

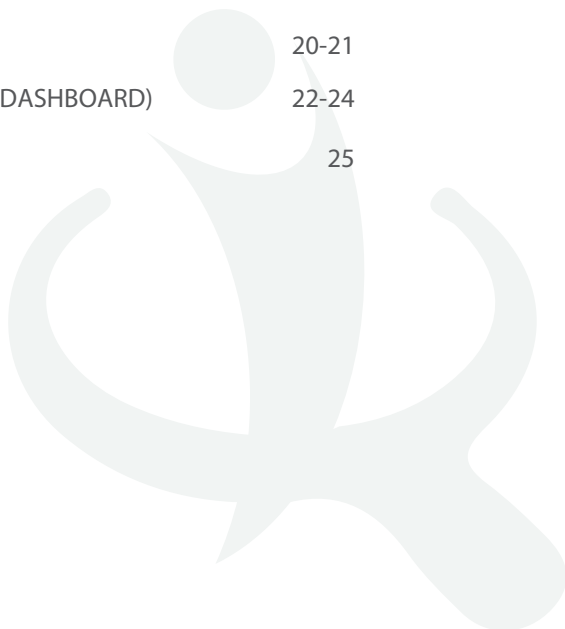


# Get Started with TimeTec Hire

This document will guide you through the basic and important settings before you can use TimeTec Hire. Let's start!

## CONTENTS

COMPANY SETUP	3-6
<ul style="list-style-type: none"><li>• Update your Company Profile</li><li>• Add Users</li><li>• Setup your Organization Structure</li></ul>	
CREATE IMPORTANT TEMPLATES	7-15
<ul style="list-style-type: none"><li>• Create Application Form</li><li>• Create Qualification &amp; Requirement Templates</li><li>• Create Questionnaire</li><li>• Create Interview Score Card</li><li>• Create Hiring Workflow</li><li>• Edit Privacy Statement</li></ul>	
JOB POSTING	16-19
LIST OF APPLICANTS	20-21
MANAGE APPLICATIONS (DASHBOARD)	22-24
ONBOARDING	25



# COMPANY SETUP

First and foremost, you need to complete your company profile, add users who will be using the solution and set your organization structure. To update your company's information, you can either use the Company Setup Wizard (Support > Company Setup Wizard) or you update the information directly at the respective modules.

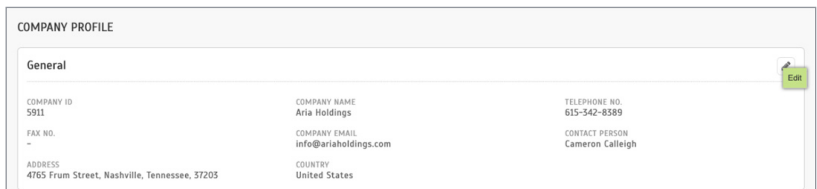
Follow the steps below to update the company's information from the modules:

## Update your Company Profile

The company profile information will be reflected in the Job Post Listing. Therefore, it is important that you add accurate information about your company.

Steps to update your Company Profile:

- Go to Company > Company Profile
- Click Edit and update information



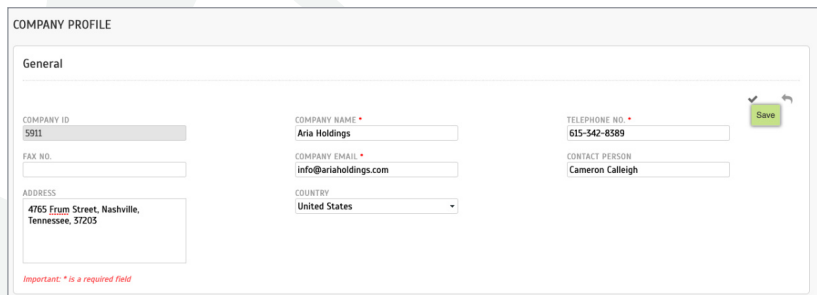
COMPANY PROFILE

General

COMPANY ID 5911	COMPANY NAME Aria Holdings	TELEPHONE NO. 615-542-8389
FAX NO. -	COMPANY EMAIL info@ariaholdings.com	CONTACT PERSON Cameron Calleigh
ADDRESS 4765 Frum Street, Nashville, Tennessee, 37205	COUNTRY United States	

Edit

- Click Save when you are done



COMPANY PROFILE

General

COMPANY ID 5911	COMPANY NAME * Aria Holdings	TELEPHONE NO. * 615-542-8389
FAX NO. 	COMPANY EMAIL * info@ariaholdings.com	CONTACT PERSON Cameron Calleigh
ADDRESS 4765 Frum Street, Nashville, Tennessee, 37205	COUNTRY United States	

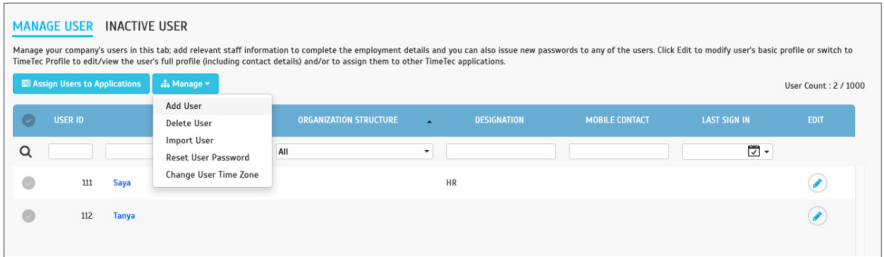
Save

*Important: \* is a required field*

## Add Users

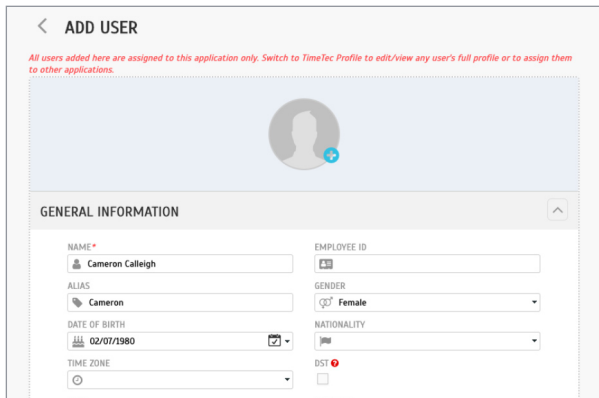
To add users, please follow the following instructions:

- Go to User > Manage User > Click on Manage button > Add User



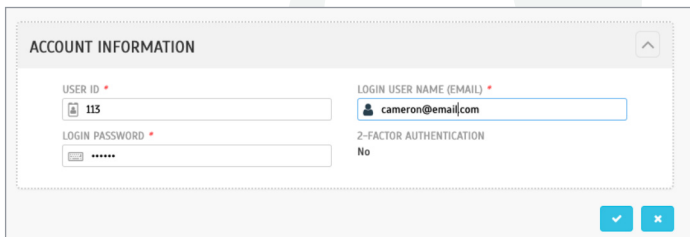
The screenshot shows the 'MANAGE USER' interface. At the top, there are tabs for 'MANAGE USER' and 'INACTIVE USER'. Below the tabs is a header with 'Assign Users to Applications' and 'Manage' buttons. A dropdown menu is open under 'Manage', listing options: 'Add User', 'Delete User', 'Import User', 'Reset User Password', and 'Change User Time Zone'. Below the menu is a table with columns: 'USER ID', 'ORGANIZATION STRUCTURE', 'DESIGNATION', 'MOBILE CONTACT', 'LAST SIGN IN', and 'EDIT'. Two users are listed: '111 Saya' and '112 Tanya'. The 'User Count' is shown as '2 / 1000'.

- Insert the general information and account information of the user. A user having an email address will be able to access into TimeTec Hire.



The screenshot shows the 'ADD USER' form. At the top, there is a back arrow and the title 'ADD USER'. Below the title is a red warning message: 'All users added here are assigned to this application only. Switch to TimeTec Profile to edit/view any user's full profile or to assign them to other applications.' Below the warning is a profile picture placeholder with a plus sign. The 'GENERAL INFORMATION' section is expanded, showing fields for: 'NAME' (Cameron Calleigh), 'EMPLOYEE ID', 'ALIAS' (Cameron), 'GENDER' (Female), 'DATE OF BIRTH' (02/07/1980), 'NATIONALITY', 'TIME ZONE', and 'DST' (No).

- Click tick to Save the information.

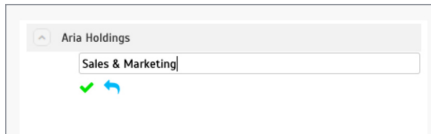
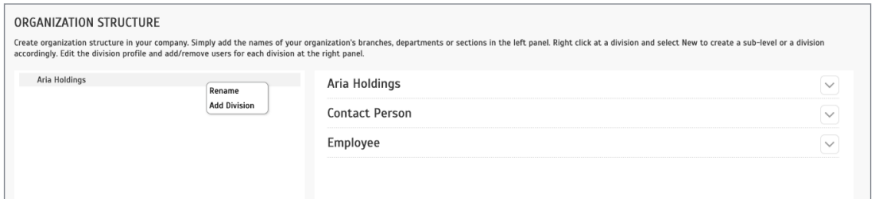


The screenshot shows the 'ACCOUNT INFORMATION' section of the 'ADD USER' form. It contains fields for: 'USER ID' (113), 'LOGIN USER NAME (EMAIL)' (cameron@email.com), 'LOGIN PASSWORD' (masked with dots), and '2-FACTOR AUTHENTICATION' (No). At the bottom right, there are two buttons: a blue checkmark button and a blue 'X' button.

# Setup your Organization Structure

The Organization Structure outlines the divisions and levels within a company. Follow the instructions below to set your organization structure:

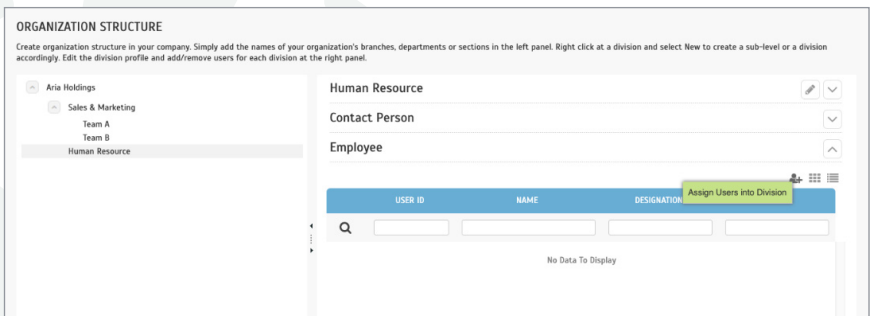
- Go to Company > Organization Structure
- Right click on your company name and you will be presented with 2 options: Rename and Add Division. Click Add Division to create a new subdivision and save.



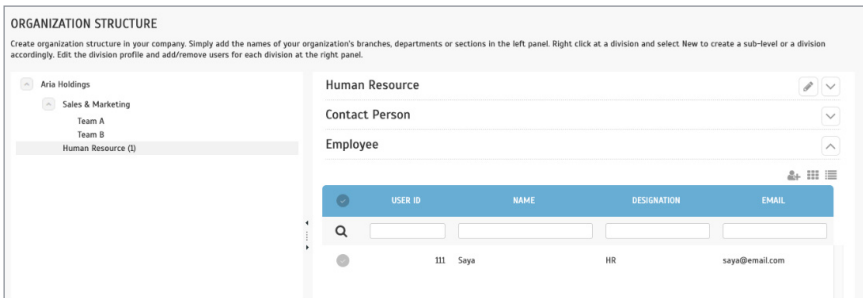
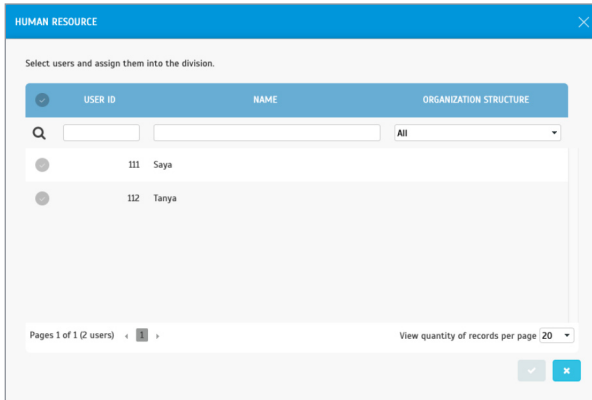
- Continue adding your divisions



- Once you have added all your divisions, you need to assign users into the divisions.



- Click Assign Users into Division icon. There will be a pop-up for you to select users. Select the user(s) you want to assign into the division and Save. Once this is done, you will be able to see the users in the Employee list.



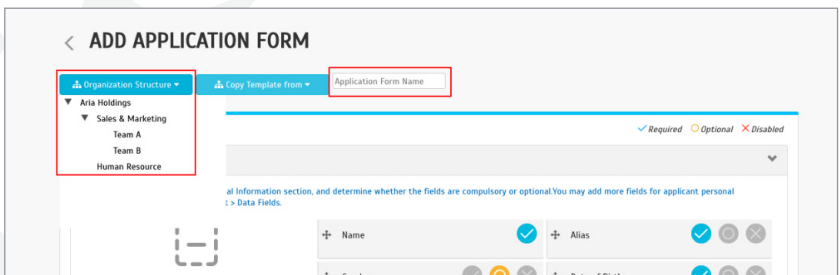
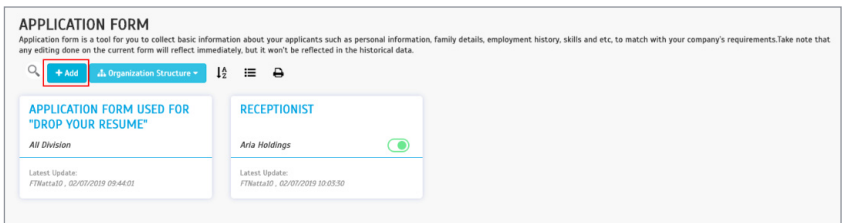
# CREATE IMPORTANT TEMPLATES

Before you can post any job vacancies, you need to prepare a few forms to be used during the job application process, i.e: a general information form, qualification related form, questionnaires about the job, and etc. In this section, you will learn how to create templates for different forms.

## Create Application Form

Application form is a tool for you to collect basic information about your applicants such as personal information, family details, employment history, skills and etc, to match with your company's requirements. Follow the steps below to create an application form:

- Go to Template > Application Form
- Click Add. You will be directed to the Add Application Form page. Select the Organization Structure which this application form belongs to, and name the form.



- Next, choose the fields for your form. You can set the fields to either Required, Optional or Disabled.

*Required = Applicants are required to fill in the field before they can submit their form.*

*Optional = Applicants can fill in the field or skip it.*

*Disabled = This field will not appear in the form. Disabled field will be placed at the left side, so if you want to add the field again, simply drag the field to the right side.*

Personal Information ▼

Choose the fields you need for Personal Information section, and determine whether the fields are compulsory or optional. You may add more fields for applicant personal information in Company > Field Layout > Data Fields.

-

No fields.

Add more in Company > Fields > layout > Data fields

+ Name <span style="float: right;"><input checked="" type="checkbox"/></span>	+ Alias <span style="float: right;"><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span>
+ Gender <span style="float: right;"><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></span>	+ Date of Birth <span style="float: right;"><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span>
+ Race <span style="float: right;"><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span>	+ Nationality <span style="float: right;"><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></span>
+ National ID <span style="float: right;"><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></span>	+ Religion <span style="float: right;"><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span>
+ Marital Status <span style="float: right;"><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span>	+ Personal Contact No. <span style="float: right;"><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span>
+ Portfolio Website <span style="float: right;"><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></span>	+ Resume <span style="float: right;"><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span>
+ Address <span style="float: right;"><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span>	

Personal Information <span style="float: right;">▲</span>
Family Details <span style="float: right;">▲</span>
Reference Details <span style="float: right;">▲</span>
Other Information <span style="float: right;">▲</span>
Education <span style="float: right;">▲</span>
Certifications <span style="float: right;">▲</span>
Skills <span style="float: right;">▲</span>
Job Experience <span style="float: right;">▲</span>
Language Proficiency <span style="float: right;">▲</span>
Perferred Working Location <span style="float: right;">▲</span>



There are 10 sections in this application form, you must set the fields for all sections.

- Once done, click Preview to check on your form and click Save to continue.

## Create Qualification & Requirement Templates

Every job position demands a different sets of qualifications and requirements. This section lets you determine the qualifications and requirements you need for the job and the system will sort the applicants according to the rules you have set. Each section contributes an overall value of 20%. To set, follow the steps below:

- Go to Template > Qualification & Requirement
- Click Add. You will be directed to the Add Qualification & Requirement page. Select the Organization Structure which this form belongs to, name the form and select the Position Level for the vacancy.

## ADD QUALIFICATION & REQUIREMENT

Organization Structure ▾ Copy Template from ▾ Qualification & Requirement Position Level ▾

Aria Holdings

- Sales & Marketing
  - Team A
  - Team B
- Human Resource

GE

10% A zero will make that particular section inaccessible.

Education Certification Skill Job Experience Language Proficiency = 100

- By default, the overall score weightage is preset at 20% for each section. You can change the weightage percentage by clicking on the highlighted area. Please note that the **TOTAL SCORE OF WEIGHTAGE MUST be 100%**.

### OVERALL SCORE WEIGHTAGE

The overall score weightage must be 100%. A zero will make that particular section inaccessible.

Education Certification Skill Job Experience Language Proficiency = 100

### OVERALL SCORE WEIGHTAGE

The overall score weightage must be 100%. A zero will make that particular section inaccessible.

Education Certification Skill Job Experience Language Proficiency = 100

- Now, set the Screening Process Rules.

### SCREENING PROCESS RULES

- Minimum passing mark to be shortlisted:  %
- Reject application if total mark is below:  %
- Applicants who score below the minimum passing mark will automatically be placed in the KIV section unless you reject the application.
- Applicants who DO NOT match ANY required criteria will be placed in the KIV section automatically.
- Only accept applicants who are willing to travel:
- Only accept applicants who have own transportation:
- Only accept applicants who are willing to work long hours.
- Only accept applicants between the age of 18 to 50 years.
- Accept only applicant whose expected salary is below: \$

- Next, there are 6 sections that you need to set: Education, Certification, Skill, Job Experience, Language Proficiency, and Preferred Working Location. Fill in the qualification, requirements and its scoring. Scoring refers to the marks the applicant will receive if their qualifications match with what you have set.

EDUCATION	ⓘ ^
CERTIFICATION	ⓘ ^
SKILL	ⓘ ^
JOB EXPERIENCE	^
LANGUAGE PROFICIENCY	ⓘ ^
PREFERRED WORKING LOCATION	^

- Once done, click Preview to view the overall section and click Save to continue.

## Create Questionnaire

Questionnaire is intended to help you evaluate the applicants' knowledge in a particular field. In this section, you can create your very own questionnaire, which will be sent automatically to the applicant depending on your hiring workflow.

**Note:** This step is optional, if you don't need a questionnaire in your hiring workflow, you can skip this section.

Below are the steps to create a questionnaire:

- Go to Template > Questionnaire
- Click Add. You will be directed to Add Questionnaire page. Select the Organization Structure which this questionnaire belongs to and name the form.

**QUESTIONNAIRE**

Questionnaire is intended to help you evaluate the applicants' knowledge in a particular field. Create your very own questionnaire, which you can send to applicants at the stage you choose in your hiring workflow.

Organization Structure
1/2
☰
🗑️

**RECEPTIONIST**

Aria Holdings

Latest Update:  
7/7/Marta10, 02/07/2019 11:01:35

- Set your question by selecting the response type, score and write your question. Enable the timer if you want the applicant to complete the questionnaire within a specific time.
- Click Preview to check on your questionnaire and click Save to continue.

## Create Interview Score Card

Interview Score Card is required to help you evaluate the behaviour and performance of an applicant during an interview session. Create your own Interview Score Card for the interview assessment.

- Go to Template > Interview Score Card
- Click Add. You will be directed to Add Questionnaire page. Select the Organization Structure which this score card belongs to and name the form.

## < ADD INTERVIEW SCORE CARD

Human Resource ▾ Copy Template from ▾ HR Exec

Create your interview Score Card by adding the Evaluation Aspect, type of respond and it's maximum score.

Evaluation Aspect	Response Type	Score	+
Communication Skill	Poor - Excellent ▾	10 ▾	🗑️
Attire, presentation	Poor - Excellent ▾	10 ▾	🗑️
Character	Poor - Excellent ▾	10 ▾	🗑️

Preview Save Cancel

- Set your evaluation aspect, response type and the maximum scoring for each aspect.
- Click Preview to view the form and click Save to continue.

## Create Hiring Workflow

Create your hiring workflow for a job posting by defining the stages and the process required for each stage; questionnaire, interview session, and etc.

- Go to Template > Hiring Workflow
- Click Add. You will be directed to Add Hiring Workflow page. Select the Organization Structure which this workflow belongs to and name it.

### HIRING WORKFLOW

Create your hiring workflow for a job posting by defining the stages and the process required for each stage; questionnaire, interview session, and etc.

🔍 **+ Add** Organization Structure ▾ 📏 ☰ 🗑️

**RECEPTIONIST**

Aria Holdings 🟢

Latest Update:  
FTWsta10\_02/07/2019 11:05:44

## < ADD HIRING WORKFLOW

Human Resource  HR Exec

**Screening Process**

**Screening Process**

The application sorting process is done automatically based on the minimum passing mark set in Qualifications & Requirements section. Only Shortlisted applicants will proceed to the next stage, into the Hiring Workflow.

**Hiring Workflow**

**Hiring Workflow**

After the screening process is done, you can set multiple layers of hiring process and choose to include a questionnaire and/or an interview session for your candidates. Questionnaires will be sent via email, while for the interview session, you can utilize the interview scorecards to better assess your candidates. Name the hiring process stages and check on the questionnaire or interview options to determine the process you need.

Questionnaire  Interview Score Card

- The overall workflow consist of Screening Process, Hiring Workflow and Hire. In this section, you need to determine additional steps after the screening process is done; whether to send questionnaire or set for an interview session. Name the hiring process stages and check on the questionnaire or interview to determine the process you need.

**Screening Process**

**Screening Process**

The application sorting process is done automatically based on the minimum passing mark set in Qualifications & Requirements section. Only Shortlisted applicants will proceed to the next stage, into the Hiring Workflow.

**Hiring Workflow**

**Hiring Workflow**

After the screening process is done, you can set multiple layers of hiring process and choose to include a questionnaire and/or an interview session for your candidates. Questionnaires will be sent via email, while for the interview session, you can utilize the interview scorecards to better assess your candidates. Name the hiring process stages and check on the questionnaire or interview options to determine the process you need.

HR Questionnaire 1  Questionnaire  Interview Score Card

Interview with Head  Questionnaire  Interview Score Card

**Hire**

**Hire**

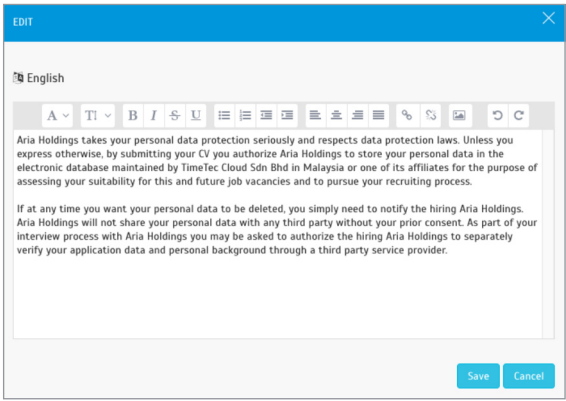
This is the final stage where job offer is being processed. Only a Hiring Manager can access to this page.

- Click Save to continue.

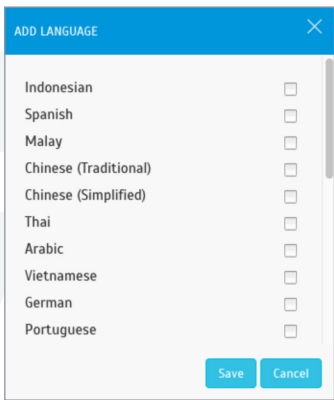
# Edit Privacy Statement

A Privacy Statement states the way applicants' data is used, disclosed and managed. You can edit the privacy statement according to your company's privacy policy. All applicants must agree to the privacy statement before they can sign up to submit an application.

- Go to Template > Privacy Statement
- Click Edit to check on the privacy statement content. Edit if necessary.



- Click Save to continue.



- Click Add to add Privacy Statement in other languages (optional)

**Note:** Any edits made at the English version will not reflect automatically in other languages. Please make sure to check the content of the statement whenever you made any changes.

# JOB POSTING

Create job post by selecting the appropriate application form, hiring workflow, questionnaire, coordinator, etc.

- Go to Job Posting, click Add
- At Add Job Posting page, you will see 7 sections. Fill in all sections.

< **ADD JOB POSTING**

---

BANNER ▲

JOB DETAILS ▲

APPLICATION FORM ▲

QUALIFICATION & REQUIREMENT ▲

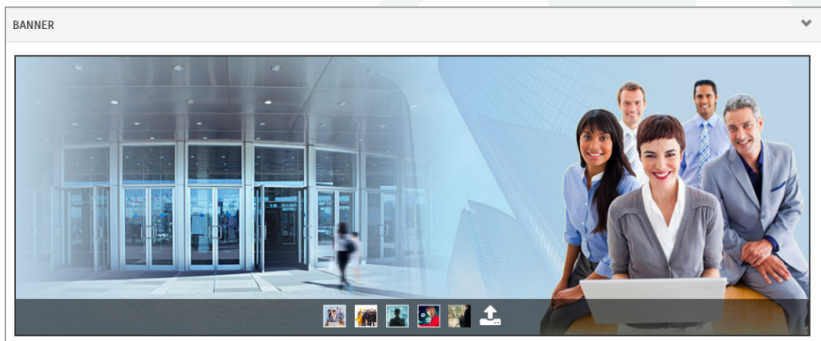
HIRING WORKFLOW ▲

REMUNERATION PACKAGE ▲

AUTO REMINDER SETTINGS ▲

## Banner

TimeTec Hire has designed a few banners that you can use. Select a banner or upload your own image. The recommended image size is 1140 px X 400 px, maximum file size is 10MB.





## Job Details

Next, fill in the Job Details information, select the Hiring Manager and Recruiter, determine the effective date of the job posting and job description. You can select maximum 5 Recruiters per job posting.

**Note:** *Hiring Manager and Recruiter cannot be the same person.*

**JOB DETAILS**

Copy Template From	
Job Title	HR Executive
Organization Structure	Human Resource
Hiring Manager	Saya
Recruiter (Max 5)	Tanya
Employment Type	Full-Time
Effective Date	08/07/2019 - 08/07/2019
No. of Vacancy	1
Industry	Human Resources Management/Consulting

HR Executive responsibilities include:

- Designing compensation and benefits packages
- Implementing performance review procedures (e.g. quarterly/annual and 360° evaluations)
- Developing fair HR policies and ensuring employees understand and comply with them

**Job brief**

We are looking for an HR Executive to manage our company's recruiting, learning and development and employee performance programs. HR Executive responsibilities include creating referral programs, updating HR policies and overseeing our hiring processes. To be successful in this role, you should have an extensive background in Human Resources departments and thorough knowledge of labor legislation.

Ultimately, you will make strategic decisions for our company so that we hire, develop and retain qualified employees.


## Application Form

In this section, select the template that you have created earlier in the Application Form module. If you want to edit the form, please go back to the Application Form to amend.

**APPLICATION FORM**

HR exec (04/07/2019)

+ Add new Application Form



Name	Alias	Gender	Date of Birth
Race	Nationality	National ID	Religion
Marital Status	Personal Contact No.	Portfolio Website	No file chosen
Address			

**FAMILY DETAILS**

Name	Contact No.	Relation
------	-------------	----------

## Qualification & Requirement

In this section, select the template that you have created earlier in the Qualification & Requirement module. If you want to edit the rules or requirement, please go back to the Qualification & Requirement to amend.

QUALIFICATION & REQUIREMENT

HR Exec (04/07/2019)  
+ Add new Qualification & Requirement

Section	Score Weightage (%)
Education	20
Certification	20
Skills	20
Job Experience	20
Language Proficiency	20
<b>TOTAL</b>	<b>100</b>

Rules

1. Minimum passing mark to be shortlisted:70/100
2. Reject application if total mark is below:50/100
3. Applicants who score below the minimum passing mark will automatically be placed in the KIV section unless you reject the application.
4. Applicants who DO NOT match ANY required criteria will be placed in the KIV section automatically.
5. Only accept applicants who are willing to travel: Local and overseas
6. Only accept applicants between the age of 18 to 50 years.

## Hiring Workflow

In this section, select the questionnaire & interview score card template that you have created earlier in Questionnaire and Interview Score Card modules. Add the coordinator in charge for each stage. Click + Hiring Process if you want to add more steps in the hiring workflow.

HIRING WORKFLOW

HR Exec (04/07/2019)  
+ Add new Hiring Workflow

**SCREENING PROCESS**

The application sorting process will be processed automatically based on the minimum passing mark set in Qualification & Requirement section. Only Shortlisted applicants will proceed to the next stage of the Hiring Workflow.

HR Questionnaire 1

Questionnaire  Coordinator

Interview with Head

Interview Score Card  Coordinator

+ Hiring Process

**HIRE**

This is the final stage where job offer is being processed. Only a Hiring Manager can access this page.

## Remuneration Package

Set the initial package you will offer to the applicant for this specific job.

### REMUNERATION PACKAGE

Basic Salary Range: RM 2000 - 3000 Monthly

Allowance

Meal Allowance	100
Petrol Allowance	100
Transport Allowance	100

Claim

Medical	1000
---------	------

+ Entitlement

## Auto Reminder Settings

Set reminders for questionnaire submission and evaluation in this section. Reminder email will be sent automatically to either the candidate or coordinator based on the settings made here. This section is optional, so skip it if you don't need reminders.

### AUTO REMINDER SETTINGS

**Questionnaire**

**Pending Submission**

Automatically send reminder to candidate every  day(s) after the questionnaire is sent to the candidate.  
*Reminder will be sent at 8:00 AM*

**Pending Evaluation**

Automatically send reminder to coordinator(s) every  day(s) after the questionnaire is submitted by the candidates.  
*Reminder will be sent at 8:00 AM*

**Interview Score Card**

**Pending Confirmation**

Automatically send reminder to candidate every  day(s) after the interview schedule is sent to the candidate.  
*Reminder will be sent at 8:00 AM of the day*

**Pending Evaluation**

Automatically send reminder to coordinator(s) every  day(s) after the date of the interview scheduled.  
*Reminder will be sent at 8:00 AM of the day*

- Click Preview to check on your job posting. Then click Save and Generate Link.
- Once job post has been published, you will be able to retrieve a job post link and you can share this link on your social media or add the page in your company career page.

# LIST OF APPLICANTS

All applicants information will be available in the Applicant module. At this module, you can filter the list of applicants by their status, job title or even sent a job invitation to KIV applicants.

To view applicants:

- Go to Applicant, click on the applicant's name.
- You will see the applicant's profile, qualifications and score. Based on the qualifications and requirements set, the system will check and calculate the score for each applicant and categorized them under a few categories: Shortlisted, KIV, Rejected and Hired

**LIST OF APPLICANTS**  
This is a list of applicants that have submitted application to your company. Select and send invitation to the applicant that best suits your available job posting.

Job Title **Organization Structure** Invite to Apply

Active Talent Pool Closed

Select All

Shortlisted x KIV x Rejected x Withdraw x Hired x

<b>PARK KHOO</b> Receptionist Alia Holdings Latest Update: Screening Process, 03/07/2019 16:27:55	<b>NATTALINA ZAINAL</b> HR Executive Human Resource Latest Update: Screening Process, 09/07/2019 13:28:57	<b>CATHERINE JONES</b> HR Executive Human Resource Latest Update: Screening Process, 08/07/2019 23:26:57	<b>JAMES COOK</b> HR Executive Human Resource Latest Update: Screening Process, 08/07/2019 23:48:00
--	--	---	--

< **APPLICANT'S PROFILE**

**NATTALINA ZAINAL**  
HR Executive  
Human Resource  
Current Stage: Screening Process, 09/07/2019  
nattzainal@gmail.com

Invite to Apply Activity Log

Profile Qualification & Requirement

**PERSONAL INFORMATION**

Name Nattalina Zainal	Alias Natt
Gender Female	Date of Birth -

**Activity Log**

- 3/9/2019 11:28:59 AM  
Candidate submitted application

< APPLICANT'S PROFILE



**NATTALINA ZAINAL**

HR Executive

Human Resource

Current Stage: Screening Process, 08/07/2019

📧 nattzainal@gmail.com



📧 Invite to Apply

👤 Profile

📋 Qualification & Requirement

**20.00**

Education  
(20)

+

**20.00**

Certification  
(20)

+

**16.00**

Skill  
(20)

+

**0.00**

Job Experiences  
(20)

+

**17.00**

Language  
Proficiency  
(20)

=

**73.00%**



# MANAGE APPLICATIONS (Dashboard)

Once you have published and shared your job posting, you will start receiving applications. This is where you manage all the applications easily: Home Dashboard. In Dashboard, you will get a summary of the Open Vacancy, upcoming interview sessions, personal to do list, applicant latest activities and recently hired users information.

## Upcoming Interview

This section will display any scheduled interview based on the agreed interview session with the applicants.

DASHBOARD

🔔 UPCOMING INTERVIEW 📅 09/07/2019

🕒 JULY

No data to display

SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

## My To Do List

This is a reminder for the hiring manager/coordinator for the questionnaire and/or interview that they need to evaluate.

📅 MY TO DO LIST

📄 Job Title	👤 Organization Structure	✍️ Questionnaire	🗓️ Interview
Service Crew	Service Crew	-	1

## Open Vacancy

This is the summary of all open job posts. You will be able to view the number of applicants, hired/vacant positions, its status and expiry date for each job posting. Click on the Job Title to access to the lists of applicants and their stages.

Job Title	Organization Structure	Applicants	Hired/Vacant	Status	Expiry Date
<a href="#">Floor Manager</a>	Service Crew	0	0/10	Publish	28/07/2019
<a href="#">Service Crew</a>	Service Crew	6	2/10	Publish	11/08/2019
<a href="#">Software Analyst</a>	Research & Development	2	0/2	Publish	26/07/2019
<a href="#">Software Developer</a>	Research & Development	2	2/2	Publish	27/07/2019

View and manage applicants in each stage. You can also move the applicant to the next stage, revert back, reject or place the applicant in KIV list.

**SERVICE CREW**

[Edit](#) [Extend 15 days](#) [Share](#) [Unpublish](#) [Close Application](#)

**Organization Structure** Service Crew  
**Effective Date** 27/06/2019 - 11/08/2019  
**Hiring Manager** Ti Hooi Suan  
**Recruiter** Phang Yan Yee  
**Vacancy** 10  
**Application Form** Operation [Q](#)  
**Qualification & Requirement** Operation [Q](#) [P](#)

**3** **1** **2** **0** **0**

**Hired** **Shortlisted** **Keep in View** **Withdrawn** **Rejected**

INITIAL OFFER 0 [^](#)

REMUNERATION PACKAGE 0 [^](#)

HIRED 3 [^](#)

**3** **1** **2** **0** **0**

**Hired** **Shortlisted** **Keep in View** **Withdrawn** **Rejected**

**SCREENING PROCESS** 1 [v](#)

**CANDIDATE NAME** **SCORE(%)**

Nattalina Zainal 70.75 [i](#) [e](#) [x](#)

[Move to Next Stage](#) [KIV](#) [Reject](#)

QUESTIONNAIRE 0 [^](#)

HOD INTERVIEW 1 [^](#)

## Applicant Latest Activity






This section provides real-time updates on the progress of job postings and applicants.

## Recently Hired



This section provides information on the recently hired applicants.

### APPLICANT LATEST ACTIVITY

Job Title

-  Service Crew  
uu21 accepted interview invitation 28/06/2019 16:25
-  Service Crew  
uu21 submitted questionnaire for Service Crew 28/06/2019 16:22
-  Service Crew  
uu21 submitted application for job Service Crew 28/06/2019 16:20
-  Service Crew  
uu20 accepted the initial offer. 28/06/2019 09:20
-  Service Crew  
uu20 accepted interview invitation 28/06/2019 09:16

### RECENTLY HIRED

-   
uu20  
**Service Crew**  
02/07/2019
-   
uu16

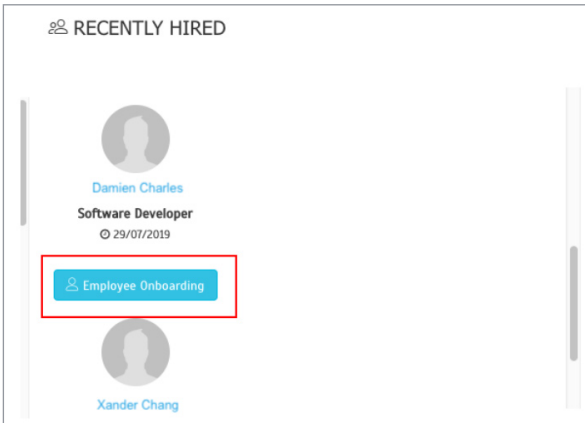




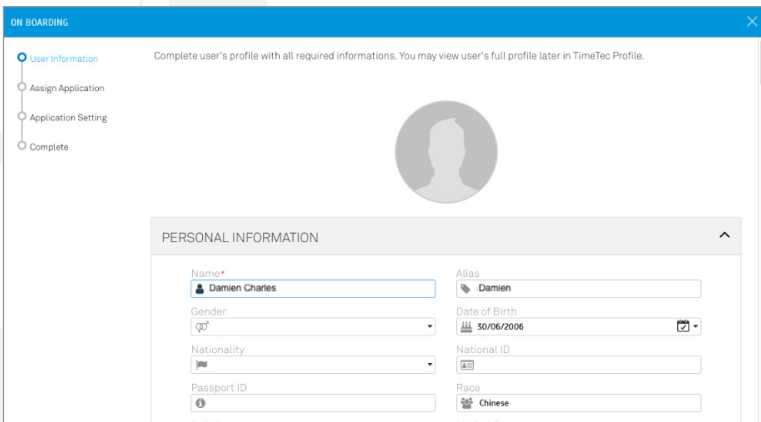
# ONBOARDING

This is the final step to integrate the newly hired applicant into your organization's TimeTec solution: TimeTec TA, TimeTec Leave, TimeTec Access, and TimeTec Patrol.

- Go to Recently Hired section, click on the Employee Onboarding.



- Fill in the employee's information, assign application (TimeTec TA, TimeTec Leave, TimeTec Access, TimeTec Patrol) and set the application settings for the employee.



- That's it! Your new employee will be available in the assigned TimeTec solution.



*If you have any questions pertaining TimeTec Hire that you cant find in this User Guide,  
you can contact us at [info@timeteccloud.com](mailto:info@timeteccloud.com)*