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Department of Labour and Employment
Government of Tamil Nadu

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EMPLOYER
USER MANUAL

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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

SI. 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

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- 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

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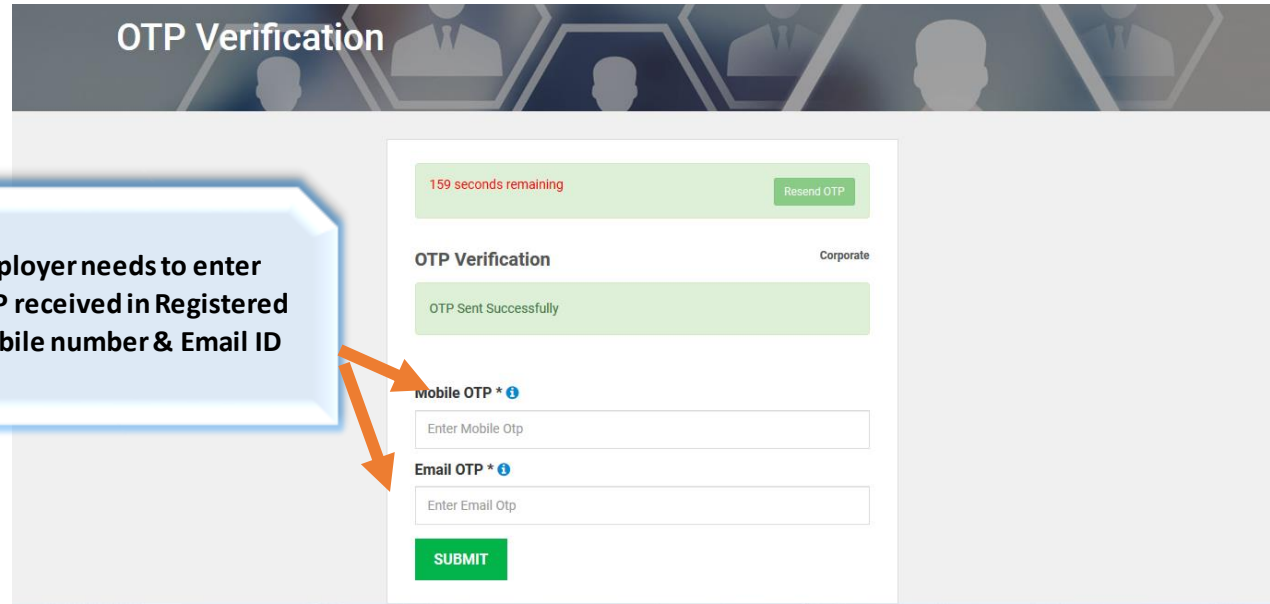
Screenshot 2- OTP VERIFICATION SCREEN

On filling the OTP, the following POP screen will be displayed for the Employer
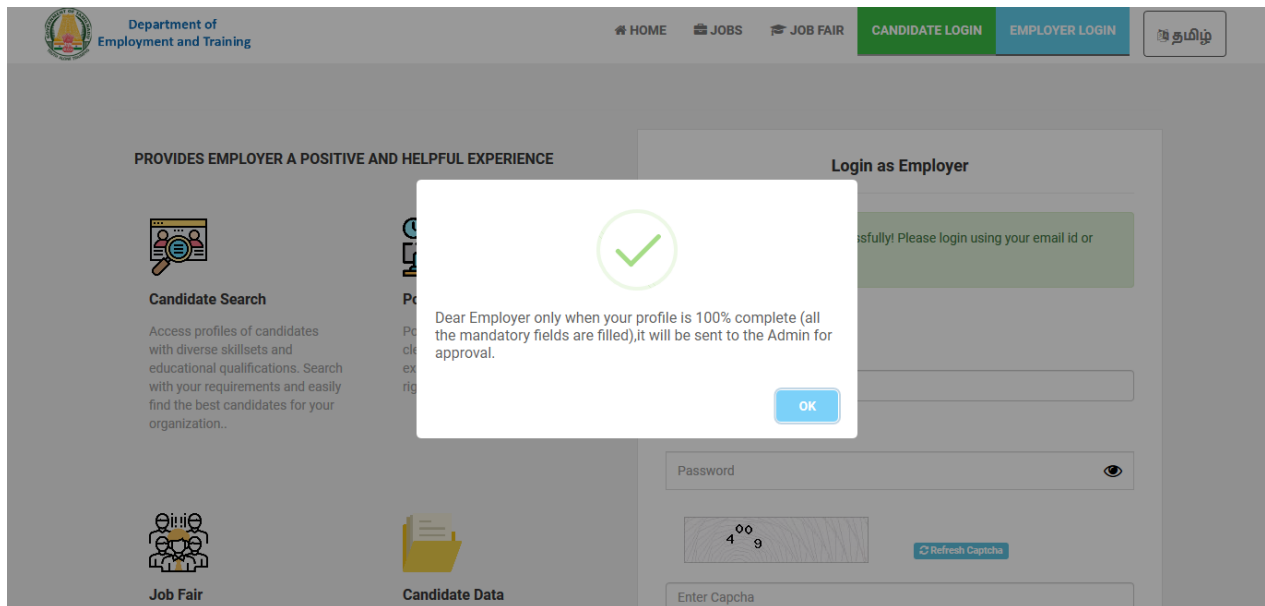
Screenshot 3- EMPLOYER SIGN UP COMPLETION POP UP

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V.   LEVEL 2 -REGISTERATION 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)

Screenshot 4 - REGISRATION - BASIC DETAILS

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B.   INDUSTRIAL DETAILS

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

Screenshot 5- REGISTRATION - INDUSTRY DETAILS

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

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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)

Screenshot 6 - REGISTRATION - DOCUMENT DETAILS

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D.   PROFESSIONAL DETAILS

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

Screenshot 7 - RESGISTRATION - PROFESSTIONAL DETAILS

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

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E.   REVIEW DETAIL

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

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

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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
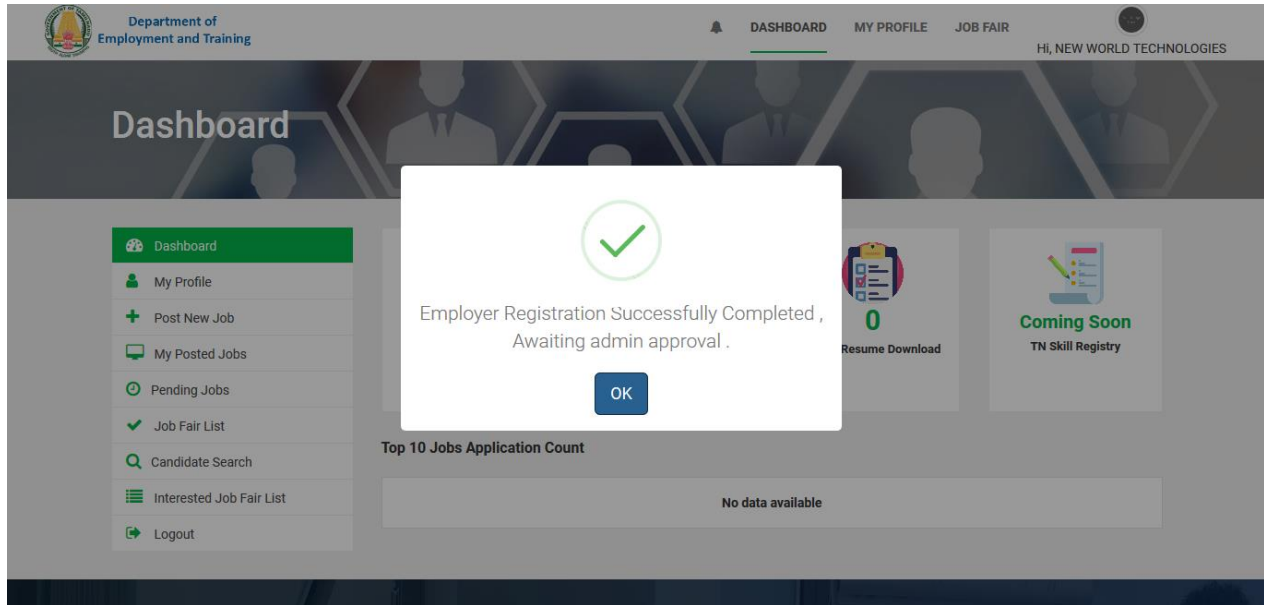
Screenshot 9 - SUCCESSFULL REGISTRATION COMPLETION POPUP

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VI.   LOGIN/SIGN IN

Employer can login with the registered User ID & Password

Click on Employer login

Enter email ID & Password to Login into the Portal

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 * ℹ️

elsiepreethi24@yopmail.com

Password * ℹ️

•••••••••   👁

4 0 0 9

🔄 Refresh Captcha

4009

Login

To create a new account **Click here**   🔑 Forgot Password

Screenshot 10 – EMPLOYER LOGIN PAGE

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VII. MENU ACCESSIBILITY

On logging in Employer can access the following Menus

DASHBOARD	MY PROFILE	POST NEW JOB	MY POSTED JOBS
BLOCKED JOBS	JOB FAIR LIST	CANDIDATE SEARCH	INTERESTED JOBFAIR LIST
	BOOK MARKED JOB FAIRLIST		

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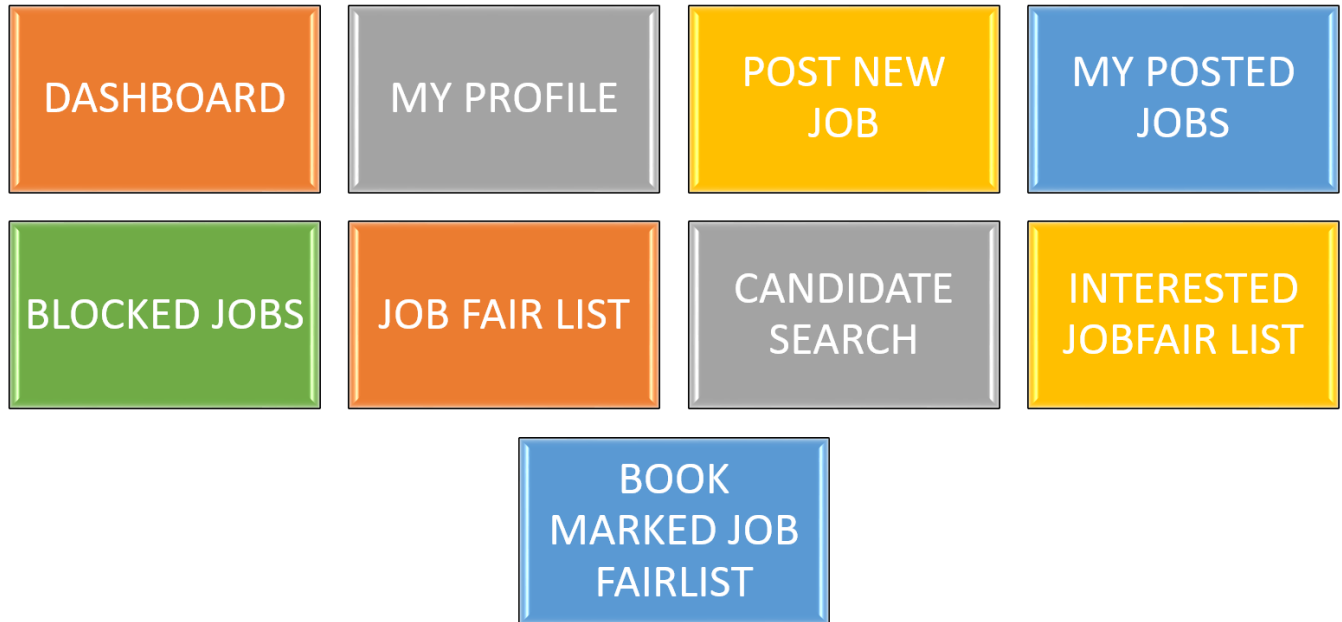
VIII. DASHBOARD

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

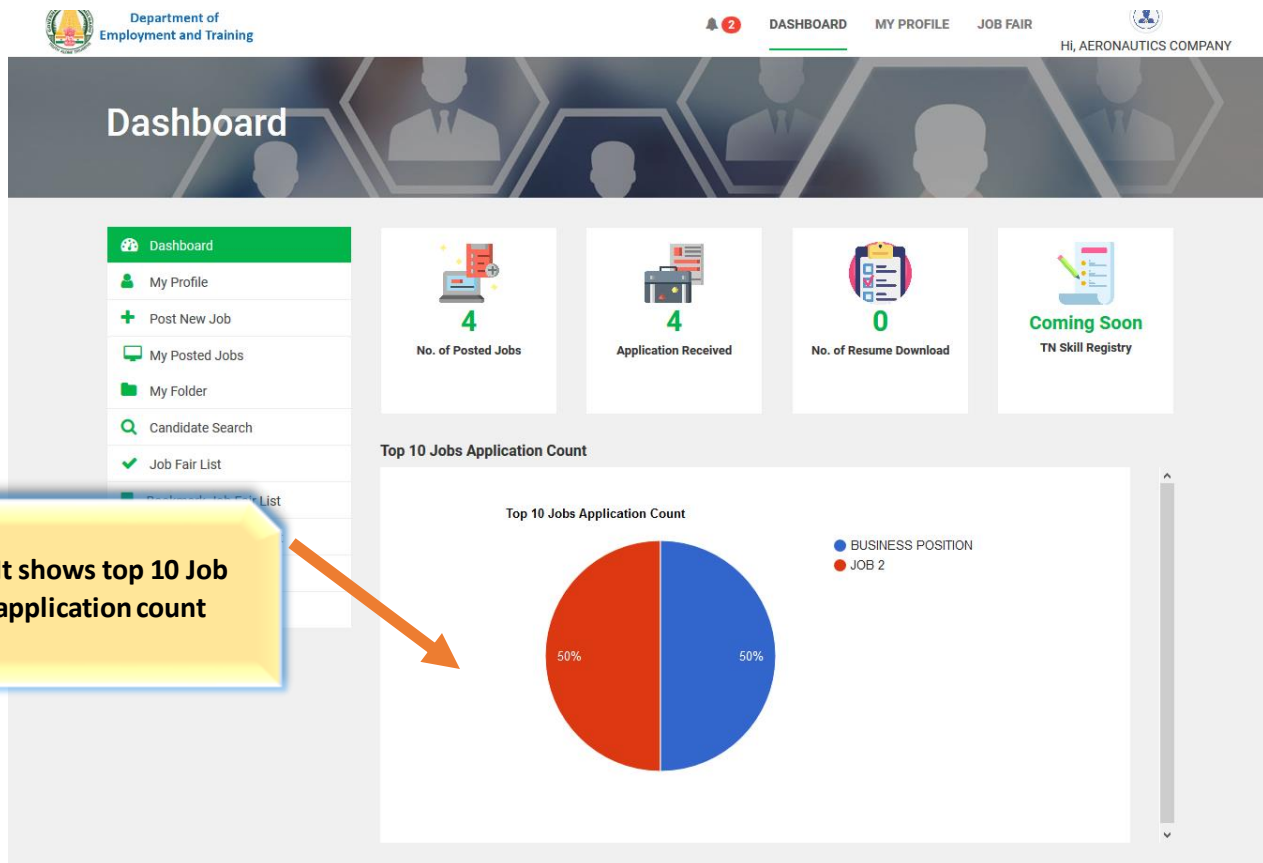Where the Employer can View the following information

- **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

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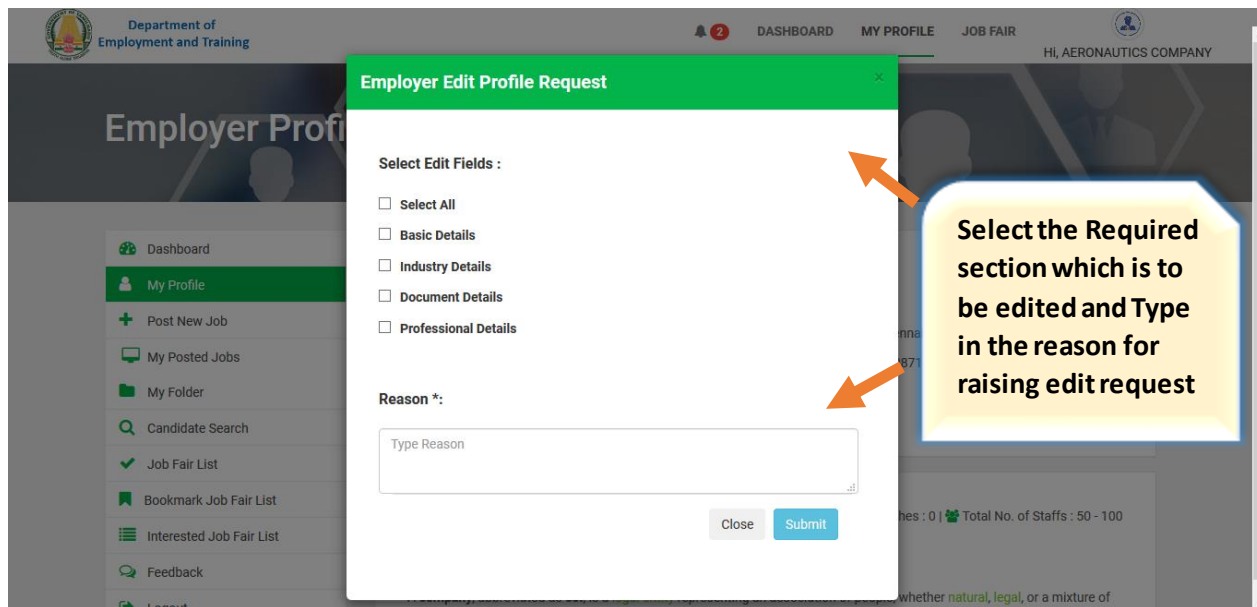Government of Tamil Nadu

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IX. PROFILE VIEW/EDIT REQUEST

By clicking on My Profile -> Employer Can view or Edit the profile by Raising edit Request to admin.
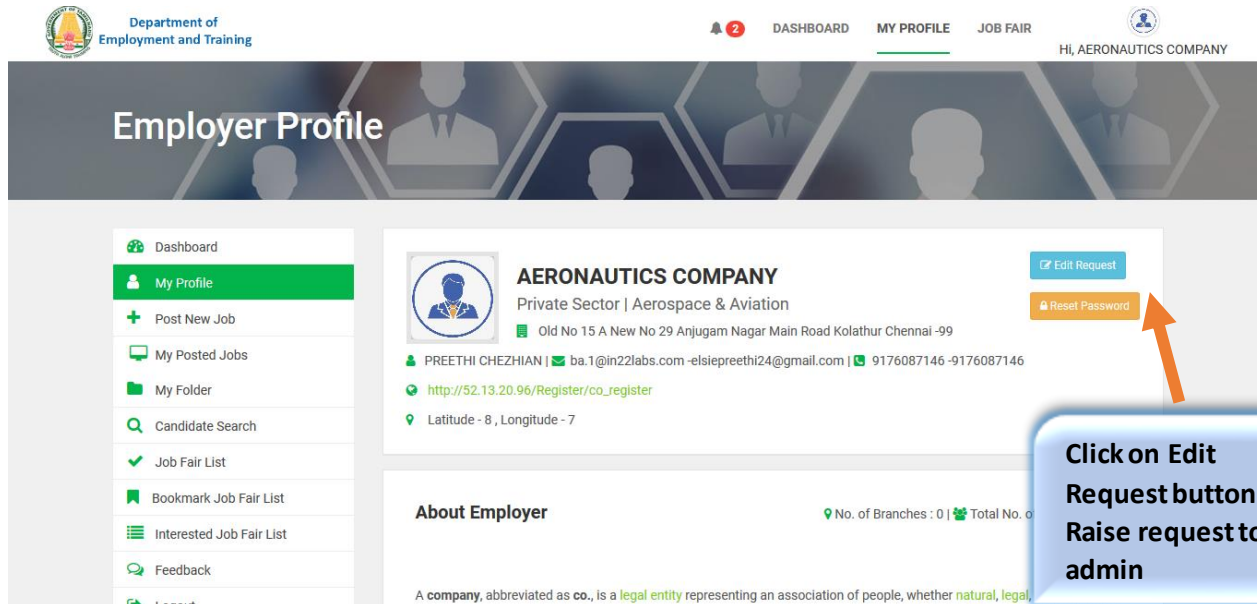
Screenshot 12- MY PROFILE

On clicking the edit Request button, the following screens appears

Screenshot 13- RAISE REQUEST FOR EDIT PROFILE

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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

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🔔 2 DASHBOARD MY PROFILE JOB FAIR

Hi, AERONAUTICS COMPANY

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

Post New Job

Job Title *
Job Title

Job Role *
Any Others

Salary (per month)*
--Select Salary (per month)--

Location *
--Select Location--

Place / Area
Enter your job location

Job Type *
--Select Job Type--

Job Openings *
No Of Openings

Sector / Industry Type *
--Sector / Industry type--

Last Date to Apply *
From Date

Job Description *

B I S I_x ≣ ≣ "

Fill in the required information

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

Additional Skills

Educational Qualification *
--Select Education--

Educational Course *
--Any Course--

Educational Specialization *
--Any Specialization--

Gender
--Select Gender--

Minimum Age Limit
Enter Minimum Age Limit

Maximum Age Limit
Enter Maximum Age Limit

Experience *
--Select Experience--

Apply Job URL :
Enter Apply job url

People With Differently Abled :
◯ Yes
◉ No

+ POST JOB

Click on Post job button to publish the Jobs

Screenshot 14 - POST NEW JOB

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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

Screenshot 15 - MY POSTED JOBS LIST

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B.   BLOCKED JOBS

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

Screenshot 16 - BLOCKED JOBS

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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.

Screenshot 17 - JOB DETAIL PAGE

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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)

☐ All								⬇ Download CV
☐	S.No	Candidate Name	Qualification	Applied Date	Contact Details	Current Status	Action	
☐	1	Madhav Rathinavelu	Post Graduate - Masters in Computer Application - COMPUTER APPLICATION MCA	23-06-2020 4:12 pm	madhavprabu@ymail.com / 8220309707	Call Letter Sent - 24-06-2020 / View / Reschedule interview	⬇ Download CV / ✔ Select / ⟳ Withhold / ✖ Reject	
☐	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	
☐ All							⬇ Download CV	

Screenshot 18 APPLIED CANDIDATE LIST

Employer can Schedule /Reschedule an Interview here

Employer can Select all Candidates here

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

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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

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

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2.   FACE TO FACE INTERVIEW

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

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3. ONLINE ASSESSMENT TEST

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.

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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

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D. UPDATE PLACEMENT RECORDS

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

Screenshot 23 - UPDATE PLACEMENT STATUS - SELECTED CANDIDATES

Employer can update the placement records here for the selected Candidates

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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.

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DASHBOARD   MY PROFILE   JOB FAIR

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

Apply Filters

Showing Results 1 to 10... ...Entries

📁 Move To Folder   All ☐

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

Location ⌄

Education ⌄

Specialization ⌄

Skills ⌄

Gender ⌄

People With Disability ⌄

Apply Filters

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, Devaigi Road. - 600098

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

Madhav Rathinavelu
✉ madhavprabu@ymail.com | ☎ 8220309707
📍 Dindigul - Cuddalore - Kallakurichi | IT-ITES
🎓 Masters in Computer Application - COMPUTER APPLICATION MCA
🏠 Kabilar Street - 605801

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

Screenshot 24 - CANDIDATE SEARCH

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On clicking Move to a Folder button the following screen will be displayed
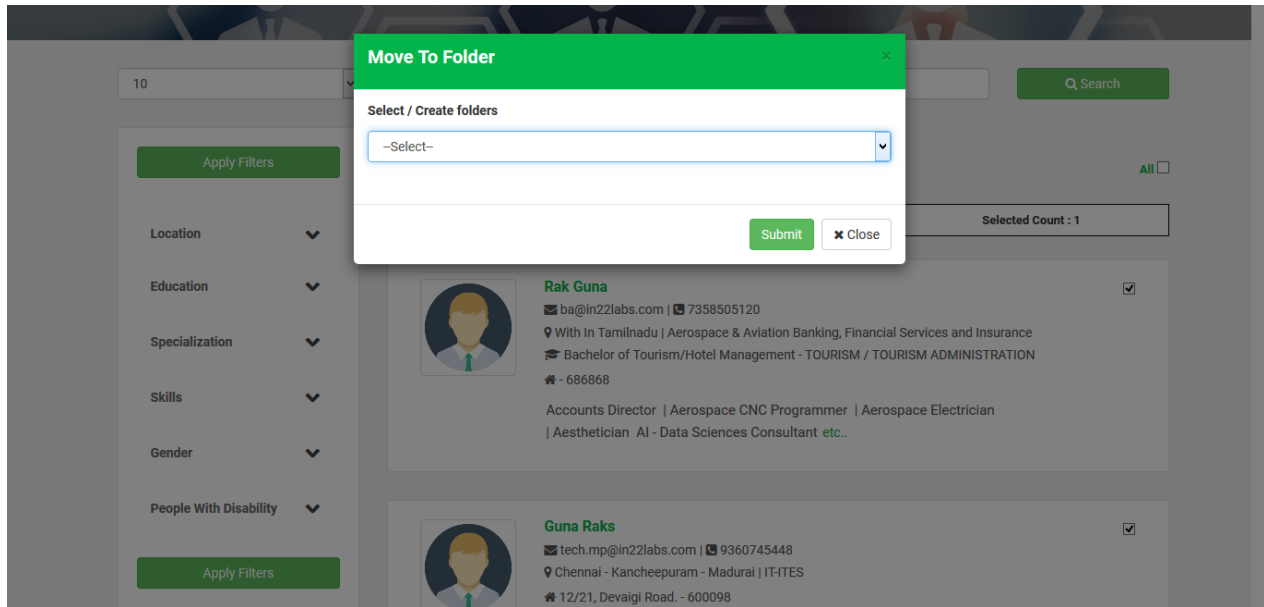
Screenshot 25 - MOVE CANDIDATE TO A FOLDER

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

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XIV. MY FOLDER

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

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 CY 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

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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

Screenshot 27 - JOB FAIR DETAIL PAGE

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XVI. BOOKMARK A JOB FAIR

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

Screenshot 28 – BOOKMARKED JOBFAIR LIST

XVII. INTERESTED JOB FAIR

Participated Job fair list can view under Interested Job Fair Menu

Screenshot 29 - INTERESTED JOBFAIR LIST

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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"

Screenshot 30 – ADD JOB LIST IN JOB FAIR

On clicking Add Button following screens will be displayed

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

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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 mo

Submit   ✖ Close

Screenshot 33 - JOB FAIR - JOBS BY DESIGNATION

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On filling the Job Requirements employer can able to participate in the Job Fair
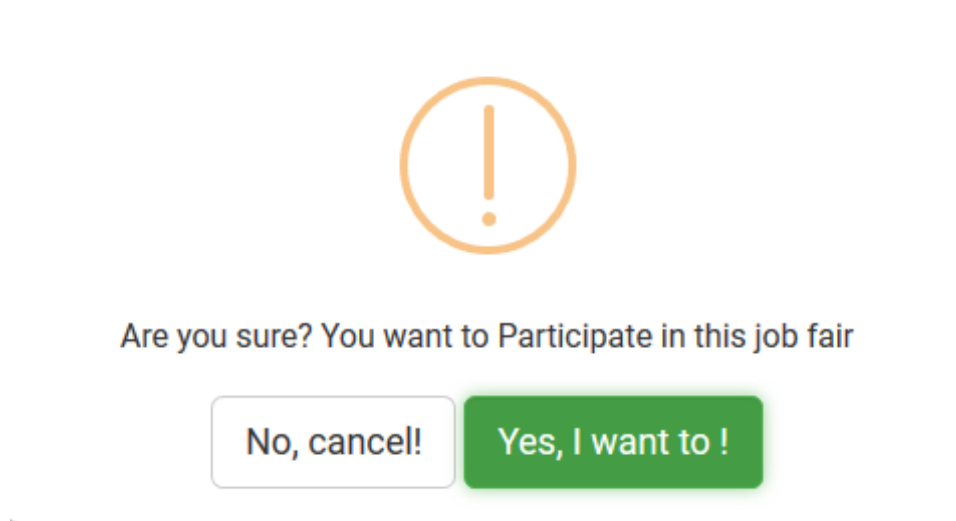
The Admin needs to approve Employer Participation and also allocate a room for the Employer, the allocated rooms will be displayed in employer login

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

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On Clicking the Rooms allocated the following screens will be displayed

Screenshot 34 - QR CODE

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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

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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]

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

Close   Submit

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

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Action Menu's for the employer to hire Candidates

tended

Screenshot 37- JOB FAIR CANDIDATE SELECTION PROCESS

USER MANUAL BY UNWIND LEARNING LABS

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

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

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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 emlpoyer 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.