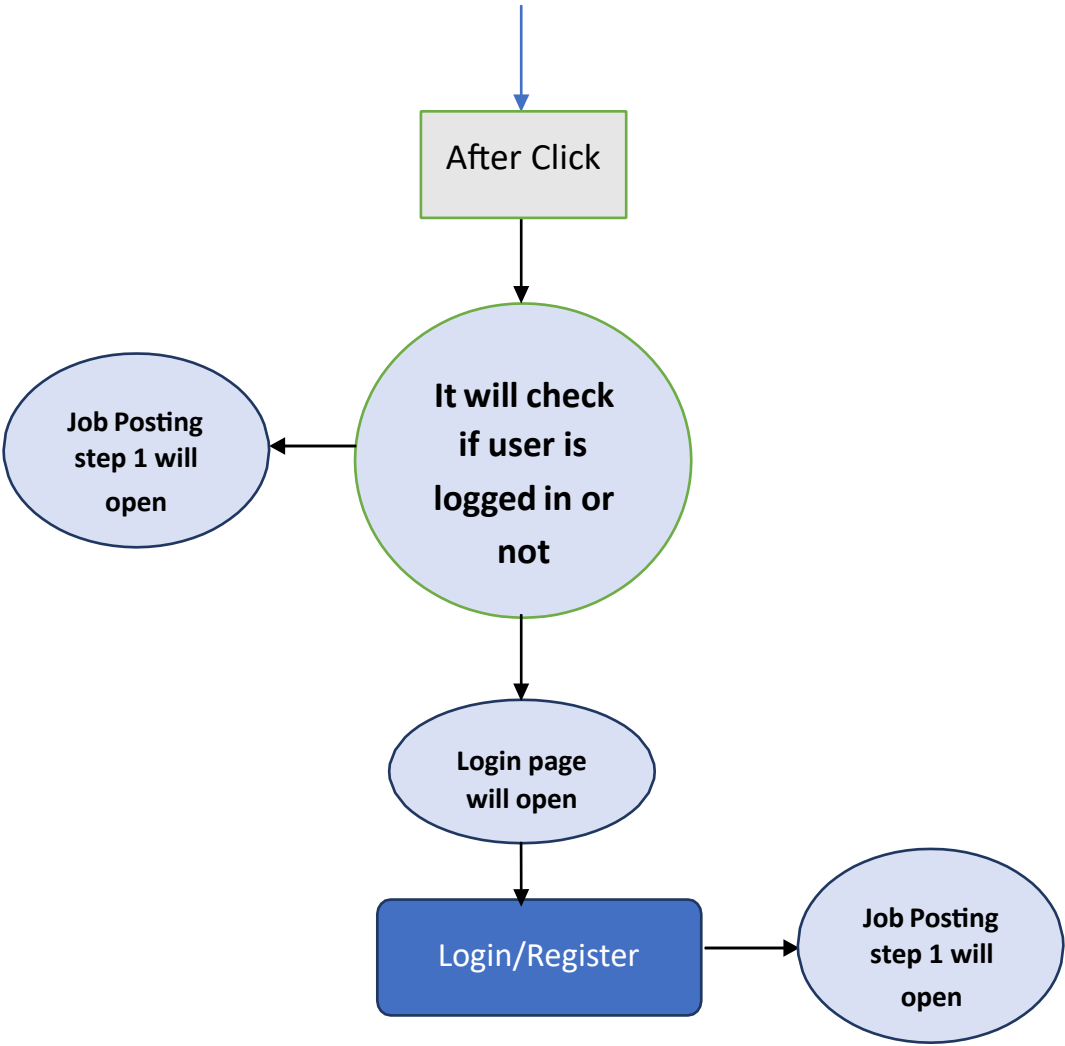


# **Module – Employer**

Home Page

<a href="#">Find Jobs</a>	Company Reviews	Find Salaries
---------------------------	-----------------	---------------

Post Resume	<a href="#">Sign In</a>	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"/>	
Email ID	<input type="text"/>	<div>Get OTP</div> <div>↓</div> <div><div>Enter OTP</div><div>Verify</div><div>Resend OTP</div></div>
Password	<input type="password"/>	
Re-enter Password	<input type="password"/>	
Choose Category	<div>Employer</div>	

☐

I Agree with the Terms & Conditions\*

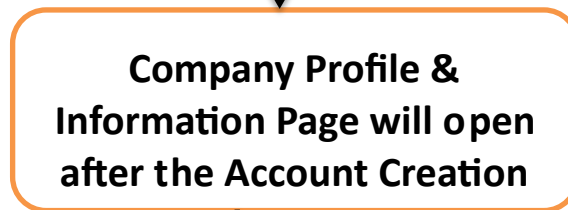
**SIGN UP**

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

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

(1<sup>st</sup> 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

Sub Category\*

Production

Maintenance

Utility

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

Company Contact Number

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: \*


Job Title\*

Job Category \*


Job Description\*

Job Location \*

Address\*

Job Type\*


 

Qualification required for this job\*

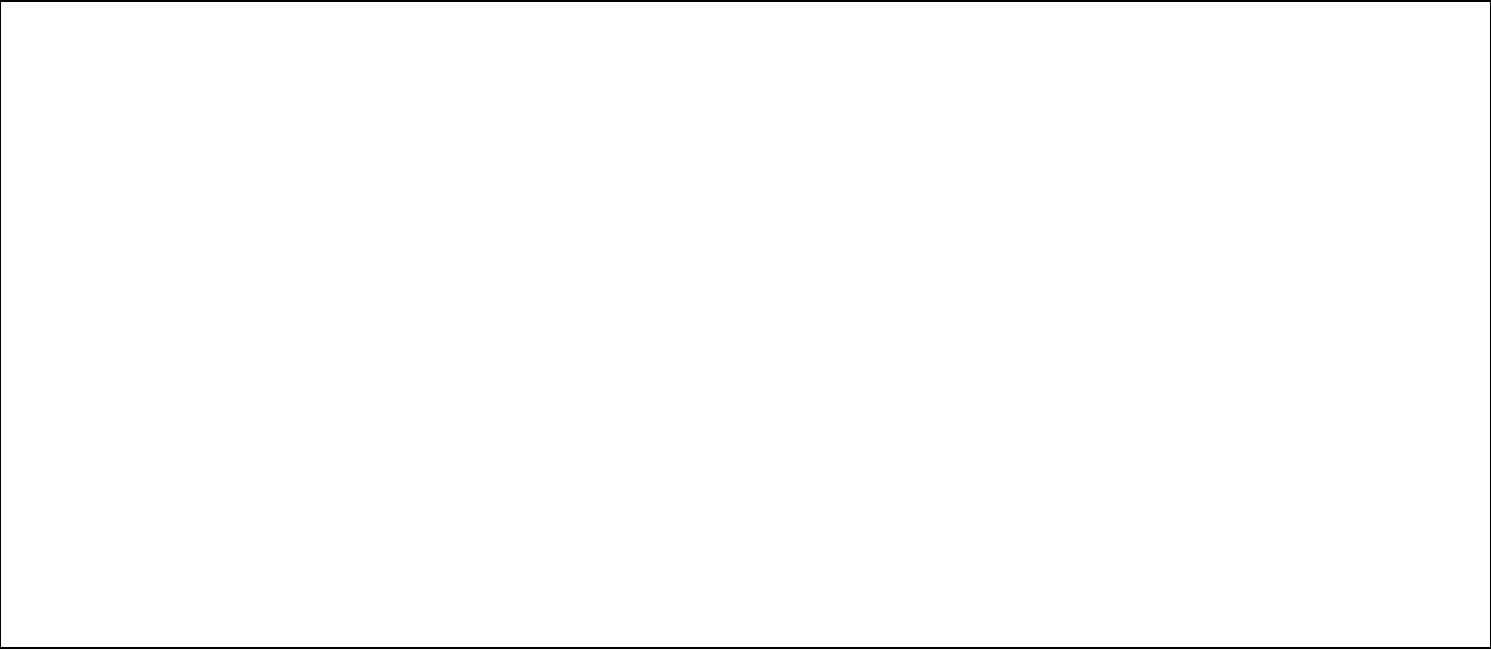
No of Openings? \*

Working Shifts\*

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

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](mailto:ashuostwal23@gmail.com)  
[+918624077183](tel:+918624077183)

Edit

Post Job

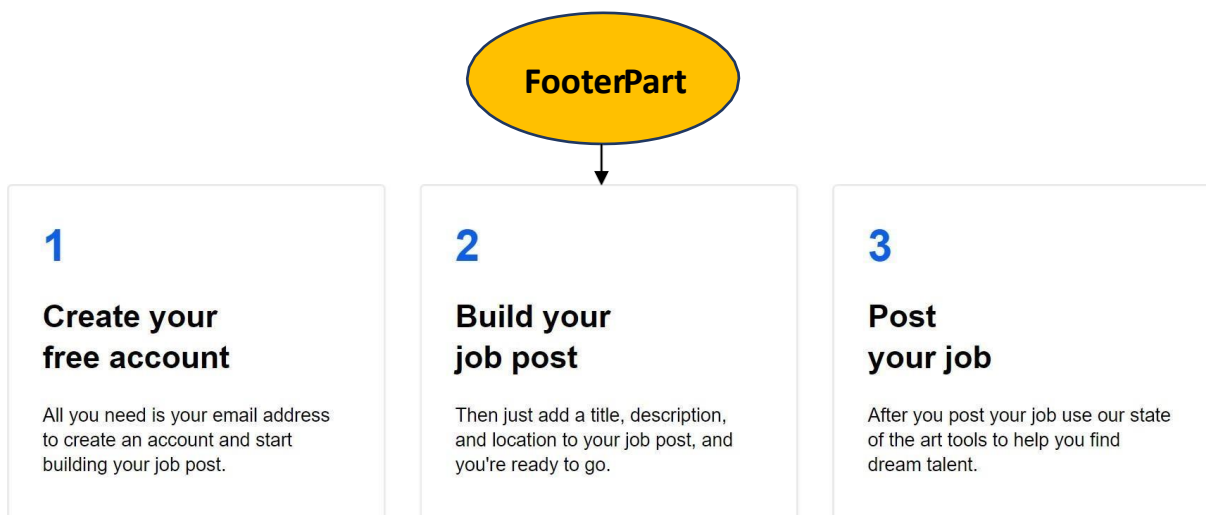


**Popup Window**

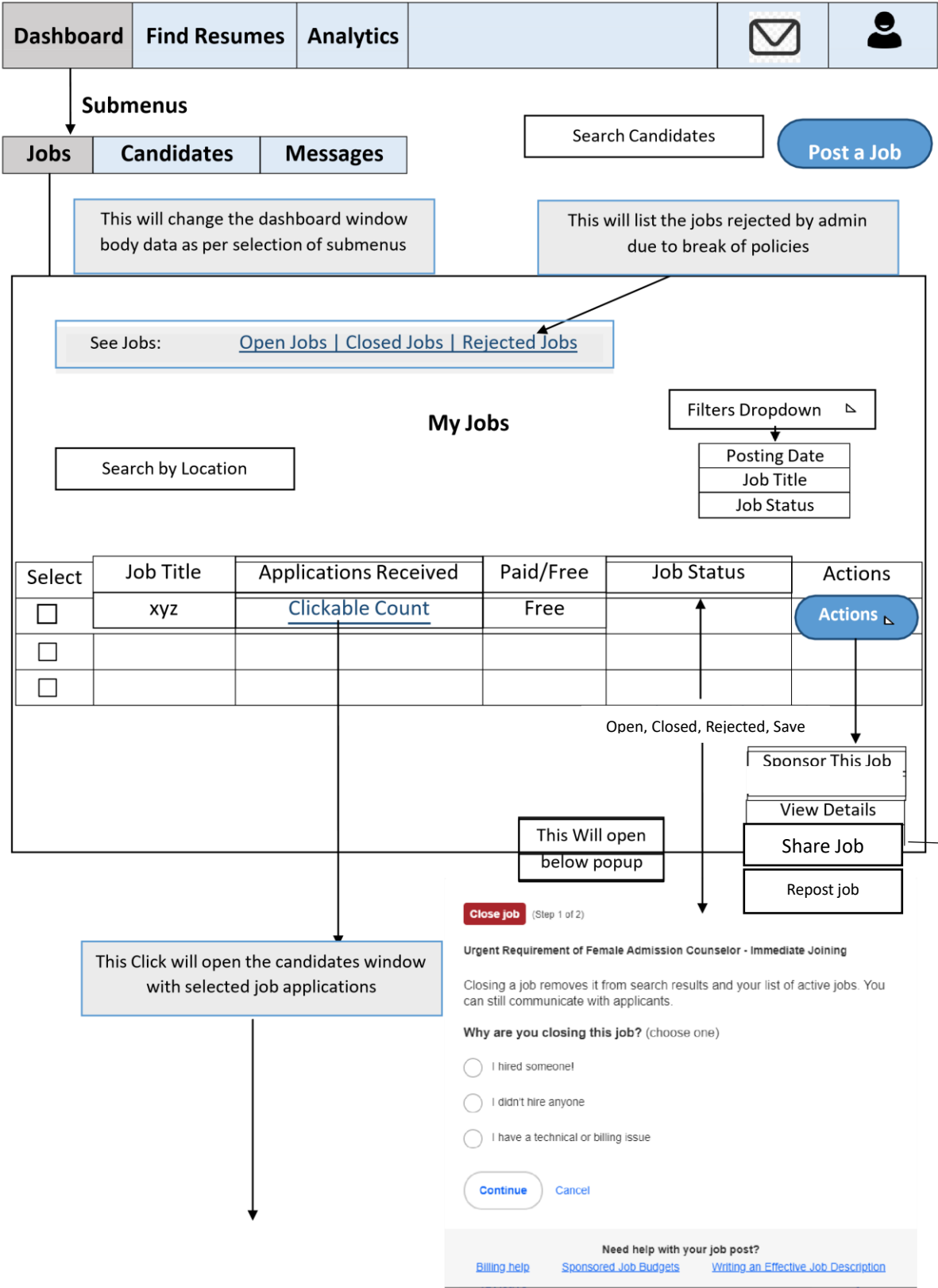
Job Posted Successfully



## 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

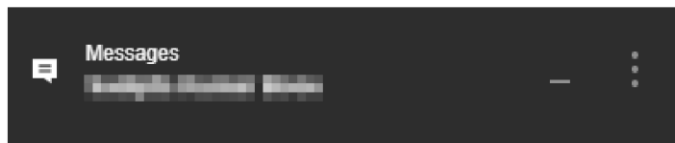
Manage Rounds

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	<a href="#">Resume</a>	dd/MM/yy	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	dropdown
<input type="checkbox"/>	ABC	R1....>....R3	<a href="#">Resume</a>	dd/MM/yy	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
			---			
<input type="checkbox"/>	POP	Rejected	<a href="#">Resume</a>	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

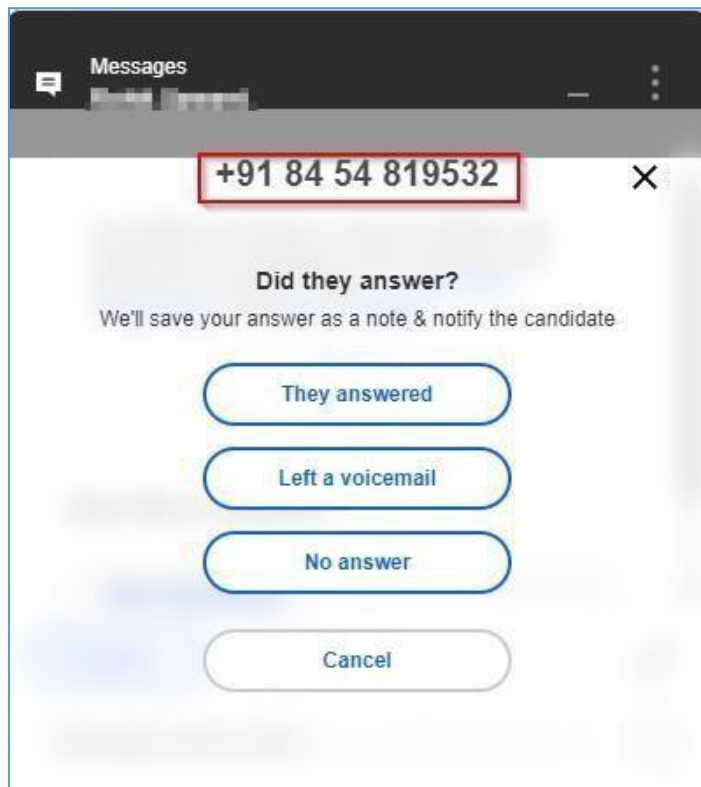
Course Type:

Upload Resume

Upload a File

SAVE

## View Phone Details:

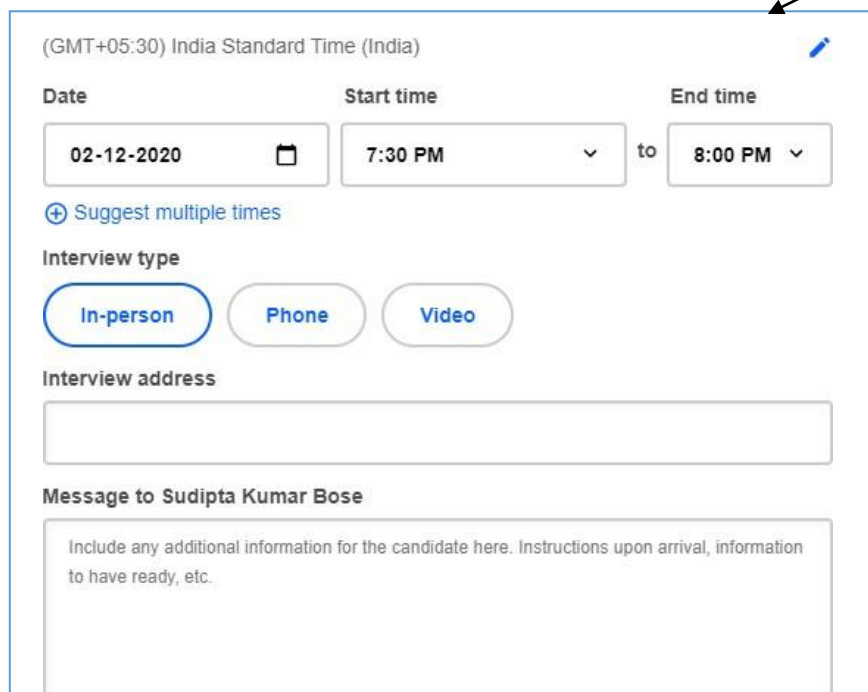


Here Employer can update the call answer status by Applicant.

## 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	<b>Maresh Wagh</b> <a href="mailto:maresh@gmail.com">maresh@gmail.com</a> SPPU University, Pune	<div>R1 &gt; R2</div>
<input type="checkbox"/>	2	<b>Sachin Mithiya</b> <a href="mailto:Sachinmithiya99@gmail.com">Sachinmithiya99@gmail.com</a> KJ Somaiya College of Engineering, Mumbai	<div>R1 &gt; 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	<b>Maresh Wagh</b> <a href="mailto:maresh@gmail.com">maresh@gmail.com</a> SPPU University, Pune	<div>R1 &gt; R2</div>
<input type="checkbox"/>	2	<b>Sachin Mithiya</b> <a href="mailto:Sachinmithiya99@gmail.com">Sachinmithiya99@gmail.com</a> KJ Somaiya College of Engineering, Mumbai	<div>R1 &gt; R2</div>

Select a Round

Code Contest

Group Discussion

Interview

Quiz

Other/Offline

Time :

12:00 PM

Date :

12/01/2023

Save

Create a Round



All Registration

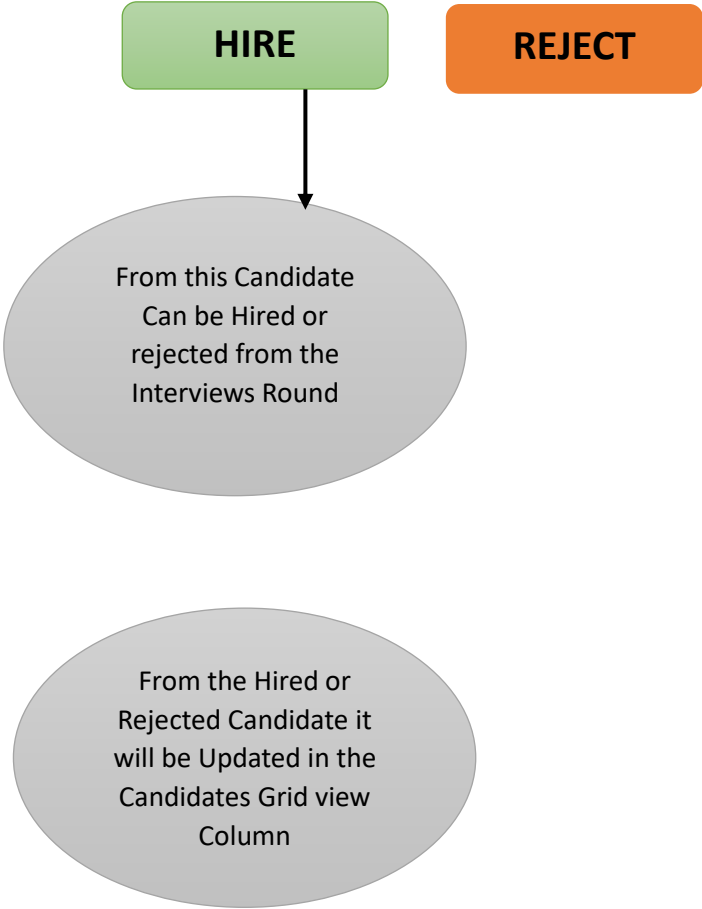
Add new Round Here

Non- Eliminators  
Coding Round

Add new Round Here

Eliminator  
Round 2

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

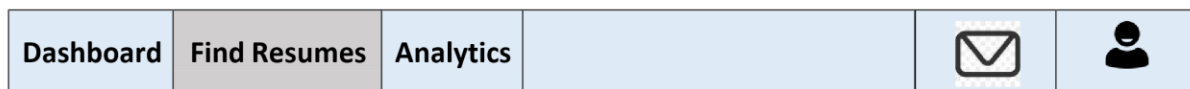


## Sub Menu – Messages



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](mailto:AshishOstwal99@gmail.com)

Pune, India

Personal Details (Email ID, Phone )

Bio

Interested?



Status: **Reviewed** ▾

Application

Interviews



Assessments

Send

Resume

Download

Resume View

Cover Letter View

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

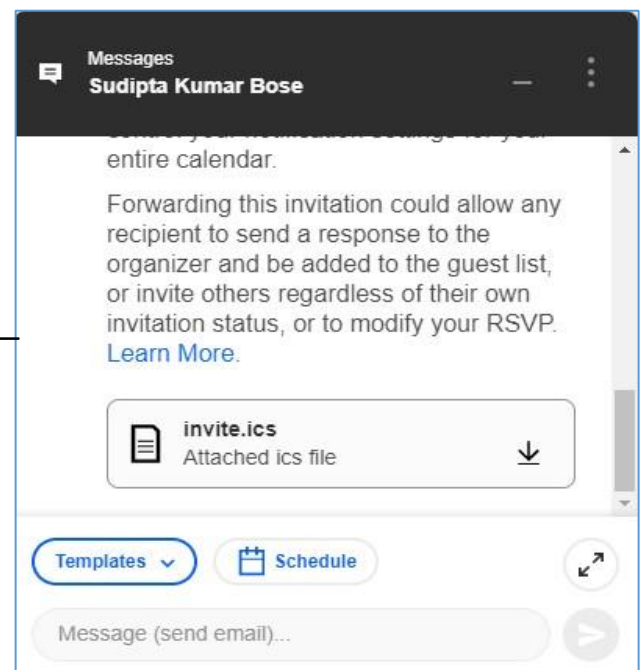
Here we can call, Message the jobseeker or schedule Interview. Also update candidate profile status. The 3 dot will provide action links like Download/Forward Resume

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



Sub Menu - Resume Alerts (Limited free)

What designation of Jobseekers

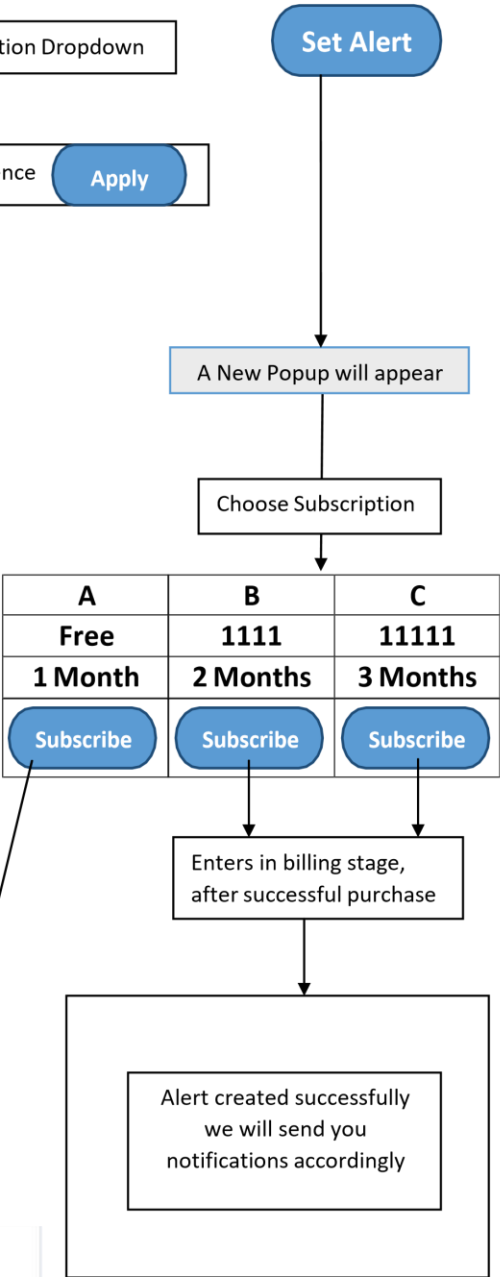
Location Dropdown

Set Alert

Additional Filters like: Companies, Field of study, Experience

Apply

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

Visa

Card Number

Visa

Name

MasterCard

Valid Until

08/2013

CVC

MAV 2013

POSITIVE SA

VISA

PayPal

Discover

JCB

€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	Profile Views	Traffic	Followers
Count	<a href="#">See More</a>		Count	<a href="#">See More</a>	

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

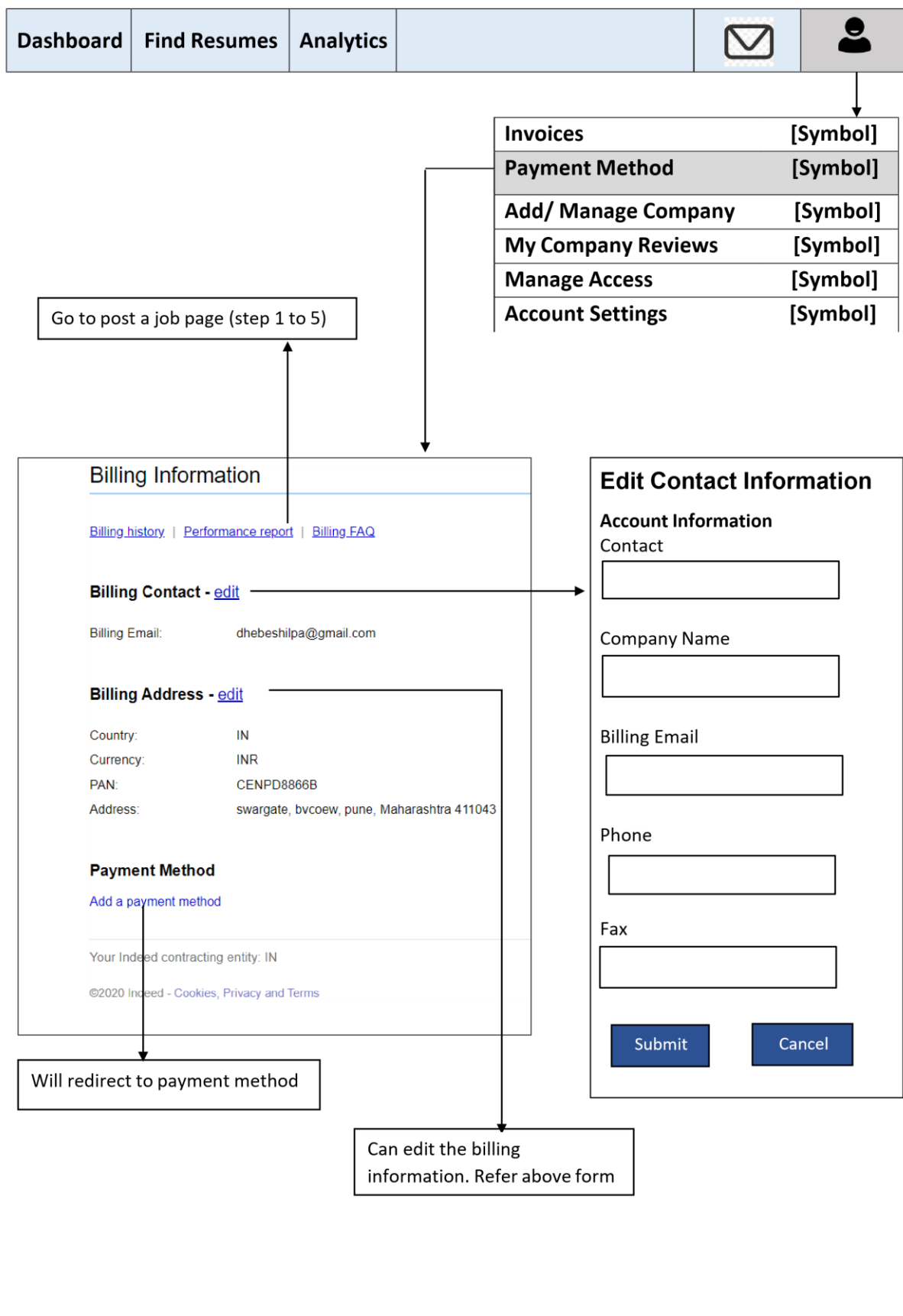
PDF

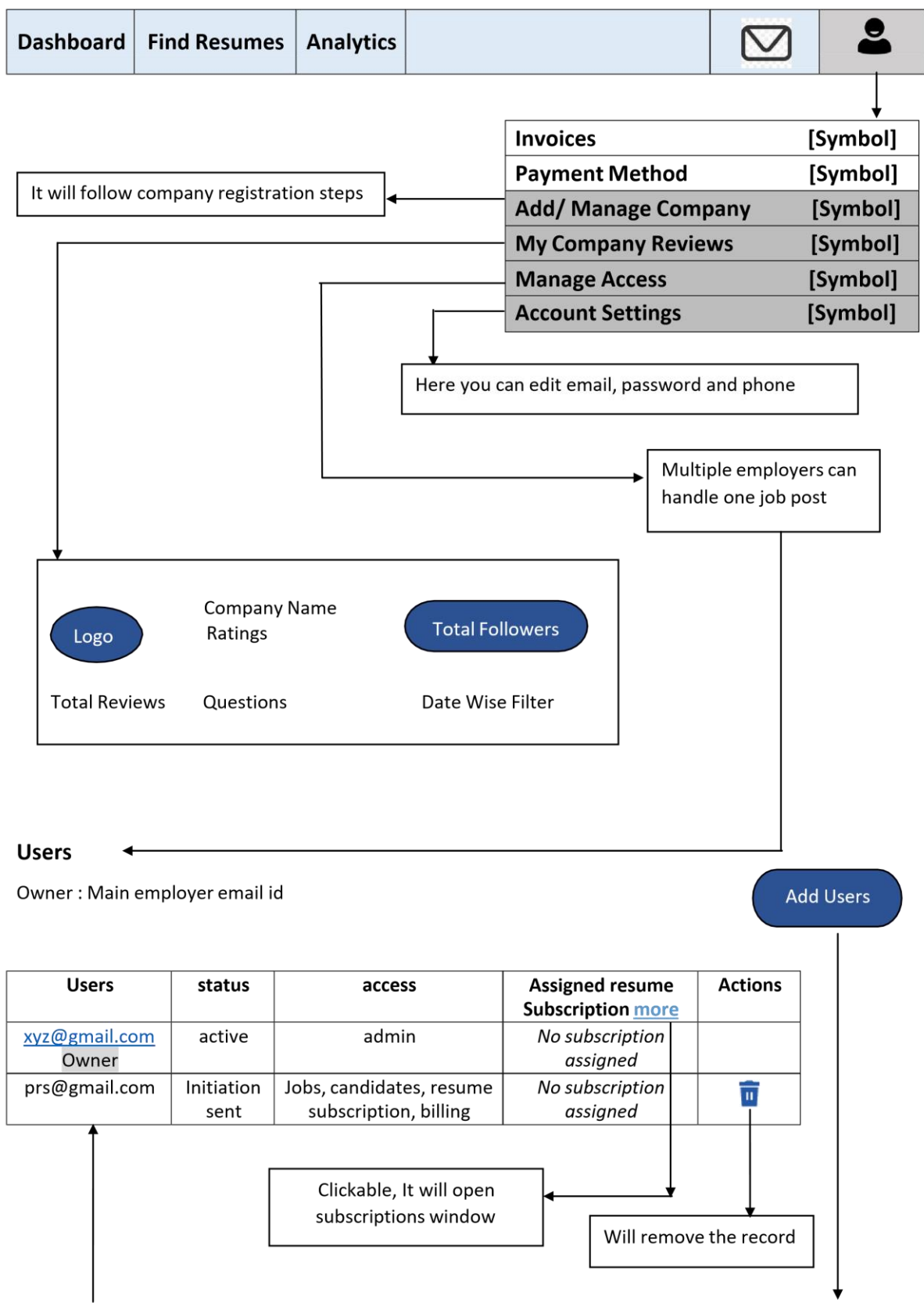
Invoice no-

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**

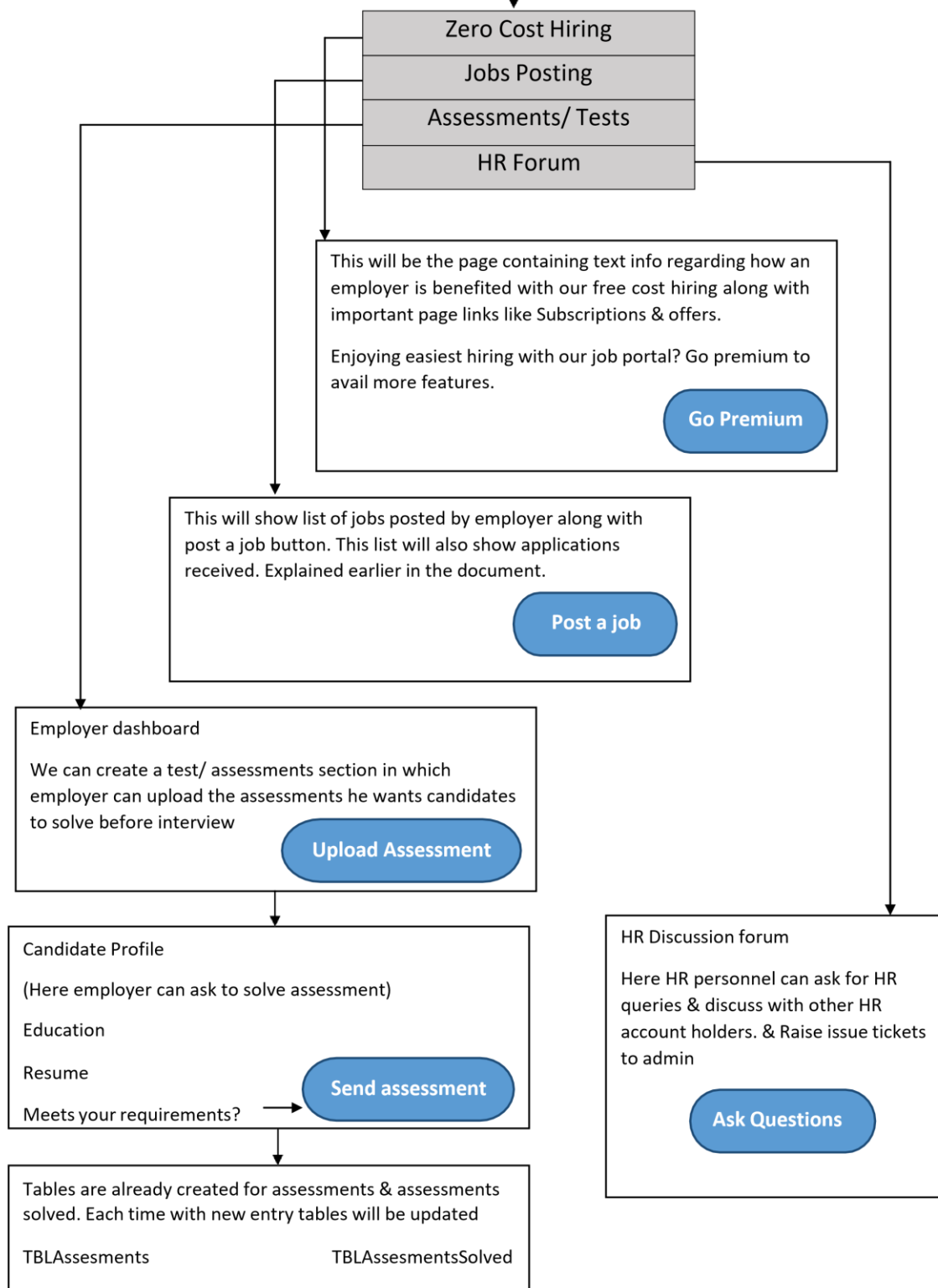
contacts awarded every month

**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



