

BBS Portal Registration Steps

Your first visit to the site...

- When you first visit the site, and there are job openings in the Society, you can access them in the area highlighted in red below.

The screenshot shows the BBS Portal homepage. At the top left is the BBS logo. To the right is a banner with a man holding boxes and the text "We know you better". Below the banner are "Home" and "Login" links. The main section is "Career Search" with a search bar and a "Search" button. Below this is a "Featured Positions" table with a red border. The table has columns for Position, City, and Country. One row is highlighted with a red box: "Credit Analyst" in "South East >> Gaborone", "Botswana". Below the table is a "Click here to browse all jobs" link and an alphabetical index "ABCDEFGHIJKLMNOPQRSTUVWXYZ". At the bottom are three registration options: "REGISTER ME", "NOTIFY ME", and "HOW TO REGISTER".

Position	City	Country
Credit Analyst	South East >> Gaborone	Botswana

- You can click on the job you are interested in (e.g. Credit Analyst in the above picture), but must first register to create your profile.

The screenshot shows a job application page. A notification dialog box is open, asking the user to create a profile to apply for the position. The dialog box text is: "Please create a profile to apply for this position. For support contact the help desk at skillsmapsupport@sage.com or 17 290 7200". A red arrow points to the "OK" button in the dialog box. In the background, there are sections for "Requirements" and "Experience Required".

Requirements

- Extensive knowledge of credit policy and credit administration procedures.
- Thorough understanding of the Society's products, services and competitors product lines.
- Strong knowledge of promotion techniques, pricing policies, distribution channels and public relations.

Experience Required:

- Three to five years of related progressive experience.

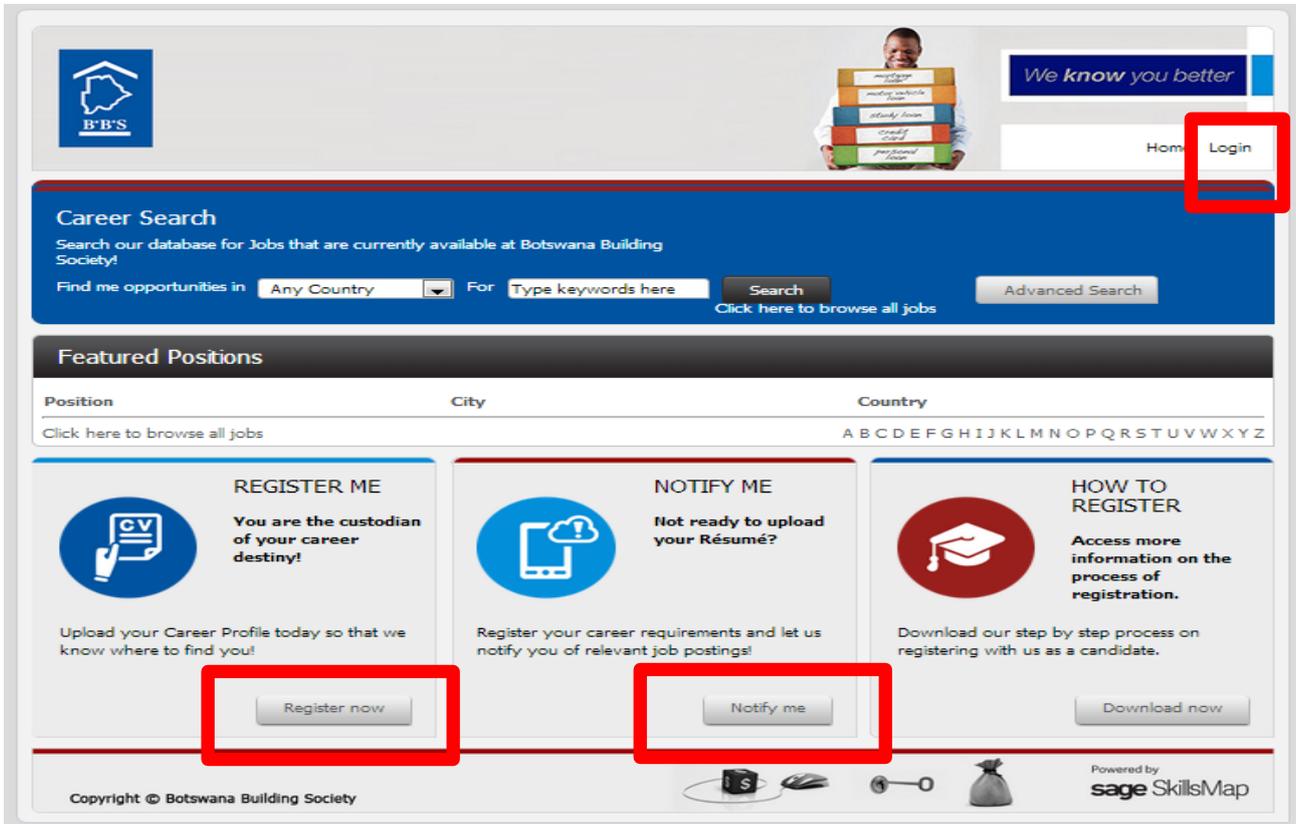
Job

Sha

Apply

You must therefore register...

When registering, job applicants must sign up to create their profile by clicking on the “Register me” button. Below is where to start when registering to create your profile – see the red boxes.

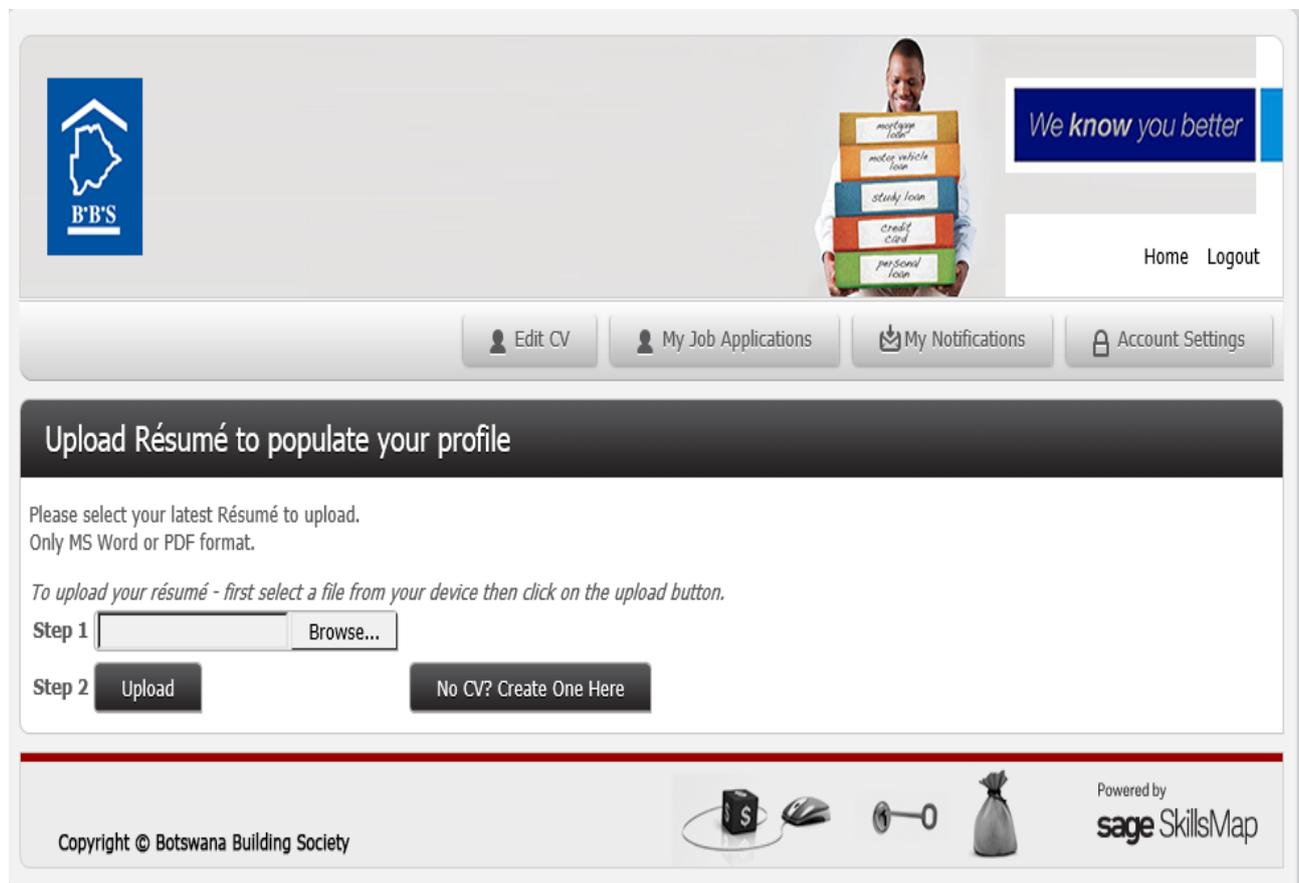


- The fields below will appear for you to set up a username and password. When you **register**, use the fields shown by the green arrow.
- Later, when you log into the system again, you will use the fields shown by the red arrow.



Upload your CV...

The next step is to upload your resume' or create one using SkillsMap. The system will request you to browse and upload your CV. If you do not have a CV, you can create one using the CV creator functionality.



The screenshot shows the user interface for uploading a CV. At the top left is the BBS logo. In the center, a man is holding a stack of boxes labeled with financial terms: mortgage, motor vehicle loan, study loan, credit card, and personal loan. To the right is a blue banner with the text "We know you better". Below this is a navigation bar with "Home" and "Logout" links. A secondary navigation bar contains buttons for "Edit CV", "My Job Applications", "My Notifications", and "Account Settings". 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." and "To upload your résumé - first select a file from your device then click on the upload button." Below this text are two steps: "Step 1" with a file selection field and a "Browse..." button, and "Step 2" with an "Upload" button and a "No CV? Create One Here" button. At the bottom of the page, there is a footer with the copyright notice "Copyright © Botswana Building Society", a set of icons (a dollar sign, a mouse, a key, and a bag), and the text "Powered by sage SkillsMap".

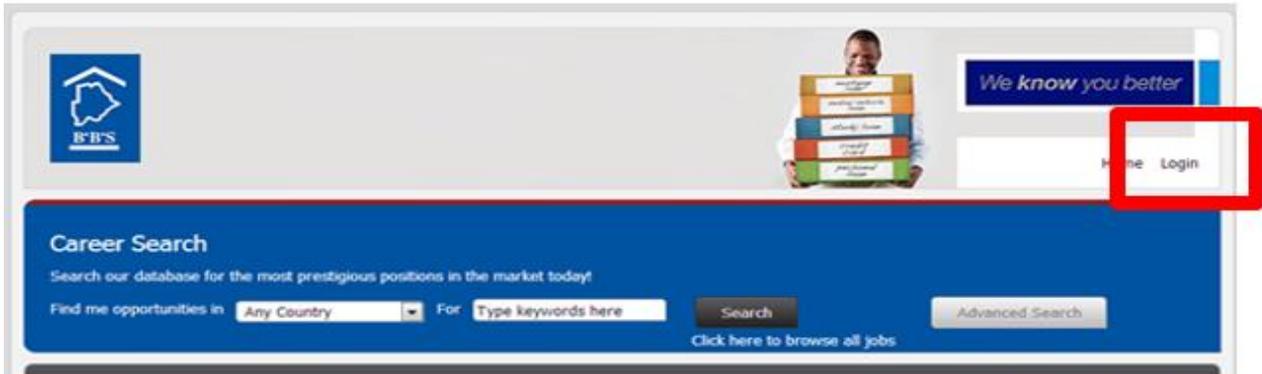
- The system will extract information from your CV using the CV parsing functionality and you may add other information in creating your profile, before saving.
- The system will then take you through a series of steps to create your profile. All required candidate information must be completed, and you will have to navigate through every step in the process. After you have saved your profile, you will be able to apply for any job advertised on the portal.

After registering...

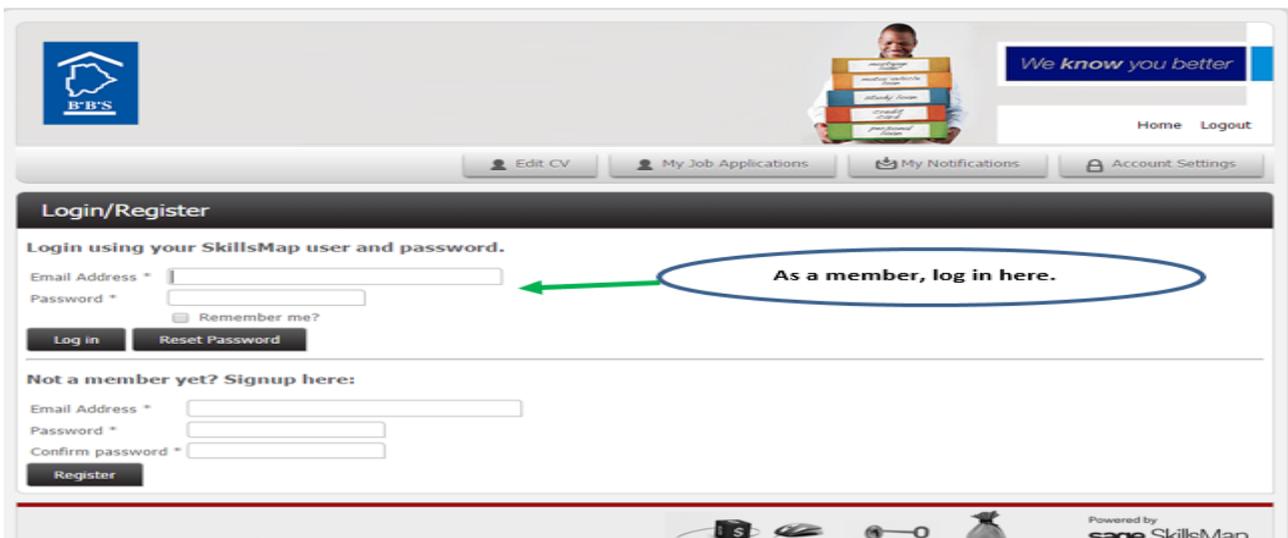
- Your CV will be available in the Society's database for the recruiter to search from.
- Once you have successfully registered your profile, you can add notifications and customise privacy and security settings.
- You will be able to search for a position or view all available positions and then apply.

From then on...

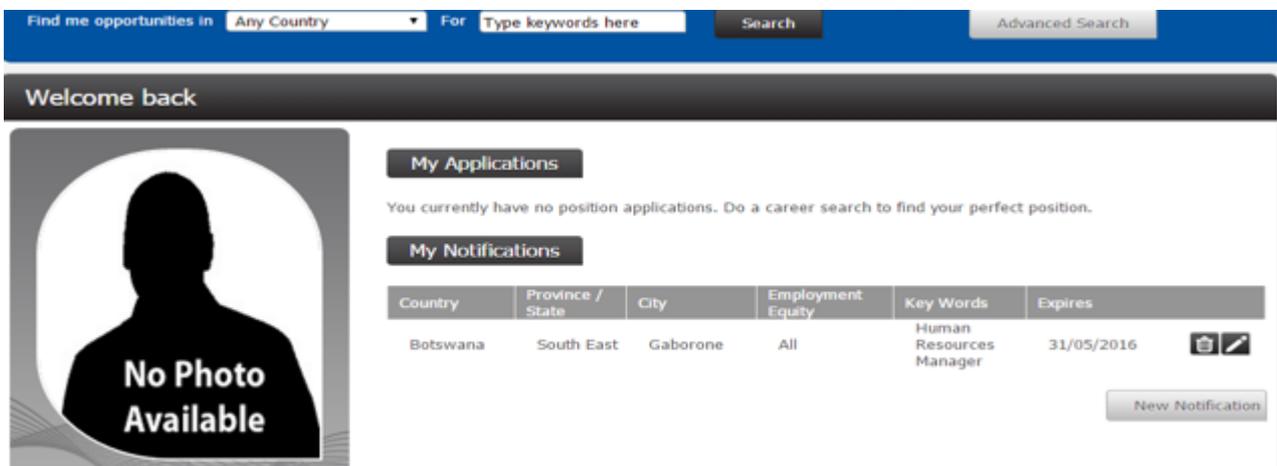
- Each time a position becomes available and is advertised on SkillsMap, the system will notify you if you have set it to send you notifications. No applications will be accepted if sent by email, as they must be submitted through the system.
- If you are interested in any job, log into the portal by clicking where shown below.



- Log in as a member using the username and password you created previously.



- You will be welcomed back into the system.



- You can add notifications and customise privacy and security settings.
- You will be able to search for a position or view all available positions and then apply for the one you are interested in.

Go to the BBS Portal: <http://bbs.job.skillsmapafrica.com/>