**Aim Job Techno Portal Manual**

* Go to the chrome and type the Website **-** [**https://www.aimjobtechno.com/**](https://www.aimjobtechno.com/)

**Client Module**

**Portal Introducing**

The main focus of this portal is to provide centralized recruitment management system services to the placement consultancy or companies.

To provide a job application module to jobseekers who are looking for best job opportunities.

**Introducing Module**

* Client Registration
* Client login
* Recruiter Login
* Employer Login
	1. **Client Registration**

Client (Company or consultancy) will register firstly with employer details such as **(company name, industry type, location, website, Address, Contact person etc)** and register **mail id** to create second step **1.2. Client Login Into** portal)

**Process of Client Registration**

1. Go to the Chrome and open **Website-** [**https://www.aimjobtechno.com/**](https://www.aimjobtechno.com/)
2. Select the **“For Employer”** option.
3. Click on the **“Client Registration”** option.
4. Fill the company details in the **“Company Account”** page and Click on the last **“Register”**.
5. Client Register Successfully.
	1. **Client Login**

**Process of Client Login**

1. Go to the Home page or **aim job techno portal dashboard**
2. Select the “For Employer” option.
3. Click on the “Client Login” option.
4. Login with company register mail Id and pw details.
	1. **Client Login Dashboard\_ Recruiter**
5. First step click on **“Add Recruiter”** option.
6. Second step fill with complete **“Recruiter Registration form”** and click on last **“submit”** option. **(save email or created password for recruiter)**
7. To update, manage and correct, click on the **“Edit Recruiter”** option.
8. To search any one or particular recruiters by recruiter name or email address click on **“Search Recruiters”** option.(**The client cannot provide targets until they post jobs**.)

\*(**After the recruiter, he can post jobs whenever he completes all the work in the administration.If the administration is not complete then the can’t post jobs will not be there.)**

1. To give recruiters a target on the daily or monthly basis click on the **“Daily wise resume target”** or “**Monthly wise resume target”** option.
* **New Table Open**
1. Select Job
2. Select respective recruiter
3. Give numbers of target
4. Click on submit
5. To set a monthly offered joining target to a recruiter click on **“Offer Joining Target”** option.
* **New Table Open**
1. Select respective recruiter
2. Give monthly target in numbers
3. Select a date for a month
4. Click on submit
5. To see the recruiter activities and performance click on the **“Performance Report”** and **“Recruiter Activity Report”** option, As it presents complete history and calculation that start from target resume to month wise business revenue target.
6. To see the recruiter's quarterly business target report click on the **“Business Revenue Target**” option.
7. To check activities and login details click on the **“Track Daily Activity”** option.
* **New Table Open**
1. Select recruiter from the table
2. Select from login details or activity
3. Select the date and export the report
4. To check multiple jobs assigned to a particular recruiter click on the **“Track Assigned Resume”** option.
* **New Table Open**
1. Select sub-client
2. Select job location
3. Select job designation
4. Select Recruiter
5. Select Date and click on **“search resume”** option
6. To check the closing tracking clicks on the **“Track close counter”** option.
* **New Table Open**
1. Select the recruiter
2. Select Resume
3. Select Status and click on **“search activity”**
	1. **Client Login Dashboard\_ Recruiter Permission**
4. First step click on **“Recruiter Permission”** option.
5. Select the **“Recruiter”** or tick and check all on permission options.
6. Click on **“Save Permission”** option.
	1. **Client Login Dashboard\_ Job Posting Permission**
7. First step click on **“Job posting Permission”** option.
8. Click on **“Add New”** option.
9. Select posted job option.
10. Click on **“Check all”** option and **“Save” option.**
	1. **Client Login Dashboard\_ Administration**
11. First step click on **“Add Sub-Users”** option.

**1.2.** Fill the sub-client registration form such as **company name, website, location, address and GST No. etc** and click on **“Add sub-client”** option.

1. To edit and update click on the **“Manage sub-client”** option.
2. To search a particular client click on the **“Sub-Client”** option.
3. To add a new required address click on the **“Add Region/Address”** option.
* **New Table Open**
1. Select Sub-Client
2. Select Region Name
3. Select Address and click on save user of sub-client
4. To edit and update click on the **“Manage Region/Address”** option.
5. To add sub client contact details click on the **“Add Contact Person”** option.
* **New Table Open**
1. Select Sub-Client
2. Select Region
3. Select Address
4. Fill the details with name, mail id and mob number
5. Click on save user of sub-client
6. To edit and update click on the **“Manage Contact Person”** option.
7. To add mode of interviews click on the **“Interview Round”** option.
* **New Table Open**
1. Click on add new
2. Fill the mode of interview one by one such as **Telephonic Round, Face to Face Round, Virtual Mode** and click on the **“submit”** option.
3. To add or edit new locations click on the **“Manage Region”** option.
* **New Table Open**
1. Click on region name
2. Type the state name
3. Click on save region
	1. **Client Login Dashboard \_ Jobs & Responses**
4. First step click on the **“Post a Private Job”** option.

**1.2.** To specify details of the job posting click on the **“Private Post”** option.

1. To Edit, Assign, Remove and check responses click on the **“Manage Jobs & Responses”** option.
2. To add a special category of jobs click on the **“Add Special Requirement” option.**
* **New Table Open**
1. Enter the title of job requirement such as **Requirement Bike etc**
2. Click on add category
3. To check the current status of recruiter actions against the assigned work or a job click on **“Managed Assigned Job”** option.
* **New Table Open**
1. Click on Hired Candidates
2. Select list of candidates from the checkbox
3. Click on Generate Invoice
4. Click on View Invoice
5. Click on invoice number or payment status
	1. **Client Login Dashboard \_Upload Resume**
6. To upload a candidate resume by portal click on the **“Upload Resume”** option.
7. To upload candidate details excel click on **“Upload Excel Resume”** option.
	1. **Client Login Dashboard \_Request & Responses – Not in work**
	2. **Client Login Dashboard \_Request & Responses – Not in work**
	3. **Client Login Dashboard \_ Email & SMS – Not in work**

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**Recruiter Module**

* Go to the chrome and type the Website **-** [**https://www.aimjobtechno.com/**](https://www.aimjobtechno.com/)
	1. **Recruiter Registration**

With the help of **1.3. Mention in Client Login Dashboard**\_ Recruiter will register for recruiter login details.

* 1. **Recruiter Login**
1. Go to the Chrome and open **Website-** [**https://www.aimjobtechno.com/**](https://www.aimjobtechno.com/)
2. Select the **“For Employer”** option.
3. Click on the **“Recruiter Login”** option.

**Recruiter Login – It works according to below flow** 

 **Overall Resume Performance Daily Resume Performance Total Job Closed Performance**

**Business Revenue Performance Offer Closed Performance Daily Job Closed Performance** 

* 1. **Self Resume Target Assign**

If Not Assign Target buyClien So. Recruiter can give a self target resume in number for different Job ID’s.

* **New Table Open**
1. Click on **“Select Job”** and click on **“Job ID”** one by one
2. Fill the target resume numbers in **“Daily Target Box”**
3. Click on **“Submit”**
4. By Click on **“Export”** will download **“Excel File”**
	1. **My Excel Profiles**

For further interview process, firstly will add number of candidate’s details for particular job id are Mandatory and Optional are other all field

* **New Table Open**
1. Click on **“Add New”**
2. Select the new table and fill candidate details such as Education, Experience, Applied For, Salary and family contact details etc
3. Click on **“Save Data”**
4. Click on **“Edit”** can change the details of candidate
5. Click on **“Take Interview”** and further update
6. Click on “ **Delete** “ if not required Data
	1. **Import Resume**
* **New Table Open**

**1.5.1.** Process of uploading word and pdf copy of resume

1. Select **“Job ID”**
2. Click on **“Choose File”** from personal data
3. Click on **“Upload Profile”**

**After uploading, you can do it in two ways, one by clicking on the link that comes after upload or in My Target.**

**1.5.2.** Process of uploading excel detail sheet of candidate

1. Click on **“Choose File”**
2. Click on **“Import from Excel”**
3. New tab open with **“Resume Link”**

**After uploading, you can do it in two ways, one by clicking on the link that comes after upload or in My Target.**

* 1. **My Targets**
1. By clicking on target we find the recruiter work and client work status chart which covers the actual status of “**Target Assign Date”** to “**Interview Process”**.
2. **Send Data**
3. **Search Here-** Tick on particular resume or more to send email to the concern
4. **Interview Letter Preview-** Tick on interview letter checkbox and edit Interview status
5. **Export History Data-** By Clicking on this can export the excel sheet
6. **Change Setting-**
7. Candidate Profile History Setting
8. Communication History Setting
9. Interview History Setting
10. Attachments- Related Documents
11. **Resend Data- If you have sent the data and want to do it again, you can send the data again by going to Resend.**
12. **Send Interview Letter**
13. Click on candidate
14. Enter email ID
15. Click on **“Preview’**
16. Clickon **“Send Email”**

**You can send interview letters to multiple candidates at once.**

* 1. **Search Resume**
* **New Table Open**

To search resumes those uploaded by recruiter for particular position ID in internal database or from external database

**Searching Process Flow- Internal Database Search**

1. **Search by Sub Client -** By Client Name
2. **Search by Job ID –** Click on particular Job ID
3. **Uploaded From –** Select the date of started work

**Searching Process Flow- Interview Wise/Follow-up Wise**

**Date Filter by \_ Select Date range (By clicking on the range of date we easily get status of resume)**

1. By recruiter before taking interview candidate call status date
2. By recruiter after taking interview candidate status date
3. By recruiter & Client wise interview follow-up status date
4. By TL- Taking Interview Wise Status Date

**Searching Process Flow- Location Wise**

1. By Current Location
2. By Preferred Location

**Searching Process Flow-Functional Area**

1. By Functional Area
2. Industry
3. Designation
4. Notice Period

**Searching Process Flow-Educational Details**

**Searching Process Flow- Additional Details**

* 1. **Monthly Wise Resume Target**
* **New Table Open**
1. Click on **“Expand Search”** or select the range of date or click on export download the report
	1. **Joining Offer Target**
* **New Table Open**
1. Click on **“Quarterly Achieve Target”**
2. Click **“Download”** to see position close details
	1. **Business Revenue Target**
* **New Table Open**

**You can give your recruiter quarterly revenue targets.**

* 1. **My KRA**
	2. **Send Message**
	3. **Resumes**

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**Employer Module**

* Go to the chrome and type the Website**-** [**https://www.aimjobtechno.com/**](https://www.aimjobtechno.com/)
	1. **Employer Login**

**Get sub client or employer login credential from recruiter login by adding sub client**

* 1. **EmployerLogin**
1. Go to the Chrome and open **Website-** [**https://www.aimjobtechno.com/**](https://www.aimjobtechno.com/)
2. Select the **“For Employer”** option.
3. Click on the **“Employer Login”** option.

“With the help of **1.15. “My Excel Profiles” Mention in Recruiter Login Dashboard**\_ Employer will check current status or update.”

**“Once the recruiter took the interview and shortlisted the candidate, it reached the sub client login for further action.”**

* 1. **Employer Dashboard- “My Jobs”**
* **New Table Open**

Showing the details of multiple **job posting**

1. Select the**“Job ID”** and click on **“View Details”** one by one
2. Click on updated status, ex- once recruiter save interview it reached to sub client with update head of **“Pending”**
	1. **Employer Dashboard- “Teams”**
* **New Table Open**

To add new team

1. Click on **“Add New”**
2. Fill the details of Team
	1. **Employer Dashboard- “Team Permission”**
* **New Table Open**

To give permission to particular team member as per requirement