**TRAINEE MANAGEMENT**

**PROFILE**

## **GENERAL INFORMATION**

1. Full name
2. Trainee Number
3. Joined date
4. Nationality
5. NIC / passport Number
6. Religion
7. Gender
8. Date of Birth
9. Address
   1. Permanent
   2. Residential
10. Contact Number
    1. Mobile
    2. Residential
11. Email id:
12. Marital Status:
13. Employed/un-Employed
14. If yes occupation

## **ACADEMIC QUALIFICATION**

1. Primary Education

Below detail should be a table view

(year, school, examination passed, subjects & grades)

1. Secondary Education

Below detail should be a table view

(year, school/ university, examination passed & grades

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period Year  From – To | Name of School, University or other Institution | Subject Examinations passed (with date of any previous attempts or impending, scholarship or other distinctions, special Academic Achievements. | Year of Graduation | Subject offered and Grading |
| Primary Education |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Secondary Education |  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **PROFESSIONAL QUALIFICATION**

*Below detail should be a table view*

(professional institute, qualification, duration)

|  |  |  |  |
| --- | --- | --- | --- |
| Period Year  From – To | Name of School, University or other Institution | Subject Examinations passed (with date of any previous attempts or impending, scholarship or other distinctions, special Academic Achievements. | Subject offered and Grading |
| Professional Qualification |  |  |  |
|  |  |  |
|  |  |  |
| Professional Memberships |  |  |  |
|  |  |  |
|  |  |  |

## **RECORD OF EMPLOYMENT**

*Below detail should be a table view as shown*

1. Month & Year (From - To)
2. Period
3. Name & Address of Place of Work
4. Designation & Type of Work
5. Reason for leaving
6. Leaving/ present salary

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Name & Address of | Designation & Type | Reasons for | Leaving / |
| Month & Year | | Period | Place of Work | of Work | Leaving | Present |
| From | To |  |  |  |  | Salary |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## **REFEREES**

|  |  |
| --- | --- |
| Name | Name |
| Address | Address |
| Email | Email |
| Telephone Number | Telephone Number |
| Relationship to the employee | Relationship to the employee |

**Add new profile information**

|  |  |
| --- | --- |
| NAME | First name |
| Surname |
| DATE OF BIRTH |  |
| ADDRESS |  |
| EMAIL ID |  |
| CONTACT NO. |  |
| NIC NO. |  |
| GENDER |  |
| MARITAL STATUS |  |

EDUCATIONAL QUALIFICATION:

|  |  |  |  |
| --- | --- | --- | --- |
| PERIOD YEAR  FROM - TO | NAME OF SCHOOL/ UNIVERSITY OR OTHER INSTITUTION | EXAMINATIONS PASSED WITH DETAILS | Subjects and Grading |
| PRIMARY |  |  |  |
| SECONDARY |  |  |  |
| UNIVERSITY |  |  |  |
| PROFESSIONAL QUALIFICATION: |  |  |  |

WORK EXPERIENCE:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Period |  | Name & Address of | Designation & Type | Reasons for | Leaving / |
| Month & Year | | Place of Work | of Work | Leaving | Present |
| From | To |  |  |  | Salary |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

TECHNICAL SKILLS

FIELD OF INTEREST:

***Referee / guarantor***

**ADD NEW PROFILE ATTACHMENT**

* Curriculum Vieta
* NIC copy
* Birth certificate copy
* Education certificate copy
* Photo
* Ordinary level exam result sheet
* Advanced level result sheet

**SELECTION**

**APPLICANT’S APPLICATION**

**Insert Applicant’s Information**

|  |  |
| --- | --- |
| NAME |  |
|  |
| DATE OF BIRTH |  |
| ADDRESS |  |
| EMAIL ID |  |
| CONTACT NO. |  |
|  |  |
| NIC NO. |  |
| GENDER |  |
| MARITAL STATUS |  |

EDUCATIONAL QUALIFICATION:

PROFESSIONAL QUALIFICATION:

WORK EXPERIENCE:

|  |  |  |  |
| --- | --- | --- | --- |
| Years of work | Type of work | institute | other |
|  |  |  |  |
|  |  |  |  |

TECHNICAL SKILLS

Upload CV

**FILTER APPLICANTS**

Should be able to filter applicants based on the below matrices

* qualification level (Degree/Diploma)
* Employed/un employed
* Trainee’s name

Should be able to view CV of the trainee by clicking the applicant’s name

**SELECTION HISTORY**

Should able to view the applicants’ selection history. The below details should be a table view

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Applied | Qualification | Registered | Qualification |
|  | <<List of applicant’s names> |  | <<List of applicant’s names> |  |
|  | <<List of applicant’s names> |  | <<List of applicant’s names> |  |
|  | <<List of applicant’s names> |  | <<List of applicant’s names> |  |
|  | <<List of applicant’s names> |  | <<List of applicant’s names> |  |

NOTE: While clicking the applicants’ name should be able to view their CV

Should be able to filter based on the qualification

**ADD SELECTION HISTORY**

The table above should be editable

**PAR**

**PAR HISTORY**

*Below details should be in table view*

* Date
* PAR Score
* Remarks

**LATEST PAR**

* Date
* Review form [ last 3 review forms should be available]
* Final score
* Remarks

**UPCOMING PAR**

* Scheduled Date
* Appraisers

**SCHEDULE NEW PAR**

* Trainer id (Can be individual/ group of individuals)
* Trainer name
* Due date
* Appraisers

NOTE: There should be an option to **CONFIGURE PAR** where we can configure the information which we need to appraise

CONFIGURE PAR should have the below checklists. New checklist should able to be added if required

* Overall technical skill (Development Technology)
* QA -Testing
* QA- Defect Tracking
* Leadership
* Commitment
* Communication
* Team work
* Attitude
* Punctuality
* Out of the box thinking
* Attendance
* Attention to detail
* Trainability
* Contribution to the company

**PAR TEMPLATE**

Based on the information provided in the schedule PAR & configure PAR, the template should be generated as given below with the provided information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Appraisee's Full Name: <<Name>> | | Appraisers  <<List of Appraisees>> |  | Rate yourself between 1-5:  where |
| Trainer ID:<<Employee ID>> | |  |  | 1 = Very little knowledge |
| Due Date: <<Date>> | |  |  | 2 = Little below expected level |
|  |  | 3 = Expected level |
|  |  |  |  | 4 = Exceed expectation |
|  |  |  |  | 5 = Exceptional |
| Assessment Area | Assessment by the Appraisee (Rate between 1-5) | Points for Justification by Appraisee (Justify ratings 1,2,4 & 5) | Assessment by the leadership | Points for Justification by Appraiser |
| <<Selected check list items should be listed >> | <<1-5 dropdown>> | <<1-5 drop down>> |  |  |

**TARCK PAR**

A separate list of employee names with the PAR status. That should be filterable with the employee id.

* PAR sent/not
* Where the PAR is (@Trainee/@Appraiser)

**SCHEDULE PAR DISCUSSION**

* Date
* Appraise
* Appraiser
* Location

**ENTER PAR REVIEW OUTCOME**

* Trainee Id
* Trainee Name
* Date
* PAR Score
* Remarks

**SET NOTIFICATION ON WORK FLOW**

|  |  |  |
| --- | --- | --- |
| **Scenarios** | |  |
| Give alert for upcoming PAR | select date one week earlier on calendar |  |
| send PAR form for self-assessment | select date from calendar | with deadline selected |
| notification to trainees to forward the filled par on due | two days before deadline |  |
| notify department appraiser | on scheduled date | with deadline selected |
| HR sends PAR discussion date | Par discussion date | send once scheduled |
| update PAR | Notify if the PAR dates are updated |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME**  *Name should be filterable* | **TRACK** | | **DATE JOINED THE TRAINING** | |
|
|
| **Performance Summary (PAR result)** | | | | |
|  | | | | |
| PAR Date:  PAR Score: | | | | |
|  | | | | |
|  | | | | |
| **Career Goals or Aspirations** | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| **CDP based on PAR** | **STATUS** | **Personal CDP** | | **STATUS** |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |

**SKILL DEVELOPMENT PLAN**

[ in career development based on par and plan personal CDP, the columns should be editable /updateable to HR Manager]

To the trainees Personal CDP & Status should be updateable

**NOTIFICATION**

* Select Trainee group/select Trainee
* Message to be sent
* Via – Email/SMS/System notification

**PROJECTS**

**SCHEDULE PROJECTS & SETUP PROJECT**

* Name of the Project
* Project Manager
* Project dead line
* Project Phases and Mile stones (Attachment)
* Attach Gantt chart

**TRACK PROJECT**

Update project status

View project status

**PROJECT RESOURCE**

Attach required resources

View Attached resources

**ASSIGNMENTS**

**UPLOAD ASSIGNMENT (ASSIGNMENT WITH RESOURCE & DEADLINES)**

* Add Participant
* Assignment title
* Resource (unloadable)
* Assign role

|  |  |
| --- | --- |
| Role | Individual |
|  |  |
|  |  |
|  |  |

* Description
* Deadline
* Send email
* Recipient

**SCORE ASSIGNMENTS**

* Trainee Name
* Trainee serial No
* Measurement metrics (should be able to add)
* Status
* Scoring trainers (should be able to add)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Measurement metrics | status | Score  Trainer 1 | Score  Trainer 2 | Overall score |
|  |  |  |  |  |
|  |  |  |  |  |
| Remark |  | | | |

**VIEW ASSIGNMENTS SCORE**

* Assignment Number & Tittle
* Trainee Name
* Trainee serial No
* Score chart

**INTAKE**

**PLAN INTAKE**

* Tittle of Training
* Batch No
* Slot
* Planned course duration
* Planned course schedule
* expected qualification
* List of Inquire applicants (Name, NIC, Contact no, E-mail, Higher Qualification, attached CV)
* Application call date
* Application dead line

**VIEW INTAKE HISTORY**

Below details should be table view

* Batch No
* Tittle of training
* slot
* planned course duration
* planned course schedule
* Basic qualification
* Expected qualification
* List of inquire applicants
* Application called date
* Application dead line
* Registered applicant list
* Selected applicant list

**POSTING**

**RECORD POSTING DETAILS, FILTER POSTING DETAILS, UPDATE POSTING DETAILS**

* Trainee name & serial No
* Profile link
* location
* Track
* status

**RECORD POSTING PREFERENCE, FILTER POSTING**

* Trainee Name & Serial No
* Profile Link
* Performing Track
* Trainee preference
* Final PAR score
* Preference Location

**TERMINATION**

**TERMINATION HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | Name of the trainee | Joined date | Mode of Termination | Reason for Termination | Last date |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**ADD TERMINATION**

The above table should be editable for the HR Manager where they can append new records and edit.

**REQUEST TERMINATION**

Date of Request

What would be the last date

Reason

**APPROVE TERMINATION**

Termination Request sender’s details

Requested Date

Reason

Buttons to accept & Reject termination

Reject termination should popup a discussion configuration screen, configuration screen should contain the below details

* + Title of the discussion
  + Date
  + Venue
  + Invitees
  + Special Note

**FINAL ASSESMENT**

**VIEW FINAL ASSESSMENT SCORE**

Trainees should be able to view their final assessment score. The view should have the below details.

Text field for Trainee Number

Search button

Once clicking the search button, trainee should be able to view the score details

**ENTER FINAL ASSESSMENT SCORE**

A form view should be there to enter the final assessment score details for the trainees, the form should contain the below details

* + Text field for trainee number
  + Text field for Trainee Name
  + Matrices Measured
  + Relevant score for the matrices
  + Final Score
  + Remarks

**ATTENDANCE**

**VIEW ATTENDANCE**

Trainee should be able to view his/her attendance details. Below details should be there in the view attendance tab

* Select Date/Week/Month

While clicking the view attendance action, trainee should view the below details

* Hours covered
* Attendance Percentage
* Flag to notify whether it is a satisfactory attendance or not

HR Manager should be able to view trainees’ attendance details. Below details should be a table view while the HR Manager selects the ***specific date***

* Trainee ID
* Trainee Name
* Date and Day
* Covered Hours
* Attendance percentage
* Flag to notify whether it is a satisfactory attendance or not

Trainee name & Trainee ID should be filterable

**IMPORT ATTENDANCE**

HR Manager should be able to upload an excel sheet and generate the attendance percentage based on the records in the spread sheet (Spreadsheet processing should be considered while doing the backend work)

**Spreadsheet sample**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Trainee ID | Trainee Name | Session 1 | Session 2 | Session 3 | Session 4 | Session 5 |
| **001** | **A** | *In Hours* | *In Hours* | *In Hours* | *In Hours* | *In Hours* |
| **002** | **B** | *In Hours* | *In Hours* | *In Hours* | *In Hours* | *In Hours* |
| **003** | **C** | *In Hours* | *In Hours* | *In Hours* | *In Hours* | *In Hours* |

* Select date
* Upload sheet

After uploading the excel sheet HR Manager should be able to configure the attendance percentage satisfactory level. By default, the level should be as below. But that should be configurable if required.

Over 80% - Expected (Green)

should view the below generated template **while clicking the generate button**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Trainee ID  (Filterable) | Trainee Name  (Filterable) | Session 1 | Session 2 | Session 3 | Session 4 | Session 5 | Total Hours covered | Attendance percentage | Satisfactory Identification | Send notification button |
| **001** | **A** | *In Hours* | *In Hours* | *In Hours* | *In Hours* | *In Hours* |  |  |  |  |
| **002** | **B** | *In Hours* | *In Hours* | *In Hours* | *In Hours* | *In Hours* |  |  |  |  |
| **003** | **C** | *In Hours* | *In Hours* | *In Hours* | *In Hours* | *In Hours* |  |  |  |  |

**NOTE:** Buttons should be available only for the trainees who have the lower attendances percentage. A notification should be sent to the relevant trainee on clicking the send notification button

A Weekly report should be generated based on the date selection

This should be exportable to excel spread sheet

**SCHEDULE**

**PLAN MODULES**

Below view should be in the editable view where the HR Manager should be able to plan the schedule. The Send Notification to the trainer column should contain button from where the notification regarding the schedule will be sent. Table should be updateable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Date for Training | Module Name | Sub topics | Trainer | Send Notification to Trainer |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**VIEW PLANNED MODULES**

The trainees and trainers should be able to see the planned module details as below

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | Date for Training | Module Name | Sub topics | Trainer |
|  |  |  |  |  |

**SELF SERVICE**

**COMPLAIN/FEEDBACK/REQUEST HISTORY**

* Date
* Type (Complain/Feedback/Request)
* Status
* Description

**NEW COMPLAIN/FEEDBACK/REQUEST**

* Type (Complain/Feedback/Request)
* Description
* Relevant Individual/Department (If complaint)
* Check box (Inform involved individual – Yes/No)
* Required date (If Request)
* Select to whom the request/complaint/feedback to be sent

**RESPONSE**

* Reply
* Attachments (If required)

Send reply to relevant individual/department