

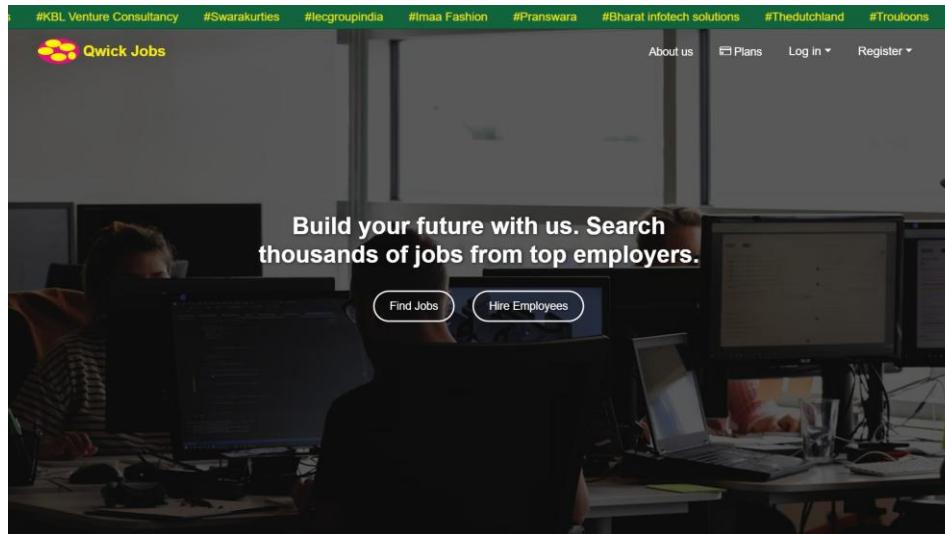
Qwick jobs user manual

Welcome to the **Qwick jobs** 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.

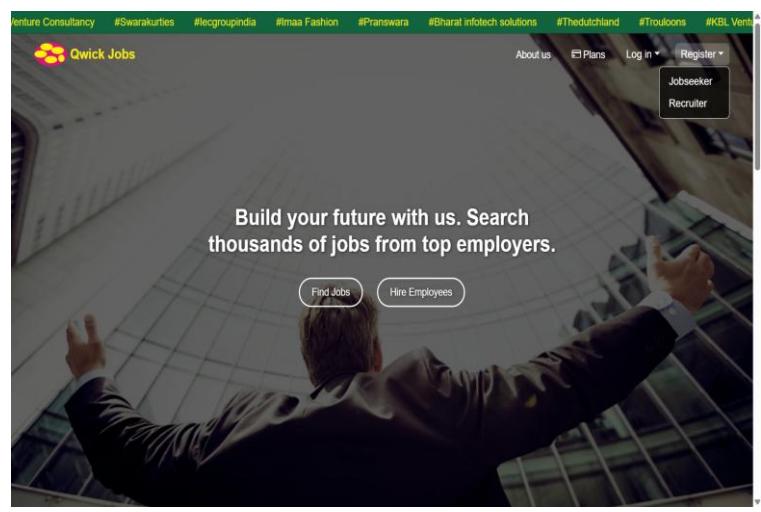
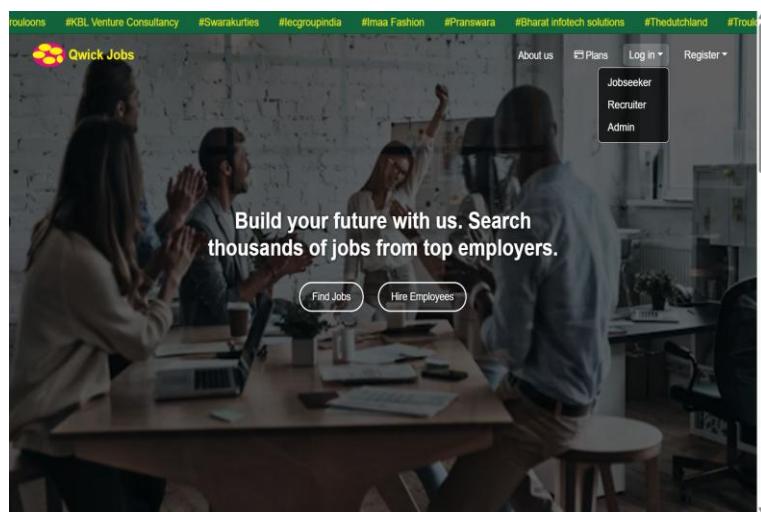
This manual will guide you through all user roles and features.

1. Home Page

1.1 Explore jobs and job seekers



- The homepage offers two primary options - click "**Find Jobs**" to browse thousands of job openings from top employers, or click "**Hire Employees**" if you're an employer looking to post jobs and find qualified candidates.



1.2 Login Dropdown

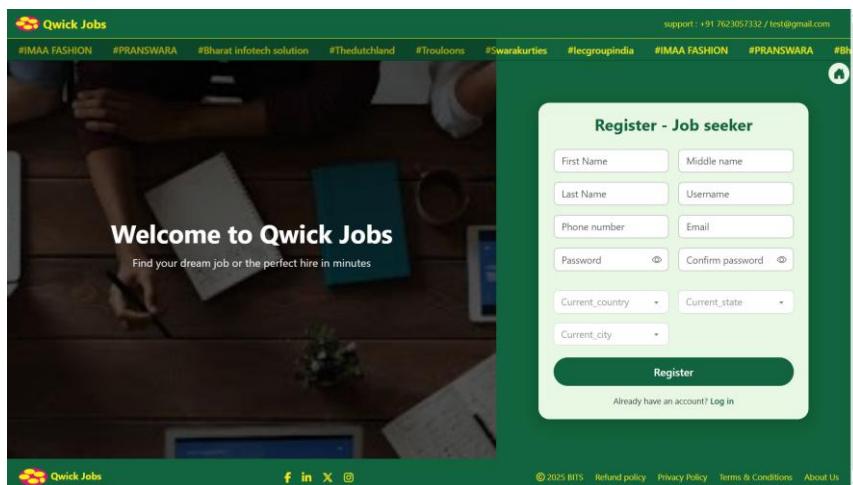
- Select **Jobseeker** or **Recruiter** from the **Log In** dropdown to access your respective dashboard.

1.3 Register Dropdown

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

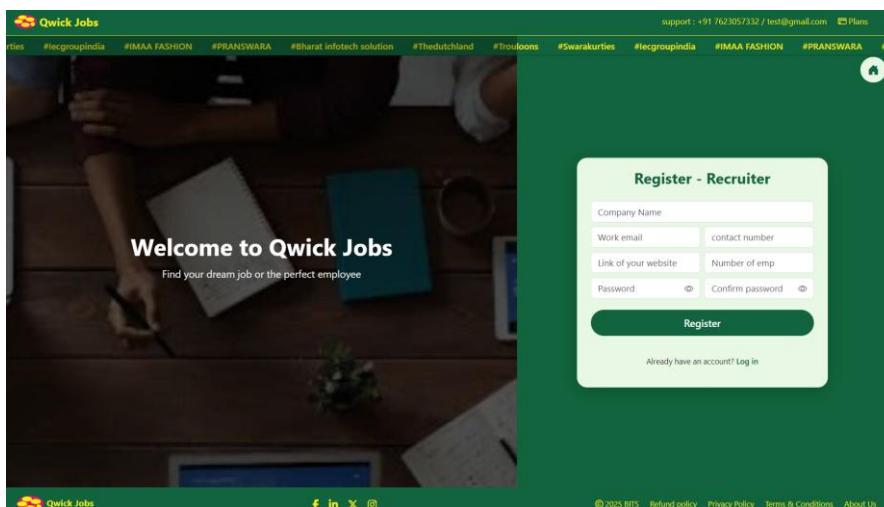
2. Registration page

2.1 Register Job seeker



- Complete the registration form by entering your First Name, Middle Name (optional), Last Name, Username (must be unique), Phone Number, Email, 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

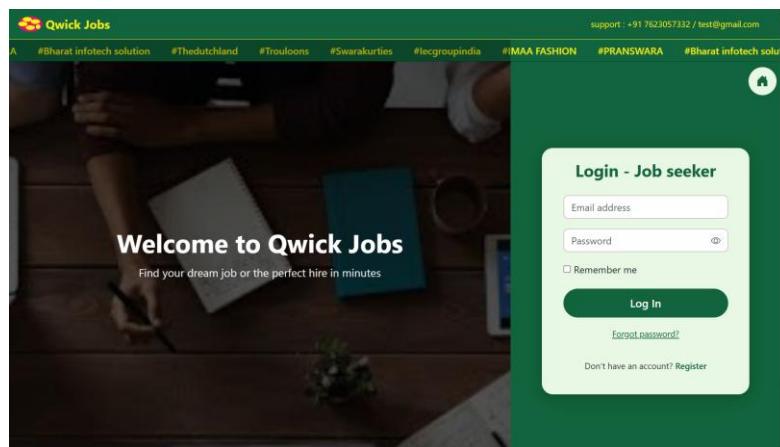


- Complete the registration form by entering your Company Name, Work Email, Contact Number, Website Link, Number of Employees, Password, and Confirm Password. Click "**Register**" to create your employer account and start posting jobs or searching for candidates.

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 [!@#\$%^&*()_+=[]{}|;:'.<>?/~].

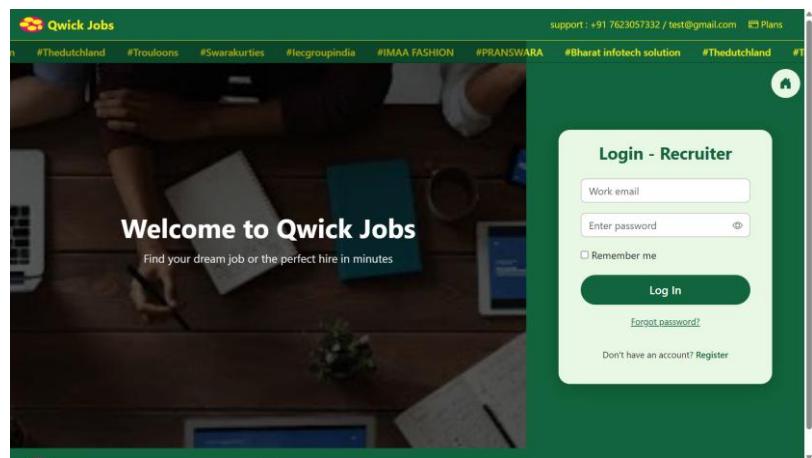
3. Login page

3.1 Login Job seeker



- Enter your registered Email Address and Password to access your account.

3.2 Register Recruiter



- Enter your registered work email and password linked to access your account.

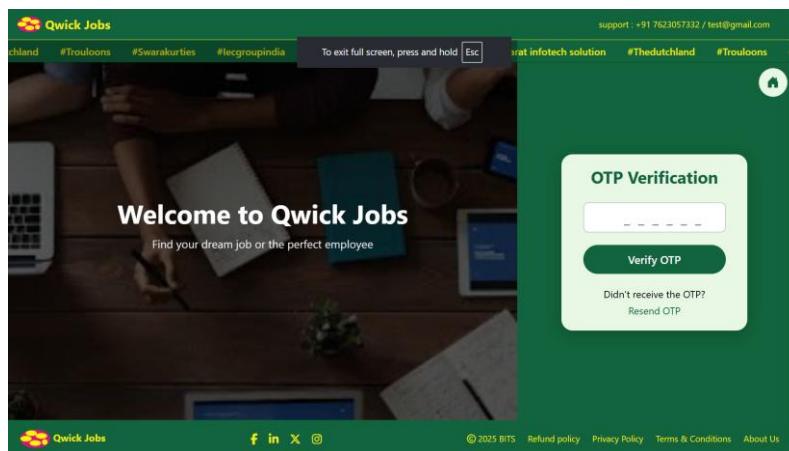
Check the **"Remember me"** box to skip OTP verification for future logins. If you've forgotten your password, click **"Forgot password?"** to receive a password reset link via email.

4. Password Reset



- 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).

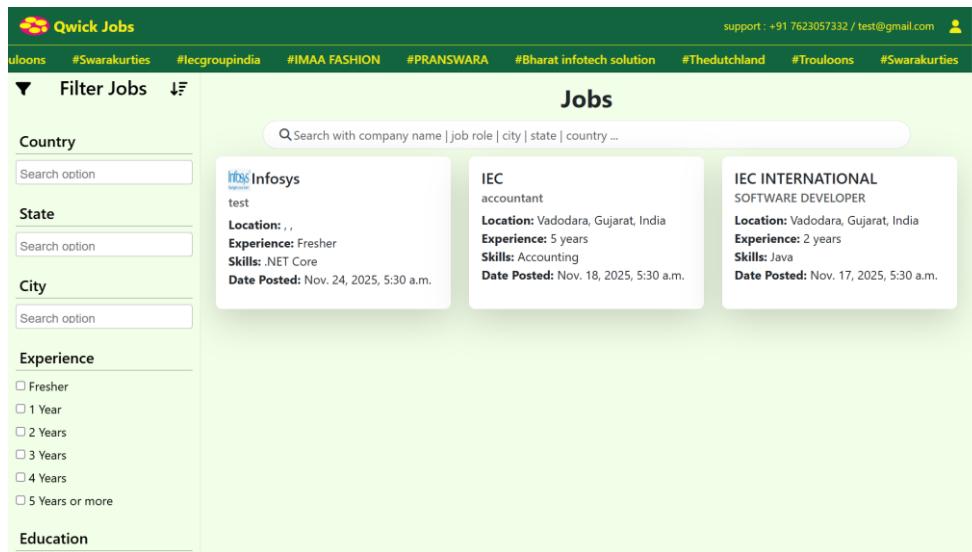
5. OTP Verification



- Enter the One-Time Password (OTP) sent to your registered email address, then click "**Verify OTP**" to proceed. If you didn't receive the OTP, click "**Resend OTP**" to request a new code.

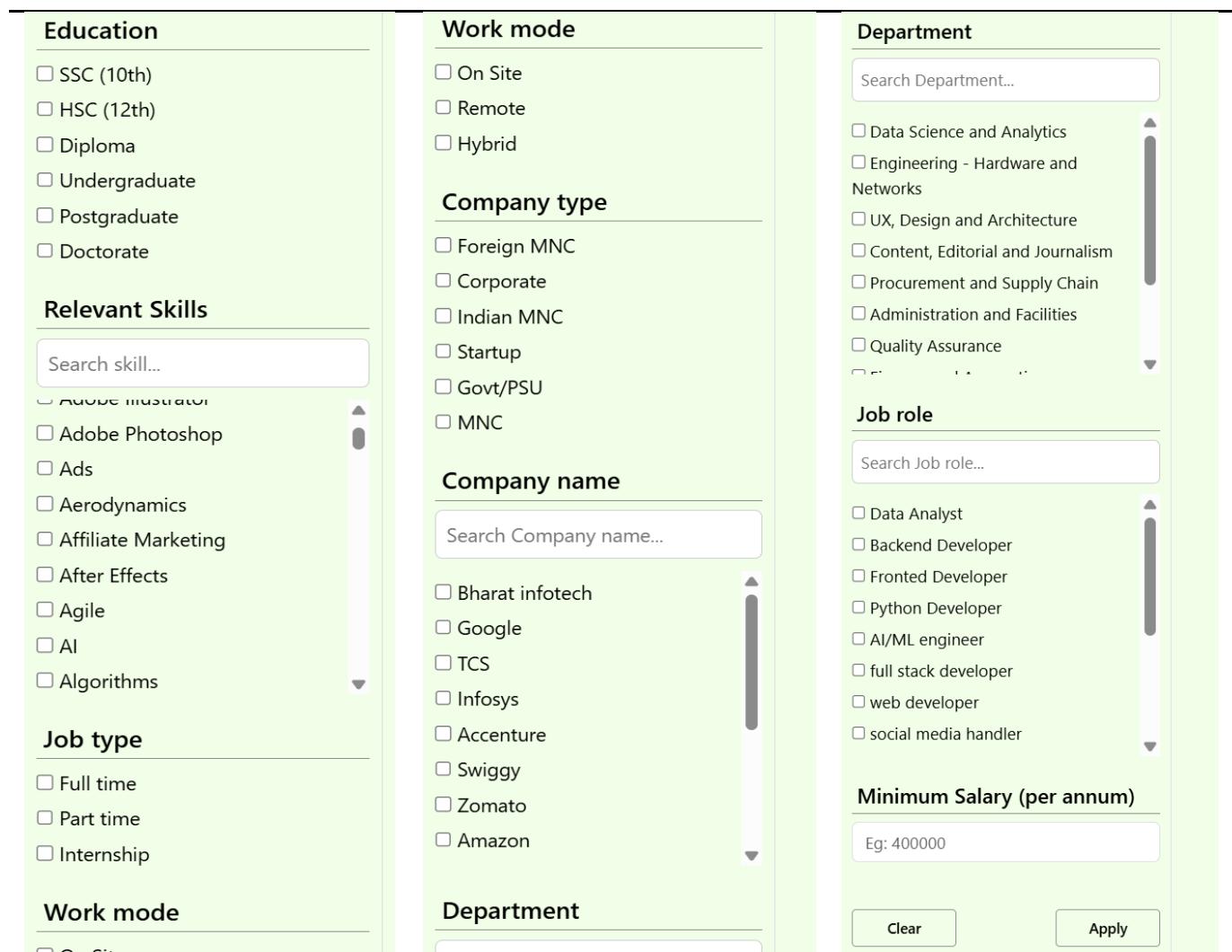
6. Job Seekers

6.1 Find current openings



The screenshot shows the Qwick Jobs website interface. On the left, there is a sidebar with filters for 'Country', 'State', 'City', 'Experience' (checkboxes for Fresher, 1 Year, 2 Years, 3 Years, 4 Years, 5 Years or more), and 'Education'. The main area is titled 'Jobs' and contains a search bar. Below the search bar are three job card snippets. The first job is for 'Infosys' with the role 'test', located in 'Vadodara, Gujarat, India', experience 'Fresher', skills '.NET Core', and posted on 'Nov. 24, 2025, 5:30 a.m.'. The second job is for 'IEC' with the role 'accountant', located in 'Vadodara, Gujarat, India', experience '5 years', skills 'Accounting', and posted on 'Nov. 18, 2025, 5:30 a.m.'. The third job is for 'IEC INTERNATIONAL' with the role 'SOFTWARE DEVELOPER', located in 'Vadodara, Gujarat, India', experience '2 years', skills 'Java', and posted on 'Nov. 17, 2025, 5:30 a.m.'. The top right of the page shows support information: '+91 7623057332 / test@gmail.com' and a user icon.

- 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.



The screenshot shows a detailed search interface on the Qwick Jobs website. It is divided into several sections with checkboxes:

- Education:** SSC (10th), HSC (12th), Diploma, Undergraduate, Postgraduate, Doctorate.
- Relevant Skills:** Search skill... (placeholder), Adobe Illustrator, Adobe Photoshop, Ads, Aerodynamics, Affiliate Marketing, After Effects, Agile, AI, Algorithms.
- Job type:** Full time, Part time, Internship.
- Work mode:** On Site, Remote, Hybrid.
- Company type:** Foreign MNC, Corporate, Indian MNC, Startup, Govt/PSU, MNC.
- Company name:** Search Company name... (placeholder), Bharat infotech, Google, TCS, Infosys, Accenture, Swiggy, Zomato, Amazon.
- Department:** Search Department... (placeholder), Data Science and Analytics, Engineering - Hardware and Networks, UX, Design and Architecture, Content, Editorial and Journalism, Procurement and Supply Chain, Administration and Facilities, Quality Assurance.
- Job role:** Search Job role... (placeholder), Data Analyst, Backend Developer, Fronted Developer, Python Developer, AI/ML engineer, full stack developer, web developer, social media handler.
- Minimum Salary (per annum):** Eg: 400000.

At the bottom right are 'Clear' and 'Apply' buttons.

- 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

 Qwick Jobs

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Salesman

 Google

Job Details

Industry: Sales and Business Development Work Mode: On site
Job type: Full time Salary: ₹300000

Description

Drive sales and promote company products or services to customers, building strong client relationships. Achieve sales targets while providing excellent customer service and product knowledge.

Responsibilities

Drive sales by engaging customers, building relationships, and meeting targets. Ensure customer satisfaction while promoting products effectively.

Location

Address: 5th floor, new building, Station road, near xyz school

while promoting products effectively.

Location

Address: 5th floor, new building, Station road, near xyz school

City: Bengaluru State: Karnataka Country: India
Pincode: None

Candidate Requirements

Skills: Sales Strategy
Education: hsc —
Required Experience: Fresher

Interview Details

Interview Mode: Online



- 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

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My Profile



Track Applications



Logout

- 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

Profile Picture: test12
User_ID: JS250008
test12@gmail.com

About me
Done Btech degree in computer science and engineering

Personal Information
First Name: test, Middle name: test, Last Name: test
Email: test12@gmail.com, Username: test12
Password: test12, Phone number: 1234567890

Location
Origin
Country of Origin: India, State of Origin: Gujarat, City of Origin: Ahmedabad
Current Location
Current Country: India, Current State: Maharashtra, Current City: Pune
Preferred Location
Preferred Country: India, Preferred State: Karnataka, Preferred City: Bengaluru

Professional Information
Current Salary (per annum): 300000, Expected Salary (per annum): 500000, Total years of experience: 0

Education
Education Level: Select Education Level, Degree: Select Degree, Subject: Select Subject, Institute: Select Institute
Start Date: dd-mm-yyyy, End Date: dd-mm-yyyy

Experience
Company name: Company Name, Job title: Job Title
From: dd-mm-yyyy, To: dd-mm-yyyy
Responsibilities: Responsibilities
Address: Location

Language Proficiency

Can Read: English, Gujarati, Hindi

Can Write: English, Gujarati, Hindi

Can Speak: English, Gujarati, Hindi

Other Information

Gender: Male, Religion: Select option, Status: Single

Hobbies:

Skills: Artificial Intelligence, Django, Machine learning, Python

Resume Upload

Upload Resume (PDF/DOC/DOCX)

Choose File: No file chosen

Delete 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

User manual creation Applications by Aruna Prajapati

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Applications

Review all the positions you have applied for.

TCS
Backend Developer
Date: Nov. 6, 2025
cover letter: want to apply for 'Backend Developer' role at TCS

Infosys
Python Developer
Date: Nov. 6, 2025
cover letter: want to apply for 'Python Developer' role at Infosys

Qwick Jobs 2025 BITS Refund policy Privacy Policy Terms & Conditions About Us

Search, Home, Profile, Notifications, Chat, Calendar, Tasks, Google Chrome, Microsoft Word, Microsoft Excel, Microsoft Powerpoint, 30°C Sunny, ENG IN, 14:42, 29-11-2025

- 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

Job Seekers

Ayushiii (JS250001) Location: Vadodara, Gujarat, India Skills: Artificial Intelligence, Django, Machine learning, Python Experience: 2	Aruna (JS250002) Location: Vadodara, Gujarat, India Skills: AWS, Hadoop, PostgreSQL, SQL, TypeScript Experience: 3	Riya (JS250003) Location: , , India Skills: Django, MySQL, React, Flask, Node.js Experience: 4
Aayushi (JS250004) Location: , Gujarat, India Skills: Python, SQL, Java, Django, Docker, PyTorch, Scikit-learn, MLOps Experience: None	Mina (JS250005) Location: Pune, Maharashtra, India Skills: Python, SQL, Django, React, Flask, Pandas, Tableau, Hadoop, Express.js, Node.js Experience: 2	prachi (JS250006) Location: , , India Skills: Tableau, Data Visualization (Tableau, Power BI, D3.js), Power BI Experience: None
Rutu (JS250007) Location: None, None, None	test (JS250008) Location: Pune, Maharashtra, India	

Education Level

- Doctorate (PhD / Research Degrees)
- Medical and Healthcare Degrees
- Postgraduate / Master's Degrees
- Undergraduate / Bachelor's Degrees
- Diploma / Polytechnic
- Higher Secondary (HSC / 12th)
- Secondary (SSC / 10th)
- Other

Relevant Skills

- .NET Core
- .NET Framework
- 3D Design (Blender, Maya, 3ds Max)
- Academic Research
- Accounting
- Adaptability
- Adobe Illustrator
- Adobe Photoshop

Read Proficiency

- Amharic
- Arabic
- Armenian
- Assamese
- Azerbaijani
- Balochi

Write Proficiency

- Amharic
- Arabic
- Armenian
- Assamese
- Azerbaijani
- Balochi
- Basque
- Bengali

Speak Proficiency

- Amharic
- Arabic
- Armenian
- Assamese
- Azerbaijani
- Balochi
- Basque
- Bengali

Experience

Minimum years of experience

Current salary

max current salary per annum

Enter min salary

Expected salary

max expected salary per annum

Enter min salary

Gender

- Male
- Female
- Other

Religion

Search skill...

- Atheist / No Religion
- Bahá'í
- Buddhist
- Christian
- Confucian
- Hindu
- Jewish
- Jain

Qwick Jobs

- Click on any job 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 User profile

- 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 Current plan details

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Your Current Active Plans

Platinum

Purchased on: Nov. 22, 2025, 3:20 p.m.
Expires on: May 21, 2026, 3:20 p.m.
Paid: 12000

Remaining Tokens

Remaining Days	Remaining job posting	Remaining Credential/resume reviews
173 / 180	18 / 18	1599 / 1600

Token Usage

Type	Details	Time
Profile review	⌚ Aayushii Bhavsar (JS250001)	2025-11-25 14:10

image for advertisement



Choose File No file chosen

Remaining days for Advertisement

25 / 30	5 / 6	195 / 200	6 / 12
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Token Usage

Type	Details	Time
Job posting	⌚ test	2025-11-24 00:00
Profile review	⌚ Mina Joshi (JS250005)	2025-11-25 14:00
Profile review	⌚ Riya Patel (JS250003)	2025-11-25 14:08
Credential/Resume review	⌚ Rutu Thakkar (JS250007)	2025-11-27 16:36
Credential/Resume review	⌚ Rutu Thakkar (JS250007)	2025-11-27 16:36
Credential/Resume review	⌚ prachi prajapati (JS250006)	2025-11-27 16:36

Silver Plus

Purchased on: Nov. 24, 2025, 12:17 p.m.
Expires on: Dec. 24, 2025, 12:17 p.m.
Paid: 4500

image for advertisement



Choose File No file chosen

Remaining days for Advertisement

25 / 30	5 / 6	195 / 200	6 / 12
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Token Usage

Type	Details	Time
Job posting	⌚ test	2025-11-24 00:00
Profile review	⌚ Mina Joshi (JS250005)	2025-11-25 14:00
Profile review	⌚ Riya Patel (JS250003)	2025-11-25 14:08
Credential/Resume review	⌚ Rutu Thakkar (JS250007)	2025-11-27 16:36
Credential/Resume review	⌚ Rutu Thakkar (JS250007)	2025-11-27 16:36
Credential/Resume review	⌚ prachi prajapati (JS250006)	2025-11-27 16:36

Gold

Purchased on: Nov. 25, 2025, 11:21 a.m.
Expires on: Feb. 23, 2026, 11:21 a.m.
Paid: 7500

Remaining Tokens

Remaining Days	Remaining job posting	Remaining Credential/resume reviews
86 / 90	12 / 12	399 / 400

Token Usage

Type	Details	Time
Profile review	⌚ Aruna Prajapati (JS250002)	2025-11-25 14:13

image for advertisement



Choose File No file chosen

- 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.

7.3.3 Plan history

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

7.3.4 dashboard

- 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.

7.4 View applications

The screenshot shows the Qwick Jobs application interface. At the top, there is a navigation bar with the Qwick Jobs logo, support information (support: +91 7623057332 / test@gmail.com), and a 'Plans' button. Below the navigation bar, there is a header for 'Applications for: Python Developer' with a sub-instruction 'Review all candidates who applied for this position'. The main content area displays several candidate profiles in a grid format. Each profile card includes the candidate's name, a 'view' icon (eye icon), and a brief description of their skills and experience. A section titled 'Match for your job posting:' shows recommended candidates whose skills and experience align well with the job requirements.

Profile	Skills	Experience
Aruna (JS250002)	Want to apply for 'Python Developer' role at Infosys	3
Mina (JS250005)	Python, SQL, Django, React, Flask, Pandas, Tableau, Hadoop, Express.js, Node.js	2
Aayushiii (JS250001)	Artificial Intelligence, Django, Machine learning, Python	2
Riya (JS250003)	Django, MySQL, React, Flask, Node.js	4
Aruna (JS250002)	AWS, Hadoop, PostgreSQL, SQL, TypeScript	

- 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 Qwick Jobs application interface for editing a job posting. The job title is 'Infosys Python Developer'. The form is divided into several sections: 'Job details' (Industry: Engineering - Hardware and Networks, Job role: Python Developer, Work mode: Choose job mode, Job type: Part time, Salary: 600000), 'Description' (A detailed description of the role involving building scalable backend services, automating workflows, and supporting AI-driven projects with Python expertise), 'Challenges' (Develop automation scripts and backend services using Python. Work on API integrations. Optimize existing code for better performance. Assist in AI/ML project implementations), 'Additional perks' (None), and 'Location' (Country: Select Country, State: Select State, City: Select City, Pincode: Select Pincode).

Address
None

Candidate details

Skills
Django, Flask, Pandas, Python, SQL

Experience
1 year

Education
Undergraduate

Educational details
Bachelor's in CS/IT.

Supervisor / Reporting Person
None

Employee preferred from

Country
Select preferred emp country

State
Select preferred emp state

City
Select preferred emp city

Interview details

Is this a walkin interview?
 Yes
 No

Interview Mode
Select Mode

Save Changes

- 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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Job Details

2 Candidate Details

3 Interview Details

Cancel

***Industry**
Select industry

***Job Role / Title**
Ex: Frontend Engineer

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

***work mode**
Choose job mode

***Job type**
Choose job mode

Pincode

***work mode**
Choose job mode

***Job type**
Choose job mode

Job Description
A brief note about the role, skills required, or perks...

Max length: 600 character

Challenges
A brief note about the Responsibilities...

Max length: 600 character

Additional perks
Eg: Flexible working hours, Weekly payout, Overtime pay, PF, Two-way cab, Health insurance, Laptop

Next

Qwick Jobs

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Creating job will use your one token from job posting

1 Job Details

2 Candidate Details

3 Interview Details

[Cancel](#)

Education
Select Education Level

Education details
Required degree for this role...

***Required Skills**
Select skills

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., Project Manager, HR Head)

[Previous](#) [Next](#)

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Creating job will use your one token from job posting

1 Job Details

2 Candidate Details

3 Interview Details

[Cancel](#)

Is this a walkin interview?
 Yes
 No

Walk in interview address

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

Choose Your Plan

Select the best plan to unlock applicant resumes and insights.

Plan	Duration	Users	Job posting credits	Credentials/Resume view credits	Notes
Silver	30 Days	1 users	6 Job posting credits	200 credentials/resume view credits	Use within 30 days – each job active for 30 days.
Gold	90 Days	2 users	12 Job posting credits	400 credentials/resume view credits	Use within 90 days – each job active for 30 days.
Platinum	180 Days	3 users	18 Job posting credits	1600 credentials/resume view credits	Use within 180 days – each job active for 30 days.

[Buy Silver](#) [Buy Gold](#) [Buy Platinum](#)

Plan	Duration	Users	Job posting credits	Credentials/Resume view credits	Notes
Silver Plus	30 Days	1 users	6 Job posting credits	200 credentials/resume view credits	1 Advertisement on home page for 12 days Use within 30 days – each job active for 30 days.
Gold Plus	90 Days	2 users	12 Job posting credits	400 credentials/resume view credits	1 Advertisement on home page for 30 days Use within 90 days – each job active for 30 days.
Platinum Plus	180 Days	3 users	18 Job posting credits	1600 credentials/resume view credits 1 Advertisement on home page for 60 days Use within 180 days – each job active for 30 days.	

[Buy Silver Plus](#) [Buy Gold Plus](#) [Buy Platinum Plus](#)

Get our expert assistance

Service	Cost	How It Works
Expertise Job Posting	₹26,000	HOW IT WORKS Get a personalized consultation with Quick jobs's hiring expert for any one post. We post your job on Quick jobs.com to reach quality candidates We shortlist the most relevant applicants Shortlisted profiles are shared with you for final selection (for your evaluation) <small>For requirements under 9 lacs CTC</small>
Expert Matching Simulation for Resume Database	₹45,000	HOW IT WORKS Get a personalized consultation with Quick jobs's hiring expert for any one post. We set up a tailored search in Resdex to match your needs. You can then connect with top matches from Quick jobs 10Cr+ resume database (Resdex). Get access to 100 CV views per requirement and other features. <small>For requirements under 9 lacs CTC</small>

- Select from multiple subscription plans based on your hiring needs.
- **Plus Plans** Include additional benefits like advertisement on the home page
- Purchase "Expertise Job Posting" for personalized consultation and candidate shortlisting, or "Expert Matching Simulation for Resume Database" for candidate matching with 100 CV views.
- Click the "Buy" button on your preferred plan to proceed with payment.