

— HELP & GUIDES

Recruiter guide

How companies, agencies and recruiters hire through Kokani Connect: get verified, send contact requests, use a paid plan and follow the rules.

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The latest version is always at kokaniconnect.com/help/recruiter

Questions: info@kokaniconnect.com

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THE SHORT VERSION

- **Recruiting starts free.** Create a recruiter account; our team checks every recruiter before they can contact anyone.
- **Free verified recruiters send contact requests:** 3 a month. The member reads your message and decides.
- **Paid plans unlock contact details at once**, for members who allow it, and give you more requests for everyone else.
- **Members stay in control.** They can ask to be asked first, hide their employer, decline, or report a recruiter.
- **Never charge candidates.** Asking a candidate for money gets an account blocked.

1 Create your recruiter account

Companies, recruitment agencies and individual recruiters can all register. Open [Hire Kokani talent](#) and fill in **Create a recruiter account**.

- 1 Choose **I recruit as:** a company, an agency or an individual recruiter.
- 2 Add your name and job title, your company or agency name (leave it empty if you recruit on your own), your company website or LinkedIn profile, your work email and your country.
- 3 Tell us the **roles you hire for** and roughly how many people you hire a year.
- 4 Accept the [Recruiter terms](#) and click **Send for checking**.

Create a recruiter account

Free. Our team checks every recruiter, usually within 2 working days.

I recruit as *

A company

An agency

An individual recruiter

Your full name *

Your job title *

Company or agency name

Leave empty if you recruit on your own

Company website

https://

Work email *

Choose a password *

Country *

Your LinkedIn

https://linkedin.com/in/...

Roles you hire for *

e.g. Site engineers, accountants, nurses

Hires a year (roughly)

1-5

6-20

21-100

100+

Using a Gmail, Outlook or Yahoo address, or no website? That's fine; we may ask for a business licence or a short call before approving.

☐ I accept the **Recruiter terms**: I will contact members only about real jobs, never charge candidates any fee, and use their details only for recruiting.

Send for checking

Already have an account? **Sign in first**

Gmail, Outlook or Yahoo address, or no website? That's fine. We may ask for a business licence, an offer letter template or a short call before approving. A work email on your company's own website is the fastest way through.

Already a member? Sign in first and the form uses your account. New here? The form creates your account at the same time; confirm your email with the code we send.

2 While we check you

Our team checks every recruiter, usually within **2 working days**. The Employers page shows your status:

YOUR RECRUITER ACCOUNT

Gulf Build Contracting LLC

Thank you. Our team is checking your details, usually within 2 working days. We will email you.

- You can already search members and read their profiles.
- You can't contact anyone yet. Profiles show **"Our team is checking your recruiter account."**
- If we need more, we email you and say what to send. Reply to that email.

Once approved, we email you and the page changes to:

YOUR RECRUITER ACCOUNT

Gulf Build Contracting LLC

You are a verified recruiter. You can read profiles and send contact requests. Choose a plan below to unlock contact details at once.

[Open My recruiting](#)

To change your company name or website after approval, **contact us**. Our team checks changes too.

3 Find people

- Search members by skill, location and experience from **Search members** on **My recruiting**.
- Open a profile to read their headline, experience and skills.

- Click **Shortlist** on a profile or search result to keep it for later. **My shortlist** is on My recruiting.

A profile shows you, on the right, what you can do with this member right now: send a request, reveal their details, or why you can't.

4 Send a contact request

On a member's profile, open **Send ... a contact request**:

▼ Send Faisal a contact request

The role *

Your message (Faisal sees this) *

Salary range (optional)

Send request

3 of 3 requests left this month. If they accept, you see their email and phone, and we send them your email.

- 1 **The role:** the job title, for example “Site Engineer – residential towers”.
- 2 **Your message:** what the job is, where, and why this person fits. At least 20 characters; the member reads it before deciding.
- 3 **Salary range** (optional, but members answer more often when they see it).
- 4 Click **Send request**. We email the member; the profile now shows **Request sent**.

A good message. “We are hiring site engineers for two residential towers in Dubai Marina, starting in January. Your high-rise project experience looks like a strong fit. Happy to share the full job description.”

- Free verified accounts have **3 requests a month**. They reset on the 1st.
- One request per member. If they decline, please respect it.

- Phone numbers, emails and links you type in a message are hidden. Your details are shared only when the member accepts.
- A request with **no answer after 14 days** closes by itself and no longer counts. You can also **Cancel** a waiting request on My recruiting to get it back.

5 When the member answers

We email you either way. On **My recruiting** each request shows **Waiting, Accepted, Declined** or **No answer**:

This month

3 / 3

Contact requests sent

1

Requests accepted

0

On your shortlist

Contact requests

MEMBER	ROLE	STATUS
Omar K. Senior Accountant	Senior Accountant	WAITING Cancel
Nadia M. Quantity Surveyor	Quantity Surveyor	DECLINED
Faisal Khan Site Engineer	Site Engineer – residential towers	ACCEPTED faisal@example.test · +971 50 000 0010

A request with no answer after 14 days closes by itself and no longer counts.

Your plan

Free · 3 contact requests a month. A paid plan lets you unlock contact details at once.

[See plans](#)

Find talent

Search members by skill, location and experience.

[Search members](#)

Your details

Imran Shaikh, Talent Acquisition Lead · Gulf Build Contracting LLC
To change your company name or website, contact us; our team checks changes.

- **Accepted:** you see their email and phone on My recruiting and on their profile, and we send them your email. Get in touch soon.
- **Declined:** the member said no. You can't send them another request.

6 Paid plans

A paid plan gives you time-limited access with **instant contact unlocks**: click **Reveal contact details** on a profile and you see their email and phone at once. The member is told who unlocked them.

VERIFIED · FREE	RECRUITER · 30 DAYS	RECRUITER · 90 DAYS	RECRUITER · 365 DAYS
Free	₹2,999 / US\$39	₹6,999 / US\$89	₹19,999 / US\$249
✓ Read every member profile ✓ 3 contact requests a month ✓ Shortlist and free job posts	✓ 30 days of access ✓ Instant contact unlocks: 40 a month ✓ Contact requests: 30 a month ✓ Members are told who unlocked them; keep it professional	✓ 90 days of access ✓ Instant contact unlocks: 100 a month ✓ Contact requests: 90 a month ✓ Members are told who unlocked them; keep it professional	✓ 365 days of access ✓ Instant contact unlocks: 250 a month ✓ Contact requests: 365 a month ✓ Members are told who unlocked them; keep it professional
Create account	Get verified first (free)	Get verified first (free)	Get verified first (free)

Paid plans need a verified account. Buying more days adds to the time you have left. Limits reset on the 1st of each month.

Prices shown are an example; see the Employers page for current prices.

- Plans run for **30, 90 or 365 days**. Buying more days adds to the time you have left.
- Each plan gives a number of **unlocks a month** and **contact requests a month**. Both reset on the 1st.
- Some members choose **“Ask me first”**. For them, even paid recruiters send a request; your plan gives you more requests for this.
- Used all your unlocks this month? You can still send requests while you have some left.
- Paid plans need a verified account. In India you pay in rupees (Razorpay); elsewhere in US dollars (PayPal).

7 When you can't contact someone

THE PROFILE SAYS	WHAT IT MEANS
This member is not open to recruiter contact	They have hidden their profile from your company, or chosen not to be contacted by recruiters.
Request declined	They said no. Please respect their choice.
Monthly reveals used / no requests left	You have used this month's limit. It resets on the 1st, or choose a bigger plan.
Contacting members opens soon	We are still preparing the launch. You can register and get verified now.
Your recruiter account is blocked	See the next section.

8 Rules, reports and blocking

By registering you accept the [Recruiter terms](#). In short:

- **No fees from candidates, ever:** no visa, training, “processing” or placement fees.
- Real jobs only. No bulk, copy-paste or unrelated messages.
- Use member details only to recruit for the role you named, and delete them when you are done.

Every member can **report** a recruiter from their requests. Our team reads every report. If several members report the same recruiter, the account is **blocked automatically** until we have looked. Our team can also block an account at any time.

While blocked, you can't see members' contact details, send requests or unlock anyone, and waiting requests are cancelled. We email you the reason. If you think it is a mistake, reply to that email.

9 Questions

Is Kokani Connect a recruitment agency?

No. We are a community platform. You hire directly and are responsible for your own offers, visas and contracts.

Can several people at my company use one account?

Each recruiter should have their own account, so members know who contacted them.

Can I post jobs?

Yes. Job posts are free, and members apply with their profile.

Do unused requests or unlocks carry over?

No. Limits reset on the 1st of each month.

How do I stop?

Let your plan run out, or [contact us](#) to close your recruiter account. See the [Privacy policy](#) for what we keep.

Questions? Email info@kokaniconnect.com. We reply within 2 working days.