



# **Sys Mates Technologies**

Strategic Solutions for Organizations

## **HRMates Hiring User Manual**

Version 1.0

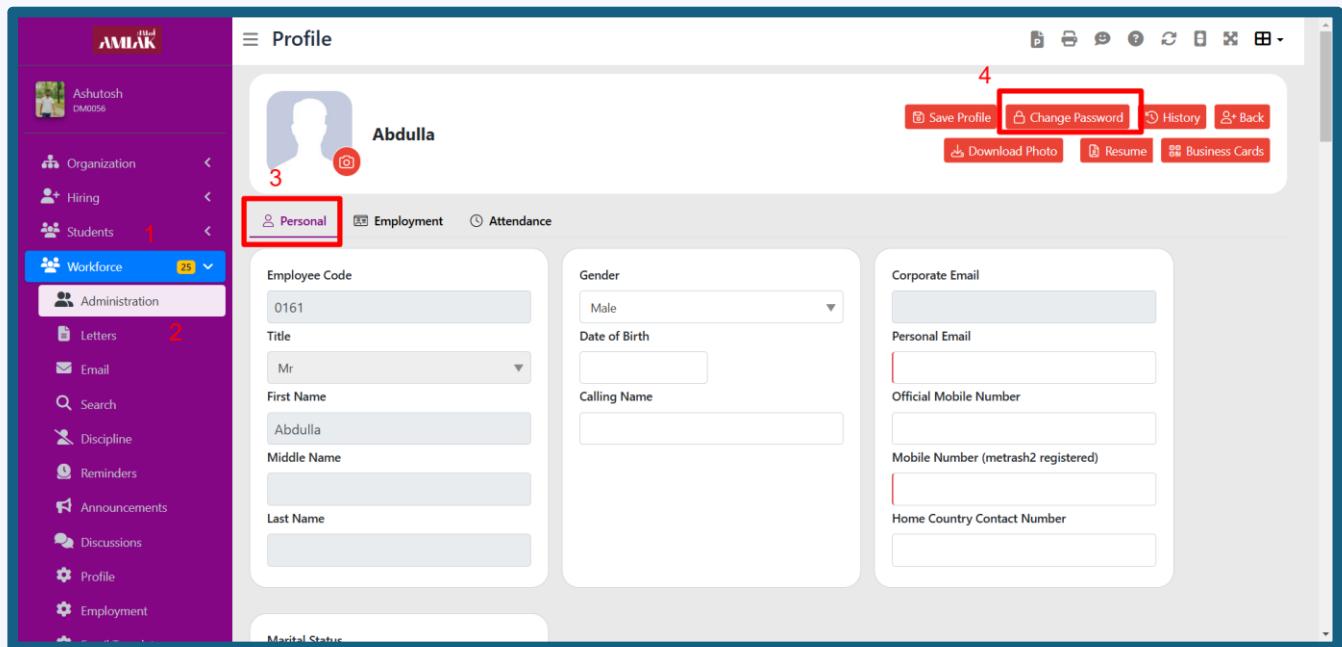
Date: 30<sup>th</sup> Nov 2024

# Glossary

|             |   |
|-------------|---|
| Recruiter   | Person in the organization responsible for recruiting, it may be HR or a recruiting specialist  |
| Requestor   | Person in the organization authorized to raise manpower request. He may do it himself from portal or request recruiter/HR to do it on his behalf. He may also be involved in shortlisting, evaluation, offer letter |
| Interviewer | Person who can evaluate the candidate for technical or behavioural skills needed for the job role   |
| Positions   | Positions in the organization structure which can be filled or unfilled. Unfilled positions are filled using vacancy.   |

# Employee Administration

To enable another employee login



- Go to **Workforce** menu > **Administration** menu > Search employee > Select employee
- Click on **Profile** button to open **Employment** page
- Click on **Profile** tab
- Click on Change Password Button
- Employee can login with Staff Id and the password

# Manage Job Descriptions

Job Descriptions are used in Vacancy creation as a starting template

- Go to **Hiring** menu > **Job Descriptions** menu > Search employee > Select employee
- Use **Add, Modify, Delete** buttons to manage

# Vacancy Management

Goto **Hiring** menu > **Vacancy Management** menu

## New Vacancy

By Recruiter or Requestor

### Create Vacancy

Click on + button and complete the details and save

- You can modify the vacancy evaluation template for any specific requirements for the vacancy
- You can add a quiz to be answered by candidate and results of the quiz will be available in shortlisting phase

### Add Counts for Locations

Open the vacancy created and add open vacancy counts for each location and click on **Submit** button. Approval process for the vacancy will get started.

## Publish Vacancy for candidates to apply against the vacancy

Click on **Job Opening Links** button

Use **Vacancies JSON Link** button to get a live feed of current open vacancies to design your own careers page

Use **Job Opening Links** to get a URL for current open vacancies which you can use on your website, social media, send to consultants

Use **Job Openings QR Code** to get a QR code to share for current open vacancies. You can use this on your front desk, job fairs etc.

Candidates applying thru the links will come into **Received** stage of **Application Tracking**.

## Updating Vacancy counts

Modify the vacancy and change location wise counts. Any change will make the vacancy go thru the approval process again.

## Vacancy closure

Use **Status** dropdown in vacancy to change vacancy status

|        |   |
|--------|---|
| Open   | Active vacancy  |
| Pause  | Vacancy will not appear in job opening links till status changed to open  |
| Closed | <p>Prerequisite:</p> <ol style="list-style-type: none"><li>1. All candidates against vacancy should be in Joining Pending, Joined, Talent bank, Eliminated stages.</li><li>2. Remove all open schedules for the candidates in the vacancy</li></ol> |

# Applicant Tracking

Use **Hiring** menu > **Applicant Tracking** menu

Applicant tracking is divided into Phases and Stages

| Phase      | Stages                | Process   |
|------------|-----------------------|---|
| Received   | Received              | <p>Candidate applications against vacancies filled by candidates or Recruiter</p> <p>Recruiter will move from here to Next Shortlisting stage or Eliminated phase</p>   |
|            | Business Shortlisting | Requestor   |
| Evaluation | Evaluation            | <p>Process of Evaluation using the vacancy evaluation process will start. Participants are candidate, recruiter, requestor, interviewers (technical and other), management.</p> <p>Interviewers can see and rate against criteria's, option to generate overall rating and view report of the same.</p> <p>At end of the process candidate is either moved to eliminated, talent bank, or selected</p> <p><b>Scheduling</b></p> <p>This stage allows scheduling of candidates, interviewers linked to calendars.</p> <p>Schedule candidates in a time slot with option of individual schedule for each candidate.</p> <p>Make changes in schedule like change time, cancel with auto calendar emails for the changes</p> <p>When a candidate is moved out of Evaluation stage any pending schedule needs to be cancelled.</p> |
|            | Document Collection   | As per requirement email will go to candidate to submit his documents for offer letter generation like past salary slip visa status etc   |
|            | Offer Letter          | <p>Generate Offer letter and submit for approval as per policy.</p> <p>Offer letter is generated based on offer letter template with place holders for candidate details, salary structure and more. Offer letter can required to be physically signed and sent to employee.</p> <p>After Offer letter is approved candidate receives a email for acceptance or rejection of offer letter.</p>  |
|            | Offer Letter Rejected | If candidate rejected the offer letter. From here recruiter can move to talent bank, eliminated or send revised offer letter  |
|            | Joining               | Candidates who have accepted offer letter with a joining date. On Joining candidate is moved to employment from Workforce > Administration. Joining Letter and Appointment  |

|             |  |  |
|-------------|--|--|
|             |  | Letters are issued from HRMS. Any Terms of employment are present to employee on first login.<br>Any further process needed here |
| Talent Bank |  | Repository of candidates who have been found useful for future   |
| Eliminated  |  | Repository of candidates who have not been found useful for future   |

More stages can be added as needed

## Move candidate to different vacancy

Move the candidate to Received Stage

Select new vacancy in Candidate form

# Reports and Analytics

## Reports

|                        |  |
|------------------------|--|
| Budget Report          |  |
| Candidate Report       |  |
| Hiring Detailed Report |  |
| Hiring Metrics         |  |
| Open Vacancies Report  |  |

## Analytics

|                           |  |
|---------------------------|--|
| Open vacancies            |  |
| Time to Hire by Vacancy   |  |
| Time to Hire by Recruiter |  |