## Profile Builder - Admin

## Profile Builder

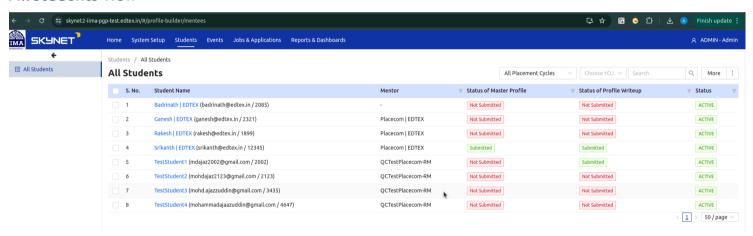
#### **Overview**

- **Profile Builder** (referred to as "Students" on the admin side) provides an overview of student information, including:
  - 1. Student Name(email/registration ID)
  - 2. Mentor
  - 3. Status of Master Profile
  - 4. Status of Profile Write-Up
  - 5. Status (Refers to the student's current status)
- Clicking on a student's name opens additional sub-tabs, each serving a specific purpose, which can be detailed further. The available sub-tabs include:
  - The sub-tabs are
    - 1. Master Profile
    - 2. Profile Write-up
    - 3. CV Uploads
    - 4. Application status
    - 5. Application matrix

## Steps to students view (Profile Builder)

• Navigate to the "Students" tab

#### All students view



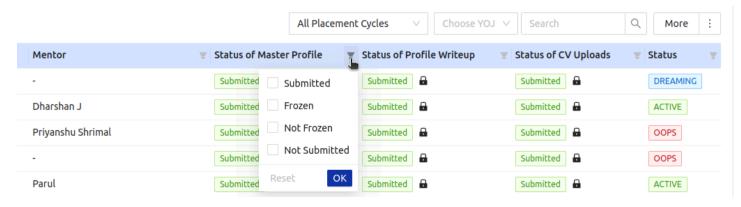
All students information

## Note

• Only the students who are part of active batch groups are displayed here.

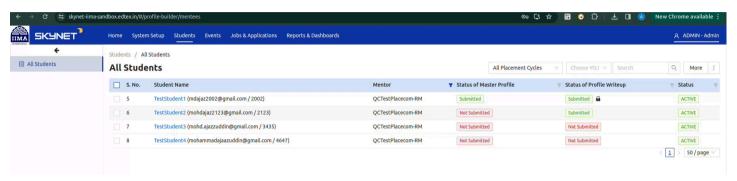
## Actions that can be performed in the "All students" view

- Admin can filter out the results using the following filters
  - 1. Placement Cycle Filter
  - 2. Year of Joining Filter
- Filters in the headers Mentor | Status of Master Profile | Status of Profile Write-up | Status of CV
   Uploads | Status (student status)



Filters in Headers.

- 1. Can filter the results based on the mentor
- 2. Based on the status of Master Profile: Submitted, Not Submitted, Frozen, Not Frozen These are the parameters to filter.
- 3. Based on the status of Profile Write-up: Submitted, Not Submitted, Frozen, Not Frozen These are the parameters to filter.
- 4. Based on the status of CV Uploads: Submitted, Not Submitted, Frozen, Not Frozen: These are the parameters to filter.
- 5. Based on the student status: DREAMING, ACTIVE, RO-0, RO-1, RO-2, OOPS, FROZEN: These are the parameters to filter.
- Can utilize the search utility to search the results. It is a global search, so any keyword matching with the Student Name, Registration ID, Email, or Mentor Name will fetch the results.
- The "Lock" symbol indicates the "Frozen" state.
- Hovering over the "More" button opens three options



More Button Actions.

### 1. Export Profile Write-up:

It is used to download all the profile write-ups submitted by the students.

#### 2. Download Student Status:

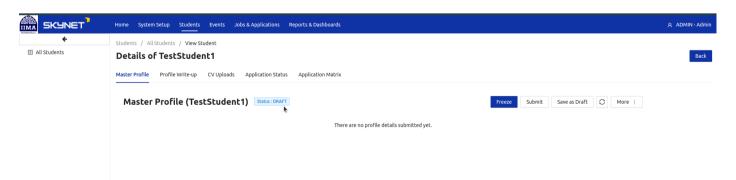
It downloads an Excel file that contains the same information that is in the view.

### 3. Unfreeze Account:

It is used to unfreeze the student(s) whose status is "FROZEN." Students are marked as "FROZEN" when they fail to withdraw the applications within the withdrawal window timeline to meet the criteria of the application matrix.

The admin can unfreeze one or more students by selecting the student(s) using the checkbox. Upon selection "Unfreeze Account" option is highlighted, indicating the count of no. of students selected in the parenthesis.

- On clicking the student name(view student) opens up student details. Which has the following subtabs
  - Master Profile
  - Profile write-up
  - CV Uploads
  - Application status
  - Application Matrix



Further Sub-tabs. Each sub-tab is an individual component.

## Master Profile

- The master profile is a form that needs to be filled out by the student. It contains all the information like personal details, work experience, awards & achievements, projects, etc.
- Students can fill the CV points and add documents which helps the mentor/admin to validate the CV point.
- Admin/Mentor can freeze the entire form/individual section.
- To start the verification process admin must freeze the entire form so that it disables editing at the student's end.
- It also provides a provision to download a master CV, which contains only verified fields.
- Admin can also fill/edit the form on behalf of the student, but the main role of the admin here is to validate the profile.

#### Steps to Navigate to Student Profile

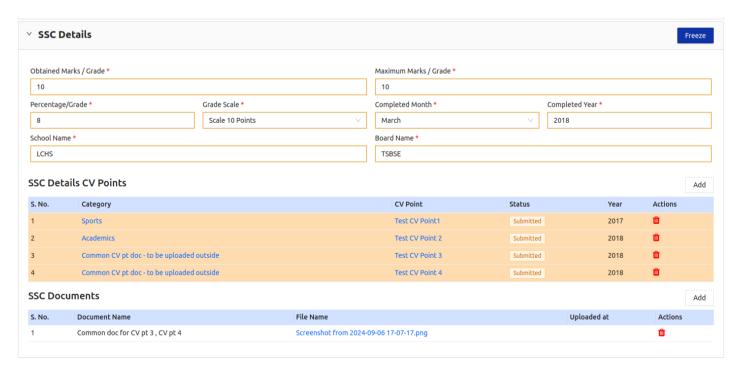
- Navigate to the "Students" tab.
- Click on the student name whose Master profile is to be validated.
- Admin can see the status of the Master profile; if it is submitted, the admin can access the master profile.
- Admin cannot access a master profile if it is in the "DRAFT" state.

## Actions that can be performed in the Master Profile

- Here, Admin can validate any student's Master profile irrespective of Mentor mapping.
- If required, the admin can make any changes to the master profile and submit it on behalf of the student.
- To approve/reject any field, the admin needs to freeze the master profile to prevent any changes the student makes while verifying, as it disables all the fields at the student's end.
- The Admin can download the Master CV. Master CV contains only verified fields.

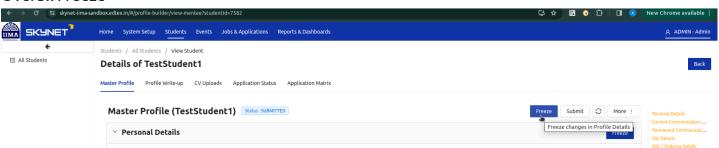
#### Freeze Scenario

- Admin can either freeze/unfreeze individual sections by clicking the "Freeze" button available in
  each section or can freeze the entire form by clicking the "Freeze" button available at the top of
  the form.
- In the frozen state, the student cannot edit/modify any changes.
- Section Freeze this can be helpful when the complete profile is not validated yet. If a few sections
  are validated & you don't want students to make any changes in them, then you can freeze such
  sections.

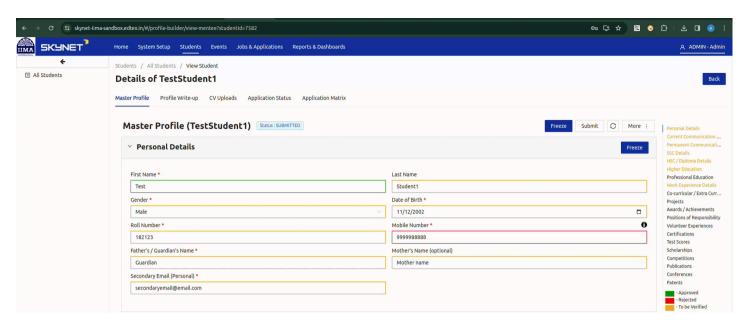


"Freeze" button in each section is used to freeze that paticular section.

### • Overall Freeze



• "Frozen" tag is displayed to indicate that the profile/section(s) are currently frozen.



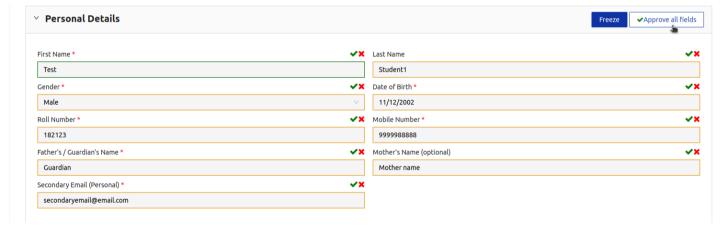
Freezing a section, complete profile.

#### Note

- To validate the profile admin must freeze the entire form using the "Freeze" button available at the top of the form.
  - After validation to reflect the changes, the admin must click on submit & if there are any rejected fields that need to be corrected by the student, then the admin must "Unfreeze" the profile (after submit\*) so that the student can make necessary changes.

### Approve/Reject the fields.

- At first, the admin needs to Freeze the entire form and start the validation.
- Freezing the form enables "right, wrong" marks on each field.
- Admin can either verify each field by clicking the right/wrong symbols provided or in case all the fields are correct, then can approve all fields of the section by clicking the button "Approve all Fields" in one go.



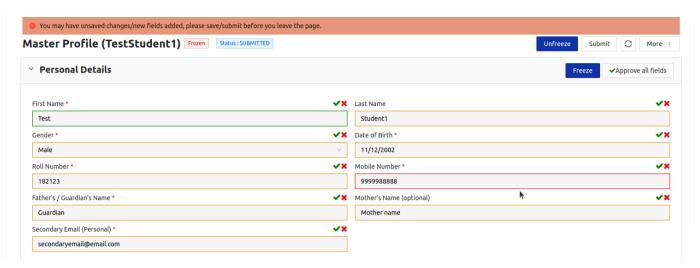
Validating the fields.

• Rejecting a field - admin should click on the "cross" mark to provide a reason for rejection and click on "Reject" button so that students can correct it from their end.



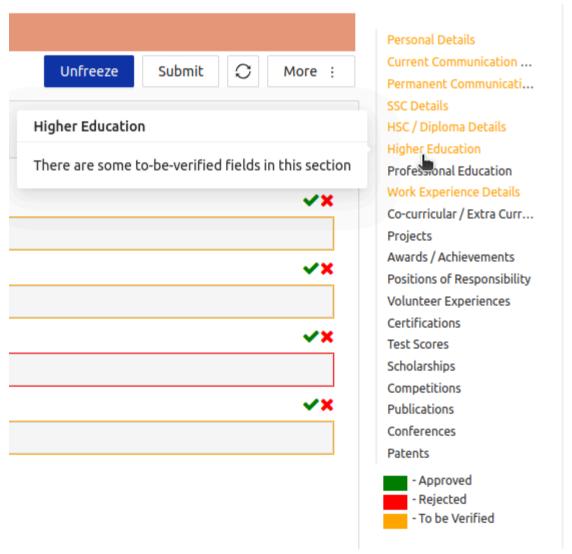
Rejecting a field - need to mention the reason for rejection in the comment.

- The fields are color-coded.
  - 1. **Orange:** Indicates the fields are to be verified.
  - 2. Green: Indicates that the fields are verified.
  - 3. Red: Indicates that the fields are rejected.



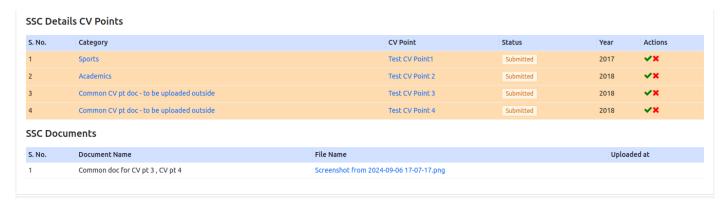
View verification status by color of input fields.

- For your ease, say if a student made a few changes in a section so the changed fields are subject to validation, you can directly navigate to that particular section by clicking the "section name" provided in the right side of the form.
- The section names are also color-coded.



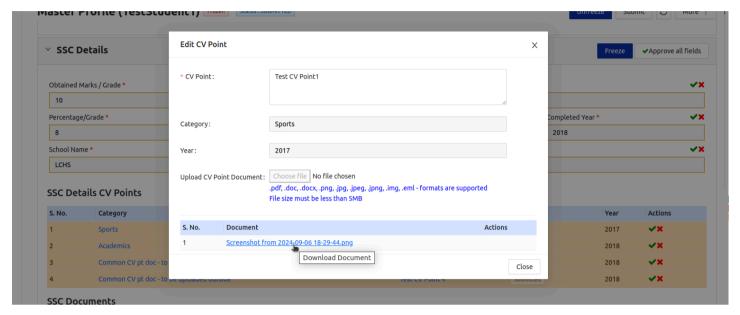
Navigate to sections.

- Validating CV Points.
- What are CV Points?
  - A CV point is a concise statement that highlights a specific skill, achievement, responsibility, or experience relevant to a job application.
- Students will upload documents relevant to the CV points. The documents can be specific to each CV point or can be a common document to all/few CV points.
- Based on the document(s) the admin needs to validate the CV point(s).
- Individual documents can be found by clicking on the required "CV point". Common document(s) are below the CV points.
- Refer screenshot for a better understanding.



Validating CV Points

• On clicking "CV point" it opens a modal where you can find the document(s) if any.



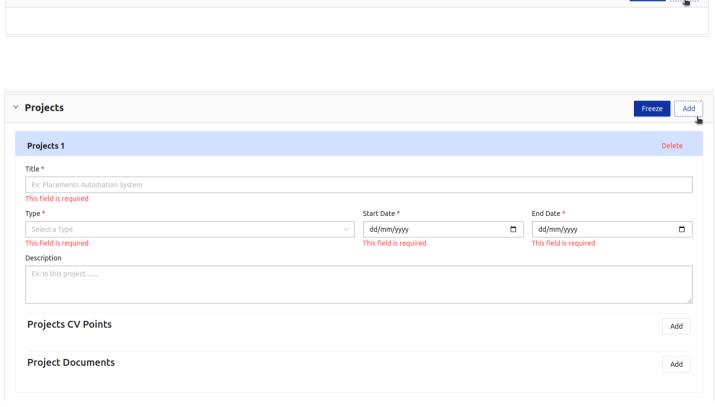
To open the uploaded document.

- On clicking the document name, it opens the file in a new tab.
- Similarly, for the common documents.
- Then, approve/reject the CV point by clicking the "right/wrong" symbol.
- After all validations, click on the "Submit" button.
- Then click on the "Unfreeze" button so that it enables students to modify the profile if there are any errors.

## Add/delete a section on behalf of the student

∨ Projects

 Admin can add more sections from the sections available in the form by clicking on the "Add" button, which reveals the fields specific to that section.



Add/delete a section

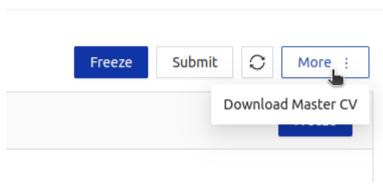
- Can add multiple instances of the section by clicking "Add" as required.
- Similarly can delete a section by clicking "Delete."

#### Note:

- After validating the Master Profile, the Mentor must submit the profile.
  - · After validation, the Master Profile must be frozen so that students cannot make any further as making any changes will turn the fields "unverified".

## Downloading the Master CV

 Admin can download a "Master CV" by hovering over the "More" button & clicking "Download Master CV."



Download Master CV

- This Master CV contains only verified fields.
- This Master CV is helpful while validating the uploaded CVs by the students.

## Profile Write-up

#### Overview

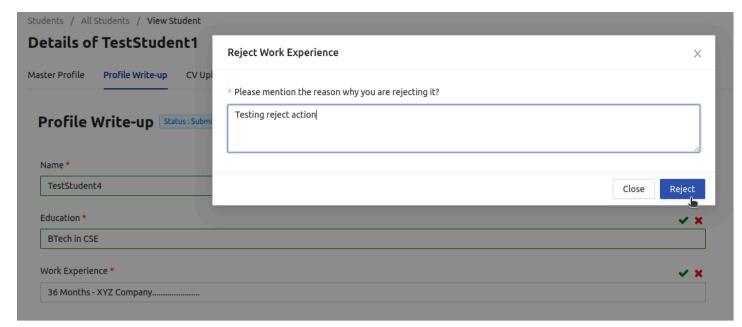
- Profile Write Up contains the following information
  - 1. Name (Mandatory)
  - 2. Education (Mandatory)
  - 3. Work Experience (Mandatory)
  - 4. Profile write-up variant 1 (Mandatory)
  - 5. Profile write-up variant 2
  - 6. A profile photo
- A "Profile Write-up" refers to a concise description/summary of a student's qualifications, experiences, and achievements.
- This is just used in a digital book highlighting student work experience, achievements

## Steps to navigate to Profile write-up

- The Admin needs to log in to the portal.
- Click on the "Students" tab, which displays all the student information with the status of Master Profile, Profile write-up, etc.
- If the "Profile Write-up" status is "Submitted", click on the student name. You will be navigated to the Master Profile.
- Then click on the "Profile Write-up" tab. next to the Master Profile.

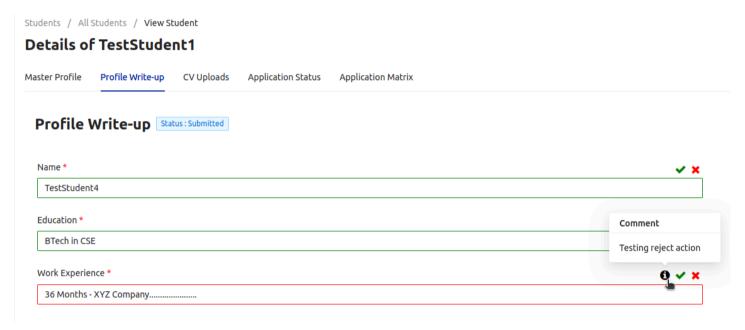
## Validating the Profile Write-up

- It is similar to validating the Master Profile.
- Freeze the Profile Write-up by clicking "Freeze" so that students cannot make any changes during verification.
- The admin just needs to click on the "right/wrong" icons to validate.
- On rejecting, the admin needs to provide the reason for rejection and click on "Reject."



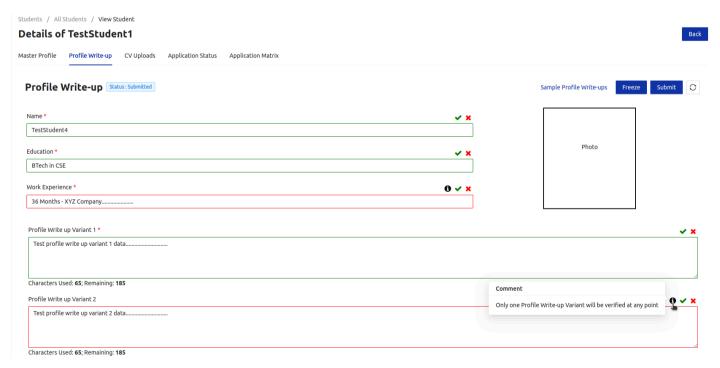
Rejecting a field.

• The reason is displayed on hovering the "info" icon for students' ease, so that they can make the necessary changes.



Info - shows reason for rejection mentioned in the comment

- Only one Profile Write-up variant can be validated at a time, & only one variant is considered.
- Similar to Master Profile, here as well the same color-codes are applicable to the input fields.
  - **Orange:** Indicates the fields are to be verified.
  - Green: Indicates that the fields are verified.
  - **Red:** Indicates that the fields are rejected.



View verification status by color of input fields.

- The admin can freeze the Profile Write-up by clicking the "Freeze" button.
- In the frozen state, students cannot make any changes.

#### Note

- The admin can also make any changes on behalf of the student in the Profile Write-up.
  - To reflect the changes, the admin must click on the "Submit" button.
  - · After validation, the Profile Write-up must be frozen so that students cannot make any further as making any changes will turn the fields "unverified".
  - Only one profile write-up can be approved. Approving one automatically results in the rejection of the other.

## **CV** Uploads

#### **Overview**

- This is the component where students can upload their CVs, which are then validated. Only verified CVs can be used for the placement process.
- As there are summer placements and final placements, students can upload up to 4 CVs for each type accordingly to their requirements. Like for different roles in both summer/final placements, students want some specific changes, they can have different CV variants for the same.
- They can save a Master CV variant. To save a master CV, download the master CV from "Master Profile"  $\rightarrow$  "More"  $\rightarrow$  "Download Master Profile" (after verification of master profile). Upload the downloaded file as Master CV. This contains only verified fields. This CV is used to verify the uploaded CV Variants. The Master CV is not used for applying for a job.

#### Steps to navigate to CV Uploads

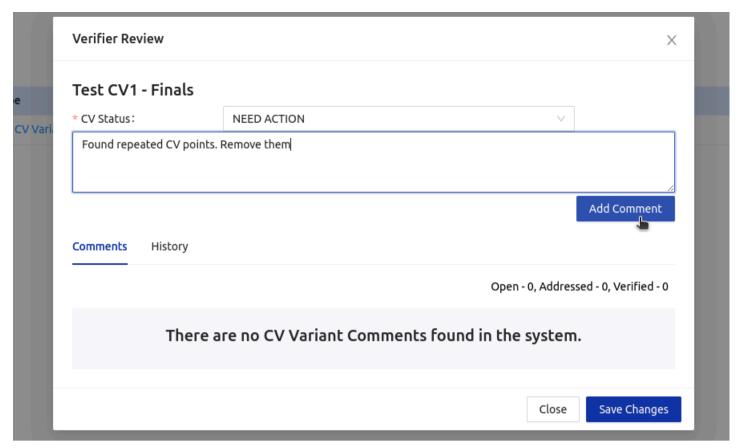
- The admin needs to log in to the portal.
- Click on the "Students" tab, which displays all the student information with the status of Master Profile, Profile Write-up, etc.
- If the "CV Uploads" status is "Submitted", click on the student name. You will be navigated to the Master Profile.
- Select "CV Uploads"

## Validating the Uploaded CV



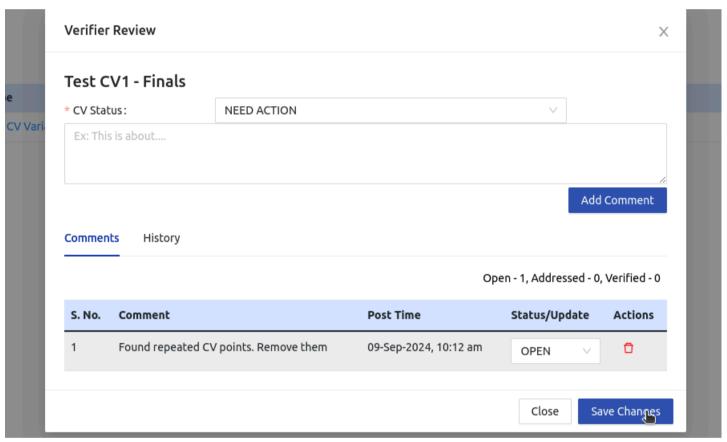
Uploaded CVs

- Before validating, freeze the CV uploads by clicking the "Freeze Uploads" button, so that students cannot make any changes during validation.
- Clicking "CV name" opens the CV in a new tab.
- By using the Master CV, which already has only verified fields, the admin can easily validate the uploaded CV.
- On clicking the "CV Type" name, it opens a modal, where you can update the CV status from the dropdown and add a comment.



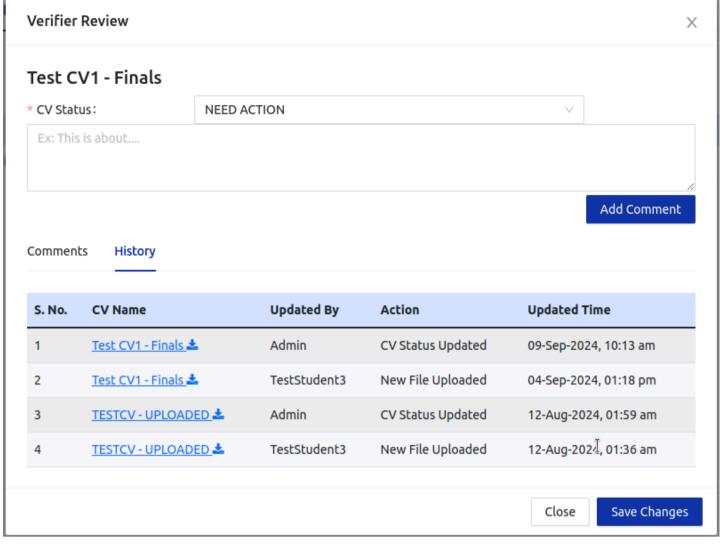
Changing Verification Status of Uploaded CV

• And click on "Save Changes."



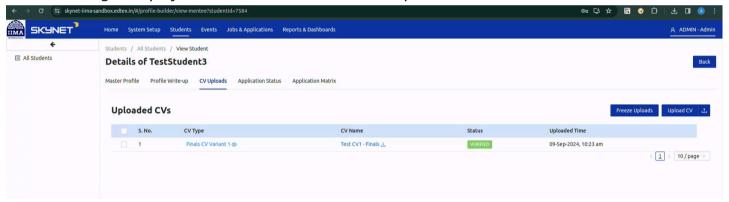
Comments & their status.

- Accordingly, the student will update the status. "OPEN"  $\rightarrow$  "ADDRESSED"
- In the history tab, you can find the sequence of actions, like the student uploaded a file, the Admin/Mentor updated the status, the student uploaded the corrected file, etc.



History showing sequence of actions.

- Admin can upload the CVs on behalf of the students.
- After validation, Admin can freeze the CV Uploads by clicking the "Freeze Uploads" button, which disables the uploading of CVs for Students.
- A "Frozen" tag is displayed to indicate the state of CV uploads.



Freeze/Unfreeze CV Uploads.

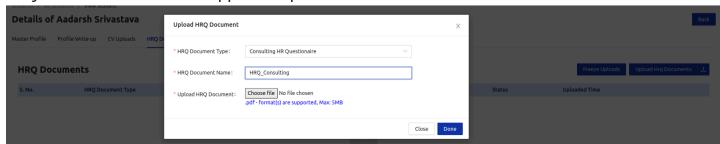
### Note:

 After validation, the CV Uploads must be frozen state so that students cannot make any further uploads, as any new upload will turn the CV "unverified".

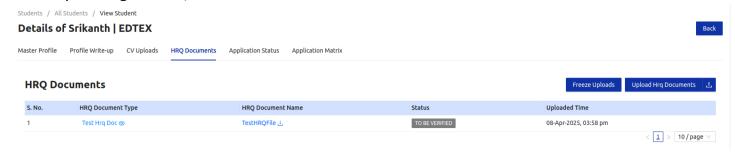
# **HRQ Documents**

## **Upload HRQ Document**

- The students will upload the HR Questionnaire answers document by selecting the respective HRQ Document Type defined in the system setup.
- The Admin can also upload the HRQ Documents on behalf of students by clicking "Upload HRQ Documents", which opens a model.
- Select the HRQ Document Type from the dropdown.
- Provide a name for the document.
- Choose a file to be uploaded.
- Only the PDF file format is supported up to a max file size of 5 MB.



• After uploading the file, the status of the file will be "TO BE VERIFIED".



Uploaded HRQ File

### View/Download HRQ Document

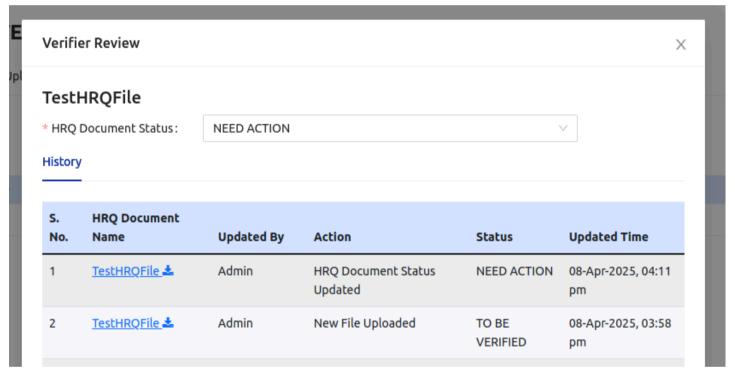
• To view/download the uploaded HRQ document, click on "HRQ Document Name" i,e the filename.

#### Freeze Uploads

- To freeze the HRQ Documents Uploads, click on "Freeze Uploads"
- Upon freezing upload button is disabled, so that students cannot upload any further files.
- This is to prevent any uploads during validation.

#### Validate HRQ Document

- To validate, first freeze the uploads
- Click on "HRQ Document Type", which will open a verifier review model, similar to CV Uploads validation.



Verifier Review

- Select the HRQ Document Status from the dropdown.
  - Default: TO BE VERIFIED
  - NEED ACTION
  - VERIFIED
- And click on save changes.
- This model also shows the history of actions like files uploaded by the student(updated by field), verified by the admin, etc.
- The Admin can also view the uploaded file by clicking on the file name.
- If any action is needed from the students' end, unfreeze the uploads so that the student can upload.



# **Application status**

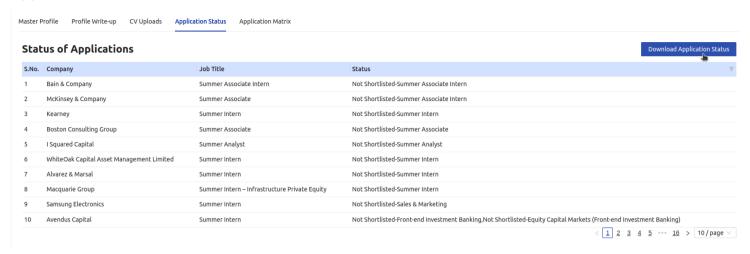
### Overview

- This component shows the status of the shortlisting of all applications applied by the student.
- It displays the company name, job title, and comma-separated role-wise shortlist status.
- It also has a "Download" feature, which downloads an Excel file of the same data displayed on the interface.

### Steps to navigate to Application Status

- Admin needs to log in to the portal.
- Click on the "Students" tab, which displays all the student information with the status of Master Profile, Profile Write-up, etc.
- Click on the student name. You will be navigated to the Master Profile.
- Select "Application Status". If the student has applied for any job, the relevant data will be displayed here.

#### Application status - view



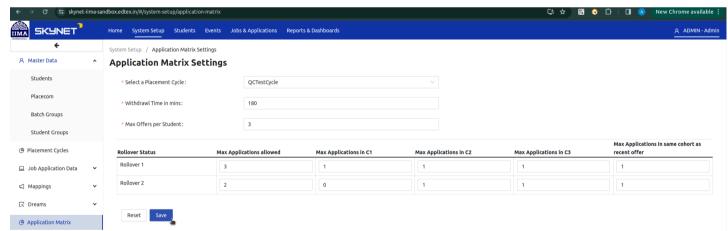
Status of applied applications

 To get the same data in an Excel file, the admin can click on the "Download Application Status" button.

## **Application Matrix**

#### **Overview**

- The "Application Matrix" is used to define the limits on the number of applications a student can submit or have active after receiving an offer. It is configured for different states based on the type of offer received (Cluster/PPO). For example, after receiving one PPO offer, the state transitions to RO-1 (Rollover-1), and similarly, to RO-2 after two offers. In each rollover state, the application matrix specifies limits, such as the overall maximum number of applications and maximum applications within specific clusters.
- These limits are defined within the Application Matrix, in the System Setup.
- Refer screenshot

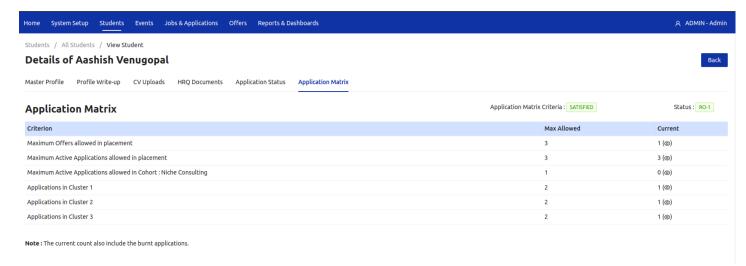


Application Matrix Settings - In System Setup

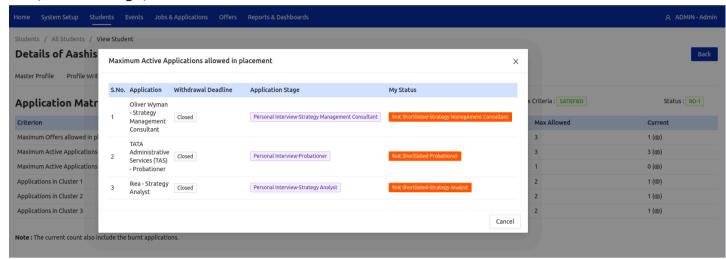
• Further details can be provided in the Applications section.

### Application Matrix in Profile Builder

- This is a view-only feature that displays the application limits specified in the application matrix, along with the current count of applications submitted by the student.
- Refer scrennshot



• Can click on the current application(s) number (in the current column) to know the job application, role, current stage, and status.



Brief Application Info