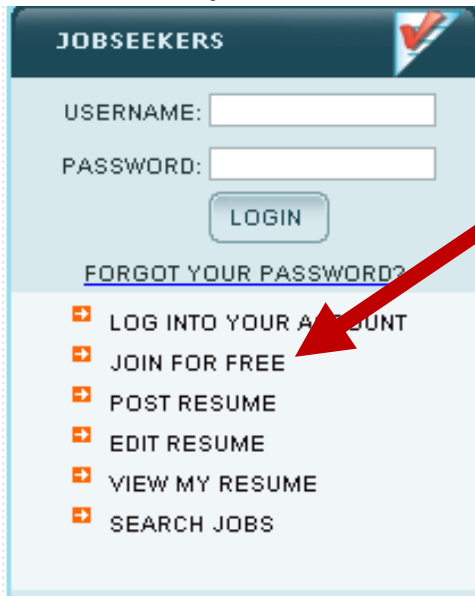


# BASIC HELP FOR JOBSEEKERS

*Question: How to become a registered member?*

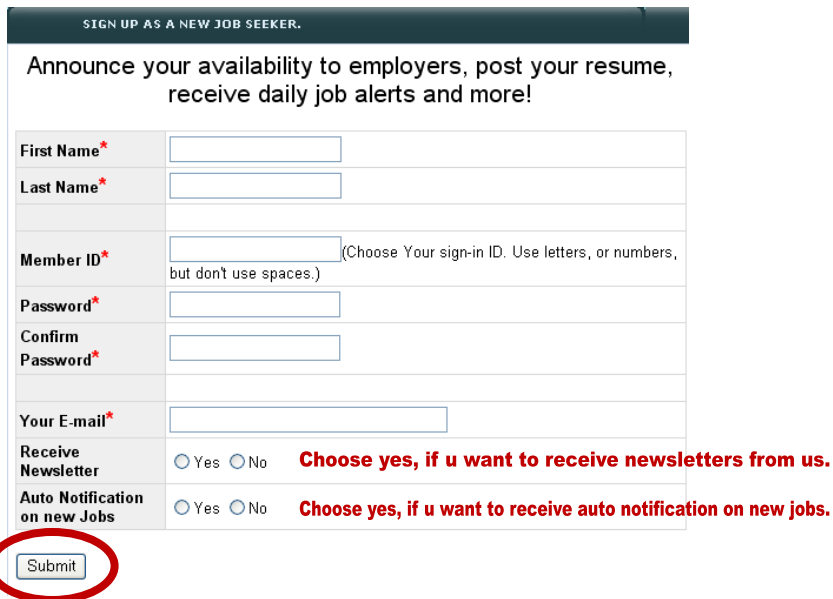
**Ans :** Step 1 :- Logon to our website <http://www.jobsretired.com>

Step 2 :- Goto the jobseekers section and click on "**JOIN FOR FREE**"



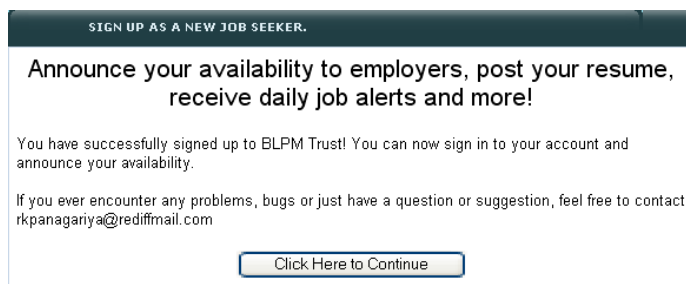
The screenshot shows a dark blue header with the word "JOBSEEKERS" and a checkmark icon. Below the header are input fields for "USERNAME:" and "PASSWORD:", followed by a "LOGIN" button. Underneath is a link for "FORGOT YOUR PASSWORD?". A list of options follows, each with a small orange plus icon: "LOG INTO YOUR ACCOUNT", "JOIN FOR FREE", "POST RESUME", "EDIT RESUME", "VIEW MY RESUME", and "SEARCH JOBS". A large red arrow points from the top right towards the "JOIN FOR FREE" option.

Step 3 :- Fill your signup details in below form and click on "**Submit**"



The screenshot shows a form titled "SIGN UP AS A NEW JOB SEEKER." with the subtext "Announce your availability to employers, post your resume, receive daily job alerts and more!". The form contains several fields: "First Name\*", "Last Name\*", "Member ID\*" (with a note: "(Choose Your sign-in ID. Use letters, or numbers, but don't use spaces.)"), "Password\*", "Confirm Password\*", and "Your E-mail\*". Below these are two radio button options: "Receive Newsletter" (Yes/No) and "Auto Notification on new Jobs" (Yes/No), both with red text instructions: "Choose yes, if u want to receive newsletters from us." and "Choose yes, if u want to receive auto notification on new jobs." respectively. At the bottom, a "Submit" button is circled in red.

Step 4 :- You are registered now. Click on "**Click Here to Continue**" and you will redirected to the personal/professional information page.



The screenshot shows a confirmation page titled "SIGN UP AS A NEW JOB SEEKER." with the subtext "Announce your availability to employers, post your resume, receive daily job alerts and more!". The page contains the following text: "You have successfully signed up to BLPM Trust! You can now sign in to your account and announce your availability." and "If you ever encounter any problems, bugs or just have a question or suggestion, feel free to contact [rkpanagariya@rediffmail.com](mailto:rkpanagariya@rediffmail.com)". At the bottom, there is a "Click Here to Continue" button.

Step 5 :- Fill all the informations, Upload your latest resume and/or photo and save the information in our database by clicking on "**Save**"

**Question: How to find a suitable job for me and how to Apply?**

**Ans :** Step 1 :- Logon to our website <http://www.jobsretired.com>

Step 2 :- Give your "Member ID"(username) and "Password" and click on



**"LOGIN"**

**JOBSEEKERS**

USERNAME:

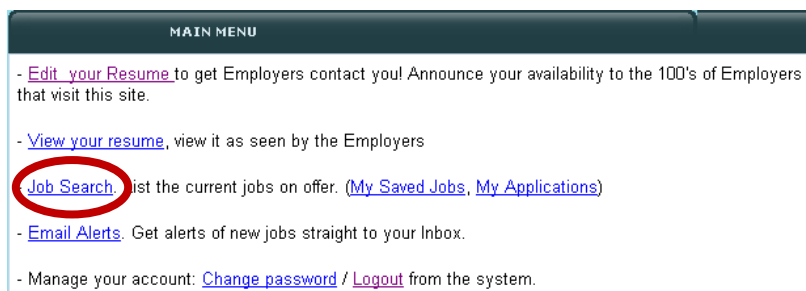
PASSWORD:

**LOGIN**

[FORGOT YOUR PASSWORD?](#)

- +** LOG INTO YOUR ACCOUNT
- +** JOIN FOR FREE
- +** POST RESUME
- +** EDIT RESUME
- +** VIEW MY RESUME
- +** SEARCH JOBS

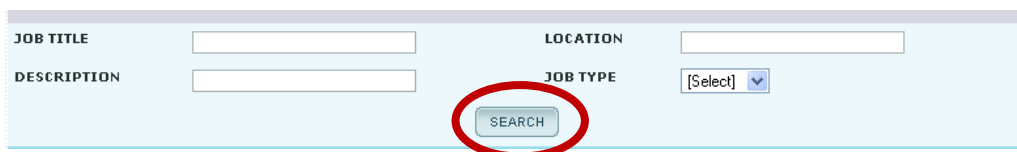
Step 3 :- Click on the link "**Job Search**"



**MAIN MENU**

- [Edit your Resume](#) to get Employers contact you! Announce your availability to the 100's of Employers that visit this site.
- [View your resume](#), view it as seen by the Employers
- **Job Search** list the current jobs on offer. ([My Saved Jobs](#), [My Applications](#))
- [Email Alerts](#). Get alerts of new jobs straight to your Inbox.
- Manage your account: [Change password](#) / [Logout](#) from the system.

Step 4 :- Search a suitable job for you by providing all or any of the desired information. Click on the "**SEARCH**" button after filling information.



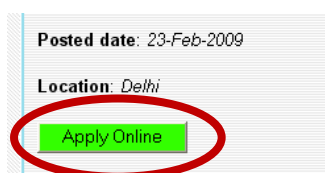
**JOB TITLE**

**LOCATION**

**DESCRIPTION**

**JOB TYPE** [Select]

Step 5 :- All jobs suitable to you will be displayed. Select any of them by clicking on headline of the job and "**Apply**" by clicking "**Apply Online**" button.



**Posted date:** 23-Feb-2009

**Location:** Delhi

**Apply Online**

Step 6 :- Type your cover letter, attach all the required document and send it to the employer by clicking on "**Send Application**" button.