



KOICA
UBION

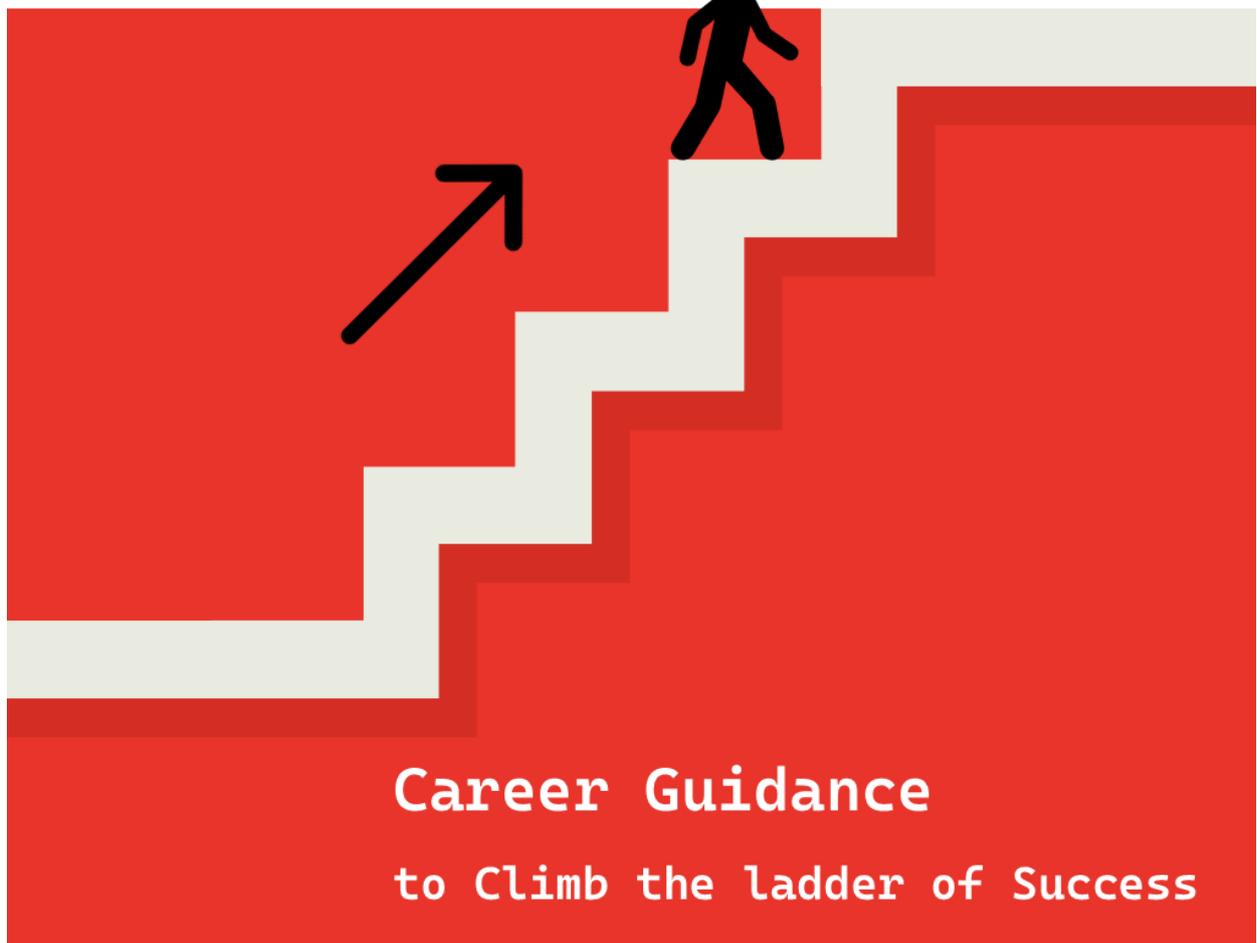
CareerOne Platform

[User Manual(Company)]

V1.0

Jan. 2025

Careerone.gov.lk



Career Guidance

to Climb the ladder of Success



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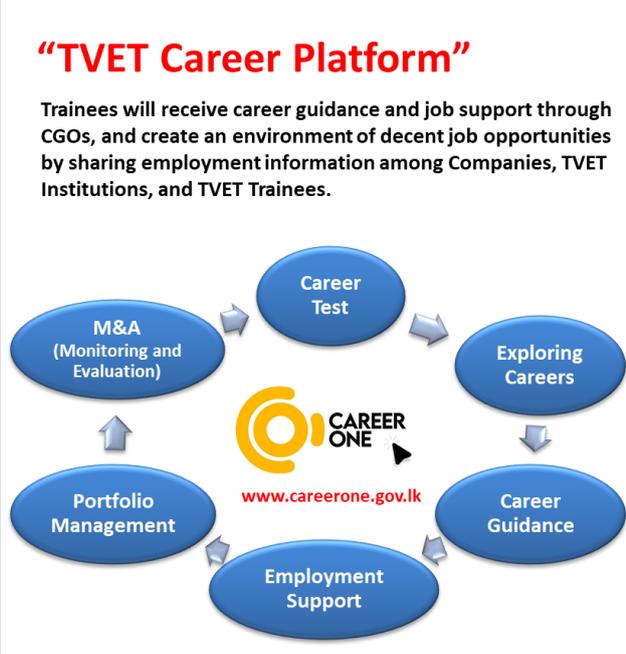
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I

CareerOne Platform Overview

① CareerOne Platform Scope

| | |
|---|---|
|  <p>[Project execution institutions] 70 Technical and Vocational Education Institutions in Sri Lanka (TVET Institutions)</p> |  <p>“TVET Career Platform” Trainees will receive career guidance and job support through CGOs, and create an environment of decent job opportunities by sharing employment information among Companies, TVET Institutions, and TVET Trainees.</p> |
|  <p>[Target] NVQ 5,6,7 of Technical & Vocational Education Institutions from 4 sectors (Construction, Manufacturing, ICT, Tourism)</p> | |
|  <p>[Users]</p> <ul style="list-style-type: none"> • Trainee : Trainees and applicants from 70 institutions • CGO : NAITA(3), Others(4) DTET(CoT(9), TC(25)), VTA(DVTC(11), NVTI(6), VTC(5) UNIVOTEC : UNIVOTEC(1), UC(6) • Industry Association (ICTISC, CISC, TISC, MESSCO) and companies • General User | |

② Key functions

| | | | | |
|---|---|---|---|---|
| ① Career Test ② Exploring Careers | ③ Career Guidance | ④ Graduateship Program Support | ⑤ Portfolio | ⑥ M&E(Monitoring and Evaluation) |
|  |  |  |  |  |
| Career Test and career-related information inquiry | Career management and guidance | Share company and job vacancies | Career history management of trainees | Monitoring career guidance and employment status |
| <ul style="list-style-type: none"> • Career Test • Job / Career / Sector Information • Employment Policy & Newsletter • Events, Q&A, and Notice • Employment support | <ul style="list-style-type: none"> • On-line guidance • Off-line guidance | <ul style="list-style-type: none"> • Company information • Job vacancy • OJT information • Recruitment apply, trainee recommendations, workforce search | <ul style="list-style-type: none"> • Portfolio management | <ul style="list-style-type: none"> • Performance Monitoring • Platform Information Management |
| [Key Users] Trainee, CGO | [Key Users] Trainee, CGO | [Key Users] Trainee, CGO Company | [Key Users] Trainee, CGO Company | [Key Users] MoE, TVET, TVEC |

③ Menu structure

| Menu-1 | Menu-2 | Menu-3 |
|-------------|----------------------------|----------------------------------|
| Home | Home | |
| | Sign-in, My Page, Sign-out | |
| About us | | |
| Job support | Job vacancy management | |
| | Trainee List | |
| | OJT management | |
| | Employment | Employment Policy News Letter |
| Information | Content management | Video |
| | | Document |
| | Event | |
| | Q&A | |
| | Notice | |

II

User Manual (Company)

① Home

1-1. Home (Before log in)

The screenshot displays the CareerOne Platform Home page before login. The page layout includes a top navigation bar with 'Accessibility', 'English', and 'Sign In' buttons. Below this is a main navigation menu with 'Home', 'About us', 'Career guidance', and 'Information'. The main content area features a large hero section titled 'TAKE CONTROL OF YOUR CAREER' with a sub-headline 'with our personalized assessments and discover your strengths, weaknesses, and potential through comprehensive testing and one-on-one guidance.' A circular image of a smiling woman is part of this section. Below the hero section are three icons for 'Trainee', 'COO', and 'Company'. The 'Our sector' section shows four categories: ICT, Tourism, Manufacturing, and Construction. Below this is a section for 'Occupational psychological test : Fining Your True North' with a 'Test now' button. The 'Recent jobs' section displays four job listings for 'Videa'.

Numbered callouts on the page:

- 1: Home navigation link
- 2: About us navigation link
- 3: Career guidance navigation link
- 4: Information navigation link
- 5: Accessibility button
- 6: English language dropdown
- 7: Sign In button
- 8: Trainee, COO, Company icons
- 9: ICT, Tourism, Manufacturing, Construction categories
- 10: Test now button
- 11: Recent jobs section

Side panel options:

- 5: Accessibility dropdown menu with options: Dark mode, Increase contrast, Invert color, Zoom.
- 6: English language dropdown menu with options: English, ಕೊಂಕಣ, தமிழ்.

Events 12 View more 13



Event(2024.12.19)
2024-12-19 @ TVEC Adminl Career P...
Read more



TEST EVENT1212
2024-12-17 @TVEC Adminl Career P...
Read more



Job fail(2024.12.22)
2024-12-22 @TVEC Adminl Career P...
Read more



TEST(cgo)1217_1
2024-12-17 @vera_coo(2024111) c...
Read more

Family Site 14 **Related Organizations** 15



"Career one" aims to provide high-quality career guidance for trainees with high-level vocational skills in Sri Lanka

Get the app



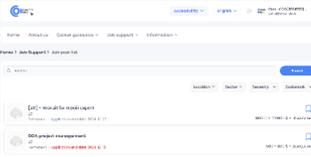
Follow us



Contact us 16 17 18

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13 14 15



Family Site

- NVQ
- SKILLS PASSPORT
- TVEC

Related Organizations

- UNIVOTEC
- NAITA
- DTET
- VTA
- Ocean University

12

Home > Information > Public event list

Search

Event type [v] Recently [v]



Job fail(2024.12.22)
2024-12-22 @TVEC Admin...
View more



Event(2024.12.19)
2024-12-19 @TVEC Admin...
View more



TEST EVENT1212
2024-12-17 @TVEC Admin...
View more



TEST EVENT
2024-12-17 @TVEC Admin...
View more

Function Description

1. "Home"

If you click the Home button, then you will be taken to the main page.

2. "About Us" – More detailed information on the page

If you click on the "About us" button, you'll find a description of the career platform and details about the participating organizations. Clicking on an organization's name, you'll be taken to the organization's homepage for information.

3. "Career Guidance" – More detailed information on the page

If you click the "Career Guidance" button, you can access information about Employment, Job/Career Information, Employment support,

Each menu includes sections on Employment policy, Newsletter / Job Outlook, Career Expert Interview / Career support, New career, Portfolio Writing Tips, and more.

4. "Information" – More detailed information on the page

If you click the "Information" button, you can view the Event, Q&A, and Notice screens respectively.

5. "Accessibility" – More detailed information on the page

The "Accessibility" button is designed to enhance user accessibility and includes features such as Dark mode, Increase Contrast, Invert colors, Zoom, and more.

6. "Language" – More detailed information on the page

By clicking the "English" button, you can change the platform's language to English, Sinhala, or Tamil.

7. "Sign-in" – More detailed information on the page

Click the "sign in" button to log in as a user.

8. "User Guide" – More detailed information on the page

Click the USER Button ("Trainee", "CGO", "Company") to view the available features for each user, You can also download the user manual by clicking "Download User Manual".

9. "Our Sector" - More detailed information on the page

Click on the Sector menu to explore industry trends, impact, and developments in key sectors.

10. "Career Test" - More detailed information on the page

By clicking on the "Career test" button, you will be directed to a page where you can take the Career Interest Test, Career Key Test, Interest and Ability Test, and Interest, Ability, and Personality Test.

11. "Recent Jobs" – More detailed information on the page

Recent Jobs shows you information about newly posted job listings, which you can click to view. By clicking 'View more', you can see the detailed list

12. "Events" – More detailed information on the page

Click the "Event" button to view the information about the currently registered event. By clicking 'View More' at #13, you can see the details in a bulletin board list format.

14. "Family Site" – More detailed information on the page

If you click the "Family Site" button to access links to the NVQ, Skill Passport, and TVEC sites.

15. "Related Organizations" – More detailed information on the page

If you click the "Related Organizations" button, you can access institutions such as UNIVOTEC, NAITA, DTET, VTA, and Ocean University institutions.

16. "Contact us" – More detailed information on the page

Click the "Contact Us" button to find TVEC's office address, contact phone number, and email address of the Career Platform representative.

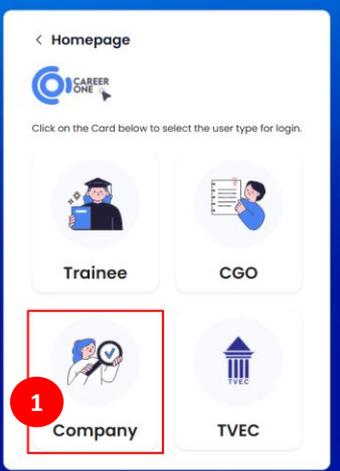
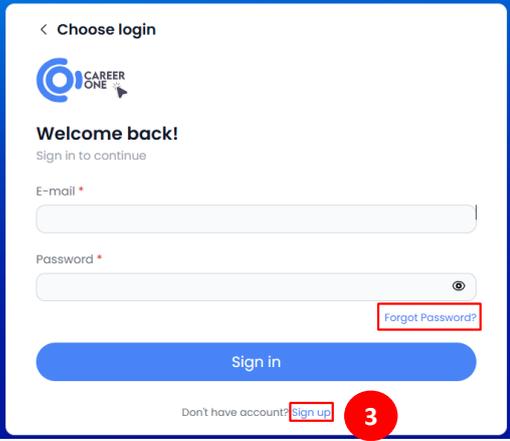
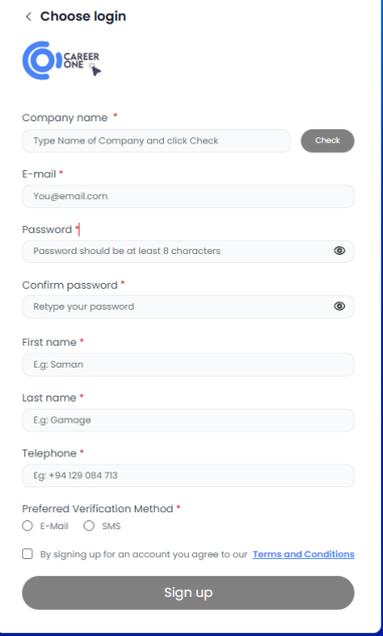
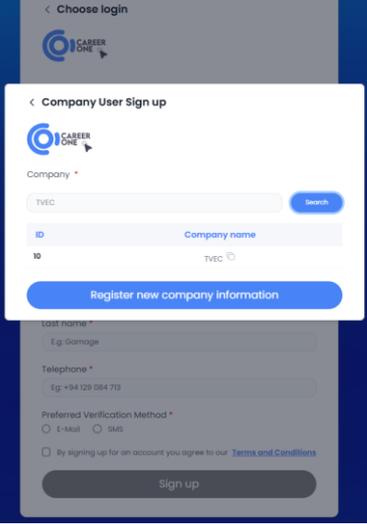
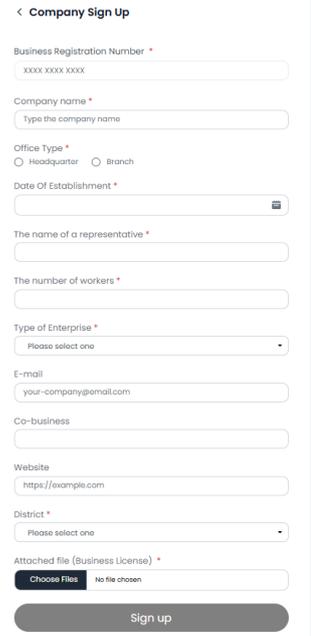
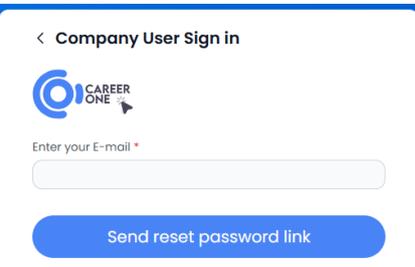
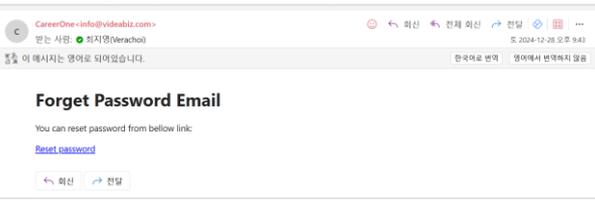
17. "Get the app" – More detailed information on the page

Clicking on the "Get the App" button will take you to the Google Play Store or Apple App Store, where you can download the app created for your trainee.

18. "Follow us" – More detailed information on the page

If you click the "Follow us" button, you will be linked to our social media channels, where you can explore and stay updated.

1-2. Home > Sign-in

| | | |
|--|---|--|
| <p>(1-1) Sign-in</p>  | <p>(1-2) Sign-in</p>  | |
| <p>(2-1) Sign-up for Company Recruiter</p>  | <p>(2-2) Check Company name</p>  | <p>(2-3) Sign-up for Company</p>  |
| <p>(3-1) Forget password</p>  | <p>(3-2) Forget password verify email</p>  | |

Function Description [Sign-up] / [Sign-in]**(1) Sign-In**

1. Click the "Sign in" button on the Home page.
2. Click the "Company" button.
3. Enter your email address as your ID and provide your password, then click the "Sign In" button

(2) Sign-Up

1. Click the "Sign in" button on the Home page.
2. Click the "Company" button
3. Click the "Sign Up" button
4. Enter your company name in the 'Company name' field and click 'Check'.
5. If your company is not registered, click 'Register New Company Information' button, fill out the required information (fields marked with a red star are mandatory) and Click the "Sign Up" Button.
6. If your company is registered, fill out the required information (fields marked with a red star are mandatory) and click the "Sign Up" button for Company Recruiter.

(3) Forgot password

- If you entered your email address during registration, you will receive an email with instructions on how to reset your password.

1-3. Home (After Login)

The screenshot displays the CareerOne Platform home page for a user named Vera-company Choi-co... (jychoi@ubion.global). The page features a navigation bar with 'Home', 'About us', 'Job support', and 'Information'. A main banner titled 'TAKE CONTROL OF YOUR CAREER' includes a sub-header 'IN THE STAGE OF LIFE' and a 'Test now' button. Below the banner are icons for 'Trainee', 'COO', and 'Company'. The 'Our sector' section lists ICT, Tourism, Manufacturing, and Construction. A 'Job vacancy management' dropdown menu is open, showing options for 'Trainee List', 'OJT management', and 'Employment'. A 'Information' dropdown menu is also open, showing options for 'Content management', 'Event', 'Q&A', 'Notice', 'Video', and 'Document'. Red callouts 1, 2, and 3 point to the user profile, the main banner, and the banner's sub-header respectively. Green callouts 1.1, 2.1, and 3.1 point to the user profile, the 'Job vacancy management' dropdown, and the 'Information' dropdown respectively.

Function Description [Homepage (After log in)]**(1) Company Information**

Click 'Company Information' to open the dropdown menu.

1.1. Click 'My page' to be redirected to the 'My page' landing page.

Click 'Sign Out' to log out from your account

(2) Job Support

Click 'Job Support' to open the dropdown menu.

2.1 There are 4 submenus. Click any submenu to be redirected to its respective landing page.

(3) Information

Click 'Information' to open the dropdown menu

3.1. There are 4 submenus. Click any submenu to be redirected to be redirected to its respective page

1-4 Home > My page

My page

1 My Company information

- 🏠 UBION(20241114)
- ✉️ jychoi@ubion.global
- 🏢 Non-Government
- 🌐 <https://ubion>
- 📍 Colombo

2 My Personal information

Vera-company Choi-company

UBION(20241114)

+94-111--

✉️ jychoi@ubion.global

Job Applicants

0/5

Requested Job Match

2/3

3 I Q&A

| Title | Registration date | Action |
|------------------------|-------------------|-----------------------|
| Need assistance. (1) | 2024-12-31 | Reply |
| Test Form Chammika (1) | 2024-12-31 | Reply |
| Test (3) | 2024-12-29 | Reply |
| title (0) | 2024-12-26 | Reply |
| video (0) | 2024-12-26 | Reply |

4 I Event

| Title | Registration date | Action |
|---------------------|-------------------|--------------------------------|
| Come to our company | 2024-11-17 | View more > |
| TEST(COMPANY)1217_1 | 2024-12-17 | View more > |
| TEST2 | 2024-12-16 | View more > |

5 I Job information

| Job title | Company name | Registration date |
|-----------------------------------|-----------------|-------------------|
| Job register 6/1 start date 10... | UBION(20241114) | 2025-01-06 |
| Interpreter | UBION(20241114) | 2025-01-02 |
| Salesforce Developer (Junior &... | UBION(20241114) | 2024-12-17 |
| test2 | UBION(20241114) | 2024-12-17 |
| test | UBION(20241114) | 2024-12-16 |

6 I Retained Trainee

| Title | Details |
|-----------------------------------|--|
| Seeranga Arachchilage Ishara P... | Millennium Heavy Equipment Training Institute (Pvt) Ltd Heavy Vehicle Operator (L3-2023-09-09) |

7 I OJT Information

| Job title | Company name | Status | Matches |
|------------------------|-----------------|---------------|---------|
| Test | UBION_Br | ● Close | 0 |
| test2 | UBION(20241114) | ● Progress | 2 |
| OJT Registration UBION | UBION(20241114) | ● In Progress | 0 |
| UBION-OJT-PAO | UBION(20241114) | ● Closed | 0 |

8 Register a new Guidance

[Register](#)

Get the latest news

Technical and Vocational Education Training

Notice
User Manual

11

My Company information

1.1

< UBION(20241114)



Business Registration Number *

XXXX XXXX XXXX

Company name *

UBION(20241114)

Office Type *

Headquarter Branch

Address

Telephone

Website *

https://ubion

Company information

Government Semi Government Private Non-Government Other

Date Of Establishment *

2022-10-27

The name of a representative *

UBION Representative

The number of workers *

100

Type of Enterprise *

Non-Government

E-mail

jychoi@ubion.global

Co-business

11111

DS Division

Please select one

District *

Colombo

Attached file (Business License)

Choose Files

No file chosen

Attachment:

interview2.jpg

Cancel

Save

My personal information

2.1

< Vera-Company Choi-Company



Vera-company Choi-company
UBION(20241114)

First name *

Vera-company

Last name *

Choi-company

Telephone *

+94-111--

Email *

jychoi@ubion.global

Cancel

Save

Function Description

[Screen for Viewing and Creating FAQ Management List]

1. My Company information

Shows the General information about the company. Click the 'Edit' icon to be redirected to the My Company Information details page.

1.1. My Company information Details

Update the company's information. Click 'Save' to apply the changes.

2. My Personal information

Shows General information about the Company Recruiter. Click the 'Edit' icon to be redirected to the My Personal Information Details page.

2.1. My Personal information detail

Update personal information. Click 'Save' to apply the changes.

3. Q&A

Click 'View more' to be redirected to the Q&A landing page

4. Event

Click 'View more' to be redirected to the Event landing page

5. Job information

Click 'View more' to be redirected to the Job Post List landing page

6. Retained Trainee

Click 'View more' to be redirected to the Trainee List page

7. OJT Information

Click 'View more' to be redirected to the OJT list landing page

8. Register a new Job

Click 'View more' to be redirected to the Register New Job landing page

② About us

2-1. About us

The screenshot shows the CareerOne Platform website. At the top, there is a navigation bar with the CareerOne logo, 'Accessibility' and 'English' dropdown menus, and a 'Sign in' button. Below this is a secondary navigation bar with 'Home', 'About us', 'Career guidance', and 'Information' links. The main content area features a heading 'About our career platform' followed by a descriptive paragraph. To the right of the text are four statistics: '70+ Institution', '5+ CGO', '5+ Trainee', and '7+ Company'. A blue 'Read more' button is located below the text, with a red circle containing the number '1' next to it. Below the 'Read more' button is a horizontal row of six partner logos: TVET, DTET, NAITA, UNIVOTEC, VTA, and Ocean University. A red box encloses this entire row of logos, with a red circle containing the number '2' positioned above it. At the bottom of the page, there are links for 'Family Site' and 'Related Organizations', a 'Get the app' section with 'Download on the App Store' and 'GET IT ON Google Play' buttons, and a 'Follow us' section with social media icons for Facebook, Instagram, LinkedIn, and YouTube. A 'Contact us' link is also present. The footer contains the copyright notice: '© Tertiary and Vocational Education Commission - Ministry of Education. All rights reserved.'

Function Description

1. Press the button to view the PDF file for the career platform.
2. Press the button to navigate to the TVET head office's website.

③ Job support

3-1. Job support > Job vacancy management

Home > Job support > Job vacancy management

1 Job Register +

Q Job title **2** Search

Status **3**

| Job title | Registration date | Close Date | Status | Applied | Matched | Unread | Shortlist |
|--|-------------------|------------|-------------|---------|---------|--------|-----------|
| Kế Toán Nội Bộ Kiểm Admin - Mạnh Phần Mềm (Thu Nhập Upto 15M) Kế Toán Nội Bộ Kiểm... | 2024-12-12 | 2024-12-13 | Closed | 1 | 0 | 0 | 0 |
| Salesforce Developer (Junior & Expert) 4 | 2024-12-17 | 2024-12-31 | Closed | 1 | 0 | 0 | 1 |
| job required(2024.12.14) | 2024-12-14 | 2025-01-11 | In Progress | 0 | 0 | 0 | 0 |
| test | 2024-12-16 | | In Progress | 1 | 1 | 1 | 1 |
| test2 | 2024-12-17 | | In Progress | 1 | 2 | 2 | 0 |

Showing 1 to 5 of 5 results

5 **6** **7**

Home > Job support > Job vacancy management > Register Job **1.1**

Job detail

Title *

Job type *
 Permanent Contract base

Job location *
 Local Foreign

Sector *
 (A) Agriculture, Hunting and Forestry

Number of Recruitments*
 eg: 100

Work condition

Working day
 Select working day

Select date

Home > Job support > Candidate list **5.1**

Kế Toán Nội Bộ Kiểm Admin - Mạnh Phần Mềm (Thu Nhập Upto 15M) Kế Toán Nội Bộ Kiểm Admin - Mạnh Phần Mềm (Thu Nhập Upto 15M)

Q Trainee name Search

All type All status

Candidate

Seeranga Arachchilage Ishara Pradeep Abeyratne
 Millennium Heavy Equipment Training Institute (Pvt) Ltd | Heavy Vehicle Operator (L3-2023-09-09)
 Updated 5 days ago

Read Selected

Showing 1 to 1 of 1 results

Function Description

[Screen for Viewing Job Management Results for the Company]

1. Job register: Click to be redirected to create a new job

1.1. Register Job Details

The company recruiter fills in all required fields and presses 'Save' to create a new job or click 'Cancel' to discard the new job

2. Search Job Title

The company recruiter enters the job title and clicks 'Search' to display the result

3. Filter Conditions: Filter jobs by their Status. 'In process' or 'Closed'

4. Job title: Click to view detailed Job information

5. 'View' Icon: Click to view the Candidate list

5.1 Candidate list

The company recruiter can view candidate resumes and information, click 'Select' button to choose a candidate, and click 'Employed' to add them to the shortlist.

6. 'Edit' Icon: Click to Edit Job Information

7. 'Delete' Icon: Click to Delete a Job

3-2. Job support > Trainee List

The screenshot shows the 'Trainee list' page with a search bar (1) and a dropdown menu (2). Two trainees are listed: T.L.A.P. Kumara and Seeranga Arachchilage Ishara Pradeep Abeyratne (3). A 'Resume' modal (3.1) is open for the second trainee, displaying their profile details.

Home > Job Support > Trainee list

Q Traine name **1** **Search** **Institute** **2**

IBIO **T.L.A.P. Kumara**
National Apprentice and Industrial Training Authority | Driver (L3-2022-03-06)
Updated 1 week ago

Career Key **Seeranga Arachchilage Ishara Pradeep Abeyratne** **3**
Millennium Heavy Equipment Training Institute (Pvt) Ltd | Heavy Vehicle Operator (L3-2023-09-09)
Updated 2 days ago **Keep**

Showing 1 to 2 of 2 results < **1** >

Resume **3.1**

Career Key **Seeranga Arachchilage Ishara Pradeep Abeyratne**

Basic Information

Seeranga Arachchilage Ishara Pradeep Abeyratne | jychoi@ubion.global
0777750927 | 73/42, Kirulapone Avenue, Colombo 05

Education

- Feel IT Nursing Academy (Pvt) Ltd (Industry sector: (N) Health and Social Work)
Course name: Certificate for Caregiver (Part time) (2023-04-22 - 2023-07-21)
- Millennium Heavy Equipment Training Institute (Pvt) Ltd (Industry sector: (I) Transport, Storage and Communications)
Course name: Certificate for Forklift Operator (Full time) (2023-08-21 - 2023-09-05)

Certificate

- Care Giver - L3 (2023-08-18)
- Heavy Vehicle Operator - L3 (2023-09-09)

Portfolio

[View](#)

Cancel **Unkeep** **Follow us**

Function Description

[Screen for Viewing the List of Trainees]

1. Search Trainee name

The company recruiter enters the trainee's name and clicks 'Search' to display the results.

2. Filter Conditions: Filter trainees by their Institute.

3. Trainee Name: Click to view detailed information about the trainee.

3.1 Resume

Displays detailed information about the trainee.

The company recruiter can click 'Keep' to save the Retained Trainee information in the 'Retained Trainee' table under My Page, or click 'Unkeep' to remove the trainee from the retained list.

3-3. Job support > OJT Management

OJT Registration + **1**

Q OJT title Search **2**

3 Status **4** Recently **4**

| OJT title | Company | Required skills | Required work experience | Registration Date | Status |
|------------------------|-----------------|-------------------------|--------------------------|-------------------|-------------|
| test2 | UBION(20241114) | software skills | Not limit | 2024-12-17 | In Progress |
| test | UBION(20241114) | software skills | Not limit | 2024-12-17 | In Progress |
| OJT 20241214 8 | UBION(20241114) | IT experience 5 year... | 5 - 10 | 2024-12-14 | In Progress |
| OJT Registration UBION | UBION(20241114) | Không chỉ là một tou... | Not limit | 2024-12-13 | In Progress |
| UBION-OJT-PAO | UBION(20241114) | Theory 6 month | Not limit | 2024-11-18 | Closed |

Showing 1 to 5 of 5 results **5** **6** **7**

Home > Job support > OJT management > OJT Registration **1.1**

OJT details

Title *

Company name* Training period* Number of Recruitments*

Application Requirements

Gender* Male Female N/A

Age limitation

Min age Max age

No limitation

Required work experience*

Min work experience Max work experience

< test **5.1**

Q Trainee name Search

Career Key Seeranga Arachchilage Ishara Pradeep Abeyratne | 1 month ago
Millennium Heavy Equipment Training Institute (Pvt) Ltd | Heavy Vehicle Operator (L3-2023-09-09)
Updated 2 days ago

Showing 1 to 1 of 1 results **1**

Function Description

[Screen for viewing the results of the OJT Job Management belonging to the company]

1. OJT Registration: Click to be redirected to create a new OJT job

1.1. OJT Registration detail

The company recruiter fills in all required fields and presses 'Save' to create a new OJT, or click 'Cancel' to discard the new OJT

2. Search OJT title

The company recruiter enters the OJT title and clicks 'Search' to display the result

3. Filter Conditions: Filter OJTs by their status: 'In process' or 'Closed'

4. Filter Date Conditions: Filter OJTs by registration time: 'Recently' or 'Oldest'

5. 'View' Icon: Click to view the Candidate list

5.1 Candidate list

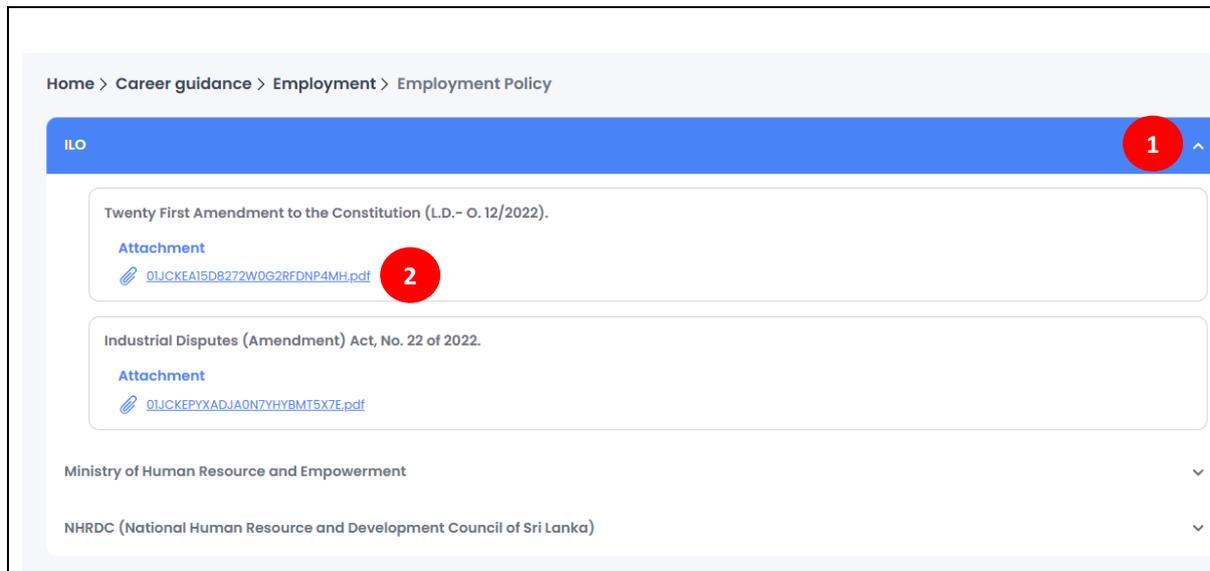
The company recruiter can view candidate resumes and information, click 'Select' to choose a candidate, and click 'Employed' to add them to the shortlist

6. 'Edit' Icon: Click to Edit OJT Job Information

7. 'Delete' Icon: Click to Delete an OJT Job

8. OJT title: Click to view detailed OJT information

3-4-1. Job support > Employment > Employment Policy

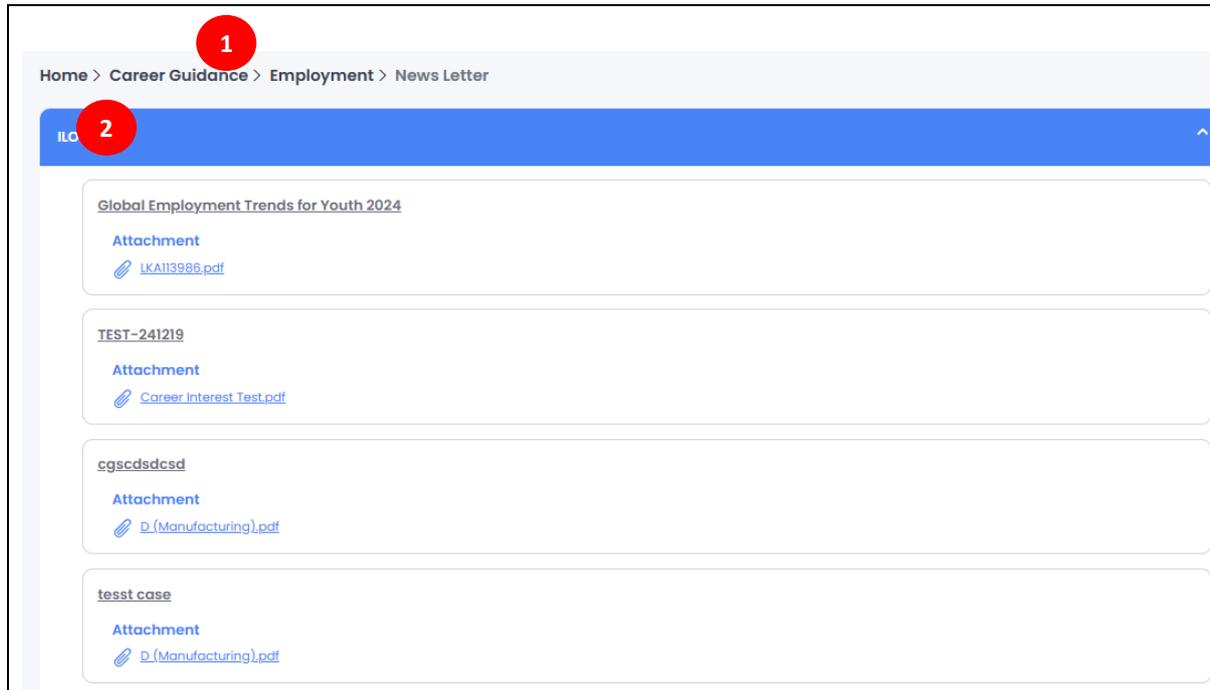


Function Description

[Screen for viewing the results of the Employment Policy of the Company]

1. Employment Policy title: Click to display the content
2. When the Company recruiter clicks the file name, the file will be downloaded.

3-4-2. Job support > Employment > News Letter



Function Description

[Screen for viewing the results of the Company's Newsletter]

1. Newsletter Title: Click to display the content
2. When the Company recruiter clicks the file name, the file will be downloaded.

④ Information

4-1-1. Information > Content management > Video

The screenshot displays the 'Video' management interface. At the top, a breadcrumb trail reads 'Home > Information > Content management > Video'. Below this is a search bar labeled 'Content Name' with a 'Search' button (callout 2). To the right of the search bar are filters for 'All' (callout 3) and 'Recently' (callout 4). A primary action button 'Upload video +' is located on the left (callout 1). The main area contains a grid of video cards. Each card includes a thumbnail with a play button, a title, a unique ID, a timestamp, and a status. Callout 5 points to a play button on the fourth video card. The bottom section shows a 'Video upload' modal form (callout 1.1) with fields for 'Content name', 'URL video', and 'Content introduction', along with 'Cancel' and 'Submit' buttons.

Function Description

[Screen for viewing and creating the List of Content Management belonging to the company]

1. Upload Video: Click to be redirected to create a new Video

1.1. Video Upload detail

The company recruiter fills in all required fields and clicks 'Submit' to upload a new video or click 'Cancel' to discard the upload.

2. Search Content Name

The company recruiter enters the Content Name and clicks 'Search' to display the result

3. Filter Conditions: Filter uploaded videos by status: 'Request', 'Approval', and 'Reject'

4. Filter Date conditions: Filter videos by registration time: 'Recently', 'Oldest'

5. 'View': Click to view the Video

4-1-2. Information > Content management > Document

The screenshot displays the 'Document' management interface. At the top, a breadcrumb trail reads 'Home > Information > Content management > Document'. Below this is a search bar with the placeholder 'Content Name' and a 'Search' button. A filter dropdown is set to 'All', and a 'Recently' dropdown is also visible. An 'Upload document +' button is located on the left. The main area contains a table with the following data:

| No. | Title | File type | Status | Size | Registration date | Action |
|-----|---|-----------|--|---------|-------------------|----------------------------|
| 1 | PDF file request | doc | Reject Reason: The Tertiary and Vocational Ed... | 1.95 MB | 2024-12-17 | [Download] [Edit] [Delete] |
| 2 | TVEC Main Banner-2023 Welcome to TVEC The Tertiary... | doc | Approval | 4.88 MB | 2024-12-17 | [Download] [Edit] [Delete] |
| 3 | TEST | pdf | Approval | 0.08 MB | 2024-12-16 | [Download] [Edit] [Delete] |
| 4 | Company UBION-document | pdf | Reject Reason: Need to change image | 4.46 MB | 2024-11-18 | [Download] [Edit] [Delete] |

Below the table, it says 'Showing 1 to 4 of 4 results' and a pagination control with '1' selected.

The 'Document content' modal window is open, showing the following fields:

- Content name *
- Content introduction *
- Author
- License
- A file upload area with the text 'Choose a file or Drag it here' and a cloud icon.

At the bottom of the modal, there is a note: 'Maximum size of attachable files: 2GB with document formats like PDF or Doc.' and two buttons: 'Cancel' and 'Submit'.

Function Description

[Screen for viewing and creating the List of the Content Management belonging to the company]

1. Upload Document: Click to be redirected to create a new document

1.1. Document Upload Details

The company recruiter fills in all required fields and clicks 'Submit' to Upload a new document or click 'Cancel' to discard the upload.

2. Search Content Name

The company recruiter enters the Content Name and clicks 'Search' to display the result

3. Filter Conditions: Filter uploaded documents by status: 'Request', 'Approval', or 'Reject'

4. Inquiry order : View documents by registration time: 'Recently', 'Oldest'

5. Document Title: Click to view the Document

6. 'Download' Icon: Click to download the document

7. 'Edit' Icon: Click to Edit document Information

8. 'Delete' Icon: Click to Delete the document

4-2. Information > Event

Home > Information > Event

Q Event Title 2 Search

Event type 3 All 4 Recently 5

New event + 1

| No. | Type | Title | Registration date | Status | Action |
|-----|--------------|------------------------------------|-------------------|-----------------------|----------------|
| 1 | Job fair | Come to our company 6 | 2024-11-17 | Approval | |
| 2 | Announcement | TEST(company) | 2024-12-16 | Reject 7 | 8 |
| 3 | Job fair | TEST2 | 2024-12-16 | Approval | |
| 4 | Competition | TEST(COMPANY)1217_1 | 2024-12-17 | Approval | |

Showing 1 to 4 of 4 results < 1 >

Home > Information > Event > New event 1.1

Type* Title*

Date*

Thumbnail* Place

Details*

Choose a file or Drag it here

Cancel Create

Function Description

[Screen for viewing and creating the List of Event Management belonging to the company]

1. New Event: Click to be redirected to create a new Event

1.1. New Event

The company recruiter fills in all required fields and clicks 'Create' to Upload a new Event and clicks 'Cancel' to discard the Event

2. Search Event Title

The company recruiter enters the event title and clicks 'Search' to display the results.

3. Filter type conditions: Filter events by type: 'Competition, 'Job Fair, or 'Announcement'

4. Filter Status Conditions: Filter event by status: 'Request', 'Approval', or 'Reject'

5. Filter Date Conditions: Filter events by registration time: 'Recently' or 'Oldest'

6. Event Title: Click to view the Event details

7. 'Edit' Icon: Click to Edit Event information

8. 'Delete' Icon: Click to Delete the Event

4-3. Information > Q&A

The screenshot displays the Q&A section of the CareerOne Platform. It is divided into three main parts:

- Q&A List:** A table listing questions with columns for No., Title, Inquirer, Registration date, and Action. Red callouts 1-5 highlight the 'New question +' button, search bar, dropdown menu, a specific question title, and a 'Reply' button respectively.
- Q&A Detail View:** Shows a specific question titled 'Q&A about Career' with its content and a user profile. Red callouts 4.1 and 4.2 highlight the settings icon and the user profile area.
- Question Form:** A modal window for creating a new question with fields for Title and Content, a file upload area, and 'Cancel'/'Save' buttons. Red callout 1.1 highlights the 'Question' title.

| No . | Title | Inquirer | Registration date | Action |
|------|-----------------------|--|-------------------|--------|
| 1 | Need assistance. (1) | W. G. D. M. Bandara | 2024-12-31 | Reply |
| 2 | Test Form Chamika (1) | Kamal Perera | 2024-12-31 | Reply |
| 3 | Test (3) | Vera_CGO(202411111) Choi_CGO(202411111) | 2024-12-29 | Reply |
| 4 | title (0) | Seeranga Arachchilage Ishara Pradeep Abeyratne | 2024-12-26 | Reply |
| 5 | video (0) | Vera_CGO(202411111) Choi_CGO(202411111) | 2024-12-26 | Reply |

Q&A about Career
2025-01-04 17:08:39 Vera-company Choi-company
One of the standard questions is: "What are your career aspirations?" Don't be fooled into answering this too honestly. Remember that your goal is to land this job—and convince them that you want to stay in this role and industry for a long time. thg 5, 2024

Question
Title *
Content *
Choose a file or Drag it here
Cancel Save

Function Description

[Screen for viewing and creating the List of Q&A management]

1. New Question: Click to be redirected to create a new question

1.1. New Q&A

The company recruiter fills in all required fields and clicks 'Save' to Upload the new question, or click 'Cancel' to discard the question.

2. Search Title

The company recruiter enters the Title and clicks 'Search' to display the results.

3. Filter Date conditions: Filter by Registration time: 'Recently' or 'Oldest'

4. Q&A Title: Click to view the Q&A details

4.1. 'Edit' Icon: Click to Edit the document or Delete the Q&A

4.2. 'Reply': The company recruiter fills in the response and clicks 'Send' icon to send the reply.

4-4-1. Information > Notice > Notice

Home > Information > Notice

Notice

FAQ

Search

Type ▼

| No. | Type | Title | Registration Date | Action |
|-----|-----------------|---|-------------------|--------------------------------|
| 1 | Career Guidance | ss | 2024-12-18 | View more > |
| 2 | Career Guidance | Hành Trình Phân Tích Kinh Doanh Đỉnh Cao Tại RBAC Mùa 5 - Cu... | 2024-12-17 | View more > |
| 3 | Career Platform | TEST NOTICE | 2024-12-16 | View more > |
| 4 | Career Guidance | Notice-Career Guidance(2024.11.13) | 2024-11-14 | View more > |

Showing 1 to 4 of 4 results

Home > Information > Notice > Detail

3.1

Notice-Career Guidance(2024.11.13) Career Guidance

📅 2024-11-14 04:50:02 🔗 TVEC Admin Career Platform

Notice-Career Guidance(2024.11.13)
Notice-Career Guidance(2024.11.13)

**INTERVIEW
TECHNIQUES**

QuestionPro

interview2.jpg 9.08 KB

Function Description

[Screen for viewing and creating the List of the Notice Management]

1. Search Title

The company recruiter enters the Title and clicks 'Search' to display the results

2. Filter Type conditions: Filter notice by type: 'Career Guidance' or 'Career Platform'

3. 'View more': Press to be redirected to the detailed view of the notice.

4-4-2. Information > Notice > FAQ

Home > Information > Notice

Notice **FAQ** 1

TEST FAQ 2
TEST
3 Articles ↗

testtt
1 Article ↗

Career Platform - FAQ
Career Platform User Manual
2 Articles ↗

Home > Information > FAQ > Detail 2

Career Platform - FAQ

1. Career Platform - Information
Good Position

2. test
testtttt



Function Description

[Screen for viewing and creating the List of FAQ management]

1. FAQ

Press to be redirected to the detailed 'FAQ ' page.

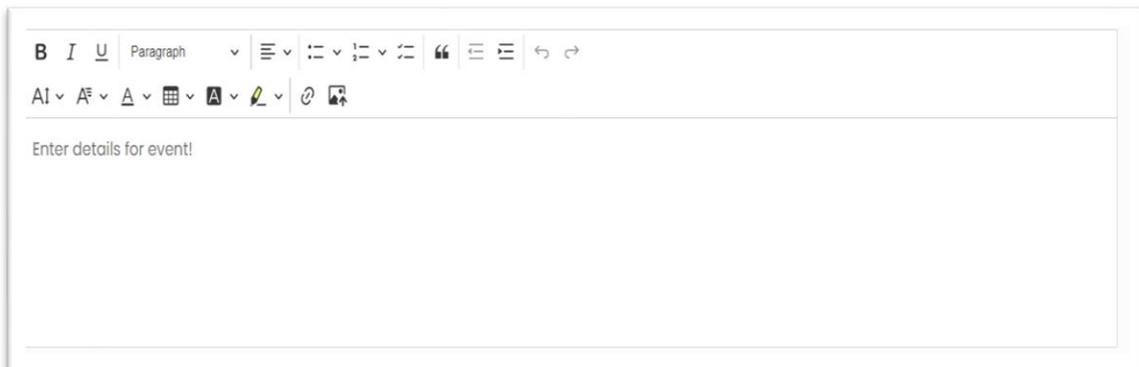
2. FAQ Detail: Displays all detailed information of the FAQ.

5 Editor

1. Introduction

- CKEditor is a rich text editor that allows you to create formatted text with ease. Below is an explanation of the toolbar options available in CKEditor.

2. Function Description



✚ Basic Formatting Options

- **Bold (B)**: Makes selected text bold.
- **Italic (I)**: Italicizes the selected text.
- **Underline (U)**: Underlines the selected text.

✚ Paragraph and Text Styles

- **Paragraph**: Allows you to change the format of the text to headings, paragraphs, and other predefined styles.
- **Font Family**: Choose from various fonts for the selected text.
- **Font Size**: Adjust the size of the selected text.

✚ Alignment and Lists

- **Text Alignment**: Option for Align text to the left, center, right, or justify.
- **Bulleted List**: Create a bulleted list.
- **Numbered List**: Create a numbered list.

✚ Text Color and Background

- **Font Color**: Change the color of the selected text.
- **Background Color**: Change the background color behind the selected text.

✚ Additional Tools

- **Table**: Insert a table into your document.
- **Highlight**: Highlight the selected text with a color.

✚ Insert and Link

- **Insert Link**: Add a hyperlink to the selected text or open the link dialog to paste a URL.
- **Insert Image**: Insert an image into the document from a URL or by uploading.

Quote, Code, and Block Formatting

- **Block Quote:** Format the selected text as a block quote, which indents the text.
- **Code Block:** Format the selected text as code for displaying programming or technical content.

Undo and Redo

- **Undo:** Reverse the last action you took.
- **Redo:** Reapply the last action you reversed.

Instructions for Use

- **Enter Text:** Start typing in the editor to add text. You can use the formatting tools as you go.
- **Select Text to Format:** Highlight the text you want to format, then click the relevant toolbar button (e.g., bold or italic).
- **Insert Elements:** Use the insert options (link, image, table) to add interactive elements to your text.
- **Save and Preview:** When you're done, save your work or preview the content if those options are available in your setup.