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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 Candidates 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

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USER MANUAL FOR CANDIDATE

III. ROLES AND RESPONSIBILITY OF CANDIDATE

- Candidate can do registration by giving their general information
- Candidate can view/Edit their Profile details
- Candidate can View Jobs/ Apply for a job/ Book/ Share a Job Post
- Candidate can track of Hiring process for the applied jobs
- Candidate can participate in a job fair and apply for the jobs they require and track entire Hiring process done by the employer
IV. BASIC REGISTRATION

Candidate needs to register into the portal with the basic required information such as

- Name
- Father’s Name
- Email Id
- Mobile Number
- Aadhar number
- Password
- Confirm Password

On filing the above required fields Candidate needs to do One Time Password Verification for their Registered Mobile number.
On completing the Sign-up process, the following screen appear for the candidate to Verify OTP

Screenshot 2- MOBILE OTP VERIFICATION PAGE
V. LEVEL 2 - REGISTRATION PROCESS:
Candidate needs to complete the following additional required details for completing the registration process,

A. UPLOAD RESUME
Candidates can upload their CVs in the portal – (Note – Uploading of CV has been given optional for the candidates)

B. DESIRED CAREER PROFILE
Candidate can select the desired Career profile from the given Career List and Select preferred job Location whether within Tamilnadu, Outside Tamilnadu, Anywhere in India.

C. EDUCATIONAL DETAILS
Candidate can update their educational Details and all the course and specialization they have completed, with Marks/CGPA.

D. EXPERIENCE DETAILS
Candidates can give their Experience details here and can upload Experience certificates – (Note - Uploading of experience certificates has been given optional for the candidates)

E. LANGUAGES KNOWN
Candidates should mention the languages known and proficient level in each language mentioned.

F. CERTIFICATION DETAILS
Candidate can mention their certification details here which will add value to their profile and upload certification document.
Candidate needs to add personal details here.

Educational details such as completion of UG, PG can be added by clicking add more button.

Candidate can select desired industry and preferred job location here.

Candidate can add Experience details here by Clicking Add more button.

Candidate can add Languages Know and check the proficiency in READ/WRITE/SPEAK.

Candidate can add Certification details here.

Click on Register button after filling all the details.
VI. LOGIN/SIGN IN
Candidate can login with the registered User ID & Password.
VII. MENU ACCESSIBILITY

On logging in Candidate can access the following Menus

- DASHBOARD
- MY PROFILE
- EDIT PROFILE
- JOB SEARCH
- APPLIED JOBS
- BOOK MARKED JOBS
- JOB FAIR LIST
- APPLIED JOB FAIR LIST
- BOOK MARKED JOB FAIR LIST
- FEEDBACK
- RESET PASSWORD
VIII. DASHBOARD

On logging in Candidate Default Landing Page would be the Dashboard. Where the Candidate can View the following information:

- **No of Jobs Applied** – It shows the count of jobs applied by the Candidate
- **No of Job fairs attended** – It shows the count of Total number of job fairs participated by the Candidate
- **No of Jobs Book Marked** – It shows the total number of Jobs Book marked by the Candidate
- **Profile View Count** – It shows Number of employers has viewed candidates’ profile

It shows Recommended jobs based on their Desired Career Profile given while registration

*Screenshot 5 – DASHBOARD PAGE*
IX. PROFILE VIEW/EDIT PROFILE

By clicking on My Profile Menu -> Candidate Can view the given profile details.

By clicking on Edit Profile Menu -> Candidate Can Edit the given profile details.
X. **JOB SEARCH**

The candidate can search for their desired jobs by selecting Job search in the Side Menu and also can use various filters to search Jobs at ease.

- Jobs by location,
- Jobs by type
- Jobs by Sector
- Jobs by Gender
- Jobs by Experience
- Salary Range
- Top Companies
- Education Type
- Differently Abled (Whether it is applicable for differently abled candidates - Yes or No)

Candidate can Apply the Filters given here to search for Jobs at ease

Click on Apply button to Apply for a job post/
Click on Bookmark button to save the Job for future reference
XI. JOB APPLYING PROCESS

A. APPLY FOR A JOB

The candidate can apply for the job after viewing the Job description, /Bookmark the job and also can share the job.

Candidate can click on Apply button to Apply for a Job

When pressed the “Yes, Apply” button candidate will be asked for a confirmation as per the following screen, click on Yes button to apply for a Job.

Are you sure? You want to Apply for this job

No, cancel!  Yes, Apply!

Screenshot 8 - APPLY FOR JOB

Screenshot 9- CONFIRMATION POP UP SCREEN TO APPLY FOR JOB
Now the Job status changes into Applied shown in the following figure.

Timelines will be displayed clearly for various actions such as Applied, Shortlisted, Interview Schedules, Selected/Rejected status updated by the employer.

**B. GET SHORTLISTED**

The Employer has shortlisted the candidate for the job, and the status will be known to the Candidates.

...
C. INTERVIEW SCHEDULED
The candidate will get to know the interview details scheduled for him by an Employer, such as the Interview type, Date and Time and Contact person and Comments which is shown in the following screen.

![Screenshot 12- APPLIED JOB - INTERVIEW SCHEDULED](image)

D. GET SELECTED/REJECTED
After the interview, if the candidate gets selected, then the status will be known to the candidates and receive alerts/notification regarding the selected details. Also, it will be clearly shown in the timelines as shown in the following screen.

![Screenshot 13- APPLIED JOB - SELECTION/REJECTION STATUS](image)
XII. APPLIED JOBS

The candidate can view the list of Applied jobs by Clicking Applied jobs menu in the Sidebar.

Click on Applied Jobs menu

The status of the Job will be displayed in here.

Screenshot 14 - JOB APPLIED

XIII. BOOKMARKED JOBS

Candidates can view the Book Marked Jobs under Book Marked Menu.

Click on Book Marked Jobs menu

Candidate can apply for the jobs here.

Screenshot 15 - BOOK MARKED JOBS
XIV. JOB FAIR LIST

The Job Fair list will show all the ongoing job Fairs posted by the admins.
A. **Job Fair Detail Page**

On clicking the Job fair, the following detail page will appear

**Screenshot 17 - JOB FAIR DETAIL PAGE**

- The candidate can view the List of Employers attending the Job Fair here.
- The Jobs posted and all other details will be displayed in here.
XV. APPLIED JOB FAIR LIST
The candidate can view the list of Applied job Fair by Clicking Applied job Fair menu

![Screenshot 18 - APPLIED JOB FAIR LIST](image18)

XVI. BOOKMARKED JOB FAIR LIST
Candidates can view the Book Marked Jobs Fairs under Book Marked Menu

![Screenshot 19 - BOOK MARKED JOB FAIR LIST](image19)
XVII. JOB FAIR PROCESS

For the Job Fair Process, the candidate is given a mobile app to attend the job fair.

The given QR code is to be scanned and the candidate gets inducted into the Job Process.

Every Job Fair will have a QR code; on scanning the QR code, a download link for the mobile app will be given. If in case the candidate has not installed the mobile app,

_Screenshot 20 - CANDIDATE JOB FAIR PROCESS_

The current job status of the Job Fair can be viewed here and subsequently the candidate will also be notified in alerts.
XVIII. RESET PASSWORD

Enter the Old Password, New password and confirm new password and click on Change Password.

Screenshot 21 - RESET PASSOWRD