Table of Contents

[1. Employee tasks 2](#_Toc378846985)

[View Self Information 2](#_Toc378846986)

[Uploading DocumentS 2](#_Toc378846987)

[View Leave Balance 2](#_Toc378846988)

[Leave Request 3](#_Toc378846989)

[Checking Leave Status 3](#_Toc378846990)

[Upload Clearance Form 3](#_Toc378846991)

[Refer a candidate for Interview 3](#_Toc378846992)

[To confirm candidate availability for interview 4](#_Toc378846993)

[TO Schedule interview for candidate 4](#_Toc378846994)

[to Update result 4](#_Toc378846995)

[to view result 4](#_Toc378846996)

[2. Manager Tasks 5](#_Toc378846997)

[To Approve / Reject a Leave request 5](#_Toc378846998)

[to Submit Goals 5](#_Toc378846999)

[to Submit grades 6](#_Toc378847000)

[To view candidate details 6](#_Toc378847001)

[To shortlist a candidate 6](#_Toc378847002)

# 

# Employee tasks

## View Self Information

* *Login to the application as an Employee.*
* *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.*
* *Employee 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 DocumentS

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

## View Leave Balance

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

## Leave Request

* *Login to the application as an Employee.*
* *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 and side.*
* *Type in the reason and click on the Save button*
* *To modify the Leave request, select the entry from the grid and click on ‘Modify’.*

*Make the necessary changes and click on save.*

* *To delete the Leave request, select the entry from the grid and click on ‘Delete’.*

*The Leave request will be deleted from the grid.*

* *On clicking Expand option of each Request, Employee comment and manager comment will be shown.*

## Checking Leave Status

* *Login to the application as an Employee.*
* *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 as an Employee.*
* *Go to Employee >> Exit management.*
* *Click on ‘Upload Clearance form’.*
* *Select an entry from the grid and click on ‘Upload Clearance form’.*
* *To view the clearance form, Select an entry from the grid and click on ‘View’. Now you will be able to see the Clearance form.*

## Refer a candidate for Interview

* *Login to the application as an Employee.*
* *Go to Recruitment.*
* *Click on Candidate Dashboard.*
* *Click on ‘Refer candidate’.*
* *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*
* *The entry will be saved in grid.*
* *To modify the candidate details, select the entry from the grid and click on ‘View candidate’.*

*Make the necessary changes and click on save.*

* *To delete the candidate details, select the entry from the grid and click on ‘delete’.*

*The candidate will be deleted from the grid.*

## To confirm candidate availability for interview

* *Login to the application as an Employee.*
* *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.*

## TO 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.*

## to 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.*

## to 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’*

# Manager Tasks

## To Approve / Reject a Leave request

* *Login to the application as a Manager.*
* *Go to Employee >> Leave*
* *Click on ‘Leave Approval’.*
* *Now you will be able to view all the leave requests.*
* *Select a request from the grid and click on Approve/Reject.*
* *To Approve a leave request >> Select a request from the grid and click on Approve button.*

*Mention the approval comments and click on save.*

* *To Reject a leave request >> Select a request from the grid and click on Reject button.*

*Mention the rejection comments and click on save.*

* *The status of the leave will be visible in the last column.*
* *On clicking Expand option of each Request, Employee comment and manager comment will be shown.*

## to Submit Goals

* *Login to the application as a Manager.*
* *Go to Employee >> Appraisal.*
* *Click on Conduct Appraisal.*
* *Select a year from the drop down for which the appraisal intimation has been sent out.*
* *Click on ‘Download form’. The appraisal form downloads. Save the document in a location.*
* *Click on Expand option of the team to view all the Team members belongs to the particular team.*
* *Once the goals are filled, select an employee from the grid and click on ‘Upload Goal’.*
* *Browse the document and upload it.*
* *To edit a goal, Select an entry from the grid and click on ‘Edit Goal’. Make the necessary changes and browse the form and Click on save.*
* *To delete a goal, Select an entry from the grid and click on ‘Delete Goal’. The entry will be deleted from the grid.*
* *To notify goal, Select an entry from the grid and click on ‘Notify Goal’.*
* *To View the uploaded form, Select an entry from the grid and click on ‘View’.*
* *Now you will be able to view the uploaded form.*

## to Submit grades

* *Login to the application as a Manager.*
* *Go to Employee >> Appraisal.*
* *Click on Conduct Appraisal.*
* *Select a year from the drop down for which the appraisal intimation has been sent out.*
* *Click on ‘Download form’. The appraisal form downloads. Save the document in a location.*
* *Click on Expand option of the team to view all the Team members belongs to the particular team.*
* *Once the grades are filled, select an employee from the grid and click on ‘Upload grade’.*
* *Browse the document and upload it.*
* *To edit a grade, Select an entry from the grid and click on ‘Edit grade’. Make the necessary changes and browse the form and Click on save.*
* *To delete a grade, Select an entry from the grid and click on ‘Delete Grade’. The entry will be deleted from the grid.*
* *To notify grade, Select an entry from the grid and click on ‘Notify Grade’.*
* *To View the uploaded form, Select an entry from the grid and click on ‘View’.*

*Note: You can Edit/Delete the grade, only when its Goal notification is sent.*

## To view candidate details

* *Login to the application as a manager.*
* *Go to ‘Recruitment’.*
* *Click on ‘Candidate Dashboard’.*
* *Select a candidate from the grid and Click on ‘View Candidate’.*
* *If want to view resume then click on view resume icon.*

## To shortlist a candidate

* *Login to the application as a manager.*
* *Go to ‘Recruitment’.*
* *Click on ‘Candidate Dashboard’.*
* *Select a candidate from the grid and Click on ‘Shortlist’.*
* *Click on Image of Resume to view the candidate’s resume.*
* Select Approve/Reject radio button to Approve/Reject the candidate.
* To Approve >> Select ‘Approve’ radio button and Assign Preferred technical Panel (Can be single or multiple) and then click on submit.
* To Reject >> Select ‘Reject’ radio button and Mention the rejection remarks and then click on Submit.