INTERVIEWER 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 <u>Leave</u> : The Fourth Option in the employee's menu bar. Upon Mouse Hover, two more options Pop Up

    4.4.1 <u>Apply For Leave</u> : 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 <u>Grant Leave</u> : 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 <u>Change Password</u> : Helps to change the employee his/her password. Employee needs to enter his/her old password, new password and New Password again.

4.6 <u>Logout</u> : Present at the Right top corner, beneath the Name of the employee. Used to close the current session of the employee.

4.7 <u>Help</u> : 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. Interviewer Specific Task

5.1 <u>View Interview Schedule</u> : This module is used by the interviewers to see their Interview Schedules.

    <u>To view The Interview Schedule</u>

- Click on the View Interview Schedule from Select Task.

- The bottom Pane will display a Combo box that will display all the Date for which he has to conduct the interview

- Select the Date from the Combo box

- A table will appear below the Combo box showing the Interview Time and and the number of applicants for which he has to take the interview

5.2 Update Interview Result : This module is used when the Interviewer is taking the interview of the Applicant.

    <u>To Update Interview Result</u> :

- Click in the Update Interview Result from the Select Task
- The bottom pane will be divided into two parts.
- The combo Box will display all the scheduled date for the Interviewer.
- Select one of the date form the combo Box. A second combo box will appear that will show all the available time slots for the employee.
- Select one of the available time slot.
- Upon selection of the time slot. All the applications that belong to that time slot will be displayed in the left pane.
- Upon clicking the right pane will display the Applicants Resume and a Text field & a button to update applicant interview score.
  (Caution : Score can be any value greater than 0).
- This Score Card is now transferred to Manager, for further selection of the applicant.