TIMES SOFTWARE

TIMES PRO Recruit

Standard Setup User Guide

For Administrator

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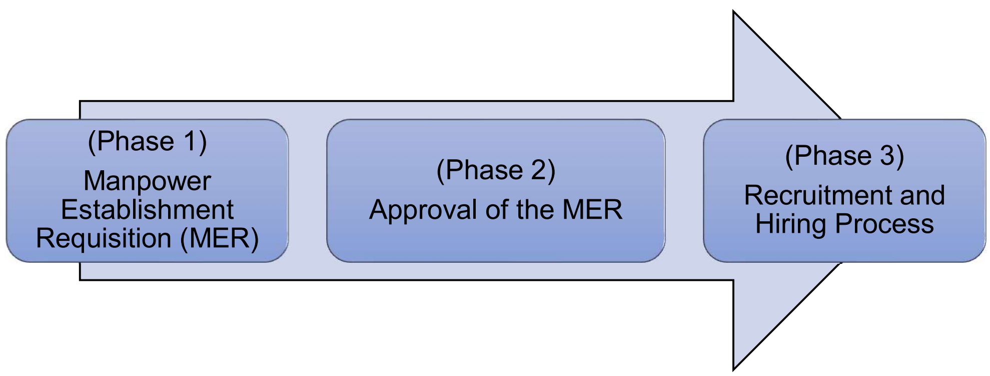
1. Introduction

TIMES PRO Recruit system is a web-based recruitment solution that uses recruitment technologies to develop and deliver innovative, robust and flexible online recruitment management/applicant tracking solutions. Allows job applicants to login into the company website to fill up their personnel information and job history online for new job postings. Allows the company to optimize all aspects of recruitment such as candidate and resume screening using special query on predefined criteria.

The matched candidates will be shortlisted for interview via email and all interview details are recorded to finalize the candidate selection. Once selected, the employee details will be updated to the company's main employee database for Payroll and HR function.

2. Standard Workflow

TIMES PRO Recruit focuses on three important phases in the recruitment process.



The first phase is the **Manpower Establishment Requisition (MER)** or also known as manpower requisitions, the second phase is the **Approval of the MER** and the third phase is the **Recruitment and Hiring Process**.

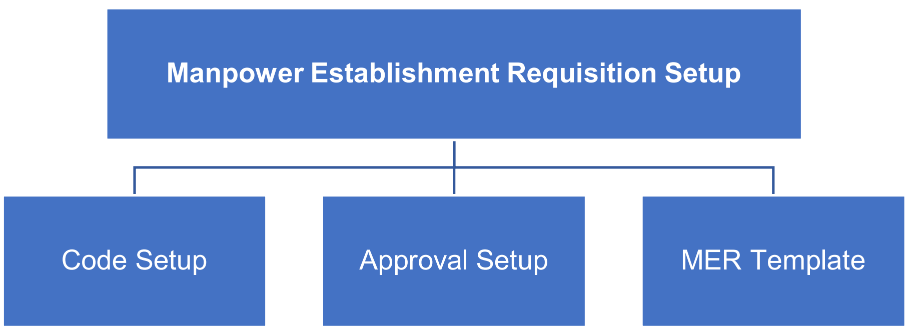
Each of the preceding phases needs to be successfully completed first for the succeeding phase to commence. In other words, the first phase is a pre-requisite to the second phase, whereas the second phase, in turn, is a pre-requisite of the third phase.

2.1 Phase 1 – Manpower Request from a Specific Team/Unit

The process begins with manpower request from each unit/team. The unit head studies and analyzes its current manpower setup and makes a forecast about its future manpower requirements. There are two possible reasons why a unit might establish the need for manpower, first is to fill up an old post vacated by a previous employee and second is to request for a new position or additional manpower based on the current needs of the team.

The unit head then fills in the MER form and submits the form to approvers for review and approval.

TIMES PRO Recruit's Administrator will use the following functions to setup and manage this phase:



First, master codes for drop-down lists (such as list of Departments and Qualifications) in the system will be created in **Code Setup**.

Next, in the **Approval Setup**, the manpower requestor (such as the unit head) who can submit new MER forms and the approvers for the MER are defined here. An employee can be designated as Administrator in this setup as well.

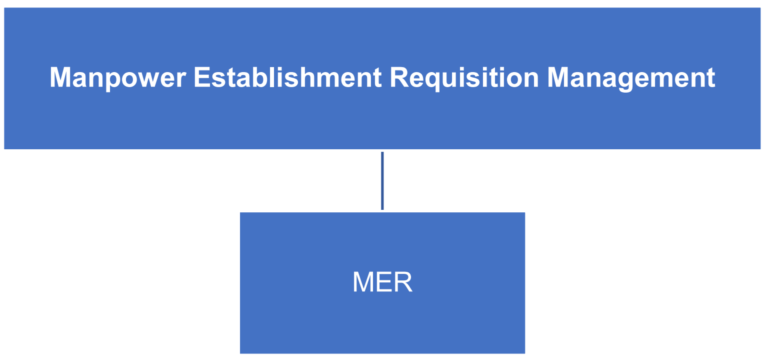
To help ease manpower requestor's effort in raising MERs and also to standardized MER forms' contents, the Administrator can create **MER Templates** which contains vital information such as the requested job position, job description and qualification write-ups. The manpower requestor can use these templates to raise new MER forms.

2.2 Phase 2 – Approval of the MER

The approvers play an important role in the review of manpower requests from a specific unit. The approvers can approve or reject certain manpower request based on the feasibility of the request.

Upon submission of the MER form, the first approver reviews the manpower needs and determines the necessity of the request. If the MER form is approved and the first approver is not the final approver, the form will be routed to the second approver for review. This process will continue until the final approver approves the form.

If the request is denied the manpower requestor needs to raise a new MER form.



Submitted manpower requisitions can be viewed at **MER** page. The Administrator can submit new MER forms, delete MER forms, approve and reject users' submitted MER forms.

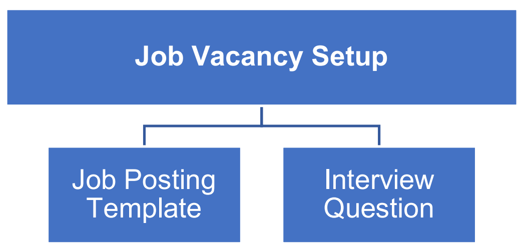
2.3 Phase 3 – Recruitment and Hiring Process

Recruitment only begins after the HR unit (Administrator) receives the approved MER form. The Administrator then formalized the posting of a job vacancy based on the MER.

2.3.1 Posting the Job Vacancy in the Job Board

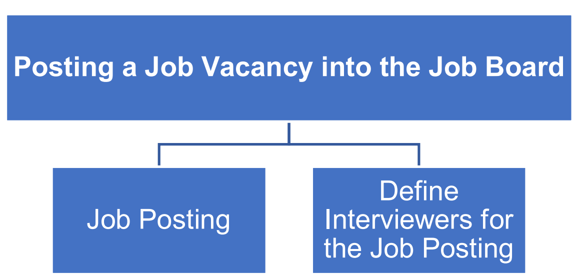
Job vacancies are posted in an online job board where new applicants can apply for them.

The Administrator will need to setup the following before the job vacancy can be posted:



Job Posting Template contains information such as the job title, job description and qualification. When Administrator creates a new job vacancy, the Job Posting Template can be used to quickly fill in the appropriate information into the job post.

The interview form can be designed at the **Interview Question** for each job position which contains a series of interview questions for the interviewers to record their candidates' answers.



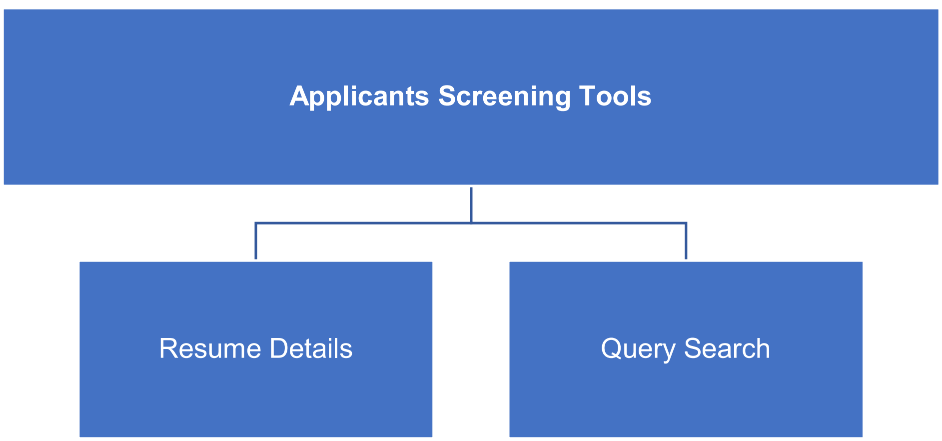
With the setup completed, the Administrator can post the new job vacancy as well as close down existing job postings at **Job Posting**. The Administrator can specify the interviewers that will be interviewing potential candidates for a particular job posting.

2.3.2 Identification and Pre-Selection of Candidates

Typically at this stage, HR Executive (Administrator) sorts out applicants' CV, and then arranges and conducts preliminary interview (via telephone call, online meeting, or face-to-face) with applicants who had applied for the job vacancy posted in the online job board.

This is a screening interview that provides an opportunity for the HR Executive to meet several possible candidates (after CV sorting) and to screen them further to determine those that are most suitable for the position. This process is important because it will enable the HR Unit to recommend the best candidates for the next level of interview.

TIMES PRO Recruit provides the following functions to assist in this process:



Applicants' submitted online resumes can be viewed in detail at **Resume Details**.

Query Search can filter the list of applicants based on specific criteria for easy searching and identification.

2.3.3 Shortlisting of Final Candidates for Panel Interview

The HR Executive selects and shortlists candidates for interview by a panel of interviewers.

The Panel interview is in the form of in-depth interview. The candidate is probed thoroughly both in terms of technical and behavioral qualities by a panel. The final decision on whether the candidate is successful in the application process should be determined by a group of people, not by a single individual. This step is advisable not only because it will allow the company to select the best candidate for the position but also because it will help promote ethical standards in the recruitment process. A candidate will be hired because his/her skills and experience will bring added value to the organization and not because he or she has benefitted from the favor of an internal supporter.

TIMES PRO Recruit provides the following functions to assist in this process:

The **Applied Job** function allows the Administrator to shortlist potential candidates for interview.

Administrator can view candidates that were shortlisted for a particular job vacancy at **Shortlisted**. All interview results are recorded here by the panel of interviewers. Hiring decisions are determined here as well.

The **Interview Calendar** shows all the dates that have interview arrangements.

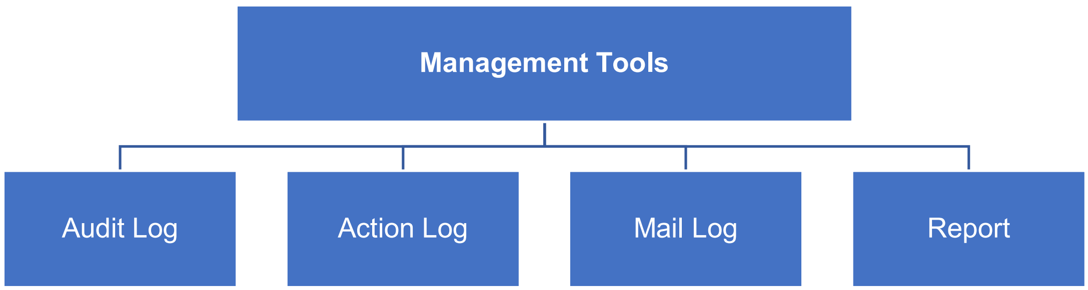
2.3.4 Hiring the Candidate

Using a set of criteria, the panel selects the best candidate. Afterwards, the HR Executive conducts the standard background checking procedure for the pre-selected candidate. Basically, this process is significant to confirm information stipulated by the candidate on the employment application and Curriculum Vitae, and to identify potential hiring risks for safety and security reasons.

After the selected candidate has passed the background check process, the HR Executive prepares the employment offer and sends it to the selected candidate for his/her acceptance.

2.4 Other Management Tools

The system provides additional tools to assist the Administrator in managing the system.



Audit Log tracks transactional record changes in the system.

Action Log tracks user's actions in the system.

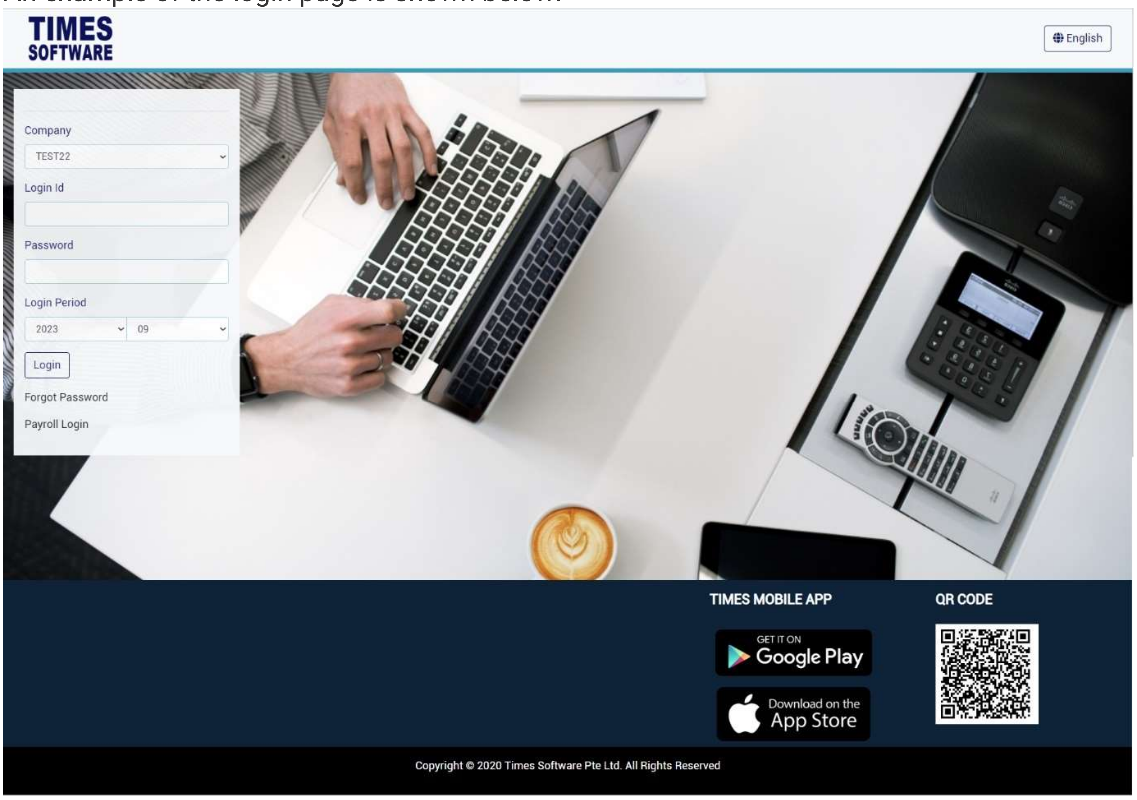
Mail Log tracks email notification sent from the system.

Various reports such as Job Posting report can be found at **Report**.

3 Logging into the TIMES PRO Recruit System

Open internet browser and enter the URL address to access the TIMES PRO portal login web page, example: http://www.myportal.com/SolutionPro

An example of the login page is shown below:

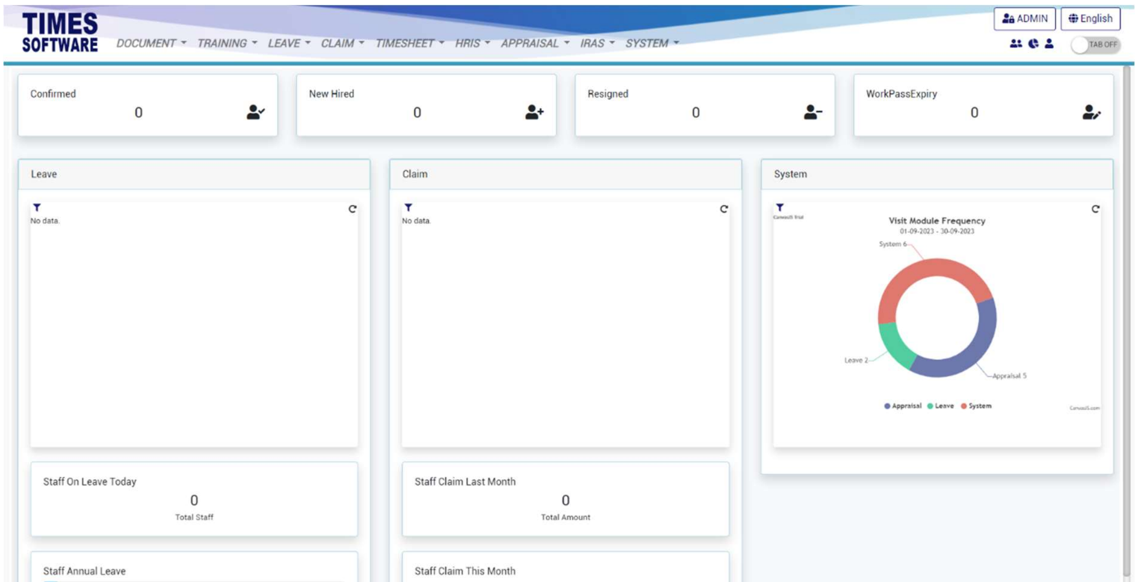


1. Click on the "Company" drop-down list to see a list of available companies and choose the one that user want to access to.
2. Key in login id at "Login id".
3. Key in password at "Password".
4. Click the Login button to login into the system.

To effectively use this guide, ensure that user are given the role of Administrator for the company that logging into. If the role is not setup yet, use login id *Admin* at "Login id" to login as the Administrator.

4 Dashboard

After logging into the system, user will be presented with system dashboard.



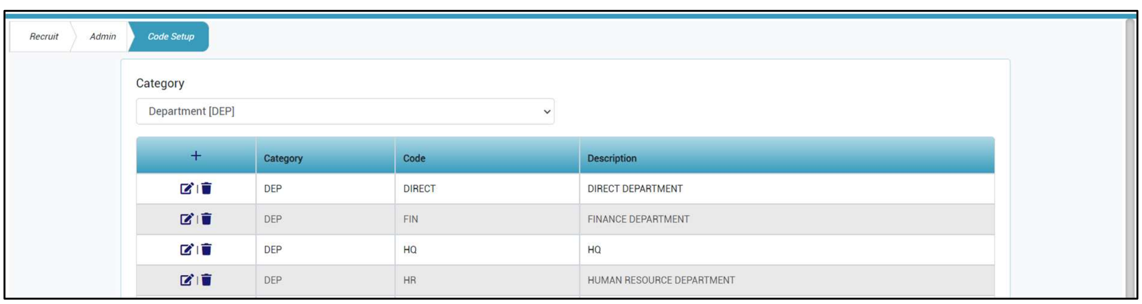
The dashboard shows user a list of items that require his attention.

User can click on any of the items to access it.

5 Code Setup

Administrator can create and manage master codes in **Code Setup**. Codes defined here are used to populate drop-down lists in the TIMES PRO Recruit system.

Click on the **Code Setup** option in the Administrator menu to access the Code Setup page.



Choose a “Category”.

To add a new code, click on the icon. Enter new code and description, then click Save button to save the code or Cancel button to cancel.

To edit an existing code, click on icon, update the description and click Save button to save the it or Cancel button to cancel.

To delete a code, click on button.

Codes deleted are unrecoverable.

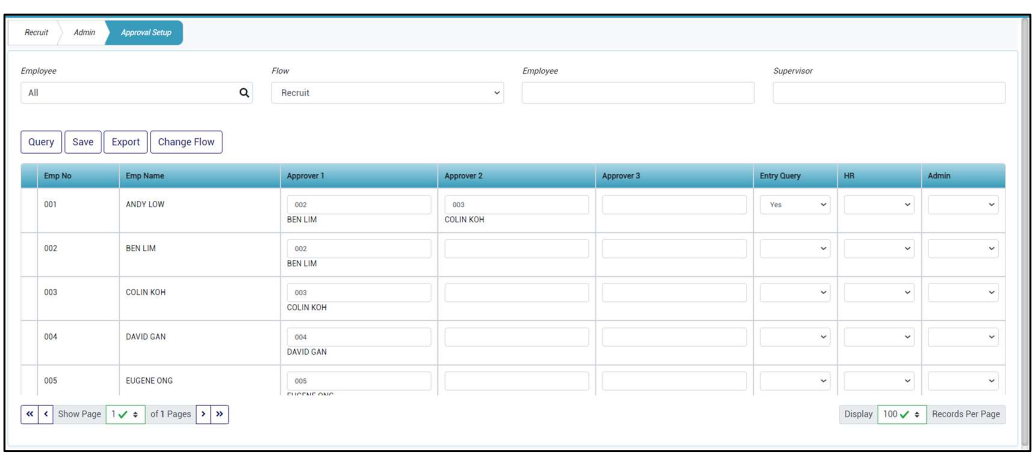
6 Approval Setup

The **Approval Setup** function allows Administrator to setup the approval flow for employees authorized to raise manpower requisitions (*manpower requestors*) by indicating each employee's reporting supervisors as the employee's TIMES PRO Recruit approvers.

These approvers will be responsible in reviewing, approving and rejecting their reporting employees' **Manpower Establishment Requisition (MER)** or manpower requisition forms.

Additionally, user can designate the role of Administrator to specific employees in this function. Do note that Administrators have access to both HR and Administrator menus.

1. Click on the **Approval Setup** option in the Administrator menu to access the Approval Setup page.



2. At the Approval Setup page, ensure the “Flow” is *Recruit*.
3. Choose a “Department” and a list of employees who are assigned to the selected department will be shown on the page. If user have made multiple selections, user can click ℹ button to see their selections.
4. Alternatively, user can use the keyword search function to retrieve a list of employees/ supervisor based on the text that he enter in it. This search will find the nearest matching employee number or name. After user had entered the text in it, click Query to see the results.

6.1 Setting up Manpower Requestor’s Approval Flow

To setup the approval flow, user need to set to ‘Yes’ under the “Entry Query” column to designate the employee as a manpower requestor which authorizes the employee to raise MER forms.

Next, user need to key in the approver’s employee number for each manpower requestor under the approver columns (they are called “Approver 1”, “Approver 2” and “Approver 3”).

Emp No	Emp Name	Approver 1	Approver 2	Approver 3	Entry Query	HR	Admin
001	ANDY LOW	002 BEN LIM	003 COLIN KOH		Yes		
002	BEN LIM	002 BEN LIM					

The system provides up to three levels of approval for each manpower requestor and these approvers must be entered into the approver columns in a proper sequence. It’s not mandatory to setup all three levels of approval.

For example, if a manpower requestor reports to a Head of Department (HOD) and the HOD reports to the Chief Executive Officer (CEO), then the HOD’s employee number is setup at “Approver 1” and the CEO’s employee number is setup at “Approver 2”.

Once user have completed the entry, click the Save button. If user had entered the correct employee’s number for the approvers, their names will appear on the page. Else, just re-key in the correct employee number under the approver columns and click on the Save button.

6.2 Assigning the Administrator Role

The role of Administrator grants the employee access to the **Administrator** and/or **HR** menu.

Emp No	Emp Name	Approver 1	Approver 2	Approver 3	Entry Query	HR	Admin
001	ANDY LOW	002 BEN LIM	003 COLIN KOH			Yes	Yes
002	BEN LIM	002 BEN LIM					

To designate an employee as Administrator, set to 'Yes' at the "Admin" column. Then click the Save button to save the entry.

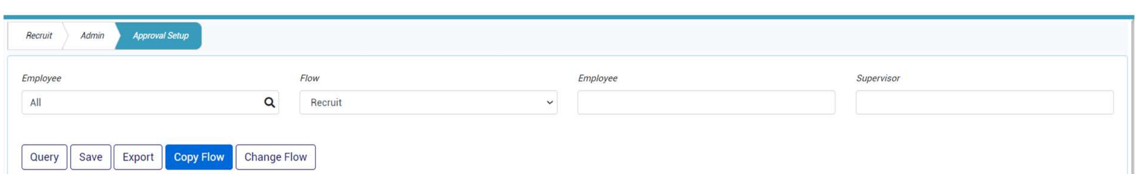
To designate an employee as HR, set to 'Yes' at the "HR" column. Then click the Save button to save the entry.

To remove the Administrator and/or HR role from an employee, remove the 'Yes' indicator accordingly and click the Save button.

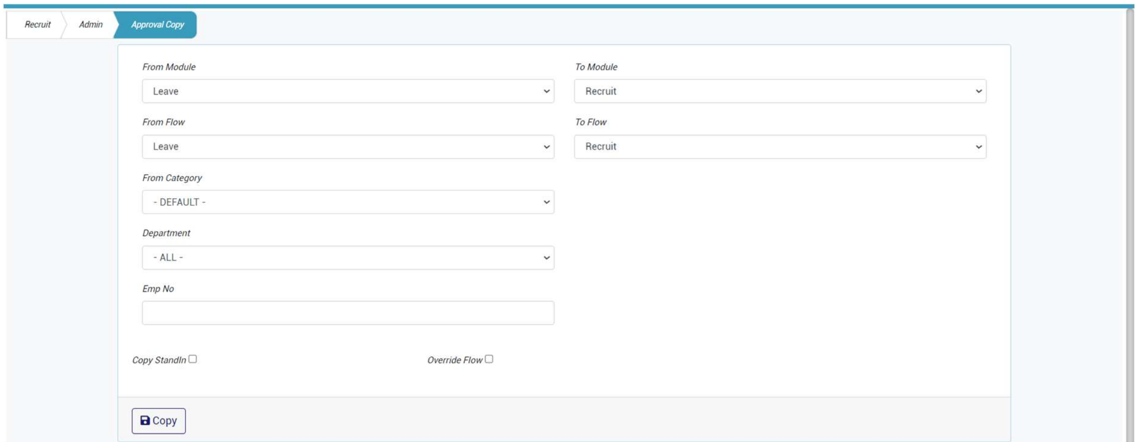
6.3 Automatic Setup of the Approval Flow

User can only use this feature if have other TIMES PRO systems (such as TIMES PRO Leave) installed otherwise skip this sub chapter.

User can quickly populate the list of approvers for each employee by using the Copy Flow. This function transfers the list of approvers from one source location (such as from another system or module) over to this system.



Click on the Copy Flow button to access the **Approval Copy** page.



Choose the “Module” and “Flow” dropdown lists under the column **From** to indicate the source location where the system will copy the list of approvers from and choose the “Module” and “Flow” dropdown lists under the column **To** to indicate where this list will be copied over to.

If applicable the “From Category” will be available for selection. Some TIMES PRO systems can have their approval flow setup based on a specific category and user can choose to select this approval flow to copy over to TIMES PRO Recruit system.

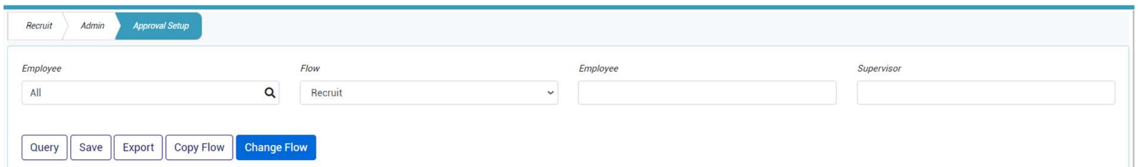
On default the system will transfer the list of approvers for employees who do not have their approval flow setup information at the Approval Setup. If user wish to overwrite the employees’ existing approval flow setup information click on the *Override Flow* ☑ checkbox to tick it.

Click Copy to initiate the process.

User can still manually change the approvers for each employee after Copy Flow had been executed.

6.4 Easy Change of Approver

In the event user need to change an approver for many employees, he can use the Change Flow feature to easily perform that action without the need to manually change the approver for each employee.



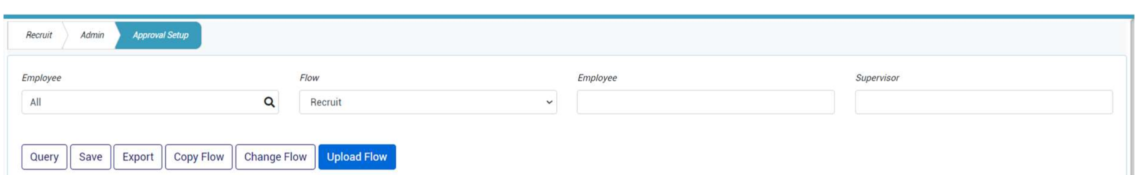
Click on the Change Flow button to access the **Approval Change** page.

Enter the employee number of the approver that user want to change at “From Sup No” column and the replacement approver at “To Sup No”.

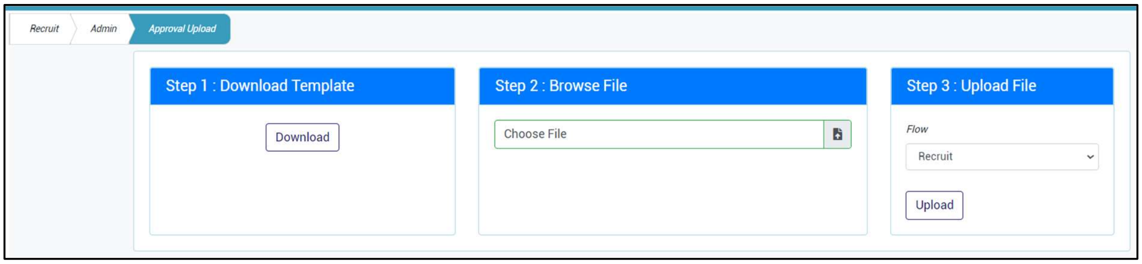
Ensure the “Flow” is *Recruit* and click Update to proceed with the changes.

6.5 Uploading Approval Flow into the system from Excel

If user prefer to prepare the approval flows in an excel document, he can use the system’s excel template document to enter the approval flow information and upload them into the system by using the Upload Flow feature.



Click on the Upload Flow button to access the **Approval Upload** page.



First step is to download the system's excel template document. Click on the Download button at "Download Template" at Step 1 to download the document.

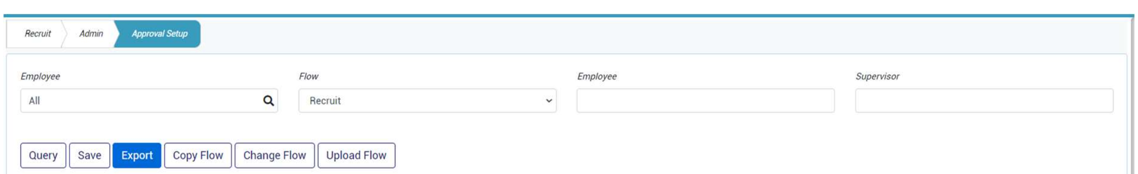
Next, open the excel template document and enter the approval flows into the document. Make sure to save the document.

Once done, proceed to Step 2 and click on "Choose File" field to choose the completed excel document.

Finally, at Step 3, make sure the "Flow" is *Recruit* and click the Upload button to upload the approval flow information from the selected excel document into the system.

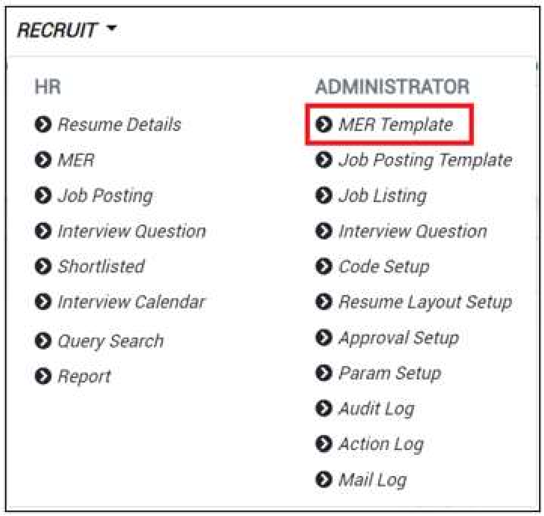
6.6 Export the system's Approval Flow into an Excel document

User can export the system's approval flow into an excel document. To do so, first retrieve the list of approval flows and then click on the Export button.

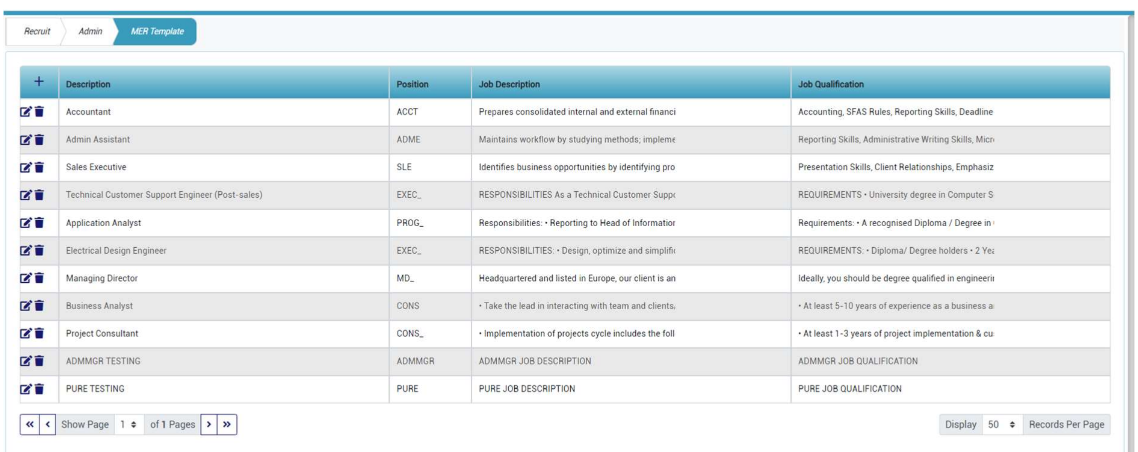


7 MER Template

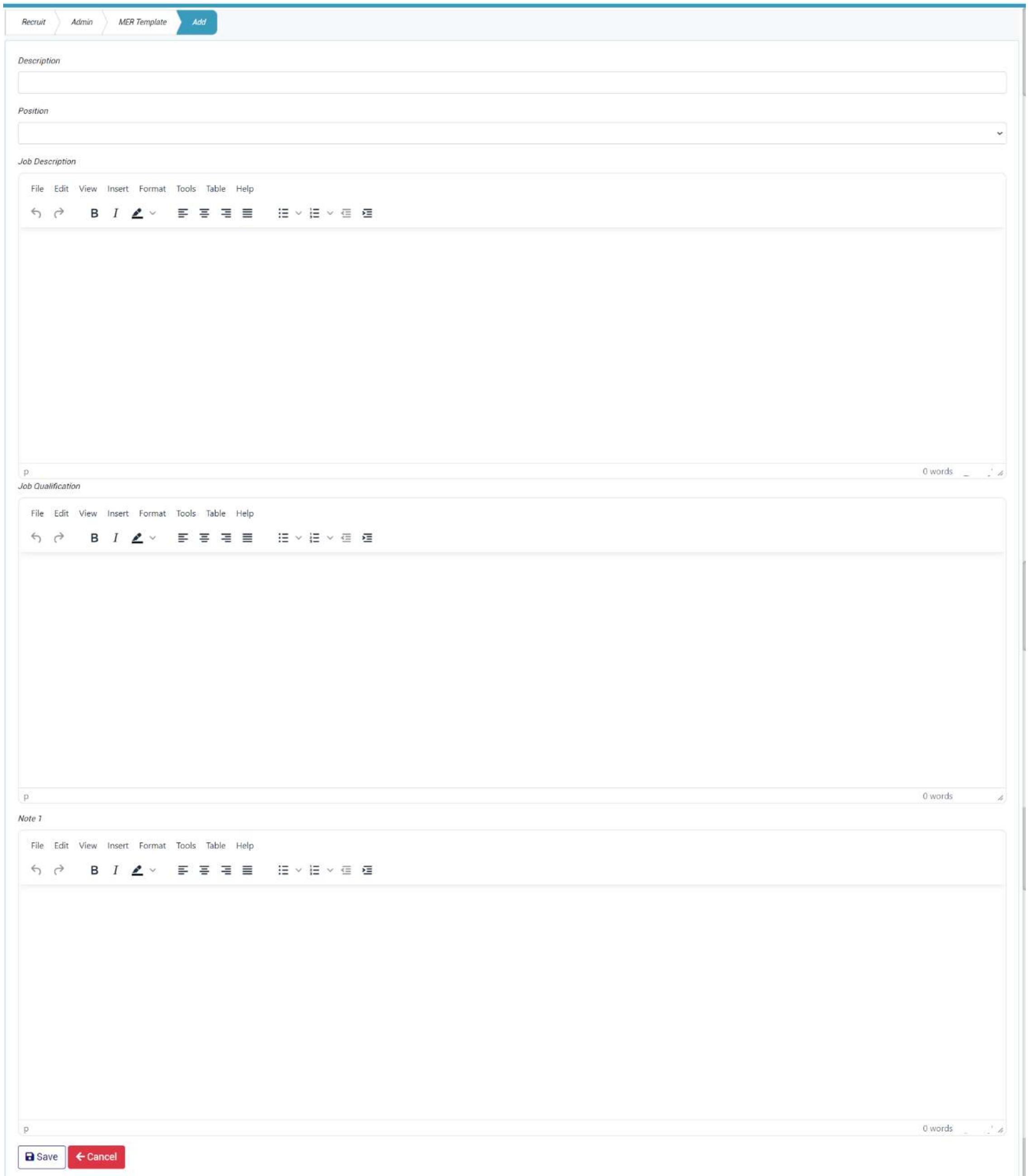
User can create content templates of the Manpower Establishment Requisition (MER) forms at the **MER Template** page.



Click on the **MER Template** option in the Administrator menu to access the MER Template page.



To create a new MER Template, click on the + icon.



Enter the name of the template at “Description” field. This is typically the job vacancy’s name.

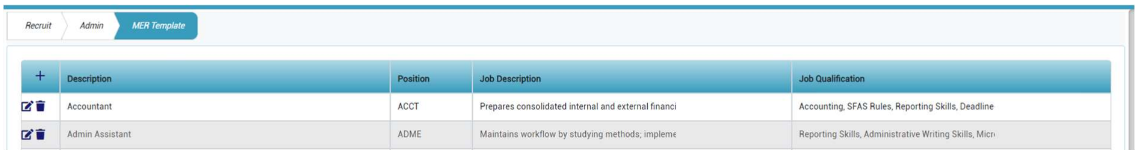
Choose a job “Position”.

Enter the job vacancy’s “Job Description” and “Job Qualification”.

(Optional) Input any other information at Note 1 to Note 5 field, for own reference, it will not be displayed at other page/ report.

Click Save button to save the record or ← Cancel button to cancel the record creation.

If user know HTML code, he can use HTML tags, such as *…* to bold text, to format the contents of the MER Template.



+	Description	Position	Job Description	Job Qualification
	Accountant	ACCT	Prepares consolidated internal and external financi	Accounting, SFAS Rules, Reporting Skills, Deadline
	Admin Assistant	ADME	Maintains workflow by studying methods; impleme	Reporting Skills, Administrative Writing Skills, Micr

To edit an existing template, click on icon, edit the data and click Save button to save the changes made or ← Cancel button to cancel the changes.

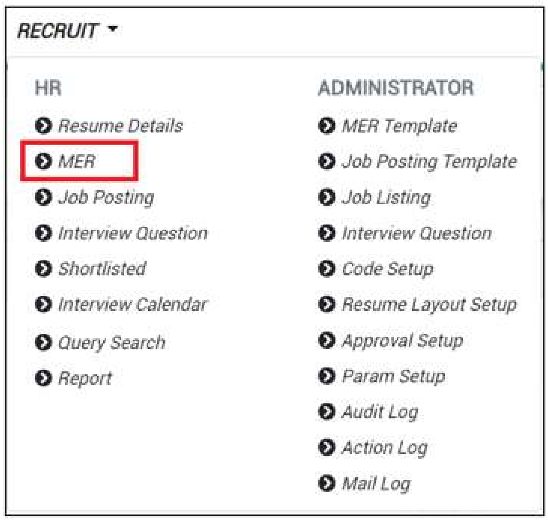
If user want to delete a template, choose the template by clicking on the icon, then Delete button to confirm the deletion of the template.

Deleted templates are unrecoverable.

8 Manpower Establishment Requisition (MER)

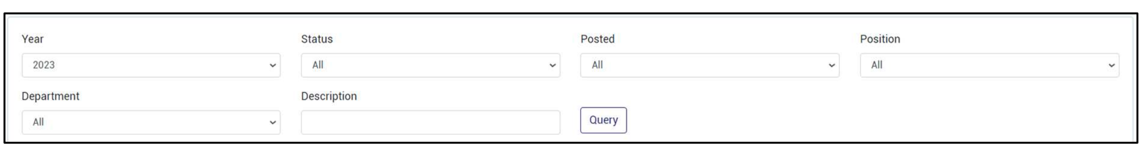
New Manpower Establishment Requisition (MER) forms are created at the **MER** page. User can view a list of MER forms created by himself or others, and can edit and delete them.

MER forms created are automatically approved and do not require an approval flow.



Click on the **MER** option in the HR menu to access the MER page.

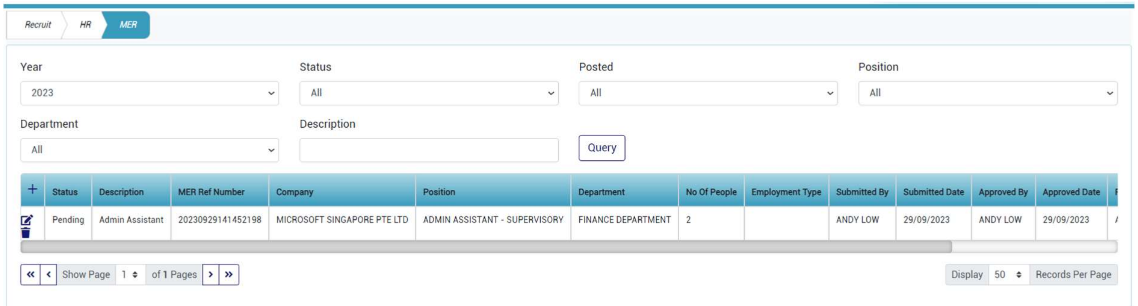
In the MER page, user can use filters such as “Year” and “Position” to filter the list of MER forms.



User can use the “Status” filter to filter the list of pending, approved or rejected MER forms.

The “Posted” filters the list of MER forms based on whether there are job vacancies posted for those forms.

User can search for specific MER forms by entering the name of the form at “Description” and clicking on the Query button.



To create a new MER form, click on the icon. Users will be navigated to **MER Input** page. (For more information on the MER Input page, please refer to sec 0 8.1 MER Input)

To edit an MER form, click on icon and edit the data. Then either click Approve button to save the changes with approval, Reject button to save the changes with rejection or Cancel button to cancel the transaction.

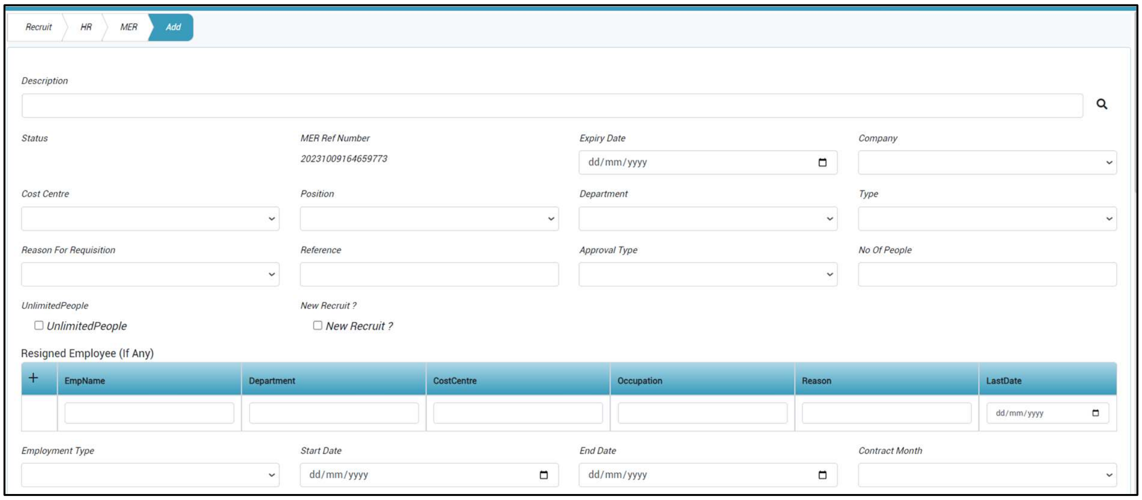
To delete an MER form, choose the form by clicking on the icon, then Delete button to confirm the deletion of the template.

User can only delete MER forms that have been rejected or still pending for approval.

Deleted MER forms are un-recoverable.

8.1 MER Input

When creating a new MER form or editing an existing form, user will see the **MER Input** page.



Enter the details into the MER Input and click Submit button to save the form or click Cancel button to cancel the transaction.

Here are the explanations for each item in the MER form:

Status

If the MER form is pending for approval or has been approved or rejected it will be indicated here.

Description

The name of the MER form.

If user have created MER form content templates, he can choose a template by clicking on the icon at [Description] field. Once selected, the MER form's "Descirption", "Position", "Job Description" and "Job Qualification" will be filled in by the template.

Company

The company that had requested for this manpower.

The company list can be created and maintained at the **Code Setup** page.

Position

The job position that this manpower request will fulfill.

The job position list can be created and maintained at the **Code Setup** page.

Department

The department that had requested for this manpower.

The department list can be created and maintained at the **Code Setup** page.

Type

User can indicate whether this manpower requisition is budgeted/replacement or non-budgeted.

No Of People

If there are limited vacancies for this manpower request, indicate the number here. Once an online job vacancy has been posted into the job board for this request and the vacancies are fulfilled applicants can no longer apply for this job.

If the vacancies are unlimited tick the ☐ checkbox for "UnlimitedPeople".

If this manpower request is for a new job position or additional manpower tick the ☐ checkbox for "New Recruit".

Resigned Employee (If Any)

If this manpower request is to fulfil vacated job positions due to employees' termination of employment, fill in the resigned employees' "Employee Name", "Department", "Cost Centre", "Occupation", "Reason" for leaving employment and "Last Day of Service". Click the + icon to add the employee into the list.

Employment Type

Choose the employment type for this manpower request and enter the start end date if any.

The employment type list can be created and maintained at the **Code Setup** page.

Job Description

The description of the job that this manpower request needs to fulfill.

Job Qualification

The qualification required for the job.

Gender

Specific gender required for this manpower request.

Reason

Reason for this manpower request.

Note 1 to Note 9

Additional notes for this manpower request.

Attachment

User can upload supporting documents for this manpower request by clicking on the 

column to choose file and upload the file into this MER form.

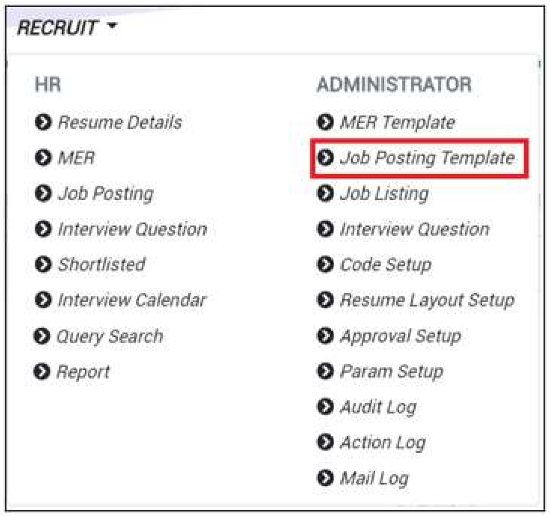
As the Administrator, if user upload a supporting document into the MER form, the MER form will be automatically saved as a **live** copy. If a manpower requestor uploads a supporting document into his or her MER form, that MER form will be automatically saved as a **draft** copy.

A live copy of the MER is considered final and can be used to raise an official Job Posting. A draft copy cannot do so.

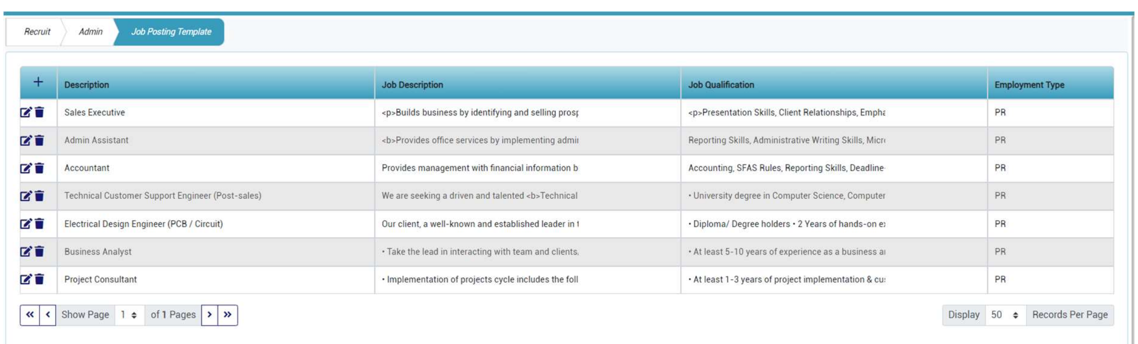
The maximum file size that can be uploaded is 5 MB.

9 Job Posting Template

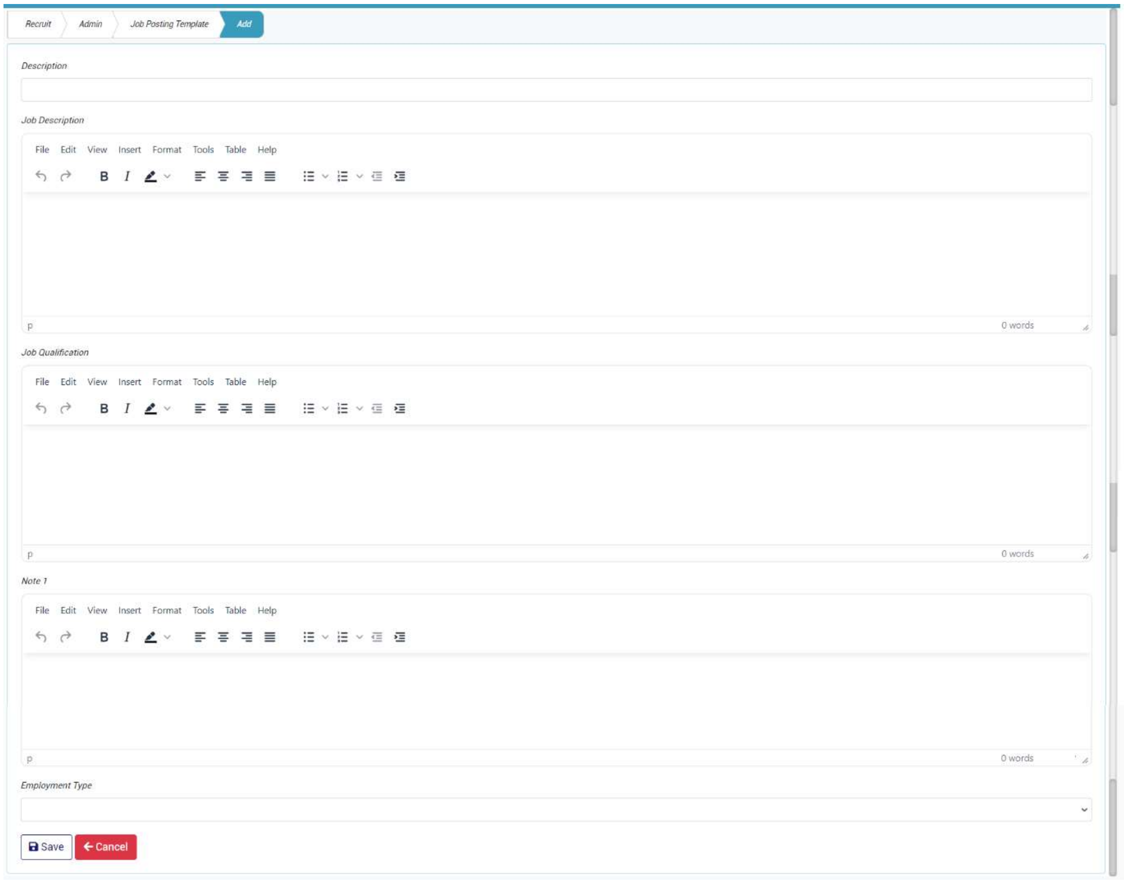
User can create content templates of the job vacancy postings at the **Job Posting Template** page.



Click on the **Job Posting Template** option in the Administrator menu to access the Job Posting Template page.



To create a new Job Posting Template, click on the + icon.



Enter the name of the job position at "Description".

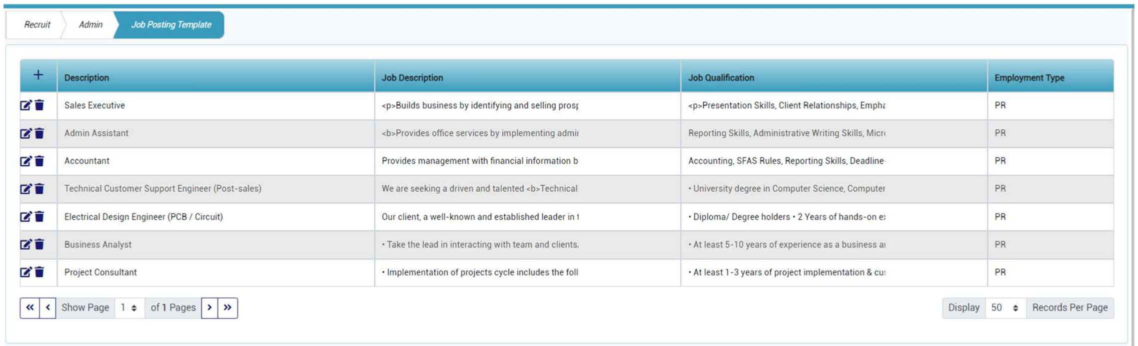
Enter the job vacancy's "Job Description" and "Job Qualification".

Input any additional info. in Note 1 to Note 5 field, for own reference purpose only.

Choose the "Employment Type".

Click Save button to save the record or Cancel button to cancel the transaction.

If user know HTML code, he can use HTML tags, such as *…* to bold text, to format the contents of the MER Template.



+	Description	Job Description	Job Qualification	Employment Type
	Sales Executive	<p>Builds business by identifying and selling prosp	<p>Presentation Skills, Client Relationships, Empha	PR
	Admin Assistant	<b>Provides office services by implementing admi	Reporting Skills, Administrative Writing Skills, Micr	PR
	Accountant	Provides management with financial information b	Accounting, SFAS Rules, Reporting Skills, Deadline-	PR
	Technical Customer Support Engineer (Post-sales)	We are seeking a driven and talented <b>Technical	• University degree in Computer Science, Computer	PR
	Electrical Design Engineer (PCB / Circuit)	Our client, a well-known and established leader in t	• Diploma/ Degree holders • 2 Years of hands-on e:	PR
	Business Analyst	• Take the lead in interacting with team and clients,	• At least 5-10 years of experience as a business ar	PR
	Project Consultant	• Implementation of projects cycle includes the foll	• At least 1-3 years of project implementation & cu:	PR

To edit an existing template, click on icon, enter the new details and click Save button to save the record or Cancel button to cancel the transaction.

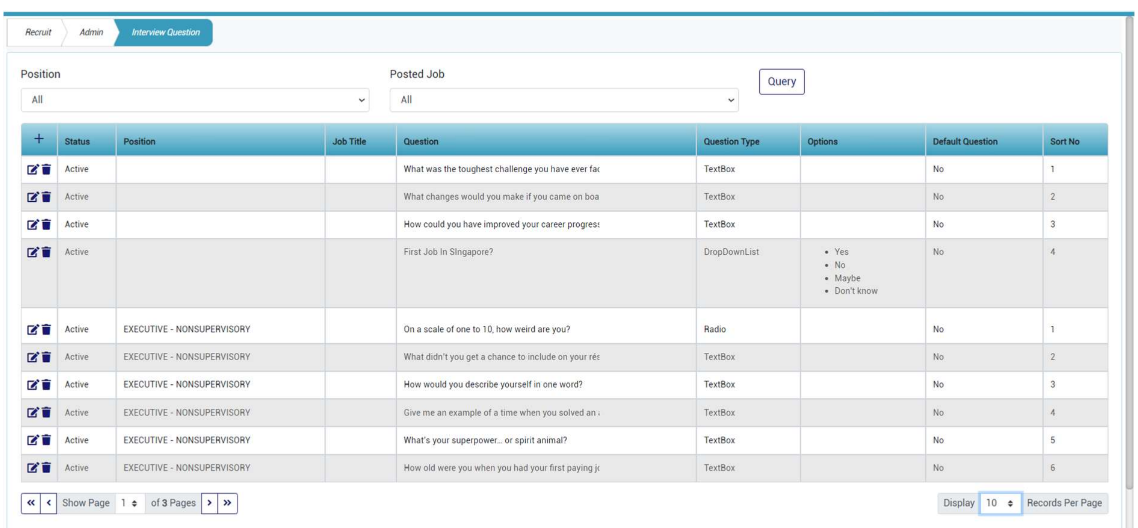
To delete a template, choose the template by clicking the icon, then Delete button to confirm the deletion of the template.

Deleted templates are unrecoverable.

10 Interview Question

User can design the interview form to record interview answers at the **Interview Question** page.

Click on the **Interview Question** option in the Administrator menu to access the Interview Question page.



The list of interview questions are related to a particular job position. Choose a job position from the “Position” drop-down list.

To create an interview question, click on the icon to access the **Interview Question Input** page. In this page, user can design three methods (they are called “Control Types”) for the interviewers to record their interviewees’ answers or their own interview notes.

To delete an interview question, choose the question by clicking the icon, then Delete button to confirm the deletion.

Deleted questions are unrecoverable.

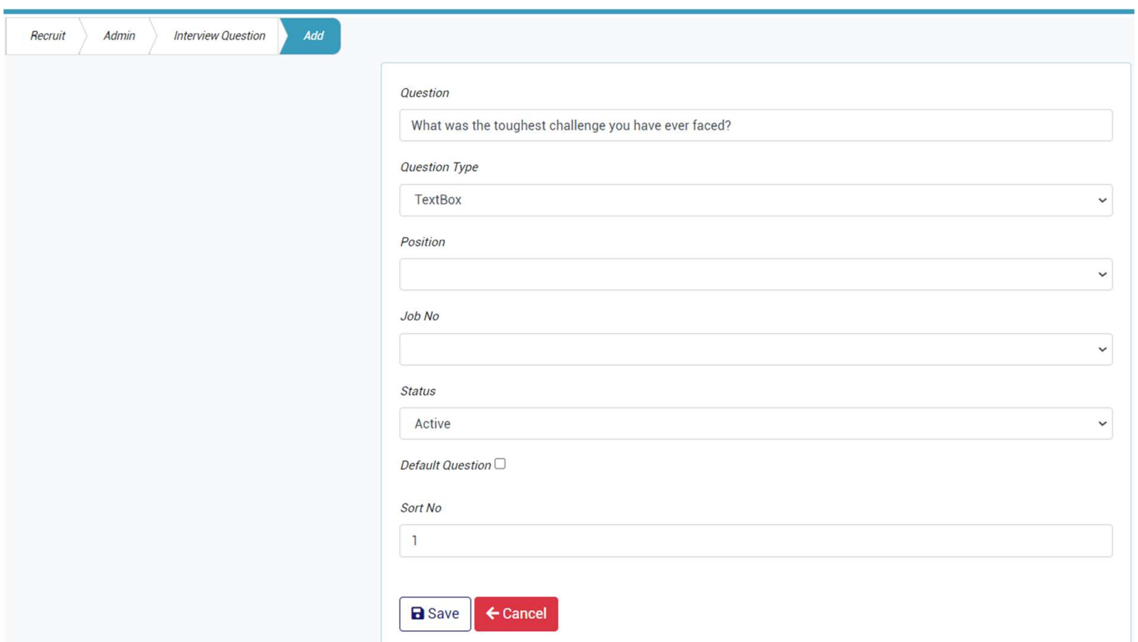
10.1 Designing the Interview Questions

There are three control types that user can use to design the interview questions:

- *Text Box*,
- *Drop-down List*,
- *Radio Buttons*.

a) By Text Box

The text box control type is simple a box that allows the user to enter any alphanumeric text.



1. At the **Interview Question Input** page, enter the "Question".
2. Choose "Question Type" *TextBox*.
3. The job "Position" will be defaulted based on user's selection from the Interview Question page and user can change it here.

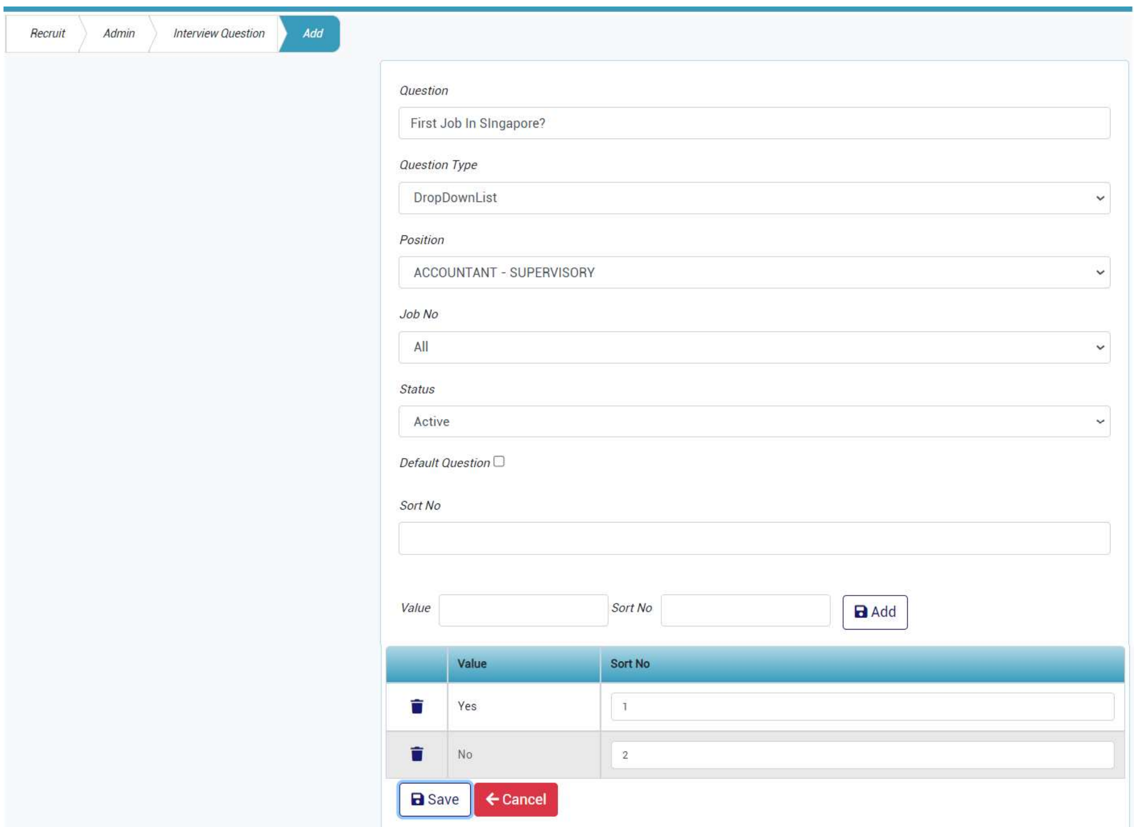
4. Indicate the "Status" as *Active* or *Inactive*. If the interview question is inactive it will not be shown in the Interview form for the interviewers unless the interview process has started[1].
5. Indicate the interview question's ordering in the interview form at "Sort No".
6. Click Save button to save the record or Cancel button to cancel the transaction.

Sample of a text box question in the interview form:

[1] When the interview process has been initiated by either the main interviewer or HR, all active interview questions cannot be rendered inactive and hidden from the interview form because information may have been recorded into those questions already.

b) By Drop-down List

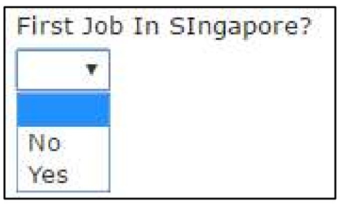
The drop-down list contains a list of specific values that user will need to define. The user who uses the interview form with this control type will choose one value from this list.



1. At the **Interview Question Input** page, enter the “Question”.
2. Choose “Question Type” *DropDownList*.
3. The job “Position” will be defaulted based on user’s selection from the Interview Question page and user can change it here.
4. Indicate the “Status” as *Active* or *Inactive*. If the interview question is inactive it will not be shown in the Interview form for the interviewers unless the interview process has started.
5. Indicate the interview question’s ordering in the interview form at “Sort No”.

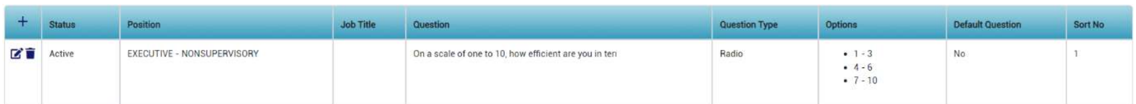
6. To add a value into the drop-down list, enter the “Value” and “Sort No” of the value. Then click **Add** button. User can repeat this step for as many values as it is needed.
7. Click **Save** button to save the record or **← Cancel** button to cancel the transaction.

Sample of a drop-down list question in the interview form:

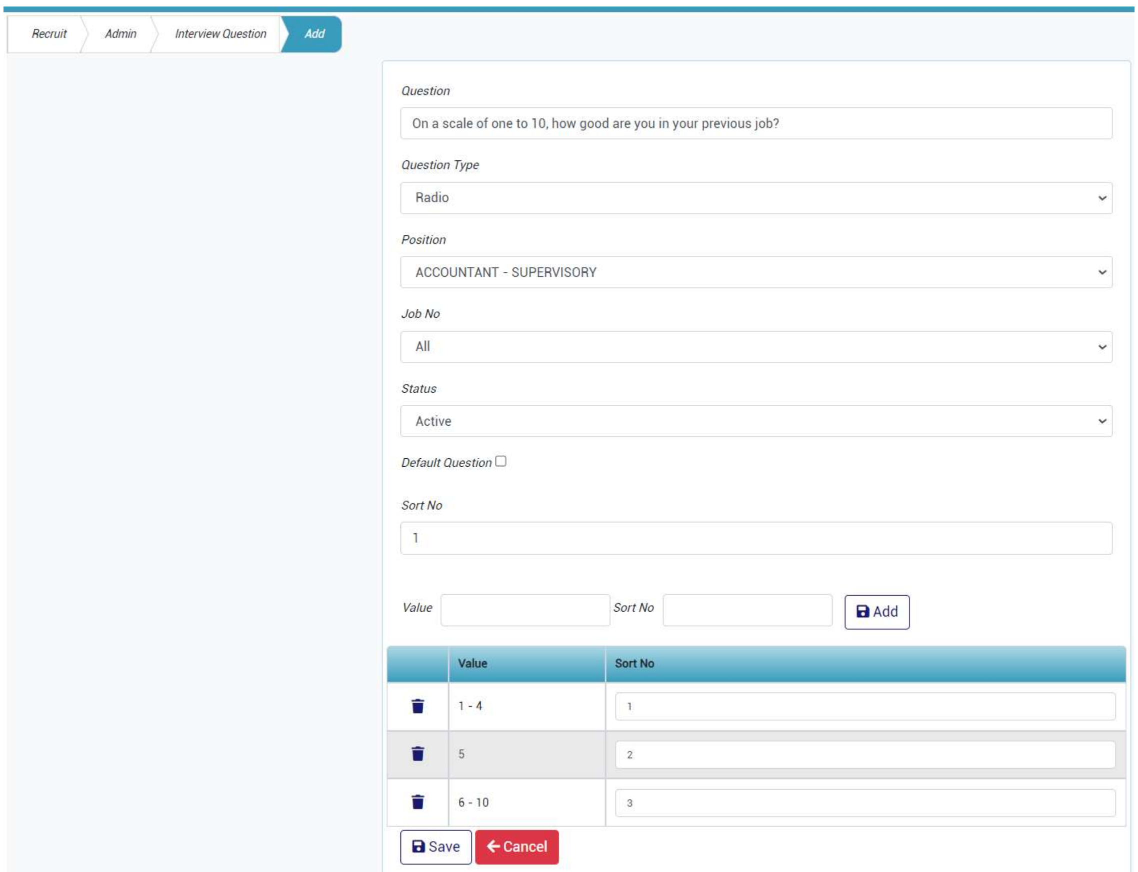


c) By Radio Buttons

Like the drop-down list, user will choose one value from pre-set choices.



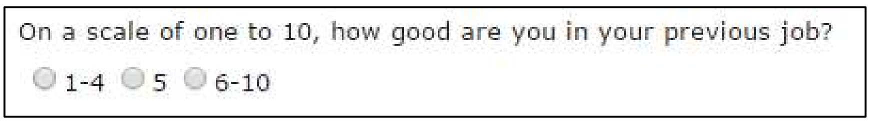
+	Status	Position	Job Title	Question	Question Type	Options	Default Question	Sort No
	Active	EXECUTIVE - NONSUPERVISORY		On a scale of one to 10, how efficient are you in ten	Radio	• 1 - 3 • 4 - 6 • 7 - 10	No	1



1. At the **Interview Question Input** page, enter the “Question”.
2. Choose “Question Type” *Radio*.
3. The job “Position” will be defaulted based on user’s selection from the Interview Question page and user can change it here.
4. Indicate the “Status” as *Active* or *Inactive*. If the interview question is inactive it will not be shown in the Interview form for the interviewers unless the interview process has started.
5. Indicate the interview question’s ordering in the interview form at “Sort No”.

6. To add a value into the drop-down list, enter the “Value” and “Sort No” of the value. Then click Add button. User can repeat this step for as many values as it is needed.
7. Click Save button to save the record or ← Cancel button to cancel the transaction.

Sample of a radio button question in the interview form:

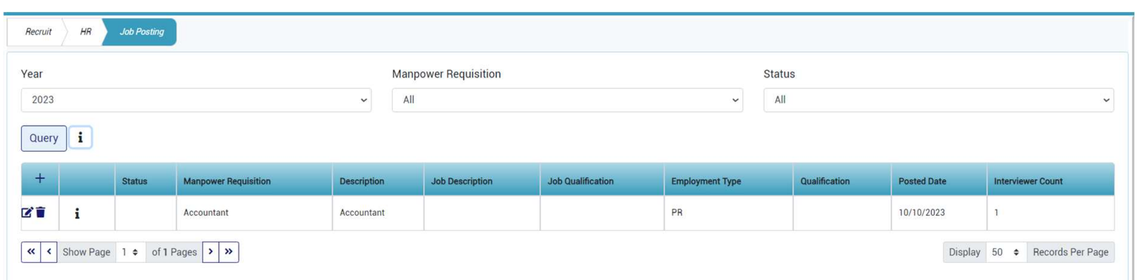


11 Job Posting

Once the manpower requisitions are raised and approved, user can post the job vacancy for them.

user can raise a job vacancy posting with or without a **Job Posting Template**, but the job posting must be related to an approved MER.

Click on the **Job Posting** option in the HR menu to access the Job Posting page.



At the Job Posting page, user can use the various filters such as "Year", "MER" and "Status" to filter the list of job postings.

To create a job posting, click on the + icon to access the **Job Posting Input** page and to enter the details of the job posting.

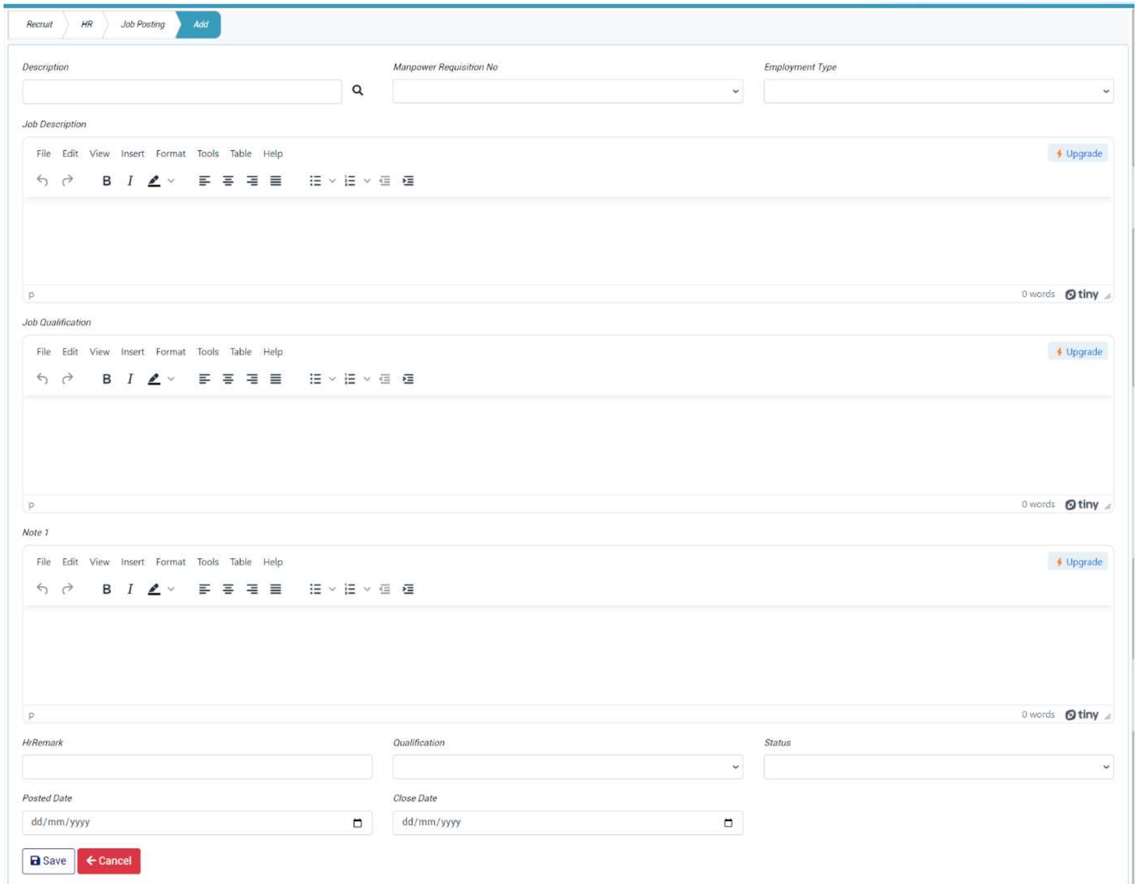
To edit an existing job posting, click on the job posting's icon to access the **Job Posting Input** page.

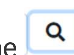
The icon in edit existing job posting page is used to assign the panel of interviewers for a particular job posting.

To delete a job posting, choose the question by clicking the icon, then Delete button.

Job postings that have shortlisted candidates cannot be deleted. Deleted job postings are unrecoverable.

11.1 Creating a new Job Vacancy Posting in Job Posting Input

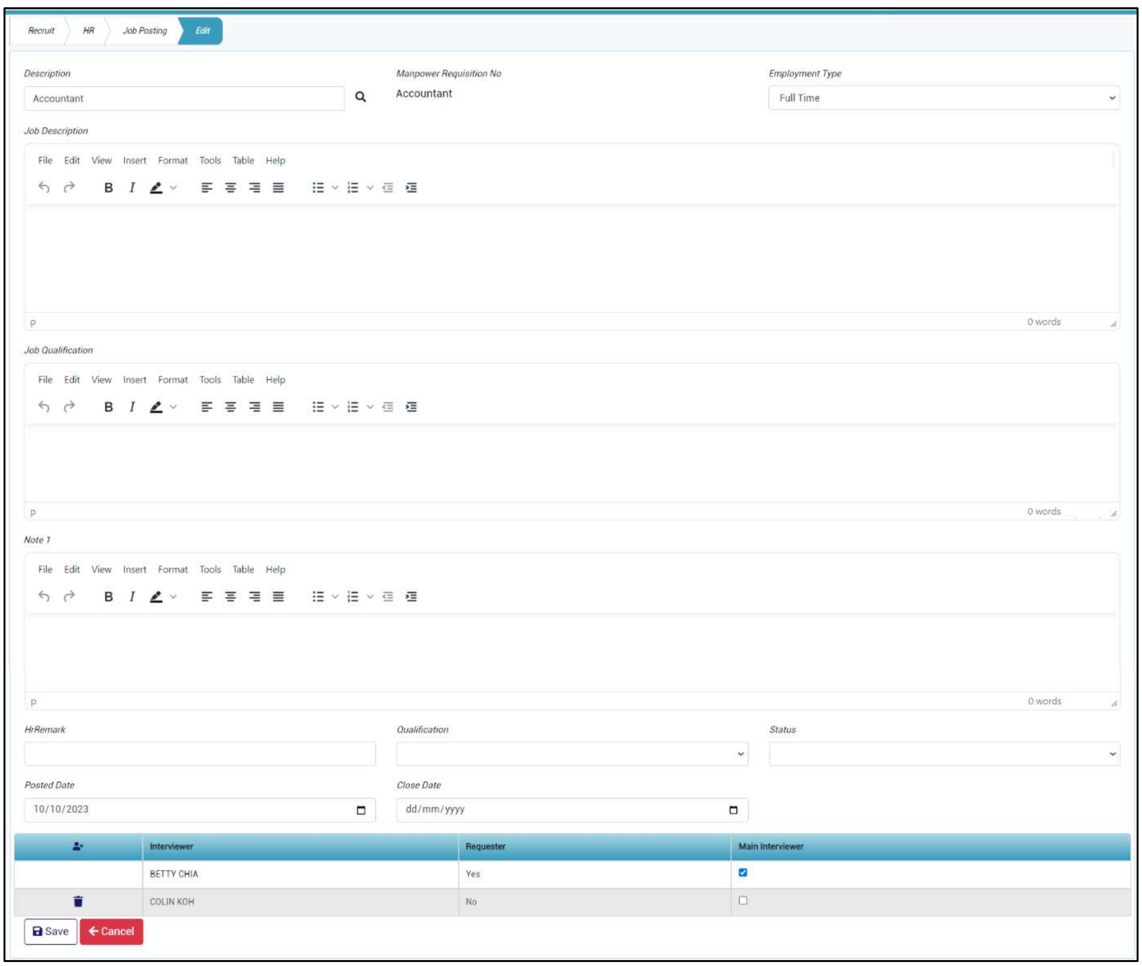


1. If user want to use a Job Posting Template for this job posting, click on the  icon to open the Job Template pop-up window. From there choose a template. After choosing a template, the job posting's "Description", "Job Description", "Job Qualification" and "Employment Type" will be filled in automatically. If user do not want to use a template, he just proceed to fill in the "Description" manually.
2. Choose the manpower requisition that this job vacancy posting will fulfil in "Manpower Requisition No". One MER can only have one job posting.
3. Enter or amend the details of the job posting at "Job Description", "Job Qualification" and enter additional notes at "Note" if any.
4. Choose the "Employment Type".
5. Choose the "Qualification".

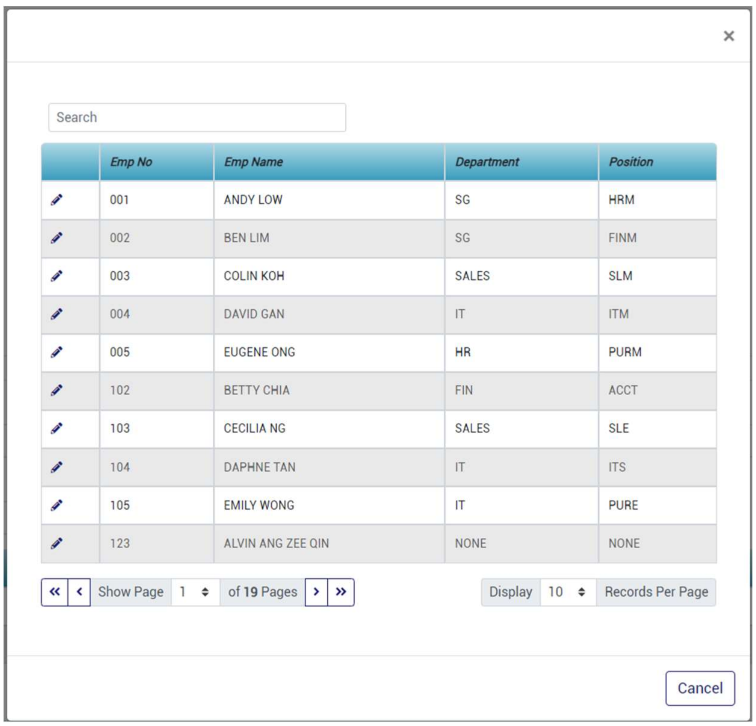
6. Indicate the date to post this job vacancy into the job board at "Posted Date".
7. If have deadline for this job posting, user can indicate it at "Close Date". After this date, applicants can no longer apply for this job posting.
8. "Status" *Open* means the job posting is active and will be listed in the job board. "Status" *Close* means the job posting is removed from the job board.
9. Click Save button to save the record or ← Cancel button to cancel the transaction.

11.2 Assigning the Panel of Interviewers

1. To assign the panel of interviewers to a particular job vacancy, click on the job posting's icon.



2. There is a section called “Interviewer” in the Job Posting Input page where user can manage the panel of interviewers for the job vacancy. By default, the system will automatically assign the manpower requestor as the main interviewer. However, if the MER is raised by Administrators (HR) they are not assigned as the interviewers.
3. To add an interviewer into the panel list, click on the icon to access the **Search Employee** pop-up window.



	Emp No	Emp Name	Department	Position
	001	ANDY LOW	SG	HRM
	002	BEN LIM	SG	FINM
	003	COLIN KOH	SALES	SLM
	004	DAVID GAN	IT	ITM
	005	EUGENE ONG	HR	PURM
	102	BETTY CHIA	FIN	ACCT
	103	CECILIA NG	SALES	SLE
	104	DAPHNE TAN	IT	ITS
	105	EMILY WONG	IT	PURE
	123	ALVIN ANG ZEE QIN	NONE	NONE

4. Choose an employee by clicking on the icon in the **Search Employee** pop-up window.
5. The panel of interviewers must have one **Main Interviewer**. The Main Interviewer has the authority to initiate the interview process and make hiring decisions. User can indicate the selected employee as Main Interviewer by ticking the checkbox.
6. User can change the “Main Interviewer” by clicking on the checkbox to tick it.
7. If need to remove an employee from the panel of interviewers, click on the icon.
   ** Do note that there must be at least one Main Interviewer in the panel. **
8. To confirm the panel of interviewer(s), click the Save button.

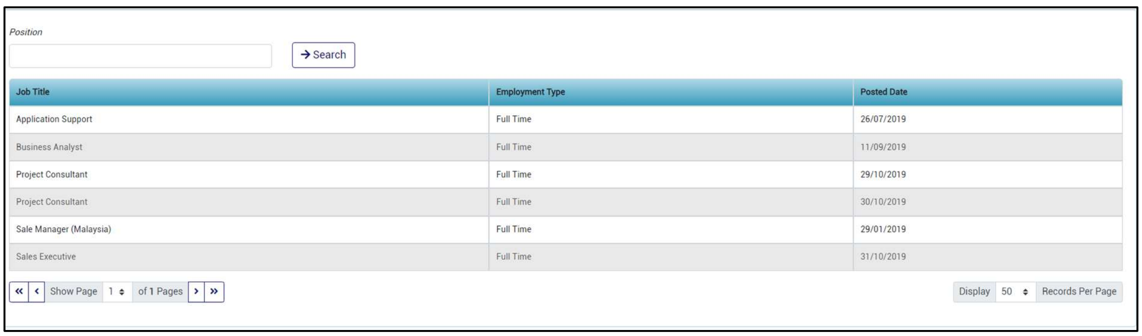
11.3 Visualising the Job Vacancy Posting in the Job Board

Once user have created a new job posting, he can access the job board to check the job posting's layout and design.

To access the job board, go to this url:

https://<your website url>/TimesPro/Recruit/Joblisting/Page

For example: *https://www.myportal.com/TimesPro/Recruit/Page*



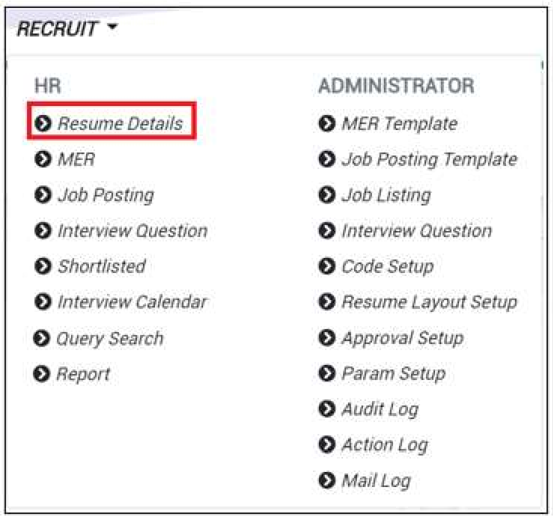
Job Title	Employment Type	Posted Date
Application Support	Full Time	26/07/2019
Business Analyst	Full Time	11/09/2019
Project Consultant	Full Time	29/10/2019
Project Consultant	Full Time	30/10/2019
Sale Manager (Malaysia)	Full Time	29/01/2019
Sales Executive	Full Time	31/10/2019

Click on the job posting at the job board to see the details.

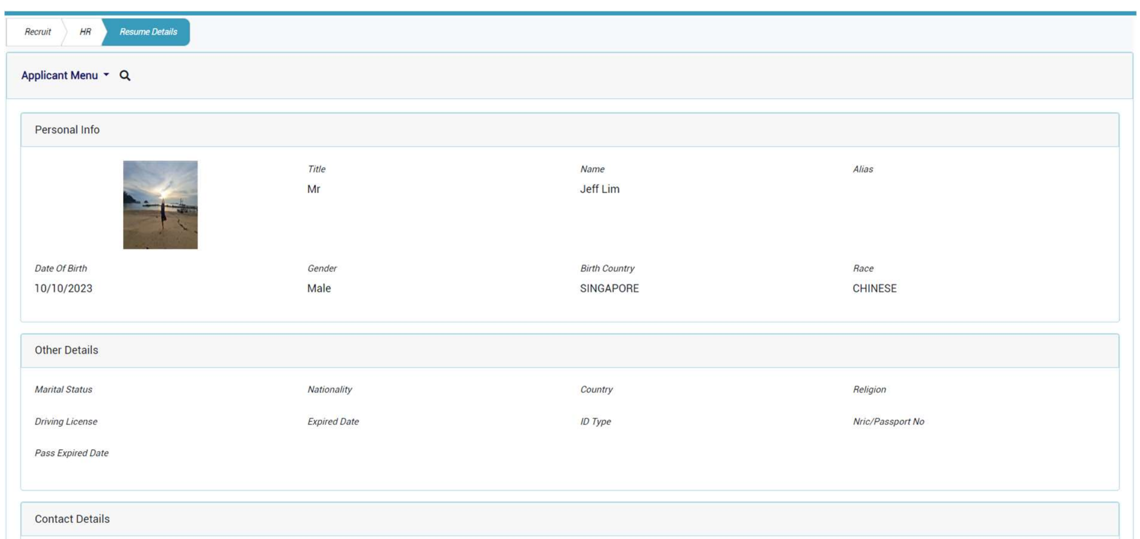
At the job posting details page, user can view the layout and design of the job posting that candidates can have access to.

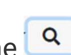
12 Resume Details

User can view each candidate's resume in detail at the **Resume Details** page.



Click on the **Resume Details** option in the HR menu to access the Resume Details page.



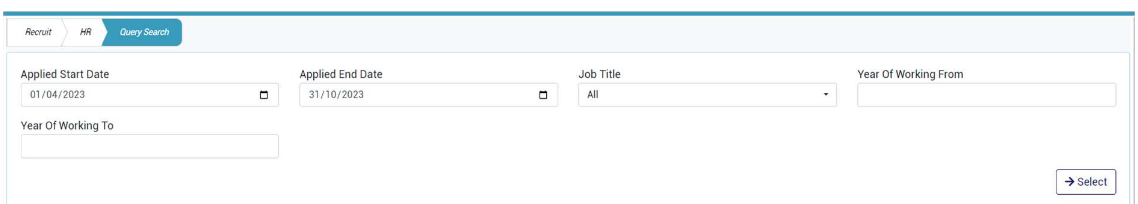
To view different candidate's detail resume, click on the  icon.

Each candidate's detail resume consists of the categories "Resume Details", "Education Attainment", "Employment History", "Declaration", and "Applied Job". Click on the category to view it.

13 Query Search

User can search for specific candidates by applied jobs from candidate database by using the **Query Search** function.

Click on the **Query Search** option in the HR menu to access the Query Search page.



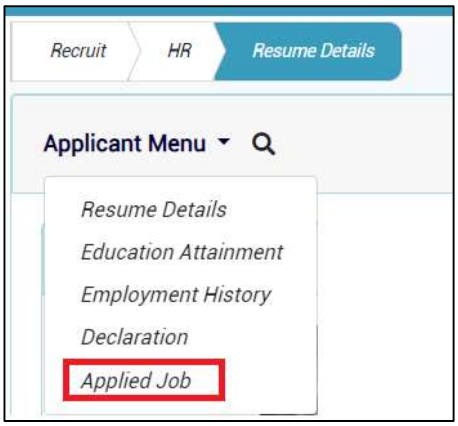
User are provided with a number of criteria filters such as "Job Title" and "Applied Date" that can use to search for candidates.

Once user have made his selections in the search criteria filters, click on the → Select button to retrieve the list of candidates.

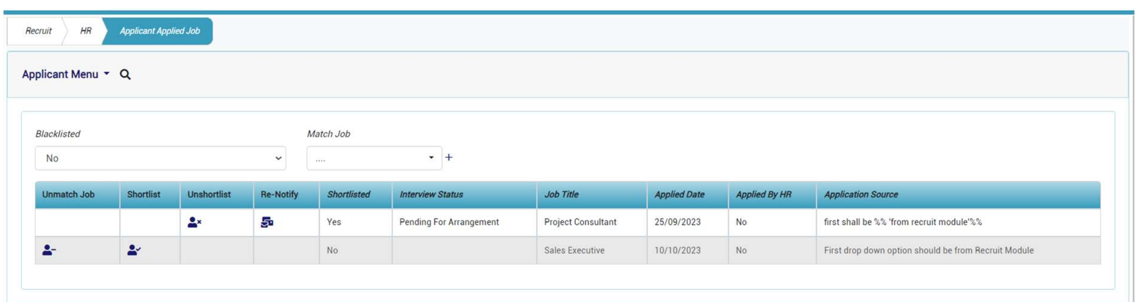
From the list of candidates, user can view their detail resumes by clicking on the icon.

14 Shortlisting Candidates for Interview

User can shortlist a candidate for interview from the **Applied Job** page. The Applied Job page can only be accessed from the candidate's **Resume Details** page.



At the candidates's Resume Details page, click on the "Applied Job" category to access the candidate's **Applied Job** page.



The Applied Job page shows the list of job applications that the candidate had submitted, including any jobs that HR have recommended for the candidate.

If HR user find the candidate to be suitable for a particular job posting that the candidate did not apply, he can choose from [Match Job] drop down list to select the suitable job then click + icon to match the job posting to the candidate.

If the candidate is not suitable for a job vacancy, user can remove the candidate's job application for that job vacancy by clicking on the icon at [Unmatch Job] column.

*** Unmatch job function only applicable for those job vacancy that was matched by HR ***

Unmatch Job	Shortlist	Unshortlist	Re-Notify	Shortlisted	Interview Status	Job Title	Applied Date	Applied By HR	Application Source
				Yes	Pending For Arrangement	Project Consultant	25/09/2023	No	first shall be %% 'from recruit module'%%
				No		Sales Executive	10/10/2023	No	First drop down option should be from Recruit Module
				No		Business Analyst	12/10/2023	Yes	NONE

To short-list the candidate for interview for a particular job vacancy, click on the icon at [Shortlist] column. An email will be sent to notify the job vacancy's manpower requestor that a candidate had been short-listed and is now pending for interview arrangement.

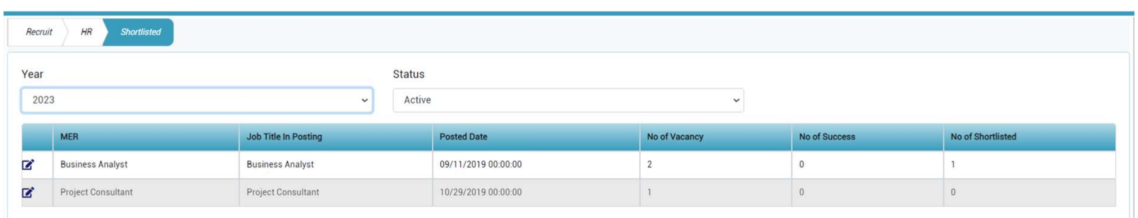
To remove the shortlisting, click on the icon at [Unshortlist] column. The manpower requestor will be notified via email.

To re-send the email to the manpower requestor, click on the icon at [Re-Notify] column.

15 Viewing the Shortlisted Candidates

User can view all the shortlisted candidates for a particular job posting at the **Shortlisted** page.

Click on the **Shortlisted** option in the HR menu to access the Shortlisted page.



At the Shortlisted, user can use the filters “Year” and “Status” to filter the list of job postings.

The “No of Vacancy” shows the headcount quota that the job vacancy needs to fulfil.

The “No of Success” shows the number of candidates that had successfully passed the interview and are ready to be hired.

The “No of Shortlisted” shows the number of candidates that HR had shortlisted for the job vacancy.

Once the job vacancy’s quota had been fulfilled (the number of success fulfilling the number of vacancy), the job posting for that job vacancy will no longer be available at the job board for candidates to apply.

To view the list of shortlisted candidates for a particular job vacancy, click on the icon to access the **Shortlisted Applicants** page.

User can view the candidate's summarised resume by clicking on the icon.

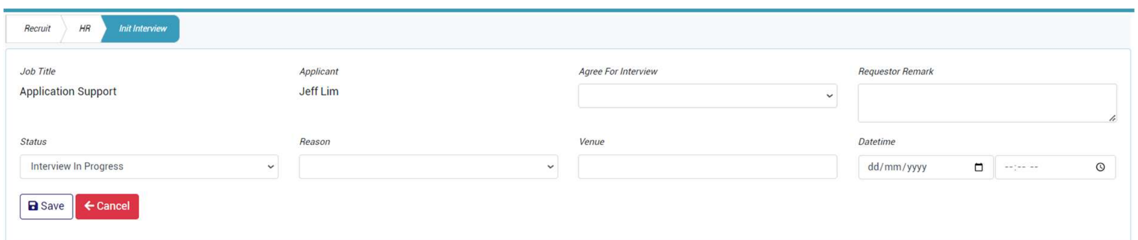
If the candidate had uploaded his CV Document into the system, user can download the document by clicking on the icon.

16 Initiating the Interview Process

Only HR and Main Interviewer[2] of the job vacancy can start the interview process.

1. To begin this process, first access the **Shortlisted Applicants** page.

2. At the Shortlisted Applicants page, click on the icon.

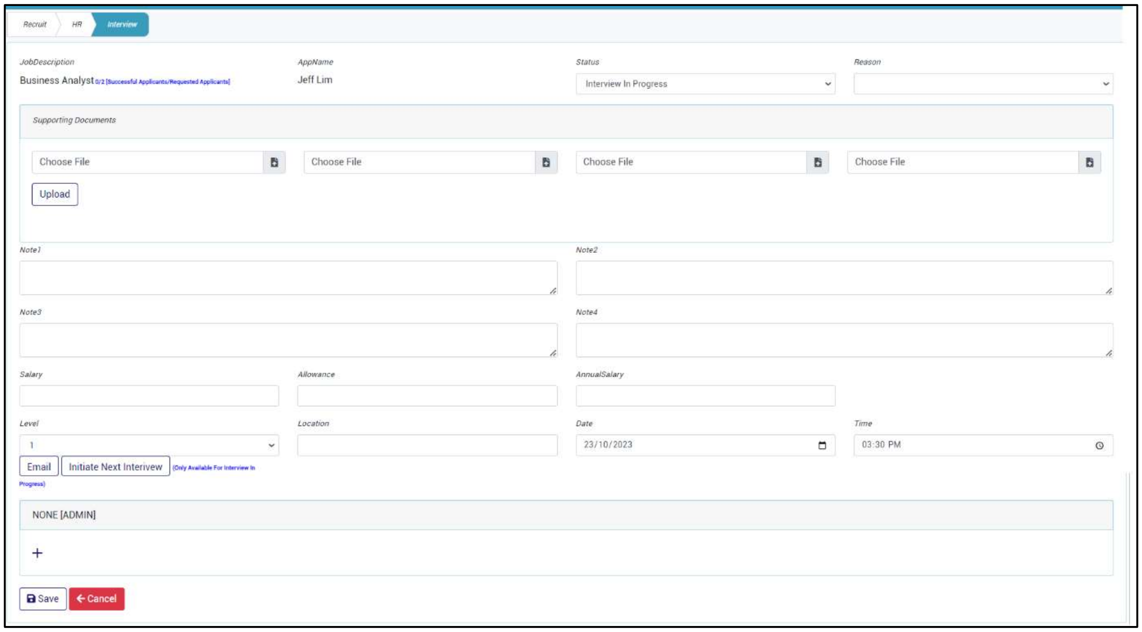


3. At the Initiate Interview page, user can indicate the “Status” and “Reason” if any. If the candidate does not require an interview, user can choose his hiring decision for this candidate at “Status”. However, for the interview process to work the “Status” must be set as *Interview In Progress*.

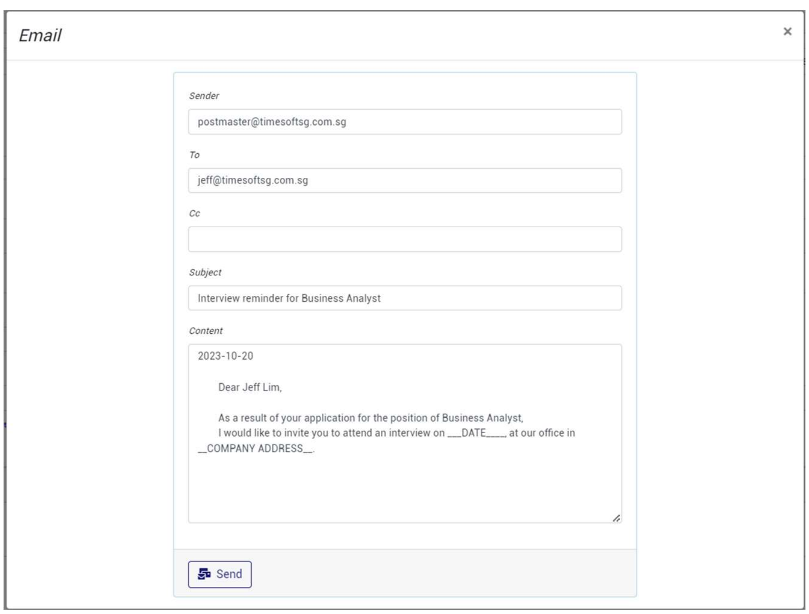
The list of “Reason” can be defined at the Code Setup page.

4. Indicate the venue, date and time of the interview. The interview date and time will be shown in the **Interview Calendar** page.
5. Click Save button to proceed to the interview process.
6. User will be presented with the **Interview** page of the candidate.

[2] The main interviewer is defined by Administrator (HR) after the job has been posted. Manpower requestor may not necessarily be the main interviewer.



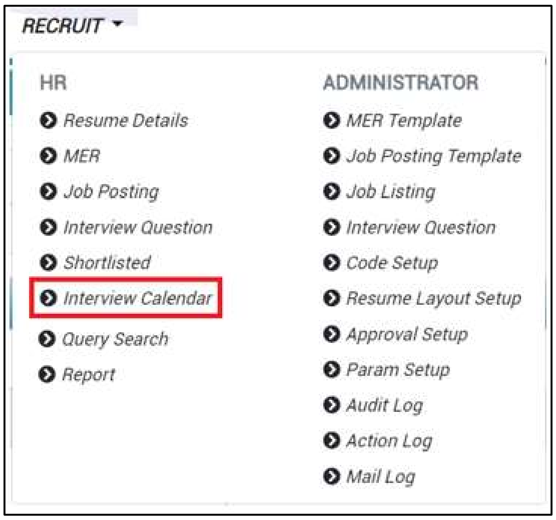
7. User can email to the candidate to inform the candidate of the interview arrangement. To do this, click on the Email button.



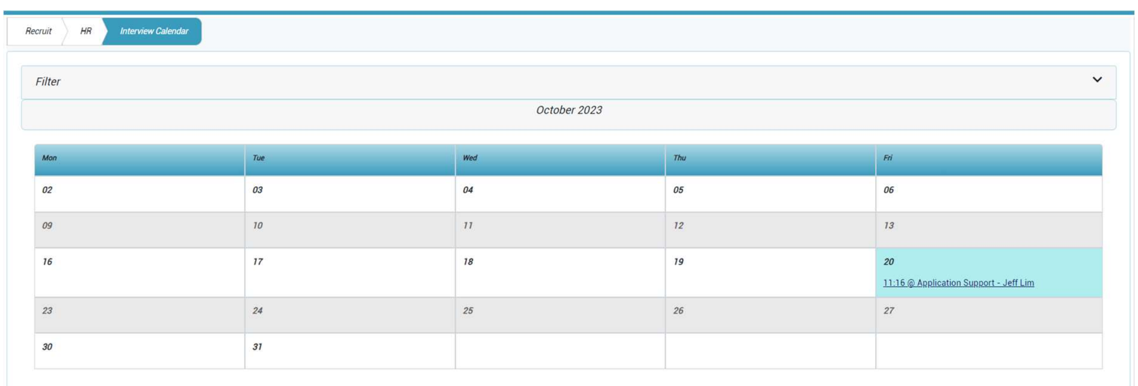
8. Enter the details of the email at the **Email** pop-up window and click the Send button to send the email to the candidate.

17 Interview Calendar

User can view interview arrangements in a calendar format at **Interview Calendar** page.



Click on the **Interview Calendar** option in the HR menu to access the Interview Calendar page.



User can click on the hyperlink to access the **Interview** page.

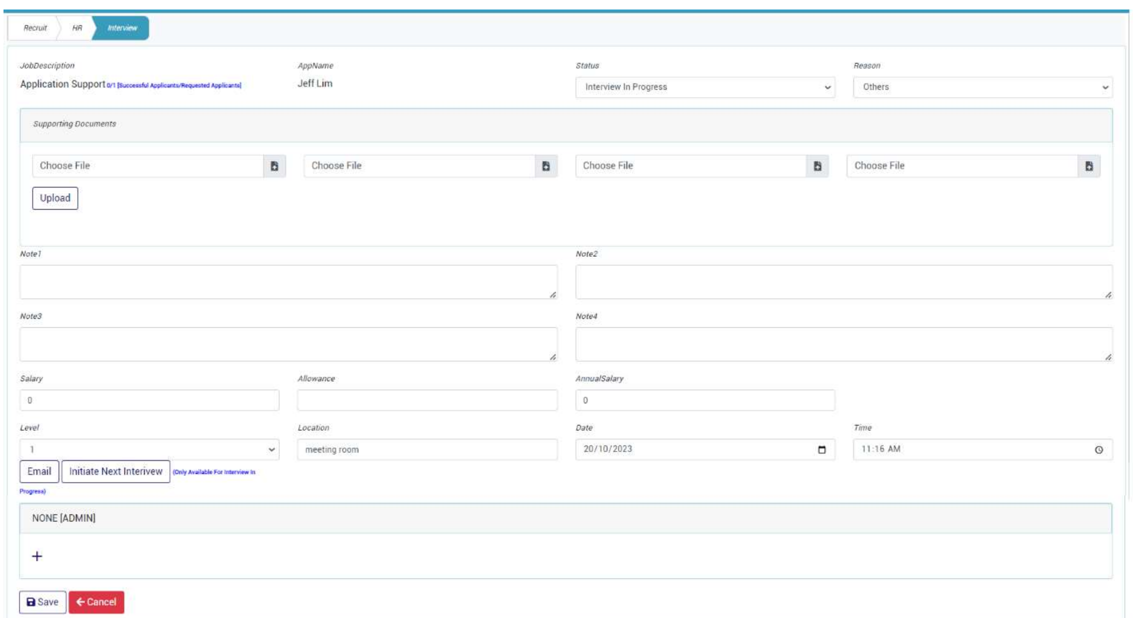
To see a different year and month calendar, click on the icon at "Filter" row, then just choose "Year", "Month" will do, and system will auto refresh to display the info. accordingly.

To export the calendar, click Export botton & the info. will be exported in PDF file format.

18 Recording the Interview Results

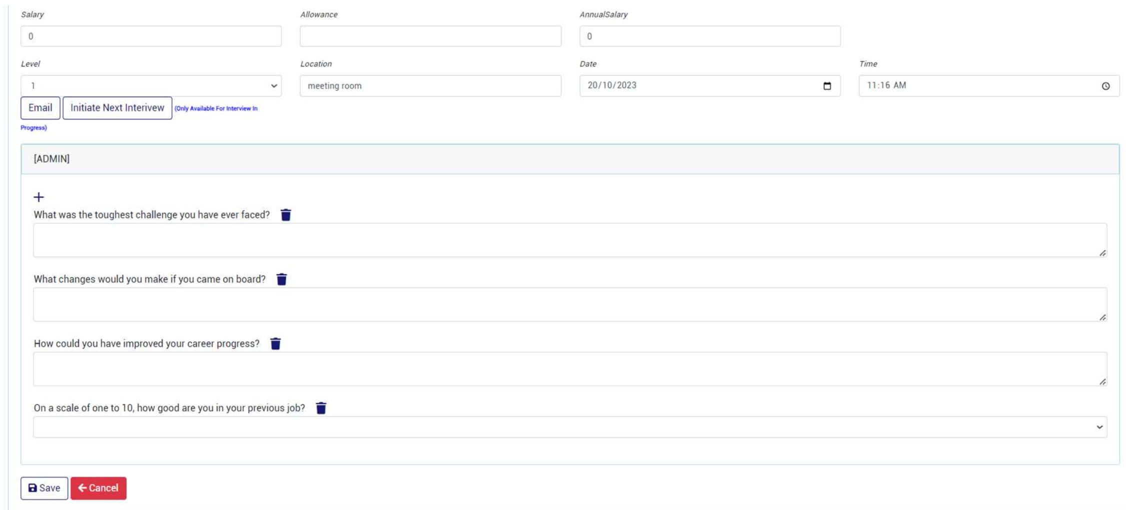
User and the panel of interviewers can record the candidate's interview results in the **Interview** page.

The Interview page is accessible from the **Shortlisted** or **Interview Calendar** page.



At the top portion of the Interview page, user can upload up to 4 documents to support the candidate's interview results by clicking on the icon to choose the file and click Upload button to upload them.

User can enter additional information at "Note 1" until "Note 4" field.



At the second part of the **Interview** page, user can enter the results for any of the interview questions, interview venue, date and time.

The interview questions were designed at the **Interview Question** page.

User can also view the interview results submitted by the panel of interviewers in this section as well.

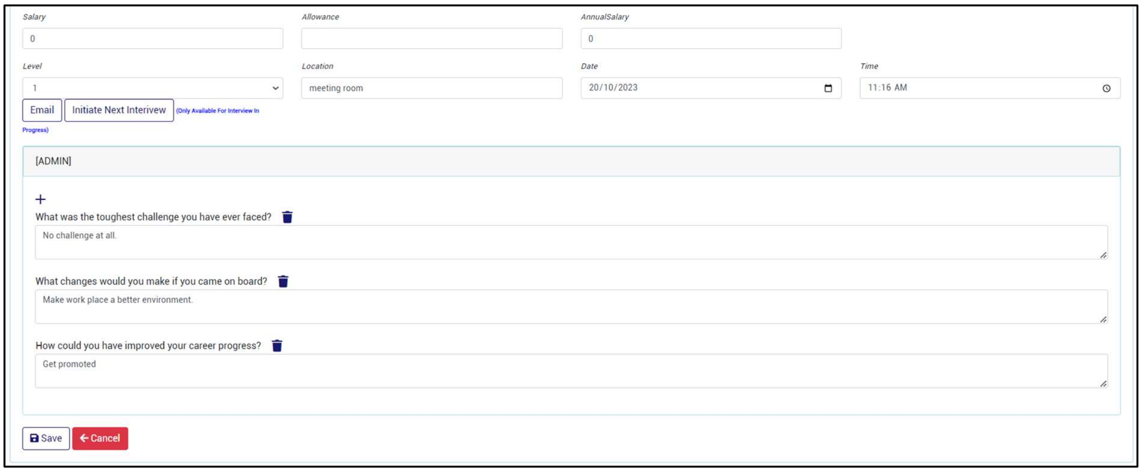
The proposed “Salary” and “Annual Salary” amount offered to the candidate can be recorded.

To save the results, click on the Save button or click Cancel button to cancel the changes made.

19 Initiating Subsequent Interviews

If another round of interview is required, user or the Main Interviewer can initiate the next round of interview at the **Interview** page.

Do note that the “Status” of the interview must be *Interview in Progress*.



To initiate the next round of interview, click on the Initiate Next Interivew button.

A pop-up window indicates the initialisation is completed. Click Close button to continue.

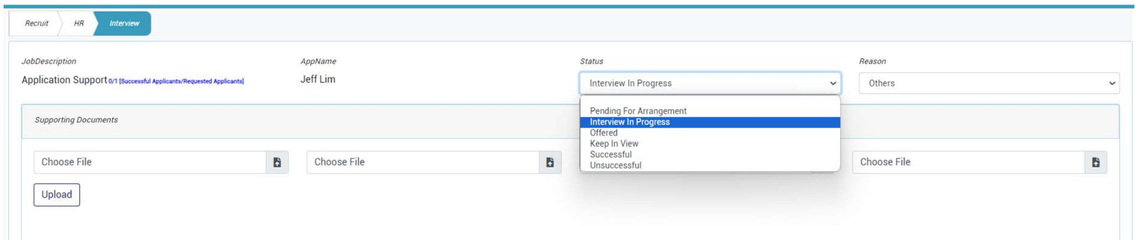
The “Interview” round/ level is incremented by 1. In this new interview round the panel of interviewers can record down a new set of interview results.

User can view back past interview rounds’ results by choosing from the “Level” drop-down list.

User can also send email to notify the candidate by clicking on the Email button.

20 Determine Hiring Decision

User or the Main Interviewer can indicate the hiring decision of the candidate at the **Interview** page.



At the **Interview** page choose the “Status”.

Choose “Reason” if applicable.

To save the results, click on the Save button or click ← Cancel button to cancel the changes made.

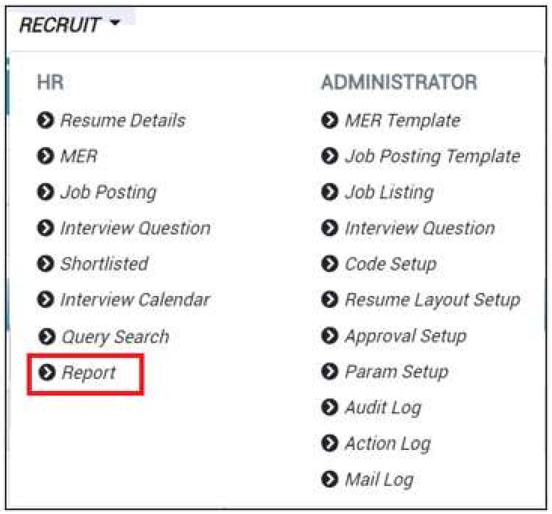
If the “Status” *Successful* is selected, the “No of Success” for the job vacancy is incremented by one and the candidate’s resume details are ready to be transferred to the employee database for Payroll and HR.

After user have indicated the “Status”, he can notify the candidate via email by clicking on the Email button.

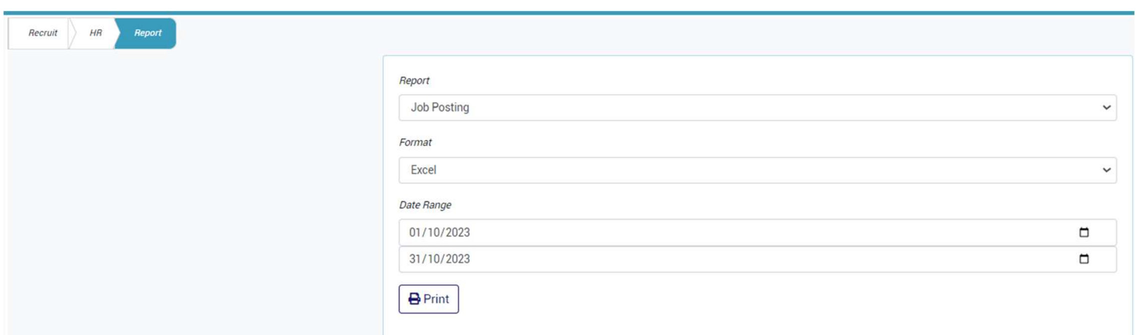
After choosing a “Status”, make sure to save record first before sending the email to the candidate.

21 Report

User can generate reports in **Report** page.



Click on the **Report** option in the HR menu to access the Report page.



1. Choose "Report".
2. Choose filtering criteria.

   ** note: different filtering criteria will be available for user to choose once they had selected the type of report **
3. Click  button to export the report.

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