

DATE: 17.02.2023

POINTS DISCUSSED IN TODAY'S MEETING

RFH Form:-

Below points are not updated in new RFH link.

1. Instead of On rolls put On Client Roll
2. Instead of CKPL supervisor put CKPL Manager's.
3. Instead of applicable for people outsourcing put in (only for people outsourcing).

Allocation list:-

1. Once requestor submits the RFH, the information in the RFH form unable to edit from the backend login. (Eg. CTC, Work location)
2. I am not able to see approval attachment in RFH form (Screenshot attached in below trail mail).
3. Unable to assign multiple recruiters in allocation list.

Dashboard:-

1. Teams filter is not working in all tabs.
2. The data in the ageing report is not correct.
3. The data in the scorecard report is not correct. (eg. Total open positions, Total billable, Total non-billable...)
4. There are some mismatches between scorecard closures and allocation list closures. (Screenshot attached in below trail mail)

DATE: 25.03.2023

1. Through ProHire we are receiving several RFH requests from Group Companies, Stakeholders and Hiring Managers. Earlier we were able to see RFH approval attachments from the requesters. Now we can't view or download the approval attachments from 5th July 2021 to 25th March 2023.

DATE: 09.03.2023

1. Please disable old RFH link mentioned below today and confirm here.

DATE: 11.03.2023

1. When recruiters upload their profiles on ProHire, after candidate name, add two more options for candidate email ID, candidate mobile number in recruiter login. And both of those options should be visible in the admin login as well.
2. Bulk Profiles Download from Candidate Database Tab in Admin Login.
3. Add one more option for select/filter in candidate database in admin login.

DATE: 14.03.2023

1. I am unable to update billing changes in RFH. When I try to submit the RFH after completing the updates the RFH page is struck. I did hard reset but could not complete the updates on the RFH.

I have attached the screenshot below for your reference and Let me know if you need any more information. Kindly do the needful.

DATE: 23.03.2023

1. Since yesterday, our recruiters are facing challenges while uploading profiles on Prohire. Even today one of our recruiters faced a challenge while uploading profile on ProHire. After entering the candidate details in the tabs, she tried to submit the profile. The upload page was struck. She has tried all ways to upload profile in Prohire. (Hard Reset, Profile Format Changed in PDF, Word). But she couldn't upload. I have attached the screenshot for your reference.

DATE: 07.04.2023

1. If I delete any CVs from candidate database, that CV count should be removed from both Admin/Recruiter login. (Candidate database, Allocation list, Recruiters Report, Recruiter Daily Report on Dashboard and My report).
2. Add teams filter option to closures scorecard like daily report.
3. There are some CVS counts mismatch between the candidate database and the dashboard recruiter's daily report.

DATE: 22.04.2023

1. Add one more filter option like billable drop down from RFH (activity outsourcing, Manpower, On Client Roll) in All Advanced Filter tab.
2. Add Recruiters Rank column to dashboard closures scorecard.

DATE: 24.04.2023

1. Filter option not working in Closer Scorecard.
2. Unable to download RFH details in allocation list.
3. Unable to view approval request details.

DATE: 01.06.2023

1. Assigning problem is fixed.
2. Data given from your end to upload on backend.
3. Ask to change open date for few positions.
4. Ask to change HEPL number for a particular position.

DATE: 17.06.2023

1. As we discussed earlier, If we filter the closure details in the dashboard, we can see the consolidated counts of closures by recruiters. But we can't see each recruiter's closures by month-wise. So, please include month-wise recruiter's closures in the scorecard dashboard.

DATE: 10.07.2023

POINTS DISCUSSED IN TODAY'S MEETING

AGEING REPORT:

1. Total count is mismatched (Actual – 71, now – 69).
2. Please add download option to ageing report and all scorecard dashboards.

SCORECARD:

1. Need to remove purple color instead of that use Mild color.
2. Increase Font Size and make it as bold.
3. Filter option need to be with date wise option as in above filter.
4. Need a sorting option in the last table.
5. Change clear as submit (Not functionality wise only spelling correction).
6. Need to give name for the each table:
 - I. Overall report.
 - II. Monthly report.
 - III. Recruiters wise report.
7. Need to do changes in Overall report table and the order should be as;
 - Total Close position.
 - Total Non billable.
 - Total Billable.
 - Total joiners (Based on DOJ).
 - Total open position (open position\no. of days) eg: 60\6 → Sunday excluded.
 - Avg open position.
 - Total new open position.
 - Total new billable.
 - Total new Non billable.
 - Avg Recruitment per recruiter.
 - Max per recruiter.
 - Min per recruiter.

RECRUITER DAILY REPORT:

1. Change Average as Total Average CV's.
2. Need to Show recruiter wise average CV's (If we using filter option for a particular recruiter it need to show the Average CV's of those respective dates) → it need to show as Day wise, Week wise and Month wise.

DATE: 10.03.2023

PRO HIRE (RFH)

LEAD & RECRUITER LOGIN:

1. Allocation list – old position tab, in action options while adding profile counts it will show some option in While Add (Candidate Email id and mobile number).

LEAD & BACKEND COORDINATOR LOGIN:

1. Candidate database – Add a bulk download option to download entire Cv.

LEAD LOGIN:

1. Candidate database – Add a checklist option to select and download a particular row.

1. Move ORF link to live.