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| ALL USERS (TALENT AND CLIENT) | |
| Possible Questions | Appropriate Answer |
| Who is NXT, and what services do you provide? | NXT is a leading platform connecting jobseekers and businesses. We offer end-to-end workforce solutions. How can I assist you further? |
| What are the benefits of registering as a client on nxt.com.ph? | Registering as a client offers various benefits, including seamless talent connection and highest data security. Ready to sign up, or do you have specific questions? |
| Can I use my Google or Facebook account to sign in? | Absolutely! Click on 'Get Started,' choose Google or Facebook, and follow the prompts. Need more guidance on this? |
| How can I reset my password if I forget it? | No worries! Click 'Forgot Password' during login, and follow the steps sent to your email. Need assistance with anything else? |
| What details do I need to complete my company profile? | To complete your company profile, provide details like company name, size, industry, etc. Need a step-by-step guide, or do you have specific questions? |
| Is there a fee for posting jobs on NXT? | Good news! Our clients enjoy a FREE subscription. You can publish unlimited job postings. Any other questions or ready to post a job? |
| What types of job postings can I create on NXT? | You can post jobs for skilled professionals, fresh graduates, or experienced candidates. The platform caters to diverse hiring needs. |
| Can I search for specific skills or qualifications in candidates? | Absolutely! Utilize our search filters to find candidates based on skills, experience, and more. |
| Is there a limit to the number of job postings I can have? | With your FREEmium account, you can publish unlimited job postings for free. Ready to post a new job, or do you have specific requirements? |
| Is there a mobile app for accessing NXT services on the go? | Currently, we recommend accessing NXT through your browser for the best experience. Any other questions or mobile-related concerns? |
| What industries does NXT cater to in terms of job placements? | NXT caters to a wide range of industries. You can find opportunities in IT, healthcare, finance, and more. Need assistance in finding jobs in a specific industry? |
| What sets NXT apart from other job platforms? | NXT stands out for its user-friendly interface, SSO capabilities, and real-time application updates. The platform is designed for a seamless and rewarding job search experience. Anything specific you're interested in? |
| Can you tell me more about Acquiro, the company behind NXT? | Acquiro is the workforce solutions company behind NXT. We specialize in connecting top talents and businesses through our advanced tech platform. Any specific details you're interested in |
| What types of job opportunities are available on NXT, and in which industries? | NXT offers a wide range of job opportunities across various industries and career levels. Whether you're seeking opportunities in IT, healthcare, finance, or others, NXT has you covered. Any specific industry you're interested in? |
| Tell me more about the talent enablement resources for job seekers on NXT. | NXT provides resources, tools, and guidance for skill enhancement and career success. You can explore MeNXT Career Tips for the latest trends. Need assistance in accessing these resources? |
| Can job seekers customize their job search based on work arrangements, like remote or part-time? | Absolutely! Job seekers on NXT have the flexibility to customize their job search based on preferences such as full-time, part-time, remote, and flexible work arrangements. |
| What measures does NXT have in place to prioritize user security and privacy? | NXT prioritizes user security and privacy with robust data protection measures. Your information is treated with the utmost care. |
| Are there any fees associated with using NXT for employers or job seekers? | Good news! NXT offers a seamless experience for both employers and job seekers with no associated fees. You can enjoy the benefits without any cost. Anything else you'd like to clarify? |
| Can I browse job opportunities on NXT without creating an account? | While some features are available without an account, creating one offers a more personalized experience. You can explore a wider range of opportunities, save preferences, and receive real-time updates on your applications. |
| As an employer, can I post job opportunities without any charges on NXT? | Yes, good news! Employers can post job opportunities on NXT for free. We aim to provide a seamless experience for both job seekers and employers without any associated charges. |
| Applicant Tracking System |  |
| What’s the Applicant Tracking System (ATS) of NXT? | It is an NXT feature that enables businesses and organizations to manage their recruitment process more effectively. It serves as a centralized hub for handling job applications, resumes, candidate data, and hiring-related communications. |
| Subscription |  |
| Are their subscriptions inside the platform? | Indeed, the ATS is here to supercharge your recruitment game with our subscription plans. It's like having a secret weapon to streamline your process and find the best talent out there. |
| How can you subscribe to ATS? | To dive into the world of ATS excellence, the first step is for our valued clients to subscribe to NXT. Once you're in, you can easily add the ATS subscription as an extra feature. It's all about making your recruitment journey seamlessly powerful. |
| What are the pros of having an ATS subscription? | 1. Centralized Applicant Management 2. Job Post Progress Tracking 3. Efficient Workflow 4. Customizable Status Updates 5. User-Friendly Interface |
| Are their different packages for Subscriptions? | Absolutely! The ATS takes customization seriously. We offer a range of subscription packages, each packed with distinct features and limits. It's about tailoring your experience to fit your unique recruitment needs. Explore the options and find the perfect match for your hiring journey. |
| What are the perks of a FREEnium Subscription? | The Freemium plan is our starting point, offering 3 job postings completely free of charge. It's a fantastic way to get started without breaking the bank. |
| What are the perks of a Premium Subscription? | The Premium plan is where things really start to get exciting! For just P1,000, you get unlimited job postings, opening a world of possibilities for your recruitment needs. And guess what? You can still jazz it up with some awesome add-ons for additional features! |
| What are the perks of a Premium+ Subscription? | The Premium+ plan takes things up a notch by offering unlimited job postings with ATS for just P2,000. It's like having your very own recruitment powerhouse at your fingertips. And yes, you can still deck it out with add-ons for even more amazing features! |
| What are the perks of an Elite Subscription? | Welcome to the big leagues with our Elite plan! For P3,000, you get unlimited job postings with ATS and AI, giving you the ultimate edge in recruitment. It's the VIP treatment for your hiring needs, with all the bells and whistles included. |
| Can you customize your subscriptions? | No, clients have fixed subscription plans. But don't worry, we have add-ons that are sure to cater on what you need. |
| Can you upgrade subscription? | While we believe in making decisions easy, once you've picked your plan, we keep it simple. You can't upgrade directly, but fear not! You can always spruce up your plan with some awesome add-ons. |
| Can you downgrade Subscription? | Yup, it's in the cards. If you ever feel the need to adjust, downgrading is on the table. Just keep in mind, the previous subscription needs to take a bow before the downgrade dance begins. |
| Can you cancel Subscription? | As per NXT rules you cancel existing subscriptions. Once a client has been subscribed, they'll be able to enjoy the perks for a month. Used or unused, the expiration timer still continues until the date of expiration. |
| Can you Renew Subscription? | Yes, Good news! If you are loving the perks, renewing your subscription is a breeze. Keep the momentum going and continue reaping the benefits. |
| does NXT allow subscription trial? | Sorry, no free trial here! But hey, with our amazing plans and additional days as a gift for subscribers, you'll feel like you're getting a trial every day! |
| What payment methods are accepted in subscriptions? | Paying for your NXT subscription is a breeze! We offer a simple and secure payment method through bank deposit. Once you've selected your desired plan and any add-ons, you'll receive instructions on how to make the payment via bank deposit. Just follow the steps provided, and you'll be all set to enjoy the perks of your chosen subscription plan. If you have any questions or need assistance with the payment process, our support team is always here to help. |
| Is there an auto-renewal feature for subscriptions? | We like to keep things in your hands, so auto-renew isn't on the table. We believe you should have the control to decide what's best for you. |
| Can users switch between subscription packages at any time? | While we believe in making decisions easy, once you've picked your plan, we keep it simple. You can't switch directly, but fear not! You can always spruce up your plan with some awesome add-ons. |
| Are there any discounts or promotions available for subscriptions? | Yes, periodic discounts or promotions may be available but for now NXT offers a 7-day subscription plan increase when you subscribe to any plans offered. |
| ATS Client Registration |  |
| Can u register with an existing Client? | No, registration with an existing client is not supported. Each client needs a unique registration. But don't worry, it's easy-peasy to get your unique registration done. |
| Can u choose to register without an existing Client? | Yup, absolutely! If you're new to the scene, you can totally sign up without needing to buddy up with an existing client. It's your ticket to joining the NXT crew hassle-free. |
| What information is required for client registration? | Your Email Address: So, we can stay in touch and keep you updated.  Password: Choose a secure one to keep your account safe.  Accepting Privacy Policy and Terms and Conditions: Just a heads-up, we take privacy seriously. Take a moment to check those off.  How did you Learn about NXT: We're curious! Let us know how you found out about us. Your feedback helps us improve. |
| Are there different levels of access for clients within the ATS? | As of now, the details regarding different levels of access for clients within the ATS (Applicant Tracking System) of NXT are yet to be determined (TBD). The system is currently in the development or planning stage, and the specific roles and permissions for clients are under consideration. The access levels for clients will be carefully designed to align with the diverse needs and responsibilities of users within the recruitment process. |
| Can a user be associated with multiple clients? | Just to keep things streamlined, each user is linked with a single client. It's like having your designated spot in the NXT family. |
| How is client information managed and updated in the system? | Easy peasy! Clients hold the reins. They can effortlessly manage and update their information by heading to the company profile within the system. It's your company's space, after all! |
| PRIVACY AND POLICY |  |
| What is the primary goal of NXT - New eXperiences Today by Acquiro Solutions and Tech Inc.? | NXT aims to facilitate job hunting for seekers and talent search for recruiters and companies, streamlining the process with innovative technology and user-friendly interface. |
| What is the role of Acquiro Solutions and Tech Inc., and its affiliates, in terms of privacy protection? | Acquiro Solutions and Tech Inc., along with its affiliates, are committed to upholding users' privacy rights and adhering to the provisions outlined in the Data Privacy Act of 2012 and its implementing rules and regulations. |
| How does NXT differentiate itself as a job search platform? | NXT distinguishes itself by serving as a platform connecting job seekers and businesses, providing seamless job search experiences through technological innovation and a user-friendly interface. |
| What types of Personal Information are gathered from Registered Users? | Registered Users' Personal Information includes General Data, Contact Data, Background Data, Usage and Device Data, Third-Party Data, and Location Data, collected based on their interactions with the platform. |
| What methods are utilized to collect Personal Information from Registered Users? | Personal Information is collected directly from Registered Users during account registration, and indirectly through third-party logins like Google or Facebook, and online activities, ensuring a comprehensive data collection process. |
| How does NXT ensure the security of Personal Information? | NXT implements stringent measures to protect Personal Information from misuse, interference, loss, and unauthorized access, including secure storage on servers and adherence to industry-standard security protocols. |
| What are the primary purposes of collecting Personal Information? | The purposes of collecting Personal Information include providing products and services, improving user experience, marketing and communication, conducting surveys and research, and facilitating business operations. |
| What are the implications if Personal Information cannot be obtained? | Failure to provide Personal Information may result in the inability to access certain products or services, as well as potential breaches of legal obligations for both users and the company. |
| How are Cookies and Usage and Device Data utilized by NXT? | Cookies are used to enhance browsing experience and analyze user preferences, while Usage and Device Data are utilized for analytics and personalization of content and advertisements, ensuring a tailored user experience. |
| With whom is Personal Information shared by NXT? | Personal Information may be shared with entities within the Asticom Group, Employers, third-party Service Providers and Partners, government authorities, and in mergers or acquisitions, among others. |
| What is the retention policy for Personal Information? | Personal Information is retained for necessary purposes, legal obligations, or until deletion requests are made, ensuring compliance with privacy laws and user preferences. |
| What rights do users have concerning their Personal Information? | Users have rights to access, correct, or delete their Personal Information, as well as the right to make specific requests regarding its handling and processing, ensuring control and transparency over their data. |
| How frequently is the Privacy Policy updated by NXT? | The Privacy Policy may be amended periodically, with updates communicated through their websites, advising users to review the policy regularly to stay informed about any changes. |
| What is the significance of the Data Privacy Act of 2012 in the context of user privacy? | The Data Privacy Act of 2012 plays a crucial role in safeguarding user privacy rights by regulating the collection, use, disclosure, and storage of Personal Information, ensuring accountability and protection against data misuse. |
| How does NXT ensure compliance with the Data Privacy Act of 2012? | NXT ensures compliance with the Data Privacy Act of 2012 by implementing policies and practices that align with its provisions, including secure data handling, user consent mechanisms, and transparent privacy policies. |
| What are the consequences of non-compliance with the Data Privacy Act of 2012 for NXT? | Non-compliance with the Data Privacy Act of 2012 may result in legal ramifications, including fines, penalties, and reputational damage, underscoring the importance of adhering to privacy regulations and maintaining user trust. |
| How does NXT handle Personal Information during the job application process? | During the job application process, NXT acts as a data processor for Talent's Personal Information, collecting and processing data on behalf of the Employer, ensuring compliance with privacy laws and protecting user data throughout the process. |
| What are the different types of Personal Information collected from Registered Users? | Registered Users' Personal Information encompasses General Data, Contact Data, Background Data, Usage and Device Data, Third-Party Data, and Location Data, ensuring comprehensive data collection to meet various user needs and preferences. |
| What measures are in place to prevent unauthorized access to Personal Information? | NXT implements robust security measures to prevent unauthorized access to Personal Information, including encryption, access controls, and regular security audits, ensuring the confidentiality and integrity of user data. |
| How does NXT ensure transparency in its handling of Personal Information? | NXT ensures transparency by providing clear and comprehensive Privacy Policies, obtaining user consent for data processing activities, and offering mechanisms for users to access, correct, or delete their Personal Information as needed. |
| What steps does NXT take to address user concerns regarding their privacy? | NXT addresses user concerns by providing avenues for users to contact their Data Protection Officer, offering privacy controls and preferences, and regularly updating users on changes to their Privacy Policy and data handling practices. |
| What are the user rights regarding the deletion of their Personal Information? | Users have the right to request the deletion of their Personal Information, and NXT takes reasonable steps to comply with such requests, ensuring the removal of data as required by applicable privacy laws and regulations. |
| How does NXT ensure the lawful processing of Personal Information? | NXT ensures lawful processing of Personal Information by obtaining user consent, limiting data collection to relevant purposes, implementing data protection measures, and complying with applicable privacy laws and regulations. |
| What measures are taken to protect the confidentiality of Personal Information? | Measures to protect confidentiality include encryption, access controls, employee training on data security, and regular security assessments, ensuring that Personal Information remains secure and protected from unauthorized access or disclosure. |
| How does NXT inform users about changes to its Privacy Policy? | NXT communicates changes to its Privacy Policy through its websites, notifying users of updates and providing an opportunity to review the revised policy, ensuring transparency and user awareness regarding changes in data handling practices. |
| What are the implications of third-party data collection for user privacy? | Third-party data collection may pose risks to user privacy if not managed properly, including unauthorized access, data breaches, and loss of control over Personal Information, underscoring the importance of transparency and consent in data sharing. |
| How does NXT ensure that third-party data collection adheres to privacy regulations? | NXT ensures compliance with privacy regulations by vetting third-party partners, implementing data protection agreements, and providing users with information on third-party data sharing practices, ensuring transparency and user control over data sharing. |
| What mechanisms are in place to address user inquiries or complaints about privacy? | NXT provides channels for users to submit inquiries or complaints regarding privacy, including contact forms, email addresses, and dedicated support channels, ensuring prompt responses and resolution of privacy-related concerns. |
| How does NXT handle user consent for the processing of Personal Information? | NXT obtains user consent for processing Personal Information through clear and affirmative actions, such as checkbox consent forms or cookie banners, ensuring that users have control over how their data is collected, used, and shared. |
| What steps does NXT take to protect Personal Information during data transfers? | NXT employs encryption, secure data transmission protocols, and data protection agreements when transferring Personal Information, ensuring that data remains secure and protected during transit and compliant with privacy regulations. |
| How does NXT ensure that Personal Information is accurate and up-to-date? | NXT allows users to review and update their Personal Information through account settings or by contacting customer support, ensuring that data accuracy is maintained and reflecting users' current preferences and circumstances. |
| What are the limitations on the use of Personal Information by NXT? | NXT limits the use of Personal Information to specified purposes outlined in its Privacy Policy, ensuring that data is not used for unauthorized or incompatible purposes and respecting user preferences and privacy rights. |
| How does NXT ensure the integrity and confidentiality of Personal Information? | NXT ensures data integrity and confidentiality through access controls, encryption, regular audits, and employee training on data security best practices, safeguarding Personal Information from unauthorized access, alteration, or disclosure. |
| What measures does NXT take to secure Personal Information against data breaches? | NXT implements measures such as encryption, access controls, intrusion detection systems, and regular security assessments to protect Personal Information against data breaches and unauthorized access, ensuring data integrity and user trust. |
| How does NXT handle requests for access to Personal Information? | NXT provides mechanisms for users to request access to their Personal Information, such as through account settings or by contacting customer support, ensuring transparency and user control over their data. |
| What steps does NXT take to ensure the lawful processing of Personal Information for marketing purposes? | NXT ensures lawful processing of Personal Information for marketing by obtaining user consent, providing opt-out mechanisms, and complying with relevant marketing laws and regulations, respecting user preferences and privacy rights. |
| How does NXT notify users of changes to its Privacy Policy? | NXT notifies users of changes to its Privacy Policy through email notifications, website banners, or pop-up messages, ensuring that users are informed about updates and have the opportunity to review and understand revised data handling practices. |
| What are the consequences of non-compliance with the Privacy Policy for NXT? | Non-compliance with the Privacy Policy may result in legal consequences, reputational damage, loss of user trust, and financial penalties, highlighting the importance of adherence to privacy regulations and maintaining transparency in data handling. |
| How does NXT ensure the secure storage of Personal Information? | NXT stores Personal Information on secure servers with access controls, encryption, and regular security audits, ensuring that data is protected against unauthorized access, loss, or disclosure, and compliant with privacy laws and regulations. |
| What steps does NXT take to minimize the risk of unauthorized access to Personal Information? | NXT minimizes the risk of unauthorized access by implementing access controls, encryption, multi-factor authentication, and regular security assessments, ensuring that only authorized personnel can access and handle Personal Information. |
| How does NXT ensure transparency in its data handling practices? | NXT ensures transparency by providing clear and accessible Privacy Policies, informing users about data collection, use, and sharing practices, and obtaining user consent for processing Personal Information, fostering trust and accountability. |
| What measures does NXT take to protect Personal Information from unauthorized disclosure? | NXT takes measures such as encryption, access controls, employee training, and data protection agreements to prevent unauthorized disclosure of Personal Information, ensuring confidentiality and compliance with privacy regulations. |
| How does NXT verify the accuracy of Personal Information collected from users? | NXT verifies the accuracy of Personal Information through user authentication processes, validation checks, and periodic data audits, ensuring that data integrity is maintained and reflecting users' current and accurate information. |
| What steps does NXT take to ensure the lawful processing of Personal Information for research purposes? | NXT ensures lawful processing of Personal Information for research purposes by obtaining user consent, anonymizing data where possible, and complying with relevant research ethics and privacy regulations, respecting user privacy rights and preferences. |
| How does NXT handle user requests to correct inaccuracies in their Personal Information? | NXT allows users to request corrections to their Personal Information through account settings or by contacting customer support, ensuring that data accuracy is maintained and reflecting users' current preferences and circumstances. |
| What measures does NXT take to protect Personal Information during its lifecycle? | NXT protects Personal Information throughout its lifecycle by implementing security controls, encryption, access restrictions, and data retention policies, ensuring that data is secure, compliant with privacy regulations, and used responsibly. |
| How does NXT ensure the secure transmission of Personal Information over the internet? | NXT uses encryption, secure protocols (such as HTTPS), and virtual private networks (VPNs) to secure the transmission of Personal Information over the internet, ensuring confidentiality and integrity during data transfer and compliance with privacy standards. |
| What steps does NXT take to address user concerns or complaints about data privacy? | NXT addresses user concerns or complaints about data privacy by providing accessible channels for communication, prompt responses to inquiries, and resolution of privacy issues in accordance with applicable laws and regulations, prioritizing user trust and satisfaction. |
| How does NXT ensure compliance with international privacy standards and regulations? | NXT ensures compliance with international privacy standards and regulations by conducting regular assessments, updating policies and practices, and collaborating with legal experts to stay informed about evolving privacy requirements, fostering a culture of privacy and trust. |
| What measures does NXT employ to ensure the accuracy and completeness of Personal Information collected from users? | NXT employs validation checks, data verification processes, and user authentication mechanisms to ensure the accuracy and completeness of Personal Information, enhancing data integrity and reliability. |
| How does NXT handle requests from users to restrict the processing of their Personal Information? | NXT allows users to request restrictions on the processing of their Personal Information, such as limiting data usage or sharing, and takes appropriate measures to comply with such requests, respecting user preferences and privacy rights. |
| What procedures does NXT have in place to respond to data breaches and mitigate their impact on user privacy? | NXT has established incident response protocols, including notification procedures, data breach assessments, and remediation measures, to promptly address data breaches and minimize their impact on user privacy, ensuring swift and effective incident management. |
| How does NXT ensure that its third-party service providers adhere to the same privacy standards and practices? | NXT implements contractual agreements, audits, and due diligence processes to ensure that third-party service providers comply with the same privacy standards and practices as outlined in NXT's Privacy Policy, minimizing risks associated with data outsourcing. |
| What mechanisms does NXT employ to obtain explicit consent from users for the processing of sensitive Personal Information? | NXT utilizes explicit consent mechanisms, such as separate checkboxes or specific consent language, to obtain user consent for the processing of sensitive Personal Information, ensuring transparency and compliance with privacy regulations. |
| How does NXT handle data access requests from regulatory authorities or law enforcement agencies? | NXT follows established procedures for handling data access requests from regulatory authorities or law enforcement agencies, including verifying the legitimacy of requests and disclosing Personal Information as required by law, while also protecting user privacy rights. |
| What measures does NXT take to ensure that Personal Information transferred to international entities is adequately protected? | NXT implements data transfer mechanisms such as standard contractual clauses, binding corporate rules, or adequacy decisions to ensure that Personal Information transferred to international entities receives adequate protection, in compliance with relevant privacy laws. |
| How does NXT ensure that its data processing activities are transparent and understandable to users? | NXT provides clear and concise information about its data processing activities in its Privacy Policy, terms of service, and other relevant documents, using plain language and accessible formats to enhance user understanding and promote transparency in data handling. |
| What steps does NXT take to regularly assess and update its data protection measures in response to evolving privacy risks? | NXT conducts regular privacy risk assessments, vulnerability scans, and security audits to identify potential threats and vulnerabilities, and updates its data protection measures accordingly to mitigate risks and adapt to changing privacy landscapes. |
| How does NXT facilitate user control over their Personal Information, such as enabling users to opt out of certain data processing activities? | NXT provides user-friendly privacy controls and preferences in account settings or privacy settings, allowing users to opt out of specific data processing activities or adjust their privacy preferences according to their preferences and comfort levels. |
| What measures does NXT implement to ensure that Personal Information stored in backups or archives remains secure and protected? | NXT applies encryption, access controls, and retention policies to backups and archives containing Personal Information, ensuring that data stored in such repositories remains secure, compliant with privacy regulations, and accessible only to authorized personnel. |
| How does NXT handle requests from users to transfer their Personal Information to third parties or other service providers? | NXT processes user requests for data portability or transfer in accordance with applicable privacy laws, facilitating the secure and compliant transfer of Personal Information to third parties or other service providers as requested by users, while safeguarding data integrity and confidentiality. |
| What measures does NXT employ to ensure that Personal Information collected from minors is processed with appropriate safeguards? | NXT implements age verification mechanisms, parental consent requirements, and age-appropriate privacy settings to ensure that Personal Information collected from minors is processed with appropriate safeguards, in compliance with child privacy laws and regulations. |
| How does NXT ensure that Personal Information is securely disposed of when it is no longer needed for its intended purposes? | NXT employs data disposal procedures such as data shredding, permanent deletion, or secure data wiping to ensure that Personal Information is securely disposed of when it is no longer needed, minimizing the risk of unauthorized access or disclosure and complying with data retention and disposal requirements. |
| What measures does NXT take to monitor and audit access to Personal Information by its employees and authorized personnel? | NXT implements access logging, monitoring tools, and audit trails to track and review access to Personal Information by employees and authorized personnel, ensuring accountability, detecting and investigating unauthorized access attempts, and maintaining an audit trail for compliance and security purposes. |
| How does NXT handle requests from users to withdraw their consent for the processing of their Personal Information? | NXT facilitates user requests to withdraw consent for data processing by providing clear and accessible mechanisms for consent withdrawal, promptly ceasing the processing of Personal Information based on withdrawn consent, and updating user preferences and settings accordingly to reflect the changes in data processing permissions. |
| What measures does NXT employ to ensure the accuracy and integrity of Personal Information shared with third-party partners? | NXT implements data accuracy checks, data validation processes, and quality assurance measures to ensure the accuracy and integrity of Personal Information shared with third-party partners, conducting due diligence assessments, and providing clear guidelines and requirements for data sharing to maintain data quality and reliability in external collaborations. |
| How does NXT handle requests from users to restrict the processing of their Personal Information for marketing or advertising purposes? | NXT respects user preferences regarding the processing of Personal Information for marketing or advertising purposes by providing opt-out mechanisms, allowing users to request restrictions on such processing, and promptly complying with such requests to ensure that Personal Information is processed in line with user preferences and privacy rights. |
| What measures does NXT employ to ensure that Personal Information collected from users is used only for lawful and legitimate purposes? | NXT establishes clear data usage policies, conducts regular compliance assessments, and provides training to personnel handling Personal Information to ensure that data is used only for lawful and legitimate purposes, preventing unauthorized or inappropriate data processing and promoting responsible data handling practices throughout the organization. |
| How does NXT verify the identity of individuals making requests to access or modify their Personal Information? | NXT employs identity verification processes such as multi-factor authentication, verification codes, or identity documents to verify the identity of individuals making requests to access or modify their Personal Information, preventing unauthorized access or modifications and ensuring that requests are legitimate and made by authorized users. |
| What measures does NXT implement to ensure that Personal Information is processed fairly and transparently in accordance with privacy laws? | NXT conducts privacy impact assessments, fairness evaluations, and compliance reviews to ensure that Personal Information is processed fairly and transparently in accordance with privacy laws, assessing potential risks, and mitigating measures to protect user privacy rights and interests in data processing activities. |
| How does NXT handle requests from users to transfer their Personal Information to other jurisdictions or countries? | NXT facilitates the transfer of Personal Information to other jurisdictions or countries in compliance with applicable data protection laws, providing appropriate safeguards such as data transfer agreements, standard contractual clauses, or obtaining user consent for international transfers to ensure that data is adequately protected during transit and in accordance with privacy regulations. |
| What measures does NXT employ to ensure that Personal Information stored in cloud-based systems or services remains secure and protected? | NXT selects reputable cloud service providers, implements encryption, access controls, and data protection measures, and conducts regular security assessments to ensure that Personal Information stored in cloud-based systems or services remains secure and protected from unauthorized access, loss, or disclosure, maintaining compliance with privacy regulations and industry standards. |
| How does NXT handle requests from users to rectify inaccuracies or incomplete information in their Personal Information? | NXT provides accessible channels for users to submit requests for rectifying inaccuracies or incomplete information in their Personal Information, promptly reviewing and updating data as necessary, and notifying users of the changes made to ensure data accuracy and integrity in compliance with user rights and privacy regulations. |
| How does NXT handle requests from users to delete their Personal Information permanently from the system? | NXT enables users to request deletion of their data through account settings or customer support. Upon verification, NXT permanently deletes the data from its systems, ensuring user control over their data. |
| What measures does NXT take to ensure that Personal Information is collected only for specified, explicit, and legitimate purposes? | NXT strictly adheres to collecting Personal Information for specified, explicit, and legitimate purposes, communicating these purposes clearly to users. It limits data collection to what is necessary, ensuring compliance. |
| How does NXT ensure that Personal Information is not retained longer than necessary for the fulfillment of its purposes? | NXT implements data retention policies based on necessity and legal requirements, regularly reviewing and deleting data when it's no longer needed, minimizing the risk of misuse and adhering to privacy laws. |
| What mechanisms does NXT employ to ensure that Personal Information is accurate, complete, and up-to-date? | NXT maintains data accuracy through user updates, validation checks, and supplementation with reliable third-party sources, ensuring completeness and currency. |
| How does NXT handle requests from users to restrict the processing of their Personal Information in certain circumstances? | NXT allows users to request processing restrictions through account settings or support channels, evaluating requests and applying restrictions where appropriate, respecting user privacy rights and legal obligations. |
| What steps does NXT take to ensure that Personal Information is protected against accidental loss or destruction? | NXT implements data protection measures like backups, encryption, and access controls to prevent accidental loss or destruction, ensuring data availability and integrity in case of unforeseen events. |
| How does NXT inform users about the potential risks associated with the processing of their Personal Information? | NXT educates users about potential risks through its Privacy Policy and notices, empowering them to make informed decisions about data sharing. |
| What procedures does NXT have in place to address data breaches and mitigate their impact on user privacy? | NXT responds swiftly to data breaches by investigating the scope and nature of the incident, notifying affected parties, and implementing measures to mitigate harm, prioritizing transparency and user support. |
| How does NXT ensure that Personal Information is processed in a manner that ensures appropriate security and confidentiality? | NXT prioritizes security through encryption, access controls, and regular audits, ensuring confidentiality and integrity in data processing, minimizing the risk of unauthorized access or disclosure. |
| What measures does NXT implement to ensure that Personal Information is only accessible to authorized individuals? | NXT employs access controls, authentication mechanisms, and monitoring to limit access to authorized personnel, preventing unauthorized access and protecting user privacy. |
| How does NXT ensure that its employees and contractors understand their responsibilities regarding the protection of Personal Information? | NXT provides comprehensive training and communication to employees and contractors, ensuring understanding and adherence to data protection responsibilities, fostering a culture of privacy awareness and compliance. |
| What measures does NXT employ to ensure that third-party vendors and partners comply with its privacy standards and requirements? | NXT conducts due diligence assessments, requires data protection agreements, and monitors compliance of third-party vendors, mitigating risks and ensuring alignment with privacy standards and regulatory obligations. |
| How does NXT ensure that Personal Information collected from children or minors is handled with extra care and protection? | NXT implements special safeguards, such as parental consent and age-appropriate notices, and limits data collection from children to necessary purposes, ensuring compliance with legal requirements and safeguarding minors' privacy. |
| What procedures does NXT follow when handling requests from users to access their Personal Information? | NXT follows established procedures to handle user access requests promptly and transparently, verifying identities and providing requested information in a clear format, respecting user privacy rights and promoting transparency. |
| How does NXT ensure that Personal Information transferred to other countries or jurisdictions is adequately protected? | NXT ensures adequacy of data transfers through mechanisms like data transfer agreements and compliance with recognized data protection frameworks, safeguarding data integrity and privacy across international boundaries. |
| What mechanisms does NXT have in place to obtain consent from users for the processing of their Personal Information? | NXT obtains clear and affirmative consent through opt-in mechanisms, separate from other terms, allowing users to withdraw consent at any time, ensuring that data processing aligns with user preferences and regulatory requirements. |
| How does NXT ensure that users are informed about their rights regarding the processing of their Personal Information? | NXT informs users about their rights through its Privacy Policy and communications, providing guidance and support for exercising rights, empowering users to understand and control their Personal Information. |
| What measures does NXT take to ensure that Personal Information is processed transparently and fairly? | NXT promotes transparency and fairness through clear communication of data practices, regular updates to policies, and adherence to principles of fairness and accountability, ensuring that Personal Information is handled ethically and in accordance with user expectations. |
| How does NXT ensure that Personal Information is only used for the purposes for which it was collected? | NXT enforces strict data usage policies, obtaining user consent for specific uses, and monitoring data usage to prevent unauthorized or incompatible uses, ensuring alignment with user expectations and regulatory requirements. |
| What steps does NXT take to regularly review and update its privacy policies and practices to ensure compliance with evolving privacy regulations? | NXT maintains proactive compliance efforts, regularly reviewing and updating its policies and practices, staying abreast of privacy regulations, and incorporating feedback from users and experts, demonstrating commitment to privacy protection and regulatory compliance. |
| TERMS AND CONDITIONS |  |
| What is the name of the company that operates the job portal website? | The company operating the job portal website is called Acquiro Solutions and Tech Inc. |
| What is the name of the job portal website operated by Acquiro Solutions and Tech Inc.? | The job portal website operated by Acquiro Solutions and Tech Inc. is called NXT. |
| What are the terms called that govern the use of the website? | The terms that govern the use of the website are referred to as "Terms and Conditions." |
| What requirements must users fulfill to create a user account on the website? | Users must provide accurate and complete information when creating a user account on the website. Additionally, they must be at least 18 years of age. |
| Where can users find the Privacy Policy of the website? | Users can find the Privacy Policy of the website accessible on the website itself. |
| What rights do employers/hirers have regarding the use of the NXT services? | Employers/hirers who have created accounts through the NXT website can freely utilize the products and services, including posting jobs and utilizing talent search, with full compliance with the terms and conditions outlined in the document. |
| Under what circumstances can Acquiro modify the terms of service? | Acquiro retains the right to modify, amend, supplement, or update the terms of service at its discretion. Any modifications will be effective upon publication on the website. |
| What jurisdiction governs disputes related to the use of the website? | Disputes related to the use of the website will be governed by Philippine laws. Both parties agree to submit to the exclusive jurisdiction of Philippine courts for the resolution of any disputes. |
| What is the email address provided for inquiries or concerns regarding the terms and conditions? | For inquiries or concerns regarding the terms and conditions, users can reach out to privacy@nxt.com.ph. |
| What actions are prohibited for users of the website? | Users are prohibited from engaging in various actions, including providing false information, accessing data without consent, interfering with others' use of the site, promoting illegal activity, impersonating others, and sending unsolicited commercial messages. |
| What are the consequences of violating the rules and conditions of the website? | Violating the rules and conditions constitutes a material breach of the agreement and unauthorized usage of the site. |
| What type of ads may be displayed on the website? | The website may display inline ads and other advertisements, tailored to users' interests based on collected data. |
| How can users access the Applicant Tracking System (ATS)? | Users can access the Applicant Tracking System (ATS) by maintaining confidentiality, using it solely for managing job applications, and adhering to data protection, accuracy, compliance, and security measures. |
| Where can users find information about the last revision of the terms and conditions? | Information about the last revision of the terms and conditions can be found in the document itself. |
| What rights does Acquiro retain regarding the intellectual property associated with the website? | Acquiro retains all intellectual property rights associated with the website and other associated apps, despite allowing users to use and utilize its products and services. |
| What is the URL of the job portal website? | The URL of the job portal website is https://www.nxt.com.ph. |
| What are the primary responsibilities of users when creating a user account on the website? | Users are responsible for providing accurate and complete information when creating a user account on the website, as well as safeguarding the confidentiality of their account details. |
| How are disputes related to the use of the website resolved? | Disputes related to the use of the website are resolved according to Philippine laws, with both parties agreeing to submit to the exclusive jurisdiction of Philippine courts. |
| Where can users find the Terms and Conditions of the website? | Users can find the Terms and Conditions of the website either on the website itself or within the provided document. |
| What is the consequence of failing to comply with the age requirement for creating a user account? | Failing to comply with the age requirement for creating a user account may result in the inability to access certain features of the website or the suspension of the user account. |
| How can users ensure the security of their accounts? | Users can ensure the security of their accounts by safeguarding the confidentiality of their account details and refraining from sharing their login credentials with others. |
| What type of information does the website collect and process? | The website collects and processes personal information in compliance with applicable data privacy laws and its Privacy Policy. |
| What rights do users grant to the website by using NXT? | By using NXT, users grant consent to the collection, processing, recording, and storing of their personal information and communications, as outlined in the document. |
| What measures are in place to safeguard the confidentiality of user information? | The website implements measures to safeguard the confidentiality of user information, such as maintaining strict adherence to confidentiality, authorized use, data protection, and security measures. |
| How can users access the Privacy Policy of the website? | Users can access the Privacy Policy of the website by visiting the website and navigating to the designated section. |
| What actions are companies, organizations, and individuals accountable for in the application process? | Companies, organizations, and individuals are accountable for reviewing and responding to job applications promptly. Failure to do so may adversely impact their account status. |
| What type of content is prohibited in job listings? | Job listings must not contain or endorse any unlawful, illegally obtained, harmful, or inappropriate material, including discriminatory language, explicit content, or deceptive information. |
| How are job listings reviewed and approved on the website? | Job listings are subject to review and approval by Acquiro to ensure they are true, accurate, lawfully acquired, and free from discriminatory content. |
| How can users provide feedback or express concerns about the terms and conditions? | Users can provide feedback or express concerns about the terms and conditions by reaching out to the provided email address: privacy@nxt.com.ph. |
| What consequences may users face for violating the Terms and Conditions of the website? | Violating the Terms and Conditions may result in consequences such as account suspension, loss of access to certain features, or legal action. |
| What measures does Acquiro take to ensure the accuracy and reliability of the information on the website? | Acquiro strives to provide accurate and reliable information on the website but does not guarantee its accuracy, completeness, or reliability. |
| How can users stay informed about updates and improvements to the website and services? | Users can stay informed about updates and improvements to the website and services by regularly checking the website for announcements or notices. |
| What rights do users have regarding their personal information collected by the website? | Users have the right to grant consent to the collection, processing, recording, and storing of their personal information and communications by using the website, as outlined in the document. |
| What actions may result in termination of access to the Applicant Tracking System (ATS)? | Violations of confidentiality, authorized use, data protection, accuracy, compliance, and security measures may result in termination of access to the Applicant Tracking System (ATS). |
| How are disputes related to the use of the website resolved if they arise? | Disputes related to the use of the website are resolved according to Philippine laws, with both parties agreeing to submit to the exclusive jurisdiction of Philippine courts. |
| What information is included in job listings on the website? | Job listings on the website include information about available positions, job requirements, and application instructions. |
| How can users verify the accuracy and reliability of job listings? | Users can verify the accuracy and reliability of job listings by ensuring they are true, accurate, lawfully acquired, and free from discriminatory content, as reviewed and approved by Acquiro. |
| What is the purpose of the Privacy Policy of the website? | The purpose of the Privacy Policy is to inform users about how their personal information is collected, processed, and utilized by the website in compliance with applicable data privacy laws. |
| What actions are prohibited for users of the website? | Users are prohibited from engaging in various actions, including providing false information, accessing data without consent, interfering with others' use of the site, promoting illegal activity, impersonating others, and sending unsolicited commercial messages. |
| What are the consequences of violating the rules and conditions of the website? | Violating the rules and conditions constitutes a material breach of the agreement and unauthorized usage of the site. |
| What type of ads may be displayed on the website? | The website may display inline ads and other advertisements, tailored to users' interests based on collected data. |
| How can users access the Applicant Tracking System (ATS)? | Users can access the Applicant Tracking System (ATS) by maintaining confidentiality, using it solely for managing job applications, and adhering to data protection, accuracy, compliance, and security measures. |
| Where can users find information about the last revision of the terms and conditions? | Information about the last revision of the terms and conditions can be found in the document itself. |
| What rights does Acquiro retain regarding the intellectual property associated with the website? | Acquiro retains all intellectual property rights associated with the website and other associated apps, despite allowing users to use and utilize its products and services. |
| What is the URL of the job portal website? | The URL of the job portal website is https://www.nxt.com.ph. |
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| How are disputes related to the use of the website resolved? | Disputes related to the use of the website are resolved according to Philippine laws, with both parties agreeing to submit to the exclusive jurisdiction of Philippine courts. |
| Where can users find the Terms and Conditions of the website? | Users can find the Terms and Conditions of the website either on the website itself or within the provided document. |
| What is the consequence of failing to comply with the age requirement for creating a user account? | Failing to comply with the age requirement for creating a user account may result in the inability to access certain features of the website or the suspension of the user account. |
| How can users ensure the security of their accounts? | Users can ensure the security of their accounts by safeguarding the confidentiality of their account details and refraining from sharing their login credentials with others. |
| What type of information does the website collect and process? | The website collects and processes personal information in compliance with applicable data privacy laws and its Privacy Policy. |
| What rights do users grant to the website by using NXT? | By using NXT, users grant consent to the collection, processing, recording, and storing of their personal information and communications, as outlined in the document. |
| What measures are in place to safeguard the confidentiality of user information? | The website implements measures to safeguard the confidentiality of user information, such as maintaining strict adherence to confidentiality, authorized use, data protection, and security measures. |
| How can users access the Privacy Policy of the website? | Users can access the Privacy Policy of the website by visiting the website and navigating to the designated section. |
| What actions are companies, organizations, and individuals accountable for in the application process? | Companies, organizations, and individuals are accountable for reviewing and responding to job applications promptly. Failure to do so may adversely impact their account status. |
| What type of content is prohibited in job listings? | Job listings must not contain or endorse any unlawful, illegally obtained, harmful, or inappropriate material, including discriminatory language, explicit content, or deceptive information. |
| How are job listings reviewed and approved on the website? | Job listings are subject to review and approval by Acquiro to ensure they are true, accurate, lawfully acquired, and free from discriminatory content. |
| How can users provide feedback or express concerns about the terms and conditions? | Users can provide feedback or express concerns about the terms and conditions by reaching out to the provided email address: privacy@nxt.com.ph. |
| What consequences may users face for violating the Terms and Conditions of the website? | Violating the Terms and Conditions may result in consequences such as account suspension, loss of access to certain features, or legal action. |
| What measures does Acquiro take to ensure the accuracy and reliability of the information on the website? | Acquiro strives to provide accurate and reliable information on the website but does not guarantee its accuracy, completeness, or reliability. |
| How can users stay informed about updates and improvements to the website and services? | Users can stay informed about updates and improvements to the website and services by regularly checking the website for announcements or notices. |
| What rights do users have regarding their personal information collected by the website? | Users have the right to grant consent to the collection, processing, recording, and storing of their personal information and communications by using the website, as outlined in the document. |
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| What rights does Acquiro retain regarding the intellectual property associated with the website? | Acquiro retains all intellectual property rights associated with the website and other associated apps, despite allowing users to use and utilize its products and services. |
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| How can users ensure the security of their accounts? | Users can ensure the security of their accounts by safeguarding the confidentiality of their account details and refraining from sharing their login credentials with others. |
| What type of information does the website collect and process? | The website collects and processes personal information in compliance with applicable data privacy laws and its Privacy Policy. |
| What rights do users grant to the website by using NXT? | By using NXT, users grant consent to the collection, processing, recording, and storing of their personal information and communications, as outlined in the document. |
| What measures are in place to safeguard the confidentiality of user information? | The website implements measures to safeguard the confidentiality of user information, such as maintaining strict adherence to confidentiality, authorized use, data protection, and security measures. |
| How can users access the Privacy Policy of the website? | Users can access the Privacy Policy of the website by visiting the website and navigating to the designated section. |
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| What type of content is prohibited in job listings? | Job listings must not contain or endorse any unlawful, illegally obtained, harmful, or inappropriate material, including discriminatory language, explicit content, or deceptive information. |
| How are job listings reviewed and approved on the website? | Job listings are subject to review and approval by Acquiro to ensure they are true, accurate, lawfully acquired, and free from discriminatory content. |
| How can users provide feedback or express concerns about the terms and conditions? | Users can provide feedback or express concerns about the terms and conditions by reaching out to the provided email address: privacy@nxt.com.ph. |
| What consequences may users face for violating the Terms and Conditions of the website? | Violating the Terms and Conditions may result in consequences such as account suspension, loss of access to certain features, or legal action. |
| What measures does Acquiro take to ensure the accuracy and reliability of the information on the website? | Acquiro strives to provide accurate and reliable information on the website but does not guarantee its accuracy, completeness, or reliability. |
| How can users stay informed about updates and improvements to the website and services? | Users can stay informed about updates and improvements to the website and services by regularly checking the website for announcements or notices. |
| What rights do users have regarding their personal information collected by the website? | Users have the right to grant consent to the collection, processing, recording, and storing of their personal information and communications by using the website, as outlined in the document. |
| What actions may result in termination of access to the Applicant Tracking System (ATS)? | Violations of confidentiality, authorized use, data protection, accuracy, compliance, and security measures may result in termination of access to the Applicant Tracking System (ATS). |
| How are disputes related to the use of the website resolved if they arise? | Disputes related to the use of the website are resolved according to Philippine laws, with both parties agreeing to submit to the exclusive jurisdiction of Philippine courts. |
| What information is included in job listings on the website? | Job listings on the website include information about available positions, job requirements, and application instructions. |
| How can users verify the accuracy and reliability of job listings? | Users can verify the accuracy and reliability of job listings by ensuring they are true, accurate, lawfully acquired, and free from discriminatory content, as reviewed and approved by Acquiro. |
| What is the purpose of the Privacy Policy of the website? | The purpose of the Privacy Policy is to inform users about how their personal information is collected, processed, and utilized by the website in compliance with applicable data privacy laws. |
| What actions are prohibited for users of the website? | Users are prohibited from engaging in various actions, including providing false information, accessing data without consent, interfering with others' use of the site, promoting illegal activity, impersonating others, and sending unsolicited commercial messages. |
| What are the consequences of violating the rules and conditions of the website? | Violating the rules and conditions constitutes a material breach of the agreement and unauthorized usage of the site. |
| What type of ads may be displayed on the website? | The website may display inline ads and other advertisements, tailored to users' interests based on collected data. |
| How can users access the Applicant Tracking System (ATS)? | Users can access the Applicant Tracking System (ATS) by maintaining confidentiality, using it solely for managing job applications, and adhering to data protection, accuracy, compliance, and security measures. |
| Where can users find information about the last revision of the terms and conditions? | Information about the last revision of the terms and conditions can be found in the document itself. |
| What rights does Acquiro retain regarding the intellectual property associated with the website? | Acquiro retains all intellectual property rights associated with the website and other associated apps, despite allowing users to use and utilize its products and services. |
| What is the URL of the job portal website? | The URL of the job portal website is https://www.nxt.com.ph. |
| What are the primary responsibilities of users when creating a user account on the website? | Users are responsible for providing accurate and complete information when creating a user account on the website, as well as safeguarding the confidentiality of their account details. |
| How are disputes related to the use of the website resolved? | Disputes related to the use of the website are resolved according to Philippine laws, with both parties agreeing to submit to the exclusive jurisdiction of Philippine courts. |
| Where can users find the Terms and Conditions of the website? | Users can find the Terms and Conditions of the website either on the website itself or within the provided document. |
| What is the consequence of failing to comply with the age requirement for creating a user account? | Failing to comply with the age requirement for creating a user account may result in the inability to access certain features of the website or the suspension of the user account. |
| How can users ensure the security of their accounts? | Users can ensure the security of their accounts by safeguarding the confidentiality of their account details and refraining from sharing their login credentials with others. |
| What type of information does the website collect and process? | The website collects and processes personal information in compliance with applicable data privacy laws and its Privacy Policy. |
| What rights do users grant to the website by using NXT? | By using NXT, users grant consent to the collection, processing, recording, and storing of their personal information and communications, as outlined in the document. |
| What measures are in place to safeguard the confidentiality of user information? | The website implements measures to safeguard the confidentiality of user information, such as maintaining strict adherence to confidentiality, authorized use, data protection, and security measures. |
| How can users access the Privacy Policy of the website? | Users can access the Privacy Policy of the website by visiting the website and navigating to the designated section. |
| What actions are companies, organizations, and individuals accountable for in the application process? | Companies, organizations, and individuals are accountable for reviewing and responding to job applications promptly. Failure to do so may adversely impact their account status. |
| What type of content is prohibited in job listings? | Job listings must not contain or endorse any unlawful, illegally obtained, harmful, or inappropriate material, including discriminatory language, explicit content, or deceptive information. |
| How are job listings reviewed and approved on the website? | Job listings are subject to review and approval by Acquiro to ensure they are true, accurate, lawfully acquired, and free from discriminatory content. |
| How can users provide feedback or express concerns about the terms and conditions? | Users can provide feedback or express concerns about the terms and conditions by reaching out to the provided email address: privacy@nxt.com.ph. |
| What consequences may users face for violating the Terms and Conditions of the website? | Violating the Terms and Conditions may result in consequences such as account suspension, loss of access to certain features, or legal action. |
| What measures does Acquiro take to ensure the accuracy and reliability of the information on the website? | Acquiro strives to provide accurate and reliable information on the website but does not guarantee its accuracy, completeness, or reliability. |
| How can users stay informed about updates and improvements to the website and services? | Users can stay informed about updates and improvements to the website and services by regularly checking the website for announcements or notices. |
| What rights do users have regarding their personal information collected by the website? | Users have the right to grant consent to the collection, processing, recording, and storing of their personal information and communications by using the website, as outlined in the document. |
| What actions may result in termination of access to the Applicant Tracking System (ATS)? | Violations of confidentiality, authorized use, data protection, accuracy, compliance, and security measures may result in termination of access to the Applicant Tracking System (ATS). |
| How are disputes related to the use of the website resolved if they arise? | Disputes related to the use of the website are resolved according to Philippine laws, with both parties agreeing to submit to the exclusive jurisdiction of Philippine courts. |
| COOKIE POLICY |  |
| What is the purpose of this Cookie Policy? | The purpose of this Cookie Policy is to outline how Acquiro Solutions and Tech Inc. uses cookies and adheres to the data privacy regulations set forth by the Philippine Data Privacy Commission (PDPC). |
| How are cookies defined in this document? | Cookies are defined as small text files that web browsers store on a computer's hard drive, serving various purposes such as improving website performance, storing preferences, and analyzing user interactions. |
| What types of cookies are mentioned in the document? | The document mentions two types of cookies: first-party cookies and third-party cookies. |
| What are first-party cookies used for? | First-party cookies are used to enhance user experience on the websites by storing preferences, recording session information, analyzing user interactions, and evaluating the effectiveness of email communications, website features, and advertisements. |
| How are third-party cookies utilized? | Third-party cookies, in partnership with third-party advertising companies, may be placed on the user's device while browsing the websites. These cookies are primarily used for delivering advertisements and may collect data about online activities. |
| What is the significance of the Cookie Declaration section? | The Cookie Declaration section outlines users' consent to the use of cookies as described in the Cookie Policy. It enables personalization of content and ads, provides social media features, and analyzes website traffic. |
| Are users allowed to modify their cookie preferences? | Yes, users can modify or withdraw their consent for cookies at any time through the settings in the "Cookie Declaration" section on the website. |
| What types of cookies require explicit consent from users? | All types of cookies, except those strictly necessary for the site's operation, require explicit consent from users. |
| What are essential cookies responsible for? | Essential cookies are vital for the proper functioning of the website, enabling core functionalities necessary for a seamless and secure user experience, such as user authentication, maintaining session information, and facilitating essential features like job searches and account management. |
| How can users manage cookies? | Users can manage and control cookies by adjusting their browser settings. Instructions on how to do this can be found in the browser's help documentation. |
| How often may the Cookie Policy undergo updates? | The Cookie Policy may undergo updates periodically to reflect changes in practices, as well as for operational, legal, or regulatory reasons. |
| Where can users address comments or issues regarding data privacy practices? | Users can address comments or issues regarding data privacy practices by contacting the Data Protection Officer via email at privacy@acquiro.com.ph or by sending comments or issues in writing to 15F ASTICOM, W5th Building, 5th Ave. Bonifacio Global City, Taguig, Philippines. |
| How are cookies described in terms of personal identification? | Cookies are described as not personally identifying individuals but rather being associated with their devices. |
| What role do cookies play in website performance? | Cookies contribute to improving website performance by storing preferences, recording session information, and analyzing user interactions. |
| How does the document emphasize user privacy? | The document emphasizes user privacy by stating the commitment to comply with data privacy regulations and outlining cookie usage. |
| What entities are involved in the placement of third-party cookies? | Third-party cookies are placed on users' devices by third-party advertising companies. |
| Can users opt out of third-party cookie usage? | Users can manage their consent for third-party cookies through the "Cookie Declaration" section on the website. |
| How does the document address legal compliance regarding cookie usage? | The document indicates compliance with data privacy regulations set forth by the Philippine Data Privacy Commission (PDPC) regarding cookie usage. |
| What information may be shared with partners and service providers? | Information about website usage may be shared with social media, advertising, and analytics partners. |
| How does the document ensure transparency regarding cookie usage? | The document ensures transparency by providing information on how cookies are used and how users can manage their preferences. |
| What are the potential consequences of disabling certain cookies? | Disabling certain cookies may impact the user's ability to use some features of the website. |
| What purpose does the Cookie Declaration section serve? | The Cookie Declaration section serves to inform users about the use of cookies and to manage their preferences regarding cookie consent. |
| How does the document address change in the Cookie Policy? | The document states that the Cookie Policy may undergo updates periodically and encourages users to review it regularly. |
| What measures does the document suggest for managing cookies? | The document suggests managing cookies by adjusting browser settings, with instructions available in the browser's help documentation. |
| How does the document encourage user engagement with the Cookie Policy? | The document encourages user engagement by providing contact information for addressing comments or issues regarding data privacy practices. |
| What measures are in place for ensuring the security of user data? | The document does not directly address security measures but emphasizes compliance with data privacy regulations. |
| How does the document ensure user consent regarding cookie usage? | The document ensures user consent by stating that cookies are stored on the device only if necessary for site operation, and explicit consent is required for other types of cookies. |
| What specific functions do first-party cookies serve? | First-party cookies enhance user experience by storing preferences, recording session information, analyzing interactions, and evaluating the effectiveness of email communications, website features, and advertisements. |
| What information do third-party cookies collect? | Third-party cookies collect data about users' online activities, primarily for delivering advertisements. |
| How does the document handle user consent for cookies? | The document requires explicit consent for all types of cookies except those necessary for the site's operation, which are stored on the device in accordance with applicable laws. |
| What actions can users take regarding their cookie preferences? | Users can provide or withdraw consent for cookies through the settings in the "Cookie Declaration" section on the website. |
| How does the document address essential cookies? | The document emphasizes that essential cookies are necessary for website functionality, including tasks like user authentication and maintaining session information. |
| What impact might disable certain cookies have on website usage? | Disabling certain cookies may affect users' ability to utilize some features of the website. |
| How does the document inform users about changes to the Cookie Policy? | The document mentions that the Cookie Policy may undergo updates periodically and advises users to review it regularly. |
| What instructions does the document provide for managing cookies? | The document advises users to manage cookies by adjusting browser settings, with guidance available in the browser's help documentation. |
| What obligations does the document state regarding cookie usage? | The document outlines the obligation to comply with data privacy regulations and to inform users about cookie usage practices. |
| How does the document encourage user involvement in data privacy practices? | The document encourages user involvement by providing contact information for addressing comments or issues related to data privacy practices. |
| What assurances does the document provide regarding data protection? | The document assures compliance with data privacy regulations and encourages users to contact the Data Protection Officer with any concerns. |
| How does the document promote transparency in cookie usage? | The document promotes transparency by providing detailed information on cookie types, purposes, and management options. |
| What measures does the document suggest for maintaining website functionality? | The document suggests allowing essential cookies to ensure the proper functioning of the website. |
| How does the document define essential cookies? | Essential cookies are defined as cookies vital for the proper functioning of the website, facilitating core functionalities necessary for a seamless and secure user experience. |
| What role do essential cookies play in user authentication? | Essential cookies play a crucial role in user authentication, ensuring secure access to personalized content and features on the website. |
| How does the document address user concerns regarding cookie consent? | The document addresses user concerns by providing clear instructions on how to manage cookie preferences and obtain explicit consent for non-essential cookies. |
| How does the document ensure compliance with legal regulations? | The document ensures compliance with legal regulations by aligning with the data privacy regulations set forth by the Philippine Data Privacy Commission (PDPC) and other applicable laws. |
| What measures does the document suggest for protecting user privacy? | The document suggests measures such as obtaining explicit consent for cookie usage and allowing users to manage their preferences to protect their privacy. |
| How does the document inform users about the purpose of cookie usage? | The document informs users that cookies are used to personalize content and ads, provide social media features, and analyze website traffic to enhance user experience. |
| What is the significance of user consent for cookies? | User consent for cookies is significant as it ensures compliance with data privacy regulations and respects users' preferences regarding their online privacy. |
| How does the document address concerns regarding data sharing with partners? | The document acknowledges data sharing with social media, advertising, and analytics partners and states that users have control over their data through cookie preferences. |
| What steps does the document suggest for staying informed about cookie usage practices? | The document suggests reviewing the Cookie Policy periodically to stay informed about cookie usage practices and any updates made to the policy. |
| How does the document emphasize user empowerment in managing cookies? | The document empowers users by providing them with the ability to modify or withdraw their consent for cookies at any time through the website's settings. |
| What precautions does the document advice regarding browser settings? | The document advises users to exercise caution when adjusting browser settings to manage cookies and suggests referring to the browser's help documentation for guidance. |
| How does the document address the use of cookies by third-party advertising companies? | The document mentions that third-party advertising companies may place cookies on users' devices for delivering advertisements, subject to their respective privacy policies. |
| What assurances does the document provide regarding data handling by partners? | The document assures users that the handling of data by partners and service providers is subject to their respective privacy policies and not governed by the website's privacy policy. |
| How does the document encourage transparency in data practices? | The document encourages transparency by providing comprehensive information about cookie usage, data sharing practices, and user control options. |

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| CLIENT SPECIFIC USER | |
| Possible Questions | Appropriate Answer |
| How do I post a job listing on this platform? | To post a job and connect with potential candidates:  1. Set up your company profile if you haven't set it up. 2. Navigate to ‘Manage Job’. 3. Click on ‘Add Job’. 4. Provide essential details: - Name, Email, and Contact Number. - Job Information: Title, Type, Arrangement, Hours, Address, City, Salary, Overview, Qualification, and Benefits. - Job Requirements: Skill Set and Dialect. - Posting Date: Start and End Date. 5. Save as a Draft. 6. When ready, click ‘Publish’ and confirm. |
| How can I edit my client profile? | To edit your company profile:  1. Log in with your email. 2. Click 'Profile' > 'Company Profile.' 3. Complete company details. 4. Click 'Update Setting.'  If you need further assistance, feel free to ask! |
| Can I repost a job listing after it expires? |  |
| Is there an option to schedule interviews or calls within the platform? | No, currently, our platform does not have the option to schedule interviews. If you have any other questions or need assistance, feel free to ask! |
| Where can I get help if I encounter technical issues? | If you encounter technical issues, feel free to ask me! I'm here to help. For specific questions that require assistance from a real person, you can reach out to our support team at NXT Contact Us (https://www.nxt.com.ph/contact-us). |
| How do I report a problem or seek assistance from platform support? | If you encounter technical issues, feel free to ask me! I'm here to help. For specific questions that require assistance from a real person, you can reach out to our support team at NXT Contact Us (https://www.nxt.com.ph/contact-us). |
| How do I manage and edit my posted jobs? | Easy! Go to 'Manage Job' in your profile, click 'Edit' on the job post. Need more assistance or have specific changes in mind? |
| How can I view my subscription status? | Simply log in, go to 'Profile,' then click 'Subscription.' It'll show your subscription type and validity. Need further clarification? |
| What types of job postings can I create on NXT? | You can post jobs for skilled professionals, fresh graduates, or experienced candidates. The platform caters to diverse hiring needs. What type of position are you looking to fill? |
| Can I search for specific skills or qualifications in candidates? | Absolutely! Utilize our search filters to find candidates based on skills, experience, and more. Need help with a specific search? |
| How can I track the status of applications for my posted jobs? | Go to 'Manage Job,' and you'll see a summary of your posted jobs, including application status. Need assistance with anything specific? |
| What do I do if I encounter technical issues on the platform? | Feel free to ask me! For technical issues, you can also check our support page at https://www.nxt.com.ph/contact-us. How can I assist you further? |
| How do I withdraw a job posting if it's no longer available? | In 'Manage Job,' find the post, and click 'Delete.' Confirm, and it's withdrawn. Need help with this or anything else? |
| Can I customize the application status for candidates in the hiring process? | Certainly! You can set custom statuses for applications. Let me know if you need guidance on customizing these statuses. |
| Are there any tips for creating an attractive job posting? | Absolutely! Ensure a detailed job overview, attractive benefits, and clear qualifications. Need more tips or assistance in creating a post? |
| How do I provide feedback to NXT about my experience or suggestions? | We'd love to hear from you! Feel free to share your thoughts or suggestions by visiting https://www.nxt.com.ph/contact-us. Anything specific you'd like to discuss? |
| Can I edit a job posting after it's been published? | Yes, you can edit your job postings. Go to 'Manage Job,' find the post, click the edit icon, and make your changes. Need assistance with editing? |
| How can I view the resumes of applicants for a specific job posting? | In 'Manage Job,' click 'View Applicants' for the desired job. You'll see a list of applicants. Need help navigating or viewing resumes? |
| What types of benefits information should I include in a job posting? | Common benefits include health insurance, retirement plans, and flexible schedules. Would you like guidance on crafting an effective benefits section? |
| Is there a way to share job postings on social media directly from the NXT platform? | Currently, we recommend copying the job link and sharing it on your social media. Anything specific you'd like help with? |
| Can I save drafts of job postings and come back to finish them later? | Absolutely! While creating a job post, click 'Save as A Draft.' Need guidance on managing drafts or anything else? |
| As an employer, can I post job opportunities without any charges on NXT? | Yes, good news! Employers can post job opportunities on NXT for free. We aim to provide a seamless experience for both job seekers and employers without any associated charges. |
| How can I reset my password on NXT if I forget it? | No worries! If you forget your password, simply click on the 'Forgot Password' link on the login page. You'll receive an email with instructions to reset your password. |
| Manage Jobs |  |
| What is 'Manage Jobs' in NXT? | Manage Jobs' is a module in NXT where a Client can oversee and manage job postings, including creating, viewing, updating, and activating job posts in the Applicant Tracking System (ATS). |
| Can you explain the key features of 'Manage Jobs' that benefit Clients? | The 'Manage Jobs' module allows Clients to efficiently handle job postings, providing features like job creation, viewing, updating, and activation in ATS. Clients can manage their hiring processes effectively. |
| Who can access the 'Manage Jobs' module? | All individuals registered as Clients in NXT will have access to the 'Manage Jobs' module, visible on the left panel of the NXT Client landing page after login. |
| Is there any specific requirement for Clients to access the 'Manage Jobs' module? | No, any individual registered as a Client in NXT can access the 'Manage Jobs' module after logging in. There are no additional requirements. |
| What is ATS in NXT? | ATS, or Applicant Tracking System, is a feature in NXT that allows Clients to manage and track the progress of applicants on the job posts they have enrolled or activated. |
| How does ATS streamline the recruitment process for Clients? | ATS streamlines the recruitment process by providing Clients with tools to manage and track applicant progress efficiently, enhancing the overall hiring experience. |
| How does one post a job in NXT? | To post a job, a Client needs to go to 'Manage Jobs,' click the "Create Job" button, and populate all required fields in the Hiring Manager Information, Job Information, Job Requirements, and Posting Dates sections. Afterward, they can either save as draft or publish the job. |
| What are the advantages of completing all required fields when posting a job? | Completing all required fields ensures a clear and comprehensive job posting, saving time and effort for both clients and talents by providing detailed information about the job opening. |
| Can the details or status of a posted job be updated? | Yes, Clients can update the details or status of posted jobs. For a status update from Draft to Publish or correction, they can click the pencil icon in the Manage Jobs table and make the necessary updates. For Open to Close status update, similar steps apply. |
| Are there any restrictions on the frequency of job updates in NXT? | No, Clients can update job details or status as needed. There are no restrictions on the frequency of updates, allowing flexibility in managing job postings. |
| How can an expired job post be reopened? | To reopen an expired job post, the Client needs to click the pencil icon in Manage Jobs, update the Posting Start and End Dates, and click the Publish button for the changes to take effect. |
| Are there any limitations on the number of times a job post can be reopened in NXT? | There are no specific limitations on the number of times a job post can be reopened. Clients can reopen job posts as needed by updating the Posting Start and End Dates. |
| What types of job posts can be activated in ATS? | Open' job posts and 'Expired' job posts can be activated in ATS. |
| Is there a specific reason to activate 'Expired' job posts in ATS? | Yes, activating 'Expired' job posts in ATS allows Clients to manage applicants for positions that might become available again in the future. |
| How can a job post be added to ATS in NXT? | The Client, with an active ATS subscription, can tick the checkbox for the desired job post in Manage Jobs and click the 'Add to ATS' button. Alternatively, they can activate a job in ATS via the job details form by toggling the 'ATS Status' switch. |
| How does having an active ATS subscription impact the job activation process? | An active ATS subscription is necessary for adding jobs to ATS. It determines the number of job posts the Client can activate in the ATS. |
| How can a job post be removed from ATS in NXT? | The Client can remove a job post from ATS by ticking the checkbox for the desired job in Manage Jobs and clicking the 'Remove in ATS' button. Alternatively, they can deactivate a job in ATS via the job details form by toggling the 'ATS Status' switch. |
| Can a job be removed from ATS if there are ongoing applicants? | No, jobs with ongoing applicants cannot be removed from ATS to ensure a seamless application process for those candidates. |
| What is the primary purpose of the ATS in NXT? | The primary purpose of the ATS is to allow Clients to manage the applicant selection process for job posts. |
| How does the ATS contribute to a more organized and efficient hiring process? | The ATS streamlines the applicant selection process, providing tools for organized management of applicants, ensuring efficiency and ease in the hiring process. |
| How can a Client confirm the closure of a job in NXT? | To confirm the closure of a job, the Client needs to click the Pencil icon in the Manage Jobs table, open the job details form, and click the Close button. A confirmation prompt will appear. |
| Are there any implications for closing a job in NXT? | Closing a job makes it no longer searchable to talents, but Clients can still view the details in read-only mode for reference purposes. |
| What information is required to post a job in NXT? | To post a job, a Client needs to provide information in the Hiring Manager Information, Job Information, Job Requirements, and Posting Dates sections, ensuring completion of all required fields. |
| How can the completion of all required fields enhance the quality of job postings? | Completing all required fields ensures a comprehensive job posting, providing a clear picture of the job opening and enhancing the quality of information available to potential applicants. |
| What happens when a job is closed in NXT? | Once a job is closed, it will no longer be searchable to talents, but Clients can still view the details in read-only mode for reference purposes. |
| Can a closed job be reopened without any changes to the details? | Yes, a closed job can be reopened without changes by updating the Posting Start and End Dates and clicking the Publish button. |
| What does the 'Save as Draft' option do in NXT? | The 'Save as Draft' option in NXT saves and shelves the job opening for future use without making it searchable to job seekers or Talents. |
| In what situations might a Client choose to save a job as a draft? | Clients may choose to save a job as a draft if they want to work on the details later or if the job opening is not yet ready to be searchable to job seekers. |
| Can 'Expired' job posts be activated in ATS in NXT? | Yes, 'Expired' job posts can be activated in ATS, as they may possibly be set to 'Open' eventually. |
| Is there any difference in the activation process for 'Expired' and 'Open' job posts in ATS? | The activation process for 'Expired' and 'Open' job posts is the same, allowing flexibility for Clients to manage applicants for positions that may become available again. |
| What is the significance of completing job details in NXT? | Completing job details in NXT, including requirements, roles, responsibilities, and salary, saves time and effort for both clients and talents. |
| How can detailed job information benefit both Clients and talents in the hiring process? | Detailed job information helps Clients attract suitable talents and helps talents make informed decisions, contributing to a more successful and efficient hiring process. |
| How does a Client access the 'Manage Jobs' module in NXT? | After logging in, a Client can access the 'Manage Jobs' module on the left panel of the NXT Client landing page. |
| Is there any alternative method for Clients to access the 'Manage Jobs' module? | No, accessing the 'Manage Jobs' module is exclusive to the left panel of the NXT Client landing page after login. There are no alternative access methods. |
| How does a Client view the ATS Candidate List in NXT? | A Client can click the Job Title of an activated job in ATS to open the ATS Candidate List page in NXT. |
| What information is available on the ATS Candidate List page, and how can it assist Clients in the hiring process? | The ATS Candidate List page provides a comprehensive view of applicants for a specific job, helping Clients make informed decisions and manage the applicant selection process more effectively. |
| Applicant Tracking System |  |
| ATS - Manage User |  |
| How do you manage users using the ATS? | Managing the user using the ATS, by monitoring their subscription and validating the admin users under the subscription. |
| Can you add an existing user? | No, the system does not allow the addition of users that already exist in the system. Each user must have a unique profile. |
| Can you add non-existing user? | Yes, new users can be added to the system. This involves creating a new profile with unique login credentials. |
| Can you remove users? | Yes, administrators have the capability to remove users from the system. This action revokes their access and permissions. |
| What are the roles inside the ATS? | The ATS includes roles such as Hiring Manager and Recruiter, each with specific responsibilities and permissions. |
| What does a Super Admin do? | The details for the role of Super Admin are currently To Be Determined (TBD). We are working on providing more information about this role soon. |
| What does an Admin do? | The details for the role of Admin are currently To Be Determined (TBD). We are working on providing more information about this role soon. |
| What does a Moderator do? | The details for the role of Moderator are currently To Be Determined (TBD). We are working on providing more information about this role soon. |
| What does a Recruiter do? | The details for the role of Recruiter are currently To Be Determined (TBD). We are working on providing more information about this role soon. |
| How is user authentication handled in the ATS? | User authentication is implemented using various methods, including Standard NXT login/registration, Google credentials, and Facebook authentication. |
| Can you set specific permissions for different user roles? | The ability to set specific permissions for different user roles is currently To Be Determined (TBD). We are exploring options to provide this functionality in the future. |
| Is there an audit trail or activity log to track user actions? | The presence of an audit trail or activity log to track user actions is currently To Be Determined (TBD). We are considering the implementation of this feature for enhanced user accountability. |
| Are there any restrictions on the number of users for each role? | Any restrictions on the number of users for each role are currently To Be Determined (TBD). We are evaluating the system's scalability and will provide more information on user limitations in the future. |
| **ATS - Candidate List** |  |
| How to manage talents inside the ATS? | Talent management involves moving candidates through different stages (e.g., Screening to Hired) within the ATS interface. |
| Can you add talents? | No but Good news for talents! Once they hit that apply button, they're in. We automatically add them to the system, making the process smooth and swift. |
| Can you remove talents? | Yes, If ever needed, talents can gracefully exit by having their application dropped from the system. It's all about keeping things flexible. |
| Can you change the talents status? | Yes, Progress is the name of the game. Recruiters can seamlessly move talents through different recruitment stages, ensuring everyone stays in the loop. |
| Are talents notified with changes inside the ATS? | Yes, Staying in the know is key. Talents receive timely email notifications whenever there's a change in their application status. It's all about keeping them in the loop. |
| Is it possible to view talent's details? | Yes, Dive deep into details! Recruiters have the green light to view comprehensive information about each candidate within the system. It's your backstage pass to talent insights. |
| Can recruiter add/edit/delete a job post? | Yes, recruiters have the authority to add and edit job posts. However, deletion is not allowed; jobs can only be closed by the client. |
| Whats the duration of every job post? | No ticking clock here! Job posts hang around until the client decides it's a wrap. There's no standard duration; it's all about the client's call. |
| Can you lengthen the duration of the job post? | Yes, Need more time in the spotlight? No worries! Clients can extend the duration of a job post to suit their needs. It's like giving that perfect job a bit more runway. |
| Are talents notified when the job post is closed? | As of the moment, Talents are not notified. The decision regarding whether talents are notified when a job post is closed is still To Be Determined (TBD). We are working on providing more information about this soon. |
| Are talents notified when the job post is edited? | As of the moment, Talents are not notified when a Job Post is edited.The decision on whether to notify talents when a job post is edited is still To Be Determined (TBD). We are working on providing more information about this soon. |
| Can talents view the initial/remaining lenght of the job post? | As of the moment, Talents aren't able to view the remaining lenght of the Job Post.The decision on whether talents can view the initial or remaining length of a job post is still To Be Determined (TBD). We are working on providing more information about this soon. |
| Can talents be organized into specific categories or groups? | The capability to organize talents into specific categories or groups is still To Be Determined (TBD). The decision-making process involves evaluating the benefits of such organizational features, potential user demand, and the impact on system complexity. |
| Are there filters to search for talents based on specific criteria? | The decision to include filters for searching talents based on specific criteria is yet To Be Determined (TBD). This feature's implementation may be influenced by user feedback, industry trends, and the system's overall usability goals. |
| How are talent profiles updated and maintained? | Absolutely! Talents have the power to spruce up their profiles whenever they want. It's as simple as strolling into the talent profile section within the system. |
| Can talents upload additional documents or portfolios to their profiles? | For sure! Talents can give their profiles an extra boost by uploading cool stuff like certificates in PDF format. It's like adding a touch of personality to their professional story. |
| What is the Candidate List in NXT's ATS? | The Candidate List is a feature in NXT's Applicant Tracking System (ATS) that allows Clients to track the progress of Talent applicants through various stages of the application process. Access is available to Clients subscribed to the Pro plan. |
| What are the stages of the application process in the Candidate List? | The Candidate List includes the following stages: New Applicant, Screening, Exams, Initial Interview, Final Interview, Offer Letter, Background Investigation, Pre-Employment, Employment Contract, Pre-Employment Requirements, and Hired. |
| Can I skip stages in the Talent application process based on our hiring requirements? | Yes, NXT recognizes the varying hiring processes of different companies. Clients have the flexibility to skip certain stages based on their requirements. For example, after Screening, Talent tiles can move directly to 'Interview' without the need for 'Examination'. However, once a Talent tile reaches 'Final Interview,' it cannot be moved back to a previous stage. |
| How can I update an applicant’s job status in the ATS? | There are three ways Clients can change the applicant’s status in the ATS: Drag and Drop, 3-dot menu located at the top right corner of each Talent tile, and Move button located at the bottom portion of the ATS. These options provide flexibility in updating the applicant’s status to the next applicable stage. |
| Is there a limitation on moving Talent tiles to a certain stage in the ATS? | Yes, the system will not allow moving the Talent tile to a certain stage if the current stage is not applicable to it. This ensures that the Talent's progression aligns with the defined stages in the hiring process. |
| Can Talent tiles be moved backward in the application process in NXT? | Yes, Talent tiles can be moved backward in the application process. For instance, Talent tiles can be moved from 'Interview' back to 'Examination' if required. However, once a Talent tile reaches 'Final Interview,' it cannot be moved back to a previous stage. |
| What is the significance of the 3-dot menu in the ATS for updating applicant status? | The 3-dot menu, located at the top right corner of each Talent tile, provides options for the next applicable stage in updating the applicant's status. It offers a convenient way for Clients to make status changes efficiently. |
| How does the Move button at the bottom of the ATS assist in updating applicant status? | The Move button, located at the bottom portion of the ATS, allows Clients to select Talent tiles and move them to the applicable status. Similar to the 3-dot menu, the system shows the Client the names of the next applicable stages, providing an alternative method for updating applicant status. |
| Are there specific restrictions on moving Talent tiles in the ATS? | Yes, there are restrictions on moving Talent tiles in the ATS. The system ensures that Talent tiles can only be moved to stages that are applicable to their current status in the hiring process. |
| What is the prerequisite for accessing the Candidate List in NXT's ATS? | Access to the Candidate List in NXT's ATS is available to Clients subscribed to the Pro plan. |
| How does the Candidate List contribute to a more organized hiring process? | The Candidate List in NXT's ATS facilitates a more organized hiring process by allowing Clients to track Talent applicants through various predefined stages. This helps in managing and streamlining the applicant selection process. |
| Can Talent tiles be moved to any stage using the Drag and Drop option in the ATS? | No, Talent tiles can only be moved to stages that are applicable to their current status in the hiring process using the Drag and Drop option. The system restricts movement to stages that align with the predefined process. |
| What happens if a Talent tile reaches the 'Final Interview' stage in NXT's ATS? | Once a Talent tile reaches the 'Final Interview' stage, it cannot be moved back to a previous stage. This ensures that the progression of Talent aligns with the final stages of the hiring process. |
| How does NXT accommodate the differing hiring processes of various companies in the Candidate List? | NXT acknowledges that different companies have varying hiring processes. Clients have the flexibility to skip certain stages in the Talent application process based on their specific requirements. |
| What is the purpose of the 'Exams' stage in the Candidate List? | The 'Exams' stage in the Candidate List represents a phase in the Talent application process where applicants may be required to undergo examinations as part of the assessment process. |
| How does the ATS handle situations where a Talent tile needs to move back in the application process? | The ATS allows flexibility for Talent tiles to move back in the application process. For instance, Talent tiles can be moved from 'Interview' back to 'Examination' if required, accommodating changes in the hiring assessment. |
| How does the ATS ensure a seamless update of applicant status for Clients? | The ATS provides three methods for updating applicant status: Drag and Drop, 3-dot menu, and Move button. These options ensure a seamless and efficient process for Clients to manage and update the status of Talent applicants in the system. |
| Can a Talent tile be moved to any stage using the Move button in the ATS? | No, similar to the Drag and Drop option, the Move button also ensures that Talent tiles can only be moved to stages that are applicable to their current status in the hiring process. The system prevents movement to non-applicable stages. |
| What are the stages included in the Candidate List's application process in NXT's ATS? | The stages included in the Candidate List's application process are: New Applicant, Screening, Exams, Initial Interview, Final Interview, Offer Letter, Background Investigation, Pre-Employment, Employment Contract, Pre-Employment Requirements, and Hired. |
| **Hired List** |  |
| What is the purpose of the Hired List page in the ATS web application? | The Hired List page is a crucial component of the ATS web application designed to assist Hiring Managers in managing and understanding applicants who have been successfully hired for specific job posts. |
| What does the Hired List feature inside the ATS focus on? | The Hired List feature inside the ATS is dedicated to each specific job post, serving as a curated list of applicants who have been successfully hired for a particular job opening. |
| How are applicants added to the Hired List? | Applicants become visible in the Hired List feature once they have successfully completed all stages of the sourcing and job offer process. These stages include New Applicant, Screening, Exams, Initial Interview, Final Interview, Offer Letter, Background Investigation, Pre-Employment, Employment Contract, Pre-Employment Requirements, Hired, and submission by the recruiter as hired. |
| What information does the Hired List provide about applicants? | The Hired List provides valuable insights and information about applicants who have accepted job offers and are ready to be onboarded. This includes details such as their name, contact information, application status, and any additional notes provided by the recruiter. |
| How can one navigate to the Hired List for a specific job post? | To access the Hired List for a specific job post, follow these steps: Log in to the ATS web application using your client credentials, navigate to the "Manage Jobs" section, select the desired job post, and click on the "Hired List" tab or button to view the list of hired applicants for that job post. |
| What stages are involved in the sourcing and job offer process before applicants appear on the Hired List? | Applicants go through stages such as New Applicant, Screening, Exams, Initial Interview, Final Interview, Offer Letter, Background Investigation, Pre-Employment, Employment Contract, and Pre-Employment Requirements before reaching the Hired stage and being submitted by the recruiter as hired. |
| What actions can Hiring Managers perform from the Hired List page? | From the Hired List page, Hiring Managers can perform various actions related to hired applicants, including viewing detailed applicant profiles, initiating the onboarding process, and communicating with hired applicants regarding next steps and onboarding procedures. |
| How does the Hired List contribute to the recruitment process in the ATS? | The Hired List contributes to the recruitment process by providing a centralized space for Hiring Managers to manage and understand applicants who have successfully been hired. It streamlines the onboarding process and facilitates communication with hired applicants. |
| What does the Hired List showcase for each specific job post? | For each specific job post, the Hired List showcases a curated list of applicants who have successfully completed the hiring process, accepted job offers, and are ready for onboarding. |
| What stages does an applicant go through before being added to the Hired List? | Before being added to the Hired List, applicants go through stages such as New Applicant, Screening, Exams, Initial Interview, Final Interview, Offer Letter, Background Investigation, Pre-Employment, Employment Contract, and Pre-Employment Requirements, culminating in the Hired stage and submission by the recruiter. |
| What details are typically included in each entry on the Hired List? | Each entry on the Hired List may include details such as the applicant's name, contact information, application status, and any additional notes provided by the recruiter. |
| How can Hiring Managers initiate the onboarding process from the Hired List? | Hiring Managers can initiate the onboarding process for hired applicants directly from the Hired List page, streamlining the transition from successful hiring to onboarding procedures. |
| In the ATS, when are applicants considered officially hired and added to the Hired List? | Applicants are considered officially hired and added to the Hired List in the ATS once they have successfully completed all stages of the sourcing and job offer process and have been submitted by the recruiter as hired. |
| **Failed/Withdraw** |  |
| What is the purpose of the Failed/Withdraw List page in the ATS web application? | The Failed/Withdraw List page is a critical component of the ATS web application, providing Hiring Managers with powerful tools to view the list of applicants who were unsuccessful, failed, or withdrew their application for specific job posts. |
| What does the Failed/Withdraw List feature within the ATS focus on? | The Failed/Withdraw List feature within the ATS is dedicated to each specific job post, serving as a curated list of applicants who were unsuccessful, failed, or voluntarily withdrew their application for a particular job opening. |
| How are applicants added to the Failed/Withdraw List? | Applicants become visible in the Failed/Withdraw List feature under circumstances where they have undergone the stages of the sourcing and job offer process, did not meet the qualifications, failed in some aspect of the application process, or were tagged as "failed" or "withdrawn" by the recruiter based on their assessment. |
| What information does the Failed/Withdraw List provide about applicants? | The Failed/Withdraw List allows Hiring Managers to gain insights into why applicants were not successful in their application process. It includes details such as the applicant's name, contact information, application status, and any additional notes provided by the recruiter. |
| How can one navigate to the Failed/Withdraw List for a specific job post? | To access the Failed/Withdraw List for a specific job post, follow these steps: Log in to the ATS web application using your credentials, navigate to the "Manage Jobs" section, select the desired job post, and click on the "Failed/Withdraw" tab or button to view the list of applicants who were unsuccessful or withdrew their application for that job post. |
| Under what circumstances do applicants become visible in the Failed/Withdraw List? | Applicants become visible in the Failed/Withdraw List when they have undergone the stages of the sourcing and job offer process, did not meet the qualifications or failed in some aspect, or were tagged as "failed" or "withdrawn" by the recruiter based on their assessment. |
| What details can be found in each entry on the Failed/Withdraw List? | Each entry on the Failed/Withdraw List may include details such as the applicant's name, contact information, application status, and any additional notes provided by the recruiter. |
| What actions can Hiring Managers perform from the Failed/Withdraw List page? | From the Failed/Withdraw List page, Hiring Managers can perform various actions related to failed or withdrawn applicants, including reviewing reasons for application failure or withdrawal, analyzing trends and patterns in application outcomes, and communicating with applicants to provide feedback or support. |
| How does the Failed/Withdraw List contribute to the recruitment process in the ATS? | The Failed/Withdraw List contributes to the recruitment process by offering tools for Hiring Managers to analyze and understand why applicants were unsuccessful or withdrew their applications. It provides valuable insights for continuous improvement in the hiring process. |
| What is the primary focus of the Failed/Withdraw List for each specific job post? | For each specific job post, the Failed/Withdraw List focuses on curating a list of applicants who were unsuccessful, failed, or voluntarily withdrew their application. It aids Hiring Managers in gaining insights into the outcomes of the application process. |
| In what situations might a recruiter tag an applicant as "failed" or "withdrawn"? | A recruiter might tag an applicant as "failed" or "withdrawn" based on their assessment of the applicant's status, which could be due to the applicant not meeting the qualifications or experiencing failure in some aspect of the application process. |
| How can Hiring Managers review reasons for application failure or withdrawal from the Failed/Withdraw List? | Hiring Managers can review reasons for application failure or withdrawal directly from the Failed/Withdraw List page, providing them with insights into the specific circumstances that led to an applicant's unsuccessful outcome. |
| What benefits does the Failed/Withdraw List provide for Hiring Managers? | The Failed/Withdraw List provides Hiring Managers with powerful tools to analyze trends and patterns in application outcomes, review reasons for failure or withdrawal, and communicate with applicants for feedback or support. It supports continuous improvement in the hiring process. |
| How does the ATS determine whether an applicant should be added to the Failed/Withdraw List? | The ATS adds an applicant to the Failed/Withdraw List based on circumstances where the applicant has undergone the stages of the sourcing and job offer process, did not meet the qualifications or failed in some aspect, or was tagged as "failed" or "withdrawn" by the recruiter. |
| **Talent List** |  |
| What is the purpose of the Talent List Page in the ATS web application? | The Talent List Page is a fundamental feature of the ATS web application, designed to provide Hiring Managers with efficient tools to manage and organize the talent pool effectively. |
| What sort and filter options are available on the Talent List Page? | The Talent List Page offers Ascending and Descending Order sorting options by Name and a Date Applied filter. These options provide flexibility in organizing the talent pool based on applicant names and application timelines. |
| How can the table list on the Talent List Page be sorted? | The table list on the Talent List Page can be sorted in both ascending and descending orders based on the Name column, allowing Hiring Managers to organize the talent pool efficiently. |
| What does the Date Applied filter on the Talent List Page allow you to do? | The Date Applied filter on the Talent List Page enables users to filter the list based on the application date of the applicant. Selecting a specific date on the filter allows narrowing down the list based on application timelines. |
| What functionality does the Keyword Search in the Search Field provide on the Talent List Page? | The Keyword Search in the Search Field allows users to filter the list on the table by providing keywords. These keywords should match the Employee name and Job Posting, enabling quick and effective search functionality. |
| What information is displayed in the Applicant List Table on the Talent List Page? | The Applicant List Table displays all applicants regardless of the job applied. It includes Applicant Name, Job Posting, and Date Applied. This information provides a quick reference to individual candidates and their application timelines. |
| How does the Applicant List Table help in understanding the specific roles candidates are interested in? | The Job Posting column in the Applicant List Table shows the specific roles each applicant applied for, helping Hiring Managers understand the roles candidates are interested in. |
| What actions can be performed using the Eye Icon in the Action column of the Talent List Page? | Clicking on the Eye Icon in the Action column allows users to view the CV of a specific applicant. This provides quick access to applicant documents for assessment. |
| How can Hiring Managers access the detailed profile of an applicant from the Talent List Page? | Hiring Managers can access the detailed profile of an applicant by clicking on the applicant's name in the table on the Talent List Page. This comprehensive profile includes relevant details about the applicant, facilitating a deeper understanding of their qualifications and experience. |
| What details are included in the comprehensive profile of an applicant on the Talent List Page? | The comprehensive profile of an applicant on the Talent List Page includes relevant details about the applicant, providing information about their qualifications and experience. |
| Why is the Date Applied information important on the Talent List Page? | The Date Applied information on the Talent List Page is crucial as it helps Hiring Managers understand the timeline for applicant engagement. Knowing when each applicant submitted their application provides insights into the recruitment process's timing and efficiency. |
| **Pooling List** |  |
| What is the purpose of the Pooling List Page in the ATS web application? | The Pooling List Page is an essential feature of the ATS web application, designed to provide Hiring Managers with efficient tools to manage and understand applicants who were unsuccessful, failed, and/or withdrew their applications for specific job posts. |
| What sort and filter options are available on the Pooling List Page? | The Pooling List Page offers Ascending and Descending Order sorting options by Name and a Date Applied filter. These options provide flexibility in organizing the pooling list based on applicant names and application timelines. |
| How can the table list on the Pooling List Page be sorted? | The table list on the Pooling List Page can be sorted in both ascending and descending orders based on the Name column, providing flexibility for Hiring Managers to organize the pooling list efficiently. |
| What does the Date Applied filter on the Pooling List Page allow you to do? | The Date Applied filter on the Pooling List Page enables users to filter the list based on the application date of the applicant. Selecting a specific date on the filter allows narrowing down the list based on application timelines. |
| What functionality does the Keyword Search in the Search Field provide on the Pooling List Page? | The Keyword Search in the Search Field allows users to filter the Pooling List table by providing keywords. These keywords should match the Employee name and Job Posting, enabling quick and effective search functionality. |
| What information is displayed in the Applicant List Table on the Pooling List Page? | The Applicant List Table on the Pooling List Page displays all applicants who failed in their applied jobs from all job postings created by the company. It includes Applicant Name, Job Posting, and Date of Application. This information provides a quick reference to individuals who were unsuccessful in their applications and aids in understanding the timeline of applicant engagement. |
| How does the Job Posting information in the Applicant List Table help in understanding applicant outcomes? | The Job Posting column in the Applicant List Table on the Pooling List Page shows the specific roles applicants were unsuccessful in. This information helps Hiring Managers understand the types of roles applicants struggled with, aiding in identifying areas of improvement. |
| What actions can be performed using the Eye Icon in the Action column of the Pooling List Page? | Clicking on the Eye Icon in the Action column allows users to view the CV of a specific applicant on the Pooling List Page. This provides quick access to applicant documents for further assessment. |
| How can Hiring Managers access the detailed profile of an applicant from the Pooling List Page? | Hiring Managers can access the detailed profile of an applicant who failed in their application by clicking on the applicant's name in the table on the Pooling List Page. This comprehensive profile includes relevant details about the applicant, aiding in a deeper understanding of their qualifications and experience. |
| What details are included in the comprehensive profile of an applicant on the Pooling List Page? | The comprehensive profile of an applicant on the Pooling List Page includes relevant details about the applicant who failed in their application, providing information about their qualifications and experience. |
| Why is the Date of Application information important on the Pooling List Page? | The Date of Application information on the Pooling List Page is crucial as it helps Hiring Managers understand the timeline of when each applicant failed in their application. This insight contributes to identifying patterns and areas of improvement in the recruitment process. |
| **Hired List** |  |
| What is the purpose of the Hired List page in the Applicant Tracking System (ATS)? | The Hired List page is a crucial feature of the ATS designed to assist Hiring Managers in managing and understanding applicants who have been successfully hired for specific job posts. |
| What sort and filter options are available on the Hired List page? | The Hired List page offers Ascending and Descending Order sorting options by Name and a Date Applied filter. These options provide flexibility in organizing the list of successfully hired applicants based on names and application timelines. |
| How can the table list on the Hired List page be sorted? | The table list on the Hired List page can be sorted in both ascending and descending orders based on the Name column, allowing Hiring Managers to organize the list of successfully hired applicants efficiently. |
| What does the Date Applied filter on the Hired List page allow you to do? | The Date Applied filter on the Hired List page enables users to filter the list based on the application date of the hired applicant. Selecting a specific date on the filter allows narrowing down the list based on application timelines for successful hires. |
| What functionality does the Keyword Search in the Search Field provide on the Hired List page? | The Keyword Search in the Search Field allows users to filter the Hired List table by providing keywords. These keywords should match the Employee name and Job Posting, enabling quick and effective search functionality. |
| What information is displayed in the Applicant List Table on the Hired List page? | The Applicant List Table on the Hired List page displays all applicants who have been successfully hired in their applied jobs across all job postings created by the company. It includes Applicant Name, Job Posting, and Date of Application. |
| How does the Applicant List Table help in understanding the specific roles successfully hired applicants are now part of? | The Job Posting column in the Applicant List Table on the Hired List page shows the specific roles each successfully hired applicant applied for, helping Hiring Managers understand the roles they are now part of within the company. |
| Why is the Date of Application information important on the Hired List page? | The Date of Application information on the Hired List page is crucial as it provides insights into the timeline of successful hires. Reviewing when each hired applicant submitted their application helps understand the efficiency and timing of the recruitment process. |
| What actions can be performed using the Eye Icon in the Action column of the Hired List page? | Clicking on the Eye Icon in the Action column allows users to view the CV of a specific hired applicant on the Hired List page. This provides quick access to applicant documents for further reference. |
| How can Hiring Managers access the detailed profile of a hired applicant from the Hired List page? | Hiring Managers can access the detailed profile of a hired applicant by clicking on the applicant's name in the table on the Hired List page. This comprehensive profile includes relevant details about the successfully hired individual, aiding in understanding their qualifications and experience. |
| What details are included in the comprehensive profile of a hired applicant on the Hired List page? | The comprehensive profile of a hired applicant on the Hired List page includes relevant details about the individual, providing information about their qualifications and experience as a successfully hired employee. |
| What benefits does the Hired List page offer for Hiring Managers in managing successful hires? | The Hired List page offers benefits for Hiring Managers by providing efficient tools to manage and understand applicants who have been successfully hired. It aids in organizing successful hires, reviewing application timelines, and accessing detailed profiles for further reference. |
| How does the ATS determine whether an applicant should be added to the Hired List? | The ATS adds an applicant to the Hired List once they have been successfully hired for a specific job post. The list includes applicants from all job postings created by the company who have completed the hiring process and accepted job offers. |
| **ATS - Dashboard** |  |
| Who is allowed to see the ATS dashboard? | Access to the ATS dashboard is exclusively granted to our esteemed clients and dedicated recruiters. It's the central hub where they orchestrate the recruitment symphony. If you're part of this distinguished group, welcome to the dashboard, where efficiency meets excellence.. |
| Can super admin view different company dashboards? | The super admin has the superpower to effortlessly view and analyze multiple company dashboards. It's like having a bird's-eye view of the entire ATS landscape. |
| Can user view the total number of jobs? | Curious about opportunities? Users can easily spot the total number of available jobs right on the dashboard. It's your go-to spot for job hunting within the system. |
| Can user view total jobs posted? | Keepin' track! The dashboard proudly showcases the grand total of jobs posted. It's a real-time snapshot of the job market within your ATS domain. |
| Can user view the total number of active job post? | Active and kicking! Users get the lowdown on the total number of jobs currently in play. It's your dashboard's way of highlighting what's hot in the job market. |
| Can user view the total number of expired/closed job posts? | Yes, Closure details, anyone? The dashboard spills the beans on the total number of expired or closed job posts. It's like tidying up the job board to make room for new opportunities. |
| Can user view the total number of draft jobs? | In the drafting room! The dashboard keeps you in the loop with the total number of draft jobs. It's where ideas take shape before hitting the spotlight. |
| Can user view the total number of talent pool list? | Talent central! Users can easily check out the total number of talents in the talent pool right from the dashboard. It's like having your talent reservoir on display. |
| Can user view the total number of Hired talents? | Success stories! The dashboard celebrates victories by showcasing the total number of talents that have successfully landed jobs. It's your personal hall of hired fame. |
| What metrics and analytics are displayed on the dashboard? | The metrics and analytics displayed on the dashboard are To Be Determined (TBH), as the development team is actively assessing the most relevant and valuable data points to present. |
| Is the dashboard customizable for individual users? | The dashboard's customization for individual users is currently TBD. The development team is exploring options to provide users with the flexibility to tailor their dashboard based on personal preferences and job responsibilities. |
| How frequently is the dashboard data updated? | The frequency of dashboard data updates is currently TBD. The development team is evaluating the optimal update intervals to balance real-time insights with system performance. |
| Can users set up notifications for specific events or metrics? | The ability for users to set up notifications for specific events or metrics on the dashboard is currently To Be Determined (TBD) . We are working on providing more information about this soon. |
| Is there an export feature for dashboard data? | The export feature for dashboard data is To Be Determined (TBD). The development team is considering the implementation of this functionality to allow users to export relevant data for further analysis or reporting purposes in future updates. |
| **Subscription** |  |
| What is ATS Subscription? | ATS Subscription refers to an add-on feature available to Premium and Premium+ subscribers. It provides access to an Applicant Tracking System, which is a software application used to streamline the recruitment process by managing job postings, receiving and organizing applicant resumes, and tracking candidates throughout the hiring process. This subscription allows users to efficiently manage their recruitment needs within the NXT platform. |
| Who can avail of the subscription option? | All individuals registered in NXT as a Client can avail of the ATS subscription. After login, the ‘Subscription’ menu will be visible on the left panel of the NXT Client landing page. |
| How can a Client avail the Premium, Premium+ or Elite subscription? | To avail of the subscription, the Client needs to follow these steps: Click the Subscription menu at the left side of the landing page. Click the ‘View Details’ button of the subscription selected. In the next page. Client users will see the complete details of the subscription, including the Add-on and cost breakdown. Click the ‘Continue’ button to go to the Checkout page. The Checkout page shows the order summary before proceeding finally with the purchase. Accept the ‘Terms and Conditions’ and click the ‘Place Order’. The Client users will be redirected to the Thank you page, confirming the successful subscription of the selected Package. |
| Can a Subscription be renewed? | Yes, Our dear Clients can renew their current subscription but the NXT platform doesn't automate renewal. |
| What are subscription addons? | Subscription add-ons are additional features or services that clients can select to enhance their existing subscription plan. Subscription add-ons are available to Premium and Premium+ subscribers. These add-ons include features such as Applicant Tracking System (ATS) and Artificial Intelligence (AI) functionalities. Clients can choose to add these features to their subscription plan to expand the capabilities of their recruitment and hiring processes within the NXT platform. |
| What happens to job postings if a subscription expires? | All job posts that are in “Open” status will reset to “Draft” when Client subscription expires. In such cases the accounts status will revert back to Freenium. |
| How long is the duration of the free additional days when you subscribe to a package? | The current promotion gives our dear Clients an extra 7 days on their subscription. Stay tuned for more promos in the future. |
| Where can a Client find the ‘Subscription’ menu after logging into NXT? | After logging in, the ‘Subscription’ menu will be visible on the left panel of the NXT Client landing page. |
| What is the consequence of letting a subscription expire on job postings with an "Open" status? | All job posts that are in “Open” status will reset to “Draft” when Client subscription expires. In such cases the accounts status will revert back to Freenium. |
| Are there any additional subscription plans offered by NXT? | As of now, NXT offers 3 paid subscriptions, Premium, Premium+ and Elite subscription. each vary with capabilities. But add-ons may be purchased to match Client preference. |
| Are there any prerequisites for a Client to avail a subscription? | Their is no required prerequisite to avail an NXT subscription. You just need a Client account and a bank to settle the payments. |
| How can a Client access the ‘Subscription’ menu if it is not visible on the NXT Client landing page? | If the ‘Subscription’ menu is not visible, Clients can check if they are logged in. If the issue persists, they may contact NXT support for assistance. |
| Can a Client cancel the subscription during the 1 month duration? | As per NXT rules you cant downgrade or upgrade existing plans. Once a client has been subscribed, they'll be able to enjoy the perks for a month. Used or unused, the expiration timer still continues until the date of expiration. |
| Is there any notification provided to the Client before the subscription expires? | NXT provides a notification for nearly expiring subscriptions. This is to warn our clients for the possible change in plans since the account will revert back to freemium once the subscription expires and may affect business directives. |
| What happens to the Add-on and cost breakdown details if a Client chooses not to proceed with the Subscription after clicking 'View Details'? | Our dear clients are free to browse the plans provided by NXT. No additional cost in the computation of the selected Subscription. |
| How can I cancel my subscription? | As subscsriptions have 1 month run time, you are not able to cancel subscriptions, you can only wait for the subscription to expire. |
| What is the description and price of the Freemium plan? | The Freemium plan is our starting point, offering 3 job postings completely free of charge. It's a fantastic way to get started without breaking the bank. |
| What is the description and price of the Premium plan? | The Premium plan is where things really start to get exciting! For just P1,000, you get unlimited job postings, opening up a world of possibilities for your recruitment needs. And guess what? You can still jazz it up with some awesome add-ons for additional features! |
| What is the description and price of the Premium+ plan? | The Premium+ plan takes things up a notch by offering unlimited job postings with ATS for just P2,000. It's like having your very own recruitment powerhouse at your fingertips. And yes, you can still deck it out with add-ons for even more amazing features! |
| What is the description and price of the Elite plan? | Welcome to the big leagues with our Elite plan! For P3,000, you get unlimited job postings with ATS and AI, giving you the ultimate edge in recruitment. It's the VIP treatment for your hiring needs, with all the bells and whistles included. |
| Can the client upgrade their plan to a higher one after selection? | While we believe in making decisions easy, once you've picked your plan, we keep it simple. You can't upgrade directly, but fear not! You can always spruce up your plan with some awesome add-ons. |
| Can the client renew while still under their current subscription? | Absolutely! We want to make sure you never miss a beat, so feel free to renew your subscription while still enjoying all the perks of your current plan. |
| How many users are allowed per subscription? | Our subscriptions are designed for individual use, with each plan allowing access for one user. It's all about giving you the spotlight! |
| Is auto-renew available for subscriptions? | We like to keep things in your hands, so auto-renew isn't on the table. We believe you should have the control to decide what's best for you. |
| What payment method is available? | We've got you covered with easy-peasy bank deposit options. Simple, secure, and hassle-free! |
| What happens if the subscription lapses? | Don't worry, we've got your back! If your subscription lapses, you'll seamlessly revert back to the Freemium plan, ensuring you can keep moving forward without missing a beat. |
| Is there a free trial available? | Sorry, no free trial here! But hey, with our amazing plans and additional days as a gift for subscribers, you'll feel like you're getting a trial every day! |
| What additional benefit is provided to those who avail subscriptions? | As a token of our appreciation, we'll gift you some extra days on your subscription. It's our way of saying thank you for choosing us! |
| What are the available add-ons for Premium subscribers? | Premium subscribers can level up their game with some awesome add-ons like ATS and ATS+AI. It's like adding rocket boosters to your recruitment process! |
| What are the available add-ons for Premium+ subscribers? | Premium+ subscribers can take it to the next level with the ATS+AI add-on. It's like having a recruitment ninja by your side, making your hiring process smarter and faster! |
| How can a client select add-ons? | Adding some extra flair to your plan is as easy as pie! Just head over to the Subscriptions page in NXT, and you'll find all the add-ons waiting for you to pick and choose. |
| What happens to the expiration date of the subscription when adding an add-on? | Your subscription's expiration date dances to the same tune as your original plan. It's all about keeping things consistent and straightforward for you. |
| What notifications are sent after placing an Add-On order? | We like to keep you in the loop every step of the way, so expect a friendly automated email confirming your Add-On order. It's like a virtual high-five from us to you! |
| How is payment handled for add-ons? | Paying for your add-ons is a breeze! We'll prorate the payment and shoot you an email with the total amount within 24 hours. Easy peasy! |
| How is the activation of add-ons done? | We'll handle the activation manually to ensure everything runs smoothly. Think of it as a personalized touch to enhance your NXT experience! |
| What notifications are sent after the activation of an add-on? | Once your add-on is up and running, we'll shoot you a quick notification email. It's like a little celebration to mark the start of something awesome! |
| Can add-ons be added again once they have been added to the current plan? | Sorry, once you've added an add-on to your current plan, it's a one-time deal. But hey, we've got plenty of other cool stuff to keep your recruitment game strong! |
| Are there any other subscription rules to consider? | Just remember the golden rules of payment, expiration, activation, and all the other good stuff we've talked about. We're here to make your NXT experience smooth sailing all the way! |
| **Subscription - AI Capabilities** |  |
| What AI-powered features does NXT offer? | NXT offers several AI-powered features, including an AI Chatbot Assistant, JD Generator, and AI Talent Matching. |
| How does the AI Chatbot Assistant benefit users? | The AI Chatbot Assistant provides real-time guidance on platform navigation and ATS usage, helping users maximize productivity effortlessly. |
| What is the purpose of the JD Generator? | The JD Generator streamlines job post creation by generating comprehensive descriptions aligned with industry standards. |
| How does the AI Talent Matching feature help in candidate selection? | The AI Talent Matching feature expedites candidate selection through personalized recommendations, making the process more efficient. |
| What are the goals of these AI innovations on the NXT platform? | These AI innovations aim to optimize the recruitment process by enhancing productivity and streamlining operations for users. |
| How are these AI features expected to impact recruitment efficiency? | These AI features are expected to revolutionize recruitment efficiency by providing real-time guidance, streamlining job post creation, expediting candidate selection, and ultimately enhancing productivity and operations on the NXT platform. |
| What are the potential benefits for users of the NXT platform with these features? | Users of the NXT platform can benefit from increased productivity, streamlined operations, improved job post creation, faster candidate selection, and overall optimization of the recruitment process, thanks to the AI-powered features offered by NXT. |
| In what ways do these AI features align with industry standards? | The AI features offered by NXT, such as the JD Generator and AI Talent Matching, generate comprehensive job descriptions and provide personalized recommendations, aligning with industry standards for recruitment efficiency and effectiveness. |

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| TALENT SPECIFIC USER | |
| Possible Questions | Appropriate Answer |
| What do I do if I encounter technical issues on the platform? | Feel free to ask me! For technical issues, you can also check our support page at https://www.nxt.com.ph/contact-us. How can I assist you further? |
| How can I update my contact information on NXT? | To update your contact information, log in to your NXT account, go to 'Profile,' and click 'Update Profile.' There, you can modify your contact details. Need further assistance? |
| Is there a limit to the number of job applications I can submit? | No, there's no limit to the number of job applications. Feel free to apply to as many opportunities as you want. Need guidance on effective job applications? |
| Can I delete my NXT account? | Certainly. If you wish to delete your account, please contact NXT Support through our website or submit a request via the provided form. How can I assist you further? |
| What should I do if I encounter technical issues while using the platform? | If you face technical issues, try clearing your browser cache or disabling pop-up blockers. For persistent problems, reach out to NXT Support through our website. Need more help? |
| How can I customize my job search preferences? | To customize your job search, go to 'Joblist,' use keywords, role titles, or company names in the search field, and click 'Search Job.' You can also set filters for a more tailored search. Need assistance with that? |
| What are the benefits of using Single Sign-On (SSO) with my Google or Facebook account? | SSO simplifies access. By linking your Google or Facebook account, you can log in seamlessly without remembering multiple passwords. Interested in setting up SSO or have other questions? |
| How do I stand out in my job applications on NXT? | To stand out, complete your profile, including skills and work history. Tailor your applications to match job requirements. Want tips on creating an impressive profile? |
| What is MeNXT Career Tips, and how can it help me in my job search? | MeNXT Career Tips provides insights into the latest trends and tips. Explore it to enhance your job search strategy. Anything specific you're looking for in career tips? |
| How secure is my personal information on NXT, especially during the SSO process? | Security is a top priority. During SSO, only essential information is accessed. We employ high-security measures to protect your data. Any specific concerns or questions about security? |
| Can I connect my LinkedIn profile to my NXT account? | As of now, NXT primarily supports SSO with Google or Facebook. However, you can manually add details from your LinkedIn profile to enhance your NXT profile. Need help with that? |
| Is there a feature to track the progress of my job applications? | Certainly! Go to 'Applied Jobs' in your profile to track the progress of your applications. You'll receive real-time updates on your application status. Anything specific you'd like to know? |
| Can I update my skills and work history after creating my NXT profile? | Absolutely! You can update your skills and work history at any time. Go to 'My Resume' in your profile to make necessary edits. Need guidance on updating specific details? |
| How can I provide feedback or suggestions about the NXT platform? | We appreciate your feedback! You can provide suggestions or comments by submitting the form available on our website. Your input is valuable in enhancing the NXT experience. Any particular feedback you'd like to share? |
| How can I reset my password on NXT if I forget it? | No worries! If you forget your password, simply click on the 'Forgot Password' link on the login page. You'll receive an email with instructions to reset your password. |

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| CLIENT SPECIFIC FREQUENTLY ASKED QUESTIONS | |
| FAQ | Answers |
| Getting Started | Getting Started Who is NXT?  Who are your target users?  To-Do Lists  How do I reach NXT Support?  How It Works  Getting Started  Schedule a Meeting  Endorsing Talent |
| Client Sign Up | Welcome to nxt.com.ph, one of the leading platforms dedicated to bridging the gap between jobseekers and businesses. Take advantage of our established end-to-end workforce solutions. Your NXT best talents are just one sign up away.  What can nxt.com.ph do for you? - Easily create your client account  - Create new and meaningful experiences today by connecting to talented professionals for your business  - Innovative technology and user-friendly interface for your talent pooling requirements  - Highest security measures to protect your data   Register as a Client for free! Go to www.nxt.com.ph/registration   To set up SSO using Google or Facebook:  1. Click on the "Get Started" button on our website.  2. Choose Google or Facebook  3. Enter your SSO credentials and click "Continue."  4. You will now be logged in to the NXT application.   Sign up by Providing Email Address and Password  1. Click on the "Get Started" button on our website.  2. Enter your email address and password in the respective fields.   Email Address validation   1. After entering your email address, a One Time Pin (OTP) will be send to your email  2. Check you inbox and copy the OTP sent by NXT  3. Enter you OTP to the sign up page to verify your email  In case you do not see the email from your inbox, kindly check your spam folder. In the event that you accidentally deleted the validation email, please check your email’s trash.   Resetting Your Password  1. You'll be redirected to the password reset page.  2. Provide your email address registered on your NXT account.  3. You'll receive an email with a password reset link.  4. Click the link to set a new password.   Your new password should meet the following criteria:  - At least one lowercase letter  - At least one uppercase letter  - At least one number  - At least one special character  - Minimum length of 8 characters   Tips on email address:  - Use your personal email address or your company-issued email address. Applicants are more likely to trust job postings with company-issued email addresses.  - Recovery number and email address. Ensure that you have included your recovery phone number and recovery email address in your personal email address so you will be able to retrieve your access in case you forget your email address’s password.  - Every time you use a public computer, ensure that you logout of your email account and ensure that you never save your password. If possible, clear cache or or clear history from the used browser accessing your email account.  - First impressions matter. Always use a professional email address during your job applications. |
| Client Profile Login | Now that you have validated your email account, below are the steps on how to access your NXT Client profile.  1. Open your browser and type in the address bar: www.nxt.com.ph/registration  2. Type in your registered email address and click on ‘Login’  3. If you haven't set a password or trying to retrieve your password, click "Forgot Password."   Resetting Your Password  1. You'll be redirected to the password reset page.  2. Provide your email address registered on your NXT account.  3. You'll receive an email with a password reset link.  4. Click the link to set a new password.   Your new password should meet the following criteria:  - At least one lowercase letter  - At least one uppercase letter  - At least one number  - At least one special character  - Minimum length of 8 characters   Login using SSO  1. Click on the Google or Facebook icon  a. Google  i. For Google, if multiple Google accounts are logged into the system, the user will choose the account that was previously created a NXT profile  ii. Enter Google credentials  iii. Once logged in, you should be able to see your account’s profile page.  b. Facebook  i. For Facebook, if Facebook account is logged into the system, the user will be proceed directly to the NXT page. If not, user would need to enter their Facebook credentials  ii. Once logged in, you should be able to see your account’s profile page. |
| Client Profile Setup | Our User-friendly platform ensures that employers find the right talent with our intelligent matching system. It simplifies your talents search process and correctly setting up your profile will give you higher chances of being found by your next talent.  1. Login using your registered email address 2. Click on ‘Profile’ button 3. Click on ‘Company Profile’ button 4. Complete your company details a. Company Name b. Company Size c. Industry d. Company Address e. Country f. Region g. Province / District h. City / Municipality i. Postal Code j. Last Name k. First Name l. Email Address m. Phone Number 5. Click on ‘Update Setting’ |
| Adding a Job | Whether you are seeking skilled professionals, fresh graduates, or experienced candidates, our platform connects you with the right talent effortlessly. Maximize your reach and increase your chances of finding the ideal candidate by taking advantage of this NXT feature:  1. Set up your company profile 2. Click on ‘Manage Job’ 3. Click on ‘Add Job’ 4. Add the following details a. Name\* b. Email\* c. Contact Number\*  JOB INFORMATION d. Job Title\* e. Job Type\* f. Work Arrangement\* g. Office Hours\* h. Office Address\* i. City\* j. Salary\* k. Job Overview\* l. Qualification\* m. Benefits\*  JOB REQUIREMENTS  n. Skill Set\* o. Dialect\*  POSTING DATE p. Start Date\* q. End Date\*  5. Click on ‘Save as A Draft’ 6. Click on ‘Publish’. Click on ‘Confirm’ |
| Managing a Job | By utilizing NXT, you can streamline the process and enhance the overall experience of your candidates, ultimately contributing to the success of your recruitment efforts. Efficiently managing job applications is essential in finding the right talent for your organization.   Once logged on to your Client account   1. Click on ‘Profile’  2. Click on ‘Manage Job’  3. A summary of your posted jobs will be displayed with the following summary details:  a. Job Title  b. Link to list of Applicants: click on ‘View Applicants’  c. Job posting Status  d. Option to edit the post: click on edit icon (pencil button)  e. Option to delete the post; trash can icon |
| Viewing of applicants | Embrace a fresh approach to recruitment by prioritizing qualified professionals over traditional hiring practices. Access a vast and diverse pool of talented individuals, fostering workplace diversity.   6.1 Under manage job button  1. Go to manage job page  2. Click on View Applicants’  3. Apply desired filters based on the following:  a. Experience  i. Less than 1 year  ii. 1 to 2 years  iii. 3 to 5 years  iv. 6 to 10 years  v. More than 10 years  b. Location  c. Apply from (desired date)  d. Applied date (order of application date)  i. ascending  ii. descending  e. Application Statuses  i. For Screening  ii. Failed Paper Screening  iii. For Interview  iv. Failed Interview  v. Job Offer  vi. Hired  vii. Withdraw application  4. The list of filtered applicants will be displayed  5. To remove filters, click on ‘Reset’  6. To view the applicant’s resume from the loaded list of applicants, click on ‘View Resume’  6.2 Under talent list  1. Type in the desired keywords.  2. Click on ‘Search’ button  3. List of filtered applicants will be displayed with the following details:  a. Applicant’s name  b. Applicant’s location  c. Applicant’s email address   To see specific applicant’s details, click on the the applicant’s name The following Applicant’s details will be displayed:   1. Basic information  a. Last name  b. First name  c. Middle name  d. Email address  e. Contact number  f. Birthday  g. Address  h. Municipality  i. Country  2. Key Skills  3. Work History with the following summary  a. Role  b. Job level  c. Time Period  4. Region  5. Province /District  6. Municipality  7. Postal Code  8. CV  9. Certificates |
| Updating Applicant’s application Status | NXT revolutionizes the connection between job seekers and businesses, offering new and exciting experiences for all stakeholders. NXT offers a seamless and rewarding experience in finding the NXT talent for your organization.   1. Go to applicant’s profile  2. Go to ‘Application Status’ section  3. Select the desired new status from the dropdown list  a. For screening  b. Failed Paper Screening  c. For Interview  d. Failed Interview  e. Job Offer  f. Hired  4. Select preferred means of communication  a. Google meet  b. Zoom  c. Viber  d. Phone  5. Click on ‘Save’  6. The applicant will receive a real time update via email that there is a change in the application status |
| Viewing Subscription | Good news! All our clients can enjoy our FREE subscription! YourFREEmium account will let you publish unlimited job postings for free. Here’s how you can view your subscription status.   1. Log on to your client account  2. Click on ‘Profile’  3. Click on ‘Subscription’  4. Type of Subscription and Validity will be displayed on the same page |
| Reminders and basic troubleshooting | 1. You can only use your email address to register once.  2. Always use a professional email address or your company-issued email address.  3. Keep your email passwords secure. Using a combination of 8 characters at minimum is recommended. Combine alphabet, numbers and special characters such as !, #, @, &, \*. etc.  4. Make sure you logout of your email account after using a public computer or another person’s device. This will ensure that only you has access to your personal files, details, OTPs  5. If a personal email address is used, make sure that you nominate at least 1 registered mobile number for your personal email address. This will help you retrieve your password in case you forget your email’s password.  6. Never share your passwords and OTP to anyone.  7. In case of slow connection or unavailability of pages, kindly try to perform the following :  a. Disable pop up blockers and Enable pop ups from nxt.com.ph  b. Clear your cache/browsing history and ensure that you use the latest browser versions.  i. Google chrome  ii. Safari on Mac  iii. Microsoft edge  iv. Mozilla firefox   Do you have suggestions or comments? Please contact us by submitting this form. |

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| --- | --- |
| TALENT SPECIFIC FREQUENTLY ASKED QUESTIONS | |
| FAQ | Answers |
| Getting Started | Getting Started Who is NXT?  Who are your target users?  To-Do Lists  How do I reach NXT Support?  How It Works  Getting Started  Schedule a Meeting  Endorsing Talent |
| Talent Sign Up | Welcome to nxt.com.ph, one of the leading platforms dedicated to bridging the gap between jobseekers and businesses. Simply create a free NXT talent’s account and start your journey to your NXT career destination! What can nxt.com.ph do for you?  - Create your talent account easily - Maximize your opportunities to be informed of the latest local and global career trends - Effortlessly apply to career opportunities at your fingertips - Monitor the status of your job applications - Single Sign On - SSO allows you to log in to all of our applications with a single set of credentials. This eliminates the need to remember multiple passwords and enter them each time you need to access an application.  Register as a Talent for free! Go to www.nxt.com.ph/login  To set up SSO using Google or Facebook: 1. Click on the "Get Started" button on our website. 2. Choose Google or Facebook 3. Enter your SSO credentials and click "Continue." 4. You will now be logged in to the NXT application.  Sign up by Providing Email Address and Password 1. Click on the "Get Started" button on our website. 2. Enter your email address and password in the respective fields.  Email Address validation 1. After entering your email address, a One Time Pin (OTP) will be send to your email 2. Check you inbox and copy the OTP sent by NXT 3. Enter you OTP to the sign up page to verify your email In case you do not see the email from your inbox, kindly check your spam folder. In the event that you accidentally deleted the validation email, please check your email’s trash.  Resetting Your Password 1. You'll be redirected to the password reset page. 2. Provide your email address registered on your NXT account. 3. You'll receive an email with a password reset link. 4. Click the link to set a new password.  Your new password should meet the following criteria: - At least one lowercase letter - At least one uppercase letter - At least one number - At least one special character - Minimum length of 8 characters  Tips on email address: - Use your personal email address. Using your company email address will not be accessible when you are no longer connected / employed with your current company. - Recovery number and email address. Ensure that you have included your recovery phone number and recovery email address in your personal email address so you will be able to retrieve your access in case you forget your email address’s password. - Every time you use a public computer, ensure that you logout of your email account and ensure that you never save your password. If possible, clear cache or or clear history from the used browser accessing your email account. - First impressions matter. Always use a professional email address during your job applications. |
| Talent Profile Login | Now that you have validated your email account, below are the steps on how to access your NXT Talent profile.  Login using email address: 1. Open your browser and type in the address bar: www.nxt.com.ph/login/talent 2. Type in your registered email address and click on ‘Login’ 3. If you haven't set a password or trying to retrieve your password, click "Forgot Password."  Resetting Your Password 1. You'll be redirected to the password reset page. 2. Provide your email address registered on your NXT account. 3. You'll receive an email with a password reset link. 4. Click the link to set a new password.  Your new password should meet the following criteria: - At least one lowercase letter - At least one uppercase letter - At least one number - At least one special character - Minimum length of 8 characters  Login using SSO 1. Click on the Google or Facebook icon a. Google i. For Google, if multiple Google accounts are logged into the system, the user will choose the account that was previously created a NXT profile ii. Enter Google credentials iii. Once logged in, you should be able to see your account’s profile page. b. Facebook i. For Facebook, if Facebook account is logged into the system, the user will be proceed directly to the NXT page. If not, user would need to enter their Facebook credentials ii. Once logged in, you should be able to see your account’s profile page. |
| Talent Profile Setup | Our User-friendly platform simplifies your job search process and correctly setting up your profile will give you higher chances of being found by your next employer.   1. Login using your registered email address  2. Click on ‘Profile’ button  3. Complete your personal details  a. Last name  b. First name  c. Email address  d. Phone number  e. Birthday  f. Address  g. Country  h. Region  i. Province /District  j. Municipality  k. Postal Code  3. Click on ‘Update Profile’ |
| Resume Setup | 1. Set up your profile 2. Click on ‘My Resume’ 3. Add your skills a. Click on ‘Add Key Skills’ b. Click on ‘+Add Skill’ i. Type in the *Keywords* for your skills Examples: MS Word, Google Sheets, Python Programming ii. Select *Proficiency*: Beginner, Intermediate, Advance iii. Select *Years of Experience* 4. Add your work history a. Click on ‘Add Work History’ b. Type in your work history details i. Company Name \* ii. Job Level iii. Role\* iv. Work Setup v. Work Arrangement vi. Industry vii. Start Date\* viii. End Date\* ix. Check the ‘Present’ box if currently employed 5. Updating uploaded resume a. Click on ‘Update Resume’ to upload a copy of your latest resume b. Accepted file type: pdf c. Maximum file size: 5mb d. To see contents of your pdf file, click on ‘View Attachment’ 6. Showcase your certificates for your next employer’s reference a.Click on ‘Add Certificate’ b. Type in your certificate’s details i. Certificate Title ii. Document Name \* iii. Validity Date \* iv. Upload a soft copy of your certificate v. Accepted file type: pdf, jpg, png vi. Maximum file size: 5mb vii. Click on ‘Save’ viii. Click on ‘Confirm’ ix. To see contents of your file, click on ‘View Attachment’ |
| Start your job search | To know more about the latest career trends and tips, visit our MeNXT Career Tips! Now that you have set up your accounts, you can begin searching for your next dream job. You can effectively search for your dream job by exploring our Joblist:  1. Once logged in, click ‘Job list’ button 2. On the ‘Search Job’ field, you may use the following keywords 3. Click on ‘Search Job’ a. Role Title b. Skill set c. Company name 4. The filtered jobs will be loaded on the same page |
| Apply for Jobs | 1. Search for your preferred job  2. Job summary will be shown once filtered jobs are loaded. The following job summary details are available:  a. Job title  b. Hiring company  c. Job location  d. Work set up (Hybrid, Return to Site, Job posted date)  3. Click on the job to see full job details  a. Hiring company  b. Location  c. Salary  d. Job Type  e. Job qualification  f. Required skill sets  g. Required dialect |
| Monitor your application’s status | Our mission is to create new and meaningful experiences today by connecting a talented individual like you with the right opportunities. For your convenience, you will be receiving real time status updates based on your submitted applications so you will not miss any milestone in your application.   1. Logon to your NXT account  2. Verify the 6-Digits OTP Code sent to your email and click on ‘Verify OTP’. Click on ‘Confirm’.  3. Click on ‘Applied job’  4. Check on your job applications updates by referring to the ‘Status’ column |
| Reminders and basic troubleshooting | 1. You can only use your email address to register once.  2. Always use a professional email address. This may include your firstname and lastname, or any combination that can be easily remembered when your employer tries to reach out to you via your email.  3. Keep your email passwords secure. Using a combination of 8 characters at minimum is recommended. Combine alphabet, numbers and special characters such as !, #, @, &, \*. etc.  4. Make sure you logout of your email account after using a public computer or another person’s device. This will ensure that only you has access to your personal files, details, OTPs  5. Make sure that you nominate at least 1 registered mobile number for your personal email address. This will help you retrieve your password in case you forget your email’s password.  6. Never share your passwords and OTP to anyone.  7. In case of slow connection or unavailability of pages, kindly try to perform the following:  a. Disable pop up blockers and Enable pop ups from nxt.com.ph  b. Clear your cache/browsing history and ensure that you use the latest browser versions.  i. Google chrome  ii. Safari on Mac  iii. Microsoft edge  iv. Mozilla firefox  Do you have suggestions or comments?  Please contact us by submitting this form |