

Jobsbd Employers User Guide

How to Post your Job

How to post Job

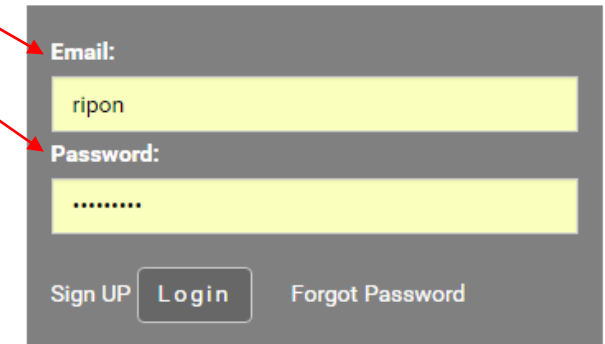
To POST Job you have login with your Email and set password



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Find the best talent with
jobsbd.com

Post your job on Jobsbd for smart candidates



The login form is a dark grey rectangular box. It contains two input fields: "Email:" with the text "ripon" and "Password:" with a masked password ".....". Below the fields are three buttons: "Sign UP", "Login", and "Forgot Password". Two red arrows originate from the text box above, pointing to the "Email:" label and the "Password:" label.

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 post Job

To post a job please Select **POST** from menu bar and click **POST JOB**

The screenshot shows a user profile page with a navigation menu at the top. The 'Post' menu item is highlighted in red, and a dropdown menu is open showing 'Post Job' in red and 'Edit Job' in blue. Red arrows point from the text box above to the 'Post' menu item and then to the 'Post Job' option. Below the navigation menu, there are three circular statistics: '0 Active Job', '0 Viewed', and '0 Applied'. A section titled 'Latest Active Jobs' contains a message: 'You have not posted any jobs yet!'. At the bottom left, there is a 'Your Profile' section showing a 90% completion progress bar and a list of profile fields with their completion status.

Field	Status
Company Name	✓
Contact Person	✓
Contact Person	✓
Designation	✓
Email	✓
Company Address	✓
Contact Mobile	+10%
Business Description	✓

How to post Job

Once you have clicked on Post Job, this screen will appear to issue job

To post job you have to select job category from **MY ACTIVE SERVICES**

Please select click on **Action Button** after selecting

ANTT (alauddin@jobsbd.com), Logout



Home Profile Post Manage Notifications Services Get your free job API

Dashboard

OPERATIONS

View Company Information

Update Company Information

Upload Company Logo

Change Password

Message Conversation

Notifications

My Services

Order History

My Active Services

Used Services

Id	Name	Quantity	Day Left	Activation	Action
Package Name = Platinum					
1211	General Jobs	Unlimited	297	Active	Action
1211	Hot Jobs Posting	Unlimited	297	Active	Action

How to post Job

To Post a job, every employer has to complete 3 simple easy steps

Dashboard

Post A New Job in 3 Easy Steps

OPERATIONS

View Company Information

Update Company Information

Upload Company Logo

Change Password

Message Conversation

Notifications

Logout

1. Provide Job Description

2. Pick The Right Candidate

3. Publish

Fields with * are required.

Job Posting Type

Hot Job

Position Title *

Job Category *

Position Level *

Employment Type *

No Of Vacancy

Salary

Other Benefits

Full Time Part Time Contractual

0 - 0 Negotiable

Source

Styles

Format

Previous Next

In this screen you have to provide authentic Job Description to the required fields

After completing all valid information, please click on **NEXT**

How to post Job

To pick right candidate for your job please provide some more information here

OPERATIONS

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

1. Provide Job Description 2. Pick The Right Candidate 3. Publish

Responsibility

Source ✂ 📄 📁 📁 📁 ⬅ ➡

B *I* **S** I ☰ ☷ ☶ ☵ ☹ Styles Format

Age *

0 - 0 Not Applicable

Gender *

Male Only Female Only Both

Photo Requirement

Photo Required

Education Requirement

Source ✂ 📄 📁 📁 📁 ⬅ ➡

B *I* **S** I ☰ ☷ ☶ ☵ ☹ Styles Format

In this screen you have to provide authenticate Job Description to the required fields

How to post Job

To pick right candidate for your job please provide some more information here

The screenshot shows a job posting form with the following sections:

- Experience Requirement:** A range selector with '0' on both ends and a 'Not Required' checkbox.
- Additional Requirement:** A rich text editor with a toolbar containing icons for source, copy, paste, undo, redo, bold, italic, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, and quote. It also has 'Styles' and 'Format' dropdown menus.
- Preferred Location:** A section with dropdown menus for 'Country' (set to 'Please Select'), 'Division' (set to 'Dhaka'), and 'District' (set to 'Dhaka').
- Address:** Another rich text editor with the same toolbar as the 'Additional Requirement' section.
- Navigation:** Two blue buttons labeled 'Previous' and 'Next' at the bottom right.

Red arrows point from the text boxes to the form fields: three arrows point to the 'Experience Requirement' range and 'Not Required' checkbox; four arrows point to the 'Country', 'Division', 'District', and 'Address' fields; one arrow points to the 'Next' button; and another arrow points to the 'Previous' button.

In this screen you have to provide authentic Job Description to the required fields

Once you have input all information to pick right candidate, Please click on **NEXT**

If you need to change anything in the first part then Please click on **Previous**

How to post Job

The part is the information area to publish the job online

Here you select the option to inform applicant, how to apply the job

Selecting this information to let the candidate know about your company or not

Now put the Job publishing date and deadline

Click here to publish

OPERATIONS

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

1. Provide Job Description 2. Pick The Right Candidate 3. Publish

Apply Options

Apply Online Apply By Email Apply By Hardcopy

Company Information

Hide Company Name Hide Company Address

Company Description

Job Publish Date
2017-03-08

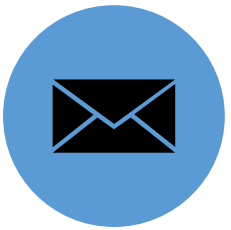
Job Deadline
2017-04-08

[Post & Published Job](#) [Preview](#)

[Previous](#) [Next](#)

**Call / Email /
Meet us**

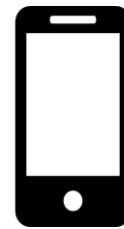
Let's Talk



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