

USER MANUAL

E-Recruitment

JK LAKSHMI CEMENT LIMITED

26 Feb 2015

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E-Recruitment

E-Recruitment or e Recruitment is the process of personnel recruitment using electronic resources, in particular the internet.

To use the E-Recruitment system type the following Url in the browser: - http://125.21.155.16/recruitment

The process is divided into two parts i.e.

- 1) Administrator level: Admin will have the rights to create the user, define permission for the user, post the job and view the profile received on the jobs ,download CV etc..
- 2) User Level: User can create their profile in the portal and can update the profile whenever they required by creating their login in the system and can apply for the job as and when desired.
- 1) Administrator Login :- <u>http://125.21.155.16/recruitment/login.aspx</u>





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The first screen that appears after entering the url is the login screen. User will enter his User Id and password and click on login button to enter into the system.

Note: User Name will be the Employee Code of the Employee.

Now based on the authorization if user is of admin rights then following screen will be appear to the user.



On Clicking on User Creation following Form Will is available to the user.

For entering a new record enter the Employee Code (Employee who will use this portal) by selecting the company plant and location along with user name and password. The password expire will show whether to expire the userid or not, to expire select Y. This will save user name. For viewing all the user name in the system clicks on List icon. And for adding a new name again clicks on the new icon.

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The List will show the full user list entered in the system. For viewing user click on the view icon and for makes changes in the user detail click on Edit icon.

Edit Screen will appear like this

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Short List Candidates Report Interiew Feedback Report Job Application Summary	(Submit R	eset 10

You can make the changes required and click on submit icon to save the desire changes.

To give user job location access click on job authorization link .This will allow user to have only that location access for which admin has permitted him.



On Clicking on Job Authorization link following screen will be available.

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		Welcome Admin Togout
Home Master User Creation	User Authorization Form	New List
Job Posting Authorized Menu Access Permission	* Mandatory Fields	
Job Posting	*Employee Code :	
Interview FeedBack Report Registered Candidates	*Location : SIROHI DUDAIPUR KALOL DURG	
Job Applied Candidates Short List Candidates Report Interiew Feedback Report Job Application Summary	To save Entry.	To View the list of records Entered.

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Enter the Employee Code of the user to whom you want to authorized and check mark the location for which he will be authorized to access.

Note:-Employee Code will be valid of only those employee whose entry has been done in user creation form.

After the entry click on save icon to save the records. For viewing all the entry in the system clicks on List icon. And for adding a new authorization again clicks on the new icon



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The List will show the entire list based on plant available in the system. For viewing the details click on the view icon and for makes changes in the authorization click on Edit icon.

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Home Master User Creation Job Posting Authorized Menu Access Permission	User Authori * Mandatory Fields	zation Form	Edit List	
Forms Job Posting	*Employee Code	: 112021		
Short List Candidates Interview FeedBack Image: Report Registered Candidates Job Applied Candidates	*Location	F SIROHI F UDAIPUR F KALOL F DURG		
Short List Candidates Report Interiew Feedback Report Job Application Summary		(B Submit Reset 49)		
				-

Edit Screen will appear like this

You can make the changes required and click on submit icon to save the desire changes.



To give object permission to the user click on menu access permission link. This will use to restrict user based permission i.e. on which links he can work and by providing him the permission whether he can edit, delete or not.



e.g. If we want user can only job a post .So in Job Post will row we will made allow access permission yes and allow add new yes. So in user login only job posting link will be available and other link on which we don't have give him permission will not available.

Give the required to the user and click on submit button to save the changes. For viewing all the entry in the system clicks on List icon. And for adding a new authorization again clicks on the new icon

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Home Master User Creation Job Posting Authorized		Menu Rights Form	Nes	W List	
Forms	#	User Name	Employee Code	View Edit	
Job Posting	1	Admin	112021		
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Registered Candidates	5	Balagopalan	111087		
Job Applied Candidates Short List Candidates Report	Tot	al Records :			
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The List will show the entire list available in the system. For viewing the details click on the view icon and for makes changes in the authorization click on Edit icon.

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Edit Screen will appear like this

You can make the changes required and click on submit icon to save the desire changes.

To Post a job click on Job Posting Link



On Clicking following screen will appear

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Home Master User Creation Job Posting Authorized Menu Access Permission Forms	* Mandatory Fields *Adm Post For *Job Title/Post	:SELECT Posting For	*Job Code	:SELECT Job Code 💌	
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Job Applied Candidates Short List Candidates Report Interiew Feedback Report Job Application Summary	*Keyword/Skill *Req. Exp(Yrs) *Show Salary *Job Location *Industry	: - Select one-	*Salary (in Lac) *No Of vaccancy *Job location (City) *Denastment	: -Select one- v :v	
	*Contact Per. *Contact Email *Posting Date Age Criteria	: 04/03/2015 : -Select one-	*Contact Number *Job Active Till Date	:	
	*Add. desire preference	:			_

User can post job for only those location for which he has authorized. Fill the job detail and click on save button to save the changes. On saving the job will be available to the candidates on the home page.

Note: - Make keywords comma separated e.g. Hardware, LAN, network,

Once job is posted the applicant will apply on the relevant job. Admin now can shortlisted the applied candidates by viewing their profile from the report section. For Short listing the candidates click on short list candidate's link

		Welcome Admin logout
Home Master User Creation Job Posting Authorized Menu Access Permission Forms Job Posting Short List Candidates Interview FeedBack Report Registered Candidates Job Applied Candidates Short List Can	Short List Candidates	

On Click following screen will be available. Select the location and the job for which you want to select candidates and enter the interview date and time and location and click on view button. It will show all the candidates list who has apply for that job .Just check mark the check box of the candidates to whom you want to shortlist.

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Short List Candidates	*Int. Date : 06/03	3/2015	*Int.	Time	: 1:00 👻	PM 👻			
Interview FeedBack	*Int. Place : SIRO	ΗI							
Report Registered Candidates	# Candinate Name	Date Of Birth	Industry	Depart	Current CTC	Expected CTC	Experience	Short List	
Job Applied Candidates	1 Gauray Sharma	31-MAY-1985	Cement	Π	1	2	2		
Short List Candidates Report	2 Ram Prakash Sharma	10-FEB-1988	POP	п	7.8	9.5	3		
Interiew Feedback Report Job Application Summary	3 Vijay Sharma	03-FEB-1989	POP	CIVIL	3	4	3	N	
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Click on save button to save the short list candidate's list. Once you done the process click on send mail icon to send the mail to all the short list candidates.

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Job Applied Candidates Short List Candidates Report Interiew Feedback Report Job Application Summary							

Note:-Once you send the mail you cannot make any changes in that short list candidate's selection entry.

You can also enter the feedback of short listed candidates by click on the feedback link.

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Select the job location and the job and click on view button the list of shortlisted candidates will be available. Now enter the remarks for the candidates as per the interviewer feedback.

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Short List Candidates Interview FeedBack	#	Candinate Name	Interview Date	Interview Time	Interview Place	Attend Interview	Selected	Remarks	
Report Registered Candidates Job Applied Candidates	1	Gaurav Sharma	06-MAR-2015	1 PM	SIROHI	Yes	No	Salary Not Matching	
Short List Candidates Report Interiew Feedback Report Job Application Summary	2	Ram Prakash Sharma	06-MAR-2015	1 PM	SIROHI	Yes	No v	Exp is more	
	з	Vijay Sharma	06-MAR-2015	1 PM	SIROHI	No	No	Not Come.	
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You can view the candidates profile and can download their cv from the reports section

Registered Candidates report will contain data of all the candidates who are registered in the system. you can view the candidates profile and per your required search description.

				_
rrent State Location	:Select State 💌	Current City Location	:	
tal Experience	: -Select One-	Industry	:Select Industry	
partment	:Select Department 💌	Current CTC per annum	-Select One-	
ffered Job Location	:Select State 💌	Expected Salary (in Lac.)	-Select One-	
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				-

You can search either by his location, Department, industry, CTC etc. It will show the report like this.

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View Search Panel

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				Sea	rch Criter	ia All						
#	Candinate Name	Date Of Birth	Location	Mobile No	Total Exp.	Department	Qualification	Skills	Current Salary	Exp Salary	Detail	Download CV
1	B BANDOPADHYAYA JI	05-03-1981	RAJASTHANSIKAR	8966909175	1-3	IT	GRADUATION	HARDWARE,SERVER,	3-5	5-7	View Detail	Download C¥
2	GAURAV SHARMA	31-05-1985	RAJASTHANKOTA	9828333117	1-3	IT	GRADUATION	IT,Hardware,Networ ing	0-3	3-5	¥iew Detail	Download C¥
з	MANOJ BOTHRA	11-02-1984	DELHINEW DELHI	1234567890	1-3	ELECTRICAL	GRADUATION	Electrical,Power,V Itage	0-3	3-5	¥iew Detail	Download C¥
4	RAVI SHARMA	03-03-1990	MAHARASHTRA MUMBAI CITY	1234567890	7-10	FINANCE	POST GRADUATION	Accounts,Tax,Finna ce	7-9	7-9	View Detail	Download C¥
5	RAM PRAKASH SHARMA	10-02-1988	DELHINEW DELHI	1234567890	1-3	IT	GRADUATION	Power,Electricity, oltage	0-3	3-5	View Detail	Download C¥
6	VIJAY SHARMA	03-02-1989	GUJARAT AHMEDABAD	1234567890	3-5	CIVIL	POST GRADUATION	CIVIL, CONSTRUCTION	5-7	7-9	¥iew Detail	Download C¥

Click on view detail to View the candidates profile or in case of downloading cv click on download Cv link. Candidates profile will be appear like this.

Cadinate Name : 8 BANDOPADHYAYA JI Fail I : B.BANDOPADHYAYa@DURG.KMAIL.COM Fater Name : TEST Grader : MALE Date of Birth : 05-Mar-1981 Marital Status : MAREED Permanent Address : TEST, CITY -SIKAR, STATE - RAJASTHAN	Personal Detail				
Fahr Name i TEST Gener i MALE Date of Birth i 05-Mar-1991 Marial Status i MARRIED Permanent Address i TEST, CITY i-SIKAR, STATHAN i Married Status i Permanent Address i TEST, CITY i-SIKAR, STATHAN i Singer Qualification i Andreated December Qualification i Singer Qualification Singer Qualification Singer Qualification	Candinate Name	: B BANDOPADHYAYA JI	Email Id	: B.BANDOPADHYAYA@DURG.JKMAIL.COM	
ada of Bird i 0-xn=191 Maria Statu i MARRIED branent Addres i EET, CTY - STARA, ST - STAAN i Statu - S	ather Name	: TEST	Gender	: MALE	
Paraman Address i TEST, CITY I-SIKAR, STATE I-RAJASTHAN Emporary Address i TEST, CITY I-SIKAR, STATE I-RAJASTHAN Molie Number i Secons 1 Industry i 1-3 yrs. Molie Number i Secons 2/75 Total Experience i 1-3 yrs. Opariment i Graduation Industry i Cement Opariment i Rajasthan Perfored Job Location i Rajasthan Virture Job Location Rajasthan Perfored Job Location i Rajasthan Virture Job Location Isonannum Secons 2/75 Villing to Release i i Virture Job Location Isonannum Secons 2/75 Villing to Release i i Virture Job Location Isonannum Villing to Release i i i Virture Job Location Isonannum Villing to Release i i i Virture Job Location Isonannum Villing to Release i i i Virture Job Location Isonannum Villing to Release i i i)ate of Birth	: 05-Mar-1981	Marital Status	: MARRIED	
Temporary Address 1 TEST, CITY 1:-SIKAR, STATE 1:-RAJASTHAN Mobile Number 1 966909175 Total Experience 1 3. rs. Higest Qualification 1 Graduation Industry 1 Comment 1 Graduation 1 Graduation 1 Graduation 1 Softwart 1 Softwart 1 Softwart	Permanent Address	: TEST, CITY :-SIKAR, ST	TATE :-RAJASTHAN		
Mohile Number i 9966909175 Total Experience i 1-3 yrs. Higest Qualification i Graduation Industry i Cement Department i T Current CTC per annum i 3-5 per annum Current Job Location i Rajasthan Prefered Job Location i Rajasthan Willing to travel i Yes Willing to Relocate i Yes Spected Salary (in Loc.) i 5-7 per annum i Hardware,Server, Work Experience Details Ves Ves Ves Ves Attachments Ves Ves Ves Ves Cardinates Interview Feedback Detail Ves Ves Ves	Temporary Address	: TEST, CITY :-SIKAR, ST	TATE :-RAJASTHAN		
Higes Qualification i Graduation Industry : Cement Department : IT Current CTC per annum : : :> : :>	Mobile Number	: 8966909175	Total Experience	: 1-3 yrs.	
Department : IT Current CTC per annum : 3-5 per annum Current Job Location : Rajasthan Preffered Job Location : Rajasthan Current Job Location : Rajasthan Preffered Job Location : Rajasthan Willing to travel : Yes Willing to Relocate : Yes Spected Salary (in Lac) : 5-7 per annum Skill Sets : Hardware,Server, Education Details	ligest Qualification	: Graduation	Industry	: Cement	
Current Job Location : Rajasthan Prefièred Job Location : Rajasthan Willing to travel : Yes Willing to Relocate : Yes Sapected Salary (in Lac.) : 5-7 per annum Skill Sets : Hardware,Server, Education Details	Department	: IT	Current CTC per annum	: 3-5 per annum	
Willing to travel : Yes Willing to Relocate : Yes Expected Salary (in Lac.) : 5-7 per annum Skill Sets : Hardware,Server, ducation Details Vork Experience Details Vark Experience Details Vark Experience Details Lachments Iser Job Histroy Landmates Interview Feedback Detail	Current Job Location	: Rajasthan	Preffered Job Location	: Rajasthan	
Expected Salary (in Lac.) : 5-7 per annum Skill Sets : Hardware,Server, stducation Details	Willing to travel	: Yes	Willing to Relocate	: Yes	
Education Details Vork Experience Details Attachments Jser Job Histroy Cardinates Interview Feedback Detail	Expected Salary (in Lac.)	: 5-7 per annum	Skill Sets	: Hardware,Server,	
Attachments Jser Job Histroy Landinates Interview Feedback Detail	Education Details Nork Experience Details				
Iser Job Histroy Candinates Interview Feedback Detail	Attachments				
Candinates Interview Feetback Detail	Jser Job Histroy				
	Candinates Interview Fee	dback Detail			

To view the profile of the candidates who had applied for the particular job click on job applied candidates report. This report will show the list of candidates applied in reference to the job posted

Customize Links D Free Hotmail	Windows Marketplace Windows M	ledia 🗋 Windows <u>8</u> Google 📀 JK LAK	(SHMI CEMENT	C Other bookmarks
Search Criteria				
Authorized Location Total Experience Department Preffered Job Location Show System Remarks	:Select One Select One :Select Department :Select State : -Select One- v	Job Posted Industry Current CTC per annum Expected Salary (in Lac.)	:Select Job V :Select Industry V : -Select One- V : -Select One- V	
	🖹 Submit Reset 4			

View Search Panel

					Search Criteria	Authorized Lo	c:-All						
#	Job Code	Admin Job Posted Location	Candinate Name	Date Of Birth	Location	Mobile No	Total Exp	Department	Skills	Current Salary	Exp Salary	Detail	Download CV
1	HR, IR, ADMINISTRATION 30000015	DURG	B BANDOPADHYAYA JI	05-03-1981	RAJASTHAN SIKAR	8966909175	1-3	ІТ	HARDWARE,SERVER,	3-5	5-7	View Detail	Download C¥
2	ELECTRICAL30000041	SIROHI	GAURAV SHARMA	31-05-1985	RAJASTHANKOTA	9828333117	1-3	ІТ	IT,Hardware,Networ ing	0-3	3-5	View Detail	Download CV
3	ELECTRICAL30000041	SIROHI	RAVI SHARMA	03-03-1990	MAHARASHTRA MUMBAI CITY	1234567890	7-10	FINANCE	Accounts,Tax,Finna ce	7-9	7-9	¥iew Detail	Download CV
4	ELECTRICAL30000041	SIROHI	RAM PRAKASH SHARMA	10-02-1988	DELHINEW DELHI	1234567890	1-3	ІТ	Power,Electricity, oltage	0-3	3-5	View Detail	Download C¥
5	ELECTRICAL30000041	SIROHI	VIJAY SHARMA	03-02-1989	GUJARAT AHMEDABAD	1234567890	3-5	CIVIL	CIVIL, CONSTRUCTION	5-7	7-9	View Detail	Download CV
6	HARDWARE30000019	SIROHI	B BANDOPADHYAYA JI	05-03-1981	RAJASTHAN SIKAR	8966909175	1-3	ІТ	HARDWARE,SERVER,	3-5	5-7	¥iew Detail	Download CV
7	HARDWARE30000019	SIROHI	GAURAV SHARMA	31-05-1985	RAJASTHANKOTA	9828333117	1-3	ІТ	IT,Hardware,Networ ing	0-3	3-5	View Detail	Download CV
8	HARDWARE30000019	SIROHI	RAVI SHARMA	03-03-1990	MAHARASHTRA MUMBAI CITY	1234567890	7-10	FINANCE	Accounts,Tax,Finna ce	7-9	7-9	View Detail	Download CV
9	HARDWARE30000019	SIROHI	RAM PRAKASH SHARMA	10-02-1988	DELHINEW DELHI	1234567890	1-3	ІТ	Power,Electricity, oltage	0-3	3-5	¥iew Detail	Download CV
10	HARDWARE30000019	SIROHI	VIJAY SHARMA	03-02-1989	GUJARAT AHMEDABAD	1234567890	3-5	CIVIL	CIVIL, CONSTRUCTION	5-7	7-9	¥iew Detail	Download CV
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Short list Candidates Report will show the list of short list Candidates against the job posted

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	View Search Panel

		Search Criteria Aut	horized Loc :- S	IROHI Job Code	:- Hardware30	000019	
#	Candinate Name	Job Title	Interview Date	Interview Time	Interview Place	Mobile No	Email ID
1	GAURAV SHARMA	Hardware30000019	02-MAR-2015	1 PM	SIROHI	9828333117	gaurav.eck@gmail.com
2	RAM PRAKASH SHARMA	Hardware30000019	02-MAR-2015	1 PM	SIROHI	1234567890	ram@gmail.com
3	VIJAY SHARMA	Hardware30000019	02-MAR-2015	1 PM	SIROHI	1234567890	vijay@gmail.com
. —							

Interview Feedback report will show the feedback of the selected candidates against the job posted

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Customize Links	🗋 Free Hotmail	🗋 Windows M	Aarketplace	🗋 Windows Med	dia 📄 Windows	8 Google 📀	JK LAKSHMI CEMENT-					🗀 Other bookm	narks
				Se	arch Criteria Au	thorized Loc :- S	IROHI]Job Code :	- Hardware3	30000019		View Search Pane	al đ	À
#	Candinate I	Name J	lob Title	Interview Date	Interview Time	Interview Place	Interview Attend	Get Selected	Remarks	Mobile No	Email ID		
1	GAURAV SHAR	MA HA	RDWARE	02-MAR-2015	1 PM	SIROHI	YES	NO	SALARY NOT MATCHING	9828333117	gaurav.eck@gmail.com		

¢	Candinate Name	Job Title	Interview Date	Interview Time	Interview Place	Interview Attend	Get Selected	Remarks	Mobile No	Email ID
	GAURAV SHARMA	HARDWARE	02-MAR-2015	1 PM	SIROHI	YES	NO	SALARY NOT MATCHING	9828333117	gaurav.eck@gmail.com
•••	RAM PRAKASH SHARMA	HARDWARE	02-MAR-2015	1 PM	SIROHI	YES	NO	EXP IS MORE	1234567890	ram@gmail.com
;	VIJAY SHARMA	HARDWARE	02-MAR-2015	1 PM	SIROHI	NO	NO	NOT COME.	1234567890	vijay@gmail.com

2) User Level

When a user enter the url http://125.21.155.16/recruitment/ the following screen will appear



If the user is not registered on the portal he can registered himself by clicking on Register click and completing his profile.

If a user his already registered he can apply for the job by searching the relevant job from the search link and apply on it.

User can also login in his account by the login link to update his profile.

For searching a job click on search link on which following screen will open.

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Home > Search Jobs		
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	Search Back	

User can view all the jobs by clicking on the search button or can search a particular job from the search criteria.

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User can view the job description by clicking on the view icon or can apply by clicking on the apply icon. On clicking apply user will be redirection to the login page.

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User can enter his registered user id and password to login; if he is an already registered user otherwise he can click on register icon to register himself first before applying.

If a user is not registered then he will click on register icon and following screen will open

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For registrations user will fill the sign up detail first by using his valid email id. This email id will be use as login user id in the login form. When user click on save icon an OTP will be generated to his mobile no for the verification once it's get verified then only user can login into the system.

On successful sign user will required to complete his profile i.e. personal, educational, work exp., uploading his CV and finally releasing the profile as shown.

Personal

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Registration Form			
Personal Details Education Deta	ils Work Experience Detail Attachmer	ts Release	
* First Name	RAM	Middle Name	PRAKASH
*Last Name	: SHARMA	*Email Id	RAM@GMAIL.COM
*Father Name	: RAM FATHER	*Gender	: Male
*Date of Birth	: 10/02/1988	*Marital Status	: Married 💌
	DELHI		
*Permanent Address	:		
*State	• Delbi	*City	• New Delhi
	DELHI		
*Temporary Address			
*State	: Delhi 🗾	*City	: New Delhi
*Mobile Number	: 1234367890	* Toda Experience	: 1-3
*Department		*Current CTC per appum	
*Current Job Location	: Delhi	*Preffered Job Location	: Delhi
*Willing to travel	: Yes 💌	*Willing to Relocate	: no 💌
			Power, Electricity, Voltage
*Expected Salary (in Lac.)	: 3-5	*Skill Sets	
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Educational

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3	Graduation	Delhi	Dts	2007	56.36	4	B.E. (Electrical)

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User has to finally check mark the check for marking his profile available to the user.

User can also edit his profile and can view the previous job applied by login into his account as shown.



To edit the profile user has to click on My Profile Link



My Dashboard

He can edit his profile as required

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Registration Form				
Personal Details Education Details	Work Experience Detail Attachments	Release		
* First Name	RAM	Middle Name	PRAKASH	
*Last Name	: SHARMA	*Email Id	RAM@GMAIL.COM	
*Father Name	: RAM FATHER	*Gender	: MALE	
*Date of Birth	: 10/02/1988	*Marital Status	MARRIED V	
*Permanent Address	:			
*State	: DELHI	*City	: NEW DELHI	
*Temporary Address	DELHI :			
*State	: DELHI	*City	: NEW DELHI	
*Mobile Number	: 1234567890	*Total Experience (Yrs.)	: 3	
*Higest Qualification	: GRADUATION	*Industry	: POP 💌	
*Department	: IT •	*Current CTC /annum (Lacs)	: 7.80	•

For changing the password click on Account Setting

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Account Settings			
	CHANGE PASSWORD Name (Ram. Prakash Sharn Email ID (Username) (ram@gmail.com	na)	
	Change password To reset your password, provide your curr Current Password New Password Confirm Password	rent password	
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Note: Do not left screen ideal for more than 10 mins. This will lead to expire you session and you have to re login and all your unsaved changes will be lost.