



EMPLOYER USER MANUAL



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Directorate of Employment and Training

Department of Labour and Employment

Government of Tamil Nadu



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I. PURPOSE

Integrated Employment Engagement and Tracking module with complete stack modulation of Job portal which mainly facilitates job seeking candidates and resource seeking Employers to engage in a common platform wherein all users are benefitted from the application. On other the hand the Department takes the service delivery commitment to both application Users.

Job portal is the first step in aligning the Employment initiatives of the State government in accordance with the futuristic trends followed by leading job portals like Naukri, Time Jobs, Indeed, Monster jobs site etc.

With increased access to mobiles & internet and with government's initiative of higher bandwidth of affordable Internet for more than a million students, now, students have access to multiple Job Application platforms.

II. VERSION HISTORY

Sl. No	Version	Purpose	Author
1	1.0	Original Version	

USER MANUAL FOR EMPLOYER

III. ROLES AND RESPONSIBILITY OF EMPLOYER

- Employer can do initial registration by submitting company details and upload relevant documents, and its validated by admin, based on admin approval Employer can be part of the system
- After Employer is being approved by admin, Employer can post jobs based on designation/qualification required on to the portal for the candidates can apply for jobs
- Employer can view/Select/Reject/withhold a candidate applied for the job post
- Employer can issue placements for the selected candidates
- Employer can view or search candidate and download their CV without posting jobs- Maximum of 500 CV are allowed for the employer to download. Once Updating the placement status of all downloaded CVs, employer will be allowed to further download the Candidate CVs



- Employer can Move candidates to a folder for future reference
- Employer can participate in the job fair posted by Admins

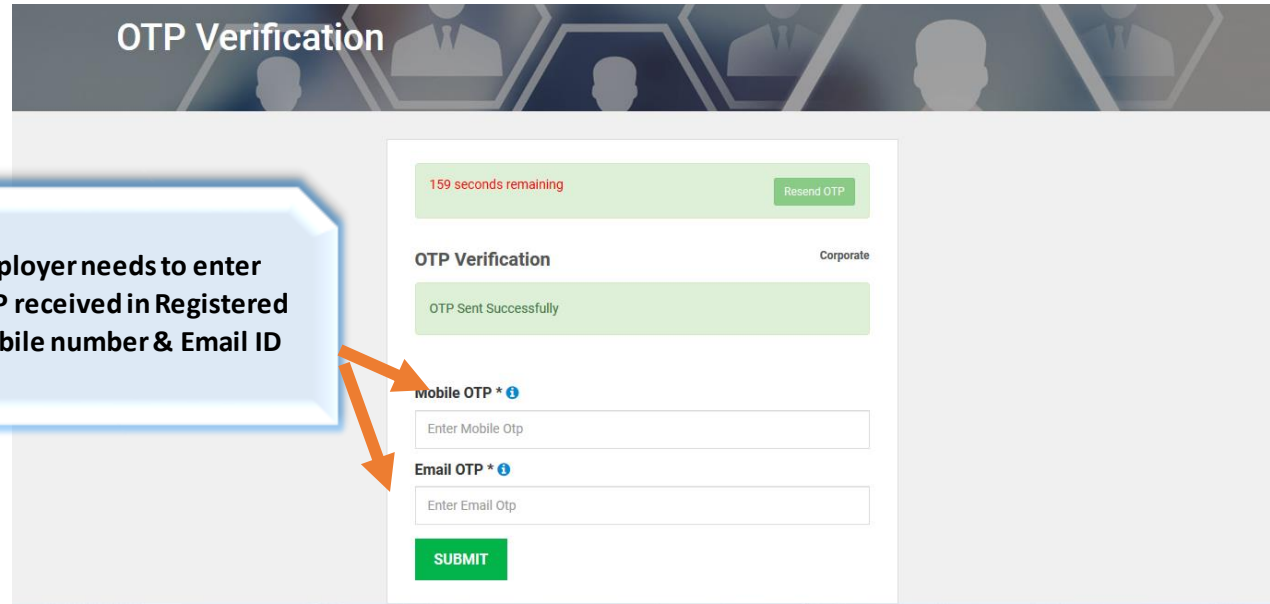
IV. BASIC REGISTRATION

Employer needs to register into the portal with the basic required Information such as

- Company Name
- Contact person
- Email Id
- Mobile Number
- Password
- Confirm Password

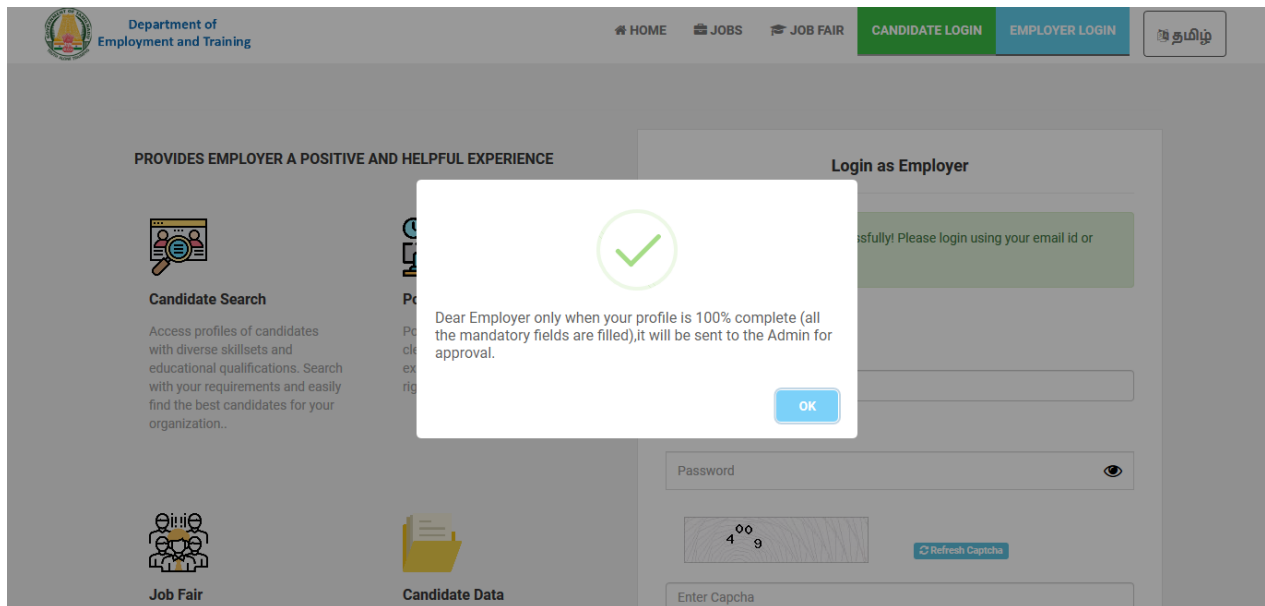
On filing the above required fields Employer needs to do One Time Password Verification for their Registered Mobile number & Email ID.

Screenshot 1 – SIGN UP PAGE



Screenshot 2- OTP VERIFICATION SCREEN

On filling the OTP, the following POP screen will be displayed for the Employer



Screenshot 3- EMPLOYER SIGN UP COMPLETION POP UP



V. LEVEL 2 -REGISTRATION PROCESS:

Employer needs to complete the following additional required details for completing the registration process, on filing the required details employer needs to wait for admin approval to post jobs on to the portal

A. BASIC DETAIL

Employer needs to fill in the following basic details such as, Alternate email Id & Mobile number, Registration type, PAN, GST, Incorporation Number, Udyog Aadhar, District, office address Latitude & Longitude

(Note: Incorporation number is compulsory for private sector company)

Department of Employment and Training

DASHBOARD MY PROFILE JOB FAIR

HI, NEW WORLD TECHNOLOGIES

Employer Registration

Basic Details Industry Details Document Details Professional Details Review

Company Name * NEW WORLD TECHNOLOGIES

E-Mail * elsiepreethi24@yopmail.com

Alternate E-Mail Enter Alternate E-Mail

Mobile Number * 9176087146

Alternate Mobile Number Enter Alternate Mobile Number

Company Registration Type * --Company Registration Type--

PAN Number * Enter Company PAN Number

GST Number * Enter Company GST Number

Incorporation Number * Enter Company Incorporation Number

UDYOG Aadhar Number * Enter Company UDYOG Aadhaar Num

District * --Select District--

Pincode * Enter Pincode

Office Address * Enter Address

Latitude Enter your address latitude

Longitude Enter your address longitude

SAVE & CONTINUE

Enter the Required details and click on Save & Continue button to proceed to the next section

Screenshot 4 - REGISTRATION - BASIC DETAILS



B. INDUSTRIAL DETAILS

Employer need to select the sector to which they belong from the given drop down

Company Basic Details Successfully Updated..!

Basic Details Industry Details Document Details Professional Details Review

Sector *
-Select Sector-

SAVE & CONTINUE

Select the section and click on Save & Continue button to proceed to the next section

Screenshot 5- REGISTRATION - INDUSTRY DETAILS



C. DOCUMENT DETAILS

Employer Needs to upload Company logo, PAN, GST, Incorporation Number, Udyog Aadhar document for the Admin to verify and approve

(Note : Uploading of PAN documents is mandatory for all registered companies, GST is optional to upload and Incorporation document is compulsory only for the companies registered as Private Sector Company)

Company Industry / Sector Details Successfully Updated..!

Basic Details Industry Details Document Details Professional Details Review

Company Logo *

Have a Company Logo , Please check the checkbox and upload.

IMAGE

S.No	Document type (GST & PAN documents are mandatory)	Document	Upload	Action
1	PAN	No Data Available	Upload Select File	Upload
2	GST	No Data Available	Upload Select File	Upload
3	Company Incorporation Document/Registration Document(Trust/LLP/Others)	No Data Available	Upload Select File	Upload
4	UDYOG Aadhaar	No Data Available	Upload Select File	Upload

Screenshot 6 - REGISTRATION - DOCUMENT DETAILS

Upload the Mandatory documents and click on Save & Continue button to proceed to the next section



D. PROFESSIONAL DETAILS

Employer needs to enter the Number of staff details, Branches, about the company and give Company website URL

Company Document Details Successfully Updated..!

Basic Details Industry Details Document Details Professional Details Review

Company Website URL ? Select No. of Staff *
Enter Company Website URL -Select No. of Staff-

Branch Details ADD

S.No	Branch City	Branch Address	Action
No Data Available			

About Company * ?

B I S | I_x | :≡ :≡ | ”

SAVE & CONTINUE

Screenshot 7 - REGISTRATION - PROFESSTIONAL DETAILS

Enter the company professional details and click on Save & Continue button to proceed to the next section



E. REVIEW DETAIL

All the above-mentioned details can be reviewed by the employer and can finally click on Submit & register button

Company Professional Details Successfully Updated..!

Basic Details Industry Details Document Details Professional Details Review

Kindly Review the information ⓘ

Company Basic Details

Company Industry Details

Company Document Details

Company Professional Details

SUBMIT & REGISTER

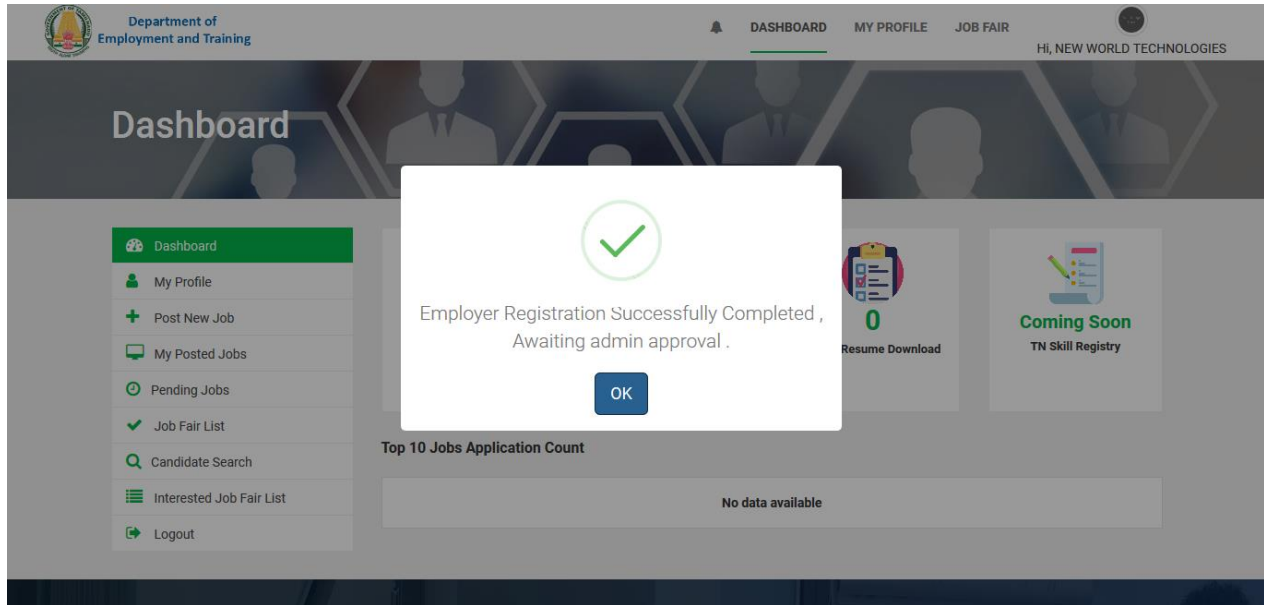
Review all the details entered by clicking on Each tab and Click on submit & Register button to complete the registration process

Screenshot 8 - REGISTRATION - REVIEW DETAILS



On completing the above registration process the following POP Up screen Appear stating that the employer registration completed successfully and need to wait for admin approval

Employer can Post Jobs and Search for Candidates only after admin approval



Screenshot 9 - SUCCESSFULL REGISTRATION COMPLETION POPUP



VI. LOGIN/SIGN IN

Employer can login with the registered User ID & Password

Enter email ID & Password to Login into the Portal

Click on Employer login

Department of Employment and Training

JOB FAIR CANDIDATE LOGIN EMPLOYER LOGIN தமிழ்

PROVIDES EMPLOYER A POSITIVE AND HELPFUL EXPERIENCE

- Candidate Search**
Access profiles of candidates with diverse skillsets and educational qualifications. Search with your requirements and easily find the best candidates for your organization..
- Post Jobs**
Post details of job openings, clearly explaining your needs and expectation and search for the right candidates.
- Job Fair**
We conduct job fairs on regular basis in all the districts and help connect the right employer to the right employee. Get notified about all these Job fair events and more related details right here.
- Candidate Data**
Find a long list of candidates suiting your requirements and needs for further shortlisting. We provide you the best and widest possible skill set to pick from.

Login as Employer

Registration Completed Successfully! Please login using your email id or mobile number.

E-mail / Mobile Number * ⓘ
elsiepreethi24@yopmail.com

Password * ⓘ
.....

4 00 9 Refresh Captcha

4009

Login

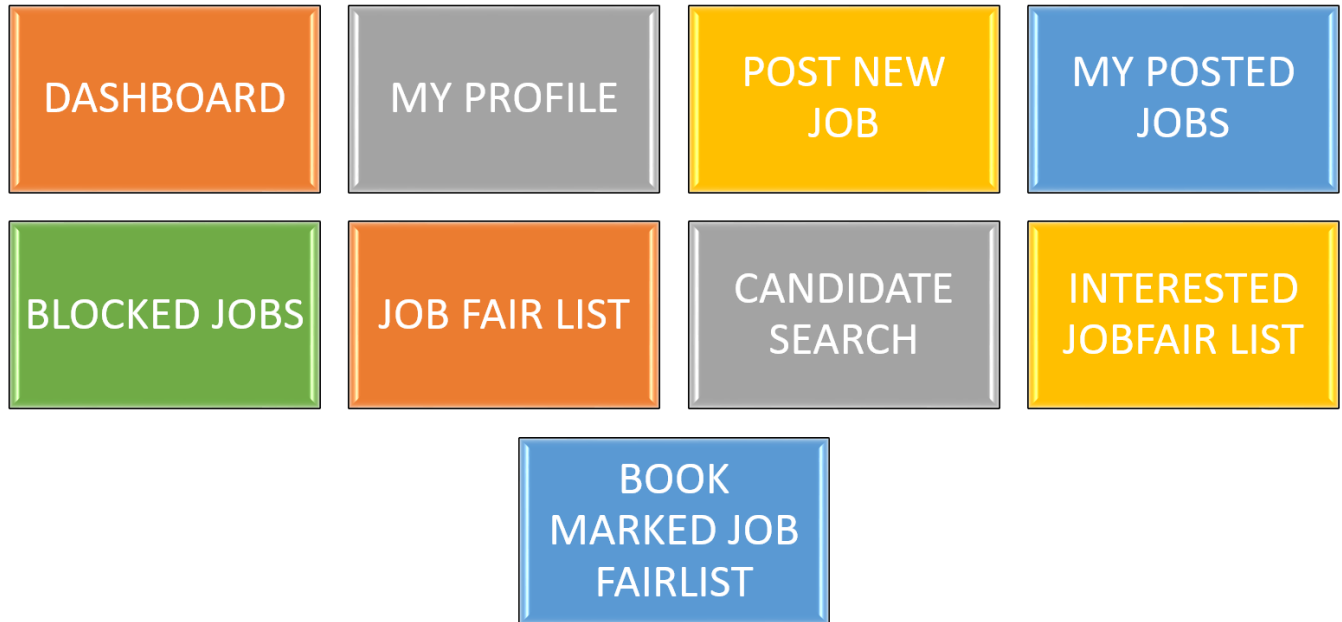
To create a new account [Click here](#) [Forgot Password](#)

Screenshot 10 – EMPLOYER LOGIN PAGE



VII. MENU ACCESSIBILITY

On logging in Employer can access the following Menus



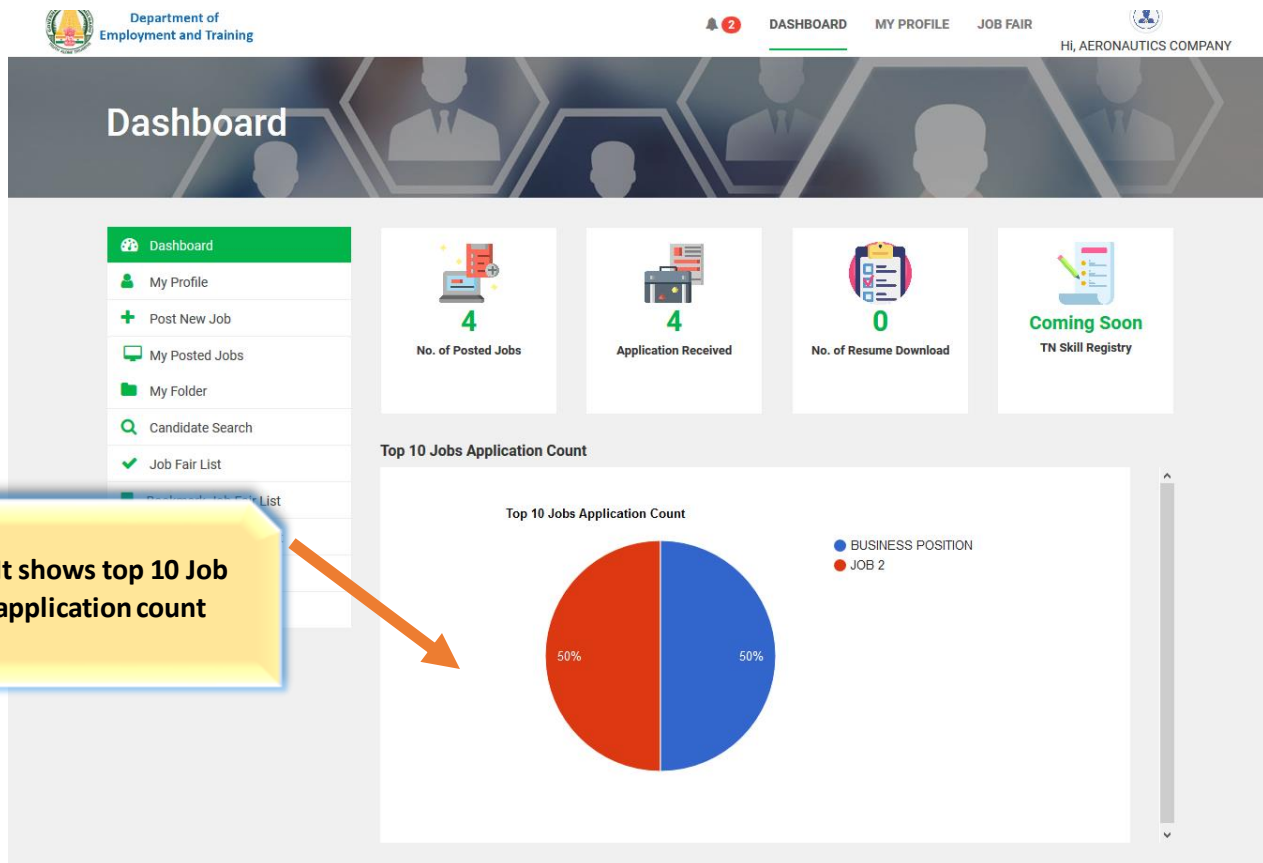


VIII. DASHBOARD

On logging in Employer Default Landing Page would be the Dashboard.

Where the Employer can View the following information

- **No of Posted Jobs** –It shows the count of jobs posted by the Employer
- **Application received** – it shows the count of Total number of candidates applied for the jobs posted by the employer
- **No of Resume Downloaded**– it shows the total number of resumes downloaded by the employer

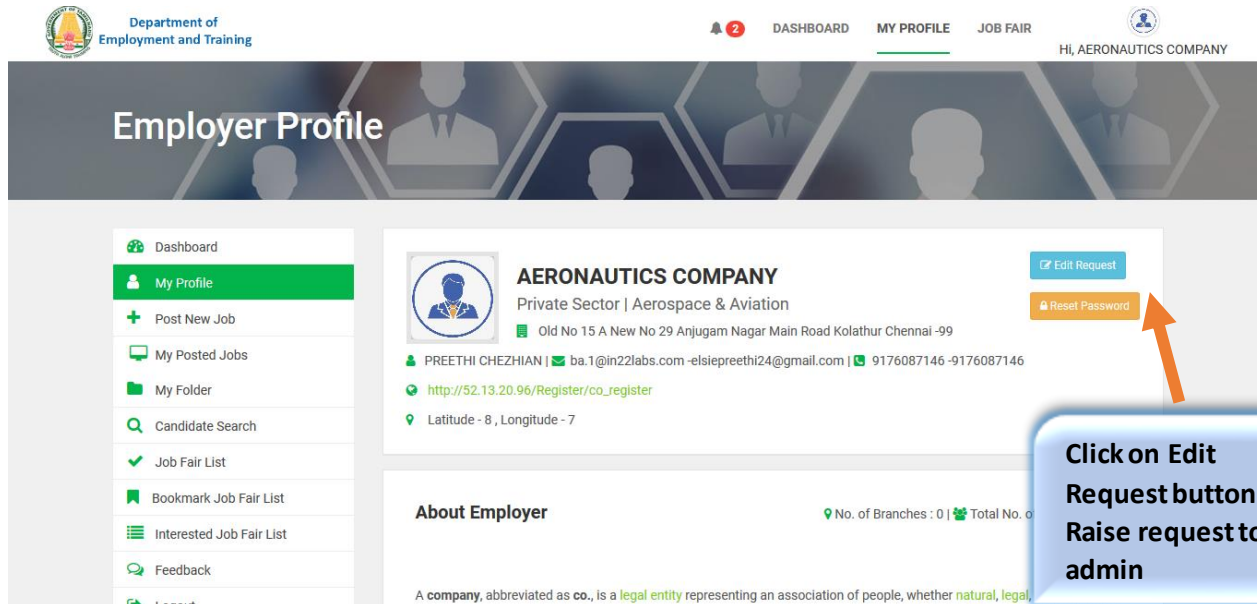


Screenshot 11 – DASHBOARD PAGE



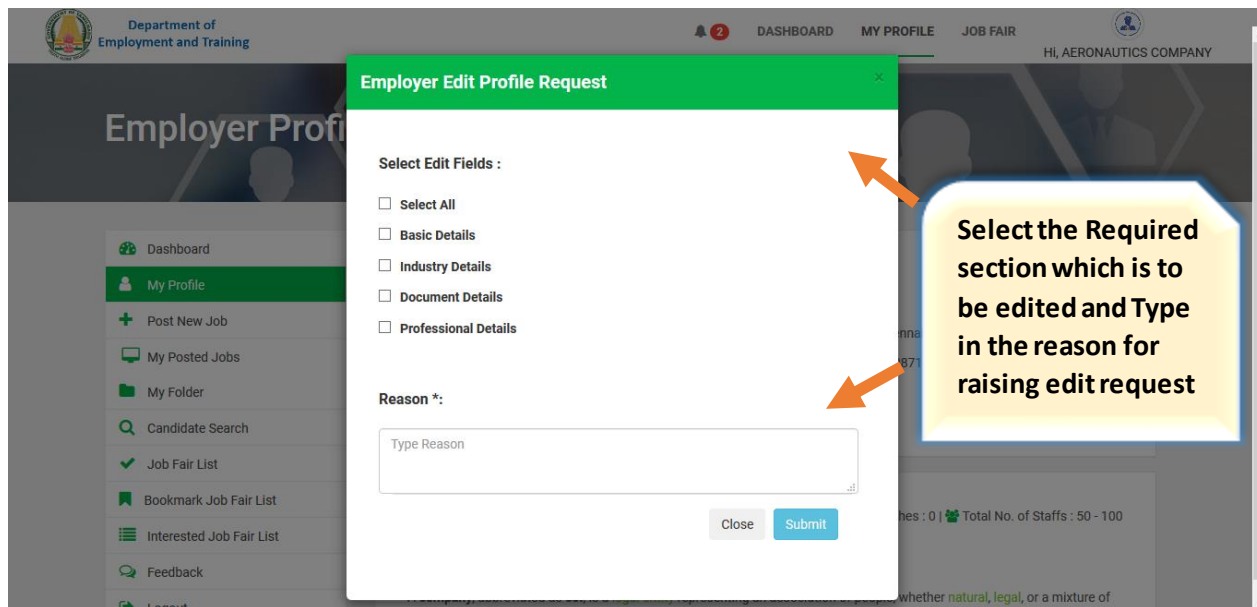
IX. PROFILE VIEW/EDIT REQUEST

By clicking on My Profile -> Employer Can view or Edit the profile by Raising edit Request to admin.



Screenshot 12- MY PROFILE

On clicking the edit Request button, the following screens appears



Screenshot 13- RAISE REQUEST FOR EDIT PROFILE



The approval for edit goes to the admin and only after the Admin approval the Employer can edit the requested details. The employer can raise edit request not more than 5 times provided by an Admin approval.

X. POST NEW JOB

Click on Post New Job menu to publish jobs on the portal

Employer needs to fill in the following details to Post a Job.

Job title, Job role, Salary per month, Location, Place/Area. Job Type, Job opening, Sector & Industry Type, Last Date to Apply, Job Description, Skills, Additional Qualification, Educational Qualification , course & Specialization, Gender, Minimum Age & Maximum Age. Experience, Job URL and

Jobs for Differently abled person (Applicable - Yes/No)

Can perform the following actions for the Jobs Posted

- **Edit** - All the above-mentioned details can be edited in the Posted Jobs Menu



Post New Job

- Dashboard
- My Profile
- Post New Job**
- My Posted Jobs
- My Folder
- Candidate Search
- Job Fair List
- Bookmark Job Fair List
- Interested Job Fair List
- Feedback
- Logout

Click on Post a New Job Menu

Fill in the required information

Click on Post job button to publish the Jobs

Post New Job

Job Title * <input type="text" value="Job Title"/>	Job Role * <input type="text" value="Any Others"/>	Salary (per month)* <input type="text" value="--Select Salary (per month)--"/>
Location * <input type="text" value="--Select Location--"/>	Place / Area <input type="text" value="Enter your job location"/>	Job Type * <input type="text" value="--Select Job Type--"/>
Job Openings * <input type="text" value="No Of Openings"/>	Sector / Industry Type * <input type="text" value="--Sector / Industry type--"/>	Last Date to Apply * <input type="text" value="From Date"/>

Job Description *

B I S | I_x | = | = | >>

Skills * (Type in here to select your skills.)

Additional Skills

Educational Qualification * <input type="text" value="--Select Education--"/>	Educational Course * <input type="text" value="--Any Course--"/>	Educational Specialization * <input type="text" value="--Any Specialization--"/>
Gender <input type="text" value="--Select Gender--"/>	Minimum Age Limit <input type="text" value="Enter Minimum Age Limit"/>	Maximum Age Limit <input type="text" value="Enter Maximum Age Limit"/>

Experience *

Apply Job URL :

People With Differently Abled :
 Yes
 No

+ POST JOB

Screenshot 14 - POST NEWJOB



XI. MY POSTED JOBS

A. POSTED JOBS

The Posted jobs list can be viewed in **My Posted Jobs** Menu where the employer can see the Following details

- View / Edit the Posted Job Details
- View the Candidates Applied for the Jobs

The screenshot shows the 'My Posted Jobs' page. On the left is a navigation menu with 'Posted Jobs' highlighted. The main content area displays three job listings. Callouts provide instructions: 'Click on Posted Jobs Menu' points to the menu item; 'Click on the Job to view the details' points to a job card; 'View List of Jobs posted' points to the job list; and 'Click on Applied candidate button to view the Candidate list applied for the Job post' points to the 'View Applied Candidates list (2)' button.

Department of Employment and Training

DASHBOARD MY PROFILE JOB FAIR HI, AERONAUTICS COMPANY

Posted Jobs

- Dashboard
- My Profile
- Post New Job
- My Posted Jobs
- Posted Jobs**
- Blocked Jobs
- My Folder
- Candidate Search
- Job Fair List
- Bookmark Job Fair List
- Interested Job Fair List
- Feedback
- Logout

Posted Jobs

JOB 2
Outside Consultant | AERONAUTICS COMPANY
Approved Date : 30-06-2020 | Closed Date : 21-07-2020
Part time | 25,000 - 50,000 | Perambalur | Apparel, Made-Ups & Home Furnishing
Applied Candidates (0)

NEW JOB POST
Apparel Designer | AERONAUTICS COMPANY
Approved Date : 30-06-2020 | Closed Date : 31-07-2020
Morning shift | 25,000 - 50,000 | Pudukkottai | Apparel, Made-Ups & Home Furnishing
Applied Candidates (0)

JOB 2
ABAP Programmer | AERONAUTICS COMPANY
Approved Date : 23-06-2020 | Closed Date : 30-06-2020
Morning shift | 4,000 - 10,000 | Salem | Apparel, Made-Ups & Home Furnishing
View Applied Candidates list (2)

Screenshot 15 - MY POSTED JOBS LIST



B. BLOCKED JOBS

Jobs which are blocked by the Admin will be displayed here.

The screenshot shows the 'Blocked Jobs' page. On the left is a navigation menu with items: Dashboard, My Profile, Post New Job, My Posted Jobs, Posted Jobs, **Blocked Jobs**, My Folder, Candidate Search, Job Fair List, Bookmark Job Fair List, and Interested Job Fair List. The main content area is titled 'Blocked Jobs' and contains a single job card. The card has a red 'Blocked' tag and displays the following information: 'BLOCK JOB', 'ABAP Developer | AERONAUTICS COMPANY', 'Blocked Date : 23-06-2020 | Closed Date : 25-06-2020', and 'Part time | ₹ 4,000 - 10,000 | Dindigul | Agriculture'. The top navigation bar includes 'Department of Employment and Training', a notification bell with '2', 'DASHBOARD', 'MY PROFILE', 'JOB FAIR', and a user profile icon with 'Hi, AERONAUTICS COMPANY' and a 'Logout' button.

Screenshot 16 - BLOCKED JOBS



XII. CANDIDATE HIRING PROCESS

Click on the My Posted Jobs Menu -> View Applied Candidates List form the Jobs post List.

The list of candidates who have applied for the Job posted by an employer will be displayed here, and the employer can start the hiring process.

Job Detail Page

Engineer - Chennai Edit Job

IT-ITES | Job Role : Any | Full Time

Rs.25,000 - 50,000 | Diploma - Diploma In Engineering - Agricultural Technology

Posted On : Wednesday, October 16, 2019

Job Description
ClientBase, Establishes Partnerships/Alliances, Prospecting Skills, Meeting Sales Goals, Foster Teamwork, Planning, Building Relationships, People Skills, Initiative, Customer Focus, Emphasizing Excellence

Skills

- Engineer Trainee
- Engineer-Technical Support(Level 1)

Job Detail

Location: Chennai
Gender: Male
Age Limit: 23 -34
Total no of Openings: 2
Career Level: 2-3 yrs
Closing Date: Thursday, October 17, 2019

Applied Candidate List

Candidate List (1) | Applied (1) | Shortlisted (0) | Schedule Interview (0) | Onhold (0) | Selected (0) | Rejected (0)

<input type="checkbox"/> All	S.No	Candidate Name	Qualification	Applied Date	Contact Details	Current Status	Action
<input type="checkbox"/>	1	Vethavarsha S	8th - -	16-10-2019 7:01 am	tech.vv@in22labs.com / 8675587555	Applied - 16-10-2019	<input type="button" value="Download CV"/> <input checked="" type="button" value="Shortlist CV"/> <input type="button" value="Reject"/>
<input type="checkbox"/> All							<input type="button" value="Download CV"/>

Click on Edit button here to edit the job details

View the list of Applied Candidates for the Job Post here

Employer can shortlist CV from Applied Candidates List

Download CVs of all Candidates in bulk here

Screenshot 17 - JOB DETAIL PAGE



The Employer can do following actions for the applied candidates,

- Download CV – Either bulk download of all CVs of applied candidates in a Zip folder or download CV of each Candidate individually
- Shortlist Applied Candidate for Interview
- Schedule an Interview for the Shortlisted Candidates - Interview can be Either Phone call/Face to Face/ Online Assessment
- Select/Withhold/ Reject candidates who has been interviewed
- Offer Placement for Selected Candidates

Details of above actions is explained below with screens.

A. SHORTLIST CANDIDATE

Employer can shortlist a candidate by clicking on the “Shortlist Button”.

Employer can view the List of shortlisted Candidates Here

Applied Candidate List													
Applied (0)		Shortlisted (0)		Schedule Interview (1)		Onhold (0)		Selected (1)		Rejected (0)		Master Candidate list (2)	
<input type="checkbox"/>	S.No	Candidate Name	Qualification	Applied Date	Contact Details	Current Status	Action						
<input type="checkbox"/>	1	Madhav Rathinavelu	Post Graduate - Masters in Computer Application - COMPUTER APPLICATION MCA	23-06-2020 4:12 pm	madhavprabu@gmail.com / 8220309707	Call Letter Sent - 24-06-2020 View / Reschedule interview	Download CV	Select	Withhold	Reject			
<input type="checkbox"/>	2	PREETHI CHEZHIAN	Post Graduate - Masters of Arts - DEMOGRAPHY	24-06-2020 2:01 pm	elsiepreethi244@yopmail.com / 9841572108	Offer Letter Sent - 24-06-2020	Placed						

Screenshot 18 APPLIED CANDIDATE LIST

Employer can Select all Candidates here

Employer can Schedule /Reschedule an Interview here

Employer can shortlist/ Select/Reject/ withhold all Candidates here



B. SCHEDULE INTERVIEW

After short listing the Candidate, the Employer can Schedule an Interview by clicking on the “Schedule Interview” Button.

Scheduling an interview is possible through three methods,

1. PHONE CALL INTERVIEW

Schedule Interview

Call Letter *
Phone Call

Date *
17-10-2019

Time *
8:30 AM

Contact *
Guna

Comment
All the best for your interview

Submit **Close**

Employer can select Type of Interview to be scheduled here

Fill in the Required information and click on submit button

Screenshot 19 - PHONE CALL INTERVIEW

After scheduling the interview, the candidate will receive a notification containing all the details of the interview scheduled

Employer has also been given an option to Reschedule the Interview by editing the Interview details, and it will be notified to the Candidates



2. FACE TO FACE INTERVIEW

Schedule Interview

Call Letter *
Face To Face

Date *
17-10-2019

Time *
8:00 AM

Contact *
Guna

Venue *
Guindy

Comment
Be Prepared for the Interview.

Submit **Close**

Employer can select Type of Interview to be scheduled here

Fill in the Required information and click on submit button

Screenshot 20 - FACE TO FACE INTERVIEW

After scheduling the interview, the candidate will receive a notification containing all the details of the interview scheduled

Employer has also been given an option to Reschedule the Interview by editing the Interview details, and it will be notified to the Candidates



3. ONLINE ASSESSMENT TEST

The screenshot shows a 'Schedule Interview' form with the following fields and callouts:

- Call Letter ***: A dropdown menu with 'Online Assessment' selected. Callout: 'Employer can select Type of Interview to be scheduled here'.
- Date ***: A date input field with '17-10-2019' and a calendar icon.
- Time ***: A time input field with '8:00 AM'.
- Contact ***: A text input field with 'Guna'.
- Assessment Link ***: A text input field with 'www.intestlabs.com'.
- Comment**: A text area with 'Be Prepared for the Assessment Interview.' and a text count indicator '11/100'.
- Submit**: A green button at the bottom right.
- Close**: A button with an 'x' icon at the bottom right.

Callout for the Submit button: 'Fill in the Required information and click on submit button'.

Screenshot 21 - ONLINE ASSESSMENT

After scheduling the interview, the candidate will receive a notification containing all the details of the interview scheduled

Employer has also been given an option to Reschedule the Interview by editing the Interview details, and it will be notified to the Candidates

After the Completion of Interview process the Employer can either Select/Reject the candidate or put him on Withhold. If the employer puts him on Withhold, then that status will not be displayed in the candidate's status page.



c. SEND OFFER LETTER FOR SELECTED CANDIDATES

The employer can send the offer letter for the Selected Candidates by attaching the document and with comments if required

Screenshot 22 - SEND OFFER LETTER FOR SELECTED CANDIDATES



D. UPDATE PLACEMENT RECORDS

It is must for the employer to update the Placement Records for the Selected Candidates

PRIVATE JOB PORTAL
Employment Engagement and Tracking

DASHBOARD MY PROFILE JOB FAIR Hi, Lysa

Job Detail Page

[Back](#)

Engineer - Chennai

[Edit Job](#)

IT-ITES | Job Role : Any | Full Time

Rs.25,000 - 50,000 | Diploma - Diploma In Engineering - Agricultural Technology

Posted On : Wednesday, October 16, 2019

Job Description

ClientBase, Establishes Partnerships/Alliances, Prospecting Skills, Meeting Sales Goals, Foster Teamwork, Planning, Building Relationships, People Skills, Initiative, Customer Focus, Emphasizing Excellence

Skills

- Engineer Trainee
- Engineer-Technical Support(Level 1)

Job Detail

Location: Chennai

Gender: Male

Age Limit: 23 -34

Total no of Openings: 2

Career Level: 2-3 yrs

Closing Date: Thursday, October 17, 2019

Applied Candidate List

Candidate List (1)	Applied (0)	Shortlisted (0)	Schedule Interview (0)	Onhold (0)	Selected (1)	Rejected (0)
<input type="checkbox"/> All						Download CV
S.No	Candidate Name	Qualification	Applied Date	Contact Details	Current Status	Action
<input type="checkbox"/> 1	Vethavarsha S	8th --	16-10-2019 7:01 am	tech.vv@in22labs.com / 8675587555	Offer Letter Sent - 16-10-2019	<input checked="" type="checkbox"/> Placed <input type="checkbox"/> Not Placed
<input type="checkbox"/> All						Download CV

Employer can update the placement records here for the selected Candidates

Screenshot 23 - UPDATE PLACEMENT STATUS - SELECTED CANDIDATES



XIII. INTERNAL HIRING PROCESS

A. CANDIDATE SEARCH

The Employer can search for the candidate in this portal and can-do internal Hiring without posting a Job Application.

Click on Candidate search option from the side menu bar.

Employer can view list of Candidates registered in the portal,

Employer can Search candidates at ease by applying filter options

B. MOVE CANDIDATE TO A FOLDER

To select a Candidate employer needs to move the candidates in a folder, and can download CVs, however there is a limit for 500 resumes only can be downloaded by the employer and once after the employer updates the status of the each candidates, employer will be allowed to download another 500 resumes.



Candidate Search

Back

Click on Move folder button to move the selected Candidates to a Folder

Click on All button to select all the Candidate at once to move to a folder

10

Search

Search

Showing Results 1 to 10 Entries

Move To Folder

All

Download Limit : 500 Downloaded Count : 4 Processed Count : 1 Selected Count : 1

Rak Guna
ba@in22labs.com | 7358505120
With In Tamilnadu | Aerospace & Aviation Banking, Financial Services and Insurance
Bachelor of Tourism/Hotel Management - TOURISM / TOURISM ADMINISTRATION
686868
Accounts Director | Aerospace CNC Programmer | Aerospace Electrician
| Aesthetician AI - Data Sciences Consultant etc..

Guna Raks
tech.mp@in22labs.com | 9360745448
Chennai - Kancheepuram - Madurai | IT-ITES
12/21, Devaigai Road. - 600098

Madhav Rathinavelu
madhavprabu@gmail.com | 8220309707
Dindigul - Cuddalore - Kallakurichi | IT-ITES
Masters in Computer Application - COMPUTER APPLICATION MCA
Kabilar Street - 605801

Apply Filters

Location

Education

Specialization

Skills

Gender

People With Disability

Apply Filters

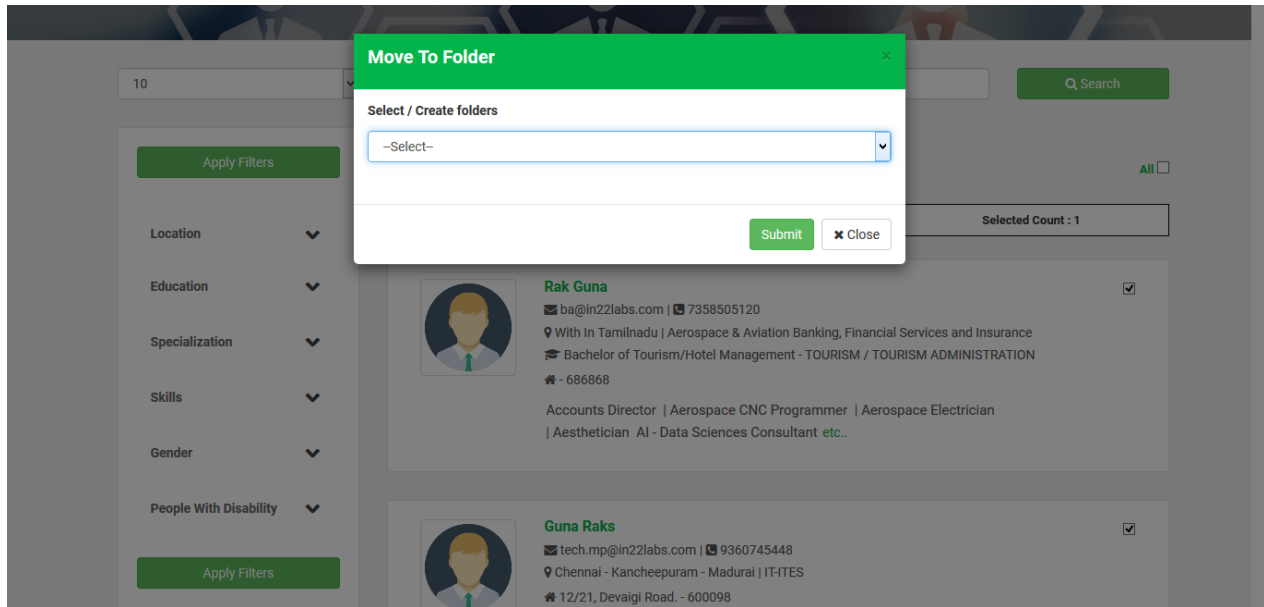
Employer can Apply the Filters given here to search for Candidates at ease

Employer needs to select the Candidates first to move to a Folder

Screenshot 24 - CANDIDATE SEARCH



On clicking Move to a Folder button the following screen will be displayed



Screenshot 25 - MOVE CANDIDATE TO A FOLDER

Employer can create a new folder and move the candidates or can move the candidates to the existing folder created by the employer



XIV. MY FOLDER

Employer can view the Created folder under the **My Folder Menu**

Department of Employment and Training

DASHBOARD MY PROFILE JOB FAIR HI, AERONAUTICS COMPANY

My Folder

- Dashboard
- My Profile
- Post New Job
- My Posted Jobs
- My Folder**
- Candidate Search
- Job Fair List

My Folders

- BUSINESS A ... (2)
- june 23 2 (1)
- JUNE 23 (4)

Click on My folder Menu

The Created folder is available for the hiring process.

Click on the Folder to view Moved Candidates List

Screenshot 26 - MY FOLDER

Once after the creation of the Folder, the employer can do the hiring process which is similar to the earlier Hiring process for a job post.

The Employer can do following actions for the applied candidates,

- Download CV – Either bulk download of all CVs of applied candidates in a Zip folder or download CV of each Candidate individually
- Shortlist Candidate for Interview
- Schedule an Interview for the Shortlisted Candidates - Interview can be Either Phone call/Face to Face/ Online Assessment
- Select/Withhold/ Reject candidates who has been interviewed
- Offer Placement for Selected Candidates



XV. JOB FAIR

The employer can view the list of Job Fair Posted by Admin Under the Job Fair List menu.

Click on the Job fair to view the Details

The Job Fair Detail page would be having the QR Code for that particular job fair, the date, time and other Details of the Job Fair.

Employer can do following Actions for a Jobs Fair

- Participate in Job fair
- Bookmark a Job Fair
- Share Job fair in Facebook, email, & Twitter

PRIVATE JOB PORTAL
Employment Engagement and Tracking

DASHBOARD MY PROFILE JOB FAIR Hi, Lysa

Mega Job Fair - October 2019

Back

Mega Job Fair - October 2019

Fala Avenue ,
Chennai - Near Guindy
16/10/2019 to 16/10/2019 | 09:00 AM to 08:00 PM
http://35.161.131.63/privatejobportaltesting/ViewData/jobfair_view/221910160001
Organizer : CET

Job Fair QR Code

Participate

Description

This role would require you to build counseling tools, manuals and travel for training and business promotions. Should be able to assess candidate interests, skills and educational qualification Excellent customer service in education abroad. Will provide support to students to immigrate in different countries for further education. Should be confident, with excellent communication and interpersonal skills. Pleasing personality, soft spoken with high sense of business growth strategies. Should be organized, quick learner, researcher, patient, a team-player with competitive spirit. Proficient in internet surfing, writing emails and walk-ins conversion. Will work with marketing department for university visit and education fairs. Will be using specialist computer-aided CRM applications. Excellent Telephone etiquette and typing speed.

S.No	Contact Person Name	Contact Person Role	Mobile Number	Email
1	Guna	HR	8980093211	ah@gmail.com

Jobs

Screenshot 27 - JOB FAIR DETAIL PAGE



XVI. BOOKMARK A JOB FAIR

Book marked Job fair list can view under Bookmark Job Fair Menu

The Employer needs to click in here to view the Bookmarked Job Fair List

Navigation menu items: Dashboard, My Profile, Post New Job, My Posted Jobs, My Folder, Candidate Search, Job Fair List, **Bookmark Job Fair List**, Interested Job Fair List, Logout

Bookmarked Job Fair details: **Mega Job Fair - October 2019**, Fala Avenue, Chennai - Near Guindy, 16/10/2019 to 16/10/2019 | 09:00 AM to 08:00 PM. Description: This role would require you to build counseling tools, manuals and travel for training and business [Read more ...](#)

Screenshot 28 – BOOKMARKED JOBFAIR LIST

XVII. INTERESTED JOB FAIR

Participated Job fair list can view under Interested Job Fair Menu

PRIVATE JOB PORTAL
Employment Engagement and Tracking

Navigation menu items: Dashboard, My Profile, Post New Job, My Posted Jobs, My Folder, Candidate Search, Job Fair List, Bookmark Job Fair List, **Interested Job Fair List**, Logout

Participated Job Fair details: **Mega Job Fair - October 2019**, Fala Avenue, Chennai - Near Guindy, 16/10/2019 to 16/10/2019 | 09:00 AM to 08:00 PM. Description: This role would require you to build counseling tools, manuals and travel for training and business [Read more ...](#)

Screenshot 29 - INTERESTED JOBFAIR LIST

The Employer needs to click in here to view the Interested Job Fair list.



XVIII. JOB FAIR PARTICIPATION PROCESS

To Participate in a Job Fair Employer needs to Update the Job Requirement

There are two Kinds of Job Requirements can be posted by an Employer “1.Job Posts by Designation” and another one is “2.Job Posts by Education”

Jobs

Note : Add the list of jobs for which you would like to participate in the job fair. A minimum of one job is required to continue.

Show 10 entries

S.No	Job Type	Location	No.of Vacancies	Salary	Action
1	HR	Chennai	2		

Showing 1 to 1 of 1 entries

Click here to Add Jobs for the Job Fair. Also, can edit/Delete the Jobs posted

Screenshot 30 – ADD JOB LIST IN JOB FAIR

On clicking Add Button following screens will be displayed

Add Job Details

Job Post *

- Select Job Details -

Submit Close

The Employer needs to choose from the dropdown Jobs by Designation or Jobs by Education.

Screenshot 31- JOB FAIR - JOB POST TYPE (DESIGNATION/EDUCATION)



Add Job Details

Job Post *

Jobs By Education

The Employer needs to fill out all the details mentioned in here and then click submit for adding Jobs by Education.

Education Qualification *

-Select Qualification-

Education Course *

Any Course

Education Specialization *

Any Specialization

Minimum Age Limit *

Enter Minimum Age Limit

Maximum Age Limit *

Enter Maximum Age Limit

Gender *

-Select Gender-

Number Of Vacancies *

Enter No Of Vacancies

Salary (Per month) *

-Select Salary-

Location *

-Select Location-

Submit

Close

Screenshot.32 -JOB FAIR - JOBS BY EDUCATION

Add Job Details

Job Post *

Jobs By Designation

The Employer needs to fill out all the details mentioned in here and then click submit for adding Jobs by Designation

Job Role *

Job Role

Number Of Vacancies *

Number of Vacancies

Location *

-Select Location-

Salary (Per month) *

-Select Salary-

Gender *

-Select Gender-

Experience *

-Select Experience-

Education Qualification *

-Select Qualification-

Education Course *

Any Course

Education Specialization *

Any Specialization

Job Type *

-Select Job Type-

Sector / Industry Type *

-Select Sector / Industry Type-

Minimum Age Limit *

Enter Minimum Age Limit

Maximum Age Limit *

Enter Maximum Age Limit

Skills *

Select one or more

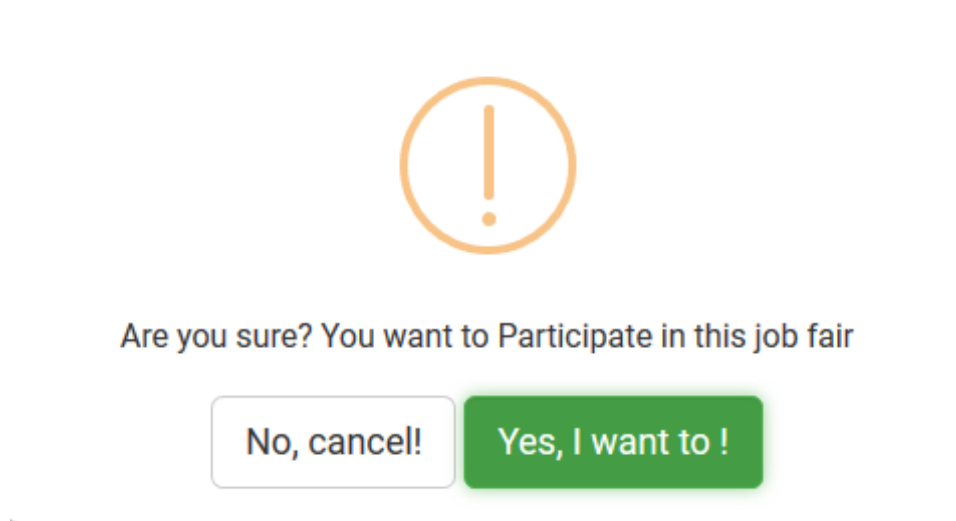
Submit

Close

Screenshot.33 -JOB FAIR - JOBS BY DESIGNATION



On filling the Job Requirements employer can able to participate in the Job Fair



The Admin needs to approve Employer Participation and also allocate a room for the Employer, the allocated rooms will be displayed in employer login

QR code will be generated in the system for the employer who have participated in the job Fair and employer can use/stick the QR Code on the particular room allocated to him on the day of job fair.

Job Fair List

Mega Job Fair - October 2019 Interested

Fala Avenue , Chennai District ,
 Chennai - Near Guindy
 17/10/2019 to 17/10/2019 | 09:00 AM to 05:00 PM


This role would require you to build counseling tools, manuals and travel for training and business [Read more ..](#) Room Allocated

Click on Rooms allocated to view the allocated room Details and QR code



On Clicking the Rooms allocated the following screens will be displayed


Employer Stall Allocation Details ×



PRIVATE JOB PORTAL
Employment Engagement
and Tracking

Mega Job Fair - October 2019

Lysa



Block: Block B, Floor: 2nd Floor, Room No: 102,103

Venue Address

Fala Avenue , Chennai District .
Landmark: Near Guindy.

Close Print

Screenshot 34 - QR CODE



During the Job Fair, the employer needs to start the Interview process by clicking on the Interested Job Fair List

Screenshot 35 - INTERESTED JOB FAIR LIST



In the following screenshot the Contact details of the person who is going to attend the Job Fair needs to be entered.

Contact Details ✕

Name *
Enter Name

Designation *
Enter Designation

Contact Number *
Enter Contact Number

E-mail *
Enter E-mail

Close Submit

Enter the Point of Contact details here and click on submit button.

Screenshot 36 - ENTER JOB FAIR ATTENDEE DETAILS

Once when the candidate uses his mobile app and scans the QR Code, candidate will be marked as present for the job fair and employer can process the candidate CV

The List of candidates who attend the Employer room will be displayed in here.

Shortlisted (0)	Onhold (0)	Selected (0)	Rejected (0)
-----------------	------------	--------------	--------------

Select Send Message Export To Excel Short List Select With Hold Reject Download CV (Zip)

Vethavarsha S
tech.vv@in22labs.com | 8675587555
With In Tamilnadu | Aerospace & Aviation

Action Menu's for the employer to hire Candidates

Screenshot 37- JOB FAIR CANDIDATE SELECTION PROCESS



If the employer posts multiple Jobs he needs to select job type and filter the candidates

Employer Jobs

Select Job

-Select Job-

Employer needs to select the job which he wants to select the candidate by clicking on the dropdown.

Submit Close

After the candidates are listed in here, the employer can start the Hiring process and the candidate is short listed for that particular job.

The Following list of actions can be performed by an employer during the Job fair

- Download CV
- Shortlist CV -> On Hold -> Selected
- Reject



XIX. Frequently Asked Questions:

How do I login ?

Refer Section Employer Registration , which clearly depicts how to do Employer registration.

What Documents are needed for the Registration?

As part of the registration, the employer needs to upload the following documents to complete the registration -PAN – To be uploaded by all the registered companies, GST is optional and Certificate of Incorporation is mandatory for Private sector companies only.

How to edit my Profile?

Refer Section Employer Profile Edit Request.

How to post a Job in this Portal?

Refer Section: Employer Post New Job.

Can I hire a candidate without a Job Post?

As part of Job Portal, there is a provision to hire a candidate without a Job post. Refer My Folder Hiring Process.

I posted a Job on this Portal, but it is not getting displayed?

Refer Section: Blocked Jobs, There are chances that it maybe blocked by the Admin due to certain reasons, do reach out to Admin and follow the guidelines while posting any Jobs.

How to add an additional Skill which is not listed in the Job Post Skill List?

There is a special provision(Textbox) wherein the employer can list out the skills needed for his particular job which is not given in the Job Portal Skill list.

How many resumes can I download during the candidate search?

A employer can download 500 resumes at a time, and need to update the status for the candidates to download additional candidates resume.

How to Attend a Job Fair?

Refer Section Job Fairs for a detailed view of how a employer can attend a Job Fair.

Will I get Alerts/Notifications for the Job Fairs conducted nearby my Office?

Mail alerts, SMS alerts and also Website notifications will be notified to the employer.