

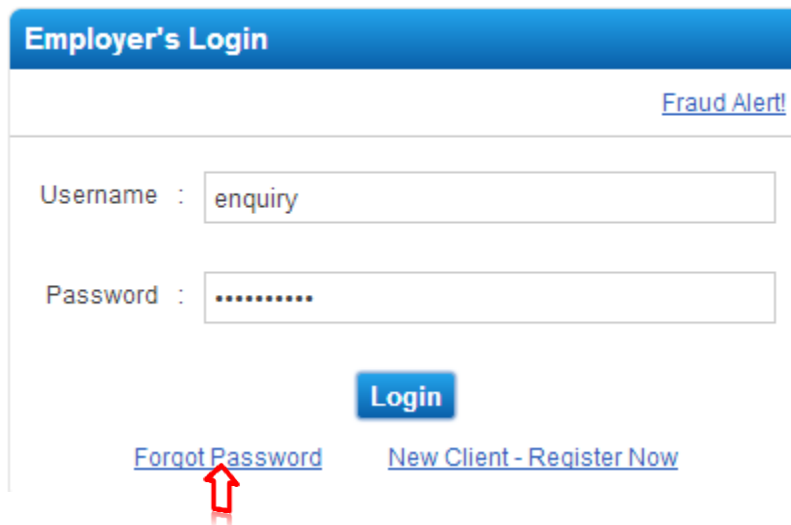
# User Guide for Job Posting

Thank you for choosing **Indo-Americans.com**, Quick & Easy Jobportal site.

- ✓ **Step 1:** Click on "Employer Zone" menu tab on the Home Page



- ✓ **Step 2:** Please enter your username and Password, and click on Login button

A screenshot of a web form titled "Employer's Login". At the top right, there is a link for "Fraud Alert!". Below the title, there are two input fields: "Username" with the text "enquiry" and "Password" with a masked password of seven dots. Below the fields is a blue "Login" button. At the bottom, 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 recieve 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 **Indo-Americans.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
Resume Sourcing Specialist	19-Dec-2024	0	
Resume Sourcing Specialist	19-Dec-2024	0	
Resume Sourcing Specialist	19-Dec-2024	0	
Resume Sourcing Specialist	19-Dec-2024	0	

**SamadProfile**

**Last Login** **Action**  
25-Dec-2024 11:08:08 PM Deactivate

**ACTIVE** Deactivate

- ✓ **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 \*** :   
  
Maximum 250 characters.

**Industry \*** :   WALKINS

**Functional area \*** :

**Job Role** :

**Keywords \*** :

**Location of Job \*** :

**Country \*** :

**Salary** :  -

**Config Menu**  
Change password  
Manage personal folder  
Sub user management

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

**Resume access**  
JOB POSTING OFFER  
0 Day's left

**Job Posting access**  
Gold  
302 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.

**Administration**

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Resume Sourcing Specialist	19-Dec-2024	0	
Resume Sourcing Specialist	19-Dec-2024	0	

[More...](#)

✓ **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 Autocad / Mechanical Draughtsman

**Dot Net Developer** **Apply**

Software Application Developer - Bangalore

✓ **Step 7:** To Share the Job link, please click on the apply button & copy the url {https://indo-americans.com/searchresult.php?topsearch&topkeyword=US%20IT%20Recruiter}

### Top Employers



### Hiring Now

**Resume Sourcing Specialist**

Human Resource - Warangal

Apply

**Resume Sourcing Specialist**

Human Resource - Warangal

Apply

**Resume Sourcing Specialist**

Human Resource - Warangal

Apply

**Resume Sourcing Specialist**

Human Resource - Warangal

Apply

**Resume Sourcing Specialist**

Human Resource - Warangal

Apply

**Resume Sourcing Specialist**

Human Resource - Vizag

Apply

**Resume Sourcing Specialist**

Human Resource - Vizag

Apply

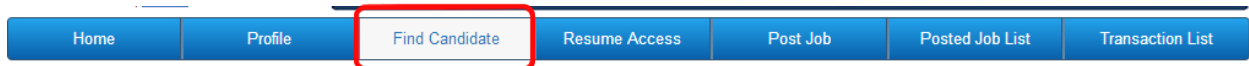
- ✓ **Step 8:** Whenever the candidate apply for Jobs posted by you, you get email alerts with candidate basic details. You can then login to your account and give a quick look to responses, as shown:

Posted Jobs

DATE OF POSTING	JOB TITLE	TIME SHEET	STATUS	Action	RESPONSES	Refresh
19 Dec, 2024, 07:24:PM	Resume Sourcing Specialist	Not uploaded			0	
19 Dec, 2024, 07:25:PM	Resume Sourcing Specialist	Not uploaded			0	
19 Dec, 2024, 07:26:PM	Resume Sourcing Specialist	Not uploaded			0	
19 Dec, 2024, 07:27:PM	Resume Sourcing Specialist	Not uploaded			0	
19 Dec, 2024, 07:27:PM	Resume Sourcing Specialist	Not uploaded			0	
19 Dec, 2024, 07:28:PM	Resume Sourcing Specialist	Not uploaded			0	
19 Dec, 2024, 07:29:PM	Resume Sourcing Specialist	Not uploaded			0	
19 Dec, 2024, 07:30:PM	Resume Sourcing Specialist	Not uploaded			0	
19 Dec, 2024, 07:31:PM	Resume Sourcing Specialist	Not uploaded			0	
19 Dec, 2024, 07:32:PM	Resume Sourcing Specialist	Not uploaded			0	

[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	Responses
1	31724661532	Benchsales Recruiter	23-Oct-2024	<a href="#">View Response(0)</a>
2	31724661536	Benchsales Recruiter	23-Oct-2024	<a href="#">View Response(0)</a>
3	31724661537	Benchsales Recruiter	23-Oct-2024	<a href="#">View Response(0)</a>
4	31724661538	Benchsales Recruiter	23-Oct-2024	<a href="#">View Response(0)</a>
5	31724661539	Benchsales Recruiter	23-Oct-2024	<a href="#">View Response(0)</a>
6	31724661542	Benchsales Recruiter	23-Oct-2024	<a href="#">View Response(0)</a>
7	31724661544	Benchsales Recruiter	23-Oct-2024	<a href="#">View Response(0)</a>
8	31724661547	Benchsales Recruiter	23-Oct-2024	<a href="#">View Response(0)</a>
9	31724661548	Benchsales Recruiter	23-Oct-2024	<a href="#">View Response(0)</a>
10	31724661551	Benchsales Recruiter	23-Oct-2024	<a href="#">View Response(0)</a>

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

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

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 **+917993617703**, or you can also write us on [info@indo-americans.com](mailto:info@indo-americans.com)  
An executive shall soon contact you, for quick resolution. ReKruITIn.com always strives to give you the best Service..

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