

Talent Central – Internal Marketplace

User Guide PPT

Internal Marketplace - Job Matching Page (Landing Page)

The screenshot shows the 'Talent Central' Job Matching Page. The interface includes a top navigation bar with the logo, a search bar, and navigation links for 'Jobs Applied (8)', 'Proposals (13)', and 'Test User2(Employee)'. The main section is titled 'Matching Jobs' and features a sidebar with filters (By Status, By City, By Country, By Experience, By Grade, By Booking BU, By Delivery BU, By Billing Start Date, By Mandatory Skill, By Job Title, By Ageing) and a main content area displaying a list of job matches. The job list includes details such as Job ID, Job Title, Job Posting Date, Grade, Client Interview status, Mandatory Skill, Skill Group, Booking BU, Delivery BU, Location, and Bill Start Date. Each job entry has an 'Apply' button and a 'Richness Index Score (RI)' displayed in a green circle. The page also shows a 'Search' button and a 'Reset' button. Numbered annotations (1-7) highlight specific features: 1. Filter sidebar, 2. Search bar, 3. Apply button, 4. Job Title filter, 5. Search bar, 6. Search bar, 7. Richness Index Score (RI).

- Matching Jobs:** All matching jobs for employees after application of IJP business rules
- Facets and Filters:** Users can use different filters to narrow down on specific Jobs for applications. There are vertical filters and quick horizontal filters
- Richness Index Score (RI):** Job matching score for user
- Apply:** User can click on the Apply button for submission of application to the job
- Universal Job Search:** Users can perform multiple searches like Skill, Job and Location across all the open demands in LTI. Users will not be able to Apply for jobs from search
- Job Search within Matched Jobs:** users can search Jobs by Title, Job ID, Skill and Location with in the matching Jobs
- Job Attributes:** Different attributes of the job are provided for making decision on applying to the job e.g. Grade, Booking & Delivery BU, Number of Applicants, Skill Group & Mandatory Skills etc.,

Internal Marketplace - Job Matching Page (Landing Page) contd..

The screenshot displays the 'Talent Central' interface for job matching. At the top, there's a search bar and navigation links for 'Jobs Applied (8)' and 'Proposals (13)'. The main section is titled 'Matching Jobs' and features a sidebar with filters like 'By Status', 'By City', 'By Country', 'By Experience', 'By Grade', 'By Booking BU', 'By Delivery BU', 'By Billing Start Date', 'By Mandatory Skill', 'By Job Title', and 'By Ageing'. The job list includes details such as Job ID, Job Title, Job Posting Date, Grade, Client Interview status, Mandatory Skill, Skill Group, Booking BU, Delivery BU, Location, and Billing Start Date. Each job entry has an 'Apply' button. A modal window titled 'Apply Job For (120729.1)' is open, asking 'Are you sure you want to apply job for this RR (120729.1) ?' with 'Cancel' and 'Proceed' buttons. Red callout numbers 8 through 11 highlight specific UI elements: 8 points to a job title, 9 points to the 'Jobs Applied' link, 10 points to the 'Proposals' link, and 11 points to the 'Apply' button.

8. View Job Description: BY Matching Jobs: Users can view job description by clicking on the Job title or Job ID

9. Jobs Applied: By clicking on the “Job Applied” User can view all the jobs which user applied for with status

10. Proposals: By clicking on the “Proposals” User can view all the proposals made for the User by RPM and Hiring Managers along with status

11. Apply Business Rules & Confirmation: Upon clicking on the ‘Apply’ button, Job Apply business rules will validate if user can Apply for the job and display appropriate message and allow User to take next action

Internal Marketplace - Jobs Applied Page

The screenshot shows the 'Jobs Applied' page in the Talent Central system. The page includes a search bar at the top with the text 'Search for jobs by skill, location, ID eg: skill1 and skill2...'. Below the search bar, there are tabs for 'Jobs Applied (8)', 'Proposals (13)', and 'Test User2(Employee)'. The main content area displays a list of job applications with filters on the left and a table of job details. A red box highlights the search bar, and a red arrow points to the 'Internal Reject' status. A warning dialog box is open, displaying the message: 'Warning Please contact RPM of BU (RR RPM) for making your proposal for the RR.' The dialog box has a 'Close' button.

Jobs Applied

Search by Job Title, Job ID, Location, Skill

1 - 8 of 8

Reset Expand All Apply Filters

By Status By City By Country By Experience By Grade By Booking BU By Delivery BU By Billing Start Date By Mandatory Skill By Job Title By Ageing

119730.1, NA Applied on: 02/06/2020 Internal Reject

119999.1, NA Applied on: 02/06/2020 Identified(Pending Internal Feedback)

120121.1, testing Applied on: 01/06/2020 Identified(Pending Internal Feedback)

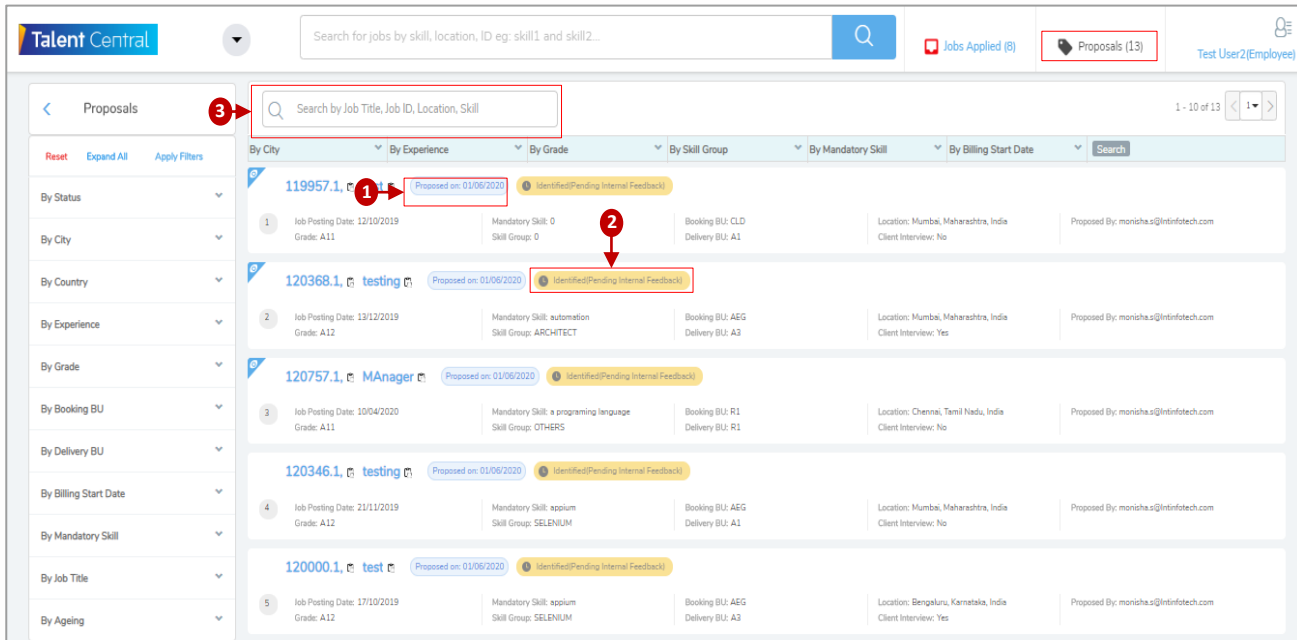
119684.1, NA Applied on: 31/05/2020 Identified(Pending Internal Feedback)

119484.1, NA Applied on: 31/05/2020 Identified(Pending Internal Feedback)

Warning Please contact RPM of BU (RR RPM) for making your proposal for the RR.

1. **Applied Date:** Users can view the date of the job application
2. **Status:** Users can view the status of their application against each applied job
3. **Search within Applied Jobs:** Users can search Jobs by Title, Job ID and Location within Jobs Applied

Internal Marketplace - Proposal Page



Talent Central Search for jobs by skill, location, ID eg: skill1 and skill2... **Jobs Applied (8)** **Proposals (13)** Test User2(Employee)

Proposals Search by Job Title, Job ID, Location, Skill 1 - 10 of 13

Reset Expand All Apply Filters

By Status **By City** **By Country** **By Experience** **By Grade** **By Booking BU** **By Delivery BU** **By Billing Start Date** **By Mandatory Skill** **By Job Title** **By Ageing**

| Job ID | Job Title | Job Posting Date | Grade | Mandatory Skill | Skill Group | Booking BU | Delivery BU | Location | Client Interview | Proposed By |
|----------|-----------|------------------|-------|------------------------|-------------|------------|-------------|-----------------------------|------------------|------------------------|
| 119957.1 | testing | 12/10/2019 | A11 | automation | ARCHITECT | CLD | A1 | Mumbai, Maharashtra, India | No | monisha.s@infotech.com |
| 120368.1 | testing | 13/12/2019 | A12 | automation | ARCHITECT | AEG | A3 | Mumbai, Maharashtra, India | Yes | monisha.s@infotech.com |
| 120757.1 | MANAGER | 10/04/2020 | A11 | a programming language | OTHERS | R1 | R1 | Chennai, Tamil Nadu, India | No | monisha.s@infotech.com |
| 120346.1 | testing | 21/11/2019 | A12 | aplium | SELENIUM | AEG | A1 | Mumbai, Maharashtra, India | No | monisha.s@infotech.com |
| 120000.1 | test | 17/10/2019 | A12 | aplium | SELENIUM | AEG | A3 | Bengaluru, Karnataka, India | Yes | monisha.s@infotech.com |

- 1. Proposal Date:** Users can view the date when the proposal was made
- 2. Proposal Status:** Users can view the status of each proposal made
- 3. Proposal Search:** Users can search Proposals by Title, Job ID and Location.

Internal Marketplace – Job Search Page

The screenshot shows the Talent Central Job Search Page. At the top, there is a search bar with the text 'testing Skill AND selenium Skill' and a magnifying glass icon. To the right of the search bar, there are links for 'Jobs Applied (8)', 'Proposals (13)', and a user profile icon labeled 'Test User2(Employee)'. Below the search bar, there is a 'Search Listing' section on the left with a 'Reset' button and 'Expand All' and 'Apply Filters' links. The main area displays a list of job postings with filters like 'By City', 'By Experience', 'By Cadre', 'By Skill Group', 'By Billing Start Date', and 'By Job Title'. The list includes job IDs, titles, dates, skills, locations, and applicant counts. Numbered annotations are present: 1 points to the search bar, 2 points to a job title 'testing', 3 points to the 'Applicants' button for job 118430.1, and 4 points to the 'By Job Title' filter in the left sidebar.

| Job ID | Job Title | Job Posting Date | Grade | Mandatory Skill | Skill Group | Booking (BU) | Delivery (BU) | Location | Bill Start Date | Applicants |
|----------|-----------|------------------|-------|-----------------|--------------|--------------|---------------|-----------------------------------|-----------------|------------|
| 120090.1 | testing | 23/10/2019 | A11 | NA | APM-TOOLS | AEG | A1 | Mumbai, Maharashtra, India | 07/11/2019 | 0 |
| 120087.1 | selenium | 23/10/2019 | A11 | NA | SELENIUM | AEG | A1 | Mumbai, Maharashtra, India | 07/11/2019 | 0 |
| 118431.1 | NA | 01/05/2019 | A13 | NA | Unclassified | AEG | A4 | Pune, Maharashtra, India | 03/06/2019 | 1 |
| 118430.1 | NA | 01/05/2019 | A13 | NA | Unclassified | AEG | A4 | Pune, Maharashtra, India | 03/06/2019 | 3 |
| 120088.1 | test | 29/10/2019 | A13 | NA | SELENIUM | AEG | A1 | Edison, New Jersey, United States | 07/11/2019 | 0 |

1. **Universal Search:** Users can perform multiple searches like Skill, Job and Location
2. **View JD:** By clicking on the Job title or Job ID it'll display the Job description
3. **Total Applicants:** Displays the number of applicants applied for the job
4. **Filters:** Users can use different faceting options to narrow down on specific jobs or interest area for understanding LTI job landscape



Thank You

Frequently Asked Questions

Questions:

1. How do I login?
2. I am not able to login. What should I do?
3. What is expected to be displayed in the landing page after successful login?
4. How to search Skill, Job and Location from all the matching demands?
5. How to search Skill, Job and Location from all the open demands?
6. How to use the facets or filters available in the Job list view page?
7. How to update a CV?
8. How can the user view its profile?
9. How to view the jobs applied by the user?
10. How to view the jobs that are proposed to the user?
11. What is the score against each demand?
12. What is the difference between two search bars?
13. How to “Apply” to a job in search results?/Why there is no “Apply” button in Search results?
14. What could be the reason for ‘No Records Found’ in Home page?
15. What happens after the user applies for a job?
16. What is the limit for the jobs to be applied for the user?
17. In what cases is Apply button disabled?

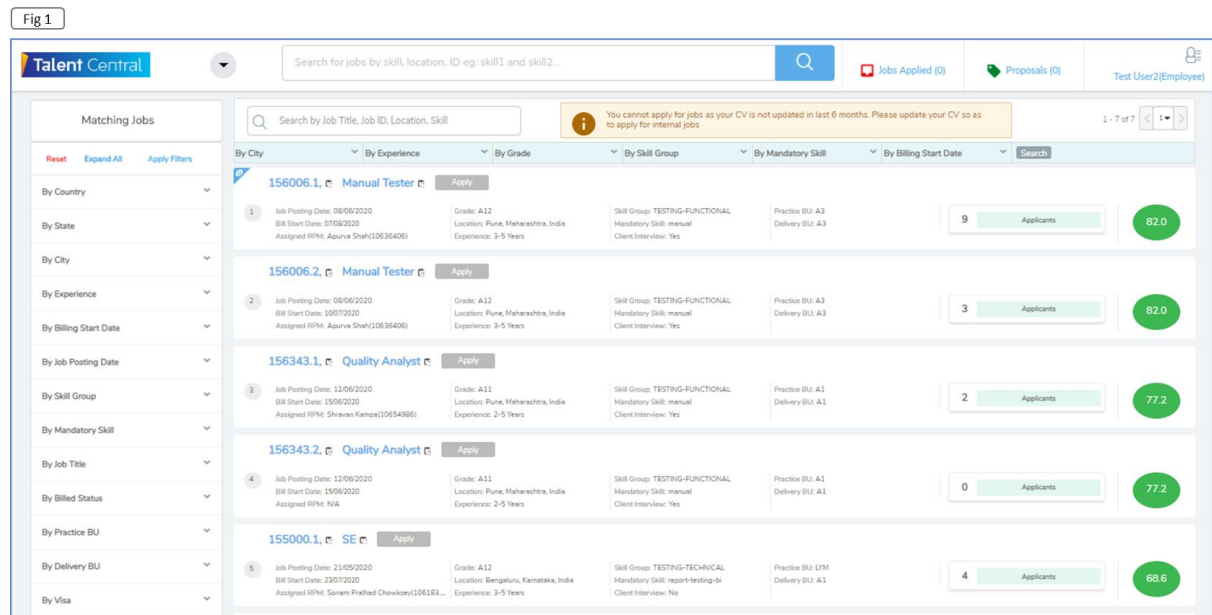
ANSWERS

1. How do I login?

Ans: Please use the below URL for login. It is an SSO based login hence you can use your official e-mail ID and password to complete the login process.

URL: <https://lti-rmg.spire2grow.com/talent-map/app/index.html#/>

Please refer the below Fig: 1



2. I am not able to login. What should I do?

Ans: Please check the following in the same order:

Check if you have entered the correct URL (<https://lti-rmg.spire2grow.com/talent-map/app/index.html#/>)

For any issues please raise ticket on **ServiceNow(iAssist)** or reach out to your RPM

3. What is expected to be displayed in the landing page after successful login?

Ans: Upon successful login, you will see the Jobs List Page ([fig: 2](#)) with all the RRs which are in Open status and are matching to you. For more details please refer User guide

Fig 2

The screenshot shows the Talent Central interface. At the top, there's a search bar and navigation links for 'Jobs Applied (15)', 'Proposals (13)', and 'Spire RPM2(Employee)'. Below the search bar, there's a section for 'Matching Jobs' with a search filter and a list of jobs. The jobs are listed with their IDs, titles, grades, locations, experience, skill groups, mandatory skills, client interview status, practice BU, and delivery BU. The jobs are: 120922.1, 120771.1, 120732.1, 120942.2, and 120942.1. Each job has an 'Apply' button and a status indicator (green circle with a number). The status indicators show 2, 1, 0, 0, and 0 applicants respectively. The status indicators also show 100.0, 100.0, 98.0, 98.0, and 98.0. The jobs are filtered by 'By City', 'By Experience', 'By Grade', 'By Skill Group', 'By Mandatory Skill', and 'By Billing Start Date'. The jobs are also filtered by 'By Country', 'By State', 'By City', 'By Experience', 'By Billing Start Date', 'By Job Posting Date', 'By Skill Group', 'By Mandatory Skill', 'By Job Title', 'By Billed Status', 'By Practice BU', 'By Delivery BU', and 'By Visa'.

4. How to Search Skill, Job and Location from all the matching demands?

Ans: users can search Jobs by Title, Job ID, Skill and Location with in the matching demands. Please refer the below [Fig: 3](#)

Fig 3

The screenshot shows the Talent Central interface. At the top, there's a search bar and navigation links for 'Jobs Applied (15)', 'Proposals (13)', and 'Spire RPM2(Employee)'. Below the search bar, there's a section for 'Matching Jobs' with a search filter and a list of jobs. The jobs are listed with their IDs, titles, grades, locations, experience, skill groups, mandatory skills, client interview status, practice BU, and delivery BU. The jobs are: 120922.1, 120771.1, 120732.1, 120942.2, and 120942.1. Each job has an 'Apply' button and a status indicator (green circle with a number). The status indicators show 2, 1, 0, 0, and 0 applicants respectively. The status indicators also show 100.0, 100.0, 98.0, 98.0, and 98.0. The jobs are filtered by 'By City', 'By Experience', 'By Grade', 'By Skill Group', 'By Mandatory Skill', and 'By Billing Start Date'. The jobs are also filtered by 'By Country', 'By State', 'By City', 'By Experience', 'By Billing Start Date', 'By Job Posting Date', 'By Skill Group', 'By Mandatory Skill', 'By Job Title', 'By Billed Status', 'By Practice BU', 'By Delivery BU', and 'By Visa'.

5. How to Search Skill, Job and Location from all the open demands?

Ans: Users can perform multiple searches like Skill, Job and Location from all the open demands. Please refer the below [Fig: 4](#)

Fig 4

The screenshot displays the Talent Central job search interface. At the top, there is a search bar with the placeholder text "Search for jobs by skill, location, ID eg: skill1 and skill2...". To the right of the search bar are buttons for "Jobs Applied (15)", "Proposals (13)", and a user profile icon labeled "Spire RFM2(Employee)". Below the search bar, there is a section for "Matching Jobs" with a sidebar of filters and a main list of job postings.

Filters:

- Reset
- Expand All
- Apply Filters
- By Country
- By State
- By City
- By Experience
- By Billing Start Date
- By Job Posting Date
- By Skill Group
- By Mandatory Skill
- By Job Title
- By Billing Status
- By Practice BU
- By Delivery BU
- By Visa

Job Listings:

| Job ID | Job Title | Grade | Location | Experience | Assigned RPH | Applicants | Score |
|----------|-----------|-------|-----------------------------|------------|--------------|------------|-------|
| 120922.1 | testing | A12 | Mumbai, Maharashtra, India | 3-6 Years | N/A | 2 | 100.0 |
| 120771.1 | testing | A12 | Bengaluru, Karnataka, India | 3-6 Years | N/A | 1 | 100.0 |
| 120732.1 | testing | A11 | Pune, Maharashtra, India | 3-6 Years | N/A | 0 | 98.0 |
| 120942.2 | testing | A11 | Mumbai, Maharashtra, India | 3-6 Years | N/A | 0 | 98.0 |
| 120942.1 | testing | A11 | Mumbai, Maharashtra, India | 3-6 Years | N/A | 0 | 98.0 |

6. How to use the facets or filters available in the Job list view page?

Ans: Facets or filters available in the Job list view page can be used based on the requirement. Job list view page, you can use the facets like Location, Experience range to see matching the job location and experience required.

Another example, if you have performed a **Search** → Job list view page, you can use the facets like 'By Job Title' to see Jobs in the system, 'By Job Posting Date' to narrow down the search result to specific requirement.

There are Vertical Filters and Horizontal (quick) filters available for quick and easy navigation. Both works in the same and synchronized way. Users can choose as they like.

PLEASE NOTE: After selecting one or multiple facets, please don't forget to click "Apply Filters" option.

Please refer the below [Fig: 5](#)

Fig 5

The screenshot shows the Talent Central job portal. At the top, there is a search bar with the text "Search for jobs by skill, location, ID eg: skill1 and skill2...". To the right of the search bar are buttons for "Jobs Applied (15)", "Proposals (13)", and a user profile icon labeled "Spire RPM2(Employee)". Below the search bar, there is a "Matching Jobs" section. On the left, there is a sidebar with filters: "By Country", "By State", "By City", "By Experience", "By Billing Start Date", "By Job Posting Date", "By Skill Group", "By Mandatory Skill", "By Job Title", "By Billed Status", "By Practice BU", "By Delivery BU", and "By Visa". The main area displays a list of jobs. Each job entry includes a job ID, job title, job posting date, bill start date, assigned RPH, grade, location, skill group, mandatory skill, client interview status, practice BU, and delivery BU. The jobs are numbered 1 through 5. The first job is 120922.1, testing, with 2 applicants and a 100.0 score. The second job is 120771.1, testing, with 1 applicant and a 100.0 score. The third job is 120732.1, testing, with 0 applicants and a 98.0 score. The fourth job is 120942.2, testing, with 0 applicants and a 98.0 score. The fifth job is 120942.1, testing, with 0 applicants and a 98.0 score. At the top right of the job list, there is a message: "You cannot apply for jobs as there are already 5+ proposals in positive status." and a button labeled "Update CV".

7. How to update a CV?

Ans: User can click on the link available which redirects to the “greymatter”.

Please refer the below Fig: 6

Fig 6

This screenshot is identical to the one in Fig 5, showing the Talent Central job portal. It displays the same search bar, filters, and list of jobs. The key difference is the highlighting of the "Update CV" button at the top right of the job list, which is now enclosed in a red box. This button is located next to the message "You cannot apply for jobs as there are already 5+ proposals in positive status.".

8. How can the user view its profile?

Ans: User can click on the link available which redirects to the “iprofile”.

Please refer the below Fig: 7

Fig 7

The screenshot shows the 'Matching Jobs' section of the Talent Central interface. On the left, there are filters for Country, State, City, Experience, Billing Start Date, Job Posting Date, Skill Group, Mandatory Skill, Job Title, Billed Status, Practice BU, Delivery BU, and Visa. The main area displays a list of job postings with details such as Job Posting Date, Bill Start Date, Assigned RPH, Grade, Location, Skill Group, Mandatory Skill, Client Interview, Practice BU, and Delivery BU. A red box highlights the 'View my Profile' link in the top right corner.

9. How to view the jobs applied by the user?

Ans: User can view the jobs applied by clicking on the “Jobs Applied” tab on the home page.

Please refer the below Fig: 8

Fig 8

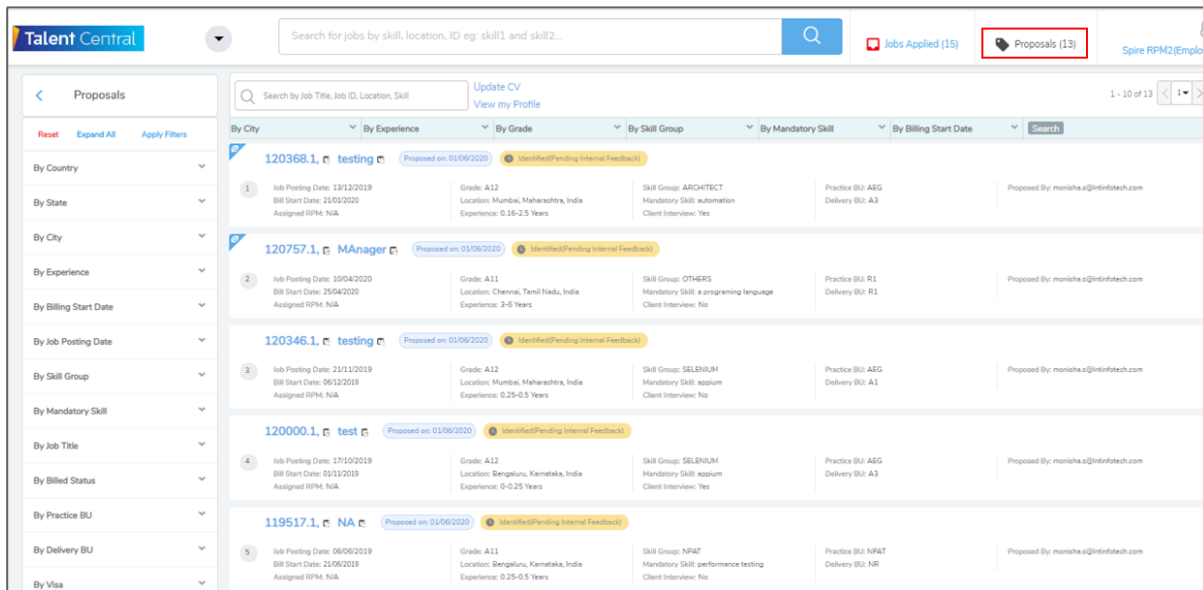
The screenshot shows the 'Jobs Applied' section of the Talent Central interface. On the left, there are filters for Country, State, City, Experience, Billing Start Date, Job Posting Date, Skill Group, Mandatory Skill, Job Title, Billed Status, Practice BU, Delivery BU, and Visa. The main area displays a list of job postings with details such as Job Posting Date, Bill Start Date, Assigned RPH, Grade, Location, Skill Group, Mandatory Skill, Client Interview, Practice BU, and Delivery BU. A red box highlights the 'Jobs Applied (15)' tab in the top right corner.

10. How to view the jobs that are proposed to the user?

Ans: User can view the jobs where they are proposed by RPM/PM by clicking on the “Proposal” tab on the home page.

Please refer the below Fig: 9

Fig 9



11. What is the score against each demand?

Ans: Score against each demand is 'Richness Index' score. Richness Index is match score of user profile with the demand context. Your profile data along with resume is considered for matching and arriving at Richness Index.

12. What is the difference between two search bars?

Ans: The top search bar is the one where users can search Jobs by Title, Job ID, Skill and Location from all **Open Demands** and the next is the one where users can search Jobs by Title, Job ID, Skill and Location **With in the Matching Demands**.

13. How to “Apply” to a job in search results? / Why there is no “Apply” button in Search results?

Ans: User cannot “Apply” to the jobs in search results. Matching jobs are available for the user in the landing page where user can “Apply”.

14. What could be the reason for ‘No Records Found’ in Home page?

Ans: “No Records Found” means there are no matching jobs available for the user which are above threshold(Above Threshold means $RI \geq 50$).

15. What happens after the user applies for a job?

Ans: After your successful application of the job, the job is moved to the “Jobs Applied” tab and the number of the jobs applied is incremented by 1. You can always see your application status under 'Jobs Applied' tab. It goes for the consideration against the applied job for RPM and Hiring Managers. They evaluate your application and take it forward based on various other parameters. If you would like to know any more specific information then please reach out to your RPM.

16. What is the limit for the jobs to be applied for the user?

Ans: As per LTI IJP Process, There is no limit for the bench candidates they can apply to 'ANY' number of jobs however non-bench employees can only have maximum of 5 job applications in positive statuses at any point in time. Non-bench employees who have not completed 18 months in current role/assignment cannot apply for any RRs.

17. In what cases is Apply button disabled?

Ans: “Apply” button is disabled for the following reasons.

- User RI score is less than 50 for the job
- User CV is not uploaded
- User CV is not updated in past 6 months
- Non-bench employees who have not completed 18 months in current role/assignment cannot apply for any RRs

Note -

1. For more information on RR/Position, you may reach out to Assigned RPM or BU RPM mentioned in the RR card.

2. For any issues please raise ticket on ServiceNow or reach out to your RPM

RPM and BU HR details could be found under Manager Information in the View Profile link which redirects to iprofile.intinfotech.com