

USER'S MANUAL

Recruitment Tracking System

02 January, 2013
RTS 1.0



Page 1 of 51

About This Guide

The following related documents for Resume Tracking System are available:

- Overview, which describe the basic and advanced features available on the web application.
- Basic User's Guides, which describe how to use main RTS functionalities.
- Administrator's Guides, which describe how to create, edit and manage all users across Resume Tracking System application. These also describe how to manage templates for technical assessment templates.
- Human Resources' Guides, which describe how to import candidate's information generated from job portal.

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1. Overview

Main modules of RTS



Candidates: Source, Track and Hire candidates more efficiently. RTS not only helps user to gather the resumes and manage them from a single place but also manage candidate documents.



Interview Schedule: Do schedule interview for potential candidates with only a couple of clicks. RTS supports notification and canceled emails to interviewers will be sent once an interview has been scheduled or canceled.



Technical Feedback: Give technical feedback after interviewed more comfortable. Interview assessment form will be populated by default whenever interviewer giving his feedback. In addition, this form is able to load given data even if form is no longer used.



HR Feedback: Give HR feedback more useful. RTS supports various forms which contained needed information to HR associates enter feedback or fill candidate personal details.



Recruit Request: Publish jobs and collect more resumes in a short span of time. This gives your hiring process a much wider exposure.



Admin: Manage RTS users and interview assessment for technical feedback.



HR: Populate candidates from uploaded Excel files more quickly than ever. Instead of trying to input in each candidate separately, user can easily upload to RTS document storage.

Top 5 functionalities

- ✓ Comprehensive Applicant tracking: A complete staffing and hiring solution to acquire, screen, assess and position candidates in a short span of time.
- ✓ Faster way to get right candidates: RTS has powerful features that helps user to get right candidates without missing a talent faster than ever.
- ✓ Customize interview assessment: Stop worrying about the changing feedback form. Customize the RTS interview assessment to match the organization needs.
- ✓ Centralized database: Stop juggling with multiple files. With RTS manage all data from a single place in a secured way.

- ✓ Do More: RTS automates and streamlines the hiring process, which saves time and enhances your productivity.

2. Home

Recruitment Tracking System



Candidates

Source, Track and Hire candidates more efficiently. RTS not only helps user to gather the resumes and manage them from a single place but also manage candidate documents.



Interview Schedule

Schedule interview for potential candidates with only a couple of clicks. RTS supports notification and canceled emails to interviewers will be sent once an interview has been scheduled or canceled.



Technical Feedback

Give technical feedback after interviewed more comfortable. Interview assessment form will be populated by default whenever interviewer giving his feedback. In addition, this form is able to load given data even if form is no longer used.



HR Feedback

Give HR feedback more useful. RTS supports various forms which contained needed information to HR associates enter feedback or fill candidate personal details.



Recruit Request

Publish jobs and collect more resumes in a short span of time. This gives your hiring process a much wider exposure.



Master Data

Populate candidates from uploaded Excel files more quickly than ever. Instead of trying to input in each candidate separately, user can easily upload to RTS document storage.

Top 5 functionalities

1. Comprehensive Applicant tracking

A complete staffing and hiring solution to acquire, screen, assess and position candidates in a short span of time.

2. Faster way to get right candidates

RTS has powerful features that helps user to get right candidates without missing a talent faster than ever.

3. Customize interview assessment

Stop worrying about the changing feedback form. Customize the RTS interview assessment to match the organization needs.

4. Centralized database

Stop juggling with multiple files. With RTS manage all data from a single place in a secured way.

5. Do More

RTS automates and streamlines the hiring process, which saves time and enhances your productivity.

3. Recruit Request

This session provides information on the following topics on how to search, create and edit a recruit request:

- **Search Recruit Request**

- Access path: **Recruit Request > Search Recruit Requests**
- Screen: the following screen will appear.

Search Recruit Requests

Org. Unit: Name:

Requested Date: Closed Date:

Status:

Name	Org. Unit	Requested Date	Closed Date	Approved Date	Created By	Status
ETI 10 Java developers 2yrs	ETI	02.Jan.2014	31.Jan.2014		KHB1HC	Open

- User can input keywords into the following text-fields for his searching:
 1. Org. Unit
 2. Name
 3. Requested Date
 4. Closed Date
 5. Status
- On click of **“Search”** button to start searching available recruit requests
- On click of **“Reset”** button to reset all entered search keywords
- On click on **“Create New Request”** button , system will navigate to the page of **“Create Recruit Request”**. The entered keywords will exist on the next page.
- List of recruit requests data table:
 1. Instead of entering keywords and pressing **“Search”** button, user can directly give values for filtering the displayed data.
 2. And click on the header title to sort the order of displaying data.

Name ▾	Org. Unit ▾	Requested Date	Closed Date	Approved Date	Created By ▾	Status ▾
ETI						
ETI 10 Java developers 2yrs	ETI	02.Jan.2014	31.Jan.2014		KHB1HC	Open

- On click of **"Name"** row [ETI 10 Java developers 2yrs](#) value to edit/view the selected recruit request.
- List of roles can get access to the page of **"Search Recruit Requests"**:
 1. GM
 2. DH
 3. GrM
 4. PM
 5. HR

- **Create Recruit Request**

- Access Path:
 1. **Recruit Request > Search Recruit Requests > Create Recruit Request**
 2. **Recruit Requests > Create Recruit Request**
- Screen: the following screen will appear.

New Recruit Request

Org. Unit:*	EMB1	Recruitment Request Name:*	
Job Position:*			
Additional Information:		Additional Skills:	
Requested Date:*		Closed Date:*	
Approved Date:		Remarks:*	
Total of Associates:		Qualification:	Please select
Years of Experiences:	Min: 0 Max: 0		

Accounting Agile methodology Android Platform Programm Architect Basic UML BPO BSS-JAVA C C# C++	<table><thead><tr><th>Skill Name</th><th>Years of Experiences</th><th>Skill Level</th></tr></thead><tbody><tr><td colspan="3">No data</td></tr></tbody></table>	Skill Name	Years of Experiences	Skill Level	No data		
Skill Name	Years of Experiences	Skill Level					
No data							

+ Add...

Uploaded Files Info

(Accept upload file types: txt, doc, docx, xls,xlsx, pdf, jpg, gif, png, bmp. Maximum of file size upload is 10MB. Maximum of files upload is 5.)

[Save](#) [Back](#) [Cancel](#)

- List of roles can get access to the page of “**Create Recruit Request**”:
 1. GM
 2. DH
 3. GrM
 4. PM
 5. HR

 **Note:** Recruit Request Name is unique in every Org. Unit

• Edit Recruit Request

- Access Path: **Recruit Request > Search Recruit Requests > Edit Recruit Request Details**

- Screen: the following screen will appear.

Home
Candidates
Interview Schedule
Recruit Request
Help

Edit Recruit Request

Org. Unit:*
ETI

Job Position:*
ETI Java developer

Additional Information:
ETI Java developer, 2 years of experience

Requested Date:*
02.Jan.2014

Approved Date:

Total of Associates:
10

Years of Experiences:
Min: 1 Max: 2

Accounting
Agile methodology
Android Platform Programm
Architect
Basic UML
BPO
BSS-JAVA
C
C#
C++

Skill Name	Years of Experiences	Skill Level
Java	From: 1 To: 2	Intermediate

Add...

Uploaded Files Info

File Name	Status	File size	Uploaded On	Download	Remove
Untitled.pdf	Active	3,41 MB	02.Jan.2014	Download	Remove

Remove all

(Accept upload file types: txt, doc, docx, xls, xlsx, pdf, jpg, gif, png, bmp. Maximum of file size upload is 10MB. Maximum of files upload is 5.)

Save
Back
Cancel

- List of roles can get access to the page of “**Edit Recruit Request**”:

1. GM
2. DH
3. GrM
4. PM
5. HR



Note: User could edit the recruit request if only he created it by himself.

Recruit Request Name is unique in every Org. Unit


- **View Recruit Request**

- Access Path: **Recruit Request > Search Recruit Requests > View Recruit Request**
- Screen: the following screen will appear.

View Recruit Request

Org. Unit: ENM1 Name: 2 Mechanical Experts
Job Position: Mechanical Expert Status: Open
Additional Information: Additional Skills:
Requested Date: 13.Jan.2014 Closed Date: 23.Jan.2015
Approved Date: 14.Jan.2014 Remarks: Mechanical Expert
Total of Associates: 3 Qualification: Ph.D
Years of Experiences: 0 - 4

Skill Name	Years of Experiences From	Years of Experiences To	Skill Level
German	0	0	
Hibernate	0	0	
EMT1- JAVA Sr.	0	0	
BSS-JAVA	0	0	
Basic UML	0	0	
Finance	0	0	

File Name	File size	Uploaded On	Status	Download
training-plan.png	50.89 KB	13.Jan.2014	Active	

Handled By:

[Back](#)

- List of roles can get access to the page of “**View Recruit Request**”:
 1. GM
 2. DH
 3. GrM
 4. PM
 5. HR

4. Candidate

This session provides information on the following topics on how to search, create and edit a candidate:

- **Search Candidates**

- Access path: **Candidates > Search Candidates**
- Screen: the following screen will appear by default.

Search Candidates

Filtered by: Candidate Information

Name:


Applied for Request:

Email:


Contact Number:

Status: Please select

Search Reset Create Candidate

	Name	Email	Contact Number	Degree	Applied for Request	Overall Years of Experience	Relevant experiences	Status
	Khóa Candidate 01	kaho@yahoo.com	3423532532;22343434	IT - Software		2.0	2.0	Joined

- Filtered by Candidate Information
 1. The screen will appear as **Search Candidates**
 2. User can input keywords into the following text-fields for his searching:
 - Name
 - Applied for Request
 - Email
 - Contact Number
 - Status
 3. On click of “**Search**” button Search to start searching available candidates
 4. On click of “**Reset**” button Reset to reset all entered search keywords
 5. On click on “**Create Candidate**” button Create Candidate, system will navigate to the page of “**Create Candidate**”. The entered keywords will exist on the next page.
 6. List of candidates data table:
 - Instead of entering keywords and pressing “**Search**” button, user can directly give values for filtering Name the displayed data.
 - And click on the header title Name to sort the order of displaying data.

	Name ▾	Email ▾	Contact Number ▾	Degree ▾	Applied for Request ▾	Overall Years of Experience ▾	Relevant experiences ▾	Status ▾
	Kh			I				
	Khoa_Candidate 01	kaho@yahoo.com	3423532532;22343434	IT - Software		2.0	2.0	Joined

- On click of **"Name"** row [ETI 10 Java developers 2yrs](#) value to edit/view the selected Candidate.

- Filtered by Specific Skill Set

Filtered by: Candidate Information ▾

- The screen will appear as following:

Search Candidates

Filtered by: Specific Skill Set ▾

Years of Experiences: From: 2 ▾ To: 2 ▾


Choose Skill To Add:

Accounting
Agile methodology
Architect
BPO
BSS-JAVA
C
C#

Copy all
Copy
Remove
Remove All

Android Platform Program
Basic UML

Search Reset Create Candidate

	Name ▾	Email ▾	Contact Number ▾	Degree ▾	Applied for Request ▾	Competency	Overall Years of Experience ▾	Relevant experiences ▾	Status ▾
	Kh			I					
	Khoa_Candidate 01	kaho@yahoo.com	3423532532;22343434	IT - Software		Android Platform Programm	2.0	2.0	Joined

- User can input keywords into the following text-fields for his searching:

- Years of Experiences
- Skill Set


- On click of **"Search"** button Search to start searching available candidates

- On click of **"Reset"** button Reset to reset all entered search keywords



- On click on **"Create Candidate"** button Create Candidate, system will navigate to the page of **"Create Candidate"**. The entered keywords will exist on the next page.

- List of candidates data table:

- Instead of entering keywords and pressing **"Search"** button, user can directly give values for filtering the displayed data.
- And click on the header title to sort the order of displaying data.

	Name ▾	Email ▾	Contact Number ▾	Degree ▾	Applied for Request ▾	Competency	Overall Years of Experience ▾	Relevant experiences ▾	Status ▾
	Kh			I					
	Khoa_Candidate 01	kaho@yahoo.com	3423532532;22343434	IT - Software		Android Platform Programm	2.0	2.0	Joined

[Khoa_Candidate 01](#)

- On click of **"Name"** row [Khoa_Candidate 01](#) value to edit/view the selected candidate.
- On click of **"Add Interview Schedule"** icon , system will navigate to the page of **"Create Interview Schedule"** and create an interview schedule for selected candidate.
- On click of **"View Candidate History"** icon , system will open a panel to display selected candidate's old information. The screen should be like this:

View Candidate Information

Candidate Name:

[Khoa_Candidate 01](#)

Email:

kaho@yahoo.com

Technical Interview Date	Technical Interview Result	HR Interview Date	HR Interview Result
18.Dec.2014 09:30 AM	Canceled	06.Mar.2015 09:30 AM	Canceled
22.Jan.2014 09:30 AM	Canceled	23.Jan.2014 09:30 AM	Canceled
31.Dec.2013 09:30 AM	Canceled	13.Feb.2014 09:30 AM	Canceled
31.Dec.2013 09:30 AM	Canceled	31.Dec.2013 09:30 AM	Canceled
22.Jan.2014 09:30 AM	Passed	21.Mar.2014 09:30 AM	Passed

Cancel

1. On click of **"Candidate Name"** link [Khoa_Candidate 01](#) , system will navigate to the page of **"Edit Candidate"**.
 2. On click of **"Technical Interview Result"** link [Passed](#) , system will navigate to the page of **"Edit Technical Feedback"**
 3. On click of **"HR Interview Result"** link [Passed](#) , system will navigate to the page of **"Edit HR Feedback"**
- List of roles can get access to the page of **"Search Candidates"**:
 1. GM
 2. DH

3. GrM
4. PM
5. HR

- **Create Candidate**

- Access Path:
 1. **Candidates > Search Candidates > Create Candidate**
 2. **Candidates > Create Candidate**
- Screen: the following screen will appear.

New Candidate

Candidate Name:*

Prefix:*

Mr.

Email:*

Identity Number:

Date of Birth:

Address:

Contact Number 1:

Contact Number 2:

Education:

Please select

University:

Please select

Graduation Time:

Please select

Current Company:

Current Position:

Position Applied:

Degree:

Please select

Org. Unit:*

EMB1

Overall Years of Experience:

0.0

Relevant experiences:

Time of CV received:

Handled By:

Time of CV sent:

Short List By:

Tested On:

Tested Result:

Please select

Priority:

High

Source:

Please select

Description:

Accounting	>>	Skill Name	Years of Experiences	Skill Level
Agile methodology	<<	No data		
Android Platform Programm				
Architect				
Basic UML				
BPO				
BSS-JAVA				
C				
C#				
C++				

+


Add...



Uploaded Files Info

(Accept upload file types: txt, doc, docx, xls, xlsx, pdf, jpg, gif, png, bmp. Maximum of file size upload is 10MB. Maximum of files upload is 5.)

Save
Cancel

- If user input a candidate name/email already exists in current database, a list of messages will be displayed at the right of “**Candidate Name**” text-field. On click of one of these messages, a panel should be shown and display all information of existing candidate.

Candidate Name:*  The candidate name already exists in current database: 1. [Khoa Candidate 01 - kaho@yahoo.com](#)



Prefix:*  Date of Birth: 

Email:* The email already exists in current database: [Khoa Candidate 01](#)

Existing Candidate Details







Name:	Mr. Khoa Candidate 01	Date of Birth:	1986
Identity Number:		Email:	kaho@yahoo.com
Contact Number 1:	3423532532	Contact Number 2:	22343434
Address:		Education:	Graduated
University:	Da Nang College of Education	Degree:	IT - Software
Years of Experiences:	2.0	Status:	Joined
Date of Joining:	03.Jan.2014	Priority:	Normal
Source:		Org. Unit:	ENG
Apply for Request:		Description:	joined

[Reuse the Candidate](#) [Cancel](#)



- On click of “**Reuse the Candidate**” button , system will close the current page and navigate to the page of “**Edit Candidate**”.
- On click of “**Handled By**” icon , a panel will be shown for user selection:


Handled By User Look Up Form

Name	Username	Email	Id Number
Bui Anh Khoa	khb1hc	khoa.buianh@vn.bosch.com	VH0057
Bui Ngoc Quynh Dao	bun1hc	Dao.BuiNgocQuynh@vn.bosch.com	VH0160
Duong Hien Hong Thach	duo1hc	Thach.DuongHienHong@vn.bosch.com	VH0153
Guru Mallikarjuna	mam1hc	MaganuruGurumallaiah.MallikarjunaGuru@vn.bosch.com	VH1000
Henry Lewis	lew1hc	Lewis.Henry@vn.bosch.com	VH0999

1. It uses “contains” function to make filtering.
2. On click of “**Name**” hyperlink in each row, system will auto bind the value to the “Handled By” text field and close this panel.



Handled By:  

- On click of **"Short List By"** icon , a panel will be shown for user selection:

Short List By User Look Up Form

Name	Username	Email	Id Number
Bui Anh Khoa	khb1hc	khoa.buianh@vn.bosch.com	VH0057
Bui Ngoc Quynh Dao	bun1hc	Dao.BuiNgocQuynh@vn.bosch.com	VH0160
Duong Hien Hong Thach	duo1hc	Thach.DuongHienHong@vn.bosch.com	VH0153
Guru Mallikarjuna	mam1hc	MaganuruGurumallaiah.MallikarjunaGuru@vn.bosch.com	VH1000
Henry Lewis	lew1hc	Lewis.Henry@vn.bosch.com	VH0999

« « 1 2 3 4 » »

1. It uses **"contains"** function to make filtering.
2. On click of **"Name"** hyperlink in each row, system will auto bind the value to the **"Short List By"** text field
Short List By:   and close this panel.

- List of roles can get access to the page of **"Create Candidate"**:

1. GM
2. DH
3. GrM
4. PM
5. HR

• Edit Candidate

- Access Path: **Candidates > Search Candidates > Edit Candidate**
- Screen: the following screen will appear.

Edit Candidate Details

Candidate Name*

Khoa Candidate 01

Prefix*

Mr.

Status:

Joined

Date of Birth:

1986

Address:

HCM

Contact Number 2:

22343434

Current Company:

COA Vietnam

Position Applied:

Software Engineer

Relevant experiences:

2.0

Handled By:

mam1hc

Short List By:

lew1hc

Tested Result:

Pass

Priority:

Normal

Description:

joined

Date of Joining:

03.Jan.2014

Email*

kaho@yahoo.com

Identity Number:

Contact Number 1:

3423532532

Education:

Graduated

University:

Da Nang College of Education

Graduation Time:

2011

Current Position:

Tester

Degree:

IT - Software

Org. Unit*

ENG

Overall Years of Experience:

2.0

Time of CV received:

01.Jan.2014

Time of CV sent:

18.Dec.2013

Tested On:

01.Jan.2014

Short list result:

Pass

Source:

Please select

Accounting

Agile methodology

Architect

Basic UML

BPO

BSS-JAVA

C

C#

C++

Chinese

Skill Name	Years of Experiences	Skill Level
EJB	1	basic
Core Java	1	basic
Android Platform Programm	2	basic

+


Add...

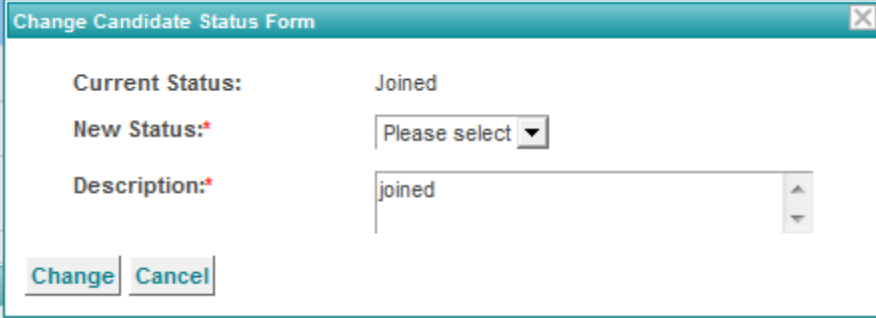
Uploaded Files Info

File Name	Status	File size	Uploaded On	Download	Remove
notepad_4.txt	Active	0 KB	02.Jan.2014 09:59 AM		
Untitled.pdf	Active	3.41 MB	02.Jan.2014 09:59 AM		
pictures-charming-creature-fur-27557.jpg	Active	177.34 KB	02.Jan.2014 09:59 AM		
Remove all					

(Accept upload file types: txt, doc, docx, xls,xlsx, pdf, jpg, gif, png, bmp. Maximum of file size upload is 10MB. Maximum of files upload is 5.)

[Save](#)
[Change Status](#)
[Back](#)
[Cancel](#)

- On click of “**Change Status**” button  , a panel will be shown. User can update the candidate's status via this form.




Change Candidate Status Form


Current Status: Joined

New Status:*

Description:*

- If user input a candidate name/email already exists in current database, a list of messages will be displayed at the right of “**Candidate Name**” text-field. On click of one of these messages, a panel should be shown and display all information of existing candidate.

Candidate Name:*  The candidate name already exists in current database: [1. Khoa Candidate 01 - kaho@yahoo.com](#)

Prefix:* 



Date of Birth:

Email:* The email already exists in current database: [Khoa Candidate 01](#)



Existing Candidate Details

Name:	Mr. Khoa Candidate 01	Date of Birth:	1986
Identity Number:		Email:	kaho@yahoo.com
Contact Number 1:	3423532532	Contact Number 2:	22343434
Address:		Education:	Graduated
University:	Da Nang College of Education	Degree:	IT - Software
Years of Experiences:	2.0	Status:	Joined
Date of Joining:	03.Jan.2014	Priority:	Normal
Source:		Org. Unit:	ENG
Apply for Request:		Description:	joined

- On click of “**Reuse the Candidate**” button  , system will close the current page and navigate to the page of “**Edit Candidate**”.
- On click of “**Handled By**” icon  , a panel will be shown for user selection:

Handled By User Look Up Form

Name	Username	Email	Id Number
Bui Anh Khoa	khb1hc	khoa.buianh@vn.bosch.com	VH0057
Bui Ngoc Quynh Dao	bun1hc	Dao.BuiNgocQuynh@vn.bosch.com	VH0160
Duong Hien Hong Thach	duo1hc	Thach.DuongHienHong@vn.bosch.com	VH0153
Guru Mallikarjuna	mam1hc	MaganuruGurumallaiah.MallikarjunaGuru@vn.bosch.com	VH1000
Henry Lewis	lew1hc	Lewis.Henry@vn.bosch.com	VH0999

« « 1 2 3 4 » »

1. It uses "**contains**" function to make filtering.
2. On click of "**Name**" hyperlink in each row, system will auto bind the value to the "**Handled By**" text field and close this panel.

Handled By:

khb1hc



- On click of "**Short List By**" icon, a panel will be shown for user selection:

Short List By User Look Up Form

Name	Username	Email	Id Number
Bui Anh Khoa	khb1hc	khoa.buianh@vn.bosch.com	VH0057
Bui Ngoc Quynh Dao	bun1hc	Dao.BuiNgocQuynh@vn.bosch.com	VH0160
Duong Hien Hong Thach	duo1hc	Thach.DuongHienHong@vn.bosch.com	VH0153
Guru Mallikarjuna	mam1hc	MaganuruGurumallaiah.MallikarjunaGuru@vn.bosch.com	VH1000
Henry Lewis	lew1hc	Lewis.Henry@vn.bosch.com	VH0999

« « 1 2 3 4 » »

1. It uses " **contains**" function to make filtering.
2. On click of "**Name**" hyperlink in each row, system will auto bind the value to the "**Short List By**" text field

Short List By:



and close this panel.

- List of roles can get access to the page of "**Edit Candidate**",
 1. GM
 2. DH
 3. GrM
 4. PM
 5. HR


- **View Candidate**

- Access Path: **Candidates > Search Candidates > View Candidate**
- Screen: the following screen will appear.

View Candidate Details

Name:	Mr. Nguyen Ngoc Mai		
Status:	Technical Scheduled	Date of Birth:	1985
Email:	mai.nguyennngoc@vn.bosch.com	Identity Number:	123456789
Address:	Vinh Long	Contact Number 1:	0984570272
Contact Number 2:		Education:	Graduated
University:	Ho Chi Minh City University of Science	Graduation Time:	2010
Current Company:	TMA	Current Position:	Java developer
Position Applied:	Java developer	Degree:	
Org. Unit:	ETI	Apply for Request:	RR_ETI_01
Overall Years of Experience:	3.0	Relevant experiences:	3.0
Time of CV received:	11.Dec.2013	Handled By:	khb1hc
Time of CV sent:	14.Jan.2014	Short List By:	khb1hc
Short list result:	Suitable	Tested On:	14.Jan.2014
Tested Result:	Pass	Priority:	High
Source:	Direct	Description:	good candidate

Skill Name	Years of Experiences	Skill Level
Core ABAP	2	intermediate
Data Migration	2	intermediate
Core Java	3	intermediate
Java	2	intermediate
EJB	2	intermediate

File Name	File size	Uploaded On	Status	Download
RA_Nozzle_B4332062026629.pdf	7.76 MB	15.Jan.2014	Active	

[Change Status](#) [Back](#)

- List of roles can get access to the page of “**View Candidate**”,
 1. GM
 2. DH
 3. GrM
 4. PM
 5. HR

5. Interview Schedule

This session provides information on the following topics on how to search, create and edit an interview schedule:


- **Search Interview Schedules**


- Access path: **Interview Schedules > Search Interview Schedules**
- Screen: the following screen will appear.

Search Interview Schedules

Candidate Name:

Recruit Request:


Technical Interview From:




Technical Interview To:



Technical Status:
Please select
▼

HR Status:
Please select
▼

[Search](#)
[Reset](#)
[Create Interview Schedule](#)

	Candidate Name	Recruitment Request Name	Applied for Level	Technical Status	HR Status	Interviewers	Technical Interview at	HR Interview at	Open
	Khoa Candidate 01		Level 52 to 53	Canceled	Canceled	1. Bui Anh Khoa	18.Dec.2014 09:30 AM	06.Mar.2015 09:30 AM	Closed
	Khoa Candidate 01		Level 48 to 51	Canceled	Canceled	1. Bui Anh Khoa	22.Jan.2014 09:30 AM	23.Jan.2014 09:30 AM	Closed
	Khoa Candidate 01		Level 52 to 53	Interviewed	Declined	1. Bui Anh Khoa	22.Jan.2014 09:30 AM	21.Mar.2014 09:30 AM	Open
	Khoa Candidate 01		Level 52 to 53	Canceled	Canceled	1. Bui Anh Khoa	31.Dec.2013 09:30 AM	13.Feb.2014 09:30 AM	Closed
	Khoa Candidate 01		Level 48 to 51	Canceled	Canceled	1. Bui Anh Khoa	31.Dec.2013 09:30 AM	31.Dec.2013 09:30 AM	Closed

- User can input keywords into the following text-fields for his searching:
 1. Candidate Name
 2. Recruit Request
 3. Technical Interview From
 4. Technical Interview To
 5. Technical Status
 6. HR Status
- 7. On click of “**Search**” button  to start searching available interview schedules
- 8. On click of “**Reset**” button  to reset all entered search keywords


9. On click on “**Create Interview Schedule**” button  , system will navigate to the page of “**Create Interview Schedule**”. The entered keywords still exists on the next page.



10. List of interview schedules data table:

- Instead of entering keywords and pressing “**Search**” button, user can directly give values for filtering the displayed data.

Candidate Name ▾

- And click on the header title **Candidate Name** ▾ to sort the order of displaying data.

	Candidate Name ▾	Recruitment Request Name ▾	Applied for Level ▾	Technical Status ▾	HR Status ▾	Interviewers	Technical Interview at ▾	HR Interview at ▾	Open ▾
	<input type="text"/>	<input type="text"/>	Level 52 <input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>
	Khoa Candidate 01		Level 52 to 53	Canceled	Canceled	1. Bui Anh Khoa	18.Dec.2014 09:30 AM	08.Mar.2015 09:30 AM	Closed
	Khoa Candidate 01		Level 52 to 53	Interviewed	Declined	1. Bui Anh Khoa	22.Jan.2014 09:30 AM	21.Mar.2014 09:30 AM	Open
	Khoa Candidate 01		Level 52 to 53	Canceled	Canceled	1. Bui Anh Khoa	31.Dec.2013 09:30 AM	13.Feb.2014 09:30 AM	Closed

- On click of “**Candidate Name**” row value to edit/view the selected Interview Schedule.
11. On click on “**Give/Edit Technical Feedback**” icon  , system will navigate to the page of “**Give/Edit Technical Feedback**”. On this page, user (interviewers) can give their own technical feedback for selected candidate. Please refer this [link](#) for more details about Technical Feedback module.
12. On click on “**Give/Edit HR Feedback**” icon  , system will navigate to the page of “**Give/Edit HR Feedback**”. On this page, user (interviewers) can give their own technical feedback for selected candidate. Please refer this [link](#) for more details about HR Feedback module.
- List of roles can get access to the page of “**Search Interview Schedules**”:
 1. GM
 2. DH
 3. GrM
 4. PM
 5. HR
 6. Interviewer


- **Create Interview Schedule**

- Access Path:
 1. **Interview Schedules > Create Interview Schedule**
 2. **Candidates > Search Candidates > Create Interview Schedule**
- Screen: the following screen will appear.

New Interview Schedule

The screenshot shows the 'New Interview Schedule' form. It contains the following fields and controls:

- Candidate:** A text input field with a dropdown arrow.
- Applied for Request:** A text input field.
- Interviewers:** A list of names (Bui Anh Khoa, Bui Ngoc Quynh Dao, Duong Hien Hong Thach, Guru Mallikarjuna, Henry Lewis, Hoang Le Minh, Huynh Thi Thu Hang, Le Viet Hoang) with a list icon and action buttons (Copy all, Copy, Remove, Remove All).
- Apply for Level:** A dropdown menu showing 'Level 48 to 51'.
- Technical Interview at:** A text input field with a calendar icon.
- HR Interview at:** A text input field with a calendar icon.
- Technical Interview Location:** A text input field.
- HR Interview Location:** A text input field.
- Technical Interview Mode:** A dropdown menu showing 'Please select'.
- HR Interview Mode:** A dropdown menu showing 'Please select'.
- Technical Remarks:** A text area.
- HR Remarks:** A text area.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom left.

- On click of **“Save”** button , system will save all changes and send appointment event to inform to all interviewers the details of candidate interview schedule.
- List of roles can get access to the page of **“Create Interview Schedule”**:
 1. GM
 2. DH
 3. GrM
 4. PM
 5. HR

- **Edit Interview Schedule**

- Access Path: **Interview Schedules > Search Interview Schedules > Edit Interview Schedule**
- Screen: the following screen will appear.

Edit Interview Schedule

Candidate:	<input type="text" value="Khoa Candidate 01"/>	Email:	<input type="text" value="kaho@yahoo.com"/>
Apply for Request:	No request matched to selected user.	Apply for Level:*	<input type="text" value="Level 52 to 53"/>
Interviewers:*	<div> <div> Bui Ngoc Quynh Dao Duong Hien Hong Thach Guru Mallikarjuna Henry Lewis Hoang Le Minh Huynh Thi Thu Hang Le Viet Hoang Luu Minh Quang </div> <div> Copy all Copy Remove Remove All </div> </div> <div>Bui Anh Khoa</div>		
Technical Interview at:*	<input type="text" value="22.Jan.2014 09:30 AM"/>	HR Interview at:	<input type="text" value="21.Mar.2014 09:30 AM"/>
Technical Interview Location:*	<input type="text" value="8F"/>	HR Interview Location:	<input type="text" value="11F"/>
Technical Interview Mode:*	<input type="text" value="Telephone"/>	HR Interview Mode:	<input type="text" value="Telephone"/>
Technical Status:*	<input type="text" value="Interviewed"/>	HR Status:*	<input type="text" value="Declined"/>
Technical Remarks:	<input type="text" value="test"/>	HR Remarks:	<input type="text" value="test"/>

- Once Technical Status has been changed to “**Canceled**”, HR Status has been also changed to “**Canceled**”.
- Once interviewer gave his technical feedback, user could not edit the Technical Fields.
- On click of “**Save**” button , system will save all changes and send appointment event to inform to all interviewers the details of candidate interview schedule.
- List of roles can get access to the page of “**Edit Interview Schedule**”:
 1. GM
 2. DH
 3. GrM
 4. PM
 5. HR

• View Interview Schedule

- Access Path: **Interview Schedules > Search Interview Schedules > Edit Interview Schedule**
- Screen: the following screen will appear.

Interview Schedule Details

Candidate:	Nguyen Ngoc Mai	Email:	mai.nguyenngoc@vn.bosch.com
Interviewers:	1. Nguyen Ngoc Mai	Recruit Request:	
Apply for Level:	Level 48 to 51	Technical Interview at:	30 Jan.2014 09:30 AM
HR Interview at:		Technical Interview Location:	8F
HR Interview Location:		Technical Interview Mode:	Personal
HR Interview Mode:		Technical Status:	NEW
HR Status:	NEW	Technical Remarks:	Technical Remarks
HR Remarks:			

[Back](#)

Candidate Details

Name:	Mr. Nguyen Ngoc Mai	Date of Birth:	1985
Status:	Technical Scheduled	Identity Number:	123456789
Email:	mai.nguyenngoc@vn.bosch.com	Contact Number 1:	0984570272
Address:	Vinh Long	Education:	Graduated
Contact Number 2:		Graduation Time:	2010
University:	Ho Chi Minh City University of Science	Current Position:	Java developer
Current Company:	TMA	Degree:	
Position Applied:	Java developer	Apply for Request:	RR_ETL_01
Org. Unit:	ETI	Relevant experiences:	3.0
Overall Years of Experience:	3.0	Handled By:	khb1hc
Time of CV received:	11.Dec.2013	Short List By:	khb1hc
Time of CV sent:	14.Jan.2014	Tested On:	14.Jan.2014
Short list result:	Suitable	Priority:	High
Tested Result:	Pass	Description:	good candidate
Source:	Direct		

Skill Name	Years of Experiences	Skill Level
Java	2	intermediate
Core ABAP	2	intermediate
Core Java	3	intermediate
EJB	2	intermediate
Data Migration	2	intermediate



File Name	File size	Uploaded On	Status	Download
RA_Nozzle_B4332062026629.pdf	7.76 MB	15.Jan.2014	Active	Download

- List of roles can get access to the page of “**Edit Interview Schedule**”:
 1. GM
 2. DH
 3. GrM
 4. PM
 5. HR
 6. Interviewers

● **Technical Feedback**

Give Technical Feedback

- Access Path: **Interview Schedules > Search Interview Schedules > Give Technical Feedback**

	Candidate Name ▾	Recruitment Request Name ▾	Applied for Level ▾	Technical Status ▾	HR Status ▾	Interviewers	Technical Interview at ▾	HR Interview at ▾	Open ▾
	Khoa Candidate 01		Level 52 to 53	Canceled	Canceled	1. Bui Anh Khoa	18.Dec.2014 09:30 AM	06.Mar.2015 09:30 AM	Closed
	Khoa Candidate 01		Level 48 to 51	Canceled	Canceled	1. Bui Anh Khoa	22.Jan.2014 09:30 AM	23.Jan.2014 09:30 AM	Closed
	Khoa Candidate 01		Level 52 to 53	Interviewed	Interviewed	1. Bui Anh Khoa	22.Jan.2014 09:30 AM	21.Mar.2014 09:30 AM	Open
	Khoa Candidate 02		Level 48 to 51	To Interview	To Interview	1. Bui Anh Khoa	02.Jan.2014 09:30 AM	28.Feb.2014 09:30 AM	Open
	Khoa Candidate 01		Level 52 to 53	Canceled	Canceled	1. Bui Anh Khoa	31.Dec.2013 09:30 AM	13.Feb.2014 09:30 AM	Closed
	Khoa Candidate 01		Level 48 to 51	Canceled	Canceled	1. Bui Anh Khoa	31.Dec.2013 09:30 AM	31.Dec.2013 09:30 AM	Closed



- Screen: the following screen will appear.
- Interviewer can give his technical feedback if only candidate's status matches one of two following cases:
 1. **To Interview**
 2. **Technical On Hold**

- List of roles can get access to the page of “**Give Technical Feedback**” and that one is one of interviewers:

- GM
- DH
- GrM
- PM
- HR
- Interviewer

Edit Technical Feedback

- Access Path: **Interview Schedules > Search Interview Schedules > Edit Technical Feedback**



	Candidate Name ▾	Recruitment Request Name ▾	Applied for Level ▾	Technical Status ▾	HR Status ▾	Interviewers	Technical Interview at ▾	HR Interview at ▾	Open ▾
	Khoa Candidate 01		Level 52 to 53	Canceled	Canceled	1. Bui Anh Khoa	18.Dec.2014 09:30 AM	06.Mar.2015 09:30 AM	Closed
	Khoa Candidate 01		Level 48 to 51	Canceled	Canceled	1. Bui Anh Khoa	22.Jan.2014 09:30 AM	23.Jan.2014 09:30 AM	Closed
	Khoa Candidate 01		Level 52 to 53	Interviewed	Interviewed	1. Bui Anh Khoa	22.Jan.2014 09:30 AM	21.Mar.2014 09:30 AM	Open
	Khoa Candidate 02		Level 48 to 51	To Interview	To Interview	1. Bui Anh Khoa	02.Jan.2014 09:30 AM	28.Feb.2014 09:30 AM	Open
	Khoa Candidate 01		Level 52 to 53	Canceled	Canceled	1. Bui Anh Khoa	31.Dec.2013 09:30 AM	13.Feb.2014 09:30 AM	Closed
	Khoa Candidate 01		Level 48 to 51	Canceled	Canceled	1. Bui Anh Khoa	31.Dec.2013 09:30 AM	31.Dec.2013 09:30 AM	Closed

- Screen: the following screen will appear.

- Interviewer can edit his technical feedback if only candidate's status matches one of two following cases:
 1. Technical Status is **"Interviewed"**
 2. HR Status is **"To Interview"**
- List of roles can get access to the page of **"Edit Technical Feedback"**, and that one is one of interviewers:
 1. GM
 2. DH
 3. GrM
 4. PM
 5. HR

View Technical Feedback

- Access Path: **Interview Schedules > Search Interview Schedules > View Technical Feedback**

	Candidate Name ▾	Recruitment Request Name ▾	Applied for Level ▾	Technical Status ▾	HR Status ▾	Interviewers	Technical Interview at ▾	HR Interview at ▾	Open ▾
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>
	Khoa Candidate 01		Level 52 to 53	Canceled	Canceled	1. Bui Anh Khoa	18.Dec.2014 09:30 AM	06.Mar.2015 09:30 AM	Closed
	Khoa Candidate 01		Level 48 to 51	Canceled	Canceled	1. Bui Anh Khoa	22.Jan.2014 09:30 AM	23.Jan.2014 09:30 AM	Closed
	Khoa Candidate 01		Level 52 to 53	Interviewed	Interviewed	1. Bui Anh Khoa	22.Jan.2014 09:30 AM	21.Mar.2014 09:30 AM	Open
	Khoa Candidate 02		Level 48 to 51	To Interview	To Interview	1. Bui Anh Khoa	02.Jan.2014 09:30 AM	28.Feb.2014 09:30 AM	Open
	Khoa Candidate 01		Level 52 to 53	Canceled	Canceled	1. Bui Anh Khoa	31.Dec.2013 09:30 AM	13.Feb.2014 09:30 AM	Closed
	Khoa Candidate 01		Level 48 to 51	Canceled	Canceled	1. Bui Anh Khoa	31.Dec.2013 09:30 AM	31.Dec.2013 09:30 AM	Closed


- Screen: the following screen will appear.

View Technical Interview Feedback

Candidate: Khoa Candidate 01 Interview Time: 22 Jan 2014 09:30 AM
 Recruit Request: Interview Type: Telephone
 Interviewers: 1. [Bui Anh Khoa](#) Applied for Level: Level 52 to 53
 Status: Hr Pass

Technical Competence (Assessment and rating to be done based on the role & level; definition on ratings given at the bottom of the page)		
Role Specific Competency	Rating	Comments * (specify key observations, training needs etc.)
Business Overview (business know-how, business dynamics, strategies)	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text" value="test after declined"/>
Customer Orientation (Observation based on solution mind-set and Demonstrated concern for satisfying one's external and/or internal customers)	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text" value="test after declined"/>
Change Management Change Management (Past experience in driving and successfully rolling-out change management initiatives)	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text" value="test after declined"/>
Entrepreneurial Orientation (Looking for and seizing profitable business opportunities; taking calculated risks to achieve business goals)	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text" value="test after declined"/>
Position specific Competency (The competency requirement to be captured in advance, from the approved RRF)		
<input type="text" value="test after declined"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text" value="test after declined"/>
<input type="text" value="test after declined"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text" value="test after declined"/>
<input type="text" value="test after declined"/>	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text" value="test after declined"/>
Behavioural Competence (Kindly tick the appropriate rating, please mark if any competency is not checked)		
Persuasive Communication (The ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> NR	<input type="text" value="test after declined"/>
Results Orientation (Focusing on the desired result of one's own or one's unit's work; setting challenging goals, focusing efforts on the goals, and meeting or exceeding them)	<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text" value="test after declined"/>
Strategic Thinking (Analyzing our competitive position by considering the market and industry trends, existing and potential customers, and strengths and weaknesses as compared to competitors)	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text" value="test after declined"/>
Personal projection (Ability to project self professionally and with high amount of confidence and appropriate body language and energy)	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text" value="test after declined"/>
Other comments (Please state your comments, as observed during the interview)		
Experience Highlights (relevancy etc)	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text" value="test after declined"/>
Academic performance highlights (if any)	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text" value="test after declined"/>
Potential for growth	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text" value="test after declined"/>
Any other specific strenghts	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text" value="test after declined"/>



- Interviewer can view his technical feedback if only candidate's status matches one of two following cases:
 1. Technical Status is **"Interviewed"**
 2. HR Status is **"Interviewed"**
- List of roles can get access to the page of **"View Technical Feedback"**, and that one is one of interviewers:
 1. GM
 2. DH
 3. GrM
 4. PM
 5. HR
 6. Interviewer

 **Note:** User can schedule many interviews for a candidate. After a new interview schedule created for a candidate, the statuses of old interview schedules will be set to **"Closed"**, the newest is **"Open"**.

• HR Feedback

Give HR Feedback





- Access Path: **Interview Schedules > Search Interview Schedules > Give HR Feedback**

	Candidate Name ▾	Recruitment Request Name ▾	Applied for Level ▾	Technical Status ▾	HR Status ▾	Interviewers	Technical Interview at ▾	HR Interview at ▾	Open ▾
	Khoa Candidate 01		Level 52 to 53	Canceled	Canceled	1. Bui Anh Khoa	18.Dec.2014 09:30 AM	06.Mar.2015 09:30 AM	Closed
	Khoa Candidate 01		Level 48 to 51	Canceled	Canceled	1. Bui Anh Khoa	22.Jan.2014 09:30 AM	23.Jan.2014 09:30 AM	Closed
	Khoa Candidate 01		Level 52 to 53	Interviewed	Interviewed	1. Bui Anh Khoa	22.Jan.2014 09:30 AM	21.Mar.2014 09:30 AM	Open
	Khoa Candidate 02		Level 48 to 51	To Interview	To Interview	1. Bui Anh Khoa	02.Jan.2014 09:30 AM	28.Feb.2014 09:30 AM	Open
	Khoa Candidate 01		Level 52 to 53	Canceled	Canceled	1. Bui Anh Khoa	31.Dec.2013 09:30 AM	13.Feb.2014 09:30 AM	Closed
	Khoa Candidate 01		Level 48 to 51	Canceled	Canceled	1. Bui Anh Khoa	31.Dec.2013 09:30 AM	31.Dec.2013 09:30 AM	Closed

- List of roles can get access to the page of **"Give HR Feedback"**:
 1. HR

Edit HR Feedback

- Access Path: **Interview Schedules > Search Interview Schedules > Edit HR Feedback**





	Candidate Name ▾	Recruitment Request Name ▾	Applied for Level ▾	Technical Status ▾	HR Status ▾	Interviewers	Technical Interview at ▾	HR Interview at ▾	Open ▾
	Khóa Candidate 01		Level 52 to 53	Canceled	Canceled	1. Bui Anh Khoa	18.Dec.2014 09:30 AM	06.Mar.2015 09:30 AM	Closed
	Khóa Candidate 01		Level 48 to 51	Canceled	Canceled	1. Bui Anh Khoa	22.Jan.2014 09:30 AM	23.Jan.2014 09:30 AM	Closed
	 Khóa Candidate 01		Level 52 to 53	Interviewed	Interviewed	1. Bui Anh Khoa	22.Jan.2014 09:30 AM	21.Mar.2014 09:30 AM	Open
	 Khóa Candidate 02		Level 48 to 51	To Interview	To Interview	1. Bui Anh Khoa	02.Jan.2014 09:30 AM	28.Feb.2014 09:30 AM	Open
	Khóa Candidate 01		Level 52 to 53	Canceled	Canceled	1. Bui Anh Khoa	31.Dec.2013 09:30 AM	13.Feb.2014 09:30 AM	Closed
	Khóa Candidate 01		Level 48 to 51	Canceled	Canceled	1. Bui Anh Khoa	31.Dec.2013 09:30 AM	31.Dec.2013 09:30 AM	Closed

- List of roles can get access to the page of “**Edit HR Feedback**”:

1. HR

View HR Feedback

- Access Path: **Interview Schedules > Search Interview Schedules > View HR Feedback**

	Candidate Name ▾	Recruitment Request Name ▾	Applied for Level ▾	Technical Status ▾	HR Status ▾	Interviewers	Technical Interview at ▾	HR Interview at ▾	Open ▾
	Khóa Candidate 01		Level 52 to 53	Canceled	Canceled	1. Bui Anh Khoa	18.Dec.2014 09:30 AM	06.Mar.2015 09:30 AM	Closed
	Khóa Candidate 01		Level 48 to 51	Canceled	Canceled	1. Bui Anh Khoa	22.Jan.2014 09:30 AM	23.Jan.2014 09:30 AM	Closed
	 Khóa Candidate 01		Level 52 to 53	Interviewed	Interviewed	1. Bui Anh Khoa	22.Jan.2014 09:30 AM	21.Mar.2014 09:30 AM	Open
	 Khóa Candidate 02		Level 48 to 51	To Interview	To Interview	1. Bui Anh Khoa	02.Jan.2014 09:30 AM	28.Feb.2014 09:30 AM	Open
	Khóa Candidate 01		Level 52 to 53	Canceled	Canceled	1. Bui Anh Khoa	31.Dec.2013 09:30 AM	13.Feb.2014 09:30 AM	Closed
	Khóa Candidate 01		Level 48 to 51	Canceled	Canceled	1. Bui Anh Khoa	31.Dec.2013 09:30 AM	31.Dec.2013 09:30 AM	Closed

- List of roles can get access to the page of “**View HR Feedback**”:

1. HR

6. Admin



Note: Only visible for user has role of “admin”

- **Interview assessment**

Template

Template List

- Access Path: **Admin > Interview Assessment > Template List**
- Screen: the following screen will appear.

Create Template

Name:* Description:

Applied for Level:* Status:*

Name ▾	Used Groups	Applied for Level ▾	Description ▾	Status ▾	Created By ▾
Level 48 - 51	1. Other comments 2. Technical Competence 3. Behavioural Competence	Level 48 to 51	Template for level 48-51	Active	khb1hc
Level 52 - 53	1. Technical Competence 2. Behavioural Competence 3. Other Comments	Level 52 to 53	Template for Level 52 - 53	Active	khb1hc
Level 54 - 56	1. Technical Competence 2. Behavioural Competence - Iv 54 3. Other comments - Iv54	Level 54 to 56	Template for Level 54 - 56	Active	khb1hc
Level 57	1. Behavioural Competence 2. Other comments 3. Technical Competence	Level 57	Template for Level 57	Active	khb1hc

- This purpose of creating a new template is user wants to create a new interview assessment form. In which a new set of interview questions will be applied. For example, HR departments need a new set of interview questions for level type: 58, then admin will create a new template named “Level 58”. It will be auto loaded whenever there is an interview schedule applying “Level 58”.
- Based on level type (e.g. 48-51), technical feedback module will apply corresponding template to load questions for interviewers feedback. For example, a candidate would be applied for level 48-51. In this case, template named “Level 48-51” will be used.
- Every template contains a list of Groups; every Group contains a list of Lines; every Line contains a list of Attributes.
- 4 steps to create a new set of interview assessment form (interview questions):
 1. Create Attributes. Every attribute is an interview question.

2. Create Lines. Map Attributes to a Line.
 3. Create Groups. Map Line to Group.
 4. Create Template. Map Groups to Template.
- User can input the keywords for filtering data displayed on data table.
 - User can input the values to create a new template. The default status of template is “Active”, it means it will be visible once successfully created.



Note: A Template only uses not-being-used Groups by others.

Edit Template

- Access Path: **Admin > Interview Assessment > Group List > Edit**
- Screen: the following screen will appear.

Edit Template

Name:*	<input type="text" value="Level 48 -51"/>	Description:	<input type="text" value="Template for level 48-51"/>
Applied for Level:*	<input type="text" value="Level 48 to 51"/>	Status:*	<input type="text" value="Active"/>
Created On:	12.Jun.2013	Created By:	khb1hc
Last Updated On:	13.Jun.2013	Last Updated By:	khb1hc

Used Groups:

<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="button" value="Copy all"/> <input type="button" value="Copy"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	Other comments Technical Competence Behavioural Competence
--	--	--

- The main purpose when user uses this screen is to map all Groups to current Template. In this case, Template “**Level 48-51**” will apply 3 Groups:
 1. Other comments
 2. Technical Competence
 3. Behavioral Competence

Group List

- Access Path: **Admin > Interview Assessment > Group List**
- Screen: the following screen will appear.

Create Group

Name*

Description:

Value:

Color*:

Background*:

Colspan*:

Position*:

Name	Description	Value	Used Lines	Color	Background	Colspan	Position	Created By
Behavioural Competence			1. Competence Line 1 2. Competence Line 2 3. Competence Line 3 4. Competence Line 4 5. Competence Line 5	#474747	#8CD1D1	3	2	khb1hc
Behavioural Competence	(Kindly tick the appropriate rating, please mark if any competency is not checked)	Behavioural Competence	1. Behavioural Competence-Lv57-1 2. Behavioural Competence-Lv57-2 3. Behavioural Competence-Lv57-3 4. Behavioural Competence-Lv57-4	#474747	#8CD1D1	3	2	khb1hc
Behavioural Competence		Behavioural Competence	1. Behavioural Competence-LV52-1 2. Behavioural Competence-LV52-2 3. Behavioural Competence-LV52-3 4. Behavioural Competence-LV52-4 5. Behavioural Competence-LV52-5	#474747	#8CD1D1	3	2	khb1hc
Behavioural Competence - lv 54		Behavioural Competence	1. Behavioural Competence-Lv54-1 2. Behavioural Competence-Lv54-2 3. Behavioural Competence-Lv54-3 4. Behavioural Competence-Lv54-4 5. Behavioural Competence-Lv54-5	#474747	#8CD1D1	3	2	khb1hc
Other comments	(Please state your comments, as observed during the interview)	Other comments	1. Other Comments-LV57-1 2. Other Comments-LV57-2 3. Other Comments-LV57-3 4. Other Comments-LV57-4	#474747	#8CD1D1	3	3	khb1hc
Other comments	(Please write your comments, as observed during the interview)		1. Other Comments-LV48-1 2. Other Comments-LV48-2 3. Other Comments-LV48-3	#474747	#8CD1D1	3	3	khb1hc
Other Comments		Other Comments	1. Other Comments-LV52-1 2. Other comments-LV52-2 3. Other comments-LV52-3	#474747	#8CD1D1	3	3	khb1hc
Other comments - lv54		Other comments	1. Other comments-LV54-1 2. Other comments-LV54-2 3. Other Comments-LV54-3 4. Other Comments-LV54-4	#474747	#8CD1D1	3	3	khb1hc
Technical Competence	(Assessment and rating to be done based on the role & level; definition on ratings given at the bottom of the page)	Technical Competence	1. Technical Competence - LV57-1 2. Technical Competence - LV57-2 3. Technical Competence - LV57-3 4. Technical Competence - LV57-4 5. Technical Competence - LV57-5 6. Technical Competence - LV57-6 7. Technical Competence - LV57-7 8. Technical Competence - LV57-8 9. Technical Competence - LV57-9	#474747	#8CD1D1	3	1	khb1hc
Technical Competence	(Assessment and rating to be done based on the role & level; definition on ratings given at the bottom of the page, Kindly tick the appropriate rating, please mark if any competency is not checked)	Technical Competence	1. Technical Competence-LV54-1 2. Technical Competence-LV54-2 3. Technical Competence-LV54-3 4. Technical Competence-LV54-4 5. Technical Competence-LV54-5 6. Technical Competence-LV54-6 7. Technical Competence-LV54-7 8. Technical Competence-LV54-8 9. Technical Competence-LV54-9	#474747	#8CD1D1	3	1	khb1hc
Technical Competence	(Assessment and rating to be done based on the role & level; definition on ratings given at the bottom of the page, Kindly tick the appropriate rating, please mark if any competency is not checked)	Technical Competence	1. Technical Competence-LV52-1 2. Technical Competence-LV52-2 3. Technical Competence-LV52-3 4. Technical Competence-LV52-4 5. Technical Competence-LV52-5 6. Technical Competence-LV52-6 7. Technical Competence-LV52-7 8. Technical Competence-LV52-8 9. Technical Competence-LV52-9 10. Technical Competence-LV52-10	#474747	#8CD1D1	3	1	khb1hc
Technical Competence	(Assessment and rating to be done based on the role & level; definition on ratings given at the bottom of the page, Kindly tick the appropriate rating, please mark if any competency is not checked)		1. Technical Competence - LV48 -1 2. Technical Competence - LV48 -2 3. Technical Competence - LV48 -3 4. Technical Competence - LV48 -4 5. Technical Competence - LV48 -5 6. Technical Competence - LV48 -6 7. Technical Competence - LV48 -7 8. Technical Competence - LV48 -8	#474747	#8CD1D1	3	1	khb1hc

- A Group contains a list of Lines, the screen is visible on Technical Feedback Form looks like this:

Technical Competence (Assessment and rating to be done based on the role & level; definition on ratings given at the bottom of the page, Kindly tick the appropriate rating, please mark if any competency is not checked)		
Role Specific Competency	Rating *	Comments * (specify key observations, training needs etc)
Basic Engineering/subject knowledge (application of physics, maths or basic knowledge concepts)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text"/>
Engineering process overview (appreciation for life cycle)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text"/>
Passion for Engineering (enthusiasm & sense of achievement on the previous assignments)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text"/>
Position specific Competency (to be filled-in by the panel, prior to interview)		
<input type="text"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text"/>
<input type="text"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text"/>
<input type="text"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text"/>

- Create Group: This is to describe what properties of a Group are,
 1. Name: name of a Group
 2. Description: description of a Group
 3. Value: value of a Group
 4. Color: color of a Group text (#474747)
 5. Background: background of a Group (#8CD1D1)
 6. Colspan: total columns of a Group occupied on Interview Assessment Form. Current colspan of Group set for “Technical Competence” to 3.

Technical Competence (Assessment and rating to be done based on the role & level; definition on ratings given at the bottom of the page)		
Role Specific Competency	Rating	Comments *
Business Overview (business know-how, business dynamics, strategies)	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> NR	<input type="text" value="test after declined"/>

7. Position: position (order) of a Group displayed on Interview Assessment Form. The position of “**Technical Competence**” Group is set to 1 and “**Behavioral Competence**” is set to 2 as following picture:

Technical Competence (Assessment and rating to be done based on the role & level; definition on ratings given at the bottom of the page)		
-- position 1 --		
Behavioural Competence (Kindly tick the appropriate rating, please mark if any competency is not checked)		
-- position 2 --		


Edit Group

- Access Path: **Admin > Interview Assessment > Group List > Edit**
- Screen: the following screen will appear.

Edit Group

Name*	<input type="text" value="Behavioural Competence"/>	Description:	<div></div>
Value:	<input type="text"/>	Color:*	<input type="text" value="#474747"/>
Background*	<input type="text" value="#8CD1D1"/>	Colspan*	<input type="text" value="3"/>
Position*	<input type="text" value="2"/>	Created By:	khb1hc
Created On:	06.Jun.2013	Last Updated By:	khb1hc
Last Updated On:	13.Jun.2013		
Used Lines:	<div><div><div>Copy all</div><div>Copy</div><div>Remove</div><div>Remove All</div></div><div>Competence Line 1 Competence Line 2 Competence Line 5 Competence Line 3 Competence Line 4</div></div>		

- The main purpose of using this screen is to map all Lines to current Group. In this case, Line "**Behavioral Competence**" will apply 5 Lines:
 1. Competence Line 1
 2. Competence Line 2
 3. Competence Line 3
 4. Competence Line 4
 5. Competence Line 5

 **Note:** A Group only uses not-being-used Lines by others.

Line List

- Access Path: **Admin > Interview Assessment > Line List**
- Screen: the following screen will appear.

Create Line

Name:*

Description

Colspan:*

1

Position:*

1

Save

Reset

Name	Description	Applied for Group	Used Attributes	Colspan	Position	Created By
Behavioural Competence-LV52-1	Communication & Presentation	Behavioural Competence	1. Communication & Presentation 2. Communication & Presentation-L52-1-R 3. Communication & Presentation-L52-1-C	3	1	khb1hc
Behavioural Competence-LV52-2	Initiative	Behavioural Competence	1. Initiative 2. Initiative-L52-2-R 3. Initiative-L52-2-C	3	2	khb1hc
Behavioural Competence-LV52-3	Personal projection	Behavioural Competence	1. Personal projection 2. Personal projection-L52-3-R 3. Personal projection-L52-3-C	3	3	khb1hc
Behavioural Competence-LV52-4	Team Management	Behavioural Competence	1. Team Management 2. Team Management-L52-4-R 3. Team Management-L52-4-C	3	4	khb1hc
Behavioural Competence-LV52-5	Intercultural competence	Behavioural Competence	1. Intercultural competence 2. Intercultural competence-L52-5-R 3. Intercultural competence-L52-5-C	3	5	khb1hc
Behavioural Competence-LV54-1	Personal projection	Behavioural Competence - lv 54	1. Personal projection 2. Personal projection-L54-1-R 3. Personal projection-L54-1-C	3	1	khb1hc
Behavioural Competence-LV54-2	Strategic Thinking	Behavioural Competence - lv 54	1. Strategic Thinking 2. Strategic Thinking-L54-1-R 3. Strategic Thinking-L54-1-C	3	2	khb1hc
Behavioural Competence-LV54-3	Persuasive Communication	Behavioural Competence - lv 54	1. Persuasive Communication 2. Persuasive Communication-L54-2-R 3. Persuasive Communication-L54-2-C	3	3	khb1hc
Behavioural Competence-LV54-4	Result Orientation	Behavioural Competence - lv 54	1. Result Orientation 2. Result Orientation-L54-4-R 3. Result Orientation-L54-4-C	3	4	khb1hc
Behavioural Competence-LV54-5	Intercultural competence	Behavioural Competence - lv 54	1. Intercultural competence 2. Intercultural competence-L54-5-R 3. Intercultural competence-L54-5-C	3	5	khb1hc
Behavioural Competence-LV57-1	Persuasive Communication	Behavioural Competence	1. Persuasive Communication-L57 2. Persuasive Communication-L57-R 3. Persuasive Communication-L57-C	3	1	khb1hc
Behavioural Competence-LV57-2	Results Orientation	Behavioural Competence	1. Results Orientation-L57 2. Results Orientation-L57-R 3. Results Orientation-L57-C	3	2	khb1hc
Behavioural Competence-LV57-3	Strategic Thinking	Behavioural Competence	1. Strategic Thinking-L57 2. Strategic Thinking-L57-R 3. Strategic Thinking-L57-C	3	3	khb1hc
Behavioural Competence-LV57-4	Personal projection	Behavioural Competence	1. Personal projection-L57 2. Personal projection-L57-R 3. Personal projection-L57-C	3	4	khb1hc
Competence Line 1	Competence Line 1	Behavioural Competence	1. Communication 2. Analytical thinking - RATING 3. Analytical thinking - Comment	3	1	khb1hc
Competence Line 2	Competence Line 2	Behavioural Competence	1. Self-confidence 2. Communication - RATING 2 3. Communication - Comment	3	2	khb1hc
Competence Line 3	Competence Line 3	Behavioural Competence	1. Initiative 2. Initiative - RATING 3. Initiative - Comment	3	3	khb1hc
Competence Line 4	Competence Line 4	Behavioural Competence	1. Analytical thinking 2. Analytical thinking - RATING 3. Analytical thinking - COMMENT	3	4	khb1hc
Competence Line 5		Behavioural Competence	1. Personal projection 2. Personal projection - RATING 3. Personal projection - COMMENT	3	5	khb1hc
Other Comments-LV48-1	Experience Highlights	Other comments	1. Experience Highlights 2. Experience Highlights-COMMENT	3	1	khb1hc

1

2

3

4

- A Line contains a list of Attributes. On Technical Feedback Form page, it looks like this

○ Create Line:

1. Name: name of a Line
2. Description: description of a Line
3. Colspan: total columns of a Line occupied on every Group. For example, Technical Competence Line contains 3 Attributes (**Role Specific Competency**, **Rating** and **Comments**) so it's colspan property should be set to 3

Technical Competence (Assessment and rating to be done based on the role & level; definition on ratings given at the bottom of the page)		
Role Specific Competency Business Overview (business know-how, business dynamics, strategies)	Rating 1 2 3 4 NR	Comments * (specify key observations, training needs etc.) test after declined

4. Position: position (order) of a Line displayed on every Group. For example, the Attribute "**Line 1**" position is set to 1, "**Line 2**" 2 and "**Line 3**" 3:

Technical Competence (Assessment and rating to be done based on the role & level; definition on ratings given at the bottom of the page)		
Role Specific Competency Business Overview (business know-how, business dynamics, strategies)	Rating 1 2 3 4 NR	Comments * (specify key observations, training needs etc.) test after declined
Customer Orientation (Observation based on solution mind-set and Demonstrated concern for satisfying one's external and/or internal customers)	Rating 1 2 3 4 NR	Comments * (specify key observations, training needs etc.) test after declined

Edit Line

- Access Path: **Admin > Interview Assessment > Line List > Edit**
- Screen: the following screen will appear.

Edit Line

Name:*	Behavioural Competence-LV52-1	Description:	Communication & Presentation
Colspan:*	3	Position:*	1
Created On:	22.Jun.2013	Created By:	khh1hc
Last Updated On:	26.Jun.2013	Last Updated By:	NMG1HC
Used Attributes:			
Experience Highlights-RATING	Copy all	Communication & Presentation	
Academic performance highli	Copy	Communication & Presentation	
Any other specific - RATING	Remove	Communication & Presentation	
	Remove All		
<div>Save Reset Cancel Delete</div>			

- The main purpose of using this screen is to map all Attributes to current Line. In this case, Line “**Behavioral Competence-LV52-1 48-51**” will apply 3 Attributes:
 1. Communication & Presentation 1
 2. Communication & Presentation 3
 3. Communication & Presentation 3

 **Note:** A Line only uses not-being-used Attributes by others.

Attribute List

- Access Path: **Admin > Interview Assessment > Attribute List**
- Screen: the following screen will appear.

Create Attribute

Name:*

Description:

Control Type:*

Label:*

Colspan:*

Align:*

Position:*

[Save](#) [Reset](#)

Name	Applied for Line	Description	Label	Control Type	Colspan	Layout	Position	Created By
Academic performance highlights	Other comments-LV52-2		Academic performance highlights	Text	1		1	NMG1HC
Academic performance highlights COMMENT	Other Comments-LV48-2			Text Area	1		3	khb1hc
Academic performance highlights RATING				Radion Button	1		2	khb1hc
Academic performance highlights-L52-C	Other comments-LV52-2			Text Area	2		2	NMG1HC
Academic performance highlights-L57	Other Comments-LV57-2	(if any)	Academic performance highlights	Text	1		1	NMG1HC
Academic performance highlights-L57-C	Other Comments-LV57-2		Academic performance highlights-L57-C	Text Area	1		3	NMG1HC
Academic performance highlights-L57-R	Other Comments-LV57-2		Academic performance highlights-L57-R	Radion Button	1	lineDirection	2	NMG1HC
Analytical thinking	Competence Line 4	(Approaching a problem by using a logical, systematic, serial approach, overall judgment based on situational analysis)	Analytical thinking	Text	1		1	khb1hc
Analytical thinking Comment	Competence Line 1	Analytical thinking - Comment		Text Area	0		3	khb1hc
Analytical thinking COMMENT	Competence Line 4	Analytical thinking - COMMENT		Text Area	1		3	khb1hc
Analytical thinking RATING	Competence Line 4	Analytical thinking - RATING		Radion Button	1		2	khb1hc
Analytical thinking RATING	Competence Line 1	2		Radion Button	1		2	khb1hc
Any other specific COMMENT	Other Comments-LV48-3			Text Area	1		3	khb1hc
Any other specific RATING				Radion Button	1		2	khb1hc
Any other specific strenqhts-L57	Other Comments-LV57-4		Any other specific strenqhts	Text	1		1	NMG1HC
Any other specific strenqhts-L57-C	Other Comments-LV57-4		Any other specific strenqhts-L57-C	Text Area	1		3	NMG1HC
Any other specific strenqhts-L57-R	Other Comments-LV57-4		Any other specific strenqhts-L57-R	Radion Button	1	lineDirection	2	NMG1HC
Any other specific strenqhts	Other Comments-LV54-4		Any other specific strenqhts	Text	1		1	NMG1HC
Any other specific strenqhts, that is relevant for the position	Other Comments-LV48-3		Any other specific strenqhts, that is relevant for the position	Text	1		1	khb1hc
Any other specific strenqhts, that is relevant for the position	Other comments-LV52-3		Any other specific strenqhts, that is relevant for the position	Text	1		1	NMG1HC

- Create Attribute:
 1. Name: name of an Attribute.
 2. Label: label of an Attribute.

Communication -- label -- (The ability to express own thoughts, ideas and view points clearly and to make its impact)

3. Description: description of an Attribute.

Business Overview (business know-how, business dynamics, strategies) -- description --

4. Control Type: current RTS supports 4 types of HTML control, which are:

- Passion for Engineering**
 (enthusiasm & sense of achievement on the previous assignments)
- **Text:**
 - **Text Field:**
 - **Text Area:**

↑
↓
 - **Radio Button:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NR

5. Layout: only applied for “**Radio Button**” control type:

- Page Direction: all radio buttons will be displayed on multiple lines.
 - ☐ Highly Recommended
 - ☐ Recommended
 - ☐ Recommended but requires internal training
 - ☐ Rejected (Reasons to be stated below)
 - ☐ Refer to (mention Dept/NE)
- Line Direction: all radio buttons will be displayed on a single line.
 - ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NR

6. Colspan: total columns of an Attribute occupied on every Line. For example, “**Experience Highlights**” attribute colspan is set to 2, and “**Text-Area**” is set to 1.

<p>Experience Highlights (on relevancy with current position)</p> <p style="text-align: center;">-- colspan = 2 --</p>	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p style="text-align: center;">-- colspan = 1 --</p>
---	---

7. Position: position (order) of an Attribute displayed on every Line. For example, the Attribute “**Experience Highlights**” attribute position is set to 1, and “**Text-Area**” is set to 1:

<p>Experience Highlights (on relevancy with current position)</p> <p style="text-align: center;">-- position 1 --</p>	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p style="text-align: center;">-- position 2 --</p>
--	--

- **User List**

- Access Path: **Admin > Users List > Users List**
- Screen: the following screen will appear.

Users List

✚	Name ✚	Username ✚	Email ✚	Id Number ✚	Org. Unit ✚	Roles
Mr.	Bui Anh Khoa	khb1hc	khoa.buianh@vn.bosch.com	VH0057	ENG1	Admin
Ms.	Bui Ngoc Quynh Dao	bun1hc	Dao.BuiNgocQuynh@vn.bosch.com	VH0160	RBVH	HR
Mr.	Duong Hien Hong Thach	duo1hc	Thach.DuongHienHong@vn.bosch.com	VH0153	RBVH	
Mr.	Guru Mallikarjuna	mam1hc	MaganuruGurumallaiiah.MallikarjunaGuru@vn.bosch.com	VH1000	RBVH	GM
Mr.	Henry Lewis	lew1hc	Lewis.Henry@vn.bosch.com	VH0999	ETI	DH
Mr.	Hoang Le Minh	mih1hc	Minh.HoangLe@vn.bosch.com	VH0065	ETI	Interviewer
Mr.	Huynh Thi Thu Hang	hag1hc	Hang.HuynhThiThu@vn.bosch.com	VH0007	RBVH	HR
Mr.	Le Viet Hoang	lvh1hc	hoang.leviet@vn.bosch.com	VH0300	RBVH	
Mr.	Luu Minh Quang	luq1hc	Quang.LuuMinh@vn.bosch.com	VH0249	QMM	
Mr.	Nguyen Chuong Thinh	nyt1hc	Thinh.NguyenChuong@vn.bosch.com	VH1001	QMM	DH
Mr.	Nguyen Huu Khiem	nkg1hc	Khiem.NguyenHuu@vn.bosch.com	VH186	RBVH	DH
Ms.	Nguyen Ngoc Mai	nmg1hc	mai.nguennqoc@vn.bosch.com	VH0241	ETI	GM
Ms.	Nguyen Thi Hoang Yen	nge1hc	Yen.NguyenThiHoang@vn.bosch.com	VH0243	RBVH	HR
Ms.	Nguyen Thi Thu Hien	gni1hc	Hien.NguyenThiThu@vn.bosch.com	VH0099	HRL-RT	HR
Mr.	Nguyen Thuan Thanh	gut1hc	Thanh.NguyenThuan@vn.bosch.com		HRL-CP	HR
Mr.	Nguyen Vinh Ngoc Diep	ng81hc	diep.nguenvinhngoc@vn.bosch.com	VH0250	ETI	GM Admin HR GrM Interviewer PM DH
Mr.	Swarup Kumar	swk1hc	Kumar.Swarup@vn.bosch.com	VH0001	RBVH	DH
Mr.	Tran Minh Quang	taq1hc	quang.tranminh@vn.bosch.com	VH0350	RBVH	Interviewer
Mr.	Tran Thanh Phuong	tpr1hc	Phuong.TranThanh@vn.bosch.com	VH0212	QMM	HR

- This screen is being used for creating/editing users for RTS application.

- **Edit User**

- Access Path: **Admin > Users List > Users List > Edit**
- Screen: the following screen will appear.

Edit User

Name:	Mr. Bui Anh Khoa	Email:	khoa.buianh@vn.bosch.com
Username:	khb1hc	Id Number:	VH0057
Org. Unit:	ENG1		
Roles:			
<div>General Manager Department Head Group Manager Project Manager Interviewer Human Resource Officer</div>	<div>Copy all Copy Remove Remove All</div>	<div>Admin</div>	

Save

Reset

Cancel

- This screen is being used for editing roles of user.
- A user can have multiple roles.

- **Create User**

- Access Path: **Admin > Users List > Create User**
- Screen: the following screen will appear.

Create User

User Name*	<input type="text"/>	ID Number:	<input type="text"/>
Prefix:*	<div>Mr.</div>	Email:*	<input type="text"/>
Full Name:*	<input type="text"/>	Org. Unit:*	<div>EMB1</div>

Save

Reset

- This screen is being used for creating new users.
- Once a user has been created, he can be set role for his application access.

 **Note:** A user ntid (User name) should be available on Bosch Global server.

7. HR

This will be released at next version

- **Import Candidate**

- Access Path: **HR > Import Candidate**

- **Recruit Request Report**

- Access Path: **HR > Recruit Request > Report**

- **Candidate Report**

- Access Path: **HR > Candidate > Report**