

User Guide

Onboarding (Admin) v1.0.0



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Onboarding (Admin)

1 WHERE TO ACCESS

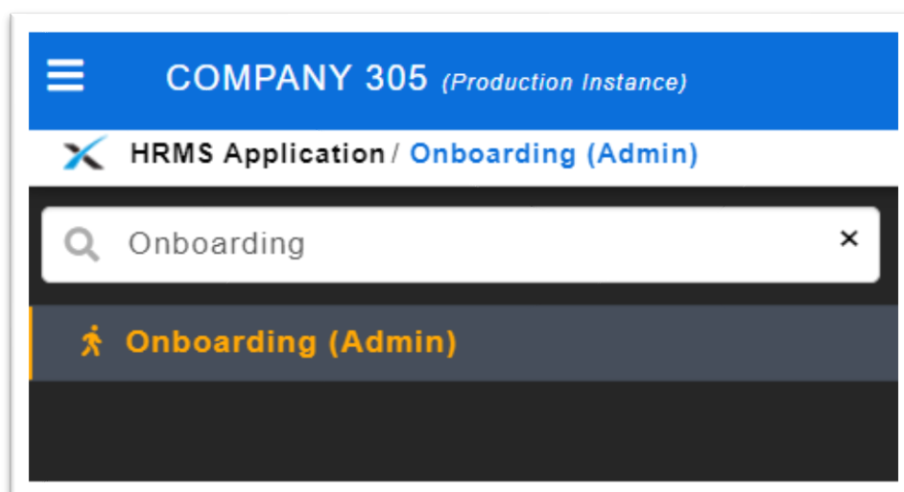


Figure 1.1

To access, simply click on the menu sidebar and search for "Onboarding (Admin)".

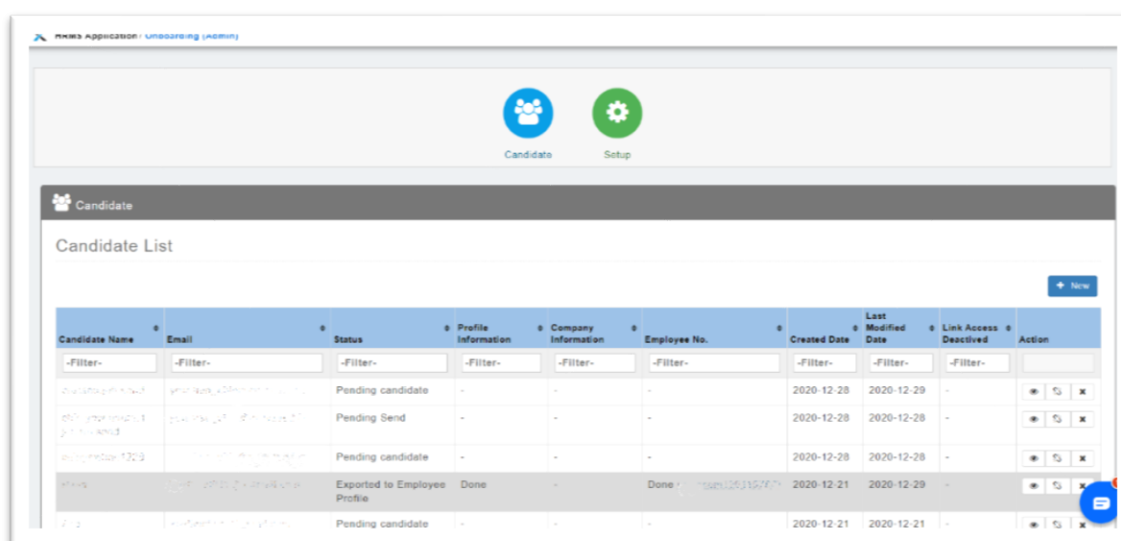


Figure 1.2

After access to the Onboarding (Admin), you will be seeing a screen as shown in Figure 1.2.

2 ONBOARDING SETUP

2.1 What is an Onboarding Setup

Onboarding Setup is a place where you can setup Document Type, Company Document, HR Email, and Instruction for Candidate.

2.2 Where to Access Onboarding Setup

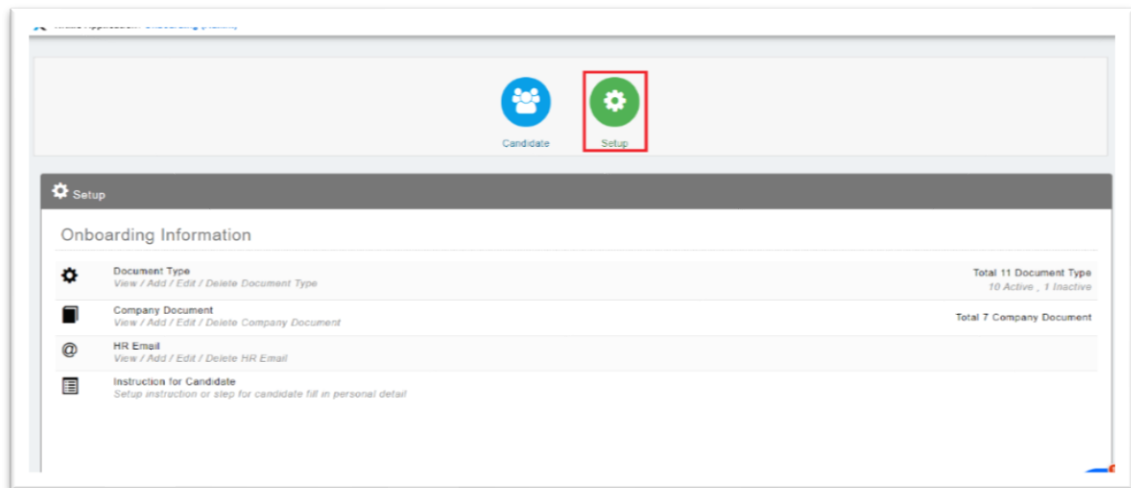


Figure 2.1

To access the Onboarding Setup, click the setup button on the menu bar as shown in Figure 2.1.

After access to Onboarding Setup, you will be seeing a screen as shown in Figure 2.1.

3 DOCUMENT TYPE SETUP

3.1 What is Document Type

Document Type is a place that you can set up document categories. The document categories set up can help you to categories uploaded documents.

3.2 Where to access Document Type setup

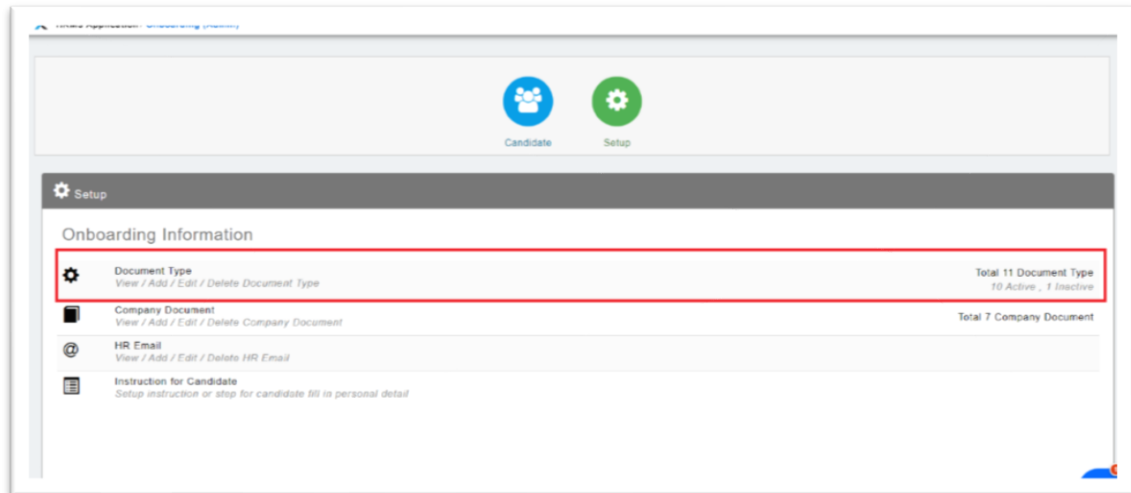


Figure 3.1

Click on the highlighted area in Figure 3.1 to access the document type setup.

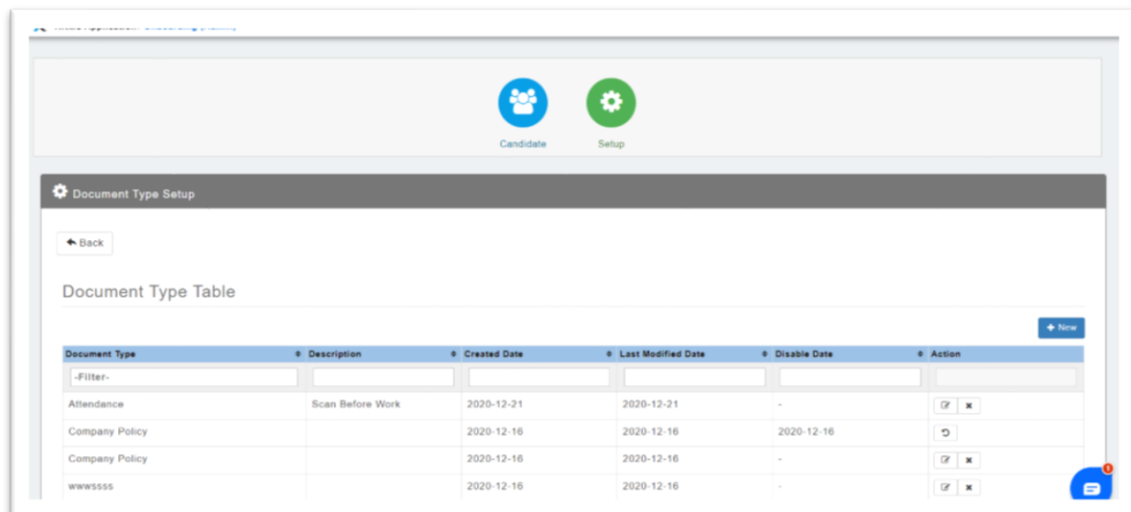


Figure 3.2

After access to Document Type Setup, a screen will show as in Figure 3.2.

3.3 To Create a Document Type

To create a document type, click **+ New** to start a new document type.

3.3.1 Create Document Type Form.

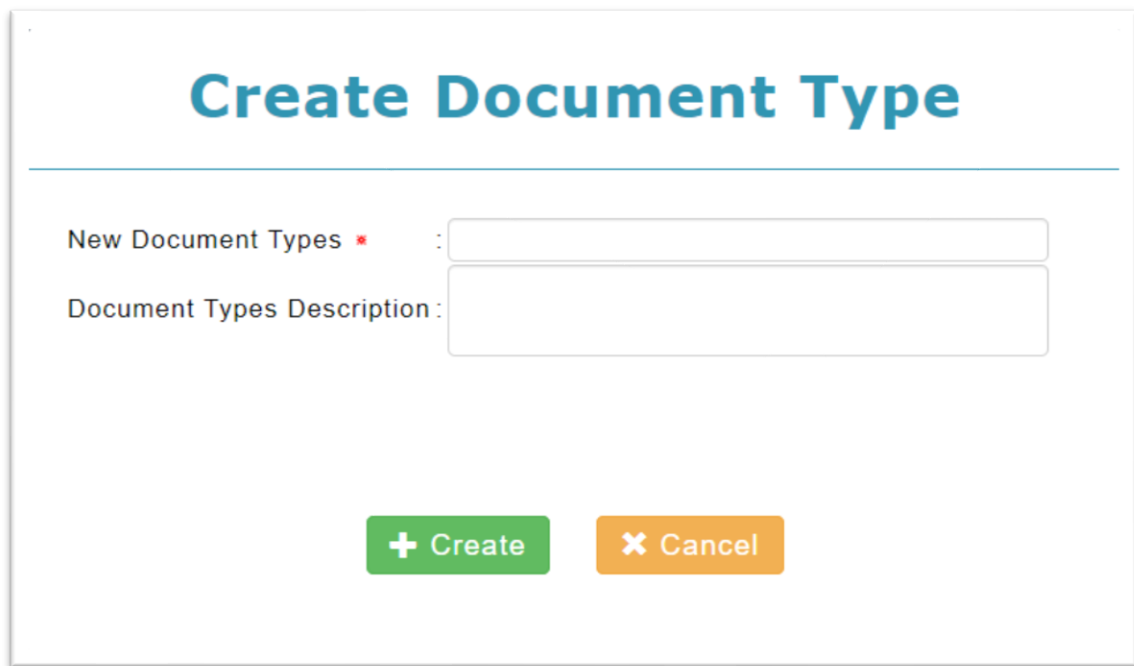
A screenshot of a web form titled "Create Document Type" in a large, bold, blue font. Below the title is a horizontal line. The form contains two input fields: the first is labeled "New Document Types *" with a red asterisk, and the second is labeled "Document Types Description:". Both labels are in a dark blue font. At the bottom of the form are two buttons: a green button with a white plus icon and the text "+ Create", and an orange button with a white 'X' icon and the text "X Cancel".

Figure 3.3

After Click **+ New**, a popup screen with the title "Create Document Type" will show as Figure 3.3.

3.3.2 Fill up document type detail.

Fill up the document type name and document type description.


3.3.3 Create document type

After filling up Document detail, click **+ Create** to save & create new document type.

3.3.4 New document type will show in the document type table

After click **+ Create**, the "Create Document Type" popup screen will close and the document type will show in the document type table.

3.4 To Edit Document Type

Click  to edit document type.

3.4.1 Edit Document Type Form

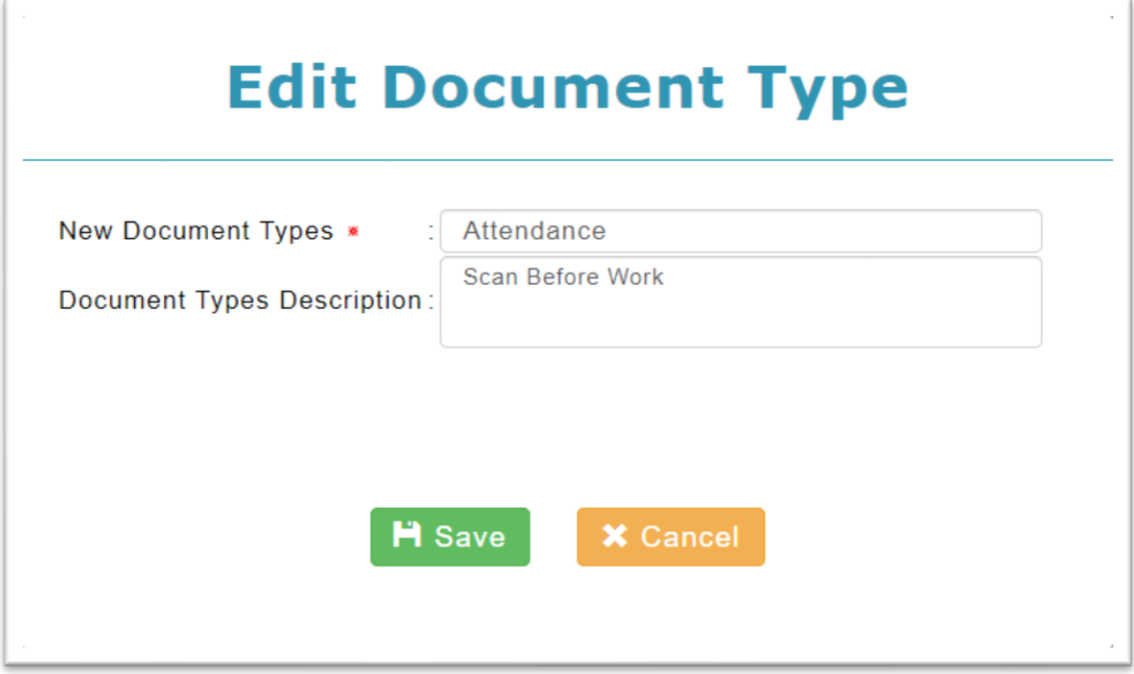
The image shows a web form titled "Edit Document Type" in a large, bold, blue font. Below the title is a horizontal line. The form contains two input fields. The first is labeled "New Document Types * :" and contains the text "Attendance". The second is labeled "Document Types Description :" and contains the text "Scan Before Work". At the bottom of the form are two buttons: a green "Save" button with a floppy disk icon and an orange "Cancel" button with an 'X' icon.


Figure 3.4

After Click , a popup screen with the title "Edit Document Type" will show as Figure 3.4


3.4.2 Fill up document type details

Fill up the updated document type name and updated document type description.

3.4.3 Save document type after edit.

Click  to save document type after edit.

3.4.4 Updated document type will show in the document type table

After click , the selected document will update and show in the document type table.

3.5 To Deactivate Document Type

3.5.1 Deactivate Document type

Click  on the selected document type.

3.5.2 Deactivate Document Type Form

Deactivate Document Type

New Document Types * :

Attendance

Document Types Description :

Scan Before Work


Deactivate

Cancel

Figure 3.5

A popup screen with the title “Deactive Document Type” is shown in Figure 3.5.

3.5.3 To Deactivate Document type

Click  to deactivate the selected document type.

3.5.4 Deactivate confirmation popup.

Confirmation

Deactivate Attendance?


Ok

Cancel



Figure 3.6

A confirmation pop-up screen will show in Figure 3.6.

3.5.5 Confirm to Deactivate Document Type

Click  to confirm deactivate document type.

3.5.6 Update Document Type Table

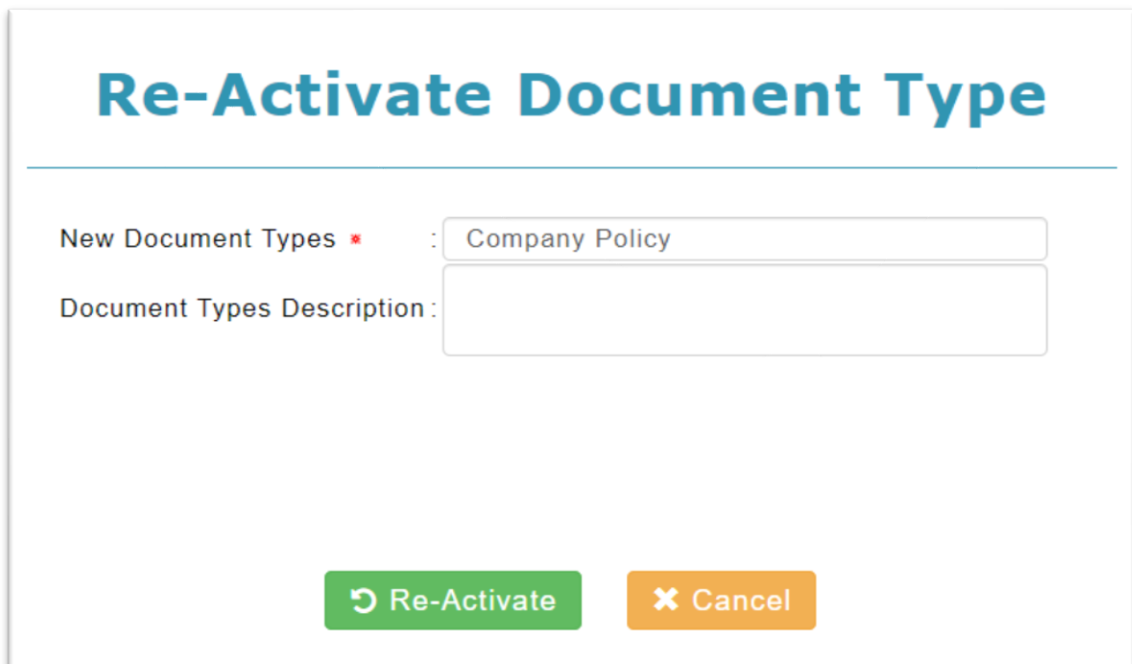
After click , the document type table will update the selected document type disable date and action column only have .

3.6 To Re-Activate Document Type

3.6.1 Re-Activate Document Type

Click  on the selected document type.

3.6.2 Re-Activate Document Type



The image shows a popup window titled "Re-Activate Document Type" in a large, bold, blue font. Below the title is a horizontal line. Underneath the line, there are two labels: "New Document Types *" and "Document Types Description:". The "New Document Types *" label is followed by a text input field containing the text "Company Policy". The "Document Types Description:" label is followed by a larger, empty text input field. At the bottom of the popup, there are two buttons: a green button with a circular arrow icon and the text "Re-Activate", and an orange button with an 'X' icon and the text "Cancel".

Figure 3.7

A popup screen with the title "Re-Activate Document Type" is shown in Figure 3.7.

Click  to re-activate selected document type.

3.6.3 Confirmation Re-Activate popup

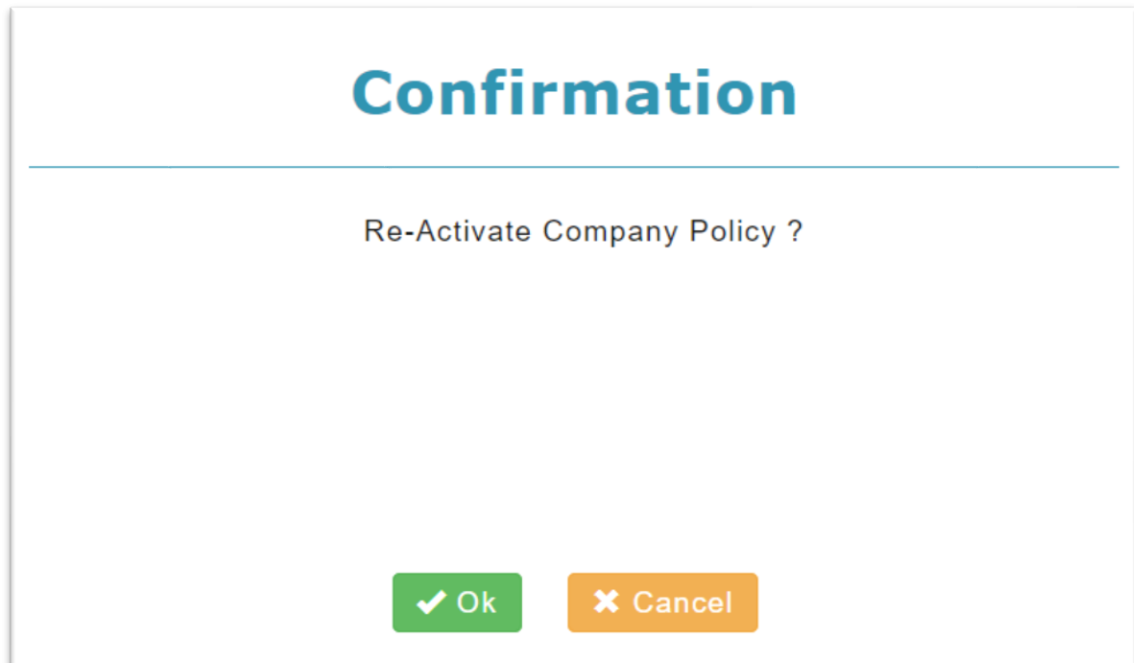






Figure 3.8

After click , a confirmation popup screen will show as Figure 3.8.

Click  to confirm re-activate selected document type, Click  to cancel re-activate selected document type, and close popup screen.

After click , the selected document type will be re-activated and update document type table.

4 COMPANY INFORMATION SETUP

4.1 What is Company Information Setup

Company Information Setup is a place to upload a company document that sharable to candidates.

4.2 To access Company Information Setup

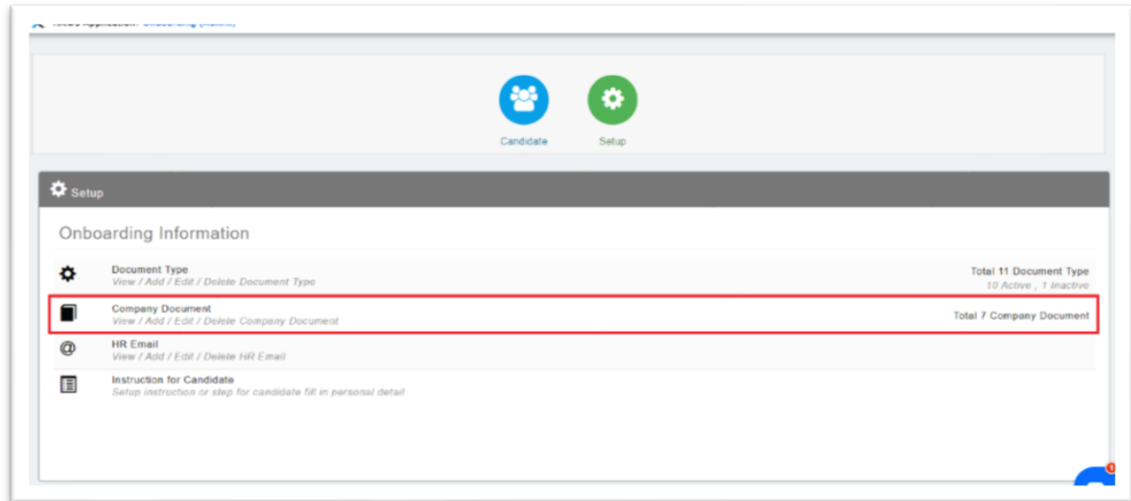


Figure 4.1

Click the highlighted area in Figure 4.1 to access company information setup. A screen will show in Figure 4.2.

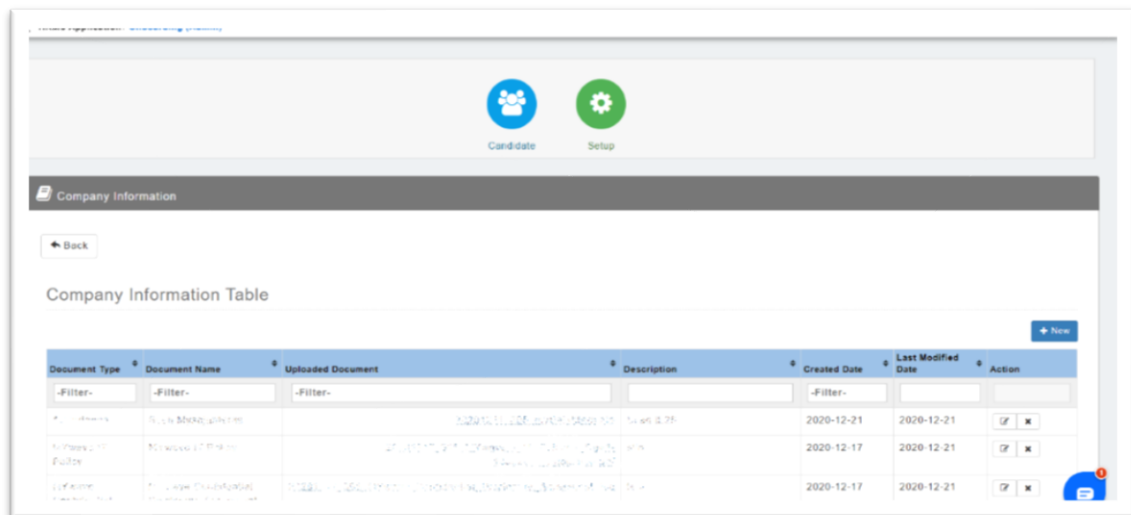

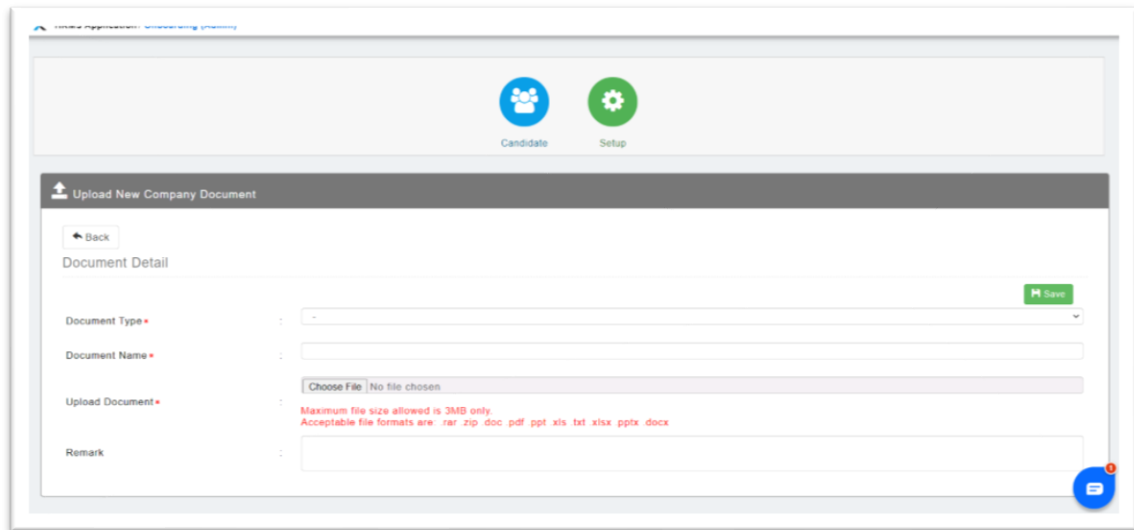


Figure 4.2

4.3 To Add Company information.

Click  to add company information.




The screenshot shows a web application interface for uploading a new company document. At the top, there are two icons: a blue circle with three people (labeled 'Candidate') and a green circle with a gear (labeled 'Setup'). Below these is a dark grey header bar with the text 'Upload New Company Document' and a 'Back' button. The main form area is titled 'Document Detail' and contains several fields: 'Document Type' (a dropdown menu), 'Document Name' (a text input field), 'Upload Document' (a file selection button labeled 'Choose File' and 'No file chosen'), and 'Remark' (a text area). A green 'Save' button is located in the top right corner of the form. A red error message is visible below the 'Upload Document' field, stating: 'Maximum file size allowed is 3MB only. Acceptable file formats are: .rar .zip .doc .pdf .ppt .xls .txt .xlsx .pptx .docx'. A blue chat bubble icon with a red notification dot is in the bottom right corner.

Figure 4.3

A screen with the title "Upload New Company Document " will show as Figure 4.3.


4.3.1 Fill up document detail and select the file to be upload.

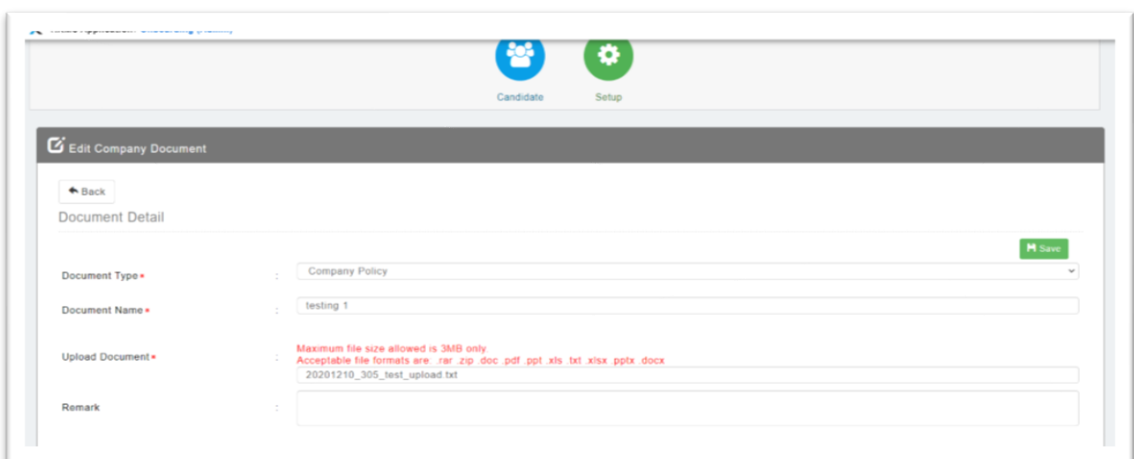
Click  to upload the document.

After successful upload, the new company document will show in the company information table.

4.3.2

4.4 To Edit Company Information


Click  to edit company information.



The screenshot shows a web application interface for editing a company document. At the top, there are two icons: a blue circle with three people (labeled 'Candidate') and a green circle with a gear (labeled 'Setup'). Below these is a dark grey header bar with the text 'Edit Company Document' and a 'Back' button. The main form area is titled 'Document Detail' and contains several fields: 'Document Type' (a dropdown menu with 'Company Policy' selected), 'Document Name' (a text input field with 'testing 1'), 'Upload Document' (a file selection button labeled 'Choose File' and 'No file chosen'), and 'Remark' (a text area). A green 'Save' button is located in the top right corner of the form. A red error message is visible below the 'Upload Document' field, stating: 'Maximum file size allowed is 3MB only. Acceptable file formats are: .rar .zip .doc .pdf .ppt .xls .txt .xlsx .pptx .docx'. Below the error message, the filename '20201210_305_test_upload.txt' is displayed. A blue chat bubble icon with a red notification dot is in the bottom right corner.

Figure 4.4


A screen with the title "Edit Company Document" will show in Figure 4.4.

4.4.1 Update company document detail and choose a document to be upload.
Click  to save the changes.

After success update, the company information table will be updated and the updated company document will be shown in the table.

4.4.2

4.5 To Delete Company Information

Click  to delete company documents.

4.5.1 Confirmation

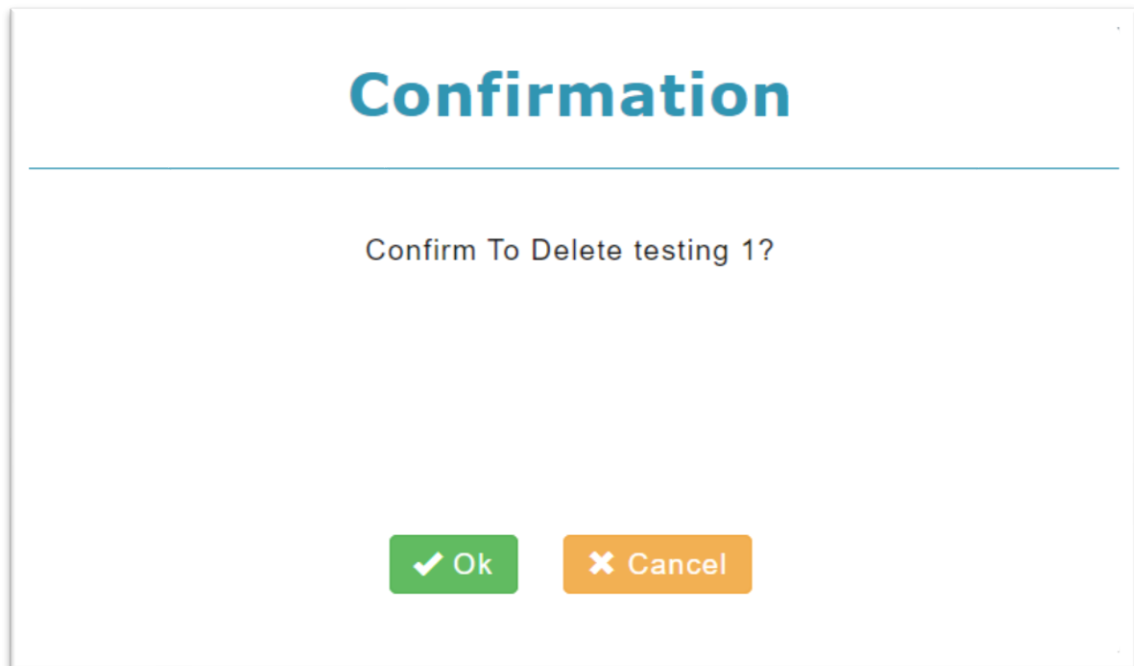



Figure 4.5

A confirmation to delete the selected company document will be shown in Figure 4.5.

Click  to confirm the delete.

Click  to cancel delete and close popup screen.

5 HR EMAIL SETUP

5.1 What is HR Email Setup?

HR Email Setup is a place to set up an email address for the recruitment in-charge person. That receives an email notification on the action from the candidate.

The action from the candidate includes information submission and acknowledgment of company information.

5.2 To Access HR Email Setup.

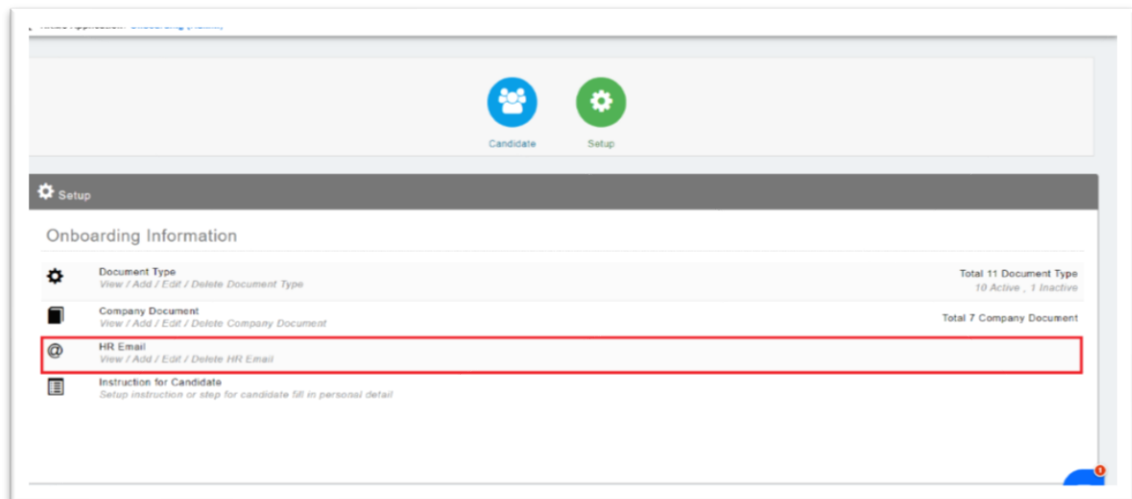


Figure 5.1

Click the highlighted area in Figure 5.1 to access HR Email Setup.

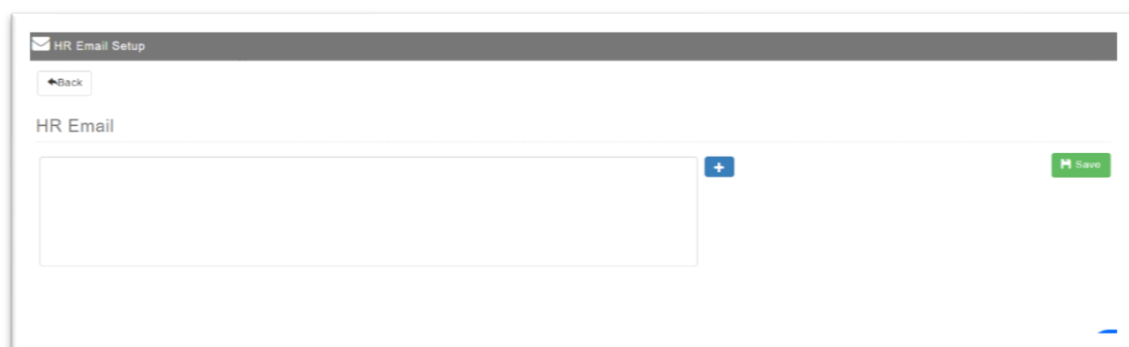



Figure 5.2

After access to HR Email Setup, a screen will show as Figure 5.2.

5.3 To Add or Edit HR Email Address



Figure 5.3

Click  to start to add the HR Email address.

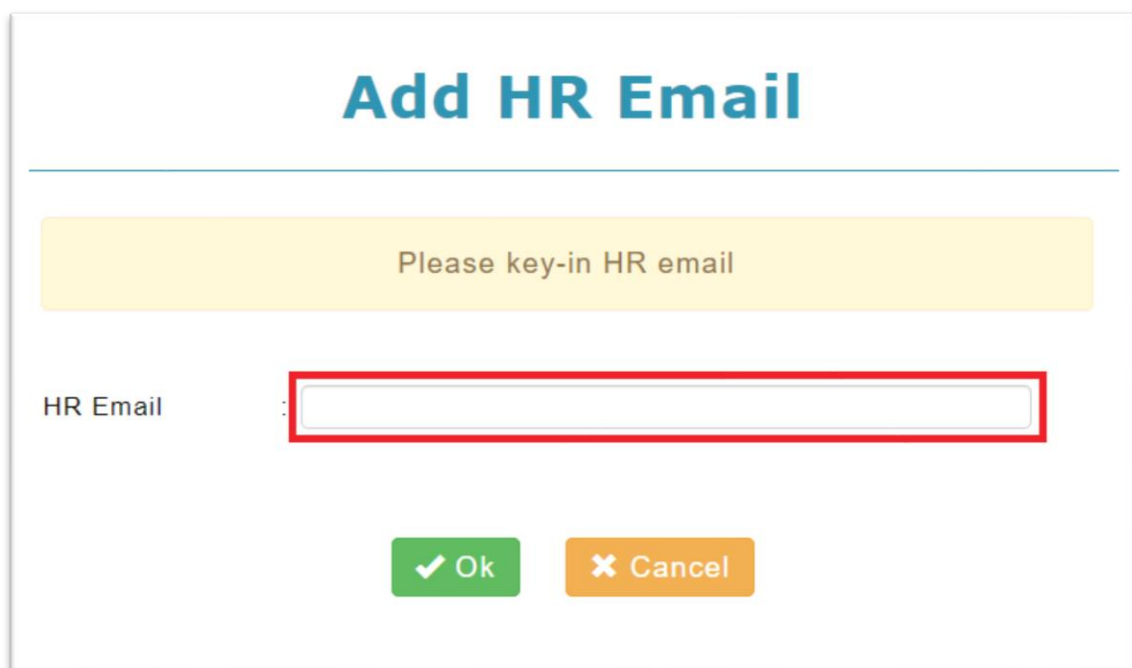




Figure 5.4

After click , a popup screen will show as Figure 5.4.



Fill in the HR email address in the text field highlighted in Figure 5.4.

Click  to add the HR email address.

Click  to cancel adding the HR email address and close the popup screen.



Figure 5.5

After click , the HR email address will appear in the highlighted area in Figure 5.5. Click  to save the HR email address added.

5.4 To remove HR email

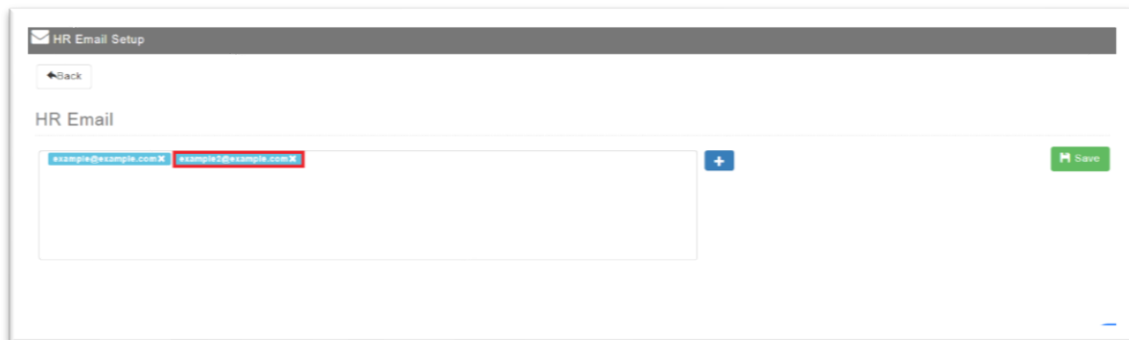



Figure 5.6

To remove HR email, click  in the HR email address want to remove.

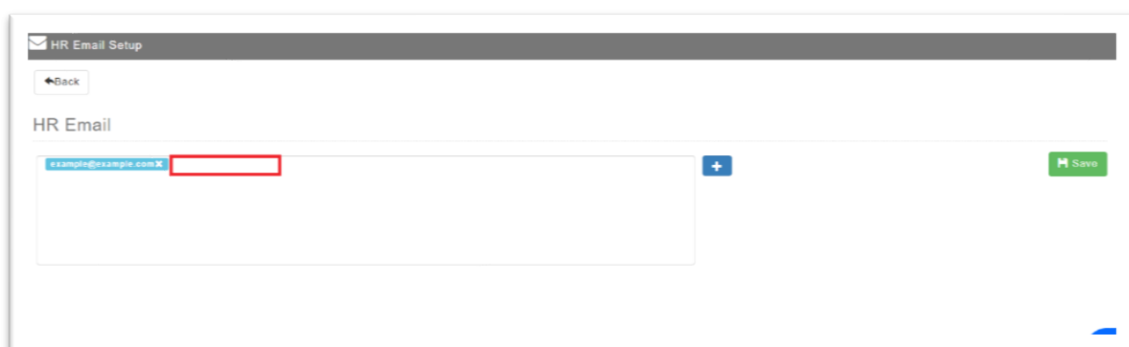



Figure 5.7

The HR email address will be removed as shown in Figure 5.7. Click  to save HR email address after changes.

6 INSTRUCTION FOR CANDIDATE SETUP

6.1 What is instruction for Candidate Setup

Instruction for Candidate setup is a place you can configure the welcome message or instruction message to show in the candidate portal.

6.2 To Access Instruction for Candidate Setup

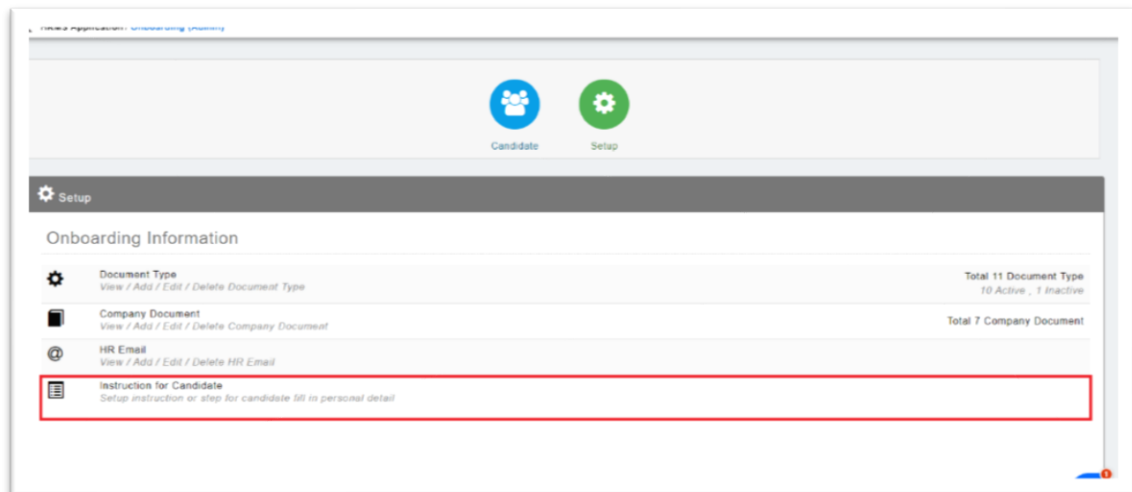


Figure 6.1

Click the highlighted area in Figure 6.1 to access Instruction for Candidate Setup.

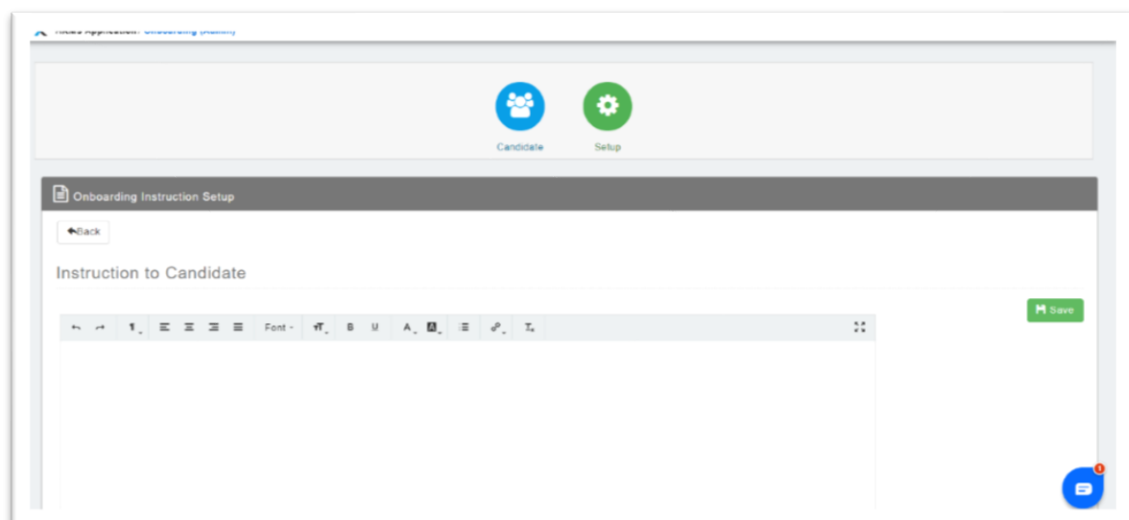


Figure 6.2

After access to Instruction for Candidate Setup, a screen will show as Figure 6.2.

6.3 To Fill Up Instruction for Candidate Setup

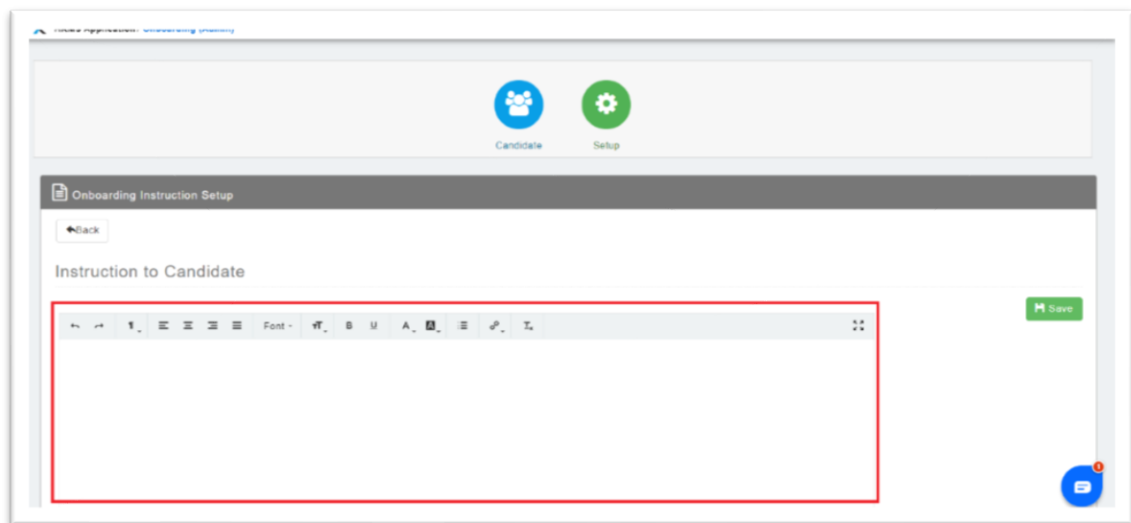


Figure 6.3

You can fill up your welcome message or instruction message in Figure 6.3 highlighted area.

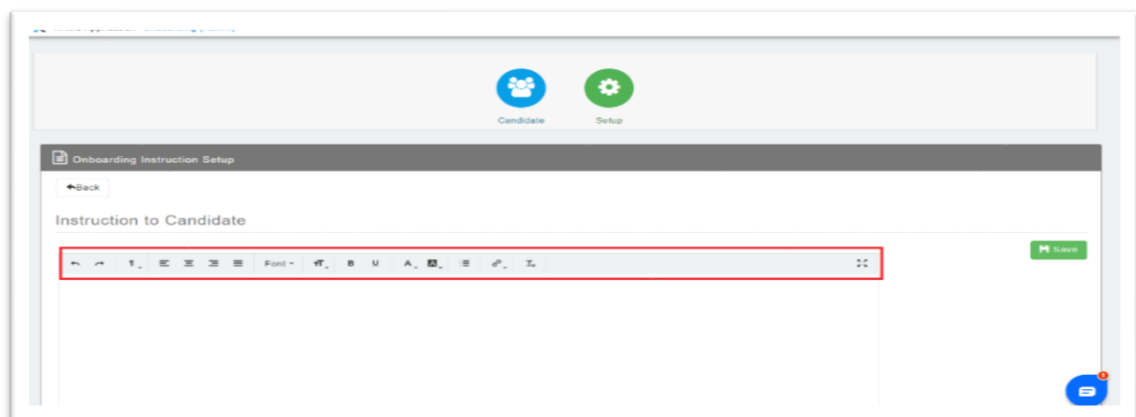


Figure 6.4

The button highlighted in Figure 6.4 can help you to format your text.

Click  to save instruction for candidates.

7 CANDIDATE LIST

7.1 What is Candidate List

Candidate List is a place to show candidates created in Onboarding.

7.2 Where to access Candidate List

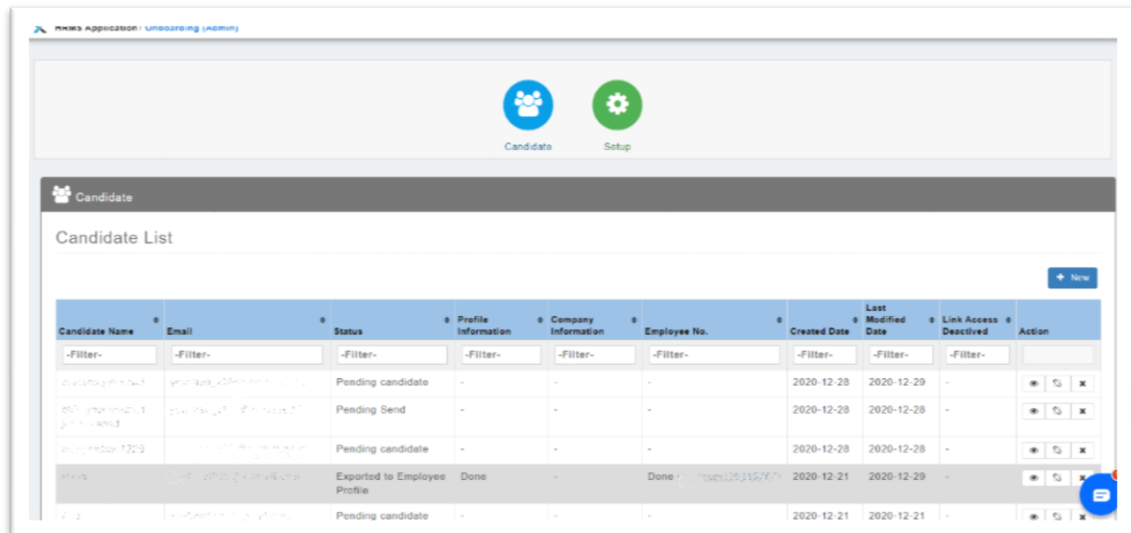


Figure 7.1

After access to Onboarding (Admin), a screen will show as Figure 7.1. The Candidate List will show by default.

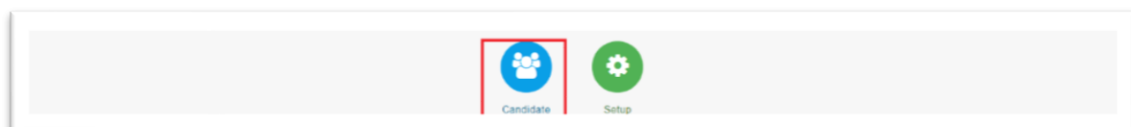


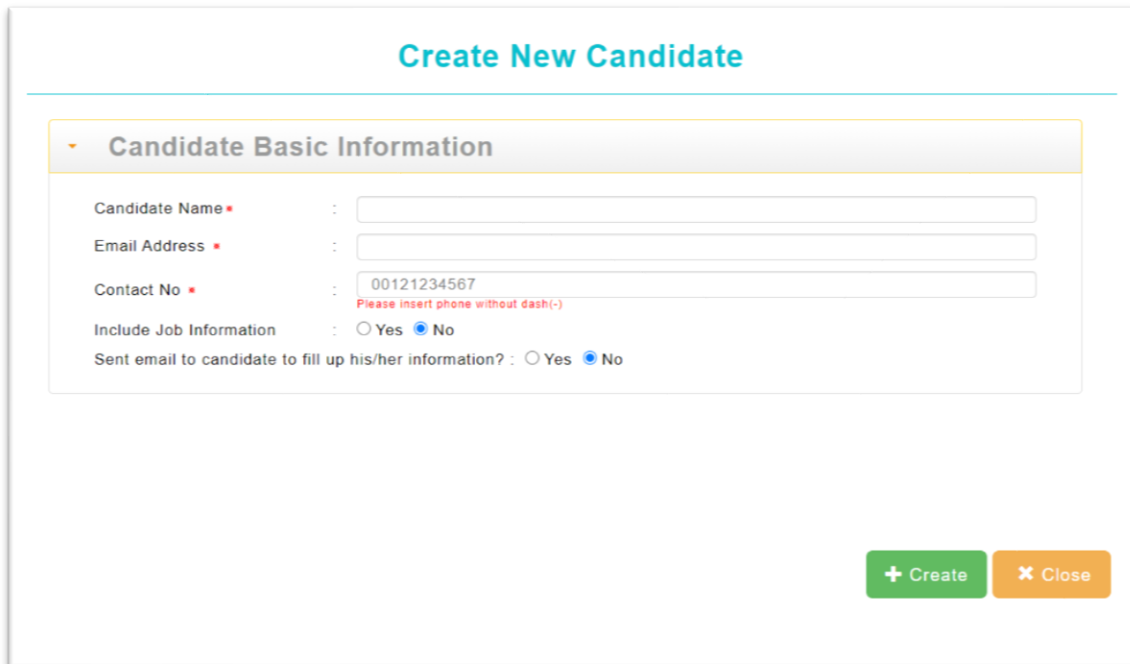
Figure 7.2

Besides that, Click the highlighted button in Figure 7.2 to access the Candidate List. A screen will show in Figure 7.1.

8 CREATE NEW CANDIDATE

8.1 Step 1

Click **+ New** to create a new candidate profile.



The screenshot shows a web form titled "Create New Candidate". The form is divided into a header section and a main content area. The header section has the title "Create New Candidate" in a teal font. The main content area is titled "Candidate Basic Information" and contains several input fields and checkboxes. The fields are: "Candidate Name" (text input), "Email Address" (text input), "Contact No" (text input with the value "00121234567" and a red error message "Please insert phone without dash(-)"), "Include Job Information" (radio buttons for "Yes" and "No", with "No" selected), and "Sent email to candidate to fill up his/her information?" (radio buttons for "Yes" and "No", with "No" selected). At the bottom right of the form, there are two buttons: a green "+ Create" button and an orange "X Close" button.

Figure 8.1

After click **+ New**, a popup screen with the title "Create New Candidate" shows as Figure 8.1.

8.2 Step 2

Fill up candidate basic information.

Create New Candidate

▼ Candidate Basic Information

Candidate Name :

Email Address :

Contact No :
Please insert phone without dash(-)

Include Job Information : ☐ Yes ☒ No

Sent email to candidate to fill up his/her information? : ☐ Yes ☒ No

Figure 8.2

Click the “Yes” option in Figure 8.2 highlighted area to add job information for the new candidate. (optional)

▼ Candidate Job Applied (Optional)

Job Title :

Job Level :

Department :

Job Class :

Worker Type :

Figure 8.3

After clicking the “Yes” option in the highlighted area in Figure 8.2, you need to fill up the candidate job applied information shown in Figure 8.3.

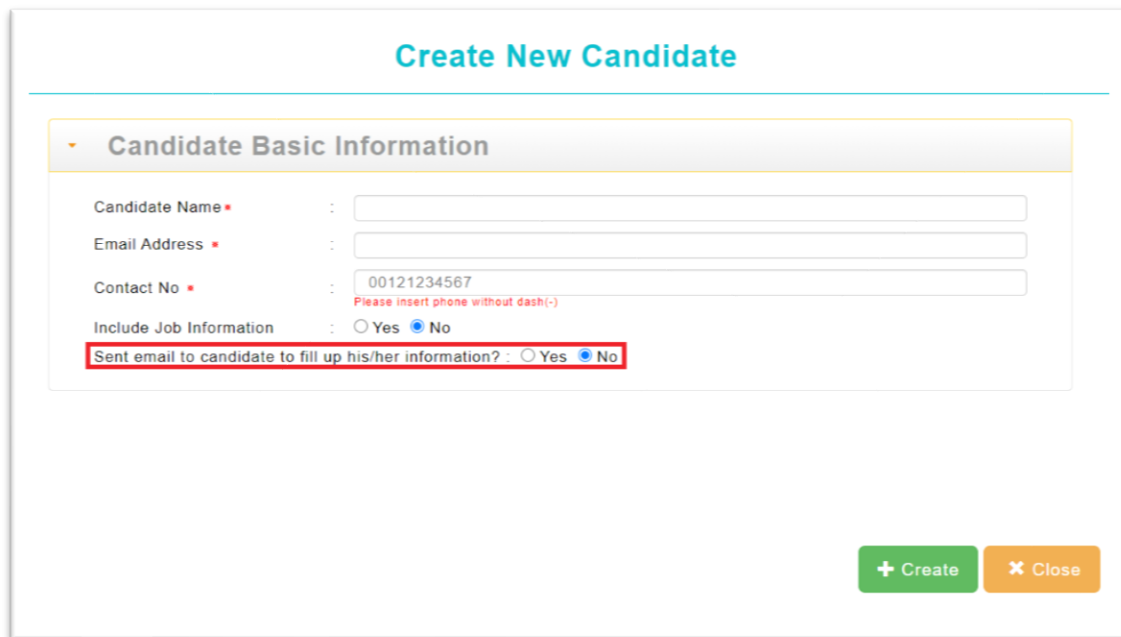


Figure 8.4

Click the “Yes” option in the highlighted area in Figure 8.4 for sent the candidate profile to the candidate request to fill up personal information. (optional)

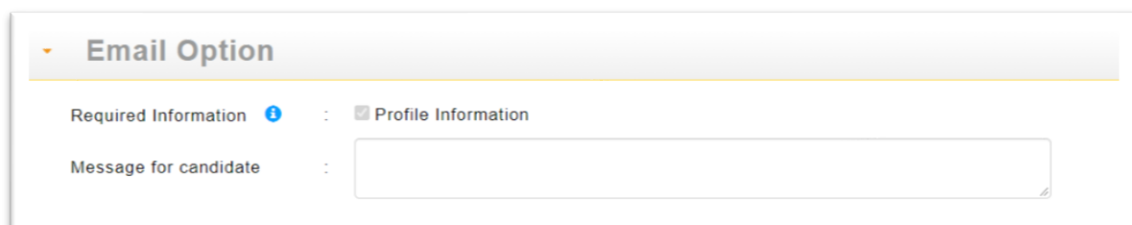


Figure 8.5

After clicking the “yes” option in the highlighted area in Figure 8.4, you can choose to add a message for the new candidate in Figure 8.5. This message will show in the request information email after creating the candidate profile and send the request to the candidate.

8.3 Step 3

Click **+ Create** to create the candidate profile. (without option send request)


Click **Create & Send** to create the candidate profile and send request information to the candidate. (with option send request)

9 VIEW CANDIDATE PROFILE

9.1 What is Candidate Profile

Candidate Profile is a place to store all personal information of the candidate. You can view the personal information of the selected candidate, edit job information, send a reminder or request fill up information to the candidate, set up buddy information, and share company information to the candidate.

9.2 Where to access candidate profile

Click  to access the candidate profile.

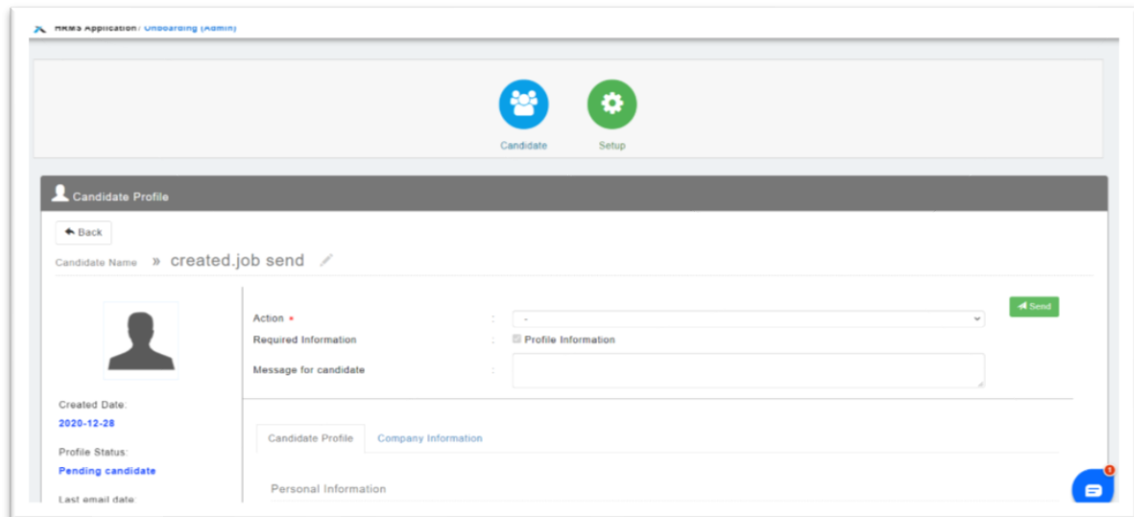


Figure 9.1

After access to the candidate profile, a screen will show as Figure 9.1.

9.3 Information includes in Candidate Profile

The screenshot shows a web interface for a 'Candidate Profile'. At the top, there's a header bar with the title 'Candidate Profile'. Below it, a navigation bar includes a 'Back' button and a breadcrumb trail: 'Candidate Name > created.job send'. The main content area is divided into three parts highlighted by red boxes and numbers:

- 1**: A left sidebar containing a candidate profile picture, 'Created Date: 2020-12-28', 'Profile Status: Pending candidate', 'Last email date: 2020-12-29', and an 'Edit Job' button.
- 2**: An email action form with fields for 'Action' (a dropdown menu), 'Required Information' (a radio button for 'Profile Information'), and 'Message for candidate' (a text area). A green 'Send' button is located to the right.
- 3**: A section for candidate details with two tabs: 'Candidate Profile' (active) and 'Company Information'. Under 'Candidate Profile', there's a 'Personal Information' section with a list of fields: Title, First Name, Last Name, Nick Name, Gender, Religion, and Race, each with a dropdown arrow.

Figure 9.2

Candidate profile divided into 3 parts as shown in Figure 9.2.

1. Candidate profile left column, show candidate profile created and last email date, edit job information button, and candidate profile picture.
2. Candidate Email action form, you can choose option email to send request or share company information to the candidate.
3. Candidate profile content, there has two parts to the candidate profile content. Candidate personal information and company information.

10 CANDIDATE BUDDY ASSIGNMENT

10.1 What is Candidate Buddy assignment

Candidate buddy setup is a place to assign a buddy to the selected candidate.

10.2 Where to access candidate buddy assignment

The screenshot shows the 'Candidate Profile' page. A red box labeled '1' highlights the left sidebar containing candidate details: 'Created Date: 2020-12-28', 'Profile Status: Pending candidate', and 'Last email date: 2020-12-29', along with an 'Edit Job' button. A red box labeled '2' highlights the top right section with fields for 'Action' (a dropdown menu), 'Required Information' (a toggle for 'Profile Information'), and 'Message for candidate' (a text area), with a green 'Send' button. A red box labeled '3' highlights the main content area, specifically the 'Company Information' tab and the 'Personal Information' section which includes fields for Title, First Name, Last Name, Nick Name, Gender, Religion, and Race.

Figure 10.1

This screenshot shows the 'Company Information' and 'Buddy Information' sections. A red box labeled '1' highlights the 'Company Information' tab at the top. Below it, a yellow message box states 'No Record Found.'. The 'Buddy Information' section is below that, also with a 'No buddy record found' message. A red box labeled '2' highlights the '+ Assign' button in the bottom right corner of the 'Buddy Information' section.

Figure 10.2

You need to go to the selected candidate profile, in the 3rd highlighted area in Figure 10.1 and click on 1st highlighted in Figure 10.2. you can see a screen shown in Figure 10.2.

Click 2nd highlighted in Figure 10.2 to access candidate buddy assignment.

Buddy Assignment

1

Candidate Job Information

Candidate Name	: created.job send	Department	: Research & Development (R&D)
Job Title	: 002 Emp (Level 2)	Job Level	: Director
Job Class	: Default Job Class	Worker Type	: Contract

2

Buddy Selection

Employee : -

	Employee Name	Department	Job Title	Job Level	Job Class
<input type="radio"/>	DOREMI 2	Research & Development (R&D)	idk		Default Job Class
<input type="radio"/>	MICHAEL JACKSON	Research & Development (R&D)	CEO	Director	Exemption
<input type="radio"/>	JUSTIN NEWBIE 003	Research & Development (R&D)	BPO Associate		Exemption

Save
Cancel

Figure 10.3

After access to candidate buddy assignment, a popup screen will show as Figure 10.3.

There have two areas in the candidate buddy Assignment as shown in Figure 10.3.

1. Candidate job information
2. Buddy selection

10.3 How to Assign candidate buddy

Buddy Selection

Employee : -

	Employee Name	Department	Job Title	Job Level	Job Class
<input type="radio"/>	DOREMI 2	Research & Development (R&D)	idk		Default Job Class
<input type="radio"/>	MICHAEL JACKSON	Research & Development (R&D)	CEO	Director	Exemption
<input type="radio"/>	JUSTIN NEWBIE 003	Research & Development (R&D)	BPO Associate		Exemption
<input type="radio"/>	KEVIN COLUXTION	Research & Development (R&D)	Lead Software Developer	Executive	Exemption
<input type="radio"/>	GABRIEL SEMS	Research & Development (R&D)	R&D Manager		Exemption
<input type="radio"/>	WILLIAM	Research & Development (R&D)	001 Empire	Assistant Manager	Exemption

Figure 10.4

You can select an employee to the candidate as a buddy from buddy selection. The list of employees show in buddy selection is employee in the same department, the employees with the abstract sign is the employees suggested by the system as shown in Figure 10.4.


Buddy Selection

Employee : -

Employee Name	De	Employee No.	Employee Name	Job Class
<input type="radio"/> DUREM, J	Re	0057	JUSTIN REPORT	
<input type="radio"/> MICHAEL JACKSON	Re	12	12	n
<input type="radio"/> JUSTIN NEWBERRY	Re	122121	121	n
<input type="radio"/> JACAR, DONALD	Re	1341234	1341234	n
<input type="radio"/> ONG KAN SENG	Re	212	212122	n
<input type="radio"/> MULLIN	Re	2121	2121	n

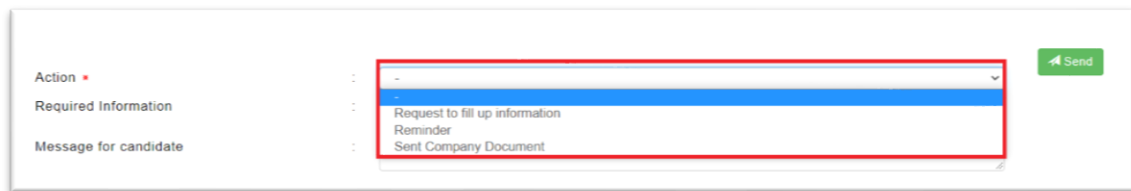
Figure 10.5

If you did not find the employee want to assign as candidate's buddy. You can choose an employee from the employee's drop-down as shown in highlighted in Figure 10.5.

Click  to assign a buddy to the candidate after selecting an employee.

11 SEND REQUEST OR SHARE COMPANY INFORMATION TO CANDIDATE

11.1 Step 1



Action ▼

Required Information :

Message for candidate :

Request to fill up information

Reminder

Sent Company Document

Send

Figure 11.1

After access to the candidate profile, you can choose the type of email to want to be sent to the candidate from the options shown in Figure 11.1.

11.1.1 Option: Request to fill up the information,

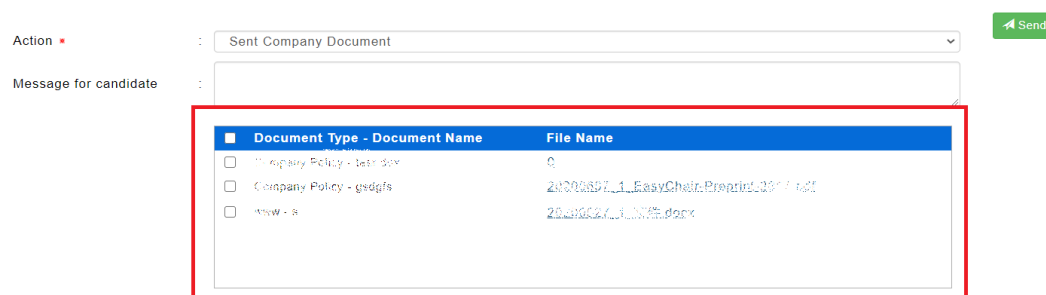
After selecting this option, an email request to fill up information will send to the candidate.

11.1.2 Option: Reminder,

After select this option, an email reminder for fill-up information will send to the candidate.

11.1.3 Option: Send company Document,

After selecting this option, you need to choose the document(s) from the section shown in Figure 11.2 to share with the candidate.



Action ▼

Message for candidate :

Sent Company Document

Send

Document Type	Document Name	File Name
<input type="checkbox"/>	Company Policy - test doc	C
<input type="checkbox"/>	Company Policy - gedgfs	20200527_1_EasyChat-Printed037 / test
<input type="checkbox"/>	MSW - B	20200527_1_0000000000

Figure 11.2

11.2 Step 2

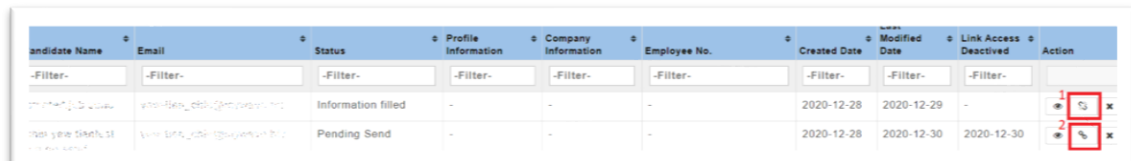
Click  Send to send email to candidate base on options in step 1.

12 ACTIVATE OR DEACTIVATE CANDIDATE PORTAL LINK

12.1 What is the candidate portal link

The candidate portal link is a link that provides a candidate for access to the Onboarding Candidate Portal. Candidates can access via a link in the email to the Onboarding Candidate Portal to fill up personal information or access the shared company information.

12.2 Deactivate access link





Candidate Name	Email	Status	Profile Information	Company Information	Employee No.	Created Date	Modified Date	Link Access Deactivated	Action
-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	
John Doe	john.doe@company.com	Information filled	-	-	-	2020-12-28	2020-12-29	-	1 
John Doe	john.doe@company.com	Pending Send	-	-	-	2020-12-28	2020-12-30	2020-12-30	2 

Figure 12.1

The candidate portal link is activated by default when created a candidate profile. You can deactivate the access link by click the 1st highlighted button in Figure 12.1.

After deactivating the access link, the selected candidate will not able to access the onboarding candidate portal.

12.3 Activate access link

After deactivating the access link for the selected candidate, you can activate the access link for the candidate by clicking the 2nd highlighted button in Figure 12.1.

13 DISABLE OR RESTORE CANDIDATE PROFILE

13.1 What is disable and restore candidate profile

Disable candidate profile is used to turn off access to selected candidate profile and candidate portal link.


Restore candidate profile is used to turn on access to selected candidate profile and candidate portal link.

13.2 How to disable or restore candidate profile

13.2.1 Disable candidate profile

candidate Name	Email	Status	Profile Information	Company Information	Employee No.	Created Date	Modified Date	Link Access Deactivated	Action
-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	
Michael J. D. Wilson	john.davis_0001@company.com	Information filled	-	-	-	2020-12-28	2020-12-29	-	  
Robert James Smith	john.davis_0002@company.com	Pending Send	-	-	-	2020-12-28	2020-12-30	2020-12-30	  

Figure 13.1

Click  to disable candidate profile.

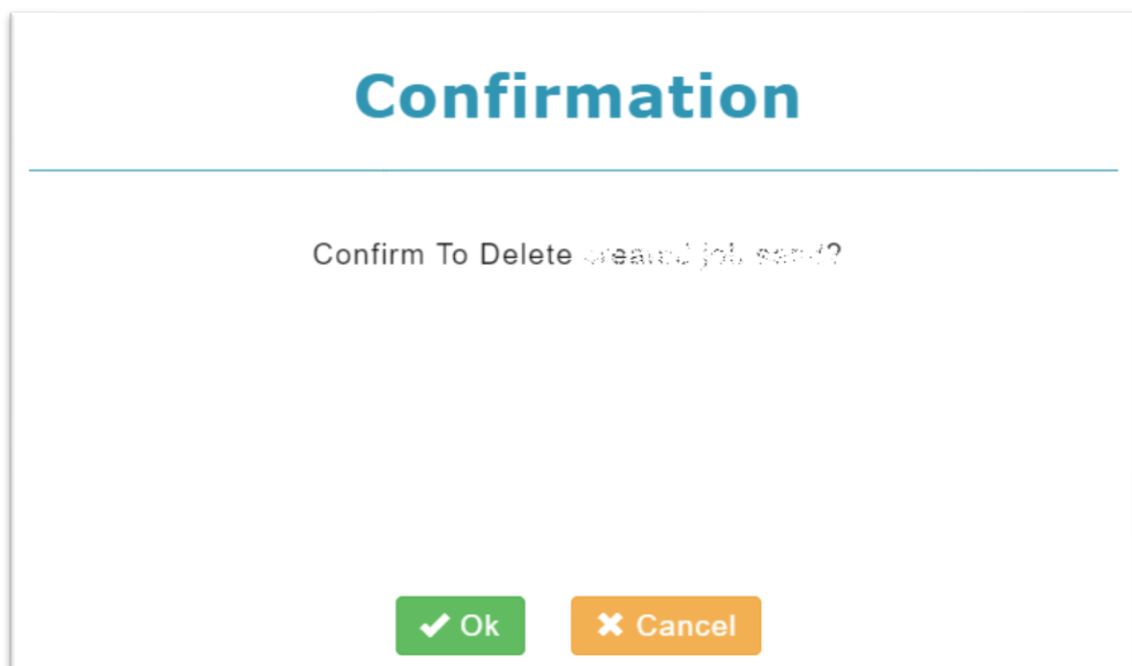





Figure 13.2

After click , a confirmation will show as Figure 13.2.

Click  to confirm disable selected candidate profile.

Click  to cancel disable selected candidate profile and close popup screen.

After disabling the candidate profile, all information for the selected candidate will not be able to access. Besides that, the link access to the selected candidate profile also will be deactivated.

13.2.2 Restore candidate profile


candidate Name	Email	Status	Profile Information	Company Information	Employee No.	Created Date	Modified Date	Link Access Deactivated	Action
-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	
Prashant Desai	prashant.desai@emplx.com	Disabled	-	-	-	2020-12-28	2020-12-30	-	

Figure 13.3




Click  to restore candidate profile.



Figure 13.4

After click , a confirmation popup screen will show as Figure 13.4.

Click  to confirm restore selected candidate profile.

Click  to cancel restore selected candidate profile and close popup screen.

After restoring the candidate profile, the candidate profile and the link access candidate profile will be accessible.

14 VERIFY CANDIDATE PROFILE

14.1 How to verify candidate profile data

After the candidate submits their information to HR, the candidate still can edit their information and re-submit to HR before HR verify the candidate profile.

The screenshot shows the 'Candidate Profile' form. On the left, there's a sidebar with a 'Back' button, 'Candidate Name' field, a profile picture placeholder, 'Created Date: 2020-12-21', 'Profile Status: Information filled', 'Last email date: 2020-12-21', and an 'Edit Job' button. The main form area has an 'Action' dropdown set to 'Verify', a 'Required Information' dropdown set to 'Profile Information', and a 'Message for candidate' text area. At the top right, there are three buttons: 'Send', 'Edit', and 'Verify'. The 'Verify' button is highlighted with a red box and a '2' next to it. Below the main form, there are tabs for 'Candidate Profile' and 'Company Information'. The 'Candidate Profile' tab is active, showing 'Personal Information' fields: Title, First Name, Last Name, and Nick Name.

Figure 14.1

After the candidate submits their information to HR, the candidate profile will show in Figure 14.1.

1. Edit – Edit the candidate profile if necessary.
2. Verify – Verify candidate profile data.

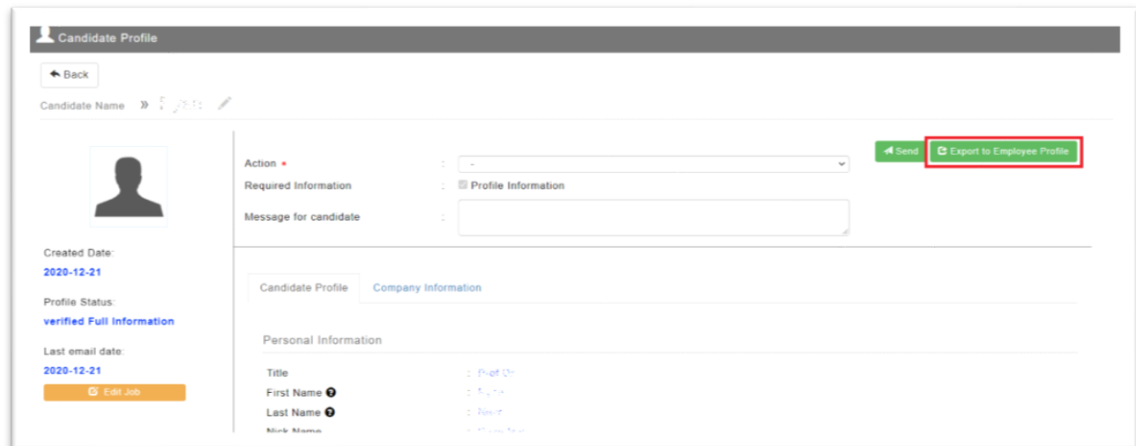
The screenshot shows the 'Candidate Profile' form after verification. The layout is similar to Figure 14.1, but the 'Profile Status' is now 'verified Full Information'. The 'Action' dropdown is still set to 'Verify'. The 'Required Information' dropdown is still set to 'Profile Information'. The 'Message for candidate' field is empty. At the top right, there are two buttons: 'Send' and 'Export to Employee Profile'. The 'Candidate Profile' tab is active, showing 'Personal Information' fields: Title, First Name, Last Name, and Nick Name.

Figure 14.2

After verified candidate profile data, the candidate profile will show in Figure 14.2.

15 EXPORT CANDIDATE PROFILE

15.1 How to export candidate profile

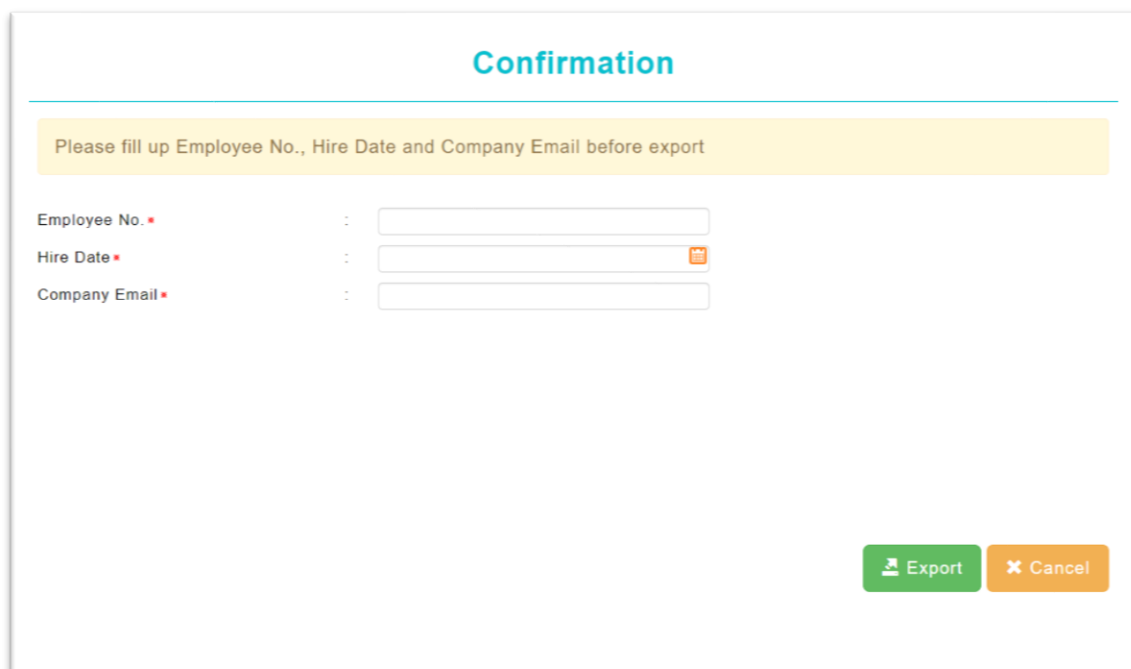


The screenshot shows the 'Candidate Profile' page. On the left, there's a profile card with a placeholder image, 'Created Date: 2020-12-21', 'Profile Status: verified Full Information', and 'Last email date: 2020-12-21'. Below this is an 'Edit Job' button. The main area has a 'Candidate Name' field, an 'Action' dropdown, and a 'Required Information' section with a 'Profile Information' tab. A 'Message for candidate' text area is also present. On the right, there are 'Send' and 'Export to Employee Profile' buttons. The 'Export to Employee Profile' button is highlighted with a red box.

Figure 15.1

After verified candidate profile data, the candidate profile will show in Figure 15.1.

15.1.1 Step 1



The screenshot shows a 'Confirmation' popup. It has a title bar 'Confirmation' and a message box: 'Please fill up Employee No., Hire Date and Company Email before export'. Below the message are three input fields: 'Employee No.', 'Hire Date', and 'Company Email'. At the bottom right, there are 'Export' and 'Cancel' buttons.

Figure 15.2

Click **Export to Employee Profile** to start export candidate profile. A popup screen will show in Figure 15.2.

15.1.2 Step 2

Fill up Employee No., Hire Date, and Company Email.

15.1.3 Step 3

Click **Export** to export selected candidate profile to EMPLX employee profile.

16 ACCESS TO EMPLX EMPLOYEE PROFILE

16.1 How to access Emplx Employee profile

After the exportation of the candidate profile, that has 3 methods to access EMPLX Employee Profile from Onboarding (Admin).

16.1.1 Method 1

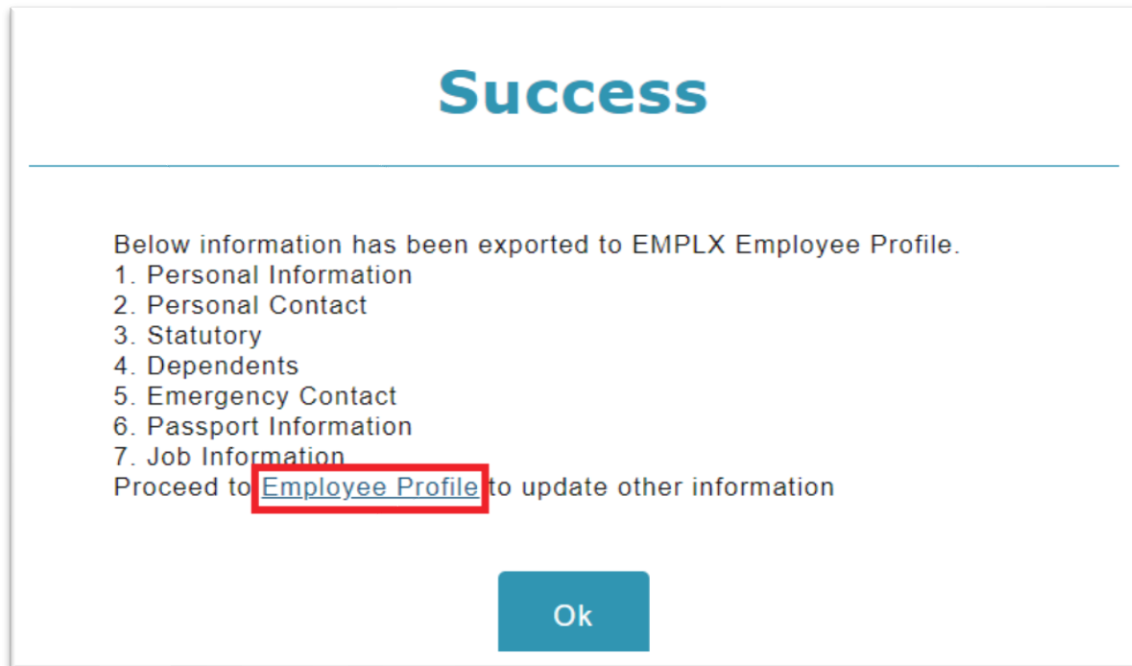


Figure 16.1

After the exportation of the candidate profile, a success popup screen will show in Figure 16.1.

Click the highlighted area in Figure 16.1 will able to access the EMPLX employee profile for the selected candidate.

16.1.2 Method 2

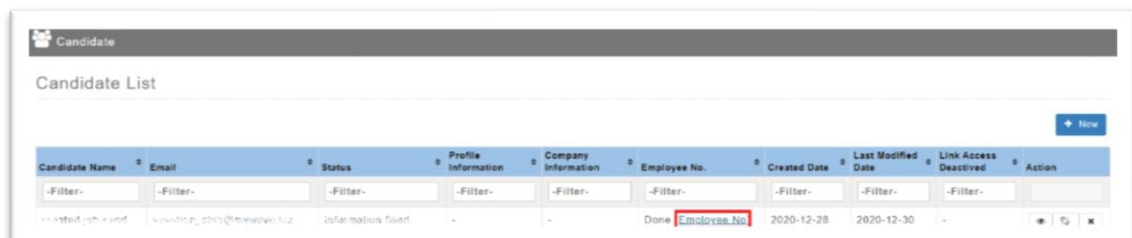


Figure 16.2

After the exportation of the candidate profile, the exported candidate profile will show the employee number in the column Employee No. at the candidate list.

Click on Employee No., you will be able to access the EMPLX employee profile for the candidate profile.

16.1.3 Method 3

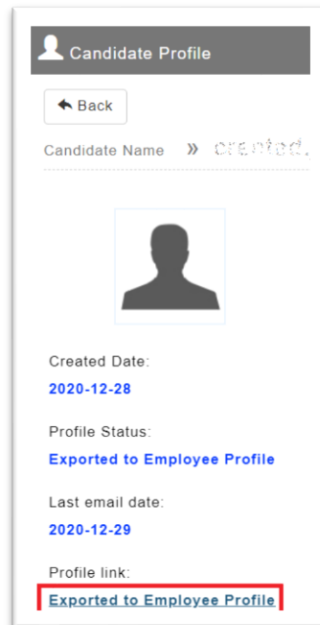


Figure 16.3

After the exportation of the candidate profile, the Candidate profile left column will be shown in Figure 16.3.

Click on the highlighted area in Figure 16.3, you will be able to access the EMPLX employee profile for the candidate.

Onboarding Overall process flow

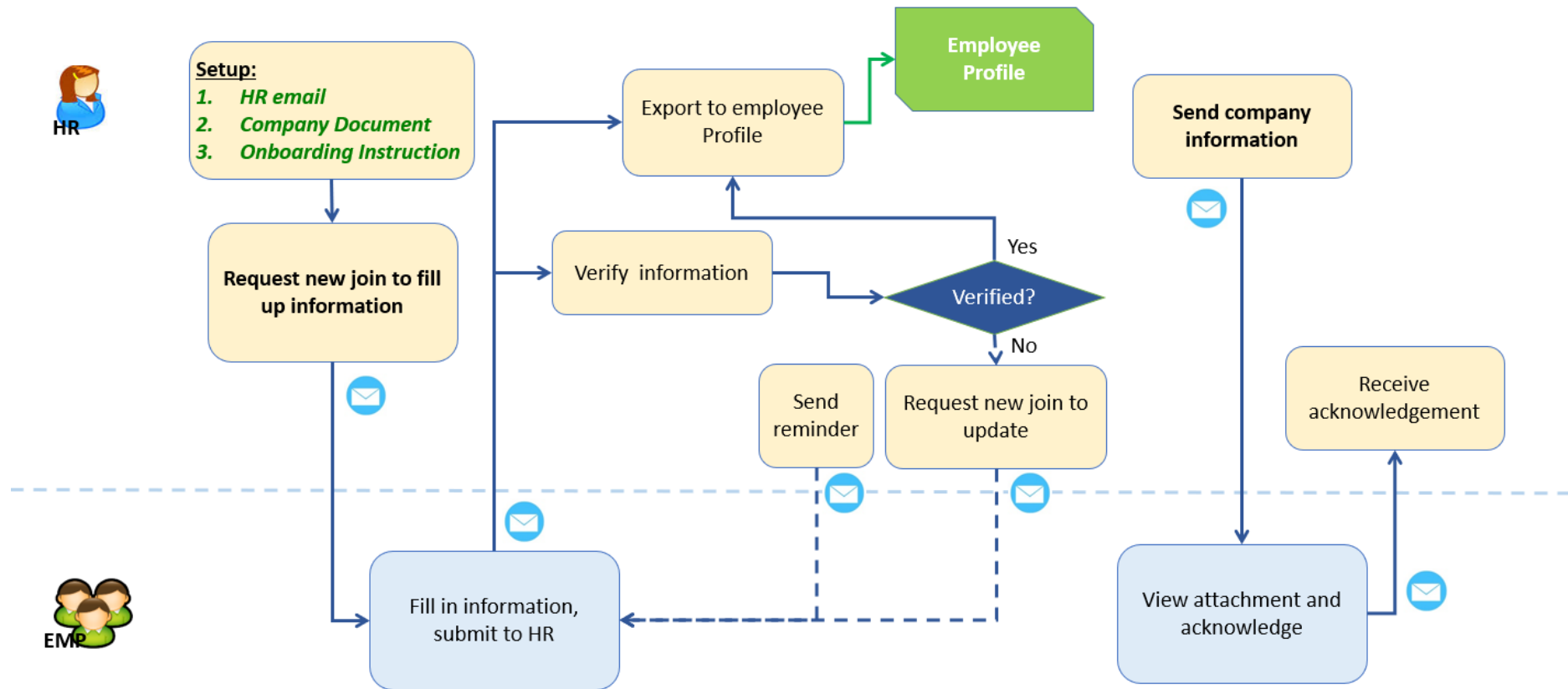


Figure 16.4