



WHITE PAPER

– RMM

White Paper Document
On DLI's Recruitment Management Module (RMM)



Ver 1.0

ABSTRACT

White papers discuss a specific business issue, product, or competitive situation. In many cases, they summarize information about a topic.

Hence, this document provides an overview of the overall functionalities in **Recruitment Management Module** compiled and served for Business User to meet their Business need with respect to Recruitment.

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1. Purpose of the document & Its Intended Audience

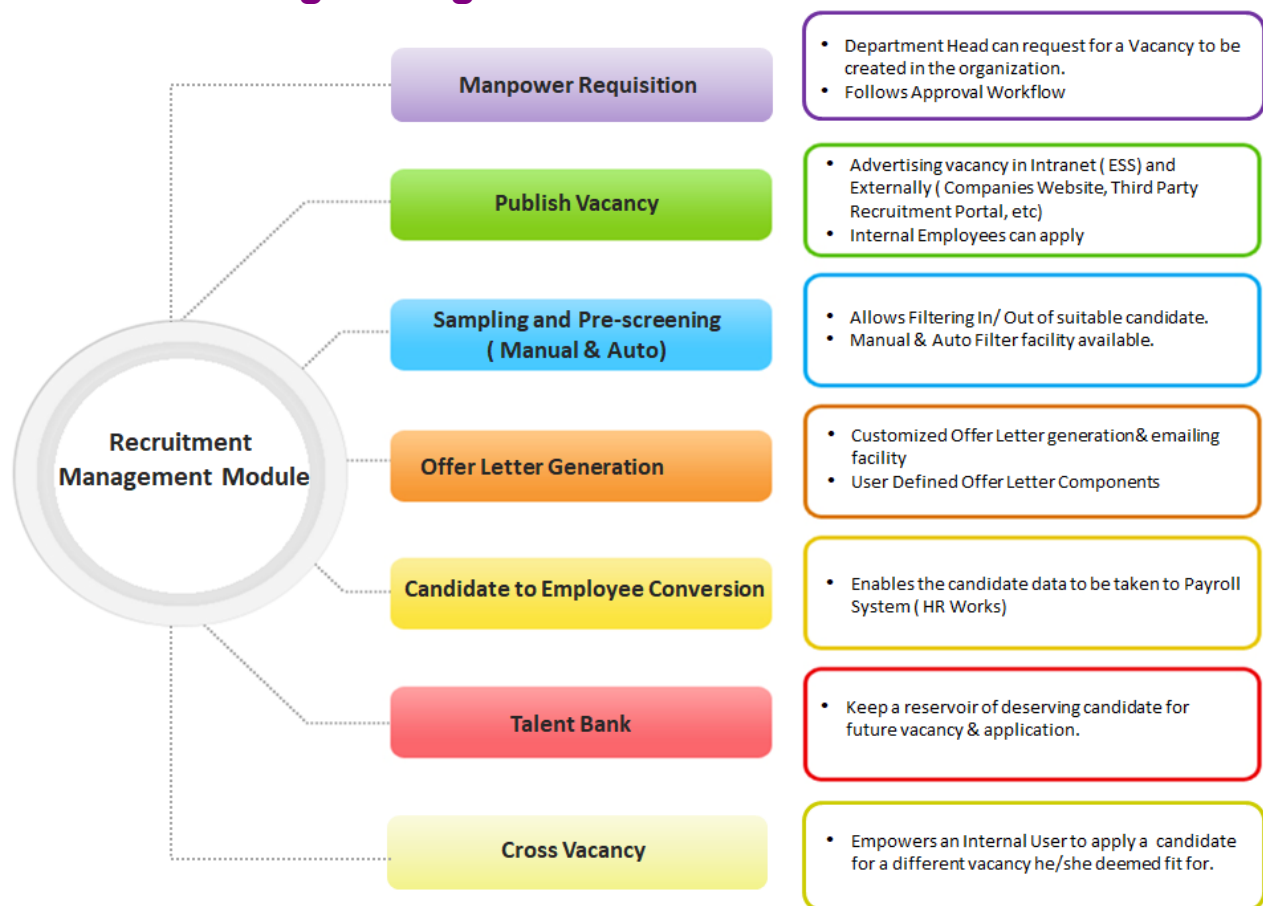
The purpose of this White Paper Document is to clearly detail down the functionality developed in RMM system to automate the business process with respect to Recruitment Management Module. The functionality enumerated in this document are sequentially arranged in order of their occurrence during the course of Recruitment Cycle of a candidate.

2. The Recruitment Management Module

There has been long inherent need in the Middle East Market for simplest yet comprehensive Recruitment Management Module; and to fill this business gap, DLI took the initiative to research thoroughly & to come out with an exceptional Web application – RMM (Recruitment Management Module). It is an add-on to HR Works which serves to automate the process of Recruitment in the organization.

RMM is a software application that provides extensive coverage of functionality through manpower requisition to Final Shortlisting of a candidate and converting them into Employees finally.

3. The Distinguishing Features



4. Definitions, Acronyms & Stakeholder

Abbreviation	Entity	Explanation
LM	Line Manager	Supervisor who a subordinate reports to
RM	Recruitment Manager	User who manage and control administration part of RMM module in system, and does the Recruitment Business in the organization.
HRM	Human Resource Manager	
RMM	Recruitment Management Module	
Client	Prospective Client using RMM Module	
HR Works Plus (HRWP)	ESS System	Name of ESS System in use in Client Holding
Third Party Agency		External agency who supplied Manpower Resources to the organization

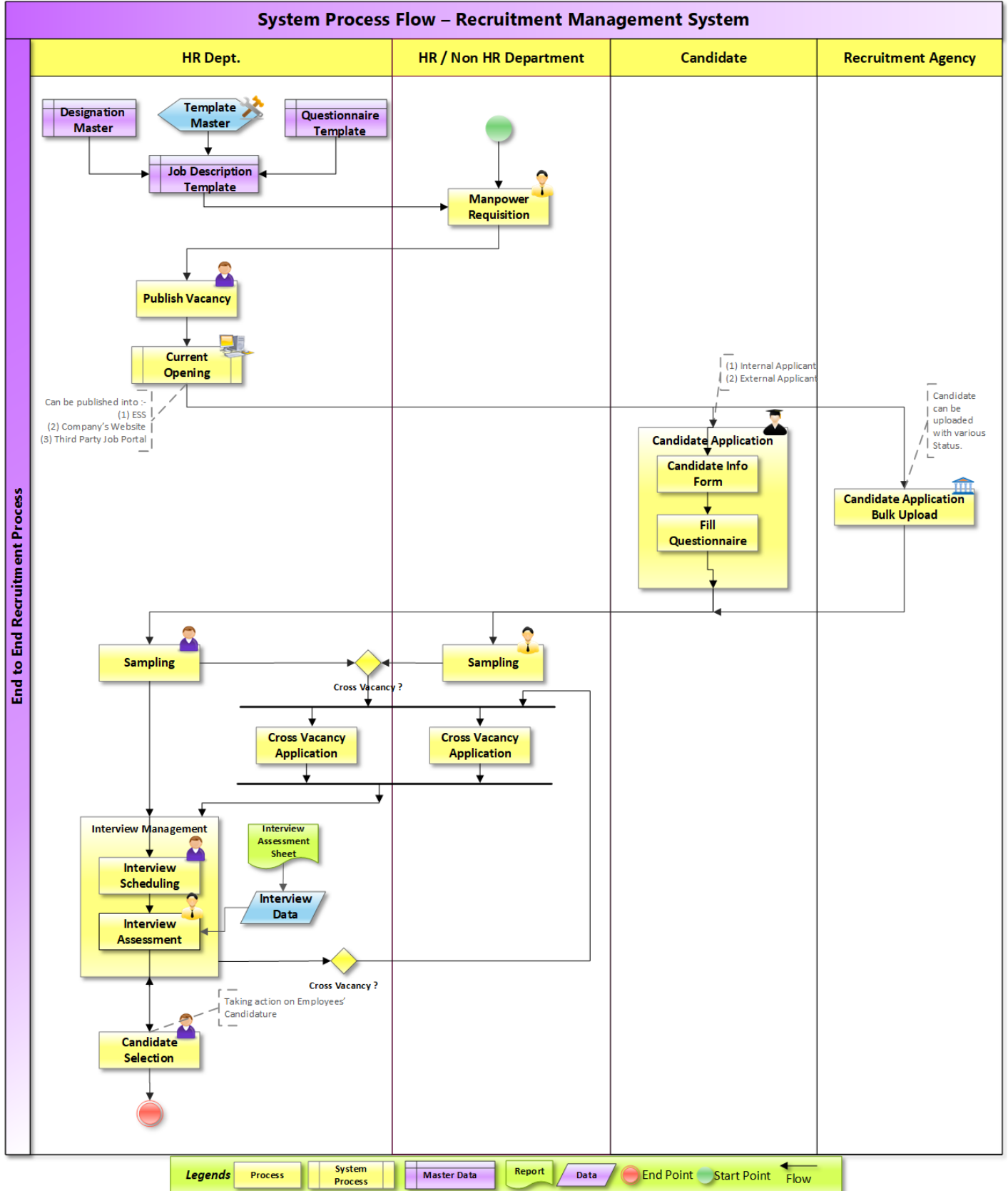
5. Stakeholder Analysis

This sub-section describes the type of users likely to use the system and their roles

Sr. No.	Entity	Role in PMM
1	Recruitment Manager (RM)	User who manage and control administration part of RMM module in system, and does the Recruitment Business in the organization
2	Recruitment Representative (RR)	A recruitment representative is the person identified from each location / division / department who would initiate the “Manpower Requisition” for their authorized area.
3	Human Resource Manager (HRM)	The role of HR Manager is to Approve transactions like – Manpower Requisition, etc. They will be the one to do Candidate to Employee conversion.
4	ESS User	Employees who will apply against a vacancy on behalf of Referral / Candidate.

6. Process Diagram

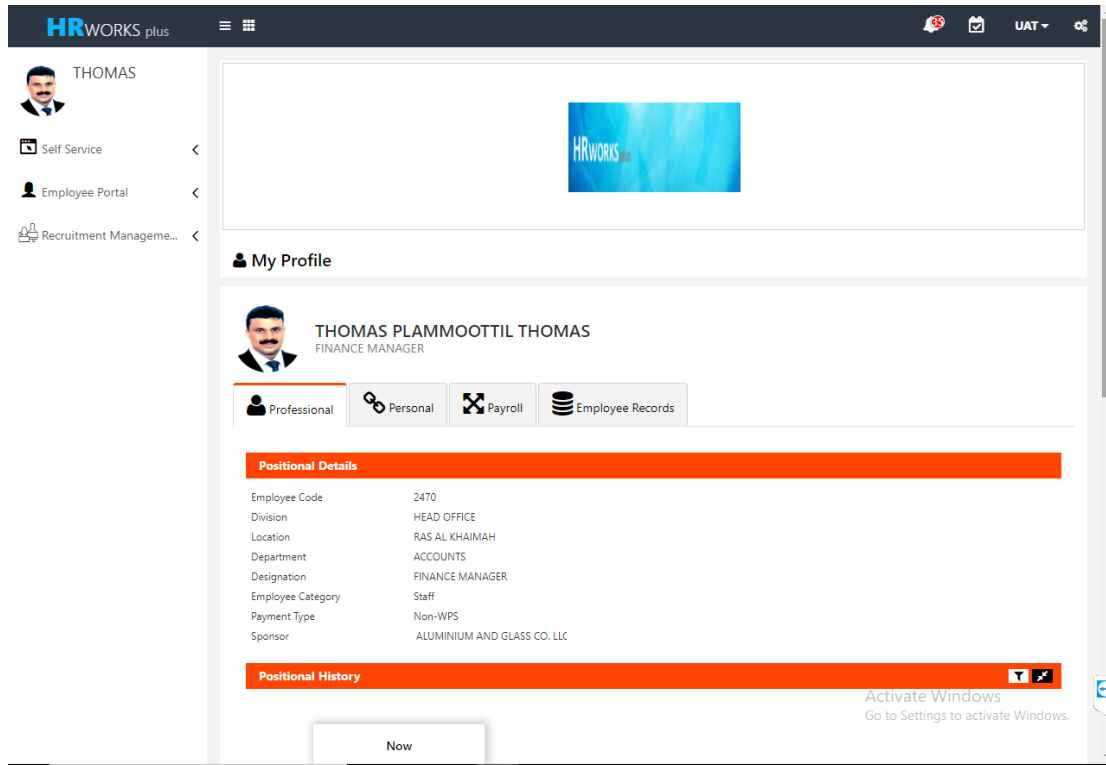
The process diagram explains the connected events from start to finish in RMM process:-



7. Process Description

1. Log In

User logs in ESS System : User would log into the ESS System through the following URL - <http://ess/>. The landing page of the employee would be – “Employee Profile”. This shows the basic details of the Employee.



2. Job Description

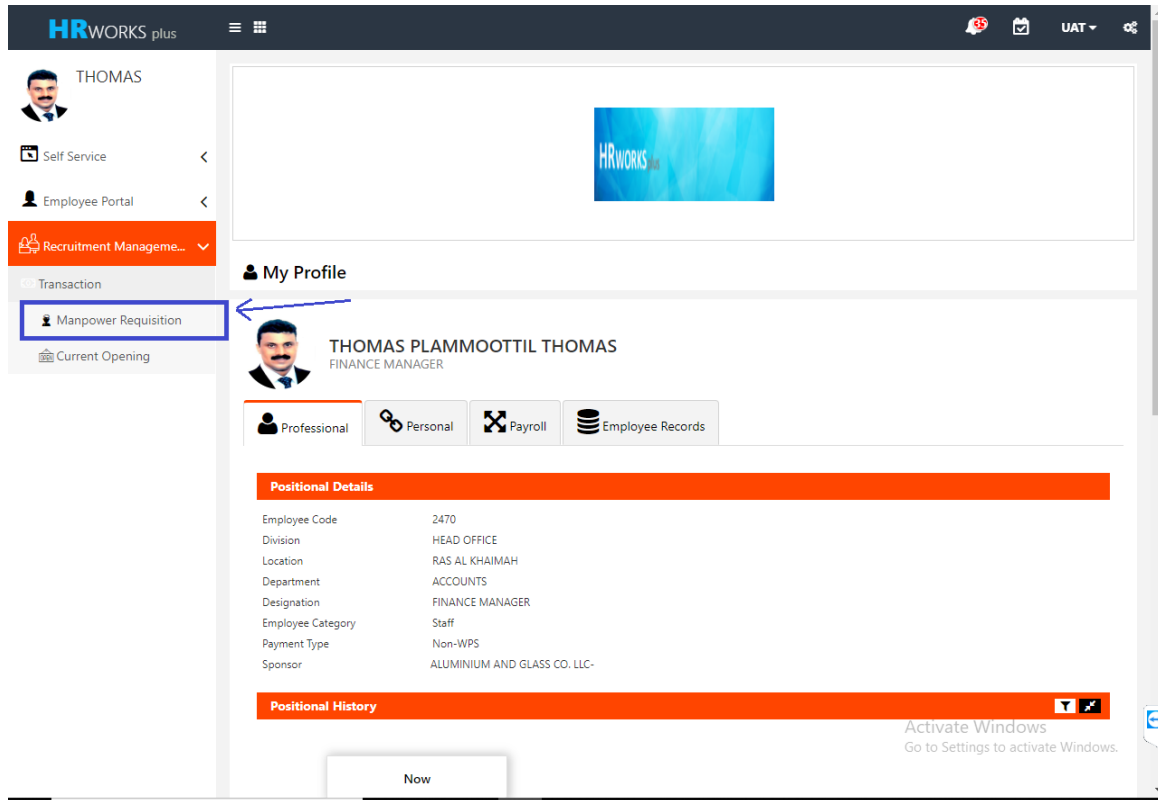
Job Description can be created in the system and is a Master Data. Not only Designation wise a Job Description can be created but RMM has the capability to create specific Job Description entity wise as well. For example Sales Manager Job Description for different location may be created differently in the system and can be kept for usage in Recruitment Cycle.

Job Description

Designation	IT MANAGER
Division	HEAD OFFICE
Location	RAS AL KHAIMAH
Department	IT DEPARTMENT
Job Description Template	JD-Job Description Template - General
Experience Required	
Job Description	Over all responsibility of the group IT function. Preparation of group IT policy and budget. Plan and analyse the software, hardware and telecommunications needs of an
Qualification Required	-- Select--
Suggested Salary Range	
JQ Questionnaire Template	JQ-Job Questionnaire - General

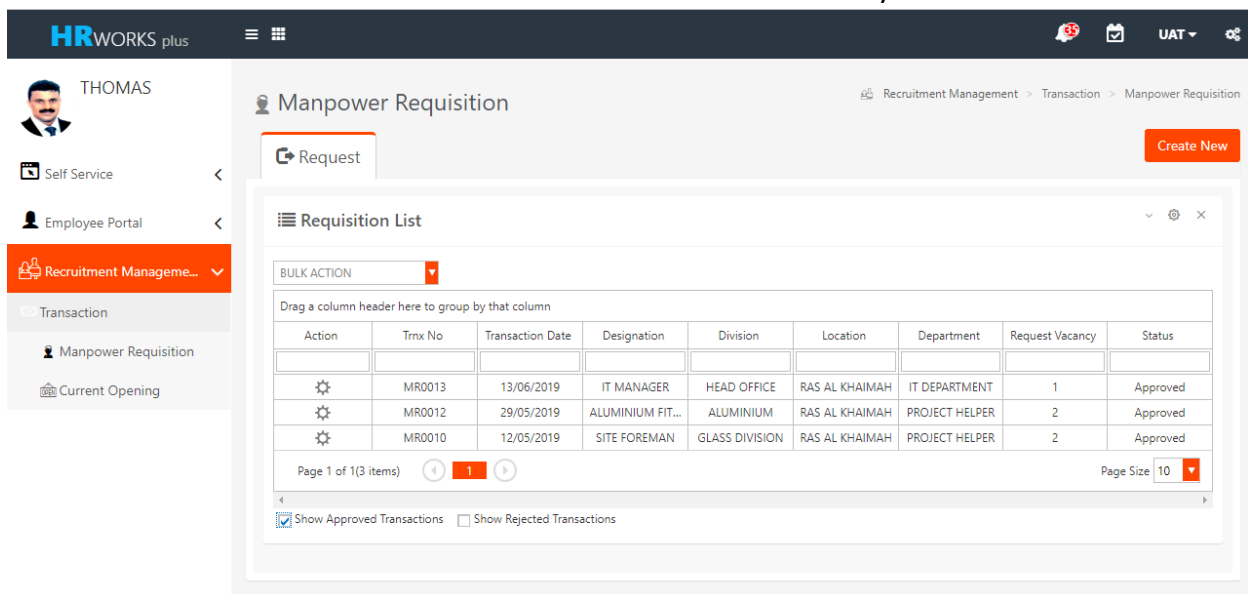
3. Manpower Requisition

Each of the Recruitment Representative (RR) will have extra menu in their ESS – “Manpower Requisition”. It is from this manpower requisition the request for creating a vacancy in an organization would be generated.



User would click “Manpower Requisition” from the menu to open up Manpower Requisition Form.

The main form would show all the historical records ever created by the user.



In order to create a New Transaction, User would have to click “Create New”. System would

navigate into a Transaction Page as shown below. User would have to feed the vacancy details.

The screenshot shows the 'Manpower Requisition - MR0013' form in the HRWORKS plus system. The form includes the following fields:

- Trnx No: MR0013
- Designation: IT MANAGER
- Location: RAS AL KHAIMAH
- Existing: 0
- Under Request: 0
- Request Vacancy: 1
- Comments: Please onboard IT Manager by July 15th
- Attachment: Browse...
- Transaction Date: 13/06/2019
- Division: HEAD OFFICE
- Department: (empty)

There is an 'Options' button on the right side of the form and a 'Close' button at the bottom right.

This would follow the approval workflow defined for “Manpower Requisition” function. A sample workflow with approved status (green) is shown below.

The screenshot shows the 'Manpower Requisition - MR0013' form with the approval workflow displayed on the right side. The workflow consists of two steps:

- 01 AMRUTHA HR Executive - Recruitment (Approved)
- 02 SIMI Group HR Manager (Approved)

The workflow is shown in a green box with a checkmark indicating approval. Below the workflow, there are tabs for 'Workflow' and 'Transaction History'. The 'Workflow' tab is currently selected.

4. Publish Vacancy

Publish Vacancy function is where a Super User , usually a Recruitment Manager or HR, would have the authority to analyze all the incoming approved “Manpower Requisition” transaction.

These would be duly analyzed and each on it would be “Activated” . This activate would end up publicizing a Vacancy Request into – ESS, Company’s Websites and Third Party Portal.



(This Depends on the scope of Integration discussed in agreement document)

Priority Order	Trnx No	Trnx Date	Designation	Division	Location	Department	Requested Vacancy	No. Of Applicants	Shortlisted	Offer Submit
	MR0013	13/06/2019	IT MANAGER	HEAD OFFICE	RAS AL KHAI...	IT DEPARTM...	1			
3	MR0007	10/06/2019	STORE SUPE...	ALUMINIUM	CENTRAL ST...	PROJECT ST...	2			
	MR0012	29/05/2019	ALUMINIUM...	ALUMINIUM	RAS AL KHAI...	PROJECT HE...	2			
	MR0011	27/05/2019	LAITH OPER...	BOSCO MET...	SHARJAH	PROJECT HE...	2			
4	MR0008	27/05/2019	ALUMINIUM...	GLASS DIVIS...	RAS AL KHAI...	ACCOUNTS	15			
1	MR0005	27/05/2019	SITE FOREM...	BOSCO TRA...	SHARJAH		5			
12	MR0010	27/05/2019	SITE FOREM...	GLASS DIVIS...	RAS AL KHAI...	PROJECT HE...	2			
	MR0009	30/04/2019	WELDER	ALUMINIUM	RAS AL KHAI...	PROJECT ST...	5			
	MR0006	03/04/2019	FINANCE M...	BOSCO TRA...	CENTRAL ST...	ACCOUNTS	2			

For each of the record, user can take the following action :-

- Activate : To Publicize / Advertise a Vacancy
- De-Activate : To Deactivate an active vacancy
- Change Activation Dates : To change the period of being active of a vacancy.
- Close : To close a vacancy.

Publish Vacancy List

☐ Activate

From Date To Date

<input type="checkbox"/>	Priority Order	Trnx No	Trnx Date	Designation	Location	Division	Department	Requested Vacancy	No. Of Applic	Shortlisted
<input type="checkbox"/>	1	MR0005	17/07/2019	SITE FOREM...	SHARJAH	BOSCO TRA...		5		
<input type="checkbox"/>		MR0006	17/07/2019	FINANCE M...	CENTRAL ST...	BOSCO TRA...	ACCOUNTS	2		
<input type="checkbox"/>		MR0009	17/07/2019	WELDER	RAS AL KHAL...	ALUMINIUM	PROJECT STAFFS	5		

Page 1 of 1(3 items)

 Page Size

☐ Show Closed Transactions

5. Current Opening

Current Opening is the page in ESS, which will populate all the active vacancies in the organization. This Menu – “Current Opening” is the one usually shared across the organization with all the employees so that they can apply on behalf of their referral.

HRWORKS plus

AMRUTHA

3

UAT

Current Opening

Recruitment Management > Transaction > Current Opening

Self Service

Employee Portal

Recruitment Management

Configuration

Transaction

Manpower Requisition

Publish Vacancy

Current Opening

Sampling

Interview Scheduling

Interview Assessment

Candidate Selection

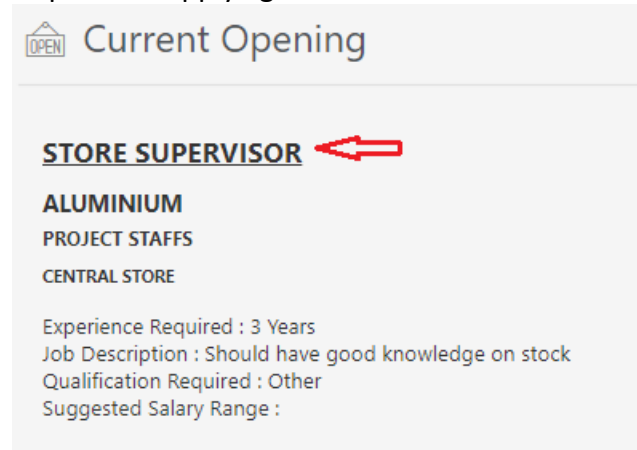
STORE SUPERVISOR
ALUMINIUM
 PROJECT STAFFS
 CENTRAL STORE
 Experience Required : 3 Years
 Job Description : Should have good knowledge on stock
 Qualification Required : Other
 Suggested Salary Range :


ALUMINIUM FITTER
ALUMINIUM
 RAS AL KHAIMAH
 PROJECT HELPER
 Experience Required : 5 + years
 Job Description : Test Job Description for Project Helper
 Qualification Required : ITI
 Suggested Salary Range : 2000-3000


LAITH OPERATOR
BOSCO METAL COATING
 PROJECT HELPER
 SHARJAH
 Experience Required : 4-5 years
 Job Description : Coordinate internal resources and third parties/vendors for the flawless execution of projects
 Ensure that all projects are delivered on-time, within scope and within budget
 Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
 Ensure resource availability and allocation

6. Candidate Application

As the name says, this is through where a Candidate can apply against a vacancy. The designation bears a hyperlink which is interactive in nature. It is this Hyperlink along with its description which is getting populated into Companys Website and Third Party Portal. User is required to apply against.



 **Current Opening**

STORE SUPERVISOR 

ALUMINIUM

PROJECT STAFFS

CENTRAL STORE

Experience Required : 3 Years
Job Description : Should have good knowledge on stock
Qualification Required : Other
Suggested Salary Range :

On clicking the hyperlink, Candidate Application form will open. The details in this page is variable in nature. This means it is completely User Defined. The details in this page is either filled up by the ESS User or would come from Integrated website as Data Transfer.

A sample Candidate application form is shown below :-

Apply For This Job

Name of the Candidate	Albert Strokes
Date of Birth	20/06/1980
Passport No.	ZXC5623C
Current Visa Status	On Visit Visa
Marital Status	Single
Religion	Christian
Nationality	Canada
Gender	Male
Email	strokes@gmail.com
UAE Contact No.	0556626388
Home Country No.	NA
Dependent Details	NA
Current Salary	CAD 3000 per month
Expected Salary	AED 16000 per month
Language Spoken	English
Highest Qualification	MBA - Logistics
Last Company Worked & Position	Type Here ...
How many relevant years of experience you have?	Type Here ...
Do you have UAE Driving License?	None
Required Notice Period	Type Here ...
Please provide any two reference	Type Here ...
	<input type="text"/> <input type="button" value="Browse..."/>
Upload Resume	Upload sample resume for RMM.doc (14 KB)

7. Bulk Upload

Bulk Upload is the facility majorly used by Blue Collar Employees oriented organization. A Blue Collar employees is the one which doesnot need to pass through entire process of Requisition to Interview, infect they can directly be uploaded into the RMM System as Selected / Shortlisted candidate.

This can either be requested by Third Party Recruitment Agency or In House User. In either case the extension of functionality of “Bulk Upload” would be given to the concerned party.

8. Sampling

When innumerable Candidate applies against a vacancy, it becomes sometimes cumbersome for a Recruitment Manager to scrutinize each and every candidate profile.

This necessitates to bring in facility of High Lever Screening . In RMM System this screening is possible through 2 ways – (1) Manual (2) Automatic.

Let us first discuss the feature of Main Form of sampling.

Manpower Requisition				No of Applicant	Sampling Status		
Action	Trmx No	Position	No. of Openings		Pending	Filtered In	Filtered Out
⚙	MR0006	FINANCE MANAGER	2	1		1	
⚙	MR0009	WELDER	5	1		1	
⚙	MR0013	IT MANAGER	1	2		1	1
⚙	MR0007	STORE SUPERVISOR	2	1	1		
⚙	MR0012	ALUMINIUM FITTER	2	1	1		
⚙	MR0011	LAITH OPERATOR	2	2		2	
⚙	MR0010	SITE FOREMAN	2	5	2	3	

As shown above, Sampling forms shows – Records of Manpower Requisition, those records which are taken through sampling transaction and is divided into Filter In , Filter Out, Pending & Talent bank.



It also shows those candidate records which are through with Interview, who has been offered a Offer Letter. It also shows how number of candidate who finally have joined the organization

Interview Status				Offer Letter			Joined
Pending	Scheduled / Ongoing	Qualified	Rejected	Released	Accepted	Rejected	
		1					
1	1						

User can click the action button to open the Transaction Page



A transaction page looks like as shown below :-

Sampling

Transaction: MR0013
Position: IT MANAGER
No. of Openings: 1

BULK ACTION ▼ Export

Action	Name of the Candidate	Date of Birth	Passport No.	Current Visa Status	Marital Status	Religion	Nationality	
	Jagdish Gupta	10-06-1993	m 5012364		Married	Hindu	Indian	

☒ Show Pending ☒ Show Filtered In ☐ Show Filtered Out

Close

User can take action against a Candidate for – Filter In , Filter Out, Pending, etc

Filter In
Filter Out
Pending
Print

☒ Show Pending ☒ Show Filtered In

Those who are Filterd In will finally made it to the next process of Recruitment cycle. Rest would either be filtered out straight away or be in pending stage.

The above process is a Manual process.

RMM has the capability of making the user life easier by incorporating the feature of **Auto Filter**.

BULK ACTION ▼ Auto Filter Export

Action	Name of the Candidate	Passport No.	Nationality	Upload Resume	Date of Birth	Religion	Dependent Details	Expe
	Fateh Ali Khan	ZX898546X	Pakistan		01-05-1980	Muslim	na	

☒ Show Pending ☐ Show Filtered In ☐ Show Filtered Out

This works on the following principles :-

System compares and contrast the condition / data coming from through the Candidate application Form against the condition from the data provided in “Manpower Requisition” transaction of the corresponding requirement instance. The contrast is equated between the fields from “Sampling” & fields from “Manpower Requisition” as follows :-

Fields from “Manpower Requisition”	Fields from “Sampling”
Education	Highest Qualification

Experience	How many relevant years of experience you have?
Salary Range	Expected Salary
Age	Date of Birth
Nationality	Nationality
Spoken Language preferred , if any	Language Spoken
UAE Driving License Required	Do you have UAE Driving License

9. Cross Vacancy

Cross Vacancy” is a transaction in RMM Module which will allow Recruitment Manager / User to apply a candidate against a vacancy different from what he initially applied for.

The beginning of the transaction for Cross Vacancy started actually from – (1)“Sampling” screen, where user takes action as “Talent Bank”. It can also start from “Candidate Selection” screens” User can also take the “Talent Bank” action on a candidate from. In either of the cases, the concern candidate will be marked for “Talent Bank” in RMM System.

Cross Vacancy

Create New

Cross Vacancy Transactions

Action	Trnx No.	Trnx Date	Candidate ID	Candidate Name	Current Candidate Sta	Switched Manpower Requisition Details		Initial Manpower Requisition Details			
						Trnx No	Trnx Date	Designation	Trnx No	Trnx Date	Designation
	CV008	28/06/2019	C1029	Pinaki Mitra	Pending	MR007	30/04/2019	Sales Manager	MR001	30/02/2019	Sales Exec.
	CV007	26/06/2019	C1027	Arubindo Chateerje	Filtered In	MR016	15/06/2019	Sr. Accountant	MR014	12/06/2019	Jr. Acct.
	CV006	25/06/2019	C1019	Gijo David	Shortlisted	MR006	24/04/2019	Finance Mgr.	MR004	22/04/2019	Finance Analyst
	CV005	25/06/2019	C1017	Monika Desouja	Offer Letter Release	MR005	23/04/2019	Security Head	MR003	21/04/2019	Watchman

Open

Page 1 2 3 4.....17

Candidates

Candidate Details

Candidate - Manpower Requisition Details History

Action	Candidate ID	Candidate Name	Current Candidate Status	Nationality	Highest Qualification	Age	Experience in Years
	CC004	Khushwant Singh	Talent Bank	India	MSc	37	10
	CC003	Sini Aji	Talent Bank	India	MBA	33	8
	CC002	Karthikey	Talent Bank	India	Diploma	40	7
	001	Muhammad rashid	Talent Bank	India	B Com	34	8

Open

Create New

Page 1 2 3 4.....17

The candidate marked for “Talent Bank” will be available for “Cross Vacancy” transaction. These candidate will come and deposit in “Candidates” section of this main page. From the action button here , user will click and “Create New” to move to the Instance form.



In this Instance form, user can find the list of all the “Manpower Requisition” transaction. Only the open (still open in Publish Vacancy whose “To Date” lies in the future) will be shown in the listing. User can Save, Submit the transaction and this will follow approval workflow.

Cross Vacancy - CV005

Candidate ID	CC004
Candidate Name	Khushwant Singh
Initial Manpower Requisition	MR002
Designation	Sales Exec.
Department	Sales
Location	Ras Al Khaimah
Vacancy	6

Select	Trnx No	Trnx Date	Designation	Department	Grade	Requested Vacancy
<<Search>>	<<Search>>	<<Search>>	<<Search>>	<<Search>>	<<Search>>	<<Search>>
<input type="checkbox"/>	MR007	30/02/2019	Sales Manag	Sales	G7	1
<input type="checkbox"/>	MR021	12/06/2019	Jr. Acct.	Finance	G6	1
<input type="checkbox"/>	MR019	22/04/2019	Finance Ana	Finance	G7	1
<input type="checkbox"/>	MR017	21/04/2019	Watchman	Security	G1	3

Page 1 2 3 4.....17

Save Submit Delete

10. Interview Scheduling

An Interview scheduling is a transaction to arrange Interviews for various candidate in RMM Module.

HRWORKS plus Interview Scheduling

Recruitment Management > Transaction > Interview Scheduling

Self Service < **Employee Portal** < **Recruitment Management** > **Configuration** < **Transaction** < **Manpower Requisition** < **Publish Vacancy** < **Current Opening** < **Sampling** < **Interview Scheduling** < **Interview Assessment** < **Candidate Selection**

Schedule List

Drag a column header here to group by that column

Action	Trnx No	Position	No. of Openings	No of Applicant	Sampling Status		
					Pending	Filtered In	Filtered Out
⚙	MR0007	STORE SUPERVISOR	2	1	1		
⚙	MR0012	ALUMINIUM FITTER	2	1	1		
⚙	MR0006	FINANCE MANAGER	2	1		1	
⚙	MR0009	WELDER	5	1		1	
⚙	MR0013	IT MANAGER	1	2		1	1
⚙	MR0011	LAITH OPERATOR	2	2		2	
⚙	MR0010	SITE FOREMAN	2	5	2	3	

Page 1 of 1(7 items) Page Size 10

Various Manpower Requisition transaction will be listed in the main form.



11. Interview Assessment

As the name says, In this functionality, Interviewers has the facility to mark their assessment of a candidate. This is usually done after each Interview by the Interviewers.

Assessment List

Drag a column header here to group by that column

Action	Trnx No	Position	No. of Openings	Applicant Name	Interview Level	Interviewers	Interview Status
	MR0013	IT MANAGER	1	Jagadish Gupta	1	THOMAS PLAMMO...	Shortlisted
	MR0011	LAITH OPERATOR	2	Anil Patnaik	1	AMRUTHA THOMAS	Shortlisted
	MR0011	LAITH OPERATOR	2	Hyder Ali	1	SIMI EBY	Qualified
	MR0010	SITE FOREMAN	2	Jitendrajith	1	AMRUTHA THOMAS	Shortlisted
	MR0010	SITE FOREMAN	2	Gulmohar	1	SIMI EBY	Shortlisted
	MR0009	WELDER	5	James	1	AMRUTHA THOMAS	Shortlisted
	MR0006	FINANCE MANAGER	2	Ali Gulzar	1	SIMI EBY	Shortlisted

Page 1 of 1(7 items) Page Size 10

☒ Show All Assessments

Candidate who are slated for Interview will appear in main page. User can open the form by clicking the action button.



This would open the Transaction Page of Interview Assessment. This page at first shows Applicant Details

Interview Assessment

Transaction: MR0013
Position: IT MANAGER
No. of Openings: 1

Applicant Details

Name of the Candidate	Jagadish Gupta	Interview Level	1
Date of Birth	10-06-1993	Interviewers	THOMAS PLAMMOOTTIL THOMAS
Passport No.	m 5012364		
Current Visa Status			
Marital Status	Married		
Religion	Hindu		
Nationality	Indian		
Gender	Male		
Email	hr.dept@boscogrp.com		
UAE Contact No.			
Home Country No.			
Dependent Details	3		
Current Salary			



This also shows various questions (created through questionnaire facility while creating master) against which an Interviewer can provide his answer.

Likewise, an Interviewers can also opine on the status of Candidate after Interview - Shortlisted, Selected, Rejected, etc

HRWORKS plus 3 UAT ×

Interview Assessment ×

Assessment Details

Interview Status	Shortlisted
Expected Salary & Benefits	5000 accommodation
Total Work Experience (in Years)	5
Work Experience relevant to the Job Applied for (In Years)	4
Valid UAE Driving License	
Visa Status	
Reason for Leaving	
Notice Period	1 month
Reason Verification (by HR)	
Interviewer 1 Comments	good candidate, shortlisted
Interviewer 2 Comments	
Interviewer 3 Comments	
Salary Package (In AED permmonth)	
Transport : Provided by the Company?	
Accommodation : Provided by the Company?	

Close



System also shows history of Assessment. This would be helpful for multi level Interview case where a next approver would like to see the Assessment of the previous interviewers.

Accommodation : Provided by the Company?

SIM Card

▼ Assessment History

Transaction Date	Interview Level	Interviewers	Start Date Time	End Date Time	Interview Status	Expected Salary & Benefits	Total Work Experience (in \	Work Experience relevant to	Valid UAE Driving I
13/06/2019	1	THOMAS PLAMMOOTIL THOMAS	18/06/2019 02:00 AM	18/06/2019 04:00 AM	Shortlisted	5000 accommodation	5	4	

Close

12. Candidate Selection

Once the Interview Assessment is over, the candidate moves to a stage where the Recruitment manager has to take action for his application for the vacancy he applied for.

The main page shows the list of Manpower Requisition being processed through Recruitment Module.

HRWORKS plus | AMRUTHA | Candidate Selection

Recruitment Management > Transaction > Candidate Selection

Candidate List

Drag a column header here to group by that column

Action	Trnx No	Position	No. of Openings	No of Applicant	Sampling Status	
					Pending	Filtered In
⚙	MR0006	FINANCE MANAGER	2	1		1
⚙	MR0009	WELDER	5	1		1
⚙	MR0013	IT MANAGER	1	2		1
⚙	MR0007	STORE SUPERVISOR	2	1	1	
⚙	MR0012	ALUMINIUM FITTER	2	1	1	
⚙	MR0011	LAITH OPERATOR	2	2		2
⚙	MR0010	SITE FOREMAN	2	5	2	3

Page 1 of 1(7 items) | Page Size 10



User can click the action button to open the Candidate Selection Transaction Page.

Candidate Selection

Candidate List

Drag a column header here to group by that column

Manpower Requisition			
Action	Trnx No	Position	No. of Op
⚙	MR0006	FINANCE MANAGER	2
⚙	MR0009	WELDER	5
⚙	MR0013	IT MANAGER	1
⚙	MR0007	STORE SUPERVISOR	2
⚙	MR0012	ALUMINIUM FITTER	2
⚙	MR0011	LAITH OPERATOR	2
⚙	MR0010	SITE FOREMAN	2

Page 1 of 1(7 items) | Page Size 10



Various candidate who has passed through the Interview process will appear over here.

HRWORKS plus
 3
UAT
Options

Candidate Selection
×

Transaction: MR0013
 Position: IT MANAGER
 No. of Openings: 1

Applicant Details

BULK ACTION: ▼

Action	Ranking	Name of the Candidate	Date of Birth	Passport No.	Current Visa Status	Marital Status	Religion
		Jagadish Gupta	10-06-1993	m 5012364		Married	Hindu

Sampling Status :
☒ Filter In ☐ Filter Out ☐ Pending
 Interview Status :
☒ Shortlisted ☐ Scheduled ☐ Qualified ☐ On Hold ☐ Pending ☐ Rejected

Close

User has the following action to take against a candidate. Some of these action are User Defined and can be renamed based on an Organization need.

Applicant Details

BULK ACTION: ▼

Action	Ranking	Name of the Candidate	Date of Birth
		Jagadish Gupta	10-06-1993

Shortlisted
 Selected
 On Hold
 Reject
 Talent Bank
 Offer Letter Format - Labors
 Offer Letter Format 1 - Staffs
 Offer Letter Format 2 - Staffs
 Offer Letter Format 3 - Staffs
 Offer Letter Accepted
☒ Employee Enrollment

Interview Status :
☐ Qualified ☐ On Hold ☐ Pending ☐ Rejected

As the candidate progress through series of phases, it is very much required to see the history of his / her progress. This is enabled through the feature of “Selection History” option .

Applicant Details

BULK ACTION: ▼




Action	Ranking	Name of the Candidate	Date of Birth	Passport No.	Current Visa Status	Marital Status	Religion
		Jagadish Gupta	10-06-1993	m 5012364		Married	Hindu

Selection History



User can click the action button, system will open up the Candidate Selection History Page.

HRWORKS plus

 UAT 

Candidate Selection


TransactionMR0013

PositionIT MANAGER

No. of Openings1

Applicant Details

BULK ACTION

Action	Ranking	Name of the Candidate	Date of Birth	Passport No.	Current V
		Jagadish Gupta	10-06-1993	m 5012364	

Sampling Status :

☒ Filter In ☐ Filter Out ☐ Pending

Interview Status :

☒ Shortlisted ☐ Scheduled ☐ Qualified ☐ On Hold ☐ Pending ☐ Rejected

Selection History

Candidate Selection History

Selection History - JAGADISH GUPTA

Selection Status : Selected

Updated : AMRUTHA THOMAS - 13/06/2019 10:40:21

Selection Status : Offer letter Generated

Attachment : Download

Updated : AMRUTHA THOMAS - 13/06/2019 10:50:23

Selection Status : Offer Letter Accepted

Updated : AMRUTHA THOMAS - 13/06/2019 10:54:18

Selection Status : Employee Enrollment

Updated : AMRUTHA THOMAS - 13/06/2019 11:01:37

Selection Status : Offer letter Generated

Attachment : Download

Updated : AMRUTHA THOMAS - 03/07/2019 14:45:06

Selection Status : Talent Bank

Updated : AMRUTHA THOMAS - 10/07/2019 09:50:10

Selection History

Close

Offer Letter Generation Facility

System also has facility of Offer Letter Generation and be sent to the respective candidate on taking the “Offer Letter Release” Action.

UAT

Candidate Selection

Transaction

MR0013

Position

IT MANAGER

No. of Openings

1

Options

Applicant Details

Offer Letter Format - Labors

☐ Send Email

Apply

Clear

Generate

<input checked="" type="checkbox"/>	Ranking	Name of the Candidate	Date of Birth	Passport No.	Current Visa Status	Marital Status	Religion
<input checked="" type="checkbox"/>		Jagadish Gupta	10-06-1993	m 5012364		Married	Hindu

Sampling Status :

☒ Filter In
☐ Filter Out
☐ Pending

Interview Status :

☒ Shortlisted
☐ Scheduled
☐ Qualified
☐ On Hold
☐ Pending
☐ Rejected

OFFER LETTER FORMAT - LABORS

Accommodation

500

Air Passage

400

Basic Salary

500

Duration of Contract

Type Here ...

Type Here ...

Close

On selection the action – “Offer Letter release” system populates the variables defined to generate Offer Letter. These variables are User Defined and is based on the customized Templates of Offer Letter an organization is using.

Employee Enrolment

A candidate can be converted to an employee through this action of “Employee Enrolment”. This action ends up transmitting data into the Payroll System – HR Works >> Employee Master.

Applicant Details

Employee Enrollment

Apply

Clear

<input checked="" type="checkbox"/>	Ranking	Name of the Candidate	Date of Birth	Passport No.	Current Visa Status	Marital Status	Religion
<input checked="" type="checkbox"/>		Jagadish Gupta	10-06-1993	m 5012364		Married	Hindu

Rejected

Reject

☐ Send Email

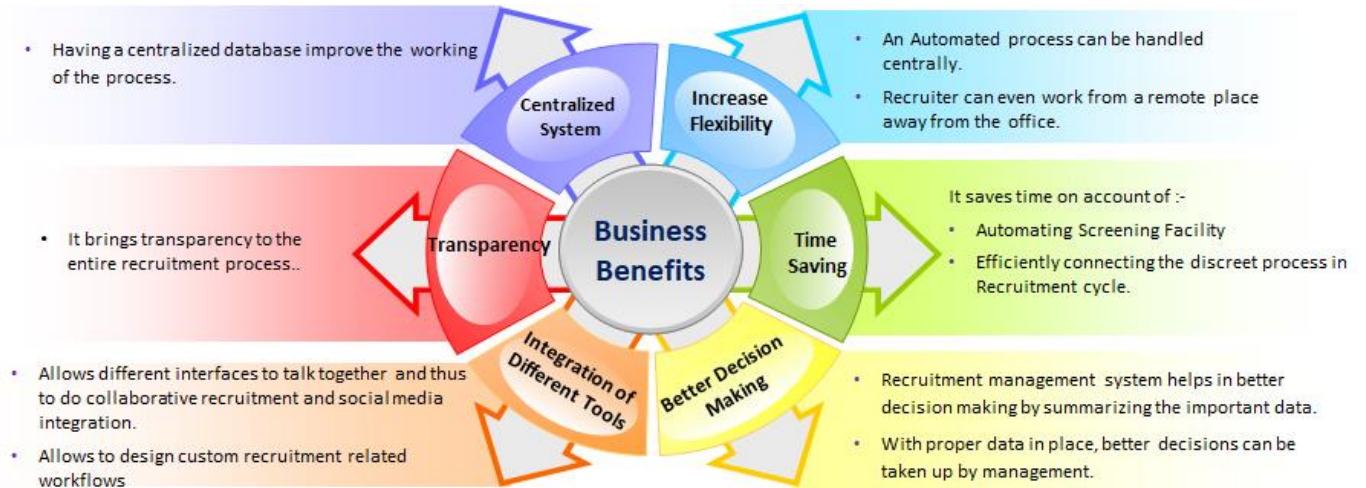
Apply

Clear

<input checked="" type="checkbox"/>	Ranking	Name of the Candidate	Date of Birth	Passport No.	Current Visa Status	Marital Status	Religion
<input checked="" type="checkbox"/>		Jagadish Gupta	10-06-1993	m 5012364		Married	Hindu

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8. Business Benefits



*Thank
you*

