

COCHIN INTERNATIONAL AIRPORT LTD

Human Capital Management - Recruitment

SAP ECC 6.0.6

End User Manual

Version Draft: 1.0

October, 2013

IMPLEMENTED BY



TATA CONSULTANCY SERVICES

1. DOCUMENT RELEASE NOTICE

Client: Cochin International Airport Limited

Project: IAMS Implementation

Document details: End User Manual.

Name	Version No	Description	Author
HCM Recruitment – End User Manual	1.0	End User Manual for the SAP HCM – Recruitment module.	K. Mithun

2. DOCUMENT REVISION LIST

Notice No. :

Client: Cochin International Airport Limited (CIAL)

Project: IAMS Implementation.

Document details: End User Manual – HCM Recruitment.

Release Notice Reference (for release):

Rev. No	Revision Date	Revision description	Page No.	Prev page No	Action Taken	Addenda/New page	Release Notice reference

3. PREFACE

Purpose of this Document

This document is meant for use by CIAL HR team. It contains the configuration settings for the ... module as of release of this document. The table given below depicts all the configurable items of standard HCM – Recruitment.

Intended audience

This document is intended for users of CIAL – Human Resources Department.

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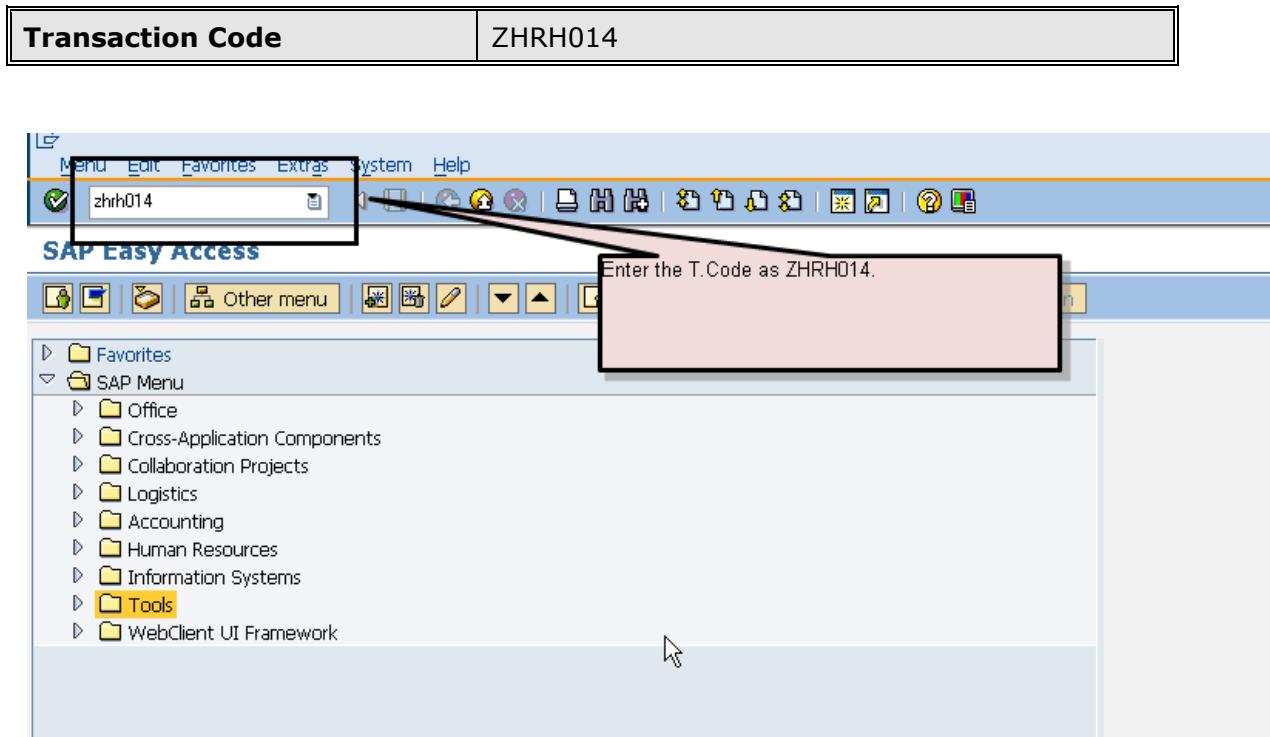
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4. SELECTION OF APPRENTICE

Batch Code Maintenance

Before the initiation of the apprentice recruitment process after the approval from the concerned authority the batch code needs to be maintained in SAP system to map the applicants to a particular batch.



Select the new entries button.

Change View "Recruitment Advertisement Table": Overview

New Entries

Year	Recruitment Type	Batch Number
2013	General Recruitment	CIAL/HR/REG/1/01.08.2013
2013	Apprentice	CIAL/HR/1/APP/30.01.2013
2013	Apprentice	CIAL/HR/2/APP/30.01.2013
2013	Apprentice	CIAL/HR/3/APP/30.01.2013
2013	Apprentice	CIAL/HR/4/APP/30.01.2013
2013	Apprentice	CIAL/HR/5/APP/01.08.2013

Enter the Year/Recruitment type and the Batch code.

New Entries: Overview of Added Entries

Year	Recruitment Type	Batch Number
2013	Apprentice	CIAL/HR/REG/5/01.08.2013

Table View Edit Goto Selection Utilities System Help

Select the save icon.

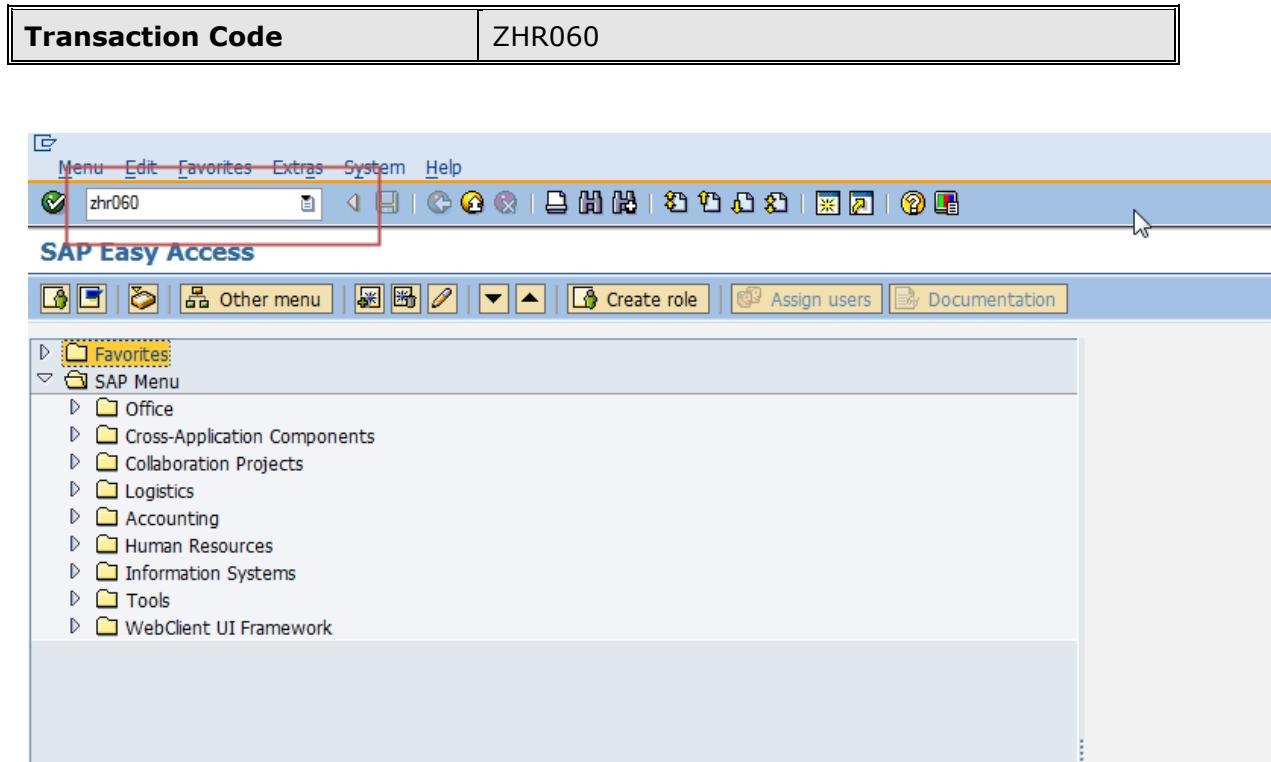
New Entries: Overview of Added Entries

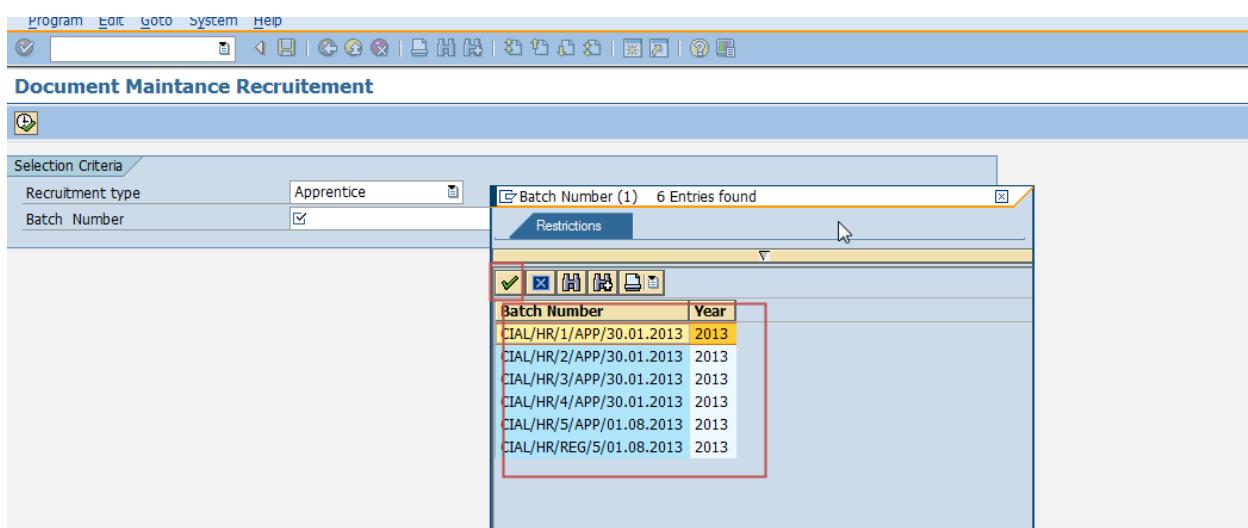
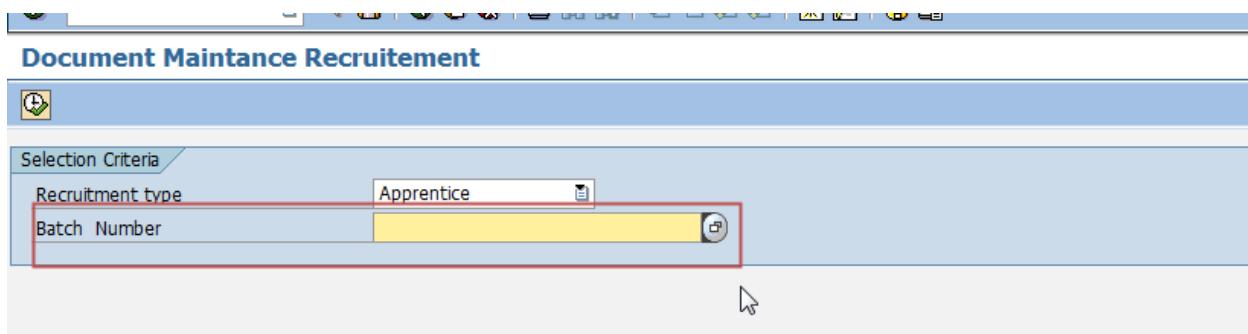
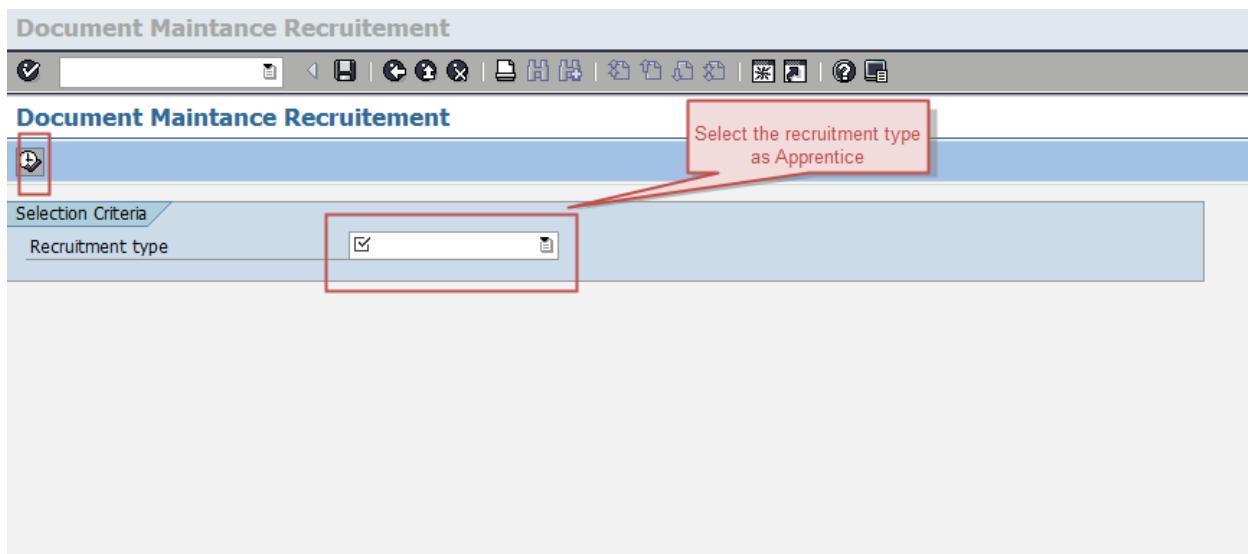
Save

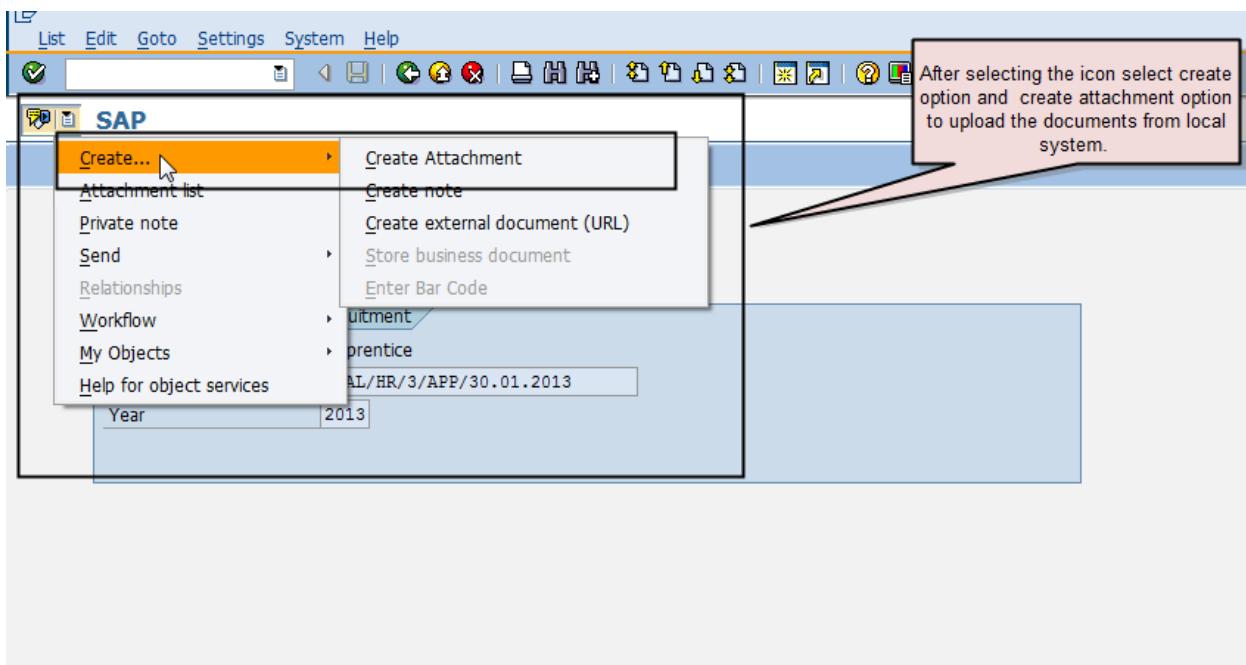
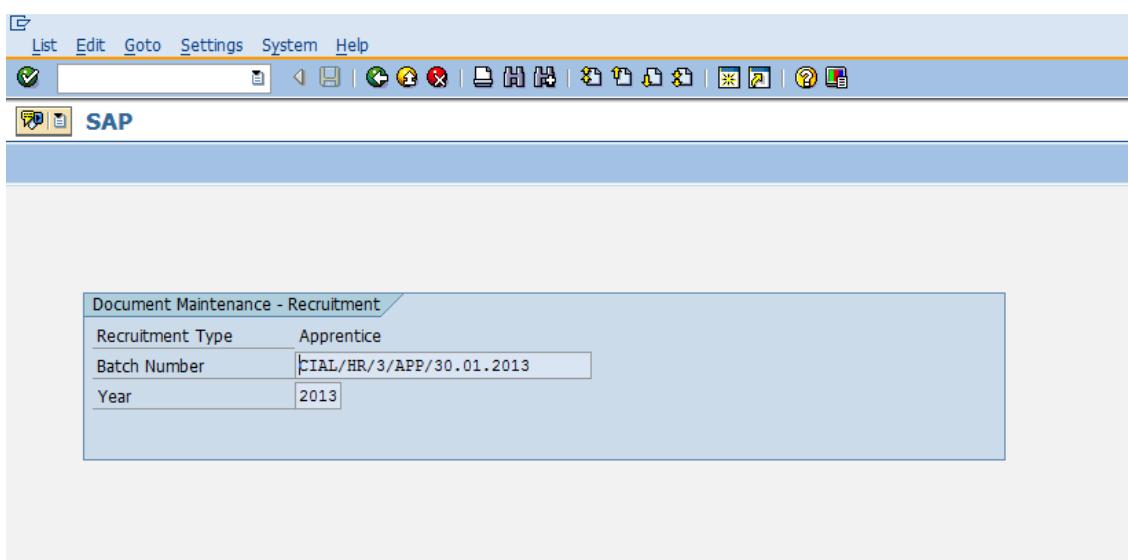
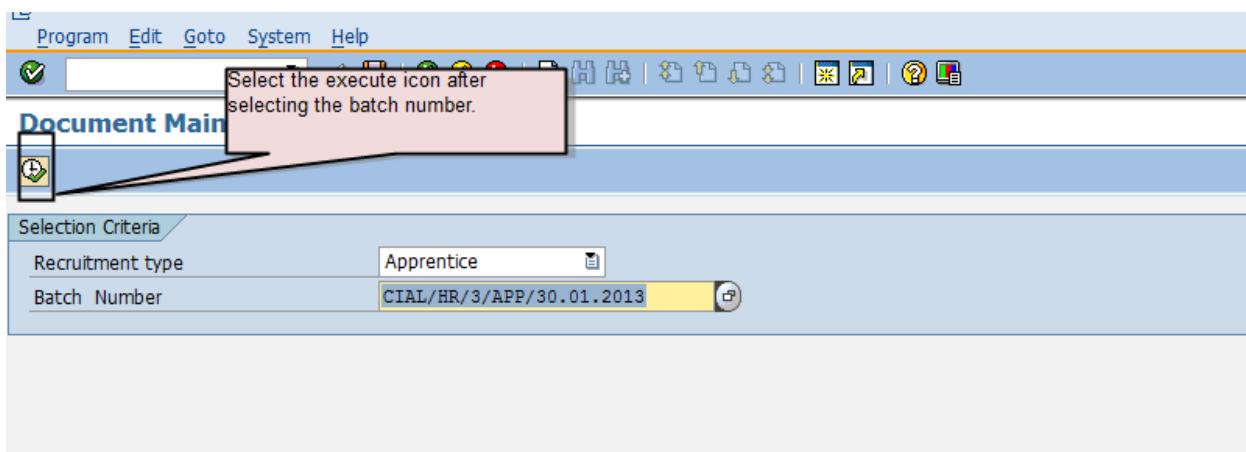
Year	Recruitment Type	Batch Number
2013	Apprentice	CIAL/HR/REG/5/01.08.2013

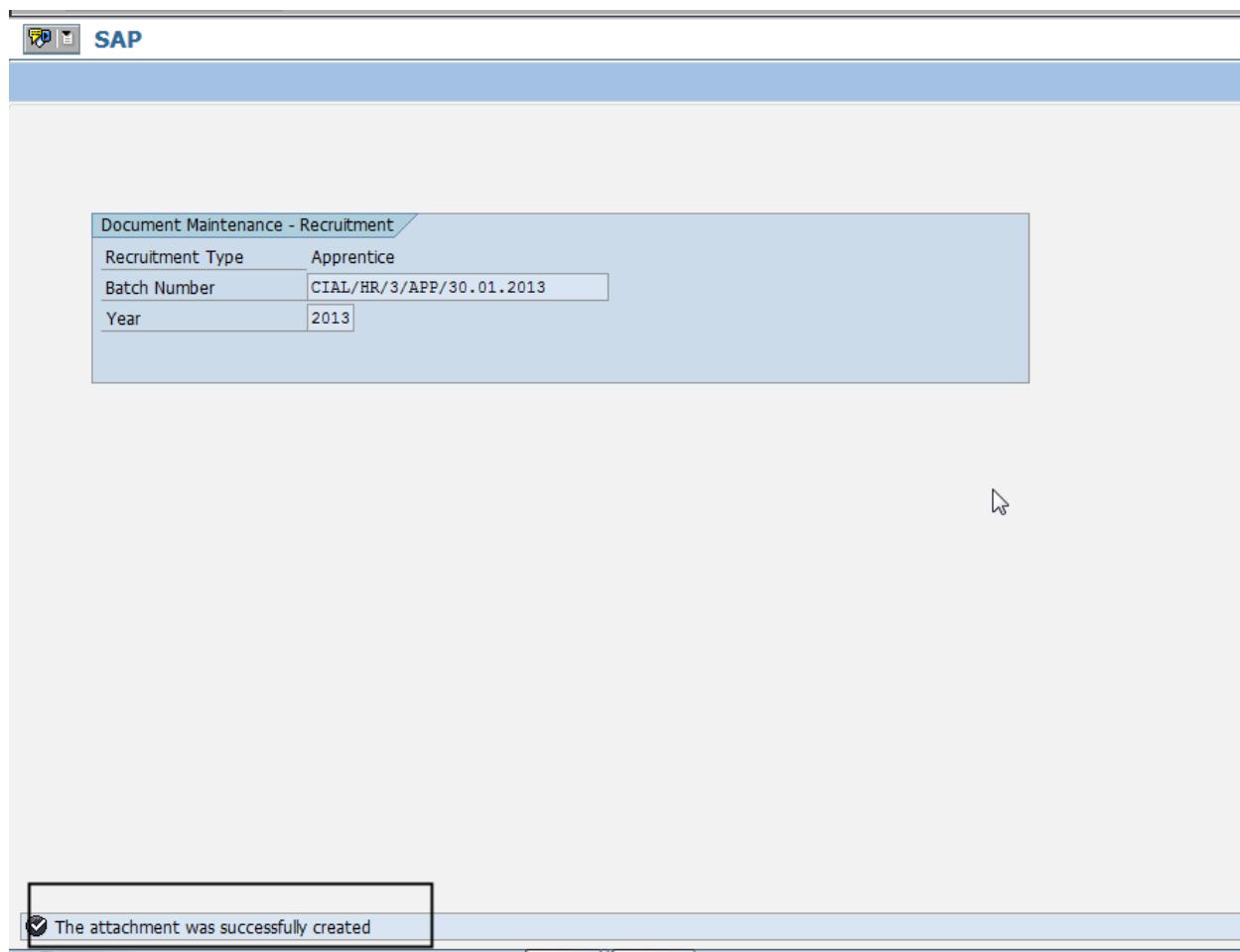
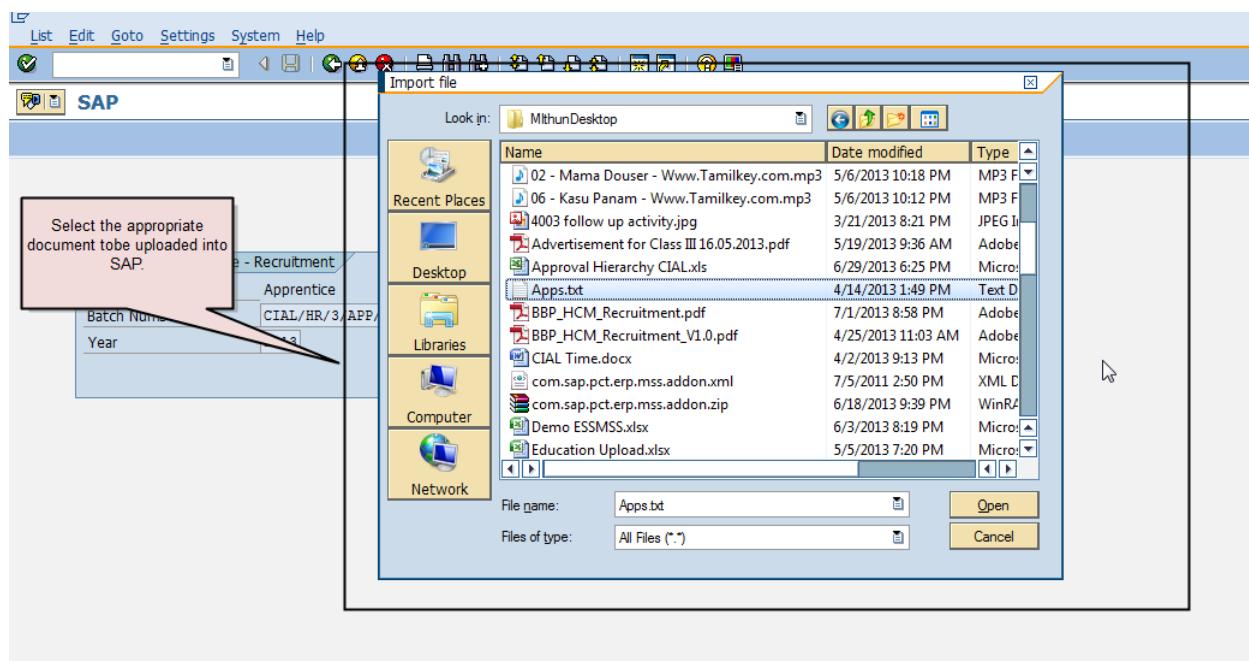
Document Maintenance in SAP

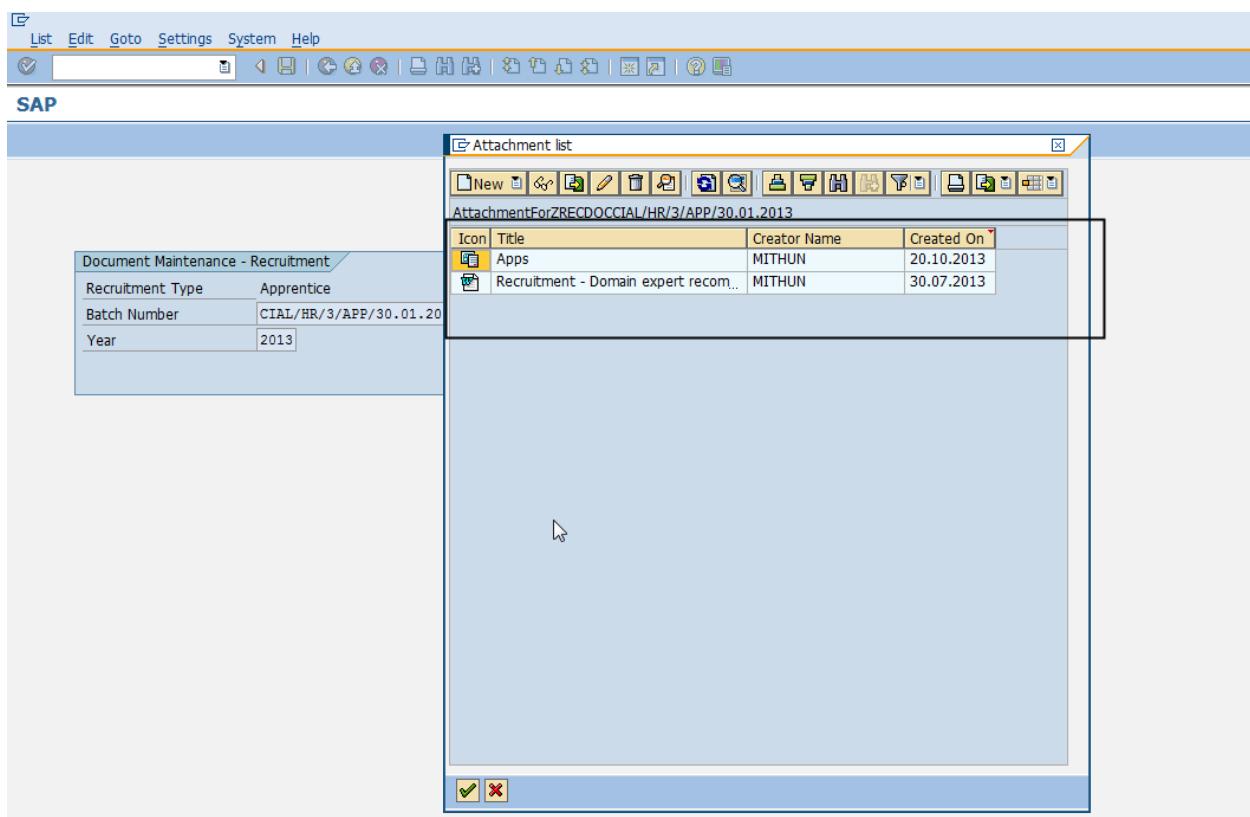
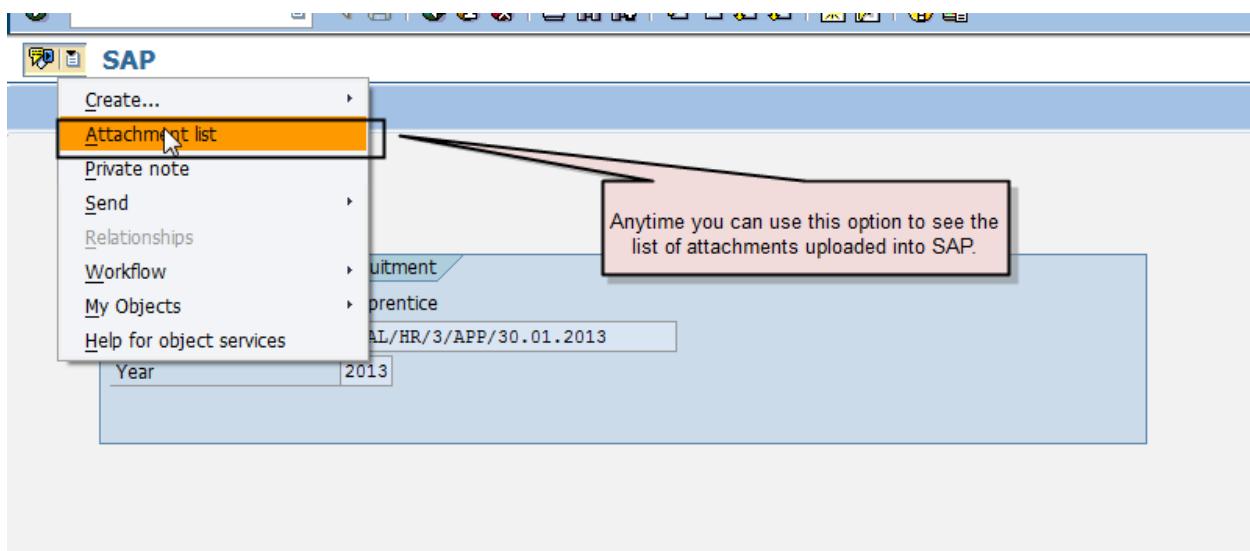
After the creation of the batch code and after receiving the data from the SD & RI centre the data needs to be uploaded into SAP. Also in case of any documents needs to be uploaded for future reference there is an option for the same.

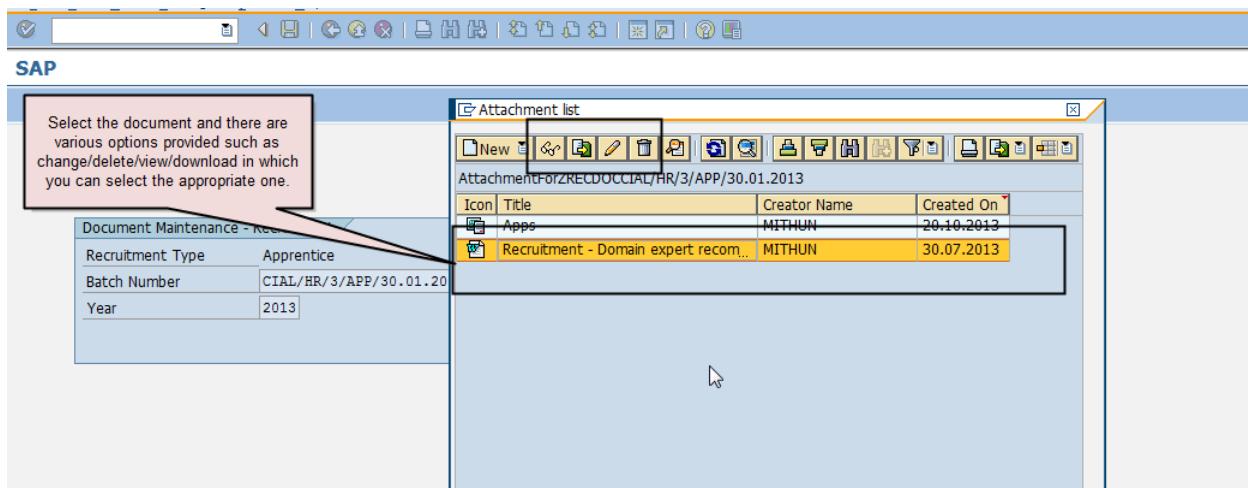








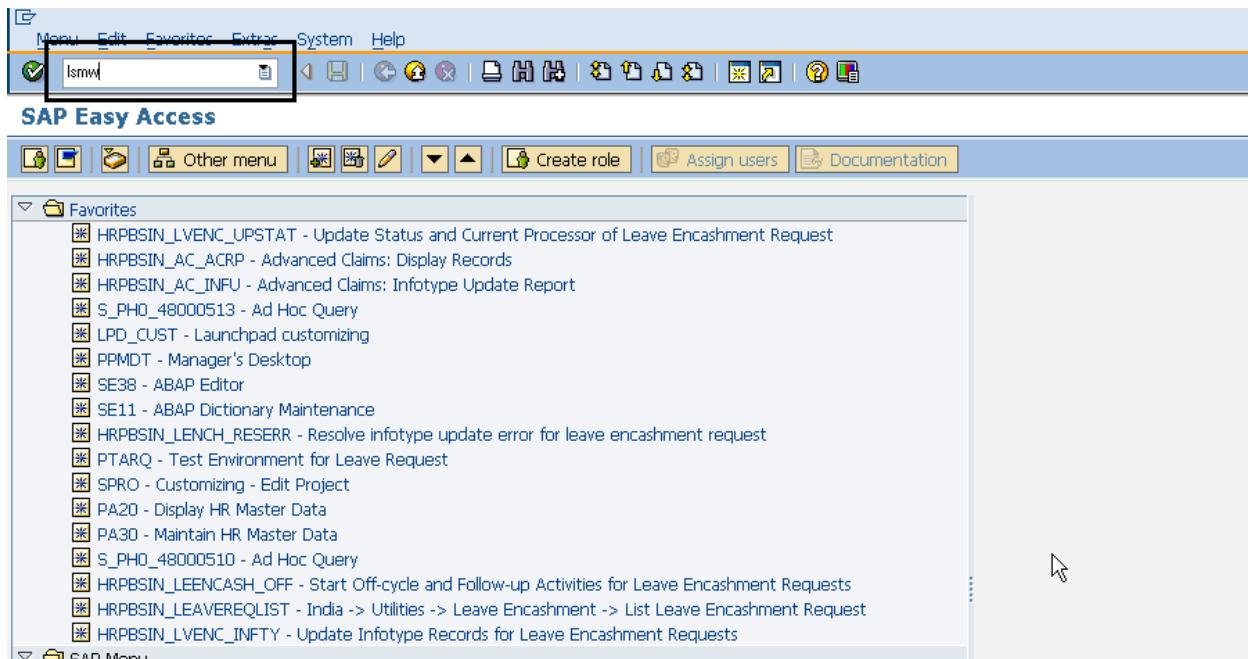


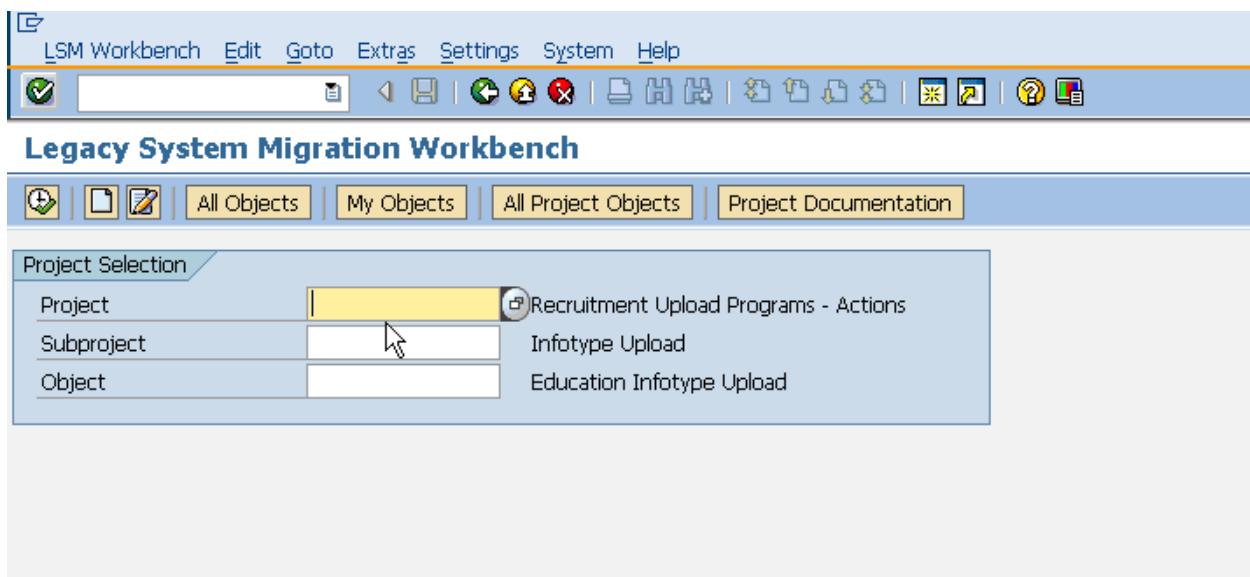


Initial Upload of Apprentice Data

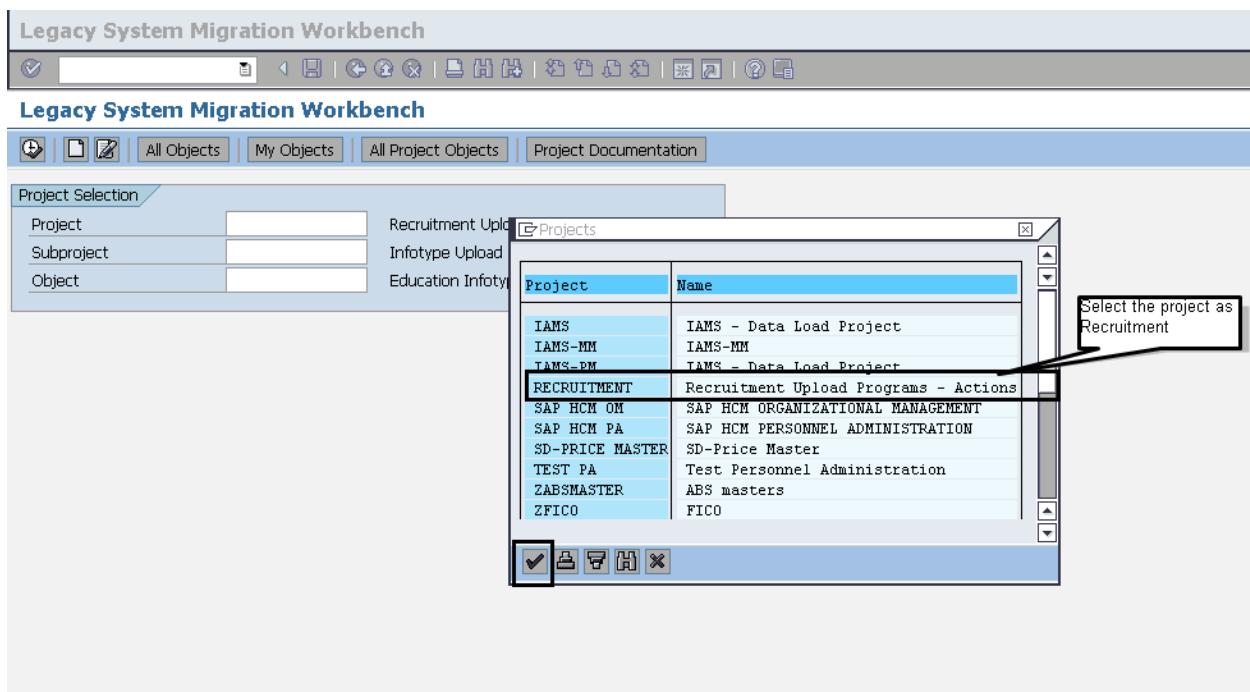
The received data from the SD & RI centre needs to be updated into SAP to process the applicant's data in SAP Recruitment module.

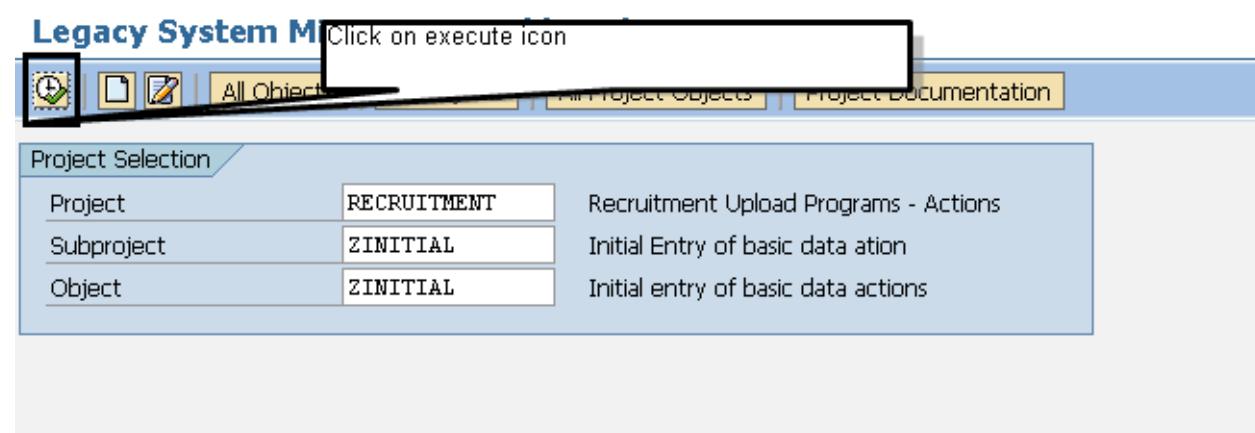
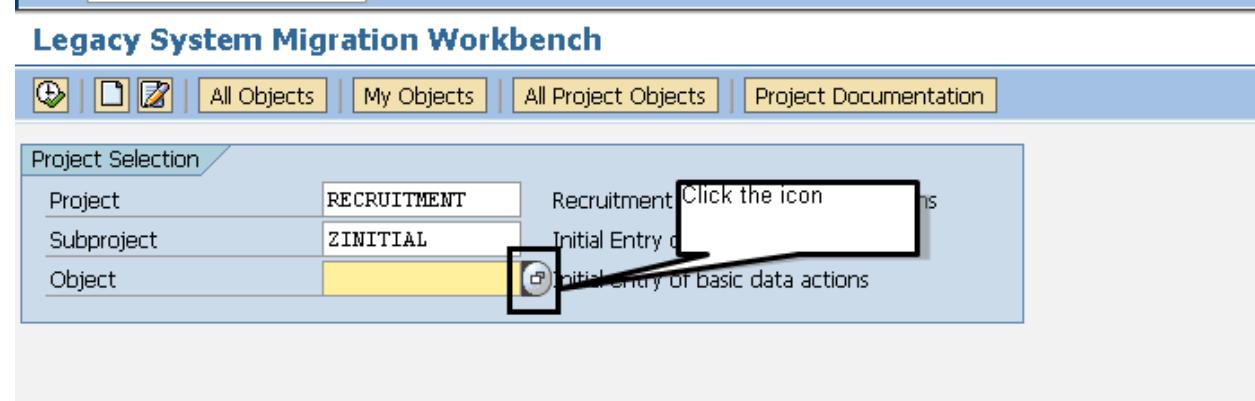
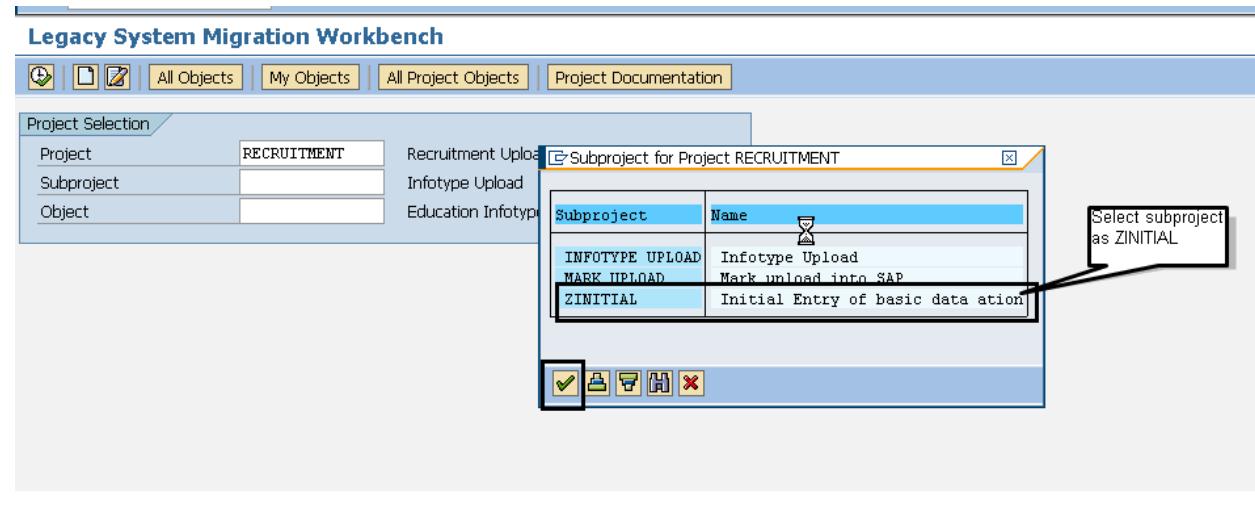
Transaction Code	LSMW
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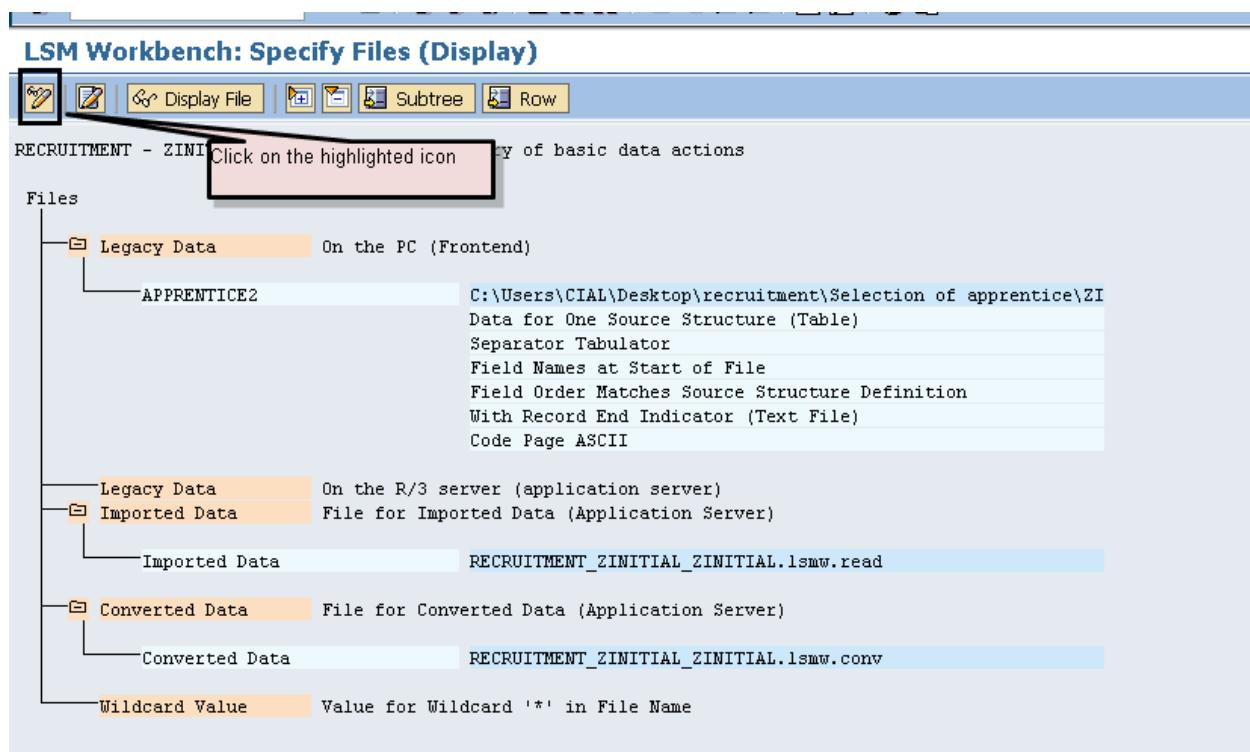
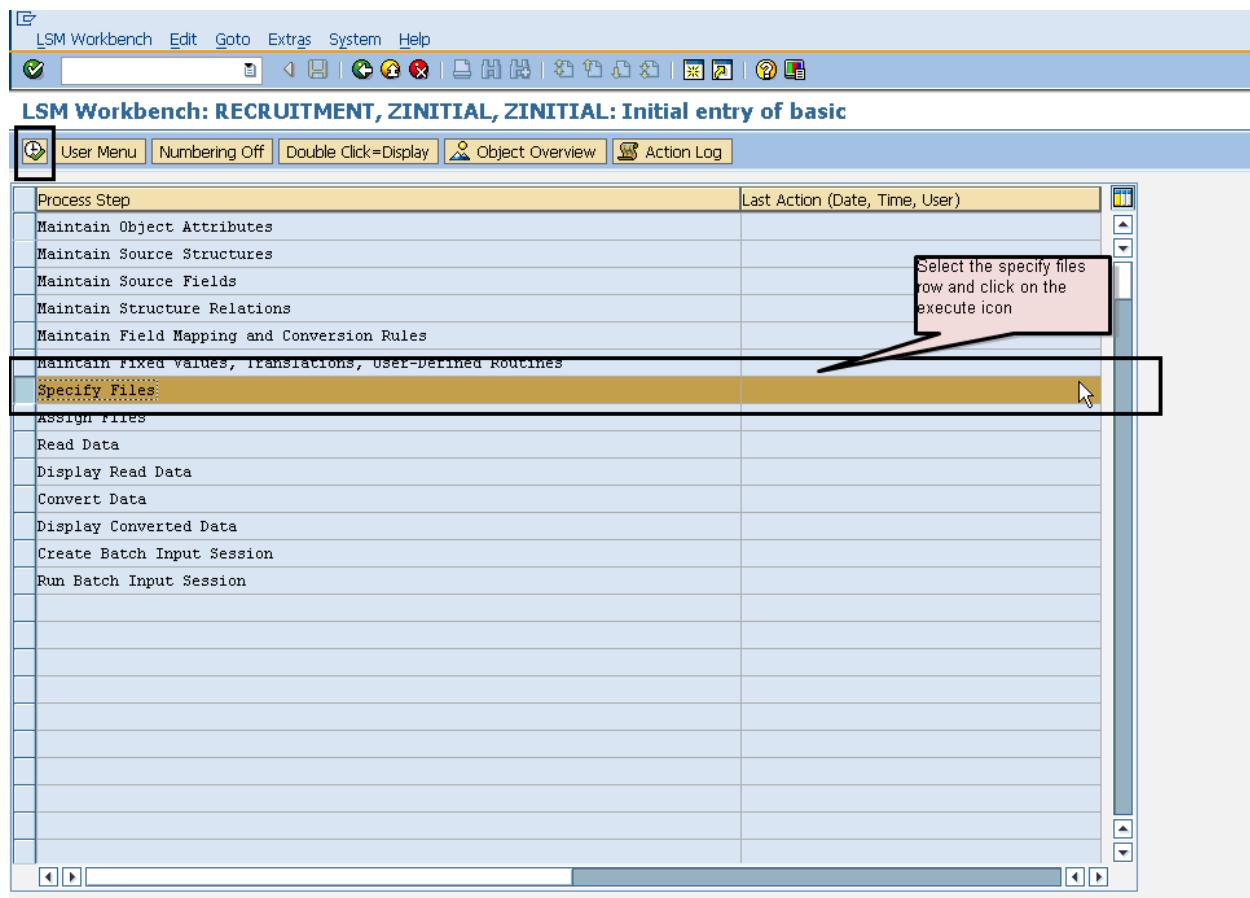


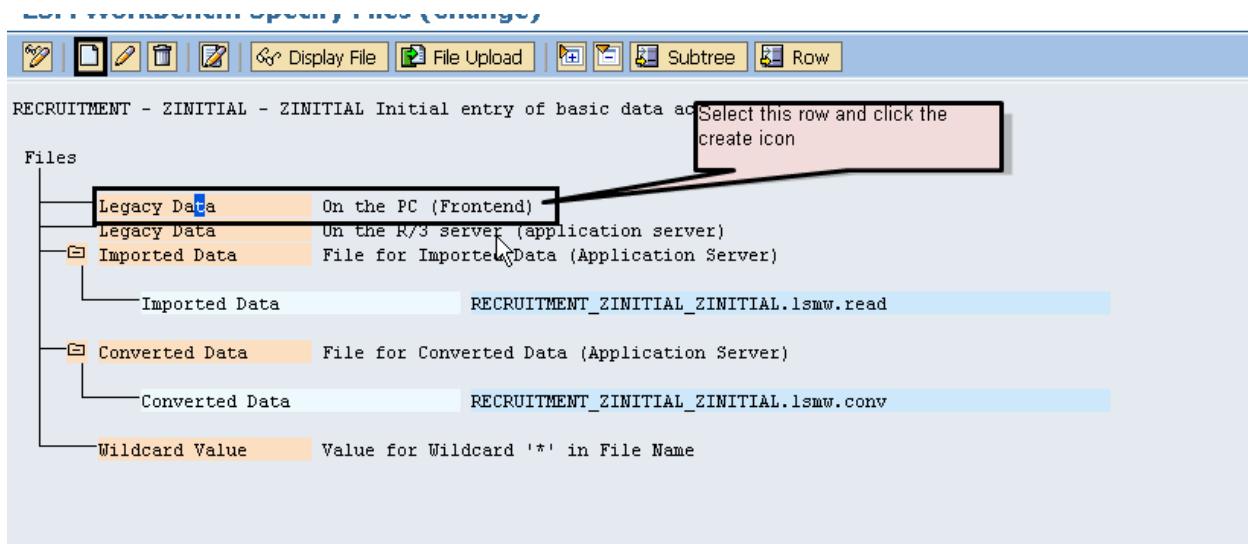
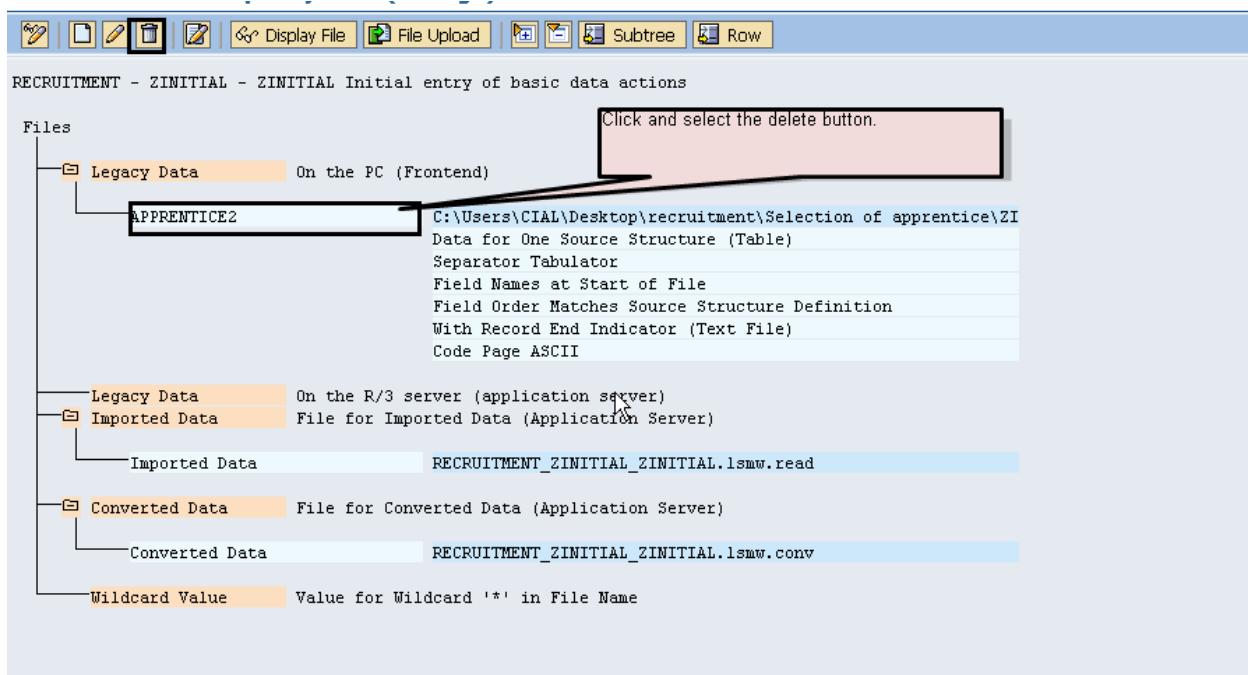


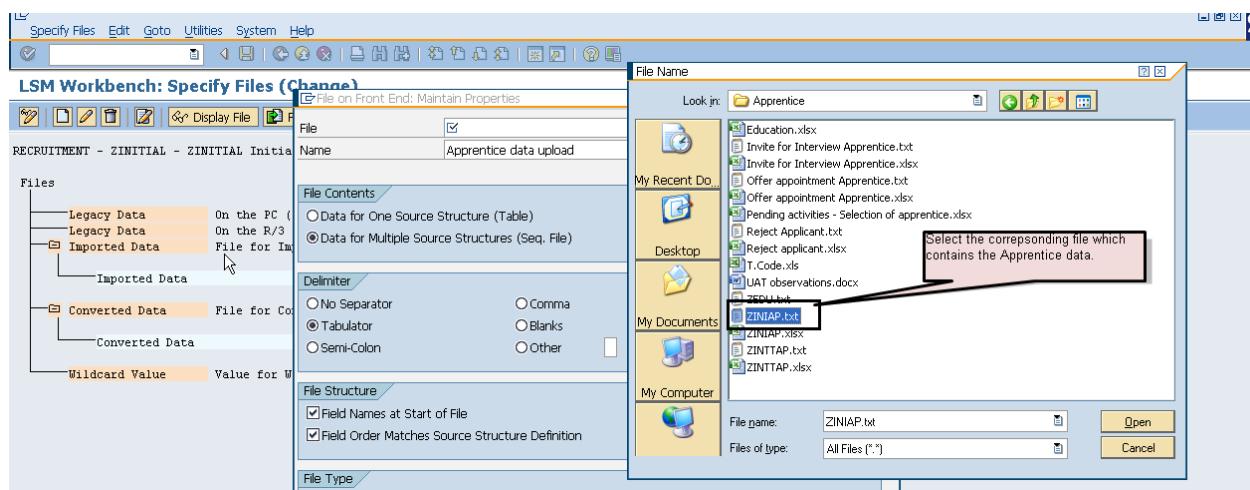
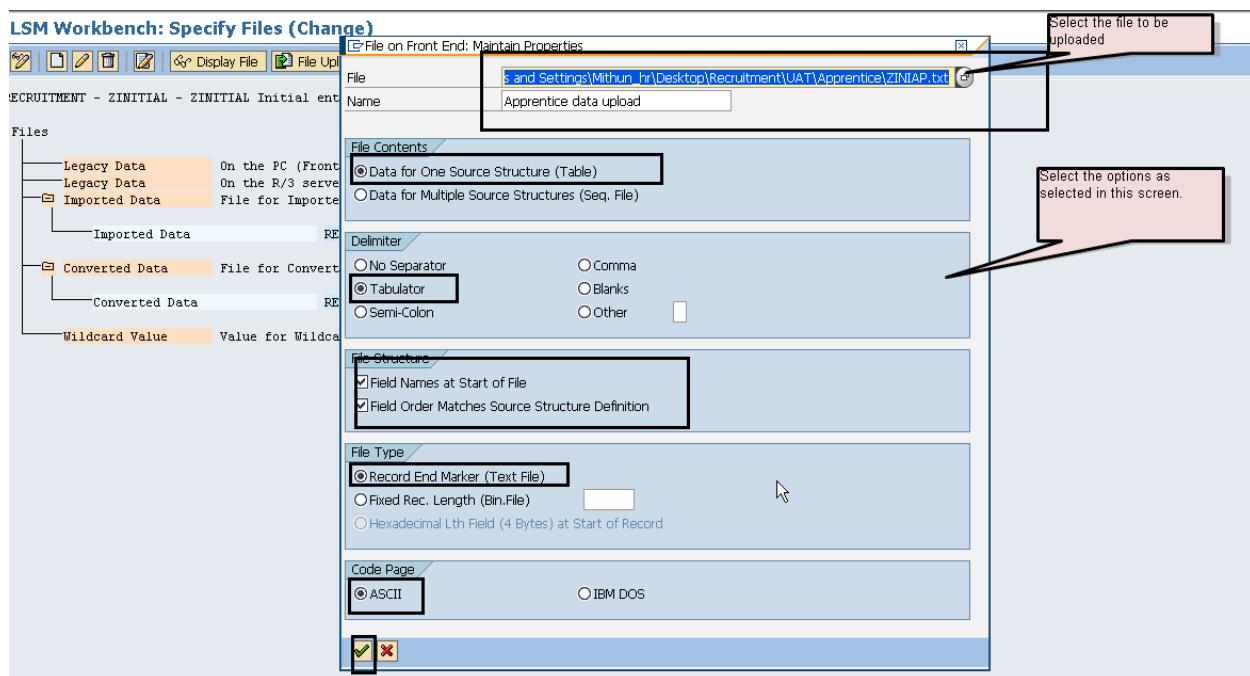
Select the project as Recruitment

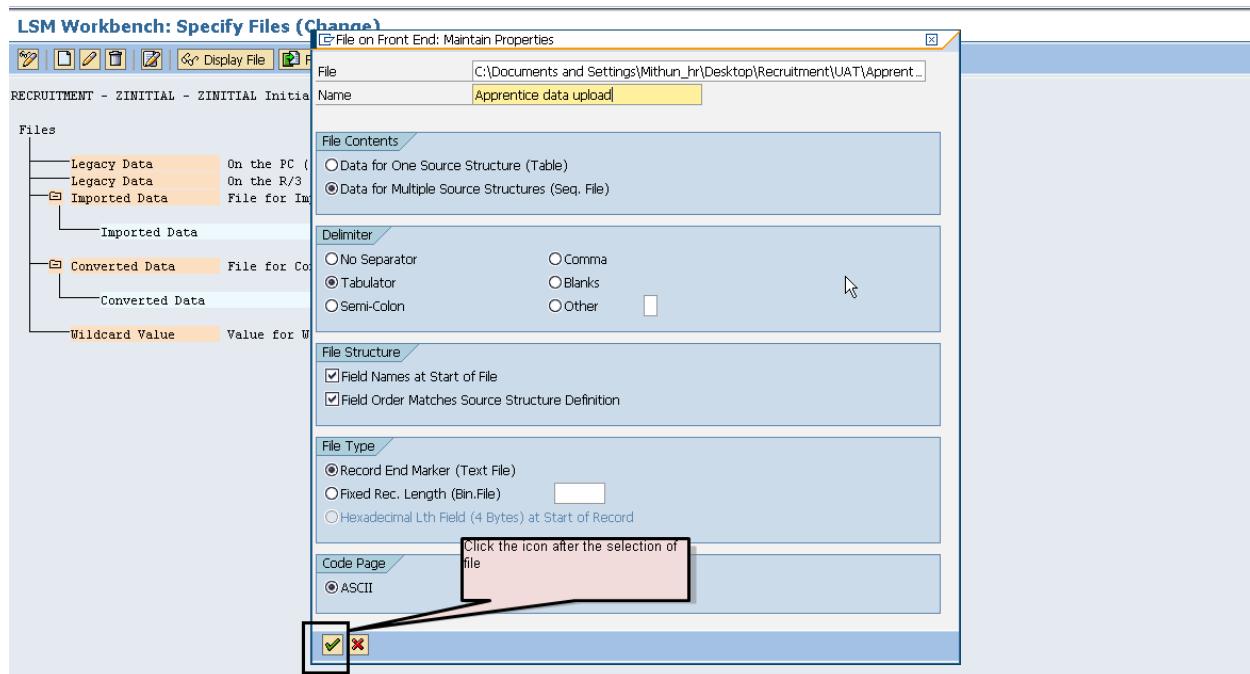


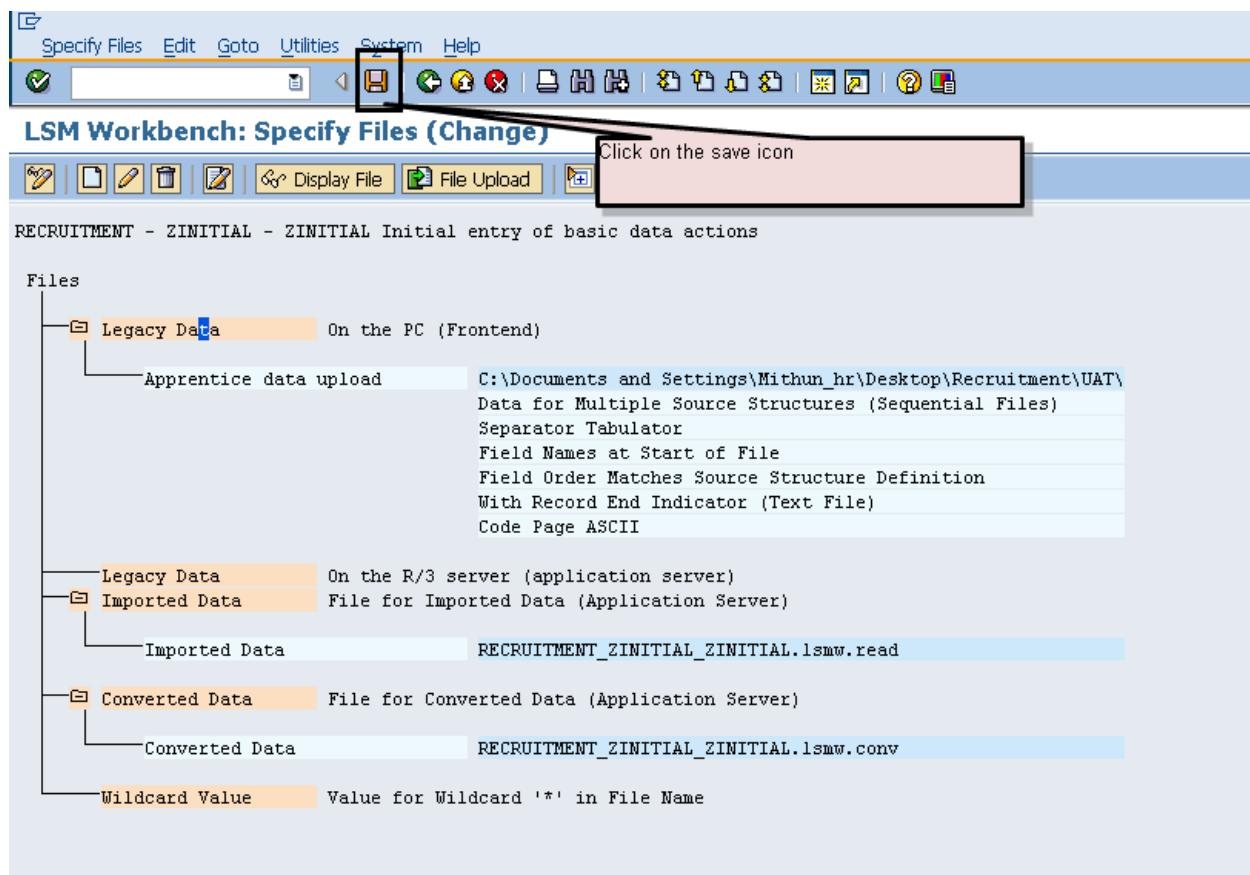




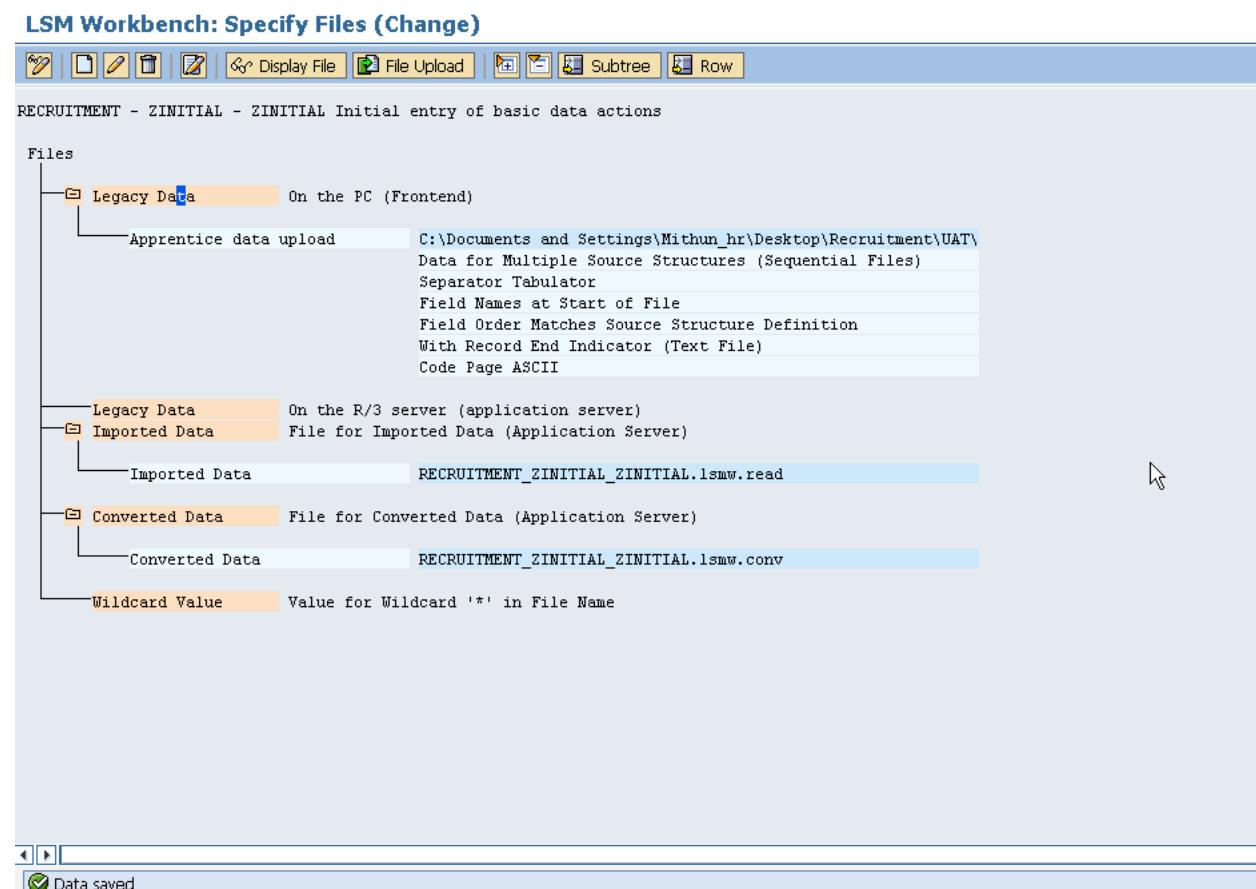








LSM Workbench: Specify Files (Change)



RECRUITMENT - ZINITIAL - ZINITIAL Initial entry of basic data actions

Files

- Legacy Data On the PC (Frontend)
 - Apprentice data upload C:\Documents and Settings\...
Data for Multiple Source Structures (Sequential Files)
Separator Tabulator
Field Names at Start of File
Field Order Matches Source Structure Definition
With Record End Indicator (Text File)
Code Page ASCII
- Imported Data On the R/3 server (application server)
 - Imported Data RECRUITMENT_ZINITIAL_ZINITIAL.lsmw.read
 - Converted Data File for Converted Data (Application Server)
 - Converted Data RECRUITMENT_ZINITIAL_ZINITIAL.lsmw.conv
- Wildcard Value Value for Wildcard '*' in File Name

◀ ▶

 Data saved

LSM Workbench: RECRUITMENT, ZINITIAL, ZINITIAL: Initial entry of basic	
 User Menu  Numbering Off  Double Click=Display  Object Overview  Action Log	
Process Step	Last Action (Date, Time, User)
Maintain Object Attributes	
Maintain Source Structures	
Maintain Source Fields	
Maintain Structure Relations	
Maintain Field Mapping and Conversion Rules	
Maintain Fixed Values, Translations, User-Defined Routines	
Specify File	17.10.2010, 14:43:16 h, MITHUN
Assign Files	
Read Data	
Display Read Data	
Convert Data	
Display Converted Data	
Create Batch Input Session	
Run Batch Input Session	

LSM Workbench: Assign Files (Display)	
    Subtree  Row	
RECRUITMENT - ZINITIAL - ZINITIAL Initial entry of basic data actions	
Source Structures and Files	

LSM Workbench: Assign Files (Change)	
 Assignment  Assignment  Subtree  Row	
RECRUITMENT - ZINITIAL - ZINITIAL Initial entry of basic data actions	
Source Structures and Files	

LSM Workbench: Assign Files (Change)

RECRUITMENT - ZINITIAL - ZINITIAL Initial entry of basic data actions

Source Structures and Files

- ZINIAP Initial entry of basic data - Apprentice
Apprentice data upload C:\Documents and Settings\ Mithun_hr\Desktop\Recruitment\UAT\Apprentice\ZINI

↳

◀ ▶ | Data saved

LSM Workbench: RECRUITMENT, ZINITIAL, ZINITIAL: Initial entry of basic

Process Step	Last Action (Date, Time, User)
Maintain Object Attributes	
Maintain Source Structures	
Maintain Source Fields	
Maintain Structure Relations	
Maintain Field Mapping and Conversion Rules	
Maintain Fixed Values, Translations, User-Defined Routines	
Specify Files	17.10.2013, 14:42:16 h, MITHUN
Assign Files	17.10.2013, 14:43:49 h, MITHUN
Read Data	
Display Read Data	
Convert Data	
Display Converted Data	
Create Batch Input Session	
Run Batch Input Session	

LSM Workbench Select the execute icon

RECRUITMENT, ZINITIAL, ZINITIAL

General Selection Parameter

Transaction Number to

Value Fields -> 1234.56

Data Value -> YYYYMMDD

LSM Workbench: Import Data For RECRUITMENT, ZINITIAL, ZINITIAL

LSM Workbench: Import Data For RECRUITMENT, ZINITIAL, ZINITIAL

17.10.2013 - 14:57:01

File(s) Read: C:\Documents and Settings\ Mithun_hr\Desktop\Recruitment\UAT\Apprentice\ZINIAP.txt

File Written: RECRUITMENT_ZINITIAL_ZINITIAL.lsmw.read

Source Structure	Read	Written	Not Written
ZINIAP	6	6	0

Transactions Read:	Records Read:	Transactions Written:	Records Written:
6	6	6	6

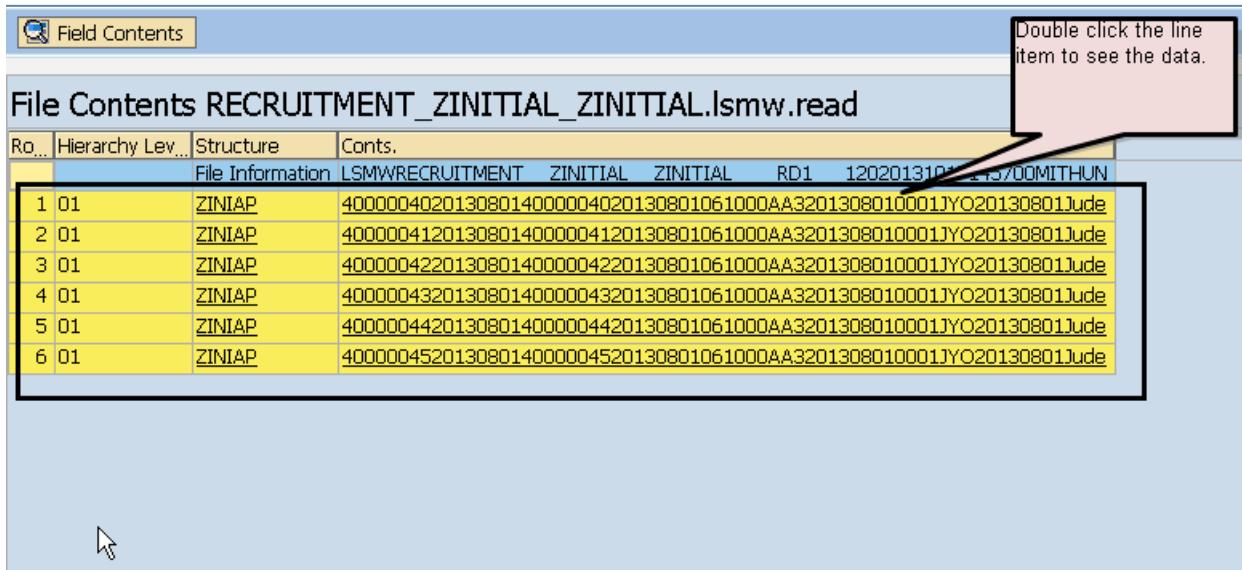
LSM Workbench: RECRUITMENT_ZINITIAL_ZINITIAL: Initial entry of basic

User Menu	Numbering Off	Double Click=Display	Object Overview	Action Log
Process Step				Last Action (Date, Time, User)
Maintain Object Attributes				
Maintain Source Structures				
Maintain Source Fields				
Maintain Structure Relations				
Maintain Field Mapping and Conversion Rules				
Maintain Fixed Values, Translations, User-Defined Routines				
Specify Files				17.10.2013, 14:55:50 h, MITHUN
Assign Files				17.10.2013, 14:55:53 h, MITHUN
Read Data				17.10.2013, 14:57:19 h, MITHUN
Display Read Data				
Convert Data				
Display Converted Data				
Create Batch Input Session				
Run Batch Input Session				

LSM Workbench: RECRUITMENT_ZINITIAL_ZINITIAL: Initial entry of basic

User Menu	Numbering Off	Double Click=Display	Object Overview	Action Log
Process Step				Last Action (Date, Time, User)
Maintain Object Attributes				
Maintain Source Structures				
Maintain Source Fields				
Display Read Data				
Project	RECRUITME...	Recruitment Upload Programs - Actions		
Subproject	ZINITIAL	Initial Entry of basic data actions		
Object	ZINITIAL	Initial entry of basic data actions		
File	RECRUITMENT_ZINITIAL_ZINITIAL.lsmw.read			
From Line				
To Line	10000			
C	<input checked="" type="checkbox"/> <input type="checkbox"/>			
Run Batch Input Session				

LSM Workbench: Imported Data



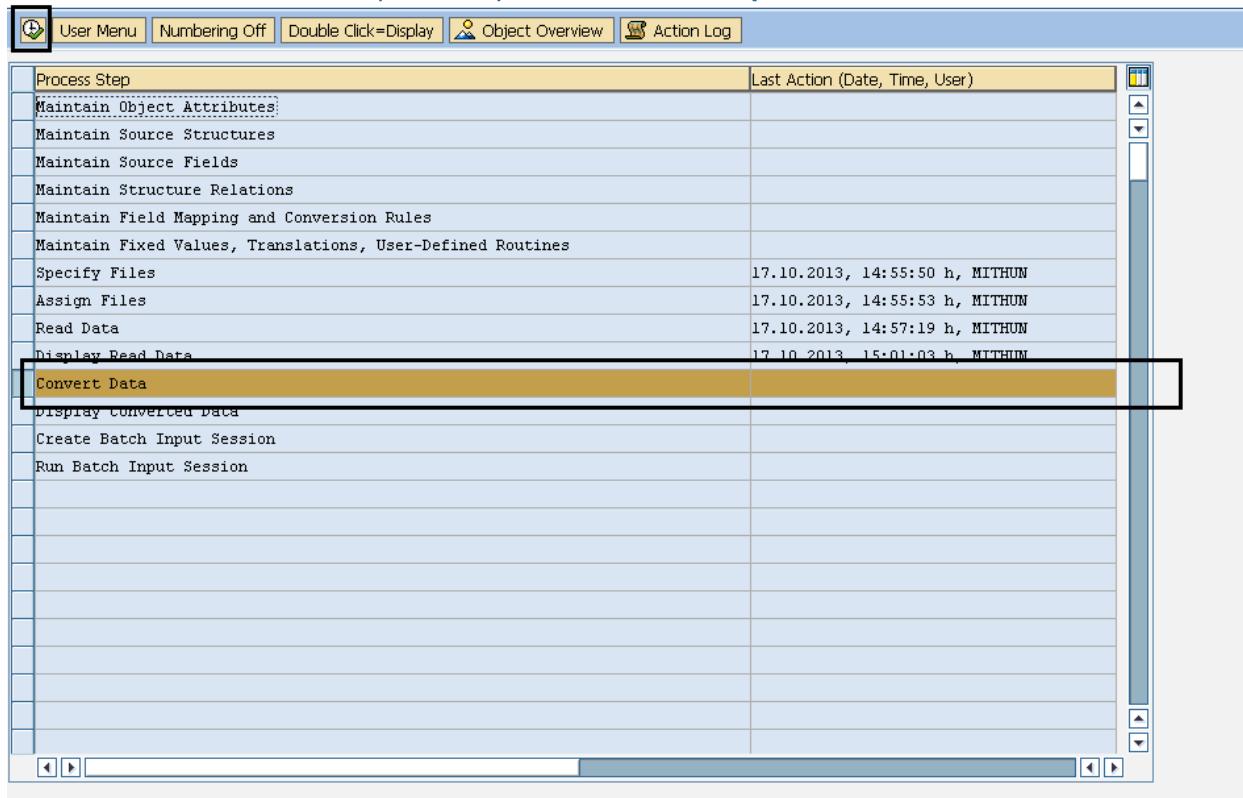
File Contents RECRUITMENT_ZINITIAL_ZINITIAL.lsmw.read

Ro..	Hierarchy Lev...	Structure	Conts.
File Information LSMWRECRUITMENT ZINITIAL ZINITIAL RD1 1202013101 175700MITHUN			
1	01	ZINIAP	40000040201308014000004020130801061000AA3201308010001JYO20130801Jude
2	01	ZINIAP	40000041201308014000004120130801061000AA3201308010001JYO20130801Jude
3	01	ZINIAP	40000042201308014000004220130801061000AA3201308010001JYO20130801Jude
4	01	ZINIAP	40000043201308014000004320130801061000AA3201308010001JYO20130801Jude
5	01	ZINIAP	40000044201308014000004420130801061000AA3201308010001JYO20130801Jude
6	01	ZINIAP	40000045201308014000004520130801061000AA3201308010001JYO20130801Jude

Structure ZINIAP

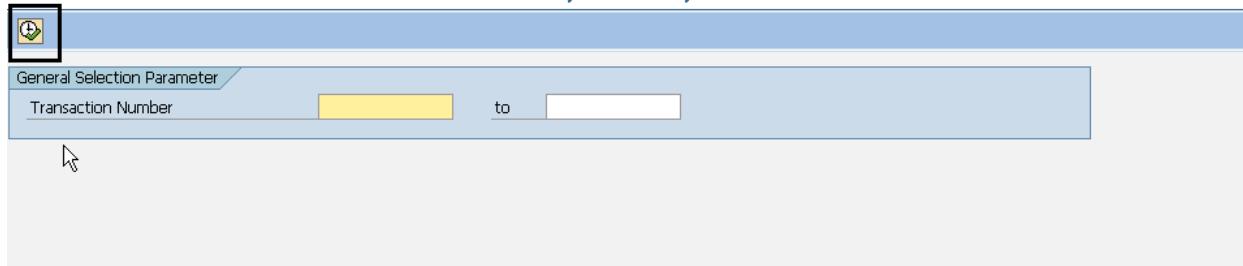
Field Name	Field Text	Field Length	Field Value
APLNO	Applicant number	8	40000040
EINDA	Entry Date	8	20130801
PERNR	Personnel Number	8	40000040
BEGDA	Start Date	8	20130801
STREA	Status reason	2	06
WERKS	Personnel Area	4	1000
APGRP	Applicant group	1	A
APTYP	Applicant range	2	A3
BEGDA1	Start Date	8	20130801
BTRTL	Personnel subarea	4	0001
RESRF	Personnel Officer	3	JYO
BEGDA2	Start Date	8	20130801
ZNAME	Name	80	Jude
ZREG_NO	Registration No	20	547647676
ZVALID_END_DATE	Validity End Date	8	20201220
ZYEAR_PASS	Year of passing	4	2011
ZMONTH_PASS	Month of passing	2	01
ZGRADUATE	Graduate/Techn/Techn(Voc)/IT	2	02
ZPERCENTAGE	Percentage	5	68
ZGOVT_AGENCY	Govt Agency	80	Govt Agency
ZBATCHCODE	Batch Code	30	CIAL/HR/3/APP/01.08.2013
BEGDA3	Start Date	8	20130801
NAME2	Address Line1	40	Jude illam
STRAS	Address Line2	60	Jude
LOCAT	Address Line3	40	Illam
PSTLZ	Postal Code	10	123456
ORT01	City	40	Ernakulam

LSM Workbench: RECRUITMENT, ZINITIAL, ZINITIAL: Initial entry of basic



Process Step	Last Action (Date, Time, User)
Maintain Object Attributes	
Maintain Source Structures	
Maintain Source Fields	
Maintain Structure Relations	
Maintain Field Mapping and Conversion Rules	
Maintain Fixed Values, Translations, User-Defined Routines	
Specify Files	17.10.2013, 14:55:50 h, MITHUN
Assign Files	17.10.2013, 14:55:53 h, MITHUN
Read Data	17.10.2013, 14:57:19 h, MITHUN
Display Read Data	17.10.2013, 15:01:03 h, MITHUN
Convert Data	
Display Converted Data	
Create Batch Input Session	
Run Batch Input Session	

LSM Workbench: Convert Data For RECRUITMENT, ZINITIAL, ZINITIAL



General Selection Parameter

Transaction Number to

LSM Workbench: Convert Data For RECRUITMENT_ZINITIAL_ZINITIAL

LSM Workbench: Convert Data For RECRUITMENT_ZINITIAL_ZINITIAL

17.10.2013 - 15:01:45

File Read:	RECRUITMENT_ZINITIAL_ZINITIAL.lsmw.read
File Written:	RECRUITMENT_ZINITIAL_ZINITIAL.lsmw.conv

Transactions Read:	Records Read:	Transactions Written:	Records Written:
6	6	6	6

LSM Workbench: RECRUITMENT_ZINITIAL_ZINITIAL: Initial entry of basic

User Menu Numbering Off Double Click=Display Object Overview Action Log

Process Step	Last Action (Date, Time, User)
Maintain Object Attributes	
Maintain Source Structures	
Maintain Source Fields	
Maintain Structure Relations	
Maintain Field Mapping and Conversion Rules	
Maintain Fixed Values, Translations, User-Defined Routines	
Specify Files	17.10.2013, 14:55:50 h, MITHUN
Assign Files	17.10.2013, 14:55:53 h, MITHUN
Read Data	17.10.2013, 14:57:19 h, MITHUN
Display Read Data	17.10.2013, 15:01:03 h, MITHUN
Convert Data	17.10.2013, 15:01:59 h, MITHUN
Display Converted Data	
Create Batch Input Session	
Run Batch Input Session	

LSM Workbench: RECRUITMENT_ZINITIAL_ZINITIAL: Initial entry of basic

User Menu Numbering Off Double Click=Display Object Overview Action Log

Process Step	Last Action (Date, Time, User)
Maintain Object Attributes	
Maintain Source Structures	
Maintain Source Fields	
Display Converted Data	
Project RECRUITMENT Recruitment Upload Programs - Actions	14:55:50 h, MITHUN
Subproject ZINITIAL Initial Entry of basic data actions	14:55:53 h, MITHUN
Object ZINITIAL Initial entry of basic data actions	14:57:19 h, MITHUN
File RECRUITMENT_ZINITIAL_ZINITIAL.lsmw.conv	15:01:03 h, MITHUN
From Line 10000	15:01:59 h, MITHUN
Run Batch Input Session	

LSM Workbench: Converted Data

Field Contents

File Contents RECRUITMENT_ZINITIAL_ZINITIAL.lsmw.conv

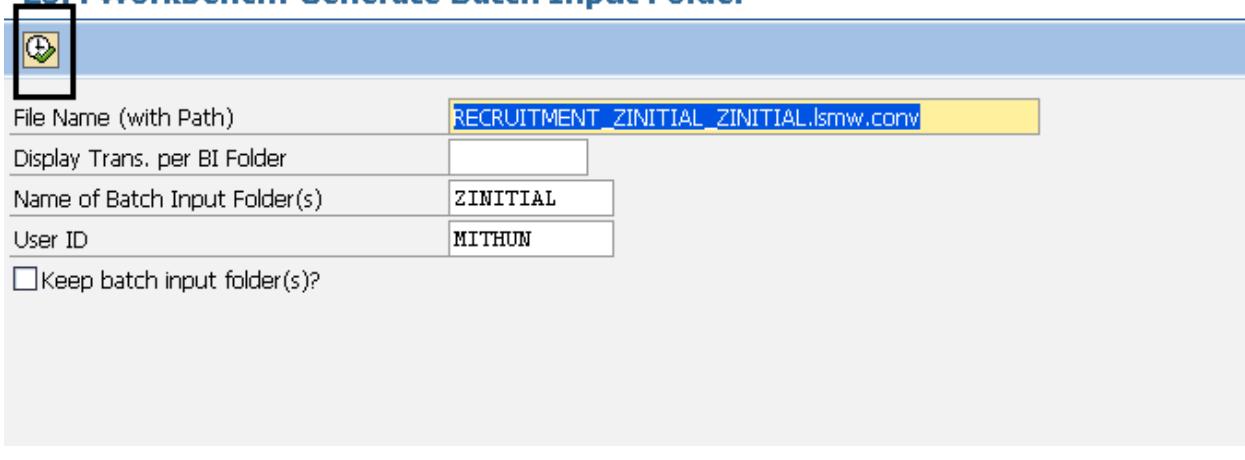
Row	Hierarchy Level	Structure	Contents
1	00	INIAP INIAP	PB40 4000004001082013 4000004001082013 061000AA301082013 0001JY001082013 CIAL/H
2	00	INIAP INIAP	PB40 4000004101082013 4000004101082013 061000AA301082013 0001JY001082013 CIAL/H
3	00	INIAP INIAP	PB40 4000004201082013 4000004201082013 061000AA301082013 0001JY001082013 CIAL/H
4	00	INIAP INIAP	PB40 4000004301082013 4000004301082013 061000AA301082013 0001JY001082013 CIAL/H
5	00	INIAP INIAP	PB40 4000004401082013 4000004401082013 061000AA301082013 0001JY001082013 CIAL/H
6	00	INIAP INIAP	PB40 4000004501082013 4000004501082013 061000AA301082013 0001JY001082013 CIAL/H

Structure INIAP

Fld Name	Fld Text	Field Length	FldValue
TABNAME	Table Name	30	INIAP
TCODE	Transaction Code	20	PB40
APLNO	Applicant Number	8	40000040
EINDA	Action Date	10	01082013
PERNR	Personnel Number	8	40000040
BEGDA	Start Date	10	01082013
STREA	Reason	2	06
WERKS	Personnel Area	4	1000
APGRP	Applicant Group	1	A
APTYP	Applicant Range	2	A3
BEGDA1	Start Date	10	01082013
BTRTL	Sub Area	4	0001
RESRF	Personnel Officer	3	JYO
BEGDA2	Start Date	10	01082013
ZBATCHCODE	Batch Code	30	CIAL/HR/3/APP/01.08.2013
ZNAME	Name	80	Jude
ZGOVT_AGENCY	Government Agency	80	Govt Agency
ZREG_NO	Registration number	20	547647676
ZVALID_END_DATE	Validity end date	10	20122020
ZGRADUATE	Graduate/Techn/Techn(Voc)/IT	2	02
ZYEAR_PASS	Year of passing	4	2011
ZMONTH_PASS	Month of passing	2	01
ZPERCENTAGE	Percentage	6	68.00
BEGDA3	Start Date	10	01082013
NAME2	Address line1	40	Jude illam
STRAS	Address Line 2	60	Jude
LOCAT	Address Line3	40	illam

LSM Workbench: RECRUITMENT, ZINITIAL, ZINITIAL: Initial entry of basic

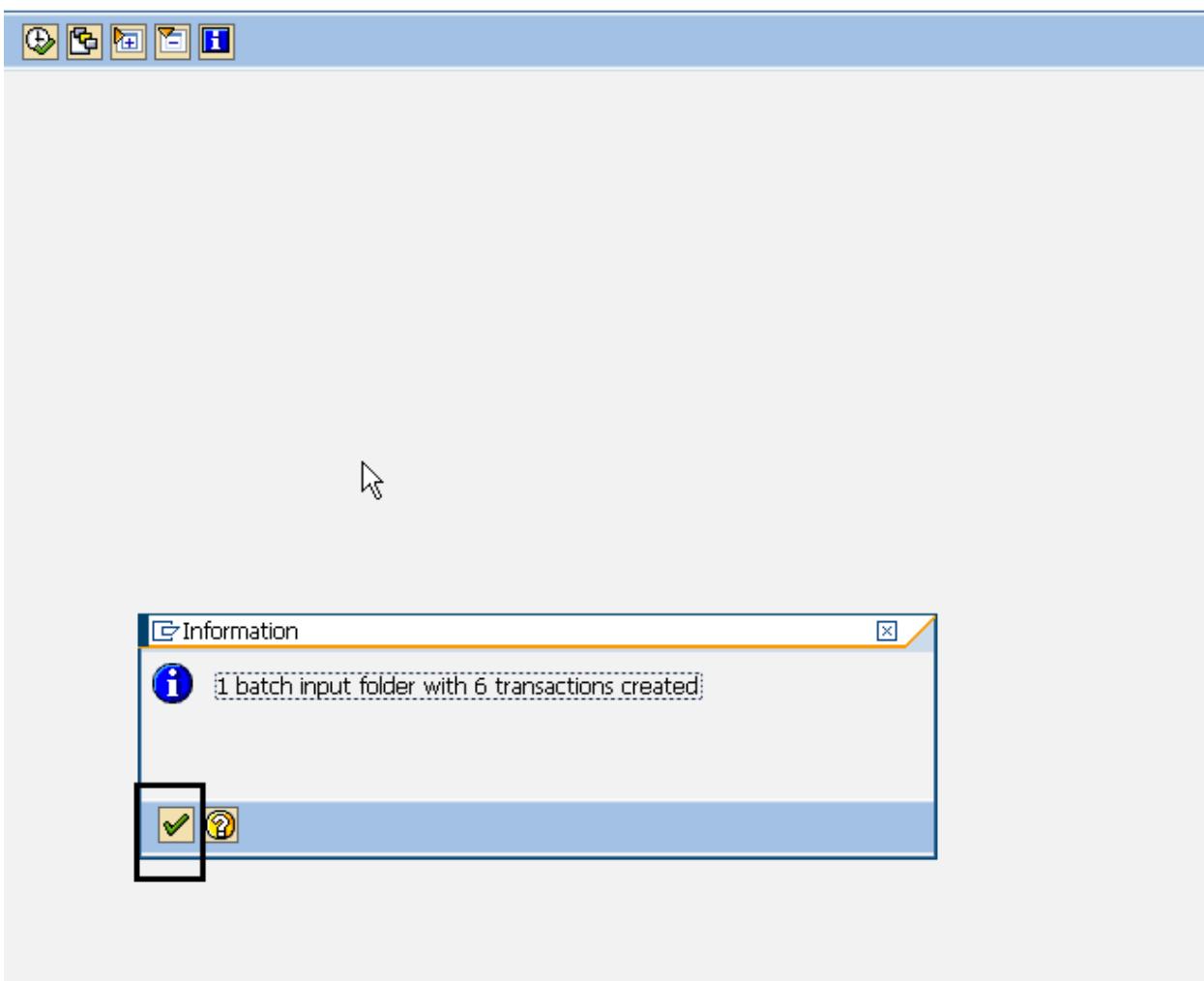
User Menu	Numbering Off	Double Click=Display	Object Overview	Action Log
Process Step				Last Action (Date, Time, User)
Maintain Object Attributes				
Maintain Source Structures				
Maintain Source Fields				
Maintain Structure Relations				
Maintain Field Mapping and Conversion Rules				
Maintain Fixed Values, Translations, User-Defined Routines				
Specify Files				17.10.2013, 14:55:50 h, MITHUN
Assign Files				17.10.2013, 14:55:53 h, MITHUN
Read Data				17.10.2013, 14:57:19 h, MITHUN
Display Read Data				17.10.2013, 15:01:03 h, MITHUN
Convert Data				17.10.2013, 15:01:59 h, MITHUN
Display Converted Data				17.10.2013, 15:03:11 h, MITHUN
Create Batch Input Session				17.10.2013, 15:03:14 h, MITHUN
Run Batch Input session				

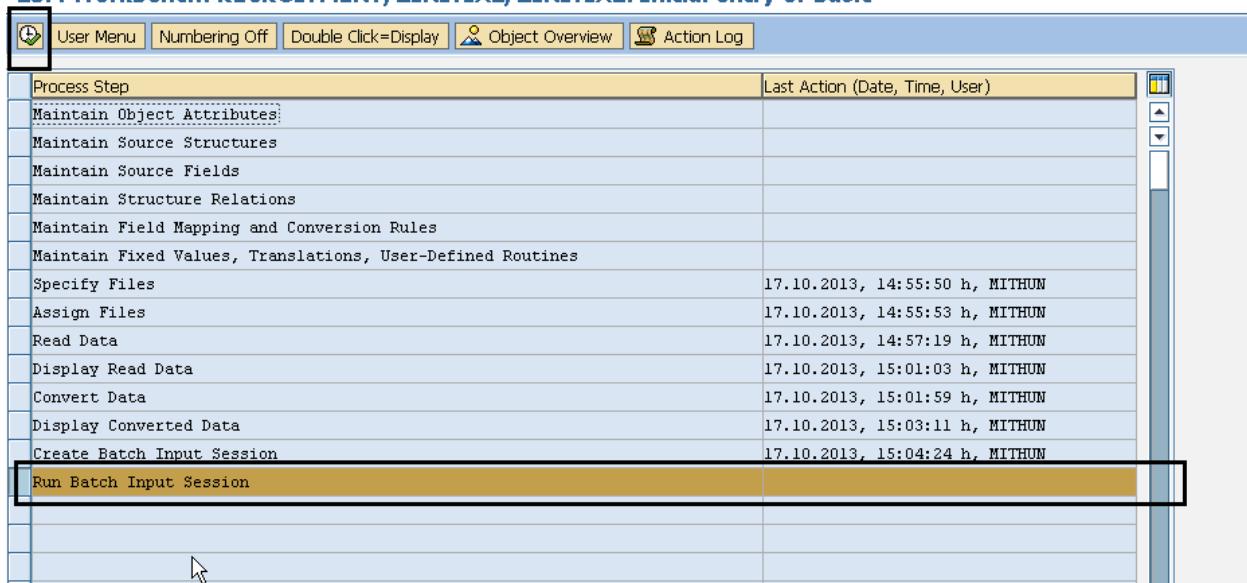
LSM Workbench: Generate Batch Input Folder

The screenshot shows the LSM Workbench interface with the title "LSM Workbench: Generate Batch Input Folder". The dialog box contains the following fields:

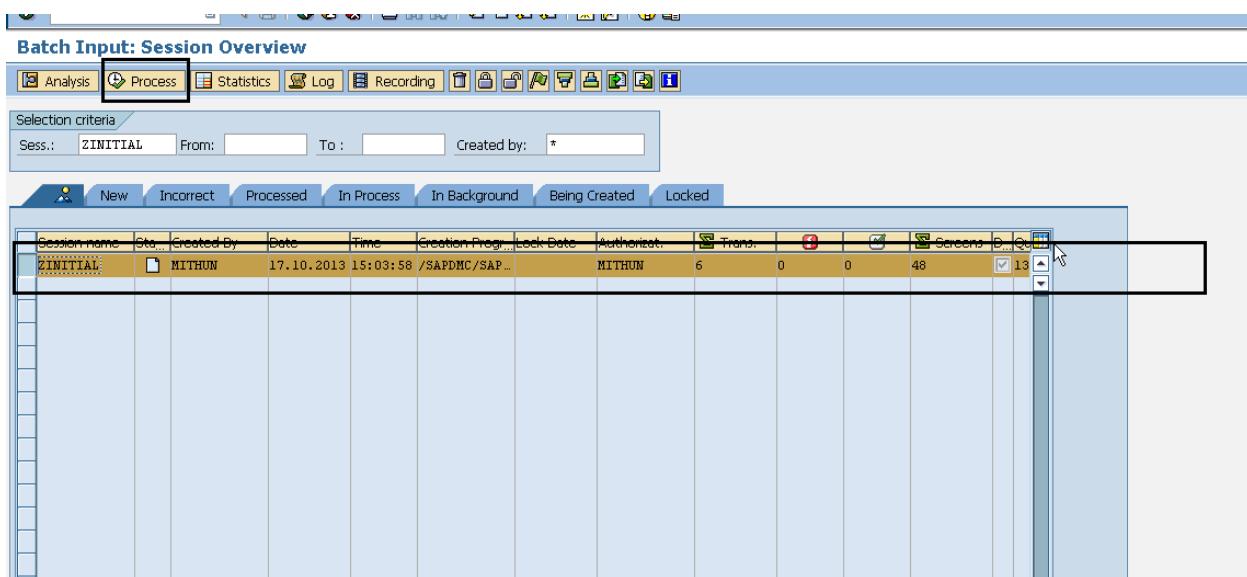
	File Name (with Path)	RECRUITMENT_ZINITIAL_ZINITIAL.lsmwconv
	Display Trans. per BI Folder	[Empty]
	Name of Batch Input Folder(s)	ZINITIAL
	User ID	MITHUN

Keep batch input folder(s)?

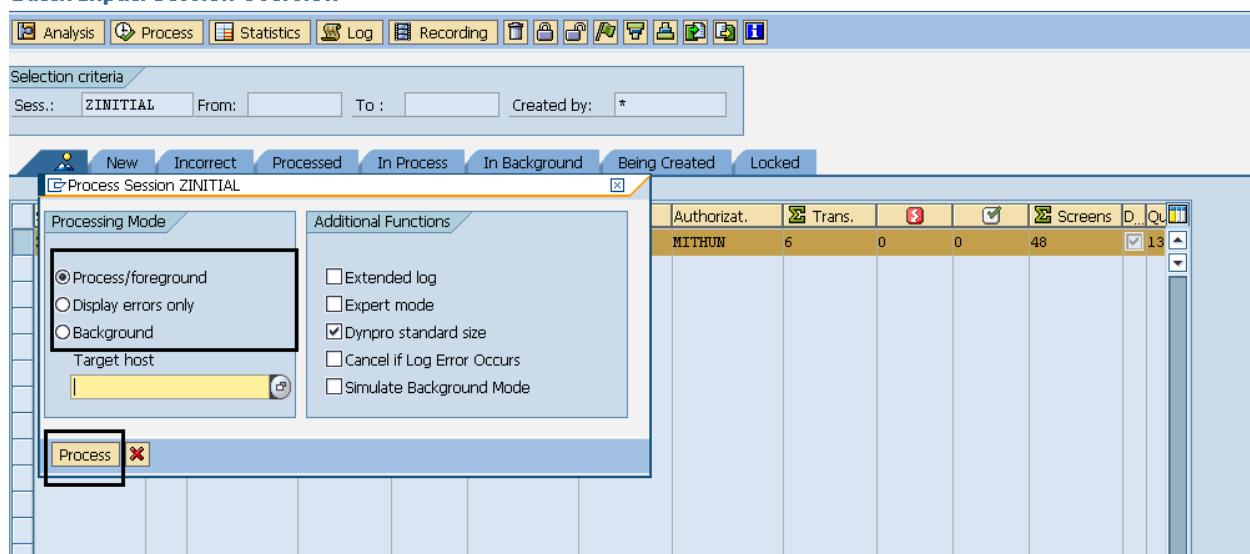
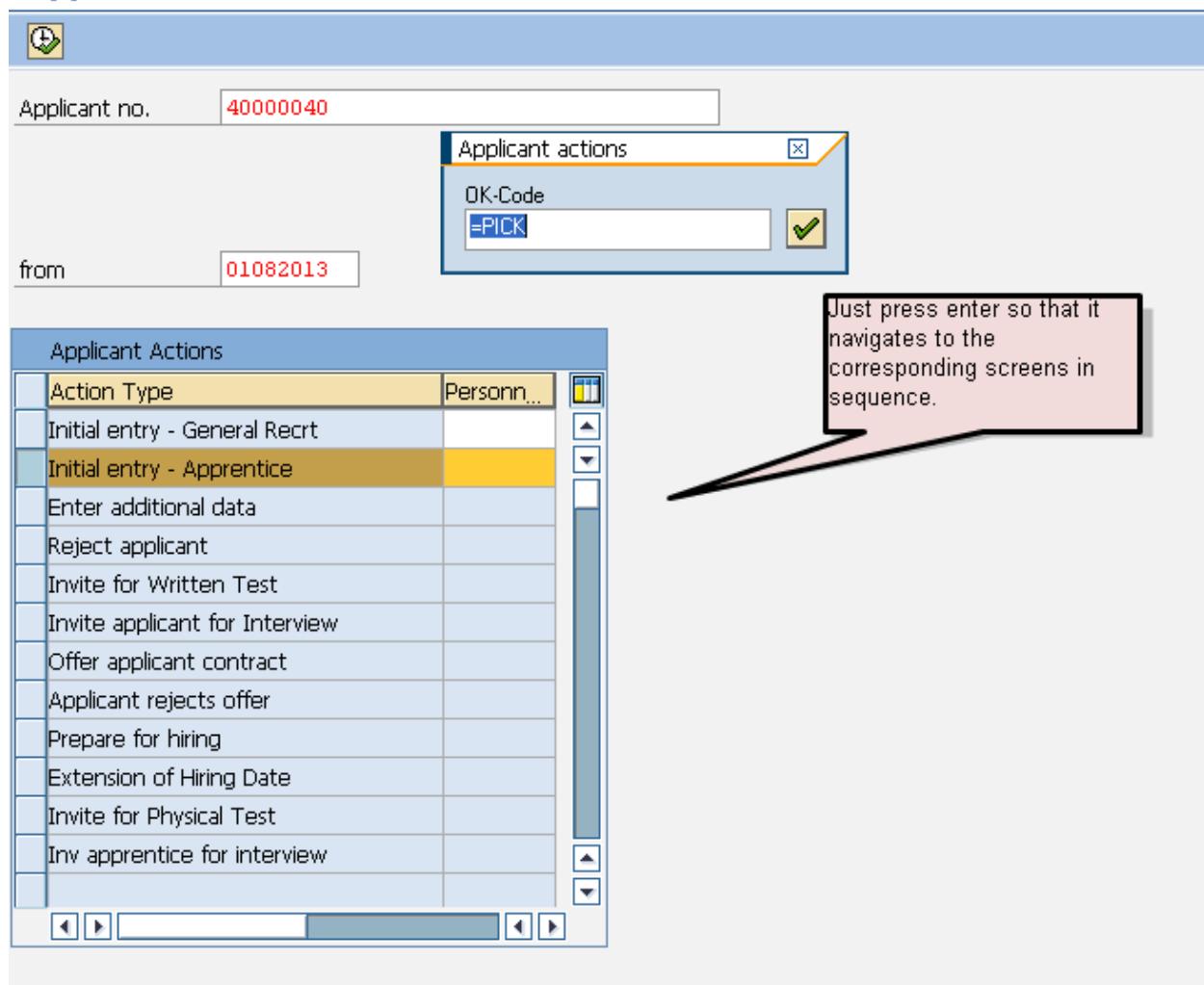
SAP

LSM Workbench: RECRUITMENT, ZINITIAL, ZINITIAL: Initial entry of basic


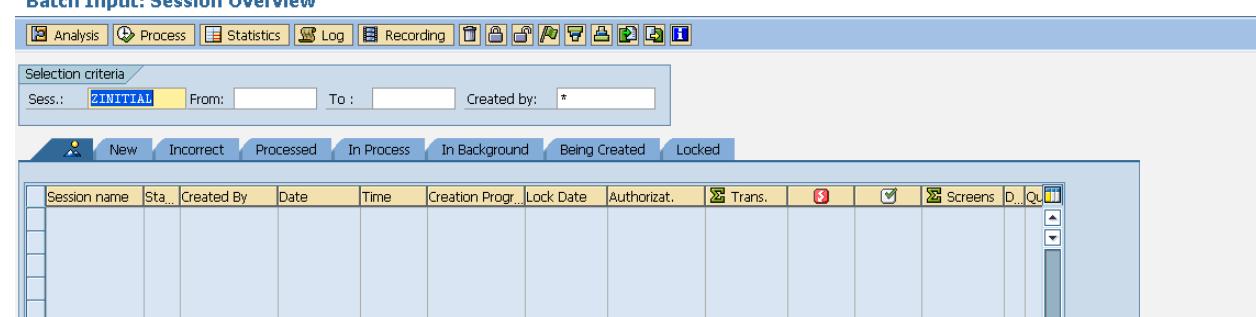
Process Step	Last Action (Date, Time, User)
Maintain Object Attributes	
Maintain Source Structures	
Maintain Source Fields	
Maintain Structure Relations	
Maintain Field Mapping and Conversion Rules	
Maintain Fixed Values, Translations, User-Defined Routines	
Specify Files	17.10.2013, 14:55:50 h, MITHUN
Assign Files	17.10.2013, 14:55:53 h, MITHUN
Read Data	17.10.2013, 14:57:19 h, MITHUN
Display Read Data	17.10.2013, 15:01:03 h, MITHUN
Convert Data	17.10.2013, 15:01:59 h, MITHUN
Display Converted Data	17.10.2013, 15:03:11 h, MITHUN
Create Batch Input Session	17.10.2013, 15:04:24 h, MITHUN
Run Batch Input Session	



Session name	Sta...	Created By	Date	Time	Creation Prog...	Lock Date	Authorizat...	Trans.	Err...	Log...	Screen...	D...	Qu...
ZINITIAL		MITHUN	17.10.2013	15:03:58	/SAPDMC/SAP...		MITHUN	6	0	0	48	<input checked="" type="checkbox"/>	13

Batch Input: Session Overview**Applicant actions**

Batch Input: Session Overview



Selection criteria

Sess.: ZINITIAL From: _____ To: _____ Created by: _____

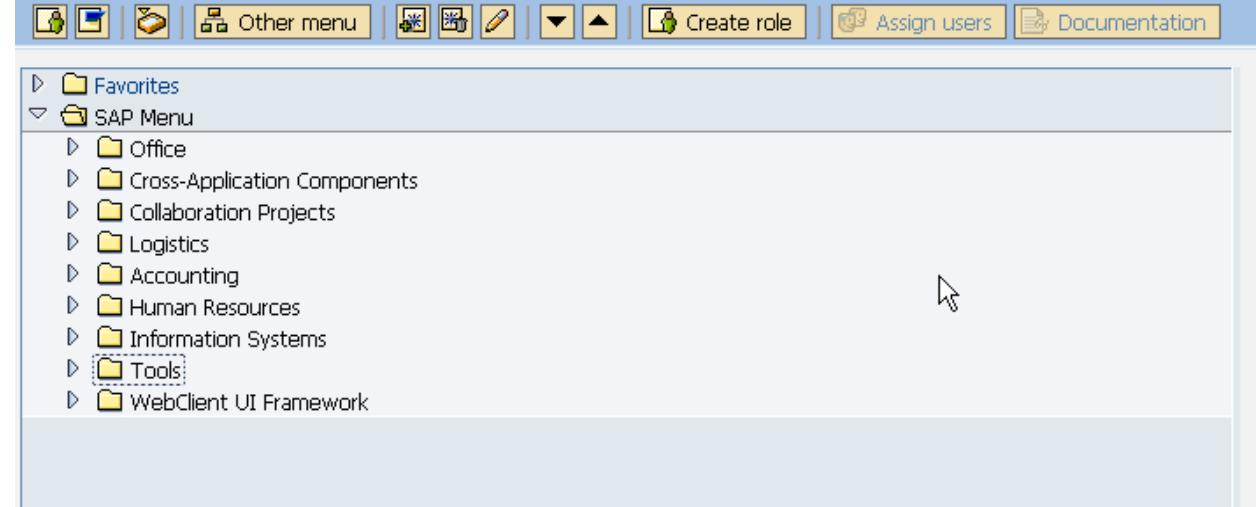
New Incorrect Processed In Process In Background Being Created Locked

Session name	Sta...	Created By	Date	Time	Creation Progr...	Lock Date	Authorizat...	Trans.	Screens	D...	Qu...

Menu Edit Favorites Extras System Help

pb30

SAP Easy Access



Other menu Create role Assign users Documentation

- ▷ Favorites
- ▷ SAP Menu
 - ▷ Office
 - ▷ Cross-Application Components
 - ▷ Collaboration Projects
 - ▷ Logistics
 - ▷ Accounting
 - ▷ Human Resources
 - ▷ Information Systems
 - ▷ Tools
 - ▷ WebClient UI Framework

Maintain applicant master data

Short profile

Applicant no.	40000040	On status	1	In process
Applicant gr	A Apprentice	App.range	A3	Apprentice - VHSE
Pers.area	1000 CIAI	Pers. subare	0001	MD Offices

Enter the applicant numbe and you can see the list of infotypes maintained.

Applicant data	E...	Period
Applicant Actions	<input checked="" type="checkbox"/>	<input type="radio"/> Period
Applications	<input checked="" type="checkbox"/>	Frm <input type="text"/>
Organizational Assignment	<input checked="" type="checkbox"/>	To <input type="text"/>
Personal Data	<input checked="" type="checkbox"/>	<input type="radio"/> Today
Addresses	<input checked="" type="checkbox"/>	<input type="radio"/> All
Vacancy Assignment	<input checked="" type="checkbox"/>	<input type="radio"/> From curr.date
Education		<input type="radio"/> To Current Date
Other/Previous Employers		
Reference Data		
Evictee		

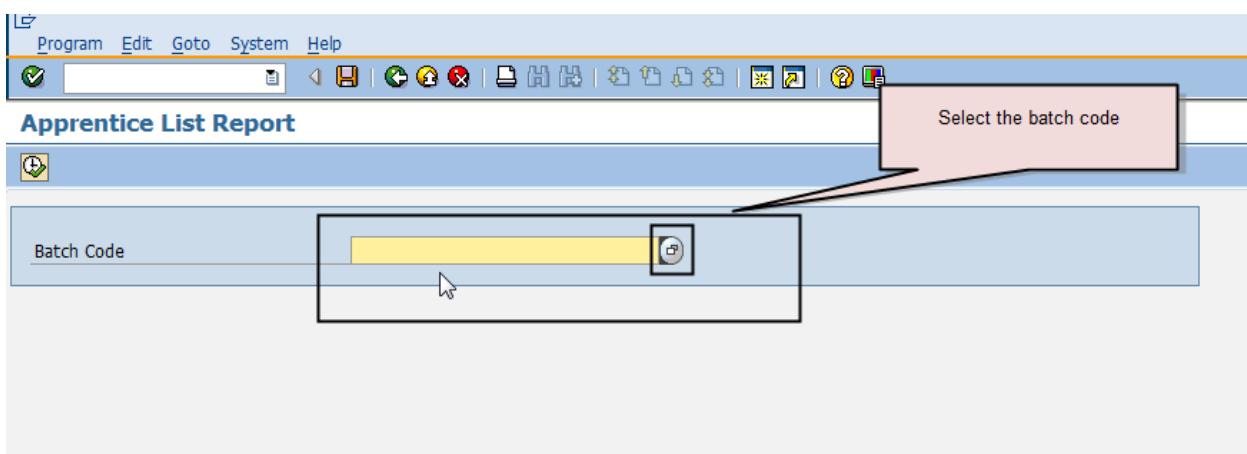
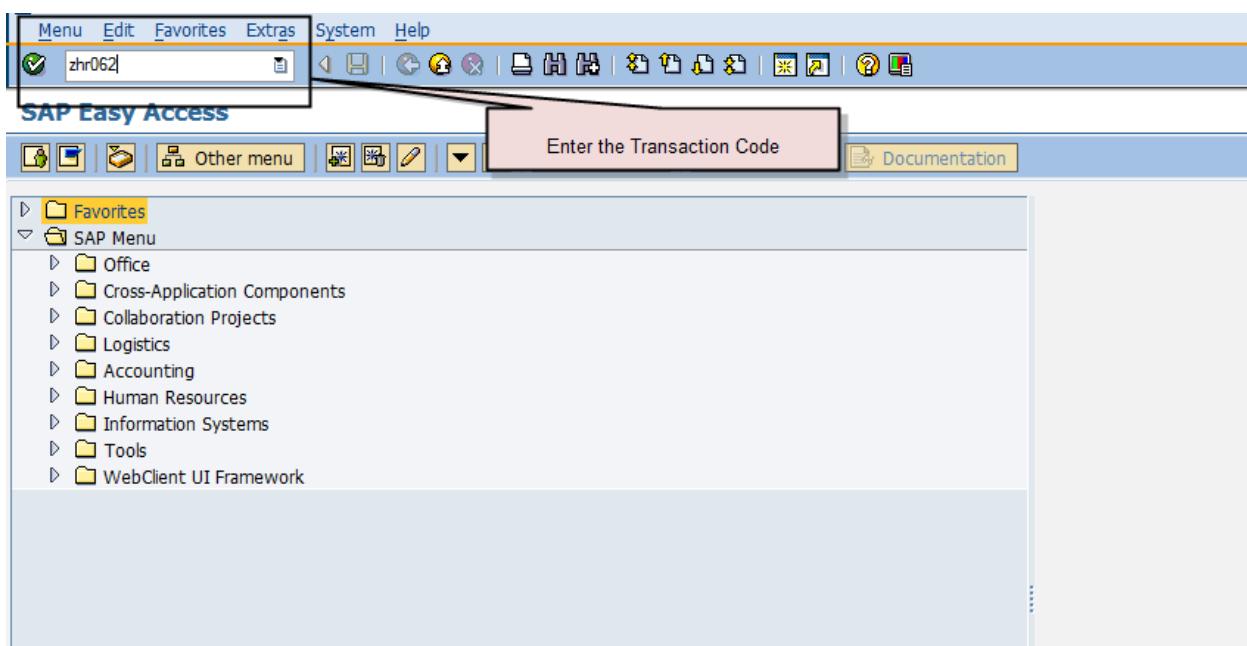
Direct selection

Infotype STy

Apprentice List report

After the apprentice basis data is been uploaded into SAP then the HR admin can run a report to get the list of candidates in a batch code.

Transaction Code	ZHR062
-------------------------	--------



Apprentice List Report

Batch Number (1) 6 Entries found	
<input checked="" type="checkbox"/> Restrictions	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Batch Number	Year
CIAL/HR/1/APP/30.01.2013	2013
CIAL/HR/2/APP/30.01.2013	2013
CIAL/HR/3/APP/30.01.2013	2013
CIAL/HR/4/APP/30.01.2013	2013
CIAL/HR/5/APP/01.08.2013	2013
CIAL/HR/REG/5/01.08.2013	2013

Select the batch number from the F4 help.

Apprentice List Report



Batch Code CIAL/HR/REG/6/01.10.2013

Apprentice List Report

APPRENTICE LIST REPORT

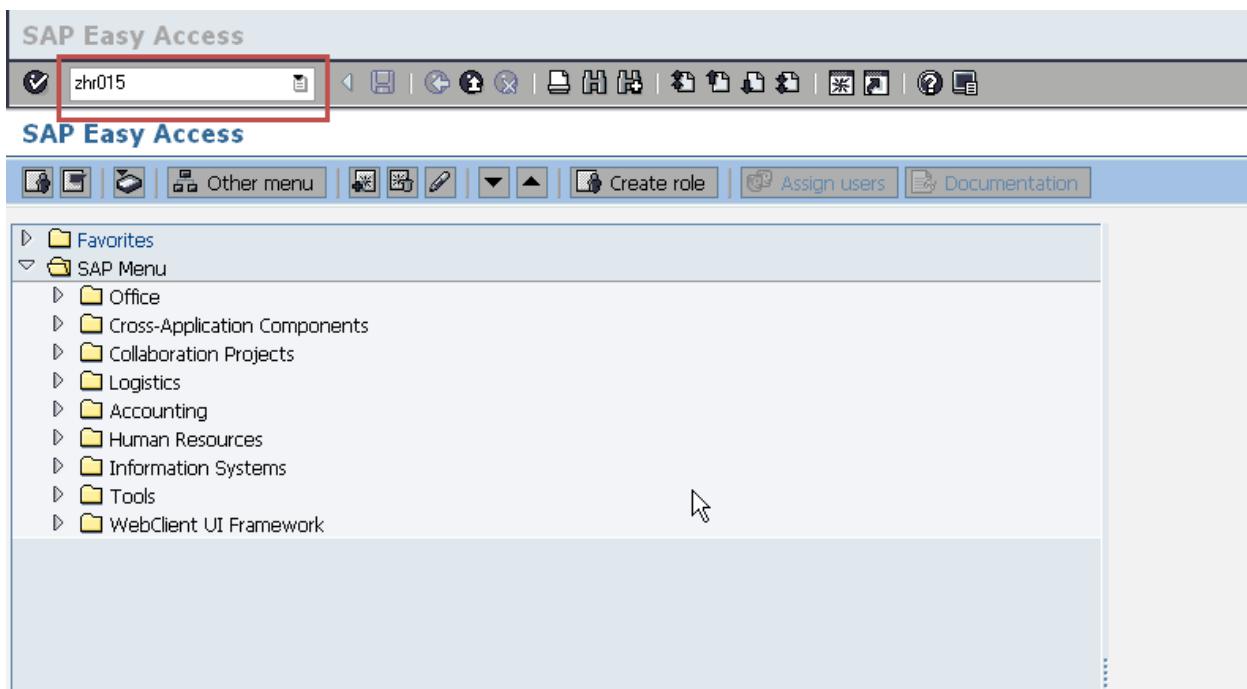
Date: 21.10.2013
Total No. of Records Selected: 5

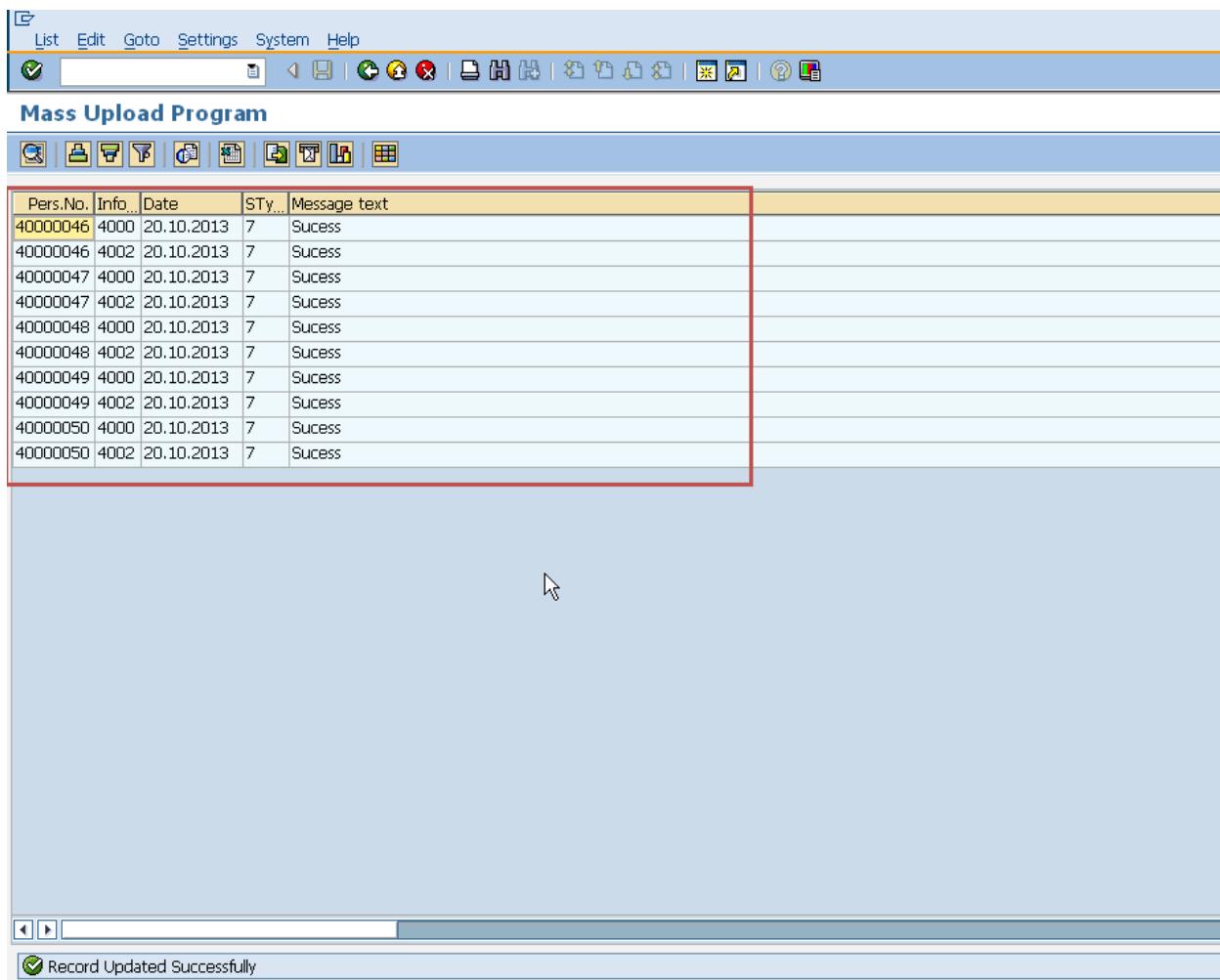
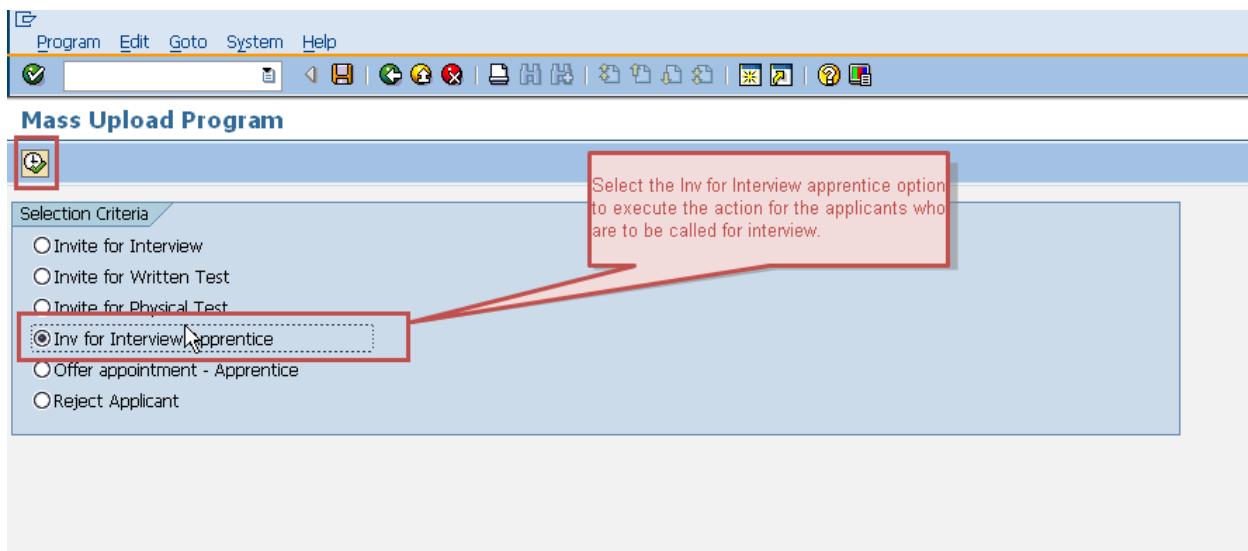
Serial No.	Applicant No	Apprentice name	Batch Code	Apprentice Group	Apprentice Sub Group	Overall Status
1	40000046	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	In process
2	40000047	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	In process
3	40000048	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	In process
4	40000049	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	In process
5	40000050	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	In process

Invite for Interview - Action

After the initial upload the eligible candidates will be called for Interview. For executing this Invite for Interview – Apprentice action on a whole for all the eligible candidates we are providing a mass upload program. As a result of this action the overall status and vacancy assignment status changes to “7”- Invite for Interview for the applicants.

Transaction Code	ZHR015
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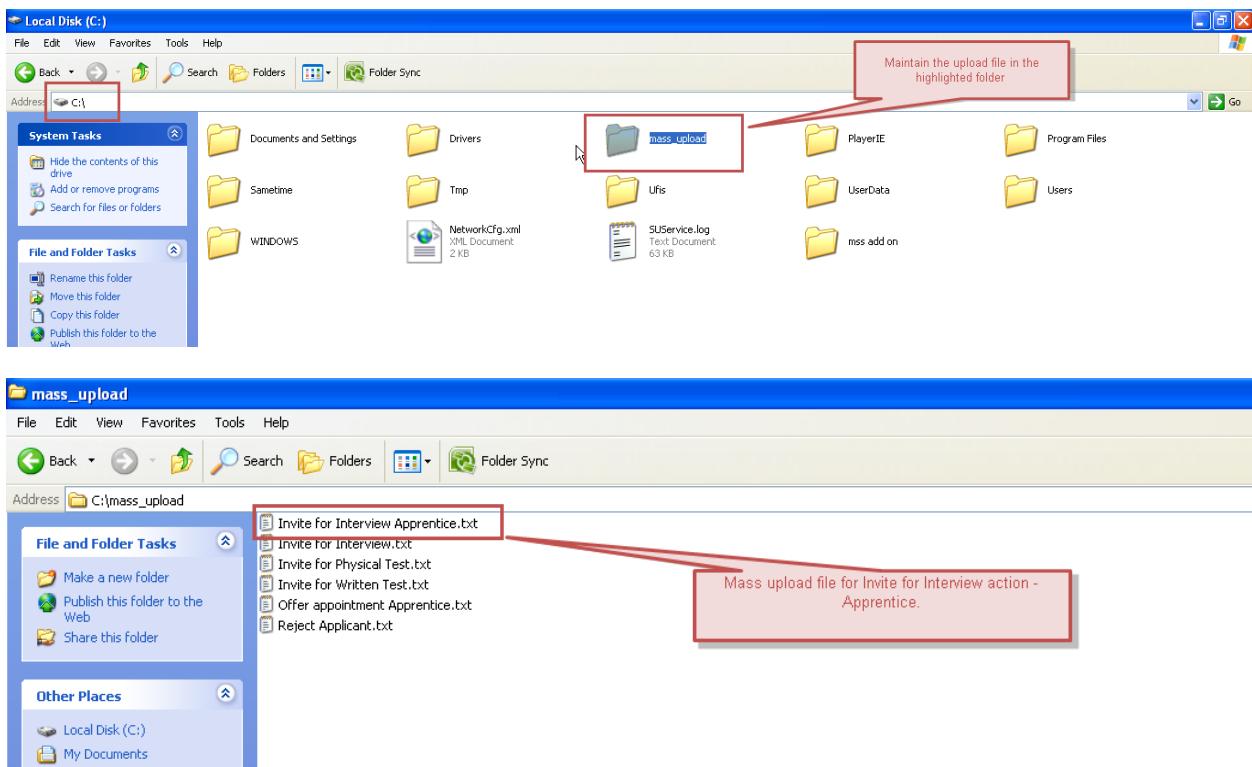


The screenshot shows a software interface titled "Mass Upload Program". At the top left is a toolbar with icons for List, Edit, Goto, Settings, System, and Help. Below the toolbar is a menu bar with the same options. A sub-menu window titled "Mass Upload Program" is open, showing a table of data:

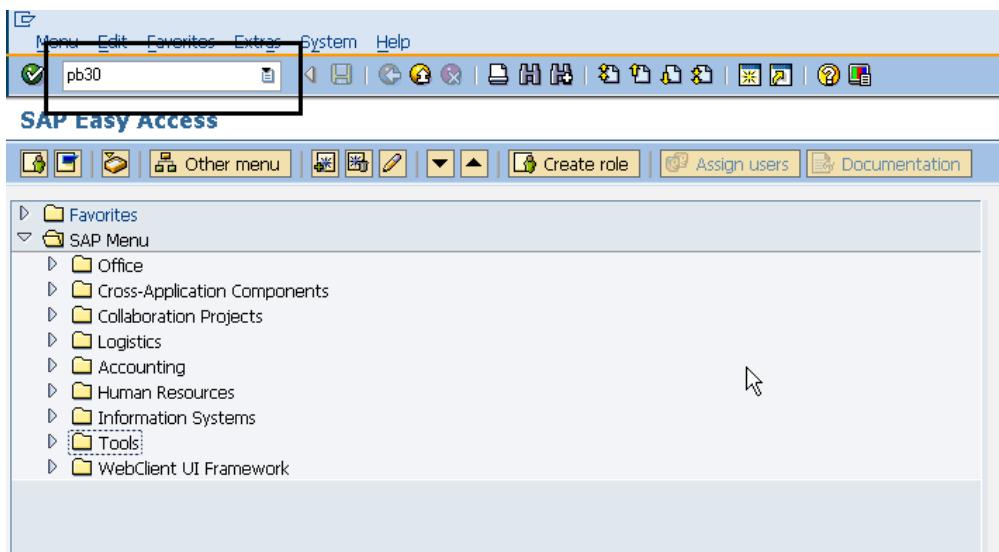
Pers.No.	Info...	Date	STy...	Message text
40000046	4000	20.10.2013	7	Sucess
40000046	4002	20.10.2013	7	Sucess
40000047	4000	20.10.2013	7	Sucess
40000047	4002	20.10.2013	7	Sucess
40000048	4000	20.10.2013	7	Sucess
40000048	4002	20.10.2013	7	Sucess
40000049	4000	20.10.2013	7	Sucess
40000049	4002	20.10.2013	7	Sucess
40000050	4000	20.10.2013	7	Sucess
40000050	4002	20.10.2013	7	Sucess

A red box highlights the entire table area. In the bottom right corner of the main window, there is a cursor icon pointing down. At the very bottom of the screen, there is a status bar with a green checkmark icon and the text "Record Updated Successfully".

Before executing the above upload make sure the mass upload file is made available in C:\mass_upload



Also after the mass upload you can check the master data individually for the applicants or also the other option is you can run the apprentice list report to see the overall status of the applicants.



Maintain applicant master data

Short profile

Applicant no.	40000046	Ov.status	7	Invite for Interview
Applicant gr	A Apprentice	App.range	A3	Apprentice - VHSE
Pers.area	1000 CIAL	Pers. subarea	0001	MD Offices

Select the applicant actions infotype and select the overview icon option.

Applicant data	Period
Applicant Actions	<input checked="" type="radio"/> Period
Applications	Frm _____
Organizational Assignment	To _____
Personal Data	<input type="radio"/> Today
Addresses	<input type="radio"/> All
Vacancy Assignment	<input type="radio"/> From curr.date
Education	<input type="radio"/> To Current Date
Other/Previous Employers	
Reference Data	
Evictee	

Direct selection

Infotype	STY
----------	-----

List Applicant Actions

App.no	40000046	Ov.status	7	Invite for Interview
Pers.area	1000 CIAL	Subarea	0001	MD Offices
App.group	A Apprentice	App.range	A3	Apprentice - VHSE
Choose	01.01.1800	to	31.12.9999	

From	To	Action	Name of action type	Status	Applicant status
20.10.2013	31.12.9999	27	Inv apprentice for interview	7	Invite for Interview
01.10.2013	19.10.2013	24	Initial entry - Apprentice	1	In process

Display Applicant Actions

App.no	40000046		
Pers.area	1000 CIAL	Ov.status <input type="button" value="?"/>	Invite for Interview
App.group	A Apprentice	Subarea <input type="button" value="0001"/>	MD Offices
Valid	20.10.2013	To 31.12.9999	Chgd 21.10.2013 MITHUN

Applicant action and status

Applicant action tv.	Inv apprentice for interview <input type="button" value="?"/>
Overall status	<input type="button" value="?"/> Invite for Interview
Status reason	<input type="button" value="23"/> Direct Interview Call

Reference

<input type="checkbox"/> Reference available
Reference employee <input type="text" value="0"/>

Organizational assignment

Personnel area	1000 CIAL
Applicant group	A Apprentice
Applicant range	Apprentice - VHSE <input type="button" value="?"/>

Maintain applicant master data

Short profile

Applicant no.	40000046	Ov.status	7	Invite for Interview
Applicant gr	A Apprentice	App.range	A3	Apprentice - VHSE
Pers.area	1000 CJAL	Pers. subarea	0001	MD Offices

Applicant data

- Applicant Actions ✓
- Applications ✓
- Organizational Assignment ✓
- Personal Data ✓
- Addresses ✓
- Vacancy Assignment ✓**
- Education
- Other/Previous Employers
- Reference Data
- Evindee

Period

Period

Frm _____ To _____

Today

All

From curr.date

To Current Date

Direct selection

Infotype | STY |

Vacancy assignment status also changes to 7.

List Vacancy Assignment

Applicant no	40000046			
Applicant gr	A Apprentice	App.range	A3	Apprentice - VHSE
Pers.area	1000 CJAL	Subarea	0001	MD Offices
Choose	01.01.1800	to	31.12.9999	STY. _____

Vacancy Assignment Status

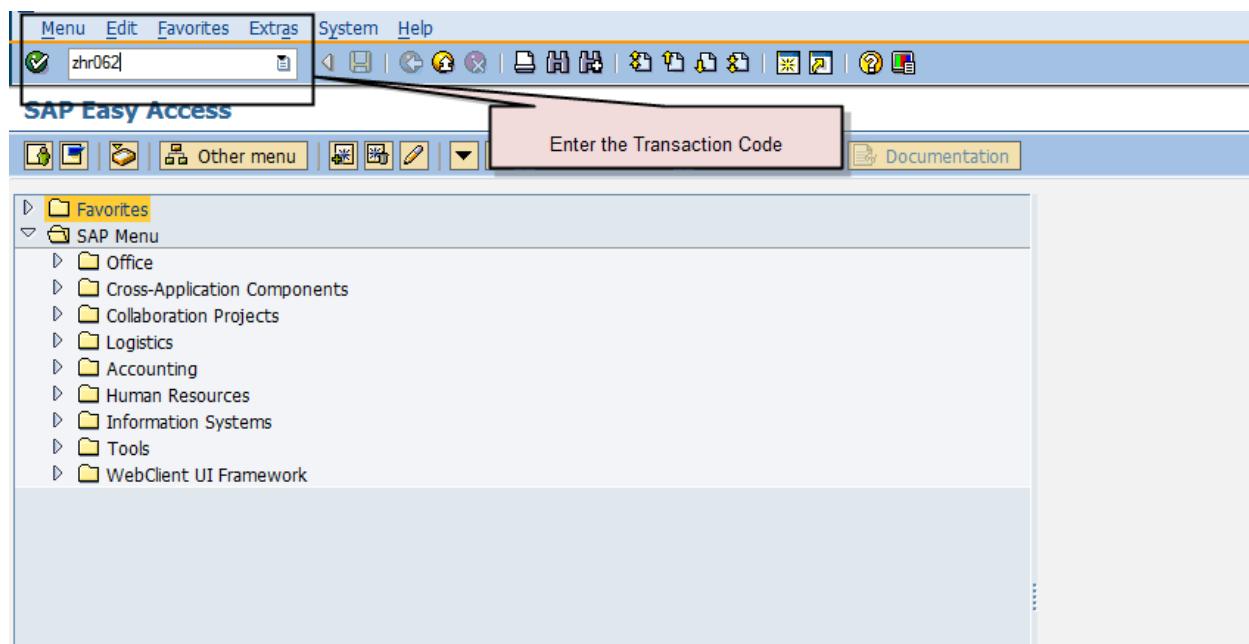
Pr	from	to	Vacancy	Activity	Vac.assign.status
01	20.10.2013	31.12.9999	20000091	Apprentice	Invite for Interview
01	01.10.2013	19.10.2013	20000091	Apprentice	In process

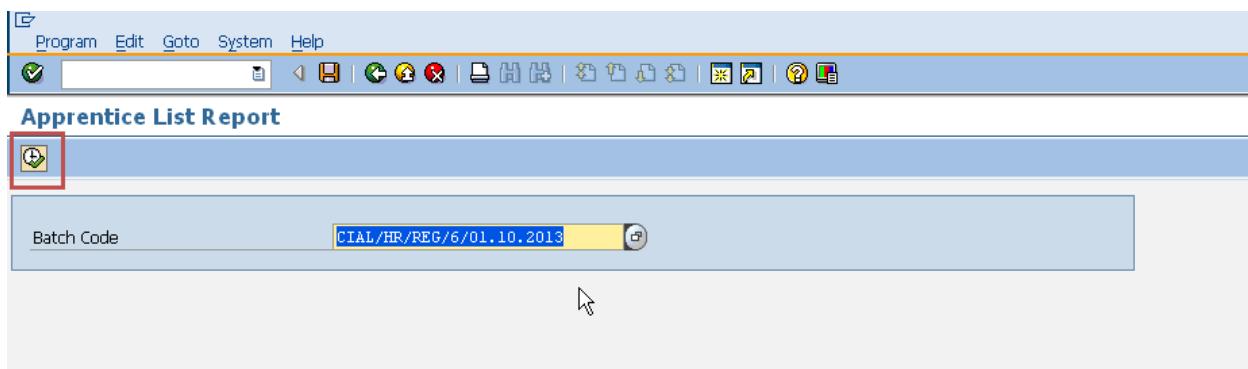
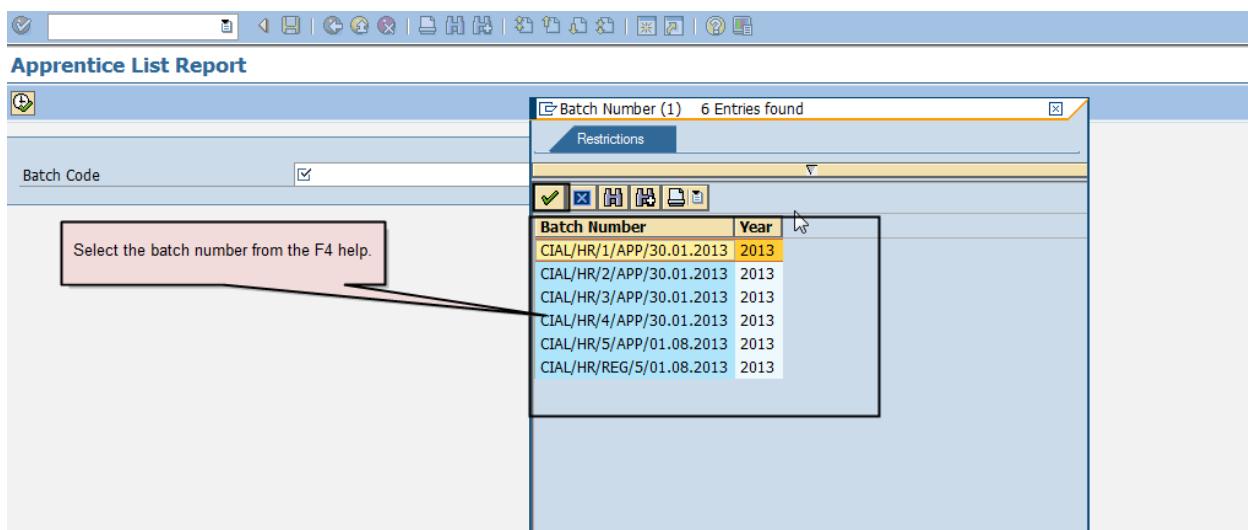
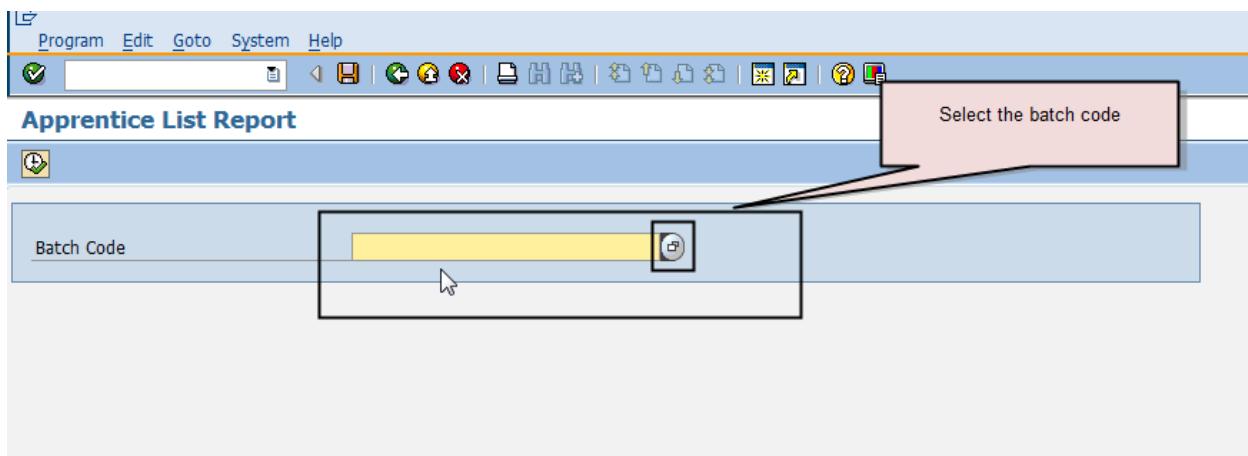
Display Vacancy Assignment

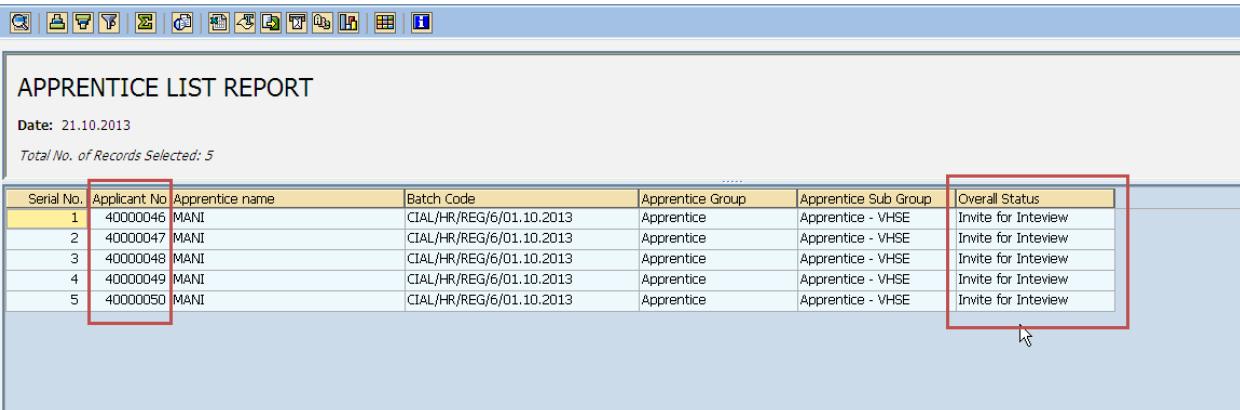
Applicant no	40000046			
Applicant gr	A Apprentice	App.range	A3	Apprentice - VHSE
Pers.area	1000 CIAL	Subarea	0001	MD Offices
Start	20.10.2013	To	31.12.9999	Chng 21.10.2013 MITHUM

Vacancy assignment

Priority	Priority 1
Vacancy	20000091 Apprentice
Vac.assign.stat	7 Invite for Interview
Status reason	23 Direct Interview Call





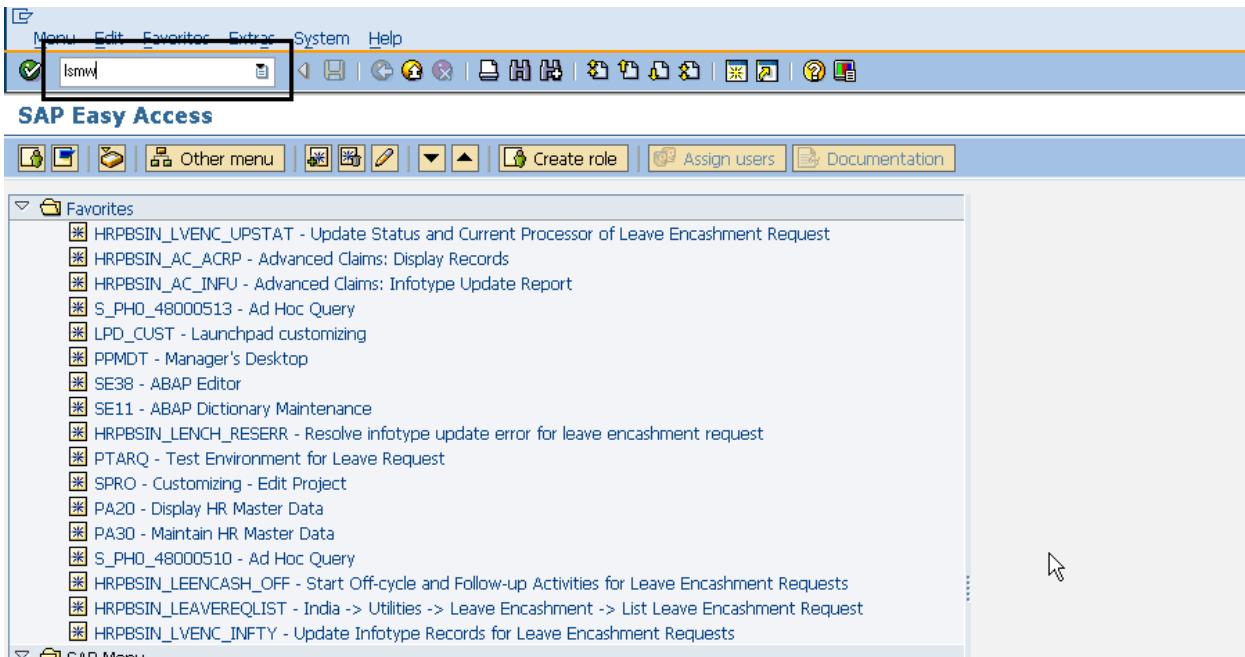
Apprentice List Report


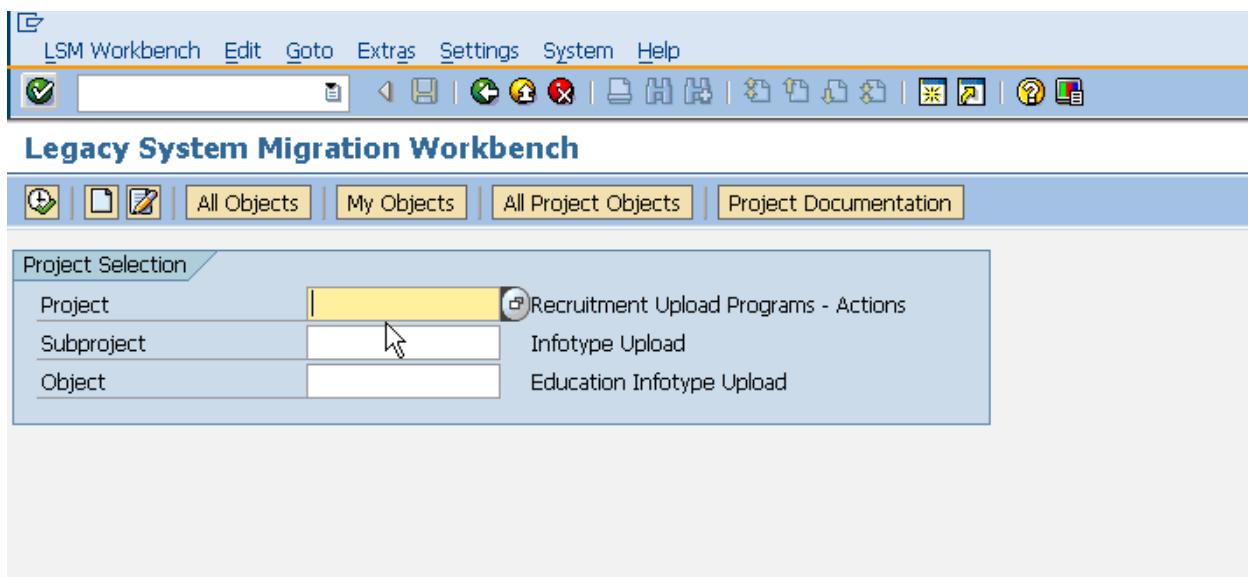
Serial No.	Applicant No	Apprentice name	Batch Code	Apprentice Group	Apprentice Sub Group	Overall Status
1	40000046	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	Invite for Interview
2	40000047	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	Invite for Interview
3	40000048	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	Invite for Interview
4	40000049	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	Invite for Interview
5	40000050	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	Invite for Interview

Mark upload

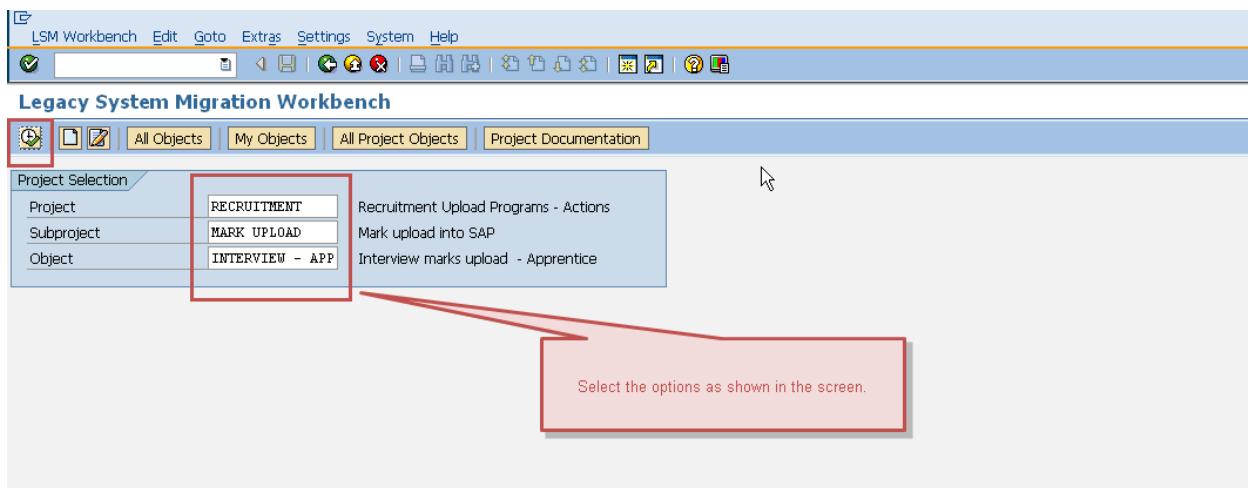
As a result of interview the marks needs to be uploaded into SAP. For this upload we are gong to make use of the LSMW program.

Transaction Code	LSMW
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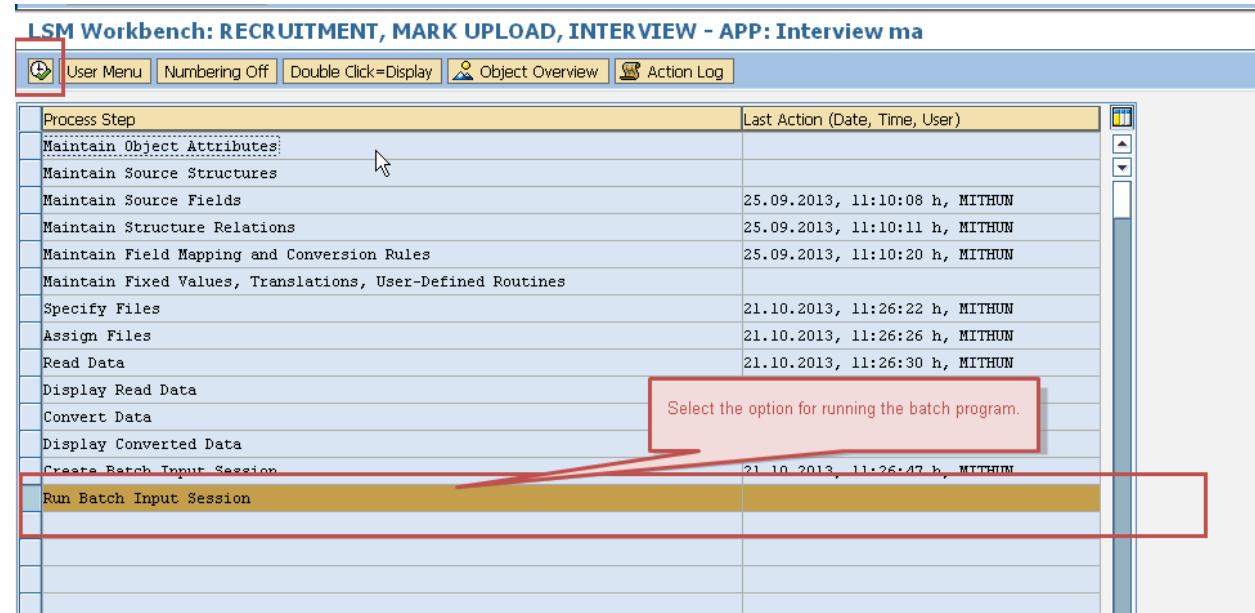
Select the project as Recruitment



The below mentioned steps to be followed before running the batch input session for all the LSMW uploads,

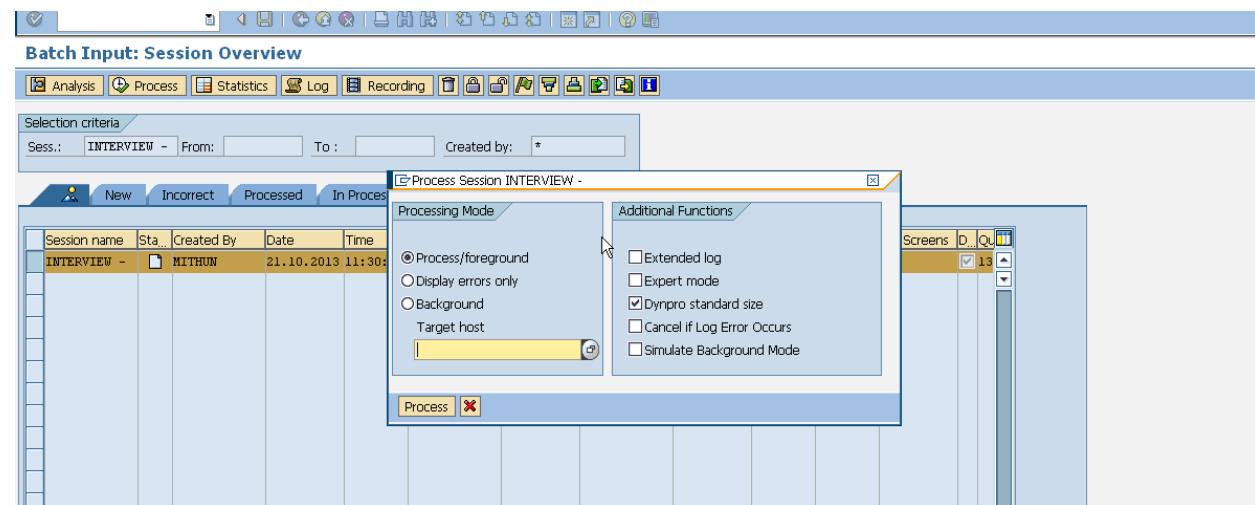
1. Specify Files
2. Assign Files
3. Read Data
4. Display Read Data
5. Convert Data
6. Display Converted Data
7. Create Batch Input Session

LSM Workbench: RECRUITMENT, MARK UPLOAD, INTERVIEW - APP: Interview ma



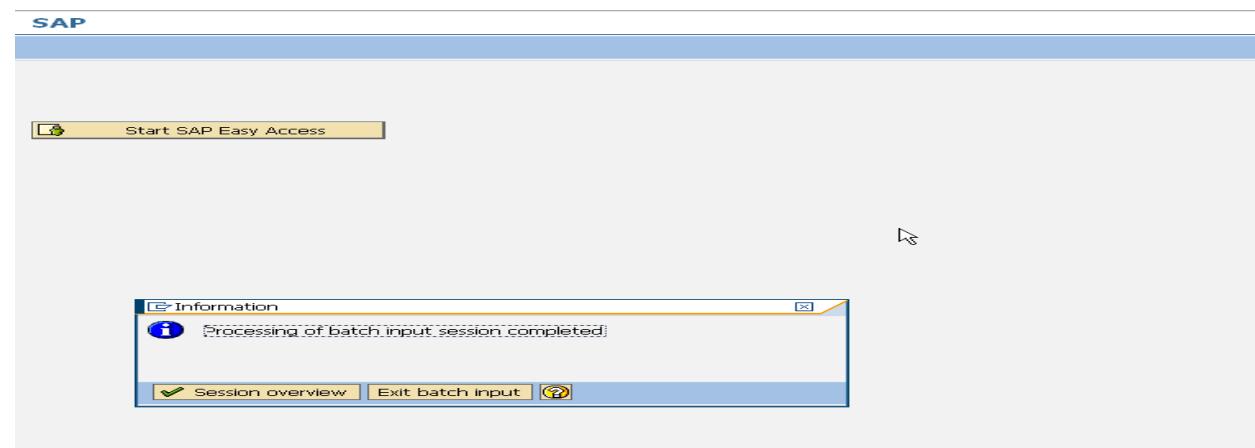
User Menu	Numbering Off	Double Click=Display	Object Overview	Action Log
Process Step				Last Action (Date, Time, User)
Maintain Object Attributes				
Maintain Source Structures				
Maintain Source Fields				25.09.2013, 11:10:08 h, MITHUN
Maintain Structure Relations				25.09.2013, 11:10:11 h, MITHUN
Maintain Field Mapping and Conversion Rules				25.09.2013, 11:10:20 h, MITHUN
Maintain Fixed Values, Translations, User-Defined Routines				
Specify Files				21.10.2013, 11:26:22 h, MITHUN
Assign Files				21.10.2013, 11:26:26 h, MITHUN
Read Data				21.10.2013, 11:26:30 h, MITHUN
Display Read Data				
Convert Data				
Display Converted Data				
Create Batch Input Session				21.10.2013, 11:26:47 h, MITHUN
Run Batch Input Session				

Batch Input: Session Overview



Sess.:	From:	To:	Created by:
INTERVIEW -			*

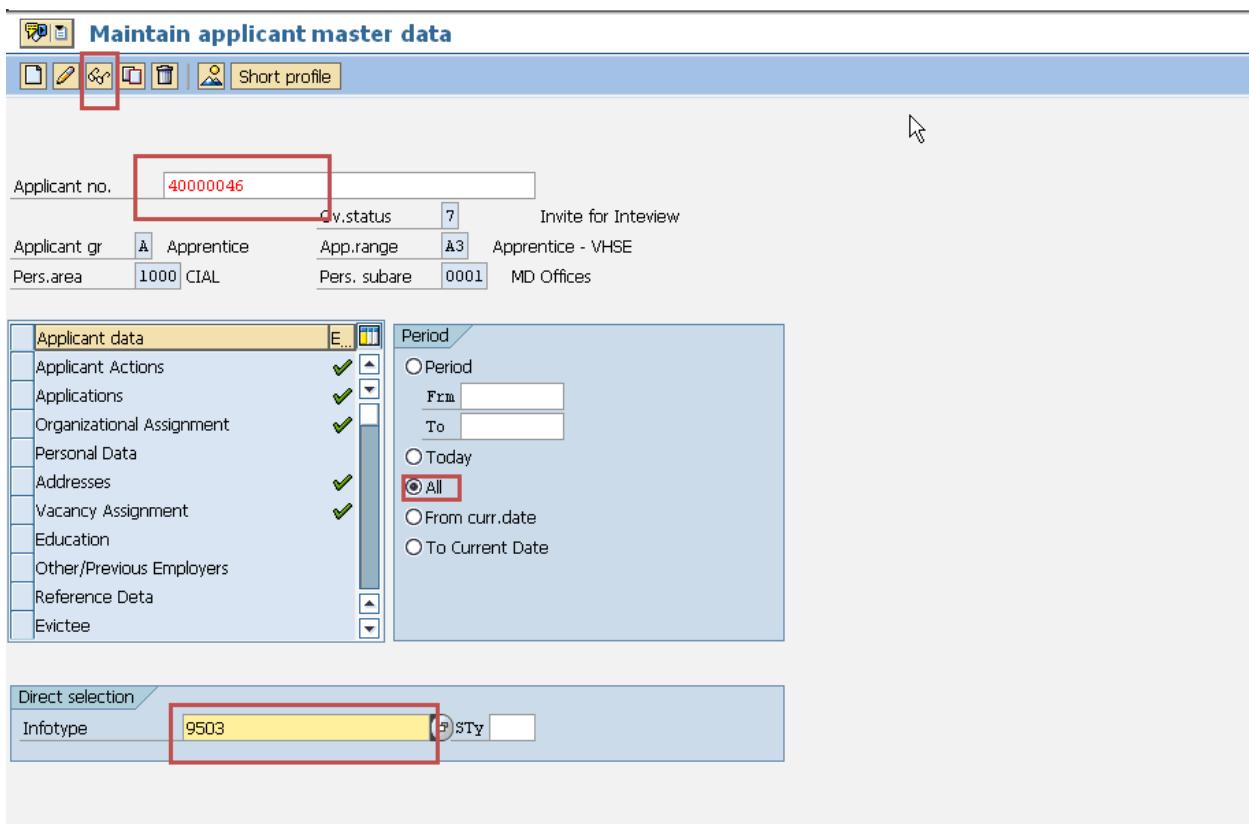
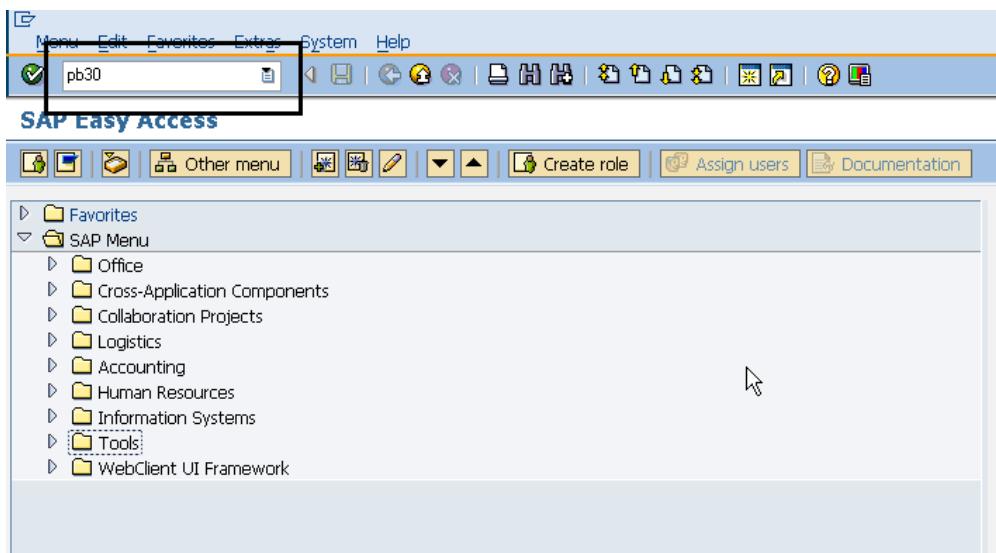
SAP



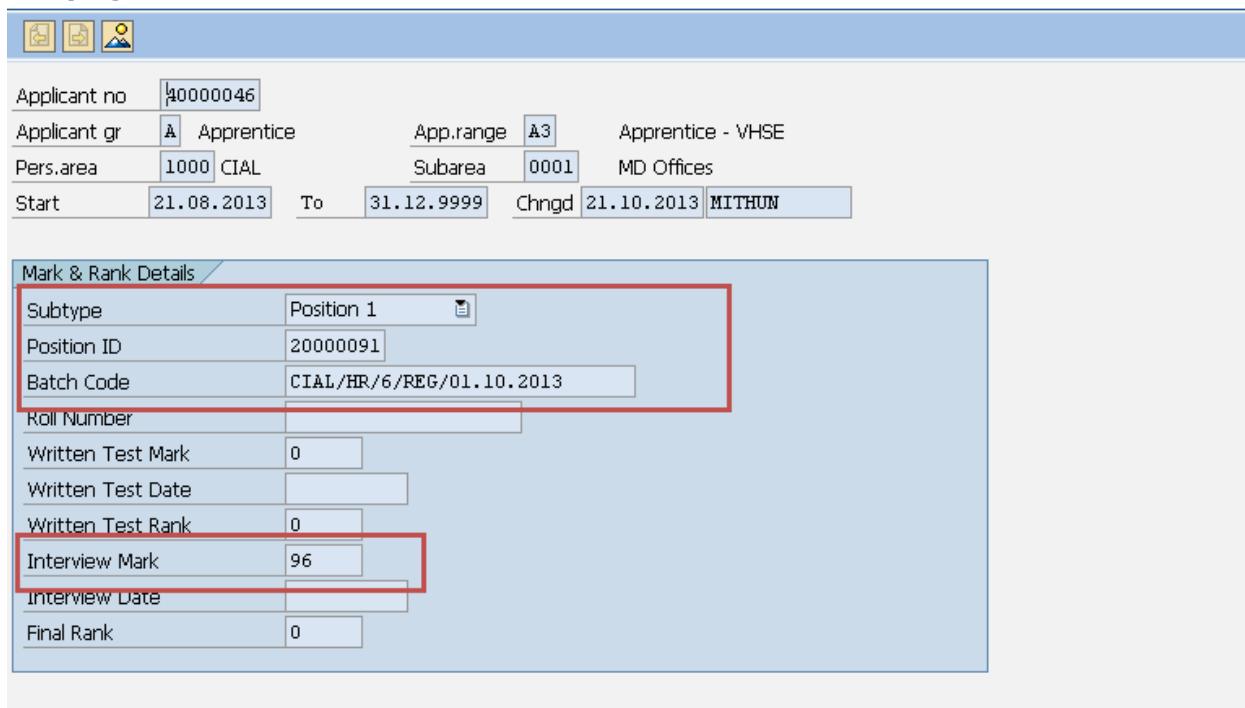
Start SAP Easy Access

Information
Processing of batch input session completed!

After the upload you can check in the PB30 transaction,



Display Mark & Rank Details



Applicant no: 40000046
 Applicant gr: A Apprentice App.range: A3 Apprentice - VHSE
 Pers.area: 1000 CIAL Subarea: 0001 MD Offices
 Start: 21.08.2013 To: 31.12.9999 Chngd: 21.10.2013 MITHUN

Mark & Rank Details

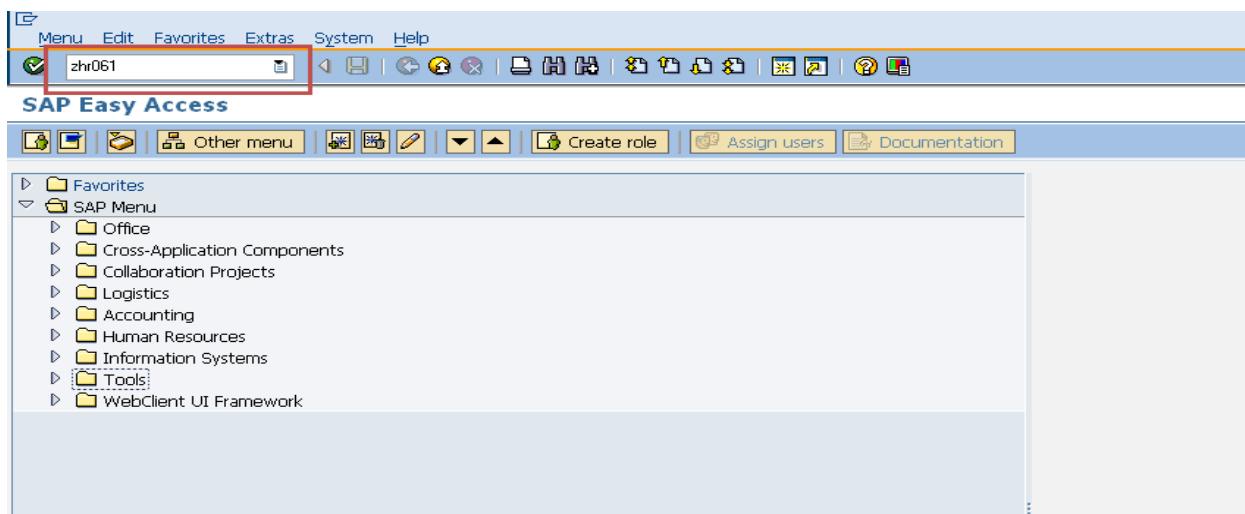
Subtype	Position 1
Position ID	20000091
Batch Code	CIAL/HR/6/REG/01.10.2013
Roll Number	
Written Test Mark	0
Written Test Date	
Written Test Rank	0
Interview Mark	96
Interview Date	
Final Rank	0

Uploaded data can be seen here.

Apprentice Rank list

Based upon the marks secured by the applicants in Interview rank list is to be generated,

Transaction Code	ZHR060
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Program Edit Goto System Help

Apprentice Rank List

Selection Criteria

Batch Code	<input type="text"/>	<input style="border: none; background-color: yellow; width: 20px; height: 20px; vertical-align: middle;" type="button" value="..."/>
Year	<input type="text"/>	<input style="border: none; width: 20px; height: 20px; vertical-align: middle;" type="button" value="..."/>

Select the appropriate batch code and year to run the report.

Apprentice Rank List

Selection Criteria

Batch Code	<input type="text" value="CIAL/HR/REG/6/01.10.2013"/>
Year	<input type="text" value="2013"/> <input style="border: none; width: 20px; height: 20px; vertical-align: middle;" type="button" value="..."/>

List Edit Goto Settings System Help

Apprentice Rank List

Selections

Rank	Applicant No	Apprentice name	Batch Code	Apprentice Group	Apprentice Sub Group	Interview Mark
1	40000048	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	98
2	40000047	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	97
3	40000046	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	96
4	40000049	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	95
5	40000050	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	94

Select the save button to save the final rank in the master data of the applicant.

SAP GUI Application - Apprentice Rank List

Information: Rank List Sucessfully Updated.

Rank	Applicant No	Apprentice name	Batch Code	Apprentice Group	Apprentice Sub Group	Interview Mark
1	40000048	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	98
2	40000047	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	97
3	40000046	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	96
4	40000049	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	95
5	40000050	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	94

You can see the final rank now in the master data,

SAP Easy Access

pb3d

- Favorites
- SAP Menu
 - Office
 - Cross-Application Components
 - Collaboration Projects
 - Logistics
 - Accounting
 - Human Resources
 - Information Systems
 - Tools
 - WebClient UI Framework

Maintain applicant master data

Applicant no. **40000050**

Ov.status **7** Invite for Interview

Applicant gr **A** Apprentice App.range **A3** Apprentice - VHSE

Pers.area **1000** CIAL Pers. subarea **0001** MD Offices

Applicant data	E...
Applicant Actions	<input checked="" type="checkbox"/>
Applications	<input checked="" type="checkbox"/>
Organizational Assignment	<input checked="" type="checkbox"/>
Personal Data	<input checked="" type="checkbox"/>
Addresses	<input checked="" type="checkbox"/>
Vacancy Assignment	<input checked="" type="checkbox"/>
Education	<input type="checkbox"/>
Other/Previous Employers	<input type="checkbox"/>
Reference Data	<input type="checkbox"/>
Evictee	<input type="checkbox"/>

Period

Period
Frm _____ To _____

Today

All

From curr.date

To Current Date

Direct selection

Infotype **9503**

Display Mark & Rank Details

Applicant no **40000050**

Applicant gr **A** Apprentice App.range **A3** Apprentice - VHSE

Pers.area **1000** CIAL Subarea **0001** MD Offices

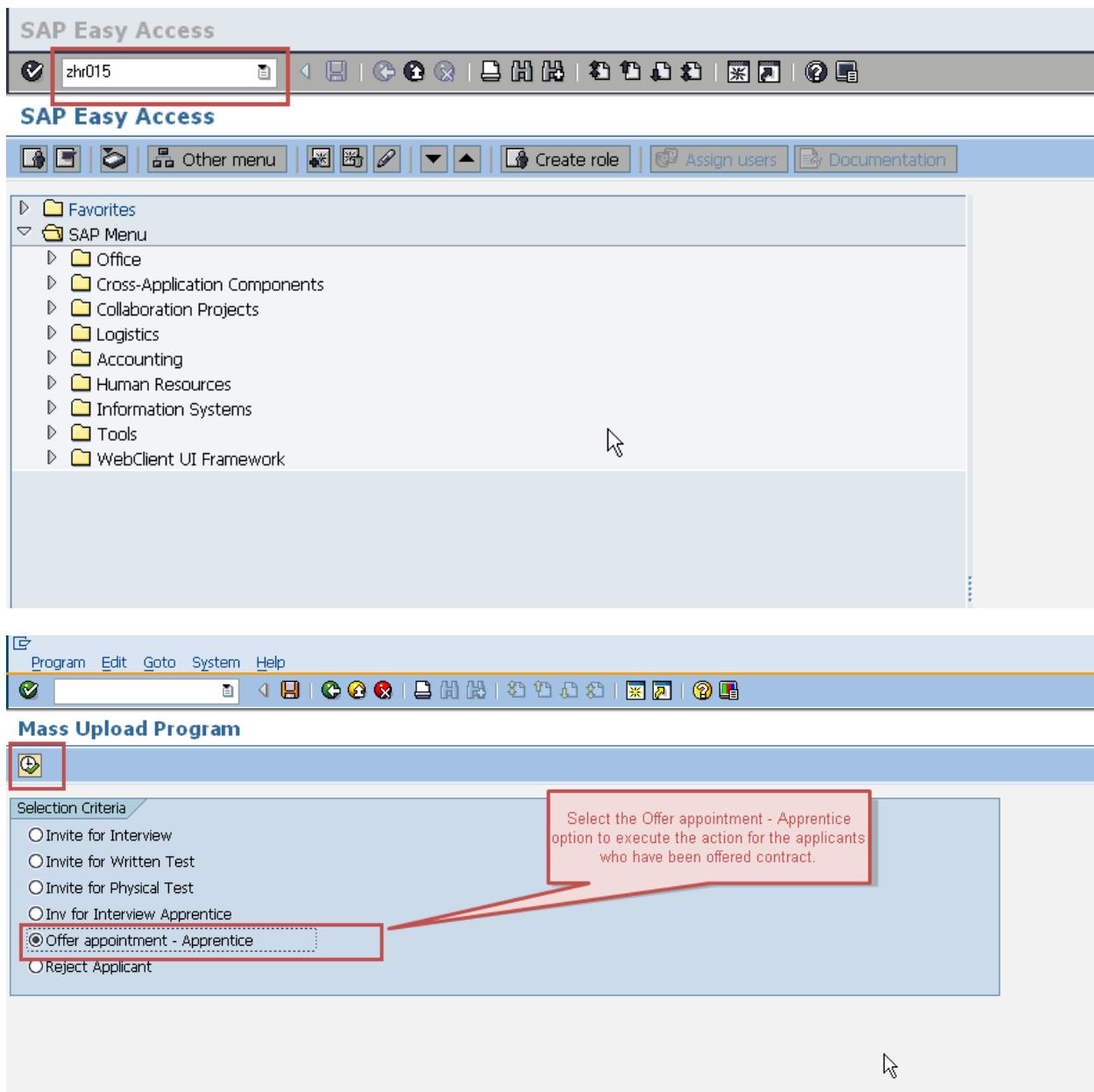
Start **21.08.2013** To **31.12.9999** Chngd **21.10.2013** MITHUN

Mark & Rank Details	
Subtype	Position 1
Position ID	20000091
Batch Code	CIAL/HR/REG/6/01.10.2013
Roll Number	
Written Test Mark	0
Written Test Date	
Written Test Rank	0
Interview Mark	94
Interview Date	
Final Rank	5

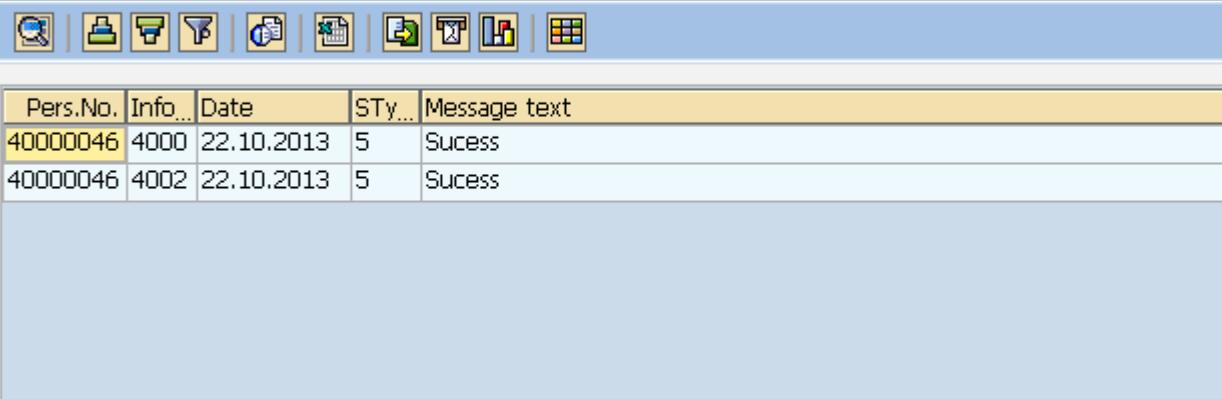
Offer Appointment – Apprentice

As a result of the interview the applicants will be offered appointment based upon the rank list. As a result of this action the overall status and vacancy assignment status changes to “5”- Contract Offered for the applicants.

Transaction Code	ZHR015
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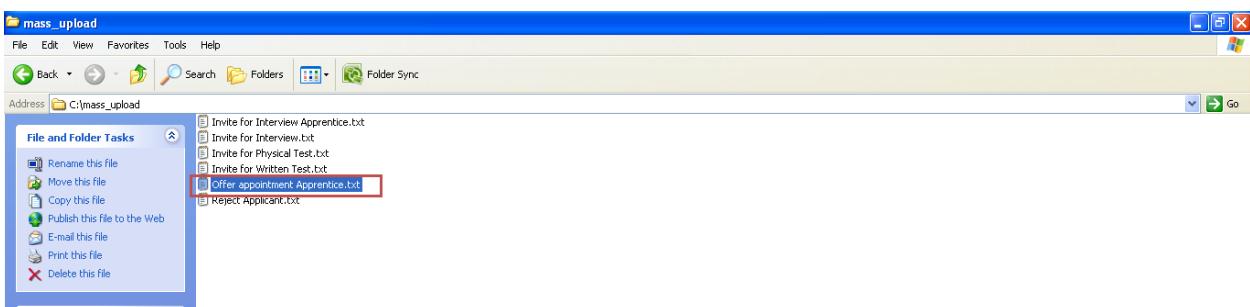
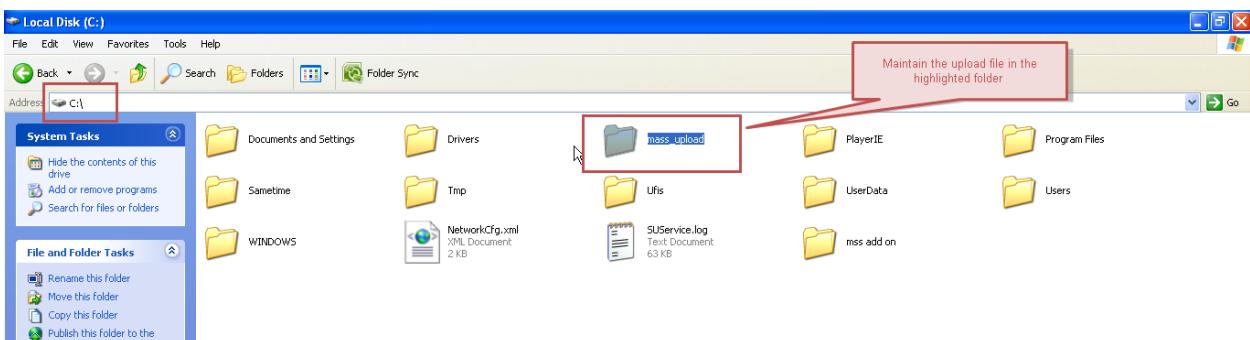


Mass Upload Program

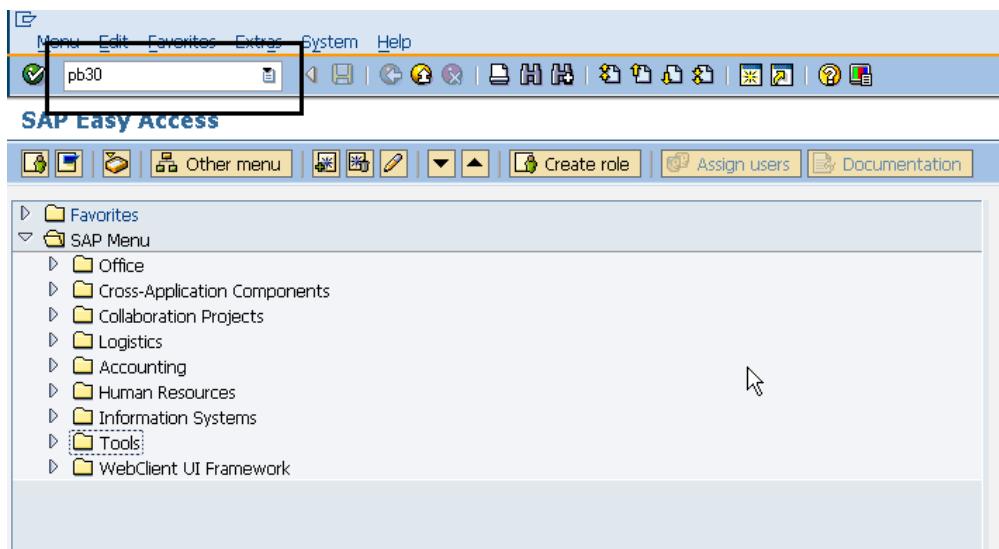
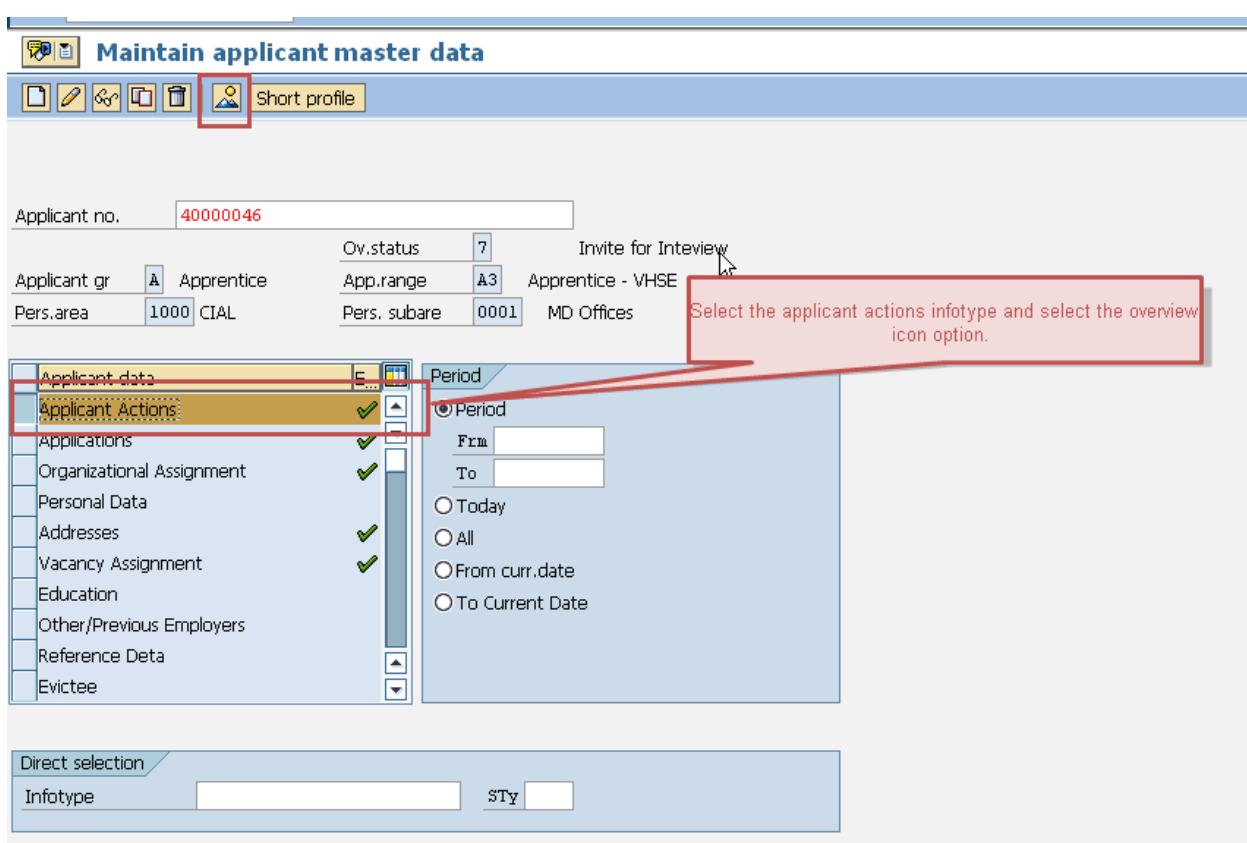


Pers.No.	Info...	Date	STy...	Message text
40000046	4000	22.10.2013	5	Sucess
40000046	4002	22.10.2013	5	Sucess

Before executing the above upload make sure the mass upload file is made available in C:\mass_upload



Also after the mass upload you can check the master data individually for the applicants or also the other option is you can run the apprentice list report to see the overall status of the applicants.

The screenshot shows the "Maintain applicant master data" screen. At the top, there is a toolbar with icons and a button labeled "Short profile". The main area has fields for "Applicant no." (40000046), "Ov.status" (7), "Invite for Interview" (checkbox), "Applicant gr" (A, Apprentice), "App.range" (A3, Apprentice - VHSE), "Pers.area" (1000, CIAL), and "Pers. subare" (0001, MD Offices). A red box highlights the "Short profile" button. A red callout box points to the "Invite for Interview" checkbox with the text: "Select the applicant actions infotype and select the overview icon option." A red box highlights the "Applicant Actions" item in the list on the left. A red box highlights the "Period" section on the right, which includes a radio button for "Period" and dropdown fields for "Frm" and "To", and checkboxes for "Today", "All", "From curr.date", and "To Current Date". A red box highlights the "Direct selection" section at the bottom, which includes "Infotype" and "STy" fields.

List Applicant Actions

App.no	40000046	Ov.status	7	Invite for Interview
Pers.area	1000 CIAL	Subarea	0001	MD Offices
App.group	A Apprentice	App.range	A3	Apprentice - VHSE
Choose	01.01.1800	to	31.12.9999	

From To Action Name of action type Status Applicant status

22.10.2013	31.12.9999	04	Offer applicant contract	5	Contract offered	1
20.10.2013	21.10.2013	27	Inv apprentice for interview	7	Invite for interview	2
01.10.2013	19.10.2013	24	Initial entry - Apprentice	1	In process	6

Display Applicant Actions

App.no	40000046	Ov.status	7	Invite for Interview
Pers.area	1000 CIAL	Subarea	0001	MD Offices
App.group	A Apprentice	App.range	A3	Apprentice - VHSE
Valid	22.10.2013	To	31.12.9999	Chgd 21.10.2013 MITHUN

Applicant action and status

Applicant action ty.	Offer applicant contract
Overall status	5 Contract offered
Status reason	18 Contract Offered

Reference

Reference available	<input type="checkbox"/>
Reference employee	0

Organizational assignment

Personnel area	1000 CIAL
Applicant group	A Apprentice
Applicant range	Apprentice - VHSE

Maintain applicant master data

Short profile

Applicant no.	40000046	Ov.status	7	Invite for Interview
Applicant gr	A Apprentice	App.range	A3	Apprentice - VHSE
Pers.area	1000 CIAL	Pers. subarea	0001	MD Offices

Applicant data [E...]

- Applicant Actions ✓
- Applications ✓
- Organizational Assignment ✓
- Personal Data ✓
- Addresses ✓
- Vacancy Assignment ✓**
- Education
- Other/Previous Employers
- Reference Data
- Evindee

Period

Period

Frm _____ To _____

Today

All

From curr.date

To Current Date

Direct selection

Infotype | STY | STY

Vacancy assignment status also changes to 5.

List Vacancy Assignment

Applicant no	40000046	App.range	A3	Apprentice - VHSE
Applicant gr	A Apprentice	Subarea	0001	MD Offices
Choose	01.01.1800	to	31.12.9999	STy. _____

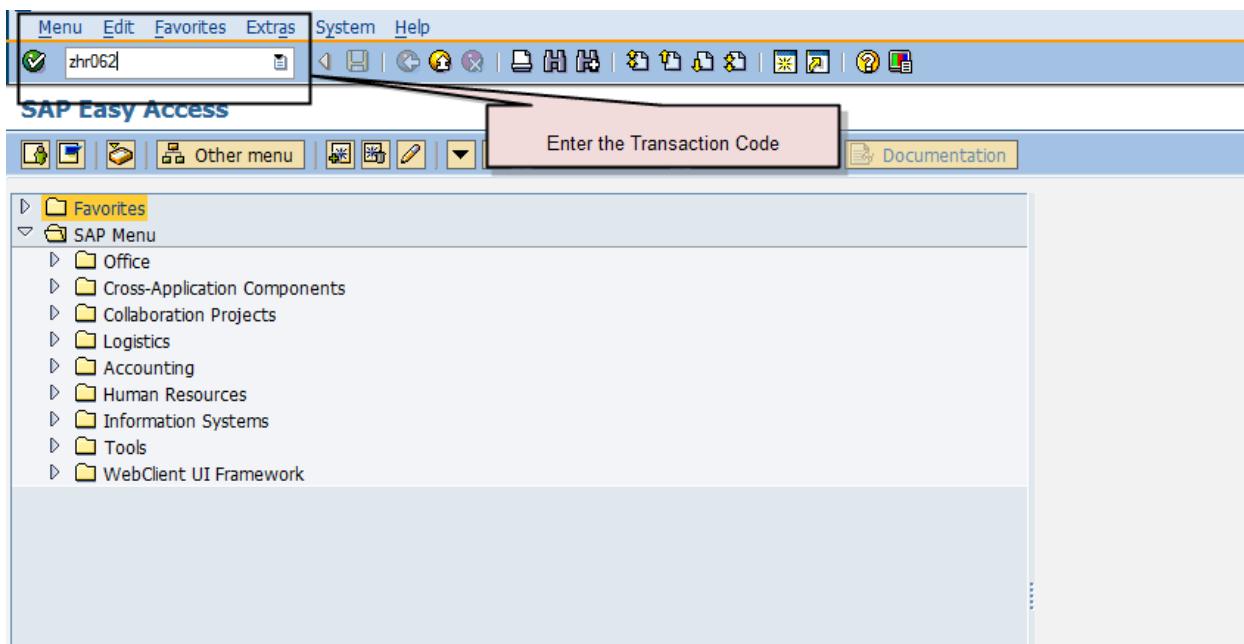
Pr from to Vacancy Activity Vac.assign.status

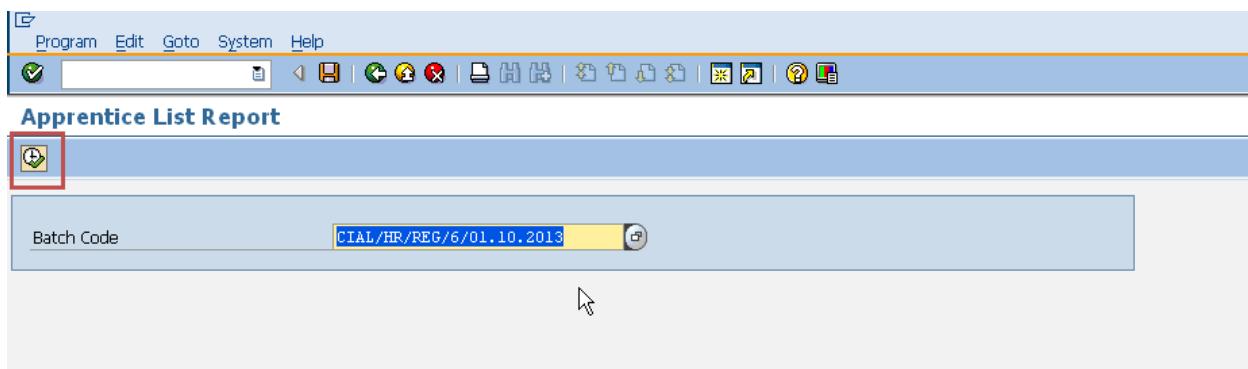
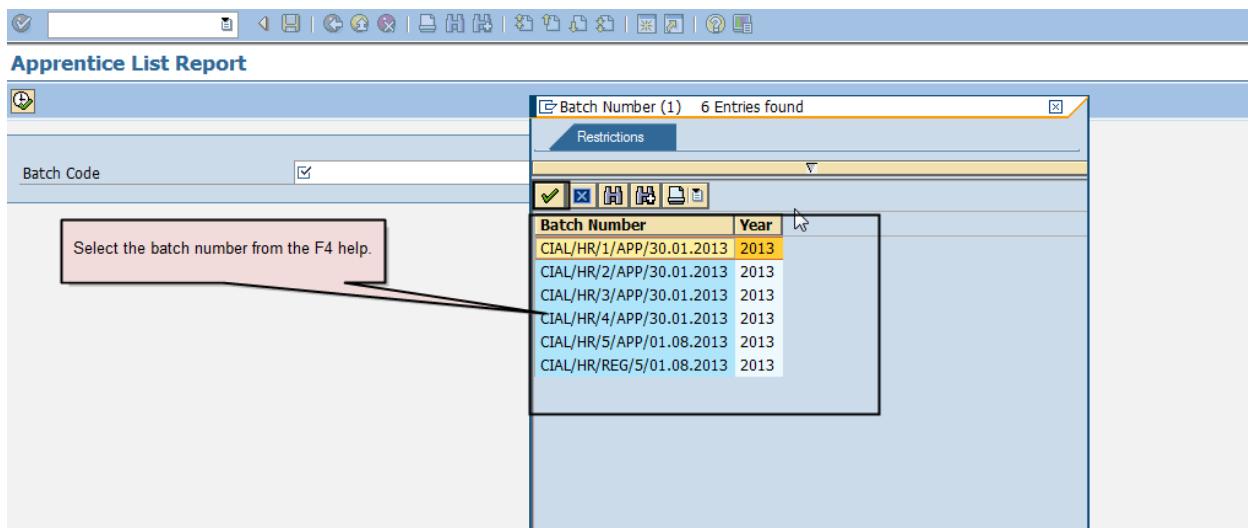
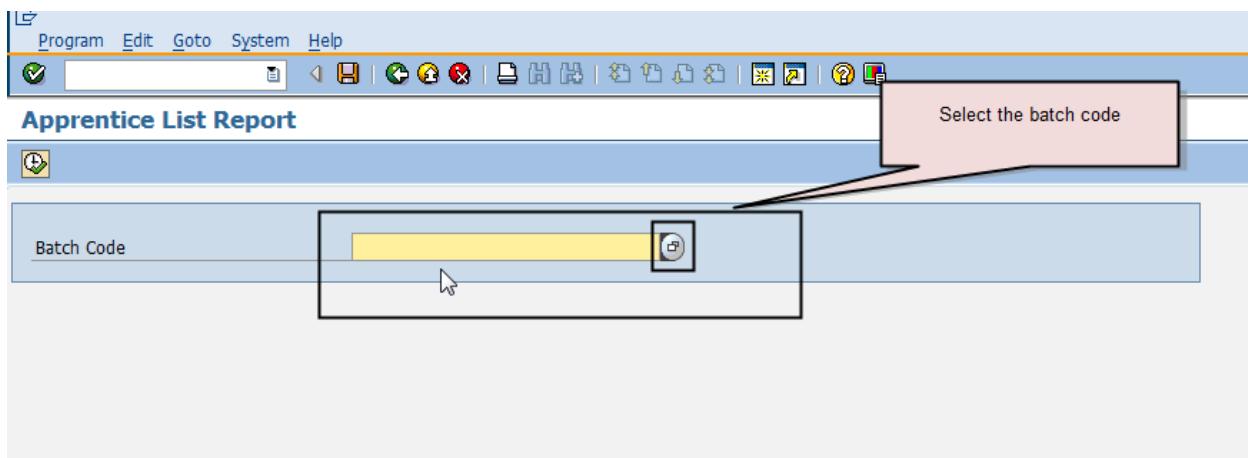
01	22.10.2013	31.12.9999	20000091	Apprentice	Contract offered
01	20.10.2013	21.10.2013	20000091	Apprentice	Invite for Interview
01	01.10.2013	19.10.2013	20000091	Apprentice	In process

Display Vacancy Assignment

Applicant no	40000046			
Applicant gr	A Apprentice	App.range	A3	Apprentice - VHSE
Pers.area	1000 CIAL	Subarea	0001	MD Offices
Start	22.10.2013	To	31.12.9999	Chng 21.10.2013 MITHUN

Vacancy assignment	
Priority	Priority 1
Vacancy	20000091 Apprentice
Vac.assign.stat	5 Contract offered
Status reason	18 Contract Offered





Apprentice List Report

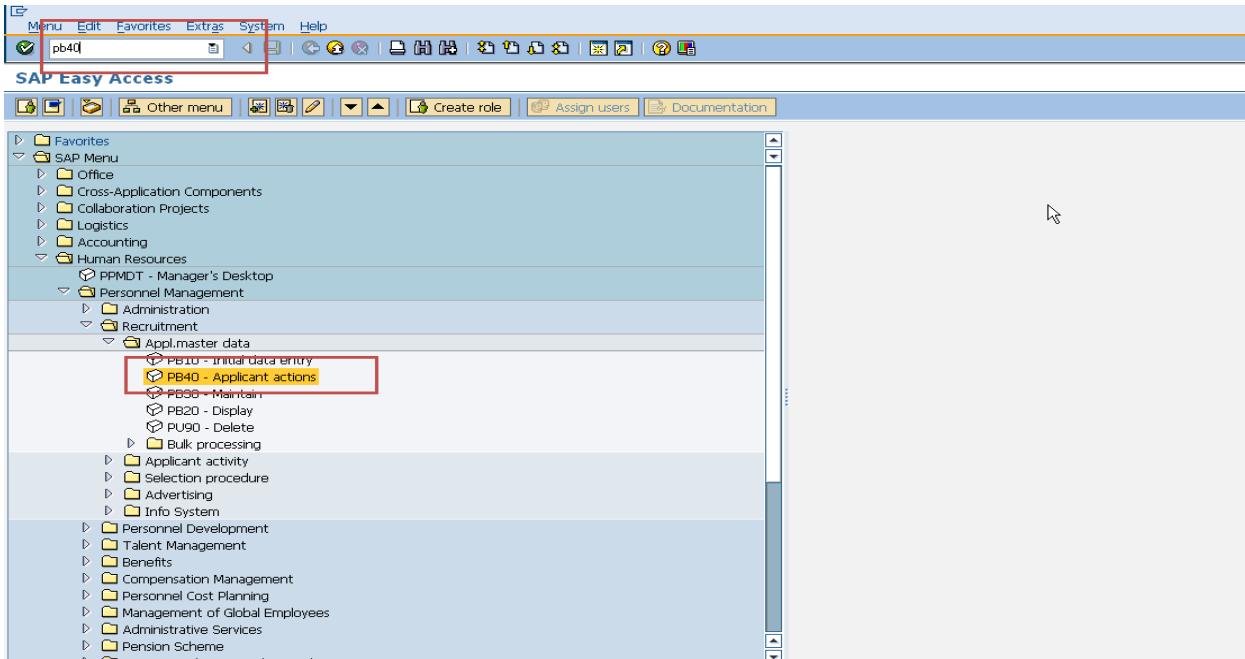
Serial No.	Applicant No	Apprentice name	Batch Code	Apprentice Group	Apprentice Sub Group	Overall Status
1	40000046	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	Contract offered
2	40000047	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	Invite for Interview
3	40000048	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	Invite for Interview
4	40000049	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	Invite for Interview
5	40000050	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	Invite for Interview

Prepare for Hiring - Action

Once after the employee accepts the offer then Prepare for Hiring action needs to be executed as it is mandatory that the overall status of the applicant must be 2 before the data is been transferred to P.A module.

Transaction Code : PB40

MENU PATH: SAP Menu → Human Resources ->Personnel Management -> Recruitment -> Appl.master data -> Applicant actions.



Applicant actions

	Applicant no.	40000046	Ownstatus	7	Invite for Interview
Applicant gr	A	Apprentice	App.range	A3	Apprentice - VHSE
Pers.area	1000	CIAL	Pers. subare	0001	MD Offices
from	23.10.2013				

Applicant Actions

Action Type	Personn...
Initial entry - General Recrt	
Initial entry - Apprentice	
Enter additional data	
Reject applicant	
Invite for Written Test	
Invite applicant for Interview	
Offer applicant contract	
Applicant rejects offer	
Prepare for hiring	
Extension or Hiring Date	
Invite for Physical Test	
Inv apprentice for interview	

Enter the personnel number, Action date and then the Prepare for Hiring action.

Copy Applicant Actions

Info group

App.no	40000046	Ov.status	7	Invite for Interview
Pers.area	1000 CIAL	Subarea	0001	MD Offices
App.group	A Apprentice	App.range	A3	Apprentice - VHSE
Valid	23.10.2013 To 31.12.9999			

Applicant action and status

Applicant action ty.	Prepare for hiring
Overall status	2 To be hired
Status reason	

Reference

<input type="checkbox"/> Reference available	Select the status reason.
Reference employee	

Organizational assignment

Personnel area	1000 CIAL
Applicant group	A Apprentice
Applicant range	Apprentice - VHSE



Copy Applicant Actions

Info group

App.no	40000046	Ov.status	7	Invite for Interview
Pers.area	1000 CIAL	Subarea	0001	MD Offices
App.group	A Apprentice	App.range	A3	Apprentice - VHSE
Valid	23.10.2013 To 31.12.9999			

Applicant action and status

Applicant action ty.	Prepare for hiring
Overall status	2 To be hired
Status reason	

Reference

<input type="checkbox"/> Reference available	
Reference employee	

Organizational assignment

Personnel area	1000 CIAL
Applicant group	A Apprentice
Applicant range	Apprentice - VHSE

Status reason (1) 2 Entries found

Restrictions	
<input checked="" type="checkbox"/>	2 To be hired 07 Offer Accepted
<input type="checkbox"/>	2 To be hired 06 Extension of Joining

Copy Applicant Actions

Infotype Edit Goto Extras System Help

App.no 40000046

Pers.area	1000 CIAL	Ov.status	7	Invite for Interview
App.group	A Apprentice	Subarea	0001	MD Offices
Valid	23.10.2013 To 31.12.9999	App.range	A3	Apprentice - VHSE

Applicant action and status

Applicant action ty.	Prepare for hiring
Overall status	2 To be hired
Status reason	07 Offer Accepted

Reference

Reference available

Reference employee

Organizational assignment

Personnel area	1000 CIAL
Applicant group	A Apprentice
Applicant range	Apprentice - VHSE

Copy Vacancy Assignment

Infotype Edit Goto Extras System Help

Applicant no 40000046

Applicant gr	A Apprentice	App.range	A3	Apprentice - VHSE
Pers.area	1000 CIAL	Subarea	0001	MD Offices
Start	23.10.2013 To 31.12.9999			

Vacancy assignment

Priority	Priority 1
Vacancy	20000091 Apprentice
Vac.assign.stat	2 To be hired
Status reason	07 Offer Accepted

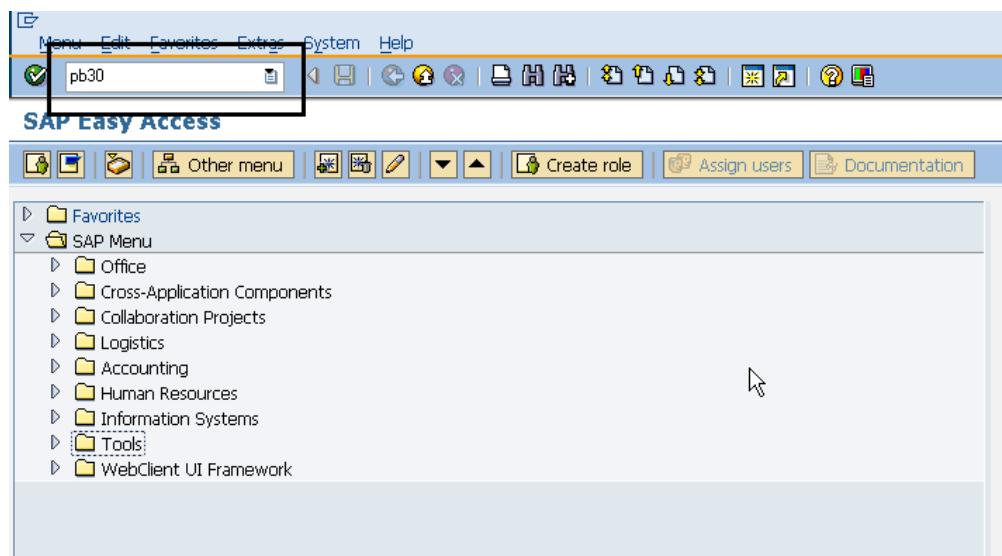
Maintain Applicant Activities

Planned activity: create

Activity type	014	Hiring date	Hiring date of the applicant.	
Perform on	21.10.2013 00:00		<input type="checkbox"/> Notes	
Standard text			<input type="checkbox"/> Recurring tasks	
Responsible	36	Akhil Raman	<input type="checkbox"/> Letter changed	
Vacancy	20000091	Apprentice		
Room/bldg no.	/			

Send mail

Also the HR admin can see the master data where the overall status of the applicant is been changed.



Maintain applicant master data

Short profile

Applicant no.	40000046	Ov.status	7	Invite for Interview
Applicant gr	A Apprentice	App.range	A3	Apprentice - VHSE
Pers.area	1000 CIAL	Pers. subarea	0001	MD Offices

Select the applicant actions infotype and select the overview icon option.

Applicant data	Period
Applicant Actions	<input checked="" type="radio"/> Period
Applications	Frm _____
Organizational Assignment	To _____
Personal Data	<input type="radio"/> Today
Addresses	<input type="radio"/> All
Vacancy Assignment	<input type="radio"/> From curr.date
Education	<input type="radio"/> To Current Date
Other/Previous Employers	
Reference Data	
Evictee	

Direct selection

Infotype _____ STY _____

List Applicant Actions

App.no 40000046

Pers.area	1000 CIAL	Ov.status	7	Invite for Interview
App.group	A Apprentice	Subarea	0001	MD Offices
Choose	01.01.1800	to	31.12.9999	Apprentice - VHSE

From To Action Name of action type Status Applicant status

23.10.2013	31.12.9999	06	Prepare for hiring	2	To be hired
22.10.2013	22.10.2013	04	Offer applicant contract	3	Contract offered
20.10.2013	21.10.2013	27	Inv apprentice for interview	7	Invite for Interview
01.10.2013	19.10.2013	24	Initial entry - Apprentice	1	In process

Display Applicant Actions

App.no 40000046

Pers.area	1000 CIAL	Ov.status	7	Invite for Interview
App.group	A Apprentice	Subarea	0001	MD Offices
Valid	23.10.2013	To	31.12.9999	Chgd 21.10.2013 MITHUN

Applicant action and status

Applicant action ty.	Prepare for hiring
Overall status	2 To be hired
Status reason	07 Offer Accepted

Reference

Reference available	<input type="checkbox"/>
Reference employee	0

Organizational assignment

Personnel area	1000 CIAL
Applicant group	A Apprentice
Applicant range	Apprentice - VHSE

Maintain applicant master data

Applicant no. 40000046

Applicant gr	A Apprentice	Ov.status	7	Invite for Interview
Pers.area	1000 CIAL	App.range	A3	Apprentice - VHSE
		Pers. subare	0001	MD Offices

Applicant data

- Applicant Actions
- Applications
- Organizational Assignment
- Personal Data
- Addresses
- Vacancy Assignment
- Education
- Other/Previous Employers
- Reference Data
- Evictee

Period

Period

Frm _____ To _____

Today
 All
 From curr.date
 To Current Date

Direct selection

Infotype | STY |

Vacancy assignment status also changes to 2.

List Vacancy Assignment

□ ☑ □ ☒

Applicant no	40000046	Applicant gr	A Apprentice	App.range	A3	Apprentice - VHSE
Pers.area	1000 CIAL	Subarea	0001	MD Offices		
Choose	01.01.1800	to	31.12.9999	STy.		

Pr	from	to	Vacancy	Activity	Vac.assign.status	
01	23.10.2013	31.12.9999	20000091	Apprentice	To be hired	
01	22.10.2013	22.10.2013	20000091	Apprentice	Contract offered	
01	20.10.2013	21.10.2013	20000091	Apprentice	Invite for Intevi	
01	01.10.2013	19.10.2013	20000091	Apprentice	In process	

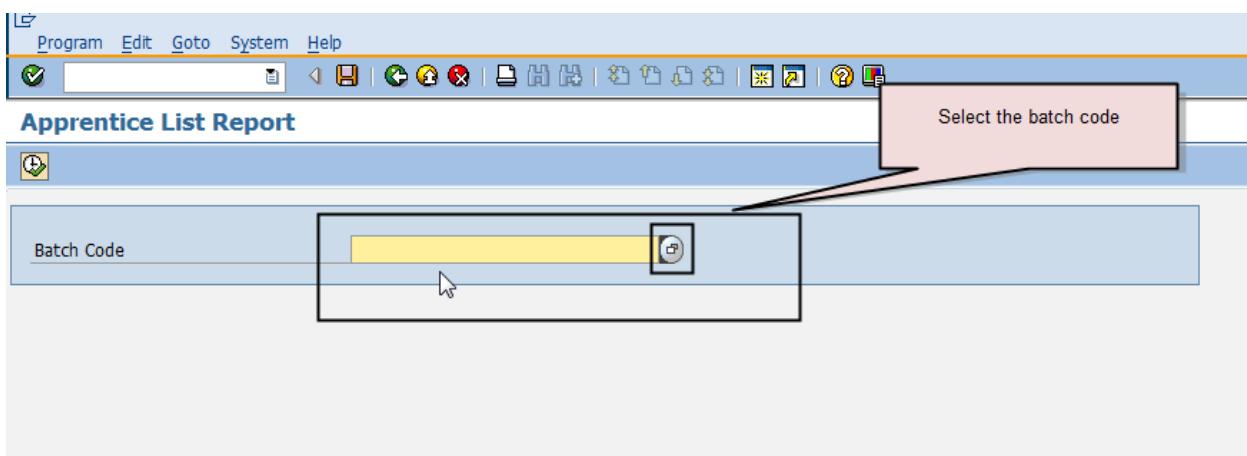
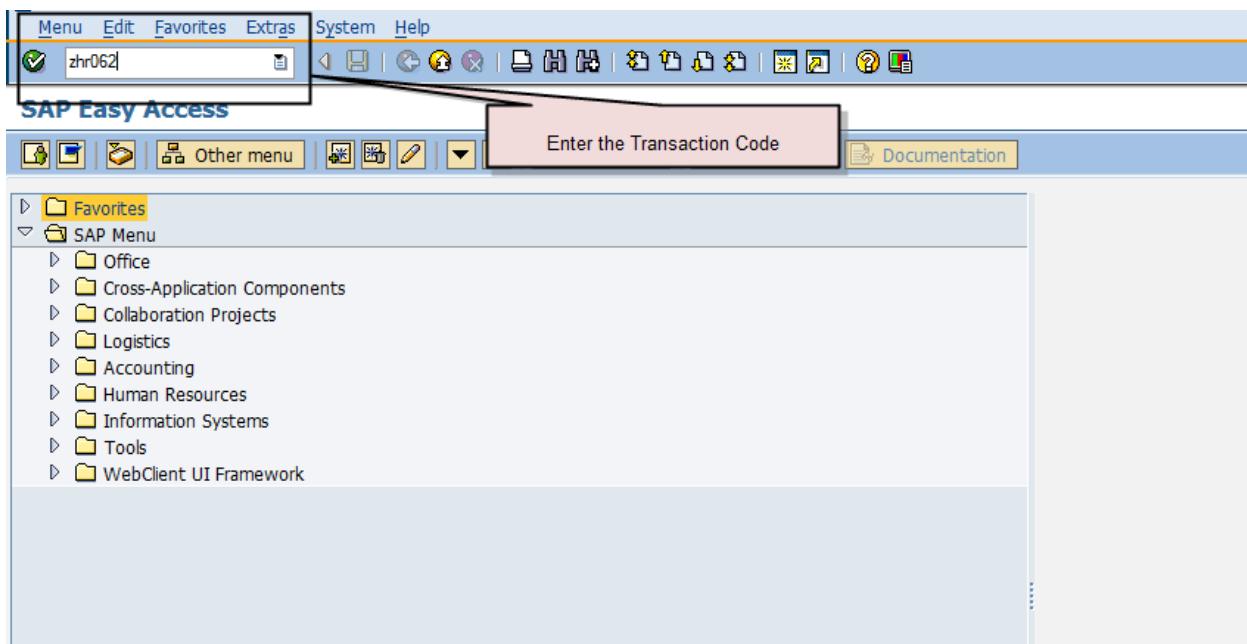
Display Vacancy Assignment

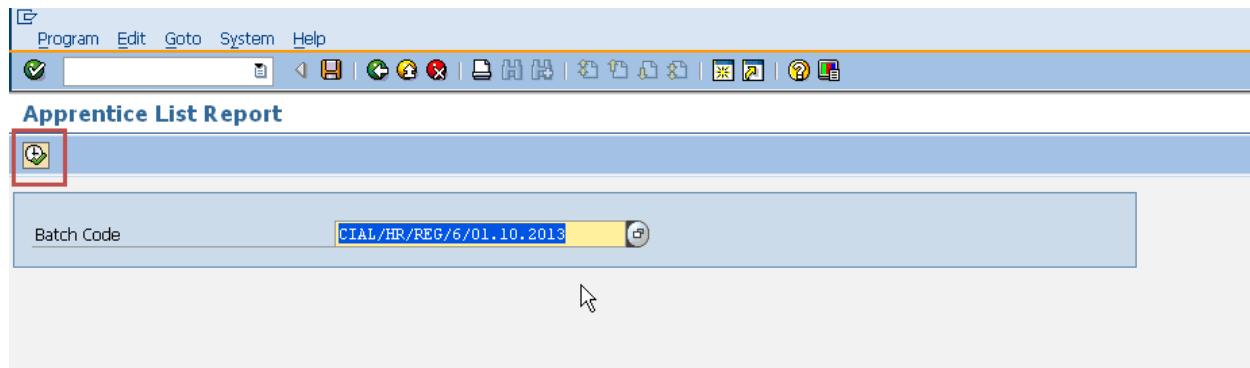
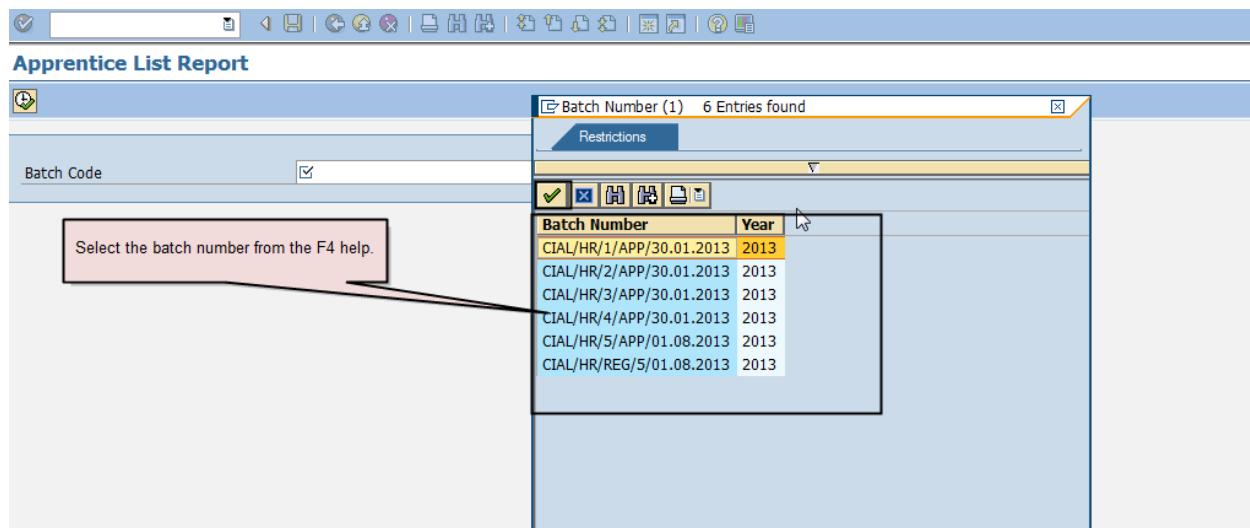
□ ☑ □ ☒

Applicant no	40000046	Applicant gr	A Apprentice	App.range	A3	Apprentice - VHSE
Pers.area	1000 CIAL	Subarea	0001	MD Offices		
Start	23.10.2013	To	31.12.9999	Chng	21.10.2013	MITHUN

Vacancy assignment

Priority	Priority 1
Vacancy	20000091 Apprentice
Vac.assign.stat	2 To be hired
Status reason	07 Offer Accepted





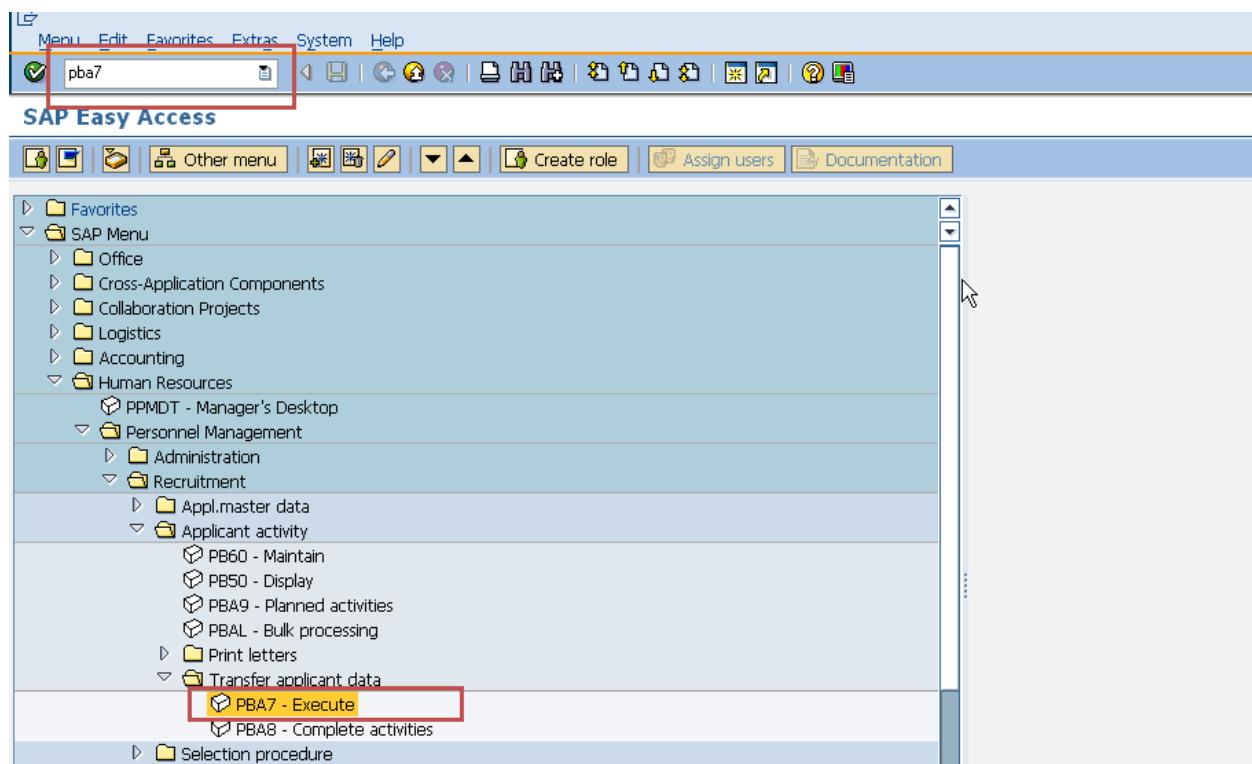
APPRENTICE LIST REPORT						
Date: 21.10.2013						
Total No. of Records Selected: 5						
Serial No.	Applicant No	Apprentice name	Batch Code	Apprentice Group	Apprentice Sub Group	Overall Status
1	40000046	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	To be hired
2	40000047	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	Invite for Interview
3	40000048	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	Invite for Interview
4	40000049	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	Invite for Interview
5	40000050	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	Invite for Interview

Transfer Data to P.A

After the prepare for hiring action is been executed for an employee the next step is when the employee joins on a particular day employee no is to be generated in the system for that the data is to be transferred from Recruitment to P.A.

Transaction Code : PBA7

MENU PATH: SAP Menu → Human Resources ->Personnel Management -> Recruitment -> Applicant activity -> Transfer Applicant data -> PBA7 - Execute.



Direct Data Transfer

Receipt of application	To
Data selection period	To

Selection

Applicant number	40000046	
Applicant name (sortable)		
Advertisement		
Unsolicited application group		
Company code		
Personnel area		
Personnel subarea		
Applicant group		
Applicant range		
Status (overall)	2	
Status reason (overall)		
Applicant action		
Personnel officer	JY0	

Reference

<input checked="" type="radio"/> All	<input type="radio"/> with reference	<input type="radio"/> O w/o ref
Reference personnel numbers		to

Selection the action for hiring as 62 and in case if you already executed the action unknowingly or you want to execute again because of any mistake select the repeat option in normal case its not needed to be checked.

Further data

<input type="checkbox"/> Repeat	<input type="checkbox"/> Suppress dialog
Action for hiring	62
Performance date	to

Direct Data Transfer

Receipt of application	To
Data selection period	To

Selection

Applicant number	40000046	
Applicant name (sortable)		
Advertisement		
Unsolicited application group		
Company code		
Personnel area		
Personnel subarea		
Applicant group		
Applicant range		
Status (overall)	2	
Status reason (overall)		
Applicant action		
Personnel officer	JY0	

Reference

<input checked="" type="radio"/> All	<input type="radio"/> with reference	<input type="radio"/> O w/o reference
Reference personnel numbers		to

Further data

<input type="checkbox"/> Repeat	<input type="checkbox"/> Suppress dialog
Action for hiring	62
Performance date	to

Create Actions

Change info group

Pers.No.

Start to

Personnel action

Action Type	Hire applicant	Select the reason for action
Reason for Action	<input type="text"/>	
Reference Pers. Nos.	<input type="text"/>	

Status

Customer-specific	<input type="text"/>
Employment	Active

Organizational assignment

Position	20000091	Apprentice
Personnel area	1000	CIAL
Employee group	F	Apprentice
Employee subgroup	Y2	Apprentice - Diploma

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

 Data transfer for , position Apprentice

Intotype Edit Goto Extras System Help

Create Actions

Change info group

Pers.No.

Start to

Personnel action

Action Type	Hire applicant
Reason for Action	<input type="text"/>
Reference Pers. Nos.	<input type="text"/>

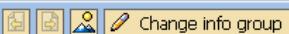
Status

Customer-specific	<input type="text"/>
Employment	Active

Reason for Action (1) 4 Entries found

Restrictions	
<input checked="" type="checkbox"/>	           
	Action Type: 62 Name of action type: Hire applicant
<input checked="" type="checkbox"/>	Ac... <input type="text" value="Name of reason for action"/> 01 Direct Recruitment-Probationer 02 Direct Recruitment-Trainee 03 Fixed Term Contract 05 Apprentice

Create Actions

 Change info group

Pers.No.	30000026
Personnel No	30000026

Automatically Personnel number gets generated here.

Start 21.10.2013 to 31.12.9999

Personnel action

Action Type	Hire applicant
Reason for Action	05 Apprentice
Reference Pers. Nos.	

Status

Customer-specific	
Employment	Active

Organizational assignment

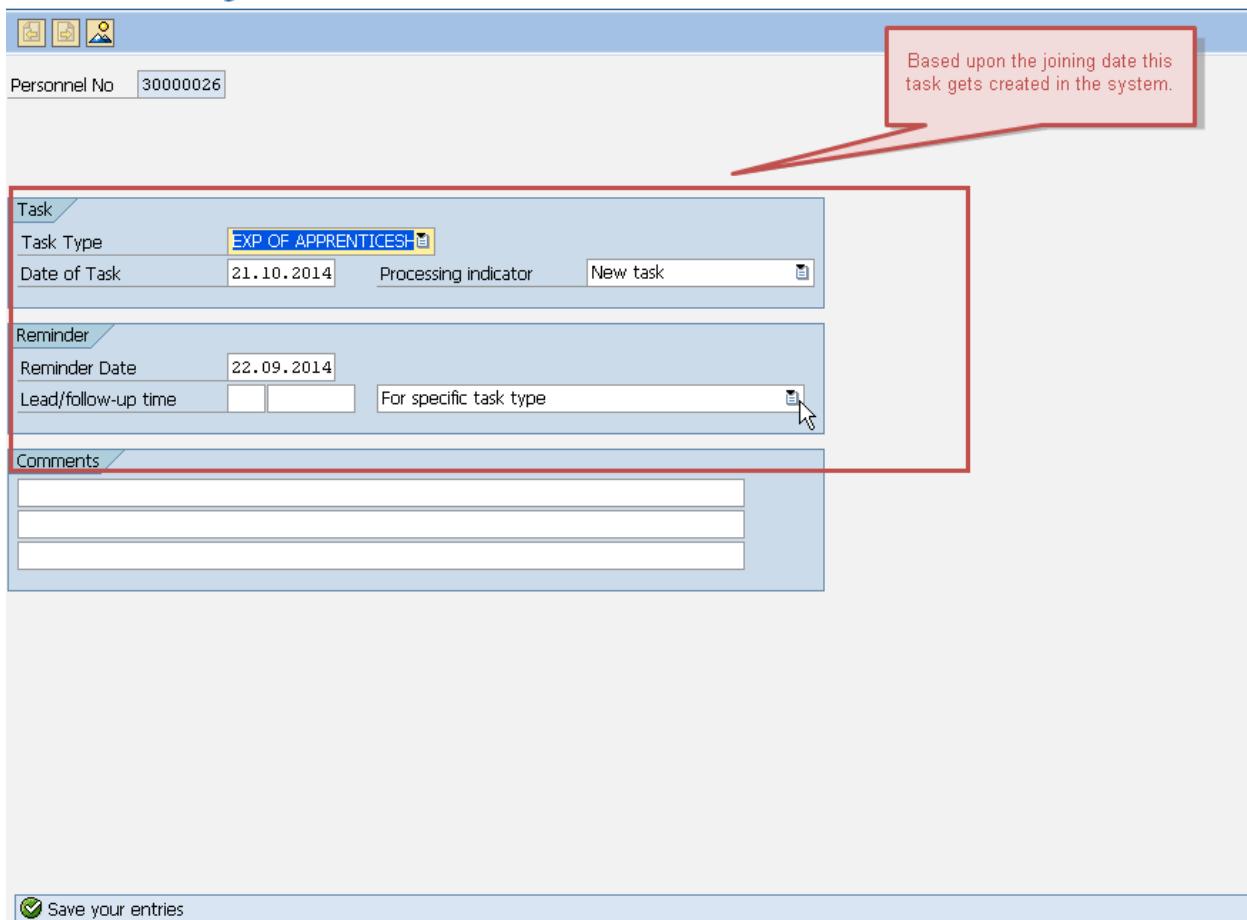
Position	20000091	Apprentice
Personnel area	1000	CIAL
Employee group	F	Apprentice
Employee subgroup	Y2	Apprentice - Diploma

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

 Save your entries

After this press the save icon.

Create Monitoring of Tasks

Based upon the joining date this task gets created in the system.

Task	Task Type	EXP OF APPRENTICESH
Date of Task	21.10.2014	Processing indicator
Reminder	Reminder Date	22.09.2014
	Lead/follow-up time	For specific task type
Comments		

Save your entries

Create Organizational Assignment

Org Structure

Personnel No | 30000026 |

Start | 21.10.2013 | to | 31.12.9999 |

Enterprise structure

CoCode	1000	CIAL
Pers.area	1000	CIAL
Cost Ctr	5551002	Finance Department
Subarea	0001	MD Offices

Select the appropriate Subarea and Payroll area.

Personnel structure

EE group	F	Apprentice
EE subgroup	Y2	Apprentice - Diploma
Payr.area	KC	CIAL PY AREA

Organizational plan

Percentage	100.00	Assignment
Position	20000091	App
		Apprentice
Job key	30000027	NON MGRL
		Non Managerial
Org. Unit	10000003	FIN DEPT
		Finance Department
Org.key	1000	

Administrator

Group	CIAL
PersAdmin	
Time	
PayrAdmin	

Additional fields

Subsection of the Department |

Create Organizational Assignment

Org Structure

Personnel No | 30000026 |

Start | 21.10.2013 | to | 31.12.9999 |

Enterprise structure

CoCode	1000	CIAL
Pers.area	1000	CIAL
Cost Ctr	5551002	Finance Department
Subarea	0008	Finance

Personnel structure

EE group	F	Apprentice
EE subgroup	Y2	Apprentice - Diploma

Delimit Vacancy

s 20000091 Apprentice

Delimit on | 20.10.2013 |

Yes | No | Cancel |

Organizational plan

Percentage	100.00	Assignment
Position	20000091	App
		Apprentice
Job key	30000027	NON MGRL
		Non Managerial
Org. Unit	10000003	FIN DEPT
		Finance Department
Org.key	1000	

Administrator

PersAdmin	
Time	
PayrAdmin	

Create Personal Data

After entering the details select the save button.

Personnel No: 30000026
EE group: F Apprentice EE subgr: Y2 Apprentice - Diploma
Pers.area: 1000 CIAL Org. Uni: 10000003 Finance Department
Start: 21.10.2013 to: 31.12.9999

Name

Title: Mr Last name: N First name: Ramu Initials: []

Additional Data

Gender: Male Birth date: 29.12.1990 Mar.Status: Single Birthplace: Since Cry.o.birth: No. child: State: Religion: Nationality: Indian

Additional fields

Name as per the Official Record: Ramu N Expansion of Initials (If any): []
Caste: [] Caste Group: []
No of Relatives Working in CIAL (If Any): [] Languages: []

Create Addresses

Foreign address

Personnel No: 30000026 Name: Ramu N
EE group: F Apprentice EE subgr: Y2 Apprentice - Diploma
Pers.area: 1000 CIAL Org. Uni: 10000003 Finance Department
Start: 21.10.2013 to: 31.12.9999

Address

Address type: Permanent residence Care Of: Mani illam Street and House No.: Mani 2nd Address Line: Illam Postal Code/City: 123456 Ernakulam District: Cochin Region: 11 Kerala Country Key: India Telephone Number: 900000001

Create Mark & Rank Details

Personnel No: 30000026 Name: Ramu N
EE group: F Apprentice EE subgr: Y2 Apprentice - Diploma
Pers.area: 1000 CIAL Org. Uni: 10000003 Finance Department
Start: 21.10.2013 To: 31.12.9999

Mark & Rank Details

Subtype	Position 1
Position ID	20000091
Batch Code	CIAL/HR/REG/6/01.10.2013
Roll Number	
Written Test Mark	
Written Test Date	
Written Test Rank	
Interview Mark	96
Interview Date	
Final Rank	3

Create Apprentice Details

Personnel No: 30000026 Name: Ramu N
EE group: F Apprentice EE subgr: Y2 Apprentice - Diploma
Pers.area: 1000 CIAL Org. Uni: 10000003 Finance Department
Start: 21.10.2013 To: 31.12.9999

Apprentice Details

Batch Code	CIAL/HR/REG/6/01.10.2013
Name	MANI
Govt Agency	GOVT AGENCY
Registration Number	547647676
Validity End Date	20.12.2020
Graduate/Techn/Techn(Voc)/ITI	Technician
Month / Year of Passing	January 2011
Percentage	68.00

Direct Transfer of Applicant Data

Activity	Master data
----------	-------------

Direct Transfer of Applicant Data

Evaluation period: 01.01.1800 to 31.12.9999
Perform from 01.01.1800 to 31.12.9999

After the data is been transferred the Status will be OK if the data was properly transferred to P.A module.

Applicant	Position	Hiring	Status
	Apprentice	21.10.2013	OK

Direct Transfer of Applicant Data

Activity	Master data
----------	-------------

Direct Transfer of Applicant Data

Evaluation period: 01.01.1800 to 31.12.9999
Perform from 01.01.1800 to 31.12.9999

Click on the line and then select the activity button as highlighted.

Applicant	Position	Hiring	Status
	Apprentice	21.10.2013	OK

Reconciliation totals

Evaluation RPAPRT09 includes

Applicants selected 1

Maintain Applicant Activities

Activity	Activity	Activity	Planned <-> completed	Follow-up activities	Reference	Print letter	Letter
----------	----------	----------	------------------------------------	----------------------	-----------	--------------	--------

Applicant no: 40000046
 Applicant gr: A Apprentice
 Pers.area: 1000 CIAL
 App.range: A3
 Subarea: 0001
 MD Offices
 App.received: 01.08.2013

Compl. Activities

Activity text	Perform	Time	Person responsible	Vacancy

Select the activity and then select this button to make the activity as completed.

Plnd. Activities

Activity text	Perform	Time	Person responsible	Vacancy
Hiring date:	21.10.2013	00:00	Apprentice	
Transfer data	21.10.2013	00:00	Apprentice	

After transferring the data to P.A make the planned activities as completed.

Applicant activity Edit Goto Settings System Help

Maintain Applicant Activities

Activity	Activity	Activity	Planned <-> completed	Follow-up activities	Reference	Print letter	Letter
----------	----------	----------	-----------------------	----------------------	-----------	--------------	--------

Applicant no: 40000046
 Applicant gr: A Apprentice
 Pers.area: 1000 CIAL
 App.received: 01.08.2013

Change mode planned -> completed

Chngd 21.10.2013 12:03 MITHUN

Activity

Activity type: 014 Hiring date: []
 Perform on: 21.10.2013 []
 Standard text: []
 Responsible: []
 Vacancy: 20000091 Apprentice
 Room/bldg no.: [] / []

Notes
 Letter changed
 Send mail

Plnd Activities

Activity text	Perform	Time	Person responsible	Vacancy
Hiring date	21.10.2013	00:00	Apprentice	
Transfer data	21.10.2013	00:00	Apprentice	

[Checkmark] [X]

Maintain Applicant Activities

Change mode planned -> completed

Activity no	40000046	Applicant gr	A Apprentice	Pers.area	1000 CIAL
App.received					
Compl. Activities					
Activity text	Perform	Time	Person responsible	Vacancy	Notes
Hiring date	21.10.2013 00:00			20000091	Apprentice
Planned Activities					
Activity text	Perform	Time	Person responsible	Vacancy	Notes
Transfer data	21.10.2013 00:00				

Send mail

Maintain Applicant Activities

Planned <-> completed

Activity no	40000046	Applicant gr	A Apprentice	App.range	A3	Apprentice - VHSE
Pers.area	1000 CIAL	Subarea	0001	MD Offices		
App.received						
01.08.2013						
Compl. Activities						
Activity text	Perform	Time	Person responsible	Vacancy		
Transfer data	21.10.2013	14:08		Apprentice		
Hiring date	21.10.2013	00:00		Apprentice		
Planned Activities						
Activity text	Perform	Time	Person responsible	Vacancy		

After moving it as completed activity then save the changes.

Direct Transfer of Applicant Data**Activity** **Master data**

Direct Transfer of Applicant Data

Evaluation period: 01.01.1800 to 31.12.9999

Perform from 01.01.1800 to 31.12.9999

Applicant	Position	Hiring	Status
	Apprentice	21.10.2013	OK

Direct Transfer of Applicant Data

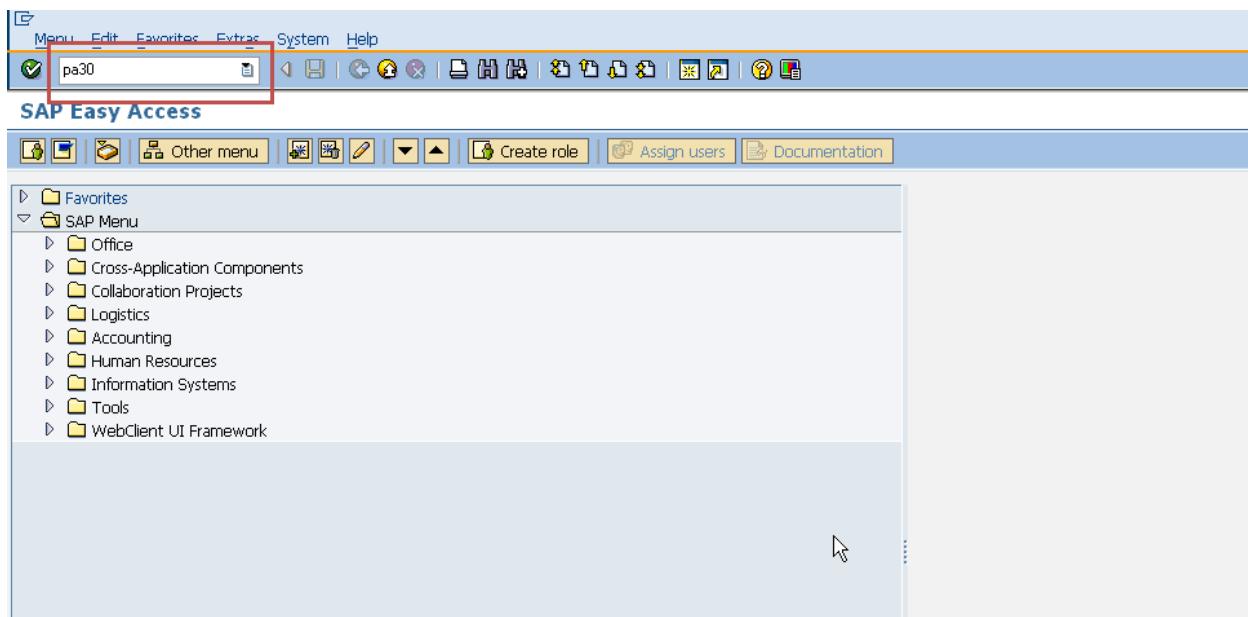
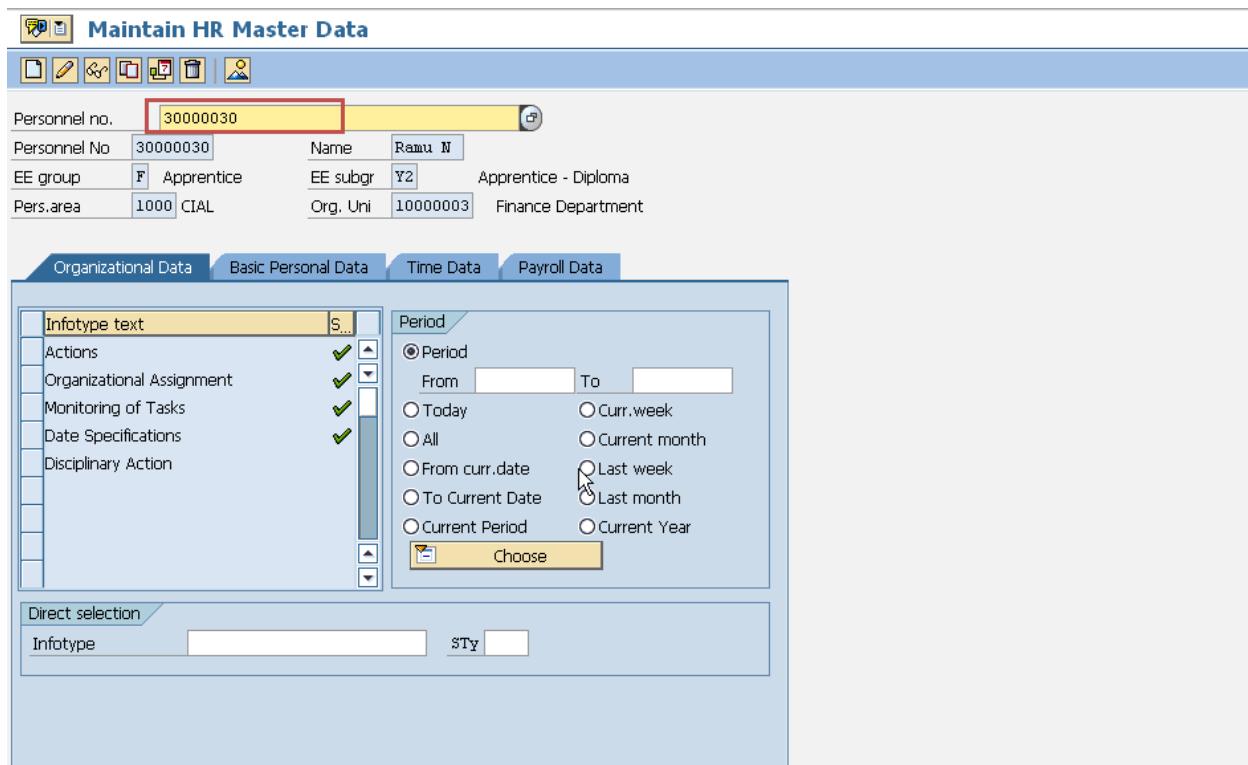
Reconciliation totals

Evaluation RPAAPRT09 includes

Applicants selected 1

 Activities saved

Once the activities are been completed you can check the master data of the employee in P.A module as shown below,

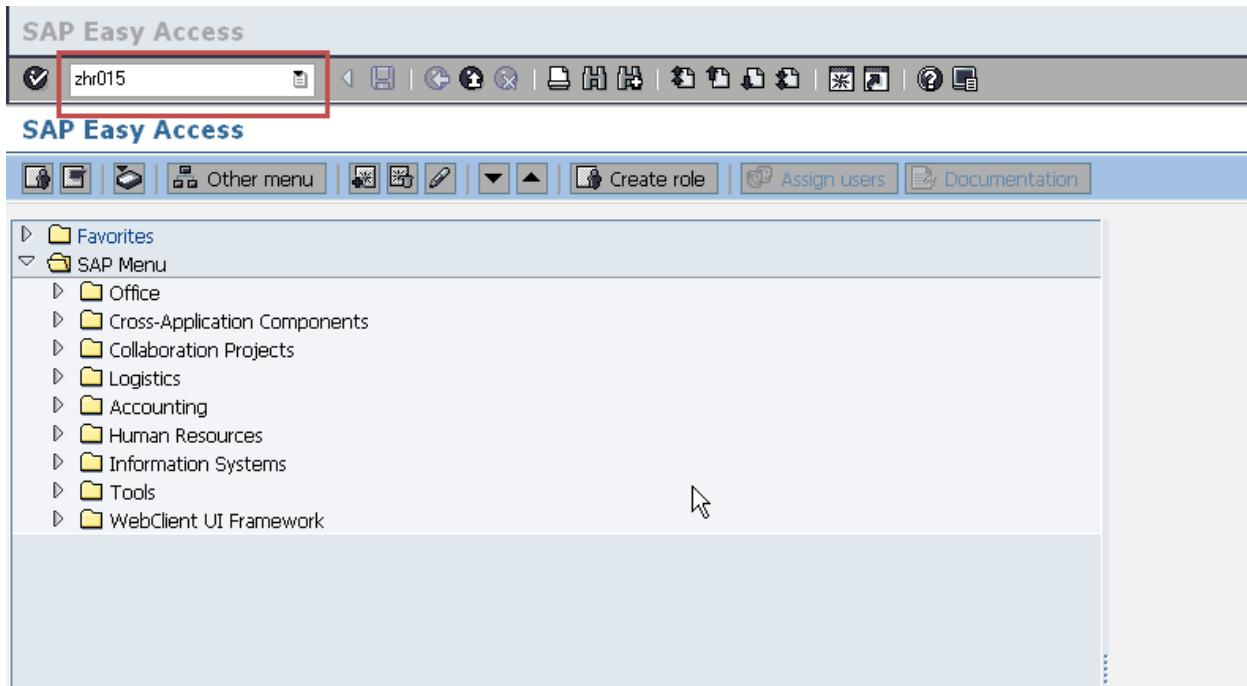



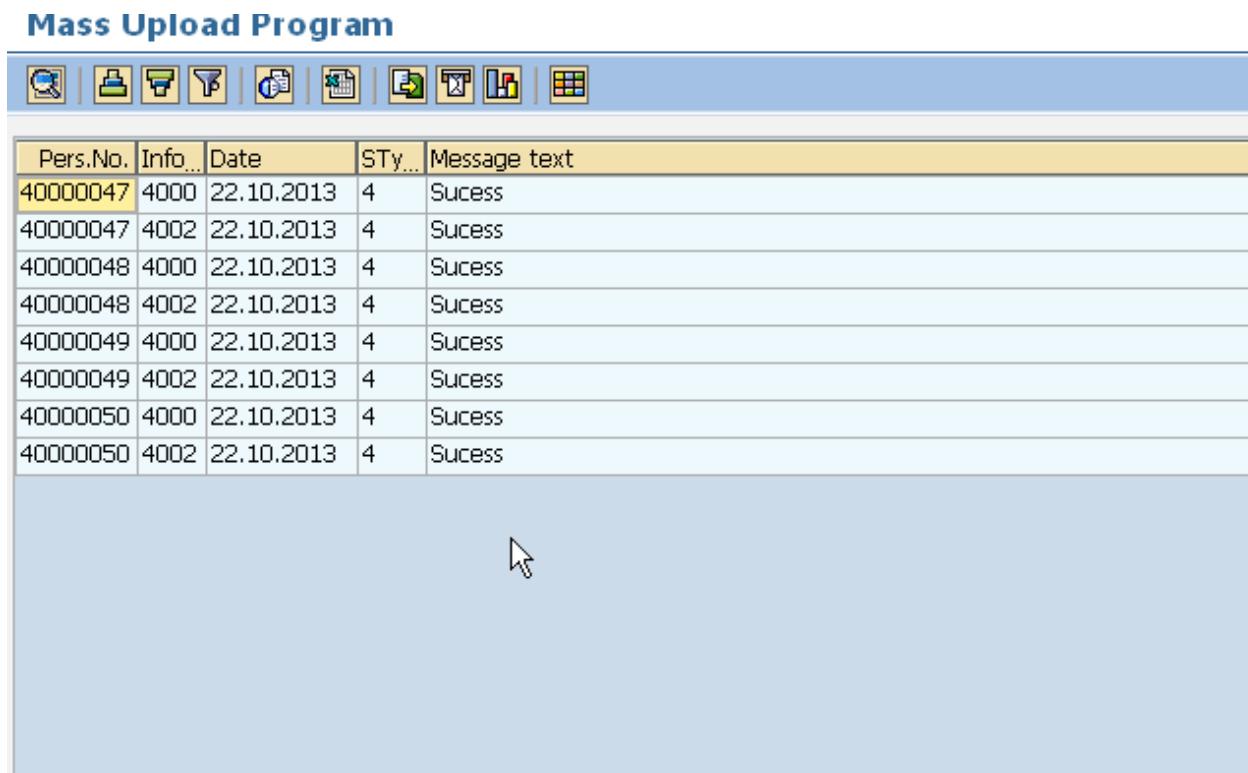
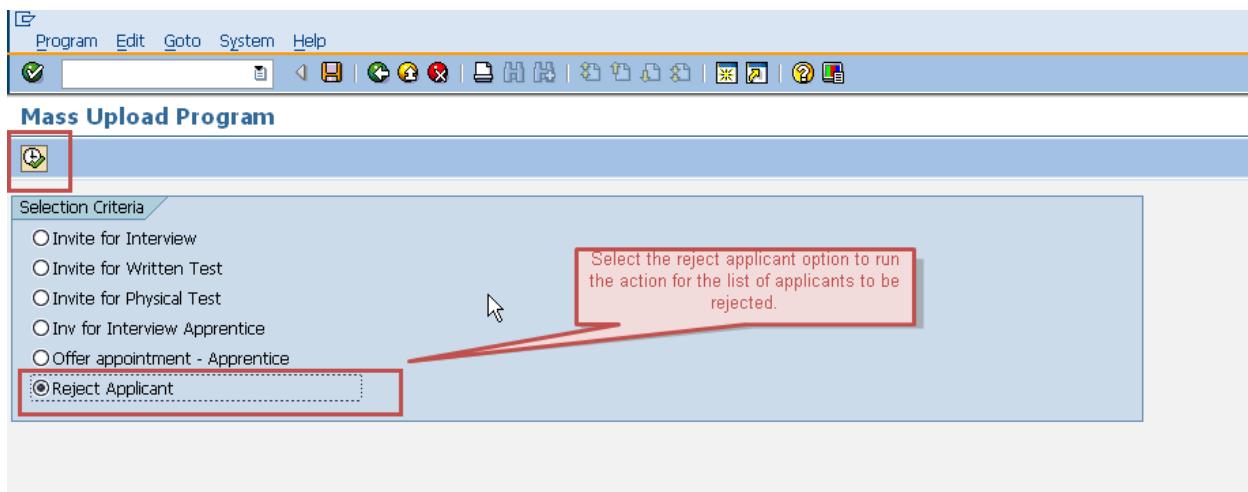
The screenshot shows the "Maintain HR Master Data" screen. The title bar has a blue header with the application name. Below it is a toolbar with several icons. The main area starts with a personnel number input field containing "30000030", which is highlighted with a red box. To the right of the input field are fields for Name ("Ramu N"), EE group ("F Apprentice"), EE subgr ("Y2"), Pers.area ("1000 CIAL"), and Org. Uni ("10000003 Finance Department"). Below this, there are tabs for "Organizational Data", "Basic Personal Data", "Time Data", and "Payroll Data". The "Organizational Data" tab is active. On the left, there is a list of infotypes: Infotype text, Actions, Organizational Assignment, Monitoring of Tasks, Date Specifications, and Disciplinary Action. To the right of the infotype list is a "Period" selection dialog. It has a radio button for "Period" selected, with "From" and "To" date fields. Other options include "Today", "All", "From curr.date", "To Current Date", "Current Period", "Curr.week", "Current month", "Last week", "Last month", and "Current Year". A "Choose" button is also present. At the bottom left, there is a "Direct selection" section with "Infotype" and "STY" input fields.

Reject applicant - Action

There would be a list of applicants been rejected as a result of each round of recruitment. This could be executed as a mass upload program. As a result of this action the overall status and vacancy assignment status changes to "4"- Rejected for the applicants.

Transaction Code	ZHR015
-------------------------	--------

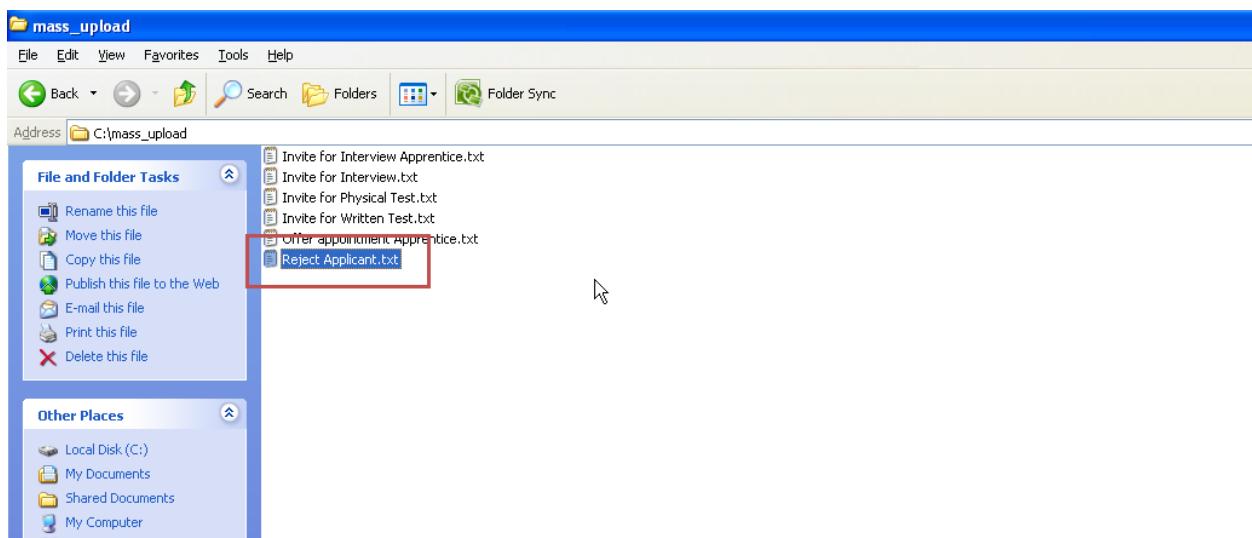
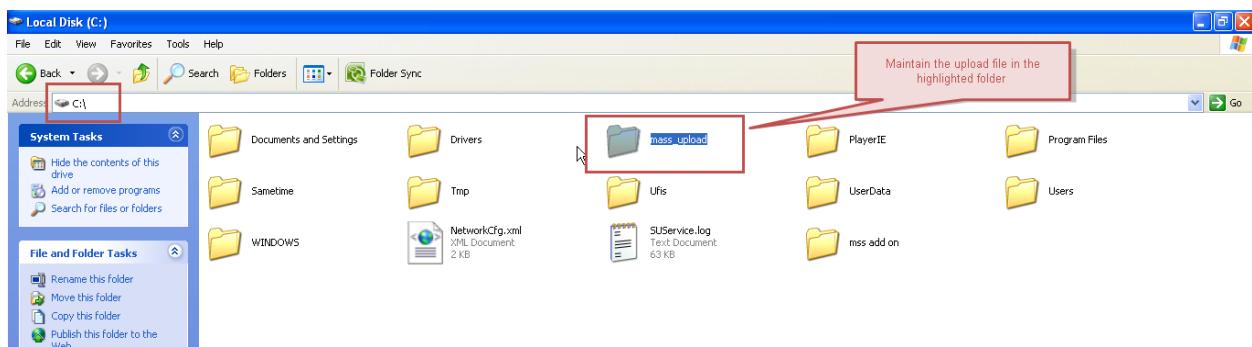




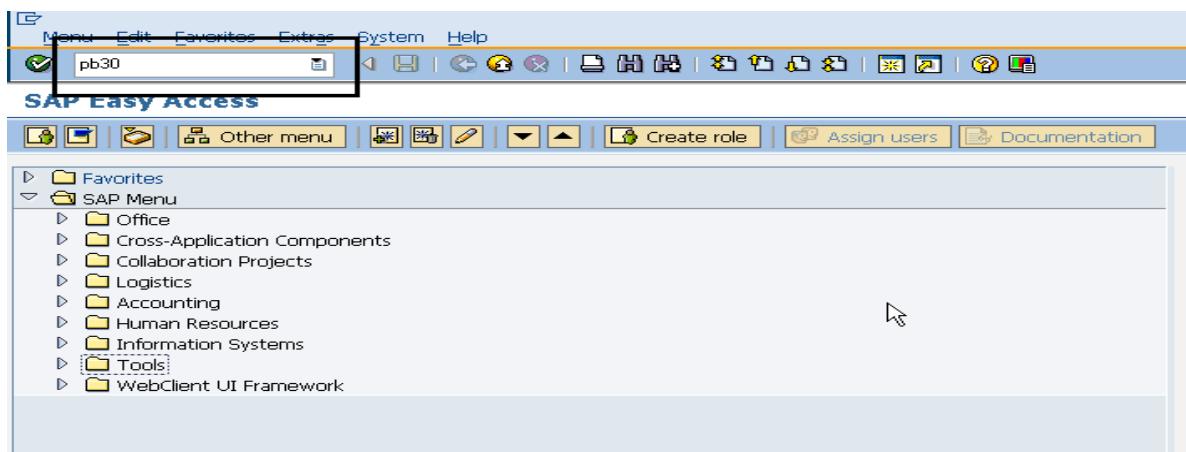
The screenshot shows the 'Mass Upload Program' window with a table displaying applicant data. The table has columns: Pers.No., Info..., Date, STy..., and Message text. The data is as follows:

Pers.No.	Info...	Date	STy...	Message text
40000047	4000	22.10.2013	4	Sucess
40000047	4002	22.10.2013	4	Sucess
40000048	4000	22.10.2013	4	Sucess
40000048	4002	22.10.2013	4	Sucess
40000049	4000	22.10.2013	4	Sucess
40000049	4002	22.10.2013	4	Sucess
40000050	4000	22.10.2013	4	Sucess
40000050	4002	22.10.2013	4	Sucess

Before executing the above upload make sure the mass upload file is made available in C:\mass_upload



Also after the mass upload you can check the master data individually for the applicants or also the other option is you can run the apprentice list report to see the overall status of the applicants.



Maintain applicant master data

Short profile

Applicant no.	40000047	Ov.status	7	Invite for Interview
Applicant gr	A Apprentice	App.range	A3	Apprentice - VHSE
Pers.area	1000 CIAL	Pers. subarea	0001	MD Offices

Select the applicant actions infotype and the overview icon to view the details.

Applicant data	Period
Applicant Actions	<input checked="" type="radio"/> Period Frm _____ To _____ <input type="radio"/> Today <input type="radio"/> All <input type="radio"/> From curr.date <input type="radio"/> To Current Date
Applications	
Organizational Assignment	
Personal Data	
Addresses	
Vacancy Assignment	
Education	
Other/Previous Employers	
Reference Data	
Evictee	

Direct selection

Infotype _____ STy _____

List Applicant Actions

App.no	40000047	Ov.status	7	Invite for Interview
Pers.area	1000 CIAL	Subarea	0001	MD Offices
App.group	A Apprentice	App.range	A3	Apprentice - VHSE
Choose	01.01.1800	to	31.12.9999	

From	To	Action	Name of action type	Status	Applicant status	Is
22.10.2013	31.12.9999	03	Reject applicant	4	Rejected	1
20.10.2013	21.10.2013	27	Inv apprentice for interview	7	Invite for Interview	2
01.10.2013	19.10.2013	24	Initial entry - Apprentice	1	In process	6

Maintain applicant master data

Short profile

Applicant no.	40000047	Ov.status	7	Invite for Interview	
Applicant gr	A	Apprentice	App.range	A3	Apprentice - VHSE
Pers.area	1000	CIAL	Pers. subare	0001	MD Offices

Applicant data E..

- Applicant Actions ✓
- Applications ✓
- Organizational Assignment ✓
- Personal Data
- Addresses ✓
- Vacancy Assignment ✓
- Education
- Other/Previous Employers
- Reference Data
- Evictee

Period

Period

Frm _____ To _____

Today

All

From curr.date

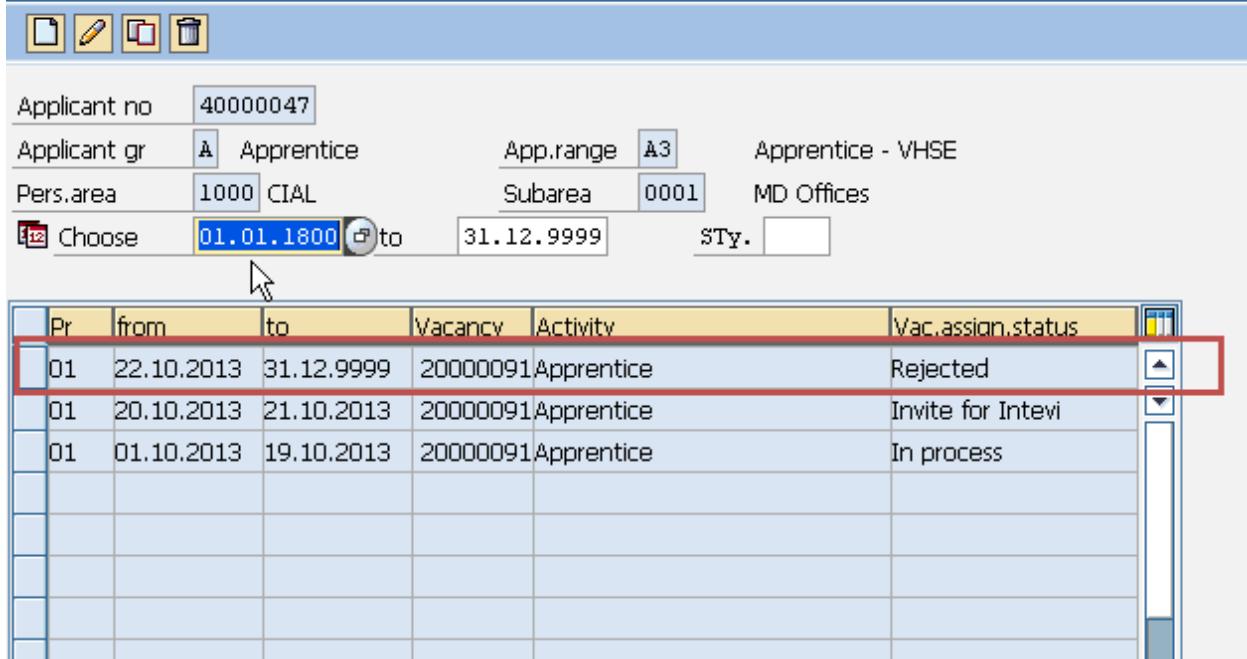
To Current Date

Direct selection

Infotype Vacancy Assignment STy _____

Vacancy assignment status also changes to 4.

List Vacancy Assignment



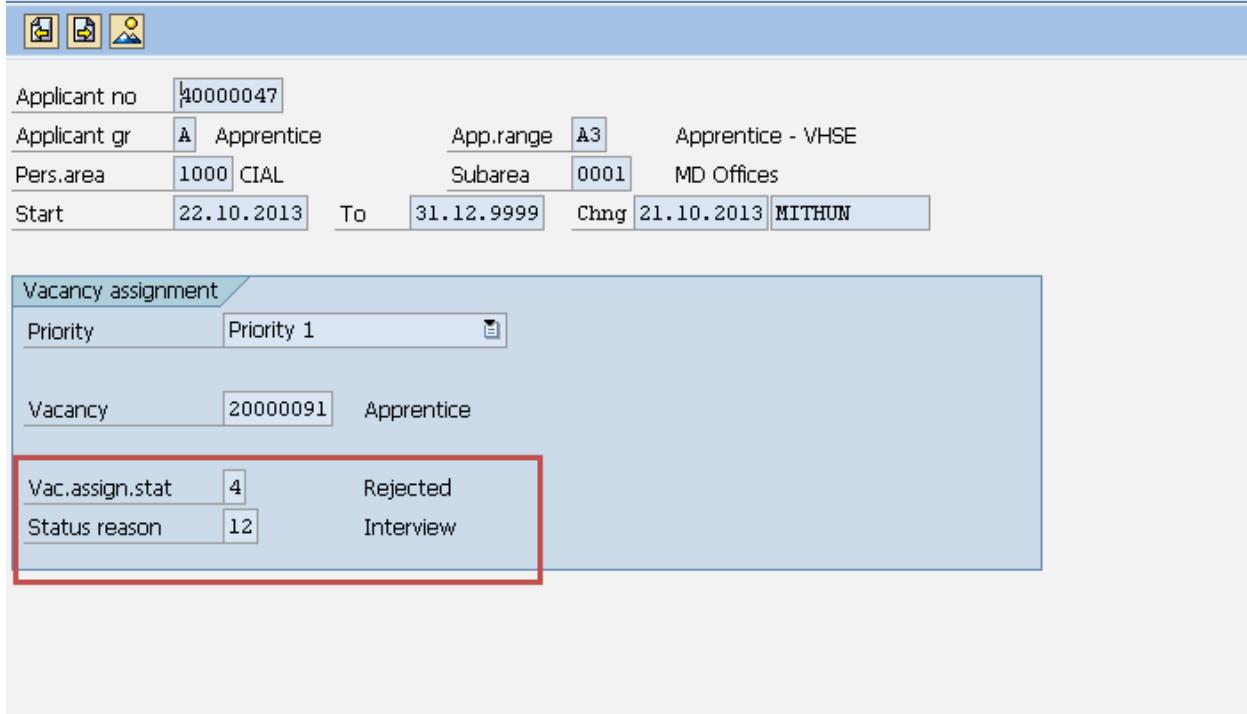
This screenshot shows the 'List Vacancy Assignment' interface. At the top, there are four icons: a white document, a pencil, a red square with a white minus sign, and a trash bin. Below these are several search and filter fields:

- Applicant no: 40000047
- Applicant gr: A Apprentice
- App.range: A3
- Apprentice - VHSE
- Pers.area: 1000 CIAL
- Subarea: 0001 MD Offices
- Dates: Choose from 01.01.1800 to 31.12.9999
- STy.: [empty]

The main area is a grid table with columns: Pr, from, to, Vacancy, Activity, and Vac.assign.status. The first row is highlighted with a red border. The data in the grid is as follows:

Pr	from	to	Vacancy	Activity	Vac.assign.status
01	22.10.2013	31.12.9999	20000091	Apprentice	Rejected
01	20.10.2013	21.10.2013	20000091	Apprentice	Invite for Intevi
01	01.10.2013	19.10.2013	20000091	Apprentice	In process

Display Vacancy Assignment



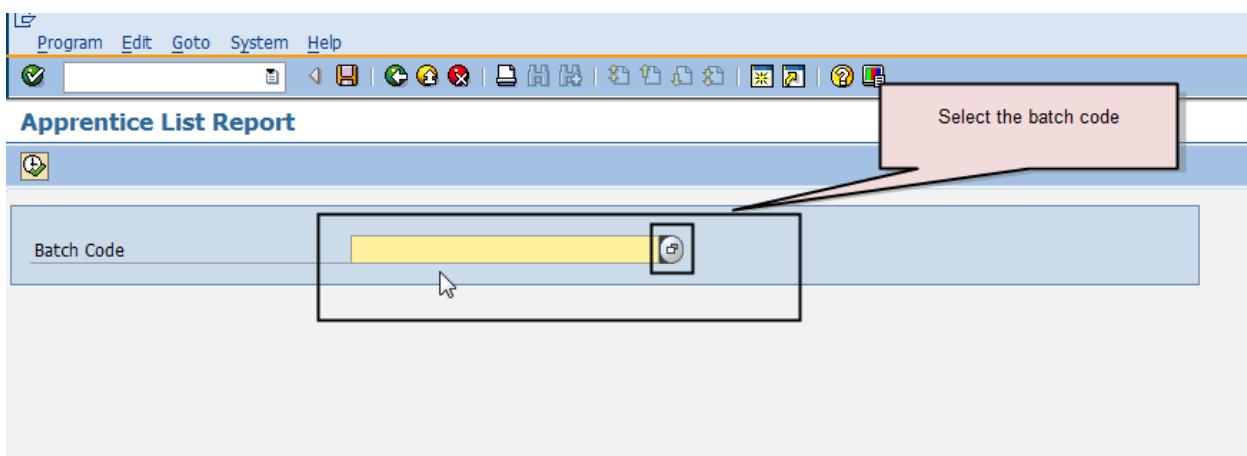
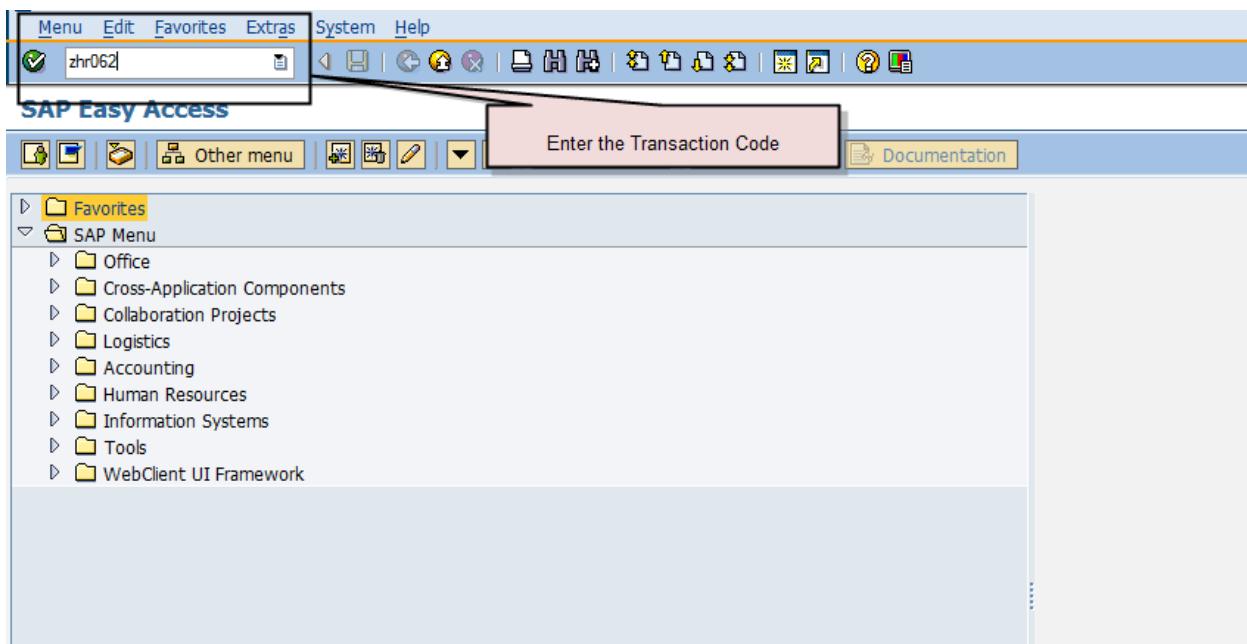
This screenshot shows the 'Display Vacancy Assignment' interface. At the top, there are three icons: a white document, a blue document, and a person icon.

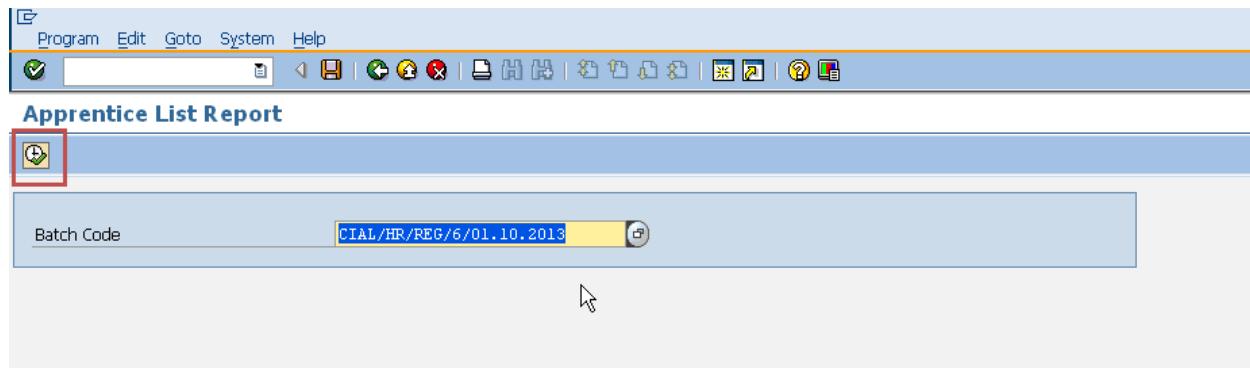
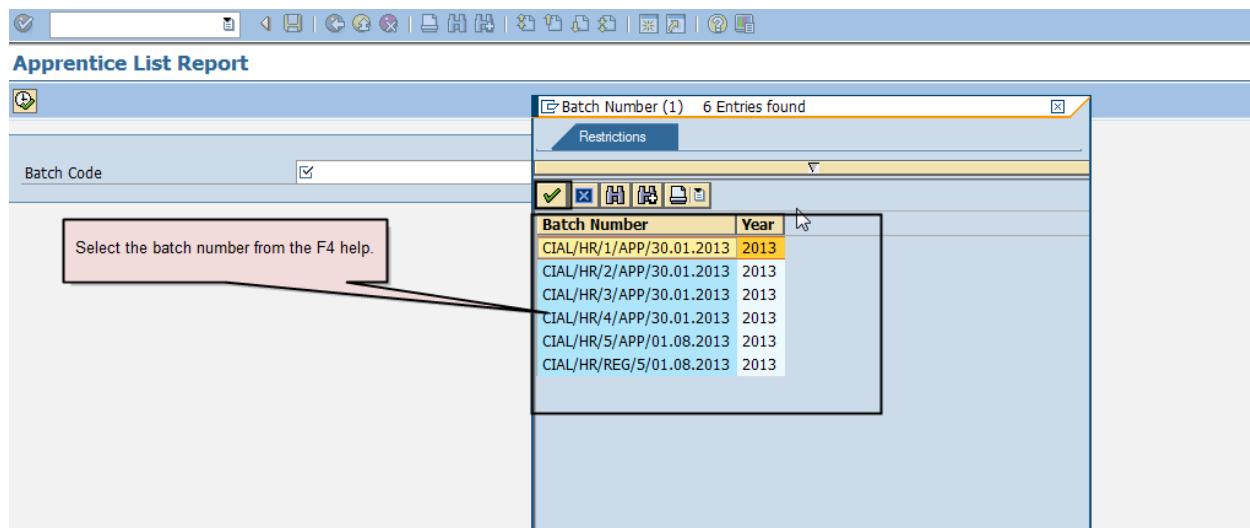
Search and filter fields include:

- Applicant no: 40000047
- Applicant gr: A Apprentice
- App.range: A3
- Apprentice - VHSE
- Pers.area: 1000 CIAL
- Subarea: 0001 MD Offices
- Start: 22.10.2013
- To: 31.12.9999
- Chng: 21.10.2013
- MITHUN

The main area contains a section titled 'Vacancy assignment' with the following details:

Priority	Priority 1	
Vacancy	20000091	Apprentice
Vac.assign.stat	4	Rejected
Status reason	12	Interview





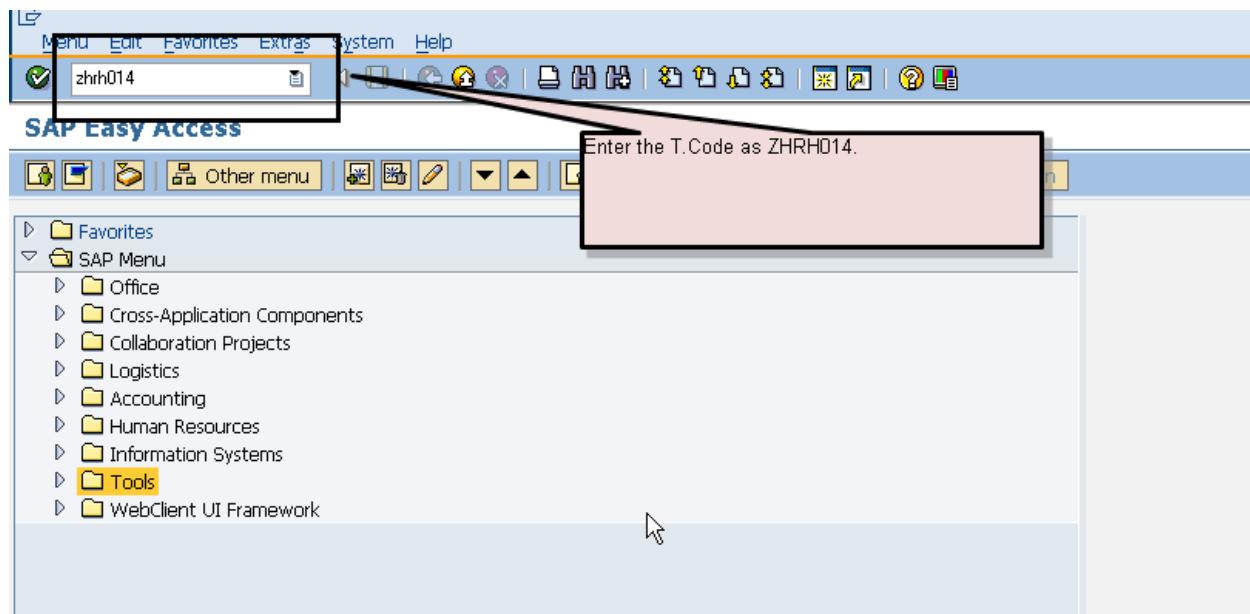
APPRENTICE LIST REPORT						
Date: 21.10.2013						
Total No. of Records Selected: 5						
Serial No.	Applicant No	Apprentice name	Batch Code	Apprentice Group	Apprentice Sub Group	Overall Status
1	40000046	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	To be hired
2	40000047	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	Rejected
3	40000048	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	Rejected
4	40000049	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	Rejected
5	40000050	MANI	CIAL/HR/REG/6/01.10.2013	Apprentice	Apprentice - VHSE	Rejected

5. REGULAR RECRUITMENT

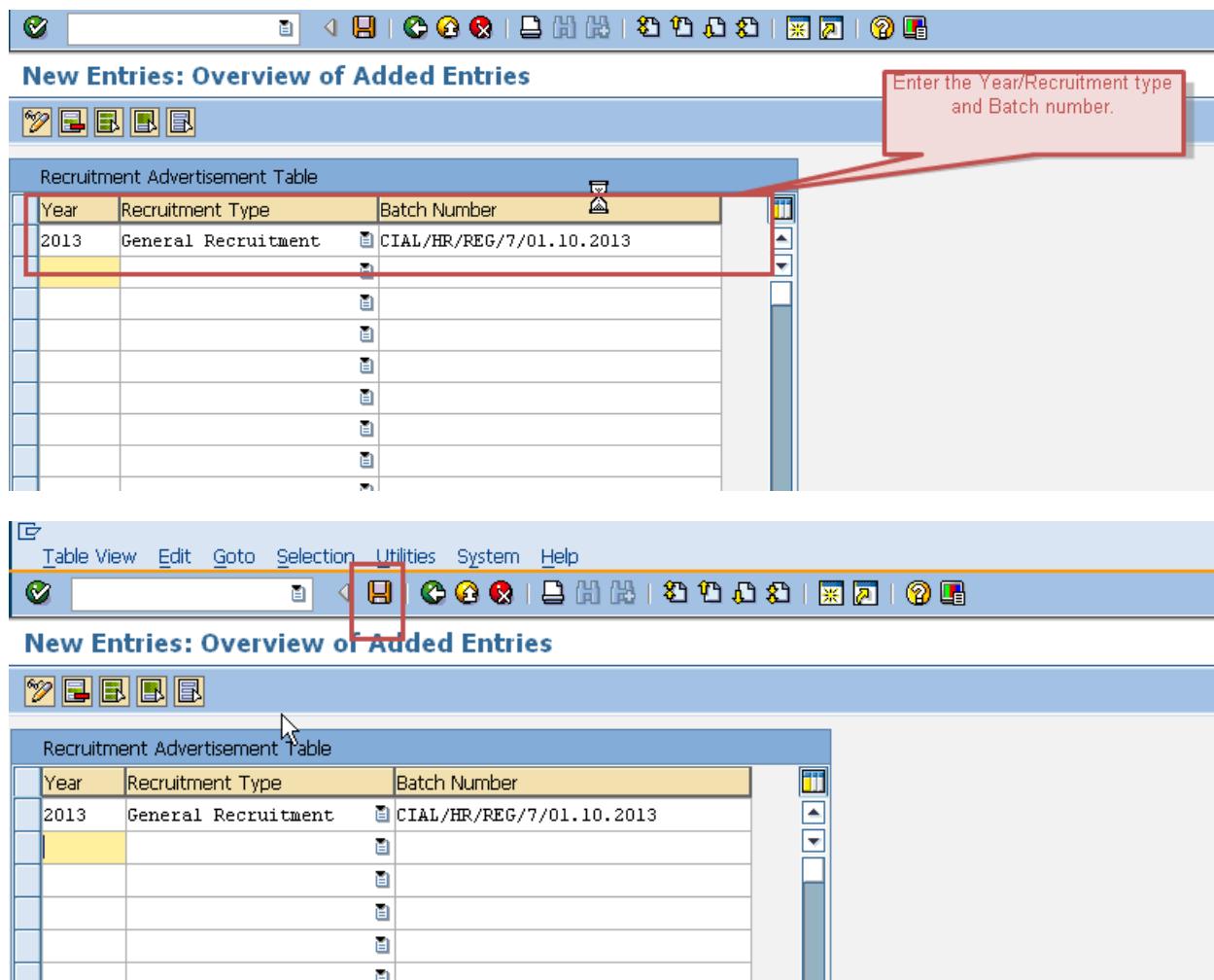
Batch Code Maintenance

Before the initiation of the apprentice recruitment process after the approval from the concerned authority the batch code needs to be maintained in SAP system to map the applicants to a particular batch.

Transaction Code	ZHRH014
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Change View "Recruitment Advertisement Table": Overview		
 New Entries     		
Year	Recruitment Type	Batch Number
2013	General Recruitment	CIAL/HR/REG/1/01.08.2013
2013	Apprentice	CIAL/HR/1/APP/30.01.2013
2013	Apprentice	CIAL/HR/2/APP/30.01.2013
2013	Apprentice	CIAL/HR/3/APP/30.01.2013
2013	Apprentice	CIAL/HR/4/APP/30.01.2013
2013	Apprentice	CIAL/HR/5/APP/01.08.2013



The screenshot shows a SAP application window titled "New Entries: Overview of Added Entries". The main area displays a table titled "Recruitment Advertisement Table" with three columns: Year, Recruitment Type, and Batch Number. A single row is visible, showing 2013, General Recruitment, and CIAL/HR/REG/7/01.10.2013. A red box highlights the "Year" column header, and another red box highlights the "Batch Number" field, which contains a placeholder message: "Enter the Year/Recruitment type and Batch number." Below the table is a toolbar with various icons. At the bottom of the screen, a menu bar is visible with options like Table View, Edit, Goto, Selection, Utilities, System, and Help.

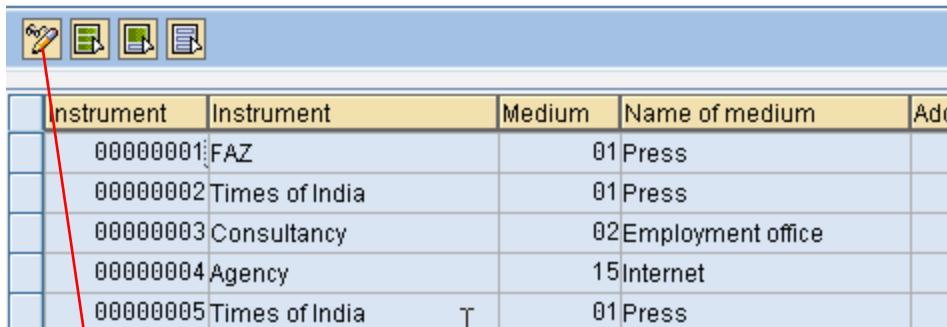
Year	Recruitment Type	Batch Number
2013	General Recruitment	CIAL/HR/REG/7/01.10.2013

Recruitment Instrument

The recruitment instrument is the media through which the advertisement is to be published.

Via Menus	Human Resources > Personnel Management > Recruitment > Advertising > Recruitment instrument.
Via Transaction Code	PBAV

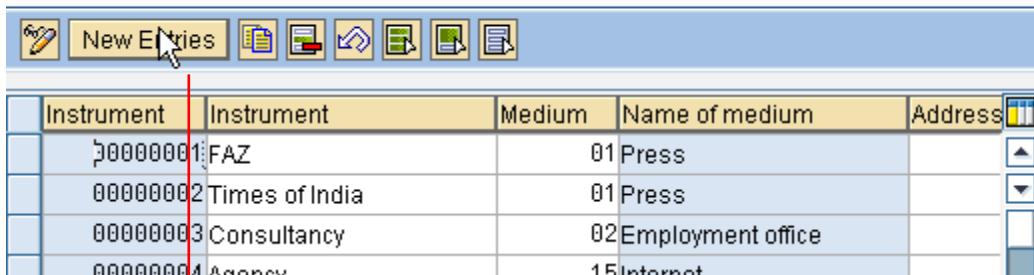
Display View "Recruitment Instrument": Overview



Instrument	Instrument	Medium	Name of medium	Address
00000001	FAZ	01	Press	
00000002	Times of India	01	Press	
00000003	Consultancy	02	Employment office	
00000004	Agency	15	Internet	
00000005	Times of India	T	01	Press

Click on Change, below screen will appear

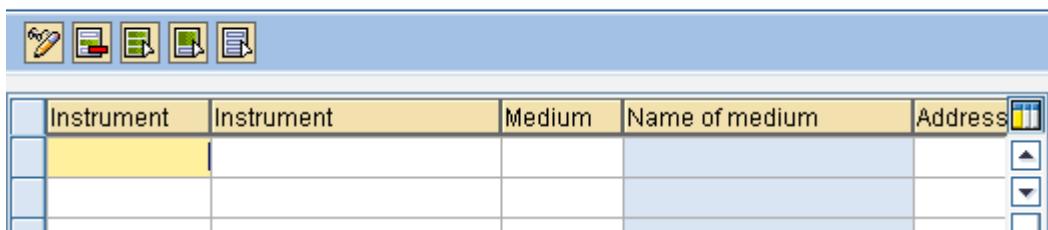
Change View "Recruitment Instrument": Overview



Instrument	Instrument	Medium	Name of medium	Address
00000001	FAZ	01	Press	
00000002	Times of India	01	Press	
00000003	Consultancy	02	Employment office	
00000004	Agency	15	Internet	

Click on New

New Entries: Overview of Added Entries



Instrument	Instrument	Medium	Name of medium	Address

Fields	Description	R/O/C	User Action and Values	Comments
Instrument	-	R	Enter the Instrument Number it should be Numeric	
Instrument	-	R	Name of the Instrument	

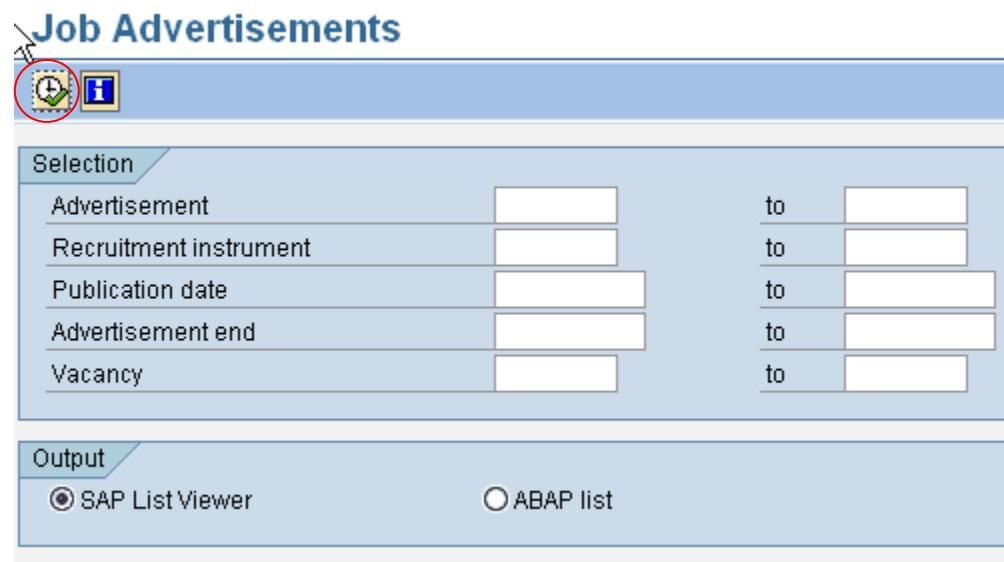
Fields	Description	R/O/C	User Action and Values	Comments
			Ex: Times of India	
Medium	-	R	Ex: Press	
Address	-	R	Enter the Address of the Medium	

Advertisement Creation

For each recruitment happening in CIAL there would be advertisement through various medias where the applicants will come to know about the recruitment happening. In SAP there should be a record for the advertisement against which the applicants will be mapped,

Via Menus	Human Resources > Personnel Management > Recruitment > Advertising > Advertisement > Maintain
Via Transaction Code	PBAW

Job Advertisements



Advertisement	to
Recruitment instrument	to
Publication date	to
Advertisement end	to
Vacancy	to

Output

SAP List Viewer ABAP list

Don't enter any details, Execute the Transaction. System will take the below screen.

Maintain Advertisements

Public.date	Expiration	Advert	Name of instrument	Start Date	Object name
15.02.2009	16.02.2009	4	Times of India	13.02.2009	VP HR
15.02.2009	16.02.2009	4	Times of India	01.01.2008	MAHESH
15.02.2009	16.02.2009	4	Times of India	01.01.2008	General Mar

Click on the **Advertiser** button.

Click here, system will give advert. No.

Create Posting

Advertisement Next free advertisement number

Publication
Instrument
Publication date
Advertisement end
Publication costs
Text name

Maintain text

Vacancies published

Vacancy Pos. Text

Add Delete

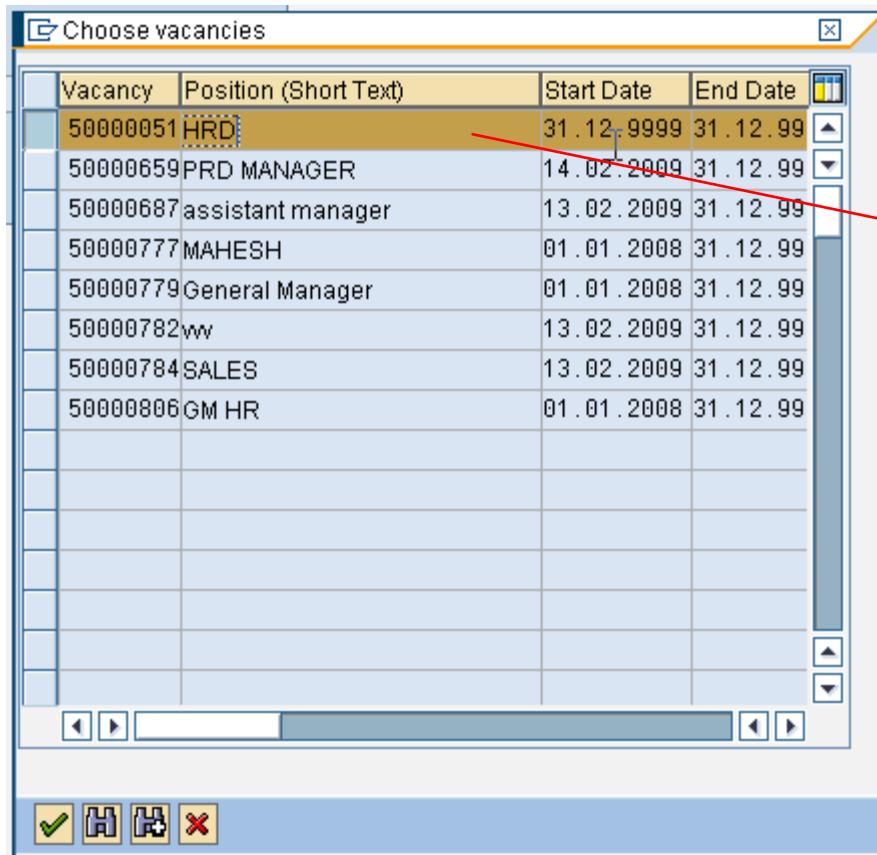
Select the Instrument from the possible

Start Date & End of the Publication

Enter the Cost of Advertisement
₹ 100 TND

Enter the Reference Text

Click on Add & assign your position



Select the Position and

Create Posting

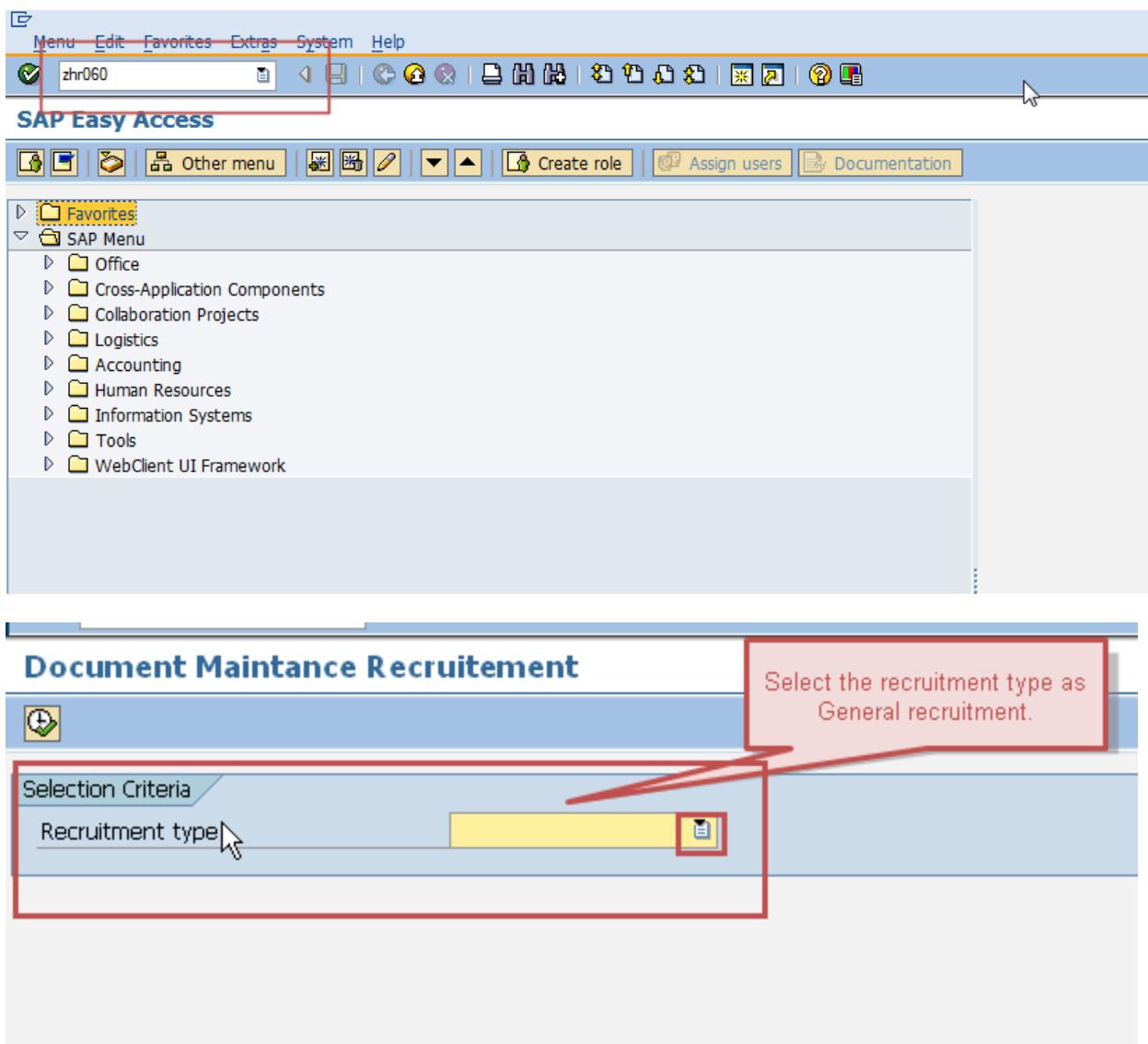
Advertisement	00000009	Next										
Publication <table border="1"> <tr> <td>Instrument</td> <td>00000001 FAZ</td> </tr> <tr> <td>Publication date</td> <td>13.02.2009</td> </tr> <tr> <td>Advertisement end</td> <td>20.02.2009</td> </tr> <tr> <td>Publication costs</td> <td>5,000.00 INR</td> </tr> <tr> <td colspan="2">Text name</td> </tr> </table>			Instrument	00000001 FAZ	Publication date	13.02.2009	Advertisement end	20.02.2009	Publication costs	5,000.00 INR	Text name	
Instrument	00000001 FAZ											
Publication date	13.02.2009											
Advertisement end	20.02.2009											
Publication costs	5,000.00 INR											
Text name												
<input type="button" value="Maintain text"/>												
Vacancies published <table border="1"> <thead> <tr> <th>Vacancy</th> <th>Pos. Text</th> </tr> </thead> <tbody> <tr> <td>50000051</td> <td>HRD</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>			Vacancy	Pos. Text	50000051	HRD						
Vacancy	Pos. Text											
50000051	HRD											
<input type="button" value="Add"/> <input type="button" value="Delete"/>												

Once you add
the position,
Position updates
in the
Advertisement.

Document Maintenance in SAP

After the creation of the batch code and after downloading the data from the website the data needs to be uploaded into SAP. Also in case of any documents needs to be uploaded for future reference there is an option for the same.

Transaction Code	ZHR060
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Document Maintenance Recruitement

Selection Criteria

Recruitment type: General Recruitment

Advertisement Number:

Select the Advertisement number

Document Maintenance Recruitement

Selection Criteria

Recruitment type: General Recruitment

Advertisement Number:

Select the correct advertisement number.

Advertisement (1) 8 Entries found

Advert	Name of instrum.	Publ.date
00000001	CIAL Website	16.03.2013
00000002	CIAL Website	01.07.2013
00000003	CIAL Website	01.07.2013
00000004	CIAL Website	01.07.2013
00000005	CIAL Website	01.08.2013
00000006	CIAL Website	10.08.2013
00000007	CIAL Website	01.04.2013
00000008	CIAL Website	01.09.2013

Program Edit Goto System Help

Document Maintenance Recruitement

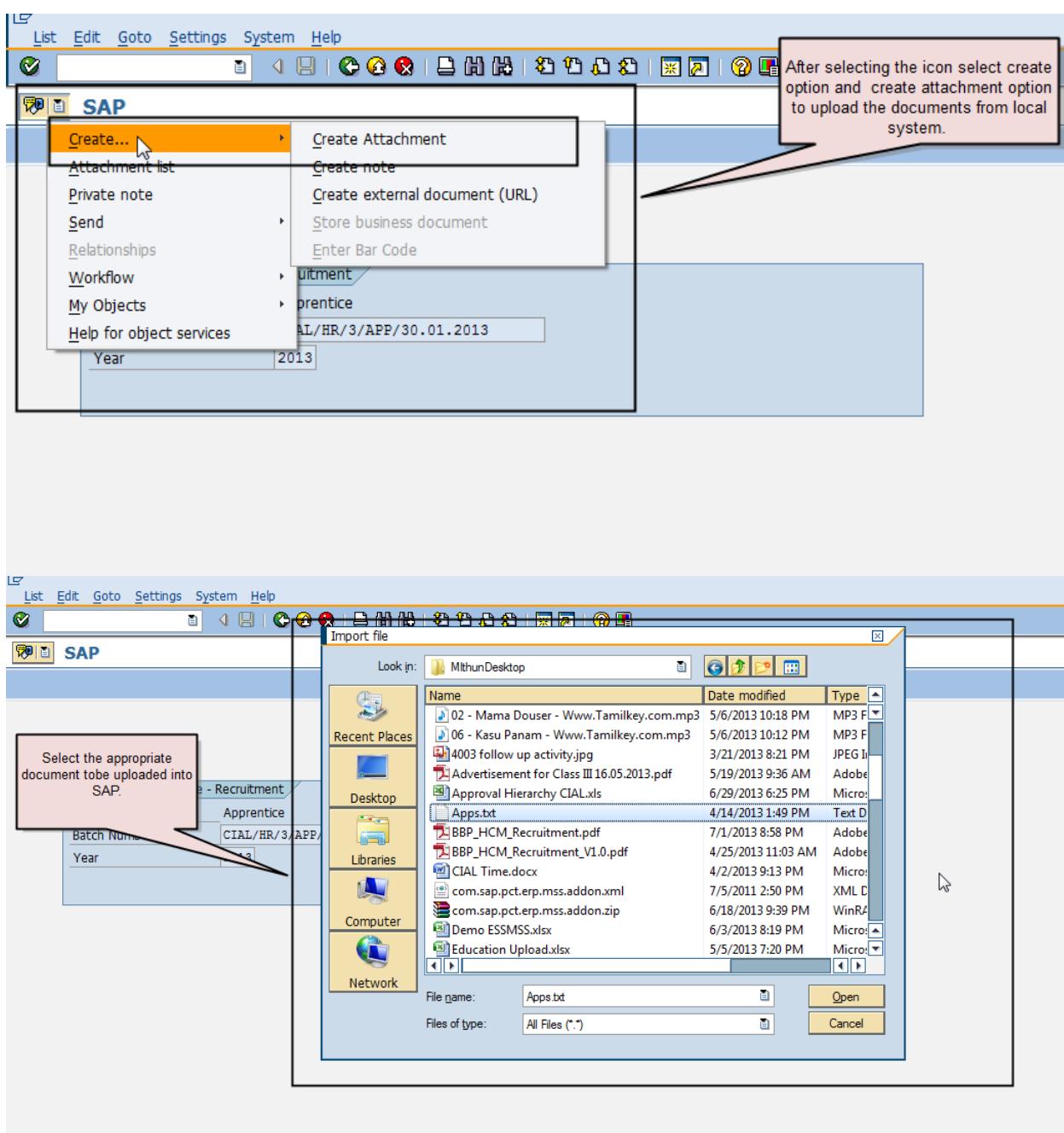
Selection Criteria

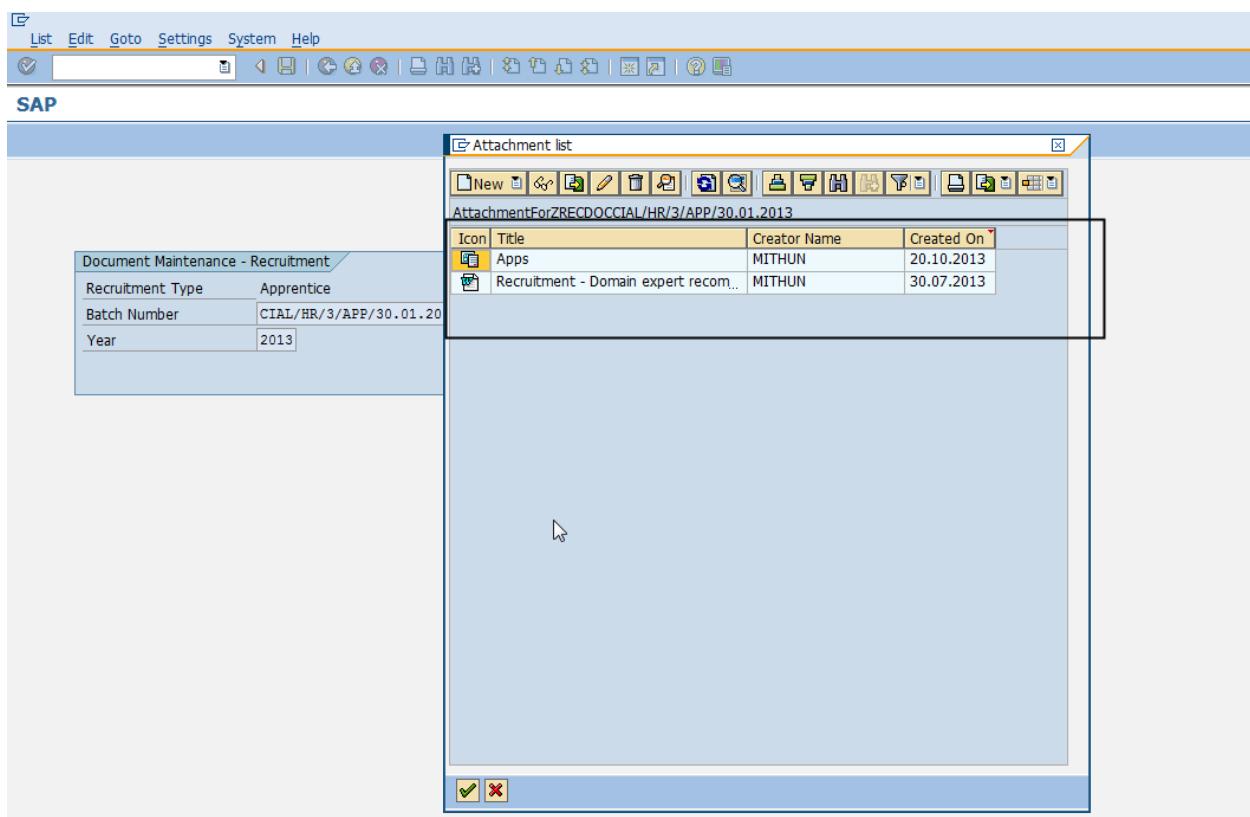
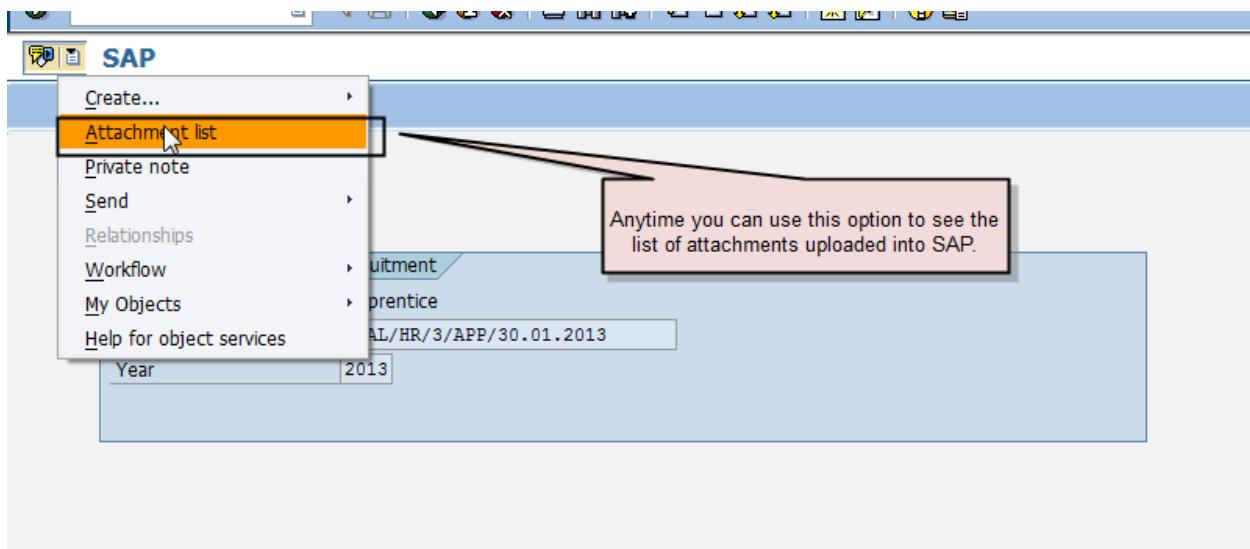
Recruitment type: General Recruitment

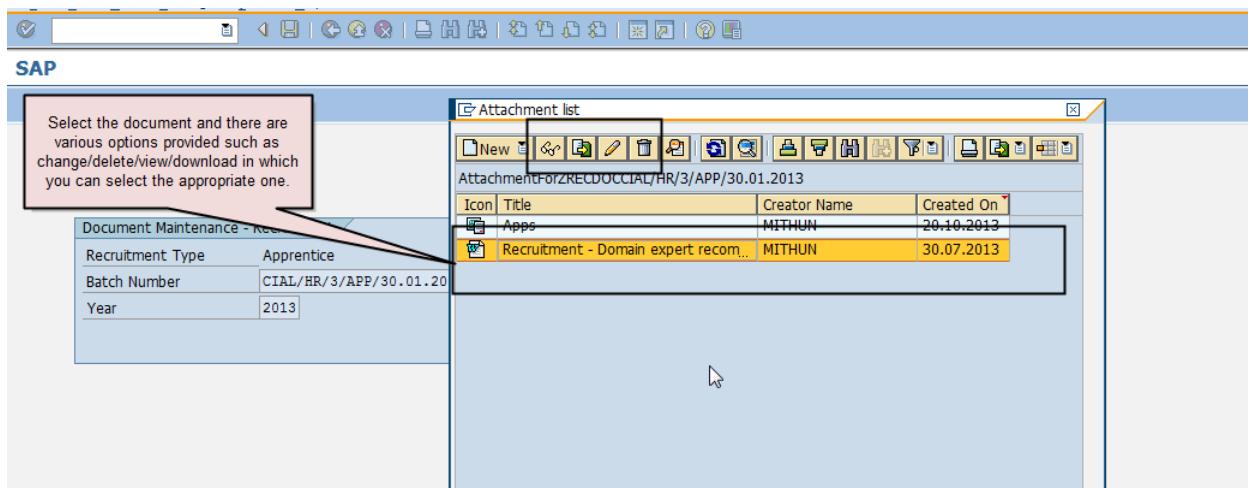
Advertisement Number: 00000008

The screenshot shows a SAP HRM Recruitment Maintenance interface. At the top left, there is a small icon with 'HR' and 'SAP' text. A red box highlights this area. The main title is 'Document Maintenance - Recruitment'. Below it, there are three data entries:

Recruitment Type	General Recruitment
Advertisement No.	3
Publication Date	01.09.2013



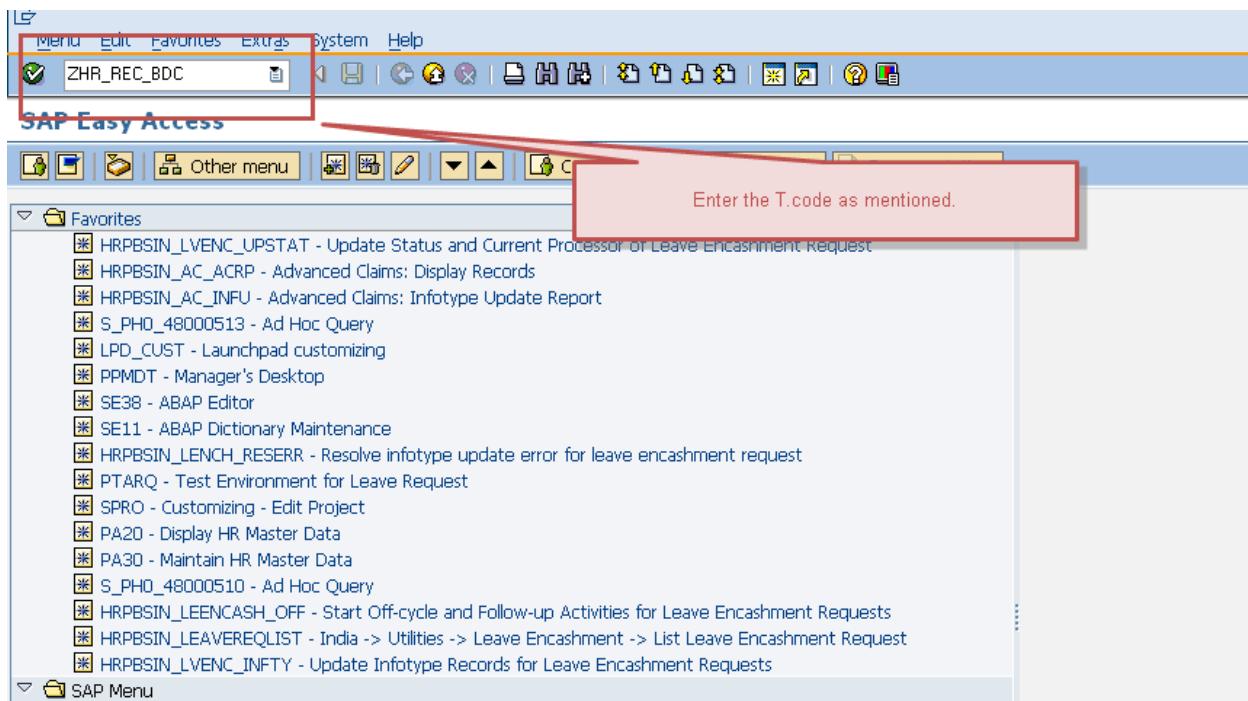


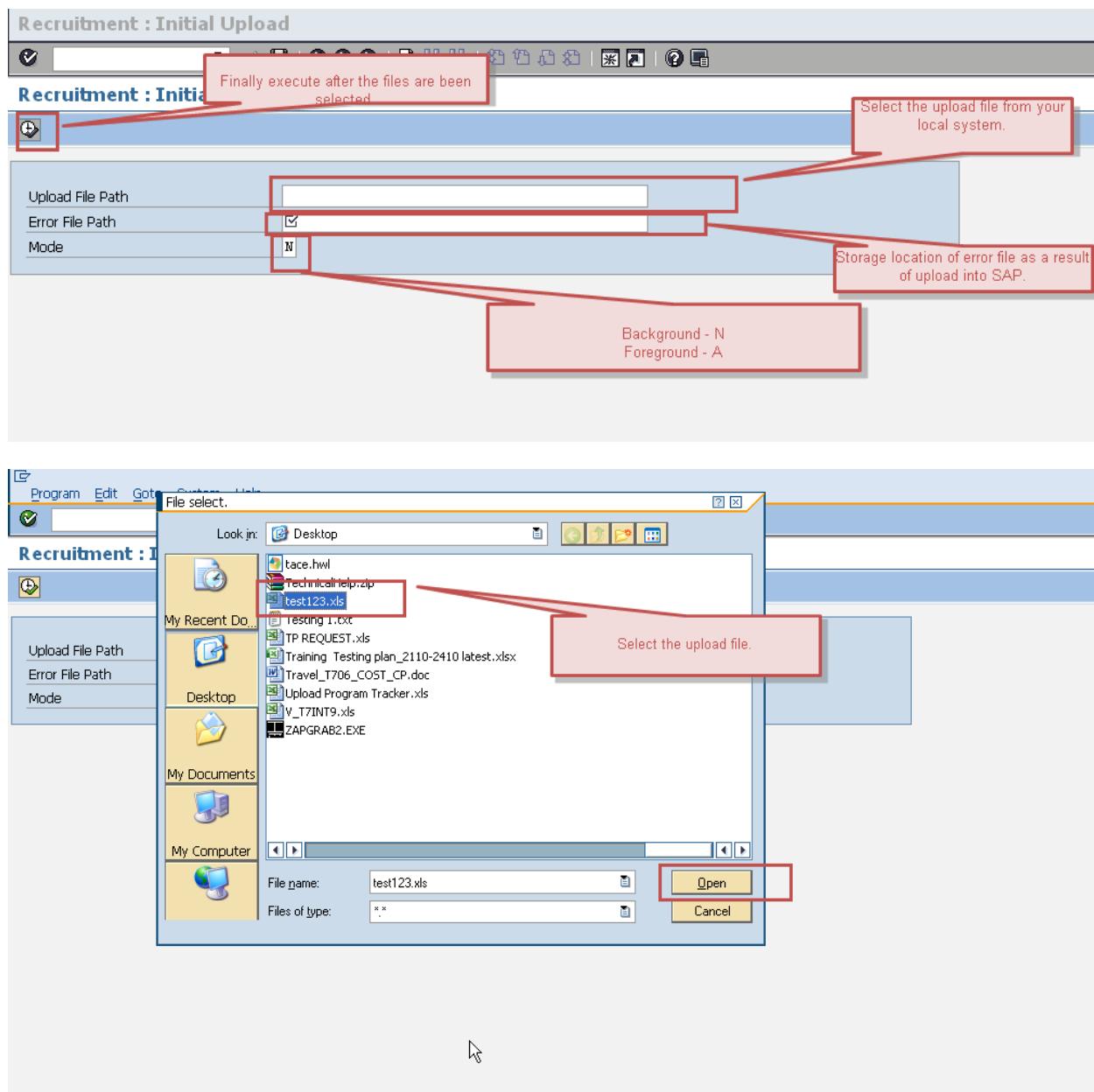


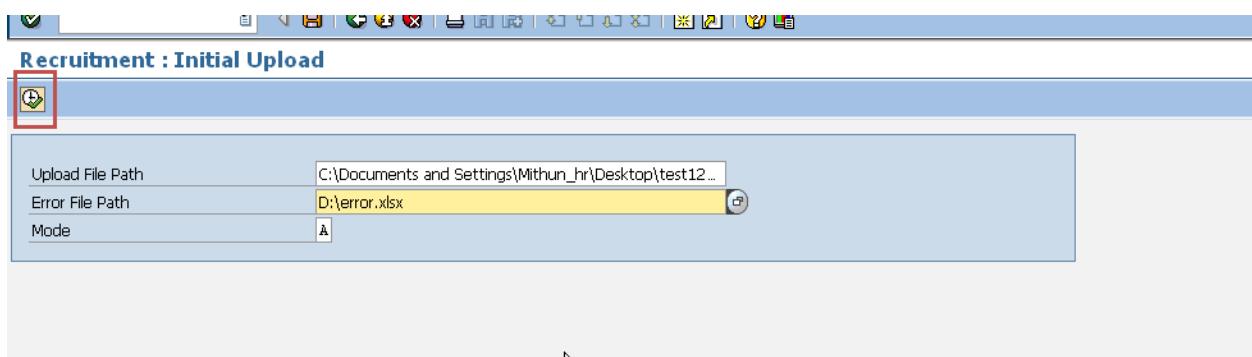
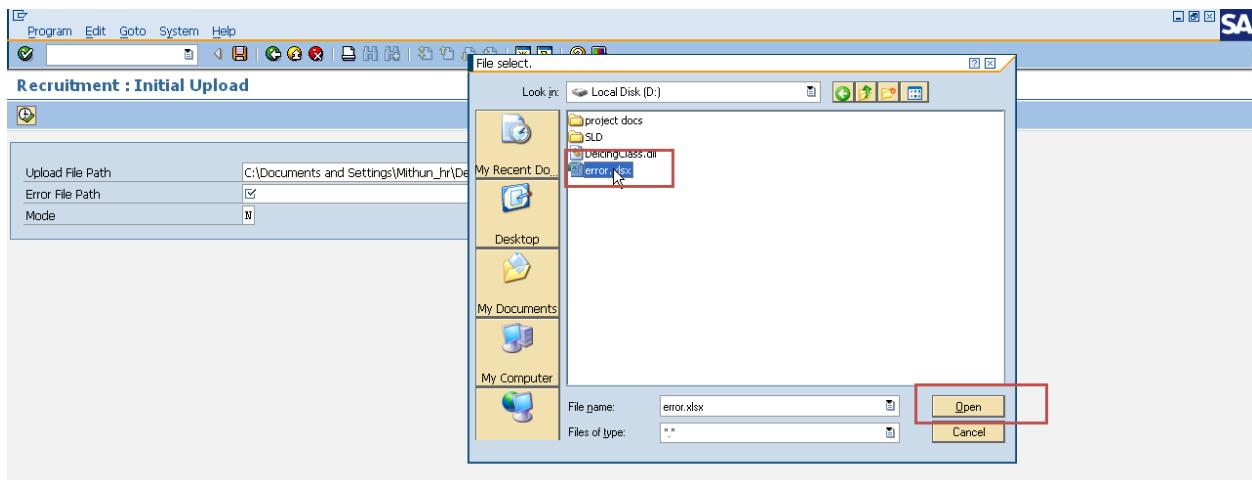
Initial Upload of Applicant Data

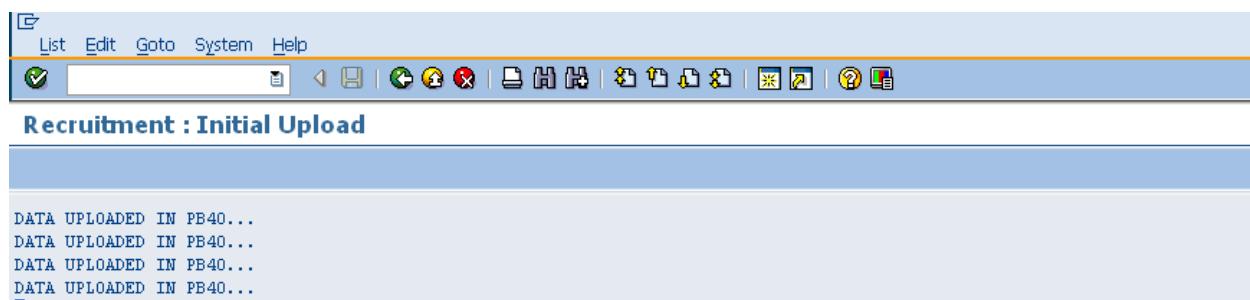
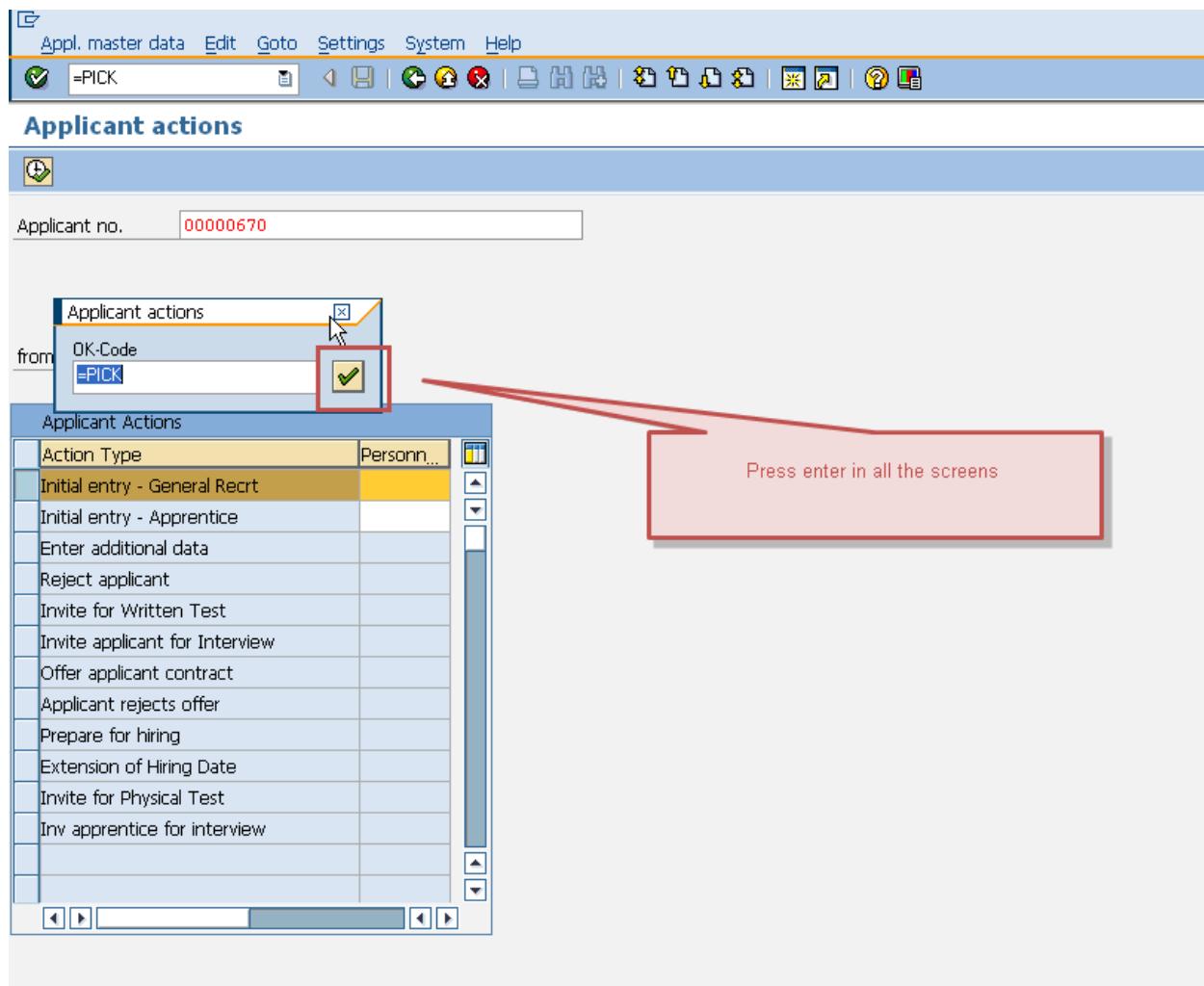
The scrutinized data i.e. the applicants who are been selected for the next round after the submission in website will be uploaded into SAP through a BDC program.

Transaction Code	ZHR_REC_BDC
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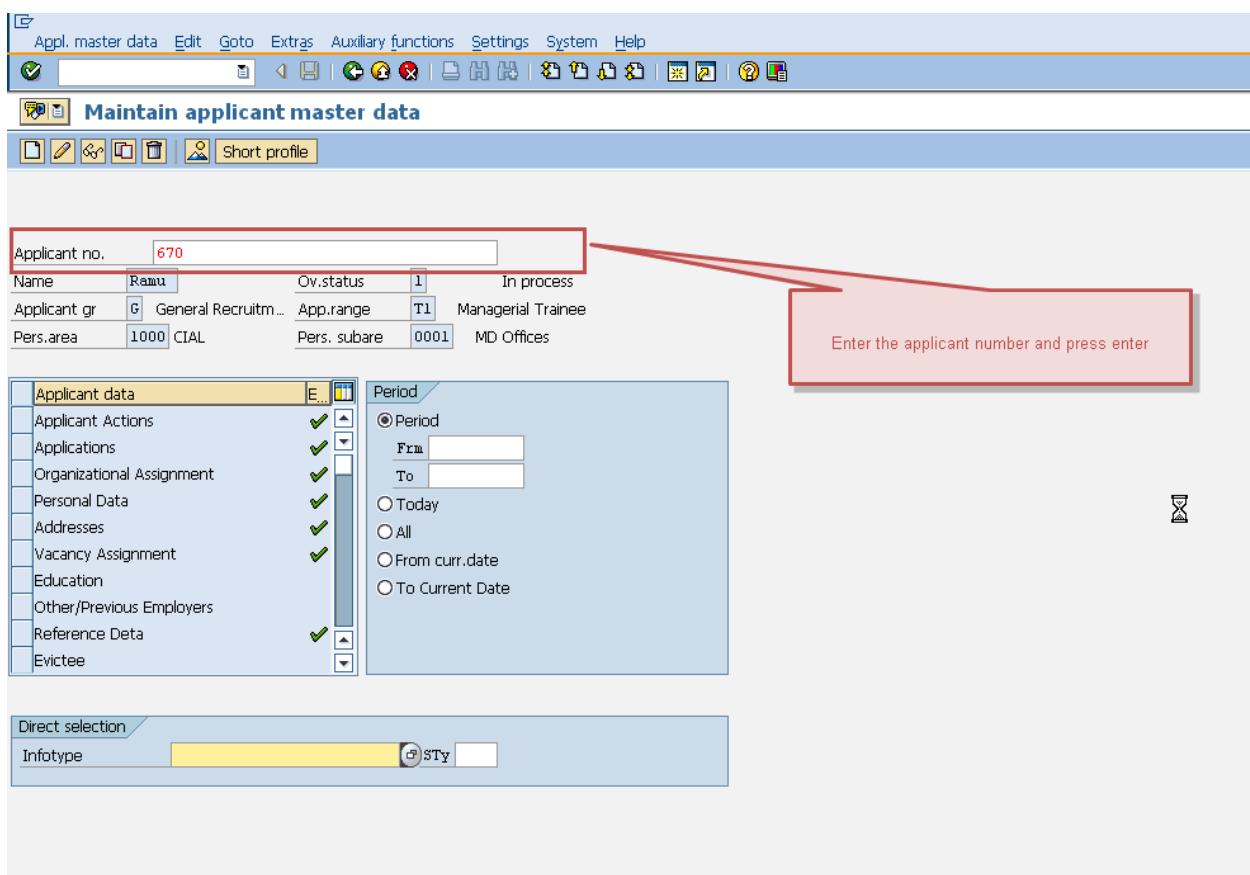
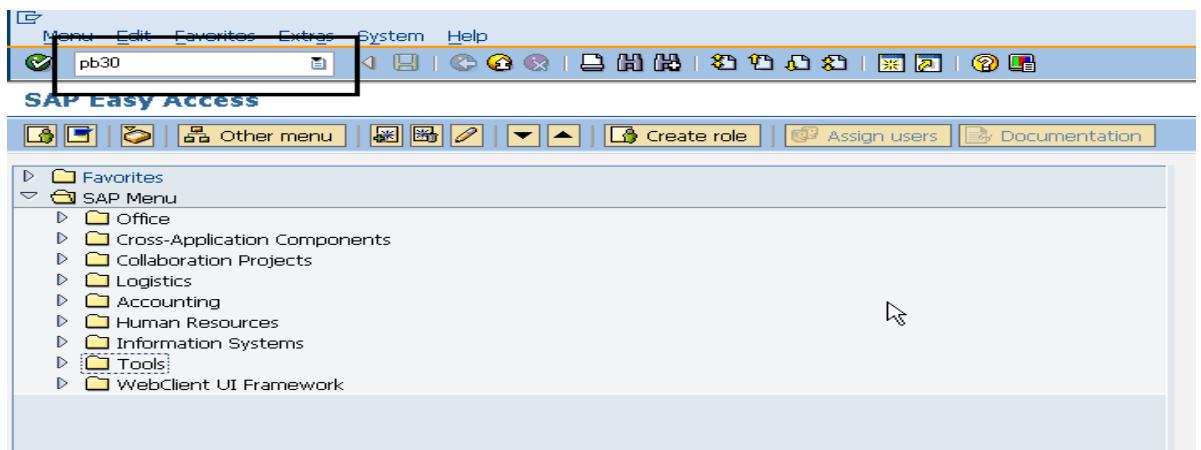




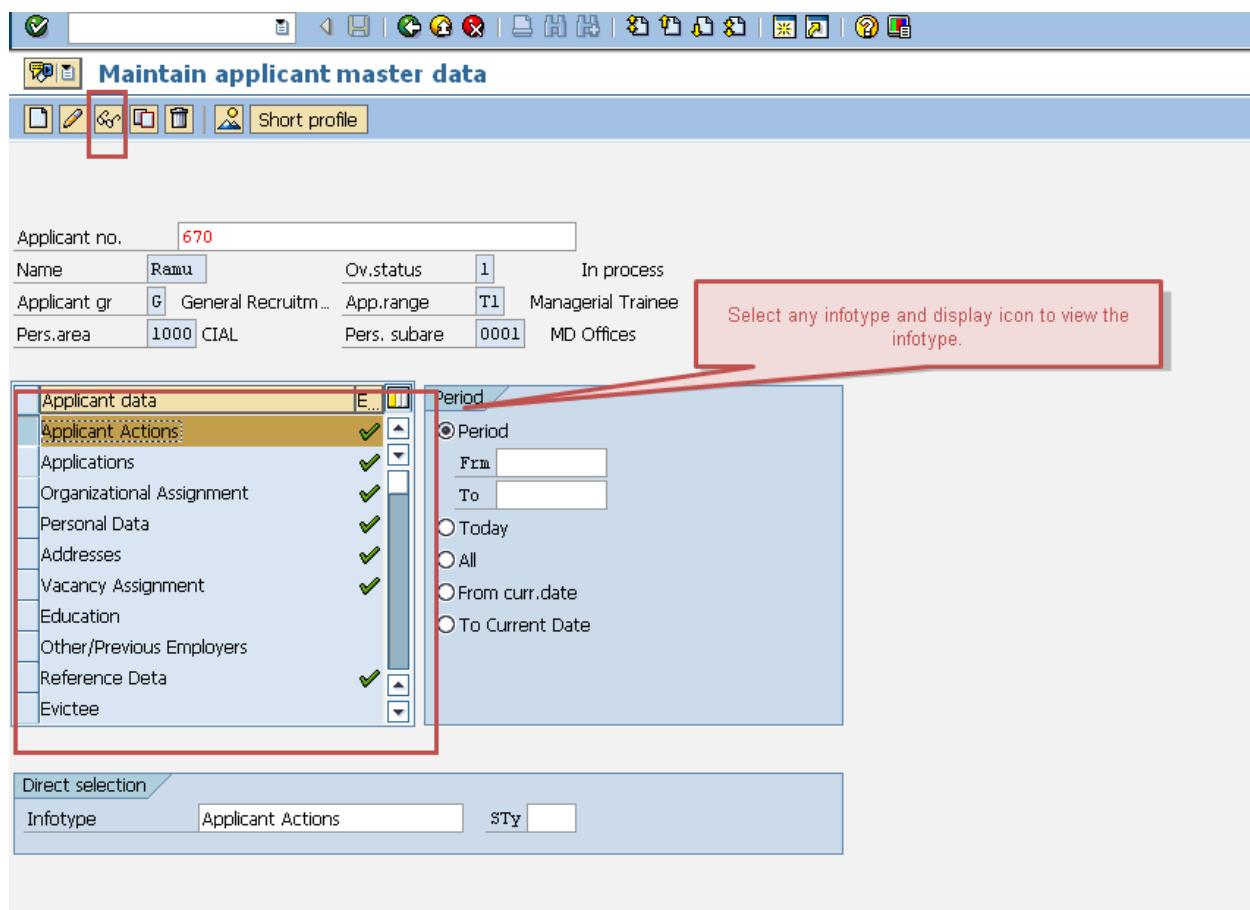




After the data is been uploaded then you can check in the PB30 transaction where the master data of the applicant is been uploaded.



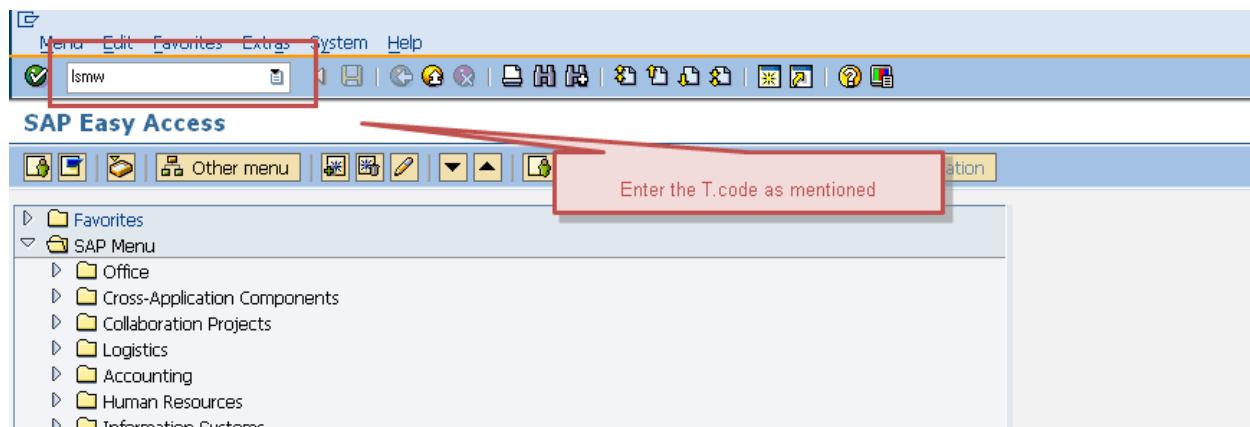
The screenshot shows the "Maintain applicant master data" screen. The top navigation bar includes: Appl. master data, Edit, Goto, Extras, Auxiliary functions, Settings, System, Help. The main area displays applicant details: Applicant no. (input field containing "670"), Name (Ramu), Ov.status (1, In process), Applicant gr (G, General Recruitment), App.range (T1, Managerial Trainee), Pers.area (1000, CIAL), Pers. subare (0001, MD Offices). A red callout box points to the "Applicant no." input field with the text "Enter the applicant number and press enter". On the left is a sidebar with a tree view of "Applicant data" sections: Applicant Actions, Applications, Organizational Assignment, Personal Data, Addresses, Vacancy Assignment, Education, Other/Previous Employers, Reference Data, and Evictee. To the right is a "Period" selection panel with radio buttons for "Period" (selected), "Today", "All", "From curr.date", and "To Current Date". At the bottom is a "Direct selection" section with an "Infotype" dropdown set to "STY".

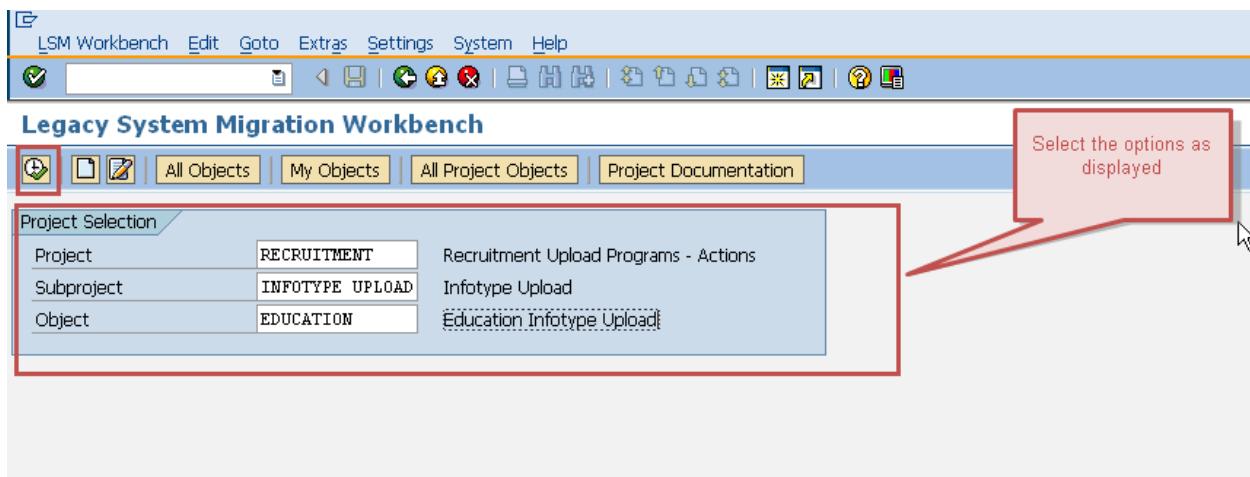


Education/Previous Employment/Evindee details - Upload

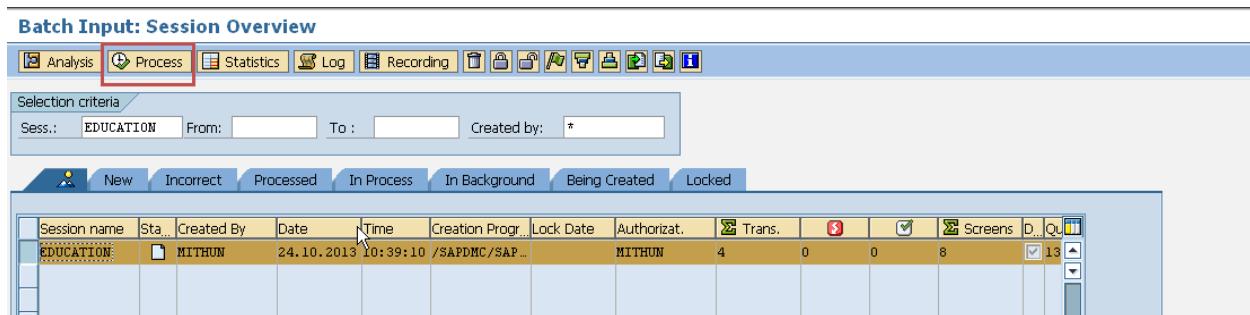
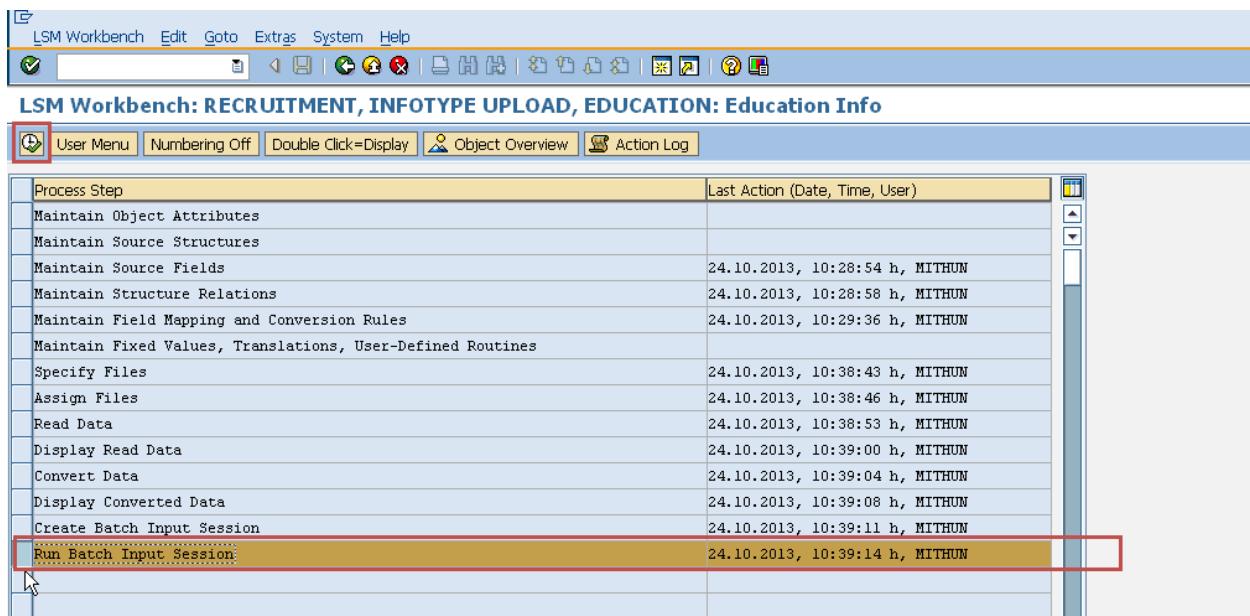
The Education/Previous employment/Evindee details been downloaded from the website for the applicants can be uploaded into SAP through LSMW program.

Education Details Upload

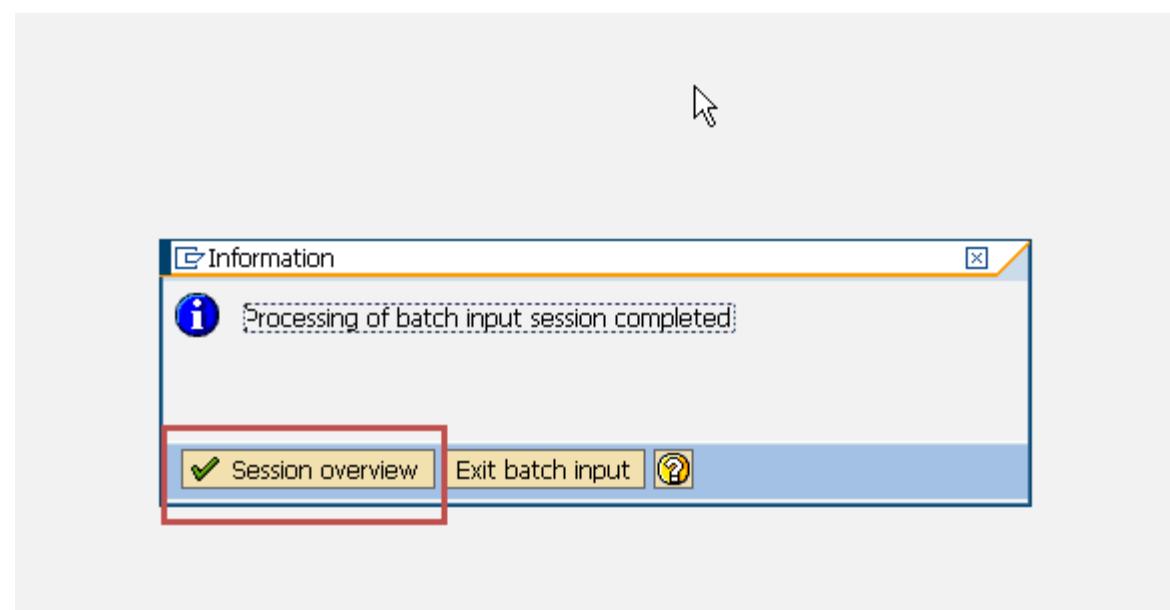
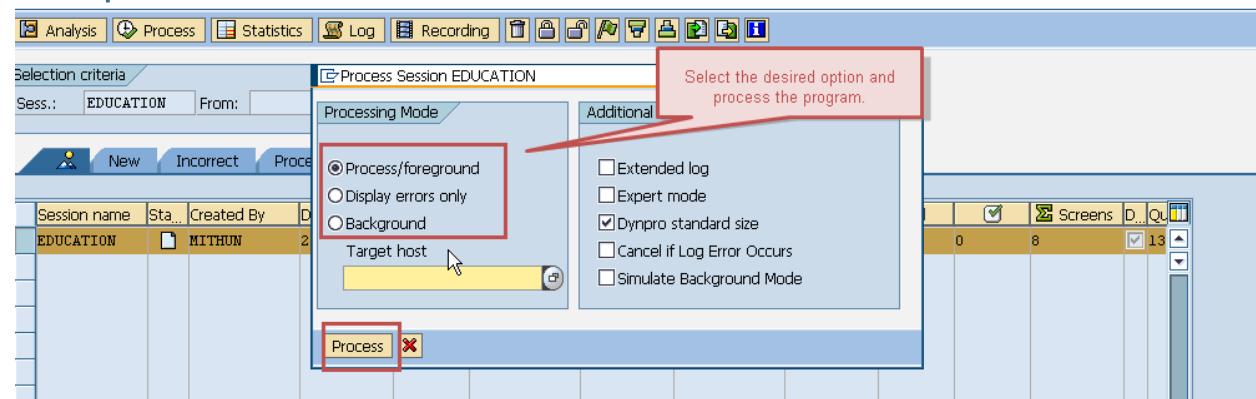




The LSMW steps as mentioned for the initial upload of apprentice is same for all the other upload programs you can refer to that whenever required.



Batch Input: Session Overview



Then you can refer the PB30/PB20 transaction to refer the updated master data.

Appl. master data Edit Goto Extras Auxiliary functions Settings System Help

Maintain applicant master data

Short profile

Applicant no. **670**

Name **Ramu** Ov.status **1** In process

Applicant gr **G** General Recruitment App.range **T1** Managerial Trainee

Pers.area **1000** CIAL Pers. subarea **0001** MD Offices

Enter the applicant number and press enter

Applicant data

- Applicant Actions
- Applications
- Organizational Assignment
- Personal Data
- Addresses
- Vacancy Assignment
- Education
- Other/Previous Employers
- Reference Data
- Evictee

Period

Period
From
To

Today

All

From curr.date

To Current Date

Direct selection

Infotype **STY**

Display Education

Appl. no. **670** Name **Ramu**

Applicant gr **G** General Recruitment App.range **T1** Managerial Trainee

Pers.area **1000** CIAL Subarea **0001** MD Offices

Start **01.04.2000** to **01.04.2004** Chng **24.10.2013** MITHUN

Educational est. **11** Middle School

Institute/location **Anna university**

Country Key **India**

Certificate **11** Middle School

Duration of course **002** Years

Final Grade **PASS**

Additional fields

Branch of Study **COMPUTER**

Month/Year of Passing **January 2004**

Mode of Study **Part Time**

Board/University **ANNA**

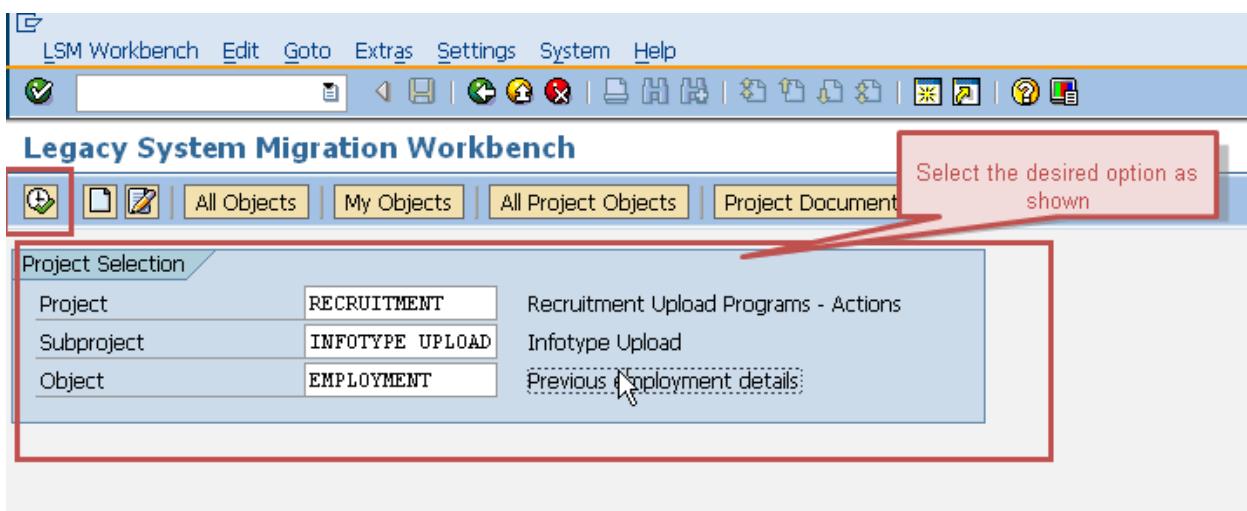
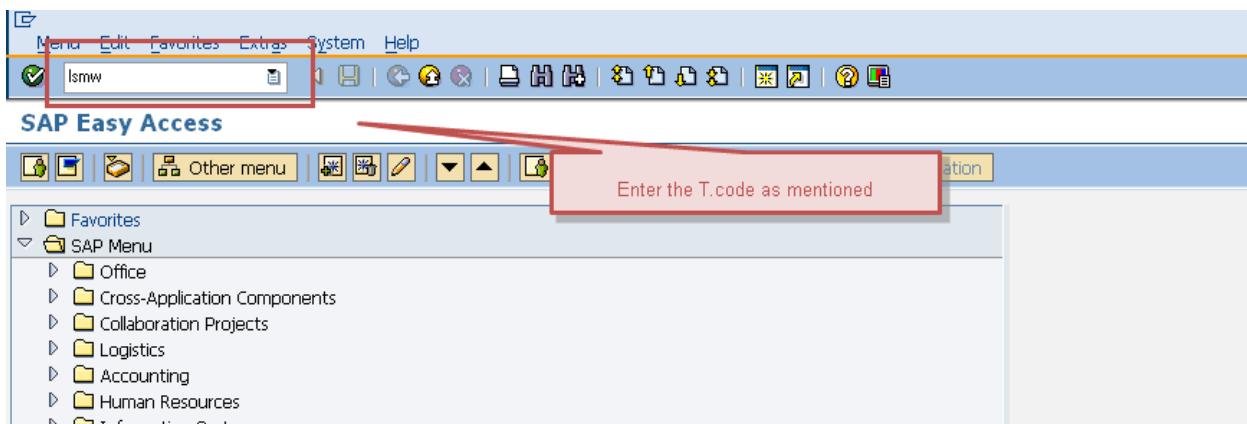
Percentage of Marks **96,50**

CGPA

Whether Proof Submitted

Submission Date of Docs

Previous Employment details Upload



The LSMW steps as mentioned for the initial upload of apprentice is same for all the other upload programs you can refer to that whenever required.

LSM Workbench: RECRUITMENT, INFOTYPE UPLOAD, EDUCATION: Education Info

User Menu Numbering Off Double Click=Display Object Overview Action Log

Process Step	Last Action (Date, Time, User)
Maintain Object Attributes	
Maintain Source Structures	
Maintain Source Fields	24.10.2013, 10:28:54 h, MITHUN
Maintain Structure Relations	24.10.2013, 10:28:58 h, MITHUN
Maintain Field Mapping and Conversion Rules	24.10.2013, 10:29:36 h, MITHUN
Maintain Fixed Values, Translations, User-Defined Routines	
Specify Files	24.10.2013, 10:38:43 h, MITHUN
Assign Files	24.10.2013, 10:38:46 h, MITHUN
Read Data	24.10.2013, 10:38:53 h, MITHUN
Display Read Data	24.10.2013, 10:39:00 h, MITHUN
Convert Data	24.10.2013, 10:39:04 h, MITHUN
Display Converted Data	24.10.2013, 10:39:08 h, MITHUN
Create Batch Input Session	24.10.2013, 10:39:11 h, MITHUN
Run Batch Input Session	24.10.2013, 10:39:14 h, MITHUN

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria
Sess.: EDUCATION From: To: Created by: *

New Incorrect Processed In Process In Background Being Created Locked

Session name	Sta...	Created By	Date	Time	Creation Progr...	Lock Date	Authorizat...	Trans.	Errors	Screens	D...	Qu...
EDUCATION	<input type="checkbox"/>	MITHUN	24.10.2013	10:39:10	/SAPDMC/SAP...		MITHUN	4	0	0	8	<input checked="" type="checkbox"/> 13

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria
Sess.: EDUCATION From:

Select the desired option and process the program.

Process Session EDUCATION

Processing Mode

Process/foreground
 Display errors only
 Background

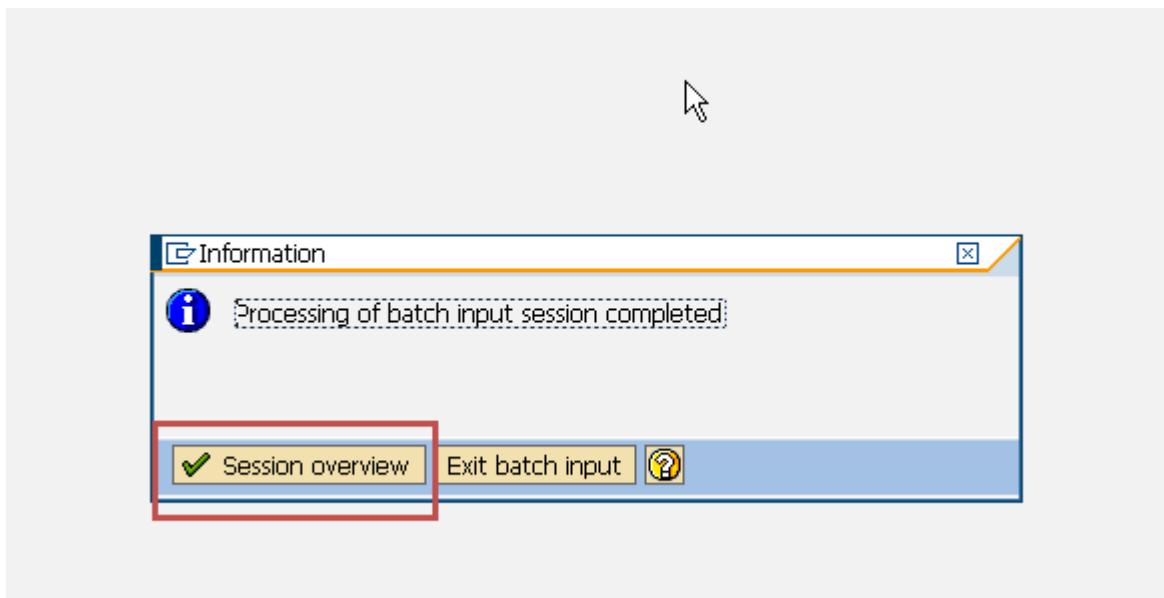
Target host

Additional

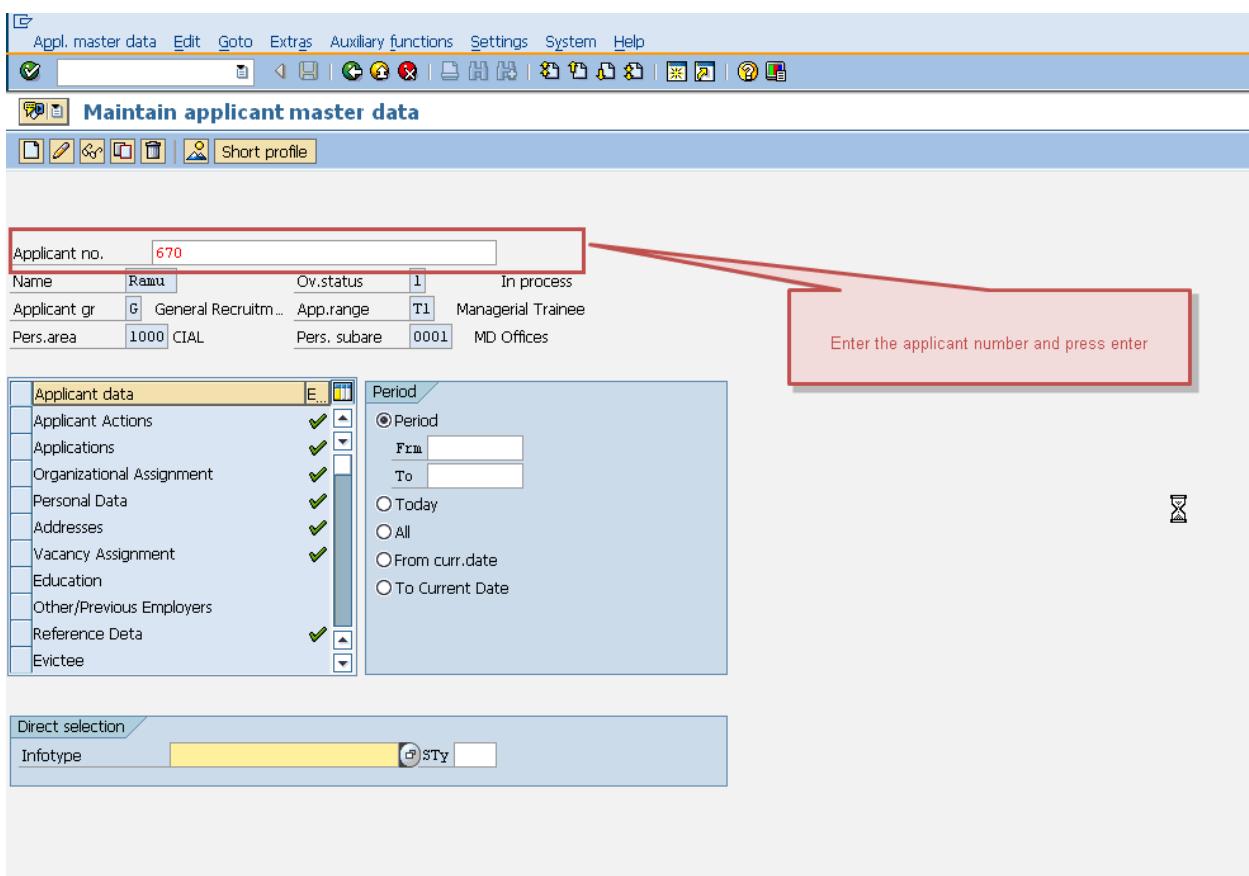
Extended log
 Expert mode
 Dynpro standard size
 Cancel if Log Error Occurs
 Simulate Background Mode

Process

Session name	Sta...	Created By	Date	Time	Creation Progr...	Lock Date	Authorizat...	Trans.	Errors	Screens	D...	Qu...
EDUCATION	<input type="checkbox"/>	MITHUN	24.10.2013	10:39:10	/SAPDMC/SAP...		MITHUN	4	0	0	8	<input checked="" type="checkbox"/> 13



Then you can refer the PB30/PB20 transaction to refer the updated master data.



Appl. master data Edit Goto Extras Auxiliary functions Settings System Help

Appl. master data Maintain applicant master data

Applicant no. 673

Name	Veena	Ov.status	1	In process
Applicant gr	G	General Recruitm...	App.range	T1 Managerial Trainee
Pers.area	1000	CIAL	Pers. subare	0001 MD Offices

Applicant data E..

Applicant Actions ✓

Applications ✓

Organizational Assignment ✓

Personal Data ✓

Addresses ✓

Vacancy Assignment ✓

Education ✓

Other/Previous Employers ✓

Reference Data ✓

Evictee

Period

Period

Frm _____ To _____

Today

All

From curr.date

To Current Date

Direct selection

Infotype STy

Infotype Edit Goto Extras System Help

Display Other/Previous Employers

Applicant no	573	Name	Veena
Applicant gr	G General Recruitment	App.range	T1 Managerial Trainee
Pers.area	1000 CIAL	Subarea	0001 MD Offices
Start	01.04.2005	to	01.05.2010 Chng 24.10.2013 MITHUN

Other/previous employers

Employer	XXX
City	Kochi
Country Key	India
Industry	Industry 0002

Employer Details

Address Line 1	XXXX
Address Line 2	YYYY
District	ERNAKULAM
State	KERALA
Telephone Number	7647676457
E-Mail Id	jkhkvkl
Turn Over (per Year)	7578478
Total Number of Employees	95689

Employment Details

Level of Category	
Designation	SR MGR
Job Nature	XXX
Duties/Functions	YYYY

PF Code No. with the Previous Employer

PF Code No. with the Previous Employer	896986978
Remuneration (CTC Per Annum)	6 Lakhs
Total Experience	5 Years 5 Months
Total Exp in Relevant Field	6 Years 5 Months
Reason for Leaving	Personal reason

Evictee details Upload

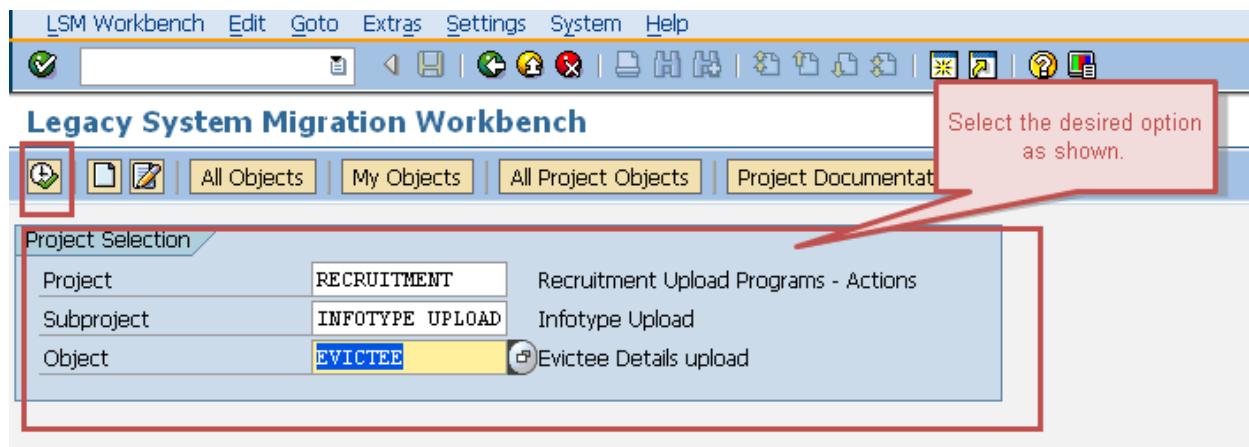
Menu Edit Favorites Extras System Help

Ismw

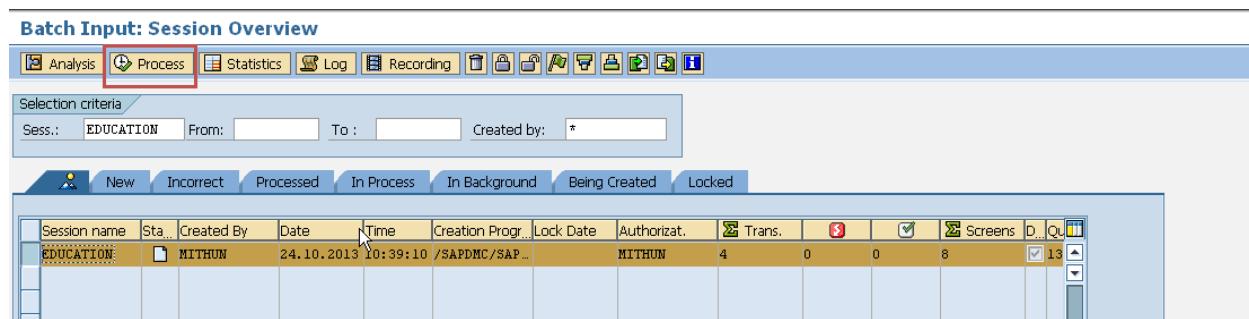
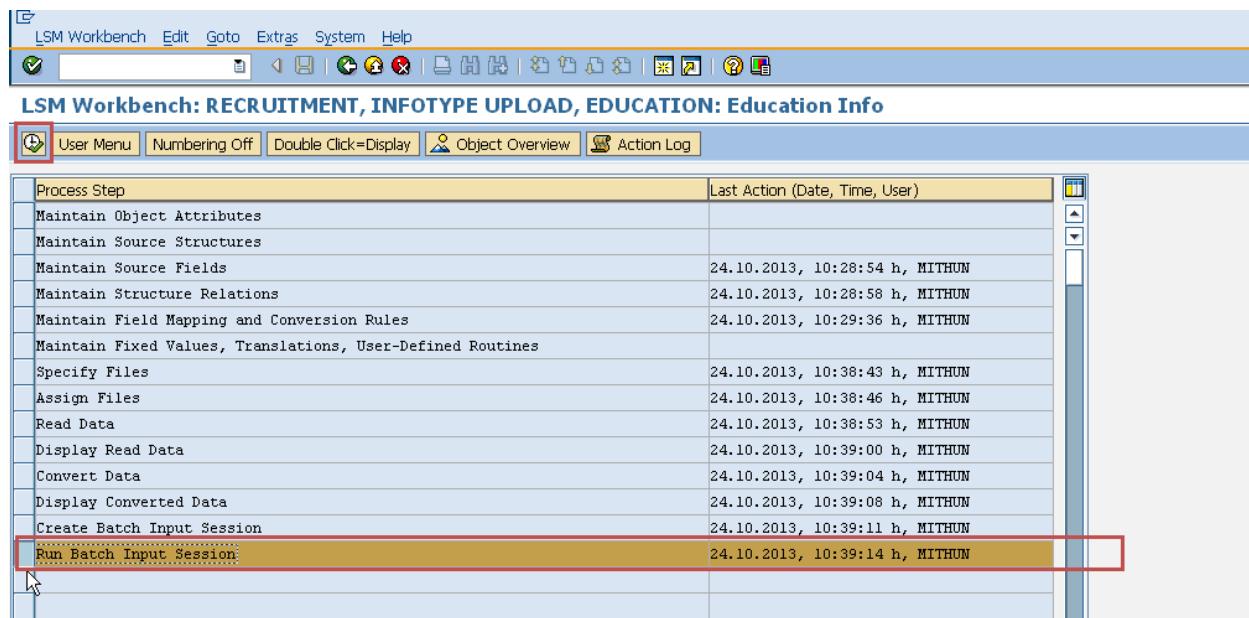
SAP Easy Access

Enter the T.code as mentioned

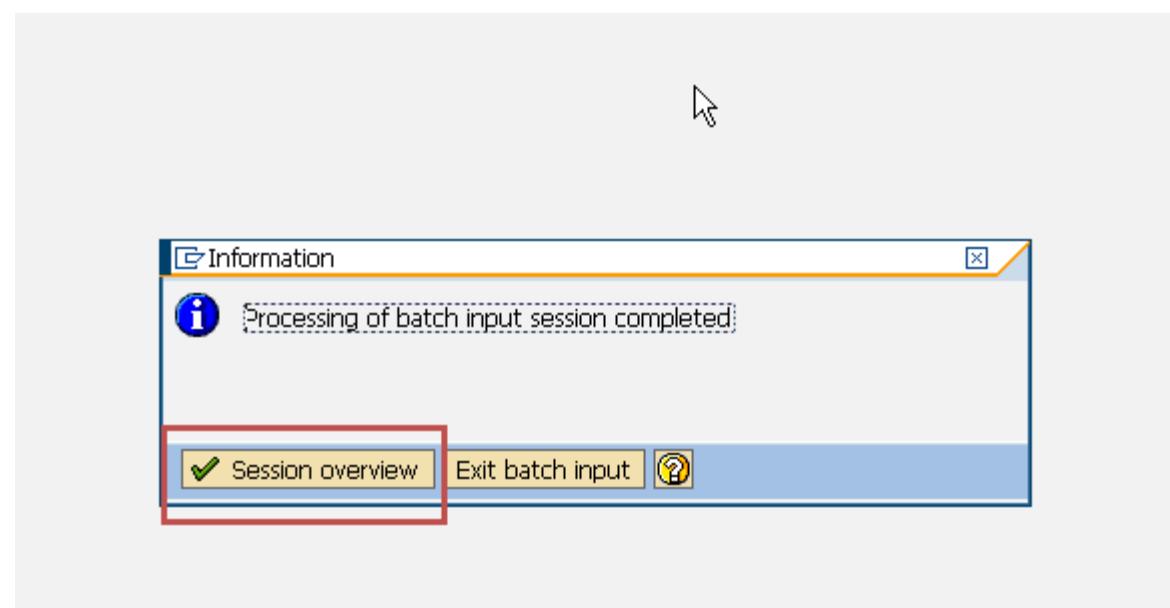
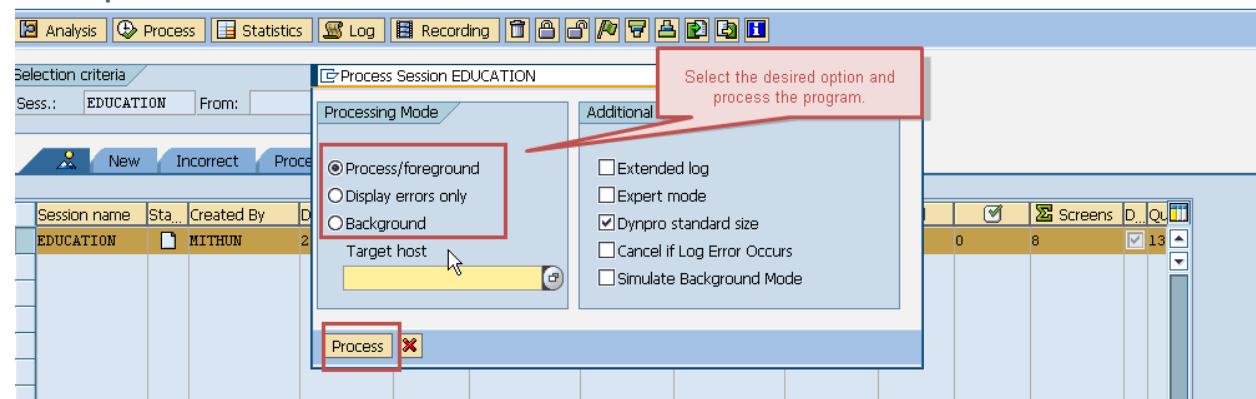
- ▷ Favorites
- ▷ SAP Menu
 - ▷ Office
 - ▷ Cross-Application Components
 - ▷ Collaboration Projects
 - ▷ Logistics
 - ▷ Accounting
 - ▷ Human Resources
 - ▷ Information Systems



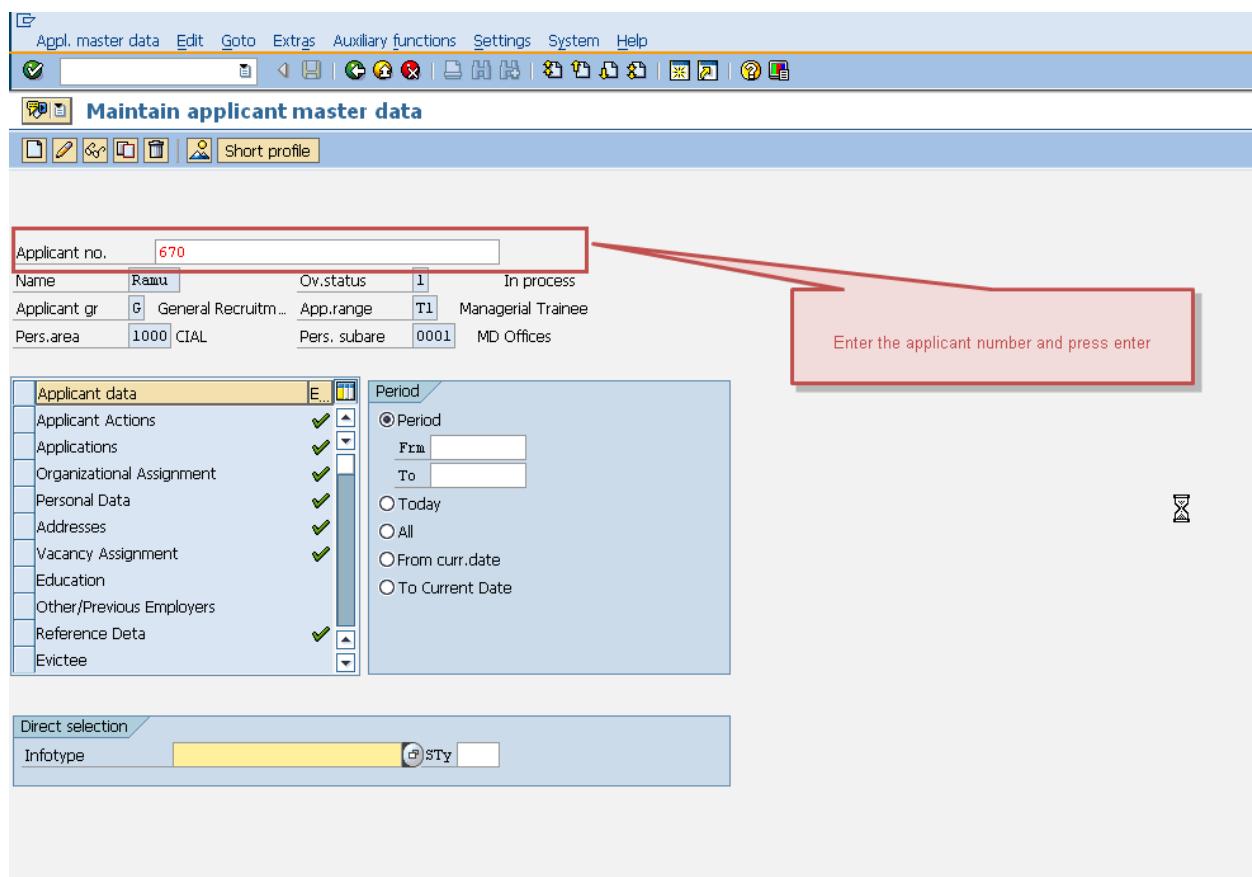
The LSMW steps as mentioned for the initial upload of apprentice is same for all the other upload programs you can refer to that whenever required.



Batch Input: Session Overview



Then you can refer the PB30/PB20 transaction to refer the updated master data.



The screenshot shows the SAP Recruitment System interface for maintaining applicant master data. The top menu bar includes options like Appl. master data, Edit, Goto, Extras, Auxiliary functions, Settings, System, and Help. A toolbar with various icons is located above the main content area. The title bar says "Maintain applicant master data". Below the title bar is a toolbar with icons for New, Open, Save, Print, etc., and a "Short profile" button.

The main form contains the following data:

Applicant no.	670
Name	Ramu
Ov.status	1
In process	
Applicant gr	G General Recruitm...
App.range	T1 Managerial Trainee
Pers.area	1000 CIAL
Pers. subare	0001 MD Offices

A red box highlights the "Applicant no." field, and a red callout bubble says "Enter the applicant number and press enter".

To the left is a navigation tree under "Applicant data" with the following items:

- Applicant Actions
- Applications
- Organizational Assignment
- Personal Data
- Addresses
- Vacancy Assignment
- Education
- Other/Previous Employers
- Reference Data
- Evictee

Next to the navigation tree is a "Period" selection section with radio buttons for "Period", "Today", "All", "From curr.date", and "To Current Date". It also includes "Frm" and "To" date fields and a search icon.

At the bottom left is a "Direct selection" section with an "Infotype" dropdown set to "STY" and a search icon.

Short profile

Applicant no.	670	Ov.status	1	In process	
Name	Ramu	App.range	T1	Managerial Trainee	
Applicant gr	G General Recruit	Pers.area	1000 CIAL	Pers. subare	0001 MD Offices

Applicant data

Applicant Actions	✓
Applications	✓
Organizational Assignment	✓
Personal Data	✓
Addresses	✓
Vacancy Assignment	✓
Education	✓
Other/Previous Employers	✓
Reference Data	✓
Evictee	✓

Period

Period
Frm 01.01.1800
To 31.12.9999

All

Today

From curr.date

To Current Date

Direct selection

Infotype Evictee STy

Display Evictee

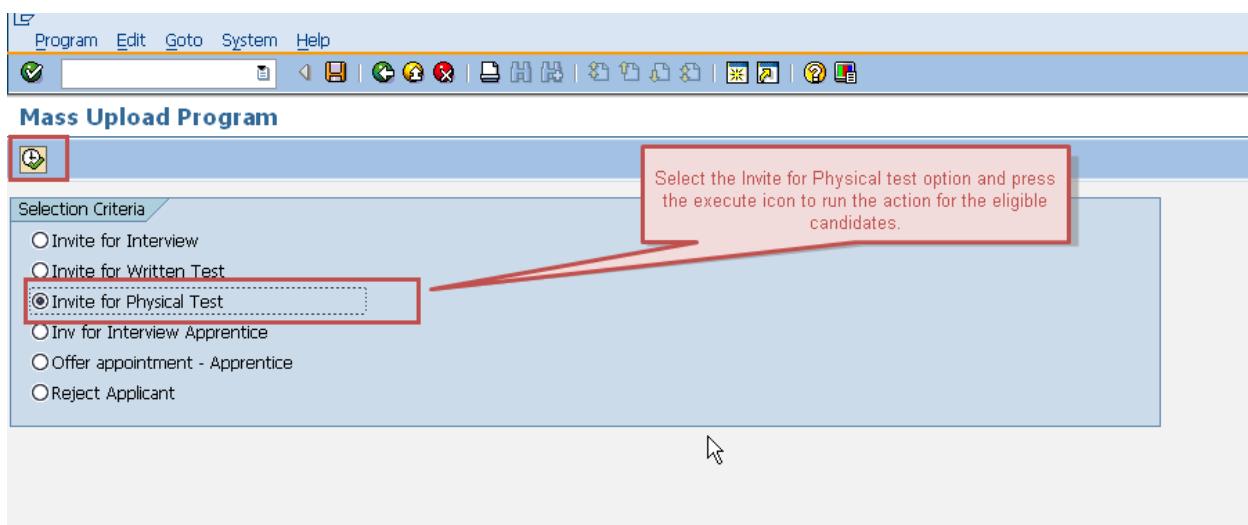
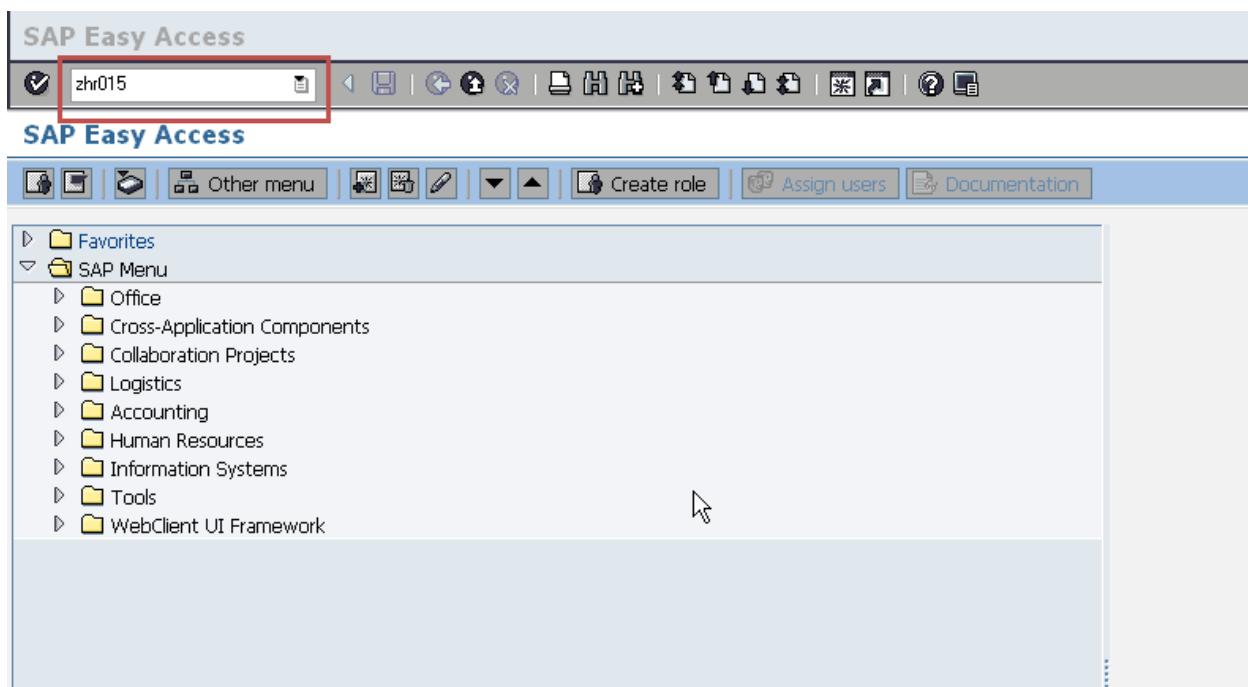
Applicant no	570	Name	Ramu
Applicant gr	6 General Recruitment	App.range	T1 Managerial Trainee
Pers.area	1000 CIAL	Subarea	0001 MD Offices
Start	10.08.2013	To	31.12.9999 Chngd 24.10.2013 MITHUN

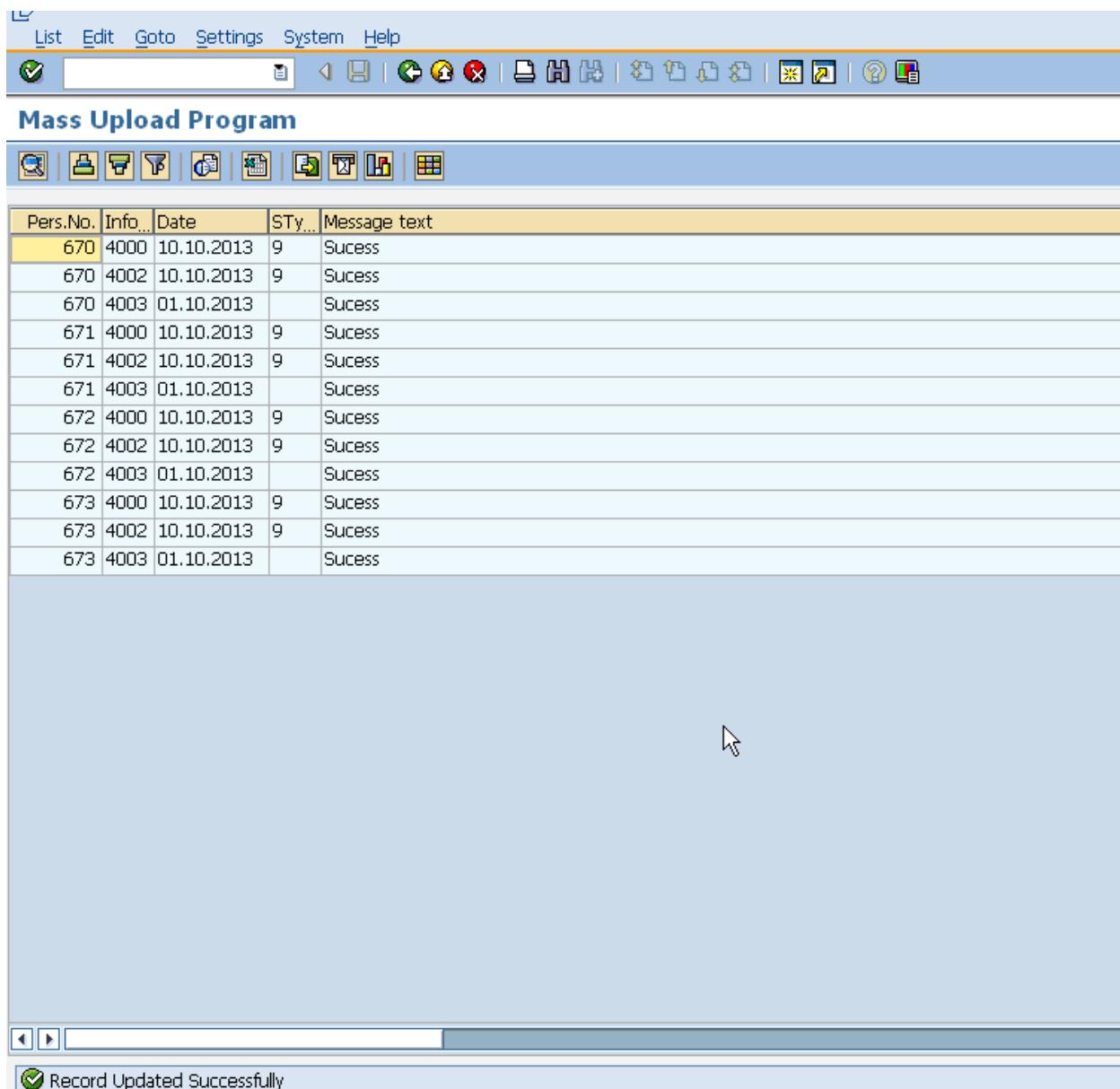
Evictee	
Type of Evictee	House Evictee 1
LAC No	987687
LAC Holder(s) Name	JUDE
Village	AGY
Year	1995
Relationship with LAC Holder	FATHER
Address Line 1	B 23 APPLE
Address Line 2	NEDUMBASERRY
Address Line 3	CIAL
Pincode	683572
Remarks	NIL

Invite for Physical test - Action

After the initial upload the eligible candidates will be called for next round. There are various positions in CIAL which include different selection criteria. If a position requires physical test then all the eligible candidates will be called for Physical test. Here the overall status of the applicant changes to 9 – “Invite for Phy Test”.

Transaction Code	ZHR015
-------------------------	--------



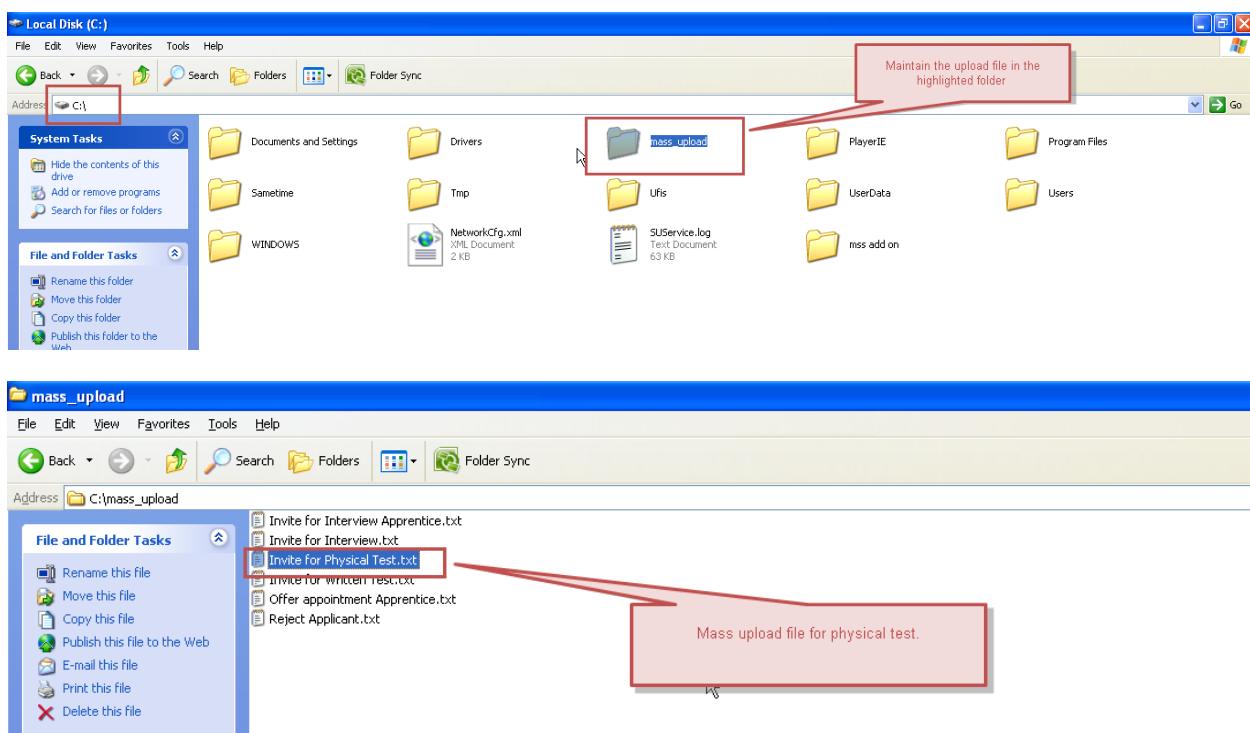


The screenshot shows a software application window titled "Mass Upload Program". At the top is a menu bar with options: List, Edit, Goto, Settings, System, and Help. Below the menu is a toolbar with various icons. The main area contains a table with the following data:

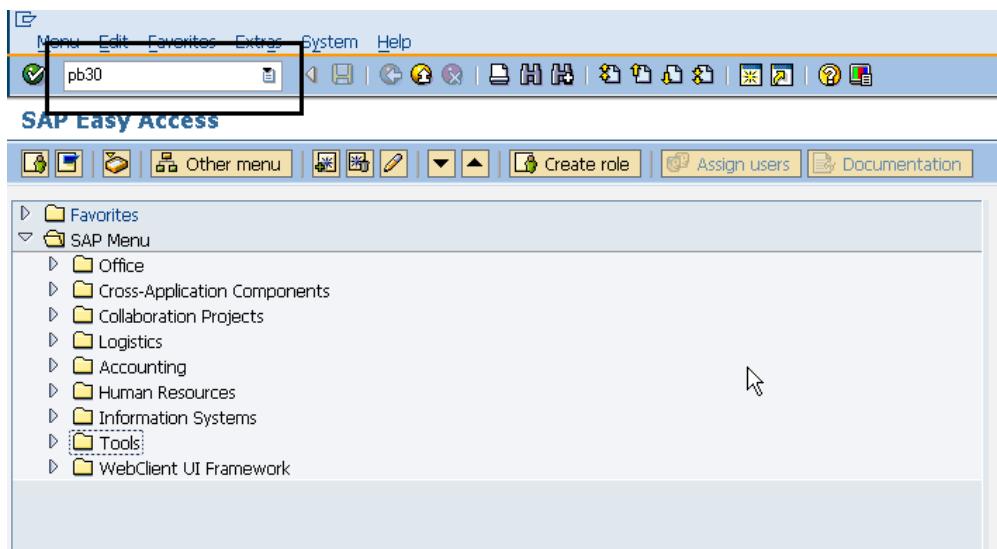
Pers.No.	Info...	Date	STy...	Message text
670	4000	10.10.2013	9	Sucess
670	4002	10.10.2013	9	Sucess
670	4003	01.10.2013		Sucess
671	4000	10.10.2013	9	Sucess
671	4002	10.10.2013	9	Sucess
671	4003	01.10.2013		Sucess
672	4000	10.10.2013	9	Sucess
672	4002	10.10.2013	9	Sucess
672	4003	01.10.2013		Sucess
673	4000	10.10.2013	9	Sucess
673	4002	10.10.2013	9	Sucess
673	4003	01.10.2013		Sucess

At the bottom left, there are navigation buttons (Back, Forward, Home) and a status message:  Record Updated Successfully.

Before executing the above upload make sure the mass upload file is made available in C:\mass_upload



Also after the mass upload you can check the master data individually for the applicants or also the other option is you can run the apprentice list report to see the overall status of the applicants.



Appl. master data Edit Goto Extras Auxiliary functions Settings System Help

Maintain applicant master data

Short profile

Applicant no.	670	Ov.status	9	Inv for Phys Test	
Name	Ramu	App.range	T1	Managerial Trainee	
Applicant gr	G General Recruitment	Pers.area	1000 CIAL	Pers. subarea	0001 MD Offices

Enter the applicant no and overview icon.

Applicant data

Applicant Actions

- Applications
- Organizational Assignment
- Personal Data
- Addresses
- Vacancy Assignment
- Education
- Other/Previous Employers
- Reference Data
- Evictee

Period

Period

Frm _____ To _____

Today
 All
 From curr.date
 To Current Date

List Applicant Actions

App.no	670	Ov.status	9	Inv for Phys Test
Name	Ramu	Subarea	0001	MD Offices
Pers.area	1000 CIAL	App.range	T1	Managerial Trainee
Choose	01.01.1800	To	31.12.9999	

From To Action Name of action type Status Applicant status S

10.10.2013	31.12.9999	25	Invite for Physical Test	9	Inv for Phys Test	2
01.10.2013	09.10.2013	26	Initial entry - General Re ...	1	In process	4

Display Applicant Actions

App.no 570
Name Ramu Ov.status 9 Inv for Phys Test
Pers.area 1000 CIAL Subarea 0001 MD Offices
App.group G General Recruitment App.range T1 Managerial Trainee
Valid 10.10.2013 To 31.12.9999 Chgd 24.10.2013 MITHUN

Applicant action and status

Applicant action ty.	Invite for Physical Test
Overall status	9 Inv for Phys Test
Status reason	25 Physical Mes & Endurance Test

Reference

Reference available
Reference employee 0

Organizational assignment

Personnel area	1000 CIAL
Applicant group	G General Recruitment
Applicant range	Managerial Trainee

Maintain applicant master data

 Short profile

Applicant no.	670	Ov.status	9	Inv for Phys Test	
Name	Ramu	App.range	T1	Managerial Trainee	
Applicant gr	G General Recruitm...	Pers.area	1000 CIAL	Pers. subarea	0001 MD Offices

Period

- Period

Frm	To
-----	----
- Today
- All
- From curr.date
- To Current Date

Applicant data	E...
Applicant Actions	✓
Applications	✓
Organizational Assignment	✓
Personal Data	✓
Addressee	✓
Vacancy Assignment	✓
Education	✓
Other/Previous Employers	✓
Reference Data	✓
Evictee	✓

Direct selection

Infotype Vacancy Assignment STY

Vacancy assignment status also changes to 9.

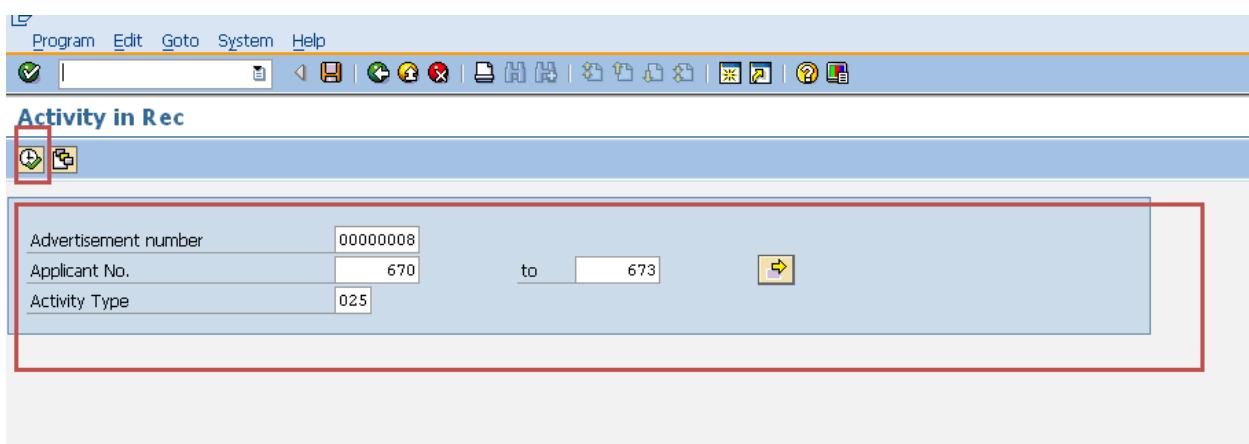
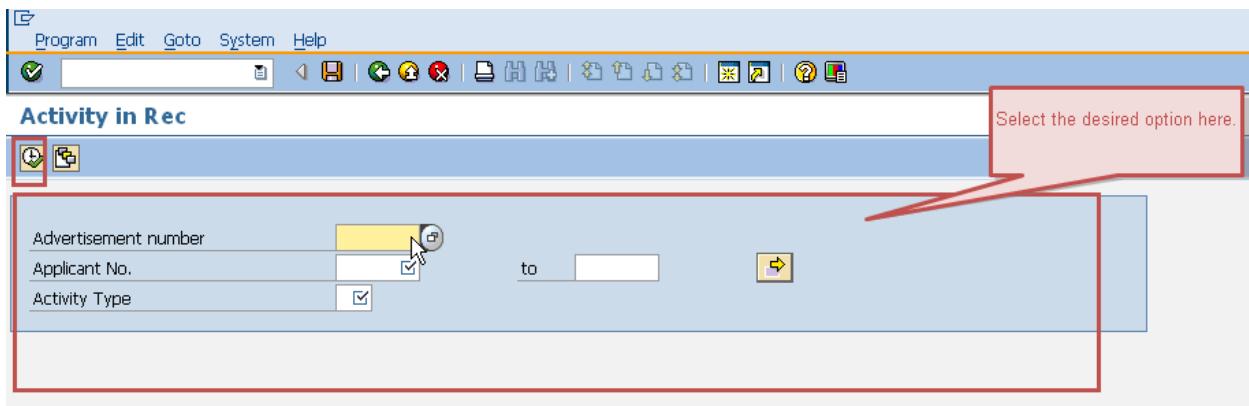
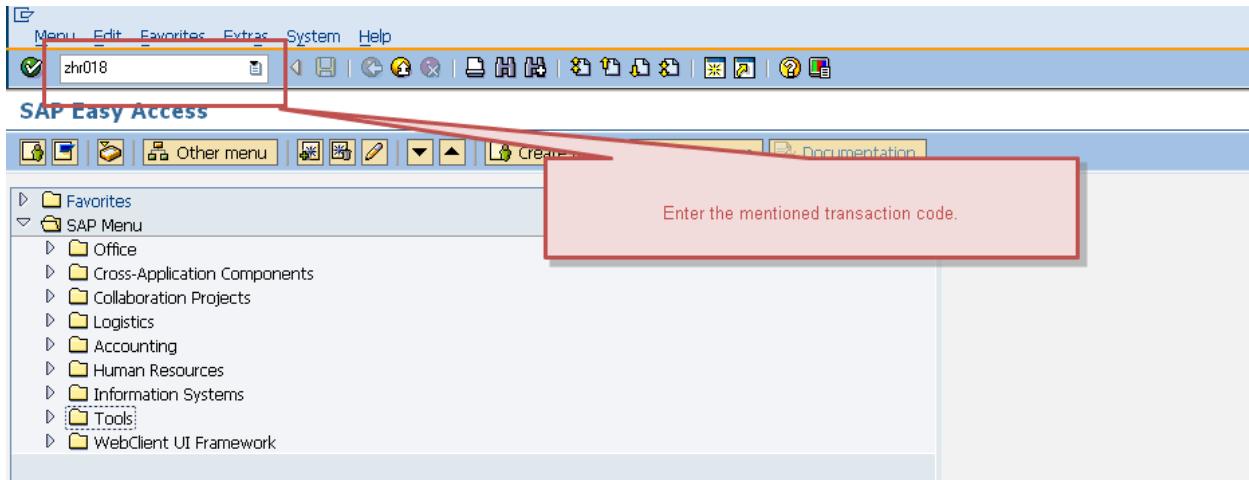
Display Vacancy Assignment

Applicant no	670	Name	Ramu
Applicant gr	G General Recruitment	App.range	T1 Managerial Trainee
Pers.area	1000 CIAL	Subarea	0001 MD Offices
Start	10.10.2013	To	31.12.9999 Chng 24.10.2013 MITHUN

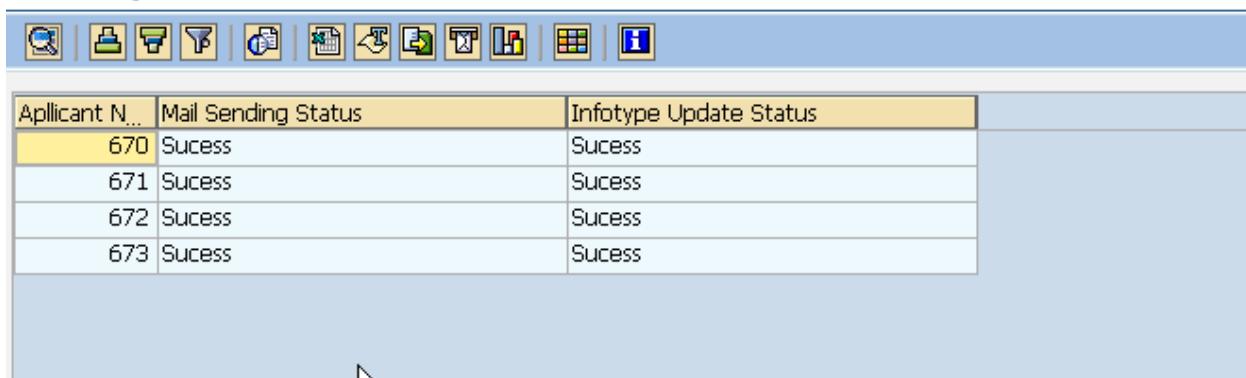
Vacancy assignment

Priority	Priority 1
Vacancy	20000093 Manager
Vac.assign.stat	9 Inv for Phys Test
Status reason	25 Physical Mes & Endurance Test

After running the action SAP gives an option to send mail to the applicants. Either you can make use of this option or send manually as been followed currently.



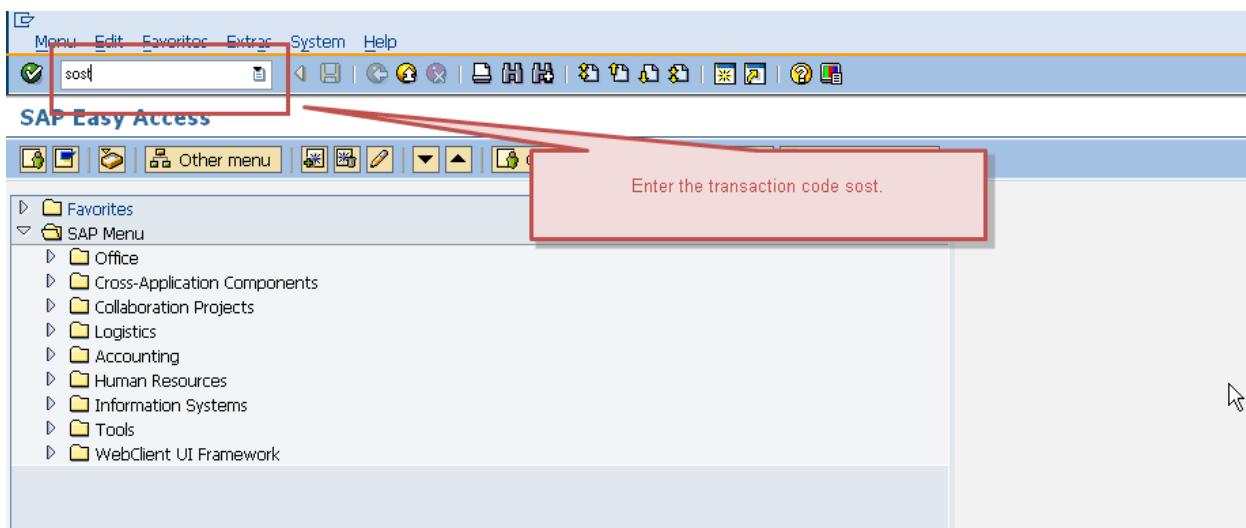
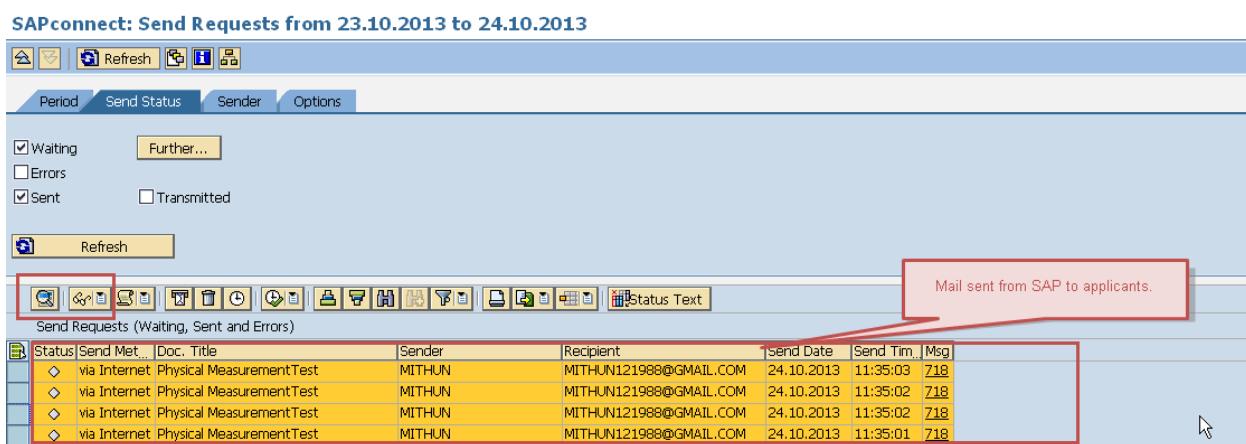
Activity in Rec



The screenshot shows a SAP interface titled "Activity in Rec". At the top is a toolbar with various icons. Below it is a table with three columns: "Applicant N...", "Mail Sending Status", and "InfoType Update Status". The table contains four rows, each with an ID (670, 671, 672, 673) and a status of "Sucess" in both columns.

Applicant N...	Mail Sending Status	InfoType Update Status
670	Sucess	Sucess
671	Sucess	Sucess
672	Sucess	Sucess
673	Sucess	Sucess

HRADMIN can also monitor the mails sent from SAP to applicants.

The screenshot shows the SAPconnect: Send Requests screen. At the top, there's a toolbar with icons and a message "SAPconnect: Send Requests from 23.10.2013 to 24.10.2013". Below the toolbar, there are filter options: "Period", "Send Status", "Sender", and "Options". Under "Send Status", checkboxes are checked for "Waiting", "Sent", and "Errors". A "Refresh" button is available. A red box highlights the "Send Status" tab. A red callout box points to the "Send Status" tab with the text "Mail sent from SAP to applicants." A red box highlights the "Errors" checkbox. The main area displays a table of "Send Requests (Waiting, Sent and Errors)". The table has columns: Status, Send Met..., Doc. Title, Sender, Recipient, Send Date, Send Tim., and Msg. The table contains four entries, all of which are highlighted with yellow boxes.

Status	Send Met...	Doc. Title	Sender	Recipient	Send Date	Send Tim.	Msg
♦	via Internet	Physical MeasurementTest	MITHUN	MITHUN121988@GMAIL.COM	24.10.2013	11:35:03	718
♦	via Internet	Physical MeasurementTest	MITHUN	MITHUN121988@GMAIL.COM	24.10.2013	11:35:02	718
♦	via Internet	Physical MeasurementTest	MITHUN	MITHUN121988@GMAIL.COM	24.10.2013	11:35:02	718
♦	via Internet	Physical MeasurementTest	MITHUN	MITHUN121988@GMAIL.COM	24.10.2013	11:35:01	718

If you select the view option you can view the letter been sent via SAP.

Print Preview of Page 00001 of 00001



COCHIN INTERNATIONAL AIRPORT LIMITED
Kochi Airport P.O. - 683111. Tel: 0484-2610115, Fax : 0484-2610012

Invitation for Interview

Date: 24/10/2013
Applicant No.: 00000673

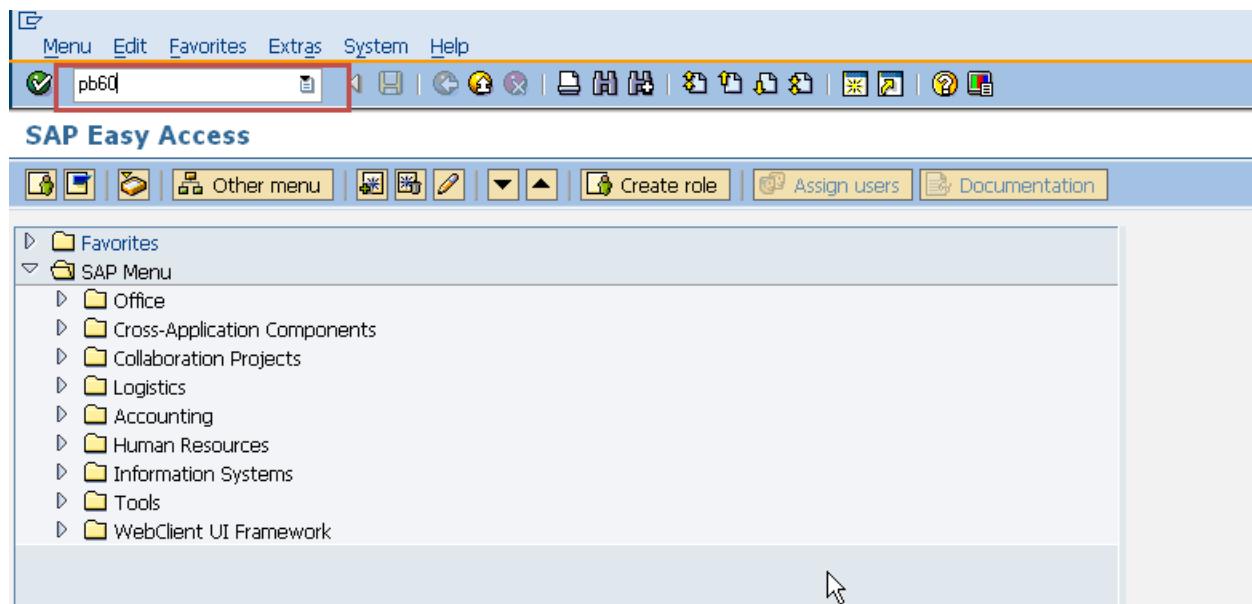
VEENA
NO 7/66 RAJA VEEDHI,
PAGAL PATTY(PO), OMALUR(TK),
SALEM
Ernakulam-683572.

Dear VEENA,

Sub: Selection of Manager (CIAL Golf & Country Club) Managerial - Personal Interview
Ref: Written Test conducted on 28/10/2012

We are pleased to inform you that you have been shortlisted for interview for the post of Manager (CIAL Golf & Country Club) Managerial. You are requested to appear for the Interview on Saturday, 1st December 2012 at the office of Cochin International Airport

After the mail is been net also you can check whether the planned activity is completed or not.



Enter the applicant no

Applicant no.	670	Ov.Status	9	Inv for Phys Test
Applicant gr	G General Recruitm...	App.range	T1	Managerial Trainee
Pers.area	1000 CIAL	Pers. subarea	0001	MD Offices

Maintain Applicant Activities

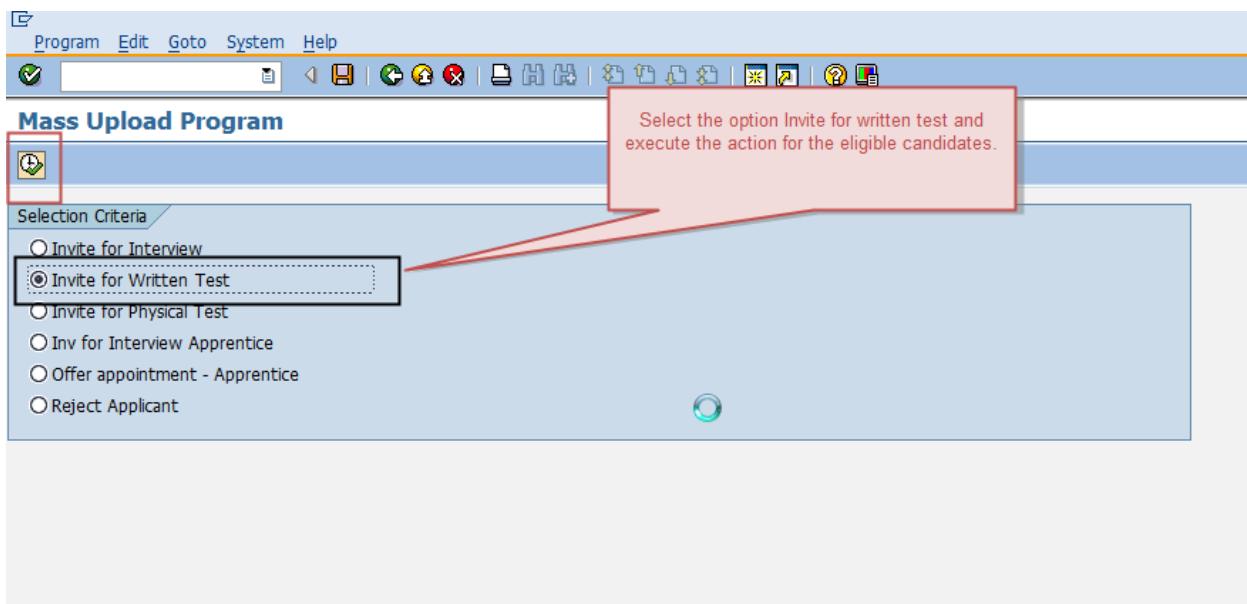
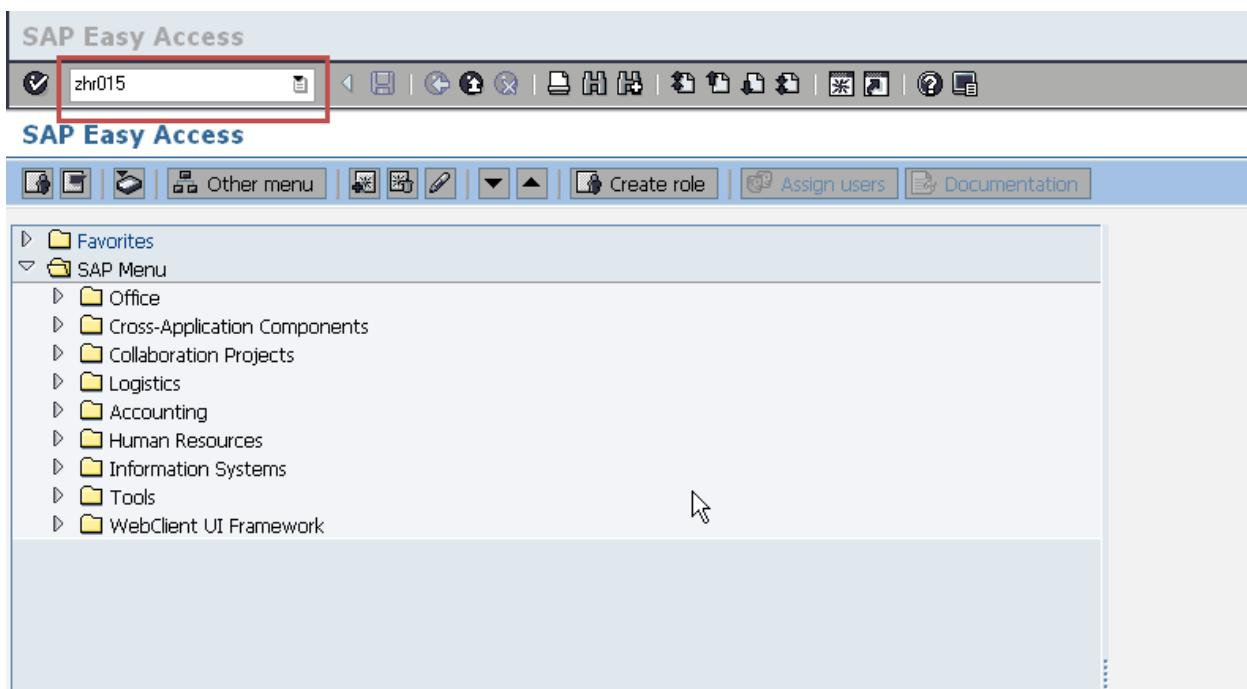
Activity	Activity	Activity	Planned <-> completed	Follow-up activities	Reference	Print letter	Letter																												
Applicant no	670	Name	Ramu																																
Applicant gr	G General Recruitment	App.range	T1	Managerial Trainee																															
Pers.area	1000 CIAL	Subarea	0001	MD Offices																															
App.received	01.10.2013	CIAL Webiste																																	
<table border="1"> <thead> <tr> <th colspan="4">Compl. Activities</th> </tr> <tr> <th>Activity text</th> <th>Perform</th> <th>Time</th> <th>Person responsible</th> </tr> </thead> <tbody> <tr> <td>Phyl Meas Test</td> <td>24.10.2013</td> <td>00:00</td> <td>Manager</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Compl. Activities				Activity text	Perform	Time	Person responsible	Phyl Meas Test	24.10.2013	00:00	Manager																
Compl. Activities																																			
Activity text	Perform	Time	Person responsible																																
Phyl Meas Test	24.10.2013	00:00	Manager																																
<table border="1"> <thead> <tr> <th colspan="4">Plnd Activities</th> </tr> <tr> <th>Activity text</th> <th>Perform</th> <th>Time</th> <th>Person responsible</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>Vacanc</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Plnd Activities				Activity text	Perform	Time	Person responsible				Vacanc																
Plnd Activities																																			
Activity text	Perform	Time	Person responsible																																
			Vacanc																																

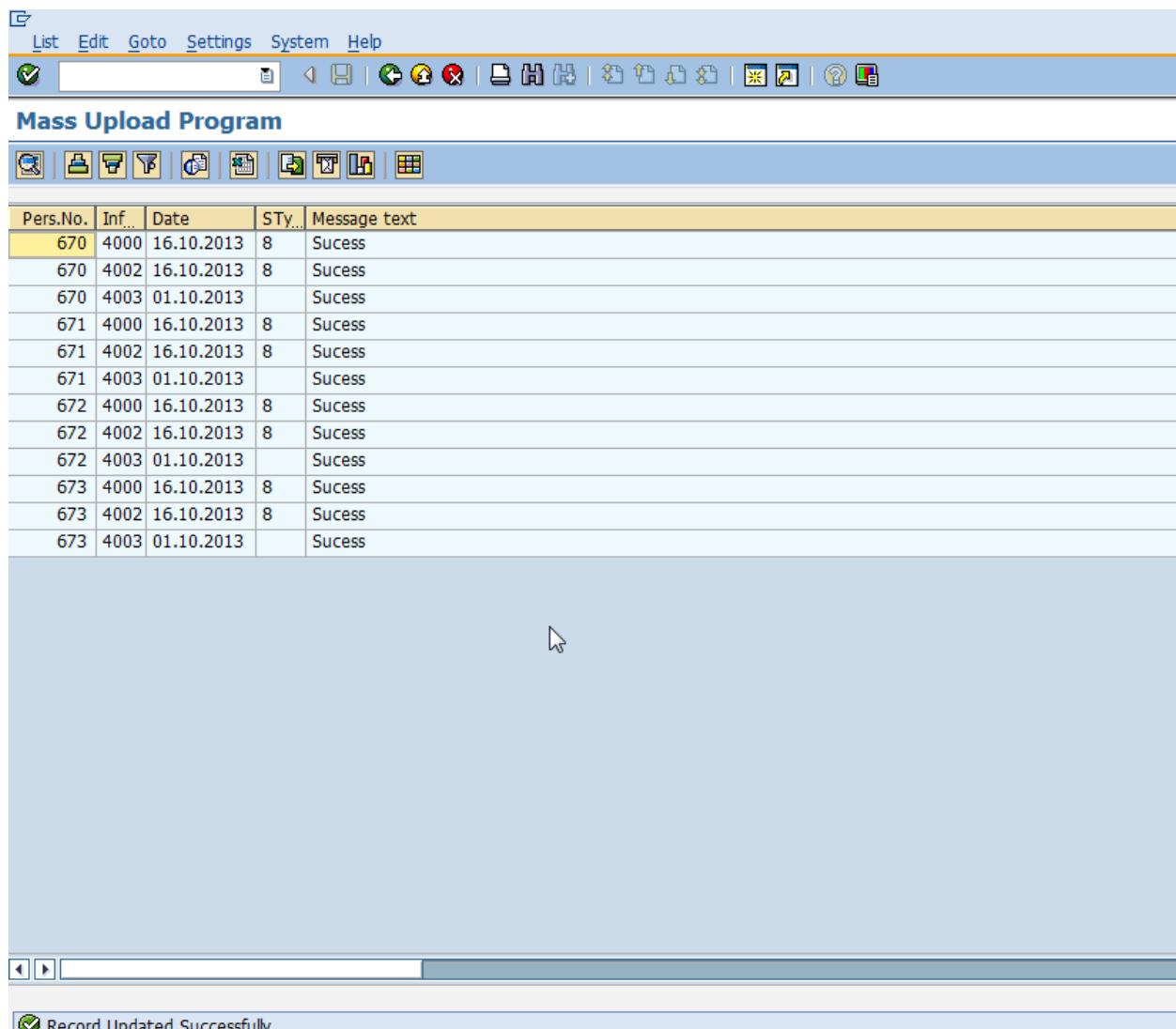
After the mail is been sent the planned activity becomes completed.

Invite for Written Test - Action

After the initial upload the eligible candidates will be called for next round. There are various positions in CIAL which include different selection criteria. If a position requires written test then all the eligible candidates will be called for written test. Here the overall status of the applicant changes to 8 – “Invite for Written Test”.

Transaction Code	ZHR015
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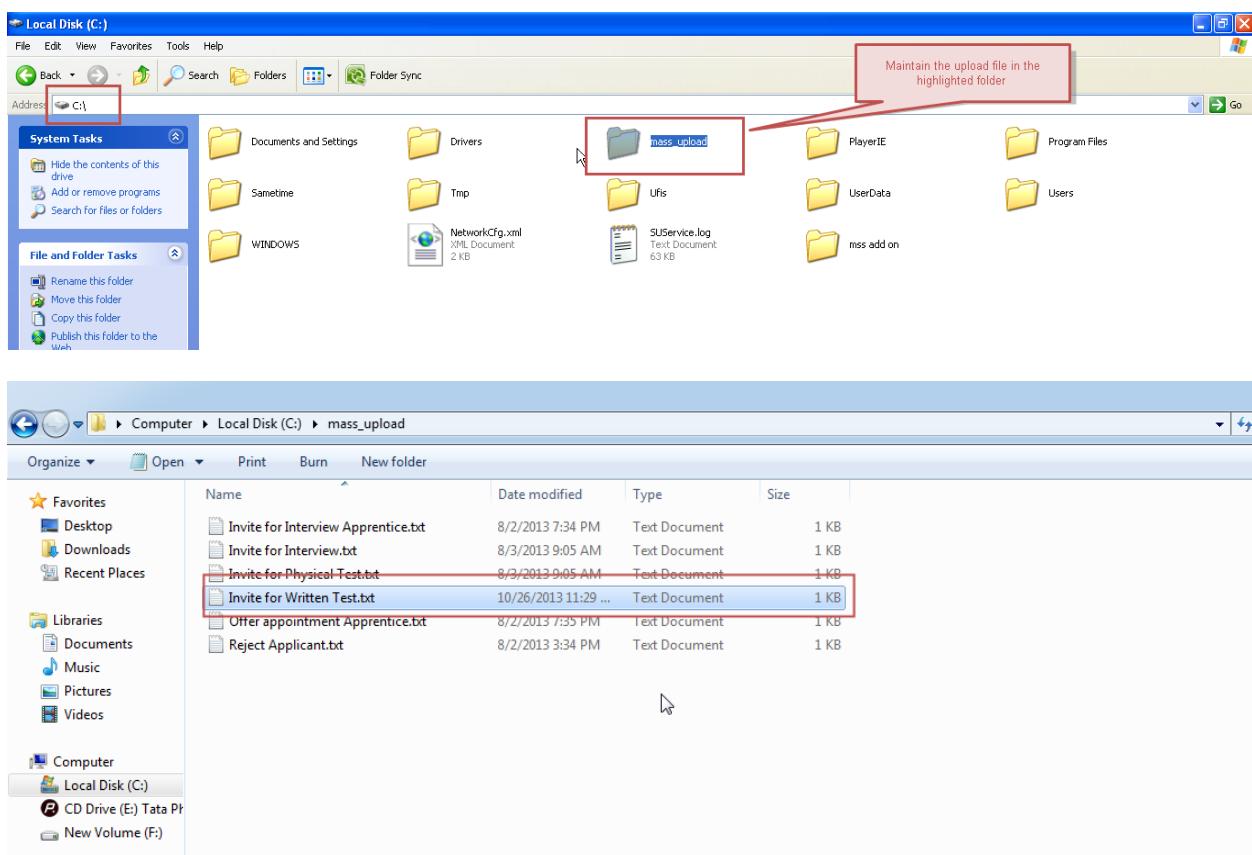


The screenshot shows a software application window titled "Mass Upload Program". The window has a menu bar with options: List, Edit, Goto, Settings, System, Help. Below the menu is a toolbar with various icons. The main area contains a table with the following data:

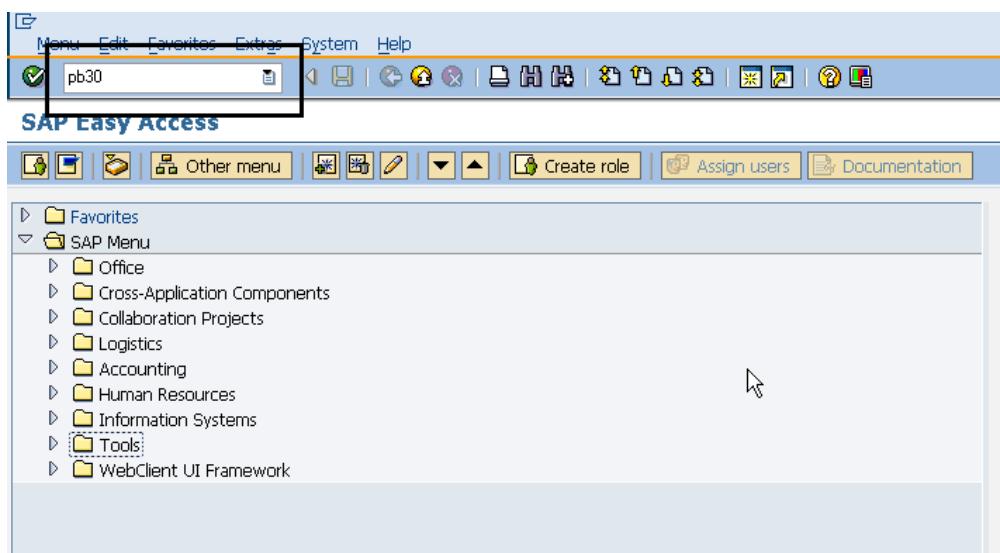
Pers.No.	Inf...	Date	STy...	Message text
670	4000	16.10.2013	8	Sucess
670	4002	16.10.2013	8	Sucess
670	4003	01.10.2013		Sucess
671	4000	16.10.2013	8	Sucess
671	4002	16.10.2013	8	Sucess
671	4003	01.10.2013		Sucess
672	4000	16.10.2013	8	Sucess
672	4002	16.10.2013	8	Sucess
672	4003	01.10.2013		Sucess
673	4000	16.10.2013	8	Sucess
673	4002	16.10.2013	8	Sucess
673	4003	01.10.2013		Sucess

At the bottom of the window, there is a status message: "Record Updated Successfully" with a checkmark icon.

Before executing the above upload make sure the mass upload file is made available in C:\mass_upload



Also after the mass upload you can check the master data individually for the applicants or also the other option is you can run the apprentice list report to see the overall status of the applicants.



Appl. master data Edit Goto Extras Auxiliary functions Settings System Help

Maintain applicant master data

Short profile

Applicant no.	670			
Name	Ramu	Ov.status	9	Inv for Phys Test
Applicant gr	G General Recruitment	App.range	T1	Managerial Trainee
Pers.area	1000 CIAL	Pers. subarea	0001	MD Offices

Enter the applicant no and overview icon.

Applicant data

Applicant Actions:	<input checked="" type="checkbox"/>
Applications	<input checked="" type="checkbox"/>
Organizational Assignment	<input checked="" type="checkbox"/>
Personal Data	<input checked="" type="checkbox"/>
Addresses	<input checked="" type="checkbox"/>
Vacancy Assignment	<input checked="" type="checkbox"/>
Education	<input checked="" type="checkbox"/>
Other/Previous Employers	<input checked="" type="checkbox"/>
Reference Data	<input checked="" type="checkbox"/>
Evictee	<input checked="" type="checkbox"/>

Period

Period
Frm _____
To _____

Today
 All
 From curr.date
 To Current Date

List Applicant Actions

List Applicant Actions

App.no	670			
Name	Ramu	Ov.status	8	Invite for Wri Test
Pers.area	1000 CIAL	Subarea	0001	MD Offices
App.group	G General Recruitment	App.range	T1	Managerial Trainee
Choose	01.01.1800	to	31.12.9999	

From	To	Action	Name of action type	Status	Applicant status	Sub
16.10.2013	31.12.9999	08	Invite for Written Test	8	Invite for Wri Test	2
10.10.2013	15.10.2013	25	Invite for Physical Test	9	Inv for Phys Test	2
01.10.2013	09.10.2013	26	Initial entry - General Rec..1		In process	4

   **Display Applicant Actions**

App.no	570	Ov.status	8	Invite for Wri Test
Name	Ramu	Subarea	0001	MD Offices
Pers.area	1000 CIAL	App.range	T1	Managerial Trainee
App.group	G General Recruitment	Chgd	26.10.2013	MITHUN
Valid	16.10.2013	To	31.12.9999	

Applicant action and status

Applicant action ty.	Invite for Written Test
Overall status	8 Invite for Wri Test
Status reason	24 Written Test Invitation

Reference

Reference available	<input type="checkbox"/>
Reference employee	0

Organizational assignment

Personnel area	1000 CIAL
Applicant group	G General Recruitment
Applicant range	Managerial Trainee

Maintain applicant master data

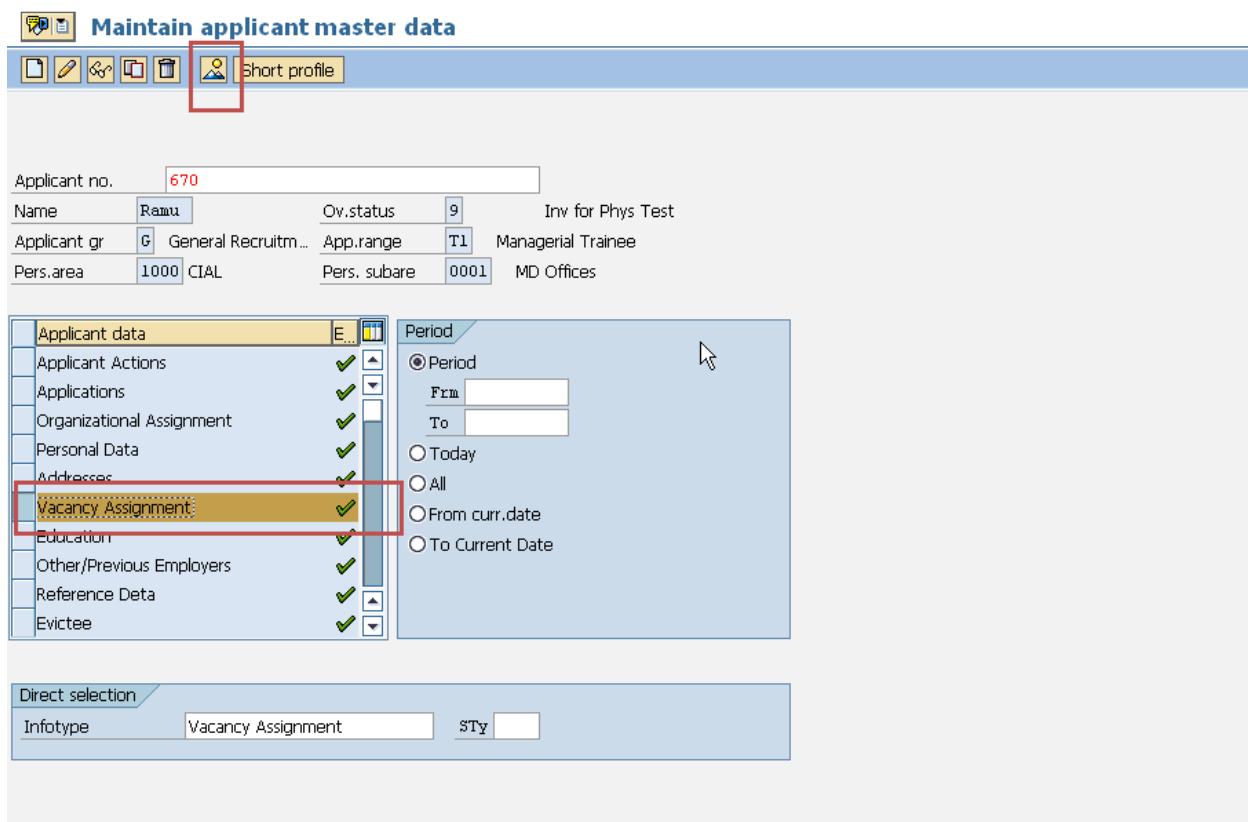
Short profile

Applicant no.	670			
Name	Ramu	Ov.status	9	Inv for Phys Test
Applicant gr	G	General Recruitm...	T1	Managerial Trainee
Pers.area	1000	CIAL	Pers. subare	0001 MD Offices

Applicant data E...
Applicant Actions ✓
Applications ✓
Organizational Assignment ✓
Personal Data ✓
Addressee ✓
Vacancy Assignment ✓
Education ✓
Other/Previous Employers ✓
Reference Data ✓
Evictee ✓

Period
 Period
Frm _____ To _____
 Today
 All
 From curr.date
 To Current Date

Direct selection
Infotype Vacancy Assignment STY



Vacancy assignment status also changes to 8.

List Vacancy Assignment

Buttons:

Applicant no	670	Name	Ramu
Applicant gr	G	General Recruitment	App.range T1 Managerial Trainee
Pers.area	1000	CIAL	Subarea 0001 MD Offices
Choose	01.01.1800	to	31.12.9999 STy.

Pr	from	to	Vacancy	Activity	Vac.assign.status
01	16.10.2013	31.12.9999	20000093	Manager	Invite for Wri Te
01	10.10.2013	15.10.2013	20000093	Manager	Inv for Phys Test
01	01.10.2013	09.10.2013	20000093	Manager	In process

Display Vacancy Assignment

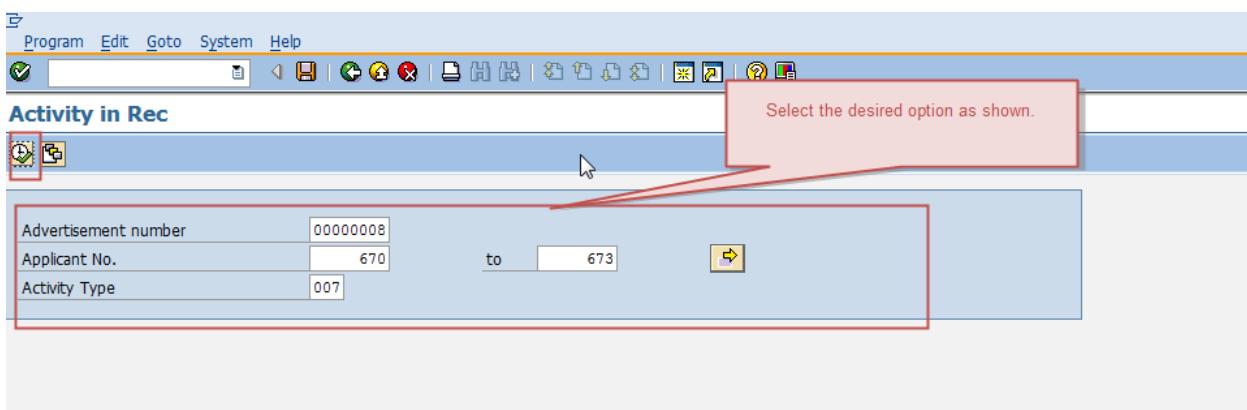
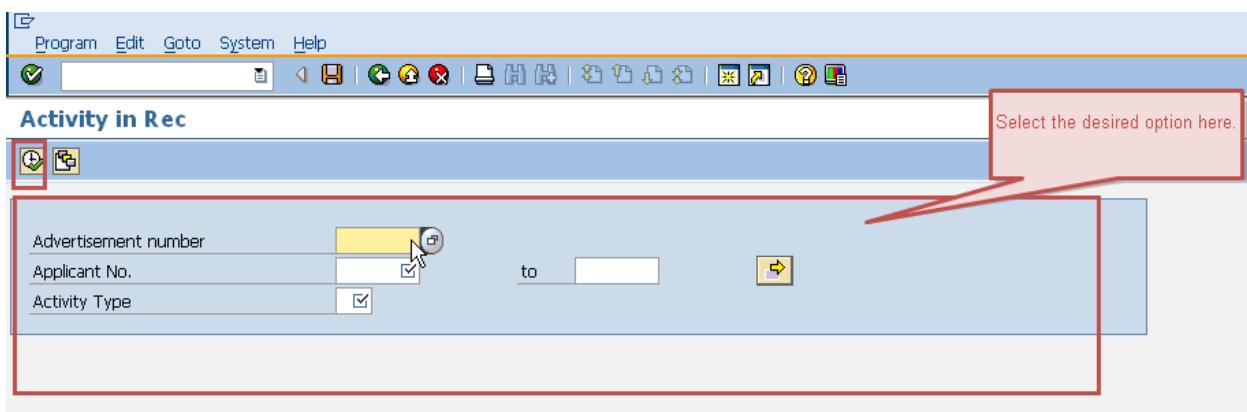
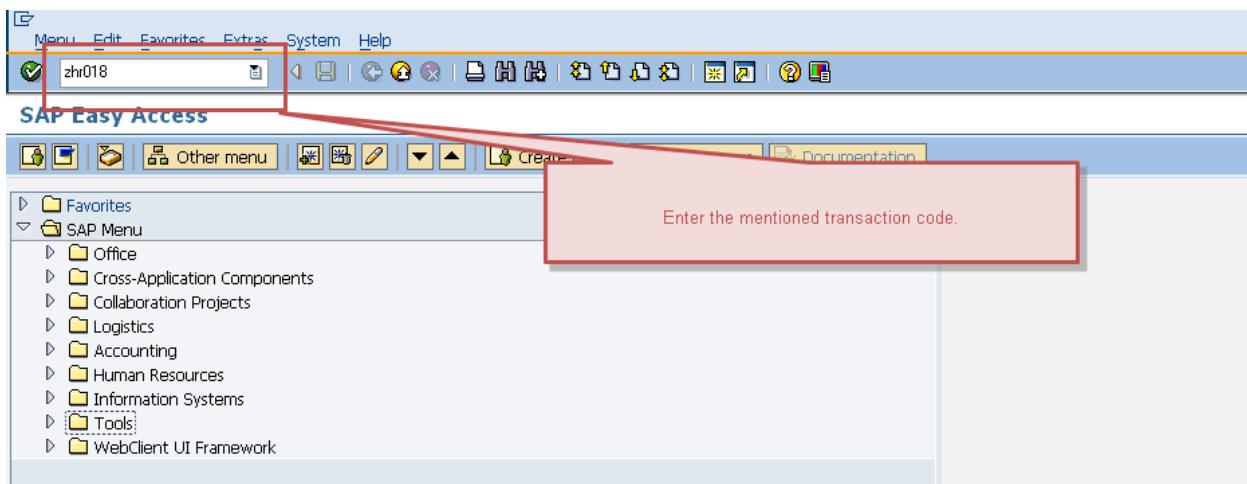
Buttons:

Applicant no	670	Name	Ramu
Applicant gr	G	General Recruitment	App.range T1 Managerial Trainee
Pers.area	1000	CIAL	Subarea 0001 MD Offices
Start	16.10.2013	To	31.12.9999 Chng 26.10.2013 MITHUN

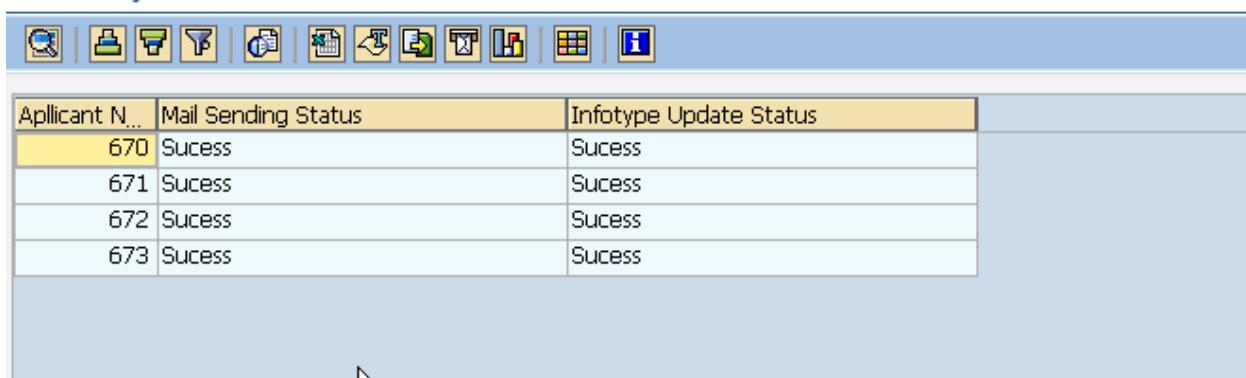
Vacancy assignment

Priority	Priority 1
Vacancy	20000093 Manager
Vac.assign.stat	8 Invite for Wri Test
Status reason	24 Written Test Invitation

After running the action SAP gives an option to send mail to the applicants. Either you can make use of this option or send manually as been followed currently.



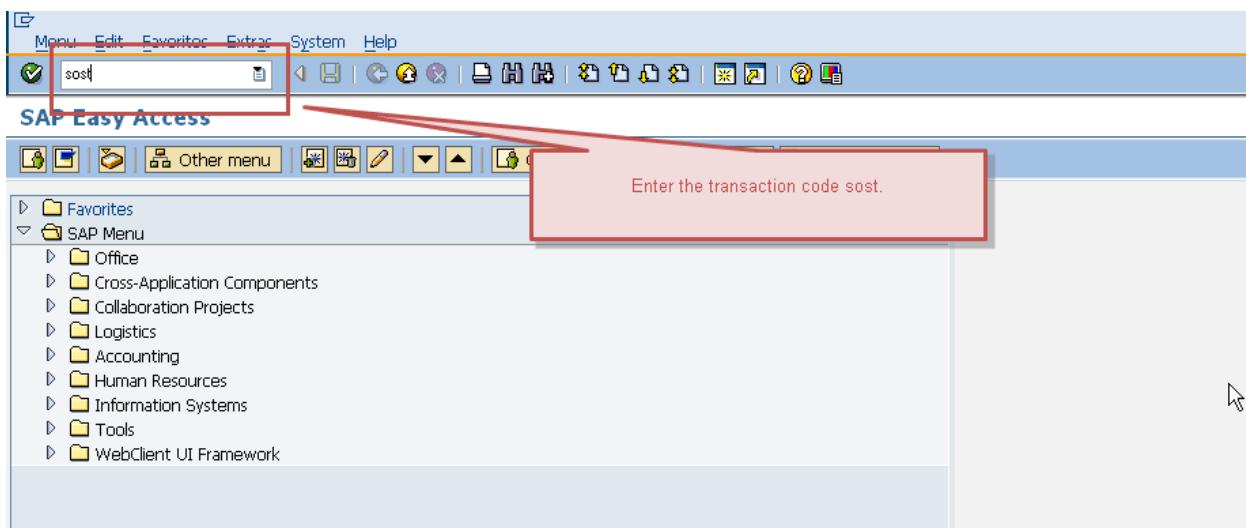
Activity in Rec



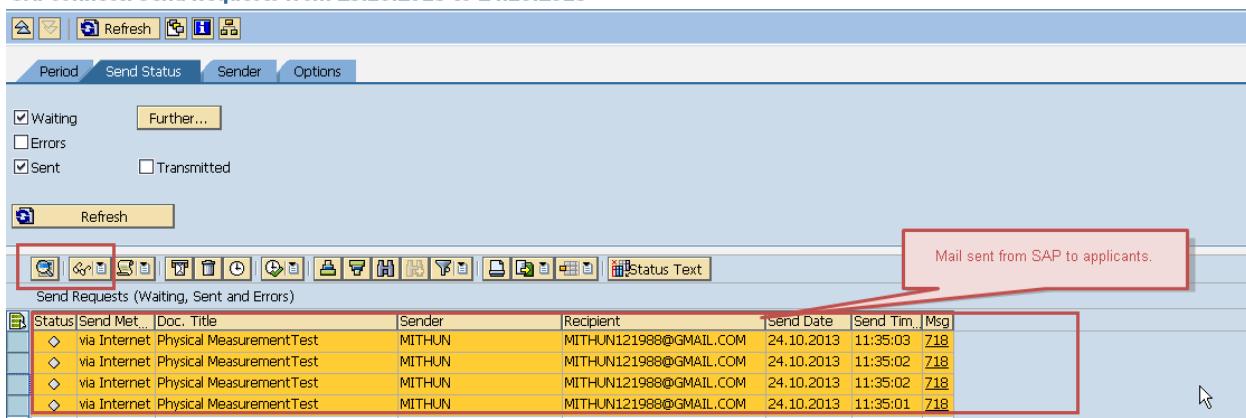
The screenshot shows a SAP interface titled "Activity in Rec". At the top is a toolbar with various icons. Below it is a table with three columns: "Applicant N...", "Mail Sending Status", and "InfoType Update Status". The table contains four rows, each with the number 670, 671, 672, and 673 respectively, and the word "Sucess" in both the "Mail Sending Status" and "InfoType Update Status" columns.

Applicant N...	Mail Sending Status	InfoType Update Status
670	Sucess	Sucess
671	Sucess	Sucess
672	Sucess	Sucess
673	Sucess	Sucess

HRADMIN can also monitor the mails sent from SAP to applicants.



SAPconnect: Send Requests from 23.10.2013 to 24.10.2013



The screenshot shows the SAPconnect: Send Requests screen. At the top is a toolbar with various icons. Below it is a navigation bar with tabs: "Period", "Send Status", "Sender", and "Options". Under "Period", checkboxes are checked for "Waiting", "Sent", and "Errors". A "Refresh" button is available. A red box highlights the "Sender" tab. To the right of the "Sender" tab is a tooltip box with the text "Mail sent from SAP to applicants.". The main area displays a table titled "Send Requests (Waiting, Sent and Errors)". The table has columns: Status, Send Met..., Doc. Title, Sender, Recipient, Send Date, Send Tim., and Msg. The table lists four entries, all of which are "via Internet Physical MeasurementTest" from sender "MITHUN" to recipient "MITHUN121988@GMAIL.COM" at various times on 24.10.2013.

Status	Send Met...	Doc. Title	Sender	Recipient	Send Date	Send Tim.	Msg
♦	via Internet Physical MeasurementTest		MITHUN	MITHUN121988@GMAIL.COM	24.10.2013	11:35:03	718
♦	via Internet Physical MeasurementTest		MITHUN	MITHUN121988@GMAIL.COM	24.10.2013	11:35:02	718
♦	via Internet Physical MeasurementTest		MITHUN	MITHUN121988@GMAIL.COM	24.10.2013	11:35:02	718
♦	via Internet Physical MeasurementTest		MITHUN	MITHUN121988@GMAIL.COM	24.10.2013	11:35:01	718

If you select the view option you can view the letter been sent via SAP.

Print Preview of Page 00001 of 00001



COCHIN INTERNATIONAL AIRPORT LIMITED
Kochi Airport P.O. - 683111. Tel: 0484-2610115, Fax: 0484-2610012

Invitation for Interview

Date: 24/10/2013
Applicant No.: 00000673

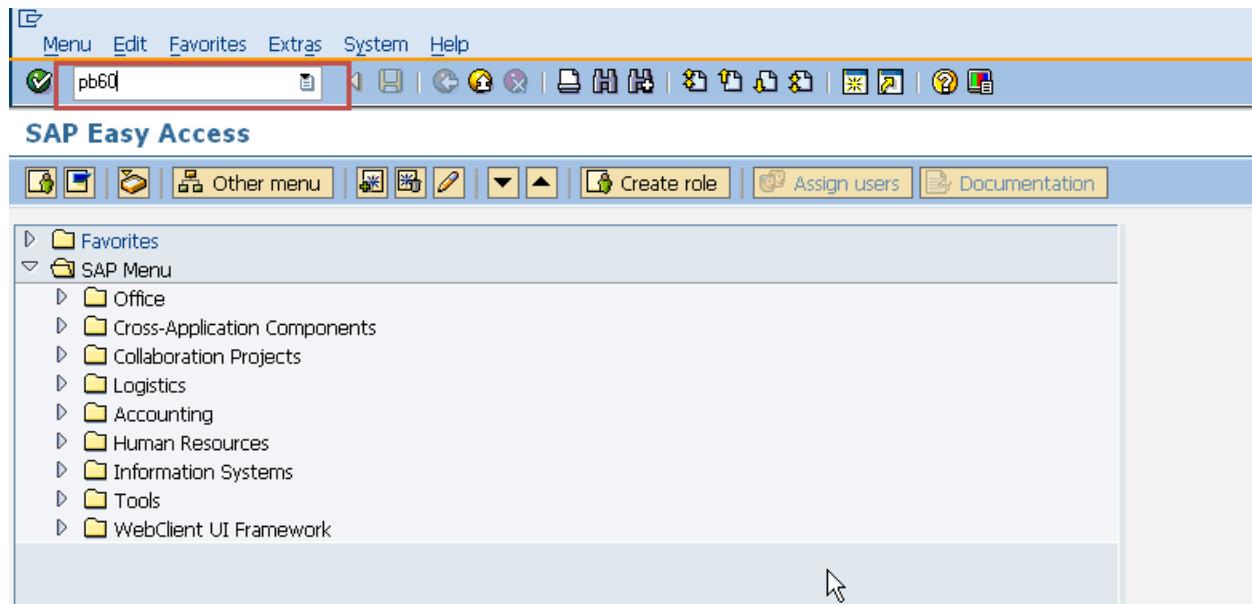
VEENA
NO 7/66 RAJA VEEDHI,
PAGAL PATTY(PO), OMALUR(TK),
SALEM
Ernakulam-683572.

Dear VEENA,

Sub: Selection of Manager (CIAL Golf & Country Club) Managerial - Personal Interview
Ref: Written Test conducted on 28/10/2012

We are pleased to inform you that you have been shortlisted for interview for the post of Manager (CIAL Golf & Country Club) Managerial. You are requested to appear for the Interview on Saturday, 1st December 2012 at the office of Cochin International Airport

After the mail is been net also you can check whether the planned activity is completed or not.



Enter the applicant no

Applicant no.	670	Ov.Status	Inv for Phys Test
Applicant gr	G General Recruitment	App.range	T1 Managerial Trainee
Pers.area	1000 CIAL	Pers. subarea	0001 MD Offices

Maintain Applicant Activities

Compl. Activities			
Activity text	Perform	Time	Person responsible
Test inv	26.10.2013	00:00	Manager
Phyl Meas Test	24.10.2013	00:00	Manager

After the mails sent the activity becomes as completed.

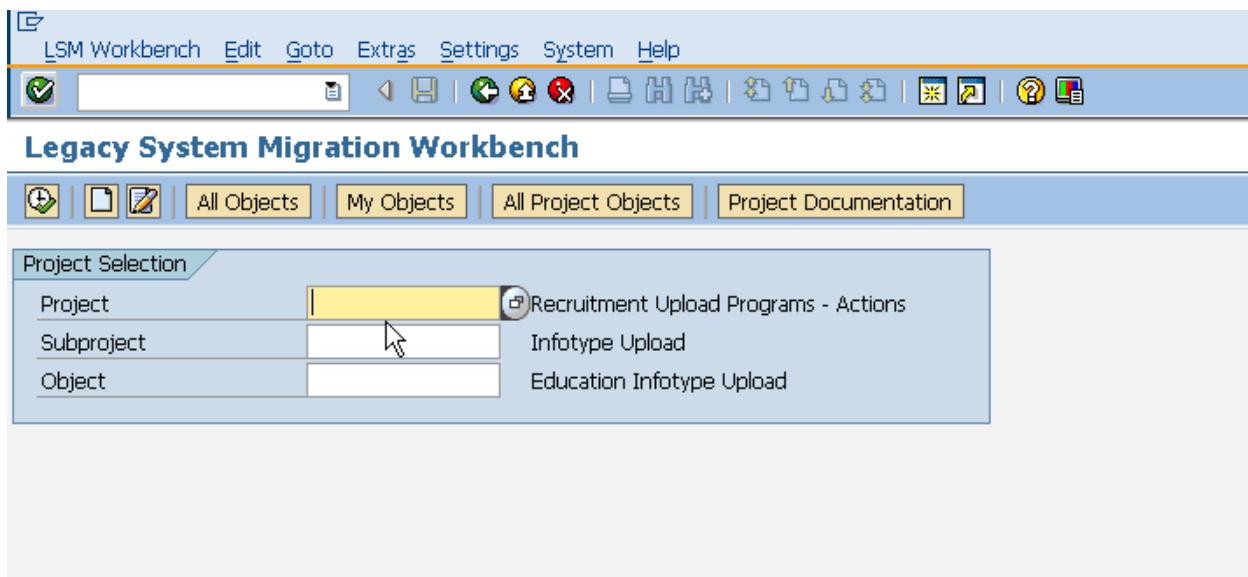
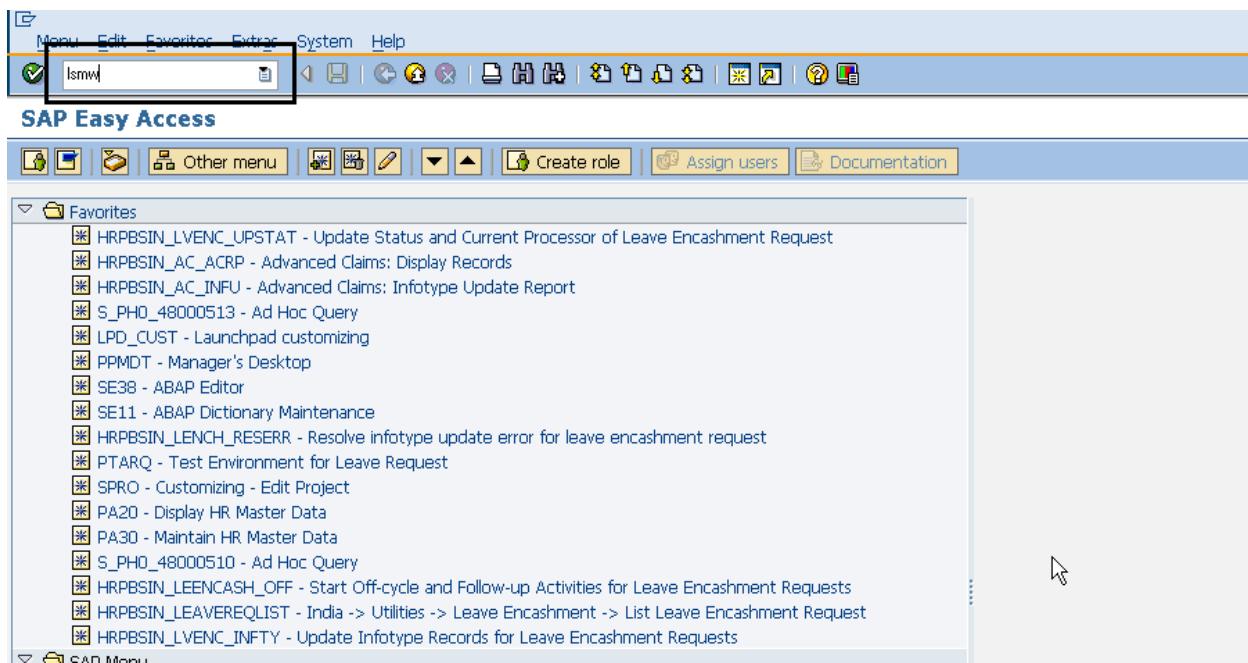
Plnnd Activities			
Activity text	Perform	Time	Person responsible
			Vacant

Written test mark and Rank Upload

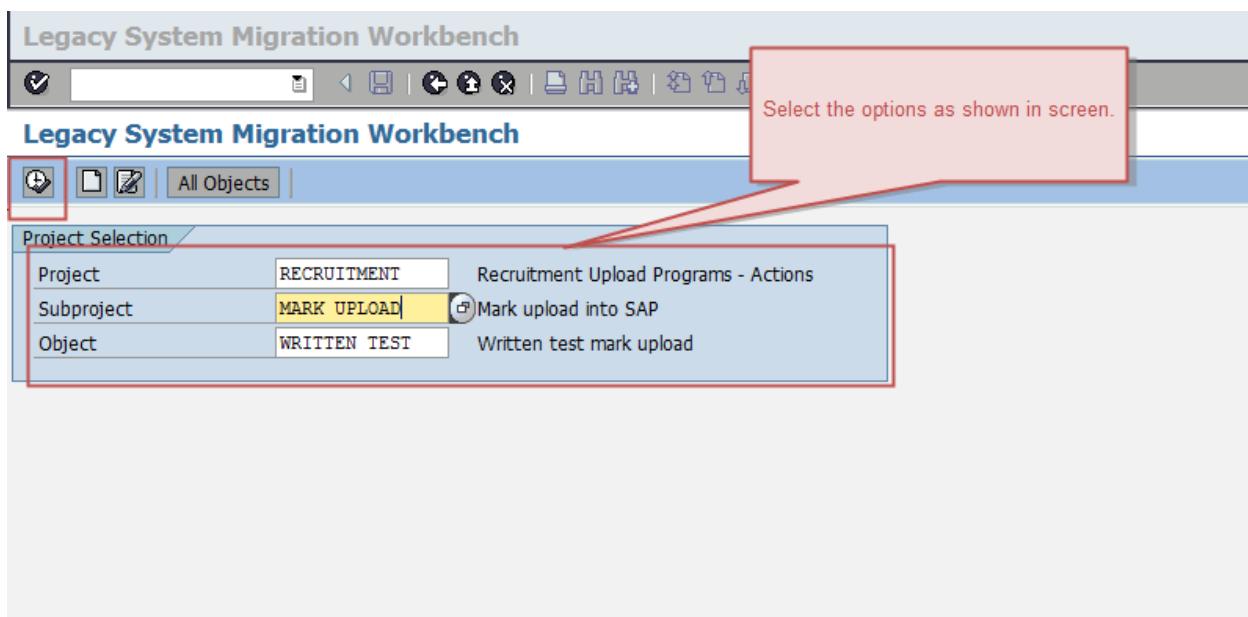
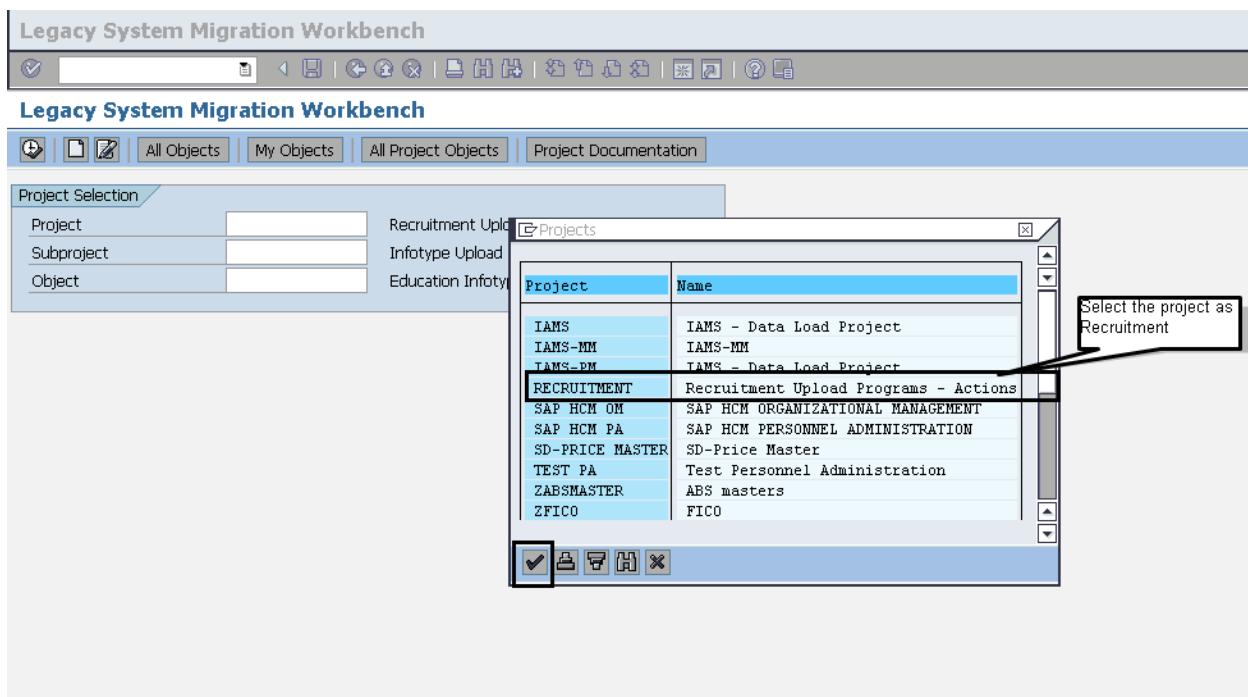
After the written test is been conducted the mark and rank details needs to be uploaded into SAP for further processing of the applicant.

For this upload we are going to use the LSMW program.

Transaction Code	LSMW
-------------------------	------



Select the project as Recruitment

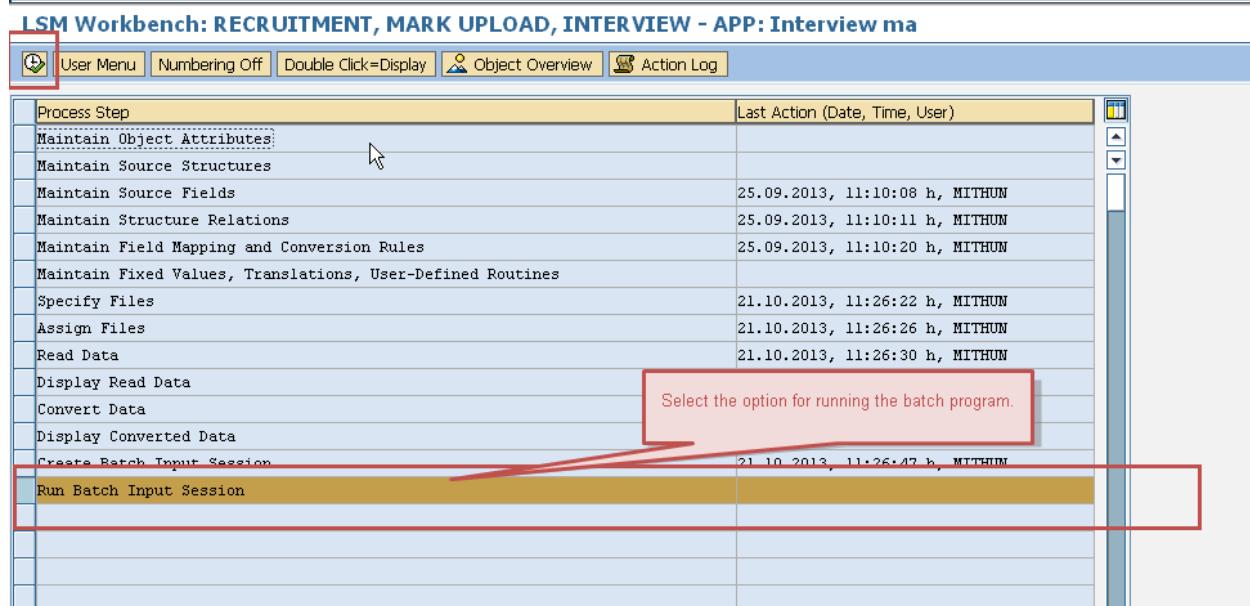


The below mentioned steps to be followed before running the batch input session for all the LSMW uploads,

1. **Specify Files**
2. **Assign Files**
3. **Read Data**
4. **Display Read Data**
5. **Convert Data**

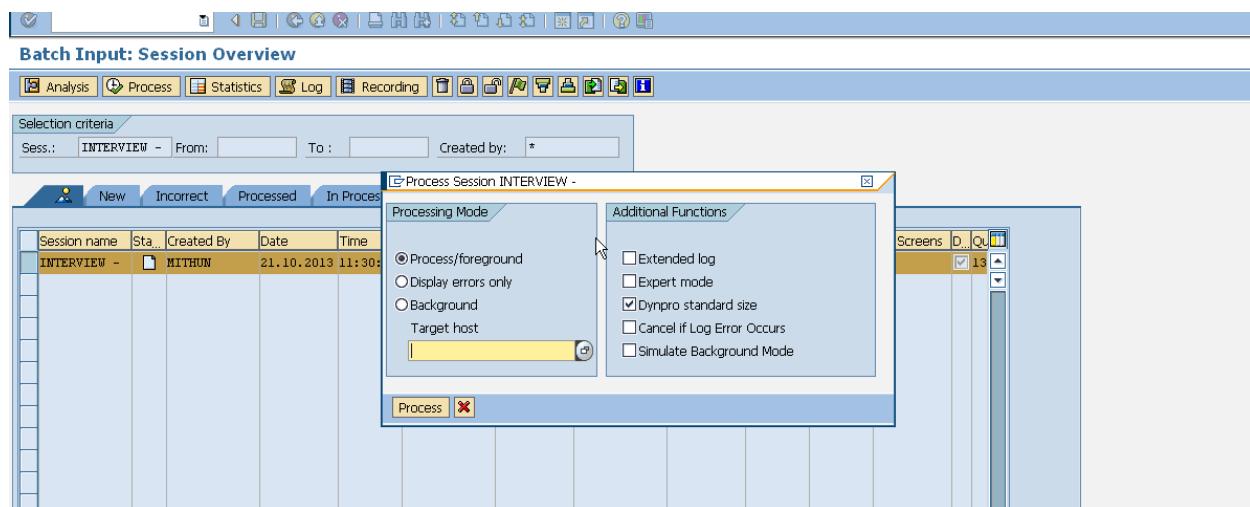
6. Display Converted Data
7. Create Batch Input Session

LSM Workbench: RECRUITMENT, MARK UPLOAD, INTERVIEW - APP: Interview ma



Process Step	Last Action (Date, Time, User)
Maintain Object Attributes	
Maintain Source Structures	
Maintain Source Fields	25.09.2013, 11:10:08 h, MITHUN
Maintain Structure Relations	25.09.2013, 11:10:11 h, MITHUN
Maintain Field Mapping and Conversion Rules	25.09.2013, 11:10:20 h, MITHUN
Maintain Fixed Values, Translations, User-Defined Routines	
Specify Files	21.10.2013, 11:26:22 h, MITHUN
Assign Files	21.10.2013, 11:26:26 h, MITHUN
Read Data	21.10.2013, 11:26:30 h, MITHUN
Display Read Data	
Convert Data	
Display Converted Data	
Create Batch Input Session	21.10.2013, 11:26:47 h, MITHUN
Run Batch Input Session	

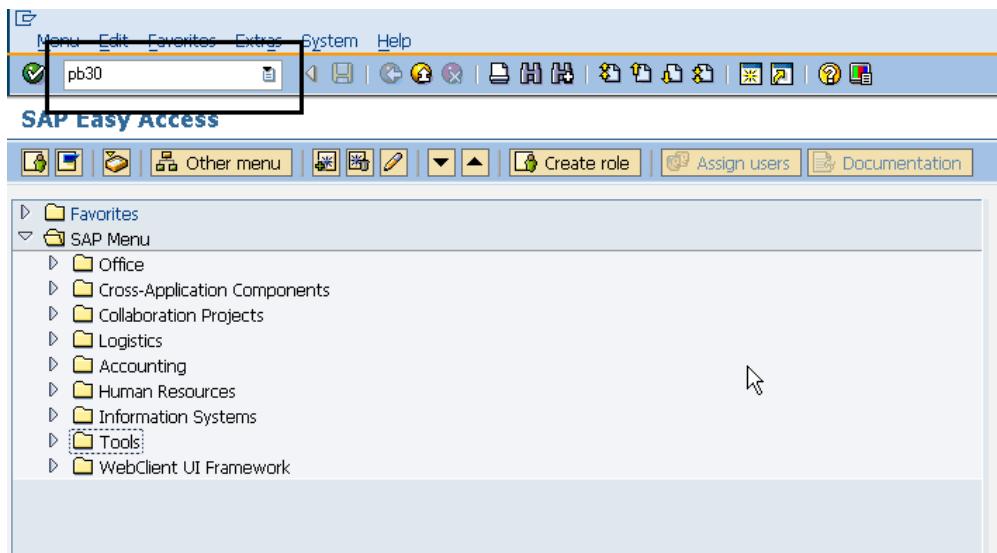
Batch Input: Session Overview



Session name	Status	Created By	Date	Time
INTERVIEW -	<input type="checkbox"/>	MITHUN	21.10.2013	11:30



After the upload you can check in the PB30 transaction,



Maintain applicant master data

Applicant no. **40000046**

Cv.status **7** Invite for Interview

Applicant gr **A** Apprentice App.range **A3** Apprentice - VHSE

Pers.area **1000** CIAL Pers. subare **0001** MD Offices

Period

Period
Frm _____ To _____

Today

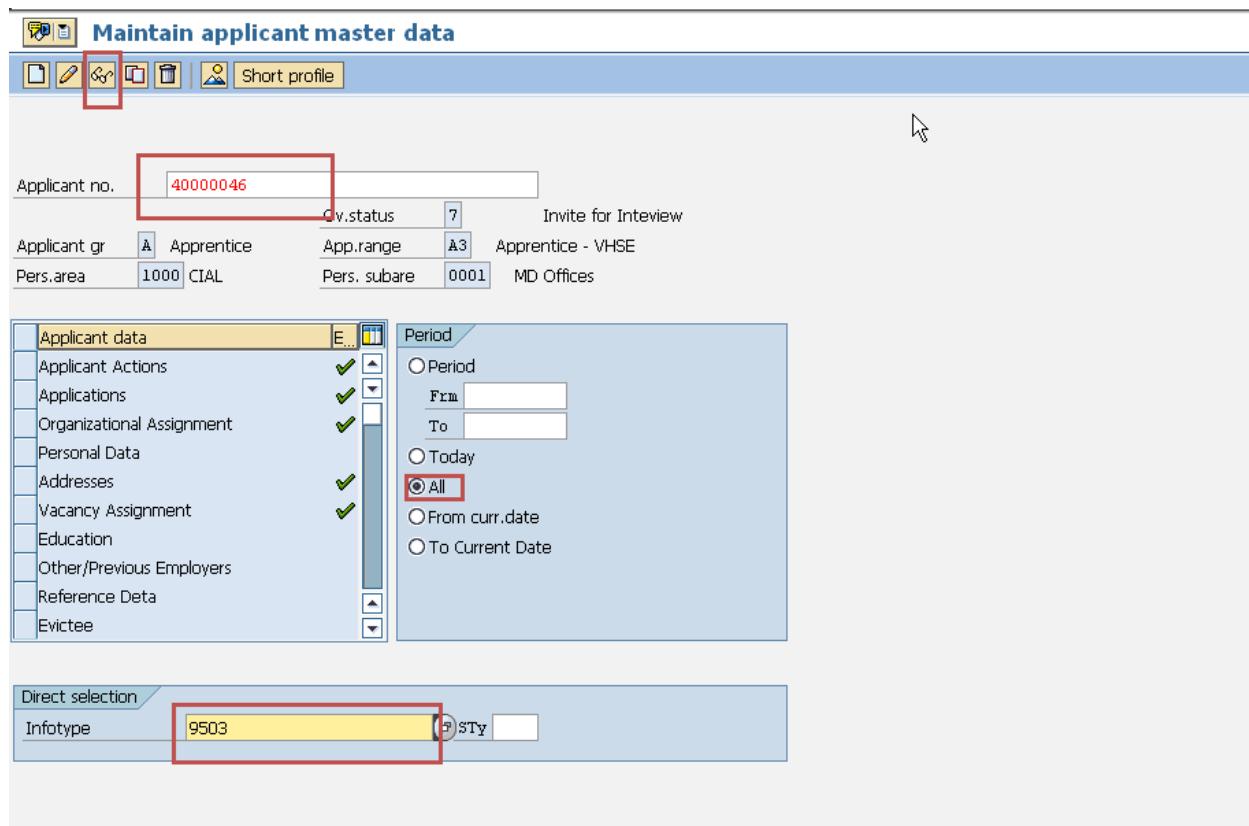
All

From curr.date

To Current Date

Direct selection

Infotype **9503** STY



Infotype Edit Goto Extras System Help

Display Mark & Rank Details

Applicant no	670	Name	Ramu
Applicant gr	G General Recruitment	App.range	T1 Managerial Trainee
Pers.area	1000 CIAL	Subarea	0001 MD Offices
Start	16.10.2013	To	31.12.9999 Chngd 27.10.2013 MITHUN

Data uploaded into SAP recruitment module.

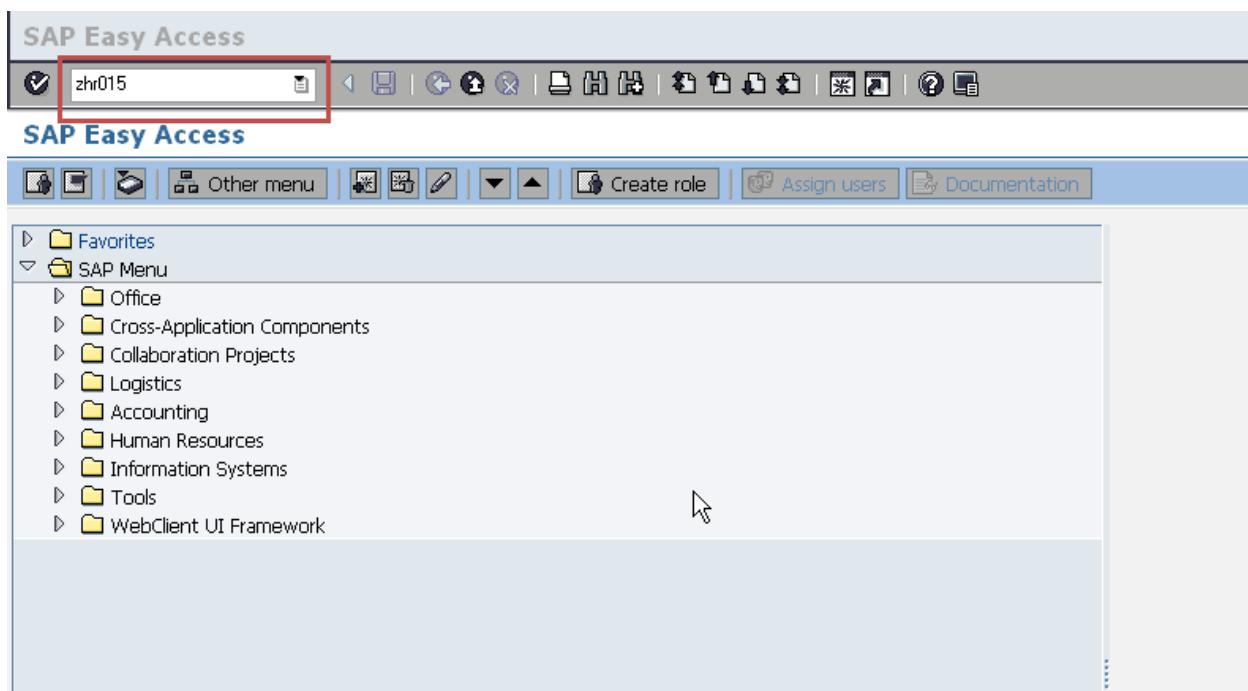
Mark & Rank Details

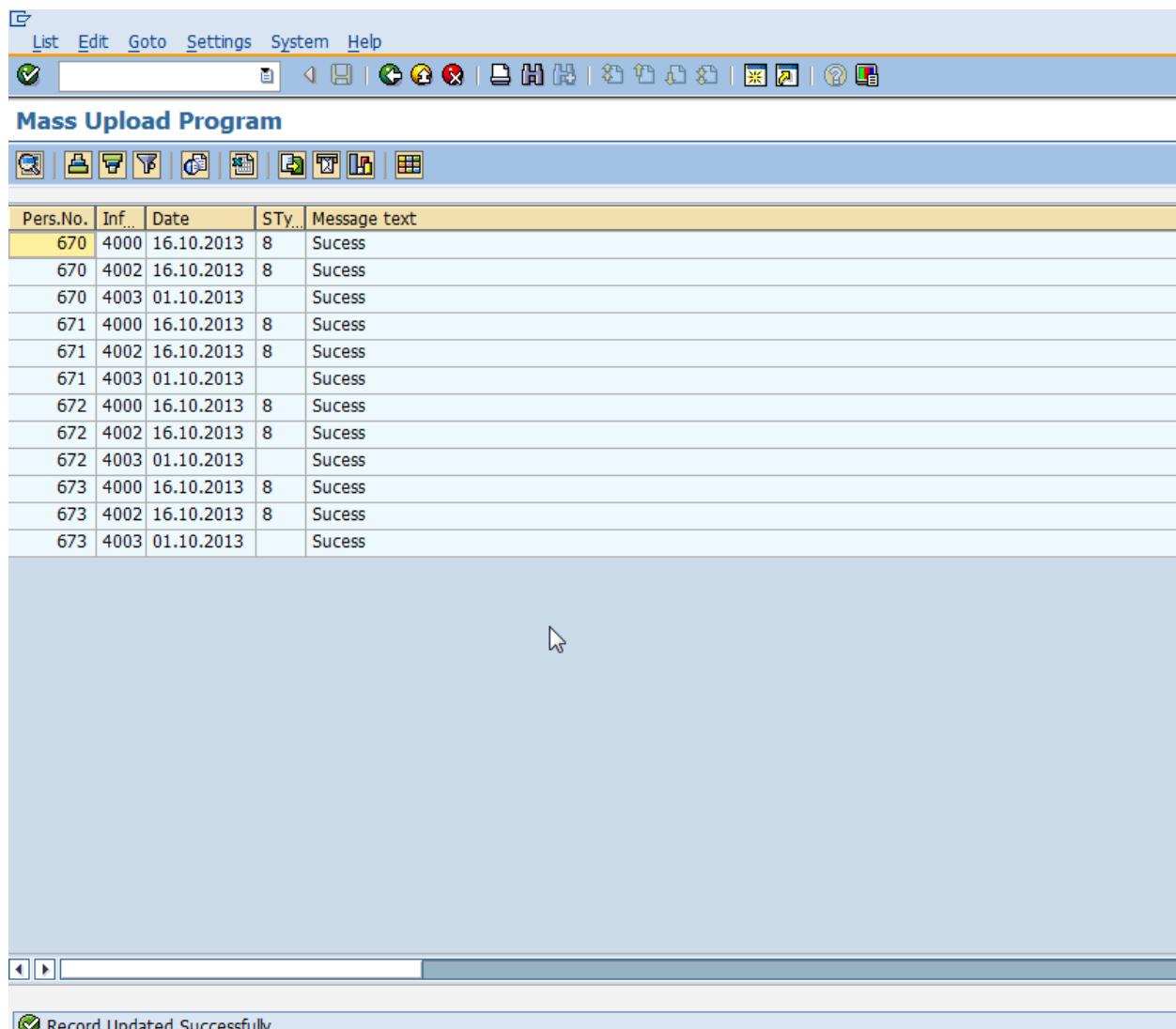
Subtype	Position 1
Position ID	20000093
Batch Code	CIAL/HR/REG/1/01.08.2013
Roll Number	4366753
Written Test Mark	99
Written Test Date	
Written Test Rank	1
Interview Mark	0
Interview Date	
Final Rank	0

Invite for Interview - Action

All the applicants irrespective of the post there would be an interview round for the eligible candidates. So execute the Invite for Interview action for the eligible candidates. Here the overall status of the applicant changes to 7 – “Invite for Interview”.

Transaction Code	ZHR015
-------------------------	--------



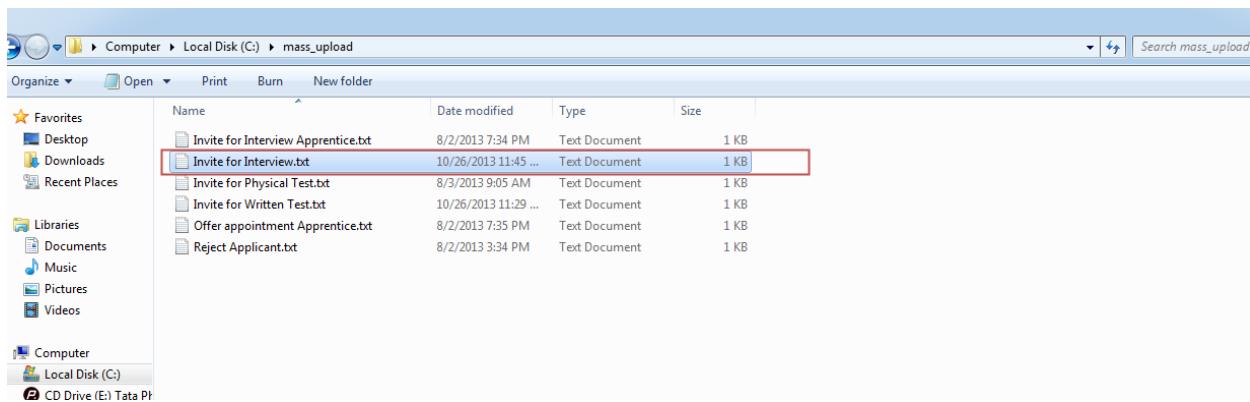
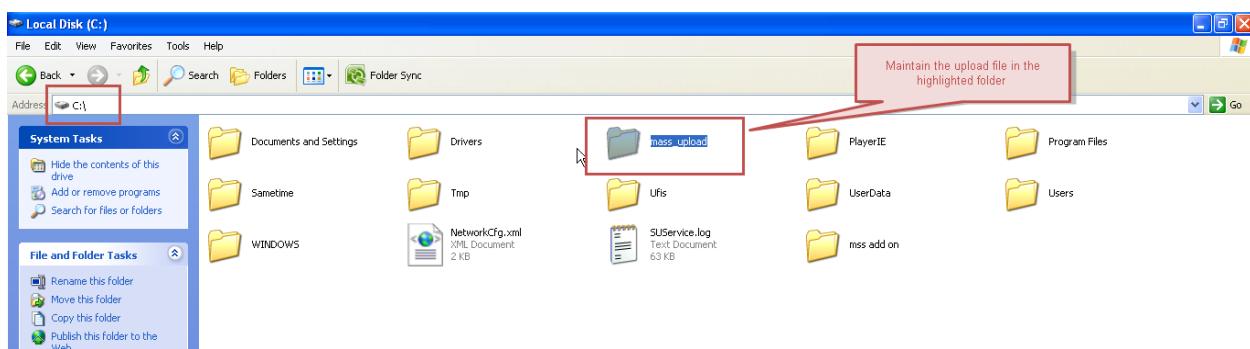


The screenshot shows a software application window titled "Mass Upload Program". The window has a menu bar with options: List, Edit, Goto, Settings, System, Help. Below the menu is a toolbar with various icons. The main area contains a table with the following data:

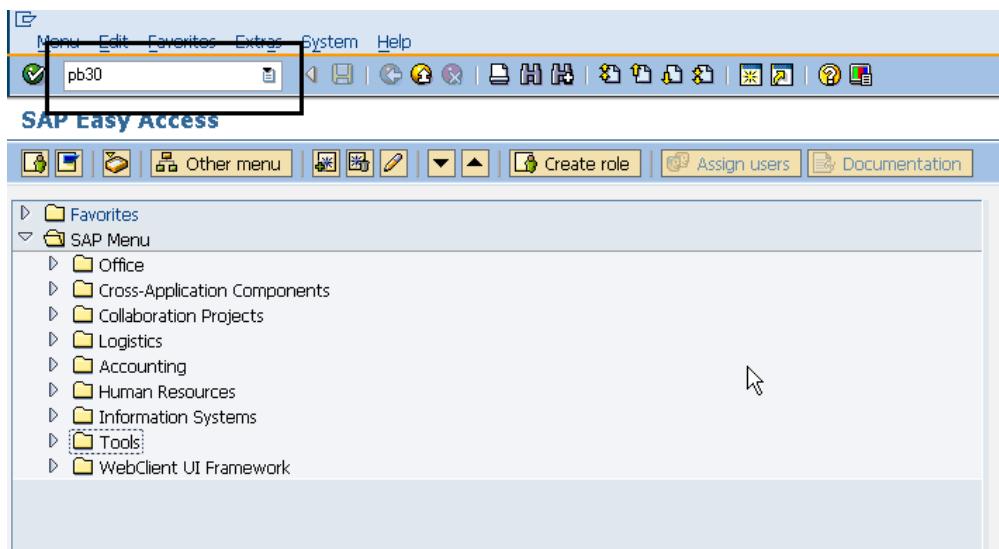
Pers.No.	Inf...	Date	STy...	Message text
670	4000	16.10.2013	8	Sucess
670	4002	16.10.2013	8	Sucess
670	4003	01.10.2013		Sucess
671	4000	16.10.2013	8	Sucess
671	4002	16.10.2013	8	Sucess
671	4003	01.10.2013		Sucess
672	4000	16.10.2013	8	Sucess
672	4002	16.10.2013	8	Sucess
672	4003	01.10.2013		Sucess
673	4000	16.10.2013	8	Sucess
673	4002	16.10.2013	8	Sucess
673	4003	01.10.2013		Sucess

At the bottom of the window, there is a status message: "Record Updated Successfully" with a checkmark icon.

Before executing the above upload make sure the mass upload file is made available in C:\mass_upload



Also after the mass upload you can check the master data individually for the applicants or also the other option is you can run the apprentice list report to see the overall status of the applicants.



Maintain applicant master data

Applicant no.	670	Ov.status	9	Inv for Phys Test	
Name	Ramu	App.range	T1	Managerial Trainee	
Applicant gr	G General Recruitm...	Pers.area	1000 CIAL	Pers. subarea	0001 MD Offices

Enter the applicant no and overview icon.

Applicant data	E ...	Period
Applicant Actions:	<input checked="" type="radio"/> Period <input checked="" type="radio"/> From: _____ To: _____ <input type="radio"/> Today <input type="radio"/> All <input type="radio"/> From curr.date <input type="radio"/> To Current Date	
Applications	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Organizational Assignment	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Personal Data	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Addresses	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Vacancy Assignment	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Education	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Other/Previous Employers	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Reference Data	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Evictee	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	

List Applicant Actions

App.no	670	Ov.status	2	To be hired
Name	Ramu	Subarea	0001	MD Offices
Pers.area	1000 CIAL	App.range	T1	Managerial Trainee
Choose	01.01.1800	to	31.12.9999	

From	To	Action	Name of action type	Status	Applicant status	S
17.10.2013	19.10.2013	07	Invite applicant for Inter...	7	Invite for Interview	2
16.10.2013	16.10.2013	08	Invite for Written Test	8	Invite for Wri Test	2
10.10.2013	15.10.2013	25	Invite for Physical Test	9	Inv for Phys Test	2
01.10.2013	09.10.2013	26	Initial entry - General Rec.	1	In process	4

   **Display Applicant Actions**

App.no	570	Ov.status	2	To be hired
Name	Ramu	Subarea	0001	MD Offices
Pers.area	1000 CIAL	App.range	T1	Managerial Trainee
App.group	G General Recruitment	Chgd	26.10.2013	MITHUN
Valid	17.10.2013	To	19.10.2013	

Applicant action and status

Applicant action ty.	Invite applicant for Interview
Overall status	7 Invite for Interview
Status reason	22 Shortlisted in Written Test

Reference

<input type="checkbox"/> Reference available	
Reference employee	0

Organizational assignment

Personnel area	1000 CIAL
Applicant group	G General Recruitment
Applicant range	Managerial Trainee

Maintain applicant master data

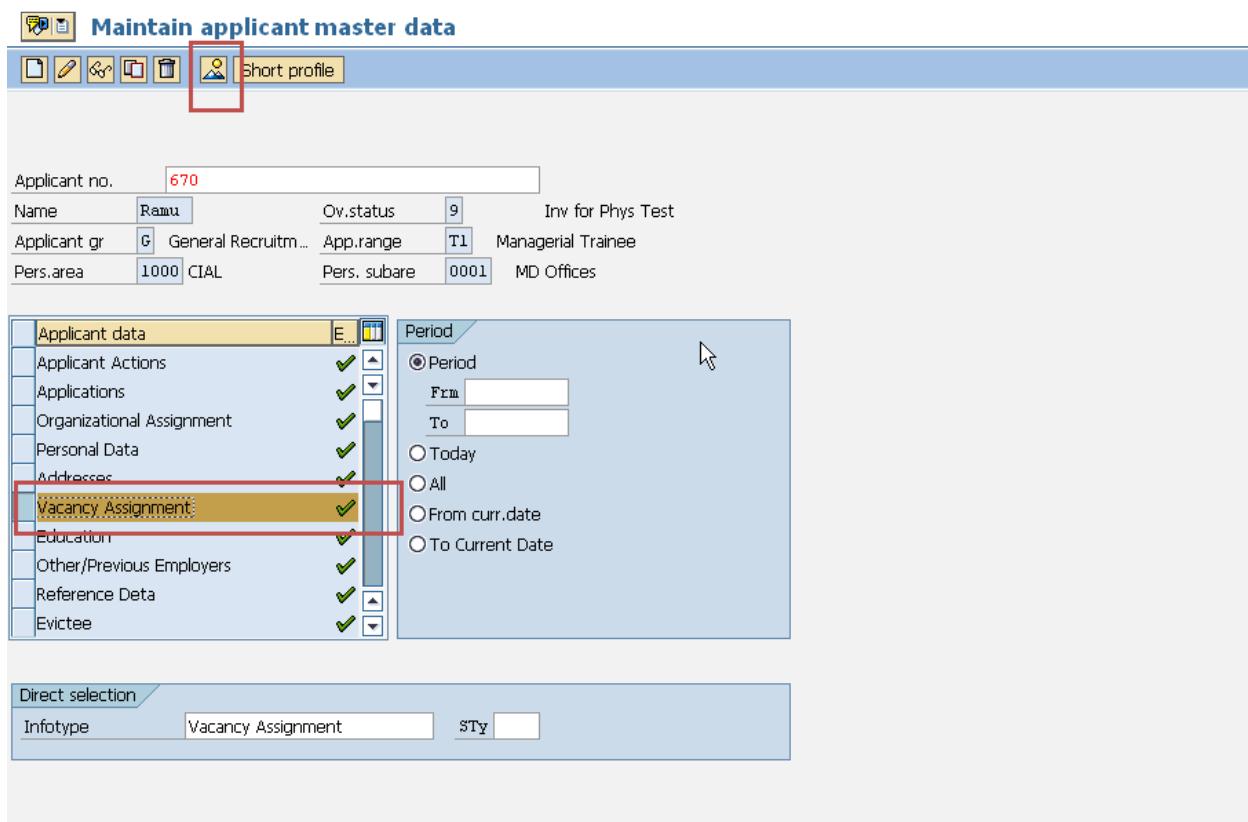
Short profile

Applicant no.	670			
Name	Ramu	Ov.status	9	Inv for Phys Test
Applicant gr	G	General Recruitm...	App.range	T1 Managerial Trainee
Pers.area	1000	CIAL	Pers. subare	0001 MD Offices

Applicant data E...
Applicant Actions ✓
Applications ✓
Organizational Assignment ✓
Personal Data ✓
Addressee ✓
Vacancy Assignment ✓
Education ✓
Other/Previous Employers ✓
Reference Data ✓
Evictee ✓

Period
 Period
Frm _____ To _____
 Today
 All
 From curr.date
 To Current Date

Direct selection
Infotype Vacancy Assignment STY



Vacancy assignment status also changes to 7.

List Vacancy Assignment

Applicant no	670	Name	Ramu		
Applicant gr	G	General Recruitment	App.range	T1	Managerial Trainee
Pers.area	1000	CIAL	Subarea	0001	MD Offices
Choose	01.01.1800	To	31.12.9999	STy.	

Pr	from	to	Vacancy	Activity	Vac.assign.status
01	17.10.2013	19.10.2013	20000093	Manager	Invite for Intevi
01	16.10.2013	16.10.2013	20000093	Manager	Invite for Wri Te
01	10.10.2013	15.10.2013	20000093	Manager	Inv for Phys Test
01	01.10.2013	09.10.2013	20000093	Manager	In process

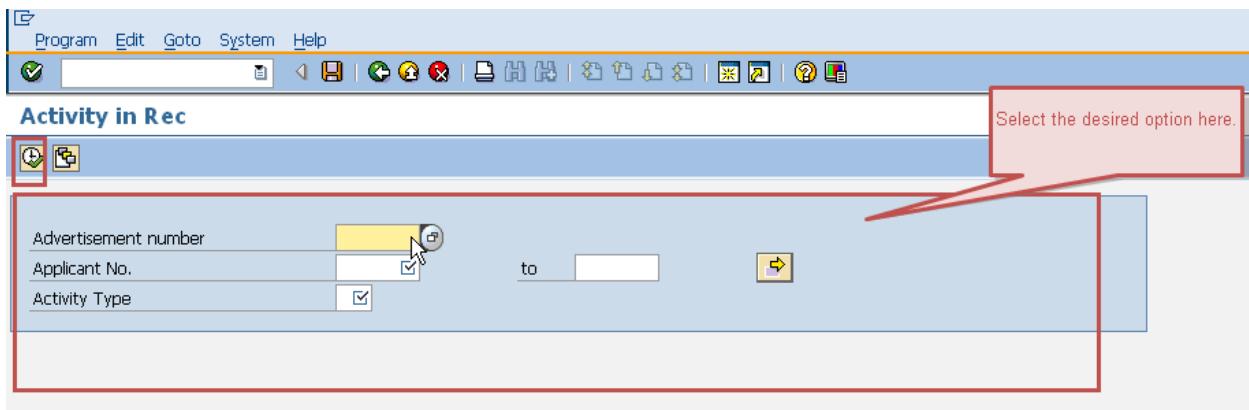
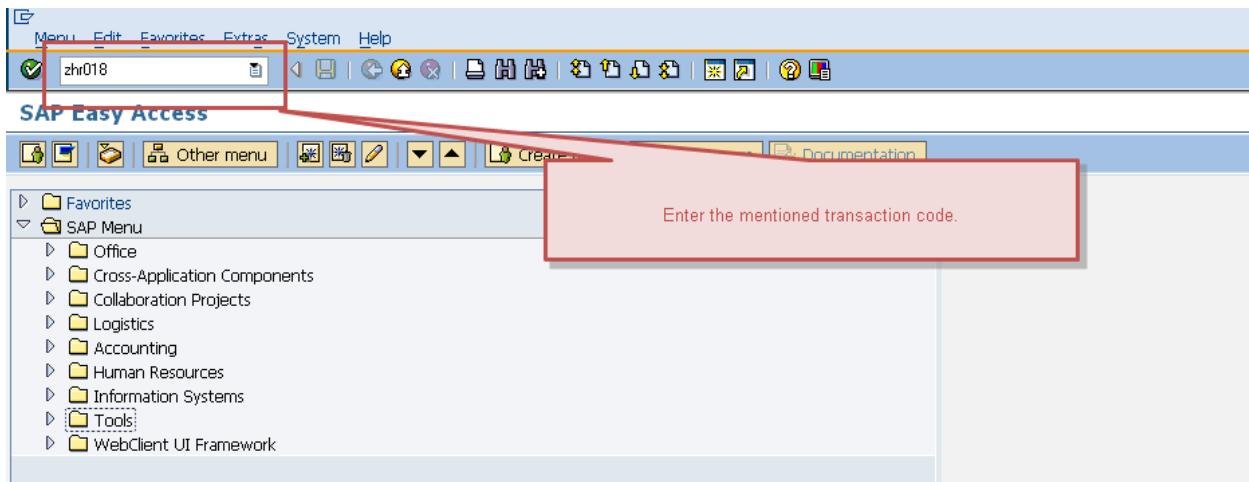
Display Vacancy Assignment

Applicant no	670	Name	Ramu		
Applicant gr	G	General Recruitment	App.range	T1	Managerial Trainee
Pers.area	1000	CIAL	Subarea	0001	MD Offices
Start	17.10.2013	To	19.10.2013	Chng	26.10.2013 MITHUN

Vacancy assignment

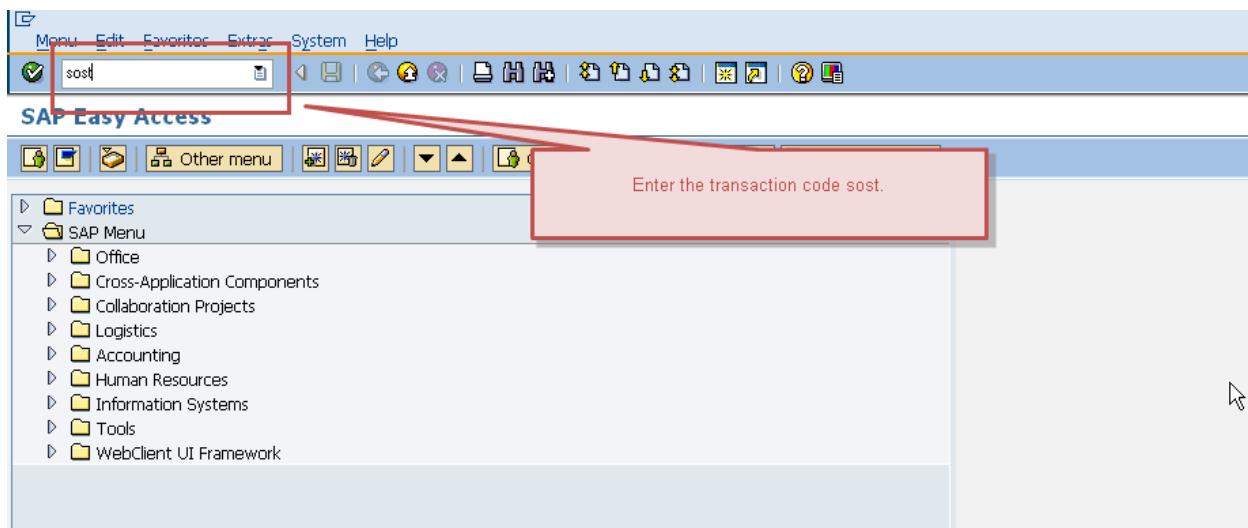
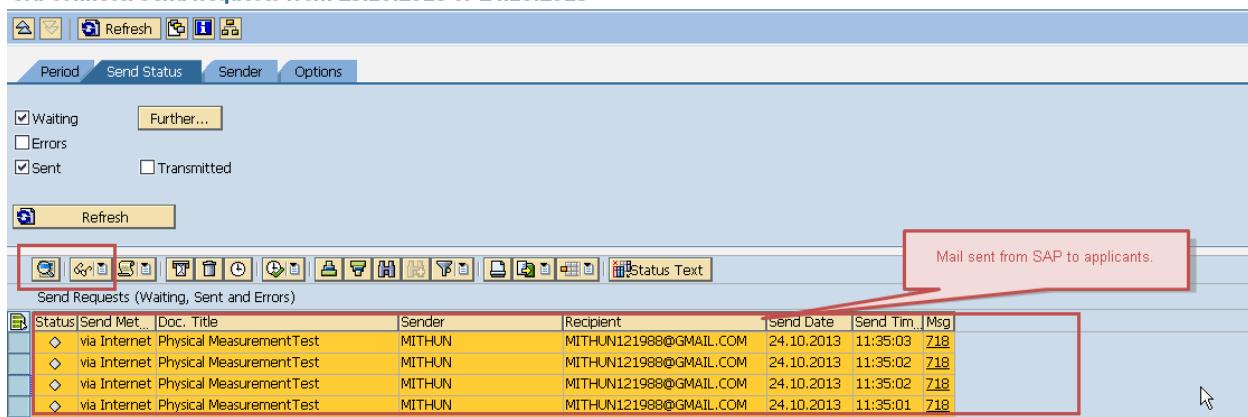
Priority	Priority 1
Vacancy	20000093 Manager
Vac.assign.stat	7 Invite for Interview
Status reason	22 Shortlisted in Written Test

After running the action SAP gives an option to send mail to the applicants. Either you can make use of this option or send manually as been followed currently.



Activity in Rec		
		
Applicant N...	Mail Sending Status	Infoctype Update Status
670	Sucess	Sucess
671	Sucess	Sucess
672	Sucess	Sucess
673	Sucess	Sucess

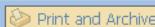
HRADMIN can also monitor the mails sent from SAP to applicants.

**SAPconnect: Send Requests from 23.10.2013 to 24.10.2013**


The screenshot shows the SAPconnect interface with the title 'Send Requests from 23.10.2013 to 24.10.2013'. At the top, there are filter options: 'Period' (checkboxes for Waiting, Errors, Sent, Transmitted), 'Send Status' (checkboxes for Further..., Errors, Sent, Transmitted), 'Sender' (checkboxes for Waiting, Errors, Sent, Transmitted), and 'Options'. A 'Refresh' button is highlighted with a yellow box. Below these are several icons for document management. The main area displays a table titled 'Send Requests (Waiting, Sent and Errors)'. The table has columns: Status, Send Met..., Doc. Title, Sender, Recipient, Send Date, Send Tim., and Msg. The data shows four entries all sent via Internet Physical MeasurementTest by MITHUN to MITHUN121988@GMAIL.COM on 24.10.2013 at 11:35:01, 02, 03, and 05. A red box highlights the entire table, and a red callout bubble points to it with the text 'Mail sent from SAP to applicants.'

Status	Send Met...	Doc. Title	Sender	Recipient	Send Date	Send Tim.	Msg
	◇	via Internet Physical MeasurementTest	MITHUN	MITHUN121988@GMAIL.COM	24.10.2013	11:35:03	718
	◇	via Internet Physical MeasurementTest	MITHUN	MITHUN121988@GMAIL.COM	24.10.2013	11:35:02	718
	◇	via Internet Physical MeasurementTest	MITHUN	MITHUN121988@GMAIL.COM	24.10.2013	11:35:02	718
	◇	via Internet Physical MeasurementTest	MITHUN	MITHUN121988@GMAIL.COM	24.10.2013	11:35:01	718

If you select the view option you can view the letter been sent via SAP.

Print Preview of Page 00001 of 00001
 Archive  Print and Archive  

- 1 -



COCHIN INTERNATIONAL AIRPORT LIMITED
Kochi Airport P.O. - 683111. Tel: 0484-2610115, Fax : 0484-2610012

Invitation for Interview

Date: 24/10/2013
Applicant No.: 00000673

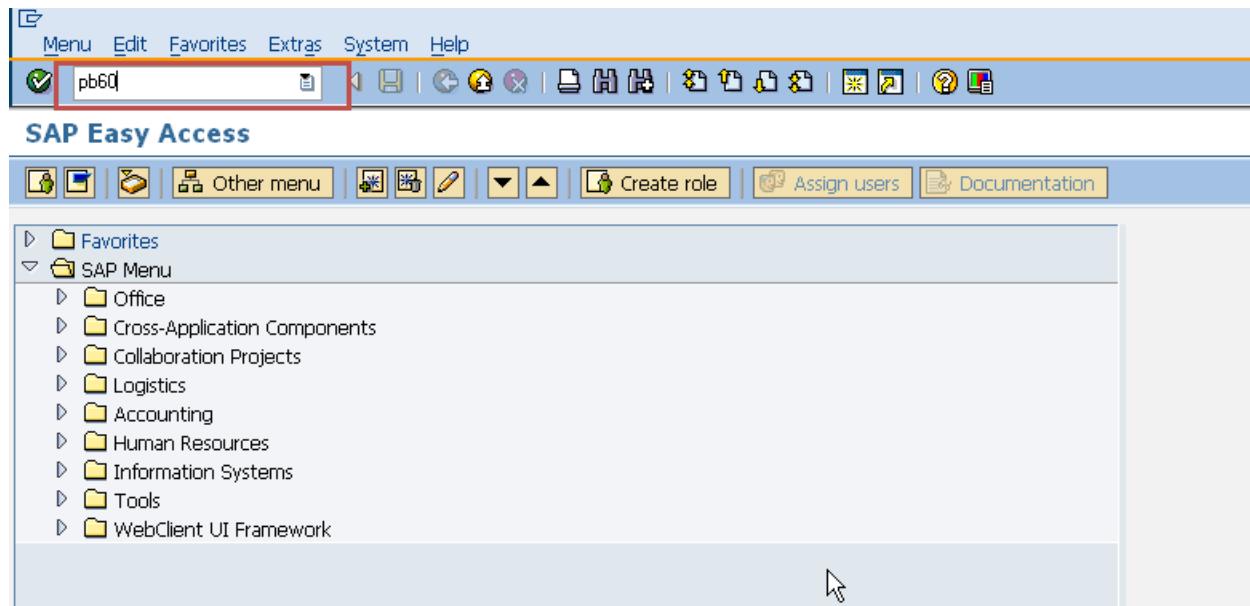
VEENA
NO 7/66 RAJA VEEDHI,
PAGAL PATTY(PO), OMALUR(TK),
SALEM
Ernakulam-683572.

Dear VEENA,

Sub: Selection of Manager (CIAL Golf & Country Club) Managerial - Personal Interview
Ref: Written Test conducted on 28/10/2012

We are pleased to inform you that you have been shortlisted for interview for the post of Manager (CIAL Golf & Country Club) Managerial. You are requested to appear for the Interview on Saturday, 1st December 2012 at the office of Cochin International Airport

After the mail is been net also you can check whether the planned activity is completed or not.



The screenshot shows the SAP Easy Access interface. At the top, there is a menu bar with options: Menu, Edit, Favorites, Extras, System, Help. Below the menu bar is a toolbar with various icons. The main area is titled "SAP Easy Access" and contains a navigation tree under "SAP Menu". The tree includes categories like Office, Cross-Application Components, Collaboration Projects, Logistics, Accounting, Human Resources, Information Systems, Tools, and WebClient UI Framework. A red box highlights the search bar in the toolbar, which contains the text "pb60".

Enter the applicant no

Applicant no.	670	<input type="button" value=""/>	
Name	Ramu	Ov.Status	Inv for Phys Test
Applicant gr	G General Recruitment	App.range	T1 Managerial Trainee
Pers.area	1000 CIAL	Pers. subarea	0001 MD Offices

Maintain Applicant Activities

Activity Activity Activity Planned <-> completed Follow-up activities Reference Print letter Letter

Applicant no	670	Name	Ramu
Applicant gr	G General Recruitment	App.range	T1 Managerial Trainee
Pers.area	1000 CIAL	Subarea	0001 MD Offices
App.received	01.10.2013	CIAL Website	

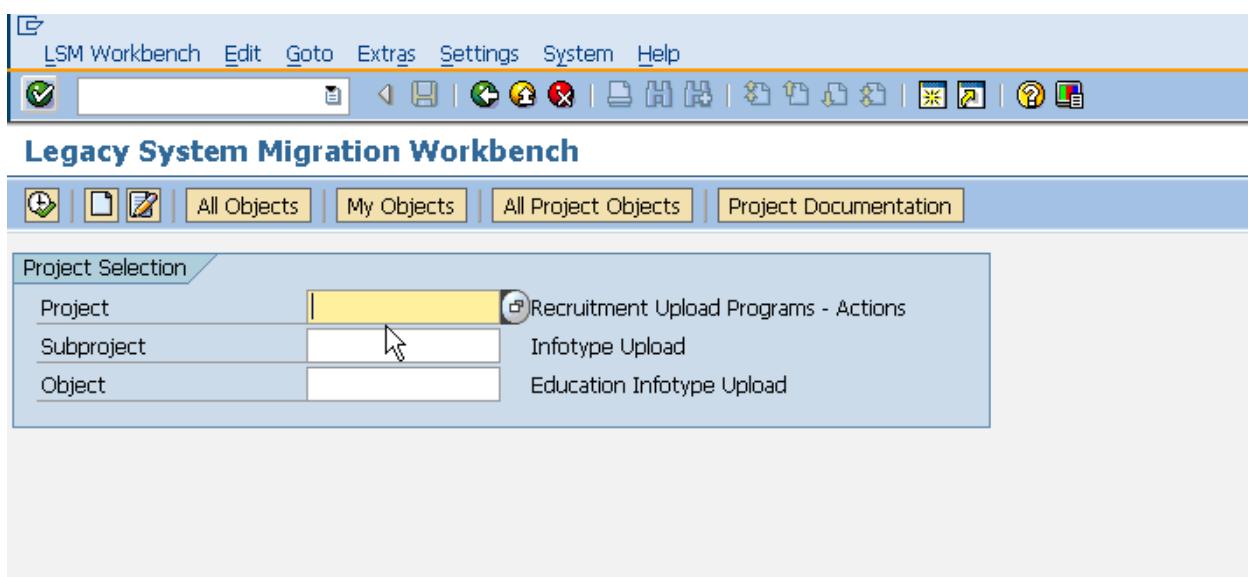
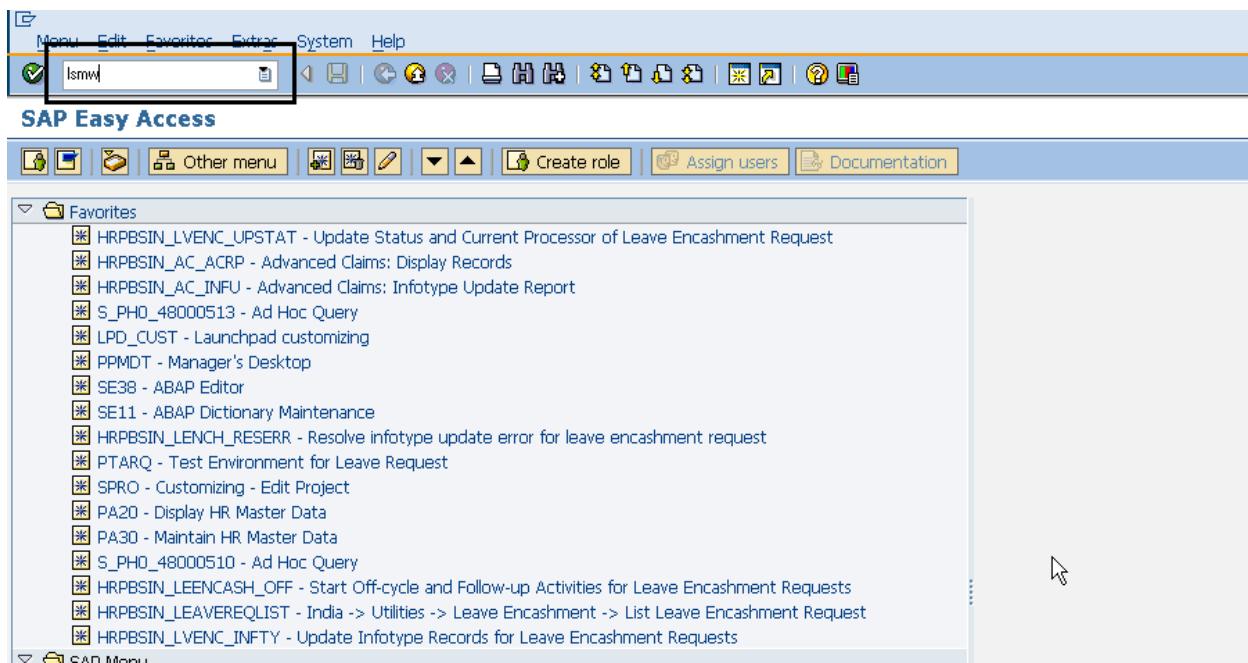
Compl. Activities

Activity text	Perform	Time	Person responsible	Vacant
Test inv	26.10.2013	00:00	Manager	<input type="button"/>
Interview inv.	26.10.2013	00:00	Manager	<input type="button"/>
Phyl Meas Test	24.10.2013	00:00	Manager	<input type="button"/>
				<input type="button"/> <input type="button"/>

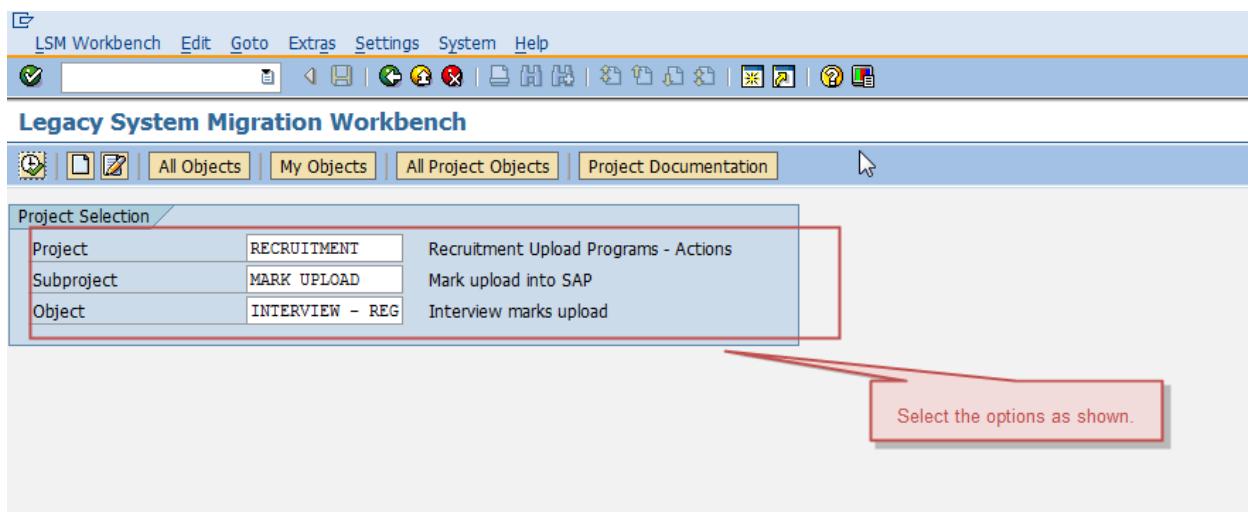
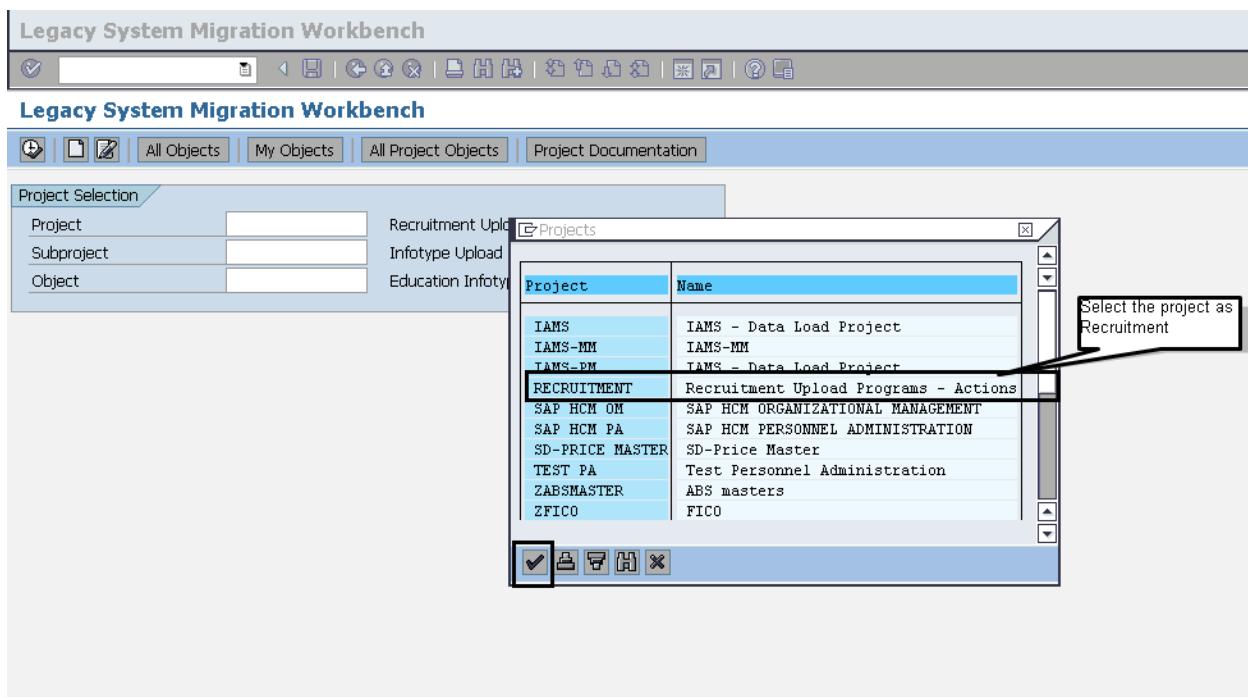
Interview marks upload

After all the eligible candidates are been called for interview the marks needs to be uploaded into SAP. For this upload we are going to use the LSMW program.

Transaction Code	LSMW
-------------------------	------



Select the project as Recruitment



The below mentioned steps to be followed before running the batch input session for all the LSMW uploads,

1. **Specify Files**
2. **Assign Files**
3. **Read Data**
4. **Display Read Data**
5. **Convert Data**
6. **Display Converted Data**
7. **Create Batch Input Session**

LSM Workbench: RECRUITMENT, MARK UPLOAD, INTERVIEW - APP: Interview ma

User Menu Numbering Off Double Click=Display Object Overview Action Log

Process Step	Last Action (Date, Time, User)
Maintain Object Attributes	
Maintain Source Structures	25.09.2013, 11:10:08 h, MITHUN
Maintain Source Fields	25.09.2013, 11:10:11 h, MITHUN
Maintain Structure Relations	25.09.2013, 11:10:20 h, MITHUN
Maintain Field Mapping and Conversion Rules	
Maintain Fixed Values, Translations, User-Defined Routines	
Specify Files	21.10.2013, 11:26:22 h, MITHUN
Assign Files	21.10.2013, 11:26:26 h, MITHUN
Read Data	21.10.2013, 11:26:30 h, MITHUN
Display Read Data	
Convert Data	
Display Converted Data	
Create Batch Input Session	21.10.2013, 11:26:47 h, MITHUN
Run Batch Input Session	

Select the option for running the batch program.

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria Sess.: INTERVIEW - From: To: Created by: *

Session name	Status	Created By	Date	Time
INTERVIEW -	<input checked="" type="checkbox"/>	MITHUN	21.10.2013	11:30

New Incorrect Processed In Process

Process Session INTERVIEW -

Processing Mode Additional Functions

- Process/foreground
- Display errors only
- Background

Target host:

Extended log
Expert mode
Dynpro standard size
Cancel if Log Error Occurs
Simulate Background Mode

Process

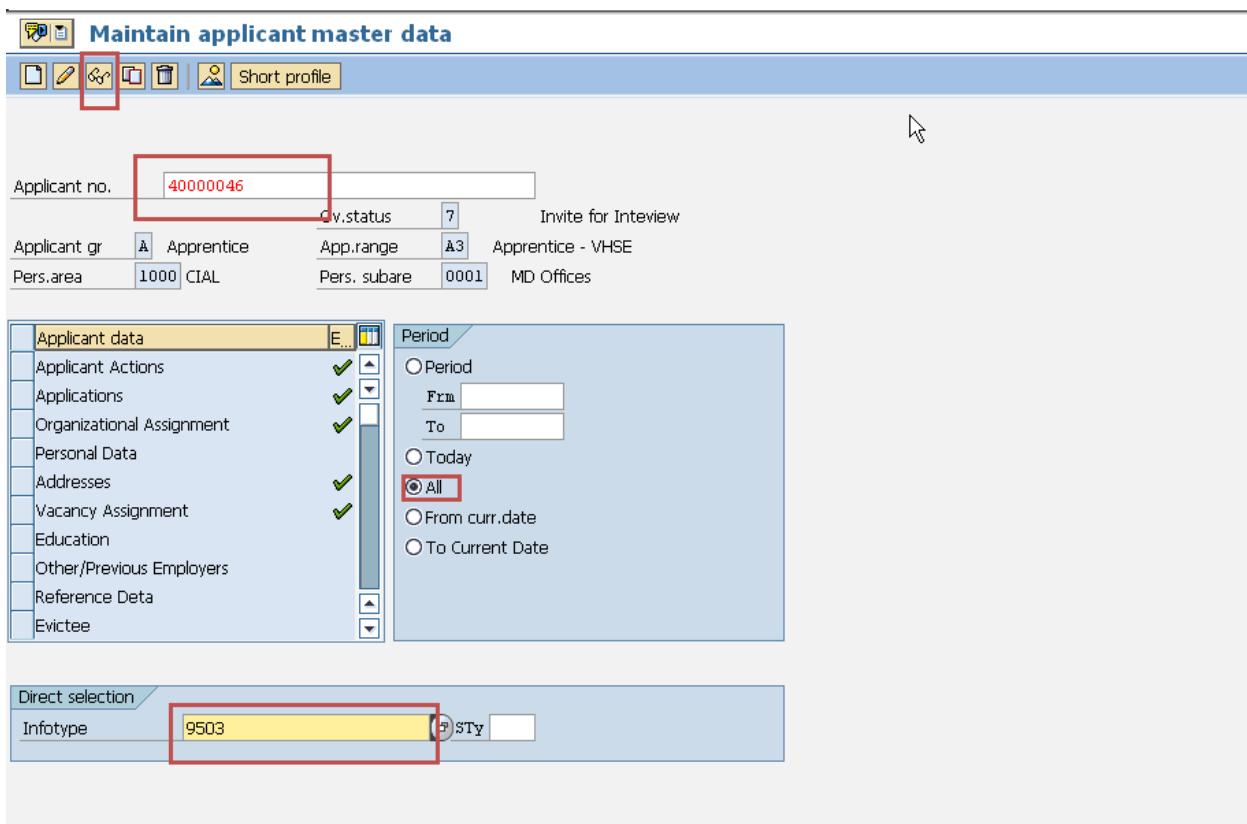
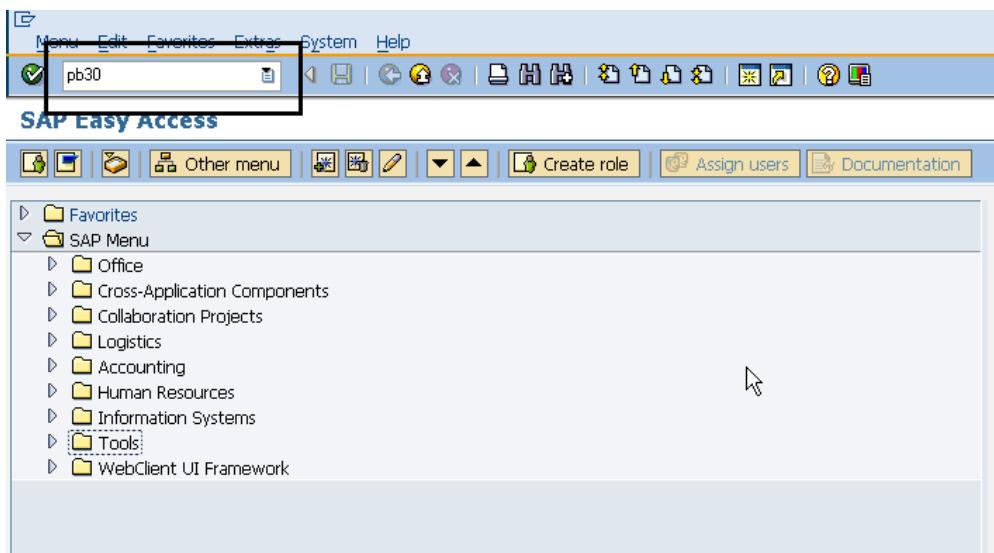
SAP

Start SAP Easy Access

Information Processing of batch input session completed!

Session overview Exit batch input

After the upload you can check in the PB30 transaction,



The screenshot shows the 'Maintain applicant master data' transaction screen (transaction code PB30). The top navigation bar includes icons for search, print, and other functions, with 'Short profile' selected. The main form fields are:

- Applicant no.: 40000046 (highlighted with a red box)
- Cv.status: 7
- Invite for Interview: checked
- Applicant gr: A Apprentice
- App.range: A3
- Apprentice - VHSE
- Pers.area: 1000 CIAL
- Pers. subare: 0001
- MD Offices

The left side features a tree view of 'Applicant data' with several items checked (e.g., Applicant Actions, Applications, Organizational Assignment, Personal Data, Addresses, Vacancy Assignment, Education, Other/Previous Employers, Reference Data, Evictee). To the right, a 'Period' selection dialog is open, showing options for Period (Frm, To), Today, All (selected), From curr.date, and To Current Date.

At the bottom, there is a 'Direct selection' section with an Infotype field containing '9503' (highlighted with a red box) and a 'STY' button.

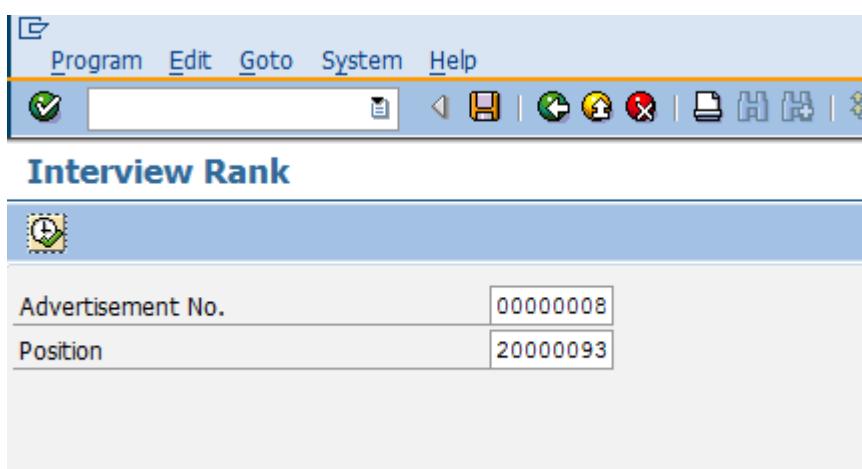
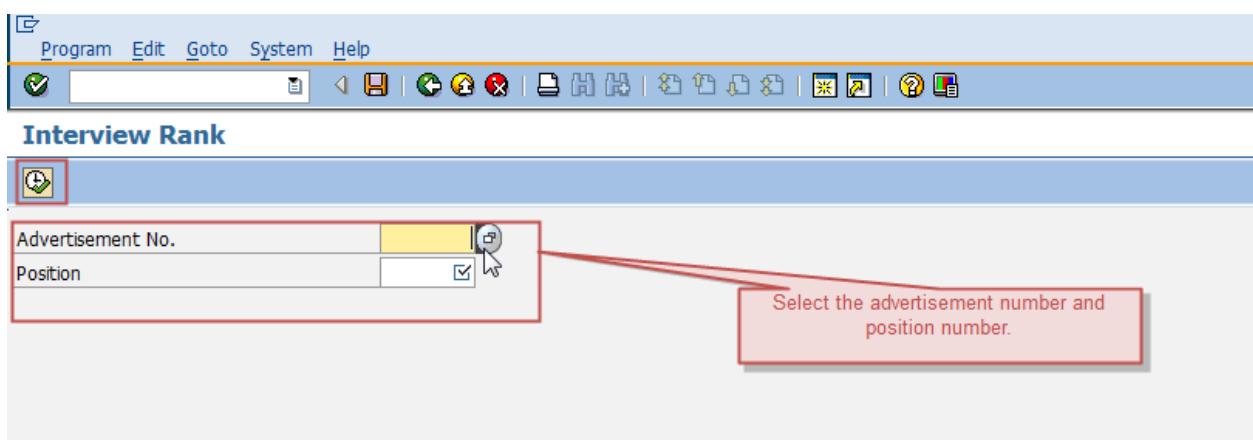
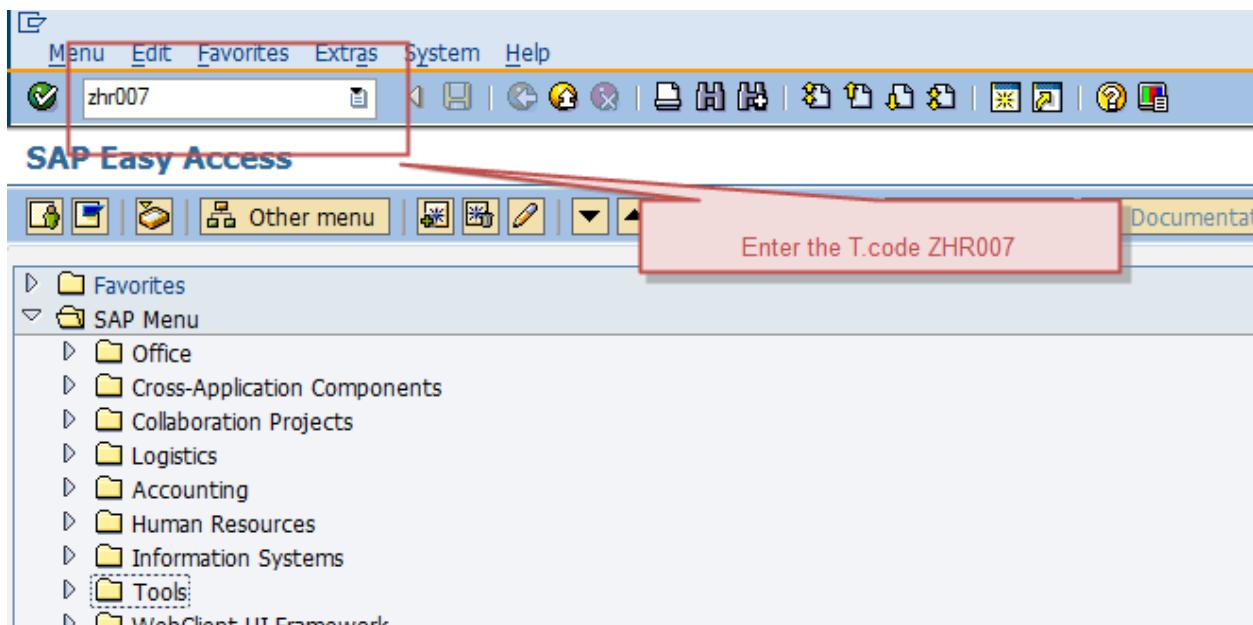
Display Mark & Rank Details

Applicant no	670	Name	Ramu
Applicant gr	G General Recruitment	App.range	T1 Managerial Trainee
Pers.area	1000 CIAL	Subarea	0001 MD Offices
Start	16.10.2013	To	31.12.9999 Chngd 27.10.2013 MITHUN
Mark & Rank Details			
Subtype	Position 1		
Position ID	20000093		
Batch Code	CIAL/HR/REG/1/01.08.2013		
Roll Number	4368753		
Written Test Mark	99		
Written Test Date			
Written Test Rank	1		
Interview Mark	96		
Interview Date			
Final Rank	0		

Final Rank List

After all the required rounds are been conducted for a recruitment in CIAL the final rank list would be generated based upon which the offer letter would be released.

Transaction Code	ZHR007
-------------------------	--------



SAP

Interview Rank

Select the save button to save the rank in infotype.

Final Ranklist of Applicants

Rank	Applicant Number	Roll Number	Name	Position	Position Text	Batch Code	Applicant Group	Applicant Range	Advertisement Number	Evictee	Written Test Marks	Interview Marks	Total Marks
1	670	346	Ramu	20000093	Manager	CIAL/HR/REG/1/01.08.2013	General Recruitment	Managerial Trainee	8	Yes	99	96	195
2	671	856	Somu	20000093	Manager	CIAL/HR/REG/1/01.08.2013	General Recruitment	Managerial Trainee	8	Yes	98	91	189
3	672	244	Geetha	20000093	Manager	CIAL/HR/REG/1/01.08.2013	General Recruitment	Managerial Trainee	8	Yes	97	92	189
4	673	245	Veena	20000093	Manager	CIAL/HR/REG/1/01.08.2013	General Recruitment	Managerial Trainee	8	Yes	96	91	187

Interview Rank

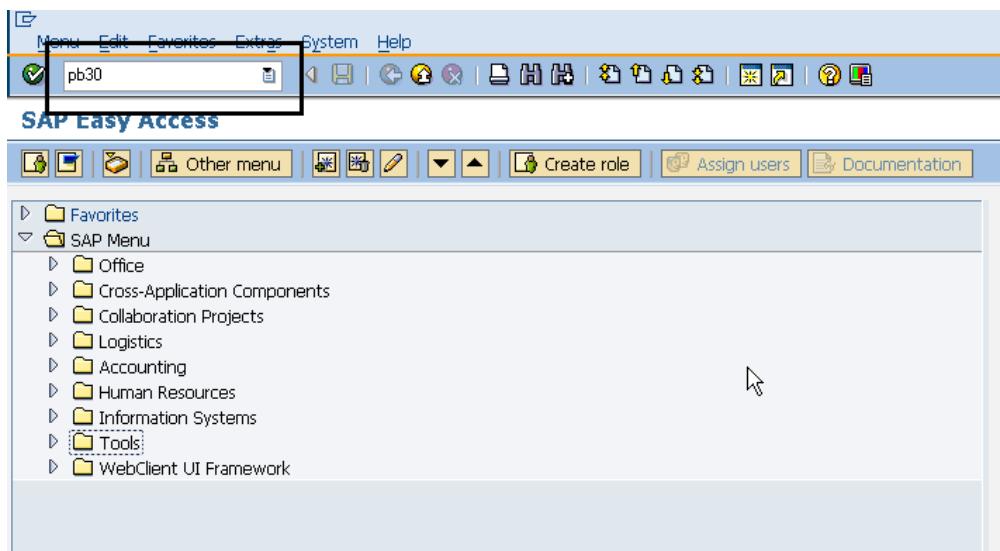
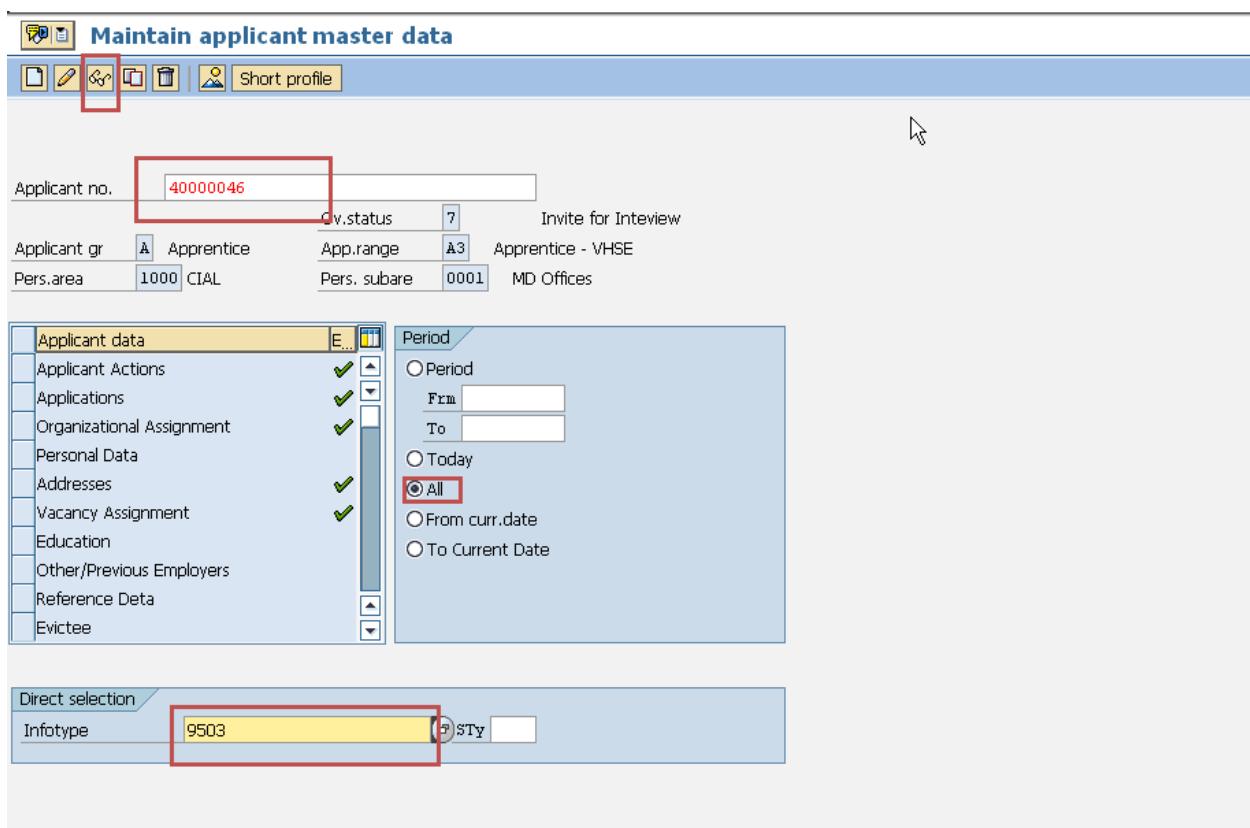
Final Ranklist of Applicants

Rank	Applicant Number	Roll Number	Name	Position	Position Text	Batch Code
1	670	346	Ramu	20000093	Manager	CIAL/HR/REG/1/01.08.2013
2	671	856	Somu	20000093	Manager	CIAL/HR/REG/1/01.08.2013
3	672	244	Geetha	20000093	Manager	CIAL/HR/REG/1/01.08.2013
4	673	245	Veena	20000093	Manager	CIAL/HR/REG/1/01.08.2013

i Data Updated Successfully

After the upload you can check in the PB30 transaction,

The screenshot shows the "Maintain applicant master data" screen. The title bar includes icons for Print, Edit, and Short profile. The main form has fields for Applicant no. (40000046), Cv.status (7), Invite for Interview, Applicant gr (A Apprentice), App.range (A3), Pers.area (1000 CIAL), Pers. subare (0001 MD Offices), and Pers. subare (0001 MD Offices). Below the form is a table with columns for Applicant data and E... (Edit). The table rows include: Applicant Actions, Applications, Organizational Assignment, Personal Data, Addresses, Vacancy Assignment, Education, Other/Previous Employers, Reference Data, and Evictee. To the right of the table is a "Period" section with radio buttons for Period, Today, All (selected), From curr.date, and To Current Date. The "Frm" and "To" fields are empty. The "All" radio button is selected. At the bottom, there is a "Direct selection" section with an Infotype field containing "9503" and a STY field.

Display Mark & Rank Details

Applicant no	570	Name	Ramu
Applicant gr	G General Recruitment	App.range	T1 Managerial Trainee
Pers.area	1000 CIAL	Subarea	0001 MD Offices
Start	16.10.2013	To	31.12.9999
		Chngd	27.10.2013 MITHUN

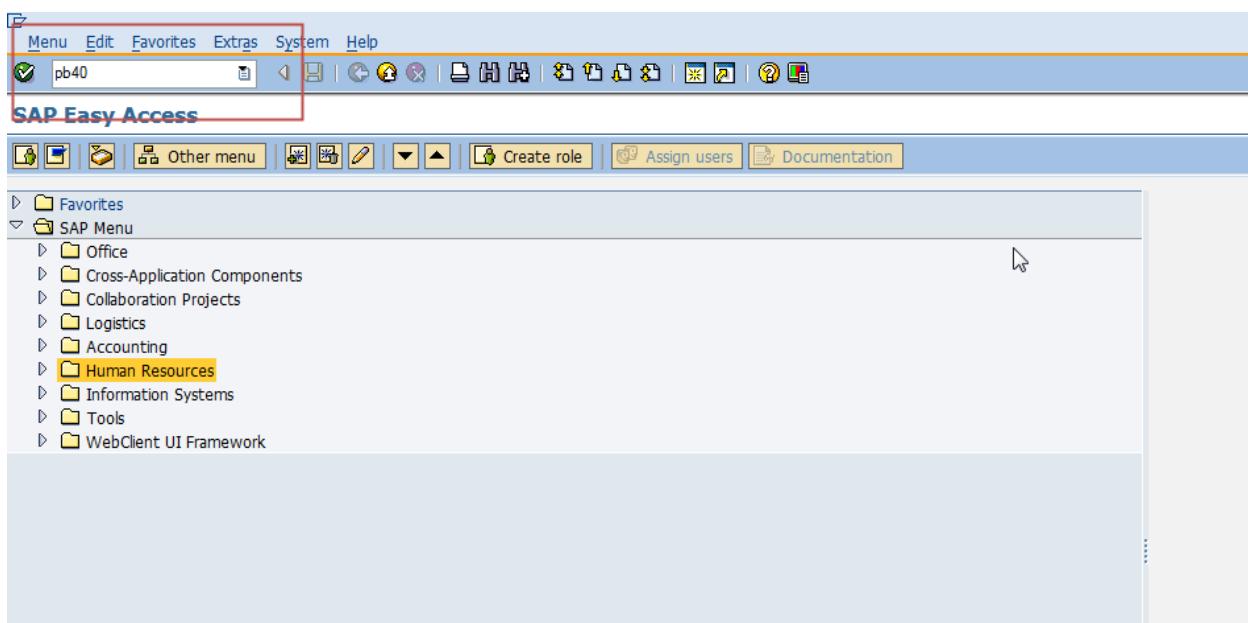
Mark & Rank Details	
Subtype	Position 1
Position ID	20000093
Batch Code	CIAL/HR/REG/1/01.08.2013
Roll Number	4368753
Written Test Mark	99
Written Test Date	
Written Test Rank	1
Interview Mark	96
Interview Date	
Final Rank	1

Final rank is been updated.

Offer Appointment - Action

After the initial upload the eligible candidates will be called for next round. There are various positions in CIAL which include different selection criteria. After all the rounds are been done the desired candidate will be offered contract. Here the overall status of the applicant changes to 5 – “Contract Offered”.

Transaction Code	PB40
Via Menus	Human Resources > Personnel Management > Recruitment > Appl.master data > Applicant actions.



Appl. master data Edit Goto Settings System Help

Applicant no. 670

Name Ramu Ov.status 7 Invite for Interview

Applicant gr G General Recruitm... App.range T1 Managerial Trainee

Pers.area 1000 CIAI Pers. subare 0001 MD Offices

from 20.10.2013

Applicant Actions

Action Type	Personn...
Initial entry - General Recrt	
Initial entry - Apprentice	
Enter additional data	
Reject applicant	
Invite for Written Test	
Invite applicant for Interview	
Offer applicant contract	
Applicant rejects offer	
Prepare for hiring	
Extension of Hiring Date	
Invite for Physical Test	
Inv apprentice for interview	

Enter the Applicant number , Date of action and select the option Offer applicant contract.

Copy Applicant Actions

Info group

App.no	670
Name	Ramu
Pers.area	1000 CIAL
App.group	G General Recruitment
Valid	20.10.2013 To 31.12.9999
Ov.status	7
Subarea	0001
App.range	T1

Invite for Interview
MD Offices
Managerial Trainee

Applicant action and status

Applicant action ty.	Offer applicant contract
Overall status	5 Contract offered
Status reason	<input type="button" value="..."/>

Select the reason.

Reference

Reference available
Reference employee

Organizational assignment

Personnel area	1000 CIAL
Applicant group	G General Recruitment
Applicant range	Managerial Trainee

Copy Applicant Actions

App.no	670	Ov.status
Name	Ramu	Subarea
Pers.area	1000 CIAL	App.range
App.group	G General Recruitment	Valid
	20.10.2013	To 31.12.9999

Applicant action and status

Applicant action ty.	Offer applicant contract
Overall status	5 Contract offered
Status reason	

Reference

Reference available
Reference employee

Organizational assignment

Personnel area	1000 CIAL
Applicant group	G General Recruitment
Applicant range	Managerial Trainee

Status reason (1) 1 Entry found

SR	Text for status rea...
5	Contract offered

Copy Applicant Actions

Infotype Edit Goto Extras System Help

App.no 670
Name Ramu Ov.status 7 Invite for Interview
Pers.area 1000 CIAL Subarea 0001 MD Offices
App.group G General Recruitment App.range T1 Managerial Trainee
Valid 20.10.2013 To 31.12.9999

Applicant action and status

Applicant action ty. Offer applicant contract
Overall status 5 Contract offered
Status reason 18 Contract Offered

Reference

Reference available
Reference employee

Organizational assignment

Personnel area 1000 CIAL
Applicant group G General Recruitment
Applicant range Managerial Trainee

Copy Vacancy Assignment

Applicant no	670	Name	Ramu		
Applicant gr	G	General Recruitment	App.range	T1	Managerial Trainee
Pers.area	1000	CIAL	Subarea	0001	MD Offices
Start	20.10.2013	To	31.12.9999		

Vacancy assignment

Priority	Priority 1
Vacancy	20000093 Manager
Vac.assign.stat	5 Contract offered
Status reason	18 Contract Offered

Maintain Applicant Activities

Planned activity: create

Activity type	010 Mail Offer Letter to applicant	Notes
Perform To	27.10.2013 00:00	<input checked="" type="checkbox"/> Recurring tasks <input type="checkbox"/> Letter changed
Standard text	OFFER LETTER TRAINEE GENERAL	
Responsible	502 Mithun KJ	
Vacancy	20000093 Manager	
Room/bldg no.	/	
<input type="checkbox"/> Send mail		
<input checked="" type="checkbox"/> <input type="checkbox"/>		

If needed change the date when the activity offer letter is to be sent to applicant. Also the desired SO10 text to be selected which is the template for sending mail.

 **Applicant actions**

Applicant no. **670** 

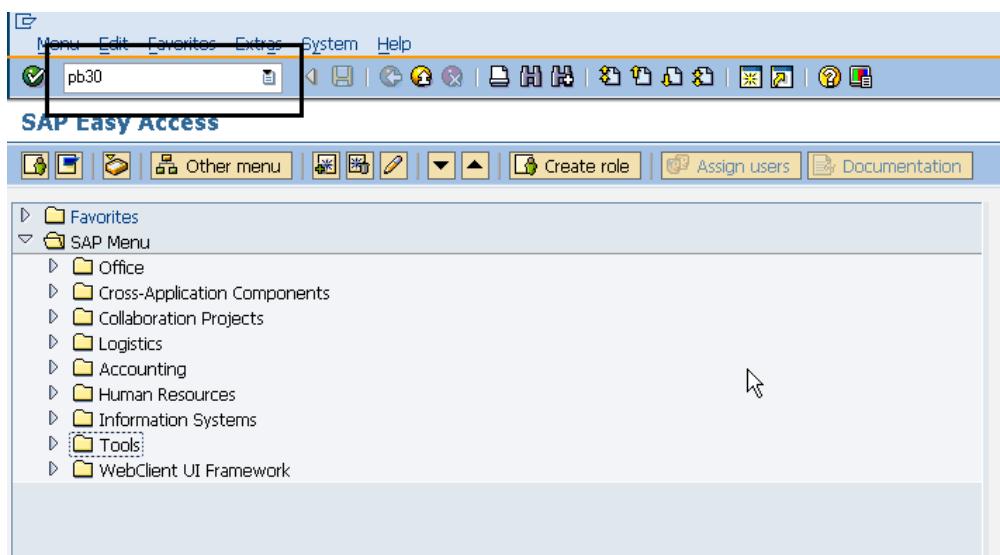
Name	Ramu	Ov.status	5	Contract offered
Applicant gr	G	General Recruitm...	T1	Managerial Trainee
Others.area	1000	CIAL	Pers. subare	0001 MD Offices
From	20.10.2013			

Applicant Actions

Action Type	Personn...
Initial entry - General Recrt	
Initial entry - Apprentice	
Enter additional data	
Reject applicant	
Invite for Written Test	
Invite applicant for Interview	
Offer applicant contract	
Applicant rejects offer	
Prepare for hiring	
Extension of Hiring Date	
Invite for Physical Test	
Inv apprentice for interview	

 Record created

Also after the mass upload you can check the master data individually for the applicants or also the other option is you can run the apprentice list report to see the overall status of the applicants.



Maintain applicant master data

Short profile

Applicant no.	670	Ov.status	9	Inv for Phys Test	
Name	Ramu	App.range	T1	Managerial Trainee	
Applicant gr	G General Recruitment	Pers.area	1000 CIAL	Pers. subarea	0001 MD Offices

Enter the applicant no and overview icon.

Applicant Actions

Applications

- Organizational Assignment
- Personal Data
- Addresses
- Vacancy Assignment
- Education
- Other/Previous Employers
- Reference Data
- Evictee

Period

From: _____ To: _____

Today All From curr.date To Current Date

List Applicant Actions

App.no	670	Ov.status	5	Contract offered	
Name	Ramu	Pers.area	1000 CIAL	Subarea	0001 MD Offices
App.group	G General Recruitment	App.range	T1	Managerial Trainee	

Choose 01.01.1800 to 31.12.9999

From	To	Action	Name of action type	Status	Applicant status	S
20.10.2013	31.12.9999	04	Offer applicant contract	5	Contract offered	1
17.10.2013	19.10.2013	07	Invite applicant for Inter...	7	Invite for Interview	2
16.10.2013	16.10.2013	08	Invite for Written Test	8	Invite for Wri Test	2
10.10.2013	15.10.2013	25	Invite for Physical Test	9	Inv for Phys Test	2
01.10.2013	09.10.2013	26	Initial entry - General Rec..1	In process		4

   Display Applicant Actions

App.no	570	Ov.status	5	Contract offered
Name	Ramu	Subarea	0001	MD Offices
Pers.area	1000 CIAL	App.range	T1	Managerial Trainee
App.group	G General Recruitment	Chgd	27.10.2013	MITHUN
Valid	20.10.2013	To	31.12.9999	

Applicant action and status

Applicant action ty.	Offer applicant contract
Overall status	5 Contract offered
Status reason	18 Contract Offered

Reference

Reference available	
Reference employee	0

Organizational assignment

Personnel area	1000 CIAL
Applicant group	G General Recruitment
Applicant range	Managerial Trainee

Maintain applicant master data

 Short profile

Applicant no.	670	Ov.status	9	Inv for Phys Test	
Name	Ramu	App.range	T1	Managerial Trainee	
Applicant gr	G General Recruitm...	Pers.area	1000 CIAL	Pers. subarea	0001 MD Offices

Period

- Period

Frm	To
-----	----
- Today
- All
- From curr.date
- To Current Date

Applicant data	E...
Applicant Actions	✓
Applications	✓
Organizational Assignment	✓
Personal Data	✓
Addressee	✓
Vacancy Assignment	✓
Education	✓
Other/Previous Employers	✓
Reference Data	✓
Evictee	✓

Direct selection

Infotype Vacancy Assignment STy.

Vacancy assignment status also changes to 5.

List Vacancy Assignment

Applicant no	670	Name	Ramu	
Applicant gr	G General Recruitment	App.range	T1 Managerial Trainee	
Pers.area	1000 CIAL	Subarea	0001 MD Offices	
Choose	01.01.1800	to	31.12.9999	STy.

Vacancy Assignment Status

Pr	from	to	Vacancy	Activity	Vac.assign.status
01	20.10.2013	31.12.9999	20000093	Manager	Contract offered
01	17.10.2013	19.10.2013	20000093	Manager	Invite for Intevi
01	16.10.2013	16.10.2013	20000093	Manager	Invite for Wri Te
01	10.10.2013	15.10.2013	20000093	Manager	Inv for Phys Test
01	01.10.2013	09.10.2013	20000093	Manager	In process

Infotype Edit Goto Extras System Help

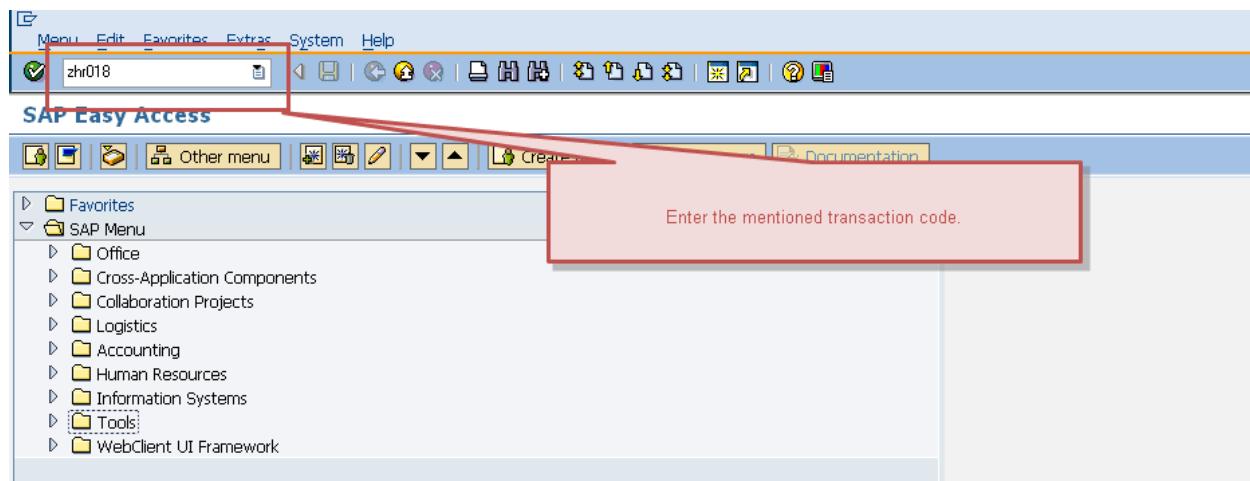
Display Vacancy Assignment

Applicant no: 570 Name: Ramu
 Applicant gr: G General Recruitment App.range: T1 Managerial Trainee
 Pers.area: 1000 CIAL Subarea: 0001 MD Offices
 Start: 20.10.2013 To: 31.12.9999 Chng: 27.10.2013 MITHUN

Vacancy assignment

Priority	Priority 1
Vacancy	20000093 Manager
Vac.assign.stat	5 Contract offered
Status reason	18 Contract Offered

After running the action SAP gives an option to send mail to the applicants. Either you can make use of this option or send manually as been followed currently.



Activity in Rec

Select the desired option here.

Advertisement number

Applicant No.

Activity Type

Activity in Rec

Select the desired option as shown.

Advertisement number

Applicant No.

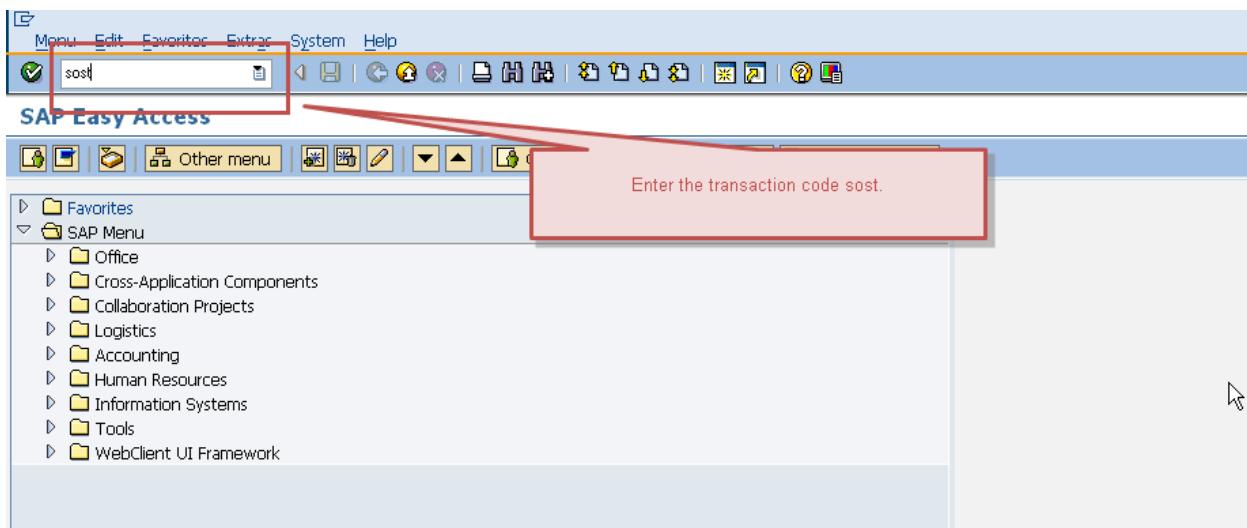
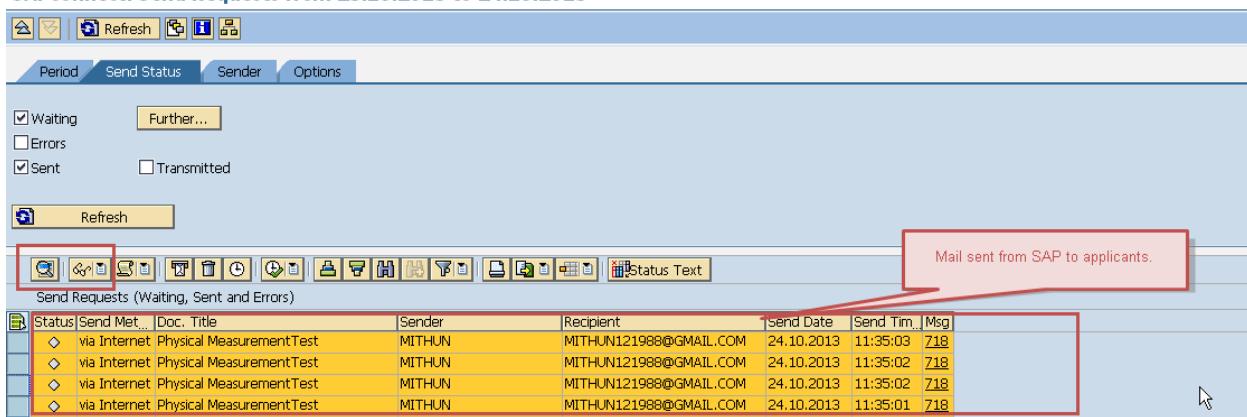
Activity Type

List Edit Goto Views Settings System Help

Activity in Rec

Applicant N...	Mail Sending Status	Infotype Update Status
670	Sucess	Sucess

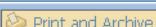
HRADMIN can also monitor the mails sent from SAP to applicants.

**SAPconnect: Send Requests from 23.10.2013 to 24.10.2013**


The screenshot shows the SAPconnect interface titled 'Send Requests from 23.10.2013 to 24.10.2013'. At the top, there are filter options: 'Period' (checkboxes for Waiting, Errors, Sent, Transmitted), 'Send Status' (checkboxes for Further..., Errors, Sent, Transmitted), 'Sender' (checkboxes for Waiting, Errors, Sent, Transmitted), and 'Options'. A 'Refresh' button is also present. Below these are several icons for different actions. The main area displays a table titled 'Send Requests (Waiting, Sent and Errors)'. A red box highlights the table, and a red callout bubble points to it with the text 'Mail sent from SAP to applicants.' The table has columns: Status, Send Met..., Doc. Title, Sender, Recipient, Send Date, Send Tim., and Msg. The data in the table is as follows:

Status	Send Met...	Doc. Title	Sender	Recipient	Send Date	Send Tim.	Msg
Waiting		via Internet Physical MeasurementTest	MITHUN	MITHUN121988@GMAIL.COM	24.10.2013	11:35:03	718
		via Internet Physical MeasurementTest	MITHUN	MITHUN121988@GMAIL.COM	24.10.2013	11:35:02	718
		via Internet Physical MeasurementTest	MITHUN	MITHUN121988@GMAIL.COM	24.10.2013	11:35:02	718
		via Internet Physical MeasurementTest	MITHUN	MITHUN121988@GMAIL.COM	24.10.2013	11:35:01	718

If you select the view option you can view the letter been sent via SAP.

Print Preview of Page 00001 of 00001
 Archive  Print and Archive  

- 1 -



COCHIN INTERNATIONAL AIRPORT LIMITED
Kochi Airport P.O. - 683111. Tel: 0484-2610115, Fax : 0484-2610012

Invitation for Interview

Date: 24/10/2013
Applicant No.: 00000673

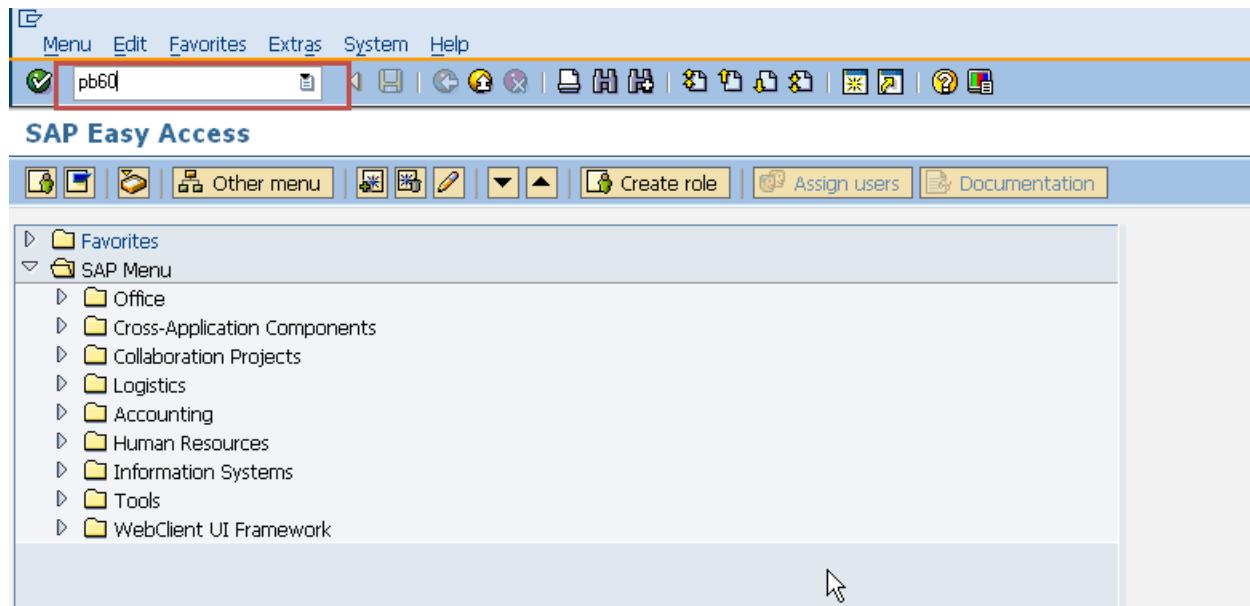
VEENA
NO 7/66 RAJA VEEDHI,
PAGAL PATTY(PO), OMALUR(TK),
SALEM
Ernakulam-683572.

Dear VEENA,

Sub: Selection of Manager (CIAL Golf & Country Club) Managerial - Personal Interview
Ref: Written Test conducted on 28/10/2012

We are pleased to inform you that you have been shortlisted for interview for the post of Manager (CIAL Golf & Country Club) Managerial. You are requested to appear for the Interview on Saturday, 1st December 2012 at the office of Cochin International Airport

After the mail is been net also you can check whether the planned activity is completed or not.



The screenshot shows the SAP Easy Access interface. At the top, there is a menu bar with options: Menu, Edit, Favorites, Extras, System, Help. Below the menu bar is a toolbar with various icons. The main area is titled "SAP Easy Access" and contains a navigation tree under "SAP Menu". The tree includes categories like Office, Cross-Application Components, Collaboration Projects, Logistics, Accounting, Human Resources, Information Systems, Tools, and WebClient UI Framework. A red box highlights the search bar in the toolbar, which contains the text "pb60".

Enter the applicant no

Applicant no.	670	Applicant gr	G General Recruitment	Ov.status	Inv for Phys Test
Pers.area	1000 CIAL	App.range	T1	Managerial Trainee	
Pers. subare	0001	Pers. subare	0001	MD Offices	

Maintain Applicant Activities

Applicant no	670	Name	Ramu
Applicant gr	G General Recruitment	App.range	T1 Managerial Trainee
Pers.area	1000 CIAL	Subarea	0001 MD Offices
App.received	01.10.2013	CIAL Website	

Compl. Activities

Activity text	Perform	Time	Person responsible	Vacant
Offer Contract	27.10.2013	00:00	Mithun KJ	Manager
Test inv	26.10.2013	00:00		Manager
Interview inv.	26.10.2013	00:00		Manager
Phyl Meas Test	24.10.2013	00:00		Manager

Plnnd Activities

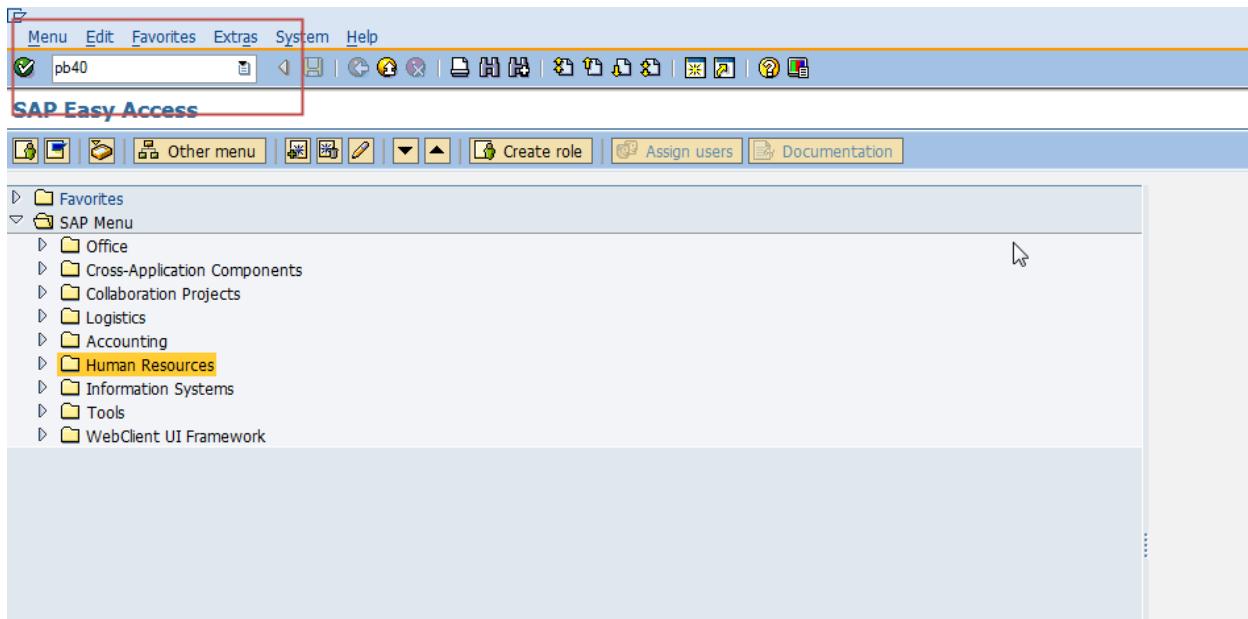
Activity text	Perform	Time	Person responsible	Vacant

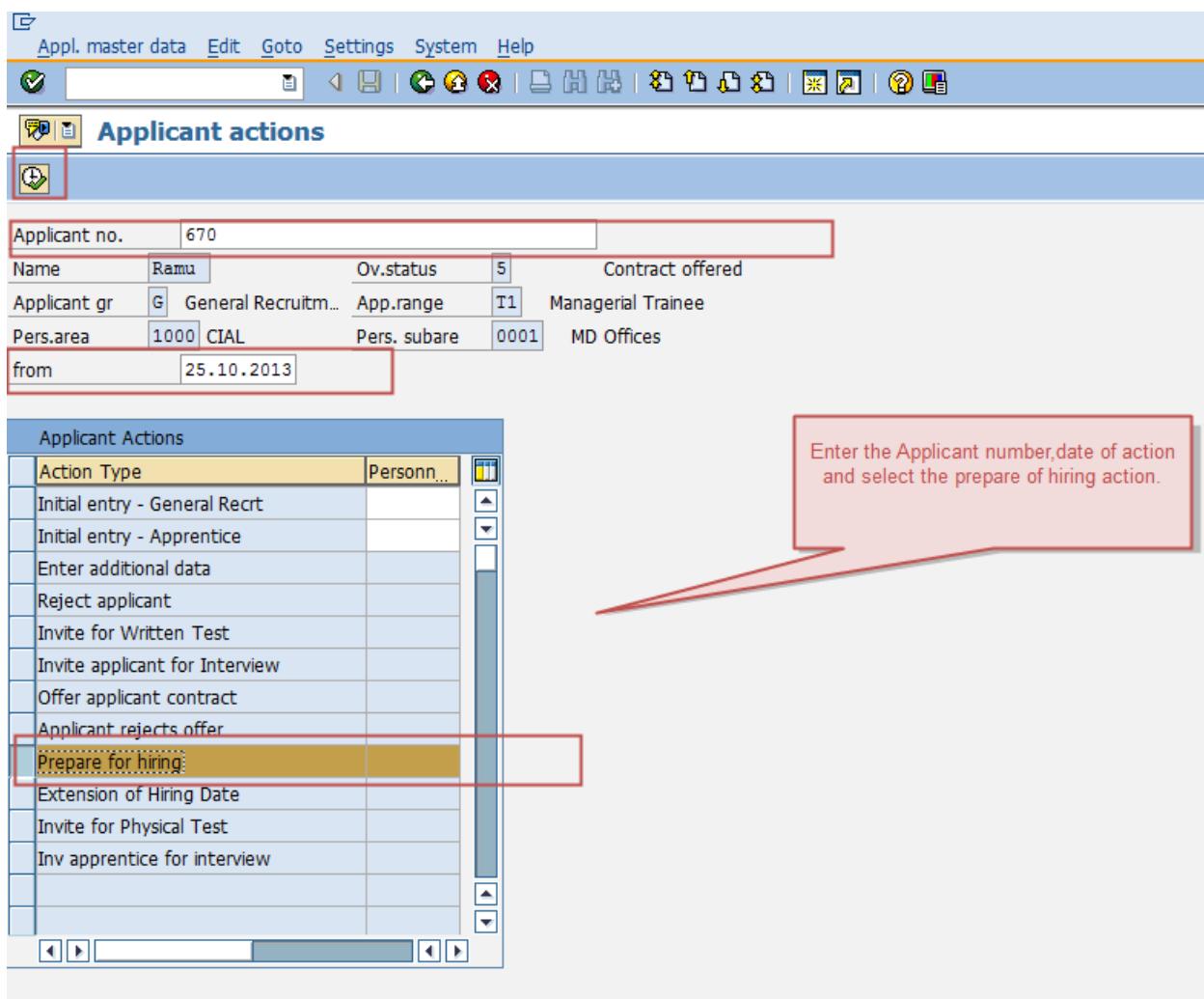
After the mail is sent the offer contract activity is been changed to planned to completed.

Prepare for Hiring - Action

After the applicant accepts the contract offered before the applicant joins CIAL so Prepare for Hiring action is to be executed in system. Here the overall status of the applicant changes to 2 – “To be Hired”.

Transaction Code	PB40
Via Menus	Human Resources > Personnel Management > Recruitment > Appl.master data > Applicant actions.





The screenshot shows the SAP Recruitment System interface for 'Applicant actions'. At the top, there's a toolbar with various icons and a menu bar with options like 'Appl. master data', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with icons for search, print, and other functions.

The main area displays applicant details:

Applicant no.	670
Name	Ramu
Ov.status	5
Contract offered	
Applicant gr	G General Recruitm...
App.range	T1
Managerial Trainee	
Pers.area	1000 CIAL
Pers. subare	0001 MD Offices
from	25.10.2013

A callout box points to the 'from' field with the instruction: "Enter the Applicant number,date of action and select the prepare of hiring action."

On the left, a list of 'Applicant Actions' is shown in a grid:

Action Type	Personn...
Initial entry - General Rect	
Initial entry - Apprentice	
Enter additional data	
Reject applicant	
Invite for Written Test	
Invite applicant for Interview	
Offer applicant contract	
Applicant rejects offer	
Prepare for hiring	
Extension of Hiring Date	
Invite for Physical Test	
Inv apprentice for interview	

Copy Applicant Actions

Info group

App.no	670	Ov.status	5	Contract offered
Name	Ramu	Subarea	0001	MD Offices
Pers.area	1000 CIAL	App.range	T1	Managerial Trainee
App.group	G General Recruitment			
Valid	25.10.2013	To	31.12.9999	

Applicant action and status

Applicant action ty.	Prepare for hiring
Overall status	2 To be hired
Status reason	<input type="button" value=""/>

Reference

Reference available
 Reference employee

Select the status reason.

Organizational assignment

Personnel area	1000 CIAL
Applicant group	G General Recruitment
Applicant range	Managerial Trainee

Copy Applicant Actions

Info group

App.no	670	Ov.status	5	Contract offered
Name	Ramu	Subarea	0001	MD Offices
Pers.area	1000 CIAL	App.range	T1	Managerial Trainee
App.group	G General Recruitment			
Valid	25.10.2013	To	31.12.9999	

Applicant action and status

Applicant action ty.	Prepare for hiring
Overall status	2 To be hired
Status reason	<input type="button" value=""/>

Reference

Reference available
 Reference employee

Organizational assignment

Personnel area	1000 CIAL
Applicant group	G General Recruitment
Applicant range	Managerial Trainee

Status reason (1) 2 Entries found	
Restrictions	
<input checked="" type="checkbox"/>	<input type="button" value=""/>
S. Applicant st.	SP. Text for status rea...
2 To be hired	07 Offer Accepted
2 To be hired	08 Extension of Joining

Infotype Edit Goto Extras System Help

 Copy

Copy Applicant Actions

Info group

App.no	670	Ov.status	5	Contract offered
Name	Ramu	Subarea	0001	MD Offices
Pers.area	1000 CIAL	App.range	T1	Managerial Trainee
App.group	G General Recruitment	Valid	25.10.2013 To 31.12.9999	

Applicant action and status

Applicant action ty.	Prepare for hiring
Overall status	2 To be hired
Status reason	07 Offer Accepted

Reference

Reference available

Reference employee

Organizational assignment

Personnel area	1000 CIAL
Applicant group	G General Recruitment
Applicant range	Managerial Trainee

Copy Vacancy Assignment

Applicant no	670	Name	Ramu
Applicant gr	G	General Recruitment	App.range T1 Managerial Trainee
Pers.area	1000	CIAL	Subarea 0001 MD Offices
Start	25.10.2013	To	31.12.9999

Vacancy assignment

Priority	Priority 1
Vacancy	20000093 Manager
Vac.assign.stat	2 To be hired
Status reason	07 Offer Accepted

Maintain Applicant Activities

Applicant no.	670		
Name	Ramu	Ov.status	2 To be hired
Applicant gr	G General Recruitment		
Pers.area	1000 CIAL		

Planned activity: create

Activity	
Activity type	014 Hiring date
Perform on	27.10.2013 00:00
Standard text	
Responsible	502 Mithun KJ
Vacancy	20000093 Manager
Room/bldg no.	/
<input type="checkbox"/> Send mail	
<input checked="" type="checkbox"/> <input type="checkbox"/>	

Change the date of hiring if needed.

 **Applicant actions**

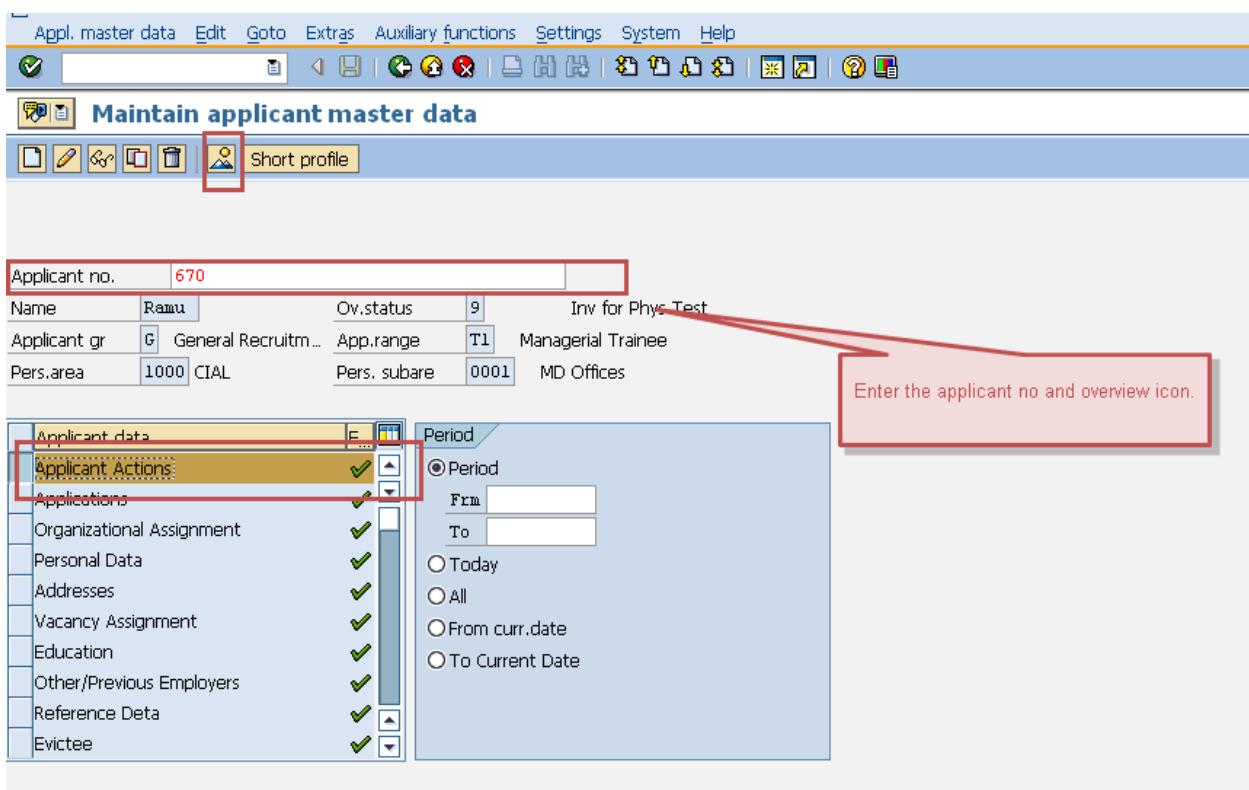
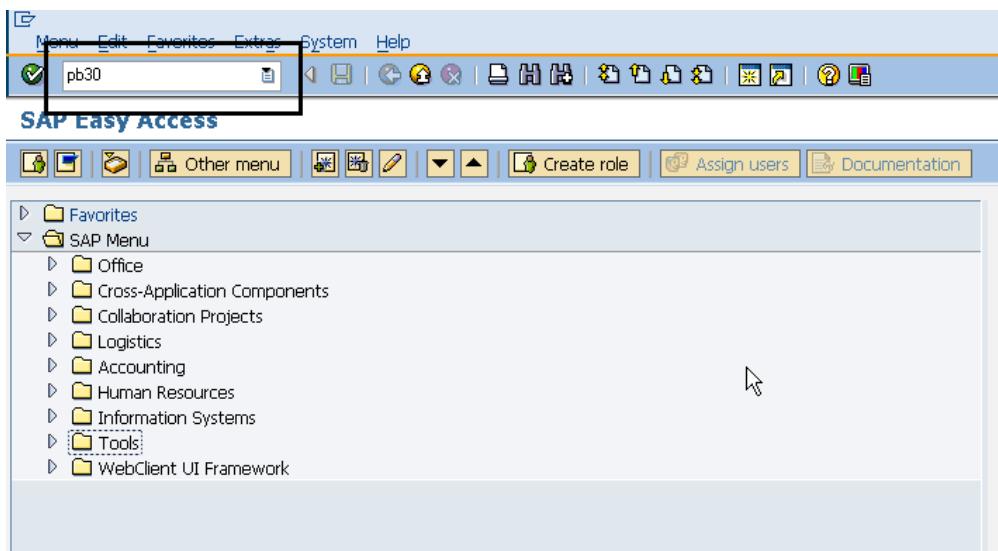


Applicant no.	670	
Name	Ramu	Ov.status 2 To be hired
Applicant gr	G General Recruitm...	App.range T1 Managerial Trainee
Pers.area	1000 CIAL	Pers. subare 0001 MD Offices
from	25.10.2013	

Applicant Actions

Action Type	Personn...
Initial entry - General Recrt	
Initial entry - Apprentice	
Enter additional data	
Reject applicant	
Invite for Written Test	
Invite applicant for Interview	
Offer applicant contract	
Applicant rejects offer	
Prepare for hiring	
Extension of Hiring Date	
Invite for Physical Test	
Inv apprentice for interview	

 Record created



   Display Applicant Actions

App.no	670	Ov.status	2	To be hired
Name	Ramu	Subarea	0001	MD Offices
Pers.area	1000 CIAL	App.range	T1	Managerial Trainee
App.group	G General Recruitment	Chgd	27.10.2013	MITHUN
Valid	25.10.2013	To	31.12.9999	

Applicant action and status

Applicant action ty.	Prepare for hiring
Overall status	2 To be hired
Status reason	07 Offer Accepted

Reference

<input type="checkbox"/> Reference available	
Reference employee	0

Organizational assignment

Personnel area	1000 CIAL
Applicant group	G General Recruitment
Applicant range	Managerial Trainee

Maintain applicant master data

Short profile

Applicant no.	670			
Name	Ramu	Ov.status	9	Inv for Phys Test
Applicant gr	G	General Recruitm...	App.range	T1 Managerial Trainee
Pers.area	1000	CIAL	Pers. subarea	0001 MD Offices

Applicant data

- Applicant Actions
- Applications
- Organizational Assignment
- Personal Data
- Addressees
- Vacancy Assignment**
- Education
- Other/Previous Employers
- Reference Data
- Evictee

Period

Period
 Frm _____
 To _____

Today
 All
 From curr.date
 To Current Date

Direct selection

Infotype Vacancy Assignment STy _____

Vacancy assignment status also changes to 2.

List Vacancy Assignment

Applicant no.	670	Name	Ramu	
Applicant gr	G	General Recruitment	App.range	T1 Managerial Trainee
Pers.area	1000	CIAL	Subarea	0001 MD Offices
Choose	01.01.1800	To	31.12.9999	STy. _____

Vacancy Assignment Status

Pr	from	to	Vacancy	Activity	Vac.assign.status
01	25.10.2013	31.12.9999	20000093	Manager	To be hired
01	20.10.2013	24.10.2013	20000093	Manager	Contract offered
01	17.10.2013	19.10.2013	20000093	Manager	Invite for Intevi
01	16.10.2013	16.10.2013	20000093	Manager	Invite for Wri Te
01	10.10.2013	15.10.2013	20000093	Manager	Inv for Phys Test
01	01.10.2013	09.10.2013	20000093	Manager	In process

Infotype Edit Goto Extras System Help

Display Vacancy Assignment

Applicant no	670	Name	Ramu
Applicant gr	G General Recruitment	App.range	T1 Managerial Trainee
Pers.area	1000 CIAL	Subarea	0001 MD Offices
Start	25.10.2013	To	31.12.9999 Chng 27.10.2013 MITHUN

Vacancy assignment

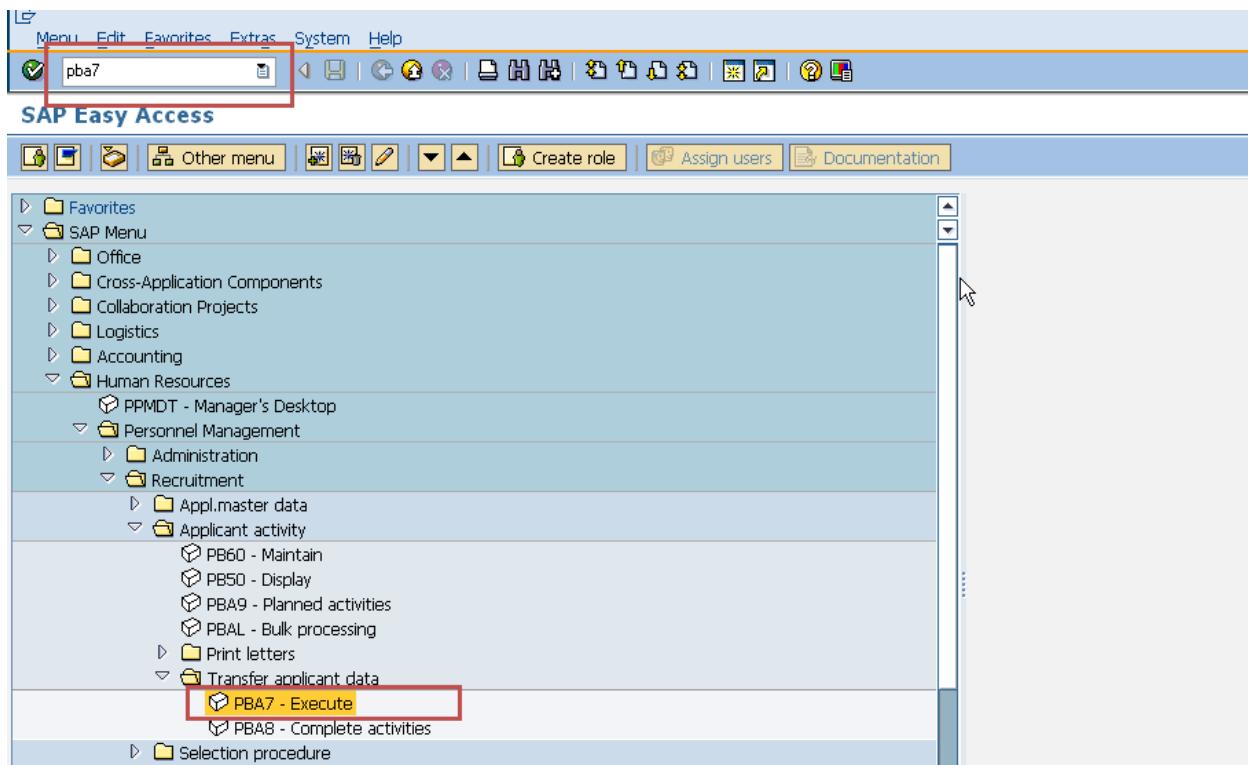
Priority	Priority 1
Vacancy	20000093 Manager
Vac.assign.stat	2 To be hired
Status reason	07 Offer Accepted

Transfer Data to P.A

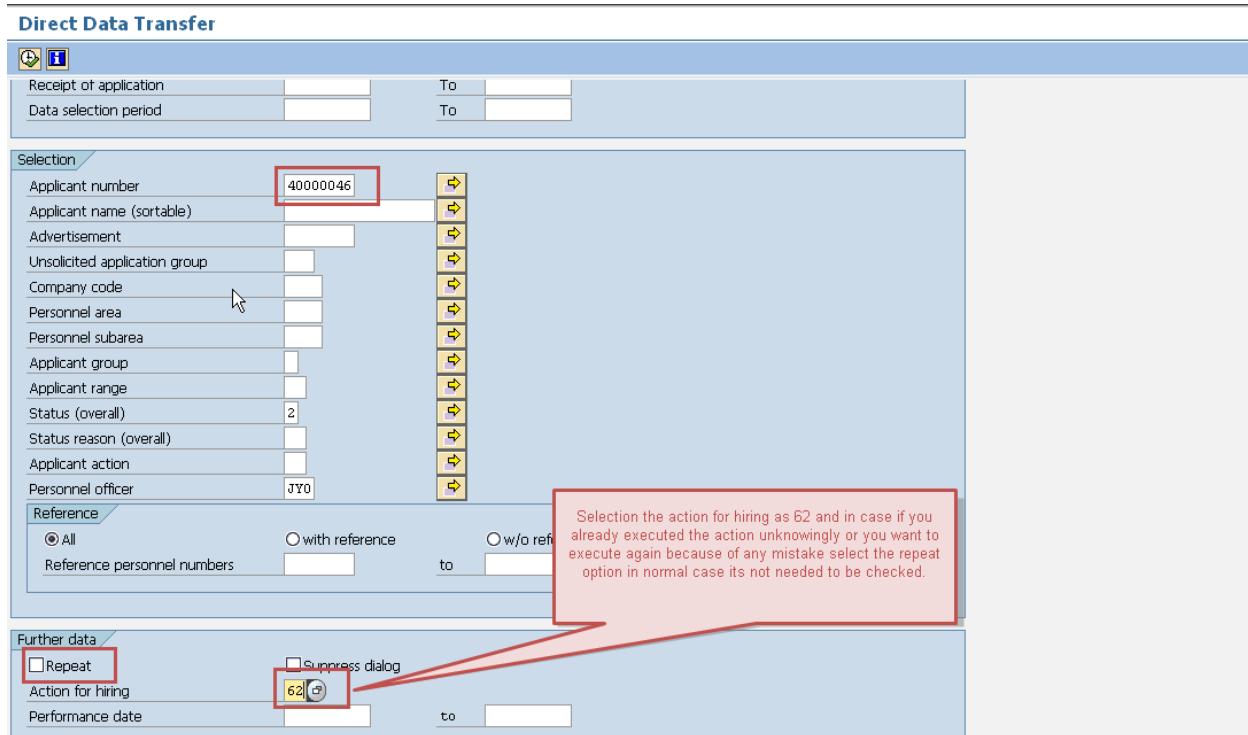
After the prepare for hiring action is been executed for an employee the next step is when the employee joins on a particular day employee no is to be generated in the system for that the data is to be transferred from Recruitment to P.A.

Transaction Code : PBA7

MENU PATH: SAP Menu → Human Resources ->Personnel Management -> Recruitment -> Applicant activity -> Transfer Applicant data -> PBA7 - Execute.



Direct Data Transfer



The dialog box has sections for Selection, Reference, and Further data. In the Selection section, the applicant number is set to 40000046. A callout bubble provides instructions: "Selection the action for hiring as 62 and in case if you already executed the action unknowingly or you want to execute again because of any mistake select the repeat option in normal case its not needed to be checked." In the Further data section, the "Action for hiring" field contains the value 62, which is also highlighted with a red box. The "Repeat" checkbox is checked, and the "Suppress dialog" checkbox is unchecked.

Direct Data Transfer

			
Receipt of application	<input type="text"/>	To	<input type="text"/>
Data selection period	<input type="text"/>	To	<input type="text"/>
Selection			
Applicant number	<input type="text" value="670"/>		
Applicant name (sortable)	<input type="text"/>		
Advertisement	<input type="text"/>		
Unsolicited application group	<input type="text"/>		
Company code	<input type="text"/>		
Personnel area	<input type="text"/>		
Personnel subarea	<input type="text"/>		
Applicant group	<input type="text"/>		
Applicant range	<input type="text"/>		
Status (overall)	<input type="text" value="2"/>		
Status reason (overall)	<input type="text"/>		
Applicant action	<input type="text"/>		
Personnel officer	<input type="text" value="JYO"/>		
Reference			
<input checked="" type="radio"/> All	<input type="radio"/> with reference	<input type="radio"/> w/o reference	
Reference personnel numbers	<input type="text"/>	to	<input type="text"/>
			
Further data			
<input type="checkbox"/> Repeat	<input type="checkbox"/> Suppress dialog		
Action for hiring	<input type="text" value="62"/>		

Infotype Edit Goto Extras System Help

| | | | | | | | | | |

Create Actions

Pers.No. Personnel No Employee no is been generated.

Start to

Personnel action

Action Type Reason for Action Reference Pers. Nos.

Status

Customer-specific Employment

Organizational assignment

Position Manager
Personnel area CIAL
Employee group Managerial
Employee subgroup Manager

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action	<input type="button"/>

Save your entries

Create Monitoring of TasksPersonnel No **Task**Task Type Date of Task Processing indicator **Reminder**Reminder Date Lead/follow-up time For specific task type **Comments**

 Save your entries

Create Organizational Assignment

Org Structure

Personnel No: 1117

Start: 27.10.2013 to 31.12.9999

Enterprise structure

CoCode	1000	CIAL
Pers.area	1000	CIAL
Cost Ctr		Subarea 0012 Commercial/GGCC

Personnel structure

EE group	A	Managerial
EE subgroup	M4	Manager

Payr.area KC CIAL PY AREA

Organizational plan

Percentage	100.00	Assignment
Position	20000093	mgr Manager
Job key	00000000	
Org. Unit	10000019	CGCC CIAL Golf & Country C...
Org.key	1000	

Administrator

Group	CIAL
PersAdmin	
Time	
PayrAdmin	

Additional fields

Subsection of the Department: [empty]

Record created

Create Organizational Assignment

Org Structure

Personnel No 1117

Start 27.10.2013 to 31.12.9999

Enterprise structure

CoCode	1000	CIAL
Pers.area	1000	CIAL
Cost Ctr		

Subarea 0012 Commercial/CGCC

Personnel structure

EE group	A	Managerial
EE subgroup	M4	Manager

Delimit Vacancy

S 20000093 Manager

Delimit on 26.10.2013

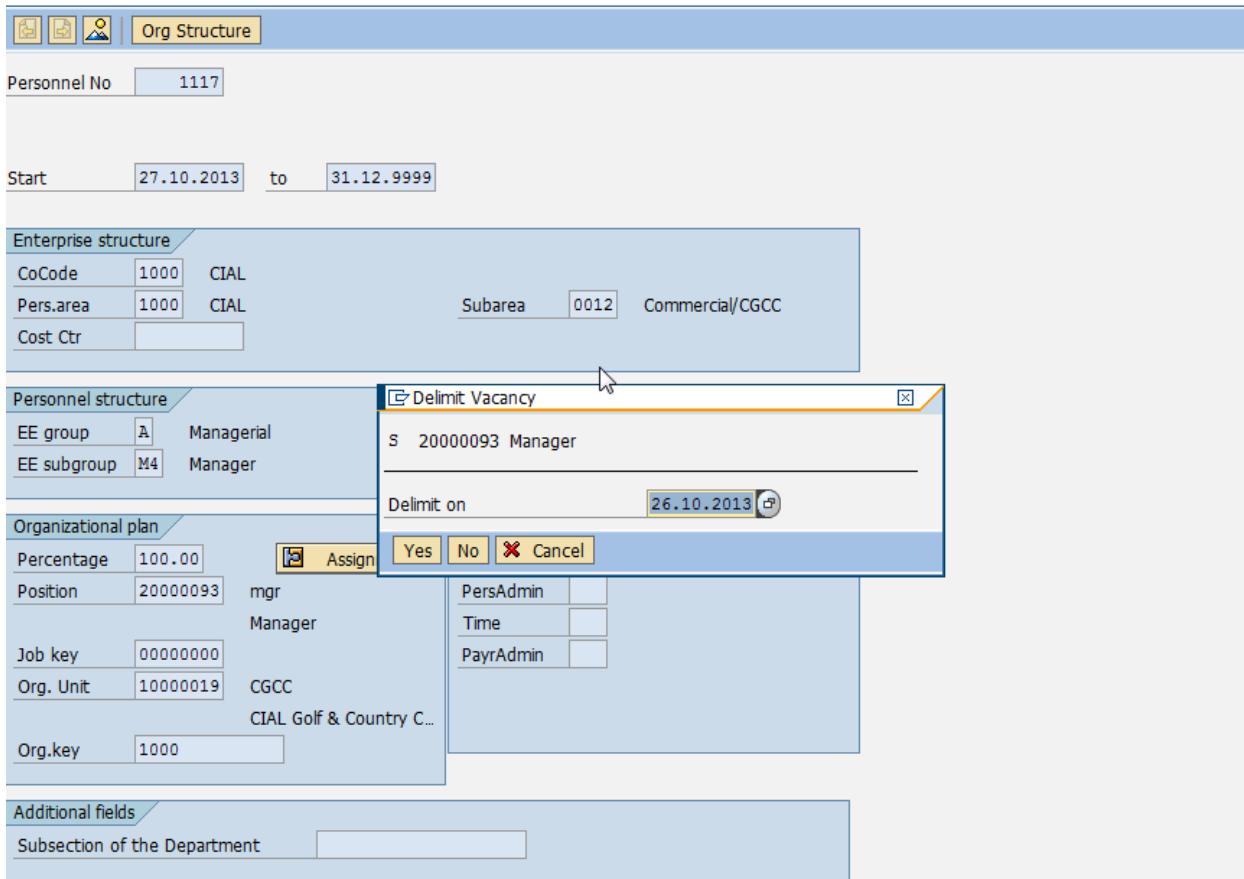
Yes No Cancel

Organizational plan

Percentage	100.00	Assign
Position	20000093	mgr Manager
Job key	00000000	
Org. Unit	10000019	CGCC CIAL Golf & Country C...
Org.key	1000	

Additional fields

Subsection of the Department



Create Personal Data

Personnel No	1117	
EE group	A Managerial	EE subgr M4 Manager
Pers.area	1000 CIAL	Org. Uni 10000019 CIAL Golf & Country Club
Start	29.12.1976	to 31.12.9999

Name	
Title	Mr <input type="button" value=""/>
Last name	
First name	Ramu
Initials	

Additional Data	
Gender	Male <input type="button" value=""/>
Birth date	29.12.1976
Birthplace	
Ctry o.birth	
State	
Nationality	Indian <input type="button" value=""/>
Mar.Status	Single <input type="button" value=""/>
Since	
No. child.	
Religion	Hindu <input type="button" value=""/>

Additional fields	
Name as per the Official Record	RAMU
Expansion of Initials (If any)	
Caste	REDDIAR
Caste Group	
No of Relatives Working in CIAL (If Any)	<input type="button" value=""/>

Infotype Edit Goto Extras System Help

Create Addresses

Foreign address

Personnel No	1117	Name	Ramu
EE group	A Managerial	EE subgr	M4 Manager
Pers.area	1000 CIAL	Org. Uni	10000019 CIAL Golf & Country Club
Start	27.10.2013	to	31.12.9999

Address

Address type	CIAL Permanent Address
Postal Code/City	683572 Ernakulam
District	
Region	11 Kerala
Country Key	India
Telephone Number	123456789

Additional fields

House Name	
Address Line 1	NO 7/66 RAJA VEEDHI,
Address Line 2	PAGAL PATTY(PO), OMALUR(TK),
Address Line 3	SALEM
Post Office	NEDUMBASERRY
Taluk	
Pachayat/Municipality	
Name of Assembly Constituency	
Name of Parliament Constituency	
Name of Block Panchayat	
Name of District Panchayat	
Bus Route	

Create Addresses

Personnel No	1117	Name	Ramu
EE group	A Managerial	EE subgr	M4 Manager
Pers.area	1000 CIAL	Org. Uni	10000019 CIAL Golf & Country Club
Start	27.10.2013	to	31.12.9999

Address	
Address type	Temporary residence
Postal Code/City	683572 Ernakulam
District	
Region	11 Kerala
Country Key	India
Telephone Number	123456789

Additional fields	
House Name	
Address Line 1	NO 7/66 RAJA VEEDHI,
Address Line 2	PAGAL PATTY(PO), OMALUR(TK),
Address Line 3	SALEM
Post Office	NEDUMBASERRY
Taluk	
Pachayat/Municipality	
Name of Assembly Constituency	
Name of Parliament Constituency	

Create Planned Working Time

Work schedule

Personnel No	1117	Name	Ramu
EE group	A Managerial	EE subgr	M4 Manager
Pers.area	1000 CIAL	Org. Uni	10000019 CIAL
Start	27.10.2013	To	31.12.9999

Work schedule rule

Work schedule rule

Time Mgmt status 1 - Time evaluation of actual times

Part-time employee

Working time

Employment percent	100.00	<input type="checkbox"/> Dyn. daily work schedule
Daily working hours		Min. <input type="text"/>
Weekly working hours	0.00	Min. <input type="text"/>
Monthly working hrs	0.00	Min. <input type="text"/>
Annual working hours	0.00	Min. <input type="text"/>
Weekly workdays		

Additional fields

Location

Restrict Value Range (1) 16 Entries found

WS rule	Work schedule rule t...	PWS	Start Date	End Date
APP-GEN	GENERAL SHIFT -APP	XGFT	01.10.1984	31.12.9999
DOMPROFF	3A3BFnROFF -Dom	DFOF	01.10.2012	31.12.9999
DOMMROFF	3A3BMonROFF -Dom	DMOF	01.10.2012	31.12.9999
DOMSROFF	3A3BSatROFF -Dom	DSOF	01.10.2012	31.12.9999
DOMSUOFF	3A3BSunROFF -Dom	DSUF	01.10.2012	31.12.9999
DOMTHOFF	3A3BThuROFF -Dom	DTHF	01.10.2012	31.12.9999
DOMTROFF	3A3BTueROFF -Dom	DTOF	01.10.2012	31.12.9999
DOMWROFF	3A3BVedROFF -Dom	DWOF	01.10.2012	31.12.9999
GENERAL	GENERAL SHIFT	GSFT	01.10.1984	31.12.9999
INTROFF	2A2B2C-FriROFF-Inter	2FOF	01.10.2012	31.12.9999
INTMROFF	2A2B2C-MonROFF-Inter	2MOF	01.10.2012	31.12.9999
INTSROFF	2A2B2C-SatROFF-Inter	2SOF	01.10.2012	31.12.9999
INTSUOFF	2A2B2C-SunROFF-Inter	2SUF	01.10.2012	31.12.9999
INTTHOFF	2A2B2C-ThuROFF-Inter	2THF	01.10.2012	31.12.9999
INTTROFF	2A2B2C-TueROFF-Inter	2TOF	01.10.2012	31.12.9999
INTWROFF	2A2B2C-WedROFF-Inter	2WOF	01.10.2012	31.12.9999

Create Planned Working Time

Work schedule

Personnel No	1117	Name	Ramu
EE group	A Managerial	EE subgr	M4 Manager
Pers.area	1000 CIAL	Org. Uni	10000019 CIAL Golf & Country Club
Start	27.10.2013	To	31.12.9999

Work schedule rule

Work schedule rule **DOMMROFF** 3A3BMonROFF -Dom

Time Mgmt status 1 - Time evaluation of actual times

Part-time employee

Working time

Employment percent	100.00	<input type="checkbox"/> Dyn. daily work schedule
Daily working hours	8.00	Min. <input type="text"/>
Weekly working hours	48.00	Min. <input type="text"/>
Monthly working hrs	208.00	Min. <input type="text"/>
Annual working hours	2496.00	Min. <input type="text"/>
Weekly workdays	6.00	Max. <input type="text"/>
		Max. <input type="text"/>
		Max. <input type="text"/>
		Max. <input type="text"/>

Create Time Recording Info

Personnel No	1117	Name	Ramu
EE group	A Managerial	EE subgr	M4 Manager
Pers.area	1000 CIAL	Org. Uni	10000019 CIAL Golf & Country Club
Start	27.10.2013	To	31.12.9999

Time ID	
Time rec.ID no.	1117
ID version	

Interface data	
Time event type grp	01
Subsystem grouping	001
Grpg. att./absence	001
EE expenses grpng	001
Access control group	
Mail indicator	
Personal code	

Time variables	
Grpg for TE rule	
Flextime maximum	
Flextime minimum	
Time bonus/deduction	
Standard overtime	
Additional indicator	

Create Basic Pay

Wage Type | Wage Type | Payments and deductions

Personnel No	1117	Name	Ramu
EE group	A Managerial	EE subgr	M4 Manager
Pers.area	1000 CIAL	Org. Uni	10000019 CIAL Golf & Country Club
Start	27.10.2013	To	31.12.9999

Reason	<input type="checkbox"/>	Next increase	<input type="checkbox"/>
Pay scale		Further information	
Type	01 CIAL	Capacity Util. Level	100.00 % PER
Area	01 NEDUMBASSERY	Work hours/period	208.00 Monthly
Group	M04	Ann.salary	INR

Wa...	Wage Type Long Text	O	Amount	Curre...	I..	A..	Number/Unit	Unit
1000	Basic Pay		29,100.00	INR	I	<input checked="" type="checkbox"/>		
1001	DA		16,005.00	INR	I	<input checked="" type="checkbox"/>		
				INR		<input type="checkbox"/>		
				INR		<input type="checkbox"/>		
				INR		<input type="checkbox"/>		
				INR		<input type="checkbox"/>		
				INR		<input type="checkbox"/>		
				INR		<input type="checkbox"/>		
				INR		<input type="checkbox"/>		
				INR		<input type="checkbox"/>		

IV 27.10.2013 - 31.12.9999 45,105.00 INR

Create Bank Details

Wage Type | Wage Type | Payments and deductions

Personnel No	1117	Name	Ramu
EE group	A Managerial	EE subgr	M4 Manager
Pers.area	1000 CIAL	Org. Uni	10000019 CIAL Golf & Country Club
Start	27.10.2013	to	31.12.9999

Bank details			
Bank details type	Main bank		
Payee	Ramu		
Postal Code/City	683572 Ernakulam		
Bank Country	India		
Bank Key	FGHJK123	Federal Bank	
Bank Account	214235	Bank control key	<input type="checkbox"/>
Payment method	T	Bank Transfer	
Purpose			
Payment currency	INR	Indian Rupee	

Create Personal IDs

Personnel No	1117	Name	Ramu
EE group	A Managerial	EE subgr	M4 Manager
Pers.area	1000 CIAL	Org. Uni	10000019 CIAL Golf & Country Club
Start	27.10.2013	to	31.12.9999

ID type 02 PAN Number

Personal IDs

ID number	FWFF2345
-----------	----------

Create Employee Joining Checklist

Personnel No	1117	Name	Ramu
EE group	A Managerial	EE subgr	M4 Manager
Pers.area	1000 CIAL	Org. Uni	10000019 CIAL Golf & Country Club
Start	27.10.2013	To	31.12.9999

Employee Joining Checklist

1. Educational details from class X to Higher degree	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
2. Particulars of previous employment/experience	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
a. Last 3 Months PaySlips	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
b. Appointment letter of previous employer	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
c. Relieving letter from previous employer	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
d. Form16/taxable income stmt duly certified from previous employer	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
3. PAN card copy	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
4. Photographs	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
5. Family details	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
6. Dependent details	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
7. Medical fitness certificate	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
8. Police clearance certificate (PCC)	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
9. Personal data sheet	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
10. Joining report	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
11. Nomination form for provident fund (FORM 2)	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
12. Nomination form for gratuity (FORM F)	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
13. Nomination form for ESI (FORM 1A)	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
14. Nomination form for SBI Life group insurance scheme	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
15. Medi claim declaration	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Create Mark & Rank Details

Personnel No Name
EE group EE subgr Manager
Pers.area Org. Uni CIAL Golf & Country Club
Start To

Mark & Rank Details	
Subtype	<input type="text" value="Position 1"/>
Position ID	<input type="text" value="20000093"/>
Batch Code	<input type="text" value="CIAL/HR/REG/1/01.08.2013"/>
Roll Number	<input type="text" value="4368753"/>
Written Test Mark	<input type="text" value="99"/>
Written Test Date	<input type="text"/>
Written Test Rank	<input type="text" value="1"/>
Interview Mark	<input type="text" value="96"/>
Interview Date	<input type="text"/>
Final Rank	<input type="text" value="1"/>

Create Education

Personnel No Name
EE group EE subgr Manager
Pers.area Org. Uni CIAL Golf & Country Club
Start To

Educational est.	
Educational est.	<input type="text" value="11 Middle School"/>
Institute/location	<input type="text" value="Anna university"/>
Country Key	<input type="text" value="India"/>
Certificate	<input type="text" value="11 Middle School"/>
Duration of course	<input type="text" value="002 Years"/>
Final Grade	<input type="text" value="PASS"/>

Additional fields	
Branch of Study	<input type="text" value="COMPUTER"/>
Month/Year of Passing	<input type="text" value="January 2004"/>
Mode of Study	<input type="text" value="Part Time"/>
Board/University	<input type="text" value="ANNA"/>
Percentage of Marks	<input type="text" value="96,50"/>
CGPA	<input type="text"/>
Whether Proof Submitted	<input type="checkbox"/>
Submission Date of Docs.	<input type="text"/>
Obtained After Joining CIAL	<input type="checkbox"/>
Considered For Increments	<input type="checkbox"/>

Create Other/Previous Employers

Personnel No 1117 Name Ramu
EE group A Managerial EE subgr M4 Manager
Pers.area 1000 CIAL Org. Uni 10000019 CIAL Golf & Country Club
Start 01.04.2005 to 01.05.2010

Other/previous employers

Employer	XXX
City	Kochi
Country Key	India
Industry	Industry 0002

Employer Details

Address Line 1	XXXXX
Address Line 2	YYYYY
District	ERNAKULAM
State	KERALA
Telephone Number	7647676457
E-Mail Id	jkhvkl
Turn Over (per Year)	7578478
Total Number of Employees	95689

Employment Details

Level of Category	
Designation	SR MGR
Job Nature	XXX
Duties/Functions	YYYY

Record created

NUM LC RD1 (1) 120 caldec INS

Create Internal Medical Service

Personnel No 1117 Name Ramu
EE group A Managerial EE subgr M4 Manager
Pers.area 1000 CIAL Org. Uni 10000019 CIAL Golf & Country Club

Examination result

Subtype	0001 General data
Examination date	01.08.2013
Last examination	
Result	
Diagnosis	

Examination data

x Examination area	Y	Value	Specific.	Specification	Date
1 Height	<input type="checkbox"/>	179.00	01	cm	
2 Weight	<input type="checkbox"/>	80.00	01	kg	
3 Eye Sight - Near Vis	<input checked="" type="checkbox"/>	1.85			
4 EyeSight-Distant Vis	<input checked="" type="checkbox"/>	1.85			
5 Another Vision prob	<input checked="" type="checkbox"/>	0.00			
6 Full Field Vision	<input checked="" type="checkbox"/>	0.00			

Create Communication

Communication

Personnel No	1117	Name	Ramu
EE group	A Managerial	EE subgr	M4 Manager
Pers.area	1000 CIAL	Org. Uni	10000019 CIAL Golf & Country Club
Start	27.10.2013	to	31.12.9999

Communication

Type	0010 E-mail
System ID	MITHUN121988@GMAIL.COM

Create Communication

Communication

Personnel No	1117	Name	Ramu
EE group	A Managerial	EE subgr	M4 Manager
Pers.area	1000 CIAL	Org. Uni	10000019 CIAL Golf & Country Club
Start	27.10.2013	to	31.12.9999

Communication

Type	CELL Cell Phone
System ID	3436636

Create Reference Data

Personnel No Name
EE group Managerial EE subgr Manager
Pers.area CIAL Org. Uni CIAL Golf & Country Club
Start To

Reference Data	
Batch Code	<input type="text" value="CIAL/HR/REG/1/01.08.2013"/>
Reference Name1	<input type="text" value="XXXXXXXXXXXXXXXXXXXX"/>
Reference Address1	<input type="text" value="DJHGDJHDJYH"/>
Reference Phone No.1	<input type="text" value="1234567"/>
Reference Name2	<input type="text" value="GKGK,GFKUJL"/>
Reference Address2	<input type="text" value="JHFKFGLG;LOJGLUKJLUG;OLHLUOJGFLUKJ"/>
Reference Phone No.2	<input type="text" value="1657847"/>

Create Evictee

Personnel No Name
EE group Managerial EE subgr Manager
Pers.area CIAL Org. Uni CIAL Golf & Country Club
Start To

Evictee	
Type of Evictee	<input type="text" value="House Evictee 1"/>
LAC No	<input type="text" value="987687"/>
LAC Holder(s) Name	<input type="text" value="JUDE"/>
Village	<input type="text" value="AGY"/>
Year	<input type="text" value="1995"/>
Relationship with LAC Holder	<input type="text" value="FATHER"/>
Address Line 1	<input type="text" value="B 23 APPLE"/>
Address Line 2	<input type="text" value="NEDUMBASERRY"/>
Address Line 3	<input type="text" value="CIAL"/>
Pincode	<input type="text" value="683572"/>
Remarks	<input type="text" value="NIL"/>

Create Job Specific Information

Personnel No.	1117	Name	Ramu
EE group	A Managerial	EE subgr	M4 Manager
Area	1000 CIAL	Org. Uni.	10000019 CIAL Golf & Country Club
Start	27.10.2013	To	31.12.9999

Job Specific Information

Computer Proficiency	NO		
Professional Skill Relevant to the Post, If any	ILVFVKIYHVLKIUFLI		
Driving License No., If any - LMV	48774687	Valid Upto	01.08.2013
Driving License No., If any - HMV/HPV	86537636753	Valid Upto	01.08.2013
Security Posts - Basic AVSEC Qualified	Yes <input checked="" type="checkbox"/>		
Screener's Certification, If any	Yes <input checked="" type="checkbox"/>	Validity	01.08.2013
If CA/ICWA - Whether Fellow/Associate Member	Yes <input checked="" type="checkbox"/>	Membership No.	456893
Any physical deformities	Yes <input checked="" type="checkbox"/>		
Whether BTC(Fire Fighting)From AAI Passed	Yes <input checked="" type="checkbox"/>	Date Of Passing	07.08.2013
Whether Jet(Officer's Course) From AAI Passed	Yes <input checked="" type="checkbox"/>	Date Of Passing	15.08.2013
Father's Name	KALYANASUNDARAM		
Fathers Occupation	AGRICULTURE		

Direct Transfer of Applicant Data

Activity	Master data
----------	-------------

Direct Transfer of Applicant Data

Evaluation period: 01.01.1800 to 31.12.9999

Perform from 01.01.1800 to 31.12.9999

Applicant	Position	Hiring	Status
Ramu	Manager	27.10.2013	OK

Reconciliation totals

Evaluation RPAPRT09	includes
Applicants selected	1

Maintain Applicant Activities

Applicant no	670	Activity type	014 Hiring date	Notes
Applicant gr	G General Recruitment	Perform on	27.10.2013 00:00	Letter changed
Pers.area	1000 CIAL	Standard text		
App.received		Responsible	502 Mithun KJ	
Compl. Activities		0	0	
Activity text		Perform	Time	Person responsible
Offer Contract		27.10.2013 00:00		Mithun KJ
Test inv		26.10.2013 00:00		
Interview inv.		26.10.2013 00:00		
Phyl Meas Test		24.10.2013 00:00		

Plnnd Activities

Activity text	Perform	Time	Person responsible	Vacancy
Hiring date	27.10.2013 00:00	Mithun KJ	Manager	
Transfer data	27.10.2013 00:00	Mithun KJ	Manager	

Change mode planned -> completed

Chngd 27.10.2013 00:25 MITHUN

Activity

Activity type 014 Hiring date

Perform on 27.10.2013 00:00

Standard text

Responsible 502 Mithun KJ

Vacancy 20000093 Manager

Room/bldg no. /

Send mail

Maintain Applicant Activities

Applicant no	670	Name	Ramu	Notes
Applicant gr	G General Recruitment	App.range	T1 Managerial Trainee	Letter changed
Pers.area	1000 CIAL	Subarea	0001 MD Offices	
App.received	01.10.2013	CIAL Website		
Compl. Activities		Person responsible		
Activity text		Perform	Time	Person responsible
Offer Contract		27.10.2013 00:00		Mithun KJ
Hiring date		27.10.2013 00:00		Mithun KJ
Test inv		26.10.2013 00:00		
Interview inv.		26.10.2013 00:00		
Phyl Meas Test		24.10.2013 00:00		

Plnnd Activities

Activity text	Perform	Time	Person responsible
Transfer data	27.10.2013 00:00	Mithun KJ	

Change mode planned -> completed

Chngd 27.10.2013 17:21 MITHUN

Activity

Activity type 015 Transfer applicant data

Perform on 27.10.2013 17:30

Standard text

Responsible 502 Mithun KJ

Vacancy 20000093 Manager

Room/bldg no. /

Reference activity

Activity type Hiring date

Perform on 27.10.2013 00:00

Responsible Mithun KJ

Send mail

Direct Transfer of Applicant Data

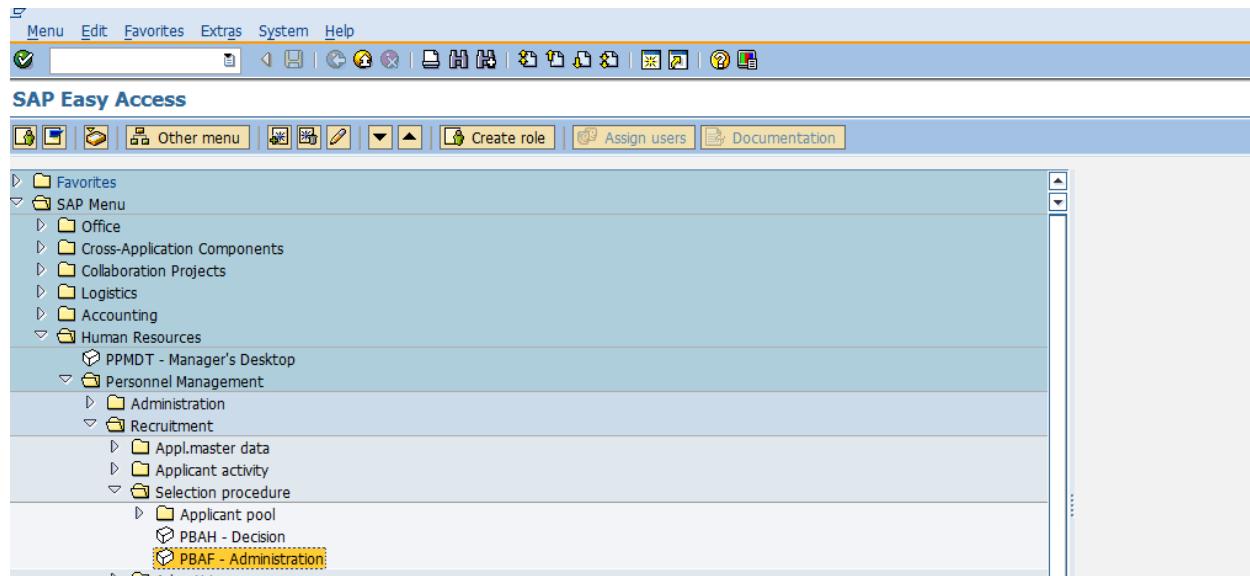
Activity	Master data		
Direct Transfer of Applicant Data			
Evaluation period: 01.01.1800 to 31.12.9999			
Perform from 01.01.1800 to 31.12.9999			
Applicant	Position	Hiring	Status
Ramu	Manager	27.10.2013	OK

Insert Transfer of Applicant Data

Applicant Administration

Whenever HR administrator wants to see the status of the recruitment he/she can make use of this report to see the details.

Transaction Code	PBAF
Via Menus	Human Resources > Personnel Management > Recruitment > Selection Procedure > Administration.



Administration of Selection Procedure

Period

Receipt of application	<input type="text"/>	To	<input type="text"/>
Data selection period	27.10.2013		

Selection

Applicant number	<input type="text"/>	<input type="button" value=">"/>
Applicant name (sortable)	<input style="background-color: #ffff00; border: 1px solid black; width: 100px; height: 20px; vertical-align: middle;" type="text"/>	<input type="button" value=">"/>
Advertisement	<input type="text"/>	<input type="button" value=">"/>
Unsolicited application group	<input type="text"/>	<input type="button" value=">"/>
Company code	<input type="text"/>	<input type="button" value=">"/>
Personnel area	<input type="text"/>	<input type="button" value=">"/>
Personnel subarea	<input type="text"/>	<input type="button" value=">"/>
Applicant group	<input type="text"/>	<input type="button" value=">"/>
Applicant range	<input type="text"/>	<input type="button" value=">"/>
Status (overall)	<input type="text"/>	<input type="button" value=">"/>
Status reason (overall)	<input type="text"/>	<input type="button" value=">"/>
Applicant action	<input type="text"/>	<input type="button" value=">"/>
Personnel officer	<input type="text"/> *	<input type="button" value=">"/>

Reference

<input checked="" type="radio"/> All	<input type="radio"/> with reference	<input type="radio"/> w/o reference		
Reference personnel numbers	<input type="text"/>	to	<input type="text"/>	<input type="button" value=">"/>

Further data

Priority	<input type="text"/>	to	<input type="text"/>	<input type="button" value=">"/>
Vacancy	<input type="text"/>	to	<input type="text"/>	<input type="button" value=">"/>

Administrator can make use of the various selection criteria to run the report.

Administration of Selection Procedure

Additional data **Activity** **Master data** **Actions** **Overall status** **Bulk processing** **Short profile**

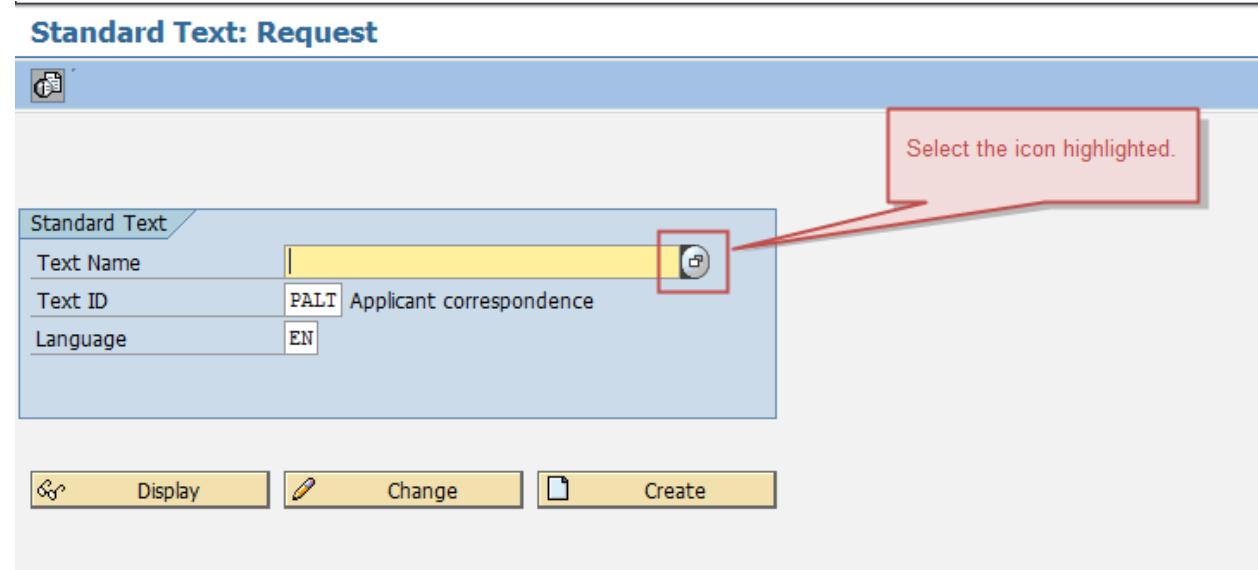
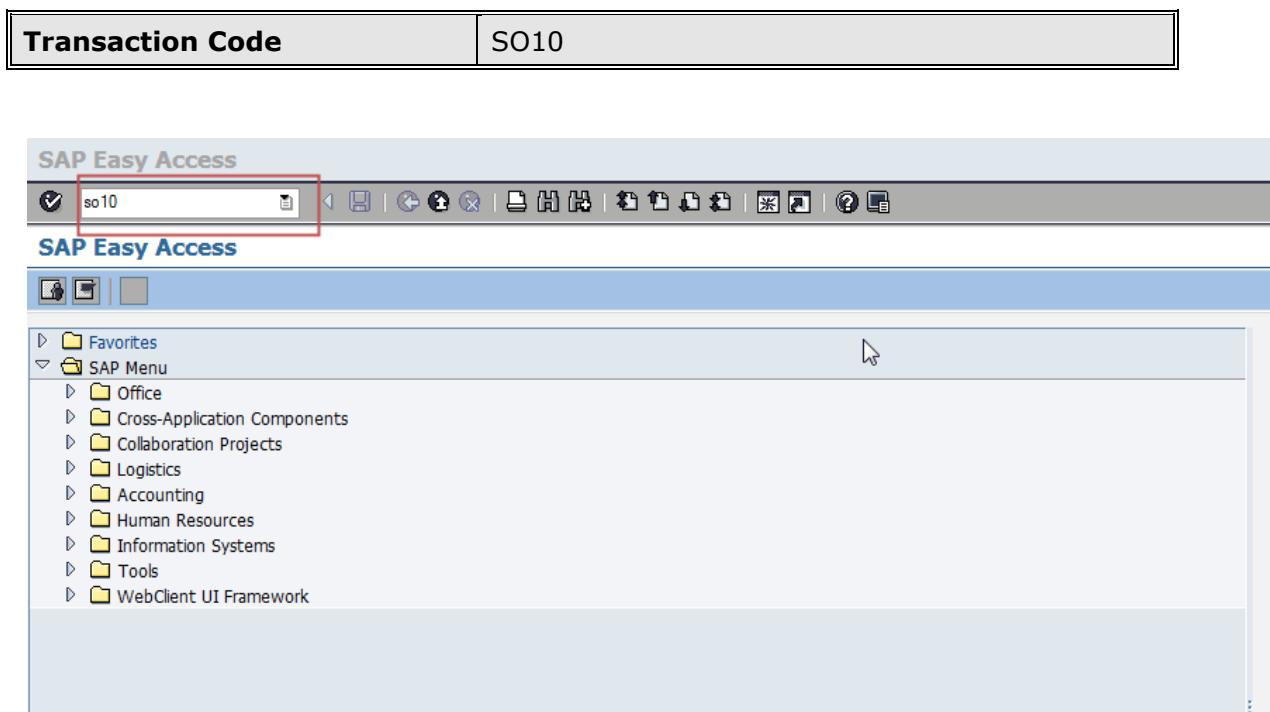
Vacancy Assignments 1

Key date: 27.10.2013

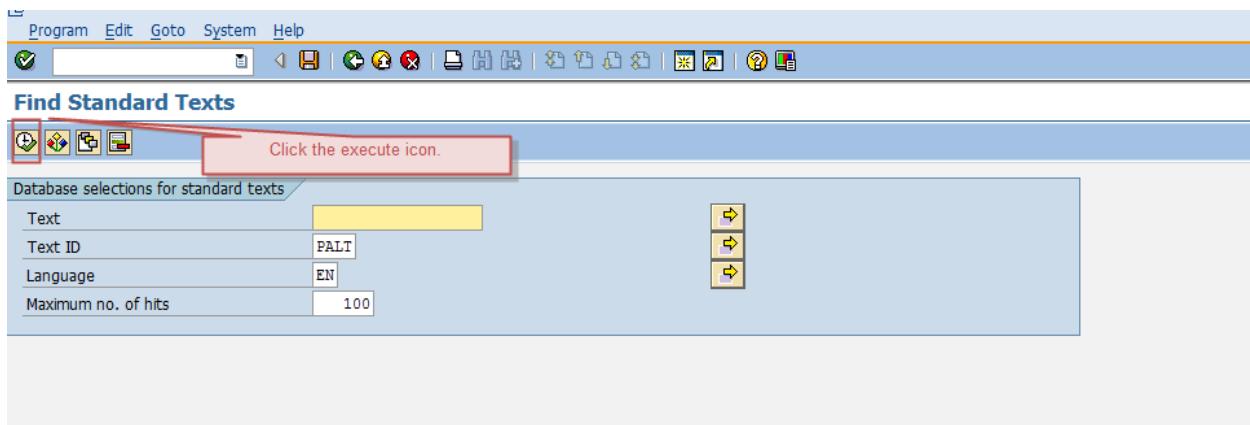
Name	Overall status	Vacancy	Vac.status
Ramu	To be hired	Manager	To be hired
Somu	Invite for Int	Manager	Invite for Int
Geetha	Invite for Int	Manager	Invite for Int
Veena	Invite for Int	Manager	Invite for Int

SO10 Text maintenance

The Offer letter, Interview call letter etc generated from SAP recruitment module are based upon the template maintained in the system. The Dynamic content cannot be changed the end user where as the static text can be changed whenever needed.



The screenshot shows the "Standard Text: Request" screen in SAP. A red box highlights the "Create" icon in the toolbar at the bottom. A callout bubble with the text "Select the icon highlighted." points to the same "Create" icon. The form contains fields for "Text Name" (with a yellow background), "Text ID" (PALT), and "Language" (EN). The "Text Name" field has a red box around its input area. The toolbar below the form includes "Display", "Change", and "Create" buttons.



Find Standard Texts

Selected Texts

Name	La...	Object	ID	Form	Style	Title
EMPLOYMENT CONTRACT	EN	TEXT	PALT	SYSTEM		
INVITATION	EN	TEXT	PALT	SYSTEM		
INVITATION_FOR_INTERVIEW	EN	TEXT	PALT	SYSTEM	ZHRSTYLE	
INVITATION_FOR_WRITTEN_TEST	EN	TEXT	PALT	SYSTEM	ZHRSTYLE	
INVITATION_FOR_WRITTEN_TEST_EVICTEE	EN	TEXT	PALT	SYSTEM	ZHRSTYLE	
OFFER-CONTRACT	EN	TEXT	PALT	SYSTEM		
OFFER LETTER_PROBATION_EVICTEE	EN	TEXT	PALT	SYSTEM	ZHRSTYLE	
OFFER LETTER_PROBATION_REGULAR	EN	TEXT	PALT	SYSTEM	ZHRSTYLE	
OFFER LETTER_TRAINEE	EN	TEXT	PALT	SYSTEM	ZHRSTYLE	
OFFER LETTER_TRAINEE_EVITEE	EN	TEXT	PALT	SYSTEM	ZHRSTYLE	
OFFER LETTER_TRAINEE_GENERAL	EN	TEXT	PALT	SYSTEM		
ON-HOLD	EN	TEXT	PALT	SYSTEM		
HYSICAL_TEST_EVICTEE	EN	TEXT	PALT	SYSTEM	ZHRSTYLE	
HYSICAL_TEST_INTERNAL	EN	TEXT	PALT	SYSTEM	ZHRSTYLE	
HYSICAL_TEST_REGULAR	EN	TEXT	PALT	SYSTEM	ZHRSTYLE	
RELIMINARY RECEIPT	EN	TEXT	PALT	SYSTEM	BEWERBE..	
RECEIPT	EN	TEXT	PALT	SYSTEM	ZHRSTYLE	
EJECTION	EN	TEXT	PALT	SYSTEM		
VW-EMPLOYMENT CONTRACT	EN	TEXT	PALT	SapStd.dot		
VW-INVITATION	EN	TEXT	PALT	SapStd.dot		
VW-OFFER-CONTRACT	EN	TEXT	PALT	SapStd.dot		
VW-ON-HOLD	EN	TEXT	PALT	SapStd.dot		

Double click on the line item which has ZHR style.

Standard Text: Request

Standard Text

Text Name	INVITATION_FOR_WRITTEN_TEST
Text ID	PALT Applicant correspondence
Language	EN

Display Change Create

Either you can select display to see the template or select change the static text.

Change Applicant correspondence: INVITATION_FOR_WRITTEN_TEST Language

Formats Character Formats

arag.Format * Normal Char.Format CB Bold Character

COCHIN INTERNATIONAL AIRPORT LIMITED
Kochi Airport P.O. - 683111. Tel: 0484-2610115, Fax : 0484-2610012

Invitation for Written Test - Regular Applicants

Dt:&sy_datum &
Applicant No.:&p0002-pernr(CIZ)&

adrs-line0&
p0006-STRAS& &p0006-HSNMR& &p0006-POSTA&
p0006-ORT01& &p0006-LOCAT&
p0006-ORT02& &p0006-PSTLZ&

PTXT1-SALUT& &PTXT1-ENAME&,

Sub: Written test for the post of &gv_POST&
Ref: Your Application with Reg. No. &p0002-pernr(CIZ)&

Static text can be changed.

With reference to your application for the above post, you are requested to appear for a Written Test (Objective type) scheduled on Sunday, the 28th October 2012 at St.Albert's Higher Secondary School, Banerji Road, Ernakulam, Kerala - 682018, from 10.30 AM to 12 noon. You are requested to report at the Examination Hall at 10 AM with the ADMIT CARD duly filled given below.

AYARAJAN

After changing save the content.

Reject applicant - Action

There would be a list of applicants been rejected as a result of each round of recruitment. This could be executed as a mass upload program. As a result of this action the overall status and vacancy assignment status changes to “4”- Rejected for the applicants.

Transaction Code	ZHR015
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The procedure is same as shown above in the case of Apprentice.