HR HELP MANUAL

1.About This Help Manual

1.1 Purpose
This Guide provides comprehensive guidelines and step by step instruction on how to use the Basilisk HRM, the Human Resource Management software.

1.2 Who Should use this Manual
The manual is meant for all the end users that is the employees of the company.

2.About Basilisk HRM

Basilisk HRM is a full fledged Human Resource Management Software. It's a project undertaken to automate most of the task 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.Task Common To All Employees

4.1 Login : 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 Home : 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 the 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 need to click the Punch-Out button.

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 need to specify the dates for which he/she wants the leave along with the reason.

4.4.2 Grant Leave : This module is for supervisor. 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 : Helps to change the employee his/her password. Employee needs to enter his/her old password, new password and 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.

5. HR Specific Task

5.1 View New Application : 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.

To Shortlist a Application

- 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, and 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.

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 its 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.
- If the applicant has to be rejected, click on the Reject button on the Application menu bar in between Resume and Employee menu bar. A dialog box will appear asking for the Reason for the rejection, fill it and a mail will be sent to the applicant about his rejection.

- 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.