

Introducing Recruiter Management System

Naukrigulf.com

Intended Audience : Existing users on Naukrigulf Recruiter Portal

What is it?

- All recruiters within a company will get their own private workspace on Naukrigulf, accessed by their own private username-password
- No more using a common username among multiple users within a company.
- Folders, jobs, saved searches etc. created by one recruiter cannot be seen by others, unless shared with them
- There will be one user with Admin rights to control everything, referred as the 'Super user' in the subsequent slides

What are the rights of Super user?

- Super User can perform all work like any other User
- Only a Super User can Add/Edit/Delete other Users
- Complete access to work of any other user
 - *Edit rights to CV folders, Saved Searches & Email Templates of all other users*
 - *Rights to Post Jobs, Manage Responses on behalf of other users*
- Decide which users will have access to Resdex (CV database) – This will be depend on number of CV search licenses bought.
- Set limits on maximum CVs that can be viewed/emailed by each user

What is going to change for current users?

- From the day we make this transition, the existing Naukrigulf username will be considered as the username of the Super-User only. Only one person can login using this username at a time.
- All other users will need to get their Naukrigulf account created via the Super-User. This will give them a new username to login.
- Such users will need to copy all existing folders, jobs, email templates etc. from the Super-User's account to their own account. Naukrigulf Customer Support team will help them during this transition.