

WELCOME TO OUR JOB PORTAL!

This is a guideline where you will find all the steps to set up your profile and use the job portal as an EMPLOYER.



WELCOME TO OUR JOB PORTAL!



Hello, we are **MMMigration & Recruitment** and we welcome you to this platform that we have created for all our clients. You can **register, access and modify information** in our website: www.mmmigration.com.au under the MMMRECRUITMENT section.

Please **follow the steps below** and let's start your registration!

STEP #1:
Go to our website and click on the MMMRECRUITMENT section.

STEP #2:
Click on the LOGIN / REGISTER button.

STEP #3:
Click on the purple button: REGISTER



WHY SPONSOR

Employees are the most valuable asset any company could have. Sponsorship through specialised recruitment is able to bring focus to who is the ideal candidate for your industry! Taking into consideration your exact business needs, we can

Let's create your employer account!



You will find a form in which you can **create your account** and register on the job portal.

HOME MMMIGRATION MMMRECRUITMENT VISAS ▾ RESOURCES ▾ ABOUT US CONTACT

LOGIN/REGISTER

MMMRecruitment Register

User Name

USER NAME

First Name

FIRST NAME

Last Name

LAST NAME

Email Address

EMAIL ADDRESS

Password

PASSWORD

Confirm Password

CONFIRM PASSWORD

Are you a Candidate or Employer?

ACCOUNT TYPE ▾

What is your industry?

SPECIALIZATIONS

☐ No soy un robot

REGISTER NOW

STEP #1:

Fill in the data to create your account.

STEP #2:

When you are ready, please click on REGISTER NOW

IMPORTANT

After clicking REGISTER NOW, **you will receive an email** with the confirmation of your registration, and **you will have to click ACTIVATE to activate your account** and start creating your profile.

Now you are ready to create your profile!



Once you have activated your account, you will be able to **log in with your username and password** and start creating your profile.

MANAGE PROFILE

My Account

Application History

Manage Profile

Post New Job

Job Alerts

Manage Notifications

Logout

CONTACT PERSON PROFILE

Edit and update your profile.

Enter your first name

Enter your first name

Enter your last name

Enter your last name

Enter your Job Title

Enter your Job Title

Enter your email

your-email@your-domain.com

Enter your phone number

Enter your phone number

COMPANY PROFILE

Enter your company name

Enter your company name

Select your industry

Select your industry

Enter your company address

Company Address 1

Enter your company phone number

Enter your company phone number

Enter your company website

https://www.your-website.com

Enter your ABN

How long have you been trading in the industry?

Current Job Offers

Aged Care

Agriculture

Child Care

Engineering

Hospitality

IT

Marketing

Technology

Trade

STEP #1:

Fill in the data to create your profile, and click on SAVE CHANGES at the bottom.

It is important that when creating your profile, you specify the area in which you are looking for candidates.

STEP #2:

We specialized in 7 industries, you will be able to publish job offers depending on the area in which your company specializes.

How to post job offers?

Once you have completed your profile, you must go to the **POST NEW JOB** section on the left panel.

POST NEW JOB

My Account

Application History

Manage Profile

Post New Job

Job Alerts

Manage Notifications

Logout

POST A JOB

Please make sure you have completed all the fields (*), before saving.

Enter the Job Position

Job Title *

Enter min salary (number)

Min Salary *

Enter max salary (number)

Max Salary *

Select currency for salary

Australian dollar (\$)

Select a job type

☒ Full Time ☐ Part Time

Job Description

Enter your Job Description *

What is the industry you are recruiting for?

Specializations & Skill *

Please describe your candidate in a few words

Tags

Please Upload your Image

SELECT FILE

Select job address.

Country City

Enter your job address.

Complete Address

POST JOB

Current Job Offers

- Aged Care
- Agriculture
- Child Care
- Engineering
- Hospitality
- IT
- Marketing
- Technology
- Trade

This is the place where you can fill in all the relevant data of the job offer you want to publish, when you finish click on the purple **POST JOB** button.



When your job offer is published, candidates will be able to find it and apply through these categories.

How do I see who applied for my job offer?

To see who applied to your job offers, go to **APPLICATION HISTORY** section on the left panel.

APPLICATION HISTORY



- My Account
- Application History
- Manage Profile
- Post New Job
- Job Alerts
- Manage Notifications
- Logout

Your Jobs	Applications	Status	Actions
JOB1TEST Posted : 14 minutes ago	View Applications (1)	APPROVED	 

In here you will be able to see the **status of your job offer** (active/inactive), and by clicking on **VIEW APPLICATIONS** you will be able to see the profiles that applied to your job offer.

FILTER

Search...

Applications	Status	Actions
test	APPROVED	 

You will have the possibility to **approve or reject** applications for each job offer.

Candidate
test

ID: 1948
Established: Jul 2021

Job Types Offered:

Candidate Profile

First Name

Work Experience

It is important to note that by clicking on the different profiles, you will be able to see their resumes but not their contact information.