



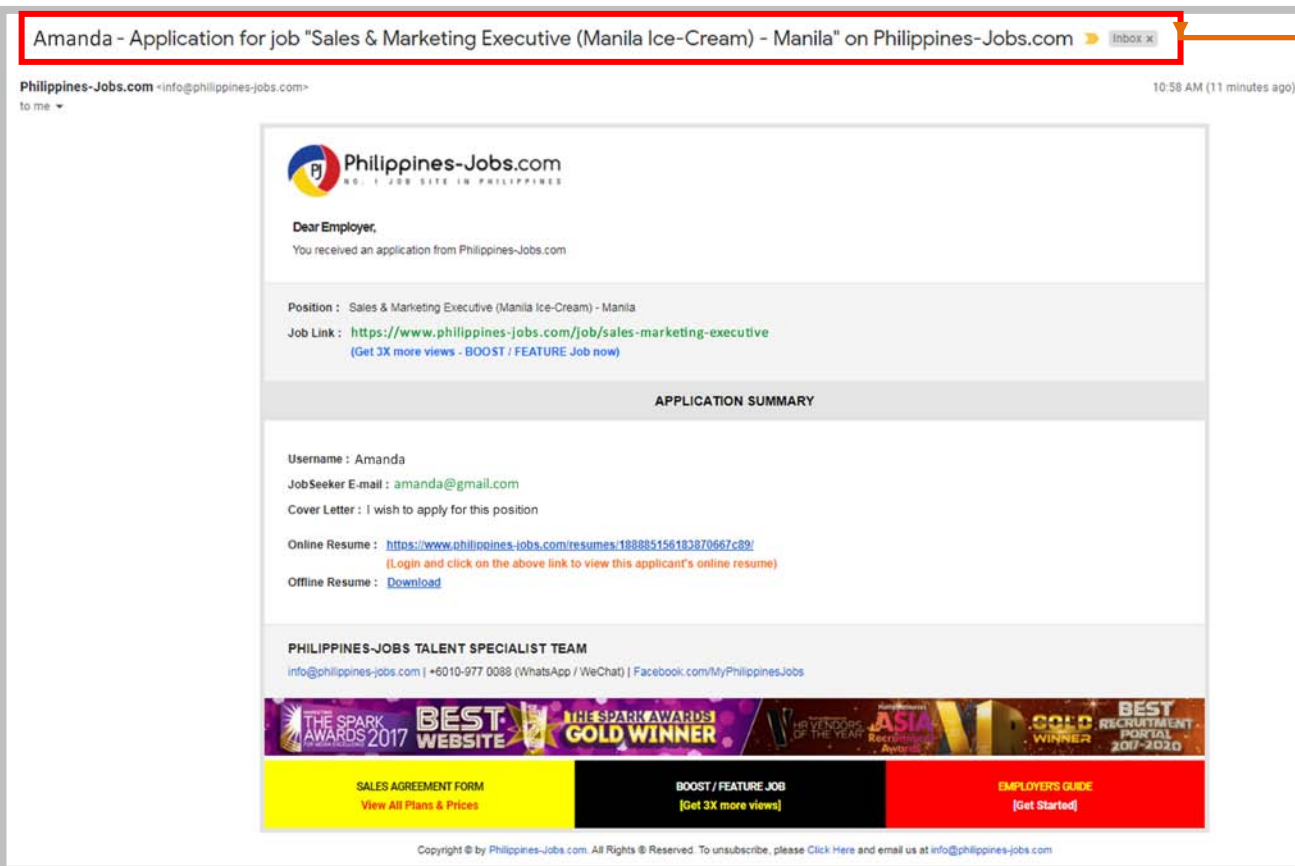
Philippines-Jobs.com

NO. 1 JOB SITE IN PHILIPPINES

---

# MANAGE APPLICANTS VIA EMAIL

# | EMAIL NOTIFICATION



When a job seeker applies to your job at Philippines-Jobs.com, you will receive Job email notification to your registered email address from Philippines-Jobs' email system (info@Philippines-Jobs.com).

1

Access your INBOX to retrieve job applications (i.e. Gmail, Yahoo, Hotmail, Outlook, etc...).

Look for emails from info@Philippines-Jobs.com

**Note:** Apart from receiving applications via our system, applicants may email to you directly since your email is revealed when promoting your job.

2

Refer to section '**APPLICATION SUMMARY**' for applicant's information which contains;

1. Applicant's Username & E-mail
2. Cover Letter
3. Applicant's Online Resume
4. Applicant's Offline Resume

(This is not compulsory, hence it will not be shown if an applicant chooses not to upload any supporting document during his or her application)

# | EMAIL NOTIFICATION

When a job seeker applies to your job at Philippines-Jobs.com, you will receive Job email notification to your registered email address from Philippines-Jobs' email system (info@Philippines-Jobs.com).

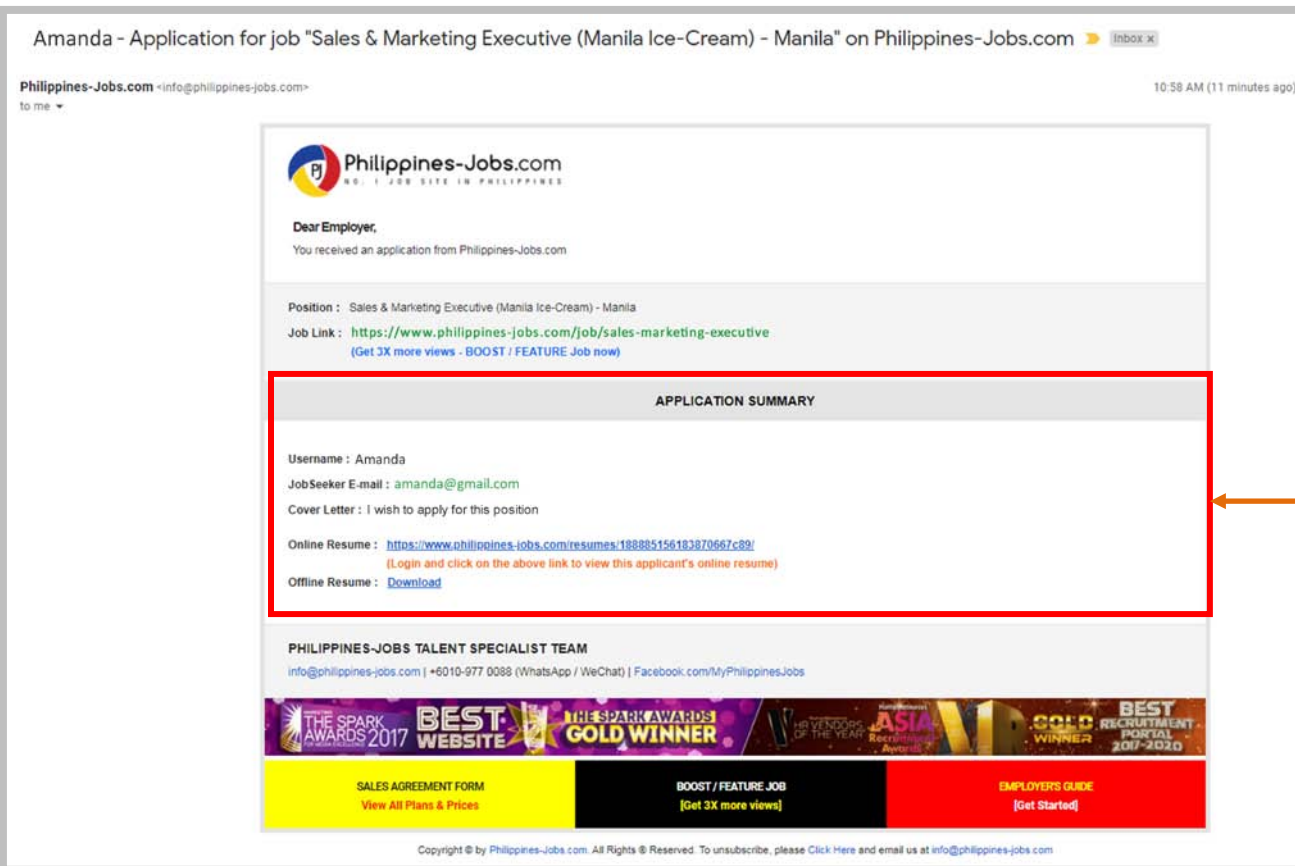
- 1 Access your INBOX to retrieve job applications (i.e. Gmail, Yahoo, Hotmail, Outlook, etc...).

Look for emails from info@Philippines-Jobs.com

**Note:** Apart from receiving applications via our system, applicants may email to you directly since your email is revealed when promoting your job.

- 2 Refer to section '**APPLICATION SUMMARY**' for applicant's information which contains;


1. Applicant's Username & E-mail
2. Cover Letter
3. Applicant's Online Resume
4. Applicant's Offline Resume  
(This is not compulsory, hence it will not be shown if an applicant chooses not to upload any supporting document during his or her application)



Amanda - Application for job "Sales & Marketing Executive (Manila Ice-Cream) - Manila" on Philippines-Jobs.com Inbox X

Philippines-Jobs.com <info@philippines-jobs.com>  
to me

10:58 AM (11 minutes ago)

 Philippines-Jobs.com  
NO. 1 JOB SITE IN PHILIPPINES

Dear Employer,  
You received an application from Philippines-Jobs.com

Position : Sales & Marketing Executive (Manila Ice-Cream) - Manila  
Job Link : <https://www.philippines-jobs.com/job/sales-marketing-executive>  
(Get 3X more views - BOOST / FEATURE Job now)

**APPLICATION SUMMARY**

Username : Amanda  
Job Seeker E-mail : [amanda@gmail.com](mailto:amanda@gmail.com)  
Cover Letter : I wish to apply for this position

Online Resume : <https://www.philippines-jobs.com/resumes/188885156183870667c89/>  
(Login and click on the above link to view this applicant's online resume)

Offline Resume : [Download](#)

PHILIPPINES-JOBS TALENT SPECIALIST TEAM  
info@philippines-jobs.com | +6010-977 0088 (WhatsApp / WeChat) | Facebook.com/MyPhilippinesJobs

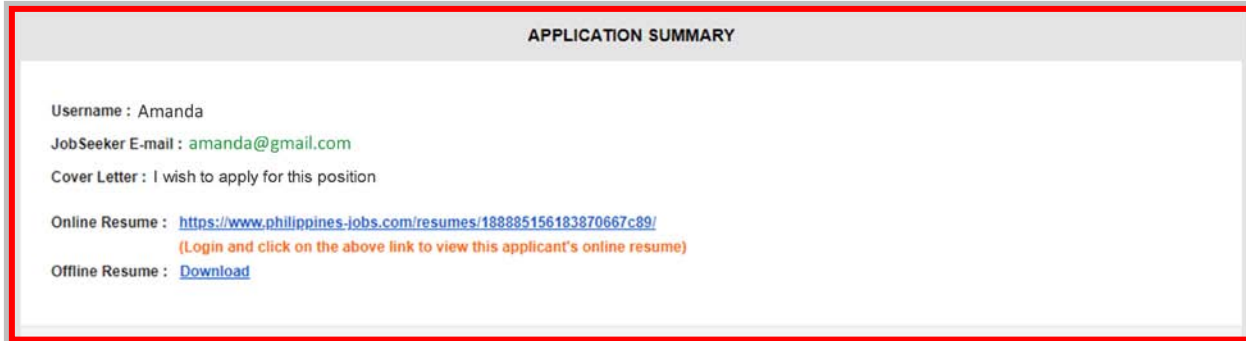
THE SPARK AWARDS 2017 BEST WEBSITE THE SPARK AWARDS GOLD WINNER THE SPARK AWARDS GOLD WINNER THE SPARK AWARDS GOLD WINNER THE SPARK AWARDS GOLD WINNER THE SPARK AWARDS GOLD WINNER THE SPARK AWARDS GOLD WINNER

SALES AGREEMENT FORM [View All Plans & Prices](#) BOOST / FEATURE JOB [\[Get 3X more views\]](#) EMPLOYERS GUIDE [\[Get Started\]](#)

Copyright © by Philippines-Jobs.com. All Rights Reserved. To unsubscribe, please [Click Here](#) and email us at [info@philippines-jobs.com](mailto:info@philippines-jobs.com)

# | CONTACT & RESPOND TO APPLICANTS

## NOTIFICATION EMAIL



It is ideal and good to contact the shortlisted candidates ASAP to arrange for a phone interview OR face-to-face interview before your job advertisement ends.

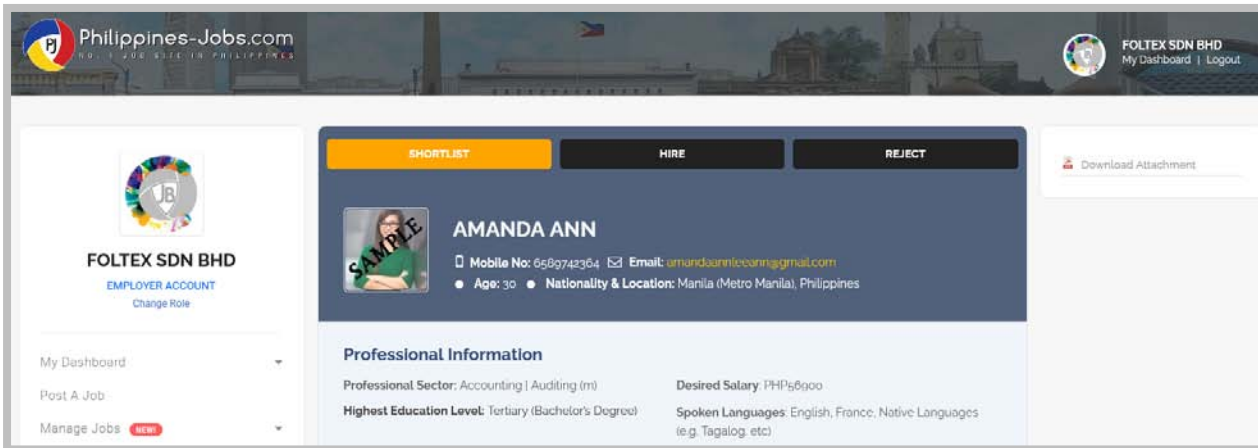
It is best not to wait till 30 days or more to arrange interview appointments.

1

**Via NOTIFICATION EMAIL:** Applicants' Email address is found under the 'APPLICATION SUMMARY' section

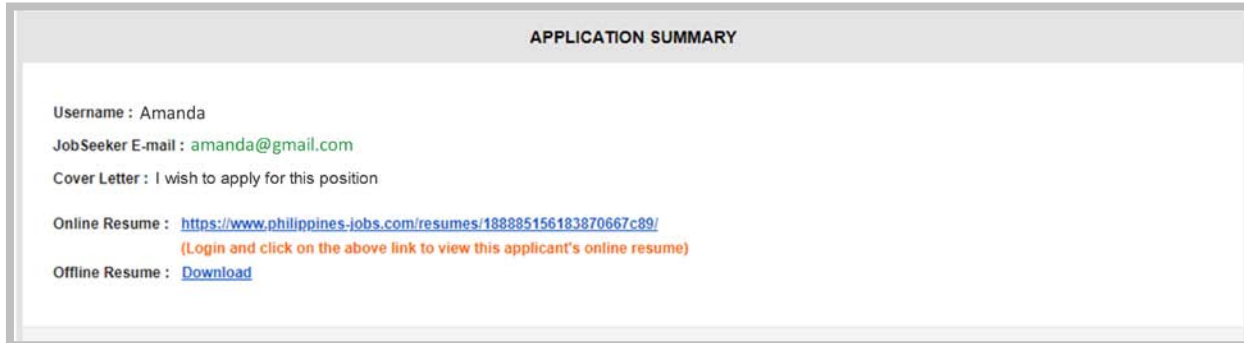
2

**Via ONLINE RESUME:** Candidate's Mobile number can be found under the 'Cover Letter' or 'Online Resume' or 'Attachment'.



# | CONTACT & RESPOND TO APPLICANTS

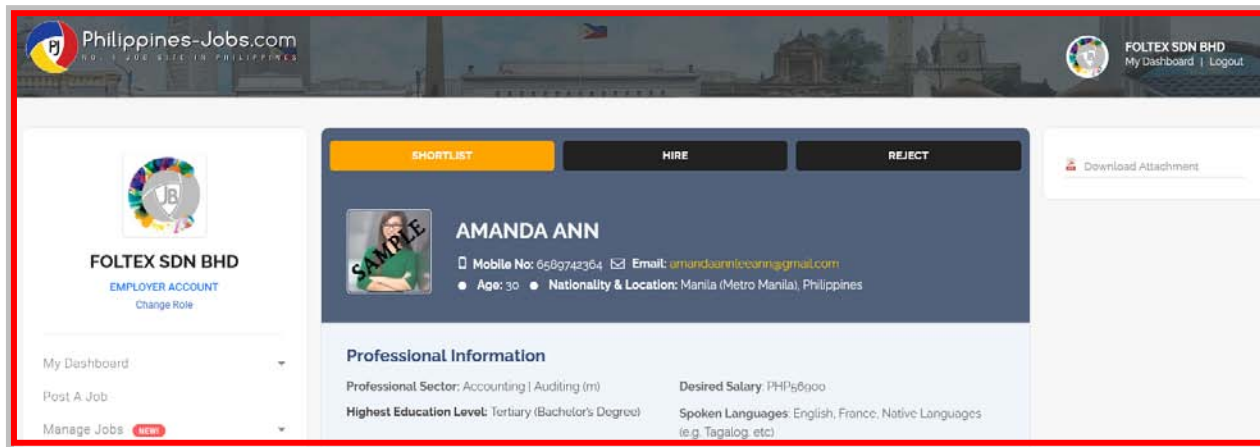
## NOTIFICATION EMAIL



It is ideal and good to contact the shortlisted candidates ASAP to arrange for a phone interview OR face-to-face interview before your job advertisement ends.

It is best not to wait till 30 days or more to arrange interview appointments.

1 Via NOTIFICATION EMAIL: Applicants' Email address is found under the 'APPLICATION SUMMARY' section



2 Via ONLINE RESUME: Candidate's Mobile number can be found under the 'Cover Letter' or 'Online Resume' or 'Attachment'.