

Personal Details  
Tab 1

Pre-Screening  
Tab 2

Attendance  
Tab 3

Employee 1 on 1  
Tab 4



Name	Date of Birth
Address	
Permanent	
Current	
	Contact Details
Joining Date	Current Designation

Department	Shift Start/End	Break 1	Break 2	Break 3
1.				
2.				
3.				
4.				
5.				

Education Details			
University	Course	Start/End date	Score/Percentage
1.			
2.			
3.			
4.			
5.			

Work Experience				
Company	Designation	Start/End date	Process	Skills/Software
1.				
2.				
3.				
4.				
5.				

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Interview Date

Interview Done By

Assessment Test	Result	Score
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1.		
2.		
3.		
4.		
5.		

Next Round	Yes	No	Interview Date
Selected	Yes	No	

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Tab 4



Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
1	Present	2	Present	3	Present	4	Present	5	Present	6	Off	7	Off
Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End
8	Present	9	Present	10	Present	11	Present	12	Leave	13	Off	14	Off
Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End
15	Present	16	Leave	17	Absent	18	Absent	19	Present	20	Off	21	Off
Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End
22	Present	23	Present	24	Present	25	Present	26	Present	27	Off	28	Off
Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End
29	Present	30	Present	31	Present								
Shift Start	Shift End	Shift Start	Shift End	Shift Start	Shift End								

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Meeting	Date	Meeting with	Meeting Type
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- 1.
- 2.
- 3.
- 4.
- 5.