National Career Service Portal

User Manual – ONLINE JOB FAIR/EVENT FOR EMPLOYERS

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Job Fair and Events

This section of the document describes how an employer can find out online upcoming Job fairs and Events on the NCS portal and then register themselves for specific Job fairs and events.

List of Job Fairs can be accessed from Job Fair and Events Section of NCS Home Page. Employer can either click on a Job Fair link displayed in the section or Employer can also click on View All link to navigate to NCS Calendar Page, which displays the list of all Job Fairs / Events published on NCS Portal.

NCS Calendar Page has various parameters to search for an Event / Job Fair. The results of search conducted by an employer based on their search filter criteria (state, industry, and sector) will be displayed as a listing.
I. Search for Job Fairs

Follow these steps to search for Job Fairs:

1. Ensure that the **Job Fairs** tab is selected on the **NCS Calendar** page.

2. Define search filter criteria (**State**, **District**, and **Industry**).
   **Note:** The **District** and **Industry** filters allow you to make multiple selections.


4. Click the **Search** button.

5. The results display in **List** and **Month** formats:
   a. In **List Format**
      i. Results of job fairs that match your search criteria display in list format by default. This list displays search results for three months (current month and two months in the future).

      ![Job Fair List](image)

      **Job Fair List**

      i. To view the details of a particular job fair, you can either click the title of the job fair in the list or click the **Click here for details** link for that listing.

      ii. The details of the selected Job Fair are displayed on a pop-up.

      iii. Important: Since these all are Online/Digital Job Fairs, so the “Job Fair venue “for these Job Fairs will show “NCS Portal” and the user needs to use our Portal services for shortlisting candidates against a Posted Job.
b. **In Month Format**
   
i. To view your search results in calendar format, click the **Month** button. The calendar that appears, displays job fair search results for the current month. Use the month and year calendar control to navigate the previous/next month or year as required.

   ![Job Fair Calendar](image)

   **Job Fair Calendar**

   ii. To view the details of a particular job fair, click the title of that job fair on the calendar.
iii. The details of the selected job fair are displayed on a pop-up.

Job Fair Details Pop-up

II. Participate in a Job Fair
Follow these steps to participate in a particular job fair:

1. Ensure that the pop-up displaying details of the job fair, you want to participate in, is open.

Job Fair Details Pop-up

2. Next, click the Proceed button. The Job Fair Details page displays.
3. For participating in a Job Fair, Employer needs to add Jobs in the Job Fair.
4. Click on the Add Jobs to Job Fair link, following page opens.

Adding Jobs to Job Fair

Portal provides two options to add a job to a job fair. Employer can either post a fresh job to a job fair or can add already posted job to the job fair.
Add/Post New Job to Job Fair

1. Click on Add New Job to Job Fair link, displayed as the first section on the page.
2. NCS navigates user to Post New Job page. Enter job details and click Post Job.
3. New job is added to the job fair.

Add NCS Jobs to Job Fair

Using this feature, Employer can tag an already posted Portal Job to a Job Fair.

1. In the second section, use the given filters to search for existing jobs posted on NCS.
2. Select the check box against a job from the search result pane.
3. Click on Add Job to Job Fair button to add the selected job to the Job Fair.
4. Click on **Back to Job Fair** button to go back to Job Fair.
5. After adding a job to a job fair, **Submit Participation** button becomes enabled.

6. Click the **Submit Participation** button to participate in the job fair.
   Note: An Employer can add more jobs in a job fair or remove already added jobs, any time before the Employer Participation end date and time.
III. Hiring Process through NCS Portal

With the start of Jobseeker Participation date till it ends, employer receives the email notification as the jobseeker applies to the job(s) posted by him. Then employer starts the selection process as defined.

1. Click on the Job Fair /Event Participation link in the left navigation.
2. Click on the participated Job Fair and then click on Proceed button.

![Job Fair Details]

3. Click on View Candidates link against the posted job.

![View Candidates]

Review the profile of candidates under two tabs “Applications matching Job criteria” and “Applications not matching Job Criteria”. Select the candidate as per job requirement and click the **Shortlist Candidates** button.
4. Go to **Shortlisted Profiles** tab, select the candidate and click the **Send Interview Request(s)** button. This will notify the Jobseeker of interview request, who will then respond by accepting or rejecting the interview request.

5. Enter the required information and then click on the **Send** button.
IV. Job Closure Process

After Employer has got required number of candidates from portal against a posted job, he needs to close the said job on Portal before the expiry date of Job.

1. Click on Jobs and Responses from left panel. The posted job response screen displays.
2. Click on **Action** button and select the **Close Job – Notify Recruitment** option. This displays the **Reason for Closing Job** pop-up.

![Reason for Closing Job](image)

3. Select the appropriate reason for closing the job from the drop-down list: The following options are available:

![Reason For Closing Job](image)

   a. **Recruitment completed through NCS** – A mandatory field displays when you select this option.
Enter a numeric value in this field mentioning the number of vacancies that were filled up (from the NCS portal) for the job post you are closing here. The number entered here displays in the **Candidates Hired** column on the **Jobs and Responses** screen.

**Note:** Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

b. **Recruitment completed through sources other than NCS** – A mandatory field and a mandatory drop-down list display when you select this option.

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from sources other than the NCS portal) for the job post you are closing here. The number entered here displays in the **Candidates Hired** column on the **Jobs and Responses** screen.

**Note:** Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.
Next, select an option (Suitable candidates(s) not found on NCS or Any Other reason) from the drop-down list as reason for closure of job by not hiring candidates from the NCS portal.

A text field displays when you select the Any Other reason option from the drop-down.

Enter the reason in the text field.

c. Recruitment Deferred – No mandatory field displays when you select this option.
Follow these steps to search for events:

1. Ensure that the **Events** tab is selected on the **Job Fair/Event** screen.

2. Define search filter criteria (**State**, **District**, and **Industry**).
   - **Note:** The **District** and **Industry** filters allow you to make multiple selections.


4. Click the **Search** button.

5. The results display in **List** and **Month** formats:

   a. **In List Format**
      
      i. Results of events that match your search criteria display in list format by default. This list displays search results for three months (current month and two months in the future).
Event Result List

ii. To view the details of a particular event you can either click the title of the event in the list or click the **Click here for details** link for that event listing.

Event Title and **Click here for details** Link

iii. The details of the selected event display on a pop-up.
b. **In Month Format**
   
i. To view your search results in calendar format, click the **Month** button. The calendar that appears, displays event search results for the current month. Use the month and year calendar control to navigate the previous/next month or year as required.

   ![Event Result Calendar](image)

   *Event Result Calendar*

   ii. To view the details of a particular event, click the title of that event on the calendar.
iii. The details of the selected event display on a pop-up.

VI. Participate in an Event

Follow these steps to participate in a particular event:

1. Ensure that the pop-up displaying details of the event you want to participate in is open.
Event Details Pop-up

2. Next, click the **Proceed** button. The **Event Pre-registration** screen displays.

![Event Pre-registration Screen]

Event Pre-Registration Screen

3. Click the **Submit Participation** button.