ACCELEREC

STEPS TO CREATE A JOB

USER GUIDE

ACCELEREC

CREATING A JOB

Follow the steps here:

1. Click on the "Create Job" Button
- Log into your Recruiter Portal.
- On the main dashboard or job listing page, click on the "Create Job" button to start creating a new job posting.

2. Add Job Title
- Enter the Job Title in the designated field.
- This is the primary role name for the job posting (e.g., "Software Developer," "Project Manager").

3. AI Populates Fields Automatically

After entering the job title, the AI will automatically populate the following fields based on the job title:

- **Job Description:** The AI will generate a detailed job description that includes typical responsibilities and required skills.
- **Skills:** The AI will suggest relevant skills associated with the job title (e.g., programming languages, communication, leadership).
- **Experience Level:** The AI will generate a detailed job description that includes typical responsibilities and required skills.
- **Salary Range:** If available, AI may suggest an estimated salary range based on the job title, industry, and location.

4. Auto-Populate Country and City
- The **country** is automatically selected by the AI based on the job title and location preferences.

- You will only need to **enter the city** for the job posting.
- For example, if the AI selects the UK as the country, you can simply type in "London" or another city in the provided field.

5. Company Description

- The AI will automatically fetch the **Company Description** from the company profile associated with your account.
- The description may include key details about the company, its culture, values, and vision.

6. Edit or Add Information

- You can edit or add any additional details to the company description.
- Make any necessary changes to ensure that the company description aligns with the specific job role.

7. Edit or Add Additional Information to the Job Posting

- After the AI generates the job details, you have the option to edit or refine any of the fields it has filled.

You can change or add details such as:

- Specific job requirements or responsibilities
- Unique benefits or perks
- Desired qualifications
- Keywords for SEO optimization
- Work schedule or location preferences

8. Machine Learning Enhancement

- When you manually edit or add information (such as new skills, experience requirements, or location preferences), the **Machine Learning (ML)** feature will learn from these inputs and improve future job postings

- For example, if you frequently add a specific skill or requirement, the ML model will start suggesting it automatically for similar job titles.

9. Save and Publish the Job

- Once you are satisfied with the job details, click "Save" to keep a draft or "Publish" to make the job posting live.
- After publishing, the job will be visible to potential candidates in the Talent Pool or on your job listing page.