

Profile Completeness Reference Document



Job Seeker Profile Fields and their contribution in Profile Completeness

Jobseeker Profile Fields	Location of Field	Mandatory	Condition	Score
Key Skills	Experience Tab	Yes	count of unique keywords less than or equal to 4	15
			Greater than 4	20
Highest Education	Education Tab	Yes	Is Available	15
Education with Specialization	Education Tab	No	Partial	5
			Full (all Educational Details according to Highest Education. Refer section below)	10
Communication Address – State	Communication Tab	Yes	Is Available	10
Verified Mobile	Personal Info Tab	Yes	Is Available	10
Verified Email	Personal Info Tab	No	Is Available	10
Total Experience	Experience Tab	No	Is Available	10
Experience Details	Experience Tab	No	Partial	5
			Full (sum of all Experiences more than or equal to the Total Experience)	10
Video Profile	Video Profile Link in Left Navigation	No	Is Available	5

*Note – If the field value is not available, Score will be considered as **0** for that field.

*Note: For “**No Schooling**”, “**Upto 8th**” and “**Upto 9th**”, no educational details are required to be added. 10 points will be given on selection of the above mentioned Highest Education.