USER MANUAL FOR NSDC JobX (Mauritius Employers Onboarding)

Version 1.1

Disclaimer: Please note that the information provided in this user manual is for informational purposes only. The processes described herein are subject to change without prior notice, as part of continuous development program to enhance application's features and functionality.

Table of Contents

1.0 Introduction

This user manual has been designed to provide information on how employers can use NSDC JobX for:

1. International Employer Onboarding
2. Login
3. Manage Jobs
4. Manage Applications
5. Update Profile

Please go through the manual thoroughly to avoid any issues.

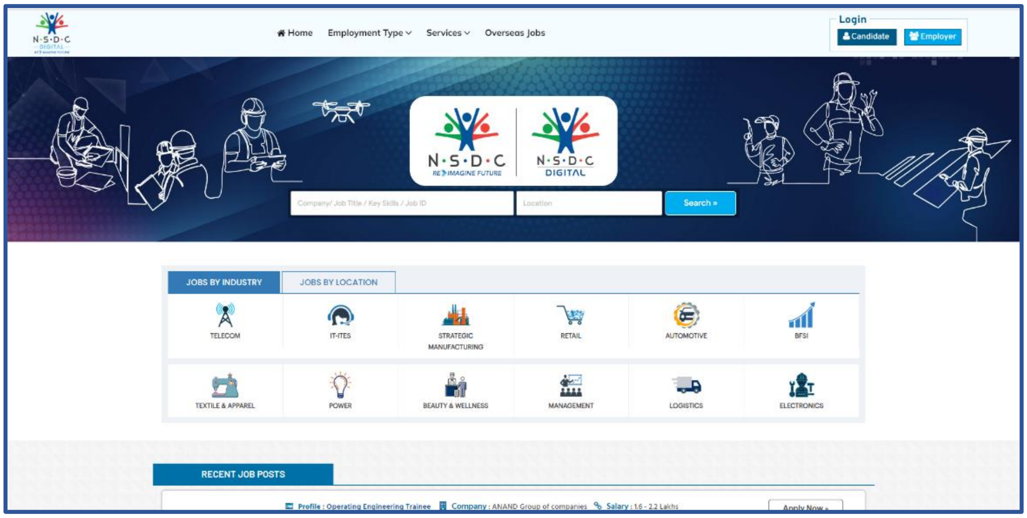
2.0 Mauritius Employer Onboarding

Short Description: This process flow is aimed at international employers.

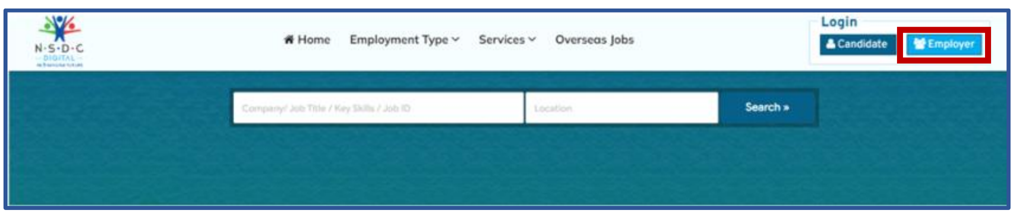
Context: This feature will help international employers to register on the NSDC JobX platform.

2.1 Registration

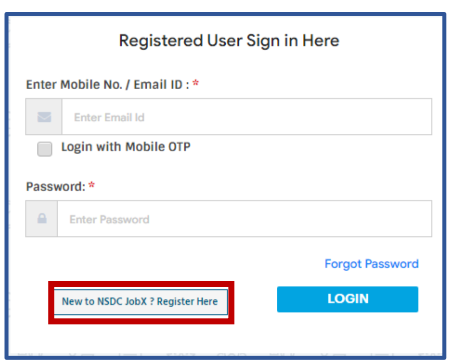
Step 1: Please visit URL [www.nsdcjobx.com.](http://www.nsdcjobx.com)



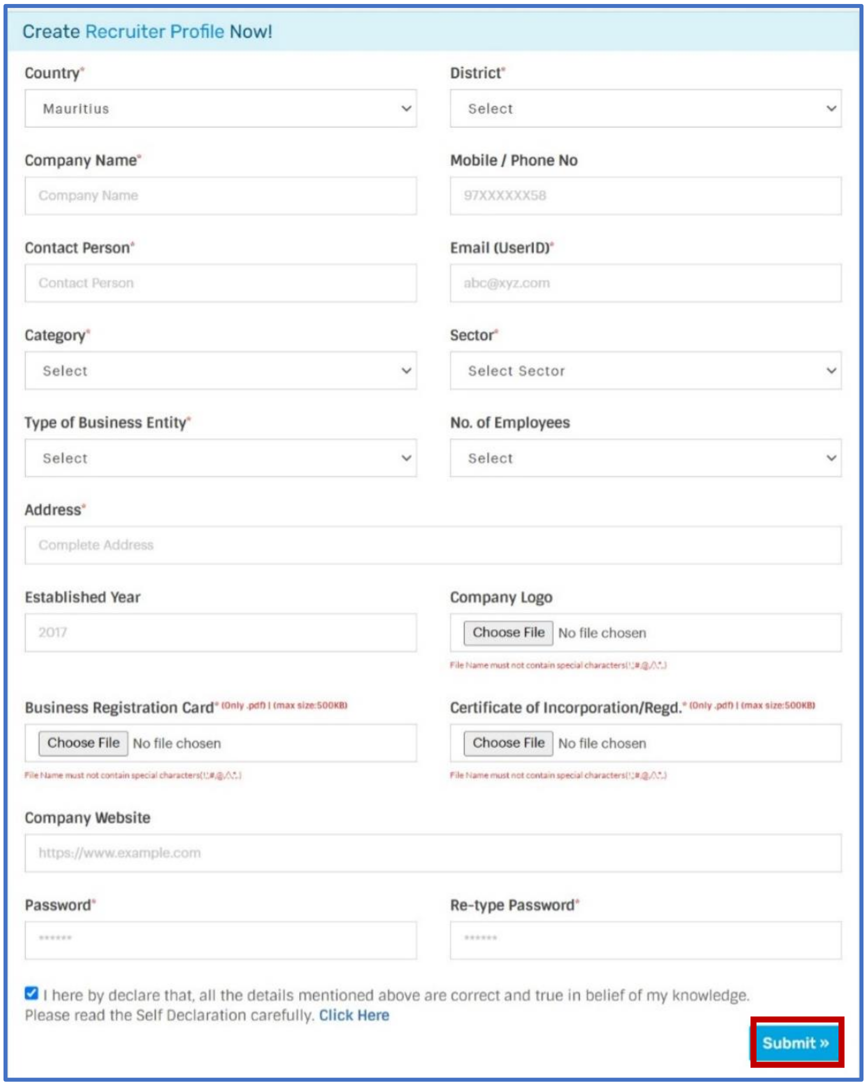
Step 2: On the top hand right corner of the screen there is Login section click on **Employer** button as highlighted in the image below.



Step 3: Click on **New to NSDC JobX? Register Here** button as highlighted below.



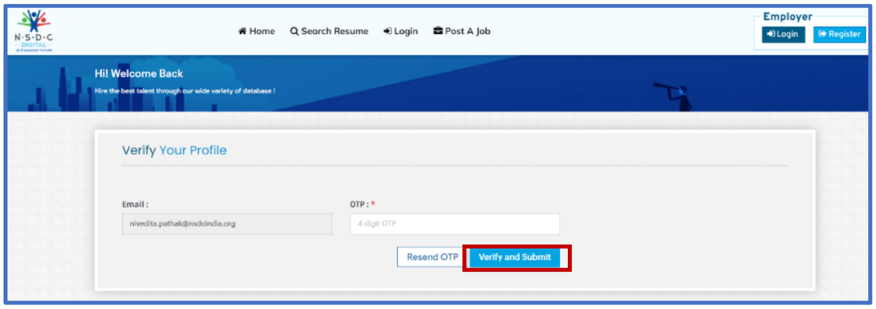
Step 4: In the next screen fill in all the **required details** starting from choosing your country as Mauritius in the form and click on the **Submit** button at the end of the form.



Note:

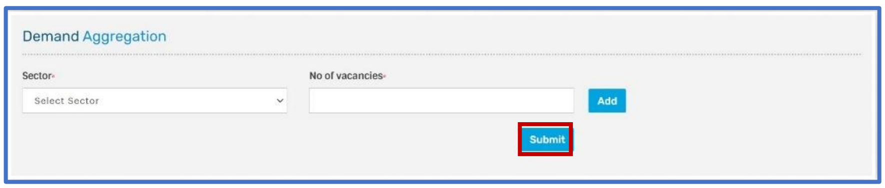
- Please mention the district where your company is registered.
- Upload your company logo for better visibility.
- Uploading **Business Registration Card** and **Certificate of Incorporation** are mandatory.
- The phone number should be within 7 to 8 characters.

Step 5: Once you click on **Submit**, you will receive an OTP on the email id entered by you in the registration form. Enter the **OTP** and click on **Verify and Submit** to verify your email address.



Please Note: If you do not receive the OTP, wait for few minutes before clicking on **Resend OTP.**

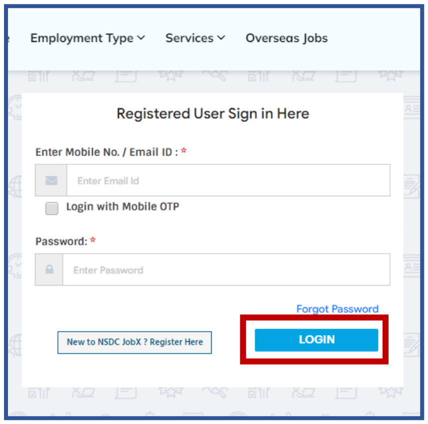
Step 7: Enter your job demands in this screen according to the sector and enter the no. of vacancies for each sector.



Please Note: You can enter job demands for up to 5 sectors.

3.0 Login

Step 1: After successful registration, go to **Login Page** and enter all the required details and click on **Login** button.



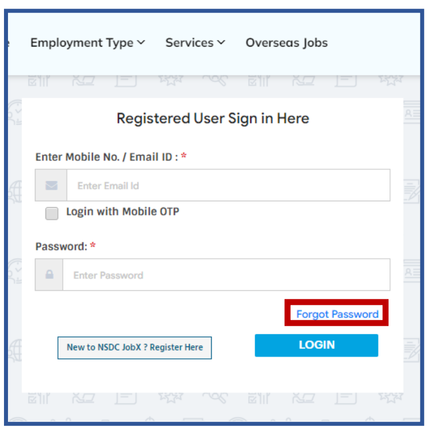
Step 2: Once you click on **Login**, on the landing page you will see these options in the top menu.

3.1 Forgot Password

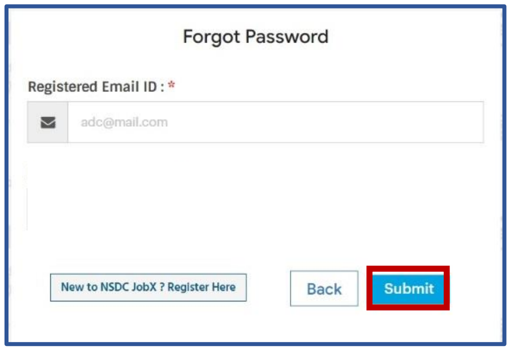
Short Description: This feature would be used if the registered employer has forgotten their password.

Context: In case the employer has forgotten their password they can reset their password using this feature.

Step 1: If you are unable to login through the login credentials or you have forgotten the password then click on **Forgot Password** as highlighted in the image below.



Step 2: This will take you to the following screen.



Step 3: Enter your **Registered Email Id** in the respective field and click on **Submit**.

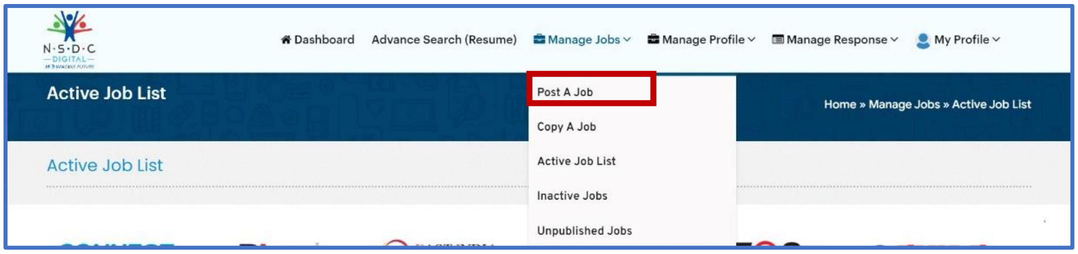
Step 4: The new password would be sent on the registered email id which can be used to login.

Note: You can change your password after logging into your account if required.

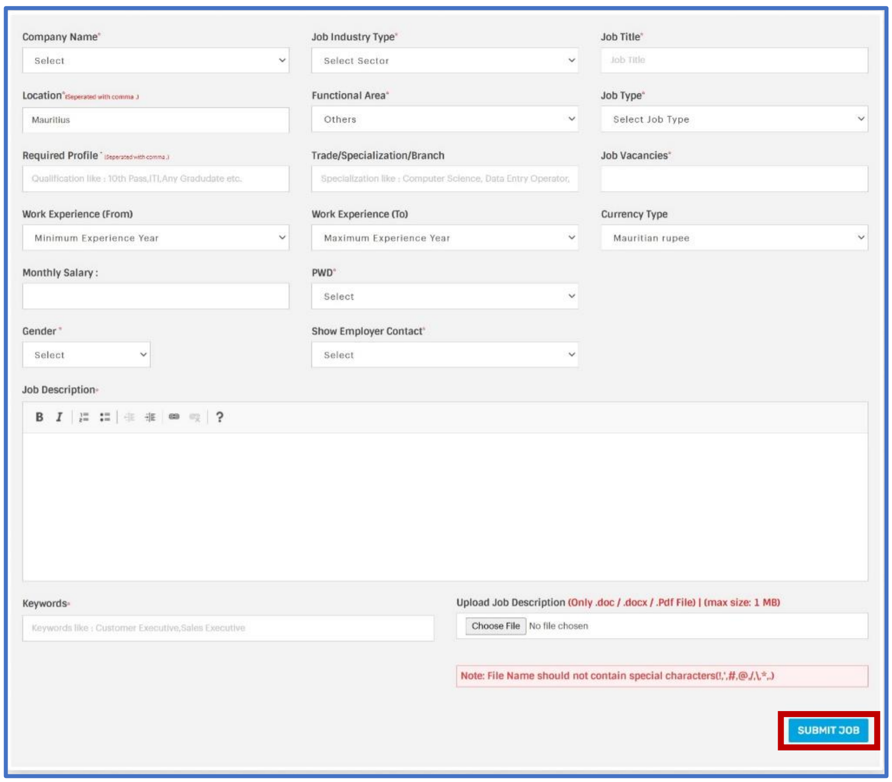
4.0 Manage Jobs

4.1 Post A Job

Step 1: Under **Manage Jobs** click on **Post A Job.**



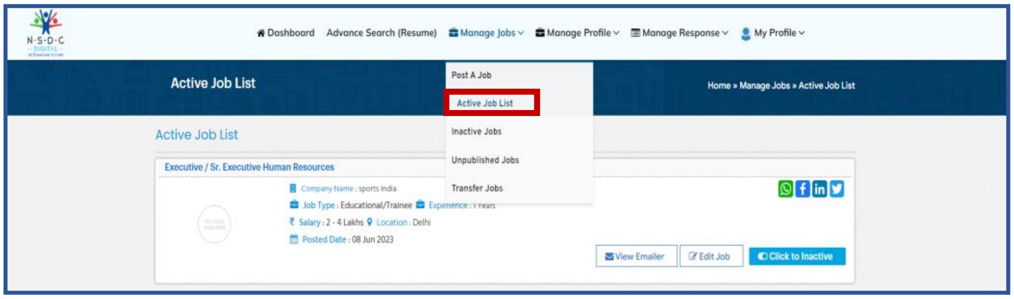
Step 2: Fill in all the required details and click on **Submit Job** button.



Note: Once a job is submitted you will have to wait for the admin's approval for the job to be published/active.

4.2 Active Jobs

Step 1: To check the list of active jobs on your profile click on the **Active Jobs** Button under **Manage Jobs.**

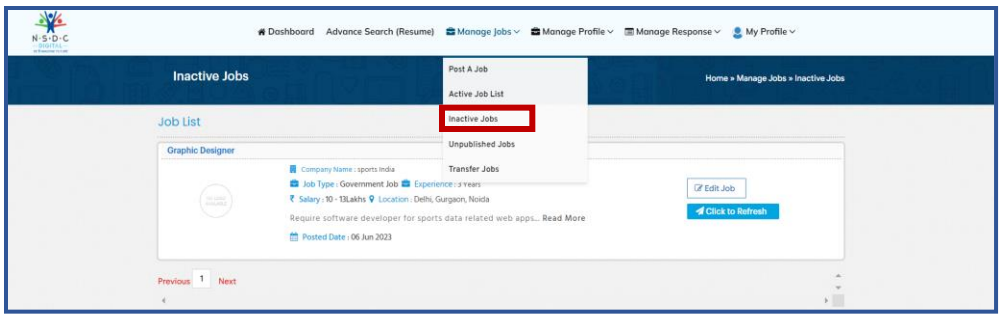


Step 2: To edit a job click on the **Edit Job** button and make the edits before clicking on the **Submit** button.

Step 3: If you wish to deactivate a particular job posting just click on the **Click to Inactive** button.

4.3 Inactive Jobs

Step 1: Click on **Inactive Jobs** as highlighted in the image below.



Step 2: Edit the Job if required by clicking on the **Edit Job** button.

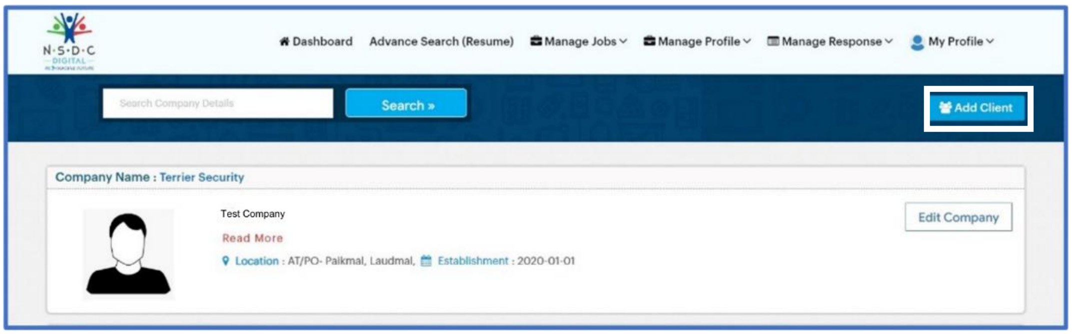
Step 3: If you wish to reactivate the job click on the **Click to Refresh** button.

4.4 Add Company Details

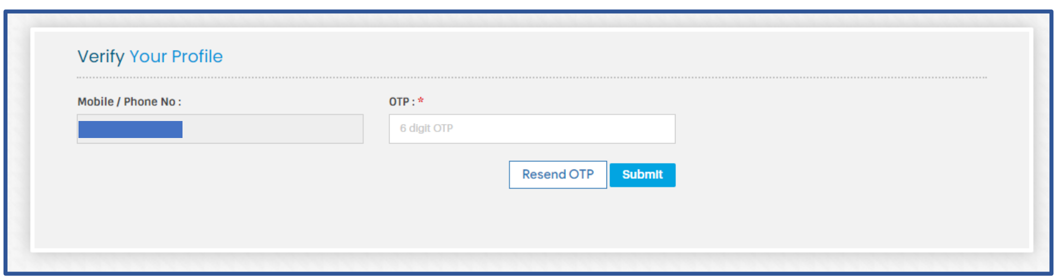
Short Description: This feature is used to add any new clients.

Context: If the recruiters need to add new clients or companies to their portfolio then they would need to use this feature.

Step 1: Under **Manage Profile** click on **Manage Company** and then click on **Add Client** as highlighted in the image below.

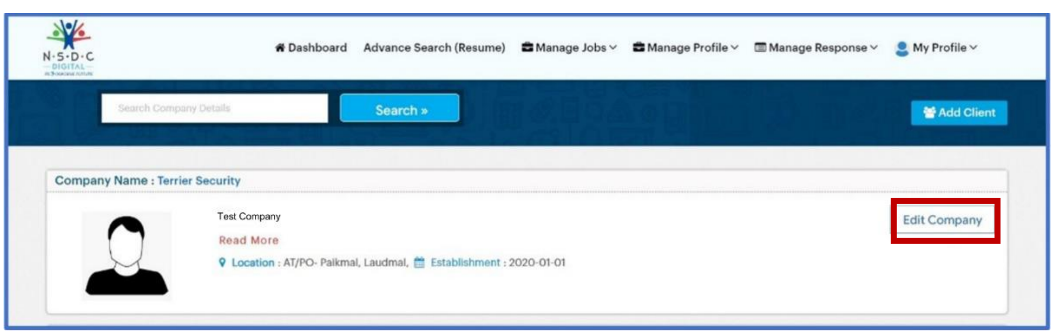


Step 2: After adding client details employer needs to follow a **mobile number verification** as shown in the image below.



Note: Employer will not be able to post job on behalf of client without mobile number verification.

Step 3: To edit the client/company details click on the **Edit Company** button.



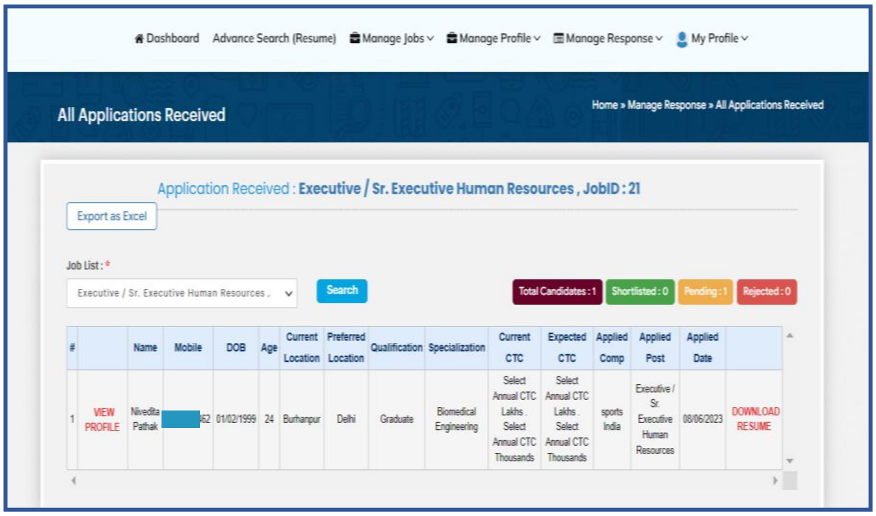
5.0 Manage Applications

Short Description: This feature allows you to manage all the received candidate applications.

Context: This feature can be used to manage all the applications received for all the jobs posted on the portal.

5.1 All Applications Received

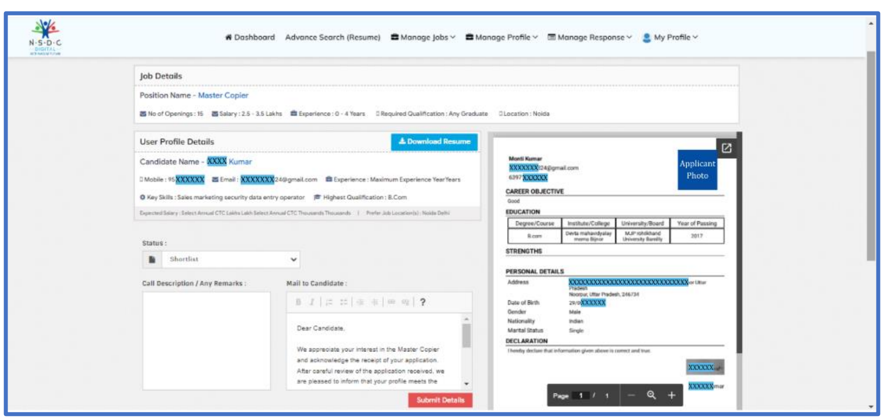
Step 1: Click on **Manage Response** and click on **All Applications Received** button to go to the following screen.



Step 2: Click on the **View Profile** button to check the profile of applicants.

Step 3: Click on **Download Resume** to download the resumes of the applicants.

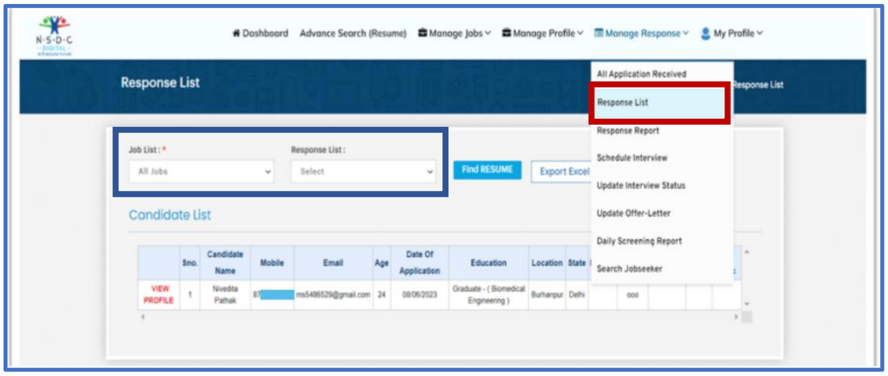
Step 4: You will be taken to the **Candidate Profile** screen as shown in the image below.



Step 5: After checking the complete profile you can click on **Download Resume** to download the candidates' resume.

5.2 Response List

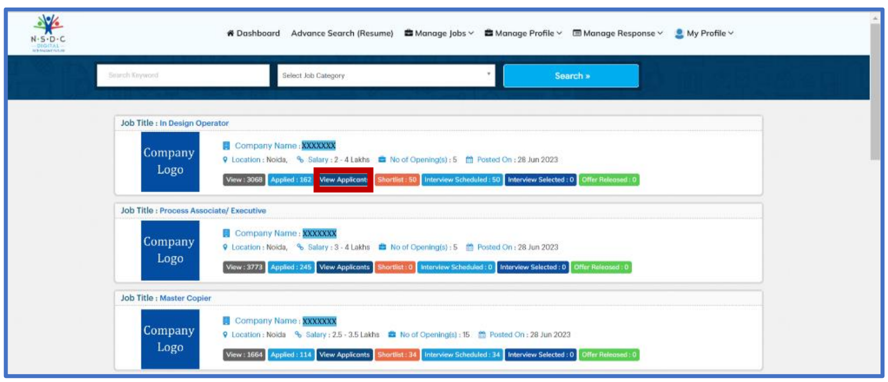
Step 1: Click on **Response List** under **Manage Response**.



Step 2: You can use the filters highlighted in blue in the above image to filter out the exact job responses.

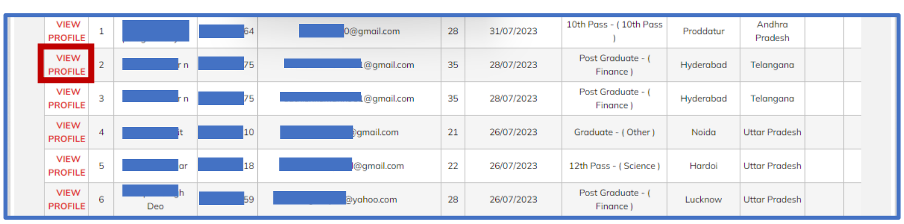
5.3 Shortlisting

Step 1: Once you login into your employer account's dashboard as shown below.

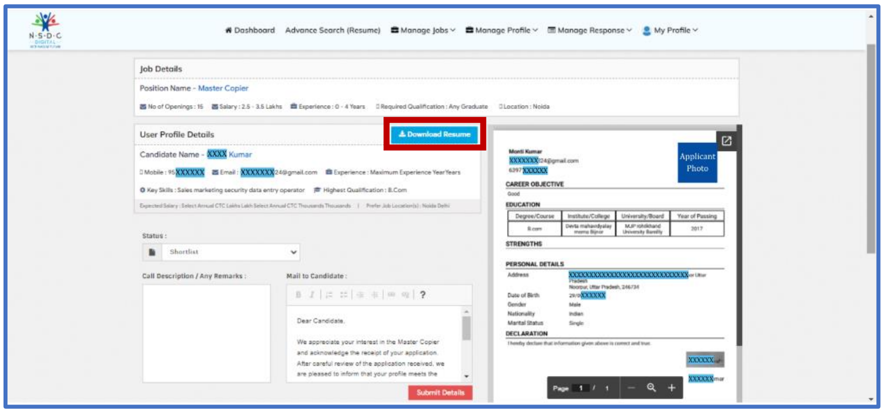


Step 2: Click on **View Applications** button to see the full list of applicants.

Step 3: On the Response List screen, click on the **respective View Profile** button to see the profile of any candidate as highlighted in the image below.



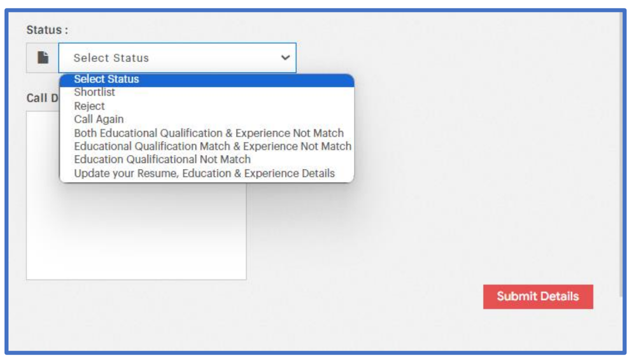
Step 4: In the profile details screen, you can see all the details of the candidate.



Step 5: To Download the resume click on the **Download Resume** button.

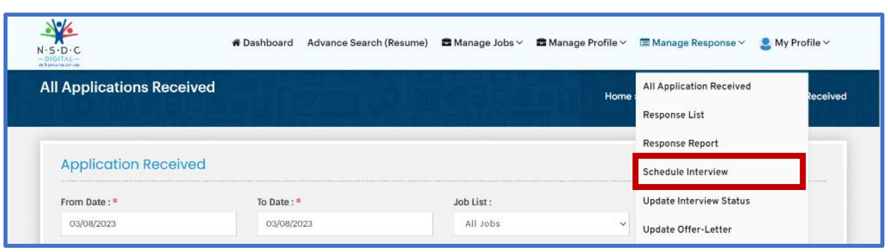
Step 6: To check the resume without downloading click on the **maximize button** as highlighted in the image below.

Step 7: Once you have checked the candidate's profile thoroughly, you can mark them as shortlisted by clicking on **Select Status** dropdown, selecting **Shortlist** and then clicking on **Submit Details** button.

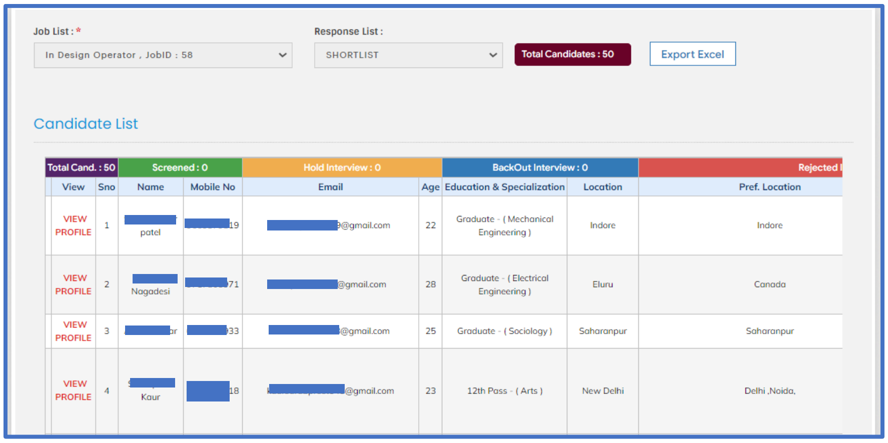


5.4 Scheduling Interviews

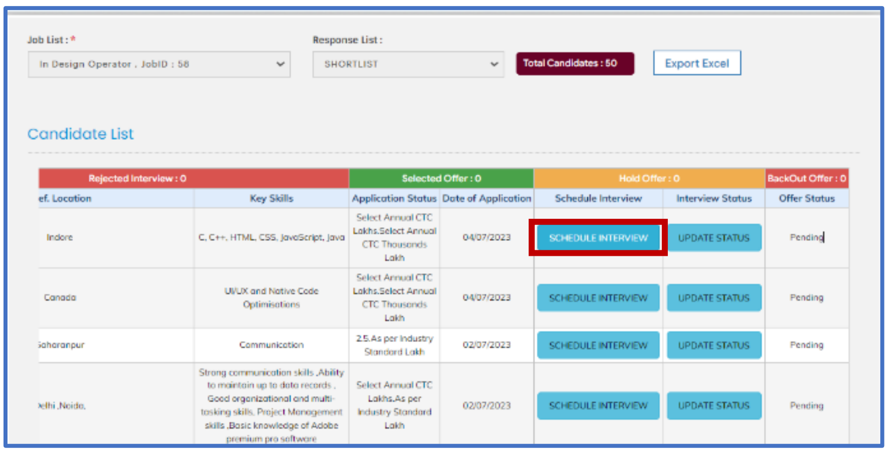
Step 1: Click on **Manage Response** dropdown from the header menu and click on **Schedule Interview** as highlighted in the image below.



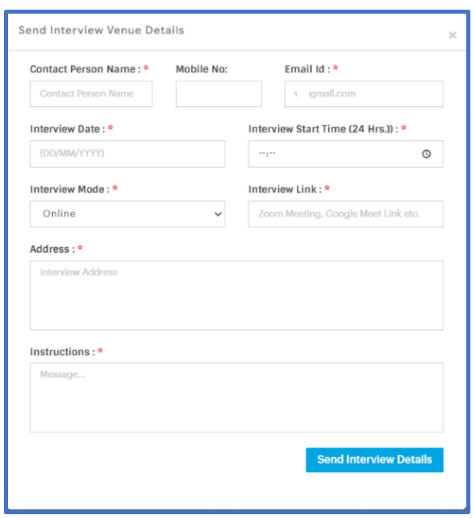
Step 2: In this screen search for the particular job opportunity by selecting it on the Job List dropdown and in the Response List filter select Shortlist to see the shortlisted candidates.



Step 3: Once you have finalized the candidate, scroll right, and click on the Schedule Interview button.

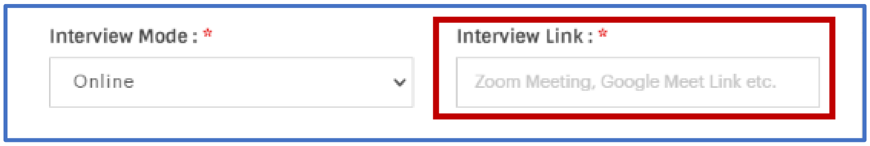


Step 4: This form will come up for scheduling interviews.

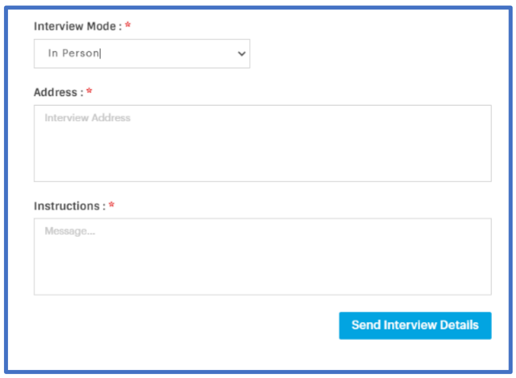


Step 5: There are two options for interview mode as **Online** and **In Person**.

Step 6: If you select Online, you will have to fill an interview link in the **Interview Link** field as highlighted in the image below.



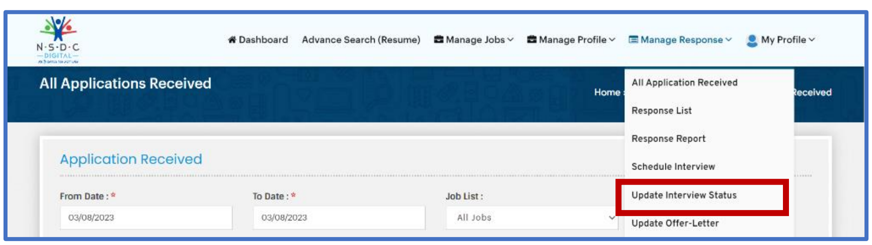
Step 7: If you select In Person, mention interview Venue Address.



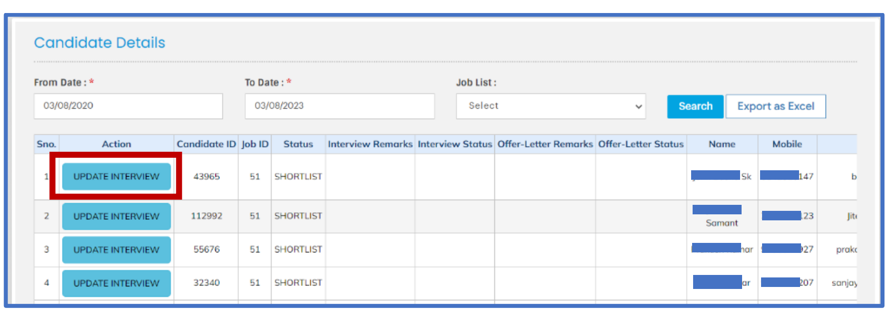
Step 8: Once you have finished filling out the form, click on Send Interview Details and a mail will be sent to the candidate.

5.5 Interview Status

Step 1: Click on **Manage Response** dropdown from the header menu and click on **Update Interview Status** as highlighted in the image below.



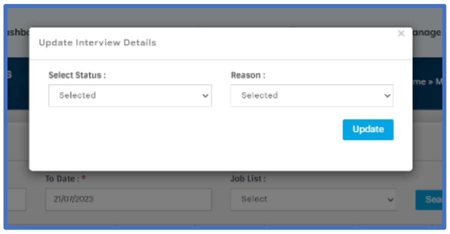
Step 2: This will take you to the Candidate list who have been interviewed.



Step 3: Click on **Update Interview** button as highlighted in the image above.

5.5.1 Candidate Selected

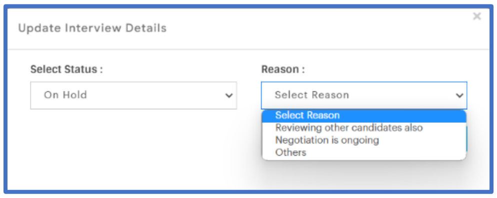
Step 1: Click on the Select Status drop-down and click on Selected and click on Update.



Note: The Reason will automatically be set to selected.

5.5.2 Candidate On-Hold

Step 1: Click on the Select Status drop-down and click on **On-Hold**.

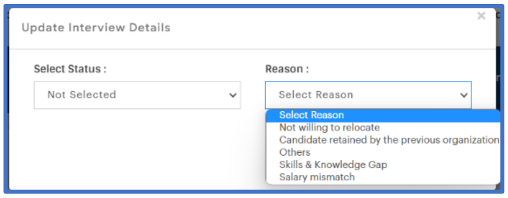


Step 2: Select the most appropriate reason and click on **Update**.

Note: If you don't find the appropriate reason in the list then select **Others** and click on Update.

5.5.3 Candidate Not Selected

Step 1: Click on the Select Status drop-down and click on **Not Selected**.



Step 2: Select the most appropriate reason and click on **Update**.

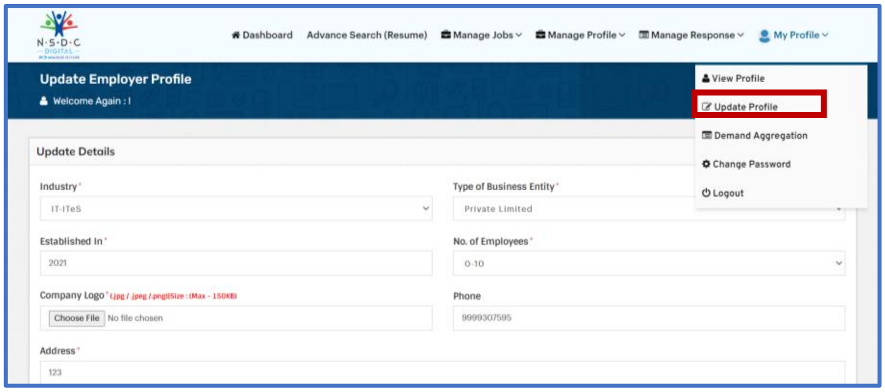
Note: If you don't find the appropriate reason in the list then select **Others** and click on Update.

6.0 Update Profile

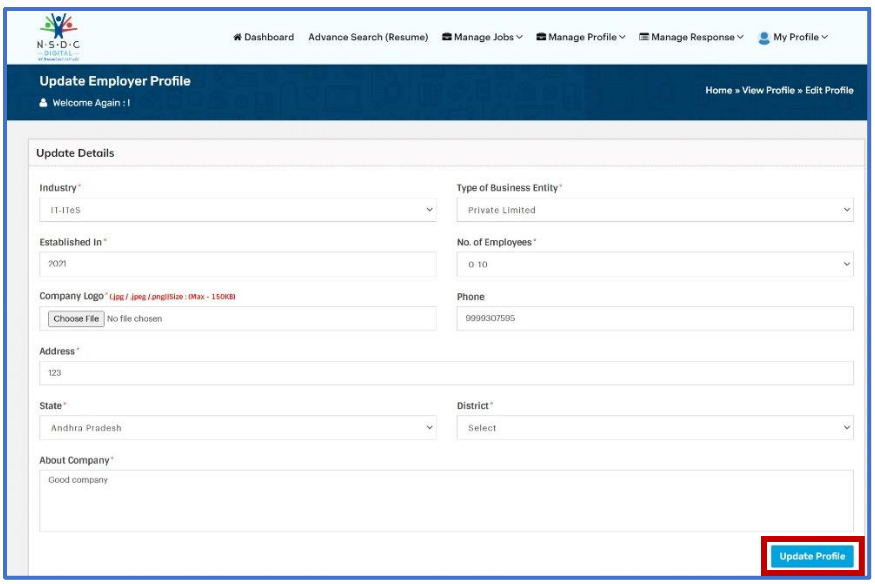
Short Description: This feature helps you manage the employer's profile.

Context: Use this feature to manage your employer profile on NSDC JobX.

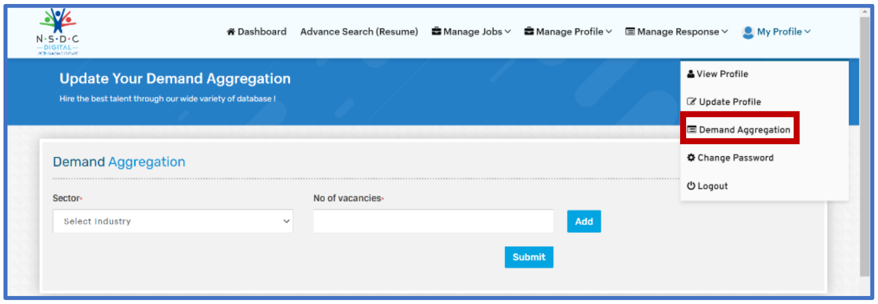
Step 1: Click on My Profile in the top menu and click on **Update Profile** to make the required changes.



Step 2: Make all the changes required and click on **Update Profile.**

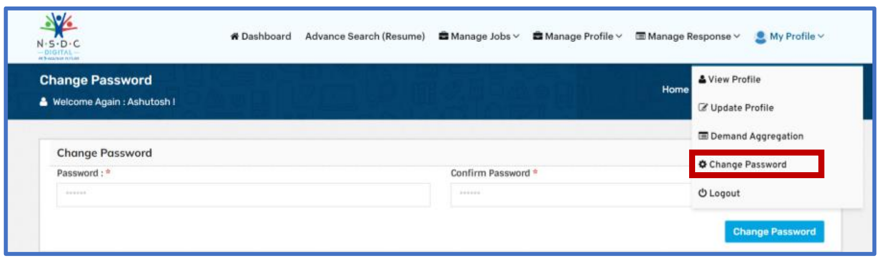


Step 3: If your Job demands change and need to be updated, then click on Demand Aggregation as highlighted in the image below.

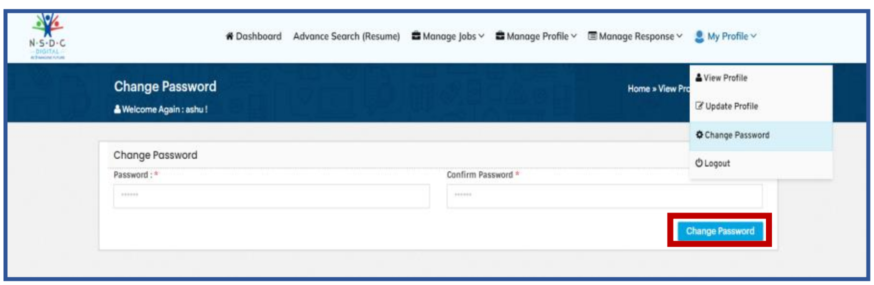


Step 4: Make the required changes and click on **Submit**.

Step 3: To change your password click on the **Change Password** button.



Step 4: Enter the required password and click on **Change Password.**



Thank You

For any queries regarding **NSDC JobX**

Please Contact: **1800 123 9626 | +91 8800055555**

or write to us at **contact@nsdcjobx.com**