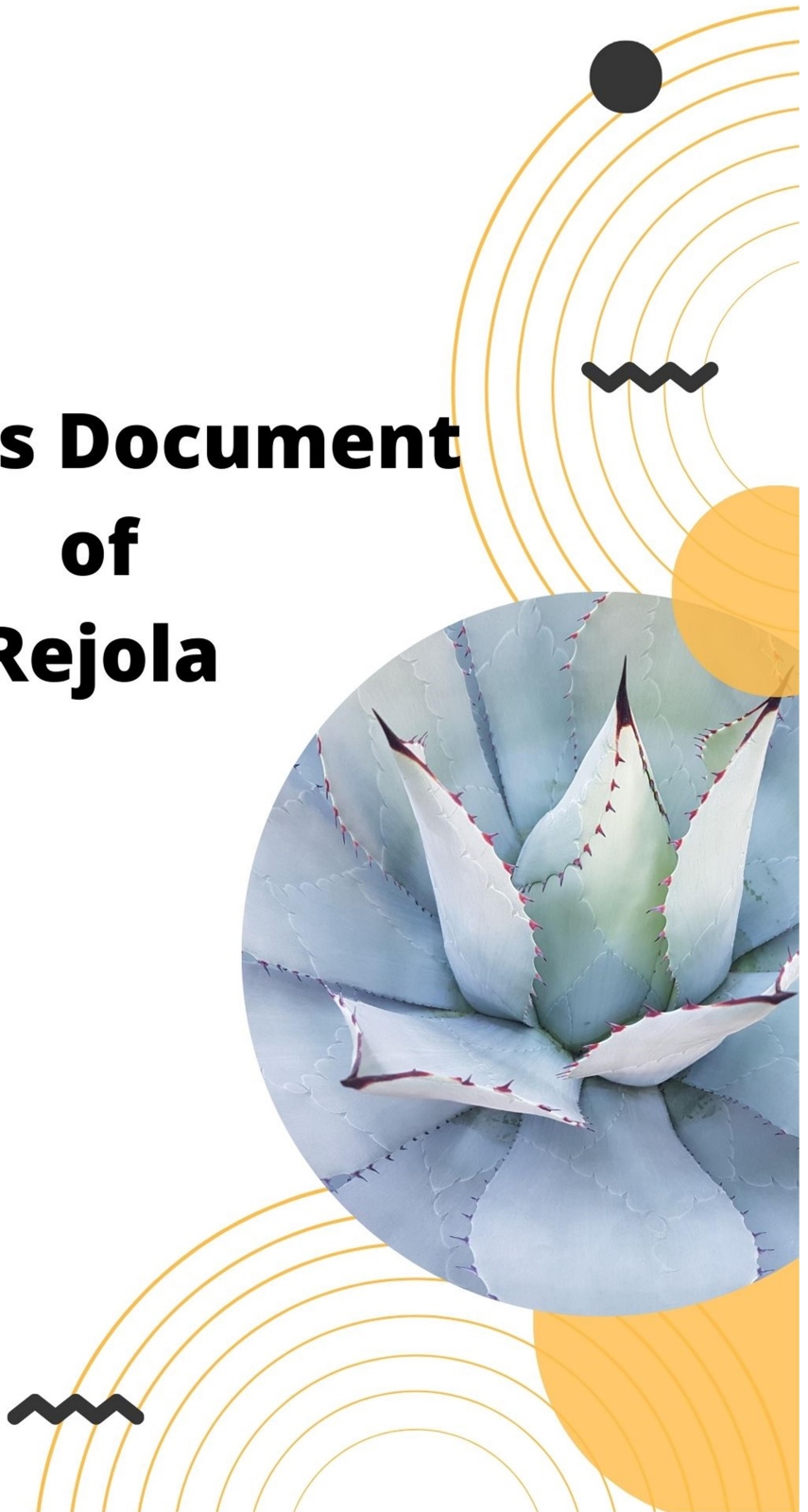


Process Document of Rejola



Questions to ask Experienced Candidate

Name of the Candidate

- Place
- Where do you stay now
- Education
 - Percentage Marks
 - Branch of Studies
 - Why did you choose that specialty?
 - Explain your final year project
- Tell about your work experience
- Have you undergone any training?
- Percent Marks
- Why that training?
 - Why do you want to pursue software career?
 - Do you love programming? Why?
 - Do you want to become the world's best programmer?
 - Where do you see yourself in 3, 5, 10 and 20 years from now?
 - How many programming languages do you know? Explain
 - What are your Hobbies?
 - Tell about your family
 - Do you have a Laptop to bring to work?
 - What is more important for you: Salary / Opportunity to grow
 - What is your salary expectation?
 - What is your monthly expense budget?
 - Is your family depended on you for money?
 - What is your daily routine? Explain
 - Which of these do you rate highest and why: Honesty / Innovation / D
- Years of Experience
- Name of the Company

- Place
 - How many software have you developed so far?
 - What programming languages did you use
 - How long did each take
 - How many were involved in each project
 - Who created the software architecture?
 - Whom were you reporting to?
 - What was his designation?
-
- How much did he help you in your software creation?(completely independent)
 - How many team members worked along with you?
 - What did they do in the project?
 - Who discussed with customer?
 - What are the different modules the software had?
 - What was the easiest module?
 - What was the most difficult module?
 - Did you get bugs in the software?
 - How long do you take to fix the bugs?
 - Can you work on multiple projects at the same time?
 - Do you have the ability to do that?
 - If yes, how do you plan to do that?
 - How many programming languages do you know?
 - How would you rate your skill with each one of them?
 - Do you think it is required to learn more programming languages?
 - How long do you think it will take to learn a new programming language?
 - How many hours per day can you work?
 - How about on Saturday?
 - We have a completely automated virtual office where you have to make updates (in 8 words) every 8 min

- That is how we track time and progress with projects
- We also share weekly automated emails to customer showing progress with project
- We have been doing this for last 3 years
- Why do you think this is important?
- What are the benefits of having this
- For “you” and for “customer”
- In order to explain and understand the software better, it would be important to have the customer office occasionally
- Do you think it is important?
- please explain

Things we should check while interviewing the candidates

- Attitude
- Honest
- Humble
- Positive attitude
- Enthusiastic
- Adaptive
- Service Oriented
- Fast Learner
- Drive to grow

HR Interview questions

- Why should we hire you?
- Why do you want to work for this company?
- Do you consider yourself successful?
- Are you willing to travel?
- What are your salary expectations?
- What would you consider your greatest strengths & weakness?
- Tell me about your dream job
- Why do you want to leave your last job?
- What's something that you didn't like about your last job?
- What will you do if you don't get this position?
- What have you done to improve your knowledge in the last year?
- How long would you expect to work for us in case you are hired?
- What irritates you about co-workers?
- Do you enjoy working as an individual rather than being a part of a team?
- How do you react when asked to do something beyond your capabilities?
- Prove to me that you're honest – in one minute.

Questions to ask Level 2 Candidates

- What are you learning right now?
- How many hours you learning every day?
- How many hours are you clocking on training.rejola.com
- Will you be able to clock daily?
 - In level 3 and 4 it is mandatory to clock 8 hours
 - Will you be able to do it?
 - Why don't you practice that now
- By when do you plan to complete the Level 2 syllabus?
- By when can you show your code for evaluation?
- Are you looking for a job immediately after the training (after completing all 4 levels)?
- Would you like to work for Rejola?
- Can you work from Chennai office?
- Do you have previous work experience?

Questions to ask Candidates who has completed Level

- Name
- Place
- Education
- What are you doing currently?
- Are you seeking for Job currently?
- Can you spend 8 Hours?
- Do you like to work for Rejola?
- if yes Are you willing to Travel
- Can you spend 8 hours on Level3 and level 4
- When are you planning to finish Level 2?
- Can you try spend 8 Hours on Level 2 Training?
- Previous work experience
- Family
- What is the purpose of training
- What are long term plan
- Languages known
- What is your salary Expectation?

Feedback of the Candidates

| | |
|--|---|
| Name Place Education Years of Experience | Hari prasath Coimbatore B.Tech (IT) 3 years |
| Programming Languages Known Ability to learn new language How Long will they take to learn new language | Php,MySql Yes depends |
| Who created the Software architecture? With a team Are they Completely independent Willing to visit Customers | CEO No Yes yes |
| Potential to work on multiple projects at the same time Hours per day Opinion about virtual office | Yes 9-10hrs Accepted |
| Last Salary Salary Expectation | 2,lakhs per annum 25,000 |
| Companies worked before Reason for quitting the last Job | 1 No Increment, for his own career growth |
| Attitude Skill Knowledge about programming | 8 7 7 |
| Feedback | He worked on 4 projects, he stayed in only one company for 2.10 years but they didn't pay him well, good communication, good attitude, willing to visit customers, reason for quitting this company is for his own |



FREE TRAINING

PREPARING FOR A BRIGHT CAREER

Programming

- Level 1 - Website (HTML, CSS, Bootstrap)
- Level 2 - Software (PHP, MySQL, Java Script)
- Level 3 - Demo Project
- Level 4 - Live Project

Daily: training.rejola.com & Whatsapp Group
Weekly Zoom Class: 30 min

Communication

- | | |
|--------------------|---|
| Level 1 - Basic | Daily Training: Whatsapp Group Weekly Zoom class: 30 min |
| Level 2 - Advanced | |

FREE

JOB ASSISTANCE
SECRET TO SUCCESS
GUIDANCE

Weekly 30 mins

Contact: +91 97912 78109 | www.reach.rejola.com



August 21st, 2020

LETTER OF APPOINTMENT

We are pleased to inform you that your candidacy has been reviewed and you are being issued this Letter of Appointment. We welcome you to our team and look forward to work with you. We wish you all the success and continuous growth in Rejola IT Services.

| | |
|----------------------|--|
| Name | : Hari Prasath. C |
| Designation | : Software Solutions Engineer |
| Job Description | : Create Software Solutions. |
| Technologies | : Candidate has to be well versant with PHP, MySQL, Javascript, JQuery, Ajax, HTML, CSS Knowledge of additional programming languages is an additional benefit and can definitely help continuous growth |
| Reporting | : Would be reporting to Mr. Thomas John. |
| Structure | : Will function independently. |
| Office Timings | : Monday to Friday: 9:30 am to 6:30 pm Saturday: 10 am to 2 pm These timing is indicative and are subject to be adaptive as per the situation demands |
| Date of Joining | : August 24 th , 2020 |
| Probation | : 6 months from the date of joining. Candidate will be confirmed after he /she has been assessed and is found competent to handle and grow in the respective department. |
| Gross Monthly Salary | : Rs. 25,000/- |
| Variable Pay | : Candidate will be considered for additional Variable Pay incentive, after the review of Quantitative and Qualitative achievements of the candidate. Variable pay is applicable after the Probation period is successfully completed. |
| Appraisal | : Appraisal will be a regular activity wherein constant evaluation will be carried out during interactions and regular feedback will be provided to the team member. |
| Growth | : Salary Increment and Position growth of each team member will be evaluated every 3 months / 6 months / 12 months. |

The duration between each evaluation will be decided by the organisation for each candidate based on the candidates positive performance and also on market conditions.

| | |
|--------------------|--|
| Taxes | : Appropriate statutory taxes like TDS are applicable. |
| Holidays & Leave | : All major National and Local Holidays would be observed. A schedule would be provided to the candidate. Candidate qualifies for official leave after confirmation. A Leave schedule would be provided on confirmation. |
| Performance Target | : The projects in the organisation have been allocated as A and B points. Candidate has to achieve a minimum of 10 A points and 5 B points for this position in the organisation |
| Termination | : If the candidate fails to achieve the targets or is found not to be abiding by the company policies or is found causing harm to the operation or sales of the organisation, the candidate can be terminated with a notice period of 45 days. |
| Notice Period | : In case the candidate decides to resign, a minimum of 45 days notice period has to be served before being relieved. |
| Note | : HR Policies are subject to change from time to time without prior notice. |

For **Rejola IT Services**,



Authorised Signatory