1.0 Search Job module feature

In Search Jobs Module below features are provided.

- Job Seeker
- Post a Vacancy
- Job Interview Listing

1.1.1　Job Seeker

- Navigate to Job Seekers menu : Click **Employment** → **Jobs** → **Job Seekers.**
- This feature is mainly to view the number of request recieved from the applicants.
- The below applicant details can be viewed by respective Establishment.
    - Job Req No – Job Request Number.
    - Job Adv No – Job Advertisement Number.
    - User ID – Candidate User ID.
    - Student Name – Name of the Applicant.
    - Qualification – Qualifcation of the Applicant.
    - Skills – Technical skills of the Applicant.
    - Year of Passing – Applicant's Year of Passing.
    - Resume – Applicant's Resume.
    - NATS Resume – Partialy verified NATS generated One page Resume along with NATS logo.

Job Seekers result page:

Result page consists of three tabs:

- Applicants through Adverstisements
- Direct Applicants

- Unemployed Candidates

- **Applicants through Adverstisements:** Applicants who directly apply for job specific Advertisment will be displayed in **Applicants through Adverstisements** list.
- **Direct Applicants :** Applicants who directly apply for Establishment instead of Job advertisement will be displayed in **Direct Applicants** list.
- **Unemployed Candidates:** Students who are unemployed will be displayed in **Unemployed Candidates** list.

- From the applicant search result, multi select option is provided to select required number of applicants and Establishment can take two actions.
  - **Select** – Select the applicants for Interview process.
  - **Reject** – Reject the applicants.

  - Choosing **Select** option, the page will be redirected to the **Interview Details** page.
    Interview Details Page consist of
    - Venue Details
    - Interview Date
    - Timing
    - Additional Information

Interview Letter Details

Venue	Interview Date	Interview Time
	04/05/2019	10:00 AM

Additional Information

Bring Resume.

Max 500 Characters

Submit   Back

- Once all the fields are filled, you can take two actions **Submit** or **Back**.
- If the Submit has been clicked, the filled data will be shown as preview and it has two buttons **Send Interview Letter** and **Cancel** button.

- Once the **Send Interview Letter** button has been clicked an email will be sent to all the selected applicants with the Interview details.

- Choosing **Reject** option, the applicant will not be considered by the Establishment.

1.1.2   Post a Vacancy

- Establishment can create Job Advertisement and post the advertisement thorough **Employment → Jobs → Post a Vacancy**
- If Establsihement logo has not been updated, a pop up will be triggered in the post a vacancy page to update your Establishment Logo.

Update Logo

Establishment Logo

Upload

(Logo Image of type JPEG, dimension 3.5" * 4.5" and File Size less than 200 KB can only be uploaded)
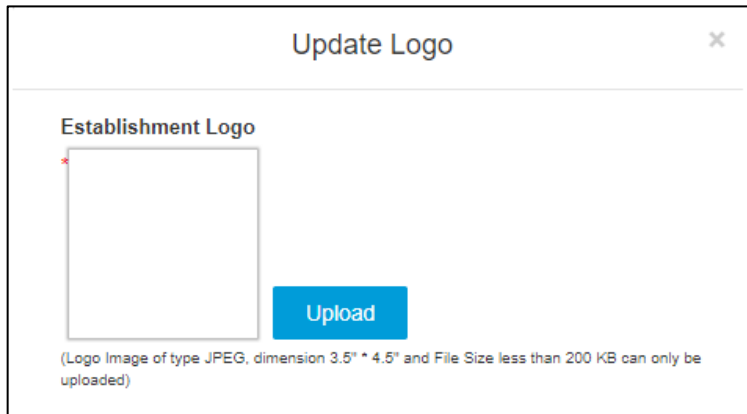
- Job post list will be displayed under **View Posted Jobs** as below screenshot.
- Posted job advertisement can be edited by clicking on action **Edit Job**.

Jobs Listing

☰ List   ▦ Grid

Active 3	Inactive 6

Showing 1 to 3 of 3 entries

Search

Nature of job	Request No	Vacancy	Years of Experience	Designation	Created On	Job Validity	Count	Action
456456656546	JV1900085	673	5		24-04-2019	06-09-2019	3	Edit Job
456456656546	JV1900086	673	4		24-04-2019	06-09-2019	5	Edit Job
jhsdgf	JV1900167	20	2		30-04-2019	15-05-2019	2	Edit Job

Show 10 ▾ entries

Previous 1 Next

Job Validity and **Number of vacancy** can be edited. If **Job validity** is edited an email will be triggered to all the applicants who have already applied for that job advertisement.

Create Job Advertisement

ⓘ Once Validity is updated, Email will be trigered to Students applied for this notification. All fields are mandatory

Job Title/ Nature of job
456456656546

Designation

Years of Experience
5

Qualification
None selected ▾

Department
1 selected ▾

Email
samplemail@abc.com

Number of Vacancy
673

Job Validity Till / Last Date to Apply
06/09/2019

Monthly Salary
20000

Location
1 selected ▾

Company Address

Mobile Number
4545454545

Key Skills

Manufacturing

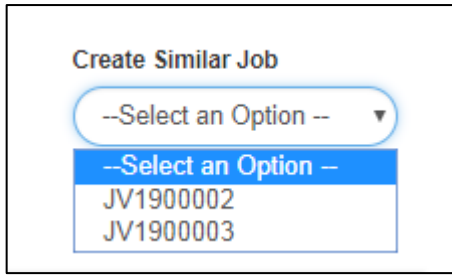Note: Maximum six skills of each 40 Characters Length can be added

Job Description

Sample Job Description

Max 500 Characters

Post Job   Delete Advertisement

Create similar Job:

For Active job advertisement, based on **Request No,** establishment can create similar job.

- For Inactive Job advertisements **Create Similar Job** will be displayed under **Action** column.

Nature of job	Request No	Vacancy	Years of Experience	Qualification	Designation	Created On	Job Validity	Count	Action
dsfsdf	JV19	100	4	BE E&I	dsfsddfsds	04-01-2019	29-01-2019	0	Create Similar Job
dsfsdf	JV1900001	100	4	BE E&I	dsfsddfsds	09-01-2019	29-01-2019	0	Create Similar Job

Active 2   Inactive 2

Showing 1 to 2 of 2 entries   Search

Show 10 entries   Previous 1 Next

- For creating a job post, the required details must be given and click **Post Job**.

Create Job Advertisement

All fields are mandatory

Job Title/ Nature of job
Enter Job Title/ Nature of job

Designation
Enter Designation

Years of Experience
Enter Years of Experience

Qualification
None selected

Department
None selected

Email
Enter Email

Number of Vacancy
Enter Number of Vacancy

Job Validity Till / Last Date to Apply
Job Validity Till / Last Date to Apply

Salary
Enter Salary

Location
None selected

Company Address
Enter Company Address

Mobile Number
Enter Phone Number

Key Skills
Enter technical skill

Job Description
Enter Job Description

Max 500 Characters

Post Job

- On clicking Post Job, Succesfull message pop up will be displayed.

Successfully Posted

Job Successfully Posted!!!

Job Request No : **JV1900209**

This Advertisement will be available till **27/05/2019**

Got It
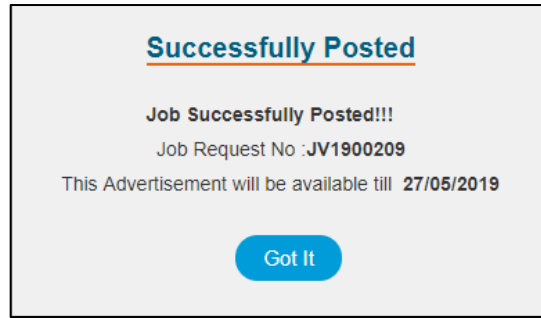
1.1.3   Job Interview Listing

- Navigate to Job Interview Listing : Click **Employment** → **Jobs** → **Job Interview Listing**
- The applicants who are all called for interview will be displayed in this job interview Listing page.

Interview Candidate Listing

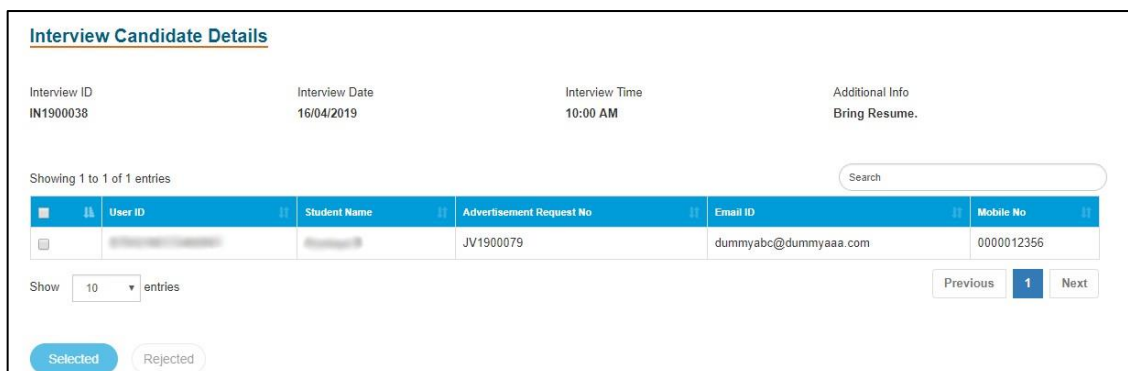From   To
01/05/2019 🗓   03/05/2019 🗓   Search

Interview Listing   ≡ List   ▦ Grid

| Active | Inactive |

Showing 1 to 1 of 1 entries   Search

Interview ID	Interview Date	Venue Detail	Interview Time	Additional Info	Student(s) Count	Created Date	Action
IN1900130	04/05/2019		10:00 AM	Bring Resume.	1	03/05/2019	View

Show 10 ▾ entries   Previous 1 Next
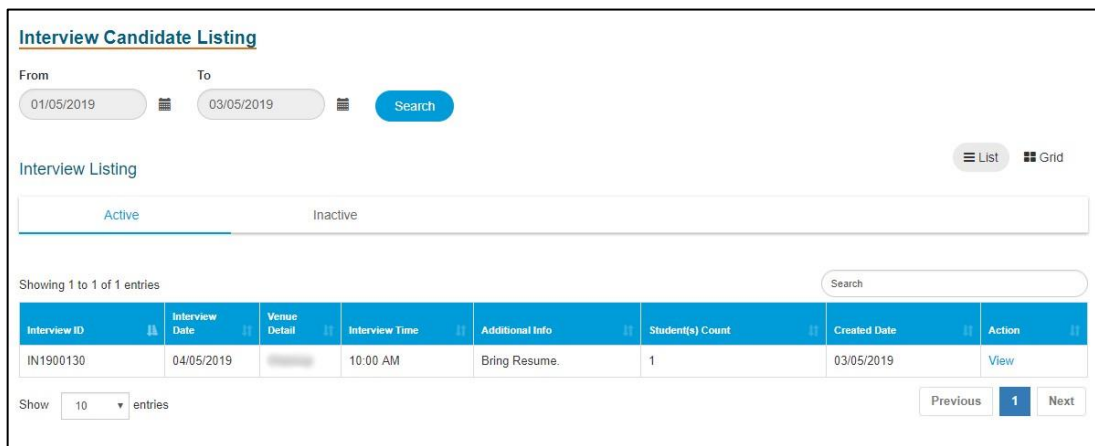
- The active tab contains all the details of the applicant who are called for the particular interview.
- Once the Selected/ Rejected action was completed by the establishment for that particular Interview then the list will be present in the Inactive tab.
- Clicking on the action "**View**" will redirect to "**Interview Candidate Details**" page.

Interview Candidate Details

Interview ID   Interview Date   Interview Time   Additional Info
IN1900038   16/04/2019   10:00 AM   Bring Resume.

Showing 1 to 1 of 1 entries   Search

☐	User ID	Student Name	Advertisement Request No	Email ID	Mobile No
☐			JV1900079	dummyabc@dummyaaa.com	0000012356

Show 10 ▾ entries   Previous 1 Next

Selected   Rejected

- In Interview Candidate Details page the candidate can be either selected or rejected after the completion of the interview.
- In case of candidate rejection, comment for rejection is mandatory.