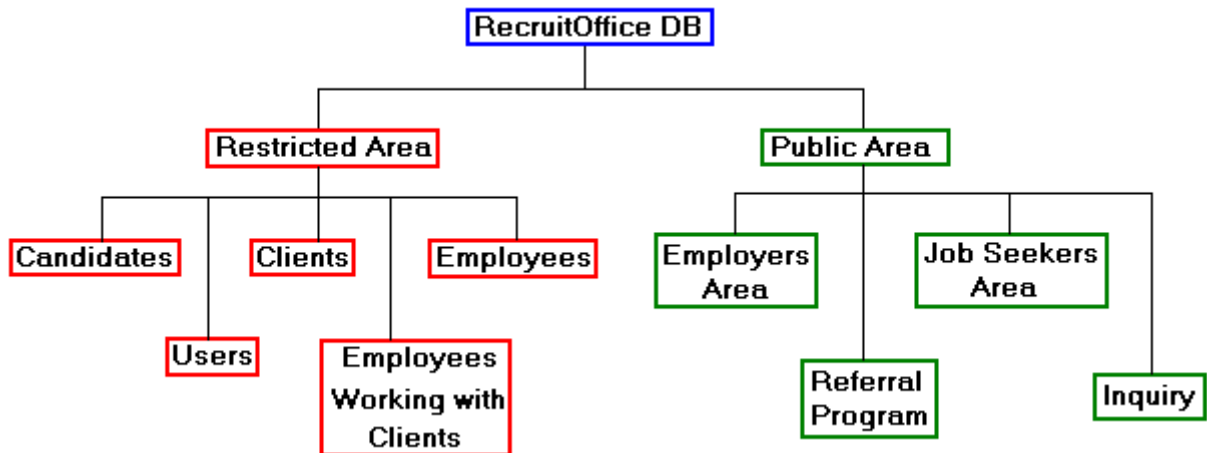




RecruitOffice DB™

-Universally Accessible **INTRANET/EXTRANET** System
for Recruitment/Staffing Business Management

Customized Version: IT Recruitment/Staffing



USER MANUAL



RecruitOffice DB™

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IMPORTANT TERMS

Verified User: Person who enters the system using the following URL and providing the login and password. <http://www.kasadel.com/asimuet/>

Company: Person or company who is the owner of the system.

Candidate: Anyone who submits his/her resume.

Client: Anyone who demands consultants from the company.

Employee: Anyone selected by the company as a consultant or as office worker.

Users: People who have access to the system with some predefined privileges.

HOW TO ENTER THE SYSTEM

When user writes the following URL

<http://www.xyz.com/asimuet/>

The system then demands for login and password. After being verified by the system the user will be given the access on the system based on the privilege he has got.

HOW TO SEARCH SPECIFIC RECORD

Go to specific portion of the database after logon. Select the specific option and click the submit or search button.

HOW TO DELETE/UPDATE RECORD

Go to the specific portion of the database after logon. You will be taken to search criterion page. Enter the criterion, the records you want to see then click the submit or search button. Records will be displayed. Either select the records you want to delete in the Delete column and Click Delete Button or select the record you want to update in the Update column and click Update Button.

SYSTEM ANALYSIS

The system can be Broadly Divided into Two Areas.

- Restricted Area
 - Candidates
 - Clients
 - Employees
 - Users

- Employees Working with Clients.
- Public Area
 - Employers Area
 - Job Seekers Areas
 - Referral Program
 - Inquiry

RESTRICTED AREA

Only privileged users (One who have got the login, password and appropriate privilege) have access to this area.

CANDIDATES:-

Resumes submitted by public come into this portion. Verified User can also enter the resumes moreover they can Add, Update and Delete records in this portion based on the privilege they have got. Search based on this different criterions are also provided.

When u clicks on the "Add Record" there are some fields that need explanation which are as follows

- There are fields "OS1,OS2,OS3". Here it means Operating Sytem One, Two, and three that the Candidate knows.
- There is field "Selection Status". Its a Combo Field with predefined values which are as follows

not_approved (this is default value)
approved

When any visitor submits the resume, this field will carry the value "not_approved". When company selects that specific person, change this field to "approved". This will help in future search, to find all those candidates selected for interview by the company.

- "H1 Status" is also Combo field with predefined values as follows

N/A (this default value: Not Available)
processing
processed
not_required

when the resume is submitted by the visitor, this field will carry the value "N/A". The value in this field depicts the H1 Status of the candidate.

- d. "Candidate Location": this field also has predefined values

nHQ (this is default value. Not in Head Quarter)
HQ

When the visitor submits the resume, this field carries the value "nHQ". The system considers all the candidates that have Candidate Location field set to HQ as company's employees. So be careful when changing this field from nHQ to HQ. Because when this transition occurs that particular candidate is copied to employees portion of the system.

Fields like "Selection Status", "H1 Status" and "Candidate Location" helps in executing following queries.

1. To find all those candidates selected by the company for interview.
2. Deleting not approved candidates or unwanted resume data from the system.
3. To find all those candidates who are selected and their H1 processing has started.
4. To find all those candidates whose H1 is processed.
5. To find all those candidates who do not requires any H1 e.g. American Nationality Holders.
6. To find all those candidates whose H1 is processed and they have reached HQ.

And many more... This describes the use and importance of these fields.

CLIENTS:-

This portion is self-explanatory. Just read the definition of clients under the Important Terms heading.

EMPLOYEES:-

Verified User can directly add, update, delete and search employees information. Records are copied from Candidates portion to Employees portion when the value of “Can Location” changes from nHQ to HQ. There are few fields in this portion that needs explanation.

- a. “Job Location” this field carries following predefined values

in_office (this is default value)
out_office

If the employee is working as company’s own worker then this field should be “in_office” otherwise out_office.

- b. “H1 Status” this field carries following predefined values valid (this is default value)

processing
expired
not required

The last option is used when the employee will have citizenship and requires no H1.

- c. “Social Security” field where u enter the social security number of the employee.

- d. “Client ID” is the id of the client with which this employee is attached.

These fields can be used to execute the following special queries

1. To find all those employees who are not company's office workers or those who are attached with clients and vice versa.
2. Employees whose H1 is expired or Employees who applied for renewal of H1 etc.
3. Lets suppose system has given client id 5 to company client (e.g. IBM). To find all our employees working with client id 5 i.e. IBM.

And many more....

EMPLOYEES WORKING WITH CLIENTS:-

It is just a view, which gives clients id, clients name and all the company employees (id and name) working with them.

PUBLIC AREA

Anyone can access this part of the system. It's for general public.

EMPLOYERS AREA:-

Here employers or clients can search for the consultant they want. Using this portion of the system, employers can find out

- All those consultants that know Solaris.
- All those consultants who know C++.
- All those consultants having Max. Education MCS.
- All those consultant have max. experience more that 8 years.

And many more...

A list of available consultants appear (depending upon the employer's criteria) showing what other technologies they know. Employer then selects the desired consultants by checking the check boxes and fills a form below the list. The form contains entries like

Employer Name, Phone, Email, Address, Comments etc.

When the employer click the Send Email button the data is send as email to company running this system. The company can negotiate with the employer about the selected consultants.

JOB SEEKERS AREA:-

Anyone who wants to submit his/her resume can access this area. A form appears, after filling the entries when the user clicks the submit button, this form is submitted to Candidates portion of this system.

REFERRAL PROGRAM:-

In this portion of the system, anyone who visits the web site can refer his/her friends or relatives who have IT background. The information provided by the visitor is sent as Email to the company using this system.

INQUIRY:-

Visitor of the web site can send inquires to the company using this portion of the system as Email.

SOME IMPORTANT QUERIES

CANDIDATES:-

1. **To find all the candidates selected by the company** (for interview purpose, etc.)
 - a. Log on the system. If not done so.
 - b. Click the “Candidates” link. The page that appears click the “Selection Status” option and select “approved” option from the drop down menu. Then click Submit/Search button.
2. **To find all the candidates not selected by the company.** (Superfluous Candidates/Unwanted Candidates/Candidates who have submitted the resumes but are not up to company’s standard).

When the resume is submitted by the candidate, “Selection Status” field will be assigned “not_approved” value.

- a. Log on the system. If not done so.
 - b. Click the “Candidates” link. The page that appears next click the “Selection Status” option and select “not_approved” option from the drop down menu. Then click Submit/Search button.
2. **To find all the candidates selected by the company after interview.** (H1 Processing started).

When the resume is submitted by the candidate, “H1 Status” field will be assigned “N/A” (not available) value.

- a. Log on the system. If not done so.
 - b. Click the “Candidates” link. The page that appears next click the “H1 Status” option and select “processing” option from the drop down menu. Then click Submit/Search button.
3. **To find all the candidates selected by the company after interview and whose H1 have been processed.**

- a. Log on the system. If not done so.
 - b. Click the “Candidates” link. The page that appears next click the “H1 Status” option and select “processed” option from the drop down menu. Then click Submit/Search button.
4. **To find all the candidates selected by the company after interview and Who do not require H1. (US Citizenship Holders)**
 - a. Log on the system. If not done so.
 - b. Click the “Candidates” link. The page that appears next click the “H1 Status” option and select “not_required” option from the drop down menu. Then click Submit/Search button.

5. **To find all the candidates whose H1 has been processed but they have not yet reached USA.**

When the resume is first submitted by the candidate, “Candidate Location” filed will be assigned “nHQ” (not in Head Quarter) value.

- a. Log on the system. If not done so.
 - b. Click the “Candidates” link. The page that appears next click the “Candidate Location” option and select “nHQ” from the drop down menu.
6. **To find all the candidates who have submitted there resumes today. (or any date).**
 - a. Log on the system. If not done so.
 - b. Click the “Candidates” link. The page that appears next click the “Date” option and enter the current date in the format mentioned there. Then click the submit button.

Following in the same manner one can execute different quires in this portion of the system like:

To find all candidates who knows “Language” vb.
To find all the candates who knows “Operating System” NT.
To find all the candidates who are male.

To find all the candidates who belong to city Lahore.
To find all the candidates who belong to country Japan.
To find all the candidates whose first name contain "ASI"
To find all the candidates who have done certification "MCSE" etc.

EMPLOYEES:-

1. How to find all the employees who are currently not attached with any company's client.

For this case, create a client with the name "Available Employees" in the system as follows.

- a. Log on the system.
- b. Click the "Clients" link. In the resulting page click "Add Record". The page that appears next, fill the entries as follows

Name: Available Employees
Address, City, State, Country, Phone, etc: same as company info. Then click the Submit button.

The system then allots a specific "Client ID" to this client. In future, assign this client id to all those employees who are currently superfluous (not working with any company client).

Example: Lets suppose "Available Employees" client has a Client ID of 112. Then to execute the above query there are two methods.

1. METHOD I

- a. Log on the system.
- b. Click the "Employees Working with Clients" link.

This will display all the Clients including "Available Employees" client plus the employees that are currently working with them.

2. METHOD II

- a. Log on the system.

- b. Click the “Employees” Link. In the page that appears next click the “Client ID” option and select the ID your system has allotted to “Available Employees” client.

2. To find all the employees currently attached with company’s client.

- a. Log on the system. If not done so.
- b. Click the “Employees Working with Clients” link.

3. To find all the employees who are working in the company’s office.

- a. Log on the system. If not done so.
- b. Click the “Employees” link. The page that appears next click “Job Location” option and select ‘in_office’ option from the drop down menu. Then click the Submit/Search button.

4. To find all the employees who not working in company’s office but are attached with one of company’s client.

- a. Log on the system. If not done so.
- b. Click the “Employees” link. The page that appears next click “Job Location” option and select ‘out_office’ option from the drop down menu. Then click the Submit/Search button.

5. To find all the employees who are attached with any specific company client.

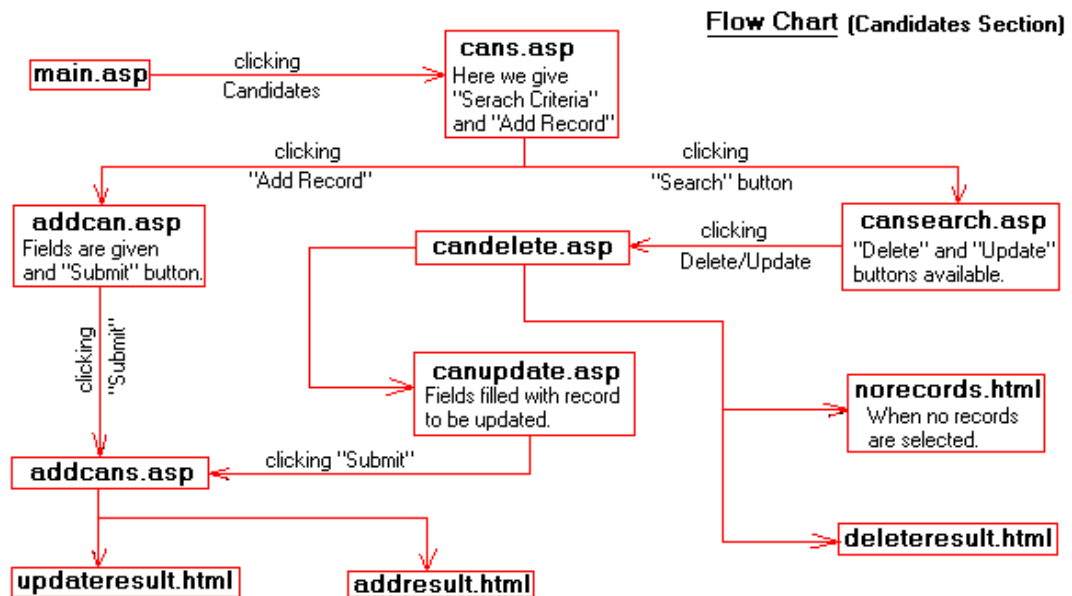
Lets suppose that IBM is one of company client and system has allotted this client Client ID = 12. Now to find all the employees who are working with this client follow the following steps.

- a. Log on the system. If not done so.
- b. Click the “Employees” link. The page that appears next click the “Client ID” option and enter 12 in the text. Then click Submit/Search button.

Following in the same manner one can execute different quires in this portion of the system like:

To find all the employees who have Social Security Number that contains 7778.
 To find the employee who have any specific Social Security Number.
 To find all the employees that belong to city Lahore.
 To find all the employees that belong to a city whose name contain "Laho".
 To find all the employees who belong to any specific country.
 To find all the employees who knows language VB.
 To find all the employees who knows operating system Unix.
 To find all the employees who have done certification OCP.
 To find all the employees who are male.
 To find all the employees who are not married. etc.

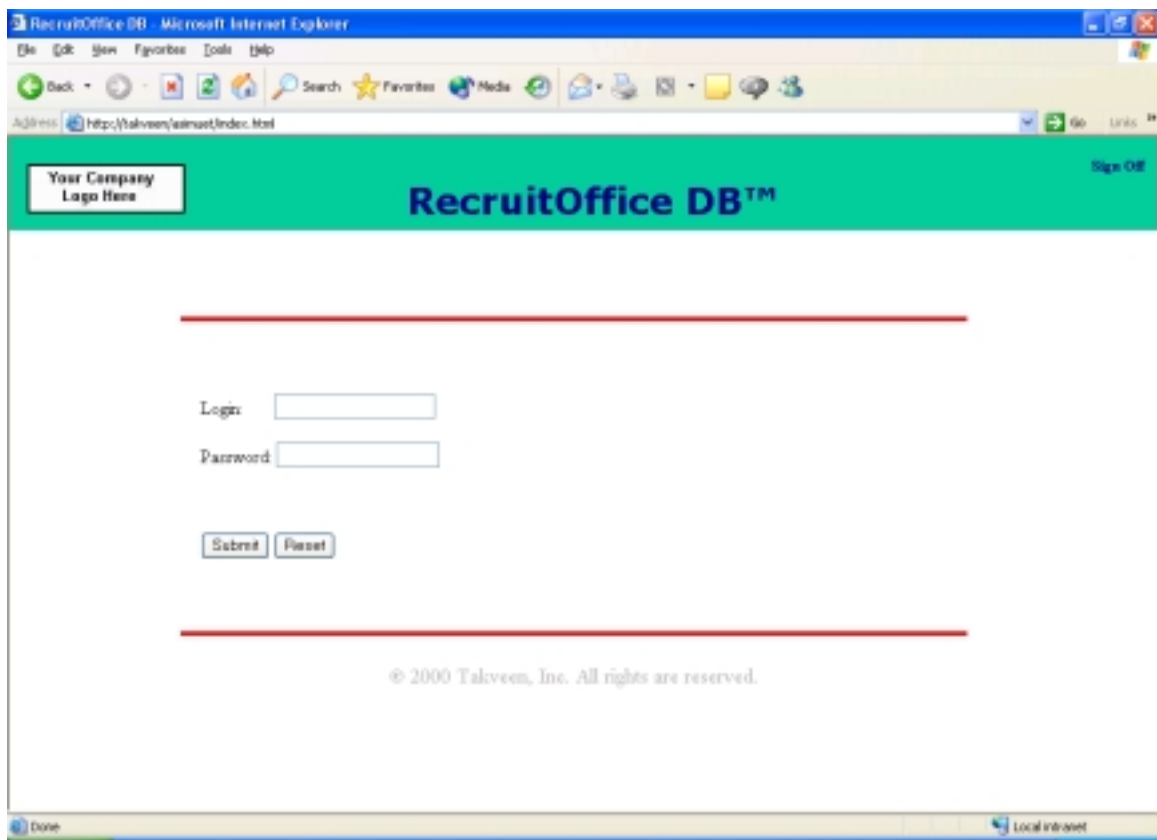
ONE OF THE FLOW CHARTS

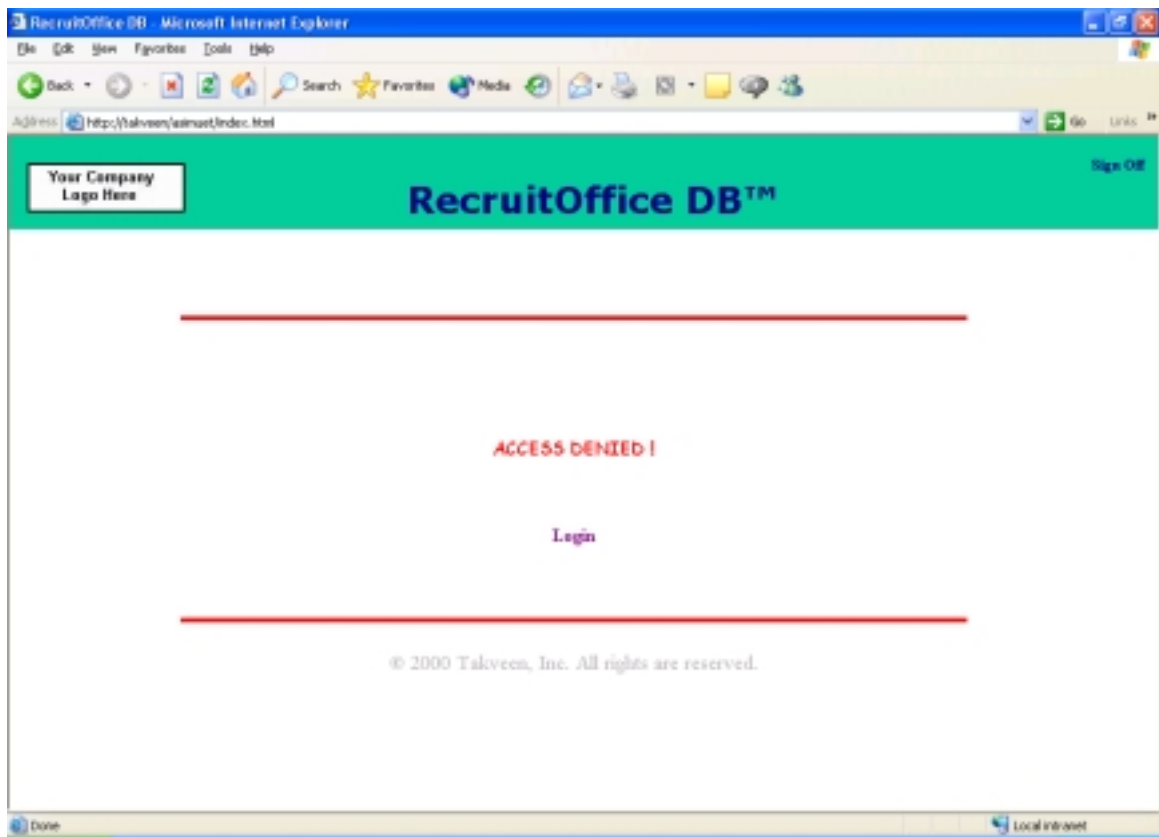


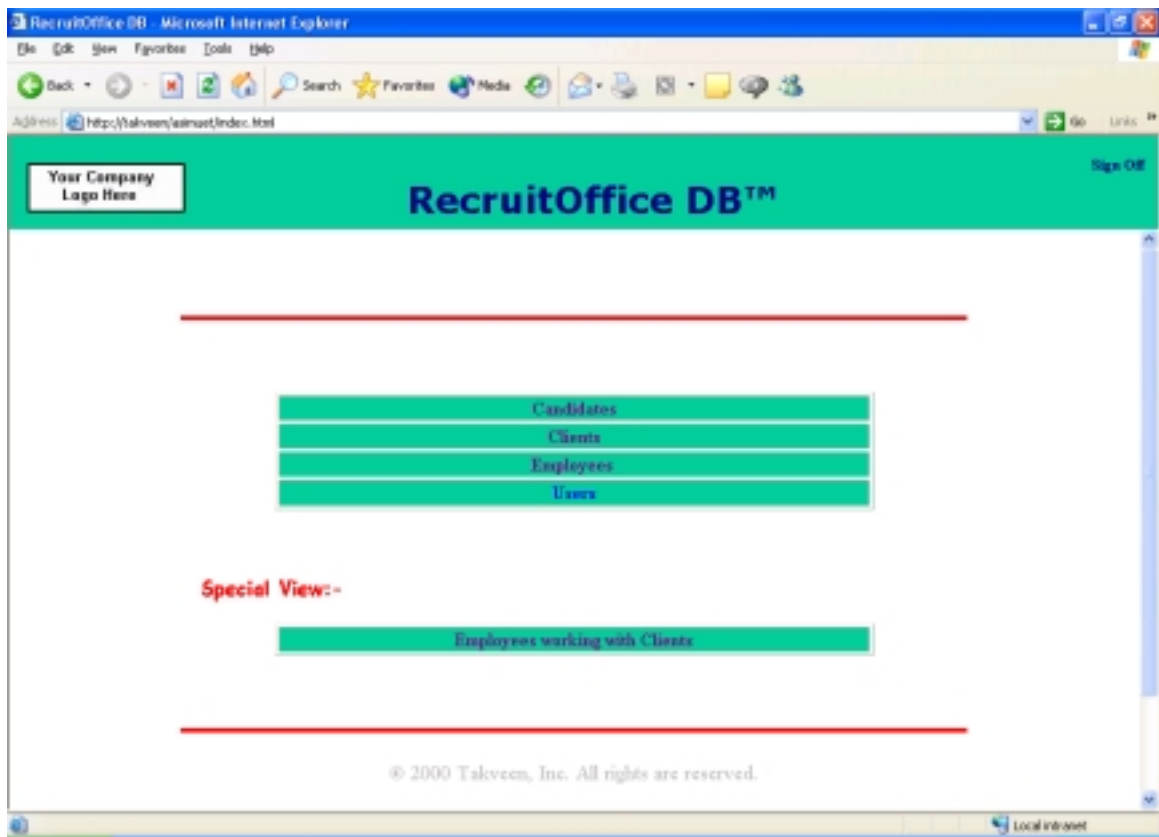
Thanks for selecting our product.

Technical Staff

FEW SCREEN SHOTS







RecruitOffice DB - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address http://talveen/atmnet/index.html Go Links

Your Company Logo Here

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Sign Out

CANDIDATES INFORMATION

Selection Criteria:-

☒ All Candidates

☐ Candidate ID:

☐ First Name: ☐ Last Name:

☐ Address: ☐ City:

☐ State/Province: ☐ Country:

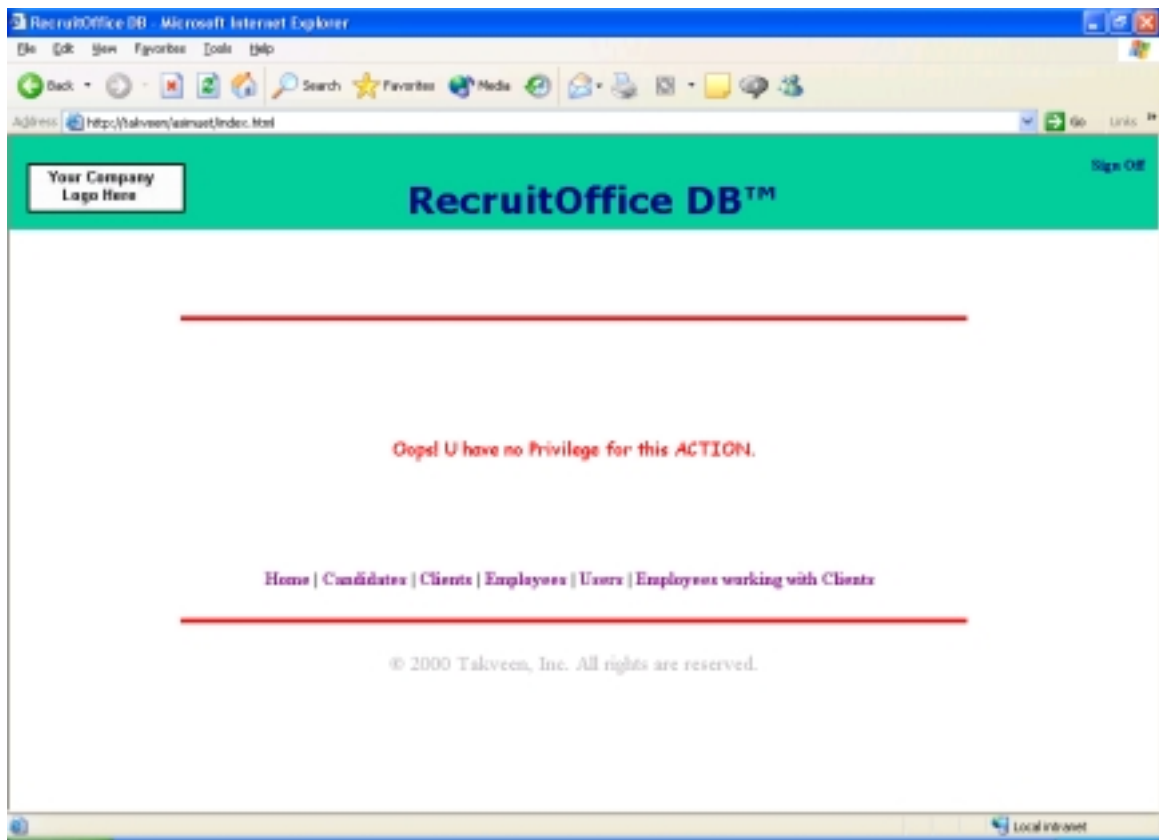
☐ Sex: ☐ Married:

☐ Max. Basic Education:

☐ Operating System: ☐ Language:

☐ Other Skill: ☐ Certification:

Done Local intranet



RecruitOffice DB
Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Home Search Favorites Media
Address http://tahseen/aimnet/index.html
Go Links

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USERS INFORMATION

Result :-

Delete	Update	User ID	Login	Password	Privilege	Session ID
<input type="checkbox"/>	<input type="radio"/>	1	admin	turbo44	admin	424670373
<input type="checkbox"/>	<input type="radio"/>	2	kashif	sky14	admin	424670343
<input type="checkbox"/>	<input type="radio"/>	5	umar	123	add_update	424670360
<input type="checkbox"/>	<input type="radio"/>	6	david	upper7	add_update	0
<input type="checkbox"/>	<input type="radio"/>	7	zain	zain44	read_only	0
<input type="checkbox"/>	<input type="radio"/>	8	uzair	likemenot	add_update	0

Delete
Update

[Home](#) | [Candidates](#) | [Clients](#) | [Employees](#) | [Users](#) | [Employees working with Clients](#)

Done
Local intranet