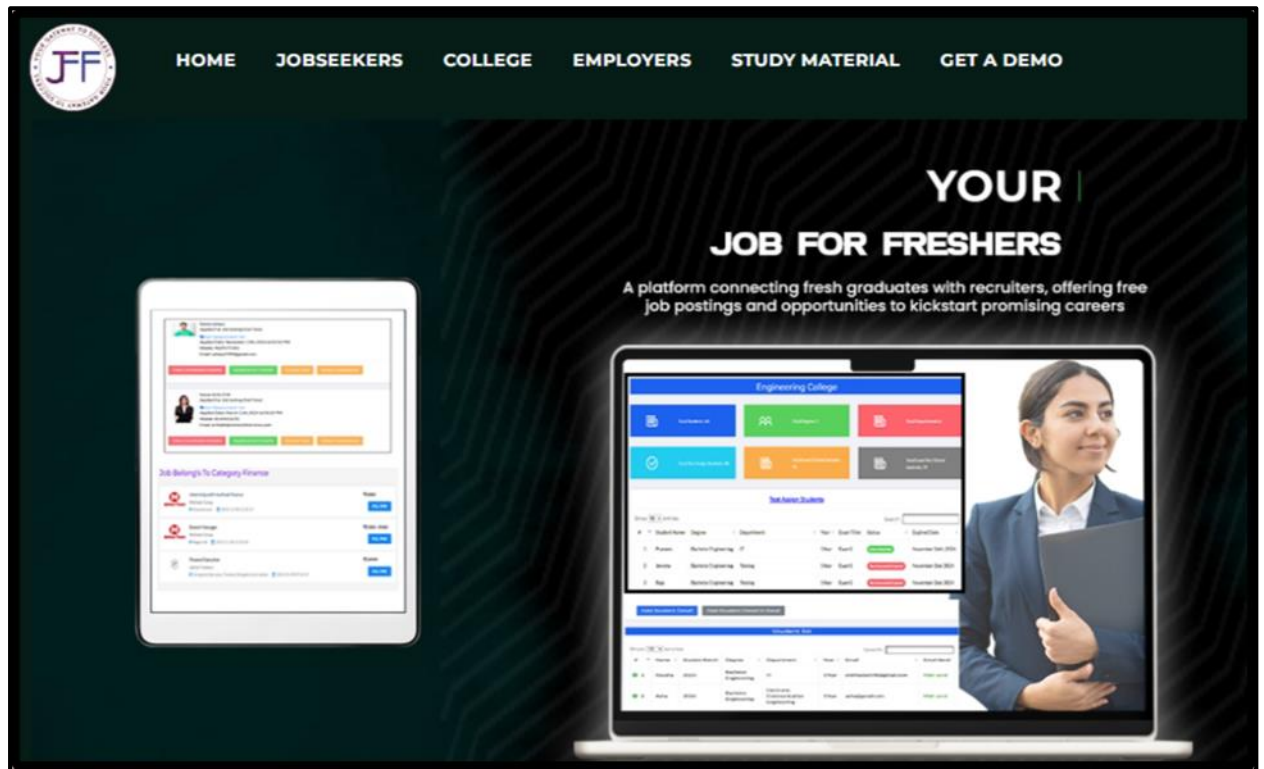## ❖ LOGIN TO AN ACCOUNT:

➢ To access your account, click on the link below:

➢ If you don't have an account with us, simply select the **You don't have an account** button.
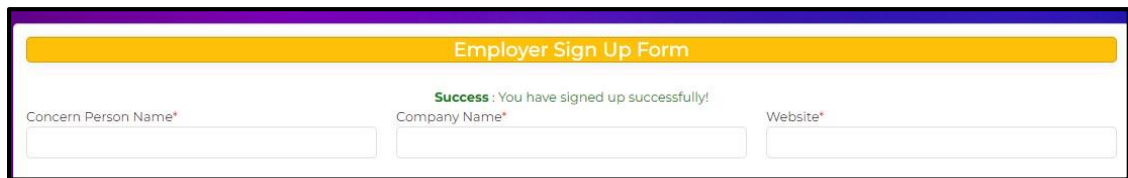

➢ Please provide the following details:

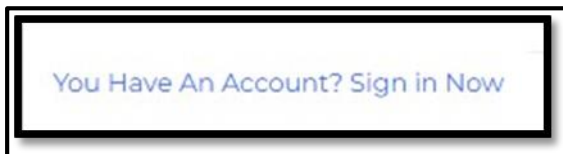- •Contact person's name
- • Company name

- • Website
- • Password
- • Tagline
- • Contact Number
- • Address
- • Company logo (Ensure the company logo is in PNG or JPG format.)
- • Company description

➢ A confirmation message will appear indicating successful signup.

➢ Select the **Sign In** button, enter your email ID and password, and you will be successfully signed in.

➢ Your details will be reviewed and **approved** by the admin. Once approved, you will be able to log in.

➢ Once the admin approves your request, you will receive an email confirmation. After that, you can sign in using your login details.
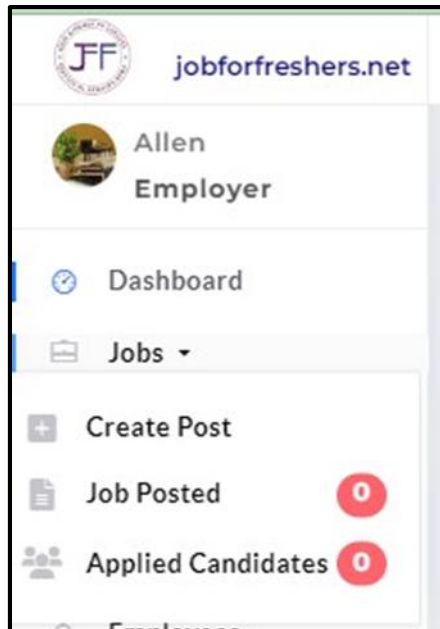
➢ Your dashboard will be displayed.
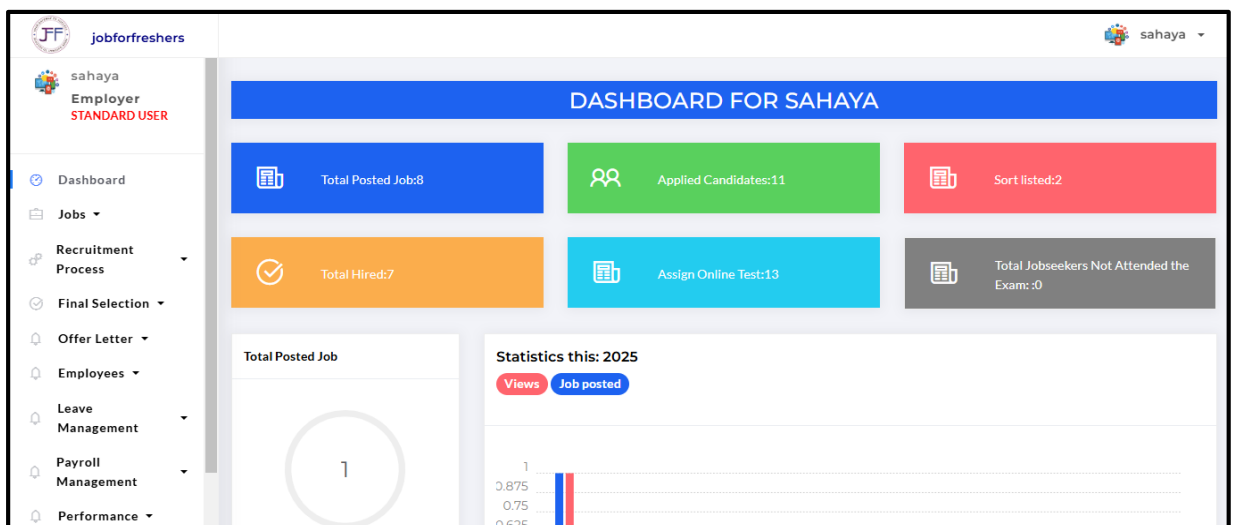
❖ **JOBS:**

In the Jobs section, you can create a job post, view your posted jobs, and see the applicants who have applied for each position.

➢ **Create post:**

➢ Select the **Job** button, then click on **Create Post** to begin your job posting.

➢ Please enter the following details:

- Category
- Job Title
- Qualifications
- Year of Passing Out
- Job Type
- Salary Package
- Required Skills
- Years of Experience
- Benefits
- Shift and Schedule
- Job Location
- Job Expiration Date
- Country
- State
- Job Description
- Additional Information

Note: Fields marked with an asterisk (*) are mandatory and must be completed.

CREATE A JOB POST

Category*	Job Title*
Select	Job Title

Qualification*	Year Of Passing Out
e.g bachelor degree, master degree	e.g 2020,2021,2022

Job Type*	Salary Pakage
select	Select / Rupees (₹)

Skill Required*	Experience in Years*
e.g html,css,java	Select in Years

Benefits	Shift and Schedule*
e.g health insurance,Provident Fund	select

Job Location*	Job Expiration Date*
e.g :Chennai	dd-mm-yyyy

Country*	State*
select country	Select State

Create a Job Post

Category*	Job Title*
Select	Job Title

Qualification*	Year Of Passing Out
e.g bachelor degree, master degree	e.g 2020,2021,2022

Job Type*	Salary Pakage*
select	Select / Rupees (₹)

Skill Required*	Experience in Years*
e.g html,css,java	Select in Years

Benefits	Shift and Schedule*
e.g health insurance,Provident Fund	select

Job Location*	Job Expiration Date*
e.g :Chennai	dd/mm/yyyy

Country*	State*
select country	Select State

e.g health insurance,Provident Fund	select

Job Location*	Job Expiration Date*
e.g :Chennai	dd/mm/yyyy

Country*	State*
select country	Select State

Job Description*

Required 150 characters

Other Description

Required 650 characters

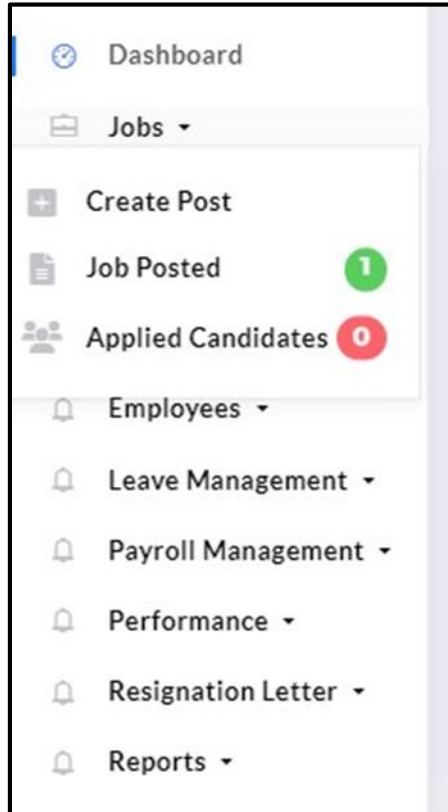**Add Post**

➢ Your job post has been added successfully, and a confirmation message will be displayed at the top of the page.

Success : Job Added Successfully

Create a Job Post

➢ **Job Posted:**

➢ You can view your posted job details under the **Job Posted** button.

➢ You can edit your job details by selecting the **View/Edit** button and clicking Update to save your changes.

➢ If you wish to delete a job post, you can do so by using the **Delete** button.

➢ You can send an email to job seekers notifying them of your posted job.

Note: You will receive an email when a job seeker applies for the job you posted.

➢ **Applied Candidates:**

➢ You will be able to see the candidates who have applied for the job you posted.

Applied Candidates List

Enter Job Title

Name:Lavanya
Applied For Job:testing(Full Time)
🏷Not Responded Yet
Applied Date: January 20th, 2025 at 11:56 AM
Mobile: 9898998989
Email: charleyjik123@gmail.com

View Candidate Details   Application Details

➢ Click on the **Candidate's details** to view their information.

LAVANYA'S PROFILE

Name:Lavanya
Mobile: 9898998989
Email: charleyjik123@gmail.com
RESUME

Summary
I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations..

Skills
html,css,javascript.

➢ Click on the **Application Details** of the job seeker to open the application. From there, you can click **Take Action** to proceed to the next step.

Job Details

Julie's Application

Job Title	HR Manager	Salary Package(Per Year)	Rs15,000.00
Job Descriptions	Note: Fields marked with an asterisk (*) are mandatory and must be completed.Note: Fields marked with an asterisk (*) are mandatory and must be comple		
Job Location	Chennai	Skills Required	HTML
Qualification	BE	Year of Passing Out	2019
Benefits	Health Insurance	Shift and Schedule	Morning shift
Apply Date	October 21st, 2024 at 11:59 AM	Job Expired Last Date	October 31st, 2024
Status	Not Responded Yet		

Take Action

➢ You can provide a reason to the job seeker. By clicking on the **Status** button, you can select whether the candidate is **Shortlisted**, **Hired** or **Rejected**, and then click **Update**.

❖ RECRUIMENT PROCESS:

In the Recruitment Process section, you can create an online exam, initiate a video conference, and assign an exam to the job seeker.

➢ **Online Exam:**

➢ Click on the **Recruitment Process** to proceed to the next step.
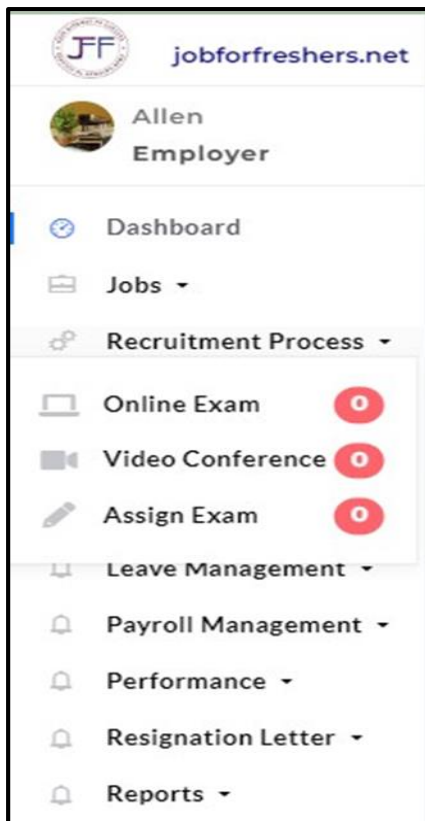
- ➤ Click on the **Online Exam** button to create an exam for the job seekers who have applied for this position.
- ➤ There are two methods to add questions for the online exam.
- ➤ Create the online exam by adding a title, then click the **Add** button to proceed.

- ➤ You can delete by clicking the **Delete** button, or change the job title using the **Edit** button.

- ➤ Then click **Update** button
- ➤ Then click on the **Add** button to add a question for this exam.

Note: To add a question, we have two methods; you can choose either one.

Method: I

✓ Click **Add New Question in Excel format**.
✓ Select the Excel sheet that meets the required conditions (up to 20 questions,

no commas or quotation marks). Once you've chosen, click **Add** to proceed.

✓ You can check by using the sample document

✓ After you upload the file, a message will appear at the top of the screen.

✓ You can see the questions that you've added by selecting the **Add** button

Method: II

- ✓ Click on **Add New Question.**
- ✓ Simply enter your question manually by selecting the heading. Allocate time for the question, and input both the question and its answer in the appropriate fields.
- ✓ Click on the **Add button** your question will be added
- ✓ By clicking the **Add button**, you can **edit**, **delete**, or add more questions to your exam.

By clicking the **Add** button, you can **edit, delete, or add** more questions to your exam.

Note: Please follow one of the methods to add questions

➢ If you want to add more exams, simply provide the title and click the Add button. Then, follow the same steps to add questions.

➢ To view your questions, simply select the **Add** button.

➢ Your question will appear. If you want to **edit, delete, or add,** you can click the appropriate button to proceed.

To preview the question:

➢ Click on the **Add** button for which exam you need to preview.
➢ Click on the **View** button to preview the questions.

➢ Your exam question paper will be displayed.

Note: When an employer assigns an exam to a job seeker, an email will be sent to the job seeker.

➢ **Video Conference:**

➢ In this section, you can view the list of video conferences you created for the jobseeker.

➤ You can click the **Start** button to begin the meeting.

Note: When a meeting is assigned, the jobseeker will receive an email.

➤ **Assign Exam:**

➤ You can view the exam assigned to the jobseeker by selecting the **Assign Exam** button.

➤ The exam will appear in the list, and you can click the **View** button to see further details about the exam

➤ On this page, the job seeker details, job details, and job seeker mark details will be displayed. You can add remarks in the designated section and then click the **Add** button to update the information.

Jobseeker Details

Name:Julie
Applied For Job:HR Manager(Full Time)
Applied Date: October 21st, 2024 at 07:54 AM
Sort Listed
Mobile: 8045687676
Email: gajulie90@gmail.com

Job details

Job Title:HR Manager(Full Time)
Job Catagory:Civil Engenering
Location:Chennai
Job Posting Date: October 21st, 2024 at 11:12 AM
Expiry Date:2024-10-31

Exam assing details

Create_on:October 26th, 2024 at 11:23 AM
Expire Date: November 6th, 2024
Video Recording: Enable
Exam Title:Exam 4
Total mark:1
Total Question:1
Time:1Mins
Need Get percentage:75%

Jodseeker Mark

Exam Attend Date: October 26th, 2024 at 01:55 PM
Exam Mark:0
Non attend Question:0
Exam Mark Percentage:
Remark Date:
Remark:

Location:Chennai
Job Posting Date: October 21st, 2024 at 11:12 AM
Expiry Date:2024-10-31

Non attend Question:0
Exam Mark Percentage:
Remark Date:
Remark:

Remark*

Required 100 characters

[Add]

[View Candidate Details] [Application Details] [view exam sheet]
[Delete] [Reset]

➤ By selecting the **View Exam Sheet** button, you can see the exam sheet of the jobseeker.

PREVIEW

Exam 4

Job seeker Name: Julie   Unanswered: 0   Total Time: 1
Job seeker Mark: 0   Total Mark: 1   Exam Date: October 26th, 2024 at 01:55 PM

1.What is PHP most used for
○ ab
○ bc
● cd
○ ed

➤ By selecting the **View Candidate Details** button, you can see the job seeker's information. Additionally, by clicking the **Resume** button, you can access their resume.

➢ By selecting the **Application Details**, you can view the job seeker's job application information.

➢ If you want to **shortlist, hire, or reject** a candidate, please select the **Take Action** button.
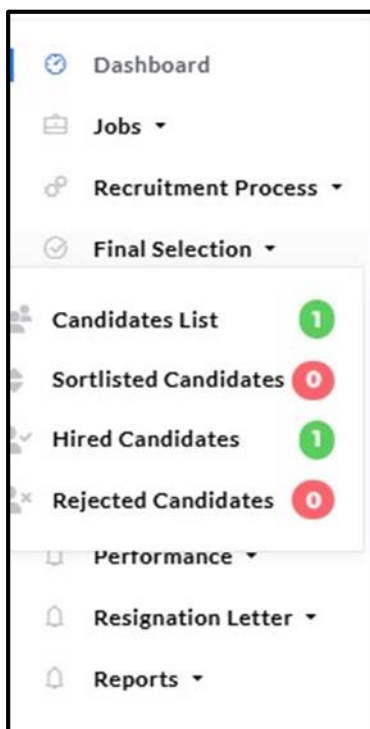
❖ FINAL SELECTION:

In this section, you can view all candidates in the Candidates list, those who are shortlisted in the Shortlisted Candidates list, those who are hired in the Hired Candidates list, and those who are rejected in the Rejected Candidates list. You can also assign exams and schedule video conferences for them.

➢ **Candidates list:**

➢ Here, you can view the full list of candidates who applied for the jobs you posted.

➢ Click on **View Candidate Details** to see the jobseeker's information.

➢ You can click on the **Resume** button to view their resume.
➢ Click on **Application Details** to view the jobseeker's application for specific jobs and their details.

➢ To **shortlist, hire, or reject** a candidate, click the **Take Action** button, add a message, and then click **Update** to save your choice.

➢ Click the **Online Exam** button to assign an exam to the candidate.

➢ Select the questions, enter the exam expiration date and passing percentage. If you want to enable screen recording or video recording, click on the appropriate tab, then click **Add** button.

➢ A message will appear confirming that the exam has been successfully added.

➢ The assigned exam list will appear on the page.

First Round Exams

Show 10 entries   Search: [   ]

# ▲	Exam	Title	Jobseeker Name	Job Title	Expired Date	Created Date	Mail Status	Exam Attended Date
⊖ 1	First round exam	Aptitude	Lavanya	testing	January 23rd, 2025	January 21st, 2025 at 09:08 AM		

Action   [View]

Showing 1 to 1 of 1 entries   Previous [1] Next

➢ Click on the **View** button to see the candidate's details.

Jobseeker Details

Name:Julie
Applied For Job:HR Manager(Full Time)
Applied Date: October 21st, 2024 at 07:54 AM
Sort Listed
Mobile: 8045687676
Email: gajulie90@gmail.com

Job details

Job Title:HR Manager(Full Time)
Job Catagory:Civil Engenering
Location:Chennai
Job Posting Date: October 21st, 2024 at 11:12 AM
Expiry Date:2024-10-31

Exam assing details

Create_on:October 26th, 2024 at 11:23 AM
Expire Date: November 6th, 2024
Video Recording: Enable
Exam Title:Exam 4
Total mark:1
Total Question:1
Time:1Mins
Need Get percentage:75%

Jodseeker Mark

Exam Attend Date: October 26th, 2024 at 01:55 PM
Exam Mark:0
Non attend Question:0
Exam Mark Percentage:
Remark Date:
Remark:

Remark*

[good]

[Add]

[View Candidate Details] [Application Details] [view video] [view exam sheet]
[Delete] [Reset]

➢ Click on the **View Video** button to watch the exam video they attended.
➢ Click on the **View Exam Sheet** button to see their exam sheet.

PREVIEW

Aptitude

Job seeker Name: Arthi D M	Unanswered: 1	Total Time: 30
Job seeker Mark: 15	Total Mark: 20	Exam Date: October 25th, 2024 at 02:16 PM

1.What is the capital of Australia?
○ Sydney
○ Melbourne
◉ Canberra
○ Perth

2.Who painted the Mona Lisa?
○ Vincent van Gogh
○ Pablo Picasso
◉ Leonardo da Vinci
○ Michelangelo

3.What is the largest ocean in the world?
○ Atlantic Ocean

➢ If you want to delete or reset it, you can click the appropriate button.
➢ If you want to conduct a video conference with the candidate, just click the **Video Conference** button.

Name:Lavanya
Applied For Job:testing(Full Time)
🏷Not Responded Yet
Applied Date: January 20th, 2025 at 11:56 AM
Mobile: 9898998989
Email: charleyjik123@gmail.com

| View Candidate Details | Application Details | Online Test | Video Conference |

➢ Enter the **meeting date** and **time**, add a message if needed, and then click the **Submit** button.

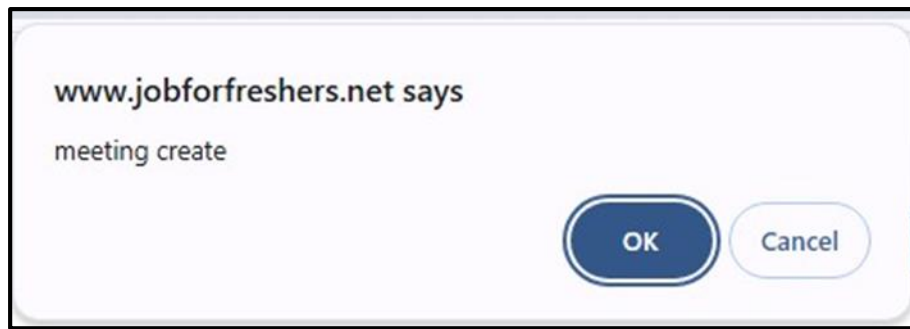### CREATE MEETING

Meeting Date
dd-mm-yyyy --:-- --

Meeting ID
994848

Message

Submit

➢ A message will appear confirming that you have created it successfully.

www.jobforfreshers.net says

meeting create

OK   Cancel

➢ The created meeting will appear below the table.

Add Exam Sabitha's Application

Meeting Date
dd/mm/yyyy --:-- --

Meeting ID
316235

Message

Submit

Meeting List

Show 10 entries   Search:

#	Meeting Id	Meeting Date &Time	Message	Created Date	Mail Status	Action
1	713361	November 13th, 2024	Join the meeting	October 28th, 2024	send	start Delete Meeting
2	683185	November 7th, 2024	Join this meeting	October 28th, 2024	send	start Delete Meeting
3	683185	November 7th, 2024	Join this meeting	October 28th, 2024	send	start Delete Meeting

Showing 1 to 3 of 3 entries   Previous   1   Next

➢ Click the **Start** button to begin the meeting, or click the **Delete** button if you want to remove it.
➢ When the meeting is deleted, a confirmation message will appear to confirm the deletion.

www.jobforfreshers.net says

Do you really want to Meeting id(984427) Delete ?

OK   Cancel

➢ **Shortlisted Candidates:**

➢ Here, you can view the full list of candidates who have been shortlisted.

➢ Click on **View Candidate Details** to see the jobseeker's information.

➢ You can click on the **Resume** button to view their resume.
➢ Click on **Application Details** to view the jobseeker's application for specific jobs and their details.

LAVANYA'S APPLICATION

Job Title	testing	Salary Package(Per Year)	Rs20,000.00
Job Descriptions	Job title: The specific name of the position Job purpose: The reason for the job Duties and responsibilities: The tasks that the employee will perform		
Job Location	Coimbatore	Skills Required	html,csss,java
Qualification	Any Degree	Year of Passing Out	2021,2022,2023
Benefits	Others	Shift and Schedule	Morning shift
Apply Date	January 20th, 2025 at 11:56 AM	Job Expired Last Date	January 23rd, 2025
Status	Not Responded Yet		

Take Action

➢ To **shortlist, hire, or reject** a candidate, click the **Take Action** button, add a message, and then click **Update** to save your choice.

➤ Click the **Online Exam** button to assign an exam to the candidate

➤ Select the questions, enter the exam expiration date and passing percentage. If you want to enable screen recording or video recording, click on the appropriate tab, then click **Add** button.

➢ A message will appear confirming that the exam has been successfully added.

➢ The assigned exam list will appear on the page.

➢ Click on the **View** button to see the candidate's details.

Jobseeker Details

Name: Julie
Applied For Job: HR Manager(Full Time)
Applied Date: October 21st, 2024 at 07:54 AM
Sort Listed
Mobile: 8045687676
Email: gajulie90@gmail.com

Job details

Job Title: HR Manager(Full Time)
Job Catagory: Civil Engenering
Location: Chennai
Job Posting Date: October 21st, 2024 at 11:12 AM
Expiry Date: 2024-10-31

Exam assing details

Create_on: October 26th, 2024 at 11:23 AM
Expire Date: November 6th, 2024
Video Recording: Enable
Exam Title: Exam 4
Total mark: 1
Total Question: 1
Time: 1Mins
Need Get percentage: 75%

Jodseeker Mark

Exam Attend Date: October 26th, 2024 at 01:55 PM
Exam Mark: 0
Non attend Question: 0
Exam Mark Percentage:
Remark Date:
Remark:

Remark*

good

[Add]

[View Candidate Details] [Application Details] [view video] [view exam sheet]
[Delete] [Reset]

➢ Click on the **View Video** button to watch the exam video they attended.
➢ Click on the **View Exam Sheet** button to see their exam sheet.

PREVIEW

Aptitude

Job seeker Name: Arthi D M   Unanswered: 1   Total Time: 30
Job seeker Mark: 15   Total Mark: 20   Exam Date: October 25th, 2024 at 02:16 PM

1.What is the capital of Australia?
○ Sydney
○ Melbourne
◉ Canberra
○ Perth

2.Who painted the Mona Lisa?
○ Vincent van Gogh
○ Pablo Picasso
◉ Leonardo da Vinci
○ Michelangelo

3.What is the largest ocean in the world?
○ Atlantic Ocean

➢ If you want to **delete or reset** it, you can click the appropriate button.
➢ If you want to conduct a video conference with the candidate, just click the **Video Conference** button.

➢ Enter the meeting date and time, add a message if needed, and then click the **Submit** button.

➢ A message will appear confirming that you have created it successfully.

➢ The created meeting will appear below the table.

Add Exam Sabitha's Application					

Meeting Date
dd/mm/yyyy --:-- --

Meeting ID
316235

Message

Submit

Meeting List

Show 10 ∨ entries   Search:

# ▲	Meeting Id	Meeting Date &Time	Message	Created Date	Mail Status	Action
1	713361	November 13th, 2024	Join the meeting	October 28th, 2024	send	start Delete Meeting
2	683185	November 7th, 2024	Join this meeting	October 28th, 2024	send	start Delete Meeting
3	683185	November 7th, 2024	Join this meeting	October 28th, 2024	send	start Delete Meeting

Showing 1 to 3 of 3 entries   Previous 1 Next

➢ Click the **Start** button to begin the meeting, or click the **Delete** button if you want to remove it.
➢ When the meeting is deleted, a confirmation message will appear to confirm the deletion.

www.jobforfreshers.net says

Do you really want to Meeting id(984427) Delete ?

OK   Cancel

➢ **Hired Candidate List:**

➢ Here, you can view the full list of candidates who have been hired.
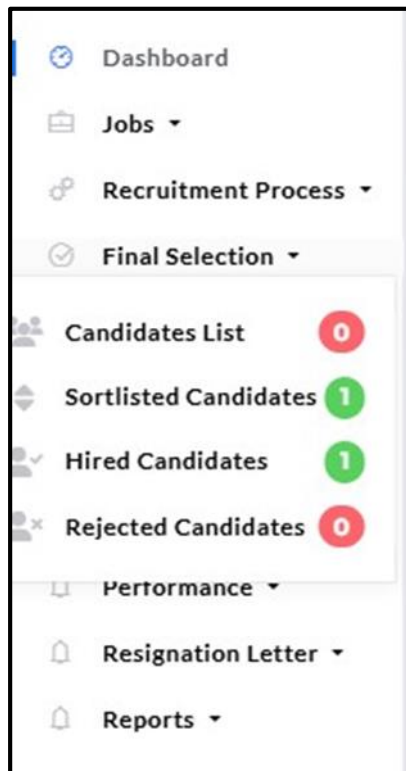
➢ The list of hired candidates will appear.

➢ Click on **View Candidate Details** to see the jobseeker's information.

➢ You can click on the **Resume** button to view their resume.
➢ Click on **Application Details** to view the jobseeker's application for specific jobs and their details.

➤ Click on the **Online Test** button to view the exam they completed.

Hired Candidates List

Enter Job Title

Name: Julie
Applied For Job: HR Manager(Full Time)
🏷 Hired
Applied Date: October 26th, 2024 at 10:50 AM
Mobile: 8045687676
Email: gajulie90@gmail.com

| View Candidate Details | Application Details | Online Test | Video Conference | Add Employee Profile | Update Employee Profile |

➤ Click on the **View button** to see their exam details.

Add Exam Julie's Application

All Exams Details

Show 10 entries   Search:

#	Exam	Title	Jobseeker Name	Job Title	Expired Date	created on	Exam attend Date	Action
1	second round exam	Exam 4	Julie	HR Manager	November 6th, 2024	October 26th, 2024 at 11:23 AM	October 26th, 2024 at 01:55 PM	View

Showing 1 to 1 of 1 entries   Previous 1 Next

➤ Click on the **View button** to see the candidate's details.

Jobseeker Details

Name:Julie
Applied For Job:HR Manager(Full Time)
Applied Date: October 21st, 2024 at 07:54 AM
Sort Listed
Mobile: 8045687676
Email: gajulie90@gmail.com

Exam assing details

Create_on:October 26th, 2024 at 11:23 AM
Expire Date: November 6th, 2024
Video Recording: Enable
Exam Title:Exam 4
Total mark:1
Total Question:1
Time:1Mins
Need Get percentage:75%

Job details

Job Title:HR Manager(Full Time)
Job Catagory:Civil Engenering
Location:Chennai
Job Posting Date: October 21st, 2024 at 11:12 AM
Expiry Date:2024-10-31

Jodseeker Mark

Exam Attend Date: October 26th, 2024 at 01:55 PM
Exam Mark:0
Non attend Question:0
Exam Mark Percentage:
Remark Date:
Remark:

➢ Click on the **View Exam Sheet** button to see their exam sheet.

➢ If you want to conduct a video conference with the candidate, just click the **Video Conference** button.

➢ Enter the meeting date and time, add a message if needed, and then click the **Submit** button.

Add Exam Julie's Application

Meeting Date	Meeting ID	Message
dd/mm/yyyy --:-- --	212375	

Submit

➢ A message will appear confirming that you have created it successfully.

www.jobforfreshers.net says

meeting create

OK   Cancel

➢ The created meeting will appear below the table.

CREATE MEETING

Meeting Date	Meeting ID	Message
dd-mm-yyyy --:-- --	721417	

Submit

Meeting List

Show 10 entries   Search:

#	Meeting Id	Meeting Date &Time	Message	Created Date	Mail Status	Action
1	280834	January 22nd, 2025, 08:49:00	meeting	January 22nd, 2025		start Close

Showing 1 to 1 of 1 entries   Previous 1 Next

➢ Click the Start button to begin the meeting, or click the **Delete** button if you want to remove it.
➢ When the meeting is deleted, a confirmation message will appear to confirm the deletion.

www.jobforfreshers.net says

Do you really want to Meeting id(984427) Delete ?

OK   Cancel
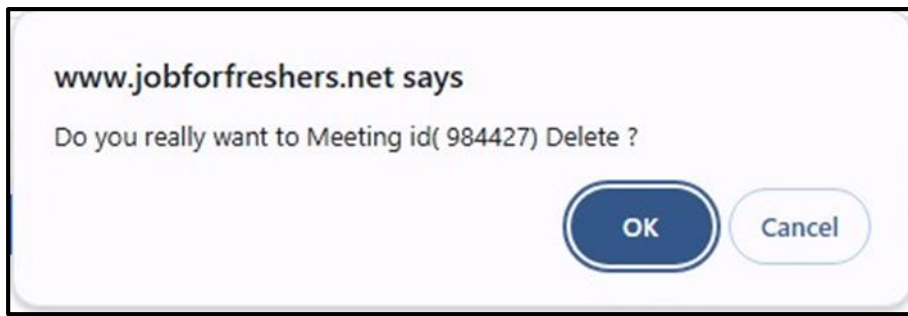
➢ Click on the Add Employee Profile button to update the details for the jobseeker who has been hired.

➢ This is the profile created by the employer for the jobseeker who has been hired. You can provide the appropriate details, including login credentials, using the jobseeker's hired email and a password created by the employer. Without this password, they will not be able to log in.

Basic Employment Information Sheet

Employee Information

Full Name:
Julie

Gender:
Female

Employee ID:

Email Address:
gajulie90@gmail.com

Home Phone:

Cell Phone:
8045687676

Social Security Number or Goverment ID:

Date Of Birth:
dd/mm/yyyy

Marital Status:

Spouse's Name:

Spouse's Employer:

Spouse's Work Phone:

Start Date:
dd/mm/yyyy

Cell Phone:

Salary:
15,000.00

Emergency Contact Information

Full Name:

Relation Ship:

Primary Phone:

Cell Phone:

Address:
Enter the address here

Bank Details

Name:

Bank Name:

Branch:

Account Number:

IFSC Code:

Login Details

Email Id:

Password:

Login Details

Email Id:

Password:

[Submit]

➢ Once all the details are filled in, please click the **Submit** button.
➢ If you need to update any of the above details, click on the Update Employee Details button, make the necessary changes, and then click the **Submit** button.

Basic Employment Information Sheet

Employee Information

Full Name:
Julie

Email Address:
gajulie90@gmail.com

Employee ID:

Cell Phone:
8045687676

Home Phone:
9087908679

Date Of Birth:
dd/mm/yyyy

Social Security Number or Goverment ID:

Spouse's Name:

Marital Status:

Spouse's Work Phone:

Spouse's Employer:

Address:

Enter the address here

Bank Details

Name:

Bank Name:

Branch:

Account Number:

IFSC Code:

Update

➢ A message will appear confirming that the employee details were updated successfully.

www.jobforfreshers.net says

Updated successfully.

OK

➢ **Rejected Candidates:**

➢ Here, you can view the full list of candidates who have been rejected.

Dashboard

Jobs ▾

Recruitment Process ▾

Final Selection ▾

Candidates List 0

Sortlisted Candidates 1

Hired Candidates 1

Rejected Candidates 0

Performance ▾

Resignation Letter ▾

Reports ▾

➢ The list of rejected candidates will appear.

➢ Click on **View Candidate Details** to see the jobseeker's information.

➢ You can click on the **Resume** button to view their resume.
➢ Click on **Application Details** to view the jobseeker's application for specific jobs and their details.

Job Details

Sabitha's Application			

Job Title	HR Manager	Salary Package(Per Year)	₨15,000.00
Job Descriptions	Note: Fields marked with an asterisk (*) are mandatory and must be completed.Note: Fields marked with an asterisk (*) are mandatory and must be comple		
Job Location	Chennai	Skills Required	HTML
Qualification	BE	Year of Passing Out	2019
Benefits	Health Insurance	Shift and Schedule	Morning shift
Apply Date	October 28th, 2024 at 08:28 AM	Job Expired Last Date	October 31st, 2024
Status	Rejected		

Message History

S.no	Message	Status	Time
1	ok	Sort Listed	October 28th, 2024 at 03:17 AM
2	You are rejected	Rejected	October 28th, 2024 at 08:28 AM

➢ Click on the **Online Test** button to view the exam they completed.

Add Exam Sabitha's Application

All Exams Details

Show 10 ✓ entries   Search:

#	Exam	Title	Jobseeker Name	Job Title	Expired Date	created on	Exam attend Date	Action
1	second round exam	Exam 4	Sabitha	HR Manager	November 10th, 2024	October 28th, 2024 at 09:04 AM		View

Showing 1 to 1 of 1 entries   Previous 1 Next

➢ Click on the **View** button to see the candidate's details.

Jobseeker Details

Name:Julie
Applied For Job:HR Manager(Full Time)
Applied Date: October 21st, 2024 at 07:54 AM
Sort Listed
Mobile: 8045687676
Email: gajulie90@gmail.com

Job details

Job Title:HR Manager(Full Time)
Job Catagory:Civil Engenering
Location:Chennai
Job Posting Date: October 21st, 2024 at 11:12 AM
Expiry Date:2024-10-31

Exam assing details

Create_on:October 26th, 2024 at 11:23 AM
Expire Date: November 6th, 2024
Video Recording: Enable
Exam Title:Exam 4
Total mark:1
Total Question:1
Time:1Mins
Need Get percentage:75%

Jodseeker Mark

Exam Attend Date: October 26th, 2024 at 01:55 PM
Exam Mark:0
Non attend Question:0
Exam Mark Percentage:
Remark Date:
Remark:

> Click on the **View Exam Sheet** button to see their exam sheet.

 Note: Rejected candidates do not have access to the video conference.

❖ OFFER LETTER:

➢ Add Offer Letter:

➢ Just click on the **Add Offer Letter** button to upload your company's offer letter format

➢ Click on the **Add Offer Letter** button to select your company's offer letter format. Next, click on the **HR Signature** button to add your company's HR signature, name the offer letter, and then click the **Add** button.

➢ The offer letter list will appear here.

➢ Click on the **Delete** button to remove the data; a confirmation message will appear.

➢ Click on the **Edit** button to update any of the details.

Edit Offerletter Details

PDF

(John Landis signature)

HR signature

Offerletter Name
IT offer letter

Add Offerletter
Choose file | No file chosen
Choose file | No file chosen

Update

➢ A message will appear confirming that the update was successful.

www.jobforfreshers.net says

Updated successfully.

OK
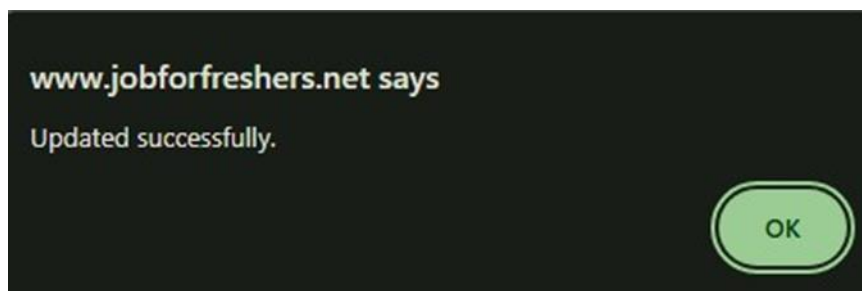
➢ **Create Offer Letter:**

➢ You can create an offer letter for the specific candidate you need.
➢ Click on the **Create Offer Letter** button.

- ⊘ Dashboard
- ⊟ Jobs ▾
- ⚙ Recruitment Process ▾
- ⊘ Final Selection ▾
- ⚐ Offer Letter ▾
  - ▣ Add OfferLetter
  - ▣ Create Offer Letter
  - ▤ View List
- ⚐ Performance ▾
- ⚐ Resignation Letter ▾
- ⚐ Reports ▾
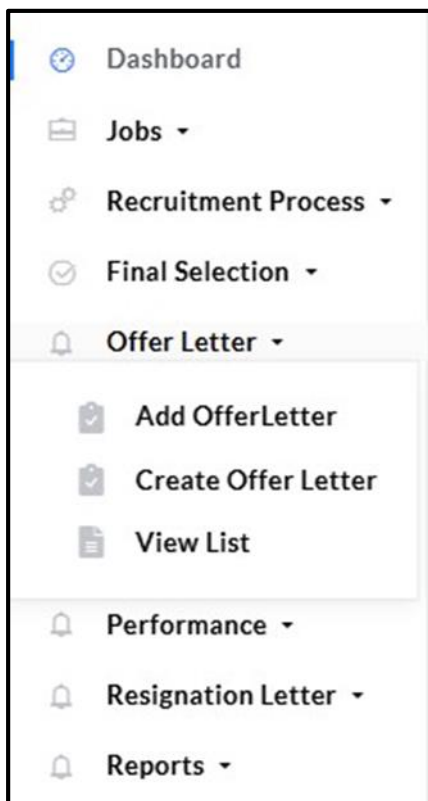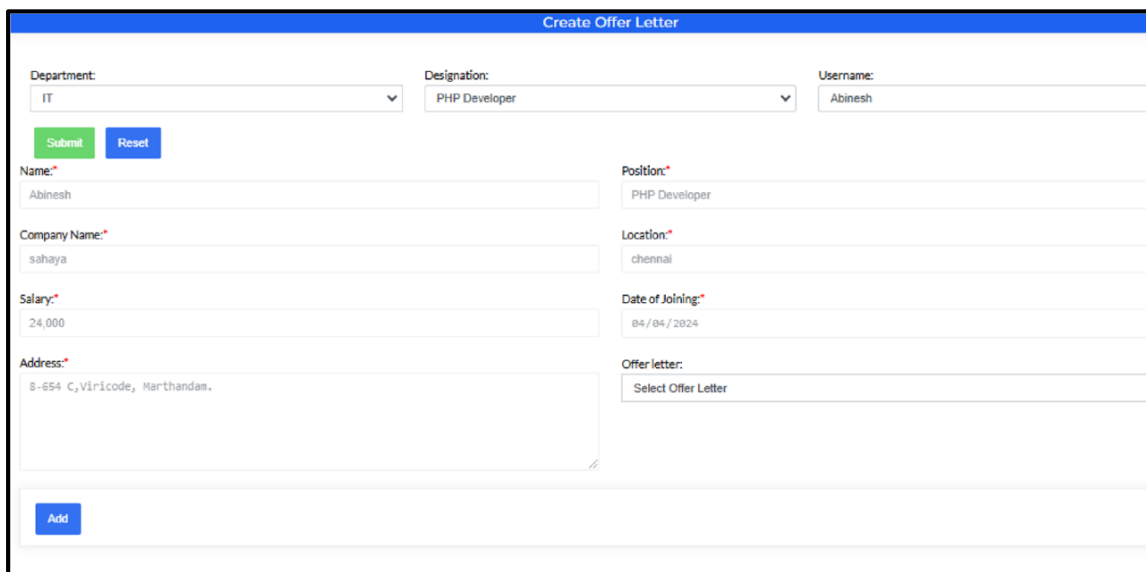
➢ Select the **department, designation, and username** (employee name) for whom you are creating the offer letter, then click the **Submit** button to generate the offer letter.

➢ The selected user's details are already provided, so you only need to select the offer letter name and then click the **Add** button.

➢ A message will appear confirming that you have created it successfully.
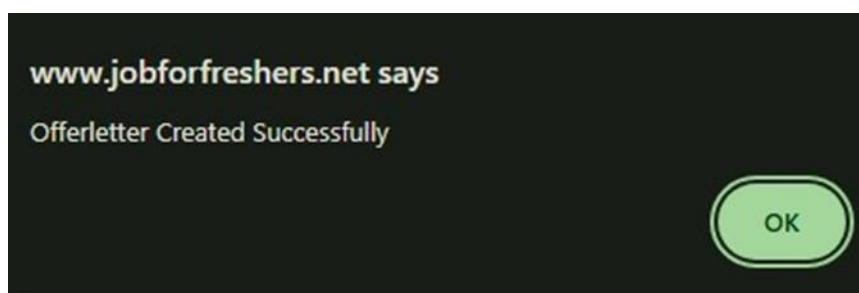
➢ **View List:**
You can view your created offer letter in this section.

➢ Click on the **View List** button.
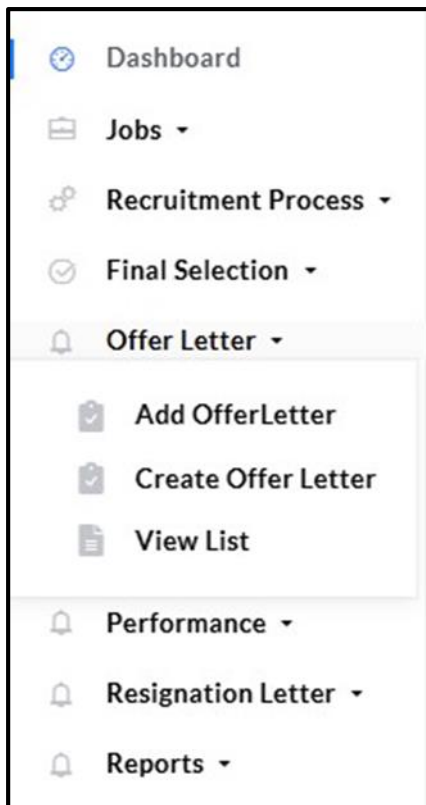
➢ Click on the **Edit** button if you need to make changes.

➢ If you need to change the offer letter format, you can do so by selecting the new offer letter. Then click the **Update** button.

EDIT OFFER LETTER

Name:*

Ragul

Company Name:*

sahaya

Salary:*

100000

address:*

Karungal

Position:*

Tester

Location:*

chennai

Date of Joining:*

07-11-2024

Offer letter:

IT offer letterss

Update

➢ Click on the **Print** button to print the offer letter.

VIEW OFFERLETTERS

Show 10 ⌄ entries   Search:

# ▲	Name	Company Name	Position	Salary	Location	Date of Joining	Action
1	Ragul	sahaya	Tester	100000	chennai	2024-11-07	🖋️🖨️🗑️
2	Arthi D M	sahaya	Tester	20,000.00	chennai	2024-11-08	🖋️🖨️🗑️
3	Divya	sahaya	PHP Developer	10,000		2024-11-07	🖋️🖨️🗑️
4	Abinesh	sahaya	PHP Developer	24,000	chennai	2024-04-04	🖋️🖨️🗑️
5	Abimol M	sahaya	PHP Developer	20,000.00	chennai	2024-01-22	🖋️🖨️🗑️

Showing 1 to 5 of 5 entries   Previous 1 Next

➢ The format of the offer letter will be displayed, and you can modify it as needed.

➢ Drag and drop the details onto the PDF. If you need to add anything again, just click the **same button** once more.

➢ Click on the **Print** button to print the offer letter.

Ginisha
5-178 A
Karungal
KK Dist-629 165
Dear **Ginisha**

We are pleased to offer you employment at **Ak Infopark** . We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is **HR Specialist** .Your starting date will be **2024-10-24** . The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

We look forward to welcoming you as a new employee at **Ak Infopark**

Sincerely,

➢ Click on the **Delete** button to remove the data.
➢ A message will appear indicating that the data has been deleted successfully.

www.jobforfreshers.net says

Deleted successfully.

OK

❖ **EMPLOYEES:**

In this section, you can view the **List departments** and **List designations**, **Add Employees**, and access the **List of Employees** and the **Payroll List**.

➢ **List Department:**

You can list the employees' departments in this section.
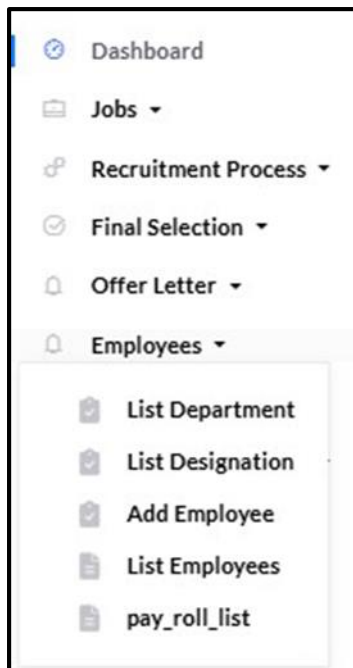
➢ Click on the **Add** button to create the department.

➢ Enter the department name as you wish, then click on the **Add** button.

➢ The message Department added successfully will appear at the top.

www.jobforfreshers.net says

Department added successfully

OK

➢ Click on the **Back** button to return to the list of departments.
➢ The list of departments you created will appear as a list.

DEPARTMENT LIST

Show 10 ⌄ entries

# ▲	Name ⇕	Created Date ⇕	Action ⇕
1	IT	2024-12-28 13:58:19	✎ 🗑
2	HR	2024-12-19 16:50:32	✎ 🗑

Showing 1 to 2 of 2 entries   Previous 1 Next

➢ If you want to add more departments, just follow the same method.
➢ Click on the **Edit** button to modify any details.

DEPARTMENT LIST

Show 10 ⌄ entries

# ▲	Name ⇕	Created Date ⇕	Action ⇕
1	IT	2024-12-28 13:58:19	✎ 🗑
2	HR	2024-12-19 16:50:32	✎ 🗑

Showing 1 to 2 of 2 entries   Previous 1 Next

➢ If you need to change the department, enter the new department name and click on the **Update** button.

EDIT DEPARTMENT NAME

Department Name

IT

Update   Back

➢ A message will appear confirming that the department has been updated successfully.

www.jobforfreshers.net says

Updated successfully.

OK

➢ If you want to delete the department, just click on the **Delete** button and accept the confirmation; your department will be deleted.

DEPARTMENT LIST

Show 10 ⌄ entries

# ▲	Name	Created Date	Action
1	IT	2024-12-28 13:58:19	✎ 🗑
2	HR	2024-12-19 16:50:32	✎ 🗑

Showing 1 to 2 of 2 entries   Previous   1   Next

➢ **List Designation:**

You can list the employees' designations in this section.

➢ Click on the List **Designation button.**
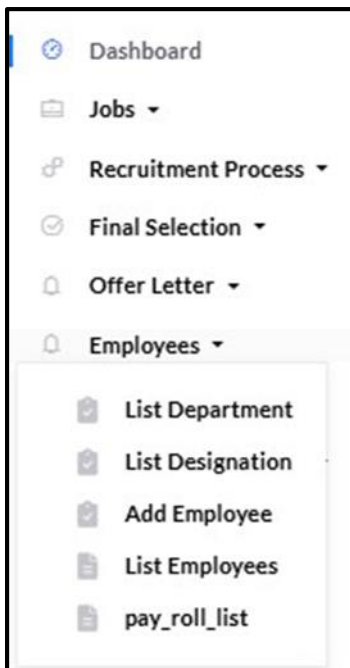
➢ Click on the **Add** button to add a designation.

# ▲	Designation Name	Department	Created Date	Action
1	Excecutive	HR	2024-12-20 14:27:17	✎ 🗑
2	Full stack Developer	IT	2024-11-06 12:05:21	✎ 🗑
3	PHP Developer	IT	2024-11-06 12:03:37	✎ 🗑
4	Tester	IT	2024-10-30 15:04:12	✎ 🗑

Showing 1 to 4 of 4 entries

➢ Select the department you created earlier, then enter the designation name and click on the **Add** button.

ADD DESIGNATION

Select Department Name

select

Designation Name

Add   Back

➢ The message Designation Added Successfully will appear at the top.

www.jobforfreshers.net says

Designation Added Successfully

OK

➢ Click on the **Back** button to return to the designation list.
➢ The designation list will appear.

DESIGNATION LIST

Show 10 ✔ entries

# ▲	Designation Name	Department	Created Date	Action
1	Excecutive	HR	2024-12-20 14:27:17	✎ 🗑
2	Full stack Developer	IT	2024-11-06 12:05:21	✎ 🗑
3	PHP Developer	IT	2024-11-06 12:03:37	✎ 🗑
4	Tester	IT	2024-10-30 15:04:12	✎ 🗑

Showing 1 to 4 of 4 entries   Previous 1 Next

➢ Click on the **Edit** button to modify any details.

DESIGNATION LIST

Show 10 ∨ entries

# ▲	Designation Name	Department	Created Date	Action
1	Exccecutive	HR	2024-12-20 14:27:17	✎ 🗑
2	Full stack Developer	IT	2024-11-06 12:05:21	✎ 🗑
3	PHP Developer	IT	2024-11-06 12:03:37	✎ 🗑
4	Tester	IT	2024-10-30 15:04:12	✎ 🗑

Showing 1 to 4 of 4 entries   Previous 1 Next

➢ If you need to change the designation, enter the new designation name and click on the **Update** button.

EDIT DESIGNATION NAME

Select Department Name

HR ∨

Designation Name

Exccecutive

Update   Back

➢ A message will appear confirming that the department has been updated successfully.

www.jobforfreshers.net says

Updated successfully.

OK
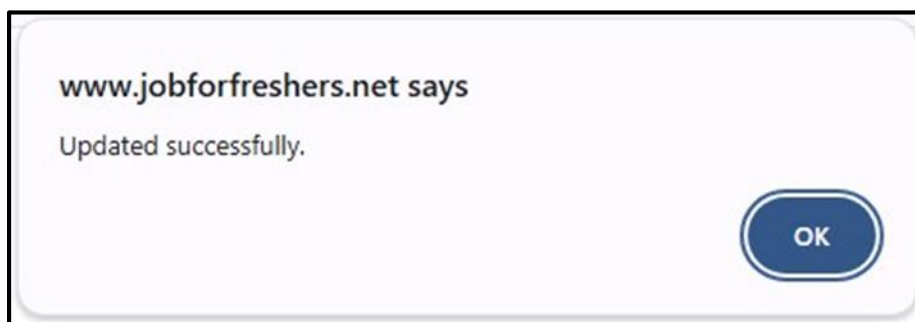
➢ If you want to delete the designation, just click on the **Delete** button and accept the confirmation; your designation will be deleted.

DESIGNATION LIST

Show 10 entries

# ▲	Designation Name	Department	Created Date	Action
1	Excecutive	HR	2024-12-20 14:27:17	✏️ 🗑️
2	Full stack Developer	IT	2024-11-06 12:05:21	✏️ 🗑️
3	PHP Developer	IT	2024-11-06 12:03:37	✏️ 🗑️
4	Tester	IT	2024-10-30 15:04:12	✏️ 🗑️

Showing 1 to 4 of 4 entries

Previous 1 Next

➢ **Add Employee:**

You can add employees in this section with the appropriate details.

➢ Click on the **Add Employee** button.

- ⊘ Dashboard
- ▭ Jobs ▾
- ⊗ Recruitment Process ▾
- ⊘ Final Selection ▾
- ◻ Offer Letter ▾
- ◻ Employees ▾
  - ▣ List Department
  - ▣ List Designation
  - ▣ Add Employee
  - ▤ List Employees
  - ▤ pay_roll_list
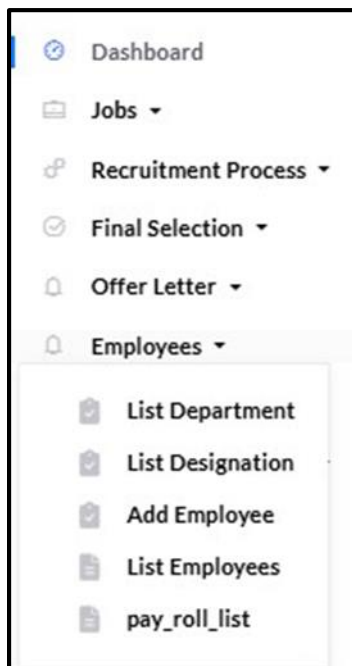
➢ Enter all the required details, including a new user ID, along with their email and password for login.

➢ Enter all the details for the new employee.

ADD NEW EMPLOYEE

Employee Information

Full Name:

Gender:
Select Gender

Home Phone:

Email Address:

Social Security Number or Goverment ID:

Cell Phone:

Marital Status:

Date Of Birth:
dd-mm-yyyy

Spouse's Employer:

Spouse's Name:

Address:
Enter the address here

Spouse's Work Phone:

Job Information

Company Name:
sahaya

Employee ID:*

Department:
select

Designation:
----Select Designation------

Work Location:

Supervisor:

Work Phone:

E-mail Address:*

Joining date:
dd-mm-yyyy

Cell Phone:

Salary:

Emergency Contact Information

Full Name:

Relation Ship:

Primary Phone:

Cell Phone:

Address:

Enter the address here

Bank Details

Name:

Bank Name:

Branch:

Account Number:

IFSC Code:

Login Details

Email Id:

Password:

Submit

➢ A message will appear confirming that the entry has been inserted successfully.

www.jobforfreshers.net says

Inserted successfully.

OK

➢ **List Employee:**

   You can view the list of all registered employees in this section.

➢ Click on the **List Employees** button.
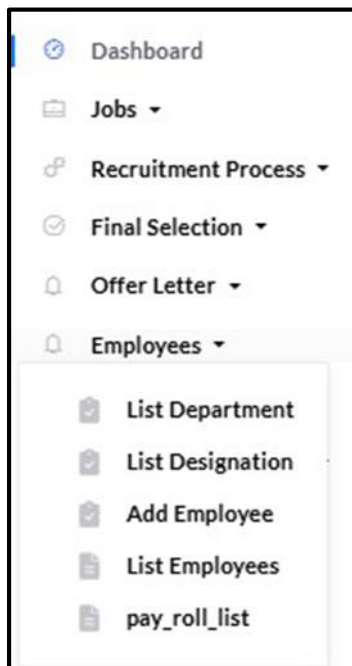
➢ You can see the list of registered employees.

#	Name	Department	Designation	Joining Date	Status	Action
1	Abimol M	IT	PHP Developer	2024-01-22	Active	✎
2	Abinesh	IT	PHP Developer	2024-04-04	Active	✎
3	Raju	IT	Full stack Developer	2024-11-07	Active	✎
4	Divya	IT	PHP Developer	2024-11-07	Active	✎

REGISTERED EMPLOYEE LIST

Show 10 entries

➢ Click on the Edit button to modify any of the details.

Employee Information

Email Address:

abimolanu13@gmail.com

Cell Phone:

8754920514

Full Name:

Abimol M

Date Of Birth:

13-01-2001

Gender:

Female

Marital Status:

single

➢ Once the edits are done, just click on the **Update** button

Login Details

Email Id:

abimolanu13@gmail.com

Status:

Active

Password:

abimol@2001

Update   Back

➢ An Updated Successfully message will appear at the top of the page.

www.jobforfreshers.net says

Updated successfully.

OK
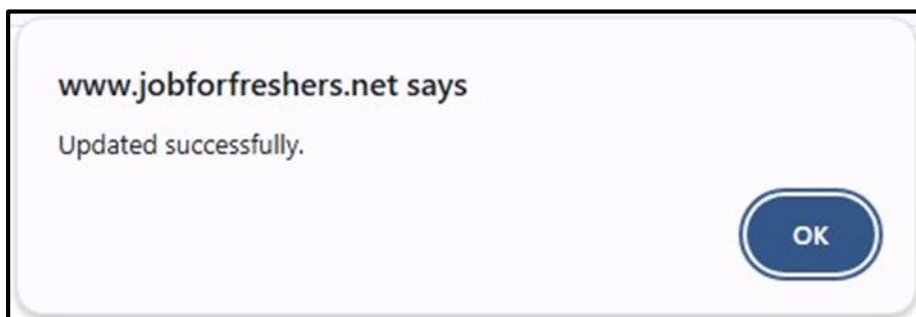
➢ Click on the Delete button if you want to remove the employee listing.

➢ **Pay Roll List:**

In this section, you can view the payroll list for employees and add new payroll entries.

➢ Click on the **Add** button.

➢ Select the **department**, **designation**, and **employee name** for whom you are creating the payroll list. Then click on the **Submit** button.

ADD PAYMENT

Department:
select ⌄

Designation:
----Select Designa ⌄

Employee Name:
----Select user---- ⌄

Submit   Back

➢ The employee information will be displayed. Enter the earnings name and amount, the deductions name and amount, and then the total.

Employee Information

Employee Name	Abimol M	Date of joining	2024-01-22
Contact No	8754920514	Bank Name	Indian Overseas Bank
Location	6-261 A, Manalikattu vilai, Thickanam code(p.o), 629 804.	Branch:	Eraniel
		Account Number:	90876543211
Designation	PHP Developer	IFSC Code:	2311
Salary	20,000.00		

Select Month

--------- , ---- 📅

Earnings

Name	Amount

Add

Deductions

Name	Amount

Add

Total	

Add

- ➢ Once done, click on the **Add** button.
- ➢ A Payment Added Successfully message will appear at the top.

www.jobforfreshers.net says

Payment Added successfully.

OK
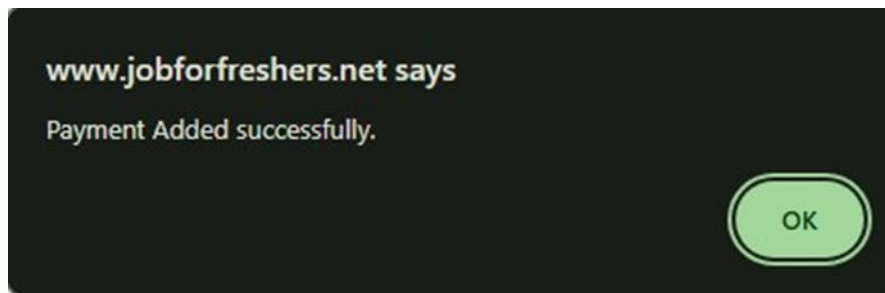
- ➢ To add more entries for **earnings and deductions**, simply click the **Add** button.

Earnings

Name	Amount

Add

Total	

Add

Deductions

Name	Amount

Add

- ➢ Click on the **Eye** button to view the payment details of the employee.

Add

PAYMENT LIST

Show 10 entries

# ▲	Name	Designation	Month	Total Amount	Action
1	Abimol M	PHP Developer	November-2024	20,000.00	👁 ☑ 🖨 🗑
2	Ragul	Tester	November-2024	20,000.00	👁 ☑ 🖨 🗑
3	Divya	PHP Developer	November-2024	8,000.00	👁 ☑ 🖨 🗑
4	Abimol M	PHP Developer	October-2024	20,000.00	👁 ☑ 🖨 🗑

Showing 1 to 4 of 4 entries

Previous 1 Next

➢ You can view the payment details of the employee.

VIEW PAYMENT

Employee Information

Employee Name	Abimol M		Date of joining	2024-01-22
Contact No	8754920514		Bank Name	Indian Overseas Bank
Location	6-261 A, Manalikattu vilai, Thickanam code(p.o), 629 804.		Branch:	Eraniel
			Account Number:	90876543211
Designation	PHP Developer		IFSC Code:	2311
Salary	20,000.00			

November, 2024

Earnings

Name	Amount
Basic	20,000.00
Food	2,000.00

Deductions

Name	Amount
Income Tax	1,000.00
Loan	1,000.00

Total	20,000.00

Back

➢ Click on the **Edit** button if you need to modify any details, then click on the **Update** button.

EDIT PAYMENT

Employee Information

Employee Name	Abimol M	Date of joining	2024-01-22
Contact No	8754920514	Bank Name	Indian Overseas Bank
Location	6-261 A, Manalikattu vilai, Thickanam code(p.o), 629 804.	Branch:	Eraniel
		Account Number:	90876543211
Designation	PHP Developer	IFSC Code:	2311
Salary	20,000.00		

November, 2024

Earnings

Name	Amount
Basic	20000
Food	2000

Add

Deductions

Name	Amount
Income Tax	1000
Loan	1000

Add

Total	20000

Update   Back

➢ An Updated Successfully message will appear.

www.jobforfreshers.net says

Updated successfully.

OK

➢ Click on the **Print** button to print the pay slip.

PAYMENT LIST

# ▲	Name	Designation	Month	Total Amount	Action
1	Abimol M	PHP Developer	November-2024	20,000.00	👁 ✎ 🖨 🗑
2	Ragul	Tester	November-2024	20,000.00	👁 ✎ 🖨 🗑
3	Divya	PHP Developer	November-2024	8,000.00	👁 ✎ 🖨 🗑
4	Abimol M	PHP Developer	October-2024	20,000.00	👁 ✎ 🖨 🗑

Showing 1 to 4 of 4 entries   Previous 1 Next

➢ Click on the **Delete** button if you wish to remove the pay slip.

PAYMENT LIST

Show 10 ∨ entries

# ▲	Name	Designation	Month	Total Amount	Action
1	Abimol M	PHP Developer	November-2024	20,000.00	👁 ✎ 🖨 🗑
2	Ragul	Tester	November-2024	20,000.00	👁 ✎ 🖨 🗑
3	Divya	PHP Developer	November-2024	8,000.00	👁 ✎ 🖨 🗑
4	Abimol M	PHP Developer	October-2024	20,000.00	👁 ✎ 🖨 🗑

Showing 1 to 4 of 4 entries   Previous 1 Next

➢ It will prompt you for confirmation to delete the details; click the **OK** button to proceed with the deletion.

www.jobforfreshers.net says

Do you really want to Abimol M Details Delete ?

OK   Cancel
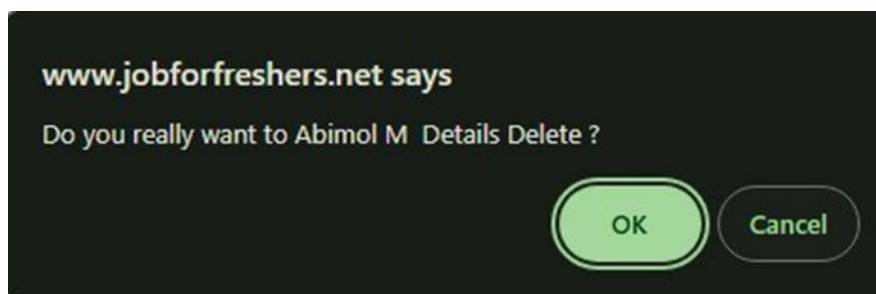
❖ **LEAVE MANAGEMENT:**

In this section, you can Add Leave Type, Manage Leave Type, View the Holiday List, and access All Leaves, Pending Leaves, Approved Leaves, and Not Approved Leaves for employees.

➢ **Add Leave Type:**
➢ Click on the **Add** Leave Type button.
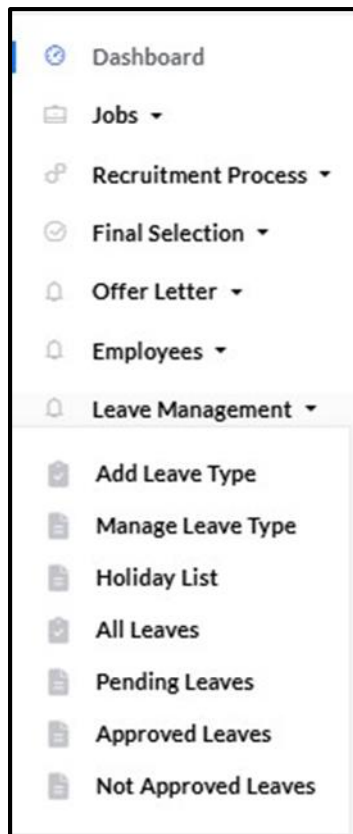
➢ Enter the leave type and description, then click the **Add** button.

➢ A Leave Added Successfully message will appear at the top.
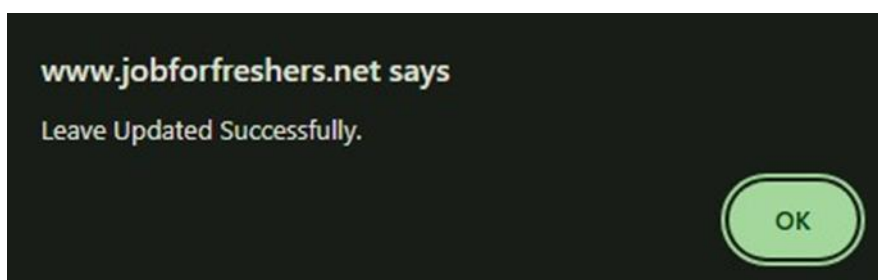
➢ **Manage Leave Type:**

➢ Click on the **Manage Leave Type** button.
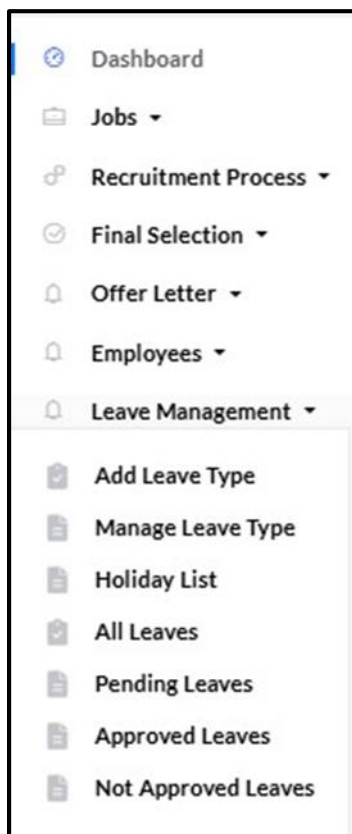
➢ Here, you can see all the leave types that you have added.

#	Leave Type	Description	Creation Date	Action
1	Emergency Leave	Emergency Leave	November 11th, 2024	🗑 ✏
2	function	function leaves	November 2nd, 2024	🗑 ✏
3	sick	5 to 10 days	October 26th, 2024	🗑 ✏

➢ Edit the details you want to change, then click the **Update** button.

➢ An Updated Successfully message will appear at the top.

➢ **Holiday List:**
➢ Click on the **Holiday List button.**
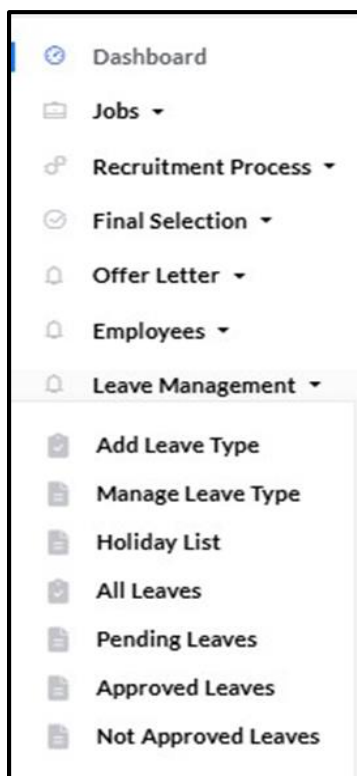
➤ Click on the **Add** button to add a holiday.

➤ Enter the holiday date and provide a description, then click the Add button. If you want to go back, click the **Back** button.

➤ A Holiday Added Successfully message will appear on the page.
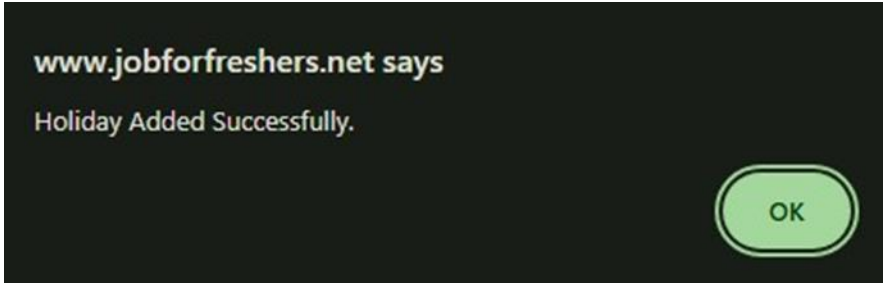
➢ You can view the full list of holidays that you have added.

➢ If you want to edit the holiday list, just click on the **Edit** button.

➢ Enter the information you want to edit, then click on the **Update** button.

➢ An Updated Successfully message will appear.
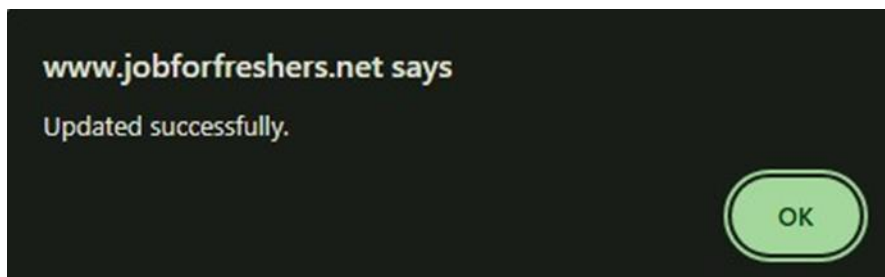
➢ If you want to delete a holiday from the list, click on the **Delete** button.

➢ A confirmation message will appear; click on the **OK** button to delete the holiday.

www.jobforfreshers.net says

Do you really want to delete the holiday details for 2024-11-04?

OK   Cancel
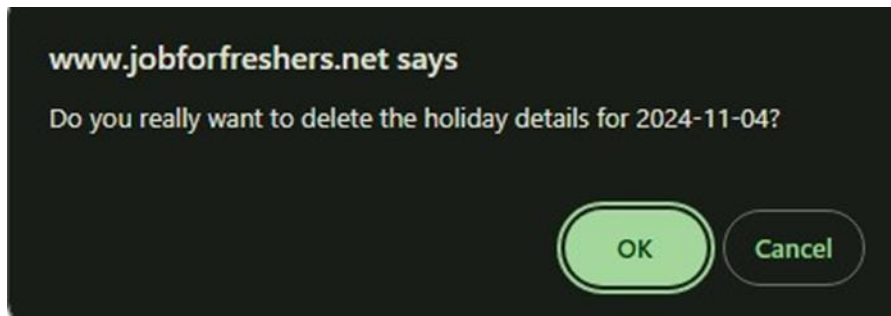
➢ Your holiday list has been deleted.

www.jobforfreshers.net says

Holiday details have been Deleted

OK
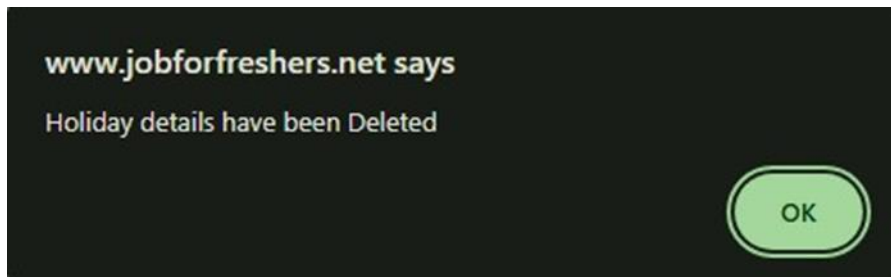
➢ **All Leaves:**

➢ Click on the **All Leaves** button.

⊘ Dashboard

▤ Jobs ▾

♂ Recruitment Process ▾

⊘ Final Selection ▾

◌ Offer Letter ▾

◌ Employees ▾

◌ Leave Management ▾

🗹 Add Leave Type

🗎 Manage Leave Type

🗎 Holiday List

🗹 All Leaves

🗎 Pending Leaves

🗎 Approved Leaves

🗎 Not Approved Leaves
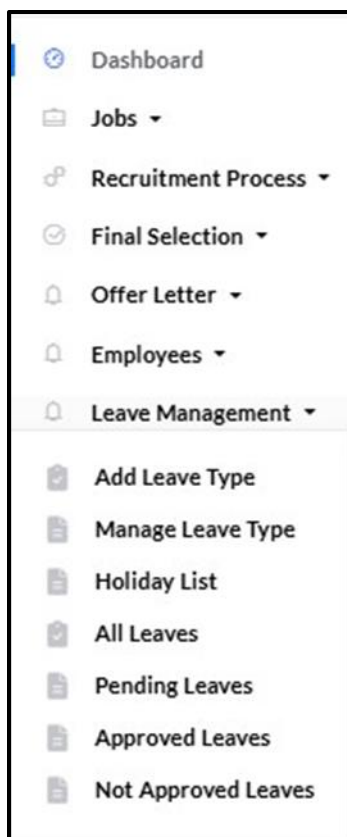
➢ All the leaves applied by the employees will appear here.

Total Registered Employee: 9	Listed Departments: 1	Listed leave Type: 4
Total Leaves: 5	Approved Leave: 1	New Leave Application: 2

LATEST LEAVE APPLICATIONS

Show 10 v entries

#	Employee Name	Leave Type	Posting Date	Status	Action
1	Abimol M	function	2024-11-11 16:54:29	waiting for approval	View Details
2	Abimol M	Emergency Leave	2024-11-11 11:40:58	waiting for approval	View Details

➢ Click on the **View Details** button to see the details of the leave applied by the employee.

LEAVE DETAILS

Employee Name : Abimol M   Employee Id : 201901   Gender : Female

Employee Email : abimolanu13@gmail.com   Contact Number : 9047467193   Work Location : chennai

Leave Type : function   Leave Date => from: 2024-11-28 To : 2024-11-30   Posting Date : 2024-11-11 16:54:29

Description : asa

Leave Status : waiting for approval

Admin Remark :

Admin Action taken date :

Take Action

➢ Click on the **Take Action** button to approve or deny the leave request.

➢ Choose your option to either approve or not approve the leave, and provide a description for the decision if desired.

➢ Then click on the **Submit** button, and an updated leave message will appear.
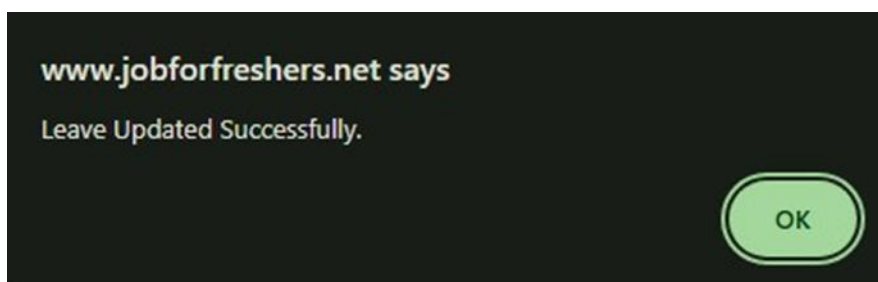
➢ **Pending Leaves:**

➢ Click on the **Pending Leaves button** to view all the pending leaves that have not been acted upon.
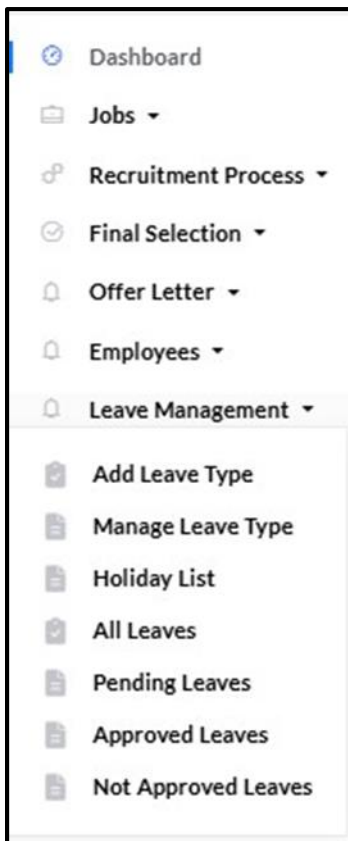
➢ By clicking on the **View Details** button, you can see the details of the leave and its current status.

➢ Click on the **Take Action** button, choose the option you want to select, provide a description for the leave, and then click on the **Submit** button.

➤ A Leave Updated Successfully message will appear.
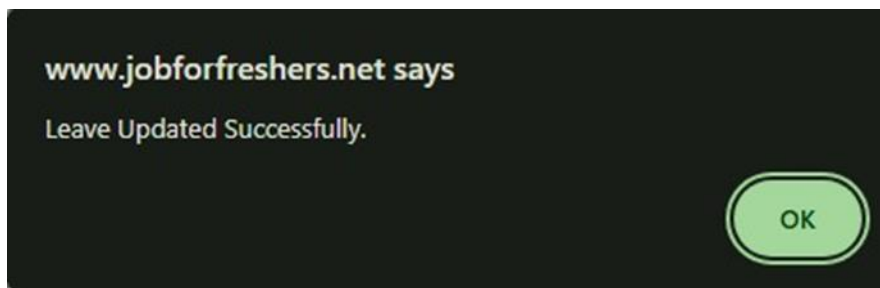
➤ **Approved Leaves:**
➤ You can view all the approved leaves in this section.
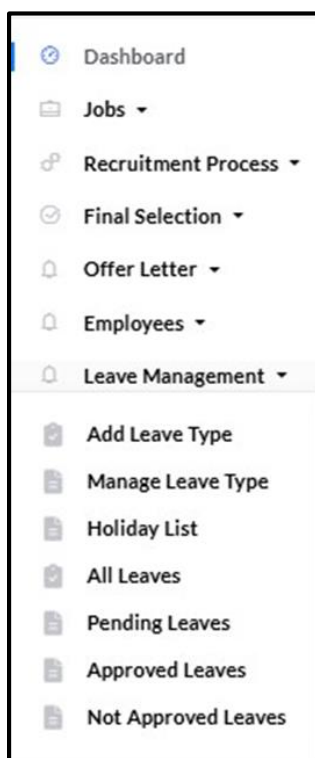
➢ You can click the **View Details** button to see the complete information about the approved leave.

➢ Click on the **Take Action** button, choose the option you want to select, provide a description for the leave, and then click on the **Submit** button.

➢ A Leave Updated Successfully message will appear.

➢ **Not Approved Leaves:**

➢ You can view all the leaves that remain unapproved by you in this section.

NOT APPROVED LEAVES

Show 10 ⌄ entries

#	Leave Type	From	To	Posting Date	Status	Action
1	Casual leave	2024-10-29	2024-10-31	2024-10-26 10:32:31	Not Approved	View Details
2	sick	2024-10-16	2024-10-19	2024-10-26 10:32:19	Not Approved	View Details

Showing 1 to 2 of 2 entries

Previous 1 Next

➢ By clicking on the **View Details** button, you can see the details of the leave along with its status.

LEAVE DETAILS

Employee Name : Abimol M   Employee Id : 201901   Gender : Female

Employee Email : abimolanu13@gmail.com   Contact Number : 9047467193   Work Location : chennai

Leave Type : Casual leave   Leave Date => from: 2024-10-29   Posting Date : 2024-10-26 10:32:31
                                   To : 2024-10-31

Description : I need leave for 2 days.

Leave Status : Not Approved

Admin Remark : zzx

Admin Action taken date : 2024-11-11 11:15:18

Take Action

➢ Click on the Take Action button, choose the option you want to select, provide a description for the leave, and then click on the Submit button.

Leave Details

Leave take action

×

Choose your option ⌄

Choose your option
Approved
Not Approved

Submit

Admin Action taken date :

Take Action

➢ A Leave Updated Successfully message will appear.

www.jobforfreshers.net says

Leave Updated Successfully.

OK
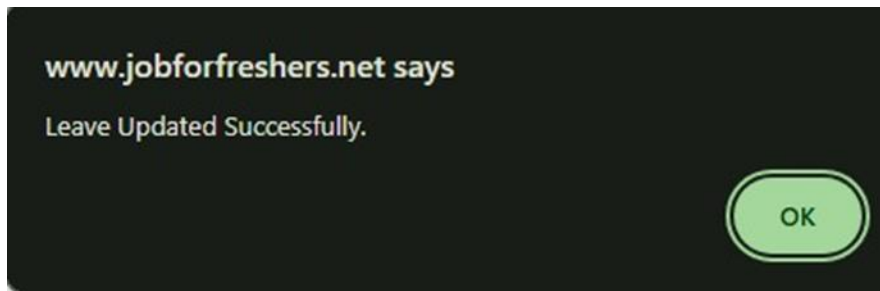
❖ **PAYROLL MANAGEMENT**

In this section, you can Add Payroll for employees and View the Payroll list.

➢ **Add Payroll:**
➢ By clicking on the **Add Payroll** button, you can add payroll for the employee.

➢ Select the **department, designation, and employee name** for whom you need to add the payroll, then click on the **Submit** button.

➢ The employee information will be displayed. Enter the **earnings name and amount**, the **deductions name and amount**, and then the total. Once done, click on the **Add** button.

Employee Information

Employee Name	Abimol M	Date of joining	2024-01-22
Contact No	8754920514	Bank Name	Indian Overseas Bank
Location	6-261 A, Manalikattu vilai, Thickanam code(p.o), 629 804.	Branch:	Eraniel
		Account Number:	90876543211
Designation	PHP Developer	IFSC Code:	2311
Salary	20,000.00		

Select Month

--------- , ----

Earnings

Name	Amount

Add

Deductions

Name	Amount

Add

Total	

Add

➢ A Payment Added Successfully message will appear at the top.

www.jobforfreshers.net says

Payment Added successfully.

OK

➢ To add more entries for **earnings and deductions**, simply click the **Add** button.

➢ **View Payroll:**

 In this section, you can view the complete payroll list for employees, as well as **edit** or **delete** payroll entries.

➢ Click on the **View Payroll** button to display the full payroll list.
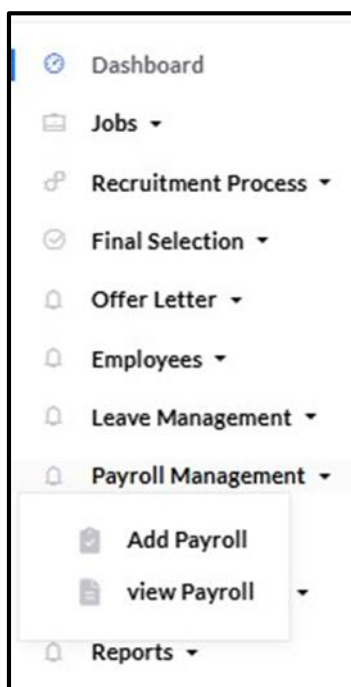
➢ Click on the **Eye** button to view the payment details of the employee.
➢ You can view the payment details of the employee.

VIEW PAYMENT

Employee Information

Employee Name	Abimol M	Date of joining	2024-01-22
Contact No	8754920514	Bank Name	Indian Overseas Bank
Location	6-261 A, Manalikattu vilai, Thickanam code(p.o), 629 804.	Branch:	Eraniel
Designation	PHP Developer	Account Number:	90876543211
Salary	20,000.00	IFSC Code:	2311

Month

November, 2024

Earnings

Name	Amount
Basic	20,000.00
Food	2,000.00

Total	20,000.00

Back

Deductions

Name	Amount
Income Tax	1,000.00
Loan	1,000.00

➢ Click on the **Edit** button if you need to modify any details, then click on the **Update** button.

EDIT PAYMENT

Employee Information

Employee Name	Abimol M	Date of joining	2024-01-22
Contact No	8754920514	Bank Name	Indian Overseas Bank
Location	6-261 A, Manalikattu vilai, Thickanam code(p.o), 629 804.	Branch:	Eraniel
Designation	PHP Developer	Account Number:	90876543211
Salary	20,000.00	IFSC Code:	2311

- ➢ An Updated Successfully message will appear.

- ➢ Click on the **Print** button to print the pay slip.

PAYMENT LIST

Show [10 ▽] entries

# ▲	Name	Designation	Month	Total Amount	Action
1	Abimol M	PHP Developer	November-2024	20,000.00	👁 ✎ 🖨 🗑
2	Ragul	Tester	November-2024	20,000.00	👁 ✎ 🖨 🗑
3	Divya	PHP Developer	November-2024	8,000.00	👁 ✎ 🖨 🗑
4	Abimol M	PHP Developer	October-2024	20,000.00	👁 ✎ 🖨 🗑

Showing 1 to 4 of 4 entries

Previous 1 Next

- ➢ Click on the **Delete** button if you wish to remove the pay slip.

> It will prompt you for confirmation to delete the details; click the **OK** button to proceed with the deletion.

❖ PERFORMANCE:

In this section, you can create Tasks for employees and Assign the tasks to the specific employees responsible for completion.

> **Tasks:**

> Click on the **Tasks** button to create a task for the employee.
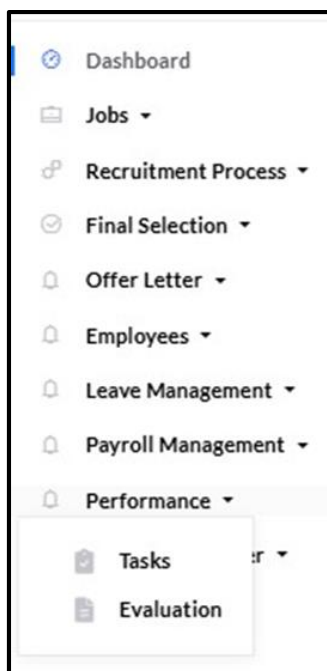
➢ Click on the **Add** button to create a new task for the employee.

➢ Enter the task name and provide the details for Question 1, then click on the **Add Question** button.

➢ If you want to add more questions, simply click on the **Add** button. This will open an additional question tab where you can enter more questions.

➢ A Task Added Successfully message will appear.
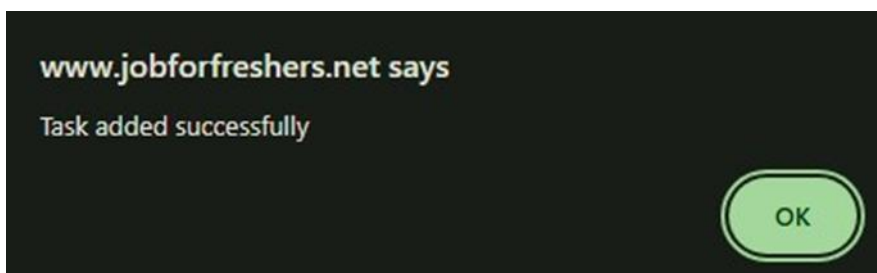
➢ Click on the **Edit** button if you need to modify the task you created.

TASK LIST

Show 10 ✓ entries

# ▲	Task Name ⇕	Created date ⇕	Action ⇕
1	Task for Employee	2024-12-20 10:06:55	✎ ☰ 🗑
2	Task for Employee 1	2024-11-11 11:21:01	✎ ☰ 🗑
3	Apptitude Task 1	2024-11-01 15:28:55	✎ ☰ 🗑
4	performance task	2024-11-01 15:26:30	✎ ☰ 🗑

Showing 1 to 4 of 4 entries   Previous 1 Next

➢ Enter the task name and click on the **Update** button.

EDIT TASK

Task Name

Task for Employee

Update   Back

➢ An Updated Successfully message will appear.

www.jobforfreshers.net says

Updated successfully.

OK
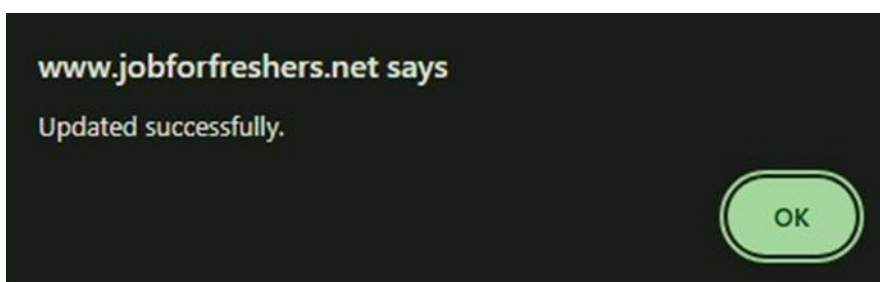
➢ If you need to delete the task you added, simply click on the **Delete** button.

➤ A confirmation will appear; click **OK** to delete the task.
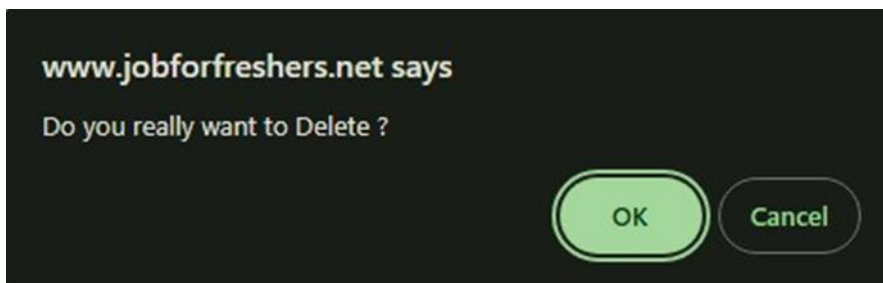
➤ A Task Deleted Successfully message will appear.
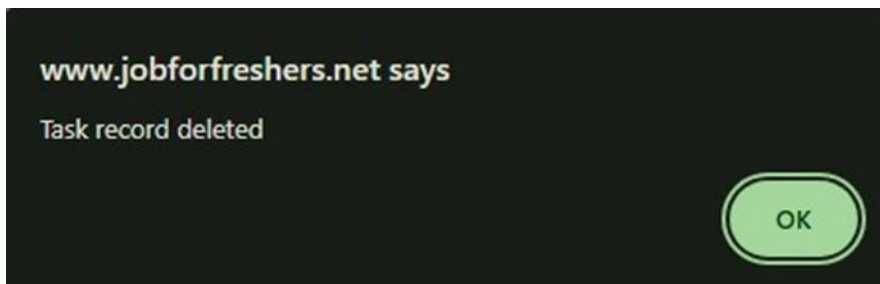
➤ If you want to see the questions, click on the **View** button.

➢ Your task questions will be displayed.

➢ If you need to add more questions, click on the **Add Question** button. A new tab will appear where you can enter the question. Once finished, click on the **Update** button.

➢ A Question Added Successfully message will appear at the top.

www.jobforfreshers.net says

Questions added successfully

OK

➢ If you want to delete the question, simply click on the **Delete** button, and it will be removed.

➢ **Evaluation:**

   In this section, you can assign the tasks you've created to employees.

➢ Click on the **Evaluation** button.

⊘ Dashboard

▭ Jobs ▾

⌗ Recruitment Process ▾

⊙ Final Selection ▾

◻ Offer Letter ▾

◻ Employees ▾

◻ Leave Management ▾

◻ Payroll Management ▾

◻ Performance ▾

   ▣ Tasks   ·r ▾

   ▤ Evaluation

➢ Click on the **Add** button.

#	Name	From	Posting Date	Status	Due date	Action
1	Abimol M	performance task	2024-11-01 15:26:30	waiting for employee	2024-11-16	☰ 🗑
2	Abimol M	Task for Employee	2024-12-20 10:06:55	Completed	2024-11-14	☰ 🗑
3	Abimol M	Task for Employee 1	2024-11-11 11:21:01	Completed	2024-11-14	☰ 🗑

➢ Select the **task name, department, designation, and the username** (employee name) to whom you need to assign the task. Set the due date for the task, provide a message, and then click on the **Add** button.

➢ A message indicating Task Assigned Successfully will be displayed.
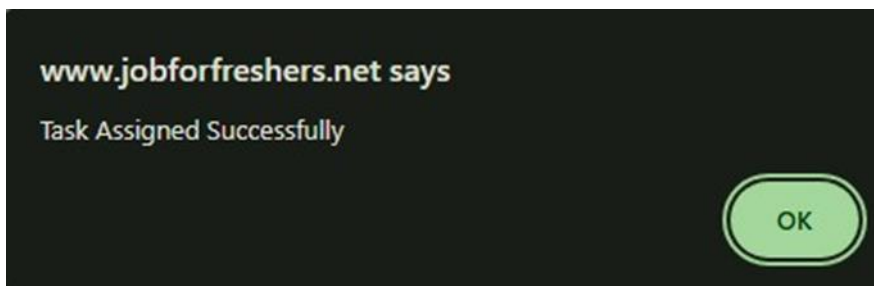
➢ To view the task questions and employee answers, click on the **View** button.

EVALUATION

Show [10 ▾] entries

#▲	Name	From	Posting Date	Status	Due date	Action
1	Abimol M	performance task	2024-11-01 15:26:30	waiting for employee	2024-11-16	☰ 🗑
2	Abimol M	Task for Employee	2024-12-20 10:06:55	Completed	2024-11-14	☰ 🗑
3	Abimol M	Task for Employee 1	2024-11-11 11:21:01	Completed	2024-11-14	☰ 🗑
4	Abimol M	performance task	2024-11-01 15:26:30	Completed	2024-10-31	☰ 🗑

Showing 1 to 4 of 4 entries

Previous 1 Next

➢ You can view the employee's responses if they have completed the task, and you can provide comments on their responses. Once you are finished, click on the **Update** button.

TASK LIST

#	Description
1	What is one accomplishment you're proud of during the last review period? Answer: yes Comments: Enter your comments here
2	Do you understand your role? Answer: yes Comments: Enter your comments here
3	Do you feel you work well together with the rest of the team? Answer: yes Comments: Enter your comments here

➢ To delete the record, click on the **Delete** button.

EVALUATION

Show [10 ▾] entries

#▲	Name	From	Posting Date	Status	Due date	Action
1	Abimol M	performance task	2024-11-01 15:26:30	waiting for employee	2024-11-16	☰ 🗑
2	Abimol M	Task for Employee	2024-12-20 10:06:55	Completed	2024-11-14	☰ 🗑
3	Abimol M	Task for Employee 1	2024-11-11 11:21:01	Completed	2024-11-14	☰ 🗑
4	Abimol M	performance task	2024-11-01 15:26:30	Completed	2024-10-31	☰ 🗑

Showing 1 to 4 of 4 entries

Previous 1 Next

➢ A confirmation will appear; click **OK** to delete the task.

➢ A Task Deleted Successfully message will appear.

❖ RESIGNATION LETTER:

In this section, you can add resignation letters, view employees who have applied
for resignation, see those whose resignations have been approved, and view employees
with   finalized resignation approvals.

➢ **Add Resignation Letter:**

➢ Click on **Add Resignation Letter** to create a resignation letter for the employee.
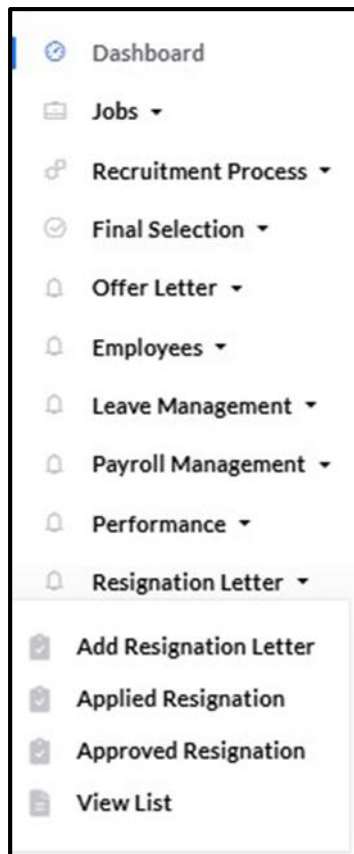
➢ Select the resignation letter file, upload the HR signature file, and provide a name for the resignation letter. Once done, click on the **Add** button.

➢ A Resignation Added Successfully message will appear as confirmation.
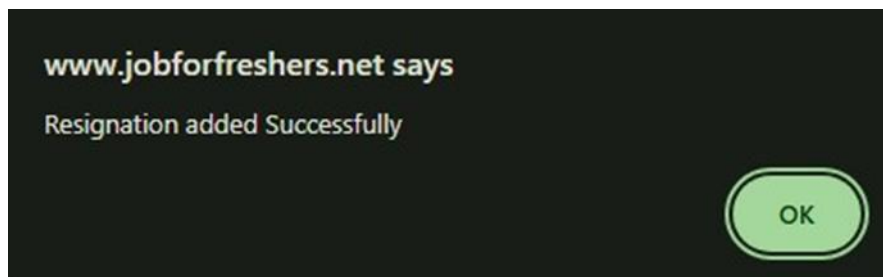
➢ The resignation letter you added will be listed here.

➢ To delete this letter, click on the **Delete** button.

➢ A confirmation message will appear. To delete the data, click the **OK** button.

www.jobforfreshers.net says

Do you really Resignation Resignation details Delete ?

OK   Cancel

➢ A message confirming Data deleted successfully will be displayed.

www.jobforfreshers.net says

Data deleted

OK
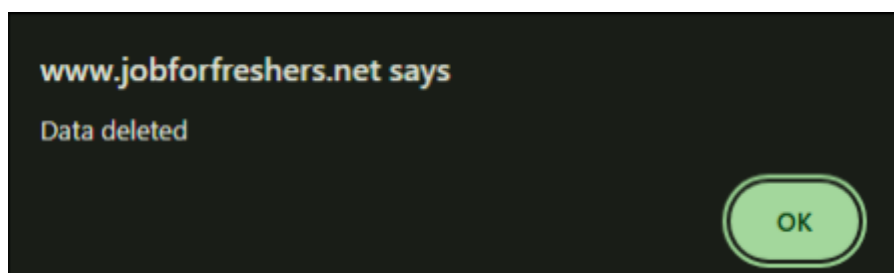
➢ If you wish to update any of the files, click on the **Edit** button.

➤ Select the files you wish to update, then click on the **Update** button.

➤ A message confirming Data updated successfully will appear.
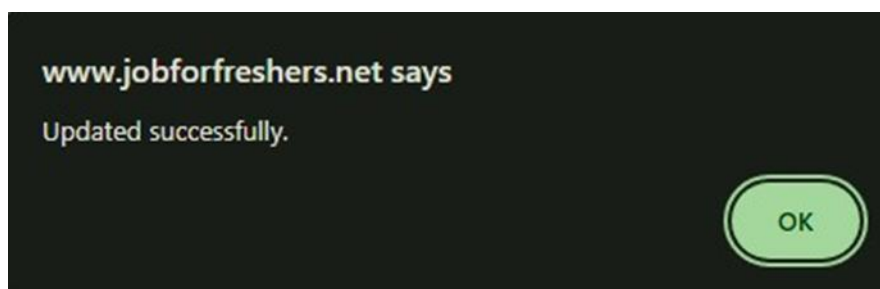
➤ **Applied Resignation:**
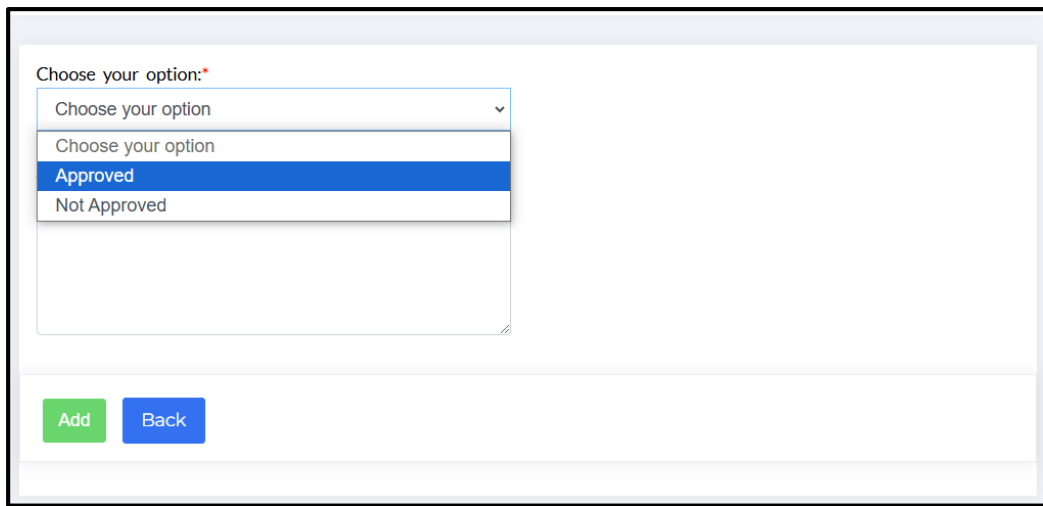
➤ Click on the **Applied Resignation** button to view all resignation applications submitted by employees.

➢ To take action for a specific employee, click on the **Take Action** button.

➢ Select whether to approve or reject the request, provide any necessary comments, and then click the **Add** button.

➢ A confirmation message will appear, indicating that the remark has been added successfully.
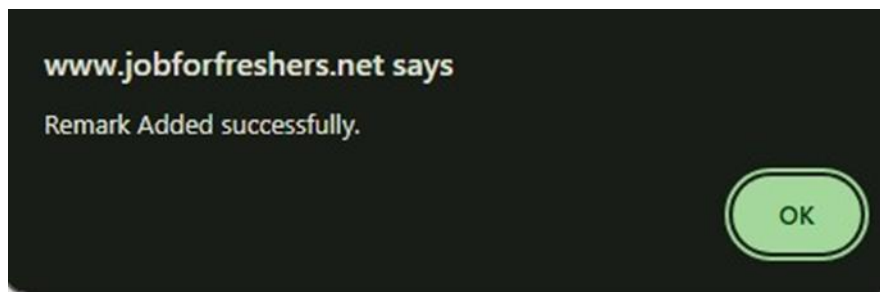
➢ **Approved Resignation:**

➢ Click on the **Applied Resignation** button to view the resignations that have been approved.
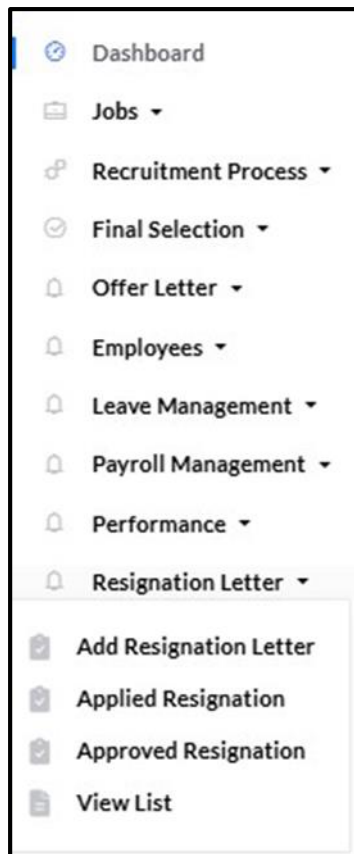
➢ You can view all the applied resignations. To proceed with the next steps for a specific resignation, click on the **Create** button.

➢ The details of the employee will be displayed. You need to select the appropriate resignation letter and specify the resignation date, then click on the **Submit** button.

➢ A confirmation message will appear, indicating that the resignation letter was created successfully.

➢ **View List:**

➢ Click on the **View List** button. you can view the resignations that have been approved for employees and provide them with their resignation letters.
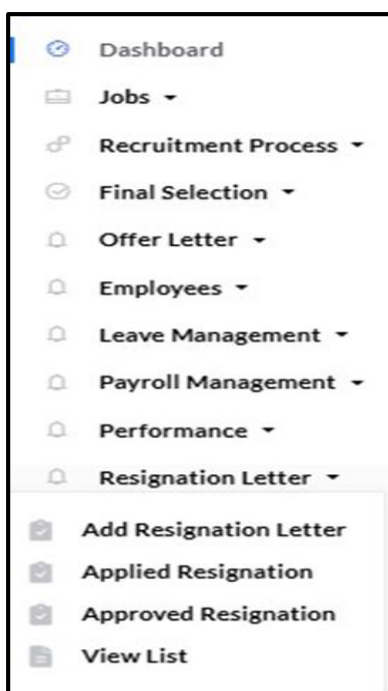
➢ If you want to edit any of the details of the employee, just click on the **Edit** button.

➢ Update the details, then click on the **Update** button.

➢ A confirmation message indicating that the update was successful will appear.

➢ Click on the **Print** button to print the resignation letter for the employee.

➢ The format of the Resignation letter will be displayed, and you can modify it as needed.

➢ Drag and drop the details onto the PDF. If you need to add anything again, just click the **same button** once more.

➢ Click on the **Print** button to print the resignation letter.

➢ Click on the **Delete** button to remove the data.

www.jobforfreshers.net says

Do you really want to Details Delete ?

OK   Cancel

➢ A message will appear indicating that the data has been deleted successfully.

www.jobforfreshers.net says

Deleted successfully.

OK

❖ REPORTS:

In this section, you can view the complete list of exams and their details, including the employees' scores. You can also
access their exam sheets and videos. Additionally, you can see the candidates who have applied for the job postings within
the selected dates.

➢ **Exam Reports:**
➢ Click on the **Exam Report** button.
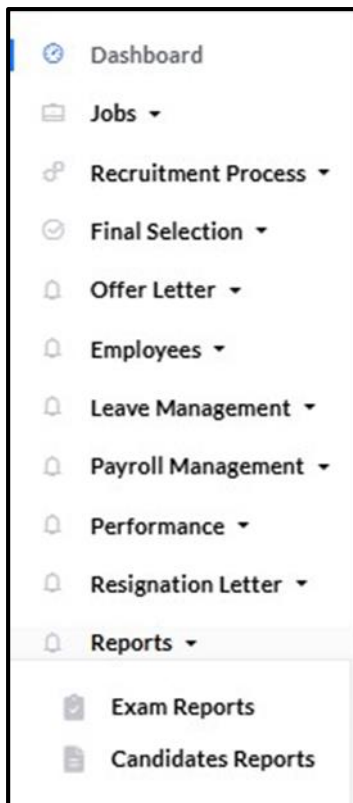
➢ Select the relevant details, such as the **exam title** and **job title**, and enter the corresponding marks.

➢ Click on the **View** button to access their exam sheet.

➢ The exam sheet of the employee will be displayed.

PREVIEW

Aptitude

Job seeker Name: Abimol M   Unanswered: 0   Total Time: 30
Job seeker Mark: 20   Total Mark: 20   Exam Date: October 25th, 2024 at 05:24 PM

1.What is the capital of Australia?
○ Sydney
○ Melbourne
◉ Canberra
○ Perth

2.Who painted the Mona Lisa?
○ Vincent van Gogh
○ Pablo Picasso
◉ Leonardo da Vinci
○ Michelangelo

3.What is the largest ocean in the world?
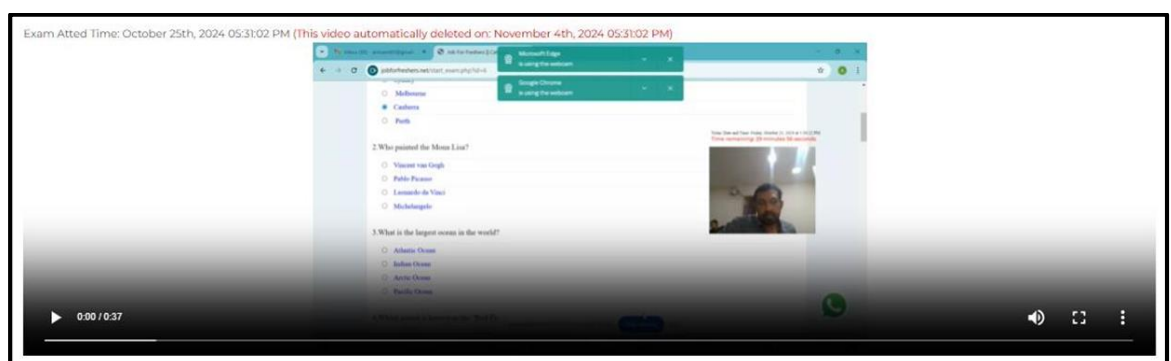○ Atlantic Ocean
○ Indian Ocean
○ Arctic Ocean
◉ Pacific Ocean

4.Which planet is known as the "Red Planet"?
○ Venus

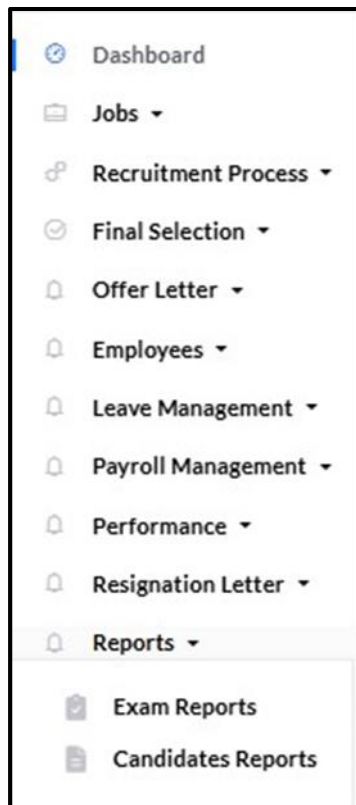➢ Click on the **Video button** to watch the recording of their exam attendance.

➢ The recorded video of the employee will be displayed for you to review.

➢ **Candidates Reports:**

➢ Click on the **Candidates Reports** button to view the list of individuals who applied for the job postings within the selected dates.

➢ Select the date range from the start date to the end date to see the candidates who applied for the job you posted.

➢ The list of candidates who applied for the job will be displayed.

➤ Click on **View Candidate Details** to see the jobseeker's information. Click on the **Application Details** button.

➤ You can click on the **Resume** button to view their resume.
➤ Click on the **Application Details** button.

Between Dates Report of Candidates

Report from 2024-02-21 to 2025-01-21

Name:Lavanya

Applied For Job:PHP Developer(Full Time)

🏷Hired

Applied Date: November 11th, 2024 at 09:13 AM

Mobile: 9898998989

Email: charleyjik123@gmail.com

View Candidate Details   **Application Details**

➢ You can view the job details and its status for each candidate.

Job Details

LAVANYA'S APPLICATION

Job Title	PHP Developer	Salary Package(Per Year)	Rs20,000.00
Job Descriptions	A PHP developer or PHP programmer manages back-end services through the act of developing and coding for PHP (Hypertext Preprocessor) programs.A PHP d		
Job Location	Chennai	Skills Required	html,csss,java
Qualification	CSC,IT	Year of Passing Out	2020,2021,2022
Benefits		Shift and Schedule	Morning shift
Apply Date	November 11th, 2024 at 09:13 AM	Job Expired Last Date	December 4th, 2024
Status	Hired		

Message History

S.no	Message	Status	Time
1	sort listed	Sort Listed	November 11th, 2024 at 09:50 AM