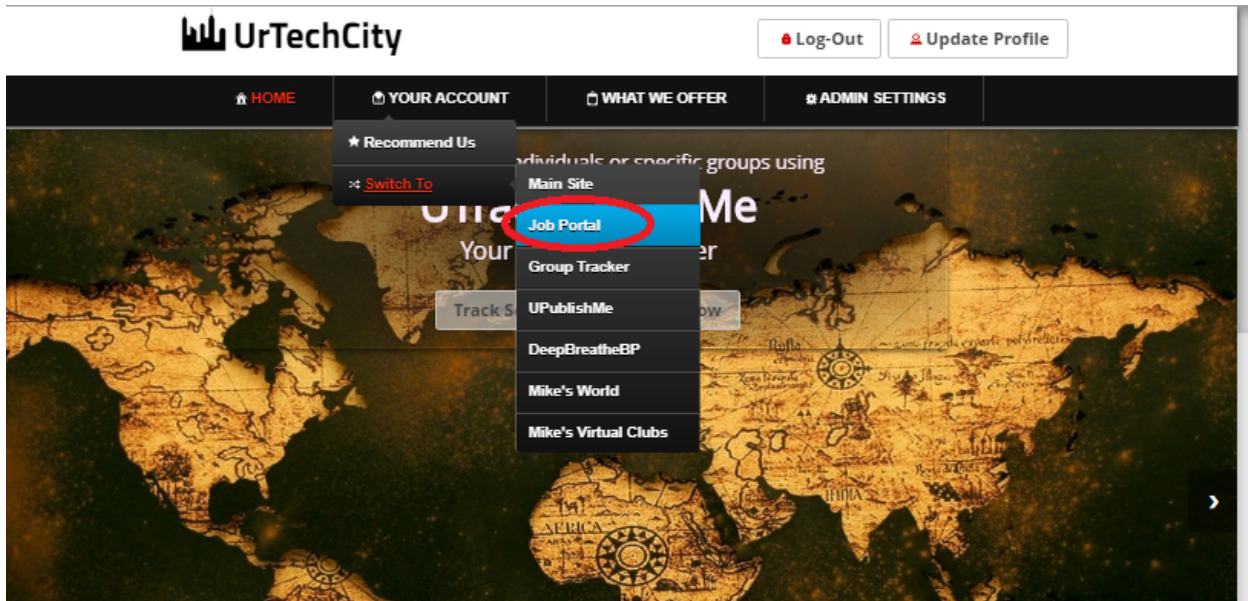


1. Go to the job portal website:

a. Desktop

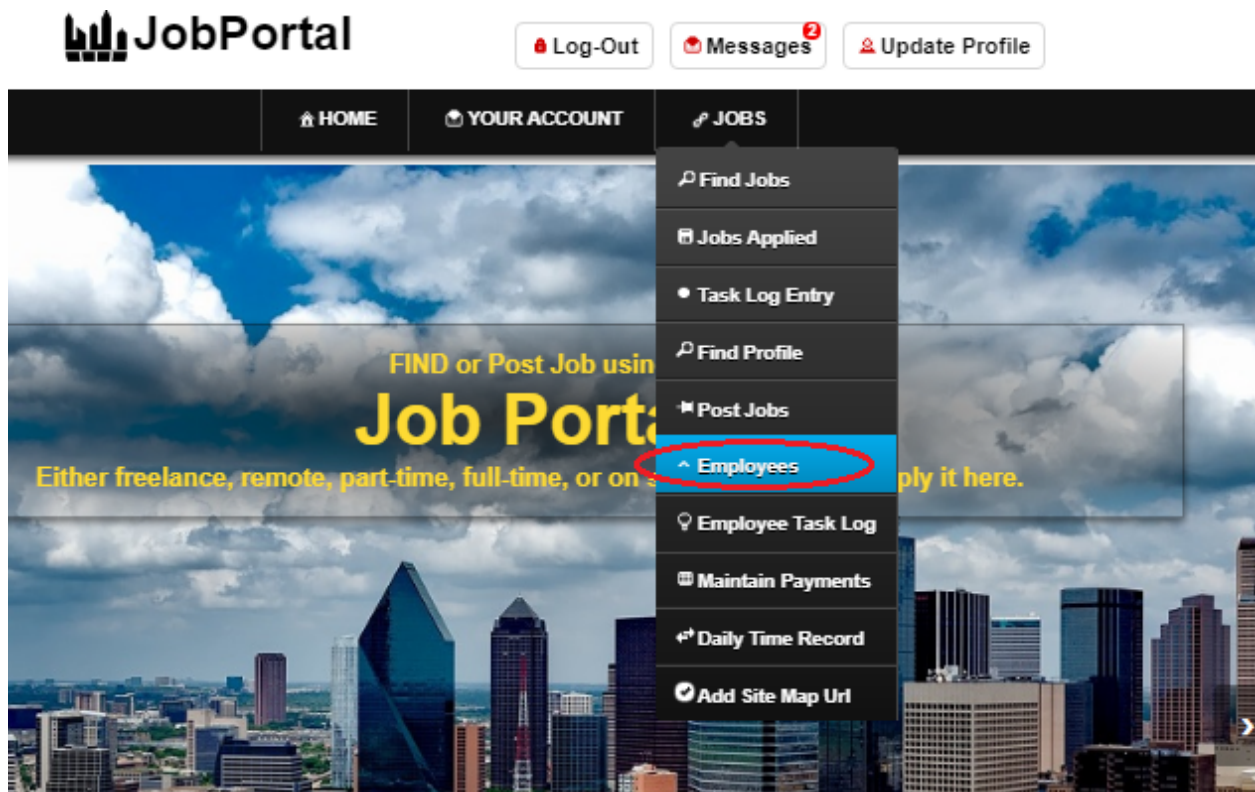


a. Mobile Devices

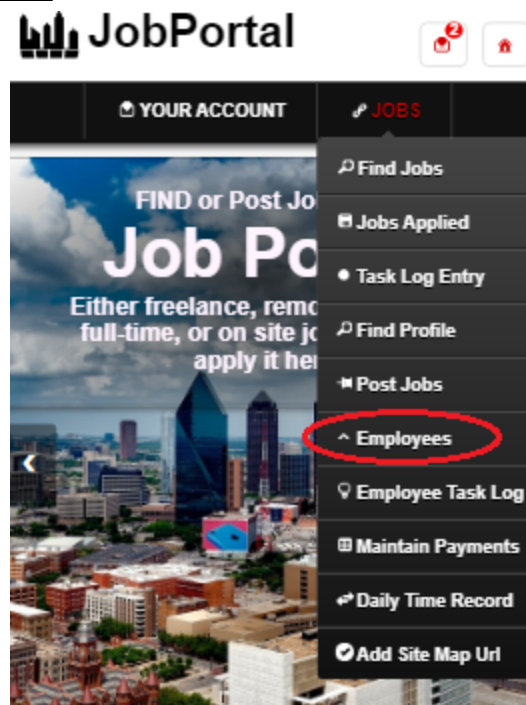


2. Click the **Employees** menu item as shown below:

a. Desktop



b. Mobile Devices



- In this page, you can see the profile of the employees that you hire and that had resigned
 - **Search** button to search for applicants based on the search criteria
 - **Add** button is to add an employee
 - **Edit** button edits the employees information.
 - **Delete** button deletes an employee.

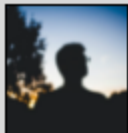

a. Desktop

JobPortal Log-Out Messages 2 Update Profile

HOME YOUR ACCOUNT JOBS

Employees

+ Read me first(click to show/hide information which can guide you in this area)

Full Name ↑	Rate	Add
<input type="text"/>	Business* BORN Group (under Tech Mahindra) ↓	Clear Search
<input type="text"/>	Status* Hired ↓	
 sean gabriel		≡ Edit Delete
 Michael Agcaoli		≡

b. Mobile Devices

JobPortal YOUR ACCOUNT JOBS

Employees

+ Read me first(click to show/hide information which can guide you in this area)

Business:
No Value

Status:
No Value

Email Address*


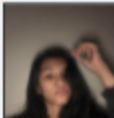
Hourly Rate(US\$) 0/50

Daily Rate(US\$) 0/5

Weekly Rate(US\$) 0/5


Monthly Rate(US\$) 0/5

Back Save

Full Name ↑	Add
Full Name <input type="text"/>	Clear Search
Business* BORN Group (under Tech Mahi) ↓	
Status* Hired ↓	
 Full Name: No Value	≡
	≡

4. Once you click the **Add or Edit** button it will take you to this page as shown below. Fill in the entries to add information about your employee.

a. Desktop

Log-Out Messages Update Profile

HOME YOUR ACCOUNT JOBS

Employees

+ Read me first(click to show/hide information which can guide you in this area)

Business:
No Value

Status:
No Value

Email Address* 0/50

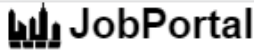
Hourly Rate(US\$) 0/5

Daily Rate(US\$) 0/5

Weekly Rate(US\$) 0/5

Monthly Rate(US\$) 0/5

b. Mobile Devices

Messages Home

YOUR ACCOUNT JOBS

Business:
No Value

Status:
No Value

Email Address* 0/50

Hourly Rate(US\$) 0/5

Daily Rate(US\$) 0/5

Weekly Rate(US\$) 0/5

Monthly Rate(US\$) 0/5