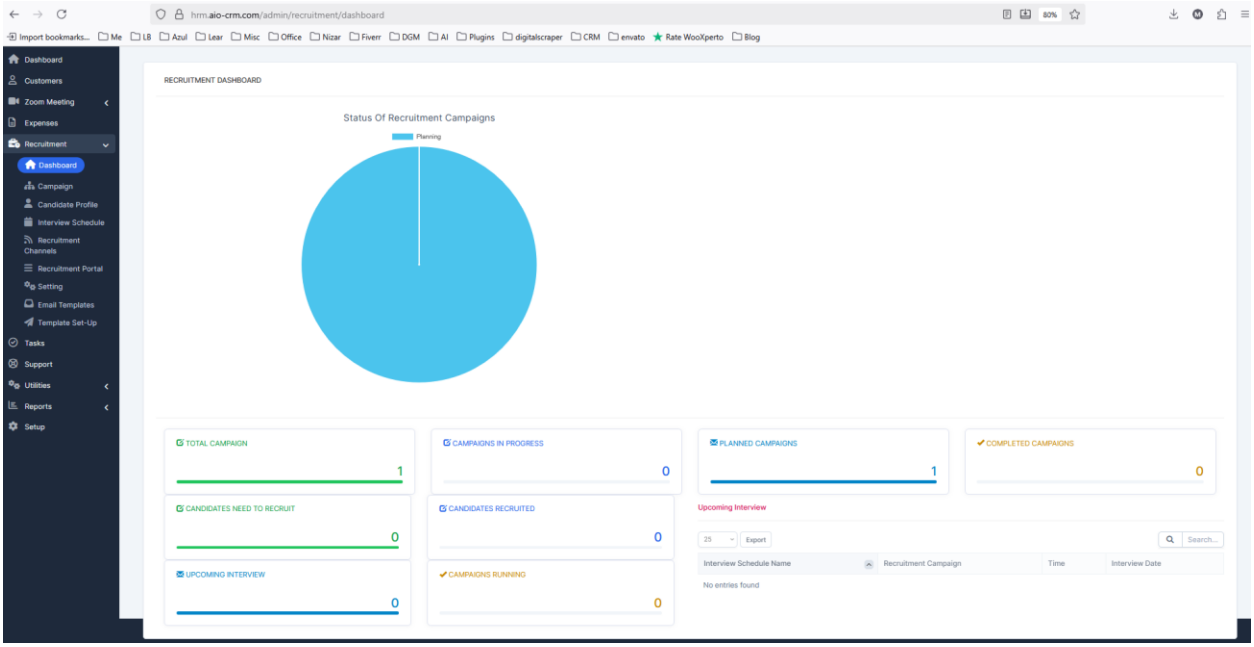
User guide for recruitment module:-

Overview

Using this module you can complete hiring process for your organization.

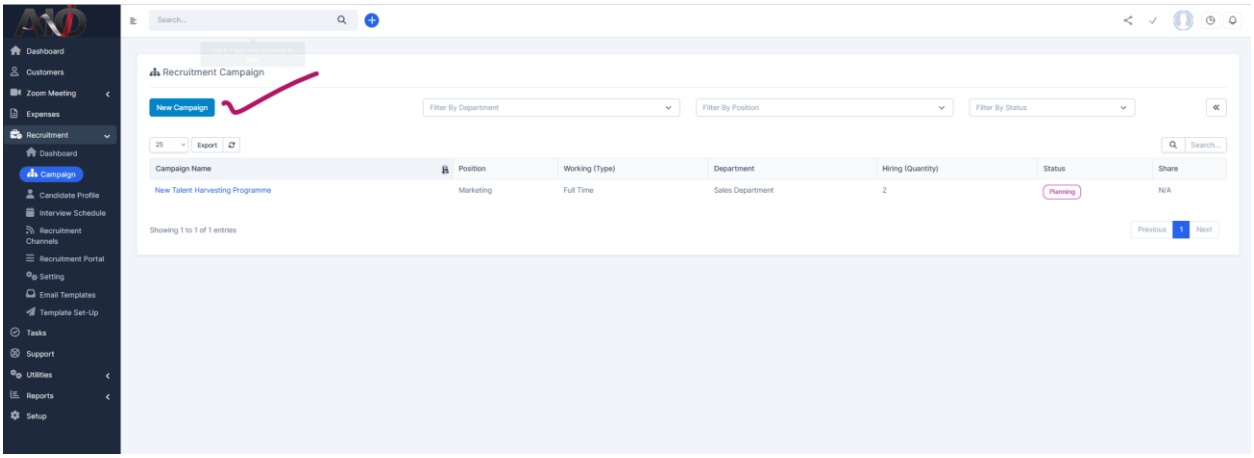
Dashboard:-

From dashboard you'll get an at a glance overview of recruitment process.



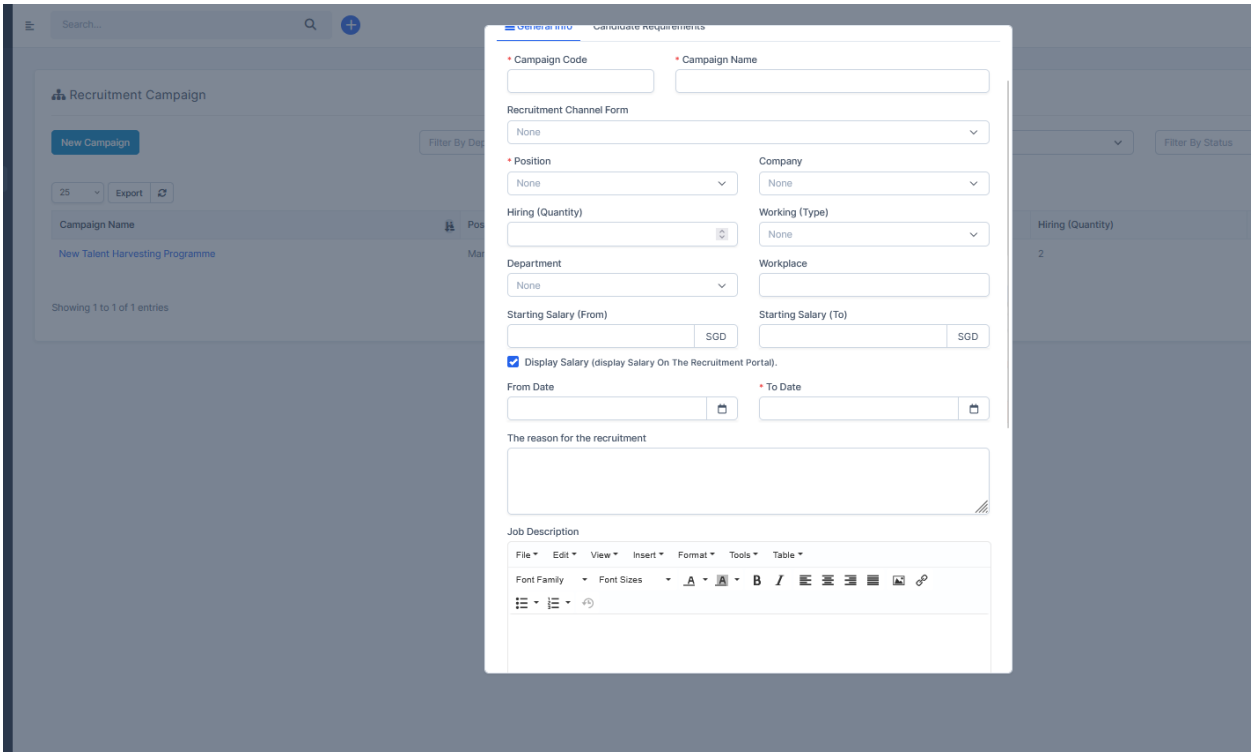
Campaign:-

Create a new recruitment campaign and manage all campaign from this part.

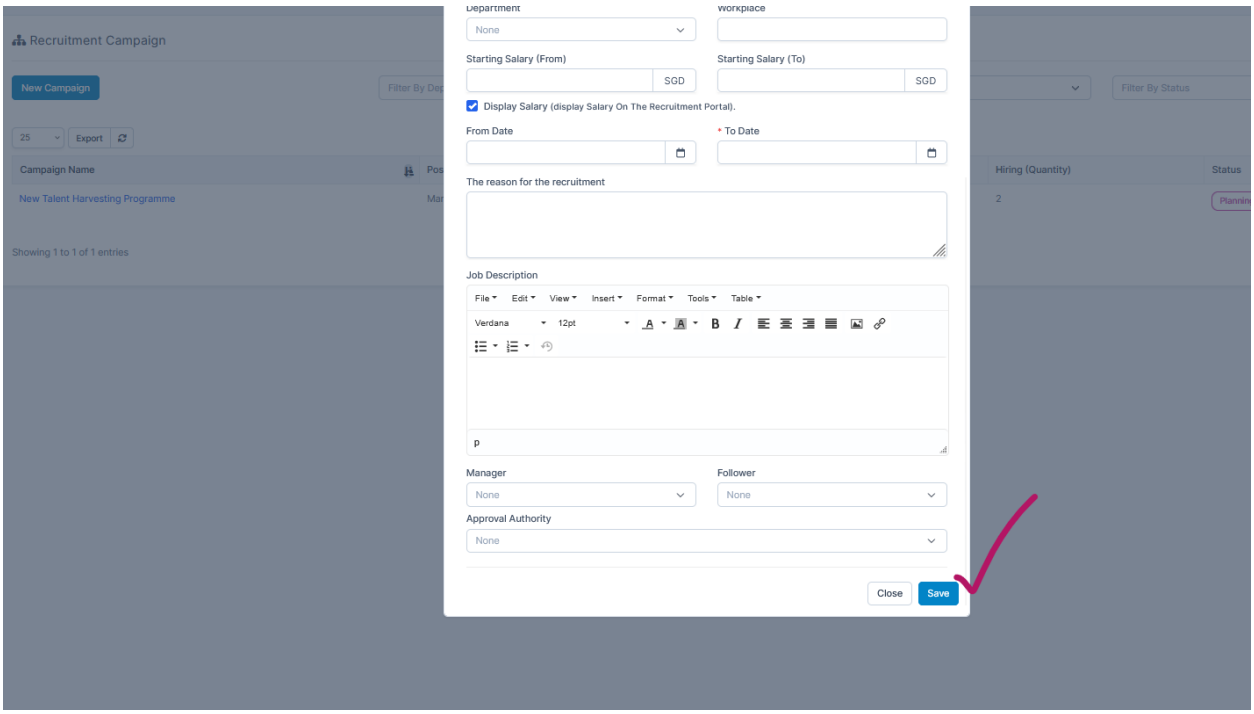


Create a campaign:-

Click on New Campaign Button >

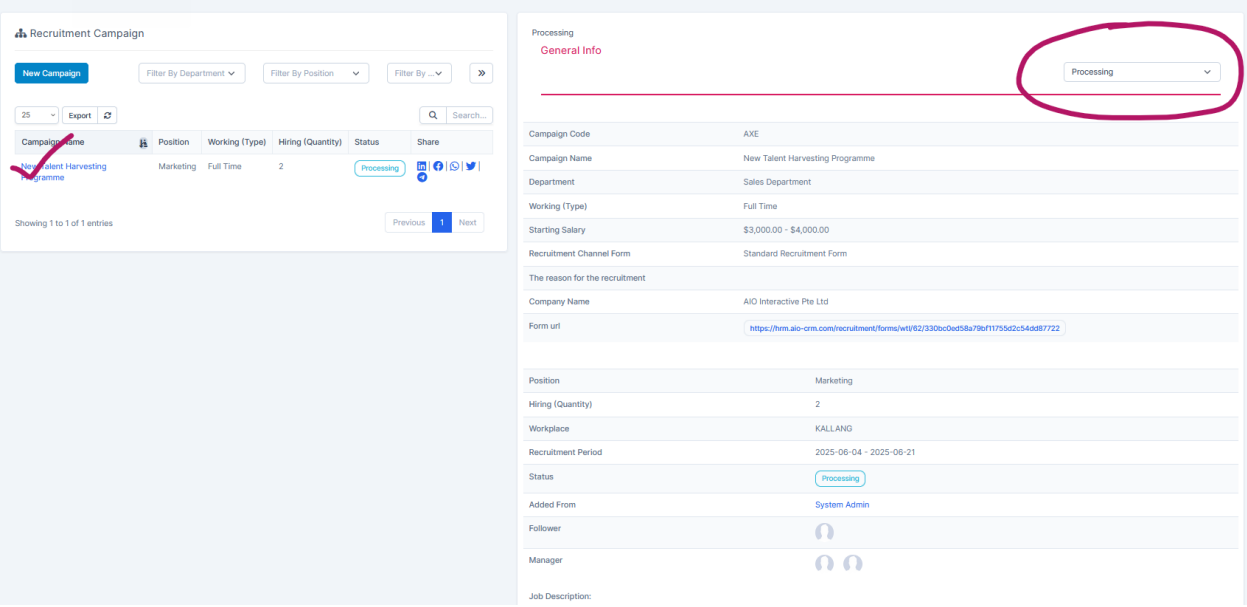


Fill campaign related information in this form.



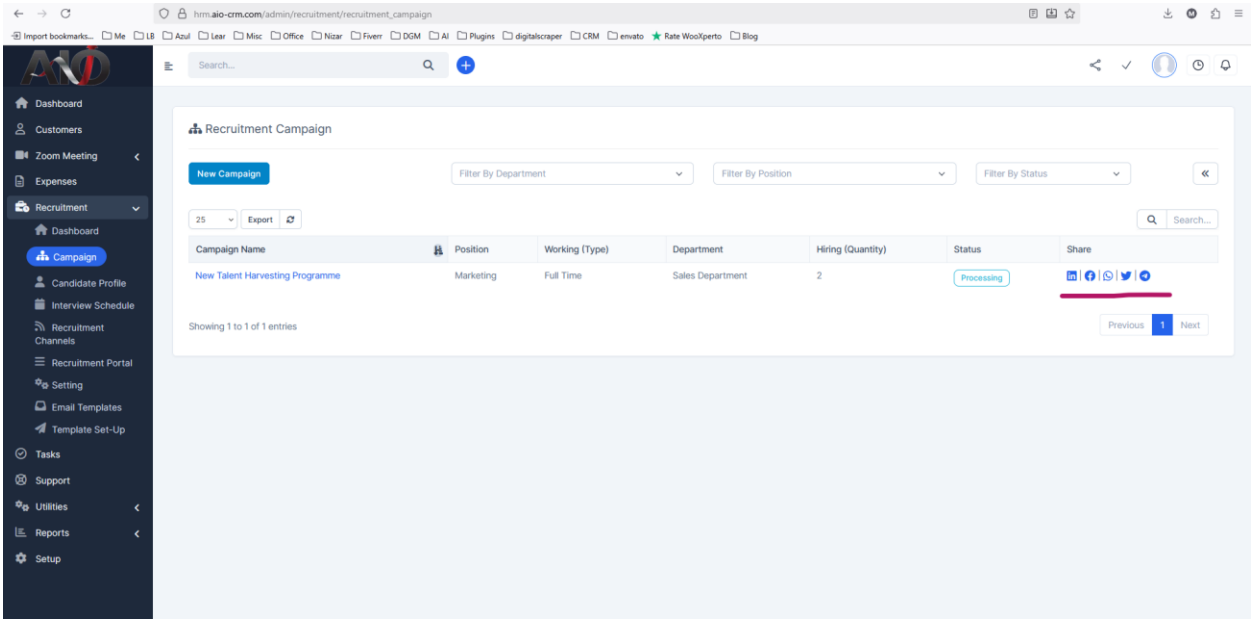
Save campaign by clicking Save button.

Approval Authority will be notified by email. Once it approved by the approval authority then the campaign will be published (Status Processing).

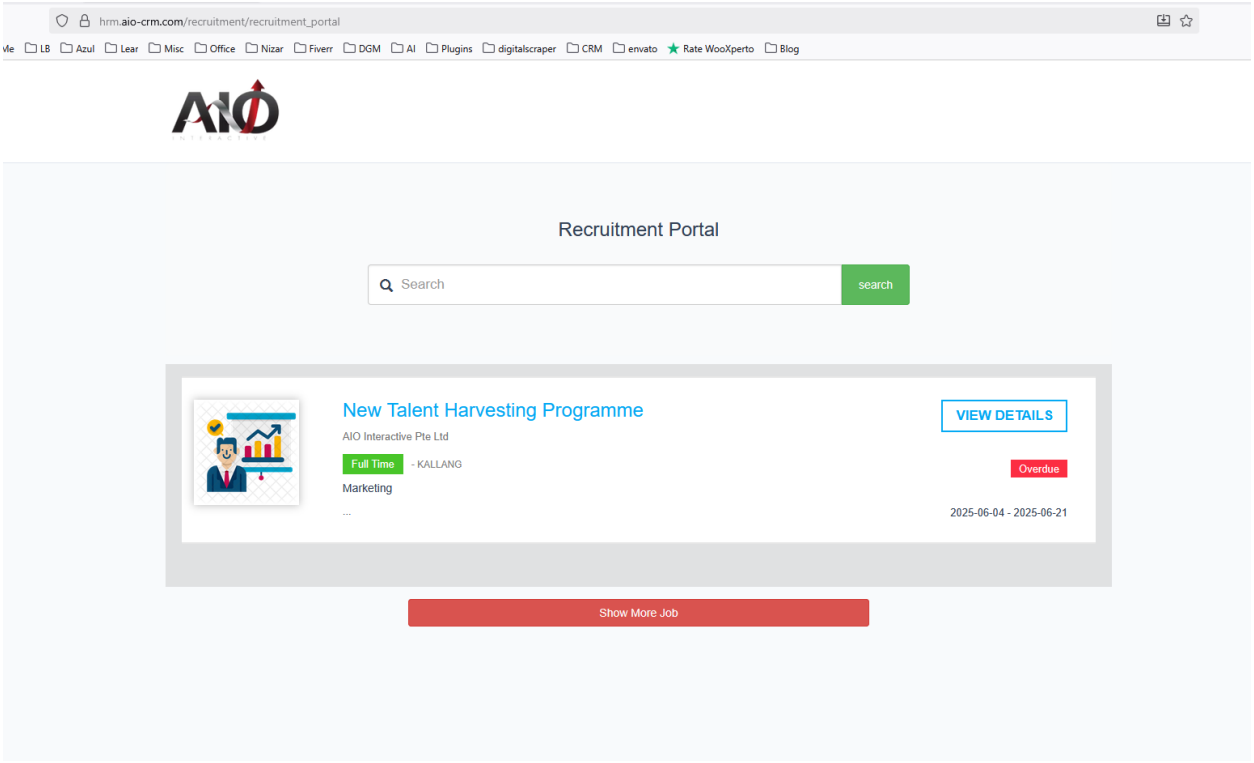


From here campaign status can update to processing (Approved)

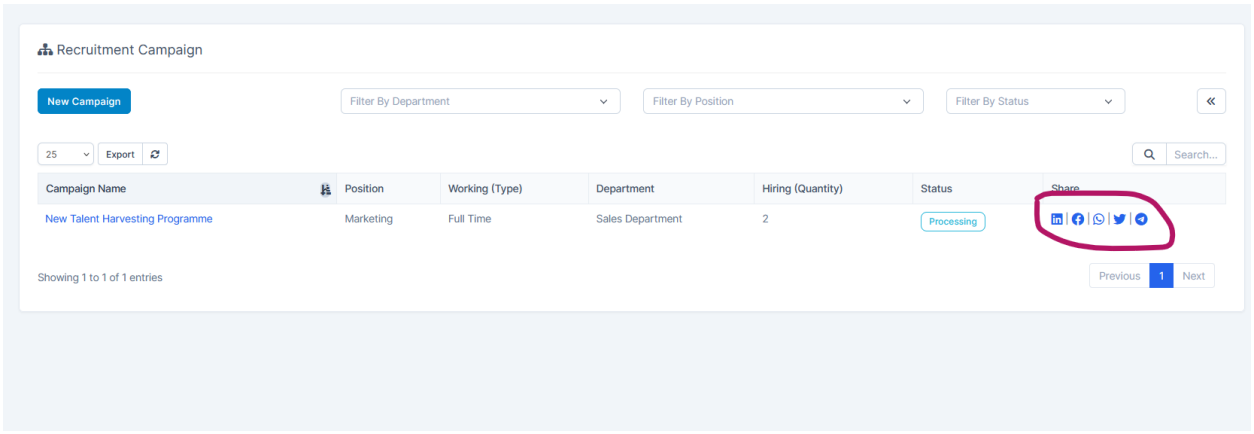
After approving there will enables all available social share options.



Once a campaign published then it'll show in recruitment portal public interphase.



When someone will share any job recruitment circular from share options- It'll redirect to respective platform to share the circular.



New Talent Harvesting Programme

Duration: 2025-06-04 - 2025-06-21

Monthly Salary: $3,000.00 - $4,000.00

Job Position: Marketing

AIO Interactive Pte Ltd

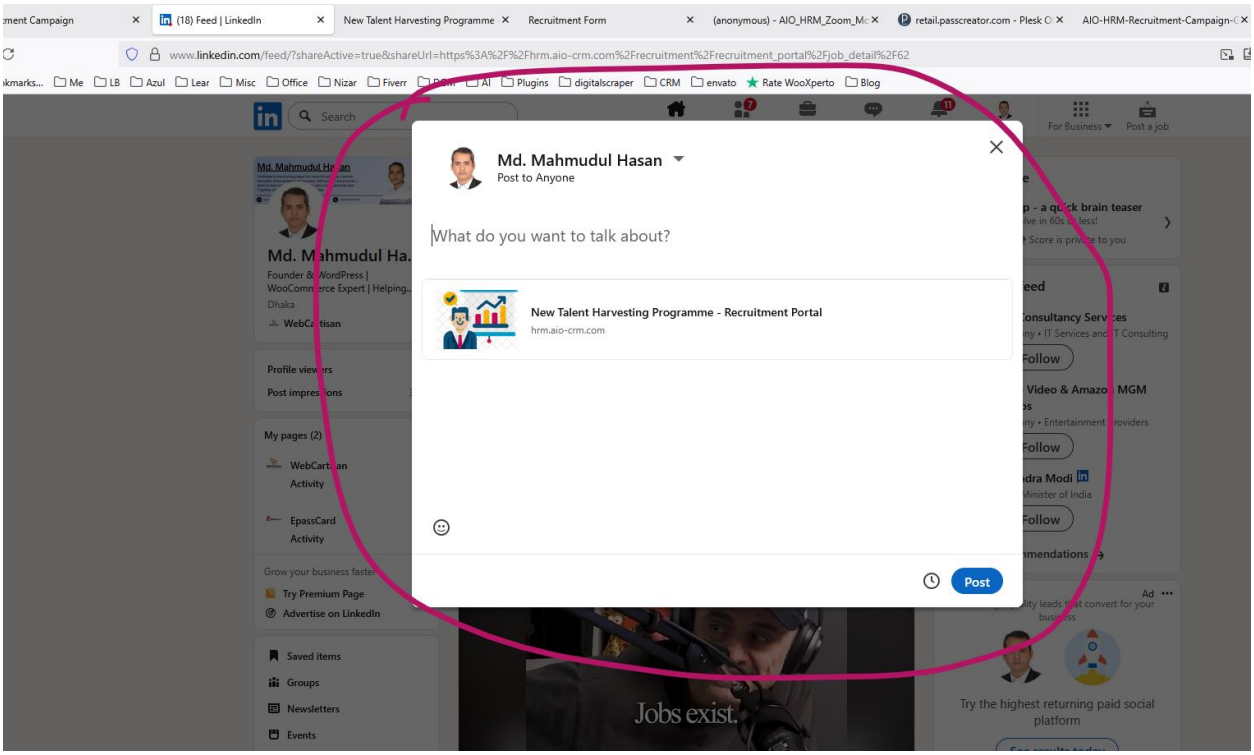
13 Lorong 8 Toa Payoh, Bradell Tech, #03-03, Singapore 319261

Share | Go Back

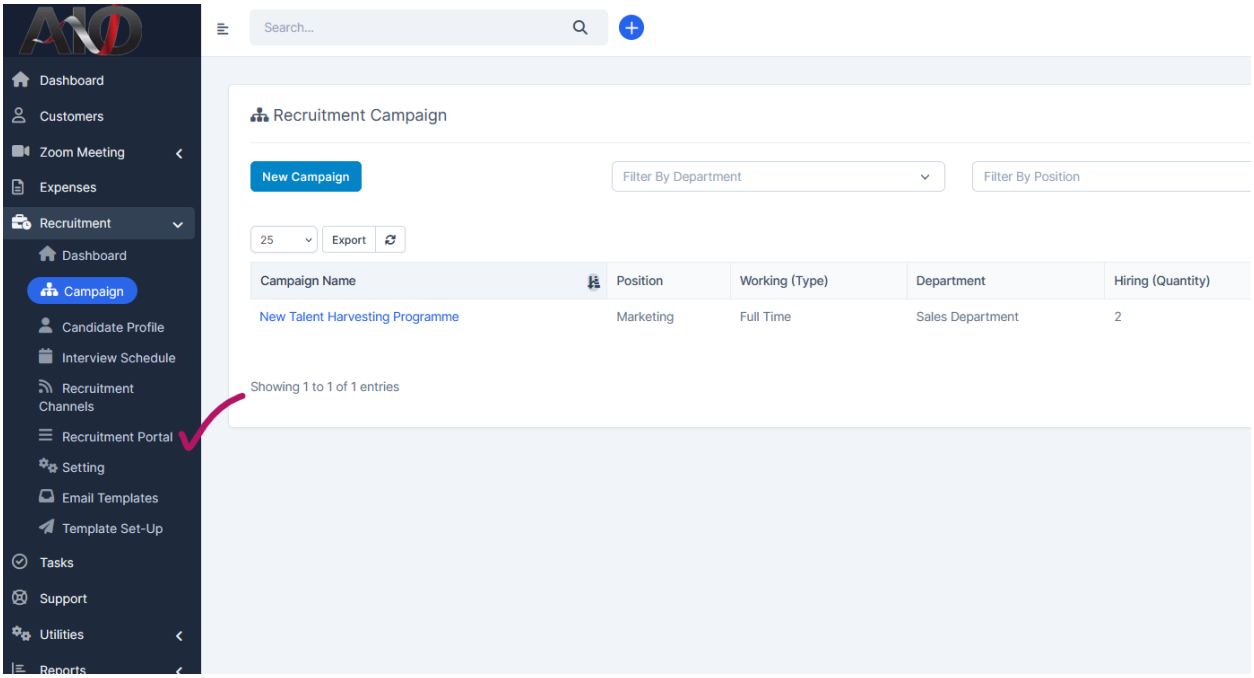
- WhatsApp
- Telegram
- Facebook
- Twitter
- Linkedin

Job Detail

Location	KALLANG
Company	AIO Interactive Pte Ltd
Hiring (Quantity)	2
Seniority	...
Literacy	...
Apply Before	2025-06-21

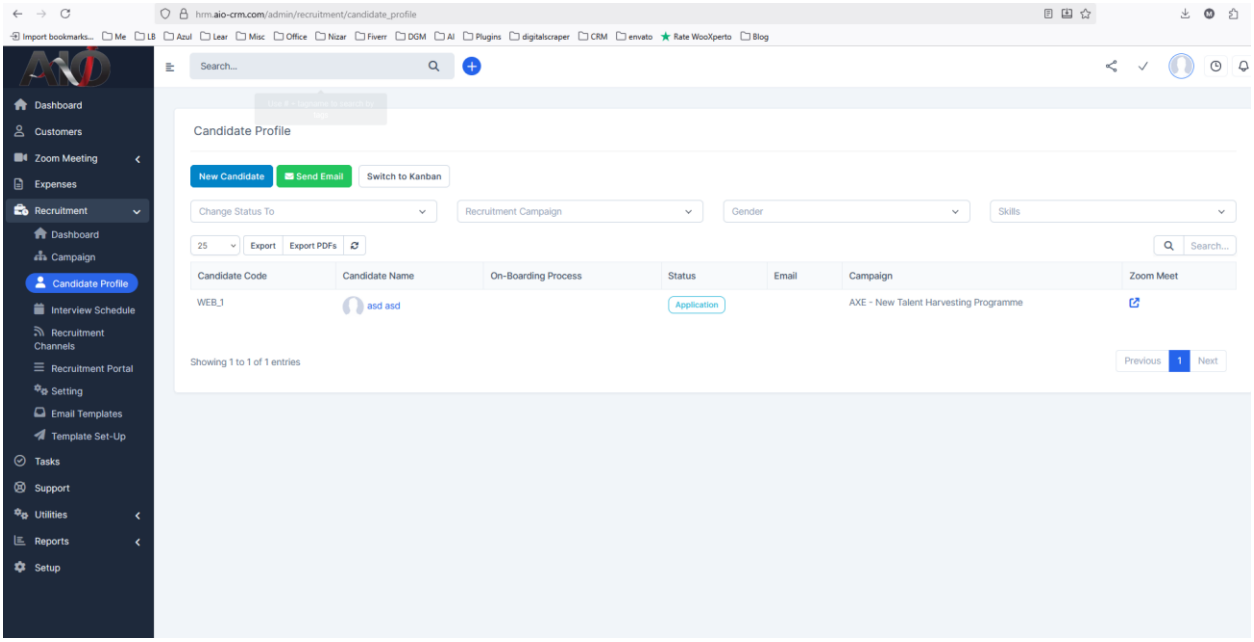


Recruitment portal url here.



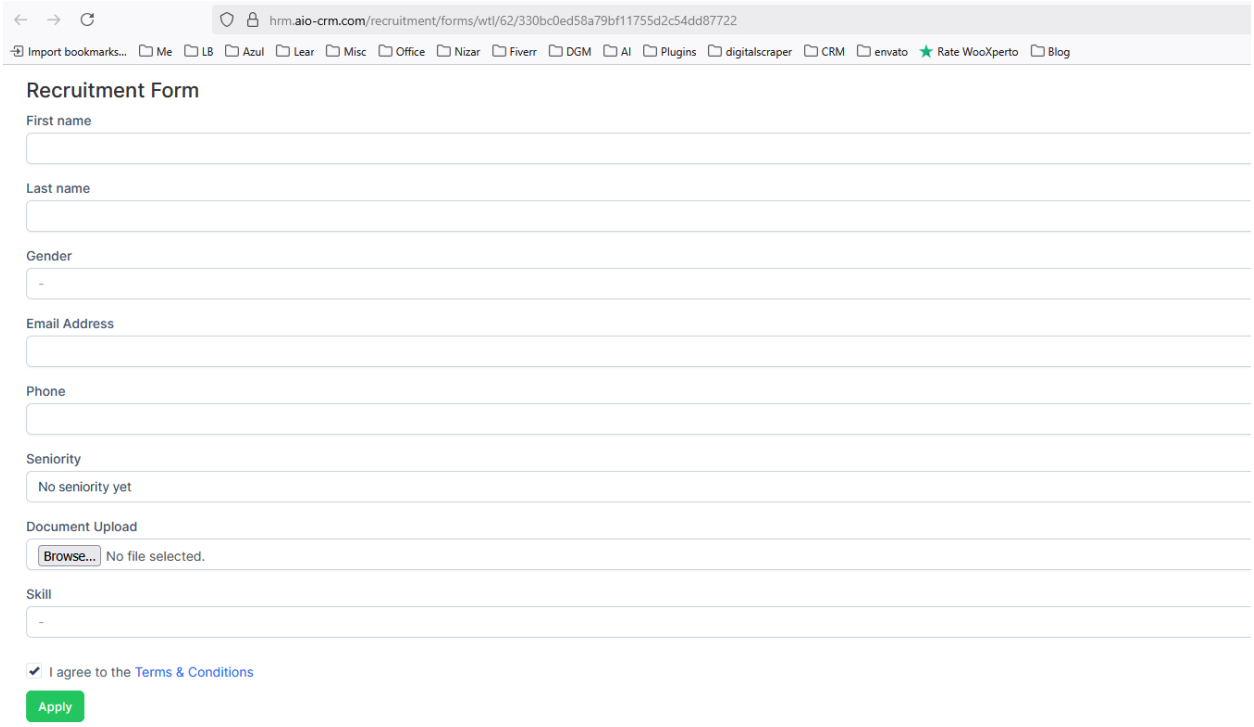
Candidate Profile:-

Here all applicants data will be stored.

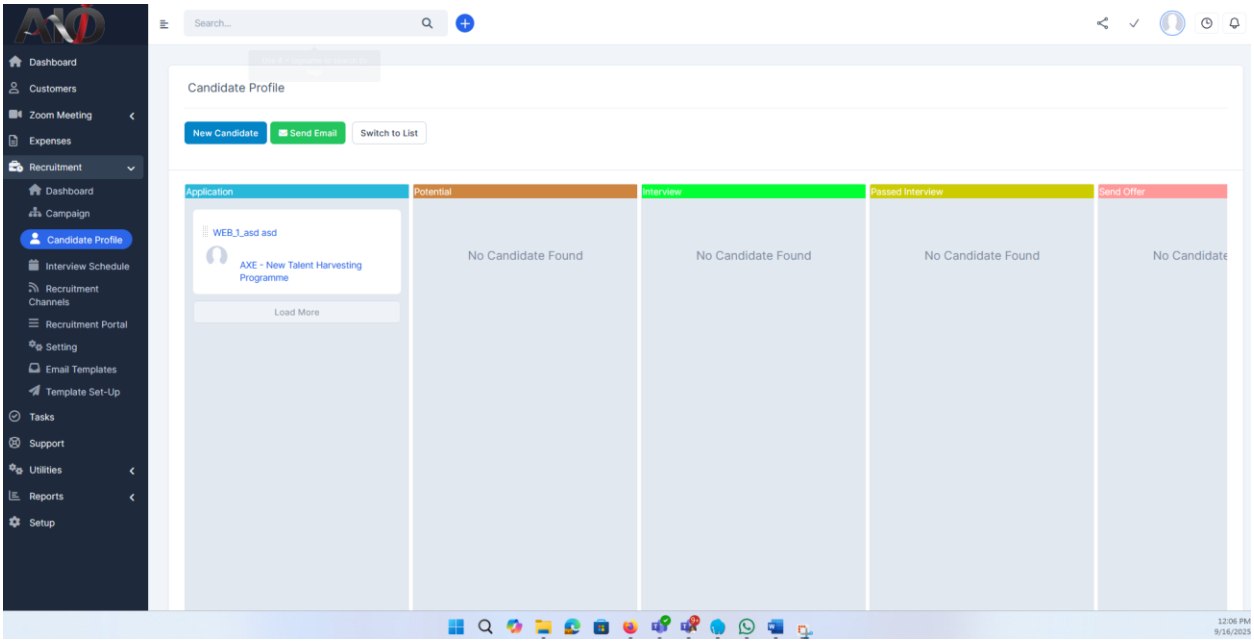


You can add new candidate here. Can send email notification.

Also from the public application form applicatent can apply by submitting the recuritment form.



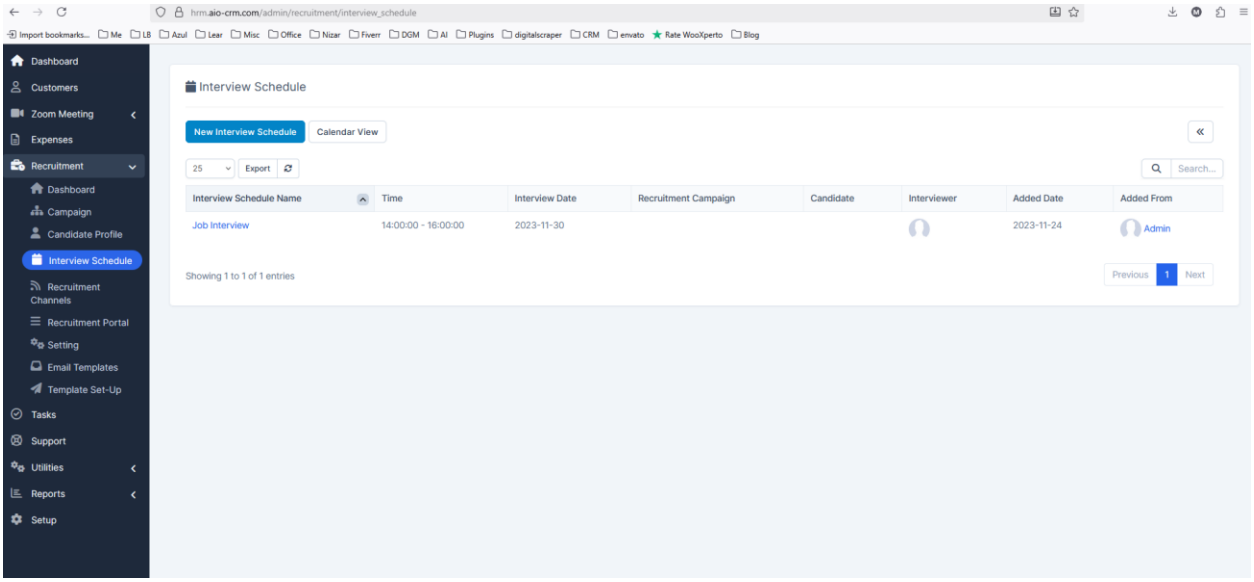
Can see all applicants in Kanban board.



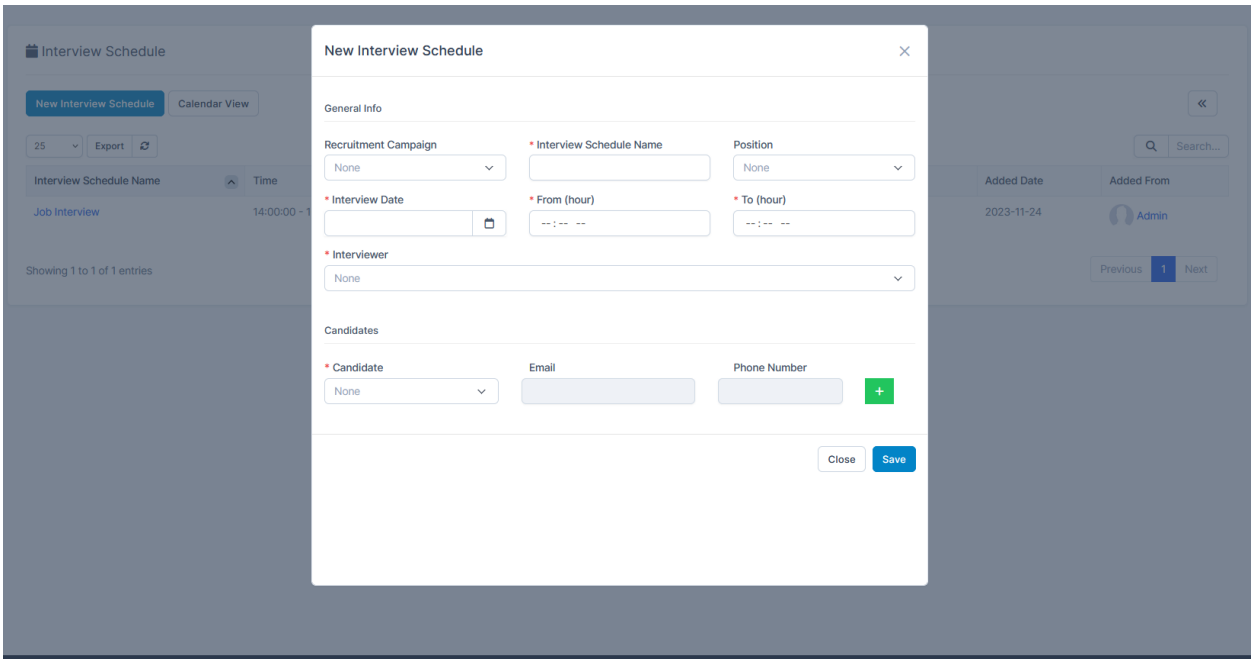
It'll help to understand the status of applicants.

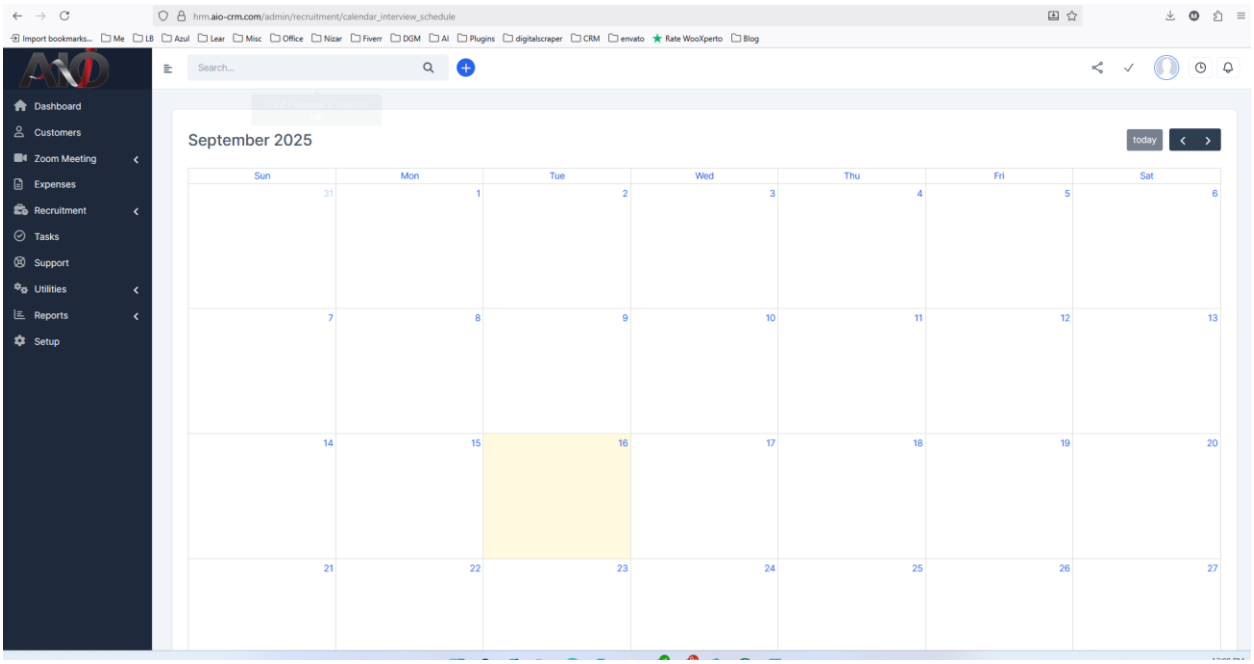
Can setup Zoom meeting.

Interview Schedule:-



Organize Interview schedules for applicants here.

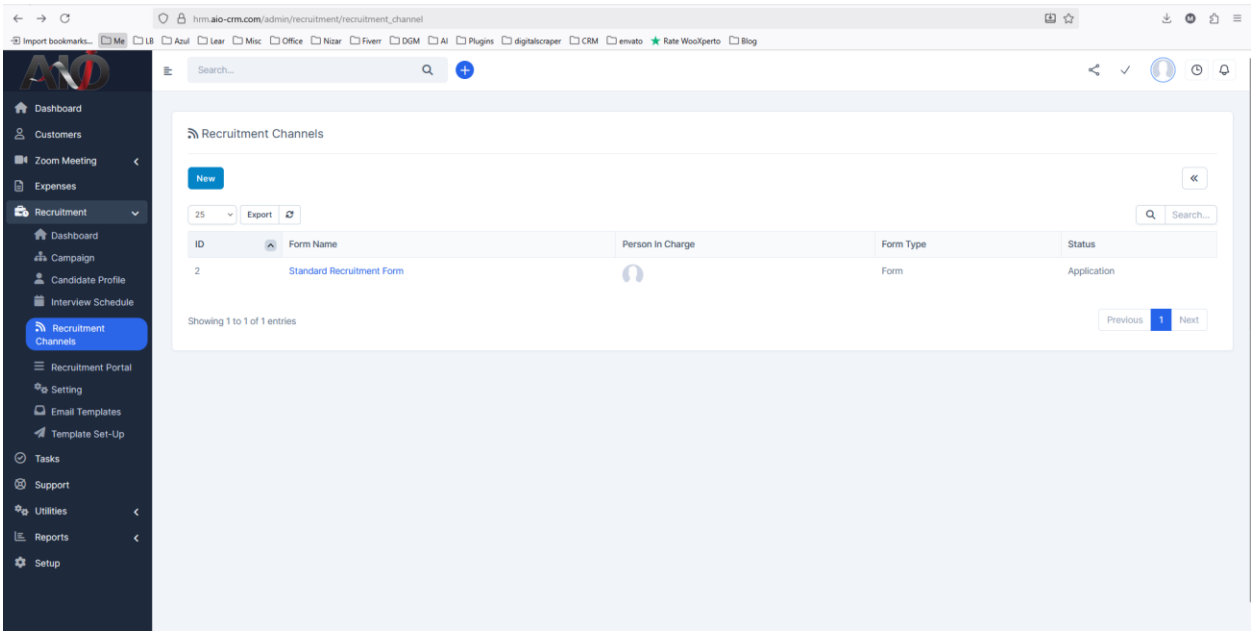


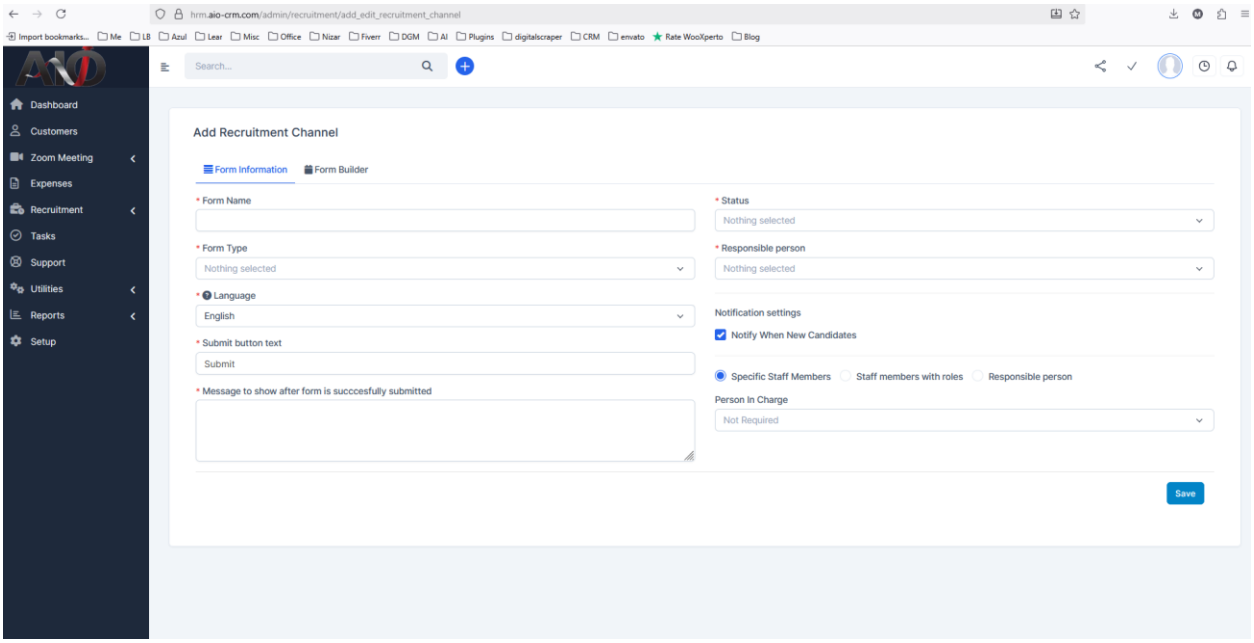


Can see all schedules in calendar.

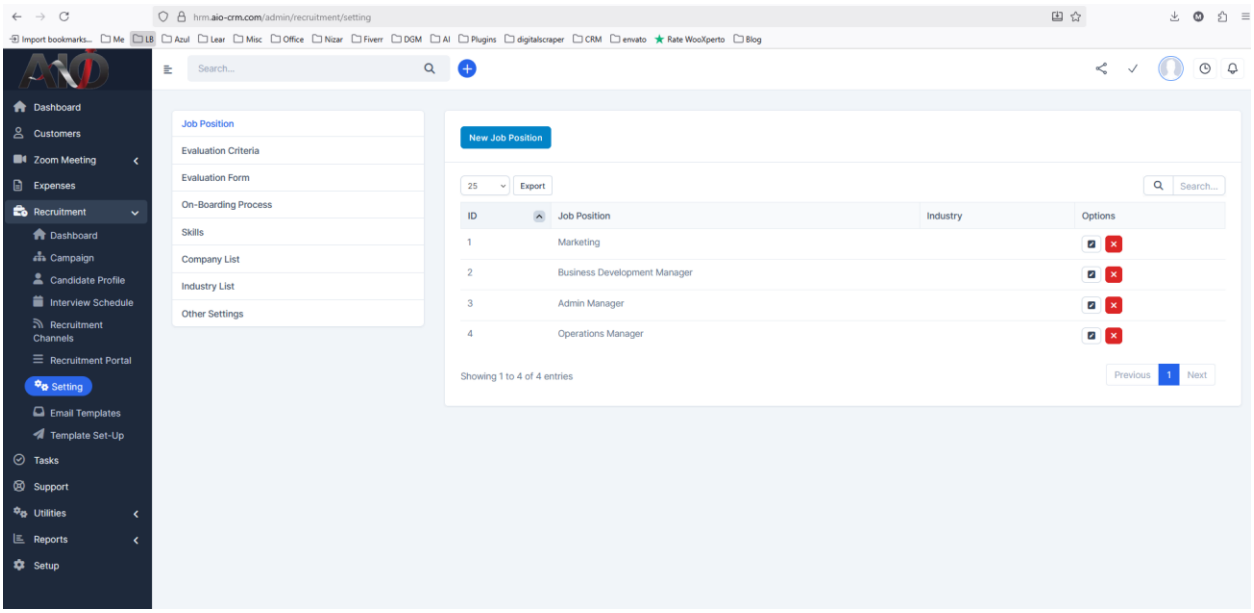
Recruitment Channels:-

Make different application form for different type of job.

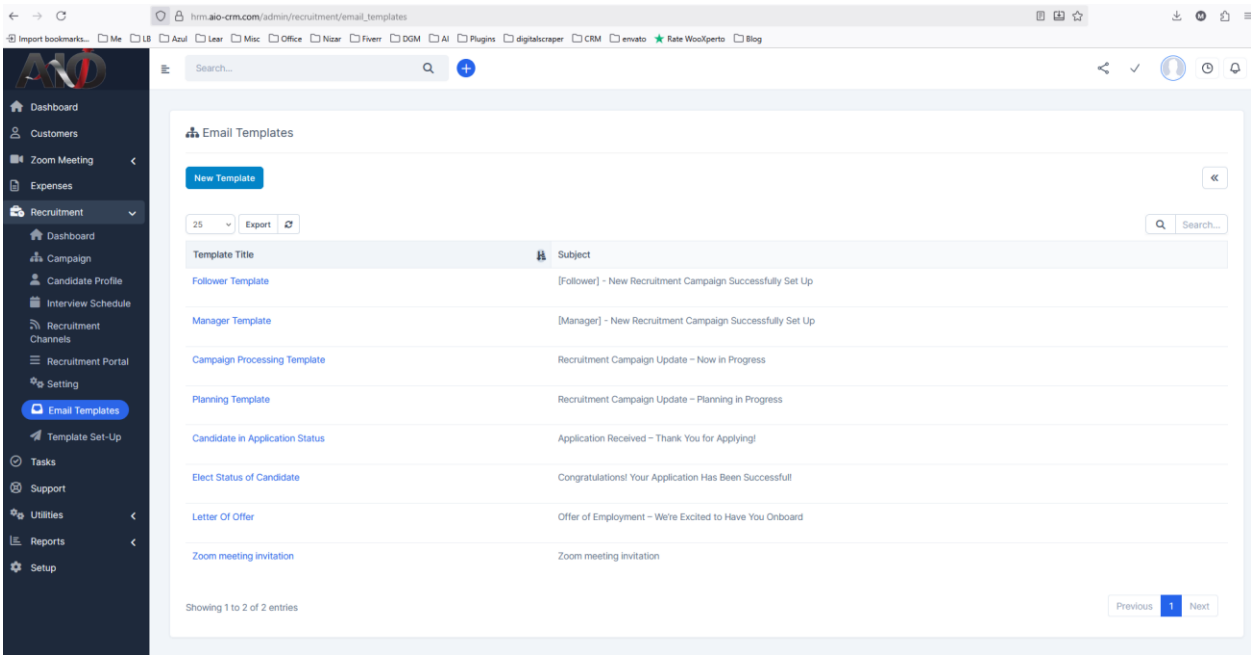


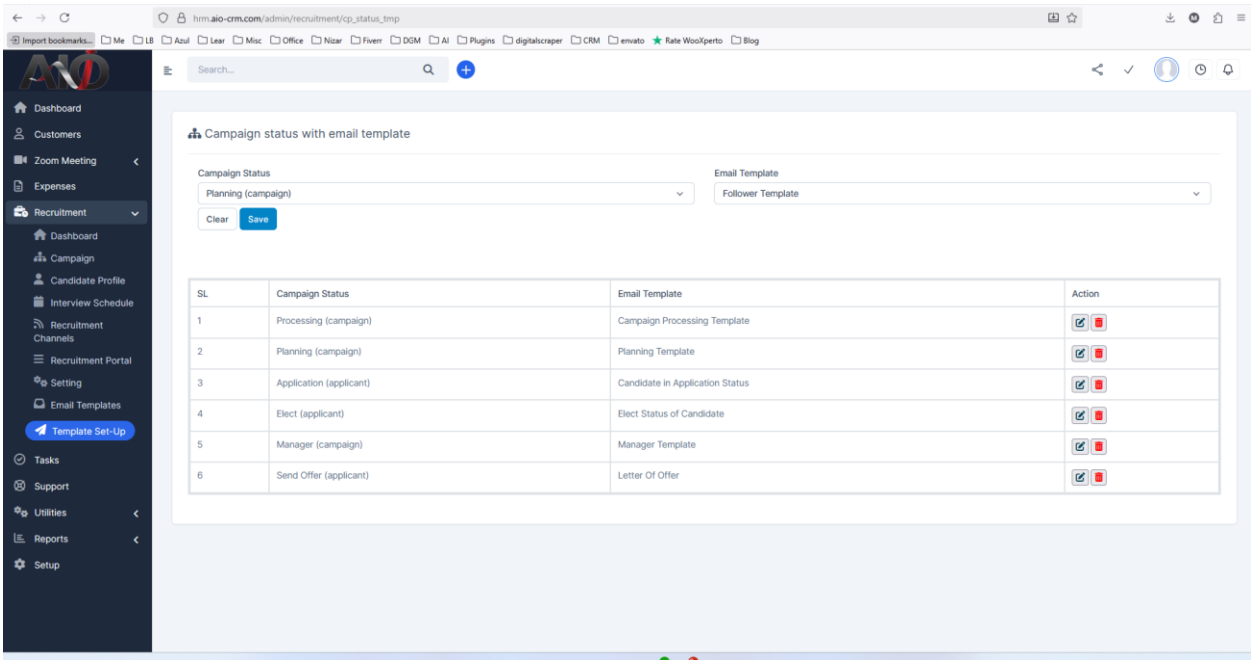


Settings:-



All relevant settings options available under Settings. It’s all for Recruitment process.





Email templates and Template setup used to automate various email notification content.

That's all.