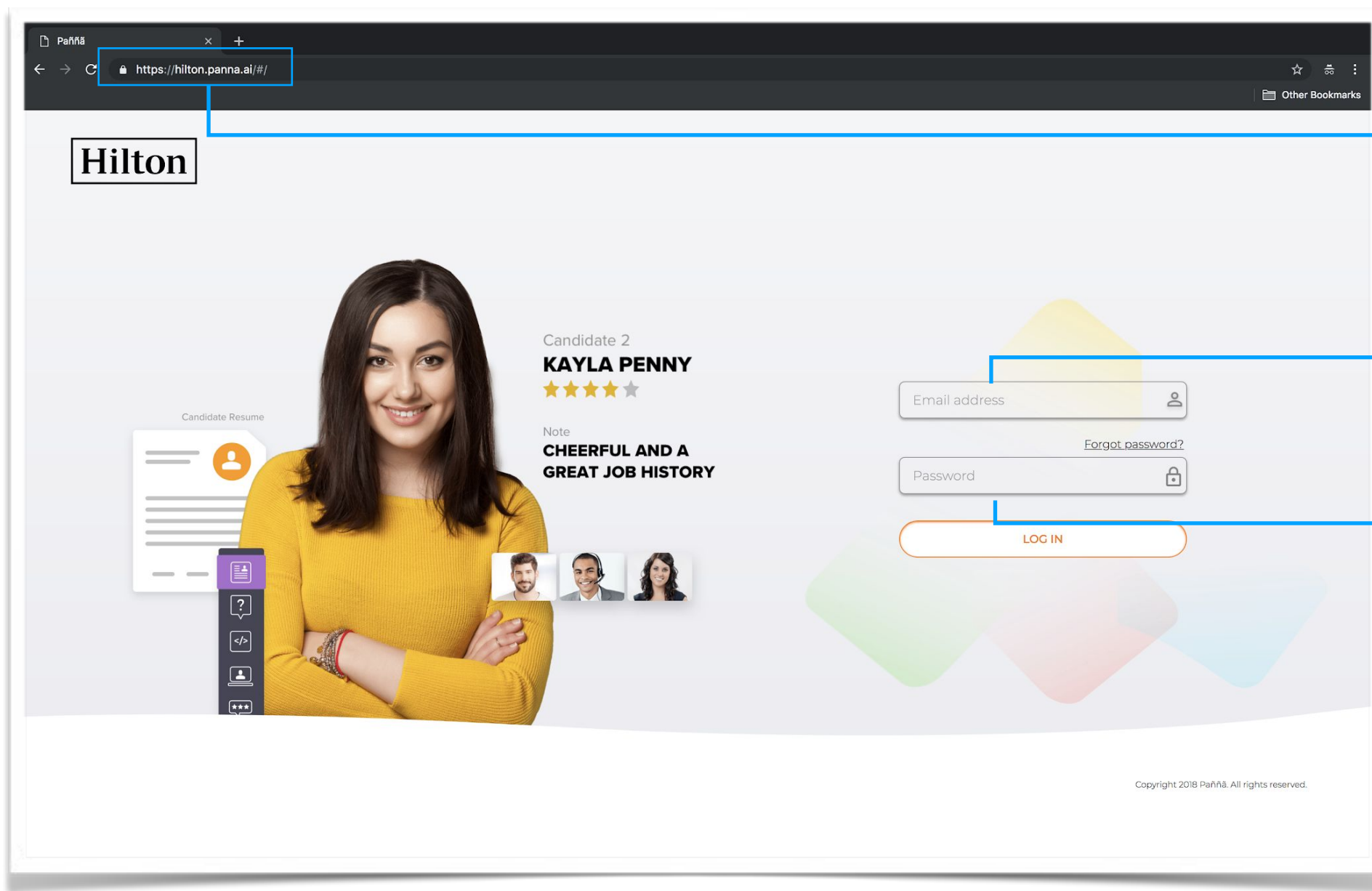


USER GUIDE FOR REPORTING MANAGERS

LOGIN SCREEN



URL
(<https://hilton.panna.ai/#/>)

Enter Login ID in order to get started

Enter Password

NOTE-

- * Must request a username & temporary password from TCL team at the time of initiation of your first requisition.
- * Once you receive your temporary login, please change your password & use those credentials to login moving forward.

REQUISITION LIST DASHBOARD
SCREEN

Hilton

TECHNOLOGY CONTINGENT LABOR PORTAL

Richard Anderson

ATS

TCL Requisitions

REQUISITION LIST

Showing 1 to 10 of 35

Show

10

HSE - ID	Created Date & Time	Req. Title	Req. Location	Target Start Date	Resource Type	Submissions	Closures	#Days Open
✓ HSE-00008	03/01/2019 07:31 AM	Java developer	Hilton Worldwide He...	03/26/2019	Extension	1	0	0
✓ TSMF88999--01	03/01/2019 06:56 AM	Testing	Dallas Regional Off...	03/01/2019	Extension	2	1	0
✓ Count1	02/22/2019 03:32 AM	Deployment	Hilton Worldwide He...	02/22/2019		2	0	7
✓ HSE-00007	02/22/2019 01:16 AM	Final test	Dallas Regional Off...	02/28/2019	Extension	3	0	7
✓ HSE-00006	02/22/2019 01:06 AM	Testing	Hilton Worldwide He...	02/22/2019		1	1	7
✓ Rfsid-20	02/19/2019 09:28 PM	oracle	Hilton Worldwide He...	02/20/2019		0	0	10
✓ REQ-00005	02/18/2019 07:54 AM	Testing	Dallas Regional Off...	02/20/2019	Payroll	3	1	11
✓ REQ-00004	02/18/2019 07:52 AM	Testing	Hilton Worldwide He...	02/18/2019	Extension	0	0	11
✓ REQ-00003	02/18/2019 06:34 AM	Testing	Hilton Worldwide He...	02/18/2019	Extension	1	0	11
✓ HappyFlow	02/18/2019 06:14 AM	Happy Flow	Hilton Worldwide He...	02/19/2019		3	0	11

◀ Previous

1

2

3

4

Next ▶

FILTERS

Date Range

FROM

TO

Status

☒ Active

☐ Archived

☐ On Hold

RFS ID

Search by Location

APPLY

RESET

Ability to filter requisitions

Increase the number of requisitions from 10 to over 50 on one page.

Status Filters: Active, Archived, and On Hold Requisitions

Search a requisition based on HSE ID

Search a requisition based on Hilton Locations

If you want to reset the filters please click reset

After selecting the filters click on apply to view the results

The requisition list provides a snapshot of the HSE ID, the date the requirement was created, requisition title, requisition location, targeted Start Date, type of the Resource, number of submissions per requirement, number of closures per requirement, and the number of days the requirement has been open.

VIEW REQUISITION DETAILS
SCREEN

Hilton

TECHNOLOGY CONTINGENT LABOR PORTAL

Richard Anderson

ATS

TCL Requisitions

REQUISITION LISTHSE-00008 X

VMS-Hilton - HSE-00008 - Java developer

Notes

notes03-01-2019 01:32 PM

+Add note

Documents

55daa74a-Cd79-4ddc-85c8-lfe937761b3f070e

Description

The role description is listed below:

- Gather and prioritize customer requirements, and develop and implement products to meet the requirements
- Develop new enhancements and custom apps and deploy to ServiceNow Store.
- This will require expertise in JavaScript, Glide API, Business Rules, Workflows, Client Scripts, UI Policy, UI Actions
- Knowledge and experience working with ServiceNow Security features, administering Users, Roles, Groups, ACLs
- Knowledge of CMDB, Business Services Map & Knowledge of ServiceNow UI tools Service Portal, CMS
- Experience working with Glide API, Java scripting and working knowledge of various JS frameworks like AngularJS, NodeJS etc.
- Design and develop integrations of other in-house applications with ServiceNow.
- Should have in-depth configuration and development knowledge across all core ServiceNow modules – IM, PM, CM, KM, CMDB, Discovery, Catalog, Portal, SLA, Integration with other systems
- Working knowledge of the APIs, web services and standard relational database concepts

Location

Hilton Worldwide Headquarters-McLean

Skill Set

javascript

Details

Status : ACTIVE

Level : Senior

Contractor 03/26/2019 - 03/27/2019
Term:

Target Start Date: 03/26/2019

Preferred Bill Rate: 12378

Maximum Bill Rate: 87

Type : Contract

Resource Type: Extension

Notes: Notes add

SUBMITTED RESUMES (1)

JhonyTier Adams

Piano,TX

8200000009

madmax99@yahoo.com

23

FUNDING_NOT_APPROVED

This dropdown gives you the ability to change your profile settings and also lets you sign out of the application.

Location of the requisition

Requisition details listed here:

- Level
- Contract Term
- Target Start Date
- Bill Rate
- Resource Type
- Contract Type
- Additional Notes

4

VIEW REQUISITION- CANDIDATE PROFILE TAB

The screenshot displays the Hilton Technology Contingent Labor Portal. The main header shows the Hilton logo and the portal name. The user is logged in as Richard Anderson, ATS. The page title is 'TCL Requisitions'. Below this, there's a tab for 'REQUISITION LIST' and a specific requisition 'HSE-00008'. The main content area is titled 'VMS-Hilton - HSE-00008 - Java developer'. It is divided into several sections: 'Notes' (with a note from 03-01-2019), 'Documents' (with a document icon and a link), 'Description' (with a role description and a list of requirements), 'Location' (Hilton Worldwide Headquarters-McLean), 'Skill Set' (javascript), and 'Details' (Status: ACTIVE, Level: Senior, Contractor term: 03/26/2019 - 03/27/2019, Target Start Date: 03/26/2019, Preferred Bill Rate: 12378, Maximum Bill Rate: 87, Type: Contract, Resource Type: Extension, Notes: Notes add). On the right side, there's a 'SUBMITTED RESUMES (1)' section showing a profile for JhonyTier Adams with contact information and a dropdown menu for actions: 'SCHEDULE_PANNA_INTERVIEW', 'PHONE INTERVIEW', 'FACE 2 FACE', 'EXTEND OFFER', and 'REJECTED'. Blue arrows point from the text on the right to the corresponding elements in the interface.

Snapshot of the candidate profiles listed here

Hover over profile and click “View Profile” to view entire profile of the candidate (SHOWN ON SLIDE 9)

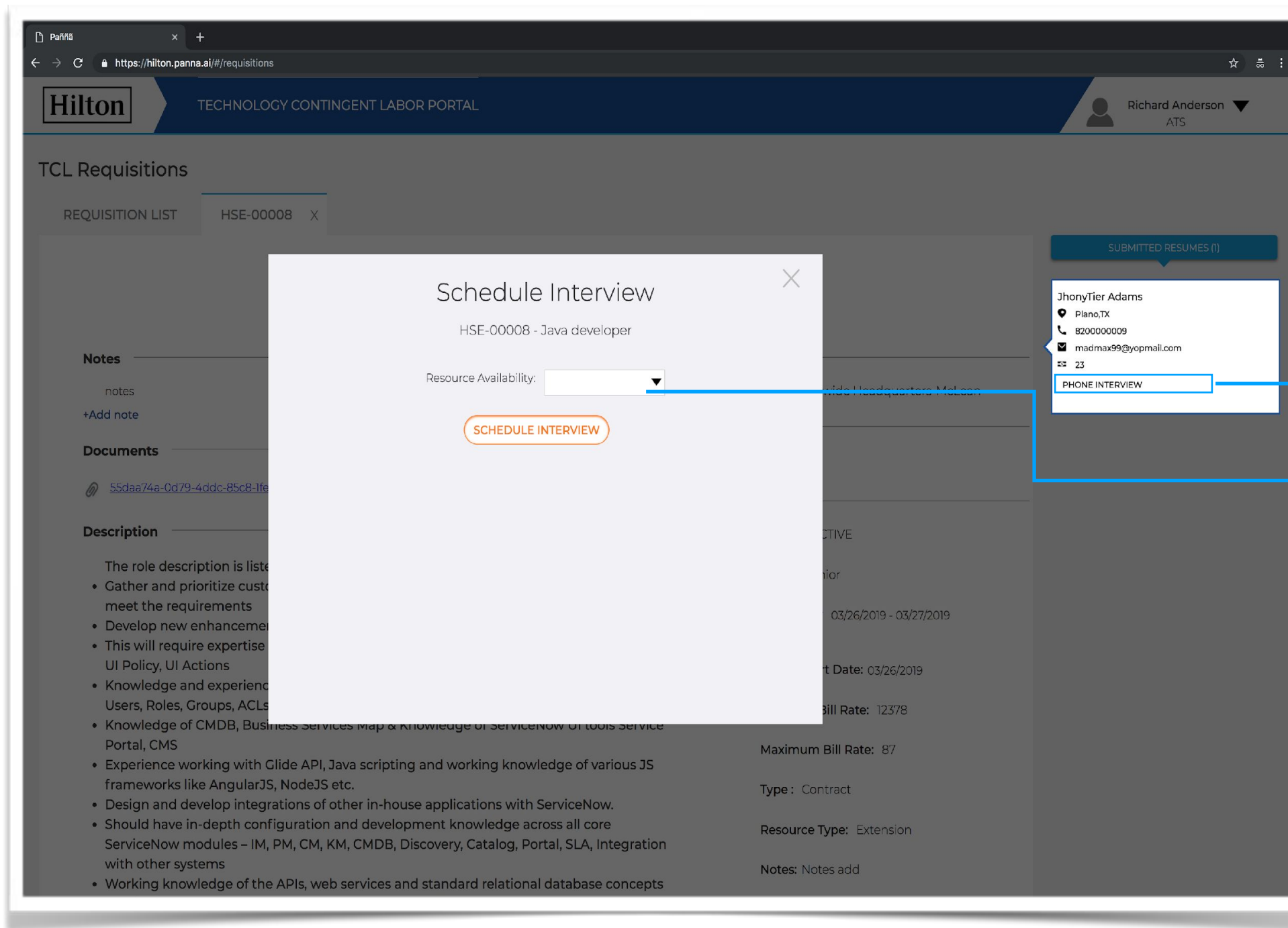
Scheduling a phone interview

Scheduling a face to face interview

Extending an offer to a candidate

Rejecting a candidate

SCHEDULING AN INTERVIEW SCREEN



The screenshot displays the Hilton Technology Contingent Labor Portal. A modal titled "Schedule Interview" is open for requisition HSE-00008 - Java developer. The modal includes a "Resource Availability:" dropdown menu and a "SCHEDULE INTERVIEW" button. To the right, a candidate card for JhonyTier Adams is visible, showing contact information and a "PHONE INTERVIEW" button. Blue arrows point from the candidate's availability information to the "PHONE INTERVIEW" button and from the "SCHEDULE INTERVIEW" button to the candidate card.

Notes

notes

+Add note

Documents

55daa74a-0d79-4ddc-85c8-1fe

Description

The role description is listed below:

- Gather and prioritize customer requirements to meet the requirements
- Develop new enhancements to meet the requirements
- This will require expertise in ServiceNow UI Policy, UI Actions
- Knowledge and experience in ServiceNow Users, Roles, Groups, ACLs
- Knowledge of CMDB, Business Services Map & Knowledge of ServiceNow or tools Service Portal, CMS
- Experience working with Glide API, Java scripting and working knowledge of various JS frameworks like AngularJS, NodeJS etc.
- Design and develop integrations of other in-house applications with ServiceNow.
- Should have in-depth configuration and development knowledge across all core ServiceNow modules – IM, PM, CM, KM, CMDB, Discovery, Catalog, Portal, SLA, Integration with other systems
- Working knowledge of the APIs, web services and standard relational database concepts

Maximum Bill Rate: 87

Type: Contract

Resource Type: Extension

Notes: Notes add

Submitted Resumes (1)

JhonyTier Adams

Plano, TX

8200000009

madmax99@yopmail.com

23

PHONE INTERVIEW

Select interview type here

The availability of the resource will be shown here

Up to 3 interview time slots are provided from the candidate

SCHEDULING AN INTERVIEW SCREEN

Hilton

TECHNOLOGY CONTINGENT LABOR PORTAL

Richard Anderson
ATS

TCL Requisitions

REQUISITION LIST

HSE-00008 X

Notes

notes

+Add note

Documents

55daa74a-Cd79-4ddc-85c8-1fe

Description

The role description is listed below:

- Gather and prioritize customer requirements to meet the requirements
- Develop new enhancements to the system
- This will require expertise in ServiceNow UI Policy, UI Actions
- Knowledge and experience in configuring Users, Roles, Groups, ACLs
- Knowledge of CMDB, Business Services Map & Knowledge of ServiceNow or tools like Service Portal, CMS
- Experience working with Glide API, Java scripting and working knowledge of various JS frameworks like AngularJS, NodeJS etc.
- Design and develop integrations of other in-house applications with ServiceNow.
- Should have in-depth configuration and development knowledge across all core ServiceNow modules – IM, PM, CM, KM, CMDB, Discovery, Catalog, Portal, SLA, Integration with other systems
- Working knowledge of the APIs, web services and standard relational database concepts

Schedule Interview

HSE-00008 - Java developer

Resource Availability:

None

Manager Availability:

MM/DD/YYYY

00:00 AM

MM/DD/YYYY

00:00 AM

MM/DD/YYYY

00:00 AM

Notes

SCHEDULE INTERVIEW

SUBMITTED RESUMES (1)

JhonyTier Adams

- Plano, TX
- 8200000009
- madmax99@yopmail.com
- 23

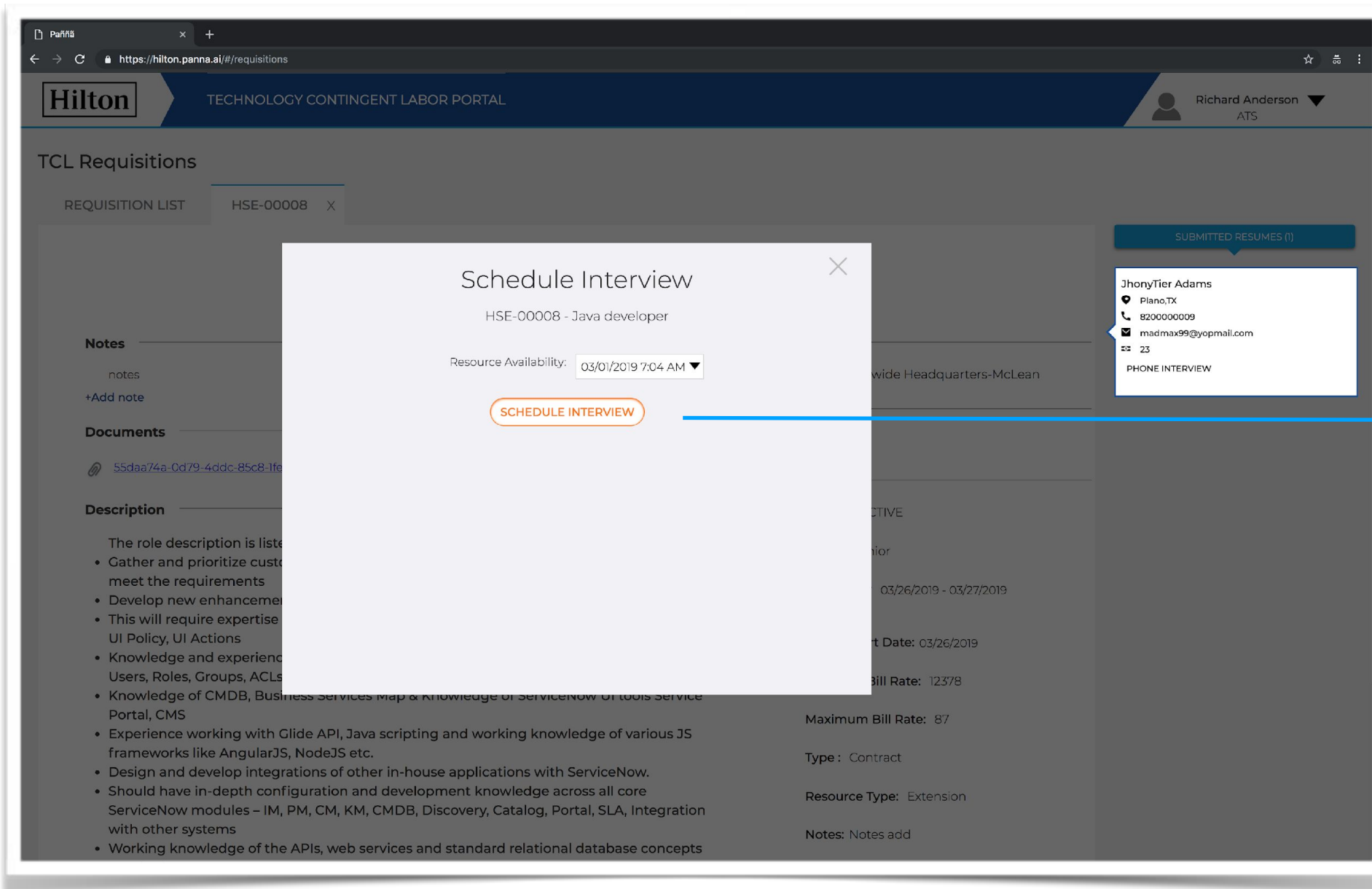
Select a time slot listed or
"NONE" if your availability does
not match the candidates

If your availability does not match the candidates, provide additional time slots here

A notification will be sent to the vendor to provide additional availability

**You can also provide additional details here:
e.g. WebEx details etc.**

SCHEDULING AN INTERVIEW SCREEN



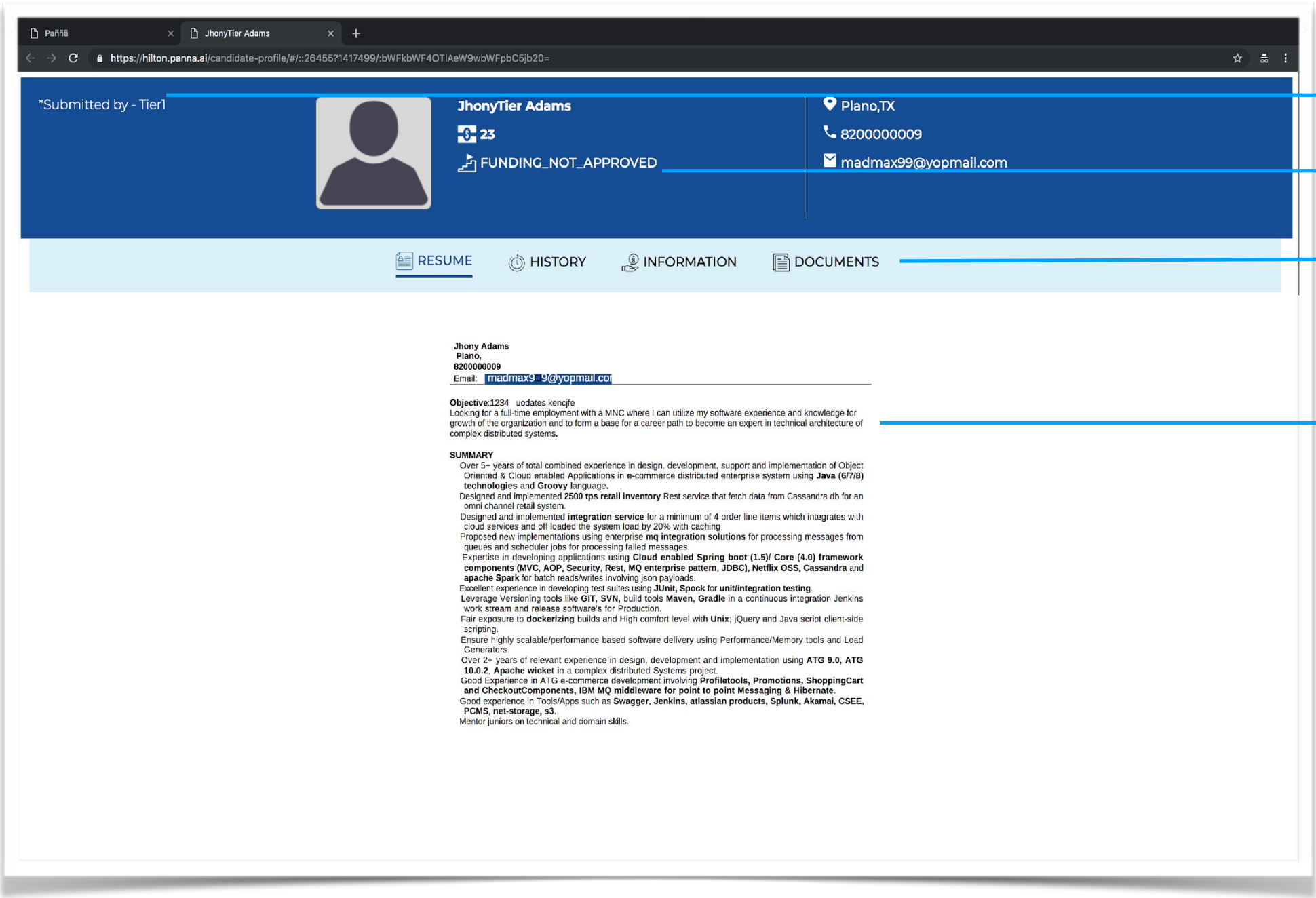
The screenshot displays the Hilton Technology Contingent Labor Portal. A modal titled "Schedule Interview" is open for requisition HSE-00008 - Java developer. The modal shows the resource availability as "03/01/2019 7:04 AM" and a "SCHEDULE INTERVIEW" button. A blue arrow points from this button to the right. In the background, a sidebar shows "Notes", "Documents", and "Description" for the requisition. The "Description" section lists various requirements for the Java developer role. On the right side of the portal, a "SUBMITTED RESUMES (1)" section shows a resume for JhonyTier Adams, including contact information and a "PHONE INTERVIEW" button.

Once you select an interview time select “ SCHEDULE INTERVIEW” to confirm:

-A notification will be sent to the vendor for confirmation

-The vendor will send a calendar invite

CANDIDATE PROFILE - RESUME
SCREEN



Displays name of vendor that submitted candidate


Status of candidate in the selection process

Additional attachments show here: e.g. assessments, references etc.

Candidates resume. Scroll to view the complete file.

CANDIDATE PROFILE - HISTORY
SCREEN

*Submitted by - Tier1



JhonyTier Adams

23

FUNDING_NOT_APPROVED

Plano, TX

8200000009

madmax99@yopmail.com

RESUME

HISTORY

INFORMATION

DOCUMENTS

RFS ID - REQUISITION TITLE

✓ HSE-00008 - Java developer

ACTIVITY	UPDATED BY	DATE	TIME
CANDIDATE_PROFILE_UPDATED	d3 acc	03/01/2019	7:38 AM
FUNDING_NOT_APPROVED	d3 acc	03/01/2019	7:38 AM
CANDIDATE_PROFILE_UPDATED	D3 Non Tech	03/01/2019	7:37 AM
SENT FOR APPROVAL	D3 Non Tech	03/01/2019	7:37 AM
TIME_SLOTS_NOT_SUITABLE	Reporting Manager	03/01/2019	7:36 AM
EXTEND OFFER	Reporting Manager	03/01/2019	7:36 AM
SCHEDULED PHONE INTERVIEW	Reporting Manager	03/01/2019	7:35 AM
comments	Lana Arnold	03/01/2019	7:33 AM
SUBMITTED	Lana Arnold	03/01/2019	7:33 AM

The requisition ID to which the candidate has been submitted to

Display of entire activity log from the time requisition was posted

Record of when candidate was first submitted

CANDIDATE PROFILE - INFORMATION
SCREEN


Parfif

Ray Helson

https://play-hilton.panna.ai/candidate-profile/#/:3825?1411738/c2FuZGVlcDk5OTI6OTk5QHlvcG1haWwY29t

Other Bookmarks

*Submitted by - Tier1 vendor



Ray Helson

23

CANDIDATE_PROFILE_UPDATED

Alexander City, AL

599-098-7899

ray.helson987@yopmail.com

RESUME

HISTORY

INFORMATION

DOCUMENTS

Basic Details

Ray

First Name

Alexander City, AL

Location

sandeep9999z999@yopmail.com

Email Id

\$ 23

Bill Rate

Helson

Last Name

599-098-7899

Contact number

Educational & Employment History

HighestEducation	Major	University	From	To
Employer Name	Location	Title	From	To

Comments

Questions

Resource Availability

3/1/2019

5:15 PM

Available Date & Time for Interview

AVAILABLE

Availability to join

All basic & educational information of the candidate

Educational qualification and employment experience

Basic details of the candidate

Questions or comments from vendor and candidate

Availability of candidate for interviews

For any questions please contact:

IT_Staff_Aug_Team@Hilton.com

For Tech Support please contact:

hilton-ats-support@panna.ai