

RECRUITER REGISTRATION GUIDELINES FOR NOVARK.IN

Welcome to **Novark.in**, the ultimate platform for recruiters to find top talent efficiently. Follow these guidelines to register your account and start posting job opportunities.

Step-by-Step Registration Process

1. First Name

- Enter your **first name**.
- This is a required field and helps identify you as a representative of your organization.

2. Last Name

- Provide your **last name**.
- Ensure accuracy to maintain professional communication.

3. Username

- Create a unique **username** for your account.
- This will be used to log in and manage your profile on Novark.in.

4. Email

- Provide a valid **email address**:
 - Used for account verification and important notifications.
 - Ensure it's an email you check regularly.

5. Password

- Set up a strong **password** with the following criteria:
 - Minimum 8 characters.
 - Includes uppercase and lowercase letters, numbers, and special characters.
- A strong password ensures the security of your account.

6. Confirm Password

- Re-enter the password to confirm it matches.
- This step prevents errors during login.

7. Phone Number

- Enter your **contact number**:
 - This allows job seekers to reach out directly if necessary.
 - Ensure the number is active and accessible.

8. Organization Name

- Provide the official **name of your organization**.
- This will be displayed to potential candidates, so ensure correctness.

9. Select Sector

- Choose the relevant **sector** for your organization from the dropdown menu.
- This helps categorize your listings and attract the right talent.

10. Type

- Indicate your **role** by selecting one of the options provided:
 - Examples: “I am an Employer,” “I am a Hiring Manager.”

11. Agree to Terms and Conditions

- Read and agree to the **Terms and Conditions** and **Privacy Policy** before proceeding:
 - Check the box to indicate your consent.
 - These documents outline the rules for using the platform and how your data will be handled.
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Additional Tips for Recruiters

- **Complete Your Profile:** Ensure all required fields (marked with *) are filled in accurately.
 - **Maintain Professionalism:** Use an official email and provide an accurate organization name to establish credibility.
 - **Review Sector Selection:** Choose the sector that best aligns with your organization's industry to attract the right candidates.
 - **Secure Your Account:** Use a strong password and avoid sharing login details with others.
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Need Assistance?

If you experience any issues during registration, our support team is here to help. Contact us at support@novark.in for prompt assistance.

Already Have an Account?

- If you've already registered, click on the **Login** link to access your account.
- Keep your profile and job postings updated to stay ahead in the recruitment process.

Thank you for choosing **Novark.in** as your trusted recruitment partner. Together, we'll connect you with the best talent in the industry !