

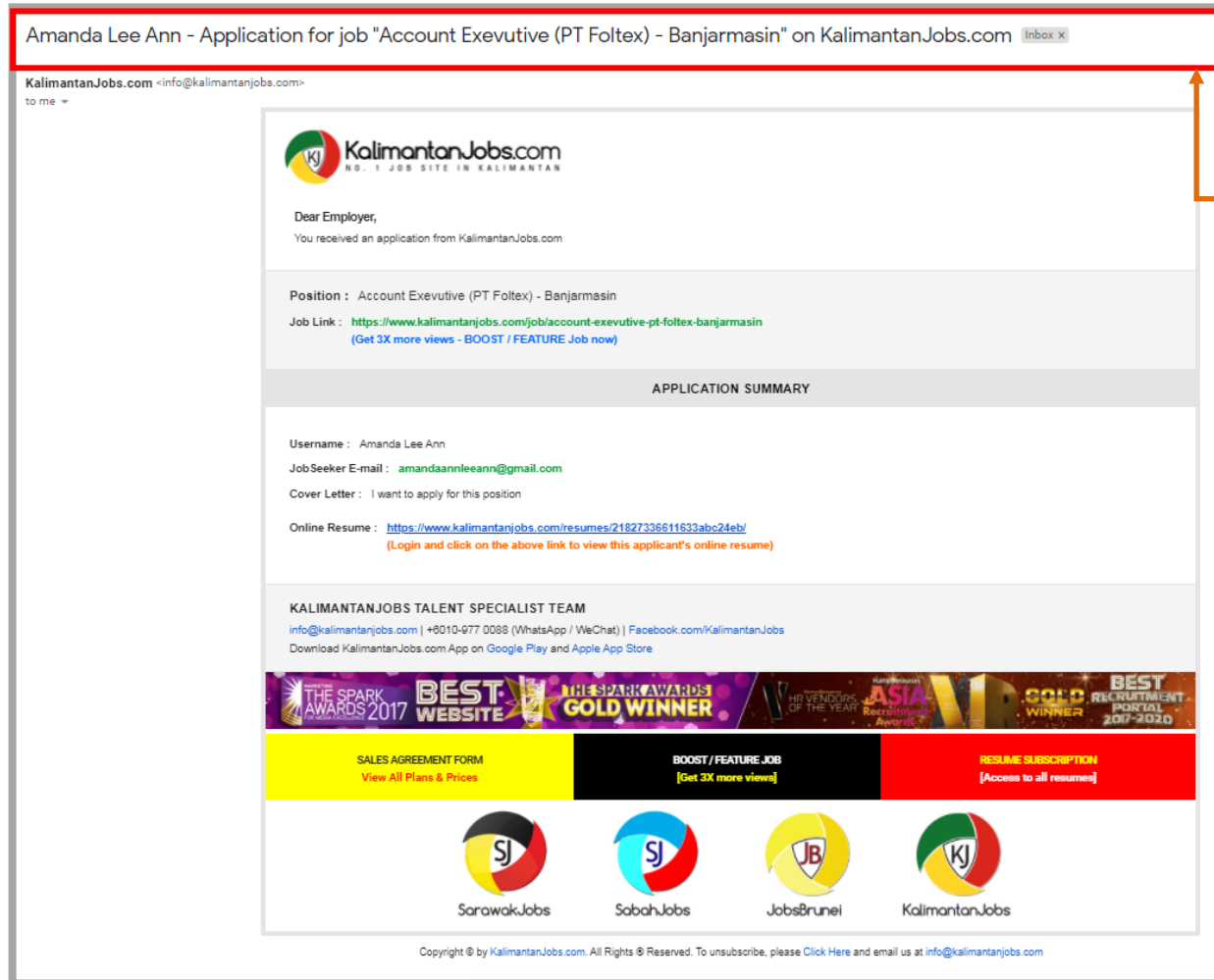


KalimantanJobs.com

N O . 1 J O B S I T E I N K A L I M A N T A N

MANAGE APPLICANTS VIA EMAIL

EMAIL NOTIFICATION



When a job seeker applies to your job at KalimantanJobs.com, you will receive Job email notification to your registered email address from KalimantanJobs' email system (info@KalimantanJobs.com).

1

Access your INBOX to retrieve job applications (i.e. Gmail, Yahoo, Hotmail, Outlook, etc...).

Look for emails from info@KalimantanJobs.com

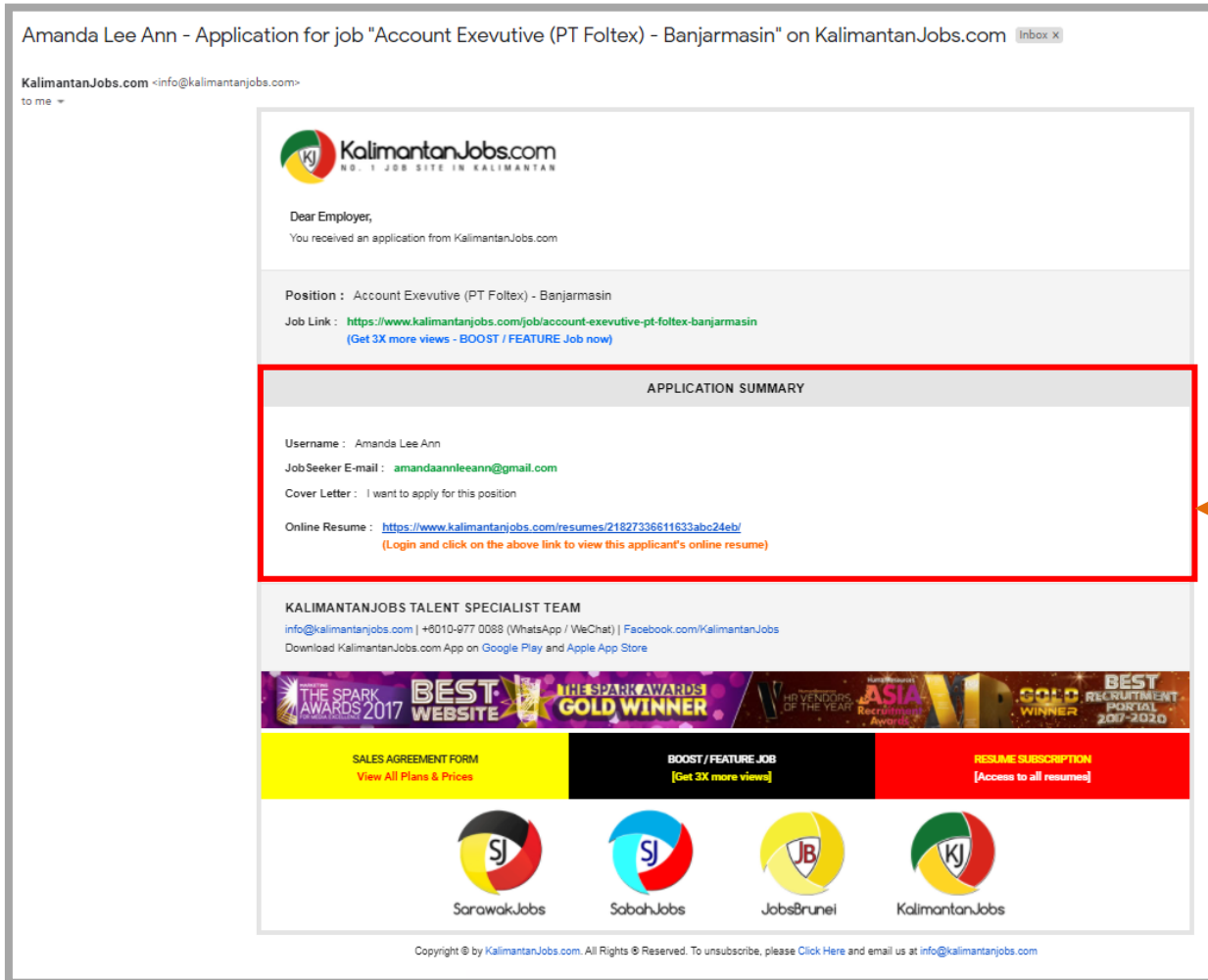
Note: Apart from receiving applications via our system, applicants may email to you directly since your email is revealed when promoting your job.

2

Refer to section 'APPLICATION SUMMARY' for applicant's information which contains;

1. Applicant's Username & E-mail
2. Cover Letter
3. Applicant's Online Resume
4. Applicant's Offline Resume
(This is not compulsory, hence it will not be shown if an applicant chooses not to upload any supporting document during his or her application)

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| CONTACT & RESPOND TO APPLICANTS

NOTIFICATION EMAIL

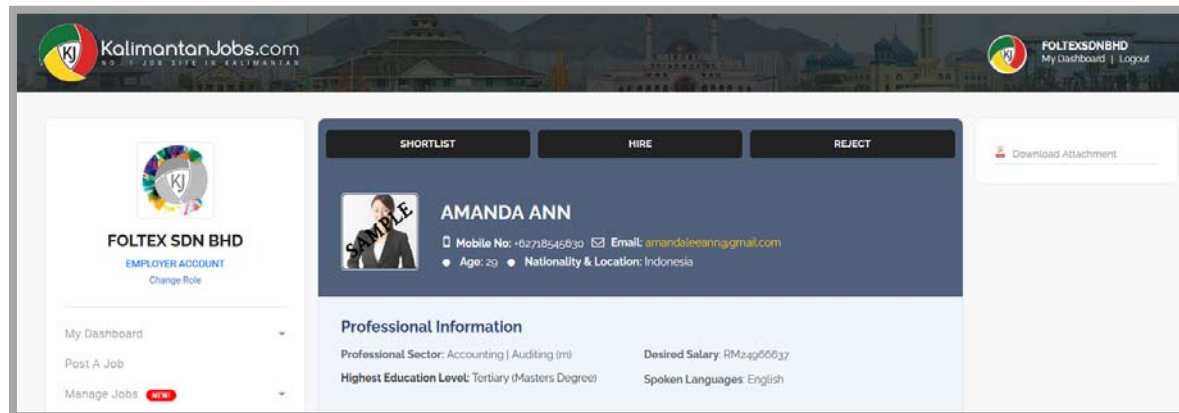


It is ideal and good to contact the shortlisted candidates ASAP to arrange for a phone interview OR face-to-face interview before your job advertisement ends.

It is best not to wait till 30 days or more to arrange interview appointments.

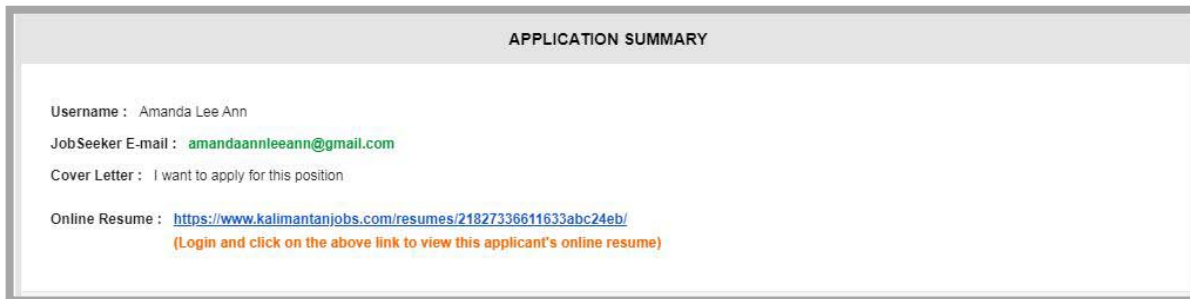
Via NOTIFICATION EMAIL: Applicants' Email address is found under the 'APPLICATION SUMMARY' section

Via ONLINE RESUME: Candidate's Mobile number can be found under the 'Cover Letter' or 'Online Resume' or 'Attachment'.



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