

Empoortant

Recruitment Management

Simple to use... from Recruitment to Retirement – we call it UnComplex

Important: Recruitment Management

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Vacancy Management

- **Recruiters are assigned to manage the recruitment cycle**
- **Recruiter can edit / publish company profile which appears for all jobs posted by him/her**
- **Recruiter creates new vacancy giving the job requirements**
- **Vacancy published can be temporarily made inactive**
- **Vacancy can have start date and expiry date**
- **Vacancy can be linked to existing positions in the organisation hierarchy**

Empoortant: Recruitment (Manpower Requisition)



Prashanth Rao Kur

- Dashboard
- HRMS
- Recruitment**
- Leave
- Attendance
- Claims
- My Account

PROCESSING	REPORTS
Manpower Requisition	CV On Resume Bank Report
	Monthly Progress Chart
	Requisition Status Report
	Scheduled Joiners Report

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Latest Policies / Manuals

[TEST](#)
[TEST...](#)

Latest Activity

No Recent Activity

Important: Recruitment (Manpower Requisition)

The screenshot shows a web application window titled "Manpower Requisition". At the top right, there are icons for a user profile and a help/question mark. Below the title bar, there are four buttons: "New", "Modify", "Save", and "Cancel". The "Save" and "Cancel" buttons are highlighted in green. Below the buttons is a search field labeled "Requisition No." with a magnifying glass icon. The main content area is divided into three tabs: "Opening Details", "Additional Details", and "Interview Stages". The "Opening Details" tab is selected and highlighted in yellow. Under this tab, there are three input fields: "Select Position" with a dropdown menu showing "Existing Position", "New Position Title" with an empty text box, "Select Existing Position" with a dropdown menu showing "Assistant Manager", and "Number of vacancies" with a text box containing the number "3".

While submitting the requisition you can hire against existing positions or create new positions for the hiring exercise

Important: Recruitment (Manpower Requisition)

Manpower Requisition

New Modify Save Cancel

Requisition No.

Opening Details Additional Details Interview Stages

Addition Details

Position Details

Qualification type

Stream

Qualification degree

Other Qualifications required Experience profile

Min Experience (yrs) Max Experience (yrs)

Approx monthly salary

Min salary Max salary

Currency Basis for request

Skills desired Position Requirements

Interviews To Completed By Hire by date

Justification notes Departmental manager notes

HR Remarks

Candidate details: including position details, qualification details, salary and many more

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Manpower Requisition

New Modify Save Cancel

Requisition No. 0000000022

Opening Details Additional Details Interview Stages

Interview Stages

Interview Type	Interview Notes	Interviewer (Tentative)	Interviewer Email/User Id
Telephonic	Profile introduction and know more about product range handled		
Telephonic	domain round, judge the candidate about his responsibilities as well as capabilities		

While submitting the requisition you can create a tentative interview schedule and assign interviewer to conduct multiple rounds of interview (telephonic, written test, face-to-face, etc.)

Empoortant: Recruitment

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Pre-screening stages:

- 1. Update candidate profiles (through form OR excel upload)**
- 2. Shortlist for interview**
- 3. Record interview details for each interview stage**
- 4. Record verification agency status**

Post-screening stages:

- 1. Create salary offer**
- 2. Provide joining details**
- 3. Add to Employee database**
- 4. Generate appointment letter**

Emporant: Recruitment

Candidate Details

Ref. No.

Candidate Information | Additional Information | Interview Details

Personal Details

Title	Miss	Gender	FEMALE		
First Name	Pooja	Middle Name	Vishwas	Last Name	Joshi
Alias	Pooja	Marital Status	Single	Date of Birth	04/11/1985
Personal Email Id	pooja.joshi@gmail.com	Identification marks	NA		

Application Details

Source Of Resume	Walk-in	Total Experience	5
Name	PLEASE SELECT	Recruitment Cost	1000
Name Of		For Project	Project 1
For Vacancy	Assistant Manager	Department	Business Developr
For Location	Pune	Expected CTC	50000
Current CTC	36000		

Resume Details (Copy/Paste From CV; Max 4000 Character)

You can upload word format of resume to build a Resume Data bank of your own

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Candidate Details

Ref. No.

Candidate Information | **Additional Information** | **Interview Details**

Address Details

Street/Bldg

Country State City

Pin Code Home Phone Mobile No

Qualification Details

Qualification Level

Qualification

Previous Employment Information

Company/Location Name	From	To	Position	Last CTC
<input type="text" value="ABC Ltd."/>	<input type="text" value="2011"/>	<input type="text" value="2013"/>	<input type="text" value="Sales Executive"/>	<input type="text" value="36000"/>

Verification Details

Verification Agency Verification date Verification Agency Charges

Verified Remarks

You can capture verification agency remarks and record it for future purpose

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Candidate Details

Add Edit Save Cancel

Ref. No.

Candidate Information Additional Information Interview Details

Interview

Interview Type	Interviewer Name	Interviewer Email	Interview Date	Interview Place	Time	Remarks	Rating	Status	
Telephonic	Sandeep Toc	st@test.com	23/05/2013	Mumbai	15:00	Good	5	Comple	+
Face to Face	Ganesh Shel	gs@test.com	24/05/2013	Mumbai	15:00	Excellent	5	Comple	+

Interview Result

Final Result

Remarks

You can schedule and manage the multiple round of interview with inbuilt workflows and notification to respective interviewers as well as candidates

Selected candidate will be routed to next level automatically

Empoortant: Recruitment

MR.Jitendra Singh

DEAR MR.Singh

Ref: The letter of offer dated 06-NOV-96 duly accepted by you.

With reference to your application and the subsequent interview you had with us and the above-referred letter, the Management is pleased to appoint you in the services of -, - with effect from 06-NOV-96on the following Terms and Conditions:

Designation

Your designation will be 9-Human Resources and Adiministration.

Emoluments

You will be paid a Basic Salary of Rs.-, House Rent Allowance of Rs.-, Business Meeting Expenses of Rs.- and Conveyance Allowance of Rs.- amounting to a total of Rs.- per month

Reimbursements ; Benefits

You will be entitled to Medical Expenses Reimbursement up to a maximum amount of Rs.- per annum, Leave Travel Assistance of Rs.- per annum and Telephone Expenses Reimbursement up to a maximum amount of Rs.- per annum as per the rules of the Company at present

Leave

As per the rules of the Company in force from time to time.

Probation

You will be on probation initially for a period of 6 months and will be confirmed only after successful completion of the period.

Duties

System will automatically create a appointment letter for the selected candidates, you can create your own format for letters & document checklist

Empoortant: Recruitment

ICR
Navi Mumbai
NAVI MUMBAI
CV On Resume Bank Report

NAME	BIRTHDATE	QUALIFICATION	TOTALEXP	CVRECIEVEDDATE	CATEGORY	CATAGORYNAME
Mr rahulkr bose	02-May-1990		2	24-Apr-2013		
Mr rajkr bose	02-May-1990		2	24-Apr-2013		
Mr wasim khan	13-Jul-1987		1	24-Apr-2013		
Mr KAMLESHKR BOSE	16-Apr-2013		2	24-Apr-2013		
Mr amarnath yadav	09-May-1990		5	03-May-2013		
Mr JigneshKumar Meherotra	14-Dec-1974		2	15-Nov-2012		
Mr aaass dddd	11-Nov-1987		1	11-Nov-2045		
Mr nitin hase	13-Jul-1987		2	01-May-2013		
Mr wasim khan	13-Jul-1987		1	04-May-2013		
Mr devvikarm singh	01-Jan-1987		5	20-May-2013		
Mr deydasvikarm singh	01-Jan-1987		5	20-May-2013		
Mr dfghklvikarm singh	01-Jan-1987		5	20-May-2013		
Mr devvikarm singh	01-Jan-1987		5	20-May-2013		
Mr nmjvikarm singh	01-Jan-1987		5	20-May-2013		
Mr yuuiovikarm singh	01-Jan-1987		5	20-May-2013		
Mr FSDF DFS	01-Jan-1987		5	20-May-2013		
Mr aSDF DFS	01-Jan-1987		5	20-May-2013		
Mr kSDF DFS	01-Jan-1987		5	20-May-2013		
Mr eSDF DFS	01-Jan-1987		5	20-May-2013		
Mr FSDF DFS	01-Jan-1987		5	20-May-2013		
Mr FSDF DFS	01-Jan-1987		5	20-May-2013		
Mr FSDF DFS	01-Jan-1987		5	20-May-2013		
Mr xczsdf dsf	01-Jan-1987		5	01-May-2013		
Mr opisdf dsf	01-Jan-1987		5	01-May-2013		
Mr xczsdf dsf	01-Jan-1987		5	01-May-2013		
Mr sdfsfd sfd			5	01-Jan-2013		
Mr asdfSDF SDF	01-Jan-1987		5	01-Jan-2013		
Mr DFSSDF SDF	01-Jan-1987		5	01-Jan-2013		

CV Data bank, you can choose the fields for report

**You can maintain and generate CV data bank report whenever you require,
You can search the CV's based upon various parameters Like skill sets, salary,exp, etc..**

Important: Recruitment: Requisition Status Report

Demo Hospitality Services Requisition Status Report

POSITION NAME	NO OF CANDIDATE	REQUISITION INITIATED BY	REQUISITION APPROVED BY	REQUISITION STATUS
Assistant Manager		Mr Prashanth Rao Kumar		Select for Processing
Assistant Manager		Mr Prashanth Rao Kumar		Select for Processing
Assistant Manager		Mr Prashanth Rao Kumar		Select for Processing
Assistant Manager		Mr Prashanth Rao Kumar		Select for Processing

You can have the status of any recruitment requisition

Emportant: Recruitment: New Joiners Report

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Scheduled Joiners Report

NAME	LOCATION	DEPARTMENT	PROJECT	SCHEDULED JOINING DATE
Mr Abhijit A	Bangalore	Corp	Project 1	25-Apr-2013
Mr jamesd bond	Bangalore	Corp	Project 1	10-Apr-2013
Mr AAABBB CCC	Bangalore	Corp	Project 1	21-Apr-2013
Mr KAMLESHKR BOSE	Bangalore	Travel	Project 1	30-Apr-2013

You will always have a detailed summary of scheduled new joiners

Thank You

For More Information

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