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# View Self Information

* *Go to Employee >> View*
* *Click on Employee Self Information*
* *There are 6 tabs available to the employee.*
* *Employee personal details, Employee occupational Details, Education details, Career summary, Altiostar CTC and Document upload.*
* *You will not have the privilege to change any of the following details >> Employee personal details, Employee occupational Details, Education details, Career summary, Altiostar CTC*

# Uploading Document

* *Go to Employee >> View*
* *Click on Employee Self Information*
* *Click o the last tab , Document Upload*
* *Click on ‘Please select a document to upload’*
* *Enter the document title.*
* *Browse the file and save. The document will be shown in the grid*
* *To view >> select a document from grid and click on view. You will now be able to see the document.*
* *To delete the document, click on Delete option.*

# View Leave Balance

* *Login to the application.*
* *Go to Employee >> Leave*
* *Click on Employee Leave Request*
* *Your leave balance is now visible.*
* *They are Total leaves, used leaves and Balance leaves.*

# Leave Request

* *Login to the application.*
* *Go to Employee >> Leave*
* *Click on Employee Leave Request*
* *Click on the Leave Request tab*
* *Click on add button.*

*Note: You cannot make a leave request on a weekend (Saturday & Sunday) and on a holiday.*

* *Select the leave type*
* *Click and drag the mouse on the days you wish to request leave*
* *On doing this, the From date, To date and days count will be shown automatically on the left hand side*
* *Type in the reason and click on the Submit button.*
* *To modify the leave, select the entry from the grid and click on Modify button.*
* *The details is displayed, click on Reset Date Selection.*
* *Click and drag the mouse on the days you wish to request leave*
* *On doing this, the From date, To date and days count will be shown automatically on the left hand side*
* *Click on the Submit button. The Leave is modified.*
* *To delete the leave request, select the entry and click on Delete option.*

*Note: The leave request can be deleted prior to Approval/Rejection of the Leave by the Manager.*

# Checking Leave Status

* *Login to the application.*
* *Go to Employee >> Leave*
* *Click on Employee Leave Request*
* *Click on the Leave Request tab*
* *The status of the leave will be visible in the last column.*

# Upload Clearance Form

* *Login to the application*
* *Go to Employee >> Exit management*
* *Click on Upload Clearance form.*
* *Select the entry from the grid and click upload clearance form grid tab.*
* *Browse the file and click on Submit button.*
* *To view the uploaded form, click on View button.*

# Refer a candidate for Interview

* *Login to the application*
* *Go to Recruitment.*
* *Click on Candidate Dashboard.*
* *Click on Refer Candidate. The candidate application details form opens.*
* *Select a Team name to refer a candidate. On selecting a team, the manager name will be displayed automatically*
* *Fill in all the candidate details, upload resume and click on the save button*
* *On clicking Cancel button the action is discarded.*
* *The entry will be saved in grid*
* *To modify the details, select the entry from the grid and click on View.*
* *Make the necessary changes and click on save.*
* *To delete the entry, select the candidate and click on Delete.*

*Note: The candidate involved in the recruitment process cannot be deleted.*

# Schedule Interview For candidate

* *Login to the application*
* *Go to Recruitment.*
* *Click on Interview Schedule.*
* *Select the respective candidate from the grid and click on ‘Schedule Interview’.*
* *Specify the date and time for interview and click on save button.*

# UPdate result

* *Login to the application*
* *Go to Recruitment*
* *Click on Interview Schedule*
* *Select the respective candidate from the grid and click on ‘Update Result’*
* *Enter the Job title and interview taken date.*
* *Select competency and specify the strength of the candidate and then select the radio button hire.*
* *Click on save.*
* *Result updated successfully.*

# VIEw result

* *Login to the application*
* *Go to Recruitment*
* *Click on Interview Schedule*
* *Select the respective candidate from the grid and click on ‘View Result’*

# To confirm candidate availability for interview

* *Login to the application*
* *Go to Recruitment*
* *Click on Interview Schedule*
* *Select the respective candidate from the grid and click on ‘Candidate Availability’*
* *If available then check in the check box and click on save.*
* *If not available, then click on the save button.*
* *On clicking cancel button the action is discarded.*