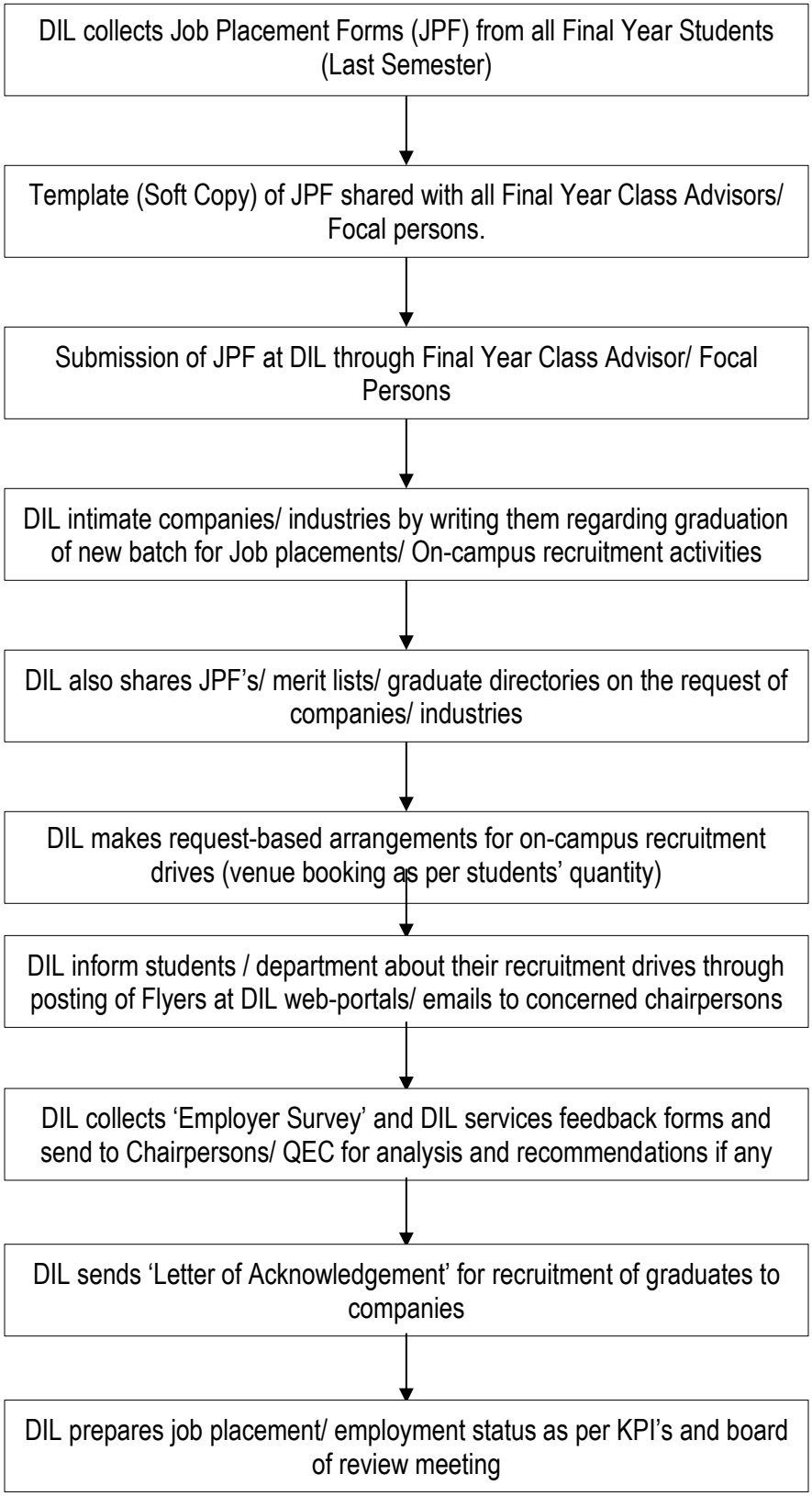Process Flow of Job Placement Activities