

Recruiter

Account Management

Q - How can RENEW my subscription?

A -Please contact either your BASB Job Portal Relationship manager OR drop an email to support@BASB Job PortalBASB Job Portal with your username.

How can I check my BASB Job Portal subscription expiration date/validity period?

Can I access my saved CVs/folder even after my Resdex Subscription is expired?

A-We recommend you to download & save desired CVs on your system before the expiry date, as you would not be able to view them post the subscription expiry.

How can I RESET the password of my BASB Job PortalBASB Job Portal account?

Why am I getting the error of “I am not a robot” while login to my BASB Job PortalBASB Job Portal Account?

How can I change my BASB Job Portal Login Username/email ID?

How can I change my registered Mobile number for receiving the OTP?

How can I add my Mobile number for receiving OTP to enter into the account?

How can I add/change the mobile numbers of my team members for receiving the OTP?

Why I am not receiving OTP on my Mobile number?

How to add a sub-user in the BASB Job Portal Account?

How to assign permission for accessing product (Resdex, Job Posting etc) to users?

How to buy products (Job postings OR Resume Database) Online?

How to get the INVOICE of my subscription?

Why is my subscription showing as inactive despite of successful payment?

Why am I getting “Unauthorized IP” error while logging to my BASB Job Portal account?

How to login to BASB Job Portal Employer account?

How to change the registered Company BASB Job Portal Name in my BASB Job Portal Account?

How to avail a Training on BASB Job Portal products?

How can RENEW my subscription?

Job Posting

How to edit a job on BASB Job Portal?

How to post a job on BASB Job Portal?

How can I remove/delete a job from the site of ?

How can I post a job for a location which is not available in location list in job posting form?

Why am I getting no/less response(s) for a job posted on ?

I am unable to add email id in job posting form and getting error of "You have added the maximum email Ids allowed. Contact your Relationship Manager or support@BASB Job Portal."

I am unable to add email id in job posting form and getting error of "Email addition can be done only by account

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I am unable to add email id in job posting form and getting error of "Email addition can be done only by account admin. Contact your account super user."

How to add Office address in BASB Job Portal Job Posting form?

For how long a job remains live on the site of ?

How long would it take for my job to go Live on BASB Job Portal site?

How can I stop irrelevant resumes from landing in my inbox?

How can I change the company BASB Job Portal profile which is currently reflecting in the job postingBASB Job Portal form?

Where should I check the responses received for my job posting?

From where can I generate the job posting report?

From where can I upload logo to my job posting?

How does the option of 'Refresh' will benefit my job?

How can I check my Job postingBASB Job Portal inventory available in my subscription?

Job Seekers FAQ

Create Profile

Why should I register with BASB Job Portal?

How does work?

How do I register on BASB Job Portal?

How can I update/edit my Profile?

What does "Your profile is x% complete" mean? / Why should my profile be 100% complete?

Does it cost to create a profile?

I can't remember the password for my account. How can I login again?

Why should I create a profile on if I already have a resume?

How can I control who views my profile on ?

I need help completing my profile?

As a fresher, how do I update my profile?

I am having trouble uploading my CV. How do I upload it?

Job Search

How do I search for jobs on ?

What is Advanced Search?

Searching for government jobs on ?

How to save a search as an alert?

Browsing jobs on ?

What are Premium jobs in ?

Apply

How can I apply for a job on ?

Can I still apply to a job if I haven't registered on ?

When can I expect a response after I apply to a job?

Can I apply to more than 1 job at a time?

How do I track my job application?

What does it mean when I get a message saying, "The status of your application has changed"?

Do I need to pay to apply to a job or get an interview call? / Recruiters are asking me to pay to schedule interview for job?

Once I have selected a job, do I have an option to save it for a later apply?

Do I have an option to reapply for a particular job vacancy?

How many jobs can I apply to in a day / month?

Can I contact the employer regarding my application?

I searched for jobs on but I could not find one matching my profile. What should I do?

When I try to apply to certain jobs, I am re-directed

Settings

How to change email and mobile notification settings on ?

How can I stop getting emails from ?

How can I make my profile invisible to recruiters on ?

How can I deactivate my account?

How can I delete my account?

I deleted my account. Can I get it back?

How can I change the password to my account?

How can I update the email id and phone number on my account?

I do not want my current employer to have access to my profile. How can I block a recruiter?

BASB Job Portal

Privacy FAQs

If you need help signing in to your account or have general support questions, please visit the Help Center.

- +What is the BASB Job Portal network?
- +Since your website is free, are you selling my information?
- +What information does BASB Job Portal store about me in its database?
- +What else does BASB Job Portal know about me?
- +How does BASB Job Portal use this information?
- +Does BASB Job Portal sell my personal information?
- +Who does BASB Job Portal share my information with?
- +How long does BASB Job Portal keep my personal information?
- +How do I delete my BASB Job Portal account?
- +What are you doing to protect my personal information?
- +What can I do to protect my personal information on BASB Job Portal?
- +Does BASB Job Portal use cookies?
- +Do cookies contain my personal information?
- +Does BASB Job Portal use cookies to track me?
- +Does BASB Job Portal track my activity on non-BASB Job Portal sites?
- +Is someone actually looking at what I search for to match the job ads with my searches?
- +Do other advertisers use cookies on BASB Job Portal?

- +How long do the cookies I get from BASB Job Portal last?
- +How do I delete cookies?
- +Does BASB Job Portal use Flash cookies?
- +What emails will BASB Job Portal send me?
- +How do I unsubscribe from receiving emails from BASB Job Portal?
- +Who can view my BASB Job Portal resume?
- +What does BASB Job Portal do with my account information?
- +Who can view my BASB Job Portal account information?
- +I keep hearing from a company I'm not interested in. What if I don't want to hear from an employer again?
- +Will BASB Job Portal tell employers if I have a resume on BASB Job Portal?
- +What happens if I delete my resume? Is it really gone?
- +What happens when I apply to a job through BASB Job Portal?
- +How do employers contact me?
- +How do employers use my job application information?
- +What happens when I join a BASB Job Portal Community?
- +What information can others see if I join a BASB Job Portal Community or post in a forum?
- +What is Safe Harbor?
- +What is BASB Job Portal private resume database hosting service?
- +What is the TRUSTe Privacy seal?
- +How do I see or remove my TalentBin by BASB Job Portal profile?
- +Additional Help

BASB Job Portal

Job Seekers' Frequently Asked Questions

1. What is BASB Job Portal?

BASB Job Portal Ltd. is the largest and leading career management site in Bangladesh. It has started its venture since July 2000 with the aim to facilitate the job seekers to manage their career more efficiently. This site also helps employers to manage many of their tasks associated with the recruitment process more efficiently and allow them to save time and money.

2. How to create an account?

3. What is a Resume?

4. How can I submit my resume?

5. How can I edit my resume?

6. How to add Experience to your Resume?

7. Does it cost to post my resume?

8. What is Area of Expertise?

9. How do I update my Area of Expertise?

10. What are the benefits of Area of Expertise?

11. How does Area of Expertise Improve my Resume?

12. How many Areas of Expertise can be added?

13. What is Personalized Resume?

14. What is User ID/Password?

15. If I lost my User ID how can I retrieve that?

16. If I lost my Password how can I retrieve that?

17. If I lost my User ID/Password how can I retrieve those?

18. Can I change my User ID?

19. Can I change Password?

20. Where can I view job circulars?
21. What is Keyword search?
22. How can I apply to a job?
23. Can I cancel my application for a position?
24. What is Priority Level?
25. What is High Priority?
26. What are the benefits of High Priority?
27. How to use High Priority?
28. What is the difference between High Priority & Regular Priority?
29. How many High Priority can be set for Applied jobs?
30. Can I change Priority Level for already applied jobs?
31. Who will view my resume?
32. I do not want my current employer or some specific employers to have access to my resume. How can I do that?
33. How will I get informed if an employer views my resume?
34. How can I keep track which job(s) I have applied so far?
35. How can I change expected salary already applied job(s)?
36. Can I send my resume through e-mail?
37. Is it possible to delete my resume?
38. What is e-mail notification?
39. Can I set/edit my email notification option?
40. Can I delete my MY account?
41. WhatBASB Job Portal the function of favorite search?
42. Can I save more than one favorite search?
43. Can I edit my favorite search?
44. Can I delete my favorite search?
45. What is shortlisted job?
46. Can I save any job to view later?
47. Can I follow any company for job information?

48. Can I unfollow any following employer?
49. How long a job can be saved as shortlisted job?
50. What is an employability test?
51. How can I book schedule for an Employability test?
52. What is interview invitation?
53. Where can I get information about interview invitation?
54. What tasks can I do in interview invitation?
55. WhatBASB Job Portal the benefit of interview invitation?
56. Can the date of interview be changed?
57. What is interview rescheduling request?
58. How to request for rescheduling interview?
59. How to know about different notifications from employers?
60. What is "Video Interview"?
61. How can I understand that I need to submit a video interview for a job?
62. How can I respond to a video interview?
63. What do I need to record video?
64. How to record video for video interview?
65. Can I pre-view the questions before recording the video?
66. How many questions can be set by an employer and what will be the total time duration for those questions?
67. How much time will I get to record video interview?
68. Should I have to record videos in the sequence of questions?
69. Will I be able to preview my recorded video before submitting?
70. What will happen if my internet connection is lost during recording video?
71. Can I record and submit videos if I already have submitted once?
72. Can I pause during recording?
73. What should be done if I complete answering one of the questions earlier than the allocated time?
74. Can i upload videos of my answers individually?

75. Which browser supports the Video Interview feature?
76. What is SMS Job Alert?
77. How it works?
78. In which features can I get this service?
79. Can I unsubscribe anytime?
80. Is it auto renewable?
81. Is there any validity period?
82. For complaints or queries who should I contact?
83. Is it possible to receive any Job Alert, even if I don't subscribe Followed Employers or Favorite Search?
84. How Matched Job works?
85. How to get relevant matched job?
86. What is Live Interview?
87. How can I get to know that I have been invited for an Live Interview for a job?
88. How can I start Live Interview?
89. What do I need to attend Live Interview?
90. Can I attend Live Interview if my computer, microphone or speaker doesn't work properly?
91. What will happen if my internet connection is lost during interview?
92. Can I record or download the interview?
93. What should be the dress code to attend Live Interview?
94. Will there be a time limit to finish the Live Interview?
95. What is Video Resume?
96. What are the benefits of Video Resume?
97. Where I can find option to create Video Resume?
98. What do I need to record/create Video Resume?
99. Can I preview the questions before recording for Video Resume?
100. Can I record any answer again if I don't like the recorded video?
101. Should I have to record Video Resume sequentially?
102. What do I say in my Video Resume?

103. What should I do if I could not complete answering within the allocated time?
104. Can I update Video Resume anytime?
105. What is meant by "No. of companies viewed"?
106. What is meant by "No. of times viewed"?
107. What is the benefit of "Ratings" in Video Resume?
108. What should be the dress code for Video Resume?
109. How to record Video Resume if the connections are lost?
110. Can I delete the recorded Video Resume if itBASB Job Portal not done properly?
111. What is the total time for recording Video Resume?
112. When employers can view my Video Resume?
113. What is the difference between Video Resume & Video Interview?
114. What is Online Test?
115. How to find Online Test notifications
116. How to participate in Online Test?
117. What do you need to participate in Online Test?
118. What should I do if there are any technical difficulties during the test?
119. How many tests type are there in Online Test?
120. What is strictly prohibited during the Online test?

Recruiter

What is Corporate Account and why it is required?

What are corporate User Name / Password?

Can I change my corporate User Name?

How can I change Password to my account?

If I forget my corporate User Name/Password how can I retrieve them?

How can I get informed about my payment status from BASB Job Portal website?

What is E-mail Notification?

What I have to do to publish a job circulation at BASB Job Portal website?

What are the ways to subscribe resumes that are suppose to be submitted against my circulated job at BASB Job Portal website?

Can I subscribe resumes without publish any job circulation?

Is it possible to publish a job circulation without disclosing my organizations identity?

How long my published job will remain at BASB Job Portal website?

What is Application Deadline?

Is it possible to extend the Application Deadline of my already published job?

Is it possible to edit/modify any text/figure of my already published job circulation at BASB Job Portal website?

What I have to do, if I need to republish one of my previously posted jobs?

Can I post job circulation in more then one category?

Is it possible to delete any of my job circulation from my corporate panel?

What is category Jobs?

What is Hot Jobs?

What are the differences between Hot Jobs and Category Jobs?

How can I get informed about how many resumes submitted against my posted job?

How can I access submitted resumes against my posed job?

How can I filter resumes submitted against my posted job?

Are there any facilities available at BASB Job Portal website to mark resume as short listed or rejected?

Is there any option available to send e-mail to an applicant after reviewing a resume from BASB Job Portal website?

Is there any option to make comments on any reviewed resume?

Is it possible to figure out how many times a job seeker apply to my organization?

I need to see separately which resumes I have viewed, short listed and rejected, is there any option available?