timeTec
HIRE Recruiting Solution
www.timetechire.com

User Guide

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

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.

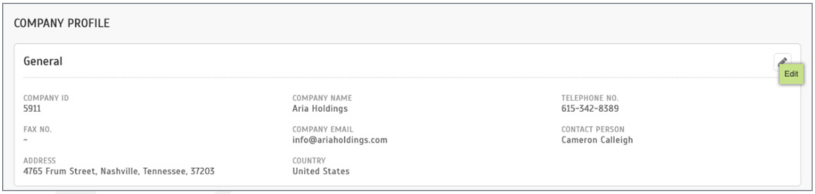
Follow the steps below to update the company's information from the modules:

Update your Company Profile

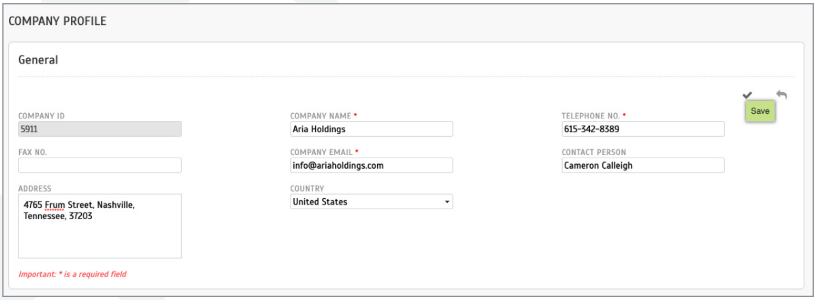
The company profile information will be reflected in the Job Post Listing. Therefore, it is important that you add accurate information about your company.

Steps to update your Company Profile:

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



- Click Save when you are done

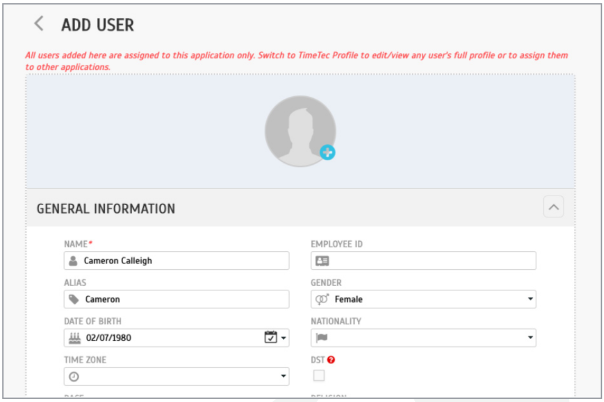


Add Users

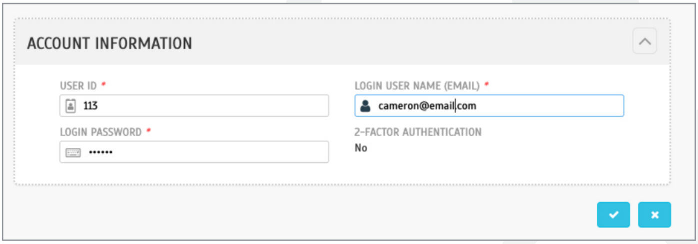
To add users, please follow the following instructions:

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

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



- Click tick to Save the information.

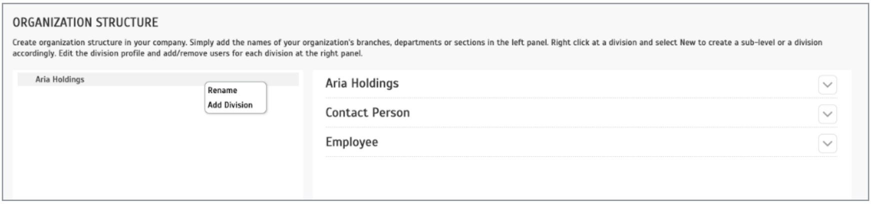


Setup your Organization Structure

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

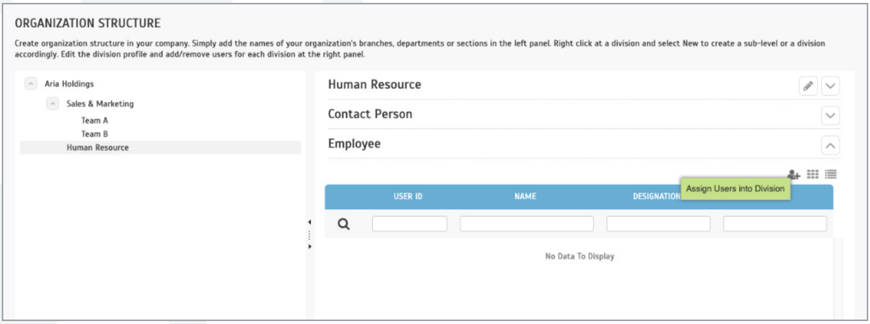
- Go to Company > Organization Structure

- 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.

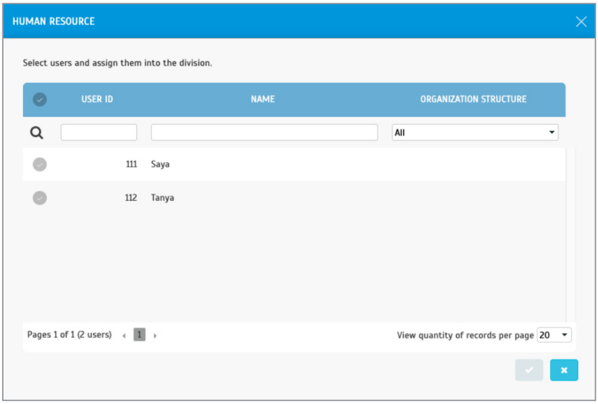


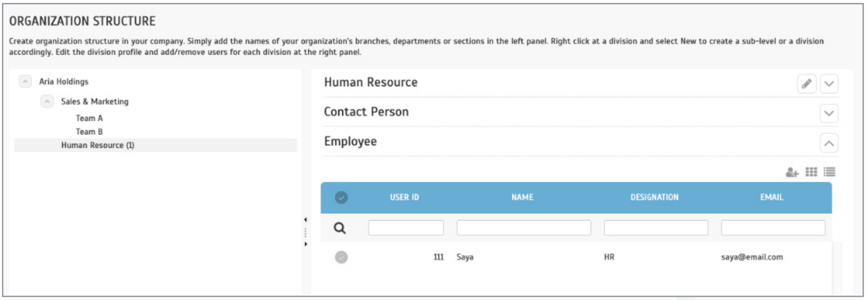
- Continue adding your divisions

- 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.





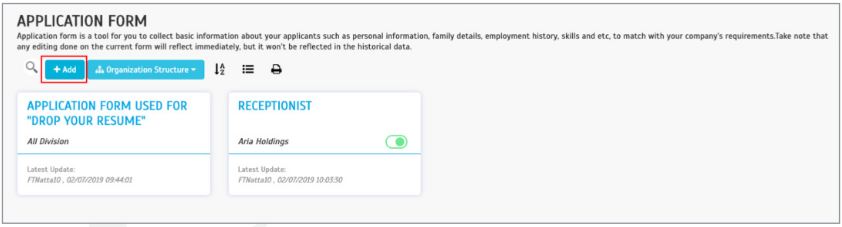
CREATE IMPORTANT TEMPLATES

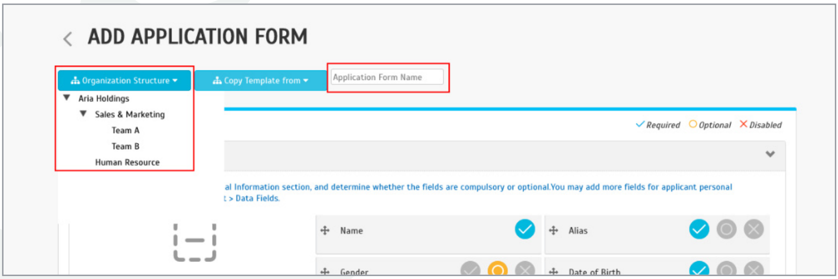
Before you can post any job vacancies, you need to prepare a few forms to be used during the job application process, i.e: a general information form, qualification related from, questionnaires about the job, and etc. In this section, you will learn how to create templates for different forms.

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.



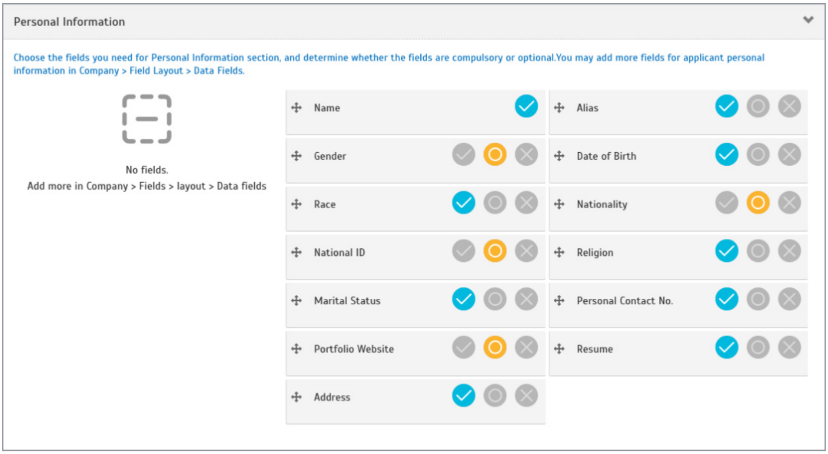


- Next, choose the fields for your form. You can set the fields to either Required, Optional or Disabled.

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

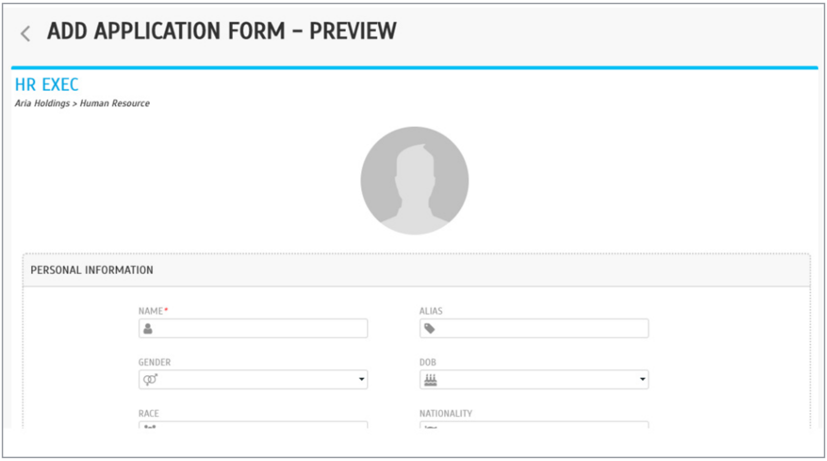
  Optional = Applicants can fill in the field or skip it.

  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.



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

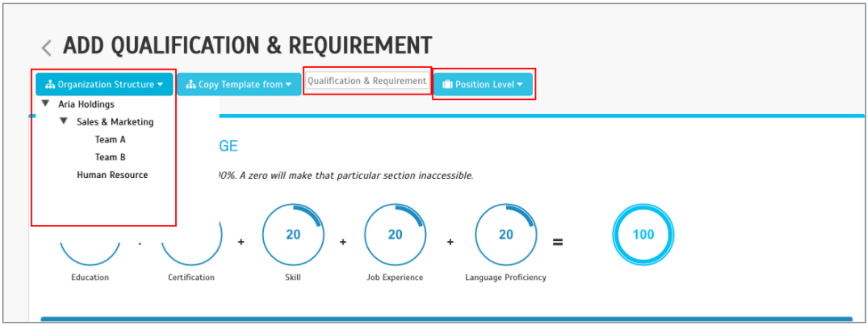
- Once done, click Preview to check on your form and click Save to continue.



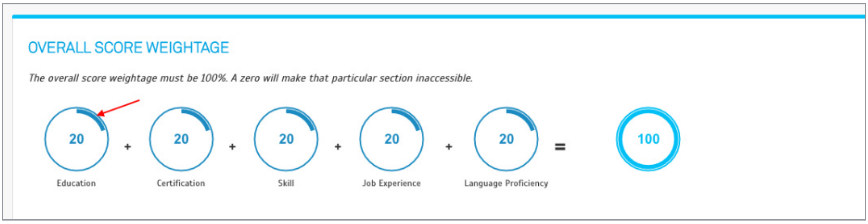
Create Qualification & Requirement Templates

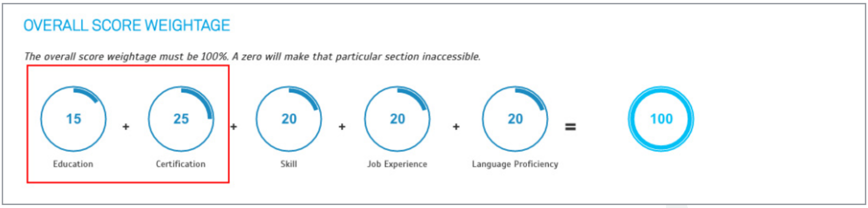
Every job position demands a different sets of qualifications and requirements. This section lets you determine the qualifications and requirements you need for the job and the system will sort the applicants according to the rules you have set. Each section contributes an overall value of 20%. To set,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

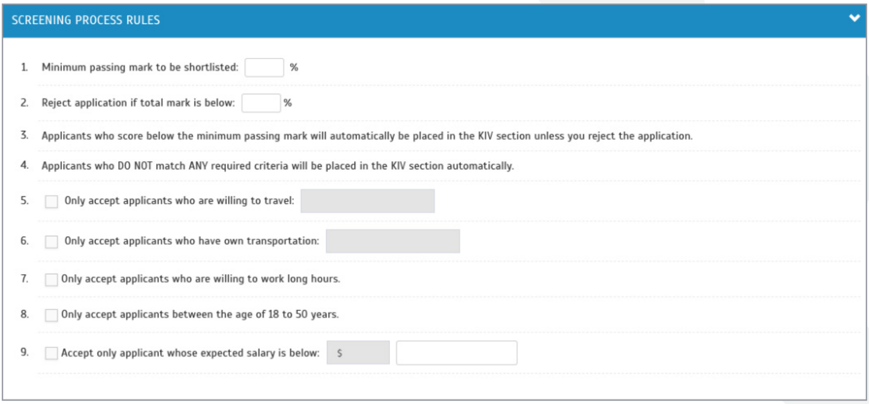


- By default, the overall score weightage is preset at 20% for each section. You can change the weightage percentage by clicking on the highlighted area. Please note that the TOTAL SCORE OF WEIGHTAGE MUST be 100%.





- Now, set the Screening Process Rules.



- 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.

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

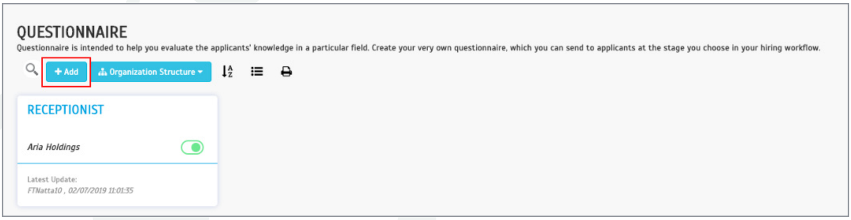
Create Questionnaire

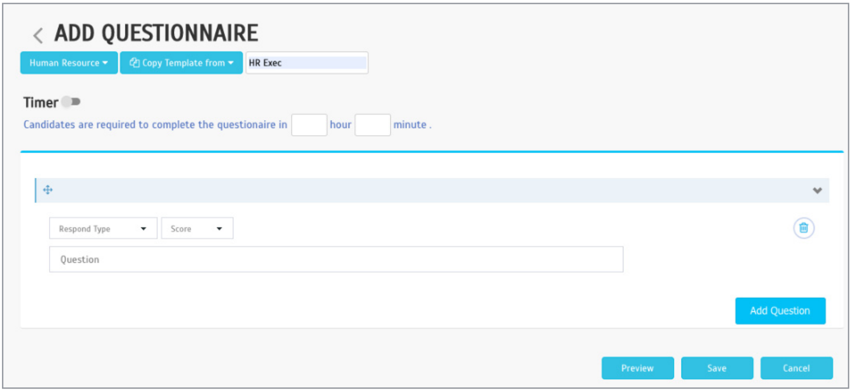
Questionnaire is intended to help you evaluate the applicants' knowledge in a particular field. In this section, you can create your very own questionnaire, which will be sent automatically to the applicant depending on your hiring workflow.

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.



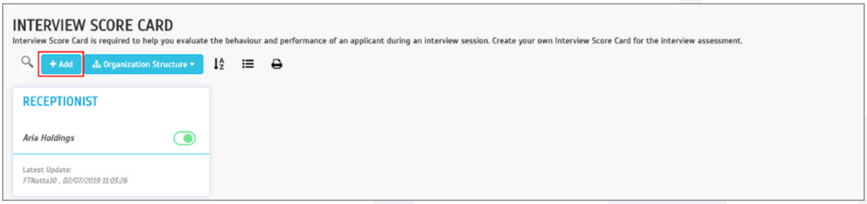


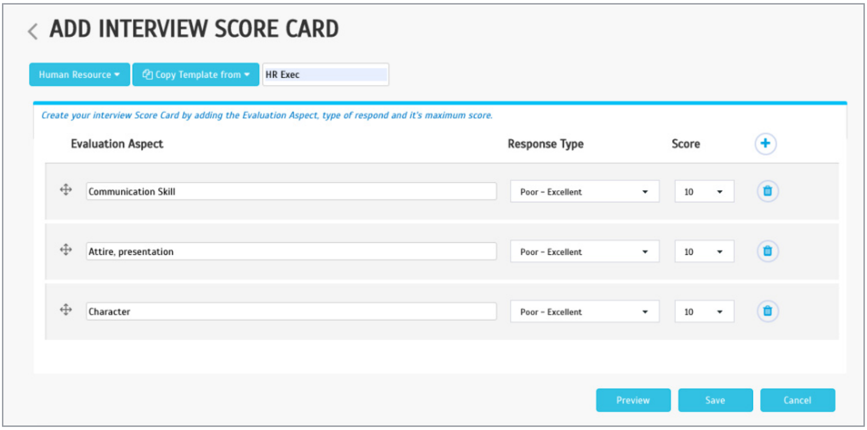
- Set your question by selecting the response type, score and write your question. Enable the timer if you want the applicant to complete the questionnaire within a specific time.
- Click Preview to check on your questionnaire and click Save to continue.

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.



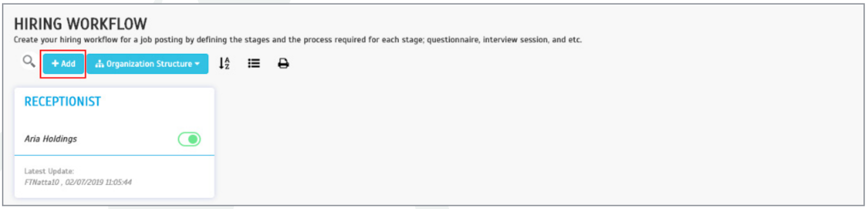


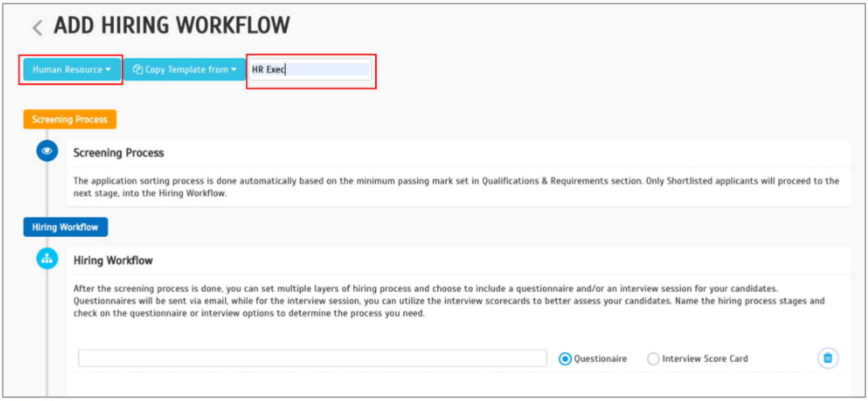
- Set your evaluation aspect, response type and the maximum scoring for each aspect.
- Click Preview to view the form and click Save to continue.

Create Hiring Workflow

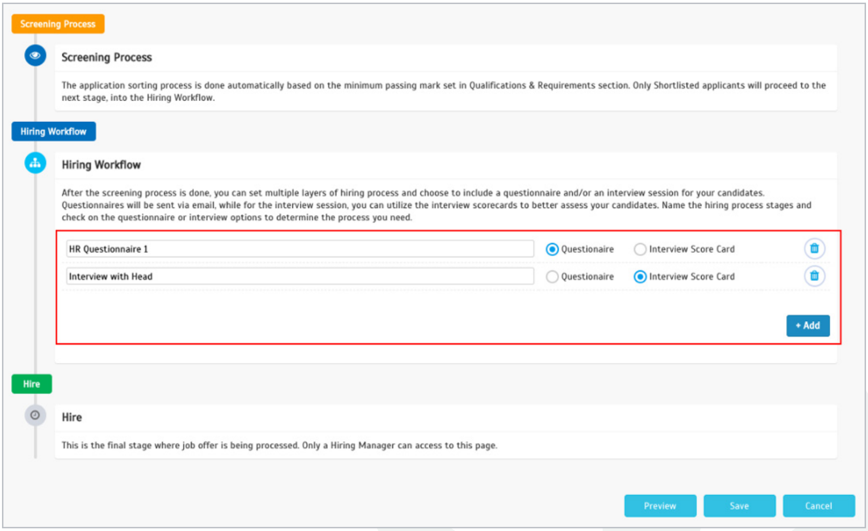
Create your hiring workflow for a job posting by defining the stages and the process required for each stage; questionnaire, interview session, and etc.

- 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.





- 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.

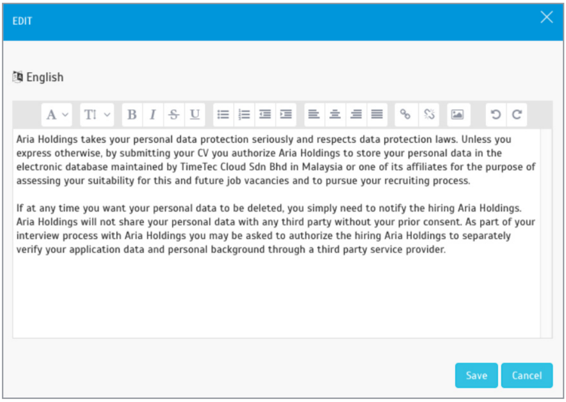


- Click Save to continue.

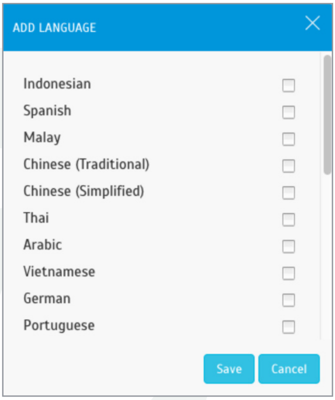
Edit Privacy Statement

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.



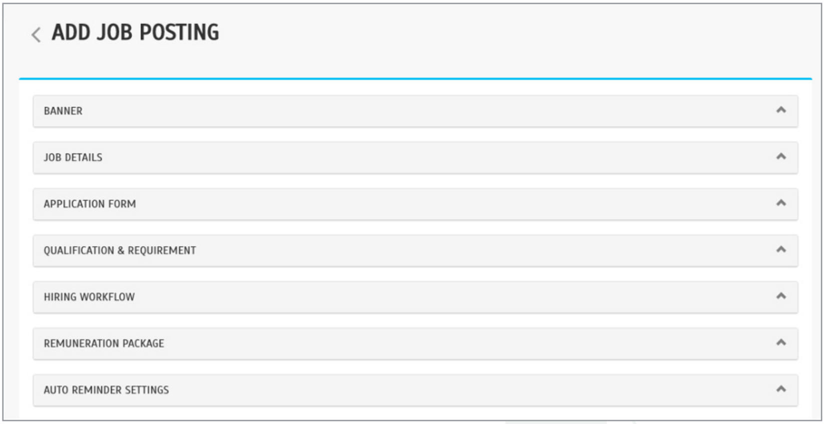
- Click Add to add Privacy Statement in other languages (optional)

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

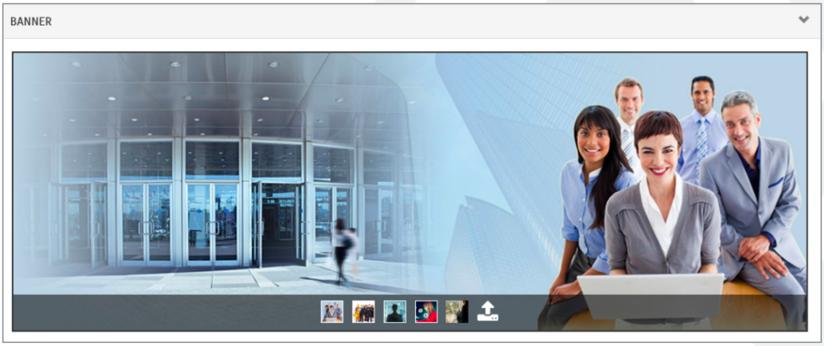
Create job post by selecting the appropriate application form, hiring workflow, questionnaire, coordinator, etc.

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



Banner

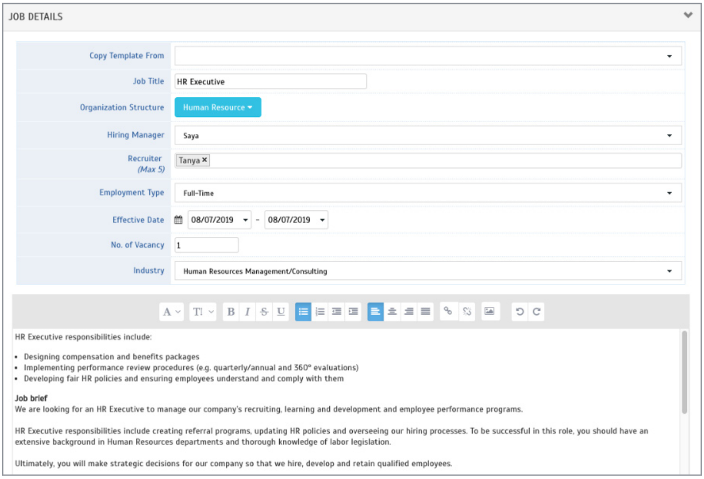
TimeTec Hire has designed a few banners that you can use. Select a banner or upload your own image. The recommended image size is 1140 px X 400 px, maximum file size is 10MB.



Job Details

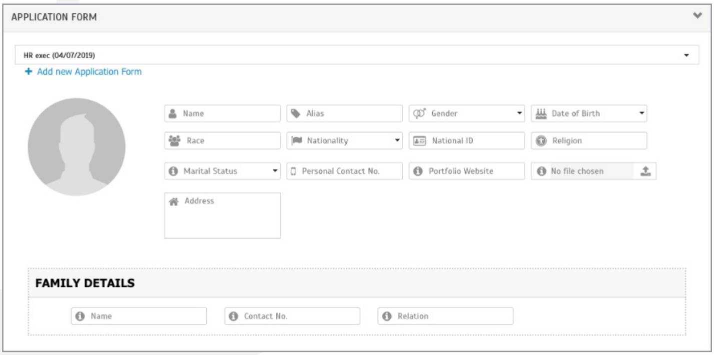
Next, fill in the Job Details information, select the Hiring Manager and Recruiter, determine the effective date of the job posting and job description. You can select maximum 5 Recruiters per job posting.

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



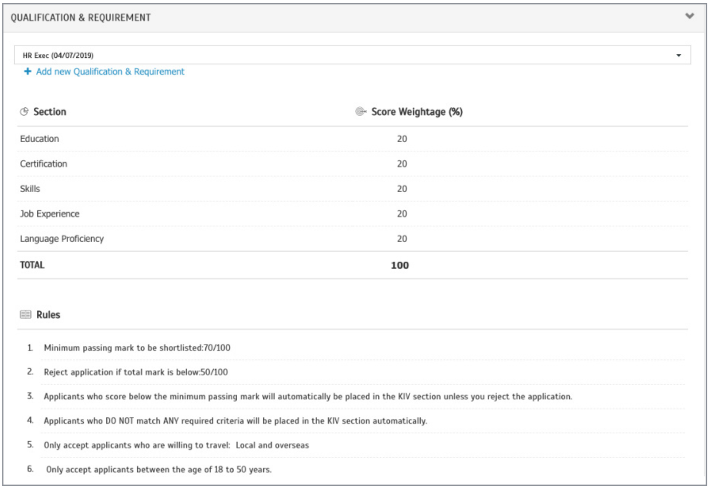
Application Form

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.



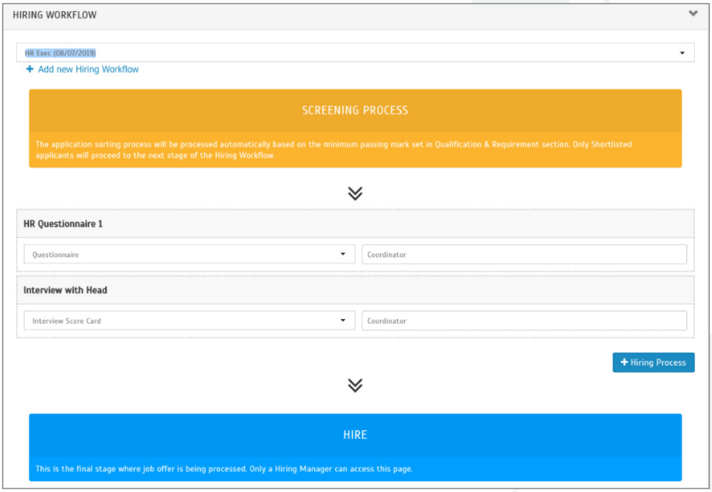
Qualification & Requirement

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.



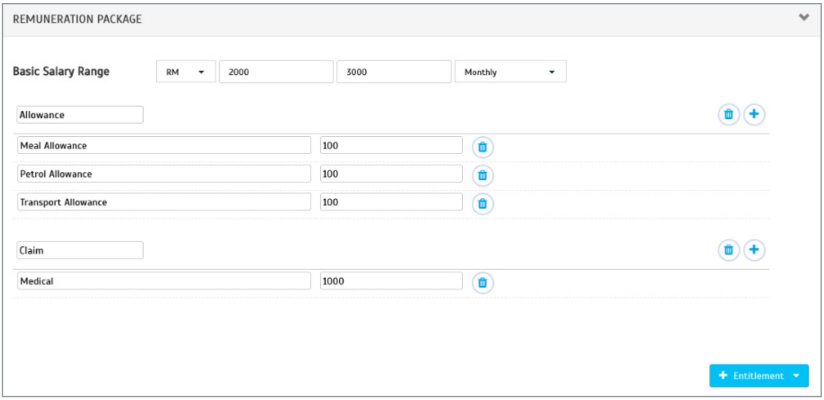
Hiring Workflow

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.



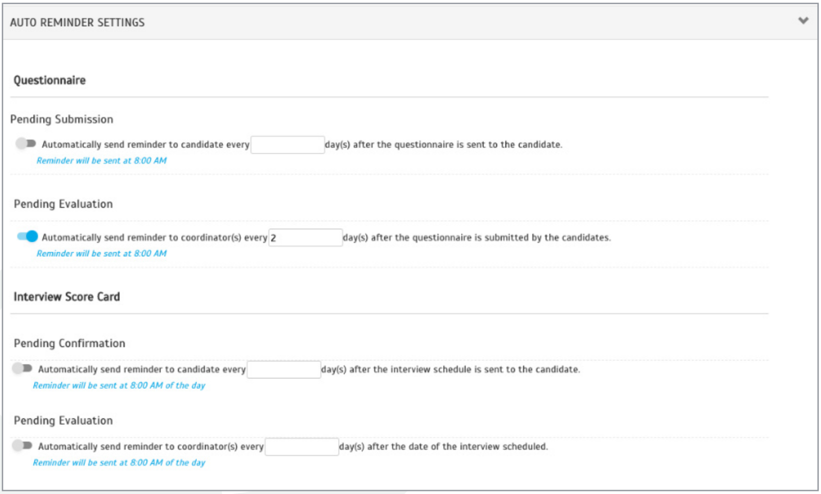
Remuneration Package

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



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.



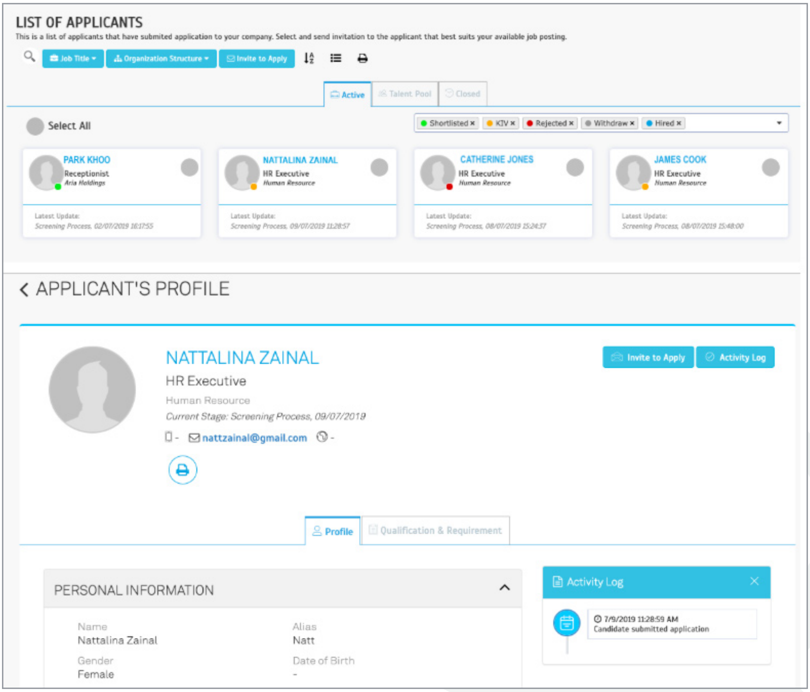
- Click Preview to check on your job posting. Then click Save and Generate Link.
- Once job post has been published, you will be able to retrieve a job post link and you can share this link on your social media or add the page in your company career page.

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



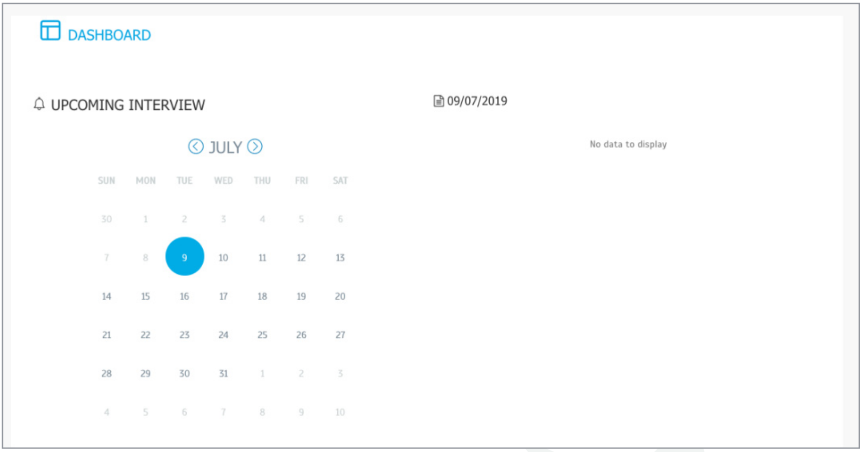

APPLICANT'S PROFILE
NATTALINA ZAINAL
HR Executive
Human Resource
Current Stage: Screening Process, 09/07/2019
nattzainal@gmail.com
Invite to Apply
Profile
Qualification & Requirement
20.00
Education
(20)
+
20.00
Certification
(20)
+
16.00
Skill
(20)
+
0.00
Job Experiences
(20)
+
17.00
Language
Proficiency
(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.

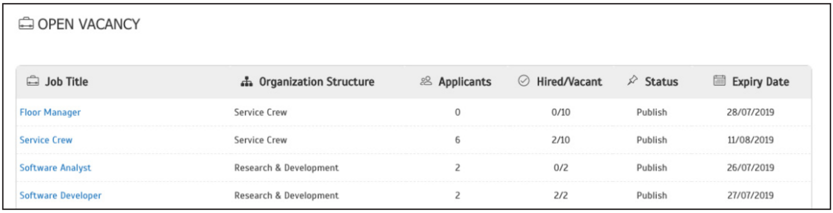


My To Do List

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

Open Vacancy

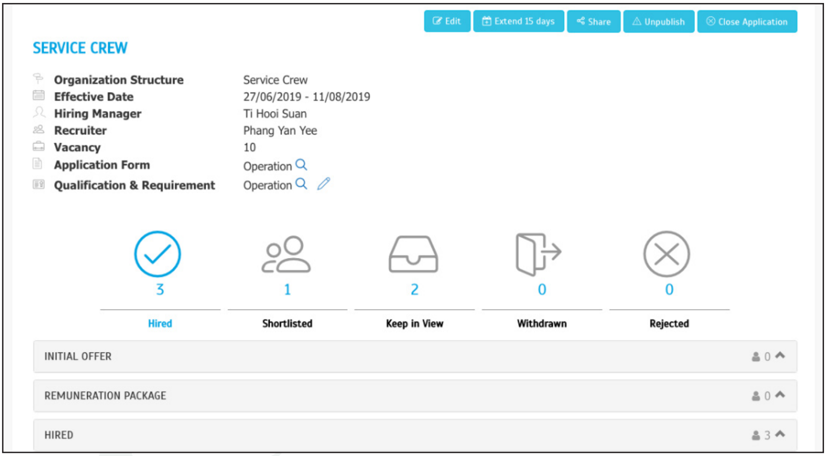
This is the summary of all open job posts. You will be able to view the number of applicants, hired/vacant positions, its status and expiry date for each job posting. Click on the Job Title to access to the lists of applicants and their stages.

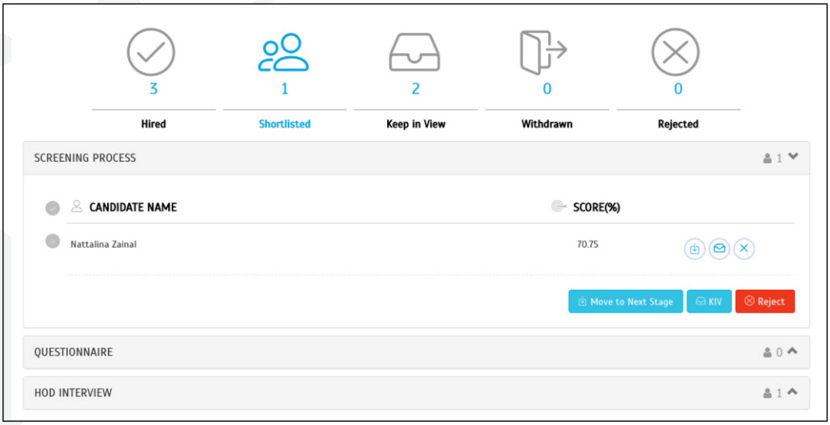


OPEN VACANCY

Job Title	Organization Structure	Applicants	Hired/Vacant	Status	Expiry Date
Floor Manager	Service Crew	0	0/10	Publish	28/07/2019
Service Crew	Service Crew	6	2/10	Publish	11/08/2019
Software Analyst	Research & Development	2	0/2	Publish	26/07/2019
Software Developer	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.



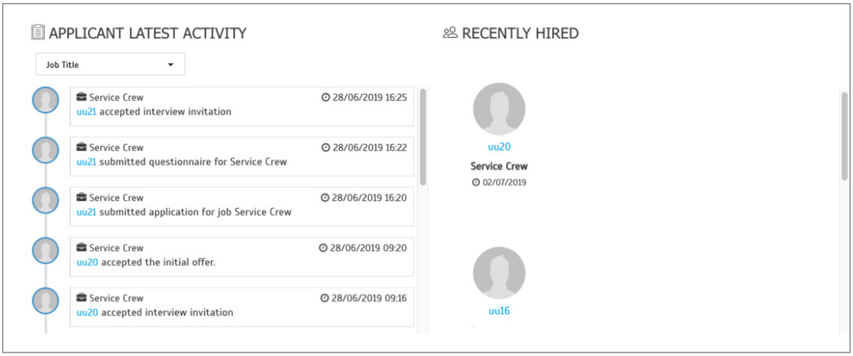


Applicant Latest Activity

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

Recently Hired

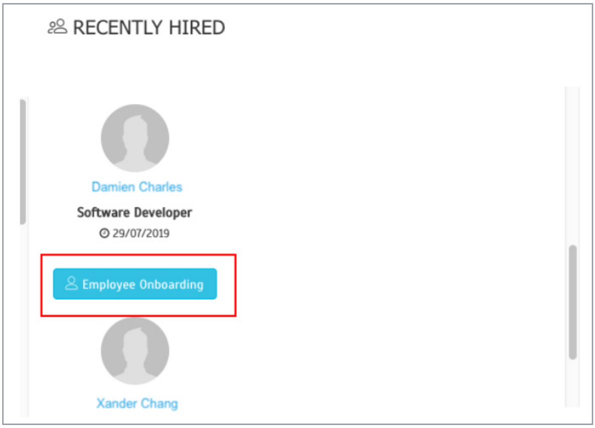
This section provides information on the recently hired applicants.



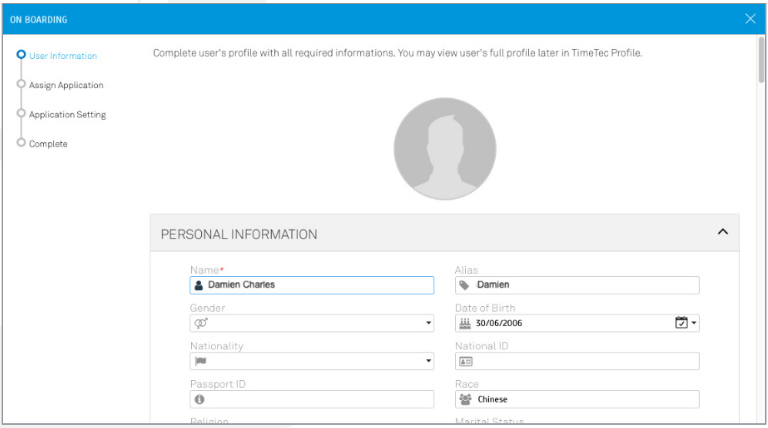
ONBOARDING

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.

timeTec
HIRE Recruiting Solution
www.timetechire.com

If you have any questions pertaining TimeTec Hire that you cant find in this User Guide, you can contact us at info@timeteccloud.com

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