

# Jobsbd Employers User Guide

How to manage your Candidate

# How to Manage Candidate

To MANAGE or start hiring process you have login with your Email and set password



[Home](#) [Solution](#) [Services](#)

Find the best talent with  
jobsbd.com

Post your job on Jobsbd for smart candidates

Email:  
ripon

Password:  
.....

[Sign UP](#) [Login](#) [Forgot Password](#)

## SILVER

BDT-7000/-  
FOR 1 YEAR

## SILVER PLUS

BDT-10000/-  
FOR 1 YEAR

## GOLD

BDT-15000/-  
FOR 1 YEAR

## PLATINUM

BDT-20000/-  
FOR 1 YEAR

## TRIAL

FREE  
FOR 7 DAYS

## How to Manage Candidate

Once you have successfully logged in, this screen will appear where you can see **how many ACTIVE JOB you have posted**, **How many candidates VIEWED your job** and **how many APPLIED**

The screenshot displays the Jobsbd.com dashboard. At the top left is the Jobsbd.com logo. Below it is a navigation menu with links: Home, Profile, Post, Manage, Notifications, Services, and Get your free job API. The main content area features three large blue circular statistics: 0 Active Job, 53 Viewed, and 11 Applied. Red arrows from the text box above point to these statistics. To the left of the statistics is a sidebar with a 'Manage Profile' button and a profile completion section showing 'Your Profile is 100% Completed' with a list of fields: Company Name, Contact Person, Designation, Email, Company Address, Contact Mobile, and Business Description, each with a green checkmark. Below the statistics is a section titled 'Latest Active Jobs' with a message: 'You have not posted any jobs yet!'. A large light blue vertical bar is on the right side of the dashboard.

Jobsbd.com

Manage Profile

JOBSBD.COM  
মার মাঝে প্রয়োজন

Home Profile Post Manage Notifications Services Get your free job API

0 Active Job

53 Viewed

11 Applied

Latest Active Jobs

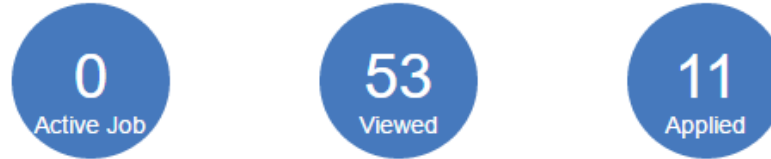
You have not posted any jobs yet!

100% Your Profile is 100 % Completed

- Company Name ✓
- Contact Person ✓
- Contact Person ✓
- Designation ✓
- Email ✓
- Company Address ✓
- Contact Mobile ✓
- Business Description ✓

# How to Manage Candidate

If you want to see **How many candidates VIEWED your job**, then click here



## Dashboard

- OPERATIONS
- [View Company Information](#)
  - [Update Company Information](#)
  - [Upload Company Logo](#)
  - [Change Password](#)
  - [Message Conversation](#)
  - [Notifications](#)
  - [Logout](#)

## Jobseekers Who Viewed Your Posted Jobs

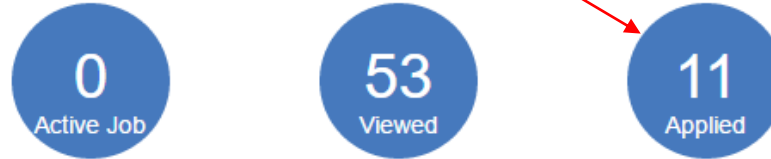
No.	Position Title	Jobseeker	View Time
1	Manager - Sales	Nayma Akter	2015-09-20 12:08:31
2	Manager - Sales	Khairul Kabir	2015-09-20 12:12:35
3	Manager - Sales	Md.Mohshin Alam	2015-09-20 12:15:48
4	Manager - HR & Admin	MOHAMMAD BELLAL HOSSAIN	2015-10-05 12:47:49
5	Manager - HR & Admin	A. K. M. ALI HASSAN	2015-10-05 13:57:16
6	Manager - HR & Admin	A. M. MUSHFIQUL ALAM	2015-10-05 14:06:30
7	Executive	Khairul Islam	2015-10-06 16:11:54
8	Production Manager/Factory Managere	Md. Fazle Goni	2016-01-28 19:13:22
9	Monitoring and Evaluation Coordinator	Abu Hana Khaled Mostofa	2016-10-11 15:46:22
10	Logistic Coordinator, Bangladesh	Merajul Islam	2016-10-11 22:14:52

Go to page: [1](#) [2](#) [Next >](#)

Once you have clicked VIEWED, a new screen will appear with a list

# How to Manage Candidate

If you want to see **How many candidates VIEWED your job**, then click here



Once you have clicked Applied, a new screen will appear with a list

**Dashboard**

OPERATIONS

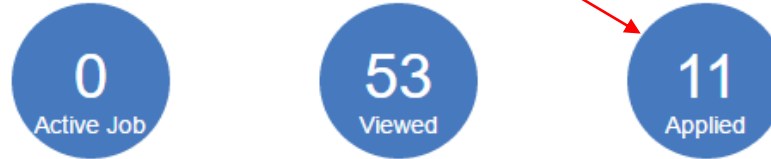
- [View Company Information](#)
- [Update Company Information](#)
- [Upload Company Logo](#)
- [Change Password](#)
- [Message Conversation](#)
- [Notifications](#)
- [Logout](#)

## Applicants Who Applied Against Your Posted Jobs

No.	Position Title	Jobseeker	Date & Time
1	Manager - Sales	Nayma Akter	2015-09-20 12:08:47
2	Manager - Sales	Khairul Kabir	2015-09-20 12:12:41
3	Manager - Sales	Md.Mohshin Alam	2015-09-20 12:15:52
4	Manager - HR & Admin	MOHAMMAD BELLAL HOSSAIN	2015-10-05 12:47:54
5	Manager - HR & Admin	A. K. M. ALI HASSAN	2015-10-05 13:57:36
6	Manager - HR & Admin	A. M. MUSHFIQUL ALAM	2015-10-05 14:06:38
7	Chief Engineer (Mechanical)	md sajid khan	2015-11-05 13:07:46
8	Sr. Executive/ Executive (Accounts & Finance)	Mahbub Alam	2015-11-10 10:57:14
9	Monitoring and Evaluation Coordinator	Abu Hana Khaled Mostofa	2016-10-11 15:46:26
10	Logistic Coordinator, Bangladesh	Merajul Islam	2016-10-11 22:15:02

# How to Manage Candidate

If you want to see **How many candidates VIEWED your job**, then click here



Once you have clicked Applied, a new screen will appear with a list

**Dashboard**

OPERATIONS

- [View Company Information](#)
- [Update Company Information](#)
- [Upload Company Logo](#)
- [Change Password](#)
- [Message Conversation](#)
- [Notifications](#)
- [Logout](#)

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# How to Manage Candidate

If you want to select candidate online, then click on Candidate Selection

If you want to see your Job posting history click here

If you want see your hiring history, click here!

Jobsbd.com (sajibkha17@gmail.com), Logout

The screenshot shows the user dashboard for Jobsbd.com. At the top left is the logo. A navigation bar contains links for Home, Profile, Post, Manage, Notifications, Services, and Get your free job API. The 'Manage' link is highlighted in red. A dropdown menu is open under 'Manage', showing 'Candidate Selection', 'Posting History', and 'Hire History'. To the right of the menu are three circular statistics: '0 Active Job', '53 Viewed', and '11 Applied'. Below these is a section for 'Latest Active Jobs' with a message: 'You have not posted any jobs yet!'. At the bottom left, a 'Your Profile' section shows a 100% completion rate and a list of profile fields: Company Name, Contact Person, Designation, Email, and Company Address, each with a green checkmark.

If you want to start the hiring process please click on Manage from menu bar

# How to Manage Candidate

When you click on Candidate Selection, then a new screen will appear with the list of job you have posted

To start the selection process, you have select one of your posted job and then click on Manage

Jobsbd.com (sajibkha17@gmail.com), Logout



Home Profile Post **Manage** Notifications Services Get your free job API

Dashboard **Candidate Selection** Posting History Hire History

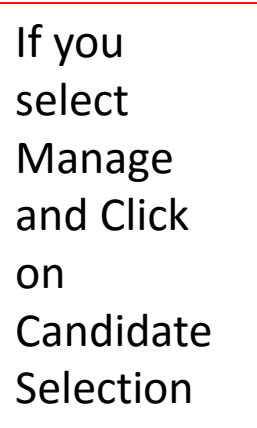
OPERATIONS

- View Company Information
- Update Company Information
- Upload Company Logo
- Change Password
- Message Conversation
- Notifications
- Logout

1-88 of 88 results.

No.	Position Title	Position Level	No Of Vacancy	Deadline	Manage
1	Intern (Sales and Marketing)		4	28 Feb, 2017	Manage
2	Programmer(PHP/Laravel)		1	28 Feb, 2017	Manage
3	Intern (Sales and Marketing)		4	28 Feb, 2017	Manage
4	Deputy Chief of Party/ Nutrition Team Lead	Mid	1	17 Jan, 2017	Manage

If you select Manage and Click on Candidate Selection





# How to Manage Candidate

After clicking on Manage, this new screen will appear with summary of applications

To start the selection process, you need to click on Candidate applied green button

The screenshot displays the 'Manage' page on Jobsbd.com. At the top right, the user is logged in as 'Jobsbd.com (sajibkha17@gmail.com)' with a 'Logout' link. The navigation menu includes 'Home', 'Profile', 'Post', 'Manage', 'Notifications', 'Services', and 'Get your free job API'. The left sidebar contains a 'Dashboard' button and a section for 'OPERATIONS' with buttons for 'View Company Information', 'Update Company Information', 'Upload Company Logo', 'Change Password', 'Message Conversation', 'Notifications', and 'Logout'. The main content area shows a '<< Back to Candidate Selection' link, a 'Summary' heading, and job details for an 'Intern (Sales and Marketing)' position. The job requirements are 'Minimum Experience: year' and 'Salary: Negotiable'. The candidate statistics are as follows:

Candidate Applied:	1	Matching Candidate:	0
Candidate Viewed:	1	Unmatched Candidate:	133620

Red arrows from the text boxes point to the 'Candidate Applied' green button and the 'Summary' heading.

# How to Manage Candidate

From this screen you can start and complete your hiring process through online

At first all candidates are in unprocessed category


You can also view the candidate CV

List of applied candidates

The candidate whom you want to take in the shortlist area, put tick here

After putting tick before candidate name, click on shortlist button

The screenshot shows a dashboard with a navigation menu at the top: Home, Profile, Post, Manage, Notifications, Services, and Get your free job API. On the left, there is a sidebar with a 'Dashboard' button and a section titled 'OPERATIONS' containing buttons for 'View Company Information', 'Update Company Information', 'Upload Company Logo', 'Change Password', 'Message Conversation', 'Notifications', and 'Logout'. The main content area is titled 'Candidate Applied | Unprocessed' and features a row of status buttons: 'Unprocessed' (highlighted in green), 'Sortlisted', 'Written Exam', 'Interview', 'Hired', and 'Rejected'. Below this is a 'Move to' section with a vertical list of status options: 'Unprocessed', 'Sortlisted', 'Written Exam', 'Interview', 'Hired', and 'Rejected'. At the bottom, there is a table of candidates with the following columns: All, First Name, Last Name, Experience, Skill, Education, Grade, Age, Gender, CV, Phone, and Email. The first row of data shows a candidate named Sana Sultan with the following details: International Communication Officer, Graphic Designing, O-Levels, 0.00, 32, female, and a CV link. The 'All' checkbox is checked, and the 'CV' column contains a PDF icon and a link.

All	First Name	Last Name	Experience	Skill	Education	Grade	Age	Gender	CV	Phone	Email
<input checked="" type="checkbox"/>	Sana	Sultan	International Communication Officer	Graphic Designing	O-Levels	0.00	32	female	 <a href="#">PDF</a>	8801625881552	sana_sultan@outlook.co

# How to Manage Candidate

From this screen you can see your selected candidate (s) are now in shortlist area

The candidate whom you call for written exam, put tick here

After putting tick before candidate name, click on Written exam button

The screenshot shows a dashboard with a navigation menu at the top: Home, Profile, Post, Manage, Notifications, Services, and Get your free job API. On the left, there is a sidebar with a 'Dashboard' button and a section titled 'OPERATIONS' containing buttons for 'View Company Information', 'Update Company Information', 'Upload Company Logo', 'Change Password', 'Message Conversation', 'Notifications', and 'Logout'. The main content area is titled 'Candidate Applied | Sortlisted' and includes a '<< Back to Summary' link. Below this is a row of status buttons: 'Unprocessed', 'Sortlisted' (highlighted in green), 'Written Exam', 'Interview', 'Hired', and 'Rejected'. A 'Move to' section contains a vertical list of these status options. At the bottom is a table of candidates with columns for selection, first/last name, experience, skill, education, grade, age, gender, CV, phone, and email. A red box highlights the 'Sortlisted' button, and red arrows point from the text boxes to the 'Sortlisted' button, the 'Written Exam' button, and the 'Sana Sultan' row in the table.

<input type="checkbox"/>	All	First Name	Last Name	Experience	Skill	Education	Grade	Age	Gender	CV	Phone	Email
<input checked="" type="checkbox"/>		Sana	Sultan	International Communication Officer	Graphic Designing	O-Levels	0.00	32	female	PDF	8801625881552	sana_sultan@outlook.co

# How to Manage Candidate

From this screen you can see your selected candidate (s) are now in written exam area

The candidate whom you call for written exam, put tick here

Draft and send written exam invitation here

The candidate who passes the written exam, Select them and click on Interview Button

The screenshot shows a candidate management interface. On the left is a sidebar with navigation options: View Company Information, Update Company Information, Upload Company Logo, Change Password, Message Conversation, Notifications, and Logout. The main area has a status filter bar with buttons for Unprocessed, Sortlisted, Written Exam (highlighted in green), Interview, Hired, and Rejected. Below this is a 'Move to' section with buttons for Unprocessed, Sortlisted, Written Exam, Interview, Hired, and Rejected. A table below lists candidates with columns for selection, First Name, Last Name, Experience, Skill, Education, Grade, Age, Gender, CV, Phone, and Email. The first candidate, Sana Sultan, is selected. Below the table is a rich text editor for drafting an invitation, with the subject 'Invitation For Written Exam' and the body starting with 'Dear Concern,'.

<input type="checkbox"/>	First Name	Last Name	Experience	Skill	Education	Grade	Age	Gender	CV	Phone	Email
<input checked="" type="checkbox"/>	Sana	Sultan	International Communication Officer	Graphic Designing	O-Levels	0.00	32	female	PDF	8801625881552	sana_sultan@outlook.co

# How to Manage Candidate

From this screen you can see your selected candidate (s) are now in Interview area

The candidate whom you call for written exam, put tick here

Draft and send Interview invitation here

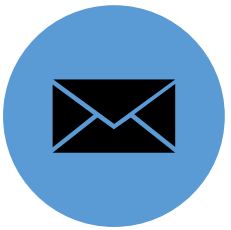
The candidate who passes the Interview, Select them and click on Hired or Reject Button

The screenshot shows a web application interface for managing candidates. On the left is a sidebar with 'OPERATIONS' and buttons for 'View Company Information', 'Update Company Information', 'Upload Company Logo', 'Change Password', 'Message Conversation', 'Notifications', and 'Logout'. The main area is titled 'Candidate Applied | Interview' and features a navigation bar with buttons for 'Unprocessed', 'Sortlisted', 'Written Exam', 'Interview' (highlighted in green), 'Hired', and 'Rejected'. Below this is a 'Move to' section with a list of status options: Unprocessed, Sortlisted, Written Exam, Interview, Hired, and Rejected. A table below lists candidate details, with the first row selected. The table has columns for checkboxes, First Name, Last Name, Experience, Skill, Education, Grade, Age, Gender, CV, Phone, and Email. The first row shows a candidate named Sana Sultan with experience in International Communication Officer, skill in Graphic Designing, and education of O-Levels. Below the table is a rich text editor for drafting an interview invitation, with the subject 'Invitation for Interview' and a toolbar containing various editing and formatting options.

<input type="checkbox"/>	All	First Name	Last Name	Experience	Skill	Education	Grade	Age	Gender	CV	Phone	Email
<input checked="" type="checkbox"/>		Sana	Sultan	International Communication Officer	Graphic Designing	O-Levels	0.00	32	female	<a href="#">PDF</a>	8801625881552	sana_sultan@outlook.co

**Call / Email /  
Meet us**

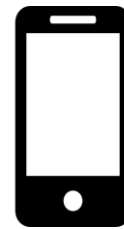
**Let's Talk**



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