

## Guide to CareerTarget.com

For Member Employers/Companies, visit [www.careertargetph.com](http://www.careertargetph.com)

*First time users:*

### **Initial Registration:**

1. Go to Employers Registration found on the right panel of the home page.
2. Fill up registration form.
3. A Company Representative from Career Target Philippines will contact you for verification and other information needed for the registration. The Username and Password will be emailed to you.  
(\*Password can be changed in the admin function of your company account)

*Company Member:*

### **Company Log-in:**

1. Click “Employer Log-in” Button found on the upper right portion of the website.
2. Enter your username and “default” password
3. Your Account Profile Homepage will appear next.



### **To Post New Job Requirements:**



Go to Employers Log in located at the right side panel of home page  
Type in User name and Password

Follow the steps:

1. Click Job Posting button
2. Click New Post
3. Click New
4. Type in Folder Name e.g. Sales, Admin Asst.
5. Click Create
6. Click the newly created folder
7. Click Next
8. Type in Details of requirement
  - Job ID is system generated
  - Job Title: Give a general description of the requirement
  - Email: email address of the contact for the requirement....

### **To View Applicants/candidates applying for a job posting:**



Account Profile Homepage:

1. Click View Applicants
2. Click on the job posting you want to view to highlight
3. Click Open

#### + To Search for Candidates



##### Account Profile Homepage:

1. Click Search Candidates
2. Check your preferred fields
3. Click Next
4. Check Particular field preferred
5. Highlight Candidate choice
6. Click Add to Cart

#### + To View and Edit Company details:



##### Account Profile Homepage:

1. Click Admin
2. Click on “Change Password” and you can change your default password of your choice
3. Change Company Description: lets you edit various details of your Company.
4. In this section you can view the updated count of your Job Posting and Resume Request Credits.

#### Sample Company Profile Image:

