

Website Documentation – Frontend and User Processes

The website of **hr_integrate e.V.** is a non-profit platform that supports refugees in Germany in their search for employment, vocational training, or professional development.

HR experts (HR professionals) and refugees can register in order to connect with each other and jointly support the integration process into the labor market.

Purpose of the Documentation

This documentation describes the user interface and the most important processes of the website, particularly the registration process for refugees as well as the login and profile areas.

The focus is on the visibility and user flow of these areas.

1. Page Overview

1.1 Homepage

The homepage provides a comprehensive overview of the **hr_integrate** initiative and its objectives.

At the top of the page, the logo is displayed together with the main navigation, which includes the menu items “**Mentoring**,” “**FAQ**,” “**Contact**,” “**Press**,” “**Links**,” and “**Blog**.” In addition, several language options are available: German, English, Arabic, Dari, Tigrinya, Urdu, and Ukrainian.

The central content area describes the mission of the platform: bringing refugees and HR managers together in order to support integration into the German labor market.

A clearly visible call-to-action area allows both HR professionals and refugees to register using the “**Register now**” button.

In addition, the homepage contains informational sections about the initiative, success stories including video content, and information on financially supporting the organization.

1.2 Registration Page

The registration page allows new users to create an account.

Both refugees and HR professionals can register on this page.

The page contains a form for entering personal data as well as information about the next steps in the registration process.



1.3 Login Page

The login page is used to access the personal user area.

Registered users can log in using their credentials.

In addition, users have the option to reset a forgotten password.

1.4 Profile Page

The profile page represents the users' personal area.

Here, individual information can be viewed and managed.

Depending on the user role — refugee or HR professional — different profile content is available.

2. Registration Process for Refugees

The registration process for refugees takes place in several steps.

First, users enter their email address and a password. After submitting the form, they receive a confirmation email containing an activation link.

Only after successful confirmation is access to the full profile form enabled.



In the subsequent form, personal and professional information is collected. This includes, among other things:

- Personal data: title/salutation, first name, last name, city, postal code
- Contact information: email, phone
- Professional field and professional qualification
- Highest professional qualification

- Language skills: native language, additional languages, respective proficiency level
- Residence status
- LinkedIn profile, optional
- Profile photo, upload possible

Required fields are marked accordingly. Certain information is necessary in order to fully activate the profile for matching purposes.

After completing the form, the entered information can be saved and updated later.

2.1 Addition – After Submitting the Form

After the profile form is submitted, the entered data is saved in the system. The user is then automatically redirected to their personal dashboard.

The following functions are available in the dashboard:

- Editing the profile: “**Edit Profile**”
- Managing the user account: “**Manage Account**”
- Logging out: “**Logout**”

In addition, the current status is displayed. For example, a notice may appear indicating that no HR professional has yet been assigned to the profile: “**Still to assign to a HR Professional.**”

The saved information can be updated or completed at any time. Once the profile has been fully created, it can be reviewed by the organization and, if necessary, assigned to an HR mentor.

3. Registration Process for HR Professionals (Mentors)

3.1 Registration and Email Confirmation

- Selection of the registration option as an **HR Professional**
- Entry of email address and password
- Sending of a confirmation email
- Activation of the account by clicking “**Confirm Registration**”
- Sending of information about the collaboration process and the **hr_integrate** culture

Access is only activated after confirmation.

3.2 Profile Creation

After activation, the profile form is opened. The following information is collected:

Personal Information

- Salutation
- First name
- Last name
- City
- Postal code
- Year of birth
- Profile photo, optional
- LinkedIn profile, optional

Contact Information

- Email address
- Phone number

Professional Information

- Professional experience
- Education / professional training
- Professional sector

Language Skills

- Native language
- Additional languages
- Language level

This information is particularly relevant for the later assignment to mentees.

Mentoring Area

- Mentoring capacity, meaning the number of mentees the mentor can support
- Successfully completed mentorships, calculated by the system
- Terminated mentorships, calculated by the system

Required fields are marked accordingly and must be completed in order to fully activate the profile.

3.3 Dashboard After Successful Registration

After saving the information, the HR Professional is automatically redirected to their personal dashboard.

The following functions are available there:

- Editing the profile
- Managing the user account
- Logging out

In addition, the current mentoring status is displayed.

4. Roles and Status Overview

4.1 User Roles

The platform generally distinguishes between two user roles:

Refugees

- Can create and edit their own profile
- Can provide personal, professional, and language-related information
- Can view their current matching or mentoring status in the dashboard
- Can manage their user account and log out

HR Professionals (Mentors)

- Can create and edit their own profile
- Can provide personal, professional, and language-related information, as well as details about their mentoring capacity
- Can view their current mentoring status in the dashboard
- Can manage their user account and log out

Depending on the role, the displayed profile content and the information stored in the system differ.

4.2 Status in the User Process

After registration and completion of the profile form, the current processing or matching status is displayed in the dashboard.

Example Status Display for Refugees

“Still to assign to a HR Professional”

The profile has been saved, but no HR Professional has been assigned yet.

Depending on the processing status, the profile can be reviewed internally and then assigned to a suitable HR mentor.

4.3 Meaning of the Status Display

The status display is used to transparently show the current status of the user profile.

It helps users understand:

- Whether their profile has been fully saved
- Whether a review or assignment has already taken place
- Whether further action is required

4.4 Note on Profile Completeness

Certain required information must be completed in order for a profile to be fully activated and considered for further matching or assignment.

Incomplete profiles can be saved and completed at a later time.

5. Password Reset

The login page includes a password reset function.

Users can enter their registered email address to start the process. An email containing a password reset link is then sent.

Using this link, users can set a new password. After that, logging in to the platform is possible again.