

USER INSTRUCTIONS

# SwiftRecruit AI

## Resource Management

**Welcome to SwiftRecruit AI!**

This comprehensive guide will walk you through utilizing SwiftRecruit AI effectively during your job search and application journey.

## DISCLAIMER

- **Use of the Platform:** SwiftRecruit AI is an online recruitment platform intended for connecting job seekers and employers. Users are expected to utilize the Platform for legitimate recruitment purposes only. Any misuse or unauthorized access to the Platform is prohibited.
- **Limitation of Liability:** The company behind SwiftRecruit AI shall not be liable for any direct, indirect, incidental, consequential, or special damages arising from the use of the Platform. This includes, but is not limited to, loss of data, business interruption, or financial losses.
- **No Warranty:** SwiftRecruit AI is provided "as is" without any warranties, express or implied. The company does not guarantee the accuracy, reliability, or completeness of the information provided on the Platform.
- **Assumption of Risk:** Users of SwiftRecruit AI acknowledge and assume any risks associated with the use of the Platform. The company is not responsible for any job offers, transactions, or interactions between users facilitated through the Platform.
- **User Responsibilities:** Users are responsible for maintaining the confidentiality of their account credentials and ensuring the accuracy of information provided on the Platform. It is recommended to verify the authenticity of job listings or employers independently.
- **Professional Advice Disclaimer:** SwiftRecruit AI does not provide professional career or legal advice. Users are encouraged to seek advice from qualified professionals regarding job applications, career decisions, or legal matters.

By using SwiftRecruit AI, you acknowledge that you have read, understood, and agreed to this disclaimer.

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## 1 PREFACE

### 1.1 Description of the user

**Job Seekers:** Individuals actively searching for employment opportunities, applying for positions, and engaging in the recruitment process facilitated by the platform.

## **1.2 Explanation of safety warnings**

SwiftRecruit AI prioritizes data security and user privacy. To ensure a safe experience, users should maintain data confidentiality. Limit access to authorized personnel and avoid sharing personal or confidential data via unsecured channels.

## 1.3 Obtaining documentation and information

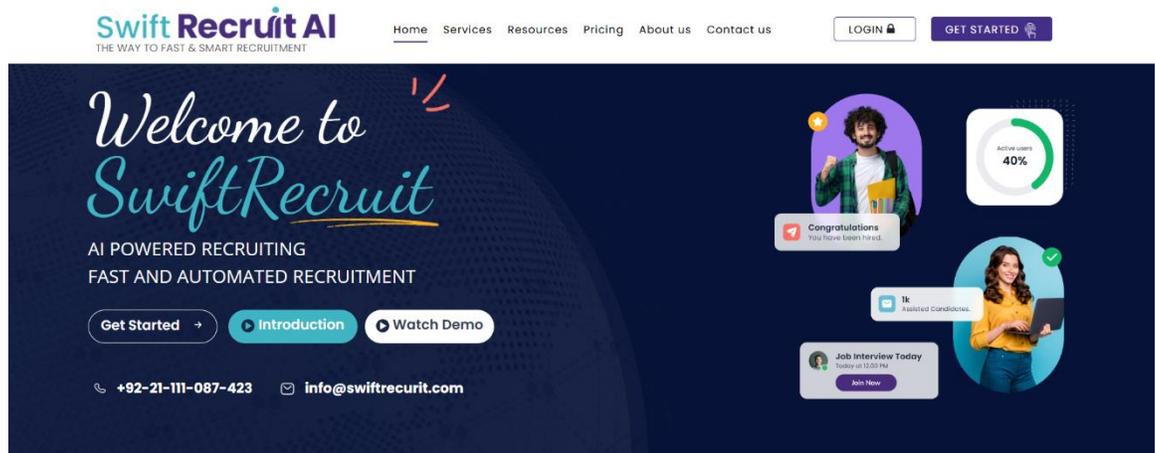
SwiftRecruit AI provides various resources and support channels to assist users in navigating the platform effectively:

### 1.3.1 User Manual:

Refer to this user manual for comprehensive guidance on using SwiftRecruit AI's features and functionalities. It covers step-by-step instructions, explanations, and tips to optimize your recruitment process.

### 1.3.2 Help Center:

Access the online Help Center available on the SwiftRecruit AI's website. Here, you'll find FAQs, troubleshooting guides, and detailed articles addressing common queries and issues.



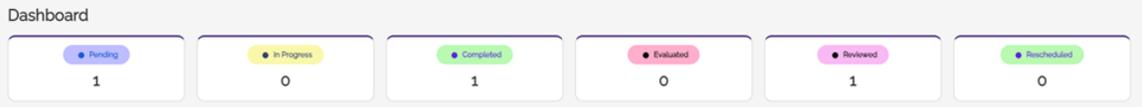
## 2 Description of the product

### 2.1 Purpose of the product

SwiftRecruit AI serves as a comprehensive platform designed to streamline the recruitment process for both employers and job seekers. Its core objectives include:

- **Efficient Talent Acquisition:** For employers, SwiftRecruit AI simplifies candidate sourcing, evaluation, and hiring, optimizing the recruitment workflow.
- **Enhanced Job Discovery:** For job seekers, the platform provides a user-friendly interface to explore diverse job opportunities efficiently.
- **Collaborative Recruitment:** Facilitating seamless communication and interaction between employers and candidates, fostering a conducive environment for recruitment activities.

### 3. Consistent Legends for Interview Status



#### 3.1 Explanation of Legends

Symbol	Meaning
Pending	It indicates that your application is yet to be processed.
In Progress	Indicates that your application has moved past the initial stage and is under consideration
Completed	Indicates that the application process for a job has concluded,
Evaluated	Indicates that your application has been thoroughly reviewed and assessed by the employer, either you have passed or failed the interview
Reviewed	Specifies that your interview performance have been reviewed by the employer
Rescheduled	Indicates that there has been a change in the schedule of an interview by the candidate

## 4 How to use the product

### - Important Note:

In order to provide flexibility, interviews can be given using either the **Chrome** or **Edge** internet browser. Ensure you have the latest version of your preferred browser for an optimal experience.

To make the most of SwiftRecruit AI, follow these steps for efficient usage:

Upon receiving the link for interview, candidate entering the link in preferred browser (Chrome or Edge)

### 4.1 Step 1: Register Candidate

When a candidate chooses to start the interview, they will be directed to the signup page, where registration is required to proceed with the interview initiation. Candidates need to register themselves before commencing the interview process

**Swift Recruit AI**  
THE WAY TO FAST & SMART RECRUITMENT

**Why Choose Swift Recruit AI?**  
We are the quickest and highest tech hiring platform available in today's remote and hybrid world.

### Sign Up

First Name \*

Last Name \*

Email \*

Phone \*

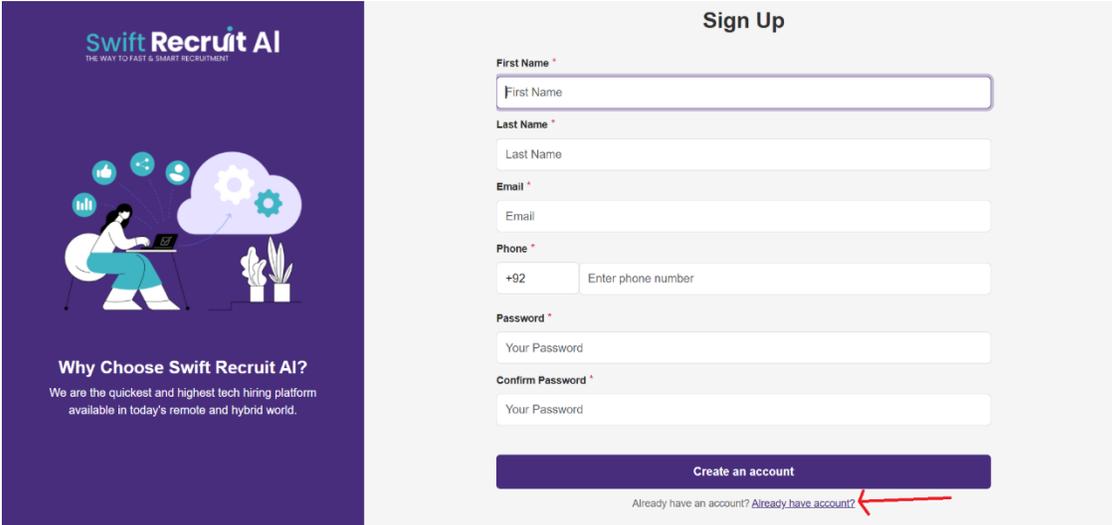
Password \*

Confirm Password \*

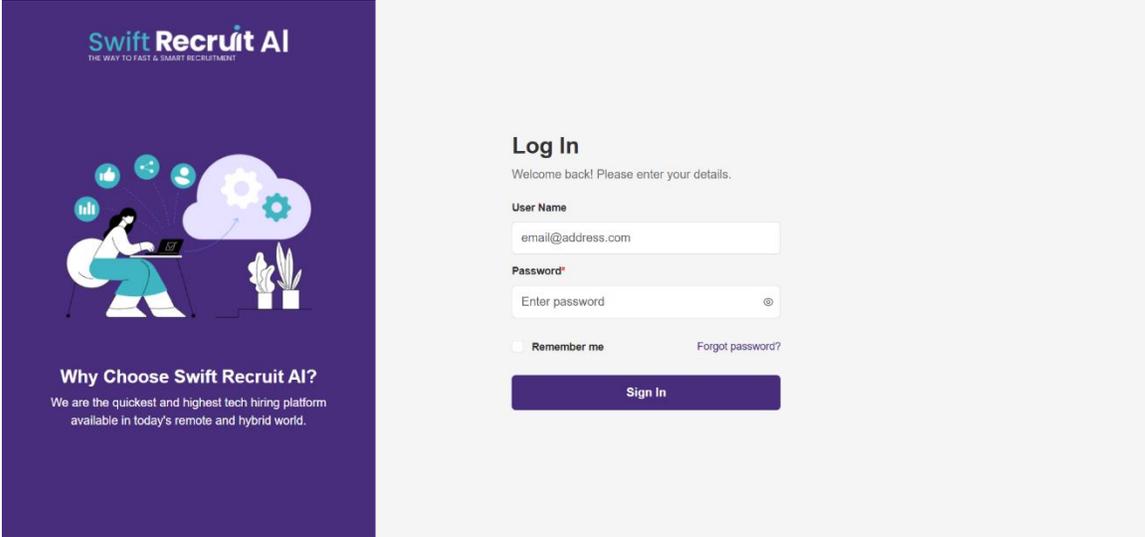
[Create an account](#)

[Already have an account? Already have account?](#)

**4.2 Step 2: Candidate Login:** If the candidate has already registered themselves earlier then candidate just need to login into the system in order to proceed with the interview by clicking on 'Already have an account' button

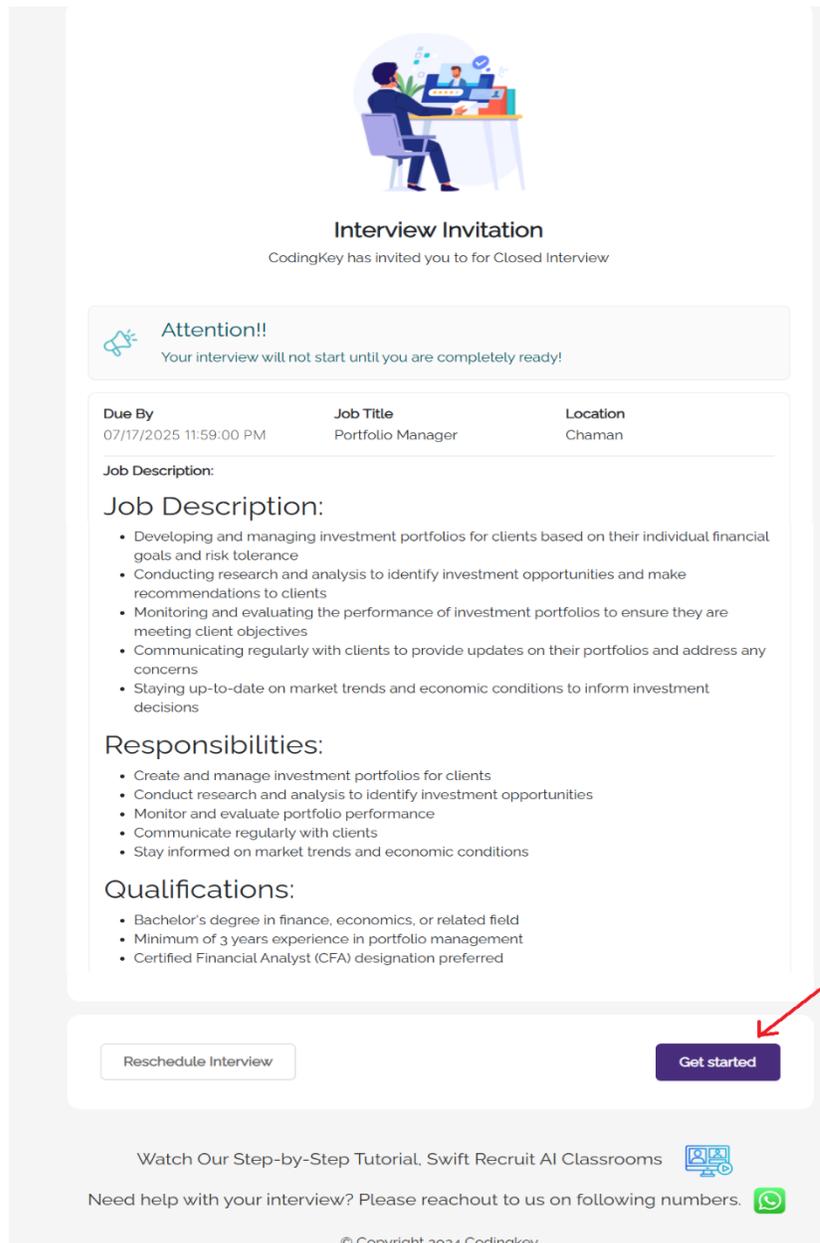


Upon clicking on 'Already have an account' then system will land me on the login page where I need to enter my credentials



## 4.3 Step 3: Interview Invitation:

After logging in, you'll find the invitation right there, displaying all the essential job details. To proceed, simply click on 'Get Started'



**Interview Invitation**  
CodingKey has invited you to for Closed Interview

**Attention!!**  
Your interview will not start until you are completely ready!

Due By	Job Title	Location
07/17/2025 11:59:00 PM	Portfolio Manager	Chaman

**Job Description:**

**Job Description:**

- Developing and managing investment portfolios for clients based on their individual financial goals and risk tolerance
- Conducting research and analysis to identify investment opportunities and make recommendations to clients
- Monitoring and evaluating the performance of investment portfolios to ensure they are meeting client objectives
- Communicating regularly with clients to provide updates on their portfolios and address any concerns
- Staying up-to-date on market trends and economic conditions to inform investment decisions

**Responsibilities:**

- Create and manage investment portfolios for clients
- Conduct research and analysis to identify investment opportunities
- Monitor and evaluate portfolio performance
- Communicate regularly with clients
- Stay informed on market trends and economic conditions

**Qualifications:**

- Bachelor's degree in finance, economics, or related field
- Minimum of 3 years experience in portfolio management
- Certified Financial Analyst (CFA) designation preferred

[Reschedule Interview](#) [Get started](#)

Watch Our Step-by-Step Tutorial, Swift Recruit AI Classrooms 

Need help with your interview? Please reachout to us on following numbers. 

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**Note:** Before commencing the interview, we recommend that you thoroughly review the job details.

**4.4 Step 4: Pre Interview Details:**

In the 'Pre-Interview Details' section, you'll be prompted to confirm your information to proceed with the next steps in the process.



**Pre-Interview Details**

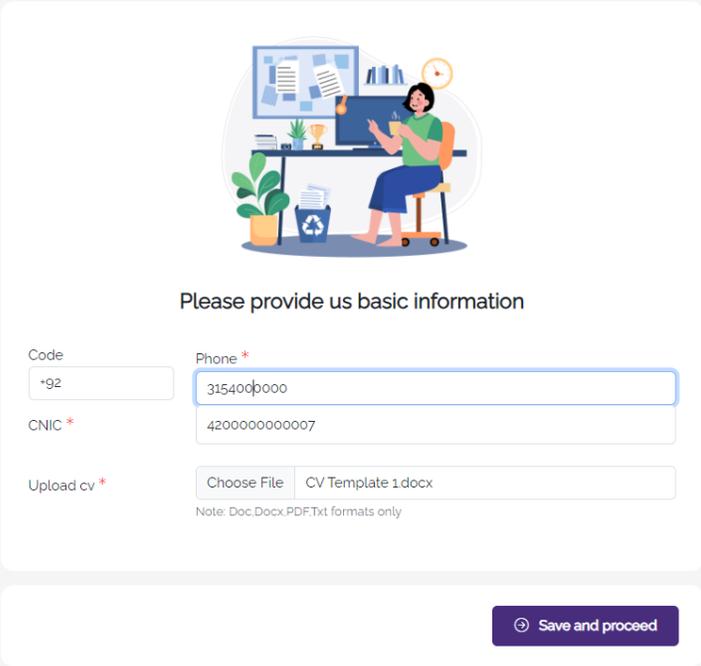
Swift recruit has requested following information before proceeding to your interview

[Proceed →](#)

Need help with your interview?  
**Contact Support**  
Learn the simplest way to give one-way closed interview

### 4.5 Step 5: Candidate Basic Information

In the 'Candidate Basic Information' section, candidates have to provide essential details such as contact information, and CV. This ensures accurate processing and smooth communication throughout the recruitment process





Please provide us basic information

Code

+92

Phone \*

3154000000

CNIC \*

4200000000007

Upload cv \*

Choose File

CV Template 1.docx

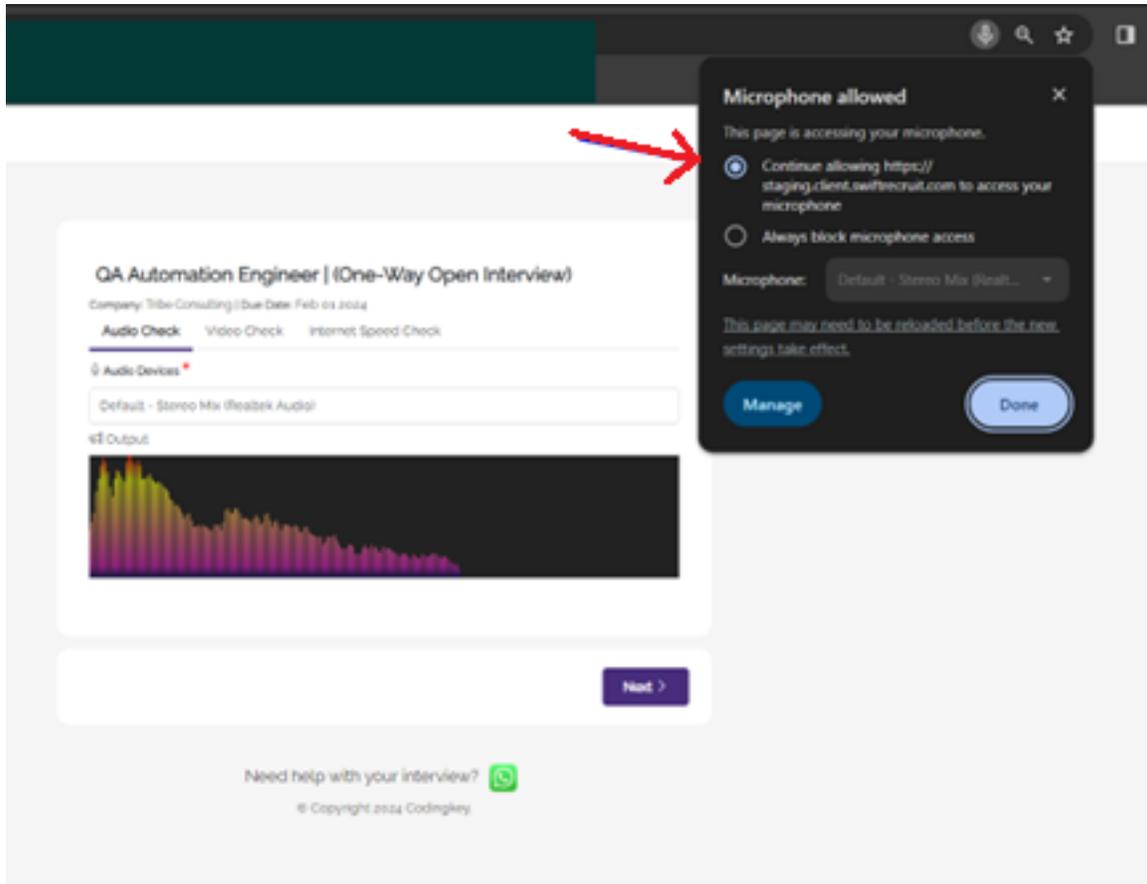
Note: Doc,Docx,PDF,Txt formats only

Save and proceed

**Note:** Prior to starting the interview, please ensure that you provide accurate basic information and upload an updated CV

## 4.6 Step 6: Pre Interview - Audio Check

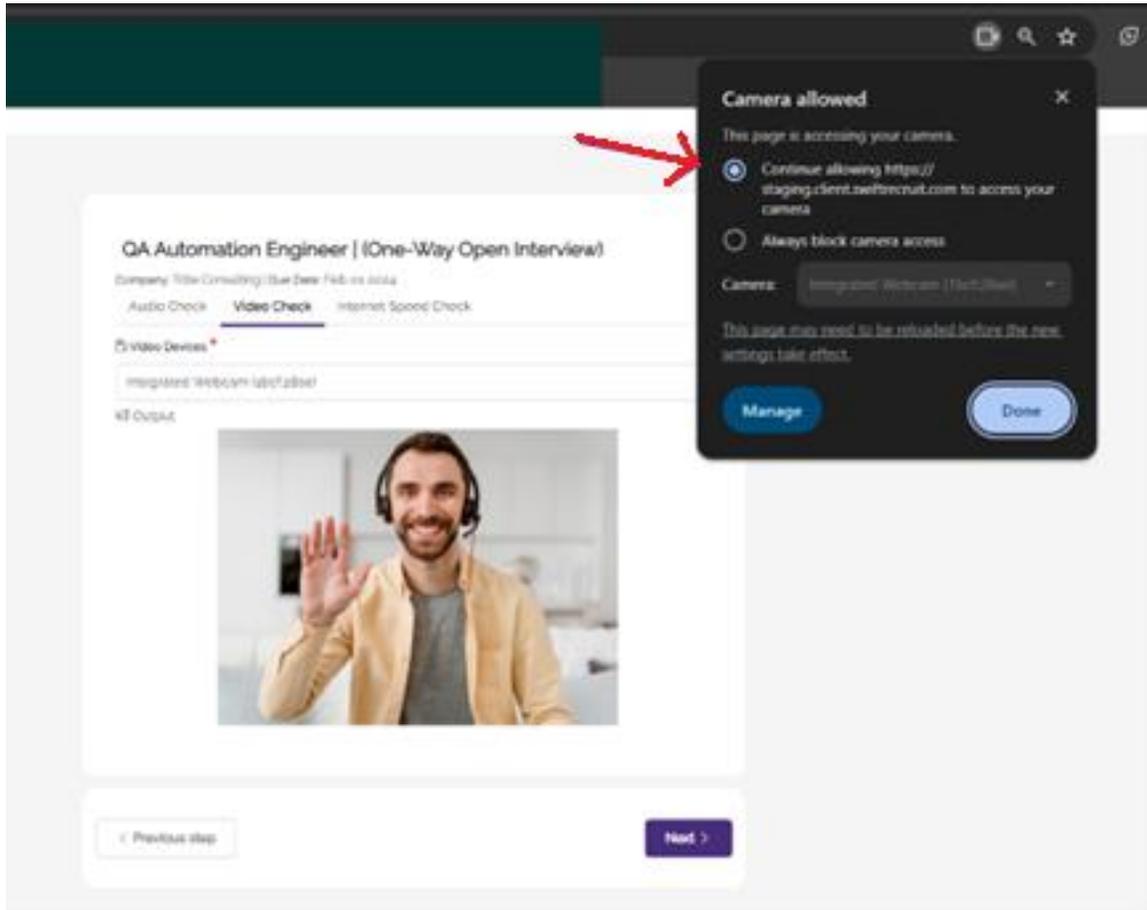
"In the 'Pre-Interview - Audio Check' section, confirm clear audio and check if your browser has allowed necessary permissions for a seamless interview experience."



**Note:** Verify that your microphone is in working order and that the necessary permissions for the microphone are granted. This is essential, as some interview responses may be required in video format

## 4.7 Step 7: Pre Interview - Video Check

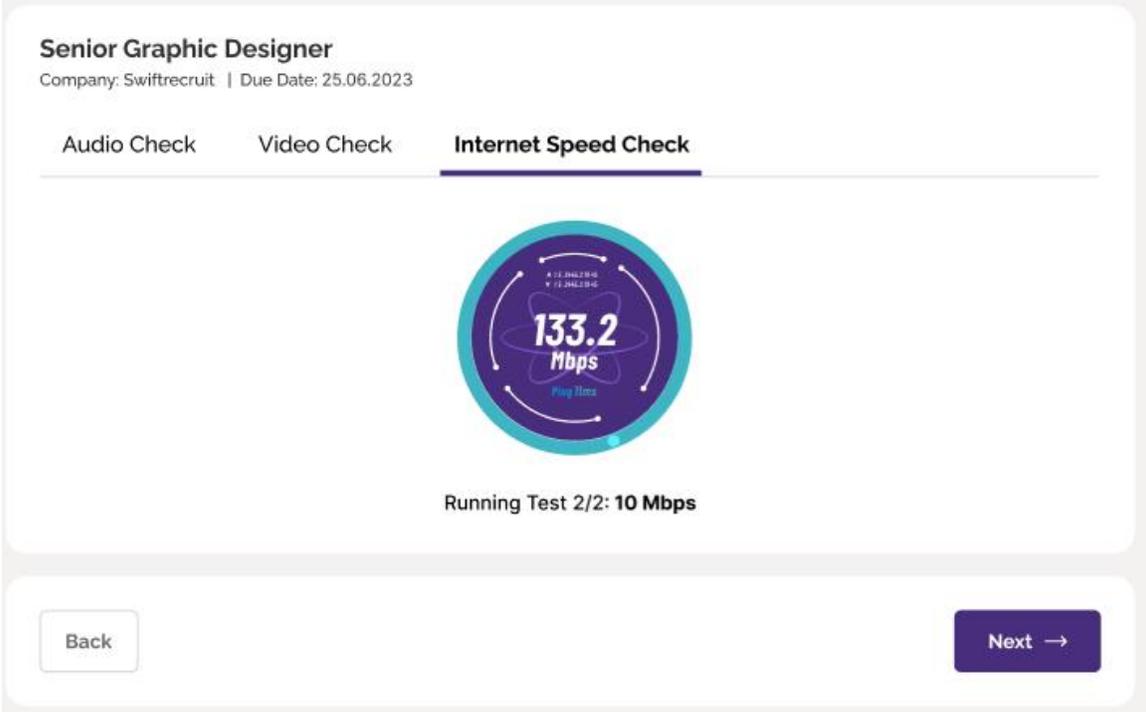
"In the 'Pre-Interview - Video Check' section, make sure your camera is working well. Also, ensure your browser has granted the necessary permissions for a smooth video interview experience."



**Note:** Verify that your camera is in working order and that the necessary permissions for the microphone are granted. This is essential, as some interview responses may be required in video format

### 4.8 Step 8: Pre Interview - Internet Speed Check

"In the 'Pre-Interview - Internet Speed Check' section, we'll assess your internet speed to ensure a stable connection for the upcoming interview.



**Note:** To ensure a seamless interview experience, it is highly recommended to have a stable internet connection. Please check your internet stability before proceeding with the interview.

### 4.9 Step 9: Audio & Video Devices confirmation:

In the 'Device Check Confirmation' step, confirm that your device meets the specifications, and your internet speed is visible for assessment. Proceed to ensure a seamless interview experience.



#### Thank you for your confirmation

To learn how to attempt interview, click on the practice interview button. You have to give the answer of 2 sample questions in your practice interview.

<p>Your internet speed 7.2 Mbps ✓</p>	<p>Your audio devices default ✓</p>	<p>Your video devices 45a6a1f609d1e935c82e50ee2 2d17af551ea3a9d9095b2d8ao 98b39f3f24e02o ✓</p>
---	---	--

Practice Interview

Start Interview

## 4.10 Step 10: Practice Interview

To give the practice interview, simply click on 'practice interview'



**Thank you for your confirmation**

To learn how to attempt interview, click on the practice interview button. You have to give the answer of 2 sample questions in your practice interview.

Your internet speed 7.2 Mbps <input checked="" type="checkbox"/>	Your audio devices default <input checked="" type="checkbox"/>	Your video devices 45a6a1f609d1e935c82e50ee2 2d17af551ea3agd9095b2d8ao 98b39f3f24e020 <input checked="" type="checkbox"/>
---	---	--

[Practice Interview](#) [Start Interview](#)

In the 'Practice Interview' section, take a practice round to familiarize yourself with the interview platform. This helps ensure everything is set up correctly and boosts your confidence for the actual interview.

Last Question

Question 2 of 2

**What is your current location?**

Description:  
What is your current location?

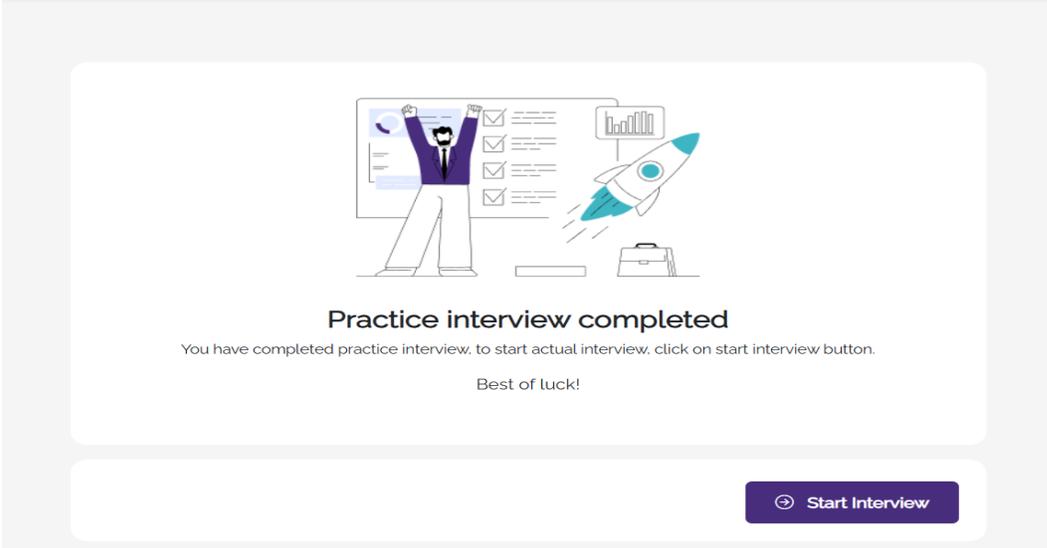


Time limit: 52 seconds remaining

Retakes left: (1)

**4.11 Step 11: Start Interview**

Once the candidate completes the practice questions, they will be directed to a page where they can proceed with the actual interview.



## 4.12 Step 12: Interview Question

When candidates start the interview, they'll first see the question either in text format or in video format and have a limited time to think, shown by a timer. They can also skip this thinking time by clicking the 'skip think time' button.



Hi Nadir Siyam, Welcome to practice interview!

You are about to record your answer



Question 1 of 2

**What is your name?**

Description:

What is your name?



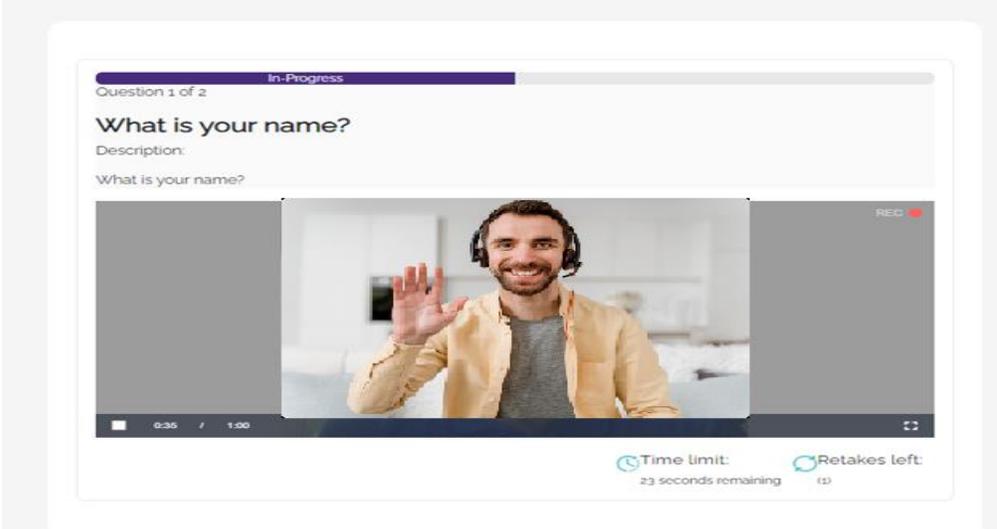
Time limit:

50 sec remaining

Skip Think Time

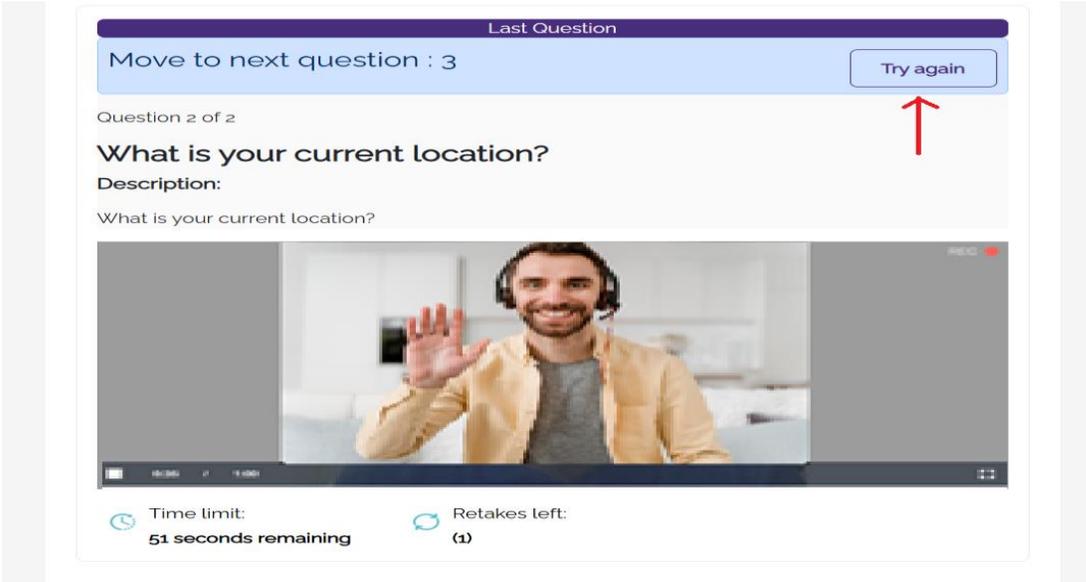
### 4.13 Step 13: Interview Answer

Upon skipping the think time or when the allocated time elapses, candidates will be prompted to answer the question as specified by the employer, either in text, audio or video format. Candidate will have to answer within the time limit



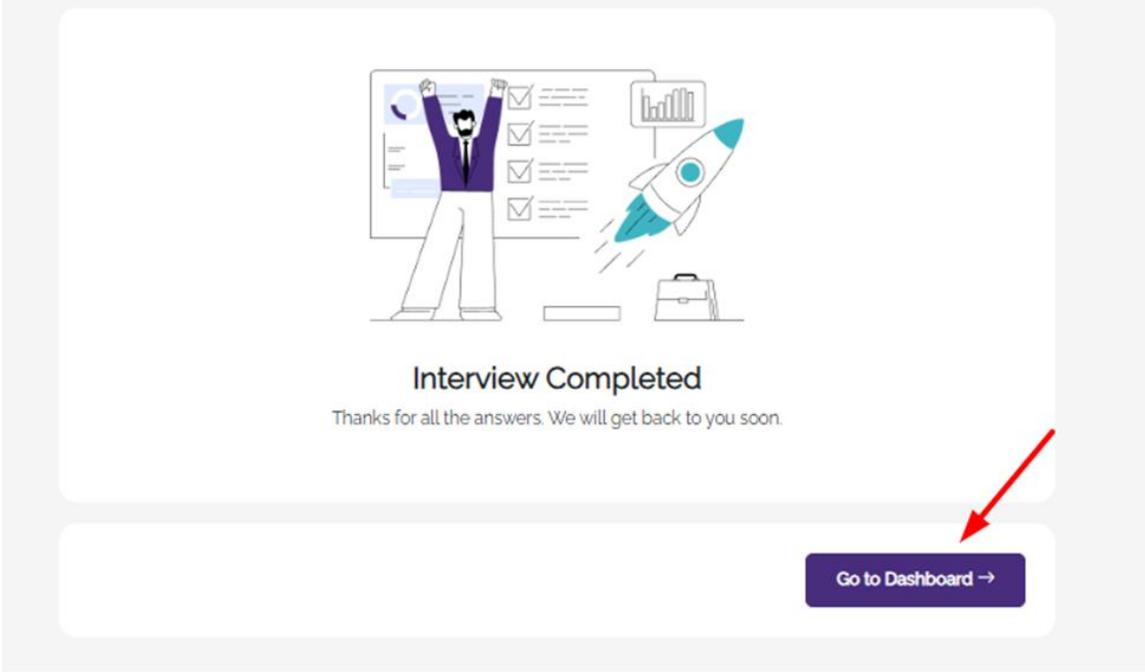
### 4.14 Step 14: Interview Answer Retake

Candidates have the opportunity to retake their answer as many times as permitted by the employer by clicking on the 'try again' button. The number of remaining retakes is visible to the candidate.



**4.15 Step 15: Interview Completion**

Upon completion of the interview, the candidate will receive a confirmation message and will be provided with the option to return to the dashboard.



### 4.16 Step 16: Candidate Dashboard

Upon clicking on the dashboard button then candidate will land on the dashboard

Dashboard

Pending 1	In Progress 0	Completed 1	Evaluated 0	Reviewed 1	Rescheduled 0
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Interviews

Tenant	Job Title	Invitation Date	Due date	Interview Type	Job Type	Location	Status	Action
[i] CODINGKEY	Blazor Server Developer	12/26/2023 09:03:58 AM	01/02/2024 12:00:00 AM	onewayopen	Full Time	Karachi	Pending	[+]
[i] CODINGKEY	Customer Support	12/26/2023 10:12:18 AM	01/02/2024 12:00:00 AM	onewayopen	Full Time	Karachi	Reviewed	
[i] CODINGKEY	Vp Director Of Finance	12/27/2023 05:35:00 PM	01/03/2024 12:00:00 AM	onewayopen	Full Time	Karachi	Completed	

## 4.17 Step 17: Pending Interviews/Interview Invitations

In the dashboard's 'Action' column, candidates can view their interview invitations or pending interviews. Clicking on the play icon allows the candidate to commence the interview.

Dashboard

Pending 1 In Progress 0 Completed 1 Evaluated 0 Reviewed 1 Rescheduled 0

Interviews

Tenant	Job Title	Invitation Date	Due date	Interview Type	Job Type	Location	Status	Action
[ ] CODINGKEY	Blazor Server Developer	12/26/2023 09:03:58 AM	01/02/2024 12:00:00 AM	onewayopen	Full Time	Karachi	Pending	
[ ] CODINGKEY	Customer Support	12/26/2023 10:12:18 AM	01/02/2024 12:00:00 AM	onewayopen	Full Time	Karachi	Reviewed	
[ ] CODINGKEY	Vp Director Of Finance	12/27/2023 05:38:00 PM	01/03/2024 12:00:00 AM	onewayopen	Full Time	Karachi	Completed	