



SGInvestors

E-RECRUITMENT SYSTEM

USER MANUAL

**Prepared by:
Pixel Inc.**

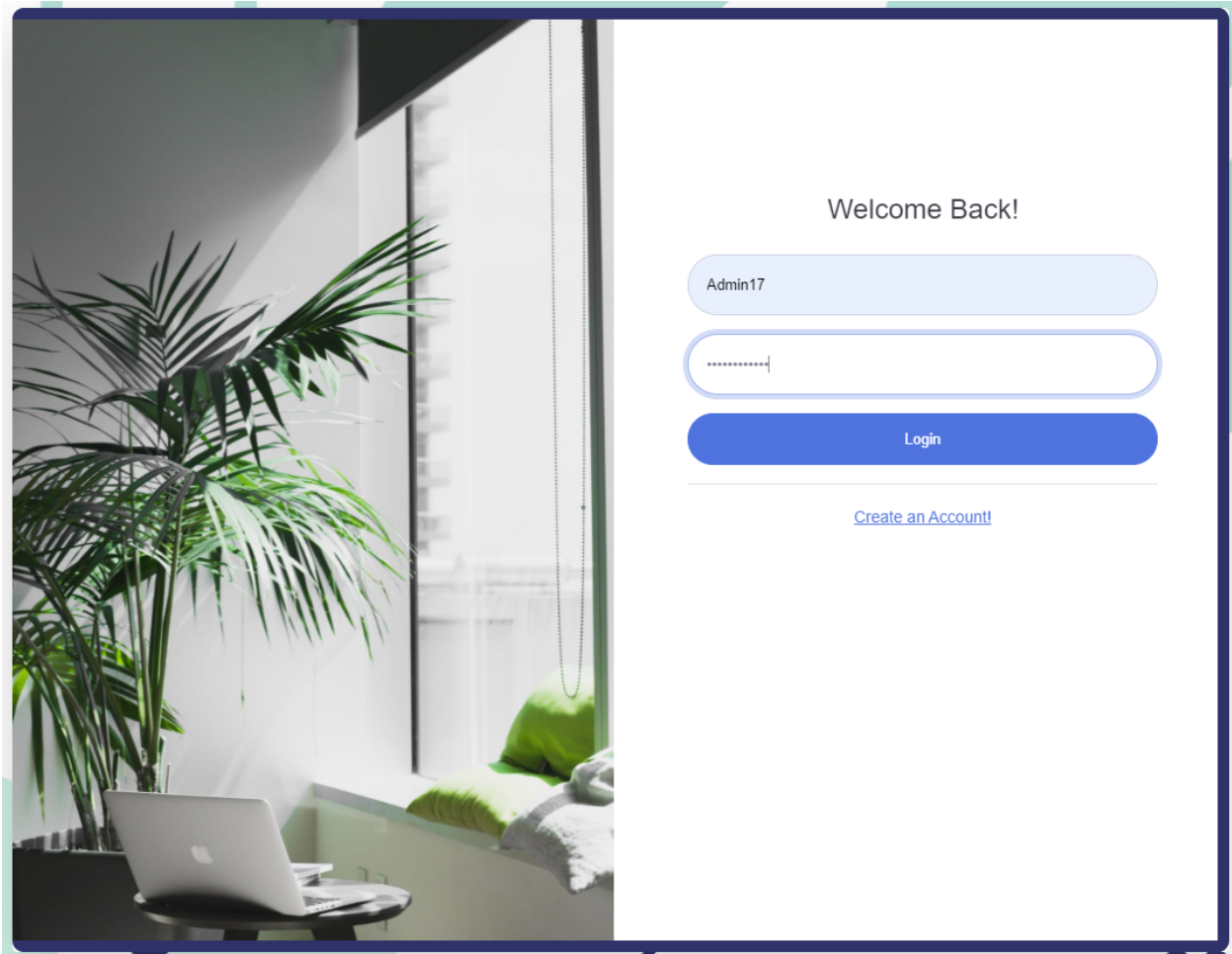
Table of Content

Table of Content	1
Admin / HR Acquisition	2
Log into the system	2
Register an account	4
Create a new candidate, delete one or view one details	5
Verify a candidate application form or ask for a resubmission	8
View any candidate application form	11
View KIV Candidates	12
View admin or manager details, email a admin or manager	14
Approve Interview Session	15
Assigning or removing a candidate to a Interview Session and finalizing a session	17
Submitting results for candidate's interview session	20
Suggesting a interview session	22
Set salary proposal for a candidate	25
Modify salary proposal of a candidate	27
View All New Staff	28
HR Manager	29
Log into the system	29
Register an account	30
Manage Salary Status	38
View All New Staff	40
Applicant/Candidate	41
Log Into the system	41
Submit Application Form	43
View Proposed Salary	48
View Job Offer Letter	49
Accept Offer	50
Reject offer	51
Save a copy/Print offer letter	52

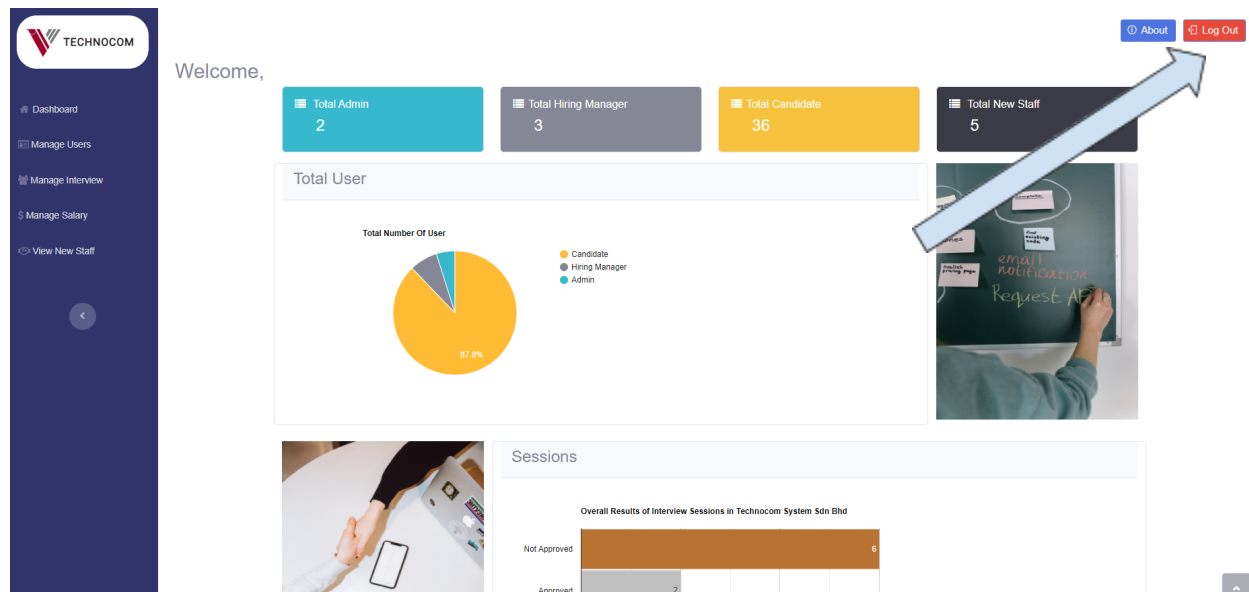
Admin / HR Acquisition

Log into the system

Fill in required details and click login.



You will be greeted with a dashboard after login. To log out just click the logout button position at the top right of the system.



Register an account

Click on view and create new candidates in the menu.

Create an Account!

Name

Email Address

60 Contact Number

UserName

Password Repeat Password

Register Account

[Already have an account? Login!](#)

Creating an account is reserved only for Technocom Systems workforce.

Fill in all required details, and use your venture email as an email address. After using your venture assigned email select your role in technocom and click register account.

Create an Account!

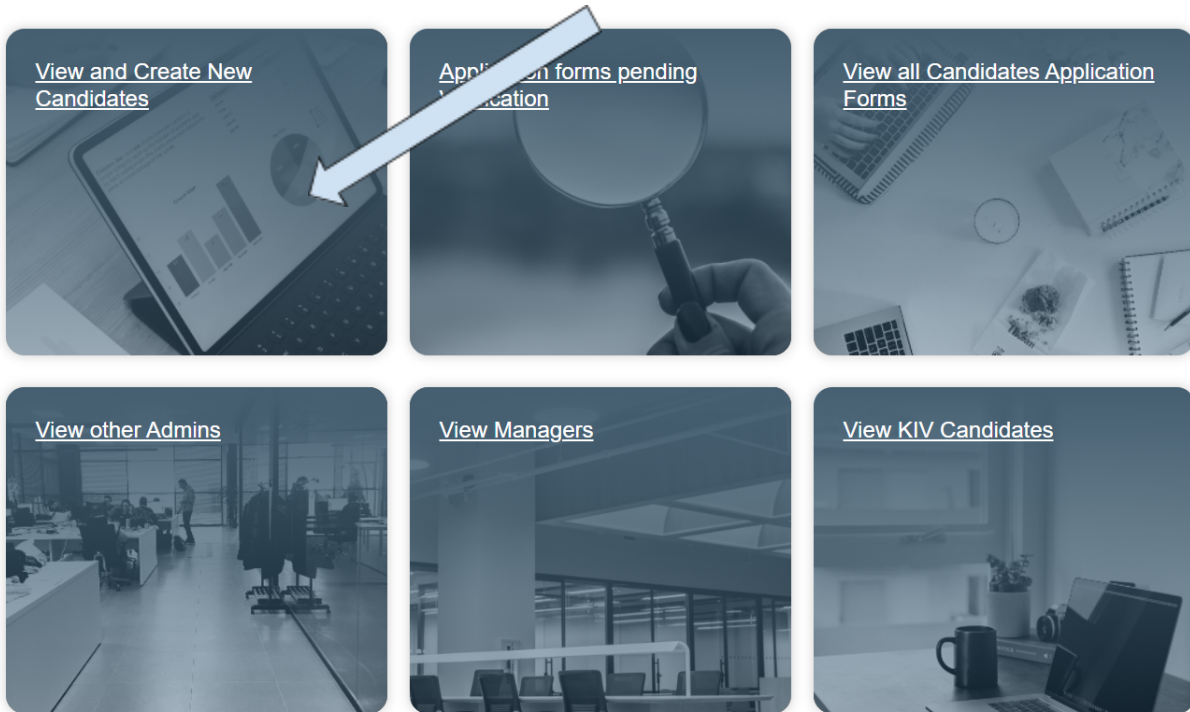


[Already have an account? Login!](#)

Creating an account is reserved only for Technocom Systems workforce.

Create a new candidate, delete one or view one details

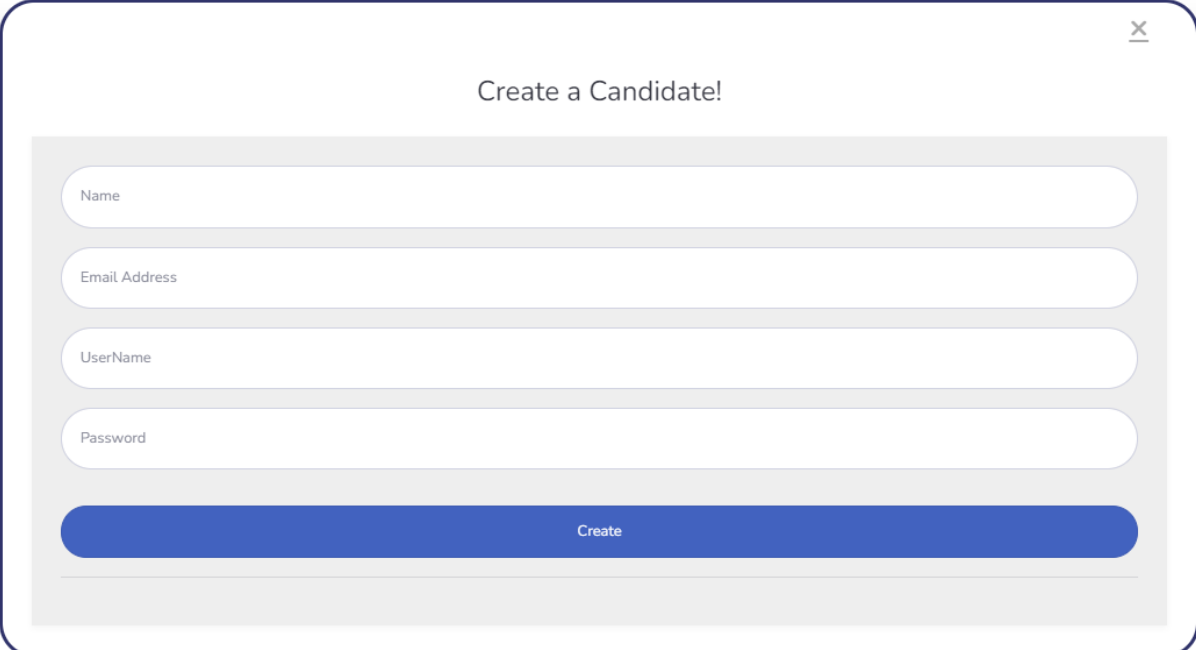
Click on view and create new candidates in the menu.



Here all new candidates will be displayed. New candidates are candidates that never logged into the system since their account was created. Click on Create Candidate.

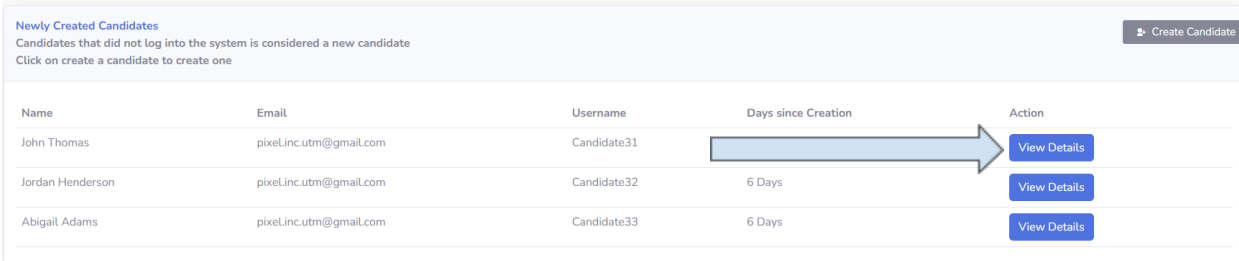
Newly Created Candidates					Create Candidate	
Candidates that did not log into the system is considered a new candidate Click on create a candidate to create one						
Name	Email	Username	Days since Creation	View Details		
John Thomas	pixelinc.utm@gmail.com	Candidate31	6 Days	View Details		
Jordan Henderson	pixelinc.utm@gmail.com	Candidate32	6 Days	View Details		
Abigail Adams	pixelinc.utm@gmail.com	Candidate33	6 Days	View Details		

After filling in the candidate details and clicking create, an email will be generated for this candidate with their password and username and also a link to the system.



A modal window titled "Create a Candidate!" with a close button (X) in the top right corner. The form contains four input fields: "Name", "Email Address", "UserName", and "Password". Below the fields is a large blue "Create" button.

To view one's details just click on view details and then a window with all that candidates data will load.

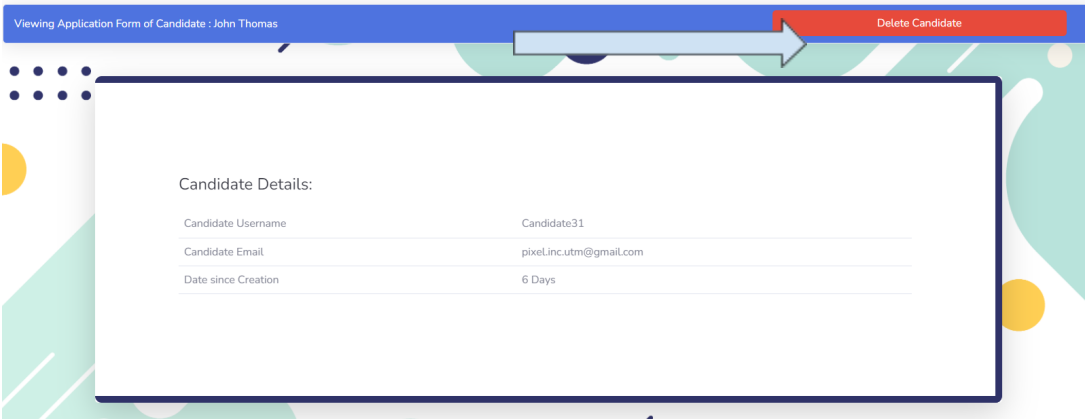


Newly Created Candidates
Candidates that did not log into the system is considered a new candidate
Click on create a candidate to create one

Create Candidate

Name	Email	Username	Days since Creation	Action
John Thomas	pixeLinc.utm@gmail.com	Candidate31		View Details
Jordan Henderson	pixeLinc.utm@gmail.com	Candidate32	6 Days	View Details
Abigail Adams	pixeLinc.utm@gmail.com	Candidate33	6 Days	View Details

To delete a candidate, just click on delete candidate after the candidate's data is loaded and confirm your action.

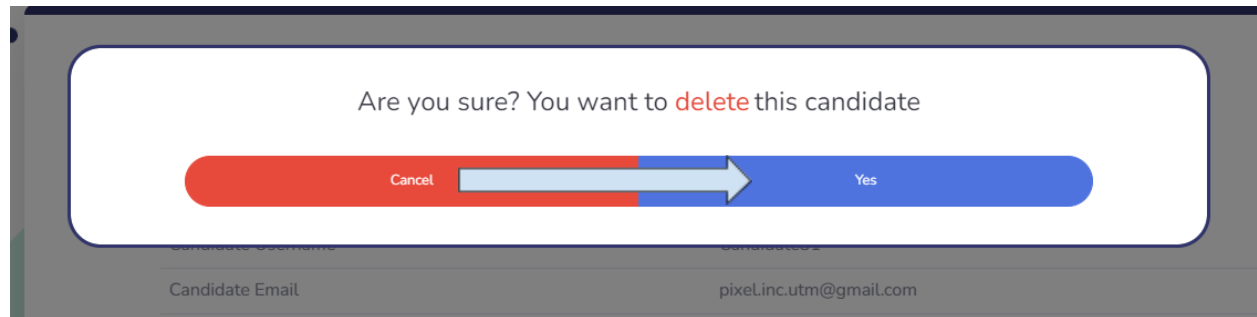


Viewing Application Form of Candidate : John Thomas

Delete Candidate

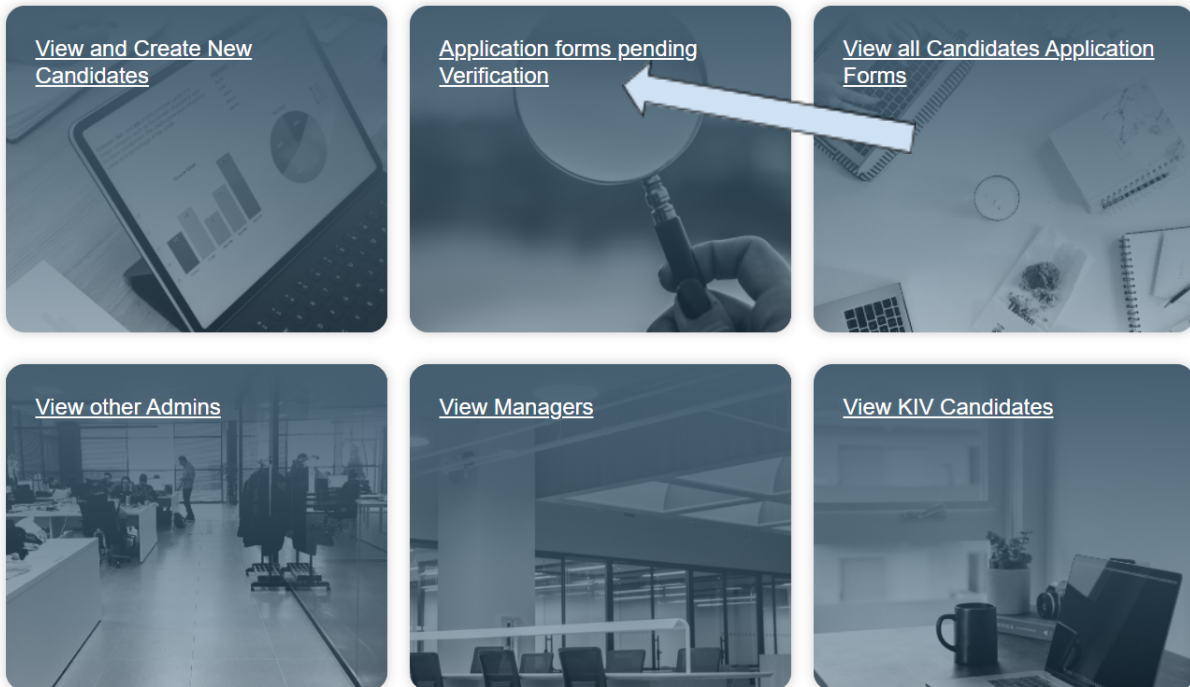
Candidate Details:

Candidate Username	Candidate31
Candidate Email	pixeLinc.utm@gmail.com
Date since Creation	6 Days



Verify a candidate application form or ask for a resubmission

Click on application forms pending verification in the menu.



Click to view a candidate's application form.

In this page you can either click to request the candidate to resubmit. After clicking resubmit just enter a reason for resubmission, the candidate will see this reason. And they can amend their application form based on the reason given.

In this page you also can verify a candidate's application.

Viewing Application Form of Candidate : Edith Evans

Delete Candidate

KIV This Candidate

4244-ApplicationFor... 1 / 3 94%

VENTURE
Technocom Systems Sdn Bhd
Pintamas Sdn Bhd
V-Design Services (M) Sdn Bhd

**APPLICATION FOR EMPLOYMENT
(Confidential)**

Post Applied for _____ Earliest Start Date _____

I. PERSONAL DETAILS

Full Name (as in NRIC or Passport)	NRIC / Passport No	Nationality	
(Please underline surname)			
Address	Postal Code ()	Contact No	(HP) (Home)
Email			

II. EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Please attach copies of your education certificates, transcripts, testimonials and any other supporting documents)

	Name of Institution/School	From (Mth/Yr)	To (Mth/Yr)	Highest Qualification (Obtained / Currently Pursuing)
Primary				
Secondary				
Pre University				

Candidate Details:

Candidate Username	Candidate22
Identification Number	5795590649
Nationality	Malaysian
Contact Number	+60 8477514430
Expected Salary	9741.00
Preferred Job	Officer
Submitting for the 1 time	



In this page you also can KIV and delete a candidate which will make sure they cannot log into the system.

Viewing Application Form of Candidate : Edith Evans

Delete Candidate

KIV This Candidate

4244-ApplicationFor... 1 / 3 94%

VENTURE
Technocom Systems Sdn Bhd
Pintamas Sdn Bhd
V-Design Services (M) Sdn Bhd

**APPLICATION FOR EMPLOYMENT
(Confidential)**

Post Applied for _____ Earliest Start Date _____

I. PERSONAL DETAILS

Full Name (as in NRIC or Passport)	NRIC / Passport No	Nationality	
(Please underline surname)			
Address	Postal Code ()	Contact No	(HP) (Home)
Email			

II. EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Please attach copies of your education certificates, transcripts, testimonials and any other supporting documents)

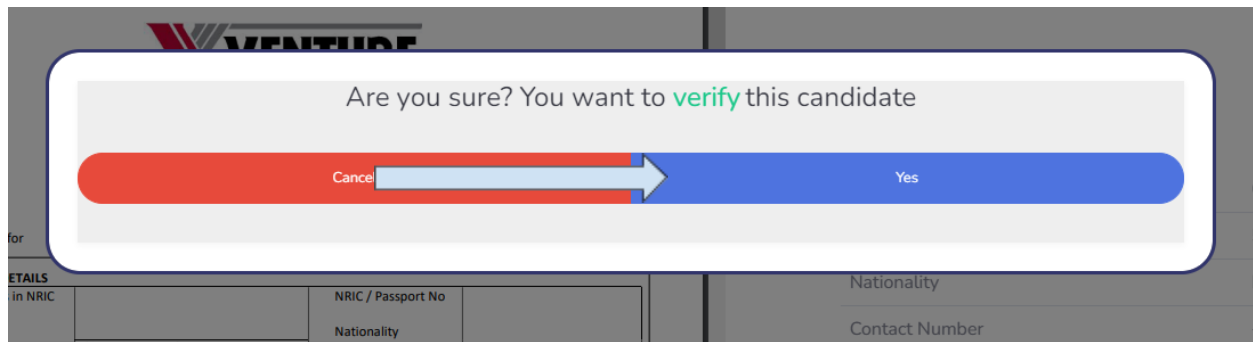
	Name of Institution/School	From (Mth/Yr)	To (Mth/Yr)	Highest Qualification (Obtained / Currently Pursuing)
Primary				
Secondary				
Pre University				

Candidate Details:

Candidate Username	Candidate22
Identification Number	5795590649
Nationality	Malaysian
Contact Number	+60 8477514430
Expected Salary	9741.00
Preferred Job	Officer
Submitting for the 1 time	

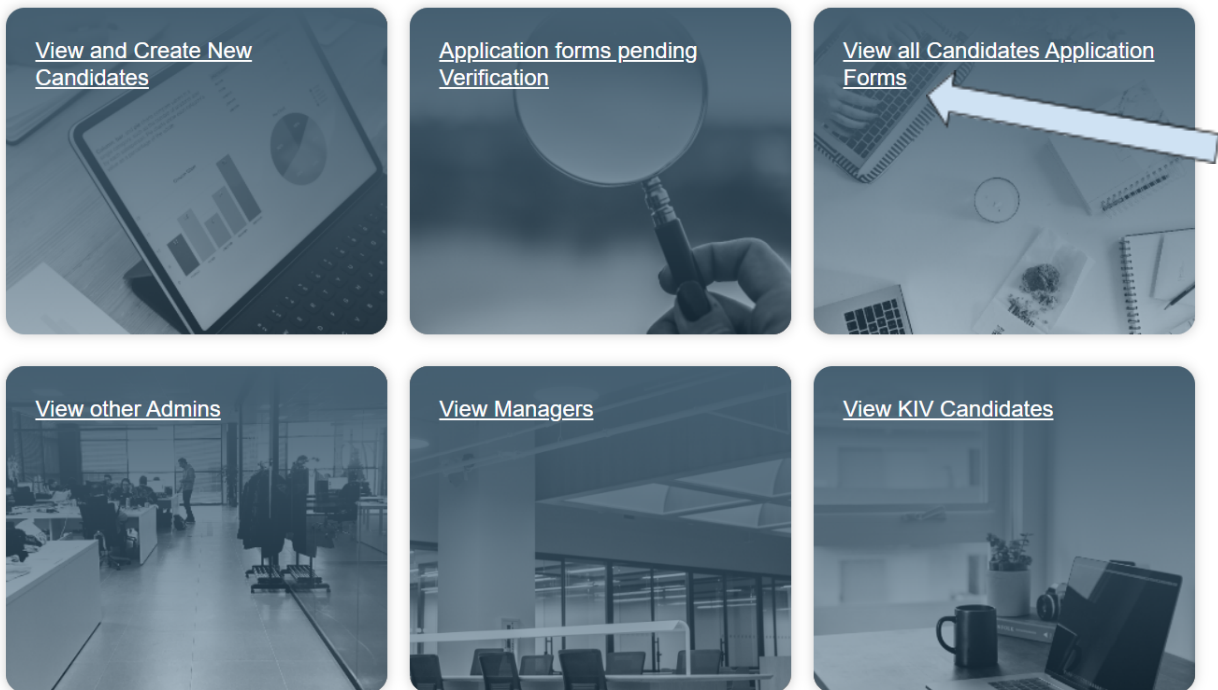


Every action here needs a confirmation.



View any candidate application form

Click on application forms pending verification in the menu.



Here you can view all candidate's application forms, just click view details on desired candidate.

All Candidates with pending Application Form verification
Click on one of the actions to view application forms

ID	Name	Position Applied	Status	Action
42	Rosie Morgan	Artist	Reschedule Interview	View Details
12	Leonardo Murphy	Photographer	You are a Staff	View Details
19	Lilianna Higgins	Physicist	You are a Staff	View Details
21	Owen Cameron	Manager	You are a Staff	View Details
24	Vincent Richardson	Carpenter	You are a Staff	View Details

You can delete or kiv anyone here as well.

Viewing Application Form of Candidate : Rosie Morgan

Delete Candidate

KIV This Candidate

4553-ApplicationFor...
1 / 3
94%



VENTURE
Technocom Systems Sdn Bhd
Pinlomas Sdn Bhd
V-Design Services (M) Sdn Bhd

**APPLICATION FOR EMPLOYMENT
(Confidential)**

Post Applied for _____ Earliest Start Date _____

I. PERSONAL DETAILS		NRIC / Passport No	
Full Name (as in NRIC or Passport)	(Please underline surname)	Nationality	
Address	Postal Code ()	Contact No	(HP) (Home)
Email			

II. EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Please attach copies of your education certificates, transcripts, testimonials and any other supporting documents)

Candidate Details:

Candidate Username	Manager11
Identification Number	011231140733
Nationality	Malaysia
Contact Number	+60 165942331
Expected Salary	4000.00
Preferred Job	Artist
Submitted application form	1 times

That action needs a confirmation.

Are you sure? You want to delete this candidate

Yes

**APPLICATION FOR EMPLOYMENT
(Confidential)**

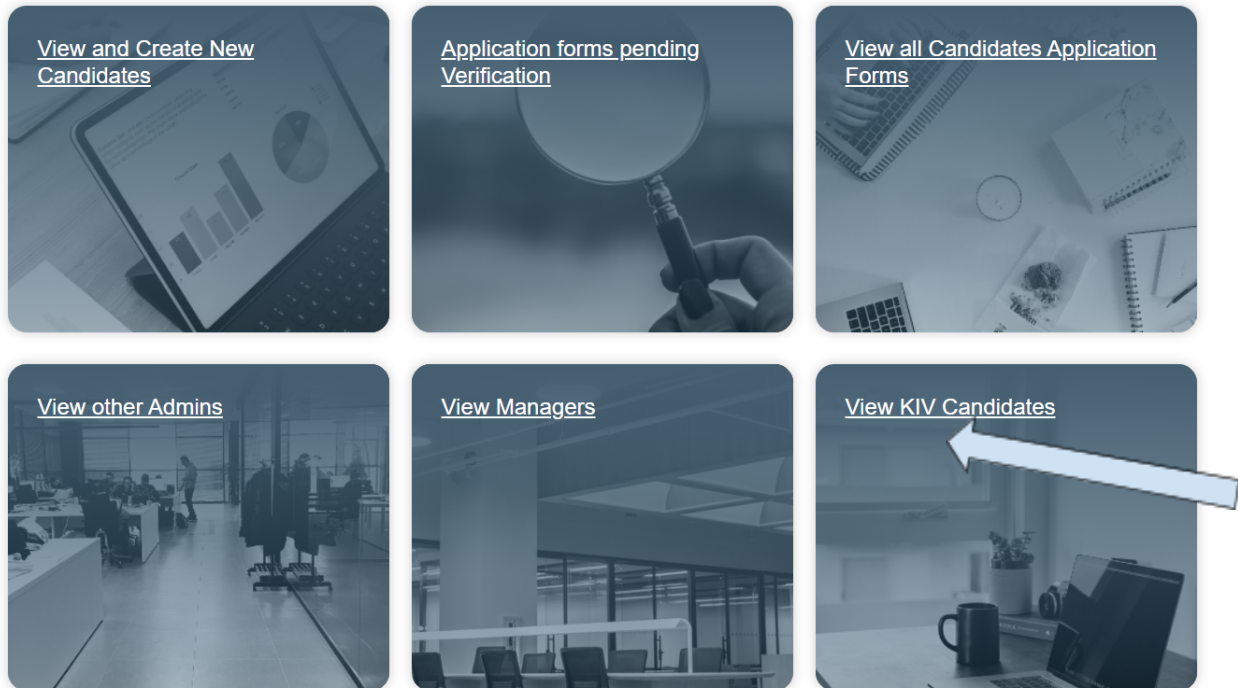
for _____ Earliest Start Date _____

Candidate Username

Identification Number

View KIV Candidates

Click on view KIV candidates in the menu.



Here you can view all candidates that were KIV, to view one's details just click on a candidate's view details. Status before KIV is the status candidate had before they was KIV

All Candidates that is KIV				
Click on one of the actions to view details of candidates				
ID	Name	Position Applied	Status Before KIV	Action
37	Rafael Mitchell	Engineer	Verification Successful	View Details

Any candidate can be reinstated by clicking on the reinstate candidate button, and confirming the action.

Viewing Application Form of KIV Candidate : Rafael Mitchell

Reinstate Candidate

3036-ApplicationFor...

1 / 3

94%

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-

+

-

VENTURE

Technocom Systems Sdn Bhd

Pintarmas Sdn Bhd

V-Design Services (M) Sdn Bhd

APPLICATION FOR EMPLOYMENT

(Confidential)

Post Applied for

Earliest Start Date

I. PERSONAL DETAILS

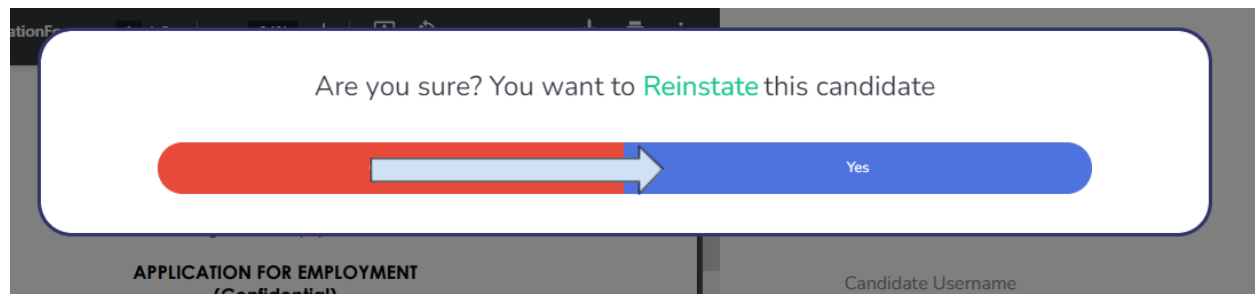
Full Name (as in NRIC or Passport)

NRIC / Passport No

Nationality

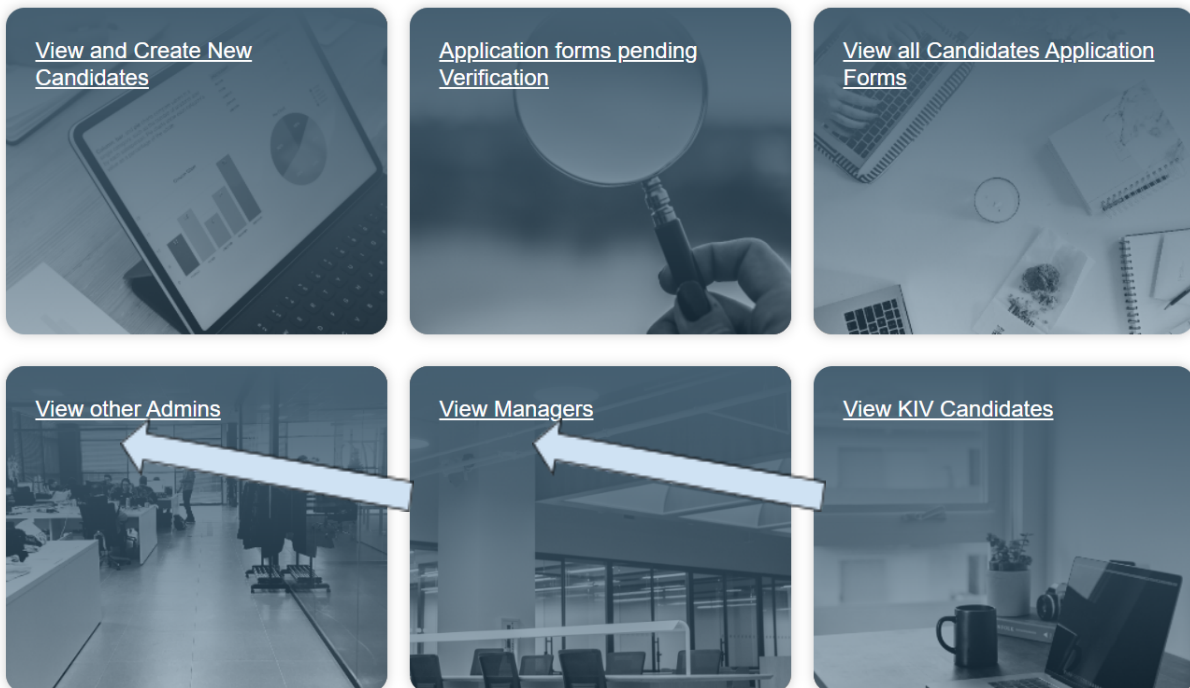
Candidate Details:

Candidate Username	Candidate26
Identification Number	7026870110
Nationality	Malaysian
Contact Number	+60 1417143777



View admin or manager details, email a admin or manager

Click on view other admins or managers depending on what is desired in the menu.



To view your own details, just click on view your details.

Name	Username	Days since Creation	Action
Terence Loorthanathan	Admin17	10 Days	View your Details
Walter Alexander	Admin18	10 Days	View Details

To view a colleague's details, just click on view details. Beside their name.

Name	Username	Days since Creation	Action
Terence Loorthanathan	Admin17	10 Days	View your Details
Walter Alexander	Admin18	10 Days	View Details

Here you can view all admin details including your own details.

Admin Walter Alexander Details

Shoot a Mail

Admin Details:

Username: Admin18

Email: pixelinc.utm@gmail.com

Contact Number: +60 1131350164

You can send them an email message, the email will have your name as a sender and also your email address.

Type your message here, we will mail it for you!

Message

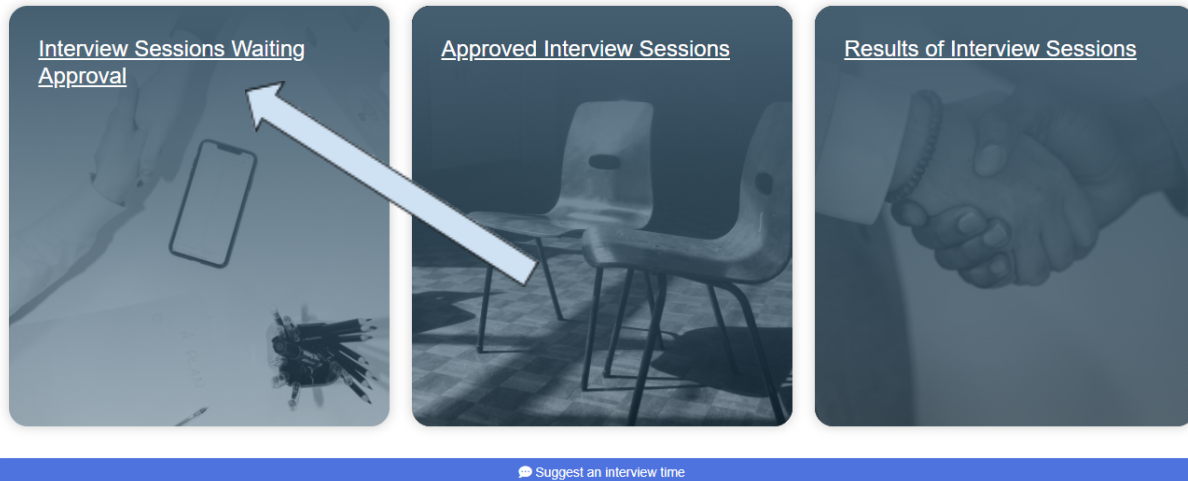
Anything typed in the above text box will be mailed to this person

Cancel Yes

The processes are identical for viewing managers details, and sending them an email.

Approve Interview Session

Click on interview sessions waiting for approval in the menu.



All interview sessions waiting approval will be displayed here, just click on desired interview session to approve.

Newly Created Sessions List

To get started approve a session or delete one

Interview Date	Starts	Ends	Action
09 February 2022	10:00 am		View Details
10 February 2022	10:00 am	1:00 pm	View Details
18 February 2022	10:00 am	1:00 pm	View Details
07 February 2022	3:00 pm	4:00 pm	View Details
10 February 2022	9:00 am	9:50 am	View Details
09 February 2022	9:00 am	9:50 am	View Details

Here you can approve or delete any interview session, confirmation is needed after an action is clicked.

Viewing Interview Session : 40 Delete Interview

Interview Details:

Interview session date

09 February 2022

Time session starts

10:00 am

Time session finishes

1:00 pm

Managers Involved:

Rosie Morgan

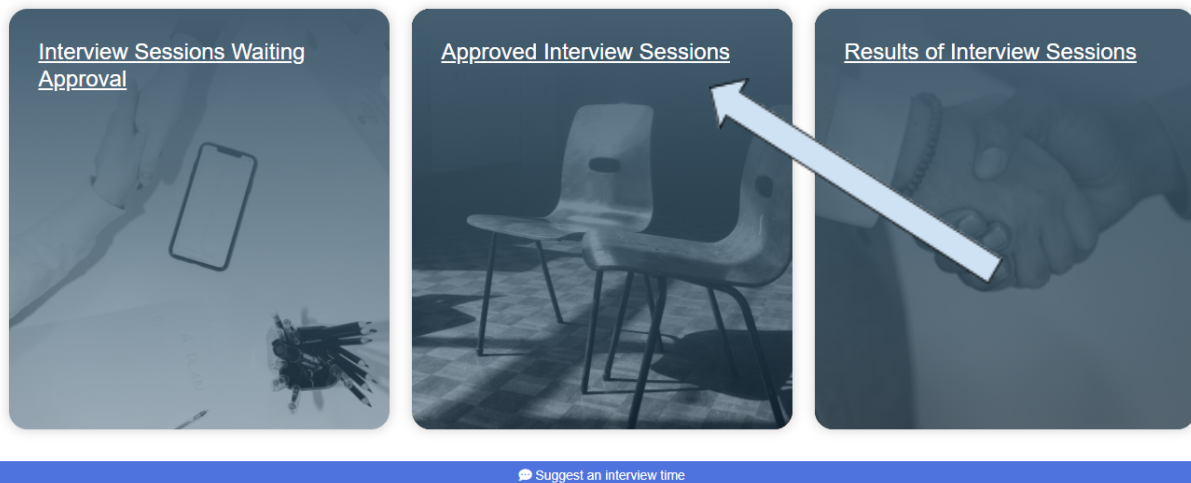
Roman Turner

Valeria Murphy

Approve Interview

Assigning or removing a candidate to a Interview Session and finalizing a session

Click on approved interview sessions in the menu.



All interview sessions that have been approved will be displayed here, just click on the desired interview session to add a candidate to.

Approved Interviews

Click on one of the actions to add or delete candidates

Interview Date	Starts	Ends	Manager Count	Candidate Count	Action
09 February 2022	2:00 pm	3:00 pm	2		View Details
10 February 2022	2:30 pm	4:00 pm	2	2	View Details

Click on add candidate to add candidates waiting for an interview here. By clicking on the add candidate button.

Viewing Interview Session : 41

Delete Interview

Finalize Interview

Interview Details:

Interview session date 09 February 2022

Time session starts 2:00 pm

Time session finishes 3:00 pm

Managers Involved:

Rosie Morgan

Roman Turner

Candidates Involved:

Name	Time Interview Starts	Time Interview Ends	Action
Tan	2:30 pm	3:00 pm	Delete

[Add Candidate](#)

Click on the desired candidate to be added.

ID	Name	Position Applied	Action
14	Natalie Cooper	Auditor	Add Candidate
32	Ryan Grant	Cook	Add Candidate
38	Ryan Wright	Manager	Add Candidate
39	Arthur Thompson	Interpreter	Add Candidate

[Cancel](#)

Rosie Morgan

Just fill in the details to when their interview will start and end, make sure the time to and from is in between the session time. Then click create.

Interview Session Details:

Interview session date	09 February 2022
Interview session starts	2:00 pm
Interview session finishes	3:00 pm

Candidates Involved:

Name	Interview Starts At	Interview Ends At
Tan	2:30 pm	3:00 pm

From?

--:-- PM



To?

--:-- PM



Make sure the time set is between the interview session time frame

Create

To remove a candidate from a session just click on the delete button on the desired candidate.

Candidates Involved:

Name	Time Interview Starts	Time Interview Ends	Action
Tan	2:30 pm	3:00 pm	Delete

To finalize a session just click on the finalize button, which will require a confirmation. Keep in mind that only if a candidate is added you can finalize the session. Admin can also delete the session by clicking delete interview.

Viewing Interview Session : 41 Delete Interview Finalize Interview

Interview Details:

Interview session date	09 February 2022
Time session starts	2:00 pm
Time session finishes	3:00 pm

Managers Involved:

Rosie Morgan

Roman Turner

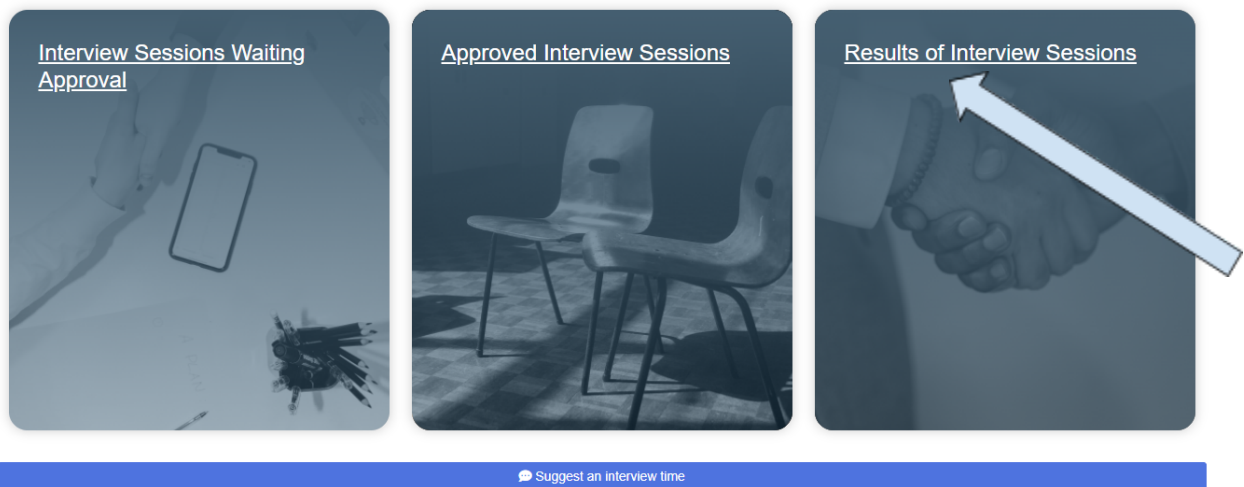
Candidates Involved:

Name	Time Interview Starts	Time Interview Ends	Action
Tan	2:30 pm	3:00 pm	Delete

Add Candidate

Submitting results for candidate's interview session

Click on results of interview sessions in the menu.



Click on interview sessions that have been finalized will be displayed here. If a candidate needs a reschedule the candidate reschedule status changes from not yet to needs review.

Finalized Sessions

Register the results by click on a action

Interview Date	Starts	Ends	Manager Count	Candidate Count	Candidate Reschedule	Action
08 February 2022	10:00 am	1:00 pm	3	1	Not yet	View Details
08 February 2022	2:00 pm	3:00 pm	2	1	Not yet	View Details
11 February 2022	10:00 am	11:00 am	2	3	-- Needs Review --	View Details
11 February 2022	1:00 pm	3:00 pm	3	1	Not yet	View Details

You can review the reason a candidate wants a reschedule by clicking the reschedule button. You can write results for any candidate by clicking on the result button.

Interview Details:

Interview session date	11 February 2022
Time session starts	10:00 am
Time session finishes	11:00 am

Managers Involved:

Rosie Morgan

Valeria Murphy

Candidates Involved:

Name	Time Interview Starts	Time Interview Ends	Action
Carl Payne	10:00 am	11:00 am	Result
Rosie Morgan	10:00 am	10:30 am	Reschedule
Rishma Fathima Basher	10:00 am	11:00 am	Result

If the results button is clicked, then you can write a feedback to the candidate that was just interviewed by clicking on the submit results button. Candidates can also be KIV and deleted if respective buttons are clicked.

Viewing Interview Session : 44

Delete Candidate

KIV This Candidate

Details:

Candidate Name	Carl Payne
Interview session date	11 February 2022
Interview session for this candidate starts on	10:00 am
Interview session for this candidate finishes on	11:00 am

Submit Results

If the reschedule button is clicked, then you can review reasons why a candidate needs a reschedule. Reschedule of interview can be given or denied. Confirmation is needed for those actions. Candidates can also be KIV and deleted if respective buttons are clicked.

Viewing Interview Session : 44

Delete Candidate

KIV This Candidate

Details:

Candidate Name	Rosie Morgan
Interview session date	11 February 2022
Interview session for this candidate starts on	10:00 am
Interview session for this candidate finishes on	10:30 am
Number of times this candidate has asked to be rescheduled	1

So do you think this candidate needs a reschedule? This candidate reason to reschedule:

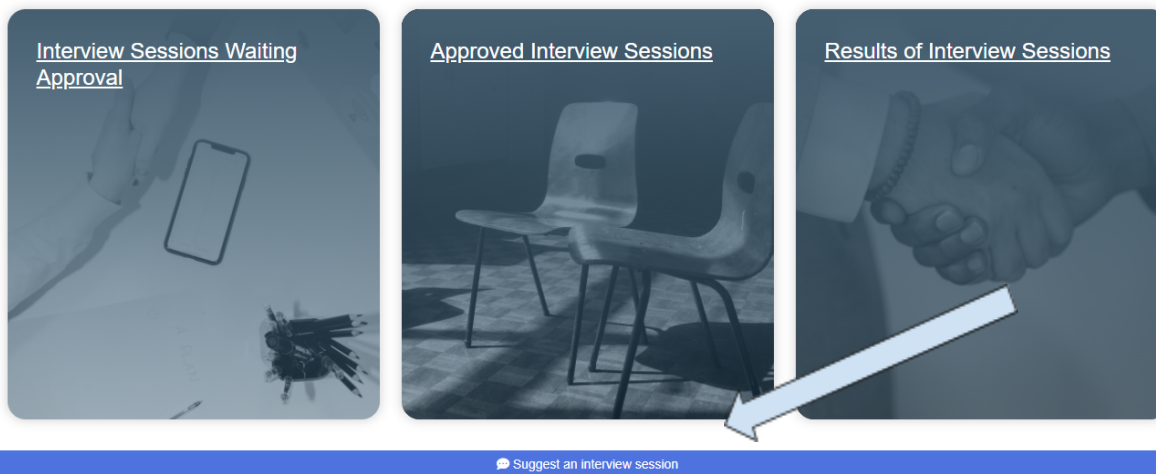
Sick

No

Yes

Suggesting a interview session

Click on suggest an interview session.



Here all created suggestions can be viewed.

Interview Date	Starts	Ends	Urgency	Action
16 February 2022	1:00 pm	4:00 pm	●	View Details
25 February 2022	9:00 am	10:00 am	●	View Details
10 February 2022	9:00 am	9:50 am	●	View Details
17 February 2022	9:00 am	10:00 am	●	View Details
01 March 2022	2:00 pm	4:00 pm	●	View Details

Legend:

- High Priority
- Medium Priority
- Low Priority

To create a session, click on the suggested session and fill in the required details. And click on create

When do you want to suggest the interview to be scheduled?

When are you looking to schedule it?

dd/mm/yyyy

From?

--/-- --

To?

--/-- --

Reasoning

Low Priority

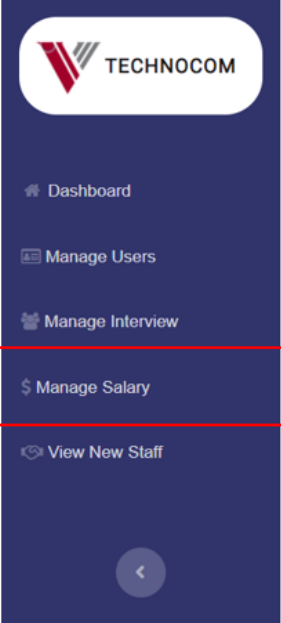
Medium Priority

High Priority

Create

Set salary proposal for a candidate

On the side navigation bar, there is a button viewed as 'Manage Salary'. This is where the list of the advanced candidates will be placed as well as the rejected salary proposals list.



Technocom

- Dashboard
- Manage Users
- Manage Interview
- Manage Salary**
- View New Staff

New Candidate Salary Proposal List

Candidate ID	Candidate Name	Job Position Applied	Status	Operation
27	Edward Fowler	Pilot	Interview Completed	Set
28	Clark Morrison	Designer	Interview Completed	Set
29	Sofia Smith	Meteorologist	Interview Completed	Set
30	James Morrison	Salesman	Interview Completed	Set

Rejected Candidate Salary Proposal List

Candidate ID	Candidate Name	Job Position Applied	Status	Reason	Operation
--------------	----------------	----------------------	--------	--------	-----------

Pick one candidate from the 'New Candidate Salary Proposal List' and click on the 'Set' button at the most right section of the table.

New Candidate Salary Proposal List

Candidate ID	Candidate Name	Job Position Applied	Status	Operation
27	Edward Fowler	Pilot	Interview Completed	Set
28	Clark Morrison	Designer	Interview Completed	Set
29	Sofia Smith	Meteorologist	Interview Completed	Set
30	James Morrison	Salesman	Interview Completed	Set

After clicking on the 'Set' button of the particular candidate, a series of his/her information will be displayed and this is where the salary proposal will be filled in.

Candidate Details

Candidate ID	27
Candidate Name	Edward Fowler
Job Position Applied	Pilot
Monthly Proposed Salary (RM)	Please Enter The Proposed Monthly Salary
Annual Proposed Salary (RM)	Please Enter The Proposed Annual Salary
Commencement Date	Select Commencement Date dd/mm/yyyy 
	Set Clear

After filling in all the required fields, click on button 'Set' to send the proposal to HR Manager or click on button 'Clear' to clear all the input fields.

After click on the ‘Set’ button, it will be redirected to the list of approved and rejected proposals like shown below.

Approved List

Candidate ID	Candidate Name	Job Position Applied	Monthly Proposed Salary	Annual Proposed Salary	Status	Status Justification
12	Leonardo Murphy	Photographer	4500.00	55242.00	Accept Salary	good
19	Lilianna Higgins	Physicist	40.00	6253.00	Accept Salary	good
21	Owen Cameron	Manager	2254.00	322146.00	Accept Salary	noice
22	Rubie Turner	Jeweller	5246.00	64399.64	Accept Salary	Good enough
24	Vincent Richardson	Carpenter	9000.00	108000.00	Accept Salary	good
26	Ada Ellis	Lawer	1000.00	12000.00	Accept Salary	dsa

Rejected List

Candidate ID	Candidate Name	Job Position Applied	Monthly Proposed Salary	Annual Proposed Salary	Status	Status Justification	Operation
27	Edward Fowler	Pilot	3000.00	48000.00	Reject Salary	Too low	Update

Modify salary proposal of a candidate

From the table of rejected salary, it can modify the proposal again and send it back for new approval of the modified salary. By clicking on the 'Update' button, the particular candidate information will appear and this is where the modified salary proposal will be filled in.

Rejected List

Candidate ID	Candidate Name	Job Position Applied	Monthly Proposed Salary	Annual Proposed Salary	Status	Status Justification	Operation
27	Edward Fowler	Pilot	3000.00	48000.00	Reject Salary	Too low	Update

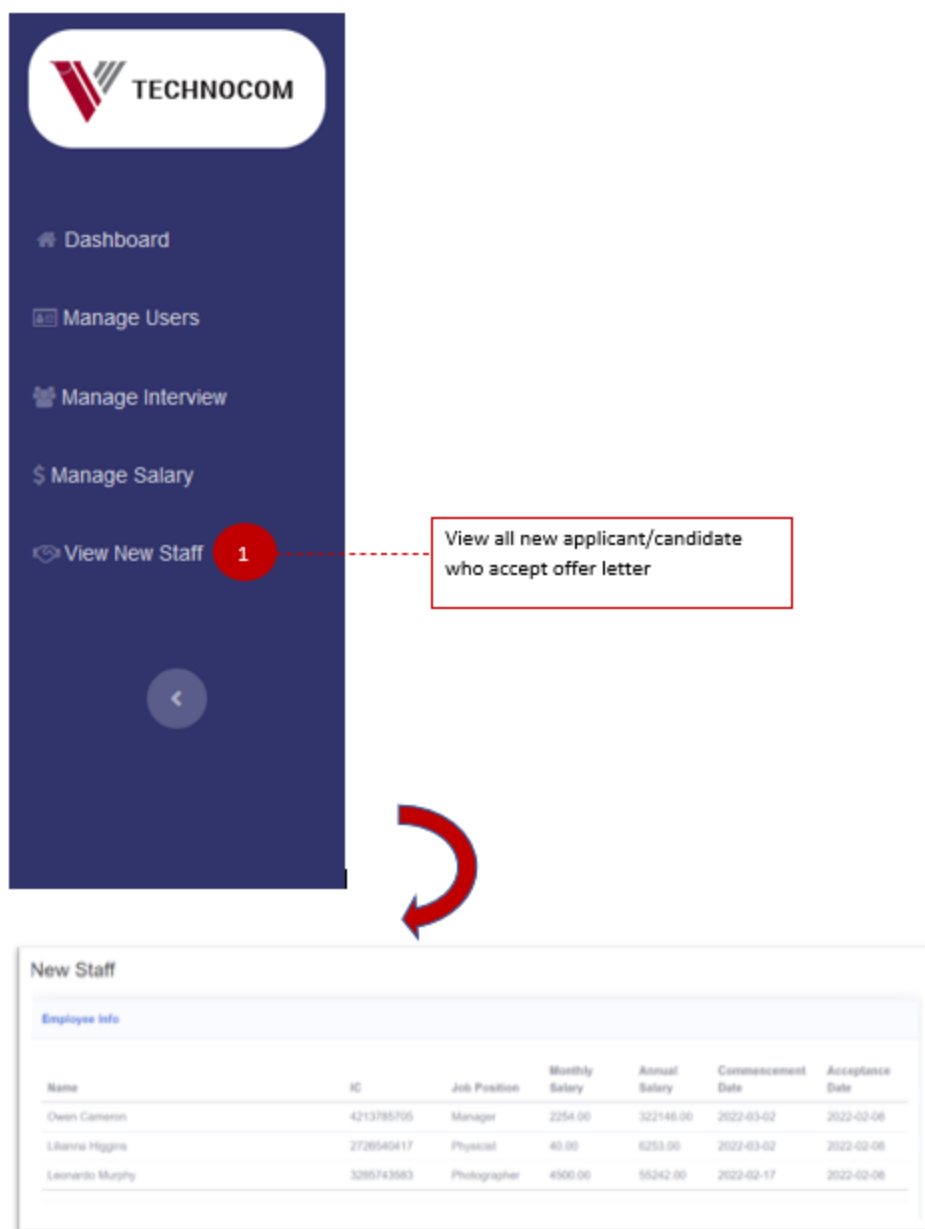
After clicking on the 'Update' button, this is where the modified salary proposal will be filled in. To send the new modified proposal, click on 'Update' button.

Modify Candidate Salary Proposal

Candidate ID	6
Candidate Name	Ahmad Bin Bakar
Job Position Applied	Assistant Manager
Monthly Proposed Salary	Please Enter The Proposed Monthly Salary
Annual Proposed Salary	Please Enter The Proposed Annual Salary
Commencement Date	Select Commencement Date dd/mm/yyyy 
Update Clear	

View All New Staff

In the navigation sidebar, you can see a button called 'New Staff List'. From there, you can see a list of applicants who accepted the offer letter after succeeding to be a staff in your company.



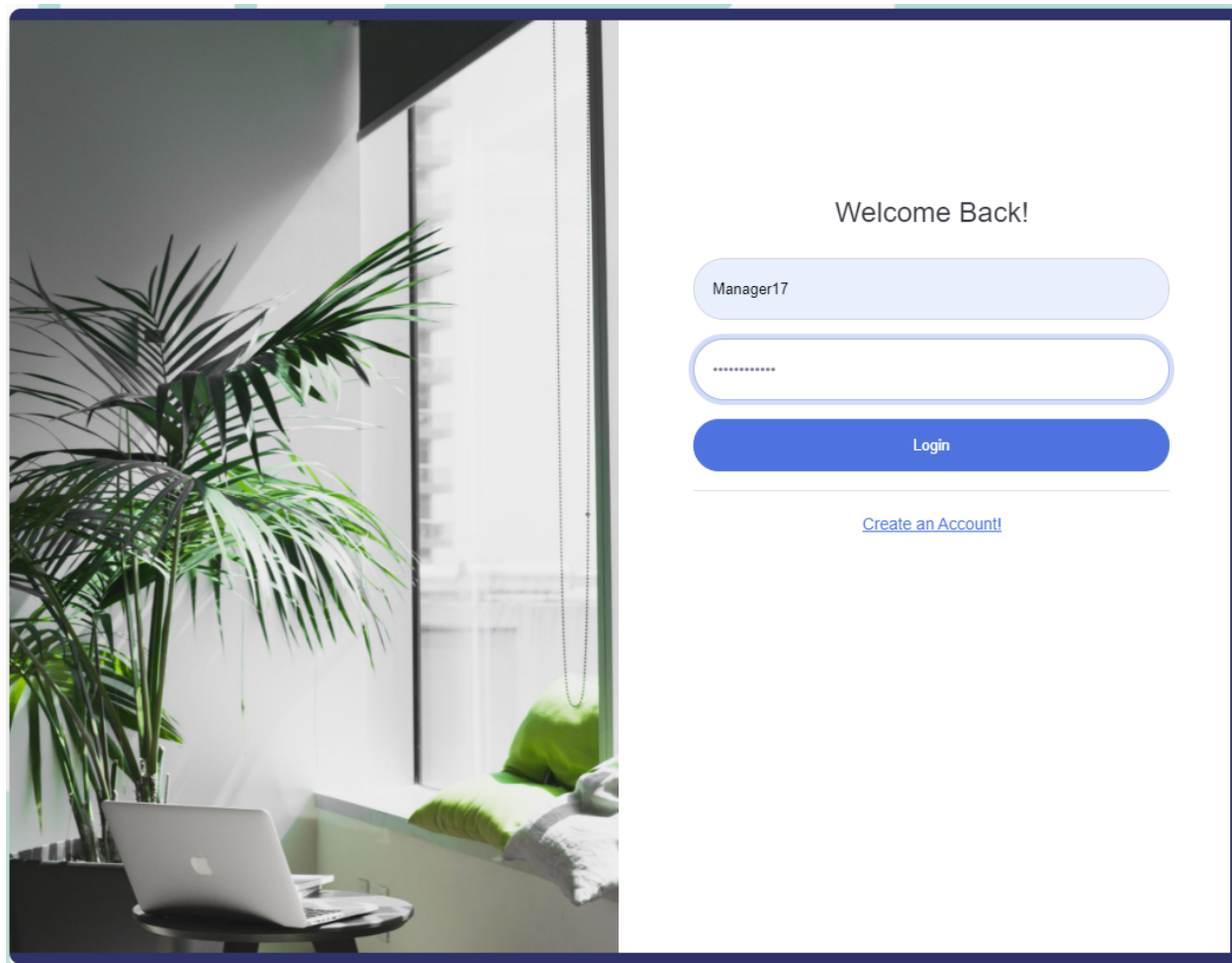
The image shows a navigation sidebar for the Technocom system. The sidebar is dark blue with a white header containing the Technocom logo. The menu items are: Dashboard, Manage Users, Manage Interview, Manage Salary, and View New Staff. A red circle with the number '1' highlights the 'View New Staff' option. A red dashed line connects this option to a callout box that reads: 'View all new applicant/candidate who accept offer letter'. Below the sidebar, a red curved arrow points to a preview of the 'New Staff' table.

Employee Info						
Name	IC	Job Position	Monthly Salary	Annual Salary	Commencement Date	Acceptance Date
Owen Cameron	4213795705	Manager	2254.00	322146.00	2022-03-02	2022-02-08
Liliana Higgins	2726540417	Physicist	40.00	6253.00	2022-03-02	2022-02-08
Leonardo Murphy	3285743583	Photographer	4500.00	55242.00	2022-02-17	2022-02-08

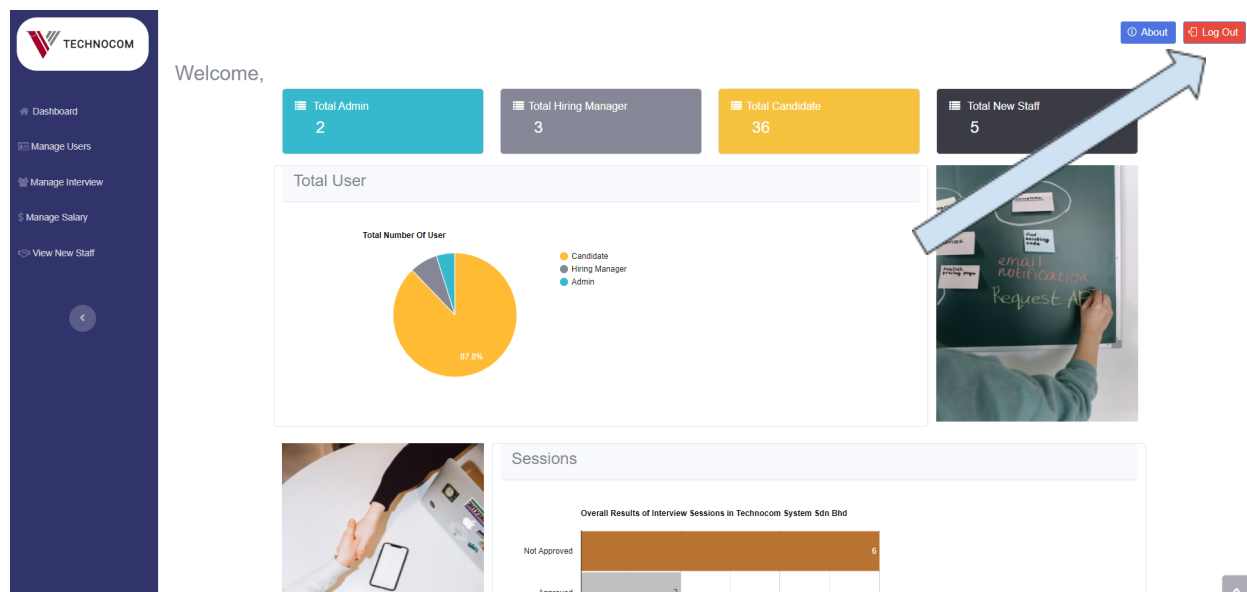
HR Manager

Log into the system

Fill in required details and click login.



You will be greeted with a dashboard after login. To log out just click the logout button position at the top right of the system.



Register an account

Click on view and create new candidates in the menu.

Create an Account!

Form Fields:

- Name
- Email Address
- 60 (likely a placeholder for a phone number)
- Contact Number
- UserName
- Password
- Repeat Password

Register Account

[Already have an account? Login!](#)

Creating an account is reserved only for Technocom Systems workforce.

Fill in all required details, and use your venture email as an email address. After using your venture assigned email select your role in technocom and click register account.

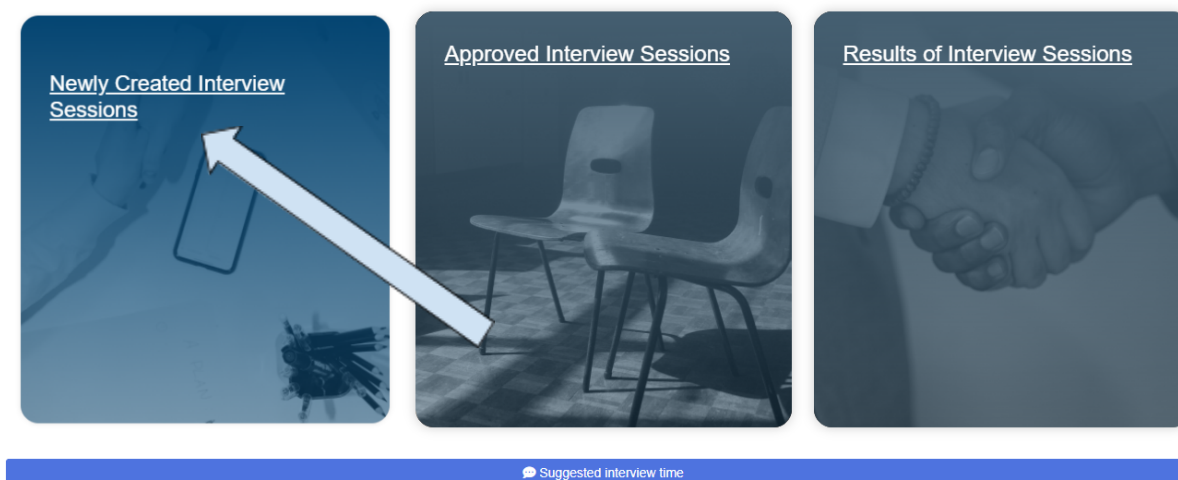
Create an Account!

[Already have an account? Login!](#)

Creating an account is reserved only for Technocom Systems workforce.

Create an Interview Session

Click on newly created interview sessions in the menu.



Here all newly created interview sessions can be viewed, to create a session click on the create session button and fill in all required details and click create.

Newly Created Sessions			Create Session
Create a new session and join some			
Interview Date	Starts	Ends	Action
09 February 2022	10:00 am	1:00 pm	View Details
10 February 2022	10:00 am	1:00 pm	View Details
18 February 2022	10:00 am	1:00 pm	View Details
07 February 2022	3:00 pm	4:00 pm	View Details
10 February 2022	9:00 am	9:50 am	View Details
09 February 2022	9:00 am	9:50 am	View Details

When do you want the interview to be scheduled?

When are you looking to schedule it?

dd/mm/yyyy

From?

--:-- --

To?

--:-- --

Create

To view details of a newly created session you can click on view details for a specific session.

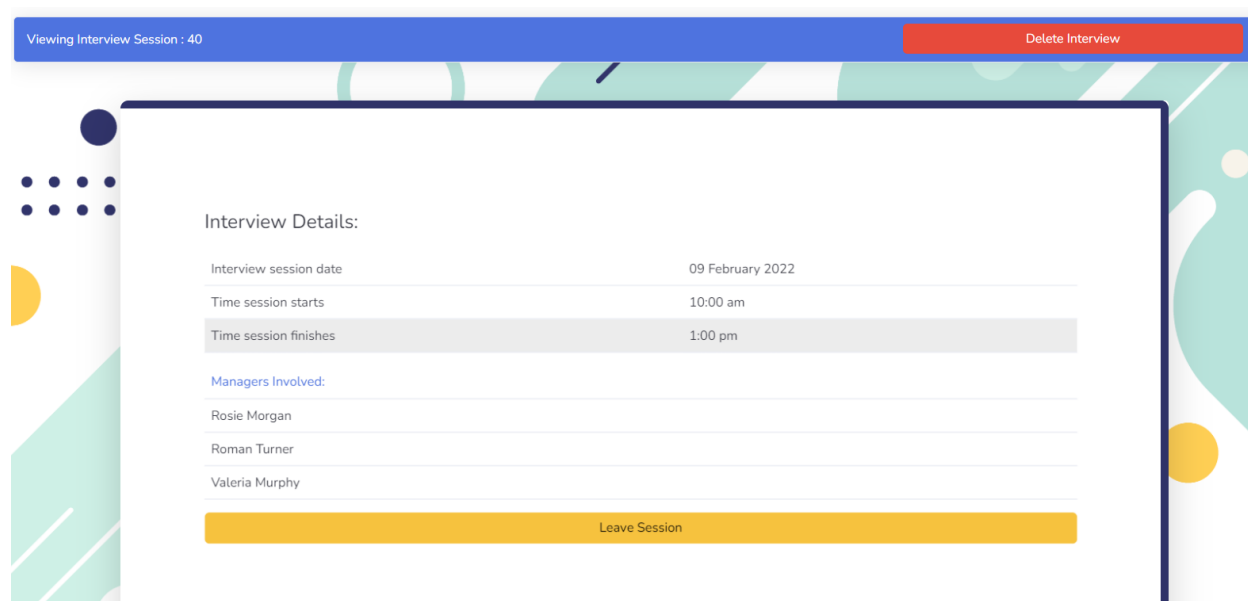
Newly Created Sessions

Create a new session and join some

Create Session

Interview Date	Starts	Ends	Action
09 February 2022	10:00 am		View Details
10 February 2022	10:00 am	1:00 pm	View Details
18 February 2022	10:00 am	1:00 pm	View Details
07 February 2022	3:00 pm	4:00 pm	View Details
10 February 2022	9:00 am	9:50 am	View Details
09 February 2022	9:00 am	9:50 am	View Details

All details of selected interview sessions can be viewed here, to delete the session. Just click on delete session. Confirmation is required.



Managers that have joined an interview session can only leave the session, but if the manager logged in did not join the session selected and wishes to, the button displayed will be join session. Just click join session or leave session to respectively join or leave the interview session.

View approved interview sessions

Click on approved interview sessions in the menu.



Here all approved interview sessions can be viewed, just click on the desired session view details button.

Approved Sessions

Add or delete candidates and join sessions by clicking on them

Interview Date	Starts	Ends	Manager Assigned	Candidate Assigned	Action
09 February 2022	2:00 pm	3:00 pm	2	1	View Details
10 February 2022	2:30 pm	4:00 pm	2	2	View Details

All details of selected interview sessions will be displayed, to delete interviews just click the delete interview button. To Join a session just click the join button, however if an already joined manager in question can only leave a session. To leave just click the leave button that will load.

Viewing Interview Session : 41

Delete Interview

Interview Details:

Interview session date

09 February 2022

Time session starts

2:00 pm

Time session finishes

3:00 pm

Managers Involved:

Rosie Morgan

Roman Turner

Candidates Involved:

Name	Time Interview Starts	Time Interview Ends	Action
Tan	2:30 pm	3:00 pm	Delete

Join

Add Candidate

View and approve suggestion interview sessions

Click on suggested interview time in the menu.



Here all created suggestions can be viewed. To view a suggestion just click on the View details button for a specific suggestion.

Suggested Sessions List					
Interview Date	Starts	Ends	Urgency	Action	
16 February 2022	1:00 pm	4:00 pm	●	View Details	
25 February 2022	9:00 am	10:00 am	●	View Details	
10 February 2022	9:00 am	9:50 am	●	View Details	
17 February 2022	9:00 am	10:00 am	●	View Details	
01 March 2022	2:00 pm	4:00 pm	●	View Details	

Legend:

- High Priority
- Medium Priority
- Low Priority

Here suggested interview sessions can be approved, which will automatically approve suggested interview sessions and candidates can be added to said session. Suggestion can also be deleted with confirmation.

Application Form Verification:

Viewing Suggested Interview Session : 12

Delete Suggestion

Interview Details:

Interview session date	16 February 2022
Time session starts	1:00 pm
Time session finishes	4:00 pm
Reasoning	This is the reason
Urgency	High Priority

Approve Session

Set approval of salary proposals

On the side navigation bar, there is a button viewed as 'Manage Salary Status' and click on it. This is where the list of the salary proposals for the candidates will be placed at. After viewing the list, click on button 'Approval' to set the approval status of the salary proposal given.

The screenshot shows the Technocom mobile application interface. On the left is a dark blue side navigation bar with the Technocom logo at the top. Below the logo are several menu items: 'Dashboard', 'Manage Users', 'Manage Interview', '\$ Manage Salary Status', and 'New Staff List'. The '\$ Manage Salary Status' item is highlighted with a red box and a red circle containing the number '1'. A red arrow points from this item to the table below. The table is titled 'New Candidate Salary Proposal List' and has seven columns: 'Candidate ID', 'Candidate Name', 'Job Position Applied', 'Monthly Proposed Salary', 'Annual Proposed Salary', 'Status', and 'Operation'. The first row of data shows a candidate with ID 27, name Edward Fowler, job position Pilot, monthly salary 3000.00, annual salary 48000.00, and status 'Interview Completed'. In the 'Operation' column for this row, there is a yellow button labeled 'Approval', which is also highlighted with a red box.

Candidate ID	Candidate Name	Job Position Applied	Monthly Proposed Salary	Annual Proposed Salary	Status	Operation
27	Edward Fowler	Pilot	3000.00	48000.00	Interview Completed	Approval

After clicking on the 'Approval' button of the particular salary proposal, a series of the candidate information will be displayed with the salary proposal and this is where the approval of salary proposal will be filled in.

Candidate Details

Candidate ID	27
Candidate Name	Edward Fowler
Job Position Applied	Pilot
Monthly Proposed Salary	3000.00
Annual Proposed Salary	48000.00
Commencement Date	2022-02-16
Approval	--Select One-- ▾
Reason	Please Justify Your Approval Status
	Send Approval

View All New Staff

In the navigation sidebar, you can see a button called 'New Staff List'. From there, you can see a list of applicants who accepted the offer letter after succeeding to be a staff in your company.

The image shows a navigation sidebar for 'TECHNOCOM' with the following menu items: Dashboard, Manage Users, Manage Interview, Manage Salary Status, and New Staff List. The 'New Staff List' item is highlighted with a red circle containing the number '1'. A red dashed line connects this circle to a text box that reads: 'View all new applicant/candidate who accept offer letter'. A large red curved arrow points from the sidebar to the 'New Staff' page below.

New Staff

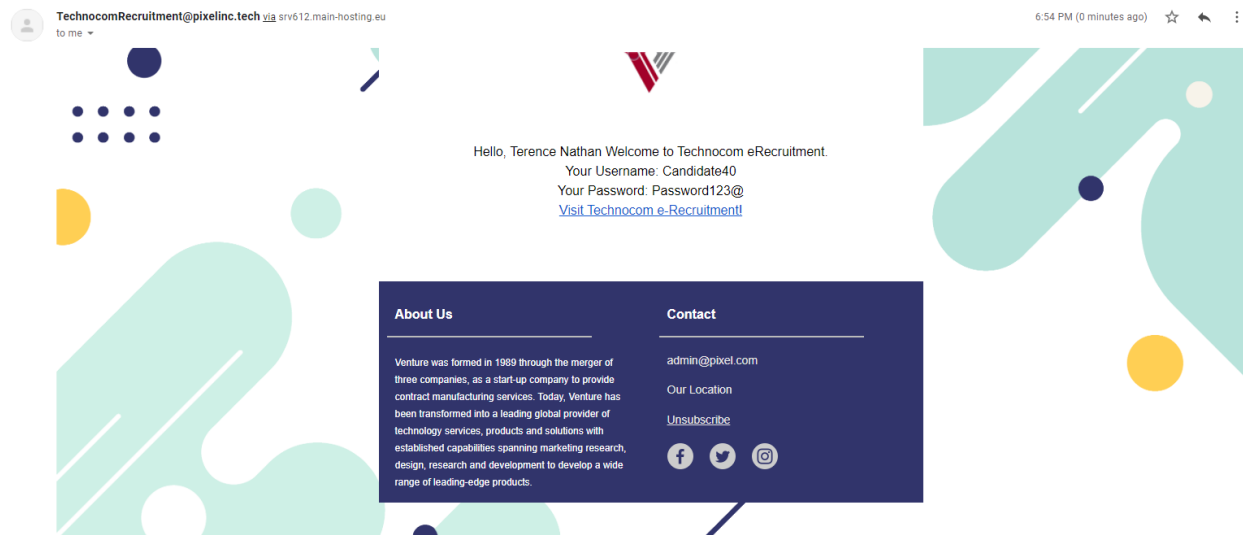
[Employee Info](#)

Name	IC	Job Position	Monthly Salary	Annual Salary	Commencement Date	Acceptance Date
Owen Cameron	4213785705	Manager	2254.00	322146.00	2022-03-02	2022-02-08
Liliana Higgins	2726540417	Physicist	40.00	6253.00	2022-03-02	2022-02-08
Leonardo Murphy	3285743583	Photographer	4500.00	55242.00	2022-02-17	2022-02-08

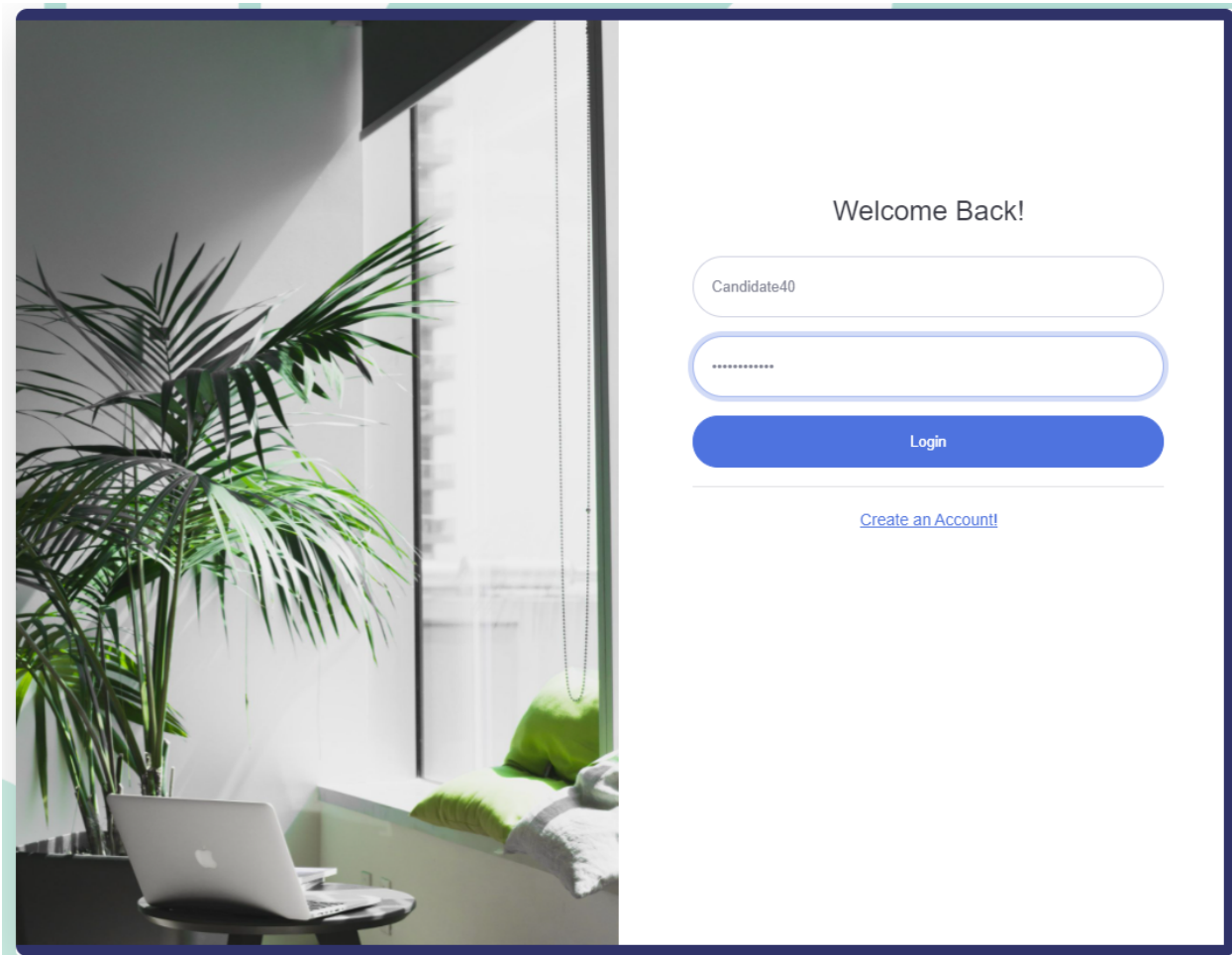
Applicant/Candidate

Log Into the system

If you are shortlisted, an email will be generated with your username and password attached. A link to the system also will be included.



Log into the system with the credentials provided.



You will be greeted with the dashboard, to log out click the logout button.



Submit Application Form

Click application progress in the navigation sidebar. Read the terms and check the checkbox before Clicking let's start.

Application Form

[View Application Form](#)

Application Form Progress:

To start: Read and check the following:

☐ I understand i have only 7 days to complete my application progress

Some information may be asked repeatedly during the process
Timer will start after basic details are submitted

Let's Start

Nextly, fill in the required details and submit the details.

Application Form Progress:

25%

To progress: Submit these details.

Identification Number

Malaysian

To Modify Change the text

Address

Postcode

60

Contact Number

Job that is to be applied

Expected salary from job

Submit Details

Then, download the application form and then click done. The done button will be disabled until the application form is downloaded.

Application Form

[View Application Form](#)

Application Form Progress:

50%

To progress: Download the application form:

[Download Application Form](#)

Done

Then, fill in the application form that was downloaded. And after scanning upload the form into the system and click upload. [File uploaded must be less than 10mb]

Application Form

[View Application Form](#)

Application Form Progress:

75%

To progress: Print given application form, Fill then upload your form here via scanning:

[Choose File](#) No file chosen

Only PDF format is accepted

File must be less than 10MB

Application Form can be downloaded via the View Application Form button

Upload

Wait patiently for your form to be verified.

Application Form

[View Application Form](#)

Application Form Progress:

100%

Congrats! On uploading your application
Our team is working hard on verifying your
application.



View interview session

Click application progress in the navigation sidebar. If your application is successfully verified, the figure below will be displayed.

Application Form

[View Application Form](#)

Application Form Progress:

100%

Congrats! Your application verification was a
Success
You will be scheduled an interview now.



After some time, your interview will be scheduled by admins or a manager. However as the figure below shows, your interview is not confirmed. Things could still change, and the interview might be canceled or reconsidered.

Interview Progress: Your interview is being scheduled

We might have found an interview session
for you! Hang in there.



We just gotta pull a few more strings.

Please note that this session isn't confirmed yet, you will be notified if it is confirmed.

If your interview is confirmed and finalized, this is the window you will see.

Your Interview:

To continue: Read and check the following:

☐ I understand that i might have to attend multiple interviews

If a another interview is needed, you will be redirected to this page
After completing your interview.

Let's Go

Read the terms and check the checkbox before Clicking let's Go. Then, your interview details will be displayed.

Here are your interview details:

Your interview Date:

09/02/2022

Your interview Starts at:

10:00 AM

Your interview Ends at:

11:00 AM

[Want a reschedule?](#)

Reschedule interview session

Click application progress in the navigation sidebar. If your interview is confirmed, you will see a link called "Want a reschedule?". Click on the link.

Are you sure? You want to **Reschedule** your interview.

No

Yes

Your interview Starts at:

10:00 AM

Confirm your action.

Okay then, type your **reason** to reschedule your interview.

Reason

Your reason will be reviewed, if your reason is not valid. You will not be able to reschedule again

Cancel

Ask for another interview

Then, type a reason why you want to ask for a reschedule for your interview. If your reason is validated you will be scheduled for another interview.

View Proposed Salary

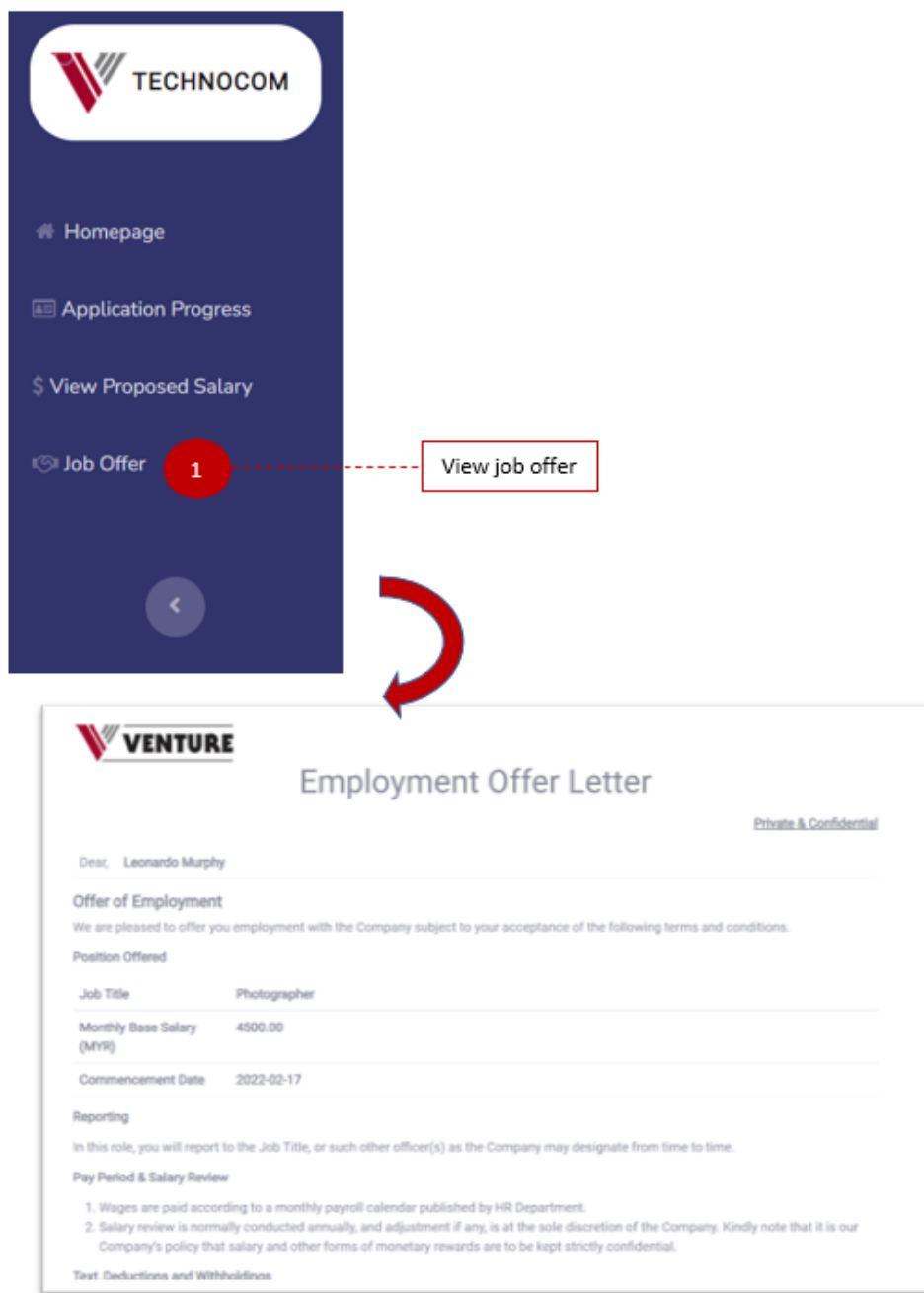
On the side navigation bar, there is a button named ‘View Proposed Salary’, and it is where the approved salary proposal of the particular candidate will be displayed. Click on button ‘Done’ will be redirected to the dashboard.

Candidate Details

Candidate ID	19
Candidate Name	Lilianna Higgins
Job Position Applied	Physicist
Monthly Proposed Salary	40.00
Annual Proposed Salary	6253.00
Commencement Date	2022-03-02
DONE	

View Job Offer Letter

In the navigation sidebar, you can see a button called '**Job Offer**'. From there, you can view your job offer letter. The offer letter will be generated once you succeed in the interview and your salary has been confirmed by the hiring manager.



Scroll the offer letter page until you see 3 buttons.

Employee's Obligation

1. During your employment, you agree to:

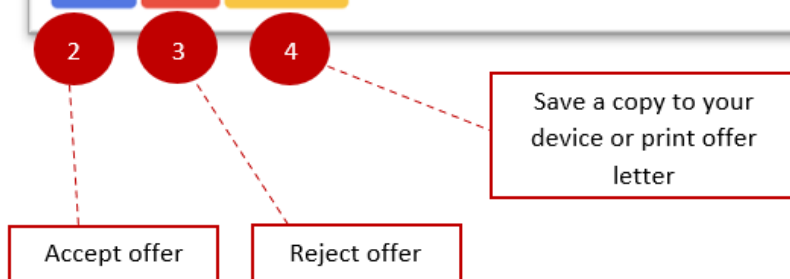
- not hold another position outside the Company or be employed in any way for any purpose whatsoever for any part of your time outside business hours by any person, firm or Company other than ours. You are also not to work in any manner that may constitute a conflict of interest with the Company.
- keep in confidence, any confidential information, trade secrets, financial information and affairs of the Company, its affiliates and its customers, and any other matter which may come to your knowledge by reason of this employment of a confidential nature. You further agree that any or all information, invention, data, process, proposals, system and programs, trademarks, service marks, trade names, patents, utility models, designs, copyrights, trade secrets or any other intellectual property which you have made or developed, wholly or partially, during your employment with the Company, shall be the exclusive property of the Company.

2. You may be appointed to other assignments in companies within the Group and shall discharge your responsibilities as assigned.

We welcome you to the Company and wish you a rewarding and fruitful career with us. Please acknowledge your acceptance of these terms and conditions by signing and returning the duplicate copy of this Letter within seven (7) days from the date of this Letter, failing which this offer of employment will automatically lapse.

Yours sincerely,

[Accept](#) [Reject](#) [Save a copy](#)



Accept Offer

After you accept the offer letter, you will see an '**Acceptance of Employment Offer**' form. From this, you need to fill in your details. Make sure you give the correct detail as this is an agreement on accepting the job offer.

Only fill in this agreement once reading the entire offer letter.

Acceptance of Employment Offer

Manager, HR

I (Name); (Passport / Identity Card Number) hereby confirm the acceptance of this offer of employment. I will commence work on ☐.

I also agree to comply with all the rules and the regulations of the company which are in force from time to time including those in accordance with the Company Policies.

Please double-check that all of the information provided is correct.

1

Send the acceptance form
means you have become a staff
in the company.



3

pixelinc.tech says

Congratulations!
Your data have been send.

30

Reject offer

If you choose to reject the offer, you will not be able to login again into the system.

Do you want to **cancel** your application?

No Yes

2 1

Cancel to reject offer Confirm to reject offer

Save a copy/Print offer letter

You can save a copy or print the offer letter as your reference.

ny part of your time outside business hours by any person, firm or Company other than ours.

any, its affiliates and its customers, and any other matter which may come to your knowledge
i, data, process, proposals, system and programs, trademarks, service marks, trade names,

ially, during your employment with the Company, shall be the exclusive property of the

es as assigned.

ance of these terms and conditions by signing and returning the duplicate copy of this Letter

Save a copy

1

Save/Print

The screenshot shows a document titled "Employment Offer Letter" from "VENTURE". The document is marked "Private & Confidential" and is addressed to "Dear, Leonardo Murphy". It details the job title "Photographer", a monthly base salary of MYR 4500.00, and a commencement date of 2022-02-17. The document includes sections for "Reporting", "Pay Period & Salary Review", and "Tax, Deductions and Withholdings". A print overlay is visible on the right side of the document, showing settings for "Destination" (Save as PDF), "Pages" (All), "Pages per sheet" (1), "Margins" (Default), and "Options" (Headers and footers, Background graphics). The print overlay also shows "4 pages" and "Save/Cancel" buttons.

VENTURE

Employment Offer Letter

Private & Confidential

Dear, Leonardo Murphy

Offer of Employment

We are pleased to offer you employment with the Company subject to your acceptance of the following terms and conditions.

Position Offered:

Job Title Photographer
Monthly Base Salary (MYR) 4500.00
Commencement Date 2022-02-17

Reporting

In this role, you will report to the Job Title, or such other officer(s) as the Company may designate from time to time.

Pay Period & Salary Review

1. Wages are paid according to a monthly payroll calendar published by HR Department.
2. Salary review is normally conducted annually, and adjustment if any, is at the sole discretion of the Company. Kindly note that it is our Company's policy that salary and other forms of monetary rewards are to be kept strictly confidential.

Tax, Deductions and Withholdings

1. Payments made to you under this contract are subject to deductions and/or withholdings as required/permitted by applicable law. The Company may also deduct from your salary or from other sums payable to you, any amounts which you owe to the Company.
2. You will be responsible for all taxes levied on your income according to Malaysia Laws.
3. If you are eligible, the Company and you will contribute in accordance to Malaysia Government legislations (EPF, SOCSO & EIS).

Print 4 pages

Destination Save as PDF

Pages All

Pages per sheet 1

Margins Default

Options ☐ Headers and footers ☐ Background graphics

Save Cancel

THE END