

CAPGEMINI

New Employee Wizard Process (C-Hire Process)

The document can be used as a reference guide for the candidates to complete the C-Hire process.

1) Click on 'New Employee Wizard'

Welcome Letter - Ranjitha R - Message (HTML)

Message

Reply Reply to All Forward Delete Move to Create Other Block Sender Safe Lists Categorize Follow Mark as Up Unread Related Respond Actions Junk E-mail Options Find

From: SuccessFactors Onboarding [auto.noreply@capgemini.com]
To: ranjithakambal@gmail.com
Cc: Gupta, Mamta
Subject: Welcome Letter - Ranjitha R Sent: Fri 3/3/2017 3:30 PM

 Capgemini CONSULTING TECHNOLOGY OUTSOURCING People matter, results count.

New ways to be empowered Discover #LifeAtCapgemini

Dear Ranjitha R,

Greetings from Capgemini.

We are pleased to let you know that we have initiated your onboarding process.

Please fill in the details for the pre-onboarding checklist on the portal [New Employee Wizard](#).

Feel free to get in touch with Recruiter **Mamta Gupta** for any queries.

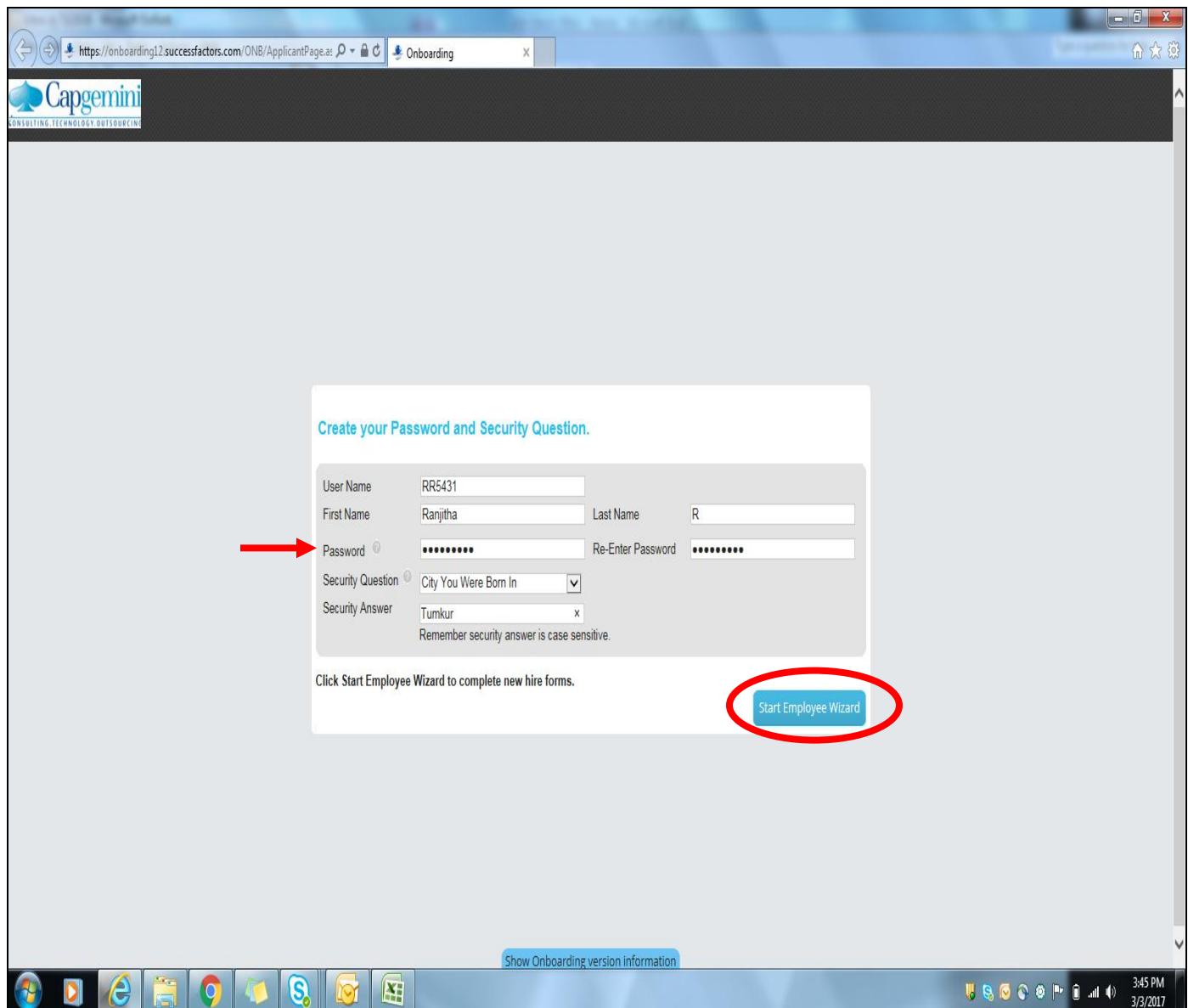
We look forward to you joining Capgemini family! [Click here](#) to get to know more about us as part of your onboarding process.

Regards,

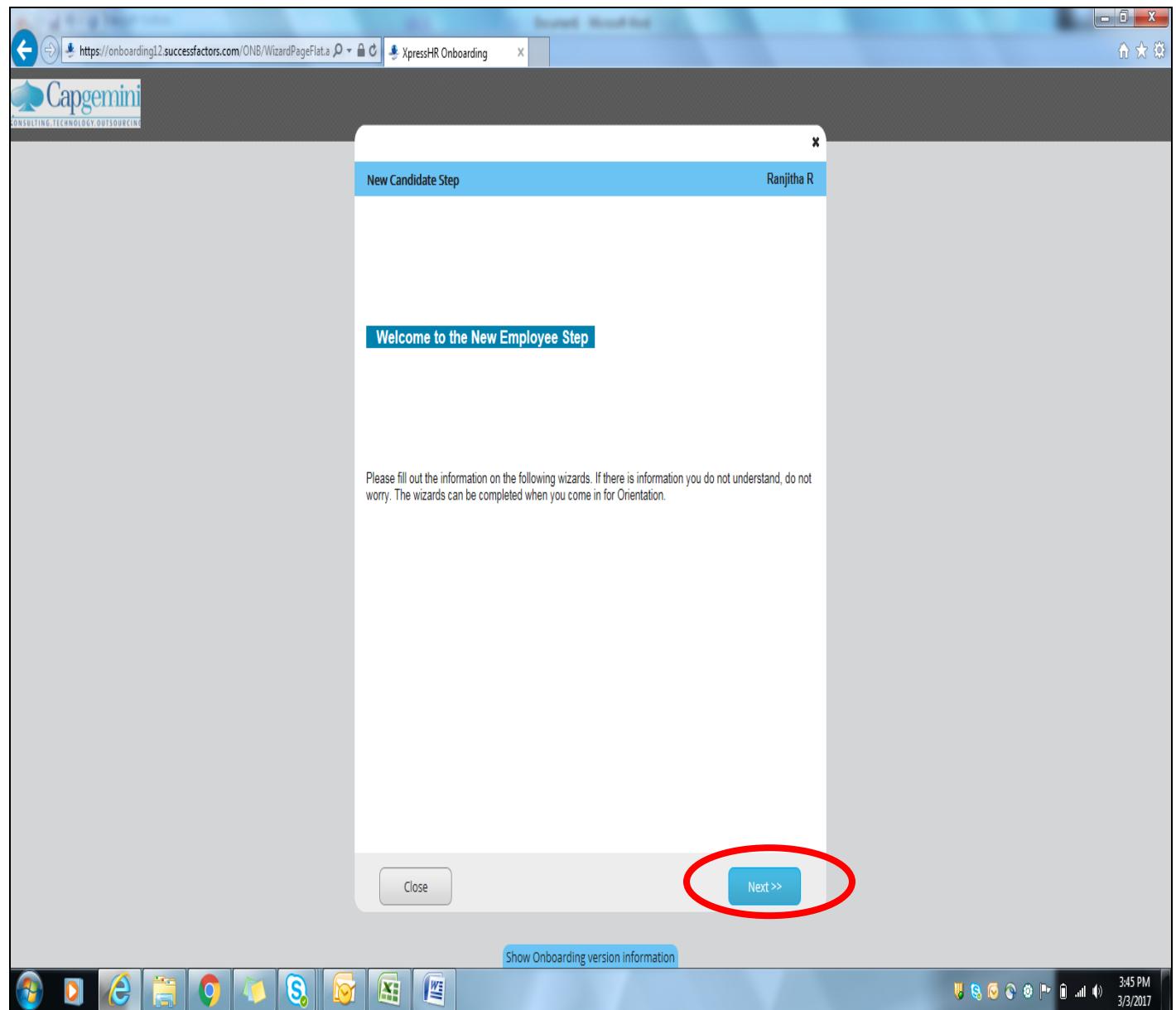
HR Team

5:30 PM 3/10/2017

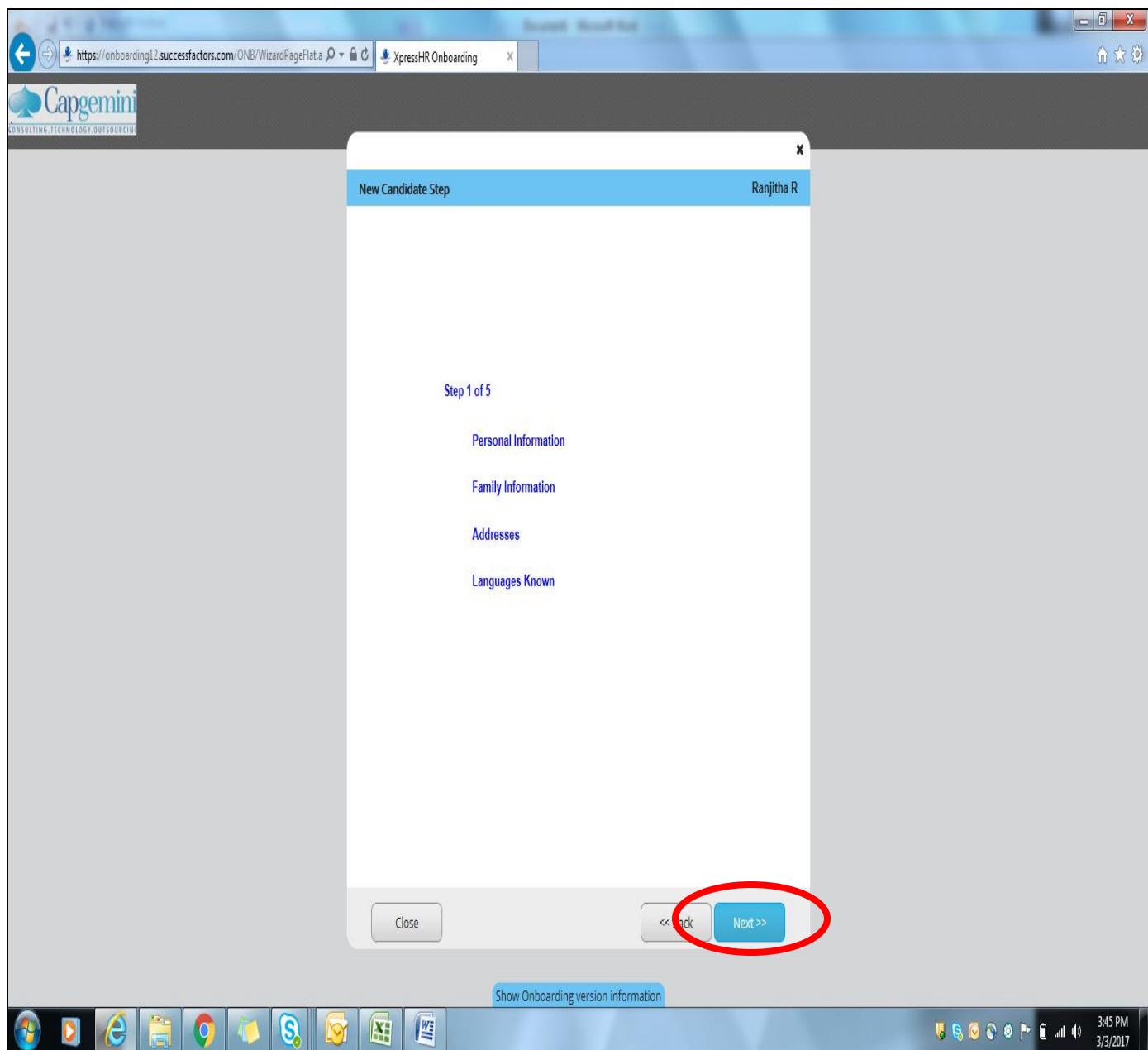
2) Please reset the password with one symbol, one Caps lock, one numerical and with one security question & answer, then click on 'Start Employee Wizard'.



3) Click on 'Next'



4) Click on 'Next'



5) Kindly fill all the details, and then click on 'Next'.

New Candidate Step Ranjitha R

Personal Information

Title	Ms.
* First Name	Ranjitha
* Middle Name	
* Last Name/Surname	R
* Personal E-mail ID	ranjithakambalu@gmail.com
* Current Cell No	9738605449
Date of Birth	12/20/1994
* Birth Country	India
Nationality	Indian
* Gender	Female
* Marital Status	Single
* Birth Place	Tumkur
* Birth State	Karnataka

Job Details

Designation	Software Engineer
Local Grade	A4
Operating Unit	Others
Joining Location	Chennai-PCT
Most Recent hire Date	03/15/2017

Buttons: Close, << Back, Next >>

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6) Fill in all mandatory details and then click on 'Next'.

Searched - Microsoft Edge

https://onboarding12.successfactors.com/ONB/WizardPageFlat.a XpressHR Onboarding X

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New Candidate Step Ranjitha R

Secondary Skill .NET-Project & Program M

Additional Details

Universal Account Number Blood Group
A+

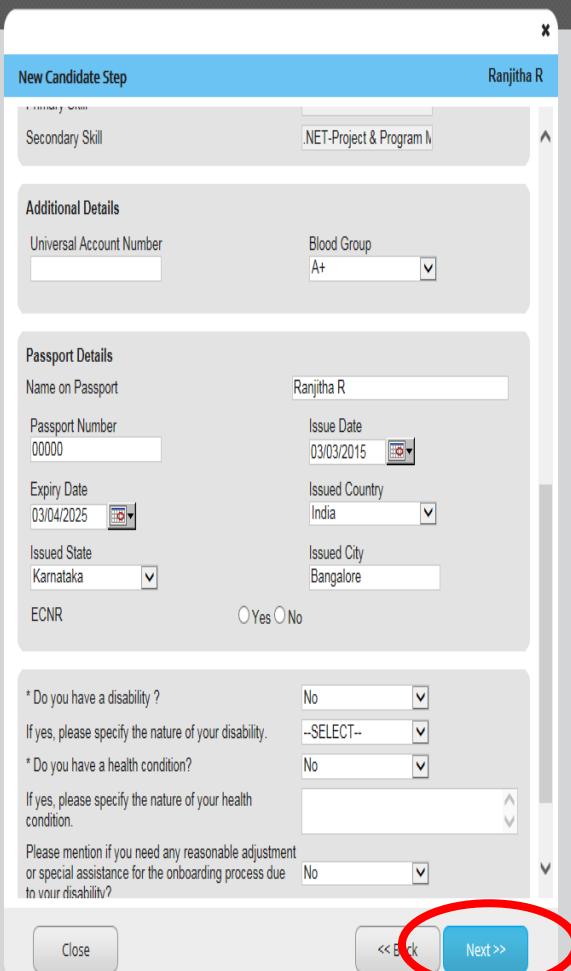
Passport Details

Name on Passport Ranjitha R
Passport Number Issue Date 03/03/2015
00000
Expiry Date 03/04/2025
Issued State Issued Country India
Karnataka
Issued City Bangalore
ECNR Yes No

* Do you have a disability? No
If yes, please specify the nature of your disability. -SELECT-
* Do you have a health condition? No
If yes, please specify the nature of your health condition.
Please mention if you need any reasonable adjustment or special assistance for the onboarding process due to your disability? No

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3:54 PM 3/3/2017



7) Fill in Father and Mother Details, and then click on 'Next'.

New Candidate Step Ranjitha R

Family Information

Father Details

- * First Name: Renuka Prasad
- Middle Name:
- * Last Name: H
- * Gender: MALE
- * Date Of Birth: 10/29/1958

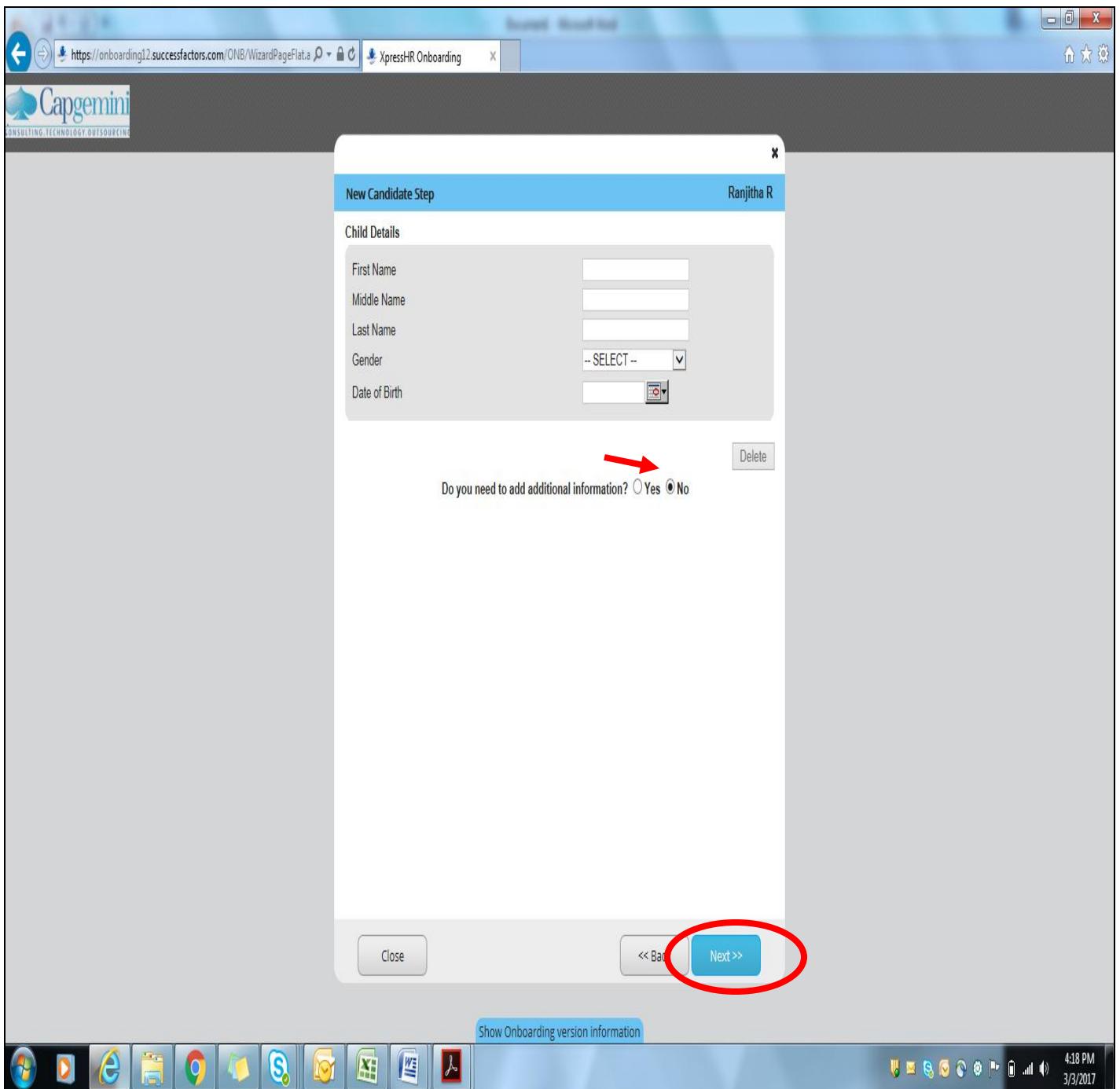
Mother Details

- * First Name: Hemalatha
- Middle Name:
- * Last Name: P
- * Gender: FEMALE
- * Date Of Birth: 08/15/1966

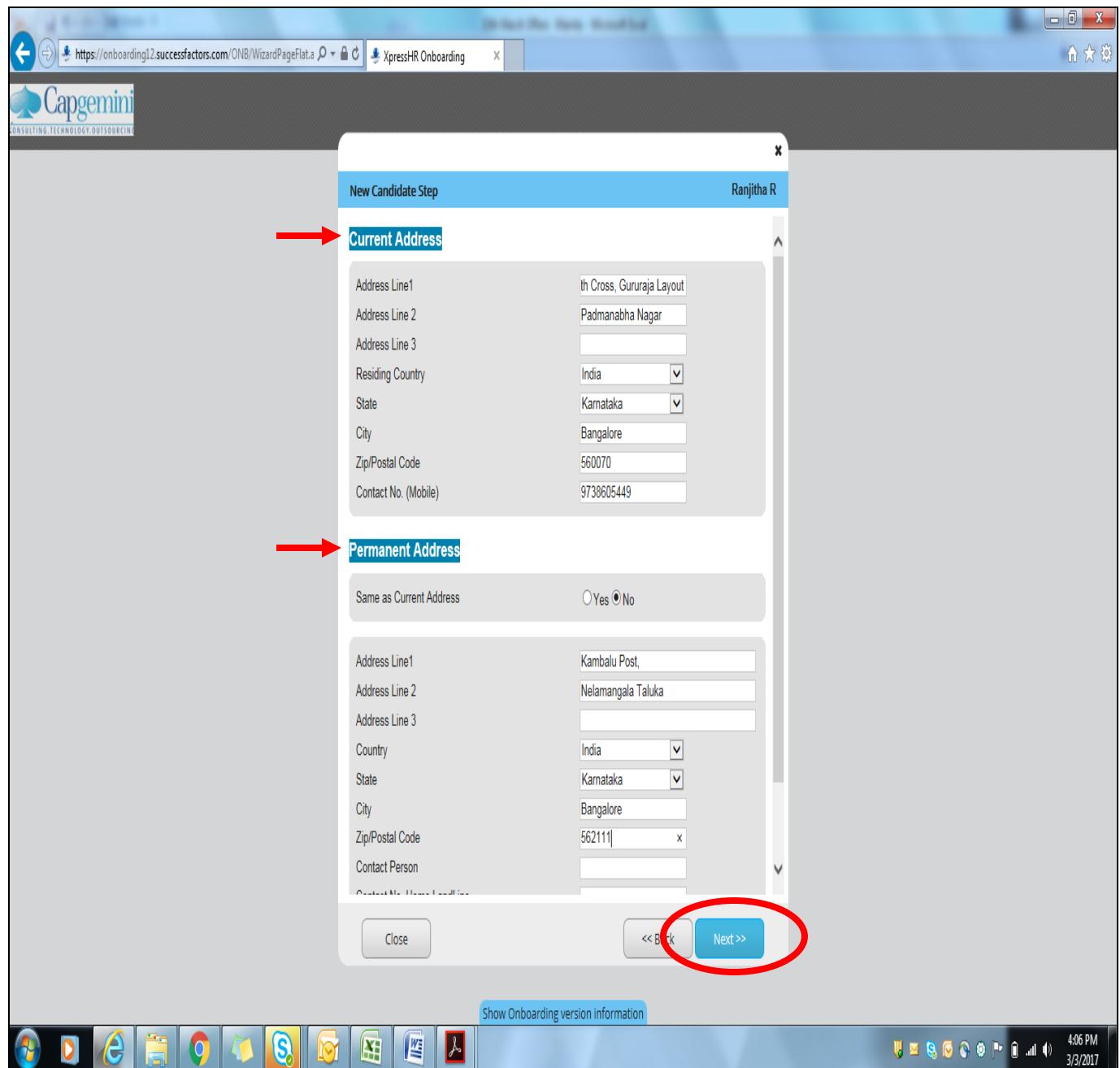
Fields marked with asterisk (*) are mandatory

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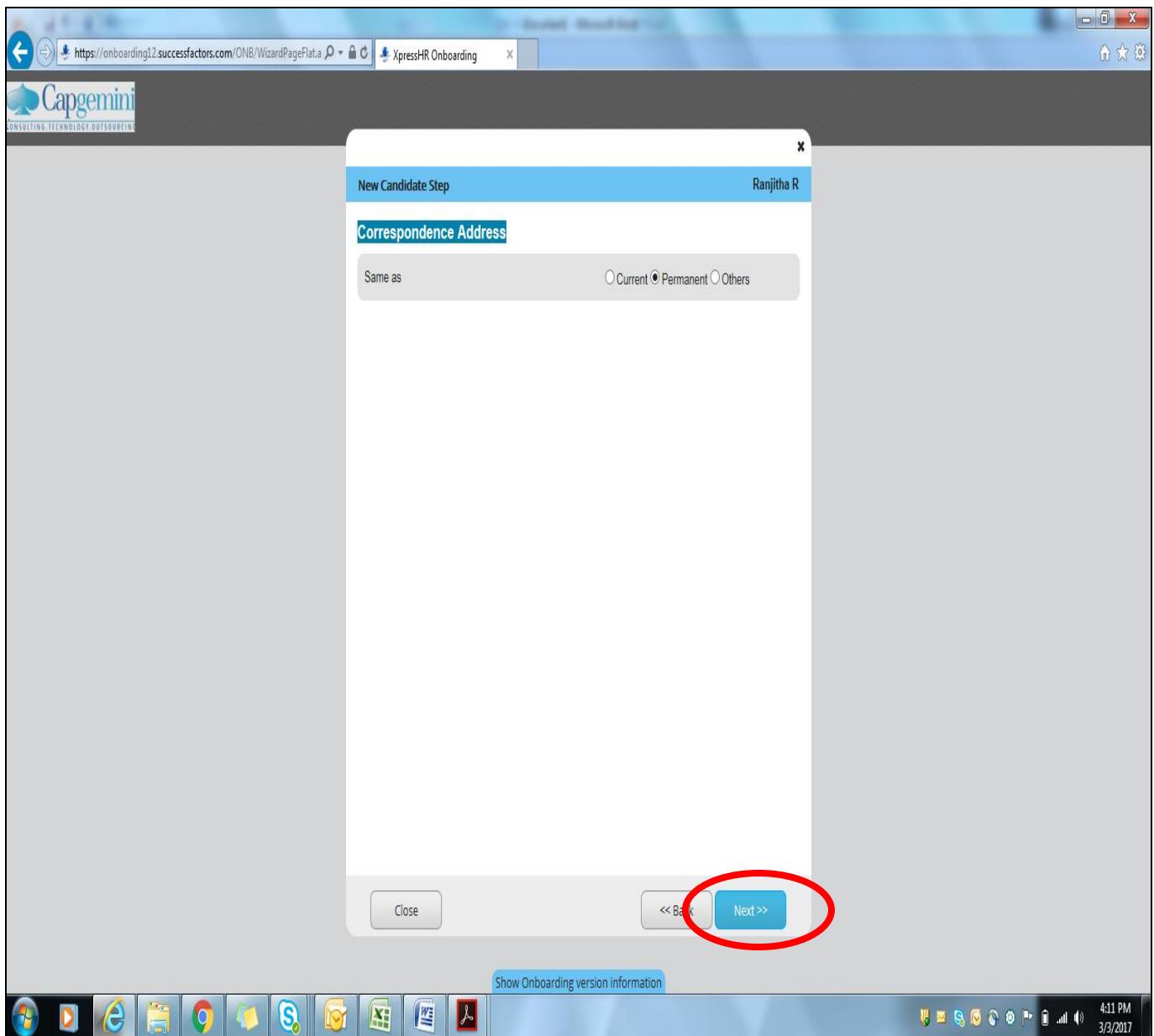
8) Select 'No' option in Do you need to add additional information?



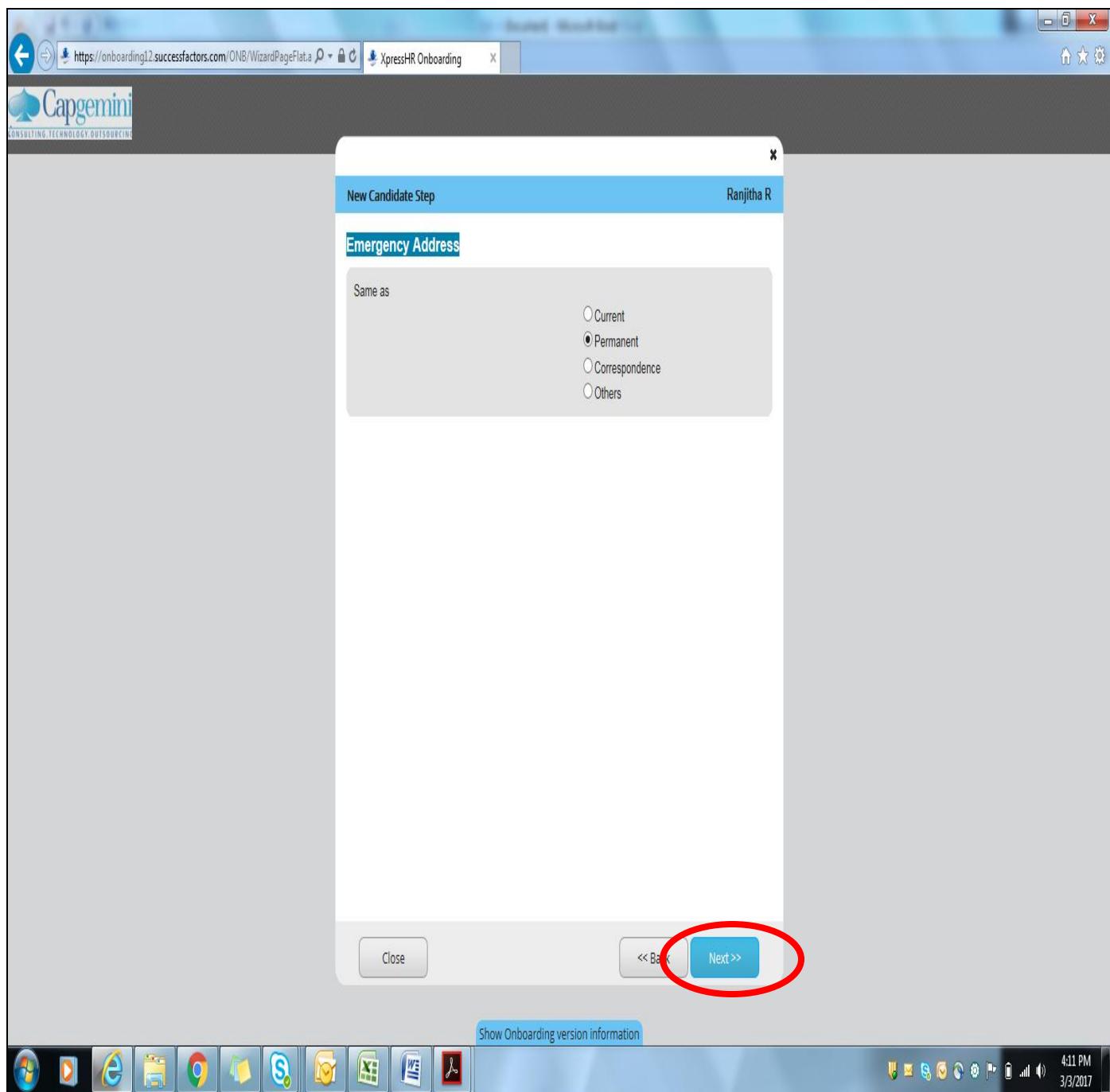
9) Fill in the current and permanent address and then click on 'Next'.



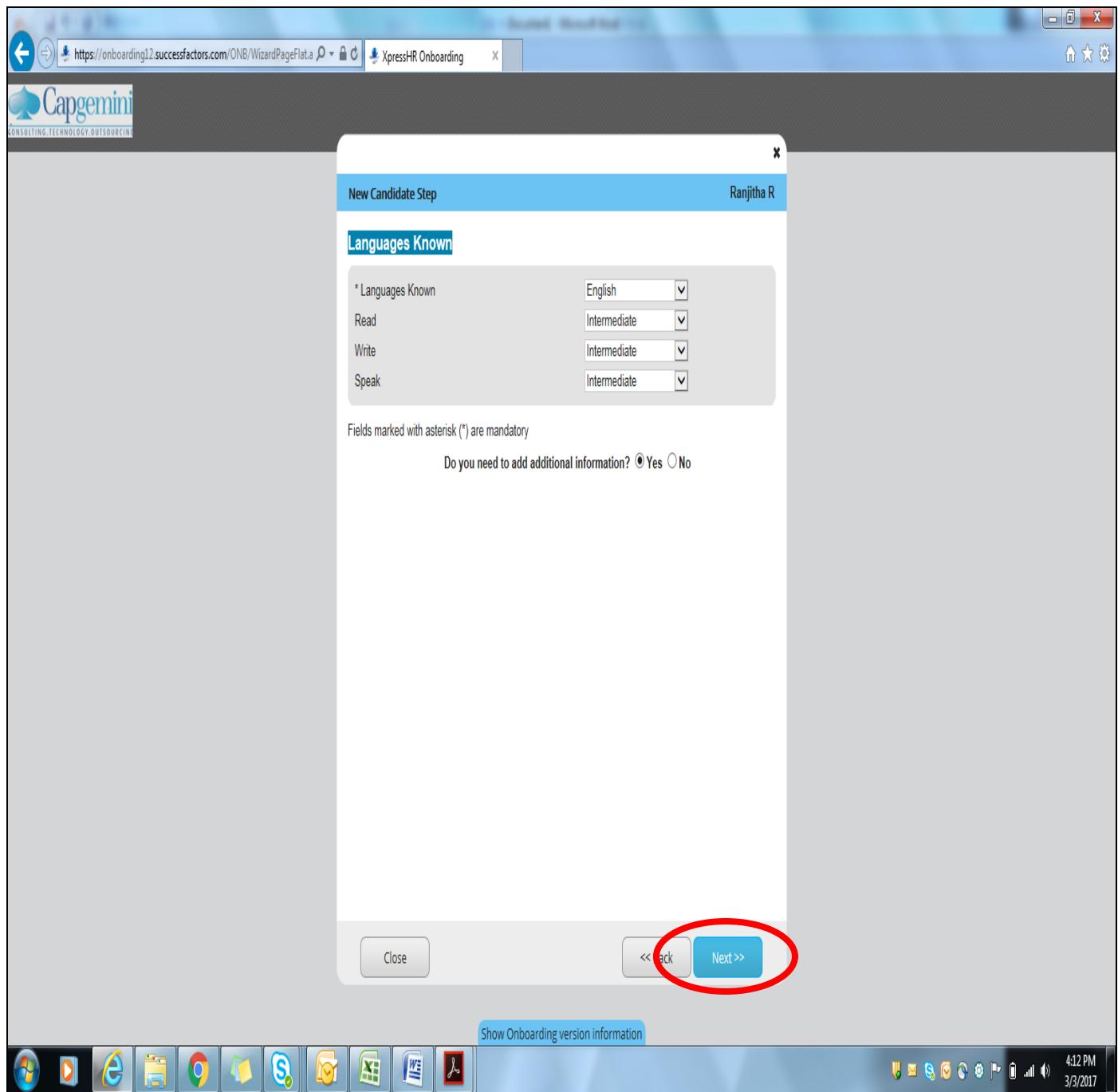
10) Select the appropriate option and then click on 'Next'.



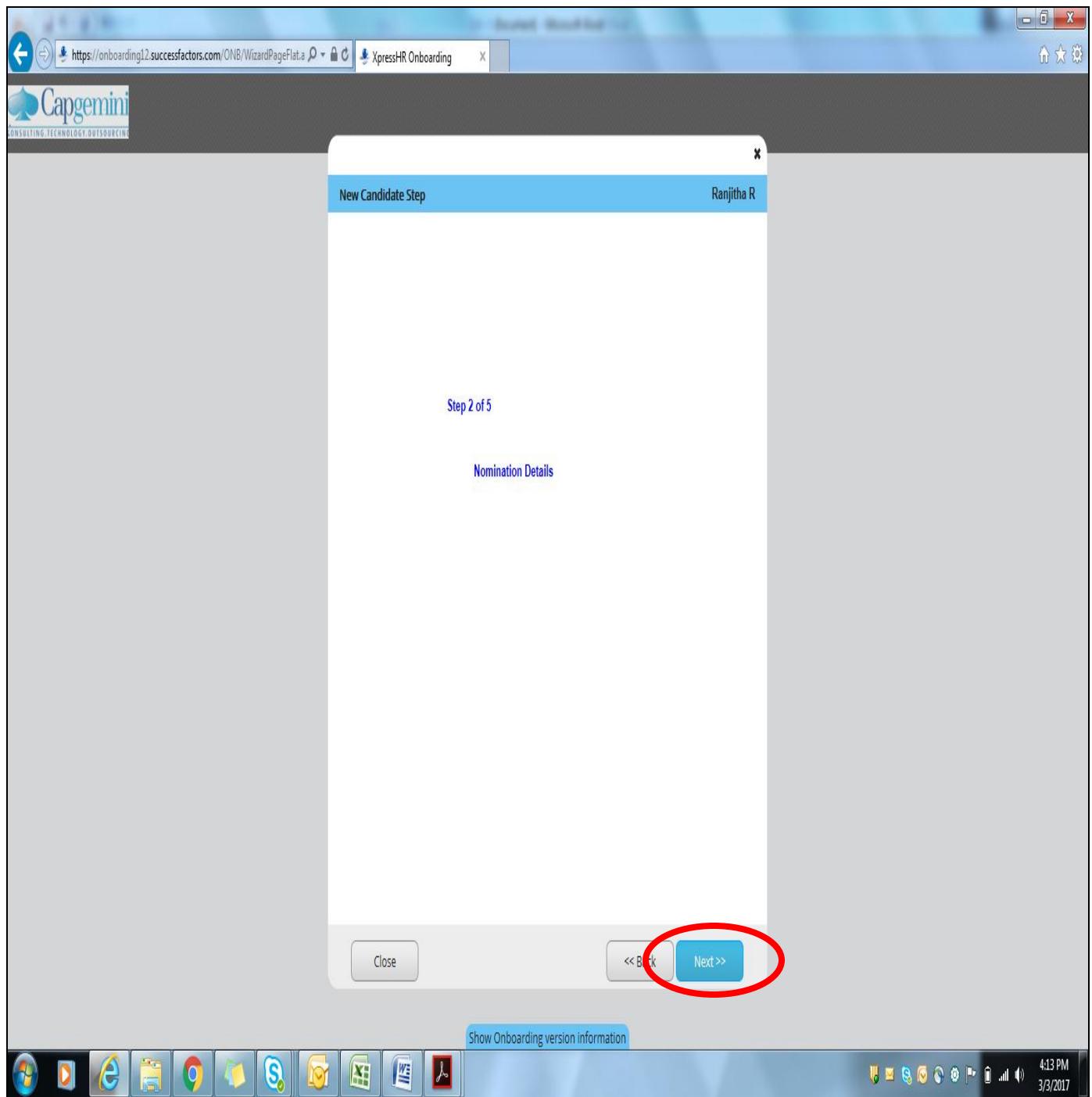
11) Select the appropriate option and then click on 'Next'.



12) Select the know languages and then click on 'Next'.



13) Click on 'Next'.



- 14) Fill the nominee details as father or mother or sister or brother or husband whose age is 18+ as nominee for Personal Accident insurance.
Make sure that amount of share of accumulation should be 100.

Searched Microsoft Edge

https://onboarding12.successfactors.com/ONB/WizardPageFlat.aspx?AccountName=C0001123183P&Go XpressHR Onboarding

New Candidate Step Ranjitha R

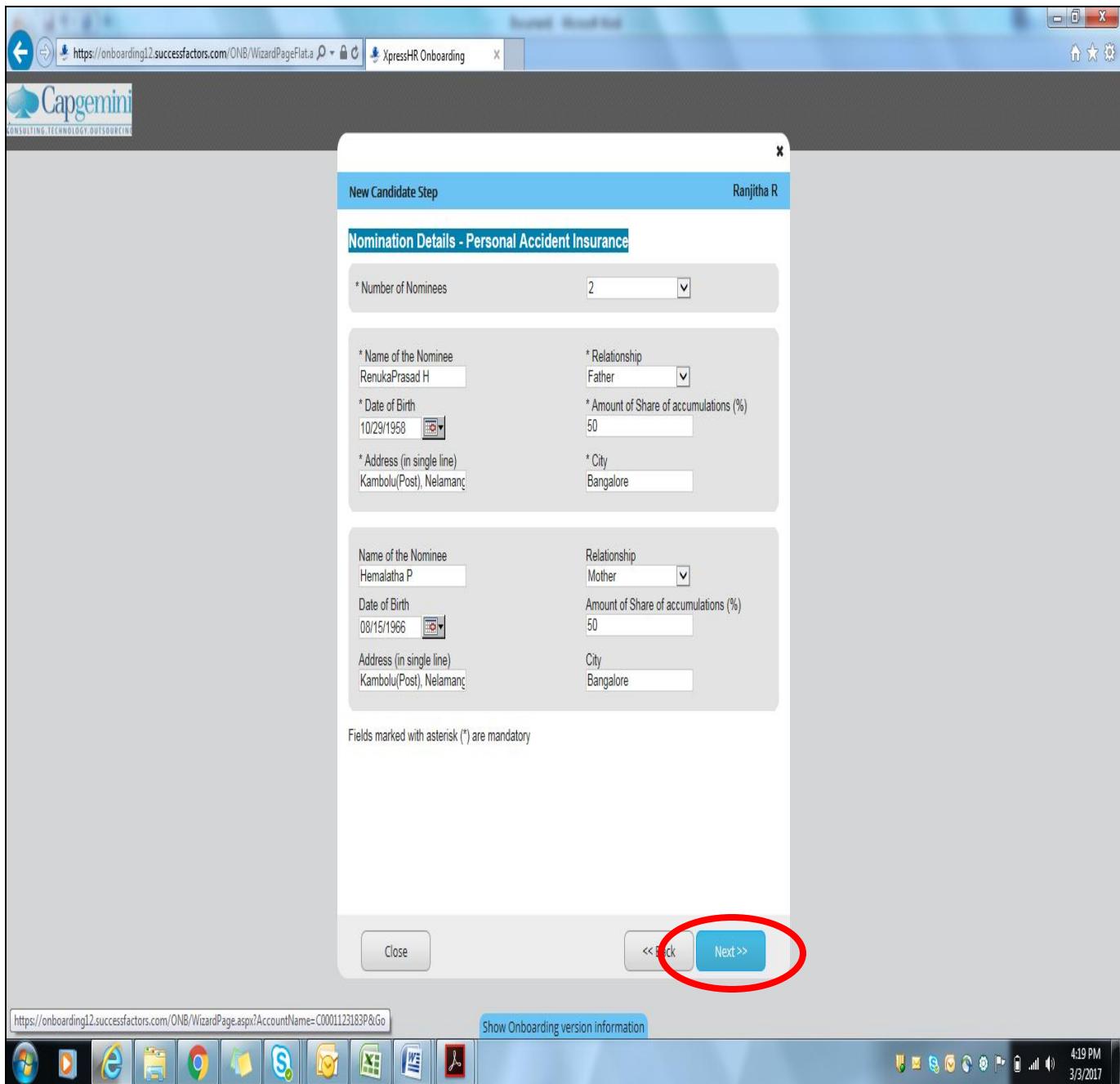
Nomination Details - Personal Accident Insurance

* Number of Nominees	2
* Name of the Nominee RenukaPrasad H	* Relationship Father
* Date of Birth 10/29/1958	* Amount of Share of accumulations (%) 50
* Address (in single line) Kambolu(Post), Nelamang	* City Bangalore
Name of the Nominee Hemalatha P	Relationship Mother
Date of Birth 08/15/1966	Amount of Share of accumulations (%) 50
Address (in single line) Kambolu(Post), Nelamang	City Bangalore

Fields marked with asterisk (*) are mandatory

https://onboarding12.successfactors.com/ONB/WizardPage.aspx?AccountName=C0001123183P&Go Show Onboarding version information

4:19 PM 3/3/2017



15) Fill the nominee details as father or mother or sister or brother or husband whose age is 18+ as nominee for Full & Final Settlement.
Make sure that amount of share of accumulation should be 100.

Saved. Would you like to...
[Edit](#) [Print](#) [Email](#) [Share](#) [Logout](#)

https://onboarding12.successfactors.com/ONB/WizardPageFlat.a?P=1 XpressHR Onboarding

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New Candidate Step Ranjitha R

Nomination Details - Full & Final Settlement

* Number of Nominee 2

* Name of the Nominee Renuka Prasad H * Relationship Father

* Date of Birth 10/29/1958 * Amount of Share of accumulations (%) 50

* Address (in single line)
ost), Nelamangala Taluka * City Bangalore

Name of the Nominee Hemalatha P * Relationship Mother

Date of Birth 08/15/1966 * Amount of Share of accumulations (%) 50

Address (in single line)
ost), Nelamangala Taluka * City Bangalore

Fields marked with asterisk (*) are mandatory

[Close](#) [<< Back](#) [Next >>](#)

Show Onboarding version information

Windows Taskbar icons: Internet Explorer, File Explorer, Google Chrome, Microsoft Edge, Outlook, OneDrive, OneNote, Excel, Word, Powerpoint, Adobe Reader, etc.

System tray icons: Volume, Network, Battery, etc. 4:21 PM 3/3/2017

- 16) Fill the nominee details as father or mother or sister or brother or husband whose age is 18+ as nominee for Provident Fund.
Make sure that amount of share of accumulation should be 100.

Screenshot of the XpressHR Onboarding application showing the "Nomination Details - Provident Fund" step. The window title is "New Candidate Step" and the user is identified as "Ranjitha R".

The form contains two sections of nominee information:

Name of the Nominee	Relationship	Amount of Share of accumulations (%)
Renuka Prasad H	Father	50
08/15/1958		
Hemalatha p	Mother	50
08/15/1966		
Address (in single line) ost), Nelamangala Taluka	City	Bangalore

Fields marked with asterisk (*) are mandatory.

Buttons at the bottom: Close, << Back, Next >> (the "Next >>" button is circled in red).

Page URL: https://onboarding12.successfactors.com/ONB/WizardPage.aspx?AccountName=C0001123183P&Go

System tray icons: Windows, Task View, Start, Google Chrome, File Explorer, System, Taskbar, Network, Battery, Volume, Date/Time (4:22 PM, 3/3/2017).

- 17) Fill the nominee details as father or mother or sister or brother or husband whose age is 18+ as nominee for Provident Fund.
Make sure that amount of share of accumulation should be 100.

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New Candidate Step Ranjitha R

Nomination Details - Family Pension & Life Assurance

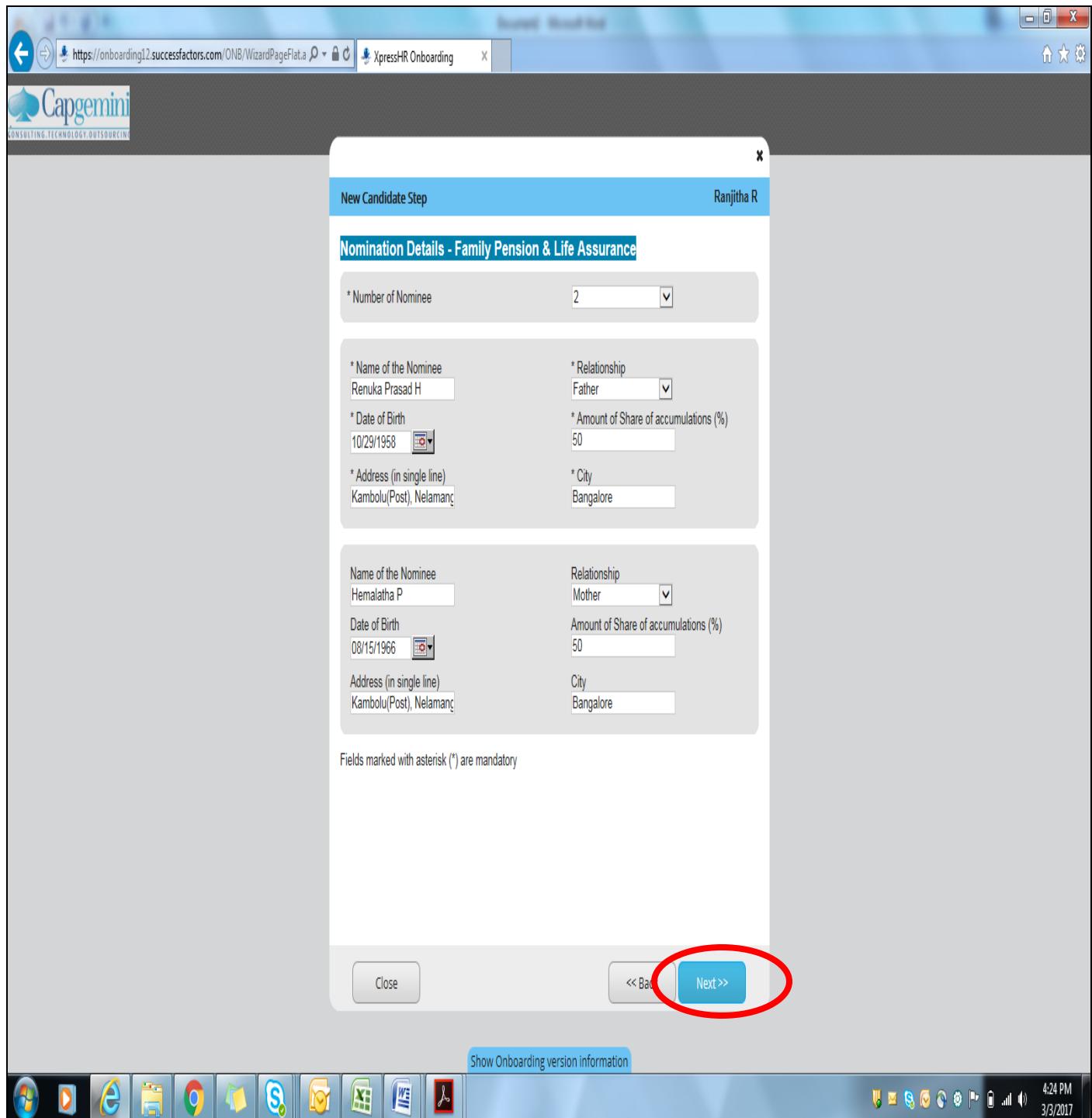
* Number of Nominee	2
* Name of the Nominee	Renuka Prasad H
* Date of Birth	10/29/1958
* Address (in single line)	Kambolu(Post), Nelamang
* Relationship	Father
* Amount of Share of accumulations (%)	50
* City	Bangalore
Name of the Nominee	Relationship
Hemalatha P	Mother
Date of Birth	Amount of Share of accumulations (%)
08/15/1966	50
Address (in single line)	City
Kambolu(Post), Nelamang	Bangalore

Fields marked with asterisk (*) are mandatory

Close **<< Back** **Next >>**

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- 18) Fill the nominee details as father or mother or sister or brother or husband whose age is 18+ as nominee for Gratuity.
Make sure that amount of share of accumulation should be 100.

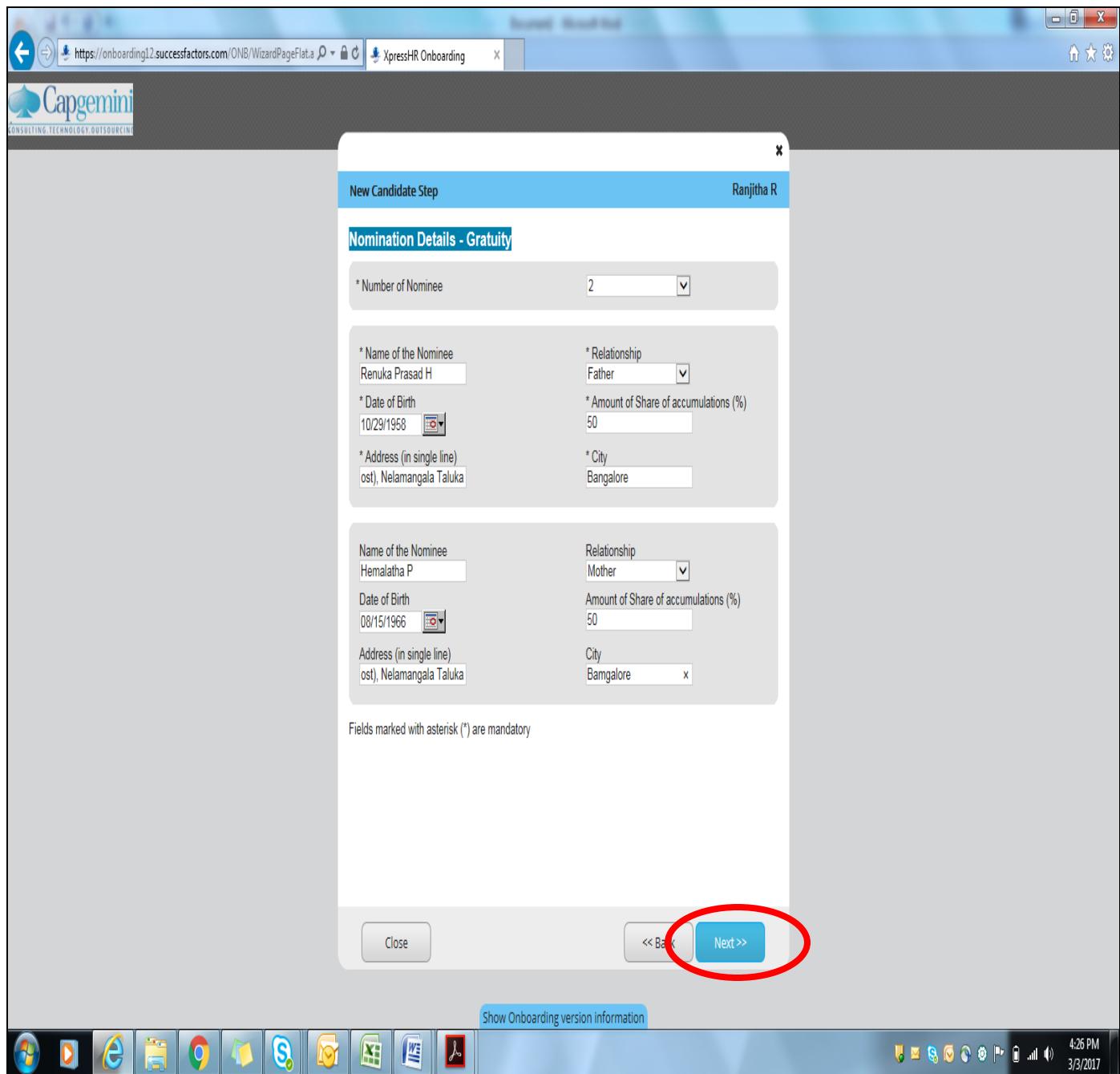
New Candidate Step Ranjitha R

Nomination Details - Gratuity

* Number of Nominee	2
* Name of the Nominee Renuka Prasad H	* Relationship Father
* Date of Birth 10/29/1958	* Amount of Share of accumulations (%) 50
* Address (in single line) ost), Nelamangala Taluka	* City Bangalore
Name of the Nominee Hemalatha P	Relationship Mother
Date of Birth 08/15/1966	Amount of Share of accumulations (%) 50
Address (in single line) ost), Nelamangala Taluka	City Bangalore

Fields marked with asterisk (*) are mandatory

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- 19) Fill the nominee details as father or mother or sister or brother or husband whose age is 18+ as nominee for ESIC.
Make sure that amount of share of accumulation should be 100.

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New Candidate Step Ranjitha R

Nomination Details - ESIC

* Number of Nominee	2
* Name of the Nominee	Renuka Prasad H
* Date of Birth	10/29/1958
* Address (in single line)	ost), Nelamangala Taluka
* Relationship	Father
* Amount of Share of accumulations (%)	50
* City	Bangalore

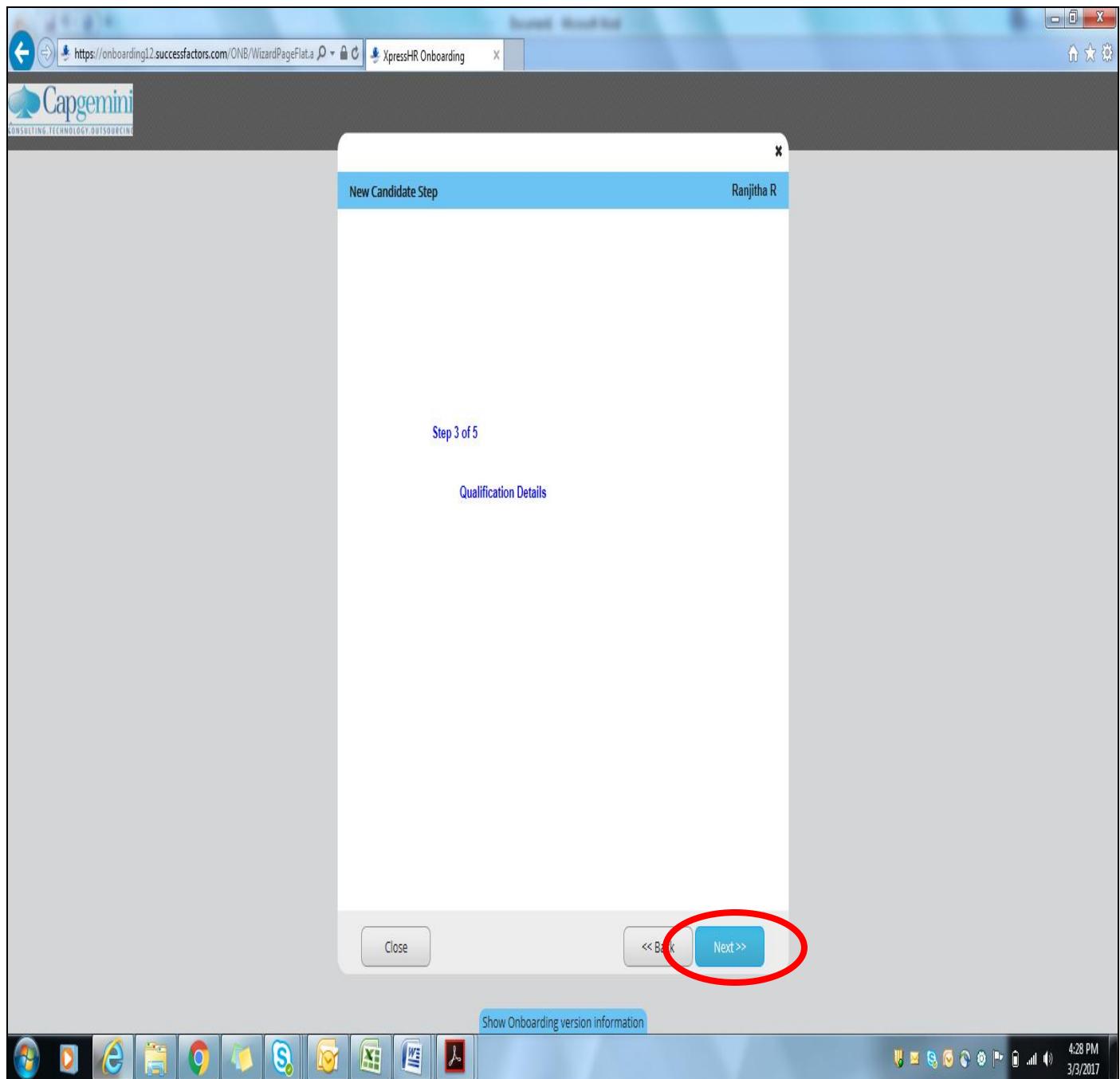
Name of the Nominee	Relationship
Hemalatha P	Mother
Date of Birth	Amount of Share of accumulations (%)
08/15/1966	50
Address (in single line)	City
ost), Nelamangala Taluka	Bangalore

Fields marked with asterisk (*) are mandatory

Close << Back Next >> Show Onboarding version information

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20) Click on 'Next'.



21) Select Country, State, Percentage of Highest qualification and Roll number.

Screenshot of the XpressHR Onboarding application showing the "New Candidate Step" for "Educational Information (Highest Qualification)".

The form fields for the highest qualification are as follows:

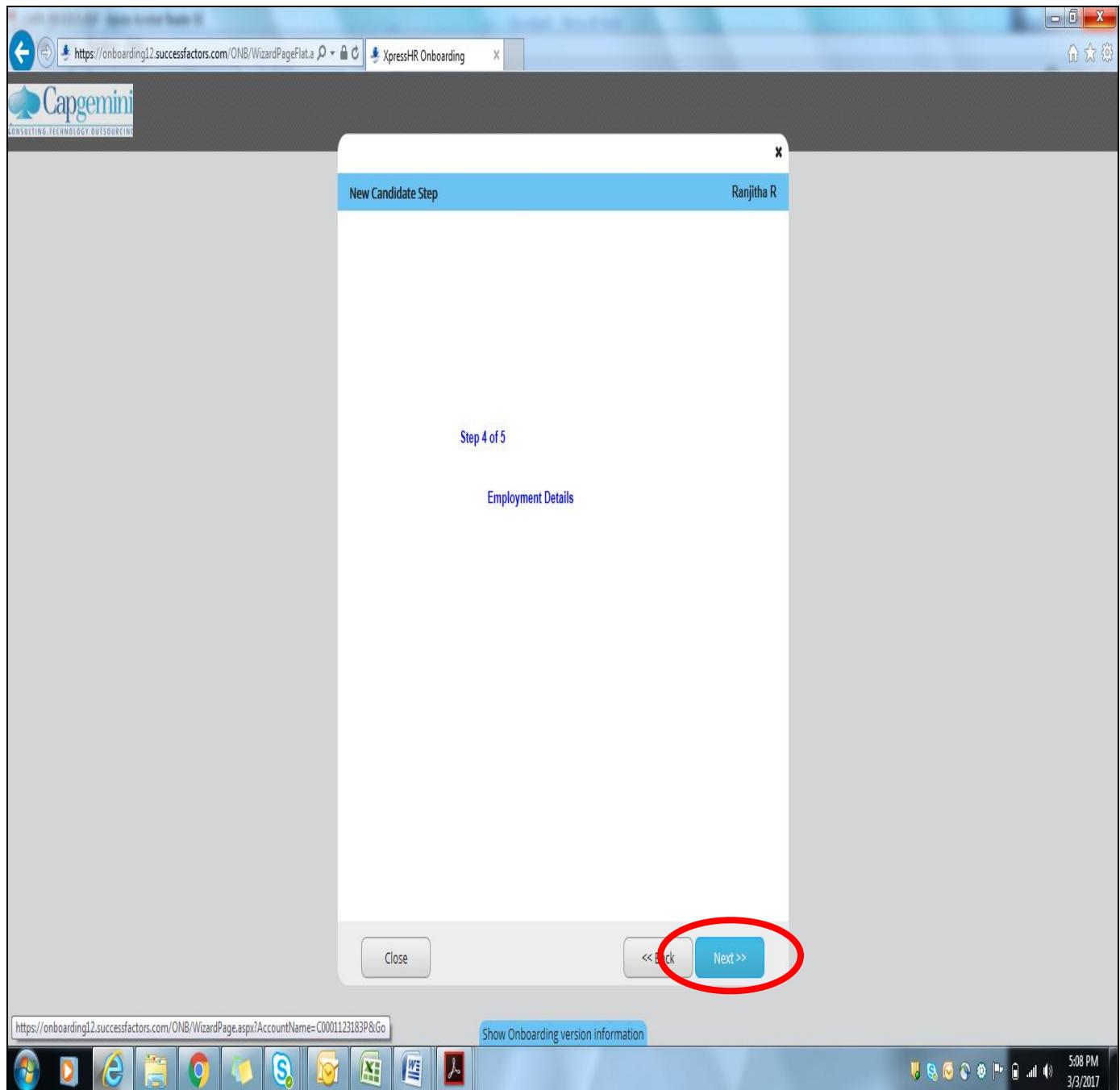
- Education Level: Bachelor / Graduate
- * Program/Degree Name: Bachelor of Engg. / Technology
- If Others: (empty)
- * Program/Degree Specialization: Computers / IT
- * Program/Degree Type: Full Time
- * Start Date: 08/01/2012
- * Date of Passing: 07/30/2016
- * College: annabasaveshwara Institute of Technology
- * University/Board: Visvesvaraya Technological University
- * Country: India (highlighted with a red arrow)
- * State: Karnataka (highlighted with a red arrow)
- * Percentage/Rank/Grade/Class: 68.54 (highlighted with a red arrow)
- * Roll Number/ Seat Number: 1CG12CS077 (highlighted with a red arrow)

Below the qualification details is a section for "Certificate and Marksheets". It shows a file uploaded: "Uploaded 03_03_2017_10_58_50.PDF".

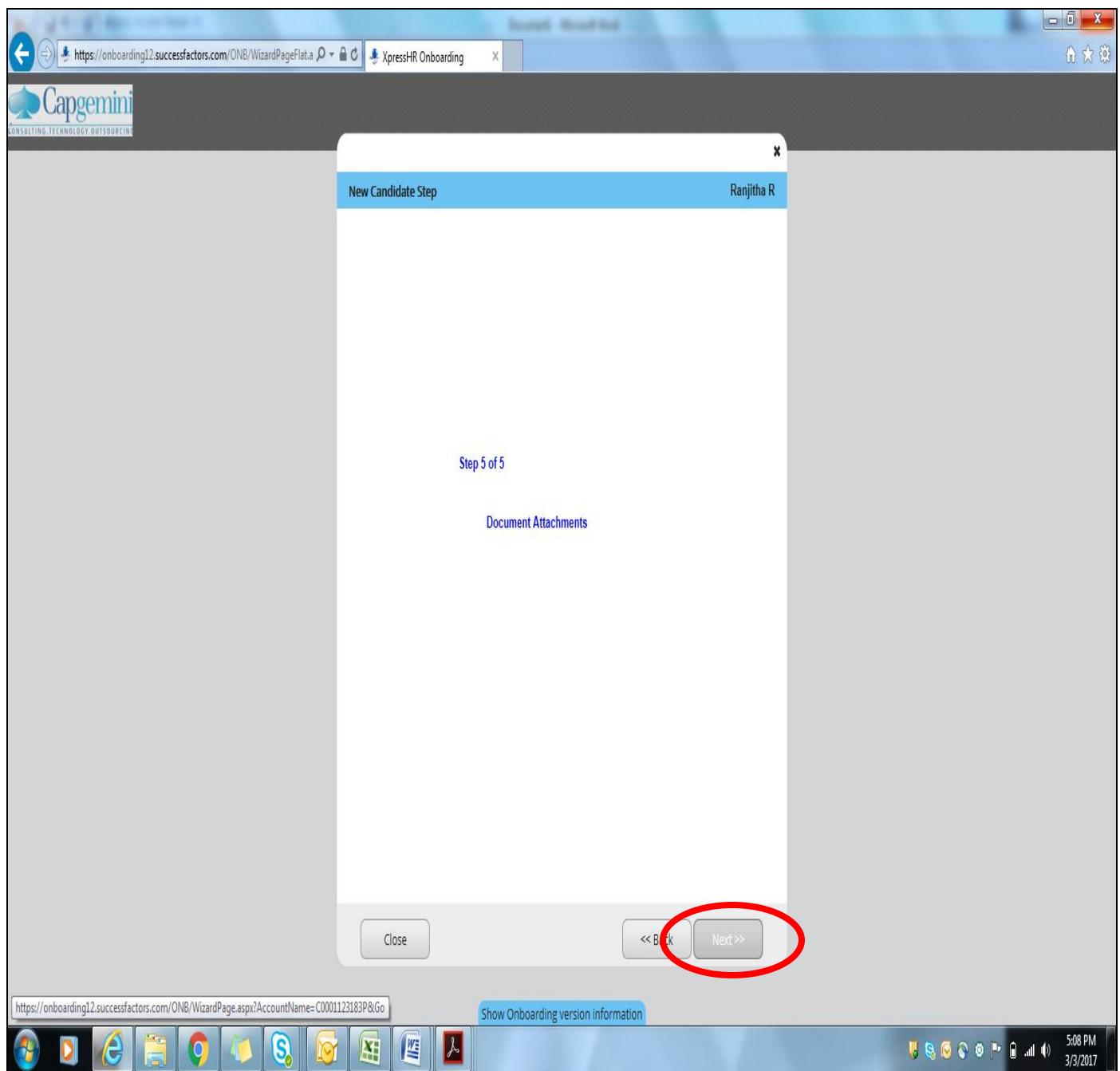
At the bottom right of the form, the "Next >>" button is highlighted with a red circle.

The browser address bar shows the URL: <https://onboarding12.successfactors.com/ONB/WizardPageFlat.a>.

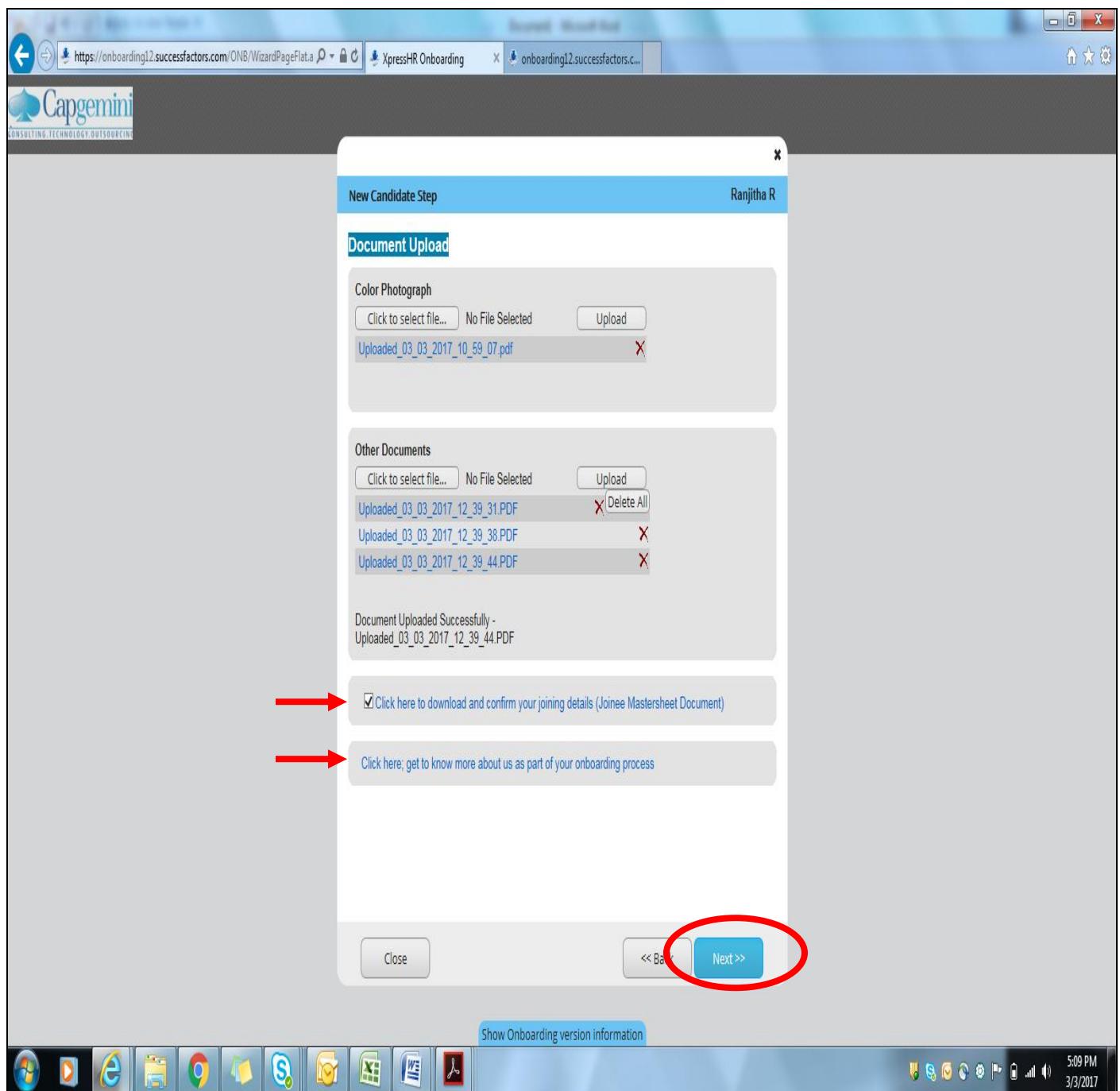
22) Click on 'Next'.



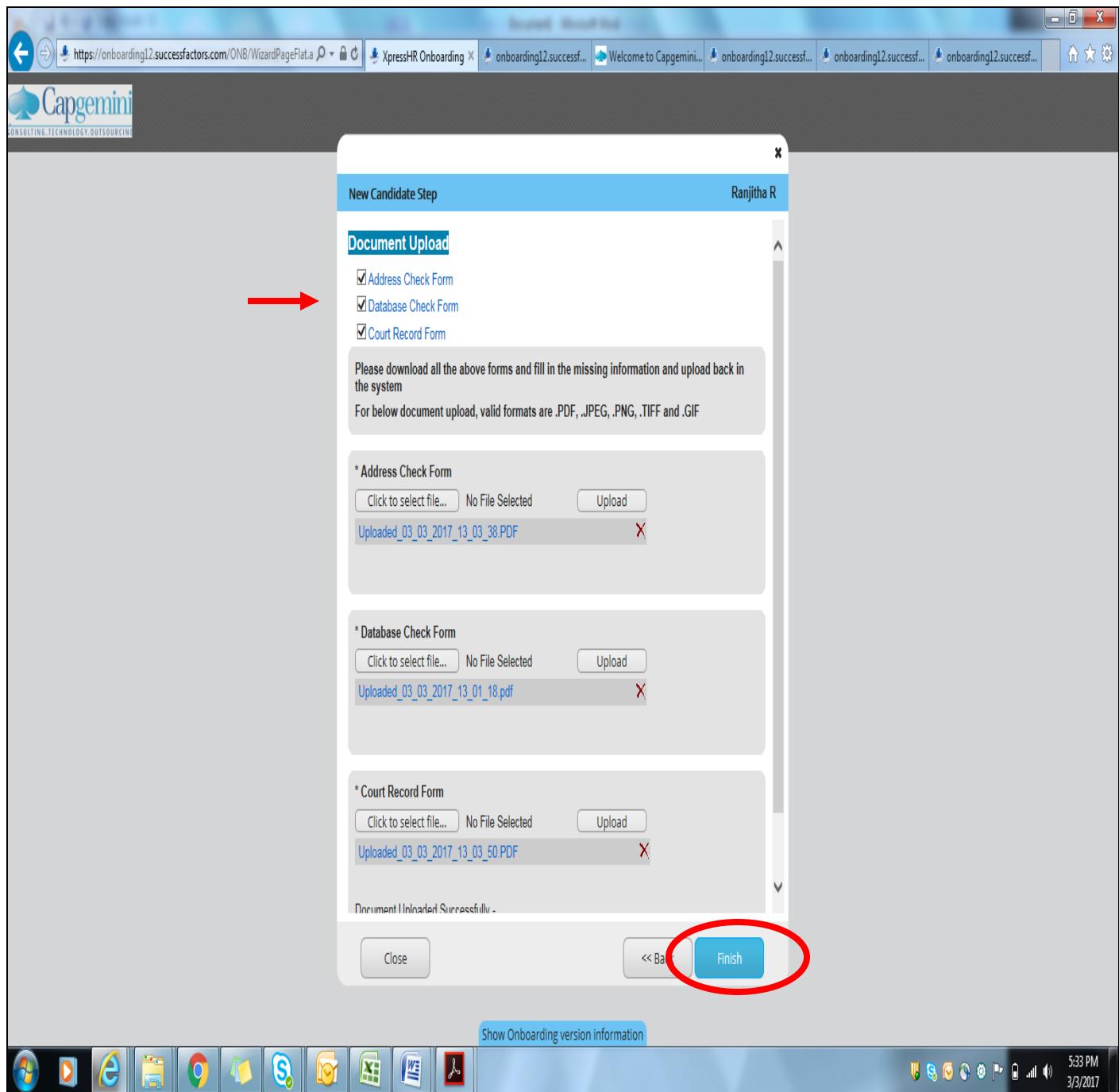
23) Click on 'Next'.



24) Click on below highlighted option.



- 25) Download the Address check, Database check and Court Record forms, Fill it and upload the same.



26) Check the below mentioned details. In case of any discrepancy, edit it and click on Next.

<https://onboarding12.successfactors.com/ONB/ApplicantPage.a?>

Onboarding X onboard12.successf... Welcome to Capgemini... onboard12.successf... onboard12.successf... onboard12.successf...

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Review and Approve - New Candidate Step

Please review the data you have entered. If any information is incorrect simply click on the incorrect data. A wizard screen will pop-up where you can correct the data. Once corrected, click 'Finish' on the pop-up to return to the Review and Approval page.

Personal Information

Title	Ms.	* First Name	Ranjitha
* Middle Name			
* Personal E-mail ID	ranjithakambalu@gmail.com		
* Current Cell No	9738605449	* Gender	Female
Date of Birth	12/20/1994	* Marital Status	Single
		* Birth Place	Tumkur
* Birth Country	India	* Birth State	Karnataka
Nationality	Indian		

Job Details

Designation	Software Engineer	Local Grade	A4
Operating Unit	Others	Joining Location	Chennai-PCT
Most Recent hire Date	03/15/2017	Primary Skill	
Secondary Skill	.NET-Project & Program Management		

Additional Details

Universal Account Number _____ Blood Group A+

Passport Details

[Close](#) [Next >>](#)

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27) Check the below mentioned details. In case of any discrepancy, edit it and click on Next.

<https://onboarding12.successfactors.com/ONB/ApplicantPage.a!P>

Onboarding onboarding12.success... Welcome to Capgemini... onboarding12.success... onboarding12.success... onboarding12.success...

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Review and Approve - New Candidate Step

Please review the data you have entered. If any information is incorrect simply click on the incorrect data. A wizard screen will pop-up where you can correct the data. Once corrected, click 'Finish' on the pop-up to return to the Review and Approval page.

Family Information

Father Details

* First Name Renuka Prasad Middle Name _____
 * Last Name H * Gender MALE
 * Date Of Birth 10/29/1958

Mother Details

* First Name Hemalatha Middle Name _____
 * Last Name P * Gender FEMALE
 * Date Of Birth 08/15/1966

Child Details

First Name _____ Middle Name _____
 Last Name _____ Gender _____
 Date of Birth _____

[Close](#) [Next >>](#)

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28) Check the below mentioned details. In case of any discrepancy, edit it and click on Next.

Review and Approve - New Candidate Step

Please review the data you have entered. If any information is incorrect simply click on the incorrect data. A wizard screen will pop-up where you can correct the data. Once corrected, click 'Finish' on the pop-up to return to the Review and Approval page.

Current Address

Address Line1	27th Cross, Gururaja Layout	Address Line 2	Padmanabha Nagar
Address Line 3		Residing Country	India
State	Karnataka	City	Bangalore
Zip/Postal Code	560070	Contact No. (Mobile)	9738605449

Permanent Address

Same as Current Address	No		
Address Line1	Kambal Post,	Address Line 2	Nelamangala Taluka
Address Line 3		Country	India
State	Karnataka	City	Bangalore
Zip/Postal Code	562111	Contact Person	Renuka Prasad
Contact No. Home LandLine	9538773137	Contact No.(Mobile)	9538773137

Correspondence Address

Same as Permanent

Emergency Address

Same as Permanent

Buttons:

- Close
- << Back
- Next >>

Show Onboarding version information

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3/3/2017

29) Check the below mentioned details. In case of any discrepancy, edit it and click on Next.

Review and Approve - New Candidate Step

Please review the data you have entered. If any information is incorrect simply click on the incorrect data. A wizard screen will pop-up where you can correct the data. Once corrected, click 'Finish' on the pop-up to return to the Review and Approval page.

Languages Known

* Languages Known English Read Intermediate
Write Intermediate Speak Intermediate

Languages Known

* Languages Known Kannada Read Advanced
Write Advanced Speak Advanced

Languages Known

* Languages Known: Hindi Read: Beginner
Write: Beginner Speak: Beginner

Close

Next >>

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3/3/2017

30) Click on 'Next'. Check the below mentioned details. In case of any discrepancy, edit it and click on Next.

Review and Approve - New Candidate Step

Please review the data you have entered. If any information is incorrect simply click on the incorrect data. A wizard screen will pop-up where you can correct the data. Once corrected, click 'Finish' on the pop-up to return to the Review and Approval page.

Nomination Details - Personal Accident Insurance

* Number of Nominees 2

* Name of the Nominee RenukaPrasad H * Relationship Father
* Date of Birth 10/29/1958 * Amount of Share of accumulations (%) 50
* Address (in single line) Kambolu(Post), Nelamangala Taluka * City Bangalore

Name of the Nominee Hemalatha P Relationship Mother
Date of Birth 08/15/1966 Amount of Share of accumulations (%) 50
Address (in single line) Kambolu(Post), Nelamangala Taluka City Bangalore

Nomination Details - Full & Final Settlement

* Number of Nominees 2

* Name of the Nominee Renuka Prasad H * Relationship Father
* Date of Birth 10/29/1958 * Amount of Share of accumulations (%) 50
* Address (in single line) Kambolu(Post), Nelamangala Taluka * City Bangalore

Name of the Nominee Hemalatha P Relationship Mother
Date of Birth 08/15/1966 Amount of Share of accumulations (%) 50
Address (in single line) Kambolu(Post), Nelamangala Taluka City Bangalore

Close Show Onboarding version information Next >>

31) Check the below mentioned details. In case of any discrepancy, edit it and click on Next.

<https://onboarding12.successfactors.com/ONB/ApplicantPage.a?P> Onboarding Welcome to Capgemini...

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Review and Approve - New Candidate Step

Please review the data you have entered. If any information is incorrect simply click on the incorrect data. A wizard screen will pop-up where you can correct the data. Once corrected, click 'Finish' on the pop-up to return to the Review and Approval page.

Nomination Details - Family Pension & Life Assurance

* Number of Nominee	2
* Name of the Nominee Renuka Prasad H	* Relationship Father
* Date of Birth 10/29/1958	* Amount of Share of accumulations (%) 50
* Address (in single line) Kambolu(Post), Nelamangala Taluka * City Bangalore	
Name of the Nominee Hemalatha P	Relationship Mother
Date of Birth 08/15/1966	Amount of Share of accumulations (%) 50
Address (in single line) Kambolu(Post), Nelamangala Taluka City Bangalore	

Nomination Details - Gratuity

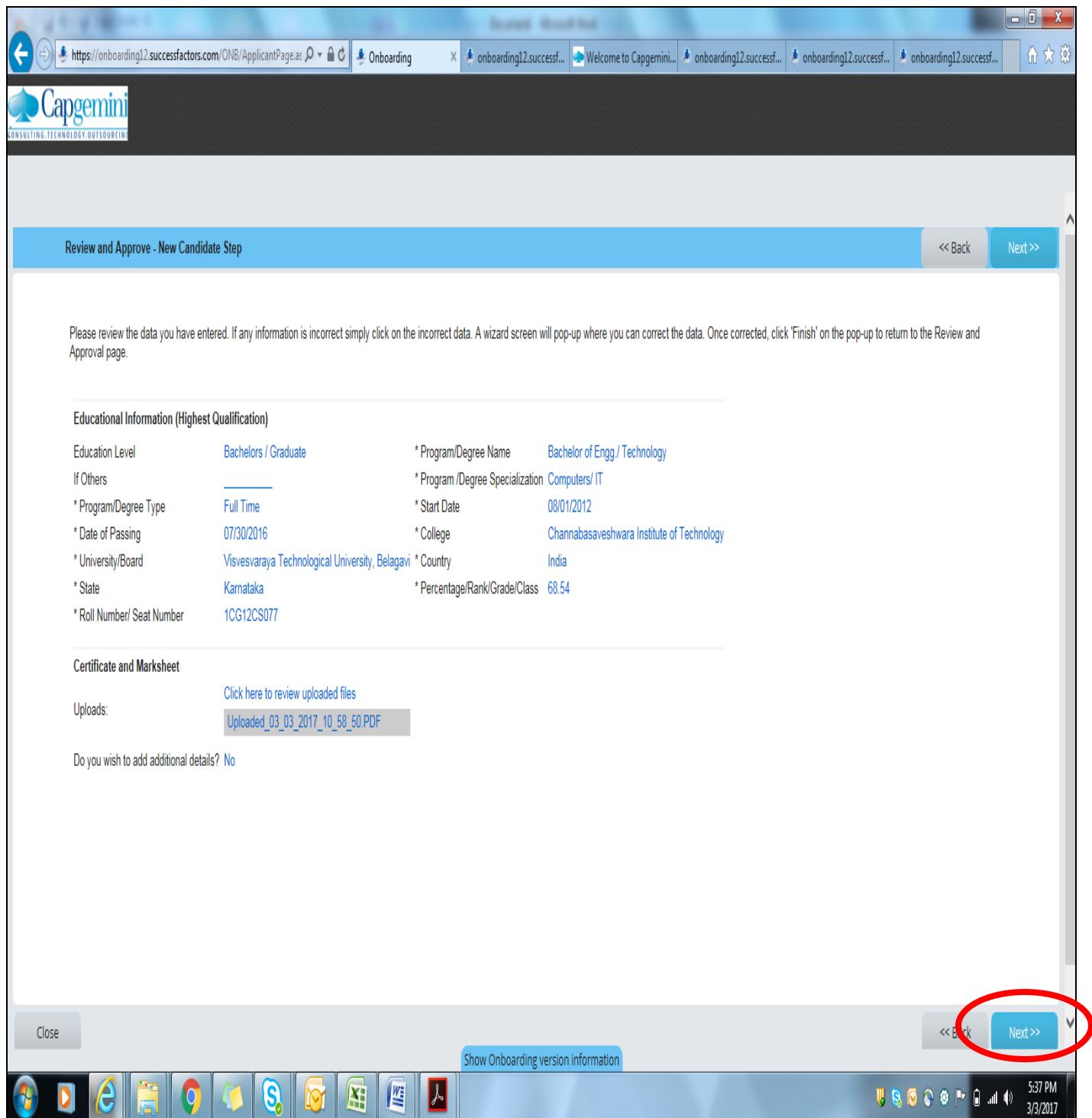
* Number of Nominee	2
* Name of the Nominee Renuka Prasad H	* Relationship Father
* Date of Birth 10/29/1958	* Amount of Share of accumulations (%) 50
* Address (in single line) Kambolu(Post), Nelamangala Taluka * City Bangalore	
Name of the Nominee Hemalatha P	Relationship Mother
Date of Birth 08/15/1966	Amount of Share of accumulations (%) 50
Address (in single line) Kambolu(Post), Nelamangala Taluka City Bangalore	

[Close](#) [<< Back](#) [Next >>](#)

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3/23/2017

32) Check the below mentioned details. In case of any discrepancy, edit it and click on Next.



Please review the data you have entered. If any information is incorrect simply click on the incorrect data. A wizard screen will pop-up where you can correct the data. Once corrected, click 'Finish' on the pop-up to return to the Review and Approval page.

Educational Information (Highest Qualification)

Education Level	Bachelors / Graduate	* Program/Degree Name	Bachelor of Engg./Technology
If Others	_____	* Program /Degree Specialization	Computers/ IT
* Program/Degree Type	Full Time	* Start Date	08/01/2012
* Date of Passing	07/30/2016	* College	Channabasaveshwara Institute of Technology
* University/Board	Visvesvaraya Technological University, Belagavi	* Country	India
* State	Karnataka	* Percentage/Rank/Grade/Class	68.54
* Roll Number/ Seat Number	1CG12CS077		

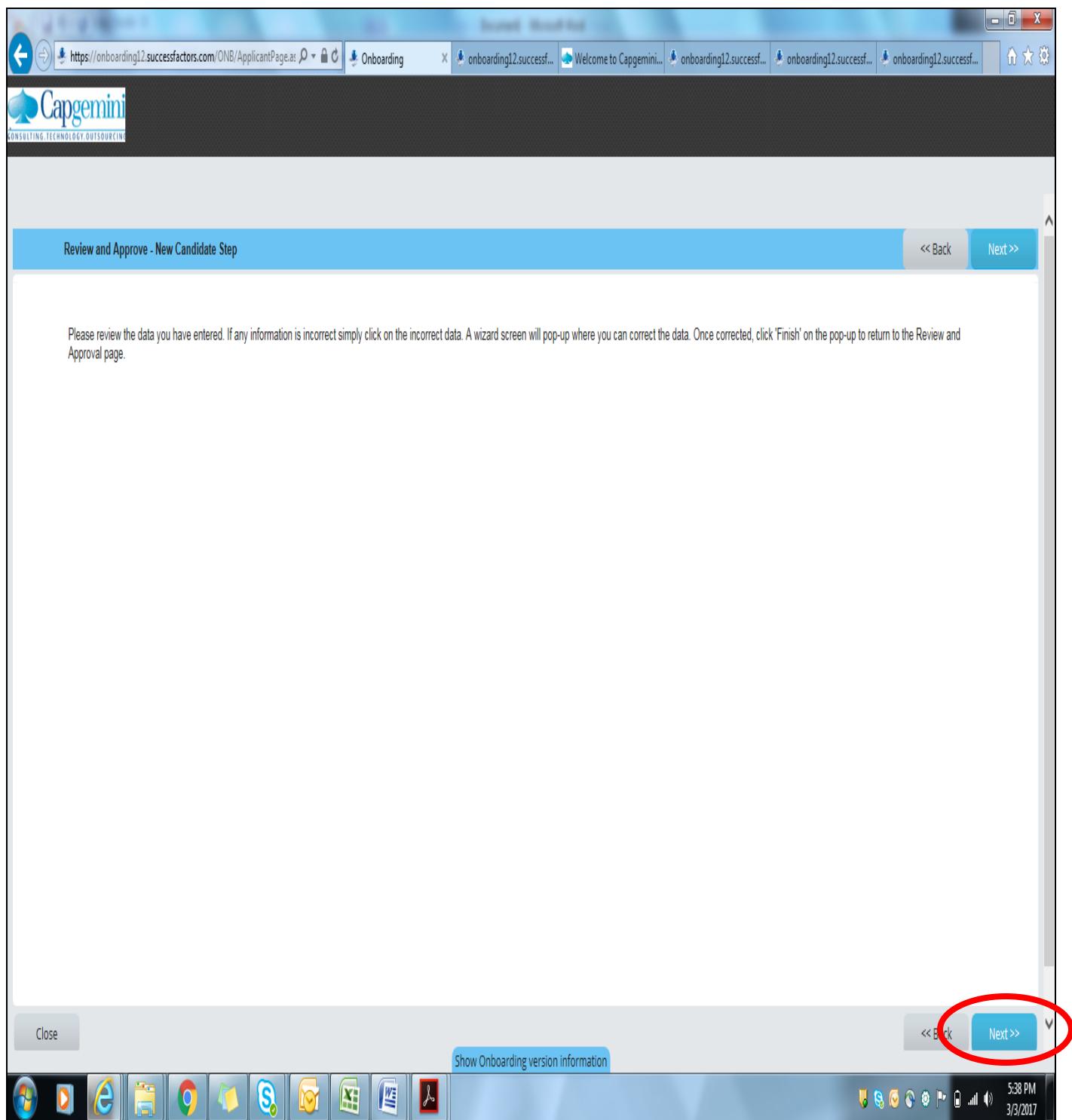
Certificate and Marksheets

Click here to review uploaded files
Uploads: [Uploaded_03_03_2017_10_58_50.PDF](#)

Do you wish to add additional details? [No](#)

[Close](#) [Show Onboarding version information](#) [Next >>](#)

33) Check the below mentioned details. In case of any discrepancy, edit it and click on Next.



34) Check the below mentioned details. In case of any discrepancy, edit it and click on Next.

Please review the data you have entered. If any information is incorrect simply click on the incorrect data. A wizard screen will pop-up where you can correct the data. Once corrected, click 'Finish' on the pop-up to return to the Review and Approval page.

Document Upload

Color Photograph
Click here to review uploaded files
Uploads: [Uploaded_03_03_2017_10_59_07.pdf](#)

Other Documents
Click here to review uploaded files
Uploads: [Uploaded_03_03_2017_12_39_31.PDF](#)
[Uploaded_03_03_2017_12_39_38.PDF](#)
[Uploaded_03_03_2017_12_39_44.PDF](#)

[Click here to download and confirm your joining details \(Joinee Mastersheet Document\)](#)
[Click here; get to know more about us as part of your onboarding process](#)

Document Upload

[Address Check Form](#) [Database Check Form](#)
[Court Record Form](#)

Please download all the above forms and fill in the missing information and upload back in the system

For below document upload, valid formats are .PDF, .JPEG, .PNG, .TIFF and .GIF

[Close](#) [<< Back](#) [Finish](#) (This button is circled in red)

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35) Final step ends with Congratulations.

