USER'S MANUAL

Recruitment Tracking System

22 February, 2014
RBVH RTS 1.2

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.

Version History

Version	Employee Name	Description	Date	Comment
1.0	Bui Anh Khoa (RBVH/ETI1)	Initial version	20 Jan, 2014	
1.1	Bui Anh Khoa (RBVH/ETI1)	Update: 1. Interview Schedule Invitation	25 Jan, 2014	
1.2	Bui Anh Khoa (RBVH/ETI1)	Add: 1. Approval recruit request 2. User approval 3. Candidate Report	22 Feb, 2014	

List of roles in RTS system

- **GM**: General Manager
- **DH**: Department Head
- **GrM**: Group Manager
- **PM**: Project Manager
- **HR**: Human Resources Department
- **Admin**: Administrator
- **User Approver**: permission to approve user creation
- **Recruit Request Approver**: permission to approve recruit request creation

Standard date format in RTS system

- **dd.MMM.yyyy**

Contents

1. Overview 5
2. Home 7
3. Recruit Request 8
   - Search Recruit Request 8
   - Create Recruit Request 9
   - Edit Recruit Request 13
   - View Recruit Request 15
   - Approve / Reject Recruit Request 16
   - Assign Recruit Request 19
   - Close Recruit Request 20
   - Recruit Request Report 22
4. Candidate 22
   - Search Candidates 22
   - Create Candidate 26
   - Edit Candidate 31
   - View Candidate 35
   - Candidate Report 36
5. Interview Schedule 38
   - Search Interview Schedules 38
   - Create Interview Schedule 41
   - Edit Interview Schedule 43
   - View Interview Schedule 44
   - Technical Feedback 46

     Give Technical Feedback 46

     Edit Technical Feedback 48

     View Technical Feedback 51
   - HR Feedback 54

Give HR Feedback 54
Edit HR Feedback 54
View HR Feedback 55
6. Admin 56
- Interview assessment 56
Template 56
Template List 56
Edit Template 57
Group List 58
Edit Group 61
Line List 61
Edit Line 63
Attribute List 64

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.

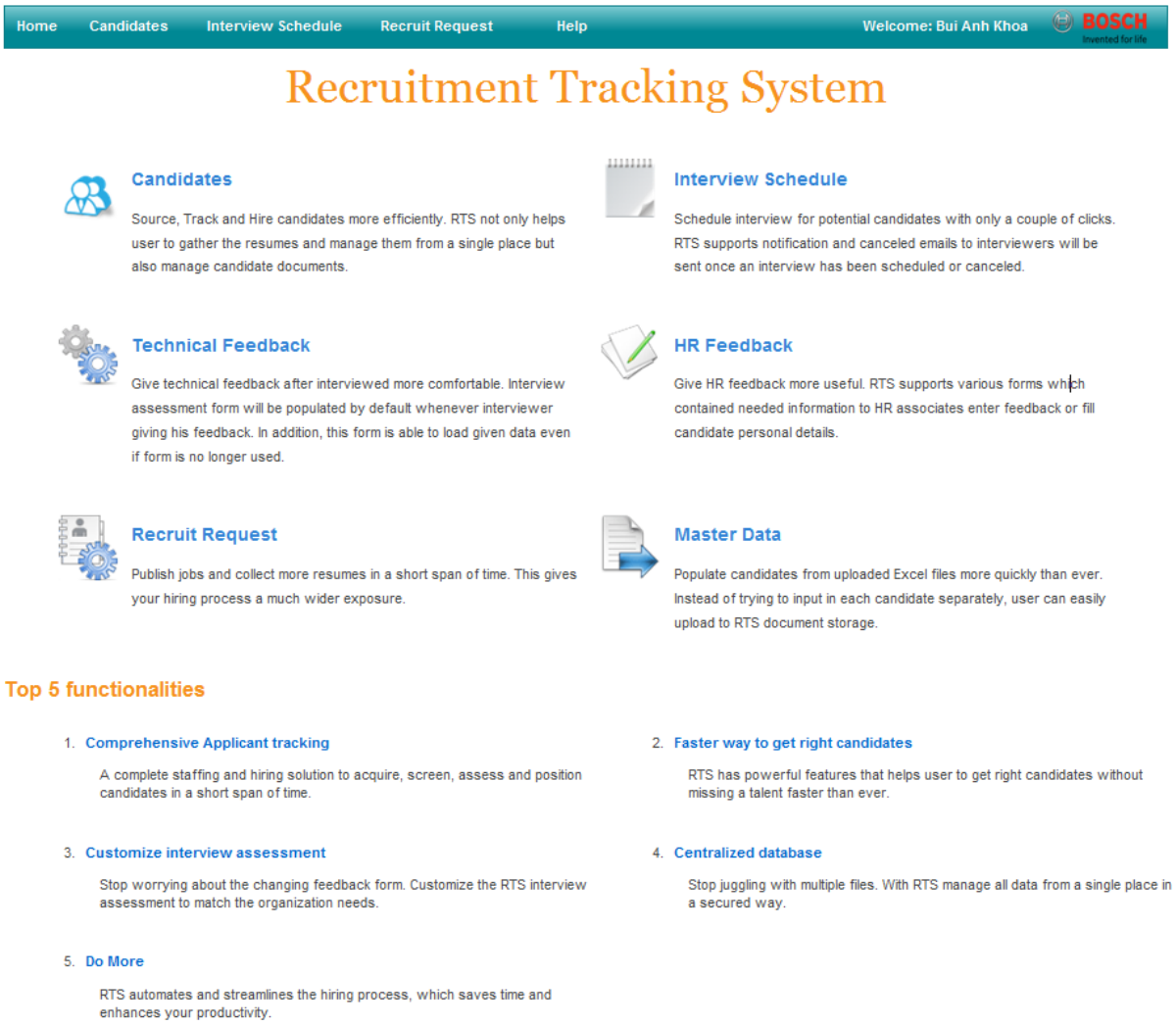
Admin: Manage RTS users and interview assessment for technical feedback.

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

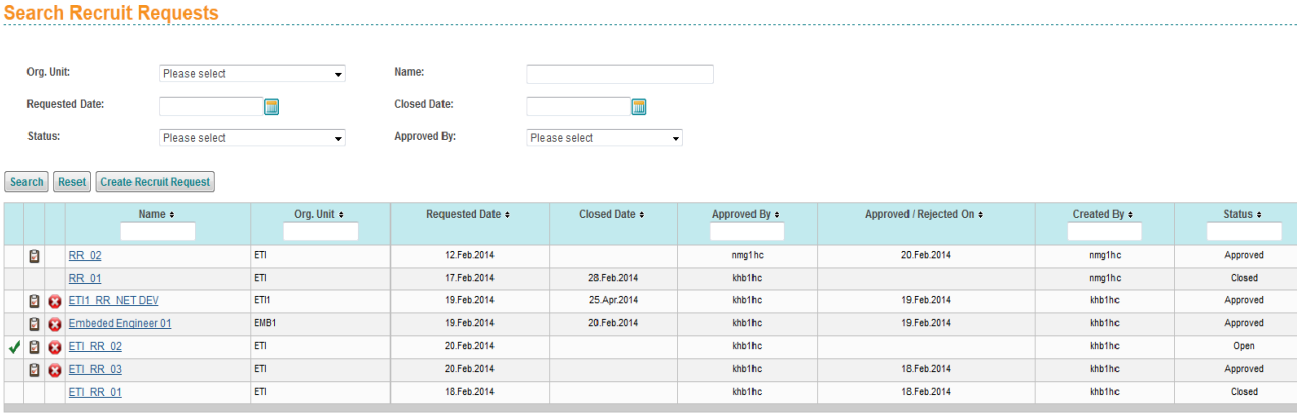

Home
Candidates
Interview Schedule
Recruit Request
Help
Welcome: Bui Anh Khoa
BOSCH
Recruitment Tracking System
Candidates
Source, Track and Hire candidates more efficiently. RTS not only helps user to gather the resumes and manage them from a single place but also manage candidate documents.
Interview 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, edit, view, approve/ reject a recruit requests and view report of recruit requests:

• Search Recruit Request

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



- User can input keywords into the following text-fields for his searching:
  - ✔ Org. Unit: department/ group that recruit request belongs to
  - ✔ Name: recruit request name
  - ✔ Requested Date: the date of recruit request activated
  - ✔ Closed Date: the date of recruit request closed
  - ✔ Status: status of recruit request. List of statuses of a recruit request,
    - Open: new recruit request
    - Approved: recruit request has been approved by DH
    - Rejected: recruit request has been rejected by DH
    - Closed: recruit request has been closed
- 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.

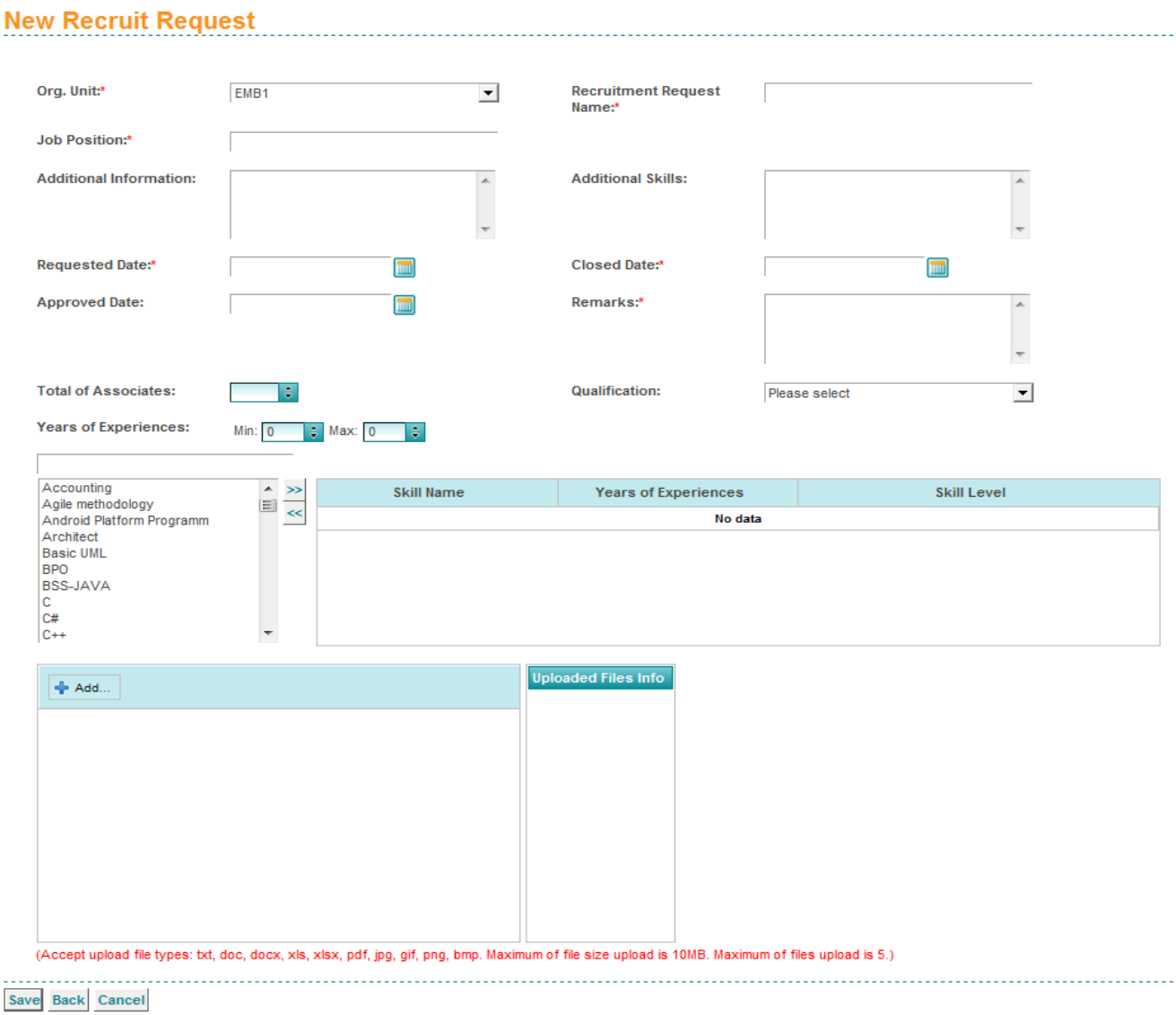
- List of recruit requests data table:
  - ✔ Instead of entering keywords and pressing "**Search**" button, user can directly give values for filtering the displayed data.
  - ✔ And click on the header title to sort the order of displaying data.

Name	Org. Unit	Requested Date	Closed Date	Approved Date	Created By	Status
E						
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**":
  - ✔ GM, DH, GrM, PM and HR

• Create Recruit Request

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



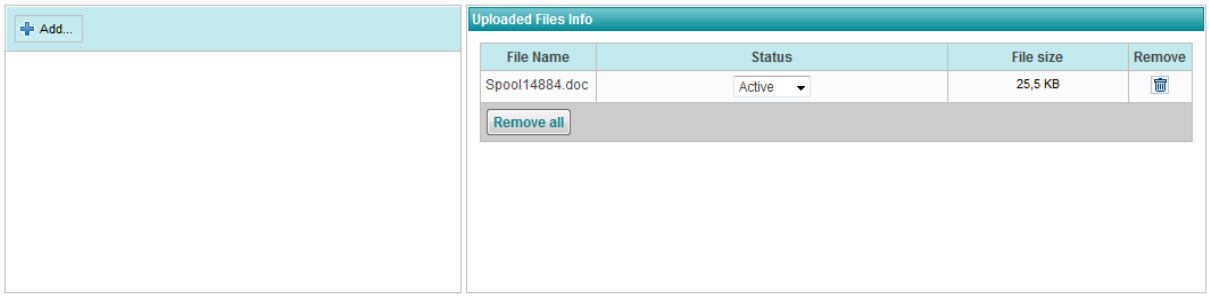
- Steps to create a new recruit request:

  ✔ Fill in your needed input data,

  - **Org. Unit**: department/ group that recruit request will belong to.
  - **Recruit Request Name**: name of new recruit request. Recruit request name is unique in a single org unit. For instance, group EMB1 has only one recruit request name: “Embedded Engineer Recruitment”.
  - **Job Position**: job position of this new recruit request. Senior Embedded Engineer, for instance.
  - **Additional Information**: more details of this new recruit request
  - **Additional Skills**: additional skills needed for this new recruit request

- **Requested Date**: the date of this new recruit request will be valid.
- **Closed Date**: the date of this new recruit request will be closed, invalid. This date can be manually set by creator or HR department.
- **Approved By**: the person (DH) is responsible for approving for this new recruit request. Once this recruit request has been approved, its status would be changed to “Approved”.
- **Remarks**: comment for this recruit request
- **Total of associates**: number of associates should be recruited for this new recruit request
- **Qualification**: standard qualification of associates. List of qualifications available,
    - Graduated
    - Master
    - Ph. D
    - Others
- **Years of experiences**: minimum and maximum of years of experiences of a candidate would be recruited for this new recruit request.
- **Skills Set**: list of skills of a candidate would be matched to this new recruit request. User can be manually input data to filer out his need skills.

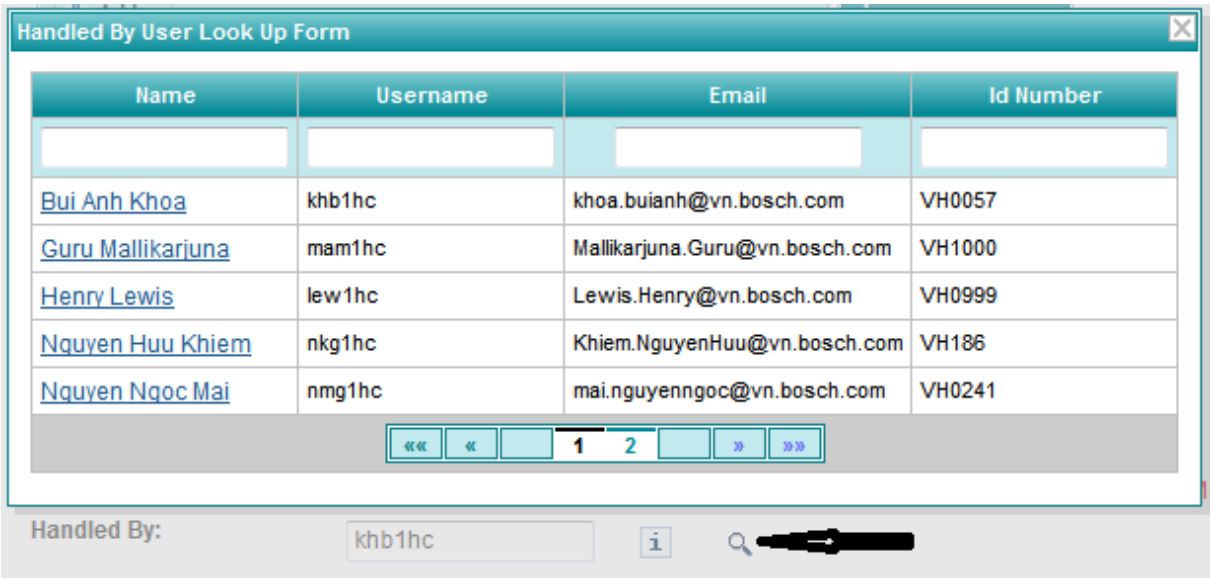
    - **Skill Name**: name of a skill, Agile methodology, for example
    - **Years of Experience**: total of years a candidate has experienced on this skill
    - **Skill Level**: user can manually input for each level of skill.
- **Upload**: user can upload maximum 5 files (<10MB) at a time for this new recruit request.



(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.)

- Click **Add** icon to choose your files for uploading.
- Once uploading done, the description of uploaded files will be automatically displayed on the right panel.
  - **File Name**: file name of uploaded file
  - **Status**: you can set the status of this upload file. List of statuses can be,
    - **Active**: normally user sets this status to identify this uploaded file will be the main upload for this recruit request.
    - **Inactive**: user wants to identify this uploaded file to be an additional upload files.
  - **File size**: the size of uploaded file
  - **Remove** icon: remove this uploaded file if you no longer want to attach to this new recruit request.
  - **Remove All** button: remove all uploaded files.
- Once 5 files uploaded, the Add icon will be disabled, you cannot choose more files to upload.

- **Handled By**: the person in charge of (is responsible for processing) this new recruit request. This text field is only valid for value of ntid (username, khb1hc, for example). If user cannot remember the ntid of handled by person, he can click on the **Look Up** icon to search. A list of user's panel will be displayed. On click of "Name", system will populate data to **Handled By** text field and close this panel.



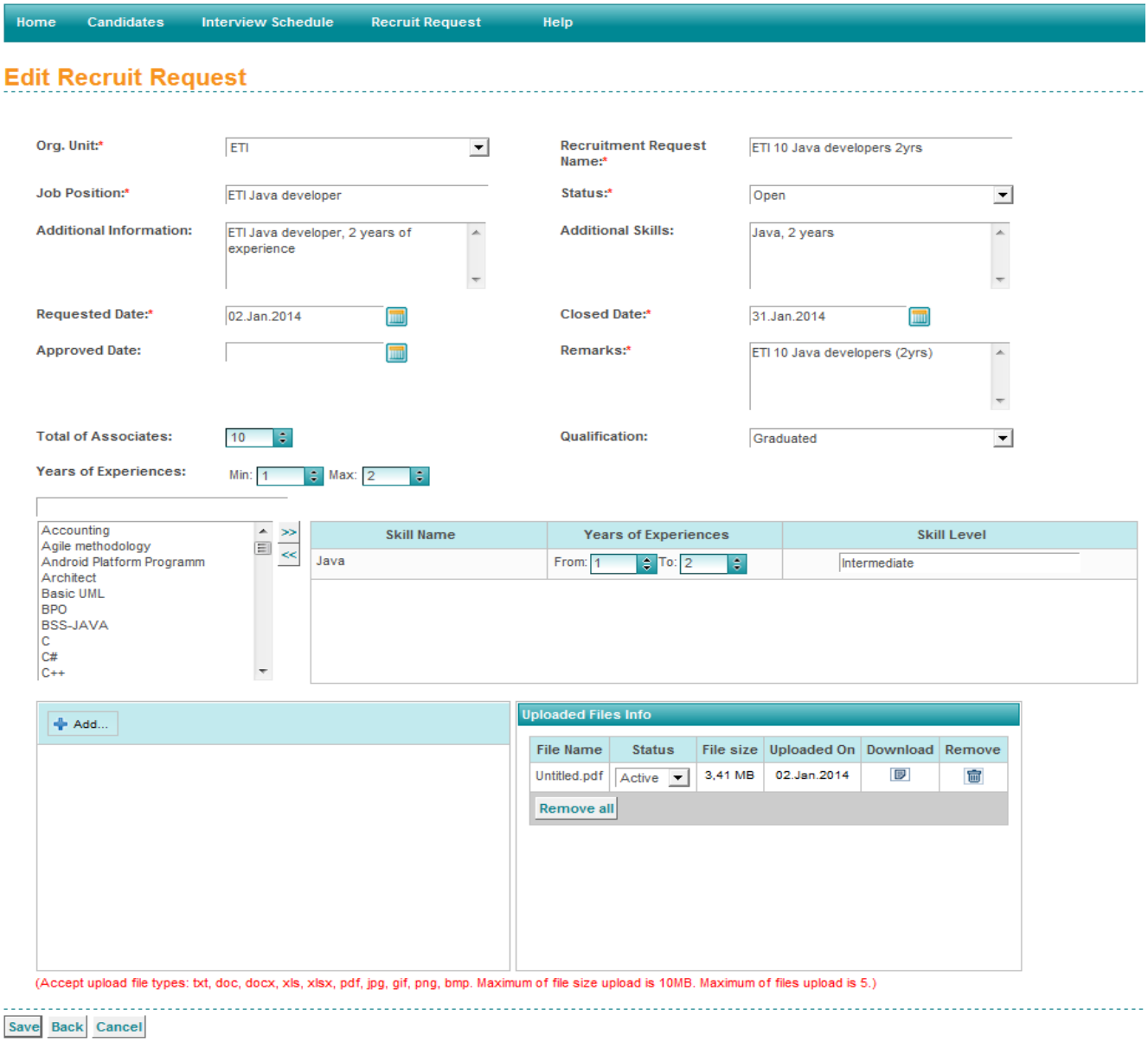
- Click **Save** button to apply changes for this new recruit request.
- Once this new recruit request saved, a notification mail would be sent to creator, approved by and handled by to confirm this recruit request has been created.
- System will navigate to the page of "**Search Recruit Request**".
- On click Of "**Back**" button, system will navigate to the last visited page.
- On click of "**Cancel**" button, system will navigate to the page of "**Search Recruit Requests**".

- List of roles can get access to the page of "**Create Recruit Request**":
  - GM, DH, GrM, PM and 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.



- User can go to this page to modify his recruit request information.
- A recruit request can be modified its information if only it has the status of "**Open**". If its status has been set to "**Approved**", "**Rejected**" and "**Closed**", it only can be viewable, cannot edit anymore.
- Steps to edit a recruit request:
  - ✔ Modify the input data.
    - You can find out here to describe the input fields.
    - Status: the current status of this recruit request. In **Edit** mode, recruit request has one more text field, **Status**. It can be either "**Open**" or "**Closed**".
  - ✔ If you want to close this recruit request, please set its status to "**Open**".

- ✔ Click **Save** button Save to apply changes.
- ✔ Once recruit request saved for changes, notification mails would be sent to the creator, editor, approver and Handled By person to inform the new changes.
- ✔ System will navigate to the page of "**Search Recruit Requests**".
- ✔ On click Of "**Back**" button, system will navigate to the last visited page.
- ✔ On click of "**Cancel**" button, system will navigate to the page of "**Search Recruit Requests**".

- List of roles can get access to the page of "**Edit Recruit Request**":
  - ✔ GM, DH, GrM, PM and 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	

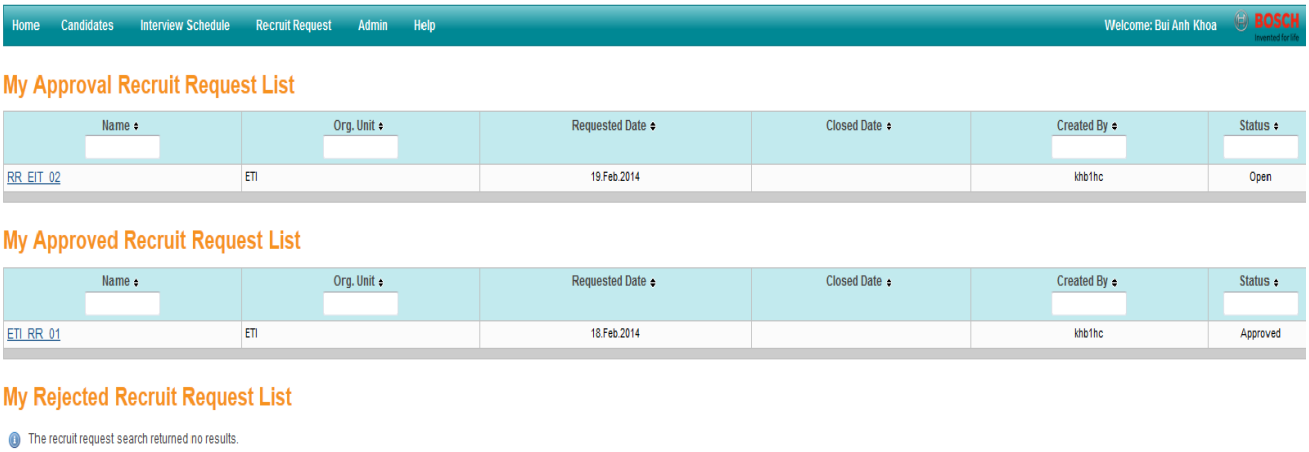
Handled By:

Back

- User goes to this page to view recruit request information.
- You can find out here to describe the input fields.
- List of roles can get access to the page of "**View Recruit Request**":
  - ✔ GM, DH, GrM, PM, HR and Interviewer.

• Approve / Reject Recruit Request

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



- System will display 3 lists of recruit requests,

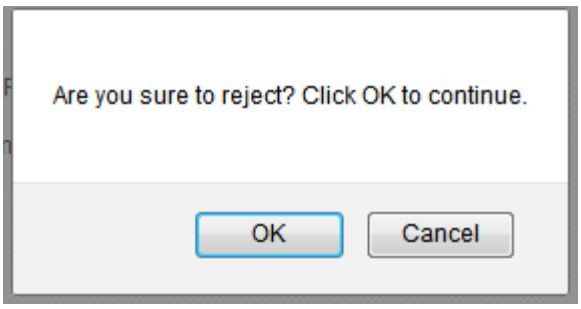
1. **My Approval Recruit Request List**: list of waiting recruit request to approve.
    - **Name**: Name of recruit request waiting for approval
    - **Org. Unit**: department/ group that recruit request belongs to
    - **Requested Date**: the date of recruit request should be valid
    - **Closed Date**: the date of recruit request should be closed/ invalid
    - **Created By**: the person who created the recruit request
    - **Status**: the current status of recruit request (Open)
2. **My Approved Recruit Request List**: list of recruit requests approved
    - **Name**: Name of recruit request approved
    - **Org. Unit**: department/ group that recruit request belongs to
    - **Requested Date**: the date of recruit request should be valid
    - **Closed Date**: the date of recruit request should be closed/ invalid
    - **Created By**: the person who created the recruit request
    - **Status**: the current status of recruit request (Approved)
3. **My Rejected Recruit Request List**: list of recruit requests rejected
    - **Name**: Name of recruit request rejected
    - **Org. Unit**: department/ group that recruit request belongs to
    - **Requested Date**: the date of recruit request should be valid
    - **Closed Date**: the date of recruit request should be closed/ invalid
    - **Created By**: the person who created the recruit request

- **Status**: the current status of recruit request (Rejected)

- Steps to approve / reject recruit request:

  - ✔ Once a recruit request has been created, and you are the person who is the approver, a notification mail would be sent for your approving.
  - ✔ On **My Approval Recruit Request List**, click on **Recruit Request Name** hyperlink. System will navigate to the page of "Approve / Reject Recruit Request". The screenshot looks like this,

  - ✔ You can find out here to describe the form fields.
  - ✔ On click of "**Approve**" button to approve this recruit request.
  - ✔ Once this recruit request has been approved, a notification mail would be sent to owner and approver to inform.
  - ✔ Otherwise, if approver selects **HR** and/ or **Handled By**, notification mail also sends to those recipients.
  - ✔ On click of "**Reject**" button to reject this recruit request. A confirmation dialog will be displayed. This dialog looks like this,



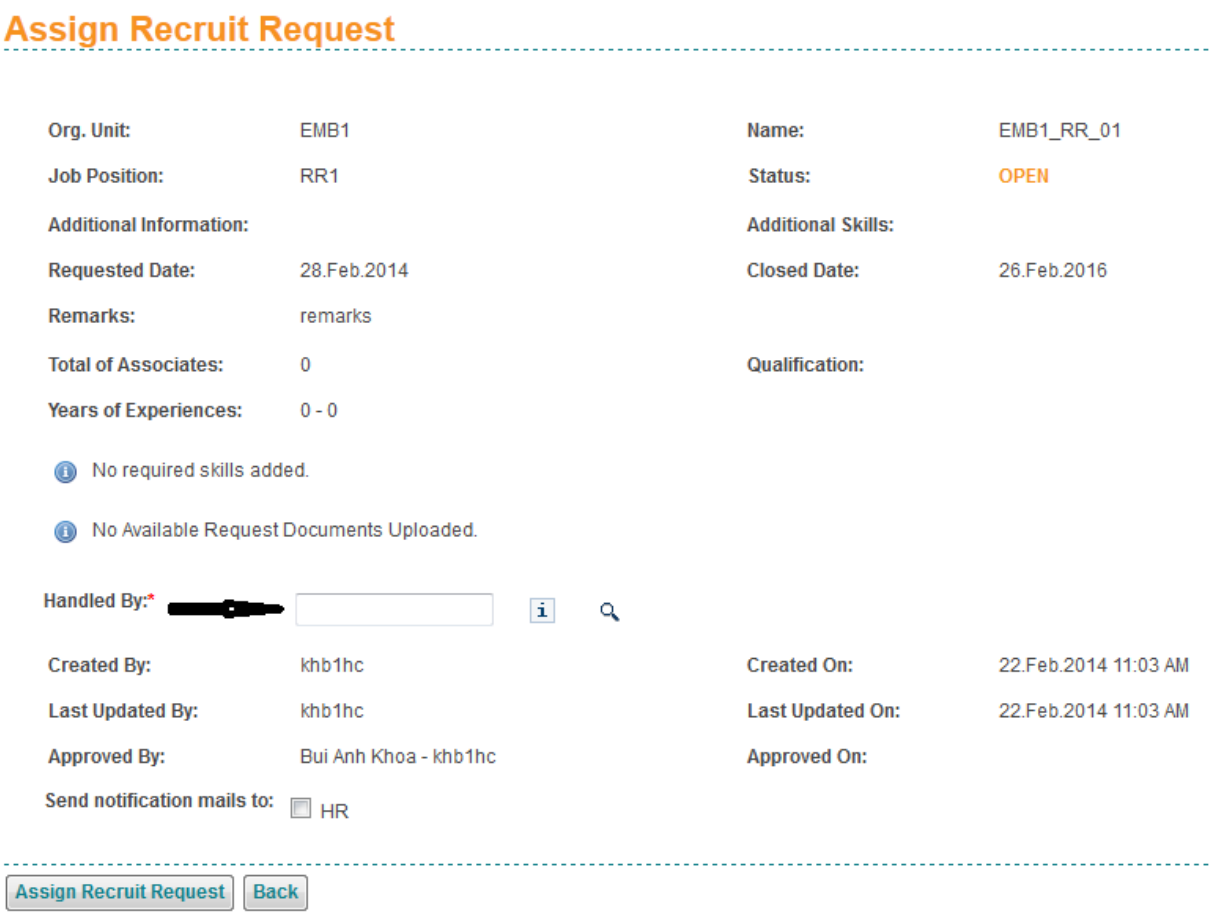
- Click **OK** to continue on approving
- Click **Cancel** button to cancel this action

✔ On click of “Back” to navigate to the last visited page.

- List of roles can get access to the page of “**Approve/ Reject Recruit Request**”:
  - ✔ GM and DH

Assign Recruit Request

- Access Path:
  - ✔ **Recruit Request > Search Recruit Request > Assign Recruit Request**
- The purpose of this page is to provide a screen for user to assign a recruit request to responsible person (handled by). This assigned person will handle this recruit request.
- A recruit request can be assigned if it has one of following:
  - ✔ Open
  - ✔ Approved
- Screen: the following screen will appear,



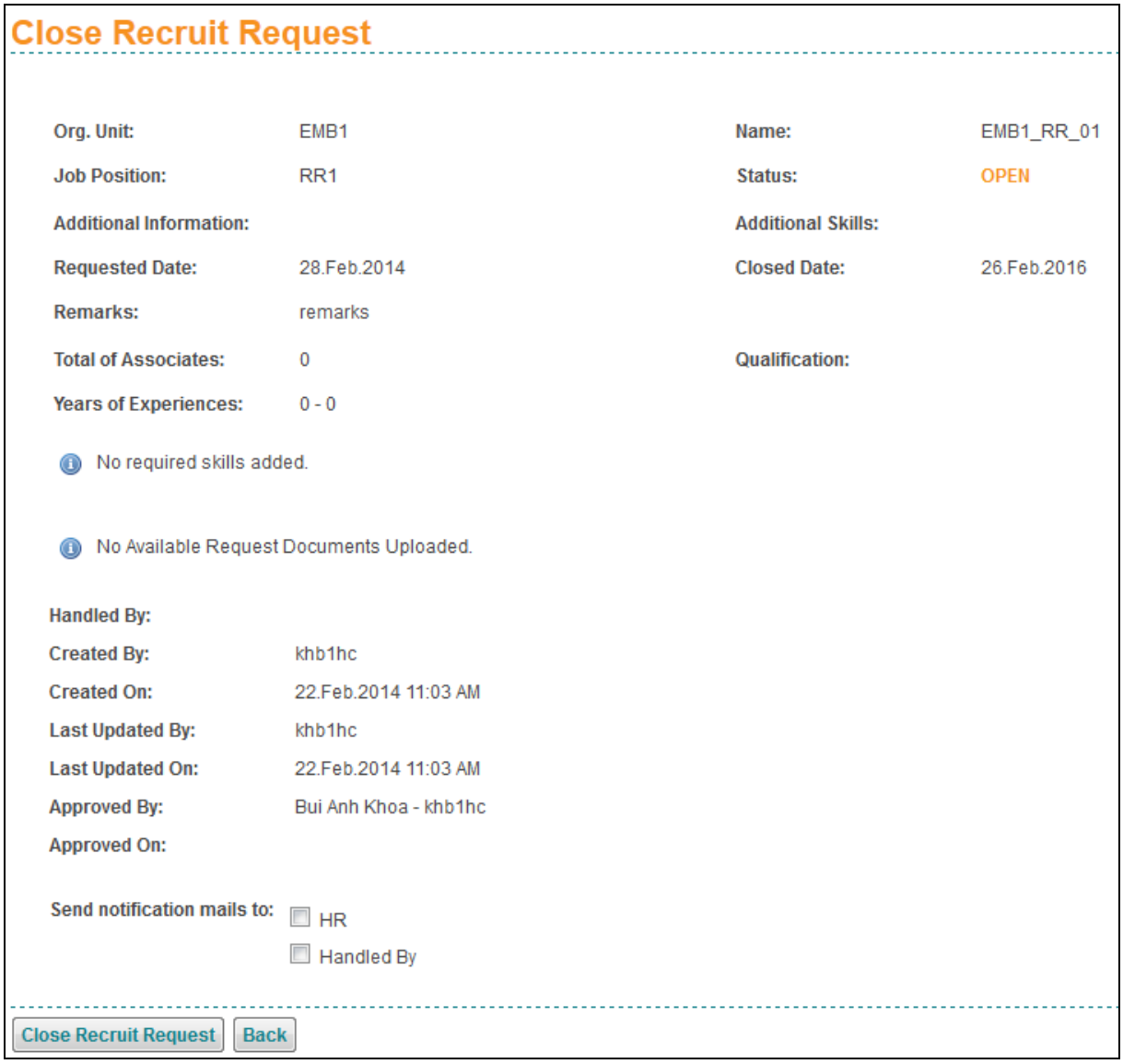
- Steps to assign a recruit request:
  - ✔ Please refer here to view the form fields' information.
  - ✔ User can manually input the value for Handled By text field. For more details of this text field, please refer here.
  - ✔ Click on "**Assign Recruit Request**" button to finish.
  - ✔ Once recruit request has been assigned, a notification mail would be sent to editor, assigner and handled by person to inform.
  - ✔ If user chooses "**Send notification mails to**", notification mail is also sent to this recipient (HR).
- List of roles can get access to the page of **"Assign Recruit Request**":
  - ✔ GM, DH, GrM, PM, HR.

• Close Recruit Request

- Access Path:

- ✔ **Recruit Request > Search Recruit Request > Close Recruit Request**

- The purpose of this page is to provide a screen for use to close a recruit request once it is no longer processed or HR recruited enough candidates.
- Screen: the following screen will appear,



- Steps to close recruit request:
  - ✔ Please refer here to view the form fields' information.
  - ✔ Click on "**Close Recruit Request**" button to finish.
  - ✔ Once this recruit request has been closed, a notification mail would be sent to creator/ editor.
  - ✔ If "**Send notification mails to"** field selected, notification mail is also sent to these recipients.
- List of roles can get access to the page of **"Close Recruit Request**":

- ✔ GM, DH, GrM, PM, HR.

- ## Recruit Request Report

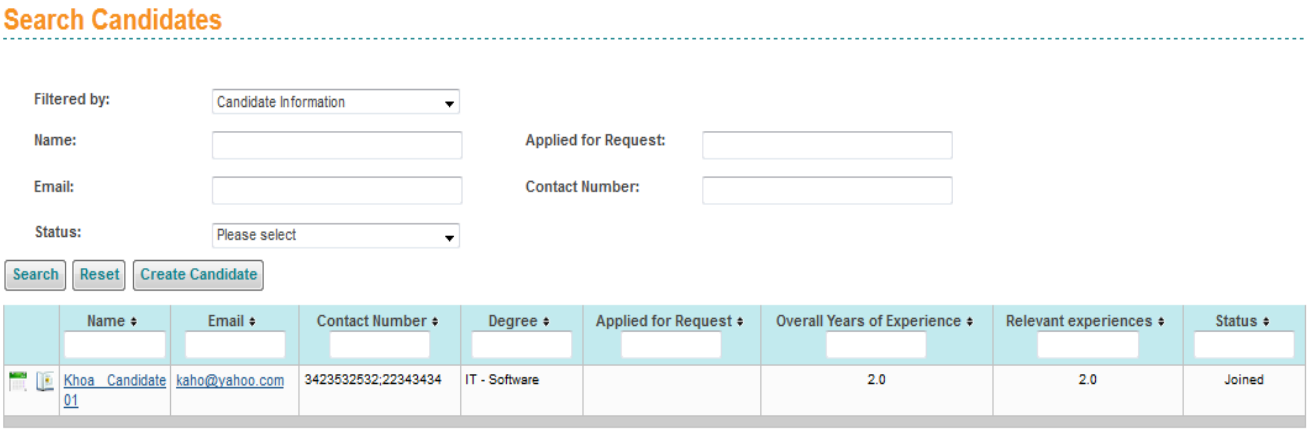
  - Under construction

4. Candidate

This session provides information on the following topics on how to search, create, edit, view details a candidate and view report of candidates.

- ## Search Candidates

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



  - This purpose of this page is to provide a screen for users to search all candidates available in RTS system.
  - User can choose one of 2 options to search candidates,
    - ✔ Filter by Candidate Information
    - ✔ Filter by Specific Skill Set
  - Filtered by Candidate Information
    - ✔ The screen will appear as Search By **Candidate Information**
    - ✔ User can input keywords into the following text-fields for his searching:
      - Name: candidate name

- Applied for Request: a recruit request in which a candidate applied for
- Email: candidate email
- Contact Number: candidate contact number, telephone numbers, for example
- Status: current candidate status. User can choose one of statuses as followings,
    - **New**: the initial status of a candidate
    - **Screened**: candidate has been screened/ viewed for next actions (e.g. short listed)
    - **Short Listed**: candidate has been short listed for next actions (e.g. Technical Scheduled)
    - **Technical Scheduled**: candidate has been scheduled for an technical interview
    - **Technical On Hold**: candidate has been scheduled for an interview scheduled and it is in the status of on hold.
    - **Technical Pass**: candidate has passed on technical interview
    - **Technical Fail**: candidate has failed on technical interview
    - **HR Scheduled**: next status of a candidate has been passed for technical interview; candidate has been scheduled for HR interview.
    - **HR On Hold**: candidate has been scheduled for HR interview and it is in the status on hold.
    - **HR Pass**: candidate has passed on the HR interview
    - **HR Fail**: candidate has failed on the HR interview
    - **To Offer**: candidate needs to send offer once he passed the HR interview
    - **Offered**: offer sent
    - **Offer Accepted**: candidate accepted offer
    - **Offer Refused**: candidate refused/denied offer
    - **Selected**: candidate has been selected to join
    - **Joined**: candidate joined

- ✔ On click of "**Search**" button

to start searching available candidates

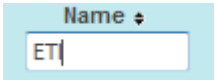
- ✔ On click of "**Reset**" button

to reset all entered search keywords

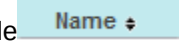
- ✔ On click on "**Create Candidate**" button

, system will navigate to the page of "**Create Candidate**". The entered keywords will exist/display on the next page.

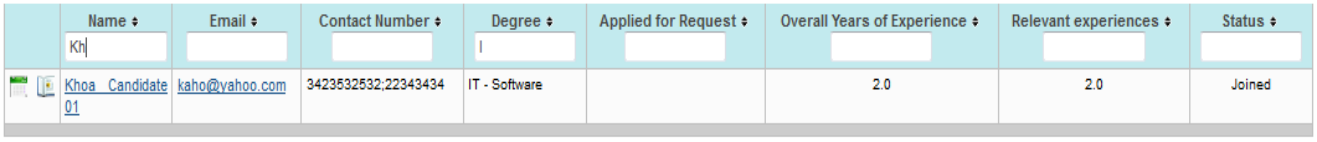
- ✔ List of Candidates data table:

  - 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.

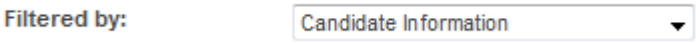


	Name	Email	Contact Number	Degree	Applied for Request	Overall Years of Experience	Relevant experiences	Status
	Kh			I				
	Khoa Candidate 01	kaho@yahoo.com	3423532532;22343434	IT - Software		2.0	2.0	Joined

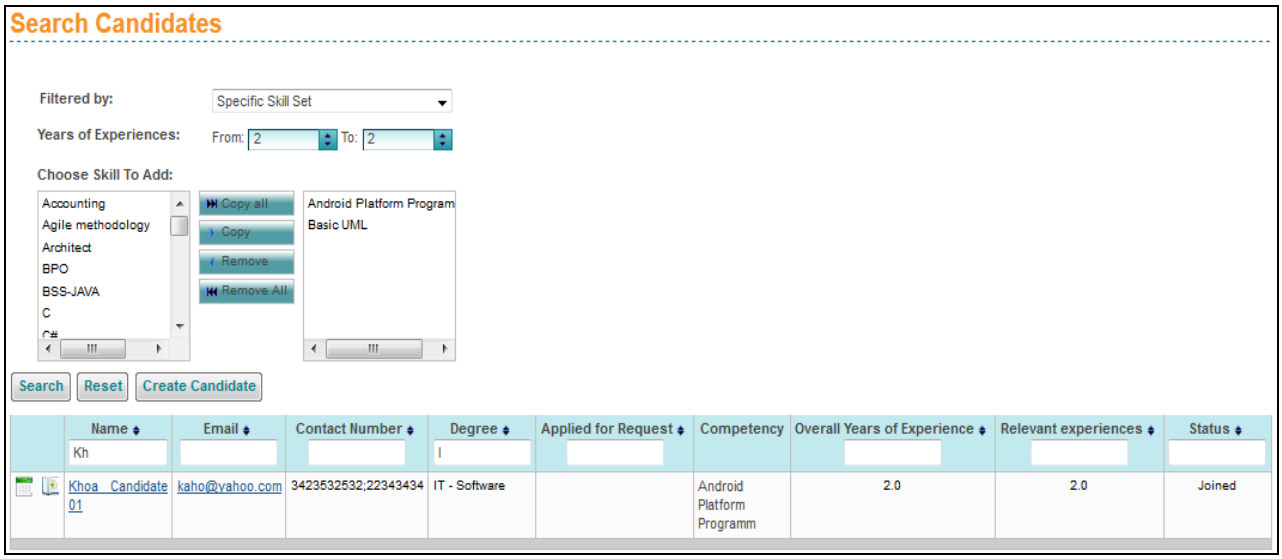
  - On click of "**Name**" row

value to edit/view the selected Candidate.

- Filtered by Specific Skill Set



  - ✔ The screen will appear as following:

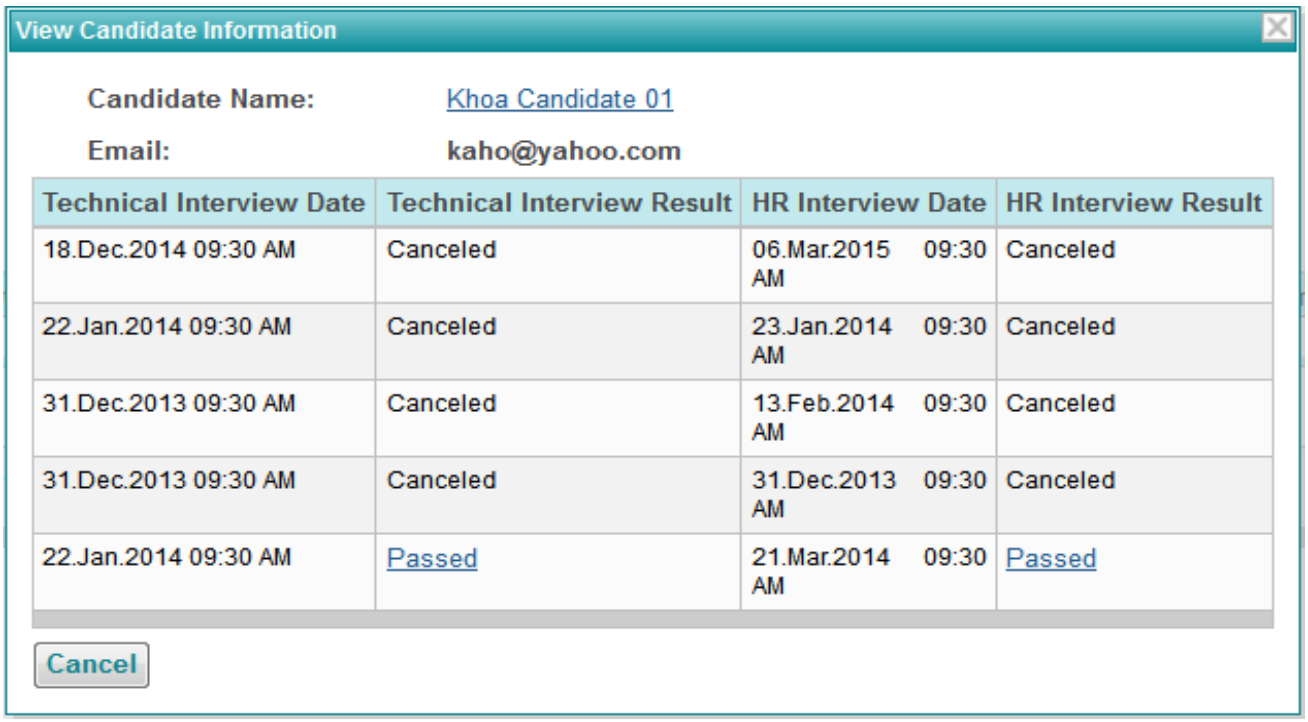


- User can input keywords into the following text-fields for his searching:
  - **Years of Experiences**: minimum and maximum years of experiences
  - **Choose Skill To Add**: candidate skills set matched to recruit request
- On click of "**Search**" button [Search] to start searching available candidates
- 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

  - 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 the selected candidate's old interview schedule 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

- ✔ On click of "**Candidate Name**" link Khoa Candidate 01, system will navigate to the page of "**Edit Candidate**".
- ✔ On click of "**Technical Interview Result**" link Passed, system will navigate to the page of "**Edit Technical Feedback**"
- ✔ 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**":
  - ✔ GM, DH, GrM, PM, HR and Interviewer

Create Candidate

- Access Path:
  - ✔ **Candidates > Search Candidates > Create Candidate**
  - ✔ **Candidates > Create Candidate**
- The purpose this page is to create a new candidate.
- Screen: the following screen will appear,

Home | Candidates | Interview Schedule | Recruit Request | Help | Welcome: Bui Anh Khoa | BOSCH Invented for life

New Candidate

Candidate Name:*

Prefix:* Mr.

Date of Birth:

Email:*

Identity Number:

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

Skill Name	Years of Experiences	Skill Level
No data		

Add...

Uploaded Files Info

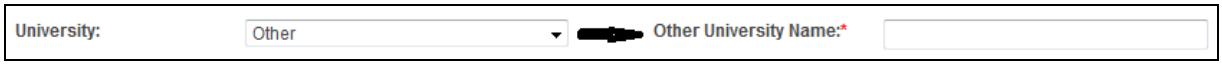
(Accept upload file types: txt, doc, docx, xls, xlsx, pdf, jpg, gif, png, bmp. Maximum of file size upload is 10MB. Maximum of files upload is 5.)

Save Cancel

- Steps to create a new candidate:

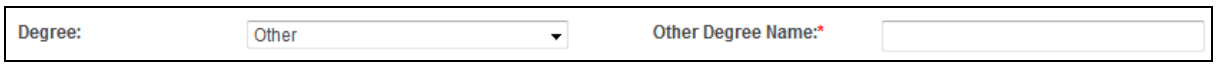
  - ✔ Fill in the candidate input form fields,

    - **Candidate Name**: name of candidate
    - **Prefix**: candidate gender (Mr. or Ms.)
    - **Date of Birth**: candidate date of birth. The input value is valid if it follows the standard RTS date format or only year of birth (e.g. 1983)
    - **Email**: candidate email
    - **Identity Number**: candidate identity number
    - **Address**: candidate address
    - **Contact Number 1**: candidate main contact number
    - **Contact Number 2**: candidate additional contact number
    - **Education**: candidate qualification,
      - Graduated
      - Master
      - Ph. D
    - **University**: candidate graduated from.
      - If Candidate University is not listed in the providing universities, user can choose "**Other**". This value should be positioned at the end of providing list.
      - A selection will be displayed at the right. User enters the name of university as following picture:



    - **Graduation Time**: year of candidate graduated (e.g. 2006)
    - **Current Company**: candidate current company
    - **Current Position**: candidate position at current company
    - **Position Applied**: which position candidate wanted to apply
    - **Degree**: the field candidate majors in (e.g. Software Engineer).
      - If Candidate Degree is not listed in the providing degrees, user can choose "**Other**". This value should be positioned at the end of providing list.

- A selection will be displayed at the right. User enters the name of degree as following picture:

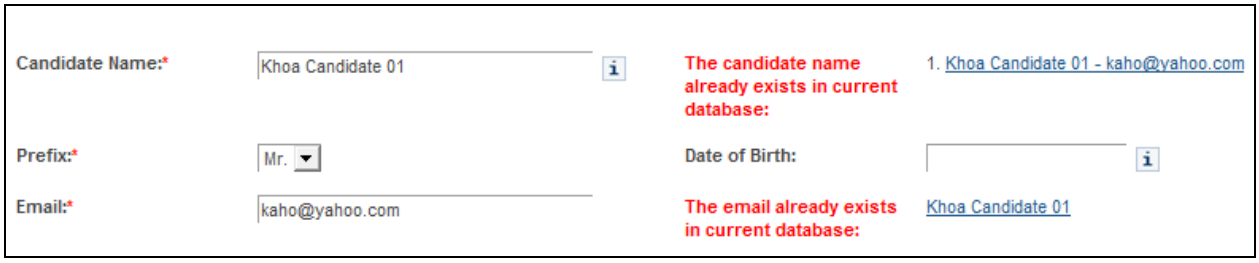


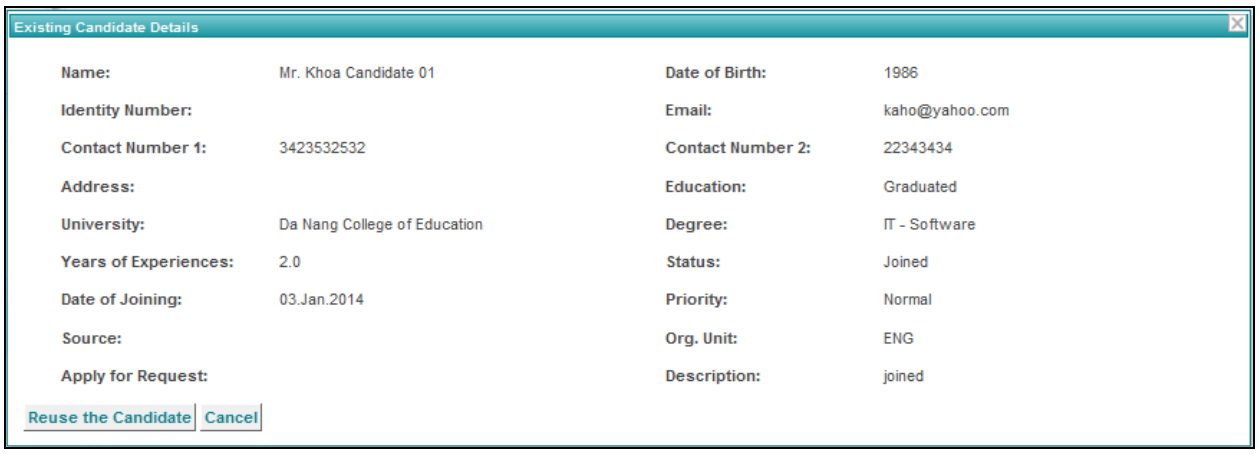
- **Org. Unit**: department/ group in which this candidate will be belonged to
- **Apply For Request**: recruit request in which this candidate will be applied to
- **Overall Years of Experience**: total of years of experience candidate has
- **Relevant Experience**: total of years of relevant experience candidate has
- **Time of CV received**: the time of CV of candidate received by candidate processor (HR)
- **Handled By**: the person in charge of (is responsible for) this candidate. This input data is only valid for ntid (username). Please refer this to for more details.
- **Time of CV sent**: the time of CV of candidate sent to candidate processor (HR)
- **Short List By**: the person who has short listed this candidate. This input data is only valid for ntid (username). Please refer this to for more details.
- **Short List Result**: result of short list for next actions (Suitable or Not Suitable)
- **Tested On**: the date of candidate has been tested. This is only applied for new graduates (paper test, e.g.)
- **Tested Result**: result of test (Pass or Failure). This is only applied for new graduates (paper test, e.g.)
- **Priority**: candidate priority (Low, Normal and High)
- **Source**: source of candidate. Source of a candidate can be:
  - Consultancy
  - Direct
  - Job Portal
  - Referal: to keep track who refers this candidate

✔ If **Referal** chosen, 2 text fields would be displayed below Source selection field,

- Employee ID: referral employee ID (ntid or ID Number)
- Employee Name: referral employee name

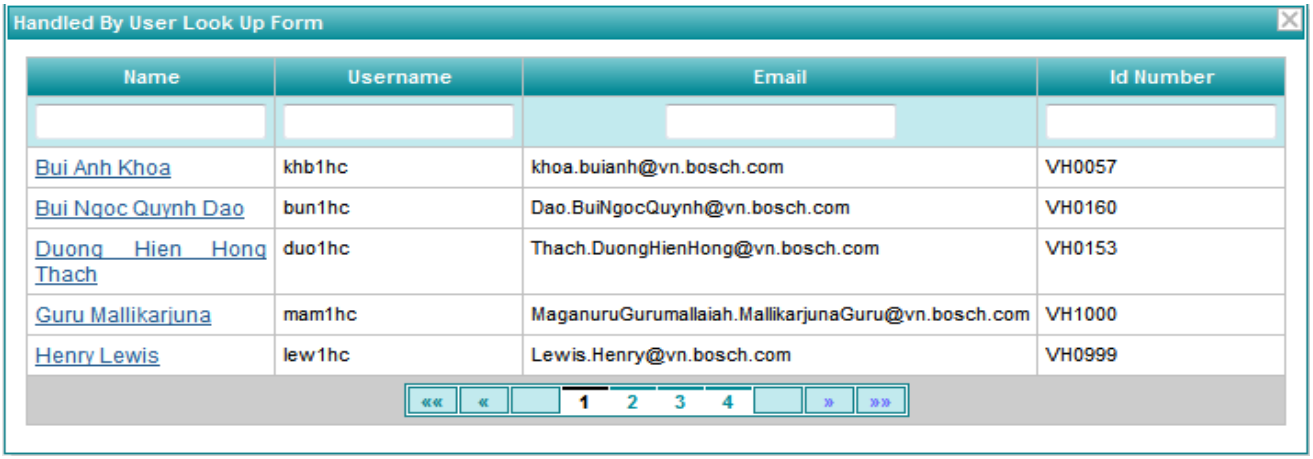
✔ If user inputs a candidate name/ email already exists in current database, a list of messages will be displayed at the right of "**Candidate Name**" text-field. On click of one of these messages, a panel should be shown and display all information of existing candidate.





- On click of "**Reuse the Candidate**" button

, system will close the current page and navigate to the page of "**Edit Candidate**" with selected candidate information.
- On click of "**Handled By**" icon 🔍, a panel will be shown for user selection:

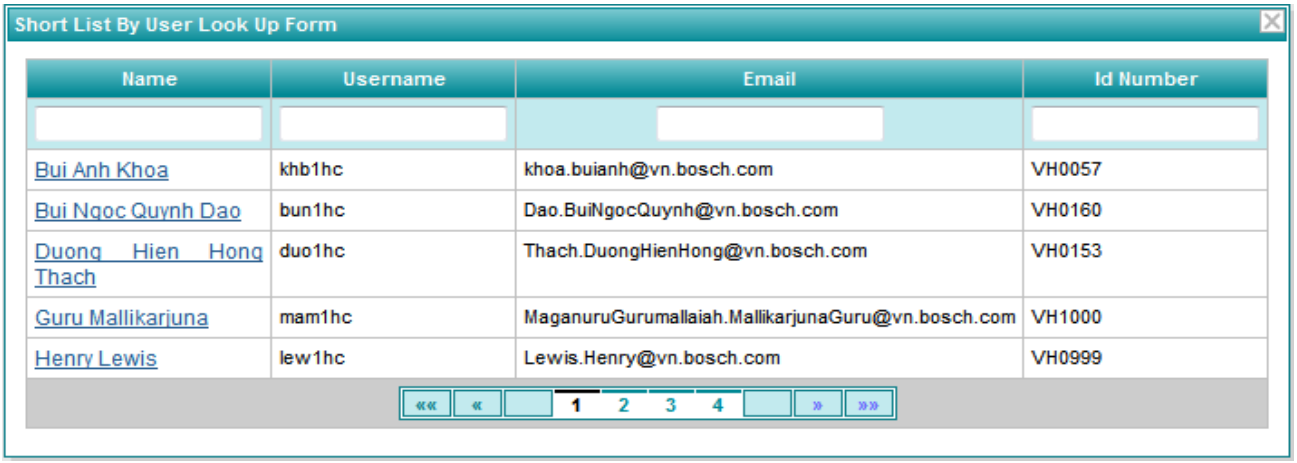


✔ It uses "**contains**" function to make filtering.

- ✔ On click of "**Name**" hyperlink in each row, system will auto bind the value to the "**Handled By**"

  Handled By: khb1hc text field and close this panel.

- 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 » »»

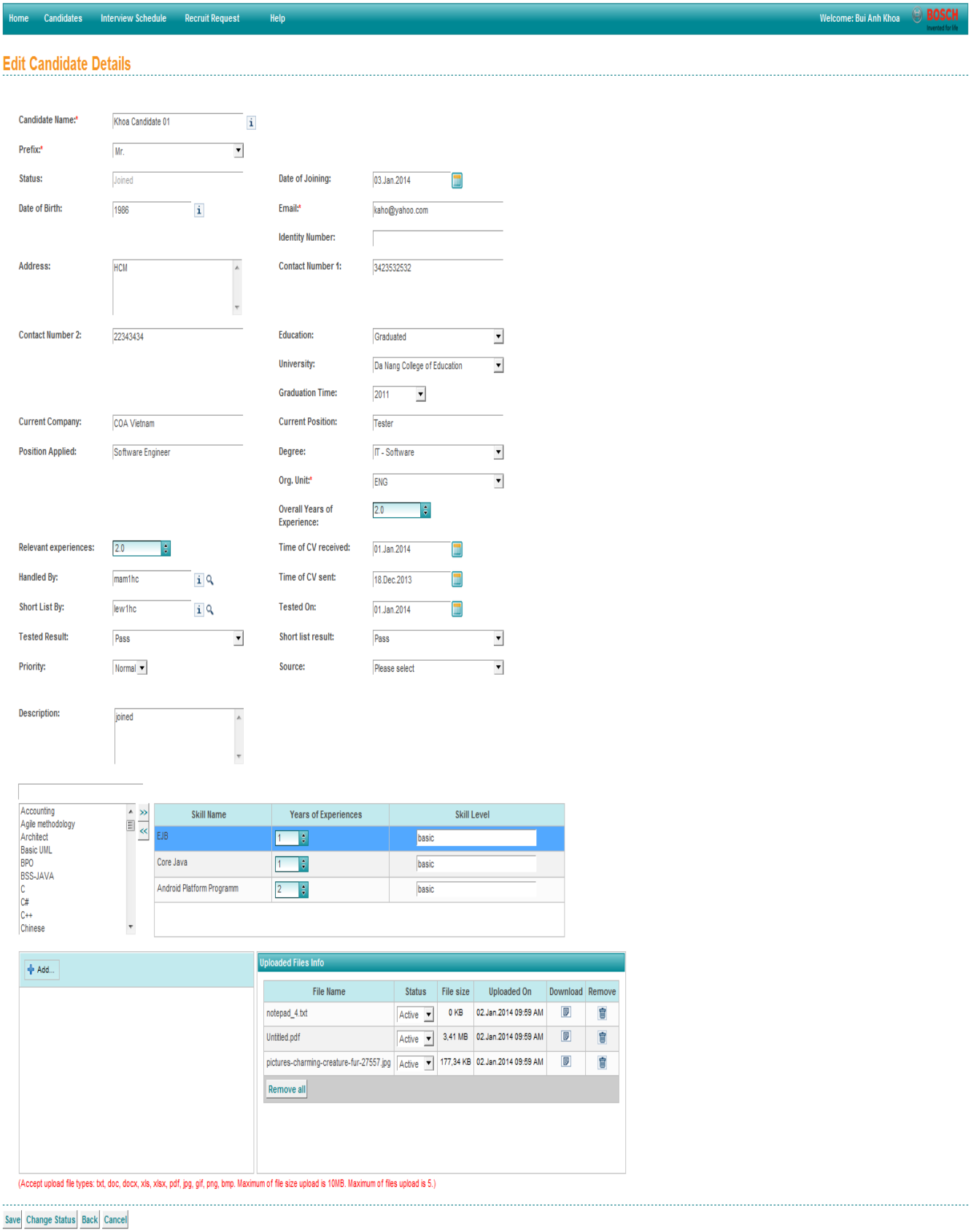
- ✔ It uses "**contains**" function to make filtering.
- ✔ On click of "**Name**" hyperlink in each row, system will auto bind the value to the "**Short List By**" text field

  Short List By: and close this panel.

- List of roles can get access to the page of "**Create Candidate**":
  - ✔ GM, DH, GrM, PM and HR

Edit Candidate

- Access Path: **Candidates > Search Candidates > Edit Candidate**
- The purpose of this page is to provide a screen for user to edit candidate information or change his status.
- Screen: the following screen will appear.

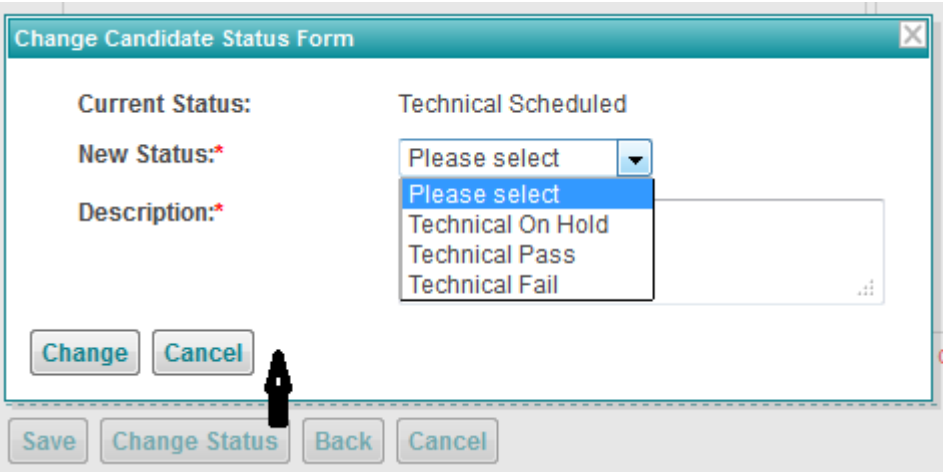


- Steps to edit candidate:

- ✔ Fill in the Form data. For more information of candidate form data, please refer here.
- ✔ Click on "**Save**" button to apply changes.

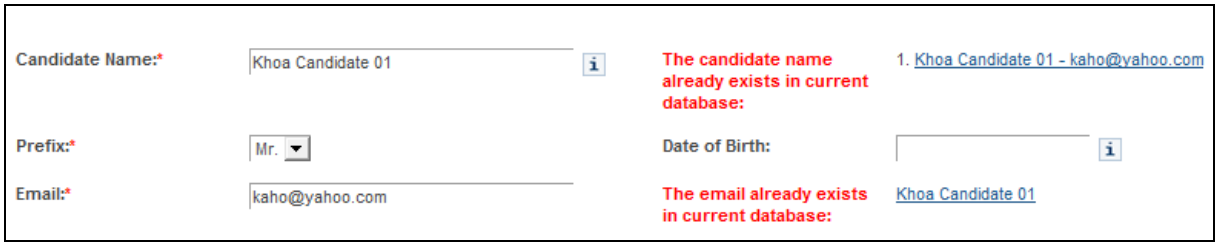
- Steps to change status of a candidate:

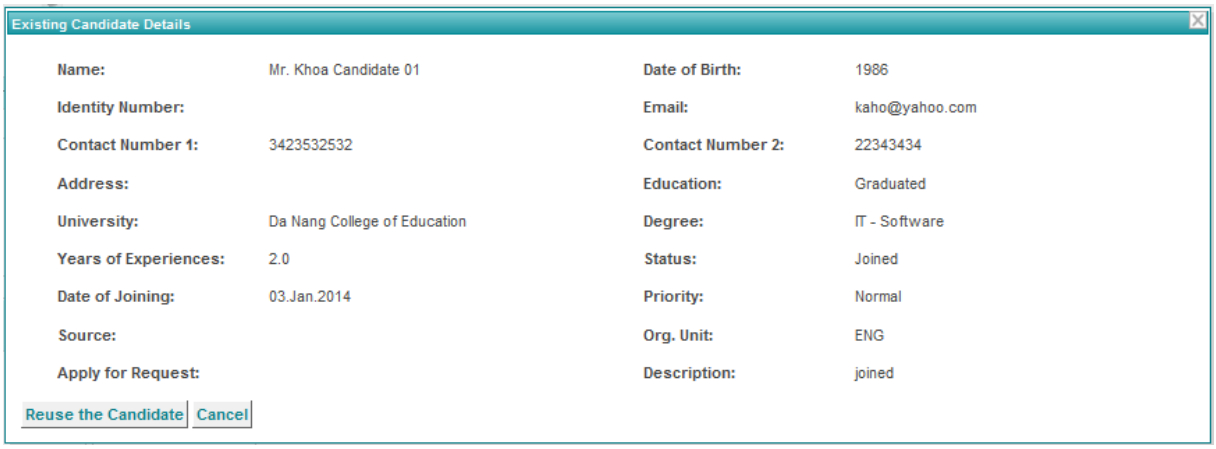
  - ✔ On click of "**Change Status**" button [Change Status], a panel will be shown. User can update the candidate's status via this form.



  - ✔ Select a next status to apply.
  - ✔ Click on "**Change**" button to apply change for candidate status. A message will be shown to inform that you has changed candidate status successfully.
  - ✔ Click on "**Cancel**" button to 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.



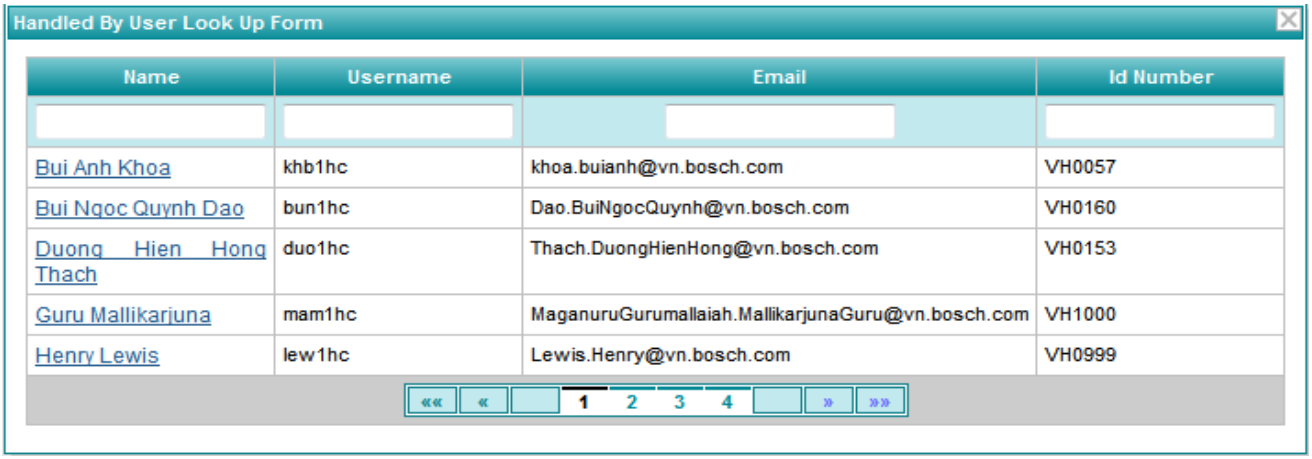


Existing Candidate Details

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 Reuse the Candidate, 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:



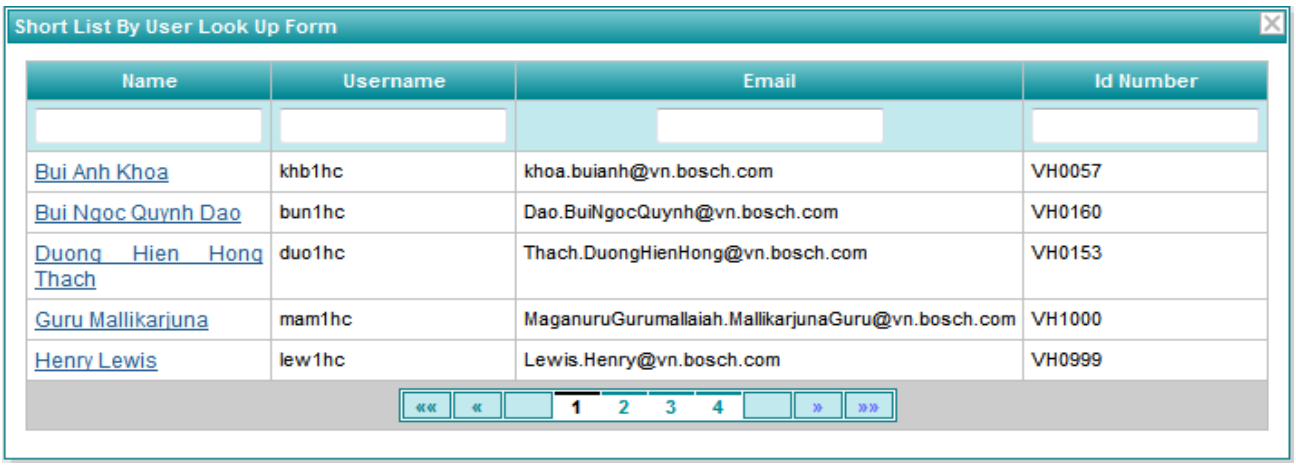
Handled By User Look Up Form

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 » »»

- ✔ It uses "**contains**" function to make filtering.
- ✔ On click of "**Name**" hyperlink in each row, system will auto bind the value to the "**Handled By**" Handled By: khb1hc text field and close this panel.

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

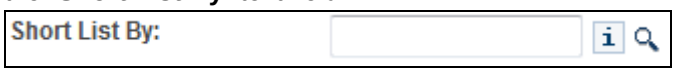


Short List By User Look Up Form

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 » »»

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



and close this panel.

- List of roles can get access to the page of "**Edit Candidate**",
  - ✔ GM, DH, GrM and HR

• View Candidate

- Access Path: **Candidates > Search Candidates > View Candidate**
- The purpose of this page is to provide a screen for user to view candidate information. This page is also included as additional information of an interview schedule.
- Screen: the following screen will appear,

View Candidate Details

Name:	Mr. Nguyen Ngoc Mai		
Status:	Technical Scheduled	Date of Birth:	1985
Email:	mai.nguyenngoc@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

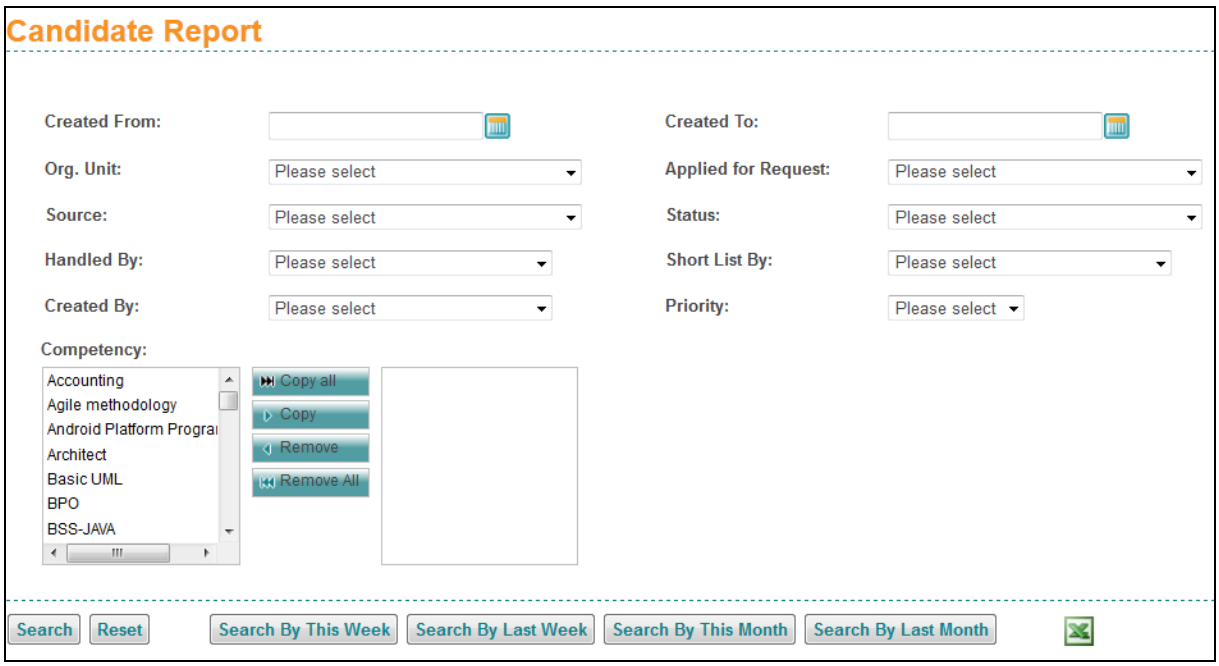
File Name	File size	Uploaded On	Status	Download
RA_Nozzle_B4332062026629.pdf	7.76 MB	15.Jan.2014	Active	

Change Status | Back

- List of roles can get access to the page of "**View Candidate**",
  - ✔ GM, DH, GrM and HR

Candidate Report

- Access Path: **Candidates > Search Candidates > Candidate Report**
- The purpose of this page is to provide a screen for user to view candidate report.
- Screen: the following screen will appear,



- Steps to view candidate report:
  - ✔ Fill in the input data:
    - Created From: the date of candidate created from
    - Created To: the date of candidate created to
    - Org. Unit: department/ group which candidate belongs to
    - Applied for Request: recruit request which candidate applies to
    - Source: source of candidate
    - Status: candidate status
    - Handled By: the person is in charge of (is responsible for) candidate
    - Short Listed By: the person is short listed candidate
    - Created By: the person created candidate
    - Priority: the priority of candidate
    - Competency: candidate competencies
  - ✔ Click on Search button, system will display the list of candidates. If this list is not empty, the Excel icon will be displayed. User can click on Excel icon to export list of candidates to Excel file.
  - ✔ On click of “Search by This Week”: system will search all candidates which were created in this week.
  - ✔ On click of “Search by Last Week”: system will search all candidates which were created last week.

- ✓ On click of “Search by This Month”: system will search all candidates which were created on this month.
- ✓ On click of “Search by Last Month”: system will search all candidates which were created last week.
- ✓ On click of “Reset”, system will reset all entered data and clear the list of candidates.

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**
- The purpose of this page is to provide a screen for user to search interview schedules. Once interviewers completed their technical feedbacks, HR can go to page to view an interview schedule.
- Screen: the following screen will appear,

Search Interview Schedules

Candidate Name: Ng

Recruit Request: ET

Technical Interview From:

Technical Interview To:

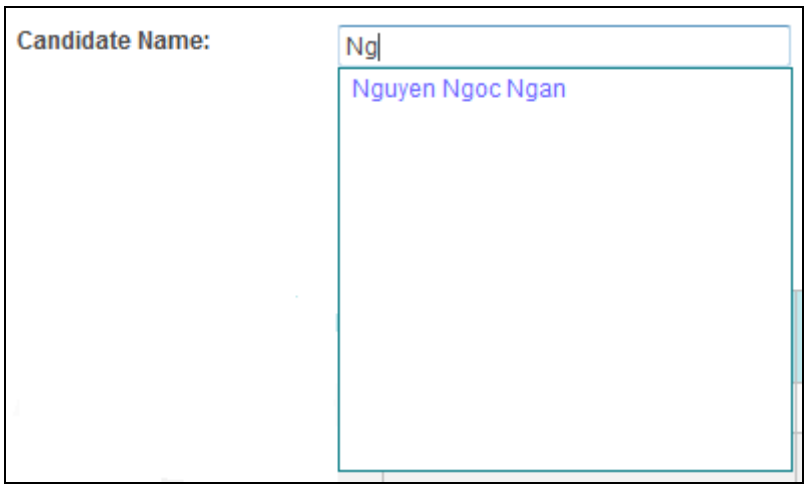
Technical Status: Please select

HR Status: Please select

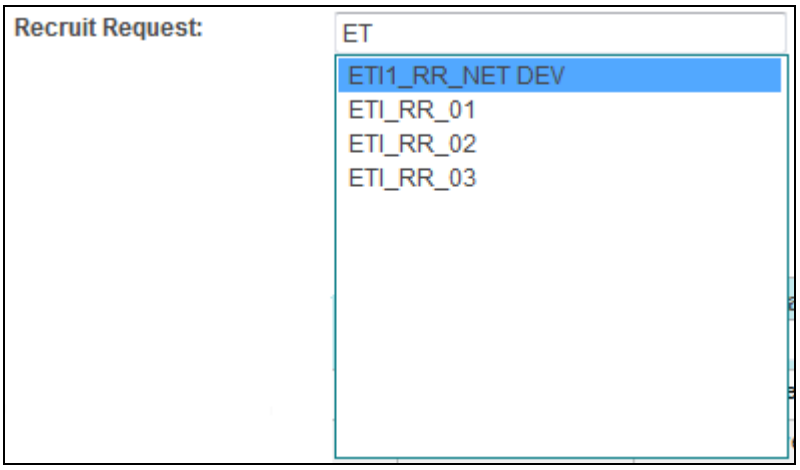
Search | Reset | Create Interview Schedule

Candidate Name	Interview Schedule No	Recruitment Request Name	Applied for Level	Technical Status	HR Status	Interviewers	Technical Interview at	HR Interview at	Open
Nguyen Ngoc Ngan	281		Level 48 to 51	To Interview	To Interview	1. Bui Anh Khoa	26.Feb.2014 09:30 AM		Open
Nguyen Ngoc Ngan	280		Level 48 to 51	Interviewed	Interviewed	1. Nguyen Ngoc Mai	25.Feb.2014 09:00 AM	25.Feb.2014 09:30 AM	Closed
Candidate 13	278	Embeded Engineer 01	Level 52 to 53	Canceled	Canceled	1. Bui Anh Khoa	20.Feb.2014 10:30 AM		Closed
Candidate 09	274		Level 48 to 51	To Interview	To Interview	1. Bui Anh Khoa	20.Feb.2014 09:30 AM		Open
Candidate 10	275		Level 48 to 51	To Interview	To Interview	1. Bui Anh Khoa	20.Feb.2014 09:30 AM		Open
Candidate 11	276		Level 48 to 51	To Interview	To Interview	1. Bui Anh Khoa	20.Feb.2014 09:30 AM		Open
Candidate 12	277		Level 48 to 51	To Interview	To Interview	1. Bui Anh Khoa	20.Feb.2014 09:30 AM		Open
Candidate 13	279	Embeded Engineer 01	Level 48 to 51	To Interview	To Interview	1. Bui Anh Khoa	20.Feb.2014 09:30 AM		Open
Candidate 01	267		Level 48 to 51	Interviewed	Interviewed	1. Bui Anh Khoa	19.Feb.2014 09:30 AM		Open
Candidate 02	268		Level 52 to 53	Interviewed	To Interview	1. Bui Anh Khoa	19.Feb.2014 09:30 AM		Closed
Candidate 03	269		Level 48 to 51	Interviewed	To Interview	1. Bui Anh Khoa	19.Feb.2014 09:30 AM		Open
Candidate 02	270		Level 52 to 53	Interviewed	To Interview	1. Bui Anh Khoa	19.Feb.2014 09:30 AM		Open
Candidate 04	271		Level 52 to 53	Interviewed	To Interview	1. Bui Anh Khoa	19.Feb.2014 09:30 AM		Open
Le Thi Hong Hanh	272		Level 48 to 51	Interviewed	To Interview	1. Bui Anh Khoa	19.Feb.2014 09:30 AM	27.Feb.2014 09:30 AM	Open
Candidate 08	273		Level 48 to 51	To Interview	To Interview	1. Bui Anh Khoa	19.Feb.2014 09:30 AM		Open

- Steps to search interview schedule:
  - ✔ User can input keywords into the following text-fields for his searching.
  - ✔ **Candidate Name**: name of candidate who has interview schedule. User can input at least 2 characters; system will populate the available candidates' names who have interview schedules. User can choose a candidate name for his searching.



- **Recruit Request**: a recruit request applied for an interview schedule. User can input at least 2 characters; system will populate the available recruit requests which have interview schedules. User can choose a recruit request name for his searching.



- **Technical Interview From**: technical interview taken from
- **Technical Interview To**: technical interview taken to
- **Technical Status**: interview schedule technical status
- **HR Status**: interview schedule HR status
- **Interview Schedule No**:

- On click of "**Search**" button Search to start searching available interview schedules
- On click of "**Reset**" button Reset to reset all entered search keywords
- On click on "**Create Interview Schedule**" button Create Interview Schedule, system will navigate to the page of "**Create Interview Schedule**". The entered keywords still exists on the next page.
- 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
				Level 52						
		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 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.

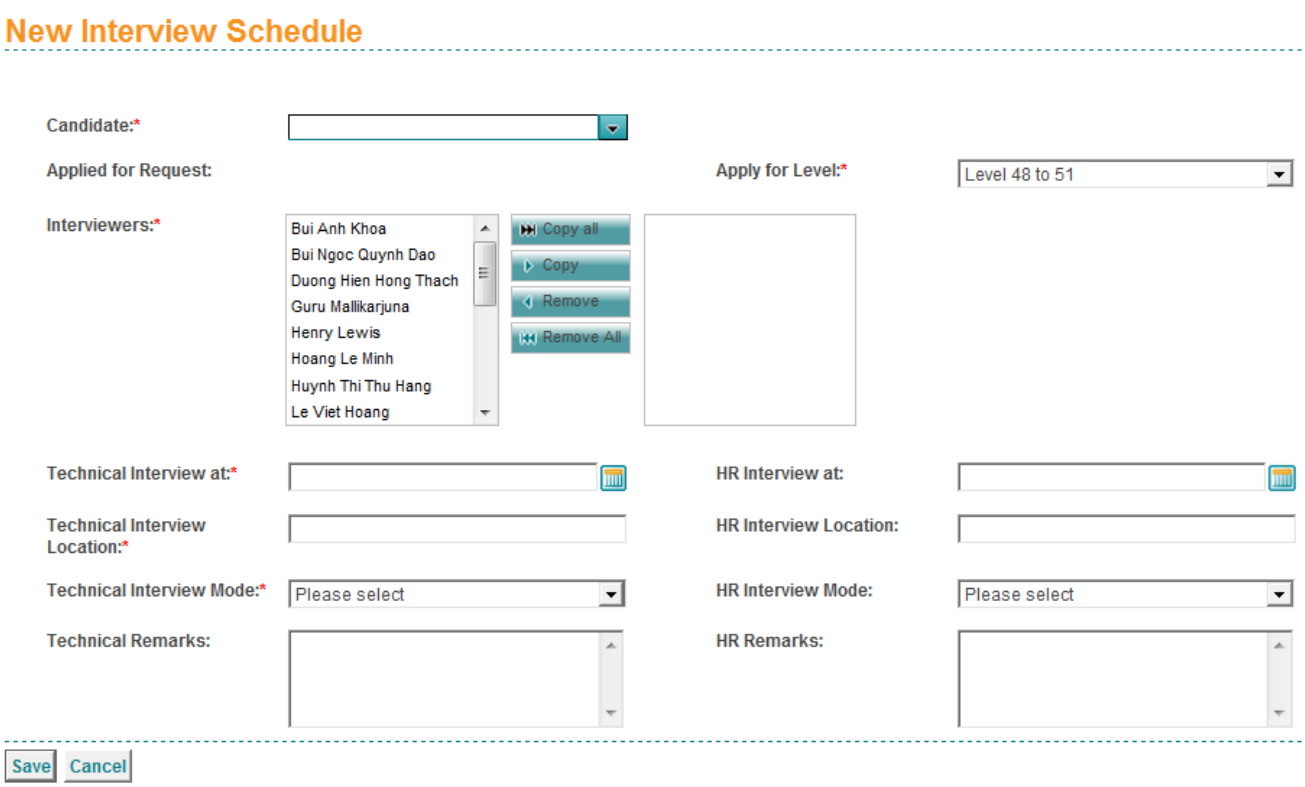
✔ On click on "**Give/Edit Technical Feedback**" icon, system will navigate to the page of "**Give/Edit Technical Feedback**". On this page, user (interviewers) can give their own technical feedback for selected candidate. Please refer this link for more details about Technical Feedback module.

✔ 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"**:
  - ✔ GM, DH, GrM, HR, and Interviewer

• Create Interview Schedule

- Access Path:
  - ✔ **Interview Schedules > Create Interview Schedule**
  - ✔ **Candidates > Search Candidates > Create Interview Schedule**
- The purpose of this page is to provide a screen for user to create a new technical interview schedule.
- Screen: the following screen will appear.



- Steps to create a new technical interview schedule:

  - ✔ Fill in the form text fields:

    - **Candidate**: candidate name
    - **Applied for Request**: This technical interview schedule will apply for this recruit request. The recruit request value should be automatically populated from chosen Candidate.
    - **Applied for Level**: level will be applied for this recruit request. If this value is set, system will load the corresponding technical questions for interviewers when they want to give feedback.
    - **Interviewers**: technical interviewers. This list would be automatically populated by default on page load. Only the users who have the role of “Interviewer” should be populated.
    - **Technical Interview at**: time of technical interview will be taken place
    - **Technical Interview Location**: where the technical interview will be taken place
    - **Technical Interview Mode**: mode of technical interview (Personal or Telephone)
    - **Technical Remarks**: remarks for this technical interview schedule
    - **HR Interview at**: time of HR interview will be taken place

- **HR Interview Location**: where the HR interview will be taken place
- **HR Interview Mode**: mode of HR interview (Personal or Telephone)
- **HR Remarks**: remarks for this HR interview schedule

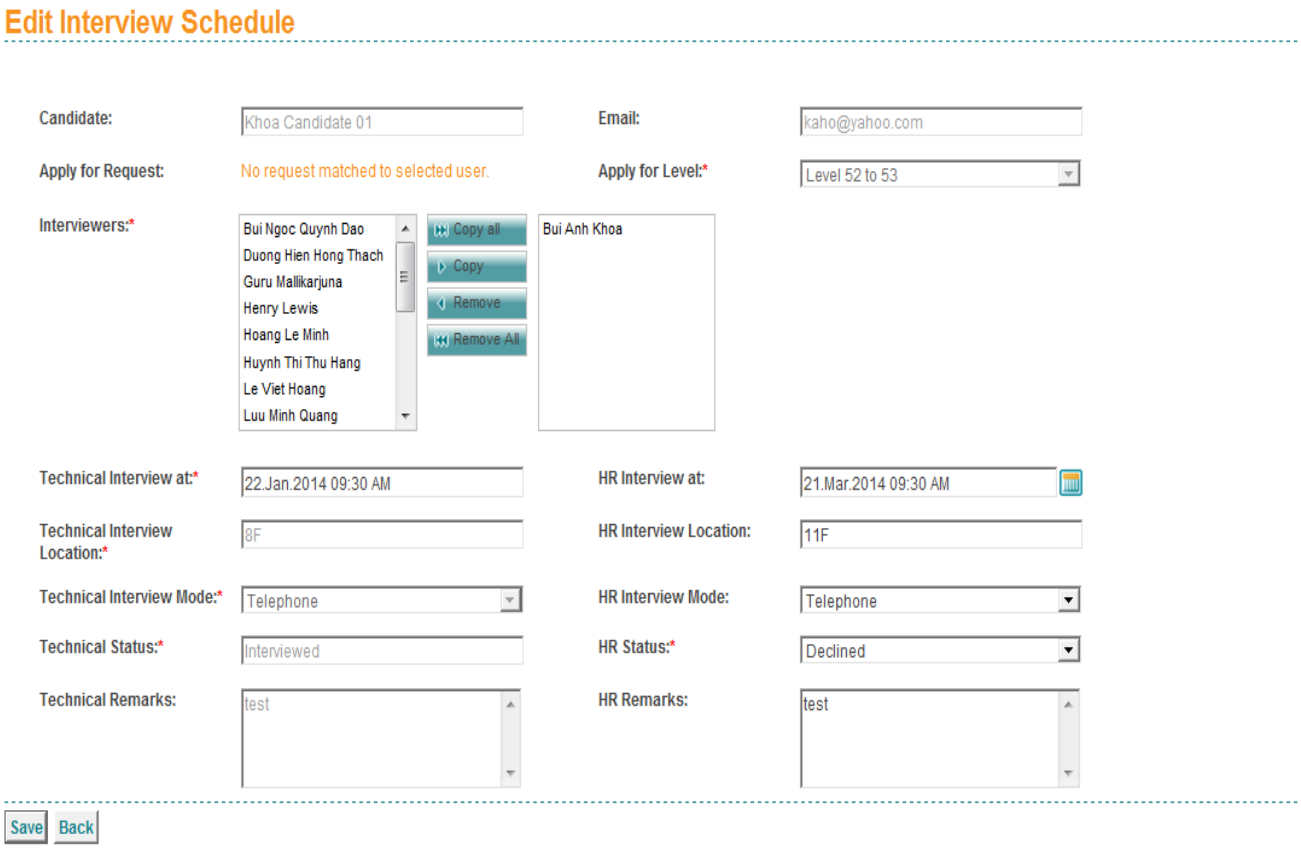
✔ On click of "**Save**" button Save, system will save all changes and send appointment event to inform to all interviewers the details of candidate interview schedule.

- On click of "**Cancel**" button, system will navigate to the page of "**Search Interview Schedules**".
- List of roles can get access to the page of "**Create Interview Schedule**":

  ✔ GM, DH, GrM and HR

Edit Interview Schedule

- Access Path: **Interview Schedules > Search Interview Schedules > Edit Interview Schedule**
- The purpose of this page is to provide a screen for user to edit an interview schedule. The edit action could be: change time of interview, location or status of interview schedule…
- Screen: the following screen will appear.



- Steps to edit an interview schedule:
  - ✔ Modify form fields data. Please refer here to view details of interview schedule form fields.
  - ✔ On click of "**Save**" button , system will save all changes and send appointment event to inform to all interviewers the changes of details of candidate interview schedule.
- 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.
- List of roles can get access to the page of "**Edit Interview Schedule**":
  - ✔ GM, DH, GrM and HR

• View Interview Schedule

- Access Path: **Interview Schedules > Search Interview Schedules > Edit Interview Schedule**

- The purpose of this page is to provide a screen for user to view an 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		
Status:	Technical Scheduled	Date of Birth:	1985
Email:	mai.nguyenngoc@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
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	

- List of roles can get access to the page of "**View Interview Schedule**":

- GM, DH, GrM, HR and Interviewer. For the role of Interviewer, he only sees interview schedules that he was involved as one of interviewers.

• Technical Feedback

Give Technical Feedback

- Access Path: **Interview Schedules > Search Interview Schedules > Give Technical Feedback**
- The purpose of this page is to provide for interviewers a screen to give technical feedback for a candidate.
- Interviewer can give his technical feedback if only candidate's status matches one of two following cases:
  - **To Interview**
  - **Technical On Hold**
- Steps to access to the page of "**Give Technical Interview Feedback**":
  - Access to page of "**Search Interview Schedules**". A screen should be loaded:

Candidate Name	Interview Schedule No	Recruitment Request Name	Applied for Level	Technical Status	HR Status	Interviewers	Technical Interview at	HR Interview at	Open
Nguyen Ngoc Ngan	281		Level 48 to 51	To Interview	To Interview	1. Bui Anh Khoa	26.Feb.2014 09:30 AM		Open
Nguyen Ngoc Ngan	280		Level 48 to 51	Interviewed	Interviewed	1. Nguyen Ngoc Mai	25.Feb.2014 09:00 AM	25.Feb.2014 09:30 AM	Closed
Candidate 13	278	Embeded Engineer 01	Level 52 to 53	Canceled	Canceled	1. Bui Anh Khoa	20.Feb.2014 10:30 AM		Closed
Candidate 09	274		Level 48 to 51	To Interview	To Interview	1. Bui Anh Khoa	20.Feb.2014 09:30 AM		Open
Candidate 10	275		Level 48 to 51	To Interview	To Interview	1. Bui Anh Khoa	20.Feb.2014 09:30 AM		Open

  - User can search **by Candidate Name** to find out the corresponding interview schedule (as compared to interview schedule invitation mail) to give technical feedback. However, user can search by **Interview Schedule No** for faster access.
  - On click of "**Give Technical Feedback**" icon , system will navigate to the page of "**Give Technical Interview Feedback**".
  - The following screen will appear,

Home | Candidates | Interview Schedule | Recruit Request | Help | Welcome: Bui Anh Khoa | BOSCH Invented for life

Give Technical Interview Feedback

Candidate:	Khoa Candidate 02	**Interview Time:**	02.Jan.2014 09:30 AM
Recruit Request:		**Interview Type:**	Telephone
Interviewers:	1. Bui Anh Khoa	**Applied for Level:**	Level 48 to 51
Status:	Technical Scheduled		

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)	○ 1 ○ 2 ○ 3 ○ 4 ○ NR	
Engineering process overview (appreciation for life cycle)	○ 1 ○ 2 ○ 3 ○ 4 ○ NR	
Passion for Engineering (enthusiasm & sense of achievment on the previous assignments)	○ 1 ○ 2 ○ 3 ○ 4 ○ NR	
Position specific Competency (to be filled-in by the panel, prior to interview)		
	○ 1 ○ 2 ○ 3 ○ 4 ○ NR	
	○ 1 ○ 2 ○ 3 ○ 4 ○ NR	
	○ 1 ○ 2 ○ 3 ○ 4 ○ NR	

Behavioural Competence

Communication (The ability to express own thoughts, ideas and view points clearly and to make its impact)	○ 1 ○ 2 ○ 3 ○ 4 ○ NR	
Self-confidence (Faith in one's own ideas and capabilities to be successful; willingness to take and independent position in the face of opposition)	○ 1 ○ 2 ○ 3 ○ 4 ○ NR	
Initiative (Identifying what needs to be done and doing it before being asked or before the situation requires it)	○ 1 ○ 2 ○ 3 ○ 4 ○ NR	
Analytical thinking (Approaching a problem by using a logical, systematic, sential approach, overall judgment based on situational analysis)	○ 1 ○ 2 ○ 3 ○ 4 ○ NR	
Personal projection (Ability to project self professionally and with high amount of confidence and appropriate body language and energy)	○ 1 ○ 2 ○ 3 ○ 4 ○ NR	

Other comments

(Please write your comments, as observed during the interview)

Experience Highlights (on relevancy with current position)

Academic performance highlights

Any other specific strengths, that is relevant for the position

Overall Evaluation

- ○ Highly Recommended
- ○ Recommended
- ○ Recommended but requires internal training
- ○ Rejected (Reasons to be stated below)
- ○ Refer to (mention Dept/NE)

Final Recommendation

Total Experience:		**Relevant Experience for fitment:**	
Level Recommended:		**Recruited for (Group):**	
For Location:		**Required to join by:**	
To be reviewed for promotion (date), if any:			

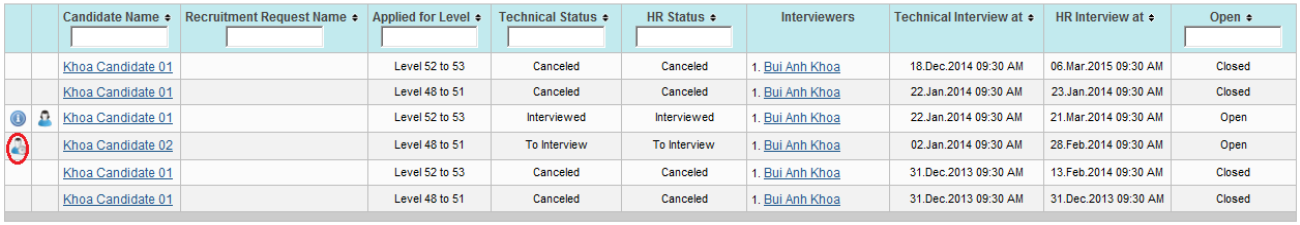
Save | Cancel

- Relied on the level of candidate (from 52 to 53, for example), a corresponding set of questions would be populated by default on page load. This set only could be changed by Admin.
- Steps to give technical feedback:
  - ✔ Fill in all text fields; all of them are required.
  - ✔ On click of "**Save**" button to finish.
  - ✔ Once a technical feedback given, a notification mail would be sent to owner of this interview schedule and all of interviewers to inform the result.
  - ✔ On click of "**Cancel**", system will navigate to the page of "**Search Interview Schedules**".
  - ✔ List of roles can get access to the page of "**Give Technical Feedback**":
    - Only logged in user who was one of interviewers of interview schedule can give technical feedback.

Edit Technical Feedback

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

- The purpose of this page is to provide a screen for interviewers to modify their technical feedback.
- Steps to access to the page of "**Edit Technical Feedback**"
  - ✔ Access to page of "**Search Interview Schedules**". A screen should be loaded:



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

  - ✔ User can search **by Candidate Name** to find out the corresponding interview schedule (as compared to interview schedule invitation mail) to give technical feedback. However, user can search by **Interview Schedule No** for faster access.

- On click of "**Edit Technical Feedback**" icon , system will navigate to the page of "**Edit Technical Interview Feedback**".
- A screen will appears as following,

Home | Candidates | Interview Schedule | Recruit Request | Help | Welcome: Bui Anh Khoa | BOSCH Invented for life

Edit 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:	Joined		

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)	○ 1 ○ 2 ◉ 3 ○ 4 ○ NR	test after declined
Customer Orientation (Observation based on solution mind-set and Demonstrated concern for satisfying one's external and/or internal customers)	○ 1 ○ 2 ◉ 3 ○ 4 ○ NR	test after declined
Change Management Change Management (Past experience in driving and successfully rolling-out change management initiatives)	○ 1 ○ 2 ◉ 3 ○ 4 ○ NR	test after declined
Entrepreneurial Orientation (Looking for and seizing profitable business opportunities; taking calculated risks to achieve business goals)	○ 1 ○ 2 ◉ 3 ○ 4 ○ NR	test after declined
Position specific Competency (The competency requirement to be captured in advance, from the approved RRF)		
test after declined	○ 1 ○ 2 ◉ 3 ○ 4 ○ NR	test after declined
test after declined	○ 1 ○ 2 ◉ 3 ○ 4 ○ NR	test after declined
test after declined	○ 1 ◉ 2 ○ 3 ○ 4 ○ NR	test after declined

Behavioural Competence

(Kindly tick the appropriate rating, please mark if any compentency is not checked)

Persuasive Communication (The ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences)	○ 1 ○ 2 ○ 3 ○ 4 ◉ NR	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)	◉ 1 ○ 2 ○ 3 ○ 4 ○ NR	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)	○ 1 ◉ 2 ○ 3 ○ 4 ○ NR	test after declined
Personal projection (Ability to project self professionally and with high amount of confidence and appropriate body language and energy)	○ 1 ○ 2 ◉ 3 ○ 4 ○ NR	test after declined

Other comments

(Please state your comments, as observed during the interveiw)

Experience Highlights (relevancy etc)	○ 1 ○ 2 ◉ 3 ○ 4 ○ NR	test after declined
Academic performance highlights (if any)	○ 1 ○ 2 ◉ 3 ○ 4 ○ NR	test after declined
Potential for growth	○ 1 ○ 2 ◉ 3 ○ 4 ○ NR	test after declined
Any other specific strenghts	○ 1 ○ 2 ◉ 3 ○ 4 ○ NR	test after declined

Overall Evaluation

- ○ Highly Recommended
- ◉ Recommended
- ○ Recommended but requires internal training
- ○ Rejected (Reasons to be stated below)
- ○ Refer to (mention Dept/NE)

Total Experience

Total Experience:	2.0	**Relevant Experience for fitment:**	2.0
Level Recommended:	50	**Recruited for (Group):**	test after declined
For Location:	test after declined	**Required to join by:**	16.Jan.2014
To be reviewed for promotion (date), if any:	24.Apr.2014		

Save | Cancel

- Interviewer can edit his technical feedback if only candidate's status matches one of two following cases:
  - ✔ Technical Status is "**Interviewed**"
  - ✔ HR Status is "**To Interview**"
- List of roles can get access to the page of "**Edit Technical Feedback**",
  - ✔ Only logged in user who was one of interviewers of interview schedule can edit technical feedback.

View Technical Feedback

- Access Path: **Interview Schedules > Search Interview Schedules > View Technical Feedback**
- The purpose if this page is to provide for interviewers a screen to view technical feedback. Normally, this page is often used by HR once interviewers gave their technical feedback.
- Interviewer can view his technical feedback if only candidate's status matches one of two following cases:
  - ✔ Technical Status is "**Interviewed**"
  - ✔ HR Status is "**Interviewed**"
- Steps to access to the page of "**View Technical Feedback**"
  - ✔ Access to page of "**Search Interview Schedules**". A screen should be loaded:

		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

  - ✔ User can search **by Candidate Name** to find out the corresponding interview schedule (as compared to interview schedule invitation mail) to give technical feedback. However, user can search by **Interview Schedule No** for faster access.

- On click of “**View Technical Feedback**” icon , system will navigate to the page of “**View Technical Interview Feedback**”.
- 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)	1 2 **3** 4 NR	test after declined
Customer Orientation (Observation based on solution mind-set and Demonstrated concern for satisfying one's external and/or internal customers)	1 2 **3** 4 NR	test after declined
Change Management Change Management (Past experience in driving and successfully rolling-out change management initiatives)	1 2 **3** 4 NR	test after declined
Entrepreneurial Orientation (Looking for and seizing profitable business opportunities; taking calculated risks to achieve business goals)	1 2 **3** 4 NR	test after declined
Position specific Competency (The competency requirement to be captured in advance, from the approved RRF)		
test after declined	1 2 **3** 4 NR	test after declined
test after declined	1 2 **3** 4 NR	test after declined
test after declined	1 **2** 3 4 NR	test after declined

Behavioural Competence

(Kindly tick the appropriate rating, please mark if any compentency is not checked)

Persuasive Communication (The ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences)	1 2 3 4 **NR**	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)	**1** 2 3 4 NR	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)	1 **2** 3 4 NR	test after declined
Personal projection (Ability to project self professionally and with high amount of confidence and appropriate body language and energy)	1 2 **3** 4 NR	test after declined

Other comments

(Please state your comments, as observed during the interveiw)

Experience Highlights (relevancy etc)	1 2 **3** 4 NR	test after declined
Academic performance highlights (if any)	1 2 **3** 4 NR	test after declined
Potential for growth	1 2 **3** 4 NR	test after declined
Any other specific strenghts	1 2 **3** 4 NR	test after declined

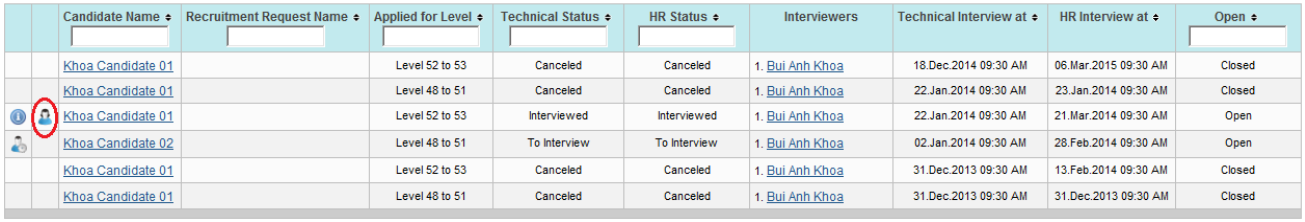
- List of roles can get access to the page of "**View Technical Feedback**",
  - ✔ Only logged in user who was one of interviewers of interview schedule can view technical feedback.

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**

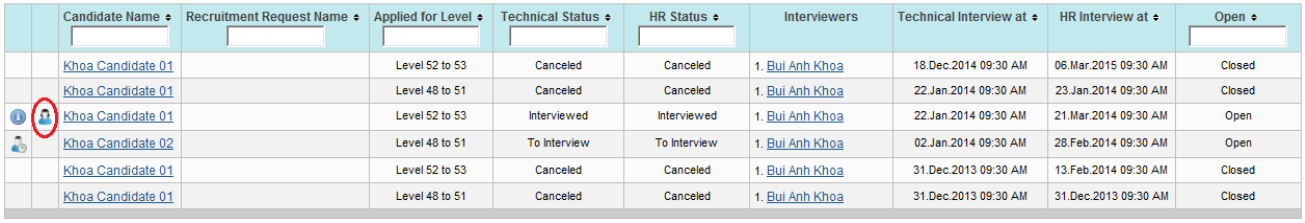


Candidate Name	Recruitment Request Name	Applied for Level	Technical Status	HR Status	Interviewers	Technical Interview at	HR Interview at	Open
Khoa Candidate 01		Level 52 to 53	Canceled	Canceled	1. Bui Anh Khoa	18.Dec.2014 09:30 AM	06.Mar.2015 09:30 AM	Closed
Khoa Candidate 01		Level 48 to 51	Canceled	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"**:
  - ✔ 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
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 "**Edit HR Feedback"**:
  - ✔ 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
		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 "**View HR Feedback**":
  - ✔ HR

6. Admin

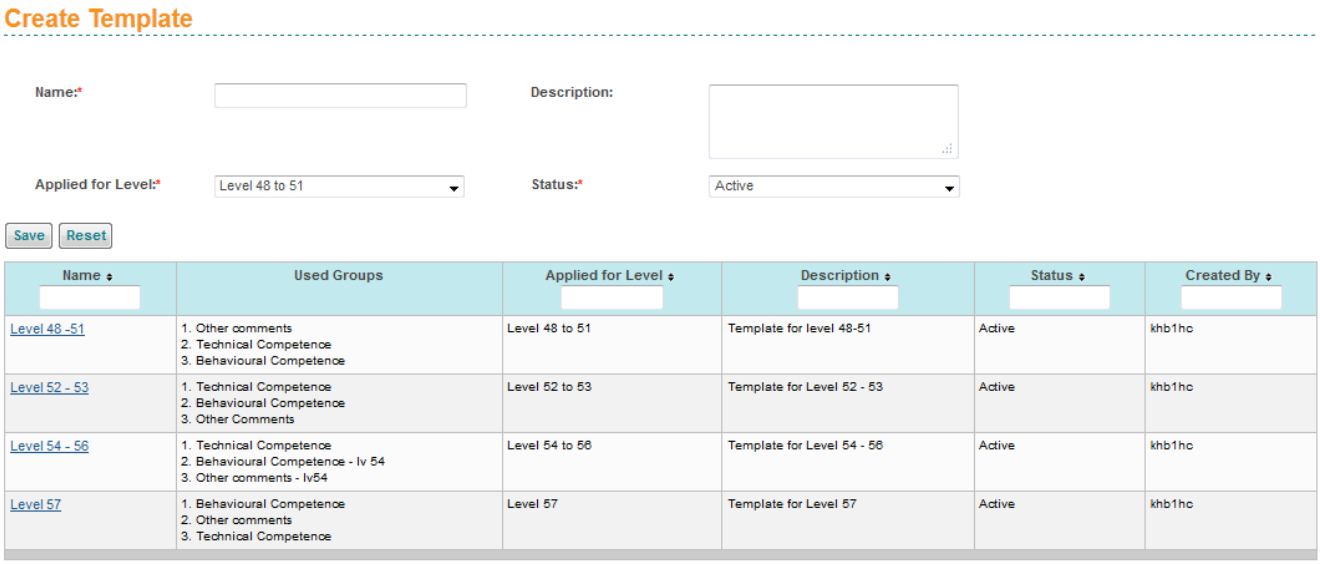
Note: Only visible for user has role of “admin”

- **Interview assessment**

Template

Template List

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



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 - lv 54 3. Other comments - lv54	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):
  - ✔ Create Attributes. Every attribute is an interview question.

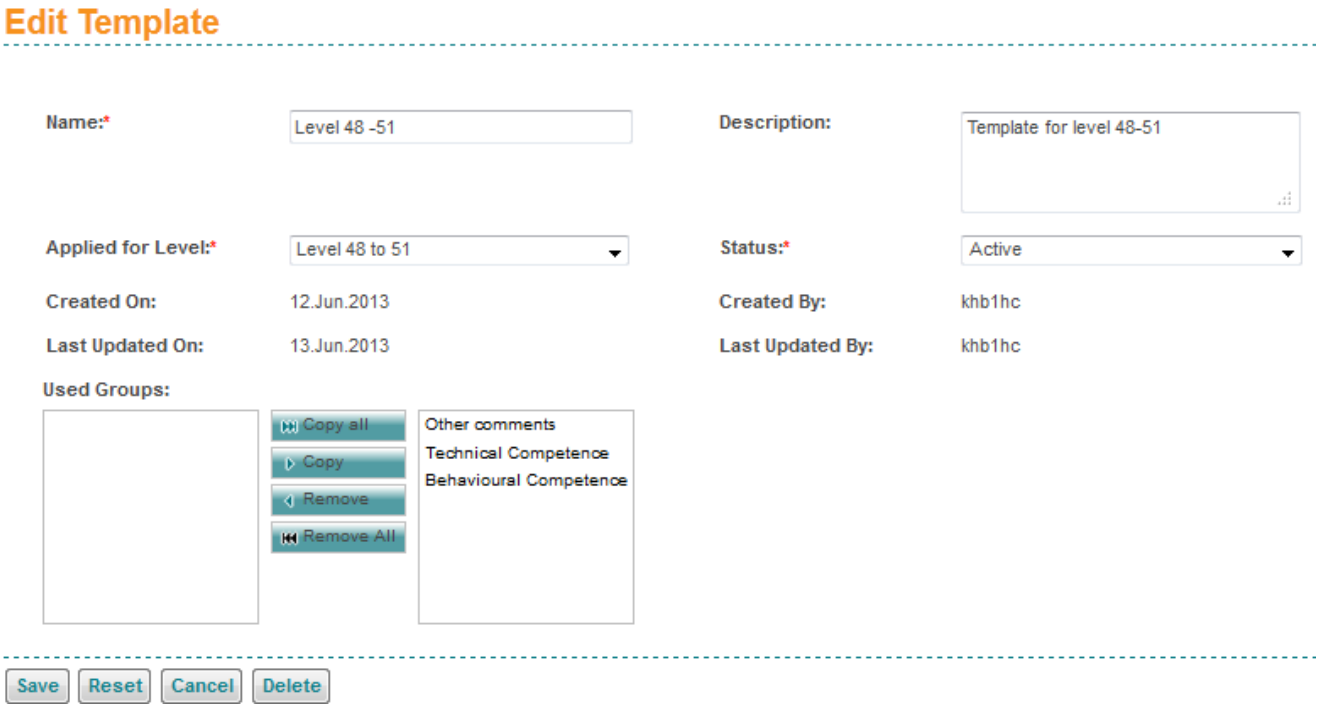
- ✔ Create Lines. Map Attributes to a Line.
- ✔ Create Groups. Map Line to Group.
- ✔ Create Template. Map Groups to Template.

- 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.



- 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:
  - ✔ Other comments
  - ✔ Technical Competence
  - ✔ Behavioral Competence

Group List

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

Create Group

Name* | Description:

Value: | Color:* #474747

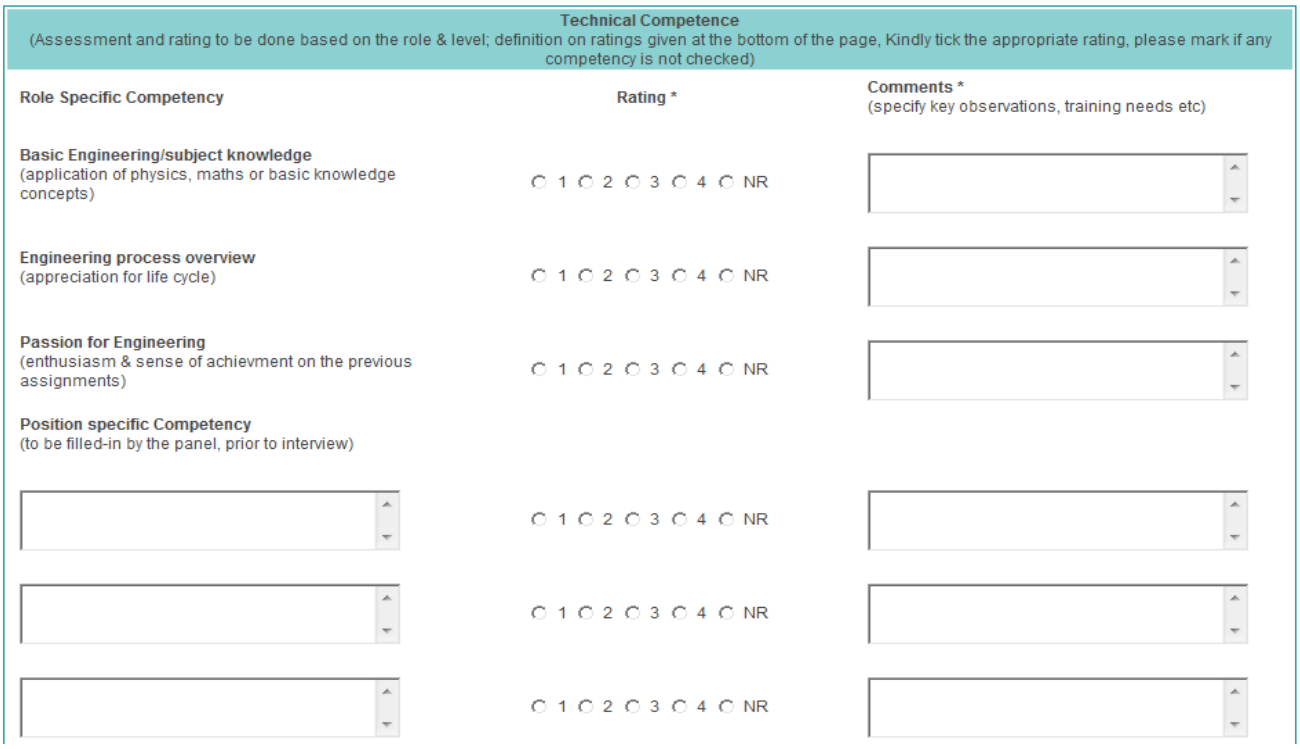
Background* #8CD1D1 | Colspan* 1

Position* 1

Save | Reset

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 compentency 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 interveiw)	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

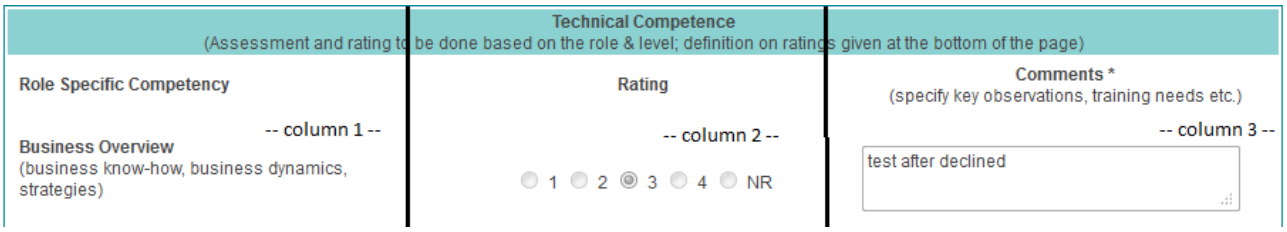
- A Group contains a list of Lines, the screen is visible on Technical Feedback Form looks like this:



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)	1 2 3 4 NR	
Engineering process overview (appreciation for life cycle)	1 2 3 4 NR	
Passion for Engineering (enthusiasm & sense of achievment on the previous assignments)	1 2 3 4 NR	
Position specific Competency (to be filled-in by the panel, prior to interview)		
	1 2 3 4 NR	
	1 2 3 4 NR	
	1 2 3 4 NR	

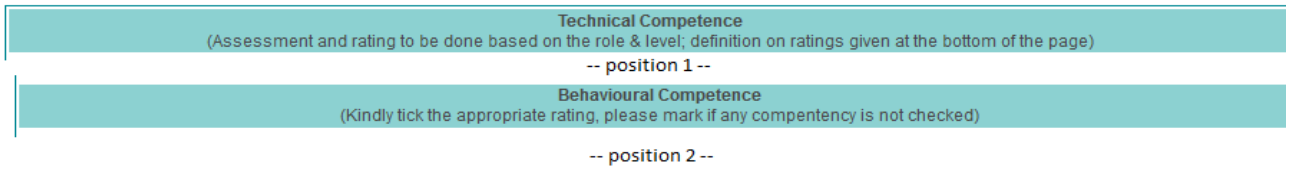
- Create Group: This is to describe what properties of a Group are,
  - ✔ Name: name of a Group
  - ✔ Description: description of a Group
  - ✔ Value: value of a Group
  - ✔ Color: color of a Group text (#474747)
  - ✔ Background: background of a Group (#8CD1D1)
  - ✔ Colspan: total columns of a Group 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 * (specify key observations, training needs etc.)
-- column 1 --	-- column 2 --	-- column 3 --
Business Overview (business know-how, business dynamics, strategies)	1 2 3 4 NR	test after declined

  - ✔ 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:

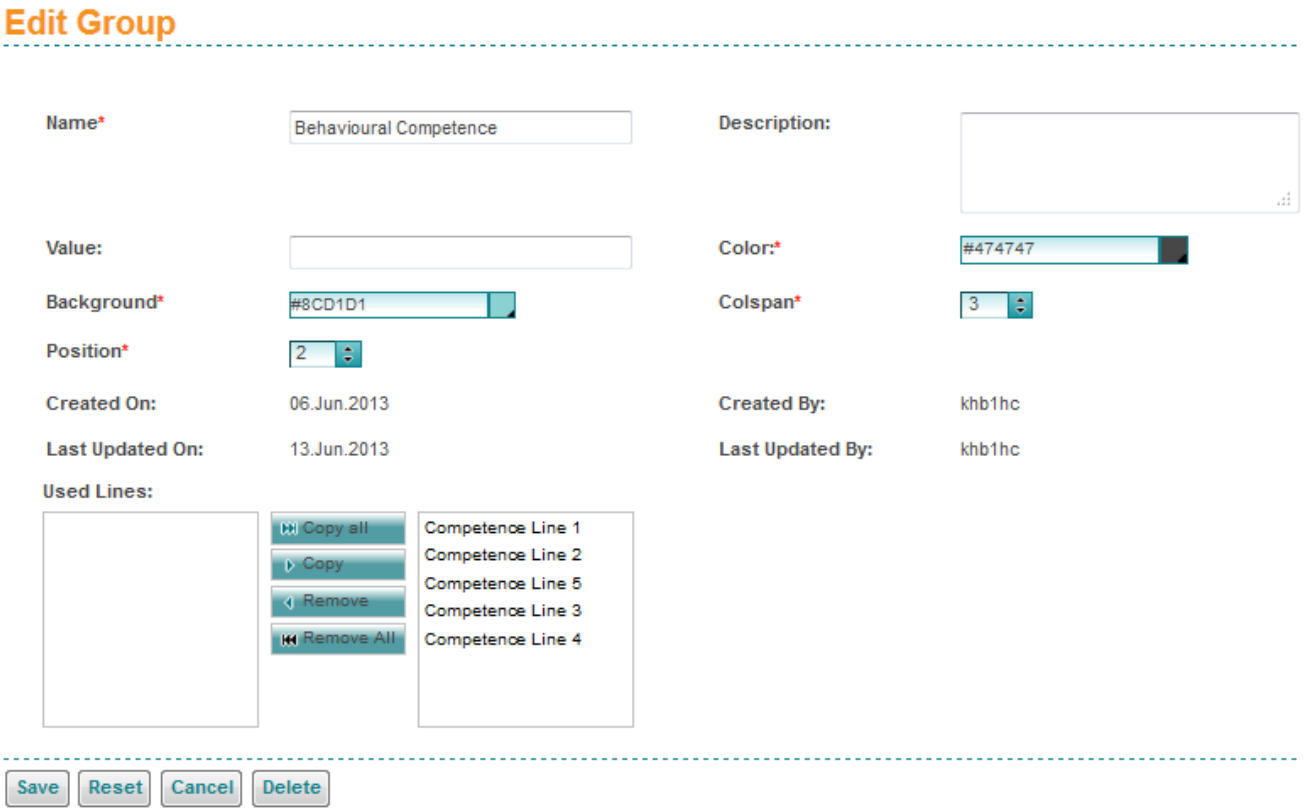


Technical Competence
(Assessment and rating to be done based on the role & level; definition on ratings given at the bottom of the page)
-- position 1 --

Behavioural Competence
(Kindly tick the appropriate rating, please mark if any compentency is not checked)
-- position 2 --

Edit Group

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



- 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:
  - ✔ Competence Line 1
  - ✔ Competence Line 2
  - ✔ Competence Line 3
  - ✔ Competence Line 4
  - ✔ 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

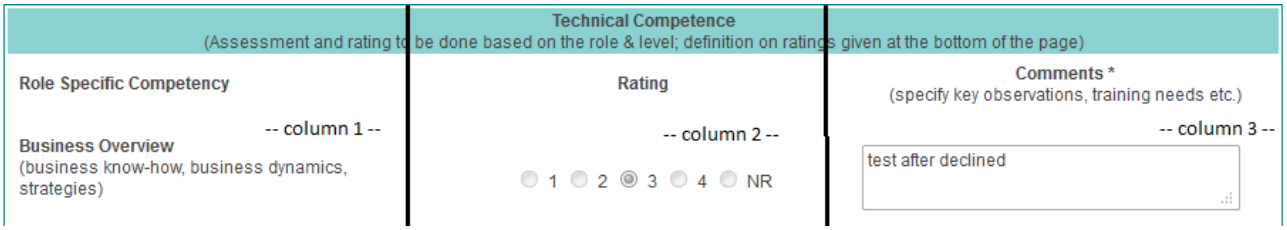
Save Reset

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

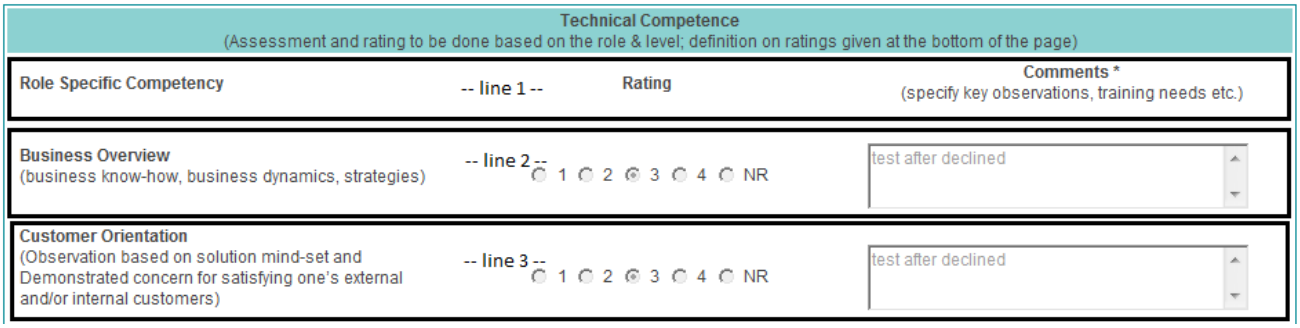
«« « 1 2 3 4 » »»

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

- Create Line:
  - ✔ Name: name of a Line
  - ✔ Description: description of a Line
  - ✔ 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

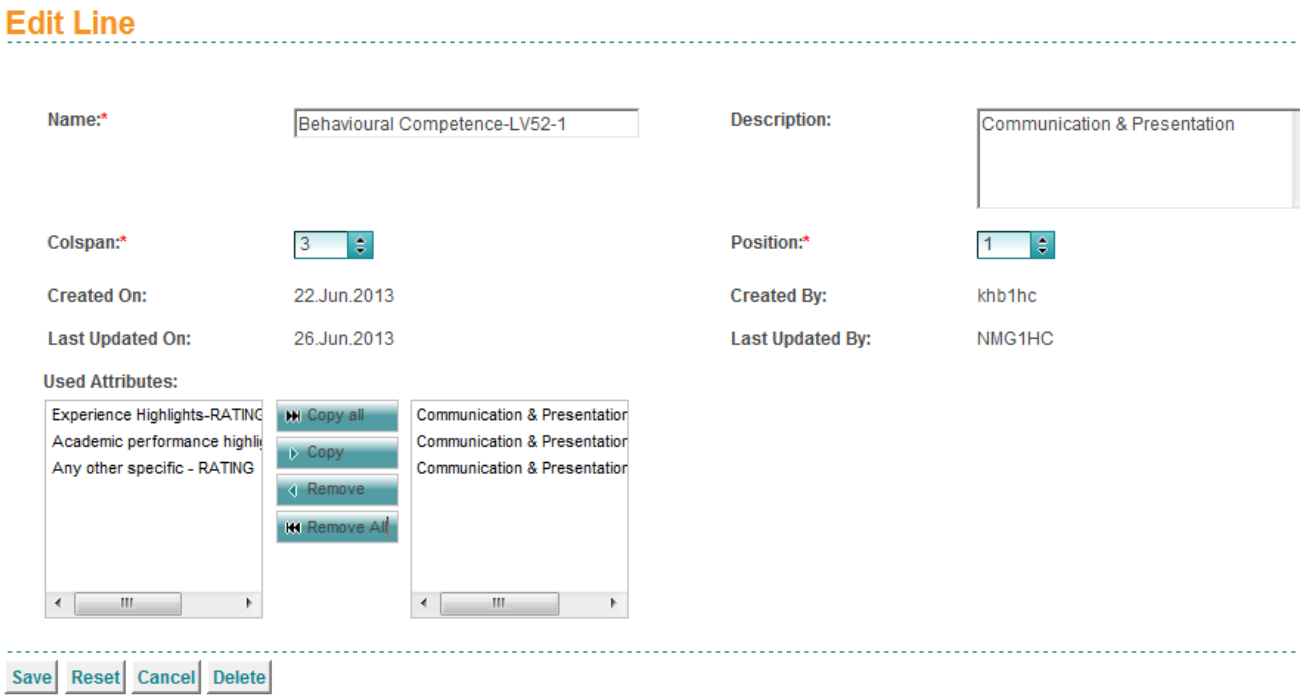


  - ✔ Position: position (order) of a Line displayed on every Group. For example, the Attribute "**Line 1**" position is set to 1, "**Line 2**" 2 and "**Line 3**" 3:



Edit Line

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



- 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:
  - ✔ Communication & Presentation 1
  - ✔ Communication & Presentation 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:*

Label:*

Description:

Colspan:* 1

Control Type:* Text

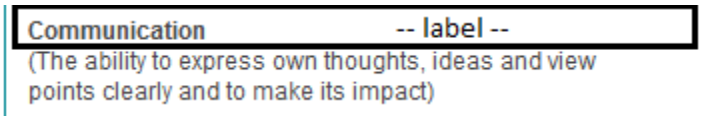
Align:* Left

Position:* 1

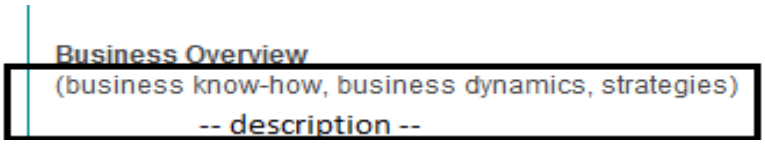
Save Reset

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, sential 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 strenghts-L57	Other Comments-LV57-4		Any other specific strenghts	Text	1		1	NMG1HC
Any other specific strenghts-L57-C	Other Comments-LV57-4		Any other specific strenghts-L57-C	Text Area	1		3	NMG1HC
Any other specific strenghts-L57-R	Other Comments-LV57-4		Any other specific strenghts-L57-R	Radion Button	1	lineDirection	2	NMG1HC
Any other specific strengths	Other Comments-LV54-4		Any other specific strengths	Text	1		1	NMG1HC
Any other specific strengths, that is relevant for the position	Other Comments-LV48-3		Any other specific strengths, that is relevant for the position	Text	1		1	khb1hc
Any other specific strengths, that is relevant for the position	Other comments-LV52-3		Any other specific strengths, that is relevant for the position	Text	1		1	NMG1HC

- Create Attribute:
  - ✔ Name: name of an Attribute.
  - ✔ Label: label of an Attribute.



  - ✔ Description: description of an Attribute.



  - ✔ Control Type: current RTS supports 4 types of HTML control, which are:
    - **Text**: Passion for Engineering (enthusiasm & sense of achievment on the previous assignments)
    - **Text Field**:
    - **Text Area**:
    - **Radio Button**: 1 2 3 4 NR
  - ✔ 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
  - ✔ 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.

Experience Highlights (on relevancy with current position) -- colspan = 2 --	-- colspan = 1 --

✔ 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:

Experience Highlights (on relevancy with current position) -- postion 1 --	-- position 2 --

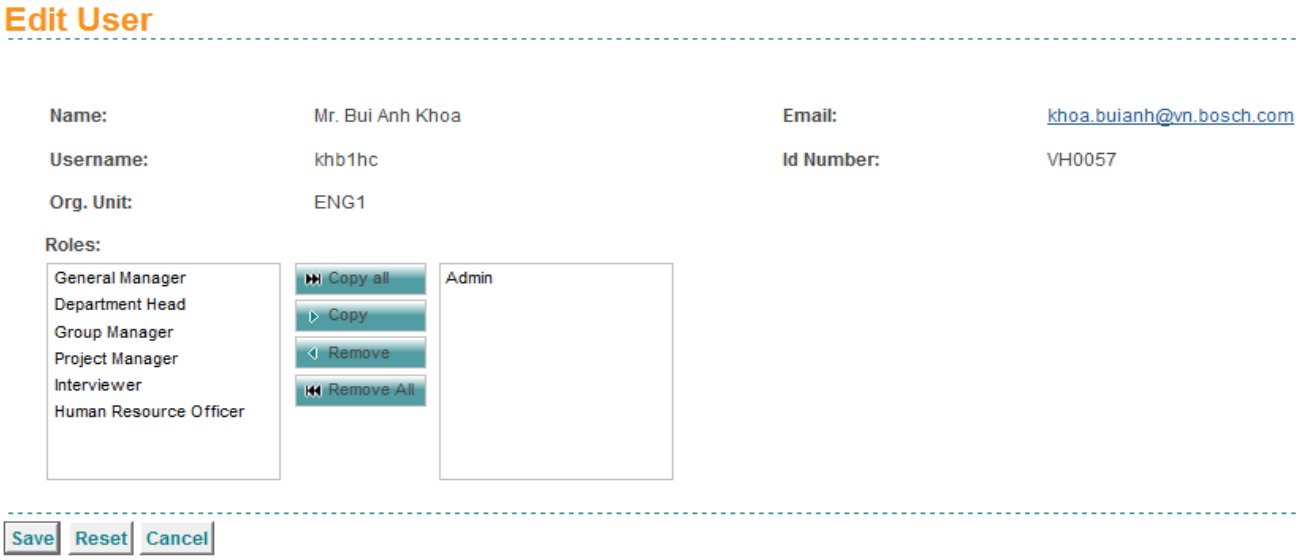
- User List
  - Access Path: **Admin > Users List > Users List**
  - Screen: the following screen will appear.

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	MaganuruGurumallaiah.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.nguyenngoc@vn.bosch.com	VH0241	ETI1	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.nguyenvinhngoc@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

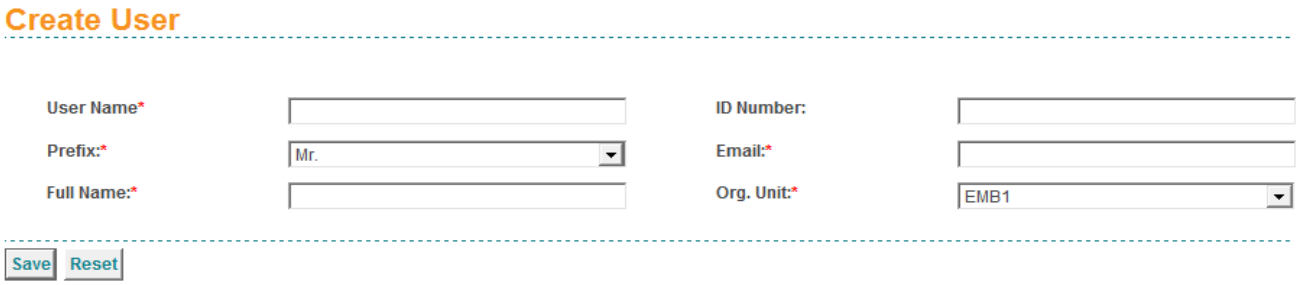
  - This screen is being used for creating/editing users for RTS application.

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



  - 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.



  - 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.