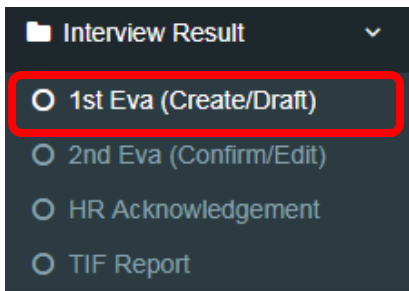
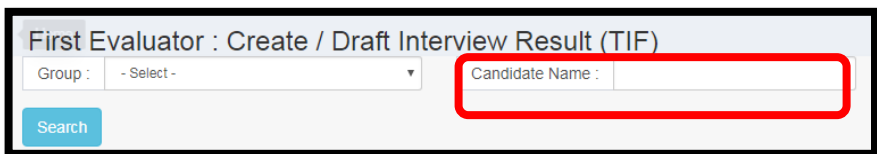
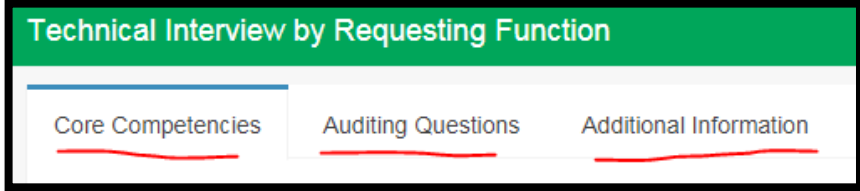


## User Manual Guideline – Evaluator

Step 1	Internet Browser	<ul style="list-style-type: none"> <li>▪ “<b>Chrome</b>” is <b>recommended</b>. It is very much easier when evaluating / reviewing Technical Interview Form (TIF)</li> <li>▪ Quick installation &gt;&gt;&gt; <a href="#">Download Chrome</a></li> </ul>
Step 2	Link	<ul style="list-style-type: none"> <li>▪ <a href="#">HCM Link</a></li> <li>OR</li> <li>▪ T-World → Practice Support Units → PPC → Human Resources</li> </ul>
Step 3	<p><b>First Evaluator Role</b></p>  <p><i>Important Note: Second Evaluator acts as the final evaluator.</i></p> <p><i>Any changes from Second Evaluator is considered as the final decision.</i></p>	<ol style="list-style-type: none"> <li>1) Click “<b>1st Eva (Create / Draft)</b>”</li> <li>2) Search “<b>Candidate Name</b>”  </li> <li>3) Recheck information of the candidate</li> <li>4) Always “<b>Save Draft</b>” as the session is only 15 minutes.</li> <li>5) There are <b>3 sections</b> to complete: <ul style="list-style-type: none"> <li>&gt; Core Competencies</li> <li>&gt; Auditing Questions</li> <li>&gt; Additional Information</li> </ul>  </li> <li>6) Input “<b>Second Evaluator’s Name</b>”</li> <li>7) Click “<b>Submit</b>” to send the TIF to second evaluator</li> <li>8) <b>To review your history</b>, please check them on “<b>2nd Eva (Confirm / Edit)</b>” page</li> </ol> <p><b>Remark:</b> On this page, you (First Evaluator) can only view your history, but will not have authorization to do other actions.</p>

## User Manual Guideline – Evaluator

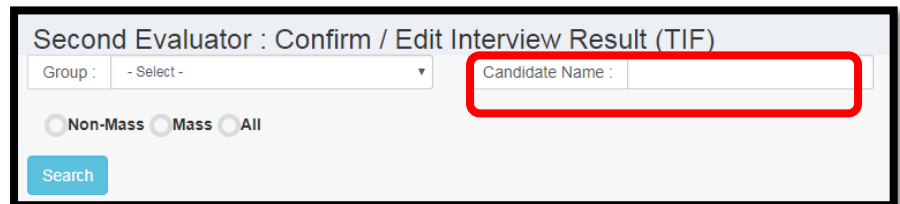
We will act the action after First Evaluator has already submitted TIF.

- 1) Can click the link via email, and **email subject:**  
“HCM: Technical Interview Form–Waiting for Confirmation”

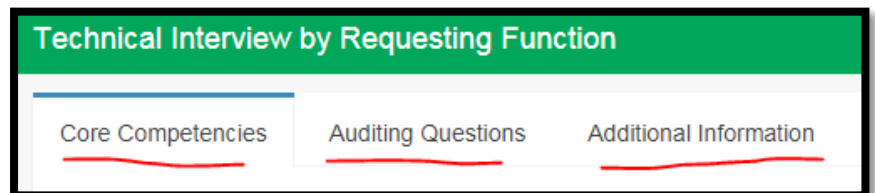
**OR**

- 2) Can click the link on HCM page >>> “2nd Eva (Confirm / Edit)”

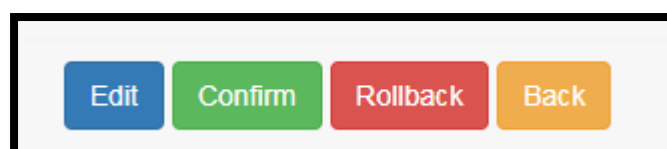
- 3) Search “Candidate Name”



- 4) Review evaluation of **3 sections**:
  - > Core Competencies
  - > Auditing Questions
  - > Additional Information

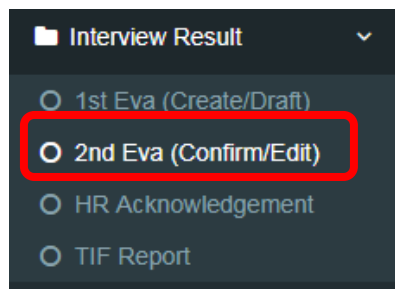


- 5) There are **4 actions** you can select:
  - > “**Edit**” : edit & submit TIF by yourself
  - > “**Confirm**” : confirm all information, no edit, and submit to HR right away
  - > “**Rollback**” : return this TIF to “First Evaluator” to edit
  - > “**Back**” : go back to the previous page



- 6) **To review your history**, please check them all on  
“2nd Eva (Confirm / Edit)” page as well

### Second Evaluator Role



**Important Note:**  
Second Evaluator acts as the final evaluator.

Any changes from  
Second Evaluator is  
considered as the  
final decision.

Step 4

## User Manual Guideline – Evaluator

Step 5

### HR Acknowledgement Role

Interview Result

1st Eva (Create/Draft)

2nd Eva (Confirm/Edit)

HR Acknowledgement

TIF Report

HR will act the action after Second Evaluator has already submitted TIF.

#### 1) HR Acknowledgment Page

There are 3 actions you can select:

- > "Acknowledged": acknowledge TIF result
- > "Revise": Return to "First Evaluator" to revise information  
\*First Eva. → Second Eva. → HR Ac. Again
- > "Back": go back to the previous page

Acknowledged

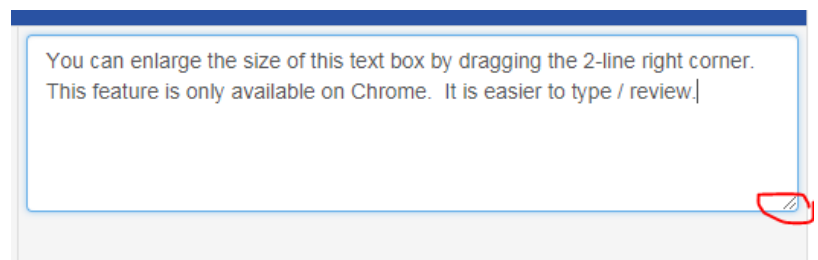
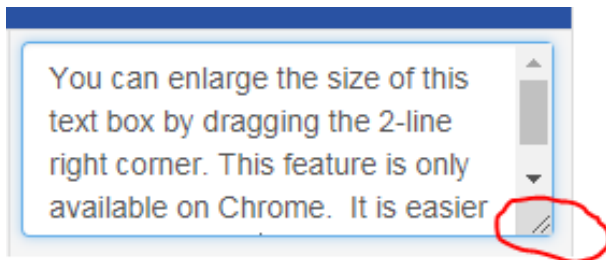
Revise

Back

#### 2) TIF Report Page

HR can review all TIF's status of all candidates.

## Dragging Feature on Chrome



Please select **either** "Audit" **or** "Tax & Legal". If candidate **does not** pass an interview & no industry matching, you can select the option below.

8 For Audit: Recommended Industry by Interviewers

- ☐ Industrial Market (IM)
- ☐ Technology, Media, Telecommunication (TMT)
- ☐ Infrastructure, Government, Healthcare, Hotel (IGH and Hotel)
- ☐ Consumer Markets (CM)
- ☐ Financial Services (FS)
- ☒ No Industry matching with this candidate (not pass interview)

9 For Tax and Legal: Recommended Group by Interviewers

- ☐ GTS
- ☐ Leal & CAS
- ☐ PS & BTS
- ☒ No Industry matching with this candidate (not pass interview)