

# 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](http://www.mmmigration.com.au) under the **MMMRECRUITMENT** section.

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

The image shows a screenshot of the website's navigation menu and a login/register form. The navigation menu includes: HOME, MMMIGRATION, **MMMRECRUITMENT** (highlighted with a green box), VISAS, RESOURCES, ABOUT US, and CONTACT. The login/register form has a purple diamond icon and the text "Existing Users Login Below". It contains input fields for "Username or Email Address" and "Password", a "Remember Me" checkbox, and a "Forgot Password?" link. There are two buttons: a red "LOGIN" button and a purple "REGISTER" button (highlighted with a green box). The background of the screenshot shows a man and a woman in an office setting. Text overlays on the screenshot include: "Find the candidate or employer that will empower your growth", "FIND JOBS For Jobs Seekers", and "FIND CANDIDATES For Employers".

**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

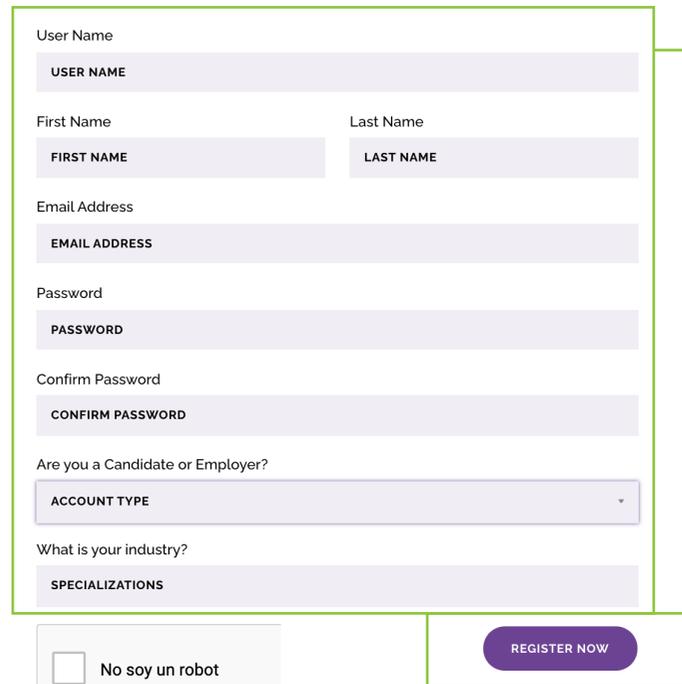
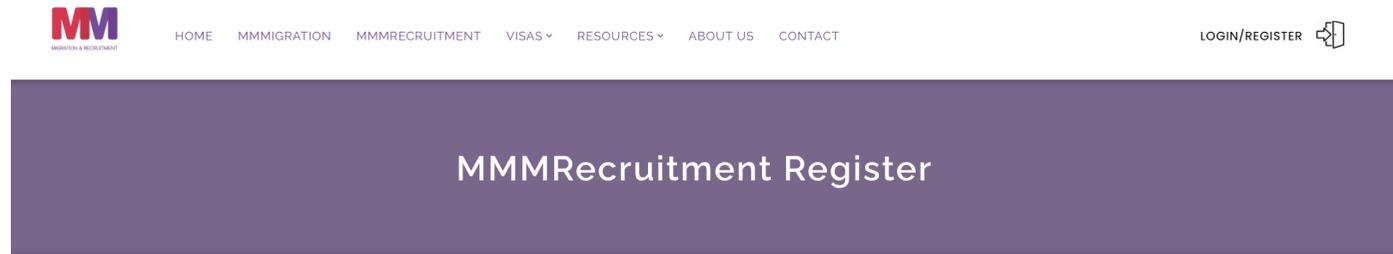


## WHY SPONSOR

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.



The registration form contains the following fields and elements:

- User Name:
- First Name:  Last Name:
- Email Address:
- Password:
- Confirm Password:
- Are you a Candidate or Employer?:
- What is your industry?:
- No soy un robot
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## 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 last name

Enter your Job Title

Enter your email

Enter your phone number

### COMPANY PROFILE

Enter your company name

Select your industry

Enter your company address

Enter your company phone number

Enter your company website

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:

Enter min salary (number):

Enter max salary (number):

Select currency for salary:

Select a job type:  
 Full Time  Part Time

Job Description:

What is the industry you are recruiting for?

Please describe your candidate in a few words:



**Please Upload your Image**

Select job address:  
Country:  City:

Enter your job address:

### Current Job Offers

- Aged Care
- Agriculture
- Child Care
- Engineering
- Hospitality
- IT
- Marketing
- Techology
- 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	<a href="#">View Applications (1)</a>	APPROVED	<span>✓</span> <span>✗</span>

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...

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Applications	Status	Actions
test	APPROVED	<span>✓</span> <span>✗</span>

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

**Candidate**  
test

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ID: 1948  
Established: Jul 2021

Job Types Offered

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**Candidate Profile**

First Name

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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.