

E-Recruitment User Manual



SINCE 1867

E-Recruitment User Manual v 3.0

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Pre-requisites:

1. You need to have a valid E-mail ID before doing the registration.
2. Please enter your mail ID carefully because a all further communications will be sent to that particular ID.
3. While registration if you experience any error, please take the screen shot of the same by pressing the “Print Screen” button from the keyboard. Pls. attach the screenshot and mail it to chrd@balmerlawrie.com with your problem.
4. In case of problems during profile creation or application to job, log your problem in the link “Feedback”. (<http://balmerlawrie.com/feedback>) Please attach the particular screen shot as described in point no 3.
5. This application is supported by Internet Explorer 9, Mozilla Firefox, and Chrome. Pls. ensure that you are using the above mentioned browsers only. In case you are using IE 9+, please make sure you click on the “Compatibility View” feature under the Tools > Compatibility view settings. How to set compatibility view mode is given in the following pages.
6. Please keep a scanned copy of your photograph, date of birth certificate and highest relevant qualification ready as these are to be submitted along with the application.
7. The scanned copies should only be in .Pdf, .doc, .docx, .jpeg format only. No other file formats will be accepted by the system.
8. Please Disable Pop-up Blocker on your Web Browser.
9. Please install Adobe Reader so that you can easily download the system generated resume. [Click here](#) to download adobe reader

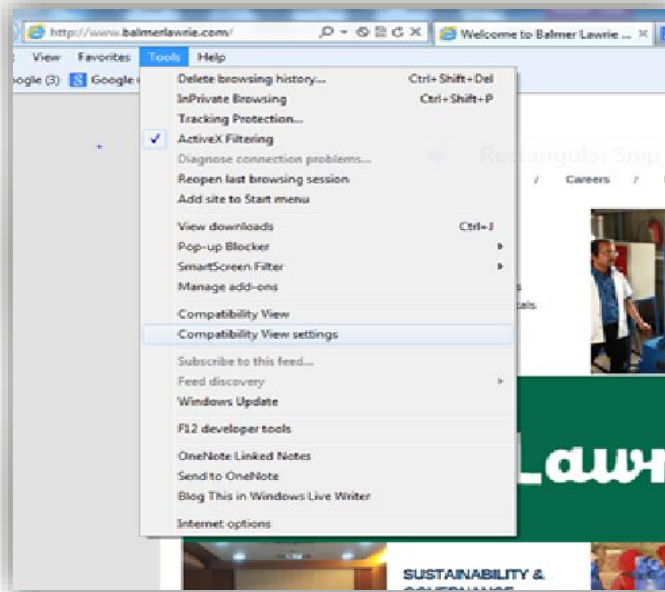
NB: In case some of the screen shots are not legible, you are requested to zoom the document.

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How to set the compatibility mode:

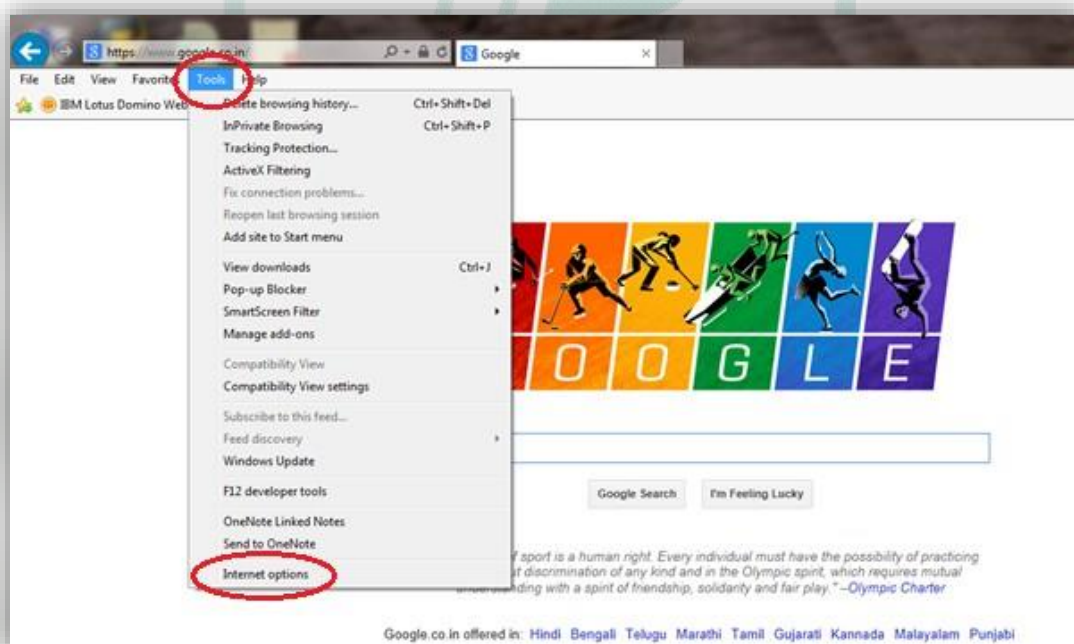
Use Internet Explorer 9, Mozilla Firefox, and Chrome.

If you are using Internet Explorer 9+, please make sure you click on the “compatibility view mode” Feature. The process for doing the same is given below

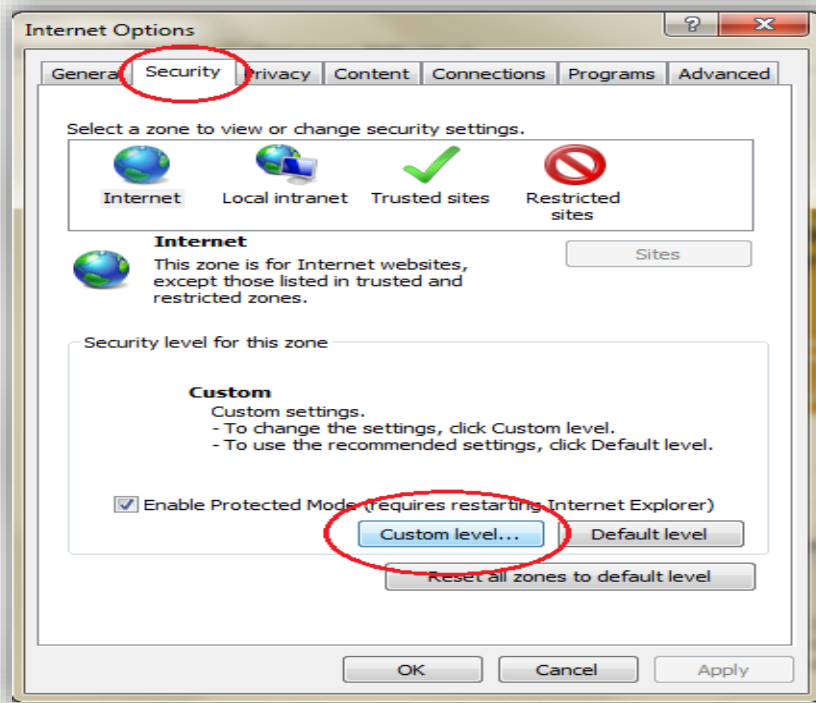


Please ensure that your **pop-up blocker** is deactivated. If not, please deactivate the pop-up blocker. Please refer to the following screen shots

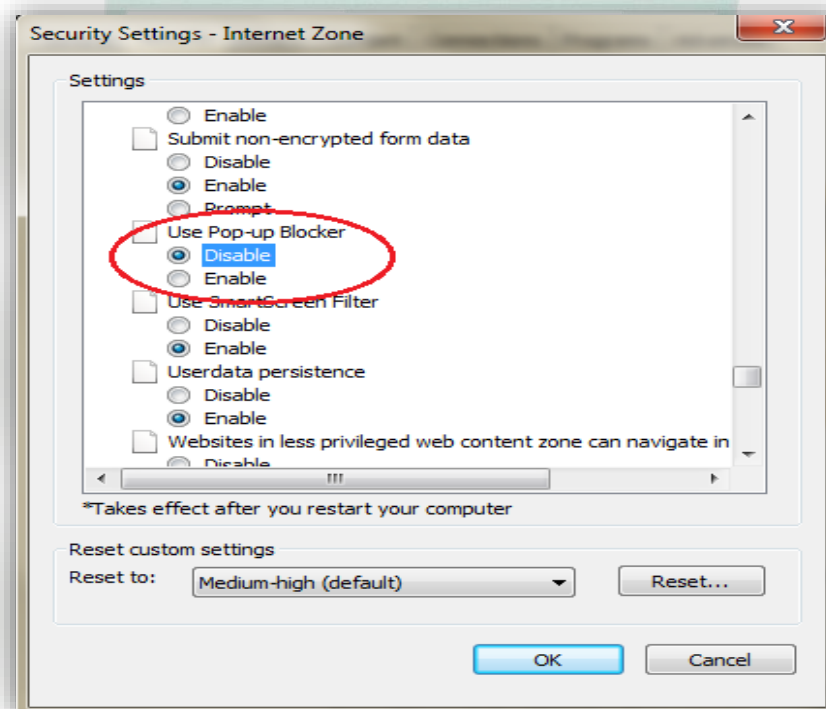
Open **Internet Explorer** → Go to **Tools** Tab → **Internet Options**



Now Go to **Security Tab** → Click on **Custom Level** as follows:-



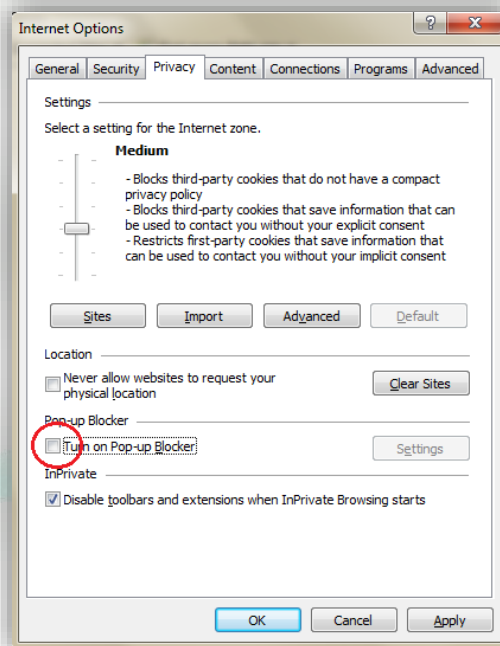
Now Scroll Down, Click on **Disable** Radio Button for Use Popup Blocker as follows:-



Click OK

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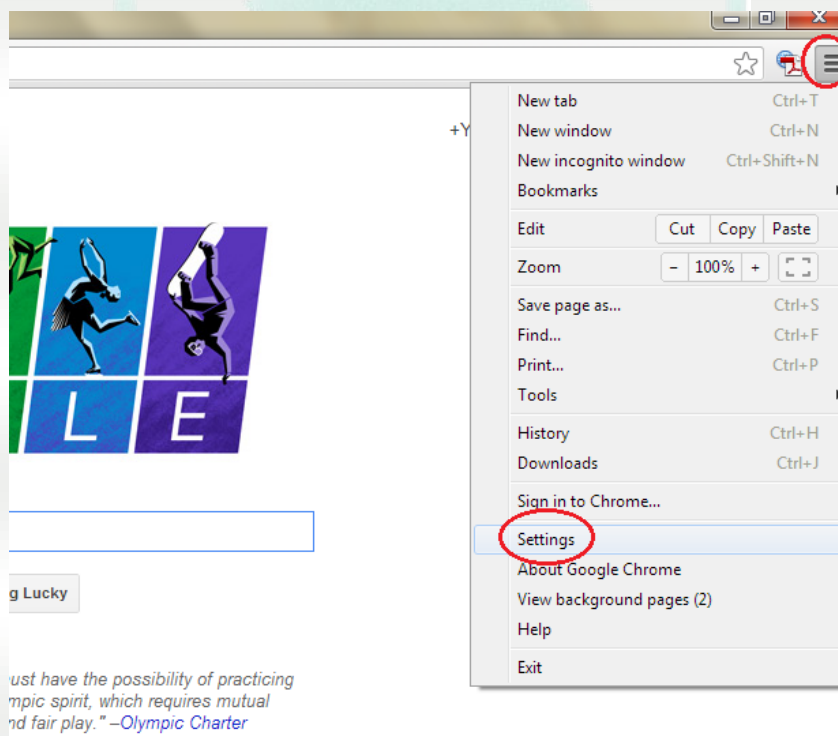
Now Go to → **Privacy** Tab



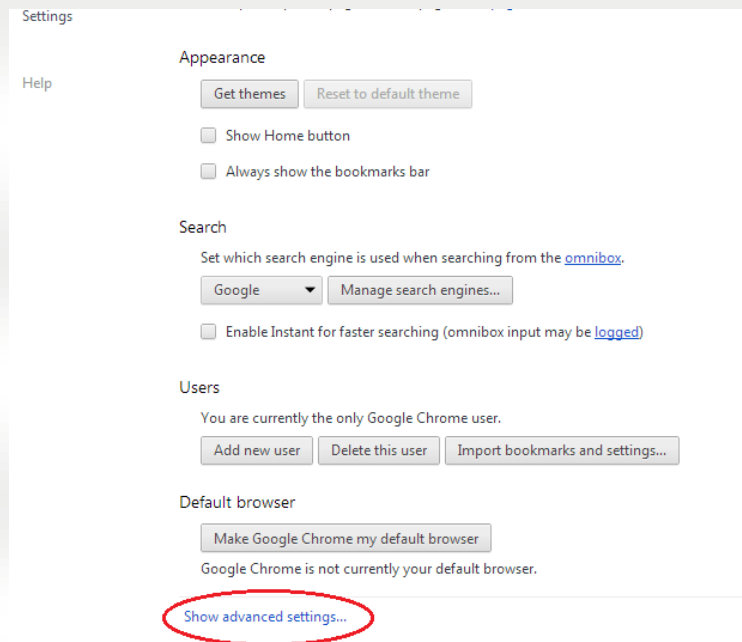
Uncheck the Option: Turn on Pop-up Blocker. Click OK & Restart the Internet Explorer.

If you are using **Google Chrome**, Kindly follow the following steps to Disable Popup Blocker:

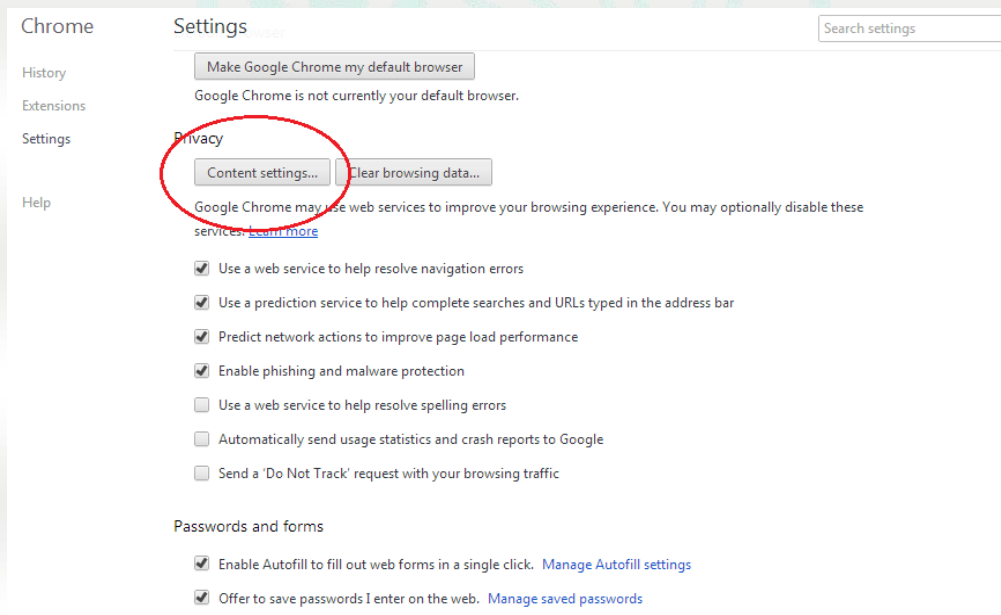
Open Google Chrome → Click on  Button on Top Right Corner) → Click on **Settings**



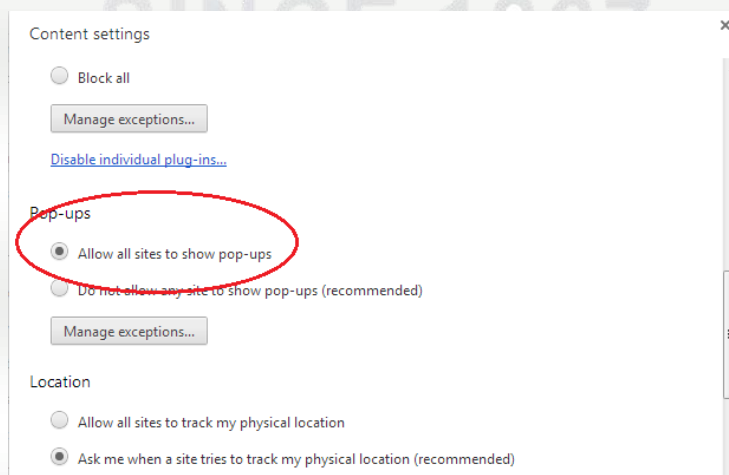
In the Settings Menu, Scroll down. Click on **Show advanced settings...**



Now Click on **Content Settings** in Privacy Option



In Content Settings, Scroll Down → Click on **Allow all sites to show pop-ups**

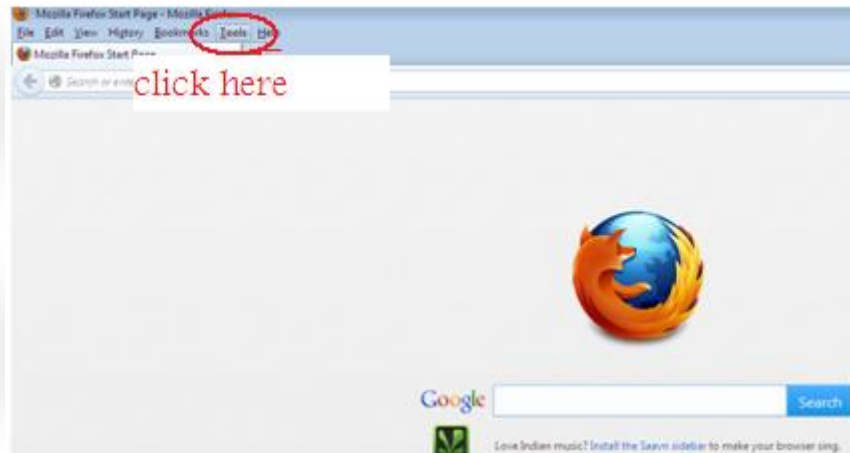


Now Press **OK** and Restart the Google Chrome.

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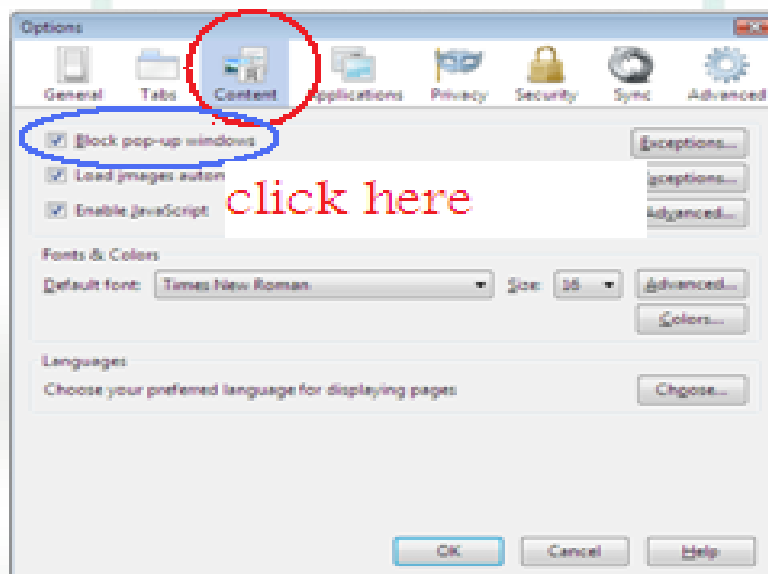
If you are using **Mozilla Firefox**, Kindly follow the following steps to Disable Popup Blocker:

Open Mozilla Firefox → select tool option and click on it.



Now scroll down and select **Option** and click on it

Select **Content** and then click on **block pop-up windows** to disable it.

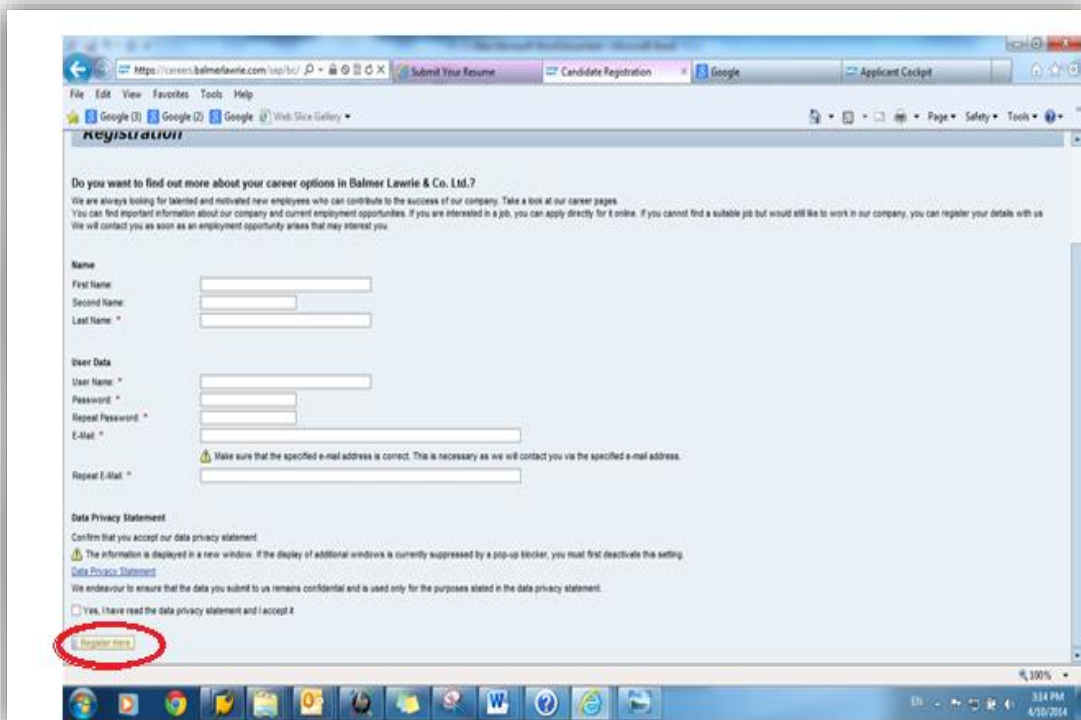


Now click on **OK** and Restart the Mozilla Firefox.

REGISTRATION: Step One

You can register by going to the Balmer Lawrie > Careers > [Register Now](#) or by clicking on the given link:
https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf_a_candidate_registration?sap-client=100#

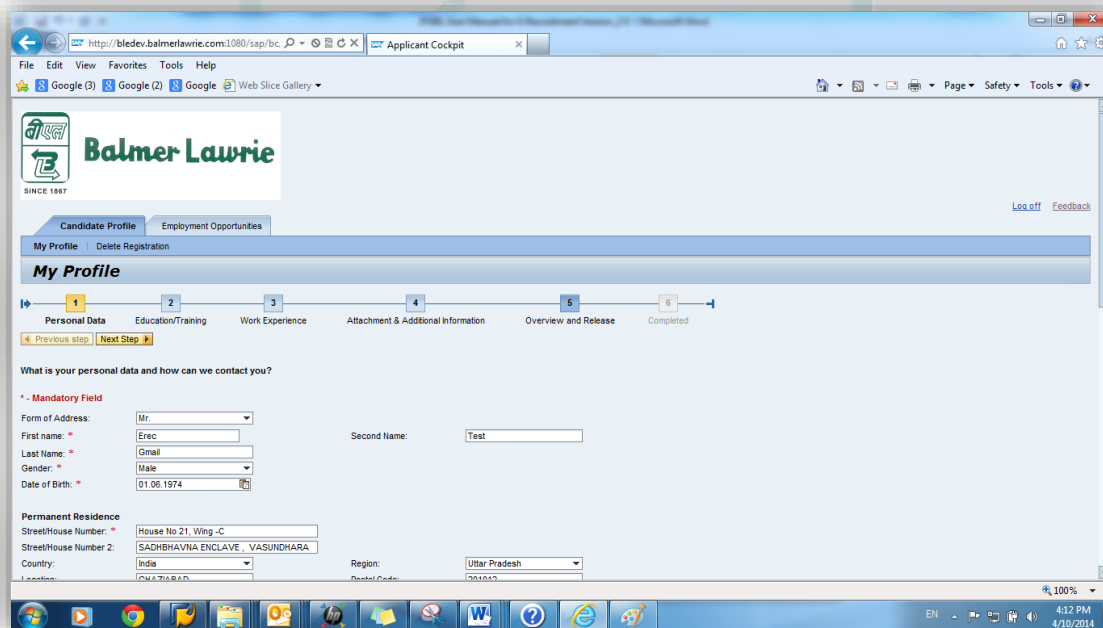
Please complete the Registration Form. The fields marked with an asterisk are mandatory, and are necessary for us to identify and contact you.



CREATION OF YOUR PROFILE:

Step one: Personal data

Click on “Personal Data” tab and fill the details.



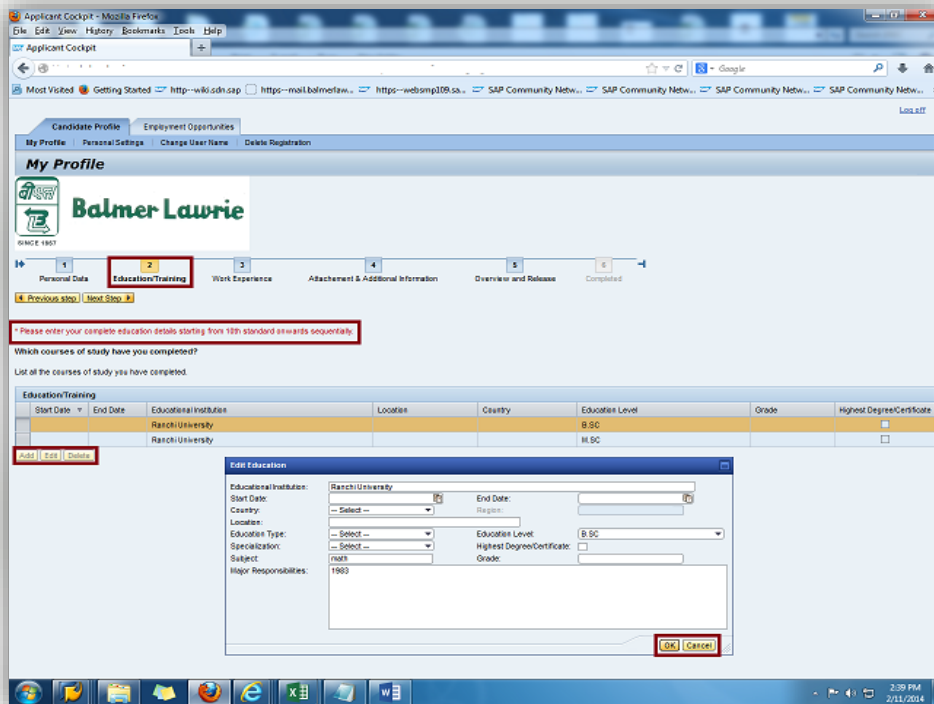
Once you have completed updating this step (page), click on “Next Step” to continue to the next roadmap step. **Note that fields that are marked with an asterisk are mandatory and have to be completed before navigating away from this page.**

CREATION OF YOUR PROFILE:

Step two: Education/Training

The “Education/Training” step is now displayed. Click on “Add” to complete this section of the wizard. When You have entered the necessary information, click on “OK” to save it. Click on “Add” for each new entry.

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You can then click on “Next Step” or step three in the roadmap steps wizard.

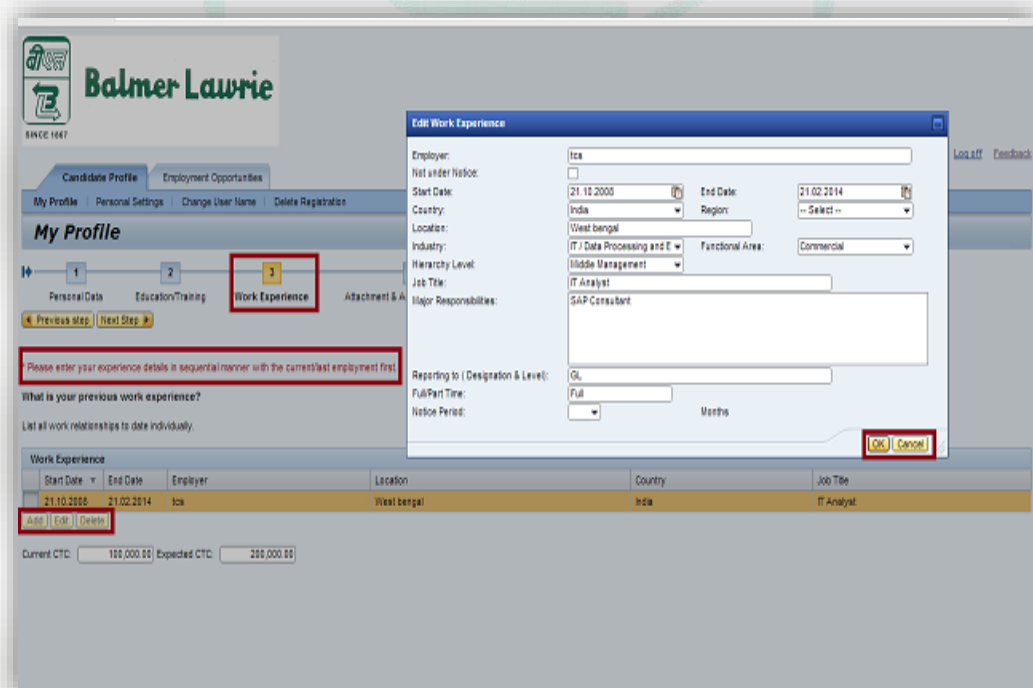
Note: Please add your educational qualification details from 10th standard onwards sequentially. The order of entry should be 10th, 12th, graduation and so on

CREATION OF YOUR PROFILE:

Step three: Work Experience

The third tab is the “Work Experience” tab. Your work experience details need to be entered in this tab. Pls. click on the “Add” button to add each individual job details. Click on the “OK” button in the new window to save the information you’ve entered.

If you have worked in more than one job pls. keep adding, by clicking the add button and saving the same by clicking on the Ok button for each job



CREATION OF YOUR PROFILE:

Step Four: Attachments and Other information

This tab is for entering your other details and also uploading the mandatory attachments. You can attach each individual document by following the given below simple steps:

1. Click on “Add”
2. Then click on “Browse” to locate the document. (The document may be stored in your computer/ USB drive etc.)
3. Select the document and click “open”
4. Then enter the title of the document into the “Document title” field.
5. Repeat the above steps for the next document
6. Click on upload button

Each document needs to be uploaded separately.

Points to Note:

1. You need to mandatorily upload soft copies of your proof of age, photograph, relevant highest qualification, caste certificate if applicable
2. The soft copies should in in the following format only- pdf, jpeg, .doc, .docx

The screenshot shows the Balmer Lawrie candidate profile creation interface. The page title is "My Profile" and the current step is "Attachment & Additional Information". The interface includes a navigation bar with tabs for "Personal Data", "Education/Training", "Work Experience", "Attachment & Additional Information", "Overview and Release", and "Completed". The "Attachment & Additional Information" tab is selected and highlighted with a red box. Below the navigation bar, there is a section titled "Do you want to supplement your data by adding attachments?" with a sub-section "The following documents needs to be attached in order to be considered for any job application:-". This list includes: "Scanned copy of Proof of Age certificate", "Scanned copy of the highest relevant educational qualification", and "Relevant certificates in case ST/SC OR Differently abled candidates". Below this, there is a table for "Attachment & Additional Information" with columns for "Document Title", "Attachment Type", and "Language". A row is shown with "Resume" as the document title and "English" as the language. Below the table, there is a section for "Relative employed in Balmer Lawrie" with a table for "B.No", "Name", "Designation", "Department/Division", and "Location". The table has two rows, with the first row highlighted in yellow. At the bottom, there is a section for "References other than relatives".

CREATION OF YOUR PROFILE:

Step Five: Overview & Release

In this step you “Overview & Release” you profile for Balmer Lawrie recruiters to access your profile. This is done by following the given below steps:

1. Check the relevant options
2. Once you are satisfied with your application click on the “Complete” button

This step will ensure that your application process is completed. If you do not complete this step, your application will remain in “Draft” format when you view it in “My applications”.

The application confirmation message and window is now displayed. This shows that your application is successfully saved and submitted. If you do not get this message your application will still be in “Draft” status and cannot be accessed by Balmer Lawrie recruiters. Now, just click on Employment Opportunities TAB and Apply.

APPLYING FOR A JOB: Log in

Once you are registered, you need not register again but login with the username and password you have provided. To do so, click to the following link –

https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf_a_startpage_ext_cand?sap-client=100&sap-language=EN&sap-accessibility=X

- Enter your user name and password entered during registering.
- Click on “Log on”.

The “Applicant Cockpit” is opened.

Applying for a Job: Job Search

1. Go to the tab “Employment Opportunities” and click on the ‘Search’ button to see the entire published job as on the date.

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Log off Feedback

Candidate Profile | **Employment Opportunities**

Job Search | My Applications | Favorites

Job Search

Are you looking for an interesting new job?
We are constantly looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our employment opportunities!
You can restrict the search result by specifying search criteria

Notes on Search

Start Reset Save Search Query Delete Search Query Save as Job Agent

You can save your search criteria for later reuse
Search Query:

Full Text Search
Keywords:
Search Method:

Search Criteria for Employment Opportunities
Functional Area:

- Accounts & Finance
- Administration/Management
- Administration
- Apprenticeships/Traineeships

Select the job what you want to apply by clicking on the extreme left box

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Log off Feedback

Candidate Profile | **Employment Opportunities**

Job Search | My Applications | Favorites

Job Search

Are you looking for an interesting new job?
Here you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard.
Choose "Create Favorite" to add the job posting to your list of favorites
You can also change your entry and restart the search

Return to Search

Search Criteria
The search was not restricted

Search Result: 5 Hits

Job Posting	Functional Area	Country	Employment Start Date	Published	Favorite	Application from
Senior Manager/Chief Manager (Industrial Packaging) - Demo	Sales & Marketing		05.06.2014	02.04.2014	<input type="checkbox"/>	
Senior/Chief Manager-HR			17.07.2014	19.03.2014	<input type="checkbox"/>	
SAP FI consultant	Apprenticeships/Traineeships		02.10.2013	20.02.2014	<input checked="" type="checkbox"/>	
SAP Deep E-recr/ Recruiter ID	Accounts & Finance		20.06.2014	20.02.2014	<input type="checkbox"/>	
SAP Deep Srikant Recruiter ID	Accounts & Finance		20.06.2014	20.02.2014	<input type="checkbox"/>	25.02.2014

Apply Add Favorite Save Search Query Tell a Friend

2. Click on the "Apply" button
3. The given below page will appear
4. Click on continue
5. This will lead to the "Personal Data" tab which you have already filled in

Note: A new window opens in a Pop-up (If not, Kindly Disable Pop-up blocker in your Web-browser)., Click on next and continue till you get System Generated CV.

The screenshot shows the Balmer Lawrie logo and 'SINCE 1867' on the left. The title 'Application Wizard' is centered. On the right, there are links for 'Feedback' and 'Close', and a button for 'Display Job Posting "SAP FI consultant"'. Below the title bar, a welcome message reads: 'Welcome, ewfewfr prd2'. A question follows: 'Do you want to continue submitting an application for this employment opportunity? The information for your resume that you have already entered is still available to you. Choose "Continue" to view your resume again or enter additional information to it.' A red-bordered 'Continue' button is at the bottom left.

Applying Against a Job: Submission of Application

Step One: Review Personal data

The system displays the data which has already been filled by you. You are expected:

1. Check the data for accuracy
2. Modify in case something needs to change
3. Once done you need to move to the next tab and do the same for the information in that tab

This screenshot shows the 'Personal Data' step of the application wizard. The title bar includes the Balmer Lawrie logo, 'SINCE 1867', and the title 'Application Wizard'. On the right, there are links for 'Feedback' and 'Close', and a button for 'Display Job Posting "SAP FI consultant"'. Below the title bar, a progress bar shows seven steps: 1. Personal Data (highlighted with a red box), 2. Education/Training, 3. Work Experience, 4. Attachment & Additional Information, 5. Cover Letter, 6. Complete Application, and 7. Completed. Below the progress bar, there are 'Previous step' and 'Next Step' buttons. The main content area is titled 'What is your personal data and how can we contact you?'. It contains several sections: '* - Mandatory Field' with fields for Form of Address, First name, Last Name, Gender, and Date of Birth; 'Permanent Residence' with fields for Street/House Number, Country, Location, Region, and Postal Code; 'Temporary Residence' with similar fields; 'Which address would you prefer us to use to contact you?' with a 'Preferred Address' dropdown; 'Communication Data' with fields for E-Mail, Private, Mobile, and Business; 'Which telephone number would you prefer us to use to contact you?' with a 'Preferred Telephone Number' dropdown; and 'Extra Details' with fields for Marital Status, Religion, Nationality, Caste Details, and Ex-Servicemen Status. Fields marked with an asterisk are mandatory.

Once you have completed updating this step (page), click on “Next Step” to continue to the next roadmap step.

Note that fields that are marked with an asterisk are mandatory and have to be completed before navigating away from this page.

Applying Against a Job: Submission of Application

Step Two: Review of Education/Training data

The “Education/Training” tab is now displayed. As with the Personal Data tab you are expected to check and edit the information stored.

In case you need to edit some information, please follow the steps as done while creating your profile.

Applying Against a Job: Submission of Application

Step 3-4: Review of Other data

PLEASE REVIEW ALL INFORMATION TILL STEP 4 (Attachment and Additional Information)

Applying Against a Job: Submission of Application

Step Five: Cover Letter

In this tab you can write a cover letter by typing in the space given. Also pls. fill in the relevant details in the various fields

Note: If you are viewing an Error about Relevant Qualification OR Application Source Type, Ensure that your Qualification in Education Experience Tab is same as mentioned in Cover Letter Page / Try another Application Source Type.

The screenshot displays the 'Application Wizard' interface. At the top, a progress bar shows six steps: 1. Personal Data, 2. Education/Training, 3. Work Experience, 4. Attachment & Additional Information, 5. Cover Letter (highlighted in orange), and 6. Complete Application. Below the progress bar are 'Previous step' and 'Next Step' buttons. The main content area is titled 'Where did you find out about us?' and contains the following fields:

- Application Source Type: A dropdown menu with '-- Select --' selected.
- Application Source: A text input field.
- Other Information: A long text input field.

Below these fields is a note: '**Self-Declarations: Kindly note that this information is used for scrutiny of eligibility and shortlisting. Please ensure that you are providing relevant and correct information submitted here must also match with the earlier details submitted as regards your qualification.'

Further down are three dropdown menus: Education Level, Education Degree, and Specialization. Below these is a date picker for 'Date of passing:'. The final section is titled 'Why are you applying for this employment opportunity?' and includes the instruction 'Create a short application cover letter Here you can provide a more detailed explanation about why you are interested in the job'. A large, empty text area is provided for the user to enter their cover letter.

Applying Against a Job: Submission of Application

Step Six: Complete Application

This is the final step before submitting an application against a job posted. You can do so by:

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1. Checking against the option for releasing your profile for access to Balmer Lawrie recruiters
2. Reading the General Terms & Conditions and Data Privacy Statement. This can be viewed by clicking on the link given in the page
3. Agreeing to the Terms and conditions and Data privacy regulations by checking against option given
4. Once you are satisfied with your application, click on the “Send Application Now” button. This step will ensure that your application process is completed.

If you do not complete this step, your application will continue to remain in “Draft” format when you view it in “My applications”.

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Application Wizard

1 Personal Data 2 Education/Training 3 Work Experience 4 Attachment & Additional Information 5 Cover Letter 6 Complete Application 7 Completed

Previous step

You can now submit your application.

I want to release my profile in order to be considered for other employment opportunities as well.
For this purpose, other recruiters can access my data in accordance with the data privacy statement.

I also certify that the foregoing information is correct and complete to the best of my knowledge and belief.

Yes, I have read the data privacy statement and I accept it [Data Privacy Statement and General T&C](#)

* This is an abridged version of your resume. Not all information entered by you are displayed here.

Send Application Now

Feedback Close

Display Job Posting: SAP FI consultant

Track Your Applications:

One can track his/her application by simply clicking on the “My applications” under “Employment Opportunities” tab.

The screen shot is given below –

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Candidate Profile Employment Opportunities

Job Search My Applications Favorites

My Applications

Do you want to call an overview of your applications up to now?
These are your previous applications. You can check your status of application from here .

Number of Applications: 4

Job Posting	Application from	Status
SAP Deep Skilant Recruiter D	25.02.2014	In Process
SAP FI consultant	07.04.2014	In Process
SAP Deep E-Rec2 Recruiter D		Draft
Senior/Chief Manager-HR		Draft

Continue/Display Application

Log off Feedback

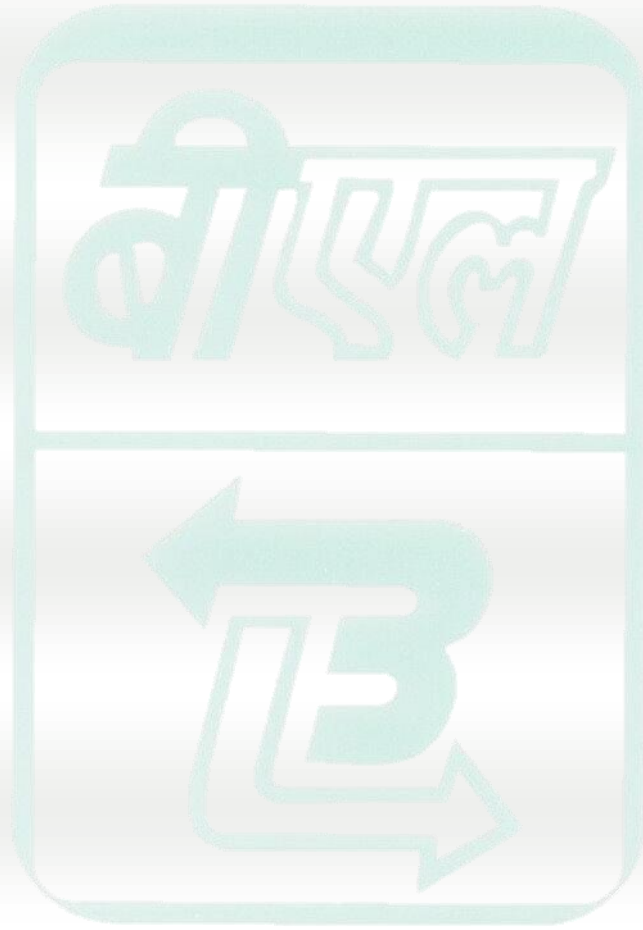
Following are the meaning of the various statuses shown:

Draft: This means you have not submitted your application for position as yet

In-Process: This means that you have applied and work is in progress for all applications against that particular job.

Rejected: You have not been considered for the position.

Selected: Offer to be made.



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