Contents

THE BASILISKS
HR OPERATIONS MANAGER

HR HEAD Help Manual

1. About This Help Manual

1.1 <u>Purpose</u>
This guide provides comprehensive guidelines and step by step instruction on how to use The Basilisks HRM, the Human Resource Management software.

1.2 <u>Who should use this manual?</u>
The manual is meant for all the end users, i.e. the employees of the company.

2. About The Basilisk HR Operation Manager

The Basilisk HR Operation Manager is an automated Human Resource Management Software. It's a project undertaken to automate most of the tasks of the Human Resource Department of any company.

3. System Users
3.1 Admin
3.2 Manager
3.3 H.R
3.4 Interviewer
3.5 Other Employees

4. Tasks Common To All Employees
4.1 <u>Login</u>
This is the first page of the HRM (if the employee has not already logged in). The employees irrespective of the role need to enter their unique employee id and their password. Upon authentication, they are redirected to their homepage.

4.2 <u>Home</u>
The first option of the employee's menu bar and the first page the employee will see upon Login. It displays all the Information of the employee.

4.3 Attendance

This is the third option in the employee Menu bar. Upon Mouse hover, two more options pop up.

4.3.1 View Attendance

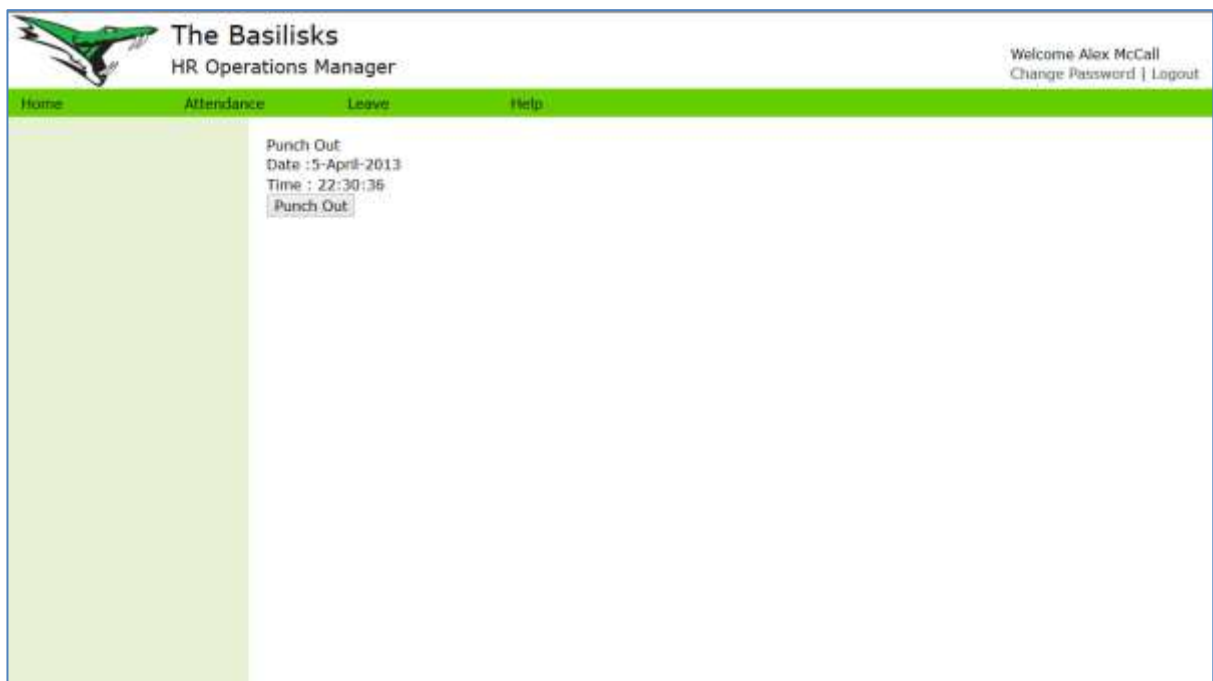This option shows the entire log of the attendance of the employee.

4.3.2 Mark Attendance

To mark the attendance, the employee has to click on the punch-In button, and while going he just needs to click the punch-Out button.

The Basilisks
HR Operations Manager

Welcome Alex McCall
Change Password | Logout

Home   Attendance   Leave   Help

Punch In
Date :5-April-2013
Time : 22:29:55
Punch In

The Basilisks
HR Operations Manager

Welcome Alex McCall
Change Password | Logout

Home   Attendance   Leave   Help

Punch Out
Date :5-April-2013
Time : 22:30:36
Punch Out

4.4 Leave

The fourth option in the employee's menu bar. Upon mouse Hover, two more options Pop Up
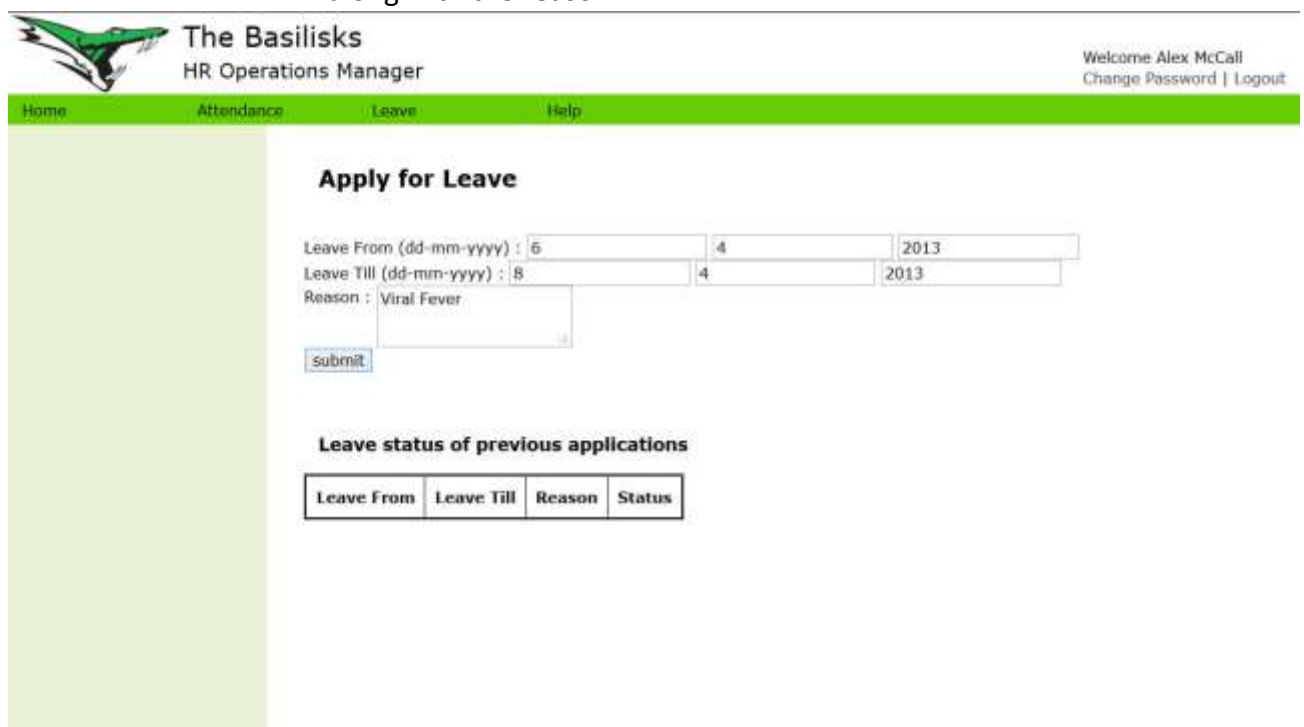

4.4.1 Apply for Leave

Employee needs to fill this form to apply for the leave which will later be granted/Not granted by his supervisor. Employee needs to specify the dates for which he/she wants the leave, along with the reason.

4.4.2 Grant Leave

This module is for supervisors. Upon clicking the Option the employee will be presented with the outstanding leave Applications and he may grant them or discard them

depending upon the reason specified.

4.5 Change Password

Allows the employee to change his/her password. Employee needs to enter his/her old password, new password and confirm the new password again.

4.6 Logout

Present at the right top corner, beneath the name of the employee. Used to close the current session of the employee.

4.7 Help

The last menu in the Employee Menu Bar. Upon clicking this option the Employee will be presented with a user manual file according to their role in the Company.

The Basilisks
HR Operations Manager

Welcome Larry Houston
Change Password | Logout

| Home | Select Task | Attendance | Leave | Help |

Employee Details

Employee ID : 26
Name : Larry Houston
Gender : Male
Qualification : Masters

Department : IT
Position : Manager
Supervisor : John Smith
Date of Hiring : 2013-03-01
Salary : 50000
Special Role : HR

5. HR Specific Tasks

The Basilisks
HR Operations Manager

Welcome Larry Houston
Change Password | Logout

Home   Select Task   Attendance   Leave   Help

Employee Details

Employee ID : 26
Name : Larry Houston
Gender : Male
Qualification : Masters

Department : IT
Position : Manager
Supervisor : John Smith
Date of Hiring : 2013-03-01
Salary : 50000
Special Role : HR

Tasks: The various tasks of the HR are:

5.1 <u>View New Application</u>

       All the New Application sent by the Applicants will be show here. Upon Clicking this Option the bottom pane will be divided into two parts-Left and Right.

Left Pane will show all the New Applications with its Sending Email Id, for which Opportunity ID and Date of arrival of Application. Upon clicking the application, the right pane will display the Resume of the applicant and the bar between resume and Employee Menu bar will show the option for Shortlisting the Applicant or Rejecting the applicant. On Rejection the HR will be asked for the reason for the Rejection and if shortlisted the application gets forwarded to Manager.

<u>To Shortlist an Application</u>

- Click on the View New Application

- The Left pane will display all the Application on which have arrived and no action have been taken on it.

- Click on the Application on the left pane and the corresponding applicants Resume will be shown on the right along with the options to shortlist and Reject the application.

- If applicant is to be shortlisted then click on the Shortlist Button. A confirmation message will come on the screen. Click on the OK button.
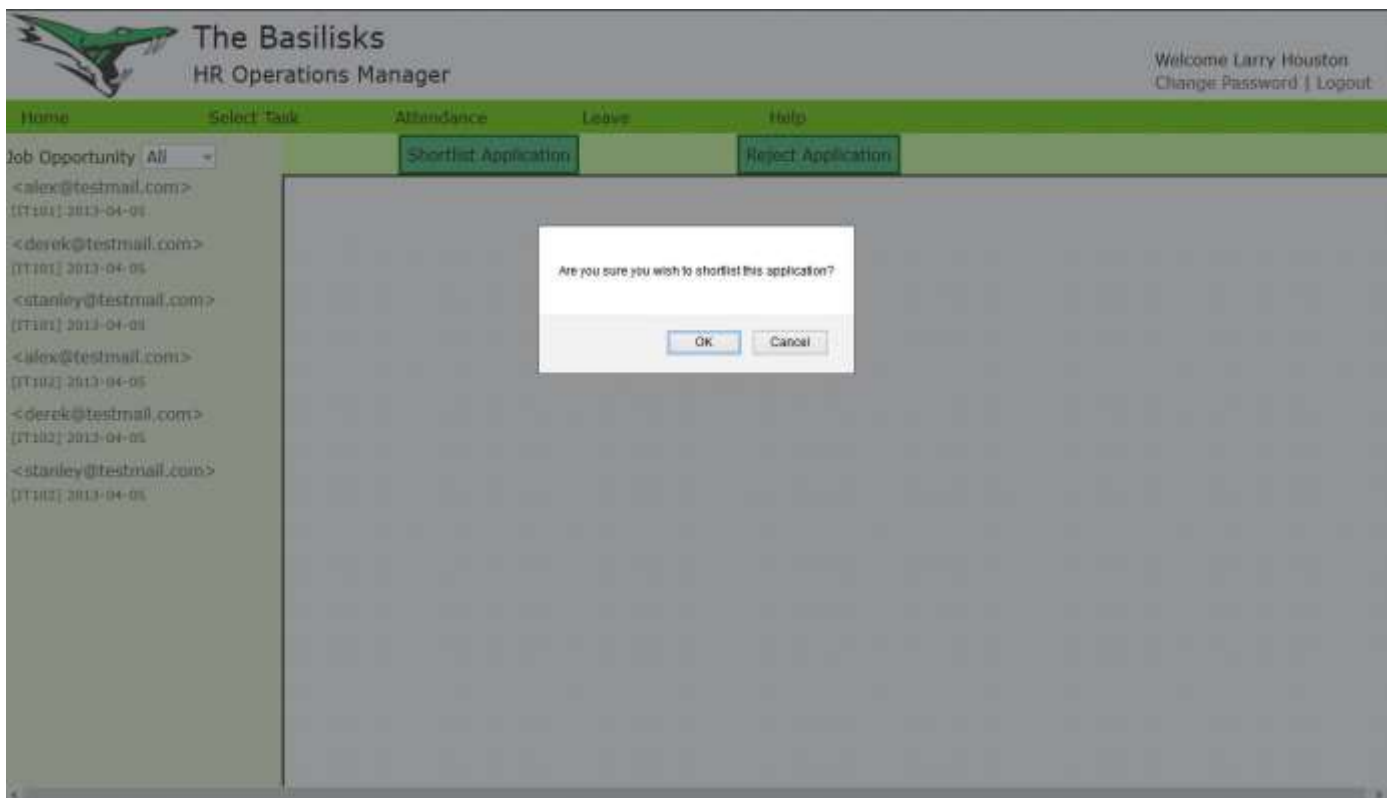
This will be followed by another alert message that the applicant has been selected.
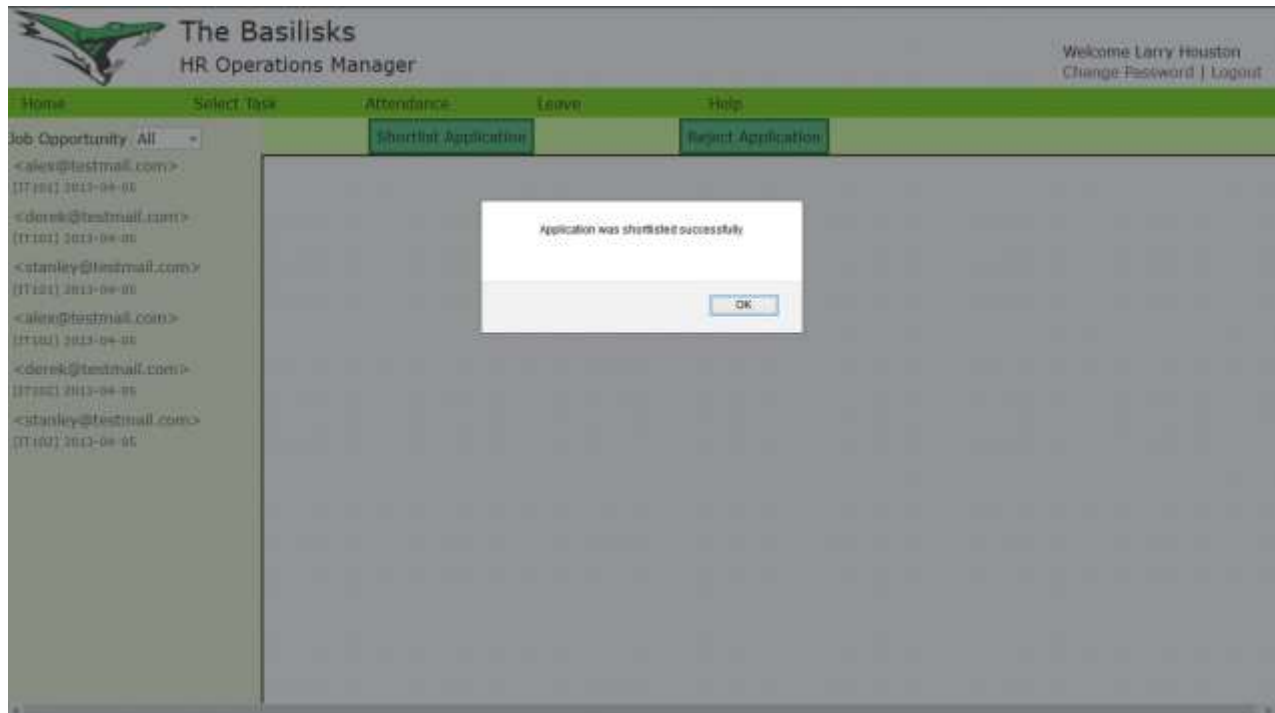
To reject an Applicant:

- Click on the View New Application

- The Left pane will display all the Application on which have arrived and no action have been taken on it.
- Click on the Application on the left pane and the corresponding applicants Resume will be shown on the right along with the options to shortlist and Reject the application.
- If applicant is to be rejected then click on the Reject button and a dialog box will appear asking for the reason. State the reason and click on the OK button.
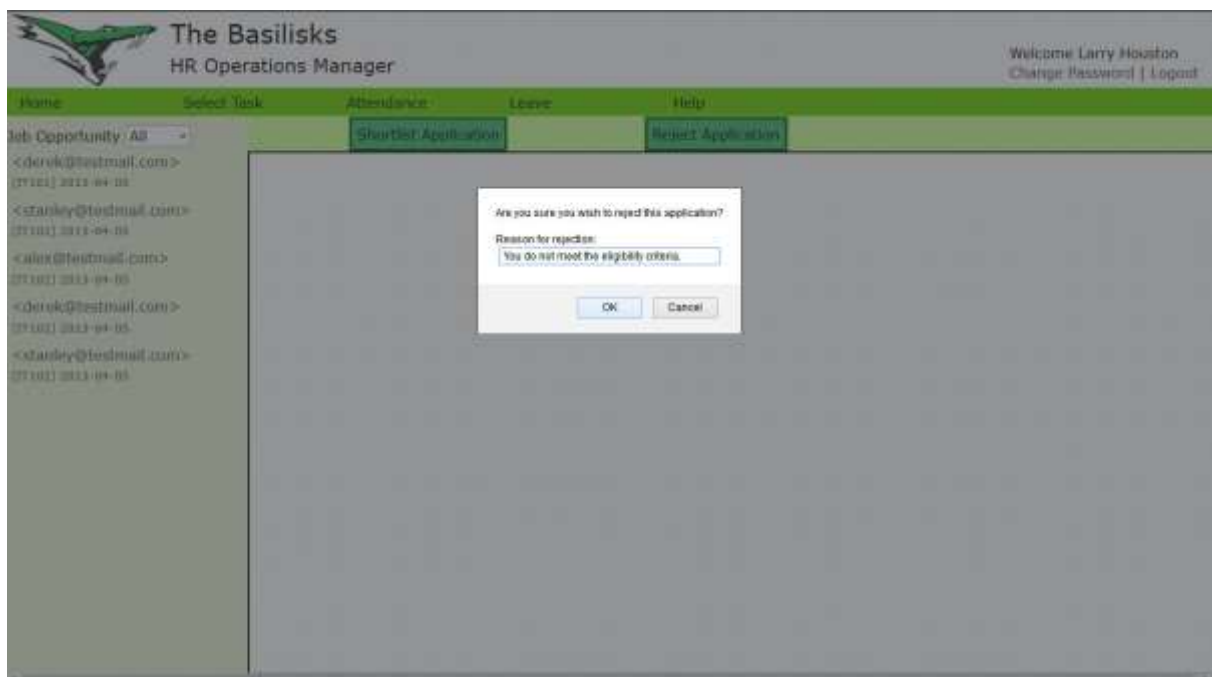
This will be followed by followed by an alert box stating that Applicant has been rejected

After the application has been rejected, a mail will be sent to the the applicant stating about his rejection. A sample rejection will look something like this:

File Edit Mail Encryption Window Help

Pooka
  jobs@thebasilisks.com
  alex@testmail.com
  derek@testmail.com
  stanley@testmail.com
      INBOX

Application Rejected

From: no_reply@thebasilisks.com
To: stanley@testmail.com
Subject: Application Rejected

Sorry your application was rejected due to the following reason:

You do not meet the eligibility criteria.

Thank you for applying to us.

Default

The Basilisks
HR Operations Manager

Welcome Larry Houston
Change Password | Logout

Home   Select Task   Attendance   Leave   Help

Job Opportunity All

Shortlist Application   Reject Application

<alex@testmail.com>
[IT101] 2013-04-05

<derek@testmail.com>
[IT101] 2013-04-05

<stanley@testmail.com>
[IT101] 2013-04-05

<alex@testmail.com>
[IT102] 2013-04-05

<derek@testmail.com>
[IT102] 2013-04-05

<stanley@testmail.com>
[IT102] 2013-04-05

Alex McCall
M. Tech
Computer Science & Engineering.
E-mail: alex@testmail.com

PERSONAL INFORMATION
Date of Birth – 27-march-1987
Address-   56, Baker Street,London.
                    Pin-988371
Phone. No. -   81843423529

OBJECTIVE

To seek a position in the professional world where I can work with passion and
creativity exploiting my potential to an optimum level and finally to grow with the
organization.

5.2 View Shortlisted Application

Upon clicking this Option from the menu the HR will be presented with all the applicants that have been shortlisted (cleared first round of selection) in the left pane.

Upon clicking the application their respective Resume will be shown in the right pane of the window.

5.3 View Rejected Application

Upon clicking this Option from the menu the HR will be presented with all the applicants that have been Rejected (Rejected in first round of selection) in the left pane.

Upon clicking the application their respective Resume will be shown in the right pane of the window.

5.4 Hire Applicants

This is the final round of the selection process in which the applicants selected by the manager (on the basis of the score) after the interview process is displayed and finally it's the task of the HR to select the most appropriate employee and fill the requisite number of Position for that job opportunity.

To Hire an Applicant:

- Click on the Hire Applicant option from the Select Task of the Menu bar.
- The Left Pane will be populated with the list of the Application of the applicants that have the potential to become the employee of the company with a check box beside it and the right pane will display the

no of Vacancies in the Application menu bar which is just below the employee Menu bar.

- Click on a certain application and its Resume will be shown in the right pane along with the interview Results over it.

- To hire the applicants select the check box of the employees and click on the Hire Applicant button at the bottom of the Left Pane. A mail will be sent to the applicants about their Selection and will be provided with the offer letter and a link upon clicking they will accept the job.

A sample mail to the applicant with Offer letter will look something like this:

File Edit Mail Encryption Window Help

Application Selected

From: no_reply@thebasilisks.com
To: alex@testmail.com
Subject: Application Selected

Congratulations!

You have been selected as a Manager.

Please click on the following link if you wish to accept the offer:
http://localhost:9081/HROps/offerLetter.do?offerId=qxFpUuvm2T&task=accept

If for any reason you do not wish to accept the offer, please click on this link:
http://localhost:9081/HROps/offerLetter.do?offerId=qxFpUuvm2T&task=reject

If Applicant accepts the offer, the screen would like the following.

You have chosen to accept our offer letter.
Your employee details have been mailed to you

If applicant declines the offer, they would get the following:

> You have chosen to reject our offer letter. We would have loved to have you as our employee.

To Reject an Applicant:

- Click on the Hire Applicant option from the Select Task of the Menu Bar.
- The Left Pane will be populated with the list of the Application of the applicants that have the potential to become the employee of the company with a check box beside it and the right pane will display the no of Vacancies in the Application menu bar which is just below the employee Menu bar.
- Click on the checkbox of the application that is to be rejected and click on the Reject button from the Application menu bar(the one on the right pane just below the Employee menu bar)
- A reason will be asked to be stated for the rejection and click on the OK button.

6. Some Common Problems and their troubleshoot

- Problems with GUI

  The Application is tested with Chrome, Mozilla Firefox, and Opera & IE. We recommend using the latest version of Mozilla Firefox or Google Chrome for best user experience.

- **Something is wrong with the Mailing system. System doesn't fetch new Applications for the recruitment process.**

  Well sometimes it may happen. May be the SMTP server is not configured properly or may be the wrong username and password is being used to authenticate the mailing system on the server. The best way is to use admin's Web interface to re-configure the SMTP and IMAP settings.

- **I am unable to view Candidate's Resume upon clicking on the Application; instead it asks me to download it. Why?**

  Please don't use any third party plugins (Except Adobe Reader's) and Download Managers (like IDM, DAP etc).