



SOFTWARE APPLICATION MANUAL

System:	Human Resource Information System	Date:	May 2025
Portal URL	https://employee.hris-in-powermaccenter.com/	Name:	Pre-employment Document upload in applicant portal and HRIS portal

How to

proceed to pre-employment Requirements upload in HRIS in application progress

Step 1: After the job offer acceptance in application progress, you need to click Next until the pre-employee requirements show in the left side.

Talent Acquisition > Application Progress

Application Progress »

The applicant accepted the Job Offer!

Submitted On: 04/04/2025

Application No: AN-0420251326

Applicant Name: QWESAD ASDQW

Request No: PR-0720240186

Job Position: WAREHOUSE STAFF

Requested By:

View Hiring Process - AGENCY HIRING PROCESS

Initial Interview > 25.00%

Not Started

90% Completed

Previous

Mark as Done

Recommend

Skip

Next

Job Offer

Hire

Close

Screening

Activity	Schedule Date	Location	Link	Status	Conducted By	Questionnaire
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View Hiring Process - AGENCY HIRING PROCESS

Pre-Employment Requirements > 100.00%

Not Started

90% Completed

Previous Mark as Done Recommend Skip Next

Job Offer Hire

Close

Step 2: Click the Recommend button to proceed with the pre-employment requirements.

View Hiring Process - AGENCY HIRING PROCESS

Pre-Employment Requirements > 100.00%

Not Started

90% Completed

Previous Mark as Done Recommend Skip Next

Job Offer Hire

Close

Step 3: Complete the details.

Recommendation

What screening will the applicant **QWESAD ASDQW** go through?

Pre-Employment Requirements Submission of Pre-Employment Requirements.

When and where will the due date of submission?

05/19/2025 10:57 AM Select an Option

Link

Who will be assigned to conduct the screening?

Select an Option

☐ Automatically Confirm Screening


Next Close


Select the due date of submission.

Select where the requirements to be submitted.

Select who will collecting the submitted requirements.


Input the link if you want the requirements to be uploaded online.


Step 4: Once completed, click the  button.

Step 5: Click the  to proceed.

Recommendation

You have just recommended **QWESAD ASDQW** to proceed to the next step and have scheduled a/an **Pre-Employment Requirements - Submission of Pre-Employment Requirements.** to be conducted by **MARY CLAIRE BEDUYA(Employee)** on **05/26/2025** at **11:06 AM** in **HR - Talent Hub - 3rd Level Soho Central Condominium, 748 Shaw Blvd., Cor. Mayflower St. Greenfield District, Mandaluyong City, Power Mac Center Talent Hub.**

 Yes, that's correct!

 Hmm, I changed my mind. I will review my options.

Step 6: HR will now be able the view details of pre-employment requirements of the employee in the screening tab.

Application Progress »

The applicant accepted the Job Offer!

Submitted On: 04/04/2025
Application No: AN-0420251326
Applicant Name: QWESAD ASDQW

Request No: PR-0720240186
Job Position: WAREHOUSE STAFF
Requested By:

View Hiring Process - AGENCY HIRING PROCESS

Pre-Employment Requirements > 100.00%

90% Completed

Not Started

Previous

Mark as Done

Recommend

Skip

Next

Job Offer

Hire

Close

Screening

	Activity	Schedule Date	Location	Link	Status	Conducted By	Questionnaire
	Pre-Employment Requirements Submission of Pre-Employment Requirements.	05/26/2025 11:06 AM Total Reschedule: 0	HR - Talent Hub - 3rd Level Soho Central Condominium, 748 Shaw Blvd., Cor. Mayflower St. Greenfield District, Mandaluyong City, Power Mac Center Talent Hub	n/a	Not Started	MARY CLAIRE BEDUYA Employee	

Edit button to view the submitted documents of the applicant.

Download all uploaded documents.

To view the history if there is any reschedule.

Job Applied

Status

WAREHOUSE STAFF

PISMO DIGITAL LIFESTYLE, INC.

Job Offer

We are pleased to offer you the position of WAREHOUSE STAFF

Starting Date: May 14, 2025

Accepted

[Please click here to open the formal job offer letter](#)

Pre-Employment Requirements

Contact Person: BEDUYA, MARY CLAIRE C.

Link: n/a

Deadline of submission: May 26, 2025 | 11:06 AM

Submit

Decline

Reschedule

Step 7: Once the pre-employment requirements are submitted by the applicant, click the edit icon below to view the attachments.

Talent Acquisition > Application Progress

Application Progress »

The applicant accepted the Job Offer!

Submitted On: 04/04/2025

Application No: AN-0420251326

Applicant Name: QWESAD ASDQW

Request No: PR-0720240186

Job Position: WAREHOUSE STAFF

Requested By:

View Hiring Process - AGENCY HIRING PROCESS

Initial Interview > 25.00%

90% Completed

Not Started

Previous

Mark as Done

Recommend

Skip


Next

Job Offer

Hire

Close

Screening

	Activity	Schedule Date	Location	Link	Status	Conducted By	Questionnaire
	Pre-Employment Requirements Submission of Pre-Employment Requirements.	05/26/2025 11:06 AM Total Reschedule: 0	HR - Talent Hub - 3rd Level Soho Central Condominium, 748 Shaw Blvd., Cor. Mayflower St. Greenfield District, Mandaluyong City, Power Mac Center Talent Hub	n/a	In Progress	MARY CLAIRE BEDUYA Employee	

Step 8: You may download the attachment by clicking the Download icon below.

Talent Acquisition > Application Progress

Application Progress »

The applicant accepted the Job Offer!

Submitted On: 04/04/2025

Application No: AN-0420251326

Applicant Name: QWESAD ASDQW

View Hiring Process - AGENCY HIRING PROCESS

Initial Interview > 25.00%

90% Completed

Not Started

Previous

Mark as Done

Recommend

Skip


Next

Job Offer

Hire




Close

Screening

	Activity	Schedule Date	Location	Link	Status	Conducted By	Questionnaire
	Pre-Employment Requirements Submission of Pre-Employment Requirements.	05/26/2025 11:06 AM Total Reschedule: 0	HR - Talent Hub - 3rd Level Soho Central Condominium, 748 Shaw Blvd., Cor. Mayflower St. Greenfield District, Mandaluyong City, Power Mac Center Talent Hub	n/a	In Progress	MARY CLAIRE BEDUYA Employee	

Document Submission

Submission Due Date: 05/26/2025 11:06 AM

Document Type	Attachment Name	Date Submitted	
	Medical Results	JO_Sample[2338].pdf	05/19/2025
	ID Picture	JO_Sample[1656].pdf	05/19/2025
	Birth Certificate	CV_Sample[2320].pdf	05/19/2025

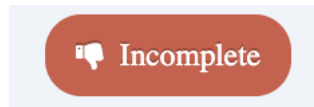
View 1 - 3 of 3

Incomplete

Completed

Close

Step 9: If the requirements are now complete. You may now click the Completed button. If not, click the Incomplete button to notify the applicant to resubmit the document.









Step 10: Input the reason. Then click Ok button.

Document Submission


Submission Due Date:



05/26/2025 11:06 AM

	Document Type	Attachment Name	Date Submitted
 	Medical Results	JO_Sample[2338].pdf	05/19/2025
 	ID Picture		
 	Birth Certificate		

Reasons

Attachments can't read.

 Ok

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View 1 - 3 of 3

 Incomplete

 Completed

 Close

Step 11: Once the applicant is done with the re-uploading of pre-employment documents. You may now click the Completed button to save.