Brightspyre FAQs Documentation

Release 1.1

Brightspyre

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CHAPTER 1

What is BrightSpyre.com?

BrightSpyre is Pakistan's fastest growing online recruitment solution with a striking figure of 4 Million hits per month and a resume bank of **200,000+** from all over Pakistan and abroad. BrightSpyre was successfully launched on August 2002 in Pakistan. Since then many leading companies and multinational corporations have successfully used BrightSpyre for recruiting professionals.

BrightSpyre aspires to provide Job seekers a medium full of opportunities where they can endow there natural talent and prosper in their respective fields. If you are a high flier but lack the opportunity then register to **BrightSpyre.com** and upload your resume for **FREE** and open for yourself a new horizon full of possibilities.

CHAPTER 2

Contents:

2.1 Sign Up or Membership

Questions in Sign Up or Membership

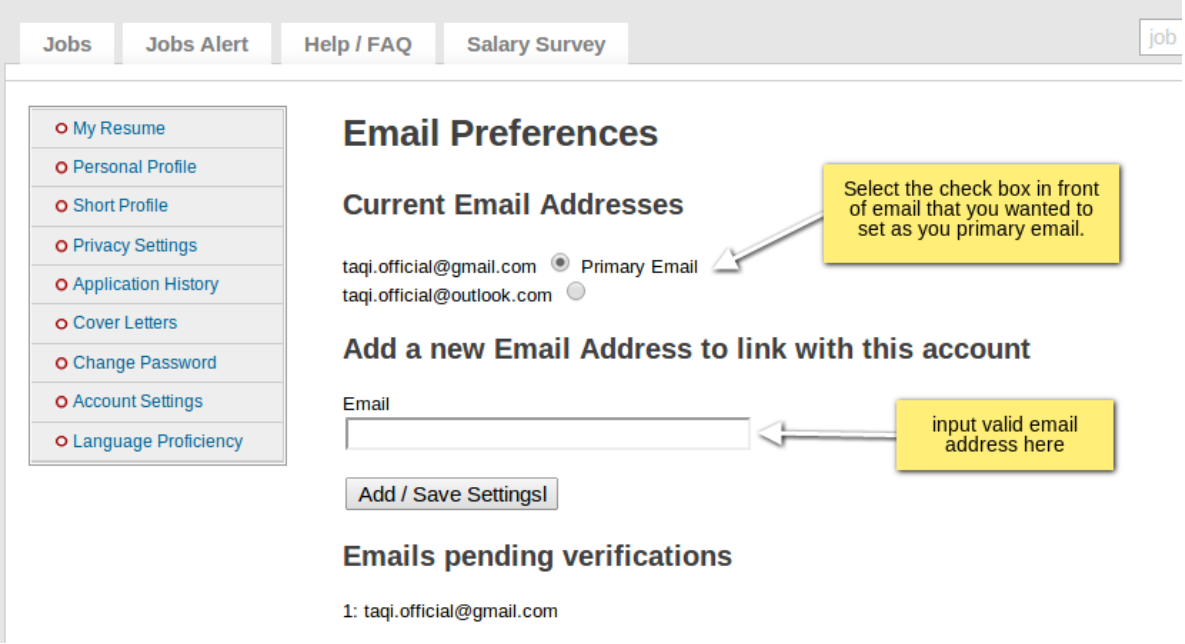
- Can I change my Login Identification?
- What is your criteria for sign up/membership?
- Why email address used as login?
- I am a new user, how do I register?

2.1.1 Can I change my Login Identification?

Now you can change your login email. In fact, you can associate/link 3 email accounts with your BrightSpyre account.

Steps to add/associate another email account

1. Go to the Account settings menu in the right sidebar, once you login into the system.
2. Add the email address you want to associate with your account. Your new email address will appear in the **Emails pending verifications** section on the screen.
3. You will receive a verification link on the email address you added.
4. Click on the verification link sent in the email. If you are logged in BrightSpyre account the email will show in the current email addresses associated with the email address.
5. If you are not logged in to your BrightSpyre account then login, and then press the verification link sent in the email.
6. You are done. Your new email address is associated with your account.
7. You can also change the primary account of your address by clicking on the radio button next to the email addresses. All the email correspondence will be done with your primary email address.
8. Remove an email address from your account (This change has come in the last week of Jan, 2012)



9.

10. Change Login Identification

No, you are not allowed to change your Login identification because your email address is your identity for the BrightSpyre account and you cannot change your email address after the creation.

2.1.2 What is your criteria for sign up/membership?

Welcome to BrightSpyre.com, create a new account with this Free Signup link.

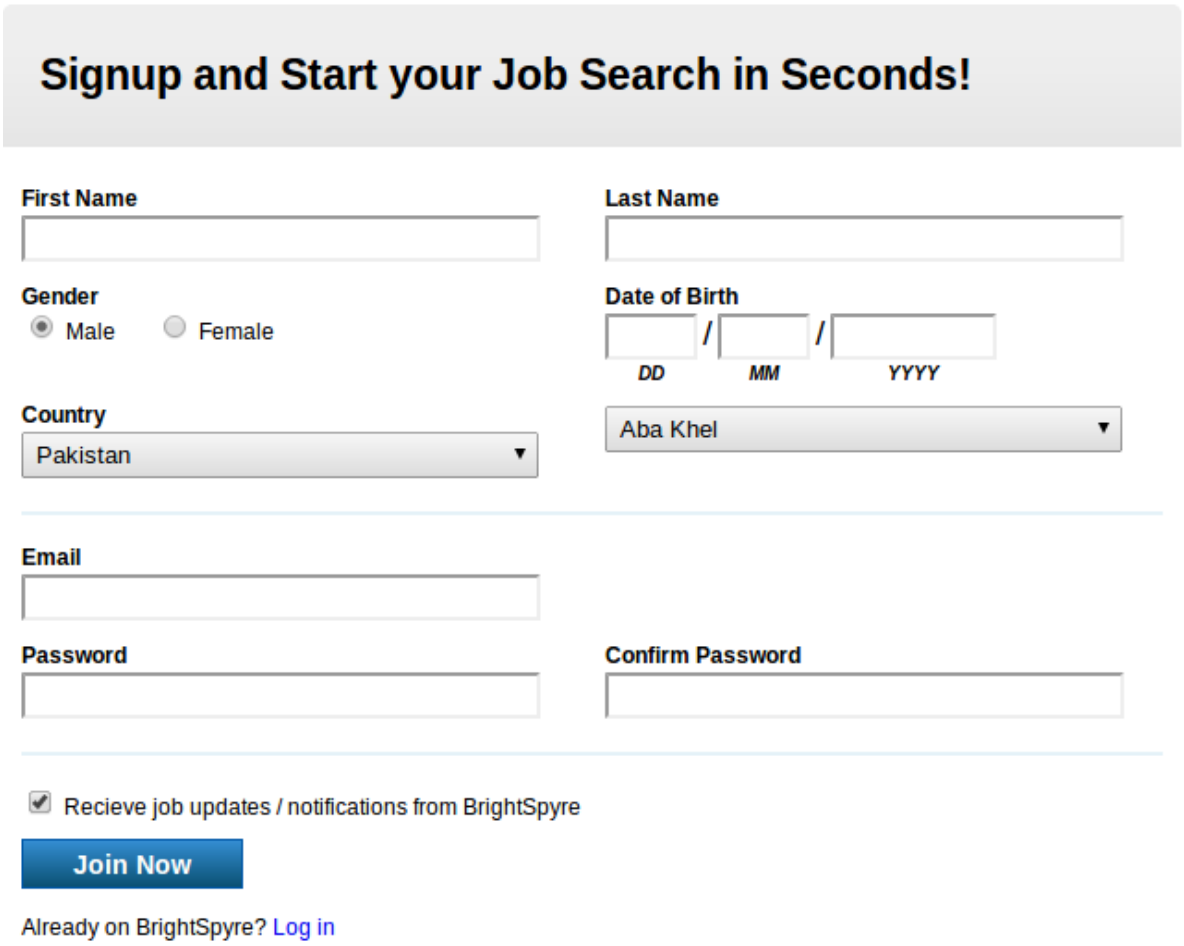
2.1.3 Why email address used as login?

The email address is used as login to avoid the creation of fake accounts on BrightSpyre. Also, it is much easier for users to remember their email addresses as login identities as most of them check their email on a regular basis. All correspondence with the user is done by an email address.

2.1.4 I am a new user, how do I register?

Our registration process is fast, easy and free of cost. To register with BrightSpyre, please follow these steps:

1. Please go to BrightSpyre official site.
2. Click on “Register” Tab located at the BrightSpyre.com home page.
3. After that, you will be required to fill in some of your valid information. Change Login Identification



4.

5. Click on the button of Join Now. You are now a registered member of BrightSpyre.com.
6. After registration, you will get an email for "Activatioon Account" in your account which you mention at the time of registration. Click on the mentioned link in your email for activation of your account.
7. Your account will be activated after this process.

2.2 User Name and Password

Questions in User Name and Password

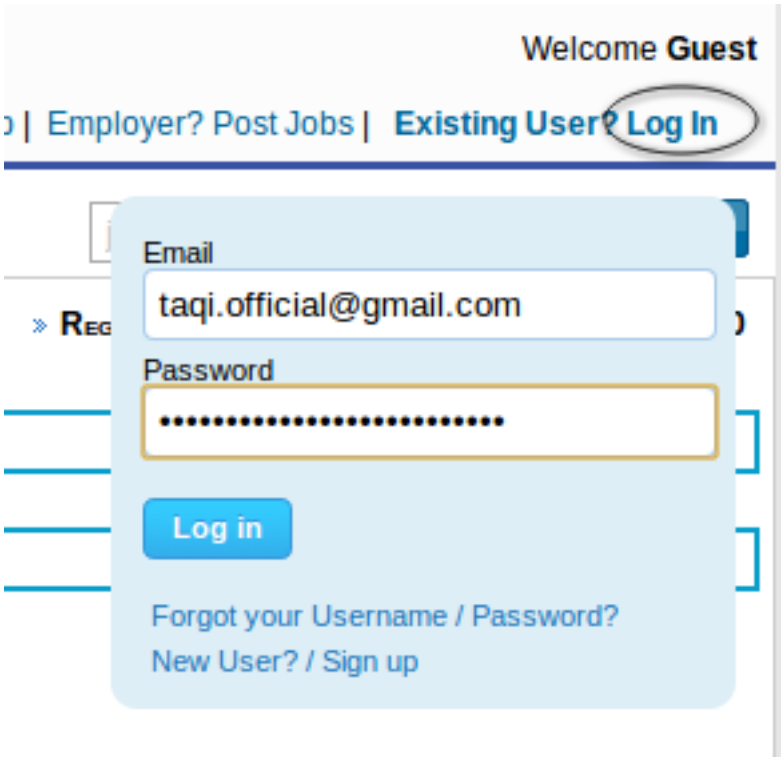
- I am having problems Signing-In to the website?
- How do I change my password?
- I forgot my password. How can I find it?

2.2.1 I am having problems Signing-In to the website?

To appropriately SignIn to your BrightSpyre account, make sure that:

1. You are entering your full Username. For instance yourname@hotmail.com or yourname@yahoo.com.

2. Signing-In to the website



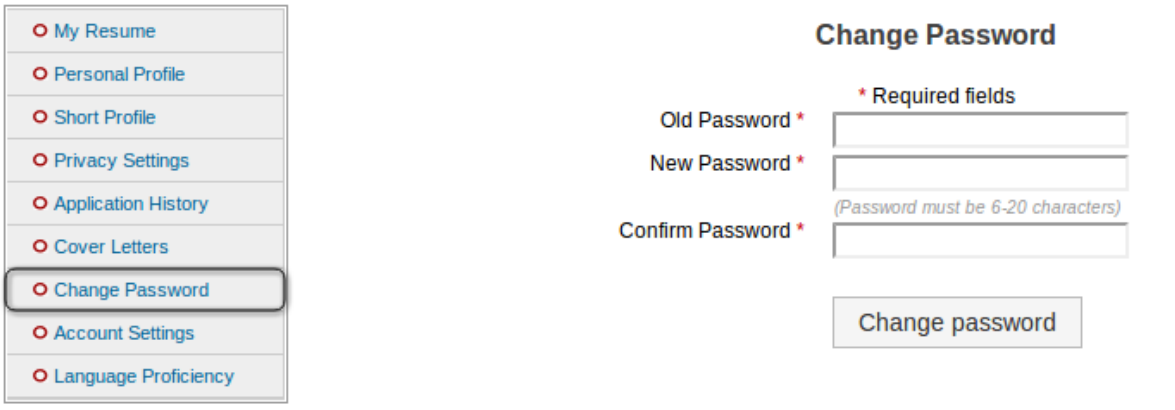
3.

4. You are providing your correct password.
5. If you feel like that you have forgot your password then you can retrieve your password using Forgot Password link.
6. For more details on the retrieval of password please refer to Forgot Password query.

2.2.2 How do I change my password?

There are few simple steps to change the password:

1. After login to your BrightSpyre.com account its shows a brief summary of your account. change my password

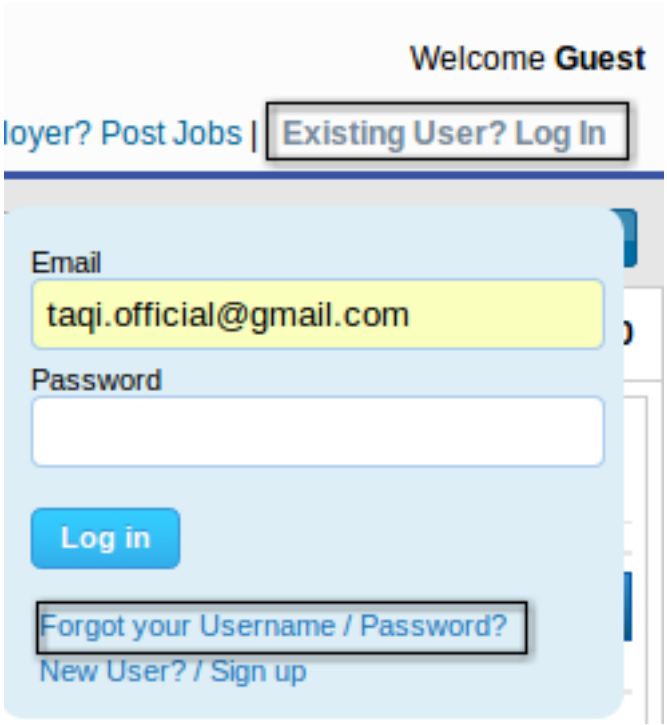


2.

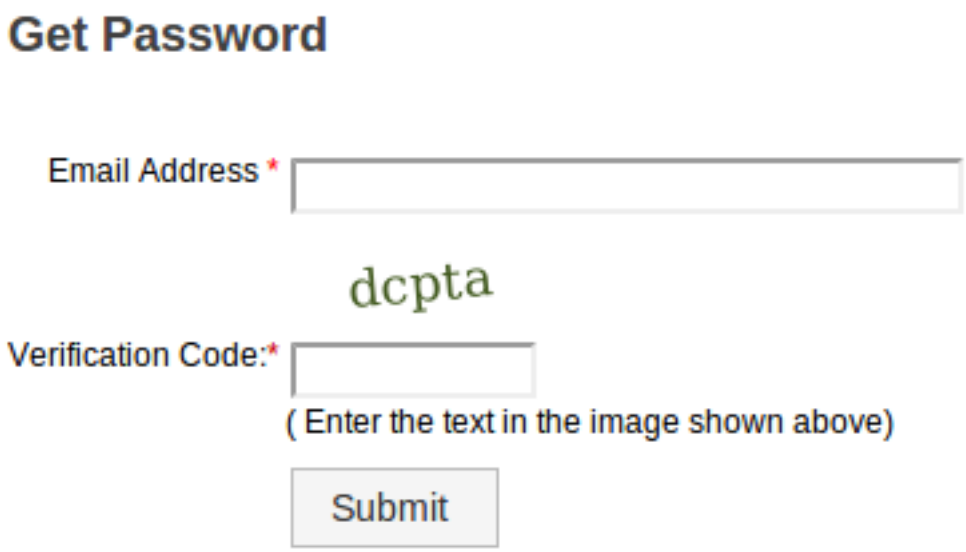
3. To change your account password, click on the Change Password link given towards the left of the page.
4. Enter your current password and your new password.

2.2.3 I forgot my password. How can I find it?

In order to retrieve your account password there are following steps:

1. Go to www.BrightSpyre.com.
2. At the home page of BrightSpyre go to right top “Login link” and Click the link of “Forget Password”. forgot my password
3. 

4. You need to enter e-mail address specified at the time of account creation and verification code. forgot password



5.

6. Once, you have entered a button, a confirmation mail with your password will be sent directly to your inbox.

2.3 Resume Creation and Update Resume

Questions in Resume Creation and Update Resume

- What is Role in the Project Section?
- What should be the Company Name for the non- commercial projects in the Projects section?
- Can I specify more then one level of education in the Education section?
- What is maximum limit of resume at BrightSpyre.com?
- What should be the title of my resume?
- How to "Delete Resume"?
- How do I Update/Edit my resume?
- Why the resume creation process is so lengthy?
- How do I create resume?

2.3.1 What is Role in the Project Section?

The Role field specifies the part you played in the team during the project. Basically you have to define what your major responsibility/designation during the project. For example, you can be a Quality Engineer, Project Manager, Developer, Accountant etc.

2.3.2 What should be the Company Name for the non-commercial projects in the Projects section?

You need not to specify the Company Name for non-commercial projects. For Example, if you are adding your Degree Project in the Project Section then you can specify Degree Project in the Company Name field.

2.3.3 Can I specify more then one level of education in the Education section?

You can specify all your degree levels in the Education section. Just describe one level of education at a time and click Update and Add more Education. The hierarchy of your educational level should be from top to bottom, i-e, highest level of Education should be specified first and then the rest.

2.3.4 What is maximum limit of resume at BrightSpyre.com?

Create Multiple resume in your BrightSpyre.com account, its allow you to create five resume . You can add your multiple skills to achieve your professional career.

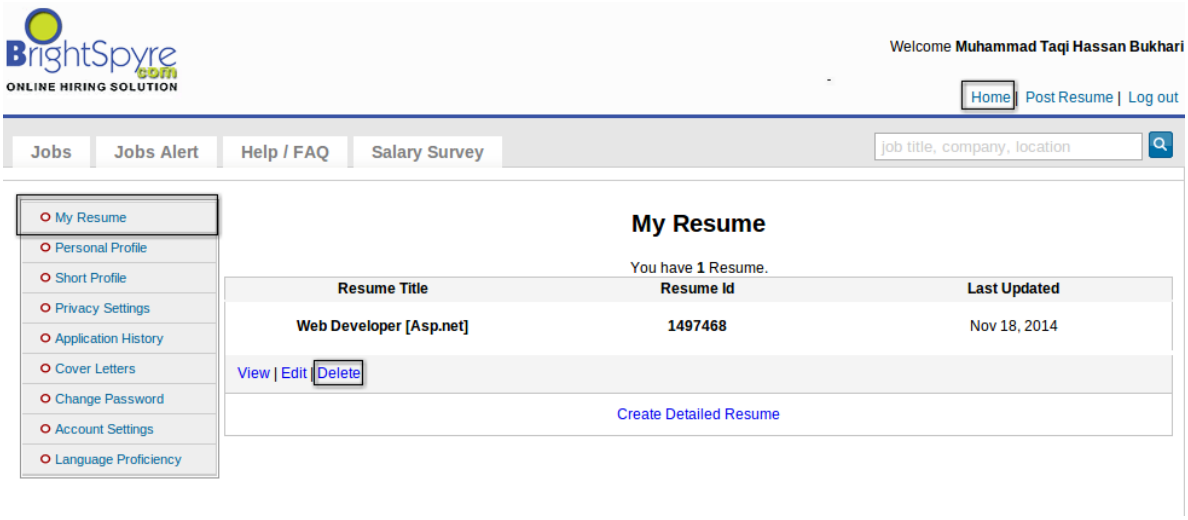
2.3.5 What should be the title of my resume?

When you apply for a post then the first thing that appears at employer's end during short listing is the title of the resume. So, we suggest that the title of the resume should be according to the job description but on top of that it should reflect your qualification i.e. Project Manager Director, IT, Sr. Systems Analyst, IT Marketing.

2.3.6 How to Delete Resume?

Before applying for any job you want to delete the resume permanently, please follow these steps:

1. Please SignIn to your BrightSpyre account.
2. Select the Update Resume link from the menu on your homepage. Signing-In to the website



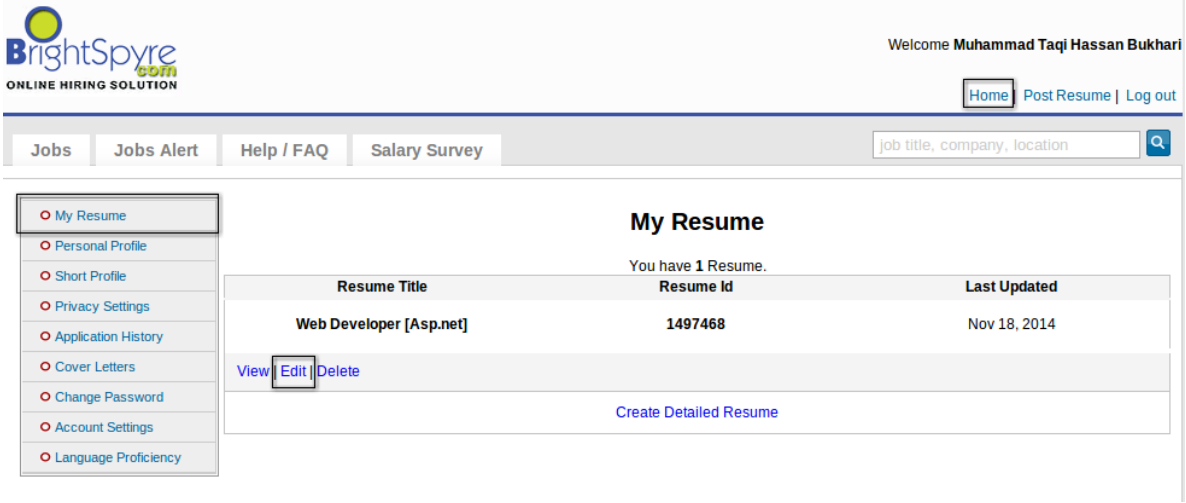
3.
4. Choose the Delete option to remove the desired resume.
5. Click Ok to confirm the deletion.

Warning: Once you have applied for any position then you cannot delete it. You can update your resume for further applications.

2.3.7 How do I Update or Edit my resume?

To update your resume, please follow few simple steps:

1. Please signing in to your account of BrightSpyre.
2. Click on the link of "My Resume" from the home page.
3. Choose edit of the desired resume. Signing-In to the website



4.

5. Update your resume and save it.

2.3.8 Why the resume creation process is so lengthy?

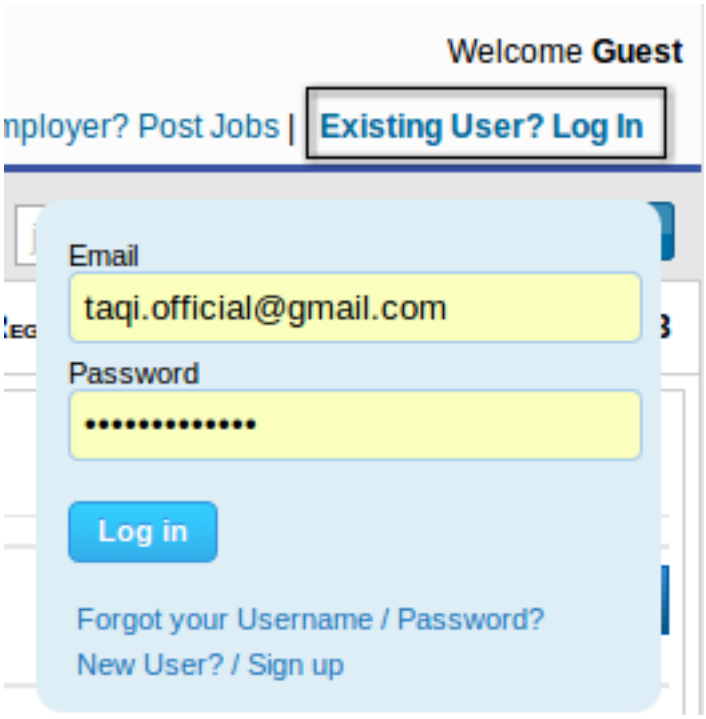
We allow our members to create a detailed resume to ensure that any minor or inconsequential aspect is not left undiscovered. This benefit in two ways:

1. It provides a thorough implementation of the resumes to the Employer in a standard form.
2. It allows job seekers to cover any related aspect regarding their career.

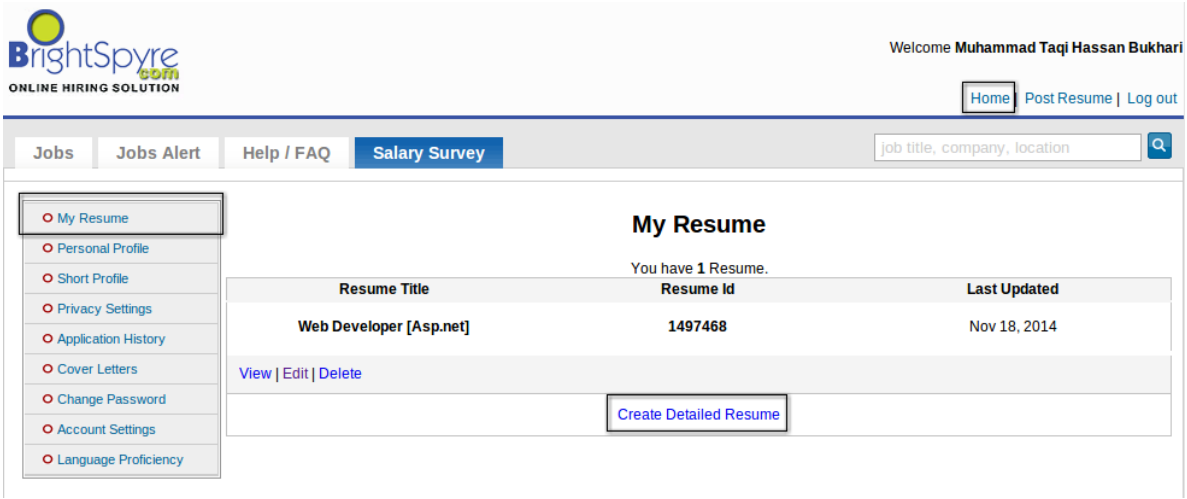
2.3.9 How do I create resume?

To create your resume, please follow few simple steps:

1. Please Sign In to your BrightSpyre account as describe bewlow in the figure. Signing-In to the website

2. 

3. Click on the link of “My Resume” from the home page.
4. There you can find.
5. Create Detail Resume. Signing-In to the website



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2.4 Issue of Application History

Questions in Issue of Application History

- My Application History does not list anything?
- What is “application history”?
- Is there any way through which I can keep track of my submitted application?

2.4.1 My Application History does not list anything?

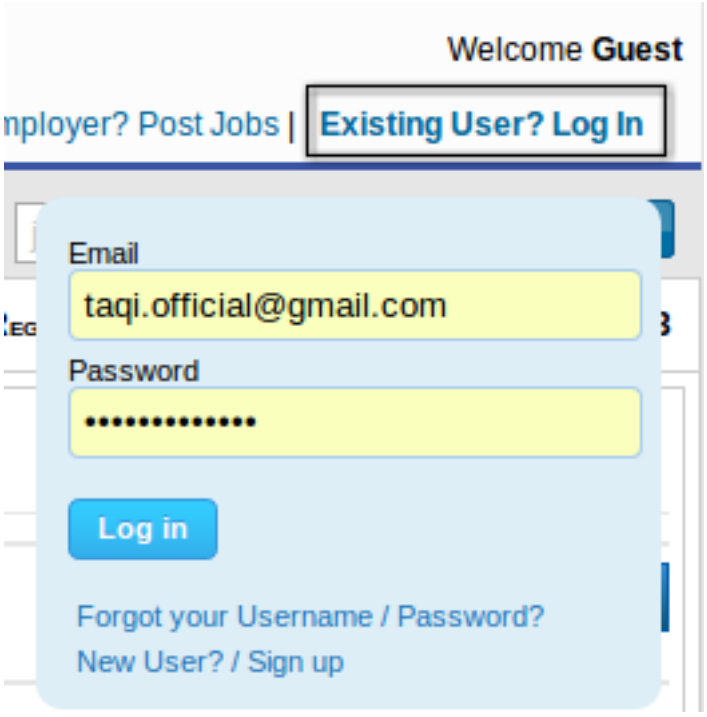
If you have not applied for any job then your Application History section will be empty. First, you have to apply for any job and then view your Application History.

2.4.2 What is "application history"?

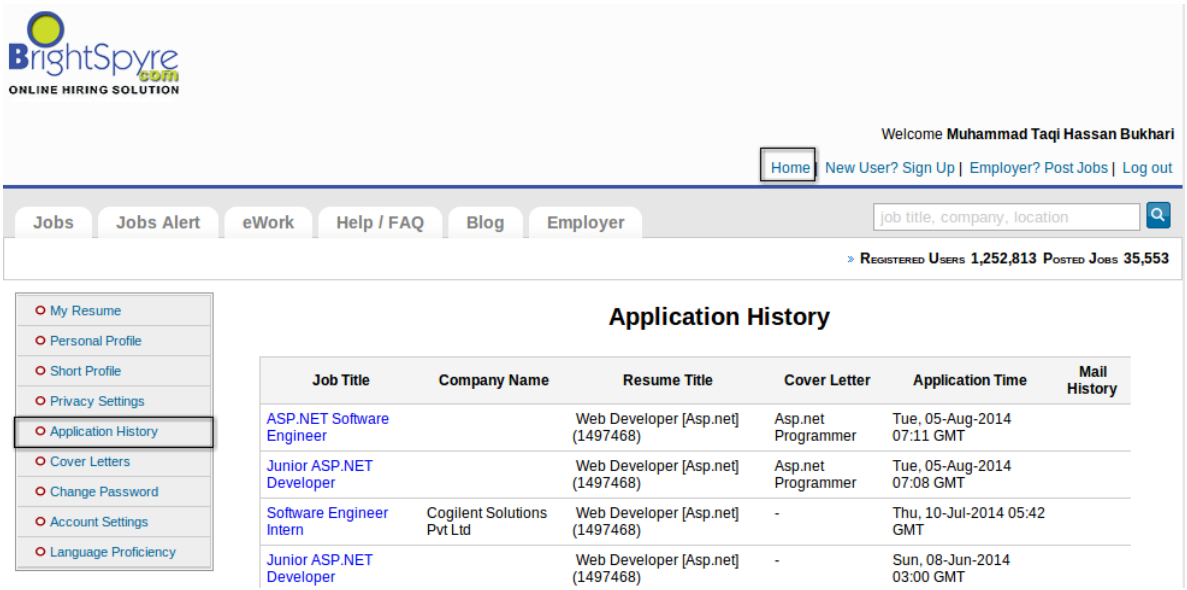
Application history shows all of your successful applied applications in history.

2.4.3 Is there any way through which I can keep track of my submitted application?

You can keep track of all the applied jobs by using the Application History feature. To check your application history, please follow these steps:

1. Please Sign In to your BrightSpyre account as shown in the figure below. Signing-In to the website.
2. 

3. Select the Application History link on the left side of your homepage. A list with Job Title, Organization, Resume Title, along with Application date will be displayed for all the applied jobs. keep track of my submitted application



4.

2.5 Update Profile Issues

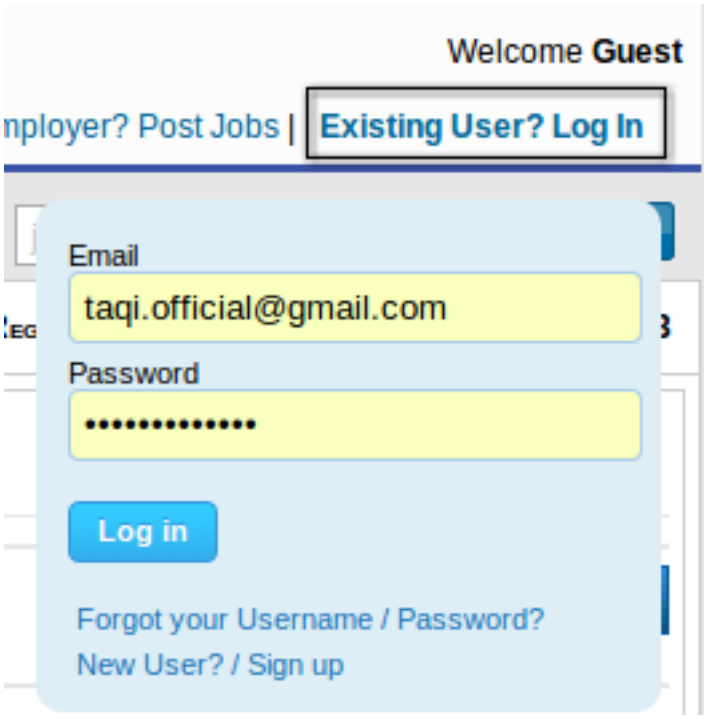
** Questions in Update Profile Issues**

- How do I update my personal information?

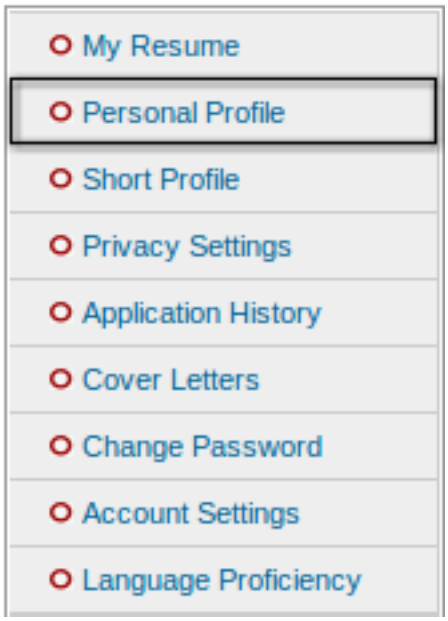
2.5.1 How do I update my personal information?

To update your personal information, please follow these steps:

1. Please SignIn to your BrightSpyre account as shown in the figure below. Signing-In to the website

2. 

3. Select the Personal Profile link present on the left side menu bar of your homepage. Signing-In to the website

4. 

5. Make the required changes and click Update.

2.6 Job Search Application Process

Questions in Job Search/Application Process

- If I want to do a narrow search for a job in more than one location or do I have to do a separate search for each location?

- What is a “Keyword search”?
- When I will receive a response for the applied job?

2.6.1 If I want to do a narrow search for a job in more than one location or do I have to do a separate search for each location?

Yes, you do separate search for each location to finding a job.

2.6.2 What is a “Keyword search”?

Keyword Search help you to find a job from different categories relevant to your field and your interest.

2.6.3 When I will receive a response for the applied job?

Recruitment of candidates is a lengthy and complicated process. While waiting for any response from employer’s end, please make sure that,

1. You properly qualified for the job.
2. And the process of shortlisting starts after closing date of job.

2.7 Cover Letter Issue

Questions in Cover Letter Issue

- What is the maximum limit on the entries in the Cover Letters section?
- Is there any format specified for the cover letters?

2.7.1 What is the maximum limit on the entries in the Cover Letters section?

The maximum limit on the entries in the cover letter section is five. This allows you to attach different cover letters according to the job requirement.

2.7.2 Is there any format specified for the cover letters?

No, there is no format specified for the cover letters.

2.8 Upload Photograph Issues

** Questions in Upload Photograph Issues**

2.9 Support Issues

** Questions in Support Issues**

- How would I receive the ticket response?
- How can I submit a ticket?
- What is a ticket?

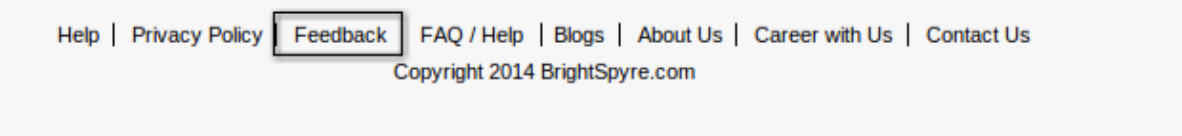
2.9.1 How would I receive the ticket response?

After the submission of ticket, our support team will get back to you as soon as possible. Your ticket response will be delivered to your email address. You can also view your ticket response in the View Closed section.

2.9.2 How can I submit a ticket?

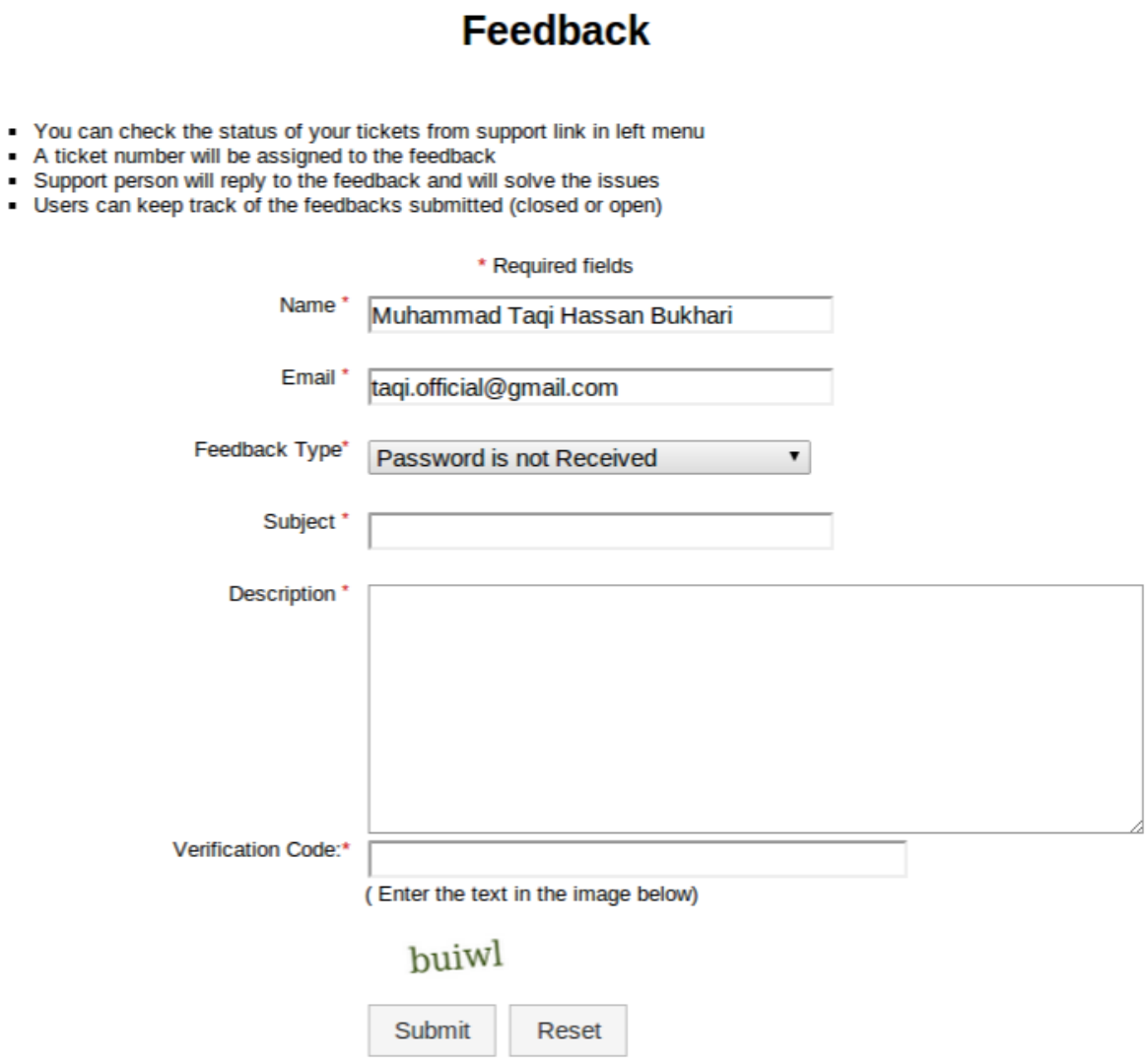
To submit a ticket, please follow these steps:

1. From our homepage, please follow the FeedBack link on the footer as shown in the figure below. submit a ticket



2.

3. Click on Add ticket button.
4. If you are Signed In then all your information will be filled. submit a ticket



5.

6. Otherwise you will have to provide your name and email address so that we can contact you back.
7. Fill in the Subject and the Description of the problem.
8. Add the verification code and then Click Submit.

2.9.3 What is a ticket?

A ticket is an integral part of our Support System for your help. It can be any question, query or problem which you think is troublesome and you need our assistance in that matter. A unique number is assigned to your query for tracking purposes and you can always refer that number while corresponding with BrightSpyre.

2.10 Contact Us