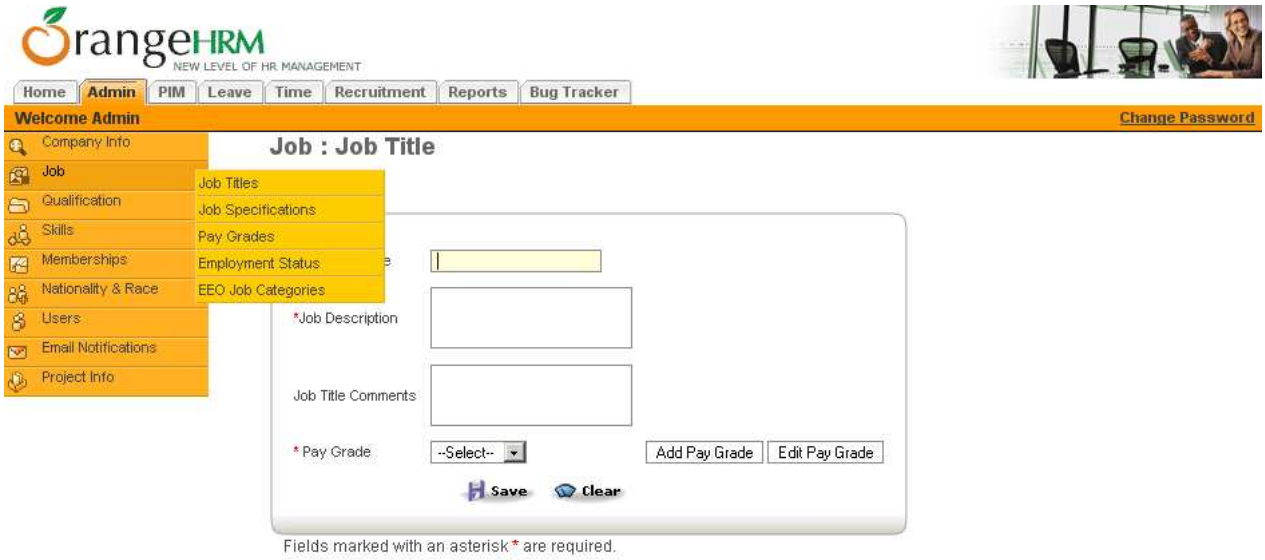
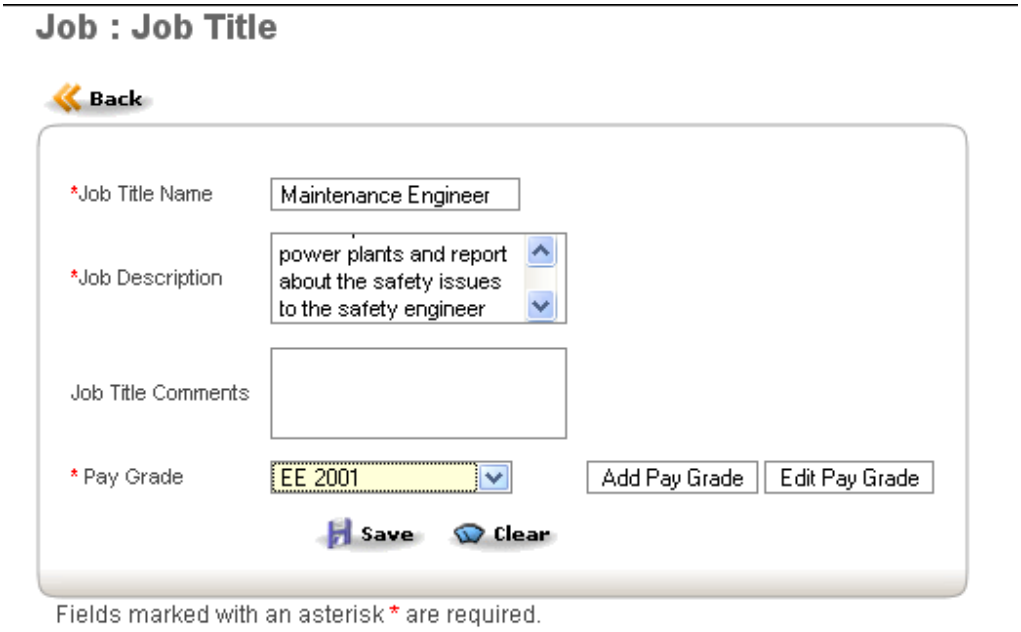
# OrangeHRM Recruitment Module Quick Guide

- Adam Smith logs into the system as the HR administrator.
- He clicks on Job>Job title in the admin tab



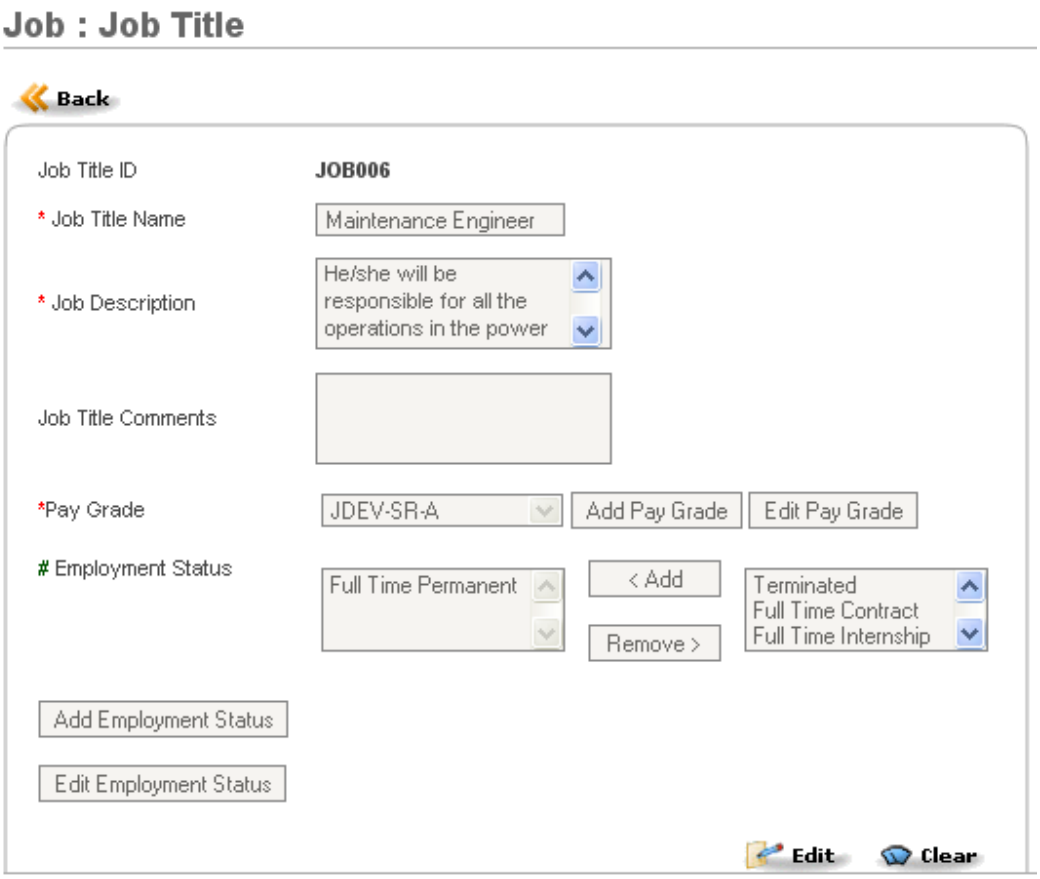

## A. Creating Job Titles for The Organization

I. This depends on the available vacancies in the organization at this moment. Lets' assume that Adam the HR admin adds a job title called "Maintenance Engineer".

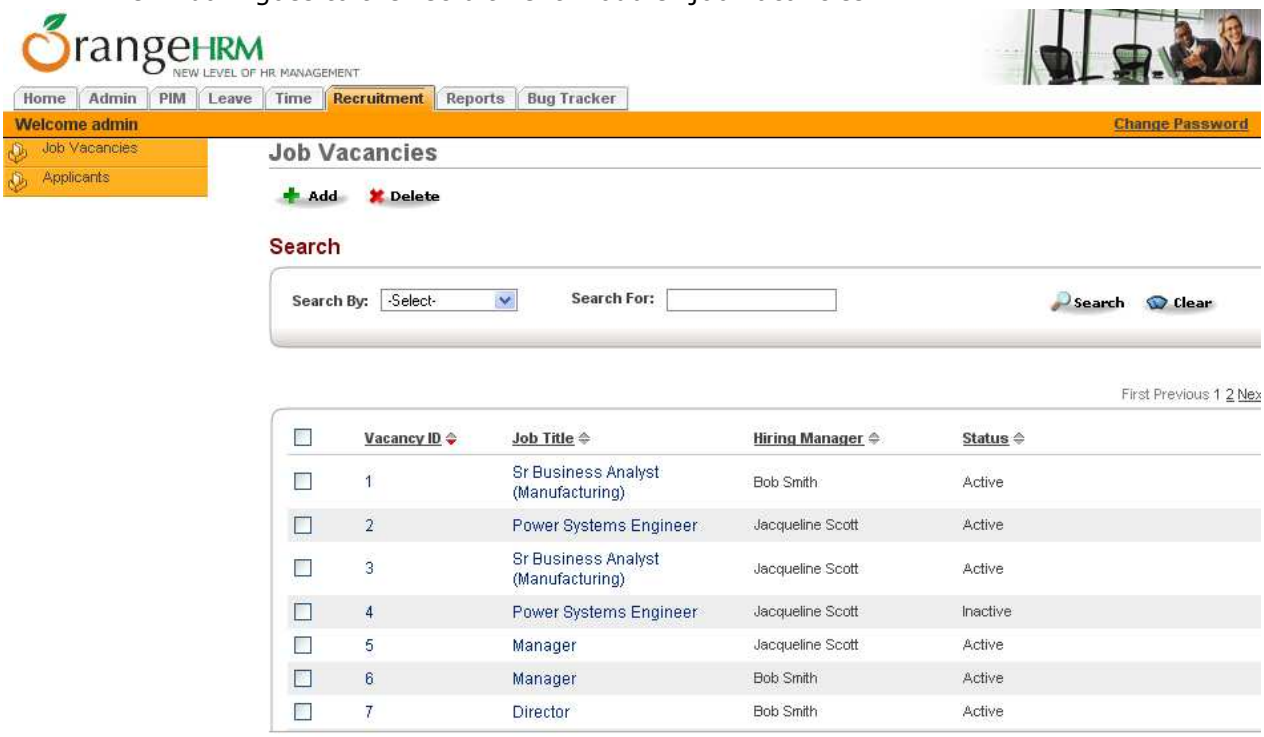


II. After completing the "Job Description", "Pay Grade" and if necessary "Job Title Comments", Adam clicks "Save".

III. Then he arrives at the following screen, where he needs to click on "Edit' and fills out all the correct and necessary information.

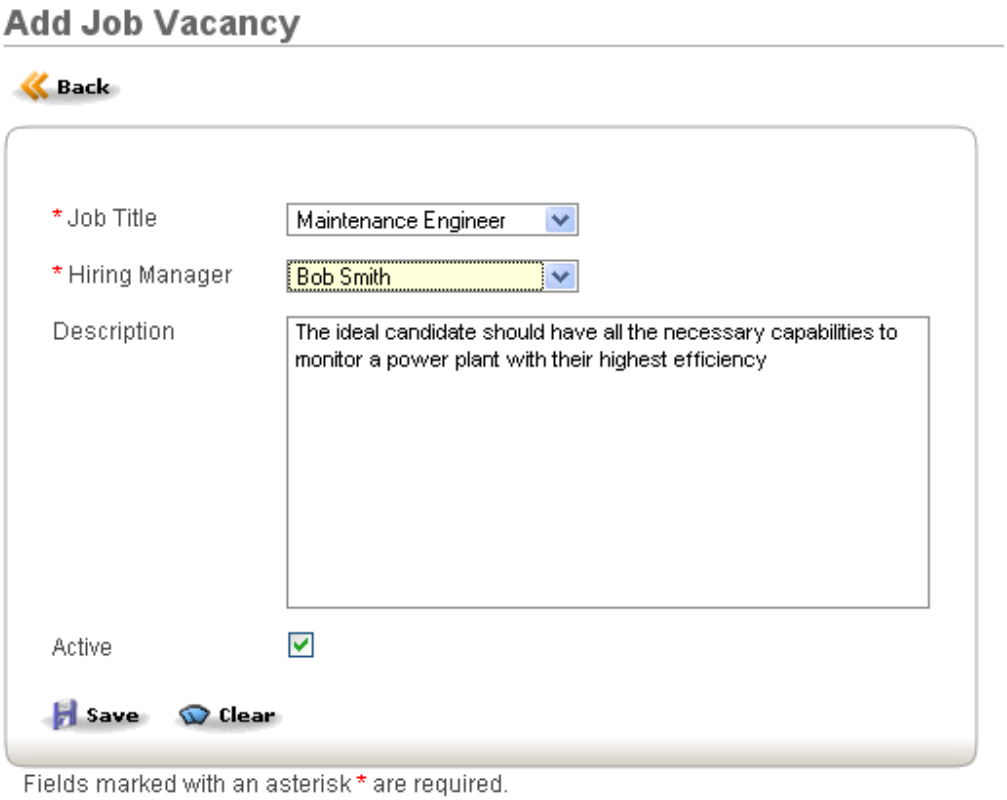


IV. Then Adam goes to the recruitment module>job vacancies.




V. Then he clicks on add.

VI. He selects the job title as "Maintenance Engineer", selects the hiring manager as Bob Smith, gives the job description, clicks the Active check box and clicks "Save".




## B. Applicants Start Applying for The Vacancies

The following URL gets created if you have installed the application on your local PC.

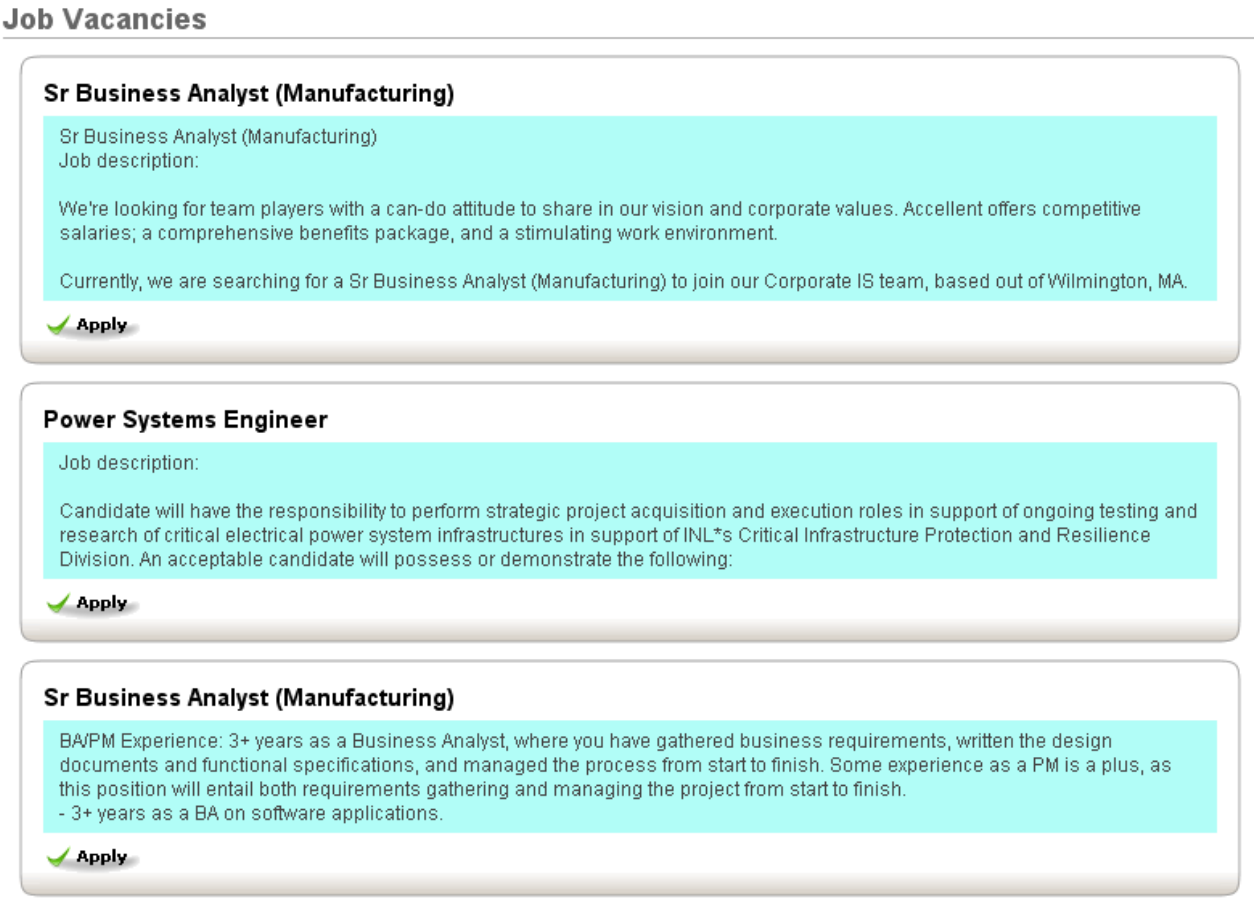
http://localhost/name of the directory/jobs.php

Example: http://localhost/orangehrm-2.3-beta.2/login.php

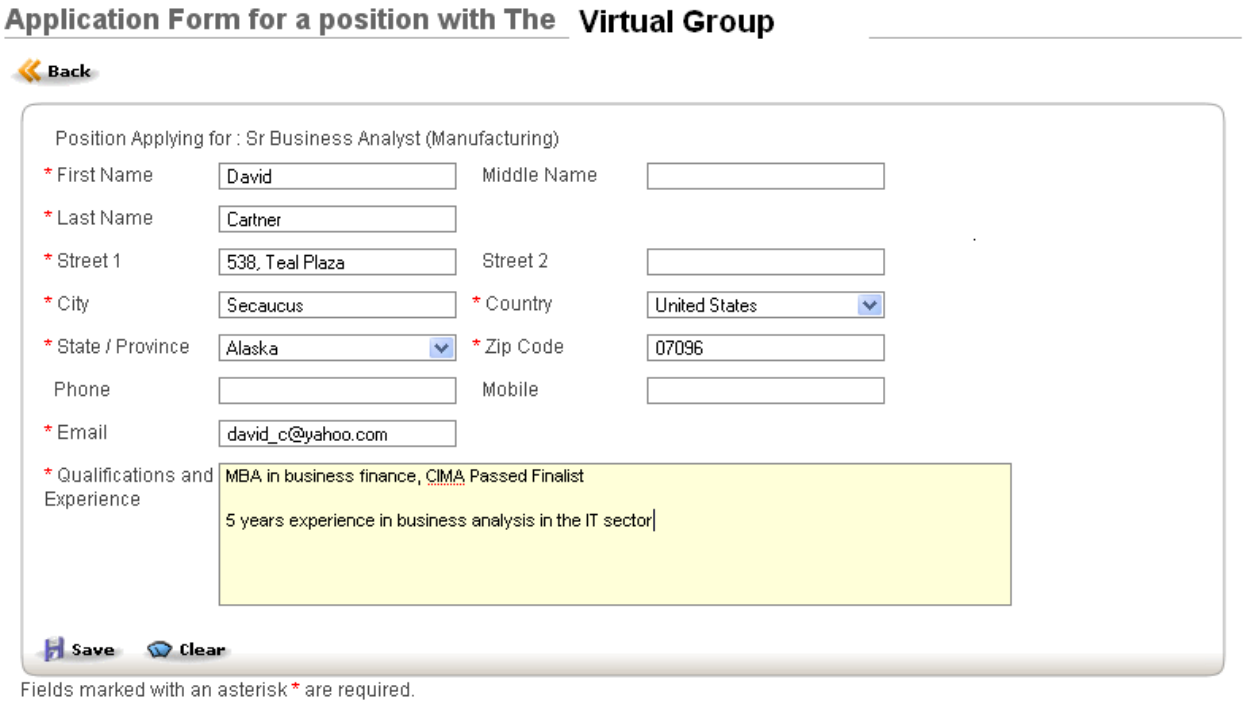
Example: http://recess.orangehrm.com/jobs.php

I. David Cartner wishes to apply for the post of "Sr Business Analyst (Manufacturing)" and clicks on the above URL.

II. Then he arrives at the following screen. Following are the job vacancies in the company.




III. He clicks on the apply button, fills out the form and clicks save.



IV. When David Cartner applies for this post a notification email is sent to the hiring manager of the particular job. Also an email confirmation is sent to the address specified by David Cartner in the application.

V. Once the hiring manager accepts/rejects the application a notification email is sent to David Cartner.

**Note**: As you can see, the URL can be embedded into any website. The following screen is an example of a website where they have embedded the URL into their "Careers" tab in the menu bar.

Applicants applying on your website will not know that the OrangeHRM recruitment engine is running behind the scene.

## C. HR Admin Views the List Of Applicants

I. Adam the HR admin goes to the Recruitment module and clicks on Applicants. Then he views all the job applicants listed out there.

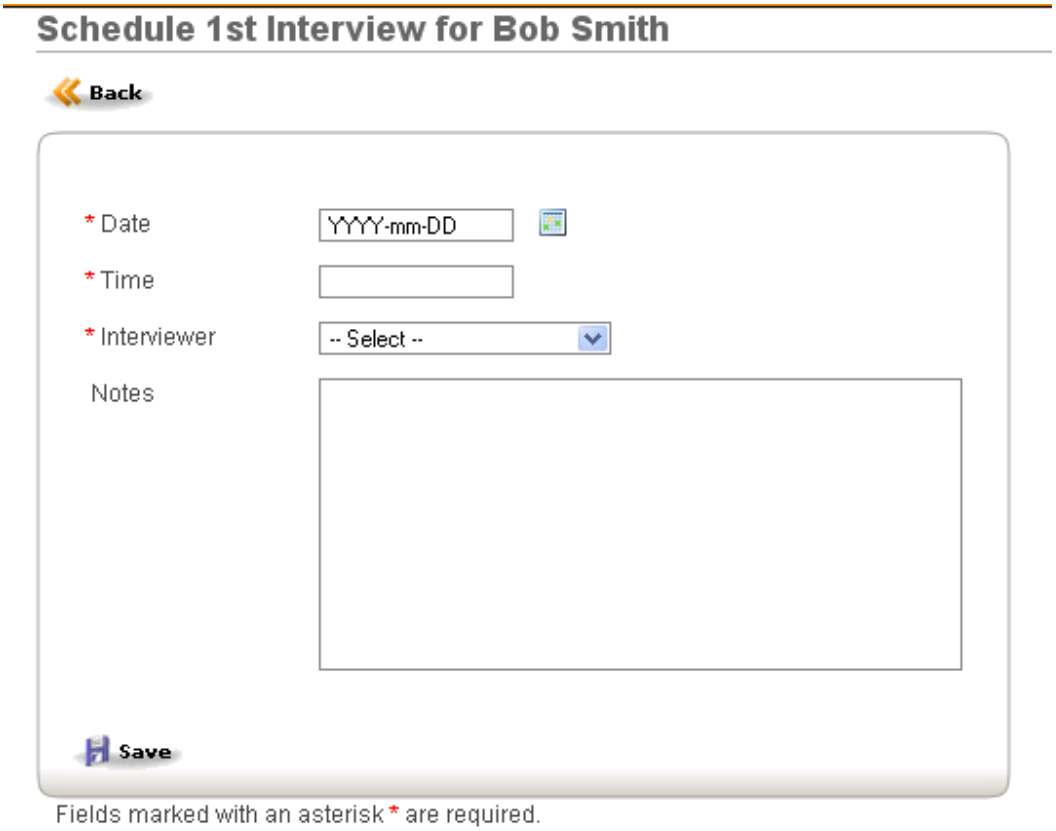
II. If Bob Smith logged into the system he will see only the applicants who have applied for his open positions.

III. This provides you the status of each applicant, whether they are rejected, called for the 1st interview, 2nd interview, hired and etc.

**Applicants**

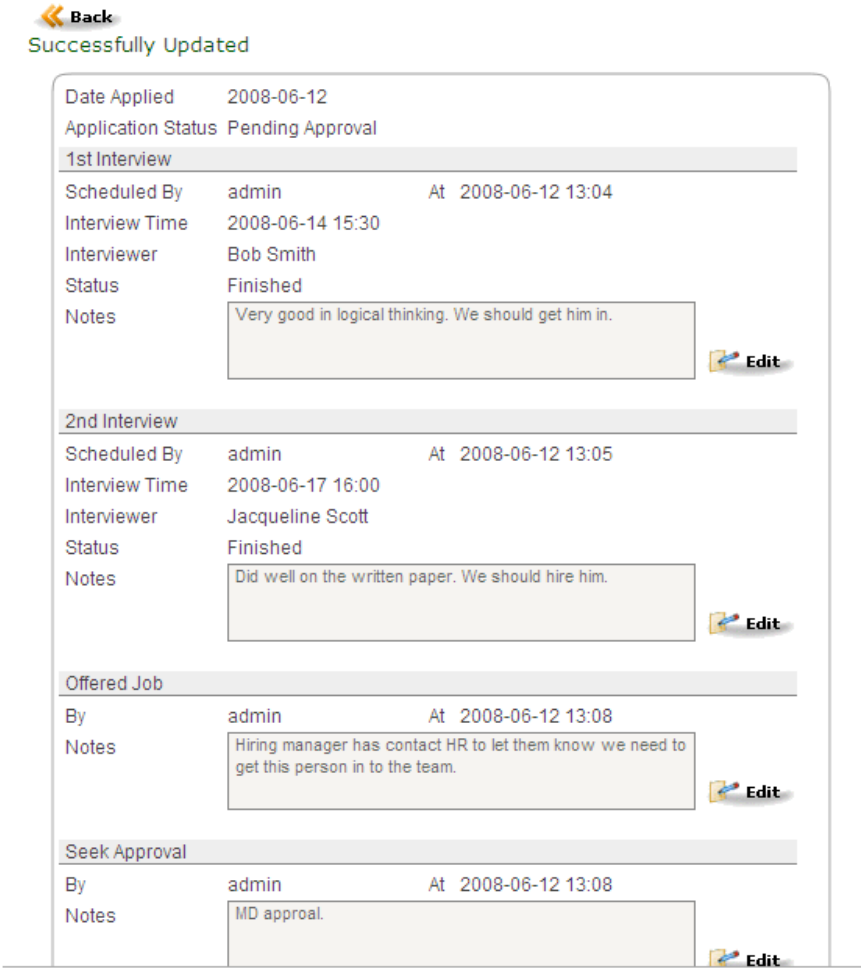
| Name | Position Applied | Hiring Manager | Status | Actions | |
|---|---|---|---|---|---|
| Heidi Hahn | Sr Business Analyst (Manufacturing) | Bob Smith | 1st Interview *(Finished)* | Reject Schedule 2nd Interview | Event History Details |
| Heidi Hahn | Sr Business Analyst (Manufacturing) | Bob Smith | Application Submitted | Reject Schedule 1st Interview | Event History Details |
| David Sulivan | Power Systems Engineer | Jacqueline Scott | Rejected | | Event History Details |
| David Sulivan | Power Systems Engineer | Jacqueline Scott | Rejected | | Event History Details |
| Laura Blumkin | Sr Business Analyst (Manufacturing) | Jacqueline Scott | Application Submitted | Reject Schedule 1st Interview | Event History Details |
| Age Jong | Sr Business Analyst (Manufacturing) | Jacqueline Scott | Rejected | | Event History Details |
| Kitty f | Power Systems Engineer | Jacqueline Scott | Rejected | | Event History Details |
| Kitty Vermeer | Power Systems Engineer | Jacqueline Scott | Offer Declined | | Event History Details |
| Age Jong | Power Systems Engineer | Jacqueline Scott | Hired | | Event History Details |

IV. Adam clicks on each action to view full details and he arrives at a screen similar to the following.




V. The necessary details for the interview are filled by Bob the hiring manager and clicks "Save".

VI. After all the interviews are done you will see the following consolidated list with all the events that happened with the given candidate.


Back
Successfully Updated
Date Applied 2008-06-12
Application Status Pending Approval
1st Interview
Scheduled By admin At 2008-06-12 13:04
Interview Time 2008-06-14 15:30
Interviewer Bob Smith
Status Finished
Notes Very good in logical thinking. We should get him in.
Edit
2nd Interview
Scheduled By admin At 2008-06-12 13:05
Interview Time 2008-06-17 16:00
Interviewer Jacqueline Scott
Status Finished
Notes Did well on the written paper. We should hire him.
Edit
Offered Job
By admin At 2008-06-12 13:08
Notes Hiring manager has contact HR to let them know we need to get this person in to the team.
Edit
Seek Approval
By admin At 2008-06-12 13:08
Notes MD approal.
Edit