

Job Module Workflow and Screenshots

Step 1. :- Post jobs through admin panel

Job Post Manager								
							Per Page Record	20
S.No.	Designation	Posted Date	(Location)	Status	Order	Edit	Del	
1	Chief Coordinator- TPM	2011-04-01	Jaipur		...			
2	Deputy/Asst. Manager - Maintenance	2011-04-13	Jaipur		...			
3	General Manager - Technical Services	2011-04-13	Jaipur		...			
4	Analyst Programmer	2011-04-13	Jaipur		...			
5	Manager - Sales	2011-04-13	Kolkata		...			
6	Unit Manager - Sales	2011-04-01	Delhi		...			
7	Branch Manager - Sales	2011-04-01	Coimbatore		...			
8	Area Manager - Technical Sales	2011-04-01	Jaipur		...			
9	Manager - Sales	2011-04-01	Jaipur		...			
10	Key Accounts Manager - Sales	2011-04-01	Jaipur		...			
11	Engineer - ISO	2011-04-13	Jaipur		...			

[Get Order](#)

Step 2:- Posted Jobs will be show in Vacancy on front-end

Home >> Careers >> Vacancy

Current Openings posted in Wires & Fabriks

Vacancy

Sno.	Posted Date	Designation	Location
1 ,	4-October	Key Accounts Manager - Sales	Jaipur
2 ,	4-October	Manager - Sales	Jaipur
3 ,	4-October	Area Manager - Technical Services	Jaipur
4 ,	4-October	Asst. Manager Finance	Jaipur
5 ,	4-October	Unit Manager - Sales	Delhi
6 ,	4-October	Sr. Manager - Commercial	Jaipur
7 ,	4-October	General Manager – HR	Jaipur

Step 3:- Apply for job by click on a vacancy

Home >> Job Post Details

Job Post Details

	<input type="button" value="Apply Now"/>
Designation	Key Accounts Manager - Sales
Desired Profile	<p>Experience/Job profile : 10+ yrs marketing Industrial Products. Experience of marketing consumables to the Paper Industry will be preferred. Should possess good communication, Customer relationship, Techno Commercial Negotiation skills, Analysis & decision making, etc. initiative & drive to excel and Computer application knowledge are must.</p> <p>Responsibility:</p> <ol style="list-style-type: none">1. Developing relationship with key decision makers in target organization for business development.2. Interfacing with institutional & Corporate clients for suggesting the most viable product range and cultivating relations with them for securing repeat business.3. Managing activities pertaining to negotiating / finalization of deals (Techno commercial) for smooth executing of sales and order processing.4. A functional feasible Customers and Supplier relationship established referring to brand loyalty.5. Responsible for payment collections & follow-ups.
Experience	10 - 12 Years
Industry Type	Paper Industry
Role	Sales/Business Development/ Client Servicing
Functional Area	Sales
Education	Paper Tech
Location	Jaipur
Contact	Wires & Fabriks (S.A.) Limited
Email	hrd@wirefabrik.com
Website	http://www.wirefabrik.com/
Job Posted	4-October
	<input type="button" value="Apply Now"/>

Step 4:- Submit details and resume upload by applicant

>> Details Saved in database and Automatic mail will be sent to HRD wnf and applicant with relevant message

Apply for Job

Name	:	<input type="text"/>
Email	:	<input type="text"/>
Confirm Email	:	<input type="text"/>
Password	:	<input type="password"/>
Confirm Password	:	<input type="password"/>
Upload Resume	:	<input type="text"/> <input type="button" value="Browse..."/>
		<input type="button" value="Submit"/>

>> Mail template format for HRD

Hello HRD,
New candidate applied for job:
Candidate Name : Sanjay Kumar
Applied post for : Unit Manager - Sales
Resume : upmember74278.docx
Thanks
Wire&Fabrik Team.

>> Mail template format for applicant-

Hello {Candidate Name},
You are successfully applied for {vacancy}, when your profile will be shortlisted we will contact you soon.
your account info:
Username : {EMAIL}
Password : {PASS}

Thanks
HRD
Wires & Fabriks S.A Ltd.

Step 5:- Applicant manage activities

>> Can search applicant according to post, name and email in admin panel

Manage Active Applicant

Enter Keyword Search in Result Per Page

Apply Post

S.no	Name	Email	Apply for Post	Apply Date	Resume
No Record Found					

>> Status will be active/approved from here for shortlisted candidates.

Manage Job Applicant

Enter Keyword Search in **Apply Post** Result Per Page

S.no	Name	Email	Apply for Post	Apply Date	Resume	Status
1	Susheel	susheelsharma@yahoo.com	Chief Coordinator- TPM	9-April, 2011		
2	test	srg@wirefabrik.com	Chief Coordinator- TPM	11-April, 2011		
3	name	tester@test.com	Chief Coordinator- TPM	8-December, 2011		
4	Bharat Dhingra	dhingrab93@yahoo.com	Engineer - ISO	9-December, 2011		

Step 6:- Automatic Email will be sent after approval to the applicant and status saved in database

E-Mail Format –

Your profile has been shortlisted by Wire & Fabriks Administrator.

Activation Mail from Wire & Fabriks

Sent: Wed 24/10/2012 11:04 AM

To: Sanjay Kumar

Hello , Sanjay Kumar

USER NAME - sanjay.kumar@wirefabrik.com

PASSWORD - sanjay

Your profile has been shortlisted by Wire & Fabriks Administrator.Please update your profile by using this link www.wirefabrik.com/login

Step 7:- Applicant will Login From front-end by using credential

Home >> Careers >> Login

Login

Wires & Fabriks Applicant Login

Email ID :

Password :

Step 8:- Personal details form will be open by login to submit details

Career Form

Personal Details :-

Name	<input type="text" value="Sanjay Kumar"/>	Date Of Birth	<input type="text" value="0000-00-00"/>
Contact Number	<input type="text"/>	Email ID	<input type="text" value="sanjay.kumar@wirefabr"/>
City	<input type="text"/>	Dist.	<input type="text"/>
State	<input type="text"/>	Pin	<input type="text"/>
Marital Status	<input type="radio"/> Married <input type="radio"/> Unmarried		
Passport No.	<input type="text"/>	Issued from	<input type="text" value="0000-00-00"/> Valid upto <input type="text" value="0000-00-00"/>

Educational Data :-

Qualification	Name of examination/ Degree/ Diploma	Year of Passing	Name of Board/ University/ Insitute	Place
Academic (last Qualification)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Professional	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Others	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Computer Knowledge (0-5)	Word <input type="checkbox"/> Excel <input type="checkbox"/> Power Point <input type="checkbox"/> Internet <input type="checkbox"/> Any Other <input type="checkbox"/>			

Family Detail :-

Relation	Name	Age	Service / Occupation	Other
Spouse	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Son	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daughter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Career Detail :-

Period (From-To)	Name of Organisation	Place of Posting	Business	Position	Reporting
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Remmuneration last drawn (including PF,ESI, Leaves, Gratuity, Bonus, Medical, etc.) CTC PA Other Benefits

Expected CTC CTC PA Other Benefits

Joining Period Ready to relocate to Jaipur with family on joining YES NO

Step 9:- Applicant details will be saved in database and sent mail to both HRD and Applicant with details

Email Format



Personal Details :-

Name	Sanjay Kumar	Date Of Birth	1984-12-28		
Contact Number	9602505965	Email ID	sanjay.kumar@wirefabrik.com		
City	jaipur	Dist.	jhunjhunu		
State	raj	Pin	333029		
Marital Status	Merried Y				
Passport No.	12345	Issued from	2012-10-15	Valid upto	2012-10-25

Educational Data :-

Qualification	Name of examination/ Degree/ Diploma	Year of Passing	Name of Board/ University/ Insitute	Place	
Academic (last Qualification)	x	2000	Raj Board Ajmer	Jaipur	
Professional	xll	2003	Raj Board Ajmer	Jaipur	
	B.E.	2007	Raj University	Jaipur	
Others					
Computer Knowledge (0-5)	Word	Excel	Power Point	Internet	Any Other
	Y	Y	Y	Y	Y

Family Detail :-

Relation	Name	Age	Service / Occupation	Other	
Spouse					
Son					
Daughter					

Career Detail :-

Period (From-To)	Name of Organisation	Place of Posting	Business	Position	Reporting
Remmuneration last drawn (including PF,ESI, Leaves, Gratuity, Bonus, Medical, etc.)		CTC PA	444	Other Benefits	4444
Expected CTC		CTC PA	4444	Other Benefits	44444