

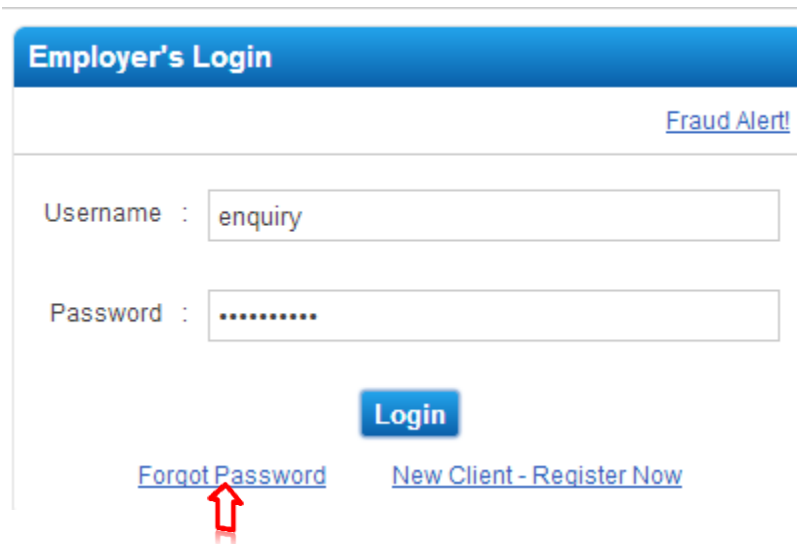
User Guide for Job Posting

Thank you for choosing ReKruITIn.com, India's Leading Job Site.

- ✓ Step 1: Click on "[Recruiter Zone](#)" menu tab on the Home Page



- ✓ Step 2: Please enter your username and Password, and click on [Login](#) button

A screenshot of the 'Employer's Login' form. The form has a blue header with the text 'Employer's Login'. Below the header, there is a link for 'Fraud Alert!'. The form contains two input fields: 'Username' with the value 'enquiry' and 'Password' with masked characters. Below the fields is a blue 'Login' button. At the bottom of the form, there are two links: 'Forgot Password' (with a red arrow pointing to it) and 'New Client - Register Now'.

*In case if you have forgotten your password, please click on the "[Forgot Password](#)" option, afterword's it will ask you enter your registered email Id

Regain Password [Fraud Alert!](#)

Email id :

Enter your registered email id.

[Login](#)

[Goto Login](#) [New Client - Register Now](#)

After mentioning your registered email ID, please click on the login button, you will then receive a password reset link on your registered email ID:

Regain Password [Fraud Alert!](#)

Your will receive reset link in you mail. Please Check your inbox and spam mail also.

Email id :

Enter your registered email id.

[Login](#)

[Goto Login](#) [New Client - Register Now](#)

- ✓ Step 3: Successfully reset your password & login to your ReKruITIn.com account
- ✓ Step 4: After logging successfully, you will see below page as your home page;

Home Profile Find Candidate Resume Access Post Job **Posted Job List** Transaction List

Administration

- Manage Sub-Users
- Subscription Status
- Company profile
- Manage personal folder
- Change Password

Search Resumes

Jobs & Responses

Professional details

| Job Title | Posted on | Responses | Action | |
|--|------------|-----------|--------|--|
| Autocad / Mechanical Draughtsman | 02-04-2014 | 1 | | |
| Urgent opening for Agents / CSR / f... | 01-04-2014 | 0 | | |
| Siebel & Genesys Admin | 01-04-2014 | 0 | | |
| Urgent Opening for Relationship Man... | 29-03-2014 | 0 | | |
| Opening at ING Group - karnataka | 29-03-2014 | 0 | | |
| PHP Developer | 28-03-2014 | 0 | | |

[More...](#)

Mahesh Profile

Last Login
02-Apr-2014
04:06:54 AM

Action
 Deactivate

ACTIVE

E-Newsletter

ACTIVE

Deactivate

Product Permissions

| Product | Period/Amount | Details | Price |
|-------------|-----------------------------------|----------|-------|
| Job posting | Job Posting Offer (March - April) | 15 Posts | 299 |

No Access

- ✓ Step 5: Now moving ahead for Job Posting, Please click on the menu Tab **“Post Job”** as shown in the above image, once you click on the post job menu tab, it will redirect you to Job Posting Page, as shown below:

Post Job
Fields marked with an asterisk (*) are mandatory

Job Details

Job Title / Designation * :

Job Description * :

B I U ABC | ↶ ↷ ↻

Maximum 2000 charecters.

Industry * : WALKINS

Functional area * :

Job Role :

Expire Date * :

Keywords * :

Location of Job * :
You can select Multiple cities.

Country * :

Salary : -

Config Menu

[Change password](#)
[Manage personal folder](#)
[Sub user managemement](#)

Confirmation Menu

Email : verified
 Mobile : not verified [Verify now](#)

Resume access

0 Day's left













Job Posting Access

Job Posting Offer (March - April)
 81 Day's left

*Describe your requirement by filling in details, click on the [Post job](#) option

*Once your Job is posted successfully you can see it on the Employer Login Home page,
It helps you with the Quick info, about responses, posted date and edit option.

Professional details

| Job Title | Posted on | Responses | Action |
|--|------------|-------------------|---|
| Autocad / Mechanical Draughtsman | 02-04-2014 | 1 |   |
| Urgent opening for Agents / CSR / f... | 01-04-2014 | 0 |   |
| Siebel & Genesys Admin | 01-04-2014 | 0 |   |
| Urgent Opening for Relationship Man... | 29-03-2014 | 0 |   |
| Opening at ING Group - karnataka | 29-03-2014 | 0 |   |
| PHP Developer | 28-03-2014 | 0 |   |

- ✓ Step 6: You can also view the Job under [Hiring Now](#) option, where you also get the link to share the job on other Social Networking sites, as shown:

Hiring Now

[Autocad / Mechanical Draughtsman](#) [Apply](#)

Mechanical Engineer - Mumbai

[Dot Net Developer](#) [Apply](#)

Software Application Developer - Bangalore

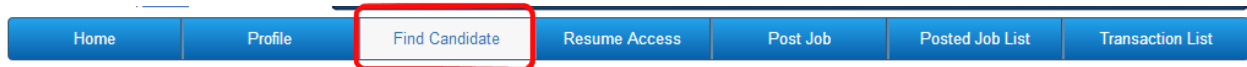
- ✓ Step 7: To Share the Job link, please click on the apply button & copy the url {http://rekrutin.com/job_apply.php?jid=31396422620}

- ✓ **Step 8:** Whenever the candidate apply for Jobs posted by you, you get email alerts with candidate basic details. You can then login to your account and give a quick look to responses, as shown:

| Posted Jobs | | | | | | |
|------------------------|--|--------------|--------|--------|--------------------|---------|
| POSTED DATE & TIME | JOB TITLE | TIME SHEET | STATUS | ACTION | RESPONSES | REFRESH |
| Dec 14, 2013, 12:03:51 | Logistics Executive Warehousing | Not uploaded | | | 9 | |
| Dec 13, 2013, 01:13:42 | Freshers - Investment Banking- MBA Finance | Not uploaded | | | 26 | |
| Dec 13, 2013, 01:38:24 | Information Technology Recruiters | Not uploaded | | | 14 | |
| Dec 13, 2013, 11:36:14 | OBIEE Developer | Not uploaded | | | 0 | |
| Dec 12, 2013, 03:52:20 | Associate - Recruiting Corporate Sector (Mumbai) | Not uploaded | | | 1 | |
| Dec 11, 2013, 03:22:06 | HEAD Financial (Strategy, Portfolio Management, Assessment, m&a) | Not uploaded | | | 2 | |
| Dec 11, 2013, 03:51:11 | Counselor - Mumbai, Maharashtra | Not uploaded | | | 1 | |
| Dec 10, 2013, 12:00:00 | Telemarketing Executive (B2B) | Not uploaded | | | 1 | |
| Dec 09, 2013, 12:08:47 | Safety Officer | Not uploaded | | | 0 | |
| Dec 09, 2013, 12:29:31 | Food Safety Officer | Not uploaded | | | 2 | |

[First] [Prev] **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** [Next] [Last]

- ✓ **Step 9:** To manage responses and view candidate details, please click on the Find candidate menu tab, as shown below:



Here you can find Posted jobs & link to view the responses:

Search Candidate

ID No : Job Title : [Search](#)

| S. No | ID | POSTED TITLE | Date of posting | Response |
|-------|-----|--|-----------------|------------------------------------|
| 1 | 591 | Assistant Manager- Finance- Leading FMCG Company | 2013-11-16 | View Response (11) |
| 2 | 592 | Senior Executive | 2013-11-16 | View Response (5) |
| 3 | 593 | Marketing Executive | 2013-11-16 | View Response (5) |
| 4 | 594 | Mechanical Technician | 2013-11-16 | View Response (6) |
| 5 | 595 | Area Sales Executive | 2013-11-16 | View Response (5) |
| 6 | 608 | Network Security | 2013-11-22 | View Response (5) |
| 7 | 610 | Financial Advisor | 2013-11-23 | View Response (4) |
| 8 | 617 | BPO Voice Process | 2013-11-25 | View Response (9) |
| 9 | 618 | MNC BPO Hiring for International Voice Proces(chennai) | 2013-11-25 | View Response (4) |
| 10 | 629 | Urgent Opening for Content Writer and Editor | 2013-11-28 | View Response (0) |

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [\[Next\]](#) [\[Last\]](#)

✓ Step 10: Please click on [View responses](#) option, shown above

- ✓ **Step 11:** When you click on View responses option, you are into candidate manager, where you can find complete details about the candidate, shown below:

Candidate Manager Job Title : Assistant Manager- Finance- Leading FMCG Company

| | | | | | | | |
|--------------------|--------------------|--------------------|--------------|-----------------|--------------------|-------------------------|------------------------|
| <u>Unprocessed</u> | <u>Prescreened</u> | <u>ShortListed</u> | <u>Hired</u> | <u>Rejected</u> | <u>Unqualified</u> | <u>Future Reference</u> | <u>Personal folder</u> |
| (11) | (0) | (0) | (0) | (0) | (0) | (0) | view |

List of Applicatipons For This Job **Unprocessed Candidates Below**

| <input type="checkbox"/> Candidate Summary | Professional Details | Personal Details | Process |
|---|---|--|---|
| <input type="checkbox"/> Key Skill : (export import management, SPSS, ERP, MATLAB, Prowess, MS Project, Financial Modelling.) Experience : 2 Years Last Active on : Tuesday Mar,11th 2014 Applied on : Tuesday Mar,11th 2014 | Qualification : Functional Area : Manager | Name : vijaya prakash manga Email : m.vijayprakash1@gmail.com Mobile : 8897654125 Location : (Visakhapatna) | View Profile Send mail Resume |
| <input type="checkbox"/> Key Skill : (auto cad 2010 Pro-E unigraphic NX8 Solidwork ansys) Experience : 6 Months Last Active on : Tuesday Nov,12th 2013 Applied on : Saturday Nov,16th 2013 | Qualification : Functional Area : Process Engineer | Name : naveen saxena Email : naveensaxena93@gmail.com Mobile : 7276315919 Location : (Aurangabad) | View Profile Send mail Resume |
| <input type="checkbox"/> Key Skill : (Accounts & Finance, Financial Analysis, Working capital management, Cash Flow control, Budget prepar) Experience : Fresher Last Active on : Sunday Nov,17th 2013 Applied on : Sunday Nov,17th 2013 | Qualification : Functional Area : Nil | Name : tulasinagababu Email : tulasinagababu@gmail.com Mobile : 9490887745 Location : (Hyderabad) | View Profile Send mail Resume |

- ✓ **Step 12:** In Candidate Manager, you can select the shortlisted candidates, move them in the respective folder and send email. Shown below

| | | | |
|---|--|---|---|
| <input checked="" type="checkbox"/> Key Skill : (Calculative mind, Good learner and Presenter, Leadership Quality, Proficient communication, Strategy) Experience : Fresher Last Active on : Sunday Dec,29th 2013 Applied on : Sunday Dec,29th 2013 | Qualification : : MBA / PGDM / PGDBA in Finance (2010) Functional Area : Nil | Name : PROSENJIT DUTTA Email : prosenjitdutta22@yahoo.in Mobile : 918792445301 Location : (Banglore) | View Profile Send mail Resume |
| <input checked="" type="checkbox"/> Key Skill : (Finance and Audit) Experience : 1 Year AND 6 Months Last Active on : Tuesday Dec,31st 2013 Applied on : Tuesday Dec,31st 2013 | Qualification : : MBA / PGDM / PGDBA in Finance (2010) Functional Area : Manager - Accounts | Name : Vineet chandak Email : vineet.chandak39@gmail.com Mobile : 8297223344 Location : (Hyderabad) | View Profile Send mail Resume |
| <input checked="" type="checkbox"/> Key Skill : (<input type="checkbox"/> Hard Working <input type="checkbox"/> Dedicated to Work <input type="checkbox"/> Seriousness in the work etc) Experience : 3 Years Last Active on : Wednesday Jan,08th 2014 Applied on : Wednesday Jan,08th 2014 | Qualification : : MBA / PGDM / PGDBA in Finance (2010) Functional Area : Nil | Name : Tejaswi Email : tejaswiforu@gmail.com Mobile : 9533316912 Location : (Visakhapatna) | View Profile Send mail Resume |

Move to folder ▼
Move now
Send Mail
1 2 [Next] [Last]

Technical Support:

Incase if you are still facing any errors or difficulty while registering, please feel free to contact us on +91 7666 388 488, or you can also write us on rekrut@rekrutin.com

An executive shall soon contact you, for quick resolution.

ReKruITIn.com always strives to give you the best Service..

Thank you for choosing ReKruITIn.com – India’s Leading Job Site
