

**Balmer Lawrie & Co. Ltd.**



**End- User Manual**  
**Human Capital Management**  
**E-Recruitment**

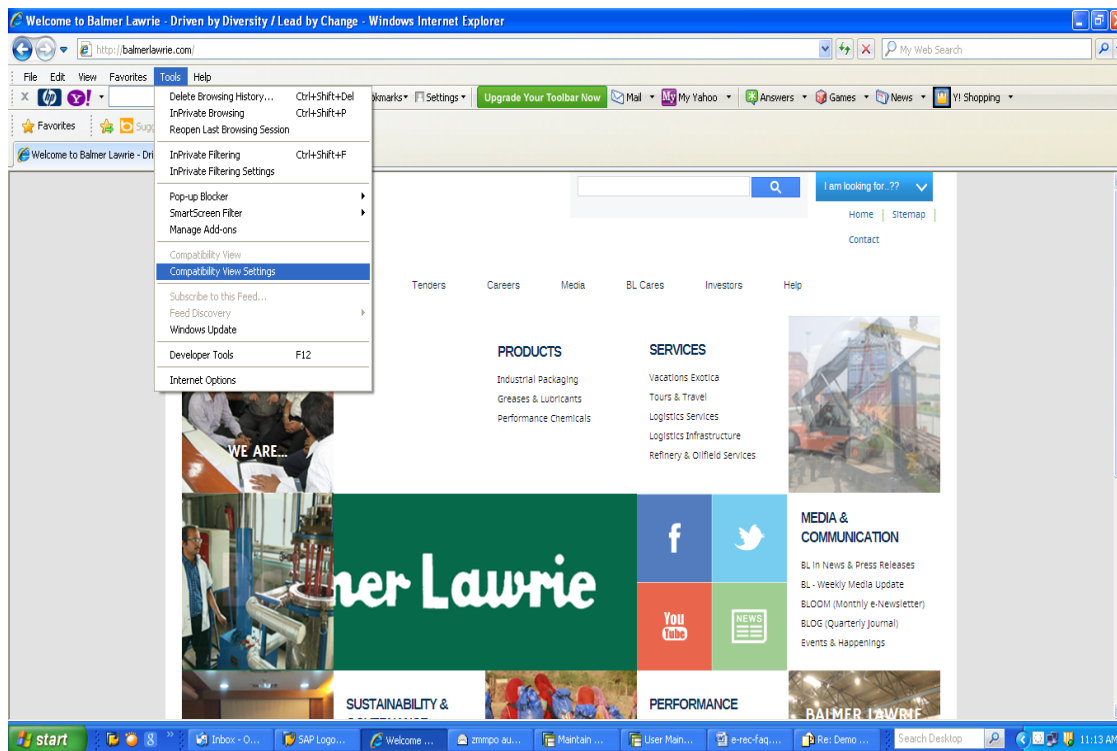
March  
2014

## **Pre-requisites:**

1. You have to a valid E-mail ID before doing the registration.
2. Please enter your mail ID carefully because a confirmation link will go 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.
4. Please enter your complete education details starting from 10th standard onwards sequentially.
5. Please enter your experience details in sequential manner with the current/last employment first.

## Guidelines about Browser:

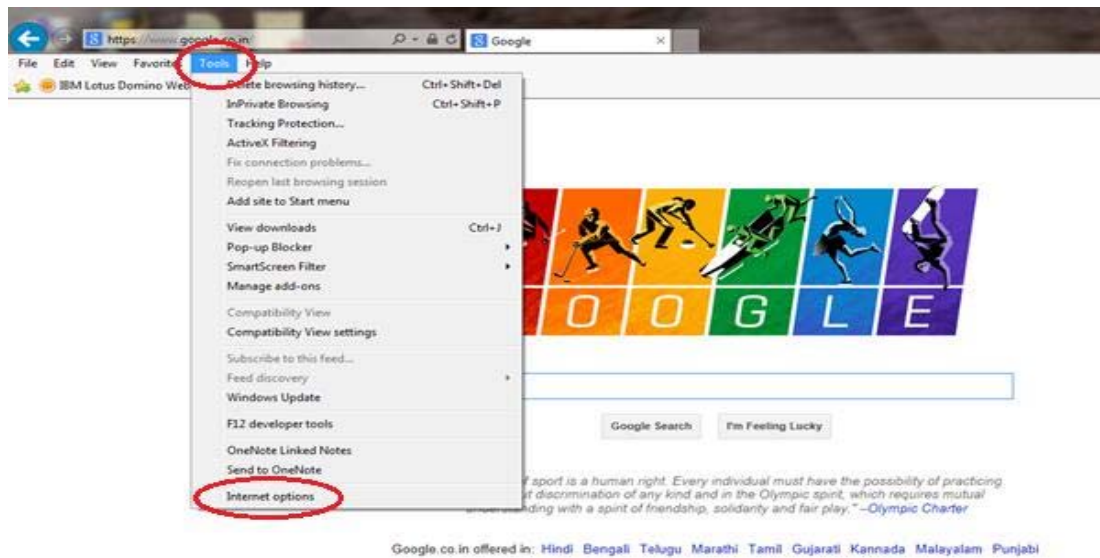
Use Internet Explorer 9, Mozilla Firefox, and Chrome.  
If you are using Internet Explorer 9+, please make sure you click on the “compatibility view mode” feature.



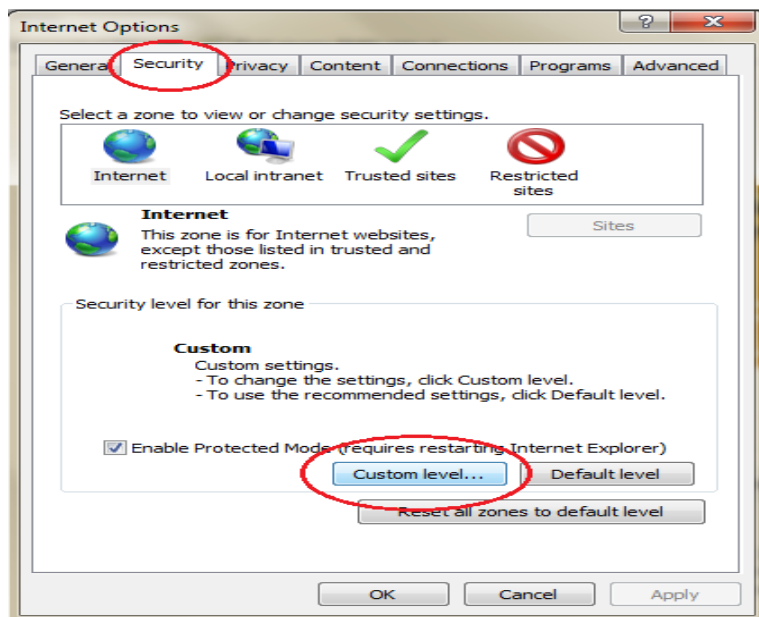
Please check whether your **pop-up blocker** is deactivated or not. If not, please deactivate the pop-up blocker. Please refer to the following screen shots –

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

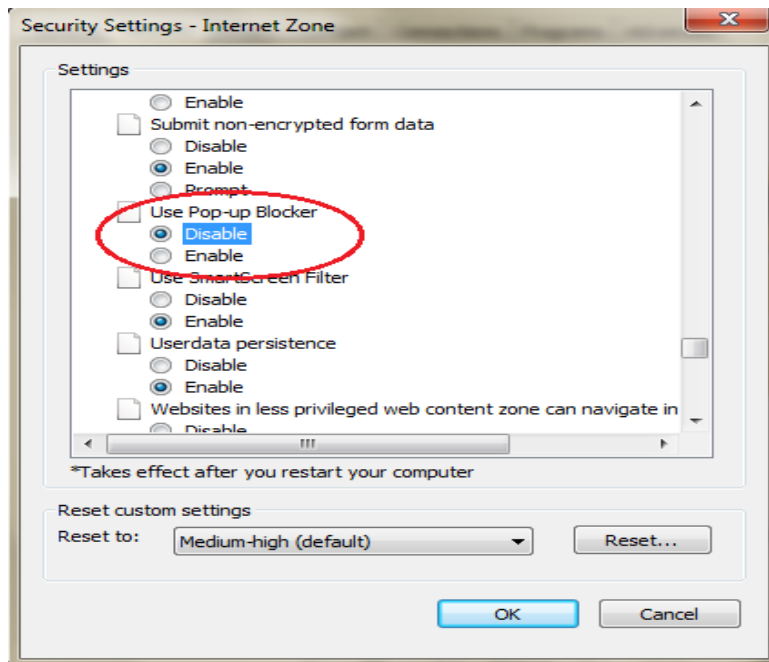
## BLESS



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

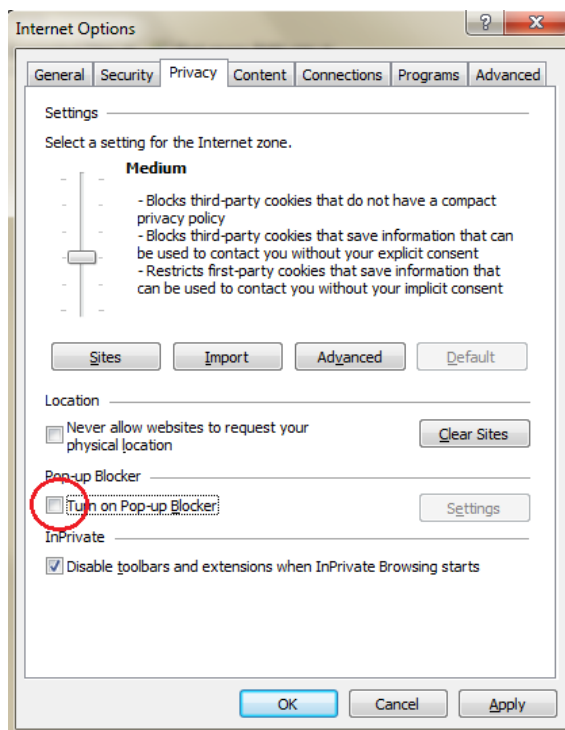


Now Scroll Down, Click on **Disable** Radio Button for Use Popup Blocker as follows:-



Click **OK**

Now Go to → **Privacy** Tab



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

## Role: Applicant (External Candidate)

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

To do the registration, go to the following link –

[https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf\\_a\\_candidate\\_registration?sap-client=100#](https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf_a_candidate_registration?sap-client=100#)

Please note that once you have registered, you will use the assigned username to access this site in future. Your e- mail address entered will be defaulted as your user name.

Once you have clicked “Register Here”, the system sends an e-mail with a link for confirming the e-mail address to the address stored by you. The e-mail also contains a link to the Talent Warehouse and the user name (alias) that you have to use to log on to the system.

The screenshot shows a web browser window titled "Candidate Registration - Mozilla Firefox". The address bar shows the URL: [https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf\\_a\\_candidate\\_registration?sap-client=100#](https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf_a_candidate_registration?sap-client=100#). The page header features the Balmer Lawrie logo and the text "SINCE 1987". Below the logo is a blue bar with the word "Registration".

The main content area contains the following text:

Do you want to find out more about your career options in Balmer Lawrie & Co. Ltd. ?  
 We are always looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our career pages.  
 You can find important information about our company and current employment opportunities. If you are interested in a job, you can apply directly for it online.  
 If you cannot find a suitable job but would still like to work in our company, you can register your details with us. We will contact you as soon as an employment opportunity arises that may interest you.

The form fields are as follows:

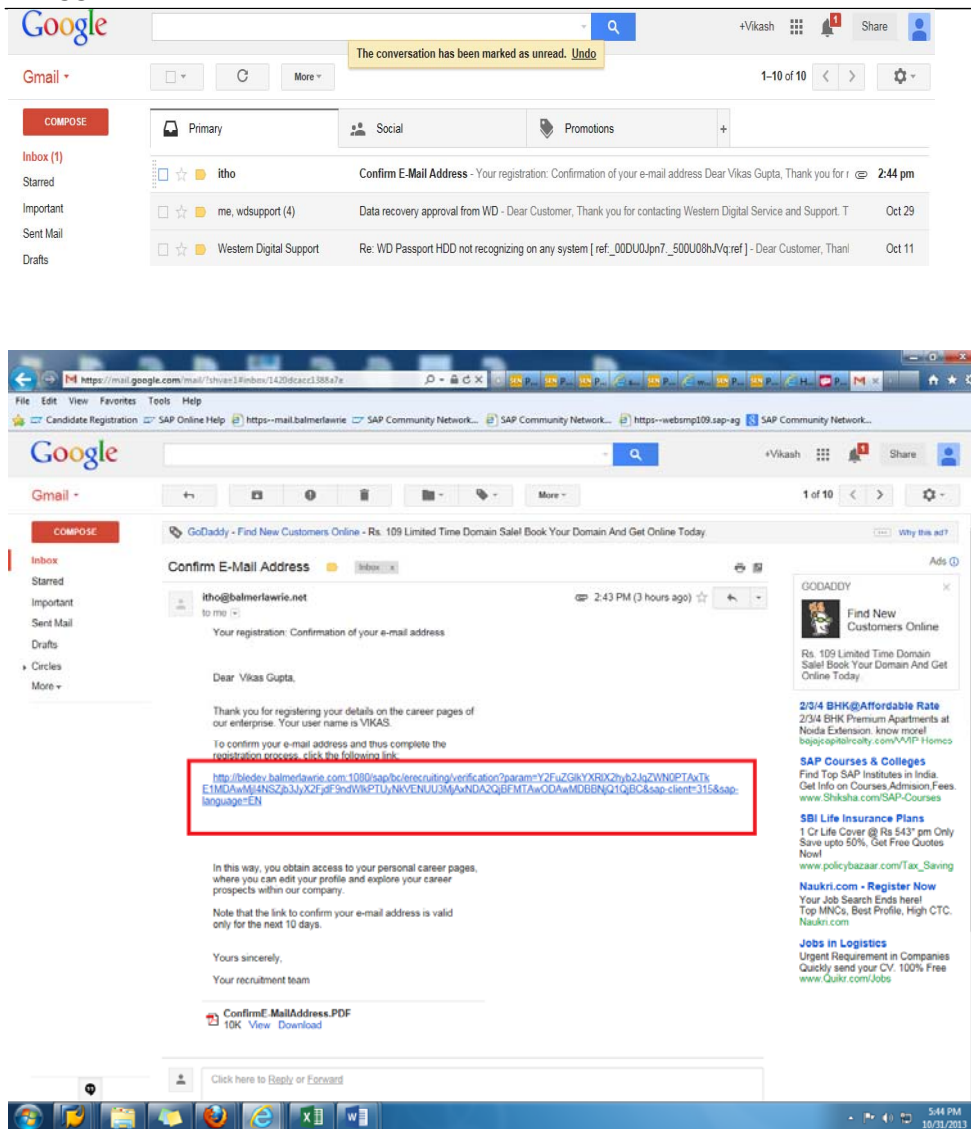
- Name:**
  - First Name: [text input]
  - Second Name: [text input]
  - Last Name: \*
- User Data:**
  - User Name: \*
  - Password: \*
  - Repeat Password: \*
  - E-Mail: \*

Below the E-Mail field, there is a warning icon and the text: "Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address."

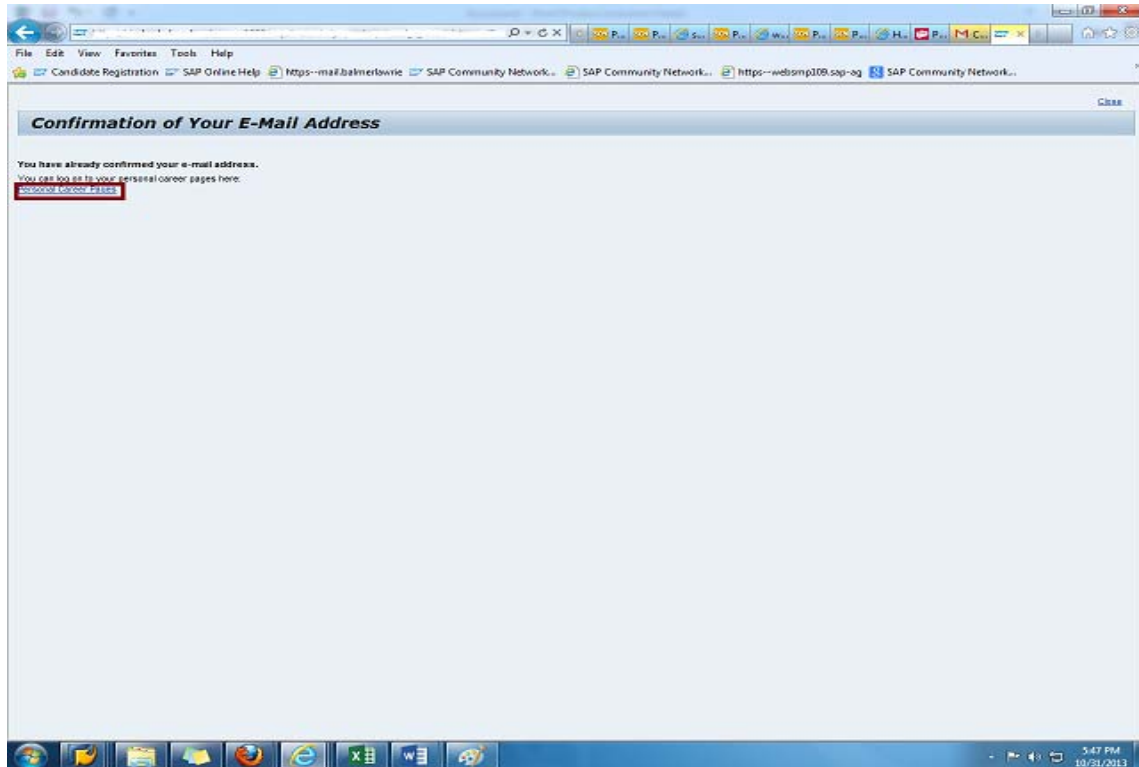
Below the form fields is a section titled "Data Privacy Statement". It contains the following text:

Confirm that you accept our data privacy statement  
 The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.  
 Data Privacy Statement  
 We intend to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.  
 Yes, I have read the data privacy statement and I accept it.  
 Register Here

Now login to your provided e-mail address to open the link sent to you by the system. When you open the e-mail and you will use the confirmation link to confirm your e-mail address. In doing so, you have to observe the validity period of the link.



After confirming, you will be able to log on to the system with the assigned username and password and can access your personal career pages.



Now that you have registered, you can use your login details (user name/ID and password) to log into the Balmer lawrie career site.

The overview page is opened with links for further navigation by clicking on link 'Personal Career Pages'.

### **Step one: Personal data**

Click on "Personal Data" tab and fill the details.



**Applicant Cockpit - Mozilla Firefox**

bledev.balmerlawrie.com/1080/sap/bc/webdynpro/sap/hrrct\_a\_startpage\_ext\_cand?sap-client=315&sap-language=EN#

**My Profile**

Personal Data    Education/Training    Work Experience    Attachment & Additional Information    Overview and Release    Completed

← Previous Step    Next Step →

**What is your personal data and how can we contact you?**

Form of Address: -- Select --  
Name Affix: -- Select --  
First Name: arup    Second Name: Kumar  
Last Name: mahra    Name Prefix: -- Select --  
Gender: Male  
Date of Birth: 08.01.1962

**Permanent Residence**  
StreetHouse Number: \*    yrda  
StreetHouse Number 2:    -- --0987654321  
Country:    Vatican City    Region:     
Location:       Postal Code:    0

**Temporary Residence**  
StreetHouse Number: \*    21 ns bose road  
StreetHouse Number 2:    -- --  
Country:    India    Region:    West Bengal  
Location:       Postal Code:    700001

Which address would you prefer us to use to contact you?  
Preferred Address:    Permanent Residence

**Communication Data**  
E-Mail: \*    ercelest.g10@gmail.com  
Private:       Business:     
Mobile:      

Which telephone number would you prefer us to use to contact you?  
Preferred Telephone Number: -- Select --

2:37 PM  
2/11/2014

Application Cockpit - Mozilla Firefox

bldevi.balmerlawrie.com:1080/sap/bo/webdynpro/sap/hmf\_a\_startpage\_ext\_cand?sap-client=310&sap-language=ENP

Country: India Region: West Bengal Postal Code: 700001

Which address would you prefer us to use to contact you?  
Preferred Address: Permanent Residence

Communication Data  
E-Mail: \* erezest15@gmail.com Business: Private: Mobile:

Which telephone number would you prefer us to use to contact you?  
Preferred Telephone Number: Select

Major Responsibilities:

Extra Details  
Marital Status: Religion: Hindu Nationality: Caste Details: General Category Ex-Serviceman Status: Physically Challenged: Home town:

Doniciled State:

Language Details

S.No	Language	Speak	Read	Write
1	ENGLISH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	HINDI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	MALYALUM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Dependent Details

Line Item	Relation	Name	Gender	Date of Birth
1	Mother	DFR	Female	11.02.2014
2	Father	HYU	Male	12.02.2014
3				
4				

2:39 PM 2/11/2014

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.**

## 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.

\* Please enter your complete education details starting from 10th standard onwards sequentially.

Which courses of study have you completed?  
List all the courses of study you have completed.

Start Date	End Date	Educational Institution	Location	Country	Educate Level	Grade	Highest Degree/Certificate
		Ranchi University			B SC		<input type="checkbox"/>
		Ranchi University			M SC		<input type="checkbox"/>

Add | Edit | Delete

**Edit Education**

Educational Institution: Ranchi University

Start Date:  End Date:

Country: -- Select -- Region:

Location:

Education Type: -- Select -- Education Level: B SC

Specialization: -- Select -- Highest Degree/Certificate:

Subject: math Grade:

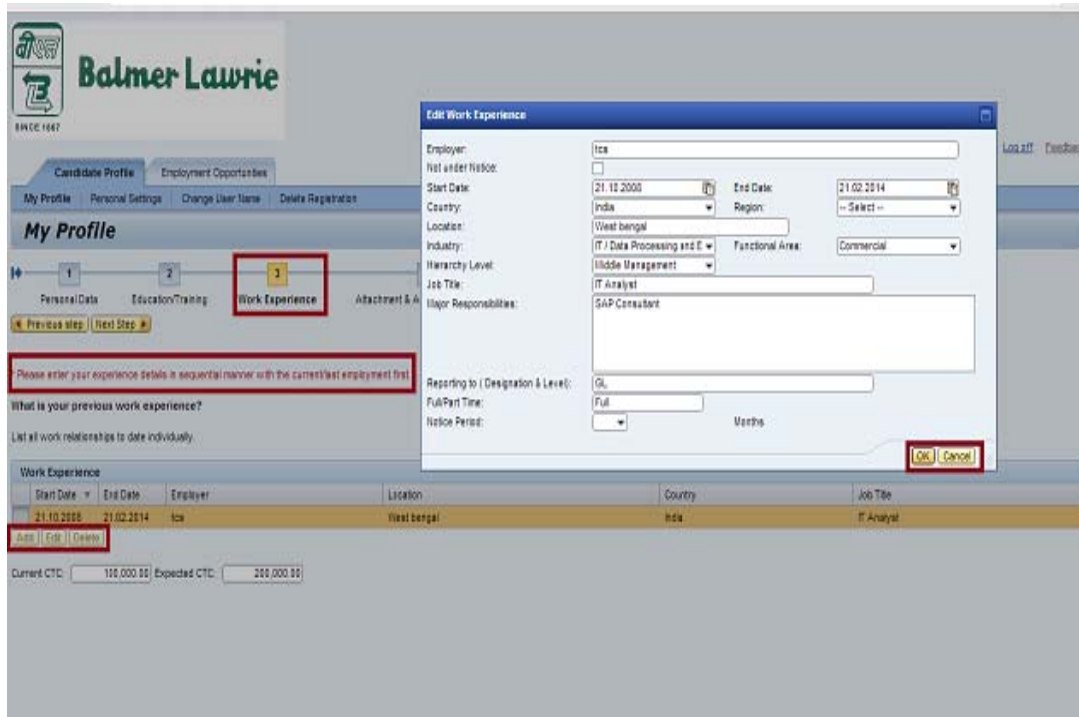
Major Responsibilities: 1993

OK | Cancel

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

## Step three: Work Experience

The “Work Experience” step is now displayed. If you have any work experience, this is where you need to enter it. For fresh graduates this step might not be necessary. Click on the “Add” button to add each job you’ve had individually. Remember to click on the “OK” button in the new window to save the information you’ve entered.

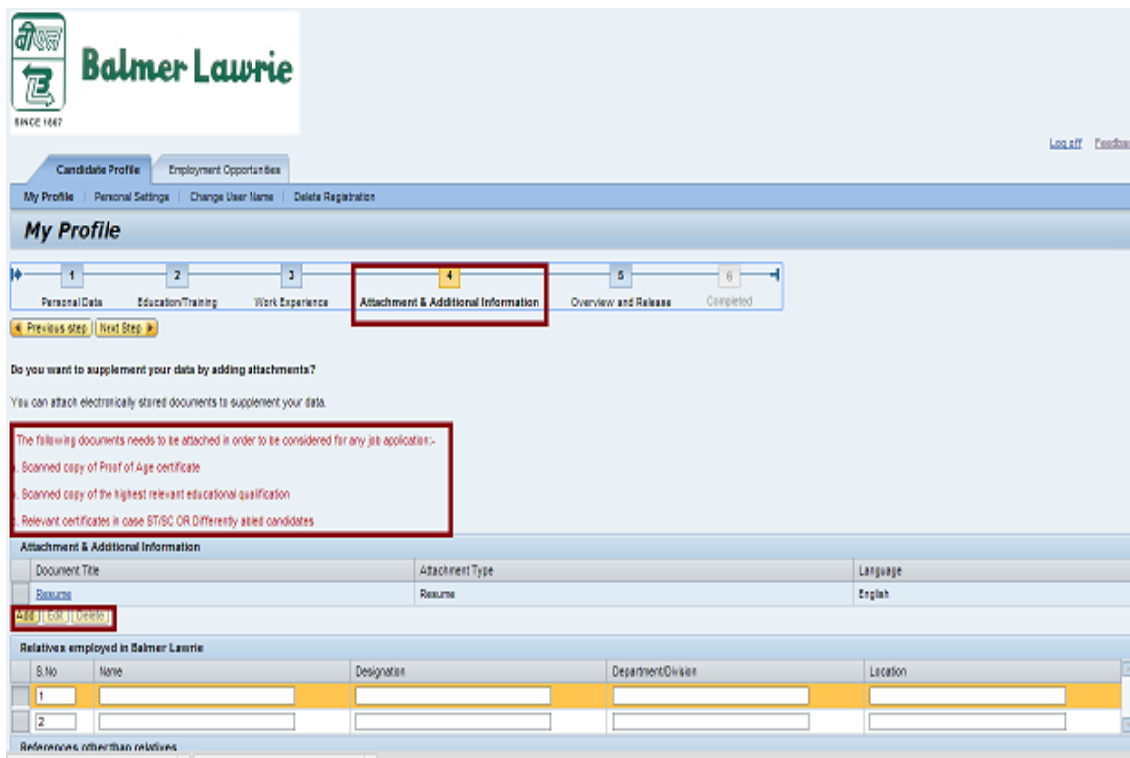


**Step six: Attachments**

The "Attachments" step is now displayed. Complete your application by uploading any supporting documents you would like to add, such as your identity document and copies of your qualifications. Click on "Add" to do so individually, then "Browse" (as these documents are sourced from your computer, or a flash drive).

Once you have found the document on your computer/flash drive, highlight it and click "Open", then enter the title of the document into the "Document title" field, and choose the other values from the available drop-down options.

Each document needs to be uploaded separately.

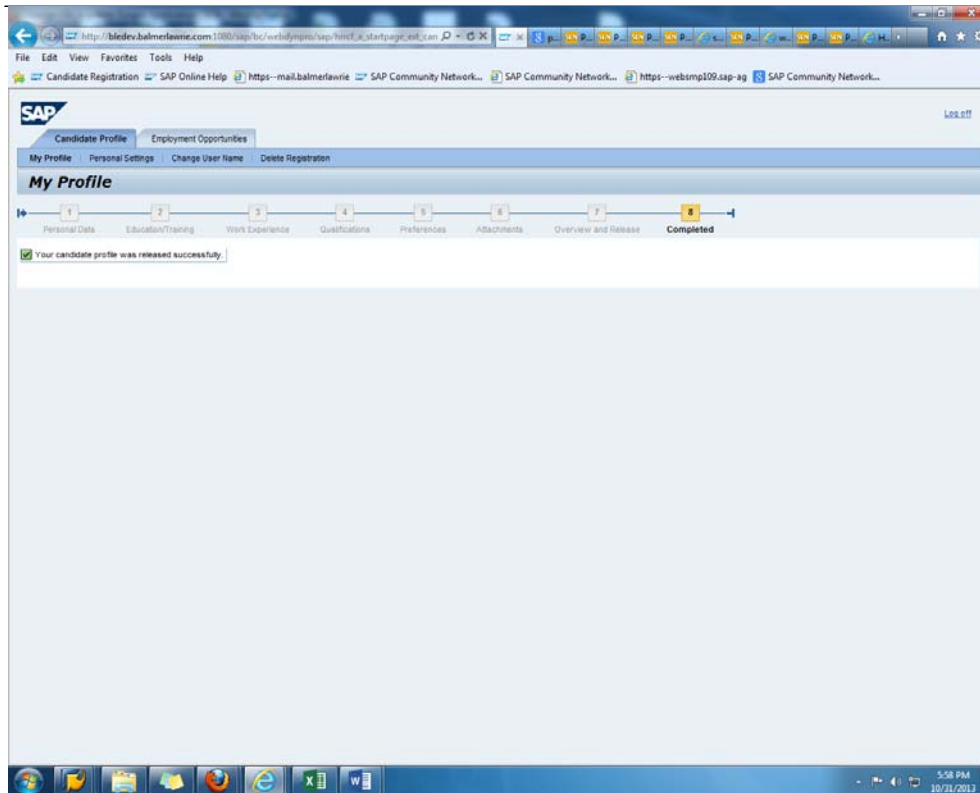


Click on the “Transfer” button to save your attachments once you have uploaded them. You have now completed your application. Once you have completed updating this step (page), click on “Next Step” to display your overview for confirmation before updating the system.

### Step seven: Overview & Release

The “Overview & Release” step is now displayed. You now need to “Release Profile” to release your application (“profile”) so that Balmer Lawrie recruiters can access it. Do so by checking the relevant option. 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 screenshot shows the 'My Profile' page for Balmer Lawrie. At the top left is the Balmer Lawrie logo with the text 'SINCE 1687'. On the top right, there are 'Log off' and 'Feedback' links. Below the logo, there are navigation tabs for 'Candidate Profile' and 'Employment Opportunities'. A secondary navigation bar contains 'My Profile', 'Personal Settings', 'Change User Name', and 'Delete Registration'. The main heading is 'My Profile'. Below this is a progress bar with six steps: 1. Personal Data, 2. Education/Training, 3. Work Experience, 4. Attachment & Additional Information, 5. Overview and Release (highlighted with a red box), and 6. Completed. Below the progress bar are 'Previous steps' and 'Complete' buttons. The main content area asks 'Do you want to be considered for open job vacancies?' and contains a text box with the following text: '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. Confirm that you accept our data privacy statement. We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement. [Data Privacy Statement](#)  Yes, I have read the data privacy statement and I accept it'. At the bottom of this text box is a 'Complete' button.



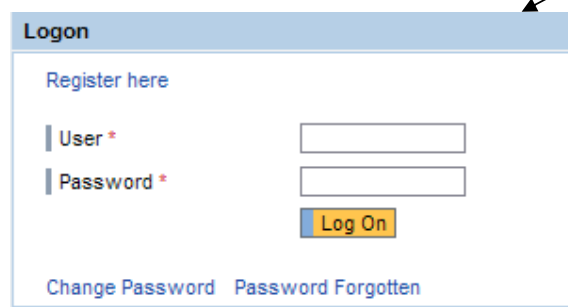
The application confirmation message and window is now displayed. This shows that your application is successfully saved and submitted. If you do not get this message your application will still be in “Draft” status and cannot be accessed by Balmer Lawrie recruiters.

## Hints for registered users: -

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



The screenshot shows a web form titled "Logon" with a blue header bar. Below the header, there is a link "Register here" in blue. The form contains two input fields: "User \*" and "Password \*", both with asterisks indicating they are required. Below these fields is a yellow "Log On" button. At the bottom of the form, there are two links: "Change Password" and "Password Forgotten", both in blue. An arrow points from the top right of the page to the "Logon" title bar.

Enter your user name and password entered during registering.  
Click on "Logon".

The "Applicant Cockpit" is opened.