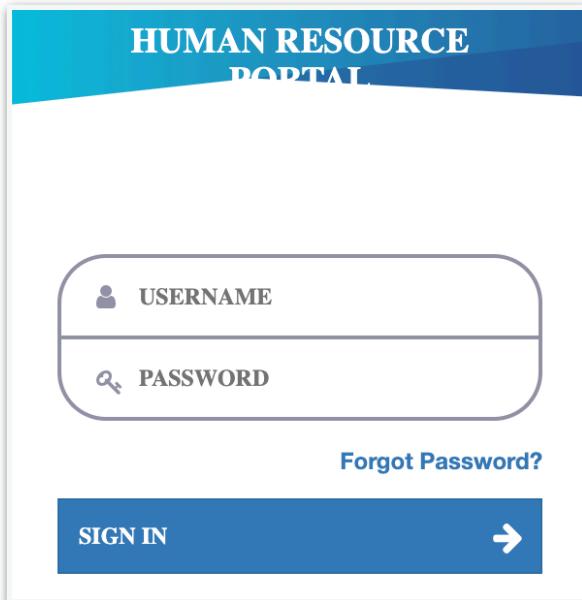


System:	Human Resource Information System	Date:	November 21, 2022
Portal URL	https://hr.hris-in-powermaccenter.com/	Name:	Talent Acquisition Module

HR - HRIS > Talent Acquisition

This is where we can setup the hiring process.

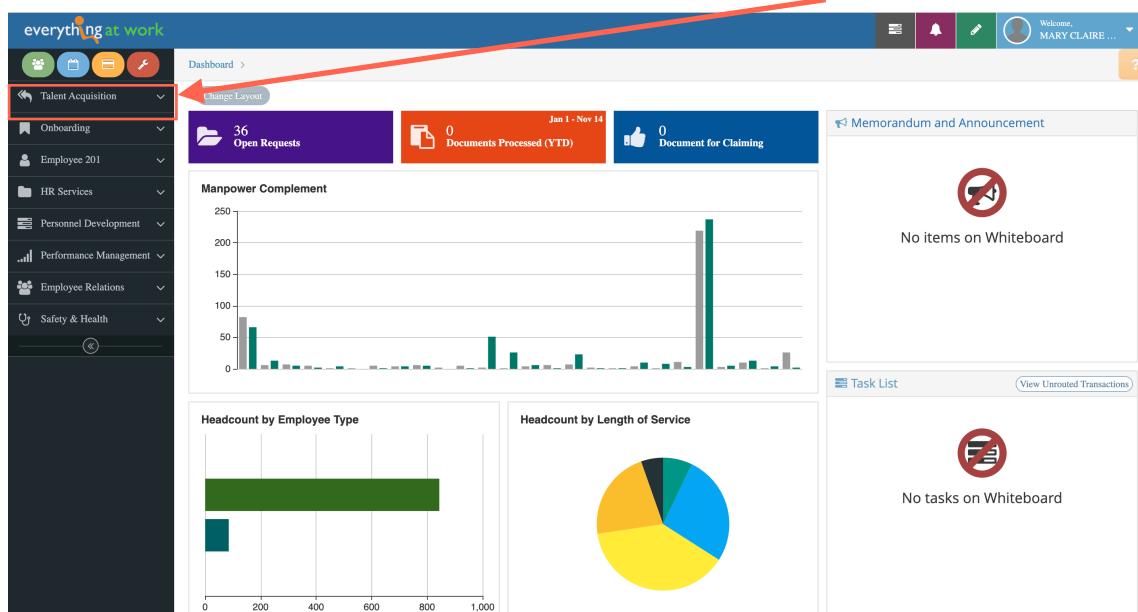
Where can I find this module?



- **SIGN IN**

1. Go to <https://hr.hris-in-powermaccenter.com>
 2. Enter your USERNAME and PASSWORD.
 3. Click SIGN IN

4. On the left side of the HRIS Dashboard, click the **Talent Acquisition**.





Talent Acquisition



Talent Acquisition Set Up



This is where you can setup the screening type, location, interview questionnaire, job post channels, the applicant form questionnaire and determine the hiring process.

Manpower Request

This is where we can request additional / replacement manpower.

Applicant Profile

This is where you can view the profile of an applicant who applied from the Applicant Portal.

Application Progress

You can view the application progress of each applicant here.

Job Offer

View status of job offers if Approved / Disapproved.

Interview Schedule

View the scheduled interviews.

Talent Acquisition Set Up

The talent acquisition set up have 6 parts, set up each part as the other data that will be given here will be the content of the dropdown menus on other sub modules of the Talent Acquisition.

► Screening Type

Define the application screening processes.

► Location

Define all locations of examination and interviews.

► Interview Questionnaire

List all possible questions during the interview

► Job Post Channel

Include here all Job Post Channels used by the company (Jobstreet, Linkedin, PMC Applicant Portal, etc.)

► Applicant Form Questionnaire

Create a group of questions, for each level of interview (Initial interview, Technical interview, Practical Interview, etc.)

► Hiring Process

You can group the tasks and set the milestone percentage to easily track the progress taken by the applicant.(for example, in 3-Fold method consists only Exam, Interview and Job Offer). We can also set in which hiring job position and Department this type of hiring process is applicable.

How to add a Screening type?

1. On the left side, click Talent Acquisition > Talent Acquisition Setup > Screening Type

The screenshot shows the 'Talent Acquisition' dashboard. A red arrow points from the top text 'How to add a Screening type?' down to the 'Screening Type' option in the 'Talent Acquisition Set Up' dropdown menu on the left sidebar.

2. Click the (+) button to add a new screening type.

The screenshot shows the 'Screening Type List' page under 'Talent Acquisition'. A red arrow points from the top text 'Click the (+) button to add a new screening type.' down to the blue '+' button at the bottom left of the table footer.

Screening Type	Screening	Applicable To	Person In Charge
Interview	Initial Interview	Account Manager, Admin Assistant, Admin Manager, Ad...	HR Assistant, HR Specialist, HR Supervisor
Exam	Profiles Exam	Account Manager, Admin Assistant, Admin Manager, Ad...	HR Assistant, HR Specialist, HR Supervisor
Interview	2nd Interview	Account Manager, Admin Assistant, Admin Manager, Ad...	HR Supervisor
Interview	3rd Interview	Account Manager, Admin Assistant, Admin Manager, Ad...	Director
Interview	Final Interview	Account Manager, Admin Assistant, Admin Manager, Ad...	Admin Manager, Area Manager, Category Manager, Chan...
Interview	Interview	MAC Expert	Area Manager, HR Assistant, HR Supervisor

3. This window will appear and will let you select which screening category(screening type) it falls.

If you want to add an entity here, kindly inform the BIT Team to request for the back end configuration

4. Enter a description and details for this.

5. Select the Job Positions that this screening type is applicable.

6. Select also the Job Position of the Person in Charge in this screening.

Screening Type Details

Screening Type: Please select

Details: Description:

Applicable To

Background Check

Document Submission

Exam

Interview

Pre-Employment Medical Exam

Person in Charge

Search Position

Select All

Account Manager

Admin Assistant

Admin Manager

Administration Assistant

Administrative Assistant

Allow Email: NO

Save Close



7. Tick the “Allow Email” to yes, if you want the applicant to receive an email notification when this screening type is assigned to them.

8. Click “Save” button once done.

Screening Type Details

Screening Type:	Interview	Description:	Technical Interview HR
Details:	Interview to assess Technical Ability/ Technical knowledge required for the role.		
Applicable To		Person in Charge	
Search Position	<input type="text"/>	Search Position	<input type="text"/>
<input type="checkbox"/> Graphic Artist		<input type="checkbox"/> HR Marketing Specialist	
<input type="checkbox"/> Head		<input type="checkbox"/> HR Marketing Supervisor	
<input type="checkbox"/> Head Cashier		<input type="checkbox"/> HR Specialist	
<input checked="" type="checkbox"/> HR Assistant		<input checked="" type="checkbox"/> HR Supervisor	
<input type="checkbox"/> HR Marketing Specialist		<input type="checkbox"/> Inventory Analyst	
<input type="checkbox"/> HR Marketing Supervisor		<input type="checkbox"/> Inventory Control	
<input type="checkbox"/> HR Specialist			

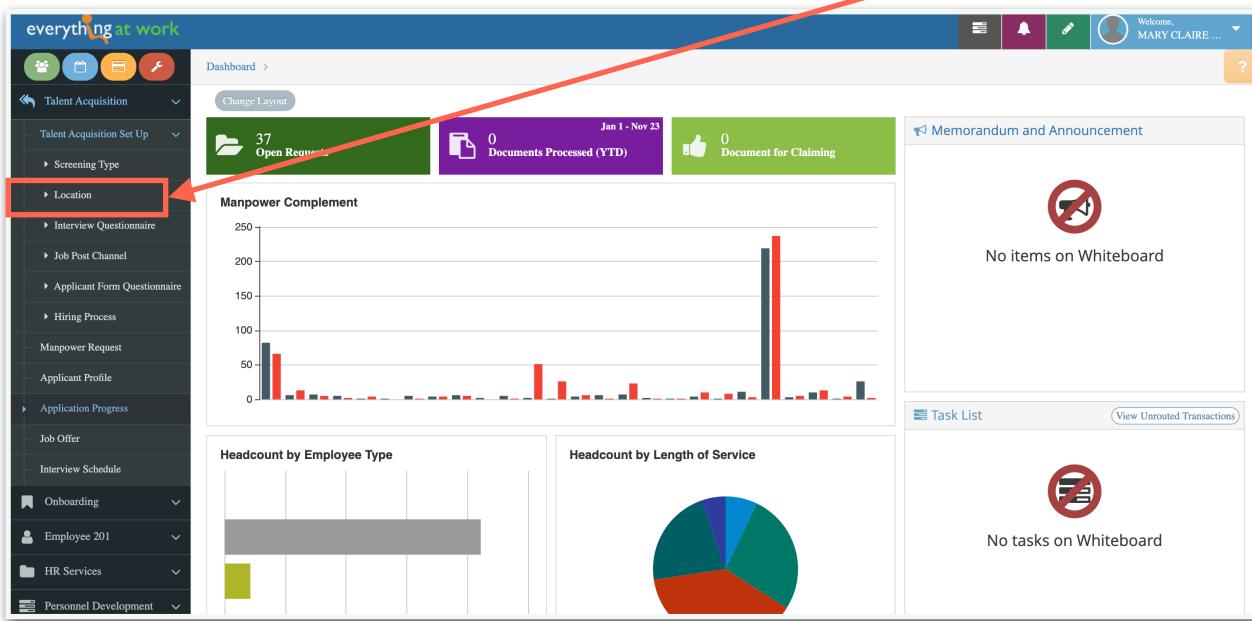
Allow Email: YES

Newly added screening will now appear on the list.

Screening Type List				
	Screening Type	Screening	Applicable To	Person In Charge
	Interview	Initial Interview	Account Manager, Admin Assistant, Admin Manager, Ad...	HR Assistant, HR Specialist, HR Supervisor
	Exam	Profiles Exam	Account Manager, Admin Assistant, Admin Manager, Ad...	HR Assistant, HR Specialist, HR Supervisor
	Interview	2nd Interview	Account Manager, Admin Assistant, Admin Manager, Ad...	HR Supervisor
	Interview	3rd Interview	Account Manager, Admin Assistant, Admin Manager, Ad...	Director
	Interview	Final Interview	Account Manager, Admin Assistant, Admin Manager, Ad...	Admin Manager, Area Manager, Category Manager, Chan...
	Interview	Interview	MAC Expert	Area Manager, HR Assistant, HR Supervisor
	Interview	Technical Interview HR	HR Assistant	HR Supervisor

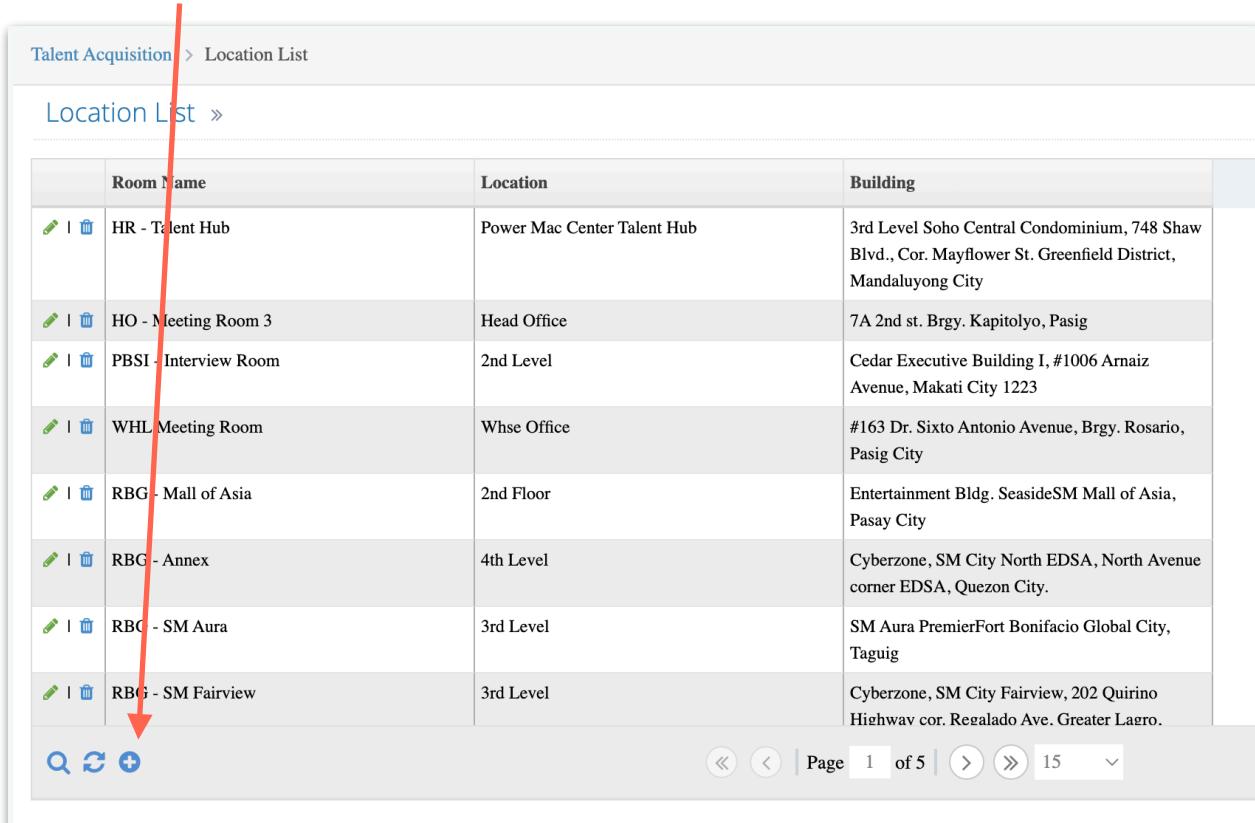
How to add a Location?

1. On the left side, click Talent Acquisition > Talent Acquisition Setup > Location



The screenshot shows the 'Talent Acquisition' dashboard. On the left sidebar, under 'Talent Acquisition Set Up', the 'Location' option is highlighted with a red box and a red arrow pointing to it from the top-left. The main area displays several charts: 'Manpower Complement' (a bar chart), 'Headcount by Employee Type' (a horizontal bar chart), and 'Headcount by Length of Service' (a pie chart). To the right, there are two sections: 'Memorandum and Announcement' (showing 'No items on Whiteboard') and 'Task List' (showing 'No tasks on Whiteboard'). The top navigation bar includes icons for Home, Dashboard, Change Layout, Notifications, and Profile.

2. Click the Add (+) button.



The screenshot shows the 'Location List' page under 'Talent Acquisition'. At the top, there's a breadcrumb trail: 'Talent Acquisition > Location List'. Below it, a header says 'Location List' with a backlink. The main content is a table with columns: 'Room Name', 'Location', and 'Building'. The table lists eight locations with their details. At the bottom of the table, there are three blue navigation icons: a magnifying glass (Search), a circular arrow (Refresh), and a plus sign (Add). A red arrow points from the top of the 'Add (+)' icon down to the plus sign icon.

Room Name	Location	Building
HR - Talent Hub	Power Mac Center Talent Hub	3rd Level Soho Central Condominium, 748 Shaw Blvd., Cor. Mayflower St. Greenfield District, Mandaluyong City
HO - Meeting Room 3	Head Office	7A 2nd st. Brgy. Kapitolyo, Pasig
PBSI - Interview Room	2nd Level	Cedar Executive Building I, #1006 Arnaiz Avenue, Makati City 1223
WHL Meeting Room	Whse Office	#163 Dr. Sixto Antonio Avenue, Brgy. Rosario, Pasig City
RBG - Mall of Asia	2nd Floor	Entertainment Bldg. SeasideSM Mall of Asia, Pasay City
RBG - Annex	4th Level	Cyberzone, SM City North EDSA, North Avenue corner EDSA, Quezon City.
RBC - SM Aura	3rd Level	SM Aura PremierFort Bonifacio Global City, Taguig
RBG - SM Fairview	3rd Level	Cyberzone, SM City Fairview, 202 Quirino Highway cor. Regalado Ave. Greater Lauro.

3. Enter the Room Name, Location and Building

4. Then click “Save”.

Location

Room Name: Board Room

Location: Head Office Pasig

Building: 7A 2nd St. Brgy. Kapitolyo, Pasig, City

 Save  Close

You may now see the newly added location on the list.

Talent Acquisition > Location List

Location List »

	Room Name	Location	Building
 	AASP - Zamboanga	2nd Floor	KCC De Zamboanga, GovernorCamino Nuevo, Zamboanga City
 	AASP - Limketkai Mall CDO	2nd Level	Limketkai Mall, CDO
 	Board Room	Head Office Pasig	7A 2nd St. Brgy. Kapitolyo, Pasig, City

Page 5 of 5 |   

How to add an Interview Questionnaire?

1. On the left side, click Talent Acquisition > Talent Acquisition Setup > Interview Questionnaire

The screenshot shows the 'everything at work' dashboard with the 'Talent Acquisition' menu open. The 'Interview Questionnaire' option is highlighted with a red box and a red arrow pointing to it. The main content area displays various metrics and charts related to manpower complement, headcount by employee type, and headcount by length of service.

2. Click the Add (+) button to add a group of questions.

The screenshot shows the 'Interview Questionnaire List' page under the 'Talent Acquisition' section. It displays a table with one row of data: Questionnaire Form Code (APP1), Questionnaire For (Job Position), and Applicable To (Account Manager, Admin Assistant, Admin Manager, Adm...). At the bottom, there are search and filter icons, and a page navigation bar indicating Page 1 of 1 with 15 items.

3. Fill up the fields on the upper part. (Questionnaire Form Code, Questionnaire For, Passing Score, and what position/ job rank it is applicable to.)

4. Click the Add (+) button to add questions.

The screenshot shows a software interface for managing interview questionnaires. At the top, there's a header 'Interview Questionnaire >'. Below it, a form is displayed with the following fields:

- Questionnaire Form Code: Interview - Managerial
- Applicable To: A dropdown menu titled 'Select Job Rank' containing options like 'Select All', 'EXCOM', 'Managerial' (which is checked), 'Professional', 'Staff Level', and 'Supervisor'.
- Questionnaire For: Job Rank
- Passing Score: 80.00 %

A large red box surrounds the first four fields. A red arrow points from this box down to the bottom of the screen, where there's a toolbar with icons for search, refresh, and add. The 'Add' icon is highlighted with a blue circle. Below the toolbar, a message says 'No records to view'.

5. Enter a question and choose evaluation and competency.

6. Click “Add” button.

This screenshot shows a modal dialog box titled 'Details' for adding a new question. The form includes the following fields:

- Question: A text input field containing the text 'What's your management style?'
- Evaluation Category: A dropdown menu showing 'Sample'.
- Competency: A dropdown menu showing 'Sample Competency'.

At the bottom of the dialog, there are two buttons: a blue 'Add' button with a plus sign and a grey 'Close' button with a close symbol. The 'Add' button is highlighted with a blue circle.

7. Once you're done adding questions, you may now save this questionnaire. Click "Save" button on the bottom part.

The screenshot shows a questionnaire setup screen. At the top, there are input fields for 'Questionnaire Form Code' (Interview - Managerial), 'Applicable To' (Job Rank), and 'Passing Score' (80.00%). To the right of these is a 'Select Job Rank' sidebar with checkboxes for Managerial (selected) and other ranks like EXCOM, Professional, Staff Level, and Supervisor. Below this is a table titled 'Details' containing four rows of questions, each with edit and delete icons. The last row is highlighted in green. At the bottom, there are navigation icons (Search, Refresh, Add), a page number indicator (Page 1 of 0), and a status message (View 1 - 4 of 4). A prominent red arrow points from the text in step 7 down to the 'Save' button at the bottom right, which has a blue background and white text.

Question	Evaluation Category	Competency
What's your management style?	Sample	Sample Competency
How do you see a manager's role on a team?	Sample	Sample Competency
How do you motivate a team?	Sample	Sample Competency
Tell me about a time you dealt with a difficult employee.	Sample	Sample Competency

Save Close

How to add a Job Post Channel?

1. On the left side, click Talent Acquisition > Talent Acquisition Setup > Job Post Channel

The screenshot shows the 'Talent Acquisition' section of the dashboard. A red arrow points from the top-left towards the 'Job Post Channel' option in the 'Talent Acquisition Set Up' dropdown menu. The 'Job Post Channel' option is highlighted with a red box.

2. Click the Add (+) button to add a Job Channel

The screenshot shows the 'Job Post Channel List' page. A red arrow points from the top-left towards the bottom-left corner of the page, where there are three small blue icons: a magnifying glass, a circular arrow, and a plus sign. The plus sign icon represents the 'Add' button.

3. Add Job Post Channels by clicking the add button.

4. Click “Save” once done.

The screenshot shows a software interface for managing job post channels. At the top, there's a header bar with 'Talent Acquisition > Job Post Channel'. Below it, a sub-header says 'Job Post Channel >'. The main area has two input fields: 'Job Post Channel:' containing 'Online Job Site' and 'Description:' containing 'Online Job Site'. A large red arrow points from the text 'Add Job Post Channels by clicking the add button.' to a blue '+' icon located at the bottom left of the provider list table. Another red arrow points from the text 'Click “Save” once done.' to the 'Save' button at the bottom right. The provider list table has columns for 'Provider Name', 'Location', 'Method', 'Est Cost', and 'Notes'. It lists four providers: PMC Website, Jobstreet, Indeed, and LinkedIn, each with its respective URL and method set to 'On Site' and estimated cost to '0.00'. At the bottom of the table, there are search, refresh, and add icons, along with a page navigation section showing 'Page 1 of 1' and '15' items. To the right, it says 'View 1 - 4 of 4'. The bottom right corner features 'Save' and 'Close' buttons.

Provider Name	Location	Method	Est Cost	Notes
PMC Website	https://powermaccenter.com/careers/	On Site	0.00	
Jobstreet	https://www.jobstreet.com.ph/en/companies/4939/power-mac-center/jobs	On Site	0.00	
Indeed	https://www.indeed.com.ph/Power-Mac-Center-jobs	On Site	0.00	
LinkedIn	https://www.linkedin.com/company/power-mac-center/ (company page only)	On Site	0.00	

View 1 - 4 of 4

Save Close

How to add an Applicant Form Questionnaire?

1. On the left side, click Talent Acquisition > Talent Acquisition Setup > Applicant Form Questionnaire

The screenshot shows the 'Talent Acquisition' dashboard. A red arrow points from the top-left navigation bar down to the 'Applicant Form Questionnaire' link in the 'Talent Acquisition Set Up' section of the sidebar.

2. Click "Add".

The screenshot shows the 'Applicant Form Questionnaire List' page. A red arrow points from the top-left of the page down to the search/filter icons at the bottom.

Name	Description	Company
APPLICATION FORM		AGENCY
PMC Questionnaire	Common to questions to fresh grad applicants	Power Mac Center, Inc.

At the bottom of the page, there are search and filter icons: a magnifying glass, a refresh symbol, and a plus sign.

3. Enter a “Form Name, Description and Company”

4. Tick “Yes” on multiple section if applicable.

5. Click “Add” to add sections.

Talent Acquisition > Applicant Form Questionnaire

Applicant Form Questionnaire »

Form Name: PMC Questionnaire Company: Power Mac Center, Inc.

Description: Common to questions to fresh grad applicants Multiple Sections: YES

Sections Questions

You can drag and drop rows to arrange its sort order.

Section
Logical Reasoning
General Knowledge

View 1 - 2 of 2

Preview Save Close

A red arrow points from the top of the page down to the 'Questions' tab in the navigation bar at the bottom of the screenshot.

6. Put the questions on the next tab. Click the (+) button to add question.

Applicant Form Questionnaire »

Form Name: PMC Questionnaire Company: Power Mac Center, Inc.

Description: Common to questions to fresh grad applicants Multiple Sections: YES

Sections Questions

You can drag and drop rows to arrange its sort order.

Control Type	Required	Question	Options	Answer
- Logical Reasoning				
- Page 1				
Radio Option	Yes	Look at this series: 12, 11, 13, 12, 14, 13, ... What number should come next?	10 16 13 15	15

View 1 - 1 of 1

Preview Save Close

A red arrow points from the top of the page down to the 'Questions' tab in the navigation bar at the bottom of the screenshot.

7. Select which section you are adding a question and select display page this question this appear.

Question

Section: Please select ▾
Display Page: Please select ▾
Sort Order:
Type: Logical Reasoning
General Knowledge

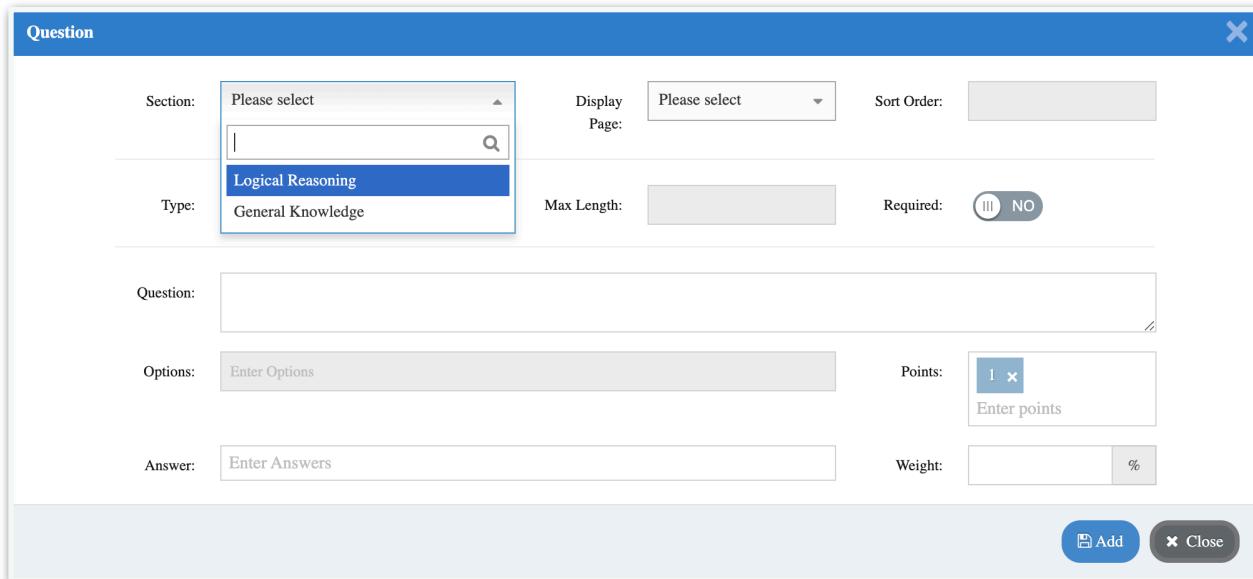
Max Length: Required: NO

Question:

Options: Enter Options Points: 1
Enter points

Answer: Enter Answers Weight: %

Add Close



8. Select Type of input for answers, set max length if type is text box

Question

Section: General Knowledge Display Page: New Page Sort Order: 1

Type: Please select ▾
Required: NO

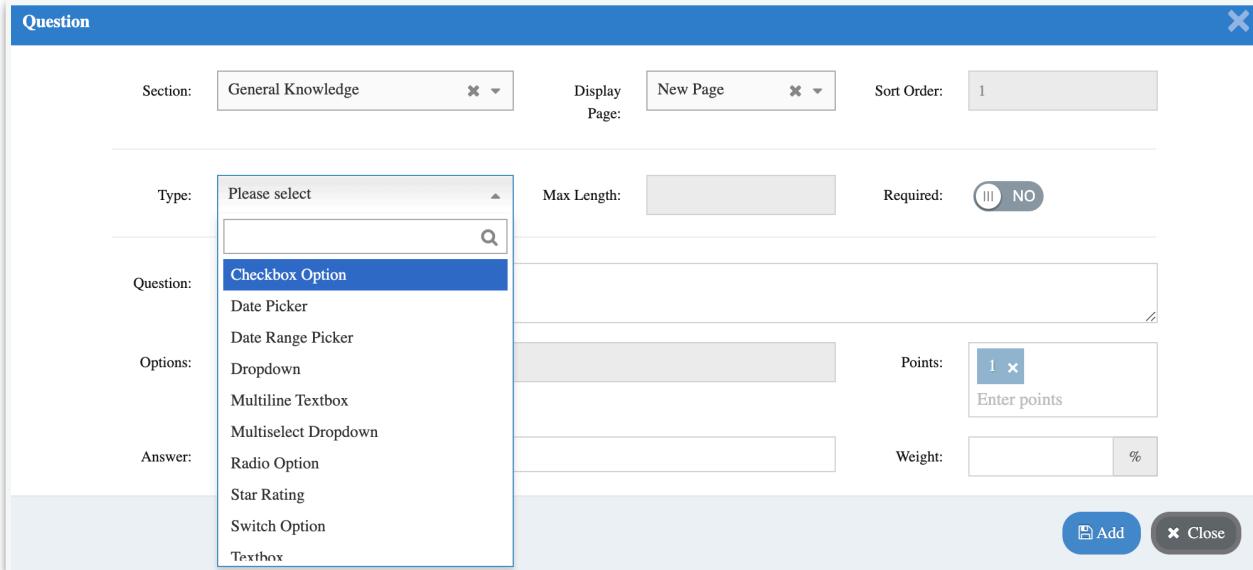
Question: Checkbox Option
Date Picker
Date Range Picker
Dropdown
Multiline Textbox
Multiselect Dropdown
Radio Option
Star Rating
Switch Option
Textbox

Options: Max Length:

Answer: Points: 1
Enter points

Weight: %

Add Close



9. Set a question and options for the answer (if applicable).
10. Set points for the right answer and its weight on overall points.
11. Enter the right answer.
12. Click the “Update” button.

Question

Section:	General Knowledge	Display Page:	1	Sort Order:	1
Type:	Radio Option	Max Length:			
Question:	Who discovered that the earth revolves around the sun?				
Options:	Nicolaus Copernicus <input checked="" type="checkbox"/> Albert Einstein <input checked="" type="checkbox"/> Isaac Newton <input checked="" type="checkbox"/> Charles Darwin <input checked="" type="checkbox"/>			Points:	1 <input checked="" type="checkbox"/> 0 <input checked="" type="checkbox"/> Enter points
Answer:	Nicolaus Copernicus <input checked="" type="checkbox"/> Enter Answers			Weight:	10 %
<input type="button" value="Update"/> <input type="button" value="Close"/>					

13. Once you are done setting up the questions, click “Save” then you can now preview it.

Talent Acquisition > Applicant Form Questionnaire

Applicant Form Questionnaire »

Form Name:	PMC Questionnaire	Company:	Power Mac Center, Inc.																				
Description:	PMC Questionnaire																						
Multiple Sections: <input checked="" type="checkbox"/> YES <input type="checkbox"/>																							
<input type="button" value="Sections"/>		<input type="button" value="Questions"/>																					
<p>You can drag and drop rows to arrange its sort order.</p> <table border="1"> <thead> <tr> <th>Control Type</th> <th>Required</th> <th>Question</th> <th>Options</th> <th>Answer</th> </tr> </thead> <tbody> <tr> <td>Radio Option</td> <td>Yes</td> <td>Look at this series: 12, 11, 13, 12, 14, 13, ... What number should come next?</td> <td>10 16 13 15</td> <td>15</td> </tr> <tr> <td colspan="5"> General Knowledge <ul style="list-style-type: none"> Page 1 <table border="1"> <tr> <td>Radio Option</td> <td>Yes</td> <td>Who discovered that the earth revolves around the sun?</td> <td>Nicolaus Copernicus Albert Einstein Isaac Newton Charles Darwin</td> <td>Nicolaus Copernicus</td> </tr> </table> </td> </tr> </tbody> </table>				Control Type	Required	Question	Options	Answer	Radio Option	Yes	Look at this series: 12, 11, 13, 12, 14, 13, ... What number should come next?	10 16 13 15	15	General Knowledge <ul style="list-style-type: none"> Page 1 <table border="1"> <tr> <td>Radio Option</td> <td>Yes</td> <td>Who discovered that the earth revolves around the sun?</td> <td>Nicolaus Copernicus Albert Einstein Isaac Newton Charles Darwin</td> <td>Nicolaus Copernicus</td> </tr> </table>					Radio Option	Yes	Who discovered that the earth revolves around the sun?	Nicolaus Copernicus Albert Einstein Isaac Newton Charles Darwin	Nicolaus Copernicus
Control Type	Required	Question	Options	Answer																			
Radio Option	Yes	Look at this series: 12, 11, 13, 12, 14, 13, ... What number should come next?	10 16 13 15	15																			
General Knowledge <ul style="list-style-type: none"> Page 1 <table border="1"> <tr> <td>Radio Option</td> <td>Yes</td> <td>Who discovered that the earth revolves around the sun?</td> <td>Nicolaus Copernicus Albert Einstein Isaac Newton Charles Darwin</td> <td>Nicolaus Copernicus</td> </tr> </table>					Radio Option	Yes	Who discovered that the earth revolves around the sun?	Nicolaus Copernicus Albert Einstein Isaac Newton Charles Darwin	Nicolaus Copernicus														
Radio Option	Yes	Who discovered that the earth revolves around the sun?	Nicolaus Copernicus Albert Einstein Isaac Newton Charles Darwin	Nicolaus Copernicus																			
<input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/>		Page 1 of 1 <input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/> 15 <input type="button" value=""/>		View 1 - 2 of 2																			
<input type="button" value="Preview"/>		<input type="button" value="Save"/> <input type="button" value="Close"/>																					

Sample preview of questionnaire.

PMC Questionnaire

Logical Reasoning

Page 1

1. Look at this series: 12, 11, 13, 12, 14, 13, ... What number should come next? *

or

10
 16
 13
 15

[◀ Previous](#) [Next ▶](#) [✖ Close](#)

How to add a Hiring Process?

1. On the left side, click Talent Acquisition > Talent Acquisition Setup > Hiring Process.

The screenshot shows the 'everything at work' Talent Acquisition dashboard. On the left sidebar, under 'Talent Acquisition Set Up', the 'Hiring Process' option is highlighted with a red box and a red arrow pointing to it from the previous step's instruction. The main dashboard area displays several key metrics and charts:

- Open Requests:** 37
- Documents Processed (YTD):** 0
- Jan 1 - Nov 23:** 25
- Document for Claiming:** 0

Below these are two charts: 'Manpower Complement' (a bar chart) and 'Headcount by Employee Type' (a horizontal bar chart). To the right, there are sections for 'Memorandum and Announcement' (with a 'No items on Whiteboard' message and a megaphone icon) and 'Task List' (with a 'No tasks on Whiteboard' message and a clipboard icon).

2. Click the Add (+) button.

The screenshot shows the 'Hiring Process List' page within the Talent Acquisition module. The 'Hiring Process' section of the sidebar is highlighted with a blue box and a blue arrow pointing to the 'Add' button in the bottom-left corner of the main content area. A large blue callout box contains the following text:

Hiring Process
This is where you can setup your company's hiring process. The hiring process can vary depending on the department and job position

Below this, another blue callout box contains the instruction:

Click on the Add button to add a new Hiring Process.

3. Enter a name and description for this Hiring Process.

Hiring Process: Project Manager Hiring Process

Description: Project Manager Hiring Process

Department: None selected

Job Position: 1 selected

Enter a name and description for this Hiring Process.

4. Select the Departments and Job positions that this hiring process is applicable.

Hiring Process: Project Manager Hiring Process

Department: None selected

Job Position:

Select the Department(s) and Job Position(s) that this hiring process is applicable to.

Activity Type	Activity	Milestone %	Allow skip
Others	Resume Screening	10.00	No
Others	Portfolio Screening	25.00	No
Exam	Screening Exam	30.00	No
Exam	Preliminary Exam	40.00	No
Interview	Initial Interview	50.00	No
Interview	Panel Interview	60.00	No
Interview	Final Interview	70.00	No
Background Check	Background Check	80.00	No
Job Offer	Job Offer	85.00	No

5. Add an activity, click (+) button.

The screenshot shows the 'Hiring Process' configuration page. At the top, there are fields for 'Hiring Process' (set to 'Project Manager Hiring Process'), 'Department' (set to 'None selected'), and 'Job Position' (set to '1 selected'). Below these are tabs for 'Screening Activity' and 'Template Configuration'. A note says 'You can drag and drop rows to arrange its sort order.' A dropdown menu 'Copy activities from other Hiring Process:' is open, showing options like 'Select an Option', 'Resume Screening', 'Portfolio Screening', etc. A large blue callout box highlights this area with the text: 'This is where you can setup the activities that make-up this hiring process'. The main table lists various activity types with their details. Buttons at the bottom right include 'Save' and 'Close'.

6. Select activity type that you want to add and put other necessary details.
 7. Click "Add".

The screenshot shows the 'Screening Activity' dialog box. It has fields for 'Activity Type' (dropdown, currently 'Please select'), 'Activity Name' (dropdown, currently 'Exam'), 'Sections' (dropdown, currently 'Interview'), 'Milestone' (dropdown, currently 'Hiring'), 'Passing Score' (dropdown, currently 'Pre-Employment Medical Exam'), 'Notification Template' (dropdown, currently 'Background Check'), 'Allow Skip' (radio button set to 'NO'), 'Hide Comments' (radio button set to 'NO'), 'Show Overall Rating' (radio button set to 'NO'), and 'Save profile in Employee 201?' (radio button set to 'NO'). At the bottom are 'Add' and 'Close' buttons. The background shows the main 'Hiring Process' configuration screen.

7. Select the Activity Name, milestone percentage, passing score and select a notification template.

8. Tick “Yes” if you want to allow skip, hide comments, show overall rating.

Save profile in employee 201 is currently not active

9. Click “Add”.

Process »

Hiring Process: Project Manager

Description: Project Manager

Screening Activity Template Configuration

You can drag and drop rows to arrange its sort order

Copy activities from other Hiring Process:

Activity Type	Activity Name
Interview	Initial Interview

Screening Activity

Activity Type: Exam

Activity Name: Profiles Exam

Sections: Enter here

Milestone: 10.00 %

Passing Score: 80.00 %

Notification Template: User Agreement For Employee Portal

Allow Skip: NO

Hide Comments: NO

Show Overall Rating: NO

Save profile in Employee 201? NO

Add Close

10. Once done adding activities, Click “Save”.

The screenshot shows the 'Hiring Process' configuration screen. On the left, a sidebar lists various talent acquisition modules. The main area displays a table of hiring activities. A blue callout box points to the 'Activity Type' column header, with the text: 'Click the pencil icon to edit an existing activity'. Another blue callout box points to the trashcan icon in the same column, with the text: 'Click the trashcan icon to delete an activity'. A third blue callout box points to the 'Save' button at the bottom right, with the text: 'Once you are done, click Save to save your changes.' The table includes columns for Activity Type, %, Allow Skip, Hide Comment, Show Overall Rating, Passing Percentage, and Save profile in 201.

11. Go to the next tab to setup template configuration. You can set what email templates you will need to use in this hiring process.

The screenshot shows the 'Template Configuration' tab of the hiring process. It includes fields for 'Template Type' (set to 'Screening (Applicant)'), 'Notification Template' (set to 'Screening (Applicant)'), 'Allow Send Email' (dropdown menu open), and 'Allow Send SMS' (dropdown menu open). A blue callout box points to the 'Allow Send Email' dropdown with the text: 'Select the type of template you want to add'. Another blue callout box points to the 'Allow Send SMS' dropdown with the text: 'Choose the particular template. Templates are setup in the Template Builder section under the Maintenance Module.' A third blue callout box points to the 'Save' button at the bottom right, with the text: 'Click to update or add your changes.' The dropdown menus show options like 'Screening (Applicant)', 'Reject', 'Job Offer', etc., and 'Another (Future Job Opening)', 'Another Position (Current Job Opening)', etc.

Setting up email template on Template Builder

1. Go to Maintenance > Template Builder

2. Click (+) to add.

The Template Builder feature under the Maintenance Module is where you can setup the email templates to be used for communicating with applicants and the ones who will conduct the screening activities

3. Fill the fields on the top.

4. Insert email template. If you will need a system data in this email, you can just drag and drop the keyword where you want to place it, you may see the available data on the right side of the page.

Sample template for recommending an applicant for further screening

Talent Acquisition

Manpower: Company
Manpower: Company Address
Manpower: Department
Manpower: Job Position
Manpower: Job Position - Description
Manpower: Job Position - Other Qualifications
Manpower: Reporting To Name
Manpower: Reporting To Position
Manpower: Recommended Job Position
Manpower: URL (Applicant Portal)
Screening: Event
Screening: Actual Date
Screening: Actual Time
Screening: Location
Screening: Conductor Title Lastname
Screening: Conductor Email Address
Screening: Conductor Contact No
Screening: Reschedule Date
Screening: Reschedule Time
Job Offer: Salary Factor

Save Close

5. Click "Save".

Manpower Request

This is where we can request additional / replacement manpower.

How to request a Manpower?

1. Go to Talent Acquisition > Manpower Request.

The screenshot shows the Talent Acquisition dashboard with a sidebar menu. The 'Manpower Request' option is highlighted with a red box and has a red arrow pointing to it from the previous step's description. The main area displays several charts and metrics related to manpower complement and headcount by employee type and length of service.

2. Click the (+) button to make a request. You can also view the status of other requests here.

The screenshot shows the 'Manpower Request List' page. It displays a grid of current requests with columns for Date Requested, Request No., Requested By, Request Status, Department, Job Position, Applicants / Openings, and Job Opening Status. At the bottom left of the grid, there is a blue '+' button with a red arrow pointing to it from the previous step's description, indicating where to click to make a new request.

3. On Job Request tab, input necessary informations on given fields.

Job Request

Request Date: 12/02/2022

Requested By: BEDUYA, MARY CLAIRE

Reason for Request: Additional

Job Salary Description:

Currency: PHP

Minimum Salary: 0.00 /month

Maximum Salary: 0.00 /month

Source: Internal External
 Full-time Part-time

Employment Status: Direct - Probationary

Is this incorporated in this year's budget?: Yes No

Current head count: 1

No. of vacancies: 2

Justification Request: Additional Support staff

Questionnaire: Select an Option

Save Close

4. On the next tab (Qualifications), enter job description and its qualifications.

Qualifications

Job Description & Qualifications

Job Specifications/Duties

Other Qualifications

Technical Support Responsibilities:

- Identifying hardware and software solutions.
- Troubleshooting technical issues.
- Diagnosing and repairing faults.
- Resolving network issues.
- Installing and configuring hardware and software.
- Speaking to customers to quickly get to the root of their problem.
- Providing timely and accurate customer feedback.
- Talking customers through a series of actions to resolve a problem.
- Following up with clients to ensure the problem is resolved.
- Replacing or repairing the necessary parts.
- Supporting the roll-out of new applications.
- Providing support in the form of procedural documentation.
- Managing multiple cases at one time.
- Testing and evaluating new technologies.
- Conducting electrical safety checks on equipment.

5. Set other qualifications on the tab next to job specifications/duties.

The screenshot shows a software interface for managing job requests. At the top, there are several tabs: 'Job Request', 'Qualifications' (which is the active tab), 'Job Post Channels', 'Recommended Applicants', 'Documents', and 'Persons-in-Charge'. Below these tabs, there are two sub-tabs: 'Job Description & Qualifications' and 'Other Details'. The 'Other Qualifications' sub-tab is currently selected. In the main content area, the title 'Technical Support Requirements:' is displayed above a bulleted list of qualifications:

- Degree in computer science or information technology.
- Certification in Microsoft, Linux, or Cisco is advantageous.
- Prior experience in tech support, desktop support, or a similar role.
- Proficiency in Windows/Linux/Mac OS.
- Experience with remote desktop applications and help desk software.
- Attention to detail and good problem-solving skills.
- Excellent interpersonal skills.
- Good written and verbal communication.

6. Select job post channels and set a budget/ cost for it and the range of date.

The screenshot shows a software interface for managing manpower requests. At the top, there are tabs: 'Talent Acquisition' (selected), 'Manpower Request Form' (active), and 'Manpower Request Form' (disabled). Below these, there are sub-tabs: 'Manpower Request No.', 'Job Code:', 'Job Position:', and 'URL:'. A 'Submit' button is located below the URL field. On the right side, there is a 'Request Status' section and a 'CLAIRES' entry. A modal window titled 'Job Post Channel' is open in the center. It contains the following fields:

- Channel Type: Online Job Site
- Provider: Indeed
- Cost: 0.00
- Date: 12/05/2022 - 12/31/2022

At the bottom of the modal, there are 'Save' and 'Close' buttons. The background shows a list of providers, with 'Jobstreet' being the last item visible. At the bottom of the screen, there are search and filter icons, a page navigation bar, and a message 'View 1 - 1 of 1'.

7. The recommended applicants will be displayed in this tab.

Talent Acquisition > Manpower Request Form

Manpower Request Form »

Manpower Request No:	Request Status:
Job Code:	Job Opening Status:
Job Position:	Requested Span:
URL:	Requested By: BEDUYA, MARY CLAIRE

Submit **Save** **Close**

Job Request **Qualifications** **Job Post Channels** **Recommended Applicants** **Documents** **Persons-in-Charge**

Last Applied Position	Applicant	Educational Attainment	Recommended By

Search **Refresh** Page 1 of 1 15

8. Documents tab, you can add/ attach files needed for this manpower request

Talent Acquisition > Manpower Request Form

Manpower Request Form »

Manpower Request No:	Request Status:
Job Code:	Job Opening Status:
Job Position:	Requested Span:
URL:	Requested By: BEDUYA, MARY CLAIRE

Submit **Save** **Close**

Job Request **Qualifications** **Job Post Channels** **Recommended Applicants** **Documents** **Persons-in-Charge**

File Name	Remarks	Uploaded By	Date Upload

Search **Refresh** **Add** Page 1 of 0 15 No records to view

9. Select persons that will be in charge .

10. Once done. Click “Save” then “Submit”.

Talent Acquisition > Manpower Request Form

Manpower Request Form »

Manpower Request No:	Request Status:
Job Code:	Job Opening Status:
Job Position:	Requested Span:
URL:	Requested By: BEDUYA, MARY CLAIRE

Submit **Save** **Close**

Job Request Qualifications Job Post Channels Recommended Applicants Documents Persons-in-Charge

Marking employees in this list will limit the access of the application progress based on the selected users.
Otherwise, all users with access to the Application Progress will have access to all records.

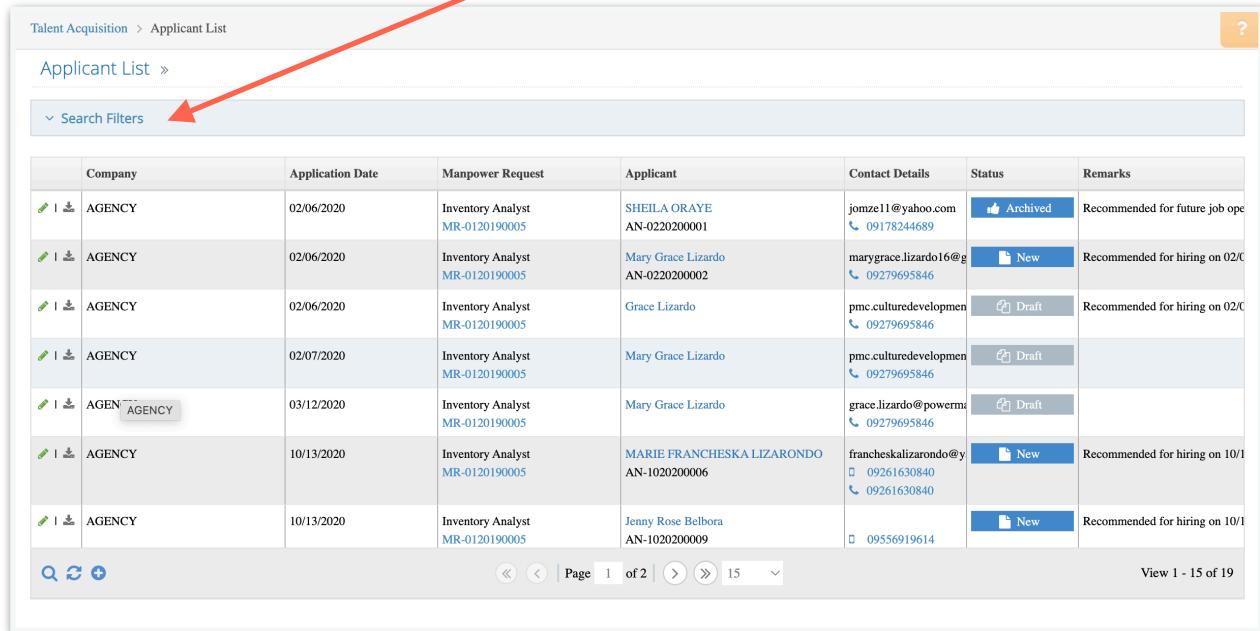
Search Employee

<input type="checkbox"/>	CIVANES, LEAH AUSUA
<input type="checkbox"/>	Chua, Aileen Lee
<input type="checkbox"/>	DE GUIA, LERMA RARIZA
<input checked="" type="checkbox"/>	FLORES, RUSSEL DIMACULANGAN
<input type="checkbox"/>	GARDUQUE, LULUBELLE BELLE
<input checked="" type="checkbox"/>	LEGASPI, CATHERINE SILVALLANA
<input checked="" type="checkbox"/>	ORAYE, SHEILA BARTOLOME

Applicant Profile

This will display all applicant profile, the status of the screening, remarks and you can also add their additional details such as documents, trainings attended, spouse, parents, children and siblings, awards and citations and etc when you view their profile. **Applicants applied through Applicant portal will be Automatically displayed here.**

To search for an applicant, click on the “Search Filters”.



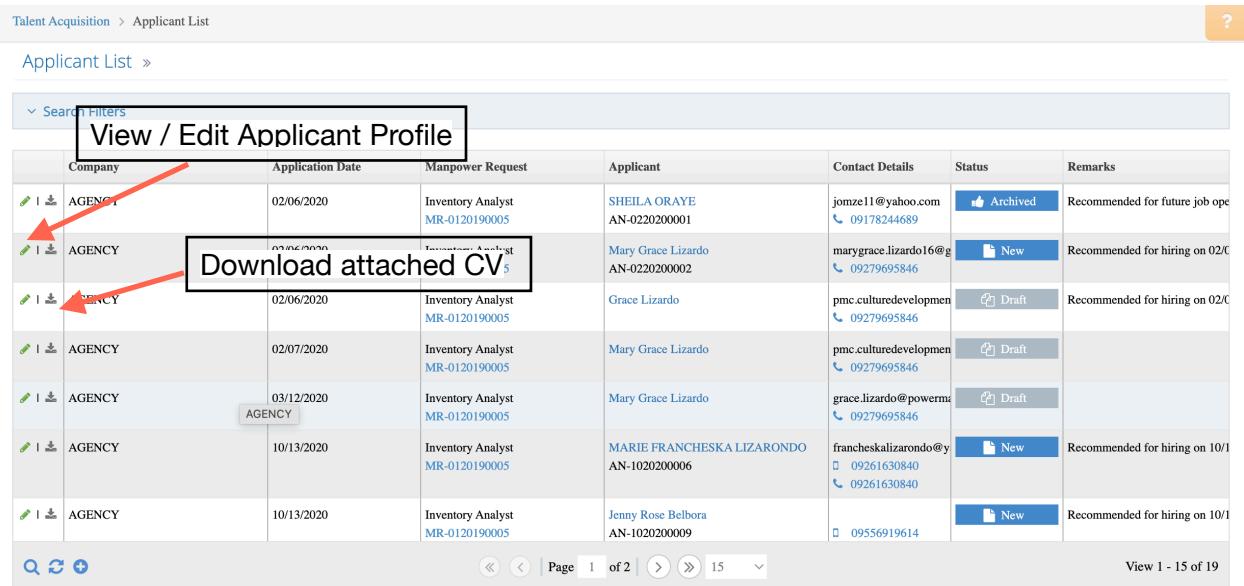
Talent Acquisition > Applicant List

Applicant List »

▼ Search Filters 

	Company	Application Date	Manpower Request	Applicant	Contact Details	Status	Remarks
 	AGENCY	02/06/2020	Inventory Analyst MR-0120190005	SHEILA ORAYE AN-0220200001	jomze11@yahoo.com  09178244689	 Archived	Recommended for future job ope
 	AGENCY	02/06/2020	Inventory Analyst MR-0120190005	Mary Grace Lizardo AN-0220200002	marygrace.lizardo16@g  09279695846	 New	Recommended for hiring on 02/0
 	AGENCY	02/06/2020	Inventory Analyst MR-0120190005	Grace Lizardo	pmc.culturedevelopment  09279695846	 Draft	Recommended for hiring on 02/0
 	AGENCY	02/07/2020	Inventory Analyst MR-0120190005	Mary Grace Lizardo	pmc.culturedevelopment  09279695846	 Draft	
 	AGEN ^Y AGENCY	03/12/2020	Inventory Analyst MR-0120190005	Mary Grace Lizardo	grace.lizardo@powerma  09279695846	 Draft	
 	AGENCY	10/13/2020	Inventory Analyst MR-0120190005	MARIE FRANCESKA LIZARONDO AN-1020200006	francheskalizarondo@y  09261630840  09261630840	 New	Recommended for hiring on 10/1
 	AGENCY	10/13/2020	Inventory Analyst MR-0120190005	Jenny Rose Belbora AN-1020200009	 09556919614	 New	Recommended for hiring on 10/1

View 1 - 15 of 19



Talent Acquisition > Applicant List

Applicant List »

▼ Search Filters

View / Edit Applicant Profile 

	Company	Application Date	Manpower Request	Applicant	Contact Details	Status	Remarks
 	AGENCY	02/06/2020	Inventory Analyst MR-0120190005	SHEILA ORAYE AN-0220200001	jomze11@yahoo.com  09178244689	 Archived	Recommended for future job ope
 	AGENCY	02/06/2020	Inventory Analyst MR-0120190005	Mary Grace Lizardo AN-0220200002	marygrace.lizardo16@g  09279695846	 New	Recommended for hiring on 02/0
 	AGENCY	02/06/2020	Inventory Analyst MR-0120190005	Grace Lizardo	pmc.culturedevelopment  09279695846	 Draft	Recommended for hiring on 02/0
 	AGENCY	02/07/2020	Inventory Analyst MR-0120190005	Mary Grace Lizardo	pmc.culturedevelopment  09279695846	 Draft	
 	AGENCY	03/12/2020	Inventory Analyst MR-0120190005	Mary Grace Lizardo	grace.lizardo@powerma  09279695846	 Draft	
 	AGENCY	10/13/2020	Inventory Analyst MR-0120190005	MARIE FRANCESKA LIZARONDO AN-1020200006	francheskalizarondo@y  09261630840  09261630840	 New	Recommended for hiring on 10/1
 	AGENCY	10/13/2020	Inventory Analyst MR-0120190005	Jenny Rose Belbora AN-1020200009	 09556919614	 New	Recommended for hiring on 10/1

View 1 - 15 of 19

You can add details on Applicant profile, Personnel Development for attended trainings, Awards and citations, add applicant's documents.

Talent Acquisition > Application Form

Application Form » SHEILA B. ORAYE

Personal Details Application Information Applicant Profile Personnel Development Awards and Citations Applicant Documents Questionnaire

Family Background Educational Background Emergency Contact Character Reference Tax & Govt-Related Information Past Employment

Parents Information

Relationship	Name	Birthdate	Address	Contact No	Occupation

Page 1 of 0 15

No records to view

< > Spouse Information Children Information Siblings Information

Close

Manually add an Applicant Profile

This can be performed when the applicant applied outside the Applicant portal, ex. Jobstreet, LinkedIn.

1. Click the (+) button to add.

Talent Acquisition > Applicant List

Applicant List »

Search Filters

Company	Application Date	Manpower Request	Applicant	Contact Details	Status	Remarks
AGENCY	02/06/2020	Inventory Analyst MR-0120190005	SHEILA ORAYE AN-0220200001	jomze11@yahoo.com 09178244689	Archived	Recommended for future job op...
AGENCY	02/06/2020	Inventory Analyst MR-0120190005	Mary Grace Lizardo AN-0220200002	marygrace.lizardo16@gmail.com 09279695846	New	Recommended for hiring on 02/0...
AGENCY	02/06/2020	Inventory Analyst MR-0120190005	Grace Lizardo	pmc.culturedevelopment@gmail.com 09279695846	Draft	Recommended for hiring on 02/0...
AGENCY	02/07/2020	Inventory Analyst MR-0120190005	Mary Grace Lizardo	pmc.culturedevelopment@gmail.com 09279695846	Draft	
AGENCY	03/12/2020	Inventory Analyst MR-0120190005	Mary Grace Lizardo	grace.lizardo@powermax.com.ph 09279695846	Draft	
AGENCY	10/13/2020	Inventory Analyst MR-0120190005	MARIE FRANCESKA LIZARONDO AN-1020200006	francheskalizarondo@yahoo.com 09261630840 09261630840	New	Recommended for hiring on 10/1...
AGENCY	10/13/2020	Inventory Analyst MR-0120190005	Jenny Rose Belbora AN-1020200009	09556919614	New	Recommended for hiring on 10/1...

View 1 - 15 of 19

2. Click the “Personal Details” and “Contact Details”, to make the form window appear.

The screenshot shows the "Application Form" section of the Talent Acquisition application. At the top, there are several tabs: "Personal Details" (selected), "Application Information", "Applicant Profile", "Personnel Development", "Awards and Citations", and "Applicant Documents". Below the tabs, there is a placeholder for a profile picture and a "Personal Details" section containing fields for NickName, Age, Birthdate (with a birthmark icon), Birthplace, Civil Status, Religion, and Nationality. To the right of this is a "Contact Details" section with fields for City Address, Provincial Address, Mobile No. (with a phone icon), Phone No/s (with a phone icon), and Email Address. Below these sections are social media sharing icons for Facebook, Twitter, LinkedIn, Google+, Instagram, and YouTube. At the bottom right are "Save" and "Close" buttons.

A modal window titled "Personal Details" is displayed over the main application form. It contains a grid of input fields for personal information. The columns include: Title (dropdown), Last Name, First Name, Middle Name, Suffix, NickName, Alias, Gender (dropdown); Civil Status (dropdown), Date of Marriage (calendar icon), Religion (dropdown), Birthdate (calendar icon), Birthplace, Nationality (dropdown); Weight (text input), Height (text input), Blood Type (dropdown), Hair Color (dropdown), Eye Color (dropdown); Signature File (file upload button) and Image File (file upload button). At the bottom right are "Add" and "Close" buttons.

A modal window titled "Contact Details" is displayed. It contains a grid of input fields for contact information, organized into three columns. The first column includes fields for City Address, Subdivision, Barangay, City, Province, Zip Code, Phone Number (with a phone icon), Google Mail (with a mail icon), and Mobile Number (with a phone icon). The second column includes fields for Province Address, Subdivision, Barangay, City/Municipality, Province, Zip Code, and Yahoo Mail (with a mail icon). The third column includes fields for Email Address, Facebook (with a Facebook icon), Twitter (with a Twitter icon), Skype (with a Skype icon), LinkedIn (with a LinkedIn icon), Instagram (with an Instagram icon), YouTube (with a YouTube icon), and Google+ (with a Google+ icon). At the bottom right are "Add" and "Close" buttons.

3. Proceed on adding more details on the next tabs.

4. Once done adding informations, click “Save”.

The screenshot shows a software application window titled "Talent Acquisition > Application Form". Below the title is a breadcrumb trail "Application Form ». The top navigation bar contains six tabs: "Personal Details" (selected, highlighted with a red border), "Application Information", "Applicant Profile", "Personnel Development", "Awards and Citations", and "Applicant Documents".

The main content area is divided into two sections: "Personal Details" on the left and "Contact Details" on the right. The "Personal Details" section contains fields for NickName, Age, Birthdate (with a birthmark icon), Birthplace, Civil Status, Religion, and Nationality. The "Contact Details" section contains fields for City Address, Provincial Address, Mobile No., Phone No. (with a phone icon), and Email Address. Below these sections are social media sharing icons for Facebook, Twitter, LinkedIn, Google+, Instagram, and YouTube.

At the bottom right of the form are two buttons: a blue "Save" button with a disk icon and a grey "Close" button with a close icon. A red arrow points from the "Save" button towards the tabs at the top of the screen.

Application Progress

You can view the application progress of each applicant here, set next screening and hire the applicant.

Setting up an Action and Progress Bar Update

1. Go to Talent Acquisition > Application Progress.

To access the Application Progress, select the Talent Acquisition Menu, then click on Application Progress

Manpower Request	Date Submitted	Applicant	Stage	Action Button	Progress	Contact Details	Educational Attainment	Status
Project Manager MR-0320210089	04/23/2021	Edison Chan	Resume Screening Not Started	<input checked="" type="checkbox"/> <input type="button" value="P"/> <input type="button" value="H"/>	0% Completed	nobelynsergote@yahoo.com 09154543122		Draft

This is how it will appear once you go to Application Progress, below are the buttons and its functions

The screenshot shows the same application progress list as above, but with several buttons highlighted and annotated:

- Action Buttons:** A group of four icons: a checkmark, a pencil, a download arrow, and a skip icon. A callout box explains: "Action Button – these are shortcut buttons to process the applicants more quickly instead of going through the Application Progress Form."
 - Check Button:** Click this to mark as DONE the current stage displayed in the list.
 - Recommend Button:** Click this to recommend the applicant to another step in the hiring process (undergo further screening; to recommend applicant to another job position; to reject the applicant; or to blacklist the applicant).
 - Skip Button:** Click this to skip the current stage displayed in the list and to go to the next stage of the hiring process.
- Manpower Request:** A row containing the manpower request ID (MR-0320210089), date submitted (04/23/2021), and applicant name (Edison Chan). A callout box for the date says: "Date when the applicant submitted their application". A callout box for the name says: "Applicant Name – click this to view the SUMMARY FORM, which includes the details that were filled up by applicant from the APPLICANT PORTAL".
- Stage:** The current stage of the application (Resume Screening, Not Started). A callout box says: "Current stage of applicant's application".
- Progress:** The percentage completion of the stage (0% Completed). A callout box says: "This will show the status of the applicant's application".
- Contact Details:** Email and phone number of the applicant (nobelynsergote@yahoo.com, 09154543122).
- Educational Attainment:** Placeholder for educational information.
- Status:** Current status of the application (Draft).

Click the name of the applicant to view their details summary.

SUMMARY FORM VIEW

The screenshot shows the 'Application Progress List' page. On the right, a summary form for 'Edison L. Chan' is displayed. Below it, a modal window titled 'Export Type' is open, with 'Portable Document Format' selected. Annotations highlight the 'Close Button (X)' in the top right corner of the modal and the 'Print' button at the bottom right of the modal.

Summary form view when Applicant name were clicked in the Applicant Profile list or in Application Progress List

Close Button (X)
Click this to close the form.

Print Button
Click this to print the summary form into a PDF File.

2. To start processing the employee, click on the pencil icon.

The screenshot shows the 'Application Progress List' page. A table lists applications. In the 'Action Button' column for the first row, a pencil icon is highlighted with a yellow box. A blue annotation box points to this icon with the text: 'Click this to process the applicant through the Application Progress Form'.

Click this to process the applicant through the Application Progress Form

This will appear.

Submitted On:	10/17/2020	Job No.:	MR-0120190005
Application No.:		Job Position:	Inventory Analyst
Applicant Name:	Myleen Estiller	Requested By:	JOEY ALLIN LAYOG

[View previous screening process.](#) [View Next screening process.](#)

[View Hiring Process - 3-Fold](#)

CV Screening > 0.00% Not Started

0% Completed

[Previous](#) [Mark as Done](#) [Recommend](#) [Skip](#) [Next](#)

[Action](#) [Close](#)

[Screening](#)

The CV SCREENING is configured as it can be skipped, that's why if you will look at the right side, you will see that the "Skip" button is enabled. This configuration can be found at the Hiring Process.

Progress bar displays the progress percentage of the applicant for the whole application process.

Progress bar

0% Completed

[View Hiring Process - 3-Fold](#)

CV Screening > 0.00% Not Started

[Previous](#) [Mark as Done](#) [Recommend](#) [Skip](#) [Next](#)

[Action](#) [Close](#)

The CV SCREENING is configured as it can be skipped, that's why if you will look at the right side, you will see that the "Skip" button is enabled. This configuration can be found at the Hiring Process.

3. Click the “Recommend” to add a screening process for this applicant.

The screenshot shows the 'Application Progress' section of the Talent Acquisition module. At the top, there are details about the application: Submitted On: 11/08/2022, Application No: MR-1020200011, and Applicant Name: Mary Claire Beduya. A red box highlights the 'Job Position: Junior Accountant' field. Another red box highlights the 'Requested By: MARIE FRANCESKA LIZA' field. Below this, a progress bar shows '0% Completed' with buttons for 'Previous', 'Mark as Done', 'Recommend', 'Skip', and 'Next'. A red arrow points down from the 'Recommend' button. A callout box says 'View previous screening process.' and 'View Next screening process.' A red arrow points up from the 'Action' button in the main area to a callout box that says 'Click this to recommend a screening this applicant should undergo next.'

4. Click “Action” button, you can recommend them to:

-Invite the applicant for further screening (the window will appear here will be same as clicking the recommend button)

-hire the applicant

-Consider the applicant for another position

-Consider the applicant in the future

-reject the applicant

-blacklist the applicant

The screenshot shows the 'Application Progress' section of the Talent Acquisition module. On the left, a sidebar lists various modules like 'Talent Acquisition Set Up', 'Interview Questionnaire', 'Job Post Channel', etc. The main area shows an application for Edison Chan. A blue box highlights the 'Action' button. A large callout box at the bottom says 'Click this to recommend the applicant to undergo further screening, to recommend them to another position, to reject the applicant, or to blacklist the applicant'. A blue line points from this callout to the 'Action' button. A modal dialog box titled 'Recommendation' is open, containing the text: 'Upon reviewing the application form of **Edison Chan** for the job opening **Project Manager**, I recommend...'. Below this is a list of options with radio buttons: 'to invite the applicant to undergo further screening.', 'to hire the applicant.', 'to consider the applicant for another position.', 'to consider the applicant in the future.', 'to reject the applicant.', and 'to blacklist the applicant.'

5. Considering that we clicked the “to invite the applicant to undergo further screening” or the “Recommend” button, Select a screening, location where this screening will take place, and who will be conducting this screening.

Recommendation

What screening will the applicant **Mary Grace Lizardo** go through?

When

Select an Option

- Initial Interview
- Profiles Exam
- 2nd Interview
- 3rd Interview
- Final Interview

Who will conduct the screening

Select an Option

HR - Talent Hub - 3rd Level Soho Centr...

Automatically Confirm Screening

Next Close

6. Once done, click “Next” to proceed.

Recommendation

What screening will the applicant **Mary Grace Lizardo** go through?

Initial Interview X Getting to know the applicant.

When and where will the screening be scheduled?

12/30/2022 8:30 AM Calendar HR - Talent Hub - 3rd Level Soho Centr...

Link

Who will be assigned to conduct the screening?

Leah Cervantes X Non-Employee

Automatically Confirm Screening

Next Close

7. Click the “Yes, that’s correct. Please send an email” button. The applicant and the conductor will both receive an email regarding the schedule.



Screening Schedule for claire1 beduya ➔ [Inbox](#) [x](#)

noreply@everythingat.work
to me ▾

Dear Mr. beduya,

Congratulations!

You have been recommended to undergo further screening related to your application for the position of Junior Accountant.

Please find the details of your schedule below:

Event	:	Initial Interview
Date	:	12/21/2022
Time	:	12:10 PM
Venue	:	3rd Level Soho Central Condominium, 748 Shaw Blvd., Cor. Mayflower St. Greenfield District, Mandaluyong City - HR - Talent Hub

Thank you.

NOTE: This is a system-generated email. Please do not reply. Emails sent to this address will not be answered.

**everything
at work**
Powered by Everything at Work

On the date of the interview, click on the pencil icon to view the prepared questions for the initial interview.

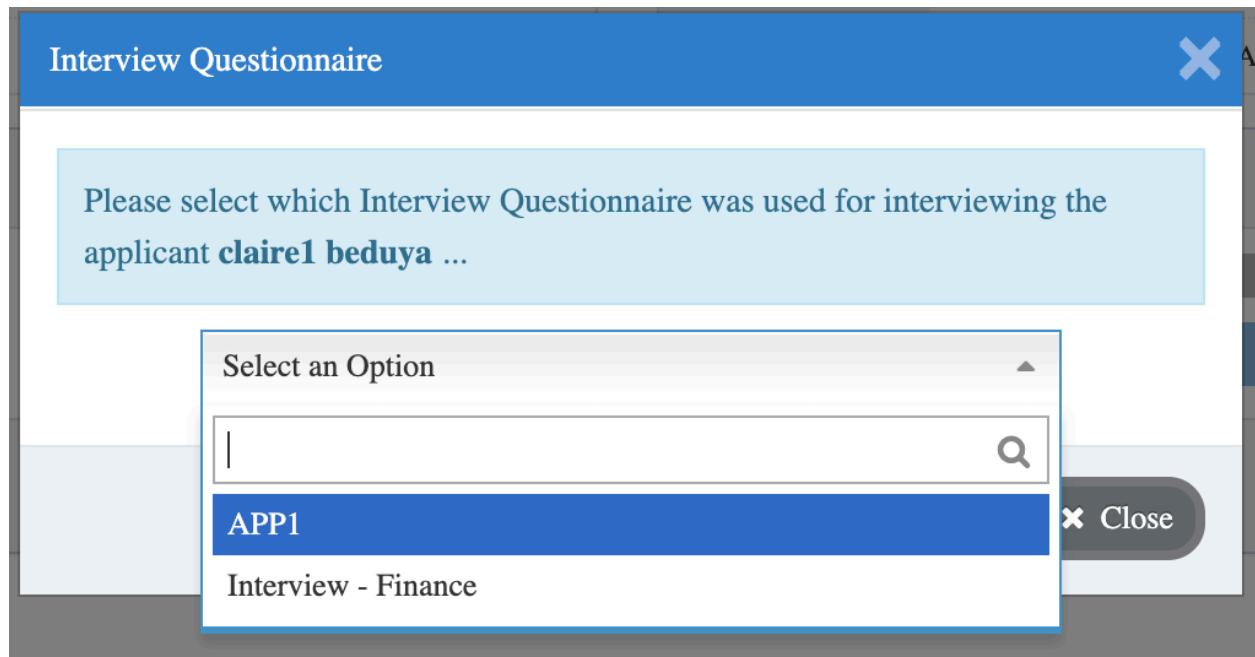
Action [x Close](#)

[Screening](#)

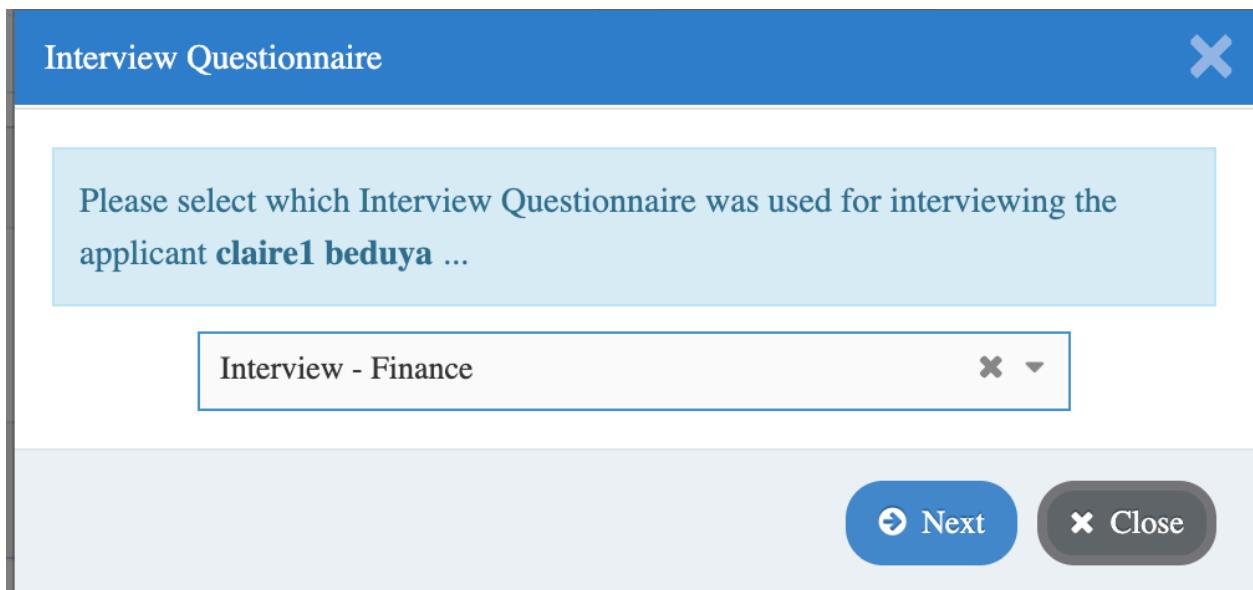
Activity	Schedule Date	Location	Link	Status	Conducted By
CV Screening CV Screening	12/20/2022 11:10 AM Total Reschedule: 0	HR - Talent Hub - 3rd Level Soho Central Condominium, 748 Shaw Blvd., Cor. Mayflower St. Greenfield District, Mandaluyong City, Power Mac Center Talent Hub		Confirmed	SHEILA ORAYE Employee
CV Screening	12/20/2022 11:12 AM Total Reschedule: 0			Done	MARY CLAIRE BEDUYA Employee
Initial Interview Getting to know the applicant.	12/21/2022 12:10 PM 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		Not Started	MARILOU ESCANER Employee

[🔍](#) [⟳](#) Page 1 of 1 | [◀](#) [▶](#) 15 [▼](#) View 1 - 3 of 3

Select a questionnaire.



Click Next



You may take notes of the applicant's answer to each question and your comment about it, you can also rate their answers through star rating.

Click "Save" once done.

It will immediately reflect here if this applicant has passed or not.

Interviewee: claire1 beduya
Conducted By: MARILOU ESCANER
Job Position: Junior Accountant
Interview Date: 12/21/2022
Total Rating: 16/20 (80.00%) - Passed

File Attachment:

Upload file.

Url:

1.What Accounting applications are you familiar with?

Answer: Excel, SAP, has skill in SQL Scripting (Crystal Reports)
Comment: Very Good

2. When do you capitalize rather than expense a purchase?

Answer:
Comment: good

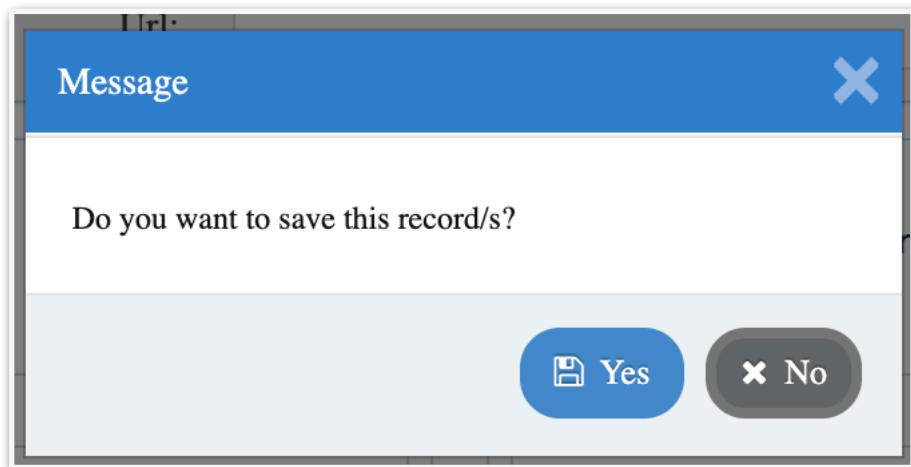
3. Which is cheaper, debt or equity?

Answer: Debt
Comment: Fair - didn't elaborate deeper

4. What, in your opinion, makes a good financial model?

Answer:
Comment: Good

Click "Yes"



The progress bar will be update once the action is done.

View Hiring Process - 3-Fold

Job Offer > 100.00% Not Started

60% Completed

Previous Mark as Done Recommend Skip Next

Action Close

Screening

Activity	Schedule Date	Location	Link	Status	Conducted By
CV Screening	12/20/2022 11:12 AM Total Reschedule: 0			Done	MARY CLAIRE BEDUYA Employee
Initial Interview Getting to know the applicant.	12/21/2022 12:10 PM 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		Done	MARILOU ESCANER Employee
Initial Interview Getting to know the applicant.	12/22/2022 12:59 PM 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		Done	MARILOU ESCANER Employee
Profiles Exam Aptitude and Personality test	12/22/2022 1:02 PM 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		Done	MARILOU ESCANER Employee

View 1 - 5 of 5

Once you recommend a Job Offer, this window will appear and you can now:

- set the compensation/benefits
- Select a job offer letter and
- Select a target date when will this

Recommendation

You are about to recommend **claire1 beduya** to be hired for the position of **Junior Accountant in Finance**

🎁 Compensation/Benefits Package ✉️ Job Offer Letter

When will the applicant start to work?

📅

👍 Yes, that's correct. Create Job Offer!

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

Compensation/Benefit Package Summary



Salary Factor:

Monthly



Basic Salary:

12,345.00

Allowances/Earnings

Leave Benefit

Statutory Benefit

Earning Code	Amount Basis	Standard Amount	Min Amount	Max Amount	Frequency
13th Month Pay	Basic Rate	10,000.00	10,000.00	120,000.00	Single



Page 1 of 0 | > >> 15 <

View 1 - 1 of 1



Compensation/Benefit Package Summary



Salary Factor:

Monthly



Basic Salary:

12,345.00

Allowances/Earnings

Leave Benefit

Statutory Benefit

Leave Type	Accrual Frequency	Accrual Rate	Max Credit Limit
Birthday Leave	Annual Company Date	1.00	1.00
Maternity Leave	None	105.00	105.00
Sick Leave	Annual Regularization Date	10.00	10.00
Vacation Leave	Annual Regularization Date	15.00	15.00



Page 1 of 0 | > >> 15 <

View 1 - 4 of 4



Compensation/Benefit Package Summary



Salary Factor:

Monthly



Basic Salary:

12,345.00

Allowances/Earnings

Leave Benefit

Statutory Benefit

Statutory	Type	Salary Limit
Pagibig ES	Actual	123,456.00
PhilHealth	Actual	123,456.00
WHT	Actual	123,456.00



Page 1 of 0 | > >> 15 <

View 1 - 3 of 3



Select a Letter to be emailed to the applicant for this job offer. (Letters can be added/edited on maintenance module)

Job Offer Letter

Dear {Applicant: FirstName LastName},

We're delighted to extend this offer of employment for the position of {Manpower: Job Position} with {Manpower: Company}. Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be [Start Date] or another mutually agreed upon date, and you would report to {Manpower: Reporting To Name} - {Manpower: Reporting To Position}.

Please find attached the terms and conditions of your employment, should you accept this offer letter. We would like to have your response by [date]. In the meantime, please feel free to contact me or

Job Offer Letter	Bld., Cor. Mayflower St. Greenfield District, Mandaluyong City, Power Mac Center Talent Hub	MARY CL Employee
User Agreement For Employee Portal		Done
User Agreement For Human Resource Portal		Done
User Agreement For Employee Registration		Done
Job Opening Memo and Announcement		
Invitation: Initial Interview		
Job Offer Letter	HR - Talent Hub - 3rd Level Soho Central Condominium, 748 Shaw Blvd., Cor. Mayflower St. Greenfield District, Mandaluyong City, Power Mac Center Talent Hub	
Manpower Request Job Opening		

Select a start date.

Then select the "Yes, that's correct. Create Job offer!". This applicant will now appear on the next submodule, Job Offer.

Recommendation

You are about to accept the position of Junior Accountant

Compensation

When will the new employee start?

January 2023

25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

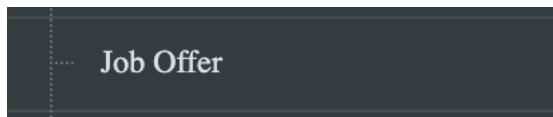
for the position of Junior Accountant

Offer Letter

01/03/2023

✓ Yes, that's correct. Create Job Offer!

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



View status of job offers if Approved / Disapproved.

The job offer created on the progress list will be visible here for easy monitoring.

1. Click the “Agreement” button (green) on the left side of the job offer.

Job Offer List						
	Company	Job Position	Applicant Name	Status	Applicant Signature	E
1	Power Mac Center, Inc.	HR Assistant	B A	👎 Disapproved		
2	AGENCY	Inventory Analyst	Mary Grace Lizardo	👍 Submitted		
3	AGENCY	Inventory Analyst	Grace Lizardo	👍 Submitted		
4	AGENCY	Inventory Analyst	MARIE FRANCESKA LIZARONDO	👍 Submitted		
5	AGENCY	Inventory Analyst	Jenny Rose Belbora	👍 Submitted		
6	Power Mac Center, Inc.	HR Assistant	Mary Grace Besa	👍 Submitted		
7	Power Mac Center, Inc.	HR Assistant	B A	👍 Submitted		
8	Evolve Tech Lifestyle, Inc.	Junior Accountant	Mary Claire Beduya	👍 Submitted		
9	Evolve Tech Lifestyle, Inc.	Junior Accountant	claire1 beduya	👍 Submitted		
10	Evolve Tech Lifestyle, Inc.	Junior Accountant	Millicent Eunice Orilla	👍 Accepted		
11	Evolve Tech Lifestyle, Inc.	Category Manager	Isabella Lucia Mendoza	👍 Accepted		

2. Click “Approve”, this will trigger the system to send the job offer to the applicant via applicant portal.

Job Offer Letter

Dear claire1 beduya,

We're delighted to extend this offer of employment for the position of Junior Accountant with Evolve Tech Lifestyle, Inc.. Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be [Start Date] or another mutually agreed upon date, and you would report to MARIE FRANCESKA LIZARONDO - Assistant Supervisor.

Please find attached the terms and conditions of your employment, should you accept this offer letter. We would like to have your response by [date]. In the meantime, please feel free to contact me

Approve Cancel Disapprove ✖ Close

3. Click “Yes”. The applicant will now receive the notification



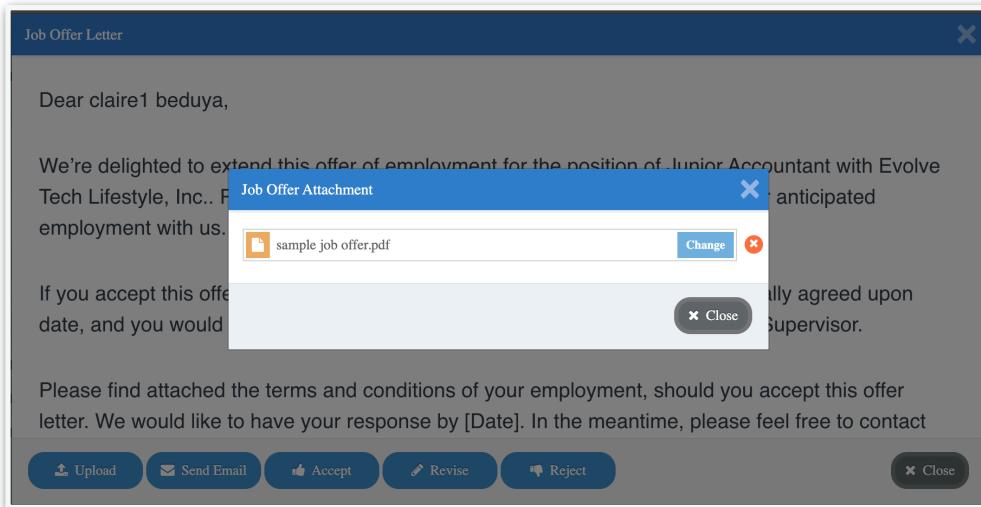
Sending a separate email of Job Offer Letter

1. Create a separate job offer document. (.pdf/ .docx)

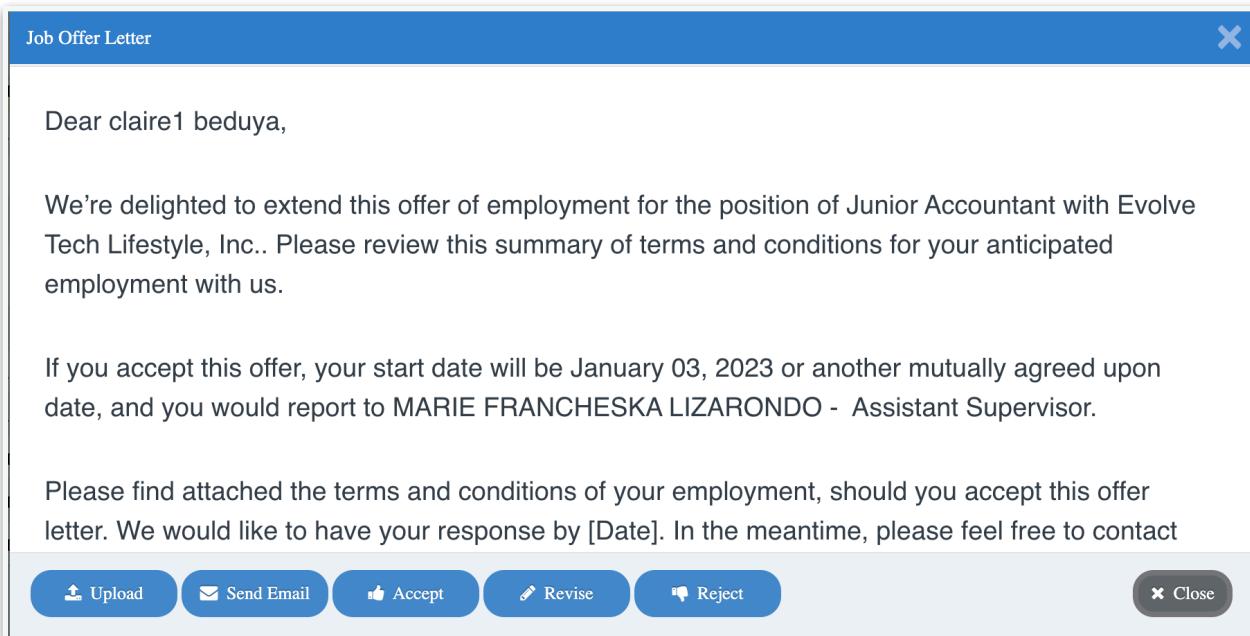
2. Click the “agreement” button.

Job Offer List						
Company	Job Position	Applicant Name	Status	Applicant Signature	Date Accepted Or Rejected	
Evolve Tech Lifestyle, Inc.	Junior Accountant	claire1 beduya	Approved			
Power Mac Center, Inc.	HR Assistant	B A	Disapproved			
AGENCY	Inventory Analyst	Mary Grace Lizardo	Submitted			
AGENCY	Inventory Analyst	Grace Lizardo	Submitted			
AGENCY	Inventory Analyst	MARIE FRANCESKA LIZARONDO	Submitted			
AGENCY	Inventory Analyst	Jenny Rose Belbora	Submitted			
Power Mac Center, Inc.	HR Assistant	Mary Grace Besa	Submitted			
Power Mac Center, Inc.	HR Assistant	B A	Submitted			
Evolve Tech Lifestyle, Inc.	Junior Accountant	Mary Claire Beduya	Submitted			
Evolve Tech Lifestyle, Inc.	Junior Accountant	Millicent Eunice Orilla	Accepted			
Evolve Tech Lifestyle, Inc.	Category Manager	Isabella Lucia Mendoza	Accepted			

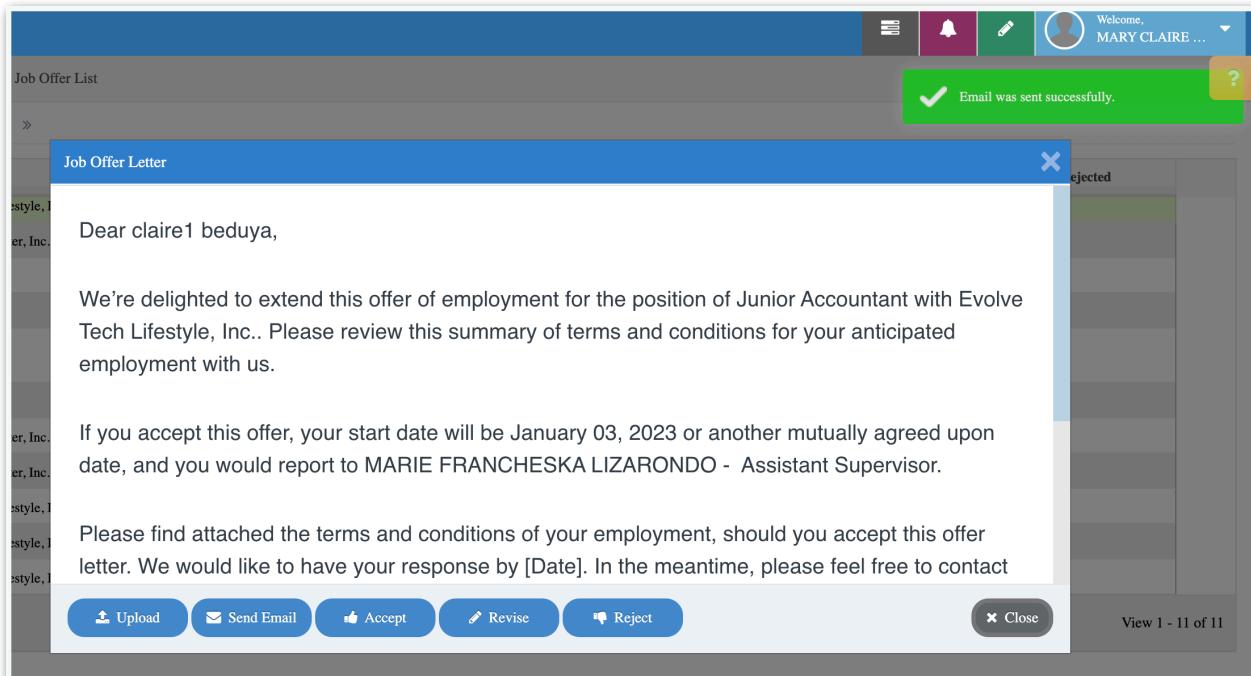
3. Click “Upload” then select the job offer file.



4. Click the “Send Email” button.



5. A notification should appear that the “Email was successfully sent”



Sample email sent by the E@Work system.

The screenshot shows an email inbox with a single message from 'noreply@everythingat.work' received 27 minutes ago at 10:44 AM. The email subject is omitted. The message body is identical to the one shown in the software interface above, detailing the job offer and instructions. At the bottom of the email is the 'everything at work' logo and the text 'Powered by Everything at Work'.

Dear claire1 beduya,

We're delighted to extend this offer of employment for the position of Junior Accountant with Evolve Tech Lifestyle, Inc.. Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be January 03, 2023 or another mutually agreed upon date, and you would report to MARIE FRANCESCA LIZARONDO - Assistant Supervisor.

Please find attached the terms and conditions of your employment, should you accept this offer letter. We would like to have your response by [Date]. In the meantime, please feel free to contact me or [Manager_name] via email or phone at [provide contact details], if you have any questions.

We are all looking forward to having you on our team.

Best regards,

**everything
at work**
Powered by Everything at Work

This is how the job offer will appear on the applicant portal. Click the job offer to view.

The screenshot shows the applicant portal interface. On the left is a sidebar with icons for camera, home, profile, my resume, settings, and logout. The main area has a header with a user profile picture and navigation links. Below the header are two sections: 'JOB ALERT' (containing one record) and 'APPLIED JOBS' (containing one record). To the right is a 'POSTED JOBS' section listing three job posts: 'Category Manager', 'Junior Accountant', and 'Inventory Analyst'. Each post has 'READ MORE' and 'APPLY' buttons. A red box highlights the 'Job Offer' entry in the 'JOB ALERT' section.

Click the “Please click here to open the formal job offer letter” to view the actual job offer.

The applicant should upload their signature and click whether they want to accept or decline the offer.

The screenshot shows the applicant portal with a dark overlay. The 'JOB ALERT' section is visible, showing the 'Job Offer' from 'Evolve Tech Lifestyle, Inc.'. The right side of the screen displays a 'Congratulations!' message, the job offer details, and instructions to upload a signature. At the bottom right are 'ACCEPT' and 'DECLINE' buttons. A blue box highlights the 'Please click here to open the formal job offer letter.' link in the congratulations message.

POSTED JOBS

 **Message**
 Job offer letter accepted successfully.

Category Manager	
Company: Evolve Tech Lifestyle, Inc.	Posted: 13 Oct 2020
READ MORE	APPLY
Junior Accountant Company: Evolve Tech Lifestyle, Inc. Posted: 13 Oct 2020 READ MORE APPLY	
Inventory Analyst Company: AGENCY Posted: 06 Feb 2020 READ MORE APPLY	

Once accepted, it will now reflect on Application progress on HR Portal as 100% done. You may now click the “Hire” button to proceed.

Talent Acquisition > Application Progress

[Application Progress »](#)

ⓘ The applicant accepted the Job Offer!

Submitted On: 12/19/2022	Request No: MR-1020200011
Application No:	Job Position: Junior Accountant
Applicant Name: claire1 beduya	Requested By: MARIE FRANCESKA LIZARONDO

[View Hiring Process - 3-Fold](#)

Job Offer > 100.00%
100% Completed

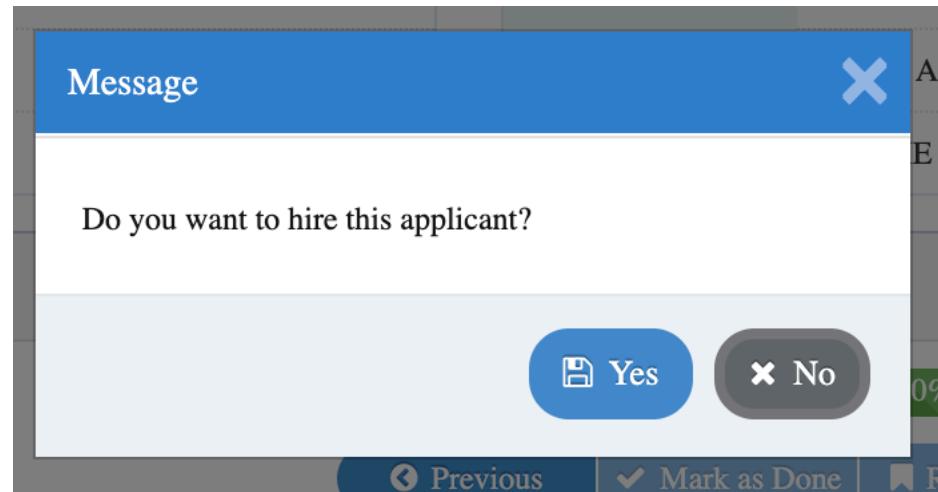
[Previous](#)
[Mark as Done](#)
[Recommend](#)
[Skip](#)
[Next](#)

[Job Offer](#)
[Hire](#)
[Close](#)

Screening

Activity	Schedule Date	Location	Link	Status	Conducted By
 CV Screening CV Screening	12/20/2022 11:10 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		✓ Confirmed	SHEILA ORAYE Employee
 CV Screening	12/20/2022 11:12 AM Total Reschedule: 0	12/20/2022 11:10 AM		✓ Done	MARY CLAIRE BEDUYA Employee
 Initial Interview Getting to know the applicant.	12/21/2022 12:10 PM Total Reschedule: 0	HR - Talent Hub - 3rd Level Soho Central Condominium, 748 Shaw		✓ Done	MARILOU ESCANER Employee

Click “Yes”.



Specify where the applicant would be assigned, their employee number and select or upload an employment contract

Click “Continue”.

Once you click “Activate”, the details of this hired applicant will then be moved to the 201 file .

❶ The applicant was hired successfully!

Submitted On: 12/19/2022	Request No: MR-1020200011
Application No:	Job Position: Junior Accountant
Applicant Name: claire1 beduya	Requested By: MARIE FRANCESKA LIZARONDO

[View Hiring Process - 3-Fold](#)

Job Offer > 100.00%

100% Completed

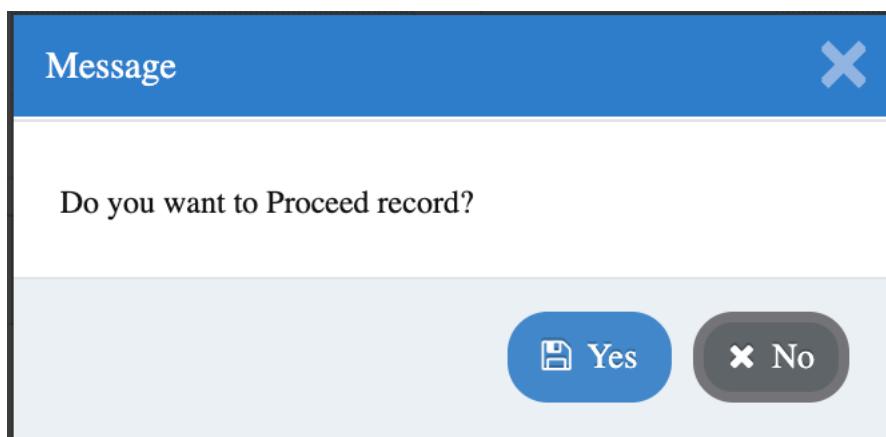
[Previous](#)
[Mark as Done](#)
[Recommend](#)
[Skip](#)
[Next](#)

[Employment Contract](#)
[Activate](#)
[Close](#)

[Screening](#)

Activity	Schedule Date	Location	Link	Status	Conducted By
CV Screening CV Screening	12/20/2022 11:10 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		Confirmed	SHEILA ORAYE Employee
CV Screening	12/20/2022 11:12 AM Total Reschedule: 0			Done	MARY CLAIRE BEDUYA Employee
Initial Interview Getting to know the applicant.	12/21/2022 12:10 PM 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		Done	MARILOU ESCANER Employee
Initial Interview Getting to know the applicant.	12/22/2022 12:59 PM Total Reschedule: 0	HR - Talent Hub - 3rd Level Soho Central Condominium, 748 Shaw Blvd., Cor. Mayflower St. Greenfield District, Mandaluyong City, Power		Done	MARILOU ESCANER Employee

Click “Yes” .



You may now check the record on the Employee 201.

[Employee Profile List »](#)

▼ Search Filters

	Employee No.	Employee	Company	Branch	Department	Office	Cost Center
	2794	BAYQUEN, CERISSE LYKA BARILA	Evolve Tech Lifestyle, Inc.	Branches RBG	Retail Business Group	Retail Business Group - Podium	The Podium
	284	BAZAR, SHARA MAE CERDA	Power Mac Center, Inc.	Pasig Head Office	Finance	HO- Finance	HO - Finance
	8080	beduya, claire1	Evolve Tech Lifestyle, Inc.	Pasig Head Office	Finance		HO - Finance
	3291	BEDUYA, MARY CLAIRE	Evolve Tech Lifestyle, Inc.	Pasig Head Office	Information Technology		
	2907	BELEN, MARIEL PANUELOS	Index 94 Lifestyle Solutions, Inc.	Pasig Head Office - ILSI	Index 94	Index 94	HO - Pasig (General)
	2590	BENAVIDEZ, EDWIN DELFINO, JR.	Pismo Digital Lifestyle, Inc.	Branches RBG	Retail Business Group	Retail Business Group - Magnolia	Ayala 30th Mall
	410	BENITEZ, ADRIAN SAMOY	Power Mac Center, Inc.	Branches RBG	Retail Business Group	Retail Business Group - Rockwell	
	2423	BENITEZ, PAOLO JOSE MIRANDA	Power Mac Center, Inc.	Branches RBG	Retail Business Group	Retail Business Group - Megamall	SM Megamall



« ‹ › ›› 15 ▾

View 121 - 135 of 931

Interview Schedule

This module is for interview conductors that don't have access to the Application progress (Ex. Managers and other non HR positions), they can view the schedule of interviews assigned to them and update the result of the interview.

Using the Interview Schedule during the interview

1. Go to Talent Acquisition > Interview Schedule
2. Click the pencil icon to view the questions.

Talent Acquisition > Interview Schedule List

Interview Schedule List »

Search Filters

	Applicant	Activity Type	Interview Date	Time	Conducted By	Manpower Request No	Job Position	Location	L
 	e@work PMC account	Initial Interview	12/29/2022	10:30AM	MARY CLAIRE BEDUYA	MR-1020200011	Junior Accountant	HR - Talent Hub - 3rd Level Soho Central Condominium, 748 Shaw Blvd., Cor. Mayflower St. Greenfield District, Mandaluyong City	

3. Select a questionnaire for this interview.

Interview Questionnaire

Please select which Interview Questionnaire was used for interviewing the applicant e@work PMC account...

Select an Option

APP1

Interview - Finance

Close

4. You can jot down the applicant's answers and your comments about it and set a rating for it.

5. Click "Save" once done. This will be automatically updated on application progress.

Interview Questionnaire »

Interviewee:	e@work PMC account	Conducted By:	MARY CLAIRE BEDUYA	Total Rating:	19/20 (95.00%) - Passed
Job Position:	Junior Accountant	Interview Date:	12/29/2022	File Attachment:	

Url:

1.What Accounting applications are you familiar with?

Answer:	test	Comment:	test
---------	------	----------	------

2. When do you capitalize rather than expense a purchase?

Answer:	test	Comment:	test
---------	------	----------	------

3. Which is cheaper, debt or equity?

Answer:	tets	Comment:	test
---------	------	----------	------

4. What, in your opinion, makes a good financial model?

Answer:	test	Comment:	test
---------	------	----------	------

Reports

Manpower Request Reports

Applicants Count Report by Job Post Channel

Print

These report will show which job post channels are the most successful in terms of getting the most # of applicants.

No of Hired Employees by Job Post

Print

This report will show the count of employees hired by job post channel.

Print

Applicants Count Report by Supplier

These report will show which suppliers are the most successful in terms of getting the most # of applicants.

Manpower Request by Request Date List Report

Print

This report will show the manpower requests and their corresponding status, organized or sorted by Request Date.

Talent Acquisition Set Up

Interview Questionnaire Form

Print

This report will show the interview questions.

Applicant Screening Reports

Applicant Screening Schedule Report

Print

This report will show the schedule of applicant screenings.

Print

Applicant Progress List Report

No description to display

Number of Applications Received

Print

No description to display

Print

Number of Applications Screened

No description to display

Number of Applications that Passed / Failed at Any Stage

Print

No description to display

Print

Number of Applicants Archived

No description to display

Number of Withdrawn Applicants

Print

No description to display

Print

Number of Applications Scheduled for Testing

No description to display

Number of Hires per Period and per Channel Provider Name

Print

No description to display

Print

Custom Reports

Custom Reports

Print

No description to display