



EMPLOYERS GUIDE



JOBS VI BHAGA



Hi readers, we're happy that you are reading this book.

*This book is written for **Jobs Vibhaga** users, the title of the book is '**Employers Guide to Jobs Vibhaga**', and the title itself says that it is a guide/manual book of Jobs Vibhaga. This book is very useful for 'Employers' or recruiters who registered/subscribed on Jobs Vibhaga to access the employer services. The screenshots/images which are included in this book are only for example purpose, in case if anyone feels that their organization/company name is used in the example listings on screenshots and you don't want to include them on our books or help portals, please inform through email or telecommunication. Where our email id is 'info@vibhaga.com', 'complaints@vibhaga.com' and our telephone number is +91 9700704595. Readers, if you find any grammatical/spelling mistakes please ignore, as I am not that professional in content writing, I tried my best to prepare this book, still if you unable to understand any of the information, please contact me at the provided email. As I'm sure that, most of the people don't need this book, because our job portal is too simple to use, anyhow it is best to keep this manual aside. And readers, this is just a manual/guide for informational purpose, and this is not launched through any publications or licensed. As per my knowledge, no need for any licenses to release/giving it to our users, in case if you feel that we should have any license in distributing this, please let us know.*

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Ok readers, all the best and hope you will find this manual/guide useful;

- Umesh Yellaboina.



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1. How to register on Jobs Vibhaga as an Employer? How to buy an employer Package?

To register on Jobs Vibhaga as an employer, Follow the below steps:

- First open the website and login to it if you are already registered, otherwise follow the below steps to register.
- Open the website and drag the mouse pointer to the 'Sign Up' on the menu bar and click on it to open the register webpage or form.

Register

Use a social account for faster login or easy registration.

Log In with Facebook Log In with Google

FIRST NAME

LAST NAME

EMAIL ADDRESS *

PASSWORD *

REGISTER

- Fill the following fields:

First Name

Last Name

Email ID

Password

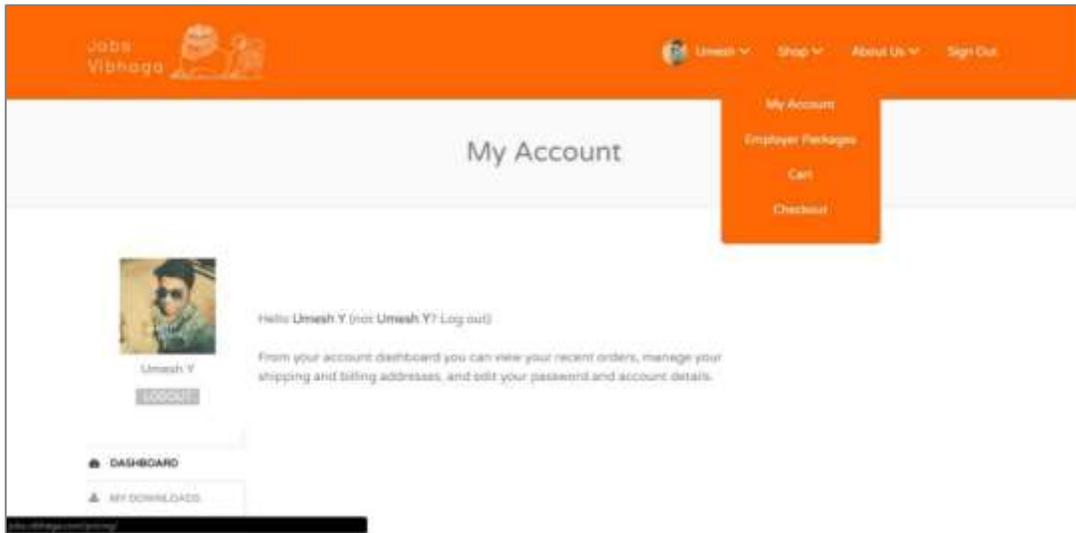
Fill the details in the provided fields, it is as simple as creating an account on social networking websites (i.e. Facebook, Twitter, etc.)

- After filling the above details, just hit the '**Register**' button, then an account will be created for you with the details which you provided. Immediately the webpage is redirected to '**My Account**' webpage, there you can find a dashboard to organize your account. Next time when you want to login to the website then we can use the Email ID and Password to login.
- Currently you are now a registered user as everyone in 'Candidate' role, to register as 'Employer', drag the mouse pointer to the 'Shop' menu-item on the menu bar, there you will

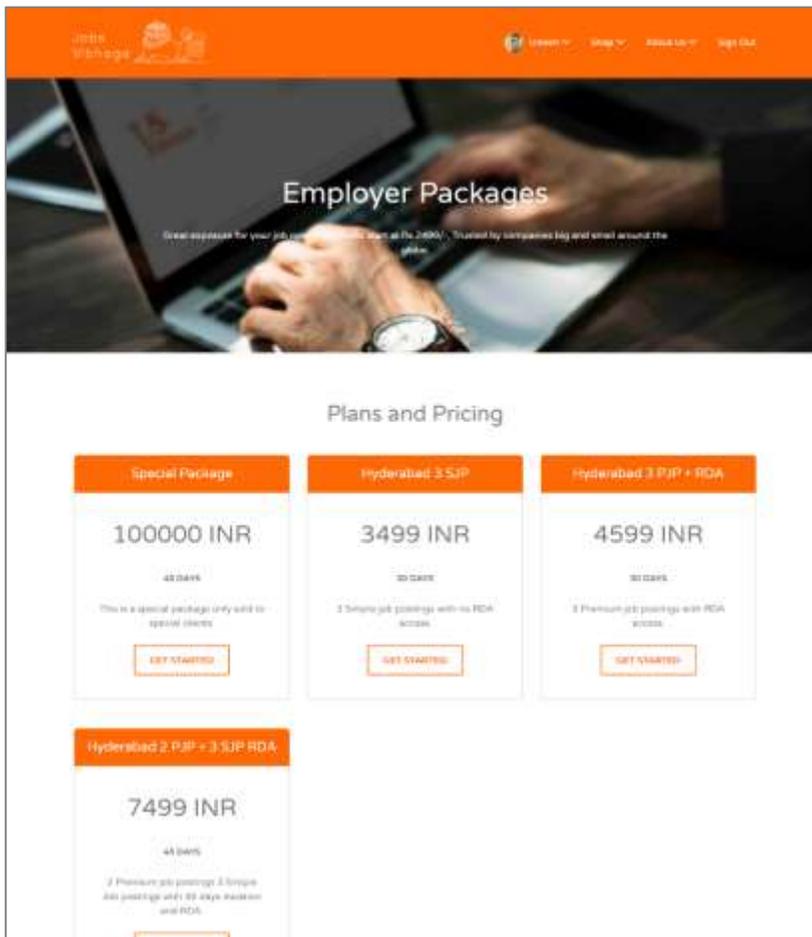


find the 'Employer Packages' sub-menu item, click on it to open the page which shows multiple employer packages.

Screenshot: My Account – Webpage. [Sample/Example listings]



Screenshot: Employer Packages – Webpage. (Note: The below are dummy packages).





- Choose any of the package in the list provided according to your requirement. Before choosing any package, first you should know about to some elements and their abbreviations.

SJP – ‘Simple Job Posting’

PJP – ‘Premium Job Posting’

RDA – ‘Resume Database Access’

Complete information about the individual job packages are provided in other chapter/sections of the guide.

- After choosing your required employer package, click on the button ‘Get Started’, immediately the webpage is redirected to registration page.

Screenshot: Employer Packages checkout web page.

Upgrade or Renew Your Subscription

If you upgrade or downgrade your account, the new subscription will be prorated up to 3449.26 INR for the first payment. Prorated prices are shown below.

Choose your subscription level

SPECIAL PACKAGE - 100000 INR - 45 DAYS
THIS IS A SPECIAL PACKAGE ONLY SOLD TO SPECIAL CLIENTS.

HYDERABAD 3 SJP - 3499 INR - 30 DAYS
3 SIMPLE JOB POSTINGS WITH NO RDA ACCESS.

HYDERABAD 3 PJP + RDA - 4599 INR - 30 DAYS
3 PREMIUM JOB POSTINGS WITH RDA ACCESS.

HYDERABAD 2 PJP + 3 SJP RDA - 7499 INR - 45 DAYS
2 PREMIUM JOB POSTINGS 3 SIMPLE JOB POSTINGS WITH 45 DAYS DURATION AND RDA.

SUBSCRIPTION	AMOUNT
Hyderabad 3 SJP	3499 INR
TOTAL TODAY	3499 INR

Choose Your Payment Method

MANUAL PAYMENT PAYPAL

I'm not a robot 



- Once again verify the details whether your required package is selected or not as shown in the above screenshot. If incorrect or want to change the package, select it here through clicking on it.
- Choose the payment method, 'Manual Payment' or 'Paypal'.
- Click on the Google Recaptcha's square to prove you are not a robot/bot.
- After Recaptcha verification, click on the button 'Register'.
- If you choose the 'Manual' payment method, the page is redirected to the '**My account**' webpage, if you choose 'Paypal', then the page is redirected to the Paypal's payments page asking for payment details. Here you can use Credit/Debit cards, or online banking, or Paypal account to pay the payment. After this payment process, you will be redirected to the '**My accounts**' page.
- For the payments done through '**Manual**' option, their employer packages will be activated directly by the Jobs Vibhaga's sales executive or related staff member after your payments done through offline method.
- For the users who done their payment through online Paypal procedure, their employer package will be activated automatically and redirected to '**My Account**' page.
- After their activations of their employer packages, your account's role will be changed to 'Employer' role. Now you will be able to access the features provided for employers.
- A confirmation mail will be sent to your email ID provided while registration process.



2. How to post a job listing on Jobs Vibhaga?

Follow the below step-by-step procedure to create/post a job listing on Jobs Vibhaga.

- To post a job listing on 'Jobs Vibhaga', open the website and login to it.
- Drag the mouse to your username on the menu bar, a submenu is provided showing 'Post a Job' submenu item. Just click on it.
- After clicking on 'Post a Job', you are immediately redirected to the webpage showing a job listing form as shown in the below screen shot.

Screenshot: Post a Job – Web page.

The screenshot shows a web form for posting a job. The form is divided into several sections, each with a title and a set of input fields. The sections include: 'Job Details' (Job Title, Job Description, Job Type, Job Location, Job Category, Job Status, Job Salary, Job Experience, Job Education, Job Skills), 'Company Details' (Company Name, Company Address, Company Contact, Company Website), and 'Job Posting Information' (Job Posting Date, Job Posting Frequency, Job Posting Status). There are also buttons for 'Post Job' and 'Cancel' at the bottom of the form.



- As shown above, fill all the details which are required to post a job listing. The individual details of each component in the form and its functionality is as follows.

1. Job Title:

Enter the job title/name which you want to provide for that particular job listing. Choose the best job title to attract more candidates as shown in the below examples:

Ex 1: *"Hiring certified MBBS Doctors for top Medical Hospitals!"*

Ex 2: *"Immediate requirement of Project Managers for Software Development Company!"*

If you are struggling in writing a best title for job posting, refer the help articles in the blog.

2. Location:

Enter the exact job location, i.e. work location which is easy to find on Google maps. This will help the candidates to know the work location exactly through the search engine's integrated map tool, and the job listing appears in a front if any candidate/user searches using location filters.

Ex: *Trident Hotel, Hyderabad, India.*

"This kind of full details help to point the exact locations on the map, even it helps to appear front in the Google search engine when a user searches for nearby jobs."

3. Application Email / URL:

Enter your Email ID here to which you want to receive the application notifications. If you want the candidates to redirect to your own custom webpage when they hit the apply button, then enter the URL.

Email application method is suggested, so enter your email Id to receive the applications directly to your email ID with complete resumes.

4. Job Region:

Select the Job Region from the dropdown list provided, this helps when a candidate searches for jobs using the regions provided in the search engine.

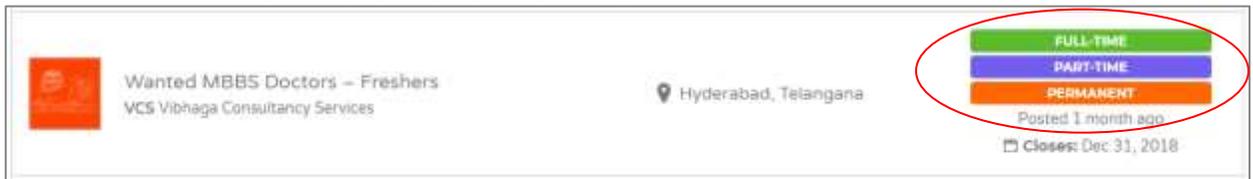
5. Job Type:

Select the job type from the provided dropdown list. Select whether your job is Freelance, Temporary, Part time, Full time or Permanent. You can select the multiple elements/options if required.

By doing this, candidates can understand the type of the job. It is shown on the Job Listing with its dedicated color as shown in the below screenshot.



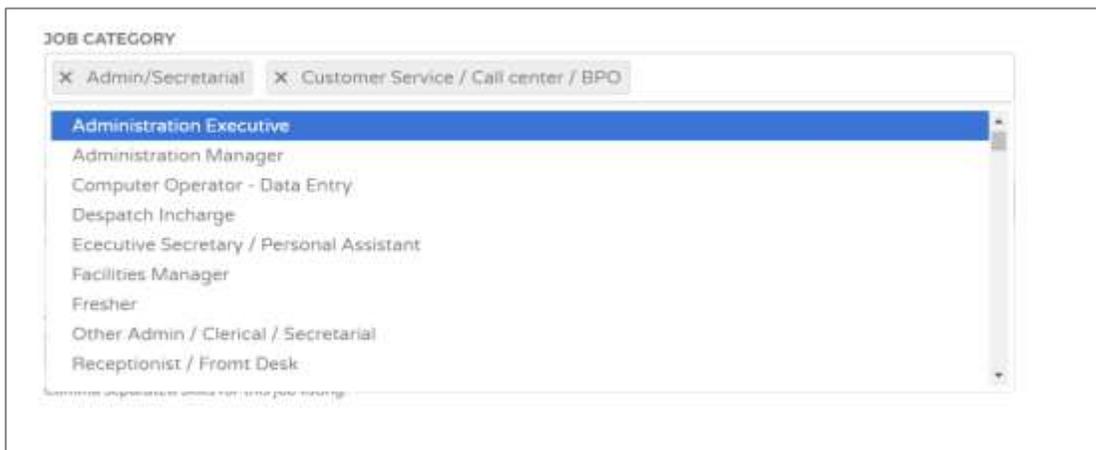
Screenshot: Job Listing Web page highlighting Job Type.



6. Job Category:

Select the Job Category from the dropdown list provided. Choose the best category that matches your job posting, it depends on Job Department or Functional Area, Job role or Industry. We can select the multiple categories if required.

Screenshot: Dropdown list of job categories.



7. Industry:

Select your organization/company's industry from the dropdown list provided.

8. Job Skills:

Enter the skills required for employees/candidates who applies for your job listing.

Ex: *Java Core, CSS, PHP, HTML.*

9. Featured Image:

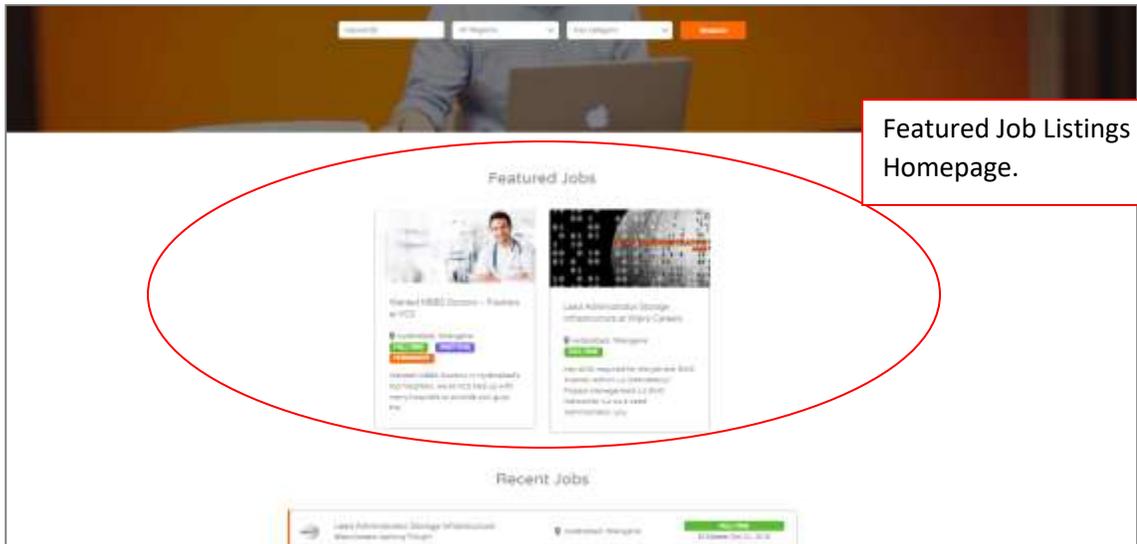
To set a featured/ad image which suits your job posting/listing select the image file from your computer by clicking on the provided button 'Choose Image'.

Suggested image size is 720 X 350 Pixels, not more than 1.MB.

This image is used if it is a premium job listing, i.e. the premium job listing is advertised on Job Vibhaga's homepage, and other official social media profiles of **Jobs Vibhaga**.



Screenshot: Featured job listings on Homepage.



Screenshot: Sticky Jobs on 'Find a Job' page.





Screenshot: Featured job on social media profiles.



Screenshots: Sample Google Display ads.



As you see in the above, the premium job listings are advertised on all kind of possible platforms to get the best results, i.e. to get most applications to that particular job listing.



10. Description:

Enter the job description here, that is complete job info which you want to expose it to the candidates, this is helpful for the candidates to know more about your requirement. Suggested to avoid entering the contact details in this field, better to enter the contact details in their respective fields required.

Screenshot: Description area on Job listing. [Sample/Example listings just for learning/purpose]

MS General Surgeon Doctors Required in Bangalore Location

Full-Time Permanent Bangalore, Karnataka Posted 5 months ago Application deadline: HealthCare Global Enterprises Ltd

Job Category
Doctor
Hospital/Industry
Surgeon

Company Details
HealthCare Global Enterprises Ltd
Website Twitter Facebook LinkedIn

SEARCH VIDEO
DISMISS THIS JOB

Sample LOGO

Description Area

Overview
We have a requirement of MS General Surgeon Doctors at our organization "HealthCare Global Enterprises Ltd". Interested candidates can apply for this job directly through Jobs Vibhaga dashboard.

Experience 2 to 5 years

Under Graduation MBBS

Post Graduation MCh/M Sc (Surgery) - Any Specialization

Salary Not Disclosed

Contact 9448811227

Related as general surgeon, MBBS

About HealthCare Global Enterprises Ltd
HealthCare Global Enterprises Ltd (HCEGL), India's largest provider of cancer care is at the forefront of the battle against cancer. Through its network of 18 comprehensive cancer-centred across several India, HCEGL has brought advanced cancer care to the attention of doctors, patients,

Related Jobs

	Wanted Senior Orthopedic Surgeon in Hyderabad Doctor Placement Health-Care consultancy We have 4 H... Hyderabad, Telangana	Full-Time Permanent Posted 5 months ago
	Required Duty-Medical Officer / Resident Doctor Jobs in Bangalore Manipal Hospitals Hospital Malabarwara (PH) on	Full-Time Permanent Posted 5 months ago
	Need Medical Representative in Different Locations Brewer Pharmaceuticals Ltd	Full-Time Permanent Posted 5 months ago

11. Closing Date:

Enter the application deadline date or closing date if have any. This helps the users if the closing date ends and avoids unnecessary applications or walk-ins.



Company Details (Fields regarding Company details):

12. Company Name:

Enter the name/title of your company/firm/organization name.

13. Tagline:

Enter the slogan/tagline of your company.

14. Description:

Enter the description/information of your company/organization.

15. Video:

Provide here the video link if have any regarding your company info.

Ex: Copy and paste the URL of video which were poster on Youtube, Vimeo, or any other video blogging platforms.

Screenshot: Pop-up video window of Job Listing.



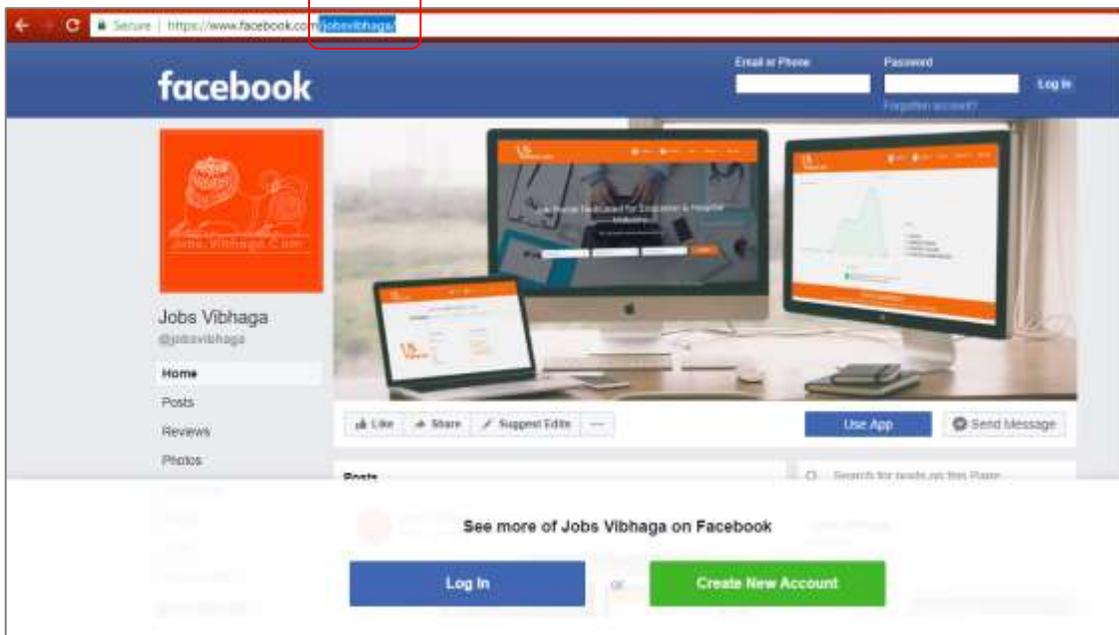
16. Website:

Enter your company's website URL if have any.

17. Facebook Username:

Enter your company's official Facebook username. If you don't know how to find the Facebook page's username, refer the below screenshot.

Screenshot: Facebook username example.

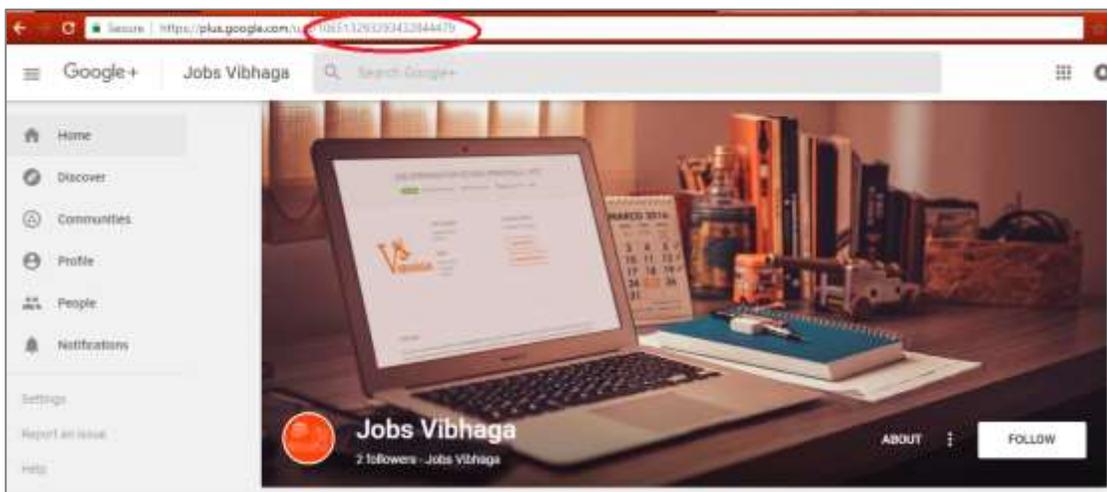


Enter this, if you want to include this social media profile on Job Listing, otherwise left it empty.

18. Google Plus's Username:

Enter your company's official Google plus username. If you don't know how to find the Google Plus page's username, refer the below screenshot.

Screenshot: Google Plus username example.



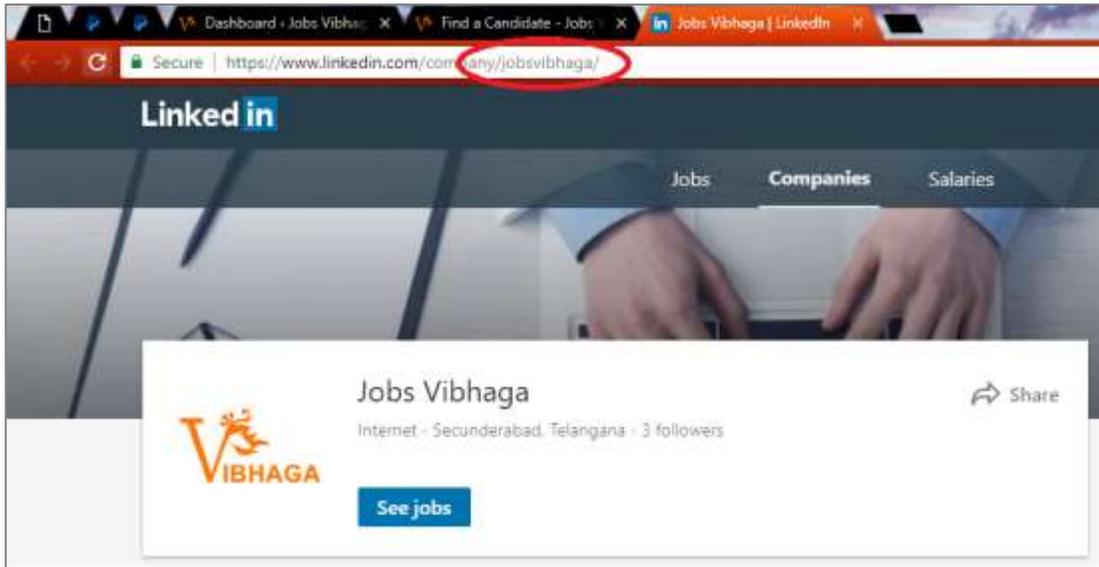
Enter this, if you want to include this social media profile on Job Listing, otherwise left it empty.



19. LinkedIn Username:

Enter your company's official LinkedIn username. If you don't know how to find the LinkedIn page's username, refer the below screenshot.

Screenshot: LinkedIn username example.

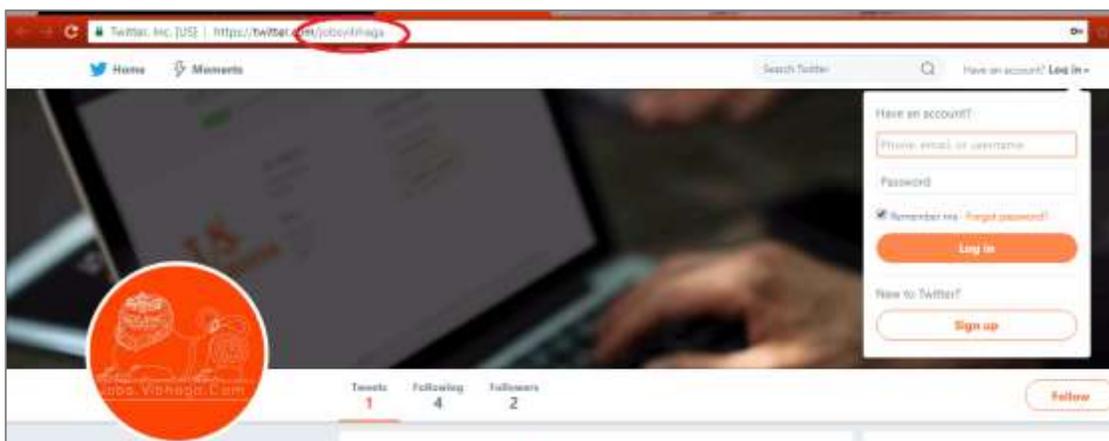


Enter this, if you want to include this social media profile on Job Listing, otherwise left it empty.

20. Twitter Username:

Enter your company's official Twitter username. If you don't know how to find the Twitter page's username, refer the below screenshot.

Screenshot: Twitter username example.



Enter this, if you want to include this social media profile on Job Listing, otherwise left it empty.



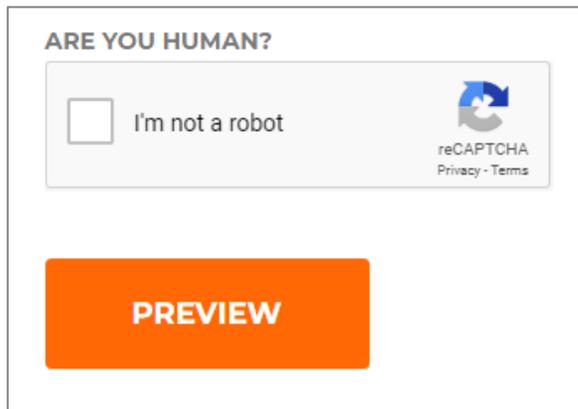
21. Logo:

Select your company's logo from your computer by clicking the provided button 'Choose Image'. This image is used to show logo of your company of company profile pages, job listings in a list and individual job listing.

This also helps in indexing in the Google's search engine.

- After entering details in the above required fields, hit the button 'Preview' which is provided the bottom of the page.

Screenshot: Job form highlighting the 'Preview' button.



- Immediately the page it redirected to a webpage showing a preview of the your job listing based on the details you provided in the job form with the 2 buttons 'Edit Listing' and 'Submit Listing'.
- Here, in this preview page, go through the job listings and the details you entered, of have any corrections hit the 'Edit Listing' button, otherwise 'Submit Listing' button. Immediately the listing will be published and the current page will be redirected to the 'My Job listings' page.

Thus, you have posted a job listing successfully.



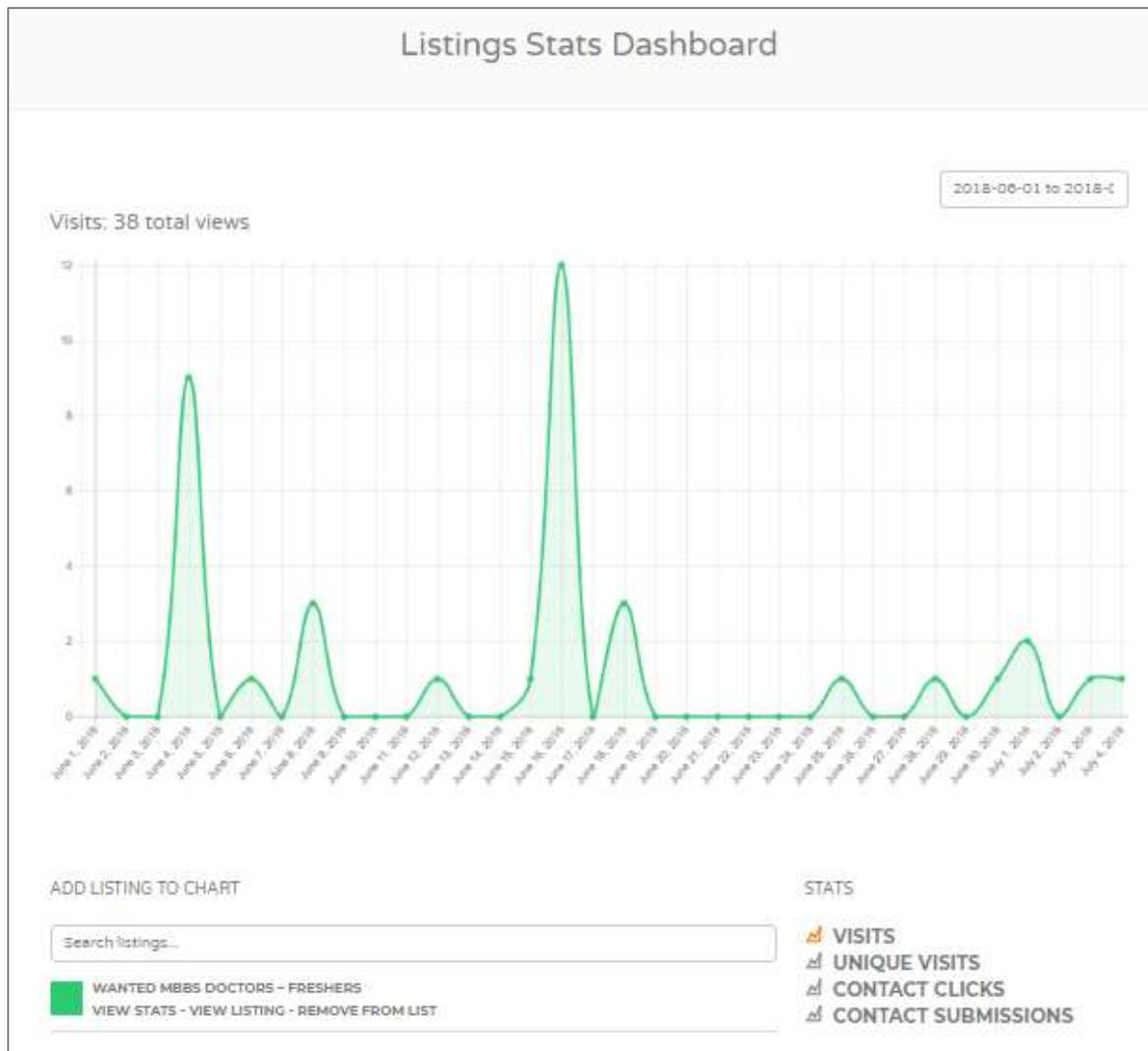
3. How to view statistics of the job listings on Jobs Vibhaga?

This is a very unique feature which is only provided on Jobs Vibhaga job portal for employers. This helps employers about the exposure/promotion of their job listing which is provided, they can know the exact number of the views, contact button clicks, and applications through this 'Statistics' feature. This helps them to know about their job listings functionality and the response from the candidates.

A statistical curve graph chart is provided with multi colors, i.e. a pictorial representation of that particular statistics. We can also compare the graph chart between 2 or more job listings which you posted earlier,

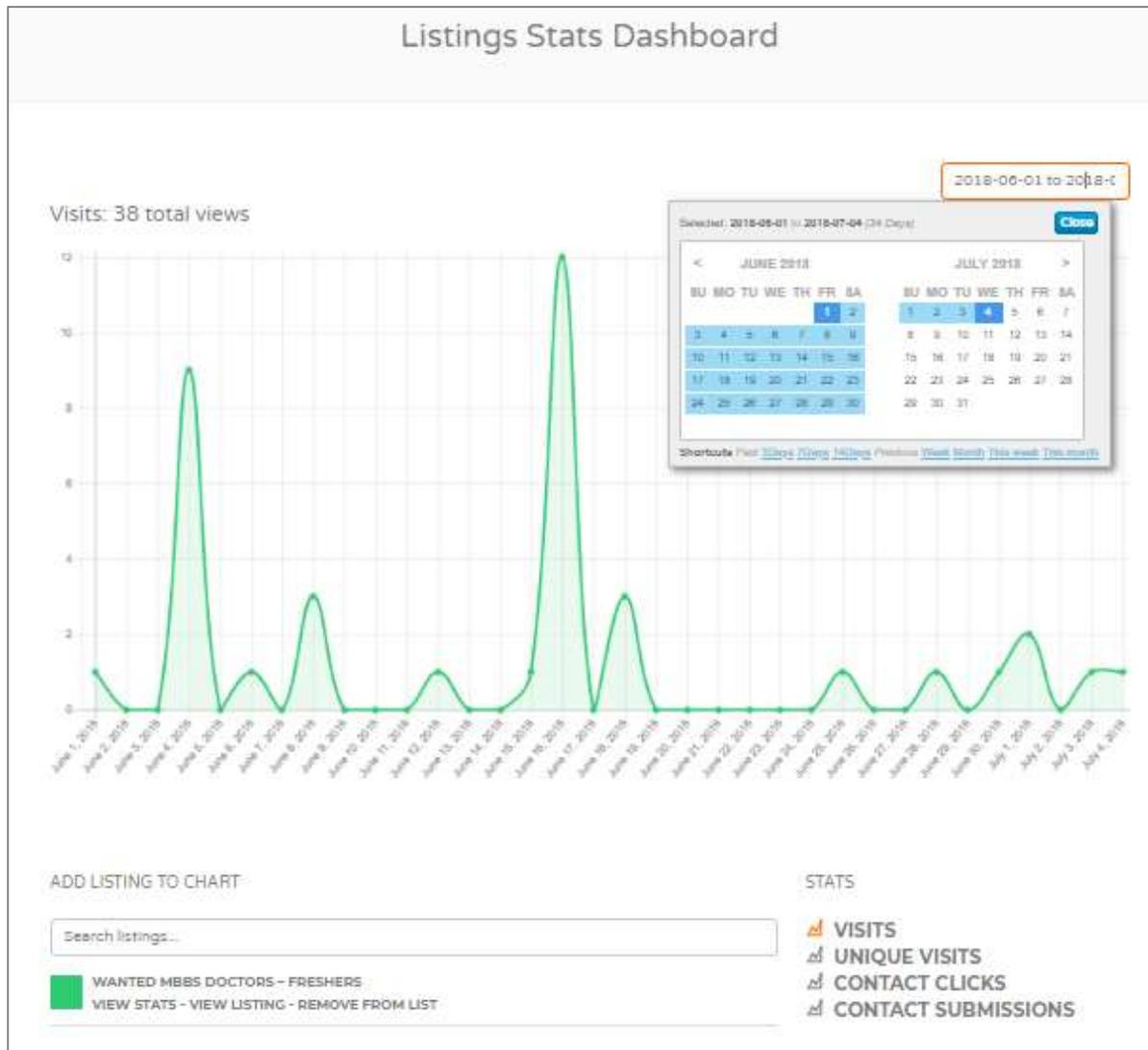
We can also set the date range, where the date picker option is provided in the top right.

Screenshot: Statistics page highlighting single listing. [Sample/Example listings]





Screenshot: Statistics page highlighting date picker option. [Sample/Example listings]



To view the statistics of a job postings which you published earlier, follow the below steps.

- First open the website and login to it using your login credentials.
- Next, move the mouse cursor on to your username which is on top menu bar, immediately a submenu occurs and shows the submenu items, in that find '**Statistics**' and click on it to open the page.
- After opening the 'Statistics Page', you can find the default statistics of the job listings provided as shown in the screenshot.
- Otherwise, open the **My Job Listings** page, on the job listings you can find the option 'view Stats', just click on that link, you will be automatically redirected to the Statistics page.



Screenshot: My Job Listings page highlighting 'View Stats' link. [Sample/Example listings]

Your listings are shown in the table below:

TITLE	FILLED?	DATE POSTED	VISITS	CLOSING DATE	LISTING EXPIRES	APPLICATIONS
Wanted MBBS Doctors – Freshers		June 1, 2018	38	December 31, 2018		1

Actions: Edit, Mark filled, Duplicate, X Delete, **View stats**

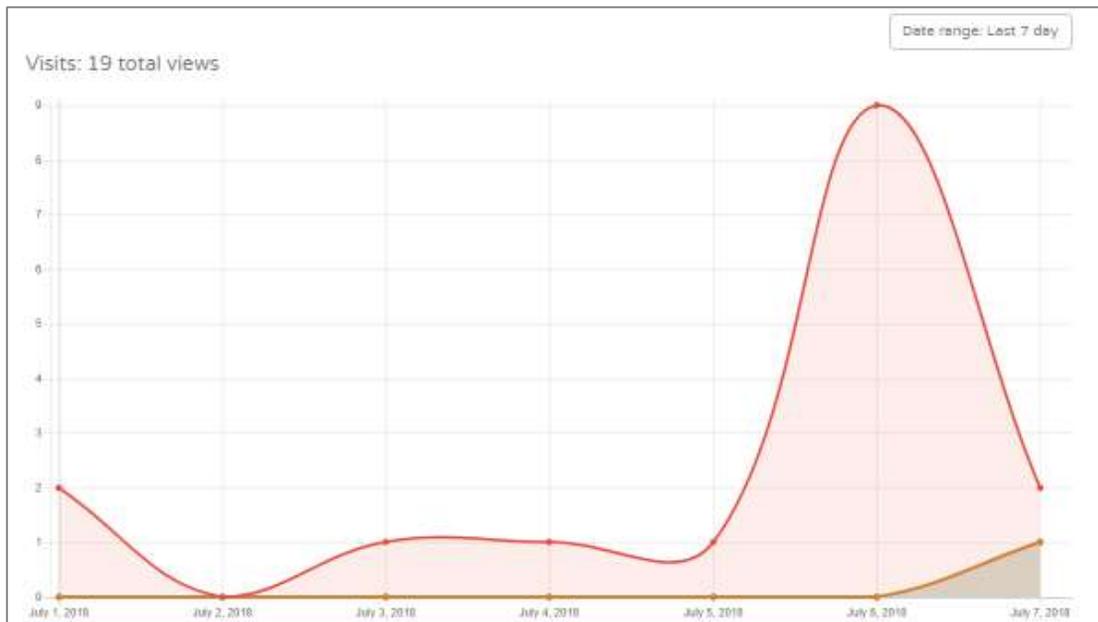
Thus you can now access the statistics of the job listings which you posted earlier.

As you see, the statistics/analytics can be viewed in many dimensions using the available filters on the statistics page. Those filters are as follows:

- Visits
- Unique Visits
- Contact Clicks
- Contact Submissions

Where the 'Visits' filter is used to know only the number of user visits/views on that job listing, 'Unique Visits' are only the unique number of visits/views on that listings, nothing but number of users, and 'Contact Clicks' are those the number of clicks/hits by users on the job listing's user button, whereas 'Contact Submissions' means, the number of contact form submissions by the users.

Screenshot: Statistics of multiple job listings. [Sample/Example listings]





4. How to view and manage the applications for Job listings on Jobs Vibhaga?

To view and manage the applications received to the job listings which we posted earlier, follow the below steps.

- First open the Jobs Vibhaga website and login to it by entering the login credentials, ignore if you already logged in.
- Drag the mouse pointer on to your username which is on top menu bar, immediately a submenu appears showing a list of submenu items, in that click on 'My Job Listings', immediately it opens the My Job Listings page.
- On the job listings page, observe the job listings list, it shows the number of applications on the table as shown in the below screenshot.

Screenshot: Sample Job listing on 'My job listings' page highlighting number of applications.

TITLE	FILLED?	DATE POSTED	VISITS	CLOSING DATE	LISTING EXPIRES	APPLICATIONS
Wanted MBBS Doctors - Freshers	-	June 1, 2018	38	December 31, 2018	-	1

- Click on the number which is in the column of applications, immediately the webpage is redirected to new page 'Job Applications'.
- On this 'Job Applications' page, you can find the list of applicants who applied for that particular job listing as shown in the above screenshot.
- As shown, you can find four icons below each candidate block, refer the below screenshot for to know the icons.

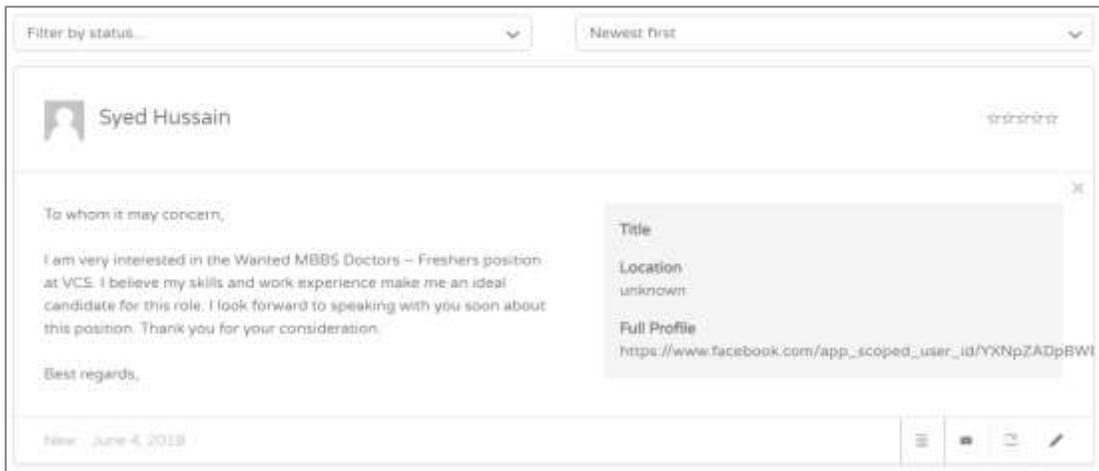
First icon is for details, if we click on it, the candidate info block expands as in below screenshot. Here you can find the candidate's professional title, link to their online resume or social profile which he attached in the application and his message on left.

Screenshot: Sample Applications page highlighting candid profile block and icons.

Job Applications « Manage Jobs	
The job applications for "Wanted MBBS Doctors - Freshers" are listed below. Download CSV	
Filter by status: [v]	Newest first [v]
Syed Hussain	
New June 6, 2018	

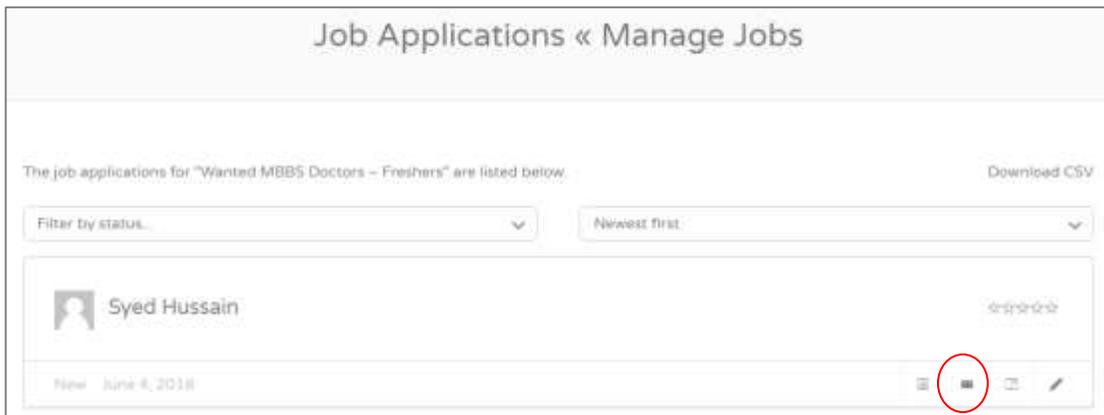


Screenshot: Candid profile highlighting 'Details' icon. [Sample/Example listings]



Second icon is 'Email' icon, if you want to contact the candidate by sending an email, just click on the second icon, it triggers our default email app on our devices with an empty email.

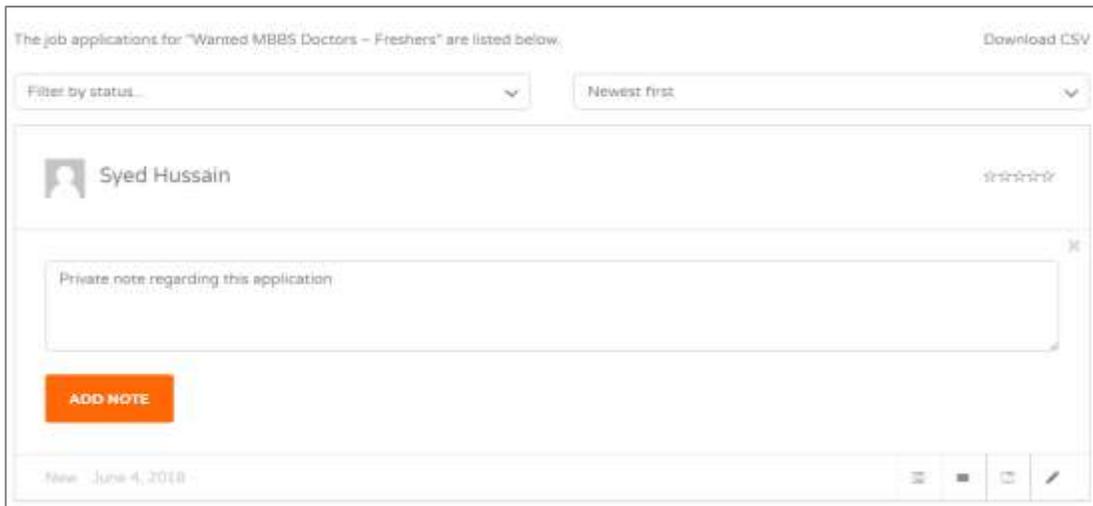
Screenshot: Candid profile table highlighting second icon. [Sample/Example listings]



By clicking the third icon, it opens the notes section, where we can enter personal notes or message for each of the application as shown in below screenshot.



Screenshot: Notes section of the candid profile block. [Sample/Example listings]



Fourth icon is Edit button, where by clicking it, candid profile block expands as shown in the below screen shot. This is section is used to set application status for that profile or application, and can also give the ratings for the profile.

Screenshot: Edit section of the candid profile block. [Sample/Example listings]



- On the job applications page, you can find Filter by status option, where it is used to filter the applications which based on their statuses which we given earlier to each application.
- You can find another option showing a drop down list 'Newest First', 'Sort by Name' and 'Sort by Rating' to sort the list of applications received.
- Another option 'Download CSV' is provided in the top right, where we can a download the details of the list of applications list in CSV file format, where we can access this file using MS Excel software.



Screenshot: Highlighting 'Download CSV' element. [Sample/Example listings]



Screenshot: Downloaded excel file.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Application date	Application status	Applicant name	Applicant email	Job applied for	Attachment	Applicant message	Rating	resume_id	Title	Location	
2	27-Aug-17	new	Jim James	y.umech143@gmail	Nurse Jobs at Multiple Hospitals 	To whom it may		4	109	Senior Web	Ivijayawada	
3												
4												

This is the best platform than other job portals with unique features to view and manage the applications without any third party software, very useful for employers who receive applications in bulk number. This way, we can view and manage the applications received. One of the best workflow platform for recruiting team.

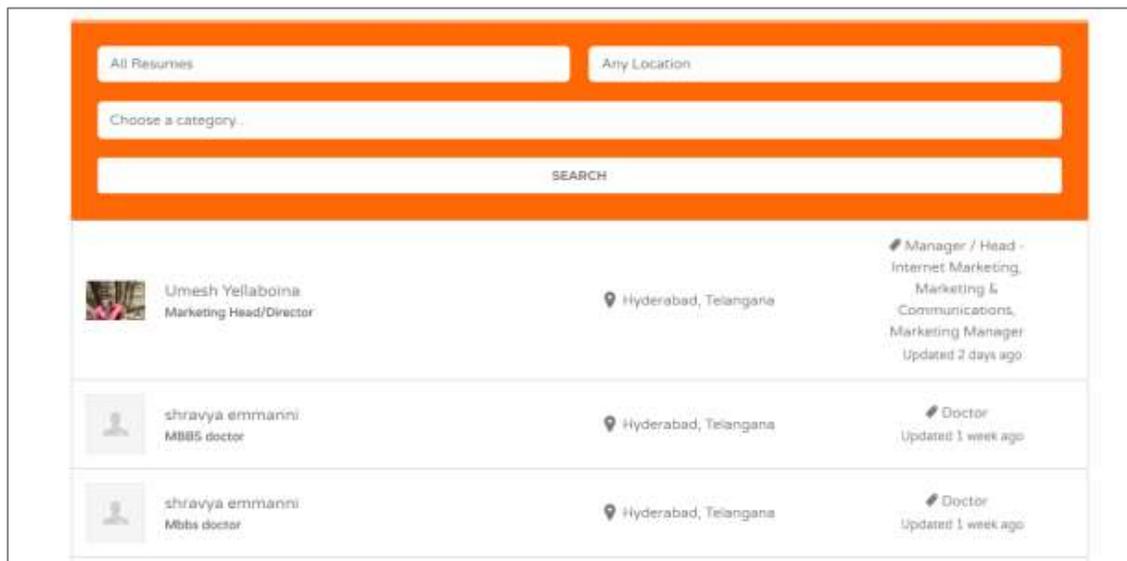


5. How to access the Resume Database, view candidates, and contact them?

To access the resume database on Jobs Vibhaga, first open the website and login to it, if you are already logged in ignore this and follow the below steps.

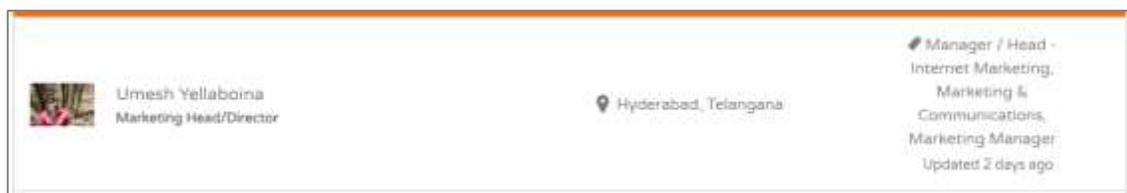
- Drag the mouse pointer on to your username which is on top menu bar, immediately a submenu occurs showing 'Find a Candidate', click on it.
- After clicking on it, immediately the page is redirected to the 'Find a Candidate' page as shown in below screenshot.

Screenshot: Find a candidate page. [Sample/Example listings]



- In this page, you can find the list of candidates and their profiles, if you want to know more about them, just click on their profiles. Immediately their individual profile will be shown as in the below screenshot.

Screenshot: sample resume listing.





Screenshot: Sample Resume listing page. [Sample/Example listings]

The screenshot shows a resume listing for Umesh Yellaboina, a Marketing Head/Director based in Hyderabad, Telangana. The profile includes a profile picture, contact information, and various skills and details.

Field	Value
Name	Umesh Yellaboina
Job Title	Marketing Head/Director
Location	Hyderabad, Telangana
Updated	2 days ago
Skills	Brand Management, Content Writing, digital marketing, graphic designing, Java, php, S.E.O, web designing
Contact Number	+91 97007 04585
E-Mail	umekar@gmail.com
Languages Known	English, Hindi, Telugu
Date of Birth	December 13, 1992
Place of Birth	Hyderabad
Mother Tongue	Telugu
Recent Salary	240000
Citizen Ship	India
Marital Status	No
Education	Krishna Murthy Institute of Technology & Engineering B.Tech Computer Science
Current Address	H.no 11-3-451 new ashok nagar, jansigutta

- This way, you can access the resume database on this 'Find a Candidate' page. In this page, an advance search tool is provided, where you can filter and search the candidates according to your requirement by applying the filters provided.

Screenshot: search tool on 'Find a Candidate' webpage.

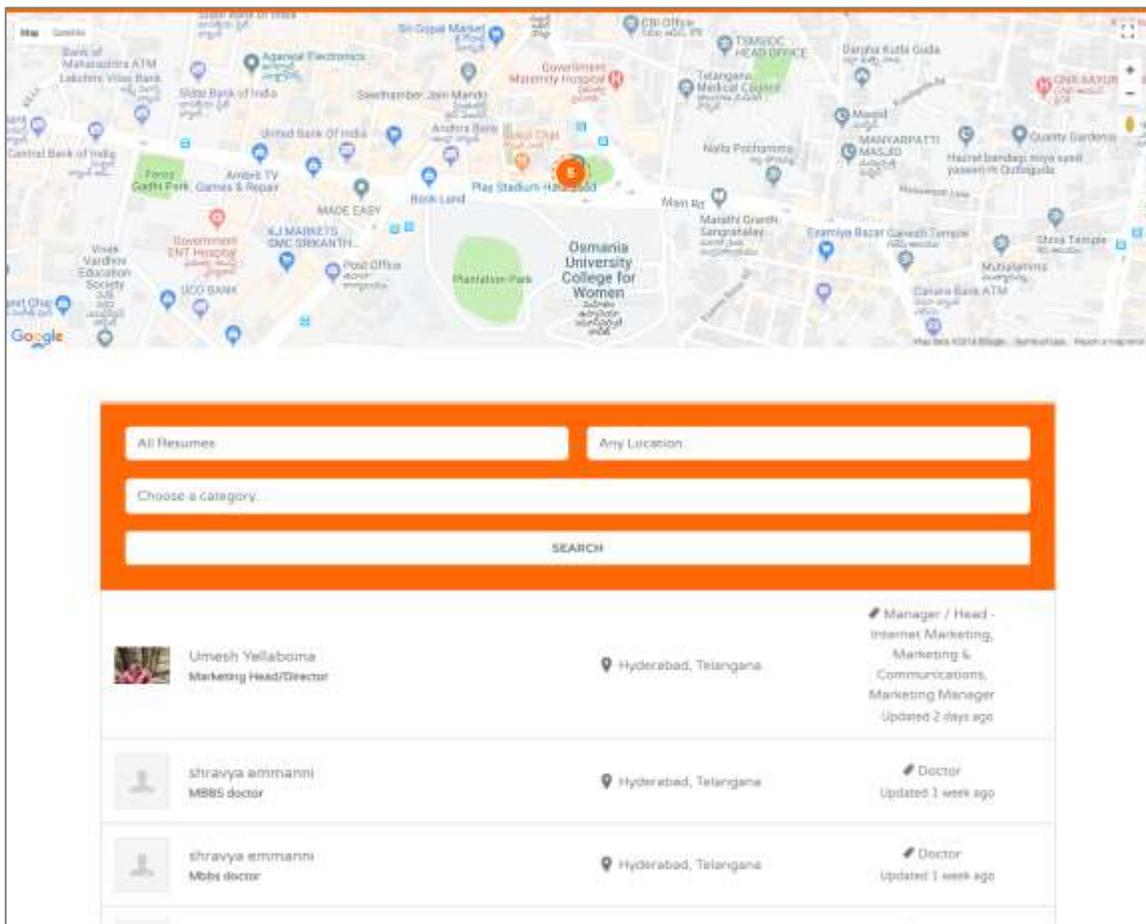
The screenshot shows a search interface with the following elements:

- Filter: All Resumes
- Filter: Any Location
- Dropdown menu: Choose a category...
- Search button: SEARCH



- As you see, the search tool concise of search bar, location filter and resume category. Where in search bar, we can include any keyword regarding our requirement. To access the resumes only from specific location, we can enter the location name in the location filter. To access the resumes from particular resume category based on their functional area or role, we can use this category filter.
- Not only this search tool, there is an integrated map to the search tool on 'Find a Candidate' page, we can search for the candidates/resumes from particular area location through this map. This tool is very unique and provided only on our job portal, which is used to find nearby candidates to your Job location.

Screenshot: Find a candidate page highlighting the map & results. [Sample/Example listings]



- This way you can access the resume database access and individual resume listing. On individual resume listing, you can find all the details about the candidate, and also a 'Contact' button to contact the candidates directly.



Screenshot: Individual sample resume listing highlighting 'Contact' buttons.

Umesh Yellaboina
Marketing Head/Director | Hyderabad, Telangana | Updated 2 days ago

Candidate Skills
Brand Management | Content Writing | digital marketing | graphic designing | Java | php | S.E.D | web designing

Contact Number
+91 97007 04595

Recent Salary:
240000

Date of Birth
December 13, 1992

E-Mail
umetar@gmail.com

Citizen Ship:
India

Place of Birth
Hyderabad

Languages Known
English
Hindi
Telugu

Mother Tongue
Telugu

Marital Status:
No

Contact Button

BOOKMARK THIS RESUME

- To contact the candidate click on the provided 'Contact' button, immediately a pop-up window appears as shown in the below screenshot.

Screenshot: Pop-up window.

Fields marked with an * are required

FIRST NAME *
Enter your first name..

LAST NAME *
Enter your last name..

COMPANY NAME *
Enter your company name..

MESSAGE *
Enter your message here..
1000 of 1000 Character(s) left

RECAPTCHA
 I'm not a robot

SUBMIT



- As shown in the above screenshot, a pop-up window appears showing form fields to contact the candidate. Form fields are as follows:

First Name:

Enter your first name here.

Last Name:

Enter your last name here

Company Name:

Enter your company name/title.

Message:

Enter the message which you want to convey to the candidate.

- Click on the Recaptcha element to prove not a bot and click on the button 'Submit' to send the message.

Thus now sent a message to the candidate, candidate notified by an email immediately.



6. How to bookmark a candidate or resume?

To bookmark a candidate or resume, and to view them, follow the below steps:

- First open the website and login to in, ignore if already logged in.
- Open the resume database access by clicking on 'Find a Candidate' submenu item from top navigation menu bar.
- Immediately the page will be redirected to the RDA, there you can find the list of resume listings or candidate profiles.
- To view the resume listings, click on them for complete profile, immediately the page will be redirected and shows the individual complete resume listing.
- On the individual complete listing, you can find the button '**Bookmark This Resume**', if you want to save/bookmark this listing, just click on the button, immediately a pop-up appears as shown in the screenshot.

Screenshot: Sample Resume listing highlighting 'Bookmark' button.

Umesh Yellaboina
Marketing Head/Director | Hyderabad, Telangana | Updated 2 days ago

Candidate Skills
Brand Management | Content Writing | digital marketing | graphic designing | Java | php | S.E.O | web designing

Contact Number
+91 97007 04595

E-Mail
srumeekar@gmail.com

Languages Known
English
Hindi
Telugu

CONTACT

BOOKMARK THIS RESUME

Recent Salary:
240000

Citizen Ship:
India

Marital Status:
No

Date of Birth:
December 12, 1992

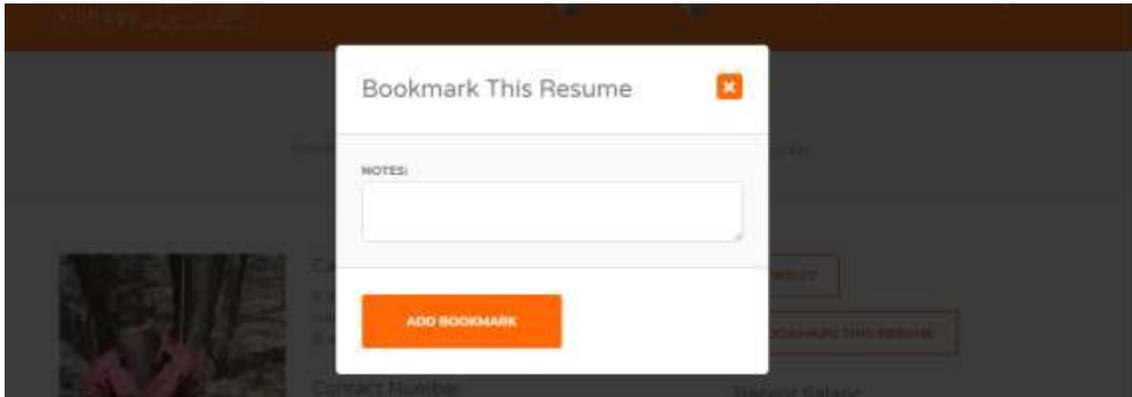
Place of Birth:
Hyderabad

Mother Tongue:
Telugu

Description



Screenshot: Pop-up window after clicking Bookmark button.



- As you see in the above screenshot, you can find a notes field, where we can insert notes in to it regarding this book mark. After that to save this, click on the below bookmark 'Add Bookmark'.
- Thus, by clicking on the button, the bookmark is added, you can access the saved bookmarks at '**My Bookmarks**' page.

Screenshot: My Bookmarks Web page. [Sample/Example listings]

My Bookmarks	
BOOKMARK	NOTES
Umesh Yelazani	One of the best Marketing head
Karthikeyan P	MBA Candidate
Ajaz Mohammed	MSC Fresher



7. How Jobs Vibhaga is useful for Employers?

Jobs Vibhaga is very advantageous for employers in recruiting best candidates/employees for their organization. Jobs Vibhaga is founded and started to make a best place for employers/organizations to find the best employees by providing very unique tools than other job portals on internet in an affordable prices.

Jobs Vibhaga is offering employer packages in a very affordable & low prices, where everyone can buy in a very simple steps through online payments or manual payments. Jobs Vibhaga is offering two kinds of job postings, one is Simple Job Posting (SJP) and the other is Premium Job Posting (PJP), where simple job posting is listed only on Job Listings page and other search results pages. But, the premium job listings stays sticky on search results, appears front than other job listings. Some other customized premium job listings are promoted on Jobs Vibhaga's homepage, as shown below in the screenshot.

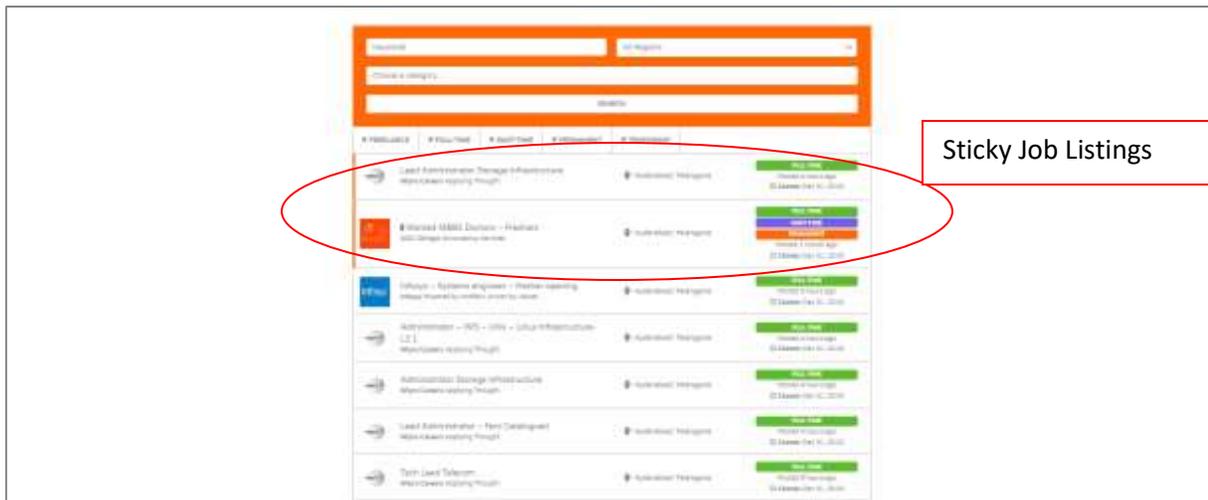
Screenshot: Find a Job webpage highlighting simple job listings. [Sample/Example listings]

The screenshot displays the Jobs Vibhaga search results page. At the top, there is a map of India with a red circle highlighting the location of Hyderabad. Below the map, there is a search bar with a 'Keywords' input field and a dropdown menu for 'All Regions'. Below the search bar, there is a 'Choose a category...' dropdown menu and a 'SEARCH' button. Below the search bar, there are five filter buttons: FREELANCE, FULL-TIME, PART-TIME, PERMANENT, and TEMPORARY. Below the filters, there are three job listings:

Job Title	Company	Location	Job Type	Posted	Closes
Wanted MBBS Doctors – Freshers	VCS Vibhaga Consultancy Services	Hyderabad, Telangana	FULL-TIME, PART-TIME, PERMANENT	Posted 1 month ago	Closes: Dec 31, 2018
Wanted Early Childhood Educators in Hyderabad	Edvance Pre-schools Pvt. Ltd INQUIRE-THINK-LEARN	Hyderabad, Telangana	FULL-TIME, PERMANENT	Posted 8 months ago	Closed: Dec 31, 2017
Need Teachers (PRT / TGT) – Hindi/ English/ Social Science in Hyderabad	GenNext Human Resource Management	Hyderabad, Telangana	FULL-TIME, PERMANENT	Posted 8 months ago	



Screenshot: Sticky Job Listings [only for example]



Screenshot: Premium Job Listings featured on Homepage. [Sample/example job listings].



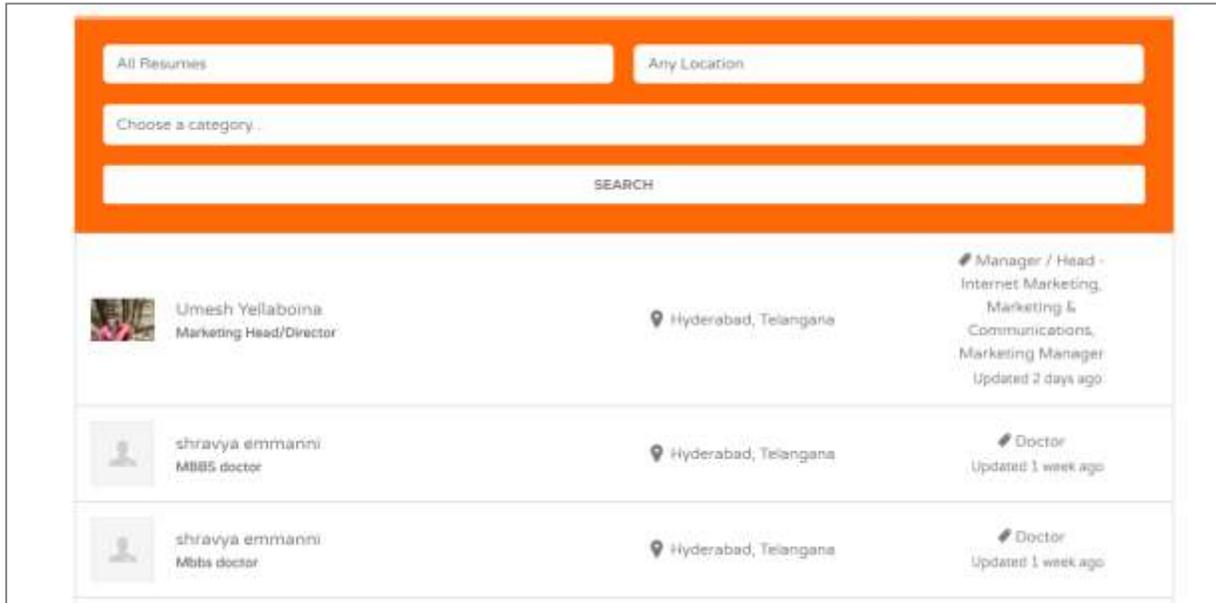
As per our recent analytics and statistics, each job listing posted on Jobs Vibhaga receiving quick applications from the registered candidates and getting good response from the employers.

Resume database access is very advantageous for the employers, where they can view and access the candidates list and contact info or they can contact them directly. AS most of the experienced or skilled candidates will already get placed in their respective organizations, they don't frequently search for jobs and apply them on job portals, to avoid this, employers are provided with this kind of RDA feature. On the resume database access at Jobs Vibhaga, employers are provided with an advanced search tool with

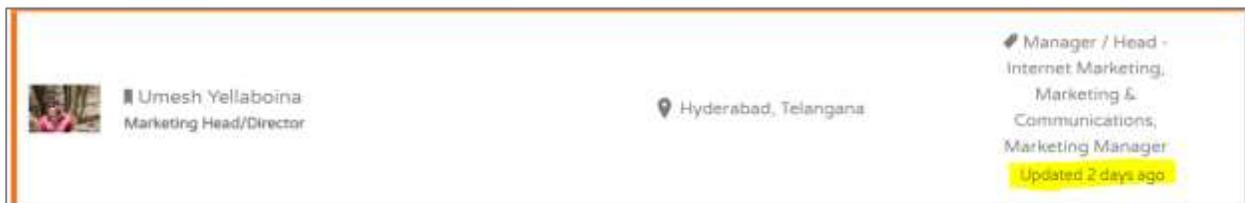


multiple filters, we can also view the list of candidates by sorting the latest updated resumes, with this we can analyze whether the candidate is searching for jobs or not.

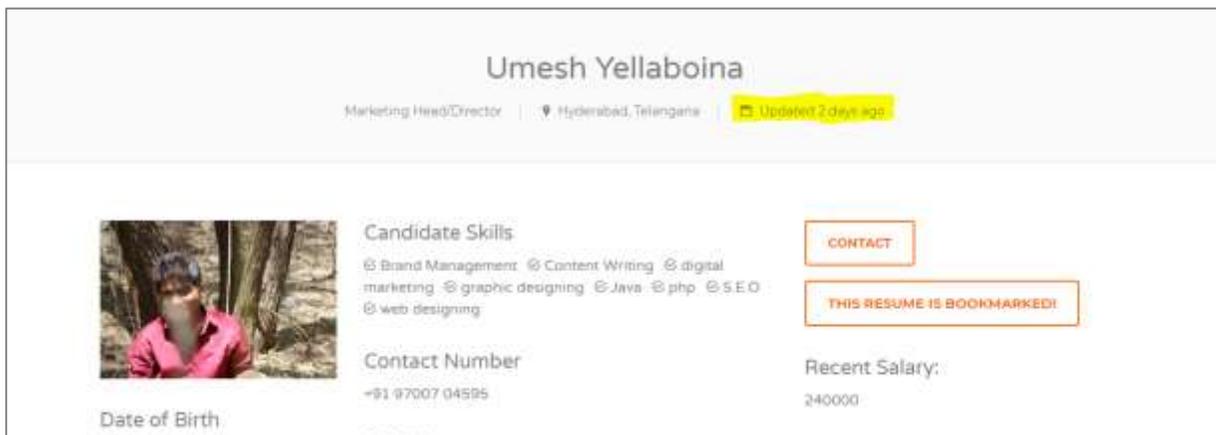
Screenshot: Find a candidate Webpage. [Sample/Example listings]



Screenshot: Sample Resume listing on 'Find a Candidate' web page - Highlighting Update Status time.



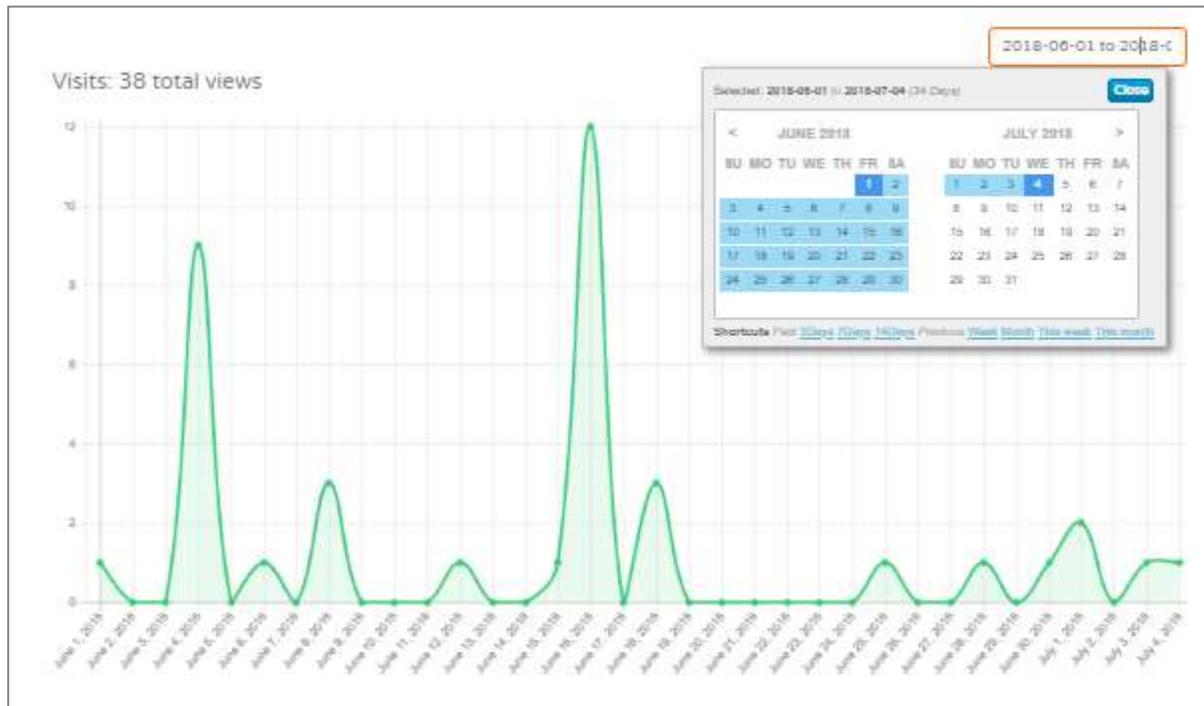
Screenshot: Sample Resume listing web page - Highlighting Update Status time.





Statistics is very unique feature on Jobs Vibhaga, this feature is not available in any other job portals online by using this statistics tool employers can analyze the working/functionality of that particular job listing. After viewing the statistics results, can understand why the job listing is getting more results or why unable to get good results, or can apply A-B testing on job listings to learn and create best job listing.

Screenshot: Analytics of a sample job listing.



We are providing a unique dashboard to view and manage all the applications received from candidates for the job listings posted, or can even download the applications from the dashboard in CSV format. Jobs Vibhaga's customer care is available all the time, can get a quick response from their staff or team. 100% satisfaction is guaranteed, and it is a very secure dashboard which is made following international security standards.

Employers can access the brief documentation about how to use this Job Portal. Very soon to launch video tutorials on their official YouTube channel.



8. How Jobs Vibhaga is better than other job portals on internet?

When we compare Jobs Vibhaga to other job portals on internet, there are multiple benefits and features Jobs Vibhaga is providing than other job portals. Some of them are as follows:

Services	Jobs Vibhaga	Other Job Portals
Simple Job Listings	Available	Available
Sticky Job Listings	Available	Available
Premium Job Listings	Available	Available
Resume Database Access	Available	Available
Contact Candidate Onsite	Available	Available
Advanced Candidate Search Tool	Available	Available
Integrated Map Search Tool	Available	Not-Available
Bookmark Candidate	Available	Not-Available
Dashboard to manage applications	Available	Not-Available
Custom notes, status and review for applications	Available	Not-Available
Download all applications – CSV File	Available	Not-Available
Receive applications Via FB Profile		Not-Available
Statistics for Job Listings	Available	Not-Available
Responsive Web-Design/platform.	Available	Not-Available
Dedicated Mobile App	Available	Available
Login with Social Media Profiles	Available	Available
User-Friendly UI	Available	Not-Available



Contact Information:

Address:

Branch 1: Road.no: 10, IAS Officers Quarters, Nandi Nagar, Banjara Hills, HYD- 500034, Telangana.

Branch 2: Turbo House, Plot.no: 296, 2nd Floor, Jubilee hills Rd.no: 26, HYD, Telangana.

Email: info@vibhaga.com;
contact@vibhaga.com;

Telephone: +91 970 070 4595

*Scan the Below QR Code to download the Official
Android Application of 'Jobs Vibhaga'.*

*Or click on the
below button to
download it
directly from
Google Play Store.*

