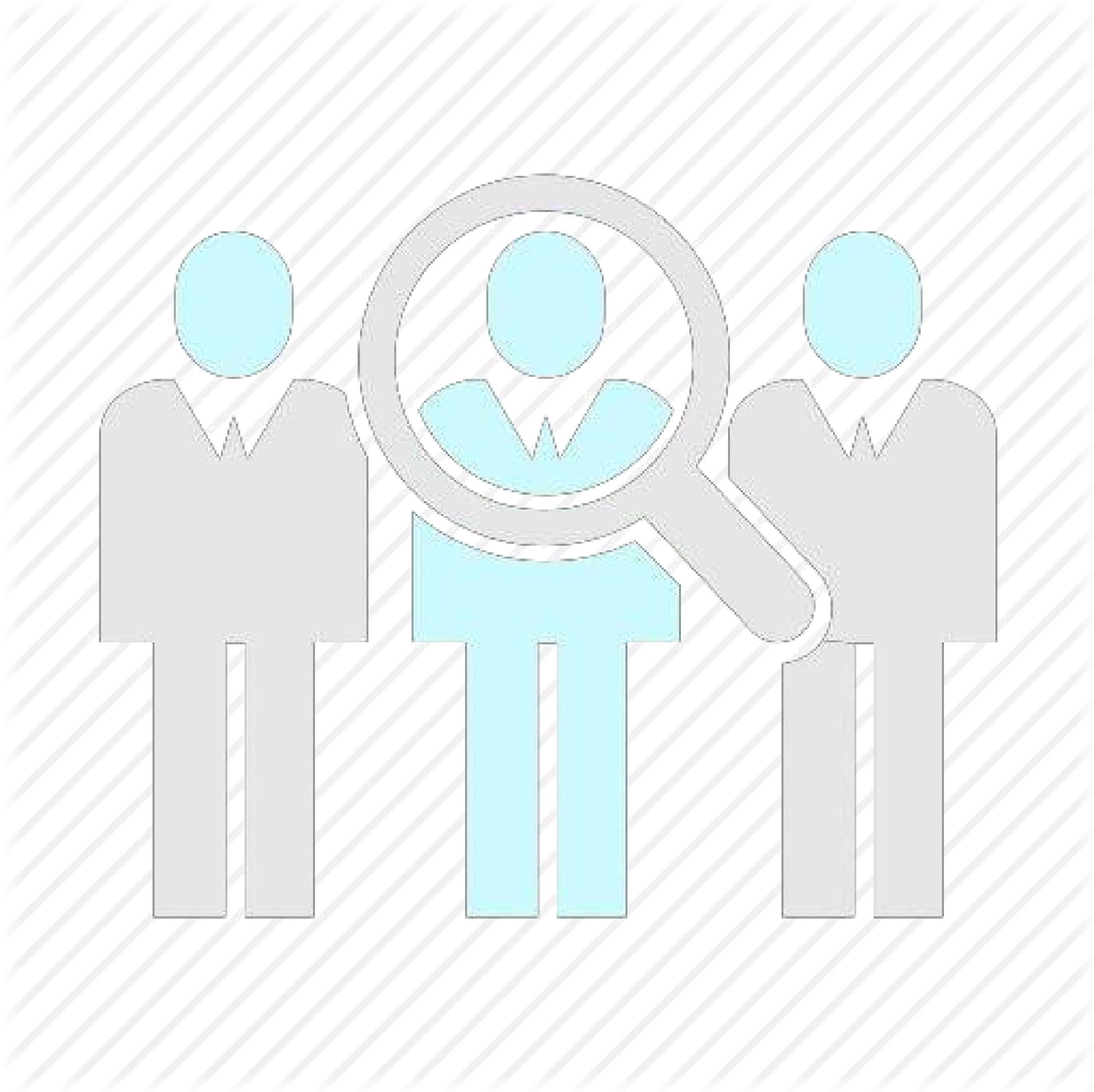
MSys

Recruitment

App User

Guide

Preface/Copyright



Document Revisions

Date	Version	Changes Made	Edited By	Approved By
09/15/2018	0.1	Draft Version	N Sheerin	

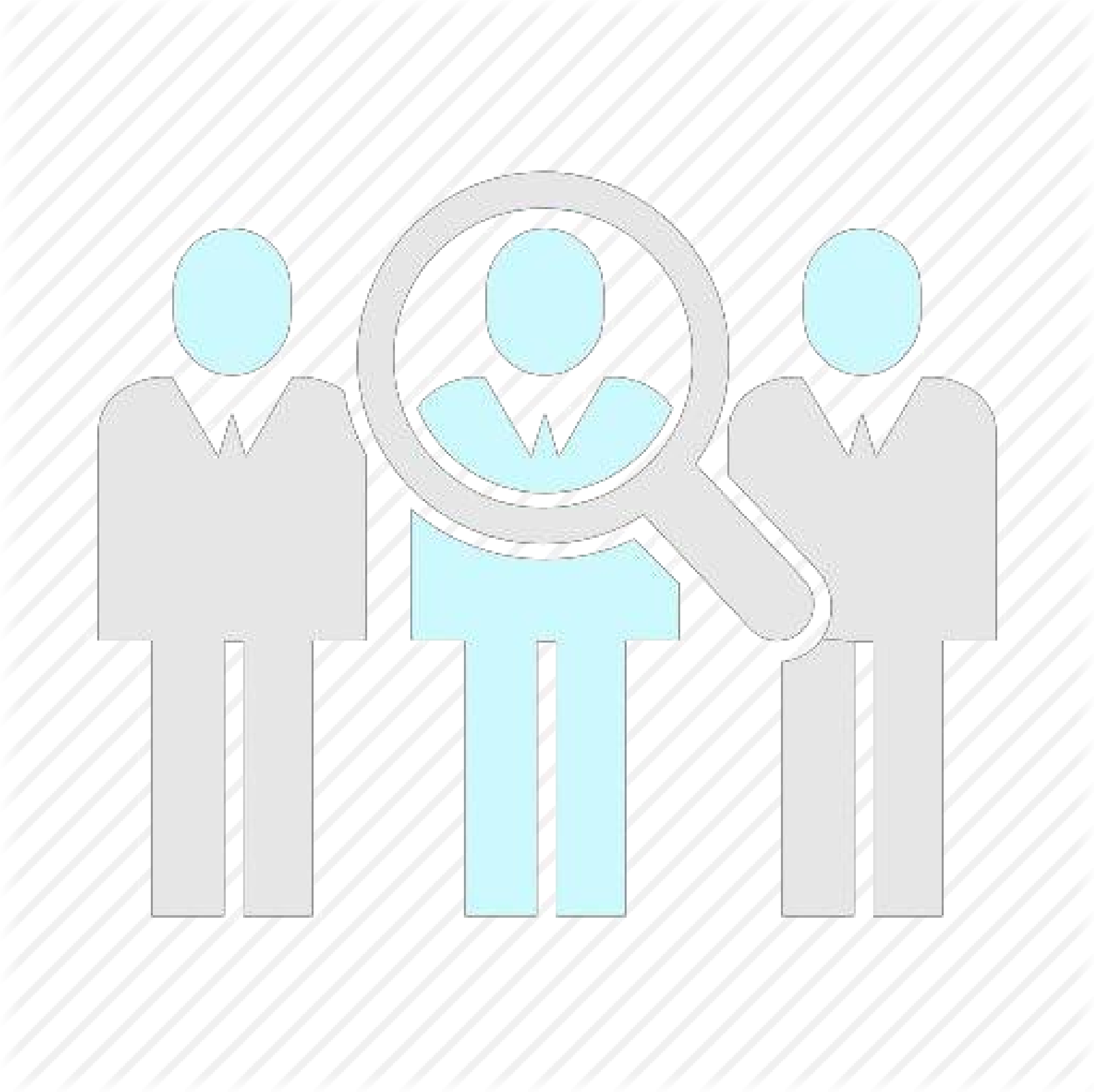


Table of Contents

1 Introduction

Welcome to the MSys Recruitment application, which offers an one-stop solution for the complex recruiting process to help you select the correct candidate. The application facilitates both the processes, either to hire a new candidate or select an existing employee from the bench pool.

1. 1. Scope and Purpose

The scope of this document is to help the reader know the various features of the MSys Recruitment application and seamlessly use the application to select the best candidate for the desired role.

1. 2. Targeted Audience

This user guide has been developed to help all the stakeholders such as Project Managers, Resource Management Group (RMG) members, Human Resource (HR) team, and interview panel, who are involved in the recruiting process.

2 User Roles

MSys Recruitment application displays different set of fields and options in the user interface based on your user role. The following are the various user roles that are set in the application:

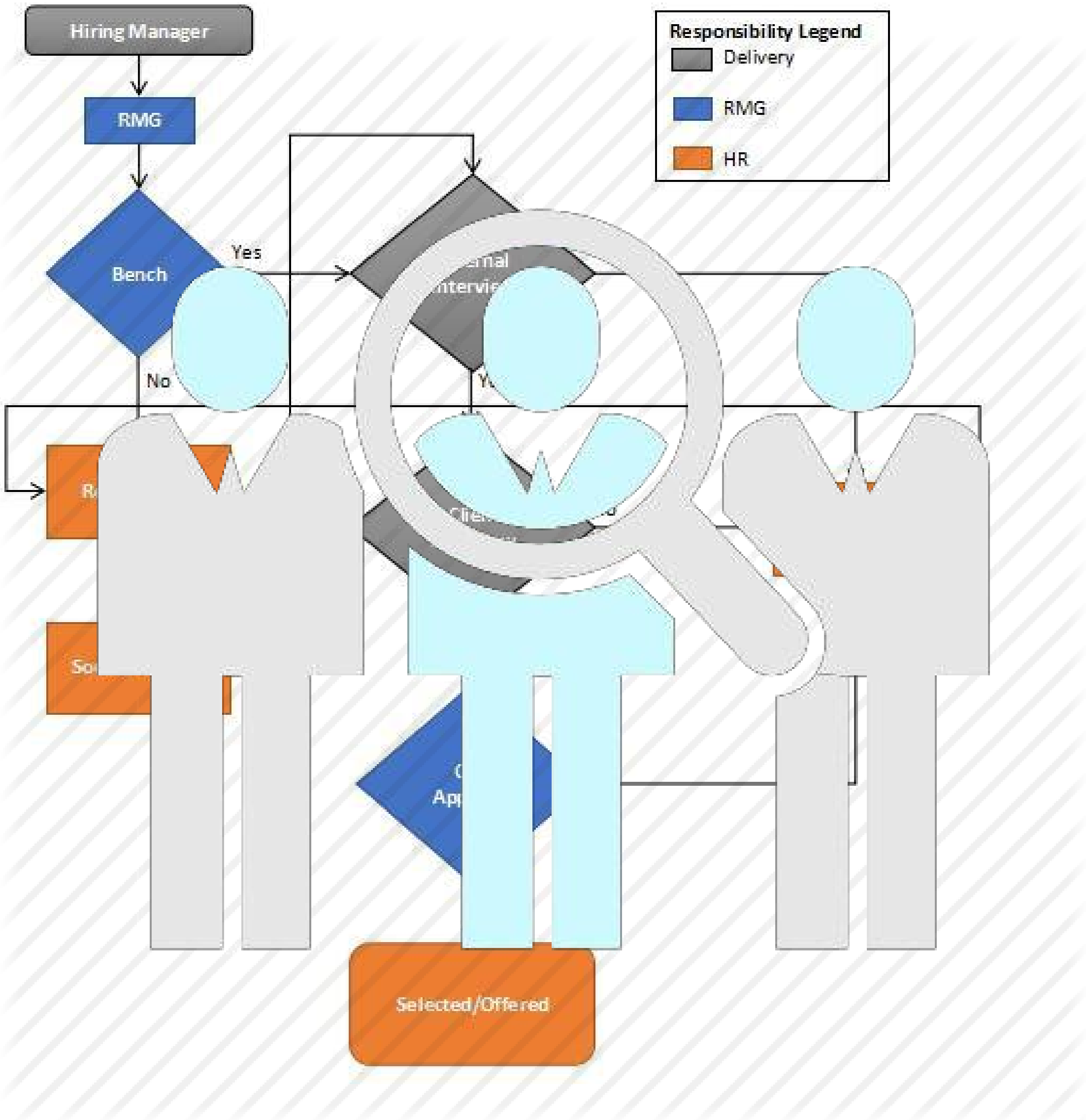
- **HR** - The human resource team members who are involved in the process of hiring candidates from outside the organization.
- **Interviewer** - The person, usually a senior project team member, who conducts interview and provides feedback for candidates.
- **Project Manager** - The initiator who initiates a requisition and provides details such as the number of open positions, job descriptions, and interview panel.
- **RMG** - The resource management group members who are the approving authority for a requisition at every point.

Based on the user role, the accessibility to the pages in the app varies. The following table explains the accessibility details for each type of user role.

Page	HR	Interviewer	Project Manager	RMG
Dashboard	✓	✓	✓	✓
Initiator Actions			✓	
Approver Actions				✓
HR Approver	✓			
Candidates	✓	✓	✓	✓

3 Process Flow

The following diagram depicts the process flow of the MSys Recruitment app. The legend in the diagram identifies the team that is responsible for that part of the process.



When there is a new requirement, the Project Manager or the initiator posts a new requisition in the app with the details such as the number of open positions, job descriptions, and the interview panel (both internal and external). After the requisition is created, it goes to the RMG member queue for approval. If the RMG member approves the requisition, it goes to the HR member for further process. If the RMG member rejects the requisition, it goes back to the initiator for modification. The initiator then updates the requisition based on the feedback notes from the RMG member.

In case of an approved requisition, the HR member first selects suitable candidates from the bench pool, if available. If not, the HR team searches for suitable profiles outside the organization. The HR member then posts the list of selected candidates in the app against the requisition. When a candidate is added for a requisition, the appointed interviewer for that requisition gets a trigger. The interviewer conducts the interview and provides feedback on the candidate in the app.

Multiple rounds of interviews are conducted including the internal interview and client interview. Internal interviews are usually conducted by the senior project team members, while the client interview, if applicable, is conducted from the client side.

If the candidate is from outside the organization, the RMG member reviews the expected cost to company (CTC) of the candidate for approval. After the CTC is finalized, the candidate is offered the job.

In case, a candidate has been rejected for any of the following reasons, the requisition goes back to HR for selecting more profiles:

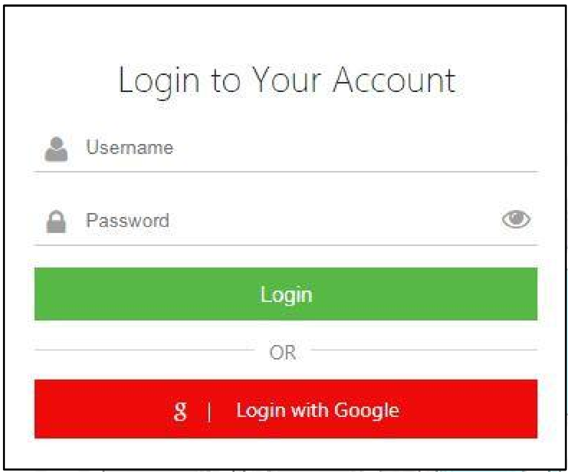
- Does not clear internal interview
- Does not clear client interview
- Expected CTC has not been approved

Note: A requisition will not be closed in the app until all the open positions of the requisition are filled.

4 Log Onto the App

To log onto the MSys Recruitment application, do the following:

1. Open the URL: http://172.30.35.8:8000. The **Login to Your Account** page displays.



2. Type your **Username** and **Password**.
3. Click **Login**.

If you already have a Google account, you can log in through that account by using the **Login with Google** option.

5 Navigate the UI

Individual pages and sections of the MSys Recruitment user interface (UI) are covered in detail in the following chapters. However, most of the pages in the UI has some common features that are as follows:

5. 1. Search For A Requisition


Search:

ion	Client name	Project Name	Project Manager	Skills	Business Category	Pending with	Status	Actions
)18	Nimble	QOPS	Shanmu	C#, angular	Engineering	HR	Open	
)18	Nimble	QA	Shanmu	C#, angular, django-python	Engineering	HR	Open	

Use the **Search** field to search or filter for a particular requisition. You can search or filter the requisitions by using any of the field values. For example, if you enter the word ‘Nimble’ in the **Search** field, the UI displays only the requisitions with the client name ‘Nimble’.

5. 2. Set Display


Show 10 entries

Requisition No.	Requisition Date	Client name	Project Name	Project Manager	Skills	Business Category	Pen with
REC-001	23/07/2018	Nimble	QOPS	Shanmu	C#, angular	Engineering	HR
REC-002	23/07/2018	Nimble	QA	Shanmu	C#, angular, django-python	Engineering	HR

You can set the number of entries to be displayed per page to 10, 25, 50, or 100 using the **Show entries** field.

5. 3. Sort the Entries

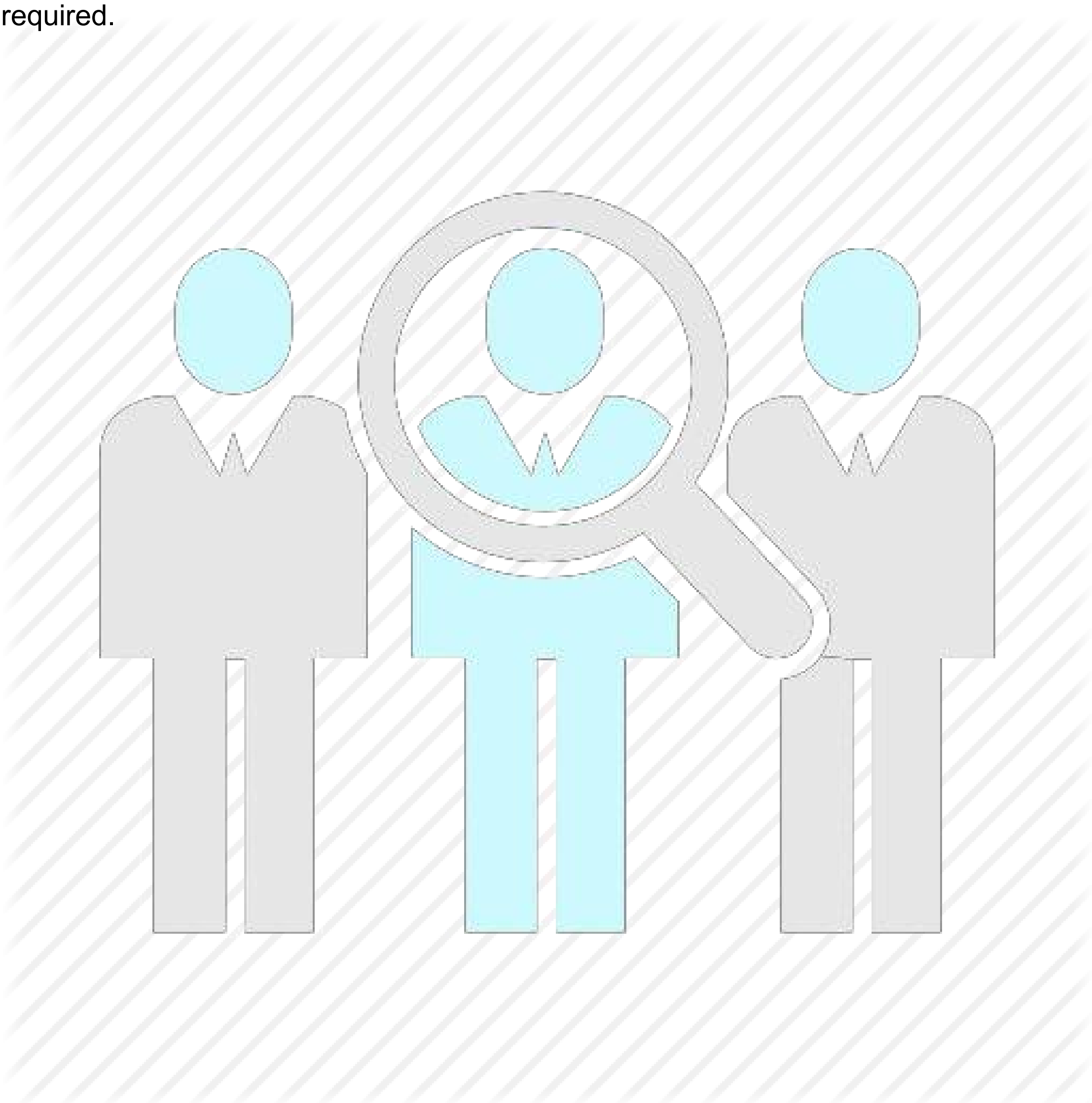
To sort the entries in either ascending or descending order, click the required column header cell in the table. By default, the rows are sorted by the requisition number.

5. 4. Navigate the Pages

2018	Nimble	STORAGE	karthikeyan	django-python	Engineering	HR	Open	
2018	Nimble	STORAGE	karthikeyan	python	Engineering	HR	Open	
2018	Nimble	STORAGE	karthikeyan	python	Engineering	HR	Open	

Previous 1 Next

To navigate between the pages in the table, click the **Previous** or **Next** button as required.



6 Manage User Settings

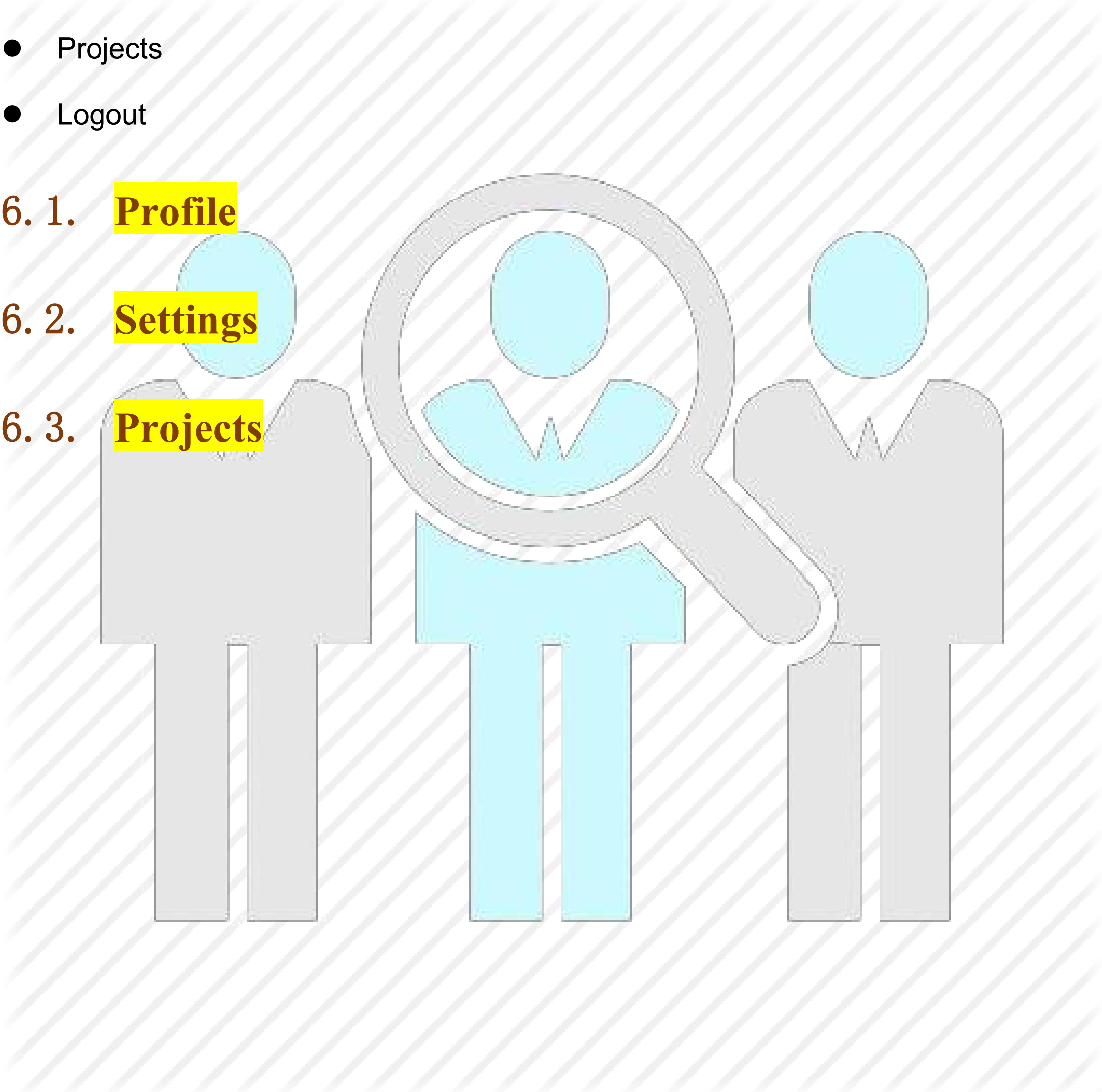
On the top right corner of the UI, the profile image and name of the user appears. On clicking your name or image, the **Settings** menu displays with the following options:

- Profile
- Settings
- Projects
- Logout

6. 1. Profile

6. 2. Settings

6. 3. Projects



7 Recruitment Dashboard

After you have logged in, the application opens with the dashboard that displays the following details:

- **No. Of Vacancies** - Displays the number of open positions available in MSys.
- **Bench Members** - Displays the number of employees who have been released out of a project and on the bench pool.
- **Project Handling -**
- **Team Members -**

To hide and unhide the side menu, click the  icon.

To minimize the side menu, click the  icon.

8 Initiator Actions

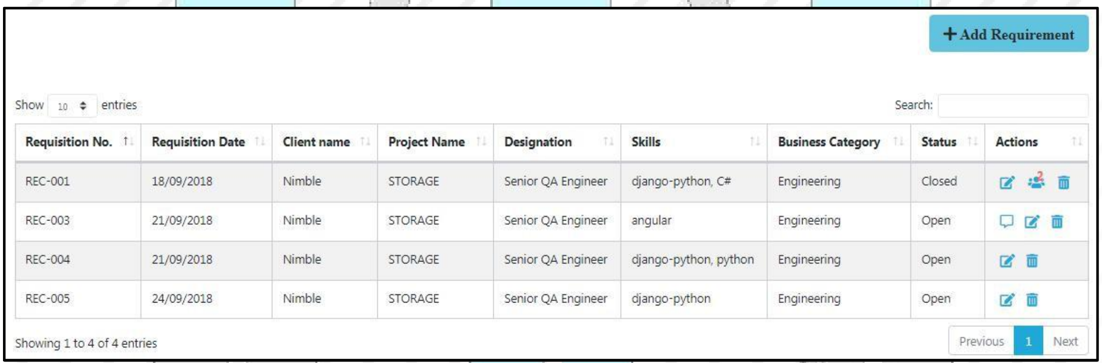
The **Initiator Actions** section facilitates the initiator to post a new requisition (requirement) and perform the related actions. Hence, the section is enabled only for the Project Managers. This section contains the **New Positions** page.

8. 1. New Positions

The **New Positions** page displays the list of requisitions posted by the initiators.The following details are displayed for each requisition.

Field	Description
Requisition No.	Identification number of the requisition posted by the initiator
Requisition Date	Date when the requisition was posted by the initiator
Client Name	Name of the client related to the requisition
Project Name	Name of the project related to the requisition
Designation	Designation level for which the requisition is made
Skills	Skills required for the job role
No. of Openings	Number of openings to be filled for the requisition
Status	Status of the requisition. The values are **Closed** and **Open**. **Note:** The status can be closed only when all the open positions of the requisition are filled.
Actions	Actions performed by the initiator on the requisition. The following are the actions that can be performed on a requisition entry in this page: ● - Use this icon to delete the entry. ● - Use this icon to edit the details of the requisition. On clicking this icon, the **Edit Positions** dialog box

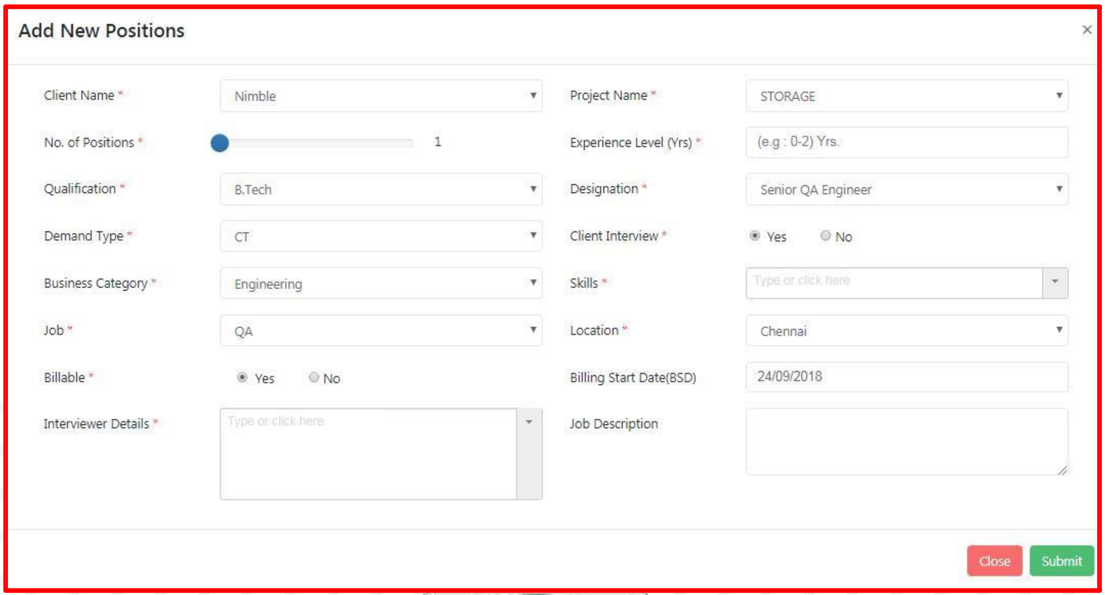
	displays. To know about the fields in the **Edit Positions** dialog box, refer Add a New Requirement ● - Click this icon to view the details of selected candidates for the requisition. The number superscript denotes the number of candidates that have been selected. For more information, refer View Selected Candidates ● - Use this icon to view HR or RMG remarks on the requisition.



8. 2. Add a New Requirement

To add a new requisition, do the following:

1. Click the **Add Requirement** button on the **New Positions** page. The **Add New Positions** dialog box opens.



2. Select the client and project in the **Client Name** and **Project Name** drop-down lists, respectively.

3. Select the number of open positions available by moving the blue circle in the **No. of Positions** field.

4. Enter the number of years of experience expected from the candidate in the **Experience Level (Yrs)** field. You can enter either single number or a number range. For example, 4 or 4-6.

5. Select the qualification the candidate is required to possess in the **Qualification** drop-down list.

6. Select the designation level for which the positions are open in the **Designation** drop-down list.

7. Select whether the requisition is CT () or Non CT () in the **Demand Type** drop-down list.

8. Select **Yes** or **No** to indicate whether a client interview is required in the **Client Interview** field.

9. Select the business team in which the positions are open in the **Business Category** drop-down list.

10. Select the skills the candidate is required to possess in the **Skills** drop-down list. You can select more than one skill.

11. Select the job type and work location in the **Job** and **Location** drop-down lists, respectively.

12. Select **Yes** or **No** to indicate whether the role is billable to the client in the **Billable** field.

13. If **Yes** is selected in the **Billable** field, select a date in the **Billing Start Date (BSD)** by using the calendar menu. The **Billing Start Date (BSD)** field is disabled when **No** is selected in the **Billable** field.

14. Select the interview panel in the **Interviewer Details** drop-down list. You can select more than one interviewer in this field.

15. Enter details about the job in the **Job Description** field.

16. Click **Submit** to add the new requisition entry.

17. Click **Close** to cancel the requisition.

Note: Except the **Billing Start Date (BSD)** and **Job Description** fields, all other fields are mandatory.

8. 3. View Selected Candidates - Initiator

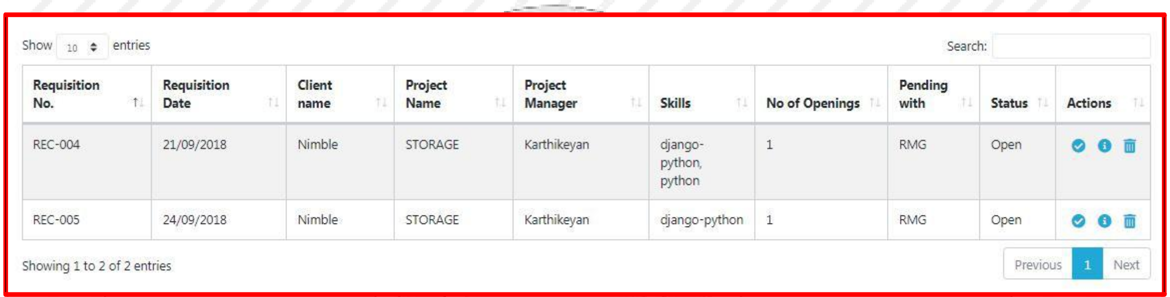
To view the candidates selected by the HR for the requisition, click the icon. A new page opens with the list of candidates and their details including employee ID, employee name, skills, notice period, current CTC, and expected CTC. The following actions can be performed in this page:

- - Use this icon to view the remarks entered by HR or RMG member. If both HR and RMG have provided their remarks, two icons appear for a requisition.
- - Use this icon in case you want to edit the notice period, current CTC, and expected CTC.
- - Use this icon to remove the candidate from the requisition.

9 Approver Actions

The **Approver Actions** section facilitates the RMG members to take actions regarding requisition approvals. Hence, the section is enabled only for RMG members. The pages in the section are:

- **My Approvals -** displays all the requisitions that are either approved or pending approval by the RMG member
- **Approved by me** - displays all the requisitions that are approved by the RMG member



Show 10 entries Search:

Requisition No.	Requisition Date	Client name	Project Name	Project Manager	Skills	No of Openings	Pending with	Status	Actions
REC-004	21/09/2018	Nimble	STORAGE	Karthikeyan	django-python, python	1	RMG	Open	
REC-005	24/09/2018	Nimble	STORAGE	Karthikeyan	django-python	1	RMG	Open	

Showing 1 to 2 of 2 entries Previous 1 Next

The details displayed in the **Approver Actions** section include the following. For other field descriptions, refer New Positions.

Field	Description
Project Manager	Name of the project manager
Pending with	Displays the personnel with whom the requisition is pending for the next process
Actions	Actions performed by the RMG team member on the requisition. The following are the actions that can be performed on a requisition entry in this page: •  - This icon appears against a requisition that is yet to be approved. For more information, see Approve/Reject A Requisition •  - Use this icon to view details of the requisition as provided in the **New Positions** page. On clicking this icon, the **New Positions Details** page opens

	with the details in read-only mode. ● - Use this icon to delete the entry. ● - Click this icon to view the details of selected candidates for the requisition. The number superscript denotes the number of candidates that have been selected. For more information, refer

9. 1. Approve/Reject A Requisition

When appears against a requisition in the **My Approvals** page, it means that the RMG member has not approved or rejected it yet. On clicking the icon, a dialogue box opens with the **Accept** and **Reject** buttons.

For approving the requisition, click the **Accept** button. Otherwise, click the **Reject** button and enter your remarks in the **Feedback Review** field.

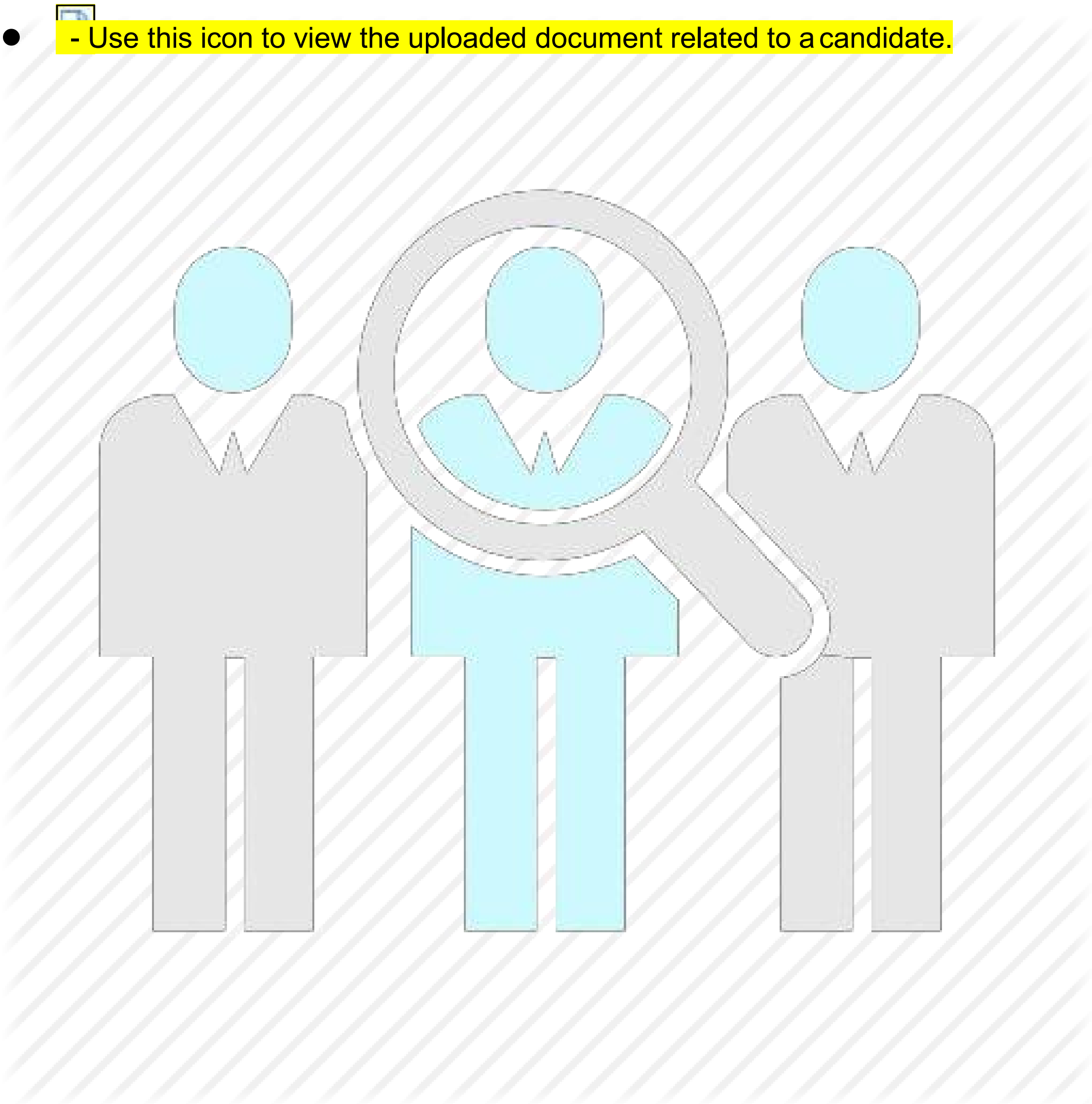
Note: It is mandatory to enter remarks when you reject a requisition.

9. 2. View Selected Candidates - Approver

After the RMG member accepts a requisition, it goes to the HR queue. The HR team selects the suitable candidates, either from the internal pool or from outside the organization, and adds a list of such candidates against each requisition.

To view the candidates selected by the HR for the requisitions, click . A new page opens with the list of candidates and their details including employee ID, employee name, skills, notice period, current CTC, expected CTC, and status. The following actions can be performed in this page:

- - Click this icon to view the remarks entered by HR on the candidate.
- - Use this icon in case you want to edit any of the details.
- - Use this icon to remove the candidate from the requisition.
- - Use this icon to view the uploaded document related to a candidate.



10 HR Approver

The **HR Approver** page facilitates the HR members to take actions regarding recruitment for the requisition. Hence, this section is enabled only for HR members.

Show 10 entries Search:

Requisition No.	Requisition Date	Client name	Project Name	Project Manager	Skills	Business Category	Pending with	Status	Actions
REC-001	23/07/2018	Nimble	QOPS	Shanmu	C#, angular	Engineering	HR	Open	
REC-002	23/07/2018	Nimble	QA	Shanmu	C#, angular, django-python	Engineering	HR	Open	
REC-004	23/07/2018	Tintri	GUI	karthikeyan	django-python, C#	Engineering	HR	Open	
REC-006	24/07/2018	Nimble	STORAGE	karthikeyan	django-python	Engineering	HR	Open	
REC-008	24/07/2018	Nimble	STORAGE	karthikeyan	python	Engineering	HR	Open	
REC-009	24/07/2018	Nimble	STORAGE	karthikeyan	python	Engineering	HR	Open	
REC-010	24/07/2018	Nimble	STORAGE	karthikeyan	angular	Engineering	HR	Open	

Showing 1 to 7 of 7 entries Previous 1 Next

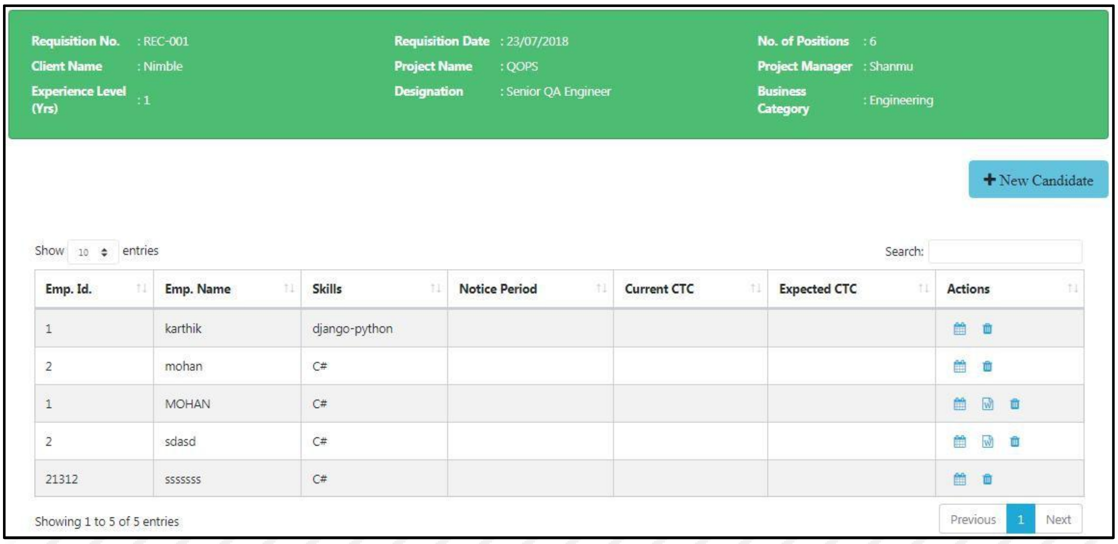
All the fields in the **HR Approver** page are same as in the **Approver Actions** pages, except that the set of actions differ in the **Actions** field. The following are the actions that can be performed on a requisition entry in this page:

- - Use this icon to add or modify the list of selected candidates for the requisition.
- - Use this icon to view details of the requisition as provided in the **New Positions** page. On clicking this icon, the **New Positions Details** page opens with the details in read-only mode.

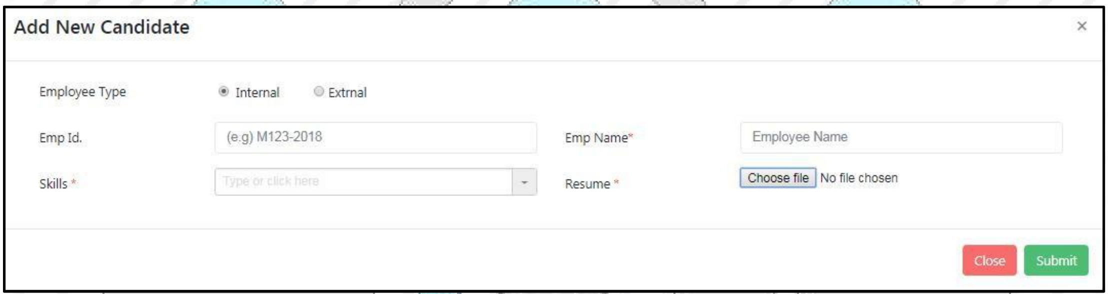
10. 1. Add A Candidate

After a requisition is approved by the RMG member, HR selects the suitable candidates and add their details in the UI. To add a new candidate to the list, do the following:

1. Click the icon in the **Actions** column. The candidate list displays along with the requisition details.



2. Click the **New Candidate** button. The **Add New Candidate** dialog box opens.



3. Select whether the candidate has been selected internally or externally in the **Employee Type** field.

4. Enter the employee Id, if applicable, and the employee name in the **Emp Id.** and **Emp Name** fields, respectively.

5. Select the skills possessed by the candidate in the **Skills** drop-down menu. You can select more than one skill in this field.

6. Upload the resume of the candidate in the **Resume** field by using the **Choose file** button.

7. Click **Submit** to add the candidate.

11 Candidates

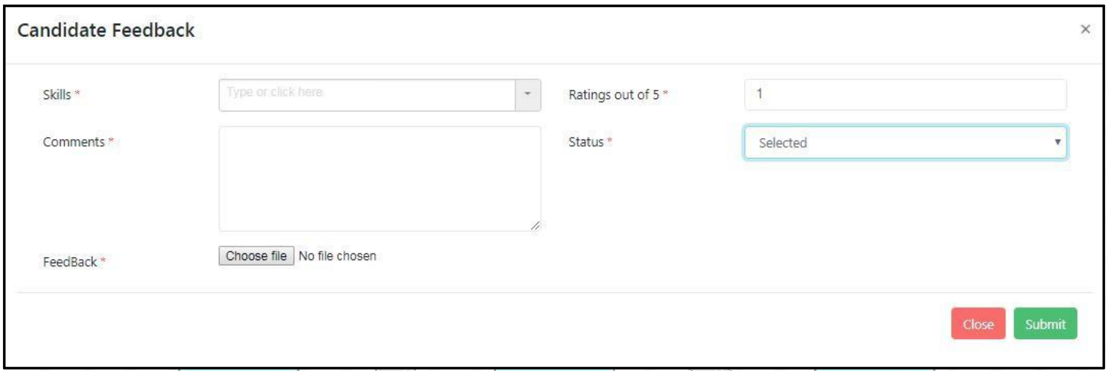
The **Candidates** page provides the list of all the available candidates. The following details are displayed for each candidate.

Field	Description
Emp. Id.	Employee identification number. This is applicable only for candidates from the bench pool
Emp. Name	Name of the candidate
Skills	Skill set possessed by the candidate
Notice Period	Time period the candidate require to join the organization. This is applicable only for candidates outside the organization.
Current CTC	The current salary package of the candidate. This is applicable only for candidates outside the organization.
Expected CTC	The salary package expected by the candidate from MSys. This is applicable only for candidates outside the organization.
Actions	Actions performed by the user. The following are the actions that can be performed on a requisition entry in this page: ● - Use this icon to select or reject a candidate. For more information, refer Candidate Feedback ● - Use this icon in case you want to edit the notice period, current CTC, and expected CTC. ● - Use this icon to delete the entry. ● - Use this icon to view the remarks entered by HR on the candidate.

11. 1. Candidate Feedback

To select or reject a candidate in the **Candidates** page, do the following:

1. Click the **Add Feedback** ( ) icon displayed in the **Actions** column against the required candidate. The **Candidate Feedback** dialog box opens.



2. Select the skill set the candidate possesses in the **Skills** drop-down menu.
3. Enter you feedback about the candidate in the **Comments** field.
4. Upload any relevant document in the **Feedback** field by using the **Choose file** button.
5. Provide your ratings on the candidate in the scale of 1-5, 5 being the highest, in the **Ratings out of 5** field.
6. Choose whether the candidate have been selected or rejected in the **Status** drop-down menu.
7. Click **Submit** to complete the action.

Note: All the fields in the **Candidate Feedback** dialog box are mandatory.

12 Glossary

Approver - The RMG member who is the approving authority for a requisition.

Billable - The word that indicates whether a resource's project hours will be billed to the client or not.

Business Category - The team to which candidates are to be selected. The various teams in MSys are Engineering, It, HR, and Sales.

Candidate - The resource who have been selected for a job position as part of a requisition.

CTC - Cost to company. Total amount of expenses an organization spends on an employee in a year.

Demand Type -

Initiator - The Project Manager or the Hiring Manager who initiates a requisition in the app for a new requirement.

Requisition - The details of a requirement including number of openings, project name, designation level, and skills required.

RMG - Resource Management Group. The team that manages the resources on bench and is responsible for placing the resources in a project.