1 INTRODUCTION

Welcome to e-Recruitment Solutions from Naukri.com. This guide will highlight the main aspects about Naukri services, and get you started with Naukri in less than 10 minutes.

To login to your account, go to http://recruit.naukri.com or go to http://www.naukri.com and click on Employer's Zone button on the top right corner.

This guide is divided into three sections to help you quickly locate information that is relevant to you:

- Resume Database (Resdex)
- Job Posting & Response Management
- Account Management

Depending on your active subscriptions and user level, your post-login page may look different.

2 GETTING STARTED

The first thing a 'Super-user' needs to do is create a 'Sub-user' account. This is critical because certain features (such as Resdex) can be accessed only by a sub-user. Super-user can add a sub-user from 'Mange Subuser' interface. Once this is done, sub-user can then post jobs or search on Resdex.

3 RESUME DATABASE (RESDEX)

Naukri.com has a large database of millions of jobseekers that can be searched across various parameters such as industries, functions, locations, experience levels and many more. This section will get you started on how to use Resdex. There are five types of search forms. You can choose any of these forms based on your need and convenience.

3.1 SEARCH

3.1.1 ADVANCED SEARCH

Advanced Search is the most comprehensive search form. It has various search parameters such as:

Keyword Text	Designation Details
Experience	UG/PG Qualification
Salary	Year of passing out
Location Details	Institute Name
Functional Area	Affirmative Action
Industry Area	Women Candidates
Employer	Special Ability Candidates

3.1.2 IT SEARCH

IT Search is specially designed for your IT (Information Technology) hiring needs. Using IT Search you can find IT candidates with specific years of experience in each of the various IT skills. IT search is combined with Advanced Search to let you specify other search parameters. For example, IT Search allows you to

specifically find candidates with more than 2 years' experience in CoreJava AND have more than 5 years' experience in C++.

3.1.3 ROLE SEARCH

Role Search allows you to search for candidates by 'role'. In an organization people may work in multiple departments or functional areas but may be assigned different roles. For example accounting may have an Accountant, Taxation Manager, Chartered Accountant etc. Role Search allows you to search for candidates by these roles in a given Functional Area.

3.1.4 MY SEARCH

My Search can be used to customize search options and add search parameters that you use the most or remove the search parameters that may be irrelevant for your needs.

3.1.5 'CANDIDATE ACTIVE IN LAST' SEARCH OPTION

Using 'Candidates Active in Last' dropdown lets you choose candidates depending on how recently they have been looking for a job. That is, do you want only those candidates who have been actively looking for a job very recently, or do you want candidates who were actively looking for a job anytime in the last one year? That is an important question to answer to make your search effective, and that is what this dropdown helps you answer. It narrows down your search to find the right candidate without you having to paginate unnecessarily to the later pages.

For example -
➢ Specifying an exact time frame like Last 7 days enables you to find only the relevant candidates who have been active anytime in the last 7 days. Similarly, specifying a time frame like Last 1 Year will show you all the relevant candidates who have been active anytime in the last 1 year.
➢ Specifying time duration like 3 months – 6 months will show only resumes that were active between 3 months ago and 6 months ago. Similarly, selecting 12 months+ will find only those candidates whose were actively looking for a job more than a year ago. This allows you to reach out to Passive Candidates - people who may have got a job last year, but might be looking for a change now - more effectively.
➢ Specifying All Resumes will search in all the resumes irrespective of their last active date. This will show you the highest number of results but it may also include some candidates who were looking for a job, say, more than 2 years ago. This option is useful for finding candidates having niche profiles.

Powerful Search by Location

You can search candidates by their current location as well as their preferred location. The iMap feature helps you include candidates from neighboring locations as well.

3.2 SEARCH RESULT PAGE

Once you perform search using any of the above search form, you are directed to Search Result Page. Search Result Page provides the ranked list, by Relevance, of candidates for the specified job criteria. You can also rank results by 'Last Active Date' and by 'Freshness' of a jobseeker's profile.

You can further refine search results by using "Search within Search" or by Filter by Roles and by Salary. One can look at resumes which have a profile similar to the ones which appeared in search results.

What are Similar Resumes?

Similar Resumes are based on a smart algorithm that shows you resumes that are similar to the one you liked. You will be surprised how quickly it helps you find the most relevant Resume!

Buttons at the top left of Search Result Page helps you save resume to a Folder, contact candidates or export selected CVs to eApps.

- ➢ Save to Folder – Saves selected resumes to the folder
- ➢ Send Mail – Sends email to selected candidates
- ➢ Send SMS – Sends SMS to selected candidates
- ➢ Export to eApps – Exports selected resumes to eApps

3.3 MANAGE FOLDERS

Manage Folders in 'Resdex box' on recruiter post login page has links to 'Modify or Delete Folders'. It
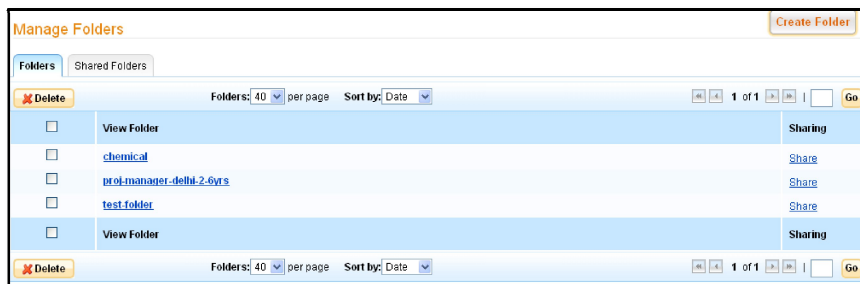
also has links to recently used folders. If you click on 'Modify or Delete Folders', it takes you to 'Manage Folders' page. You can also create a new Folder by clicking on 'Create Folder' on the 'Manage Folders Page'. Folders are very helpful in managing CVs, contacting candidates, deleting a rejected CV, moving a CV to another folder or for downloading selected CVs in Excel.

Clicking on a Folder link will open the folder. Depending on your subscription, a Folder can have six buttons:
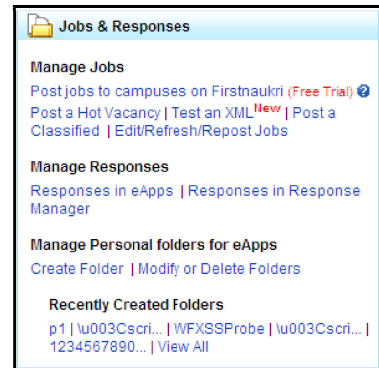
- ➢ Move – Move selected resumes to a different folder
- ➢ Send Mail – Send email to selected candidates
- ➢ Download – Download selected resumes in an excel file.
- ➢ Delete – Delete selected resumes from the folder
- ➢ Send SMS – Send SMS to selected candidates
- ➢ Export to eApps – Exports selected resumes to eApps

4   JOB POSTING

Using Naukri's Job Posting service you can create targeted job postings in minutes and begin receiving responses from qualified candidates as soon as you post the job. Naukri Response Management solutions make it easy for you to filter and organize responses.

Job Posting can be accessed from 'Jobs & Responses' box. You can 'Post a Hot Vacancy', 'Post a Classified' and 'Edit/Refresh/Repost Jobs'.

Hot Vacancy is the premium posting which lets you add your company logo to job posting and allows you to collect responses on multiple email ids. You can write unlimited on your job advertisement which would increase your chances of getting relevant responses as applicants are well informed.

Jobs & Responses

Manage Jobs
Post jobs to campuses on Firstnaukri (Free Trial) ?
Post a Hot Vacancy | Test an XML ^{New} | Post a Classified | Edit/Refresh/Repost Jobs

Manage Responses
Responses in eApps | Responses in Response Manager

Manage Personal folders for eApps
Create Folder | Modify or Delete Folders

Recently Created Folders
p1 | \u003Cscri... | WFXSSProbe | \u003Cscri... | 1234567890... | View All

When posting a job, one can choose various details on Job Posting form:

Job Details	Set Response Filters
Desired Candidate Profile	Recruiter Contact Details
Employer Details	Schedule Recurring Refresh
Manage Responses	Job Display Options

Set Response Filter, when enabled, stops job applications that don't match your requirement from going to your inbox. However, all these responses will still be available in your Naukri 'Response Manager'. You may also use the Advanced Location Filter to receive applications from specific cities only.

Reference Code allows you to associate any internal job code with your Job Posting.

Match Tags make it easier for you to create rules in Microsoft® Outlook or any other standard email clients to automatically move job response emails that match certain criteria to designated folder of your email client.

Once you post a job online, you can always edit the job should you need to. You can also refresh the job after you post it, and this will give the job posting more visibility to jobseekers.

No more typing to post a job!

Job Posting' has an 'Autofill' feature which can be used to instantly pre-fill job details from previous job posting, which you can quickly edit to post your new job.

Configure Subject Line of Email Responses

When receiving responses on email, the subject line of email can be very helpful in quick shortlisting of candidates. Naukri lets you configure the content of the subject line in a way that helps you in shortlisting even without opening the email.

4.1 MANAGE RESPONSES

You will receive many job applications in response to every job you post on the site. You can choose to receive those responses on email and manage them there, or you can also use the free online 'Response Manager', or use eApps.

The Naukri 'Response Manager' is an online tool to manage, and shortlist, the applications you receive in response to your job posting. This 'Response Manager' comes for free with every Job Posting subscription and allows you to view responses to your jobs posted on Naukri site only.

eApps, the paid version of the free 'Response Manager', provides some additional features like searching resumes, assigning filters and questionnaires to jobs. It also lets you manage responses from other media like print and newspapers.

5 ACCOUNT MANAGEMENT

You can login to your Naukri account either as a Super-user or a Sub-user. Super-user manages the account on company's behalf and has the rights to perform the following operations.

- ➢ Create, manage & assign rights to Sub-users
- ➢ Edit your company profile details
- ➢ Set Access Time Restrictions on sub-users
- ➢ Change Password
- ➢ View subscription details
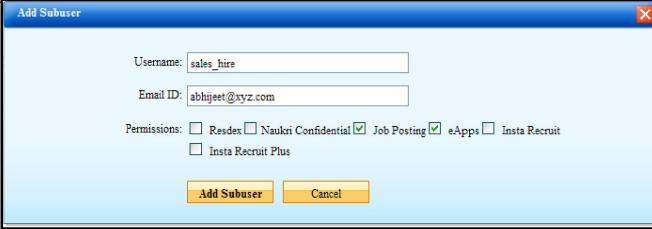- ➢ Make payments

5.1 USAGE REPORTS

You can generate report for Resdex Usage, User Login and Job Posting MIS. You can generate a one click report or a detailed customized report for specific durations. Super-user can also subscribe to weekly/monthly auto emailing of Job Posting Reports.
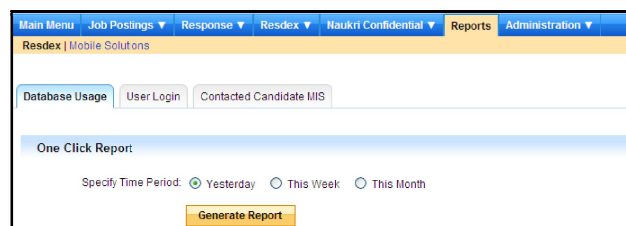
5.2 MANAGE SUBUSER

Manage Subuser page under Administration lets a Super-user add Sub-users to their Naukri account. Super-user can also assign each sub-user specific access/rights/permissions. Following figure shows that sub-user 'sales_hire' is only allowed access to Job Posting and eApps and is not allowed access to any other products that the company subscribes to.
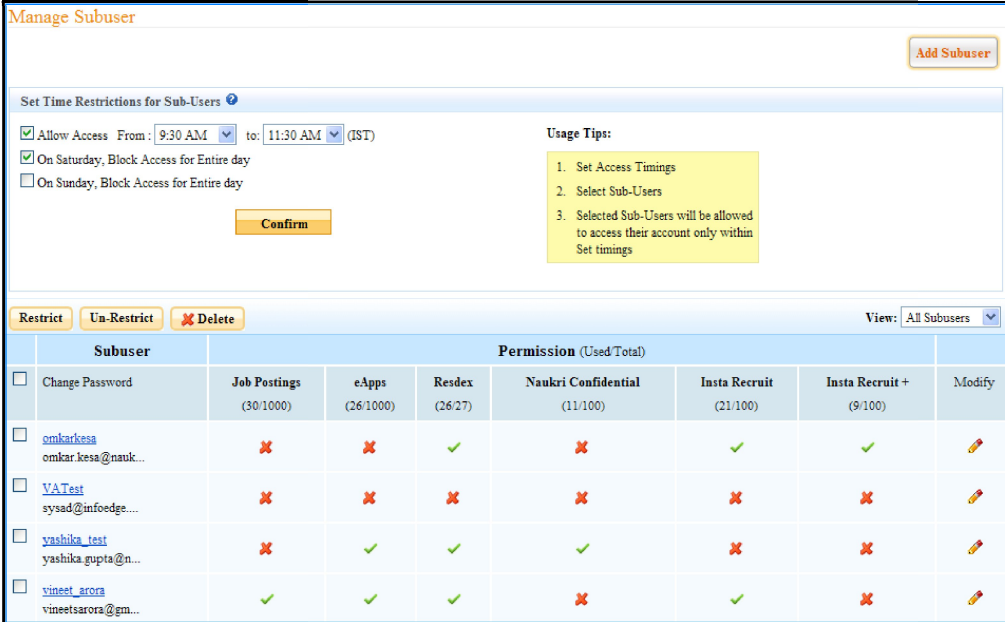
These permissions can also be modified at a later date.

> Reset your password every 30 days
>
> As a security measure, Sub-user and Super-users are required to change their password every 30 days.

Manage Subuser page also lets Super-user set the time restriction for Sub-users. Once a time restriction is set against a Sub-user, he or she can only access their account during the specified period. This leads to a more secure and a well administered account.

This is it! Now you are ready to use Naukri.com to address all your hiring needs. You will discover many more tools and features as you spend more time on Naukri. We look forward to any feedback, questions or comments from you. Contact us at support@naukri.com.