



HLL E-RECRUITING USER GUIDE

E-RECRUITING

CONTENTS

Using this guide	02
Browse vacancies/search for a position	02
How to register online	
Hints for registered users	
How to create a profile	
How to delete/withdraw an application	
How to check the status of your application	18
How to maintain your personal settings	19
Recommendation of Job Posting (Tell a Friend)	
Notification of Relevant Employment Opportunities (Job Agent)	
Favourites	22



Using this guide

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Browse vacancies/search for a position

To search for a vacancy (without registering/logging in as a candidate), click on link on the website (<u>http://www.lifecarehll.com/career</u>).

Home About Us	Business Media Centre Subsidiaries	
Careers	Careers	
	We are value driven. Are You ?	

* **NOTE:** Most screens are opened and displayed in new windows. If you have suppressed the additional windows with a popup blocker, you must deactivate this for this application. The Careers page will then be displayed.

Click on "Job Search". The "Job Search" page is displayed.

or viewing current	job openings, click on "Start" Button:	
Start Reset		
ou can also restric	t the search by specifying different search criteria a	s shown below:
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	Afghanistan	1.30
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HLL E-Recruiting User Guide



Click on "Start" if you would like to search all posted jobs without filtering for criteria. Alternatively, use the filters (Keywords and Search Method) to refine your job search.

The Job Search hit list results page is now displayed. Click on the job posting hyperlink that you are interested in for further details.

Job Search				
To apply for a particular post, choose the respective row and click "Apply". Please note that the application submission will have the following stages: 1. Repole and legon as a regularist use: 2. Created Lipdair your detailed candidate profile. 3. Drowse for the published of coordinatiry and Apply against that. For mediag information about a particular position to your friend, choose the respective row of	and click "Te8 a Irlend"			
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Parts Yes a friend				
Return to Search				

This page can be printed (Click on "Print Preview" – "Print" for the PDF – see step "How to change personal settings" to setup up your display as PDF) or closed by clicking on the "Close" button.

Library Assistant	
You can apply for the selected job posting or go back to the search results.	
Apply Print Preview Tell a Friend	
एषएलएल लाइफ्रकेयर लिमिटेड (साल तरवर व उग्रम) HLL Lifecare Limited (A Government of Indo Entryinal)	
External Publication of Job Posting 50011760	
Job Posting Title Library Assistant	
Start Date	
10.04.2013	

Click on "Return to Search" to refine or extend your search criteria on the previous screenshot.



To apply for a job, go to "Apply" and Register Here/ Sign In.

How to register online

Registration

To apply for a position, you must register. To do so, open the careers website by click on link http://www.lifecarehll.com/career

Home About Us	Business Media Centre Subsidiaries	
Careers	Careers	
	We are value driven. Are You ?	

The Careers page is displayed. Click on link "Registration" within the page.

The Registration page is displayed.

Welcome to the HLL's Onlin	ar Rocruttment System.
Histructions.	mail is which say will be using for the next-one year in essential Your user (D will be this empiric) food, but the password which you are using here can be different.
	Trade is write your write you are previously previously and the construction of the construction of the parameter write you are compared on the interest.
	allocClince registered, you will have to complete your prolife modifion to giving details like Personal Data, Education all also have to alloch your passport size photograph and after relevant centification", go' formal with a maximum size of 2182 for each Ne. Nence please keep these ready before starting the registration process.
3. After Your Regtatration &	Profile Cleaning, the process through our Employment Opportunities to apply for a particular post, using the tab filed as "Employment Opportunities" within your profile page.
	so release your profile to our Data Bank. Please note that the purpose of orosting your profile in the dota bank is to I protoe-dive candidates to consider against future vacancies as and when arises.
5. For Applying:Applicants w	ill have to computantly apply applications peting published how time to time, in order to ensure that your application is getting considered against a particular post.
6. Validation Period.Year pro	ythe will expire automatically if you are not logging on J speaking the profile within a period of seven months.
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Please complete the Registration Form. The fields marked with an asterisk (*) are mandatory, and are necessary for us to identify and contact you. Please note that once you have registered, you will use a username to access this site in future.



Your username should be the e-mail ID.

The e-mail address that you enter must be unique to you, and should not belong to, or be used by other people. Please re-type it in the "Repeat E-mail" field to ensure that you have not made any typographical errors. Please "Check" the Instruction Statement. Once you have clicked "Register", you will be advised whether your registration has been successful. If it is not, please check the information you have submitted and rectify any errors/omissions. You will then be sent a confirmation e-mail to the email address that you have used while registering.

Once you have registered, you can use your login details (user name/ID and password) to log into the HLL's career site, which besides enabling you to apply for positions, also gives you the ability to track your application progress.

The overview page is opened with links for further navigation.

Hints for registered users

Logging on to the HLL Career page by clicking on the link <u>http://www.lifecarehll.com/career</u>. Once you have registered in our career website, you need not register again but sign in with the username and password you have provided. To do so, open the HLL's careers website and Click on "Sign In" within the page.

The login screen is displayed.

User *	
Password *	
	essibility
Log	On
Change Password Password Fe	orgotten

Enter your user name and password entered during registering. Click on "Logon".

The "Applicant Cockpit" is opened.



Sometimes the system gives you a pop up message to warn you that you have an application that is still "Draft" (incomplete) or you have not yet selected check box "Profile Updation Complete" and hence no recruiter can access your profile. You can click on the link to release or complete your application.

Applicant Cocl	kpit 🗖 🗙
i	You have not released your profile - this means that recruiters can only consider you for job vacancies for which you have submitted an application You can release the profile here: Candidate Profile -> My Profile Since, you have not released your profile. Please click the link and
r	release your profile You still have applications with the status "Draft"; to edit these applications, navigate to the list of applications Employment Opportunities -> My Applications You have tried to apply for a job but the same
•	is still in DRAFT Status
- - - -	Close

Changing Password

Change Password	
User Current Password * New Password * Repeat Password *	
Change Cancel	

If you would like to change your password, you will click on "Sign In" link to get the login screen.

Enter your user name and your password. Click on "Change Password" link. Enter your current password and your new password. Repeat your new password. Choose Change. The system checks your new password and saves it. From now on, you can log on using your new password only.

E-RECRUITING

Requesting an Alternative Password



If you have forgotten your username or password click on link "Sign In" to get the Logon screen. Click on "Password Forgotten" link. The forgotten password screen opens.

Register here	
User *	
Password *	
	Accessibility
	Log On
Change Password	Password Forgotten

Enter your user name and your e-mail address. Click on "Request Password" button.

Have you forgo	tten your passwo	ord?		
ff you cannot remember your passa	ord, you can request that an alternat	ive password be sent to the e-mail addre	ess that you specified in your resume Enter your user name and/or your e-mail address and request the p	assword
User Name: E-Malt			Provide your username or enail address to request for your password. IT will sent to	
Request Password Back to Log	m		your email id	

The system checks whether the user name and e-mail address are already registered and then sends an alternative password to the e-mail address that you entered in your Personal Data. You can use the alternative password to regain access to your Applicant Cockpit.

For security reasons, you should change the alternative password immediately once you have logged on successfully.





To apply for a vacancy online, you need to create an electronic résumé, complete with supporting documentation and a cover letter.

1. **Personal Data:** This page allows you to add your address and contact information. You can also update this information if it has changed.

You need not re-enter data that you already entered while registering

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2. Education & Training: This page allows you to add and update your completed courses of education and training details.

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3. **Work Experience:** This page allows you to add and update your employment profile (Work Experiences)

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4. **Skills/ Abilities:** This page allows you to add and update your Skills / Abilities in the respective functional area.

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5. **Preferences:** This page allows you to tell us what type of job you would like or your expectations of the new working relationship with our company as well as your references.

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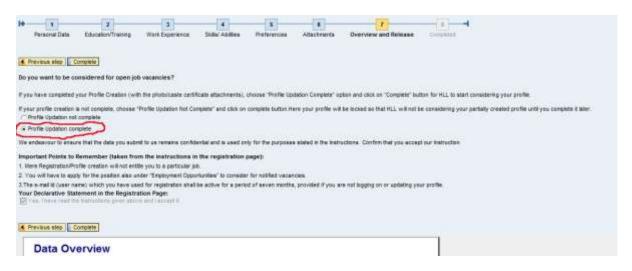
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6. **Attachments:** This page allows you to upload relevant attachments to your application such as Photo, Degree certificates, Transcripts, Detailed Resume etc.

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My Profi	e							
• t Personal Data	2 EducationTraining	3 Work Experience	A Skillsi Abliffee	1 Preferences	6 Attachments	7 Overview and Release	Competed	4
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7. **Overview and Release:** This page allows you to review your application and submit. Click on "Profile Updation Complete", if you have completed your profile. You may note that until you click on "Profile Updation Complete", we cannot access your application and your application will be in locked mode.



You can then click on the "Employment Opportunities" tab to browse our available job opportunities

Click on the "Employment Opportunities" tab to activate the job search window. Click on the "Start" button to continue.



My Profile					
1 2 Personal Data Education/Training W	3 4 orkExperience Skills/Abilities	5 6 Preferences Attachments	7 Overniew and Release	8 H Condeted	
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. You will have to apply for the position also under 'E .The e-mail to juser name) which you have used for four Declarative Statement in the Registration Page @Yes, Thave read the instructions given above and	registration shall be active for a period :	for notified vacancies.	tton and click on comple rendlingging on or updating y		
Previous step Complete		eck, whether your profile is a on the above vadio bottom			
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y Profile					

Your profile in visible to be new, but it dynamic mean you have applied for a jub. Site the shore section "REFLOCHERY OFFICETURITIES"

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🗑 Your candidate profile was released successfully



The Employment Opportunities - Search Criteria window is now displayed.

Candidate Profi	le Employment Opportunities		
Job Search Applicati	ion via Reference Code Favorites My Appl	ications Job Agents	
Job Search			
For viewing current job of	penings, click on "Start" Button:		
Start Reset Save	Search Query Delete Search Query Sa	ave as Job Agent	
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ocaren edery.			
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Full Text Search			
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Search Criteria for Emplo	syment Opportunities		
Functional Area:	Administration	Ê	
	Auditing		
	Finance		
1	Human Resources	-	
U	Information Technology	· · ·	
Job Search			
Are you looking for an interesting new job?		2	
Here you can submit an application directly to Choose "Create Favorite" to add the job post	or an employment opportunity. Choose "Apply" to start the application wizar- ting to your list of favorites	1	
You can also change your entry and restart th	he Bearch		
For sending information about a particular pr	osition to your triend, choose the respective row and click "Tell a Friend"		
Return to Search			
Search Criteria The search was not restricted			
Search Result: 2 Hits			
Job Posäng		Functional Area Co	ountry Published
Library Assistant			10.04.2013
GRADUATE TRABLES INVISIOSICHE	ING INCOMPLEXATION		09.04.2013
Apply Add Favorite Save Search Que	ery [Tell a Friend] Select the open ; on apply	multication and then click	
Return to Search	Terrer .		
	After selection the above row,		

Click on the relevant job posting link to select it. "The Employment Opportunities - Overview job posting" window is now displayed. Click on "Apply".



Click on the "Display Job Posting" link to display the details of the advertised position. Once you have done so, click on the "Continue" button to start the application wizard.

Application Wizard	Display Jub Postro "GRADUATE TRANSES (PHYSICSCHEMSTRY MATHEMATICS)"
Welcome, Nr. Thomas Abraham	
Do you want to continue submitting an application for this employment opportunity? The information for to it.	your resume that you have already entered is still available to you Choose "Continue" to view your resume again or enter additional informatio
Click on "Continue" for further applying to the job	

"The Employment Opportunities - Application Wizard" window is now displayed.

You can now update your application before submitting it for the position you wish to apply. Work your way through each step of the wizard to make sure that you have covered each page (steps 1 - 6) of your application. Once you have done so, click on the "Cover Letter" button to continue.

Applicatio	on Wizard						Cinniar Jui	Posting IGRAD	LIATE
Personal Data	2 Education/Training	3 Work Experience	4 Preferences	5 Attachmenta	6 Skills/Abilities	7 Cover Letter	8 Send Application	Dompietad	-
	for this employment opp								
Create a short applicati	ion cover letter Here you o								

However sometimes there might be questions, which you might be required to answer as part of the application. You need to answer all the questions, which are related to the job you are applying for.



E-RECRUITING

Personal Data Edu	2 cation/Training	3 Work Experience	4 Preferences	Attachments	6 Skills/Abilities	7 Cover Letter	8 Send Application	Complated
Previous step	plication]	- Click on "Se button at th	nd Application a last	ŧ				
can now sebmit your appl mix you for applying for one		menterilar Vauil	service the inform	nation in asses seed	cition documents a	od ad in buch uit	h unu	
ou also want to be consider	and the second							ur data
I would like to release my p	profile so that my data	a can be considered	for other job oppor	tunities as well				
Yes, I have read the Instruc	tions given above an	d Eaccept it.		Tack the	box and then cl	ica on "SEND		
				APPLICAT	CN' button.			
Previous step Send App	plication Close							
X382	n star is	-						
Previous step Send App Data Overvie The candidate's p	ew			populated. 71	profile. This of the above ho	= ant		
Data Overvie	ew		Dessage will be	populated. 71		e and		
Data Overvie The candidate's p	ew		Dessage will be	e populated. 7: instion.	ob the above ho	e and		

Click on the "Send Application" button to continue.

How to delete/withdraw an application Open your "Employment opportunities "Tab. Click on link "My Applications".

The "My Applications" window is displayed.

Candidate Persile Employment Opportunities		
Job Search Application via Reterence Code Favorites My Applications Job Agents		
My Applications		
Do you want to call an overview of your applications up to now?		
These are your previous applications. You can check the status of applications, and withdraw or delete applications. You can submit an a	application again for withdrawn or deteted applications	
Number of Applications: 2		
Job Presting	Application from	Status
Libran Asalatan		Draft
SEADLARE TRANSES IN A SCHEMITTER MATHEMATICS:		Draft
Apply DetrovWithdow		



Click to select the "Job Posting Selection Box" button to highlight the application you would like to delete/withdraw. Click on the "Delete/Withdraw" button to withdraw your application.

The "Withdraw Application" dialog box is displayed.

Delete Applica	ation		
	Do you want to d application? Note also delete the a completed quest application cover want to submit an again, you must again Do you really wa application perm	e that you ssociate ionnaire letter. If n applica enter this	and the you ation o data ete this
		Yes	No

If you have selected a job posting with status "Draft", the system will allow you to delete the complete application after confirming the below window by clicking "Yes".

Once you have been shortlisted for any position you cannot delete/withdraw your application

If the application is already submitted and has status "In Process" the system automatically opens the below screen for only withdrawing after confirming by clicking "Yes". Click on "Yes" to continue.

The "Employment Opportunities" tab is displayed. A message confirming that your application for the selected job status is withdrawn is displayed. The status of your application has now changed to Withdrawn.

If the status is "Draft" the entry will be completely deleted and will not be available in the list.

How to check the status of your application

Click on the "My Applications" link in the "Employment opportunities " Tab.

You can now see the status of your applications.



How to maintain your personal settings

Open the "Candidate Profile " Tab.

Click on the "Personal Settings" link to display the following window under "Candidate Profile":

Candidate Profile: Emp	loyment Opportur	vities							
My Profile Personal Settings Ch	ange User Name	Delete Regist	tation						
Personal Setting	5								
Would you like to tailor your pages to	suit your persona	il requirements?	,						
Basic Settings									
Specify the formats in which numbers	and date informat	ton is displayed	Note that these settings do	not take effect un	năl you log on	again .			
Specify the formats in which numbers Date Format	and date informat	lon is displayed	Note that these settings do) not take effect un	ntil you log on	again (
	-	ton is displayed		not take effect un	ntil you log on	i again			
Date Format:	DD MM.YYYY			o not lake effect ur	năl you log or	(again			
Date Format Decimal Notation:	DD MM YYYY 1,234,557.89						ormat. Adobe	Acrobat Reader	must be installed
Date Format Decimal Notation: General Settings	DD-MM.YYYY 1,234,557.89 WL format or in A	dobe Portable D	ocument Format (PDF) To b	be able to display			ormat. Adobe	Acrobat Reader	must be installed
Date Format Decimal Notation: General Settings Data overviews can be displayed in HT	DD-MM.YYYY 1,234,557.89 WL format or in A	dobe Portable D	ocument Format (PDF) To b	be able to display			ormal, Adobe	Acrobat Reader	must be installed

Click the "Date Format" drop-down list button to select your preferred "Date Format". You can also change the decimal notation, should you wish, by clicking on the "Decimal Notation" drop-down list.

The "Preferred Language" option allows you to select the language in which you wish to send and receive your correspondence regarding your application.

Once you have chosen, click the "Save" button to save the changes. The "Personal Settings" window will then be displayed again, and a message indicating that the data has been saved will be displayed.

Recommendation of Job Posting (Tell a Friend)

You can use this process to forward to other people/friends an interesting job posting that you found using the search. The recipient receives an e-mail containing a link to the relevant job posting. The recipient can display the job posting via the link and then apply online if they are interested and meet the requirements. Click on the "Employment Opportunities" tab to activate the job search window. Click on the "Start" button to continue. The Employment Opportunities - Search Criteria window is now displayed.

Click on the relevant job posting link to select it. "The Employment Opportunities - Overview job posting" window is now displayed. Look at the job posting and decide if it could be of interest to someone you know.



Select the job posting and click on "Tell a Friend".

Hisibon witand La Friend			
Functional Area	Country	Published	Favorite
		10.04.2013	
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	l a Filend"	la Filend'	Functional Anna Country Published 10.04.2013

The Tell a Friend screen opens in a new window. You can copy the link of the job posting from the Tell A Friend window to your local e-mail program or you can open the local e-mail program automatically by clicking on the corresponding link "Forward Employment Opportunity via E-mail" on the Tell A Friend view.

Add additional information to the e-mail with the link to the employment opportunity and then send the message to the recipient.

Your friend receives an e-mail. This includes, among other things, the text entered by you and the link to the current job posting.

Your friend uses the link to look at the job posting and apply if interested.

Notification of Relevant Employment Opportunities (Job Agent)

You can use this process to receive information regularly and automatically about employment opportunities that meet the search criteria defined by you. You can also specify that the system automatically inform you about employment opportunities that meet the criteria for a new work relationship defined in your candidate profile.



Click on the "Job Agents" view to activate the job agents' window.

	- Durit	-				
	late Profile	Employment (Job Agent	ta .
Job Search	Application via R	elerence Code	Favorites	My Applications	JOD Agen	15
Job Ag	ents					
ould you like to	o receive notific	ations about inte	eresting job	postings?		
ere, you see the	e job agents that	you created so y	ou can rece	ive notifications a	about interes	ting job postings.
Job Agents						
Name of Jo	b Agent	Job Agent Fre	quency	Status		
The tabl	e does not cont	ain any data				
		ani any data				
dd Edit D	elete					
Notify me by e	-mail if the requ	irements in a job	posting ma	atch the information	on in my prof	ile.
		-				
ave						
ick on "Add"	button to crea	te a new job a	gent			
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avascript:void(0);

Apprentice Executive - On Contract



The "Save as Job Agent" views opens in a new window.

Save as Job Agent				
To overwrite a job agent, select it in the table and then save it.				
Enter a unique name for the job agent.				
Name of Job Agent: * Human resource job				
Frequency: We <mark>ekly 👻</mark>				
Active:				
Saved Job Agents				
Name of Job Agent				
i The table does not contain any data				
Save Close				

Assign a name, define the frequency with which the job agent is run, activate the job agent, and save your entries by clicking on "Save" button.

The system displays the list of all job agents already defined including the newly created one. You can adjust at any time the frequency with which the job agent searches for employment opportunities and the status of the job agent in the list. You then have to save your entries. You can select the job agent and click on "Edit" to change the search parameters. You can define up to a maximum of three job agents in the system.

Favourites

You can create a list of favourites in which you store jobs that you have flagged as interesting. You can apply for jobs directly from these job postings without searching again. To search for jobs and mark them as favourites, click on the "Employment Opportunities" tab to activate the job search window.

Click on the "Start" button to continue.

The Employment Opportunities - Search Criteria window is now displayed.

For further clarification/guidance/feedback contact us on career@lifecarehll.com .