



# PNG'S NAMBAWAN INTERNET JOB BOARD

Thanks for registering your advert on PNGJOBSEEK.COM

Refer here for step by step instructions on how to view your electronic applications.

## 1. Log into your account

- \* Visit [www.PNGJOBSEEK.COM](http://www.PNGJOBSEEK.COM)
- \* Click sign in and enter your username and password provided in our email

## 2. View electronic applications

- \* Once signed into your account – select Application Tracking. You will see all your applications for various roles in this window
- \* Use the filter button to select your current job posting
- \* Once filtered you will only view applications for the selected job
- \* To review the CV of a candidate click the left box next to their name move your cursor to the attached resume link & click
- \* Their CV should download on your screen
- \* After viewing use the back arrow to return to the Application Tracking file

## 3. Shortlist Candidates

- \* To shortlist a candidate you have viewed – select the candidate's name by ticking on the box located next to the candidates name and click on the Approve Application button
- \* To decline an application you have viewed simply click on the Reject Application button

## 4. Download CVs off the job board

- \* To download all cvs for a job - click on the filter button - so that the job of interest is showing Select the Download All CVs button - and all cvs received for the advert will be downloaded into a zip file
- \* The link will take you to the candidates info where you can use the download button in the red box to download

## 5. Send SMS / Email to applicants

- \* To send an SMS or email to applicants you need to be in the application tracking window
- \* Select the candidates you need to message by clicking on the boxes located next to each candidate -
- \* Select SMS/Email from the drop menu
- \* Click on send - Create your text - Click SEND

## 6. Download Application / Cover Letter Summary Excel Report

- \* Click on the Download Application Report button - shows (name, mobile, email, status for each application)
- \* Click on Status button before downloading- to show candidates in order of approved, rejected, pending
- \* Click on the Download Cover Letter Report to print cover letters

ALL ADVERTS LAST 30 DAYS &  
CAN BE CHANGED AT ANYTIME

ALL ADVERTS ARE POSTED  
IN REAL TIME

If you need help call our customer service team on 7090 7200