

# Indeed Guideline - (Rev. 12/01/2022)

This document will give instructions and guidelines on how to utilize Indeed.

<https://resumes.indeed.com/>

## Login Instructions:

	A	B	C
1	<b>Username</b>	<b>Email</b>	<b>Same Password for Both</b>
2	<a href="mailto:indeed_usa@intelliprogroup.com">indeed_usa@intelliprogroup.com</a>	<a href="mailto:indeed_usa@intelliprogroup.com">indeed_usa@intelliprogroup.com</a>	IPG123@123
3	<a href="mailto:indeed_offshore@intelliprogroup.com">indeed_offshore@intelliprogroup.com</a>	<a href="mailto:indeed_offshore@intelliprogroup.com">indeed_offshore@intelliprogroup.com</a>	IPG123@123
4	<a href="mailto:recruitmentcanada@intelliprogroup.com">recruitmentcanada@intelliprogroup.co m</a>	<a href="mailto:recruitmentcanada@intelliprogroup.co&lt;br/&gt;m">recruitmentcanada@intelliprogroup.co m</a>	IPG@c4n4d4

## NOTE:

1. Do **NOT** add a phone number for 2 Way Authentication.
  - a. To bypass please follow the instruction below:

### Add your phone number and enable 2-step verification

Update the phone number on your Indeed account profile to take advantage of an extra layer of security and other services. The next time you sign in, we'll send you a code to make sure it's you.

#### Country

Canada (1)



#### Phone Number

You confirm that you are the primary user and subscriber to the telephone number entered, and you agree to receive calls (including using artificial or pre-recorded voice) and texts from Indeed at the telephone number provided above.

Notice to job seeker accounts only: Changes to your phone number on this page may not be reflected everywhere on Indeed.com, such as the phone number and opt-ins provided through your job seeker profile. An employer may still be able to contact you at the number on your profile if you have opted in to be contacted on that page. If you are a job seeker, [click here](#) to change your number on your job seeker profile.

**Send Verification Code**



## Contact information

First name \*

Last name \*

Phone

Email

indeed\_usa@intelliprogroup.com

[Edit](#) →

## Location

This helps match you with nearby jobs.

Country

Canada

[Change](#)

Street address

Visible only to you



**Your account is missing required information.**

We require employers to have a verified mobile number. Using a shared login? [Learn how to provide access to multiple users.](#)

indeed



Intellipro Technologies C  
hengtao.li@intelliprogroup.c

## Create a job post



How would you like to post your job? \*



Use a previous job as a template

Copy a past job post and edit it as needed.

[Save time](#)



Start with a new post

Use our posting tool to create your job.

Search by job title or location

Your job ▾

Date posted ▾

Location ▾



Contract - SDET (Software Development Engineer in Test)

November 5, 2022

• Redmond, UT 84652






Site Reliability Engineer

November 3, 2022

• Montréal, QC

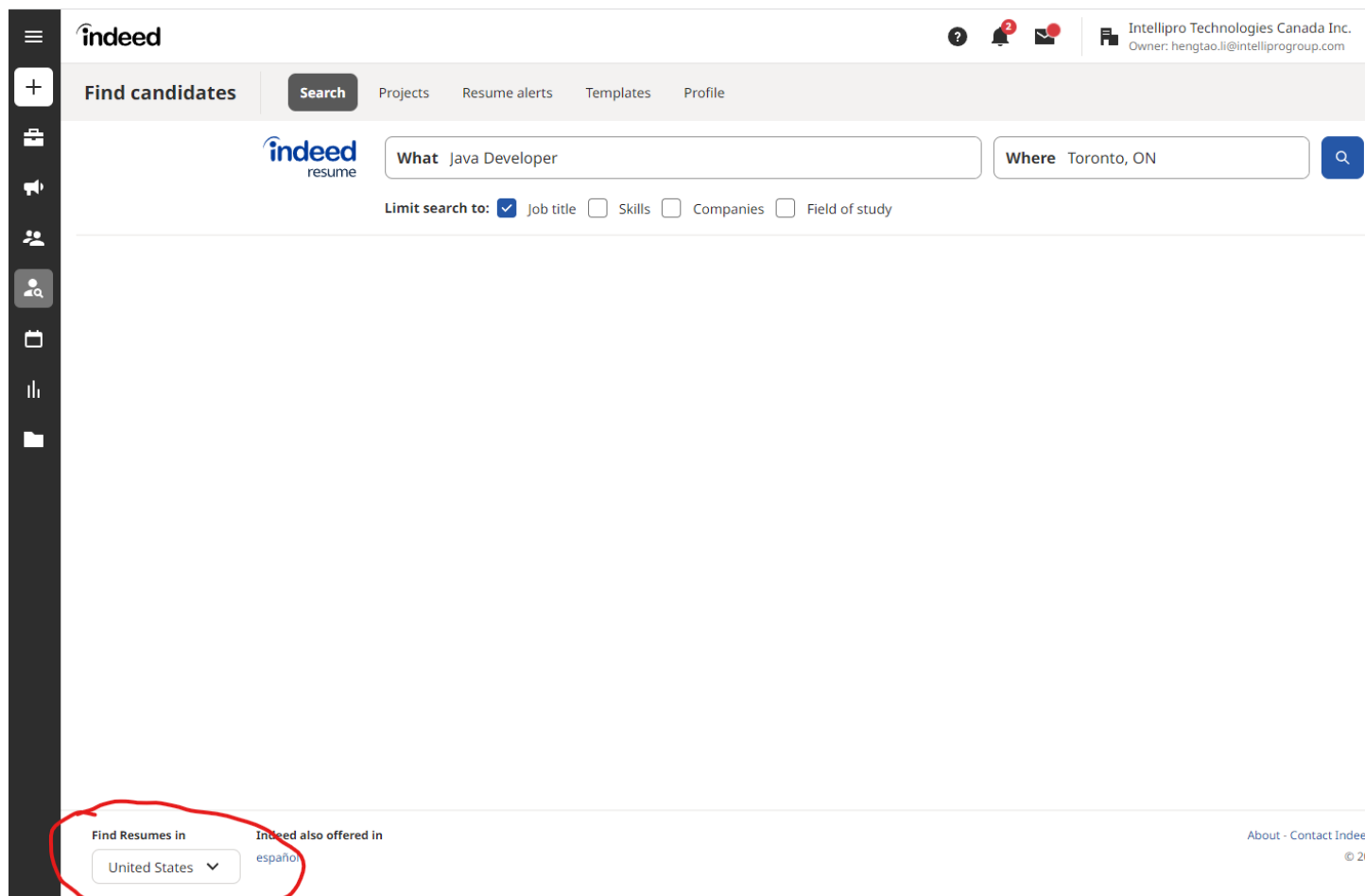
Contact Usage:

Note that these accounts are shared across IPG. There are a limited amount of contacts each month. For every response you get, IPG receives 2 contact credits back. A monthly contact start limit of ~20 will be applied, and make a mental note of your usage (if you get responses, then feel free to use more). If contacts are running low, please reach out to  Edwin Chang ,  Krista Du , or  Jeremy Li .

It is imperative that if you use Indeed, you check the associated email you're messaging from so that you respond to candidates in a timely manner.




## Location Setting:

Depending on the region that you're sourcing candidates for, a reminder to update your settings as shown below:



The screenshot shows the Indeed resume page. The top navigation bar includes the Indeed logo, a search bar, and links for Projects, Resume alerts, Templates, and Profile. The main search area has a 'What' field set to 'Java Developer' and a 'Where' field set to 'Toronto, ON'. Below the search bar, there are checkboxes for 'Limit search to: Job title', 'Skills', 'Companies', and 'Field of study'. At the bottom left, a red circle highlights the 'Find Resumes in' dropdown menu, which is currently set to 'United States'. To the right of this dropdown, the text 'Indeed also offered in' is visible, followed by a link to 'español'. The footer of the page includes links for 'About' and 'Contact Indeed', and a copyright notice for 2020.

## Job Posting Guideline:

1. When posting a job please utilize IPG as the company (do not mention the client's name without prior consent) and do NOT sponsor any postings without management approval.
  - a. Note that Indeed only allows companies to post roles for direct hires, so avoid using verbiage like "our client"; stick with verbiage like: "We are looking for".
  - b. PLEASE include the APN JOB ID # as well.
2. Please add your own email so you can be notified directly and to track job posting accurately.
3. Please check all job postings so that we are NOT posting duplicates (If you want to repost a role as another one has gone dormant or applicants are not being responded to, please reach out to the original poster or let  Edwin Chang know immediately).
4. As someone posting a role, you are responsible for the candidates applying. You have 24 hours to action the applicants otherwise other recruiters may take over.
5. If you are no longer working on the role, please close the role.
  - a. Spot checks will be done for dormant postings, any posting with inaction applicants will be closed or moved to another recruiter.
6.  Edwin Chang will spot-check job postings to make sure guidelines are followed.
7. Any questions or feedback, please reach out to  Edwin Chang .