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 requests received 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 – Qualification of the Applicant.
  - Skills – Technical skills of the Applicant.
  - Year of Passing – Applicant’s Year of Passing.
  - Resume – Applicant’s Resume.
  - NATS Resume – Partially verified NATS generated One page Resume along with NATS logo.

Job Seekers result page:

**Result page consists of three tabs:**

- Applicants through Advertisements
- Direct Applicants
• Unemployed Candidates

- **Applicants through Advertisements**: Applicants who directly apply for job specific Advertisements will be displayed in Applicants through Advertisements 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](image)

  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 Establishment logo has not been updated, a pop up will be triggered in the post a vacancy page to update your Establishment Logo.
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**.

**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 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.

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

• On clicking Post Job, Successfull message pop up will be displayed.
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.

- 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.

- 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.