🔔 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 : (Accounting Department)

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

- Click New.

- Create the required Department .

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2. Create a Job : (Receivable Accountant)

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

- Click New.

- Create the Job you need .

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 : (Accountant 4)

- Go to Human Resources → Positions → All positions.

- Click New.

- Create the Position based on the job you created with activation date

- Fill in the position details such as:

  - Department

  - Job

  - Position type

  - (Later) assign a worker after hiring Recruitment Project

The Recruitment Project: (Rec. Acc. Project)

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 new Worker.

   - For "Hired 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 .

Assign a new task :

- Go to Human Resources → Task management → Onboarding setup.

- Assign new task for the hired worker from task library

Note : Tasks may be for group or individual.