



Referral Workflow

General Instructions:

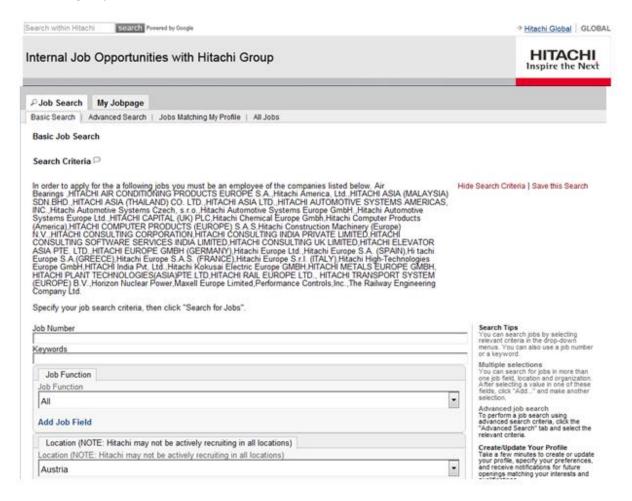
- Referral browser is set to disconnect automatically after 60minutes of inactivity, application prompts the time left and helps you with option to reset the timer.
- Referral application is open and available only for the employees of Hitachi Consulting.

How to refer through our Internal Career Site:

Two ways to refer

- 1. Visit FrontPorch and click on "Internal Referrals site" in the Referrals Section
 - (or)
- 2. Click on the link provided to get visibility of open positions @ Hitachi Consulting https://hitachi.taleo.net/careersection/hitachiconsulting1/jobsearch.ftl?lang=en&radiusType=K&searc

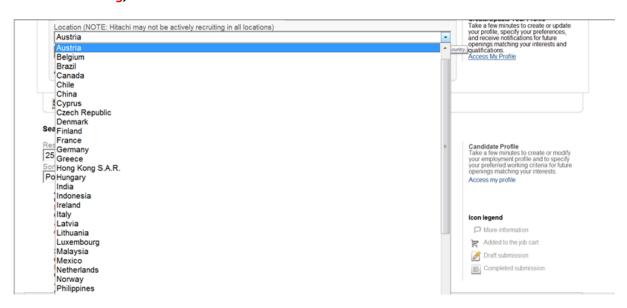
Search Page Opens





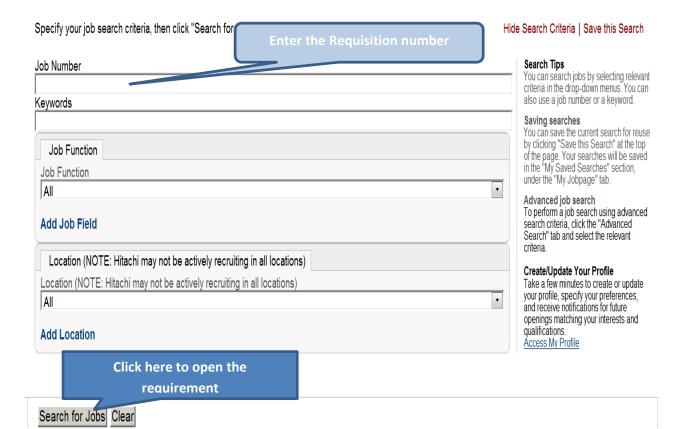


Internal career site will give you list of all open positions across locations of Hitachi, further the search can be refined by selecting the location "India" to get visibility of all the open positions in India including Hitachi Consulting, India.



INTERNAL CAREER PORTAL -- Basic Job Search

Search Criteria P

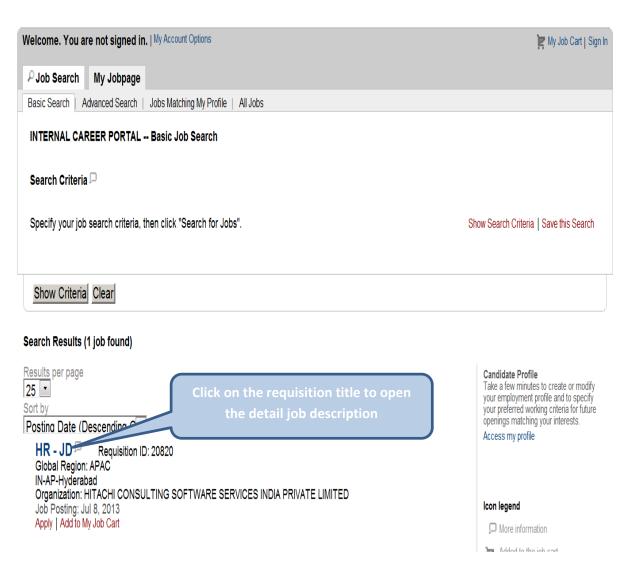






- Please enter the Job Number (Refer to Open requirements document) to go to specific job requirement against which you would like to refer the candidate.
- You may want to refer candidates for any other Hitachi open requirements but do ensure candidate
 has required work permits. Please note that referral policy is applicable for only Hitachi Consulting
 India positions/Jobs.
- We do not have an Internal Job application policy. Please use this site for referring suitable candidates only.
- Candidates referred must not be currently employed at Hitachi or Hitachi Consulting

Search Results window opens







Refer a friend for this job Tell us about a friend who might be interested in this job. All privacy rights

will be protected.

Refer a friego

Printable Format

Click on Refer a friend

Detailed job description page opens



Job 1 out of 1 Previous | 1 | Next

Apply Online Add to My Job Cart

Job Description

HR - JD-20820

Description

BDCGEWDD

Qualifications

ABCDEF

Global Region: APAC

Primary Location: IN-AP-Hyderabad

Organization: HITACHI CONSULTING SOFTWARE SERVICES INDIA PRIVATE LIMITED

Contact Name - Internal: Shiva Hanumandla

Contact Email - Internal:shiva.hanumandla@hitachiconsulting.com

Apply Online Add to My Job Cart

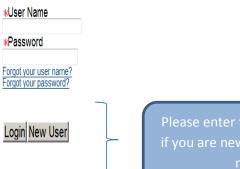
Employee page opens

Welcome. You are not signed in.

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

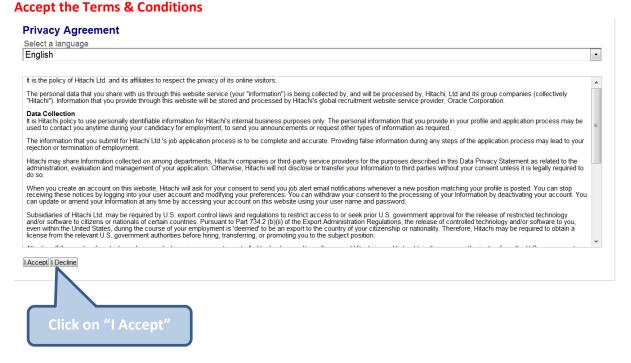
Mandatory fields are marked with an asterisk.



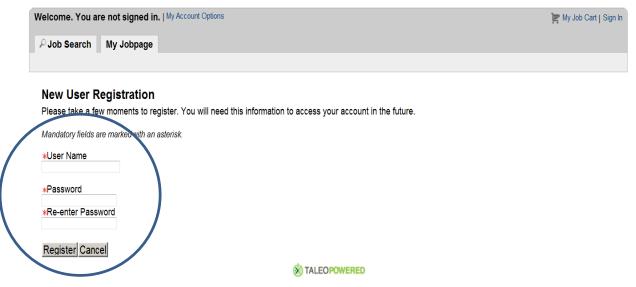
Please enter the login credentials, if you are new user please click on new user







New user login



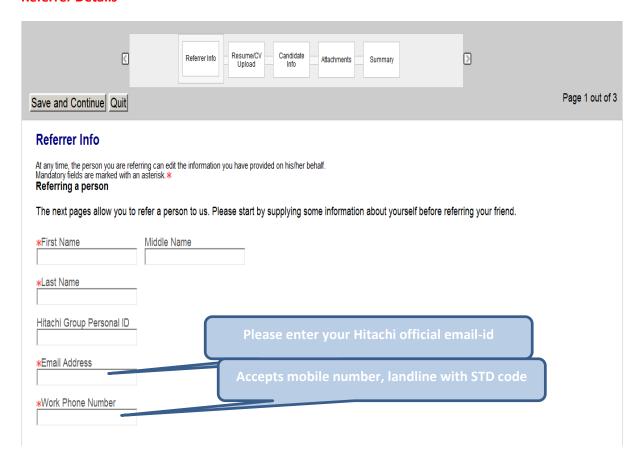
The Value to be entered in the field "User Name" must contain between 4 and 100 characters and must not include accentuated characters (Eg:- \acute{e} , \grave{a} , $\~{n}$, $\~{u}$) or characters from the following set: :><() and spaces.

Password should be alphanumeric and must include minimum 5 characters.





Referrer Details

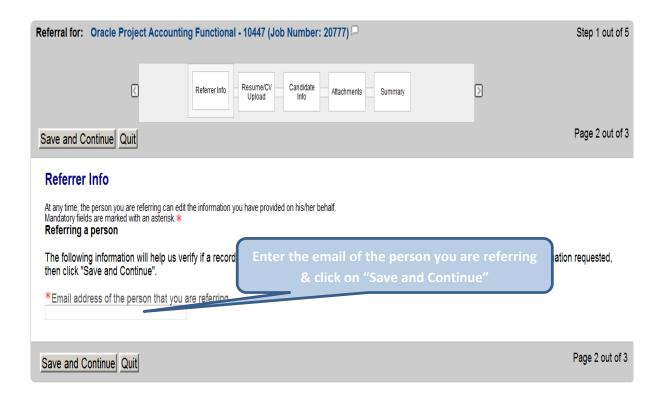


- Please enter your official Hitachi email-id, regular email alerts are sent from the ATS (Application Tracking System) to the email provided.





Referring Candidates Details



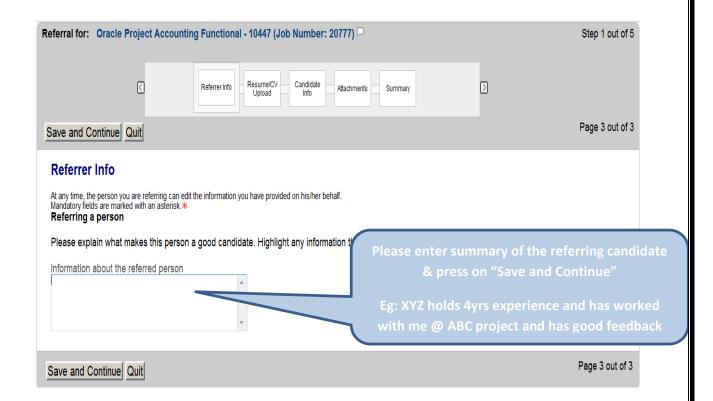
Conditions

- Application will not accept your referral if the referred candidate is already in the system
- Application will not accept if the candidate is already referred by another employee





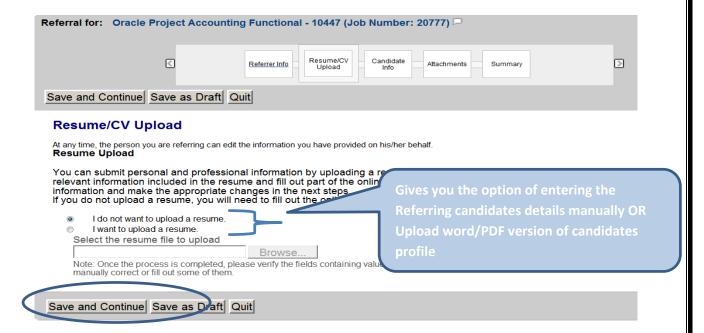
Referring candidate's Details







Uploading Referring Candidates Profile



To upload a resume, click "Browse" and select the relevant file. The system uploads the file and extracts some data included in the resume. Once the uploading process is complete, you must verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.





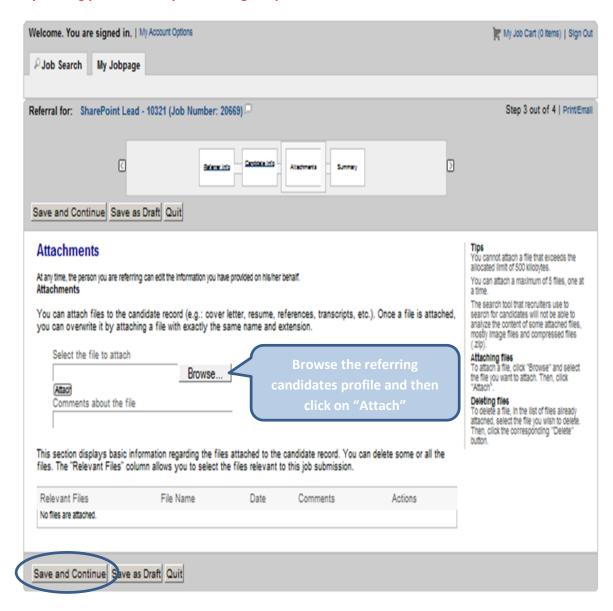
If you do not have the referring candidate's profile, you are requested to manually enter the details requested. Fields with * are MUST fields

| Referral for: HR - JD (Job Number: 20820) |).P |
|---|---|
| € | Referrer Info Resume/CV Upload Candidate Info Summary |
| Save and Continue Save as Draft Quit | |
| Candidate Info Hold down the Ctrl key (Command key for Mac) to n At any time, the person you are referring can edit the Mandatory fields are marked with an asterisk. * Personal Information | |
| Please enter all relevant personal information | n in the fields below. |
| Prefix/Title Not Specified | |
| *First Name | Middle Name |
| *Last Name | Suffix |
| Preferred First Name | |
| *Email Address referred-candidate@gmail.com | |
| *Primary Number Not Specified | |
| Home Phone Number | Mobile Number |
| Work Phone Number | |
| *Place of Residence Country Not Specified | • |
| *Street Address (line 1) | |
| Address (line 2) | |
| *City | *Zip/Postal Code |
| Save and Continue Save as Draft C | Disl |





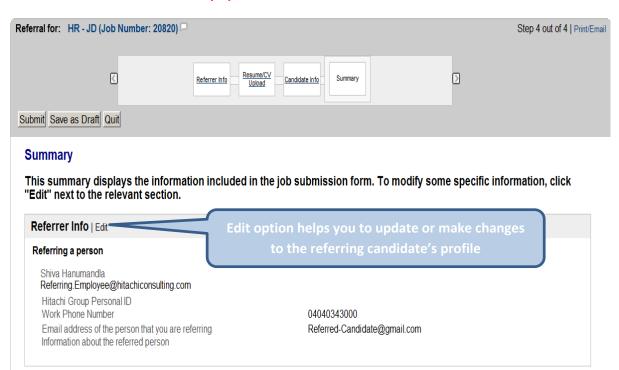
2. Uploading profile directly / attaching the profile







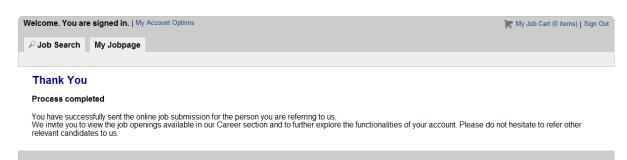
Referred Candidate Summary opens







Click on Submit and Thank you note confirms the submission process







Also an email is triggered to referral and referring candidates on the referral submission

View the status of the Referrals:

To check the status please login to careers site & go to My Jobpage & further select My Referrals tab



