

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



The screenshot shows the OrangeHRM Recruitment Module interface. The top navigation bar includes links for Home, Admin, PIM, Leave, Time, Recruitment, Reports, and Bug Tracker. The 'Admin' tab is selected, and a sub-menu is open showing 'Job' > 'Job Titles'. The main form is titled 'Job : Job Title' and contains the following fields:

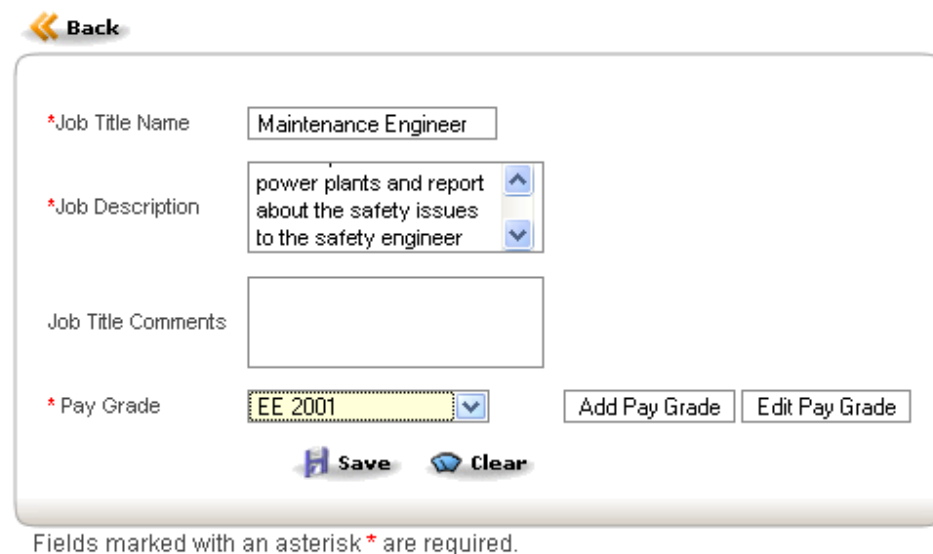
- *Job Title Name:** A text input field.
- *Job Description:** A text input field.
- Job Title Comments:** A text input field.
- * Pay Grade:** A dropdown menu with '--Select--' as the current selection.

Buttons for 'Add Pay Grade' and 'Edit Pay Grade' are located next to the Pay Grade dropdown. At the bottom of the form are 'Save' and 'Clear' buttons. A note at the bottom states: 'Fields marked with an asterisk * are required.'

A. Creating Job Titles for The Organization

- 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".

Job : Job Title




The screenshot shows the 'Job : Job Title' form with the following data entered:

- *Job Title Name:** Maintenance Engineer
- *Job Description:** power plants and report about the safety issues to the safety engineer
- Job Title Comments:** (Empty)
- * Pay Grade:** EE 2001

Buttons for 'Add Pay Grade' and 'Edit Pay Grade' are visible next to the Pay Grade dropdown. At the bottom of the form are 'Save' and 'Clear' buttons. A note at the bottom states: 'Fields marked with an asterisk * are required.'

- 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.

Job : Job Title

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Job Title ID

JOB006

* Job Title Name

Maintenance Engineer

* Job Description

He/she will be responsible for all the operations in the power

Job Title Comments

* Pay Grade

JDEV-SR-A

Add Pay Grade

Edit Pay Grade

Employment Status

Full Time Permanent

< Add

Remove >


Terminated


Full Time Contract

Full Time Internship

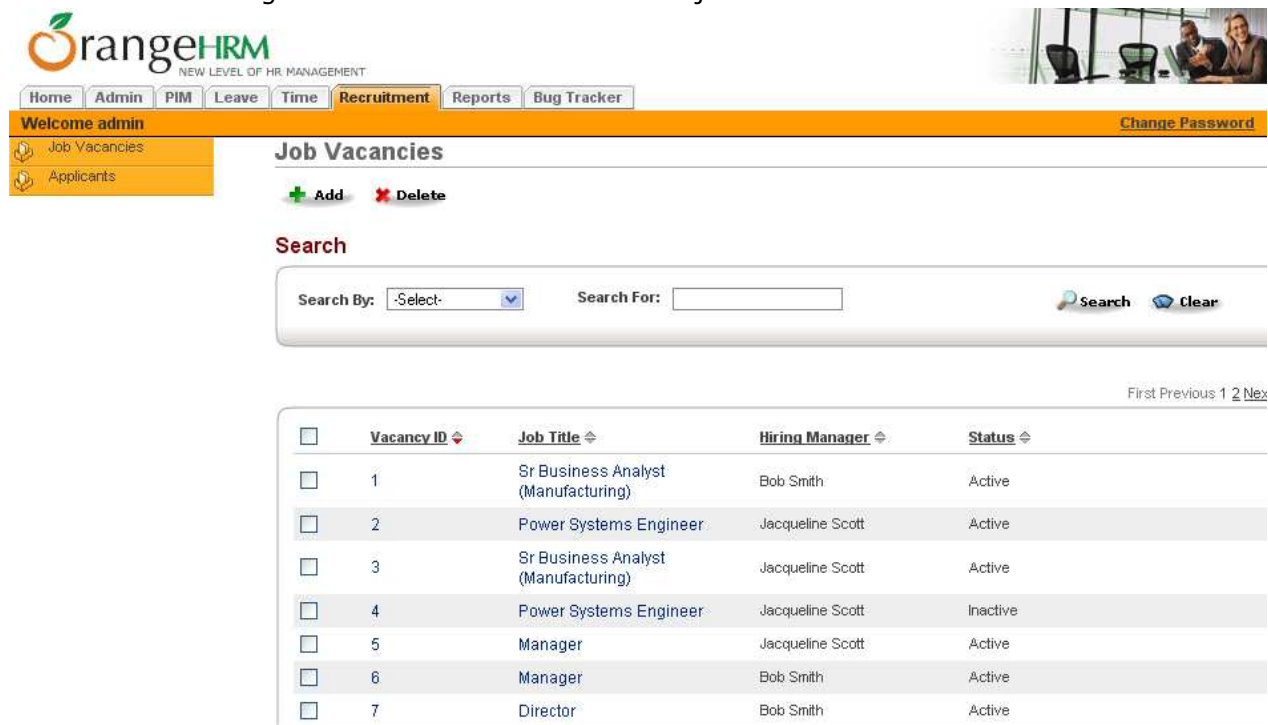
Add Employment Status

Edit Employment Status

 **Edit**

 **Clear**

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



OrangeHRM
NEW LEVEL OF HR MANAGEMENT

Home Admin PIM Leave Time **Recruitment** Reports Bug Tracker

Welcome admin [Change Password](#)

Job Vacancies

[+ Add](#) [X Delete](#)

Search

Search By: Search For: [Search](#) [Clear](#)

First Previous 1 2 Next

<input type="checkbox"/>	Vacancy ID	Job Title	Hiring Manager	Status
<input type="checkbox"/>	1	Sr Business Analyst (Manufacturing)	Bob Smith	Active
<input type="checkbox"/>	2	Power Systems Engineer	Jacqueline Scott	Active
<input type="checkbox"/>	3	Sr Business Analyst (Manufacturing)	Jacqueline Scott	Active
<input type="checkbox"/>	4	Power Systems Engineer	Jacqueline Scott	Inactive
<input type="checkbox"/>	5	Manager	Jacqueline Scott	Active
<input type="checkbox"/>	6	Manager	Bob Smith	Active
<input type="checkbox"/>	7	Director	Bob Smith	Active

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".

Add Job Vacancy

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* Job Title

Maintenance Engineer

* Hiring Manager


Bob Smith


Description

The ideal candidate should have all the necessary capabilities to monitor a power plant with their highest efficiency

Active

☒

 Save

 Clear

Fields marked with an asterisk * are required.

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.

Job Vacancies

Sr Business Analyst (Manufacturing)

Sr Business Analyst (Manufacturing)

Job description:

We're looking for team players with a can-do attitude to share in our vision and corporate values. Accellent offers competitive salaries; a comprehensive benefits package, and a stimulating work environment.

Currently, we are searching for a Sr Business Analyst (Manufacturing) to join our Corporate IS team, based out of Wilmington, MA.

 [Apply](#)

Power Systems Engineer

Job description:

Candidate will have the responsibility to perform strategic project acquisition and execution roles in support of ongoing testing and research of critical electrical power system infrastructures in support of INL's Critical Infrastructure Protection and Resilience Division. An acceptable candidate will possess or demonstrate the following:

 [Apply](#)

Sr Business Analyst (Manufacturing)



BA/PM Experience: 3+ years as a Business Analyst, where you have gathered business requirements, written the design documents and functional specifications, and managed the process from start to finish. Some experience as a PM is a plus, as this position will entail both requirements gathering and managing the project from start to finish.
- 3+ years as a BA on software applications.

 [Apply](#)

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

Application Form for a position with The Virtual Group

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Position Applying for : Sr Business Analyst (Manufacturing)			
* First Name	<input type="text" value="David"/>	Middle Name	<input type="text"/>
* Last Name	<input type="text" value="Cartner"/>		
* Street 1	<input type="text" value="538, Teal Plaza"/>	Street 2	<input type="text"/>
* City	<input type="text" value="Secaucus"/>	* Country	<input type="text" value="United States"/>
* State / Province	<input type="text" value="Alaska"/>	* Zip Code	<input type="text" value="07096"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
* Email	<input type="text" value="david_c@yahoo.com"/>		
* Qualifications and Experience	<div>MBA in business finance, CIMA Passed Finalist 5 years experience in business analysis in the IT sector</div>		
<div> Save  Clear</div>			

Fields marked with an asterisk * are required.

- 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.

[HOME](#) [ABOUT US](#) [BUSINESS AREAS](#) [TECHNOLOGIES](#) [NEWS & EVENTS](#) [PARTNERS](#) [CAREERS](#) [CLIENTS](#) [CONTACT US](#)

A proven leader in software industry
offers a wide spectrum of
products and services.



CAREERS

A glimpse of being part of a challenging team...

- ▶ A culture that encourages creativity and nurtures team work and friendship
- ▶ Facilities to help enhance your learning capabilities
- ▶ Freedom to decide and express
- ▶ Intellectually stimulating work content and a host of avenues for self-development
- ▶ Enables you to stay ahead of the technology curve
- ▶ Exposure to new markets and market trends
- ▶ Company sponsored work shops on diverse topics as Java and Japanese
- ▶ A well defined career path and guidance
- ▶ An opportunity to experience different cultures & countries while working

We welcome qualified professionals to join our growing team and help further the success of our organization. A success which we in turn celebrate by investing in our staff's personal growth and development as one of our core values.

Our definition of "qualified" covers not only one's professional and educational exposure but also the attitude, commitment and loyalty one brings to the company. Joining us would mean that you appreciate and practice our core values and believe and live the [culture](#)

How We Work



CEO Message

Our Culture

Employee Testimonial



See what our own employees has to say about their experience
[Click here\(70MB\)](#) to view the employee testimonial.

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 Sullivan	Power Systems Engineer	Jacqueline Scott	Rejected		Event History Details
David Sullivan	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.

Schedule 1st Interview for Bob Smith

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* Date	<input type="text" value="YYYY-mm-DD"/>	
* Time	<input type="text"/>	
* Interviewer	<input type="text" value="-- Select --"/>	
Notes	<div></div>	





 **Save**

Fields marked with an asterisk * are required.

- 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.

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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	<div>Very good in logical thinking. We should get him in.</div> <div> Edit</div>	
2nd Interview		
Scheduled By	admin	At 2008-06-12 13:05
Interview Time	2008-06-17 16:00	
Interviewer	Jacqueline Scott	
Status	Finished	
Notes	<div>Did well on the written paper. We should hire him.</div> <div> Edit</div>	
Offered Job		
By	admin	At 2008-06-12 13:08
Notes	<div>Hiring manager has contact HR to let them know we need to get this person in to the team.</div> <div> Edit</div>	
Seek Approval		
By	admin	At 2008-06-12 13:08
Notes	<div>MD approval.</div> <div> Edit</div>	