

## User Manual – Add Requirement Form

### Document Overview

- Title : User Manual – Add Requirement Form
  - Purpose : To guide HR personnel and recruiters on how to use the Add Requirement form to create a new job requirement.
  - Target Audience :
    - HR Recruiters
    - Talent Acquisition Team
    - Internal Recruiters
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### 1. Introduction

The Add Requirement form is used to create a new job requirement in the recruitment system. It allows users to input all necessary details about the job, including job title, experience, salary, perks, interview process, and company information.

After completing the form, users are redirected to the Allocate Requirement screen to assign the job to recruiters, teams, freelancers, or vendors.

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### 2. Step-by-Step Guide to Fill the Form

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#### Section 1: Job Details

##### **Fields:**

- Job Title / Designation (Required)
  - Enter the job title, e.g., "Software Engineer".
- Employment Type (Required)
  - Choose from: Full Time / Contract / Freelance
- Client Details (Required)

- Select from: TCS, IBM, HCL, Capgemini
  - Background Check
    - Select from: Stating - Ending PF Details
  - Key Skills
    - Enter skill name and relevant experience (in years).
    - Click "Add Skill" to add to the list.
    - You can remove skills by clicking the "x" button.
  - Department & Role Category (Required)
    - Enter the department and role category (e.g., IT / Software).
  - Work Mode (Required)
    - Choose from: Hybrid, Remote, Office
    - If Hybrid , enter Hybrid Norm (e.g., “3 days office, 2 days remote”).
  - Shift Type (Required)
    - Choose from: Morning, Evening, Night, Rotational, etc.
    - If Other, enter a custom shift type.
  - Day Range (Required)
    - Choose from: Monday-Friday, Weekend, etc.
    - If Other, enter a custom day range.
  - Job Location (Required)
    - Enter the job location (e.g., Bangalore).
  - Include Candidates Willing to Relocate
    - Check this box if candidates willing to relocate are allowed.
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## ◆ Section 2: Experience & Salary

### Fields:

- Work Experience (Min & Max in years) (Required)

- Enter the minimum and maximum years of experience required.
  - Salary Type (Required)
    - Choose from: Annual or Monthly
  - Salary Range (Required)
    - Enter minimum and maximum salary offered.
  - Variable Salary Component
    - Enter the percentage of salary that is variable.
  - Hide Salary Details from Candidates
    - Check this box if you want to hide salary details from applicants.
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### ◆ Section 3: Education & Diversity

#### Fields:

- Educational Qualification (Required)
    - Enter the required educational qualification (e.g., B.Tech).
  - Diversity Preferences
    - Choose from:
      - All
      - Male
      - Female
      - Women returning to work
      - Differently-abled
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### ◆ Section 4: Perks & Benefits

#### Fields:

- Add Perks & Benefits
  - Select from a list of predefined perks (e.g., Health Insurance, Work from Home).

- Click "Add" to add to the list.
  - You can remove perks by clicking the "x" button.
  - Other Perk/Benefit
    - If "Other" is selected, enter a custom perk or benefit.
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#### ◆ Section 5: Job Description

##### **Fields:**

- Job Description (Required)
    - Enter the role and responsibilities.
    - Include the Preferred Candidate Profile as part of the description.
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#### ◆ Section 6: Interview Rounds

##### **Fields:**

- Number of Interview Rounds
    - Enter the number of interview rounds (e.g., 2).
  - For each round:
    - Round Name (e.g., "1st Round")
    - Interview Mode
      - Choose from: Face to face, Telephonic, Video Interview, etc.
    - Interview Type
      - Choose from: Technical, HR, Managerial, etc.
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#### ◆ Section 7: Vacancy

##### **Fields:**

- More than one vacancy?
  - Choose: Yes or No

- If Yes , enter the number of vacancies .
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#### ◆ Section 8: Company Info

##### **Fields:**

- Company Name (Required)
    - Enter the company name.
  - Company Website
    - Enter the company's official website.
  - About Company (Required)
    - Enter a brief description of the company.
  - Company Address
    - Enter the company's address.
  - Auto-refresh job posting
    - Check this box to automatically refresh the job at defined intervals.
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#### 4. Submitting the Form

1. After filling all required fields, scroll to the bottom of the form.
2. Click the "Save" button.
3. You will be redirected to the Allocate Requirement screen to assign the job to recruiters or vendors.