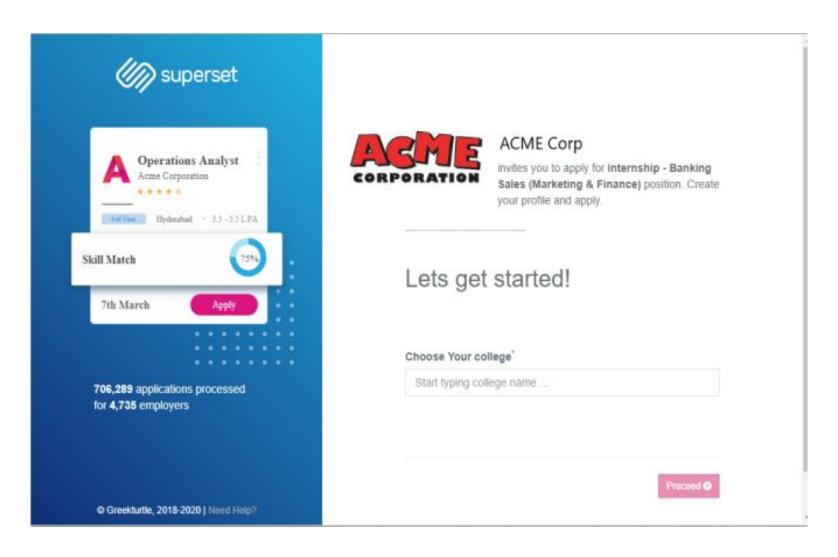
Student GuideApplication Process

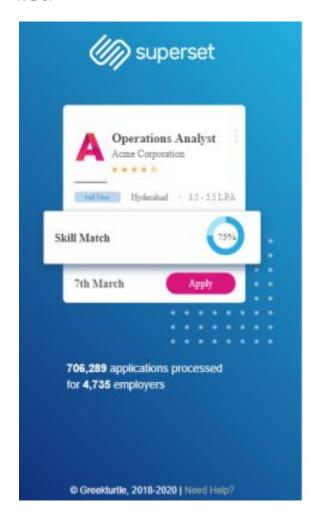
How to register using the link

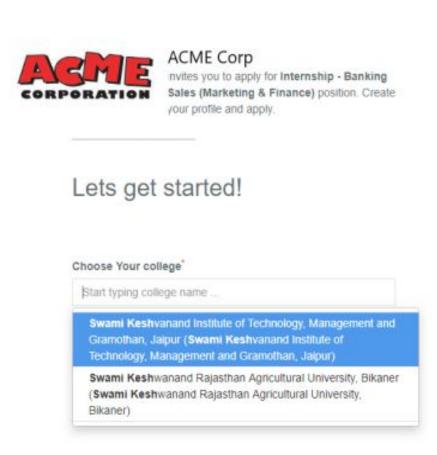
- Click on the link shared with you to apply for the job profile.
- You will be redirected to this page where you have to select your college.



Select your college

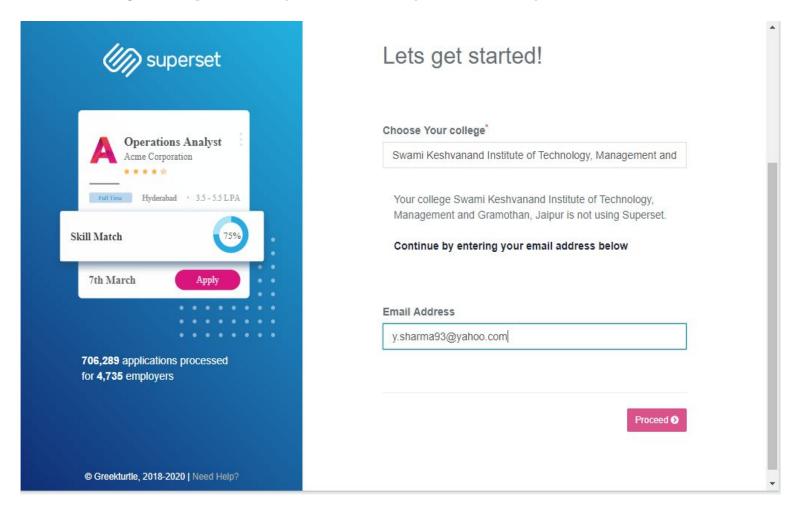
 Start typing the name of your college and select the relevant college from the list.





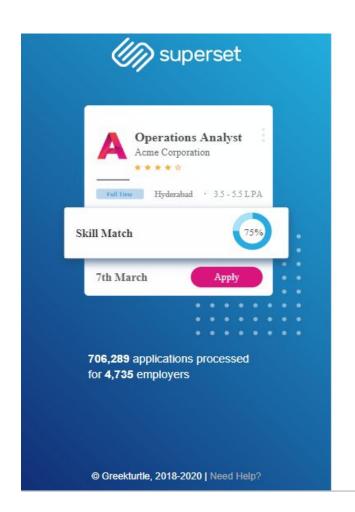
Register yourself

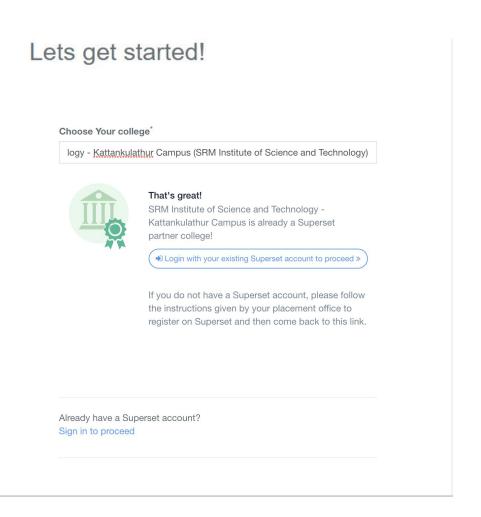
- Enter the name of your college
- Enter your email address which will be used as your login email address whenever you login to Superset after profile completion.



If Your college is already a Superset Partner college/ if you already have an account on Superset

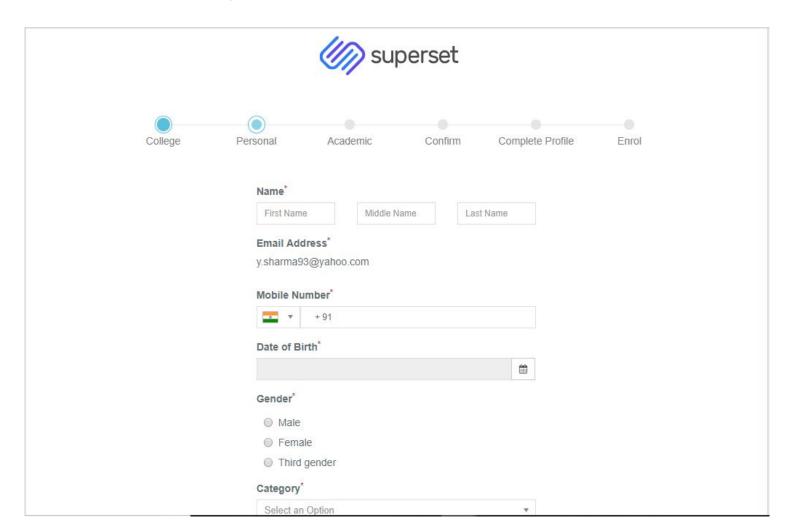
Login if you already have a Superset Account





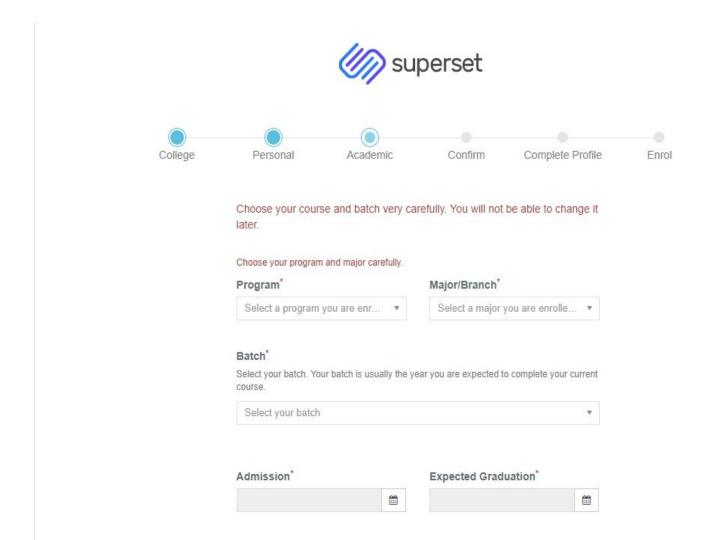
Registration Page (Personal Details)

- Enter personal details on this page to start the registration process
- The details include your name, phone number, date of birth etc.



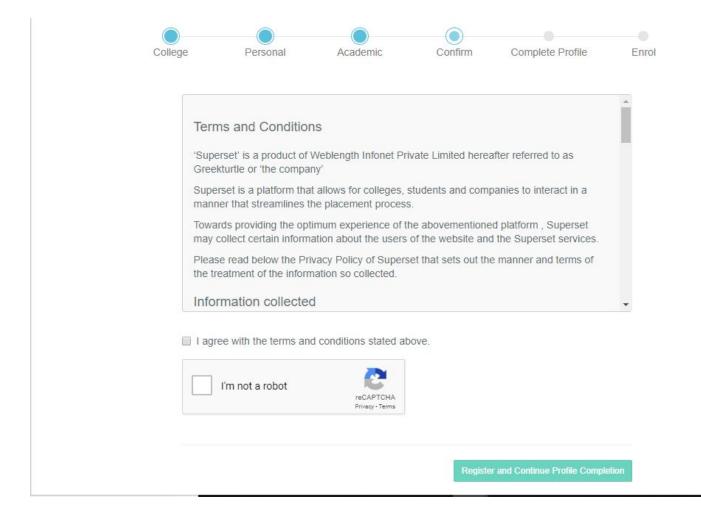
Academic Details

 Enter your academic details on this page such as program in which you are studying, expected graduation, score etc.



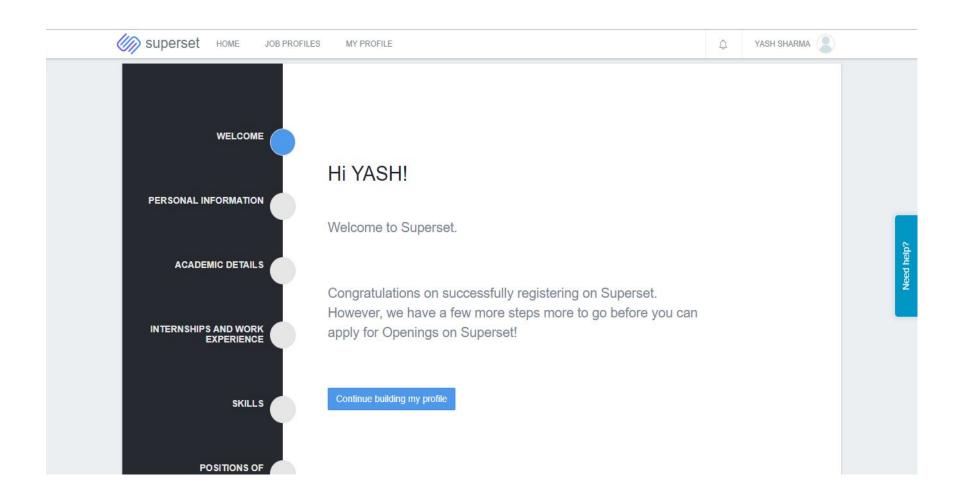
Complete Registration (Confirm)

- Click on the checkbox and agree to the terms and conditions.
- Click on register and continue to profile completion.



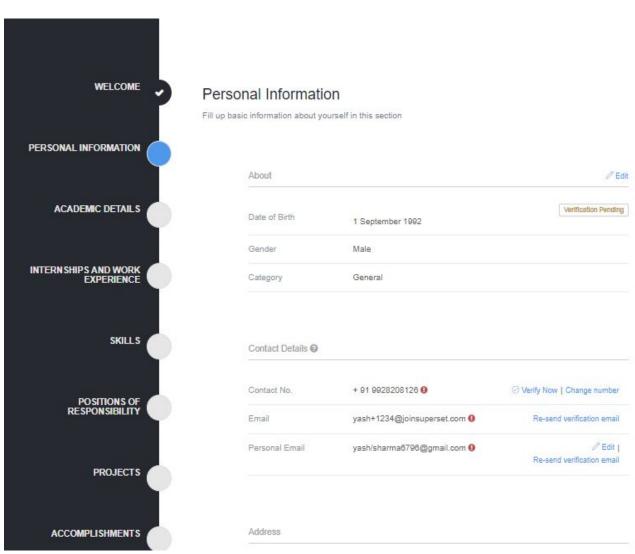
Complete Profile

- After confirmation, you will be redirected to your profile where you have to fill certain details before you apply for the job.
- Click on continue building my profile.



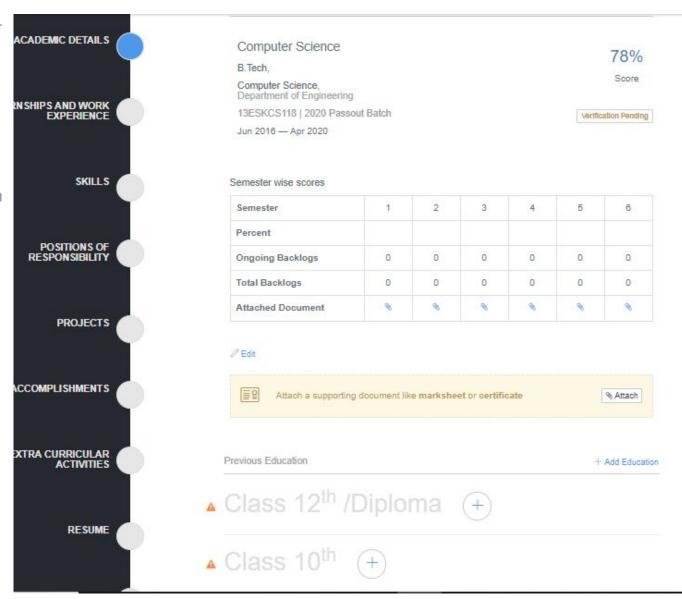
Personal Information

- On this page you have to mention your address details and your career plans after you complete your graduation or post graduation.
- Other details will be available which you entered while registering.
- You have to verify your mobile number and email address.



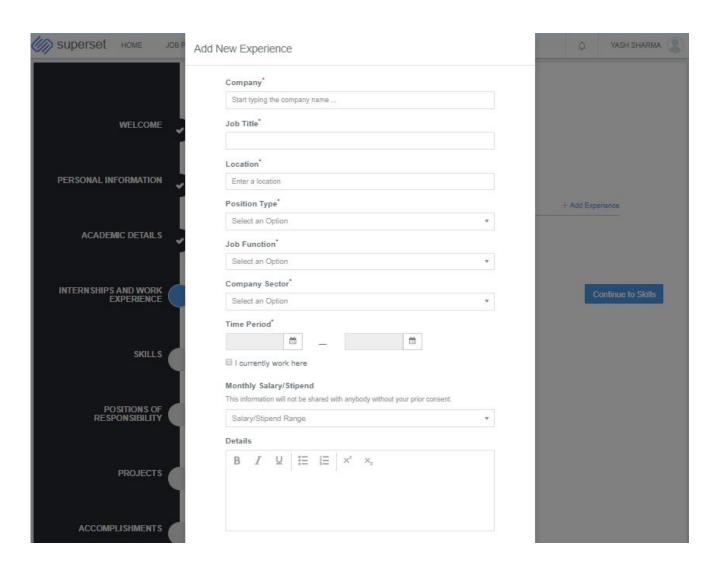
Academic Details

- Here you can attach your relevant marksheets for each semester that you mentioned previously.
- Also, you have to enter your class 10th and 12th details in previous education section shown in the screenshot below.
- You can attach a marksheet for each education.



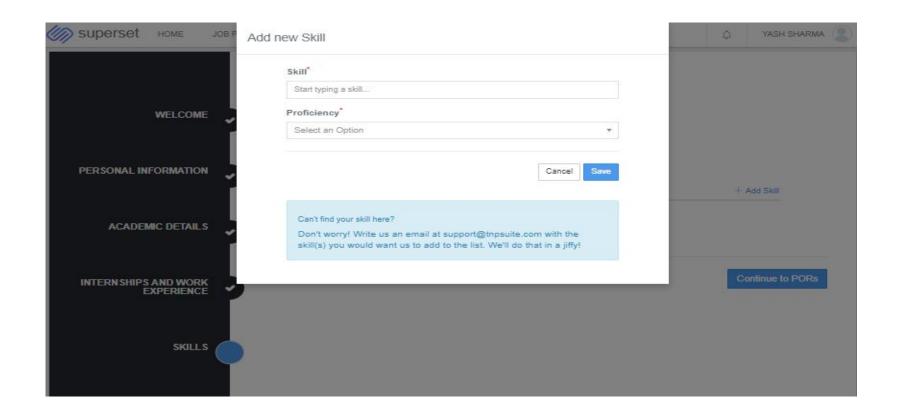
Internship and Work Experience

- Click on Add
 Experience if you
 have any previous
 work experience.
- The screenshot below shows the necessary information to be entered by you to add a work experience.
- If you don't have any experience, you can skip this step.



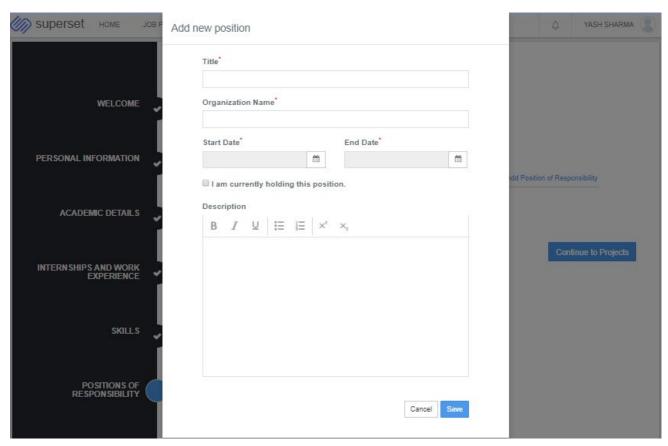
Technical Skills

- You can mention your technical skills in this section.
- Start typing the name of the skill and select the relevant option from the drop down options.
- Select the proficiency level.
- You can add multiple skills in the similar way.



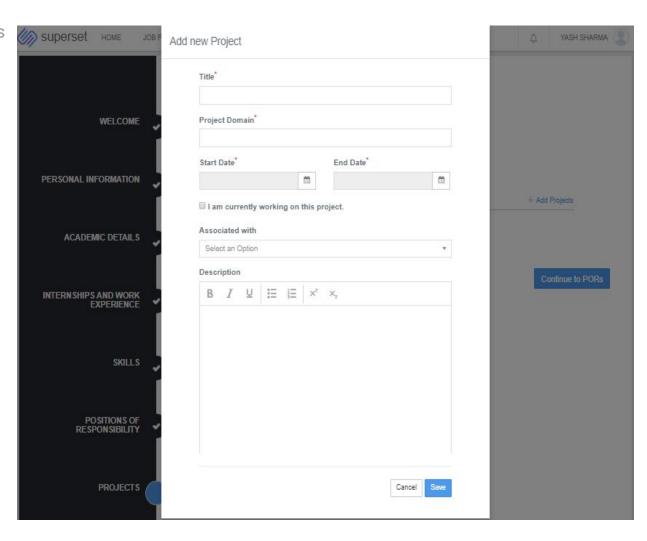
Positions of Responsibility

- Enter the title that was given to you
- Enter the name of the organization where you took this responsibility
- Enter the duration and description.
- Skip if not applicable.



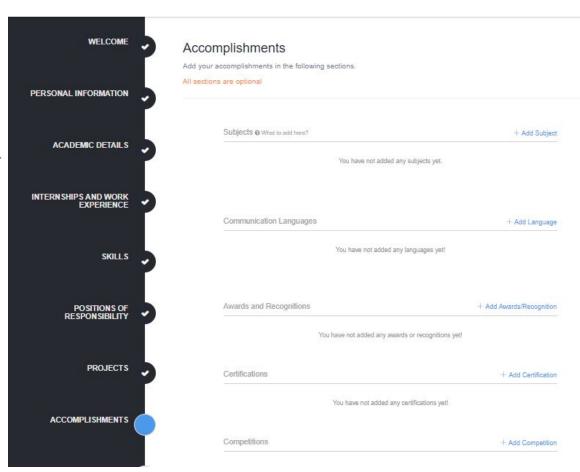
Projects

- Here you can enter the details of the projects that you have worked on.
- Enter the title, domain and duration of the project.
- In associated with section, select the relevant education when you completed the project.
- Enter the description.



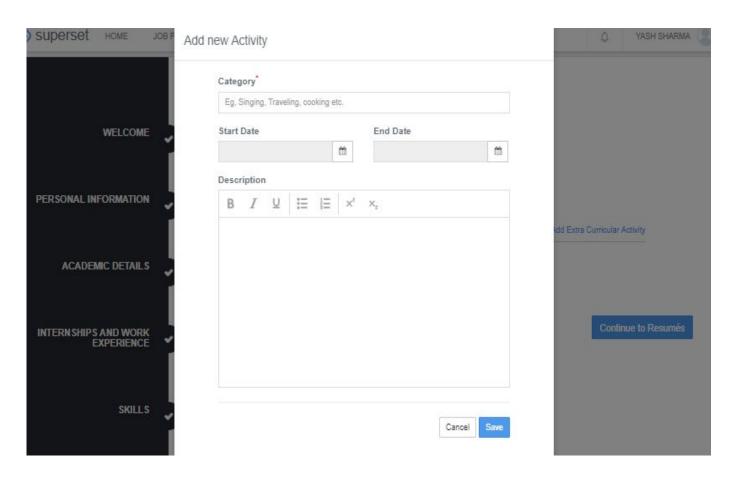
Accomplishments

- There are multiple fields available under accomplishments section which you can enter if applicable in your case.
- The process to enter the details will be similar to the previous details you entered.
- Click on Add and start entering the relevant details.



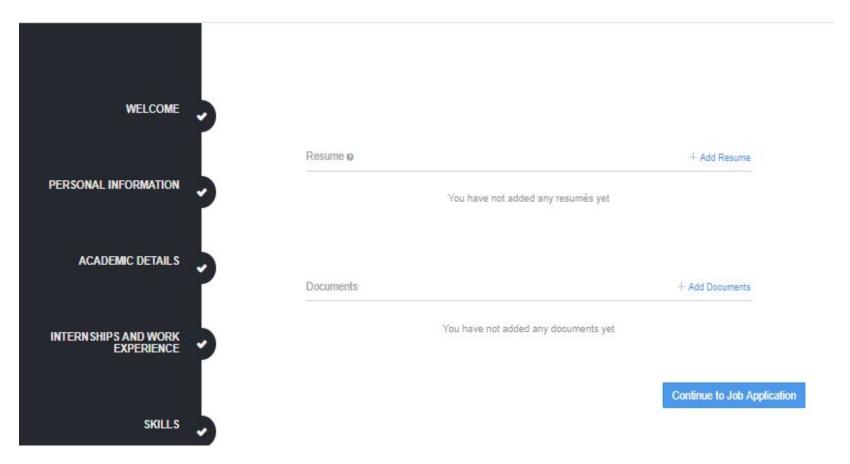
Extra Curricular Activities

- Here you can enter the details of extra curricular activities in which you have participated.
- Singing, travelling, cooking etc. are some examples.
- You can also enter the description of each activity that you will mention.



Resume

- Here you can upload your resume or any document (such as PAN card, aadhar card etc.).
- After uploading, you also have to mention the name of the document or resume that you have uploaded so that you can easily refer to a particular version later.



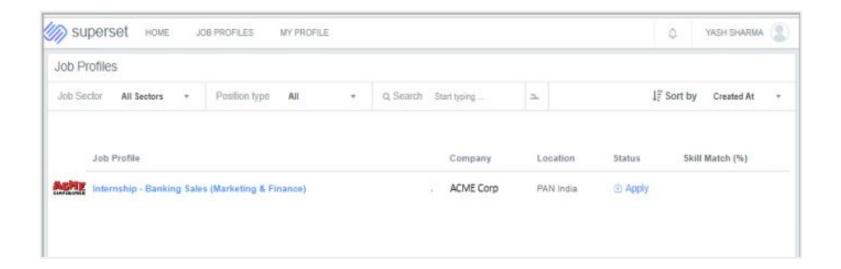
Proceed to Job Application

- Ensure that you have correctly entered all the information before proceeding as you will not be able to make any changes in your course and education afterwards.
- Click on proceed to job application to apply for the job profile



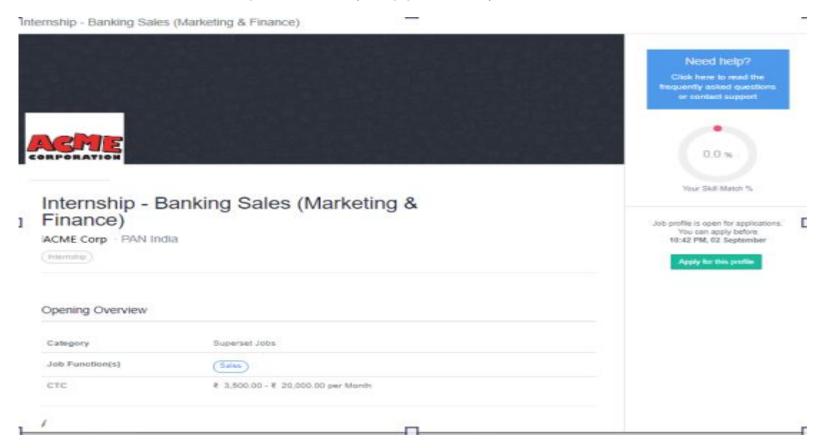
Student Profile

- After clicking on proceed, you will be redirected to your profile where you will see the job posted. Click on Apply to see the details of the job profile.
- Click on Apply to see the details of the job profile.
- NOTE: If you do not see a job posted here, that's OK. It means the job application has not been opened up yet. You will receive a notification email when it is opened, You can login to your Superset account and come back to Job Profiles tab, and apply then.



Apply for the Job

- On this page, you will find the job description, required skills, hiring workflow and eligibility criteria evaluation result.
- Click on Apply for this profile.
- A window will pop up asking you for the resume via which you want to apply and some additional questions (if applicable).



Tracking Application Progress

- Once you apply for the job, you will be notified about the progress via SMS and Email channel.
- You can also track the progress of your application by visiting <u>app.joinsuperset.com</u> and enter your login credentials.

Our Support Channel: support@joinsuperset.com