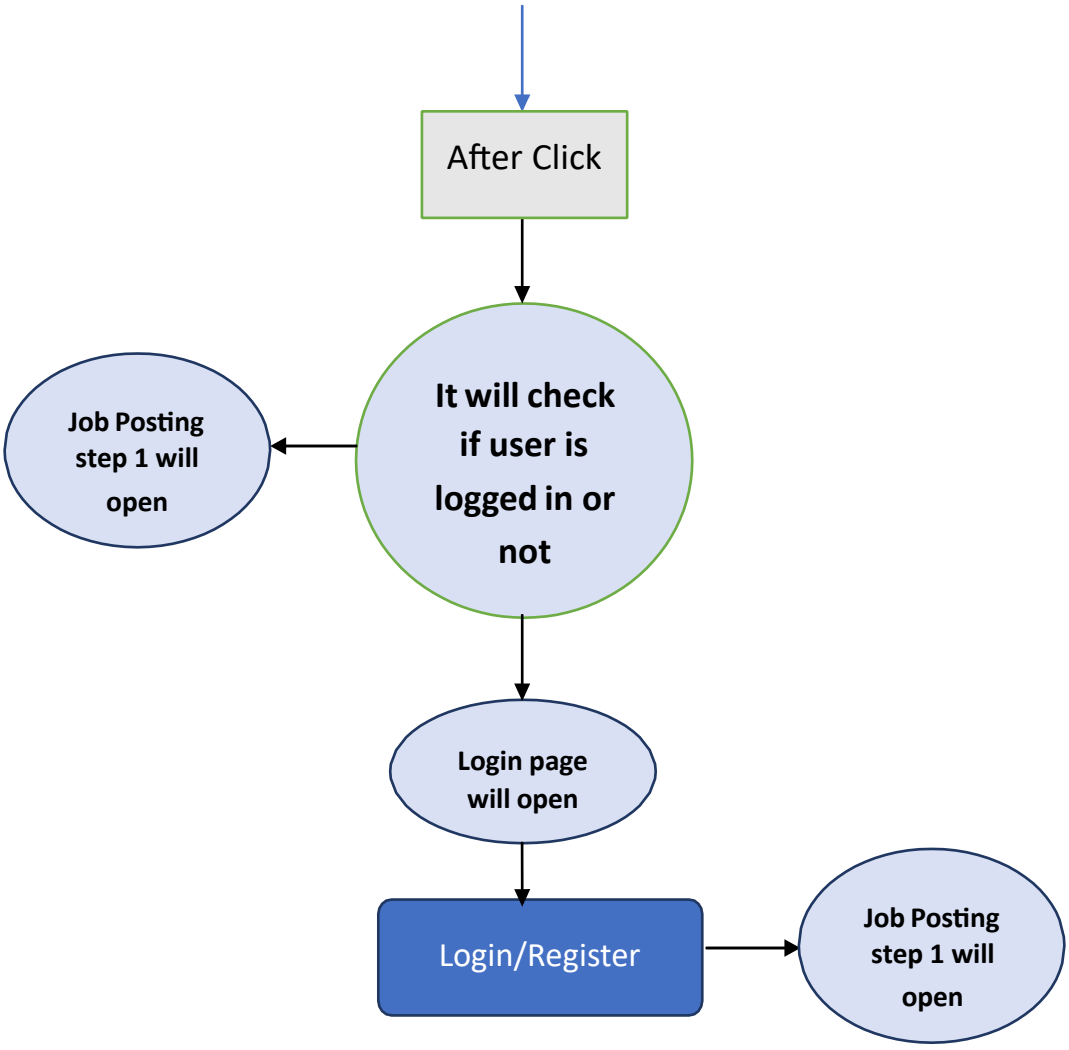
Module – Employer

Home Page

Find Jobs	Company Reviews	Find Salaries

Post Resume	Sign In	Employers/Post Job



What

Job Title, Company, Keyword

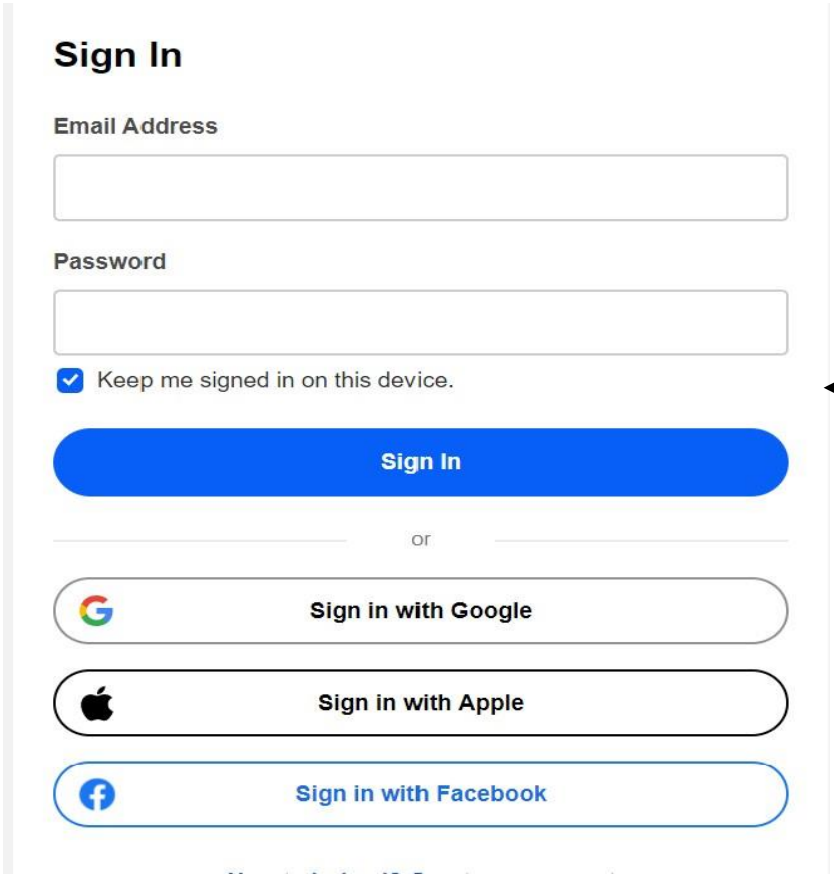
Where

City, Pin code, state

Find Jobs

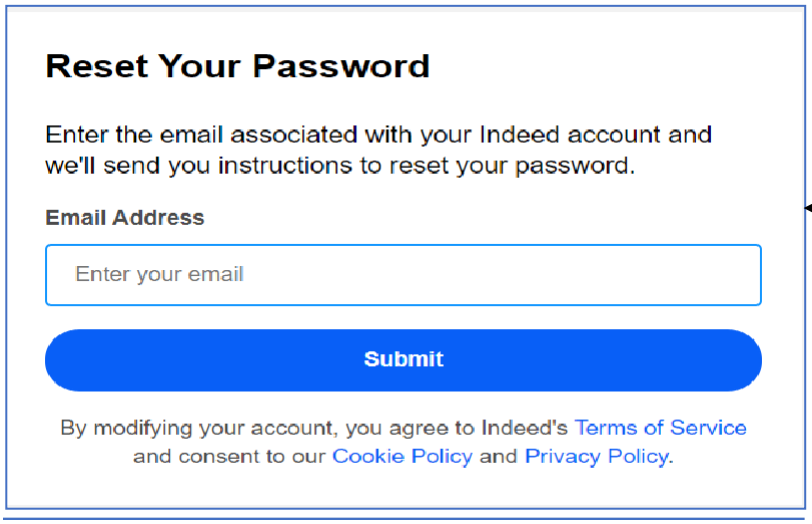
Post your Resume

Employers: Post a Job



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



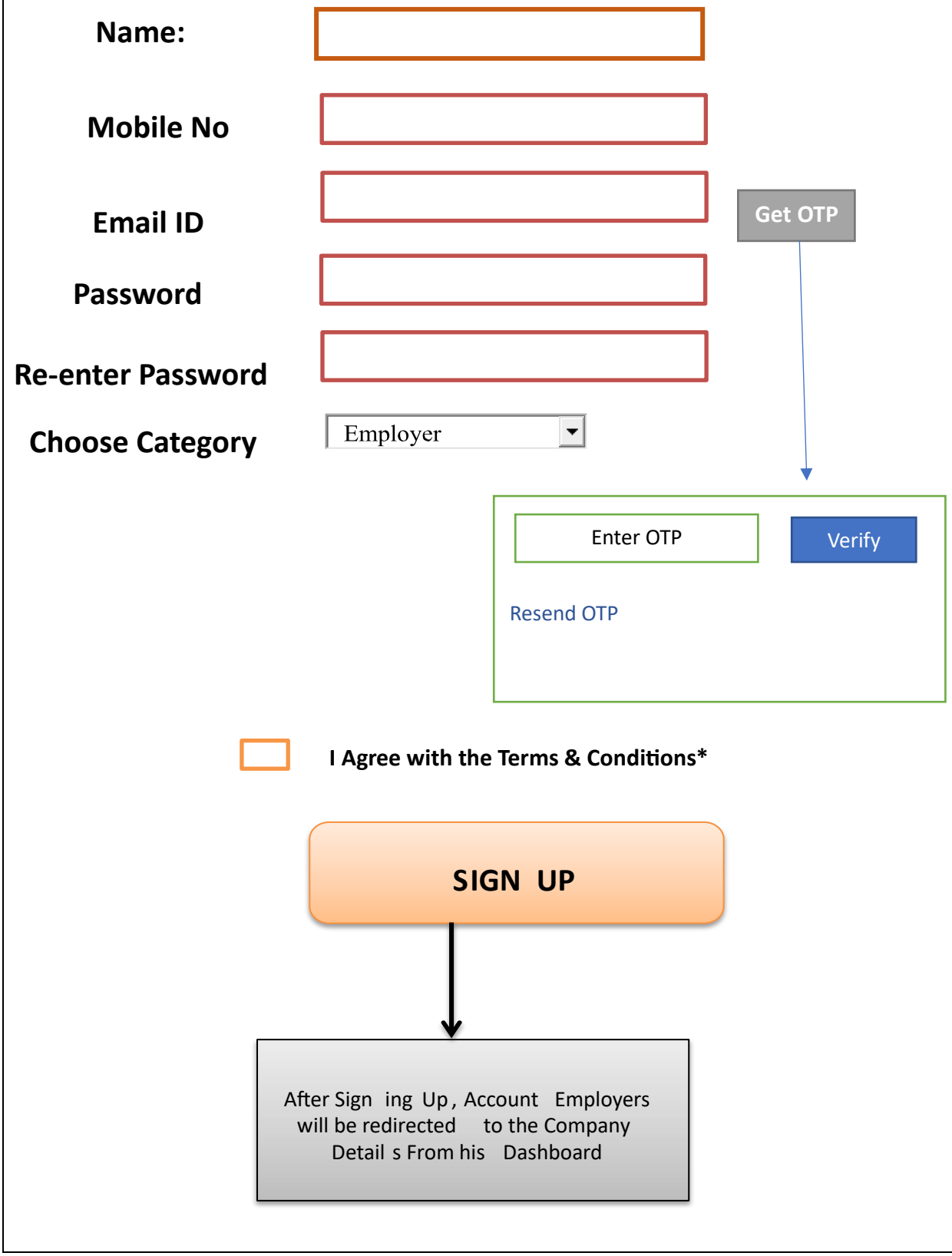
After Click Forgot Password ,Open Reset Password page.

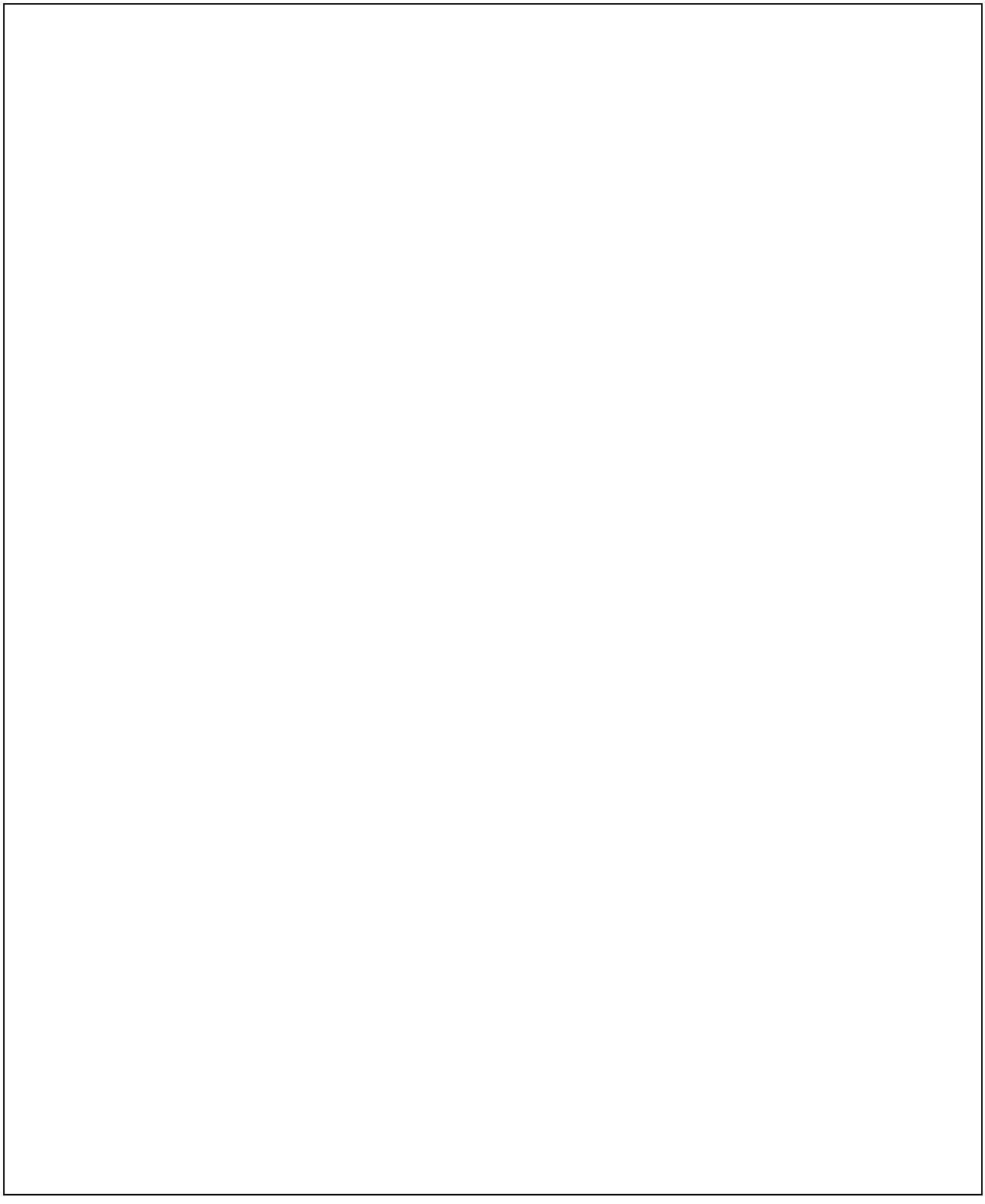
After Submit Register Email Id. Link send to Email.& use this Link Reset the Password

Else, New User? Create an Account →

Post click registration form will open

Registration Details

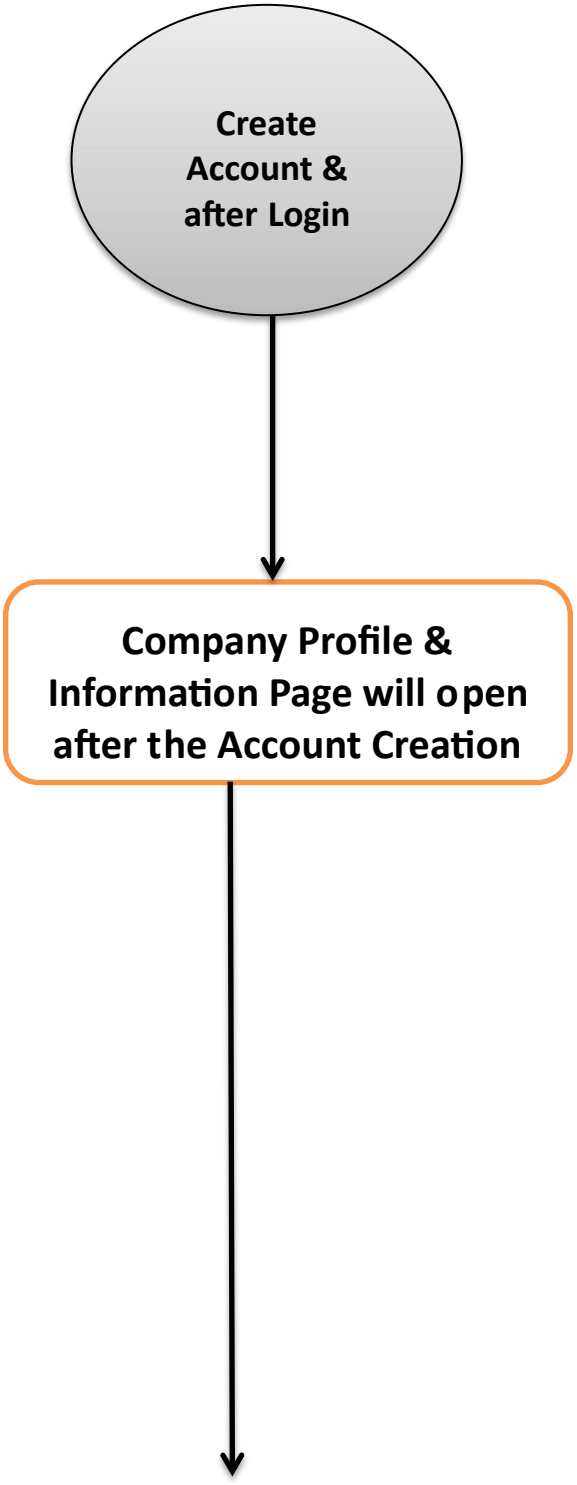




Dashboard	Find Resumes	Analytics			

(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


Create
Account &
after Login
Company Profile &
Information Page will open
after the Account Creation

COMPANY PROFILE **Step 1 of**

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	http:/
Twitter	http:/
LinkedIn	http:/
Instagram	http:/
Google	http:/

Save & Next

POST A JOB **Company Information** **(Company Account Info)**

step 2 of

Owner Name *

HR Name*

HR 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: * Jobs/Internships

Job Title*

Job Category *

Job Description* Minimum 500 Words

Job Location* Pune, Maharashtra, India

Address* Exact Address

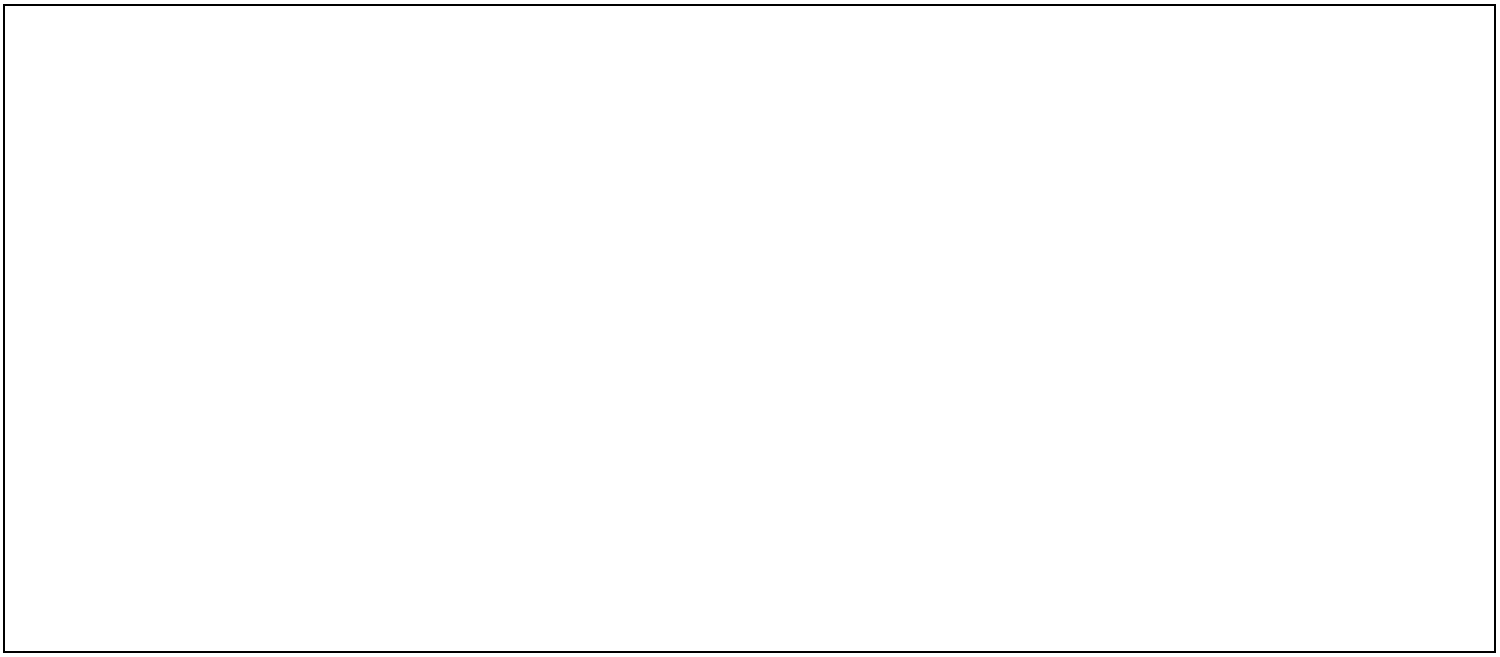
Job Type* In Office/Work from home/On field/Hybrid

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

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 Date10 Feb 23, 12:12 PM IST
End Date16 Feb 23, 12:12 PM IST

Application Deadlines?

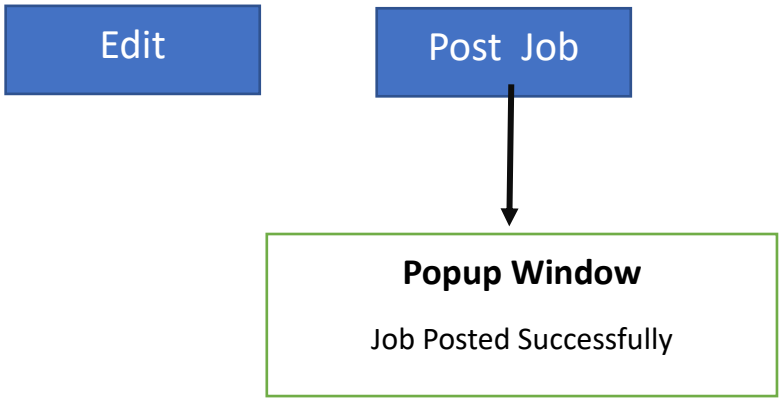
10 Feb 23, 12:00 AM IST

Contact the organisers

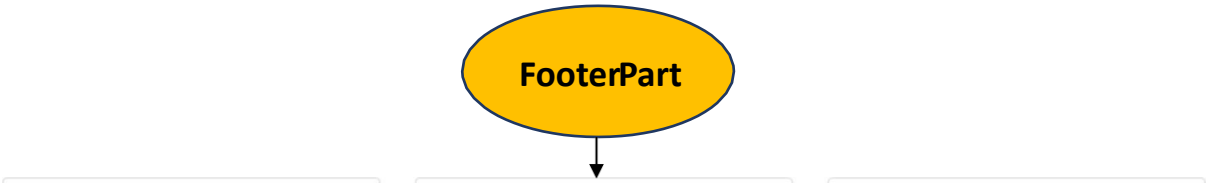
- **ASHISH OSTWAL**

  ashuostwal23@gmail.com

  +918624077183



Redirect to My Jobs Dashboard



1

Create your free account

All you need is your email address to create an account and start building your job post.

2

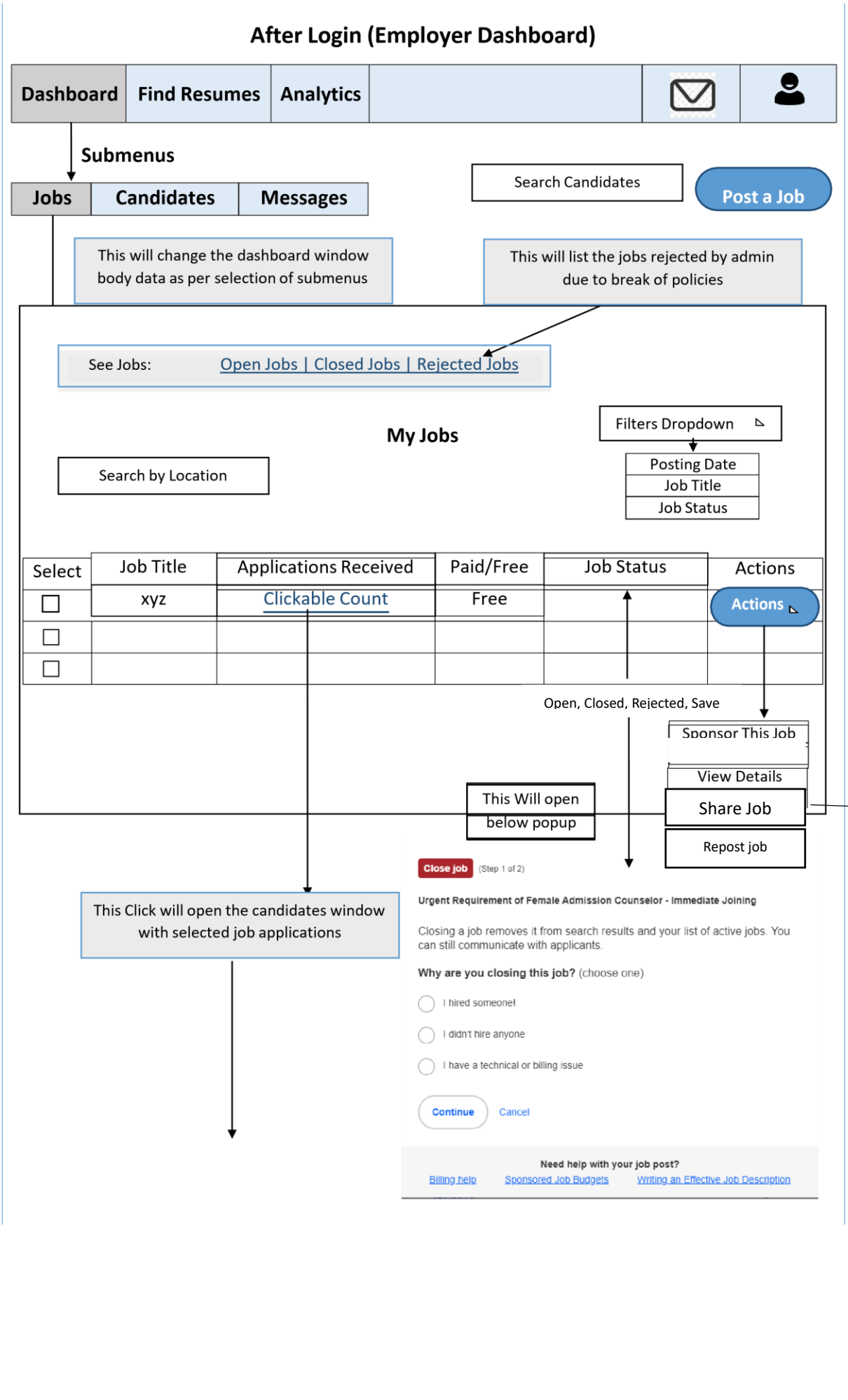
Build your job post

Then just add a title, description, and location to your job post, and you're ready to go.

3

Post your job

After you post your job use our state of the art tools to help you find dream talent.


After Login (Employer Dashboard)
Dashboard
Find Resumes
Analytics
Submenus
Jobs
Candidates
Messages
Search Candidates
Post a Job
This will change the dashboard window body data as per selection of submenus
This will list the jobs rejected by admin due to break of policies
See Jobs:
Open Jobs | Closed Jobs | Rejected Jobs
My Jobs
Filters Dropdown
Posting Date
Job Title
Job Status
Search by Location
Select
Job Title
Applications Received
Paid/Free
Job Status
Actions
xyz
Clickable Count
Free
Actions
Open, Closed, Rejected, Save
Sponsor This Job
View Details
Share Job
Repost job
This Will open below popup
This Click will open the candidates window with selected job applications
Close job
(Step 1 of 2)
Urgent Requirement of Female Admission Counselor - Immediate Joining
Closing a job removes it from search results and your list of active jobs. You can still communicate with applicants.
Why are you closing this job? (choose one)
I hired someone!
I didn't hire anyone
I have a technical or billing issue
Continue
Cancel
Need help with your job post?
Billing help
Sponsored Job Budgets
Writing an Effective Job Description

this will open a pop up showing

Sub Menu – Candidates

Jobs Posted By Employer Dropdown List

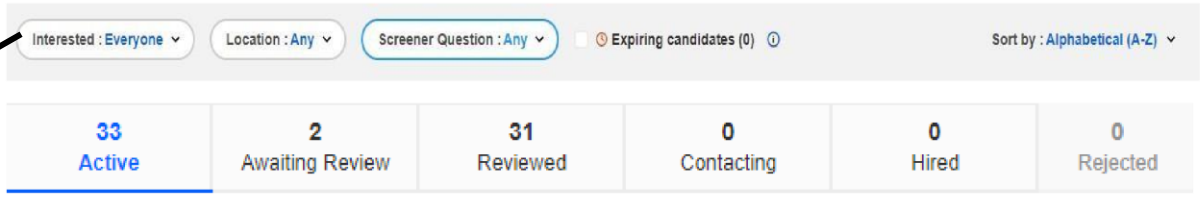
Manage Rounds

Everyone

Interested

Hold

Rejected

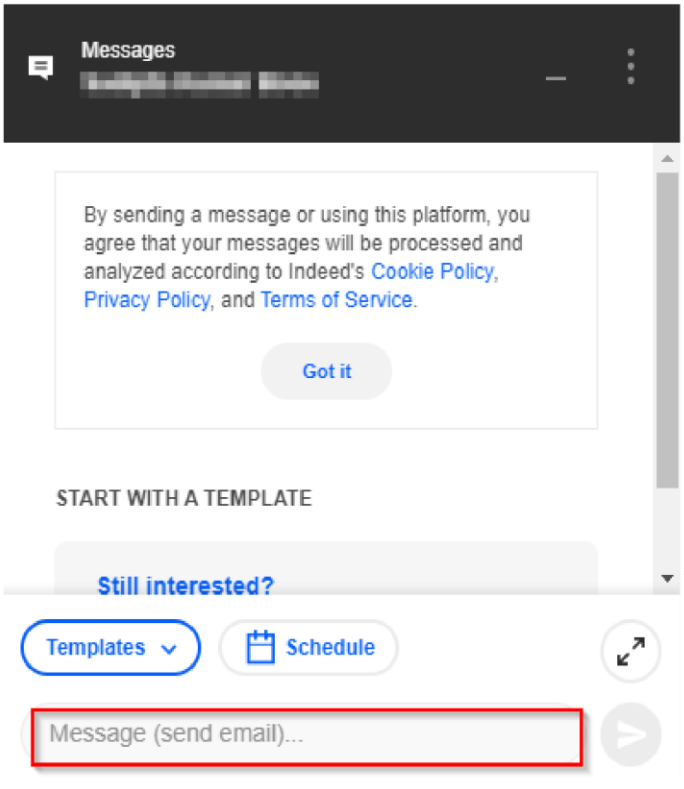


Select	Name	Status	Download Resume	Apply Date	Eligible	Action
☐	XYZ	Hire	Resume	dd/MM/yy	✓ ? ✗	dropdown
☐	ABC	R1....>....R3	Resume	dd/MM/yy	✓ ? ✗	
☐	POP	Rejected	Resume	dd/MM/yy	✓ ? ✗	

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

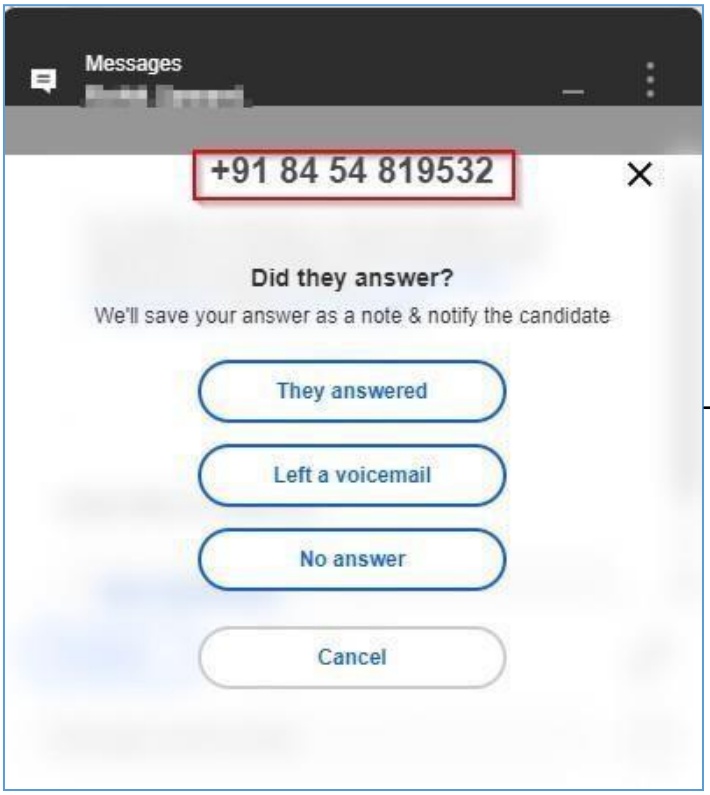
University

Course Type:

Upload Resume Upload a File

SAVE

View Phone Details:

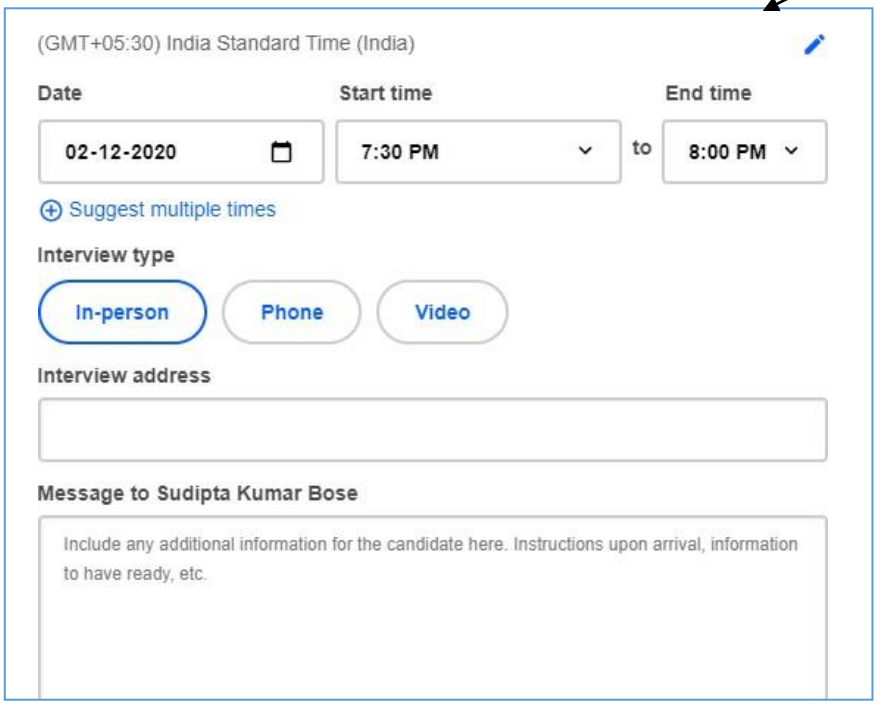


Here Employer can update the call answer status by Applicant.

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

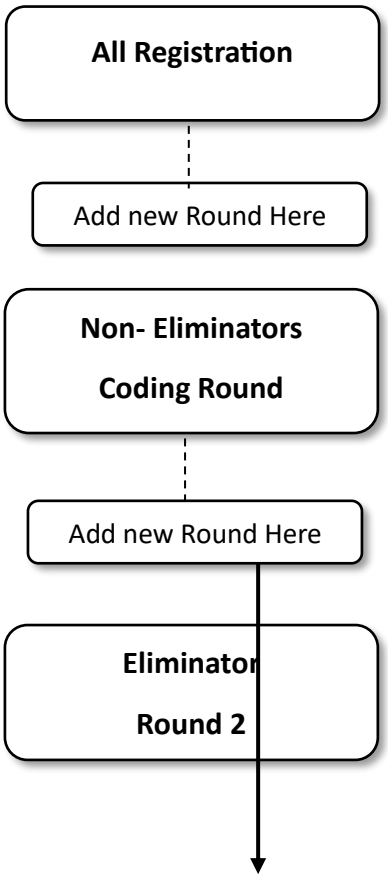
Non- Eliminators

Coding Round

Eliminator

Round 2

	#	2 Applicants(s)	Action/Status
☐	1	**Mahesh Wagh** mahesh@gmail.com SPPU University, Pune	R1 > R2
☐	2	**Sachin Mithiya** Sachinmithiya99@gmail.com KJ Somaiya College of Engineering, Mumbai	R1 > R2



	#	2 Applicants(s)	Action/Status
☐	1	**Mahesh Wagh** mahesh@gmail.com SPPU University, Pune	R1 > R2
☐	2	**Sachin Mithiya** Sachinmithiya99@gmail.com KJ Somaiya College of Engineering, Mumbai	R1 > R2

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

	#	2 Applicants(s)	Action/Status
☐	1	**Mahesh Wagh** mahesh@gmail.com SPPU University, Pune	R1 --▶-- R2
☐	2	**Sachin Mithiya** Sachinmithiya99@gmail.com KJ Somaiya College of Engineering, Mumbai	R1 --▶-- R2

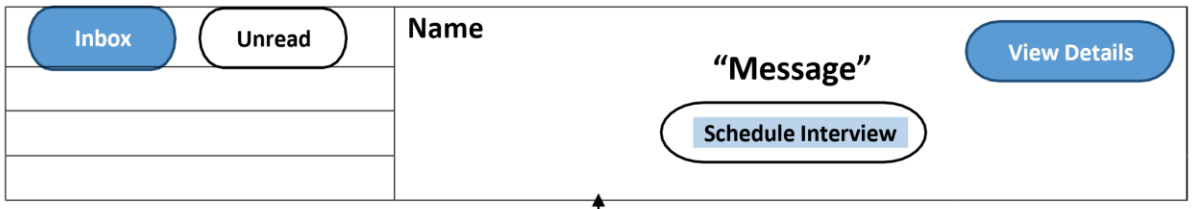
HIRE

REJECT

From this Candidate Can be Hired or rejected from the Interviews Round

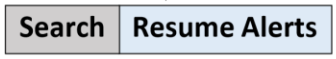
From the Hired or Rejected Candidate it will be Updated in the Candidates Grid view Column

Sub Menu – Messages



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

Find Resumes



What type of Jobseeker

Location

Find Resumes

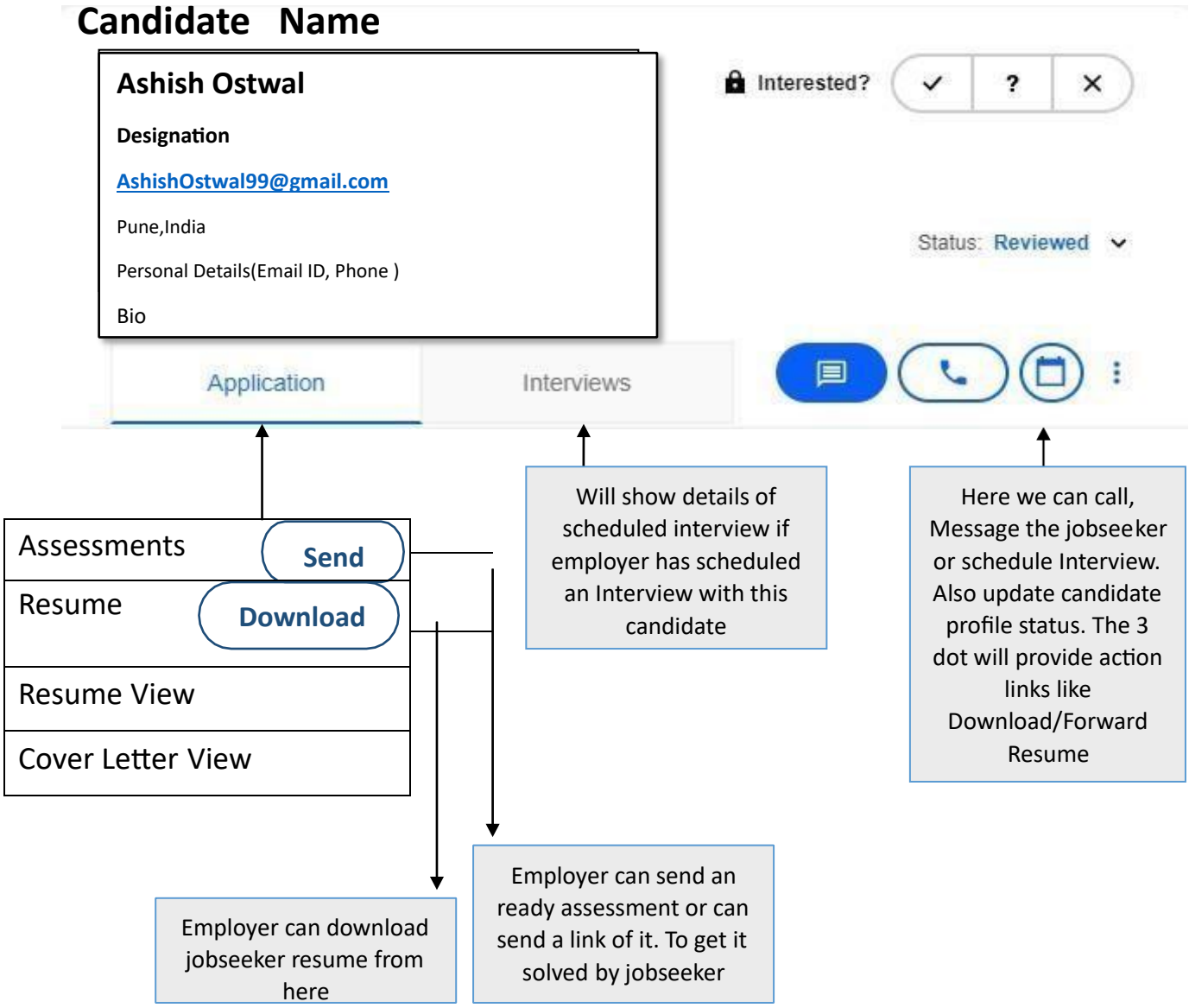
Recent Searches

Links To Recent Searches

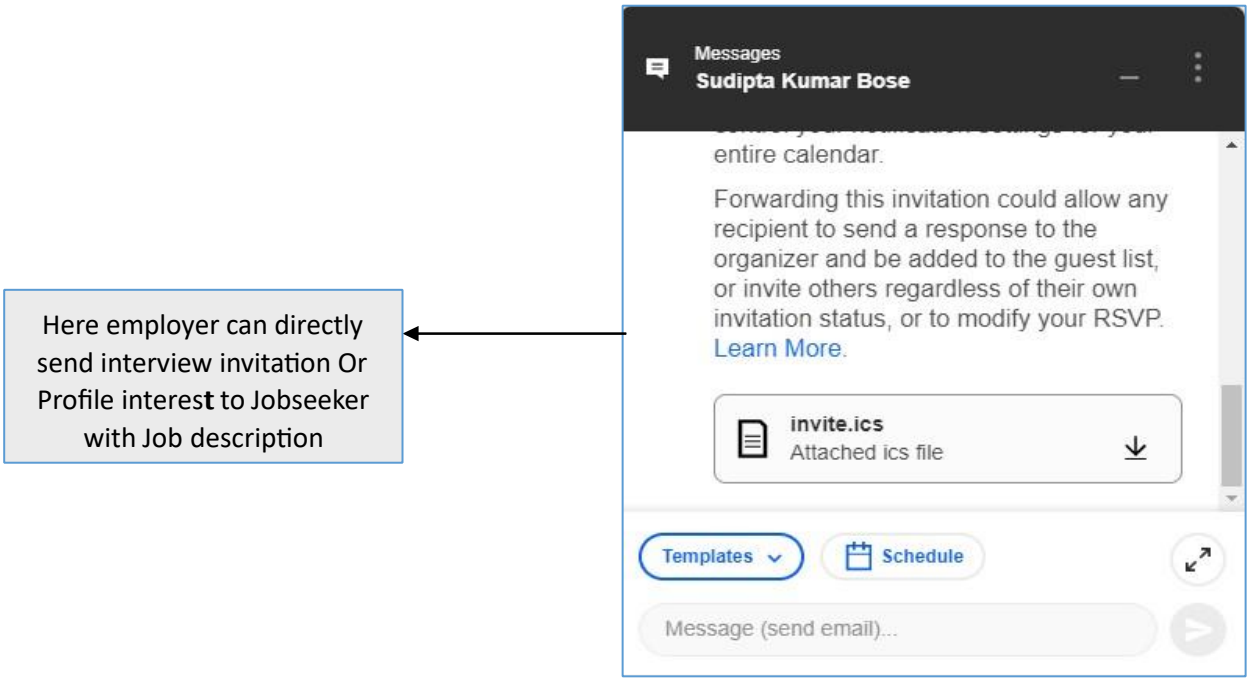
List of Filters (Click Apply to apply)	**(Jobseeker Preview)**
Distance	Jobseeker Name Location
Job Titles	Seeking Job Position
Experience	Experience
	Education (Degree)
Apply	

Link to his/ her profile

Candidate Profile



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



Sub Menu - Resume Alerts (Limited free)

What designation of Jobseekers

Location Dropdown

Set Alert

Additional Filters like: Companies, Field of study, Experience

Apply

A New Popup will appear

Resume Alert Table

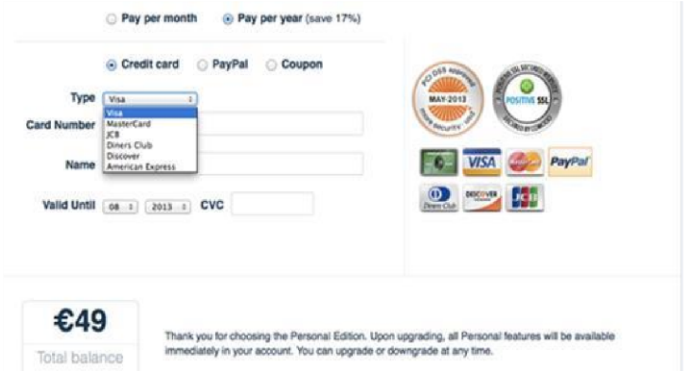
Choose Subscription

A	B	C
Free	1111	11111
1 Month	2 Months	3 Months
Subscribe	Subscribe	Subscribe

Enters in billing stage, after successful purchase

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

Alert created successfully we will send you notifications accordingly

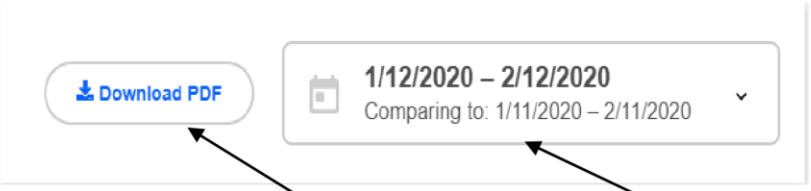


Billing stage

Dashboard	Find Resumes	Analytics			

Overview	Jobs	Campaigns	Resume Reports	Hiring Insights

Company Name



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

Overview	Jobs	Campaigns	Resume Reports	Hiring Insights

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

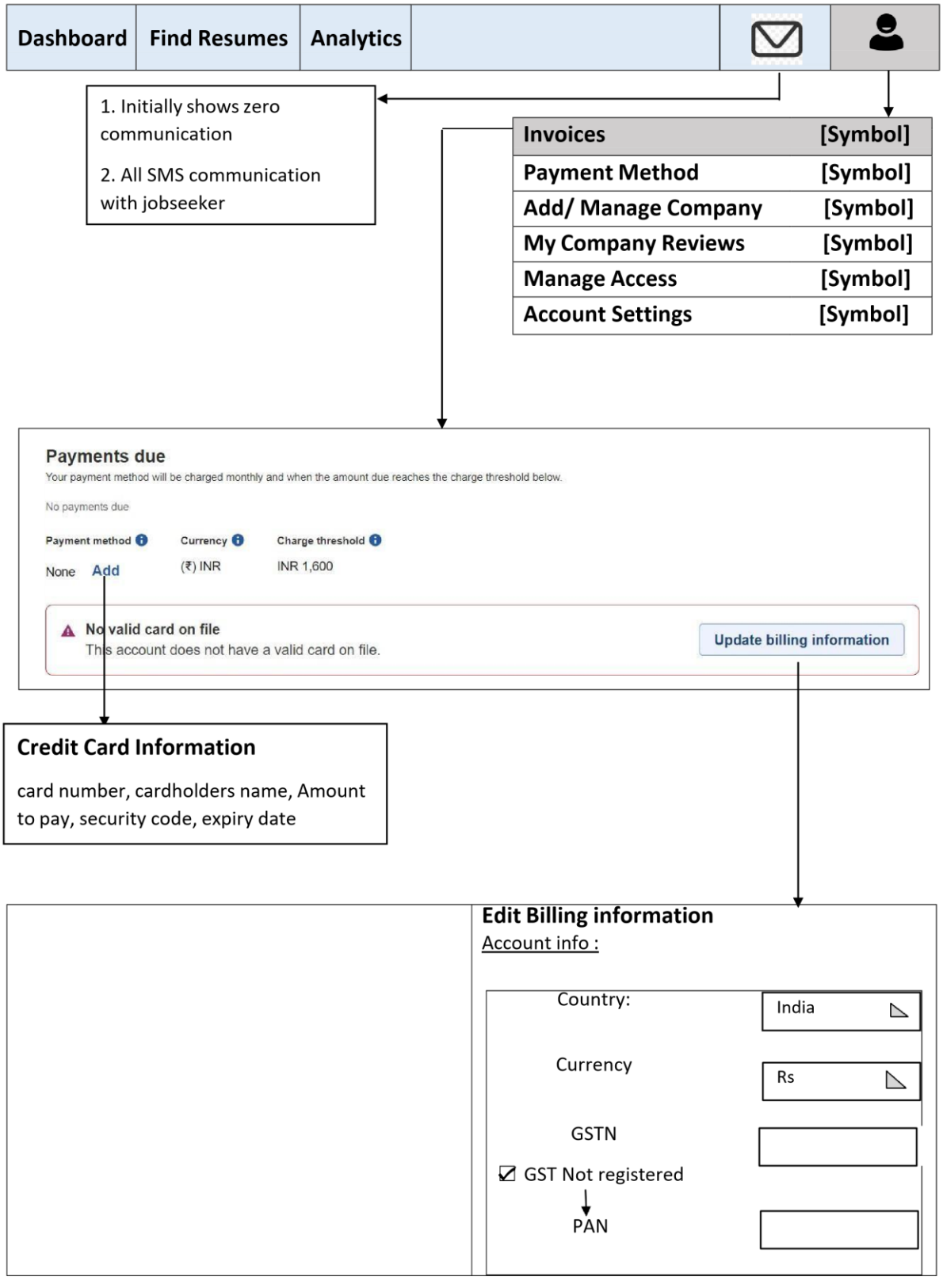
Searches Done	Profiles Viewed	Resumes Downloaded	Interest Sent	Hires	Positive Responses	Response Rate
Count	Count	Count	Count	Count	Count	Rate

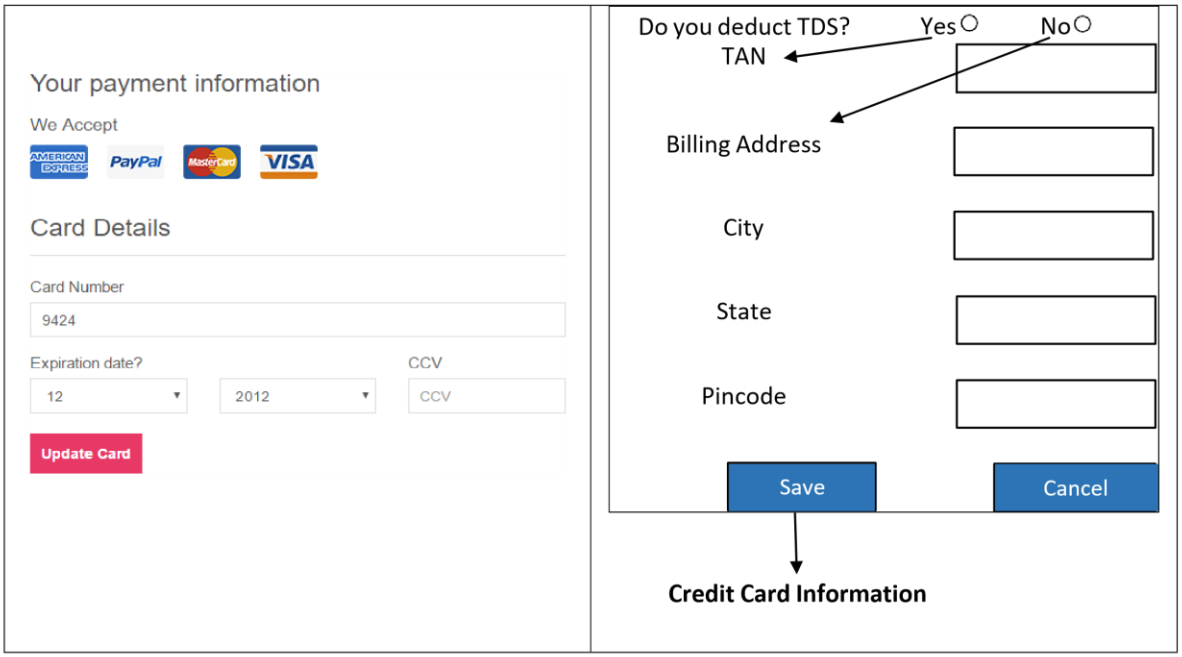
Overview	Jobs	Campaigns	Resume Reports	Hiring Insights

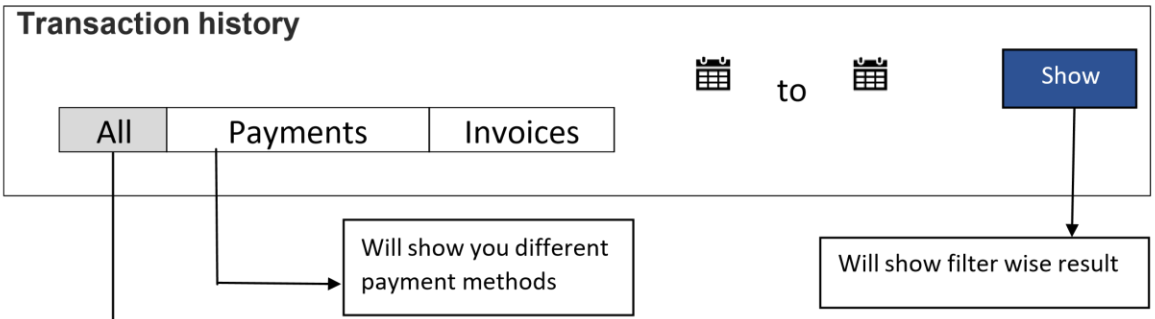
Export PDF

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


Dashboard
Find Resumes
Analytics
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





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

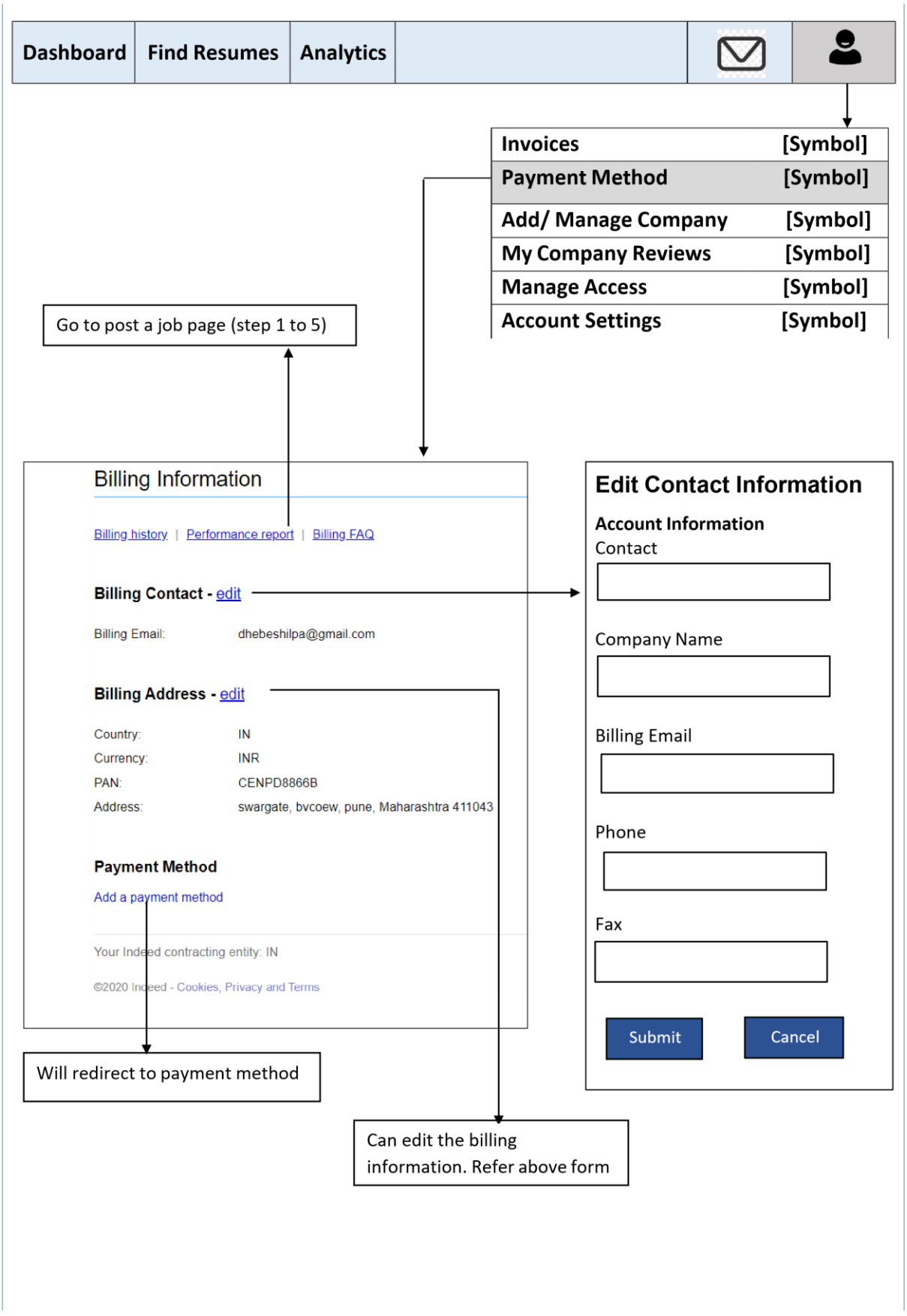
INVOICE

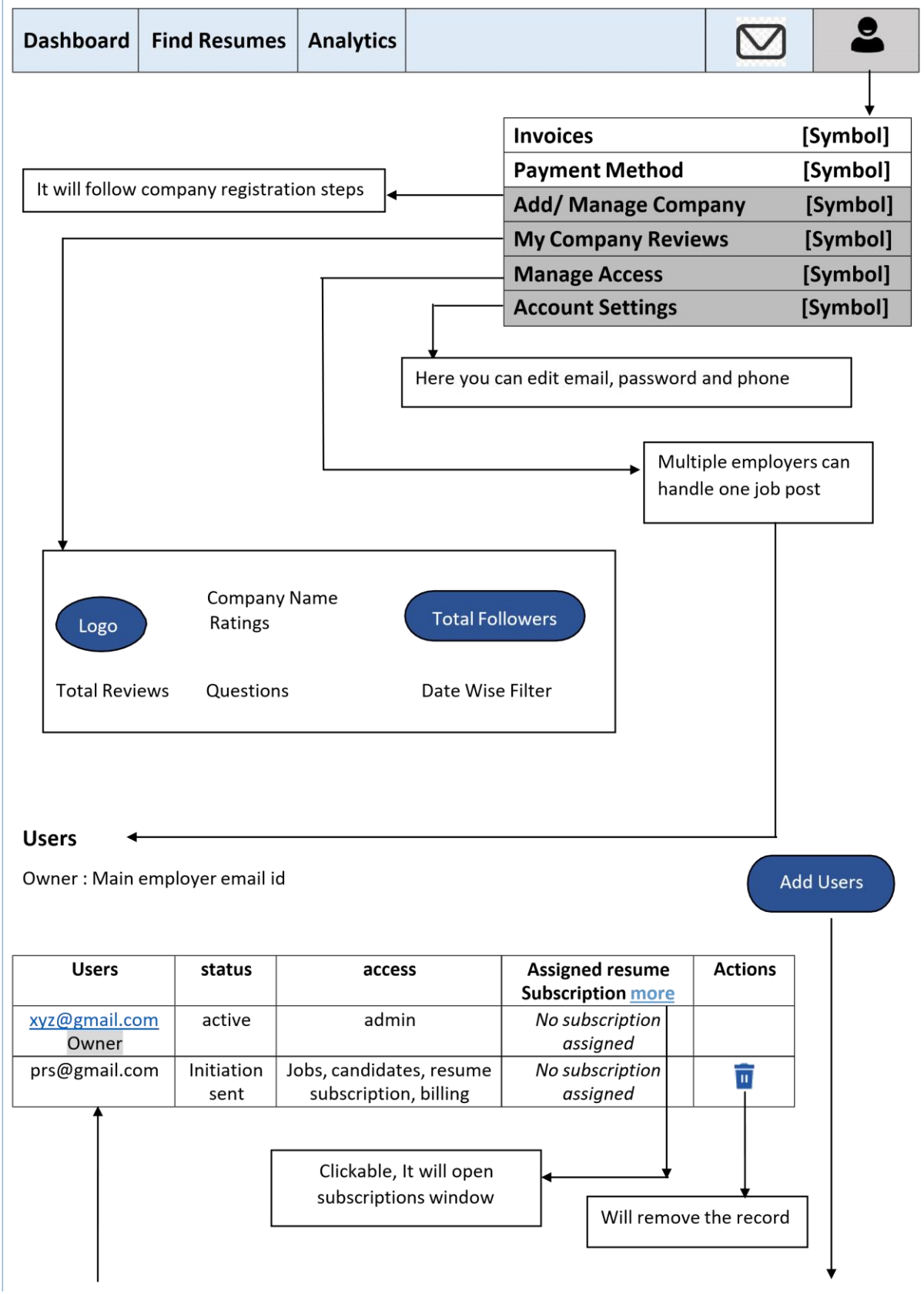
Excel PDF

Invoice no- Date

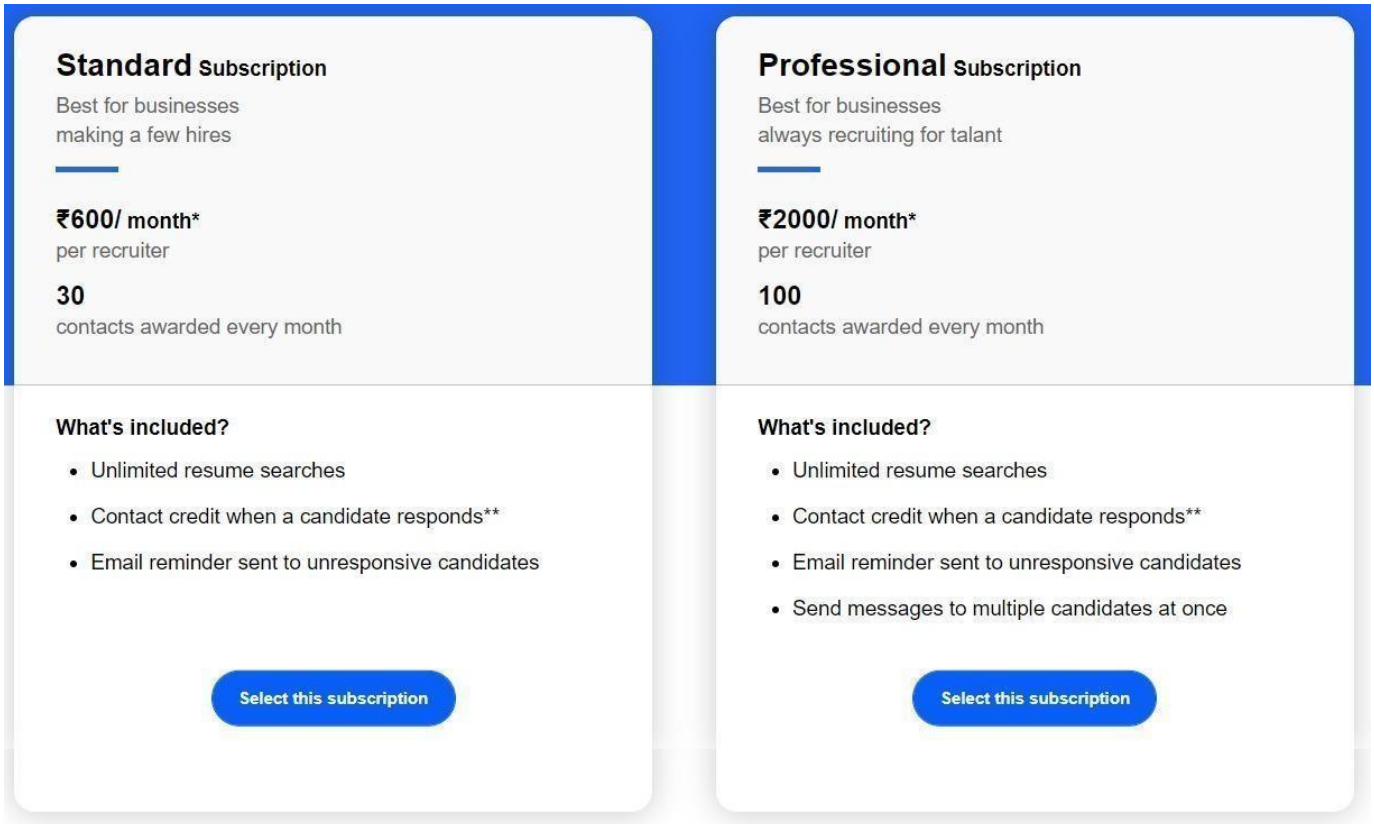
Bill To,
Name,
Company Name, Address, Email, Phone

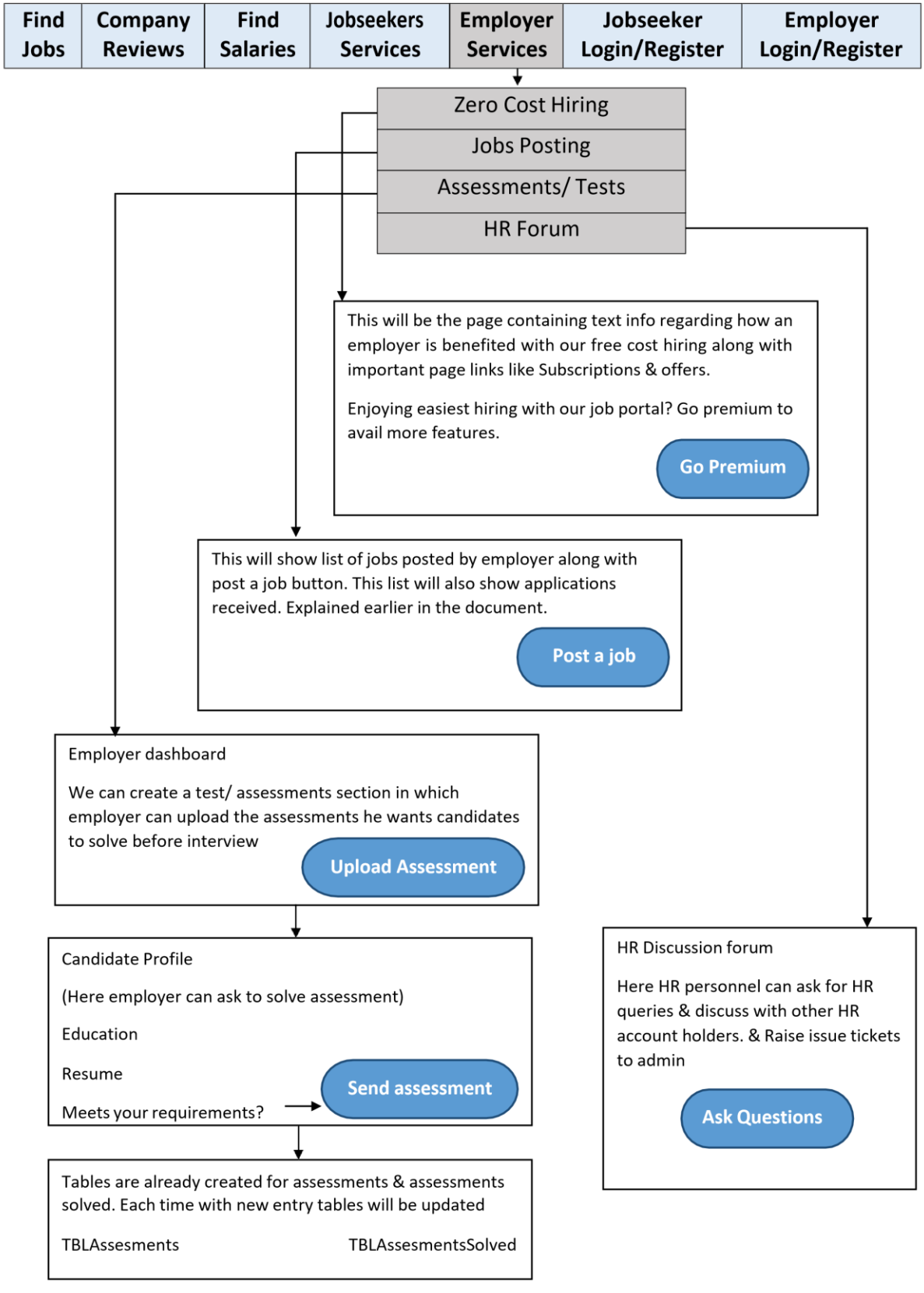
Description (Breakup of total amount like Actual amount, Tax, Service fee)


Dashboard
Find Resumes
Analytics
Invoices [Symbol]
Payment Method [Symbol]
Add/ Manage Company [Symbol]
My Company Reviews [Symbol]
Manage Access [Symbol]
Account Settings [Symbol]
Go to post a job page (step 1 to 5)
Billing Information
Billing history | Performance report | Billing FAQ
Billing Contact - edit
Billing Email: dhebeshilpa@gmail.com
Billing Address - edit
Country: IN
Currency: INR
PAN: CENPD8866B
Address: swargate, bvcoew, pune, Maharashtra 411043
Payment Method
Add a payment method
Your Indeed contracting entity: IN
©2020 Indeed - Cookies, Privacy and Terms
Edit Contact Information
Account Information
Contact
Company Name
Billing Email
Phone
Fax
Submit
Cancel
Will redirect to payment method
Can edit the billing information. Refer above form


Dashboard
Find Resumes
Analytics
Invoices [Symbol]
Payment Method [Symbol]
Add/ Manage Company [Symbol]
My Company Reviews [Symbol]
Manage Access [Symbol]
Account Settings [Symbol]
It will follow company registration steps
Here you can edit email, password and phone
Multiple employers can handle one job post
Logo
Company Name
Ratings
Total Followers
Total Reviews
Questions
Date Wise Filter
Users
Owner : Main employer email id
Add Users
Users
status
access
Assigned resume Subscription more
Actions
xyz@gmail.com Owner
active
admin
No subscription assigned
prs@gmail.com
Initiation sent
Jobs, candidates, resume subscription, billing
No subscription assigned
Clickable, It will open subscriptions window
Will remove the record

Sample Subscriptions Window




Find Jobs
Company Reviews
Find Salaries
Jobseekers Services
Employer Services
Jobseeker Login/Register
Employer Login/Register
Zero Cost Hiring
Jobs Posting
Assessments/ Tests
HR Forum
This will be the page containing text info regarding how an employer is benefited with our free cost hiring along with important page links like Subscriptions & offers.
Enjoying easiest hiring with our job portal? Go premium to avail more features.
Go Premium
This will show list of jobs posted by employer along with post a job button. This list will also show applications received. Explained earlier in the document.
Post a job
Employer dashboard
We can create a test/ assessments section in which employer can upload the assessments he wants candidates to solve before interview
Upload Assessment
Candidate Profile
(Here employer can ask to solve assessment)
Education
Resume
Meets your requirements?
Send assessment
Tables are already created for assessments & assessments solved. Each time with new entry tables will be updated
TBLAssesments
TBLAssesmentsSolved
HR Discussion forum
Here HR personnel can ask for HR queries & discuss with other HR account holders. & Raise issue tickets to admin
Ask Questions

Create Assessments/Test

Test Name:

Add Questions

Option 1

Option 2

Option 3

Option 4

Correct Answer

Clear

Add

Save