

## JOB AD POST:

### SELECT OPTION:

- External
- Internal (for referrals)

## EXTERNAL JOB AD ADMIN PANEL:

### STEP 1:

POST A JOB: Click Post a Job to generate job posting form.

### STEP 2:

JOB POSTING FORM:

JOB ID: Unique Number Assigned to Job

TITLE OF JOB: Write Job Title Here.

JOB DESCRIPTION: Job Responsibilities of The Title.

SKILLS REQUIRED: Enter Required Skills for the Job Here

JOB LOCATION: City for Which the Job Ad Is Posted.

CAREER LEVEL: Select appropriate Career Level from the Drop-Down List

- Intern (Trainee)
- Entry level
- Experienced professional
- Department Head
- Director & Above

SALARY RANGE: (Monthly) Minimum (PKR) To Maximum (PKR)

Check Box: Hide the salary range from appearing on your job post

### FUNCTIONAL AREA:

Department is defined for which the job is being posted.

**JOB SHIFT:** Drop Down List:

- First Shift Day (Morning)
- Second Shift (Evening)
- Hybrid shift

**POSITION TYPE:** Drop Down List:

- Full Time
- Part time
- Internship
- Consultant

**NUMBER OF VACANT POSITIONS:** Select from Drop Down:

**GENDER REQUIREMENT:** Drop Down List:

- Male
- Female
- Transgender
- No preference

**PUBLISH THIS POST:** Options: Immediately OR Future Date

**APPLY BY:** Mention the Last Date for Applying Against This Position

**ADDITIONAL CONDITIONS:**

Selecting This Option: Deactivate This Job After Apply Date

**APPLICANT REQUIREMENTS:**

Mention The Required Qualification from Drop Down / Text Field

Specific Degree Title: (Text Field)

**YEAR OF EXPERIENCE:** Select the Number of Years of Experience Required from Drop Down

**AGE REQUIREMENT:** Select Age Bracket

**Diversity Inclusion Statement:**

"We value diversity of our employees. All qualified applicants will receive fair consideration without regard to genders or socio-economic backgrounds."

Would you like to publish the above diversity: Check Box Select      **Yes OR No**  
statement with the job ad\*

### **REFINE YOUR APPLICANT POOL:**

#### **Pre-filter Applicants:**

Limit applications based on the following filters -select all that apply from below.

- Gender
- Experience
- Degree Level
- Age
- City

### **STEP 3:**

**PREVIEW JOB:** Click here to preview the job before posting.

**POST THE JOB: CLICK ON THE POST JOB BUTTON AFTER ENTERING ALL THE DATA IN THE RELEVANT FILEDS.**

Optional Check Box:

- Show this job on Career Page
- Show this job on HR Portal.

Select 1<sup>st</sup> check box for external applicants.

[EXTERNAL JOB AD USER PANEL:](#)

SIGNUP:

EMAIL ADDRESS:

PASSWORD:

CONFIRM PASSWORD:

CAPTCHA:

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**EMAIL ADDRESS CONFIRMATION:**

**Congratulations!**

You have successfully Signed Up with Nobility RCM with following this email address.

Please click on the “Confirm Email” box to verify your email.

Your Email Address: [abcd@gmail.com](mailto:abcd@gmail.com)

Password: XXXXX

[Get Started !](#)

Click here to [Sign in](#)

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## SIGN IN:

Fields to fill by User:

FIRST NAME:

MIDDLE NAME:

LAST NAME:

GENDER:

MARITAL STATUS:

DATE OF BIRTH:

CNIC #:

PROVINCE / STATE:

CITY:

COUNTRY:

LAND LINE:

MOBILE NUMBER:

CURRENT ADDRESS:

PRESENT ADDRESS:

EDUCATION (MOST RECENT):

1. Does your sibling / spouse work in any other Medical Billing Company?
2. Does your sibling / spouse was previously employed at Nobility RCM?
3. Have you had any involvement in any previous / pending criminal or civil litigation?
4. How did you come to know about Nobility RCM?
5. Have you ever worked in Nobility RCM?
6. Do you suffer from a terminal disease?
7. Will you continue your other job if already employed or running your own business?
8. Are you enrolled in any University/Institution or Planning to study further?

## UPLOAD RESUME:

(DOC, DOCX, PDF – Max allowed 4 MB)

I certify that all information provided is correct to the best of my knowledge and I understand that any misrepresentation of facts will result in my immediate disqualification from the recruitment process. ☐

**AUTO EMAIL:**

Hello Fawad,

We just received your information for our Software Developer opening. For your reference, the Job ID for this job is 0024.

We really appreciate you taking the time to consider us in your job search. Our hiring team is currently reviewing all applications and we are planning to schedule interviews in the next two to three weeks. If you are among the qualified candidates, you will receive an email/call from one of our recruiters to schedule on-site or a video interview/assessment.

Please note that due to the high number of applications, if you are not contacted within one month, your application may not have been shortlisted for further action.

Thank you, again, for taking the time to apply to this role at Nobility MBS.

Best Regards,

Talent Acquisition Team | Nobility

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**INTERNAL JOB AD ADMIN PANEL:****ADMIN PANEL:**

All steps for job ad post will remain same as the external job posting.

Optional Check Box:

- Show this job on career page
- Show this job on HR Portal.

**Select 2nd check box for Employee Referrals Post.**

**USER PANEL:**

Employee Details will be populated by default from HR Portal.

- Employee Name
- Employee ID
- Department & Designation

EMPLOYEE REFERRAL FORM:

Candidate Name:

Phone:

Email:

Position referred for:

Department:

Relationship with Referral: Select from Drop Down:

- Sibling
- Spouse
- Relative
- Friend
- Children

For how long you know the referral:

Do you think that he/she fulfills the requirements of this job:      Yes      No

Please elaborate some strengths & weaknesses of the referral:

### UPLOAD RESUME:

(DOC, DOCX, PDF – Max allowed 4 MB)

I certify that all information provided is correct to the best of my knowledge and I understand that any misrepresentation of facts will result in my immediate disqualification from the recruitment process. ☐

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### AUTO EMAIL:

Hello Fawad,

We just received the information of the candidate you have referred for Software Developer opening. For your reference, the Job ID for this job is 0024.

We really appreciate you taking the time and referring candidate for this position. Our hiring team is currently reviewing all applications and we are planning to schedule interviews in the next two to three weeks. If your referral is among the qualified candidates, he/she will receive an email/call from one of our recruiters to schedule on-site or a video interview/assessment.

Please note that due to the high number of applications, if you are not contacted within one month, your application may not have been shortlisted for further action.

Thank you, again, for taking the time refer candidate for this role at Nobility MBS.

Best Regards,

Talent Acquisition Team | Nobility

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