24-04-2011

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**Managing the JOB PORTAL SOP**

Name of the Function: Communication

SOP #: COM-005

The title of the SOP: Managing the JOB PORTAL on the PMI KPC Website.

Revision History:

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| --- | --- | --- | --- | --- | --- |
| S# | Date: | Proposed by: | Approved by: | Date Approved: | Version# |
| 1 | 24-April-2011 | Shuja Khan (VP) | S. M. Mumtaz (President) | 24-April-2011 | 1.0 |
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The purpose of the SOP: To define the protocol to Manage the Job portal on the PMI KPC website.

References: None.

Authorized personnel to change: VP Communication, President

A link to the process referenced (if applicable): [None](http://www.pmi.org/sop/finance_dept/payment.doc)

SOP Description / Steps:

1. Job Portal:
2. The Job Portal is developed to help our members seek project management jobs.
3. The Job Portal is accessed by the members when they enter into the Members’ area using their email IDs and passwords.
4. There are Links of various Jobs available with deadlines to apply by, defined in front of each.
5. When members want to apply against any posted job, they can first review the requirements mentioned for the job and then click the button ‘APPLY’ present in front of each job link.
6. When the APPLY button is pressed, the members can send their CVs directly to the company which has advertised the job using PMI KPC Job Portal.
7. The advertising company may then contact the PMI KPC member directly.

The Job Posting SOP for the Advertising Company:

1. The Company which needs good Project Managers with reference to PMI KPC may contact VPDA (admin) along with a draft of their Job Postings.
2. VPDA will contact VPDC (after due negotiations on money matters with the Job advertising company) and sends the draft of the Job requirements & the email address of the advertising company to VPDC.
3. VPDC after receiving the draft uploads it in the Job on the Portal and sets the email link so that any resumes of the candidates could directly go to the advertising company.
4. There is no quality assurance at the PMI KPC level and ALL resume posted on a particular link are sent to the advertising company.