

# JOBSCHANCE — Employer User Guide

## AI-Powered Recruitment Platform

### 1. About JOBSCHANCE

**JOBSCHANCE** is an AI-powered recruitment platform that helps employers find and connect with suitable candidates.

JOBSCHANCE uses AI to support **job writing, candidate recommendations and candidate matching**, helping employers make the recruitment process more efficient.

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### 2. Create an Employer Account

1. Open **JOBSCHANCE**.
2. Click **Sign Up**.
3. Select **Employer**.
4. Enter your details and create your account.

You can also **sign up or sign in** using **Google** or **Apple**.

If you sign up using your email address, you will receive a verification email. Open the email and click the **verification link** to verify your account.

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### 3. Complete Your Employer Profile

Complete your company profile by adding your company information, contact details, company logo and other relevant information.

Make sure your information is accurate and up to date so candidates can learn more about your organisation.

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#### 4. Post a Job

1. Open **Post a Job**.
2. Enter the job title and select the job type, experience level, location and category.
3. Enter the minimum and maximum salary, select the currency, and choose whether the salary is per month, per year or per hour.
4. Use **Auto Write with AI** to create the **job description, responsibilities, requirements and skills**, if required.
5. Review the job details and submit the job for review.

The job status will show **Submitted for Review**. You will receive an update **via email and app notifications** when your job is **approved or rejected**.

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#### 5. Manage Your Jobs

From the **Employer Dashboard**, you can view and delete your job posts, depending on their status.

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#### 6. View Applications

From the **Employer Dashboard**, you can view candidates who have applied for your jobs and review their professional summary, professional details, education, experience, skills and introductory video.

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#### 7. AI-Powered Candidate Recommendations

JOBCHANCE uses AI to recommend suitable candidates based on the **job requirements** and **candidate information**.

Employers can review recommended candidates, view their professional profiles and see an **AI Match Score** indicating how closely a candidate matches the job requirements.

Employers can also **invite suitable candidates to apply** for their job.

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## 8. Request an Interview

When you want to interview a candidate:

1. Open the candidate/application.
2. Select **Request Interview**.
3. Review the **agreement** and accept it using the checkbox.
4. Enter the **interview date and time**.
5. Send the interview request.

The candidate will receive an **email and app notification** informing them that an employer has requested an interview.

JOBCHANCE will coordinate the interview with the employer and candidate and provide the **meeting details**. Both the employer and candidate will receive the confirmed interview details through **email and app notifications**.

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## 9. Hire a Candidate

When you decide to hire a candidate, select the **Hire** option.

After the employer submits the hiring request, the **JOBCHANCE team will verify the hiring details**. Once verified, the candidate's **CV, contact details and other relevant documents** will be unlocked for the employer.

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## 10. Mobile App

The **JOBCHANCE mobile app** is available on **Android and iOS**, allowing employers to access key recruitment features from their mobile devices.

Download the JOBCHANCE app:

**Google Play Store** — <https://play.google.com/store/apps/details?id=com.moeed.jobschana>

**Apple App Store** — <https://apps.apple.com/pk/app/jobschance/id6765724020>

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## 11. Support & Assistance

If you are an employer and need assistance with a candidate or application, contact the JOBSCHANCE team at **support@jobschance.com**.

You can find the relevant **Application ID** and **Candidate ID** in your **Employer Dashboard**. Include the appropriate ID when contacting the JOBSCHANCE team so we can quickly identify the correct record.

For example:

- **Application ID:** APP-XXXXXXX
  - **Candidate ID:** XX-XXXXXX
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## 12. Tips for Better Results

- Provide clear and accurate job requirements.
- Complete all required job fields.
- Review AI-generated job content before submitting.
- Review recommended candidates carefully.
- Keep your company information up to date.
- Check your email and app notifications regularly.