

## Client authentication

1. Access the following link: [http://recrutare.humangest.ro/register\\_companie](http://recrutare.humangest.ro/register_companie) (or enter the official site: [www.humangest.ro](http://www.humangest.ro) , and select “ANGAJATORI”.
2. Fill in the fields with the necessary information to create your account.
3. You will receive a confirmation email for your request. ATTENTION: For the account to be valid you must wait for a second validation email.
4. Login with your user and password.

## Menu on the site – short presentation:

- a) “Informatii generale” - in this section you can visualize all the job announcements.
- b) “Modifica cont” - in this section you can change information about your account, modify your password and upload your company logo.
- c) “Posteaza anunt” - you can fill the fields in order to post on our site your job announcement. A request will be sent to Humangest recruiters. After they validate it, the job announcement will be visible on the agency site.
- d) “Anunturi Postate” - a section where you can see all valid and invalid job announcements. An invalid announcement is an invalidated one.
- e) “Cautare candidati” - a section where you can search in Humangest database candidates by their city, function and other specific words (any keyword that can be found in the CV content).

## Advantages

1. You may publish your announcements accessing a simple and easy to use interface.
2. You can select candidates from Humangest database and an excel list with general information about the candidates will be sent automatically to Humangest recruiters in order to receive all information about the candidates.
3. You can extract excel search results link at the bottom and selecting "Exporta lista in excel". The information included here are: ID, name, age, status (candidates viewed by recruiters) current job, city.
4. You have the possibility to insert your company logo for visibility (you can upload the company logo in "Modifica cont").
5. You can view all candidates who have applied to your job announcement by accessing the link "Anunturi Postate" and selecting "Candidati".
6. You can view in real time the number of candidates from our company database and search candidates by city accessing the section "Anunturi Postate", "Vezi Detalii".