

Way to Jobz-User Manuals

Type way2jobz.com ,you will be redirected to home page.



The image shows a banner for the Way2Jobz website. At the top left is the logo "Way2Jobz" in blue and red. To the right of the logo is a navigation menu with the following items: Home, Features, About, Contact, Job Listing, Sign Up, Login, Search, and Report & Documents. The main banner area has a light green background. On the left side of the banner, there is text: "Send Resume in 30 min of receiving a JD" in a light grey font, and "Way ahead of your Competitors" in a bold red font. On the right side of the banner, there is an illustration of several hands in business suits interacting with various documents, including resumes labeled "CV", a checklist, and a magnifying glass. Below the illustration are five small white circles, with the first one filled, indicating the current slide in a sequence. At the bottom center of the banner, the text "Features for Way2Jobz" is displayed in blue.

Way2Jobz

Home Features - About - Contact Job Listing Sign Up - Login - Search Report & Documents -

Send Resume in 30 min of receiving a JD
"Way ahead of your Competitors"

Features for Way2Jobz

Go to signup option click recruiter registration.

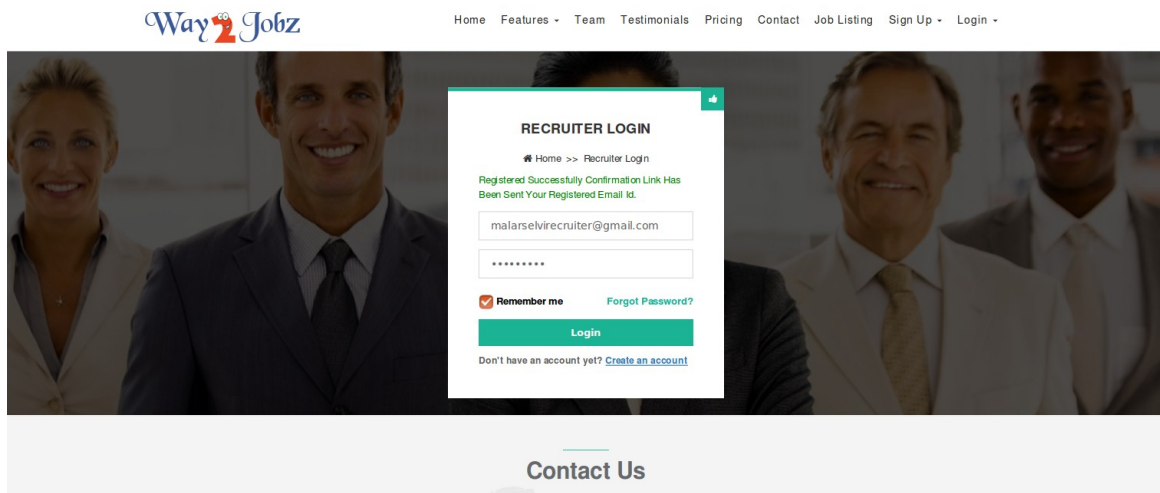
The image shows a screenshot of the Way2Jobz website. At the top, the logo 'Way2Jobz' is visible on the left, and a navigation menu with links like 'Home', 'About Us', 'Features', 'Team', 'Testimonials', 'Contact', 'Job Listing', 'Sign Up', and 'Login' is on the right. The main content area features a large background image of four smiling professionals. Overlaid on this is a white registration form titled 'REGISTER TO RECRUITER ACCOUNT'. The form includes fields for 'Full Name', 'Email', 'Password', 'Re-type Password', 'Company Name', 'Designation', 'Select Country', 'Select State/Region', 'Select City', and 'Phone number'. It also has a captcha field and a 'Submit' button. Below the form, there is a link for 'Already Registered? Login'. At the bottom of the page, there is a 'Contact Us' section with three columns: 'Finix Info Solution Pvt Ltd.' (address, phone, email), 'Communication via Social Media' (Facebook, Twitter, LinkedIn), and 'Our Company' (Terms & Conditions, Privacy Policy, Site Map). A 'Send us mail' button is also present.

I -SIGN UP

1. Enter your full name.
2. Enter your E-Mail.
3. Enter your password
4. Re-type the same pass word.
5. Type your company name
6. Enter the Designation
7. Select Country, state, City.
8. Enter your phone number
9. Enter the captcha
10. Check the check box of the term and conditions
11. Click submit button

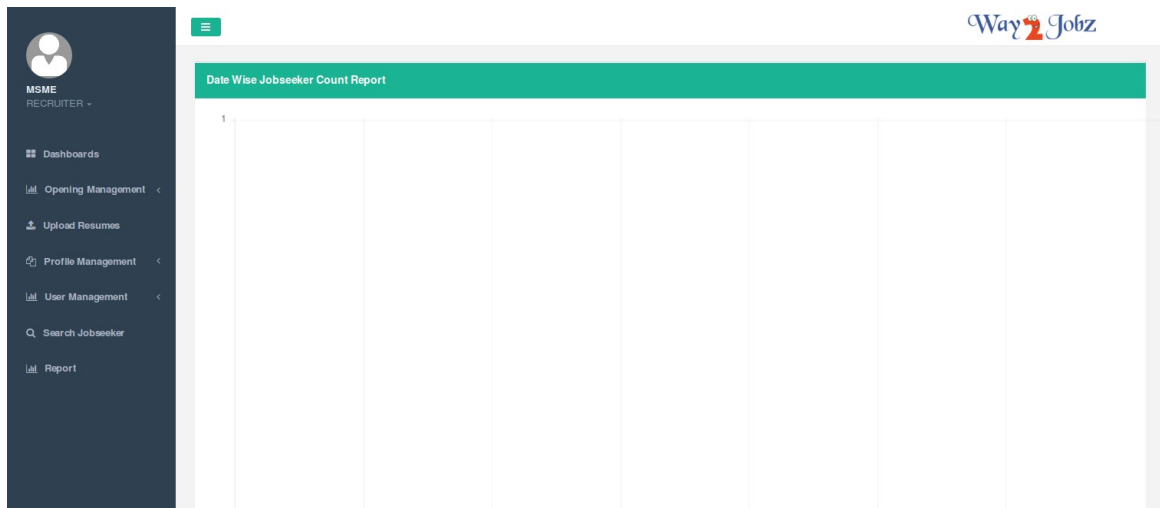
You will be receiving activation link to the entered email id. click that activation link and

it will redirect to Recruiter login page.



II -Login :

Enter your userid and Password and click login button.you will be redirected to dashboard page.



This is the dashboard page.

III -CREATE OPENING

Go to opening management.

1.Click create opening

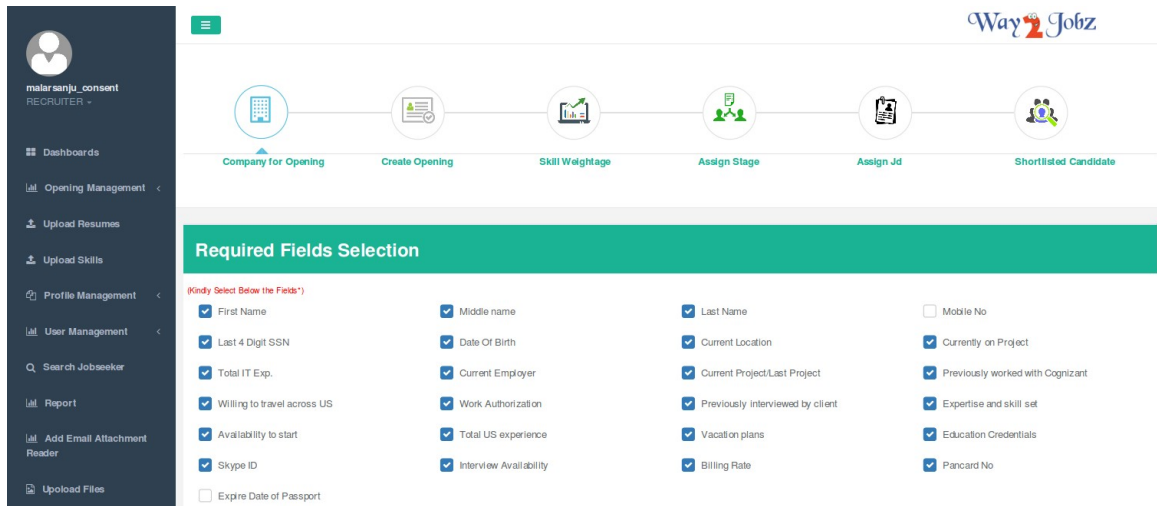
The screenshot displays the MSME Recruiter dashboard. On the left is a dark sidebar with navigation options: Dashboards, Opening Management, Upload Resumes, Profile Management, User Management, Search Jobseeker, and Report. The main content area features a horizontal progress bar with six steps: Company for Opening (active), Create Opening, Skill Weightage, Assign Stage, Assign Jd, and Shortlisted Candidate. Below the progress bar is a form titled 'Company For Opening'. The form includes a radio button selection for 'Existing Company' (unselected) and 'New Company' (selected). The input fields are filled with: Company Name: MSME, Company Recruiter Name: Malar selvi, Company Email: malarselvi recruiter@gmail.com, and Contact No: 8148514619. A green 'Submit' button is located at the bottom right of the form.

2.create company is the first step.

2.1.Enter your name of the company

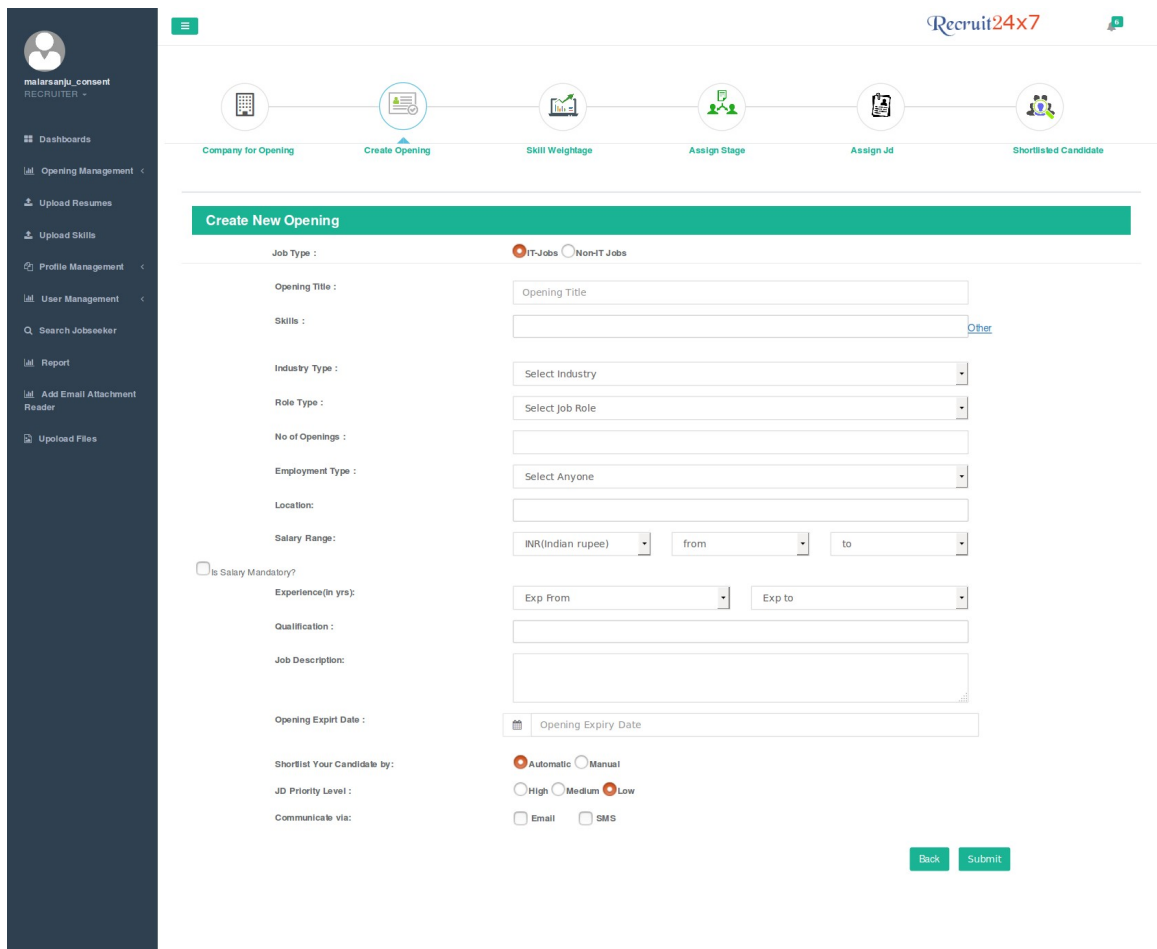
2.2.Enter recruiter name,E-Mail id, and contact number.

2.3 click submit button.



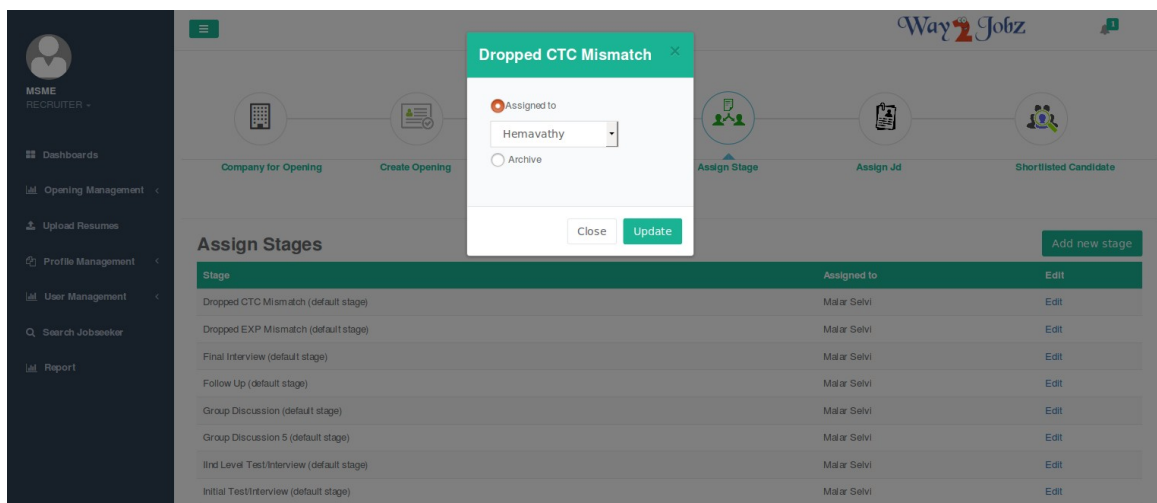
2.4.Required field in the consent mail will be given.
 2.5.Select those field and click submit button.

3. Creating the opening:



3.1. Select for IT or NON IT
 3.2.Enter opening title

- 3.3. Enter skill name,
 - 3.4. Enter Industry type,
 - 3.5. Enter Role type,
 - 3.6. Enter number of opening,
 - 3.7. Enter Employment type,
 - 3.8. Enter location,
 - 3.9. Enter salary range,
 - 3.10. Enter Experience,
 - 3.11. Enter qualification,
 - 3.12. Enter job description,
 - 3.13. Enter Opening Expiry date,
 - 3.14. JD priority,
 - 3.15. communication via email or message. (in that template give the communication details).
4. Enter skill weightage.
5. Assign subrecruiter – to the stage.



6. click “next” ,so that JD will be created.

IV-SEARCH JOBSEAKER

Recruit24x7

Dashboards / Search Jobseeker

Keywords, Skills:

Location:

Experience:

Salary Expectation: - In Lakhs per Annum

REFINE RESULT

BY GENDER

Male

Female

BY AGE

18-20

20-25

25-30

Total Jobseeker (145322)

K.Malar Selvi

Email: malarseM.k@gmail.com

* Skills:

Karthi kn

Email: karthkn31@gmail.com

* Skills:

Contact: Mobile_Not_Available

Malar selvi

Email: malarseMistudent1@gmail.com

DOB:

You can search the job seeker according to the skill, age, educational qualification, gender, percentage of exam. From the job seeker details you can contact the job seeker.

V -USER MANAGEMENT

you can add subrecruiter and subrecruiter agency by inviting them by mails.

Way2Jobz

User Management / Add Recruiter

Invite Now

Enter Recruiter details

Recruiter Head Sub Recruiter

VI- VIEWING CANDIDATE DETAILS WHO HAVE APPLIED FOR THE JD

Recruiter will get notification after job seeker applied

Way2Jobz

opening for plumber, Fitter

opening for plumber, Fitter

click to know contact detail of job seeker

Name : Malar Selvi, muthu

Location : Chennai

Experience : 0 - 3 years

Salary : 60,000 to 80,000 (INR)

Share Via : [f](#) [t](#) [in](#)

Profile Based on Skill Weightage

7 profiles

Match Candidate

By clicking the notification Recruiter can view the jobseeker details and can schedule the interview.

VII- IINTERVIEW SCHEDULING

Way2Jobz

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Jobseekers Details:

S.NO	Candidate Name	Email	contact	Schedule Interview
1	priya sri	priyasri1110@gmail.com	8148306230	Create Schedule

« 1 »

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RECRUITER

Dashboards

Opening Management

Upload Resumes

Upload Skills

Profile Management

User Management

Search Jobseeker

Report

Add Email Attachment Reader

View Contract Documents

Click create interview schedule and you can schedule the interviews.

Job Fair

Job Title: Opening Consent Manual

Candidate Name: priya sri

Candidate Email ID: priyasri1110@gmail.com

Candidate Phone Number: 8148306230

Interview Type: --Select--

Mode Of Interview: --Select--

Interview Date:

Interview Start Time:

Interview End Time:

Interviewer Name:

Comment:

- > select interview type
- > select mode of Interviews
- > Enter start time
- > Enter End time
- > Enter interviewer name
- > Enter the comments you want to add and click save. Interviews will be scheduled.

Successfully Interview scheduled

Jobseekers Details:

S.NO	Candidate Name	Email	contact	Schedule Interview
1	priya sri	priyasri1110@gmail.com	8148306230	Interview Scheduled

« 1 »

To view the scheduled interview click the interview schedule, and the recruiter could view the interview details.

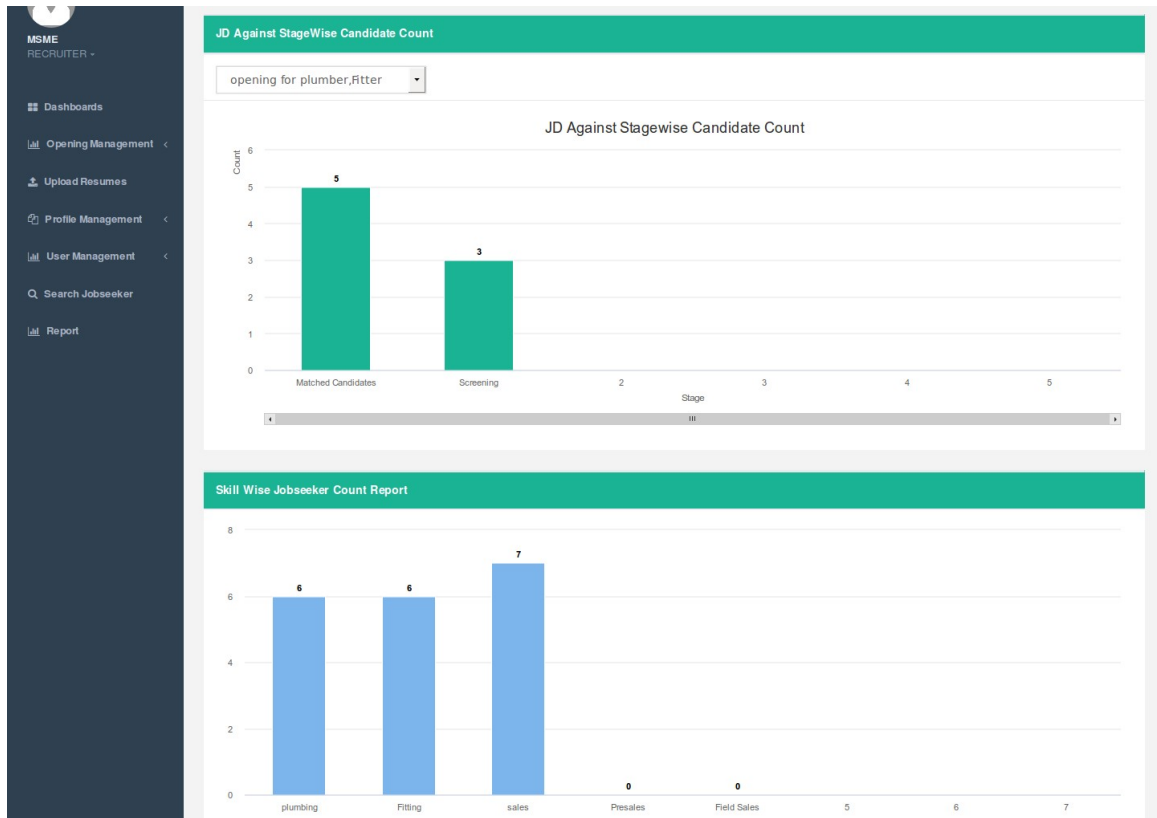
The screenshot displays the Way2Jobz Recruiter Dashboard. A modal window titled "Interview Details" is open, showing the following information:

Job Title	: Opening Consent Manual	Interview Date	: 10-12-2017
Interview Type	: Technical	Interview Start Time	: 10:30
Mode Of Interview	: In Person	Interview End Time	: 13:00
Interview Venue	: Velachery, Chennai	Comment	: Interview

The background dashboard includes a sidebar with navigation options: Dashboards, Opening Management, Upload Resumes, Upload Skills, Profile Management, User Management, Search Jobseeker, Report, Add Email Attachment Reader, and View Contract Documents. The main content area shows a table with columns for S.NO and Interview Status, with a "Schedule Interview" button and a table containing the value "Interview Scheduled".

REPORTS

JD against Stagewise candidate count



Datewise JD count, uploaded candidate count, shortlisted candidate count details:

Datewise Jdcount,UploadCandidateCount and ShortlistCandidateCount Details

