

This document is designed for major stakeholders who are responsible for using the system via different roles. Throughout this user guide we will be covering things like terms and concepts, going over the user experience

User Guide

ALT Recruit – HCL
Infosystems

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1. Introduction

Welcome to the ALTs Recruit's (The Next Gen Recruitment Solution) orientation. This orientation is designed for major stakeholders who are responsible for using the system via different roles. Throughout this user guide we will be covering things like terms and concepts, going over the user experience.

The majority of this guide will take a look at the end views of process and the configuration decisions that are going to come up in your system usage.



2. Who is the Audience?

This orientation is designed for the major stakeholders who are responsible for using the system. These stakeholders will majorly include – Recruiters, Delivery Manager, HR Team and CXOs.

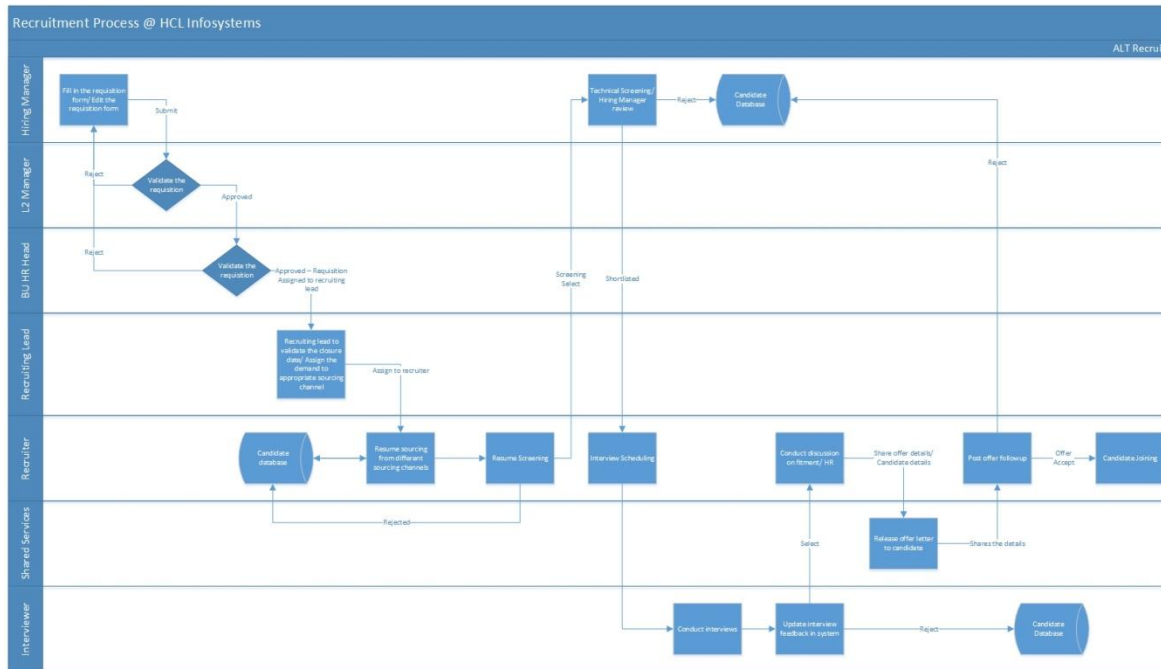
3. Recruitment Process for HCLI

Below is the overall high level process flow that is followed at HCLI on ALT Recruit from raising a requisition till candidate's joining. The process assists the users to keep a track of the candidate pipeline and help in evaluating recruiter's performance at each stage. The process also assists in

reducing the administrative work currently being done by the recruiters WRT maintaining of data in offline excel sheets.



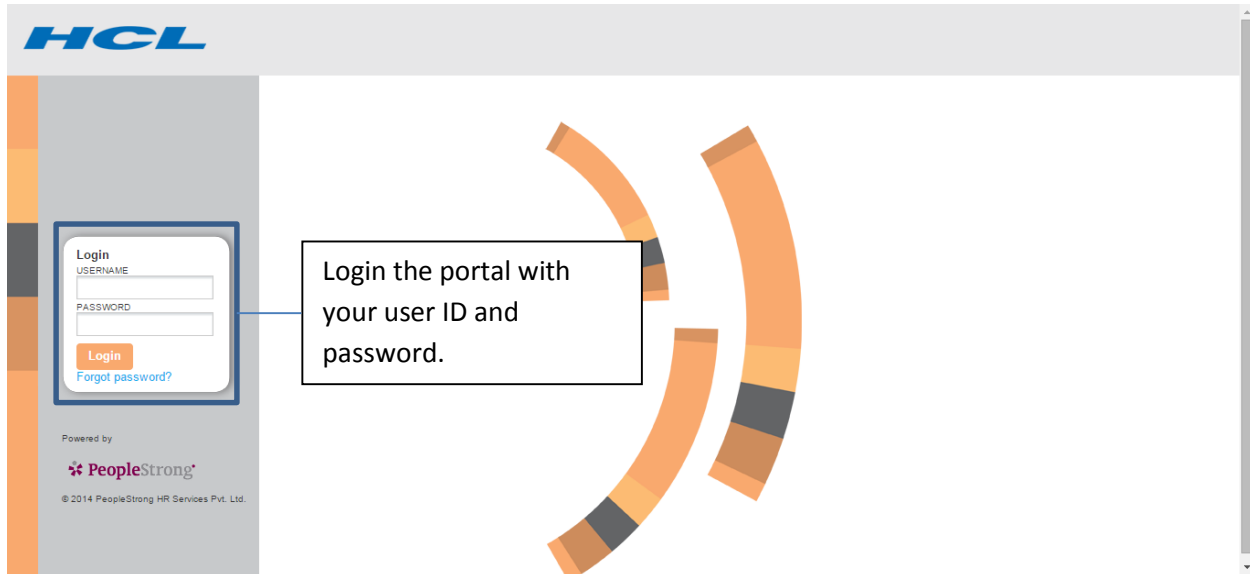
HCLI Workflow.jpg



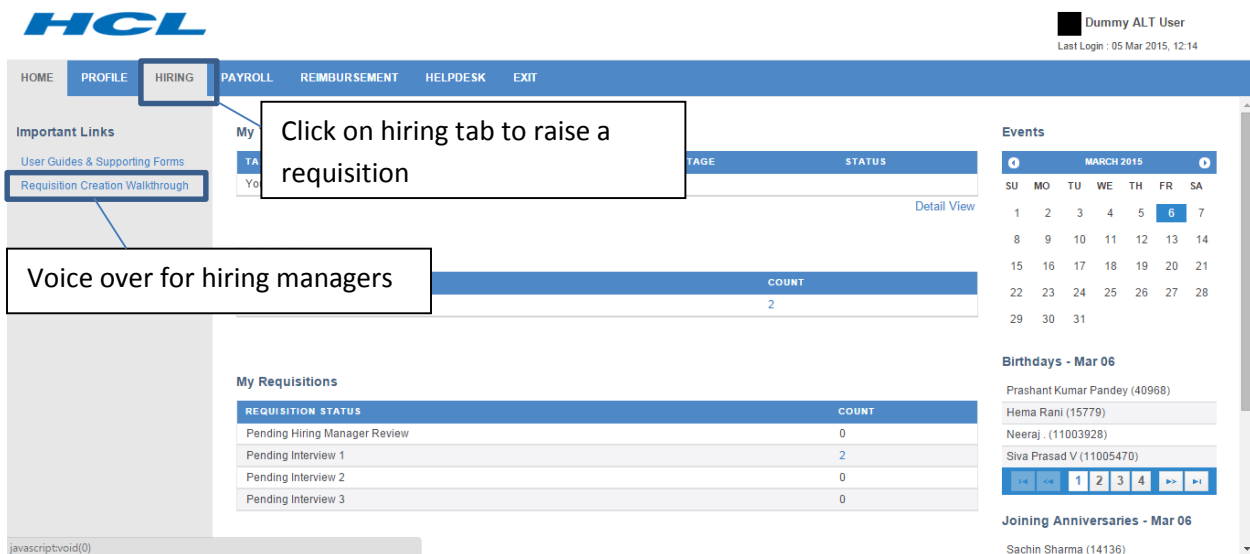
4. ALT Recruit Workflow

a. Raising a Requisition

- i. Logging in - All grades P3 and above and X5 and X6 have been given a default access for the role of a hiring manager. The hiring manager needs to login to the below mentioned URL <https://hrmypal.peoplestrong.com> with the standard USER Name and Password.



- ii. Home Page – On logging in the hiring manager needs to click on the “Hiring” tab on the top for raising a new requisition. The hiring manager can also access the voice over guide prepared to assist them while raising the requisition.



- iii. Hiring Home Page – On the left side of the hiring home page the page is divided into 2 sub sections: Employee Self Service and Manager Self Service. Under Employee service one can check Jobs posted for employee referral, applicants against the same (in-case referred), jobs posted for Internal job posting and openings against which the individual would have applied. Under Manager Self Service the hiring managers have an option to check/ view all the applicants against the jobs raised by them, requisitions raised by the hiring manager, reports & dashboards and option to create a new requisition.

- iv. Raising a new requisition – On clicking the “New Requisition” tab under manager self-service, a blank requisition form opens up for the hiring manager to complete. All fields marked with “*” are mandatory and have to be mandatorily filled. The system is also enabled with search functionality for every field which has a drop down/ multiple values in it.

HCL Dummy ALT User
Last Login : 06 Mar 2015, 16:15

HOME PROFILE **HIRING** PAYROLL REIMBURSEMENT HELPDESK EXIT

Please Select a Job Template Choose..

BASIC ASSESSMENT

NEW REQUISITION

JOB TITLE * [] NO. OF OPENINGS * []
 PINCODE * [Select Location] CTC RANGE (per annum) * [Rs] [Min.] [To Max.] [Tho]

HIRING MANAGER * [Dummy ALT User-ALT123] INTERVIEW PANEL * [Select Interview Panel]
 START DATE * [06 Mar, 2015] CLOSING DATE * [Select Closing Date]
 COMPETENCY LEVEL [Choose..] PROJECT NAME * []
 WBS NO * [] EMPLOYMENT TYPE [Choose..]

Define behavioral and technical assessment (if required)

1. Check on the no. of applicants against the requisitions
2. Report templates
3. Live dashboards

HCL Dummy ALT User
Last Login : 06 Mar 2015, 16:15

HOME PROFILE **HIRING** PAYROLL REIMBURSEMENT HELPDESK EXIT

SUB EMPLOYMENT TYPE * [Choose..]

UPLOAD ADDITIONAL DOCUMENTS + Choose

JOB DESCRIPTION *

NOTE: Only doc,docx,rtf,txt,pdf,xls,xlsx are supported. File size can not be more than 2 MB.

SAVE SUBMIT CANCEL

Option to save, submit or cancel the requisition

Text area to copy paste job description from any existing template or typing it afresh.

Upload any requirement document

- v. Requisition Approval – Once the requisition is submitted it follows a 2 level approval before getting assigned to a recruiting lead. Approver 1 is the L2 manager for the hiring manager (L2 manager here is referred to Reporting Manager’s Manager). Approver 2 is the BU HR Head based on the Company code or a combination of company code & LOB. The approvers also have an option to reject the requisition, in-case the details filled in by the hiring manager are in-appropriate. In this situation, the workflow again goes back to the hiring manager for editing and on re-submission the approval workflow needs to happen again.

REQUISITION APPROVAL

NOTE: Only doc,docx,rftx,pdf,rtx,rtx are supported. File size can not be more than 2 MB.

Comment: Approved

APPROVE REJECT CANCEL

b. Candidate Processing

- i. Assigning the requisition to Lead Recruiter – The Approver 2 while validating the requisition also has an option to map the requisition to a Lead Recruiter. In-case the lead recruiter is not mapped, the default recruiter mapped to the company code or “company code + LOB” mapping” receive the requisition to process.

REQUISITION APPROVAL

NOTE: Only doc,docx,rftx,pdf,rtx,rtx are supported. File size can not be more than 2 MB.

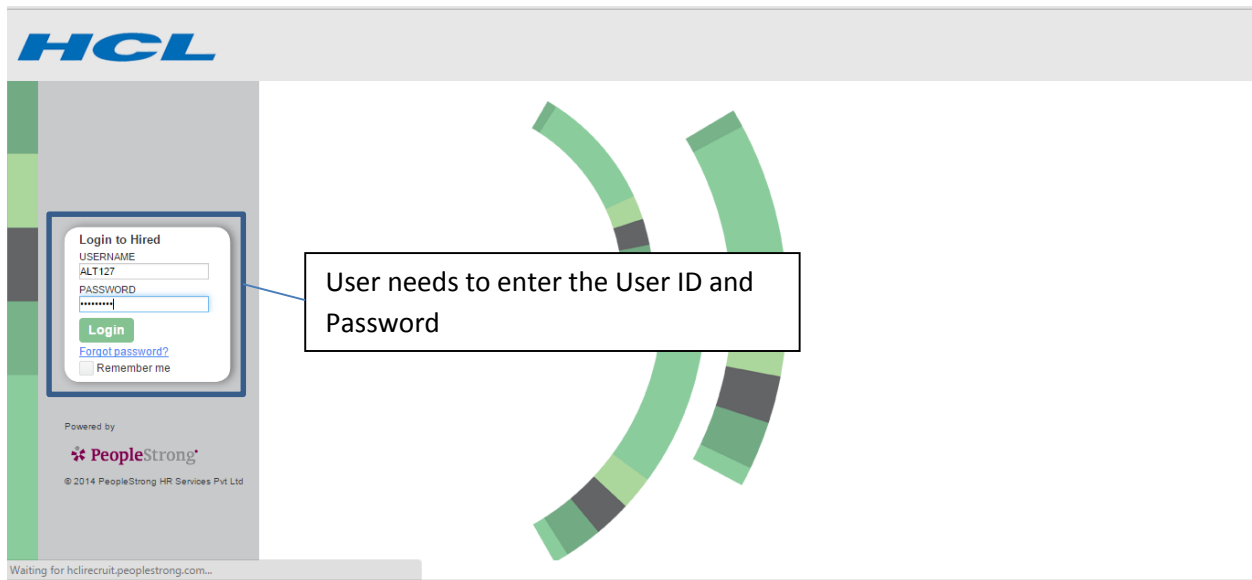
Select Recruiter: Choose...

Comment (Requisition Approval-L2 Manager):

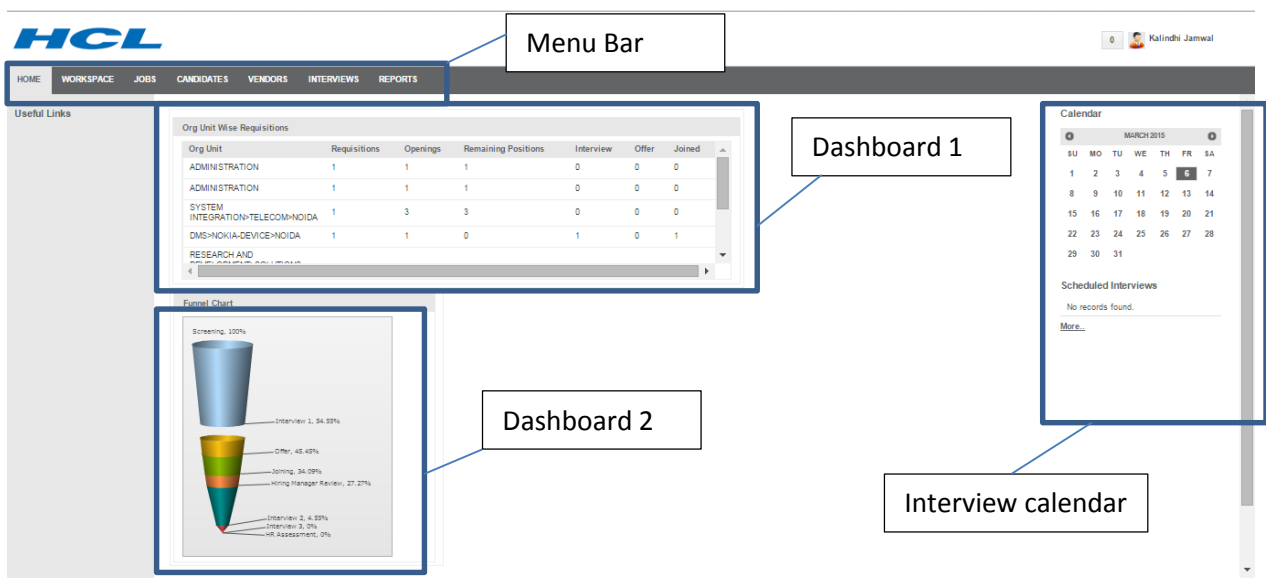
Comment (Requisition Approval-BU HEAD):

Comment:

- ii. Recruiter’s login page – For recruiters, they need to click on the URL: “https://hclirecruit.peoplestrong.com”. On clicking the URL, the recruiter needs to enter the USER ID and Password to login in the system



- iii. Recruiter’s home page – On logging in the system, the recruiter sees the below screen. The screen has a menu bar on the top and a quick snapshot of planned interviews on the right. There are 2 dashboards also available for the recruiters/ lead recruiter. The first one “Org unit wise requisitions” will assist in keeping a track on the demand universe and no. of offers and joiners against the same. The second one “funnel chart” gives a view of % of candidates available at each stage across the candidate funnel. This chart gives an org. wide view of the candidates under processing across all stages.



- iv. Jobs Page – On clicking the jobs tab on the top menu, the recruiter will be able to see all the assigned jobs. There are other options available for the recruiter on the left side pane to check on the active jobs/ un-active jobs. The recruiting lead has an option to check the jobs assigned to the recruiters by click on the recruiter jobs. There is also an option given to the recruiter/ lead recruiter to add more columns/ demand parameters in the view grid on the page. The lead recruiter can also put the requisition on hold, un-hold the hold requisition, export the grid view in excel. The recruiter can also perform a search on the grid parameters available.

The screenshot shows the HCL PeopleStrong Jobs Page. At the top, there is a navigation bar with 'HOME', 'WORKSPACE', 'JOBS', 'CANDIDATES', 'VENDORS', 'INTERVIEWS', and 'REPORTS'. A search bar is located at the top right with the text 'Search option'. On the left, there is a 'JOB LIST' sidebar with options: 'NEW TEMPLATE', 'TEMPLATE LIST', 'ACTIVE JOBS', 'INACTIVE JOBS', and 'RECRUITER JOBS'. A callout box points to this sidebar with the text 'Left menu – Check on active/ in-active jobs'. The main area displays a 'Job Grid view' table with columns: Job Code, ORGANIZATIONUNIT, JOBTITLE, HIRINGMANAGER, and LOCATION. A callout box points to the table with the text 'Job Grid view'. At the top right of the table, there is a 'Select Columns' dropdown and a 'More' button. A callout box points to this area with the text 'Configure the job view, hold/ un-hold job, export to excel'. The table contains several rows of job listings, including details like Job Code (e.g., HCL/SE/11187), Organization Unit (e.g., 3300>RESEARCH AND DEVELOPMENT>SOLUTIONS-RESEARCH AND DEVELOPMENT>JAIPUR), Job Title (e.g., Software Engineer), Hiring Manager (e.g., Kuldeep Chouhan-ALT126), and Location (e.g., Noida Complex). At the bottom, there is a footer with '© 2014 PeopleStrong HR Services Pvt. Ltd.' and the 'alt recruit' logo.

- v. Candidate’s Page – On clicking on the candidate’s tab the user will be able to see the complete list of candidates in the ALT Recruit database. On clicking on the icon on the left side of the candidate name; the user can check the list of demands against which the candidate is attached/ in process and can accordingly take action to proceed ahead. This gives the user a view on the candidate history and also helps in validating with its peers on processing the candidate. Like the jobs page, the user can customize the grid by selecting the columns. The user can also do a search on the output fields. The user also has an option on the top right to select the candidate and add the candidate to a specific position to process.

Search option

HCL | HOME | WORKSPACE | JOBS | CANDIDATES | VENDORS | INTERVIEWS | REPORTS

Views: All

Candidate Name	Primary Email	Mobile	Experience	Industry	Location
Chinai Singh	shg.chinai@gmail.com	940626080	12.0		
AKHIL GUPTA	LinkZakhi@gmail.com	0010730732545	7.0		
DILSHAD GARDEN	1995.anuj@gmail.com	+91991185549	8.9		
CHHOTE LAL GUPTA	raju15.chote@gmail.com	8828505411	0.0		
Vedprakash yadav	contactme.ved@gmail.com	919010827408.9311046244	3.0		
GAURAV THAREJA	gaurav_thareja@rediffmail.com	+919845000332,+918042277224	16.11		
Ashaq Hussain	aashaq.rhce@gmail.com	09915431303	0.0		
IsmaikM	mohammed1980@gmail.com	919902011051	14.3		
GAURAV DIXIT	gaurav_dixit00@yahoo.com	+919902200777	11.3		
ARUN THOMAS	arun.netgeek@gmail.com	919742841983	11.10		

© 2014 PeopleStrong HR Services Pvt. Ltd.

Job Grid view

Option to select column, attach a candidate to requisition and export the grid to excel

- vi. Interviews Page – On clicking the interviews tab, the recruiter/ lead recruiter will be able to see all the candidates which are at interview scheduled stage wherein the interview date and time has passed or yet to be conducted.

HCL | HOME | WORKSPACE | JOBS | CANDIDATES | VENDORS | INTERVIEWS | REPORTS

COMPLETED | SCHEDULED

APPLICANT LIST

Applicant Name	Email	Mobile	Job Code	Position	Start Time	End Time	Interview Type	Status
No records found.								

© 2014 PeopleStrong HR Services Pvt. Ltd.

Menu to search for completed/ scheduled interviews

Scheduled candidate grid

- vii. Adding a new candidate – Under the candidates tab, the recruiter/ lead recruiter has an option to add a new candidate in the system. A candidate can be uploaded either via resume parsing or via manually adding the details of the candidate in the system. The recruiter needs to click on “Parse Resume” icon and browse the candidate resume. Once the resume is uploaded, the system parses the candidates details and the fields on the left side are auto filled based on the resume uploaded. The details which are not auto filled needs to be

added manually by the recruiter. Any resume parser in general has an accuracy range from 0% to 80% based on the resume format. Once the candidate is added, it starts reflecting in the candidate data base grid.

The system also gives you an option to add candidates in bulk for parsing. However once the candidates are parsed in bulk, the same needs to be reviewed by the recruiter before it is added against any particular demand.

Click on this tab to add a new candidate in the system

Candidate Name	Primary Email	Mobile	Experience	Industry	Location
Dinkar Singh	singh.dinkar@gmail.com	9540829080	12.5		
AKHIL GUPTA	Link2akhil@gmail.com	0919739732545	7.0		
DILSHAD GARDEN	1995.anuj@gmail.com	+91991195549	8.9		
B LAL GUPTA	raju15.chote@gmail.com	8826509411	0.0		
ash yadav	contactme.ved@gmail.com	919910827498.9311046244	3.0		
V THAREJA	gaurav_thareja@rediffmail.com	+919845000332,+91904227224	16.11		
Hussain	aashaq_rhce@gmail.com	09918431303	0.0		
M	mohammed1989@gmail.com	919902011651	14.3		
GURAV DIXIT	gaurav_dixit04@yahoo.com	+919902200777	11.3		
ARUN THOMAS	arun.netgeek@gmail.com	919742941993	11.10		

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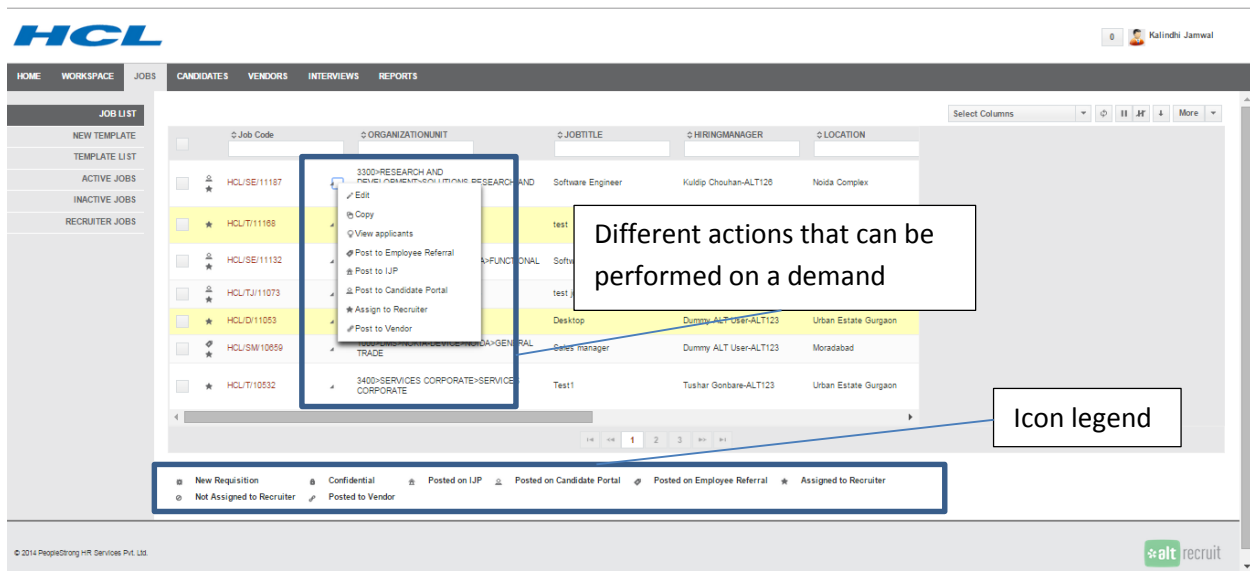
Click here to browse resume for resume parsing

To check both text view and HTML view of the resume

Candidate details grid – Personal/ Work/ Education

© 2014 PeopleStrong HR Services Pvt. Ltd. alt recruit

- viii. Lead – The system has a feature of generating leads and converting them to candidates as and when required. Leads are also shown against any particular demand. Any candidates once applied via career portal or ER portal or IJP enters the system as a lead. The recruiter is then expected to view the lead; check the suitability and accordingly add the same as a candidate if the workflow needs to be processed for the same.
- ix. Editing a requisition – The recruiting lead can any point in time edit a requisition to edit the job details, view the applicants against it, post the requisition to vendors, IJP and Employee referral, and assign it to multiple recruiters. There is list of icons along with description present at the bottom of the page which symbolize different actions on the requisition.



- x. Workspace – This is the tab wherein the recruiter needs to work on the candidate workflow. The recruiter will have a view on all the jobs and the applicants against the same. On clicking the job, the applicants against that job will be displayed on the lower half of the page. The recruiters can then, select the candidate and update the candidate status to appropriate candidate status. Multiple candidates can also be selected if they have same status and stage. The recruiter here also has an option to attach the candidate to another job if required.

View: My Jobs

Job Code	Job Title	City	Organization Unit	Openings	Target Date	Status	Resumes	Leads
HCL/SE/11187	Software Engineer	Gautam Buddha Nagar-Noida Complex-201301	3300>RESEARCH AND DEVELOPMENT>SOLUTIONS>RESEARCH AND DEVELOPMENT>JAIPUR	3	2015-02-28	Open	4	0
HCL/T/11168	test	Gurgaon-Urban Estate Gurgaon-120003	3300>ADMINISTRATION	1	2015-02-28	On Hold	0	0
HCL/SE/11132	Software Engineer	Gautam Buddha Nagar-Noida Complex-201301	3300>SYSTEM INTEGRATION>TELECOM>NOIDA>FUNCTIONAL SUPPORT	3	2015-02-28	Open	0	0
HCL/T/11073	test job	Gautam Buddha Nagar-Noida Complex-201301	3300>FINANC>SOLUTIONS>FINAC	1	2015-02-28	Open	2	0

Jobs Assigned to the recruiter

Candidate Name	Email	Mobile	Job Code	Stage	Status
Vineet Saroha - APP10114002711187	vineetsaroha@gmail.com	919999100289	HCL/SE/11187	Interview 1	Scheduled
Shobhna Bansraj Singh - APP10114634211187	singh.dakshdeep@gmail.com	+919854244900	HCL/SE/11187	Joining	Joined
Jawahar kumar pakala - APP10114644411187	poopa.shr@hcl.com	919683551429.9683551429	HCL/SE/11187	Offer	Offer Pending
Dakshdeep - APP10114593711187	dakshdeepsingh28@gmail.com	9999659928	HCL/SE/11187	Screening	Pending

Candidates mapped in a requisition

View: My Jobs

Job Code	Job Title	City	Organization Unit	Openings	Target Date	Status	Resumes	Leads
HCL/SE/11187	Software Engineer	Gautam Buddha Nagar-Noida Complex-201301	3300>RESEARCH AND DEVELOPMENT>SOLUTIONS>RESEARCH AND DEVELOPMENT>JAIPUR	3	2015-02-28	Open	4	0
HCL/T/11168	test	Gurgaon-Urban Estate Gurgaon-120003	3300>ADMINISTRATION	1	2015-02-28	On Hold	0	0
HCL/SE/11132	Software Engineer	Gautam Buddha Nagar-Noida Complex-201301	3300>SYSTEM INTEGRATION>TELECOM>NOIDA>FUNCTIONAL SUPPORT	3	2015-02-28	Open	0	0
HCL/T/11073	test job	Gautam Buddha Nagar-Noida Complex-201301	3300>FINANC>SOLUTIONS>FINAC	1	2015-02-28	Open	2	0

Icon to update status or attach a candidate to another requisition

Attach to other job Update Status

Attach To Other Job

Select Job: Choose...

Submit

Choose...

- test - HCL/T/11168 Software Engineer - HCL/SE/11132
- test job - HCL/T/11073 Desktop - HCL/D/11055
- Sales manager - HCL/SM/10550
- Test1 - HCL/T/10532

Screen to attach the candidate to another requisition

View: My Jobs

Job Code	Job Title	City	Organization Unit	Openings	Target Date	Status	Resumes	Leads
HCL/SE/11187	Software Engineer	Gautam Buddha Nagar-Noida Complex-201301	3300>RESEARCH AND DEVELOPMENT>SOLUTIONS>RESEARCH AND DEVELOPMENT>JAIPUR	3	2015-02-28	Open	4	0
HCL/T/11168	test	Gurgaon-Urban Estate Gurgaon-120003	3300>ADMINISTRATION	1	2015-02-28	On Hold	0	0
HCL/SE/11132	Software Engineer	Gautam Buddha Nagar-Noida Complex-201301	3300>SYSTEM INTEGRATION>TELECOM>NOIDA>FUNCTIONAL SUPPORT	3	2015-02-28	Open	0	0
HCL/T/11073	test job	Gautam Buddha Nagar-Noida Complex-201301	3300>FINANC>SOLUTIONS>FINAC	1	2015-02-28	Open	2	0

Update Status

Select Stage: Choose...

Select Status: Choose...

Comments:

Upload Document: Choose

Submit Cancel

Screen to update the candidate status

- xi. Candidate tracking – Once the candidate is filed to a requisition, it by default comes at Screening Pending stage. The candidate tracking happens with a combination of Stage and Status. We have multiple stages and statuses configured for HCLI. The stages are configured in a loose structure which implies that one can move from stage A to Stage C in-case there is no need of stage B. However the recruiting lead/ BU HR Head need to take the responsibility for ensuring compliance in the candidate pipeline.

Stages/ Statuses configured for HCLI are

a. Screening

- i. **Pending** – this is the default stage that a candidate comes up once it is attached against a requisition.
- ii. Screened – this confirms that the candidate has been selected in the screening round by the recruiter.
- iii. Rejected – this means that the candidate is rejected in the screening round.

b. Hiring Manager Review

- i. Pending – the candidate has been shared with the delivery organization to review and confirm. Once the status is changed to pending, the candidate starts reflecting in the hiring manager logon for rejection/ shortlisting. There is also an option given to the recruiter to send an email to the hiring manager to intimate them about the candidates.
- ii. Shortlisted – this stage is changed by the delivery organization if they fine the resume to be suiting their requirements
- iii. Rejected – candidate has been rejected by the delivery organization

c. Interview 1

- i. Pending – candidate is pending to be scheduled for interview
- ii. Schedule – candidate has been scheduled for interview. Once scheduled, the system asks the recruiter to enter the start date and time and end date and time for the interview. The recruiter also needs to mention the venue and hiring manager’s name for the interview. Once these details have been added, the system sends an email to both the hiring manager and candidate confirming on the interview details. There is also a

calendar which goes to both the hiring manager and candidate blocking their time slots.

- iii. Re-schedule – candidate was initially scheduled but due to some constraints had to be re-scheduled. Once scheduled, the system asks the recruiter to enter the start date and time and end date and time for the interview. The recruiter also needs to mention the venue and hiring manager’s name for the interview. Once these details have been added, the system sends an email to both the hiring manager and candidate confirming on the interview details. There is also a calendar which goes to both the hiring manager and candidate blocking their time slots.
- iv. In progress – candidate interview is in progress
- v. Qualified – candidate has been selected in the Interview
- vi. Rejected – candidate has been rejected in the interview
- vii. No Show – candidate did not turn up for the interview

d. Interview 2

- i. Pending – candidate is pending to be scheduled for interview
- ii. Schedule – candidate has been scheduled for interview. Once scheduled, the system asks the recruiter to enter the start date and time and end date and time for the interview. The recruiter also needs to mention the venue and hiring manager’s name for the interview. Once these details have been added, the system sends an email to both the hiring manager and candidate confirming on the interview details. There is also a calendar which goes to both the hiring manager and candidate blocking their time slots.
- iii. Re-schedule – candidate was initially scheduled but due to some constraints had to be re-scheduled. Once scheduled, the system asks the recruiter to enter the start date and time and end date and time for the interview. The recruiter also needs to mention the venue and hiring manager’s name for the interview. Once these details have been added, the system sends an email to both the hiring manager and candidate confirming on the interview details. There is also a calendar which goes to both the hiring manager and candidate blocking their time slots.
- iv. In progress – candidate interview is in progress

- v. Qualified – candidate has been selected in the Interview
 - vi. Rejected – candidate has been rejected in the interview
 - vii. No Show – candidate did not turn up for the interview
- e. Interview 3
- i. Pending – candidate is pending to be scheduled for interview
 - ii. Schedule – candidate has been scheduled for interview. Once scheduled, the system asks the recruiter to enter the start date and time and end date and time for the interview. The recruiter also needs to mention the venue and hiring manager’s name for the interview. Once these details have been added, the system sends an email to both the hiring manager and candidate confirming on the interview details. There is also a calendar which goes to both the hiring manager and candidate blocking their time slots.
 - iii. Re-schedule – candidate was initially scheduled but due to some constraints had to be re-scheduled. Once scheduled, the system asks the recruiter to enter the start date and time and end date and time for the interview. The recruiter also needs to mention the venue and hiring manager’s name for the interview. Once these details have been added, the system sends an email to both the hiring manager and candidate confirming on the interview details. There is also a calendar which goes to both the hiring manager and candidate blocking their time slots.
 - iv. In progress – candidate interview is in progress
 - v. Qualified – candidate has been selected in the Interview
 - vi. Rejected – candidate has been rejected in the interview
 - vii. No Show – candidate did not turn up for the interview
- f. HR Assessment
- i. Pending – candidate is pending for HR discussion
 - ii. Schedule – candidate has been scheduled for HR discussion. Once scheduled, the system asks the recruiter to enter the start date and time and end date and time for the interview. The recruiter also needs to mention the venue and hiring manager’s name for the interview. Once these details have been added, the system sends an email to both the hiring manager and candidate confirming on the interview details. There is

also a calendar which goes to both the hiring manager and candidate blocking their time slots.

- iii. Re-schedule – candidate was initially scheduled but due to some constraints had to be re-scheduled. Once scheduled, the system asks the recruiter to enter the start date and time and end date and time for the interview. The recruiter also needs to mention the venue and hiring manager’s name for the interview. Once these details have been added, the system sends an email to both the hiring manager and candidate confirming on the interview details. There is also a calendar which goes to both the hiring manager and candidate blocking their time slots.
 - iv. Qualified – candidate has been shortlisted post HR discussion
 - v. Rejected – candidate has been rejected in the HR discussion
 - vi. No Show – candidate did not turn up for the HR discussion
- g. Offer
- i. Offer Pending – candidate is pending for offer release with the shared services team. The existing process of releasing process is followed by the recruiter.
 - ii. Offer Made – once the offer is sent by the shared services team, a copy of the same is also shared with the recruiter. The recruiter then needs to upload the offer letter in the system and mention the date of the offer, Grade, Competency and COG/ NON COG.
 - iii. Offer Accepted – On changing the status to offer accepted, the recruiter needs to mention the expected joining date and can also upload the proof of acceptance shared by the candidate.
 - iv. Drop – candidate offer has been dropped by the employer
 - v. Rejected – candidate has rejected the offer shared by the employer
- h. **Joining**
- i. **Join** – on changing the status to join, the recruiter needs to enter the actual date of joining along with the employee code of the candidate who is joining the employer.

- ii. Rejected – candidate has rejected the offer post acceptance. This is ideally known as Renege.

Recruiter needs to select the candidate by clicking on the check box on the extreme left side of the candidate record and click on “Update status” to update the status of the candidate. At every stage/ status, the recruiter has an option to upload the feedback file and the same can be seen in the candidate history at any given point in time.

Once the candidate is moved to joined status, the balance position in that requisition is reduced by 1 and in-case of 0 balance positions the requisition gets closed. The requisition closure scheduler runs once in 24 hours in night.

HCL | Kalindi Jamwal

HOME | WORKSPACE | JOBS | CANDIDATES | VENDORS | INTERVIEWS | REPORTS

View: My Jobs

Job Code	Job Title	City	Organization Unit	Openings	Target Date	Status	Resumes	Leads
HCL/SE/11187	Software Engineer	Gautam Buddha Nagar-Noida Complex-201301	3300>RESEARCH AND DEVELOPMENT>SOLUTIONS-RESEARCH AND DEVELOPMENT>JAIPUR	3	2015-02-28	Open	4	0
HCL/T/11168	test	Gurgaon-Urban Estate Gurgaon-122001	3300>ADMINISTRATION	1	2015-02-28	On Hold	0	0
HCL/SE/11132	Software Engineer	Gautam Buddha Nagar-Noida Complex-201301	3300>SYSTEM INTEGRATION>TELECOM>NOIDA>FUNCTIONAL SUPPORT	3	2015-02-28	Open	0	0
HCL/TJ/11073	test job	Gautam Buddha Nagar-Noida Complex-201301	3300>FINAC>SOLUTIONS-FINAC	1	2015-02-28	Open	2	0

Attach to other job | Update Status

Candidate Name	Email	Mobile	Job Code	Stage	Status
<input type="checkbox"/> Vineet Saroha - APP10114605711187	vineetsaroha@gmail.com	919999100289	HCL/SE/11187	Interview 1	Scheduled
<input type="checkbox"/> Shobhna Bansraj Singh - APP10114634211187	singh.dakshdeep@gmail.com	+919854244990	HCL/SE/11187	Joining	Joined
<input type="checkbox"/> Jawahar kumar pakala - APP10114644411187	poopa.shr@hcl.com	919983551429,9983551429	HCL/SE/11187	Offer	Offer Pending
<input type="checkbox"/> Dakshdeep - APP10114693711187	dakshdeep Singh28@gmail.com	9999859928	HCL/SE/11187	Screening	Pending

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HCL | Kalindi Jamwal

HOME | WORKSPACE | JOBS | CANDIDATES | VENDORS | INTERVIEWS | REPORTS

View: My Jobs

Job Code	Job Title	City	Organization Unit	Openings	Target Date	Status	Resumes	Leads
HCL/SE/11187	Software Engineer	Gautam Buddha Nagar-Noida Complex-201301	3300>RESEARCH AND DEVELOPMENT>SOLUTIONS-RESEARCH AND DEVELOPMENT>JAIPUR	3	2015-02-28	Open	4	0
HCL/T/11168	test	Gurgaon-Urban Estate Gurgaon-122001	3300>ADMINISTRATION	1	2015-02-28	On Hold	0	0
HCL/SE/11132	Software Engineer	Gautam Buddha Nagar-Noida Complex-201301	3300>SYSTEM INTEGRATION>TELECOM>NOIDA>FUNCTIONAL SUPPORT	3	2015-02-28	Open	0	0
HCL/TJ/11073	test job	Gautam Buddha Nagar-Noida Complex-201301	3300>FINAC>SOLUTIONS-FINAC	1	2015-02-28	Open	2	0

Attach to other job | Update Status

Candidate Name	Email	Mobile	Job Code	Stage	Status
<input type="checkbox"/> Vineet Saroha - APP10114605711187	vineetsaroha@gmail.com	919999100289	HCL/SE/11187	Interview 1	Scheduled
<input type="checkbox"/> Shobhna Bansraj Singh - APP10114634211187	singh.dakshdeep@gmail.com	+919854244990	HCL/SE/11187	Joining	Joined
<input type="checkbox"/> Jawahar kumar pakala - APP10114644411187	poopa.shr@hcl.com	919983551429,9983551429	HCL/SE/11187	Offer	Offer Pending
<input checked="" type="checkbox"/> Dakshdeep - APP10114693711187	dakshdeep Singh28@gmail.com	9999859928	HCL/SE/11187	Hiring Manager Review	Pending

Update Status

* Select Stage: Interview 1

* Select Status: Schedule

Comments:

Upload Document: Choose

INTERVIEW DETAILS

* Start Date/Time: [] [] [] [] [] []

* End Date/Time: [] [] [] [] [] []

Venue: [] [] [] [] [] []

Interview Panel: [] [] [] [] [] []

Submit Cancel

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The screenshot shows the PeopleStrong HR system interface. On the left, there is a table of job listings with columns for Job Code, Job Title, City, and Organization. A modal window for composing an email is open, showing fields for Template, Applicant, From, To, Subject, and CC. The email content includes a greeting, a message about a candidate's profile, and a link to the Business portal. A callout box on the right points to the email composition window with the text: "Widget to schedule interviews with hiring manager and candidate".

c. Reports & Dashboards

- i. Demand Universe – There are reports available in the systems at every role to check the demand status vs. the candidate pipeline. The reports are available based on organization unit, Project, WBS and Hiring Manager wise. Different roles which have these reports enabled are Hiring Manager, BU HR Partner, BU HR Head, CHRO, Recruiting Lead and Recruiter. Attached are the report templates available at different roles.



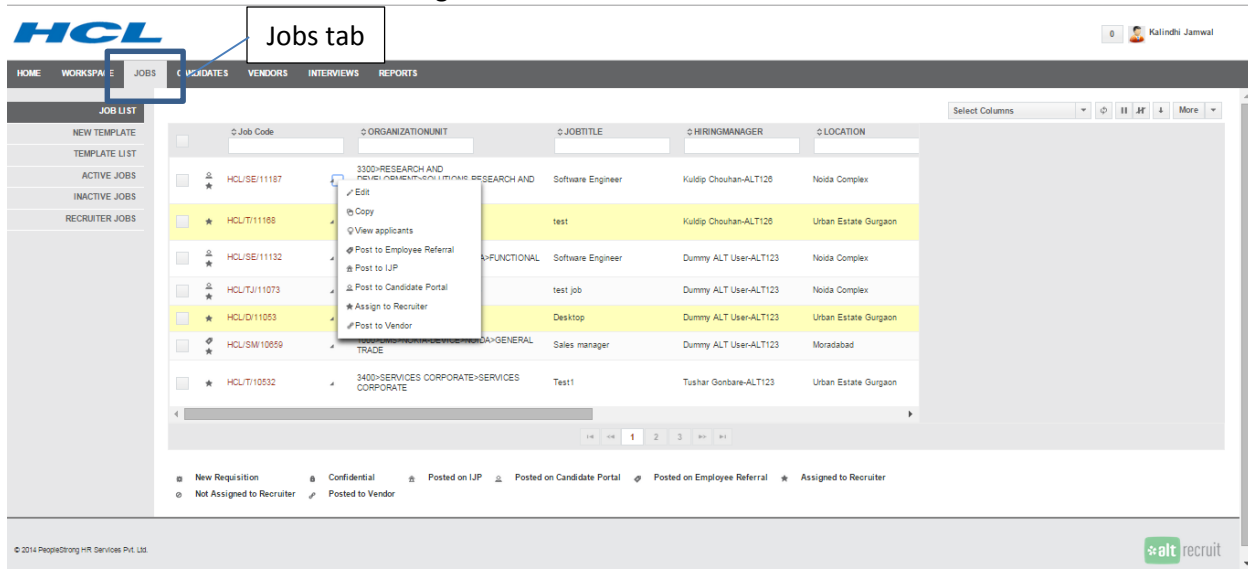
- ii. Supply Universe – These are the reports which are available in the system to check the candidate pipeline. Below is the report template which is available for Recruiter, Recruiting lead, CHRO, BU HR Head.

S.No	BU	UIDAI/ Others	Track/Project	Name	Requirement Received Date	Offer Date	Offer TAT	Joining Date	Joining TAT	Grade	Status	COG/Non COG	Competency
1	Enabling Function	Enabling Function	PARENT ACCOUNTS	Nagendra Singh	26-Nov-14	9-Jan-15	44	19-Feb-15	41	P4	Joined	Non COG	C4

- iii. Demand vs. Supply dashboard
- iv. Formula's used in reports

1. Pendency – this is referred in the system in 2 ways: offer pendency and joining pendency.
 - a. Offer pendency = No. of open positions – (candidates on or ahead of offer made stage)
 - b. Joining pendency = No. of open positions – (candidates on joined stage)

2. Beyond the SLA
 - a. If Offer Made Date is not arrived, then Offer TAT is NA, then Skipped SLA is NA
 - b. If Offer TAT is not NA, then if Offer TAT > SLA, calculate (Offer TAT- SLA)
 - c. If Offer TAT not >SLA, value will be zero
 3. Offer TAT – (offer date – requisition approval date – hold days)
 4. Joining TAT – (Joining date – requisition approval date – hold days)
 5. Hold days – (Un-hold date – hold date)
- d. Career Portal
- Below is the URL for the career portal: <http://hclcareers.peoplestrong.com/>
- i. Recruiter view
 1. Post requisition approval by the BU HR Head; the demand gets assigned to the Lead Recruiter
 2. Lead Recruiter needs to go to “Jobs” tab to check the list of jobs assigned



3. Click on the small icon next to the Job ID to open the job menu (Small triangle on the right of the job ID)

Menu option next to the job code

Job Code	ORGANIZATIONUNIT	JOB TITLE	HIRINGMANAGER	LOCATION
HCL/SE/11187	3300>RESEARCH AND DEVELOPMENT>RESEARCH AND DEVELOPMENT	Software Engineer	Kuldip Chouhan-ALT126	Noida Complex
HCL/T/11108		test	Kuldip Chouhan-ALT126	Urban Estate Gurgaon
HCL/SE/11132		FUNCTIONAL Software Engineer	Dummy ALT User-ALT123	Noida Complex
HCL/T/J/11073		test job	Dummy ALT User-ALT123	Noida Complex
HCL/D/11053		Desktop	Dummy ALT User-ALT123	Urban Estate Gurgaon
HCL/SM/10659		SALES-GENERAL Sales manager	Dummy ALT User-ALT123	Moradabad
HCL/T/10532	3400>SERVICES CORPORATE>SERVICES CORPORATE	Test1	Tushar Gombare-ALT123	Urban Estate Gurgaon

4. In the menu that pops up, click on post to candidate portal

Option to post to candidate portal

5. Mention the end date of job posting
 6. Press submit
 7. The job gets posted on the candidate portal.
- ii. Candidate view
1. Click on the candidate portal URL - <http://hclcareers.peoplestrong.com/>



Search for job Get Hired!

JOB BY LOCATION | **JOB BY BUSINESS UNIT**

No records found.

Jobseekers Login | [Register](#)

UserName:

Password:

Login [Forgot password?](#)

2. Click on “register” to create your profile

Create your account

*Email Id (User Name):

*Password:

*Confirm Password:

*First Name:


Middle Name:

*Last Name:

*Mobile No.:

Phone No.:

*Date of Birth:

*Pincode: 

REGISTER CANCEL

[Password Policy](#)
• Password must contain atleast 6 characters.

3. On clicking register an email goes to the email ID mentioned to validate the login and create the user details.

4. Login with the email ID and password created



Search for job Get Hired!

JOB BY LOCATION | **JOB BY BUSINESS UNIT**

No records found.

Jobseekers Login | Register

UserName:

Password:

Login [Forgot password?](#)

Mention the username and password

5. Update your candidate profile to apply to candidate jobs



[HOME](#) | [JOBS](#) | [INTERVIEWS](#)

Click here to see the jobs posted

Search for job Get Hired!

APPLICATION STATUS | **JOB RECOMMENDATION**

Job Code	Job Title	Stage	Applicant Status	Job Status
No records found.				

DS S

[singh.dakshdeep@gmail.com](#)

(+91)-9999659928

10% Profile Complete

Update Review

Click here to check the application status

Click here to update the profile

Profile card for user DS S. Includes contact information (phone: (+91)-9999659928, email: singh.dakshdeep@gmail.com), a 'Done Editing' button, and sections for 'COVER LETTER', 'WORK EXPERIENCE' (0 years 0 months), and 'EDUCATION'. Each section has an 'Add' button.

Click here to Upload Resume :

Upload Resume

NOTE: Supported formats are doc, docx and pdf

Upload more documents

NOTE: Supported formats are png, jpeg, gif and zip

Uploaded Documents :

File Type File Name Download Delete

No records found.

Upload candidate resume

Upload other documents

View documents uploaded

Update the profile

6. Job search/ view for candidates

Search filters sidebar. Includes 'Refine your Search' with a 'Keyword' field and 'Refine'/'Reset' buttons. 'Jobs by Location' with checkboxes for Delhi, Chennai, Bangalore, Mumbai, and Hyderabad. 'Your Location' field. 'Jobs by Experience' with a 'Min - Max' range slider.

Search results area showing 'No records found.' with a search bar and navigation arrows.

Jobs displayed based on the search

Search filters for jobs