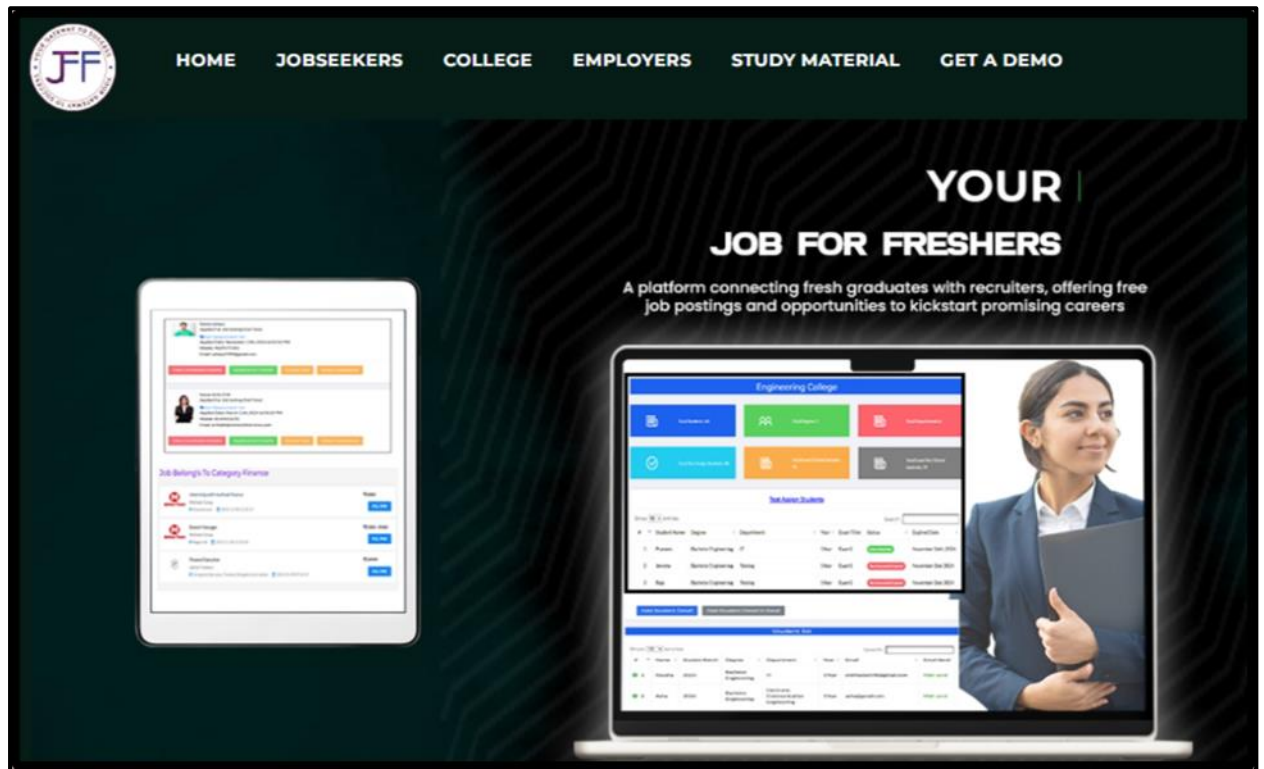


❖ LOGIN TO AN ACCOUNT:

➤ 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.

Employer Sign Up Form

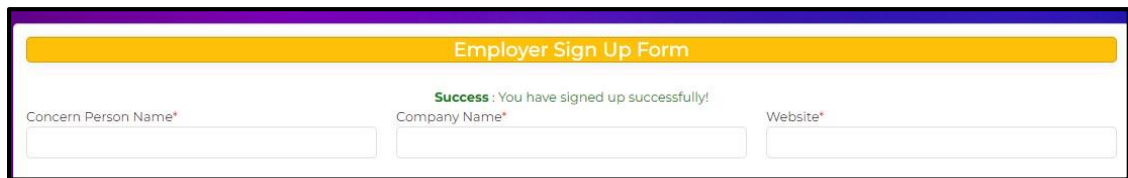
Concern Person Name*	Company Name*	Website*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Id* Email available for Registration.	Password*	Tagline*
<input type="text" value="gajulie90@gmail.com"/>	<input type="password" value="*****"/>	<input type="text" value="Briefly Describe about your Company"/>
Contact number*	Address*	
<input type="text"/>	<input type="text"/>	
Company logo*		
<input type="text" value="file type jpg/png"/>		<input type="button" value="Browse"/>
Description*		
<input type="text" value="Required 150 characters"/>		
Forgot Your Password You Have An Account? Sign in Now		
<input type="button" value="SIGN UP"/>		<input type="button" value="Cancel"/>

➤ Please provide the following details:

- Contact person's name
- Company name

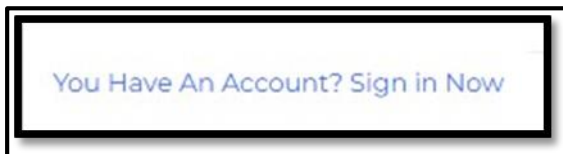
- Website
- Password
- Tagline
- Contact Number
- Address
- Company logo (Ensure the company logo is in PNG or JPG format.)
- Company description

➤ A confirmation message will appear indicating successful signup.

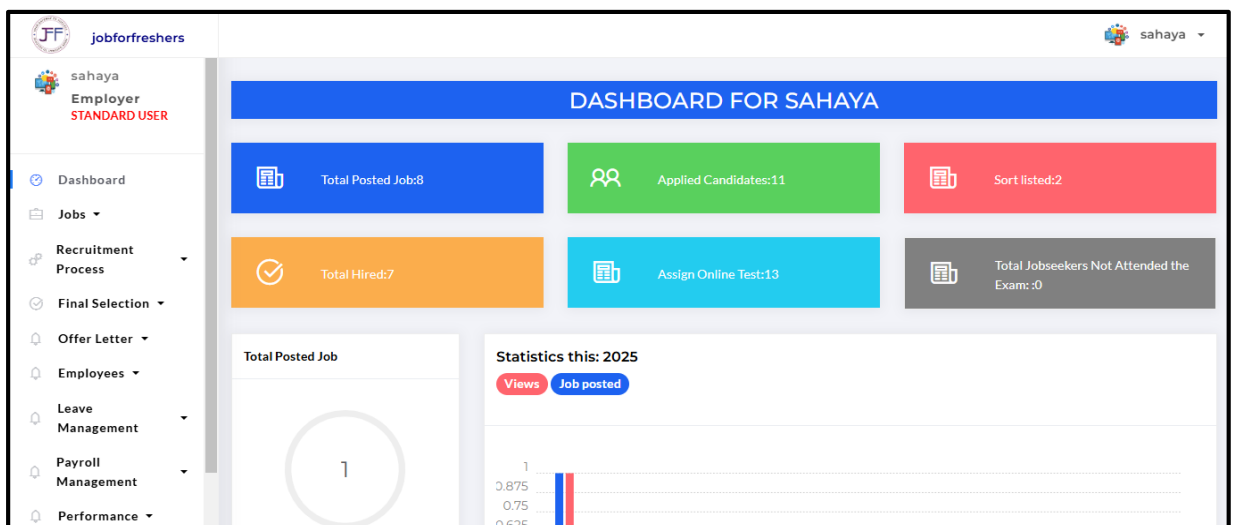


The image shows a web form titled "Employer Sign Up Form". At the top, a yellow banner contains the title. Below the banner, a green success message reads: "Success : You have signed up successfully!". Underneath the message are three input fields: "Concern Person Name*", "Company Name*", and "Website*". Each field has a small asterisk indicating it is required.

➤ 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.

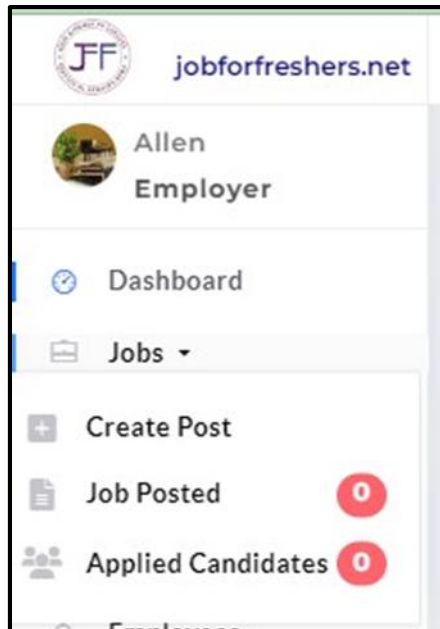


❖ JOBS:

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*

Select

Job Title*

Job Title

Qualification*

e.g bachelor degree, master degree

Year Of Passing Out

e.g 2020,2021,2022

Job Type*

select

Salary Package

Select

Rupees (₹)

Skill Required*

e.g html,css,java

Experience In Years*

Select in Years

Benefits

e.g health insurance,Provident Fund

Shift and Schedule*

select

Job Location*

e.g :Chennai

Job Expiration Date*

dd-mm-yyyy

Country*

select country

State*

Select State

Create a Job Post

Category*

Select

Job Title*

Job Title

Qualification*

e.g bachelor degree, master degree

Year Of Passing Out

e.g 2020,2021,2022

Job Type*

select

Salary Package*

Select

Rupees (₹)

Skill Required*

e.g html,css,java

Experience In Years*

Select in Years

Benefits

e.g health insurance,Provident Fund

Shift and Schedule*

select

Job Location*

e.g :Chennai

Job Expiration Date*

dd/mm/yyyy

Country*

select country

State*

Select State

e.g health insurance,Provident Fund

select

Job Location*

e.g :Chennai

Job Expiration Date*

dd/mm/yyyy

Country*

select country

State*

Select State

Job Description*

Required 150 characters

Other Description

Required 650 characters

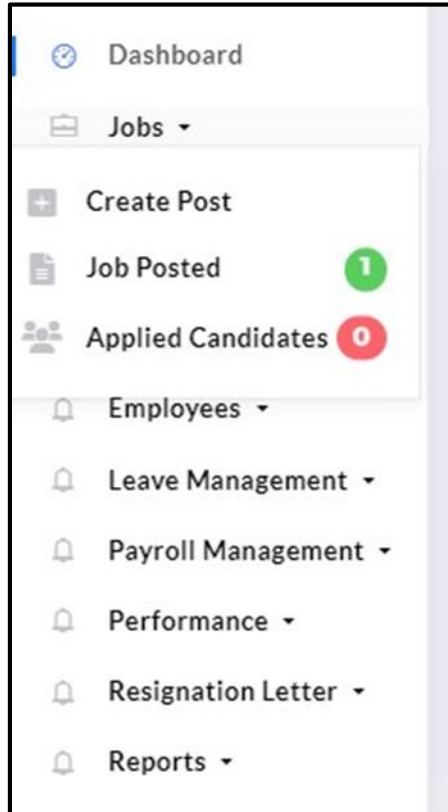
Add Post

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



➤ 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.

A form titled "Edit HR Manager Job Post" with a blue header. The form contains several input fields and dropdown menus. The fields are: "Category" (dropdown menu with "Civil Engenering" selected), "Job Title" (text input with "HR Manager"), "Qualification" (text input with "BE"), "Year Of Passing Out" (text input with "2019"), "Job Type" (dropdown menu with "Full Time" selected), "Salary Package" (dropdown menu with "PER MONTH" selected and a text input with "15,000.00"), "Skill Required" (text input with "HTML"), and "Experience in Years" (dropdown menu with "1 Year" selected).

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

www.jobforfreshers.net says

Do you really want to Software Developer Job Details Delete ?

OK

Cancel

sa

Create New Post

Listed Jobs

Category:Abroad jobs

Job Title:Software Developer

Salary:20,000.00

Job Location: Chennai

Discription:Software developers write, test and troubleshoot computer code that builds software programs. They may work on a wide range of products ...

Post Create Date:October 26th, 2024 at 08:56 AM

Job Expired Date:December 26th, 2024

Job Status:Active

JOB TYPE:Full Time

Total Views:

VIEW/ EDIT JOB

DELETE JOB

SEND MAIL

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

Category:Civil Engenering

Job Title:HR Manager

Salary:15,000.00

Job Location: Chennai

Discription>Note: Fields marked with an asterisk (*) are mandatory and must be

Post Create Date:October 21st, 2024 at 11:12 AM

Job Expired Date:October 31st, 2024

Job Status:Active

JOB TYPE:Full Time

Total Views:

VIEW/ EDIT JOB

DELETE JOB

Mail Sent


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

🔍




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**.

Take Action

Message :

You are sort listed

Status :

Sort Listed

Select Option

Sort Listed

Hired

Rejected

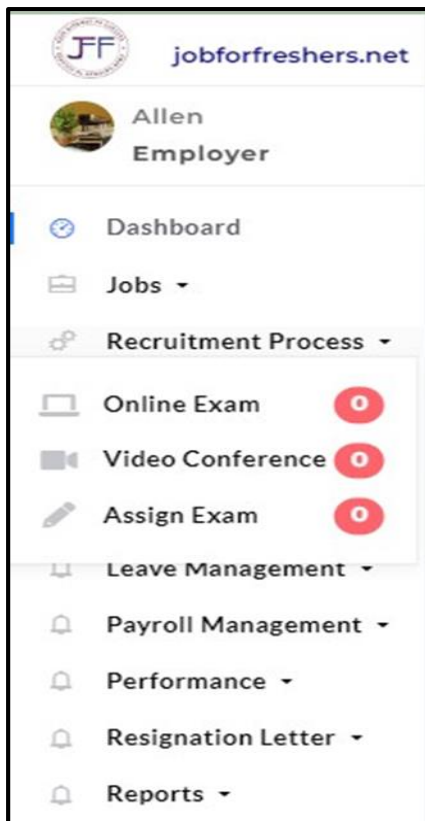
Take Action

❖ RECRUITMENT 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.

Online Exam list				
Show 10 entries				
#	Title	created on	update on	Action
1	Online Exam	October 21st, 2024	October 21st, 2024 at 04:50 PM	<button>Delete</button> <button>Edit</button> <button>add</button>

Showing 1 to 1 of 1 entries

Previous 1 Next

- 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

The screenshot shows the 'Manage Question' interface. At the top, there are two buttons: 'Add New Question in Excel Format' (orange) and 'Add New Question' (red). Below these, there is a header 'Question (Total marks: , Exam Time: , Total Question:)'. A search bar is on the right. A table with columns '#', 'Question', 'View', and 'Action' is shown, but it is empty with the message 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' links.

- ✓ 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

The screenshot shows the 'ADD QUESTION & ANSWER' form. It has a blue header. The 'Title' field contains 'Round 1'. The 'Choose Excel Sheet' section has a 'Choose file' button and the text 'No file chosen'. Below this is a red 'Note' that says: 'Note: (Fill in the Excel sheet with up to 20 questions. Avoid using commas or quotation marks. The format of the sheet will stay the same. Click here to download an example. [sample excel Sheet download...](#))'. At the bottom is a green 'Add' button.

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

The screenshot shows the 'Add Exam Category' form with a success message at the top: 'Success : Question Added Successfully'. The form has a blue header. The 'Title' field contains 'Exam'. The 'Choose Excel Sheet' section has a 'Choose File' button and the text 'No file chosen'. Below this is a red 'Note' that says: 'Note Excel sheet max 20 questions entered, no user comma & quotation marks; there is no change in the Excel sheet format. Download an example Excel sheet by clicking [here sample excel Sheet download...](#)'. At the bottom is a green 'Add' button.

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

[Online Exam list](#)

Show entries Search:

#	Title	created on	update on	Action
1	Exam	October 21st, 2024	October 21st, 2024 at 05:20 PM	<div>Delete</div> <div>Edit</div> <div>add</div>

Showing 1 to 1 of 1 entries Previous 1 Next

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.

Add Question & Answer

Select heading *

Round 1

Time*(minutes)

30

Enter Question *

What is PHP most used for?

Enter Correct Answer *

What is PHP most used for?

Answer 1:

Answer

Answer 2:

Answer

Answer 3:

Answer

Answer 4:

Answer

Add

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

Manage Question		
Question (Total marks: 1 , Exam Time: 1 , Total Question: 1)		
Show <input type="text" value="10"/> entries	Search: <input type="text"/>	
#	Question View	Action
1	What is PHP most used for	Delete Edit
2		add
3		add
4		add
5		add

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.

Add Exam Title

Title*

Exam 4

Add

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

Online Exam list				
Show <input type="text" value="10"/> entries	Search: <input type="text"/>			
#	Title	created on	update on	Action
1	Exam	October 21st, 2024	October 21st, 2024 at 05:20 PM	Delete Edit add
2	Exam 4	October 23rd, 2024	October 23rd, 2024 at 05:08 PM	Delete Edit add

Showing 1 to 2 of 2 entries

Previous
1
Next

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

Manage Question		
Question (Total marks: 20 , Exam Time: 30 , Total Question: 20)		
Show <input type="text" value="10"/> entries	Search: <input type="text"/>	
#	Question View	Action
1	What is the capital of Australia?	Delete Edit
2	Who painted the Mona Lisa?	Delete Edit
3	What is the largest ocean in the world?	Delete Edit
4	Which planet is known as the "Red Planet"?	Delete Edit
5	Who wrote the play "Romeo and Juliet"?	Delete Edit

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.

Manage Question		
Question (Total marks: 20 , Exam Time: 30 , Total Question: 20)		
Show <input type="text" value="10"/> entries	Search: <input type="text"/>	
#	Question View	Action
1	What is the capital of Australia?	Delete Edit
2	Who painted the Mona Lisa?	Delete Edit

- 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.

VIDEO CONFERENCING LIST						
Show <input type="text" value="10"/> entries		Search: <input type="text"/>				
#	Meeting Id	Meeting Link	Meeting Assign Date	Jobseeker Name	Job Title	Action
1	280834	ca1c9631-f2d0-45ed-8752-153de34157ed	January 22nd, 2025 at 08:49 AM	Lavanya	testing	<button>start</button>
2	145866	2862fa70-803c-4a3f-9465-bbae85ea4c5a	January 4th, 2025 at 11:54 AM	Lavanya	PHP Developer	<button>Meeting Closed</button>
3	389848	b12ed1e6-25e3-46a3-acdc-96a1f545f876	January 2nd, 2025 at 01:21 PM	Abi	test	<button>Meeting Closed</button>
4	385452	188c65e7-7c51-4b08-8dd5-4856fa0785e2	December 20th, 2024 at 12:03 PM	Abi	Business Development Executive	<button>Meeting Closed</button>

- 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.

JOB SEEKER TEST ASSIGN LIST							
Show <input type="text" value="10"/> entries		Search: <input type="text"/>					
#	Exam	Title	Jobseeker Name	Job Title	Expired Date	Created Date	Exam Attended Date
1	second round exam	Aptitude		testing	November 15th, 2024	October 25th, 2024 at 01:33 PM	October 25th, 2024 at 02:16 PM
<div> <div>Mark</div> <div>15</div> </div> <div> <div>unanswer</div> <div>1</div> </div> <div> <div>Action</div> <div><button>View</button></div> </div>							

- 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

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:

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
Job seeker Mark: 0

Unanswered: 0
Total Mark: 1


Total Time: 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.

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.

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

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 07:54 AM	Job Expired Last Date	October 31st, 2024
Status	Sort Listed		

Message History

S.no	Message	Status	Time
1	You are sort listed	Sort Listed	October 21st, 2024 at 07:54 AM

Take Action

- If you want to **shortlist, hire, or reject** a candidate, please select the **Take Action** button.

Take Action

Message :

Status :

Select Option

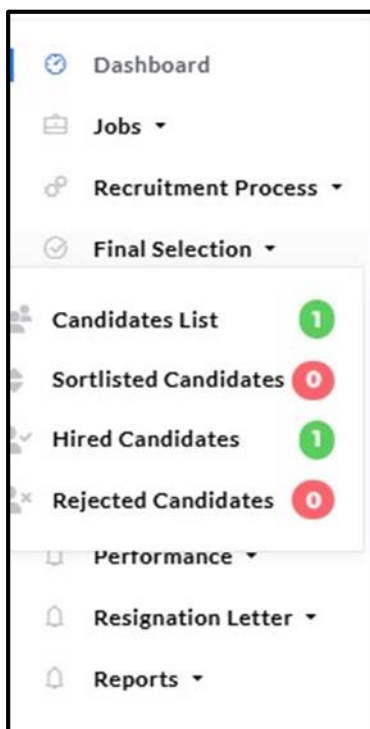
Select Option

Hired

Rejected

❖ 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.

New Candidates List



Name: Sabitha
Applied For Job: HR Manager(Full Time)
Not Responded Yet
Applied Date: October 25th, 2024 at 12:27 PM
Mobile: 9563775466
Email: valdanichols51@gmail.com

View Candidate Details


Application Details

Online Test

Video Conference

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

- 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)	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 25th, 2024 at 12:27 PM	Job Expired Last Date	October 31st, 2024
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.

Take Action

Message :

Message

Status :

Select Option

Select Option


Hired

Rejected

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

New 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](#) [Online Test](#) [Video Conference](#)

- 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.

ASSIGN EXAM TO LAVANYA

Select Question

Expiration Date

Passing mark percentage %

Screen Recording ☐

Video Recording ☐

[Add](#)

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

www.jobforfreshers.net says

Exam assigned to jobseeker


[OK](#)

- The assigned exam list will appear on the page.

First Round Exams								
Show <input type="text" value="10"/> entries						Search: <input type="text"/>		
#	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		
<div> <div>Action</div> <div>View</div> </div>								
Showing 1 to 1 of 1 entries						<div>Previous</div> <div>1</div> <div>Next</div>		

- 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:

Remark*

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 --:-- --
📅

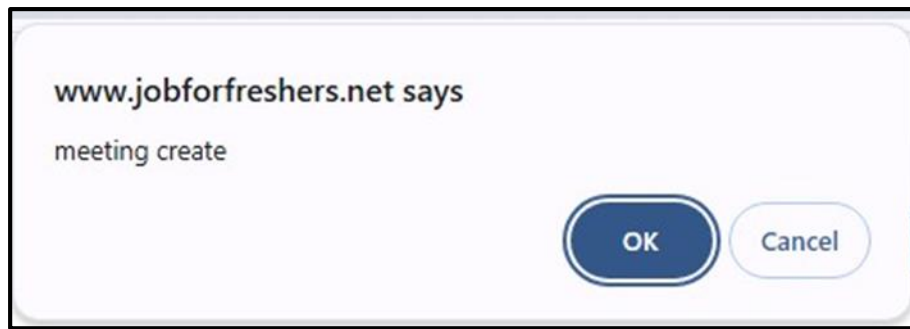
Meeting ID

994848

Message

Submit

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



- The created meeting will appear below the table.

Add Exam Sabitha's Application

Meeting Date: Meeting ID: Message:

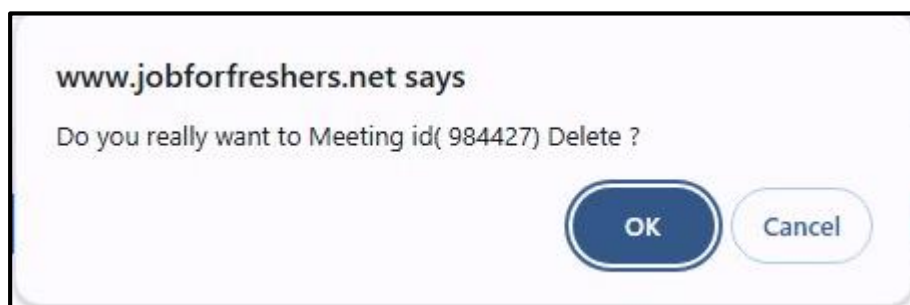
[Meeting List](#)

Show 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	<input type="button" value="start"/> <input type="button" value="Delete Meeting"/>
2	683185	November 7th, 2024	Join this meeting	October 28th, 2024	send	<input type="button" value="start"/> <input type="button" value="Delete Meeting"/>
3	683185	November 7th, 2024	Join this meeting	October 28th, 2024	send	<input type="button" value="start"/> <input type="button" value="Delete Meeting"/>

Showing 1 to 3 of 3 entries Previous 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.



➤ **Shortlisted Candidates:**

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

Sort Listd Candidates

Name:Sabitha
Applied For Job:HR Manager(Full Time)
Sort Listed
Applied Date: October 28th, 2024 at 03:17 AM
Mobile: 9563775466
Email: valdanichols51@gmail.com

View Candidate Details

Application Details

Online Test

Video Conference

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

- 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.

Take Action

Message :

Message

Status :

Select Option

Select Option

Hired

Rejected

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

Sort Listd Candidates

Enter Job Title

Name:Sabitha

Applied For Job:HR Manager(Full Time)

Sort Listed

Applied Date: October 28th, 2024 at 03:17 AM

Mobile: 9563775466

Email: valdanichols51@gmail.com

View Candidate Details

Application Details

Online Test

Video Conference

- 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.

ASSIGN EXAM TO LAVANYA

Select Question

Select an option
▼

Expiration Date

dd - mm - yyyy
📅

Passing mark percentage %

Screen Recording ☐

video Recording ☐

Add

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



- The assigned exam list will appear on the page.

Add Exam Sabitha's Application

Select Question

Select an option

Expiration Date

dd / mm / yyyy

Passing mark percentage %

Screen Recording

video Recording

Add

Second Round Exams

Show10entries

Search:

#	Exam	Title	Jobseeker Name	Job Title	Exped Date	created on	Exam atted Date	Mark	unanswer	Action
1	First round exam	Exam	Sabitha	HR Manager	November 22nd, 2024	October 26th, 2024 at 11:22 AM				View
2	second round exam	Exam 4	Sabitha	HR Manager	November 10th, 2024	October 28th, 2024 at 09:04 AM				View


Showing 1 to 2 of 2 entries

Previous

1

Next

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

<h3>Jobseeker Details</h3>  <p>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</p>	<h3>Exam assing details</h3> <p>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%</p>
<h3>Job details</h3> <p>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</p>	<h3>Jodseeker Mark</h3> <p>Exam Attend Date: October 26th, 2024 at 01:55 PM Exam Mark: 0 Non attend Question: 0 Exam Mark Percentage: Remark Date: Remark:</p>

Remark*

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.

Sort Listd Candidates

Enter Job Title

 Name: Sabitha
Applied For Job: HR Manager(Full Time)
[Sort Listed](#)
Applied Date: October 28th, 2024 at 03:17 AM
Mobile: 9563775466
Email: valdanichols51@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.

Add Exam Sabitha's Application

Meeting Date Meeting ID Message

[Submit](#)

- 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 Meeting ID Message

[Submit](#)

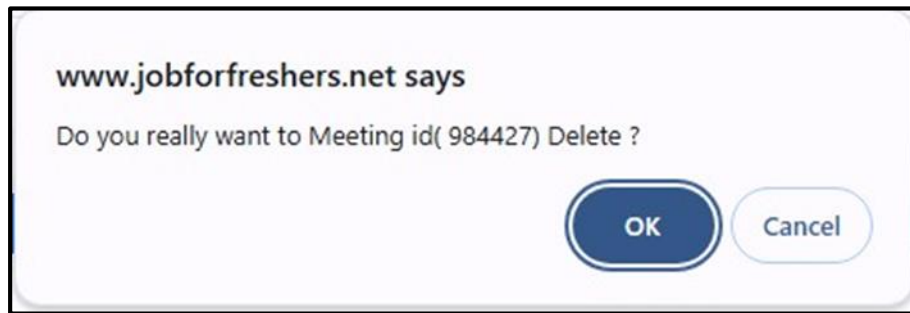
[Meeting List](#)

Show 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

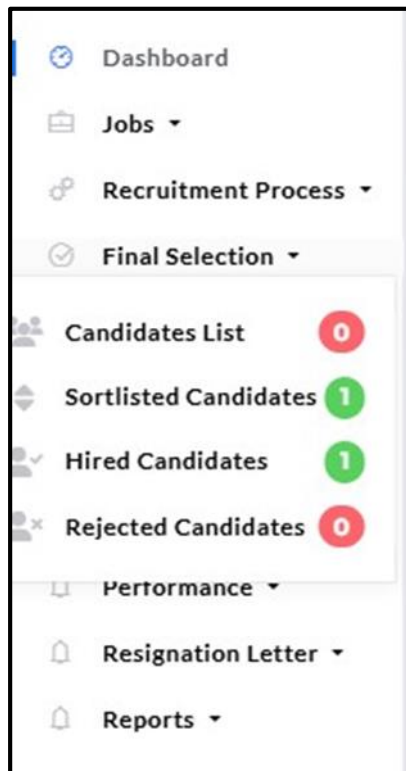
Showing 1 to 3 of 3 entries Previous [1](#) Next

- 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.



➤ **Hired Candidate List:**

- Here, you can view the full list of candidates who have been hired.



- The list of hired candidates will appear.

Hired Candidates List

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

Abimol M 's Profile

Name:Abimol M
Mobile: 8754920514
Email: abimolanu13@gmail.com

RESUME

Summary

Make it personal. Some of the most effective "About Me" pages incorporate personal connections to establish a relationship with the reader. ... Share your values. ... Add a photo. ... Share your professional journey. ...

Skills

HTML,css.

10th Standard Details

School Name: St.Joseph's High School
Year of passing: 2016
Percentage: 94
Board of Examination: State

- 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

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 26th, 2024 at 10:50 AM	Job Expired Last Date	October 31st, 2024
Status	Hired		

Message History

S.no	Message	Status	Time
1	You are sort listed	Sort Listed	October 21st, 2024 at 07:54 AM
2	You are hired	Hired	October 26th, 2024 at 10:50 AM

- 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	<div>View</div>

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 thankyou for joining with us

Add

View Candidate Details

Application Details

view exam sheet

- 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 conduct a video conference with the candidate, just click the **Video Conference** button.


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

- 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

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



- The created meeting will appear below the table.

CREATE MEETING

Meeting Date

Meeting ID

Message

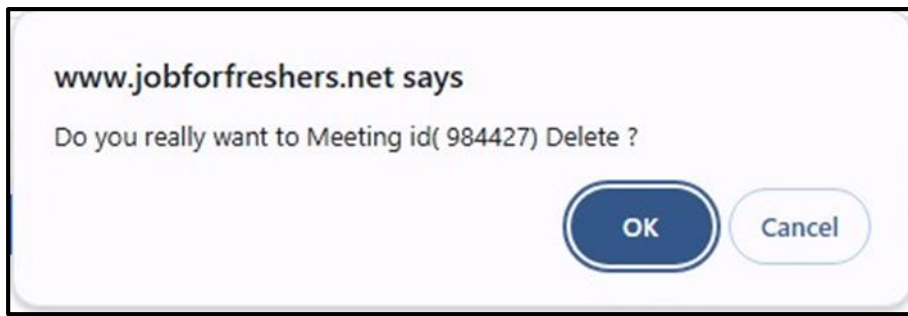
Meeting List

Show 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		<input type="button" value="start"/> <input type="button" value="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.



- 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: <input type="text" value="Julie"/>	Gender: <input type="text" value="Female"/>
Employee ID: <input type="text"/>	Email Address: <input type="text" value="gajulie90@gmail.com"/>
Home Phone: <input type="text"/>	Cell Phone: <input type="text" value="8045687676"/>
Social Security Number or Government ID: <input type="text"/>	Date Of Birth: <input type="text" value="dd/mm/yyyy"/> 
Marital Status: <input type="text"/>	Spouse's Name: <input type="text"/>
Spouse's Employer: <input type="text"/>	Spouse's Work Phone: <input type="text"/>

<input type="text"/>	<input type="text"/>
Start Date: <input type="text" value="dd/mm/yyyy"/> 	Cell Phone: <input type="text"/>
Salary: <input type="text" value="15,000.00"/>	
Emergency Contact Information	
Full Name: <input type="text"/>	Relation Ship: <input type="text"/>
Primary Phone: <input type="text"/>	Cell Phone: <input type="text"/>
Address: <input type="text" value="Enter the address here"/>	

Bank Details

Name:

Bank Name:

Branch:

Account Number:

IFSC Code:

Login Details

Email Id:

Password:

Login Details

Email Id:

Password:

- 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:

Email Address:

Employee ID:

Cell Phone:

Home Phone:

Date Of Birth:

Social Security Number or Government ID:

Spouse's Name:

Marital Status:

Spouse's Work Phone:

Spouse's Employer:

Address:

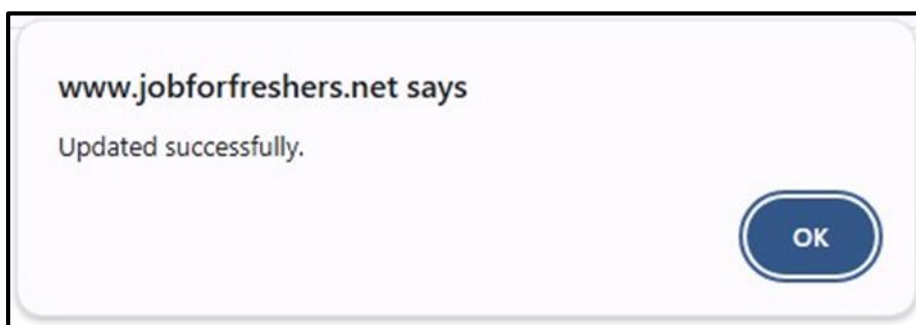
Bank Details

Name: Bank Name:

Branch: Account Number:

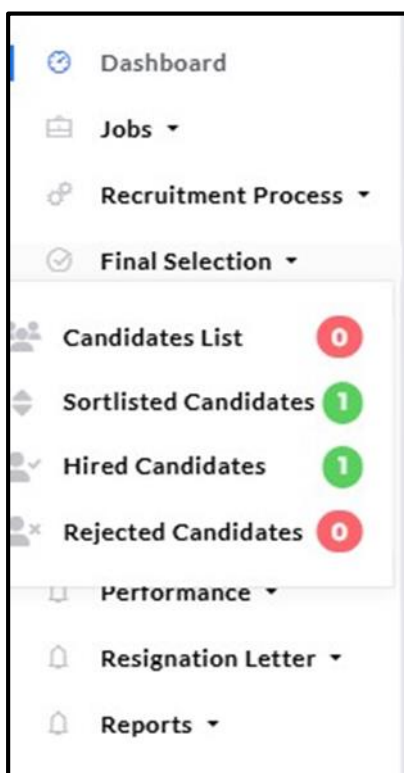
IFSC Code:

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




➤ **Rejected Candidates:**

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



- The list of rejected candidates will appear.

Rejected Candidates List



Name:Sabitha
Applied For Job:HR Manager(Full Time)
Rejected
Applied Date: October 28th, 2024 at 08:28 AM
Mobile: 9563775466
Email: valdanichols51@gmail.com


View Candidate Details

Application Details

Online Test

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

- 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)	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 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

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:

Remark*

Good thankyou for joining with us

Add

View Candidate Details

Application Details

view exam sheet

➤ 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

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

❖ OFFER LETTER:

➤ **Add Offer Letter:**

Dashboard

Jobs ▾

Recruitment Process ▾

Final Selection ▾

Offer Letter ▾

Add OfferLetter

Create Offer Letter

View List

Performance ▾

Resignation Letter ▾

Reports ▾

- 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.

ADD OFFERLETTER

Add Offerletter

Choose file
No fil...osen




HR Signature

Choose file
No fil...osen

Offerletter Name

Add

- The offer letter list will appear here.

Offerletter list				
Show 10 entries		Search: 		
#	Offerletter Name	HR Signature	Action	
1	IT offer letterss		Delete	Edit
2	offer letter format 1		Delete	Edit
3	offerletter 1		Delete	Edit
Showing 1 to 3 of 3 entries			Previous	Next
			1	

- 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



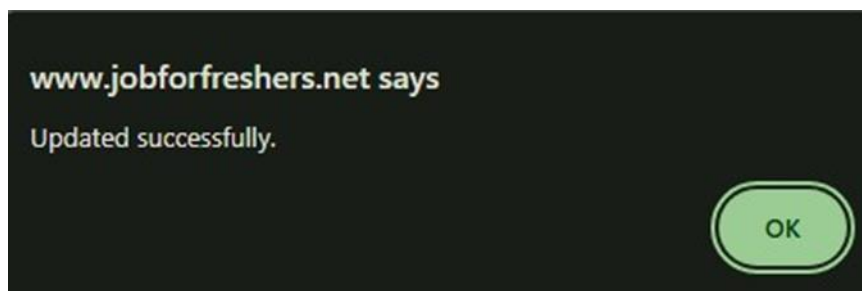
Add Offerletter
 No file chosen



HR signature
 No file chosen

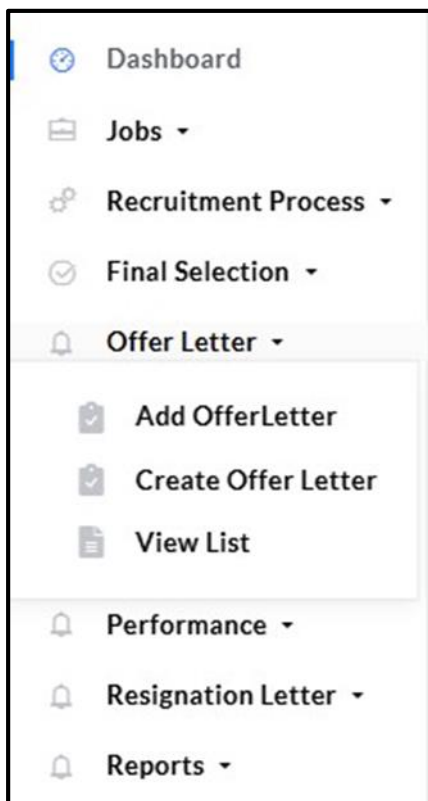
Offerletter Name

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




➤ **Create Offer Letter:**

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

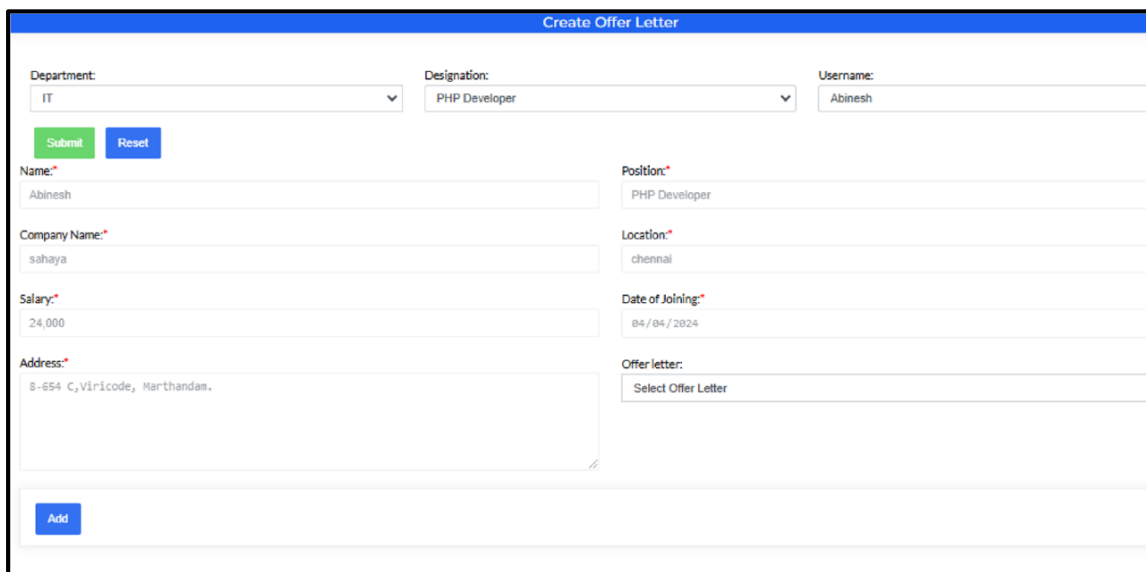


- Select the **department, designation, and username** (employee name) for whom you are creating the offer letter, then click the **Submit** button to generate the offer letter.



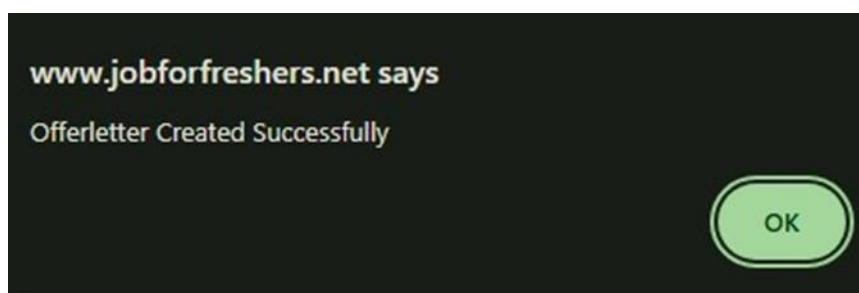
The screenshot shows a web form titled "Create Offer Letter". It contains three dropdown menus: "Department:" with a "Select" option, "Designation:" with a "--Select Designation--" option, and "Username:" with a "--Select User--" option. Below these are two buttons: a green "Submit" button and a blue "Reset" button.

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

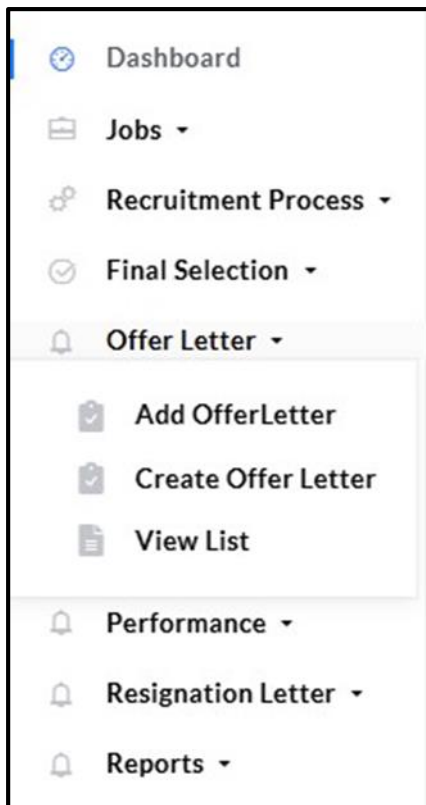


The screenshot shows the same "Create Offer Letter" form, but now it is pre-filled with data. The "Department:" dropdown is set to "IT", "Designation:" is set to "PHP Developer", and "Username:" is set to "Abinesh". Below these are two buttons: a green "Submit" button and a blue "Reset" button. The form also includes fields for "Name:" (Abinesh), "Position:" (PHP Developer), "Company Name:" (sahaya), "Location:" (chennai), "Salary:" (24,000), "Date of Joining:" (04/04/2024), and "Address:" (8-654 C, Viricode, Marthandam). At the bottom, there is a blue "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.

VIEW OFFERLETTERS							
Show 10 entries		Search: <input type="text"/>					
#	Name	Company Name	Position	Salary	Location	Date of Joining	Action
1	Ragul	sahaya	Tester	100000	chennai	2024-11-07	Edit Delete
2	Arthi D M	sahaya	Tester	20,000.00	chennai	2024-11-08	Edit Delete
3	Divya	sahaya	PHP Developer	10,000		2024-11-07	Edit Delete
4	Abinesh	sahaya	PHP Developer	24,000	chennai	2024-04-04	Edit Delete
5	Abimol M	sahaya	PHP Developer	20,000.00	chennai	2024-01-22	Edit Delete
Showing 1 to 5 of 5 entries						Previous	1 Next

- 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

Position:*

Tester

Company Name:*

sahaya

Location:*

chennai

Salary:*

100000

Date of Joining:*

07-11-2024

address:*

Karungal

Offer letter:

IT offer letters

Update

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

VIEW OFFERLETTERS							
Show 10 entries		Search: <input type="text"/>					
#	Name	Company Name	Position	Salary	Location	Date of Joining	Action
1	Ragul	sahaya	Tester	100000	chennai	2024-11-07	✎ 🖨 🗑
2	Arthi DM	sahaya	Tester	20,000.00	chennai	2024-11-08	✎ 🖨 🗑
3	Divya	sahaya	PHP Developer	10,000		2024-11-07	✎ 🖨 🗑
4	Abinеш	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.

Print

Add Name **Ragul**

Add Position **Tester**


Add CompanyName **sahaya**


Add Salary **100000**

Add Dateof Joining **2024-11-07**

Add Location **chennai**

Add Address **Karungal**

Add signature 

Add CompanyLogo 

Dear

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

Per our discussion, the position is .Your starting date will be . 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

Sincerely,

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

Print

Add Name

Add Position

Add CompanyName

Add Salary **20,000.00**


Add Dateof Joining

Add Location **Chennai**

Add Address **5-178 A**

Add signature

Add CompanyLogo




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 **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.

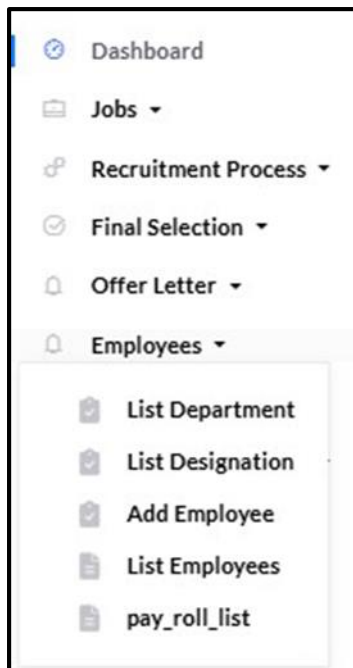


❖ EMPLOYEES:

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.

Add

DEPARTMENT LIST

Show 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

Previous1Next

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

ADD DEPARTMENT

Department Name





Add

Back





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



- 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 <input type="text" value="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	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 <input type="text" value="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	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.



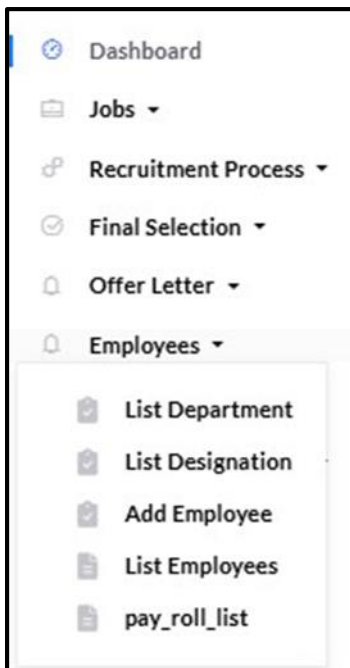
- If you want to delete the department, just click on the **Delete** button and accept the confirmation; your department will be deleted.

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.

Add

DESIGNATION LIST

Show 10 entries

#	Designation Name	Department	Created Date	Action
1	Executive	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

➤ 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	Executive	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 <input type="text" value="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

- 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

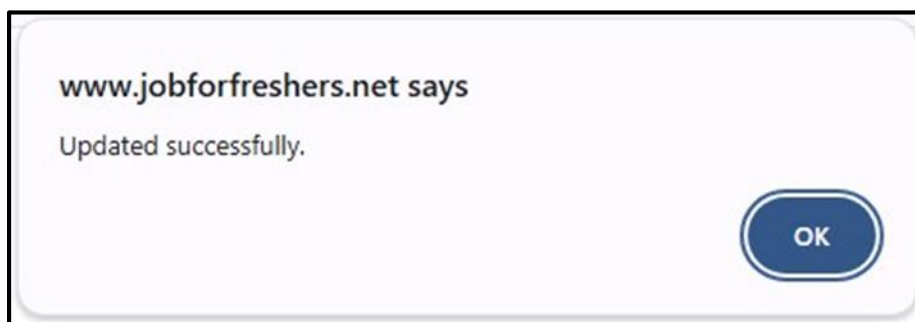
Designation Name

Excecutive









Update

Back

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



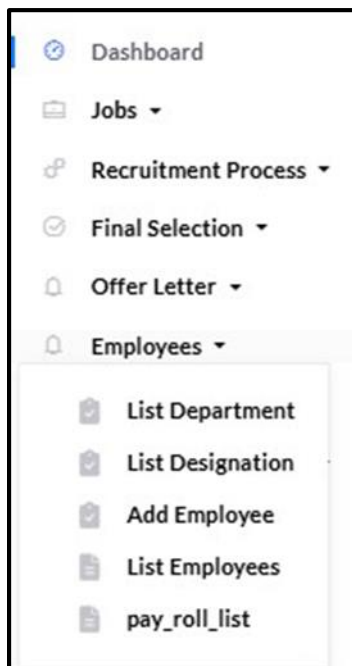
- If you want to delete the designation, just click on the **Delete** button and accept the confirmation; your designation will be deleted.

DESIGNATION LIST				
Show <input type="text" value="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.



- 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 Government 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:	<input type="text"/>	Relation Ship:	<input type="text"/>
Primary Phone:	<input type="text"/>	Cell Phone:	<input type="text"/>
Address: <input type="text" value="Enter the address here"/>			

Bank Details

Name:	<input type="text"/>	Bank Name:	<input type="text"/>
Branch:	<input type="text"/>	Account Number:	<input type="text"/>
IFSC Code:	<input type="text"/>		

Login Details

Email Id:	<input type="text"/>
Password:	<input type="password"/>

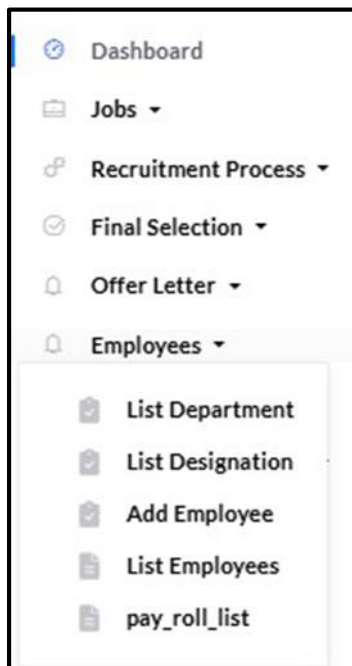
➤ A message will appear confirming that the entry has been inserted successfully.



➤ **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.

REGISTERED EMPLOYEE LIST						
Show <input type="text" value="10"/> entries						
#	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	✎

- 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

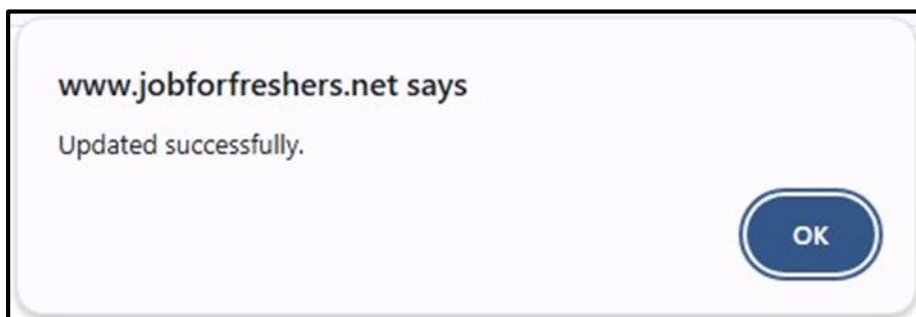
Email Id:
abimolanu13@gmail.com

Status:
Active

Password:
abimol@2001

Update **Back**

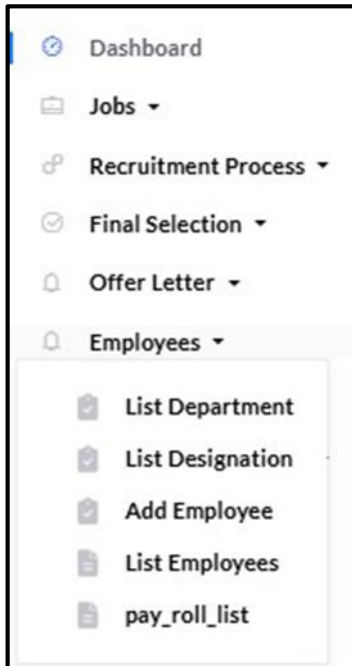
- An Updated Successfully message will appear at the top of the page.



- 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.

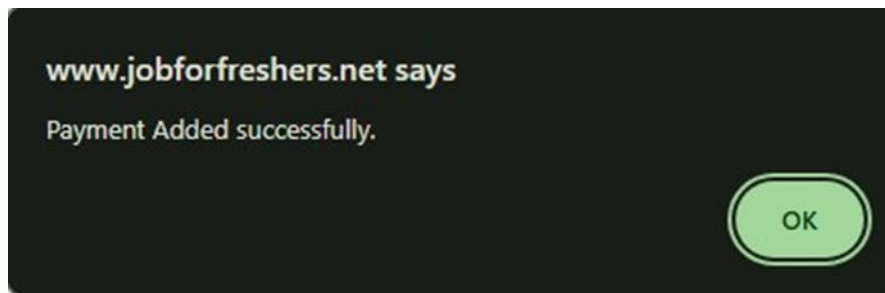


- Click on the **Add** button.

PAYMENT LIST					
Show <input type="text" value="10"/> entries					
#	Name	Designation	Month	Total Amount	Action
1	Abimol M	PHP Developer	November-2024	20,000.00	View Edit Print Delete
2	Ragul	Tester	November-2024	20,000.00	View Edit Print Delete
3	Divya	PHP Developer	November-2024	8,000.00	View Edit Print Delete

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

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



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

Earnings

Name	Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Add

Deductions

Name	Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Add

Total

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

Previous1Next

- 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

November , 2024

Earnings

Name	Amount
Basic	20,000.00
Food	2,000.00
Total	20,000.00

Deductions

Name	Amount
Income Tax	1,000.00
Loan	1,000.00

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, Thickenam code(p.o), 629 804.	Branch:	Eraniel
Designation	PHP Developer	Account Number:	90876543211
Salary	20,000.00	IFSC Code:	2311

November , 2024

Earnings

Name	Amount
Basic	20000
Food	2000

Add

Total	20000
-------	-------

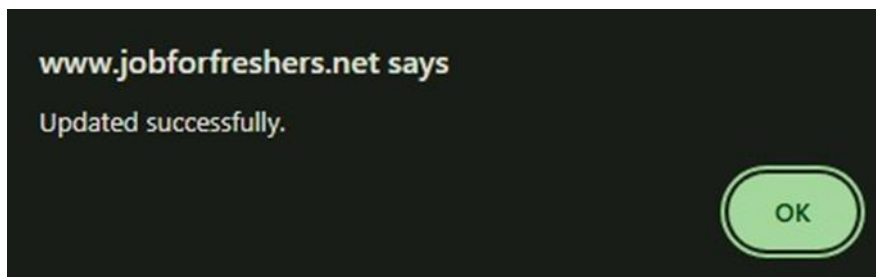
UpdateBack

Deductions

Name	Amount
Income Tax	1000
Loan	1000

Add

- An Updated Successfully message will appear.



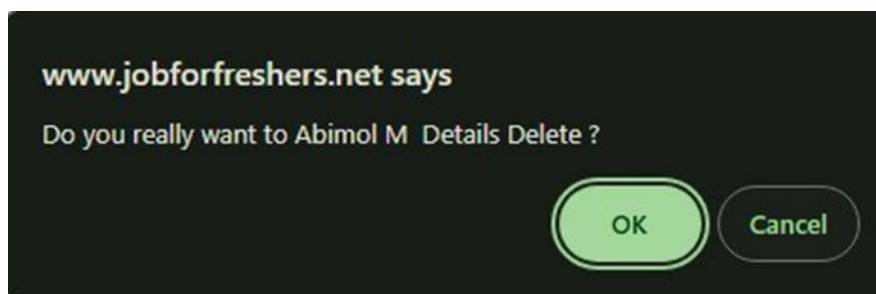
- Click on the **Print** button to print the pay slip.

PAYMENT LIST					
Show <input type="text" value="10"/> entries					
#	Name	Designation	Month	Total Amount	Action
1	Abimol M	PHP Developer	November-2024	20,000.00	View Edit Print Delete
2	Ragul	Tester	November-2024	20,000.00	View Edit Print Delete
3	Divya	PHP Developer	November-2024	8,000.00	View Edit Print Delete
4	Abimol M	PHP Developer	October-2024	20,000.00	View Edit Print Delete
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 <input type="text" value="10"/> entries					
#	Name	Designation	Month	Total Amount	Action
1	Abimol M	PHP Developer	November-2024	20,000.00	View Edit Print Delete
2	Ragul	Tester	November-2024	20,000.00	View Edit Print Delete
3	Divya	PHP Developer	November-2024	8,000.00	View Edit Print Delete
4	Abimol M	PHP Developer	October-2024	20,000.00	View Edit Print Delete
Showing 1 to 4 of 4 entries				Previous	1 Next

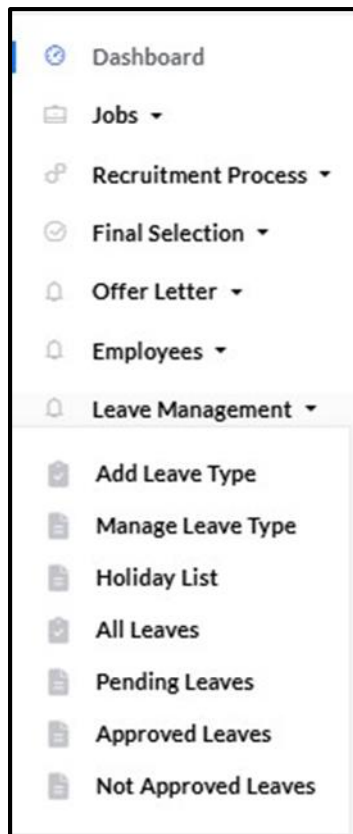
- It will prompt you for confirmation to delete the details; click the **OK** button to proceed with the deletion.



❖ 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.

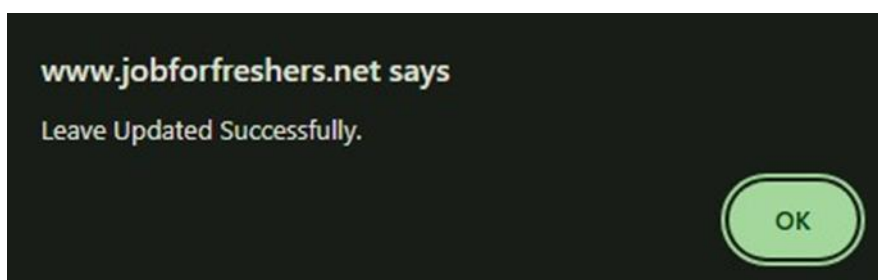
- **Add Leave Type:**
- Click on the **Add Leave Type** button.



- Enter the leave type and description, then click the **Add** button.

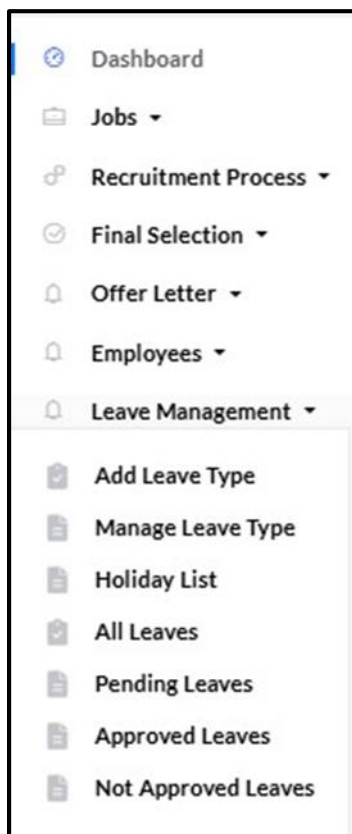
A screenshot of a web form titled 'ADD LEAVE TYPE'. The form has a blue header bar with the title in white. Below the header, there are two text input fields. The first field is labeled 'Leave Type' and the second is labeled 'Description'. At the bottom left of the form, there is a blue button with the text 'Add' in white.

- 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 LIST					
Show <input type="text" value="10"/> entries			Search: <input type="text"/>		
#	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.

EDIT LEAVE TYPE

Leave Type

Emergency Leave

Description

Emergency Leave

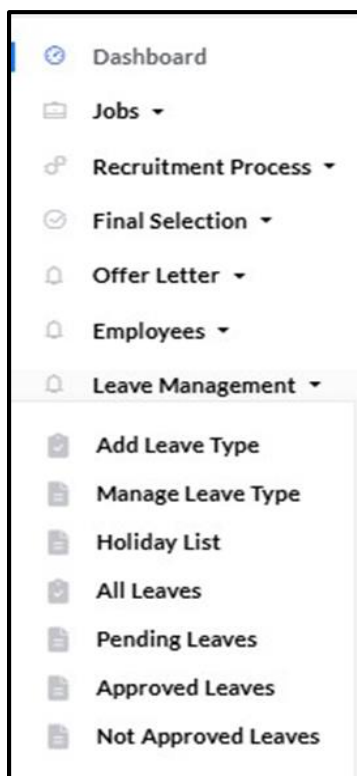
Update

Back

- 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.









Add

HOLIDAY LIST

Show

10

 entries

#	Holiday Date	Weeks	Description	Action
1	26th-January-2024	Friday	Republic day	 
2	15th-August-2024	Thursday	Independence Day	 
3	31st-October-2024	Thursday	Diwali	 
4	17th-November-2024	Sunday	sunday	 

Showing 1 to 4 of 4 entries

Previous

1


Next

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

ADD HOLIDAY

Holiday Date

dd-mm-yyyy

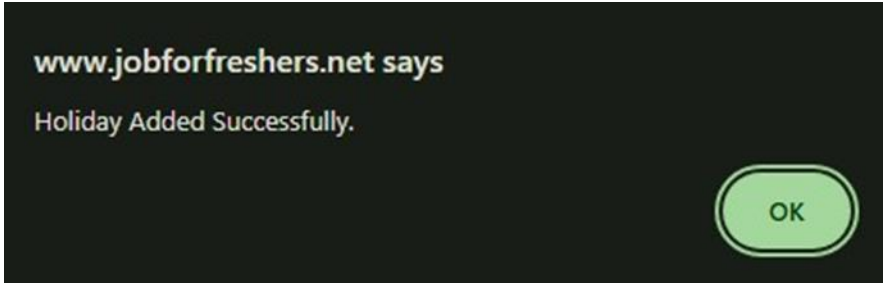


Holiday Description

Add

Back

- A Holiday Added Successfully message will appear on the page.



➤ You can view the full list of holidays that you have added.

HOLIDAY LIST				
Show <input type="text" value="10"/> entries				
#	Holiday Date	Weeks	Description	Action
1	26th-January-2024	Friday	Republic day	✎ ✖
2	15th-August-2024	Thursday	Independence Day	✎ ✖
3	31st-October-2024	Thursday	Diwali	✎ ✖
4	17th-November-2024	Sunday	sunday	✎ ✖
Showing 1 to 4 of 4 entries			Previous	1 Next

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

HOLIDAY LIST				
Show <input type="text" value="10"/> entries				
#	Holiday Date	Weeks	Description	Action
1	26th-January-2024	Friday	Republic day	✎ ✖
2	15th-August-2024	Thursday	Independence Day	✎ ✖
3	31st-October-2024	Thursday	Diwali	✎ ✖
4	17th-November-2024	Sunday	sunday	✎ ✖
Showing 1 to 4 of 4 entries			Previous	1 Next

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

EDIT HOLIDAY

Holiday Date

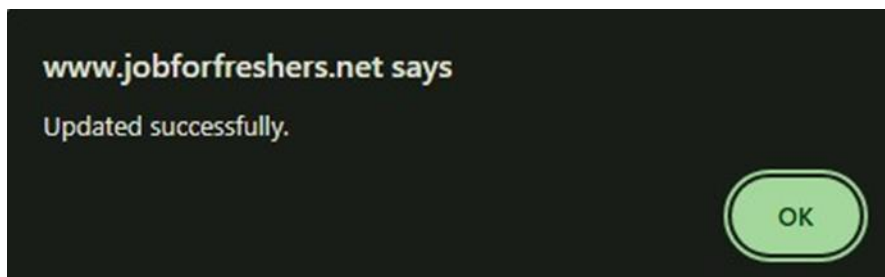
26 - 01 - 2024
📅

Holiday Description

Republic day

Update
Back

- An Updated Successfully message will appear.

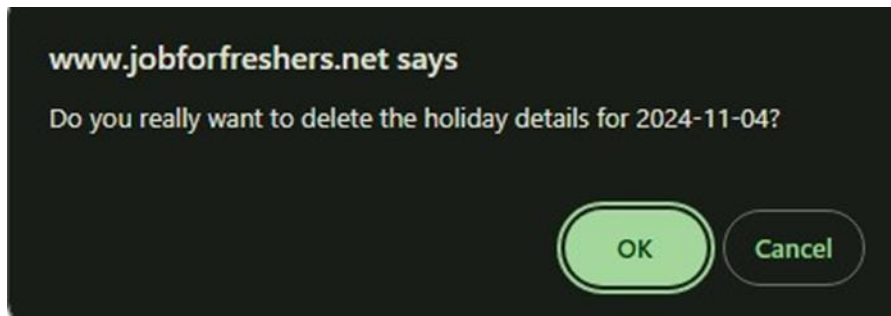


- If you want to delete a holiday from the list, click on the **Delete** button.

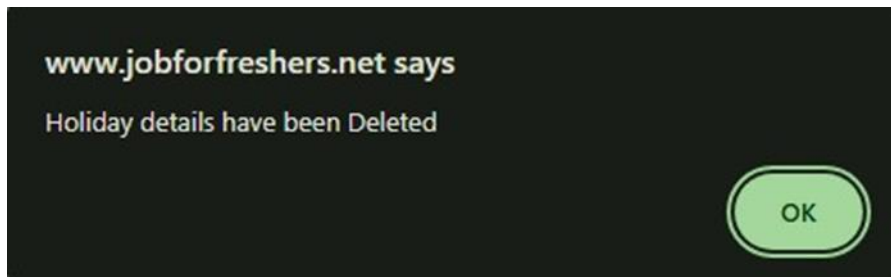
HOLIDAY LIST				
Show 10 entries				
#	Holiday Date	Weeks	Description	Action
1	26th-January-2024	Friday	Republic day	✎ 🗑
2	15th-August-2024	Thursday	Independence Day	✎ 🗑
3	31st-October-2024	Thursday	Diwali	✎ 🗑
4	17th-November-2024	Sunday	sunday	✎ 🗑

Showing 1 to 4 of 4 entries
Previous 1 Next

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

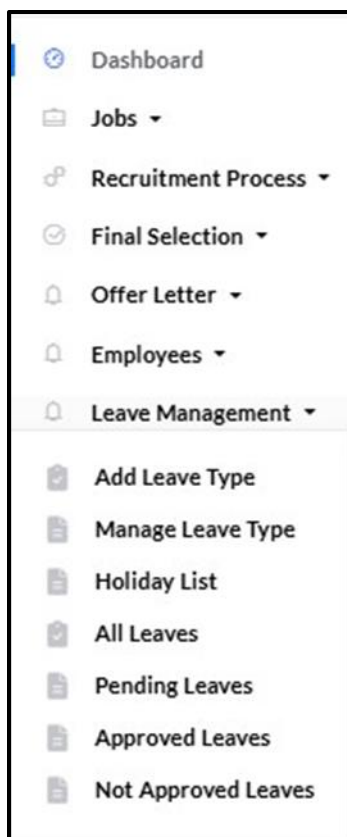


- Your holiday list has been deleted.





➤ All Leaves:


- Click on the **All Leaves** button.





- 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 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.

Leave Status : waiting for approval

Admin Remark :

Admin Action taken date :

Take Action

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

Leave take action

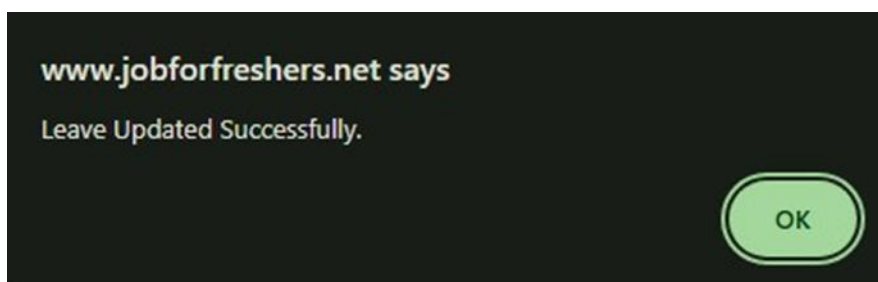
✕

Choose your option

Description

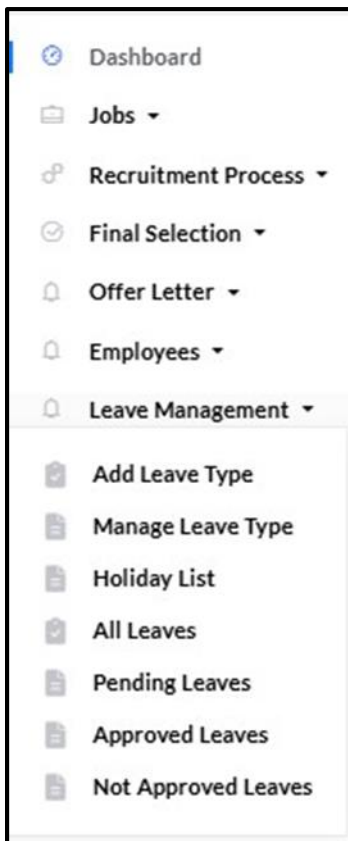
Submit

- 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.

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 :		
<div>Take Action</div>		

- 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.

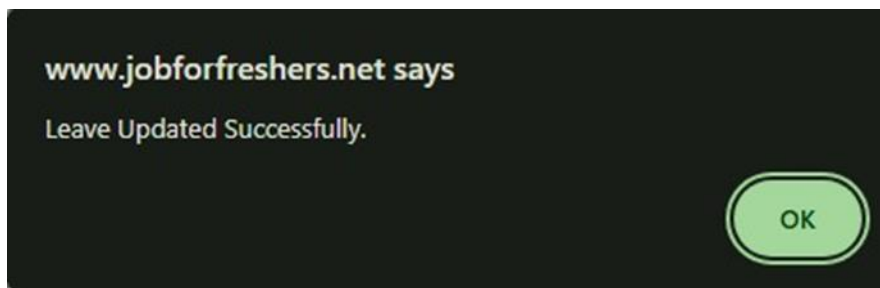
Leave take action

Choose your option

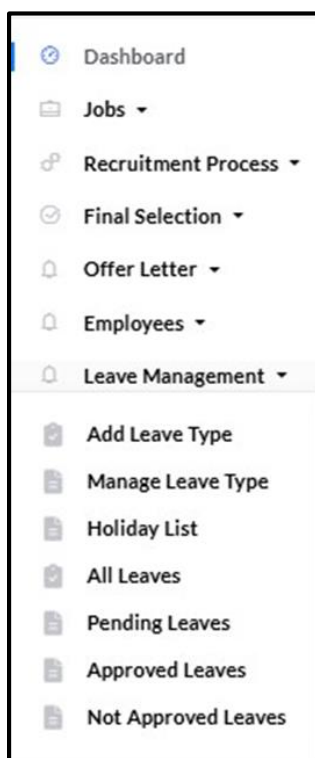
Description

Submit

- 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.

APPROVED LEAVES						
Show <input type="text" value="10"/> entries		Search: <input type="text"/>				
#	Leave Type	From	To	Posting Date	Status	Action
1	Casual leave	2024-11-08	2024-11-15	2024-11-01 10:19:15	Approved	View Details
Showing 1 to 1 of 1 entries				Previous	<input type="text" value="1"/>	Next

- 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 take action

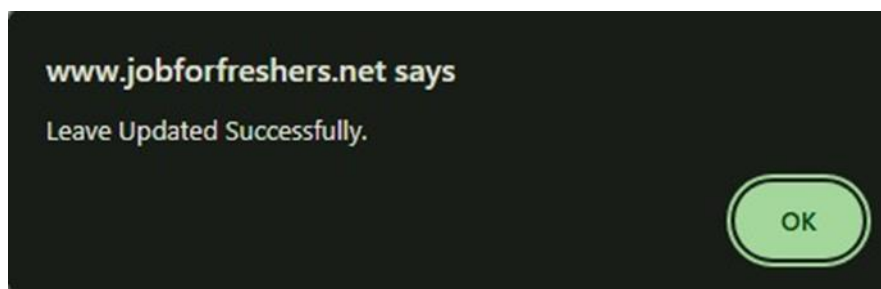
✕

Choose your option

Description

Submit

- 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 <input type="text" value="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	<input type="text" value="1"/>	Next

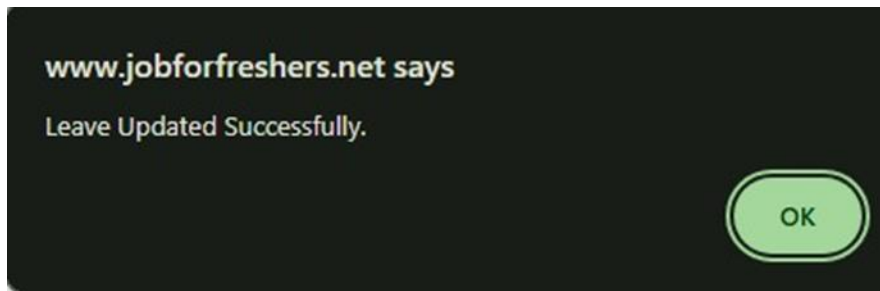
- By clicking on the **View Details** button, you can see the details of the leave along with its status.

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 To : 2024-10-31	Posting Date : 2024-10-26 10:32:31
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
<div> <div>Leave take action</div> <div> <input type="text" value="Choose your option"/> <div> <div>Choose your option</div> <div>Approved</div> <div>Not Approved</div> </div> </div> </div> <div> <div>Submit</div> </div>
<div>Admin Action taken date :</div> <div> <div>Take Action</div> </div>

- A Leave Updated Successfully message will appear.

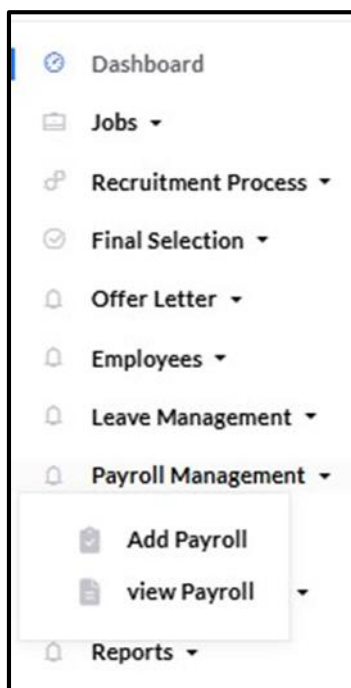


❖ PAYROLL MANAGEMENT

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.

ADD PAYMENT

Department:

select

Designation:

----Select Designa

Employee Name:

----Select user----

Submit

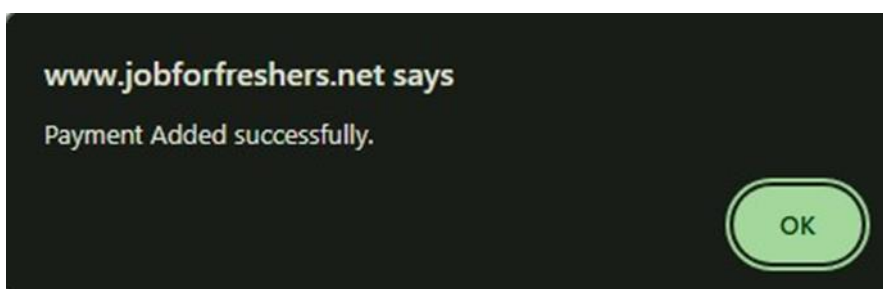
Back

- The employee information will be displayed. Enter the **earnings name and amount**, the **deductions name and amount**, and then the total. 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
Designation	PHP Developer	Account Number:	90876543211
Salary	20,000.00	IFSC Code:	2311

Select Month			
<div>-----, ----</div>			
Earnings		Deductions	
Name	Amount	Name	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<div>Add</div>		<div>Add</div>	
Total			
<div>Add</div>			

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



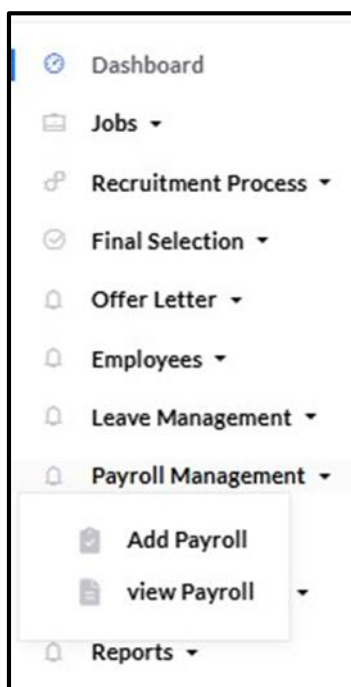
- To add more entries for **earnings and deductions**, simply click the **Add** button.

Earnings		Deductions	
Name	Amount	Name	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add"/>		<input type="button" value="Add"/>	
Total			
<input type="button" value="Add"/>			

➤ 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

Select Month

November, 2024

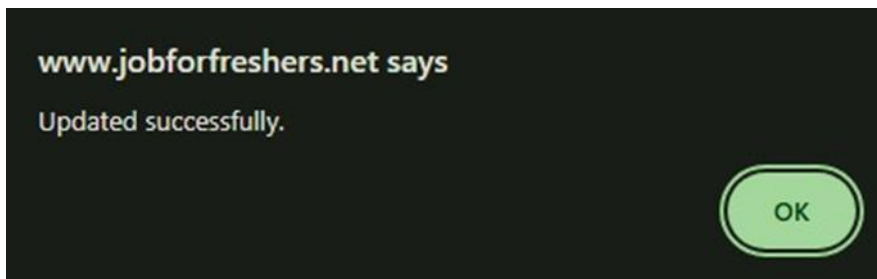
Earnings

Name	Amount
Basic	20000
Food	2000
Add	
Total	20000
Update Back	

Deductions

Name	Amount
Income Tax	1000
Loan	1000
Add	

- An Updated Successfully message will appear.



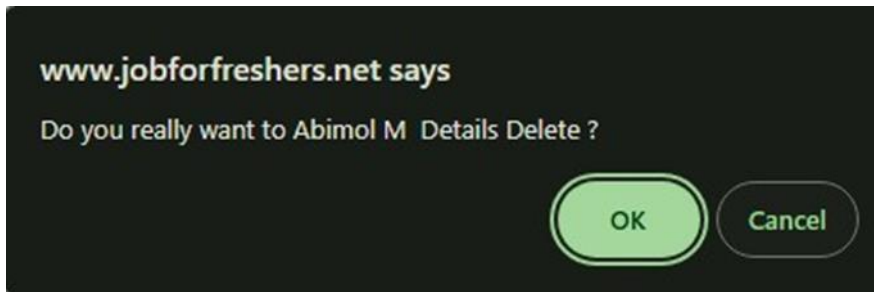
- Click on the **Print** button to print the pay slip.

PAYMENT LIST						
Show 10 entries						
#	Name	Designation	Month	Total Amount	Action	
1	Abimol M	PHP Developer	November-2024	20,000.00	<div> <div></div> <div></div> <div></div> <div></div> </div>	
2	Ragul	Tester	November-2024	20,000.00	<div> <div></div> <div></div> <div></div> <div></div> </div>	
3	Divya	PHP Developer	November-2024	8,000.00	<div> <div></div> <div></div> <div></div> <div></div> </div>	
4	Abimol M	PHP Developer	October-2024	20,000.00	<div> <div></div> <div></div> <div></div> <div></div> </div>	
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 <input type="text" value="10"/> entries						
#	Name	Designation	Month	Total Amount	Action	
1	Abimol M	PHP Developer	November-2024	20,000.00	View Edit Print Delete	
2	Ragul	Tester	November-2024	20,000.00	View Edit Print Delete	
3	Divya	PHP Developer	November-2024	8,000.00	View Edit Print Delete	
4	Abimol M	PHP Developer	October-2024	20,000.00	View Edit Print Delete	
Showing 1 to 4 of 4 entries					Previous	1 Next

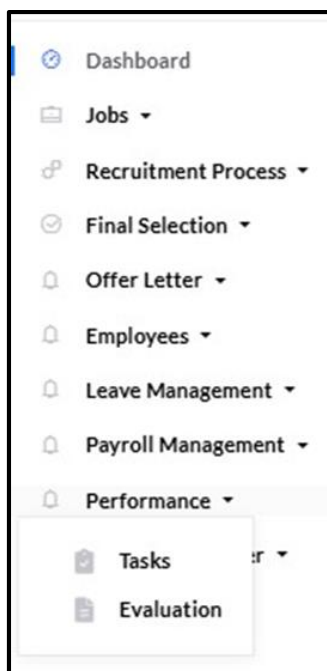
- It will prompt you for confirmation to delete the details; click the **OK** button to proceed with the deletion.



❖ 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.

Add

TASK LIST

Show 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 Next

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

ADD NEW TASK

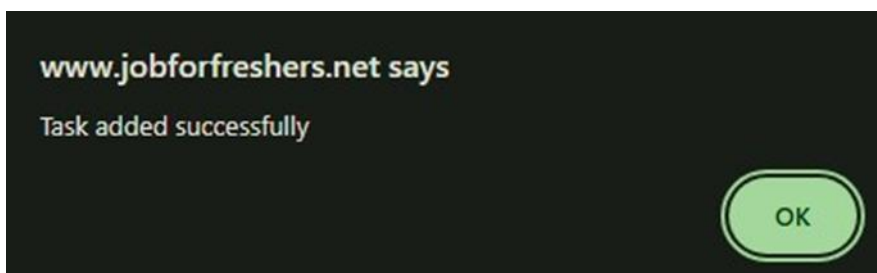
Task Name

Question 1













Add Question

AddBack

- 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 <input type="text" value="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 <input type="text" value="1"/> Next

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

EDIT TASK

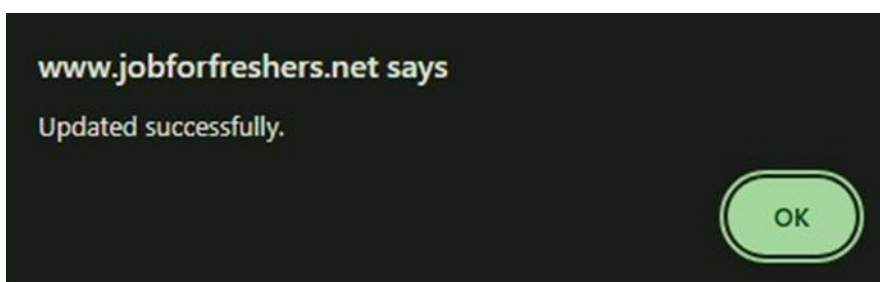
Task Name

Task for Employee













Update

Back

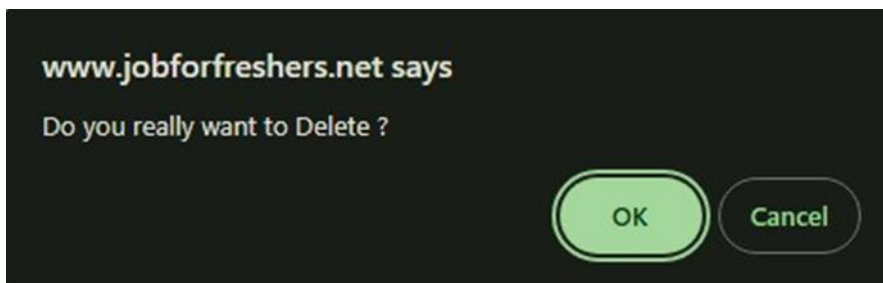
- An Updated Successfully message will appear.



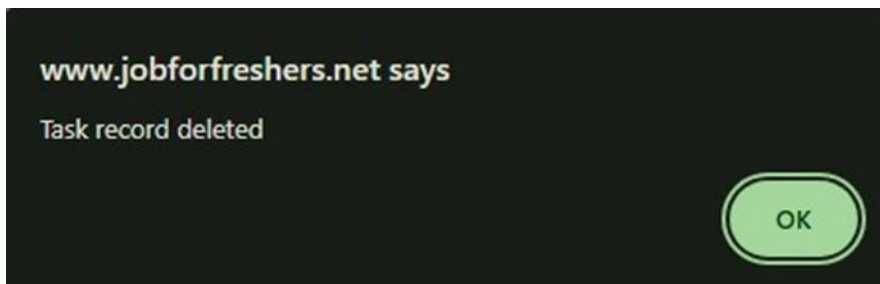
- If you need to delete the task you added, simply click on the **Delete** button.

TASK LIST			
Show <input type="text" value="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 <input type="text" value="1"/> Next













- 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.

TASK LIST			
Show <input type="text" value="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

➤ Your task questions will be displayed.

TASK QUESTION LIST		
Show <input type="text" value="10"/> entries		
#	Description	Action
1	What is one accomplishment you're proud of during the last review period?	
2	Do you understand your role?	
3	Do you feel you work well together with the rest of the team?	
4	How has management helped or hindered your job performance?	
5	Are there any targets you hope to meet over the next quarter/year?	
Showing 1 to 5 of 5 entries		Previous 1 Next
<div> <div>Update</div> <div>Add Questions</div> <div>Back</div> </div>		

➤ 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.

TASK QUESTION LIST		
Show <input type="text" value="10"/> entries		
#	Description	Action
1	What is one accomplishment you're proud of during the last review period?	
2	Do you understand your role?	
3	Do you feel you work well together with the rest of the team?	
4	How has management helped or hindered your job performance?	
5	Are there any targets you hope to meet over the next quarter/year?	
Showing 1 to 5 of 5 entries		Previous 1 Next
<div> <div>Update</div> <div>Add Questions</div> <div>Back</div> </div>		

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

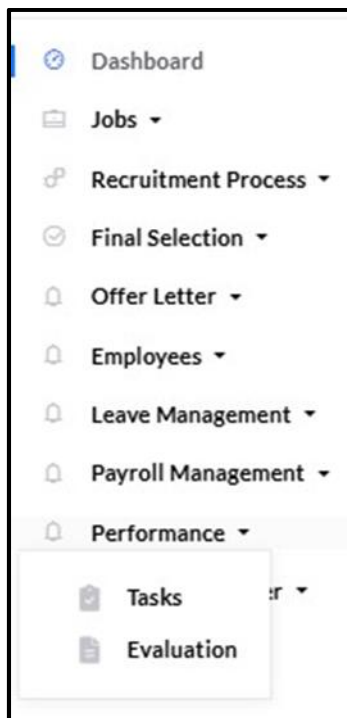


- If you want to delete the question, simply click on the **Delete** button, and it will be removed.







- **Evaluation:**

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

- Click on the **Evaluation** button.



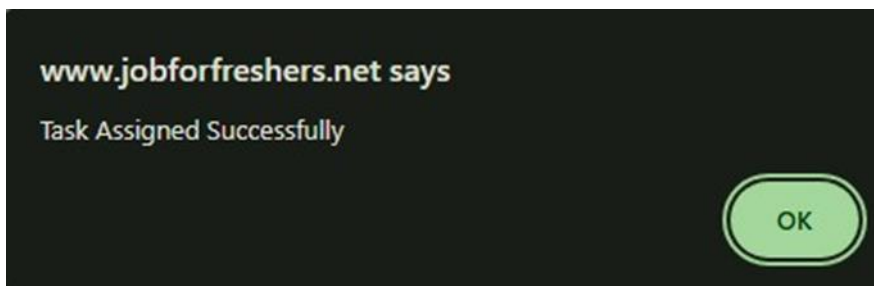
- Click on the **Add** button.

EVALUATION						
Show <input type="text" value="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	 









- 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.

ASSIGN EMPLOYEE TASK			
Select Task Name			
<div>select</div>			
Department:	Designation:	Username:	
<div>Select</div>	<div>---Select Designation---</div>	<div>---Select User---</div>	
Due Date	Message		
<div>dd-mm-yyyy</div>	<div></div>		
<div>Add</div>	<div>Back</div>		

- A message indicating Task Assigned Successfully will be displayed.











- To view the task questions and employee answers, click on the **View** button.

EVALUATION						
Show <input type="text" value="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	<input type="text" value="1"/>	Next

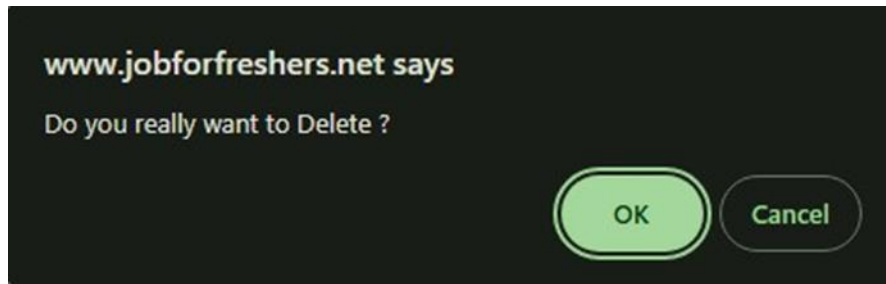
- You can view the employee's responses if they have completed the task, and you can provide comments on their responses. Once you are finished, click on the **Update** button.

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

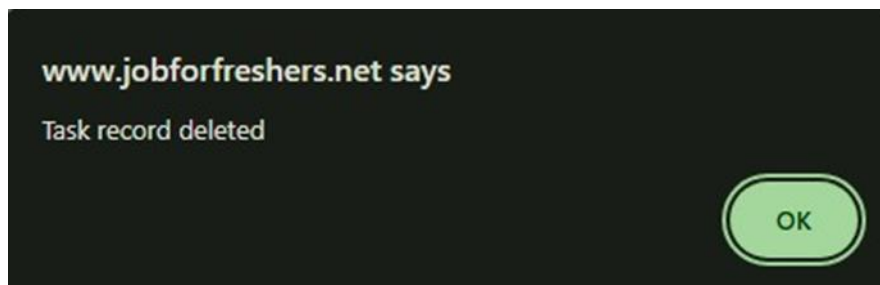
- To delete the record, click on the **Delete** button.

EVALUATION						
Show <input type="text" value="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	<input type="text" value="1"/>	Next

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



- A Task Deleted Successfully message will appear.

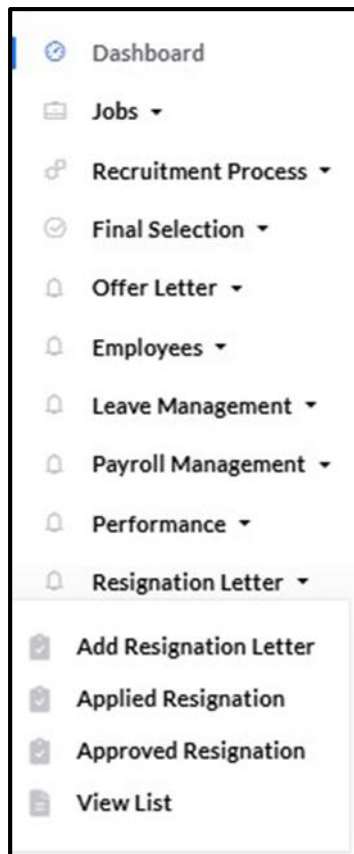


❖ RESIGNATION LETTER:

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:**

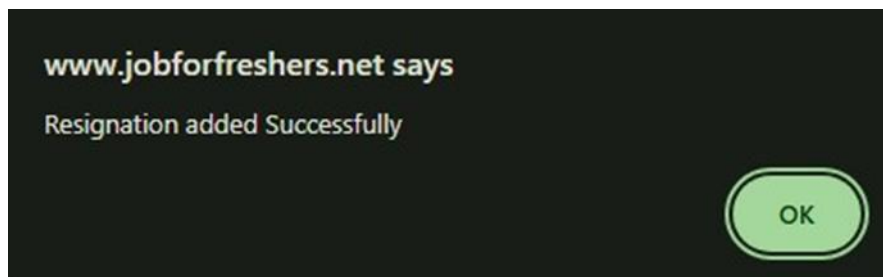
- Click on **Add Resignation Letter** to create a resignation letter for the employee.



- 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 form titled 'ADD NEW RESIGNATION' in a blue header bar. The form has three input fields: 'Add Resignation' with a 'Choose file' button and 'No fil...osen' text; 'HR signature' with a 'Choose file' button and 'No fil...osen' text; and 'Resignation Name' with a text box. Below the fields is a green 'Add' button.

- A Resignation Added Successfully message will appear as confirmation.



- The resignation letter you added will be listed here.

Resignation letter list				
Show <input type="text" value="10"/> entries		Search: <input type="text"/>		
#	Resignation Name	HR signature	Action	
1	resignation		<input type="button" value="Delete"/>	<input type="button" value="Edit"/>
2	Resignation 1		<input type="button" value="Delete"/>	<input type="button" value="Edit"/>
Showing 1 to 2 of 2 entries			Previous	1 Next

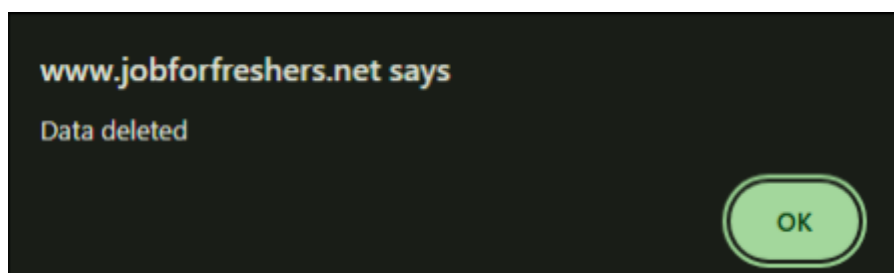
- To delete this letter, click on the **Delete** button.

Resignation letter list				
Show <input type="text" value="10"/> entries		Search: <input type="text"/>		
#	Resignation Name	HR signature	Action	
1	resignation		<input type="button" value="Delete"/>	<input type="button" value="Edit"/>
2	Resignation 1		<input type="button" value="Delete"/>	<input type="button" value="Edit"/>
Showing 1 to 2 of 2 entries			Previous	1 Next

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



- A message confirming Data deleted successfully will be displayed.



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

Resignation letter list				
Show <input type="text" value="10"/> entries		Search: <input type="text"/>		
#	Resignation Name	HR signature	Action	
1	resignation		Delete	Edit
2	Resignation 1		Delete	Edit
Showing 1 to 2 of 2 entries			Previous	Next

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



Update Resignation Letter

[Choose file](#) No fil...osen



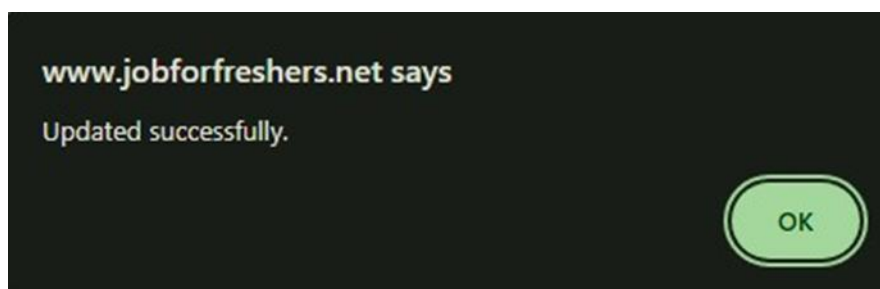
HR signature

[Choose file](#) No fil...osen

Resignation Letter Name

[Update](#)

- A message confirming Data updated successfully will appear.



- **Applied Resignation:**

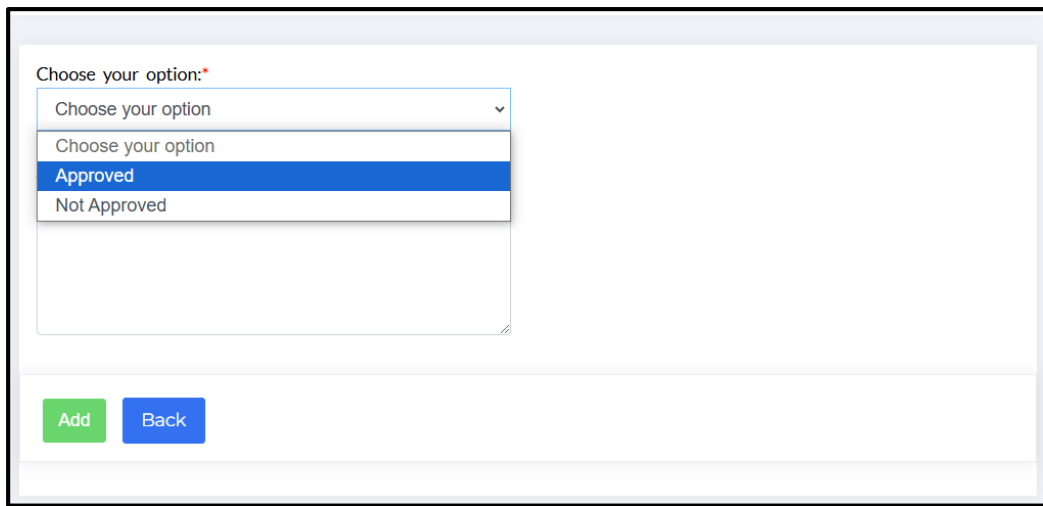
- Click on the **Applied Resignation** button to view all resignation applications submitted by employees.



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

APPLIED RESIGNATIONS					
Show 10 entries					
#	Name	Designation	Applied Date	Status	Action
1	Arthi DM	Tester	2024-11-16	Waiting for Approval	Take Action
2	Ragul	Tester	2024-11-17	Waiting for Approval	Take Action
Showing 1 to 2 of 2 entries			Previous	1	Next

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



Choose your option:*

Choose your option

Choose your option

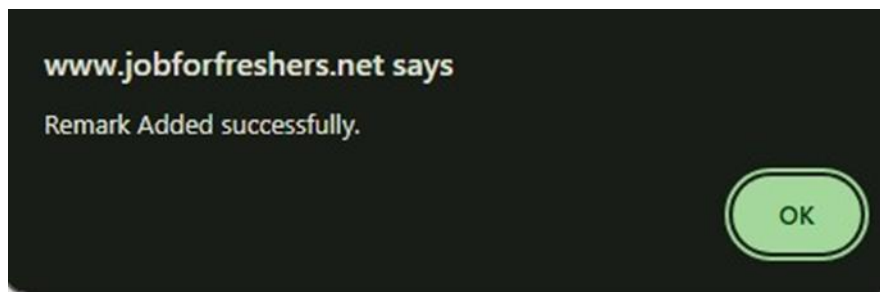
Approved

Not Approved

Add Back

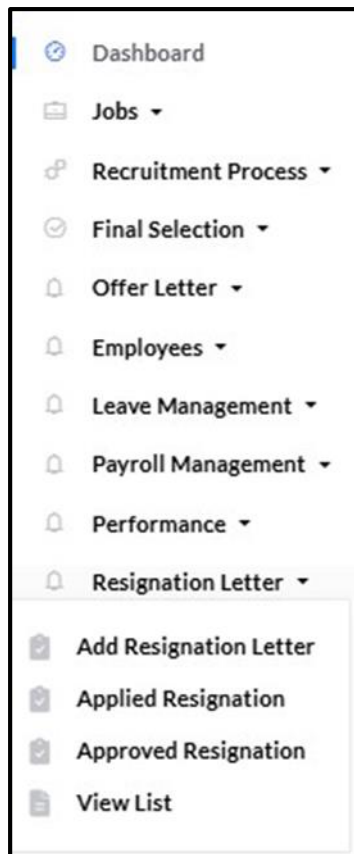
This screenshot shows a web form with a dropdown menu. The dropdown is open, showing three options: 'Choose your option', 'Approved', and 'Not Approved'. The 'Approved' option is highlighted in blue. Below the dropdown are two buttons: a green 'Add' button and a blue 'Back' button.

- 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.

APPROVED RESIGNATION					
Show <input type="text" value="10"/> entries					
#	Name	Designation	Approved Date	Status	Action
1	Raju	Full stack Developer	2024-11-07 10:20:33	Approved	<button>Create</button>
2	Arun	Excecutive	2024-11-11 11:49:49	Approved	<button>Create</button>
Showing 1 to 2 of 2 entries			Previous	<input type="text" value="1"/>	Next

- 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.

CREATE RESIGNATION LETTER

Employee Name:*
Raju

Designation:*
Full stack Developer

Company Name:*
sahaya

Location:*
Nagercoil

Salary:*

Date of Joining:*
07-11-2024

Address:*
Thickanam code (p.o)

Applied Date:*
07-11-2024

Relieving Date:*
dd-mm-yyyy

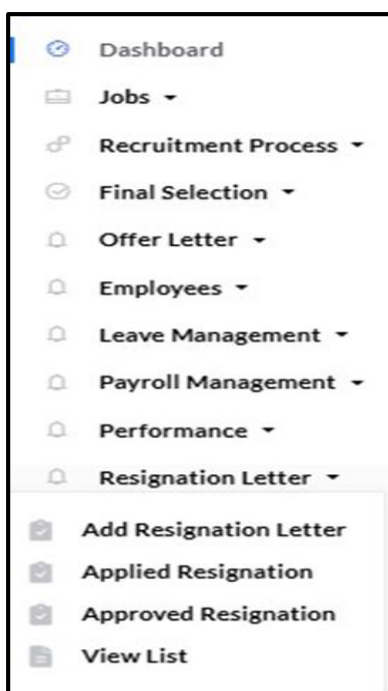
Resignation letter:*
Select
Select
resignation
Resignation 1

- 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.



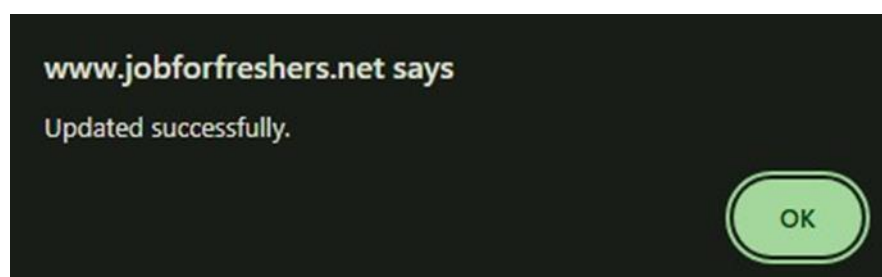
- If you want to edit any of the details of the employee, just click on the **Edit** button.

RESIGNED CANDIDATES								
Show <input type="text" value="10"/> entries			Search: <input type="text"/>					
#	Name	Company Name	Position	Salary	Location	Date of Joining	Resigned-Date	Action
1	Abinesh	sahaya	PHP Developer	24,000	chennai	2024-04-04	2024-10-30	 
2	Abimol M	sahaya	PHP Developer	20,000.00	chennai	2024-01-22	2024-11-14	 
Showing 1 to 2 of 2 entries						Previous	1	Next

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

UPDATE RESIGNATION	
Name:*	Position:*
<input type="text" value="Abinesh"/>	<input type="text" value="PHP Developer"/>
Company Name:*	Location:*
<input type="text" value="sahaya"/>	<input type="text" value="chennai"/>
Salary:*	Date of Joining:*
<input type="text" value="24,000"/>	<input type="text" value="04 - 04 - 2024"/>
Address:*	Applied Date *
<input type="text" value="8-654 C,Viricode, Marthandam."/>	<input type="text" value="26-10-2024"/>
Resignation letter:*	Date of Resigning:*
<input type="text" value="resignation"/>	<input type="text" value="30-10-2024"/>
<input type="button" value="Update"/>	<input type="button" value="Back"/>



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



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

RESIGNED CANDIDATES								
Show <input type="text" value="10"/> entries					Search: <input type="text"/>			
#	Name	Company Name	Position	Salary	Location	Date of Joining	Resigned-Date	Action
1	Abinesh	sahaya	PHP Developer	24,000	chennai	2024-04-04	2024-10-30	  
2	Abimol M	sahaya	PHP Developer	20,000.00	chennai	2024-01-22	2024-11-14	  
Showing 1 to 2 of 2 entries					Previous <input type="button" value="1"/> Next			

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

<div>Print</div> <div>Add Name Abinesh</div> <div>Add Position PHP Developer</div> <div>Add CompanyName sahaya</div> <div>Add Salary 24,000</div> <div>Add Dateof Joining 2024-04-04</div> <div>Add Dateof resigning 2024-10-30</div> <div>Add Location chennai</div> <div>Add Address 8-654 C</div> <div>Add signature </div> <div>Add CompanyLogo </div> <div>applieddate 2024-10-26</div> <div>Today 2024-11-11</div>		To _____ Date: _____
		Dear _____,
		This is with reference to your resignation dated _____
		Your resignation has been accepted and you can relieve from the services our company effective from the closing hours of _____
		Your full and final settlement would be settled within 30 days and you can contact the HR department for any further information.
		We are thankful for your efforts and contribution during your tenure with us and we wish you all the best in your future endeavors
		Yours sincerely,

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

Print

Add Name

Add PositionPHP Developer

Add CompanyNamesahaya

Add Salary24,000

Add Dateof Joining

Add Dateof resigning2024-10-30

Add Locationchennai


Add Address

Add signature

Add CompanyLogo

applieddate

Today



To
Abinesh
8-654 C
Viricode
Marthandam.

Date: 2024-11-11


Dear Abinesh ,

This is with reference to your resignation dated 2024-10-26

Your resignation has been accepted and you can relieve from the services our company effective from the closing hours of 2024-04-04

Your full and final settlement would be settled within 30 days and you can contact the HR department for any further information.

We are thankful for your efforts and contribution during your tenure with us and we wish you all the best in your future endeavors

Yours sincerely,


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



To
Abinesh
8-654 C
Viricode
Marthandam.

Date: 2024-10-26

Dear Abinesh ,

This is with reference to your resignation dated 2024-10-26

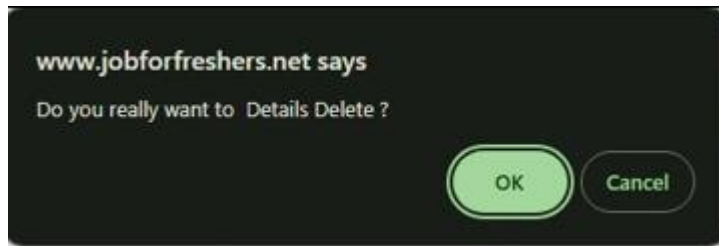
Your resignation has been accepted and you can relieve from the services our company effective from the closing hours of 2024-10-30

Your full and final settlement would be settled within 30 days and you can contact the HR department for any further information.

We are thankful for your efforts and contribution during your tenure with us and we wish you all the best in your future endeavors

Yours sincerely,


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



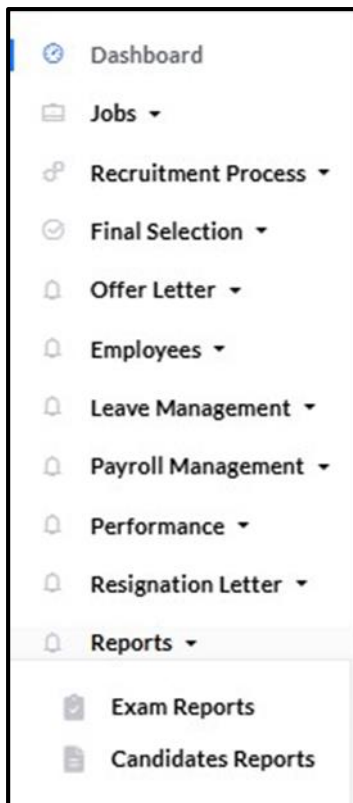
- A message will appear indicating that the data has been deleted successfully.



❖ **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.

SELECT DETAILS

Exam Title

Select

Job Title

Select

Enter Mark

Select Mark

Reset

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

Jobseeker Exam Details						
Show 10 entries		Search:				
#	Exam Question	Job Category	Job Title	jobseeker Name	Exam Mark	Exam Attended Date
1	Aptitude	Abroad jobs	PHP Developer		20	2024-10-25 17:24:09
Exam Assign Date 2024-10-25 17:22:38						
Exam Expiry Date 2024-10-31						
Assign Exam Round First round exam						
Action	View	Video				

- The exam sheet of the employee will be displayed.

PREVIEW

Aptitude

Job seeker Name: **Abimel 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

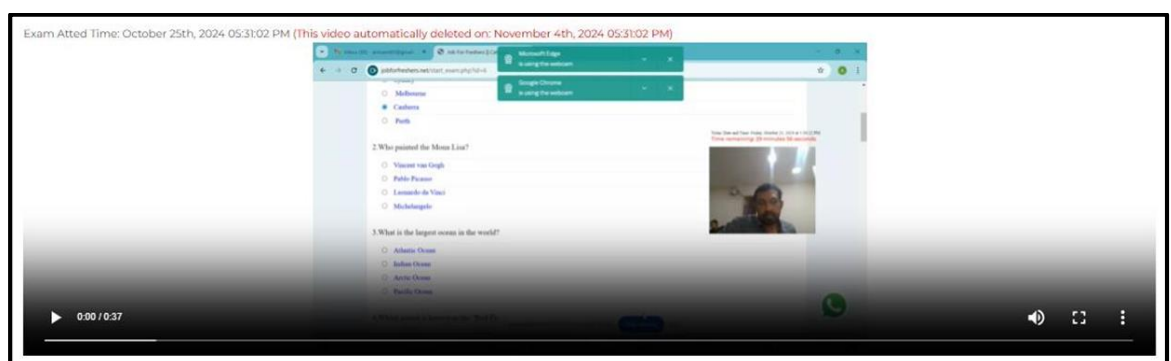
4.Which planet is known as the "Red Planet"?

☐ Venus

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

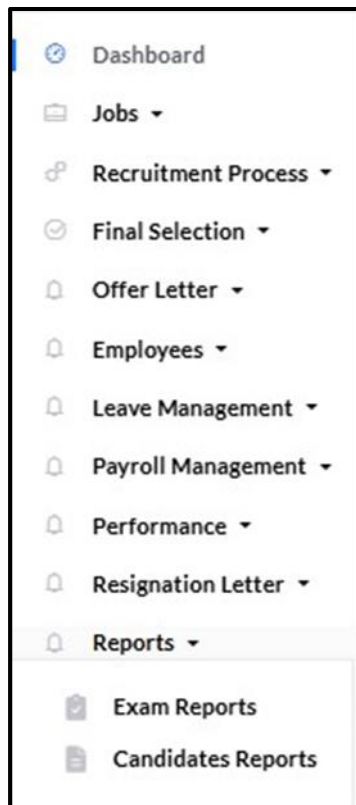
Jobseeker Exam Details						
Show 10 entries			Search: <input type="text"/>			
#	Exam Question	Job Category	Job Title	jobseeker Name	Exam Mark	Exam Attended Date
1	Aptitude	Abroad jobs	PHP Developer		20	2024-10-25 17:24:09
Exam Assign Date 2024-10-25 17:22:38 Exam Expiry Date 2024-10-31 Assign Exam Round First round exam						
Action		View	Video			

- 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.

Between Dates Report

Between dates Report of Applied Candidates


From Date:* 

To Date:* 

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


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

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

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.

- 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

