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

⊙ Hitachi Consulting
We make it happen. Better.

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.

Location (NOTE: Hitachi may not be actively recruiting in all locations)
- Austria
- Austria
- Belgium
- Brazil
- Canada
- Chile
- China
- Cyprus
- Czech Republic
- Denmark
- Finland
- France
- Germany
- Greece
- Hong Kong S.A.R.
- Hungary
- India
- Indonesia
- Ireland
- Italy
- Latvia
- Lithuania
- Luxembourg
- Malaysia
- Mexico
- Netherlands
- Norway
- Philippines

Create/Update Your Profile
Take a few minutes to create or update your profile, specify your preferences, and receive notifications for future openings matching your interests and qualifications.
Access My Profile

Candidate Profile
Take a few minutes to create or modify your employment profile and to specify your preferred working criteria for future openings matching your interests.
Access my profile

Icon legend
- 💬 More information
- 🛒 Added to the job cart
- ✏️ Draft submission
- 📋 Completed submission

INTERNAL CAREER PORTAL -- Basic Job Search

Search Criteria 💬

Specify your job search criteria, then click "Search for

Enter the Requisition number

Job Number

Keywords

Job Function

Job Function

All

Add Job Field

Location (NOTE: Hitachi may not be actively recruiting in all locations)

Location (NOTE: Hitachi may not be actively recruiting in all locations)

All

Add Location

Click here to open the requirement

Search for Jobs | Clear

Hide Search Criteria | Save this Search

Search Tips
You can search jobs by selecting relevant criteria in the drop-down menus. You can also use a job number or a keyword.

Saving searches
You can save the current search for reuse by clicking "Save this Search" at the top of the page. Your searches will be saved in the "My Saved Searches" section, under the "My Jobpage" tab.

Advanced job search
To perform a job search using advanced search criteria, click the "Advanced Search" tab and select the relevant criteria.

Create/Update Your Profile
Take a few minutes to create or update your profile, specify your preferences, and receive notifications for future openings matching your interests and qualifications.
Access My Profile

- 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

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Detailed job description page opens

Welcome. You are not signed in. | My Account Options

🛒 My Job Cart | Sign In

🔍 Job Search   My Jobpage

Basic Search | Advanced Search | Jobs Matching My Profile | All Jobs

Back to prior page

Printable Format

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]

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 friend

Click on Refer a friend

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.

✳**User Name**

✳**Password**

Forgot your user name?
Forgot your password?

[Login] [New User]

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

Accept the Terms & Conditions

Privacy Agreement

Select a language
English

It is the policy of Hitachi Ltd. and its affiliates to respect the privacy of its online visitors.

The personal data that you share with us through this website service (your "information") is being collected by, and will be processed by, Hitachi, Ltd and its group companies (collectively "Hitachi"). Information that you provide through this website will be stored and processed by Hitachi's global recruitment website service provider, Oracle Corporation.

Data Collection
It is Hitachi policy to use personally identifiable information for Hitachi's internal business purposes only. The personal information that you provide in your profile and application process may be used to contact you anytime during your candidacy for employment, to send you announcements or request other types of information as required.

The information that you submit for Hitachi Ltd.'s job application process is to be complete and accurate. Providing false information during any steps of the application process may lead to your rejection or termination of employment.

Hitachi may share Information collected on among departments, Hitachi companies or third-party service providers for the purposes described in this Data Privacy Statement as related to the administration, evaluation and management of your application. Otherwise, Hitachi will not disclose or transfer your Information to third parties without your consent unless it is legally required to do so.

When you create an account on this website, Hitachi will ask for your consent to send you job alert email notifications whenever a new position matching your profile is posted. You can stop receiving these notices by logging into your user account and modifying your preferences. You can withdraw your consent to the processing of your Information by deactivating your account. You can update or amend your Information at any time by accessing your account on this website using your user name and password.

Subsidiaries of Hitachi Ltd. may be required by U.S. export control laws and regulations to restrict access to or seek prior U.S. government approval for the release of restricted technology and/or software to citizens or nationals of certain countries. Pursuant to Part 734.2 (b)(ii) of the Export Administration Regulations, the release of controlled technology and/or software to you, even within the United States, during the course of your employment is 'deemed' to be an export to the country of your citizenship or nationality. Therefore, Hitachi may be required to obtain a license from the relevant U.S. government authorities before hiring, transferring, or promoting you to the subject position.

I Accept I Decline

Click on "I Accept"

New user login

Welcome. You are not signed in. | My Account Options

My Job Cart | Sign In

Job Search   My Jobpage

New User Registration
Please take a few moments to register. You will need this information to access your account in the future.

Mandatory fields are marked with an asterisk.

*User Name

*Password

*Re-enter Password

Register Cancel

TALEOPOWERED

The Value to be entered in the field "User Name" must contain between 4 and 100 characters and must not include accentuated characters (Eg:- é, à, ñ, ü) 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

| Referrer Info | Resume/CV Upload | Candidate Info | Attachments | Summary |

Save and Continue Quit

Page 3 out of 3

Referrer Info

At any time, the person you are referring can edit the information you have provided on his/her behalf.
Mandatory fields are marked with an asterisk.✱

Referring a person

Please explain what makes this person a good candidate. Highlight any information t

Information about the referred person

> **Please enter summary of the referring candidate & press on "Save and Continue"**
>
> **Eg: XYZ holds 4yrs experience and has worked with me @ ABC project and has good feedback**

Save and Continue Quit

Page 3 out of 3

Uploading Referring Candidates Profile

Referral for: Oracle Project Accounting Functional - 10447 (Job Number: 20777)

| Referrer Info | Resume/CV Upload | Candidate Info | Attachments | Summary |

Save and Continue | Save as Draft | Quit

Resume/CV Upload

At any time, the person you are referring can edit the information you have provided on his/her behalf.
Resume Upload

You can submit personal and professional information by uploading a re...
relevant information included in the resume and fill out part of the onlin...
information and make the appropriate changes in the next steps.
If you do not upload a resume, you will need to fill out the on...

- ○ I do not want to upload a resume.
- ○ I want to upload a resume.
   Select the resume file to upload
   [   ] Browse...
   Note: Once the process is completed, please verify the fields containing valu...
   manually correct or fill out some of them.

Save and Continue | Save as Draft | Quit

> Gives you the option of entering the Referring candidates details manually OR Upload word/PDF version of 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) 🗏

	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 make multiple selections or to clear items.
At any time, the person you are referring can edit the information you have provided on his/her behalf.
Mandatory fields are marked with an asterisk. ✱
Personal Information

Please enter all relevant personal information 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   Quit

2. **Uploading profile directly / attaching the profile**

Welcome. You are signed in. | My Account Options

🛒 My Job Cart (0 Items) | Sign Out

🔍 Job Search   My Jobpage

Referral for: SharePoint Lead - 10321 (Job Number: 20669) 🔲

Step 3 out of 4 | Print/Email

| Referrer Info | Candidate Info | Attachments | Summary |

Save and Continue Save as Draft Quit

Attachments

At any time, the person you are referring can edit the information you have provided on his/her behalf.
Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

[   ] Browse...

Attach
Comments about the file

[   ]

Tips
You cannot attach a file that exceeds the allocated limit of 500 kilobytes.

You can attach a maximum of 5 files, one at a time.

The search tool that recruiters use to search for candidates will not be able to analyze the content of some attached files, mostly Image files and compressed files (.zip).

Attaching files
To attach a file, click "Browse" and select the file you want to attach. Then, click "Attach".

Deleting files
To delete a file, in the list of files already attached, select the file you wish to delete. Then, click the corresponding "Delete" button.

> **Browse the referring candidates profile and then click on "Attach"**

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column allows you to select the files relevant to this job submission.

Relevant Files	File Name	Date	Comments	Actions
No files are attached.				

Save and Continue Save as Draft Quit

Referral for: HR - JD (Job Number: 20820) ☐   Step 4 out of 4 | Print/Email

Referrer Info | Resume/CV Upload | Candidate Info | Summary

Submit Save as Draft Quit

Summary

This summary displays the information included in the job submission form. To modify some specific information, click "Edit" next to the relevant section.

Referrer Info | Edit

Edit option helps you to update or make changes to the referring candidate's profile

Referring a person

Shiva Hanumandla
Referring.Employee@hitachiconsulting.com
Hitachi Group Personal ID
Work Phone Number   04040343000
Email address of the person that you are referring   Referred-Candidate@gmail.com
Information about the referred person

Candidate Info | Edit

Personal Information

Referred Candidate
XYZ Street
Hyderabad, 50000
India—Andhra Pradesh—Hyderabad
referred-candidate@gmail.com

Prefix/Title   Mr.
Preferred First Name
Primary Number   Work Phone
Home Phone Number
Mobile Number
Work Phone Number   040-123456

Submit Save as Draft Quit

Click on Submit and Thank you note confirms the submission process

Welcome. You are signed in. | My Account Options   🛒 My Job Cart (0 items) | Sign Out

🔍 Job Search   My Jobpage

Thank You

Process completed

You have successfully sent the online job submission for the person you are referring to us.
We invite you to view the job openings available in our Career section and to further explore the functionalities of your account. Please do not hesitate to refer other relevant candidates to us.

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