**About Us**

**Welcome to Smart Recruit** Nigeria’s premier recruitment platform where top companies meet top talent, effortlessly.

Smart Recruit is proudly owned and operated by **Smart Technology Services Ltd**, a leading provider of innovative digital solutions in Nigeria.  
At Smart Recruit, we redefine the hiring and job-seeking experience with a secure, efficient, and modern approach.

For recruiters, we offer a curated database of verified candidates, complete with detailed CV profiles and pre-recorded video interviews — ensuring faster, smarter hiring decisions.  
For candidates, we provide a platform to showcase your skills and professionalism directly to employers, increasing your chances of landing your dream job.

We are passionate about building trust, transparency, and opportunity. Our system ensures that only active and ready-to-work candidates are visible, saving recruiters valuable time and effort.

**Our Mission**  
To connect recruiters with qualified candidates through a secure, innovative, and user-friendly platform.

**Our Vision**  
To become Nigeria’s most trusted and efficient recruitment portal, empowering businesses and individuals alike.

**Privacy Policy**

At SmartRecruit.ng, your privacy is extremely important to us. This Privacy Policy outlines how we collect, use, and protect your information.

**Information We Collect**

* For Candidates: Full name, CV details, recorded video interviews, employment history, and profile updates.
* For Recruiters: Company name, contact information, purchase history.
* For All Users: Email addresses for account verification and communication.

**How We Use Information**

* Recruiters access candidate profiles (excluding contact information until purchased).
* Candidates' profiles are displayed to recruiters when actively updated.
* Admins manage visibility based on profile activity.

**Data Protection**

* We implement strict security measures to protect user data.
* Contact details are hidden until proper purchase authorization is made.
* All transactions are processed securely via Paystack.

**User Rights**

* Candidates may update or delete their profile at any time.
* Recruiters may close their accounts by contacting support.

**Changes to Policy**

* We reserve the right to update this Privacy Policy periodically. Changes will be communicated via email or on the website.

**Contact Us**  
For any privacy-related questions or requests, please contact: [[support@smartrecruit.ng](mailto:support@smartrecruit.ng)]

**Terms and Conditions**

**Welcome to Smart Recruit**  
These Terms and Conditions govern your access to and use of our platform. By using our website, you agree to comply with these terms.

**1. User Accounts**

* **Recruiters** and **Candidates** must create an account and verify their email address to access platform features.
* Users are responsible for maintaining the confidentiality of their account information.
* SmartRecruit.ng reserves the right to suspend or terminate any account found to be violating these Terms.

**2. Use of the Platform**

* Recruiters may search for candidates, view available profiles (CVs and video interviews), and purchase access to candidate contact information.
* Candidates must complete their profiles and upload video interviews to be visible to recruiters.
* Candidates must update their profiles at least once every 7 days to remain visible in search results.

**3. Payments**

* All payments are processed securely through Paystack.
* Recruiters must purchase access to view candidate contact details.
* Candidates may opt to pay a fee of ₦2,000 to have their profile featured.
* Payments made on SmartRecruit.ng are non-refundable except where explicitly stated.

**4. Content Ownership**

* Candidates retain ownership of their submitted CVs, profile information, and video interviews.
* Recruiters are granted access to candidate information only after purchase and may not distribute or misuse candidate data.

**5. Prohibited Activities**

Users are prohibited from:

* Using the platform for unlawful purposes.
* Attempting to access accounts belonging to others.
* Sharing or misusing candidate or recruiter data.
* Uploading false or misleading information.

Violations may result in immediate account suspension or legal action.

**6. Limitation of Liability**

* SmartRecruit.ng is not responsible for the hiring decisions made by recruiters or the employment outcomes of candidates.
* We provide a platform to facilitate connections but do not guarantee recruitment results.

**7. Changes to Terms**

We reserve the right to modify these Terms and Conditions at any time. Changes will be effective immediately upon posting.  
It is your responsibility to review the Terms periodically.

**8. Governing Law**

These Terms are governed by the laws of the Federal Republic of Nigeria.

**FAQ (Frequently Asked Questions)**

**Q: How does SmartRecruit.ng work for recruiters?**  
A: Recruiters create an account, search candidates by industry or keyword, browse profiles with CVs and video interviews, and purchase to unlock full contact details.

**Q: How does SmartRecruit.ng work for job seekers?**  
A: Candidates create an account, complete their profile, record a video interview, and keep their profile updated weekly to remain visible to recruiters.

**Q: Is it mandatory to update my profile every 7 days?**  
A: Yes. If a candidate does not update their profile within 7 days, their profile will automatically become hidden from recruiters until updated again.

**Q: How do recruiters pay to access candidates’ full profiles?**  
A: Payments are securely processed via Paystack. Once payment is made, recruiters can view candidate contact details.

**Q: What is the "Feature Myself" option for candidates?**  
A: Candidates can pay NGN 2,000 to have their profile featured on the homepage, gaining extra visibility among top recruiters.

**Q: How secure is my information?**  
A: All your information is protected. Contact information is only shared after purchase by verified recruiters.

**Q: What happens after I purchase a candidate?**  
A: You instantly gain access to the candidate’s full contact details, allowing you to reach out directly for interviews or offers.

**Package Page**

**Recruiter Packages**

Choose the right plan for accessing verified, ready-to-hire candidates:

| **Package** | **Access** |  | **Support** | **Price** |
| --- | --- | --- | --- | --- |
| **Pay as you go** | View 1 candidate’s full profile + Video Interview |  | Full Support | NGN 7,000 |
| **Basic Access** | View 5 candidate’s full profile + Video Interview |  | Full Support | NGN 30,000 |
| **Recruiters Package** | View 10 candidate’s full profile + Video Interview |  | Full Support | NGN 55,000 |

*All payments processed via Paystack securely.*

**Candidate Optional Service**

| **Service** | **Description** | **Price** |
| --- | --- | --- |
| **Feature Myself** | Get your profile featured on the homepage for maximum visibility. | NGN 2,000 |

**Payment Method:**

* Paystack (Accepts Cards, Bank Transfers, and USSD Payments)

**How to Use SmartRecruit.ng as a Recruiter (3 Easy Steps)**

**Step 1: Create Your Recruiter Account**

* Sign up, verify your email, and complete your company profile.

**Step 2: Find and Purchase Access to Candidates**

* Search for candidates, preview profiles, and securely pay to unlock full contact details.

**Step 3: Connect and Hire**

* Reach out directly to candidates and make smarter, faster hiring decisions.

**How to Use SmartRecruit.ng as a Candidate (3 Easy Steps)**

**Step 1: Create Your Candidate Account**

* Sign up, verify your email, upload your CV, complete your profile, and record your video interview.

**Step 2: Stay Active and Get Featured**

* Update your profile every 7 days to stay visible; optionally pay ₦2,000 to feature your profile on the homepage.

**Step 3: Get Hired**

* Respond quickly to recruiters who contact you and seize new career opportunities.

**Smart Recruit CV Form Layout**

**Step 1: Basic Information**

* First Name
* Last Name
* Email Address
* Phone Number
* Gender
* Date of Birth
* Address Location (City & State)

*(Button: "Next")*

**Step 2: Professional Summary**

* Write a short professional summary (optional)

*(Button: "Next")*

**Step 3: Work Experience**

* Add Job Title
* Company Name
* Start Date – End Date
* Responsibilities
* Achievements (optional)

*(Allow user to "Add another experience" button if they have more than one.)*

*(Button: "Next")*

**Step 4: Education Background**

* Degree/Certificate
* School/Institution
* Start Date – End Date
* Field of Study

*(Allow user to "Add another education" button.)*

*(Button: "Next")*

**Step 5: Skills, Certifications & Languages**

* Select Core Skills (multi-select dropdown + option to add custom skill)
* Certifications (Add certification title, organization, date)
* Languages (Choose language + proficiency level)

*(Button: "Next")*

**Step 6: Other Details**

* Availability (Ready to start? Yes/No)
* Current Employment Status
* Preferred Industry
* Salary Expectation (₦)
* Willing to relocate? (Yes/No) (Optional)
* Career Goals (Optional)

*(Button: "Next")*

**Step 7: Uploads**

* Profile Picture Upload
* Video Interview Upload (Leave Blank until You get link)

*(Button: "Submit My Profile")*

**List of Professional Skills**

**Administrative & Office Skills**

* Office Administration
* Data Entry
* Calendar Management
* Customer Service
* Receptionist Duties

**Business & Management**

* Project Management
* Operations Management
* Business Development
* Strategic Planning
* Procurement Management

**Sales & Marketing**

* Sales Strategy
* Digital Marketing
* SEO/SEM
* Social Media Management
* Content Writing
* Telemarketing
* Advertising

**IT & Technology**

* Web Development
* Mobile App Development
* Database Management
* IT Support
* Cybersecurity
* Cloud Computing
* UI/UX Design
* Graphic Design
* Software Development
* Networking & Infrastructure

**Finance & Accounting**

* Bookkeeping
* Financial Analysis
* Payroll Management
* Auditing
* Tax Preparation
* Budget Management

**Engineering & Technical**

Got it!  
Let’s expand the **Engineering & Technical** section, especially for **Oil & Gas** and **related fields**. Here's the updated list:

**Engineering & Technical Skills (Expanded)**

* Civil Engineering
* Mechanical Engineering
* Electrical Engineering
* Structural Engineering
* Petroleum Engineering
* Chemical Engineering
* Process Engineering
* Pipeline Engineering
* Instrumentation and Control Engineering
* Drilling Engineering
* Subsea Engineering
* Reservoir Engineering
* Production Engineering
* Facilities Engineering
* Health, Safety, and Environment (HSE Management)
* Maintenance Engineering (Oil & Gas Facilities)
* Project Engineering
* Offshore Operations Engineering
* Rig Operations and Maintenance
* CAD Design (AutoCAD, SolidWorks, etc.)
* Quality Assurance/Quality Control (QA/QC)
* Welding and Fabrication Engineering
* Corrosion Engineering
* Environmental Engineering
* Marine Engineering (for offshore oil operations)
* Rotating Equipment Engineering
* Piping Engineering
* Materials Engineering
* Energy Management

**Healthcare & Medical**

* Nursing
* Medical Laboratory Technology
* Patient Care
* Medical Records Management
* Pharmacy Assistance

**Education & Training**

* Teaching
* Curriculum Development
* Training Facilitation
* Educational Consulting

**Legal**

* Legal Research
* Contract Drafting
* Corporate Law
* Paralegal Services

**Creative & Media**

* Photography
* Videography
* Content Creation
* Animation
* Creative Writing
* Copywriting
* Branding

**Human Resources**

* Recruitment
* HR Administration
* Payroll Administration
* Employee Relations
* Talent Management

**Hospitality & Tourism**

* Hotel Management
* Food and Beverage Service
* Tour Guiding
* Event Planning

**Construction & Real Estate**

* Construction Management
* Quantity Surveying
* Real Estate Sales
* Property Management

**Logistics & Supply Chain**

* Logistics Coordination
* Warehouse Management
* Procurement
* Fleet Management

**Other Skills**

* Negotiation
* Time Management
* Leadership
* Teamwork
* Problem Solving
* Communication Skills
* Critical Thinking