

The Basilisks

HR Operations Manager

End-User Help Manual

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THE BASILISKS

HR OPERATIONS MANAGER

End User Help Manual

1. About This Help Manual

1.1 Purpose

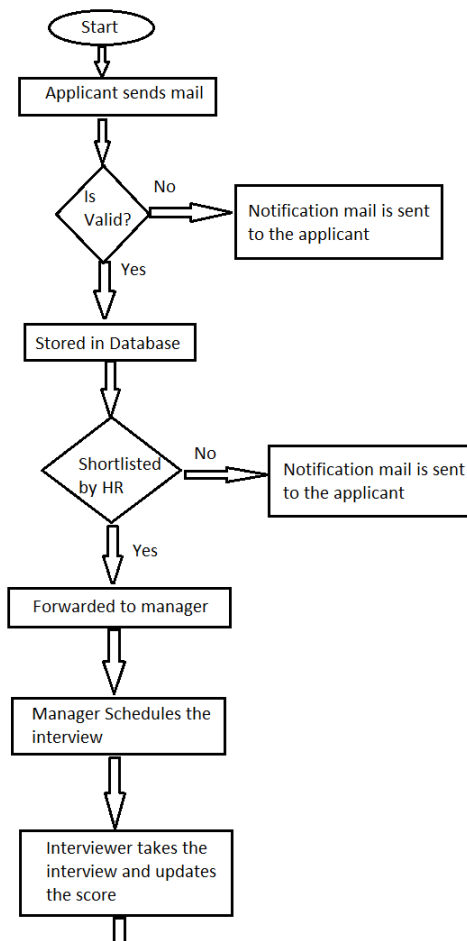
This guide provides comprehensive guidelines and step by step instruction on how to use The Basilisks HRM, the Human Resource Management software.

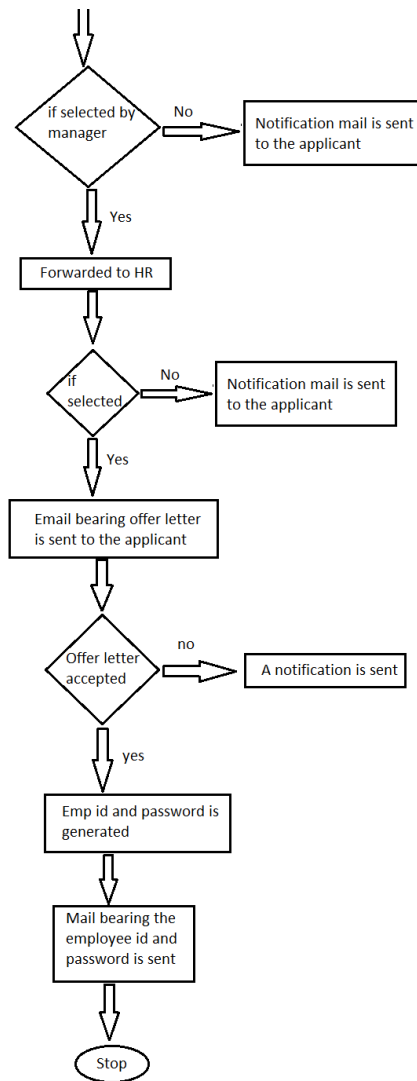
1.2 Who should use this manual?

The manual is meant for all the end users, i.e. the employees of the company.

2. About The Basilisk HR Operation Manager

The Basilisk HR Operation Manager is an automated Human Resource Management Software. It's a project undertaken to automate most of the tasks of the Human Resource Department of any company.





3. System Users

- 3.1 Admin
- 3.2 Manager
- 3.3 H.R
- 3.4 Interviewer
- 3.5 Other Employees

4. Tasks Common To All Employees

4.1 Login

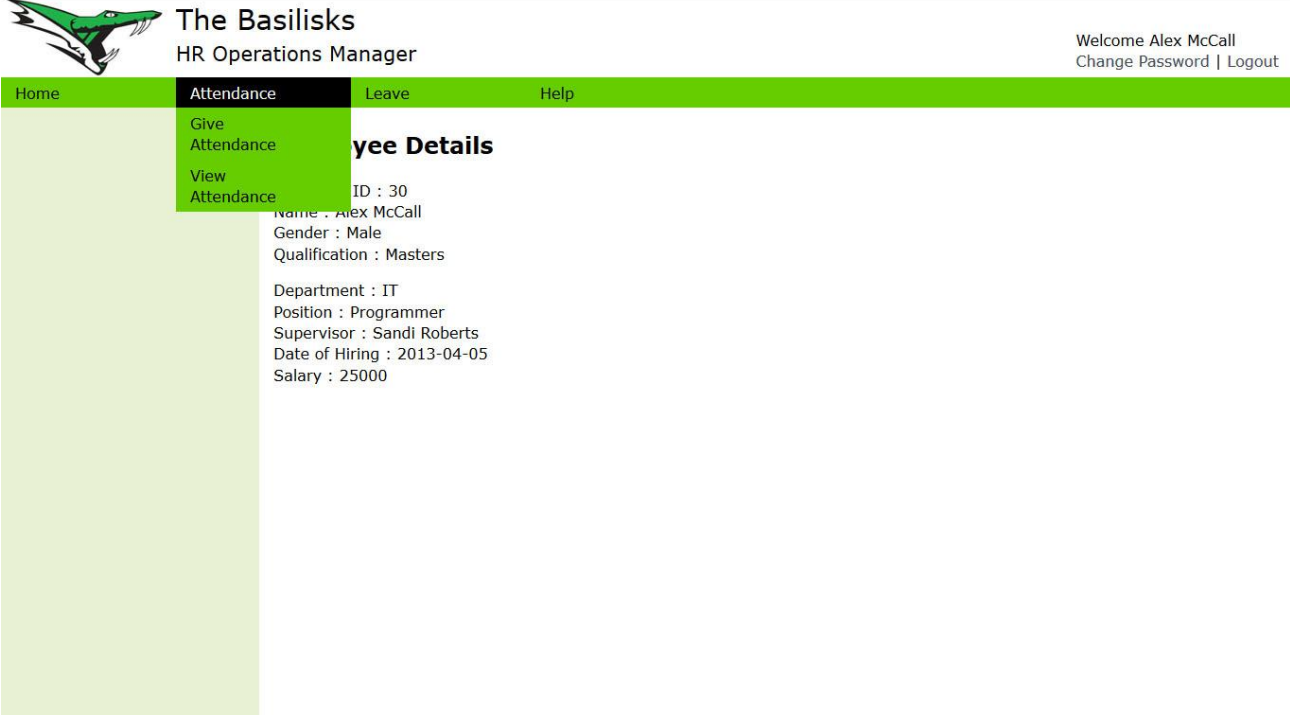
This is the first page of the HRM (if the employee has not already logged in). The employees irrespective of the role need to enter their unique employee id and their password. Upon authentication, they are redirected to their homepage.

4.2 Home

The first option of the employee's menu bar and the first page the employee will see upon Login. It displays all the Information of the employee.

4.3 Attendance

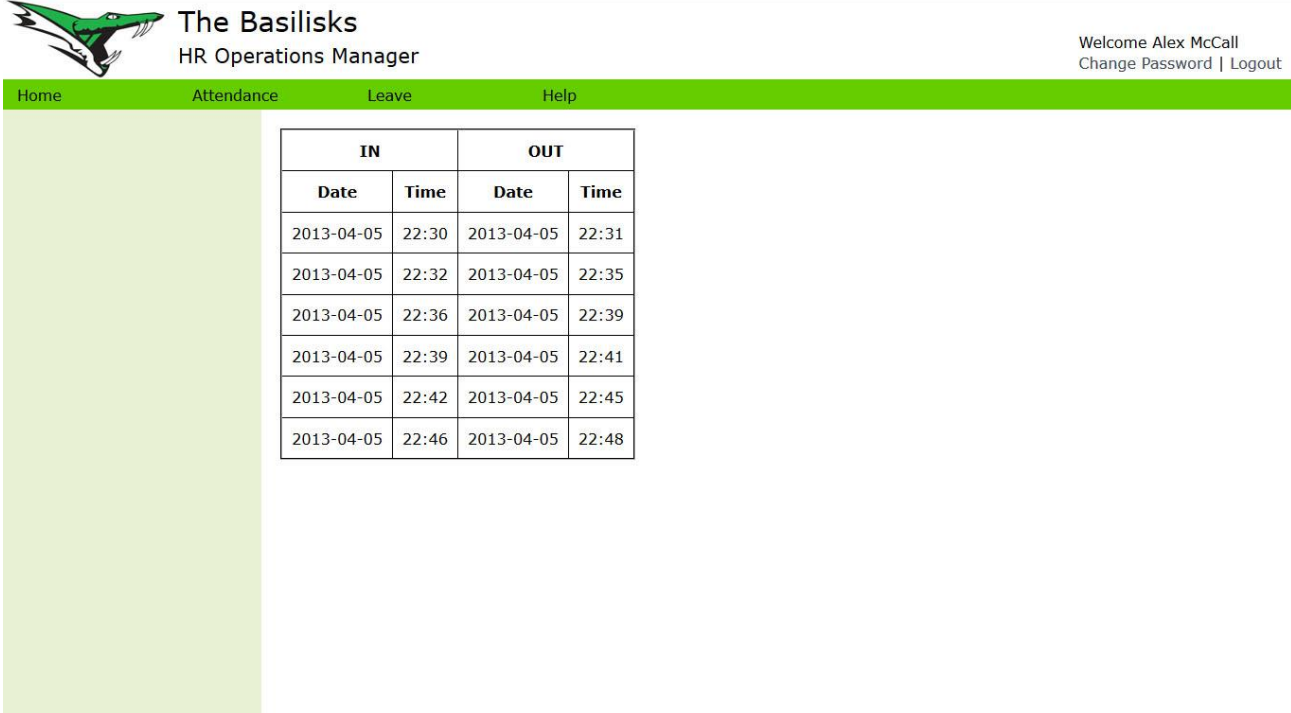
This is the third option in the employee Menu bar. Upon Mouse hover, two more options pop up.



The screenshot shows the application interface with a green header bar. On the left is a logo of a green basilisk. The header contains the text "The Basilisks" and "HR Operations Manager". On the right, it says "Welcome Alex McCall" with links for "Change Password" and "Logout". Below the header is a navigation bar with "Home", "Attendance", "Leave", and "Help". The "Attendance" menu is open, showing a dropdown with "Give Attendance" and "View Attendance". The "View Attendance" option is selected, displaying the "Employee Details" for Alex McCall. The details include: ID : 30, Name : Alex McCall, Gender : Male, Qualification : Masters, Department : IT, Position : Programmer, Supervisor : Sandi Roberts, Date of Hiring : 2013-04-05, and Salary : 25000.

4.3.1 View Attendance

This option shows the entire log of the attendance of the employee.



The screenshot shows the application interface with the "View Attendance" option selected. The "Attendance" menu is open, showing a dropdown with "Give Attendance" and "View Attendance". The "View Attendance" option is selected, displaying the "Employee Details" for Alex McCall. The details include: ID : 30, Name : Alex McCall, Gender : Male, Qualification : Masters, Department : IT, Position : Programmer, Supervisor : Sandi Roberts, Date of Hiring : 2013-04-05, and Salary : 25000. Below the details is a table showing the attendance log for Alex McCall on 2013-04-05.

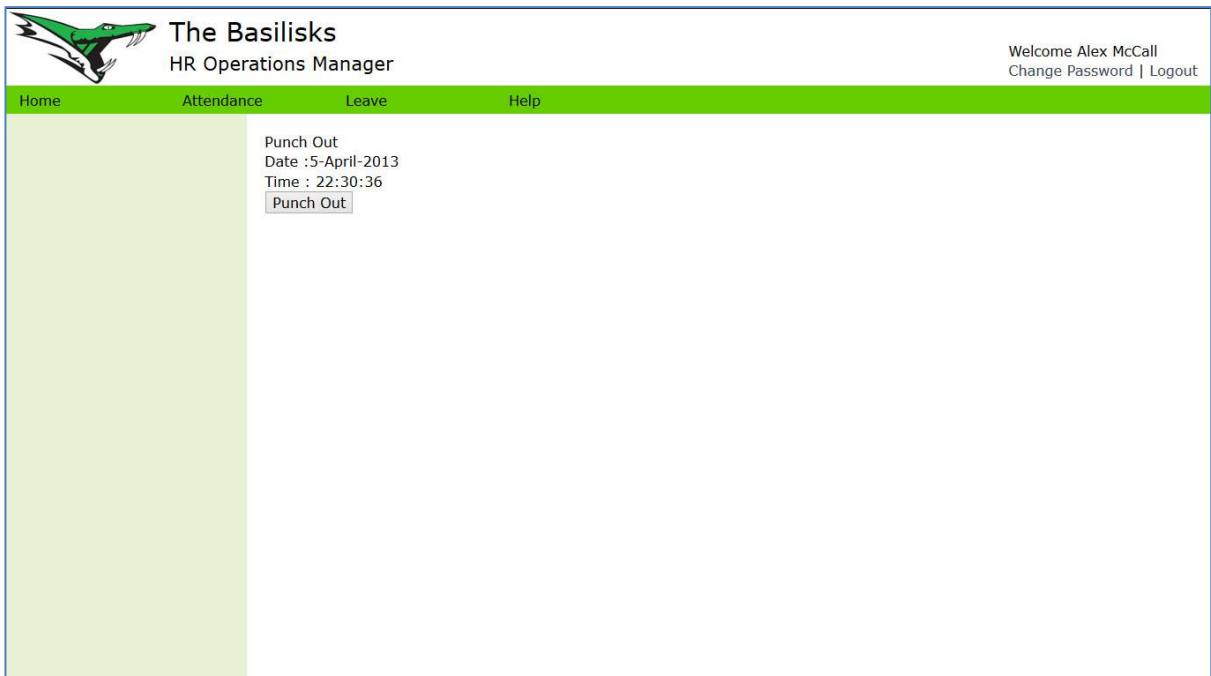
IN		OUT	
Date	Time	Date	Time
2013-04-05	22:30	2013-04-05	22:31
2013-04-05	22:32	2013-04-05	22:35
2013-04-05	22:36	2013-04-05	22:39
2013-04-05	22:39	2013-04-05	22:41
2013-04-05	22:42	2013-04-05	22:45
2013-04-05	22:46	2013-04-05	22:48

4.3.2 Mark Attendance

To mark the attendance, the employee has to click on the punch-In button, and while going he just needs to click the punch-Out button.



The screenshot shows the 'The Basilisks HR Operations Manager' web application. The header includes a logo of a green basilisk, the title 'The Basilisks HR Operations Manager', and a user greeting 'Welcome Alex McCall' with links for 'Change Password' and 'Logout'. A green navigation bar contains links for 'Home', 'Attendance', 'Leave', and 'Help'. The main content area is divided into a light green sidebar and a white main panel. The main panel displays 'Punch In' information: 'Date : 5-April-2013' and 'Time : 22:29:55', followed by a 'Punch In' button.



The screenshot shows the same 'The Basilisks HR Operations Manager' web application. The header and navigation bar are identical to the previous screenshot. The main content area displays 'Punch Out' information: 'Date : 5-April-2013' and 'Time : 22:30:36', followed by a 'Punch Out' button.

4.4 Leave

The fourth option in the employee's menu bar. Upon mouse Hover, two more options Pop Up

The screenshot shows the 'The Basilisks HR Operations Manager' interface. The top navigation bar includes 'Home', 'Attendance', 'Leave', and 'Help'. The 'Attendance' menu is expanded, showing options: 'Give Attendance', 'View Attendance', and 'Employee Details'. The 'Employee Details' section displays the following information:

- ID : 30
- Name : Alex McCall
- Gender : Male
- Qualification : Masters
- Department : IT
- Position : Programmer
- Supervisor : Sandi Roberts
- Date of Hiring : 2013-04-05
- Salary : 25000

4.4.1 Apply for Leave

Employee needs to fill this form to apply for the leave which will later be granted/Not granted by his supervisor. Employee needs to specify the dates for which he/she wants the leave,

The screenshot shows the 'The Basilisks HR Operations Manager' interface with the 'Leave' menu option selected. The 'Apply for Leave' form is displayed, containing the following fields:

- Leave From (dd-mm-yyyy) : 6 / 4 / 2013
- Leave Till (dd-mm-yyyy) : 8 / 4 / 2013
- Reason : Viral Fever
- submit button

Below the form, the 'Leave status of previous applications' section is shown, containing a table with the following columns:

Leave From	Leave Till	Reason	Status
------------	------------	--------	--------

along with the reason.

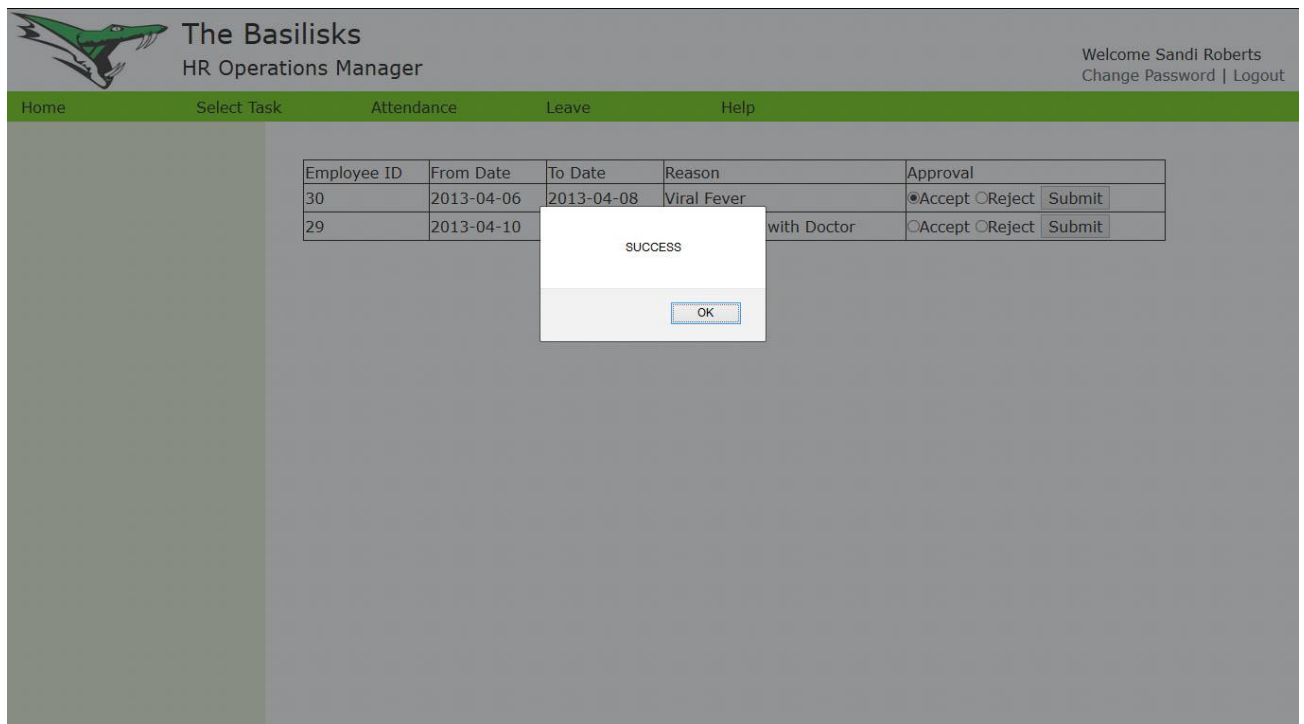
4.4.2 Grant Leave

This module is for supervisors. Upon clicking the Option the employee will be presented with the outstanding leave Applications and he may grant them or discard them



Employee ID	From Date	To Date	Reason	Approval
30	2013-04-06	2013-04-08	Viral Fever	<input checked="" type="radio"/> Accept <input type="radio"/> Reject <input type="button" value="Submit"/>
29	2013-04-10	2013-04-11	Appointment with Doctor	<input type="radio"/> Accept <input type="radio"/> Reject <input type="button" value="Submit"/>

depending upon the reason specified.



Employee ID	From Date	To Date	Reason	Approval
30	2013-04-06	2013-04-08	Viral Fever	<input checked="" type="radio"/> Accept <input type="radio"/> Reject <input type="button" value="Submit"/>
29	2013-04-10		with Doctor	<input type="radio"/> Accept <input type="radio"/> Reject <input type="button" value="Submit"/>

4.5 Change Password

Allows the employee to change his/her password. Employee needs to

enter his/her old password, new password and confirm the new password again.

4.6 Logout

Present at the right top corner, beneath the name of the employee.
Used to close the current session of the employee.

4.7 Help

The last menu in the Employee Menu Bar. Upon clicking this option the Employee will be presented with a user manual file according to their role in the Company.

5. Employee Specific Tasks

All employees have got separate roles in the company and all roles which come under certain employee is under option Two (Select Task) in Employee's Menu bar.

5.1 Admin



The screenshot displays the 'The Basilisks HR Operations Manager' web application. At the top left is a logo of a green basilisk. The header includes the text 'The Basilisks HR Operations Manager' and a user greeting 'Welcome John Smith' with links for 'Change Password' and 'Logout'. A green navigation bar contains links: 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The main content area is titled 'Employee Details' and lists the following information: Employee ID : 25, Name : John Smith, Gender : Male, Qualification : Masters, Department : IT, Position : President, Date of Hiring : 2013-03-01, Salary : 60000, and Special Role : ADMIN.

5.1.1 Configure Server

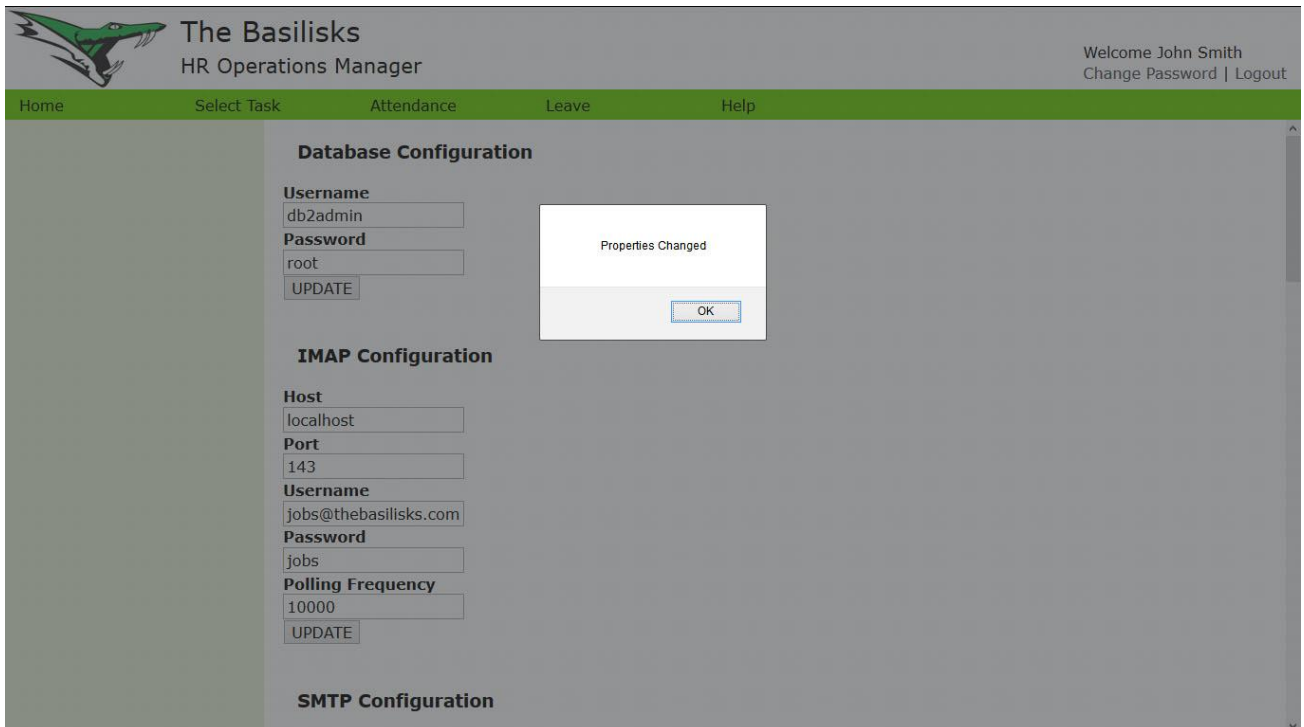
This menu is used to configure the server, so that the HRM can work properly. There are various types of configuration possible and all are done in the same window.

The various types of configuration that are possible are:

- Database configuration: These are used to configure the database connection. Under this field admin can edit
 - Username (default: db2admin)
 - Password (default: root)
- IMAP Configuration: This option is used to configure the IMAP protocol that the application will use to fetch email of the employee. The admin can set
 - Hostname (default: localhost)
 - Port (default: 143)
 - Username (Default: jobs@thebasilisks.com)
 - Password (Default: jobs)
 - Polling frequency (The time-interval in milliseconds after which mails should be fetched. (Default: 10000)
- SMTP Configuration: This option is used to configure the SMTP properties of the application that it uses to connect to its SMTP server. The various properties that can be configured are
 - SMTP host (default: localhost)
 - Port (default: 25)
 - From (email id to use while sending mails. Default: no_reply@thebasilisks.com)
 - Username (Default: no_reply@thebasilisks.com)
 - Password (Default: test)
 - Server PORT (The port on which application is running. Default 9081)
- Automated Email Configuration: It deals with the template of the message that should be sent via e-mails.
 - Subject for offer letter: Deals with the subject when offer letter is sent.
 - Body for offer letter: Deals with the body of offer letter. Substitution variables like {Position}, {offer_accept_link}, {offer_reject_link} can be used.
 - Subject For interview: Subject of email when letter for interview details is sent.
 - Body for interview: Deals with the Body of the Email when letter for interview details is sent. Delimiters like {opportunity_id} and {interview_schedule} can be used to provide information regarding their job opportunity and their interview schedule.
 - Subject for rejection letter: Deals with the subject of the e-mail when a rejection letter is sent.
 - Body for Rejection letter: Deals with the body of the E-mail when rejection letter

is sent. Delimiters like {reject_reason} can be used to state the reason of rejection.

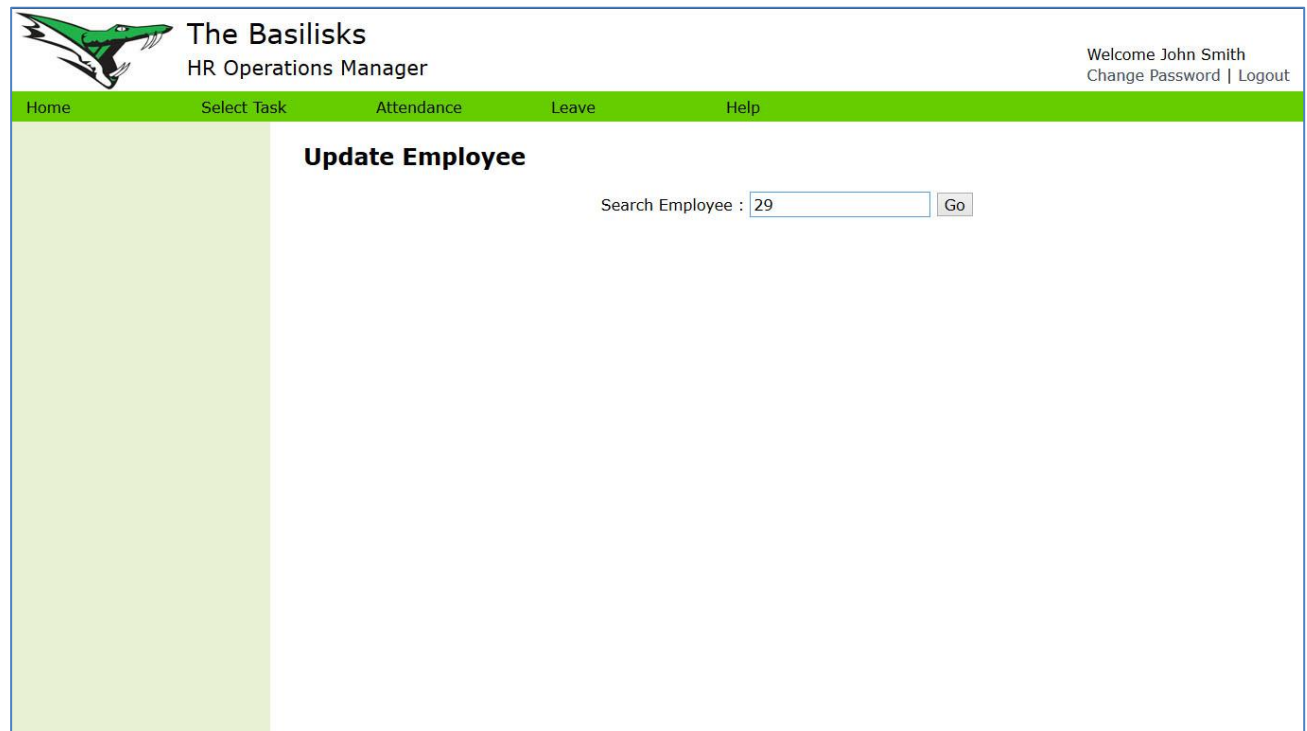
- **Subject While Sending Password:** Deals with the subject of the E-mail when the Employee has been registered in the employee database.
- **Body while Sending Password:** Deals with the body of the E-mail that is to be sent when employee has been registered. Delimiters like {employee_id}, {password} can be used to tell the employee about its username and password.
- **Subject for automated Rejection Letter:** Deals with the subject of the automatic mail sent.
- **Body for automated Rejection Letter:** Deals with the body of the automated mail sent. Delimiters like {mailProcessor_reject_reason} can be used to state the reason for rejection.



The screenshot displays the 'The Basilisks HR Operations Manager' web interface. The top navigation bar includes 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The right side of the header shows a welcome message for 'John Smith' and links for 'Change Password' and 'Logout'. The main content area is divided into three configuration sections: 'Database Configuration', 'IMAP Configuration', and 'SMTP Configuration'. The 'Database Configuration' section contains fields for 'Username' (db2admin) and 'Password' (root), with an 'UPDATE' button. A modal dialog box titled 'Properties Changed' with an 'OK' button is overlaid on this section. The 'IMAP Configuration' section includes fields for 'Host' (localhost), 'Port' (143), 'Username' (jobs@thebasilisks.com), 'Password' (jobs), and 'Polling Frequency' (10000), also with an 'UPDATE' button. The 'SMTP Configuration' section is partially visible at the bottom.

5.1.2 Update Employee


Only Admin has the right to change any of the employee's information. Upon Clicking on the option the bottom right part of the page gets populated with a search bar and a button.



The screenshot displays the 'The Basilisks HR Operations Manager' web application. The header includes a logo of a green basilisk, the title 'The Basilisks HR Operations Manager', and a user greeting 'Welcome John Smith' with links for 'Change Password' and 'Logout'. A green navigation bar contains links for 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The main content area is titled 'Update Employee' and features a search bar with the text 'Search Employee : 29' and a 'Go' button. A large, empty light green rectangular area is visible on the left side of the main content area.

To Change an Employee's Information:

- Enter the employee Id of the person whose information is to be changed. The Bottom part of the page gets populated with some fields that show the current information.
- Change the information that needs to be changed and click on Update Button.
- A text Box with a certain message will be displayed.

**The Basilisks**
HR Operations Manager

Welcome John Smith
[Change Password](#) | [Logout](#)

HomeSelect TaskAttendanceLeaveHelp

Update Employee

Search Employee :

Name

gender
☐ Male ☒ Female

Employee Role
 ▾

Salary

Position : ▾


Supervisor : ▾

Department : ▾

Qualification : ▾

5.1.3 Create Job Opportunity

Only Admin has the right to create a new Job Opportunity. Upon clicking on the Option the bottom right part of the page gets populated with certain Text Fields.

**The Basilisks**
HR Operations Manager

Welcome John Smith
[Change Password](#) | [Logout](#)

HomeSelect TaskAttendanceLeaveHelp

Create Job Opportunity

Opportunity Id :

Department Id : ▾

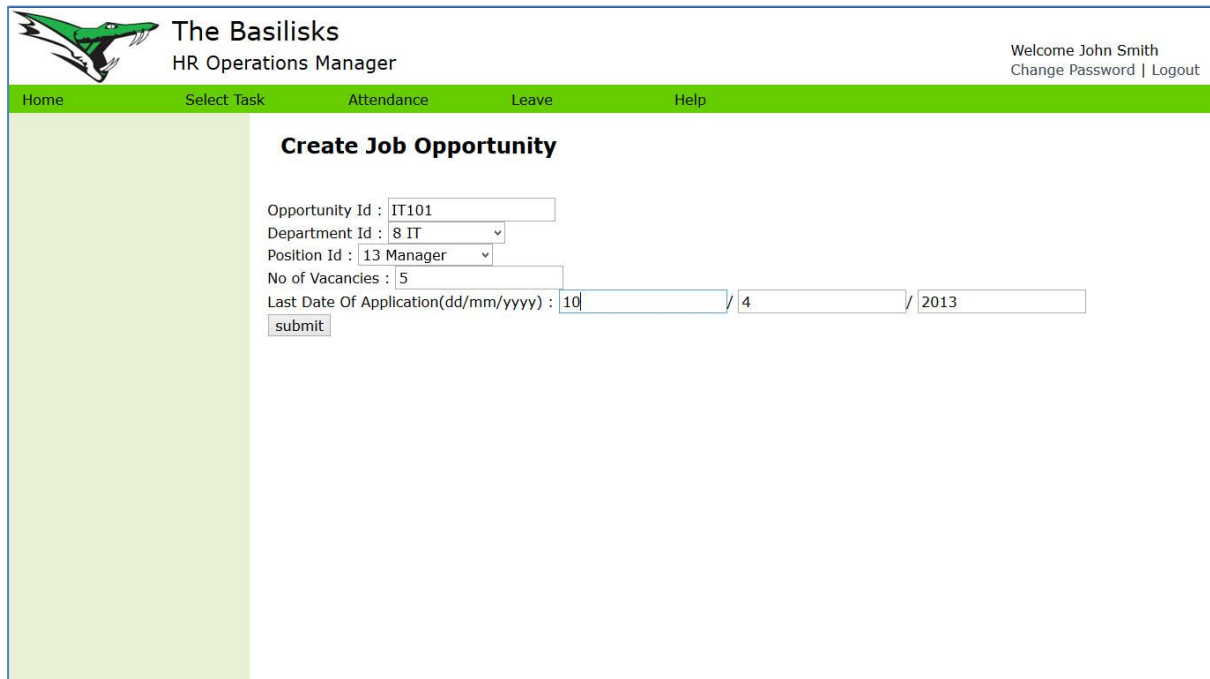
Position Id : ▾

No of Vacancies :

Last Date Of Application(dd/mm/yyyy) : / /

To create a New Job Opportunity:

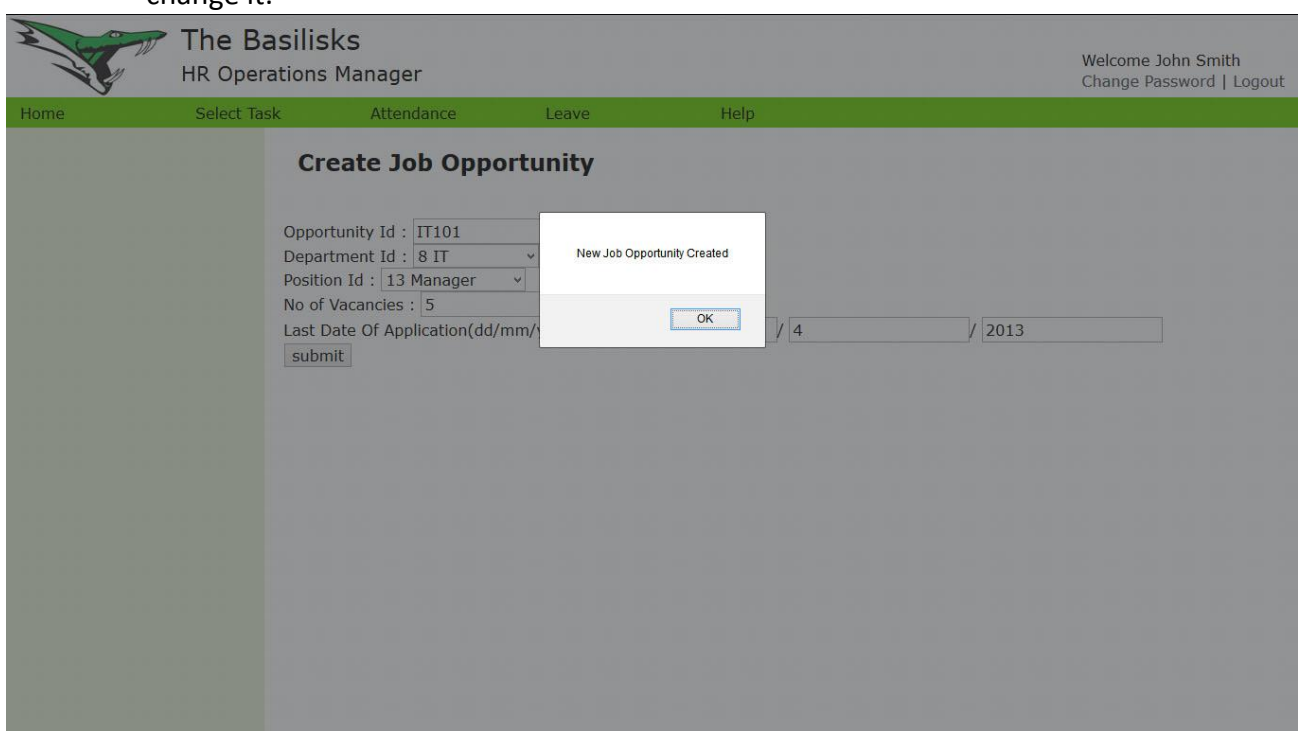
- Enter a Job Opportunity Id
- Select the department for which the position is to be created,
- Select the Position Id,
- Enter the No. of vacancies,
- Enter last date of application.



The screenshot shows the 'The Basilisks HR Operations Manager' web application. The header includes the logo, title, and user information: 'Welcome John Smith', 'Change Password | Logout'. A navigation bar contains links: 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The main content area is titled 'Create Job Opportunity' and contains the following form fields:

- Opportunity Id :
- Department Id :
- Position Id :
- No of Vacancies :
- Last Date Of Application(dd/mm/yyyy) : / /
-

- Click on the button.
- A success message should be displayed. If not then opportunity Id is already there, change it.



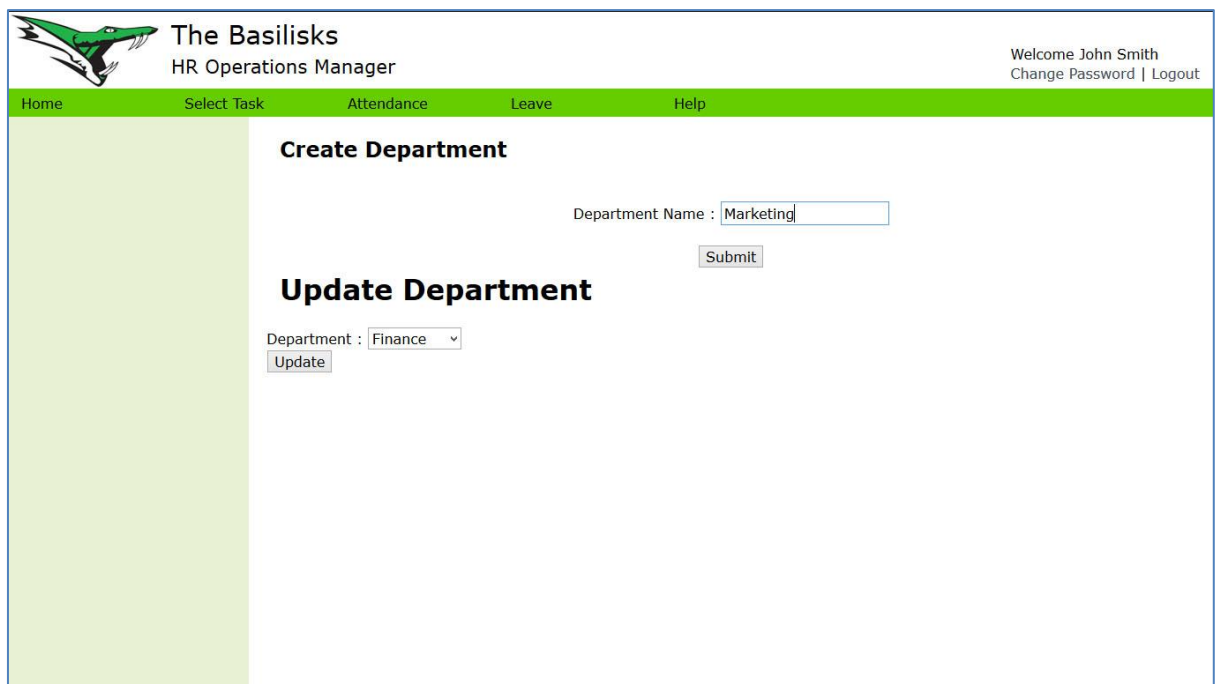
This screenshot shows the same 'Create Job Opportunity' form as the previous one, but with a success message displayed in a modal dialog box. The message reads: 'New Job Opportunity Created'. The 'submit' button is now disabled. The form fields remain the same as in the previous screenshot.

5.1.4 Create Department

Only admin has the right to create a new department or update the department. Upon clicking on the Option the bottom right part of the page gets divided into two parts - Create Department and Update Department.

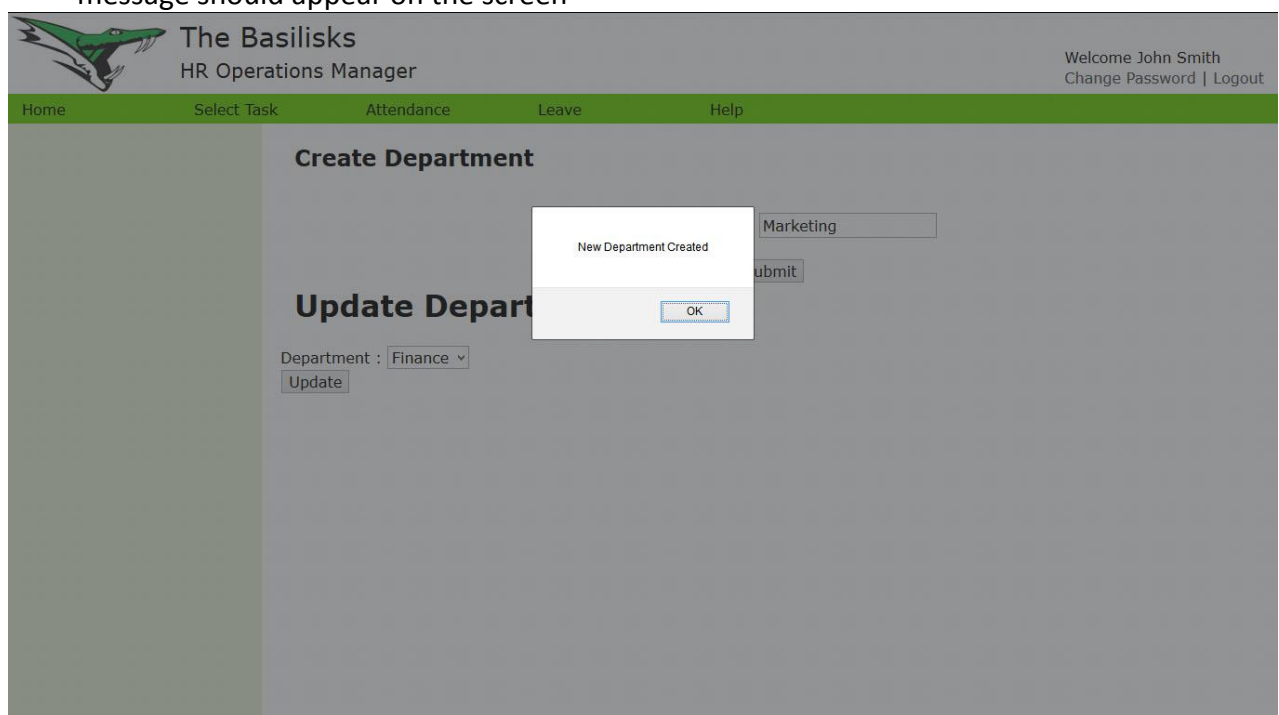
To Create a New Department

- In the upper part of the page, the part headed by the create department is the place to create a new department.



The screenshot shows the 'The Basilisks HR Operations Manager' interface. The top navigation bar includes 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The user is logged in as 'John Smith' with options to 'Change Password' or 'Logout'. The main content area is divided into two sections: 'Create Department' and 'Update Department'. The 'Create Department' section has a text input field for 'Department Name' with 'Marketing' entered and a 'Submit' button. The 'Update Department' section has a dropdown menu for 'Department' with 'Finance' selected and an 'Update' button.

Enter the name of the new department and click on the submit button and a success message should appear on the screen



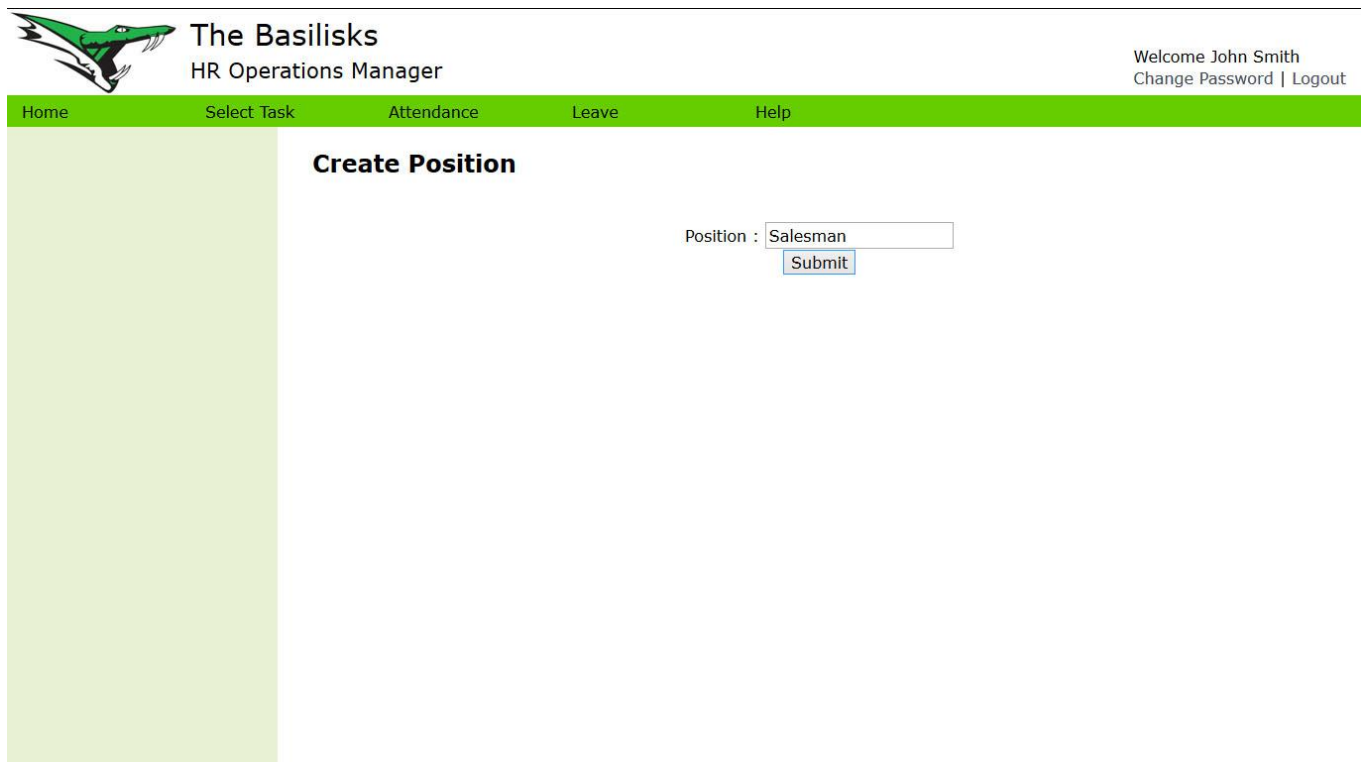
This screenshot shows the same interface as the previous one, but with a success message displayed. A modal dialog box in the center of the screen contains the text 'New Department Created' and an 'OK' button. The background is dimmed, showing the 'Create Department' and 'Update Department' sections with the 'Marketing' department name and 'Finance' department selected.

To Update Existing Department

- In the upper part of the page, the part headed by the Update Department is the place to update department.
- Select the department name from the dropdown list and its corresponding department head will show up on the list.
- Upon clicking a success message should be displayed on the screen.

5.1.5 Create Position


Only Admin has the right to create a new position. Upon clicking on the option the bottom right part of the page will get populated by a text field and a button.



The screenshot displays the 'The Basilisks HR Operations Manager' web application. The header includes the logo, title, and user information: 'Welcome John Smith' with links for 'Change Password' and 'Logout'. A green navigation bar contains links: 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The main content area is titled 'Create Position' and features a form with a label 'Position :' followed by a text input field containing 'Salesman' and a 'Submit' button. A large light green rectangular area is visible on the left side of the page.

To Create a New Position

- Write the name of the new position/post for the employees in the text Field.
- Click on the submit button
- A message should be displayed on the screen




The Basilisks
HR Operations Manager

Welcome John Smith
[Change Password](#) | [Logout](#)

[Home](#) [Select Task](#) [Attendance](#) [Leave](#) [Help](#)

Create Position

Position :



The Basilisks
HR Operations Manager

Welcome John Smith
[Change Password](#) | [Logout](#)

[Home](#) [Select Task](#) [Attendance](#) [Leave](#) [Help](#)

Create Position

New Position Created

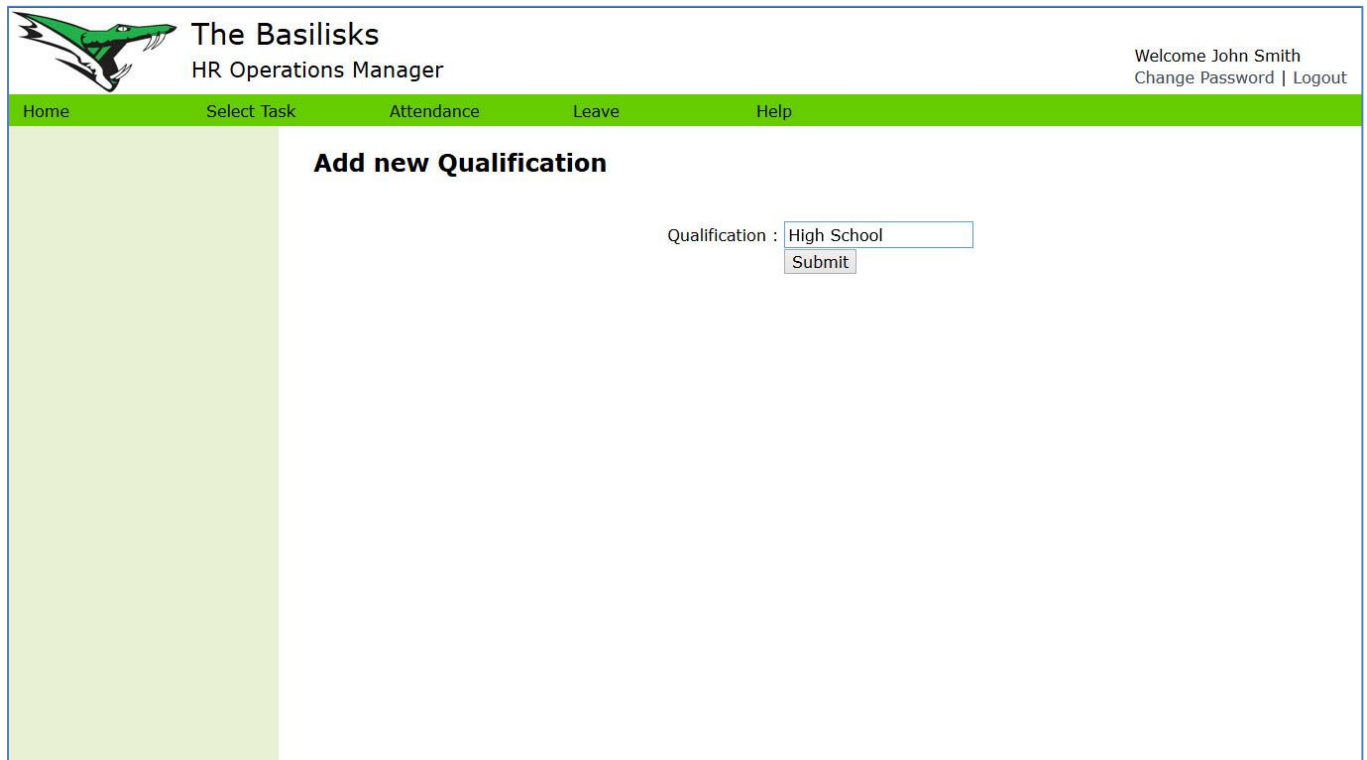
Position :

5.1.6 Create Qualification

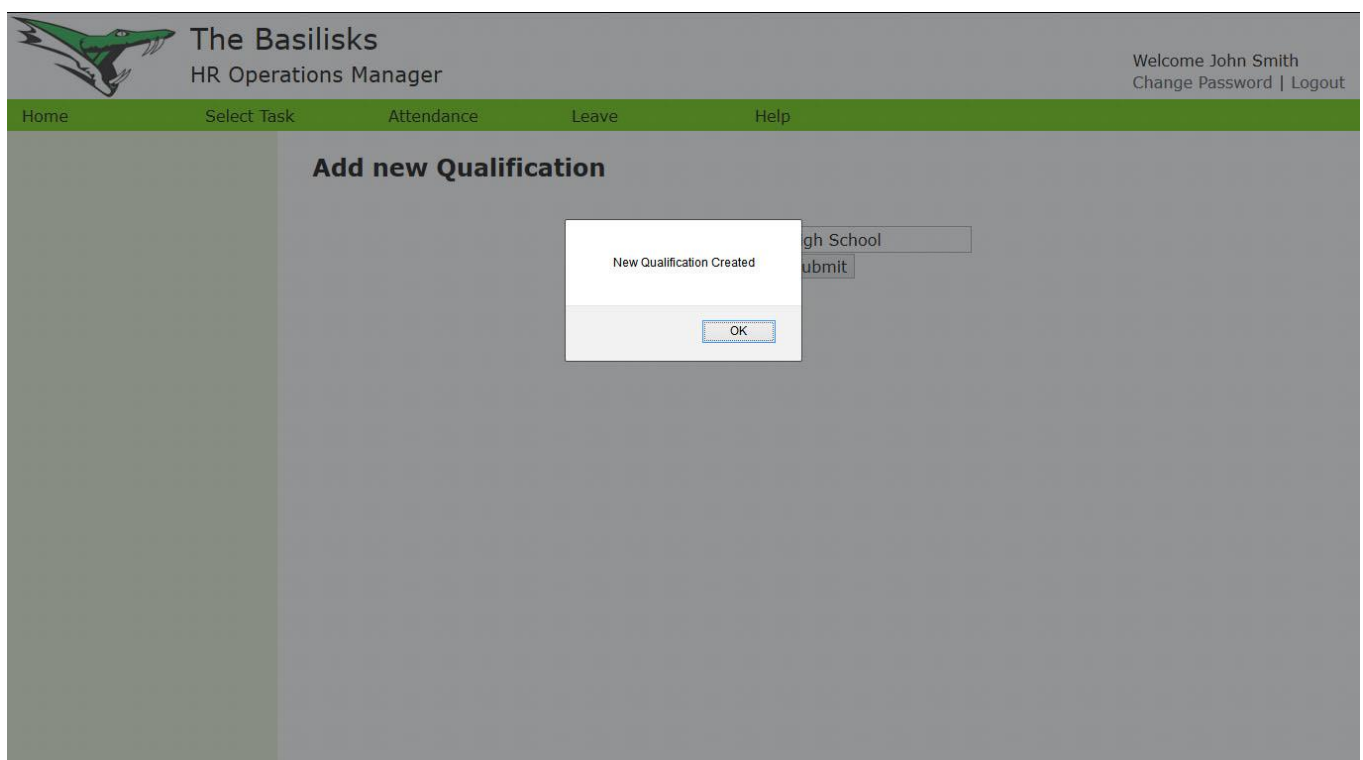
Only Admin has the right to create a Qualification. Upon clicking on the option, the bottom right part of the page will get populated by a text field and a button.

To create a new Qualification

- Write the name of the new type of qualification required by the company. Click on the submit button.

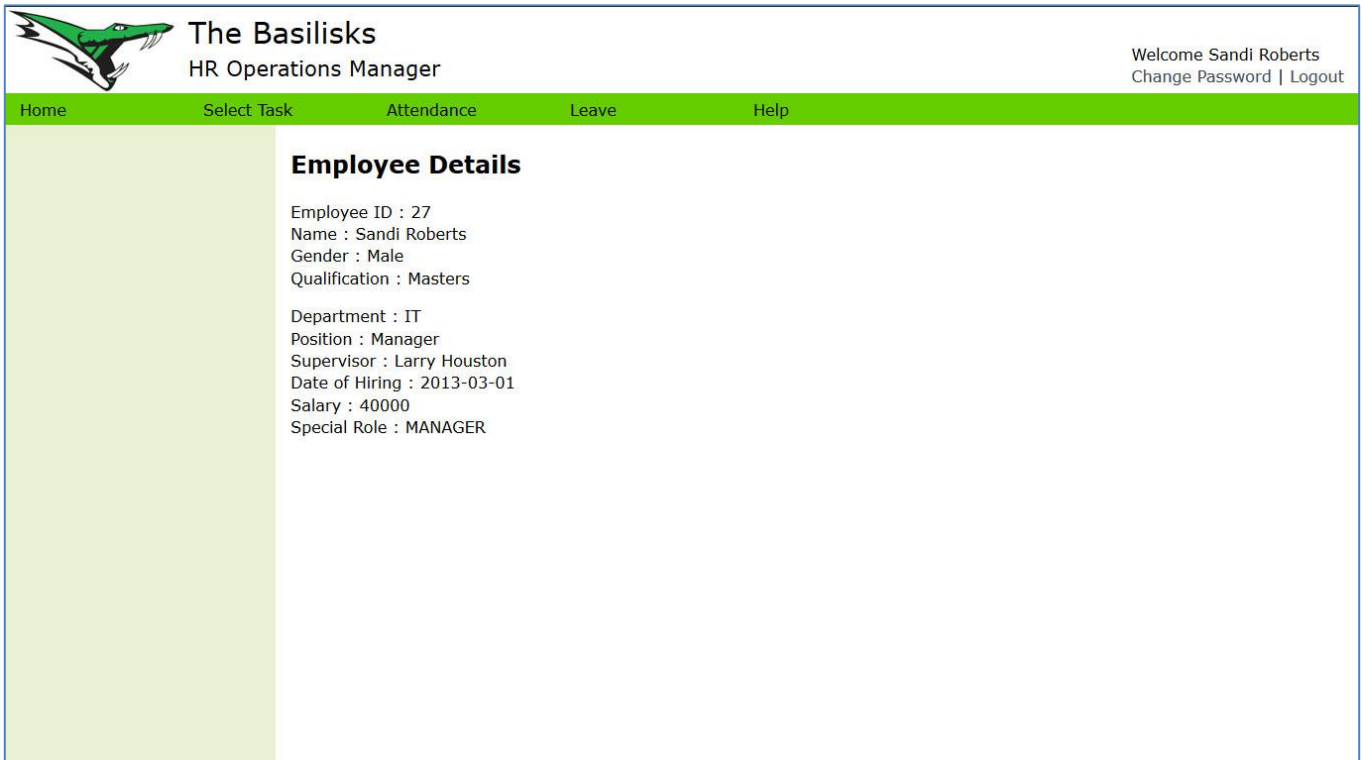


The screenshot shows the 'The Basilisks HR Operations Manager' web application. The header includes the logo, title, and user information: 'Welcome John Smith' with links for 'Change Password' and 'Logout'. A green navigation bar contains links: 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The main content area is titled 'Add new Qualification'. It features a text input field labeled 'Qualification :' with the value 'High School' and a 'Submit' button.



This screenshot shows the same interface as the previous one, but with a confirmation dialog box displayed in the center. The dialog box has the title 'New Qualification Created' and an 'OK' button. In the background, the 'Add new Qualification' form is visible, showing the 'Qualification :' field with 'High School' and the 'Submit' button.

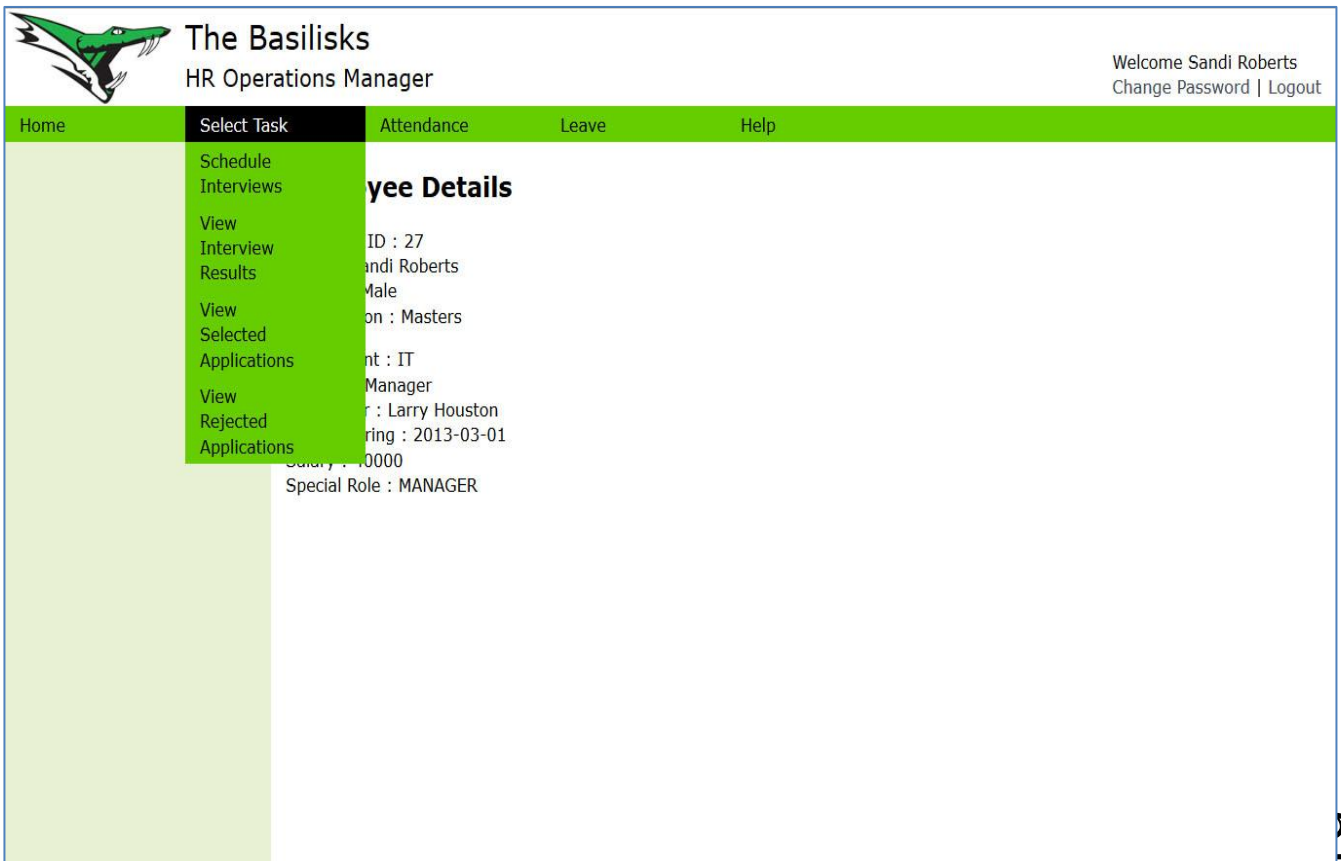
5.2 Manager



The screenshot displays the 'The Basilisks HR Operations Manager' web application. The top navigation bar includes links for Home, Select Task, Attendance, Leave, and Help. The user is logged in as Sandi Roberts, with options to Change Password or Logout. The main content area is titled 'Employee Details' and lists the following information for Employee ID 27:

- Name : Sandi Roberts
- Gender : Male
- Qualification : Masters
- Department : IT
- Position : Manager
- Supervisor : Larry Houston
- Date of Hiring : 2013-03-01
- Salary : 40000
- Special Role : MANAGER

The various tasks of Manager are



This screenshot shows the same interface as the previous one, but with the 'Select Task' dropdown menu open. The menu lists the following tasks:

- Schedule
- Interviews
- View
- Interview
- Results
- View
- Selected
- Applications
- View
- Rejected
- Applications

The 'Employee Details' section remains visible in the background, showing the same employee information as before.

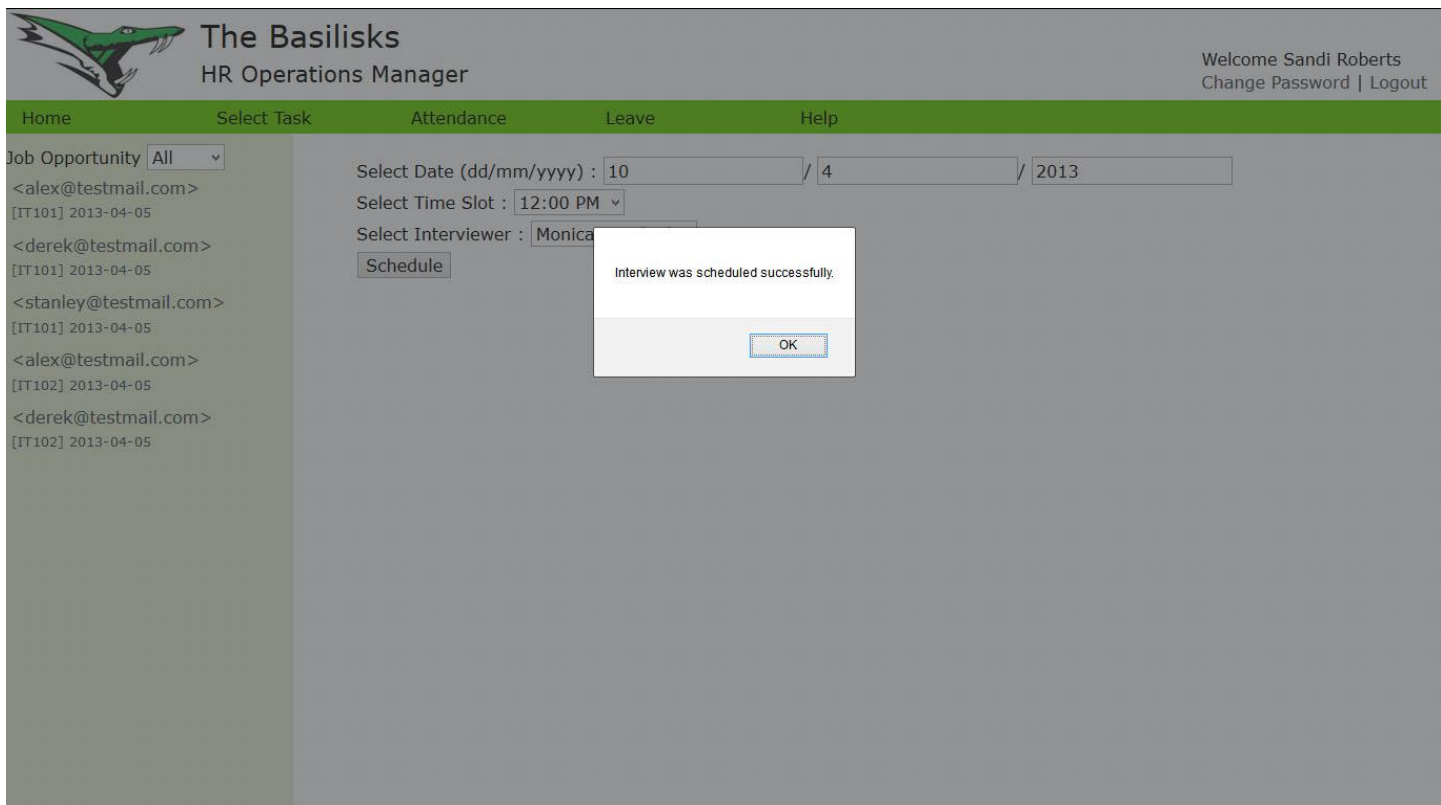
5.2.1 Schedule Interview

It is manager's Job to Schedule the interview for a particular applicant. When the manager will click on this option the left pane of the will be populated with the applications that have been selected by HR. Upon Clicking of the application, the right pane will give the options to schedule the interview.

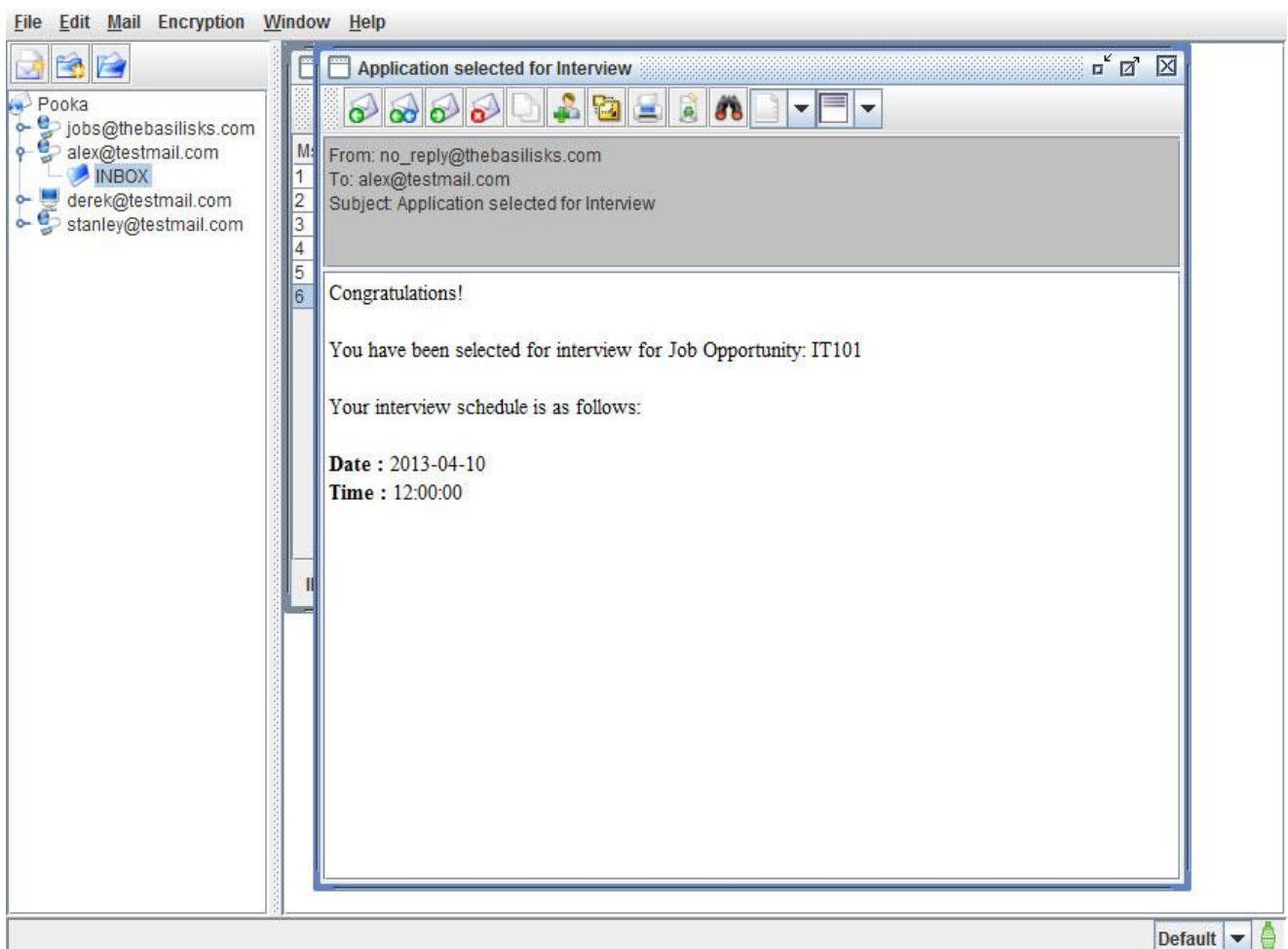
The screenshot displays the 'The Basilisks HR Operations Manager' web application. The top navigation bar includes 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The user is logged in as 'Sandi Roberts' with options to 'Change Password' or 'Logout'. The main content area is divided into two panes. The left pane, titled 'Job Opportunity', shows a list of applications with email addresses and IDs (e.g., <alex@testmail.com> [IT101] 2013-04-05). The right pane contains a form for scheduling an interview with fields for 'Select Date (dd/mm/yyyy)', 'Select Time Slot', and 'Select Interviewer', followed by a 'Schedule' button.

To Schedule the interview

- Select Schedule Interview Option from the second menu of the Employee's menu-bar
- The left pane will be populated by the List of the application which need to be scheduled by the manager
- Upon clicking the application on the left pane, a form will be loaded on the right pane to schedule it.
- Fill the Interview Date in the Text Field
- Select the appropriate time Slot.
- Select the interviewer.
- Click on the Submit Button.
- The interview is scheduled.



The mail is sent to the applicant and the screen looks like the following



5.2.2 View Interview Results

Its manager's job to View interview Result and then again select employees on the basis of the score.

The Basilisks
HR Operations Manager

Welcome Sandi Roberts
Change Password | Logout

Home Select Task Attendance Leave Help

Job Opportunity All Interview Score : 7 Select Application Reject Application

<alex@testmail.com>
[IT101] 2013-04-05

<stanley@testmail.com>
[IT101] 2013-04-05

<derek@testmail.com>
[IT102] 2013-04-05

Alex McCall
M. Tech
Computer Science & Engineering.
E-mail: alex@testmail.com

PERSONAL INFORMATION
Date of Birth – 27-march-1987
Address- 56, Baker Street,London.
Pin-988371
Phone. No. - 81843423529

OBJECTIVE
To seek a position in the professional world where I can work with passion and creativity exploiting my potential to an optimum level and finally to grow with the organization.

EDUCATIONAL RECORD

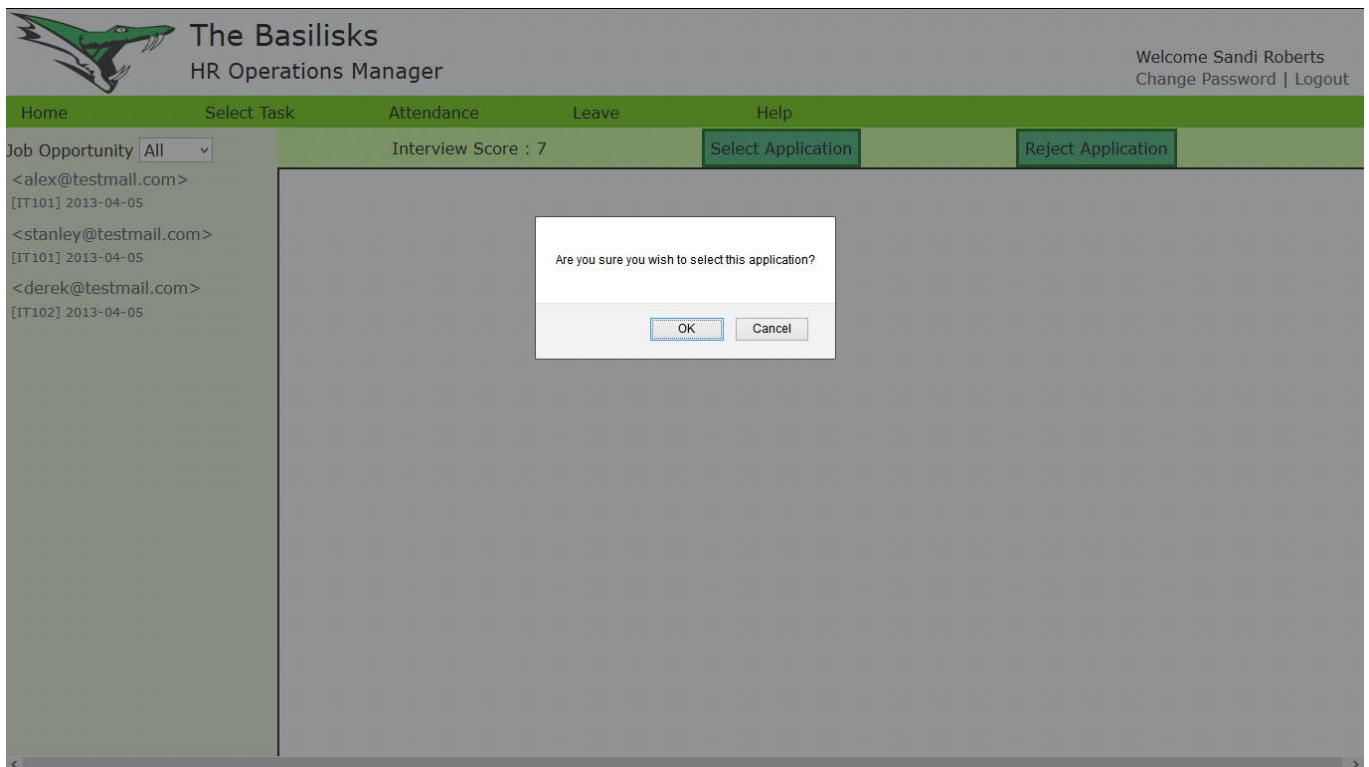
To View Interview Result

- Select the view Interview Option from the second menu of the Employee's menu-bar
- Click on the Application on the left pane to view their Resume and their Interview score on the Application bar (the green bar below the Employee menu bar in the right pane).

Now on the basis of the score and Resume Manager can either Accept or Reject the employee.

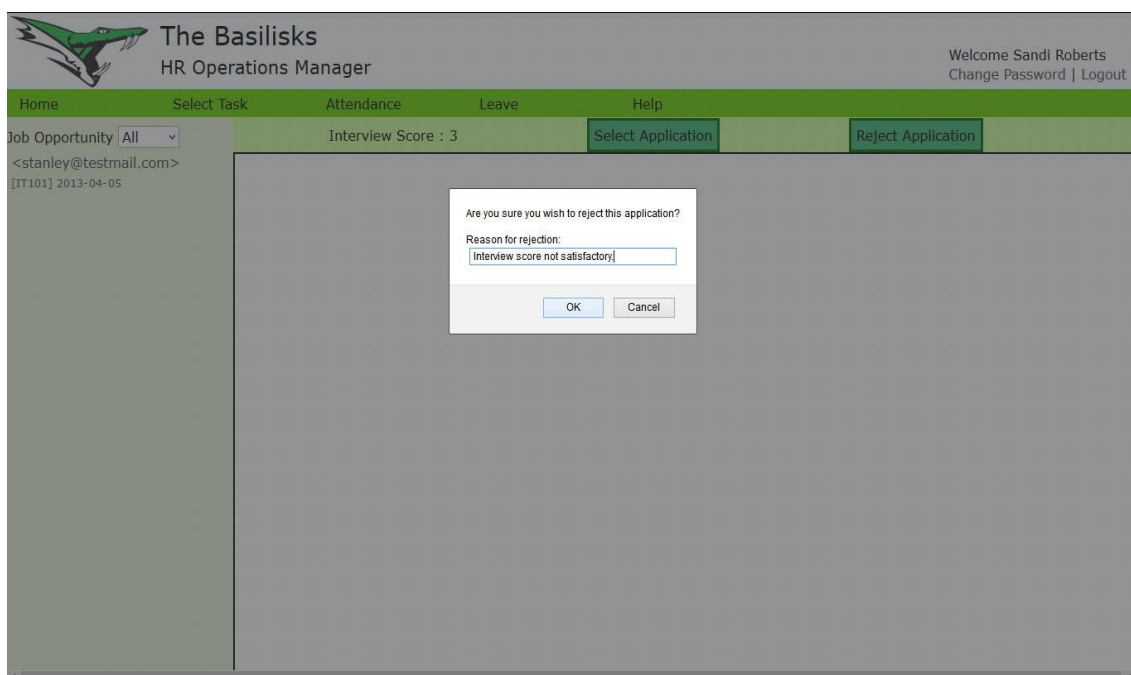
To select an Applicant:

- Open the view interview Result option from the Select task option of Employee Menu bar.
- Click on the application displayed in the left pane. The candidate's respective Interview scores will be displayed in Application menu bar.
- If application is to be selected, then click on the Select Application button on the Application menu bar.
- Click on the ok button to confirm it.



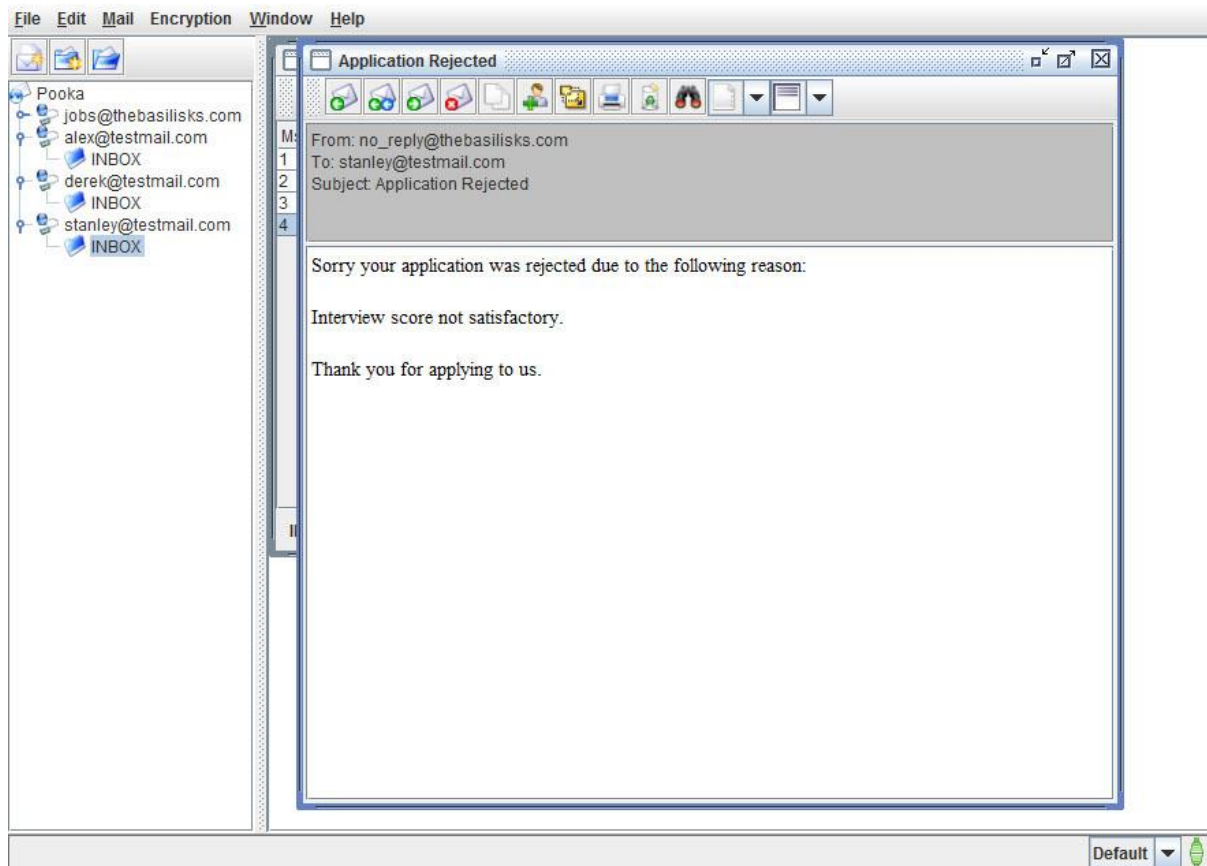
To reject an Applicant

- Open the view interview Result option from the Select task option of Employee Menu bar.
- Click on the application displayed in the left pane. The candidate's respective Interview scores will be displayed in Application menu bar.
- If application is to be rejected, then click on the Reject Application button on the Application menu bar.
- A reason will be asked before the final rejection. State the reason and click on the ok button.




- After the rejection, a rejection mail will be sent to the applicant, stating the reason of the rejection.

A sample mail is something like this



5.2.3 View Selected Application

Using this Option, managers can see all the application that has been selected and upon clicking those on the right pane, they can see the respective Resume



The Basilisks
 HR Operations Manager

Welcome Sandi Roberts
 Change Password | Logout

Home Select Task Attendance Leave Help

Job Opportunity | All

<alex@testmail.com>
[IT101] 2013-04-05

<derek@testmail.com>
[IT102] 2013-04-05

Derek Dev

B.Tech. Computer Science & Engineering
 Cambridge University
 21, Male

E-mail: derek@testmail.com
Ph : 98272910394

Career Objective

- Seeking a professional environment to apply my skill sets which I have acquired in my study years.
- Want to work for growth of the company and society.
- Believe in keen learning.

Education

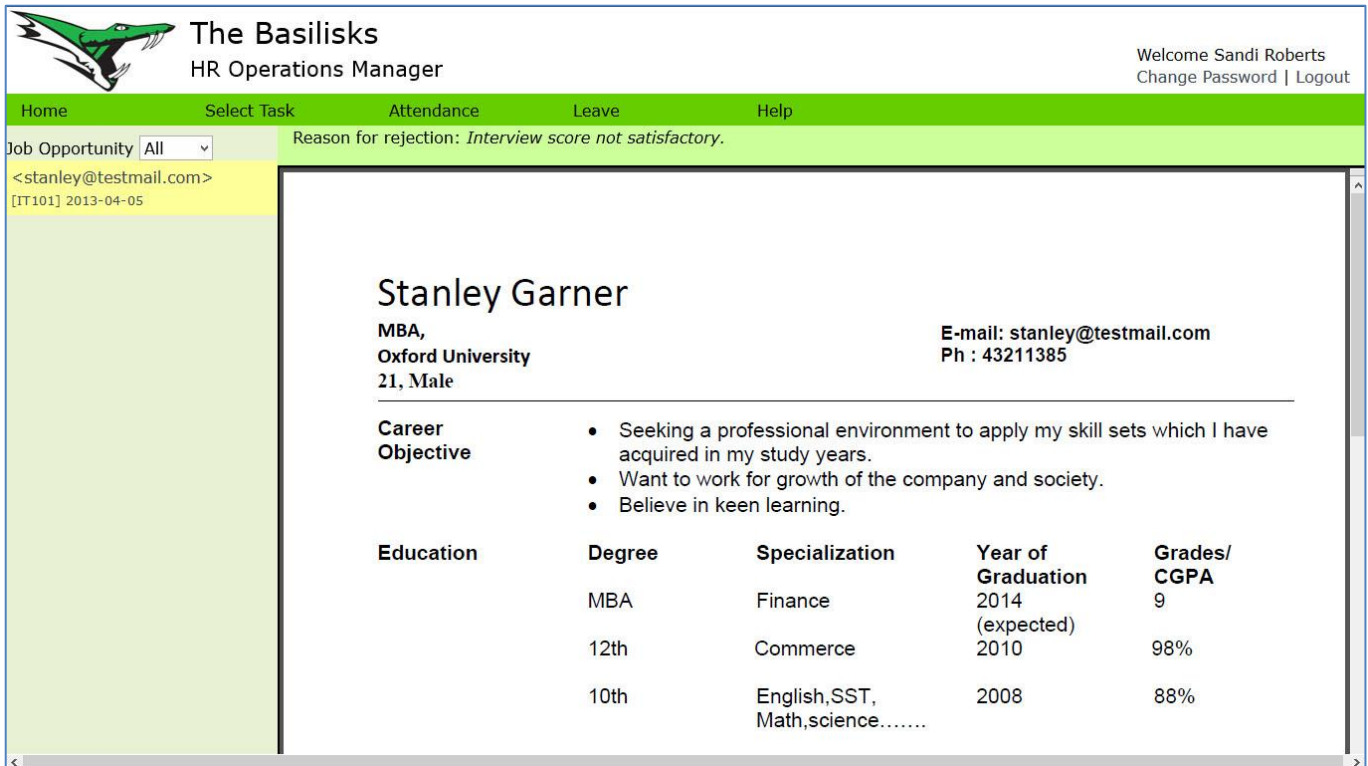
Degree	Specialization	Year of Graduation	Grades/CGPA
B.Tech	Computer Science & Engg	2014 (expected)	7.83 (till 5 th Semester)
10 th	Physics, Chemistry and Maths....	2010	78%
12 th	English,SST, Math,science.....	2008	88%

The Basilisks | KIIT University, Bhubaneswar

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5.2.4 View Rejected Application

Using this Option, Manager can see all the application that has been rejected in the complete hiring process and upon clicking them can see their resume and the reason for rejection will be at the top just beneath the main menu-bar



The screenshot displays the 'The Basilisks HR Operations Manager' web application. The top navigation bar includes links for Home, Select Task, Attendance, Leave, and Help. A user greeting 'Welcome Sandi Roberts' with links for 'Change Password' and 'Logout' is visible on the right. A green banner below the navigation bar states 'Reason for rejection: Interview score not satisfactory.' The left sidebar shows a 'Job Opportunity' dropdown set to 'All' and a list of applications, including one for Stanley Garner with email '<stanley@testmail.com>' and date '[IT101] 2013-04-05'. The main content area displays Stanley Garner's profile, including his contact information and a table of his education details.

Stanley Garner
MBA,
Oxford University
21, Male

E-mail: stanley@testmail.com
Ph : 43211385

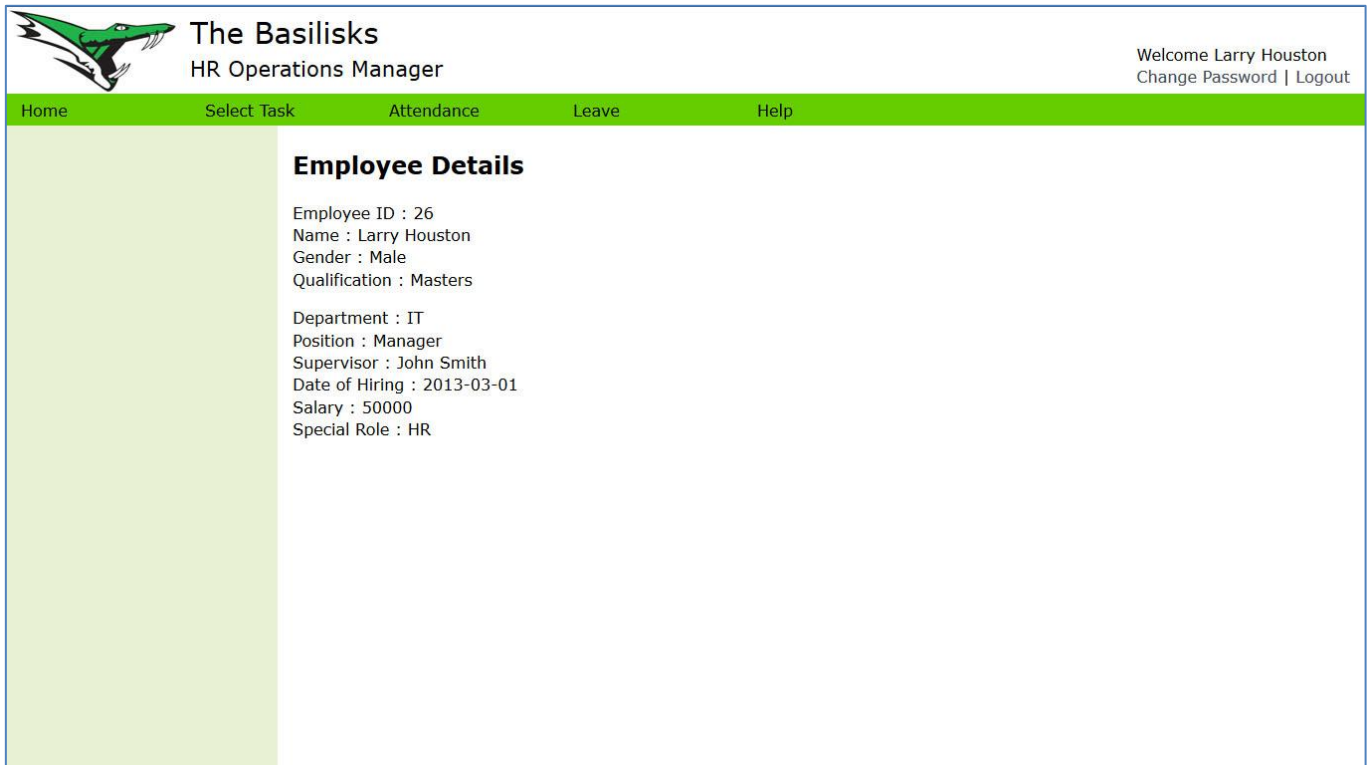
Career Objective

- Seeking a professional environment to apply my skill sets which I have acquired in my study years.
- Want to work for growth of the company and society.
- Believe in keen learning.

Education

Degree	Specialization	Year of Graduation	Grades/ CGPA
MBA	Finance	2014 (expected)	9
12th	Commerce	2010	98%
10th	English, SST, Math, science.....	2008	88%

5.3 HR



The screenshot displays the 'The Basilisks HR Operations Manager' web application. The header includes the logo, title, and user information: 'Welcome Larry Houston' and 'Change Password | Logout'. A green navigation bar contains links: 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The main content area is titled 'Employee Details' and lists the following information for Larry Houston:

- Employee ID : 26
- Name : Larry Houston
- Gender : Male
- Qualification : Masters
- Department : IT
- Position : Manager
- Supervisor : John Smith
- Date of Hiring : 2013-03-01
- Salary : 50000
- Special Role : HR

Tasks: The various tasks of the HR are:



This screenshot shows the same interface as the previous one, but with the 'Select Task' dropdown menu open. The menu options are: 'View New Applications', 'View Shortlisted Applications', 'View Rejected Applications', 'Hire Applicants', and 'Employee Details'. The 'Employee Details' option is currently selected, and the employee information for Larry Houston is visible in the background.

5.3.1 View New Application

All the New Application sent by the Applicants will be show here. Upon Clicking this Option the bottom pane will be divided into two parts-Left and Right.

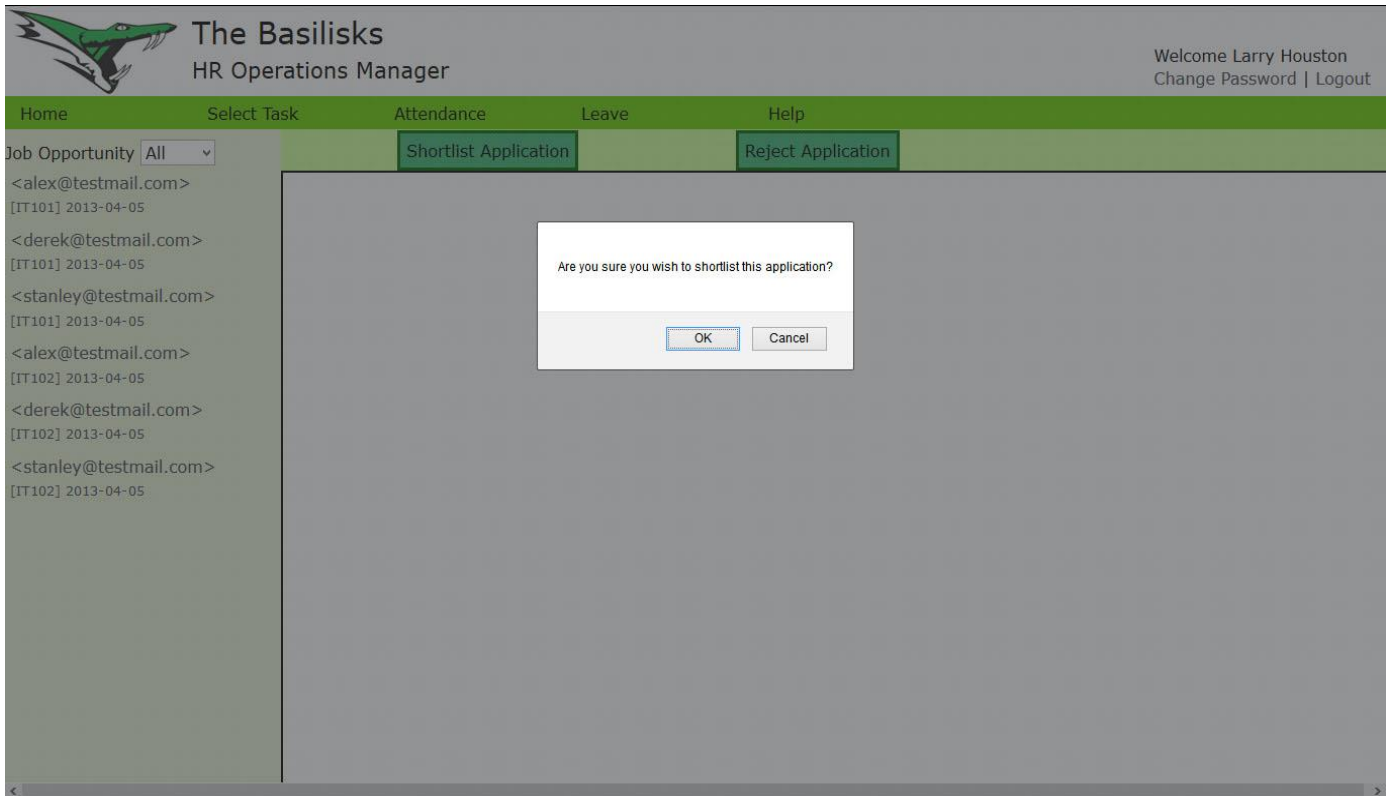
Left Pane will show all the New Applications with its Sending Email Id, for which Opportunity ID and Date of arrival of Application. Upon clicking the application, the right pane will display the Resume of the applicant and the bar between resume and Employee Menu bar will show the option for Shortlisting the Applicant or Rejecting the applicant. On Rejection the HR will be asked for the reason for the Rejection and if shortlisted the application gets forwarded to Manager.



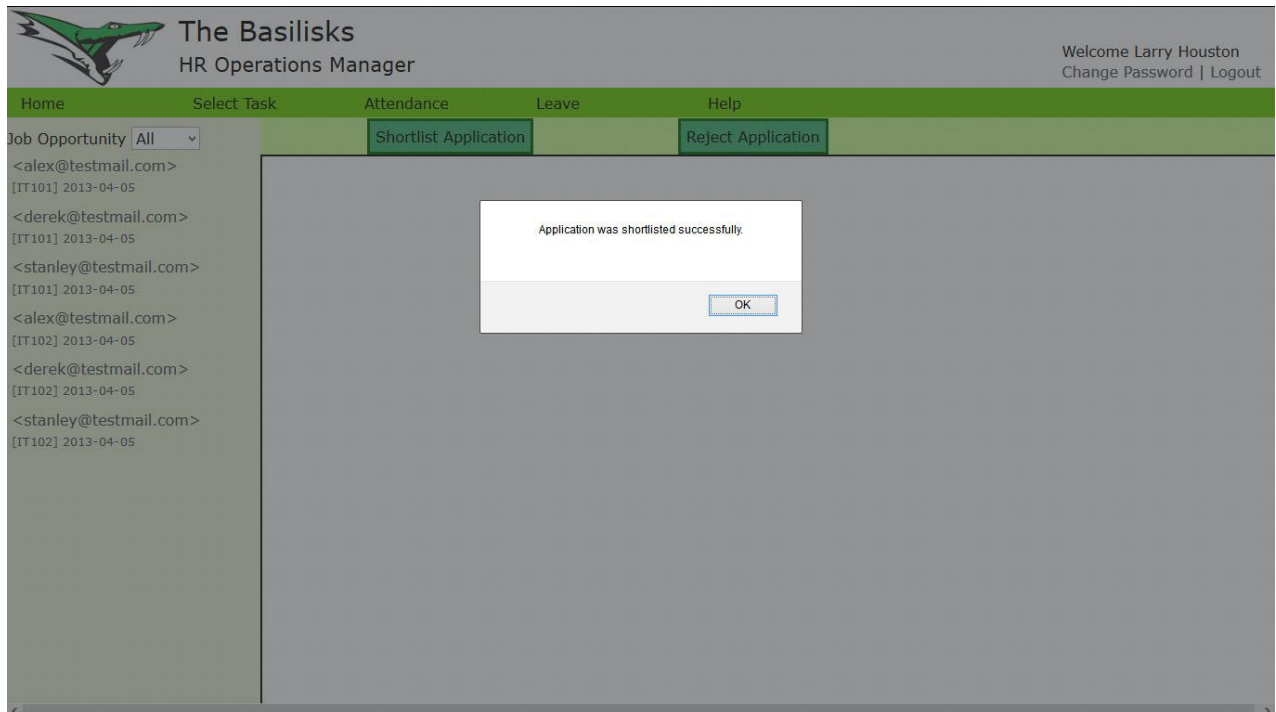
To Shortlist an Application

- Click on the View New Application
- The Left pane will display all the Application on which have arrived and no action have been taken on it.
- Click on the Application on the left pane and the corresponding applicants Resume will be shown on the right along with the options to shortlist and Reject the application.

- If applicant is to be shortlisted then click on the Shortlist Button. A confirmation message will come on the screen. Click on the OK button.



This will be followed by another alert message that the applicant has been selected.

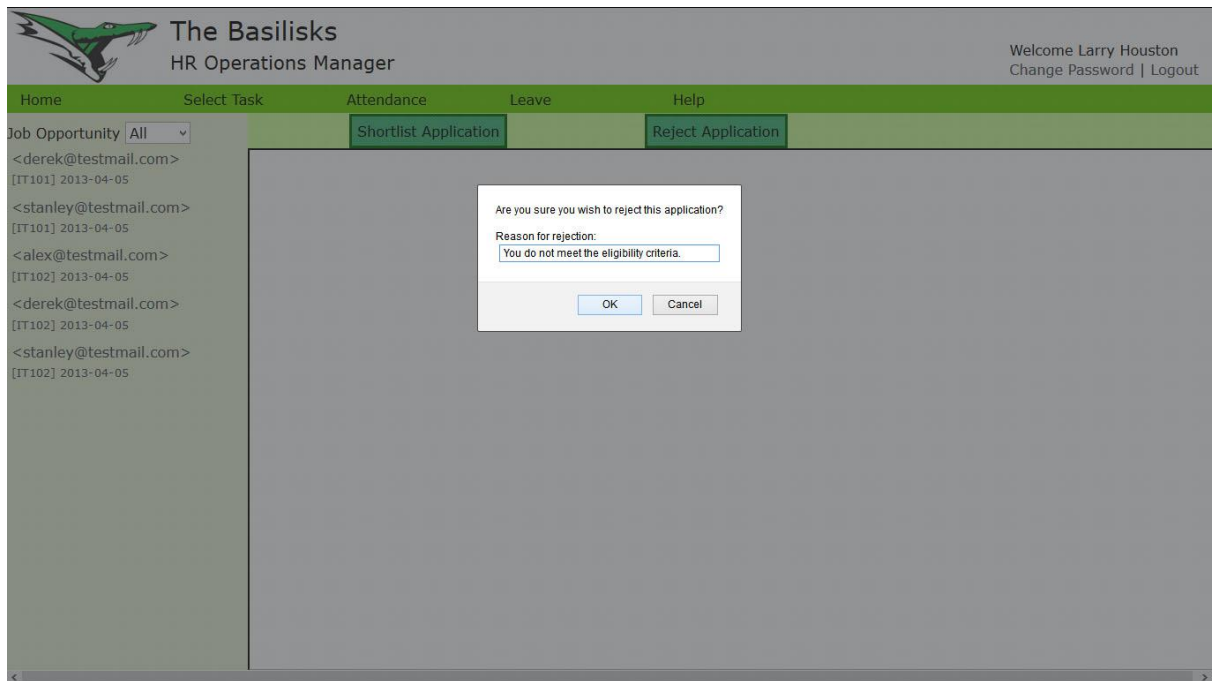


To reject an Applicant:

- Click on the View New Application
- The Left pane will display all the Application on which have arrived and no action have been taken on it.
- Click on the Application on the left pane and the corresponding applicants

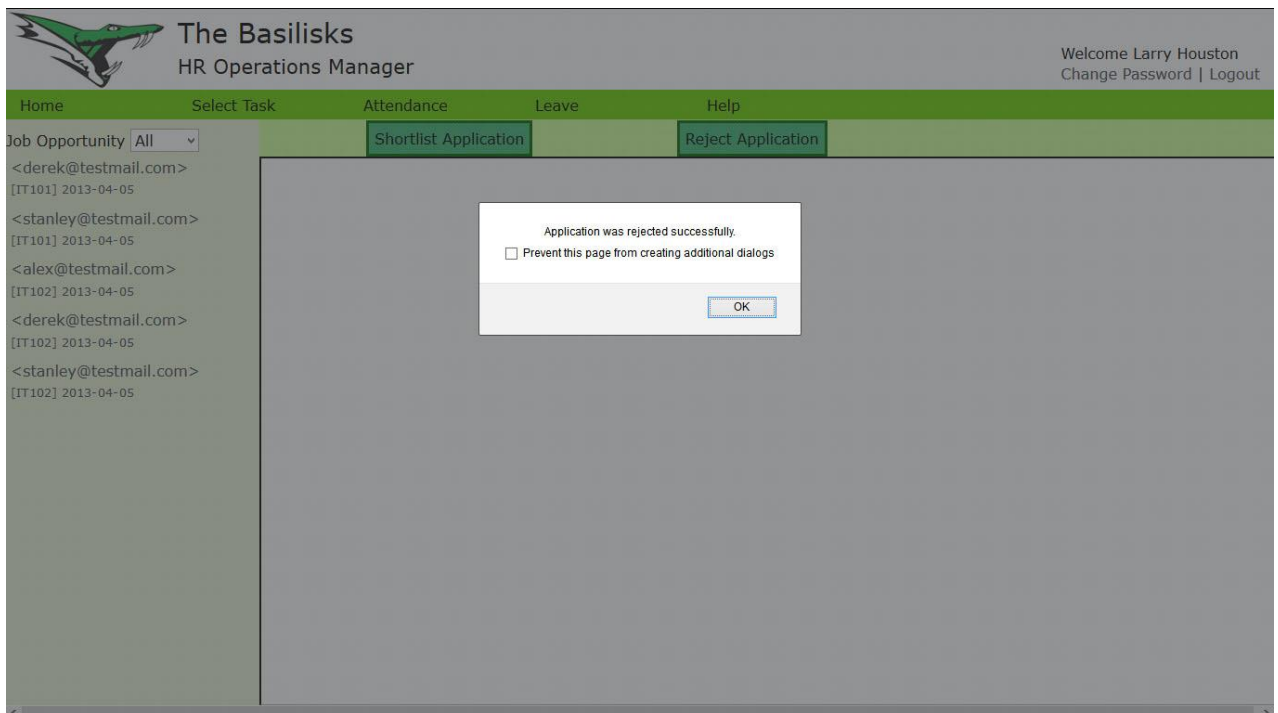
Resume will be shown on the right along with the options to shortlist and Reject the application.

- If applicant is to be rejected then click on the Reject button and a dialog box will appear asking for the reason. State the reason and click on the OK button.

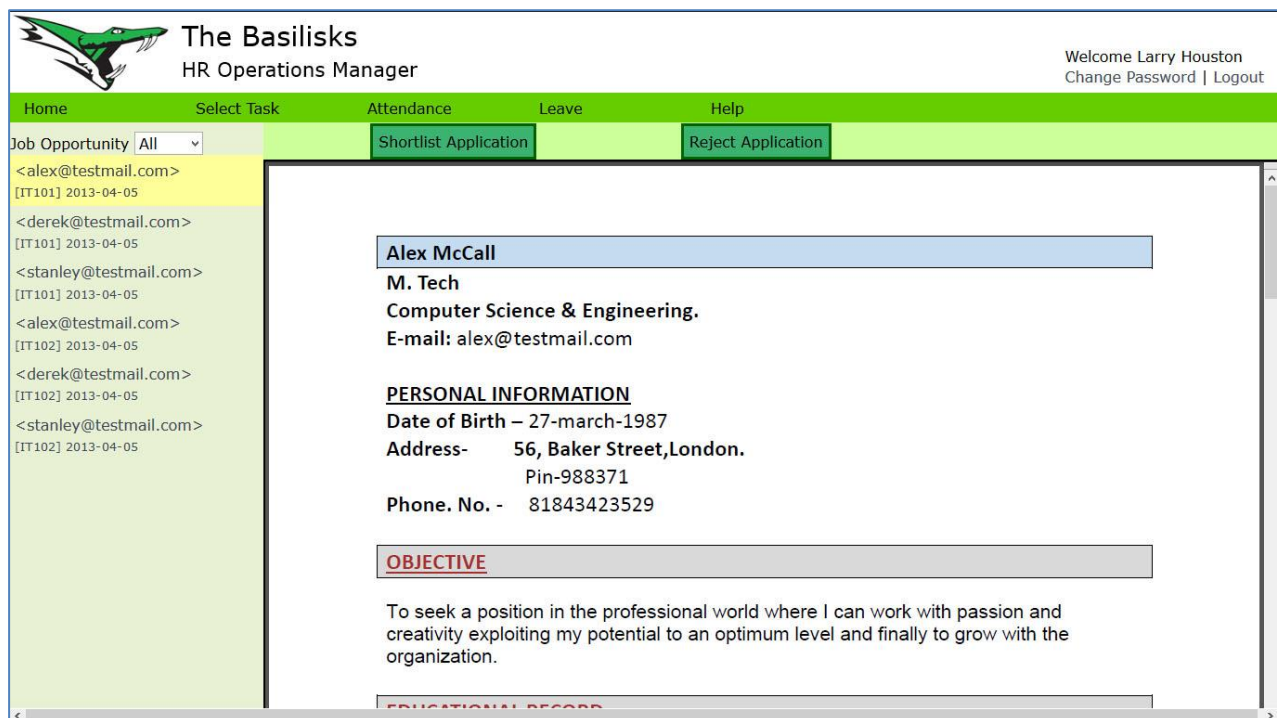
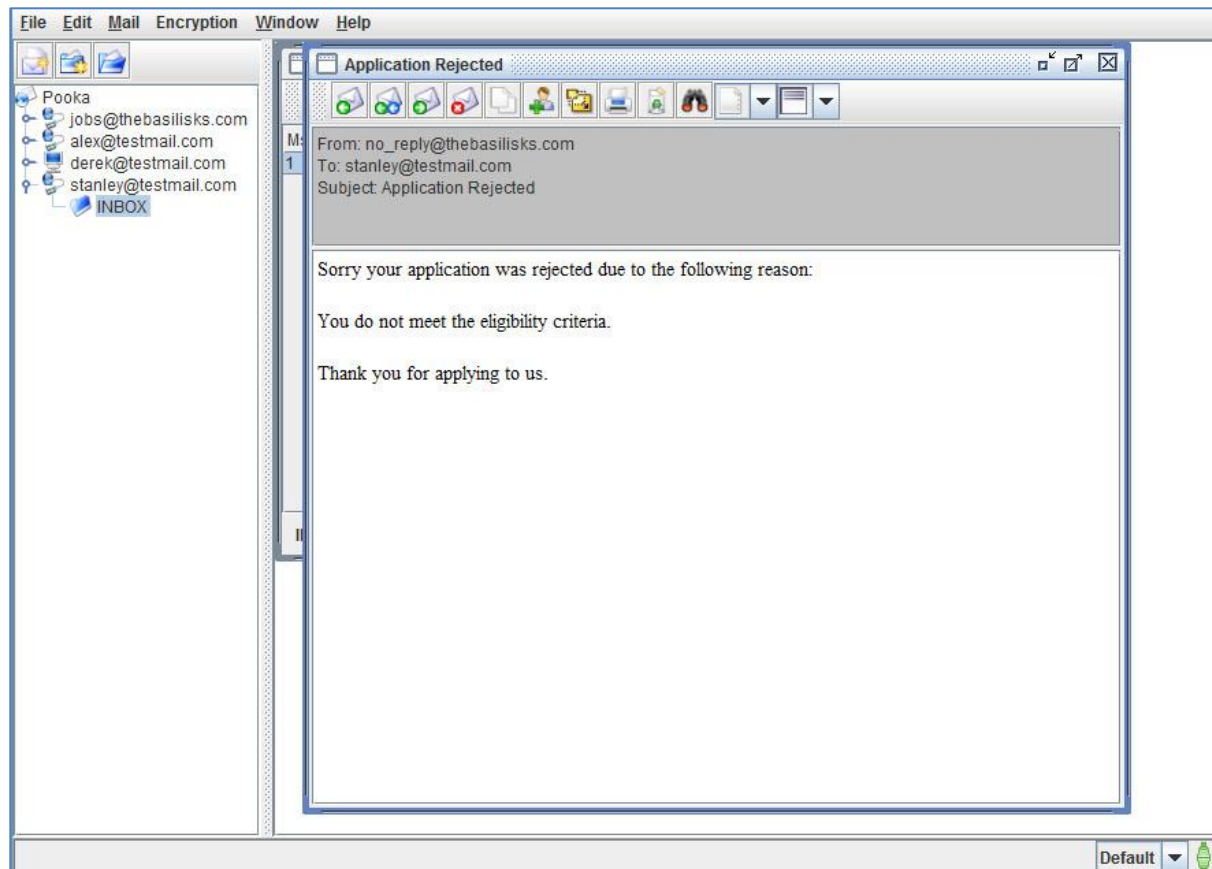


h

is will be followed by followed by an alert box stating that Applicant has been rejected



After the application has been rejected, a mail will be sent to the the applicant stating about his rejection. A sample rejection will look something like this:



5.3.2 View Shortlisted Application

Upon clicking this Option from the menu the HR will be presented with all the applicants that have been shortlisted (cleared first round of selection) in the left pane.

Upon clicking the application their respective Resume will be shown in the right pane of the window.

The screenshot displays the 'The Basilisks HR Operations Manager' web application. The top navigation bar includes 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The 'Select Task' dropdown menu is open, showing options: 'View New Applications', 'View Shortlisted Applications' (highlighted), 'View Rejected Applications', and 'Hire Applicants'. The left pane lists job opportunities with email addresses and dates. The main content area shows the profile of 'Stanley Garner', an MBA graduate from Oxford University. It includes a 'Career Objective' section with three bullet points, an 'Education' table, and a 'Certifications' section.

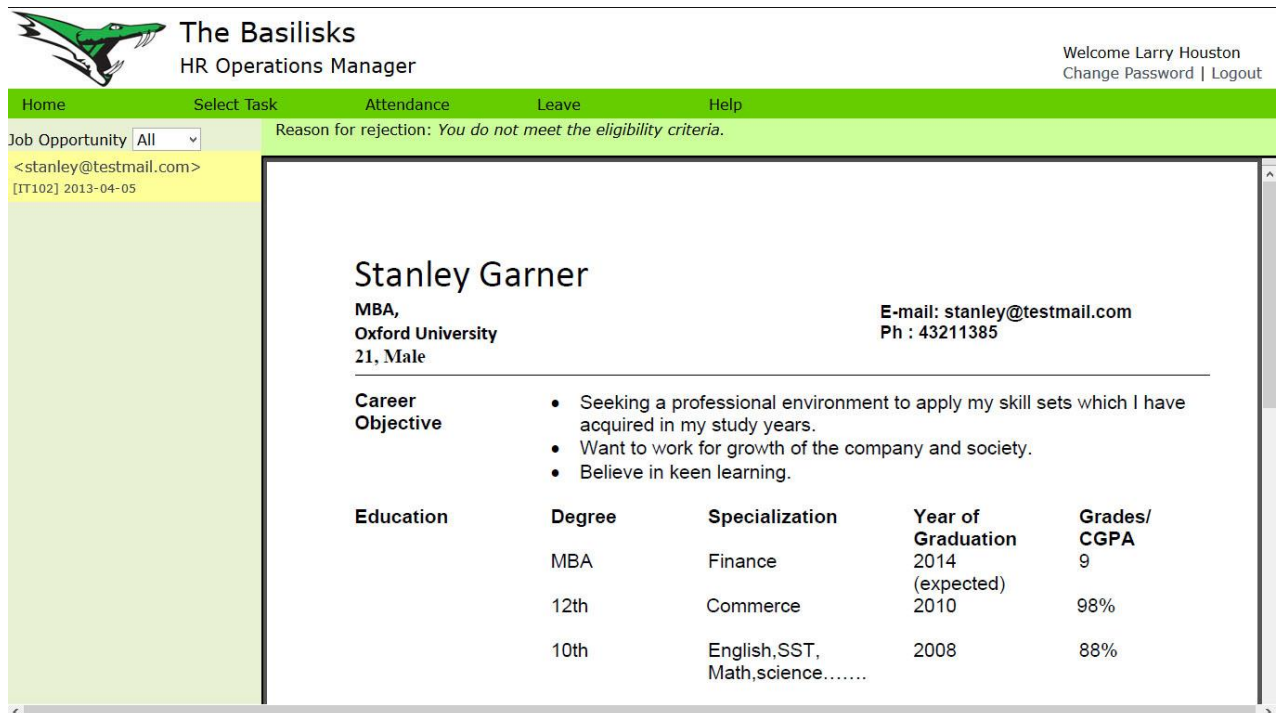
Education	Degree	Specialization	Year of Graduation	Grades/CGPA
	MBA	Finance	2014 (expected)	9
	12th	Commerce	2010	98%
	10th	English, SST, Math, science.....	2008	88%

Certifications

- Fundamental Course in French Speaking.

5.3.3 View Rejected Application

Upon clicking this Option from the menu the HR will be presented with all the applicants that have been Rejected (Rejected in first round of selection) in the left pane.



The screenshot shows the 'The Basilisks HR Operations Manager' web application. The top navigation bar includes 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The user is logged in as 'Larry Houston'. The main content area displays a rejection reason: 'Reason for rejection: You do not meet the eligibility criteria.' Below this, a candidate's resume for Stanley Garner is shown. The resume includes contact information, career objectives, and a table of education details.

Stanley Garner
 MBA, Oxford University
 21, Male
 E-mail: stanley@testmail.com
 Ph : 43211385

Career Objective

- Seeking a professional environment to apply my skill sets which I have acquired in my study years.
- Want to work for growth of the company and society.
- Believe in keen learning.

Education	Degree	Specialization	Year of Graduation	Grades/ CGPA
	MBA	Finance	2014 (expected)	9
	12th	Commerce	2010	98%
	10th	English, SST, Math, science.....	2008	88%

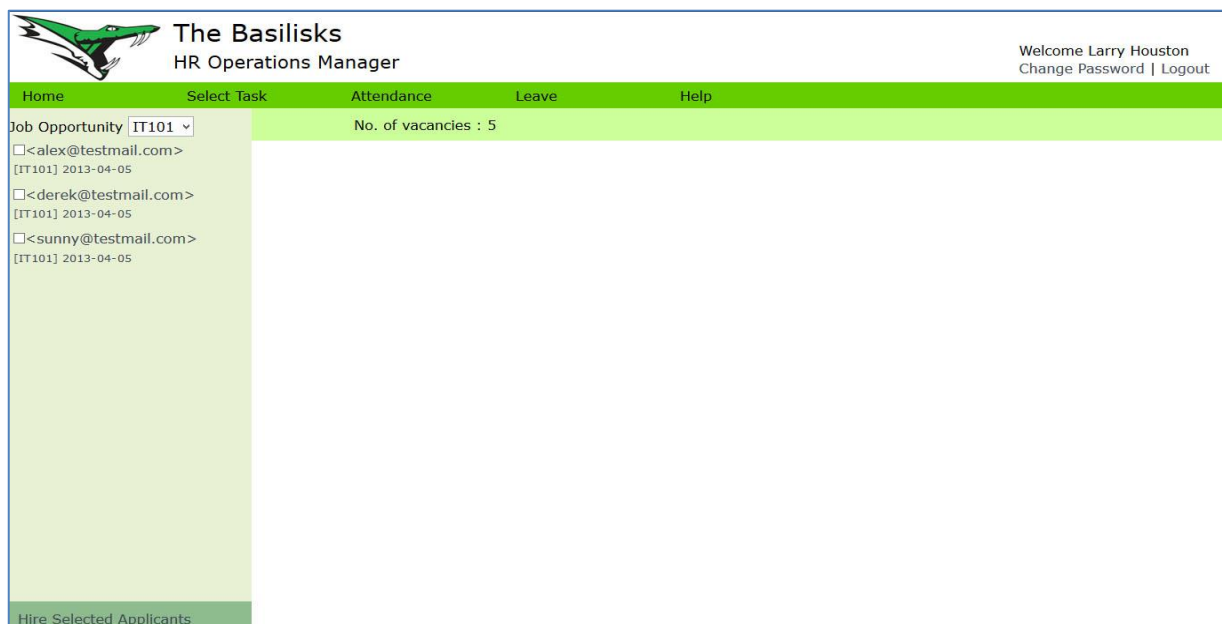
Upon clicking the application their respective Resume will be shown in the right pane of the window.

5.3.4 Hire Applicants

This is the final round of the selection process in which the applicants selected by the manager (on the basis of the score) after the interview process is displayed and finally it's the task of the HR to select the most appropriate employee and fill the requisite number of Position for that job opportunity.

To Hire an Applicant:

- Click on the Hire Applicant option from the Select Task of the Menu bar.
- The Left Pane will be populated with the list of the Application of the applicants that have the potential to become the employee of the company with a check box beside it and the right pane will display the



The screenshot shows the 'The Basilisks HR Operations Manager' web application. The top navigation bar includes 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The user is logged in as 'Larry Houston'. The main content area displays a list of applicants for a job opportunity. The left pane shows a list of applicants with checkboxes and the right pane shows the details of the selected applicant.

The Basilisks HR Operations Manager
 Welcome Larry Houston
 Change Password | Logout

Home Select Task Attendance Leave Help

Job Opportunity IT101 No. of vacancies : 5

☐ alex@testmail.com
 [IT101] 2013-04-05

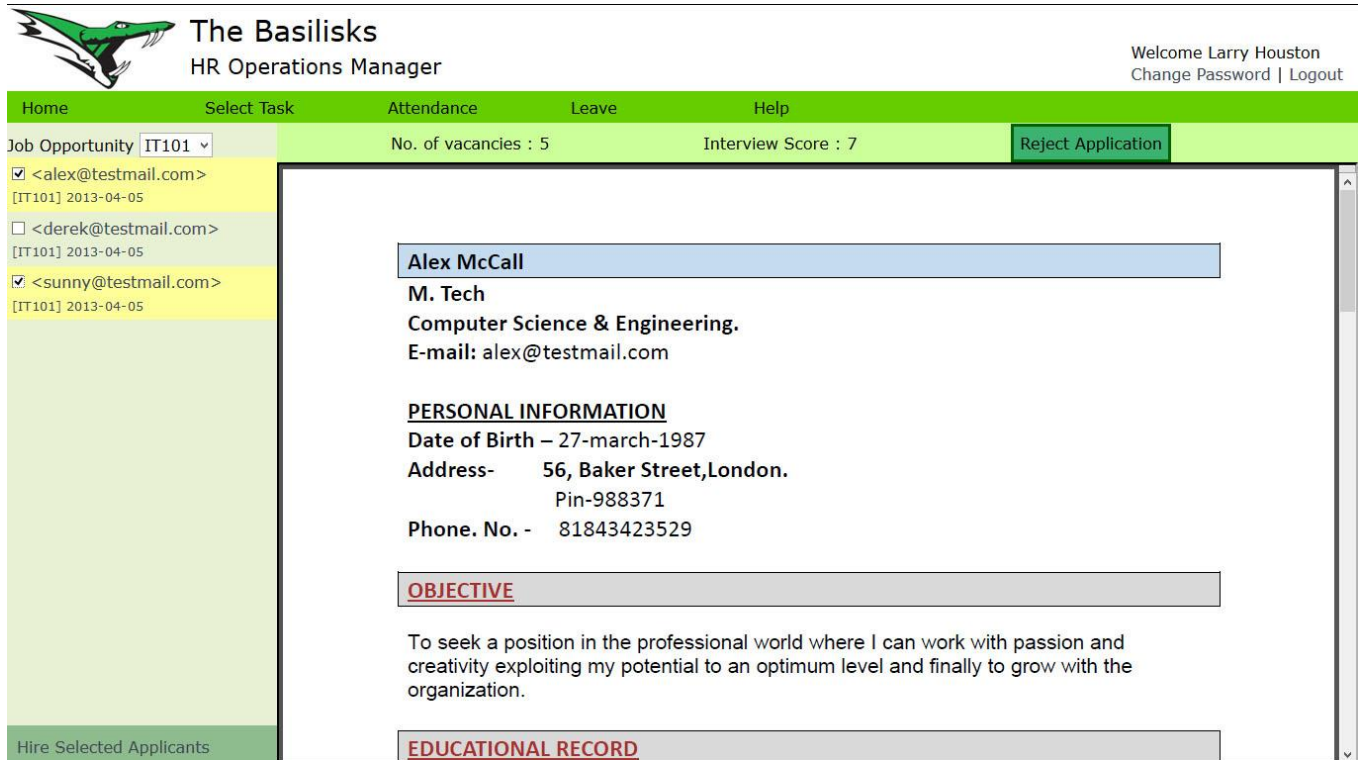
☐ derek@testmail.com
 [IT101] 2013-04-05

☐ sunny@testmail.com
 [IT101] 2013-04-05

Hire Selected Applicants

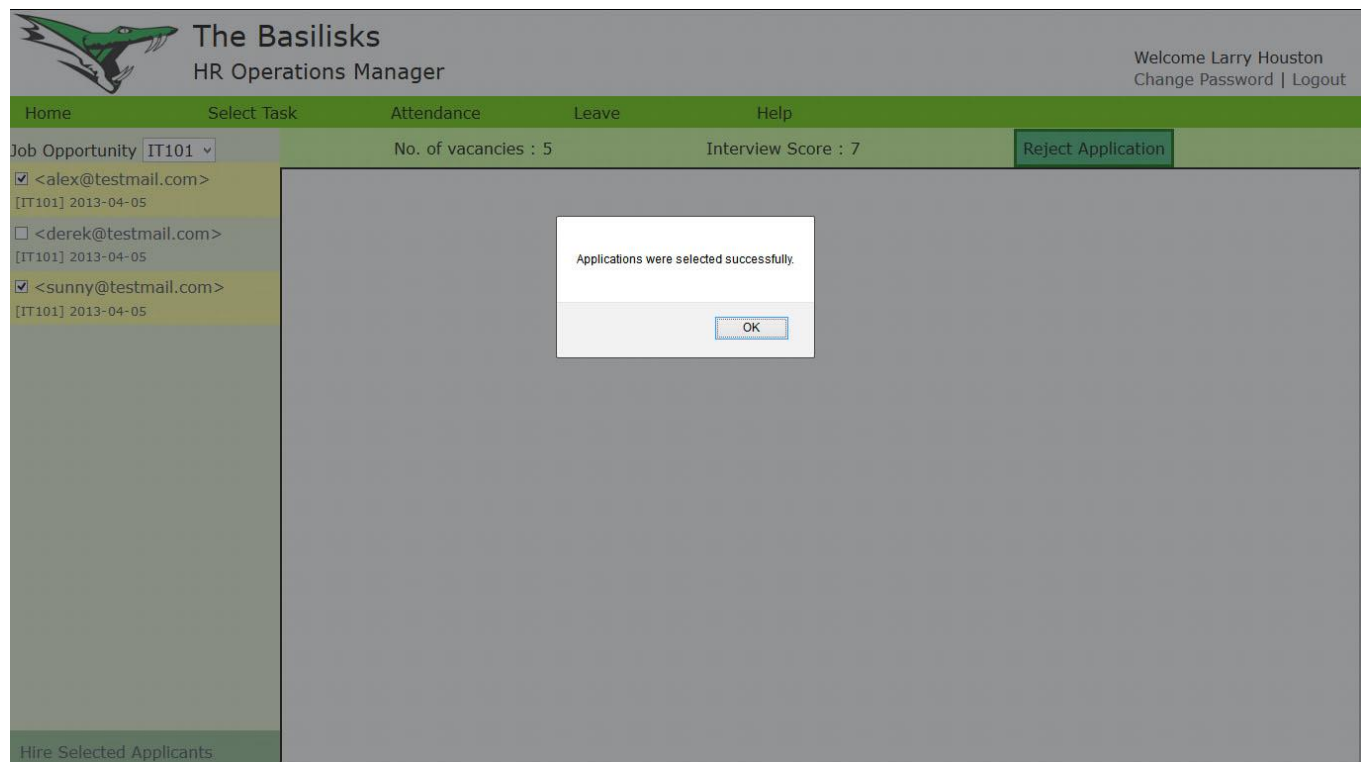
no of Vacancies in the Application menu bar which is just below the employee Menu bar.

- Click on a certain application and its Resume will be shown in the right pane along with the interview Results over it.



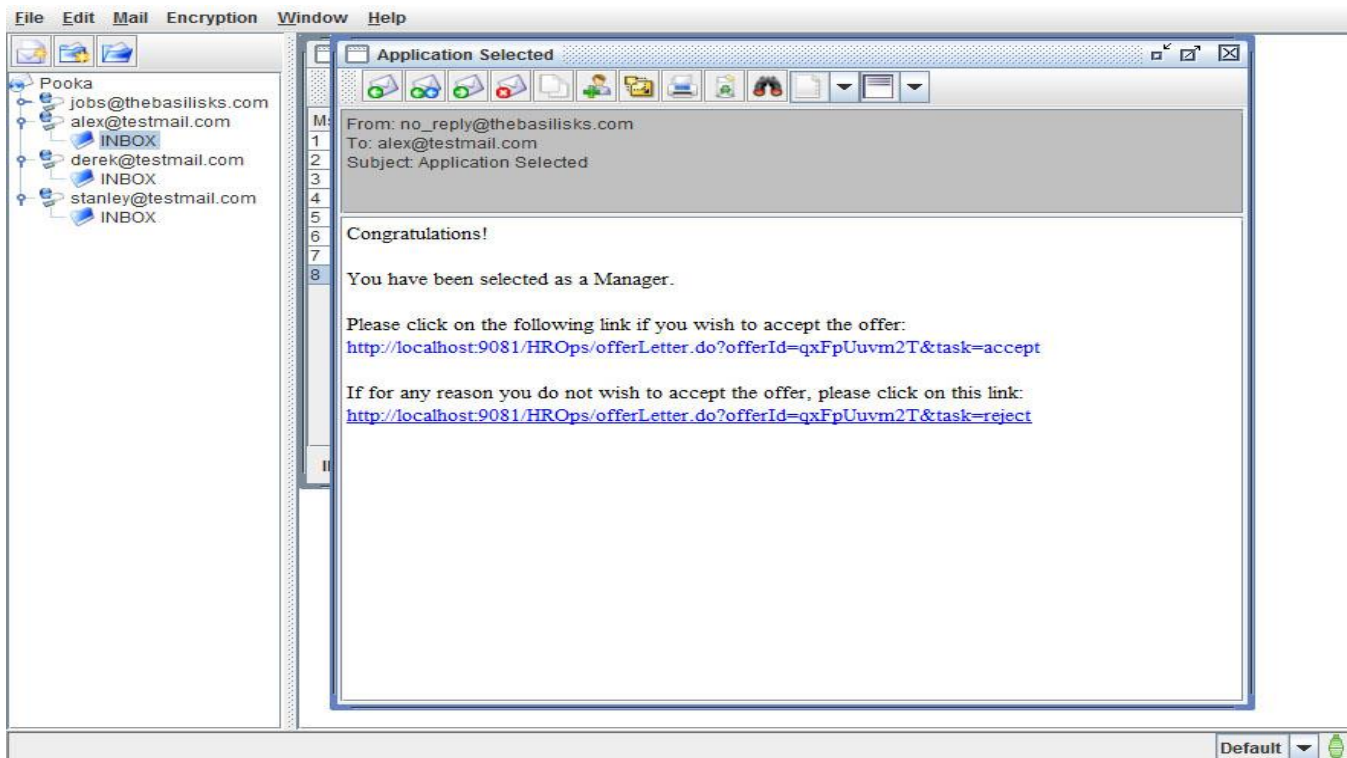
The screenshot displays the 'The Basilisks HR Operations Manager' web application. The top navigation bar includes 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The user is logged in as 'Larry Houston'. The main content area shows a job opportunity for 'IT101' with 5 vacancies and an interview score of 7. A list of applicants is shown on the left, with 'alex@testmail.com' and 'sunny@testmail.com' selected. The right pane displays the resume for 'Alex McCall', a 'M. Tech' graduate in 'Computer Science & Engineering' with an email of 'alex@testmail.com'. Below the resume, there is a section for 'PERSONAL INFORMATION' including date of birth, address, and phone number. A section for 'OBJECTIVE' follows, stating the applicant's goal to work with passion and creativity. At the bottom, there is a section for 'EDUCATIONAL RECORD'. A 'Reject Application' button is visible in the top right of the main content area.

- To hire the applicants select the check box of the employees and click on the Hire Applicant button at the bottom of the Left Pane. A mail will be sent to the applicants about their Selection and will be provided with the offer letter and a link upon clicking they will accept the job.

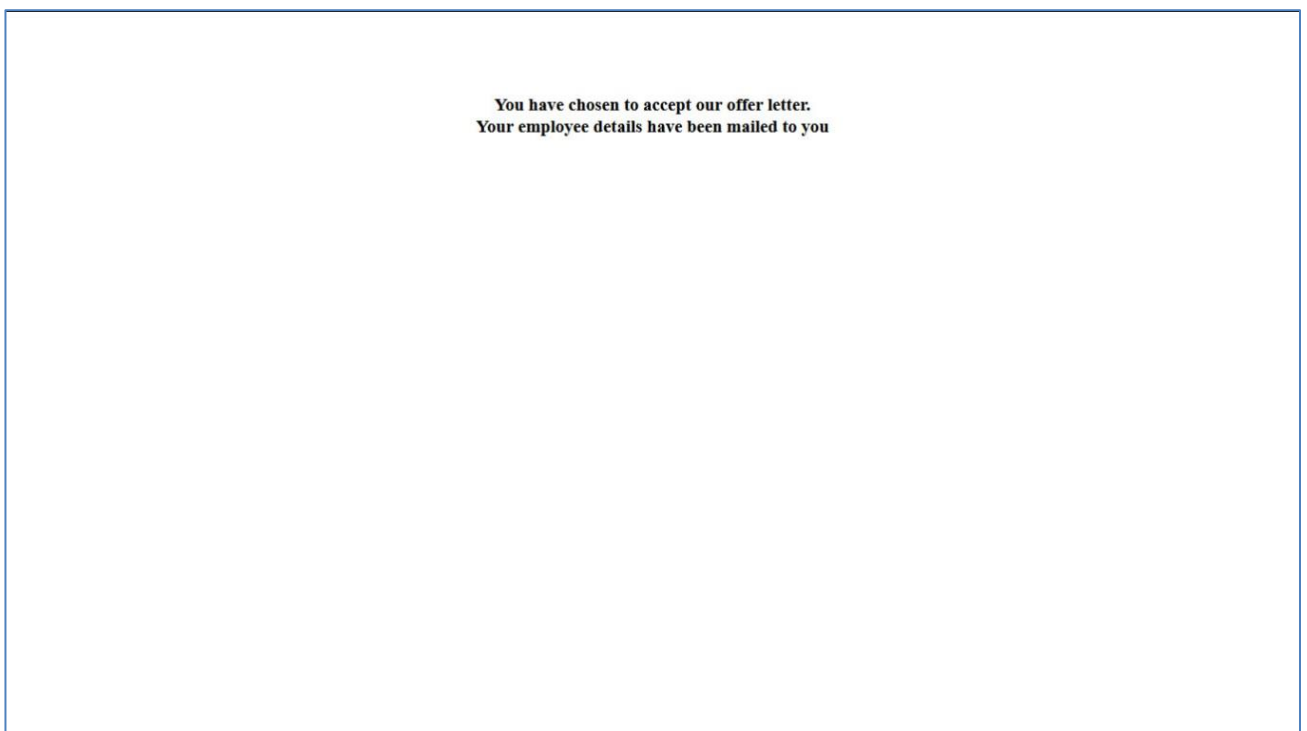


This screenshot shows the same interface as the previous one, but with a confirmation message displayed in the center of the main content area. The message reads 'Applications were selected successfully.' and has an 'OK' button below it. The left pane shows the same list of applicants, with 'alex@testmail.com' and 'sunny@testmail.com' still selected. The 'Hire Selected Applicants' button is visible at the bottom of the left pane. The top navigation bar and user information remain the same.

A sample mail to the applicant with Offer letter will look something like this:



If Applicant accepts the offer, the screen would like the following.

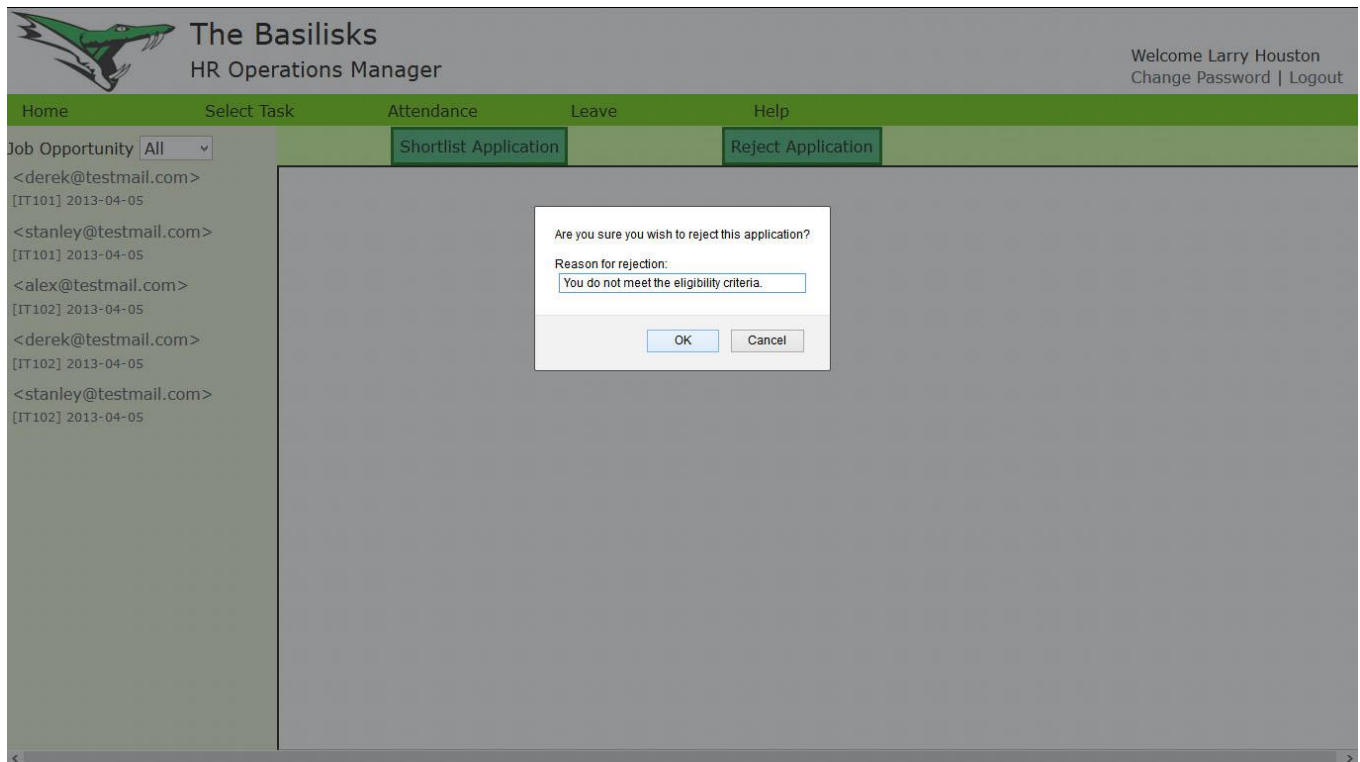


If applicant declines the offer, they would get the following:


You have chosen to reject our offer letter. We would have loved to have you as our employee.

To Reject an Applicant:

- Click on the Hire Applicant option from the Select Task of the Menu Bar.
- The Left Pane will be populated with the list of the Application of the applicants that have the potential to become the employee of the company with a check box beside it and the right pane will display the no of Vacancies in the Application menu bar which is just below the employee Menu bar.
- Click on the checkbox of the application that is to be rejected and click on the Reject button from the Application menu bar(the one on the right pane just below the Employee menu bar)
- A reason will be asked to be stated for the rejection and click on the OK button.



5.4 Interviewer



The screenshot displays the 'The Basilisks HR Operations Manager' web application. The header includes the logo, title, and user information: 'Welcome Monica Bing' with links for 'Change Password' and 'Logout'. A green navigation bar contains 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The main content area is titled 'Employee Details' and lists the following information:

- Employee ID : 29
- Name : Monica Bing
- Gender : Female
- Qualification : Bachelors
- Department : IT
- Position : Programmer
- Supervisor : Sandi Roberts
- Date of Hiring : 2013-03-01
- Salary : 30000
- Special Role : INTERVIEWER

The Following are the task of the interviewer



This screenshot shows the same interface as above, but with the 'Select Task' dropdown menu open. The menu options are: View, Interview, Schedule, Update, Interview, and Results. The 'Employee Details' section remains visible in the background.

Employee Details

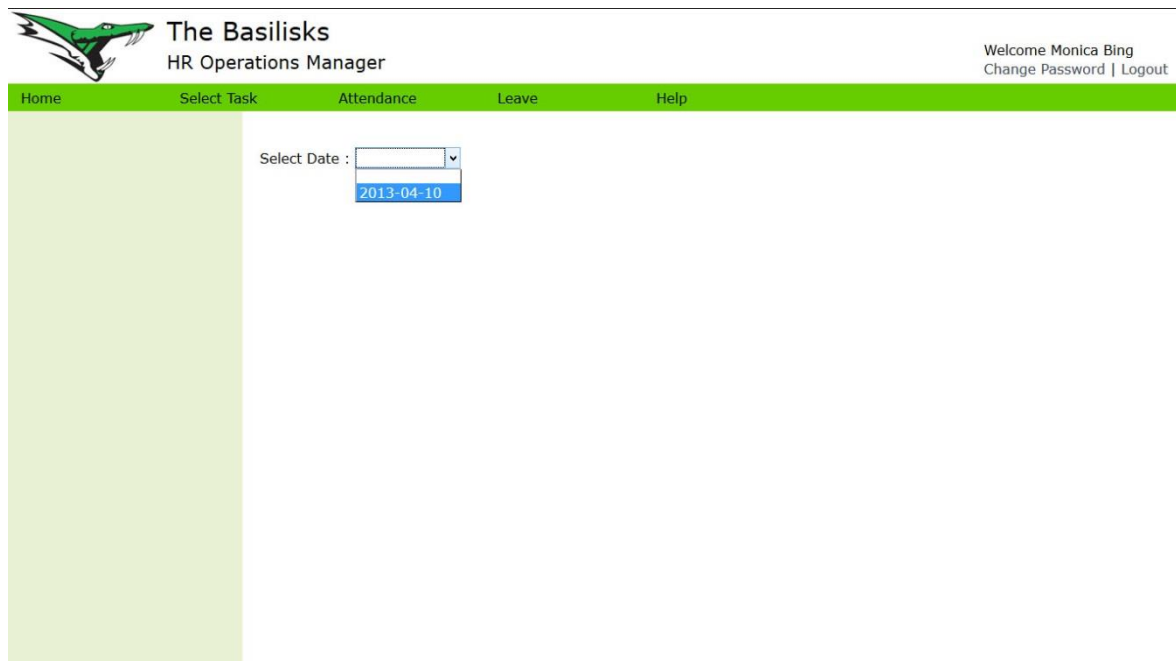
- Employee ID : 29
- Name : Monica Bing
- Gender : Female
- Qualification : Bachelors
- Department : IT
- Position : Programmer
- Supervisor : Sandi Roberts
- Date of Hiring : 2013-03-01
- Salary : 30000
- Special Role : INTERVIEWER

5.4.1 View Interview Schedule

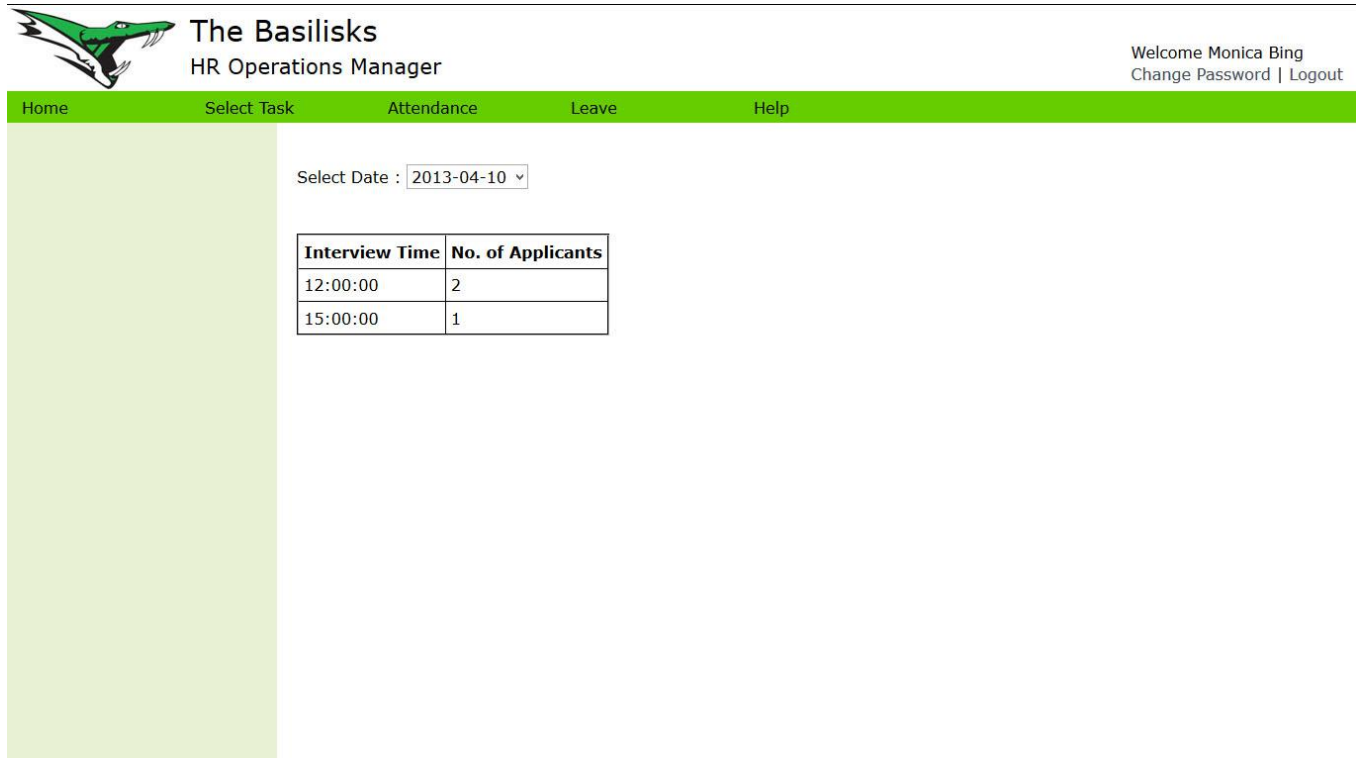
This module is used by the interviewers to see their Interview Schedules.

To view The Interview Schedule

- Click on the View Interview Schedule from Select Task.
- The bottom Pane will display a Combo box that will display all the Date for which he has to conduct the interview



- Select the Date from the Combo box
- A table will appear below the Combo box showing the Interview Time and the number of applicants for which he has to take the interview.




The screenshot shows the 'The Basilisks HR Operations Manager' web application. The header includes the logo, title, and user information 'Welcome Monica Bing' with links for 'Change Password' and 'Logout'. A green navigation bar contains 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The main content area has a 'Select Date' dropdown set to '2013-04-10' and a table showing interview times and applicant counts.

Interview Time	No. of Applicants
12:00:00	2
15:00:00	1

5.4.2 Update Interview Results

To Update Interview Result:

- Click in the Update Interview Result from the select task
- The bottom pane will be divided into two parts.
- The combo Box will display all the scheduled date for the Interviewer. Select one of the date from the combo Box. A second combo box will appear that will show all the available time slots for the employee. Select one of the available time slots.




The Basilisks
HR Operations Manager

Welcome Monica Bing
Change Password | Logout

Home Select Task Attendance Leave Help

Select Date: 2013-04-10
Select Time: 12:00:00
15:00:00

- Upon selection of the time slot. All the applications that belong to that time slot will be displayed in the left pane.
- Upon clicking the right pane will display the Applicants Resume and a Text field & a button to update applicant interview score. (Caution: Score can be any value greater than 0).



The Basilisks
HR Operations Manager

Welcome Monica Bing
Change Password | Logout

Home Select Task Attendance Leave Help

Select Date: 2013-04-10
Select Time: 12:00:00
<alex@testmail.com>
[IT101] 2013-04-05
<derek@testmail.com>
[IT102] 2013-04-05

Interview Score : 7

Alex McCall
M. Tech
Computer Science & Engineering.
E-mail: alex@testmail.com

PERSONAL INFORMATION
Date of Birth – 27-march-1987
Address- 56, Baker Street,London.
Pin-988371
Phone. No. - 81843423529

OBJECTIVE
To seek a position in the professional world where I can work with passion and creativity exploiting my potential to an optimum level and finally to grow with the organization.

EDUCATIONAL RECORD

- After Updating the score an alert box will be generated stating that Result has been updated

- This score card is now transferred to manager, for further selection of the applicant.

The screenshot displays the 'The Basilisks HR Operations Manager' web application. The header includes the logo, title, and user information: 'Welcome Monica Bing' with links for 'Change Password' and 'Logout'. The navigation bar contains 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The main content area shows 'Select Date' (2013-04-10), 'Select Time' (12:00:00), and a list of email addresses: '<alex@testmail.com> [IT101] 2013-04-05' and '<derek@testmail.com> [IT102] 2013-04-05'. The 'Interview Score' is set to 7, and an 'Update' button is visible. A modal dialog box in the center states 'The result was updated successfully.' with an 'OK' button.

6. Frequently Asked Questions (FAQ's)

- 1. Is it possible to use this application in any browser or do I need to download some Programs to use it?**

This Application doesn't require any other special programs to use it. Any modern web browser is sufficient for its use. The Application is tested with Chrome, Mozilla Firefox, and Opera & IE. We recommend using the latest version of Mozilla Firefox or Google Chrome for best user experience.

- 2. Who can use this Application?**

The application is meant for all the employees, i.e. the human resource of the company. All the employees will have an employee id and password to login into the Application and perform their task.

- 3. Something is wrong with the Mailing system. System doesn't fetch new Applications for the recruitment process.**

Well sometimes it may happen. May be the SMTP server is not configured properly or may be the wrong username and password is being used to authenticate the mailing system on the server. The best way is to use admin's Web interface to re-configure the SMTP and IMAP settings.

- 4. Why this Web-Application "The basilisks HR Operations Manager" is required.**

Any fields require automation. More the automation more is the productivity. This Project aims for that only. At the very basic level, it makes the hiring process automated up to a great extent. More over currently this project leaves ground for future extension.

- 5. I am unable to view Candidate's Resume upon clicking on the Application; instead it asks me to download it. Why?**

Please don't use any third party plugins (Except Adobe Reader's) and Download Managers (like IDM, DAP etc).

- 6. What level of technical knowledge is required to use this Web-Application**

The Basilisk HR Operation Manager is quite User friendly. Basic English knowledge and simple computer know how is sufficient enough to use this software.