



GUÍA PARA PATRONOS

CREACIÓN DE PERFIL PATRONAL

1 ACCEDE A LA PLATAFORMA

 <https://www.p11jobs.com>

En el inicio seleccione **inicio/registrarse** para crear una cuenta.



2 REGISTRARSE


Seleccione **registrarse** para crear una cuenta nueva.

Ingresar a Ponce Jobs

Email

Password

Keep me signed in [Forgotten password?](#)

I'm not a robot 

[Login](#)

Don't you have an account? [Register](#)

Crea una cuenta gratuita en Ponce Jobs

[Candidate](#) [Employer](#)

Email *


Completar información

Password *

Completar información

Confirm Password *

Completar información

I'm not a robot 

You accept our Terms and Conditions and Privacy Policy

[Register Now](#)

Already have an account? [Login](#)

3 PATRONO/EMPLOYER

Seleccione **patrono** y comience a completar la información.



4 PERSONALIZA EL PERFIL

Una vez creada la cuenta seleccione **perfil** en la sección de opciones en el lado izquierdo y comience a personalizar su perfil patronal.

The screenshot displays the 'Edit Profile' interface on the poncejobs website. The top navigation bar includes the logo 'poncejobs powered by p' and links for 'Inicio / Home', 'Empleos / Jobs', 'Patronos / Employer', 'Empleados / Employees', and a user profile dropdown for 'patronop11jobs'. The left sidebar contains a menu with options: 'Panel / Dashboard', 'Perfil / Profile' (highlighted with a red box and a hand cursor), 'Convocatorias / Jobs', 'Someter Empleo / Submit Job', 'Solicitantes / Applicants', 'Alertas / Alerts', 'Mensajes / Messages', 'Contraseña / Password', 'Borrar Perfil / Delete Profile', and 'Cerrar / Logout'. The main content area is titled 'Edit Profile' and features a 'Mi Perfil / My Profile' section. Under 'Imagen / Image *', there is a 'Browse' button and a 'Logo de la empresa' label. Below this, there are several input fields for 'Nombre de empleador / Employer name *', 'Teléfono / Phone *', 'Correo electrónico / Email *', 'Sitio web / Website', 'Fundada / Founded', and 'Tamaño de la compañía / Company Size'. Each of these fields contains a red 'Completar información' (Complete information) prompt. At the bottom, there are partially visible fields for 'Categoría / Category *' and 'Dirección de Perfil / Profile url *'.



5 SOMETER VACANTES

Al completar toda la información del perfil patronal. Seleccione **someter empleo** y comience a someter las vacantes disponibles.

The screenshot displays the 'patronop11jobs' website interface. At the top, the logo 'patronop11jobs powered by:p' is visible on the left, and navigation links for 'Inicio / Home', 'Empleos / Jobs', 'Patronos / Employer', and 'Empleados / Employees' are on the right. A user profile icon labeled 'patronop11jobs' is also present. The left sidebar contains a menu with options: 'Panel / Dashboard', 'Perfil / Profile', 'Convocatorias / Jobs', 'Someter Empleo / Submit Job' (highlighted with a red box and a hand cursor), 'Solicitanes / Applicants', 'Alertas / Alerts', 'Mensajes / Messages', 'Contraseña / Password', 'Borrar Perfil / Delete Profile', and 'Cerrar / Logout'. The main content area is titled 'Post a New Job' and contains a form with the following fields: 'Empleo / Job' (Title / Title *), 'Descripción / Description *', 'Categoria / Category *', 'Tipo / Type *', 'Salario / Salary *', and 'Experiencia / Experience *'. Each field has a 'Completar información' (Complete information) button or dropdown menu.



6 GUARDAR Y REVISAR

Importante, una vez completada toda la información de nueva vacante seleccione **guardar y revisar**.

The screenshot shows the 'patronop11jobs' website interface. The top navigation bar includes links for 'Inicio / Home', 'Empleos / Jobs', 'Patronos / Employer', and 'Empleados / Employees', along with a user profile icon labeled 'patronop11jobs'. The left sidebar contains a menu with options: 'Panel / Dashboard', 'Perfil / Profile', 'Convocatorias / Jobs', 'Someter Empleo / Submit Job' (highlighted in red), 'Solicitantes / Applicants', 'Alertas / Alerts', 'Mensajes / Messages', 'Contraseña / Password', 'Borrar Perfil / Delete Profile', and 'Cerrar / Logout'. The main content area displays a form for submitting a job, with fields for 'Fecha límite de aplicación / Application Deadline Date', 'Dirección / Direction', and 'Pueblo / City' (set to 'Ponce'). There is also an 'Imagen / Image' section with a 'Browse' button. A red arrow points to the 'Save & Preview' button at the bottom of the form. The footer contains the text '©2022 P11jobs. Todos los derechos reservados / All Right Reserved.' and a small red arrow icon in the bottom right corner.



6 PUBLICAR

Al estar completada la vacante seleccione **publicar/submit job**.

The screenshot shows the user interface of the 'patronop11jobs' website. At the top, there is a navigation bar with the logo 'patronop11jobs powered by P' and menu items: 'Inicio / Home', 'Empleos / Jobs', 'Patrones / Employer', 'Empleados / Employees', and a user profile icon labeled 'patronop11jobs'. Below the navigation bar, there are two buttons: 'Submit Job' (highlighted with a red arrow) and 'Edit Job'. The main content area displays a job listing for 'Asistente Administrativo (ejemplo)'. The listing includes a placeholder image, the job title, location 'Administración Ponce', date 'February 24, 2023', and 'Tiempo completo / Full Time'. An 'Apply Now' button is visible on the right. Below the job title, there are sections for 'Descripción del empleo / Job Description' (containing 'Servicio al cliente') and 'Descripción general / Job Overview' (containing 'Fecha de publicación / Date Posted: February 24, 2023', 'Pueblo / City: Ponce', and 'Fecha de expiración / Expiration date: -'). On the left side, there is a sidebar menu with options: 'Panel / Dashboard', 'Perfil / Profile', 'Convocatorias / Jobs', 'Someter Empleo / Submit Job' (highlighted), 'Solicitantes / Applicants', 'Alertas / Alerts', 'Mensajes / Messages', 'Contraseña / Password', 'Borrar Perfil / Delete Profile', and 'Cerrar / Logout'. A red arrow points to the 'Submit Job' button in the top right area of the job listing.



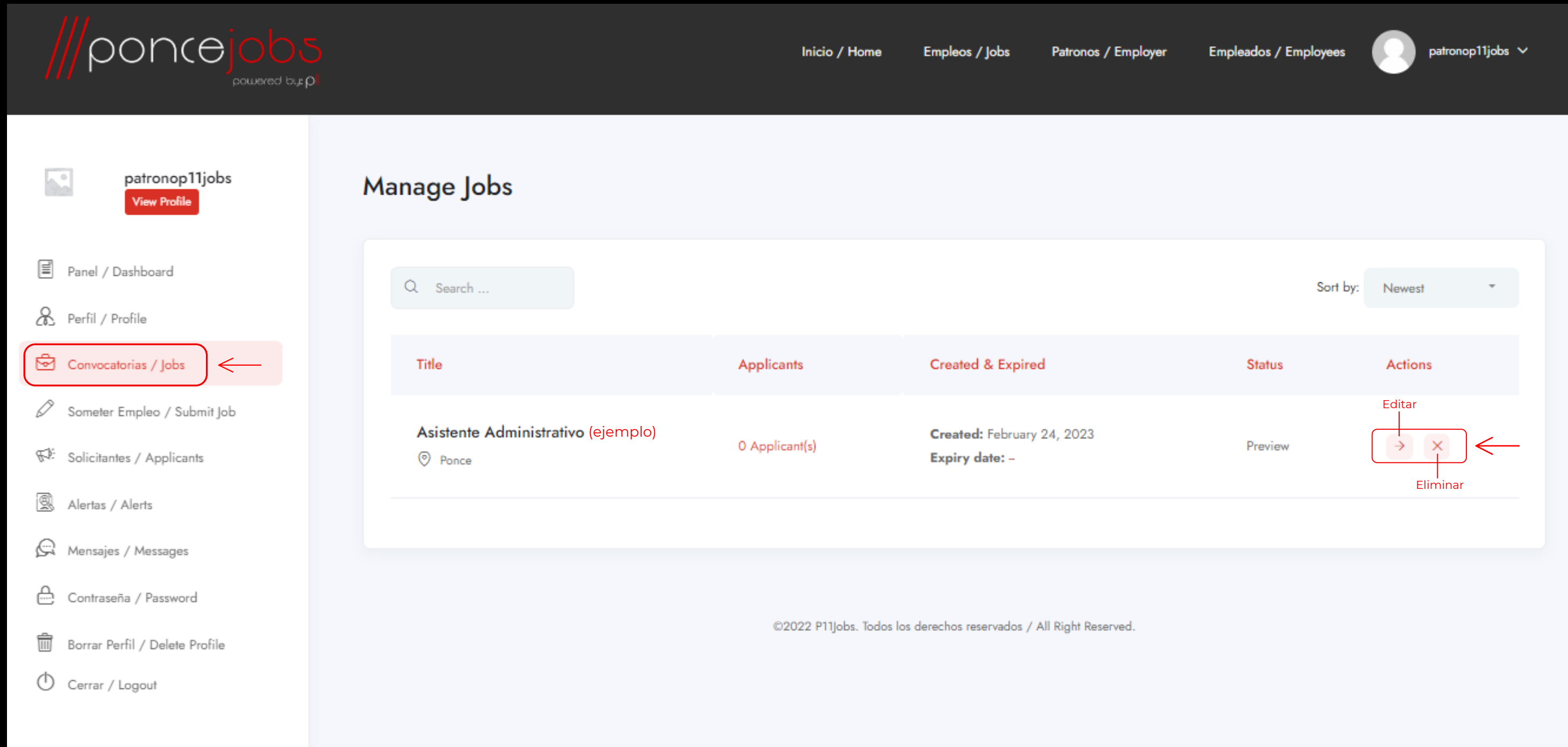
INFORMACIÓN ADICIONAL

CONOCE OTRAS OPCIONES
DISPONIBLES EN LA PLATAFORMA



Convocatorias / Jobs

En esta opción se encuentra el listado de todas las convocatorias sometidas. Opciones al seleccionar la convocatoria: editar, adjuntar u eliminar información y eliminar convocatoria.



The screenshot displays the 'Manage Jobs' interface on the PonceJobs platform. The top navigation bar includes links for Inicio / Home, Empleos / Jobs, Patronos / Employer, and Empleados / Employees, along with a user profile dropdown for 'patronop11jobs'. The left sidebar contains various navigation options, with 'Convocatorias / Jobs' highlighted in red. The main content area features a search bar and a 'Sort by: Newest' dropdown. Below these is a table with the following columns: Title, Applicants, Created & Expired, Status, and Actions. A single job listing is shown with the title 'Asistente Administrativo (ejemplo)', 0 applicants, a creation date of February 24, 2023, and a status of 'Preview'. The 'Actions' column for this listing contains two buttons: 'Editar' (Edit) and 'Eliminar' (Delete), both highlighted with red boxes and arrows.

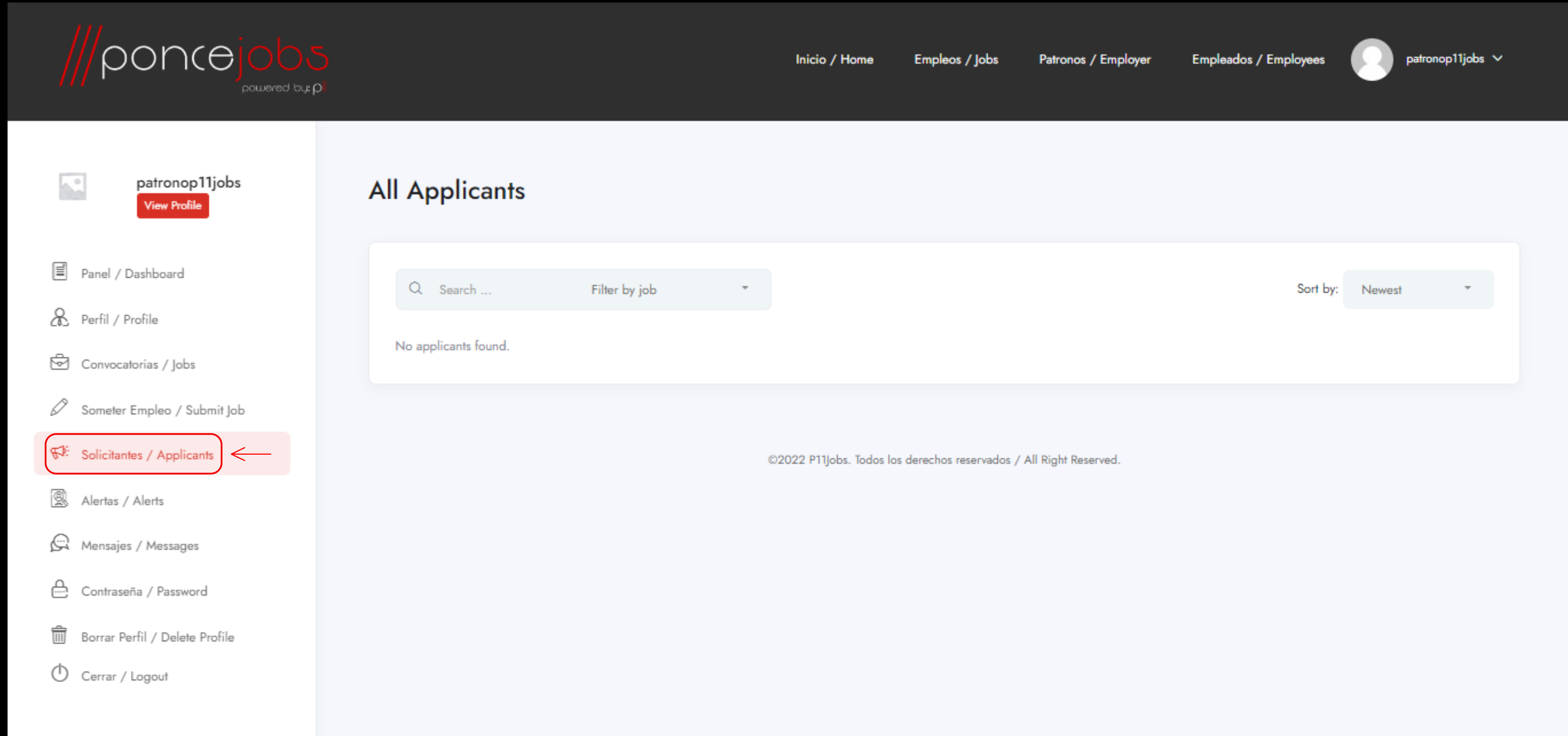
Title	Applicants	Created & Expired	Status	Actions
Asistente Administrativo (ejemplo) Ponce	0 Applicant(s)	Created: February 24, 2023 Expiry date: -	Preview	Editar Eliminar

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Solicitantes / Applicants

Listado de todas las aplicaciones sometidas por los solicitantes.

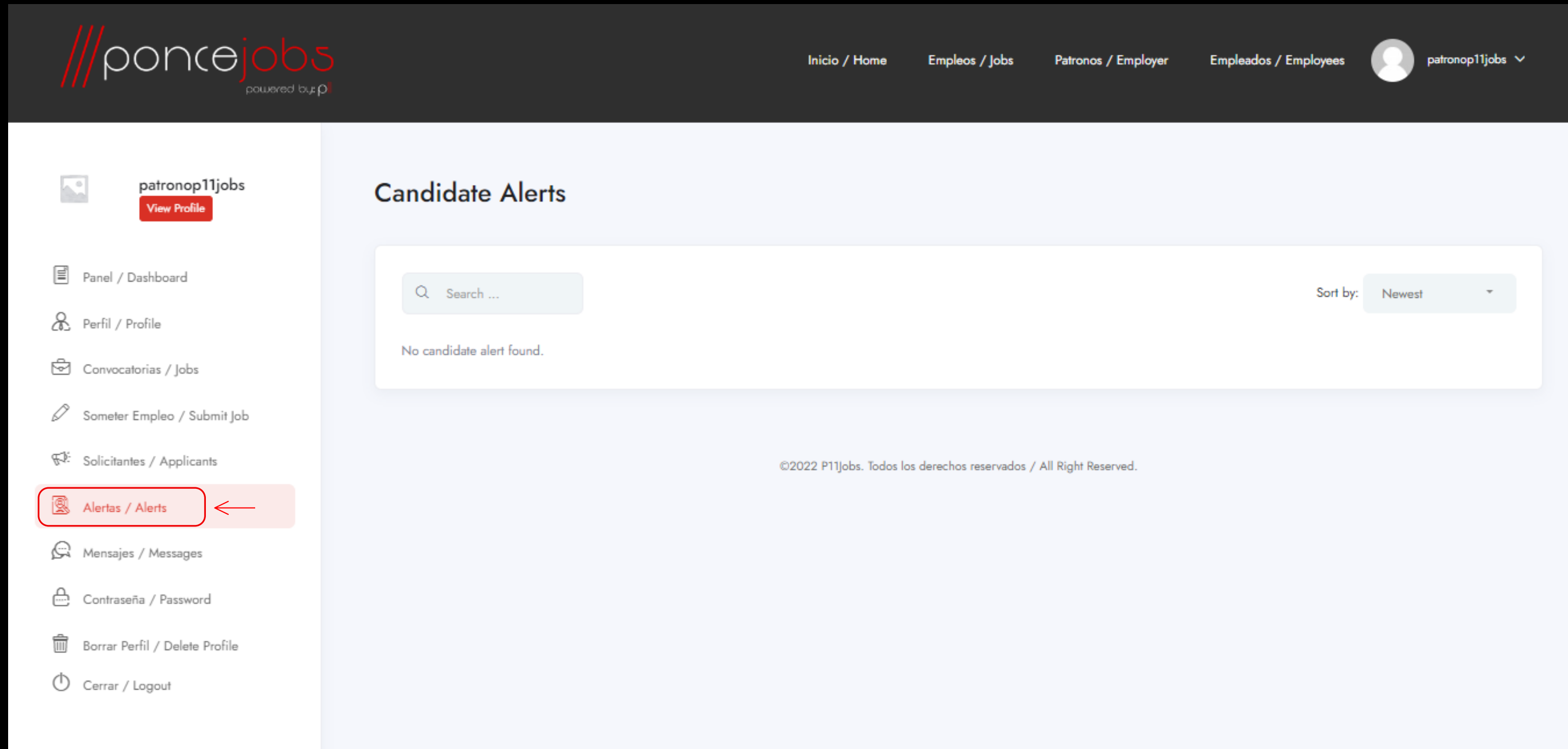


The screenshot shows the P11Jobs website interface. At the top left is the logo for 'poncejobs powered by p11'. The top navigation bar contains links for 'Inicio / Home', 'Empleos / Jobs', 'Patronos / Employer', 'Empleados / Employees', and a user profile dropdown for 'patronop11jobs'. On the left sidebar, the user profile 'patronop11jobs' is shown with a 'View Profile' button. Below this are several menu items: 'Panel / Dashboard', 'Perfil / Profile', 'Convocatorias / Jobs', 'Someter Empleo / Submit Job', 'Solicitantes / Applicants' (highlighted with a red box and arrow), 'Alertas / Alerts', 'Mensajes / Messages', 'Contraseña / Password', 'Borrar Perfil / Delete Profile', and 'Cerrar / Logout'. The main content area is titled 'All Applicants' and contains a search bar with 'Search ...' and a 'Filter by job' dropdown. To the right of the search bar is a 'Sort by: Newest' dropdown. Below the search bar, it says 'No applicants found.' At the bottom of the page, there is a copyright notice: '©2022 P11Jobs. Todos los derechos reservados / All Right Reserved.'



Alertas / Alerts

Recibe alertas cuando un candidato prospecto en tu industria se registre en la plataforma.



The screenshot displays the PonceJobs website interface. At the top left is the logo for PonceJobs, with the text "powered by p11". The top navigation bar includes links for "Inicio / Home", "Empleos / Jobs", "Patronos / Employer", and "Empleados / Employees", along with a user profile icon labeled "patronop11jobs".

The left sidebar contains a menu for the user "patronop11jobs", with a "View Profile" button. The menu items are: "Panel / Dashboard", "Perfil / Profile", "Convocatorias / Jobs", "Someter Empleo / Submit Job", "Solicitantes / Applicants", "Alertas / Alerts" (highlighted with a red box and a left-pointing arrow), "Mensajes / Messages", "Contraseña / Password", "Borrar Perfil / Delete Profile", and "Cerrar / Logout".

The main content area is titled "Candidate Alerts" and features a search bar with the placeholder text "Search ...". To the right of the search bar is a "Sort by:" dropdown menu currently set to "Newest". Below the search bar, the text "No candidate alert found." is displayed. At the bottom of the page, a copyright notice reads "©2022 P11Jobs. Todos los derechos reservados / All Right Reserved."



Mensajes / Messages


Interactúa de manera fácil y accesible con candidatos a través de mensaje directo.

The screenshot shows the 'Messages' section of the PonceJobs website. The top navigation bar includes the logo 'poncejobs powered by: P', and links for 'Inicio / Home', 'Empleos / Jobs', 'Patronos / Employer', 'Empleados / Employees', and a user profile 'patronop11jobs'. The left sidebar contains a menu with items like 'Panel / Dashboard', 'Perfil / Profile', 'Convocatorias / Jobs', 'Someter Empleo / Submit Job', 'Solicitantes / Applicants', 'Alertas / Alerts', 'Mensajes / Messages' (highlighted with a red box and arrow), 'Contraseña / Password', 'Borrar Perfil / Delete Profile', and 'Cerrar / Logout'. The main content area is titled 'Messages' and features a search bar 'Search Contacts...', a filter for 'All Read Unread', and a list of messages. The first message is from 'María Torres' with the subject 'Nueva vacante disponible' and a 'Delete Conversation' link. The second message is from 'Luis Pérez' with the subject 'Nueva vacante di...' and a timestamp of '8 seconds'. Below the message is a text input field containing 'Buenos días,'.





PARA MÁS INFORMACIÓN O PREGUNTAS

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