**Observation of 14th & 15th November 2012**

There will be different tabs.

## New CV

## Reviewed

## Exam Completed

## Interview Complete

## Rejected

**New CV**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Application Date | Ref | Name | Present District | Permanent District | Highest Degree | Subject | University | Applied For | Details |

**Reviewed**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Application Date | | Ref | | Name | Present District | | Permanent District | Highest Degree | Subject | University | Applied For | Details | |
| Reviewed  by | | Reviewed  Date | | |  | | | | | | |

There will be options

1) Can be selected the candidate for Exam

2) Can be selected the candidate for interview

If the candidate is selected for the interview a panel will be made. So panel selection criteria will be available here. The member of the panel will get a notification.

3) Can be rejected

**Exam Completed**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Exam Date | Exam No | Exam Score | Personality Score | Applicant Name | Result Status | Details |

One Candidate can give multiple exam in a day.

There is option “Take the personality test”. If the candidate did not give this test at CV submission time he/she have to take part in the personality test.

**Rejected CV**

|  |  |
| --- | --- |
| Rejected By | Rejected  Date |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Application Date | Ref | Name | Present District | Permanent District | Highest Degree | Subject | University | Applied For | Details |

**Interview Window**

Whenever the panel member will login into the system at first he will get the candidate list. The member can reschedule the date but this should be through HR.

For example here is the candidate list

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Name | District | Interviewed By | Select |

If the Panel member clicks on the select button in the table another window will open. This window will show the below history.

**Applicant History**

|  |
| --- |
| Basic Information |
| Education |
| Employment History |
| Reference |
| Preferred job location  Expected Salary  Last drawn Salary with date  Exam Score |

There will be a Assessment section in the window. In the assessment section there will be PDF file. Whenever the panel member open the PDF file the member can show the questionnaires that must be asked in the interview.

There is a Applicants grade drop down list in the assessment section.

The items of the drop down lists are

* May be recruited
* Not suitable
* Rejected
* Not decided
* Recommended for another interview

If the panel select “May be Recruited” here the candidate name will go to “Recruitment window”.

If the panel select any one besides “May be Recruited” here the candidate name will go to Reviewed window.

Other fields of Assessments are

Recommended position

Recommended Department

Recommended Location

Recommended Salary

Any other observation

**Recruitment window**

Only 3 persons have access in this process. They are

MD, DMD, HOHR

In the Recruitment window there are 2 options

1. Exam Score

With Assessment

1. Interview Date
2. Taken By(The member of the panel’s name)
3. Recommended by(Coordinator of the interview panel)
4. Applicant History

In the last position of the “Recruitment window” page there is a option for only HR use.

That is “**HR Offer**”

In this portion following fields will be available

1. Department
2. Position
3. Expected Joining Date
4. Salary
5. Remarks

At the very end of this window there will be 3 buttons.

1) HR Offer

2)

3) Reject

If HR offer button is clicked the appointed letter will be printed to deliver to the client.