

CLIENT

USER MANUAL



CONTACT@HIRINGDOG.COM



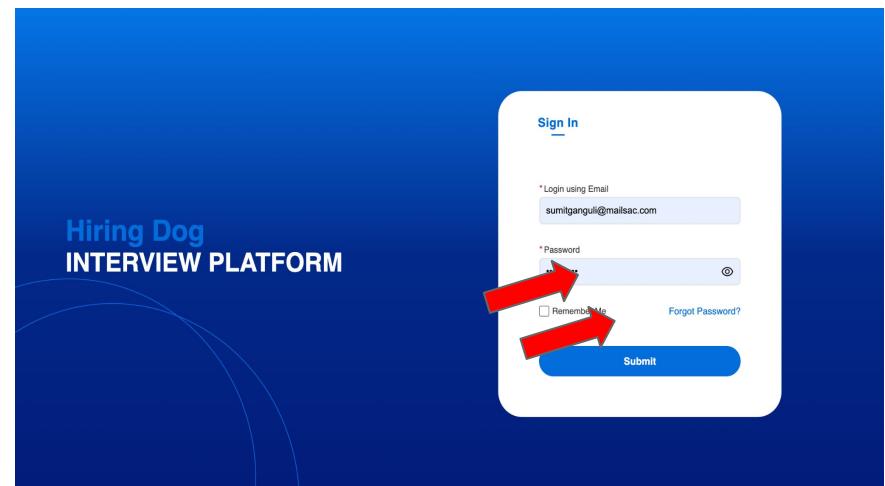
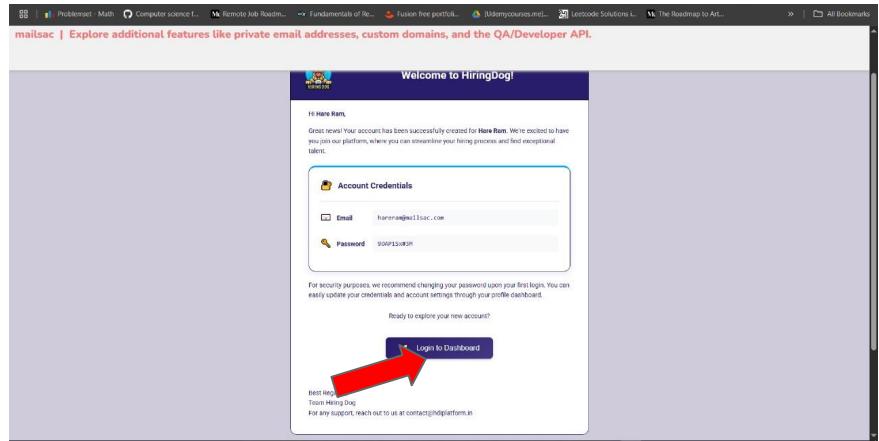
+91-9916864727



2SY No 7/2, K No 767/7, GPA M/S SLS, Bengaluru, Karnataka - 560068

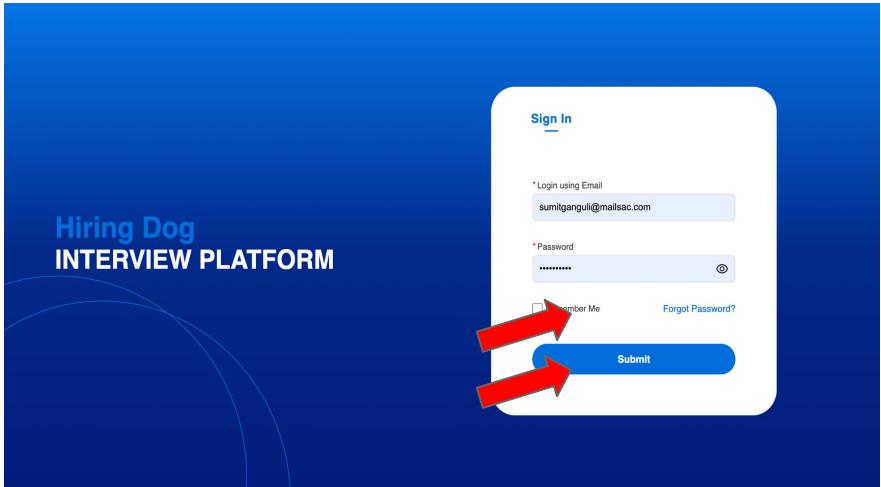
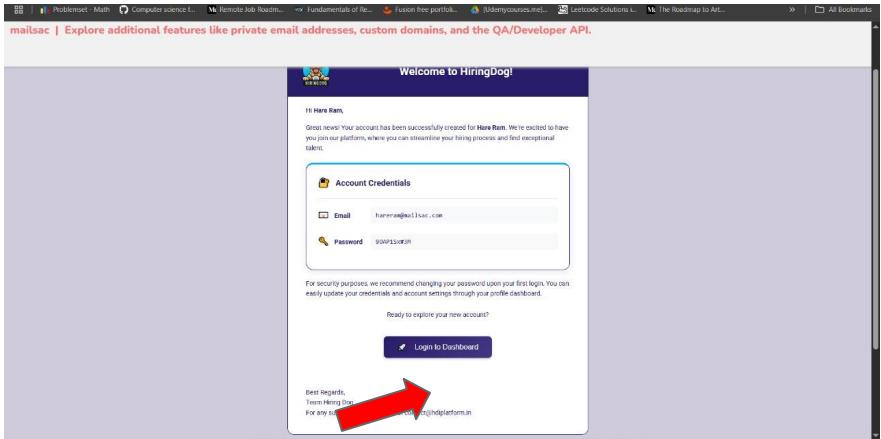
Client Onboarding:

- Once onboarded by HDIP backend the super admin receives a mail notification to activate the account.
- Click the login button
- HDIP login page will open.
- Copy & Paste the mail Id & Password from the mail to HDIP Platform.
- Press Submit.
- Please press remember me before the submit button so that you don't have to copy paste the ID & password again.



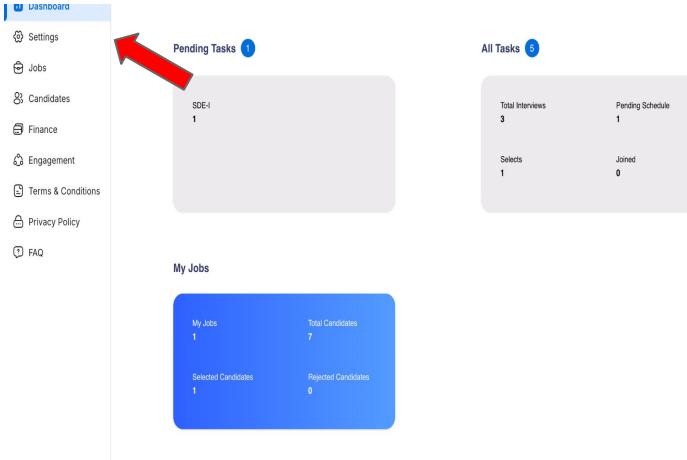
User Onboarding:

- Once on boarded by the super admin you will receive a mail notification to activate the account.
- Click the login button
- HDIP login page will open.
- Copy & Paste the mail Id & Password from the mail to HDIP Platform.
- Press Submit.
- Please press remember me before the submit button so that you don't have to copy paste the ID & password again.



User Addition:

- Click on setting tab.
- Setting window will open where you can add/ delete and modify the users.
- Click on Add User.

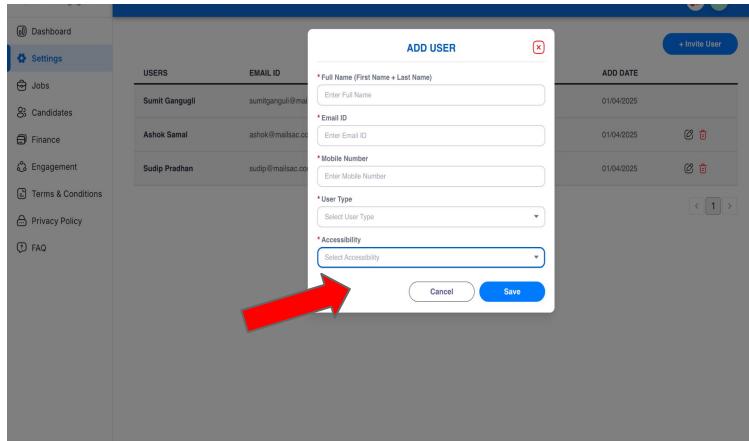


The screenshot shows a 'HD INTERVIEW PLATFORM' settings page. The sidebar includes links: Dashboard, Settings (selected), Jobs, Candidates, Finance, Engagement, Terms & Conditions, Privacy Policy, and FAQ. The main content area displays a table of users with columns: USERS, EMAIL ID, USER TYPE, ACCESSIBILITY, and ADD DATE. A blue button labeled '+ Invite User' is located at the top right. A red arrow points from the 'ADD DATE' column header towards the table rows.

USERS	EMAIL ID	USER TYPE	ACCESSIBILITY	ADD DATE	
Sumit Ganguli	sumitganguli@mailsac.com	Owner	All Jobs		
Ashok Samal	ashok@mailsac.com	Admin	All Jobs	01/04/2025	
Sudip Pradhan	sudip@mailsac.com	Admin	All Jobs	01/04/2025	

User Addition:

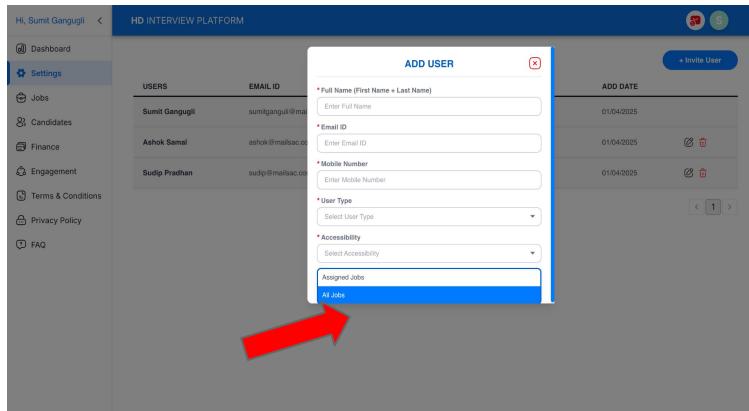
- To add users please fill the details.
- In the beginning, please give accessibility for all jobs to the user as the jobs has not been created yet.
Later, once the jobs are created, you can modify the user accessibility.
- Save the user.



Note:

**Admin is the owner of the jobs assigned by the super admin He/She can edit/delete/create jobs in the platform. Also can add/ modify/ delete the users & agency. Except the Super admin.*

**Users/Agency can only upload CVs, schedule interviews & download the feedback.*



Add Jobs:

- Click the Jobs tab
- Click on Add job button on the top right of the platform

The dashboard features a vertical navigation menu on the left with icons for Settings, Jobs, Candidates, Analytics, Integration, Finance, and Engagement. To the right are three main sections: 'Pending Tasks' (1), 'All Tasks' (5), 'My Jobs' (1 job listed: SDE-I), and 'Analytics' (two cards: 'Companies with More Selects' and 'Role Wise Company Selects'). A red arrow points from the 'Pending Tasks' section towards the 'Jobs' tab in the navigation menu.

A screenshot of a web browser showing the 'HD INTERVIEW PLATFORM' at app.hdplatform.in/client/jobs. The left sidebar has 'Jobs' selected. The main area shows a table with one row ('SDE-I') and buttons for 'View', '+ Add Candidate', and 'Archive'. A red arrow points to the '+ Add Job' button located at the top right of the main content area.

Add Job:

- Fill the details

Note: i) Hiring manager has to be a user/admin in user section.

He/She can have access to his/role.

ii) In Essentials, please type the keyword and enter. (eg: Java + Enter), etc.

iii) Total positions is not a mandatory field.

- Continue

- Please fill the guideline you want to give the interviewer.

Note: i) You can add the link to the questionnaire with the Add button.

- Your job is created.
- Now you can modify the access to the admin/user/agency in the user section and save it.

HD INTERVIEW PLATFORM

Hi, Sunit Ganguli

Dashboard

Settings

Jobs

Candidates

Analytics

Integration

Finance

Engagement

Job Role: Select Job Role

Job ID: Optional

Assigned Recruiter: Select Recruiters

Hiring Manager: Select Hiring Manager

Total Positions: -

Function: Select Function

Job Description:

Paste Job Description Here

Essentials: Springboot

Java

Back Continue

app.hdiplatform.in/client/jobs/job-details

HD INTERVIEW PLATFORM

Hi, Sunit Ganguli

Dashboard

Settings

Jobs

Candidates

Analytics

Integration

Finance

Engagement

Job Role: SDE-I

Interview Time: 60 Minutes

Job Description: Click to View

Active/Arcived: Active

Archive

DETAILS TIME GUIDELINES

Intro 5 Minutes

Data Structure and Algorithm 30 Minutes

Python Fundamentals 15 Minutes

Database Fundamentals 10 Minutes

+ Add

Below Question:

1. What are Python's key features?
2. What is the difference between a list and a dictionary?
3. Explain the concept of Python's Global Interpreter Lock (GIL).
4. How is Python different from other programming languages like Java or C++?
5. What is meant by a shallow copy and a deep copy in Python?
6. How do you manage packages in Python?
7. Explain the difference between is and == in Python.

What is the difference between SQL and NoSQL?
What is the difference between ACID and BASE design?
What is indexing in databases?
What are the properties of ACID?
What is data redundancy? How can it be reduced?

Save

Add Candidate:

- You can add candidate directly from the job section or
- You can click on to the Add candidate in the candidate also

Hi, Sumit Ganguli

HD INTERVIEW PLATFORM

Dashboard Settings Jobs Candidates Finance Engagement Terms & Conditions Privacy Policy FAQ

All Jobs Recruiters Hiring Manager Active dd/mm/yyyy Reset

SDE-I (BACKEND) View + Add Candidate Archive Active Candidates 1

+ Add Job

Hi, Sumit Ganguli

HD INTERVIEW PLATFORM

Dashboard Settings Jobs Candidates Finance Engagement Terms & Conditions Privacy Policy FAQ

Total Candidates 7 Scheduled 3 In Process 1 Recommended 0

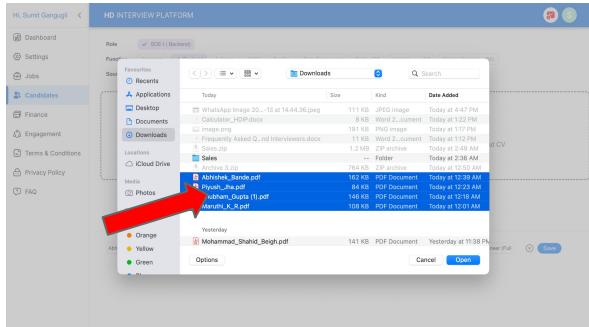
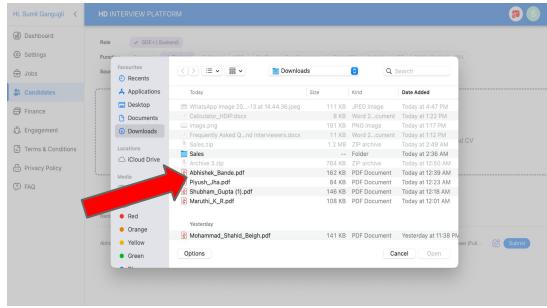
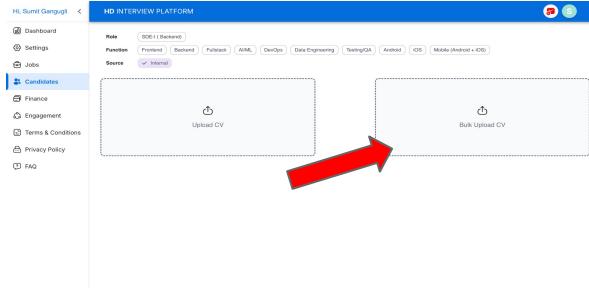
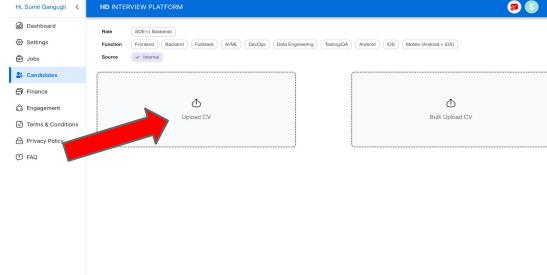
Search Candidate by Name, Email & Mobile Number

+ Add Candidate

Name	Role	Status	Date	Action
SURESH A	SDE-I	INTERNAL	Fri, 04-04-25	Reschedule
PRITHVI KUMAR SONI	SDE-I	INTERNAL	Wed, 02-04-25	Reschedule
ASHUTOSH JHA	SDE-I	INTERNAL	Wed, 02-04-25	Score: 33/100
MUHAMMADBIN ARAB	SDE-I	INTERNAL	Wed, 02-04-25	Reschedule
AMEY JAKATE	SDE-I	INTERNAL	Wed, 02-04-25	Score: 33/100
PRITHVI KUMAR SONI	SDE-I	INTERNAL	Tue, 01-04-25	Score: 33/100 Selected Push to Engagement

Add Candidate:

- If you want to add one candidate, click on upload CV. Your upload from computer section will open. You can choose only one profile.
- If you want to add multiple candidate, click on upload bulk CVs. Your upload from computer section will open. You can choose only bulk CVs to upload.



Add Candidate:

- Sometimes auto parsing will have some error. If any error occurs, our platform will show the error message in red colour.
- Then the recruiter has to edit the details like experience, mail id, gender,etc and save it in the page itself.
- If its a diversity hiring, gender is mandatory and selection other than female will show an error and will not move to scheduling

The screenshot shows two views of the HD Interview Platform's candidate addition interface.

Left View (Candidate Addition Page):

- Header:** Hi, Sumit Ganguli | HD INTERVIEW PLATFORM
- Left Sidebar:** Dashboard, Settings, Jobs, Candidates (selected), Finance, Engagement, Terms & Conditions, Privacy Policy, FAQ.
- Form Fields:** Role (SDE-I (Backend)), Function (Frontend, Backend, Fullstack, AI/ML, DevOps, Data Engineering, Testing/QA, Android, iOS, Mobile (Android + iOS)), Source (Internal).
- Upload Options:** Upload CV (single file) and Bulk Upload CV (multiple files).
- Data Table:** A table showing a single candidate entry: Abhishek Bande, 4, 3, 7057852133, abhishekbande2014@gmail.com, Cybage Software Pvt Ltd, Software Engineer (Full). A red arrow points to the "Save" button.

Right View (Candidate List Page):

- Header:** Hi, Ashok kumar | HD INTERVIEW PLATFORM
- Left Sidebar:** Dashboard, Settings, Jobs, Candidates (selected), Analytics, Integration, Finance, Engagement.
- Upload Options:** Upload CV (single file) and Bulk Upload CV (multiple files).
- Candidate List:** A table listing candidates with validation errors:
 - Nitin Kumar KV: Experience is required. Please fill manually to submit.
 - Sundar Dubey: Experience is required. Please fill manually to submit.
 - Ishan Doshi: Experience is required. Please fill manually to submit.
 - SHIV KUMAR: Gender is required. Please fill manually to submit.
- Action Buttons:** Submit (disabled for rows with errors) and a red arrow points to the "Submit" button for the last row.

Add Candidate:

- After checking/editing the uploaded CVs details. Save it and submit. (new tab will open and you don't have to go back again and again)
- The schedule tab will open. You can schedule the candidate as per his availability and confirm. (Available slots will be in green colour)
- You can drop the candidate, schedule later or schedule the interview. Post this the status will be shown in candidate's dashboard.

This screenshot shows the 'Candidates' section of the HD Interview Platform. It displays a table with columns: Name, Experience, Mobile Number, Email ID, Company, Designation, and Gender. The table contains several rows of candidate data. A red arrow points to the 'Submit' button for the first row, which has 'Male' selected in the gender dropdown. Another red arrow points to the 'Submit' button for the third row, which has 'Not specified' selected in the gender dropdown.

Name	Experience	Mobile Number	Email ID	Company	Designation	Gender
Nithin Kumar KV	3 5	+9198380644	Ashok@gmail.com	Rippling	Senior Software En...	Male
Sundri Dubey	5 Years 10 Months	+918789925512	sundridubey00@g...	CRED	QA Engineer	Not specified
Ishaan Dhamija	Gender is required. Please fill manually to submit	+919958421789	dhamjaishaan66@...	Swiggy	Software Develop...	Not specified
SHIV KUMAR	Gender is required. Please fill manually to submit	+917017295669	shivkumar0757@g...	SirionLabs	Software Engineer	Not specified
	Experience is required. Please fill manually to submit					Not specified

This screenshot shows the 'Candidates' section of the HD Interview Platform. On the right, there is a scheduling interface for a candidate named 'Yashvardhan Pratap Singh'. The interface includes fields for Name, Role, and Function. A message at the top right says: 'To ensure the interviewer's session proceeds seamlessly, please schedule it for at least 8 hours from now.' Below this is a 'Select Date' field showing 'Sun, 13/04/2025' with a calendar icon. A red arrow points to the '1 PM' slot in a grid of time slots from 12 AM to 9 PM. At the bottom, there are three buttons: 'Drop Candidate' (grey), 'Schedule Later' (purple), and 'CONFIRM' (green). A red arrow points to the 'CONFIRM' button.

Hi, Shuvam Prasad

HD INTERVIEW PLATFORM

Candidates

EXPERIENCE
3 Years 9 Months

EMAIL
yashvansntrhar1539@gmail.com

COMPANY
Vertech

DESIGNATION
Senior Software Engineer

SOURCE
Internal

CV
Download

Write your remarks here

Select Date

Sun, 13/04/2025

12 AM 1 AM 2 AM 3 AM 4 AM 5 AM 6 AM 7 AM 8 AM 9 AM 10 AM
11 AM 12 PM 1 PM 2 PM 3 PM 4 PM 5 PM 6 PM 7 PM 8 PM 9 PM

Drop Candidate Schedule Later CONFIRM

Feedback & Score:

- Go to candidate's dashboard & click the name of the candidate.
- The brief details of the report will be displayed.
- Click on View & download report.

Hi, Sumit Ganguli < HD INTERVIEW PLATFORM

Dashboard Settings Jobs Candidates Finance Engagement Terms & Conditions Privacy Policy FAQ

Total Candidates 7 Scheduled 3 In Process 1 Recommended 0 Rejected 3

All Roles All Reset Filters

Candidate Name	Role	Status	Last Interview Date	Score	Action
SURESH A	SDE-I	INTERNAL	Fri, 04-04-25	Reschedule	-
PRITHVI KUMAR SONI	SDE-I	INTERNAL	Wed, 02-04-25	Reschedule	-
PRITHVI KUMAR SONI	SDE-I	INTERNAL	Wed, 02-04-25	-	-
ASHUTOSH JHA	SDE-I	INTERNAL	Wed, 02-04-25	Score: 33/100	-
MUHAMMADBIN ARAB	SDE-I	INTERNAL	Wed, 02-04-25	Reschedule	-
AMEY JAKATE	SDE-I	INTERNAL	Wed, 02-04-25	Score: 33/100	-
PRITHVI KUMAR SONI	SDE-I	INTERNAL	Tue, 01-04-25	Score: 33/100	Selected Push to Engagement

A red arrow points to the "Strongly Not Recommended" status for AMEY JAKATE.

Hi, Sumit Ganguli < HD INTERVIEW PLATFORM

Dashboard Settings Jobs Candidates Finance Engagement Terms & Conditions Privacy Policy FAQ

EXPERIENCE 9 Months
EMAIL sumit.dey@hiringdog.com
COMPANY Furinco
DESIGNATION Software Development Engineer Intern
SOURCE Internal
CV Download

Feedback Strongly Not Recommended
Score 33/100

Write your remarks here

A red arrow points to the "View & Download Report" button.

Feedback & Score:

- You can see the feedback report and Video of the interview. Also, you can download the same in PDF and save in your ATS.

Hi, Sumit Ganguli

HD INTERVIEW PLATFORM

Candidates

Name: Prithvi Kumar Soni Function: Backend Role: SDE-I Date & Time: 01/04/2025 20:00:00 Feedback: Not recommended Score: 33/100

Skills & Values (3)

Skill	Score	Summary
Databases	20	The candidate demonstrated a very basic understanding of databases. They struggled to classify different types and explain key concepts like transactions and normalization. Their responses lacked depth and precision.
Problem Solving	50	The candidate demonstrated a basic understanding of the problem. However, they struggled to justify their choices and explain the time and space complexity. The explanation of the algorithm lacked clarity and precision.
Python Fundamentals	30	The candidate displayed limited knowledge of Python's key features. They correctly identified Python as an interpreted language but struggled to articulate its core distinguishing features. They also had difficulty explaining concepts like Global Interpreter Lock (GIL), deep and shallow copy, or the differences between Python and other languages beyond basic syntax and string.

0:00 / 48:28

Hi, Sumit Ganguli

HD INTERVIEW PLATFORM

Candidates

Name: Prithvi Kumar Soni Function: Backend Role: SDE-I Date & Time: 01/04/2025 20:00:00 Feedback: Not recommended Score: 33/100

Skills & Values (3)

Skill	Score	Summary
Databases	20	The candidate demonstrated a very basic understanding of databases. They struggled to classify different types and explain key concepts like transactions and normalization. Their responses lacked depth and precision.
Problem Solving	50	The candidate demonstrated a basic understanding of the problem. However, they struggled to justify their choices and explain the time and space complexity. The explanation of the algorithm lacked clarity and precision.
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0:00 / 48:28

Download Rep

Hi, Sumit Ganguli

HD INTERVIEW PLATFORM

FEEDBACK REPORT

Interview Report

Download PDF

01/04/2025 20:00

Prithvi Kumar Soni

NOT RECOMMENDED
33/100

Interview Stage: Round 1 Applied For: SDE-I Interview Date: 01/04/2025

Current Design: Software Developer Intern Current Company: BIDINN Strength: backend

Total Experience: 11 months Interviewer Company: Hiringdog Interviewer Exp.: 5 years 3 months

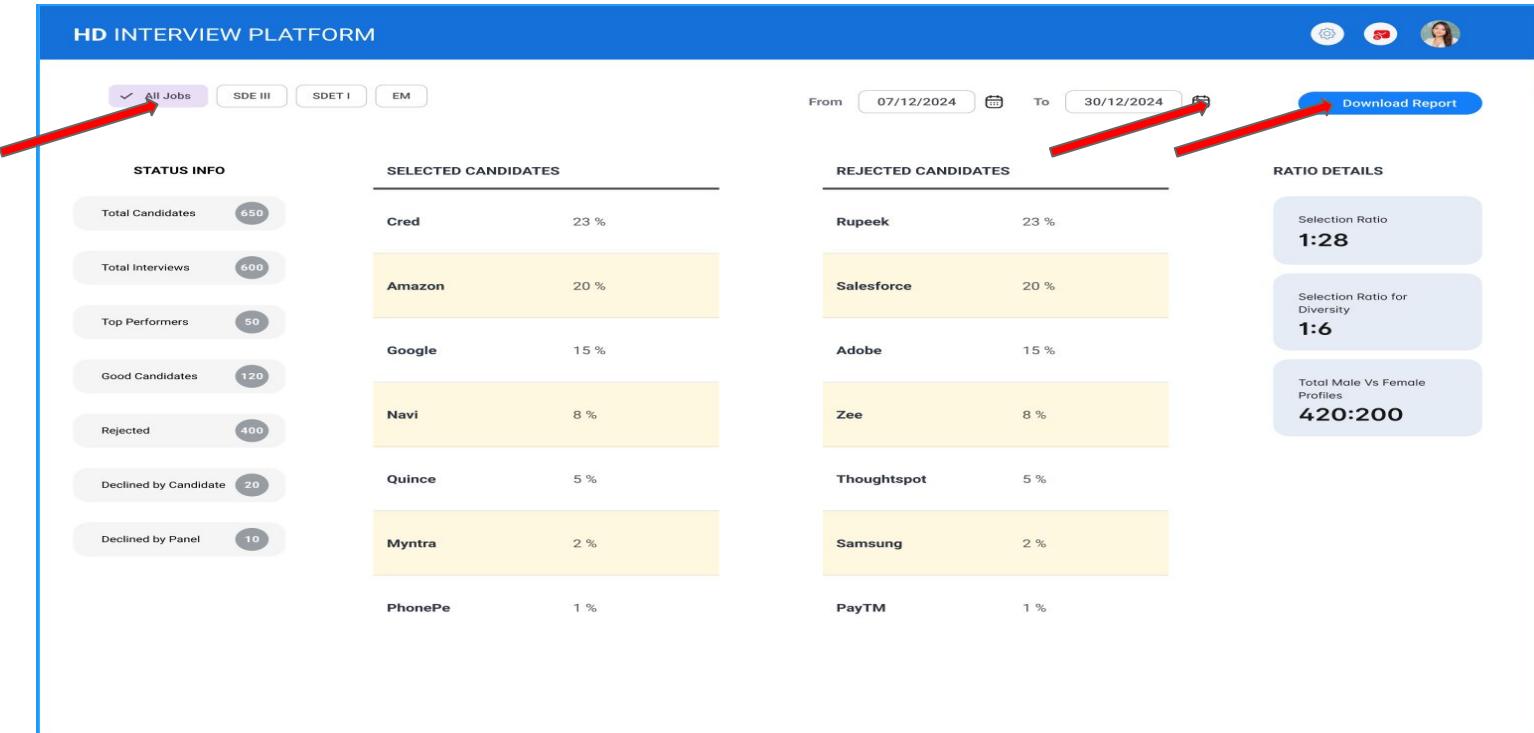
Score & Values (2)

Skill	Score
Attitude	75/100
Communication	50/100

Strength

Role Analytics:

- Choose the role (Eg: SDE-II/III or All). Select the date for which you need the data.
- Download the data in PDF for your hiring strategy.



Finance:

- All the monthly successful interviews fees will be displayed in the platform in finance tab. You can pay the due here only.
- Also, you can check and download the past payments receipts in the platform.

HD INTERVIEW PLATFORM

Current Dues

TOTAL: INR 5,00,000.00

Candidate	ROLE	EXPERIENCE	DATE	AMOUNT
Abc Xyz	SDE II	4.2 Years	07/12/2024	1200.00
Abc Xyz	SDE II	4.2 Years	07/12/2024	1200.00
Abc Xyz	SDE II	4.2 Years	07/12/2024	1200.00
Abc Xyz	SDE II	4.2 Years	07/12/2024	1200.00
Abc Xyz	SDE II	4.2 Years	07/12/2024	1200.00
Abc Xyz	SDE II	4.2 Years	07/12/2024	1200.00
Abc Xyz	SDE II	4.2 Years	07/12/2024	1200.00
Abc Xyz	SDE II	4.2 Years	07/12/2024	1200.00

Past Payments

From date
22 Mar 2025

To date
22 Apr 2025

Click to Download

Download

Offered candidate Engagement plan:

- If the candidate is in HDIP platform and has been offered, click on selected and then click push to engagement, fill the details and save.
- If the candidate is not in HDIP platform and has been offered, go to engagement tab, upload CV, fill the details and save the candidate.
- GTP is "go to person" : GTP is the one whom the candidate can reach out for any question or queries before joining.

The screenshot shows the HD Interview Platform dashboard. On the left, there's a sidebar with navigation links: Dashboard, Settings, Jobs, Candidates (selected), Finance, Engagement, Terms & Conditions, Privacy Policy, and FAQ. The main area displays a table of candidates with columns: Name, Role, Status, Date, and Actions. One row for 'PRITHVI KUMAR SONI' is highlighted. Two red arrows point to the 'Selected' button and the 'Go to Engagement' button for this candidate.

The screenshot shows the 'Engagement' form page. It includes fields for Name, Phone Number, Email ID, Company, Offered, Offer Accepted, Notice Period (with a dropdown menu showing options like 0-7 Days, 8-15 Days, 16-30 Days, 31-45 Days, 46-60 Days, and 61-75 Days), GTP Name, GTP Email ID, Other Offer, Role Offer (with a dropdown menu showing 'Role is required'), and a 'Save' button. A red arrow points to the 'Upload CV' field where a file named 'Unl_Resume.pdf' is being uploaded. Another red arrow points to the 'Save' button at the bottom right.

Offered candidate Engagement plan:

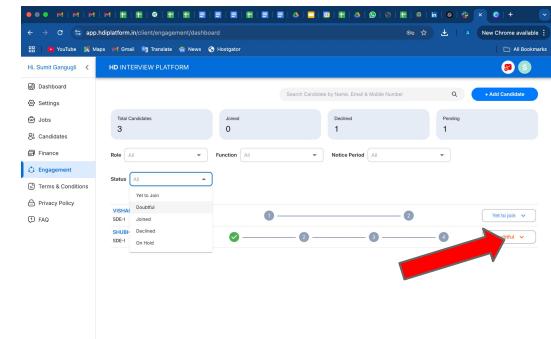
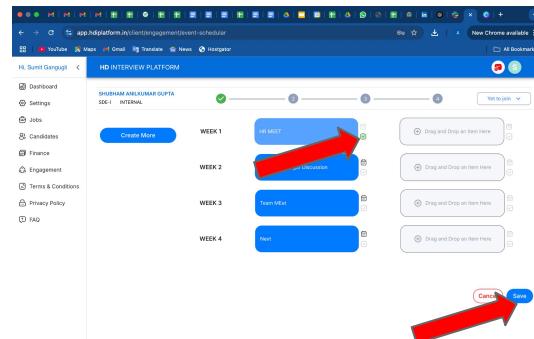
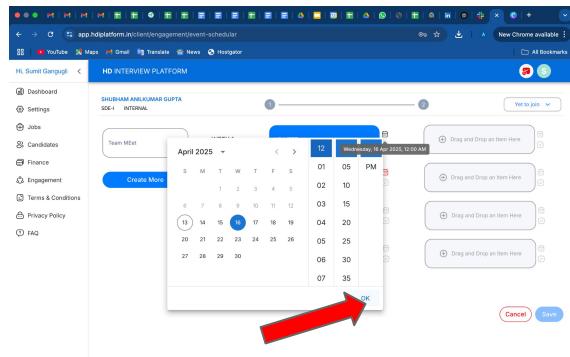
- Create the templates for the engagement and save it first. All the saved template will be shown in the right side of the dashboard.
- Drag the template for each week event. You can choose 1 event or 2 events per week.

The screenshot shows the 'HD INTERVIEW PLATFORM' engagement scheduling interface. On the left, a sidebar menu includes: Dashboard, Settings, Jobs, Candidates, Finance, Engagement, Terms & Conditions, Privacy Policy, and FAQ. The main area displays a user profile for 'SHUBHAM ANILKUMAR GUPTA' (SDE-I INTERNAL). The interface is organized by weeks (WEEK 1, WEEK 2, WEEK 3, WEEK 4). It features several event slots: 'Team MEet' (WEEK 1), 'HR MEET' (WEEK 1), 'Product Manager Discussion' (WEEK 2), 'Drag and Drop an Item Here' (WEEK 1, WEEK 2, WEEK 3, WEEK 4), and 'Create More' (button). A red arrow points from the 'Create More' button towards the 'Product Manager Discussion' slot in Week 2.

The screenshot shows the 'HD INTERVIEW PLATFORM' engagement template editor. The left sidebar lists: Dashboard, Settings, Jobs, Candidates, Finance, Engagement, Terms & Conditions, Privacy Policy, and FAQ. The main area shows a template titled 'Discussion with the Product Manager' for a 'Hi Candidate'. The template content includes: 'HR MEET', 'Team MEet', and 'Product Manager Discussion'. A red arrow points from the 'Product Manager Discussion' slot in the template towards the same slot in the Engagement Scheduling interface. At the bottom right of the template editor, there are 'Attachment', 'Cancel', and 'Save' buttons. A red arrow also points towards the 'Save' button.

Offered candidate Engagement plan:

- Select the date and time of all the events and save it. The notification will reach the candidate and concerned members.
- Once any event is successfully completed, the user should open the candidate details from engagement platform and tick the right button for the specific event. This should be done for all events completion.
- All the right tick will give a green signal in the engagement platform for the candidate.
- If any candidate is not responding properly or not attending engagement meetings repeatedly, please mark doubtful in the status.
- If any candidate joins or decline, please mark the same in the status. By changing the status to joined/ declined the candidate will move to archive.



PLEASE CONNECT WITH US IF YOU HAVE ANY QUESTION OR QUERIES