetting a password. At the top, there is an illustration of a person with a question mark above their head and a password field with four red dots. Below this is the heading **Reset Password** and the instruction **Please enter your new password below.** There are two input fields: the first is labeled **New Password** and has a strength indicator below it that reads **At least 8 characters, 1 uppercase, 1 number, 1 special character.** The second is labeled **Confirm Password** and has a note below it that reads **Must match the new password.** At the bottom of the form is a red button labeled **RESET PASSWORD**, which is highlighted with a red rectangular box and a red arrow pointing to it from the right.

The users are then required to enter the new password and click on **“RESET PASSWORD”** button to successfully reset a new password.

View Profile

Once the user clicks on “View Profile” they will be displayed with all their personal details, contact information and account details.



If the user wants to edit the profile details, they can simply click on “Edit Profile”

Once the user clicks on Edit Profile they will be directed to the following page where they will be required to fill all the necessary details which they want to edit.

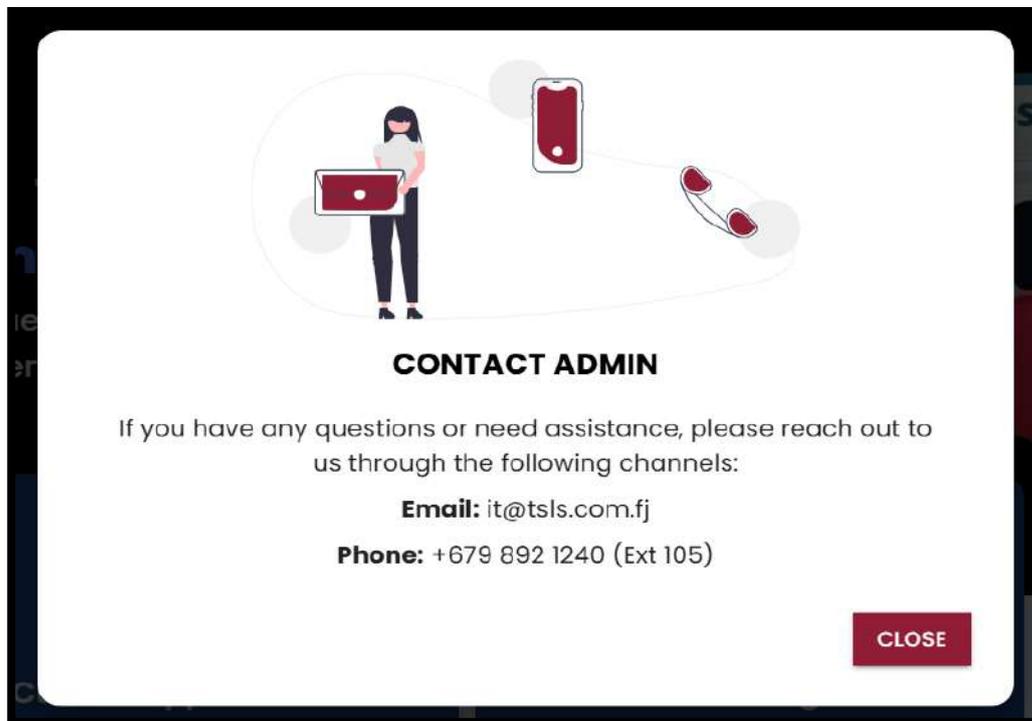
The screenshot shows the 'Edit Profile' form. The form contains various input fields for personal and contact information. A red box highlights the 'SAVE' button at the bottom right of the form.

Field	Value
First Name	MOHAMMED
Last Name	ALI
Other Name	FARHAAN
Email Address	ali0444@gmail.com
Phone Contact	+6798056402
Title	MR
Gender	MALE
Ethnicity	Indo-Fijian
Residential Address	NAULU ROAD, NAKASI, NAUSORI
Postal Address	7683
Facebook Link	
Instagram Link	
LinkedIn Link	
X Link	
YouTube Link	
GitHub Link	
Reddit Link	
Viber Link	
WhatsApp Link	
Discord Link	

Once the user is done editing, they are required to click on the “Save” button to save the changes they have done.

Contact Admin

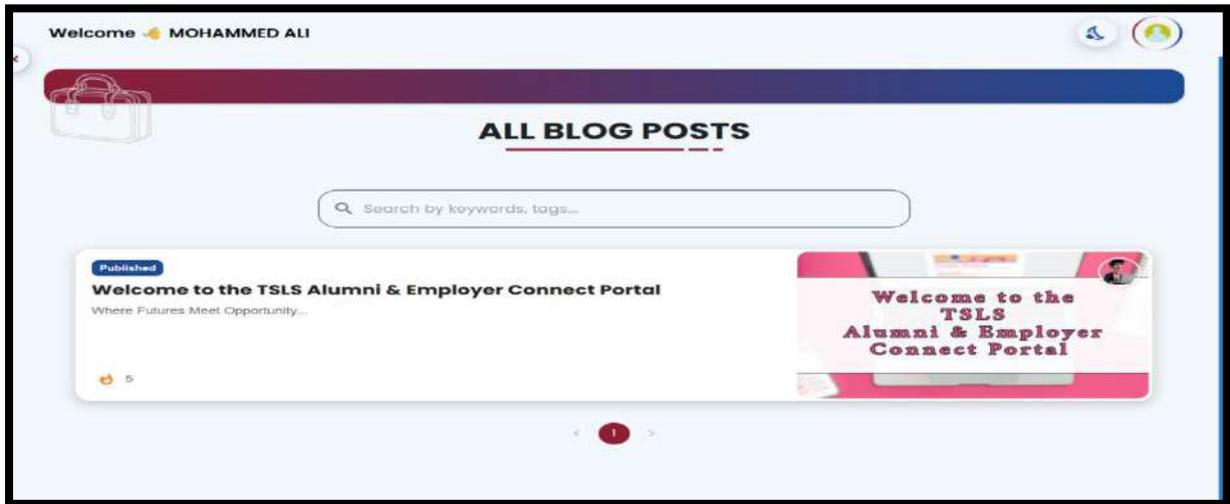
Once the user clicks on “**Contact Admin**” a pop-up appears providing the details for the admin if the student needs any further assistance.



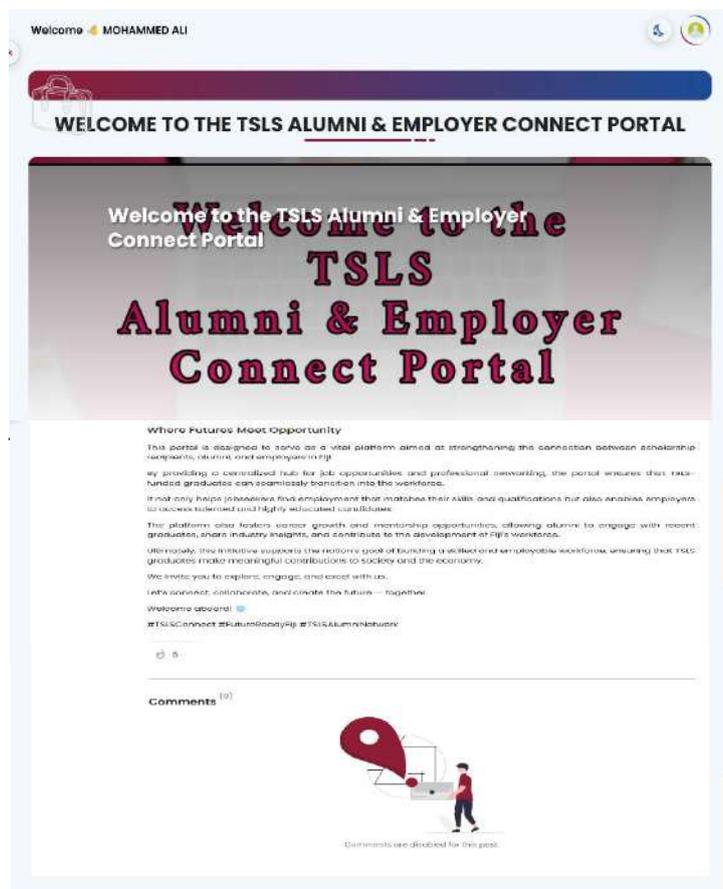
The above close button will close the contact admin tab and will direct the user back to profile page.

All Blog Posts for Alumni

Once the Alumni clicks on “All Blogs” all the available blogs created by the admins and the other alumni using this portal are displayed.

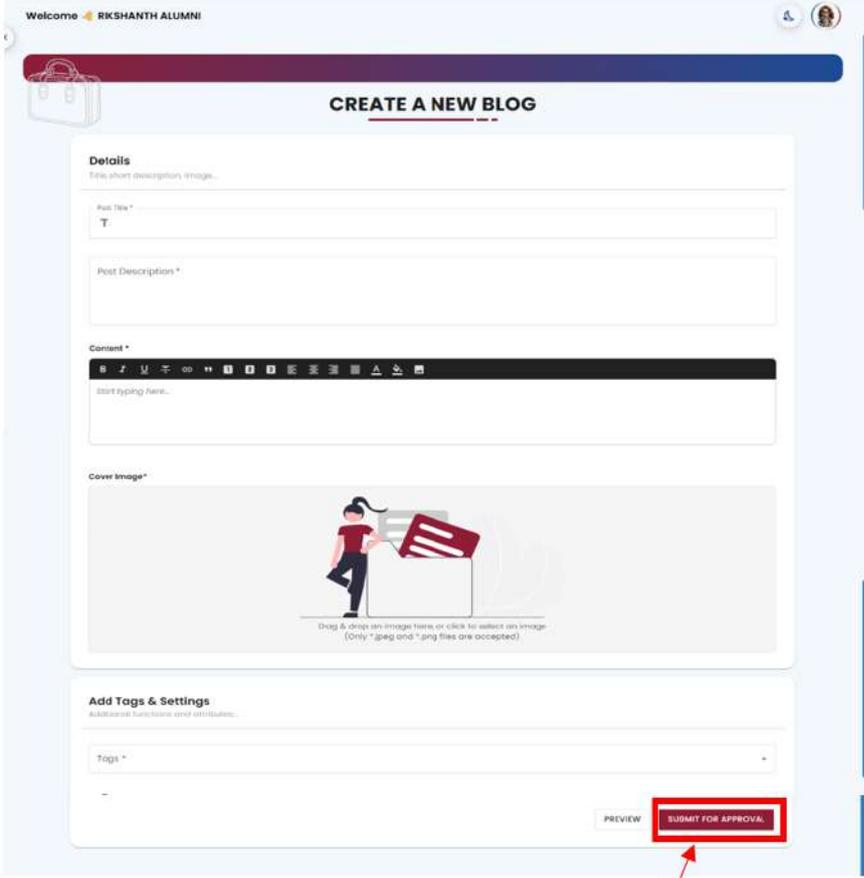


Each of the individual blogs are clickable to open and read the whole blog in an extended format.



Create Blogs for Alumni

Once the Alumni clicks on “**Create Blog**” they will be able to create a new blog as shown below.



The screenshot shows a web interface for creating a new blog. At the top, it says "Welcome RKSHANTH ALUMNI". Below this is a header with a briefcase icon and the title "CREATE A NEW BLOG". The form is divided into several sections: "Details" with a short description field, "Post Title" (containing the letter 'T'), and "Post Descriptions"; "Content" with a rich text editor (containing "Start typing here..."); "Cover Image" with a placeholder image of a person and instructions: "Drag & drop an image here, or click to select an image. (Only *.jpeg and *.png files are accepted)"; and "Add Tags & Settings" with a "Tags" field. At the bottom right, there are two buttons: "PREVIEW" and "SUBMIT FOR APPROVAL", with a red box highlighting the latter and a red arrow pointing to it from below.

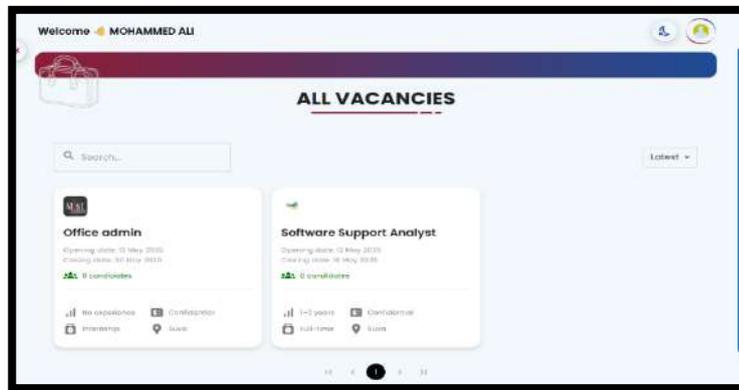
Once the Alumni has created a new blog, they are required to click on “**SUBMIT FOR APPROVAL**” button upon which their created blog post will be pending until approved by an admin. If the blog created is factual, the admin will approve the blog and it will be available under all blogs; otherwise, it may be disapproved if found to be incorrect or discriminatory.

If the user clicks on “**PREVIEW**” after adding all the required information for the blog, Alumni will be able to view how the actual blog will look after it is posted upon approval.

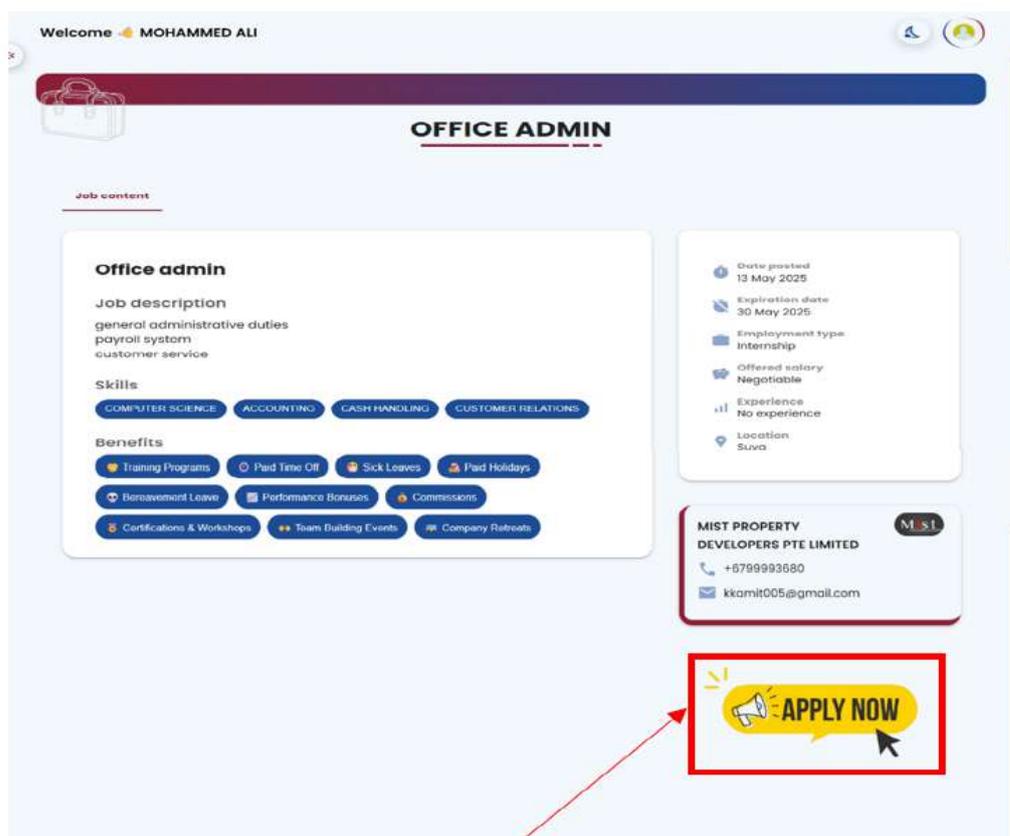
Alumni must take note that upon successful submission of the created blog they will receive an email followed by another email for the blog post approval for posting.

View All Vacancies for Alumni

Once the Alumni clicks on “View All Vacancies” all the available vacancies posted by the various industries are displayed.



Each of the individual vacancies are clickable to open and read the whole vacancy in the extended format.



The user needs to click on “APPLY NOW” to apply for the listed vacancy.

Once the user clicks on it, they will be directed to the page where they need to fill all the required details to apply for the job.

Once Alumni clicks on apply now below is the interface that will be displayed to them to fill in all the required information.

The screenshot shows a web interface for applying for a vacancy. At the top, it says 'Welcome MOHAMMED ALI'. Below that is a blue header with 'APPLY FOR VACANCY #3'. The main content area is titled 'SUBMIT YOUR APPLICATION' and contains several fields for document uploads and text entry. The fields are: CV *, Academic Transcript *, Video (MP4, MOV, AVI), Cover Letter *, Passport Photo *, TIN Card or Letter *, FNPF Number *, FNPF Letter / Card *, and Valid Photo ID *. Each upload field has a cloud icon and instructions. The 'FNPF Number' field is a text input. At the bottom right, there are two buttons: 'CANCEL' and 'SUBMIT APPLICATION'. A red box highlights the 'SUBMIT APPLICATION' button, and a red arrow points to it from the text below.

After Alumni has filled in all the required details for the advertised vacancy, they must click on “**SUBMIT APPLICATION**” to successfully complete and apply for the vacancy however, when clicked on “**CANCEL**” will direct the user back to the vacancy details page.

Alumni must take note that the submit application button will only enable once all the required information is provided.

Once the user has applied for the vacancy successfully, they will receive an email.

Organization Role and Features

Once the Alumni has successfully logged into the portal they see the main dashboard.

The screenshot shows the main dashboard of the TSLS Alumni & Employer Connect Portal. The dashboard includes a sidebar on the left with navigation options, a main content area with a header and three data cards, and a footer with organization details. Red boxes highlight specific elements, and callout boxes provide descriptions for each.

Callout 1 (Sidebar): This is a sidebar option where Organizations can view all the blogs posted by alumni and the admins.

Callout 2 (Sidebar): This is a sidebar option where Organization can create blogs and post providing guidance to other users.

Callout 3 (Sidebar): This is a sidebar option where Organizations can create and post vacancies for the users.

Callout 4 (Sidebar): This is a sidebar option where organizations can view all the listed vacancies by various other organizations.

Callout 5 (Sidebar): This is a sidebar option where organization will be able to view all the vacancies they have advertised.

Callout 6 (Header): These are two toggle buttons. One is used for dark/ light mode and other is used to navigate to profile view with other menus.

Callout 7 (Footer): This corner will display the organization user details.

Callout 8 (Card 1): This card will display the total number of vacancies that are posted by that organization.

Callout 9 (Card 2): This card will display the total number of blogs scripted by that organization.

Callout 10 (Card 3): This card will show the total number of active vacancies posted by that organization.

Dashboard Content:

- Header: Welcome ATECA DAUGUNU
- Main Title: The TSLS Alumni & Employer Connect Portal
- Subtitle: Fueling success through shared stories, mentorship, and real-world connections.
- Data Cards:
 - Total Vacancies: 0
 - Total Blogs: 0
 - Total Active Vacancies: 0
- Footer: ATECA DAUGUNU

Organization Profile View

The screenshot shows a mobile application interface for an organization profile. At the top left is a close button (X). Below it is a red brushstroke graphic with the text "Your Profile". The main profile picture is a circular logo for "ATECA DAUGUNU" featuring a graduation cap and the letters "TSL". Below the logo is the text "ATECA DAUGUNU". At the bottom of the profile area are three icons: a headset, a gear, and a person. At the very bottom is a red "LOGOUT" button with a power icon.

This shows the details of the of the Organization along with the profile picture.

When user clicks on **Contact Admin** the details for the admin team is provided for assistance that are needed by the students.

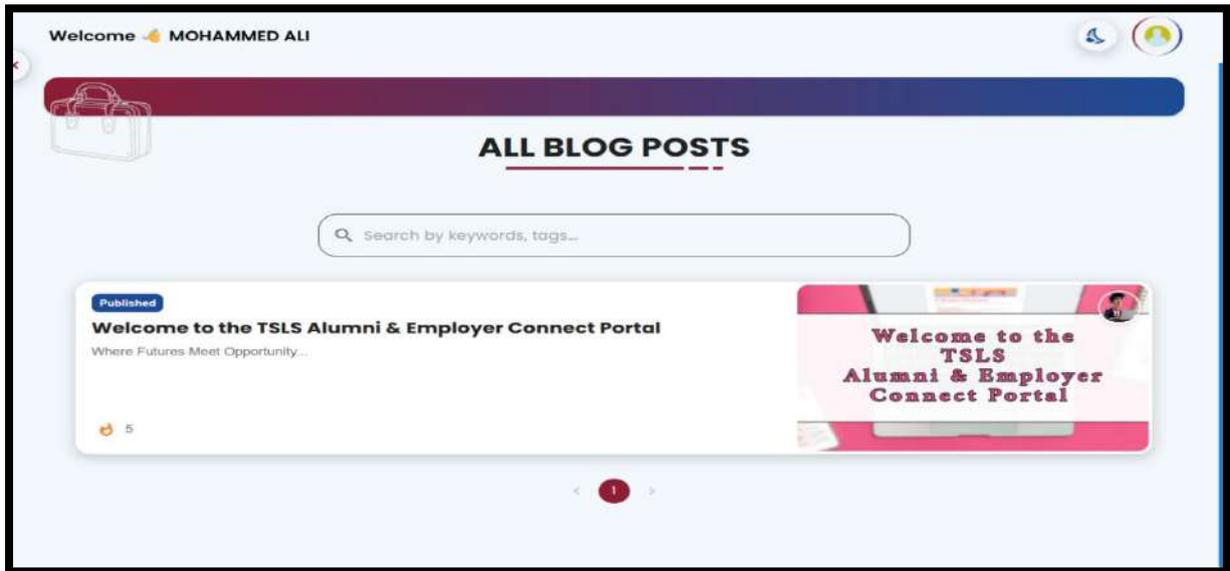
When user clicks on **View Profile** the student details are provided, and the students can also edit details.

When user clicks on **Reset Password** the user will then be required to confirm to reset the password and based on that a reset link will be emailed to the student.

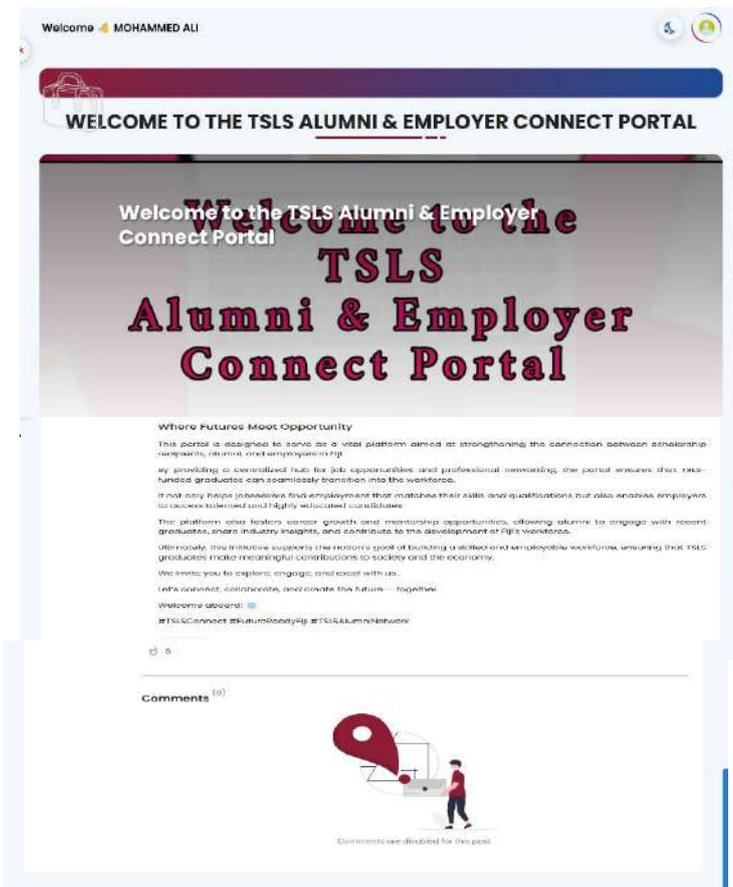
If the user clicks on "**LOGOUT**" they will be logged out from the portal and will be required to login again.

All Blogs for Organization

Once the organization clicks on “All Blogs” all the available blogs created by the admins, the alumni and other organizations using this portal will be displayed.

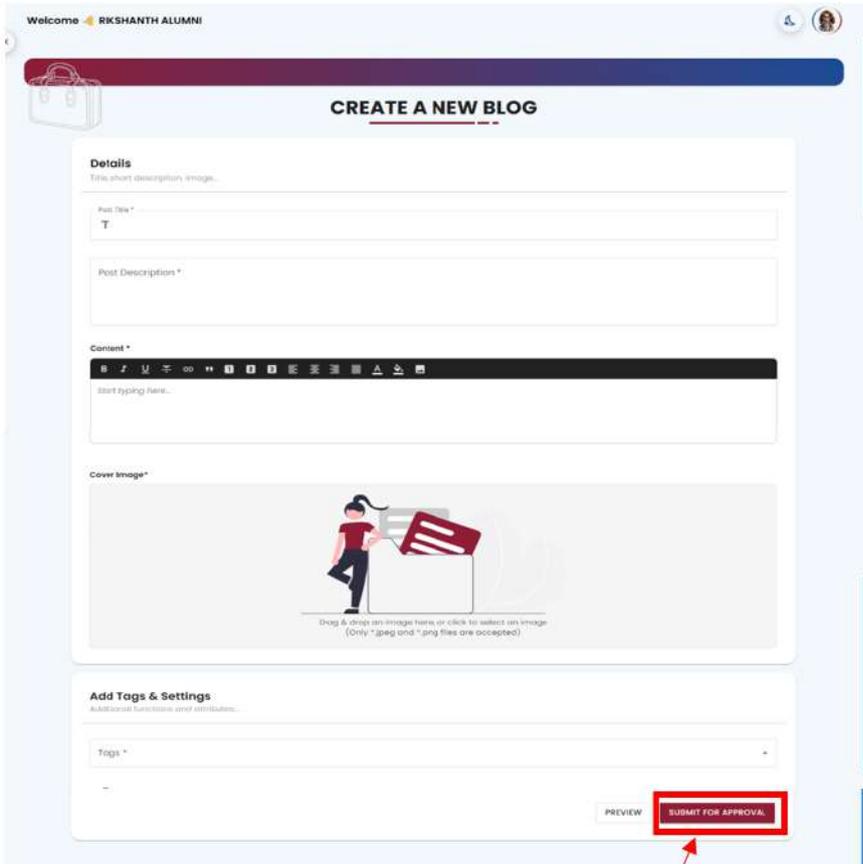


Each of the individual blogs are clickable to open and read the whole blog in an extended format.



Create Blogs for Organization

Once the organization clicks on **“Create Blog”** they will be able to create a new blog as shown below.



The screenshot shows a web interface for creating a new blog. At the top, it says "Welcome RKSHANTH ALUMNI". The main heading is "CREATE A NEW BLOG". Below this, there are several input fields and sections:

- Details:** Includes a "Post Title" field with a "T" character, a "Post Description" field, and a "Content" field with a rich text editor toolbar.
- Cover Image:** A placeholder area with an illustration of a person and a sign, and a note: "Drag & drop an image here, or click to select an image. (Only *.jpeg and *.png files are accepted)".
- Add Tags & Settings:** Includes a "Tags" field.

At the bottom right of the form, there are two buttons: "PREVIEW" and "SUBMIT FOR APPROVAL". The "SUBMIT FOR APPROVAL" button is highlighted with a red box, and a red arrow points to it from below the screenshot.

Once the organization has created a new blog, they are required to click on **“SUBMIT FOR APPROVAL”** button upon which their created blog post will be pending until approved by an admin. If the blog created is factual, the admin will approve the blog and it will be available under all blogs; otherwise, it may be disapproved if found to be incorrect or discriminatory.

If the user clicks on **“PREVIEW”** after adding all the required information for the blog, organization will be able to view how the actual blog will look after it is posted upon approval.

organizations must take note that upon successful submission of the created blog they will receive an email followed by another email for the blog post approval for posting.

Create Vacancy for Organization

Once the organization clicks on “Create Vacancy” they will be able to create a new vacancy as shown below.

The screenshot shows a web application interface for creating a new vacancy. The page title is "CREATE A NEW VACANCY". The form is organized into several sections:

- Details:** Includes fields for "Job Title" and "Job Category".
- Job Description:** A rich text editor with a toolbar and a "Start typing here..." prompt.
- Properties:** Includes "Employment type" (Full-time, Part-time, On Demand/On Call, Contract, Temporary, Project-based, Apprenticeship, Internship, Volunteer), "Experience" (0-1 year, 1-2 years, 3-4 years, 5-6 years, 7-10 years, 10+ years), "Working hours", and "Locations".
- Salary:** Includes radio buttons for "Hourly", "Salary Band", and "Attractive Package", a "Hours/Week" field, and a "Salary is negotiable" checkbox.
- Benefits:** A grid of checkboxes for various benefits such as Free Parking, Wellness Programs, Gym Memberships, Travel, Life Insurance, Disability Insurance, Paid Time Off, Sick Leaves, Paid Holidays, Parental Leave, Bereavement Leave, Sabbatical Leave, Performance Bonuses, Training Programs, Commissions, Expense Reimbursement, Stock Options/Equity, Payday Flexibility, Retirement Plans, Education Assistance, Career Mentorships, Online Learning Platforms, Certifications & Workshops, Company Vehicle or Fuel Allowance, Team Building Events, Company Retreats, Pet-Friendly Office, Diversity & Inclusion Initiatives, Game Rooms or Relaxation Spaces, Phone & Internet Top-ups, Karaoke Sessions, Cafeteria, and Social Activities.
- Application Period:** Two calendar pickers for "Vacancy Opening Date & Time" and "Vacancy Closing Date & Time". The first calendar shows the date May 15, 2025, at 11:42 AM.

At the bottom right of the form, there is a red button labeled "CREATE JOB OPENING", which is highlighted with a red box and a red arrow pointing to it.

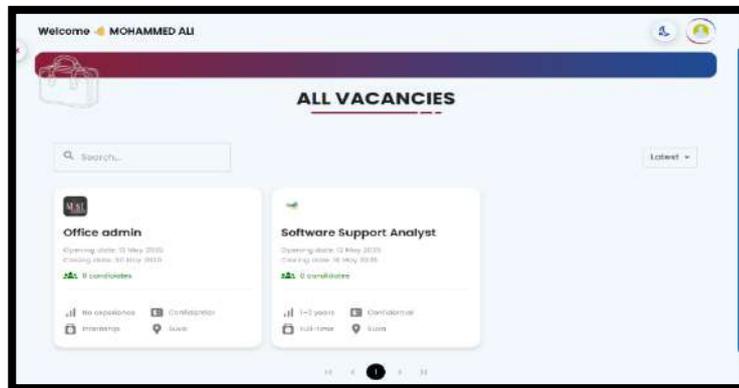
The organizations are required to enter all the required details on the above create vacancy page and click on “CREATE JOB OPENING” this will send the created vacancy for admin approval, then the admin will approve and disapprove accordingly. However, if the user clicks on “DISCARD” the all the details will be cleared, and they will create vacancy later.

Note:

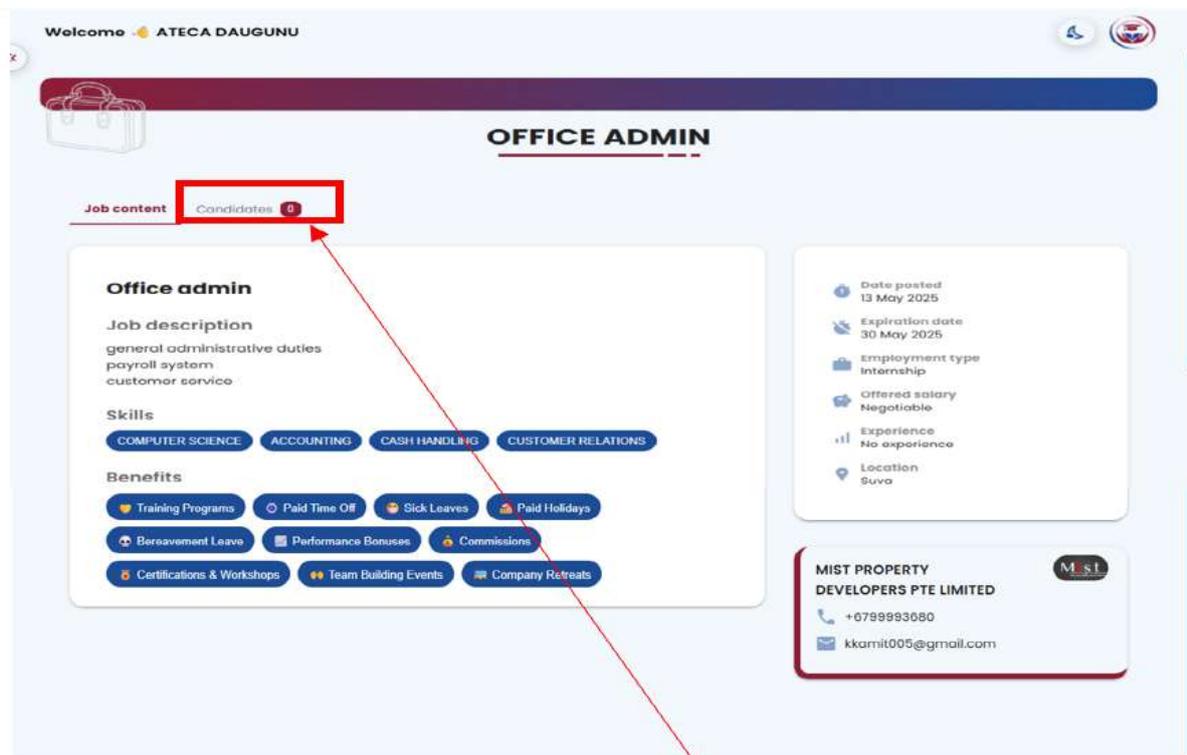
1. Once the created vacancy is approved by the admin the organizations receive an email for the successful creation of the vacancies.
2. If the organizations choose an opening date that is greater than the current date the vacancy will be posted with the **COMING SOON** label and it will open once that date has arrived.
3. Once the created vacancy is closed then another email is sent to the organization whereby, they are notified that the vacancy posted is closed and they can start with the shortlisting process of the applicants.

View All Vacancies for Organization

Once the organization clicks on “View All Vacancies” all the available vacancies posted by the various industries are displayed.



Each of the individual vacancies are clickable to open and read the whole vacancy in the extended format.

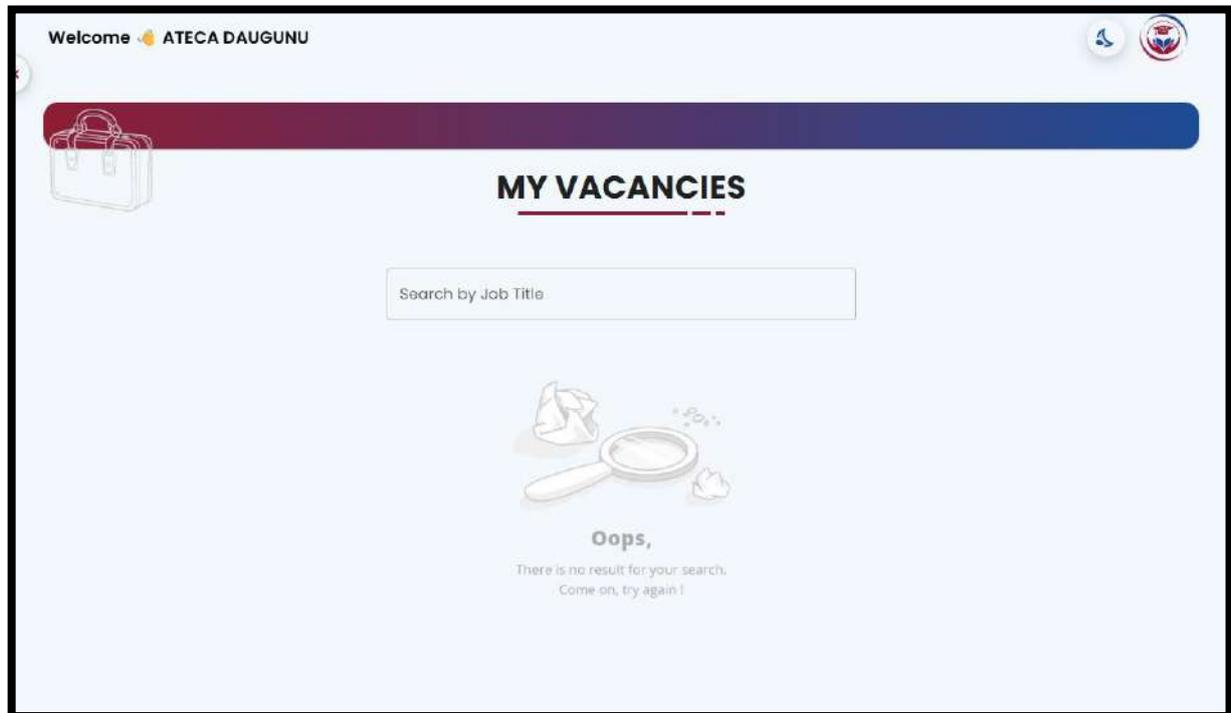


The organizations will be able to view all the applicants for the post vacancy along the applicant profile and the details and files they have uploaded.

Whenever there is a new applicant to the posted vacancy the organization will receive an email.

Your Vacancies for Organization

Once the organization clicks on “Your Vacancies” they will be able to see all the vacancies they have posted till date.



Note: Currently, there are no vacancies posted by this organization, which is why this message is being displayed to users.

Organizations can search for their posted vacancies using job titles, if needed.

Conclusion

The Alumni & Employer Connect Portal is a valuable tool for students, alumni, and employers. By following this manual, users can easily navigate the portal, apply for jobs, post vacancies, and share useful content. We encourage all users to make the most of the features to build strong professional connections.



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