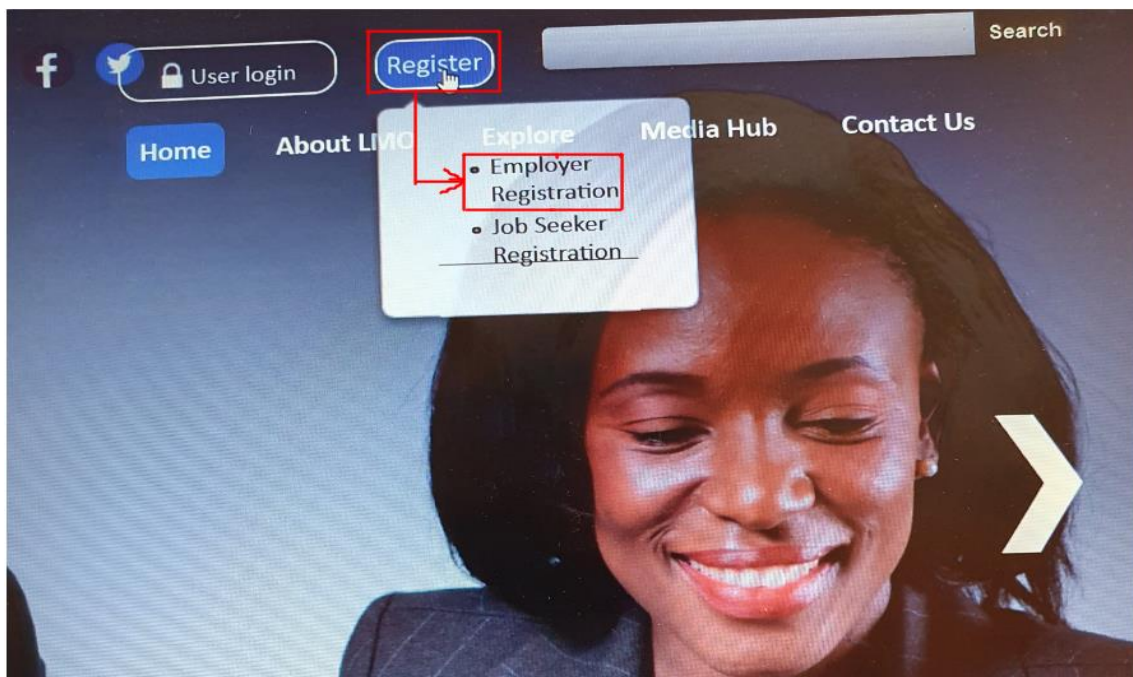


STEPS ON HOW TO REGISTER AS AN EMPLOYER IN THE LABOUR MARKET OBSERVATORY (LMO) WEBSITE

1. Browse the site <http://www.botswanalmo.org.bw>



2. Hover mouse cursor over *Register* tab towards the top right of the Home page. Select *Employer Registration* in the dropdown menu to open Employer Account window.



3. In the Employer Account window, *create new account* option is selected by default. Populate all the available fields, check **Accept Terms and Conditions of Use** thereafter click on the *Create new account* tab at the bottom of the window.

The screenshot shows the 'Employer Account' registration page. At the top, there is a navigation bar with the Botswana Labour Market Observatory logo and links for Home, About LMO, Explore, Media Hub, and Contact Us. Below the navigation bar, there are three buttons: 'Create new account' (highlighted), 'Log in', and 'Request new password'. The main form is divided into two sections: 'Contact Person' and 'organisation'. The 'Contact Person' section has fields for 'First name *' and 'Last name *'. The 'organisation' section has fields for 'Name *', 'Company Registration Number *', 'Postal Address *', and 'Physical Address *'. To the right of the 'Contact Person' section, there is a CAPTCHA image showing the characters 't 8Q t 6' and a text input field labeled 'What code is in the image? *' with the instruction 'Enter the characters shown in the image.'

The LMO Team will get notified about your registration and start the vetting process to insure that you are legitimate company. After approval by the LMO Team, the system will forward a verification link to your inbox.

4. After you have received an email with a verification link in your inbox, click on the link to activate your Account.

Account details for Botswana LMO Inbox x

Botswana Labour Market Observatory <info@botswanalmo.org.bw>
to me ▾

Thank you for registering for an LMO account. Please verify your email address by clicking this link:

["botswanalmo.org.bw/user/welcome/624571829"](https://botswanalmo.org.bw/user/welcome/624571829)

If you have received this in error, you can safely ignore this email.

Thank you!
Team LMO

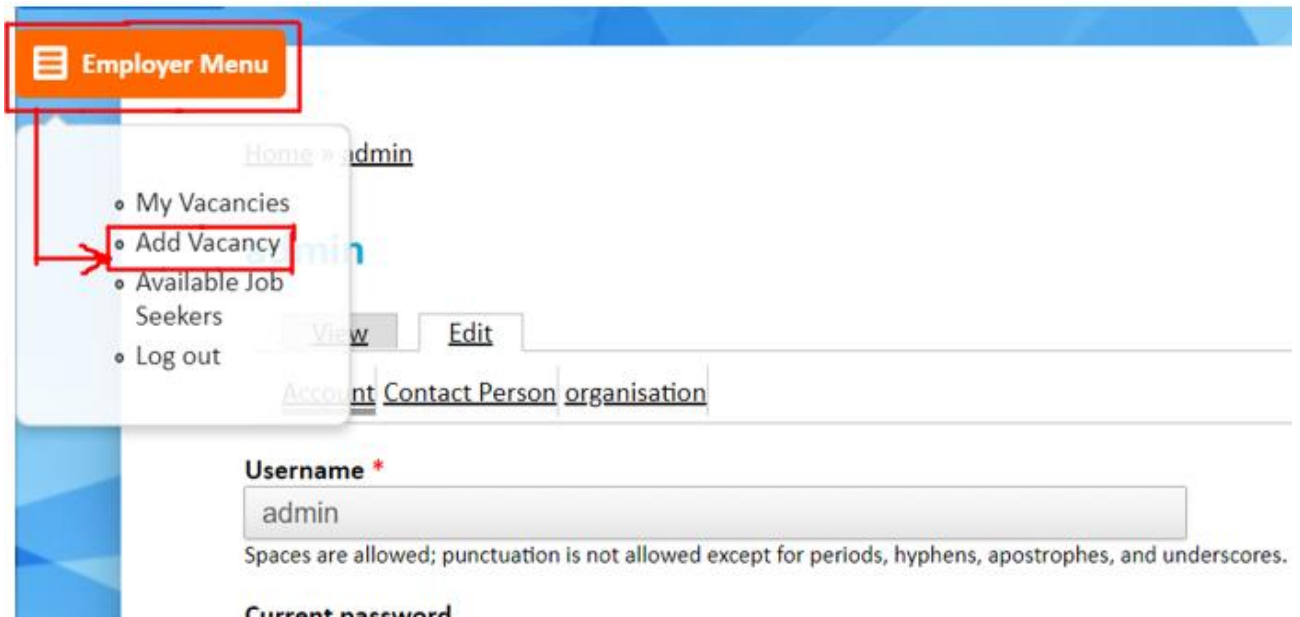
- The verification link will lead you to the Employer Account Login Page. Enter either your Username or Email address and password thereafter click *Log in* tab to log into your Account.

The screenshot shows the 'Employer Account' login page. At the top, there is a navigation bar with the Botswana Labour Market Observatory logo and links for Home, About LMO, Explore, Media Hub, and Contact Us. Below the navigation bar, there are three buttons: 'Create new account', 'Log in', and 'Request new password'. The 'Log in' button is highlighted. The login form consists of three main sections: 1. 'Username or e-mail address *' with a text input field containing 'admin' and a 'Forgot password' icon. 2. 'Password *' with a password input field containing seven dots and a note that the password is case sensitive. 3. A CAPTCHA image showing the characters 'A b 9 K Y' and a text input field containing 'Ab9KY'. Below the CAPTCHA is a 'Log in' button, which is highlighted with a red box and a red arrow pointing to it.

- After a successful login, you are able to update either Account, Contact Person or Organisation details. Click on *Edit* tab and update accordingly. Do not forget to click save tab at the bottom of the window to save the changes.

The screenshot shows the 'Employer Menu' on the left side of the page. The main content area displays the breadcrumb 'Home » admin » Edit'. Below this is the heading 'organisation profile for admin'. There are two buttons: 'View' and 'Edit'. The 'Edit' button is highlighted with a red box and a red arrow pointing to it. Below the buttons are three tabs: 'Account', 'Contact Person', and 'organisation'. The 'organisation' tab is selected and highlighted with a red box and a red arrow pointing to it. Below the tabs are two form fields: 'Name *' with the value 'IT Group' and 'Company Registration Number *' with the value '12345678'.

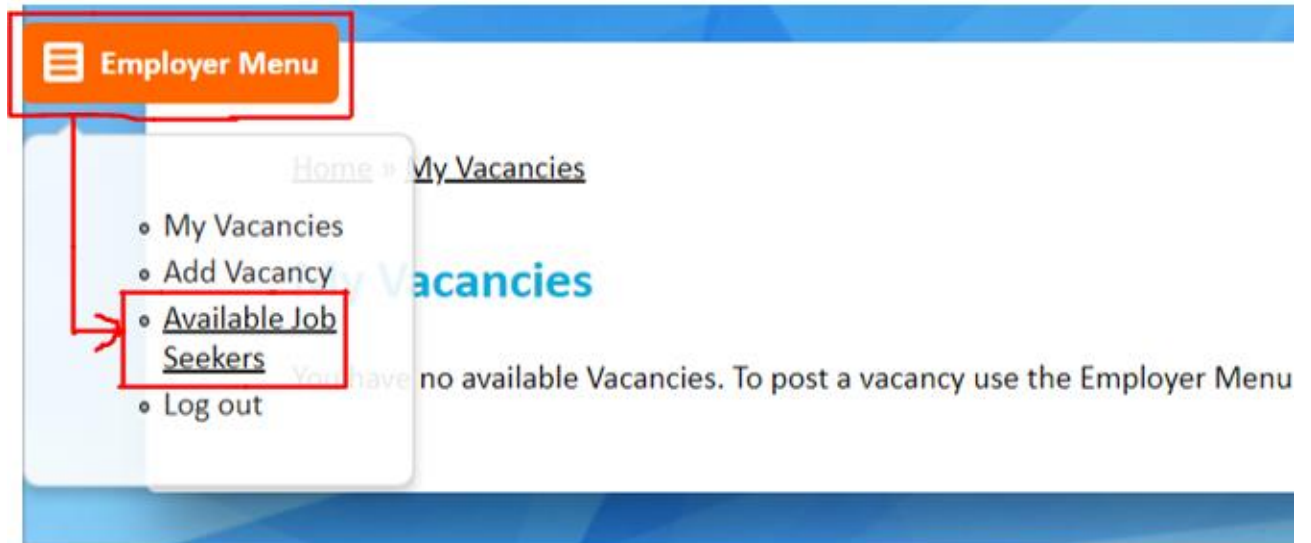
7. Post Account activation, Employer will be able to add vacancies and view the available Job Seekers. To add vacancy, hover mouse cursor over *Employer Menu* tab and select *Add Vacancy* in the dropdown menu.



8. Create Vacancies window will appear for the Employer to populate accordingly. Don not forget to click save tab at the bottom of the window to save the vacancy. Saved vacancies will be accessible under *My Vacancies* in the dropdown menu.

A screenshot of the 'Create Vacancies' form in the web application. The form is titled 'Create Vacancies' and is located under the 'Employer Menu' tab. The form contains several fields: 'Title *' (text input), 'Organisation *' (text input), 'Industry *' (dropdown menu with '- Select a value -'), 'Reference' (text input), and 'Job Description * (Edit summary)' (text area). Below the 'Industry' dropdown, there is a note: 'Select the industry the vacancy belongs to. If you cannot find the best appropriate from the list please select'. The 'Reference' field has a note below it: 'If there is any reference number that is used to relate to the vacancy'. The 'Job Description' field has a link '(Edit summary)' next to it.

9. To view available Job Seekers, hover mouse cursor over *Employer Menu* and select *Available Job Seekers* in the dropdown menu.



10. Job Seekers window will appear. Employers can filter Job Seekers according to their requirements in the terms of **Gender**, **Field of Profession** and **Qualification**. After populating the mentioned fields, click on *Search* tab and the system will sort and display all the Job Seekers who satisfied the search criteria.

Job Seekers

Keyword

Gender

<u>First name</u>	<u>Middle name</u>	<u>Last name</u>	<u>Gender</u>	<u>Years of Experience</u>	<u>Top Academic Qualification</u>	<u>Professional Certificates</u>	<u>Field of Profession</u>
Ponatshego		Kebonyemotse	Male	10	Degree	<ul style="list-style-type: none">> ITIL: Information Technology Service Management Best Practices> MCP: Microsoft Certified Professional	PROFESSIONALS>Information and Communication Technology Professionals>Systems Analysts

11. The above Job Seekers list can be exported to Microsoft Excel for further analysis. Scroll down to the bottom of the window. Click on the *XLS* tab appearing on the bottom left of the window to export the list.

Employer Menu

[Home](#)

Job Seekers

Keyword Gender Field of Profession Qualification

<u>First name</u>	<u>Middle name</u>	<u>Last name</u>	<u>Gender</u>	<u>Years of Experience</u>	<u>Top Academic Qualification</u>	<u>Professional Certificates</u>
Ponatshego		Keboyemotse	Male	10	Degree	<ul style="list-style-type: none"> ➤ ITIL: Information Technology Management Best Practices ➤ MCP: Microsoft Certified Professional

Displaying 1 - 1 of 1

[XLS](#)

12. To log out of your LMO account, again hover mouse cursor over the *Employer Menu* and select *Log out* in the dropdown menu.

Employer Menu

- My Vacancies
- Add Vacancy
- Available Job Seekers
- **Log out**

[Home](#)

Job Seekers

Keyword Gender Field of Profession Qualification

<u>First name</u>	<u>Middle name</u>	<u>Last name</u>	<u>Gender</u>	<u>Years of Experience</u>	<u>Top Academic Qualification</u>	<u>Professional Certificate</u>
Ponatshego		Keboyemotse	Male	10	Degree	<ul style="list-style-type: none"> ➤ ITIL: Information Technology Management Best Practices ➤ MCP: Microsoft Certified Professional

Thank you!