Q&A User Manual for AI Recruitment Application

General Questions

1. What is this AI recruitment application?

This application uses artificial intelligence to streamline the hiring process by screening candidates, analyzing resumes, and providing insights to recruiters.

2. How does AI help in recruitment?

AI automates resume screening, matches candidates to job roles, and conducts preliminary assessments to ensure the best-fit candidates are shortlisted efficiently.

3. Who can use this platform?

The platform is designed for both recruiters and job seekers. Recruiters can post job listings and evaluate candidates, while job seekers can apply for positions and take AI-based assessments.

For Job Seekers

4. How do I create an account?

Click on the "Sign Up" button, enter your details, upload your resume, and verify your email to start applying for jobs.

5. How can I apply for a job?

Once logged in, browse job listings, click on a suitable job, and submit your resume. You may also be required to complete an AI-based skill assessment.

6. How do AI assessments work?

Our AI system evaluates your skills and experience based on the job description. You may be asked to answer questions or complete coding challenges.

7. Can I edit my application after submission?

No, but you can withdraw your application and submit a new one if needed.

8. How will I know if I am shortlisted?

You will receive an email notification and can track your application status in your profile dashboard.

For Recruiters

9. How do I post a job listing?

Sign in to your recruiter account, go to the "Post a Job" section, fill in job details, set AI screening preferences, and publish the listing.

10. How does AI filter applications?

The AI reviews resumes based on keywords, skills, experience, and predefined criteria to shortlist top candidates.

11. Can I manually review applications?

Yes, you can access the list of all applicants and manually review their profiles.

12. How can I conduct interviews?

You can schedule interviews through the platform, use automated AI interviews, or conduct live video interviews.

13. How do I contact shortlisted candidates?

You can send direct messages or emails through the platform's

built-in communication system.

Technical & Support Questions

14. What should I do if I forget my password?

Click "Forgot Password" on the login page, enter your email, and follow the instructions to reset it.

15. Is my data secure?

Yes, we use encryption and secure authentication methods to protect user data.

16. How can I contact support?

Go to the "Help & Support" section on the website or email us at support@example.com.

17. Can I delete my account?

Yes, go to "Account Settings" and select "Delete Account." This action is irreversible.

For further inquiries, please visit our FAQ section on the website.