



Recruitment Management Module

By following these steps, you'll successfully complete the entire process, ensuring a thorough and effective outcome from start to finish.

Ren Branister | 22 steps

1 Click on "Recruitment"

The screenshot displays the Recruitment Management Module dashboard. The top navigation bar includes "Recruitment", "Dashboard", "Clients", "Job Orders", "Placements", "Suppliers", and "Visa Processing". The left sidebar lists various modules, with "Recruitment" highlighted in orange. The main content area features a "New" button and a "Recruiter Command Center" section with a "Workflow Health 0.00%" indicator. Below this, the "CORE CHECKPOINTS" section shows seven metrics:

Checkpoint	Count	Action
01 CRM INTAKE	0	Open Opportunities
02 CLIENT ONBOARDING	0	Open Clients
03 REQUIREMENT CAPTURE	0	Open Requirements
04 CANDIDATE PIPELINE	0	Open Candidates
05 PLACEMENT & OFFER	0	Open Placements
06 VISA & COMPLIANCE	0	Open Visa Queue
07 REVENUE COLLECTION	0	Open Pending Invoices

2 Screenshot

This screenshot is identical to the one above, showing the Recruitment Management Module dashboard with the "Recruitment" module highlighted in the sidebar. The "Recruiter Command Center" and "CORE CHECKPOINTS" sections are visible, displaying zero counts for all metrics.

3 Click on "Clients"

The screenshot shows the 'Recruiter Command Center' dashboard. At the top, the 'Clients' tab is highlighted in the navigation bar. The main header reads 'Recruiter Command Center' with the subtitle 'Continuous workflow from CRM intake to placement billing'. Below this, a 'Workflow Health' indicator shows '0.00%'. The dashboard is divided into 'CORE CHECKPOINTS' with seven cards, each representing a stage in the recruitment process:

- 01 CRM INTAKE: 0 Open Opportunities
- 02 CLIENT ONBOARDING: 0 Open Clients
- 03 REQUIREMENT CAPTURE: 0 Open Requirements
- 04 CANDIDATE PIPELINE: 0 Open Candidates
- 05 PLACEMENT & OFFER: 0 Open Placements
- 06 VISA & COMPLIANCE: 0 Open Visa Queue
- 07 REVENUE COLLECTION: 0 Open Pending Invoices

4 Click here

The screenshot shows the 'New Clients' list in the recruitment system. The 'Clients' tab is selected in the navigation bar. The list contains five client entries, each with a search bar and filters (Active, Search...). The clients listed are:

- test email** (RC/2026/00005): Active, Mainland, Dubai, 1 Job Orders, 1 Placements.
- Sescon Star Electromechanical works LLC** (RC/2026/00004): Pending Verification, Mainland, 0 Job Orders, 0 Placements.
- Al Fursan Contracting LLC** (RC/2026/00003): Pending Verification, Mainland, 0 Job Orders, 0 Placements.
- QEYAS CONTRACTING LLC** (RC/2026/00001): Pending Verification, Mainland, 0 Job Orders, 0 Placements.
- Autolink Contracting LLC** (RC/2026/00001): Active, Mainland, 0 Job Orders, 0 Placements.

5 Click on "test email"

The screenshot shows the 'Clients' list in the Recruitment system. The table contains the following data:

Client Ref...	Client Name	Partner	Trade Lice...	Entity Type	Emirate	Contact P...	Phone Nu...	Email	Service Ty...	Job Orde...	Placeme...	DED Verifi...	State
RC/2026/0...	test email	test email	12356	Mainland	Dubai	test	+971 56 3...	renbranma...	Contingen...	1	1	<input checked="" type="checkbox"/>	Active
RC/2026/0...	Sescon Sta...	04 580 0762	123	Mainland		04 580 0762		email@em...	Contingen...	0	0	<input type="checkbox"/>	Pending ...
RC/2026/0...	Al Fursan ...	Al Fursan ...	12	Mainland			+971 52 4...	email@em...	Contingen...	0	0	<input type="checkbox"/>	Pending ...
RC/2026/0...	QEYAS CO...	QEYAS CO...	1	Mainland			+971 4 34...	email@em...	Contingen...	0	0	<input type="checkbox"/>	Pending ...
RC/2026/0...	Autolink C...	Autolink C...	123456	Mainland				test@emai...	Contingen...	0	0	<input checked="" type="checkbox"/>	Active

6 Screenshot

The screenshot shows the details page for the client 'test email' (RC/2026/00005). The page is divided into several sections:

- Basic Information:** Partner: test email, Active: , Entity Type: Mainland, Emirate: Dubai, City: DUBAI.
- Registration Details:** Trade License Number: 12356, License Expiry Date: (blank), DED Verified: , DED Verification Date: 08/03/2026 16:18:52.
- Contact Information:** Contact Person: test, Address: Bay Square.

7 Click on "Job Orders"

Recruitment Dashboard Clients **Job Orders** Placements Suppliers Visa Processing

New Clients test email

Requirements Placements 1 / 5

Create Opportunity New Requirement Suspend Draft Pending Verification Verified Active

test email

RC/2026/00005

BASIC INFORMATION		REGISTRATION DETAILS	
Partner	test email	Trade License Number	12356
Active	<input checked="" type="checkbox"/>	License Expiry Date	
Entity Type	Mainland	DED Verified	<input checked="" type="checkbox"/>
Emirate	Dubai	DED Verification Date	08/03/2026 16:18:52
City	DUBAI		

Contact Information Service Agreement Internal Notes Hiring Pipeline

CONTACT DETAILS	ADDRESS
Contact Person test	Bay Square

8 Click here

Recruitment Dashboard Clients Job Orders Placements Suppliers Visa Processing

New Job Orders

Active Search...

1-1 / 1

laborers

JO/2026/00001

Active

test email

dubai Mid-Level

0 - 1 years

1,500.00 د.ا - 15,000.00 د.ا

On-Site

0/10 Filled 0 Applicants

9 Click on "Mid-Level"

The screenshot shows the 'Recruitment' dashboard with the 'Job Orders' table. The table has columns: Reference, Job Title, Client, Job Level, Minimum..., Maximum..., Positions..., Positions..., Work Loca..., Work Type, Created..., Job Closi..., Applica..., Approval..., and State. The first row contains: JO/2026/0..., laborers, test email, Mid-Level, 0, 1, 10, 0 dubai, On-Site, 08/03/2026, 0, Draft, and Active. The 'Mid-Level' cell is highlighted with a yellow box.

10 Click on "Placements"

The screenshot shows the 'Recruitment' dashboard with the 'Placements' menu item highlighted. The page displays details for a job order titled 'laborers' with ID 'JO/2026/00001'. The status is 'Active'. The page is divided into several sections:

- BASIC INFORMATION:** Client: test email, Job Level: Mid-Level, Department: (empty), Work Location: dubai, Work Type: On-Site.
- POSITIONS:** Positions Required: 10, Positions Filled: 0, Created Date: 08/03/2026, Job Closing Date: (empty).
- EXPERIENCE REQUIREMENTS:** Minimum Experience (Years): 0, Maximum Experience: 1.
- SALARY & BENEFITS:** Minimum Salary: 1,500.00 ا.د., Maximum Salary: 15,000.00 ا.د.

11 Click here

The screenshot shows the 'Recruitment' module in a software application. The top navigation bar includes 'Dashboard', 'Clients', 'Job Orders', 'Placements', 'Suppliers', and 'Visa Processing'. The left sidebar lists various modules: Discuss, Calendar, BI Dashboard, 4Server AI, Contacts, Recruitment (highlighted), CRM, Sales, Dashboards, Accounting, Website, Email Marketing, Purchase, Employees, Attendances, and Recruitment. The main content area is titled 'New Placements' and shows a search bar and a 'Draft (2)' section. The draft list contains two entries:

- Mohammed Al Mansouri**
test email
Salary: 1,500.00 ل.د
Commission: 1,800.00 ل.د
Draft
- SGC TECH**
Salary: 5,000.00 ل.د
Commission: 6,000.00 ل.د
Draft

12 Click on "08/03/2026"

The screenshot shows the 'Recruitment' module with a table of placements. The table has the following columns: Placement Reference, Candidate, Client, Job Order, Placemen..., Joining D..., Gross Salary, Commission A..., Final Amount, Visa Status, and State. The date '08/03/2026' in the 'Placemen...' column of the first row is highlighted with an orange box.

Placement Reference	Candidate	Client	Job Order	Placemen...	Joining D...	Gross Salary	Commission A...	Final Amount	Visa Status	State
PL/2026/00001	Mohammed Al Mansouri	test email	laborers	08/03/2026		1,500.00 ل.د	300.00 ل.د	1,800.00 ل.د	Not Started	Draft
PL/2026/00004		SGC TECH	SALES	19/01/2026	31/01/2026	5,000.00 ل.د	1,000.00 ل.د	6,000.00 ل.د	Completed	Draft

13 Click on "Suppliers"

The screenshot shows the Recruitment system interface with the 'Suppliers' tab selected. The main content area displays details for placement PL/2026/00001. The 'Suppliers' tab is highlighted in the top navigation bar.

Candidate	Mohammed Al Mansouri	Gross Salary	1,500.00 ل.ا.
Client	test_email	Commission %	20.00
Job Order	laborers	Commission Amount	300.00 ل.ا.
Placement Date	08/03/2026	Final Amount	1,800.00 ل.ا.
Joining Date		Transaction Currency	AED

SUPPLIER INFORMATION

Recruitment Supplier/Agency ?	
Placement Type ?	Blue Collar
Supplier Commission ?	0.00 ل.ا.
Admin Fee ?	0.00 ل.ا.
Total Cost to	0.00 ل.ا.

14 Click on "Agencies"

The screenshot shows the Recruitment system interface with the 'Agencies' tab selected. The main content area displays details for placement PL/2026/00001. The 'Agencies' tab is highlighted in the top navigation bar.

Candidate	Mohammed Al Mansouri	Gross Salary	1,500.00 ل.ا.
Client	test_email	Commission %	20.00
Job Order	laborers	Commission Amount	300.00 ل.ا.
Placement Date	08/03/2026	Final Amount	1,800.00 ل.ا.
Joining Date		Transaction Currency	AED

SUPPLIER INFORMATION

Recruitment Supplier/Agency ?	
Placement Type ?	Blue Collar
Supplier Commission ?	0.00 ل.ا.
Admin Fee ?	0.00 ل.ا.
Total Cost to	0.00 ل.ا.

15 Click on "New"

Recruitment Dashboard Clients Job Orders Placements Suppliers Visa Processing

Discuss 31 Calendar BI Dashboard 4Server AI Contacts Recruitment CRM Sales Dashboards Accounting Website Email Marketing Purchase Employees Attendances Recruitment

New Suppliers

Agency Code Agency Name Agency Type Operating Country Status Total Pla... Total Commiss... Total Revenue ...

Create your first supplier/agency

16 Click on "Suppliers"

Recruitment Dashboard Clients Job Orders Placements Suppliers Visa Processing

Discuss 31 Calendar BI Dashboard 4Server AI Contacts Recruitment CRM Sales Dashboards Accounting Website Email Marketing Purchase Employees Attendances Recruitment

New Suppliers New

Placements 0 Active Agreements 0 Commission Paid 0.00

Active Inactive Suspended

Agency Name
Agency Name
AG-0001

AGENCY PROFILE CONTACT DETAILS

Agency Type Regional Agency Primary Contact Person ?
Operating Country ? Email Address ?
Contact/Partner ? Phone Number ?
Agency Currency ? Website URL ?

PERFORMANCE SNAPSHOT

Total Placements	0	Active Agreements	0
Active Placements	0	Total Revenue Generated	0.00

17 Click on "Service Agreements"

The screenshot shows the Recruitment system interface. The top navigation bar includes 'Recruitment', 'Dashboard', 'Clients', 'Job Orders', 'Placements', 'Suppliers', and 'Visa Processing'. The user is logged in as 'Eiger Marvel Human Resources Cons...'. The left sidebar contains various modules like 'Discuss', 'Calendar', 'BI Dashboard', '4Server AI', 'Contacts', 'Recruitment', 'CRM', 'Sales', 'Dashboards', 'Accounting', 'Website', 'Email Marketing', 'Purchase', 'Employees', 'Attendances', and 'Recruitment'. The main content area is titled 'Service Agreements' and shows details for an agency named 'AG-0001'. The agency name is 'Agency Name'. Below this, there are sections for 'AGENCY PROFILE' and 'CONTACT DETAILS'. The 'AGENCY PROFILE' section includes 'Agency Type' (Regional Agency), 'Operating Country?', 'Contact/Partner?', and 'Agency Currency?'. The 'CONTACT DETAILS' section includes 'Primary Contact Person?', 'Email Address?', 'Phone Number?', and 'Website URL?'. At the bottom, there is a 'PERFORMANCE SNAPSHOT' table with the following data:

PERFORMANCE SNAPSHOT	
Total Placements	0
Active Placements	0
Active Agreements	0
Total Revenue Generated	0.00

18 Click on "New"

The screenshot shows the Recruitment system interface. The top navigation bar is the same as in the previous screenshot. The left sidebar is also the same. The main content area is titled 'New Service Agreements'. There is a search bar with the text 'Search...'. Below the search bar, there is a table with the following columns: 'Agreement Name', 'Supplier', 'Status', 'Agreeme...', 'Agreeme...', 'Blue Collar C...', 'White Collar...', and 'Admin Fee R...'. The table is currently empty. In the center of the page, there is a large icon of a document with a smiley face, and the text 'Create your first supplier agreement'.

19 Click on "Visa Processing"

Recruitment Dashboard Clients Job Orders Placements Suppliers **Visa Processing** Eiger Marvel Human Resources Cons...

New Service Agreements New

Draft Active Expired Suspended Terminated

Supplier Agreement Start Date
Status Draft Agreement End Date

Blue Collar Rates White Collar Rates Fees & Charges Volume Discounts Special Terms

Blue Collar	Commission Rate (%)	Blue Collar Min Fee	Blue Collar Max Fee
20.00	1,500.00	5,000.00	20/03/2026Administrator

20 Click on "New"

Recruitment Dashboard Clients Job Orders Placements Suppliers Visa Processing Eiger Marvel Human Resources Cons...

New Visa Processing Search...

Reference	Candidate	Client	Visa Type	Applicati...	All Documents Collected	State
REF0001	Viverra nam	Integer vitae	Sponsor Transfer	21/03/2026		Draft
REF0002	Laoreet id	Laoreet id	Investor Visa	07/02/2026		Draft
REF0003	In massa	Viverra nam	Golden Visa	12/03/2026		Cancelled
REF0004	Volutpat blandit	Volutpat blandit	Investor Visa	04/04/2026		Draft
REF0005	Volutpat blandit	In massa	Sponsor Transfer	24/03/2026		Rejected
REF0006	Integer vitae	Laoreet id	Sponsor Transfer	21/03/2026		Document Collection
REF0007	In massa	Viverra nam	Sponsor Transfer	15/04/2026		Medical Test
REF0008	Integer vitae	Integer vitae	Golden Visa	14/03/2026		Cancelled
REF0009	In massa	In massa		02/05/2026		Draft
REF0010	Integer vitae	In massa		31/03/2026		Submitted to Immigration

Create new document

21 Click on "Dashboard"

The screenshot shows a recruitment software interface. The top navigation bar includes 'Recruitment', 'Dashboard', 'Clients', 'Job Orders', 'Placements', 'Suppliers', and 'Visa Processing'. The 'Dashboard' tab is active. On the left, a sidebar lists various modules: Discuss, Calendar, BI Dashboard, 4Server AI, Contacts, Recruitment, CRM, Sales, Dashboards, Accounting, Website, Email Marketing, Purchase, Employees, Attendances, and Recruitment. The main content area displays a 'New' application form for 'Visa Processing'. The form includes a 'Submit' button and a progress bar with stages: Draft, Submitted to Immigration, Medical Test, and Completed. The form fields are: Candidate, Client, Application Date (20/03/2026), Expected Completion, Visa Type (Employment Visa), and All Documents Collected (toggle). Below these are document upload sections for Passport Copy, Educational Certificates, Medical Fitness Certificate, and Employment Contract, each with a toggle. At the bottom, there are buttons for 'Send message', 'Log note', and 'Activities', along with search, view, and follow icons.

22 Click on "Open Opportunities"

The screenshot shows a 'Recruiter Command Center' dashboard. The header includes the title 'Recruiter Command Center' and the subtitle 'Continuous workflow from CRM intake to placement billing'. A 'Workflow Health' indicator shows 0.00%. Below this is a 'CORE CHECKPOINTS' section with seven cards: 01 CRM INTAKE (0 Open Opportunities), 02 CLIENT ONBOARDING (0 Open Clients), 03 REQUIREMENT CAPTURE (0 Open Requirements), 04 CANDIDATE PIPELINE (0 Open Candidates), 05 PLACEMENT & OFFER (0 Open Placements), 06 VISA & COMPLIANCE (0 Open Visa Queue), and 07 REVENUE COLLECTION (0 Open Pending Invoices). The '01 CRM INTAKE' card is highlighted with a yellow border. At the bottom is an 'EXECUTIVE SNAPSHOT' section with four cards: ACTIVE JOB ORDERS (0), PLACEMENTS THIS MONTH (0), COMPLETED VISAS (0), and TOTAL REVENUE (0.00 ₪).