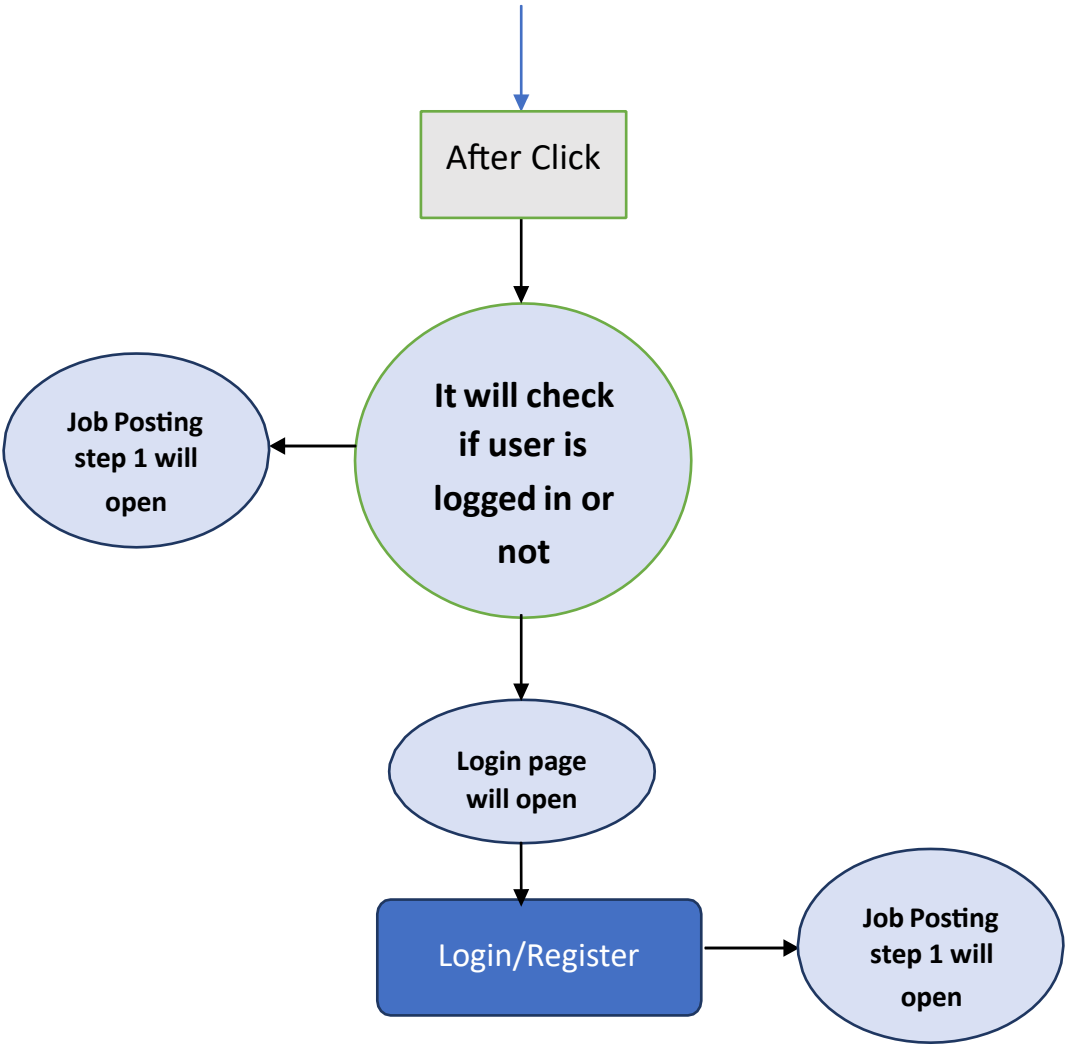


Module – Employer

Find Jobs	Company Reviews	Find Salaries
---------------------------	-----------------	---------------

Post Resume	Sign In	Employers/Post Job
-------------	-------------------------	--------------------



What

Job Title, Company, Keyword

Where

City, Pin code, state

Find Jobs

Post your Resume
Employers: Post a Job

Sign In

Email Address

Password

☒ Keep me signed in on this device.

Sign In

or



Sign in with Google



Sign in with Apple



Sign in with Facebook

Enter register Email ID and Password and click sign in. After Click Sign in get password from **Registration Details table** for entered mail id & check password is correct or not.

Forgot Password

Reset Your Password

Enter the email associated with your Indeed account and we'll send you instructions to reset your password.

Email Address

Enter your email

Submit

By modifying your account, you agree to Indeed's [Terms of Service](#) and consent to our [Cookie Policy](#) and [Privacy Policy](#).

After Click Forgot Password ,Open Reset Password page.

After Submit Register Email Id. Link send to Email.& use this Link Reset the Password

Else, New User? Create an Account

Post click registration form will open

Registration Details

Name:	<input type="text"/>	
Mobile No	<input type="text"/>	
Email ID	<input type="text"/>	<div>Get OTP</div> <div>↓</div>
Password	<input type="text"/>	
Re-enter Password	<input type="text"/>	
Choose Category	<div>Employer</div>	

Enter OTP

Verify

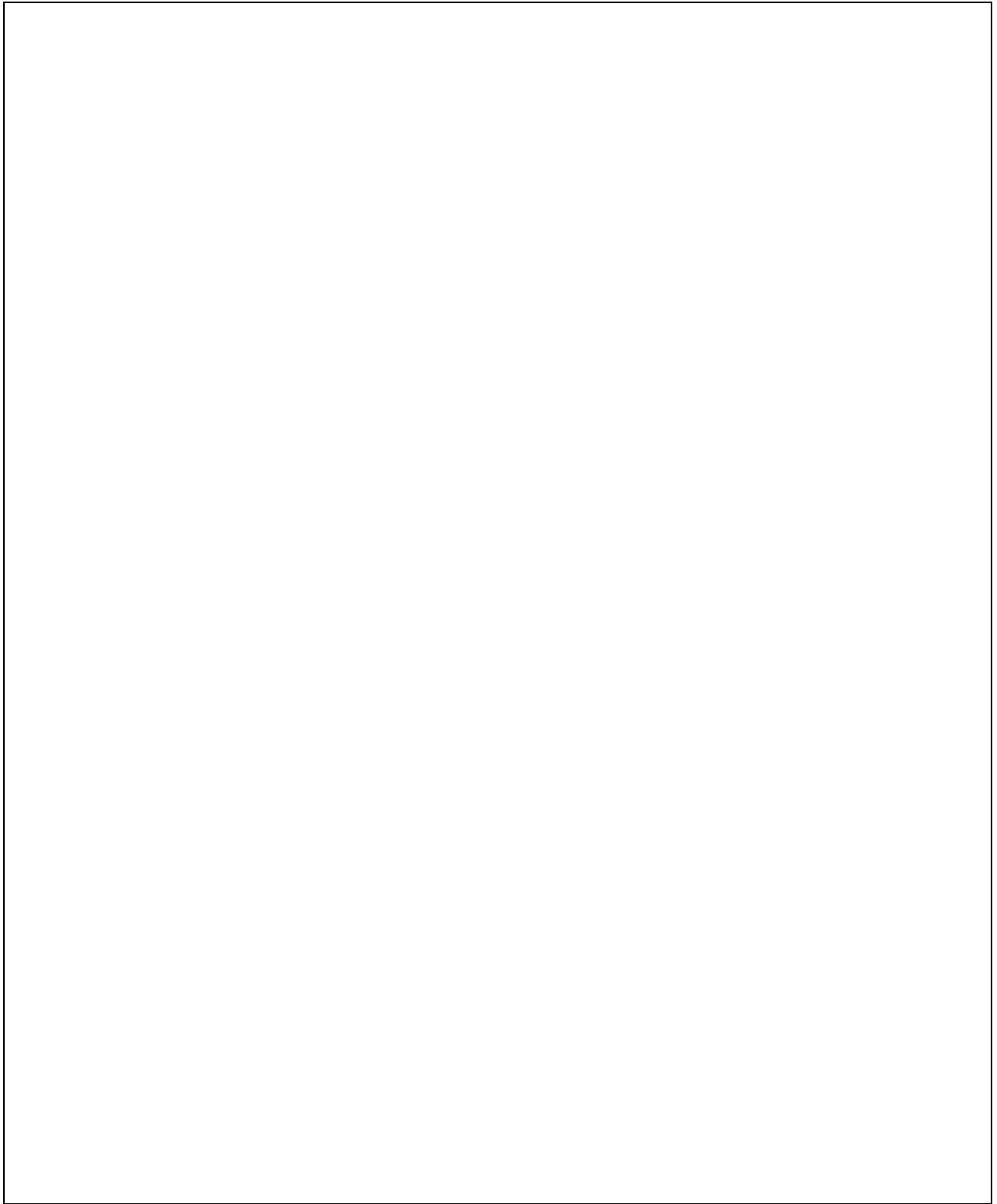
Resend OTP

☐

I Agree with the Terms & Conditions*

SIGN UP

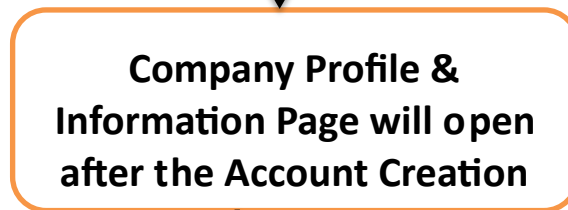
After Sign ing Up , Account Employers
will be redirected to the Company
Detail s From his Dashboard



Dashboard	Find Resumes	Analytics			
-----------	--------------	-----------	--	---	---

(1st time view later this will show overview as per data entered)

Dashboard of the Company Employer who created the Account
on the Job Portal



Company name *

About Company*

Company Category *

Mechanical



Mechanical

Finance

IT

Location *

Pune, Maharashtra, India



Pin Code*

Company Logo



Upload Company Logo

Portfolio

Browse

Slogan

We are Developers

Social Platforms:

Facebook

Twitter

LinkedIn

Instagram

Google

Save & Next

POST A JOB Company
Information (Company Account Info)

step 2 of

Owner Name

HR Name*

HR Number



HR Email

No of Employees working in Company*



Company Website*

Company Mail*

Source*



BACK

SAVE & NEXT

After Completion of the
Company Profile &
Information
It will retain to the Main Page
of the Employer i.e.
Dashboard



POST A JOB

For Posting a Job All the
Company Details &
Information is
Mandatory for Admin as
well as Job Seeker.



Job Details (Basic Details)

Contact Person*

Opportunity Type: *

Jobs/Internships

Job Title*

Job Category *

☐

▼



Job Description*

Minimum 500 Words

Job Location*

Pune, Maharashtra, India

▼

Address*

Exact Address

Job Type*

☐

In Office/Work from home/On field/Hybrid

▼

Qualification required for this job*

☐

▼

No of Openings? *

Working Shifts*

Day/Night/US/12hrs

▼

Save





Application Details

Salary Details*

Salary Range

Fixed Salary

Salary Range: * Per Year/Per Month/Per Week/Per Day ▼

Per Year/Per Month/Per Week/Per Day ▼

Minimum Salary : Maximum : Rs

Salary: Rs

Job Benefits* ▼



Collect Resumes from Applicants ☐

Minimum Experience

Maximum Experience

Expected Joining Date*

Application Start Date & Time *

Application End Date & Time *

Save & Preview



Job Details/Preview

Job Title Name

.Net Developer

Salary Offered: 500000 – 600000 CTC

Address: Erandwane, Pune, Maharashtra, India

Experience Required: 3 – 5 Years

Education: Any Graduation

Duty Hours: Day Shift

Job Description:

Job brief

We are looking for an outstanding Web Developer to be responsible for the coding, innovative design and layout of our website. Web developer responsibilities include building our website from concept all the way to completion from the bottom up, fashioning everything from the home page to site layout and function.

Responsibilities

- Write well designed, testable, efficient code by using best software development practices
- Create website layout/user interface by using standard HTML/CSS practices
- Integrate data from various back-end services and databases
- Gather and refine specifications and requirements based on technical needs
- Create and maintain software documentation
- Be responsible for maintaining, expanding, and scaling our site
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities
- Cooperate with web designers to match visual design intent

Recruitment Process

[brightness_1](#)

Coding Round (on Unstop)

This will be a coding contest on Unstop! You will see the “Code” button here, once the round is live.

Start Date 10 Feb 23, 12:12 PM IST

End Date 16 Feb 23, 12:12 PM IST

Application Deadlines?

10 Feb 23, 12:00 AM IST

Contact the organisers

- **ASHISH OSTWAL**
ashuostwal23@gmail.com
[+918624077183](tel:+918624077183)

Edit

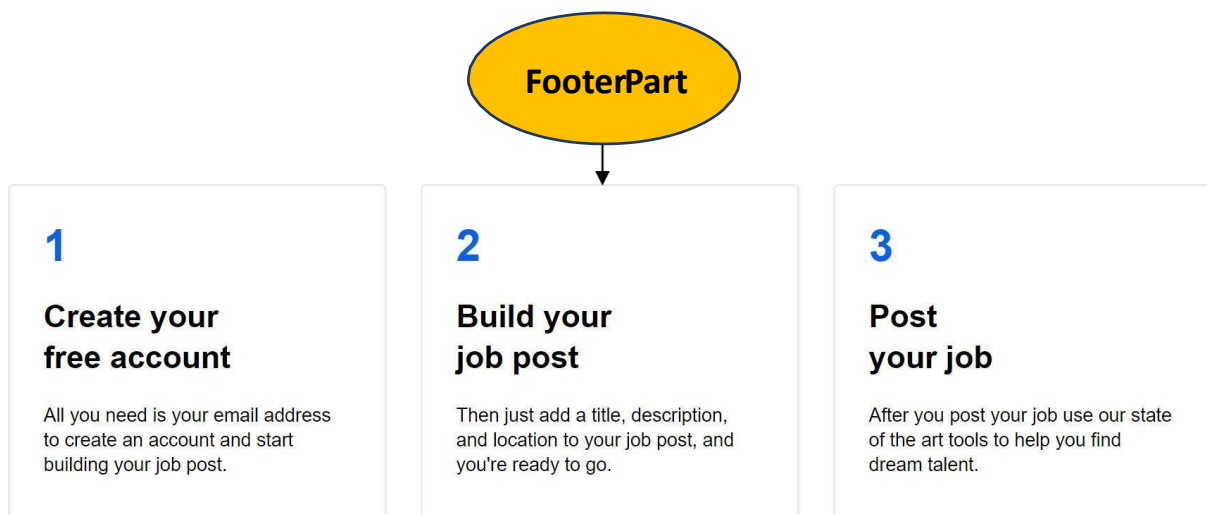
Post Job



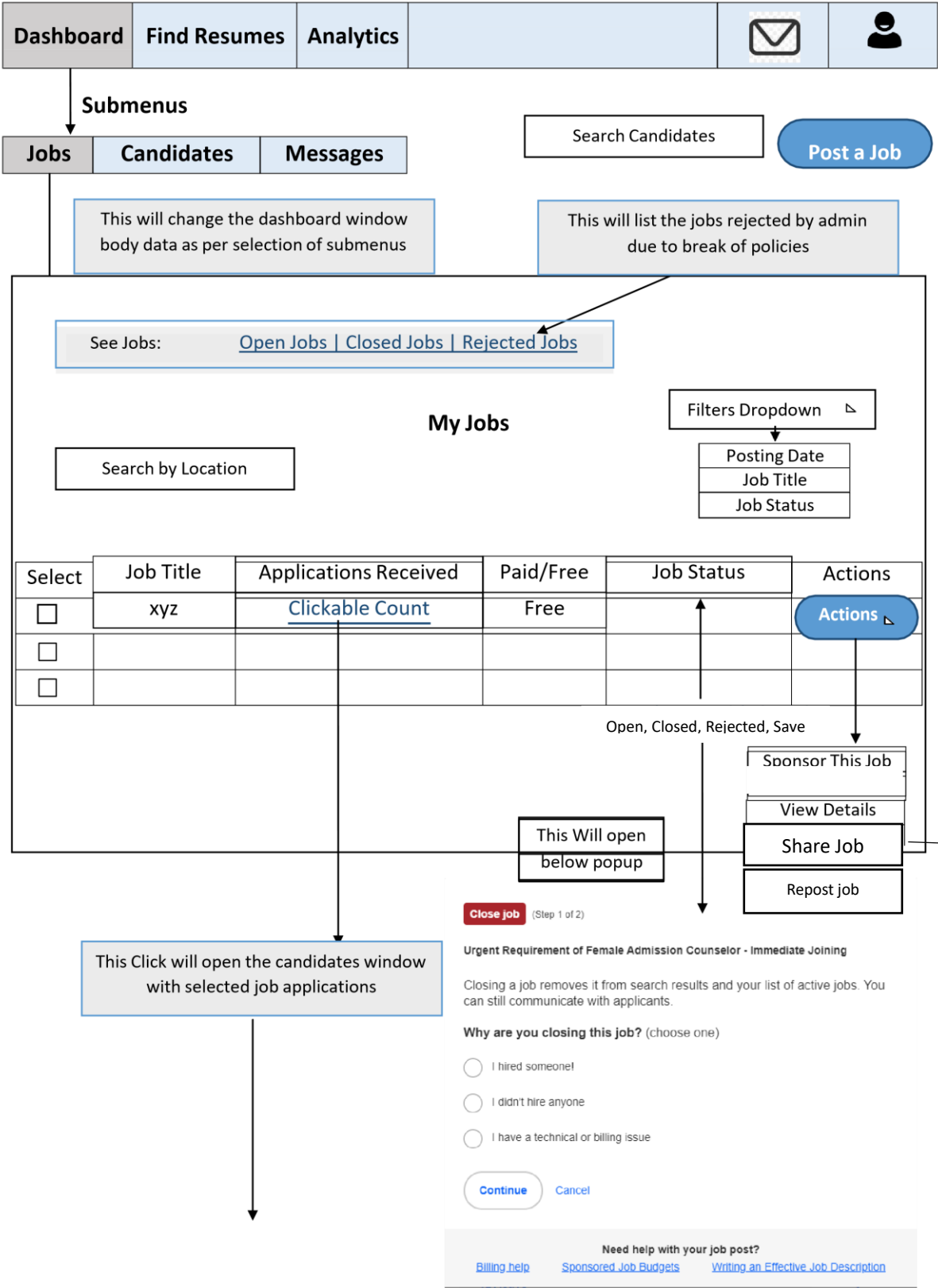
Popup Window

Job Posted Successfully

Redirect to My Jobs Dashboard



After Login (Employer Dashboard)



this will open a pop up showing



Sub Menu – Candidates

Jobs Posted By Employer Dropdown List

Manage Rounds

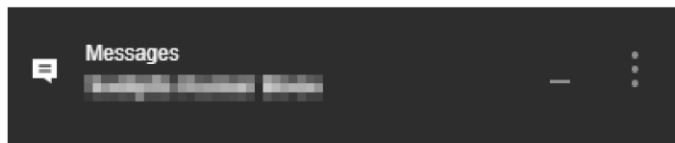
Everyone
Interested
Hold
Rejected

Interested : **Everyone** Location : **Any** Screener Question : **Any** Expiring candidates (0) Sort by : **Alphabetical (A-Z)**

33 Active **2** Awaiting Review **31** Reviewed **0** Contacting **0** Hired **0** Rejected

Select	Name	Status	Download Resume	Apply Date	Eligible	Action
<input type="checkbox"/>	XYZ	Hire	Resume	dd/MM/yy	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	dropdown
<input type="checkbox"/>	ABC	R1....>....R3	Resume	dd/MM/yy	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<input type="checkbox"/>	POP	Rejected	Resume	dd/MM/yy	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	



By sending a message or using this platform, you agree that your messages will be processed and analyzed according to Indeed's [Cookie Policy](#), [Privacy Policy](#), and [Terms of Service](#).

Got it

START WITH A TEMPLATE

Still interested?

Templates

Schedule

Message (send email)...

Add Candidate

On clicking either the color will change accordingly

Can add new candidate

This will open a chat window of that Applicant

Message

View phone details

Set up interview

Delete candidate

This will open a popup window asking for delete confirmation on clicking yes candidate will be deleted

Are you Sure you want to delete ?

Yes

No

Add Candidate

Personal Information

First Name

Middle Name

Last Name

Email ID:

Phone:

DOB:

Address:

Education details

Education:

Degree:

Specialisation

University

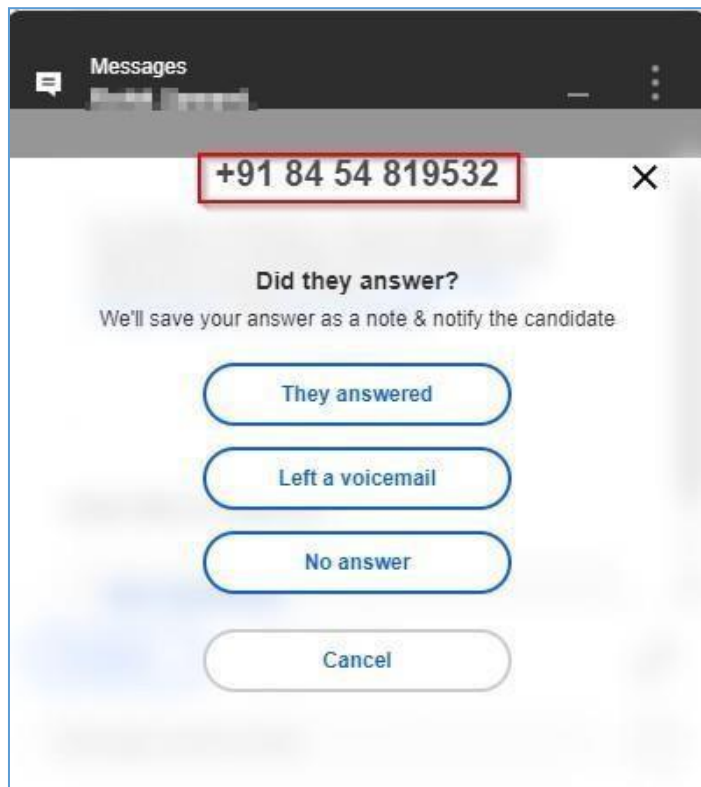
Course Type:

Upload Resume

Upload a File

SAVE

View Phone Details:

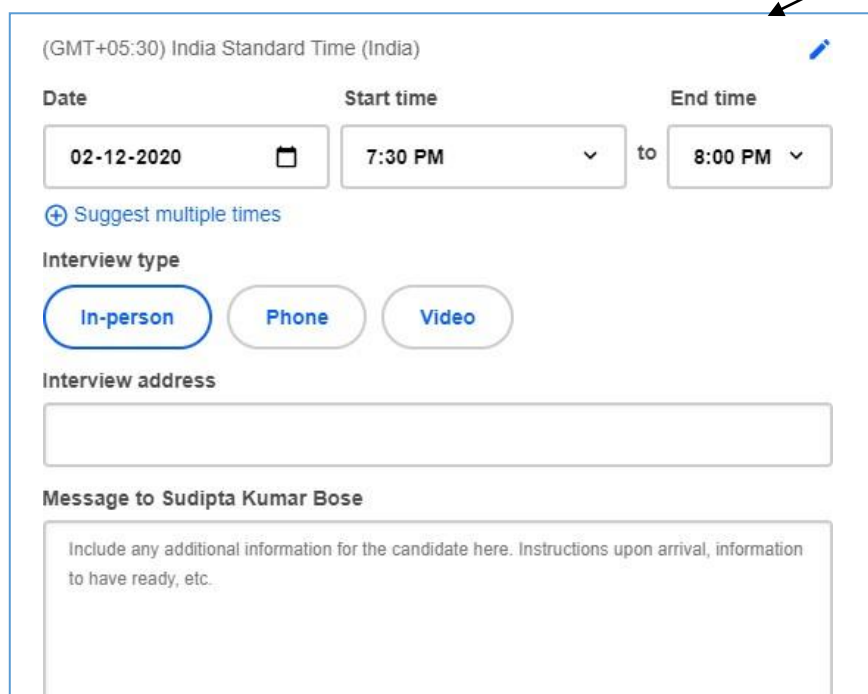


Here Employer can update the call answer status by Applicant.

Set Up Interview

Candidate Name & basic Details

Can select date and interview type to send invitation



Send Invitation

Cancel

It will show popup indicating invitation sent successfully

Manage Rounds



From Sub Menu Candidates Page

Search

Add ROUND

All Registration

Non- Eliminators
Coding Round

Eliminator
Round 2

<input type="checkbox"/>	#	2 Applicants(s)	Action/Status
<input type="checkbox"/>	1	Maresh Wagh maresh@gmail.com SPPU University, Pune	<div>R1 > R2</div>
<input type="checkbox"/>	2	Sachin Mithiya Sachinmithiya99@gmail.com KJ Somaiya College of Engineering, Mumbai	<div>R1 > R2</div>

All Registration

Add new Round Here

Non- Eliminators
Coding Round

Add new Round Here

Eliminator
Round 2

<input type="checkbox"/>	#	2 Applicants(s)	Action/Status
<input type="checkbox"/>	1	Maresh Wagh maresh@gmail.com SPPU University, Pune	<div>R1 > R2</div>
<input type="checkbox"/>	2	Sachin Mithiya Sachinmithiya99@gmail.com KJ Somaiya College of Engineering, Mumbai	<div>R1 > R2</div>

Select a Round

Code Contest

Group Discussion

Interview

Quiz

Other/Offline

Create a Round

Time :

12:00 PM

Date :

12/01/2023

Save

All Registration

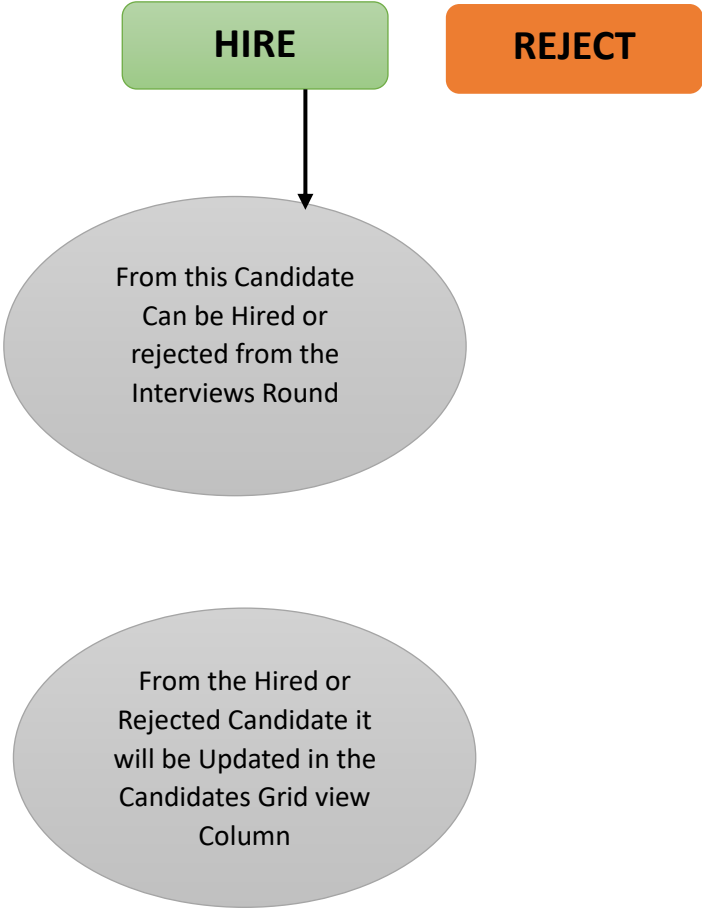
Add new Round Here

Non- Eliminators
Coding Round

Add new Round Here

Eliminator
Round 2

<input type="checkbox"/>	#	2 Applicants(s)	Action/Status
<input type="checkbox"/>	1	Mahesh Wagh mahesh@gmail.com SPPU University, Pune	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> R1 --> R2
<input type="checkbox"/>	2	Sachin Mithiya Sachinmithiya99@gmail.com KJ Somaiya College of Engineering, Mumbai	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> R1 --> R2

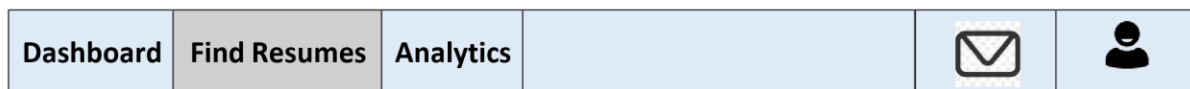


Sub Menu – Messages



It shows communication with applicants & clicking on particular employer can contact him from here as well

Find Resumes



Search Resume Alerts

What type of Jobseeker

Location

Find Resumes

Recent Searches

[Links To Recent Searches](#)

List of Filters (Click Apply to apply)

Distance

Job Titles

Experience

Apply

(Jobseeker Preview)

Jobseeker Name

Location

Seeking Job Position

Experience

Education (Degree)

Link to his/ her profile

Candidate Profile

Candidate Name

Ashish Ostwal

Designation

AshishOstwal99@gmail.com

Pune,India

Personal Details(Email ID, Phone)

Bio

Interested?

✓

?

✕

Status: Reviewed

Application

Interviews

Assessments

Resume

Resume View

Cover Letter View

Send

Download

Will show details of
scheduled interview if
employer has scheduled
an Interview with this
candidate

Here we can call,
Message the jobseeker
or schedule Interview.
Also update candidate
profile status. The 3
dot will provide action
links like
Download/Forward
Resume

Employer can download
jobseeker resume from
here

Employer can send an
ready assessment or can
send a link of it. To get it
solved by jobseeker

Also at one corner a Chabot window of that particular jobseeker will open

Here employer can directly
send interview invitation Or
Profile interest to Jobseeker
with Job description

Messages

Sudipta Kumar Bose

entire calendar.

Forwarding this invitation could allow any
recipient to send a response to the
organizer and be added to the guest list,
or invite others regardless of their own
invitation status, or to modify your RSVP.
[Learn More.](#)

invite.ics

Attached ics file

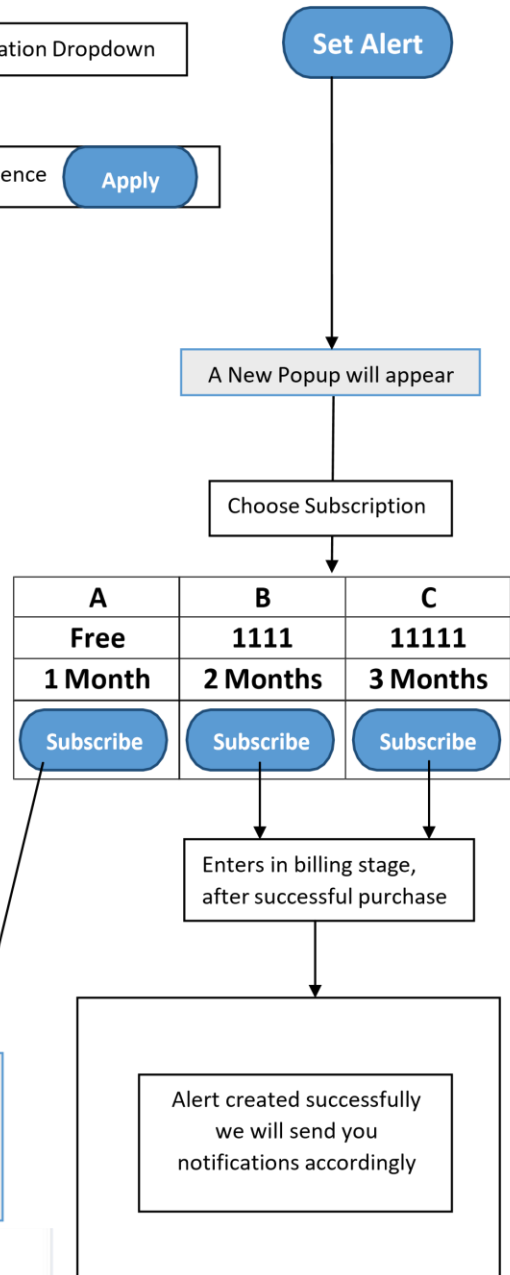
Templates

Schedule

Message (send email)...

Sub Menu - Resume Alerts (Limited free)

Resume Alert Table



It will ask to fill billing details in free subscription as well, will ask Employer to add his/ her Card. And will provide free services up to limited resume alerts

☐ Pay per month
 ☒ Pay per year (save 17%)

☒ Credit card
 ☐ PayPal
 ☐ Coupon

Type:

Card Number:

Name:

Valid Until: CVC:

€49
 Total balance

Thank you for choosing the Personal Edition. Upon upgrading, all Personal features will be available immediately in your account. You can upgrade or downgrade at any time.

Billing stage

Company Name

Download PDF

1/12/2020 – 2/12/2020
Comparing to: 1/11/2020 – 2/11/2020

Employer can download
Overview in PDF format

Date wise data
filter

Jobs Performance (Date Wise – By default weekly)

Jobs Posted	Job Type	Applications Received	Interviews Conducted	Hiring Done
Count	Paid/ Free	Count	Count	Count

Brand Performance

Company Reviews	Company Page Traffic
Rating Total Reviews New Reviews Count See More	Profile Views Traffic Followers Count See More

This month: Dec 1, 2020 - Dec 2, 2020

Job Status	Job Title	Applications	Hires	Sponsored?	Expenses
Active/Inactive	XYZ	Count	Count	Yes/No	Count

All jobs performance data from jobs and applications tables

Overview	Jobs	Campaigns	Resume Reports	Hiring Insights
----------	------	-----------	----------------	-----------------

This month: Dec 1, 2020 - Dec 2, 2020

Job Status	Campaign Title	Applications	Hires	Expenses	CPA
Active/Inactive	XYZ	Count	Count	Count	Count

All jobs performance data from jobs and applications tables

Overview	Jobs	Campaigns	Resume Reports	Hiring Insights
----------	------	-----------	----------------	-----------------

Export PDF

This month: Dec 1, 2020 - Dec 2, 2020

Searches Done	Profiles Viewed	Resumes Downloaded	Interest Sent	Hires	Positive Responses	Response Rate
Count	Count	Count	Count	Count	Count	Rate

Overview	Jobs	Campaigns	Resume Reports	Hiring Insights
----------	------	-----------	----------------	-----------------

Export PDF

This month: Dec 1, 2020 - Dec 2, 2020

Hires	Job Title	Job Location	Candidate Experience	Salary Offered	Company Name
Count	Count	Count	Count	Count	Count

- 1. Initially shows zero communication
- 2. All SMS communication with jobseeker


Invoices	[Symbol]
Payment Method	[Symbol]
Add/ Manage Company	[Symbol]
My Company Reviews	[Symbol]
Manage Access	[Symbol]
Account Settings	[Symbol]

Payments due

Your payment method will be charged monthly and when the amount due reaches the charge threshold below.

No payments due

Payment method ⓘ Currency ⓘ Charge threshold ⓘ
None Add (₹) INR INR 1,600

 **No valid card on file**
This account does not have a valid card on file.


Update billing information

Credit Card Information

card number, cardholders name, Amount to pay, security code, expiry date

Edit Billing information

Account info :

Country: India 

Currency Rs 

GSTN

☒ GST Not registered

↓
PAN

Your payment information

We Accept



Card Details

Card Number

9424

Expiration date?

12

2012

CCV

CCV

Update Card

Do you deduct TDS?

Yes ☐

No ☐

TAN

Billing Address

City

State

Pincode

Save

Cancel

Credit Card Information

Transaction history



to



Show

All

Payments

Invoices

Will show you different payment methods

Will show filter wise result

Transaction ID	Employer Name	Transaction Date	Time	Transaction Type	Transaction Amount	Status
12	XYZ	20/12/2020	3 pm	Web Payment (GPay)	1200	Succeed
78	PRS	22/12/2020	10 am	Web Payment (NEFT)	1500	Failed

Invoice

INVOICE

Excel

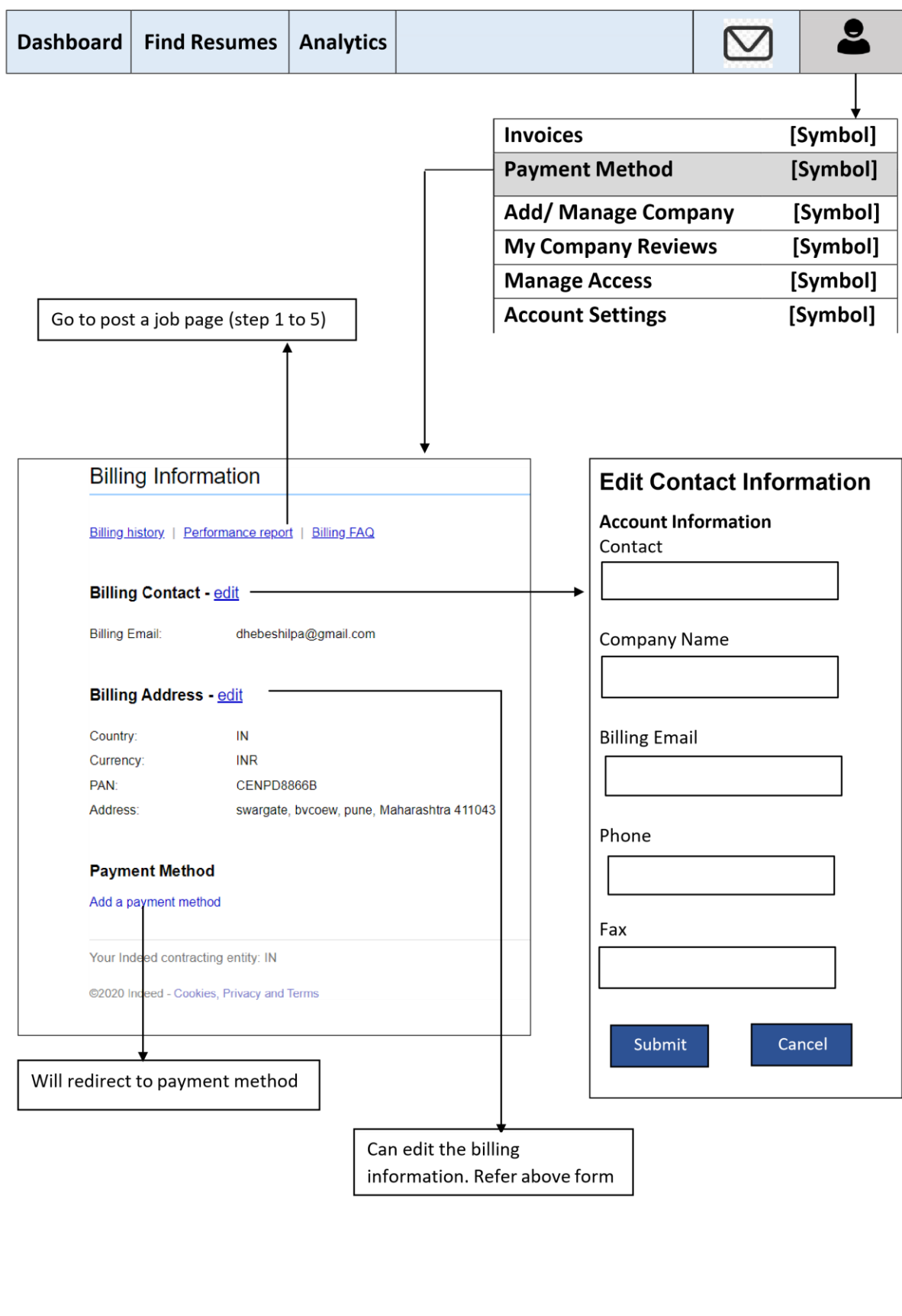
PDF

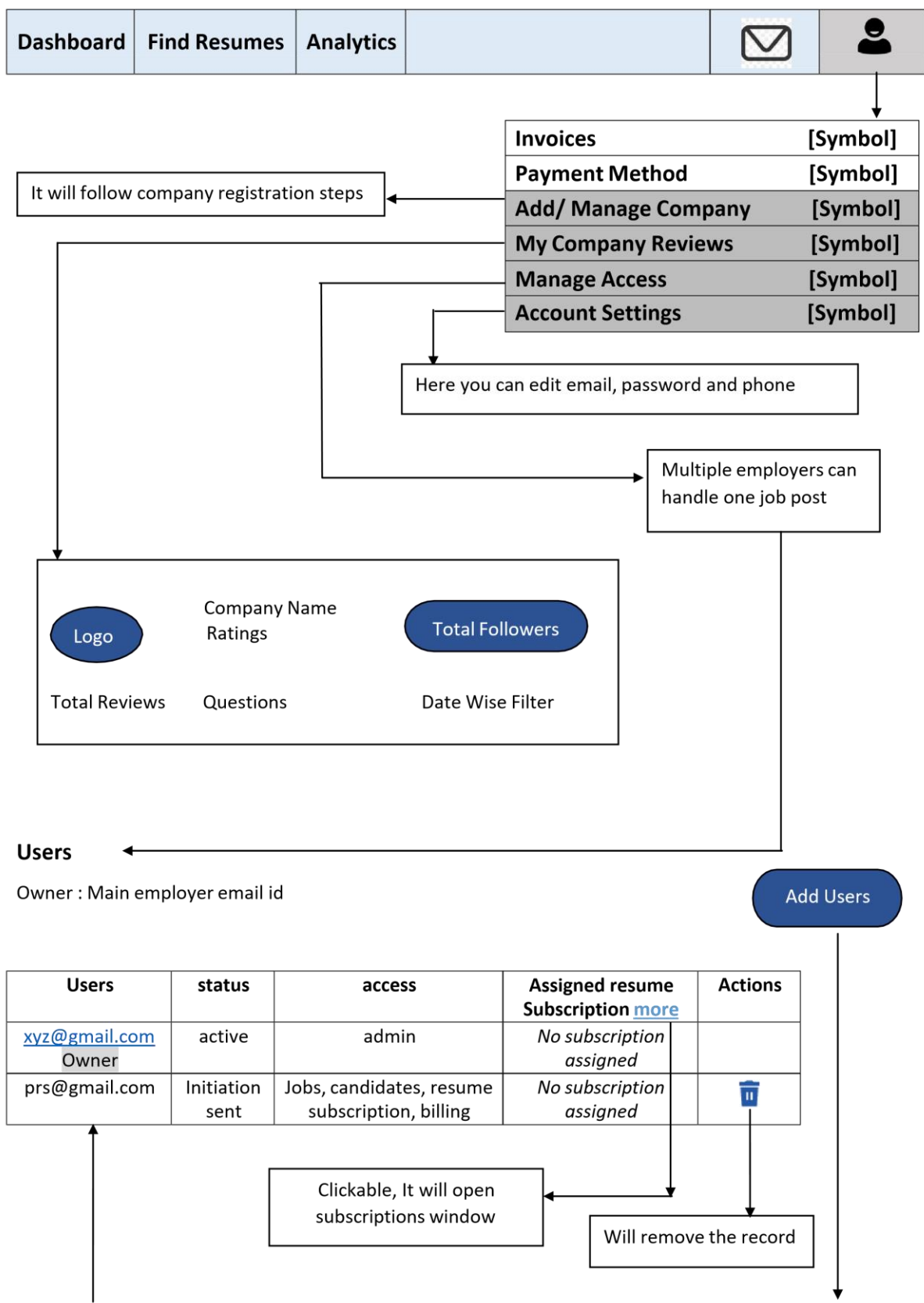
Invoice no-

Date

Bill To,
Name,
Company Name, Address, Email, Phone

Description (Breakup of total amount like Actual amount, Tax, Service fee)





Separate email address

Level of access would you like to provide

☒ Jobs (Post, sponsor or manage jobs directly)

☒ Resume Subscription

☒ Billing

Send invitation

Cancel

Sample Subscriptions Window

Standard subscription

Best for businesses making a few hires

₹600/ month*
per recruiter

30
contacts awarded every month

What's included?

- Unlimited resume searches
- Contact credit when a candidate responds**
- Email reminder sent to unresponsive candidates

Select this subscription

Professional subscription

Best for businesses always recruiting for talent

₹2000/ month*
per recruiter

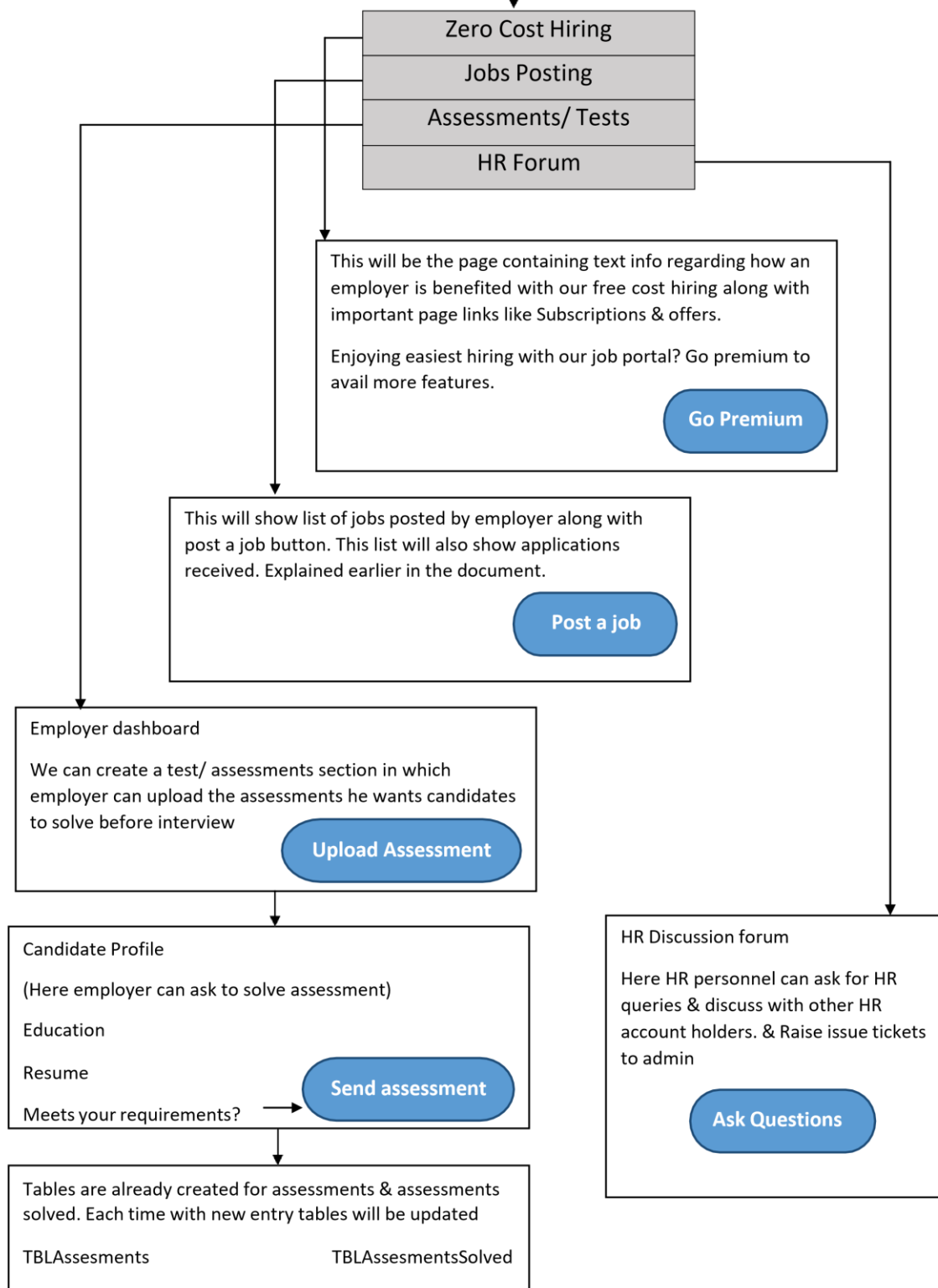
100
contacts awarded every month

What's included?

- Unlimited resume searches
- Contact credit when a candidate responds**
- Email reminder sent to unresponsive candidates
- Send messages to multiple candidates at once

Select this subscription

Find Jobs	Company Reviews	Find Salaries	Jobseekers Services	Employer Services	Jobseeker Login/Register	Employer Login/Register
-----------	-----------------	---------------	---------------------	-------------------	--------------------------	-------------------------



Create Assessments/Test

Test Name:

Add Questions

Option 1

Option 2

Option 3

Option 4

Correct Answer

Clear

Add

Save

