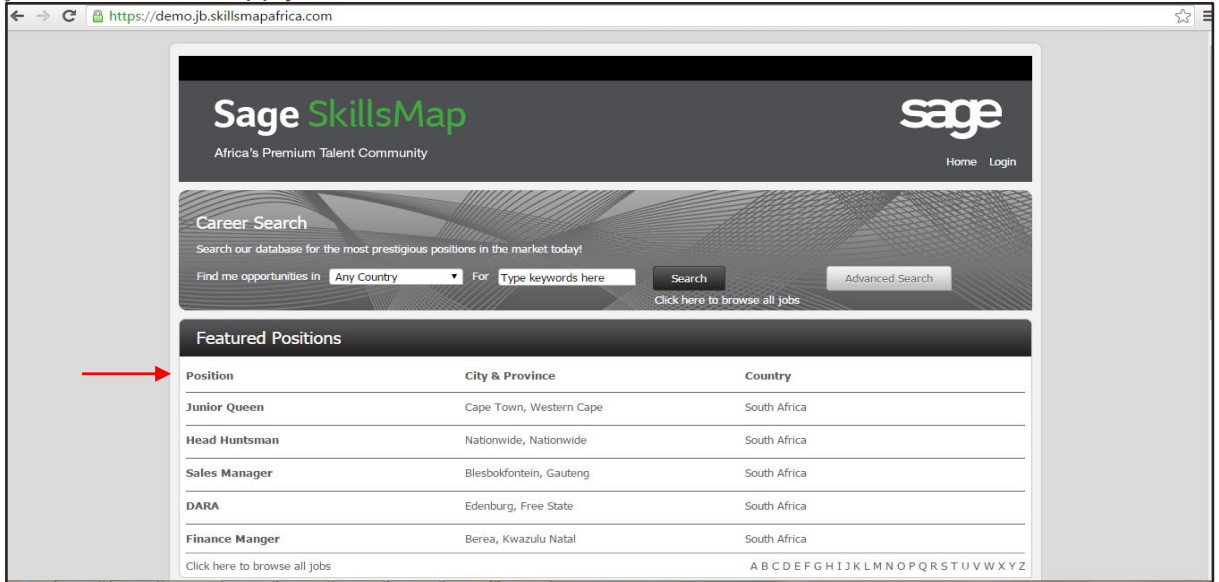


## How to apply for a position

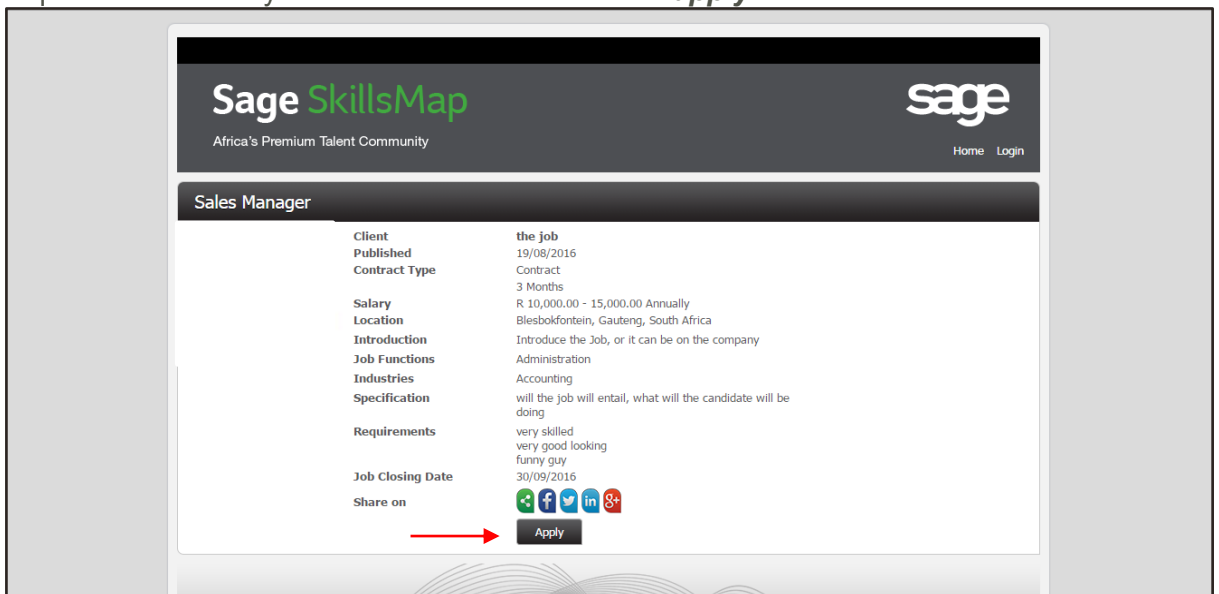
### Step 1:

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:



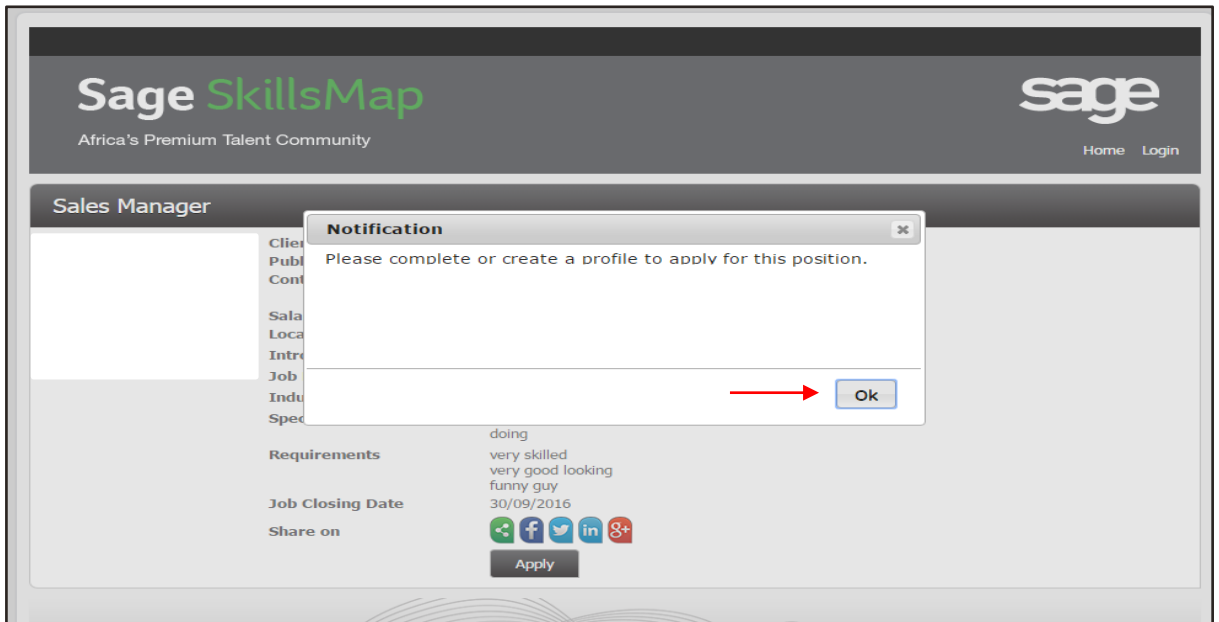
### Step 2:

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**



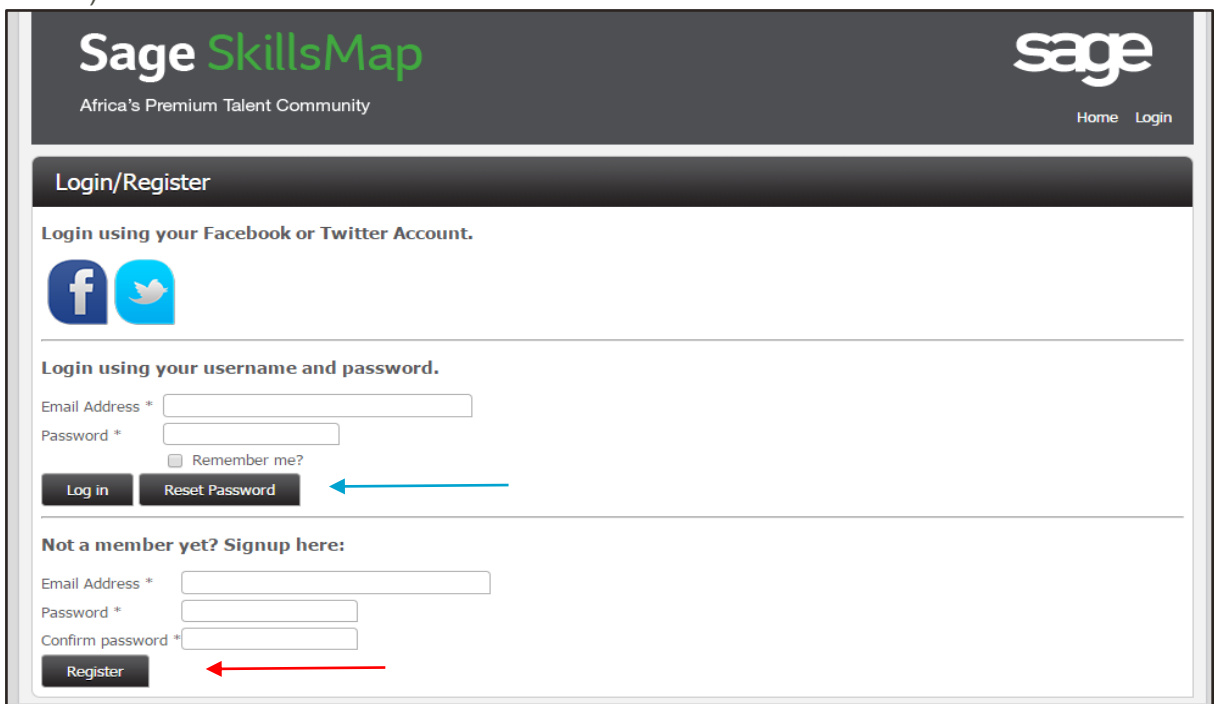
### Step 3:

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



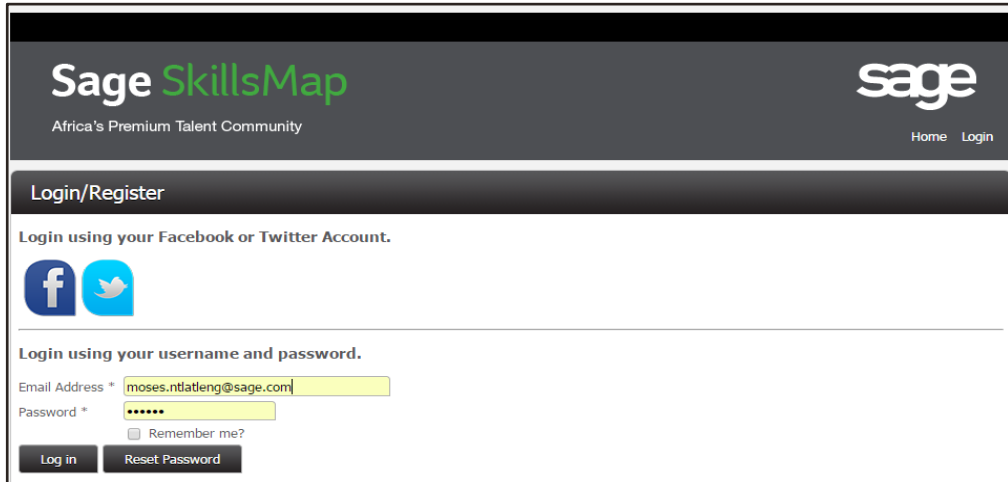
### Step 4:

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):

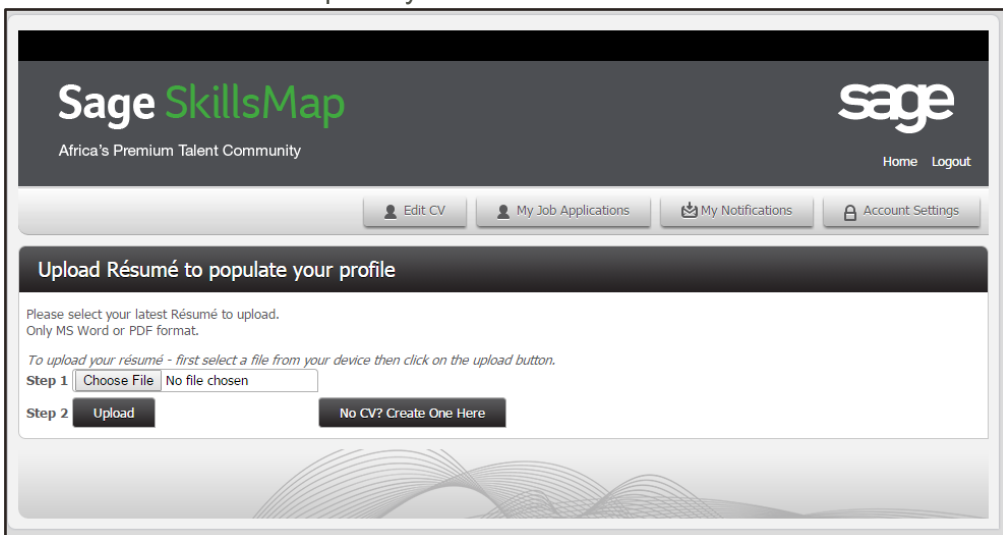


### Step 5 (Existing profile):

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

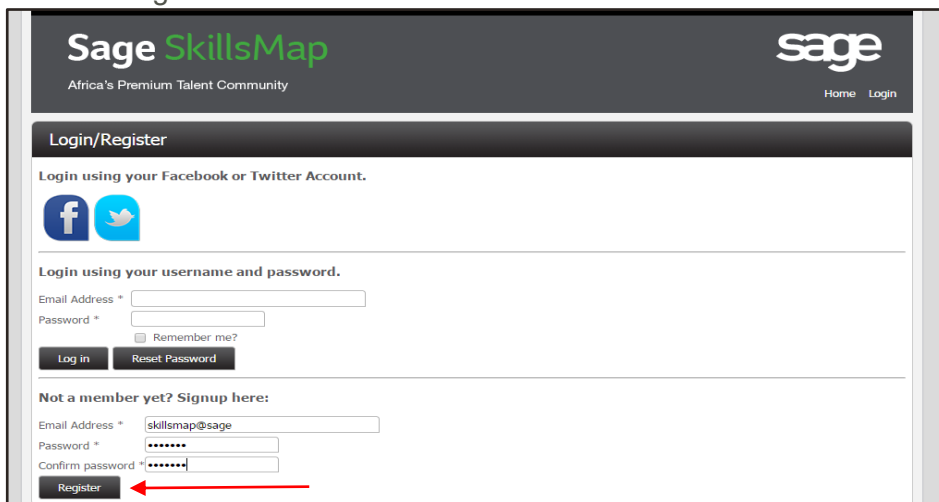


- b. You will now be able to upload your current CV or create a new one

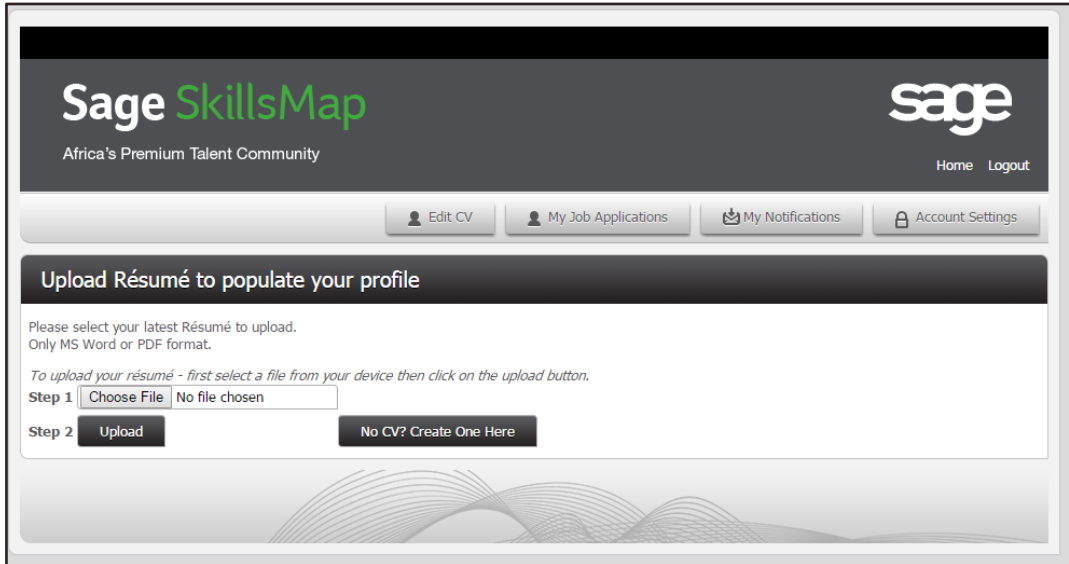


### Step 6 (New profile):

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

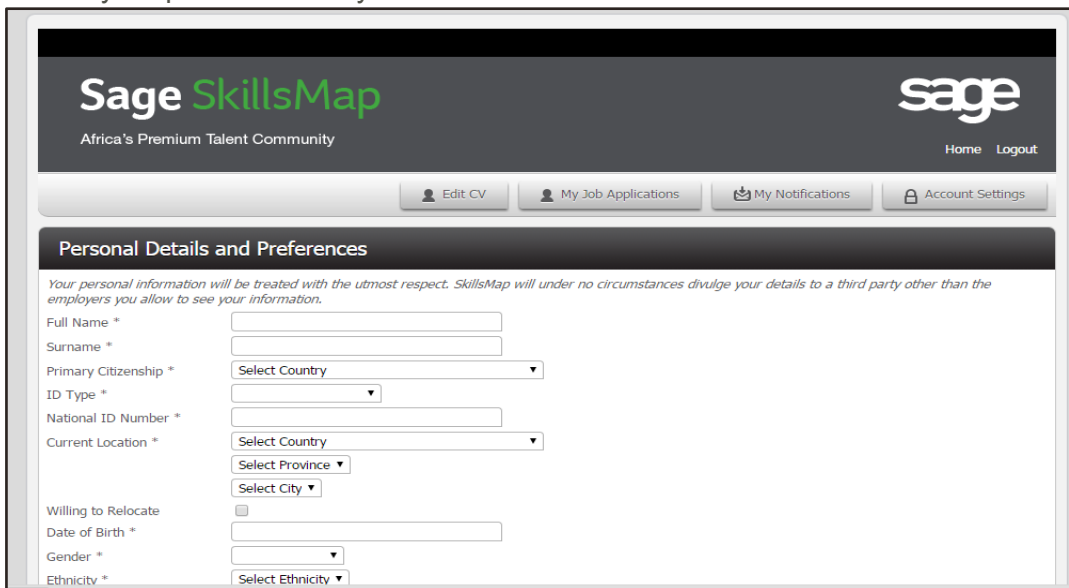


- e. You will now be able to upload your current CV or create a new one manually



The screenshot shows the Sage SkillsMap user interface. At the top, the logo 'Sage SkillsMap' is displayed in green and white, with the tagline 'Africa's Premium Talent Community' below it. The Sage logo is in the top right corner, with 'Home' and 'Logout' links. A navigation bar contains buttons for 'Edit CV', 'My Job Applications', 'My Notifications', and 'Account Settings'. The main heading is 'Upload Résumé to populate your profile'. Below this, instructions state: 'Please select your latest Résumé to upload. Only MS Word or PDF format.' A sub-instruction reads: '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 'No file chosen' text, and 'Step 2' with an 'Upload' button and a 'No CV? Create One Here' button. The background features a decorative wave pattern.

- f. Create your profile manually



The screenshot shows the Sage SkillsMap user interface for the 'Personal Details and Preferences' section. The header and navigation bar are identical to the previous screenshot. The main heading is 'Personal Details and Preferences'. A privacy notice states: '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 contains the following fields: 'Full Name \*' (text input), 'Surname \*' (text input), 'Primary Citizenship \*' (dropdown menu with 'Select Country'), 'ID Type \*' (dropdown menu), 'National ID Number \*' (text input), 'Current Location \*' (dropdown menu with 'Select Country'), 'Willing to Relocate' (checkbox), 'Date of Birth \*' (text input), 'Gender \*' (dropdown menu), and 'Ethnicity \*' (dropdown menu with 'Select Ethnicity').

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