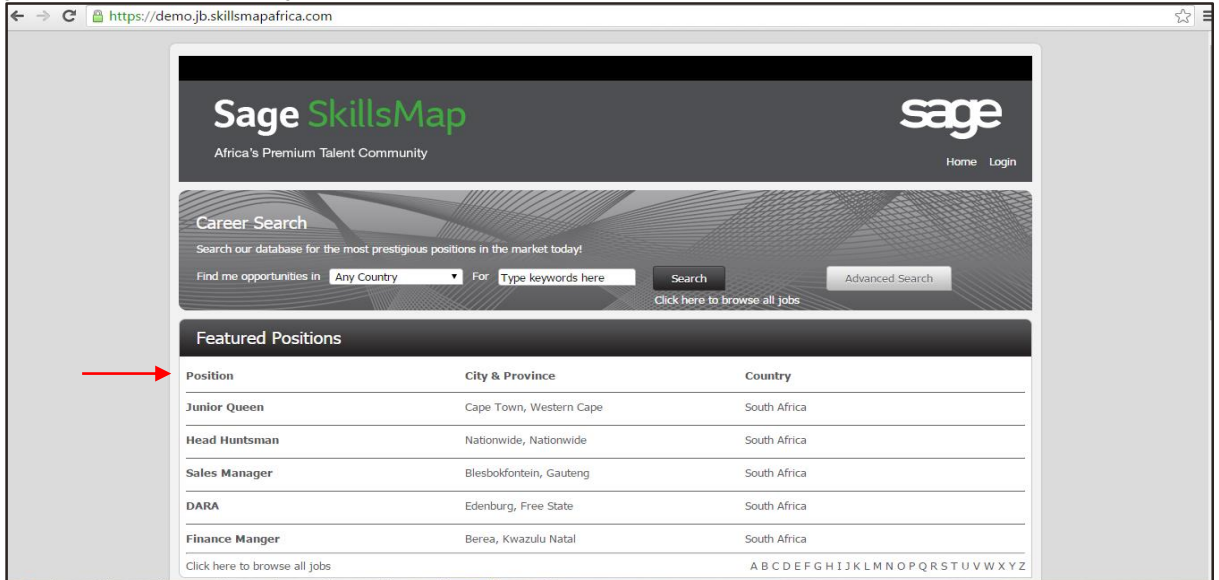


How to apply for a position

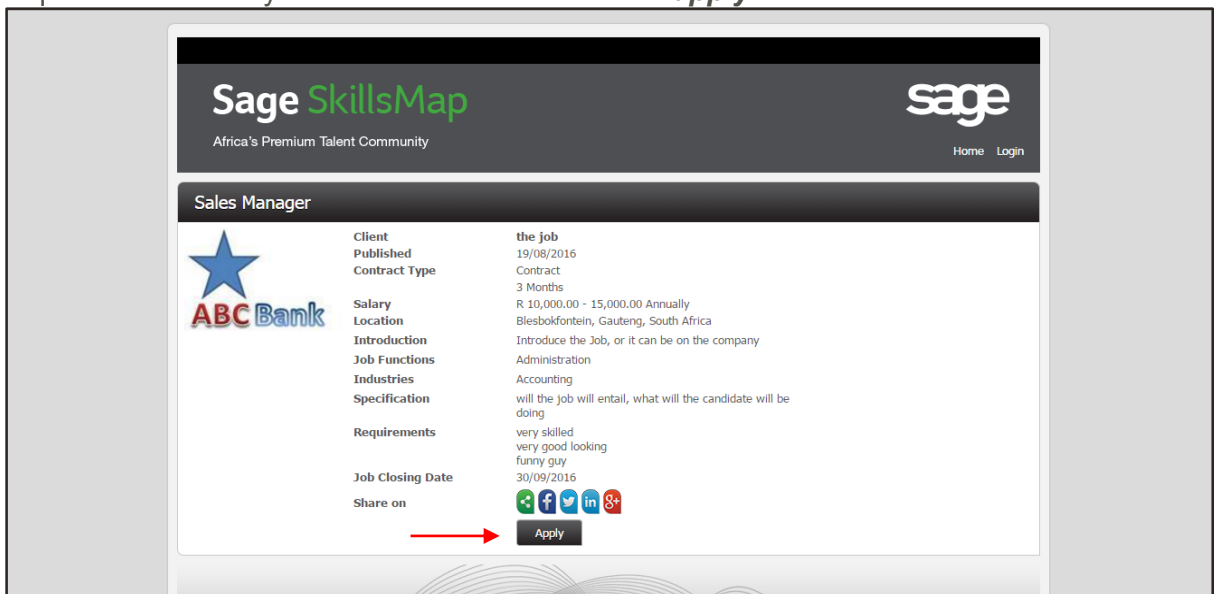
Step 1:

When you are at the screen that shows all the available jobs on SkillsMap, select the job you would like to apply for as shown below:



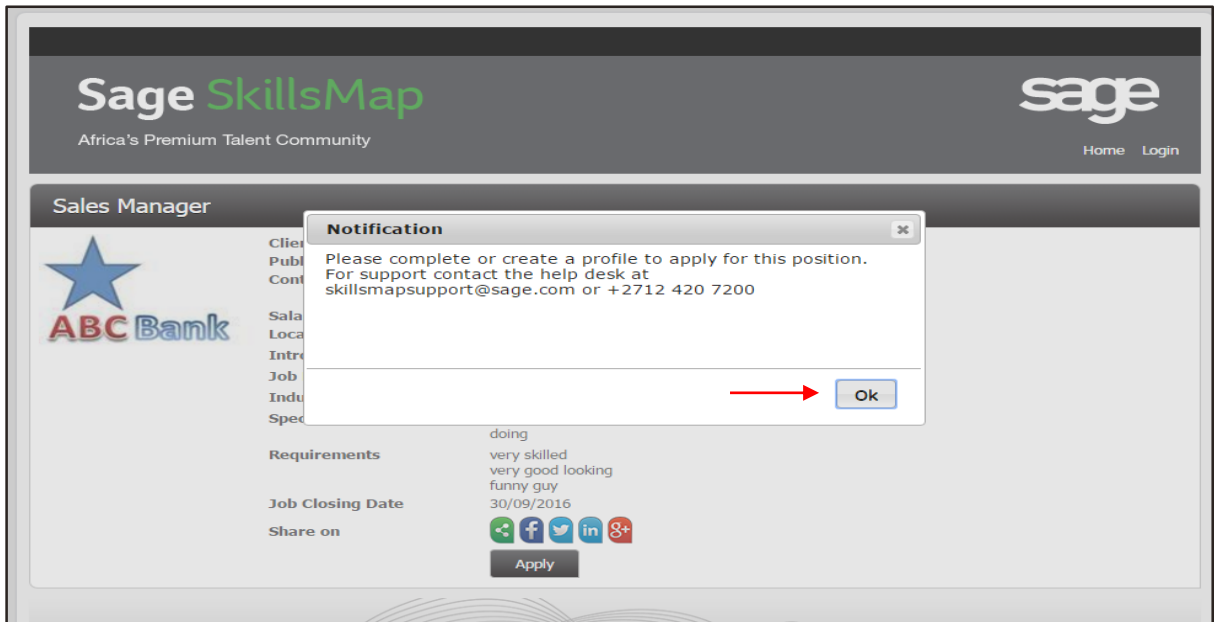
Step 2:

After selecting the Job that you would like to apply for, read through job specifications and requirements and if you would like to continue click **apply**



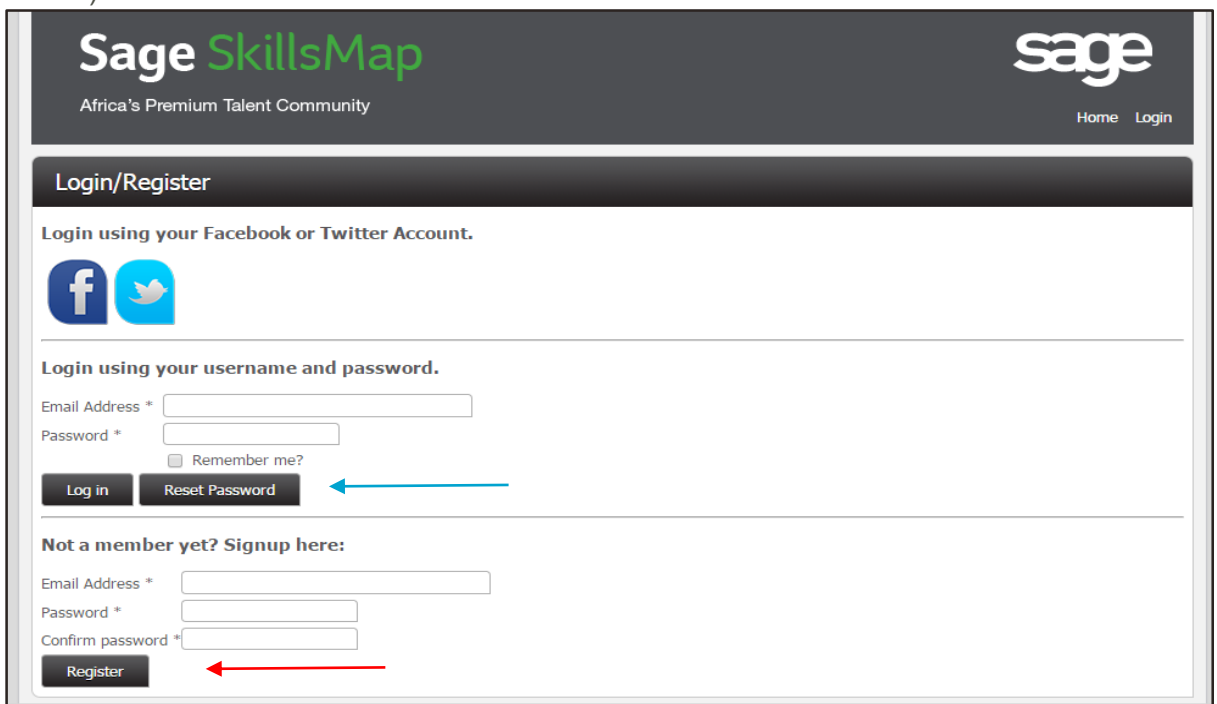
Step 3:

The following screen will appear, informing you complete or create a profile in order to apply for the position, click OK to continue:



Step 4:

The next screen that will show is where you either log in, or create a profile, if you have an existing profile, simply log in (shown in Blue). If not, a profile needs to be created (Shown in Red):



Step 5 (Existing profile):

- a. Log in with your email address and password, then click on Log in:

The screenshot shows the Sage SkillsMap login interface. At the top, the logo 'Sage SkillsMap' is displayed with the tagline 'Africa's Premium Talent Community'. The Sage logo and 'Home Login' links are in the top right. Below the header is a 'Login/Register' section. It offers two login methods: 'Login using your Facebook or Twitter Account' with social media icons, and 'Login using your username and password'. The password login form includes fields for 'Email Address *' (containing 'moses.ntateng@sage.com') and 'Password *' (masked with dots). There is a 'Remember me?' checkbox and 'Log in' and 'Reset Password' buttons.

- b. You will now be able to upload your current CV or create a new one

The screenshot shows the Sage SkillsMap profile page. The header is identical to the login page. Below the header, there are navigation buttons: 'Edit CV', 'My Job Applications', 'My Notifications', and 'Account Settings'. The main content area is titled 'Upload Résumé to populate your profile'. It contains instructions: 'Please select your latest Résumé to upload. Only MS Word or PDF format.' and a sub-instruction: 'To upload your résumé - first select a file from your device then click on the upload button.' The upload process is shown in two steps: 'Step 1' with a 'Choose File' button and 'No file chosen' text, and 'Step 2' with an 'Upload' button and a 'No CV? Create One Here' button. The bottom of the page features a decorative graphic of overlapping curved lines.

Step 6 (New profile):



- a. Enter you email address
- b. Choose a password
- c. Confirm the password
- d. Click on Register

Sage SkillsMap
Africa's Premium Talent Community

sage
Home Login

Login/Register

Login using your Facebook or Twitter Account.

Login using your username and password.

Email Address *

Password *

Remember me?

Not a member yet? Signup here:

Email Address *

Password *

Confirm password *

←

e. Create your profile

The screenshot shows the 'Personal Details and Preferences' section of the Sage SkillsMap user interface. At the top, there is a dark header with the 'Sage SkillsMap' logo and the tagline 'Africa's Premium Talent Community'. On the right side of the header, there are links for 'Home' and 'Logout'. Below the header, there is a navigation bar with four buttons: 'Edit CV', 'My Job Applications', 'My Notifications', and 'Account Settings'. The main content area is titled 'Personal Details and Preferences' and contains a privacy notice: 'Your personal information will be treated with the utmost respect. SkillsMap will under no circumstances divulge your details to a third party other than the employers you allow to see your information.' The form includes several input fields: 'Full Name *', 'Surname *', 'Primary Citizenship *' (with a 'Select Country' dropdown), 'ID Type *' (with a dropdown), 'National ID Number *', 'Current Location *' (with 'Select Country', 'Select Province', and 'Select City' dropdowns), 'Willing to Relocate' (with a checkbox), 'Date of Birth *', 'Gender *' (with a dropdown), and 'Ethnicity *' (with a 'Select Ethnicity' dropdown).

f. You will now be able to upload your current CV or create a new one

The screenshot shows the 'Upload Résumé to populate your profile' section of the Sage SkillsMap user interface. It features the same header and navigation bar as the previous screenshot. The main content area is titled 'Upload Résumé to populate your profile' and contains the following text: 'Please select your latest Résumé to upload. Only MS Word or PDF format.' Below this, there is a sub-instruction: 'To upload your résumé - first select a file from your device then click on the upload button.' The form has two steps: 'Step 1' with a 'Choose File' button and a 'No file chosen' text, and 'Step 2' with an 'Upload' button and a 'No CV? Create One Here' button. The bottom of the page features a decorative graphic of overlapping wavy lines.