
WHITE PAPER USER MANUAL FOR – RECRUITMENT

Module – Human Resource

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Overview

HRMS stands for Human Resources Management System that helps organizations manage their internal HR functions. HRMS is also known as human resources information system (HRIS) or human capital management (HCM).

What

Recruitment is the process of attracting, selecting, and appointing suitable candidates for jobs within an organization. It involves several key steps:

1. **Job Analysis:** Identifying the skills, qualifications, and responsibilities required for the position.
2. **Job Description Creation:** Writing a clear job description that outlines the role, expectations, and requirements.
3. **Sourcing Candidates:** Using various methods to find potential candidates, such as job boards, social media, recruitment agencies, and networking.
4. **Screening Applications:** Reviewing resumes and applications to shortlist candidates who meet the job criteria.
5. **Interviews:** Conducting interviews to assess candidates' qualifications, skills, and fit for the company culture.
6. **Selection:** Choosing the best candidate based on interviews, assessments, and reference checks.
7. **Job Offer:** Extending an offer to the selected candidate, including salary, benefits, and other terms of employment.
8. **Onboarding:** Integrating the new employee into the organization once they accept the offer.

Effective recruitment helps organizations find the right talent to meet their goals and fosters a positive workplace culture.

When it Required

Recruitment is required in the following situations:

1. **New Positions:** When creating new roles for growth.
2. **Employee Turnover:** When staff leave due to resignations or retirements.
3. **Skill Gaps:** When specific expertise is needed.
4. **Project-Based Work:** For temporary roles to meet project demands.
5. **Business Expansion:** When opening new locations or markets.

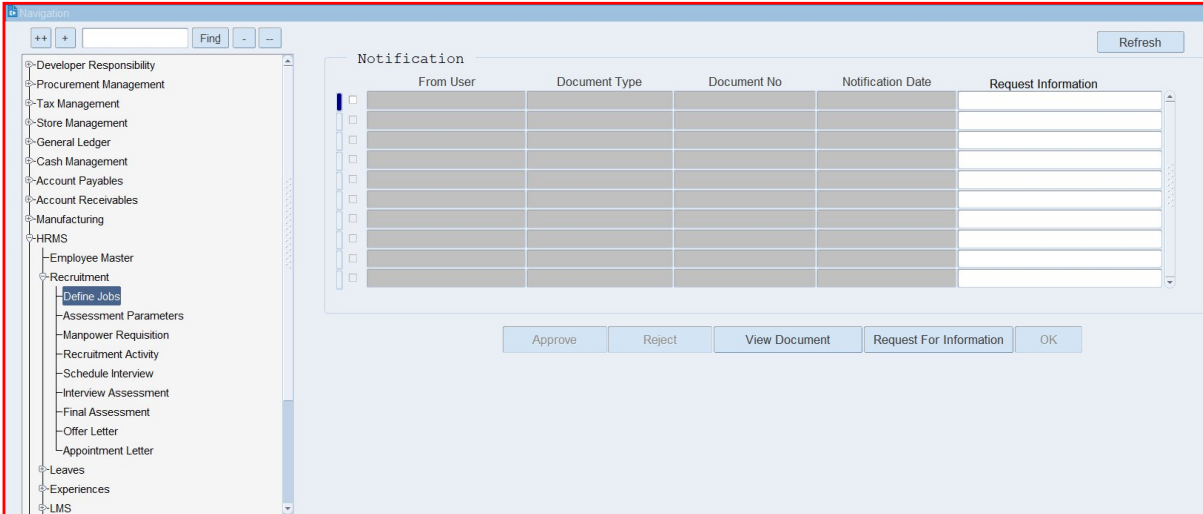
Why it required

Recruitment helps ensure that an organization has the right people in place to achieve its goals and adapt to changes.

Where

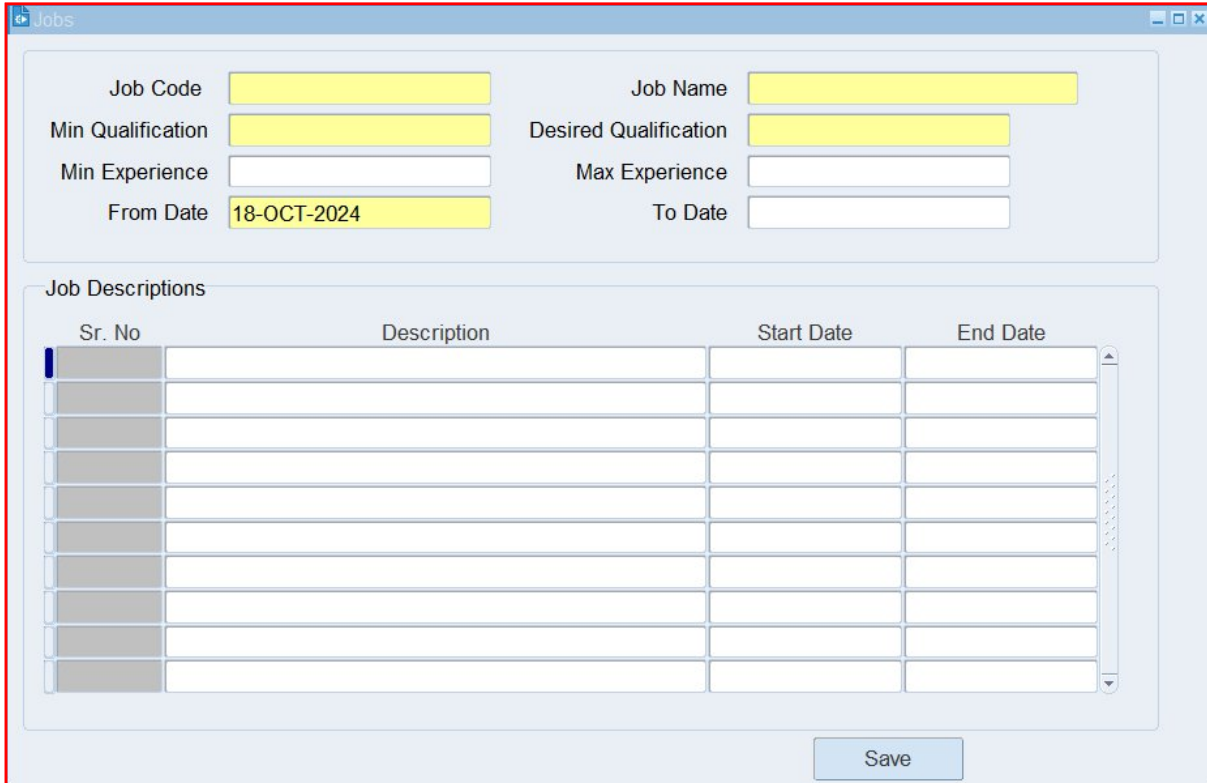
Recruitment is essential wherever there is a need for skilled personnel to achieve organizational objectives.

Navigation – HRMS – Recruitment - Define Jobs



The screenshot shows the 'Notification' window in the MII ERP HRMS system. The navigation tree on the left includes categories like Developer Responsibility, Procurement Management, Tax Management, Store Management, General Ledger, Cash Management, Account Payables, Account Receivables, Manufacturing, HRMS, Leaves, Experiences, and LMS. Under HRMS, the 'Recruitment' folder is expanded, and 'Define Jobs' is selected. The main area displays a table with the following columns: From User, Document Type, Document No, Notification Date, and Request Information. The table is currently empty. Below the table are buttons for 'Approve', 'Reject', 'View Document', 'Request For Information', and 'OK'. A 'Refresh' button is located in the top right corner.

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The screenshot shows a web application window titled "Jobs". It contains several input fields for job details and a table for job descriptions.

Job Code:

Job Name:

Min Qualification:

Desired Qualification:

Min Experience:

Max Experience:

From Date:

To Date:

Job Descriptions

Sr. No	Description	Start Date	End Date
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save

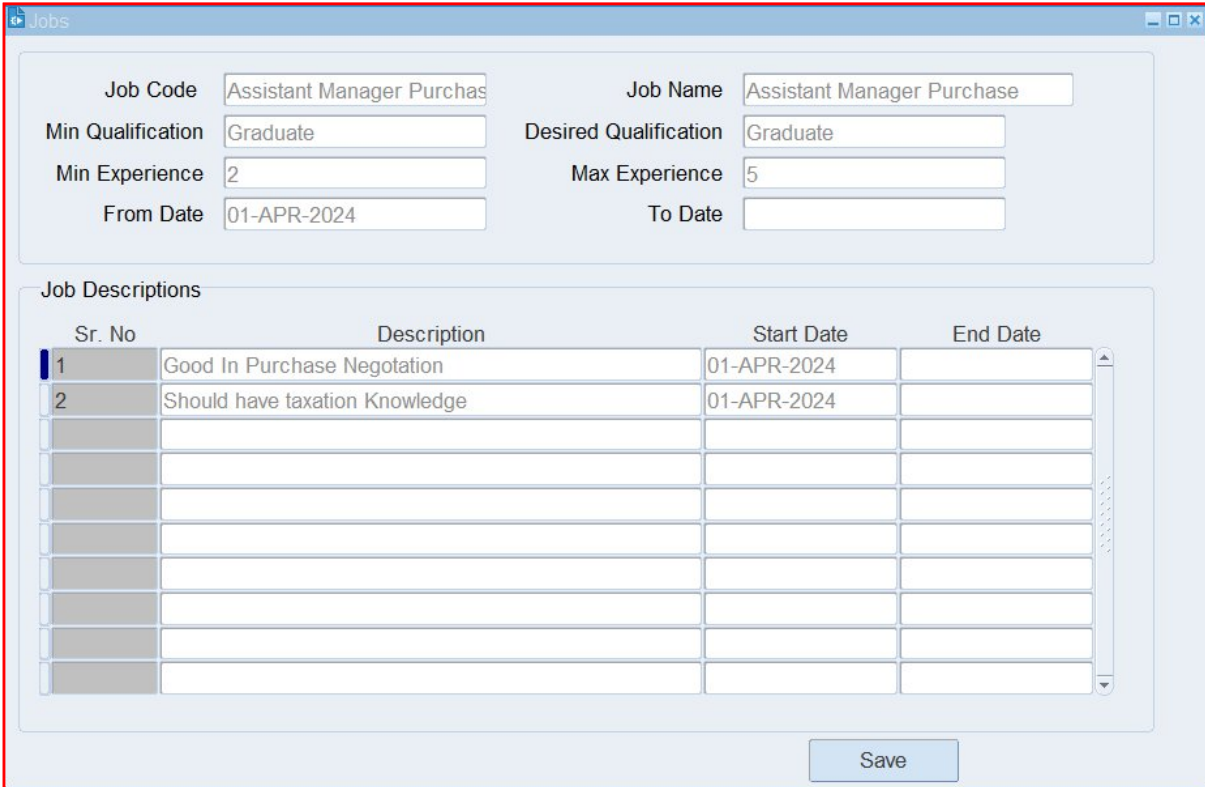
What is a Job code?

A job code in recruitment is a unique identifier assigned to a specific job position within an organization.

What is a Job Name?

A job name refers to the title given to a specific position within an organization. It typically reflects the role's responsibilities.

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Jobs

Job Code: Assistant Manager Purchas Job Name: Assistant Manager Purchase

Min Qualification: Graduate Desired Qualification: Graduate

Min Experience: 2 Max Experience: 5

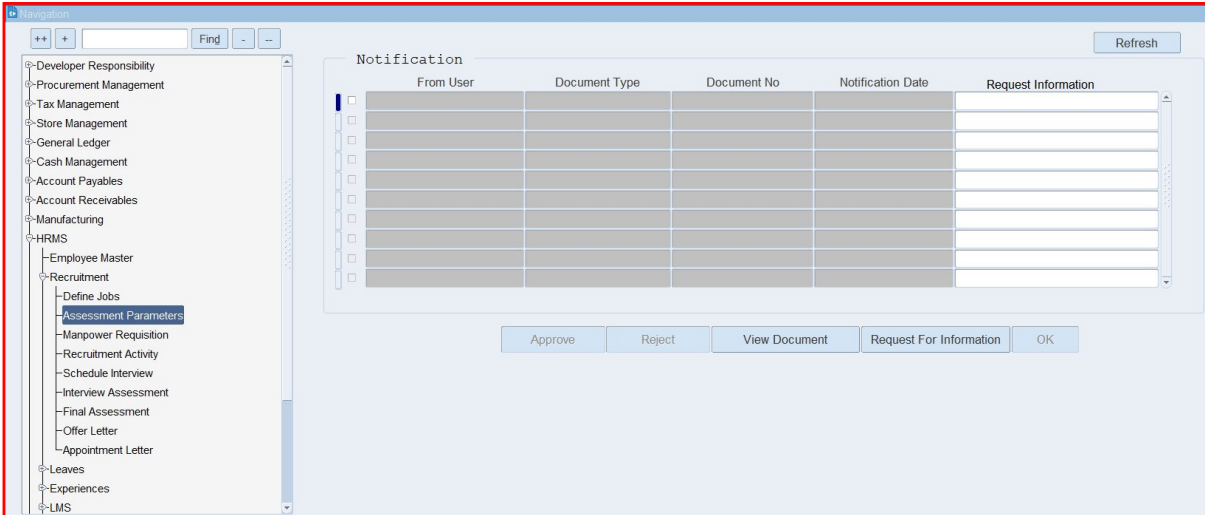
From Date: 01-APR-2024 To Date:

Job Descriptions

Sr. No	Description	Start Date	End Date
1	Good In Purchase Negotiation	01-APR-2024	
2	Should have taxation Knowledge	01-APR-2024	

Save

When we put the above required information then click on Save.



Navigation

- Developer Responsibility
- Procurement Management
- Tax Management
- Store Management
- General Ledger
- Cash Management
- Account Payables
- Account Receivables
- Manufacturing
- HRMS
 - Employee Master
 - Recruitment
 - Define Jobs
 - Assessment Parameters**
 - Manpower Requisition
 - Recruitment Activity
 - Schedule Interview
 - Interview Assessment
 - Final Assessment
 - Offer Letter
 - Appointment Letter
 - Leaves
 - Experiences
 - LMS

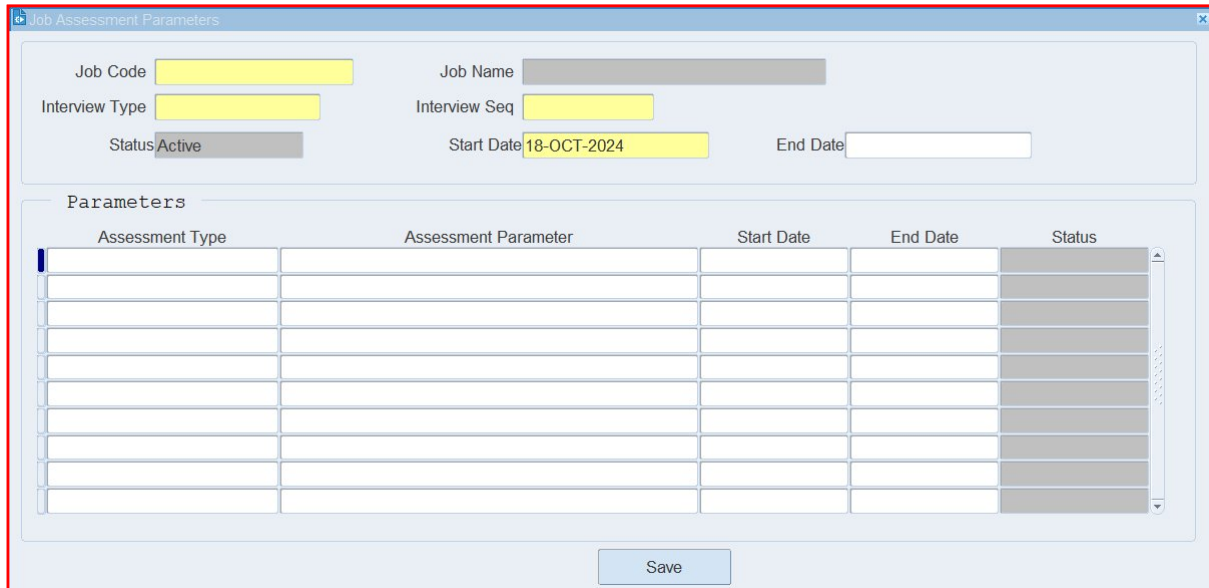
Notification

	From User	Document Type	Document No	Notification Date	Request Information
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Approve Reject View Document Request For Information OK

Click on Assessment Parameters.

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Job Code Job Name

Interview Type Interview Seq

Status Start Date End Date

Parameters

Assessment Type	Assessment Parameter	Start Date	End Date	Status

Save

What is a Job Code?

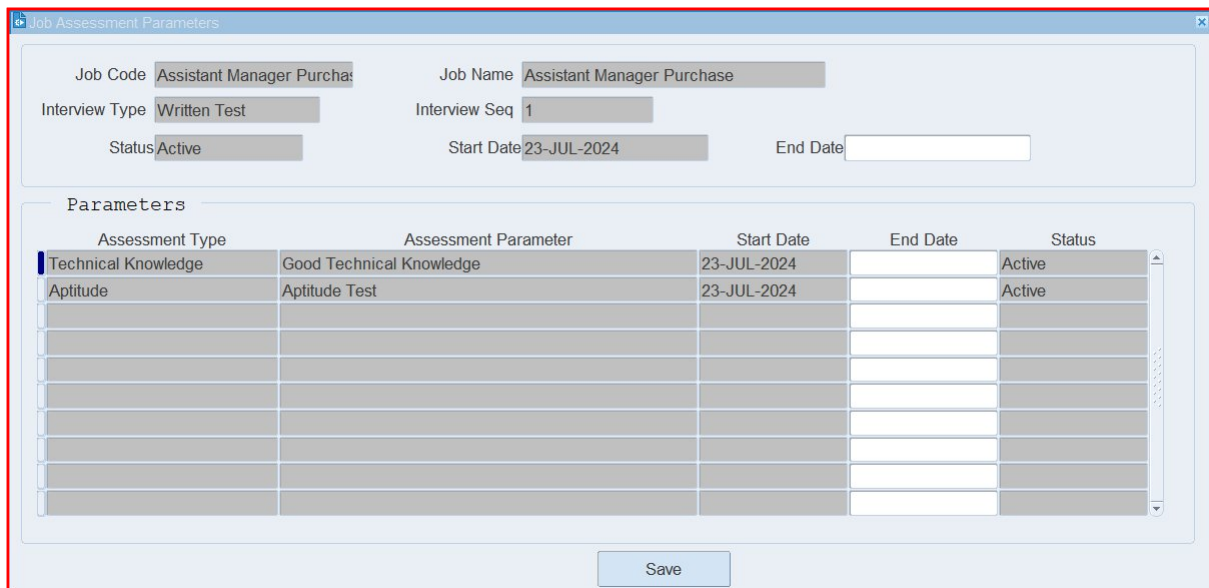
A job code is a unique identifier assigned to a specific job position within an organization.

What is the Interview Type?

Interview types can vary based on the format, purpose, and setting.

What is an Interview Sequence?

The interview sequence typically follows a structured process to ensure an effective evaluation of candidates.



Job Code Job Name

Interview Type Interview Seq

Status Start Date End Date

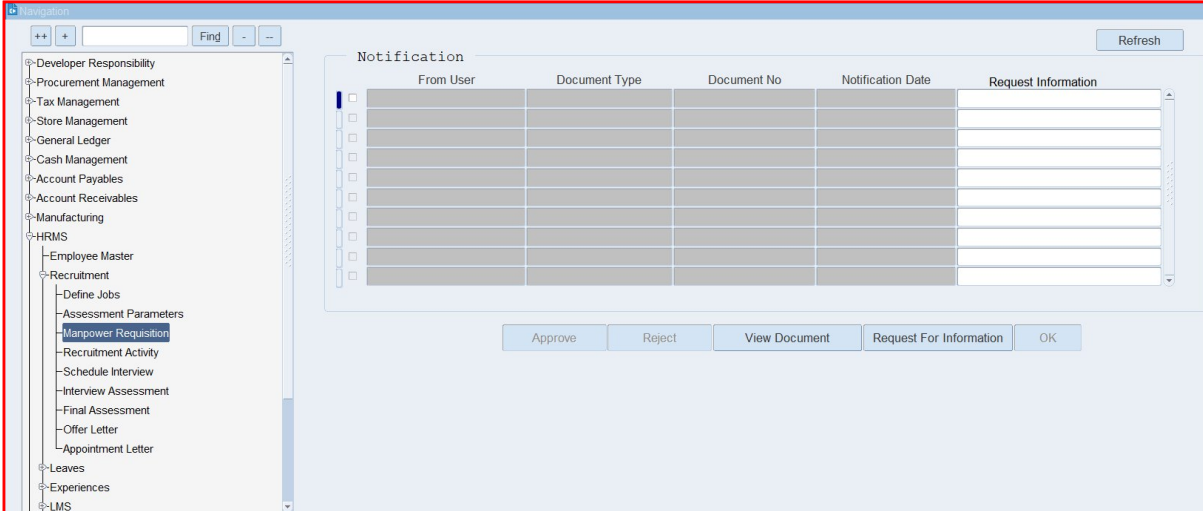
Parameters

Assessment Type	Assessment Parameter	Start Date	End Date	Status
Technical Knowledge	Good Technical Knowledge	23-JUL-2024		Active
Aptitude	Aptitude Test	23-JUL-2024		Active

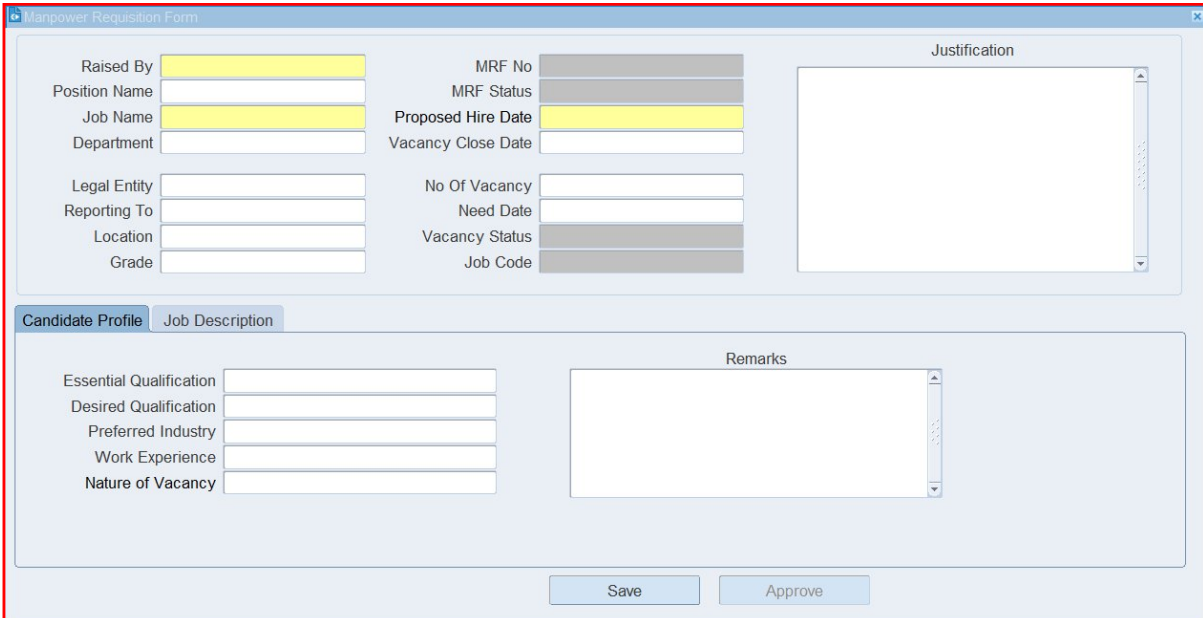
Save

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When we put the above required information then click on Save.



Click on Manpower Requisition.



What is a Job Name?

A job name refers to the title given to a specific position within an organization. It typically reflects the role's responsibilities.

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Manpower Requisition Form

Raised By	Mr. Niraj Patel	MRF No		Justification
Position Name	Assistant Manager Purchase	MRF Status		
Job Name	Assistant Manager Purchase	Proposed Hire Date	25-OCT-2024	
Department	Purchase	Vacancy Close Date	25-OCT-2024	
Legal Entity	Deposit Protection Fund of U	No Of Vacancy	1	
Reporting To	Mrs. Grace Kalenda	Need Date	25-OCT-2024	
Location	Nakasero	Vacancy Status		
Grade		Job Code	Assistant Manager Purchase	

Candidate Profile | Job Description

Essential Qualification	Graduate	Remarks
Desired Qualification	Graduate	
Preferred Industry		
Work Experience		
Nature of Vacancy		

Save | Approve

Put all required information.

Manpower Requisition Form

Raised By	Mr. Niraj Patel	MRF No		Justification
Position Name	Assistant Manager Purchase	MRF Status		
Job Name	Assistant Manager Purchase	Proposed Hire Date	25-OCT-2024	
Department	Purchase	Vacancy Close Date	25-OCT-2024	
Legal Entity	Deposit Protection Fund of U	No Of Vacancy	1	
Reporting To	Mrs. Grace Kalenda	Need Date	25-OCT-2024	
Location	Nakasero	Vacancy Status		
Grade		Job Code	Assistant Manager Purchase	

Candidate Profile | Job Description

Interview Type	Assessment Type	Assessment Parameter
Written Test	Technical Knowledge	Good Technical Knowledge
Written Test	Aptitude	Aptitude Test
HR Round	Management Skills	Management Skills
HR Round	Communication Skill	Communication Skill
HR Round	Behavioral Traits	Behavioral Traits

Save | Approve

Put the all required information then click on Save.

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Raised By:

Position Name:

Job Name:

Department:

Legal Entity:

Reporting To:

Location:

Grade:

MRF No:

MRF Status:

Proposed Hire Date:

Vacancy Close Date:

No Of Vacancy:

Need Date:

Vacancy Status:

Job Code:

Justification

Candidate Profile

Essential Qualification:

Desired Qualification:

Preferred Industry:

Work Experience:

Nature of Vacancy:

Remarks

Here after clicking on Save, MRF No. is generated & MRF status is also updated as Approved.

Navigation

- Developer Responsibility
- Procurement Management
- Tax Management
- Store Management
- General Ledger
- Cash Management
- Account Payables
- Account Receivables
- Manufacturing
- HRMS
 - Employee Master
 - Recruitment
 - Define Jobs
 - Assessment Parameters
 - Manpower Requisition
 - Recruitment Activity
 - Schedule Interview
 - Interview Assessment
 - Final Assessment
 - Offer Letter
 - Appointment Letter
 - Leaves
 - Experiences
 - LMS

Notification

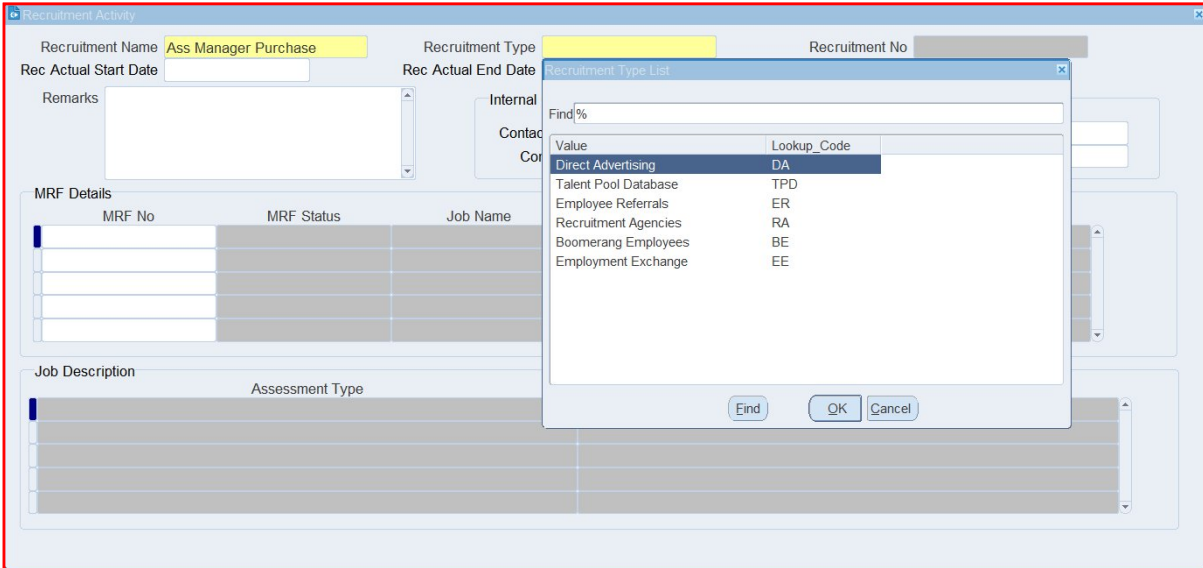
	From User	Document Type	Document No	Notification Date	Request Information
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Click on Recruitment Activity.

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The screenshot shows the 'Recruitment Activity' form in MII ERP. The 'Recruitment Name' is 'Ass Manager Purchase'. A 'Recruitment Type List' dialog box is open, displaying a table of recruitment types:

Value	Lookup_Code
Direct Advertising	DA
Talent Pool Database	TPD
Employee Referrals	ER
Recruitment Agencies	RA
Boomerang Employees	BE
Employment Exchange	EE

The dialog box also includes a search field 'Find%', 'End', 'OK', and 'Cancel' buttons.

Direct Advertising - Direct advertising in recruitment refers to the strategy of promoting job openings directly to potential candidates through various channels.

Talent Pool Database - A Talent Pool Database is a centralized repository that stores information about potential candidates for current or future job openings within an organization.

Employee Referrals - Employee referrals are a recruitment strategy where current employees recommend candidates from their personal networks for job openings within the organization.

Recruitment Agencies - Recruitment agencies are third-party organizations that help businesses find and hire candidates for job openings.

Boomerang Employees - Boomerang employees are individuals who leave an organization and later return to the same company, often after gaining additional experience or skills elsewhere.

Employment Exchange - An employment exchange is a government or public institution designed to facilitate job placement and employment services.

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Recruitment Activity

Recruitment Name: Ass Manager Purchase Recruitment Type: Direct Advertising Recruitment No:

Rec Actual Start Date: 18-OCT-2024 Rec Actual End Date: 25-OCT-2024 Rec.Closing Date:

Remarks:

Internal Contact: External Contact:

 Contact Name: Mrs. Grace Kalenda Contact Name:

 Contact No: 706244817 Contact No:

MRF Details

MRF No	MRF Status	Job Name	Job Code	Requester Dept.	Vacancy Count
114	Approved	Assistant Manager Purcha	Assistant Manager Purcha	Purchase	1

Job Description

Assessment Type	Assessment Parameter
Technical Knowledge	Good Technical Knowledge
Aptitude	Aptitude Test
Management Skills	Management Skills
Communication Skill	Communication Skill
Behavioral Traits	Behavioral Traits

Put the all required details then click on save.

Navigation

- Developer Responsibility
- Procurement Management
- Tax Management
- Store Management
- General Ledger
- Cash Management
- Account Payables
- Account Receivables
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 - Interview Assessment
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 - Experiences
 - LMS

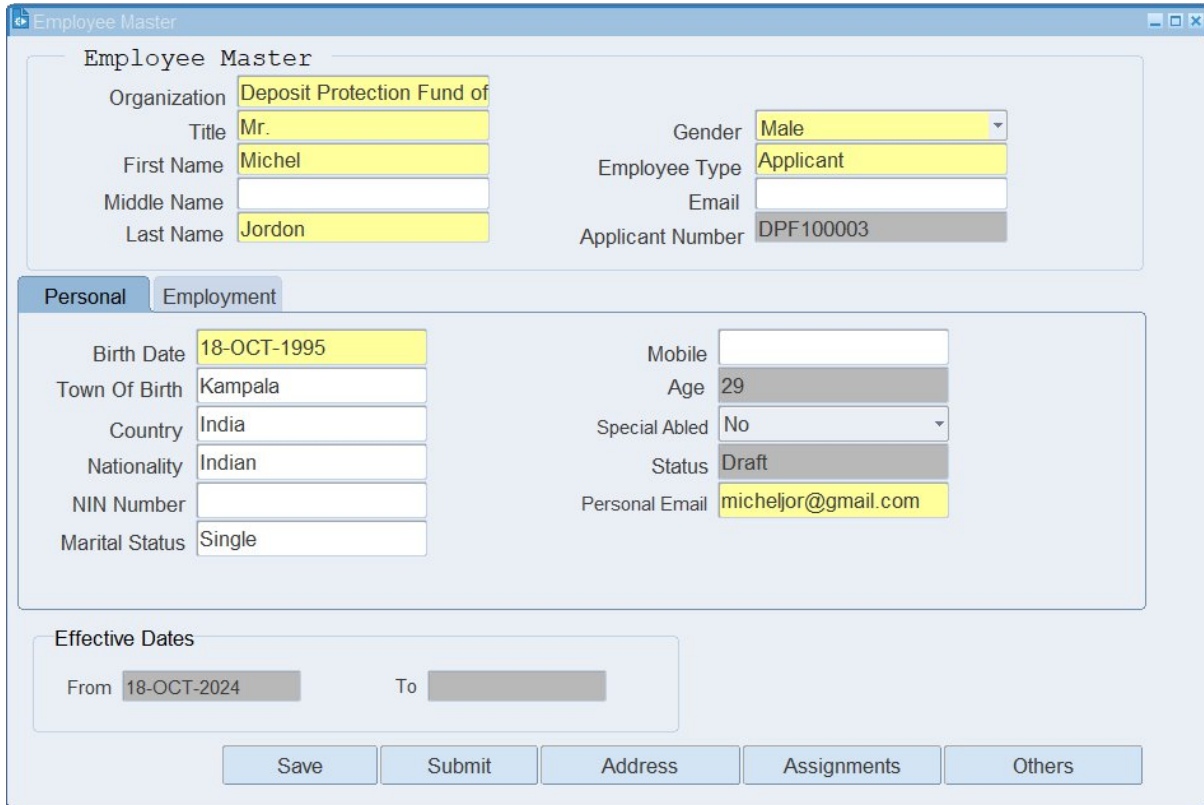
Notification

From User	Document Type	Document No	Notification Date	Request Information
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Buttons: Approve Reject View Document Request For Information OK

Click on Employee Master.

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Employee Master

Organization: Deposit Protection Fund of
 Title: Mr.
 First Name: Michel
 Middle Name:
 Last Name: Jordan
 Gender: Male
 Employee Type: Applicant
 Applicant Number: DPF100003

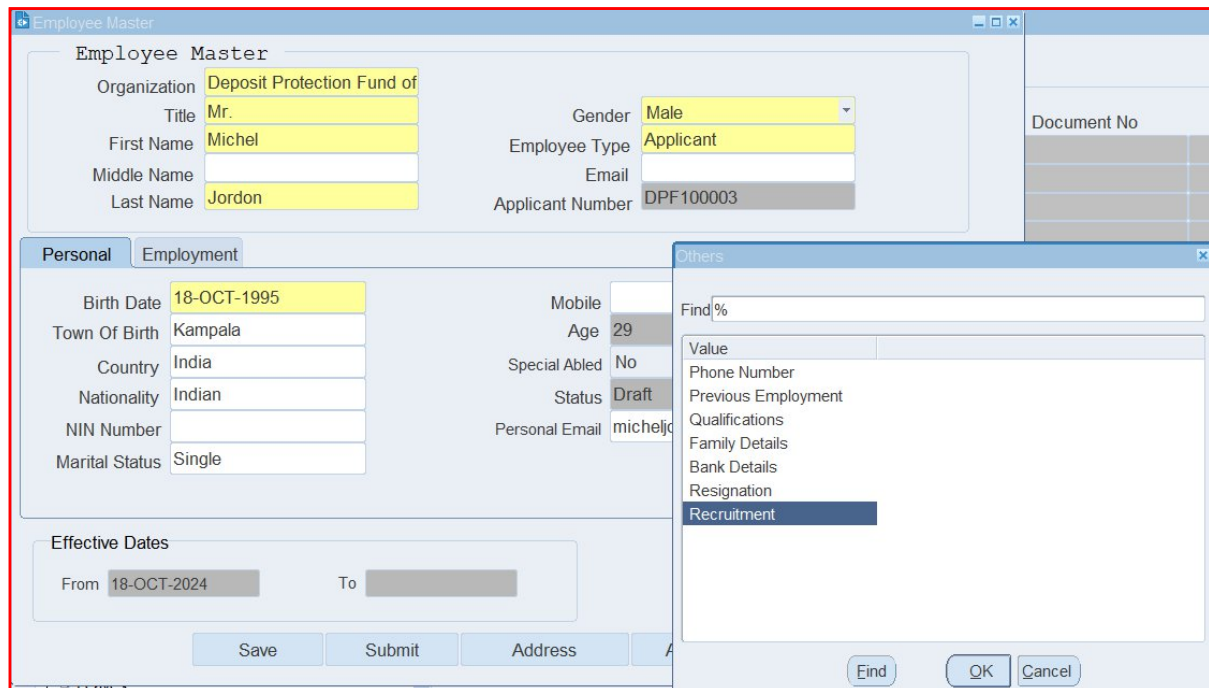
Personal | Employment

Birth Date: 18-OCT-1995
 Town Of Birth: Kampala
 Country: India
 Nationality: Indian
 NIN Number:
 Marital Status: Single
 Mobile:
 Age: 29
 Special Abled: No
 Status: Draft
 Personal Email: micheljor@gmail.com

Effective Dates
 From: 18-OCT-2024 To:

Save Submit Address Assignments Others

Put the Organization Name, Title, First name, Last name, DOB, and Employee Type as an Applicant. Then click on the save button



Employee Master

Organization: Deposit Protection Fund of
 Title: Mr.
 First Name: Michel
 Middle Name:
 Last Name: Jordan
 Gender: Male
 Employee Type: Applicant
 Applicant Number: DPF100003

Personal | Employment

Birth Date: 18-OCT-1995
 Town Of Birth: Kampala
 Country: India
 Nationality: Indian
 NIN Number:
 Marital Status: Single
 Mobile:
 Age: 29
 Special Abled: No
 Status: Draft
 Personal Email: micheljor@gmail.com

Effective Dates
 From: 18-OCT-2024 To:

Save Submit Address Assignments Others

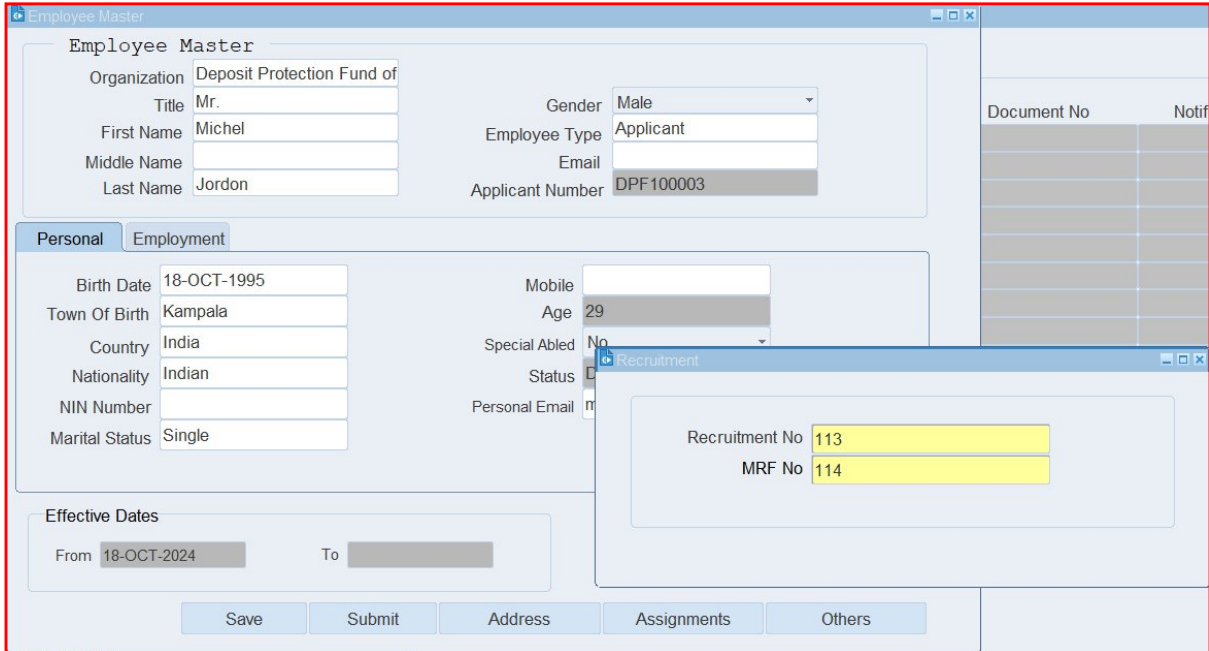
Others

Find %
 Value
 Phone Number
 Previous Employment
 Qualifications
 Family Details
 Bank Details
 Resignation
 Recruitment

Find OK Cancel

Click on the Others tab. Select the Recruitment option.

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The screenshot shows the 'Employee Master' form with a 'Recruitment' dialog box open. The form fields are as follows:

Employee Master	
Organization	Deposit Protection Fund of
Title	Mr.
First Name	Michel
Middle Name	
Last Name	Jordon
Gender	Male
Employee Type	Applicant
Email	
Applicant Number	DPF100003

Personal	
Birth Date	18-OCT-1995
Town Of Birth	Kampala
Country	India
Nationality	Indian
NIN Number	
Marital Status	Single

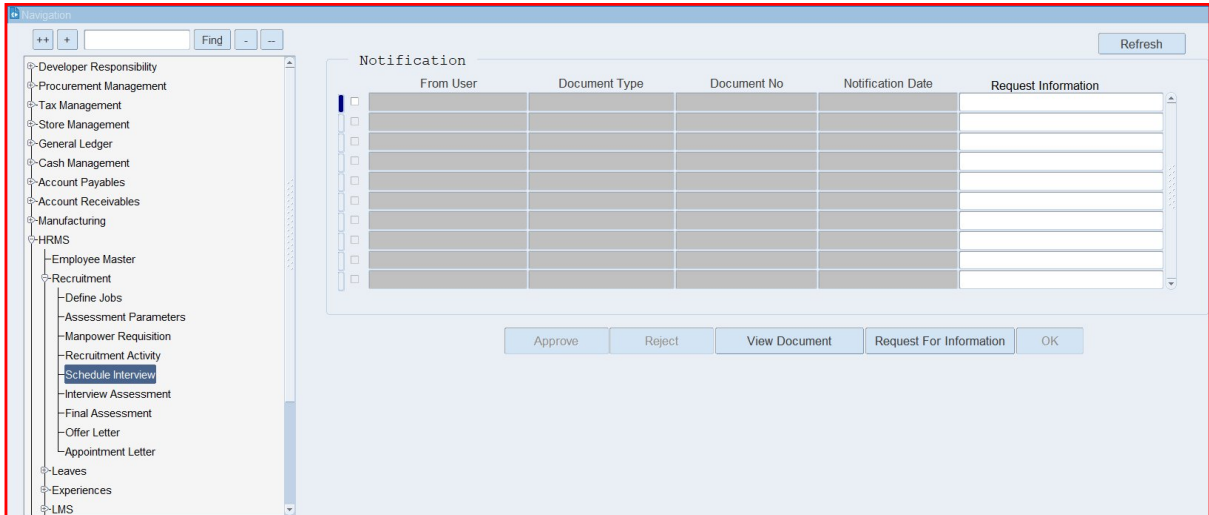
Effective Dates	
From	18-OCT-2024
To	

Buttons: Save, Submit, Address, Assignments, Others

Recruitment Dialog Box:

Recruitment No	113
MRF No	114

Put the Recruitment Number & MRF No.



The screenshot shows the 'Navigation' pane on the left and a 'Notification' table on the right.

Navigation Pane:

- Developer Responsibility
- Procurement Management
- Tax Management
- Store Management
- General Ledger
- Cash Management
- Account Payables
- Account Receivables
- Manufacturing
- HRMS
 - Employee Master
 - Recruitment
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 - LMS

Click on Schedule Interview.

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Schedule Interview

Interview No	<input type="text"/>
Recruitment No	<input type="text"/>
Applicant No	<input type="text"/>
Interview Type	<input type="text"/>
Location	<input type="text"/>
Start Date	<input type="text"/>
End Date	<input type="text"/>
Status	<input type="text"/>

Employee No	Employee Name
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Interview No. - The term "interview number" typically refers to a unique identifier assigned to a specific interview, often used for tracking and organizational purposes within recruitment processes.

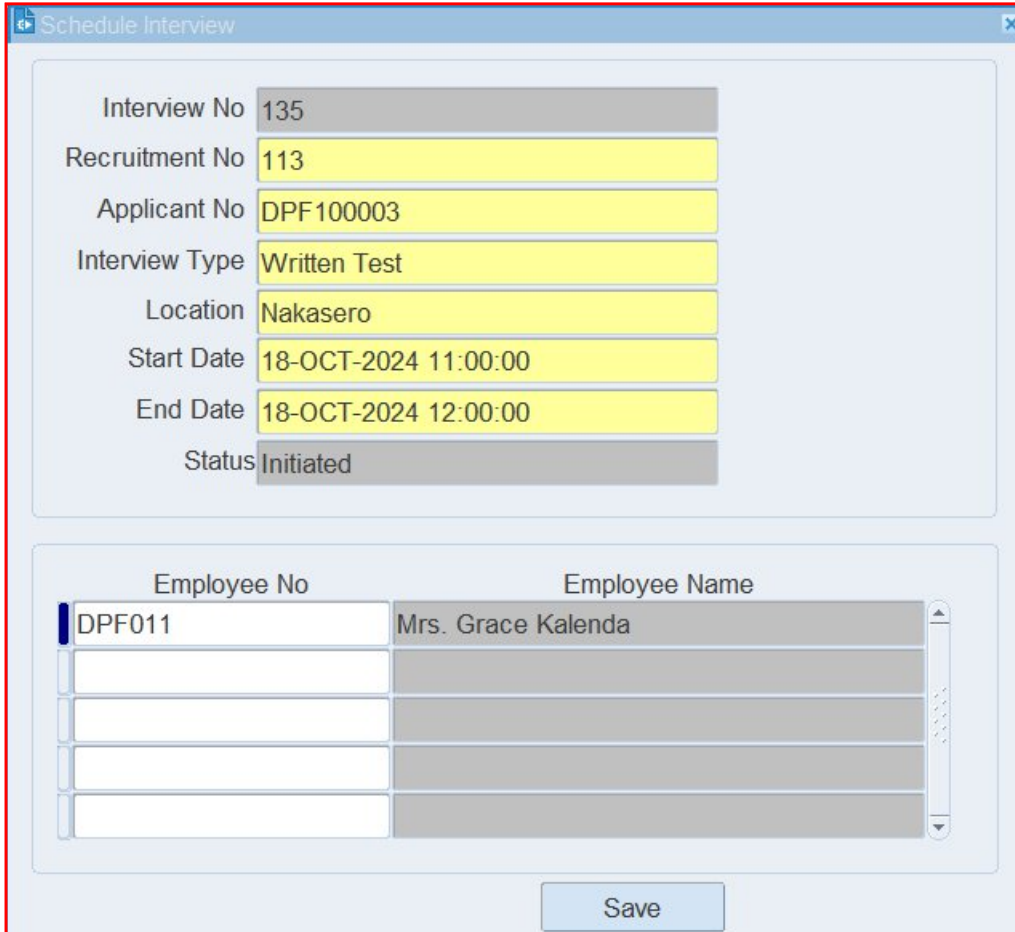
Recruitment No. - Recruitment number refers to a unique identifier assigned to a specific recruitment process or job opening within an organization.

Applicant No. - Applicant number refers to a unique identifier assigned to an individual candidate within a recruitment process.

Applicant Type - Applicant type refers to the classification of candidates based on specific criteria related to their qualifications, status, or the recruitment process.

Interview Type - Interview types refer to various methods used to assess candidates during the hiring process.

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The screenshot shows a 'Schedule Interview' window with the following fields:

Interview No	135
Recruitment No	113
Applicant No	DPF100003
Interview Type	Written Test
Location	Nakasero
Start Date	18-OCT-2024 11:00:00
End Date	18-OCT-2024 12:00:00
Status	Initiated

Employee No	Employee Name
DPF011	Mrs. Grace Kalenda

Save

Put the all required details then click on Save.

Login by Using Interviewer Credential to complete interview assessment.



The screenshot shows a 'Login' window with the following fields:

Enter Your User Name And Password

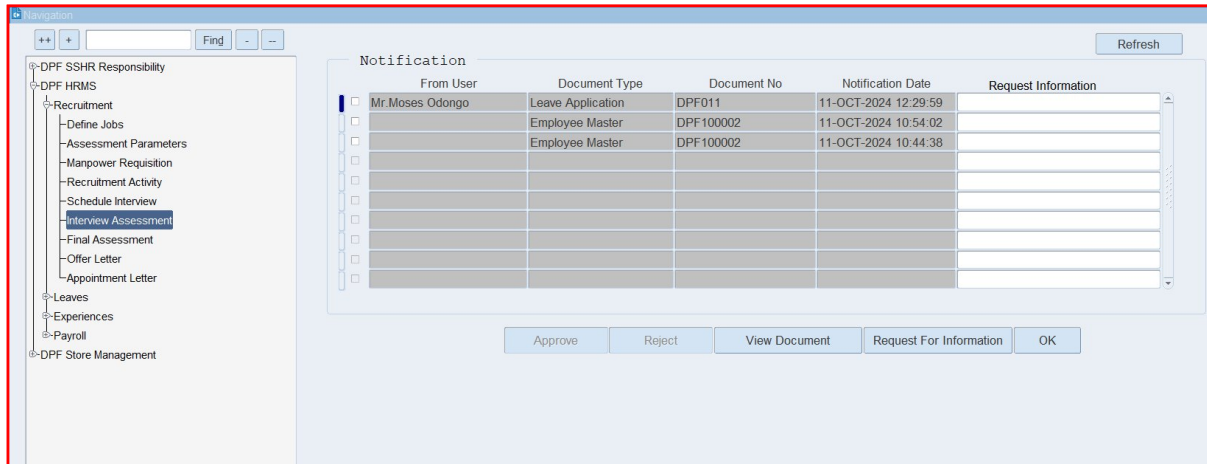
Login Form

User Name :	GRACE.KALENDA
Password :	*****

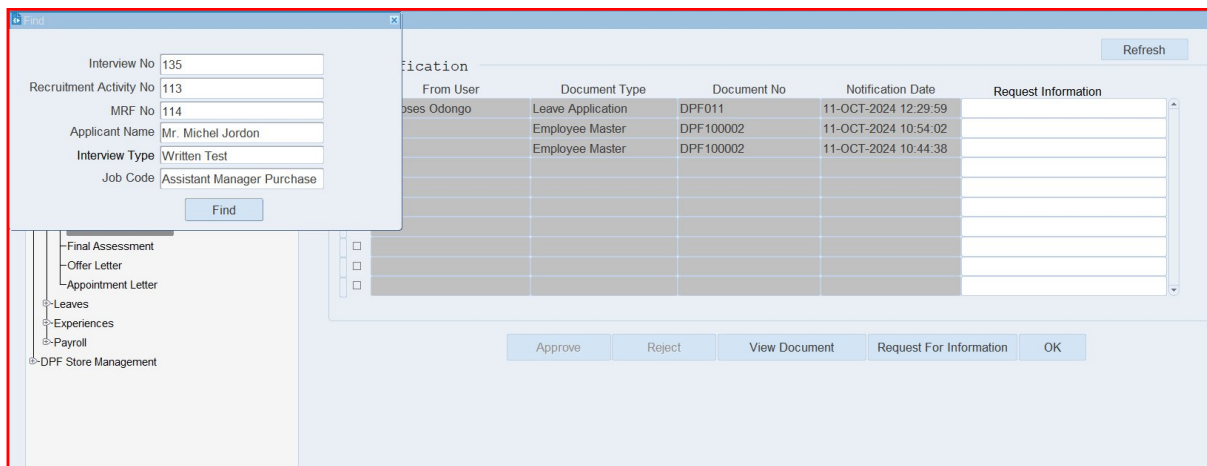
Login Close

[Reset Password](#) [Forgot Password](#)

MII ERP+ Practice Solution Document



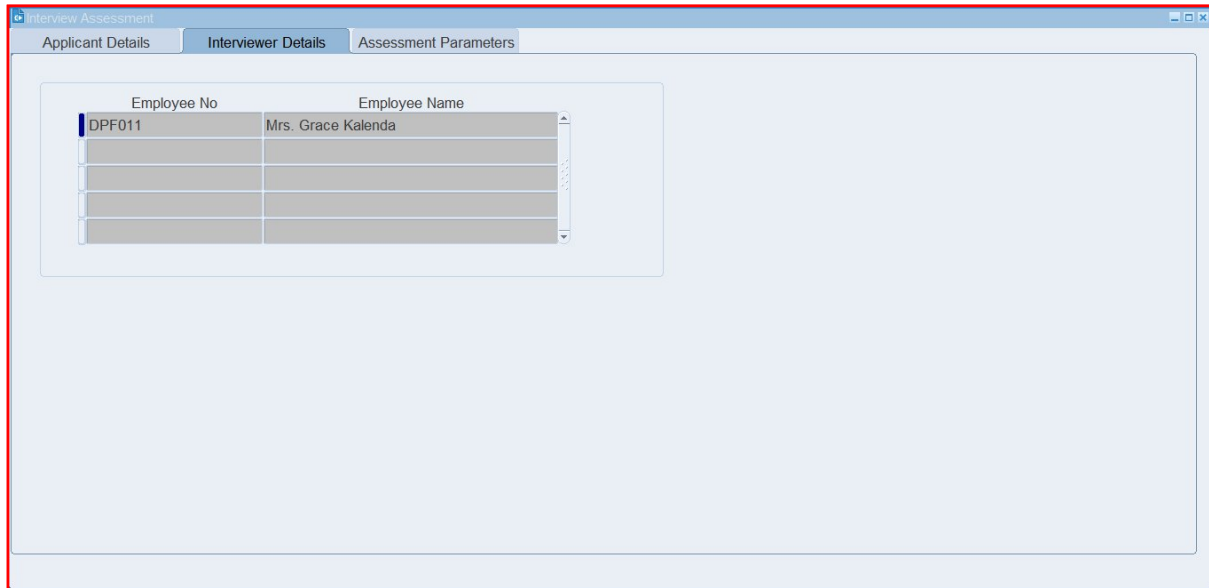
Click on Interview Assessment.



Put the required details then click on find.

Interview No. - The term "interview number" typically refers to a unique identifier assigned to a specific interview, often used for tracking and organizational purposes within recruitment processes.

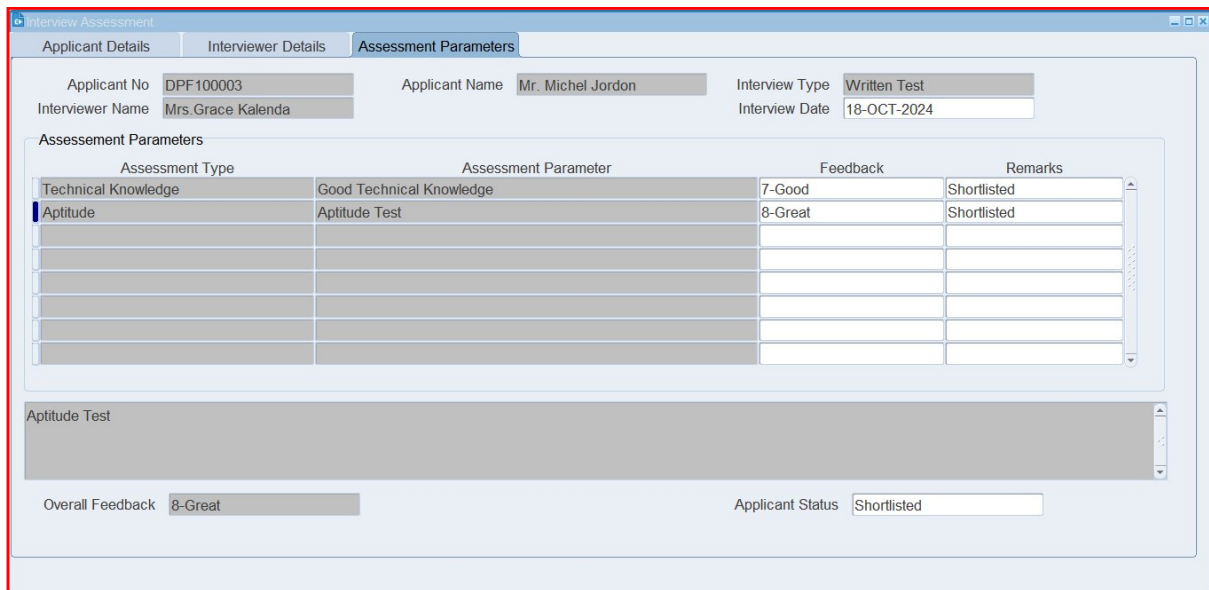
Recruitment No. - The recruitment activity number is a unique identifier assigned to specific recruitment actions or processes within an organization.



The screenshot shows the 'Interviewer Details' tab in the 'Interview Assessment' application. It features a table with two columns: 'Employee No' and 'Employee Name'. The first row contains the values 'DPF011' and 'Mrs. Grace Kalenda'. The table has a vertical scrollbar on the right side.

Employee No	Employee Name
DPF011	Mrs. Grace Kalenda

Here, we see Interviewer's Details.



The screenshot shows the 'Assessment Parameters' tab in the 'Interview Assessment' application. It contains several input fields and a table.

Applicant No: DPF100003
 Interviewer Name: Mrs. Grace Kalenda
 Applicant Name: Mr. Michel Jordon
 Interview Type: Written Test
 Interview Date: 18-OCT-2024

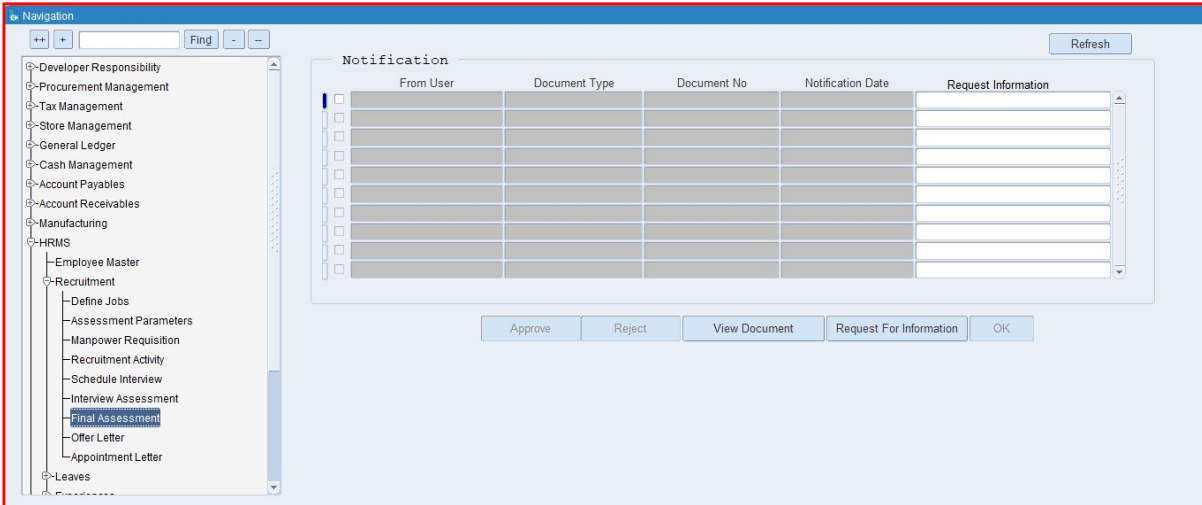
Assessment Type	Assessment Parameter	Feedback	Remarks
Technical Knowledge	Good Technical Knowledge	7-Good	Shortlisted
Aptitude	Aptitude Test	8-Great	Shortlisted

Aptitude Test

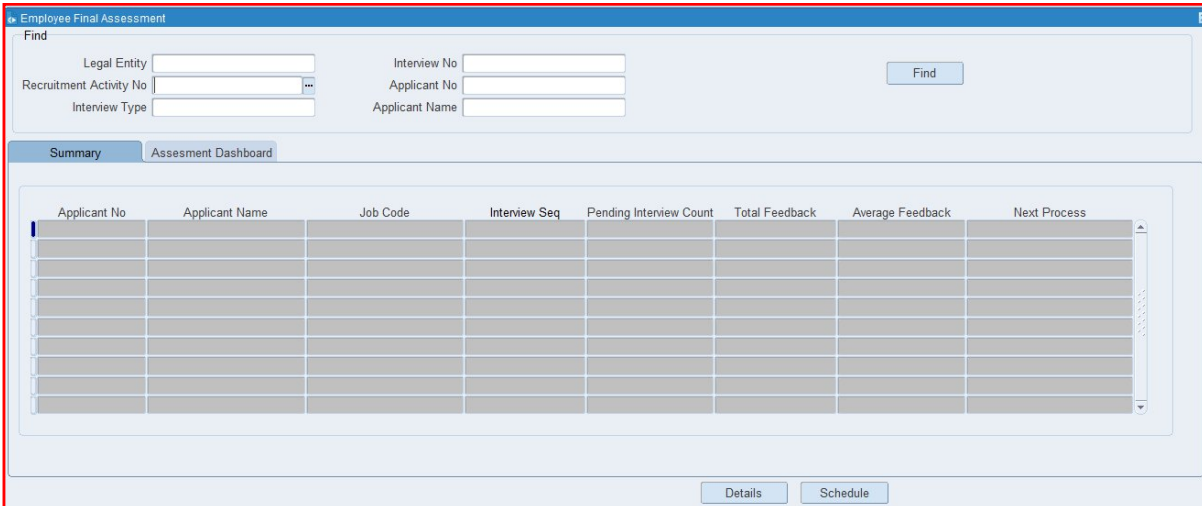
Overall Feedback: 8-Great
 Applicant Status: Shortlisted

Here, We see the Assessment Parameter Details.

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Click on Final Assessment.



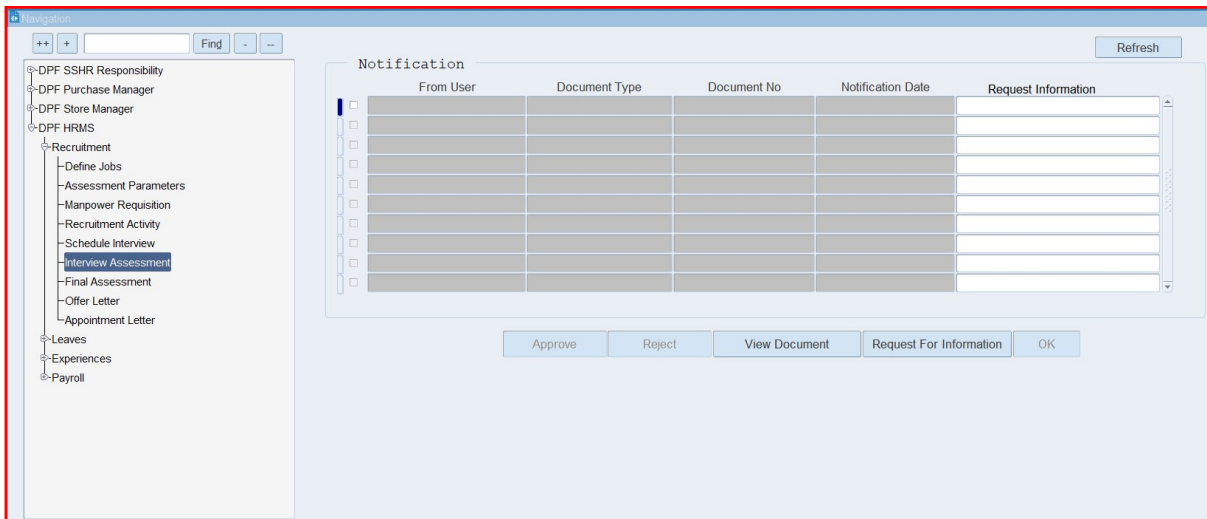
Put the required details like Interview number or Applicant number then click on Find.

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Login by Using Interviewer Credential to complete interview assessment.



The screenshot shows a login window titled "Login". Inside the window, there is a central box titled "Enter Your User Name And Password" with a sub-header "Login Form". The form contains two input fields: "User Name" with the value "MOSES APELL" and "Password" with masked characters "*****". Below the fields are "Login" and "Close" buttons. At the bottom of the form, there are two links: "Reset Password" and "Forgot Password".

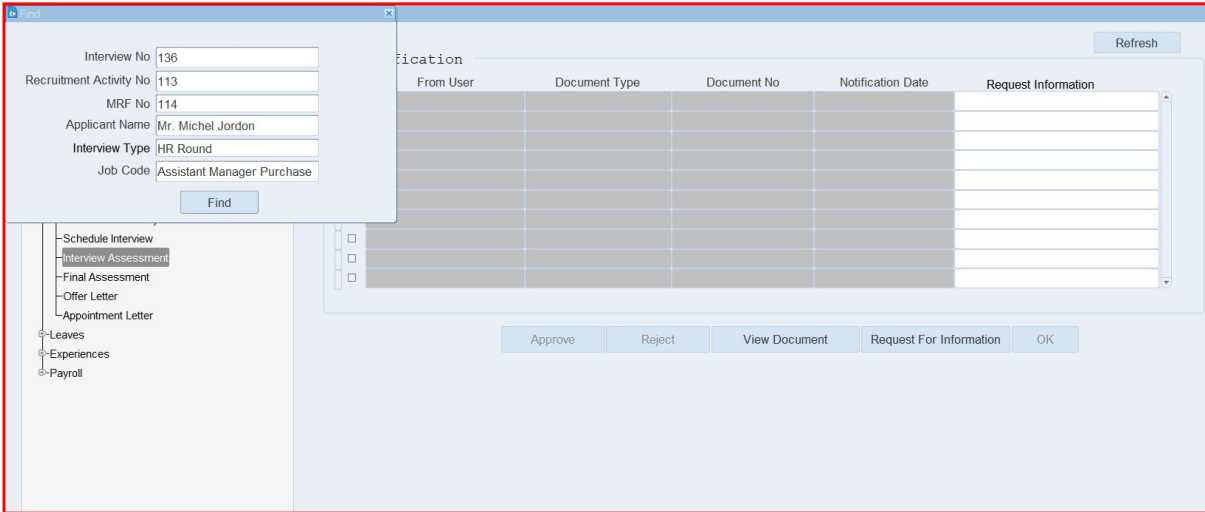


The screenshot shows the "Navigation" window of the MII ERP system. On the left is a tree view of the system's modules. The "Interview Assessment" module is highlighted. On the right is a "Notification" table with the following columns: "From User", "Document Type", "Document No", "Notification Date", and "Request Information". The table is currently empty. Below the table are buttons for "Approve", "Reject", "View Document", "Request For Information", and "OK". A "Refresh" button is located at the top right of the notification area.

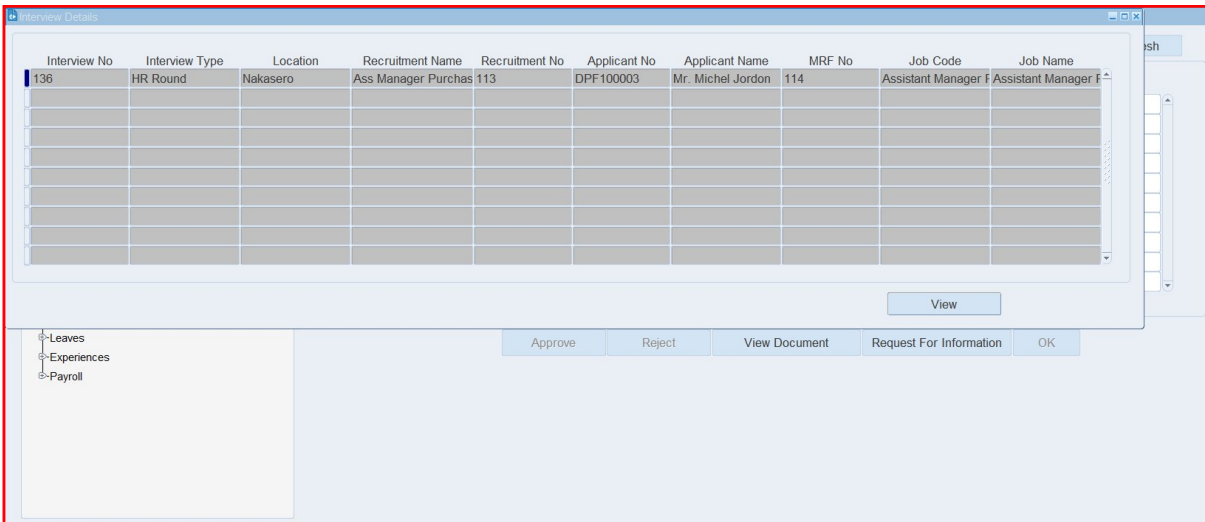
	From User	Document Type	Document No	Notification Date	Request Information
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Click on Interview Assessment.

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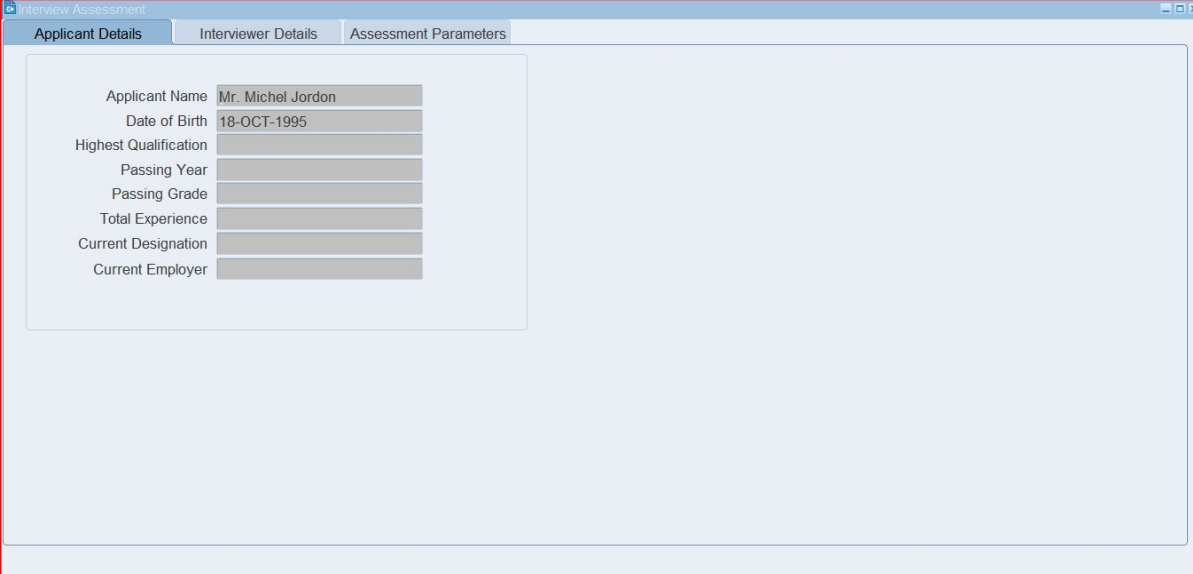


Put the Interview Number then click on find.



Click on View.

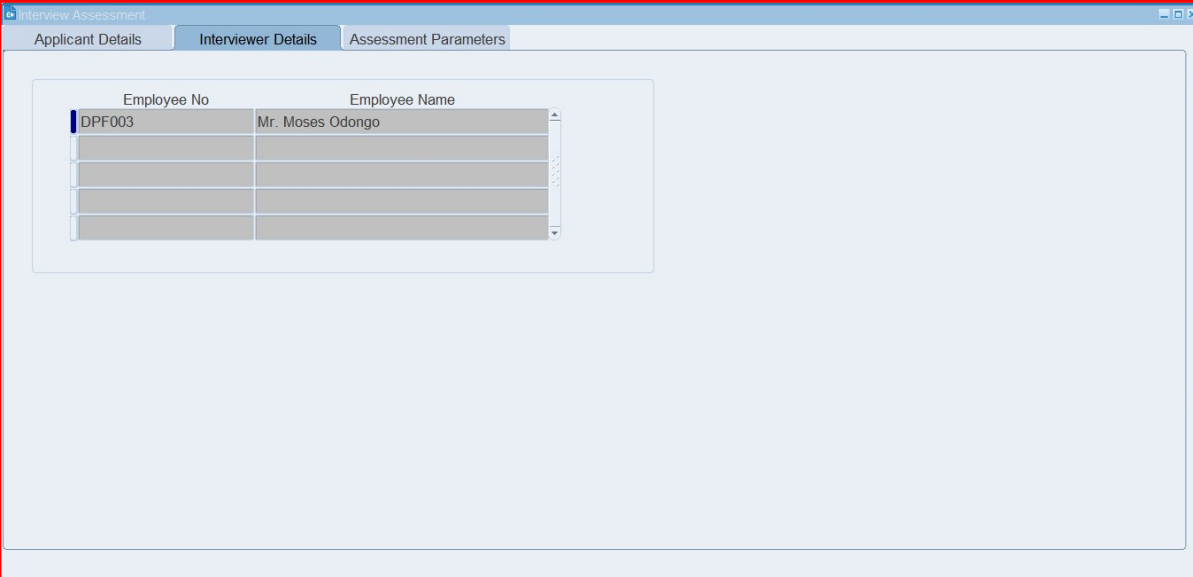
MII ERP+ Practice Solution Document



The screenshot shows a web application window titled "Interview Assessment" with three tabs: "Applicant Details", "Interviewer Details", and "Assessment Parameters". The "Applicant Details" tab is active, displaying a form with the following fields:

Applicant Name	Mr. Michel Jordon
Date of Birth	18-OCT-1995
Highest Qualification	
Passing Year	
Passing Grade	
Total Experience	
Current Designation	
Current Employer	

Here, we see the Applicant's Details.

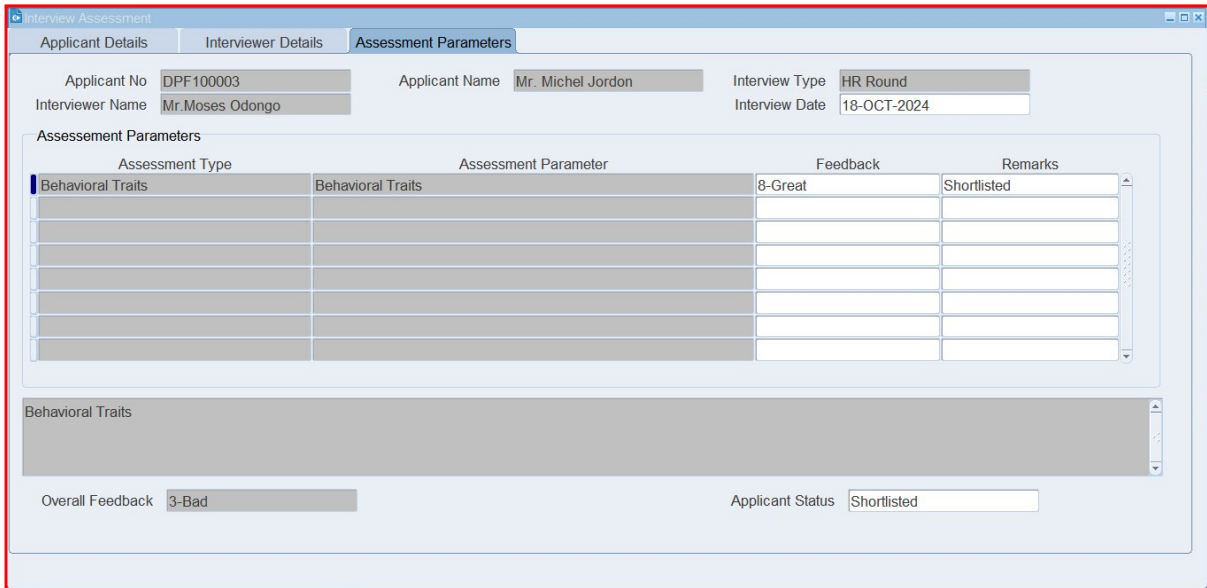


The screenshot shows the same "Interview Assessment" window, but with the "Interviewer Details" tab active. It displays a table with the following data:

Employee No	Employee Name
DPF003	Mr. Moses Odongo

Here, we see the Interviewer's Details.

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The screenshot shows the 'Interview Assessment' window with three tabs: 'Applicant Details', 'Interviewer Details', and 'Assessment Parameters'. The 'Assessment Parameters' tab is active, displaying the following information:

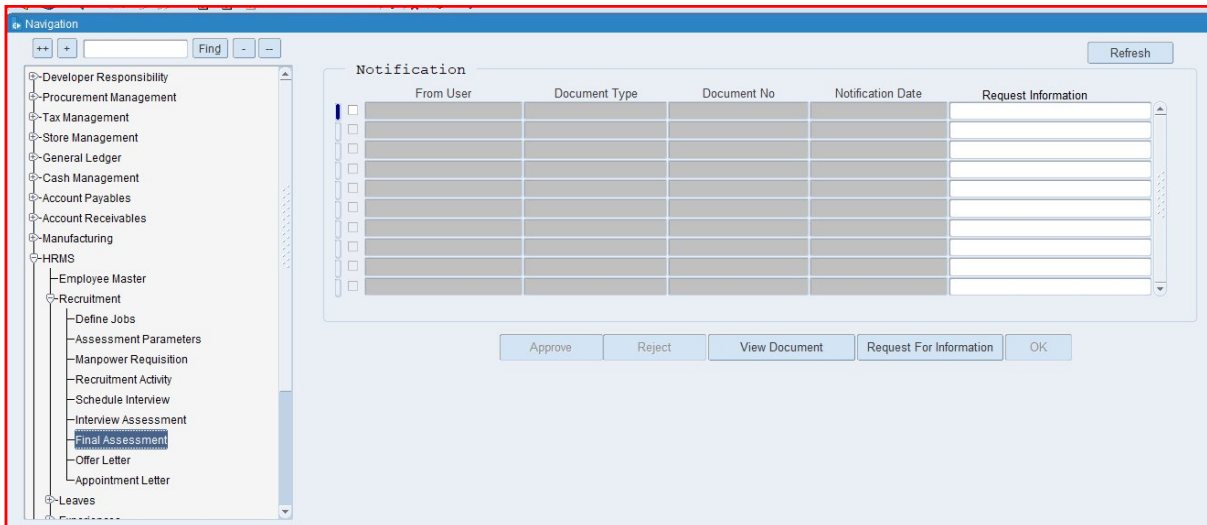
- Applicant No: DPF100003
- Applicant Name: Mr. Michel Jordan
- Interview Type: HR Round
- Interviewer Name: Mr. Moses Odongo
- Interview Date: 18-OCT-2024

Below this information is a table for 'Assessment Parameters' with the following columns: Assessment Type, Assessment Parameter, Feedback, and Remarks.

Assessment Type	Assessment Parameter	Feedback	Remarks
Behavioral Traits	Behavioral Traits	8-Great	Shortlisted

At the bottom of the form, there is a section for 'Behavioral Traits' (currently empty), an 'Overall Feedback' dropdown set to '3-Bad', and an 'Applicant Status' dropdown set to 'Shortlisted'.

Here, we see the Assessment Parameters Details.



The screenshot shows the 'Navigation' window with a tree view on the left and a 'Notification' table on the right. The 'Final Assessment' item is highlighted in the tree view.

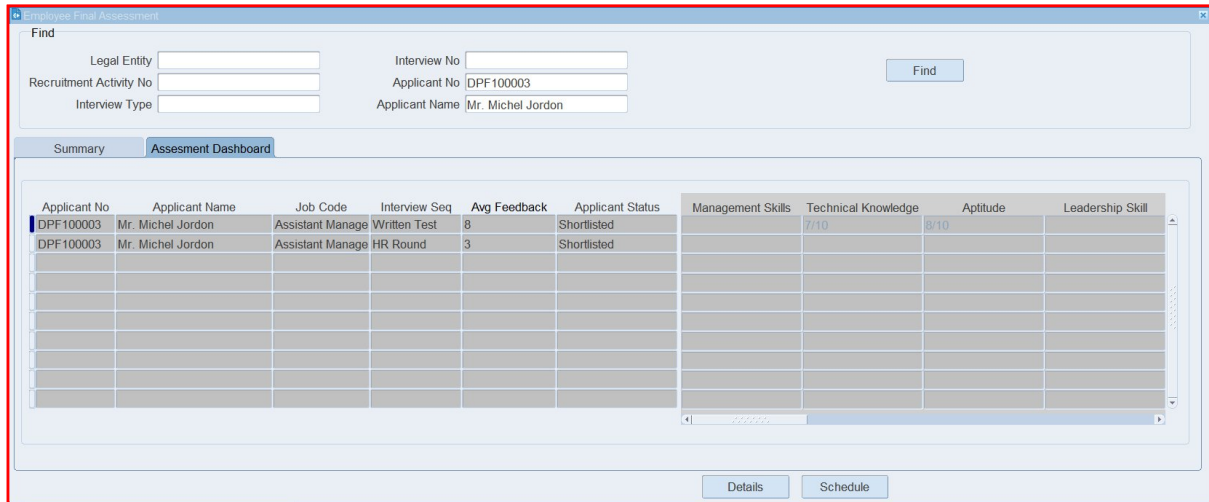
The 'Notification' table has the following columns: From User, Document Type, Document No, Notification Date, and Request Information.

From User	Document Type	Document No	Notification Date	Request Information

Below the table are buttons for 'Approve', 'Reject', 'View Document', 'Request For Information', and 'OK'. A 'Refresh' button is located at the top right of the notification area.

Click on the Final Assessment.

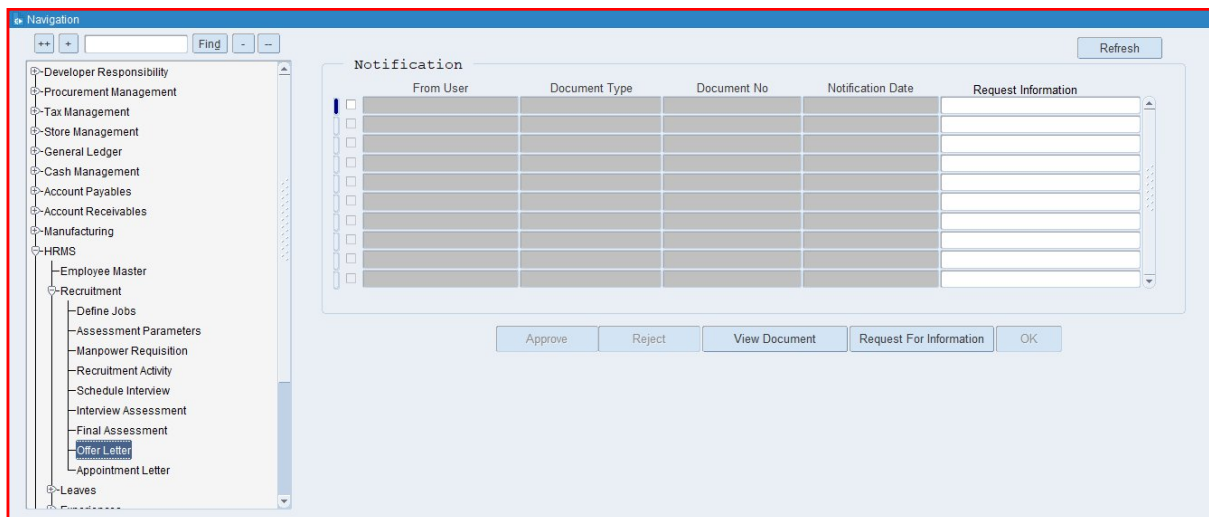
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Applicant No	Applicant Name	Job Code	Interview Seq	Avg Feedback	Applicant Status	Management Skills	Technical Knowledge	Aptitude	Leadership Skill
DPF100003	Mr. Michel Jordon	Assistant Manage	Written Test	8	Shortlisted		7/10	8/10	
DPF100003	Mr. Michel Jordon	Assistant Manage	HR Round	3	Shortlisted				

Put applicant No. or Interview No. then click on Find.

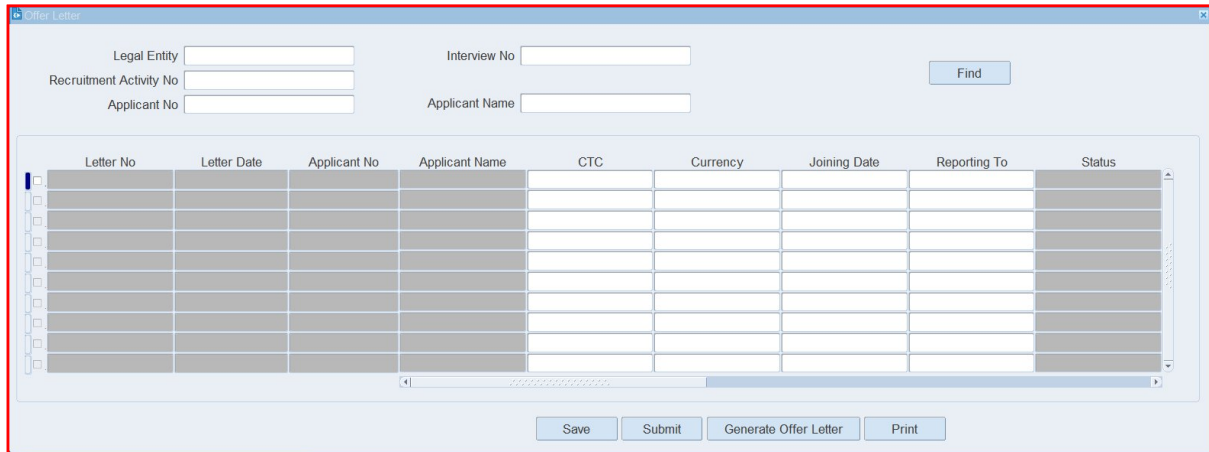
Here we can see the applicant's final assessment details.



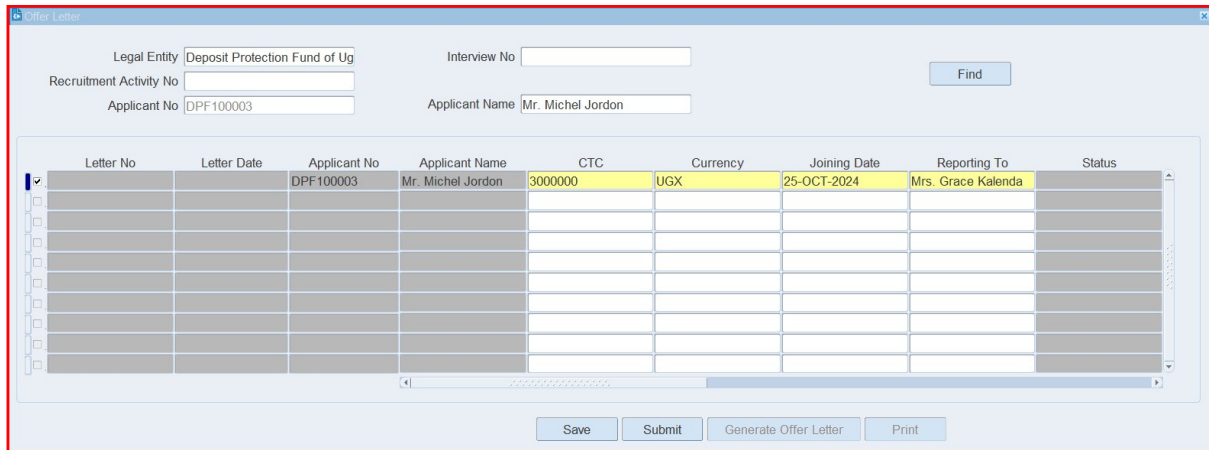
From User	Document Type	Document No	Notification Date	Request Information

Click on the Offer Letter.

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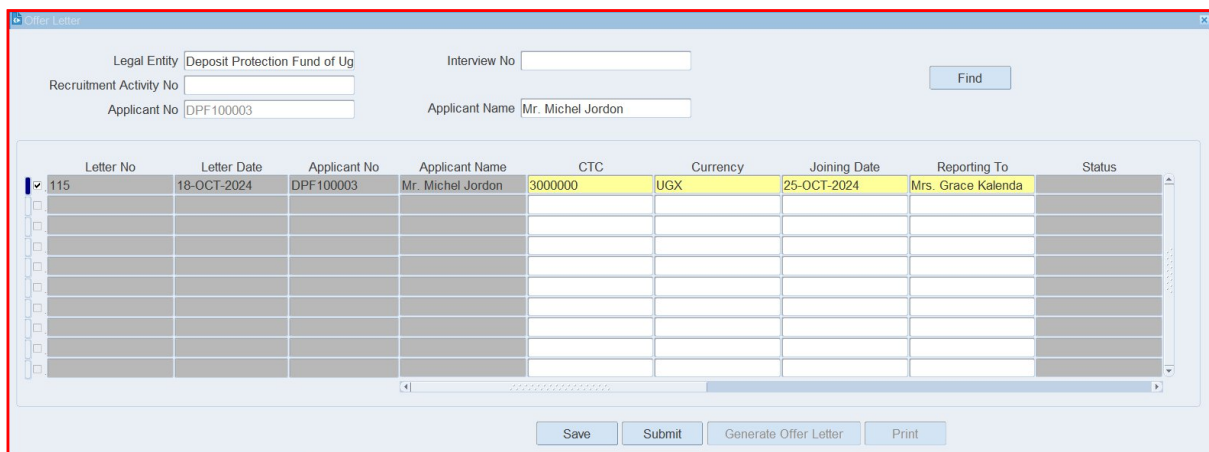
Put applicant No. or Interview No. then click on Find.



Letter No	Letter Date	Applicant No	Applicant Name	CTC	Currency	Joining Date	Reporting To	Status
<input checked="" type="checkbox"/>		DPF100003	Mr. Michel Jordon	3000000	UGX	25-OCT-2024	Mrs. Grace Kalenda	

Select the line and put the CTC, Currency, Joining Date & Reporting to detail.

Click on Save.



Letter No	Letter Date	Applicant No	Applicant Name	CTC	Currency	Joining Date	Reporting To	Status
<input checked="" type="checkbox"/> 115	18-OCT-2024	DPF100003	Mr. Michel Jordon	3000000	UGX	25-OCT-2024	Mrs. Grace Kalenda	

Click on Submit. Then click on Generate Offer Letter.

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Deposit Protection Fund of Uganda

Ref.:- DPF/HRD/OFFR/115

18-OCT-2024

Dear Mr. Michel Jordon

Subject: Offer Letter.

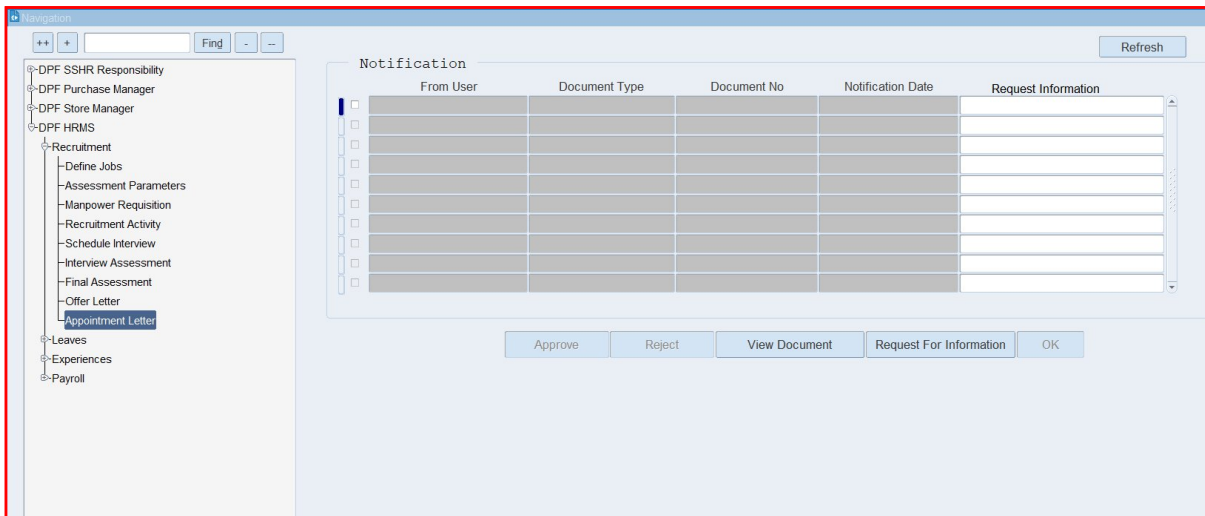
Congratulations! We are pleased to extend you an offer of employment in our organization as an “**Assistant Manager Purchase**”, initially based in **Nakasero**. Your employment shall be effective from **25-OCT-2024** with our company post successful training of **Four months** with our training division. Our screening process, in which you participated, indicates that you have the potential to contribute substantially to the company and your career growth.

You shall be drawing UGX 250000/- (**Two Hundred Fifty Thousand Only**) including variables as CTC.

All mandatory statutory deduction like P.F, E.S.I.C etc, as per your position shall be applicable.

Initially you will be in Training for **Four months** with our training division. DPF will bear the training cost during this period. You will be entitled to get stipend of **UGX 6,000/- (Six thousand only) for Four months initially during your training period. Above stated salary will be** starting post Training subject to satisfactory completion of training with our training division. Please note that Training duration may extend in case of non-satisfactory performance and indiscipline in training. In this case, No Stipend shall be paid for the extended period of training.

The output of the offer letter.



The screenshot shows the HRMS interface with a navigation tree on the left and a notification table on the right. The 'Appointment Letter' option is highlighted in the navigation tree. The notification table has the following columns: From User, Document Type, Document No, Notification Date, and Request Information. Below the table are buttons for 'Approve', 'Reject', 'View Document', 'Request For Information', and 'OK'.

Click on the Appointment letter.

Appointment Letters

Legal Entity

Offer Letter No

Applicant No

Applicant Name

Find

Appointment Date

Location

Department

Probation Period

Reporting To

Appointment No

Position

Grade

Probation Uom

Notice Period

Supervisor

Job Code

Group

CTC

Status

Save Submit Remuneration Generate Appointment Print Appointment

Put the Offer letter number and click on Find.

Appointment Letters

Legal Entity

Offer Letter No

Applicant No

Applicant Name

Find

Appointment Date

Location

Department

Probation Period

Reporting To

Appointment No

Position

Grade

Probation Uom

Notice Period

Supervisor

Job Code

Group

CTC

Status

Save Submit Remuneration Generate Appointment Print Appointment

Click on Remuneration.

