Employee User Manual

Resume Upload

Nagarro Oracle Fusion HCM CloudSolution

CONTENTS

- ➢ **Getting Started**

- ➢ **Resume Upload**

- ➢ **Resume submission approval / rejection Notification**

Getting Started

Instructions :

- **HRIS can be accessed through the below mentioned Link on any of the browsers, preferably IE or Chrome**

  https://ecqp.fs.ap2.oraclecloud.com

- **Continue Login to the application with the help of 'User Name' & 'Password' provided to you earlier through a mail from Oracle with Subject lines :**

1.In case of New Joiners:
From Email- ecqp.hcm.sender@workflow.mail.ap2.cloud.oracle.com
Subject- "Congratulations - New Account has been created"

2.In case of Existing Employees:
From Email – Donotreply@oracle.com
Subject – Reset Password

Login to the application with the help of '**User Name**' & '**Password**' shared in a mail by Oracle

Upon first sign in you will be re-directed to **Identity Manager** page. Here, you need to reset your **Password** and **Security Questions** for future reference.
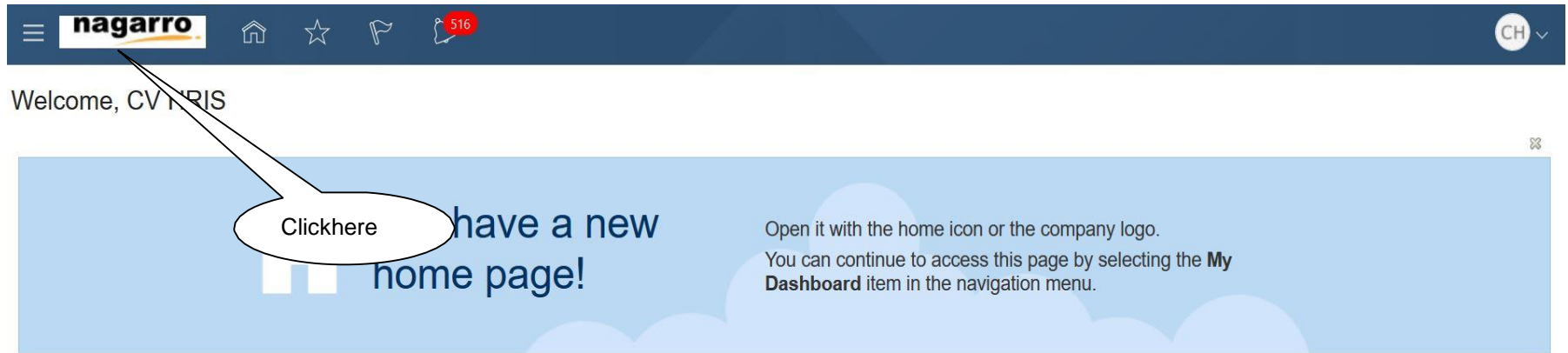
Resume Upload

After signing in the application, you will land on the **Home Page** of the application.
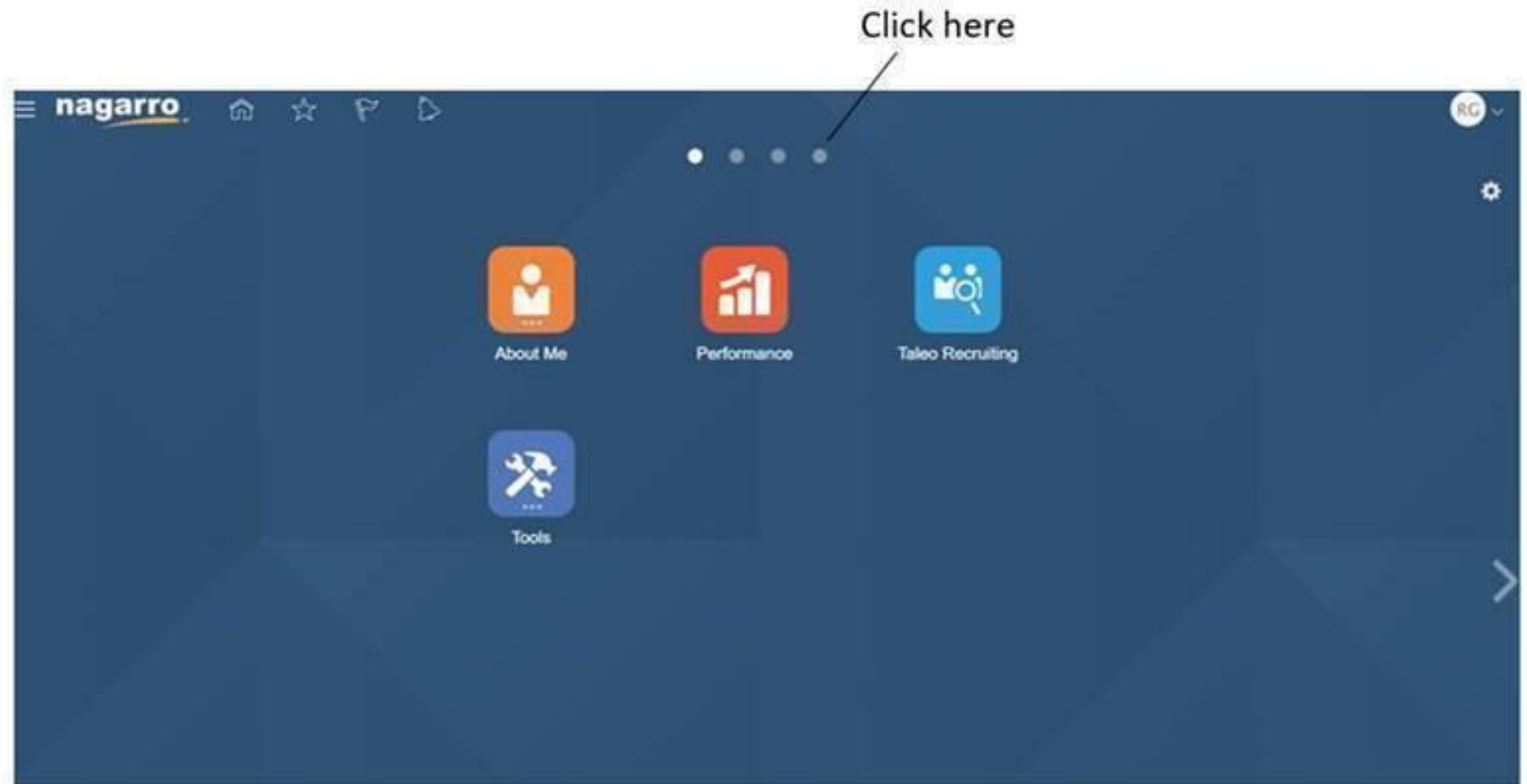Click on **Nagarro Logo**

Click on **Document Records** Icon
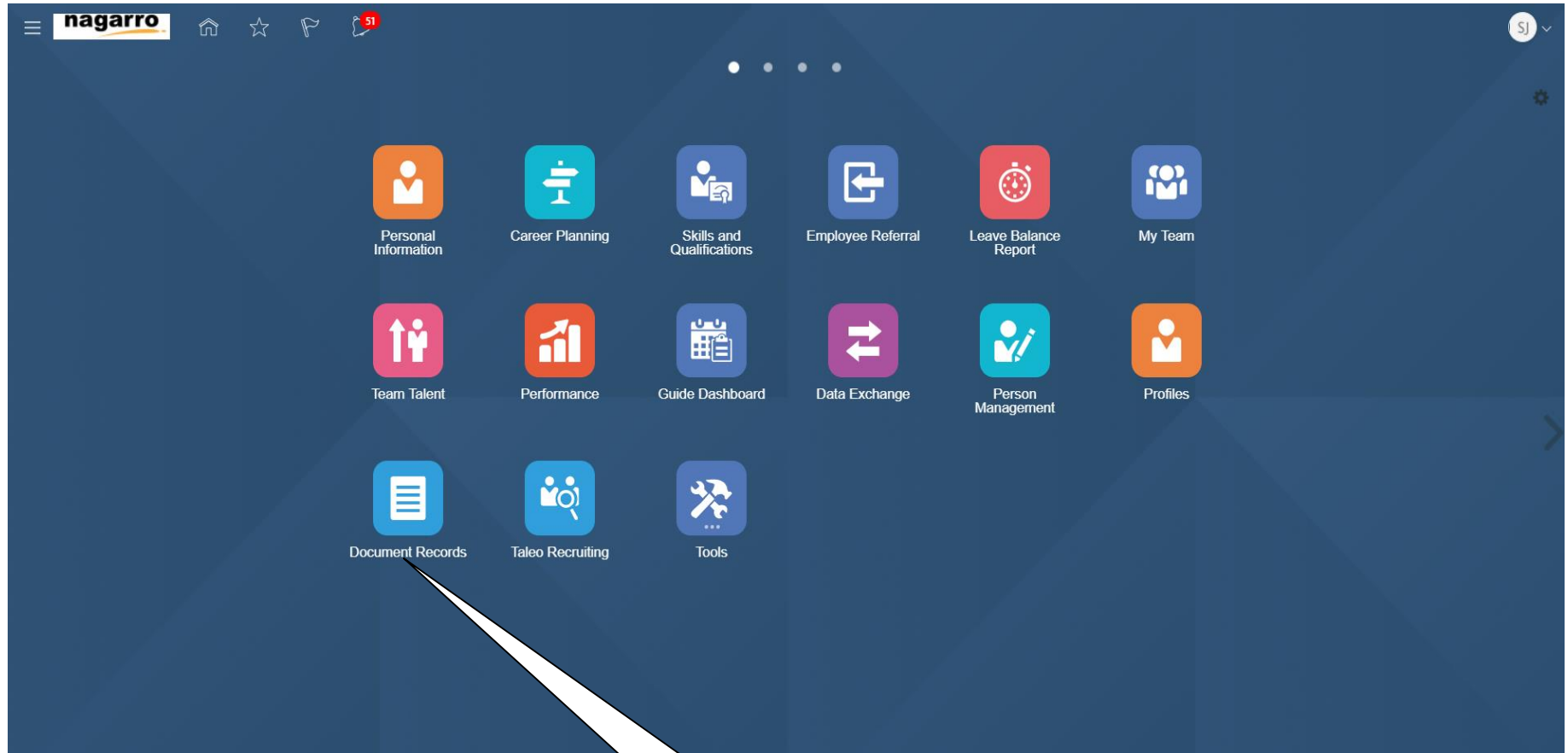
Click on Document Records

In case, you are unable to find Document Records Icon, click on the last dot and search Manage Document Records

Click on **the icon** beside your name

Click on **OK**

Click on **the + sign**

TYPE RESUME in the document type

Select RESUME in the document type

Type Email-ID in the name column

Click on the **+ sign**

Click here

Choose your resume file to upload

Choose file
to upload

Once your resume gets uploaded, click on **submit**

You will receive certain warnings, Click on **Yes**

Click on **Ok**

Resume submission approval / rejection Notification

Resume submission approval / rejection Notification

You will get a notification on approval/rejection done by **Nagarro Resume team** to your HRIS account and to your email account by Oracle

Click on bell icon

Recent Notifications

Enter search terms

Rejected: Document for Harvinder Yadav (Resume ,) requires approval. — 6:05 PM

Approval/Rejection notification

Click on notification link. Make sure you "Allow Pop ups" in your browser before you click it
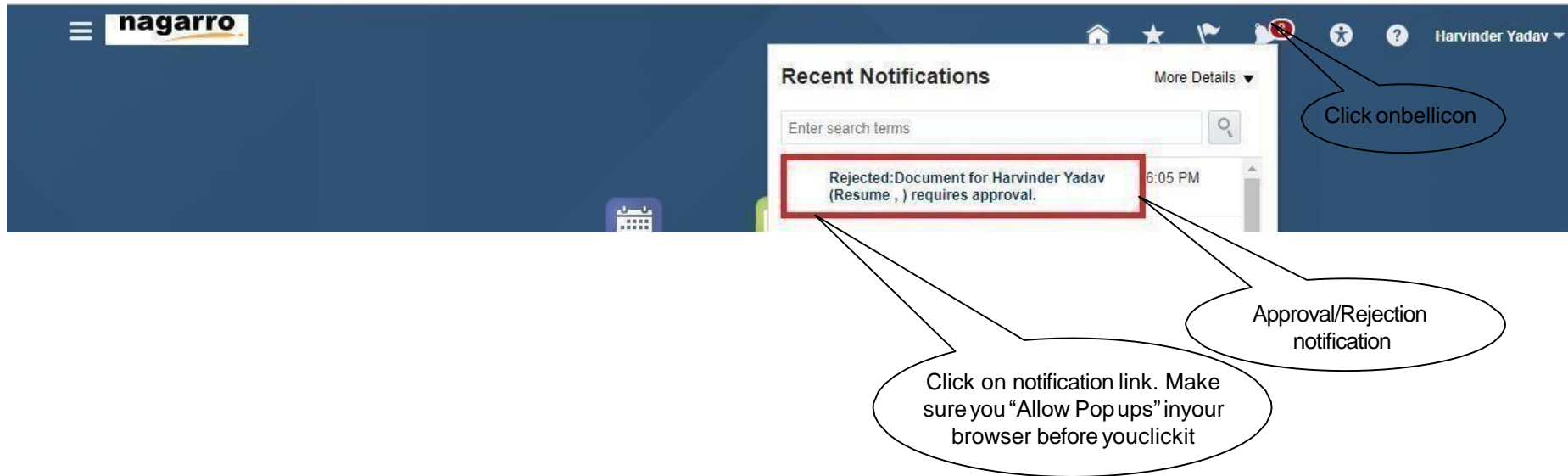
Resume submission approval / rejection Notification

Notification in **HRIS account.** You can re-upload resume after making changes as per the comments received in the rejection mail from oracle-

Document for Harvinder Yadav (Resume ,) requires approval.

◢ **Details**

Assignee harvinder839

Assigned Date   28-Jul-2017 5:59 PM

Outcome   Task Completed - Rejected

Task Number   217812

◢ **Recommended Actions**

◢ **Document Details**

The transaction details are no longer available here because the approval process is complete.

◢ **Related Links**

◢ **Comments**   ◢ **Attachments**

No data to display   No data to display

Notification in **Email account**

Fri 7/28/2017 6:06 PM

Nagarro HR <ecqp.hcm.sender@workflow.mail.ap2.cloud.oracle.com>

Rejected:Document for Harvinder Yadav (Resume ,) requires approval.

To   Harvinder Yadav

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Document for Harvinder Yadav (Resume ,) requires approval.

Details

Assignee   harvinder839

Assigned Date   28-Jul-2017 5:59 PM

Outcome   Task Completed - Rejected

Task Number   217812

Recommended Actions

Document Details

The transaction details are no longer available here because the approval process is complete.

Related Links

Resume submission approval / rejection Notification

If your submission is approved, you can go back to **Manage Document Records** to see approved/uploaded copy of Resume

You can view approved copy of your resume here

Resume important **Guidelines** – Please check before upload

- ✓ Passportsizephotograph
- ✓ Pictureshouldbe clickedin formal clothesonly
- ✓ Thebackgroundof the photographshouldbewhite
- ✓ Current role inthecompany
- ✓ Totalyearsof work experience
- ✓ Brief experiencesummaryhighlighting expertise and skills, and domains workedon
- ✓ Trainings/ Certifications, ifany
- ✓ TechnicalSkills:Programmingandscripting languages,Frameworks,tools, and libraries, Serversandplatforms, DatabasesandBI,DevicesandOS,etc.
- ✓ EducationDegree,Specialization,Institute Nameand LocationAwards,if any
- ✓ We do not reveal client name or any IPspecific information (Companyname, Client name, brand name etc.) in resume so request you to please do not mention anyIPspecific information in your resume,just use**genericname** e.g. Educationalportal, Businessportal,etc.
- ✓ Makesureprojects shouldbe in **reversechronologicalorder**i.e. the latestone shouldbe on top, then the otherones

Resume important **Guidelines** – Contd.

- ✓ **All projects**, below details are required for *each* project

    - **Generic project Title-** e.g. Planning Management System
    - **Generic client description** e.g. Client is a leading response management company, responding to over 1400 events per year and training thousands of responders through its training programs, drills and exercises
    - **Duration** – e.g. October 2016 – January 2017
    - **Project overview (brief)-** e.g. Project involved the development of web based planning management system based on Liferay. It provided web based plan management, automated revision records, integrated contact information, e-mail notifications and PDF plan downloads
    - **Technologies:** e.g. Liferay, Adobe CQ5, Sitecore, Oracle Eloqua, Kentico

- ✓ **Responsibilities**: e.g.
    - Responsible for development of key modules such as automated revision records, dynamic PDF generation, and import contact routine
    - Involved in database designing and programming

Thank you