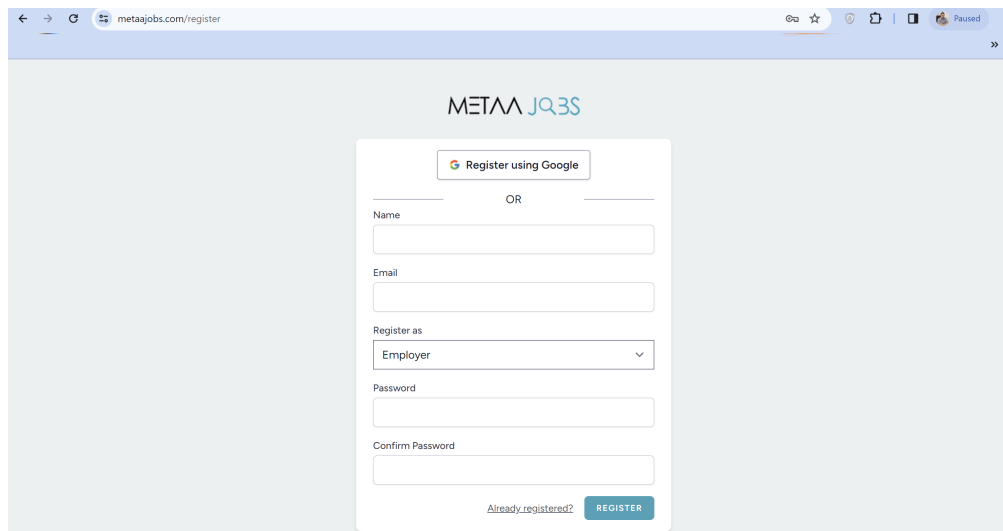
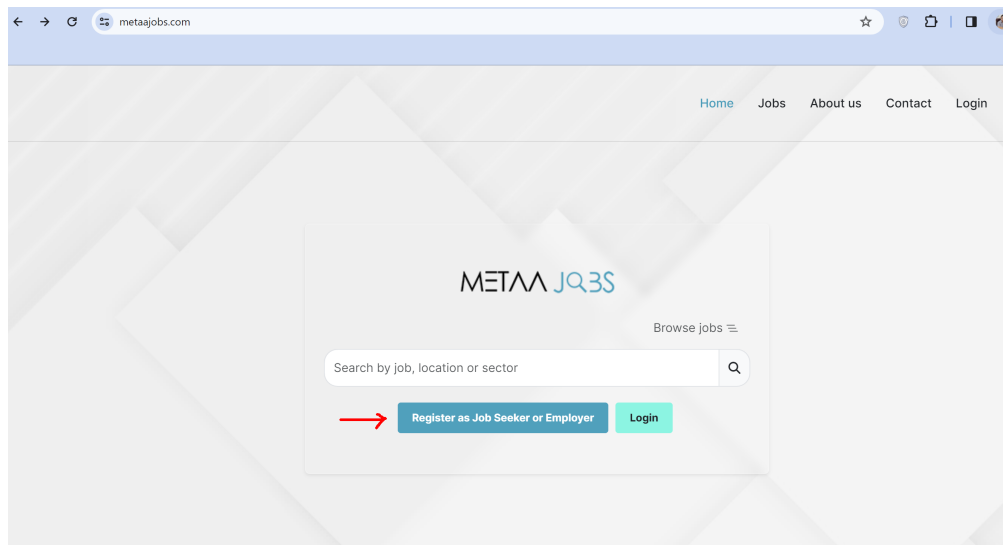


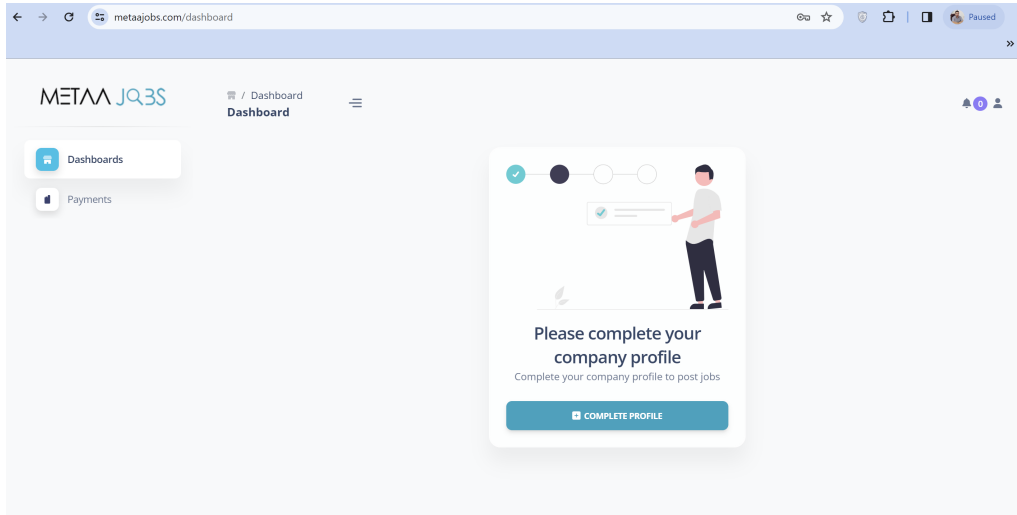
How to use the web portal

For **EMPLOYERS**

1. Visit www.metaajobs.com and register as an employer



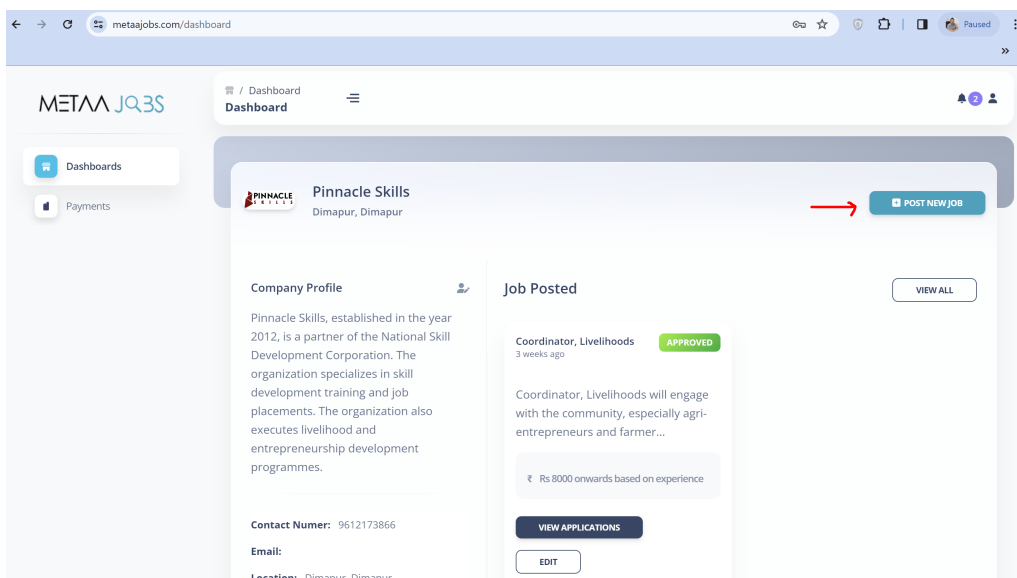
2. Complete your company profile



Your company profile will be checked and approved by the admin within 2 to 8 hrs.

Meta Jobs will schedule a 15 mins onboarding session on Google Meet.

3. Post a new job



The screenshot shows a web browser at the URL metaajobs.com/job-posting/create. The page header includes the MetaJobs logo and a navigation menu with 'Dashboard' and 'Dashboard' options. A sidebar on the left contains 'Dashboards' and 'Payments' buttons. The main content area is titled 'Post New Job' and contains a form with the following fields:

- Title: Give a title for your job advertisement
- Country: Select Country
- State: Select State
- District/Region: Select District
- Location/Address: Job Location
- No. of Post: No. of post
- Salary: Salary
- Expected date of joining: dd-mm-yyyy
- Academic Requirements: Academic Requirements
- Experience Requirements: [Empty field]
- Gender preference if any: [Empty field]

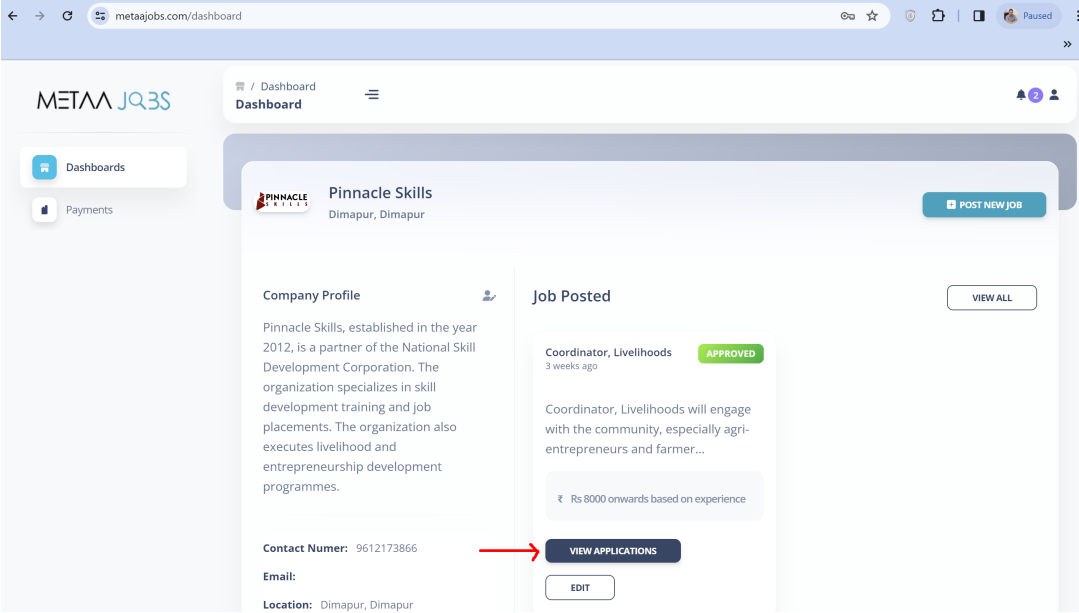
4. **After you have submitted the new job, our team will contact you to discuss terms and conditions and sign an agreement.**



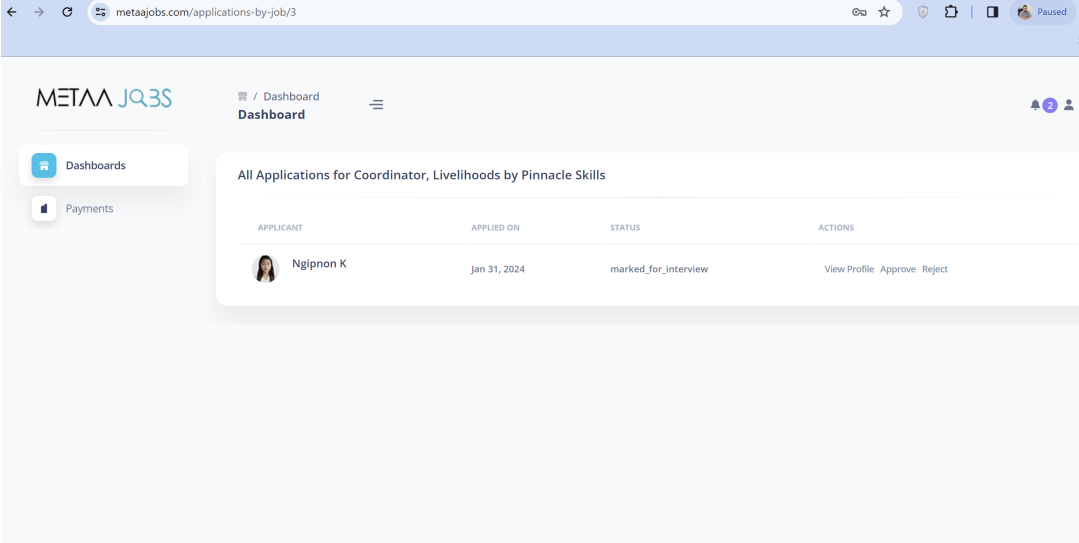
5. **After the Agreement is done, your new job post can be seen at metaajobs.com.**

Job seekers can apply for the job.


6. You can view job applications at your dashboard.



The screenshot shows the META JQ3S dashboard for a user named 'Pinnacle Skills' in Dimapur, Dimapur. The dashboard includes a sidebar with 'Dashboards' and 'Payments' options. The main content area displays the company profile and a job listing for 'Coordinator, Livelihoods', which is marked as 'APPROVED' and posted '3 weeks ago'. The job description states: 'Coordinator, Livelihoods will engage with the community, especially agri-entrepreneurs and farmer...'. The salary is listed as '₹ Rs 8000 onwards based on experience'. A red arrow points to the 'VIEW APPLICATIONS' button. Other buttons include 'POST NEW JOB', 'VIEW ALL', and 'EDIT'.



The screenshot shows the 'All Applications for Coordinator, Livelihoods by Pinnacle Skills' page. It features a table with the following data:

APPLICANT	APPLIED ON	STATUS	ACTIONS
 Ngipnon K	Jan 31, 2024	marked_for_interview	View Profile Approve Reject

You can now view candidate profiles

7. Metaa Jobs will schedule interviews with candidates selected by you through Google Meet.

After the interview, you can “Approve” or “Reject” candidates in the portal.

You can issue offer letters for selected candidates

8. Payment request will be generated by the Admin.

You can make the payment in the portal.

