

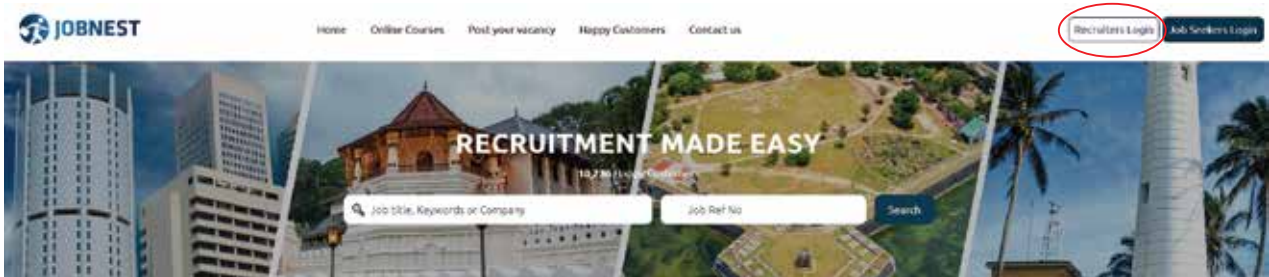


RECRUITER USER GUIDE

Welcome to Jobnest! This guide will help recruiters create an account, post jobs, and manage applications step by step.

Step 1: Create an Account

1. Visit the Jobnest website.
2. Click on the 'Recruiters Login' button.
3. Click on the 'Register' button.
4. Enter your full name, mobile, email address, and password.
5. Click 'Register' to complete signup.



Step 2: Verify Your Mobile OTP & Log In

1. Check the OTP sent to your mobile phone.
2. Enter the 6-digit code to complete verification.

Enter Verification Code

Please enter the 6-digit code sent to your mobile

🔄 Resend in 51s

✓ Verify Code

Didn't receive the code? Check your spam folder or try resending.

Step 3: Complete Company Profile

1. Go to your Dashboard.
2. Click 'My Information'.
3. Add company description, logo, website, and contact details.
4. Save the information.

The screenshot shows the 'My Information' form in the dashboard. The top navigation bar includes 'Home', 'My Information' (active), 'Create Vacancy', 'Published Vacancy', and 'Received CVs'. The form is divided into two main sections: 'Basic Info' and 'Contact Info'. The 'Basic Info' section includes fields for 'Company Name *', 'Company Type *' (with a dropdown menu showing 'IT, HR Agency, BPO, Startups, etc.'), 'Company Website URL', and 'District *' (with a dropdown menu showing 'Select District'). The 'Contact Info' section includes fields for 'Email Address', 'Mobile Number', and 'Address'. There is an 'Update' button at the bottom left. On the right side, there is a 'Profile Completion' progress bar showing 25% completion and a 'My Logo' section with a placeholder for a logo and an 'Add New Logo' button.

Step 4: Post a Job

1. Click 'Create Vacancy'.
2. Enter job title, description, requirements, and salary.
3. Select job category and location.
4. Click 'Post Vacancy'.

The screenshot shows the 'Create Vacancy' form in the dashboard. The top navigation bar includes 'Home', 'My Information', 'Create Vacancy' (active), 'Published Vacancy', and 'Received CVs'. The form is divided into two main sections: 'Basic Info' and 'Job Vacancy Banner'. The 'Basic Info' section includes fields for 'Job Title', 'Job Category' (with a dropdown menu showing 'Select One'), 'Salary' (with a dropdown menu showing '40,000 - 50,000'), 'Experience Required' (with a dropdown menu showing 'No Experience / Freshers'), 'CV Receiving Until' (with a date picker), 'Application Deadline' (with a date picker), 'Requirements' (with a text area for 'Enter job requirements here...'), and 'Vacancy Flyer Options' (with a dropdown menu showing 'I already designed a vacancy flyer (Upload Now)'). The 'Job Vacancy Banner' section includes a placeholder for a banner image and an 'Add Vacancy Banner' button.

Step 5: Manage Job Listings

1. Go to 'Published Vacancy.

Step 6: View Applications

1. Open the job listing.
2. Click 'Received CVs.
3. Review candidate profiles and resumes.



Job Title	Job Category	Candidate Name	Email	Mobile	Banner	CV	Status	Actions
Data not Found								

For further assistance, please contact Jobnest Support.