

## Guidelines for Candidate Registration

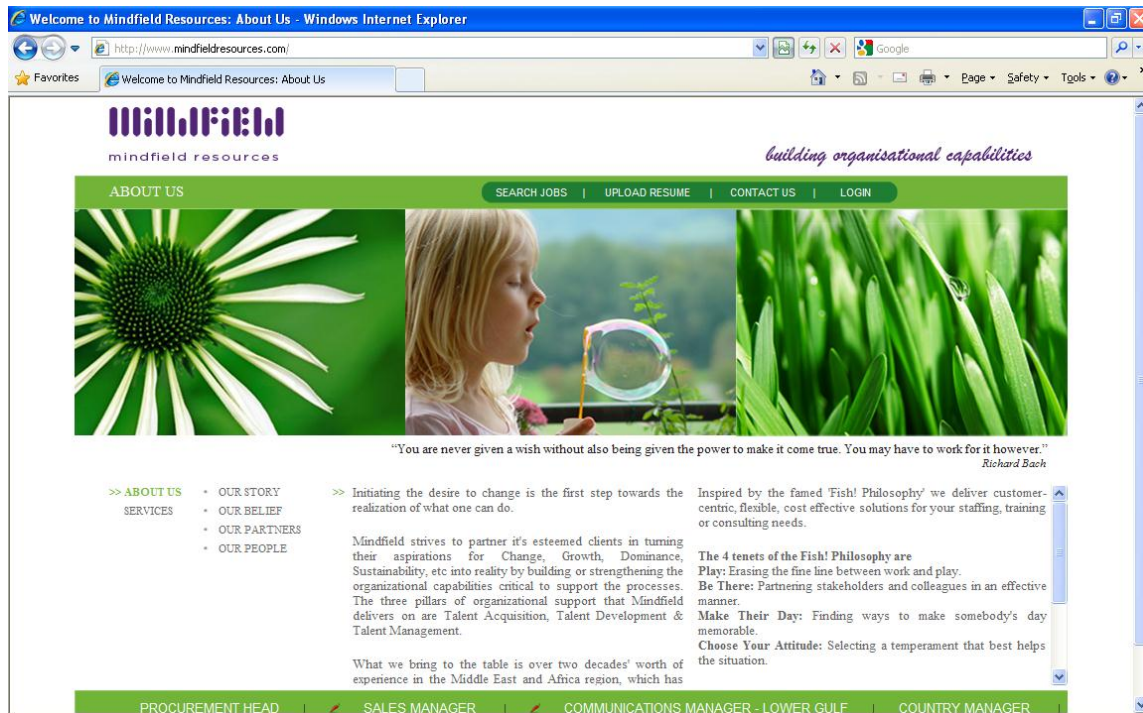
Welcome to MindField Resources - a Total HR Solutions company. This document will help you perform following Tasks.

- For new candidate: complete registration process.
- For existing candidate: how to edit/update profile

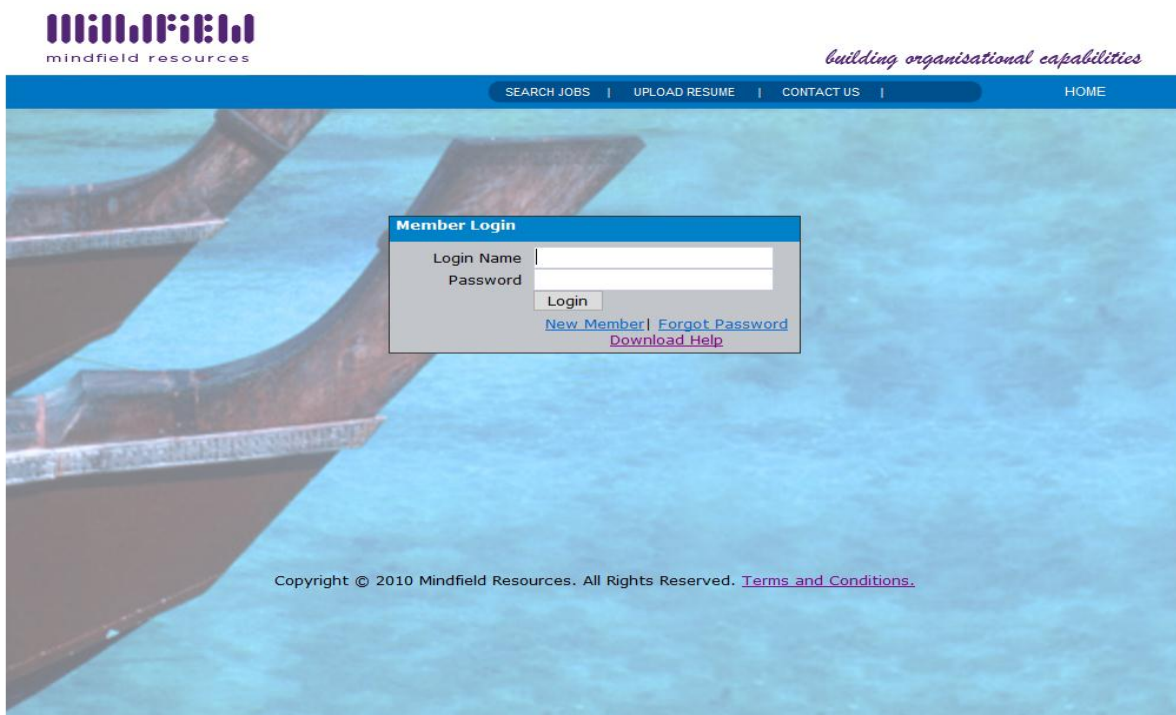
Please skip to point number 11 in the following document for:

- Solving common issues encountered during use of this website.
- Setting up additional security as a trusted website

1. Please visit <http://www.mindfieldresources.com>. You shall be presented with following Home Page.



2. For registered candidates, click on the “LOGIN” link at the top of the Home Page to get the following login page. If you don't remember your user name and password then click on “Forgot Password” link & refer point no. 10 Please also note that you can download this HELP file by clicking on the link “Download HELP”.



3. Already registered candidates can enter login name and password to get started **(Already registered candidates can skip to point number 7)**. New candidates has to first register themselves by creating their profile and uploading Resume. To do this click on the “NEW MEMBER” link provided just below the member login box. You will be presented with following Candidate Registration Page.



*building organisational capabilities*

SEARCH JOBS | UPLOAD RESUME | CONTACT US | HOME [My Home](#)

### Personal Information

First Name \*  (Maximum 40 characters)  
 Middle Name  (Maximum 40 characters)  
 Last Name \*  (Maximum 40 characters)  
 Gender    
 Date Of Birth \*   
 Marital Status    
 Country Of Origin  (Select the country where you were born.)  
 (If you cannot find your country above, please type it in the box.)

Nationality  Afghanistan  Algerian  American  Argentinean  Armenian  Australian  ...  
 (You can select max 2 nationalities.)  
 (If you cannot find your nationality, please type it in box.)

### Contact Information

Current Country \*   (If you cannot find your current country above, please type it in box.)  
 City \*   (If you cannot find your city above, please type it in box.)

	Country Code	Area/City Code	Number
Mobile Number	<input type="text"/>	<input type="text"/>	<input type="text"/>

✔ Trusted sites | Protected Mode: Off

4. Fill up this simple registration page. There are very few mandatory fields which you have fill before saving the profile. These mandatory fields are marked with a \* sign. In the Job Profile section, there is a mandatory field for uploading your CV as Word Document as shown below.

### Job Profile

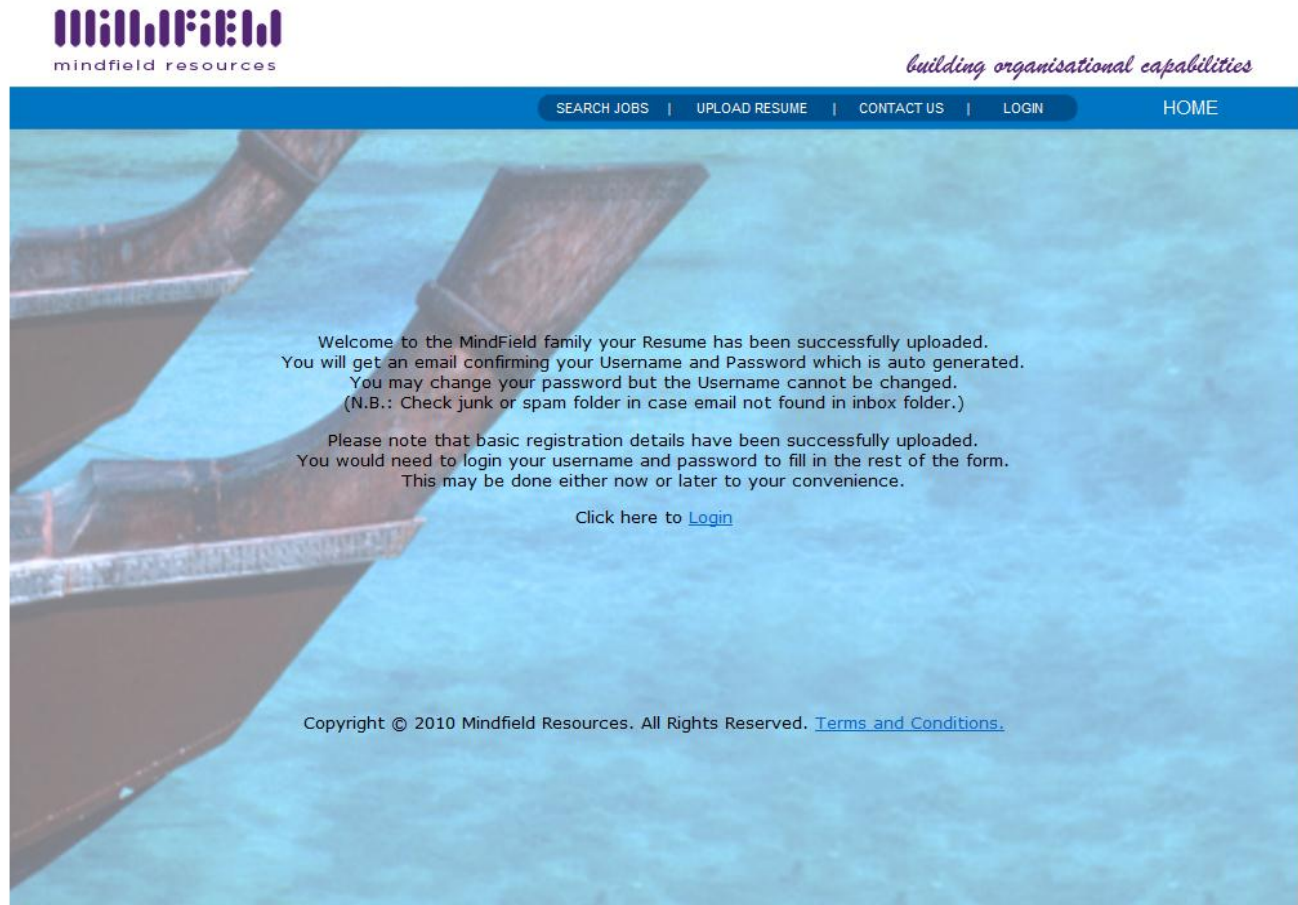
Current Designation \*   
 Current Employer \*   
 Current Industry Type \*   (If you cannot find your industry type above, please type it in box.)  
 Current Functional Area \*   (If you cannot find your functional area above, please type it in box.)  
 Total Years Of Work Experience   
 Upload Your CV As Word Document \*

**Subscribe for Job Alert**  
 Email Notification Of Job  Frequently  Weekly  Monthly  
 Job Search Parameter  
 Keyword(s)   
 e.g. "Production Manager" or Manufacturing and Healthcare and not Cosmetic  
 Designation   
 Functional Area    
 Location    
 Salary Range

5. Click on the “Browse” button and choose a file to Upload. Then please click on the “Upload” button. **Wait for a while for the page to get refreshed after uploading the selected document.** You will get a message as “File Uploaded!”. The currently uploaded file name shall be listed below the Browse button as shown below.



6. Then fill up rest of the registration page and click on Submit to save and create your profile. After submitting you will be presented with the following “Welcome Page” stating that you will get an email confirming your Username and Password which is auto generated. (Check junk or spam folder in case email not found in inbox folder). Please click on the Login link provided on this Welcome Page.



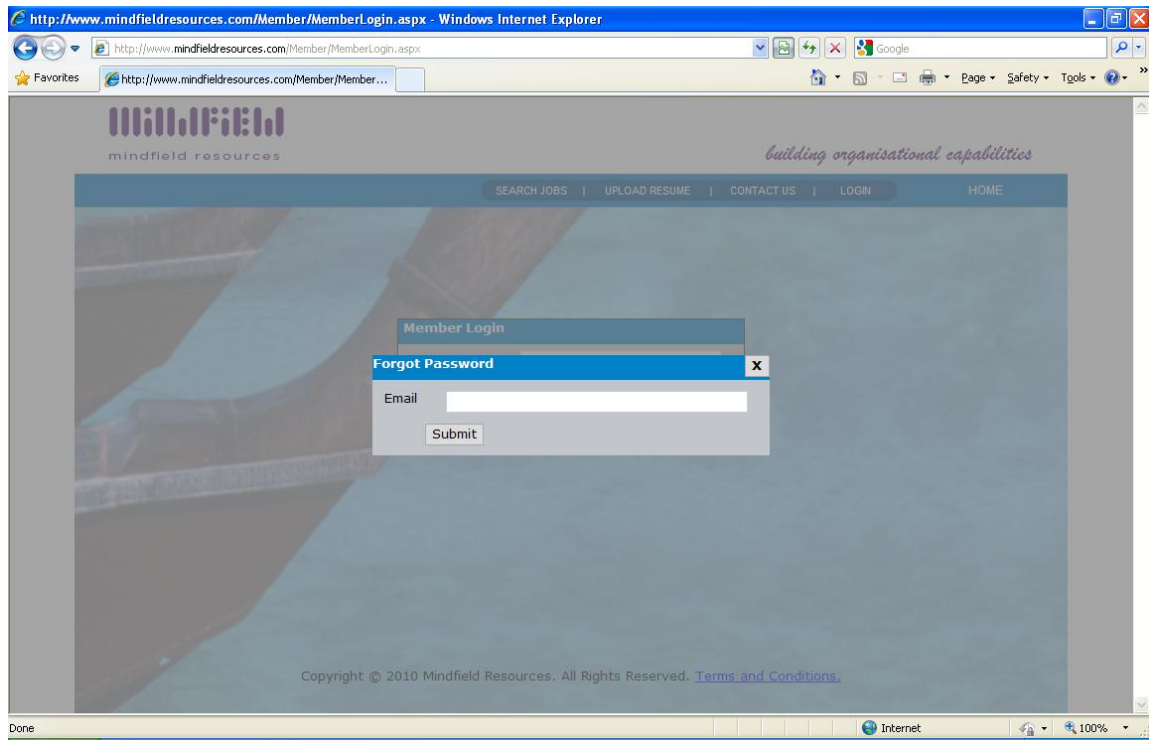
Trusted sites | Protected Mode: Off

7. You will be redirected to candidate’s “My Home” Page, displaying your Name, current Designation & Photograph. This page shall also have links for :
- Review Profile
  - Job Profile
  - Personal Information
  - Upload Resume
  - Upload Photo
  - Apply For Job
  - Contact Information
  - Education / Other Information

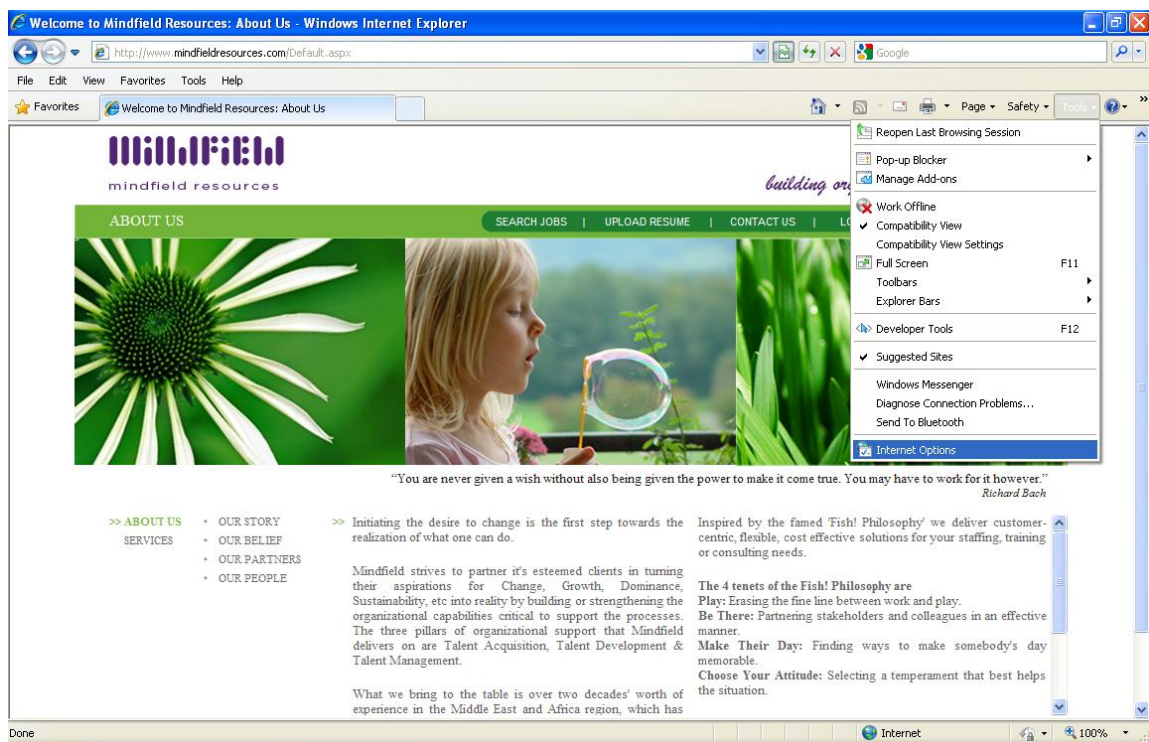
You can navigate to individual pages by clicking on respective links. At any point of time if you want to “Sign out” or come back to “My Home” Page, then you will find these links on the top right hand corner of the pages. Please refer below image.



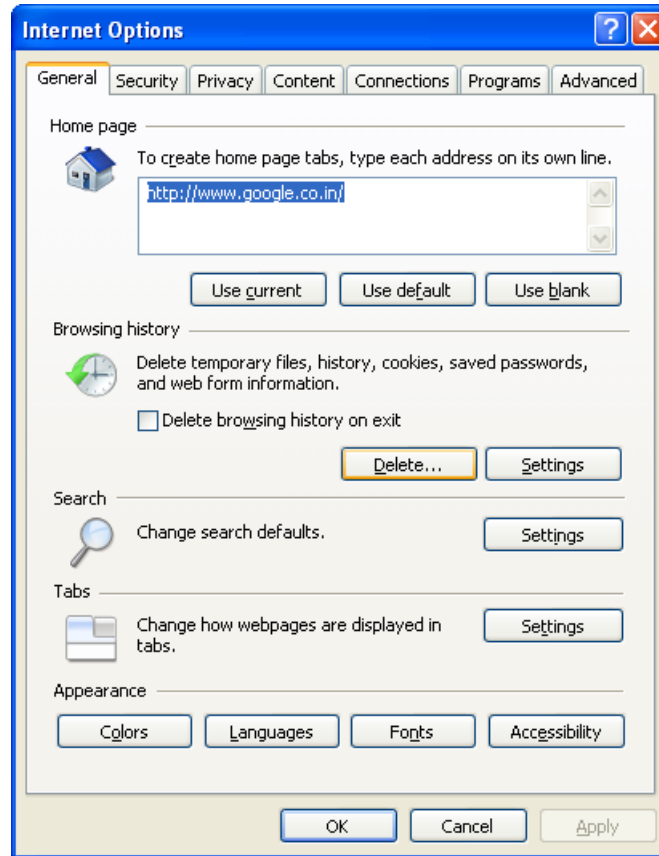
8. On this the “My Home” page, there is a link for “Upload Photo”. On the upload photo page click on the “Browse” button and choose an image file to Upload. Then please click on the “Upload” button. **Wait for a while for the page to get refreshed after uploading the selected image.** After upload is complete you will get a message as “Image Uploaded!” and can see the image in the beside box. Then click on “**Submit**” to save the same.
9. You will be redirected to candidate’s “My Home” Page, displaying your Name, current Designation & Photograph. You can continue with searching & applying for job.
10. When you click on “Forgot Password” link on the Member Login Page, you will be presented with the following screen. Wherein you will have to enter your registered email id and click on Submit. Your login id and password shall be emailed to your address. Please check your email inbox (also junk email folder, in case your email client has transferred it to that folder) and retrieve your login id and password.



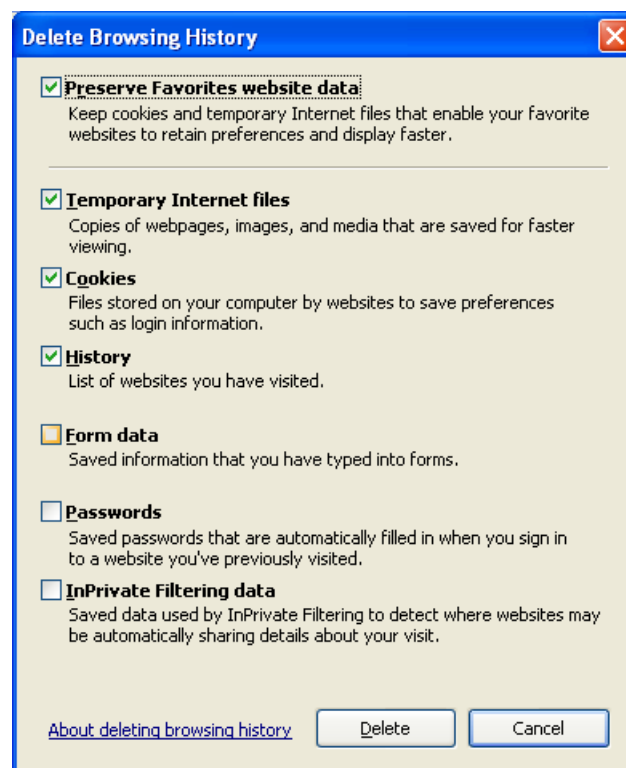
11. While working on this website, **if you encounter any unexpected behavior or any performance issue** then you can carry out some additional settings/clean-up operation as follows: Click on the “Tools” option on Internet Explorer browser toolbar (location may vary for other browsers) and then click on “Internet Options” as per below image.



12. On the “Internet Options” dialog box, on the first “General” tab, under “Browsing history”, click on “Delete..” button.



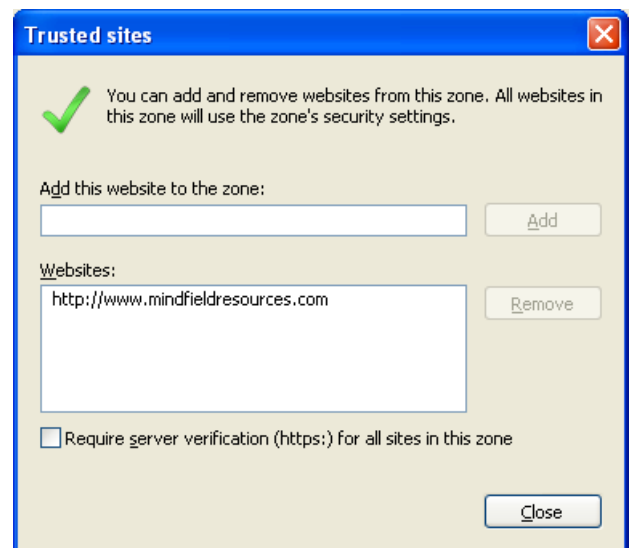
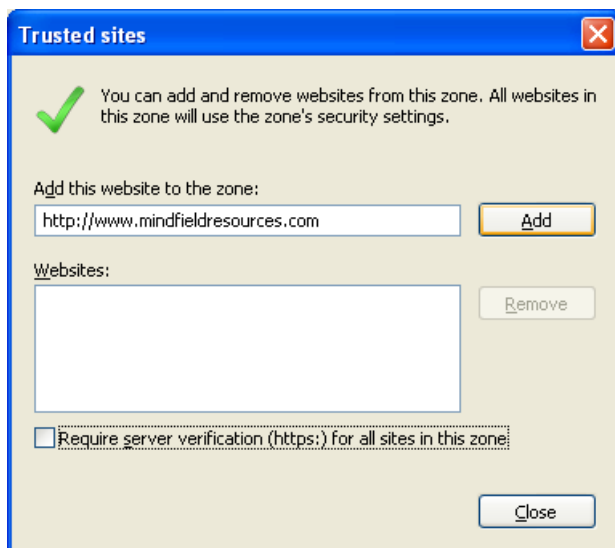
13. On the “Delete Browsing History” dialog box, select options related to Temporary Internet Files, Cookies, History and then click on Delete button (refer below image).



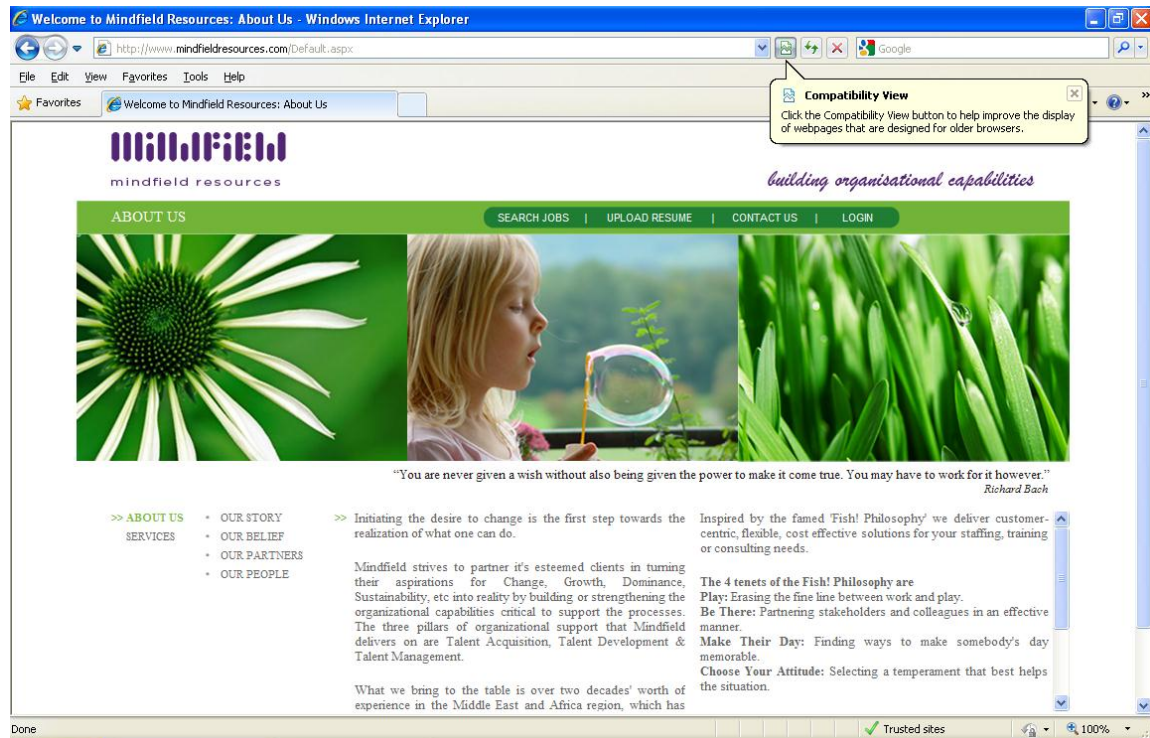
14. For additional website enhancement, again go to “Tools” option on the browser toolbar and then click on “Internet Options” (similar to point no. 20) as per below image. On the “Internet Options” dialog box, on the second “Security” tab, select zone “Trusted Site”, click on “Sites” button.



15. Under “Add this website to the zone:”, type the website name as <http://www.mindfieldresources.com>. Uncheck the box titled “Require server verification” and click on Add “button”.



16. Further to this visit the website <http://www.mindfieldresources.com>. For Internet Explorer users, click on the button “Compatibility View” beside the address bar as shown below.



17. Apart from this, if you encounter any unexpected website behavior then please also check with your Network Administrator about any Firewall Installed (Hardware as well as Software) to mark this website as trusted (<http://www.mindfieldresources.com>) and to allow further site navigation.

**! THANK YOU !**