

Employer Section – Take a Tour

Monster India Home Page

Log on to the Monster India home page at 'www.monsterindia.com'.
Click on 'Login here' link in Employers tab.

The screenshot shows the Monster India homepage with a navigation bar at the top containing links for Home, Search Jobs, Submit Resume, My Monster, Career Services, Career Center, and Join Us or Sign In. A dropdown menu is open under 'Join Us or Sign In', showing options: Looking to hire? | Employers, Login here, Post Jobs, Search Resumes, Buy Online, and Contact Us. A red circle highlights the 'Login here' link, with a red arrow pointing to it from the text above. Below the navigation bar is a banner for TATA CONSULTANCY SERVICES with the text 'Challenging frontiers of Tec'. The main content area features a search bar with the text 'I'm looking for...' and fields for Keyword, Exp (yrs), In, and Location. Below the search bar are links for Tips and Advanced Search, and a Find Better button. A secondary navigation bar includes links for Browse Jobs: Companies, Placement Consultants, Government Jobs, International Jobs, Contract Jobs, and Security Center. The bottom section contains three promotional banners: 'Better Access' with mobile app icons and 'Available on the App Store'; 'Better Connections' with BeKnown and monster COLLEGE logos; and 'Better Jobs' with Contract Jobs and WALINS logos. On the right side, there is a 'JOBS BY:' section with tabs for Function, Industry, and Location. The Function tab is selected, showing a list of job categories: IT, Sales, Marketing, Finance & Accounts, Customer Service/ BPO/ KPO, Oil & Gas, HR, Admin/Secretarial, and Production & Engineering.

Please enter your username and password here and click on "Go" button.

monster[®]
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FIND BETTER TALENT:
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To Participate in V

Contact

Toll Free: 1-8

Email us at : sales@

Employers Subscribed to Monster Services, Sign In

Username:

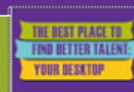
Password:

GO

Presenting Monster Virtual Career Fair
15th – 19th July 2013
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Monster Employment Index India Rises Seven Percent Year-over-Year.



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Quick Post

- ✓ Fill the form and start getting quality applications in your inbox with in an hour
- ✓ Independent & specialized JP solution (Full Time/Contract/Walk-in) for all hiring needs
- ✓ Select the type of Job Posting as per the need of the hour
- ✓ Efficient and cost-effective way to hire online
- ✓ You can select 2 categories and 2 locations per posting

Buy Now!

Resume Search

[Learn more](#)

Industry

Function

Location

[More than 3 years of experience,one year on Migration project and more than 2 years on remote desktop support](#)

Key Skills: IBM Lotus notes, MS outlook, OS Cpturing, Installation and troubleshooting of OS, application support,

Location: Mumbai

Last Active on: 18th Jul 2013

[Bharadwaj_Delhi_2.00](#)

Buy Now!

Employer Logged In Homepage

Job Posting section allows you to post a job and access the job posting folders. It also shows the job posting usage & inventory details.

Search section gives access to Magic Search, Power Search, IT Skill Search and Search by Role. It also allows you to save a search, manage the saved search folders and shows details of recent usage.

Important section at the right panel of the page is the notice board showing important notifications, announcements & alerts relevant to your account.

Chat allows you to chat to our representative at any point of time.

Feedback leads to feedback/ abuse reporting form.

Top navigation bar presents easy access to all the features & functionalities available to your employer account. This bar is carried further into all the inside pages of the site.

monster CHAT With Us | [FAQs](#) | [What's New](#) | [Feedback](#) | [Take a Tour](#) | Hi | [Logout](#)

Home | **Job Posting** | **Search** | **Personal Folder** | **Usage Reports** | **Account Setting** | **Other Products** | **Customer Speaks**

Find Better with MagicSearch

Keywords Location Exp (min) Exp (max) [Get Resumes >>](#)

Job Posting Service Details Post Now

You posted 5 jobs in last 1 month

Low Average Good

Recent Jobs	Responses	Edit
Sr. Manager	10	
Developer	10	
Team Leader	10	
Marketing Manager	10	
Visualizer	10	

[more >>](#)

Search Service Details Search Now

You have conduct 50 searches in last 1 week

Low Average Good

Recent Searches	Search
Sr. Manager	
Developer	
Team Leader	
Marketing Manager	
Visualizer	

[more >>](#)

Important

- Your Job Posting service is expiring on 20 April, 2012.
- Your Job Posting service is expiring on 20 April, 2012.
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CLAIM YOUR COMPANY PROFILE ON BEKNOWN

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rozgarduniya an ITC e-Choupal and MonsterIndia.com initiative. You always wanted to recruit from smaller towns and rural India... Now we have the TALENT

For Employers

Job Posting	Resume Search	Account Settings	About our Site	
<ul style="list-style-type: none">HomeBuy Job PostingsBuy Resume Database AccessTalent Management Suite	<ul style="list-style-type: none">Post a JobManage Job PostingManage Screening Questionnaires	<ul style="list-style-type: none">Magic SearchPower SearchIT Skill SearchSearch by Role	<ul style="list-style-type: none">Change PasswordMonster ShortcutsManage LettersModify Company ProfileManage Login AccessManage User	<ul style="list-style-type: none">Contact UsAbout MonsterSecurity CenterPrivacy CommitmentBe SafeTerms of UseReport a BugCustomer Speaks

Job Posting

Need to post or manage a job requirement? [Monster.com](https://www.monster.com) makes it simpler for you than ever before.

Select the type of Job that needs to be posted: Full-time, Contract or Walk-in

monster

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Hi | [Logout](#)

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Usage Reports

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Other Products

Customer Speaks

Find Better with MagicSearch

Keywords

Location

Exp (min)

Exp (max)

Get Resumes »

Monster Job Postings



Full-Time Job

Use this posting if your job type need is of Full Time candidates and wherein you will screen, assess and contact jobseekers on receipt of their application to the job posting.



Contract Job

Use this posting if your job type need is of Flexible Hours or Part-time or Contractual or Temporary, be it in Professional space or otherwise, and wherein you will screen, assess and contact jobseekers on receipt of their application to the job posting.



Walk-in Job

Use this posting for all your job type needs wherein you will necessarily like all interested candidates to physically Walk-In for screening and interviewing to a specific predefined location and on a specific predefined date.



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India's first job search on TV

monster Jobs **ACTIVE**

Now you can find the right candidates every time they watch TV. To know more, call us at 1800 419 6666

Posting a Full Time Job

Copy from existing job: Create a new job using details from an existing job.

Job Title: Enter the designation or job title here.

Job Posting Summary: It gives a brief summary of the job to seekers on the job results page.

Job Details: This explains the job requirements in detail to the jobseekers. It can be HTML formatted with the given RTF editor.

Matching Criteria:

Key Skills: Provide key skills required for the job

Experience: Min & max years of experience required for the job. Can be used as a Filter

Job Location: Location where the job is based(max two options). Can be used as a Filter

Industry: Industries relevant to the job




Category/Function: Choose job functions based upon the chosen industry (maximum two options)

Role: Select the job roles based upon the function selected. Maximum of 4 roles can be chosen.

Education requirement: Choose the relevant education parameters. Can be used as a Filter

Nationality: This helps in specifying the desired Nationality of the jobseekers. Profiles with work Authorization/PR can also be included

Post A Job

 Full-Time Job Contract Job Walk-in Job

India Gulf SE Asia / Greater China----- Copy from existing job -----

*Required fields

Job Title*

Ref Code

Job Description

Job Summary*

Give concise text to attract right seekers

Max 250 charactersCount: 0

Job Details* Provide job details below or [pick from a document.](#) BETA

Font Si: A B I U List Table Image

Job responsibility, skills, team size, reporting, traveling, etc.

Matching Criteria

Keyword/Skills*	<input style="width: 100%;" type="text"/>		
Experience*	<small>- Min -</small> <input type="text"/>	<small>- Max -</small> <input type="text"/>	<input type="checkbox"/> Use as a filter
Job Location*	<small>- Select Location -</small> <input type="text"/>		<input type="checkbox"/> Use as a filter
Industry*	<small>- Select Industry -</small> <input type="text"/>		
Category/Function*	<small>- Select Function -</small> <input type="text"/>		
Role*	<small>- Select Role -</small> <input type="text"/>		
Education Requirement	<small>Highest degree</small>		<small>Specialization</small>
	<small>- Select Degree -</small> <input type="text"/>	<small>- Specialization -</small> <input type="text"/>	<input type="checkbox"/> Use as a filter
Nationality	<small>- Select -</small> <input type="text"/>		<input type="checkbox"/> Use as a filter

Job Preview enlarge

Inventory Status

Purchased	:	0
Consumed	:	0
Available Inventory	:	(Service Expired)

Note: Fields marked with * are mandatory. One has to fill them to get the job posted.

Filters can be set for all the important parameters, so that the applications can be screened as per the job's requirement

Job Owner Details: These details are used to receive applications and to send responses to applications. Company profile is used to given info about company. Additionally, these details can be displayed to the jobseeker as part of application confirmation.

Schedule Job: One can schedule the job to go live on a future date. An auto expiry of the job can also be set using 'Closing Date'. One can also schedule auto renewal of job after week/Fortnight/Mont within a specified period.

Submit: Press Submit to post your job

Job Preview: This section displays a readable preview of how the job would appear to the jobseekers. Clicking on this opens an enlarged preview window

Inventory Status: It shows the inventory details.

Job Owner Details

Name* Phone Ext.

Email Address*

Company Name

Company Profile*

Schedule Job

Make Live :

Auto Renew : From To

Note: .

[Prohibited listings](#)

Optional Information

Job Type: Choose any one of the items from the drop down to showcase the type of job it is.

Annual Salary: Enter the minimum and the maximum possible salary.

Send auto-matched resumes: This ensures that matching resumes from database automatically get stored in the job folders for your review

Use Screening for this job: Screening questionnaire can be attached using this option.

Keep Company Name Confidential: Company name can be made confidential using this option.

Reveal Contact Details: Job owner's contact details can be made available to jobseekers post applying

Optional Information

Apply URL

Job Type

Annual Salary

Min.

Max.

- Don't send applications in email
- Send auto-matched resumes from database
- Use screening for this job
- Keep company name confidential
- Reveal contact details to job seekers who applied to the job

 [Prohibited listings](#)

Job Preview

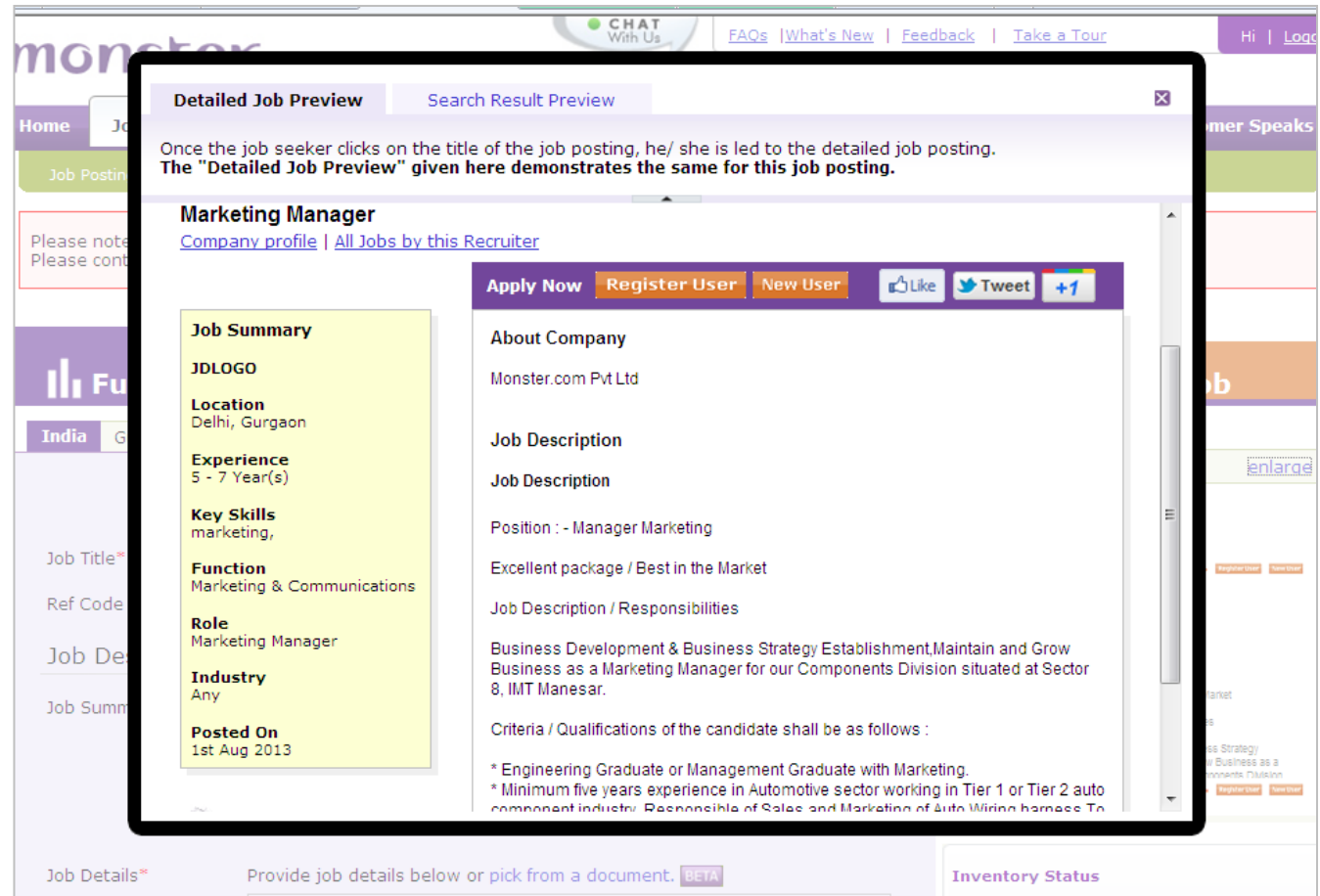
You can now preview your job.

Search Result Preview- This is a preview of what appears to jobseekers along with Job Title on Job Search Result page.

Detailed Job Preview- This is the preview of actual Job description page.

Other than the Job Title, Company Name and the date of posting, the other links offered to the job seeker are – “See all jobs of this company” and “Company Profile”.

P.S.: The Company Profile link will be available only if subscribed to.



The screenshot displays a job posting on the Monster.com website. The page is titled "Detailed Job Preview" and features a search result preview for a "Marketing Manager" position. The job is listed by "JDLOGO" and is located in "Delhi, Gurgaon". The experience required is "5 - 7 Year(s)". Key skills include "marketing", and the function is "Marketing & Communications". The role is "Marketing Manager" and the industry is "Any". The job was posted on "1st Aug 2013".

The job description includes the following details:

- About Company:** Monster.com Pvt Ltd
- Job Description:** Position : - Manager Marketing
- Excellent package / Best in the Market**
- Job Description / Responsibilities:** Business Development & Business Strategy Establishment, Maintain and Grow Business as a Marketing Manager for our Components Division situated at Sector 8, IMT Manesar.
- Criteria / Qualifications of the candidate shall be as follows :**
 - * Engineering Graduate or Management Graduate with Marketing.
 - * Minimum five years experience in Automotive sector working in Tier 1 or Tier 2 auto component industry. Responsible of Sales and Marketing of Auto Wiring harness To

The page also includes navigation links such as "Apply Now", "Register User", "New User", "Like", "Tweet", and "+1".

Contract Job Posting mechanism is similar to Full Time Job posting except below mentioned customized variations:

Earliest Joining Date: Jobseeker is expected to join by earliest by this date.

Contract Tenure: Choose the tenure of the contract from the given dropdown .

Billing Rate: Enter the minimum and the maximum possible billing rate, on per year basis or monthly basis.

Showcasing job to Women on the go: This will help promote the job (on the 'Contract jobs' section) to women jobseekers looking for flexi hiring.

Showcasing job to Retirees: This will help promote the job (on the 'Contract jobs' section) to seekers looking for a career after retirement.

Optional Information

Earliest joining date

Contract tenure

Billing rate

Min.

Max.

per year per month

- Don't send applications in email
- Send auto-matched resumes from database
- Use screening for this job
- Keep company name confidential
- Reveal contact details to job seekers who applied to the job

- Showcase this job to women on the go** ?
- Showcase this job to Retirees** ?

Submit

 [Prohibited listings](#)

Post A Walk-In Job

Walk-In Job Posting mechanism is similar to Full Time Job posting except below mentioned customized variations:

Walkin Details: Enter the venue address, City, date and timings when you want the candidate to appear for an interview. Walk-ins can be posted for single or multiple dates.

No. of Openings: No. of vacancies can be displayed for a particular Job posting

Application filters can be applied on job Location & Experience fields

P.S.: Fields marked with * are mandatory. One has to fill them to get the job posted.

Full-Time Job **Contract Job** **Walk-in Job**

India Gulf SE Asia / Greater China

----- Copy from existing job -----

*Required fields

Job Title*

Inventory Status

Purchased	:	300
Consumed	:	166
Available Inventory	:	134

Note: 2 categories/functions and 2 locations consume 1 inventory. Edit does not consume any inventory.

Walkin Details

Venue Address*

Hide Venue details

City*

Date* From Interviews on multiple days

Timings* From To

Job Details

Job Description*

Max 250 characters Count: 0

No. of Openings

Keyword/Skills*

Experience* Use as a filter

Job Location* Use as a filter

Industry*

Category/Function*

Role*

Education Requirement Specialization

Job Owner Details

Name* Phone Ext.

Email Address*

[Prohibited listings](#)

Screening Questionnaire

Using a Questionnaire:

Automatic screening of the job applications can be done by attaching a screening questionnaire with the job. For this, job can be associated with any existing questionnaire (stored by you earlier), or by creating a new one on the fly.

One questionnaire can be used for more than one jobs, with scores available separately for each inside the inbox.

Managing Questionnaire:

Questionnaires can be detached from a job, re-used, modified or deleted as per requirement

The screenshot displays the 'Manage Existing Questionnaire' interface. At the top, there is a navigation bar with links for Home, Job Posting, Search, Personal Folder, Usage Reports, Account Setting, Other Products, and Customer Speaks. Below this is a breadcrumb trail: 'Screening Questionnaire > Create a New Questionnaire | Manage Existing Questionnaire'. The main heading is 'Manage Existing Questionnaire' with a 'Create a New Questionnaire' link. A 'Delete' button is visible on the left. The table below lists the questionnaires:

<input type="checkbox"/>	Questionnaire	Attached with job(s)	Action ?
<input type="checkbox"/>	Somerset Skills and Learning Professional Questionnaire (Last Modified: 16 Feb 2012)		
<input type="checkbox"/>	Questionnaire for someone who knows colleague professionally (Last Modified: 14 Jan 2011)		
<input type="checkbox"/>	Online Assessment for Java Professionals (Last Modified: 23 Sep 2010)		
<input type="checkbox"/>	Aptitude Tests (Last Modified: 25 Feb 2010)		

At the bottom, there is another 'Delete' button and a pagination control showing 'Page 1 of 6' with 'Next >' and 'Go to page' input fields.

Screening Questionnaire

Create a New Questionnaire: One needs to fill following options.

Questionnaire name: The title of questionnaire will allow one to recognize the same for later use. This is not visible to the Job seeker.

The introductory text is visible to job seekers, during the application process.

The 5 questions can have YES or NO as possible answers. One or more questions can be used depending on requirement. Each of these questions can be given different or same weightage, the total should add up to a maximum of 100.

You also have an option to get the job seeker to answer **Essay/Long answer question**.

The **Minimum Acceptance Score** is the score that you would want the Jobseeker to achieve to meet the minimum requirement for the job. This is not visible to the Jobseeker.

The Score will be available with each application on the site as well as in the application emails received by you.

Submit button can be clicked once all the requirements are filled in.

Screening Questionnaire » [Manage Screening Questionnaire](#) | [Create a new questionnaire](#)

Create a new questionnaire

Questionnaire name* :

Description introductory text :

Questions	Choose Desired Responses	Assign Point Value
<input type="text"/>	Yes <input type="button" value="v"/>	<input type="text"/> %
<input type="text"/>	Yes <input type="button" value="v"/>	<input type="text"/> %
<input type="text"/>	Yes <input type="button" value="v"/>	<input type="text"/> %
<input type="text"/>	Yes <input type="button" value="v"/>	<input type="text"/> %
<input type="text"/>	Yes <input type="button" value="v"/>	<input type="text"/> %
Max. 100 characters for each question		Total <input type="text"/> %
Essay / long answer question : <input type="text"/>		
Minimum acceptance score* : <input type="text"/> %		

SEARCH TIPS

- » [Create a New Questionnaire](#)
- » [Choose Desired Responses](#)
- » [Assign Point Value](#)
- » [Essay / long answer question](#)
- » [Minimum Acceptance Score](#)

Manage Job Posting Folders

Manage your Job Posting folder using this interface:

Search For Folders: There is a simple search box using which you can view the list of folders that match the search criteria. Enter the complete or partial folder name, specify date range (not more than 1 year) and then click on Go.

Archived Folders: You can view folders created/renewed/updated earlier than 2yrs

Recent Folders: This section shows the sorted list of job posting folders based on creation or renewal date.

Views shows the number of job views (Job Description page).

Applications shows the number of applications received against the job.

Created on column shows the respective folders creation date.

Auto-Match Column shows “Active: against the folder names where auto match is enabled at the time of job creation otherwise it shows Passive.”

Home Job Posting Search Personal Folder Usage Reports Account Setting Other Products Customer Speaks

Job Posting > [Post a Job](#) | Manage Job Postings

Manage Job Posting Folder

Search for folders

Folder name: Date range: From To

Folders created/renewed/updated before 2 years from today. [Archived Folders](#)

Recent Folders
Select a job posting folder below and click on the appropriate action button.

Page 1 of 3 [Next >](#) | Go to page

<input type="checkbox"/>	Folder name	Views	Applications	Created on	Auto-match
<input type="checkbox"/>	Java Developer (Return to Origin)	47	0	01 Aug 2013	Passive
<input type="checkbox"/>	UI / UX Developer for Front End Design	0	0	28 May 2013	Passive
<input type="checkbox"/>	Web Developer cum Web Designer	0	0	20 May 2013	Passive
<input type="checkbox"/>	php and perl developer (Expired)	16	5	15 May 2013	Passive

Page 1 of 3 [Next >](#) | Go to page

Manage Job Posting Folders

Functionalities on Job folder:

View Folder: You can select folder you want to view and then click on “View Folder “. Alternatively you can directly click on folder name to view the content of folder.

Edit: Job contents can be edited at any point of time when it is live on the site.

Copy: Create a new job posting by using details from an existing job.

Renew: Renew the job for 60 more days. Inventory will be consumed for each renewal.

Expire: Job can be manually expired & removed from the jobseeker’s view.

Download Excel: Download details of job applications in an Excel.

Rename: Rename a job.

Preview: Detailed preview of the job.

Delete: Delete job & it’s applications.

Manage Job Posting Folder

Search for folders

Folder name: Date range: From 01/08/2012 To 01/08/2013

Folders created/renewed/updated before 2 years from today. [Archived Folders](#)

Recent Folders

Select a job posting folder below and click on the appropriate action button.

Page 1 of 3 [Next >](#) | Go to page

<input type="checkbox"/>	Folder name	Views	Applications	Created on	Auto-match
<input type="checkbox"/>	Java Developer (Return to Origin)	47	0	01 Aug 2013	Passive
<input type="checkbox"/>	UI / UX Developer for Front End Design	0	0	28 May 2013	Passive
<input type="checkbox"/>	Web Developer cum Web Designer	0	0	20 May 2013	Passive
<input type="checkbox"/>	php and perl developer (Expired)	16	5	15 May 2013	Passive

Page 1 of 3 [Next >](#) | Go to page

Job Posting Folder

Sub folders at left panel

Inbox: All matching job seeker applications get stored in this folder based on various Filter criteria chosen while posting the job.

Others: This will have all the unmatched applications which are auto-eliminated.

Email Sent: Resumes of job seekers to whom email has been sent by you for this job.

SMS Sent: Resumes of job seekers to whom sms has been sent by you gets stored here.

To Be Reviewed: You may use this subfolder to keep resumes to review later.

Saved From DB: This stores resumes which have been saved after performing a Database search.

Auto-Match: If the auto-match box is enabled, the auto matched resumes get stored here. Resumes remain in this subfolder for 15 days.

Deleted: Resumes deleted by you get stored in this folder and remain here for 15 days.

More: On expanding, it shows more options like Rename Folder, Edit job, Renew Job, etc.

Resume ID Search: Search applicants' resumes on resume ID .

The screenshot displays the 'Job Posting Folder' interface. At the top, there is a navigation bar with links: Home, Job Posting, Search, Personal Folder, Usage Reports, Account Setting, Other Products, and Customer Speaks. Below this is a breadcrumb trail: Folder Management > Manage Job Posting | QA Testing Job. The main heading is 'QA Testing Job (Expired)' with a 'Results Sorted By: Date Received' dropdown. A toolbar contains buttons for 'Send Email', 'Send SMS', 'To be Reviewed', 'Move to Folder', and 'Delete'. The left sidebar shows a folder tree with 'Inbox (138)', 'Others (245)', 'Email Sent (6)', 'SMS Sent (1)', 'To Be Reviewed (45)', 'Saved from DB (0)', 'Auto-match (0)', and 'Deleted (0)'. The main content area has a 'Filter By:' section with dropdowns for Function, Location, Experience, Industry, and Salary (with Min and Max input fields). There are checkboxes for 'Job Seekers with Verified mobile number' and 'Also show resume don't include salary'. A 'Keywords' search box and a 'Date Received' range selector are also present. Below the filters, a job listing is shown for 'Software Engineer with 0.9 years experience in IT industry' at 'S-cube Futuretech Pvt Ltd'. The listing includes details like 'B.E/B.Tech (Computers) Institute : Mumbai University', 'Salary: 1.60 lacs per annum', 'Total Experience: 1 Year', 'Last Active: 25 Mar 2013', and 'Resume ID: 43992621'. The applicant's name 'Shristi Verma' and contact information (Mobile: 9869561177, Telephone: 91-22-28401717, Email: shristi0208@gmail.com, Mumbai) are listed. A 'SMS Enabled' icon is visible in the bottom right of the listing. A second listing for 'B.Teach., Computer Science, Software Testing Engineer' at 'Quality Kiosk Technologies Pvt.' is partially visible at the bottom.

Job posting Folder (contd.)

The applicants' resumes are shown at the middle of the page. To view the detailed resume, click on resume title.

Resumes are by shown by date received by default. You can sort the resumes either by relevance/ date received/ experience.

Resumes can be filtered on one or more parameters like Function, Location, Exp, Industry, Salary, Keywords & Date Received.

Send Email: Select the resumes and click on 'Send Email'. A popup appears where you can choose an existing template or create a new template, and choose the folder where you want to save these resumes after email sent.

Send SMS: Select the resumes and click on 'Send SMS' to send sms to jobseeker.

To be Reviewed: Select the resumes you want to review later and click on 'To Be Reviewed'.

Move To a Folder: You can move the selected resumes to another subfolder/folder.

Delete: Select the resumes to be deleted and click on 'Delete'.

The screenshot displays a web application interface for managing job postings. At the top, there is a navigation bar with links: Home, Job Posting, Search, Personal Folder, Usage Reports, Account Setting, Other Products, and Customer Speaks. Below this is a breadcrumb trail: Folder Management > Manage Job Posting | QA Testing Job. The main heading is 'QA Testing Job (Expired)' with a 'Results Sorted By: Date Received' dropdown. A toolbar contains buttons for 'Send Email', 'Send SMS', 'To be Reviewed', 'Move to Folder', and 'Delete'. On the left, an 'Inbox' sidebar lists folders: 'Inbox (138)', 'Others (245)', 'Email Sent (6)', 'SMS Sent (1)', 'To Be Reviewed (45)', 'Saved from DB (0)', 'Auto-match (0)', and 'Deleted (0)'. Below the sidebar is a 'Resume ID Search' field with a 'Go' button and a tip: 'Tips: You can drag & drop resumes into the folders.' The main content area has a 'Filter By' section with dropdowns for 'Function' (Category), 'Location', 'Experience' (-yrs), and 'Industry'. It also includes input fields for 'Salary (in lac)' with 'Min' and 'Max' sub-fields, and 'Keywords'. There are checkboxes for 'Job Seekers with Verified mobile number' and 'Also show resume don't include salary'. A 'Go' button is at the end of the filter section. Below the filters, a list of resumes is shown. The first entry is 'Software Engineer with 0.9 years experience in IT industry' with details for 'S-cube Futuretech Pvt Ltd', 'Shristi Verma', and contact information. The second entry is 'B.Tech., Computer Science, Software Testing Engineer' with details for 'Quality Kiosk Technologies Pvt.' and 'Privanka Asona'.

Resume Search

- Magic Search**
- Power Search**
- IT Skill Search**
- Search By Role**

**Finding the right resume as per your requirement was never so easy!!
The various resume search tools available with Monster make the process easy
and convenient for you.**

Resume Search

Search resumes using any of the search tools available:

- Magic Search
- Power Search
- IT Skill Search
- Search By Role

The screenshot shows a web application interface for resume search. At the top, there is a navigation bar with tabs: Home, Job Posting, Search, Personal Folder, Usage Reports, and Account Settings. Below this is a green banner with the text "Find Better with Magic". A search input field is present with the placeholder "Keywords". A dropdown menu is open, listing search options: Magic Search, Power Search, IT Skill Search, Search by Role, Save a New Search, and Manage Saved Search Folders. This menu is circled in red. Below the banner, there are two main sections: "Job Posting" and "Search". The "Job Posting" section includes a "Recent Jobs" table and an "Old Jobs" section. The "Search" section shows a search progress bar, a "Search Now" button, and a dropdown menu listing search tools: Magic Search, Power Search, IT Skill Search, and Search by Role. This dropdown is also circled in red. Below the search progress bar, there are sections for "Saved Searches" and "Recent Searches".

Home Job Posting Search Personal Folder Usage Reports Account Settings

Find Better with Magic

Keywords

Magic Search
Power Search
IT Skill Search
Search by Role
Save a New Search
Manage Saved Search Folders

Job Posting

Service Details
Post Now

Recent Jobs

Job Title	Responses	Edit
Monstertestentity iPad	0	
Monstertestentity mytest	0	
Monstertestentity ipaa	0	
Monstertestentity ds	0	
Monstertestentity dfdsf	0	

[More»](#)

Old Jobs

Search

You have conducted 527

Low Average

Search Now

Magic Search
Power Search
IT Skill Search
Search by Role

Saved Searches

Recent Searches

Search	Search
Manipal Mailer (Gulf)	
TCS_BOM_120712	
SG test	
CRmailer	
test	

[More»](#)

Magic Search:

- No lengthy forms to fill up: the simplest way to search resumes!
- You have the freedom to type in any requirement and you get the power to receive most relevant results.
- Simply enter keyword, location and experience and click on Get Resumes. Resumes shown are by default sorted on relevance and freshness of resumes updated in 6 months.

Resume Database » **Magic Search** | [Power Search](#) | [IT Skill Search](#) | [Search By Role](#)

India Gulf

MagicSearch

Keywords

Location

Experience (years)

- Min -

- Max -

Get Resumes

Search results shall show resumes within 6 months

Search Tips

Use keywords most important to the requirement you are looking for. The results page will have resumes with the keywords you have given, with the most relevant resume appearing first, then the next, and so on.

Examples of types of queries you can type are:

- "Sales Manager" Delhi
- java AND j2ee AND jsp AND NOT unix
- "production manager" IIT

Power Search

An advance interface to search resumes on various parameters

Keywords

Search any of the keywords: The search result would display resumes having one or more of the keywords specified by you.

All Keywords: The search result would display resumes having all keywords specified by you.

Excluding keywords: Option to exclude words that you surely don't want to appear in the jobseeker's resume.

You can choose to search the keywords in any of following -

- Entire Resume
- Key skills
- Title and Key skills
- Resume Title

By default, seeker profiles containing Synonyms (identical or similar meaning) of the searched word are also included in the results

Eliminate Synonyms removes this auto-mechanism & limits the results to the specific word

Experience

Total Experience: Specify min & max years of experience

Industry: Choose the industry you want the jobseeker to be from

Category/Function: Functional expertise required

Role: Choose the job role desired.

Resume Database » [Magic Search](#) | [Power Search](#) | [IT Skill Search](#) | [Search By Role](#)

India | Gulf | SE Asia / Greater China

Power Search

Keywords

Search any of the keywords

All keywords

Excluding keywords

Search within: Eliminate synonyms [?](#)

Experience

Total Experience (in years) : Min. Max.

Industry :

WHAT'S NEW ?

Category / Function :

Role :

Location:

Current Location: Search for jobseekers who are currently residing in the specified location or state.

- You can also search for profiles based within 50/100/150/200 KMs of the specified location(s)
- You can also select candidates on **region based** like Northern India, Eastern India etc. based on that cities list will be pre-populated from which you also have option to de-select cities.

Preferred Location: Specify the preferred job location or State you want jobseekers to have.

Nationality: This helps in specifying the desired Nationality of the jobseekers. Profiles with work Authorization/PR can also be included for the selected Nationalities

Education:

Highest Degree: You can choose to specify the highest education degree preferences.

Specialization: Depending upon the Highest Degree selected, this field will be auto populated. You can choose to select the area of specialization.

Year of Passing & Institute of Highest Degree: Specify the jobseeker's institute of study and year of Passing

Second Highest Degree/Specialization: Specify the 2nd highest education preferences.

Location

Jobseeker Current Location

- Select By City -

Include profile within

or

You selected 1 Region(s)

Northern India

Agra

Ajmer

Aligarh

Jobseeker Preferred Location

- Select By City -

or - Select by Region/State -

Nationality

- Select -

Also include profiles with work authorization for selected nationalities

Education

Highest degree	Specialization	Year of Passing
- Make A Selection - <input type="button" value="v"/>	- Select Specialization - <input type="button" value="v"/>	From <input type="button" value="v"/> To <input type="button" value="v"/>

Institute of Highest Degree:

<input type="checkbox"/> IIMs	<input type="checkbox"/> Top Business Schools (excluding IIMs)
<input type="checkbox"/> IITs	<input type="checkbox"/> Top Engineering Colleges (excluding IITs)
<input type="checkbox"/> Top Universities	<input type="text" value="Specify your own options"/>

Secondary Highest degree	Specialization
- Make A Selection - <input type="button" value="v"/>	- Select Specialization - <input type="button" value="v"/>

Company:

Any of the companies below: You can choose to search for jobseeker resumes who are working or had worked for the company names specified in the box .

Exclude all the companies below: You can exclude jobseeker profiles who have currently/previously worked for certain companies.

Salary: You can choose to select the salary that the job seeker should currently be earning.

Additional:

Show Resumes Within: You can use this feature to select the resumes posted within selected time range.

- You can also choose to view new resumes only by selecting “New resumes only” option.
- You can also include or exclude profiles on the basis of additional parameters to reach the best suitable matches.

Company

Any of the companies below

Exclude all the companies below

Salary (in lacs of Rupees per annum)
In Lacs In Thousands Min.
In Lacs In Thousands Max.
 Also show resumes that do not include salary

Additional

Show Resumes

New & updated resumes New resumes only

Within

Age Group (in yrs) Upto To

Exclude resumes already viewed by me. ?

Limit results to woman job seekers

Limit results to Mobile/SMS enabled job seekers ?

Job Seekers with verified mobile number ?

Right Panel: There are four sections in the right panel :

- **Recent Searches:** These are recent most searches performed from the account.
- **Saved Searches:** These are recently saved searches (max 4). More saved searches can be viewed by clicking on More>> link.
- **Customize Your Search:** You can also Customize Your Search so that when you log on next time, you shall see the search form customized as per your requirements.
 - Click on the first link next to search fields under "Customize Your Search" to show or hide respective fields. Use the remaining 2 links to change the position of these fields.
- **Search Tips:** By clicking on a link, you can get some tips related to that link which are useful in searching resumes.

The screenshot displays the right-hand panel of the Power Search interface, which is organized into four distinct sections:

- Recent Searches:** This section lists two search entries. Each entry consists of a search term (e.g., [java](#)) and a timestamp (e.g., [Search at 22 Jul 2013 16:58:28](#)).
- Saved Searches:** This section lists four saved search terms: [Team Member Role](#), [VpnRepeatSearch-Hahu](#), [test_5179](#), and [Sybase iQ_TM](#). Each term is accompanied by a magnifying glass icon. A [More>>](#) link is located at the bottom right of this section.
- Customize your search:** This section allows users to tailor their search criteria. It lists six categories: Keywords, Experience, Location, Education, Company, and Additional. Each category has three control elements: a minus sign, a plus sign, and a dropdown arrow.
- Save Settings:** A button with a floppy disk icon and the text "Save Settings" is positioned below the customization options.
- Search Tips:** This section provides guidance on how to use search filters. It lists several filter types with corresponding links: [Keyword](#), [Any](#), [All](#), [Excluding](#), [Search within](#), [Salary](#), [Industry](#), [Category and Role](#), and [Education](#).

Use this specific mechanism for searching IT resumes

Skills: Specify the IT skills, experience against each skill that the jobseeker should have. You can also choose to specify other skills in the textbox.

Domain & Role: You can choose the domain & the role which jobseeker must be performing currently.

Experience: Enter the minimum and maximum experience that the candidate should have.

Location: Search for jobseekers on the basis of their

- Current Location
- Preferred Location

• You can also select candidates on region based like Northern India, Eastern India etc. based on that cities list will be pre-populated from which you also have option to de-select cities.

• **Nationality:** This helps in specifying the desired Nationality of the jobseekers. Profiles with work Authorization can also be included for the selected Nationalities

Home
Job Posting
Search
Personal Folder
Usage Reports
Account Setting

[Search >](#)
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 [IT Skill Search](#) |
 [Search By Role](#) |
 [Save a New Search](#) |
 [Manage Sav](#)

India
Gulf
SE Asia / Greater China

IT Skill Search

Skills

Choose from dropdown

Experience

Show resumes containing both the skills
 Eliminate synonyms ?

Specify other preferred skills/keywords

Domain & Role

Domain

Role

Experience

Total Experience (in years) : Min. Max.

Location

Jobseeker Current Location

or

Jobseeker Preferred Location

or

Nationality

Also include profiles with work authorization for selected nationalities ?

Company:

Any of the companies below: Specify the company names if you wish to search for jobseeker resumes who are or had worked with a specific company.

Exclude all the companies below: Specify the companies name if you wish to not search for jobseeker resumes who are or had worked a specific company.

Salary: You can choose to select the salary that the job seeker should currently be earning.

Education:

Highest Degree: You can choose to specify the highest education degree preferences.

Specialization: Depending upon the Highest Degree selected, this field will be auto populated. You can choose to select the area of specialization.

You of passing and Institute of highest degree: You can also choose to specify your preferences of the Institute from where the jobseeker should have studied or the Year of Passing

Additional:

Show Resumes Within: You can use this feature to select the resumes posted within selected time range.

You can also choose to view new resumes only by selecting “New resumes only” option.

You can also include or exclude profiles on the basis of additional parameters to reach the best suitable matches.

Company

Any of the companies below **Salary** (in lacs of Rupees per annum)

Min.

Exclude all the companies below Max.

Also show resumes that do not include salary

Education

Highest degree	Specialization	Year of Passing	
<input type="button" value="- Make A Selection -"/>	<input type="button" value="- Select Specialization -"/>	<input type="button" value="- From -"/>	<input type="button" value="- To -"/>

Institute of Highest Degree:

Secondary Highest degree	Specialization
<input type="button" value="- Make A Selection -"/>	<input type="button" value="- Select Specialization -"/>

Additional

Show Resumes

New & updated resumes New resumes only

Within

Age Group (in yrs)

Exclude resumes already viewed by me. ? Limit results to woman job seekers

Limit results to Mobile/SMS enabled job seekers ? Job Seekers with verified mobile number ?

Search By Role

- An efficient & convenient tool to zero-in on jobseekers currently performing the role that you are planning to fill.
- Click on the category/Function & Sub-function of your choice to reach the role list. Click on the role and specify jobseeker's current and/or preferred location to get the targeted results.

The screenshot shows a web application interface for searching jobseekers by role. The top navigation bar includes links for Home, Job Posting, Search, Personal Folder, Usage Reports, Account Setting, Other Products, and Custom. Below the navigation bar, there is a search path: Search > Magic Search | Power Search | IT Skill Search | Search By Role | Save a New Search | Manage Saved Search Folders. The main content area is titled 'Search By Role' and features a sidebar with a tree view of job categories. The 'Admin/Secretarial' category is expanded, showing a list of roles such as 'Fresher (41461)', 'Travel/Immigration Coordinator (2029)', 'Administration Executive (59042)', 'Computer Operator/ Data Entry (19171)', 'Typist (2574)', 'Despatch Incharge (1478)', 'Receptionist/ Front Desk (7041)', 'Secretarial (7308)', 'Executive Secretary/Personal Assistant (9294)', 'Facilities Manager (6667)', 'Administration Manager (29512)', 'VP/ GM - Administration (3964)', and 'Other Admin/Clerical/Secretarial (21433)'. Other categories like 'Customer Service/ Call Centre/ BPO', 'Finance & Accounts', 'Human Resources', 'IT', 'Legal', and 'Marketing & Communications' are also visible. On the right side, there is a filter section with the text 'You selected "Fresher"'. It includes two location filters: 'Jobseeker Current Location' and 'Jobseeker Preferred Location', each with a dropdown menu for 'City' and 'Region/State'. A 'GO' button is located below the filters.

Resume Search Results

You searched for: This shows your search criteria

'Save this Search' will save the performed search in your account for future reference/usage

Search within result: Results can further be refined on the basis of Keywords, Location & Exp

Modify Search: Takes you back to your original search form, to help you modify the searched parameters. All (if any) refinements done before modifying are also listed on the search form.

New Search: Performs a new search.

Send Email: Send email to selected jobseekers.

Save to Folder: Helps you the save selected resumes to a folder .

Sort Result: By default resumes are sorted by relevance. You can choose to sort by Freshness, Experience, Most viewed or Least viewed.

Quick Info on Resumes listed

- To view the detailed resume, click on resume title.
- **"Viewed"** icon shows up if the resume has been viewed by you through this account.
- **"New"** icon shows up for the resumes which have been created or updated in last 15 days.
- Other actions on resumes like **"Mails Sent"** & **"Comments Added"** are also accordingly shown

Home Job Posting **Search** Personal Folder Usage Reports Account Setting Other Products Customer Speaks

Search > [Magic Search](#) | [Power Search](#) | [IT Skill Search](#) | [Search By Role](#) | [Save a New Search](#) | [Manage Saved Search Folders](#)

You searched for: Any Category, Any Location, Any Industry, Java [Save this Search](#)

Search within results:

Keywords: Any All | Search within: Entire Resume

Jobseeker Current Location: Experience : Min. Max.

[Search](#) [Modify Search](#) | [New Search](#)

20000+ Resumes Found Page 1 of 500 [Next >](#) | Go to page [>>](#)

[Send Email](#) [Save to Folder](#) Freshness: 6 months Sort results by: **Relevance**

<input type="checkbox"/> java java B.E/B.Tech (ASHRAE - Member), Nagarjuna University Last Active: 10th May 2013 Resume ID: 42055745 Similar Resumes	sintel Exp: 7 Years Preferred Location: Hyderabad	chinta Mobile: 9959607518 Hyderabad Comments Added Viewed
<input type="checkbox"/> Java java Last Active: 21st Mar 2013 Resume ID: 44347880 Similar Resumes	Exp: 1 Year	Dinesh C Mobile: +918587928345 Delhi

Saved Searches

Specify the search criteria and save for future use.

Use any of the Magic Search/ Power Search/ IT Search/ Search by Role to perform search and save it after seeing search results.

[Home](#) [Job Posting](#) **[Search](#)** [Personal Folder](#) [Usage Reports](#) [Account Setting](#) [Other Products](#) [Customer Speaks](#)

Search » [Magic Search](#) | [Power Search](#) | [IT Skill Search](#) | [Search By Role](#) | [Save a New Search](#) | [Manage Saved Search Folders](#)

Save a New Search

To save a search you need to perform the search first. If you like the search results you may then save the search by clicking the "Save the Search" button.

While saving the search you may select the options to create an agent to send you matching resumes automatically.

Proceed to Search

- [Magic Search](#)
- [Power Search](#)
- [IT Search](#)
- [Search by Role](#)

Saved Searches contd...

To save a search for future use, press "Save this search" once the search is performed

Home Job Posting **Search** Personal Folder Usage Reports Account Setting Other Products Customer Speaks

Search » [Magic Search](#) | [Power Search](#) | [IT Skill Search](#) | [Search By Role](#) | [Save a New Search](#) | [Manage Saved Search Folders](#)

You searched for: Any Category, Any Location, Any Industry, java [Save this Search](#)

Search within results:

Keywords: Any All | Search within:

Jobseeker Current Location: Experience: Min. Max.

[Search](#) [Modify Search](#) | [New Search](#)

20000+ Resumes Found Page 1 of 500 [Next >](#) | Go to page [>>](#)

[Send Email](#) [Save to Folder](#) Freshness: Sort results by:

<input type="checkbox"/> java java B.E/B.Tech (ASHRAE - Member), Nagarjuna University Last Active: 10th May 2013 Resume ID: 42055745 Similar Resumes	sintel Exp: 7 Years Preferred Location: Hyderabad	chinta Mobile: 9959607518 Hyderabad
<input type="checkbox"/> Java java Last Active: 21st Mar 2013 Resume ID: 44347880 Similar Resumes	Exp: 1 Year	Dinesh C Mobile: +918587928345 Delhi

Save This Search

Search Name: Enter a name for the search you choose to save for later use. A saved search folder gets created by this name.

Enable Auto-match: If you enable this option, the system picks and stores auto matched resumes through a periodic process based on the frequency specified by you.

The auto matched resumes get stored automatically in the “Auto-match” sub-folder in the saved search folder.

Frequency: Select the frequency at which you want the “Auto Match” process to work.

Email address for Auto-match alerts: Enter the email address at which you will like to receive auto-match alerts.

Submit: Click here to Save the search.

ResumESE * Magic Search | Power Search | Job Skill Search | Search by Role

Save This Search

You have saved '13' of possible 20 Saved Searches.

When you like the results appearing for a particular search, you could choose to save it for later use. This page allows you to give a name to each search, so that it can be easily identified for what purpose / requirement you have stored it.

Search name :

Enable Auto-Match : Yes No

Frequency :

Email address for Auto-Match alerts :

You also can choose to receive auto-matches directly to your folder. Auto-matches are the matching resumes as per your search that you have stored. The folder is stored under Saved Searches folders, and the resumes directly go to the "Auto-match" sub folder within that.

Once you decide to receive the auto-matched resumes, you will need to give a periodicity for the auto-match to be conducted. For e.g.: If you choose "Weekly", then the matching resumes that come into the database in the week after you have saved the search will directly go to the folder. Please note that these resumes are stored only for 15 days, after which they are automatically cleared. If any resume interests you, please move it to "To be Reviewed" subfolder. Applicable only in case you have enabled Auto-Match.

<input type="checkbox"/>	Having exp. in struts , J2SE ,Core java,Hibernate.XML,Ajax.Spring	Annual Salary: NA	Mobile: 9899838877
<input type="checkbox"/>	Project Manager	Exp: 5 Yrs	Telephone: 22061079
<input type="checkbox"/>	PG Diploma (Computers), NIIT		Mumbai
<input type="checkbox"/>	Last Active: 26th Jul 2008		
<input type="checkbox"/>	Resume ID: 1741122		
<input type="checkbox"/>	Similar Resumes (32)	<input type="checkbox"/> SMS Enabled	<input type="checkbox"/> Contacted by Email
<input type="checkbox"/>	Having exp. in struts , J2SE ,Core java,Hibernate.XML,Ajax.Spring	Annual Salary: NA	Mobile: 9899838877
<input type="checkbox"/>	Project Manager	Exp: 5 Yrs	Telephone: 22061079
<input type="checkbox"/>	PG Diploma (Computers), NIIT		Mumbai
<input type="checkbox"/>	Last Active: 26th Jul 2008		
<input type="checkbox"/>	Resume ID: 1741122		

Manage Saved Search Folder

Manage the Saved Search Folders using this interface.

Search For Folders: Searching folder is simple. Enter complete or partial folder name, specify date range (not more than 1 year) and then click on Go.

Archived Folders: Shows the created/renewed/ updated folders earlier than 2 years.

Recent Folders: The recently created/ modified folders are visible on the first page.

Created On: View folders' creation date here.

Auto-Match: The column shows "Active" against the folder names where auto match is enabled at the time of job creation otherwise it shows "Passive".

Auto-match Periodicity: This column displays the frequency chosen to perform auto-match search.

Manage Saved Search Folders

Search for folders

Folder name: Date range: From To

Folders created/renewed/updated before 2 years from today. [Archived Folders](#)

Recent Folders

Select a saved search folder below and click on the appropriate action button.

Page 1 of 6 [Next >](#) | Go to page

<input type="checkbox"/>	Folder name	Created on	Auto-match	Auto-match Periodicity
<input type="checkbox"/>	Power Web Developer	31 Jul 2013	Active	Daily
<input type="checkbox"/>	Power UI Developer	31 Jul 2013	Passive	Never
<input type="checkbox"/>	Power Perl Developer	29 Jul 2013	Passive	Never
<input type="checkbox"/>	Power Kernel Mode Driver Framework	23 Jul 2013	Passive	Never
<input type="checkbox"/>	Power Cake PHP developer	05 Jul 2013	Passive	Never

Page 1 of 6 [Next >](#) | Go to page

Manage Saved Search Folder contd...

Perform following activities on a folder:

View Folder: You can select folder you want to view and then click on “View Folder”. Alternatively, you can directly click on folder name to view the content of folder.

Edit: Select a folder and click on “Edit” to edit the saved search at any point of time.

Resume Search: Select the folder and click “Resume Search” to conduct a fresh search based on the saved search criteria.

Download Excel: Select the folder name and click “Download Excel”. An excel file having summary of jobseekers’ resumes gets downloaded. This feature is available for Active folders only.

Delete: Select the folder name and click “Delete”. The system asks for reconfirmation which once done allows the saved search to be deleted forever.

Manage Saved Search Folders

Search for folders

Folder name: Date range: From To

Folders created/renewed/updated before 2 years from today.

Recent Folders

Select a saved search folder below and click on the appropriate action button.

Page 1 of 6 [Next >](#) | Go to page

<input type="checkbox"/>	Folder name	Created on	Auto-match	Auto-match Periodicity
<input type="checkbox"/>	Power java	23 Jul 2013	Passive	Never
<input type="checkbox"/>	Power Team Member Role	15 Jul 2013	Passive	Never
<input type="checkbox"/>	Power VpnRepeatSearch-Hahu	12 Jul 2013	Passive	Never
<input type="checkbox"/>	Magic test_5179	12 Jul 2013	Passive	Never
<input type="checkbox"/>	Power Sybase iQ_TM	12 Jul 2013	Passive	Never
<input type="checkbox"/>	Power Java/J2EE_TM	12 Jul 2013	Passive	Never
<input type="checkbox"/>	Power Business Intelligence_TM	12 Jul 2013	Passive	Never
<input type="checkbox"/>	Power Microsoft Technologies_TM	12 Jul 2013	Passive	Never
<input type="checkbox"/>	Power Siebel_TM	12 Jul 2013	Passive	Never
<input type="checkbox"/>	Power Production Support_TM	12 Jul 2013	Passive	Never
<input type="checkbox"/>	Power Oracle Apps_TM	12 Jul 2013	Passive	Never
<input type="checkbox"/>	Power SAP_TM	12 Jul 2013	Passive	Never
<input type="checkbox"/>	Power Vipin-PaginationIssueToTest	12 Jul 2013	Passive	Never

Quick Summary of the page

- The Saved Search name appears towards the top once you reach inside the Saved Search folder.

- Left Panel shows the list of sub folders like Email Sent, Auto Match etc.

- In the middle of the page, the actual resumes sorted based on “Relevance” are shown. You can sort the resumes based on experience.

- This view gives a quick overview of summary information related to resumes. The summary information includes resume title, key skills, educational qualification and institute, current organization, current salary and experience and contact details including email address and phone number.

Quick Info on Resumes

- To view the detailed resume, click on resume title.
- “Viewed” icon shows up if the resume has been viewed by you through this account.
- “New” icon shows up for the resumes which have been created or updated in last 15 days.

2-12-09
Results Sorted By: Date Received

Auto-match

 Send Email
 To be Reviewed
 Move to Folder
 Delete

<ul style="list-style-type: none"> Inbox (0) Email Sent (0) SMS Sent (0) To Be Reviewed (0) Saved from DB (0) Auto-match (356) Deleted (0) 	<div style="margin-bottom: 10px;"> <input type="checkbox"/> Shilpa Sirikonda Resume Java, C, MySQL, Perl, PHP, Oracle, Web Development Other (Other) Total Experience: 4 Years 6 Months Received Date: 05 Jan 2010 Last Active: 05 Jan 2010 Resume ID: 24355369 Shilpa Mobile: 91-96760876442 sirikon@gmail.com Warangal </div> <div> <input type="checkbox"/> Engineer with 2+ yrs experience in the Software Engineering and SCJP Certified looking for a job in Java Technology PHP, Mysql, Java, Oracle B.E/B.Tech (Electrical) Institute : Academy of Technology Virtuoso Software Services Pvt Ltd Ranit Das 76 76 Salary:1.40 lacs per annum Total Experience: 2 Years 5 Months Received Date: 05 Jan 2010 Last Active: 05 Jan 2010 Resume ID: 24355285 </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Resume ID Search <input style="width: 100%;" type="text"/> <input type="button" value="GO"/> </div> <p style="font-size: small; margin: 0;">Tips: You can drag & drop resumes into the folders.</p>	<div style="margin-bottom: 10px;"> <input type="checkbox"/> mba in finance with 7 months experience in accounting field apart from sap fico tally.sap fico,c MBA (Finance) Salary:0.10 lacs per annum Total Experience: 7 Months Kiran Mamidi </div>

Actions on Resume

Actions on Resume


Jobseeker's Resume Page:

Jobseekers' entire profile details are available on the page structured under different sections like –

- Resume-ID , Last active date & Last modified date
- Notes added on profile with capability to add more & modify, and provisions for other actions
- Name, Photo and personal details like DOB, Contact Details, Nationality & contact info
- Resume Summary containing details like Total Experience, Job-Type, Education, Industry, Function, Role & other info..
- Detailed 'Work Experience' showing seeker's work history
- Jobseeker's Detailed resume

monster.com Flag this Resume ID: 34367650 | Last Active: 9 Jul 2013 | Last Modified: 10 Apr 2013

[Add Notes to Resume](#) Send Email Save to Folder Print Resume Forward Resume Word Resume



Mukul Chowdhury
Date of Birth: 1 Feb 1976
Gender: Male
Nationality: India

House No.2,
Hemarekha Bhawan, Lachit Nagar, Byelane - 6
Guwahati - 781007 (Assam)
Phone: Not Specified
Mobile: 91-9085155168
Email: mukulghy@gmail.com
Current Location: Guwahati

Sales

Work Experience : 12 years
Skills : **Sales**
Domain Knowledge : Not Specified
Industry : Construction,Engineering, Procurement, Construction
Category : Sales
Roles : Business Development Manager
Current Employer : Creations Stationery Pvt. Ltd.
Current Annual Salary : 2.10 lacs per annum
Previous Employer : Kores India Ltd.
Highest Degree Held : B.A, Political Science, Gauhati University
Preferred Job Location : Guwahati
Job Type : Permanent Full Time

Work Experience

Company Name	Designation	Duration	Salary Drawn
Archidply Industries Ltd. (Current)	Business Development Manager	November 2009 to Till date	2.2 lacs pa
Kores India Ltd.	Sales Executive	June 2004 to October 2009	1.4 lacs pa

MUKUL CHOWDHURY

Hemarekha Bhawan
Lachit Nagar, Byelane - 6,
Guwahati - 781 001 (Assam)
(M) +91 9085155168
Mail ID: mukulghy@gmail.com

Business Development Manager - Guwahati
With 11 years Experience in:

Strategic Planning Business Development Sales/Marketing
Channel Management Team Management Corporate/Retail Sales

> Presently associated with Archidply Industries Limited.

> A Strategic with a flair for charting out strategic for **sales** & channel management and contributing towards enhancing business volumes & growth and achieving profitability norms.

Actions on Resume contd....

Actions on seeker's profile:

Send Email: Send an email to the job seeker

Save to Folder: Save the resume to an existing folder of your choice or to create a new one.

Print Resume: Print the resume in printer friendly format.

Forward Resume: Specify the email address and supporting message to forward the resume to an email address.

Word Resume: Download the resume in word format.

You can also add a brief resume summary in the printed, forwarded or downloaded resumes

Add Notes to Resume:

- Click "Add Notes to Resume" link to enter notes specific to a resume.
- Multiple notes can be added for a resume, and are shown on detailed resume & the search results page.

monster.com Resume ID: 26122275 | Last Active: 28 Nov 2010 | Last Modified: 9 Aug 2010

[Add Notes to Resume](#)

Include Resume Summary

[Send Email](#) [Save to Folder](#) [Print Resume](#) [Forward Resume](#) [Word Resume](#)

Add New Notes to Resume (Max: 200 characters)

[Save](#)

Krishnan Thanaka
Date of Birth: 31 May 1973
Gender: Male
Nationality: India

806, 8th floor, D block, platinumcity, hmt road, yeshvanthpur
Phone: 91-80-41757622
Mobile: 91-9845599760 ✓ Verified
Email: thanaka_kt@yahoo.co.in
Current Location: Bangalore

Sales

Work Experience	: 14 years
Skills	: Sales
Domain Knowledge	: Not specified
Industry	: Insurance
Category	: Banking
Roles	: Consumer Banking Branch Head
Current Employer	: Ing vysya life insurance company
Current Annual Salary	: 9.90 lacs per annum
Previous Employer	: Max new york life
Highest Degree Held	: B.A, Economics, Bangalore University
2nd Highest Degree Held	: Class 12, Any, Bangalore University
Preferred Job Location	: Bangalore

KRISHNAN THANAKA
133, 10th C Cross, 5th Main Road,
W.C.R. Rajajinagar Bangalore-560 086.
Tel: 080-23497140/9880232670, E-Mail: krishnantanaka@rediffmail.com

Actions on Resume contd....

Send Email

- When the Send Email option is chosen for one or more job seekers, a pop up opens.
- You can either choose from the existing letter templates or create new one. To choose from existing letter template, click on “Use an Existing Email”. To create a new one, fill in the details in the from, subject, mail body fields and press “Save Email”.
- Choose from the existing folders (or create a new folder) where you will like to save this resume. The system will automatically add an Apply link below the mail content if a job folder is selected. For a job folder, the job description can also be attached.
- Press “Send” to send the email.

monster.com Resume ID: 8323327 | Last Active: 8 Dec. 2007 | Last Modified: 8 Dec. 2007

[Add Notes to Resume](#)

Chandra Chandra
Date of Birth: 2 Jul 1982
Gender: Male
Nationality: Not specified

JAVA
Work Experience
Skills
Domain Knowledge
Industry
Category
Roles
Current Employer
Current Annual Salary
Highest Degree Held
Preferred Job Location

Send Email

Select an Email : Use an existing email OR Create New Email

From : You can save upto 100 letters

Subject :

Mail Body : Minimum 250 Characters Count:0

Prohibited mail content

Save In a Folder : Use an existing folder OR Create New Folder

Attach Job Description (not applicable in case of personal folders)

Send

Curriculum Vitae

*Chandra Chandra

A-212, Prasad Marg,
Nehru Nagar,Prapur-122126

Mailto : c.shekhshe982@gmail.com
c_sheshe,she04@yahoo.com

Personal Folders

Personal Folder

**Personal Folder is created to store the resume for later use.
Enter the folder name and click on “Create” to create a new folder.**

Personal Folders » **Create a Personal Folder** | [Manage Personal Folders](#)

Create a Personal Folder

Personal Folders created here give you the convenience to store and pool resumes for later use. These resumes could be picked from any of the folders – Job Posting, Personal or Saved Searches.

A few examples on how you could use this are given below. There could be other instances, where this feature could be used, depending on the necessity.

- A new folder created here could store all your favorites, which are currently lying in different folders.
- You could use this to share the resumes with other users of the account.

Folder Name

:

Create

Personal Folder contd....

New Personal folders also get created when you choose to create a new folder while saving resumes or sending emails to jobseekers.

[Similar Resumes](#)

[« Previous Resume](#) | [Next Resume »](#)

Send Email

Select an Email : Use an existing email OR Create New Email

Sender : <Sonam.Khurana@monsterindia.com>
You can save upto 100 letters

Subject :

Mail Body :
Minimum 250 Characters Count:0

Save In a Folder : Use an existing folder OR **Create New Folder**

Preview Send

Work Experience

Company Name	Designation	Duration	Salary Drawn
iDeation R&D Labs (Current)	senior software engineer	Till date	3.6 lacs pa

Skill Name	Last Used	Skill Level	Experience
------------	-----------	-------------	------------

Manage Personal Folder

Search For Folders: Searching folder is simple. Enter complete or partial folder name, specify date range (not more than 1 year) and then click on Go.

Archived Folders: Shows the created/ renewed/ updated folders before 2 years.

Recent Folders: The recently created/ modified folders are visible on the first page.

Created On: View folders' creation date here.

The activities possible on a personal folder are:

View Folder: Select the folder name and click on view folder to view folder content. Alternatively, you can directly click on the folder name to access content of folder.

Download Excel: Select the folder name and click "Download Excel". An excel file having summary of jobseekers' resumes gets downloaded. This feature is available for Active folders only.

Rename: Select the folder name and click "Rename", you will be guided to the screen where you can enter the new folder name.

Delete: Select the folder name and click "Delete". The system asks for reconfirmation which once done allows the folder and the information stored in it to be deleted forever.

The screenshot shows a web application interface for managing personal folders. At the top, there is a navigation menu with tabs: Home, Job Posting, Search, Personal Folder (selected), Usage Reports, Account Setting, Other Products, and Customer Speaks. Below the navigation, a breadcrumb trail reads: Personal Folders > Create a Personal Folder | Manage Personal Folders. The main content area is titled "Manage Personal Folders" and contains a search section with a text input for "Folder name:", a date range selector (From 01/08/2012 To 01/08/2013), and a "GO" button. Below the search section, there is a link for "Archived Folders" and a note: "Folders created/renewed/updated before 2 years from today." The "Recent Folders" section includes a sub-header and a list of folders with action buttons: ViewFolder, DownloadExcel, Rename, and Delete. The folders listed are: Developer (Created on 31 Jul 2013), Dsigner / UI Designer (Created on 31 Jul 2013), HTML_Coder (Created on 31 Jul 2013), and Product Manager (Created on 20 Jun 2013). The interface also features pagination controls: "Page 1 of 5 Next > | Go to page [input] >>".

Manage Personal Folder contd....

Quick summary of the page

- Title of the Personal Folder can be seen towards the top once you reach inside a personal folder.

Left Panel shows the list of sub folders like Email Sent, Saved From DB, etc.

- In the middle of the page, actual resumes sorted based on Date Received are shown. You can sort the resumes based on experience.

- This view gives a quick overview of summary information related to resumes. The summary information includes resume title, key skills, educational qualification and institute, current organization, current salary and experience and contact details including email address and phone number.

Quick Info on Resumes

- To view the detailed resume, click on resume title.
- “Viewed” icon shows up if the resume has been viewed by you through this account.
- “New” icon shows up for the resumes which have been created or updated in last 15 days.

Folder Management > [Manage Personal Folders](#) | test_save_29nov

test_save_29nov Results Sorted By:

Saved from DB Send Email To be Reviewed Move to Folder Delete

Inbox (0) Email Sent (0) SMS Sent (0) To Be Reviewed (0) Saved from DB (5) Auto-match (0) Deleted (0)	<input type="checkbox"/> Software Test Engineer - 4.5 Yrs Exp Manual and Automated Software Testing B.Com (Commerce) Institute : Delhi University Last Active: 30 Nov 2010 Resume ID: 29538247	Technology Bot Salary:3.50 lacs per annum Total Experience: 4 Years 6 Months Received Date: 29 Nov 2010	Deepak Mohan Mobile: 91-9910109259 deepakmohan99@yahoo.co.in Delhi
more	<input type="checkbox"/> Kaushik Namtoar java,C,C++,HTML B.E/B.Tech (Computers) Last Active: 29 Nov 2010 Resume ID: 29704491	Total Experience: 0 Year 0 Month Received Date: 29 Nov 2010	KAUSHIK NAMTOAR Mobile: 91-9092720037 Telephone: 91-44-9092720037 kaushiknamtoar321@gmail.com Chennai
Resume ID Search <input type="text"/> <input type="button" value="GO"/> <small>Tips: You can drag & drop resumes into the folders.</small>	<input type="checkbox"/> Perl Perl,PHP B.A (History) Institute : Allahabad University Last Active: 30 Nov 2010 Resume ID: 29611544	Janya Converged Solutions Salary:0.00 lacs per annum Total Experience: 3 Years 3 Months Received Date: 29 Nov 2010	Sanjay Mobile: 91-9700680771 ssarpatre@yahoo.in Hyderabad

Manage Personal Folder contd....

Sub folders in the left panel:

Inbox: This sub folder is not used in case of personal folder.

Email Sent: Resumes of jobseekers to whom email has been sent by you get stored in this subfolder.

To Be Reviewed: You may use this subfolder to keep to review later.

Saved From DB: If you search for resumes using resume search tools and save resumes to a specific folder, these get stored in "Saved From DB" subfolder.

Auto-Match: This sub folder is not used in case of personal folder.

Deleted: Resumes that are deleted by you get temporarily stored in this folder and are then cleared off in 15 days

Folder Management > [Manage Personal Folders](#) | test_save_29nov

test_save_29nov Results Sorted By:

Saved from DB Send Email To be Reviewed Move to Folder Delete

<p>Inbox (0)</p> <p>Email Sent (0)</p> <p>SMS Sent (0)</p> <p>To Be Reviewed (0)</p> <p>Saved from DB (5)</p> <p>Auto-match (0)</p> <p>Deleted (0)</p> <p>more</p> <p>Resume ID Search</p> <input type="text"/> <input type="button" value="GO"/> <p><small>Tips: You can drag & drop resumes into the folders.</small></p>	<p><input type="checkbox"/> Software Test Engineer - 4.5 Yrs Exp</p> <p>Manual and Automated Software Testing B.Com (Commerce) Institute : Delhi University</p> <p>Last Active: 30 Nov 2010 Resume ID: 29538247</p> <p>Technology Bot Salary:3.50 lacs per annum Total Experience: 4 Years 6 Months Received Date: 29 Nov 2010</p> <p>Deepak Mohan Mobile: 91-9910109259 deepakmohan99@yahoo.co.in Delhi</p> <p></p>
	<p><input type="checkbox"/> Kaushik Namtoar</p> <p>java,c,c++,HTML B.E/B.Tech (Computers)</p> <p>Last Active: 29 Nov 2010 Resume ID: 29704491</p> <p>Total Experience: 0 Year 0 Month Received Date: 29 Nov 2010</p> <p>KAUSHIK NAMTOAR Mobile: 91-9092720037 Telephone: 91-44-9092720037 kaushiknamtoar321@gmail.com Chennai</p> <p></p>
	<p><input type="checkbox"/> Perl</p> <p>Perl,PHP B.A (History) Institute : Allahabad University</p> <p>Last Active: 30 Nov 2010 Resume ID: 29611544</p> <p>Janya Converged Solutions Salary:0.00 lacs per annum Total Experience: 3 Years 3 Months Received Date: 29 Nov 2010</p> <p>Sanjay Mobile: 91-9700680771 ssarpatre@yahoo.in Hyderabad</p> <p></p>

Manage Personal Folder contd....

Buttons at the top:

Send Email: Select the resumes and click on Send Email. A popup appears where you can choose an existing template or create a new template, and choose the folder where you want to save these resumes after email sent.

To be Reviewed: Select the resumes you want to review later and click on 'To Be Reviewed'.





Move To a Folder: You can move the selected resumes to another subfolder/folder.

Delete: Select the resumes to be deleted and click on 'Delete'.

Folder Management > [Manage Personal Folders](#) | test_save_29nov

test_save_29nov Results Sorted By:

Saved from DB **Send Email** **To be Reviewed** **Move to Folder** **Delete**

<ul style="list-style-type: none">Inbox (0)Email Sent (0)SMS Sent (0)To Be Reviewed (0)Saved from DB (5)Auto-match (0)Deleted (0) <p>more</p> <p>Resume ID Search</p> <input type="text"/> <input type="button" value="GO"/> <p><small>Tips: You can drag & drop resumes into the folders.</small></p>	<input type="checkbox"/> Software Test Engineer - 4.5 Yrs Exp Manual and Automated Software Testing B.Com (Commerce) Institute : Delhi University Last Active: 30 Nov 2010 Resume ID: 29538247	Technology Bot Salary:3.50 lacs per annum Total Experience: 4 Years 6 Months Received Date: 29 Nov 2010	Deepak Mohan Mobile: 91-9910109259  deepakmohan99@yahoo.co.in Delhi 
	<input type="checkbox"/> Kaushik Namtoar java,c,c++,HTML B.E/B.Tech (Computers) Last Active: 29 Nov 2010 Resume ID: 29704491	Total Experience: 0 Year 0 Month Received Date: 29 Nov 2010	KAUSHIK NAMTOAR Mobile: 91-9092720037 Telephone: 91-44-9092720037 kaushiknamtoar321@gmail.com Chennai 
	<input type="checkbox"/> Perl Perl,PHP B.A (History) Institute : Allahabad University Last Active: 30 Nov 2010 Resume ID: 29611544	Janya Converged Solutions Salary:0.00 lacs per annum Total Experience: 3 Years 3 Months Received Date: 29 Nov 2010	Sanjay Mobile: 91-9700680771 ssarpatre@yahoo.in Hyderabad 

Usage Reports

Resume Database Usage Report

Resume Database Usage Report

- Generate reports on the usage of “Resume Database Search” by choosing the appropriate filters for the selected user.
- The report will provide date-wise information on the number of searches made and the number of resume viewed.
- If you are a super user and have multiple accounts, you can see the job usage reports of other accounts as well.
- You also have option to download this report in excel format

Home Job Posting Search Personal Folder **Usage Reports** Account Setting Other Products Customer Speaks

Usage Reports > **Resume Database Usage** | [Job Posting Usage](#) | [Account Login Usage](#) | [Email Sent Report](#) | [SMS Sent Report](#) | [Download Excel Report](#)

Resume Database Usage Report

Activity : From To

User : Channel:

Note: Reports available for last 1 year

Database Usage Period: 1st Jun 2013 to 11th Jun 2013 | **User:** All Users

Username	No. of Searches	No. of Resume Views
xkanishkinx01	87	25

Day Wise Database Usage Report (Recent 30 days in the Reporting Period chosen above)

Date	Username	No. of Searches	No. of Resume Views
13 May 2013	xkanishkinx01	24	11
14 May 2013	xkanishkinx01	10	557
15 May 2013	xkanishkinx01	12	122
16 May 2013	xkanishkinx01	5	0

Job Posting Usage Report

Job Posting Usage Report

- Generate reports on the usage of “Job Posting” feature by choosing the desired date range for the selected user.

- The report will provide the information like number of jobs posted, number of live jobs, number of expired jobs, inventory utilized, number of views, number of applications per user.

Job Wise details:

- This section displays per job posting details including posting date, inventory utilized, status (Live/Expired/Deleted/ Renewed/ Archived), number of views by job seekers and number of applications received.

- If you are a super user and have multiple accounts, you can see the job posting usage reports of other accounts as well.

- You also have option to download this report in excel format

Home
Job Posting
Search
Personal Folder
Usage Reports
Account Setting
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Customer Speaks

[Usage Reports](#) > [Resume Database Usage](#) | [Job Posting Usage](#) | [Account Login Usage](#) | [Email Sent Report](#) | [SMS Sent Report](#) | [Download Excel Report](#)

Job Posting Usage Report

Report for Period : From To

User : Channel : Job Type : Submit

Note: Reports available for last 1 year

Inventory Purchased	0
Consumed	0
Inventory Available	(Service Expired)

Posting Period: 1st Jan 2013 to 15th Jul 2013 | **User:** All Users

Username	No. of Jobs Posted	No. of Live Jobs	No. of Expired Jobs	Inventory Utilized	No. of Views	No. of Applications
xkanishkinx01	52	1	50	63	758	197

Job Wise Details :

S.No.	Username	Job Title	Inventory Utilized	Date	Status	Views	Applications
1	xkanishkinx01	monstertestentity - for testing R20 18 June - Renewed (Return to Origin)	1	30th Jun 2013	Live	32	0
2	xkanishkinx01	monstertestentity - for testing R20 18 June (Return to Origin)	1	18th Jun 2013	-	-	-
3	xkanishkinx01	monstertestentity test job - Renewed	1	28th May 2013	Expired	0	0

Account Login Usage Report

Account Login Usage Report

You can generate reports on the account login usage using this feature. The report is available for a period of upto 1 month.

Current logins:

- Shows the current login details. Details like the IP address, Login date and time are displayed here.
- If you are a super user and have multiple accounts, you can see the job posting usage reports of other accounts as well.
- You also have option to download this report in excel format

Home Job Posting Search Personal Folder **Usage Reports** Account Setting Other Products Customer Speaks

Usage Reports > [Resume Database Usage](#) | [Job Posting Usage](#) | **Account Login Usage** | [Email Sent Report](#) | [SMS Sent Report](#) | [Download Excel Report](#)

Account Login Usage Report

Activity : From To User :

Note: Reports available for last 1 month

Account Login Period:1st Jul 2013 to 23rd Jul 2013 | **User:** All Users| **Number of Logins:**471

Current Logins:

S.No.	Username	IP	Login Date	Login Time
1	xkanishkinx01	115.113.73.190	23 Jul 2013	16:12:46
2	xkanishkinx01	115.113.73.190	23 Jul 2013	17:36:55
3	xkanishkinx01	115.113.73.190	23 Jul 2013	16:10:02
4	xkanishkinx01	115.113.73.190	23 Jul 2013	16:56:44

IP Addresses Used:

S.No.	Username	IP	Login Date	Login Time
1	xkanishkinx01	115.113.73.190	23 Jul 2013	17:36:55
2	xkanishkinx01	115.113.73.190	23 Jul 2013	16:56:45
3	xkanishkinx01	115.113.73.190	23 Jul 2013	16:32:10

Email Sent Usage Report

Email Sent Usage Report

- You can generate reports on the usage of “Email Sent” by choosing the appropriate filters for the selected user.
- The report will provide date wise information on the number of email sent.
- If you are a super user and have multiple accounts, you can see the email sent usage reports of other accounts as well.
- You also have option to download this report in excel format

Home Job Posting Search Personal Folder **Usage Reports** Account Setting Other Products Customer Speaks

Usage Reports » [Resume Database Usage](#) | [Job Posting Usage](#) | [Account Login Usage](#) | **Email Sent Report** | [SMS Sent Report](#) | [Download Excel Report](#)

Email Sent Report

Activity : From To User :

Note: Reports available for last 1 year

Selected Date Range: 1st Jan 2013 to 23rd Jul 2013 | **User:** All Users

Username	No. of Email Sent
xkanishkinx01	30

Day Wise Email Sent Report (Recent 30 days in the Reporting Period chosen above)

Date	Username	No. of Email Sent
10 Jul 2013	xkanishkinx01	2

[Download Excel](#)

SMS Sent Usage Report

SMS Sent Usage Report

- You can generate reports on the usage of “SMS Sent” by choosing the appropriate filters for the selected user.
- The report will provide date-wise information on the number of SMS sent.
- If you are a super user and have multiple accounts, you can see the SMS sent usage reports of other accounts as well.
- You also have option to download this report in excel format

[Home](#) [Job Posting](#) [Search](#) [Personal Folder](#) **Usage Reports** [Account Setting](#) [Other Products](#) [Customer Speaks](#)

[Usage Reports](#) > [Resume Database Usage](#) | [Job Posting Usage](#) | [Account Login Usage](#) | [Email Sent Report](#) | **SMS Sent Report** | [Download Excel Report](#)

SMS Sent Report

Activity : From To User :

Note: Reports available for last 1 year

Selected Date Range: 24th Jul 2012 to 23rd Jul 2013 | **User:** All Users

Username	No. of SMS Sent
xkanishkinx01	47

[Download Excel](#)

Day Wise SMS Sent Report (Recent 30 days in the Reporting Period chosen above)

There were no sms sent in Recent 30 days.

Download Excel Report

Download Excel Report

- You can generate reports on the usage of “Excel Downloaded” by choosing the appropriate filters for the selected user.
- The report will provide date-wise information on excel downloaded.
- You also have option to download this report in excel format

Home Job Posting Search Personal Folder **Usage Reports** Account Setting Other Products Customer Speaks

Usage Reports > [Resume Database Usage](#) | [Job Posting Usage](#) | [Account Login Usage](#) | [Email Sent Report](#) | [SMS Sent Report](#) | [Download Excel Report](#)

Download Excel Report

Activity : From To User :

Note: Reports available for last 1 Year

Selected Date Range:24th Jul 2012 to 23rd Jul 2013 | **User:**All Users

Username	No. of Resumes Downloaded
xkanishkinx01	2469

Day Wise Download Excel Report (Recent 30 days in the Reporting Period chosen above)

Date	Username	No. of Resumes Downloaded
12 Jul 2013	xkanishkinx01	40

Account Settings

Change Password

- You can choose to change your account password at any point of time.
- If you are a super-user and have multiple accounts, you can change password of any of your accounts.
- You just need to enter the old and new password details and click “Submit”.
- Once the password is changed successfully, use the new password to login into your account.

[Home](#) [Job Posting](#) [Search](#) [Personal Folder](#) [Usage Reports](#) **Account Setting** [Other Products](#) [Customer Speak](#)

Account Settings

- » **Change Password**
- » [Monster Shortcuts](#)
- » [Manage Letters](#)
- » [Modify Company Profile](#)
- » [Manage Login Access](#)
- » [Manage User](#)
- » [Update your contact info](#)

Change Password

Select a User : xkanishkinx01(super user) ▼

Old Password :

New password :

Re-type password :

Monster Shortcuts:

You can choose between two options to receive job applications and resume in email:

1. In the body of the mail.
 2. As attachment in original format.
- After choosing the required option , click on “Submit”.
 - You can also download ‘Monster Toolbar’ here.

The screenshot shows the 'Account Setting' page for 'Monster Shortcuts'. The navigation bar includes Home, Job Posting, Search, Personal Folder, Usage Reports, Account Setting (selected), Other Products, and Customer Speaks. The left sidebar lists account settings: Change Password, Monster Shortcuts (highlighted), Manage Letters, Modify Company Profile, Manage Login Access, Manage User, and Update your contact info. The main content area is titled 'Monster Shortcuts' and contains the section 'Receive Job Applications and Forward Resumes:'. It has two radio button options: 'In the body of the mail' (selected) and 'As an attachment in original format'. A 'Submit' button is located below the options. On the right, there is a 'Monster Toolbar' section with a search box, a magnifying glass icon, and the text 'Monster's search box towards the top of the browser'. Below this is a note: '* Right now toolbar supports IE users only' and a 'Download Monster Toolbar' button.

Manage Letters

You can create personalized email messages which you can send to the jobseekers. The system allows you to change or update the contents of these mails at any stage.

The personalized email messages that Monster offers are:

- 1) Acknowledgement Mail:** This mail is sent automatically to all jobseekers as soon as they apply to your Jobs.
- 2) Contact Jobseeker:** You can save multiple letter templates to contact jobseekers who are either applying to your jobs or are picked from the resume
- 3) Reject Mail:** You can choose to send a rejection email to jobseekers whose applications are rejected or deleted.

Manage Letters

We provide you the opportunity to communicate with the jobseekers with your personalized letter messages. All you need to do is save your personalized messages below once. You have the option to change or update the contents of these letters at any stage.

[Acknowledgement Letter](#)

This letter is sent automatically to all jobseekers as soon as they apply to your Jobs.

[Contact Job Seeker](#)

This letter is to contact job seekers who apply to your jobs or from the Resume Database Search.

[Reject Letter](#)

This letter is to intimate jobseekers whose resumes are rejected or deleted.

Manage Letters contd....

Acknowledgement Letter

This mail can be sent automatically to all job applicants for the job posted by you through this account if option is selected using check box.

By default it is enabled but you can change as per your requirement.

Manage Letters

We provide you the opportunity to communicate with the jobseekers with your personalized letter messages. All you need to do is save your personalized messages below once. You have the option to change or update the contents of these letters at any stage.

Acknowledgement Letter

This mail is sent automatically to all jobseekers as soon as they apply to your Jobs.

 [View Our Tutorials](#)

Subject	<input type="text" value="Acknowledgement to"/>	Dear "XYZ",	<input checked="" type="checkbox"/> Check this box to automatically send this letter to all applicants.
From	Name <input type="text" value="Sonam Khurana"/> Email <input type="text" value="Sonam.Khurana@mon"/>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Thanks for your interest in our organization. We have received your application and our team would be giving it due consideration. Incase you are among the shortlisted</p> </div> <p>(Enter only the message here)</p>	<input type="button" value="Save"/>

[Contact Job Seeker](#)

This letter is to contact job seekers who apply to your jobs or from the Resume Database Search.

[Reject Letter](#)

This letter is to notify jobseekers whose resumes are rejected or deleted.

Contact Jobseekers

You can save maximum of 100 letters.

Add New Letter: Click this link to add a new letter.

You can also create these mail template while sending email to jobseeker.

Delete: Select letters you want to delete and click on "Delete."

Edit: Click the name of letter to edit it.

Manage Letters

We provide you the opportunity to communicate with the jobseekers with your personalized letter messages. All you need to do is save your personalized messages below once. You have the option to change or update the contents of these letters at any stage.

Acknowledgement Letter

This letter is sent automatically to all jobseekers as soon as they apply to your Jobs.

Contact Job seeker

This letter is to contact job seekers who apply to your jobs or from the Resume Database Search.

NOTE: Upto a maximum of 100 letters can be created. Please delete letters that are not required. ✕

Total number of templates created: **88**

✕ Delete

✉ Add New Letter

Name of Letter	Subject	Updated on
<input type="checkbox"/> PHP Developer	interview call	26th Jul 2013
<input type="checkbox"/> Web Designer	Walkins	20th May 2013
<input type="checkbox"/> QA / Tester	Interview	20th May 2013
<input type="checkbox"/> Product Manager	Face to Face Interview	16th Apr 2013

Reject Letter

This letter is to notify jobseekers whose resumes are rejected or deleted.

Manage Letters contd....

Reject Letter

You can choose to send a rejection email to jobseekers whose applications are rejected or deleted.

You may choose to enable or disable automatic sending of this letter to applicants.

Press "Save" once the required changes are made.

Manage Letters

We provide you the opportunity to communicate with the jobseekers with your personalized letter messages. All you need to do is save your personalized messages below once. You have the option to change or update the contents of these letters at any stage.

[Acknowledgement Letter](#)


This letter is sent automatically to all jobseekers as soon as they apply to your Jobs.

[Contact Job Seeker](#)

This letter is to contact job seekers who apply to your jobs or from the Resume Database Search.

Reject Letter

This letter is to notify jobseekers whose resumes are rejected or deleted.

 [View Our Tutorials](#)

Subject

Dear "XYZ", ? ✕

From Name

Email

Dear Candidate,
Thanks for your application for the above mentioned position. We regret

Check this box to automatically send this letter to all rejected or deleted resumes

Save

(Enter only the message here)

Modify Company Profile

Modify Company Profile

You can edit the company profile, email address using this interface.

Specify the Email address, company profile and press Submit.

Modify Company Profile

Company name : **Confidential !!**

Email address :

Company profile :



Video Profile

:

Video cannot be published. (Invalid video format)

[Re-upload](#)

Manage Login Access

You can reset the active login(s) using this interface if you are a Super User.

Manage Login Access

<input type="checkbox"/>	Login	Active Connections	Maximum Connections
<input type="checkbox"/>	xkanishkinx01	5	30

[Reset Connections](#)

Manage User

Manage User

You can manage users and edit their rights of account access.

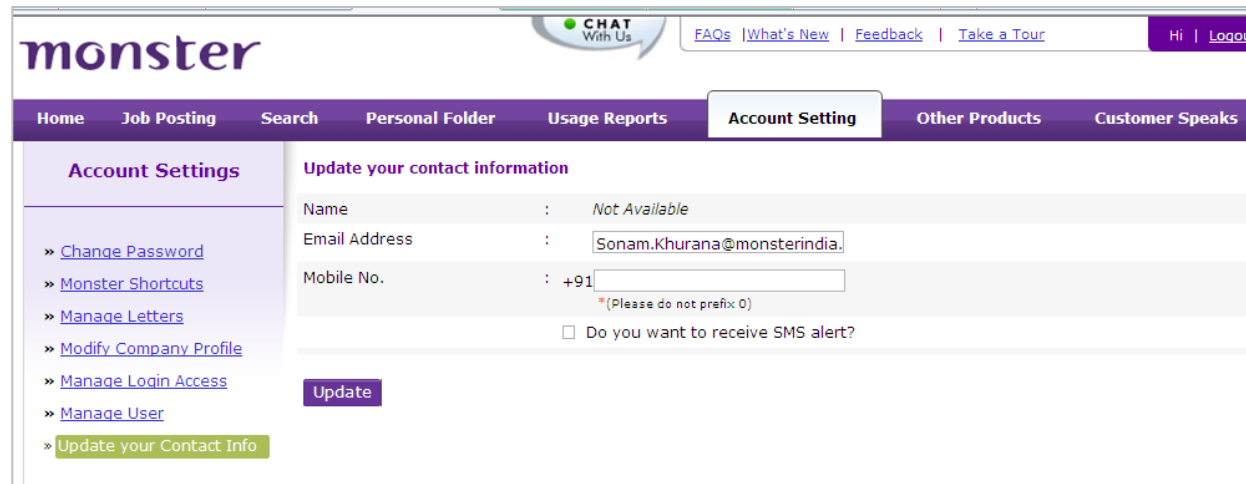
Manage User						
Subuser	Summary of Access Permissions					
	Job Posting	Resume Database Search	SMS *	Change Company Profile	Change Password	
xpradyumnax01 (Superuser) ▼	✓	✓	-	✓	✓	
xpradyumnax05 (Superuser) ▼	✓	✓	-	✓	✓	
xpradyumnax06 (Superuser) ▼	✓	✓	-	✓	✓	
abh_igsx2 ▼	✓	✓	-	✗	✓	Edit
xabpd._@-04 ▼	✓	✓	-	✓	✓	Edit
abh_ftp01 ▼	✓	✓	-	✗	✓	Edit

* To activate this service [contact us](#)

Update Contact Information

Update Contact Info

You can update your contact information here. These details will be used for sending important communications related to your account. Option to opt-in/out of SMS alerts are also available here.



The screenshot shows the Monster account settings interface. At the top, there is a navigation bar with links for Home, Job Posting, Search, Personal Folder, Usage Reports, Account Setting (highlighted), Other Products, and Customer Speaks. A chat bubble icon is visible in the top right corner. Below the navigation bar, the 'Account Settings' section is active, displaying a list of options: Change Password, Monster Shortcuts, Manage Letters, Modify Company Profile, Manage Login Access, Manage User, and Update your Contact Info (highlighted in green). The 'Update your contact information' form is displayed, showing fields for Name (Not Available), Email Address (Sonam.Khurana@monsterindia.), and Mobile No. (with a +91 prefix and a note to not prefix 0). A checkbox for 'Do you want to receive SMS alert?' is present and unchecked. An 'Update' button is located at the bottom of the form.

Access to SEA, India & Gulf sites

If you have subscribed to resume database search or job posting service for SEA and/or Gulf as well, you can access the appropriate forms for these by selecting the corresponding tabs on the top.

The screenshot shows a web interface for job posting. At the top, there are three tabs: 'Full-Time Job' (purple), 'Contract Job' (green), and 'Walk-in Job' (orange). Below these, there are three sub-tabs: 'India' (purple), 'Gulf' (light green), and 'SE Asia / Greater China' (light green). The 'India' tab is circled in red. To the right of the sub-tabs is a dropdown menu with the text '----- Copy from existing job -----'. Below this is a red asterisk and the text '*Required fields'. The main form area contains several fields: 'Job Title*' with a text input field; 'Ref Code' with a text input field; 'Job Description' with a large text area containing the placeholder text 'Give concise text to attract right seekers'; and 'Job Summary*' with a text area containing the placeholder text 'Give concise text to attract right seekers'. Below the 'Job Summary' field, it says 'Max 250 characters' and 'Count: 0'. At the bottom, there is a 'Job Details*' section with a text area containing the placeholder text 'Job responsibility, skills, team size, reporting, traveling, etc.'. To the right of the main form, there is a 'Job Preview' section with a magnifying glass icon and the text 'Job Preview' and 'enla'. Below that is an 'Inventory Status' section with the text 'Inventory Status' and 'Purchased :', 'Consumed :', and 'Available Inventory : (Service Exp)'. At the bottom of the 'Job Details' section, there is a rich text editor toolbar with options for Font, Size, Bold, Italic, Underline, and other formatting options.

Thank You