**TASKS**

Passport and Visa Copy

Send Initial onboard documents OPT and SSN (Need to receive these

ID (Sate or DL) Documents)

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Verify the contact information of the candidate

Co-ordinate same to the training team and also

Training Specify the technology

Once training is set up, follow up with candidate

Any issues co-ordinate with training team

Send sample resume’s to the candidates and ask them to

Prepare final resume

Send marketing team contacts and partner companies list to

Candidate

Send the candidate resume to offshore team for resume

Marketing Upload in portal (Conrep)

Check portal on daily basis

If candidate requested for change in contact information or

Update the current resume, need to update in portal

**Very Important**

Set up support by co-coordinating with support team and this

Should done before candidate start his project

Support

Call or text on daily basis to the candidate and update the status

Respond to the candidates who are on support after office hours as

Well because most of support calls are in the evening hours