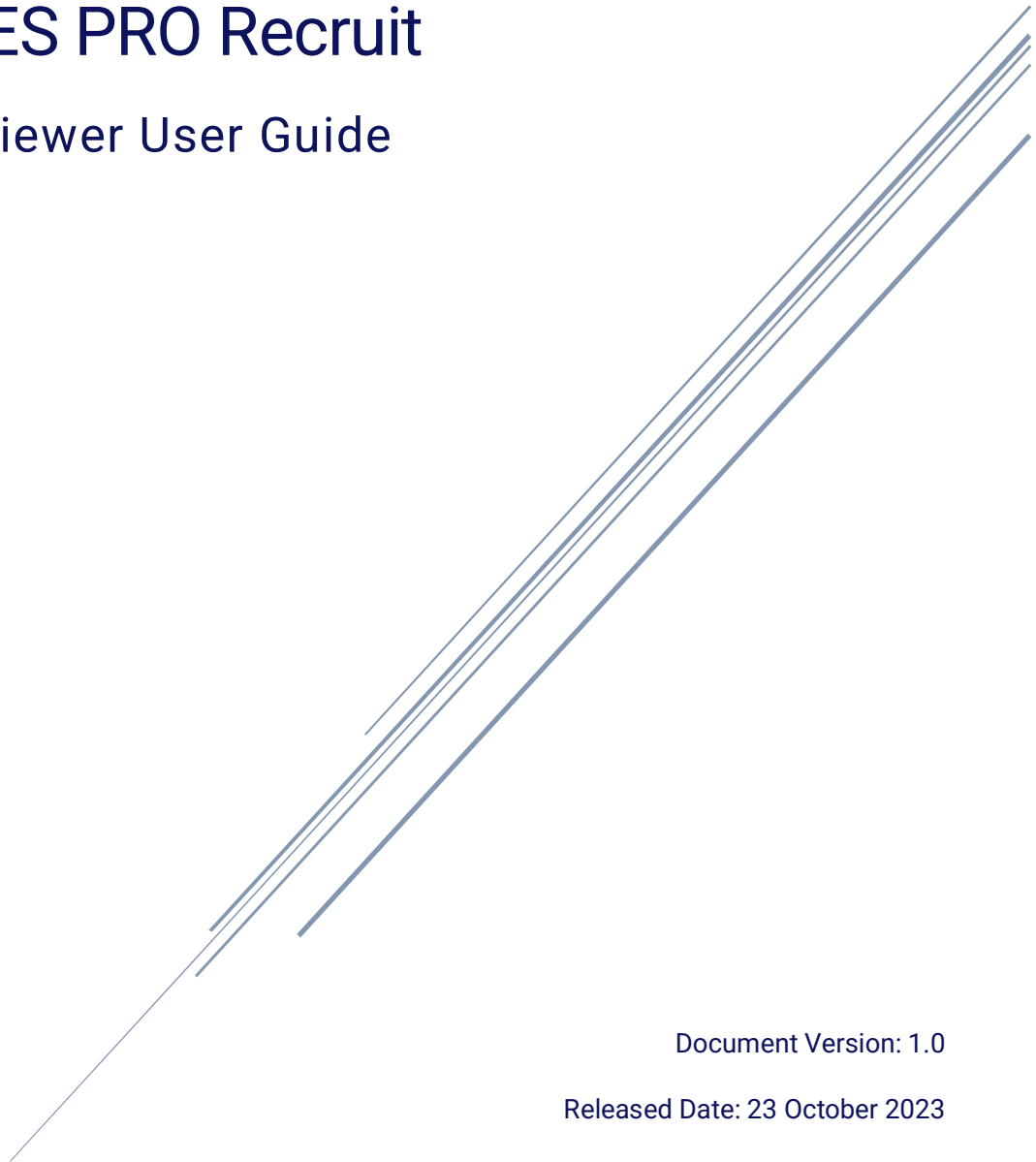




TIMES PRO Recruit

Interviewer User Guide



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1. 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:

TIMES SOFTWARE English

Company
TEST22

Login Id

Password

Login Period
2023 09

Login


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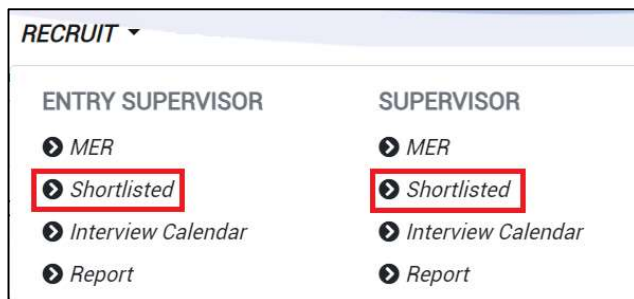
QR CODE

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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  button to login into the system.

2. Accessing to Shortlisted page

All candidates short-listed for interview and hire are shown in the **Shortlisted** page.



Click on the **Shortlisted** option in either Entry Supervisor or Supervisor menu to access the Shortlisted page.

The screenshot shows the Shortlisted page with a table of job postings. The table has columns for MER, Job Title in Posting, Posted Date, No of Vacancy, No of Success, and No of Shortlisted. The table contains two rows of data. Above the table, there are filters for Year (2023) and Status (Active).

MER	Job Title in Posting	Posted Date	No of Vacancy	No of Success	No of Shortlisted
Application Support	Application Support	07/26/2019 00:00:00	1	1	1
Sale Manager (Malaysia)	Sale Manager (Malaysia)	01/29/2019 00:00:00	1	0	0


At the Shortlisted page, 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.

Recruit

Supervisor

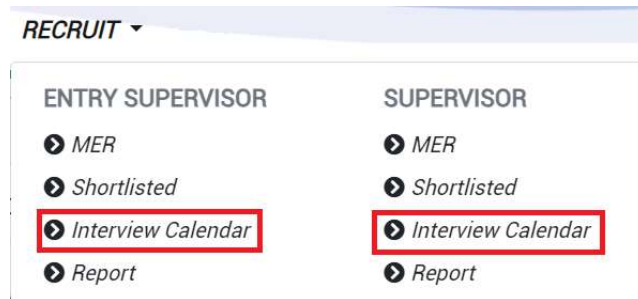
Shortlisted Applicant

	Cv Document	Interview Status	Applicant	Applied Job	Applied Date	Reason	SupStatus
		Successful	Jeff Lim	Application Support	10/17/2023 10:22:09	Others	

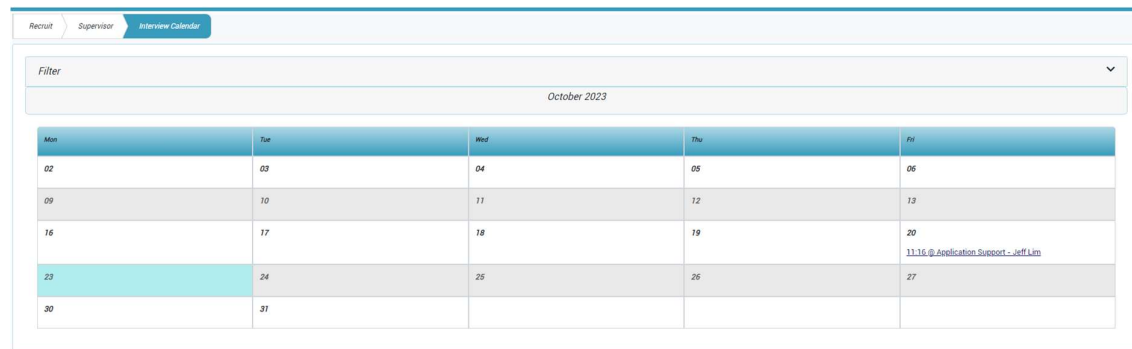
If the candidate had uploaded his **CV Document**, user can download the document by clicking on the  icon.

3. Interview Calendar


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



Click on the **Interview Calendar** option in either Entry Supervisor or Supervisor menu to access the Interview Calendar page.



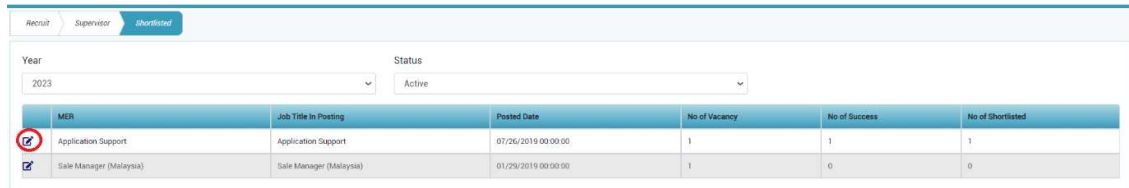
User can click on the hyperlink to access the **Interview** page for the candidate.

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  button & the info. will be exported in PDF file format.

4. Recording the Interview Results

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



The screenshot shows the 'Shortlisted' tab in the recruitment system. It features a table with columns: MBR, Job Title In Posting, Posted Date, No of Vacancy, No of Success, and No of Shortlisted. Two candidates are listed: 'Application Support' and 'Sale Manager (Malaysia)'. The 'Application Support' row is highlighted with a red circle around the edit icon.

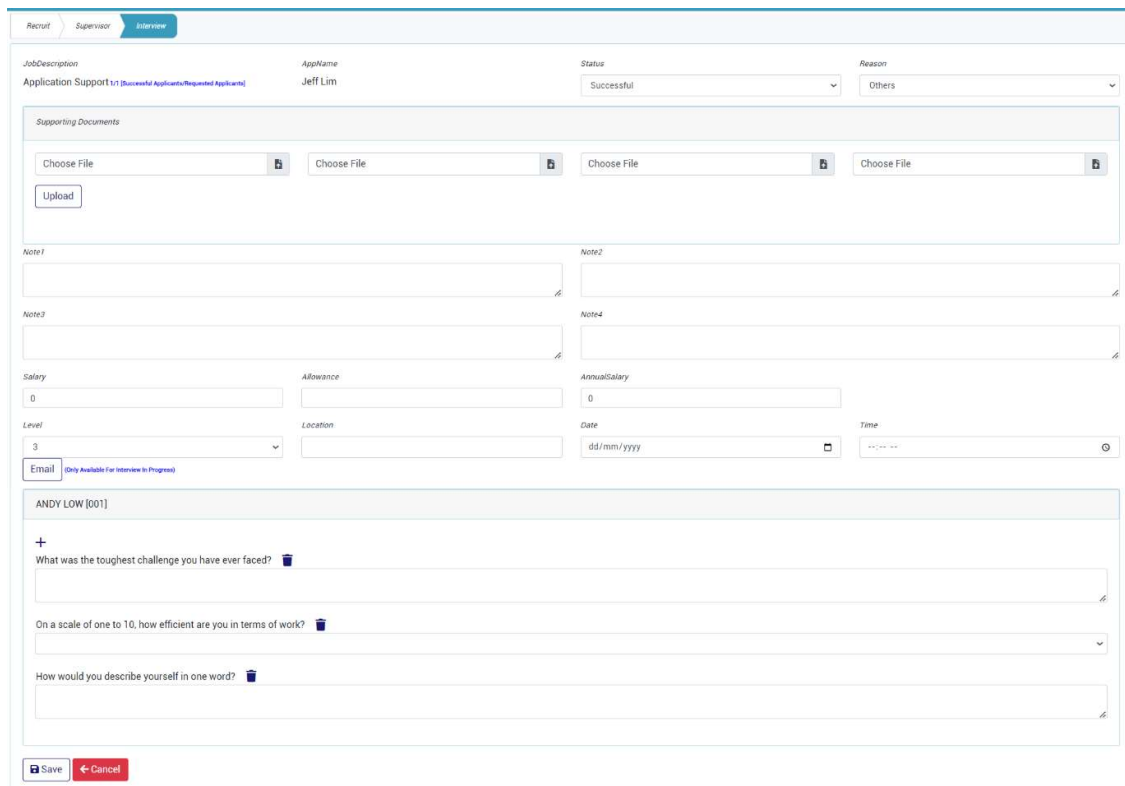
MBR	Job Title In Posting	Posted Date	No of Vacancy	No of Success	No of Shortlisted
Application Support	Application Support	07/26/2019 00:00:00	1	1	1
Sale Manager (Malaysia)	Sale Manager (Malaysia)	01/29/2019 00:00:00	1	0	0




The screenshot shows the 'Shortlisted Applicant' tab. It features a table with columns: Cv Document, Interview Status, Applicant, Applied Job, Applied Date, Reason, and ExpStatus. One applicant is listed: 'Jeff Lim' with a 'Successful' status. The 'Cv Document' column has an edit icon circled in red.



Cv Document	Interview Status	Applicant	Applied Job	Applied Date	Reason	ExpStatus
Jeff Lim	Successful	Jeff Lim	Application Support	10/17/2023 10:22:09	Others	

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



The screenshot shows the 'Interview' page. It includes fields for JobDescription, AppName, Status, and Reason. Below these are sections for Supporting Documents (with file upload buttons), Notes (Note1, Note2, Note3, Note4), Salary, Allowance, AnnualSalary, Level, Location, Date, and Time. At the bottom, there are three questions for the candidate to answer, each with a text input field and a trash icon. The first question is 'What was the toughest challenge you have ever faced?'. The second is 'On a scale of one to 10, how efficient are you in terms of work?'. The third is 'How would you describe yourself in one word?'. The page ends with 'Save' and 'Cancel' buttons.



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  button to choose the file and clicking the  button to upload them.



Enter additional notes at "Note 1" to "Note 4".

User can enter the results for any of the interview questions, interview venue, date and time.

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

If there are multiple rounds of interview, user can choose a specific interview round from the "Level" drop-down list.

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

To save the results, click on the  button or click  button to cancel the transaction.

- End of Document -