

PRODUCT DETAILS**METAOPTION – ‘HR & RECRUITMENT MANAGEMENT SYSTEM (HR/RMS)’ FOR MICROSOFT OFFICE SHAREPOINT PORTAL SERVER 2007/2010**

A SOLUTION FOR COMPANIES INVOLVES WITH HIRING PROCESS. IT COULD BE

- RECRUITMENT COMPANY WITH MULTIPLE OFFICES AND 1000s OF RECRUITERS
- A SOFTWARE COMPANY INVOLVES IN HIRING PROCESS
- A PHARMACEUTICAL COMPANY INVOLVES IN HIRING PROCESS
- AN INSURANCE COMPANY INVOLVES IN HIRING PROCESS
- ANY COMPANY WHO IS HIRING EMPLOYEES/CONTRACTORS ONGOING BASIS AND NEEDS TO STREAMLINE THEIR HIRING PROCESS

ADVANTAGES OF USING METAOPTION – ‘HR & RECRUITMENT MANAGEMENT SYSTEM (HR/RMS)’

- A SINGLE PORTAL TO TRACK AND MANAGE ALL REQUISITIONS AND STATUS
- SUPPORTS DISTRIBUTED RECRUITMENT TEAM AND GROUPS
- REQUISITIONS ONLY VISIBLE TO THE TEAM ALLOCATED TO
- SUPPORTS UNLIMITED VENDORS/PARTNERS IN THE SYSTEM
- REQUISITIONS CAN BE LINKED WITH ONE, MULTIPLE OR ALL VENDORS
- EMAIL BLAST TO VENDORS REQUISITION LINKED WITH ALL REQUIREMENTS
- INTERVIEW SCHEDULE WITH CANDIDATE FROM THE SYSTEM
- EMAIL NOTIFICATIONS TO INTERVIEWER AND INTERVIEWEE
- ABILITY FOR INTERVIEWER TO ENTER INTERVIEW FEEDBACK DIRECTLY IN SYSTEM, ATTACH DOCUMENTS
- MULTIPLE COMMENTS/NOTES AGAINST THE CANDIDATE
- SUPPORTS MULTIPLE INTERVIEWS, MULTIPLE FEEDBACK
- TRACKS THE PROCESS FROM STARTS TO FINISH

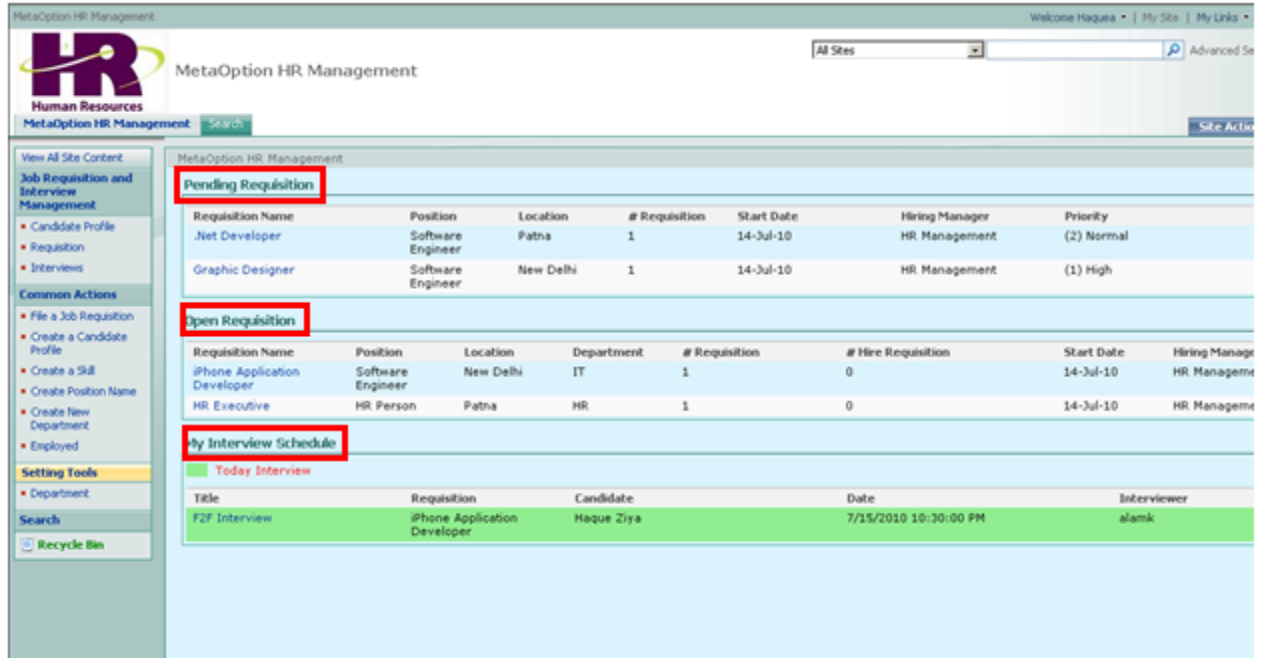
PLEASE EMAIL US AT HR-RMS@METAOPTION.COM TO LEARN MORE ABOUT THIS PRODUCT.

Functionalities

Landing Page

This page will display when user logged into HR System. Three default views are available as per user rights/role. Views are:

1. **Pending Requisition List:** This list only available for users who had APPROVAL rights. Requisition is linked with its details view. User can view requisition details and either 'Approve' or 'Reject' the requisition. By choosing any option corresponding event will be fired and requisition creator will be notified. In the case of requisition approval, an email will be generated to all internal employees regarding this new job opening. Internal employees will pass this email to their nearest friends, colleague etc. Organization will get referrals through this mechanism. In some cases even referral does the job without even posting the job to Dice, Monster, CareerBuilder and other job sites. Organization saves time and money.
2. **Open Requisition List:** This section will contains only open requisition, in other words, it is approved requisitions list with an individual links to view details of each requisition. Requisitions will be visible to logged in user if they have permissions on specific requisitions. HR Manager will decide the permissions by team or by individual while creating and approving a particular requisition. User reviews the detail of requisition and takes necessary action.
3. **My Interview List:** This section will display only to the user having interviews permission. User reviews candidate details and resume prior to interview and leave feedback once interview is completed. Requisition owner automatically notified once a feedback is posted and identifies next steps. Requisition owner may schedule next interview based upon feedback, hire the candidate or reject the candidate.



The screenshot shows the MetaOption HR Management interface. It features a sidebar with navigation options like 'Job Requisition and Interview Management', 'Common Actions', 'Setting Tools', and 'Search'. The main content area is divided into three sections:

- Pending Requisition:** A table listing requisitions that are pending approval. It includes columns for Requisition Name, Position, Location, # Requisition, Start Date, Hiring Manager, and Priority.
- Open Requisition:** A table listing active requisitions. It includes columns for Requisition Name, Position, Location, Department, # Requisition, # Hire Requisition, Start Date, and Hiring Manager.
- My Interview Schedule:** A table listing scheduled interviews. It includes columns for Title, Requisition, Candidate, Date, and Interviewer.

Pending Requisition: Below screen is pending requisition list. Requisition name is clickable and user can approve or reject the requisition in detail view.

Requisition Name	Position	Location	# Requisition	Start Date	Hiring Manager	Priority
.Net Developer	Software Engineer	Patna	1	14-Jul-10	HR Management	(2) Normal
Graphic Designer	Software Engineer	New Delhi	1	14-Jul-10	HR Management	(1) High

Open or Approved Requisitions: Below screen is displaying open requisitions list. Requisition name is clickable and opens details view. User will click on link to view requisition details, on detail screen all candidates in system matching current requisition will be automatically filtered and displayed.

User reviews matching profiles and may link them with requisition to schedule interviews or for next steps. This system displays only candidates against requisition which matches selected requisition criteria, matched candidates will appear as different row color easier for user to identify the best matches. HR systems tell you about each candidate, how much their ability & desired skills matched (in %) with selected jobs.

Requisition Name	Position	Location	Department	# Requisition	# Hire Requisition	Start Date	Hiring Manager
iPhone Application Developer	Software Engineer	New Delhi	IT	1	0	14-Jul-10	HR Management
HR Executive	HR Person	Patna	HR	1	0	14-Jul-10	HR Management


My Interviews Schedule: Below screen appears if logged in user has any interviews scheduled. User may also see history of interviews they may have taken and their feedback. Interviewer can view details of candidate skills, interview schedule, etc.

My Interview Schedule

Title	Requisition	Candidate	Date	Interviewer
F2F Interview ●●●	iPhone Application Developer	Haque Ziya	7/15/2010 10:30:00 PM	alamk

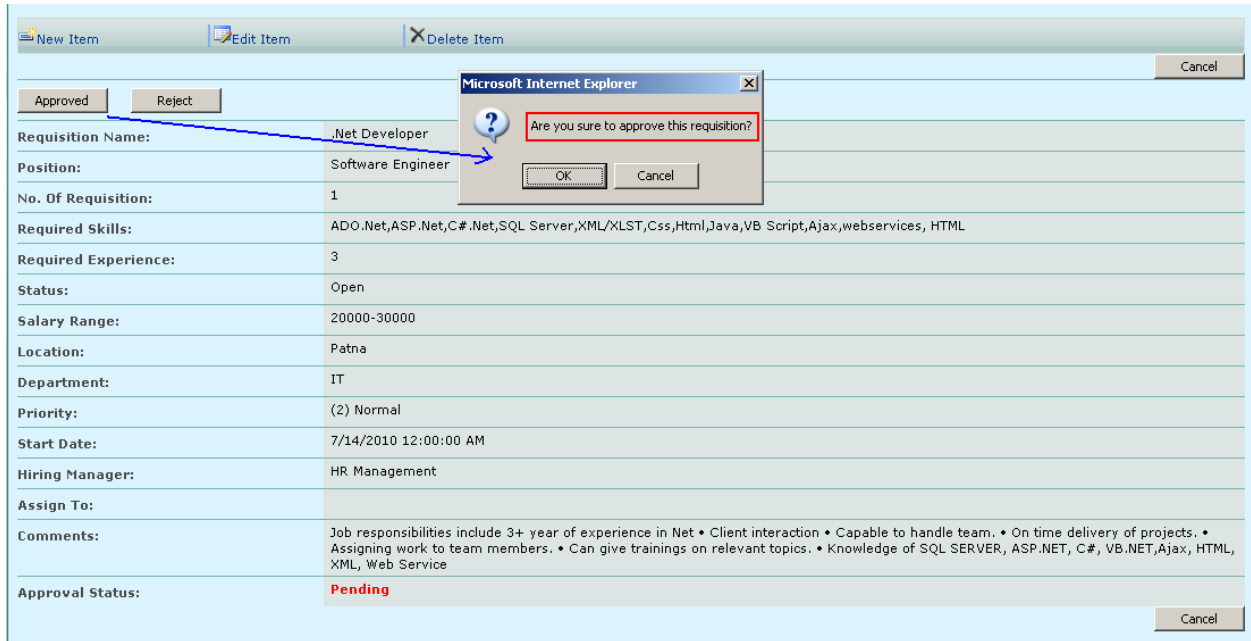
Pending Requisition Details View: User having approve/reject permissions will view details of pending requisition and can approve or reject on given screen.

On the same screen they are able to EDIT, DELETE & add new REQUISITION. In any action such as Approve, Reject, Edit, Delete & New Requisition, an email will be generated for certain users group and to job creator as well. Admin will continue to receive all email notifications



Requisition Name:	.Net Developer
Position:	Software Engineer
No. Of Requisition:	1
Required Skills:	ADO.Net,ASP.Net,C#.Net,SQL Server,XML/XLST,Css,Html,Java,VB Script,Ajax,webservices, HTML
Required Experience:	3
Status:	Open
Salary Range:	20000-30000
Location:	Patna
Department:	IT
Priority:	(2) Normal
Start Date:	7/14/2010 12:00:00 AM
Hiring Manager:	HR Management
Assign To:	
Comments:	Job responsibilities include 3+ year of experience in Net • Client interaction • Capable to handle team. • On time delivery of projects. • Assigning work to team members. • Can give trainings on relevant topics. • Knowledge of SQL SERVER, ASP.NET, C#, VB.NET,Ajax, HTML, XML, Web Service
Approval Status:	Pending

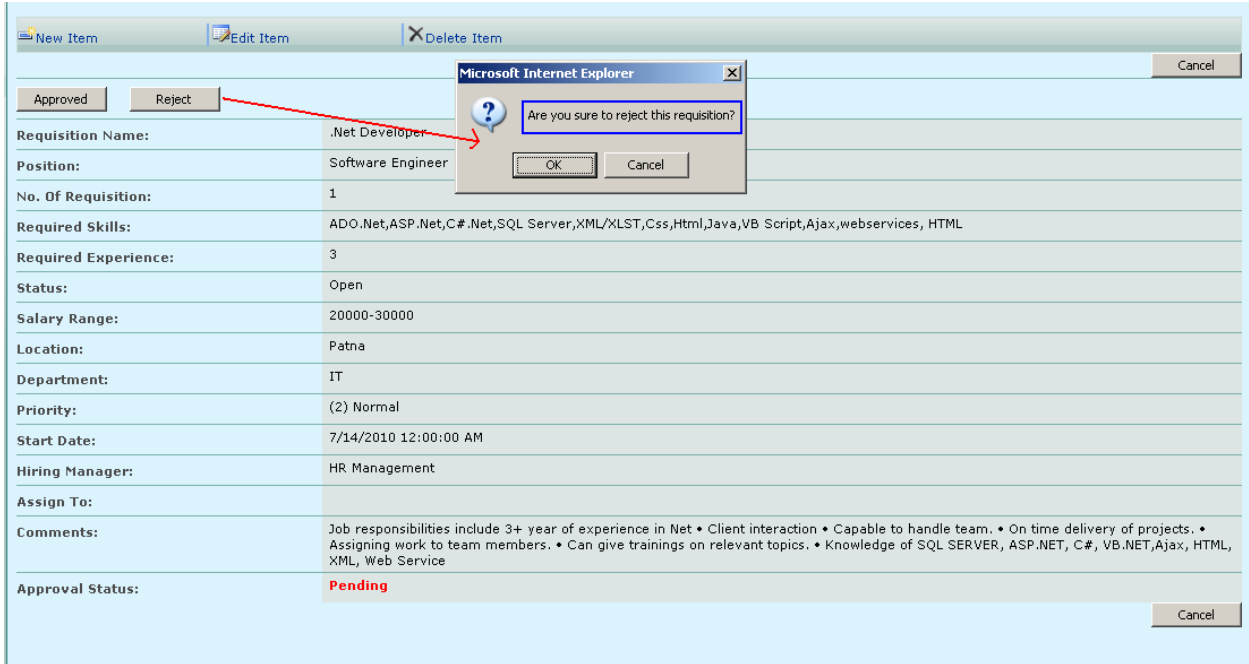
Requisition Approval: This screen will warn user approving this pending requisition for confirmation.



The screenshot shows a web application interface for requisition management. At the top, there are buttons for 'New Item', 'Edit Item', and 'Delete Item'. Below these are 'Approved' and 'Reject' buttons. A 'Microsoft Internet Explorer' dialog box is open, asking 'Are you sure to approve this requisition?' with 'OK' and 'Cancel' buttons. A blue arrow points from the 'Approved' button to the dialog box. The main form displays the following details:

Requisition Name:	.Net Developer
Position:	Software Engineer
No. Of Requisition:	1
Required Skills:	ADO.Net,ASP.Net,C#.Net,SQL Server,XML/XLST,Css,Html,Java,VB Script,Ajax,webservices, HTML
Required Experience:	3
Status:	Open
Salary Range:	20000-30000
Location:	Patna
Department:	IT
Priority:	(2) Normal
Start Date:	7/14/2010 12:00:00 AM
Hiring Manager:	HR Management
Assign To:	
Comments:	Job responsibilities include 3+ year of experience in Net • Client interaction • Capable to handle team. • On time delivery of projects. • Assigning work to team members. • Can give trainings on relevant topics. • Knowledge of SQL SERVER, ASP.NET, C#, VB.NET,Ajax, HTML, XML, Web Service
Approval Status:	Pending

Requisition Reject: This screen will warn user rejecting this pending requisition for confirmation.



Microsoft Internet Explorer

Are you sure to reject this requisition?

OK Cancel

Approved Reject

Requisition Name: .Net Developer

Position: Software Engineer

No. Of Requisition: 1

Required Skills: ADO.Net,ASP.Net,C#.Net,SQL Server,XML/XLST,Css,Html,Java,VB Script,Ajax,webservices, HTML

Required Experience: 3

Status: Open

Salary Range: 20000-30000

Location: Patna

Department: IT

Priority: (2) Normal

Start Date: 7/14/2010 12:00:00 AM

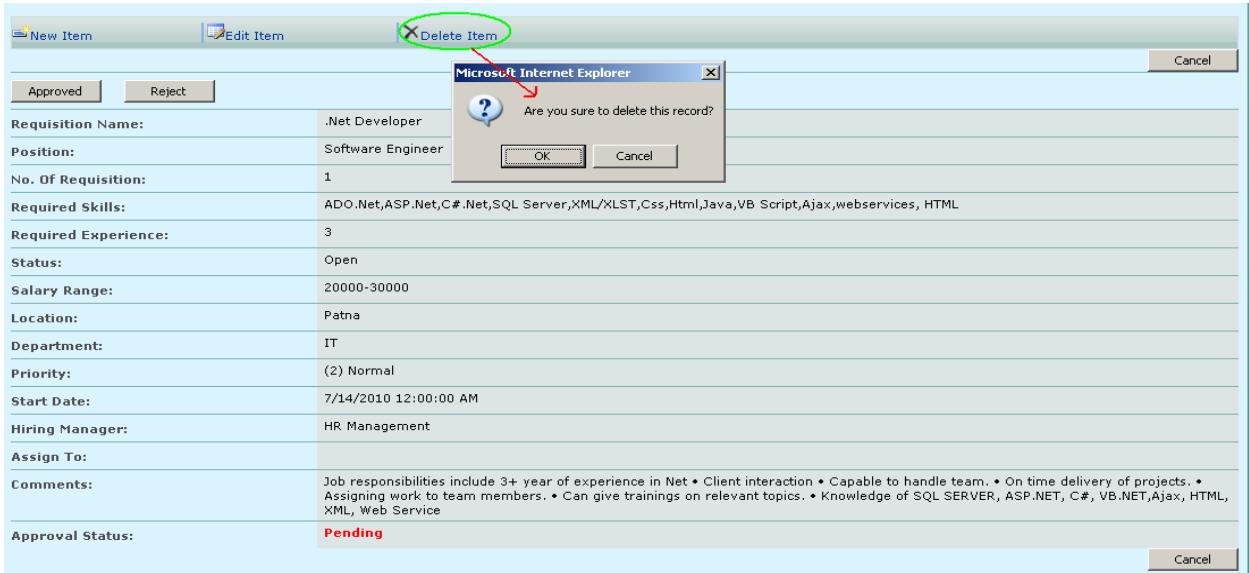
Hiring Manager: HR Management

Assign To:

Comments: Job responsibilities include 3+ year of experience in Net • Client interaction • Capable to handle team. • On time delivery of projects. • Assigning work to team members. • Can give trainings on relevant topics. • Knowledge of SQL SERVER, ASP.NET, C#, VB.NET,Ajax, HTML, XML, Web Service

Approval Status: Pending

Delete Pending Requisition: This screen will warn user DELETING this pending requisition for confirmation. Notification email will go out to job creator and user deleting requisition.



Microsoft Internet Explorer

Are you sure to delete this record?

OK Cancel

New Item Edit Item Delete Item

Approved Reject

Requisition Name: .Net Developer

Position: Software Engineer

No. Of Requisition: 1

Required Skills: ADO.Net,ASP.Net,C#.Net,SQL Server,XML/XLST,Css,Html,Java,VB Script,Ajax,webservices, HTML

Required Experience: 3

Status: Open

Salary Range: 20000-30000

Location: Patna

Department: IT

Priority: (2) Normal

Start Date: 7/14/2010 12:00:00 AM

Hiring Manager: HR Management

Assign To:

Comments: Job responsibilities include 3+ year of experience in Net • Client interaction • Capable to handle team. • On time delivery of projects. • Assigning work to team members. • Can give trainings on relevant topics. • Knowledge of SQL SERVER, ASP.NET, C#, VB.NET,Ajax, HTML, XML, Web Service

Approval Status: Pending

Edit Requisition: This screen will bring a requisition edit mode where user can UPDATE any existing information and may save and cancel on OK and CANCEL button clicks.

* indicates a required field

OK Cancel

Requisition Name: * .Net Developer

Position: * Software Engineer

Status: * Open

No. Of Requisition: * 1

Required Skills: *

Skills	Add/Remove	Selected Skills
ADO.Net ASP.Net VB.Net C#.Net	>> <<	HTML Java,VB Script ADO.Net C#.Net

Required Experience: * 3

Salary Range: * 20000-30000

Preferred Location: * Patna

Department: * IT

Hiring Manager: * HR Management

Priority: * (2) Normal

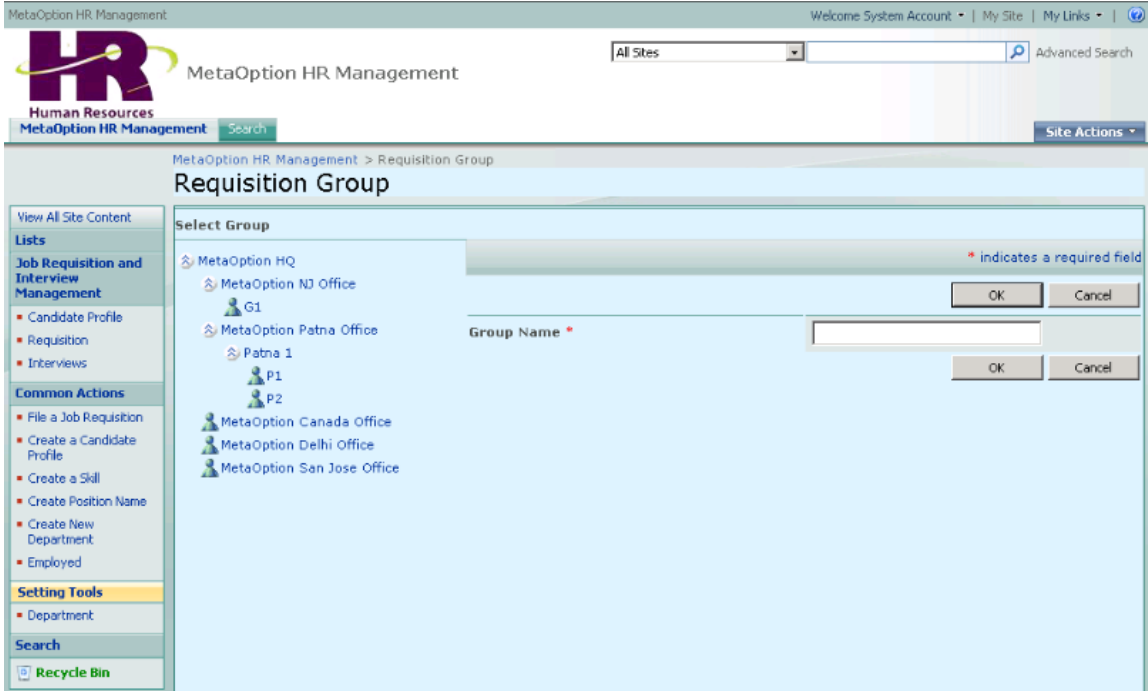
Start Date: 7/14/2010

Comments: Job responsibilities include
3+ year of experience in Net

OK Cancel

Requisition Permissions: System supports custom groups and functionality. Organizations can create different groups hierarchy based upon offices and teams. Users will be added to each group. System allows user to add multiple groups and individual users on a particular requisition.

This gives a greater flexibility to larger companies with multiple offices and big recruitment teams. User having the permission on specific requisitions will appear on their list.



Requisitions List: This screen displays all active requisitions, it can be filtered by its status such as to view ALL, OPEN, CLOSE, CANCELLED and PENDING requisitions with self colored rows to identify quickly by color. Each requisition already self contained LINK to view its details.

Following status are available in system for requisitions. New status can be added easily:

1. **ALL** : In this case all requisitions listed.
2. **OPEN** : In this case both status ('Open' & 'Pending') jobs are listed.
3. **CLOSE** : In this case completed requisitions are listed where hiring is done.
4. **CANCELLED** : Cancelled requisition list.
5. **PENDING** : List of pending requisitions waiting for admin approval.

My Requisition

RequisitionViewWebPart Web Part

Rows color by status
 ■ Open
 ■ Close
 ■ Cancelled
 ■ Pending
 ■ Rejected

Requisition Name	# Post	# Hire	Priority	Start Date	Status	Required Skills	Exp	Location	Action
iPhone Application Developer	1	0	(1) High	14-Jul-10	Open	C, C++, JAVA, SQL Server, j2ee, webservices, xml	2.5	New Delhi	<input type="button" value="All"/> <input type="button" value="Open"/> <input type="button" value="Close"/> <input type="button" value="Cancelled"/> <input type="button" value="Pending"/>
HR Executive	1	0	(1) High	14-Jul-10	Open	MS-Office, MS Excel, Good Communication	1.5	Patna	<input type="button" value="Approved"/>
Net Developer	1	0	(2) Normal	14-Jul-10	Open	ADO.Net, ASP.Net, C#.Net, SQL Server, XML/XLST, Css, Html, Java, VB Script, Ajax, webservices, HTML	3	Patna	<input type="button" value="Pending"/>
Graphic Designer	1	0	(1) High	14-Jul-10	Open	Photo Shop, Flash, Coral Draw	4	New Delhi	<input type="button" value="Pending"/>

Candidate filter by Requisition requirement skills: This is the requisition details screen which shows matched candidates, selected candidates, shortlisted candidates etc. Points below are circled in ROMAN on following screen:

- I. **Add Item, Edit Item, & Delete Item:** Actions that can be performed on requisition.
- II. **Joined Candidate list:** All candidates that have been selected and joined.
- III. **Selected Candidate List:** In this list two types of candidates are available listed, one that already selected for joining and another one who are good but kept on Hold as backup candidate in case selected ones do not join.
- IV. **Short listed candidate list:** Shortlisted candidates for further interviews/process. Interviewer can give the feedback about candidate such as for “Next Round Schedule”, “Selected”, “On Hold”, “Rejected” etc.
- V. **All available candidates for selected Jobs:** All candidates related with this requisition will appear in this list.
- VI. **Rows Colors to identify candidates:** Row color shows status of candidate.
- VII. **Candidate link:** Candidate name is a link which opens corresponding candidate screen.
- VIII. **Quick shortlist link:** Each Candidate name has “shortlist” link to shortlist the candidate for this requisition.

New Item | Edit Item | Delete Item | 🔄
Cancel

Requisition Name:	iPhone Application Developer
Position:	Software Engineer
No. Of Requisition:	1
Required Skills:	C, C++,JAVA,SQL Server,j2ee,webservices,xml
Required Experience:	2.5
Status:	Open
Salary Range:	20000-30000
Location:	New Delhi
Department:	IT
Priority:	(1) High
Start Date:	7/14/2010 12:00:00 AM
Hiring Manager:	HR Management
Comments:	• Must have 1 year of experience in developing apps on the iPhone • Must have at least 1 published app in the App Store • Strong knowledge and experience developing in a mobile environment • Must be familiar with Mac environment • Strong knowledge of Object Oriented Programming and concepts • Knowledge of Objective C and SQLite is a must • Experience in designing User Interfaces for the iPhone is a plus • Experience in other mobile applications environments such as Android, Symbian, etc. is a plus • Experience in designing User Interfaces for the iPhone

Join Candidate 🔄
 Not Available

Selected Candidate 🔄

 Selected Candidate
 On Hold Candidate

Name	Status	Skills	Exp	Selected By	Date
Kumar Ramesh ●●●	On Hold	ADO.Net,ASP.Net,VB.Net,C, C++,JAVA,SQL Server,SQL Reporting Services,VB 6.0	2.2	alamk	13-Mar-09

Short Listed Candidate 🔄

Full Name	Skills	Exp	Location	Created By	Created Date
Rafique Ansari ●●●	ADO.Net,ASP.Net,VB.Net,C#.Net,SQL Server,SQL Reporting Services	3	New Delhi	alamk	20-Mar-09
Martin Lurther	ADO.Net,ASP.Net,VB.Net,SQL Server,Ajax	2.5	New Delhi	alamk	17-Mar-09

Available Candidate (Filtered Applicants) 🔄

100% Skills & Exp. Matched
 100% Skills Matched

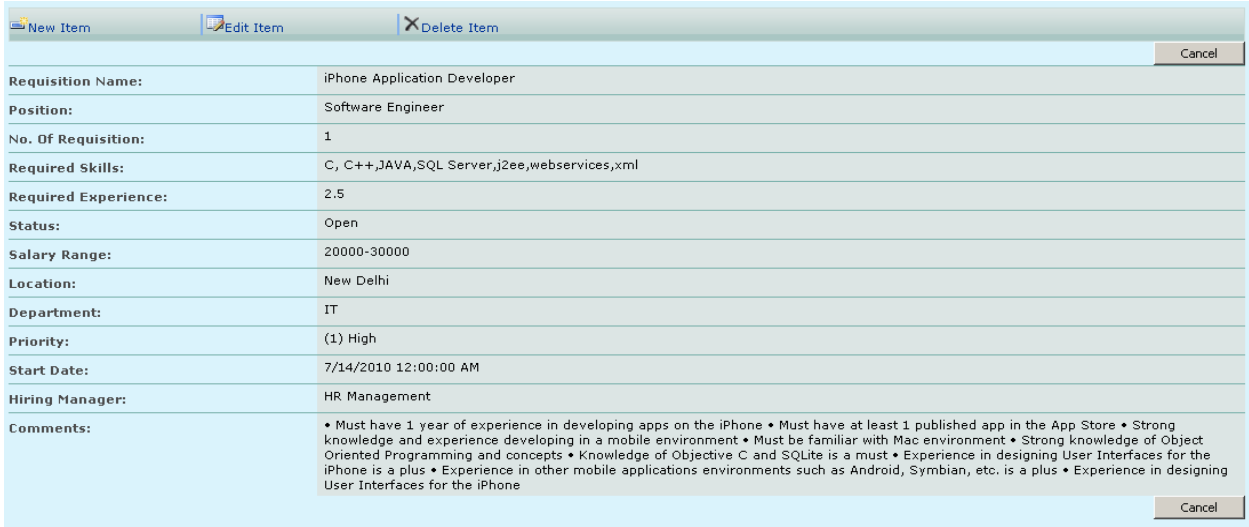
 =>50% Skills Matched
 Only 1% Skills Matched

 <50% Skills Matched
 History Available

Full Name	Skills	Exp	Location	Shortlist
John Martin 🔄	C, C++,Oracle	3	New Delhi	Shortlist 🔄
Tarun Mishra	ADO.Net,ASP.Net,VB.Net,C#.Net,SQL Server,Ajax,javascript	3	New Delhi	Shortlist
Abdul Hai ●●●	ADO.Net,C#.Net,SQL Server,SQL Reporting Services,VB 6.0,Oracle	1.7	New Delhi	Shortlist ●●●
Dinesh Sharma	ADO.Net,ASP.Net,C#.Net,C. C++..SQL Server,ASP	3	New Delhi	Shortlist

INDIVIDUAL FEATURES WISE

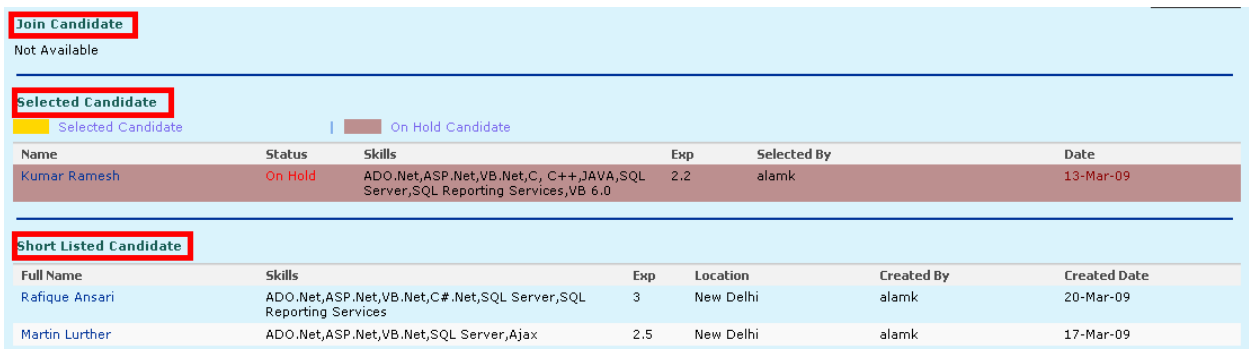
View Open Requisition: User can view details of open requisition.



The screenshot shows a requisition form with the following details:

- Requisition Name:** iPhone Application Developer
- Position:** Software Engineer
- No. Of Requisition:** 1
- Required Skills:** C, C++,JAVA,SQL Server,j2ee,webservices,xml
- Required Experience:** 2.5
- Status:** Open
- Salary Range:** 20000-30000
- Location:** New Delhi
- Department:** IT
- Priority:** (1) High
- Start Date:** 7/14/2010 12:00:00 AM
- Hiring Manager:** HR Management
- Comments:** • Must have 1 year of experience in developing apps on the iPhone • Must have at least 1 published app in the App Store • Strong knowledge and experience developing in a mobile environment • Must be familiar with Mac environment • Strong knowledge of Object Oriented Programming and concepts • Knowledge of Objective C and SQLite is a must • Experience in designing User Interfaces for the iPhone is a plus • Experience in other mobile applications environments such as Android, Symbian, etc. is a plus • Experience in designing User Interfaces for the iPhone

Applicant related with particular requisition such as Shortlisted, on hold, selected or joined or not joined etc.



The screenshot displays three candidate categories:

- Join Candidate:** Not Available
- Selected Candidate:**

Name	Status	Skills	Exp	Selected By	Date
Kumar Ramesh	On Hold	ADO.Net,ASP.Net,VB.Net,C, C++ JAVA,SQL Server,SQL Reporting Services,VB 6.0	2.2	alamk	13-Mar-09
- Short Listed Candidate:**

Full Name	Skills	Exp	Location	Created By	Created Date
Rafique Ansari	ADO.Net,ASP.Net,VB.Net,C#.Net,SQL Server,SQL Reporting Services	3	New Delhi	alamk	20-Mar-09
Martin Lurther	ADO.Net,ASP.Net,VB.Net,SQL Server,Ajax	2.5	New Delhi	alamk	17-Mar-09

This image contains three red colored box as Joined, Selected, shortlisted candidate etc.

Candidate automatically filtered by selected requisition: Below screen displays all filtered candidates by system for selected requisition.

Available Candidate (Filtered Applicants)					
Full Name	Skills	Exp	Location	Shortlist	
John Martin ●●●	C, C++,Oracle	3	New Delhi	Shortlist	
Tarun Mishra	ADO.Net,ASP.Net,VB.Net,C#.Net,SQL Server,Ajax,javascript	3	New Delhi	Shortlist	
Abdul Hai	ADO.Net,C#.Net,SQL Server,SQL Reporting Services,VB 6.0,Oracle	1.7	New Delhi	Shortlist	
Dinesh Sharma	ADO.Net,ASP.Net,C#.Net,C, C++,SQL Server,ASP 3.0	3	New Delhi	Shortlist ●●●	

View Candidate details from particular requisition: Screen labels are self-explained.

My Candidate Profile :

New Item Edit Item Delete Item

Cancel

ShortList iPhone Application Developer

Last Name:	Martin
First Name:	John
Full Name:	John Martin
Skills:	C, C++,Oracle
Experience:	3
Drawn Salary:	20000
Expected Salary:	25000
Preferred Location:	New Delhi
Email:	john@john.com
Contact No.:	9808098098
Address:	New Delhi India
City:	New Delhi
State:	Delhi
Country:	India
Pin Code:	11908908
Referral Type:	External
Remarks:	Remarks if any
Hiring Status:	
Position:	
Resume:	N/A

Cancel

Schedule candidate interview: Now this is a candidate details with three major actions like add new candidate, edit candidate & delete candidate, Schedule interview, Scheduled interview list & Give Feedback etc.

New Item
Edit Item
Delete Item
Cancel

Last Name:	Ansari
First Name:	Rafique
Full Name:	Rafique Ansari
Skills:	ADO.Net,ASP.Net,VB.Net,C#.Net,SQL Server,SQL Reporting Services
Experience:	3
Drawn Salary:	10000
Expected Salary:	15000
Preferred Location:	New Delhi
Email:	abc@meta.com
Contact No.:	0312456010
Address:	45345
City:	3333
State:	Bihar
Country:	India
Pin Code:	110065
Referral Type:	External
Remarks:	
Hiring Status:	
Position:	
Resume:	N/A

Cancel

Interview Information

Interviewer	Interview Date	Location	Requisition
alamk	15-Jul-10 14:57	New Delhi	iPhone Application Developer

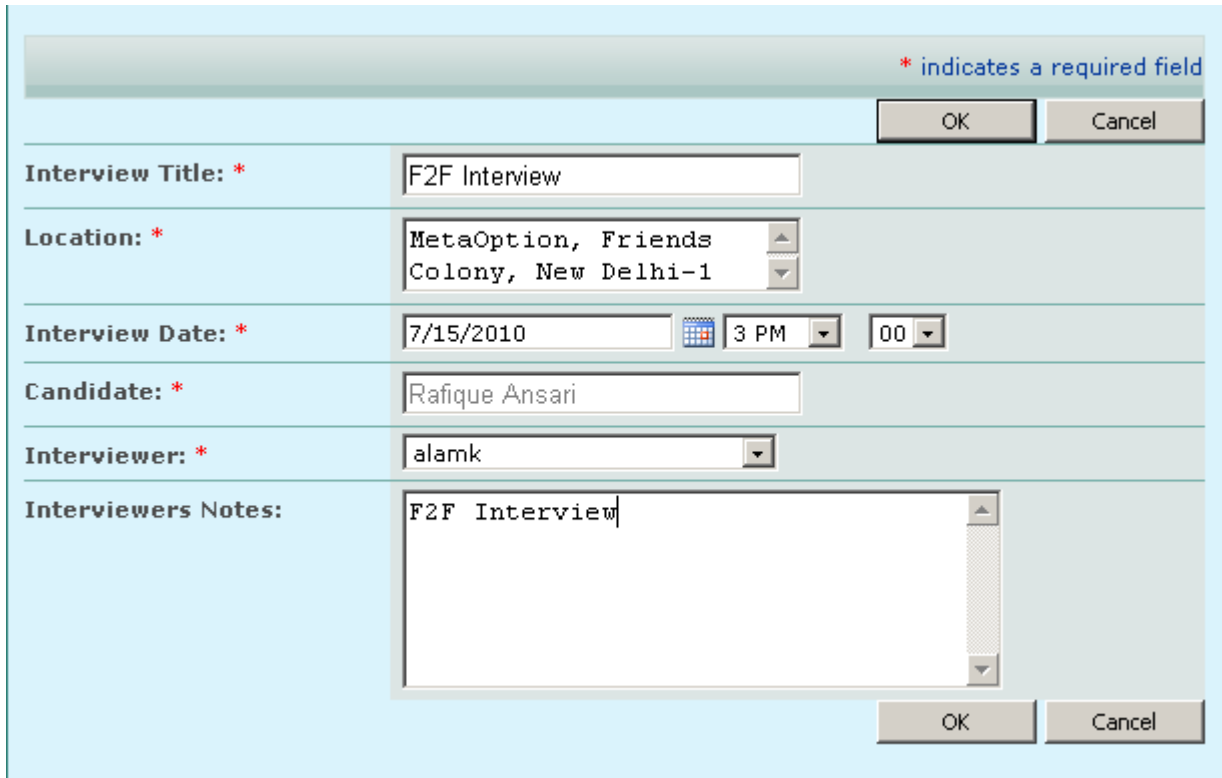
[Schedule Interview](#)

Interview Feedback

Feedback By	Date	Status	Requisition	Comments
alamk	7/15/2010 2:57:35 PM	Next Round	iPhone Application Developer	Please Arrange for F2F interview by Tomorrow

[Interview Feedback](#)

Interview Schedule screen: This is interview schedule screen where user enters the address of interview location, date & time, and interviewer. Email notification will go out to candidate and interviewer and requisition owner along with interview place, date and time along with candidate details and any additional details.



The screenshot shows a web-based form for scheduling an interview. At the top right, there is a legend: "* indicates a required field". Below this, there are two sets of "OK" and "Cancel" buttons. The form fields are as follows:

- Interview Title: *** Text input field containing "F2F Interview".
- Location: *** Dropdown menu with "MetaOption, Friends Colony, New Delhi-1" selected.
- Interview Date: *** Date picker showing "7/15/2010", a time dropdown showing "3 PM", and a minute dropdown showing "00".
- Candidate: *** Text input field containing "Rafique Ansari".
- Interviewer: *** Dropdown menu with "alamk" selected.
- Interviewers Notes:** Text area containing "F2F Interview".

At the bottom right of the form, there are two more "OK" and "Cancel" buttons.

Interviewer feedback for candidate: This screen is for interviewer to provide feedback about the interview whether candidate is selected, not selected, on hold, rejected and eligible for next round. After submitting feedback again generate an email for appropriate added groups for feedback.

Interviewer gets the capability to attach multiple documents as well along with feedback if they wish to do so.

* indicates a required field

OK Cancel

Candidate Name: * Rafique Ansari

Recommendation: * Selected

Hiring Notes:

Selected
Not selected
On Hold
Rejected
Next Round

OK Cancel

Candidate joining screen: This screen is also self-descriptive. When user select joined/not joined an email gets generated to selected candidate & requisition creator.

Hiring :

* indicates a required field

OK Cancel

Candidate Name: * Rafique Ansari

Post: * Software Engineer

Location: * New Delhi

Salary: * INR 45000.00 / month

Joining Date: * 7/15/2010 4 PM 11

Joining Status: * Joined

Notes:

Joined
Not joined

OK Cancel

Create New Requisition: This screen belongs to add new opening & it's already self-instructive.

* indicates a required field

		OK	Cancel
Requisition Name: *	<input type="text"/>		
Position: *	Software Engineer		
Status: *	Open		
No. Of Requisition: *	<input type="text"/>		
Required Skills: *	Skills	Add/Remove	Selected Skills
	ADO.Net ASP.Net VB.Net C#.Net	>> <<	
Required Experience: *	<input type="text"/>		
Salary Range: *	<input type="text"/>		
Preferred Location: *	Patna		
Department: *	IT		
Hiring Manager: *	alamk		
Priority: *	(2) Normal		
Start Date: *	7/15/2010		
Comments:	<input type="text"/>		
		OK	Cancel

Edit Requisition: This is edit screen for existing requisition. Email notification goes out on any changes to creator and user and certain group.

* indicates a required field


OK Cancel

Requisition Name: *	iPhone Applicati		
Position: *	Software Engineer		
Status: *	Close		
No. Of Requisition: *	1		
Required Skills: *	Skills	Add/Remove	Selected Skills
	ADO.Net ASP.Net VB.Net C#.Net	>> <<	webservices C, C++ SQL Server JAVA
Required Experience: *	2.5		
Salary Range: *	20000-30000		
Preferred Location: *	New Delhi		
Department: *	IT		
Hiring Manager: *	HR Management		
Priority: *	(1) High		
Start Date:	7/14/2010		
Comments:	Must have 1 year of experience in developing apps on		

OK Cancel

New candidate: This screen also self-clarifying with attachment feature. This allows user to create a new candidate in system, multiple resumes can be attached against one candidate along with description.

My Candidate Profile: New Item

 Attach File * indicates a required field

Last Name: *

First Name: *

Full Name: *

Skills: *

Skills	Add/Remove	Selected Skills
ADO.Net	▶▶	<input type="text"/>
ASP.Net	▶▶	
VB.Net	◀◀	
C#.Net	◀◀	

Experience: *

Higher Qualification: *

College/University Name: *

Current Salary: *

Expected Salary:

Preferred Location: *

Email: *

Contact No.: *

Address:

City:

State:

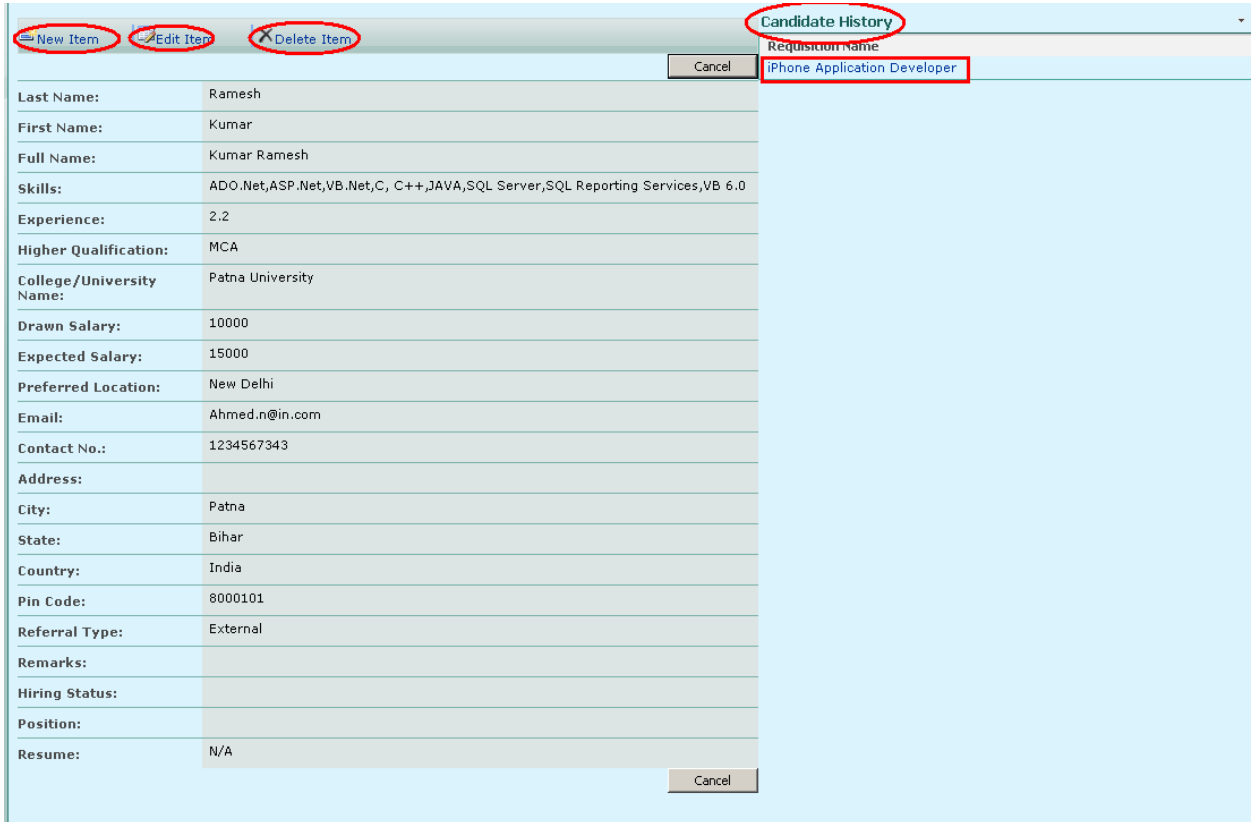
Country:

Pin Code:

Referral Type: *

Remarks:

View existing Candidate profile with their history if available: This screen displays candidate details in the left side and candidate requisitions history on right panel. User knows what all requisitions this candidate has participated.



The screenshot shows a web application interface for viewing a candidate's profile and their requisition history. The interface is divided into two main sections: a candidate profile on the left and a requisition history on the right.

Navigation and Action Buttons: At the top left, there are three buttons: "New Item", "Edit Item", and "Delete Item", each circled in red. At the top right, there is a "Candidate History" dropdown menu, also circled in red. Below these buttons is a "Cancel" button.

Candidate Profile (Left Panel): This section contains a form with the following fields and values:



Last Name:	Ramesh
First Name:	Kumar
Full Name:	Kumar Ramesh
Skills:	ADO.Net,ASP.Net,VB.Net,C, C++,JAVA,SQL Server,SQL Reporting Services,VB 6.0
Experience:	2.2
Higher Qualification:	MCA
College/University Name:	Patna University
Drawn Salary:	10000
Expected Salary:	15000
Preferred Location:	New Delhi
Email:	Ahmed.n@in.com
Contact No.:	1234567343
Address:	
City:	Patna
State:	Bihar
Country:	India
Pin Code:	8000101
Referral Type:	External
Remarks:	
Hiring Status:	
Position:	
Resume:	N/A

At the bottom right of the profile section, there is a "Cancel" button.

Requisition History (Right Panel): This section displays a table with the following data:

Requisition Name
iPhone Application Developer

Edit existing Candidate profile: This screen allows user to edit candidate profile and. Attachments can also be modified.

 Attach File  Delete Item * indicates a required field

Last Name: *	<input type="text" value="Ramesh"/>															
First Name: *	<input type="text" value="Kumar"/>															
Full Name: *	<input type="text" value="Kumar Ramesh"/>															
Skills: *	<table border="1"><thead><tr><th>Skills</th><th>Add/Remove</th><th>Selected Skills</th></tr></thead><tbody><tr><td>ADO.Net</td><td>>></td><td>SQL Reporting Services</td></tr><tr><td>ASP.Net</td><td><<</td><td>C, C++</td></tr><tr><td>VB.Net</td><td></td><td>SQL Server</td></tr><tr><td>C#.Net</td><td></td><td>VB 6.0</td></tr></tbody></table>	Skills	Add/Remove	Selected Skills	ADO.Net	>>	SQL Reporting Services	ASP.Net	<<	C, C++	VB.Net		SQL Server	C#.Net		VB 6.0
Skills	Add/Remove	Selected Skills														
ADO.Net	>>	SQL Reporting Services														
ASP.Net	<<	C, C++														
VB.Net		SQL Server														
C#.Net		VB 6.0														
Experience: *	<input type="text" value="2.2"/>															
Higher Qualification: *	<input type="text" value="MCA"/>															
College/University Name: *	<input type="text" value="Patna University"/>															
Current Salary: *	<input type="text" value="10000"/>															
Expected Salary:	<input type="text" value="15000"/>															
Preferred Location: *	<input type="text" value="New Delhi"/>															
Email: *	<input type="text" value="Ahmed.n@in.com"/>															
Contact No.: *	<input type="text" value="1234567343"/>															
Address:	<input type="text"/>															
City:	<input type="text" value="Patna"/>															
State:	<input type="text" value="Bihar"/>															
Country:	<input type="text" value="India"/>															
Pin Code:	<input type="text" value="8000101"/>															
Referral Type: *	<input type="text" value="External"/>															
Remarks:	<input type="text"/>															
Attachment :	N/A															

View Candidate History: if candidate has participated in any requisitions it appears in this list

Rows color by feedback status : ■ Selected ■ Rejected ■ Not Selected ■ On Hold ■ Next Round

Cancel

Candidate Name	Requisition Name	Candidate Skills	Required Skills	Cand. Exp.	Req. Exp.	Post	Joining Loc.	Feedback Status	Feedback By	Feedback
Kumar Ramesh	iPhone Application Developer	ADO.Net,ASP.Net,VB.Net,C,C++ JAVA,SQL Server,SQL Reporting Services,VB 6.0	C, C++,JAVA,SQL Server,j2ee,webservices,xml	2.2	2.5	Software Engineer	New Delhi	On Hold	alamk	werew

Cancel

Create a Skills lookup:

Skill :

* indicates a required field

OK Cancel

Skill Name: *

OK Cancel

Skills lookup list: Skills lookup are dynamic and new skills can be added and existing ones can be modified without any programming change.

New Item

Skill ID	Skills Name
1	ADO.Net
2	ASP.Net
3	VB.Net
4	C#.Net
5	C, C++
6	JAVA
7	SQL Server
8	SQL Reporting Services
9	VB 6.0
10	ASP 3.0
11	Moss 2007
12	Sharepoint Designer 2007
13	Oracle
14	CRM 3.0,4.0
15	Perl
16	XML/XLST,Css,Html
17	Java,VB Script
18	MDx
19	PHP
20	CAML

▶ ◀

Edit Skill lookup:

* indicates a required field

OK Cancel

Skill Name: *

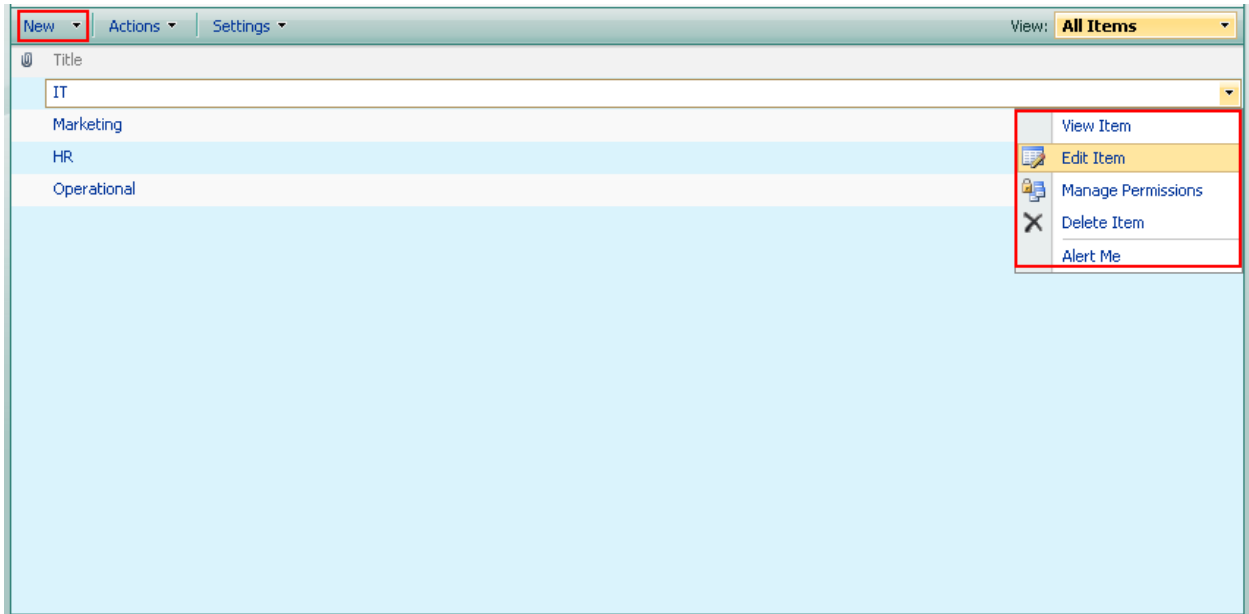
OK Cancel

Add, Delete, View & Edit Job Position Name:

New Actions Settings View: All Items

@ Title

Software Engineer	
Sr. Software Engineer	
Trainee	View Item Edit Item
Group Leader	Manage Permissions
Project Leader	Delete Item
Team Leader	Alert Me
HR Person	
Marketing Person	

Add new Department, Delete, view & Edit:

The screenshot displays a web application interface for managing departments. At the top, there are navigation tabs: 'New', 'Actions', and 'Settings'. A 'View:' dropdown is set to 'All Items'. Below this is a table with a 'Title' column. The table contains four rows: 'IT', 'Marketing', 'HR', and 'Operational'. The 'IT' row is selected, and a context menu is open over it. The context menu includes the following options: 'View Item', 'Edit Item', 'Manage Permissions', 'Delete Item', and 'Alert Me'. The 'Edit Item' option is highlighted in yellow. The 'New' tab and the 'IT' row in the table are also highlighted with red boxes.

EVENT for Email execution**Add New Email Event:****Email Events**

Email Event		
New	Actions	Settings
		View: All Items
ID	Event For	Email Handler For
1	Create	Requisition
2	Update	Requisition
3	Approved	Requisition
4	Rejected	Requisition
5	Close	Requisition
6	Cancelled	Requisition

Add, delete, and Edit Email status:

Email Status

Email Status		
ID	Status	EmailType
1	Created	Requisition
2	Approved	Requisition
3	Rejected	Requisition
4	Update	Requisition
5	Close	Requisition
6	Cancelled	Requisition
7	Shortlist	Candidates
8	Requisition Deleted	Requisition
9	Update Interview Schedule	Candidates
10	Schedule for next round	Candidates
11	Candidate Selected	Candidates
12	Candidate not selected	Candidates
13	Candidate rejected	Candidates
14	Candidate on hold	Candidates
15	Feedback Updated	Candidates
16	Feedback deleted	Candidates
17	Interview schedule deleted	Candidates
18	Interview Schedule Created	Candidates
19	Candidate Joined	Candidates
20	Candidate not Joied	Candidates

Add, Delete, And Edit Email Type:

EmailType

Email Type	
Title	
Requisition	
Candidates	

Add, Delete, and Edit Location for open Job:

Location

Location	
Title	
Patna	
New Delhi	
USA	

Add, Delete, Edit Email Sender look up type:

Mail Sender Type

ID	Title
1	Requisition created
2	Requisition approved
3	Requisition rejected
4	Requisition updated
5	Requisition closed
6	Requisition cancelled
7	Requisition deleted
8	Candidate shortlisted
9	To Interviewer (New interview schedule)
10	Interview schedule
11	Schedule for next round
12	Candidate selected
13	Candidate not selected
14	Candidate rejected
15	Candidate on hold



Candidate feedback list:

My Feedback

Candidate Name	Requisition Name	Feedback Status	Position	Feedback By	Location	Notes
Abdul Hai ●●●	MO\DEL\SE\DOT\2009	Selected	Sr. Software Engineer	alamk	New Delhi	Call him to join... Created By alamk Date & Time 7/16/2010 11:38:46 AM <hr>selected <hr> Created By alamk Date & Time 3/20/2009 3:01:42 AM
Haque Ziya	Del/10	Selected	Software Engineer	alamk	New Delhi	I think , he is perfect! Created By alamk Date & Time 7/15/2010 10:37:12 AM <hr>af adf <hr> Created By alamk Date & Time 3/17/2009 12:11:56 AM
Haque Ziya	iPhone Application Developer	Next Round	Software Engineer	alamk	New Delhi	fix again for next round

View Candidate feedback:

My Feedback:

 Edit Item |  Delete Item

Requisition Name:	MO\DEL\SE\DOT\2009
Candidate Name:	Rafique Ansari
Position:	Sr. Software Engineer
Hire Status:	Selected
Interviewer:	alamk
Interview Location:	New Delhi
Comments:	Call him to join... Created By alamk Date & Time 7/16/2010 11:38:46 AM
	<hr/>
	selected
	<hr/>
	Created By alamk Date & Time 3/20/2009 3:01:42 AM

Email contents lookup:

Email Contents

Edit	ID	Subject	Mail Type	To	From	Body
	1	New Joining in MeOption	Candidate joined (For Management)	All	hr@metaoption.com	Hello All, _CandidateName has joined us as a _PostName in our _Loc office. He/She has total _Exp year(s) of Experience in _Skills field. He/She joined the office at _JoinDate. We welcome him/her in MetaOption Family & wish him/her a long inning with us. Thank you, HR Manager
	2	Candidate Not Joined	Candidate not joined	Viewers	ht@metaoption.com	Candidate Not Joined
	3	Candidate not selected	Candidate not selected	Viewers	hr@metaoption.com	Candidate not selected
	4	Candidate on hold	Candidate on hold	Viewers	hr@metaoption.com	Candidate on hold
	5	Candidate Rejected	Candidate rejected	Viewers	hr@metaoption.com	Candidate Rejected
	6	Candidate Selected	Candidate selected	Viewers	hr@metaoption.com	Candidate Selected
	7	Candidate Selected by	Candidate selected by	Viewers	hr@metaoption.com	Candidate Selected by
	8	Candidate not selected by us	Candidate not selected by	Viewers	hr@metaoption.com	Candidate not selected by us
	9	Candidate rejected by US	Candidate rejected by	Viewers	hr@metaoption.com	Candidate rejected by US
	10	Feedback deleted	Feedback deleted	Viewers	hr@metaoption.com	Feedback deleted