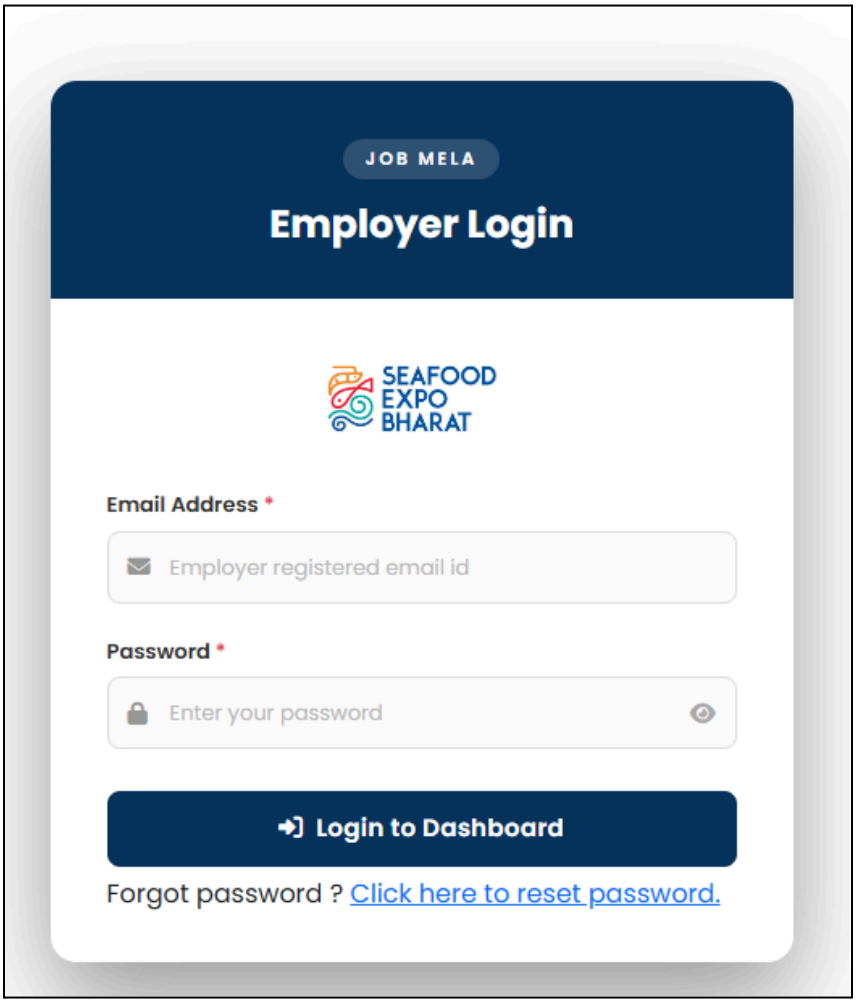
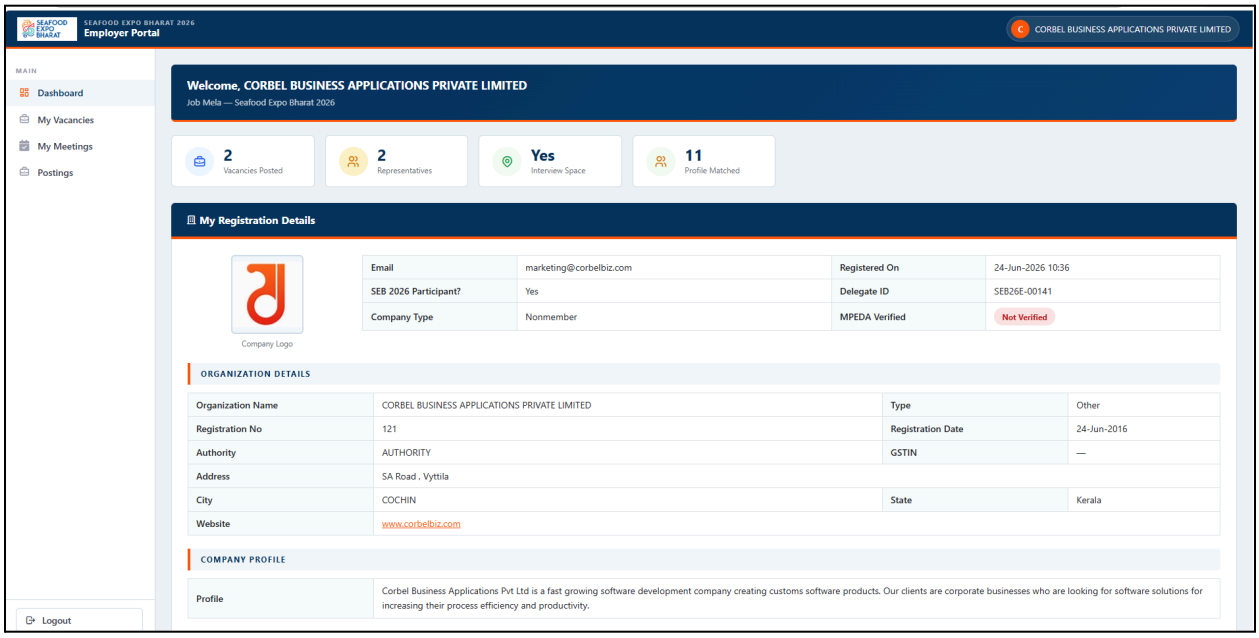
# SEAFOOD EXPO BHARAT 2026- EMPLOYER MANUAL

URL: SEAFOOD EXPO BHARAT




- Enter your **Email Address** and **Password**, then click the "**Login to Dashboard**" button.

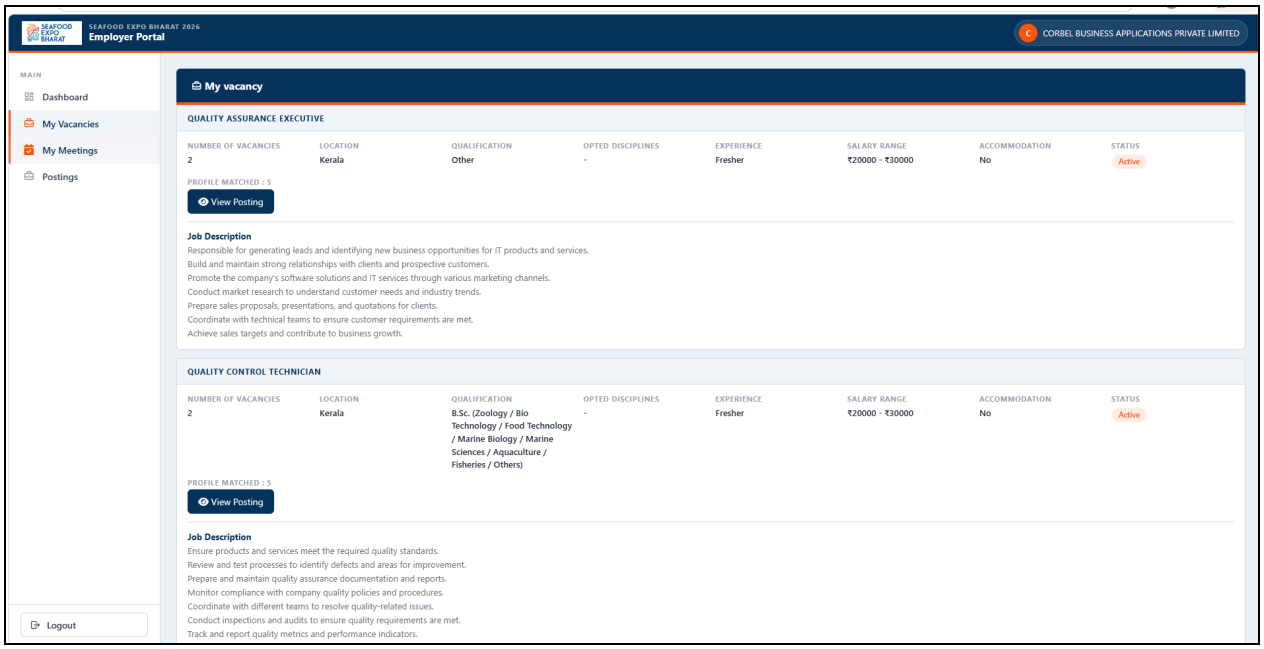
## DASHBOARD




You can view your registration details, added vacancy details, and the count of matching profiles.

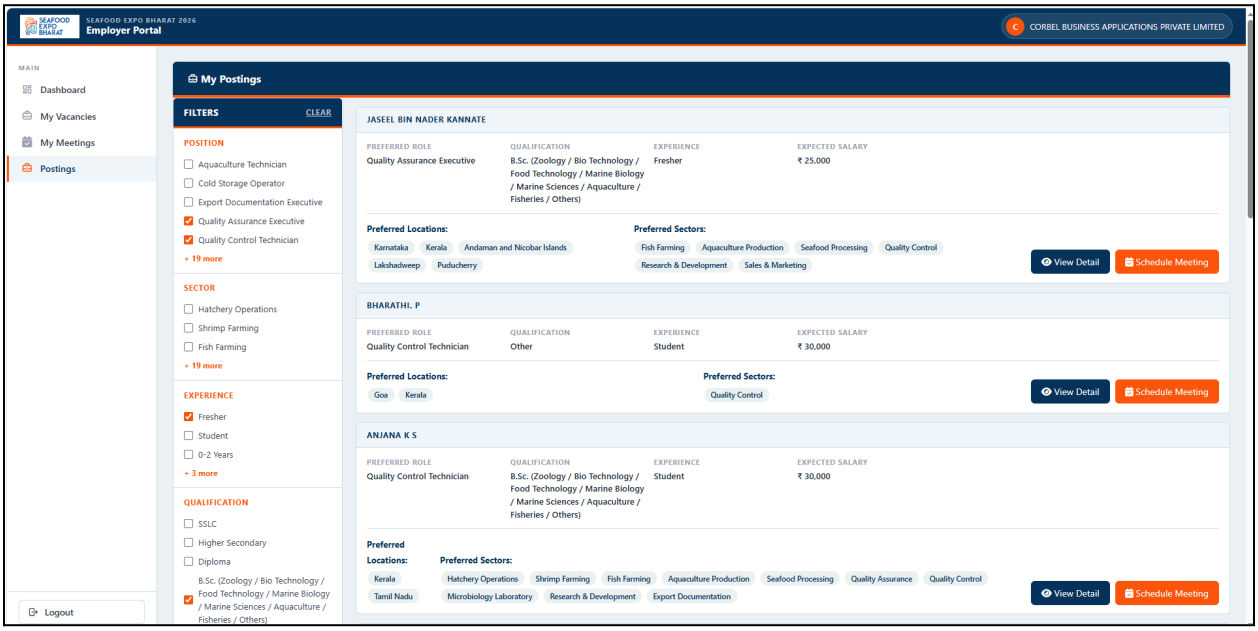
## VACANCIES

- Click on the "**My Vacancies**" menu on the left side to view the added vacancies.
- Click on the "**View Posting**" button to view the applications submitted by candidates. You can also see the number of matched profiles for each vacancy.



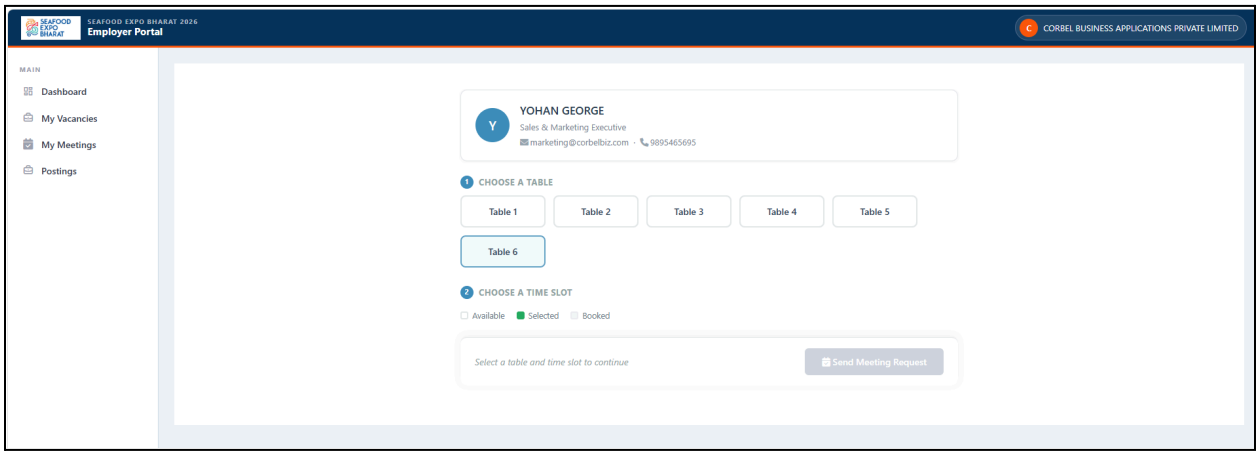

## POSTING

- When you click on the **"View Posting"** button from the "My Vacancies" menu or the **"Postings"** menu, the candidate profiles will be displayed.

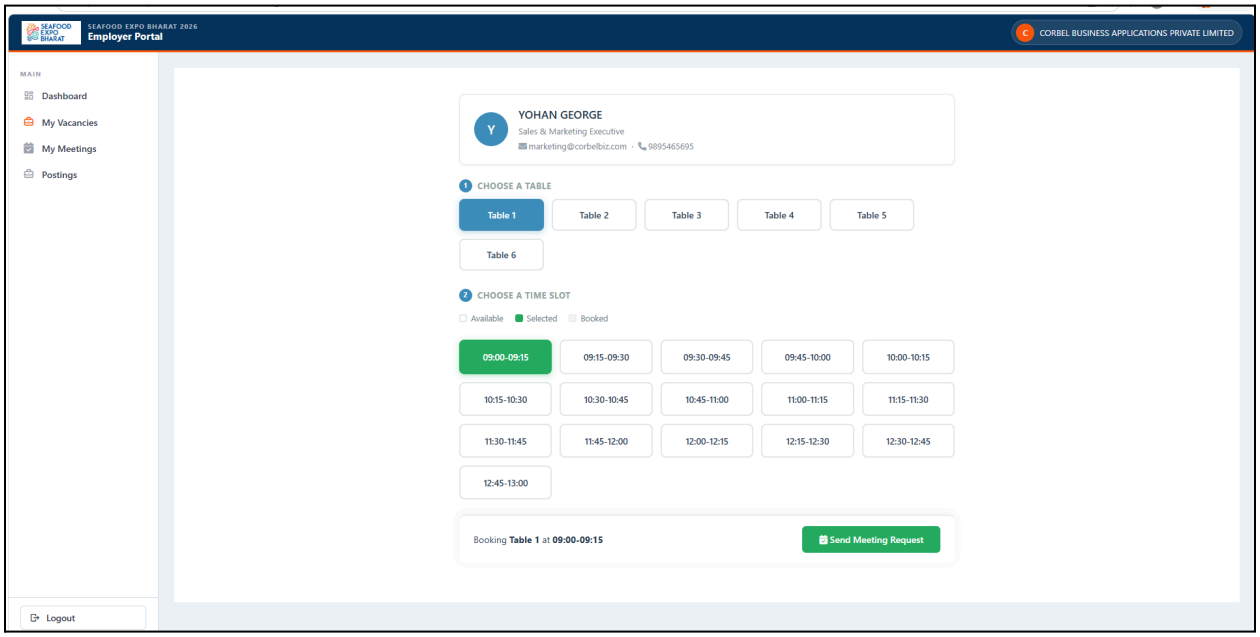


- Filters are available for various categories, such as Position, Sector, Experience, and Qualification etc.  to help you search for candidates.
- Click on the “**View Details”** button to view the candidate details.
- To schedule a meeting with a candidate, click on the **"Schedule Meeting"** button.

## Meeting Scheduling

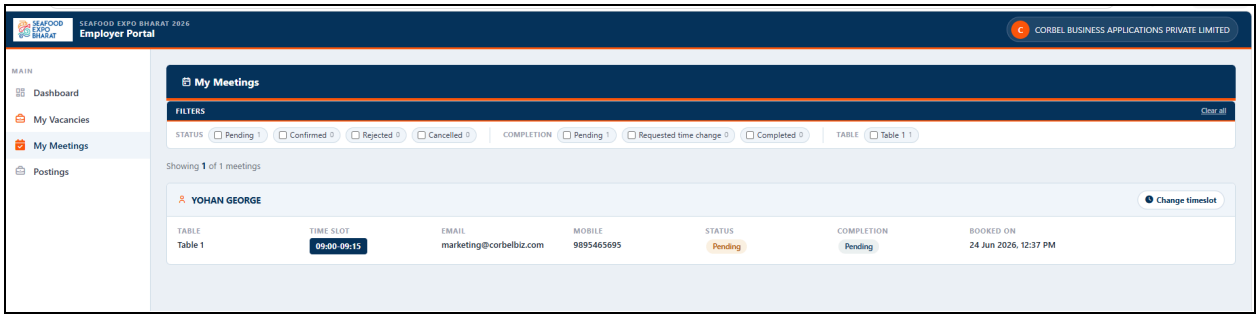



- Click on the **Table** number to view the available time slots

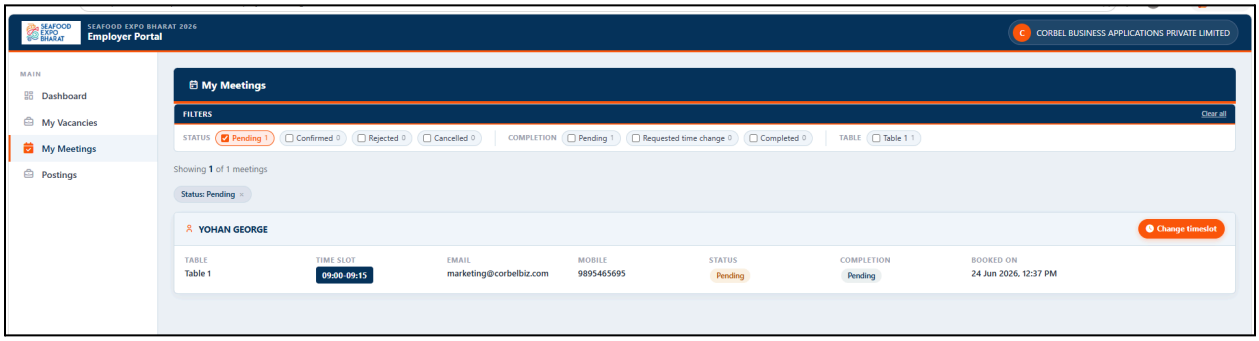



- Choose the Time slot and Click on the **“Send Meeting Request”** button.

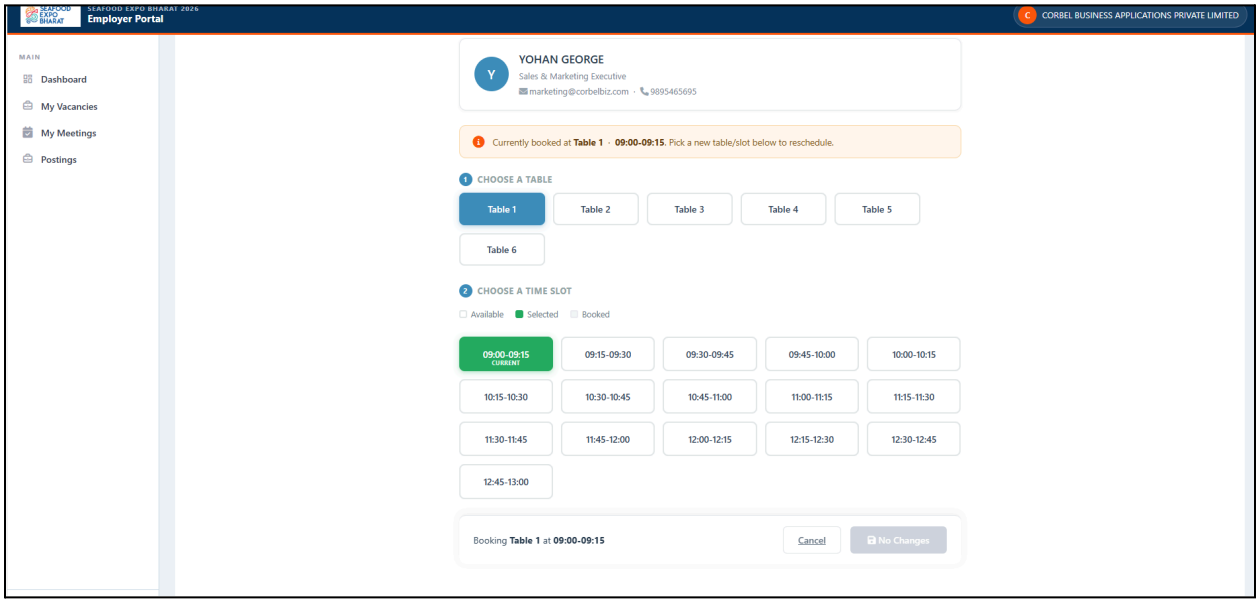
# My Meetings



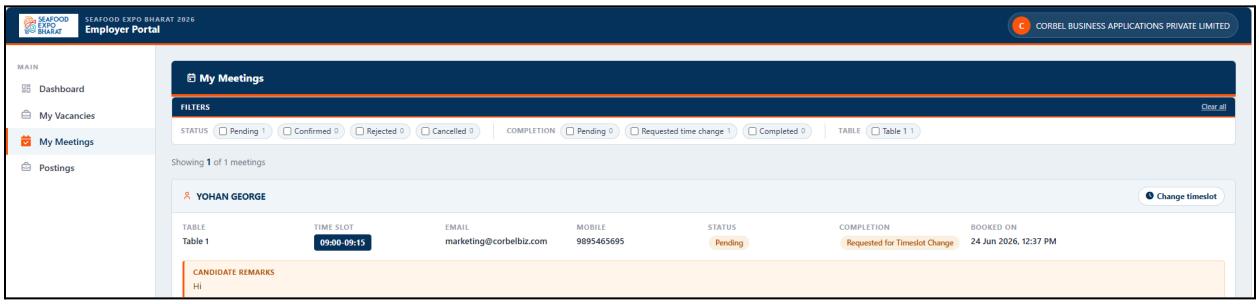

- Click on the **“My Meetings”** Menu to view the scheduled meetings.
- The meeting status will remain **"Pending"** until the candidate approves the meeting time. Once the candidate approves it, the status will change to **"Confirmed”.**




- To change the Time Slot, Click on the “**Change Timeslot”** button



- Choose another timeslot and Click on the **“Update meeting”** button.
- Candidates can request a different time slot using the link provided in the meeting time slot confirmation email.




- Upon receiving a time change request from a candidate, click the **"Change Timeslot"** button to select and assign a new time slot.