

HLL E-RECRUITING USER GUIDE

E-RECRUITING

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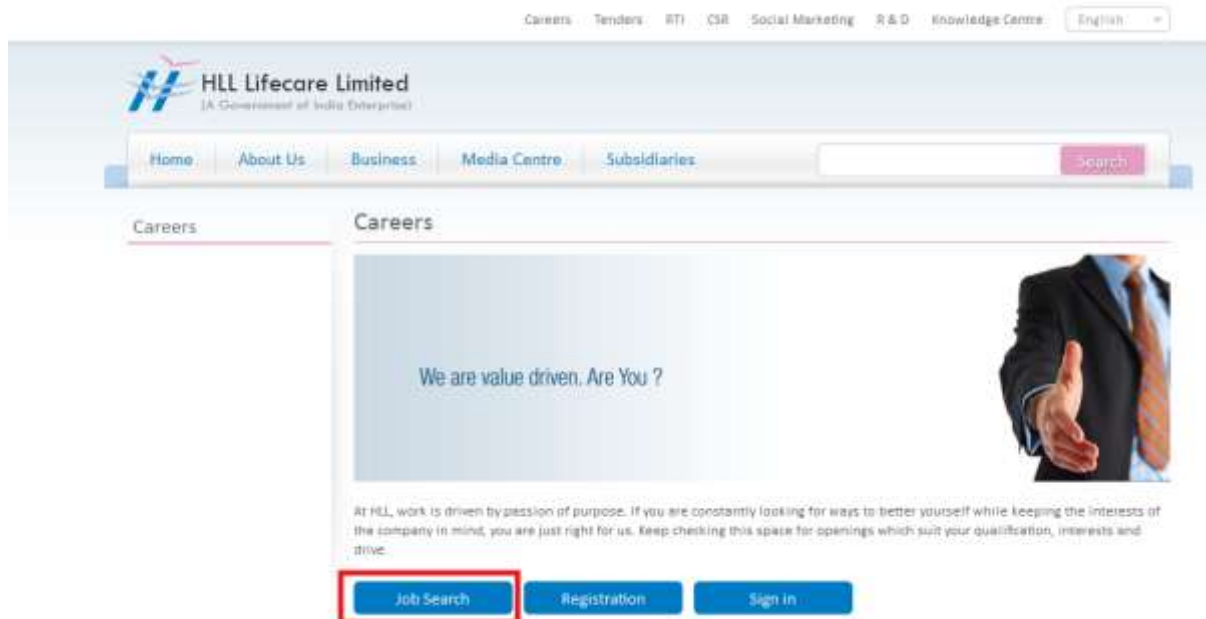
Using this guide

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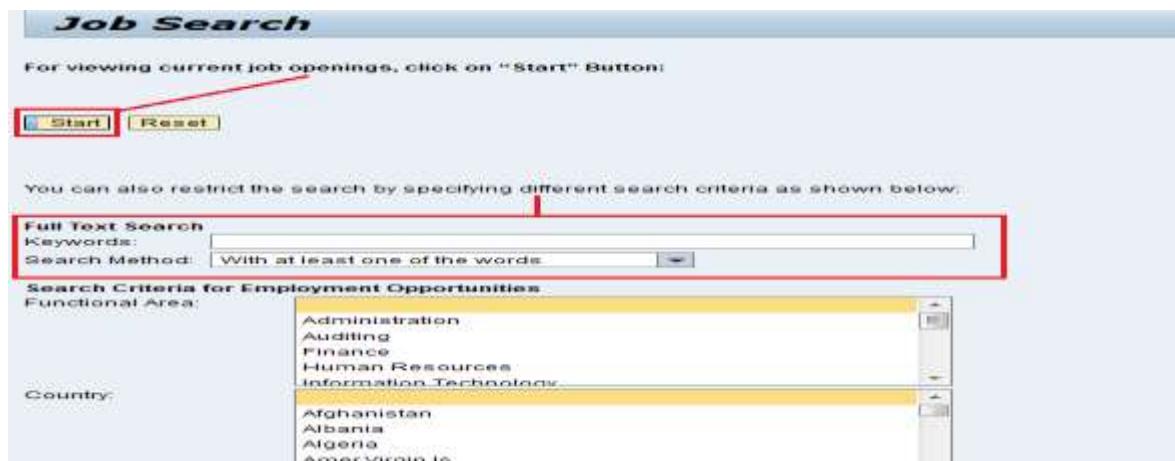
Browse vacancies/search for a position

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



* **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.



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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. Register and login as a registered user.
2. Create/Update your detailed candidate profile.
3. Browse for the published job opportunity and Apply against that.

For sending information about a particular position to your friend, choose the respective row and click “Tell a Friend”

[Return to Search](#)

Search Criteria

The search was not restricted.

Search Result 2 Hits

Job Posting	Functional Area	Country	Reference Code	Published
Library Assistant			HLLHR/028/2013	10.04.2013
GRADUATE TEACHING PHYSICS/CHEMISTRY/MATHEMATICS			HLLHR/029/2013	09.04.2013

[Apply](#) [Tell 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](#)



एचएलएल लाइफकेयर लिमिटेड
(भारत सरकार का उद्यम)
HLL Lifecare Limited
(A Government of India Enterprise)

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.

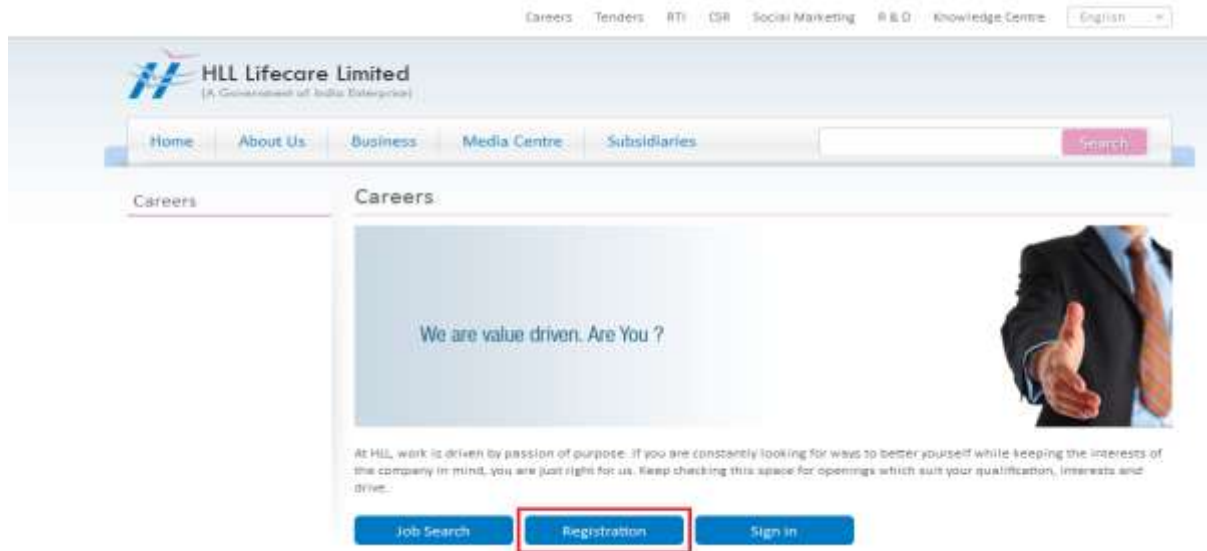
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To apply for a job, go to “Apply” and Register Here/ Sign In.

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>



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

The Registration page is displayed.

Welcome to the HLL's Online Recruitment System.

Restrictions:

1. For Registration a valid e-mail id which you will be using for the next one year is essential. Your user ID will be this e-mail id itself, but the password which you are using here can be different. Please note that we will not be able to see the password set by you here. Registration will not be considered as an application for any position.
2. For Candidate Profile Creation: Once registered, you will have to complete your profile creation by giving details like Personal Data, Education, Work Experience, etc. You will also have to attach your passport size photograph and other relevant certificates'.jpg' format with a maximum size of 2 MB for each file. Hence please keep these ready before starting the registration process.
3. After Your Registration & Profile Creation: You may browse through our Employment Opportunities to apply for a particular post, using the tab titled as "Employment Opportunities" within your profile page.
4. For Data Bank: You can also release your profile to our Data Bank. Please note that the purpose of creating your profile in the data bank is to create an application pool of prospective candidates to consider against future vacancies as and when arises.
5. For Applying: Applicants will have to compulsorily apply against the vacancies getting published from time to time, in order to ensure that your application is getting considered against a particular post.
6. Validation Period: Your profile will expire automatically if you are not logging on / updating the profile within a period of seven months.

Name

First name *

Middle Name

Last Name *

User Data

User Name *

Password *

Repeat Password *

E-Mail *

Repeat E-Mail *

Please note that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.

Declaration:

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.

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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.

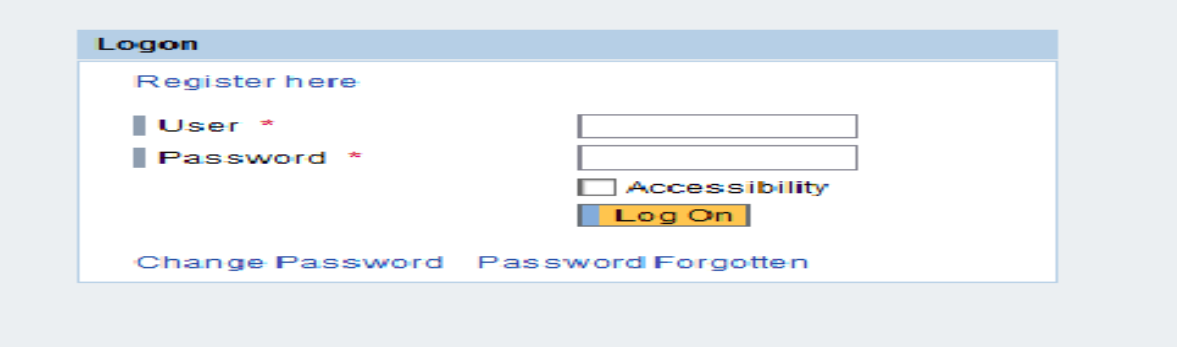
Once you have registered, you can use your login details (user name/ID and password) to log into the HLL’s career site, which besides enabling you to apply for positions, also gives you the ability to track your application progress.

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 <http://www.lifecarehll.com/career> . 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.



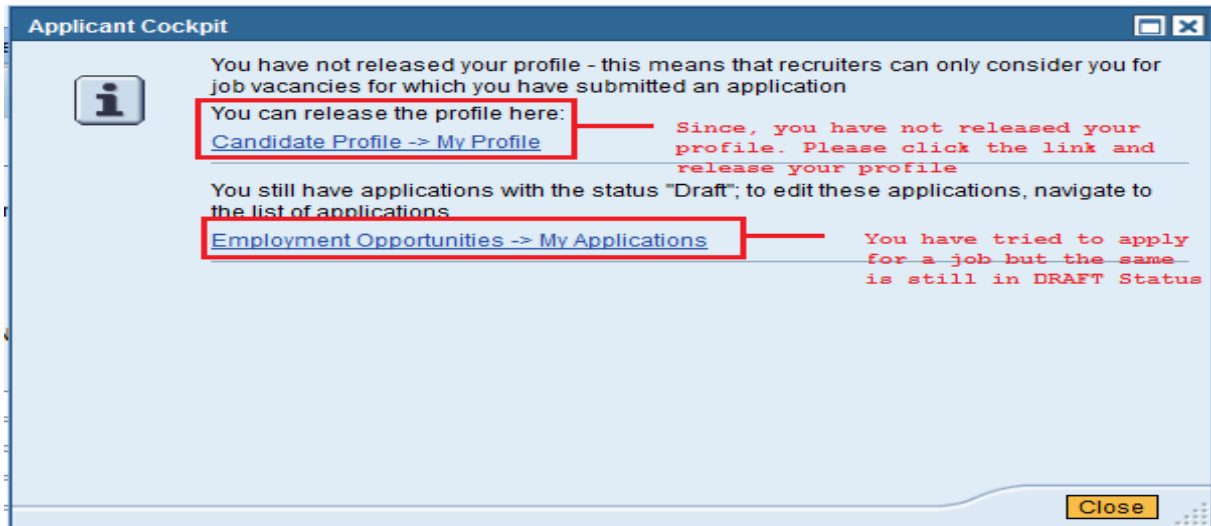
The screenshot shows a web form titled "Logon". At the top left of the form area is a link "Register here". Below it are two input fields: "User *" and "Password *". To the right of the "Password *" field is an unchecked checkbox labeled "Accessibility". Below the checkbox is a yellow button labeled "Log On". At the bottom of the form area are two links: "Change Password" and "Password Forgotten".

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

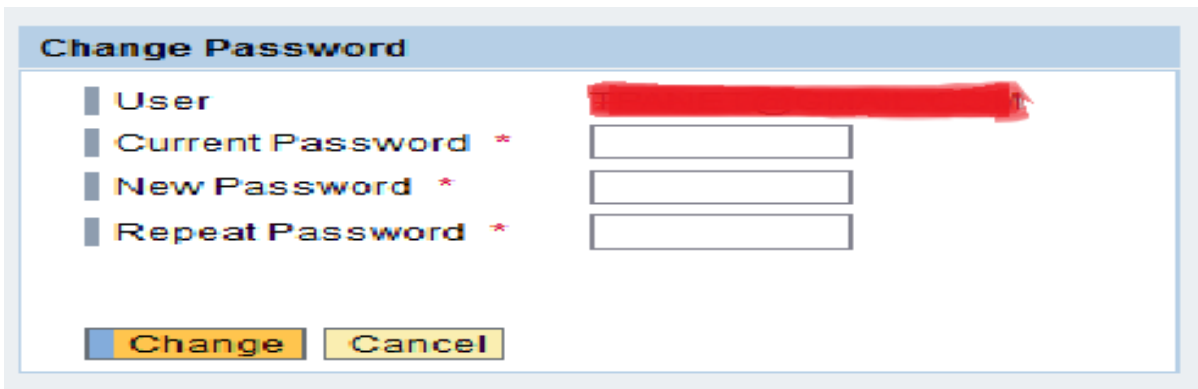
The “Applicant Cockpit” is opened.

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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.



Changing Password



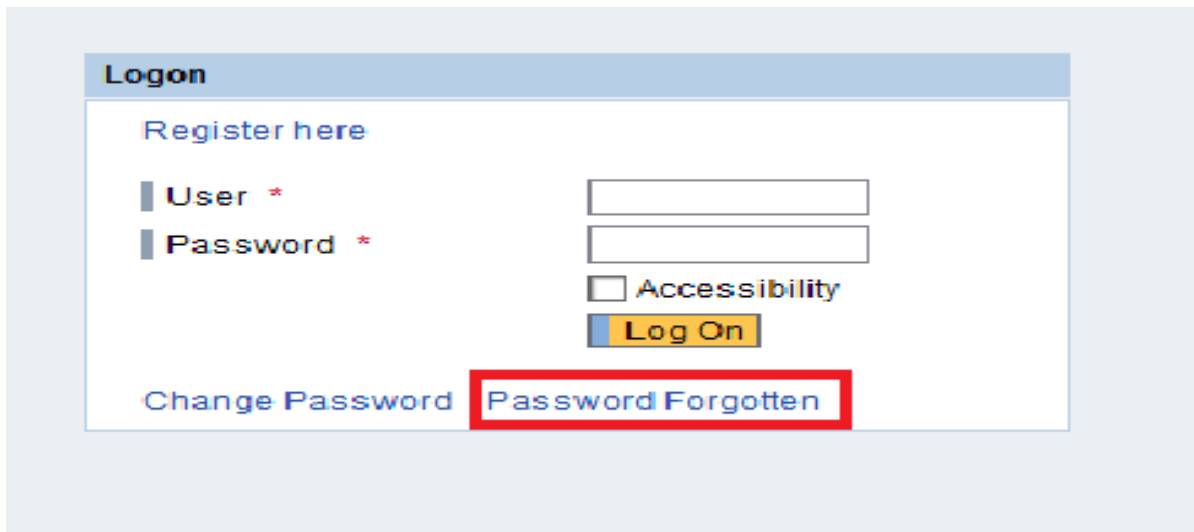
If you would like to change your password, you will click on “Sign In” link to get the login screen.

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.

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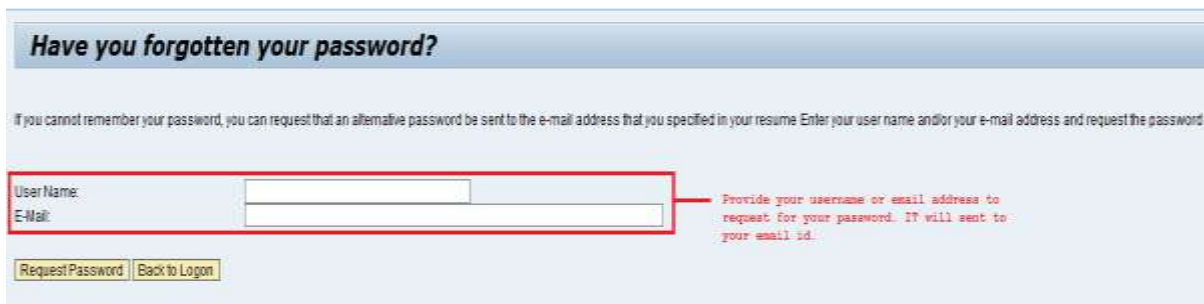
Requesting an Alternative Password

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.



The screenshot shows a web form titled "Logon". At the top left is a link "Register here". Below it are two input fields: "User *" and "Password *". To the right of the "Password *" field is a checkbox labeled "Accessibility". Below the input fields is a yellow "Log On" button. At the bottom of the form are two links: "Change Password" and "Password Forgotten", which is highlighted with a red rectangular border.

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



The screenshot shows a web form titled "Have you forgotten your password?". Below the title is a small text block: "If you cannot remember your password, you can request that an alternative password be sent to the e-mail address that you specified in your resume. Enter your user name and/or your e-mail address and request the password." Below this are two input fields: "User Name:" and "E-Mail:". A red rectangular border highlights both input fields. To the right of the "E-Mail:" field is a red text instruction: "Provide your username or email address to request for your password. It will sent to your email id." Below the input fields are two buttons: "Request Password" and "Back to Logon".

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.

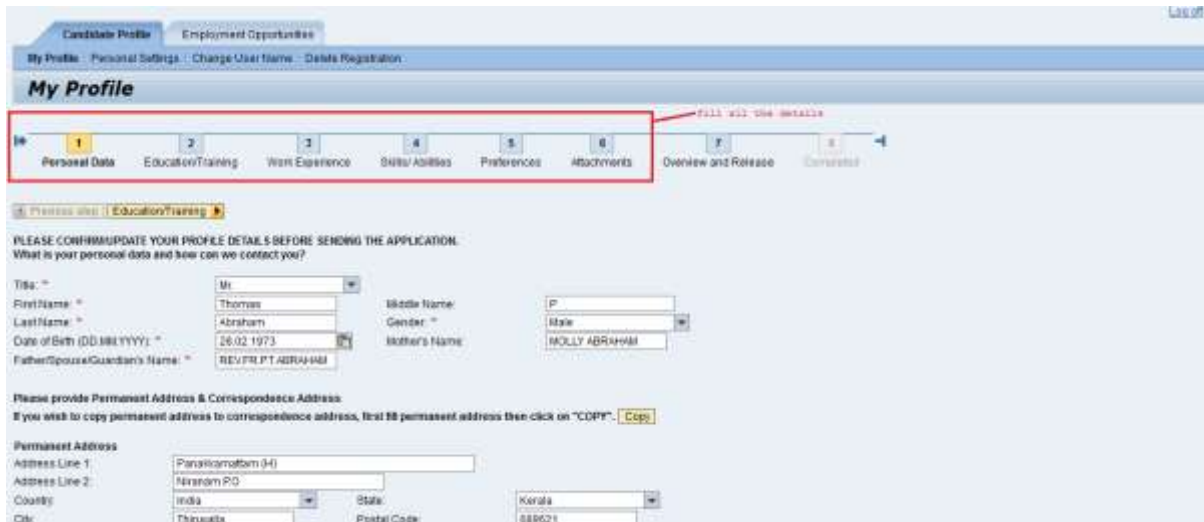
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How to create a profile

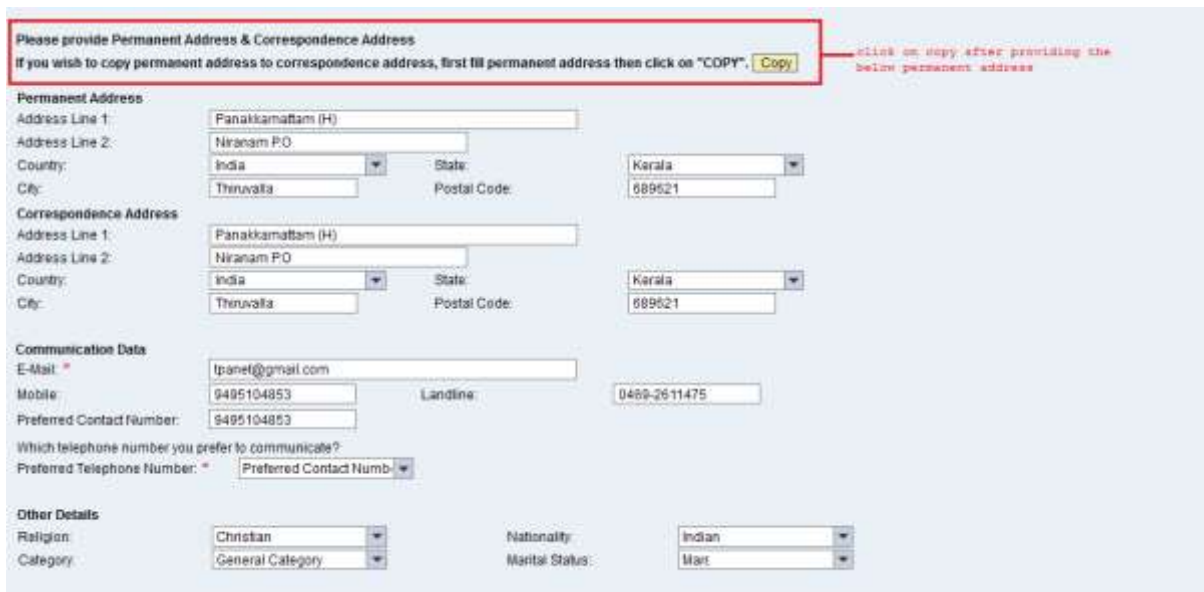
To apply for a vacancy online, you need to create an electronic résumé, complete with supporting documentation and a cover letter.

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



The screenshot shows the 'My Profile' page with a progress bar at the top. The progress bar has 8 steps: 1. Personal Data (highlighted in red), 2. Education/Training, 3. Work Experience, 4. Skills/Abilities, 5. Preferences, 6. Attachments, 7. Overview and Release, and 8. Complete. A red box highlights the first six steps, with a red arrow pointing to the text 'Fill all the details'. Below the progress bar, there is a section titled 'PLEASE CONFIRM/UPDATE YOUR PROFILE DETAILS BEFORE SENDING THE APPLICATION. What is your personal data and how can we contact you?'. The form includes fields for Title (Mr), First Name (Thomas), Last Name (Abraham), Date of Birth (26.02.1973), Father/Spouse/Guardian's Name (REV. FR. P. T. ABRAHAM), Middle Name (P), Gender (Male), and Mother's Name (MOLLY ABRAHAM). Below this, there is a section for 'Please provide Permanent Address & Correspondence Address'. It includes fields for Address Line 1 (Panakkamattam (H)), Address Line 2 (Niranam P.O), Country (India), City (Thiruvalla), State (Kerala), and Postal Code (689621). A red box highlights the 'Copy' button next to the instruction 'If you wish to copy permanent address to correspondence address, first fill permanent address then click on "COPY"'. A red arrow points to the 'Copy' button with the text 'click on copy after providing the below permanent address'.



This screenshot shows a detailed form for providing permanent and correspondence addresses. It includes fields for Address Line 1 (Panakkamattam (H)), Address Line 2 (Niranam P.O), Country (India), City (Thiruvalla), State (Kerala), and Postal Code (689621). Below this, there is a section for 'Communication Data' with fields for E-Mail (t.paneel@gmail.com), Mobile (9495104853), Landline (0489-2611475), and Preferred Contact Number (8495104853). There is also a dropdown menu for 'Preferred Telephone Number' set to 'Preferred Contact Number'. At the bottom, there is a section for 'Other Details' with fields for Religion (Christian), Nationality (Indian), Category (General Category), and Marital Status (Married). A red box highlights the 'Copy' button next to the instruction 'If you wish to copy permanent address to correspondence address, first fill permanent address then click on "COPY"'. A red arrow points to the 'Copy' button with the text 'click on copy after providing the below permanent address'.

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

Educational Institution: *
 University/Board: *
 Start Date (DD.MM.YYYY): * End Date (DD.MM.YYYY): *
 Date of Passing/ Expeded Date of Result: *
 Country: State:
 City:
 Course Type: *
 Degree: * Branch:
 Branch: Highest Degree/Certificate:
 Education Title (Eg: B.Tech, ICWA, M.A. etc in case of others):
 Specialization/Main Subjects: Percentage Marks: *
 Description:

 Click on transfer to create the record

If your branch doesnot exist in the list select "Others". Next branch list will open.

1 Personal Data 2 **Education/Training** 3 Work Experience 4 Skills/Abilities 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

Which courses of study have you completed?

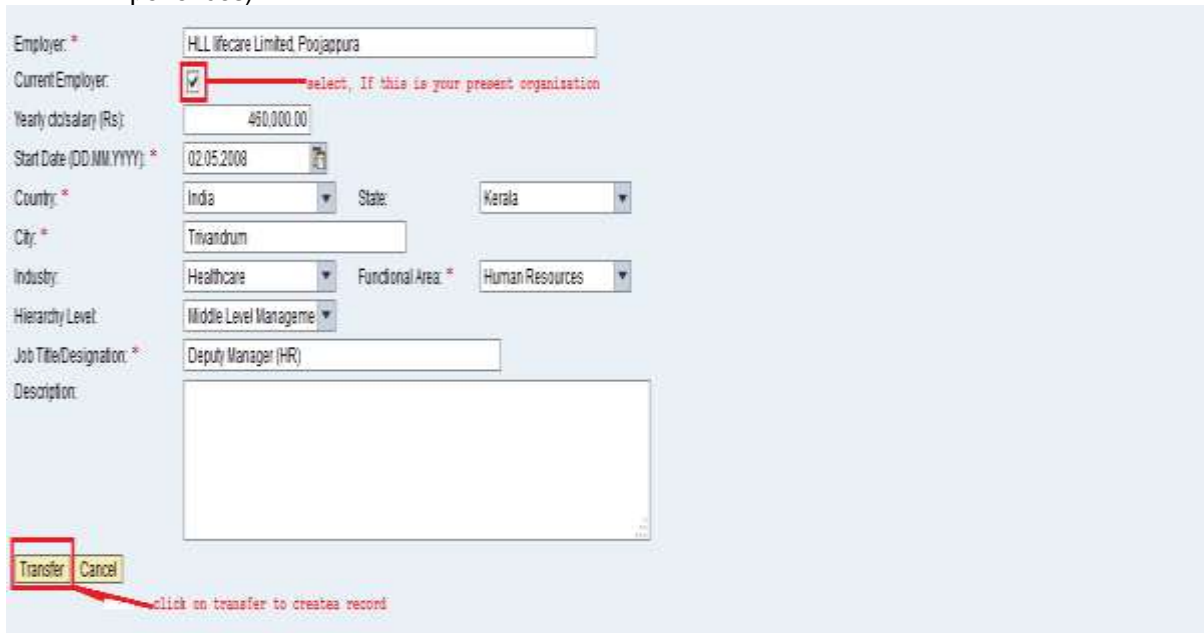
* Note: Please add educations in the order of-Highest as First entry and Lowest as Last entry.

Education/Training							
Start Date (DD.MM.YYYY):*	End Date (DD.MM.YYYY)	Educational Institution	City	Country	Branch	Percentage Marks	Highest Degree/Certific
01.05.1995	01.06.1997	University of Pune	Pune	India	Human Resource Management	70	<input type="button" value=""/>

Education record will get updated.

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



Employer: * HLL lifecare Limited, Poojappura

Current Employer: select, if this is your present organisation

Yearly do/salary (Rs): 460,000.00

Start Date (DD.MM.YYYY): * 02.05.2008

Country: * India State: Kerala

City: * Trivandrum

Industry: Healthcare Functional Area: * Human Resources

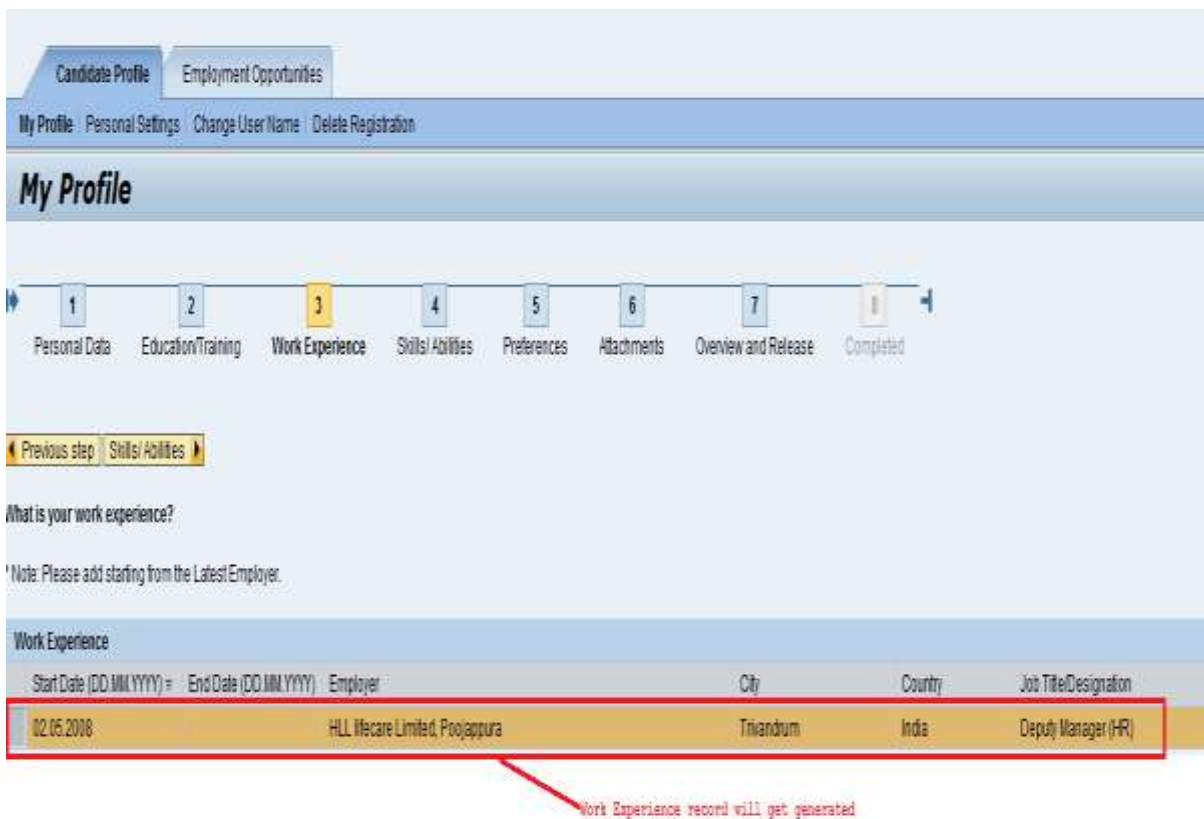
Hierarchy Level: Middle Level Management

Job Title/Designation: * Deputy Manager (HR)

Description:

Transfer Cancel

click on transfer to create record



Candidate Profile Employment Opportunities

My Profile Personal Settings Change User Name Delete Registration

My Profile

1 Personal Data 2 Education/Training 3 **Work Experience** 4 Skills/Abilities 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

Previous step Skills/Abilities

What is your work experience?

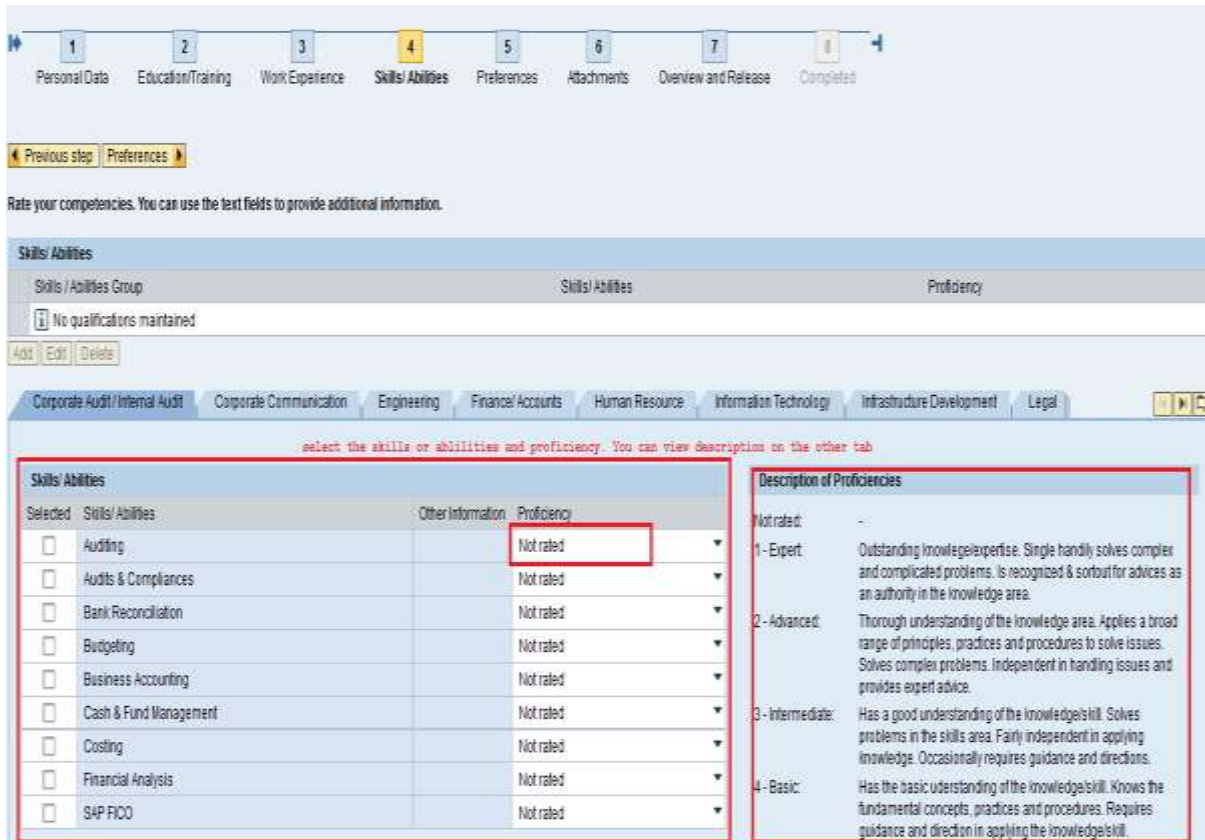
Note: Please add starting from the Latest Employer.

Start Date (DD.MM.YYYY)	End Date (DD.MM.YYYY)	Employer	City	Country	Job Title/Designation
02.05.2008		HLL lifecare Limited, Poojappura	Trivandrum	India	Deputy Manager (HR)

Work Experience record will get generated

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



select the skills or abilities and proficiency. You can view description on the other tab

Selected	Skills/Abilities	Other Information	Proficiency
<input type="checkbox"/>	Auditing		Not rated
<input type="checkbox"/>	Audits & Compliances		Not rated
<input type="checkbox"/>	Bank Reconciliation		Not rated
<input type="checkbox"/>	Banking		Not rated
<input type="checkbox"/>	Business Accounting		Not rated
<input type="checkbox"/>	Cash & Fund Management		Not rated
<input type="checkbox"/>	Costing		Not rated
<input type="checkbox"/>	Financial Analysis		Not rated
<input type="checkbox"/>	SAP FICO		Not rated

Description of Proficiencies

Not rated: -

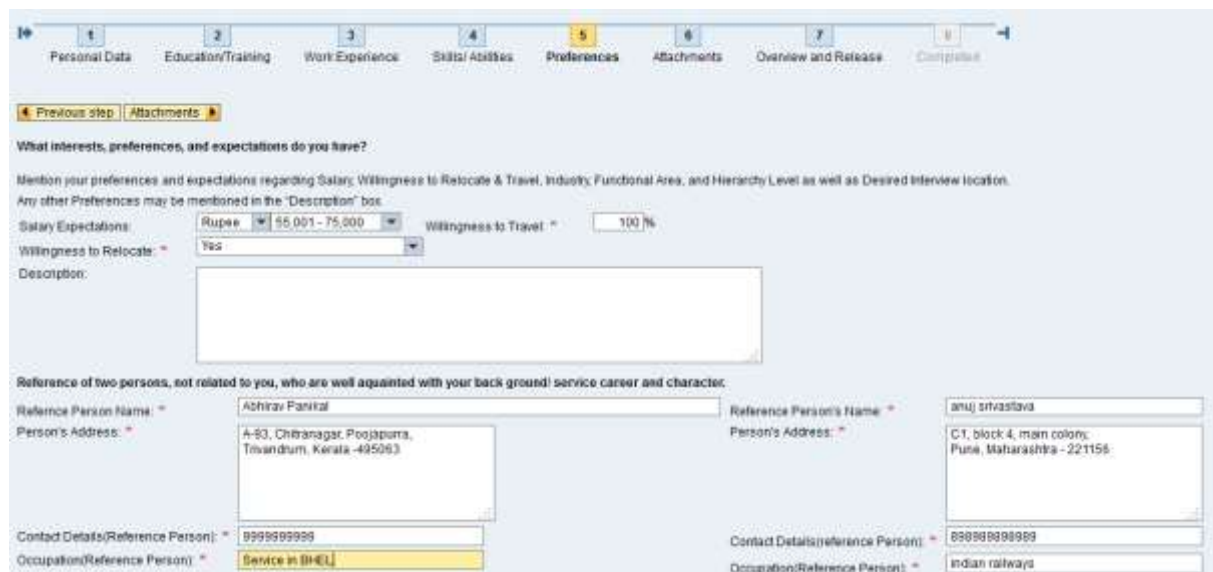
1- Expert: Outstanding knowledge/expertise. Single handily solves complex and complicated problems. Is recognized & sought for advices as an authority in the knowledge area.

2- Advanced: Thorough understanding of the knowledge area. Applies a broad range of principles, practices and procedures to solve issues. Solves complex problems. Independent in handling issues and provides expert advice.

3- Intermediate: Has a good understanding of the knowledge/skill. Solves problems in the skills area. Fairly independent in applying knowledge. Occasionally requires guidance and directions.

4- Basic: Has the basic understanding of the knowledge/skill. Knows the fundamental concepts, practices and procedures. Requires guidance and direction in applying the knowledge/skill.

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.



What interests, preferences, and expectations do you have?

Mention your preferences and expectations regarding Salary, Willingness to Relocate & Travel, Industry, Functional Area, and Hierarchy Level as well as Desired Interview location. Any other Preferences may be mentioned in the "Description" box.

Salary Expectations: Rupee: 55,001 - 75,000 Willingness to Travel: 100%

Willingness to Relocate: Yes

Description:

Reference of two persons, not related to you, who are well acquainted with your back ground/ service career and character.

Reference Person Name: Abhirav Panikar Reference Person's Name: Anuj Srivastava

Person's Address: A-33, Chitranagar, Poojapura, Trivandrum, Kerala - 495063 Person's Address: C1, block 4, main colony, Pune, Maharashtra - 221155

Contact Details (Reference Person): 9999999999 Contact Details (Reference Person): 8888888888

Occupation (Reference Person): Service in BH&L Occupation (Reference Person): Indian railways

Employment Preferences: Desired Interview Location

What kind of job would you like to have?

Industry Industry Air-conditioning Add Delete	Functional Area Functional Area Others Add Delete	Hierarchy Level Hierarchy Level Level: Level Management (3 - 5 Yr) Add Delete
---	---	---

Employment Preferences: Desired Interview Location

Provide your desired interview location.

Desired Interview Location		
Country	Region	City
INDIA	Kerala	Trivandrum
Add Edit Delete		

but it doesn't mean that your interview location will be same.

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

Candidate Profile: Employment Opportunities

My Profile | Personal Settings | Change User Name | Delete Registration

My Profile

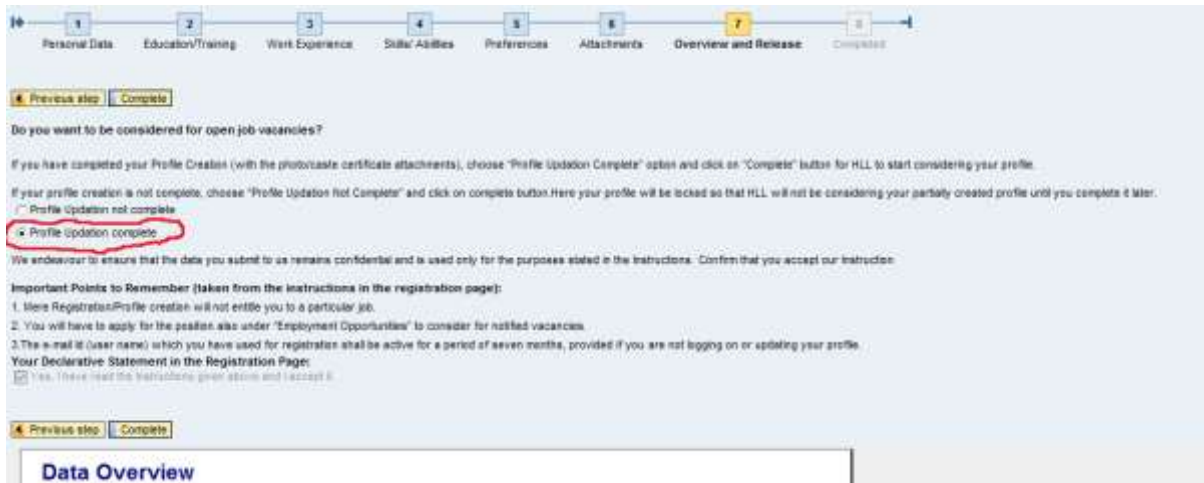
1 Personal Data | 2 Education/Training | 3 Work Experience | 4 Skills/Abilities | 5 Preferences | 6 **Attachments** | 7 Overview and Release | 8 Completed

[Previous step](#) | [Overview and Release](#)

Do you want to supplement your data by adding attachments?
You can attach electronically stored documents to supplement your data.

Document Title	Attachment Type	Language
Photo	Photo	English
Add Edit Delete		

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.**



1 Personal Data 2 Education/Training 3 Work Experience 4 Skills/Abilities 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

Previous step Complete

Do you want to be considered for open job vacancies?

If you have completed your Profile Creation (with the photo/caste certificate attachments), choose "Profile Updation Complete" option and click on "Complete" button for HLL to start considering your profile.

If your profile creation is not complete, choose "Profile Updation Not Complete" and click on complete button. Here your profile will be locked so that HLL will not be considering your partially created profile until you complete it later.

Profile Updation not complete

Profile Updation complete

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the instructions. Confirm that you accept our instruction.

Important Points to Remember (taken from the instructions in the registration page):

1. Mere Registration/Profile creation will not entitle you to a particular job.
2. You will have to apply for the position also under "Employment Opportunities" to consider for notified vacancies.
3. The e-mail id (user name) which you have used for registration shall be active for a period of seven months, provided if you are not logging on or updating your profile.

Your Declarative Statement in the Registration Page:

Yes, I have read the instructions given above and I accept it.

Previous step Complete

Data Overview

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 Personal Data 2 Education/Training 3 Work Experience 4 Skills/Abilities 5 Preferences 6 Attachments 7 Overview and Release 8 Complete

Previous step **Complete**

By clicking on complete button you have created your profile, remember you have still not applied to any job. GOTO "EMPLOYMENT OPPORTUNITIES" to explore more

Do you want to be considered for open job vacancies?

If you have completed your Profile Creation (with the photocaste certificate attachments), choose "Profile Update Complete" option and click on "Complete" button for HLL to start considering your profile.

If your profile creation is not complete, choose "Profile Update Not Complete" and click on complete button. Here your profile will be locked so that HLL will not be considering your partially created profile until you complete it later.

Profile Update not complete
 Profile Update complete

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the instructions. Confirm that you accept our instruction

Important Points to Remember (taken from the instructions in the registration page):

1. Here Registration/Profile creation will not entitle you to a particular job.
2. You will have to apply for the position also under "Employment Opportunities" to consider for notified vacancies.
3. The e-mail Id (user name) which you have used for registration shall be active for a period of seven months, provided if you are not logging on or updating your profile.

Your Declarative Statement in the Registration Page:

Yes, I have read the instructions given above and I accept it.

Previous step **Complete**

Always check, whether your profile is having the below status. If yes, then click on the above radio button and then click on complete button

Data Overview
The candidate's profile is locked.

Cancel Profile **Employment Opportunities** Logout

My Profile | Personal Details | Change User Name | Delete Registration

My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Skills/Abilities 5 Preferences 6 Attachments 7 Overview and Release 8 **Completed**

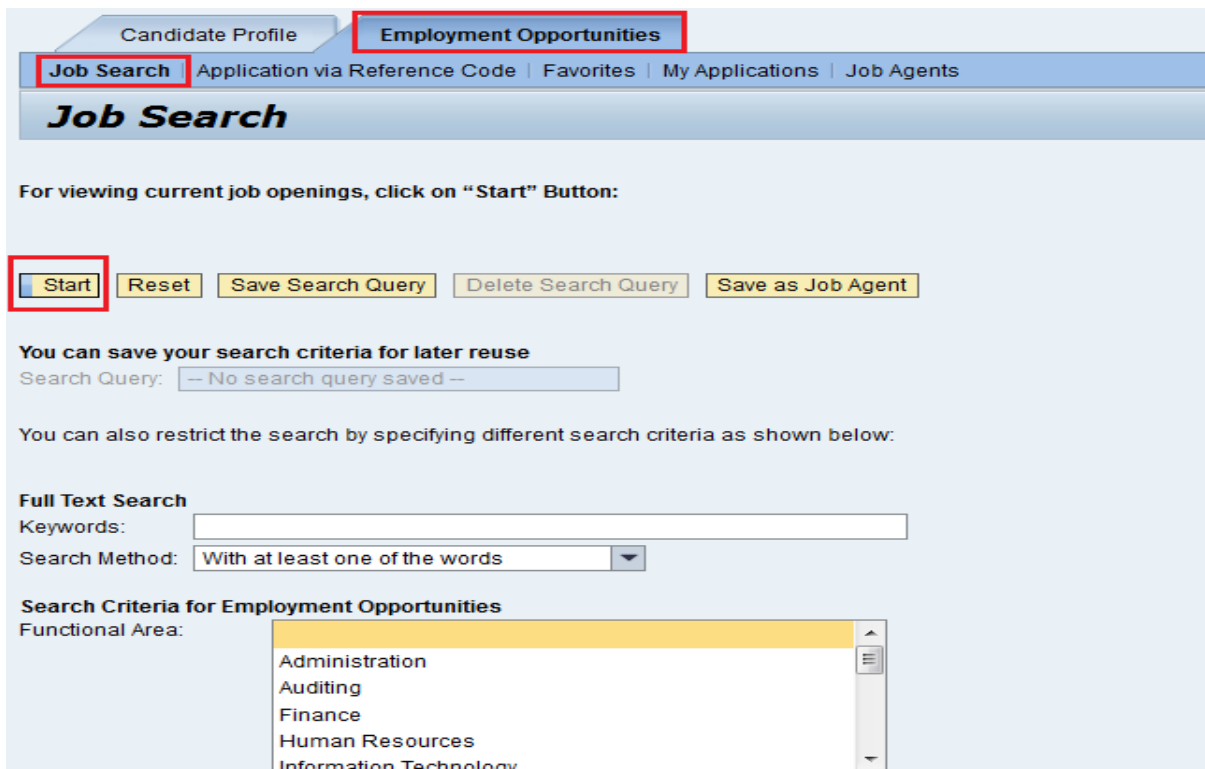
Your candidate's profile was released successfully

Your profile is visible to us now, but it doesn't mean you have applied for a job. Goto the above section "EMPLOYMENT OPPORTUNITIES"

For applying to the opening jobs employment opportunities

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The Employment Opportunities - Search Criteria window is now displayed.



Candidate Profile | **Employment Opportunities**

Job Search | Application via Reference Code | Favorites | My Applications | Job Agents

Job Search

For viewing current job openings, click on "Start" Button:

Start | Reset | Save Search Query | Delete Search Query | Save as Job Agent

You can save your search criteria for later reuse
Search Query: -- No search query saved --

You can also restrict the search by specifying different search criteria as shown below:

Full Text Search
Keywords:
Search Method: With at least one of the words

Search Criteria for Employment Opportunities
Functional Area:
Administration
Auditing
Finance
Human Resources
Information Technology



Job Search

Are you looking for an interesting new job?
Here you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard.
Choose "Create Favorite" to add the job posting to your list of favorites.
You can also change your entry and restart the search.
For sending information about a particular position to your friend, choose the respective row and click "Tell a Friend"

Return to Search

Search Criteria
The search was not restricted

Search Result: 2 Hits

Job Posting	Functional Area	Country	Published
Library Assistant			10.04.2013
GRADUATE TRAINEES (PHYSICS/CHEMISTRY/MATHEMATICS)			09.04.2013

Apply | Add Favorite | Save Search Query | Tell a Friend

Return to Search

Select the open publication and then click on apply.

After selecting the above row, click on "APPLY".

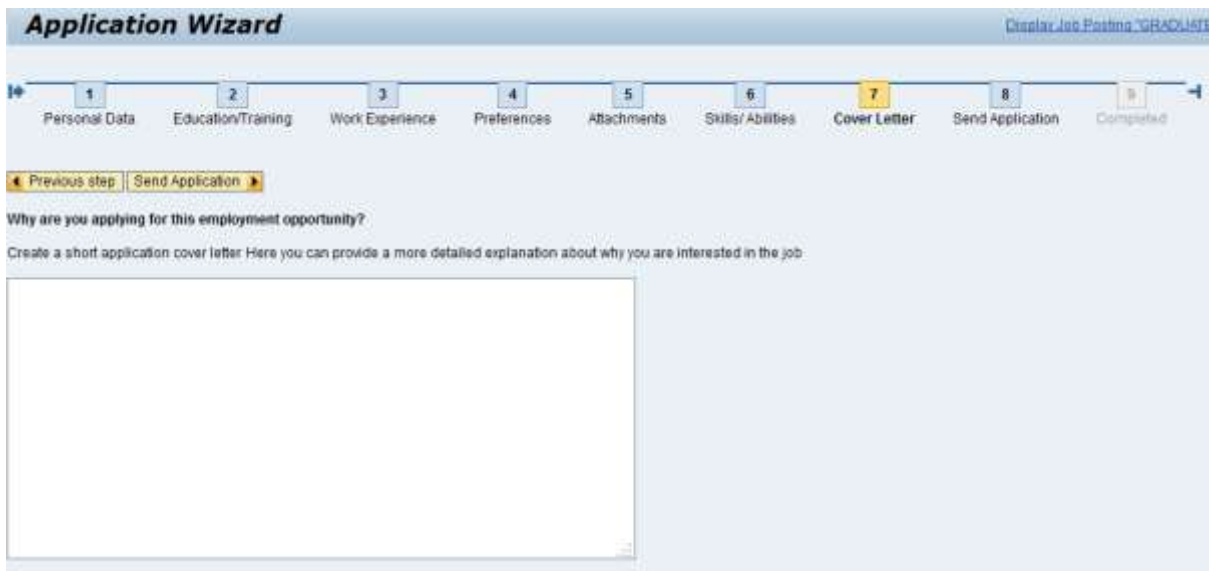
Click on the relevant job posting link to select it. "The Employment Opportunities - Overview job posting" window is now displayed. Click on "Apply".

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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.

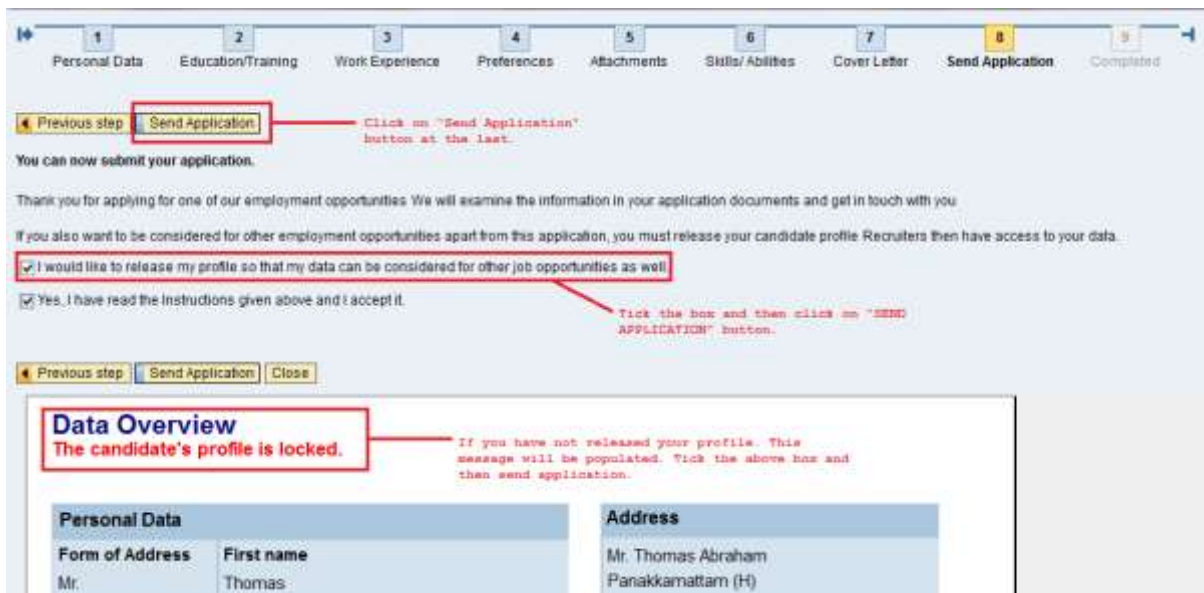


“The Employment Opportunities - Application Wizard” window is now displayed. You can now update your application before submitting it for the position you wish to apply. Work your way through each step of the wizard to make sure that you have covered each page (steps 1 – 6) of your application. Once you have done so, click on the “Cover Letter” button to continue.



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.

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1 Personal Data 2 Education/Training 3 Work Experience 4 Preferences 5 Attachments 6 Skills/Abilities 7 Cover Letter 8 **Send Application** 9 Completed

Previous step **Send Application**

Click on "Send Application" button at the last.

You can now submit your application.

Thank you for applying for one of our employment opportunities. We will examine the information in your application documents and get in touch with you.

If you also want to be considered for other employment opportunities apart from this application, you must release your candidate profile. Recruiters then have access to your data.

I would like to release my profile so that my data can be considered for other job opportunities as well.

Yes, I have read the instructions given above and I accept it.

Tick the box and then click on "SEND APPLICATION" button.

Previous step **Send Application** Close

Data Overview
The candidate's profile is locked.

If you have not released your profile. This message will be populated. Tick the above box and then send application.

Personal Data		Address
Form of Address	First name	Mr. Thomas Abraham
Mr.	Thomas	Panakkamattam (H)

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 Profile **Employment Opportunities**

Job Search Application via Reference Code Favorites **My Applications** Job Alerts

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 application again for withdrawn or deleted applications.

Number of Applications: 2

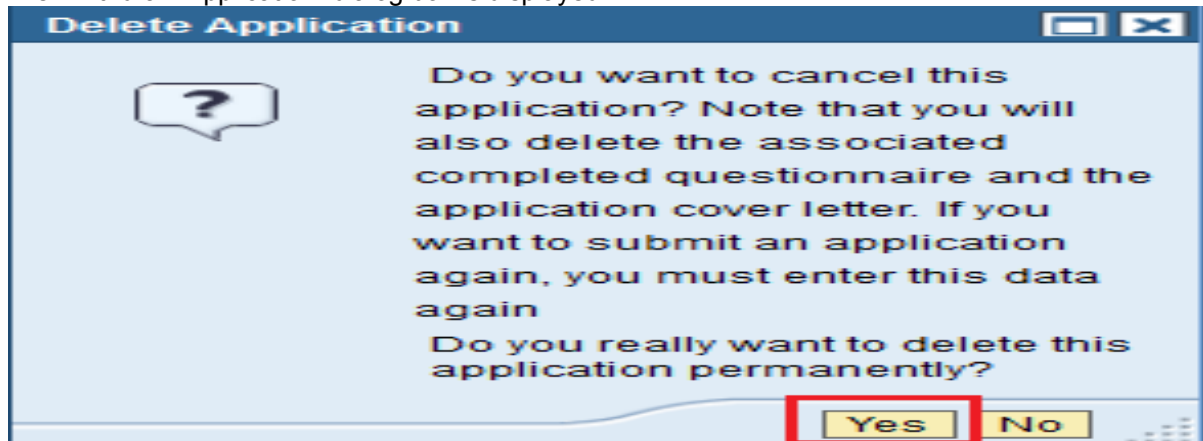
Job Posting	Application form	Status
Lifecare Assistant		Draft
GRADUATE TRAINEES (PHYSICIAN/CHEMIST/PHARMACEUTICALS)		Draft

Apply **Delete/Withdraw**

E-RECRUITING

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.



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.

E-RECRUITING

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”:



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.

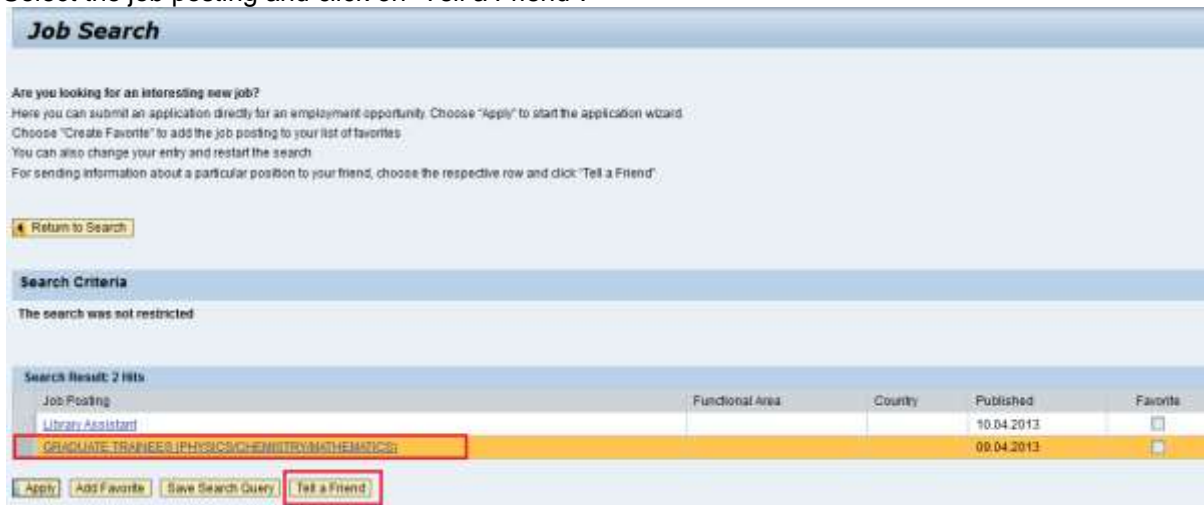
Recommendation of Job Posting (Tell a Friend)

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.

E-RECRUITING

Select the job posting and click on “Tell a Friend”.



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.

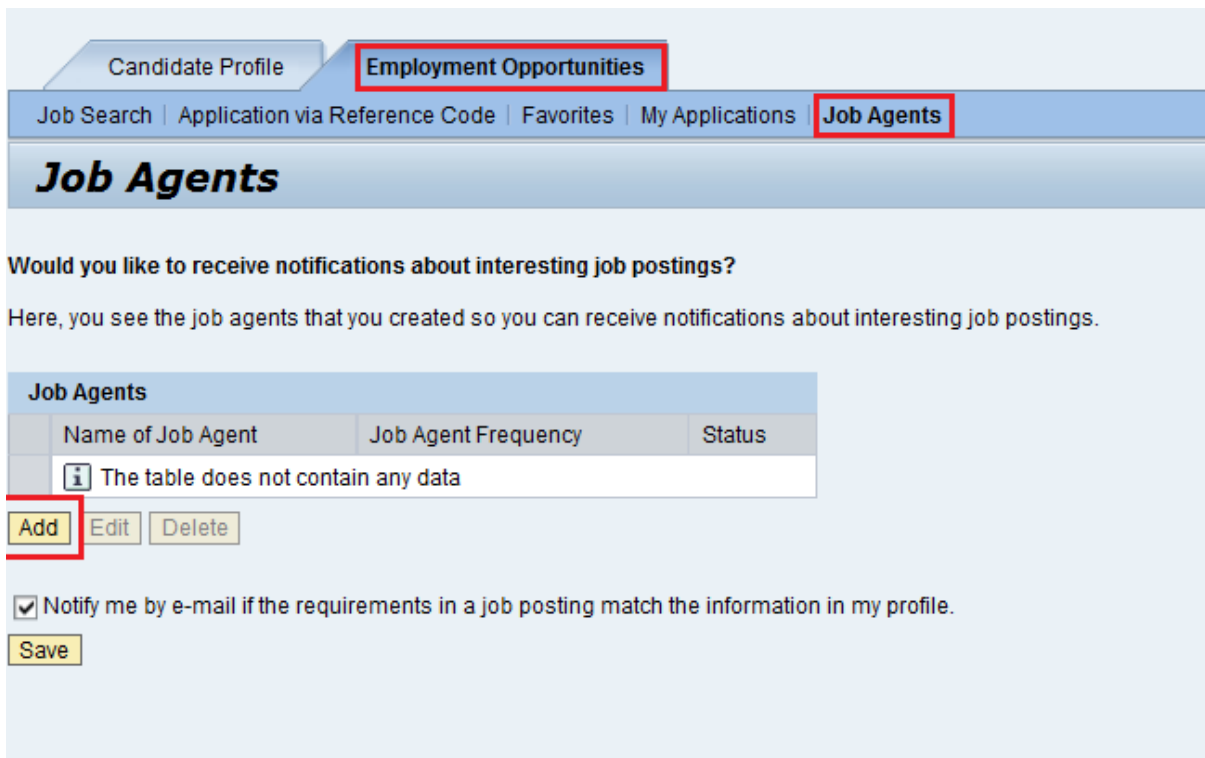
Your friend uses the link to look at the job posting and apply if interested.

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.

E-RECRUITING

Click on the “Job Agents” view to activate the job agents’ window.



Candidate Profile | **Employment Opportunities**

Job Search | Application via Reference Code | Favorites | My Applications | **Job Agents**

Job Agents

Would you like to receive notifications about interesting job postings?

Here, you see the job agents that you created so you can receive notifications about interesting job postings.

Name of Job Agent	Job Agent Frequency	Status
The table does not contain any data		

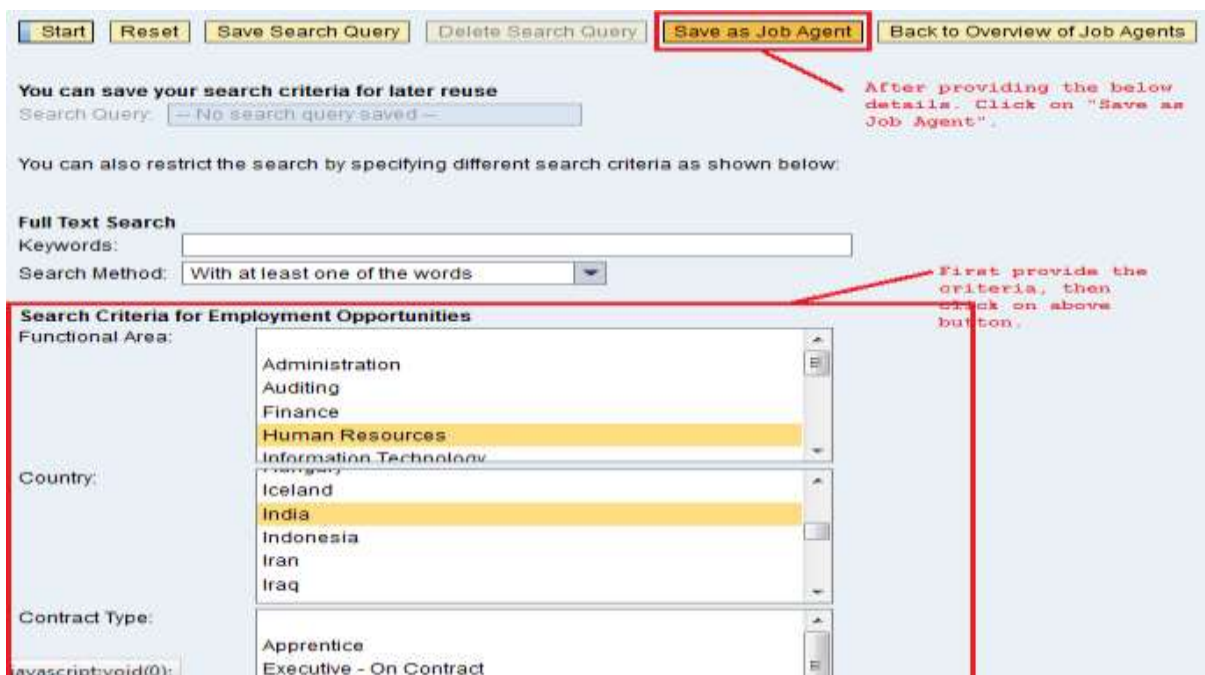
Add Edit Delete

Notify me by e-mail if the requirements in a job posting match the information in my profile.

Save

Click on “Add” button to create a new job agent.

The Job Search view appears.
Define your search criteria and click on “Save as Job Agent”.



Start **Reset** **Save Search Query** **Delete Search Query** **Save as Job Agent** **Back to Overview of Job Agents**

You can save your search criteria for later reuse
Search Query:

You can also restrict the search by specifying different search criteria as shown below:

Full Text Search
Keywords:
Search Method:

Search Criteria for Employment Opportunities

Functional Area:

Country:

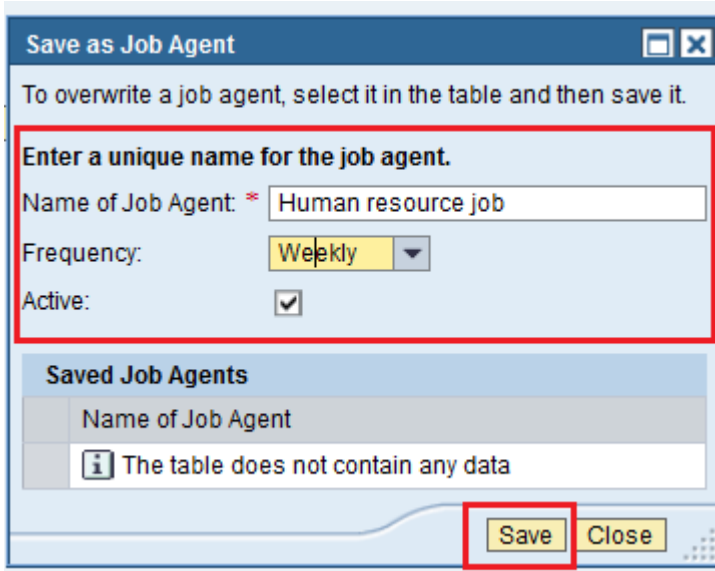
Contract Type:

After providing the below details. Click on "Save as Job Agent".

First provide the criteria, then click on above button.

E-RECRUITING

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



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 .