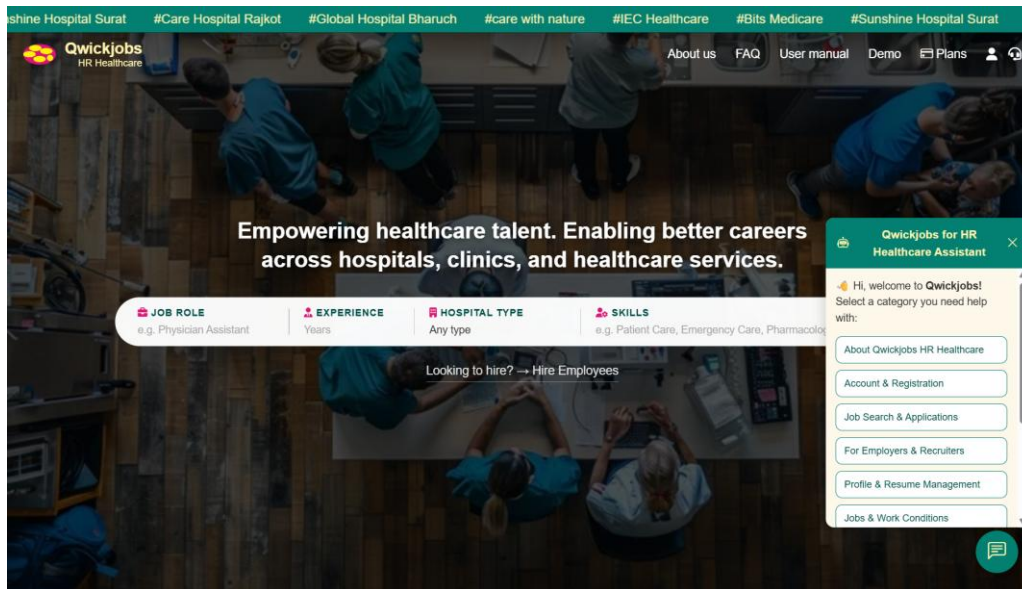


Qwick jobs for HR Healthcare user manual

Welcome to the **Qwick jobs for HR Healthcare** Job Portal! This platform connects job seekers with employers, making it easy to search for jobs, apply online, and manage career-related activities. Employers can post job openings, manage applicants, and streamline their hiring process. This manual will guide you through all user roles and features.

1. Home Page

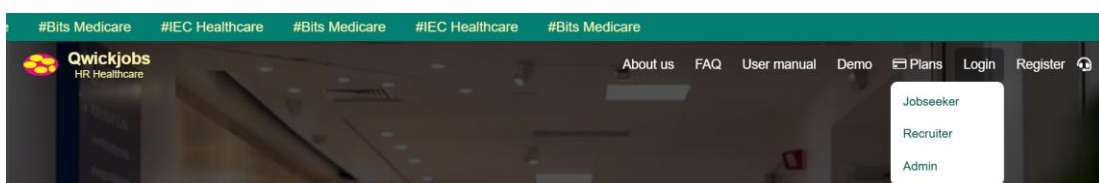
1.1 Filter jobs and job seekers



The homepage of **Qwickjobs for HR Healthcare** provides quick and efficient access to job opportunities and recruitment services.

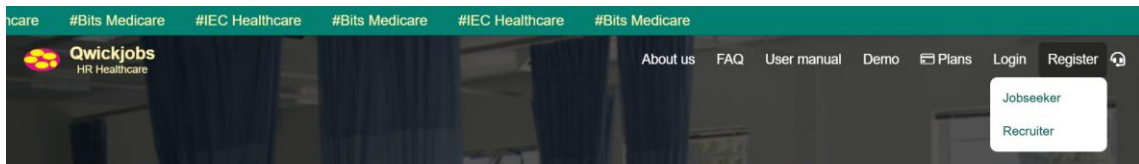
- **Advanced Job Search:** Users can search for jobs using filters such as **Job Role**, **Experience**, **Company Type**, and **Skills**, then click the search icon to view relevant openings.
- **Hire Employees:** Employers can select the **Hire Employees** link to connect with qualified candidates.
- **Navigation Menu:** The top menu includes **About Us**, **FAQ**, **User Manual**, **Demo**, **Login**, and **Register** for easy access to essential pages.
- **Registered Companies Slider:** A scrolling banner at the top showcases companies registered on the platform.
- **Qwickjobs for HR Healthcare Assistant (Chatbot):** An interactive chatbot provides instant support. It includes different categorized help sections. Users can select a category to view related questions. Clicking on a question displays its corresponding answer for quick and guided assistance.

1.2 Login Dropdown



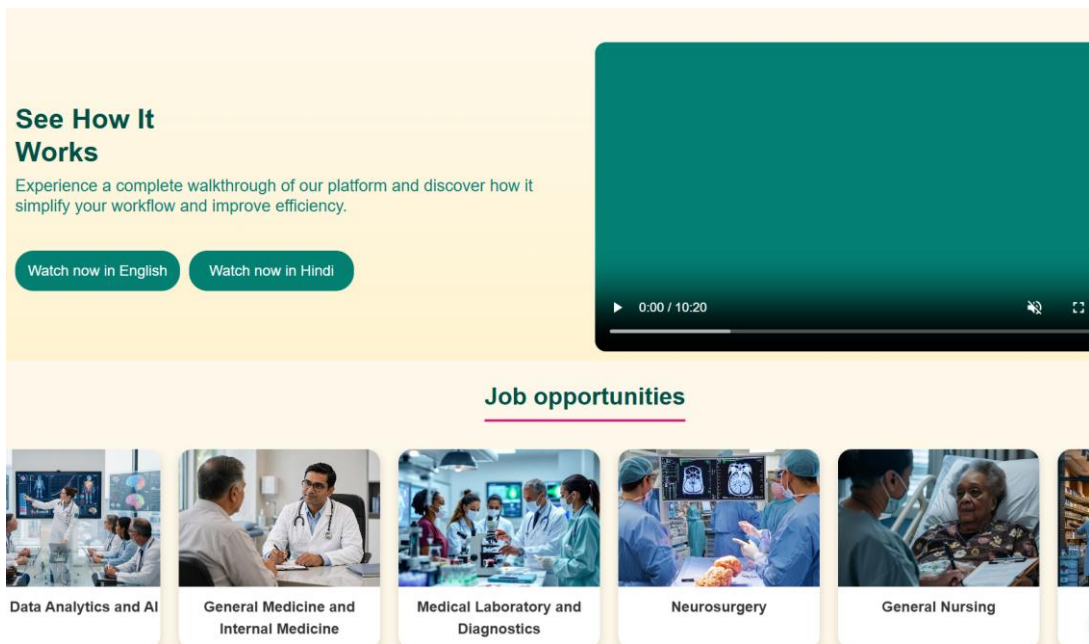
- Select **Jobseeker** or **Recruiter** from the **Log In** dropdown to access your respective dashboard.

1.3 Register Dropdown



- Choose **Jobseeker** or **Recruiter** from the **Register** dropdown to create a new account based on your role.

1.4 Demo and job opportunities



- The **See How It Works** section provides a quick overview of the Qwickjobs for HR Healthcare platform. Users can click the **Watch Now** button to view a walkthrough video. Below this section, the **Job Opportunities** area displays industry-specific categories—click on a category to explore related job openings.

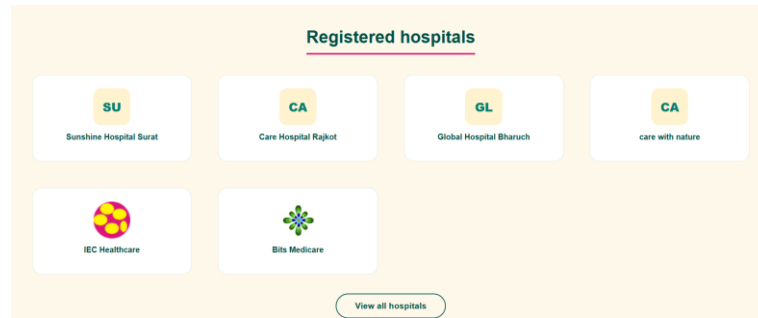
1.5 Latest jobs



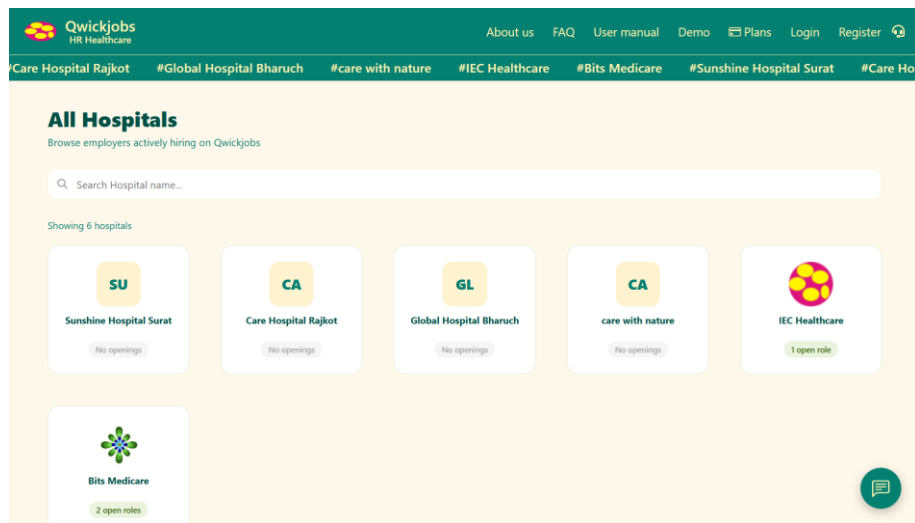
The **Latest Jobs** section showcases recently posted job openings. Click on a job title to view details and apply, or select **View All** to explore all available opportunities.

1.4 Registered Hospitals

1.4.1 Home page list

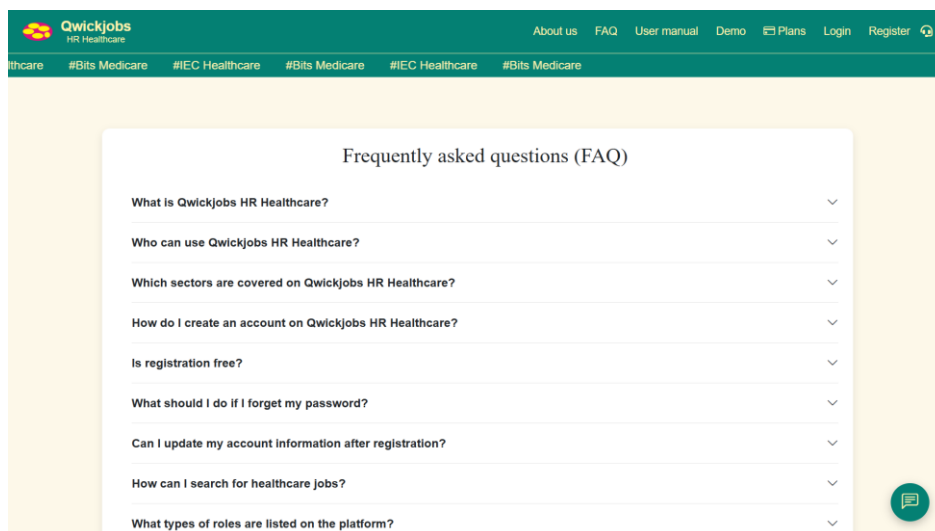


1.4.2 View all registered hospitals



- The **Registered Companies** section showcases organizations actively hiring on the platform. The **View All Companies** button allows users to explore the complete list of registered employers. Users can click on a company card to view its available job openings.

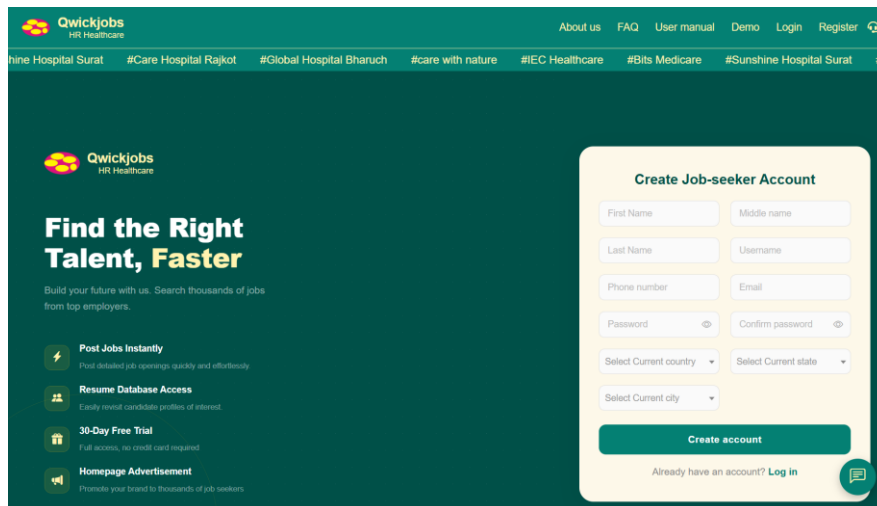
1.5 Frequently asked questions



- The **FAQ** page provides answers to common queries about the Qwickjobs for HR Healthcare platform. Users can click on a question to expand and view detailed information, enabling quick and convenient access to support without contacting customer service.

2 Registration page

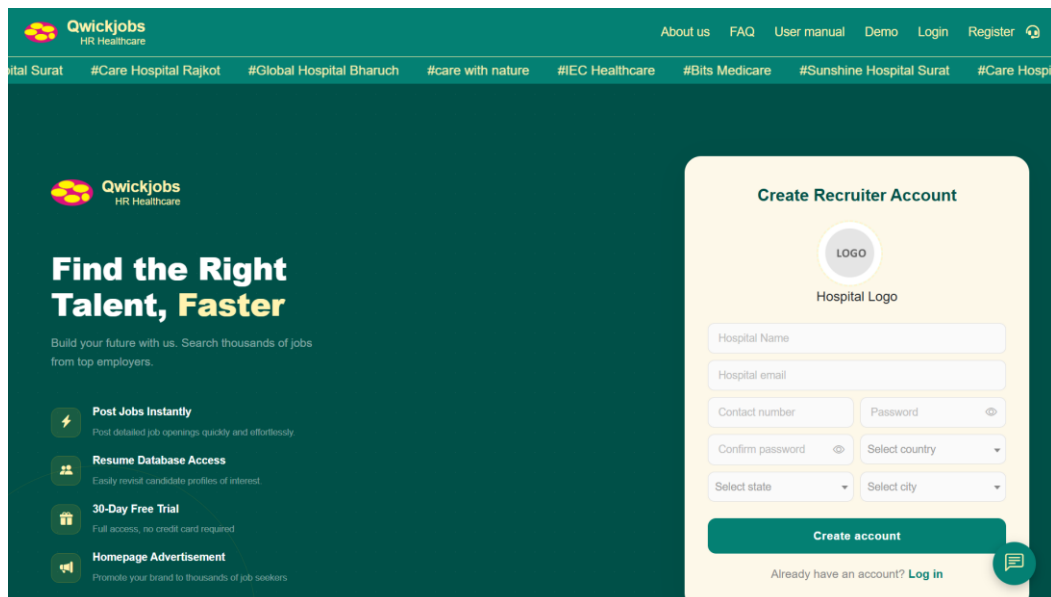
2.1 Register Job seeker



The screenshot shows the 'Create Job-seeker Account' form on the Qwickjobs HR Healthcare website. The form is set against a dark green background with a light yellow form area. The header includes the Qwickjobs logo and navigation links: About us, FAQ, User manual, Demo, Login, Register. Below the header is a navigation bar with various hospital-related hashtags. The main content area features the Qwickjobs logo and the headline 'Find the Right Talent, Faster'. Below this is a sub-headline: 'Build your future with us. Search thousands of jobs from top employers.' There are four feature cards: 'Post Jobs Instantly', 'Resume Database Access', '30-Day Free Trial', and 'Homepage Advertisement'. The registration form itself includes fields for First Name, Middle name, Last Name, Username, Phone number, Email, Password, and Confirm password. It also has dropdown menus for 'Select Current country', 'Select Current state', and 'Select Current city'. A 'Create account' button is at the bottom of the form, and a 'Log in' link is provided for existing users.

- Complete the registration form by entering your First Name, Middle Name (optional), Last Name, Username (must be unique), Phone Number (must be unique), Email (must be unique), Password, and Confirm Password. Select your Current Country, State, and City from the dropdown menus, then click "**Register**" to create your account.

2.2 Register Recruiter



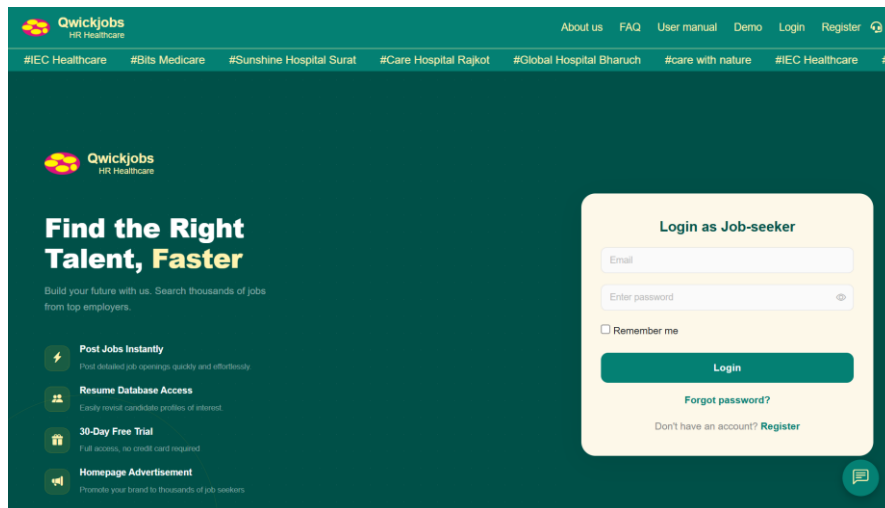
The screenshot shows the 'Create Recruiter Account' form on the Qwickjobs HR Healthcare website. The form is set against a dark green background with a light yellow form area. The header includes the Qwickjobs logo and navigation links: About us, FAQ, User manual, Demo, Login, Register. Below the header is a navigation bar with various hospital-related hashtags. The main content area features the Qwickjobs logo and the headline 'Find the Right Talent, Faster'. Below this is a sub-headline: 'Build your future with us. Search thousands of jobs from top employers.' There are four feature cards: 'Post Jobs Instantly', 'Resume Database Access', '30-Day Free Trial', and 'Homepage Advertisement'. The registration form itself includes a 'LOGO' field for the Hospital Logo, followed by fields for Hospital Name, Hospital email, Contact number, Password, and Confirm password. It also has dropdown menus for 'Select country', 'Select state', and 'Select city'. A 'Create account' button is at the bottom of the form, and a 'Log in' link is provided for existing users.

- Complete the registration form by entering your Logo, Company Name, Work Email (must be unique), Contact Number (must be unique), Website Link, Number of Employees, Password, and Confirm Password. Click "**Register**" to create your employer account and start posting jobs or searching for candidates.

Password Requirements: Password and Confirm password both must match and be at least 8 characters long, containing at least one digit, one uppercase letter, and one special character [!@#\$\$%^&*()_+=[]{}|;:'.<>?/'~].

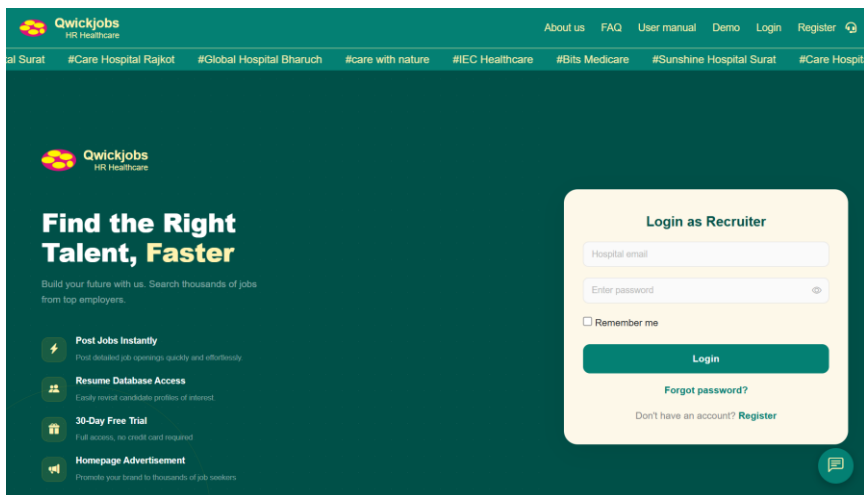
3 Login page

3.1 Login Job seeker



The screenshot shows the Qwickjobs HR Healthcare website. The header includes the logo and navigation links: About us, FAQ, User manual, Demo, Login, Register. Below the header is a navigation bar with hospital names: #IEC Healthcare, #Bits Medicare, #Sunshine Hospital Surat, #Care Hospital Rajkot, #Global Hospital Bharuch, #care with nature, #IEC Healthcare, #B. The main content area features the Qwickjobs logo and the headline "Find the Right Talent, Faster". Below this is a sub-headline: "Build your future with us. Search thousands of jobs from top employers." There are four feature cards: "Post Jobs Instantly", "Resume Database Access", "30-Day Free Trial", and "Homepage Advertisement". On the right side, there is a "Login as Job-seeker" form with fields for "Email" and "Enter password", a "Remember me" checkbox, a "Login" button, and links for "Forgot password?" and "Don't have an account? Register".

3.2 Register Recruiter

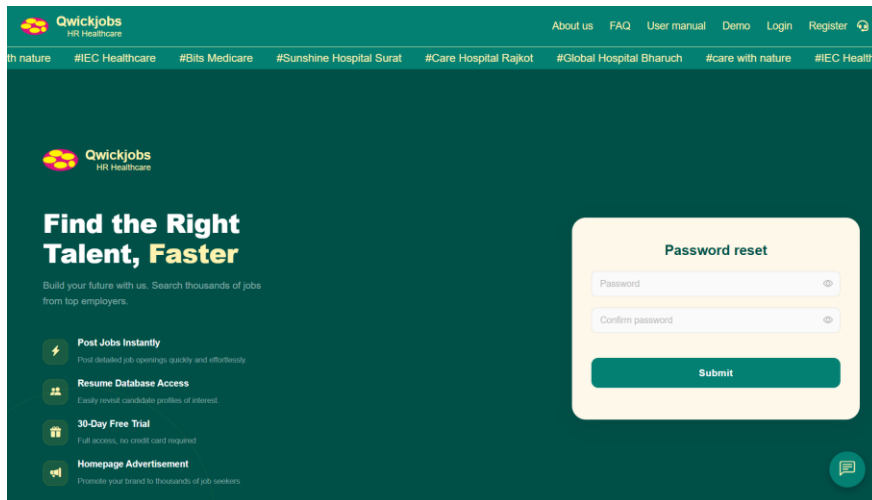


The screenshot shows the Qwickjobs HR Healthcare website. The header includes the logo and navigation links: About us, FAQ, User manual, Demo, Login, Register. Below the header is a navigation bar with hospital names: #IEC Healthcare, #Bits Medicare, #Sunshine Hospital Surat, #Care Hospital Rajkot, #Global Hospital Bharuch, #care with nature, #IEC Healthcare, #B. The main content area features the Qwickjobs logo and the headline "Find the Right Talent, Faster". Below this is a sub-headline: "Build your future with us. Search thousands of jobs from top employers." There are four feature cards: "Post Jobs Instantly", "Resume Database Access", "30-Day Free Trial", and "Homepage Advertisement". On the right side, there is a "Login as Recruiter" form with fields for "Hospital email" and "Enter password", a "Remember me" checkbox, a "Login" button, and links for "Forgot password?" and "Don't have an account? Register".

Enter your registered email and password to access your account.

Check the "**Remember me**" box to skip OTP verification for future logins. If you've forgotten your password, click "**Forgot password?**" to receive a password reset link via email.

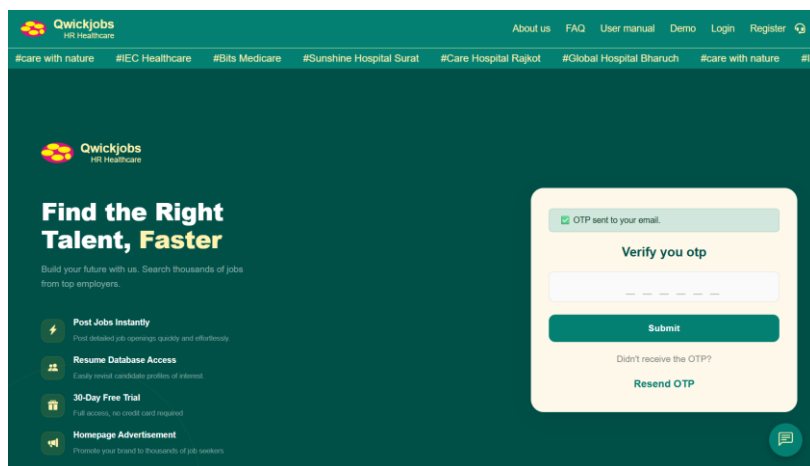
4 Password Reset



The screenshot shows the Qwickjobs website's password reset interface. The page has a dark green header with the Qwickjobs logo and navigation links. The main content area features a white box titled "Password reset" with two input fields: "Password" and "Confirm password". A green "Submit" button is located below the fields. To the left of the form, there is promotional text and a list of features: "Post Jobs Instantly", "Resume Database Access", "30-Day Free Trial", and "Homepage Advertisement".

- Enter your new password in the "**Enter new password**" field, then re-enter the same password in the "**Confirm password**" field to verify. Click "**Submit**" to reset your password, or click "**Back to Login**" to return to the login page.
- Ensure your password meets the required criteria (at least 8 characters with one digit, one uppercase letter, and one special character).

5 OTP Verification

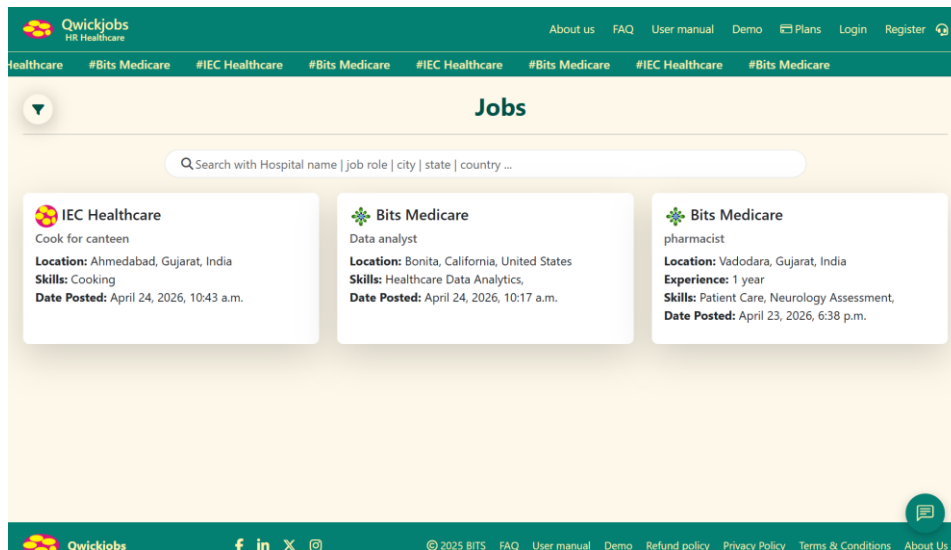


The screenshot shows the Qwickjobs website's OTP verification interface. The page has a dark green header with the Qwickjobs logo and navigation links. The main content area features a white box titled "Verify you otp" with a green checkmark and the text "OTP sent to your email." Below this is an input field for the OTP, a green "Submit" button, and a "Resend OTP" link. To the left of the form, there is promotional text and a list of features: "Post Jobs Instantly", "Resume Database Access", "30-Day Free Trial", and "Homepage Advertisement".

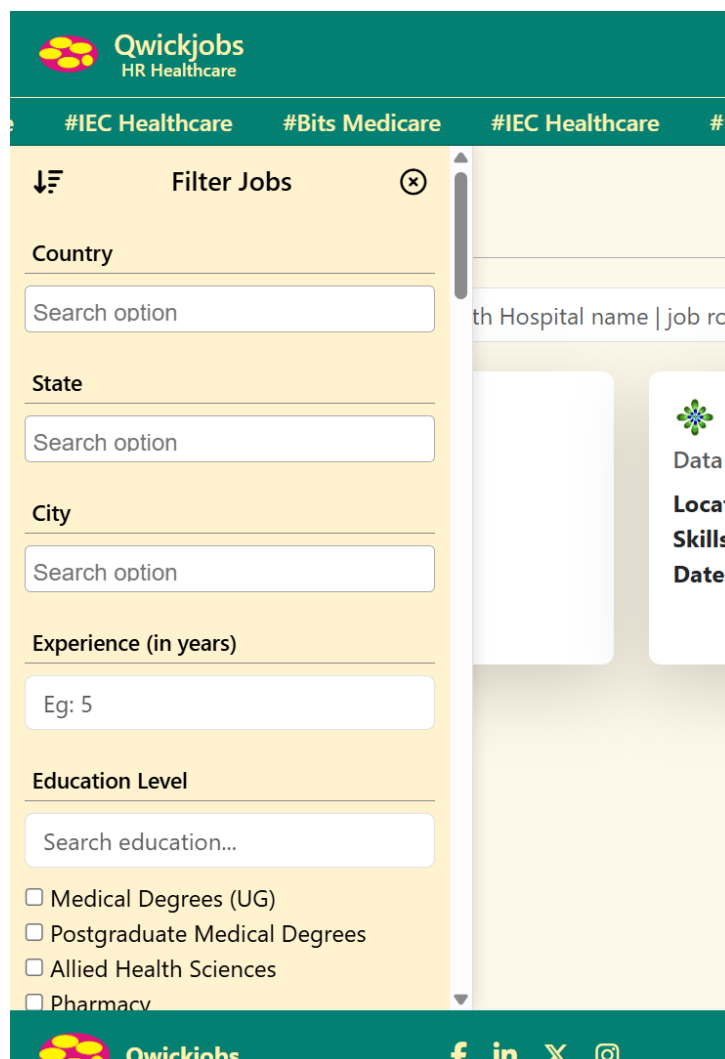
- Enter the One-Time Password (OTP) sent to your registered email address, then click "Verify OTP" to proceed. If you have not received the OTP, click "Resend OTP" to request a new code.

6 Job Seekers

6.1 Find current openings

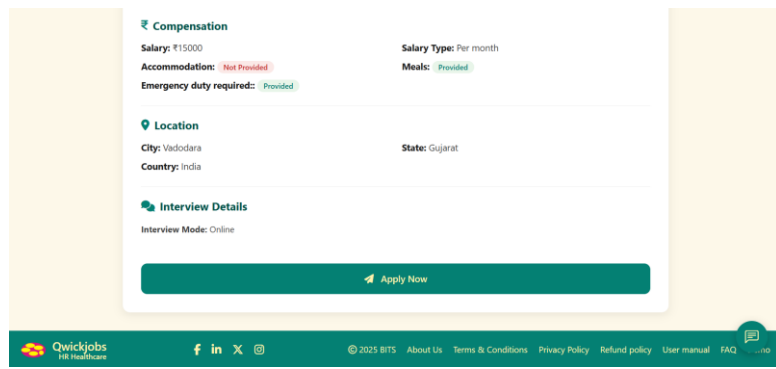
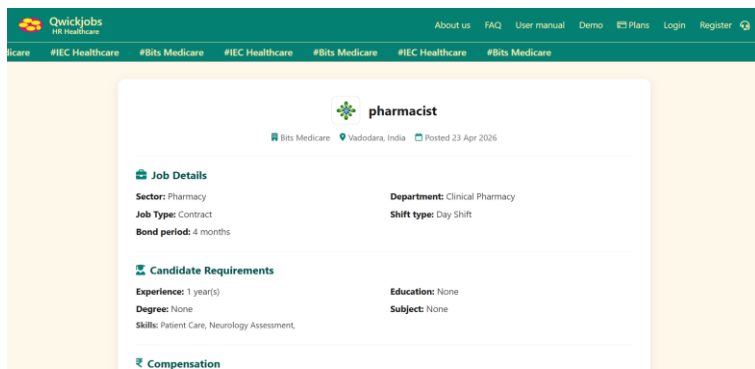


- Use the search bar to find jobs by company name, job role, city, state, or country. Click on any job card to view the complete job description, requirements, and application details.



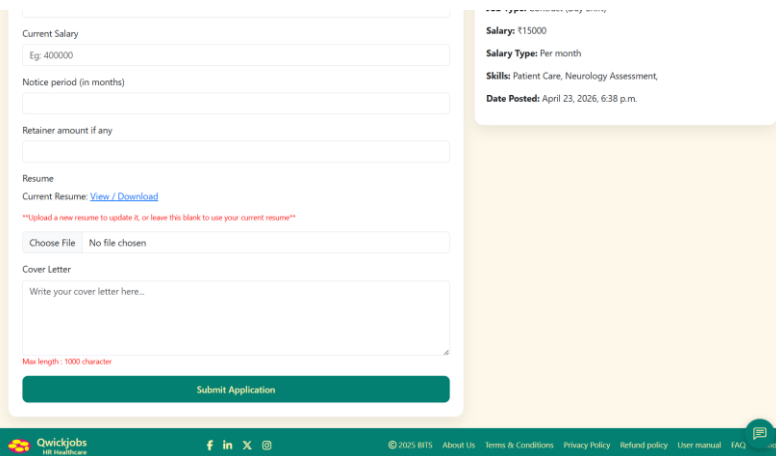
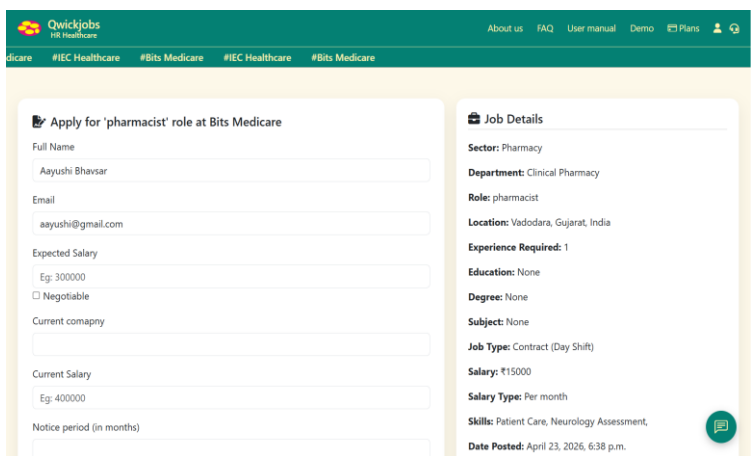
- Explore available job opportunities. Use the left sidebar to filter results, then click "Apply" to activate your filters or "Clear" to reset them.

6.2 Job posting description and apply now



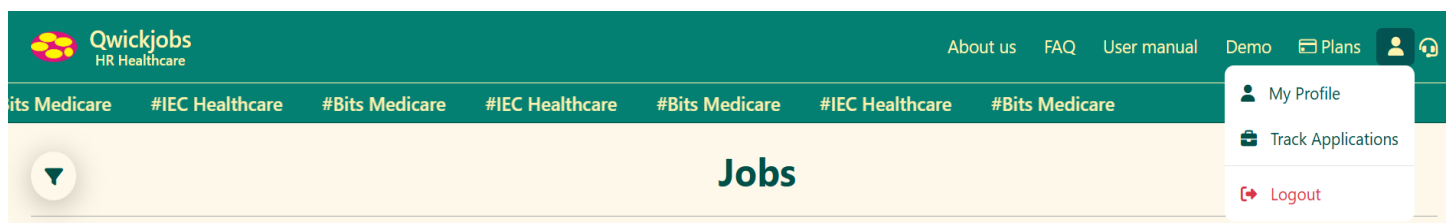
- Find detailed description of job post and click the **"Apply Now"** button at the bottom of the page to proceed toward submitting your application to the recruiter.

6.3 Application



- Complete the application form, upload your Resume and write a Cover Letter (maximum 1000 characters) explaining your interest in the position, then click **"Submit Application"** to send your application to the recruiter.

6.4 Menu bar



- Click on the profile icon in the top-right corner to access the dropdown menu. Select **"My Profile"** to view and edit your details, or choose **"Track Applications"** to manage all your submitted job applications. Click **"Logout"** to securely sign out of your account.

6.4.1 User profile

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HR Healthcare

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#Bills Medicare #IEC Healthcare #Bills Medicare #IEC Healthcare #Bills Medicare

Aayushi
User_ID - H12600001
aayushi@gmail.com

About me

None

Personal Information

First Name: Aayushi Middle name: Chetankumar
Last Name: Bhavsar Email: aayushi@gmail.com
Username: Aayushi Password: *****
Phone number: 9876540321 Medical license number: F91234563

Location

Origin
Country of Origin: Search option State of Origin: Search option City of Origin: Search option

Current Location
Current Country: India Current State: Maharashtra Current City: Pune

Preferred Location
Preferred Country: Search option Preferred State: Search option Preferred City: Search option

Professional Information

Current Salary (per annum): e.g. 400000 Expected Salary (per annum): e.g. 400000 Total years of experience:

Education

Education Level: Select edu level select
Degree: Select an education level first
Subject: Select a degree first
Institute: Institute
Start Date: dd-mm-yyyy End Date: dd-mm-yyyy

Experience

Hospital name: Hospital name
Job title: Job Title
From: dd-mm-yyyy To: dd-mm-yyyy
Responsibilities: Responsibilities
Address: Address
Location: Location

Language Proficiency

Can Read: Select Languages Indonesian, Italian, Japanese
Can Write: Select Languages Balochi, Dutch, English
Can Speak: Select Languages Armenian, Assamese, Azerbaijani

Other Information

Gender: Select option Religion: Select option Status: Select option
Hobbies:
Skills: e.g. Patient Care, Emergency Care, Pharmacology

Resume Upload

Upload Resume (PDF/DOC/DOCX)
Choose File No file chosen

Certificates

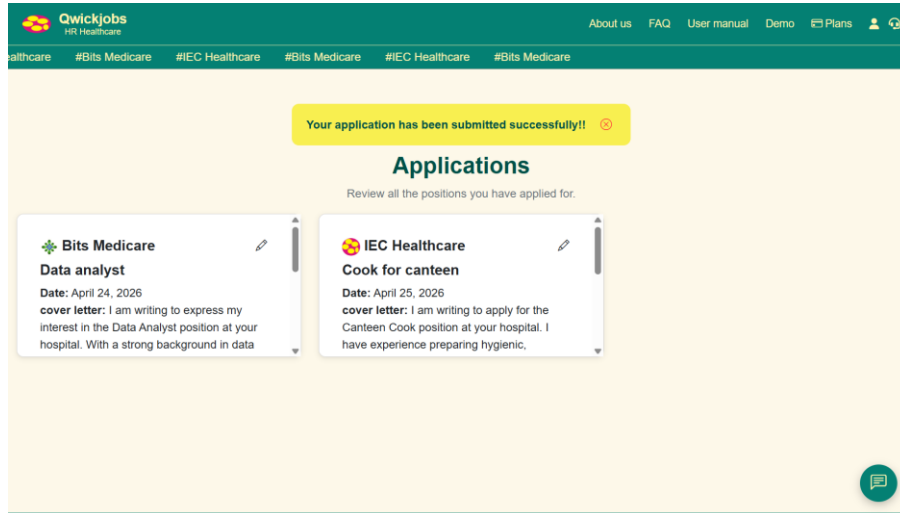
No certificates listed. Click 'Add Certificate' to proceed.

Add certificate

Print account Save Changes

- Click "**Save Changes**" to update your profile—note that editing certain credentials like email or phone number or password will require OTP verification. Keeping your profile complete and updated helps recruiters find and match you with relevant job opportunities.
- To permanently remove your account from this site, click the "**Delete account**" button at the bottom of the page.

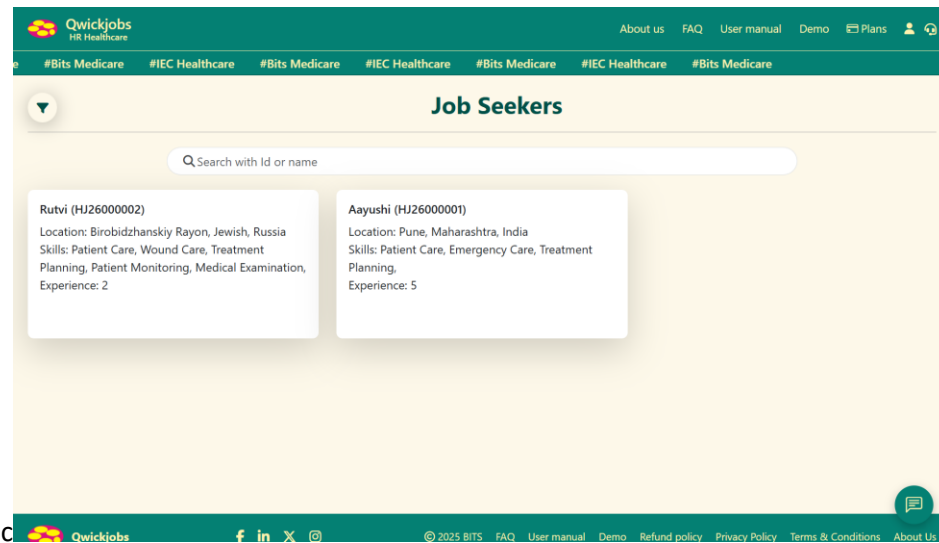
6.4.2 Track application



- Get submit notification on submit of application
- View all the job positions you have applied for on this page. Click the **edit icon** (pencil icon) on any application card to modify your application details or delete your application if you wish to withdraw it.

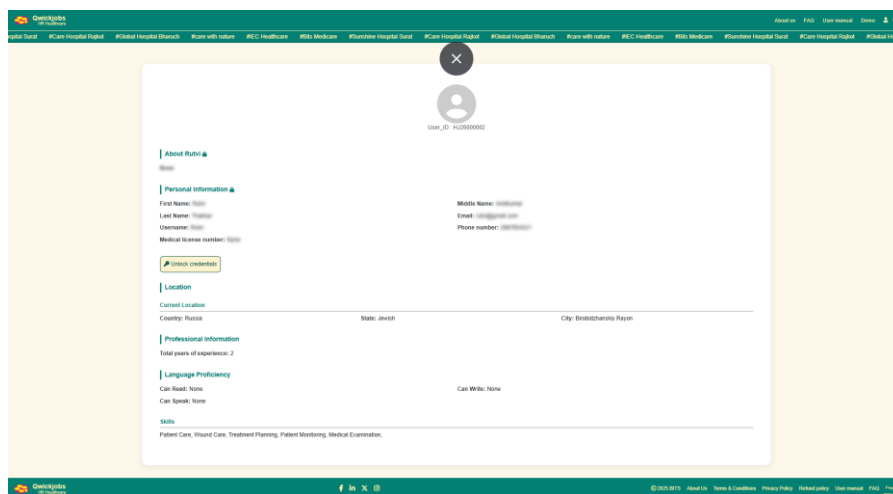
7 Recruiter

7.1 Explore job seekers



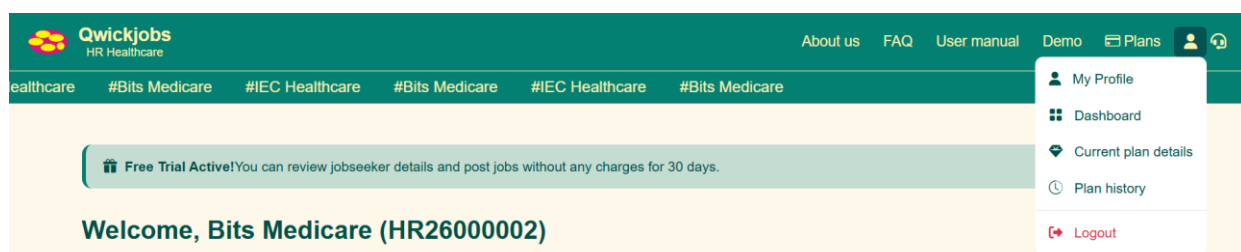
- Use the search bar to find jobseekers by first name or id. Click on any card to view the complete details of job seeker. Use the left sidebar to filter results, then click **"Apply"** to activate your filters or **"Clear"** to reset them.

7.2 Details of job seeker



- View comprehensive candidate and find exact match for your posting. Credentials (contact details) and the candidate's resume are locked and only visible to subscribed recruiters—unlocking credentials or accessing the resume will deduct 1 token from your current plan.

7.3 Menu bar



- Click on the profile icon in the top-right corner to access the dropdown menu with options: **"My Profile"** to view and edit your company details, **"My dashboard"** to manage job postings and applications, **"Current plan details"** to view your subscription and available tokens, **"Plan history"** to review past subscription transactions, and **"Logout"** to securely sign out of your account.

7.3.1 Employer profile

The screenshot shows the 'Employer profile' page for Bits Medicare. The form includes the following fields:

- Hospital name: Bits Medicare
- Hospital type: Hospitals and Clinics
- Website: None
- Email: info@bits.3207@gmail.com
- Contact Number: 7567148677
- Password: [Redacted]
- Country: India
- State: Delhi
- City: New Delhi
- Address: None

Buttons at the bottom: **Delete account** (red) and **Save Changes** (green).

- Click **"Save Changes"** to update your profile—note that editing certain credentials like email or phone number or password will require OTP verification.
- To permanently remove your account from this site, click the **"Delete account"** button at the bottom of the page.

7.3.2 dashboard

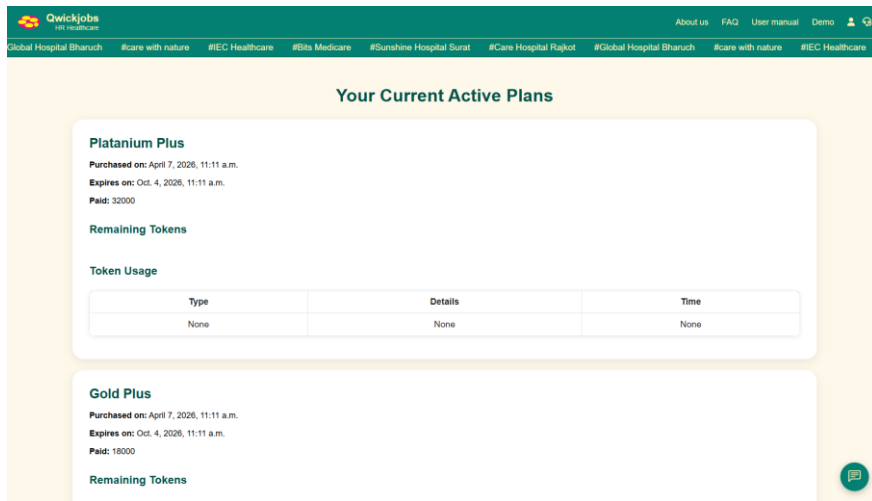
The screenshot shows the 'dashboard' for Bits Medicare. It features a 'Free Trial Active!' notification and a 'Welcome, Bits Medicare (HR26000002)' message. Below is a table of 'Your Job Postings':

Sector	Department	Job Role	Job Type	Salary	Date Posted	Applications	Activity
Pharmacy	Clinical Pharmacy	pharmacist	Contract	15000 Per month	23 Apr 2026	0 View	Active
Digital Health and IT	Health Data Analytics and AI	Data analyst	Internship	15000 Per month	24 Apr 2026	2 View	Active

Buttons: **Create job** (top right), **Explore Job Seekers ..** (bottom center).

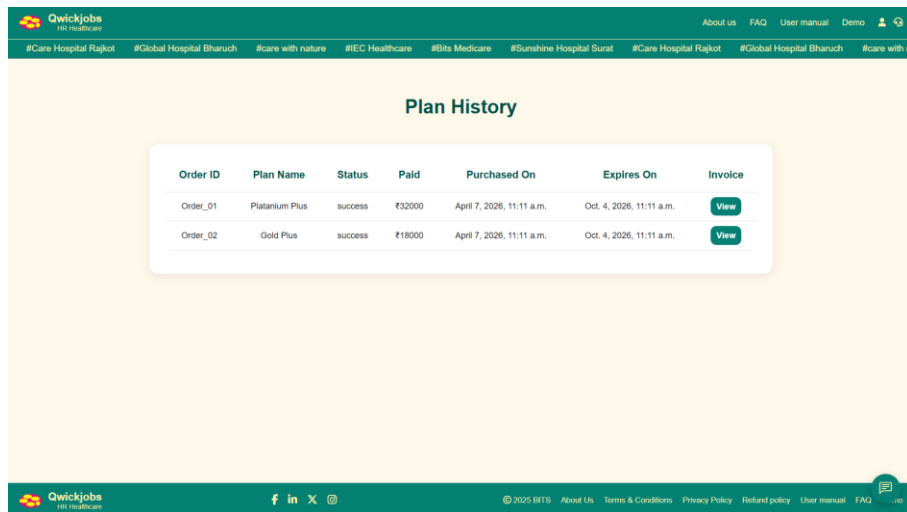
- A 30-Day Free Trial notification is displayed above the welcome message, informing users about their complimentary access period and encouraging them to explore premium features.
- View all your posted with number of Applications received, and Activity Status (Active/Inactive). Click the **edit icon** to modify or delete a job posting
- Click **"View"** to review applications for that position, or click
- **"Create job"** to post a new opening (available only for premium members—posting a job consumes 1 token from your plan).
- Use the **"Explore Job Seekers"** button to browse candidate profiles beyond just those who have applied to your postings.

7.3.3 Current plan details



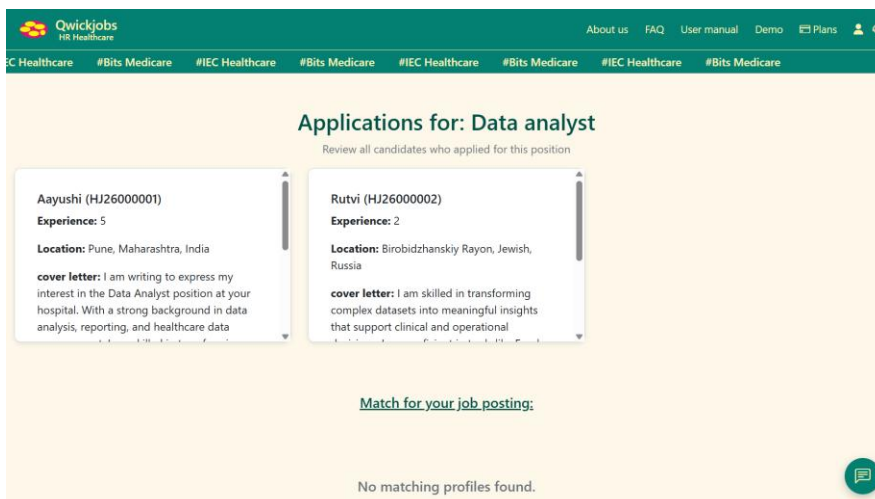
- View all your active subscription plans with details and Monitor your **Remaining Tokens**. The **Token Usage** section displays a detailed history of all token consumption activities (Profile Reviews, Job Postings, Credential/Resume Reviews) with timestamps, helping you track how and when your plan resources are being utilized.

7.3.4 Plan history



- View a comprehensive record of all your past and current subscription purchases.

7.4 View applications



- Review all candidates who have applied for your specific job position. The **"Match for your job posting"** section shows recommended candidates whose skills and experience align well with your job requirements, helping you identify the most suitable applicants. Click the **view icon** (eye icon) on any candidate card to access their complete profile and resume.

7.5 Edit job posting

The screenshot shows the 'Edit job posting' interface for a job titled 'Bits Medicare' (Data analyst). The form is organized into several sections:

- Job details:** Includes dropdowns for Sector (Digital Health and IT) and Department (Health Data Analytics and AI). Fields for Job role (Data analyst), Job type (Internship), and Shift type (Day Shift) are present. Salary type is set to 'Per month' with a salary of 15000. A description and 'Challenges / Responsibilities' field are also included.
- Accommodation/Meals/Emergency duty:** Radio buttons for 'Yes' and 'No' are provided for each category, with 'No' selected for all.
- Additional perks:** A text field for listing perks like 'Free accommodation, meal allowance, transport, Health insurance'.
- Location:** Fields for Country (United States), State (California), City (Bonita), and Pincode.
- Candidate details:** Fields for Education level, Degree, Subject, and Experience (in year).
- Required certificates:** A text field for listing certificates like 'BLS, ACLS, GNM, MBBS registration'.
- Skills:** A text field for listing skills like 'Healthcare Data Analytics'.
- Supervisor / Reporting Person:** A text field for the supervisor's name.
- Employee preferred from:** Fields for Country, State, and City.
- Interview details:** A section for 'Is this a walkin interview?' (Yes selected), 'Walk in interview address', 'Start date' (20-04-2026), 'End date' (30-04-2026), 'Start time' (11:00), and 'End time' (16:00).
- Instructions:** A text field for instructions to candidates, such as 'Instructions for Candidates who will gonna attend walk in drive'.

At the bottom of the form, there are two buttons: a red 'Delete' button and a green 'Save Changes' button.

- Edit your job posting and click **"Save Changes"** to publish your job posting or **"Delete"** to remove an existing posting.

7.6 Create job

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HR Healthcare

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#Bits Medicare #IEC Healthcare #Bits Medicare #IEC Healthcare #Bits Medicare #IEC Healthcare #Bits Medicare

1 Job Details
2 Candidate Details
3 Interview Details

Cancel

*Sector
Select Sector

*Department
Select Department

*Job Role / Title
e.g. Staff Nurse, Lab Technician, Pharmacist

Country State City
Country State City

Building Name / Number
Eg: "101, Crystal Plaza" or "Plot No. 23"

Street / Road Name
Eg: "MG Road" or "Bandra Kurla Complex"

Landmark
Eg: "Near City Mall" or "Opposite Metro Station"

Pincode

*Job type
Select job type from list

*Shift type
Select Shift type from list

Salary type Salary (Enter according to salary type) Bond period (in months, if any)
Choose salary type

Job Description
A brief note about the role, skills required, or perks...
Max length: 500 character

Challenges / Responsibilities
A brief note about the Responsibilities...
Max length: 500 character

Accommodation provided: Yes No
Meals provided: Yes No
Emergency duty required: Yes No

Additional perks
Eg: Free accommodation, meal allowance, transport, Health insurance

Next

Qwickjobs
HR Healthcare

f in x @

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Qwickjobs
HR Healthcare

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#Bits Medicare #IEC Healthcare #Bits Medicare #IEC Healthcare #Bits Medicare

1 Job Details
2 Candidate Details
3 Interview Details

Cancel

Education level
Select Education Level

Degree
Select Degree

Subject
Select Subject

Required certificates
e.g. BLS, ACLS, GNM, MBBS registration

*Required Skills
e.g. Patient Care, Emergency Care, Pharmacology

Experience in year

Employee preferred from
Preferred_country Preferred_state Preferred_city

Supervisor / Reporting Person
The name or designation of the person the employee will report to during working period (e.g. Head Nurse, Medical Superintendent, HR Manager)

Previous

Next

Qwickjobs
HR Healthcare

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#Healthcare #Bits Medicare #IEC Healthcare #Bits Medicare #IEC Healthcare #Bits Medicare

1 Job Details
2 Candidate Details
3 Interview Details

Cancel

Is this a walk-in interview?
 Yes
 No

Walk in interview address

Start date End date
dd-mm-yyyy dd-mm-yyyy

Start time End time
--:-- --:--

Instructions
Instructions for Candidates who will gonna attend walk in drive

Previous

Submit

Add details based on requirements at different level. Fill job details in stage one, Candidate details at stage two and Interview details at stage 3. Click **"Next"** to proceed between steps, **"Previous"** to go back, and **"Submit"** to publish your job posting (consumes 1 token from your plan).

7.7 Plans

The screenshot displays a 'Choose Your Plan' interface. At the top, it says 'Choose Your Plan' and 'Select the best plan to unlock applicant resumes and insights.' Below this is a 'Display in:' dropdown menu set to 'INR - Indian Rupee (₹)'. A note states: '* All payments are processed in INR via Razorpay. Converted prices are for reference only.' There are six plan cards arranged in a 2x3 grid. The top row includes Silver (₹7,000, 30 Days), Gold (₹14,000, 90 Days), and Platinum (₹24,000, 180 Days). The bottom row includes Silver Plus (₹9,000, 30 Days), Gold Plus (₹18,000, 90 Days), and Platinum Plus (₹32,000, 180 Days). Each card lists benefits such as 'Ideal for small teams', 'Perfect for growing businesses', and 'Best fit for larger hiring needs'. Below the plans is a section titled 'Get our expert assistance' with two options: 'Expertise Job Posting' (₹26,000) and 'Expert Matching Simulation for Resume Database' (₹80,000). Each expert service card includes a 'HOW IT WORKS' section and a 'Buy' button.

Plan Name	Duration	Price (₹)	Key Features
Silver	30 Days	₹7,000	6 job posting credits, 200 credential/resume view credits, Each job active for 30 days
Gold	90 Days	₹14,000	12 job posting credits, 400 credential/resume view credits, Each job active for 30 days
Platinum	180 Days	₹24,000	18 job posting credits, 1600 credential/resume view credits, Each job active for 30 days
Silver Plus	30 Days	₹9,000	6 job posting credits, 200 credential/resume view credits, Homepage ad for 12 days, Each job active for 30 days
Gold Plus	90 Days	₹18,000	12 job posting credits, 400 credential/resume view credits, Homepage ad for 30 days, Each job active for 30 days
Platinum Plus	180 Days	₹32,000	18 job posting credits, 1600 credential/resume view credits, Homepage ad for 60 days, Each job active for 30 days

Service Name	Price (₹)	How it Works
Expertise Job Posting	₹26,000	1. Personalized consultation with Quick jobs's hiring expert for any one post. 2. Job posted on Quick jobs.com to reach quality candidates. 3. Shortlist the most relevant applicants. 4. Shortlisted profiles are shared with you for final selection (for your evaluation).
Expert Matching Simulation for Resume Database	₹80,000	1. Personalized consultation with Quick jobs's hiring expert for any one post. 2. Tailored search in Resdex to match your needs. 3. Connect with top matches from Quick jobs 10Cr+ resume database (Resdex). 4. Access to 100 CV views per requirement and other features.

- Select from multiple subscription plans based on your hiring needs.
- **Plus Plans** include additional benefits such as homepage advertisement.
- Purchase **"Expertise Job Posting"** for personalized consultation and candidate shortlisting, or **"Expert Matching Simulation for Resume Database"** for candidate matching with 100 CV views.
- Use the **currency dropdown** to view plan prices in different currencies; however, all payments are processed in **INR**, and converted values are shown for reference only.
- Click the **"Buy"** button on your preferred plan to proceed with payment.