



User Guide for IT Recruiters/ Companies

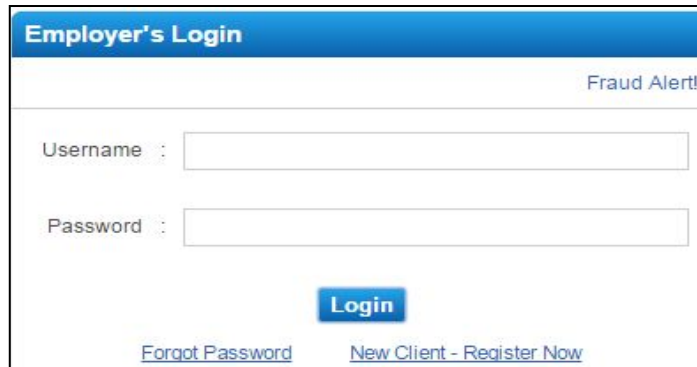
IT Recruiter: Any Recruiter, Recruitment Executive, working in India, can access this document and this is meant for information purpose only to guide about the usage of the portal. The contents can not be used for any other purpose. The document explains about how to register in the portal and then how to post jobs, select candidates for a given job and shortlist for final selection.

User Guide for IT Recruiter Login

This manual is designed for IT Recruiters, who want to login into the portal and create job posts based on company requirements and access other features inside mynextmove.biz. In this document, * Marking fields are mandatory and must be entered by users.

1) How to create Recruiter Login within the portal?

Once you visit the portal, Recruiter login is available in the right side at top of page. Click on Recruiters Zone -> you can see Employer's login on right hand side as shown below.



Employer's Login

Fraud Alert!

Username :

Password :

Login

[Forgot Password](#) [New Client - Register Now](#)

Click on New Client - Register Now link as shown above in the window. It will open New Client Registration Form immediately.



Account information

* Username : (Don't use Email id Here)

* Password : (Minimum 6 Characters)

* Confirm Password :

* Email ID :

In Account Information, All four fields are mandatory. Enter User Name and it can take Maximum 6 Characters. Do not use email ID for creating the user name as another field is available to capture mail ID. Enter Password using a minimum of 6 characters. Confirm the password to avoid spelling mistakes. Enter your official email ID assigned by your company / office.



Recruiter Information

* Company Name :

* Contact Person :

* Company Type : COMPANY CONSULTANT

* Industry Type :

In Recruiter Information, enter your company name as registered with Ministry of Company Affairs, India (including Private Limited, Partnership, Proprietorship) , enter your name, First Name and Last Name. Select either Company or Consultant in Company Type. Company means, you recruit for your own business and Consultant means you recruit for your clients for their Full Time Positions.

In contact information, enter your complete address with correct pin code and street details. This will help you to receive any post from courier or post office. Mobile Number is critical for candidates to reach you on time. Mention Land Line number always as mobile network may be weak or battery charge may be low. Select both the check boxes before you submit the form.

Contact Information

* Address Line 1 :

Address Line 2 :

Address Line 3 :

* Country :

* State :

* City :

* PinCode :

* Mobile Number :

Phone Number : - -
(Country Code - City Code - Phone No.)

I HAVE READ, UNDERSTOOD AND THEN AGREE TO THE [TERMS AND CONDITIONS](#)

I WANT TO RECEIVE PROMOTIONS ON MY EMAIL ID.

Submit

Once you click on Submit button, an email will be sent to your mail ID. System will create your Company Account inside the system. At this stage, system sends an email to your email ID mentioned above. Log in into your email account and check the email and click the link provided within the email. This will verify our email address and activate the account within the portal. In some cases, system sends mails to administrator for activating the account as part of process.

Now you are ready to log in and start recruiting. You can see the following menu. Select Transaction List, which appears on the right hand side.

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

Start Up Pack
0 Day's left

Job Posting Access

Premium-Quarter
79 Day's left

You can see two options for companies. One for resume access and another for job posting access. Then based on requirements, we can see transaction details as shown below:

Transaction Details			
Resume Access			
S.No	Transaction Details	Product	Status
1	Purchase Date 02-06-2016 Expiry Date 02-07-2016 Invoice No. 5	Start Up Pack	Expired

Job Posting			
S.No	Transaction Details	Product	Status
1	Purchase Date 25-06-2016 Expiry Date 23-09-2016 Invoice No: 61	Premium-Quarter	Active

Once your account is active, you can start posting the job requirements.

Technical Support:

We are always available to support companies for their Talent needs in India and International. For any questions or bugs in the portal. Click on "Report a Bug", and update us.