🔔 Note:

If the Position is already created with the correct Department and Job, you don't need to do these steps.

1. Create a Department

- Go to Modules → Human Resources → Departments → Departments.

- Click New.

- Create the required Department (Accounting Department).

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2. Create a Job

- Go to Modules → Human Resources → Jobs → Jobs.

- Click New.

- Create the Job you need (Receivable Accountant).

Then add the job components:

A. Skills

- From the Job page, open Skills.

- Add all required skills for this job.

B. Certificates

- Add the necessary certificates (CPA-CMA-CA).

C. Education

- Add the required education level or field of study.

D. Job Tasks

● Add the job tasks and responsibilities related to this job.

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3. Areas of Responsibility

● Add the areas of responsibility needed for the job.

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4. Create a Position

● Go to Human Resources → Positions → All positions.

● Click New.

● Create the Position based on the job you created(accountant 4)

● Fill in the position details such as:

  ○ Department

  ○ Job

  ○ Position type

  ○ (Later) assign a worker after hiring Recruitment Project

the Recruitment Project: Rec. Acc. Proj

1. Recruitment Project

   ○ Accessed Human Resources → Recruitment → Recruitment projects.

   ○ Started a recruitment project by changing the project status to Start.

2. Applicant Creation

   ○ Navigated to Human Resources → Recruitment → Applicants → Applicants.

   ○ Created new applicants with full details including:

      ■ Address

      ■ Contact information

      ■ Personal information

      ■ Identification

   ○ Completed additional sections:

      ■ Competencies

      ■ Related information

   ○ Reviewed and selected the main required sections for final verification.

3. Application Creation

   ○ Go to Human Resources → Recruitment → Applications.

   ○ Created new applications linked to the applicants.

   ○ Updated Application Status: Confirmed, Rejection, Interview, or Hire for Worker.

   ○ For "Hire for Worker," added the Personnel Number and assigned the Position.

4. Worker Assignment

   ○ Go to Human Resources → Positions → All positions.

   ○ Created Worker Assignment for the hired worker.

   ○ Assigned the worker by name.