PNG JOBSEEK
LET THE JOB FIND YOU!

PNGJOBSEEK APPLICATIONS

How to review your applications

1. Log into your account

2. Go to Application Tracking

3. Click on current job advert title

4. Click on Filter

5. To download all CVs received into your account - click on the Download All CVs button

6. To shortlist - click on box next to candidate name, click on resume name to view CV, after viewing click on approve / reject button

7. After shortlisting - click on Status button to sort applications by category (approved/rejected /pending)

Recruitment Tools in PNGJOBSEEK make recruitment easy

- Electronic shortlisting ▪ Send candidate SMS/Emails from your account ▪ Run a paperless campaign
- Manage all applications in the one location ▪ Only download / print CVs of choice

Job Board...Anywhere ...Anytime...
For more info visit ... www.PNGJOBSEEK.com or call 7090 7200 today

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