

TIMES PRO Recruit

Main 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: <u>http://www.myportal.com/SolutionPro</u>

TIMES SOFTWARE English Company TEST22 Login Id Password Login Period 2023 Login Forgot P ayroll Login TIMES MOBILE APP QR CODE Google Play Download on the App Store Copyright @ 2020 Times Software Pte Ltd. All Rights Res

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 button to login into the system.



2. Accessing Shortlisted page

All candidates short-listed for interview and hire are shown in the **Shortlisted** page. As the **Main Interviewer**, user have the authority to initiate the interview process with the short-listed candidates, initiate subsequent rounds of interviews and decide whether to hire them.

ECRUIT -	
ENTRY SUPERVISOR	SUPERVISOR
● MER	● MER
Shortlisted	Shortlisted
♦ Interview Calendar	Interview Calendar
Report	Report

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

Recrui	Recruit Supervisor Shorthated								
Year 202	3	Str	tatus Active		~				
	MER	Job Title In Posting		Posted Date	No of Vacancy	No of Success	No of Shortlisted		
ß	Application Support	Application Support		07/26/2019 00:00:00	1	1	1		
ß	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 \mathbf{C} icon to access the **Shortlisted Applicants** page.

Ţ	IMES				TIMES PRO Recrui Main Interviewer User Guide v1.0			
50	DFTWARE					:	24 Oct 2023	
	<u></u>							
Recruit	Supervisor Shortlisted Applican	e -						
	Cv Document	Interview Status	Applicant	Applied Job	Applied Date	Reason	SupStatus	
ß	*	Successful	Jeff Lim	Application Support	10/17/2023 18:22:09	Others		

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



3. Initiating the Interview Process

 Δ Only HR and Main Interviewer¹ of the job vacancy can start the interview process.

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

ĥ	Aerout Supervisor Stortisted Applicant										
1		Cv Document	Interview Status	Applicant	Applied Job	Applied Date	Reason	SupStatus			
	ß	±.	Successful	Jeff Lim	Application Support	10/17/2023 18:22:09	Others				

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

Recruit Supervisor Interview					
JobDescription	AppName	Status		Reason	
Application Support 1/1 (Successful Applicants/Requested Applicants)	Jeff Lim	Pending For Arrangement	~	Others	~
Supporting Documents					
Choose File	Choose File	Choose File	Б	Choose File	B
Upload					
ote1		Note2			
2001		Note2			
cote 7		Note2			
ote1		Note2			
ioted	Allowance	Note2 AnnualSalary			
icee 7 icee 3 ialory 0	Allowance	Note2 AnnustSalary 0			
cote 7 c	Allowance	Note2 Note4 AnnualSalary Date		Tane	

- 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".
- 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 initiate the interview process.

¹ The main interviewer is defined by Administrator (HR) after the job has been posted. Manpower requestor may not necessarily be the main interviewer.



 User will be presented with the Interview page for the candidate. He can email to the candidate to inform the candidate of the interview arrangement. To do this, click on the Email button.

Sender	
postmaster@timesoftsg.com.sg	
70	
jeff.lim@timesoftsg.com.sg	
Cc	
Subject	
Interview reminder for Application Support	
Content	
File Edit View Insert Format Tools Table Help ∮ Upgrade < < < < > < < > < > < > < > < > < > <	
2023-10-24	
Dear Jeff Lim,	
As a result of your application for the position of Application Support, I would like to invite you to attend an interview onDATE at our office in COMPANY ADDRESS	
div 32 words	

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



4. Interview Calendar

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

CRUIT -	
ENTRY SUPERVISOR	SUPERVISOR
MER	● MER
Shortlisted	Shortlisted
♦ Interview Calendar	Interview Calendar
Seport	● Report

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

я	ecruit Supervisor Interview Calendar				
	Filter				~
			October 2023		
	Mon	Tue	Wed	Thu	FH
	02	03	04	05	06
	09	10	11	12	13
	16	17	18	19	20 11:16 @ Application Support - Jeff Lim
	23	24	25	26	27
	30	31			

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 between the info. will be exported in PDF file format.



5. Recording the Interview Results

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

Recruit	Supervisor ShortIsted						
ear 2023		~	Status Active		Ŷ		
	MER	Job Title In Posting		Posted Date	No of Vacancy	No of Success	No of Shortlisted
0	Application Support	Application Support		07/26/2019 00:00:00	1	1	1
8	Sale Manager (Malaysia)	Sale Manager (Malaysia)		01/29/2019 00:00:00	1	0	0
zuit	Supervisor Shortlated Applicant						10
ecruit	Supervicer Shortbated Applicater		Applicant	Applied Job	Applied Date	Reson	SupStatus

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

Jobbescription		AppName		Status		Reason	
Application Support 1/1 (Successful Applicants/Requested	Applicants]	Jeff Lim		Successful	~	Others	Ŷ
Supporting Documents							
Choose File	Đ	Choose File	Đ	Choose File	Đ	Choose File	Ð
Upload							
Note I				Note2			
			h				
Note3				Note4			
			ĥ				
Salary 0		Allowance		AnnualSalary			
Level		Location		Date		Time	
3	~			dd/mm/yyyy		an (an an	0
Cititani (ony walabet or interview in integratio)							
ANDY LOW [001]							
+ What was the toughest challenge you have	re ever faced? 🍵						
On a scale of one to 10, how efficient are	you in terms of wo	rk? 👕					"
							~
How would you describe yourself in one v	vord? 📋						
							6



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 Upload 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 Save button or click \overleftarrow{Cancel} button to cancel the transaction.



6. Initiating Subsequent Interviews

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

Do note that the "Status" of the interview must be Interview in Progress.

Salary	Allowance	AnnualSalary		
0		0		
Level	Location	Date	Time	
1 ~	meeting room	20/10/2023	11:16 AM	O
Email Initiate Next Interivew (Only Available For Interview In				
Progress)				
[ADMIN]				
7				
+ What was the toughast challenge you have over faced?				
No challenge at all	1			
no onancinge at an				4
What changes would you make if you came on board?				
Make work place a better environment.				
				li
How could you have improved your career progress?				
Get promoted				
Daw dame				
Save teance				

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

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

	×
Successfully initiate next interview	

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.

2	_	
Email	Initiate Next Interivew	(Only Available For Interview In

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.



7. Determine Hiring Decision

As the Main Interviewer, user can indicate the hiring decision of the candidate at the **Interview** page.

Recruit HR Interview							
JobDescription Application Support on Buccessful Applicante/Requ	ested Applicants]	<i>AppName</i> Jeff Lim		Status Interview In Progress	~	Reason Others	~
Supporting Documents		Pending For Arrangement Interview In Progress Offered Keen In View	_				
Choose File	Ľ.	Choose File	B	Successful Unsuccessful		Choose File	Đ
Upload							

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.

- End of Document -