NEIGHBOURHOOD FORUM

Worker Dashboard

Complete User Manual

Turning Skills into Economic Power

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app.neighbourhoodforum.works | USSD: *212#

After signing in, the portal has three main areas: the Left Sidebar (navigation), Top Bar (page title, language, notifications, avatar), and the Main Content Area.

1.1 Sidebar Navigation Sections

MY PROFILE	Dashboard, My Profile, Skills & Verification, Qualifications, Portfolio, Endorsements
OPPORTUNITIES	Job Matches, My Applications, Hidden Skills
ACCOUNT	Notifications, Skills Passport, Settings, Sign Out

2. Dashboard

Your personal homepage showing profile status, activity, and quick actions. Loads automatically after sign-in.

2.1 Hero Section

Greeting	Your name with time-of-day greeting (Good morning/afternoon/evening)
Worker Type & Location	Your worker layer and registered district
Trust Tier Badge	Current verification level (0-5). Click Improve to see how to raise it
New Matches	New job opportunities matched to your skills today
Applications	Your active application count
Profile Views	Employer profile views this week
Profile Complete	Percentage of profile filled in. Click Complete to see what is missing

2.2 Quick Action Cards

Add Skills	Goes to Skills & Verification to add a new skill
Add Qualification	Goes to Qualifications to add a certificate or degree
Browse Jobs	Goes to Job Matches to browse opportunities
Update Portfolio	Goes to Portfolio to add work samples

2.3 Profile Completeness

Shows a circular progress indicator and checklist: Identity, Skills, Location, Bio, Qu
Photo.

> TIP: Aim for 100% profile completeness. Workers with complete profiles receive up to 3x more employer views and job matches.

2.4 Trust & Verification Panel

Shows your current tier progress and the next action needed to advance. Tiers range from 0 (Registered) to 5 (NF Assessed).

Manage your personal information, bio, work preferences, and social links. Changes are visible to employers.

3.1 Bio / About Me

Write 3-5 sentences covering your main skill, years of experience, type of work sought, and a notable achievement.

> Example: "Electrical engineer with 6 years in solar installation across Kampala and Wakiso. UETCL certified. Completed 200+ installations. Seeking full-time roles with renewable energy companies."

3.2 Work Preferences

Availability	Available now / Partially available / Employed. Set to Available to appear in searches.
Preferred Work Type	Full-time / Part-time / Contract / Casual / Any
Minimum Salary	Your minimum monthly salary in UGX
Willing to Relocate?	Yes / No / Within 20km of Kampala
Remote Work	Open to remote / On-site only / Hybrid preferred

4 Skills & Verification

The most important section. Skills are what employers search for. Verified skills significantly increase your employability.

4.1 Adding a Skill

1. Click the orange + Add Skill button
2. Select a skill from the sector-grouped dropdown
3. Choose proficiency: Beginner / Intermediate / Skilled / Expert / Master
4. Enter years of experience
5. Click Save

4.2 Verification Score (out of 100)

Peer endorsement	1 point each — from NF-registered colleagues
Employer endorsement	3 points each — from verified employers you worked for
NF Assessor endorsement	4 points each — from a certified NF Field Officer
VERIFIED threshold	Skill is VERIFIED when score reaches 50/100

> STRATEGY: Two employer endorsements (6pts) + five peer endorsements (5pts) = 11 points. Keep building to reach 50 for VERIFIED status.

4.3 Requesting an Endorsement

1. Select the skill to endorse
2. Choose endorser type: Peer, Employer, or NF Assessor
3. Enter endorser phone or email
4. Describe your relationship
5. Click Send Request

4.4 Suggested Skills

The platform suggests additional skills based on your sector at the bottom of the page. Click any chip to add it instantly.

Add academic and professional qualifications to strengthen your profile and increase your Trust Tier.

5.1 Adding a Qualification

1. Click + Add
2. Select qualification type (PLE, UCE, UACE, Certificate, Diploma, Degree, etc.)
3. Select institution from the Uganda institution list
4. Enter field of study, year awarded, and optional certificate number
5. Click Save

> Makerere University and UNEB qualifications are API-verified — employers can confirm them instantly without contacting the institution.

6. Portfolio

Showcase past work and projects. Workers with 3+ portfolio items receive up to 15% higher match scores.

6.1 Adding a Portfolio Item

1. Click + Add Item
2. Enter project title, description, client name, year, and URL (optional)
3. Click Save

Good items include: construction projects with photos, websites built, events organised, farming projects, teaching materials, or community programmes led.

Shows all endorsements received, grouped by type: All, Peers, Employers, Assessors.

Each endorsement card shows the endorser name, role, star rating, written comment, type, and date.

Use the Request New Endorsement panel to request more endorsements. NF Assessor endorsements (4x weight) require contacting your local NF Field Officer for a formal assessment.

Shows verified job opportunities ranked by AI Match score — how well each job matches your profile.

8.1 AI Match Score

Calculated from: skills match, location, work type preference, experience level, and Trust Tier.

8.2 Applying for a Job

1. Find a job that interests you
2. Click the orange Apply Now button
3. Your full NF profile is shared with the employer automatically
4. Appears in My Applications immediately

8.3 SMS Job Alerts

Automatically sent to your phone when a new job matches your skills and district. Keep your phone number current and availability set to "Available now".

Active	Applications currently being reviewed
Submitted	All applications submitted
Closed	Closed jobs or decided applications

Submitted	Application received by employer
Under Review	Employer is reviewing your profile
Interview	Shortlisted — interview details shown on card
Decision	Hiring decision made

10 Hidden Skills Disc

For workers whose value comes from years of practice, community service, or life experience rather than formal qualifications.

Designed for: retired professionals, community health workers, religious leaders, experienced farmers, traditional healers, and cultural leaders.

Click Begin Hidden Skills Intake — an NF Officer will contact you to formally document and verify your hidden skills.

Shows all recent account activity. Notification types:

- New job match alerts
- Endorsement received
- Application status updates
- Trust Tier upgrades
- Profile views by employers

Click Mark all read to clear the unread badge. Manage preferences in Settings !' Alert Preferences.

Your verified economic identity — a portable document proving your skills to employers, institutions, and agencies.

12.1 Downloading as PDF

1. Click the green Download PDF button
2. New window opens with print-ready passport
3. Set printer Destination to "Save as PDF"
4. Click Print / Save

12.2 Sharing Your Passport

Click Share Link to copy a unique URL. Share with employers, training institutions, or on social media for live verification.

13.1 Alert Preferences

Job match alerts	SMS/email when new jobs match your profile
SMS notifications	All notifications via SMS
Endorsement requests	Notified when someone requests your endorsement
Profile views	Notified when an employer views your profile

13.2 Changing Your Password

1. Enter Current Password
2. Enter New Password (min 6 characters)
3. Confirm New Password
4. Click Update Password

> SECURITY: Change your password immediately if you suspect it has been compromised. Never share your

password with anyone, including NF Officers.

Worker Portal	app.neighbourhoodforum.works
USSD (Feature Phone)	*212#
Email Support	support@neighbourhoodforum.works
Privacy / Data Issues	privacy@neighbourhoodforum.works
NF Field Officer	Available in all 148 districts — FREE assistance