VCS Portal : Admin > Onboarding & Hiring.

ONBOARDING & HIRING   [Report]

[Client ▼] [Country ▼] [State ▼] [City ▼] [Status ▼] [View]

Company	Applicant Name	Code	Appl.No.	Status

Form ∧ Action

[//] - - -

hyperlink
Show Applicant details.

hyperlink
show Application Details

Onboarding
Hire Finish Onboardin
Hire.

* Status : Not started / In progress / Completed / Hired.

* for status = "Not started", Form button will not be visible. and "Hire action will not do.
visible, Except that, Form will be visible

*

* for status = "Completed", "Hire" action. will be visible, except "Hire" action will not be visible.

* "Finish Onboarding" will be visible. when status = "In progress"

Scanned with CamScanner

Action > onboarding

Onboarding Process.

Job ID : - - - - - - - Client : - - - - - - - -.

Applicant Name : - - - - - - -. Application No: - - - -.

Proposed Start Date* [＿＿＿＿＿] 📅

Proposed End Date* [＿＿＿＿＿] 📅

Regular Bill Rate ($/hr)* [＿＿＿]

OT Bill Rate ($/hr)* [＿＿＿]

Holiday Bill Rate ($/hr)* [＿＿]

Regular Pay Rate ($/hr)* [＿＿＿]

OT Pay Rate ($/hr)* [＿＿＿]

Holiday Pay Rate ($/hr)* [＿＿]

Allowed per diem/week [＿＿] OT starts after (hours)* [＿＿]

Pay Package/Miscellaneous*

[＿＿＿＿＿＿＿＿＿＿＿＿＿]

Shift (Hours/week)* [＿＿] Shift Details* [＿＿＿＿]

RTO* [＿＿＿＿＿＿]

Contract Duration* (weeks)* [＿＿]

Document Required

- ☐ \<Std. Doc. Name\>   Available.   [Open] [Download]
- ☐ \<Std. Doc Name\>   Available   [Download.]
- ☐ \<Std Doc. Name\>   Unavailable.
- ☐   :
  :   :

Facility Specific Document Required

- ☐ \<Doc. Name\>   Available. [Download]
- ☐ \<Doc. Name\>   Available [Download.]

[Add New Document].

Other Document. Required.

\<Doc. Name\>   Available [Download.]

[Add New Document]

Comments.

[   ]

Due date [≡]

[Back] [Send to Applicant]

Action > Finish Onboarding

Finish Onboarding.   X

Name: — — — .

Company: — — — — .

[Back] [Finish Onboarding]

Hire

Hire.

Name: — — — .

Company: — — — .

Onboarding Status: — — — .

~~Proposed~~
Assignment Start Date [_____ ≡]

[Back]   [Hire]

tbl_onboarding

- onboarding-id
- application-id
- recruitee-id
- proposed-start-date
- proposed-end-date
- onb-regular-bill-rate
- onb-ot-bill-rate
- onb-holiday-bill-rate
- onb-regular-pay-rate
- onb-ot-pay-rate
- onb-holiday-pay-rate
- per-diem-wk
- ot-starts-after-wk
- pay-package-remarks
- total-shift-hr
- shift-details
- rto
- contract-duration-wk
- reqd-std-doc-id-list
- reqd-facility-doc-list
- reqd-other-doc-list
- rec-doc-id-list

- onboarding-status → Not started / In progress / completed / Hired
- due-date
- fill-up-status ↳ Done / Not Done