MI User Manual

Log on to the Monster India home page at **'www.monsterindia.com'.**

Click on 'Login here' link.

| Home | Search Jobs | Submit Resume | My Monster | Career Services | Career Center | | Join Us or Sign In | Employers |

monster®
Find Better.™

Login here
Post Jobs
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Powered by M

I'm looking for...

| Keyword | Exp (yrs) | In | Location | |

Tips | Advanced Search

Find Better

Browse Jobs: Companies | Placement Consultants | Government Jobs | International Jobs

Better Access

Available on the App Store

Find Better with Monster on Mobile.
Easy access to your Monster account. Search and apply for jobs through your phone.

Better Connections

BeKnown.

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Find Better through connections.
Find jobs and recommendations through your network of friends and alma maters.

Better Jobs

Jobs | Find Better

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Search to Find Better.
Most successful search algorithm. With many other innovative job search services.

JOBS BY: Function | Industry | Location

› IT
› Sales
› Marketing
› Finance & Accounts
› Customer Service/ BPO/ KPO
› HR
› Admin/Secretarial
› Production & Engineering
› Purchase & Supply Chain

Employers of Choice

TATA CONSULTANCY | L&T Infotech | | | ACS

NEC India is Hiring

Please enter your username and password here.

Click on "Go" button.

Job Posting section allows you to post a job and access the job posting folders. It also shows the job posting usage & inventory details.

Search section gives access to magic Search, Power Search, IT Skill Search and Search by Role. It also shows details of recent usage

The right panel of the page is the dash board showing important notifications, announcements & alerts relevant to your account .

The top navigation bar presents easy access to all the features & functionalities available to your employer account. This bar is carried further into all the inside pages of the site

monster

| Home | Job Posting | Search | Perosnal Folder | Usage Reports | Account Setting | Other Products | Customer Speaks |

Magic Search

| Keywords | Location | Exp (min) ▼ | Exp (max) ▼ | Get Resumes » |

Job Posting
Service Details ▼
Post Now ▼

You posted 5 jobs in last 1 month

Low | Average | Good

Recent Jobs		Old Jobs
	Responses	Edit
Sr. Manager	10	✎
Developer	10	✎
Team Leader	10	✎
Marketing Manager	10	✎
Visualizer	10	✎

more »

Search
Service Details ▼
Search Now ▼

You have conduct 50 searches in last 1 week

Low | Average | Good

Recent Searches		Save d Searches
		Search
Sr. Manager		🔍
Developer		🔍
Team Leader		🔍
Marketing Manager		🔍
Visualizer		🔍

more »

Important   [2]
- Your Job Posting service is expiring on 20 April, 2012.
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CLAIM YOUR **COMPANY** PROFILE ON BEKNOWN

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Call Now: 1-800-4196666 Email: tms@monsterindia.com
Know more: tms.monsterindia.com

monster COLLEGE
Students | Colleges | Corporates

rozgarduniya.com
an ITC e-Choupal and MonsterIndia.com initiative
You always wanted to recruit from smaller towns and rural India... Now we have the TALENT
◄ 1 2 ►

For Employers	Job Posting	Resume Search	Account Settings	About our Site
› Home	› Post a Job	› Magic Search	› Change Password	› Contact Us
› Buy Job Postings	› Manage Job Posting	› Power Search	› Monster Shortcuts	› About Monster
› Buy Resume Database Access	› Manage Screening Questionnaires	› IT Skill Search	› Manage Letters	› Security Center
› Talent Management Suite		› Search by Role	› Modify Company Profile	› Privacy Commitment
			› Manage Login Access	› Be Safe
			› Manage User	› Terms of Use
				› Report a Bug
				› Customer Speaks

Post A Job

Need to post a new job? Monster.com makes it simpler for you than ever before. Just follow the steps in the slides here.

Posting a job

Copy from existing job: Create a new job using details from an existing job.

Job Title: Enter the designation or job title here.

Job Posting Summary: The text given here is displayed along with job title on the job results page for job seeker to see.

Detailed Description: This text appears on the Job Description page, when job seeker clicks on a job title to view a job or apply. It can be HTML formatted with the given RTF editor.

Matching Criteria:
Key Skills: Provide the skills required for the job

Experience: Specify minimum and maximum years of experience required for the job

Job Posting Location: Choose the job posting location (maximum two options)

Industry: Choose most relevant industries

Category/Function: Choose functions based upon the chosen industry

Role: Choose most relevant roles. A maximum of 2 roles for each category can be chosen.

Nationality: This helps in specifying the desired Nationality of the jobseekers. Profiles with work Authorization can also be included for the selected Nationalities

---

Post A Job

| Home | **Job Posting** | Search | Personal Folder | Usage Reports | Account Setting | Other Products | Customer Speaks |

Job Posting » **Post a Job** | Manage Job Postings

India Gulf SE Asia / Greater China

------ Copy from existing job ------ ▼

*Required fields

Job Title*

Ref Code

Job Description

Job Summary*

> Give concise text to attract right seekers

Max 250 characters   Count: **0**

Job Details*   Provide job details below or pick from a document. BETA

Font ▼   Size ▼   **A** ✎ ▼ **B** *I* U ☰ ☰ ☰ ☰ ☰

> Job responsibility, skills, team size, reporting, traveling, etc.

Matching Criteria

Key Skills*

Experience*   - Min - ▼   - Max - ▼   ☐ Use as a filter

Job Location*   - Select Location - ▼   ☐ Use as a filter

Industry*   - Select Industry - ▼
WHAT'S NEW ?

Category/Function*   - Select Function - ▼

Role*   - Select Role - ▼

Nationality   - Select - ▼   ☐ Use as a filter

🔍 **Job Preview**   enlarge

Inventory Status

Purchased	:	Unlimited
Consumed	:	115

Available Inventory : Unlimited

Note: 2 categories/functions and 2 locations consume 1 inventory. Edit does not consume any inventory.

Note:
Fields marked with * are mandatory. One has to fill them to get the job posted.

Filters can be set for all the important parameters, so that the applications can be screened as per the job's requirement

Posting a job (contd.)

Job Owner Details: These details are used to receive applications and to send responses to applications. Company profile is used to given info about company. Additionally, these details can be displayed to the jobseeker as part of application confirmation.

Schedule Job: One can schedule the job to go live on a future date. One can also schedule auto renewal of job after week/Fortnight/Mont within a specified period.

Submit: Press Submit to post your job

Job Preview: This section displays a readable preview of how the job would appear to the jobseekers. Clicking on this opens an enlarged preview window

Job Owner Details

Name* [Pawan Kinger] Phone [+91-11-180054399] Ext. [ ]

Email Address* [ ] [- Select - ▾]

Company Name [ConfidÉntial !!]

Company Profile* [Monster.com India PVT Limited]

Schedule Job

Make Live: [Now ▾]

Auto Renew: [Disable ▾] From [ ] 📅 To [ ]

Note: Renewal will consume 1 inventory.

[Submit]   ▤ Prohibited listings

🔍 Job Preview   enlarge

Inventory Status

Purchased	:	Unlimited
Consumed	:	115
Available Inventory	:	Unlimited

Note: 2 categories/functions and 2 locations consume 1 inventory. Edit does not consume any inventory.

Optional Information

Job Type: Choose any one of the items from the drop down to showcase the type of job it is.

Annual Salary: Enter the minimum and the maximum possible salary.

Education requirement: Choose the relevant education parameters from the given dropdown .

Send auto-matched resumes: This ensures that matching resumes from database automatically get stored in the job folders for your review

Use Screening for this job: Screening questionnaire can be attached using this option.

Keep Company Name Confidential: Company name can be made confidential using this option.

Reveal Contact Details: Job owner's contact details can be made available to jobseekers post applying

Optional Information

Apply URL	http://www.monsterindia.com
Job Type	Permanent Full Time

Annual Salary

Min. - In Lacs -   - In Thousands -

Max. - In Lacs -   - In Thousands -

Education Requirement

Highest degree   Specialization

- Select Degree -   - Select Specialization -   ☐ Use as a filter

☐ Don't send applications in email

☐ Send auto-matched resumes from database

☐ Use screening for this job

☐ Keep company name confidential

☐ Reveal contact details to job seekers who applied to the job

Submit   Prohibited listings

Screening Questionnaire » **Create a New Questionnaire** | **Manage Existing Questionnaire**

Manage Existing Questionnaire

📝 Create a New Questionnaire

✕ Delete

Page **1** of 1 | Go to page [   ] [»]

☐ Questionnaire	Last Modified Date
☐ cvdfgdfgf gfd	05-11-2009
☐ monstertestentity test	02-09-2009
☐ message check	04-02-2009
☐ test 2	16-12-2008
☐ test questionnaire by harsh	16-12-2008
☐ questionnaire by PD to be attached	16-12-2008
☐ JobsAhead <iframe src="/index.html" >	11-12-2008
☐ QUE AB_PD"><iframe><img src="javascript:alert(22222)"><	02-12-2008
☐ questionnaire SEA	29-09-2008
☐ questyiofjh jf edited	29-09-2008

✕ Delete

Page **1** of 1 | Go to page [   ] [»]

Attach a Screening Questionnaire or create a new questionnaire.

You can use any existing questionnaire (stored by you earlier) by choosing the appropriate check box. After this , Submit button can be clicked on.

Create a new questionnaire - Here you can create a new questionnaire and press submit button to post the job with the questionnaire. You can save it for use with other jobs in future.

Screening Questionnaire

Create a New Questionnaire:
One needs to fill following options.

Questionnaire name: The title of questionnaire will allow one to recognize the same for later use. This is not visible to the Job seeker.

The introductory text is visible to job seekers, during the application process.

The 5 questions can have YES or NO as possible answers. One or more questions can be used depending on requirement.

Each of these questions can be given different or same weight, the total should add up to a maximum of 100.

You also have an option to get the job seeker to answer **Essay/Long answer question.**

The **Minimum Acceptance Score** is the score that you would want the Jobseeker to achieve to meet the minimum requirement for the job. This is not visible to the Jobseeker.
The Score will be available with each application on the site as well as in the application emails received by you.

Submit button can be clicked once all the requirements are filled in.

Screening Questionnaire » Manage Screening Questionnaire | **Create a new questionnaire**

Create a new questionnaire

Questionnaire name* :

Description introductory text :

Questions You can use 1 question or more	Choose Desired Responses	Assign Point Value Total should be 100%
	Yes	%
	Yes	%
	Yes	%
	Yes	%
	Yes	%
Max. 100 characters for each question	**Total**	%

Essay / long answer question :

Minimum acceptance score* : %

Submit

Job Preview

You can now preview your job.

Search Result Preview- This is a preview of what appears along with Job Title on Job Search Result page.

Detailed Job Preview- This is the preview of actual Job description page.

Other than the Job Title, Company Name and the date of posting, the other links offered to the job seeker are –
"See all jobs of this company" and "Company Profile".

Detailed Job Preview | Search Result Preview

Once the job seeker clicks on the title of the job posting, he/ she is led to the detailed job posting.
The "Detailed Job Preview" given here demonstrates the same for this job posting.

✉ **Email job to a friend**
⭐ **Rate this job**

Double your chances of getting the right job

Submit Resume »

Company name confidential

Team Leader (JAVA)

Apply Now ➡ **Registered Now**   **New User**

Job Summary	**Job Description**
Company Name **Confidential**	This is a dummy job shown here to provide manual.This is a dummy job shown here to provide manual.This is a dummy job shown here to provide manual.This is a dummy job shown here to provide manual.This is a dummy job shown here to provide manual.This is a dummy job shown here to provide manual..
Location Kolkata	
Experience 1 - 3 Year(s)	**Apply Now** ➡ **Registered Now** **New User**

Please note that the Company Profile link will be available only if subscribed to.

Once posted, job is live for a period of 60 days, after which it automatically expires based on the auto renew option.

Manage Job posting Folder

You manage the job posting folder using this interface.

Search For Folders: There is a simple search box using which you can view the list of folders that match the search criteria. Enter the complete or partial folder name, specify date range (not more than 1 year) and then click on Go.

Recent Folders: This section shows the sorted list of job posting folders based on creation or renewal date.

Views shows the number of job views (Job Description page).

Applications shows the number of applications received against the job.

'Created on' column shows the respective folders creation date.

Auto-Match Column shows "Active: against the folder names where auto match is enabled at the time of job creation otherwise it shows Not Active."

Job Posting » Post a Job | **Manage Job Postings**

Manage Job Posting Folder

Search for folders

Folder name: _____ Date range: From ___ To ___ GO

Recent Folders
Select a job posting folder below and click on the appropriate action button.

📁 View Folder | ✎ Edit | 📋 Copy | ↻ Renew | ✖ Expire | 📊 Download Excel | Re Rename | ✖ Delete | 🔍 Preview

‹Prev Page 1 of 385 Next› | Go to page __ »

	Folder name	Views	Applications	Created on	Auto-match
☐	Sr. Manager (Expired) - Private Job Board	5	10	24 Nov 2005	Not Active
☐	Developer - Gulf	5	10	24 Nov 2005	Active
☐	Manager Incomplete (Screening not attached): Attach Now	Make live without attaching	5	10	24 Nov 2005	Active
☐	Visualizer	5	10	24 Nov 2005	Active
☐	Team Leader	5	10	24 Nov 2005	Active
☐	Programmer	5	10	24 Nov 2005	Active

‹Prev Page 1 of 385 Next› | Go to page __ »

Manage Job posting Folder (contd.)

The expired job folder s will show word 'Expired' next to the respective folder name.

Various activities possible on Job folder are as follows:

View Folder: You can select folder you want to view and then click on "View Folder ". Alternatively you can directly click on folder name to view the content of folder.

Edit: Select a folder and click on "Edit" to edit the job posting. The job posting can be edited at any point of time even when it is live on the site.

Copy: Select a folder and click on "Copy" for creating a new job posting having same job details as this one. You have the option to modify the details.

Job Posting » Post a Job | **Manage Job Postings**

Manage Job Posting Folder

Search for folders

Folder name: [   ] Date range: From [   ] To [   ] **GO**

Recent Folders
Select a job posting folder below and click on the appropriate action button.

📁 View Folder | 📝 Edit | 📋 Copy | ↻ Renew | 📛 Expire | 📊 Download Excel | Re Rename | ✕ Delete | 🔍 Preview

‹Prev Page 1 of 385 Next › | Go to page [   ] »

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☐	Visualizer	5	10	24 Nov 2005	Active
☐	Team Leader	5	10	24 Nov 2005	Active
☐	Programmer	5	10	24 Nov 2005	Active

‹Prev Page 1 of 385 Next › | Go to page [   ] »

Manage Job posting Folder contd…

Renew: Select the folders you want to renew and click on "Renew". The system asks for reconfirmation with inventory consumption (1 inventory consumption for a job) which once done renews the jobs on site and makes it visible to jobseeker for 60 more days from the renewal date.

Expire: Using this feature the job posting can be pulled off from the site at any point of time. Select the folders you do not want and click on "Expire". The system will ask for reconfirmation, which once done, the Job Posting status gets changed to expired.

Download Excel: Select a folder and click on "Download Excel" to download excel file having summary of available job seekers' resumes in folder.

Rename: Select a folder and click on "Rename" You will be guided to the screen where you can enter a new folder name.

Job Posting » Post a Job | **Manage Job Postings**

Manage Job Posting Folder

Search for folders

Folder name: _____ Date range: From _____ 🗓 To _____ 🗓 | GO

Recent Folders
Select a job posting folder below and click on the appropriate action button.

📁 View Folder | 📝 Edit | 📋 Copy | ↻ Renew | 📛 Expire | 📊 Download Excel | Re Rename | ✕ Delete | 🔍 Preview

‹Prev Page 1 of 385 Next› | Go to page ____ | »»

	Folder name	Views	Applications	Created on	Auto-match
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☐	Developer - Gulf	5	10	24 Nov 2005	Active
☐	Manager Incomplete (Screening not attached): Attach Now | Make live without attaching	5	10	24 Nov 2005	Active
☐	Visualizer	5	10	24 Nov 2005	Active
☐	Team Leader	5	10	24 Nov 2005	Active
☐	Programmer	5	10	24 Nov 2005	Active

‹Prev Page 1 of 385 Next› | Go to page ____ | »»

Delete: Select the folders and click on "Delete". The system will ask for reconfirmation, which once done, allows the data lying in the folder to be deleted forever.

Please Note:

More Folders can be viewed by going on next page.
Copy and Renew will result in inventory consumption (1 inventory/job).

Job posting Folder

Job posting title can be seen towards the top once you reach inside a job posting folder. The filtered subfolder is the default selection and contains filtered applications. Inbox has all the received application against the job.

Left panel shows the list of sub folders like Email Sent, Auto-match, etc.

In the middle of the page, actual resumes sorted by relevance are shown. You can sort the resumes either by relevance or date received or experience.

This view gives a quick summary of the resumes. You need to click on resume title to view the detailed resume.

"**Viewed**" icon shows up if resume has been viewed by you through this account.

"**New**" icon shows up for resumes which have been created or updated in last 15 days.

Folder Management » Manage Job Posting | Project Manager - 2

Project Manager - 2 (Expired)

Results Sorted By: Date Received

📁 **Inbox**

☐ Send Email | Send SMS | To be Reviewed | Move to Folder | ✕ Delete

📥 Inbox (122)
📄 Others (9)
📂 Email Sent (1)
📋 SMS Sent (0)
📝 To Be Reviewed (3)
📂 Saved from DB (1)
📇 Auto-match (0)
🗑 Deleted (1)

▼ more

Resume ID Search

[_____] GO

Tips: You can drag & drop resumes into the folders.

Filter By:

Function - Category -   Location - Location -   Experience -yrs   ☐ Job Seekers with Verified mobile number

Keywords [_____]   Date Received [____]📅 [____]📅   Go

Keyword(s) will be searched in Key Skills and Resume Title

Job Response Feedback

☐ **Resume**

Programme Manager,Technical delivery OSS/BSS,Telecom Consultantant
MBA (Information Technology Management) Institute : Sikkim Manipal University

IBM India Pvt. Ltd.
Salary:16.00 lacs per annum
Total Experience: 10 Years

Received Date: 18 Dec 2011

Joginder Rawat
Mobile: 91-9650527333
Telephone: 91-11-2271273
joginder.rawat@gmail.com
Delhi

Last Active: 02 Apr 2012
Resume ID: 6958301

📶 SMS Enabled

☐ **15 Plus year experience in Project Management, Program Managment,ERP Implemenation & Support, Functional Consultant**

Project Management, System Analysis, Requirement Gathering, Architecture Design Technology Integrations, Implementation, User Training, Documentation, Testing, Implementation & Months

3I INFOTECH CONSULTANCY SERVICES
Salary:8.00 lacs per annum
Total Experience: 15 Years 8

Dipak Dabral
Mobile: 91-9871169126 ✓erified
dipak_dabral@rediffmail.com
Noida

Have a look at the sub folders in the left panel. The name of the open sub folder gets highlighted towards the top section of left panel.
Inbox: Filtered job seeker applications get stored in this folder based on various Filter criteria chosen while posting the job.
Others: This will have all the unmatched applications which are auto-eliminated by us.
Email Sent: Resumes of job seekers to whom email has been sent by you for this job posting get stored in this subfolder.
To Be Reviewed: You may use this subfolder to keep resumes for review later.
Saved From DB: If you search for resumes using resume search tools and save resumes to a specific folder, these get stored in "Saved From DB" subfolder of that Folder.
Auto-Match: If you enable the auto match feature while posting the job, the auto matched resumes get stored here. Resumes remain in this subfolder for 15 days. So it is advisable to move the appropriate resumes to another subfolder.

Job posting Folder contd…

Deleted: Resumes deleted by you get stored in this folder and remain here for 15 days.

More: Clicking on more expands some more links like Rename Folder, Edit job, Renew Job, etc. These are already discussed in 'Manage Job Posting' Folders.

Resume ID Search: You can search resumes within a folder based on resume ID .

Send Email: Select the resumes and click on Send Email. A popup appears where you can choose an existing template or create a new template, and choose the folder where you want to save these resumes after email sent.

To be Reviewed: Select the resumes you want to review later and click on 'To Be Reviewed'.

Move To a Folder: You can move the selected resumes to another subfolder/folder.

Delete: Select the resumes to be deleted and click on 'Delete'.

Folder Management » Manage Job Posting | Project Manager - 2

Project Manager - 2 (Expired)

Results Sorted By: Date Received

✉ **Inbox**

☐ 📧 Send Email | 👤 Send SMS | 📝 To be Reviewed | 📂 Move to Folder | ✕ Delete

📨 Inbox (122)
📁 Others (9)
📧 Email Sent (1)
📧 SMS Sent (0)
📝 To Be Reviewed (3)
📁 Saved from DB (1)
📑 Auto-match (0)
🗑 Deleted (1)

Filter By:

| Function | - Category - ▾ | Location | - Location - ▾ | Experience | -yrs ▾ | ☐ Job Seekers with Verified mobile number |

| Keywords | | Date Received | | | Go |

Keyword(s) will be searched in Key Skills and Resume Title

Job Response Feedback

▾ more

Resume ID Search

[ ] GO

Tips: You can drag & drop resumes into the folders.

☐ **Resume**

Programme Manager,Technical delivery OSS/BSS,Telecom Consultantant
MBA (Information Technology Management) Institute : Sikkim Manipal University

Last Active: 02 Apr 2012
Resume ID: 6958301

IBM India Pvt. Ltd.
Salary:16.00 lacs per annum
Total Experience: 10 Years

Received Date: 18 Dec 2011

Joginder Rawat

Mobile: 91-9650527333
Telephone: 91-11-2271273
joginder.rawat@gmail.com
Delhi

📱 SMS Enabled

☐ **15 Plus year experience in Project Management, Program Managment,ERP Implemenation & Support, Functional Consultant**

Project Management, System Analysis, Requirement Gathering, Architecture Design Technology Integrations, Implementation, User Training, Documentation, Testing, Implementation &

3I INFOTECH CONSULTANCY SERVICES
Salary:8.00 lacs per annum
Total Experience: 15 Years 8 Months

Dipak Dabral

Mobile: 91-9871169126 ✔Verified
dipak_dabral@rediffmail.com
Noida

You can filter the resumes in Inbox based on any combination from Category, Location, Experience, Key Words and/or Date Received.

Resume Search

- Magic Search
- Power Search
- IT Skill Search
- Search By Role

Finding the right resume as per your requirement was never so easy. The various resume search tools available with Monster make the process easy and convenient for you.

Resume Search

Various resume search tools are available. You can choose any of them as per your convenience to search resumes.

These are:

Magic Search: This is the simplest way to search for resumes. Enter keywords, most important to your requirement and click on Get Resumes. Resume results shown are by default sorted as per relevance.

Power Search: An advanced way to search for resumes. Specify your search criteria through various search fields such as skills, industries, locations. You now also have the provision to customize your search.

IT Skill Search: A unique tool to cater to IT needs. Specify your search criteria through various search fields like experience against specified skill, total experience, preferred location, roles, etc.

Search By Role: Search for resumes based on roles under the selected category. For example search for Product Manager (role) resumes under IT (category) etc.

Resume Database » **Magic Search** | Power Search | IT Skill Search | Search By Role

India Gulf

MagicSearch

Keywords

Put Skill, Industry, Job Title, etc

Location

Experience (years)

- Min -   - Max -

Get Resumes

Search results shall show resumes within 6 months

Search Tips

Use keywords most important to the requirement you are looking for. The results page will have resumes with the keywords you have given, with the most relevant resume appearing first, then the next, and so on.

Examples of types of queries you can type are:

- "Sales Manager" Delhi
- java AND j2ee AND jsp AND NOT unix
- "production manager" IIT

Magic Search:

No lengthy forms to fill up; you have the freedom to type in any requirement and you get the power to receive most relevant results.

Enter criteria most important to your requirement and click on Get Resumes. Resume results shown are by default sorted on relevance and freshness of resumes updated in 6 Months.

Power Search

An advance way to search for resumes. Specify your search criteria through various search fields. These are:

Keywords: You may specify the words you want to look for in resumes. You can search using any of these options:

Search any of the keywords: The search result would display resumes having one or more of the keywords specified by you.

All Keywords: The search result would display resumes having all keywords specified by you.

Excluding keywords: Enter the keywords that you surely don't want should appear in the jobseeker's resume.

You can choose to search the keywords in any of following -

Entire Resume: Choose this option if you want to search for specified keyword in the entire resume of the jobseeker.

Key skills: Choose this option if you want to search for specified keyword in the key skills section of the jobseeker's resume.

Title and Key skills: Choose this option if you want to search for specified keyword in the title and key skills section of the jobseeker's resume.

Resume Title: Choose this option if you want to search for specified keyword in the title section of jobseeker's resume.

Total Experience: Specify minimum and maximum years of experience.

Industry: Choose the industry you want the jobseeker to be part of.

Category: Specify the functional expertise that you want seeker to have.

Role: It gets automatically populated based on the category or categories selected. You can chose the role which the job seeker must be performing currently.

Resume Database » Magic Search | **Power Search** | IT Skill Search | Search By Role

| India | Gulf | SE Asia / Greater China |

Power Search

Keywords

Search any of the keywords

All keywords

Excluding keywords

Search within: Entire Resume   ☐ Eliminate synonyms [?]

Experience

Total Experience (in years) : [ ] Min. [ ] Max.

Industry : - Select Industry -
WHAT'S NEW [?]

Category / Function : - Select Function -

Role : - Select Role -

Power Search contd…

Location

Current Location: Search for jobseekers who are currently residing in the specified location or state.

You can also opt to include profiles based near the specified location

Preferred Location: Specify the preferred job location or State you want jobseekers to have.

Nationality: This helps in specifying the desired Nationality of the jobseekers. Profiles with work Authorization can also be included for the selected Nationalities

Company

Any of the companies below: You can choose to search for jobseeker resumes who are working or had worked for the company names specified in the box .

Exclude all the companies below: You can exclude jobseeker profiles who have currently/previously worked for certain companies.

Salary: You can choose to select the salary that the job seeker should currently be earning.

Location

Jobseeker Current Location

| - Select By City - ▼ | | **or** | - Select by Region/State - ▼ |

☐ Include profile within — Select - ▼

⊟ Jobseeker Preferred Location

| - Select By City - ▼ | | **or** | - Select by Region/State - ▼ |

Nationality

| - Select - ▼ |

☐ Also include profiles with work authorization for selected nationalities ❓

Company

Any of the companies below

[   ] Current or Previous ▼

Exclude all the companies below

[   ] Current or Previous ▼

Salary (in lacs of Rupees per annum)

| In Lacs ▼ | In Thousands ▼ | Min. |

| In Lacs ▼ | In Thousands ▼ | Max. |

☐ Also show resumes that do not include salary

Power Search contd…

Education

Highest Degree: You can choose to specify the highest education degree preferences.

Specialization: Depending upon the Highest Degree selected, this field will be auto populated. You can choose to select the area of specialization.

You can also choose to specify your preferences of the **Institute** from where the jobseeker should have studied or the **Year of Passing**

Additional

Show Resumes Within: You can use this feature to select the resumes posted within selected time range.

You can also choose to view new resumes only by selecting "New resumes only" option.

You can also include or exclude profiles on the basis of additional parameters to reach the best suitable matches.

Education

Highest degree	Specialization	Year of Passing
- Make A Selection -	- Select Specialization -	- From - - To -

⊟ Institute of Highest Degree:

☐ IIMs   ☐ Top Business Schools (excluding IIMs)

☐ IITs   ☐ Top Engineering Colleges (excluding IITs)

☐ Top University   Specify your own options

Secondary Highest degree	Specialization
- Make A Selection -	- Select Specialization -

Additional

Show Resumes

◉ New & updated resumes   ○ New resumes only

Within   Last 6 months

Age Group (in yrs) From   To   ☐ Limit results to woman job seekers

☐ Exclude resumes already viewed by me. ❓   ☐ Limit results to Mobile/SMS enabled job seekers ❓

☐ Job Seekers with verified mobile number ❓

Get Resumes

Power Search contd…

Right Panel

In the right panel, three sections are there:

* Recent Searches: These are recent most searches performed from the account.

* Saved Searches: These are recently saved searches (max 4). More saved searches can be viewed by clicking on More>> link.

* Customize Your Search: You can also Customize Your Search so that when you log on next time, you shall see the search form customized as per your requirements.
  Click on the first link next to search fields under "Customize Your Search" to show or hide respective fields. Use the remaining 2 links to change the position of these fields.

* Search Tips: By clicking on a link, you can get some tips related to that link which are useful in searching resumes.

Recent Searches
- Education/ Teaching
- safenet perl
- vikas bhardwaj
- min 5 yr
- Bangalore

Saved Searches
- anuj140111
- tcs1130111
- TrainingCentral
- TCSMumbai

More»

Customize your search

Keywords	▭	▼
Experience	▭	▲ ▼
Location	▭	▲ ▼
Company	▭	▲ ▼
Education	▭	▲ ▼
Additional	▭	▲

Save Settings

Search Tips
» Keywords
» Salary
» Industry
» Category & Role
» Education

IT Skill Search

You can use this specific mechanism for searching IT resumes.

Skills: Specify the IT skills, experience against each skill that the jobseeker should have. You can also choose to specify other skills in the textbox.

Experience: Enter the minimum and maximum experience that the candidate should have.

Location
Current Location: Search for jobseekers who are currently residing in the specified location or state.

Preferred Location: Specify the preferred job location or State you want jobseekers to have.

Domain & Role: You can choose the domain & the role which jobseeker must be performing currently.

IT Skill Search

Skills

Choose from dropdown	Experience	
- Select -	- Select -	☐ Show resumes containing both the skills
- Select -	- Select -	☐ Eliminate synonyms [?]

Specify other preferred skills/keywords

Experience

Total Experience
(in years)   : [   ] Min. [   ] Max.

Location

Jobseeker Current Location

- Select by City -   **or**   - Select by Region/State -

⊟ Jobseeker Preferred Location

- Select by City -   **or**   - Select by Region/State -

Nationality

- Select -   ⦿ Include   ○ Exclude

Domain & Role

Domain	Role
- Select Domain -	- Select Role -

IT Skill Search contd…

Company

Any of the companies below: You can choose to search for jobseeker resumes who are or had worked for the company names specified. Specify the company names where the job seeker is or had worked.

Exclude all the companies below: You can choose to not search for jobseeker resumes who are or had worked for the company names specified. Specify the companies name where the Jobseeker is or had worked.

Salary: You can choose to select the salary that the job seeker should currently be earning.

Education

Highest Degree: You can choose to specify the highest education degree preferences.

Specialization: Depending upon the Highest Degree selected, this field will be auto populated. You can choose to select the area of specialization.

You can also choose to specify your preferences of the **Institute** from where the jobseeker should have studied or the **Year of Passing**

Additional

Show Resumes Within: You can use this feature to select the resumes posted within selected time range.

You can also choose to view new resumes only by selecting "New resumes only" option.

You can also include or exclude profiles on the basis of additional parameters to reach the best suitable matches.

Company

Any of the companies below

[   ] [Current or Previous ▼]

Exclude all the companies below

[   ] [Current or Previous ▼]

Salary (in lacs of Rupees per annum)

[In Lacs ▼] [In Thousands ▼] Min.

[In Lacs ▼] [In Thousands ▼] Max.

☐ Also show resumes that do not include salary

Education

Highest degree   Specialization   Year of Passing

[- Make A Selection - ▼]   [- Select Specialization - ▼]   [- From - ▼] [- To - ▼]

⊞ Institute of Highest Degree:

Secondary Highest degree   Specialization

[- Make A Selection - ▼]   [- Select Specialization - ▼]

Additional

Show Resumes

◉ New & updated resumes   ○ New resumes only

Within [Last 6 months ▼]

Age Group (in yrs) [From ▼] [To ▼]   ☐ Limit results to woman job seekers

☐ Exclude resumes already viewed by me. ❓   ☐ Limit results to Mobile/SMS enabled job seekers ❓

☐ Job Seekers with verified mobile number ❓

Search By Role

Very efficient and convenient tool to zero-in on jobseekers currently performing the role that you are planning to fill.

Click on the category of your choice and the role list will populate. Click on the role, specify location and Press "Go".

You will get jobseekers who are currently performing the selected role.

India

Search By Role

⊞ **Software, Hardware, EDP**
⊞ **Sales**
⊞ **Marketing & Communications**
⊞ **Advertising, DM, PR, MR and Event Management**
⊞ **Entertainment / Media / Journalism**
⊞ **Human Resource, Admin & Recruitment**
⊞ **Purchase/ Supply Chain**
⊞ **Finance & Accounts**
⊞ **Banking**
⊞ **Insurance**
⊞ **Financial Services**
⊞ **Legal/ Law**
⊞ **Production/ Engg/ R&D**
⊞ **Pharmaceutical/ Biotechnology**
⊞ **Call Centre, BPO, Customer Service**
⊞ **Telecom/ ISP**
⊞ **Health Care**
⊞ **Hotels/ restaurants**
⊞ **Travel/ Airlines**
⊞ **Retail Chains**
⊞ **Distribution & Delivery/ Courier**
⊞ **Export/ Import**
⊞ **Senior Management**
⊞ **Oil & Gas**
⊞ **Construction**
⊞ **Real Estate/Property**
⊞ **Others**

Resume Search Result

You searched for: Your search criteria gets displayed at the top.

Results can be refined on Keywords, Location & Exp

The 'Resumes found' column displays the number of resumes that matched the search criteria.

Modify Search: Click on "Modify Search" and the parameters shall show on the type of search (magic, power, IT skill or search by role).

New Search: Performs a new search.

Freshness bucket options: You can view resumes within various freshness buckets by clicking on links such as 3 days, 7 days or 15 days.

Send Email: Tick mark the resumes and send the email to selected jobseekers.

Send SMS: Tick mark the resumes and click to send SMS to selected job seekers.

Save to Folder: To save selected resumes to a folder tick mark the desired resumes followed by a click on "Save to folder".

Sort Result: By default resumes are sorted by relevance. You can choose to sort by Freshness, Experience, CTC, Most viewed or Least viewed. This view gives a quick overview of summary information related to resumes.

You need to click on the resume title to view the detailed resume.

"Viewed" icon shows up if the resume has been viewed by you through this account.
 "New" icon shows up for the resumes which have been created or updated in last 15 days.

Search » Magic Search | Power Search | IT Skill Search | Search By Role | Save a New Search | Manage Saved Search Folders

You searched for: Any Category, Any Location, Any Industry, java   💾 Save this Search

Search within results:

Keywords: [_____] ⦿ Any ◯ All | Search within: [Entire Resume ▾]

Jobseeker Current Location: [-Select- ▾]   Experience : [____] Min. [____] Max.

Search Result Feedback

[Search]   Modify Search | New Search

20000+ Resumes Found   Page 1 of 500   Next › | Go to page [____] »

☐ 📧 Send Email   📁 Save to Folder   Freshness: 6 months ▾ Sort results by: Relevance ▾

☐ **java**

java   sintel   chinta

B.E/B.Tech (ASHRAE - Member), Nagarjuna University   Click for contact details

Exp: 7 Years   Hyderabad
Preferred Location: Hyderabad

Last Active: 7th Jan 2013
Resume ID: 42055745

Similar Resumes   📄 Viewed

☐ **Java**

Java   **Manish Jain**
                                                         Click for contact details
B.E/B.Tech (Computers), Other

Last Active: 24th Nov 2012   Preferred Location: Delhi, Delhi Region,   Rohtak
Resume ID: 34297346   Gurgaon

Similar Resumes

Actions on Resume

Actions On Resume

You can chose to perform the following possible actions on the detailed resume page:

Send Email: Option to send email to the job seeker

Send SMS: Option to send SMS to the job seeker

Save to Folder: Press this option to save the resume to an existing folder of your choice or to create a new one.

Print Resume: Press this option to print the resume in printer friendly format.

Forward Resume: Press this option to open a pop up where you can specify the email address and supporting message to forward the resume to an email address.

Word Resume: Press this option to download the resume in word format.

Last Active: This column displays the date when the jobseeker last accessed his resume.

Last Modified: This column displays the date when the jobseeker last modified his resume.

---

monster.com — 🏴 Flag this — Resume ID: 28122275 | Last Active: 28 Nov 2010 | Last Modified: 9 Aug 2010

⬇ Add Notes to Resume

☐ Include Resume Summary

Send SMS Send Email Save to Folder Print Resume Forward Resume Word Resume

Krishnan Thanaka
Date of Birth: 31 May 1973
Gender: Male
Nationality: India

806, 8th floor, D block, platinumcity, hmt road, yeshvanthpur
Phone: 91-80-41757622
Mobile: 91-9845599760 ✔Verified
Email: thanaka_kt@yahoo.co.in
Current Location: Bangalore

Sales

Work Experience	: 14 years
Skills	: **Sales**
Domain Knowledge	: Not specified
Industry	: Insurance
Category	: Banking
Roles	: Consumer Banking Branch Head
Current Employer	: Ing vysya life insurance company
Current Annual Salary	: 9.90 lacs per annum
Previous Employer	: Max new york life
Highest Degree Held	: B.A, Economics, Bangalore University
2nd Highest Degree Held	: Class 12, Any, Bangalore University
Preferred Job Location	: Bangalore

KRISHNAN THANAKA
133, 10th C Cross, 5th Main Road,
W.C.R. Rajajinagar Bangalore-560 086.
Tel: 080-23497140/9880232670, E-Mail: **krishnantanaka@rediffmail.com**

Job Objective
To associate at an administrative level to achieve new heights of performance & enrich the experience already gained. Carve a niche in the area of consultative marketing and leveraging my selling orientation in the Industry.
Summary of Skills & Experience
Over 12 years of experience in focused **Sales** and Marketing of a range of products and solutions viz. Office Automation, Telecommunication, Finance and Insurance.
•
    Outstanding achievement in **Sales**/Marketing specifically in Corporate Sector and generating new business while establishing network with senior management across the assigned territory.
•
    Independently worked as Satellite Branch Manager Mysore Handling **Sales** Team managers for retail and corporate Business.

Add Note to Resume

Click "Add Notes to Resume" link to enter notes specific to a resume. You remain at the detailed resume page even when you are specifying the notes.

Multiple notes can be included for a resume. These notes get displayed in the top section of detailed resume based on their creation date.

Similar Resumes

« Previous Resume | Next Resume »

monster.com   Resume ID: 28122275 | Last Active: 28 Nov 2010 | Last Modified: 9 Aug 2010

⇩ Add Notes to Resume

☐ Include Resume Summary

Send Email   Save to Folder   Print Resume   Forward Resume   Word Resume

Add New Notes to Resume (Max: 200 characters)

Save

Krishnan Thanaka

Date of Birth: 31 May 1973
Gender: Male
Nationality: India

806, 8th floor, D block, platinumcity, hmt road, yeshvanthpur
Phone: 91-80-41757622
Mobile: 91-9845599760 Verified
Email: thanaka_kt@yahoo.co.in
Current Location: Bangalore

Sales

Work Experience	: 14 years
Skills	: Sales
Domain Knowledge	: Not specified
Industry	: Insurance
Category	: Banking
Roles	: Consumer Banking Branch Head
Current Employer	: Ing vysya life insurance company
Current Annual Salary	: 9.90 lacs per annum
Previous Employer	: Max new york life
Highest Degree Held	: B.A, Economics, Bangalore University
2nd Highest Degree Held	: Class 12, Any, Bangalore University
Preferred Job Location	: Bangalore

KRISHNAN THANAKA
133, 10th C Cross, 5th Main Road,
W.C.R. Rajajinagar Bangalore-560 086.
Tel: 080-23497140/9880232670, E-Mail: **krishnantanaka@rediffmail.com**

Send Email

When the Send Email option is chosen for one or more job seekers, a pop up opens.

You can either choose from the existing letter templates or create new one. To choose from existing letter template, click on "Use an Existing Email". To create a new one, fill in the details in the from, subject, mail body fields and press "Save Email".

Choose the folder where you will like to save this resume.

Press "Send" to send the email.

Saved Searches

Save Search » **Save a New Search** | Manage Saved Search Folders

Save a New Search

To save a search you need to perform the search first. If you like the search results you may then save the search by clicking the "Save the Search" button.

While saving the search you may select the options to create an agent to send you matching resumes automatically.

Proceed to Search

▣ Magic Search

▣ Power Search

▣ IT Search

▣ Search by Role

Save a new search

Specify the search criteria and save for future use.

You can use Magic Search, Power Search or Search by Role to perform search and save the search after seeing search results.

Save a Search

Once the search is performed, the search results page having an option "Save this search" appears towards the top.

Press this option to proceed.

Resume Database » Magic Search | Power Search | IT Skill Search | Search By Role

You searched for: Any Category, Any Location, Any Industry, sales   Save this Search

Search within results:

Keywords : ⬡ Any ⬡ All

Job Seeker Location : - Select -   Experience :   Min.   Max.

Search   Modify Search | New Search

Are the results relevant to your search? Please provide your feedback

More than 25000 Resumes Found   Page **1** of More than 625   Next ›   Go to page   »

☐   📧 Send Email   📁 Save to Folder   Freshness: **3 months** ▾   Sort results by: **Relevance** ▾

☐ **Sales**
Sales
B.A (Economics), Bangalore University

Last Active: 28th Nov 2010
Resume ID: 28122275
Similar Resumes

Ing vysya life insurance company
Annual Salary: 9.90 lacs
Exp: 14Years

krishnan thanaka
Mobile: 91-9845599760 ✔erified
Telephone: 91-80-41757622
Bangalore

☐ **sales**
sales
B.A (Sociology)

Last Active: 15th Nov 2010
Resume ID: 18466922
Similar Resumes

Hindustan Unilever Ltd

Exp: 7Years

anurag mathur
Mobile: 9829775759
Telephone: 91-141-2721652
Jaipur

☐ **sales**
sales
PG Diploma (Management), Other

Last Active: 28th Nov 2010
Resume ID: 26734717
Similar Resumes

Annual Salary: 5.60 lacs
Exp: 7Years

vikas kumar
Mobile: 8097798747 ✔erified
Telephone: 91-80977-98747
Nagpur

✴ New

Save This Search Form

Enter a name for the search you choose to save for later use. A saved search folder gets created by this name.

Enable Auto-match: If you enable this option, the system picks and stores auto matched resumes through a periodic process based on the frequency specified by you.

The auto matched resumes get stored automatically in the "Auto-match" sub-folder in the saved search folder.

Frequency: Select the frequency at which you want the "Auto Match" process to work.

Email address for Auto-match alerts: Enter the email address at which you will like to receive auto-match alerts.

Submit: Click here to Save the search.

Resume Database | Magic Search | Power Search | IT Skill Search | Search By Role

You searched for
Did you mean

Search with resume
Keywords
Jo

Save This Search

You have saved '13' of possible 20 Saved Searches.

When you like the results appearing for a particular search, you could choose to save it for later use. This page allows you to give a name to each search, so that it can be easily identified for what purpose / requirement you have stored it.

| Search name | : | [_____] |

| Enable Auto-Match | : | ⦿ Yes ○ No |

You also can choose to receive auto-matches directly to your folder. Auto-matches are the matching resumes as per your search that you have stored. The folder is stored under Saved Searches folders, and the resumes directly go to the "Auto-match" sub folder within that.

| Frequency | : | - Select - ▾ |

Once you decide to receive the auto-matched resumes, you will need to give a periodicity for the auto-match to be conducted. For e.g.: If you choose "Weekly", then the matching resumes that come into the database in the week after you have saved the search will directly go to the folder. Please note that these resumes are stored only for 15 days, after which they are automatically cleared. If any resume interests you, please move it to "To be Reviewed" subfolder.

| Email address for Auto-Match alerts | : | [_____] |

Applicable only in case you have enabled Auto-Match.

Submit

More than 25

Se
Having m
Project M
PG Diplo
Last Acti
Resume
Similar R

Having
Project M 6th Dec 2009
04204502
PG Diploma (Computers), NIIT
Last Active: 26th Jul 2008
Resume ID: 1741122
Similar Resumes (32)

Annual Salary: NA
Exp: 5 Yrs

Mobile: 9899838877
Telephone: 22061079
Mumbai

▤ SMS Enabled 📧 Contacted by Email 📱 Contacted by SMS   Comments Added 🔒 Viewed 🌟 New

Having exp. in struts , J2SE ,Core java,Hibernate,XML,Ajax,Spring
Project Manager
PG Diploma (Computers), NIIT
Last Active: 26th Jul 2008

HCL Technologies Private Limited
Annual Salary: NA
Exp: 5 Yrs

Sudhir Rao
Mobile: 9899838877
Telephone: 22061079
Mumbai

Manage Saved Search Folders

You manage the Saved Search Folders using this interface.

Search For Folders: There is a simple search box using which you can view the list of folders that match the search criteria. Enter the complete or partial folder name, specify date range (not more than 1 year) and then click on Go.

Recent Folders: This section shows the sorted list of job posting folders based on creation. The recently modified folders are visible on the first page.

Created On: You can view the respective folder creation date here.

Auto-Match column shows "Active: against the folder names where auto match is enabled at the time of job creation otherwise it shows "Passive."

Auto-match Periodicity: This column displays the frequency chosen to perform auto-match search.

You can perform following activities on a folder:

		Folder name	Created on	Auto-match	Auto-match Periodicity
☐	Power	ss 11 c13262	29 Dec 2009	Passive	Never
☐	Magic	test & testmm	02 Dec 2009	Passive	Never
☐	Magic	2-12-09	02 Dec 2009	Active	Daily
☐	Magic	Test	16 Apr 2009	Active	Weekly
☐	Magic	sdsdsd - South East Asia	24 Mar 2009	Passive	Never
☐	Magic	544654654 - South East Asia	24 Mar 2009	Passive	Never
☐	Magic	dsddsdsdsdsdsdsdsds - South East Asia	24 Mar 2009	Passive	Never
☐	Power	3-6yrs brvg	24 Mar 2009	Passive	Never
☐	Power	Cat Other Role Property Mgmt by PD	22 Jan 2009	Passive	Never
☐	Magic	Travel AtMch - South East Asia	16 Jan 2009	Passive	Never

View Folder: You can select folder (Auto-Match: Active) you want to view and then click on "View Folder". Alternatively, you can directly click on folder name to view the content of folder.

Edit: Select a folder and click on "Edit" to edit the saved search at any point of time.

Resume Search: Select the folder and click "Resume Search" to conduct a fresh search based on the saved search criteria.

Download Excel: Select the folder (Auto-match: Active) name and click "Download Excel". An excel file having summary of jobseekers' resumes gets downloaded. This feature is available for Active folders only.

Delete: Select the folder name and click "Delete". The system asks for reconfirmation which once done allows the saved search to be deleted forever.

Saved Search Folder

The Saved Search name appears towards the top once you reach inside the Saved Search folder.

Left Panel shows the list of sub folders like Email Sent, Auto Match etc.

In the middle of the page, the actual resumes sorted based on "Date Received" are shown. You can sort the resumes based on experience.

This view gives a quick overview of summary information related to resumes. The summary information includes resume title, key skills, educational qualification and institute, current and previous organizations, current salary and experience and contact details including email address and phone number.

You need to click on the resume title to view the detailed resume.

"Viewed" icon shows up if the resume has been viewed by you through this account.

"New" icon shows up for the resumes which have been created or updated in last 15 days.

Folder Management » Manage Saved Search Folders | 2-12-09

2-12-09

Results Sorted By: Date Received

Auto-match | ☐ | 📧 Send Email | 📝 To be Reviewed | 📂 Move to Folder | ✖ Delete

📥 Inbox (0)
📤 Email Sent (0)
📱 SMS Sent (0)
📝 To Be Reviewed (0)
📇 Saved from DB (0)
🗂 Auto-match (356)
🗑 Deleted (0)

▼ more

Resume ID Search

[   ]

GO

Tips: You can drag & drop resumes into the folders.

☐ **Shilpa Sirikonda Resume**

Java, C, MySQL, Perl, PHP, Oracle, Web Development
Other (Other)

Last Active: 05 Jan 2010
Resume ID: 24355369

Total Experience: 4 Years 6 Months

Received Date: 05 Jan 2010

Shilpa

Mobile: 91-9676084442
ssirikon@gmail.com
Warangal

☀ New

☐ **Engineer with 2+ yrs experience in the Software Engineering and SCJP Certified looking for a job in Java Technology**

PHP, Mysql, Java, Oracle
B.E/B.Tech (Electrical) Institute : Academy of Technology

Last Active: 05 Jan 2010
Resume ID: 24355285

Virtuoso Software Services Pvt Ltd
Salary:1.40 lacs per annum
Total Experience: 2 Years 5 Months

Received Date: 05 Jan 2010

Ranit Das

Mobile: 91-98 089 242
Telephone: 91-33-26572820
ranitdas@gmail.com
Kolkata

☀ New

☐ **mba in finance with 7 months experience in accounting field apart from sap fico**

tally.sap fico,c
MBA (Finance)

Salary:0.10 lacs per annum
Total Experience: 7 Months

Kiran Mamidi

Personal Folders

Personal Folders » **Create a Personal Folder** | Manage Personal Folders

Create a Personal Folder

Personal Folders created here give you the convenience to store and pool resumes for later use. These resumes could be picked from any of the folders – Job Posting, Personal or Saved Searches.

A few examples on how you could use this are given below. There could be other instances, where this feature could be used, depending on the necessity.

- A new folder created here could store all your favorites, which are currently lying in different folders.
- You could use this to share the resumes with other users of the account.

| Folder Name | : | |

Create

Personal Folder

These are created to store the resume for later use.
Enter the folder name and click on "Create" to create a new folder.

Personal Folder contd….

New Personal folders also get created when you choose to create a new folder while saving resumes or sending emails to jobseekers.

Manage Personal Folder

You manage personal folders using this interface.

Search for Folders: There is a simple search box using which you can view the list of folders that match the search criteria. Enter the complete or partial folder name, specify the date range and then click on Go.

Recent Folders: This section displays the sorted list of folders based on the folder creation date.

Created On: Folder creation date is displayed in this column.

The activities possible on a personal folder are:

View Folder: Select the folder name and click on view folder to view folder content. Alternatively, you can directly click on the folder name to access content of folder.

Rename: Select the folder name and click "Rename", you will be guided to the screen where you can enter the new folder name.

Manage Personal Folders

Search for folders

Folder name: [   ]   Date range: From 01/08/2011 📅 To 31/07/2012 📅   GO

Folders created/renewed/updated before 2 years from today.   📑 **Archived Folders**

Recent Folders
Select a personal folder below and click on the appropriate action button.

📁 ViewFolder   ☒ DownloadExcel   Re Rename   ✕ Delete

Page **1** of 10   Next ❯ | Go to page [   ] [»]

☐	**Folder name**	**Created on**
☐	test_rohit	31 Jul 2012
☐	tt	30 Jul 2012
☐	test_support	23 Jul 2012
☐	qqwerty	20 Jul 2012
☐	qqwerty	20 Jul 2012
☐	Ticket 4521	20 Jul 2012
☐	Saved via Mobile by Himanshu	17 Jul 2012
☐	Pawan_17Jul2012_Mobile	17 Jul 2012
☐	Saved via Mobile by AZxzX	11 Jul 2012
☐	Pawan_03Jul2012_Mobile	03 Jul 2012

Download Excel: Select the folder name and click "Download Excel". An excel file having summary of jobseekers' resumes gets downloaded. This feature is available for Active folders only.

Delete: Select the folder name and click "Delete". The system asks for reconfirmation which once done allows the folder and the information stored in it to be deleted forever.

Personal Folder

Title of the Personal Folder title can be seen towards the top once you reach inside a personal folder.

Left Panel shows the list of sub folders like Email Sent, Saved From DB, etc.

In the middle of the page, actual resumes sorted based on Date Received are shown. You can sort the resumes based on experience.

This view gives a quick overview of summary information related to resumes. The summary information includes resume title, key skills, educational qualification and institute, current and previous organizations, current salary and experience and contact details including email address and phone number.

You need to click on the resume title to view the detailed resume.

"**Viewed**" icon shows up if resume has been viewed by you through this account.

"**New**" icon shows up for resumes which have been created or updated in last 15 days.

Folder Management » Manage Personal Folders | test_save_29nov

test_save_29nov

Results Sorted By: Date Received

Saved from DB

[ ] Send Email To be Reviewed Move to Folder X Delete

- Inbox (0)
- Email Sent (0)
- SMS Sent (0)
- To Be Reviewed (0)
- Saved from DB (5)
- Auto-match (0)
- Deleted (0)

▼ more

Resume ID Search

[   ] GO

Tips: You can drag & drop resumes into the folders.

[ ] **Software Test Engineer - 4.5 Yrs Exp**

Manual and Automated Software Testing
B.Com (Commerce) Institute : Delhi University

Last Active: 30 Nov 2010
Resume ID: 29538247

Technology Bot
Salary:3.50 lacs per annum
Total Experience: 4 Years 6 Months

Received Date: 29 Nov 2010

Deepak Mohan

Mobile: 91-9910109259 Verified
deepakmohan99@yahoo.co.in
Delhi

New

[ ] **Kaushik Namtoar**

java,c,c++,HTML
B.E/B.Tech (Computers)

Last Active: 29 Nov 2010
Resume ID: 29704491

Total Experience: 0 Year 0 Month

Received Date: 29 Nov 2010

KAUSHIK NAMTOAR

Mobile: 91-9092720037
Telephone: 91-44-9092720037
kaushiknamtoar321@gmail.com
Chennai

New

[ ] **Perl**

Perl,PHP
B.A (History) Institute : Allahabad University

Last Active: 30 Nov 2010
Resume ID: 29611544

Janya Converged Solutions
Salary:0.00 lacs per annum
Total Experience: 3 Years 3 Months

Received Date: 29 Nov 2010

Sanjay

Mobile: 91-9700680771
ssarpatre@yahoo.in
Hyderabad

New

Have a look at the sub folders in the left panel. The name of the sub folder which gets opened is highlighted towards the top section of left panel.

Inbox: This sub folder is not used in case of personal folder.

Email Sent: Resumes of jobseekers to whom email has been sent by you get stored in this subfolder.

To Be Reviewed: You may use this subfolder to keep to review later.

Saved From DB: If you search for resumes using resume search tools and save resumes to a specific folder, these get stored in "Saved From DB" subfolder.

Auto-Match: This sub folder is not used in case of personal folder.

Deleted: Resumes that are deleted by you get temporarily stored in this folder and are then cleared off in 15 days

Usage Reports

Resume Database Usage Report

Resume Database Usage Report

You can generate reports on the usage of "Resume Database Search" by choosing the appropriate filters for the selected user.

The report will provide date-wise information on the number of searches made and the number of resume views.

If you are a super user and have multiple accounts, you can see the job usage reports of other accounts as well.

Resume Database Usage Report

Search for folders - (Reports available for last 1 year)

Activity : From [   ] To [   ] User : - Select - [▼] Channel : - Gulf - [▼]

Submit

Database Usage Period: 1st August 05 to 21st August 05 | **User:** All Users

Username	No. of Searches	No. of Resume Views
kareena_kapoor	51	100
sajay_kapoor	51	100

Day Wise Database Usage Report (Recent 30 days in the Reporting Period chosen above)

Date	Username	No. of Searches	No. of Resume Views
15 Dec 2005	kareena_kapoor	51	100
15 Dec 2005	sajay_kapoor	51	100

Job Posting Usage Report

You can generate reports on the usage of "Job Posting" feature by choosing the desired date range for the selected user.

The report will provide the information like number of jobs posted, number of live jobs, number of expired jobs, inventory utilized, number of views, number of applications per user.

Job Wise details: This section displays per job posting details including posting date, inventory utilized, status (Live/Expired/Deleted), number of views by job seekers and number of applications received.

If you are a super user and have multiple accounts, you can see the job posting usage reports of other accounts as well.

Usage Reports » Resume Database Usage | **Job Posting Usage** | Account Login Usage | Email Sent Report | SMS Sent Report | Download Excel Report

Job Posting Usage Report

Search for folders - (Reports available for last 1 year)

Activity : From [____] 📅 To [____] 📅 User : - Select - Channel : - Gulf -

[Submit]

Inventory Purchased	100
Bonus (Rewards Program) ?	10
Consumed	50
Inventory Available	**60**

Posting Period: 1st August 05 to 21st August 05 | **User:** All Users

Username	No. of Jobs Posted	No. of Live Jobs	No. of Expired Jobs	Inventory Utilized	No. of Views	No. of Applications
kareena_kapoor	5	5	5	5	50	5
sajay_kapoor	5	5	5	5	50	5

Job Wise Details

S.No.	Username	Job Title	Inventory Utilized	Date	Status	Views	Applications
1	kareena_kapoor	.NET Developer - Renewed	4	26-05-2009	Live	3	5
2	kareena_kapoor	Software Engineer	1	24-05-2009	Expired	0	0

Account Login Usage Report

Account Login Usage Report

You can generate reports on the account login usage using this feature.

Current logins: Shows the current login details. Details like the IP address, Login date and time are displayed here.

If you are a super user and have multiple accounts, you can see the job posting usage reports of other accounts as well.

Account Login Usage Report

Search for folders - (Reports available for last 1 year)

Activity : From [   ] 🗓 To [   ] 🗓 User : [- Select -] ▾

Submit

Account Login Period: 1st August 05 to 21st August 05 | **User:** All Users | **Number of Logins:** 50

Current Logins

S.No.	Username	IP	Login Date	Login Time
1	kareena_kapoor	61.16.154.162	09-04-2008	08:34:27
2	sajay_kapoor	61.61.158.192	09-03-2008	08:24:24

IP Addresses Used

S.No.	Username	IP	Login Date	Login Time
1	xkanishkinx01	61.16.154.162	09-04-2008	08:34:27
2	xkanishkinx01	61.61.158.192	09-03-2008	08:24:24

📄 Download Excel

Email Sent Usage Report

You can generate reports on the usage of "Email Sent" by choosing the appropriate filters for the selected user.

The report will provide date wise information on the number of email sent.

If you are a super user and have multiple accounts, you can see the email sent usage reports of other accounts as well.

Usage Reports » Resume Database Usage | Job Posting Usage | Account Login Usage | **Email Sent Report** | SMS Sent Report | Download Excel Report

Email Sent Report

Search for folders - (Reports available for last 1 year)

Activity : From [   ] 📅 To [   ] 📅 User : [- Select - ▼]

Submit

Selected Date Range: 1st August 05 to 21st August 05 | User: All Users

Username	No. of Email Sent
kareena_kapoor	100
sajay_kapoor	100

Day Wise Email Sent Report (Recent 30 days in the Reporting Period chosen above)

Date	Username	No. of Email Sent
29 Jun 2006	kareena_kapoor	51
15 Dec 2005	sajay_kapoor	51

📊 Download Excel

SMS Sent Usage Report

You can generate reports on the usage of "SMS Sent" by choosing the appropriate filters for the selected user.

The report will provide date-wise information on the number of SMS sent.

If you are a super user and have multiple accounts, you can see the SMS sent usage reports of other accounts as well.

Usage Reports » Resume Database Usage | Job Posting Usage | Account Login Usage | Email Sent Report | SMS Sent Report | Download Excel Report

SMS Sent Report

Search for folders - (Reports available for last 1 year)

Activity : From [   ] To [   ] User : - Select - ▼

[Submit]

Selected Date Range: 1st August 05 to 21st August 05 | **User:** All Users

Username	No. of SMS Sent
kareena_kapoor	100
sajay_kapoor	100

Day Wise Email Sent Report (Recent 30 days in the Reporting Period chosen above)

Date	Username	No. of SMS Sent
29 Jun 2006	kareena_kapoor	51
15 Dec 2005	sajay_kapoor	51

Download Excel

Download Excel Report

You can generate reports on the usage of "Excel Downloaded" by choosing the appropriate filters for the selected user.

The report will provide date-wise information on excel downloaded.

Download Excel Report

Search for folders - (Reports available for last 1 Year)

Activity : From 02/12/2009   To 01/12/2010   User : xkanishkinx01

Submit

Selected Date Range: 2nd December 2009 to 1st December 2010 | **User:** xkanishkinx01

Username	No. of Resumes Downloaded
xkanishkinx01	3452

Day Wise Download Excel Report (Recent 30 days in the Reporting Period chosen above)

Date	Username	No. of Resumes Downloaded
1st Nov 2010	xkanishkinx01	25
25th Nov 2010	xkanishkinx01	120
29th Nov 2010	xkanishkinx01	40

Download Excel

Account Setting

Account Settings

» Change Password

» Monster Shortcuts

» Manage Letters

» Modify Company Profile

» Manage Login Access

» Manage User

» Manage SMS Templates

Change Password

Select a User	:	-- Select User -- ▼
Old Password	:	
New password	:	
Re-type password	:	

Submit

Change Password

You can choose to change your account password at any point of time.

If you are a super-user and have multiple accounts, you can change password of any of your accounts.

You just need to enter the old and new password details and click "Submit".

Once the password is changed successfully, use the new password to login into your account.

Monster Shortcuts:

You can choose between two options to receive resume in email:
1. In the body of the mail.
2. As attachment in original format.

After choosing the required option , click on "Submit".

You can also download 'Monster Toolbar' here.

Account Settings

Manage Letters

We provide you the opportunity to communicate with the jobseekers with your personalized letter messages. All you need to do is save your personalized messages below once. You have the option to change or update the contents of these letters at any stage.

» Change Password

» Monster Shortcuts

» Manage Letters

» Modify Company Profile

» Manage Login Access

» Manage User

» Manage SMS Templates

▣ **Acknowledgement Letter**
This lettter is sent automatically to all jobseekers as soon as they apply to your Jobs.

▣ **Contact Job Seeker**
This letter is to contact job seekers who apply to your jobs or from the Resume Database Search.

▣ **Reject Letter**
This letter is to intimate jobseekers whose resumes are rejected or deleted.

Manage Letters

You can create personalized email messages which you can send to the jobseekers. The system allows you to change or update the contents of these mails at any stage.

The personalized email messages that Monster offers are:
1) Acknowledgement Mail: This mail is sent automatically to all jobseekers as soon as they apply to your Jobs.
2) Contact Jobseeker: You can save multiple letter templates to contact jobseekers who are either applying to your jobs or are picked from the resume
3) Reject Mail: You can choose to send a rejection email to jobseekers whose applications are rejected or deleted.

database.

Account Settings

» Change Password

» Monster Shortcuts

» Manage Letters

» Modify Company Profile

» Manage Login Access

» Manage User

» Manage SMS Templates

Manage Letters

We provide you the opportunity to communicate with the jobseekers with your personalized letter messages. All you need to do is save your personalized messages below once. You have the option to change or update the contents of these letters at any stage.

▣ **Acknowledgement Letter**
This mail is sent automatically to all jobseekers as soon as they apply to your Jobs.

🟡 View Our Tutorials

Subject: this is test by PD">

From
Name
Abh 123
Email
abhirajgupta@gmail.c

Dear "XYZ",

desc
Thanks for your interest in our
organization. We have
received your

☑ Check this box to automatically send this letter to all applicants.

Save

(Enter only the message here)

▣ **Contact Job Seeker**
This letter is to contact job seekers who apply to your jobs or from the Resume Database Search.

▣ **Reject Letter**
This letter is to intimate jobseekers whose resumes are rejected or deleted.

Acknowledgement Letter

This mail can be sent automatically to all job applicants for the job posted by you through this account if option is selected using check box.
By default it is enabled but you can change as per your requirement.

Contact Jobseekers

You can save maximum of 100 letters.

Add New Letter: Click this link to add a new letter.

You can also create these mail template while sending email to jobseeker.

Delete: Select letters you want to delete and click on "Delete."

Edit: Click the name of letter to edit it.

Account Settings

» Change Password

» Monster Shortcuts

» Manage Letters

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» Manage Login Access

» Manage User

» Manage SMS Templates

Manage Letters

We provide you the opportunity to communicate with the jobseekers with your personalized letter messages. All you need to do is save your personalized messages below once. You have the option to change or update the contents of these letters at any stage.

▣ **Acknowledgement Letter**
This letter is sent automatically to all jobseekers as soon as they apply to your Jobs.

▣ **Contact Job seeker**
This letter is to contact job seekers who apply to your jobs or from the Resume Database Search.

NOTE: Upto a maximum of 100 letters can be created. Please delete letters that are not required. ⊠

Total number of templates created: **20**

✕ Delete   ✉➕ Add New Letter

	Name of Letter	Subject	Updated on
☐	New for test	New for testNew for testNew for testNew for testNew for testNew for testNew for testNew for testNew for testNew for testNew for testNew for testNew for testNew for test	7th Dec 2009
☐	sms tmpl v1 ie	Ssd asd sad	20th Nov 2009
☐	abhtstlivieeml	abh SUBJ tst liv ie eml	20th Nov 2009
☐	ggjg	hk SBJ abhsds dsjd sjd	10th Nov 2009
☐	testR	testR	5th Nov 2009
☐	hk abhsds dsjd sjd	hk SBJ abhsds dsjd sjd	12th Oct 2009

Account Settings

» Change Password

» Monster Shortcuts

» Manage Letters

» Modify Company Profile

» Manage Login Access

» Manage User

» Manage SMS Templates

Manage Letters

We provide you the opportunity to communicate with the jobseekers with your personalized letter messages. All you need to do is save your personalized messages below once. You have the option to change or update the contents of these letters at any stage.

▣ **Acknowledgement Letter**
This lettter is sent automatically to all jobseekers as soon as they apply to your Jobs.

▣ **Contact Job Seeker**
This letter is to contact job seekers who apply to your jobs or from the Resume Database Search.

▣ **Reject Letter**
This mail is to intimate jobseekers whose resumes are rejected or deleted.

View Our Tutorials

Subject   pd A_P SUBJ">LNK IN

From   Name
Abh 223wewe

Email
abhirajgupta@gmail.

Dear "XYZ", ?

desc
Thanks for your
interest in our
organization. We
have received your
sd

(Enter only the message here)

☑ Check this box to automatically send this letter to all rejected or deleted resumes

Save

Reject Letter

You can choose to send a rejection email to jobseekers whose applications are rejected or deleted.

You may choose to enable or disable automatic sending of this letter to applicants.

Press "Save" once the required changes are made.

Account Settings

» Change Password

» Monster Shortcuts

» Manage Letters

» Modify Company Profile

» Manage Login Access

» Manage User

» Manage SMS Templates

Modify Company Profile

Company name	:	**PD Infotech**
Email address	:	abhirajgupta@gmail.com
Company profile	:	cmp profile supTest1gdfgdfgdfgdfg123
🎥 Video Profile	:	Video cannot be published. (Invalid video format) Re-upload

Submit

Modify Company Profile

You can edit the company profile, email address using this interface.
Specify the Email address, company profile and press Submit.

Account Settings

- » Change Password
- » Monster Shortcuts
- » Manage Letters
- » Modify Company Profile
- » Manage Login Access
- » Manage User
- » Manage SMS Templates
- » Update your contact info

Manage Login Access

	Login	Active Connections	Maximum Connections
☐	xkanishkinx01	5	30

Reset Connections

Manage Login Access

You can reset the active login(s) using this interface if you are a Super User.

Account Settings

» Change Password

» Monster Shortcuts

» Manage Letters

» Modify Company Profile

» Manage Login Access

» Manage User

» Manage SMS Templates

Manage User

Subuser	Summary of Access Permissions					
	Job Posting	Resume Database Search	SMS *	Change Company Profile	Change Password	
xpradyumnax01 (Superuser) ▼	✔	✔	-	✔	✔	
xpradyumnax05 (Superuser) ▼	✔	✔	-	✔	✔	
xpradyumnax06 (Superuser) ▼	✔	✔	-	✔	✔	
abh_igsx2 ▼	✔	✔	-	✘	✔	Edit
xabpd._@-04 ▼	✔	✔	-	✔	✔	Edit
abh_ftp01 ▼	✔	✔	-	✘	✔	Edit

* To activate this service contact us

Account Settings

» Change Password

» Monster Shortcuts

» Manage Letters

» Modify Company Profile

» Manage Login Access

» Manage User

» Manage SMS Templates

» Update your Contact Info

Update your contact information

Name	:	Pawan Kinger
Email Address	:	pawan.kinger@monsterindia.c(
Mobile No.	:	+91

*(Please do not prefix 0)

☐ Do you want to receive SMS alert?

[Update]

For Employers
> Home
> Buy Job Postings
> Buy Resume Database Access

Job Posting
> Post a Job
> Manage Job Posting
> Manage Screening Questionnaires

Resume Search
> Magic Search
> Power Search
> IT Skill Search
> Search by Role

Account Settings
> Change Password
> Monster Shortcuts
> Manage Letters
> Modify Company Profile
> Manage Login Access
> Manage User

About our Site
> Contact Us
> About Monster
> Security Center
> Privacy Commitment
> Be Safe
> Terms of Use
> Report a Bug

Update Contact Info

You can update your contact information here. These details will be used for sending important communication s related to your account. Option to opt-in/out of SMS alerts are also available here.

Access to SEA, India & Gulf sites

If you have subscribed to resume database search or job posting service for SEA and/or Gulf as well, you can access the appropriate forms for these by selecting the corresponding tabs at the top.

Job Posting » **Post a Job** | Manage Job Postings

India | Gulf | SE Asia / Greater China

NOW!
Monster **job posting** powered by **magic** FILTER TECHNOLOGY

*Required fields

Job Title*

Ref Code

Job Description

Job Summary*

Give concise text to attract right seekers

Max 250 characters   Count: **0**

Job Details*

Font | Size | A | B | I | U

Job responsibility, skills, team size, reporting, traveling, etc.

Job Preview   enlarge

Inventory Status

Purchased	:	76
Bonus (Rewards Program) [?]	:	26
Consumed	:	41
Available Inventory	:	31

Note: 2 categories and 2 locations consume 1 inventory. Edit does not consume any inventory.