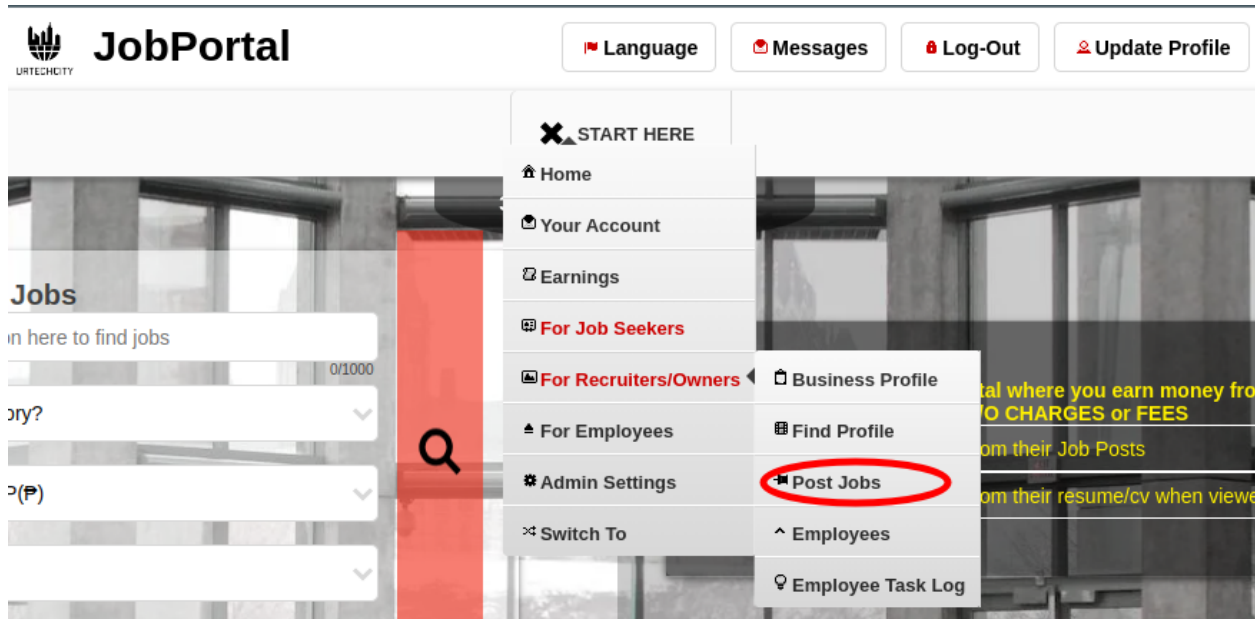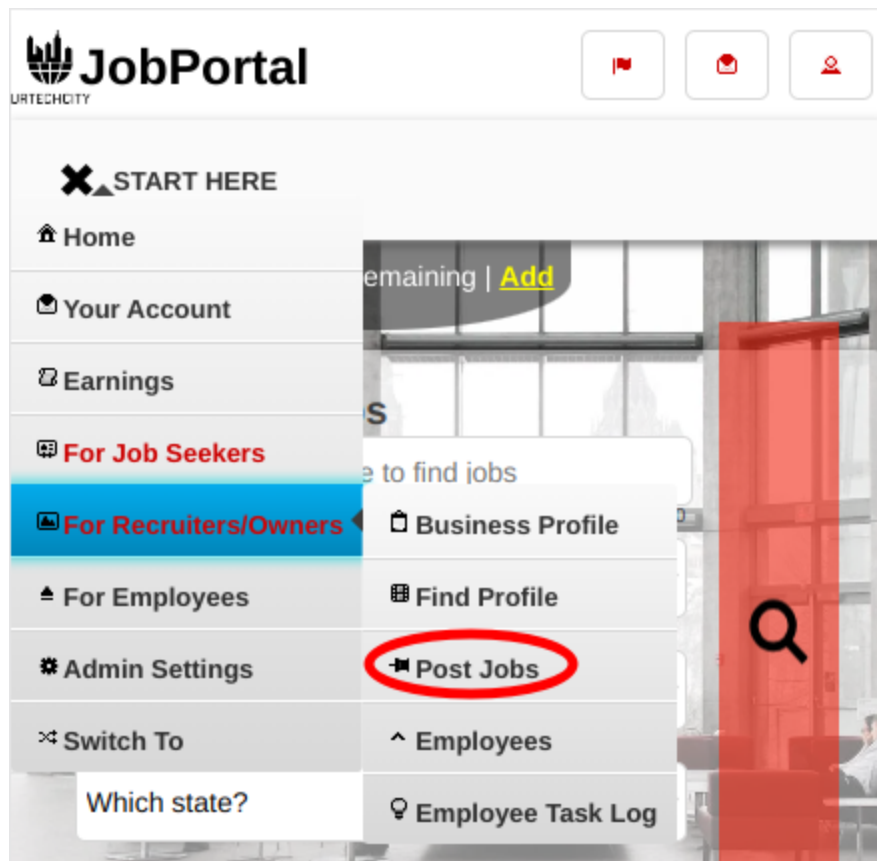1. Click **Post Jobs** from the menu:

   a. **Desktop**

   a. **Mobile Devices**

2. Once you click the Post jobs it will take you to this page. Take note of the instructions below.
   - **Add** button adds new Job Post
   - **Edit** button updates/changes existing job Post
   - **Delete** button deletes existing Job Post
   - **Skills for this Job** button will navigate you to list down the skills needed or good to have for a specific job posts

   a. **Desktop**

JobPortal

⚑ Language   **✉ Messages**   **🔒 Log-Out**   **👤 Update Profile**

☰ START HERE

359 Points Remaining | **Add**

Post Jobs

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

Title ↕	Department or Group ↕	Categories ↕	Vacancies ↕	Add
Business* BORN Group (under Tech Mahindra) ▼ **Title** 🔍 0/200				Clear Search
Sales and Business Development Director	IT	Information Technology	1	☰ Edit
BORN is looking to bring aboard a Managing Director	IT	Information Technology	1	Delete
We are hiring for an Emerging Tech Architect	IT	Information Technology	1	Skills for this Job
BORN is seeking a SAP Commerce(Hybris) Tech Lead	IT	Information Technology	1	☰

      b. Mobile Devices

3. Once you click the **Add** or **Edit** Button, it will take you to this page. Please take note of the below:
    - Fill-in all the entries then click the **Save** button to save the changes made.

    a. **Desktop**

JobPortal
URTECHCITY

⚑ Language | ⊘ Messages | 🔒 Log-Out | ⚲ Update Profile

☰ START HERE

359 Points Remaining | Add

p   Press Alt+0 for help   291 words   ⊗ tiny
                                                                                            2311/4000

Categories   **Level***
Information Technology   ∨   Expert   ∨

Work Duration*   **Work Location Type***
Full-Time   ∨   Remote Work   ∨

Country   **State**
United States - USD($)   ∨   New York   ∨

Vacancies*   **Show to Public**
1   ✓
                                    1/3

Please fill-in which ever is applicable*

Hourly Rate   **Daily Rate**
                                    0/10   0/10

Weekly Rate   **Monthly Rate**
                                    0/10   0/10

Attachments or Supporting Information

   Video   ∨   **Add**

PDF   HTTPS   JPG
≡   ≡   ≡

   Back   Save

b. **Mobile Devices**

JobPortal
URTECHCITY

☰ **START HERE**

1/3

Show to Public 859 Points Remaining | **Add**

☑

Please fill-in which ever is applicable*

Country

United States - USD($)

State

New York

Hourly Rate

0/10

Daily Rate

0/10

Weekly Rate

0/10

Monthly Rate

0/10

Attachments or Supporting Information

Video   **Add**

PDF   HTTPS   JPG

Back   **Save**

4. Job Posters can see who applied on the job they posted by selecting the **Find Jobs** option in the menu

    a. **Desktop**
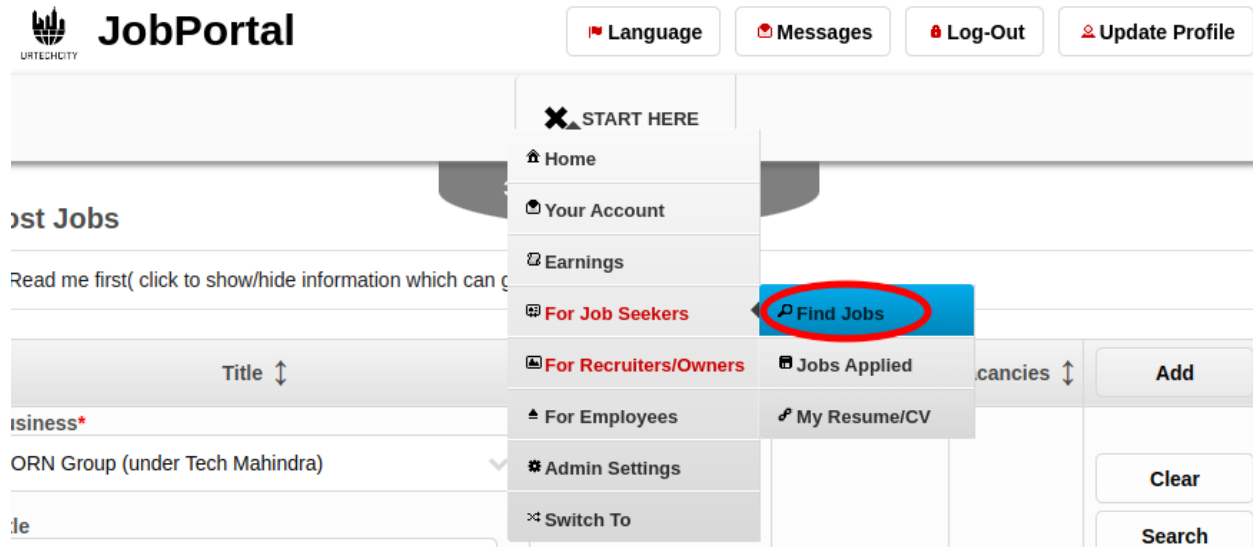
    b. **Mobile Devices**
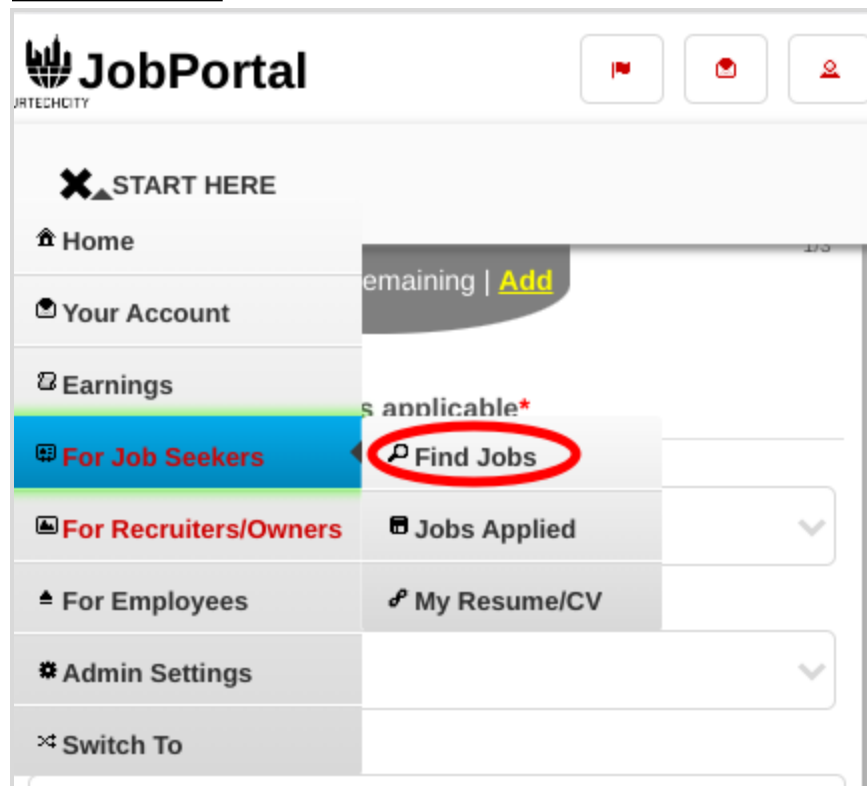
5. Inside the job posts, you can see a list who applied to that job. If there is no list, then it means none has applied yet to that job post. Please take note of the below:
   - Select the employee's name to see their Information and resume;
   - Click The 'Offer hourly rate' to give them Job offer
   - Click the 'Send Message' to communicate with the applicant.

a. **Desktop**

b. **Mobile Devices**

6. The applicant will receive an email regarding an offer or a message from the employer.

    a. **Desktop and Mobile Devices**

UrTechCity - You were offered a job - UrTechCity Manager

UrTechCity <admin@urtechcity.com>
to reymanideaofbusiness

UrTechCity

Hi Reyman Noel B. Fabro,

Master Michael Agcaoili sent you an offer regarding **UrTechCity Manager**:

You were offered an amount below for the job:
5/hour

Click here to make a decision on the offer.

Regards,
The UrTechCity IT Solutions Team

_____

You can visit our company site here
If you want to stop receiving emails from us, please click here to unsubscribe.

Follow us on:

f   in   🐦

7. Once the user clicks the link, the page below will be shown. Once the user clicks the **Accept** button, then the user has already accepted the job. Otherwise, user can **Send a Message** for further negotiation, or just **Delete** the application:

   a. **Desktop**

People who applied to this job post

Michael Agcaoili
Date Applied: 04-Jan-2024
Level: No Value
Offer Hourly Rate: 10.00
i am interested just because

0.0/5
0
User(s) Rate Count
Rating

Accept   Send a Message   Delete

c. **Mobile Devices**
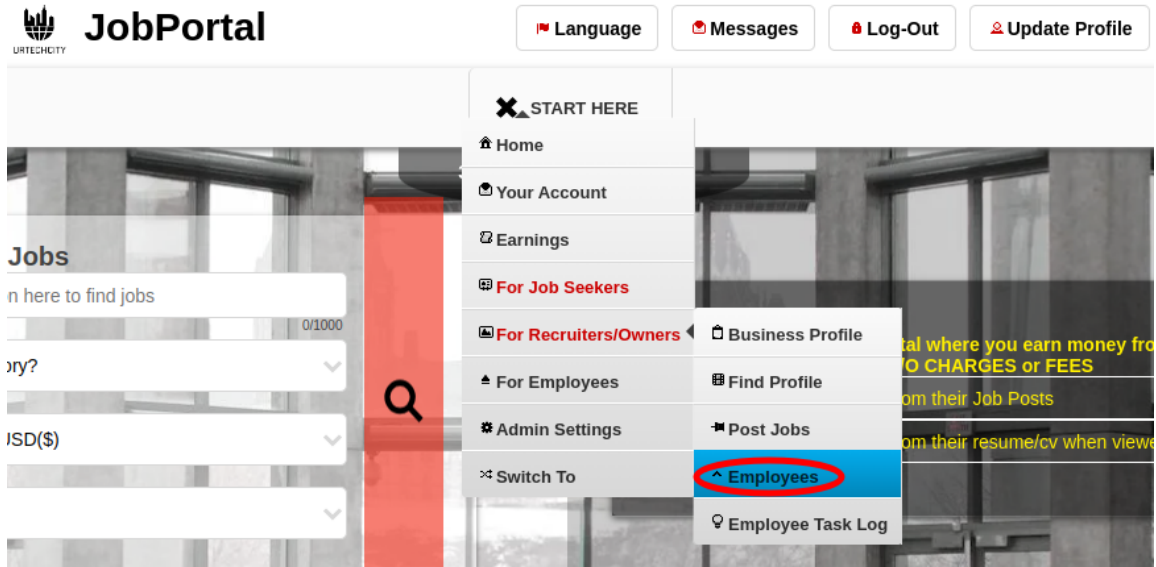

People who applied to this job post

0.0/5
0
User(s) Rate Count
Rating

Michael Agcaoili
Date Applied: 04-Jan-2024
Level: No Value
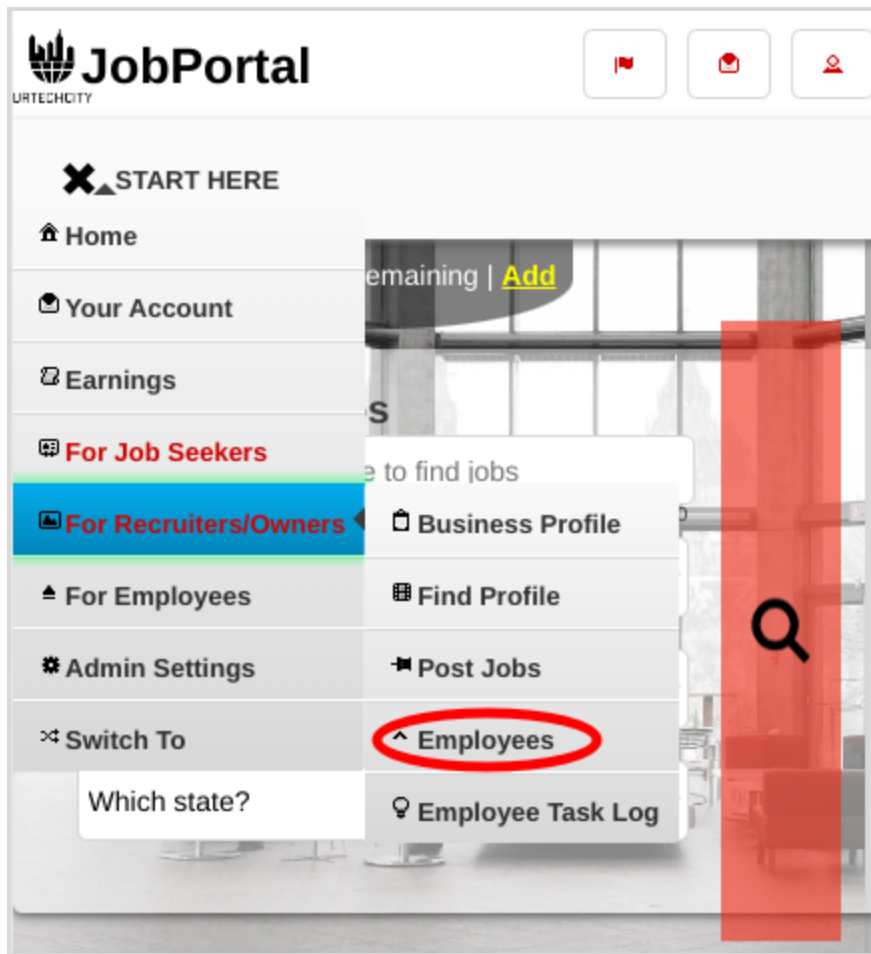**Offer Hourly Rate:** 10.00
i am interested just because

Accept   Send a Message   Delete

8. Employers or recruiters can go to the **Employees** page to see their list of employees:

a. **Desktop**

b. Mobile Devices

9. Inside the **Employees** page, employers can see their employees per businesses(Employers can have multiple businesses). The employer can also look at the profile of each employee to see their particulars again. The employer can also change the employment status of each employee.

a. **Desktop**

Employees

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

Full Name ↕	Rate	Add
	Business* UrTechCity IT Solutions ⌄	Clear
🔍	**Status*** Hired ⌄	Search
Michael Agcaoili		Edit Delete

b. **Mobile Devices**

Employees

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

Full Name ↕	Add

Full Name

🔍

Business*

UrTechCity IT Solutions ⌄

Status*

Hired ⌄

Clear

Search

Full Name:
No Value

=
Edit
Delete