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.

BLESS

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.
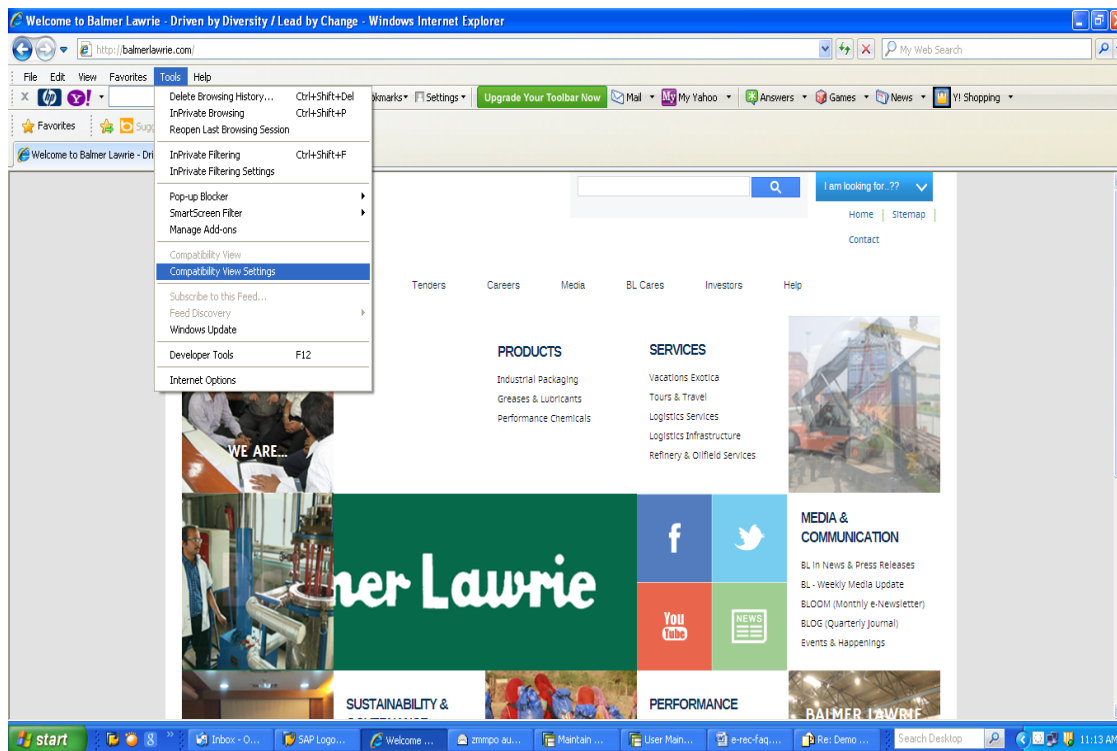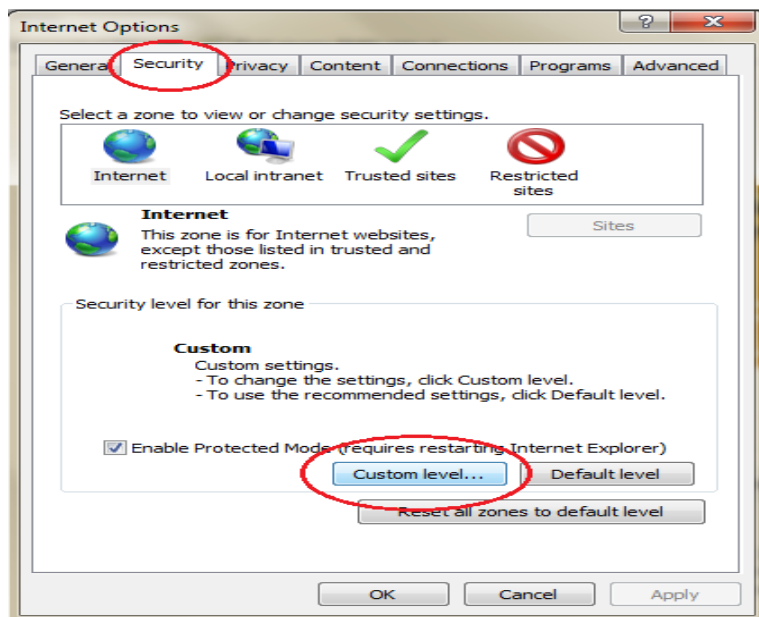

Please check whether your **pop-up blocker** is deactivated or not. If not, please deactivate the pop-up blocker. Please refer to the following screen shots –
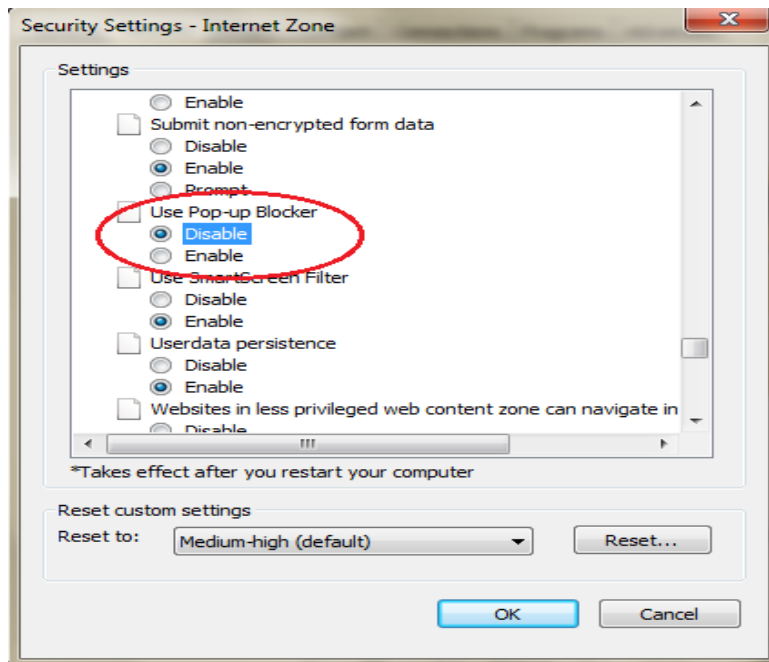
Open Internet Explorer → Go to Tools Tab →Internet Options

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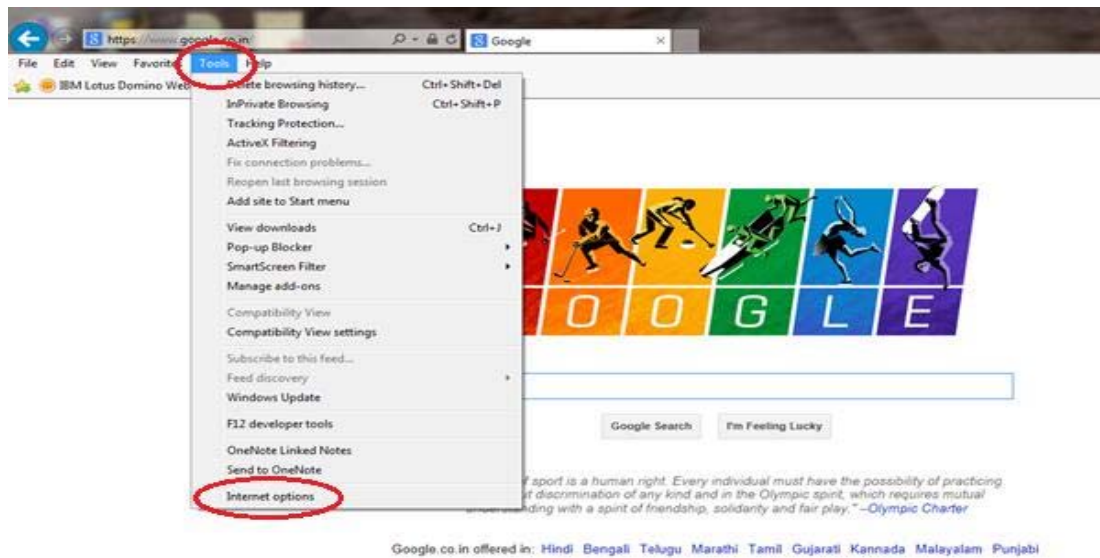
Now Go to Security Tab→ Click on Custom Level as follows:-
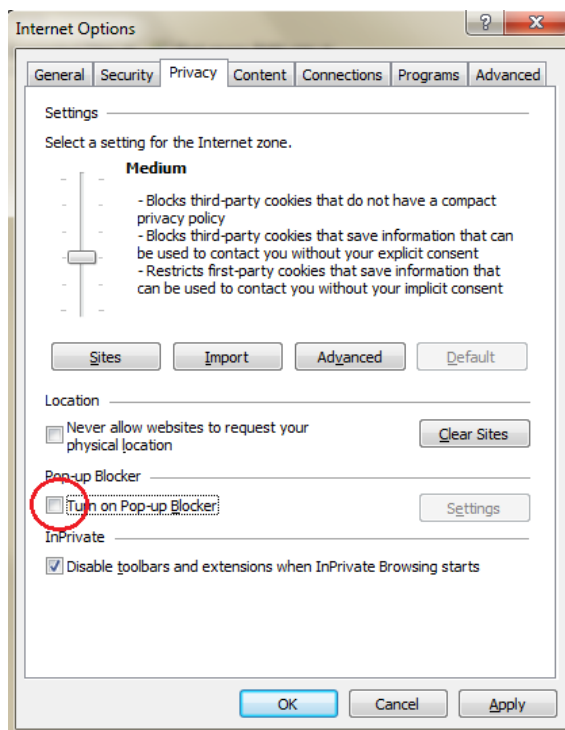

Now Scroll Down, Click on Disable Radio Button for Use Popup Blocker as follows:-

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#

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.

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.
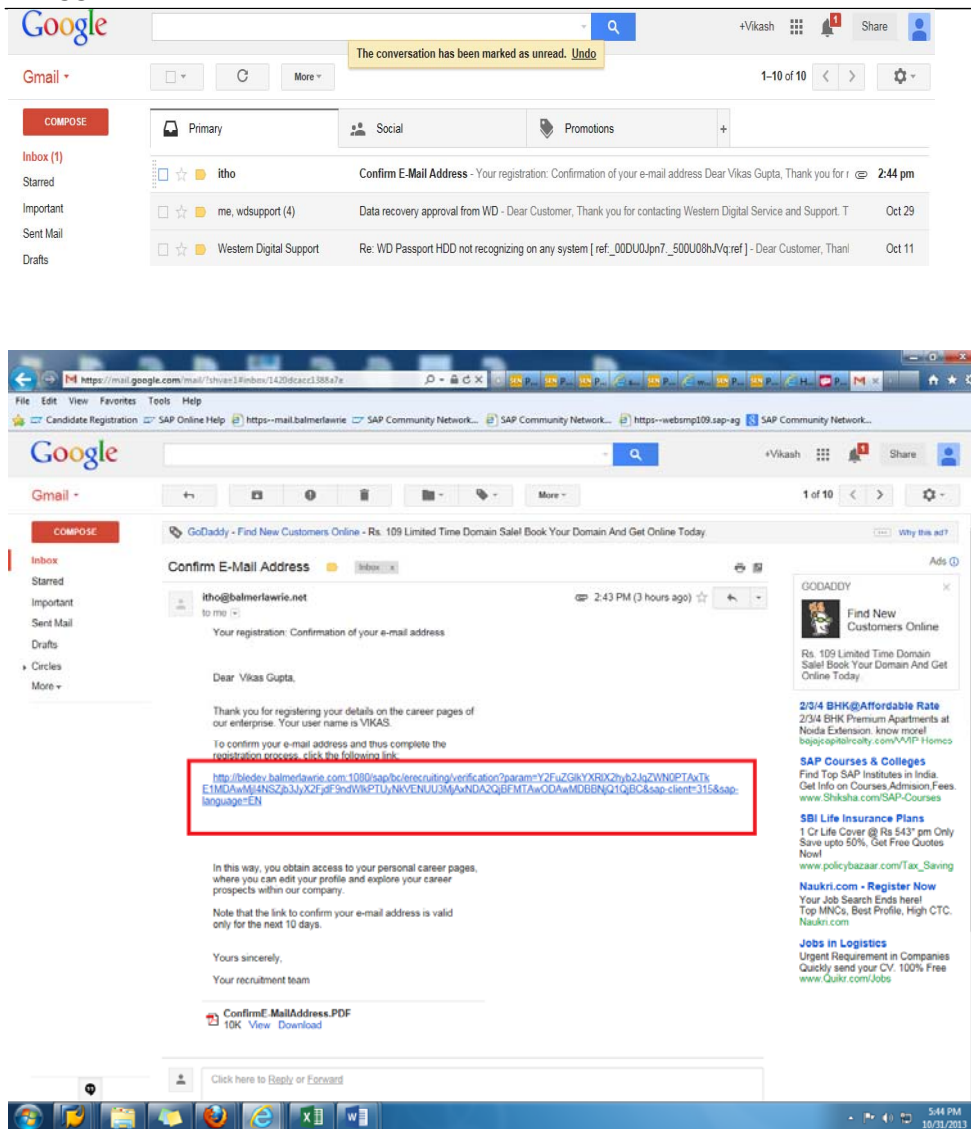
After confirming, you will be able to log on to the system with the assigned username and password and can access your personal career pages.
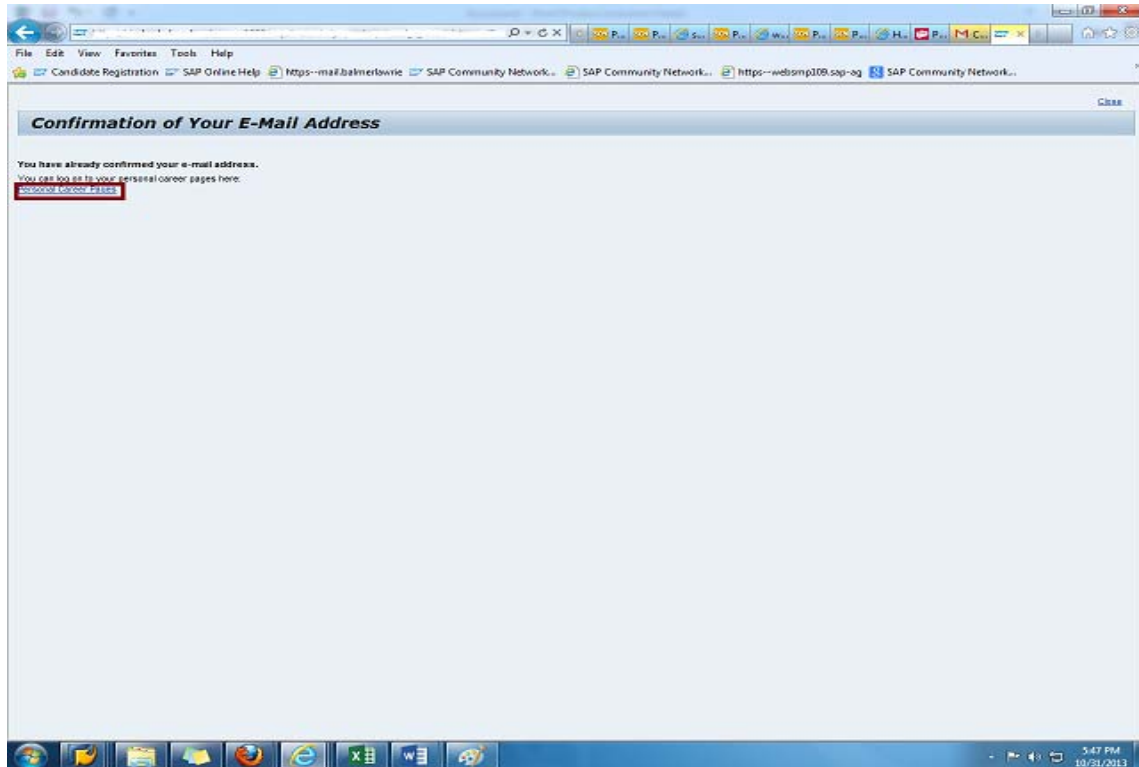
Now that you have registered, you can use your login details (user name/ID and password) to log into the Balmer lawrie career site.

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.

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.

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.
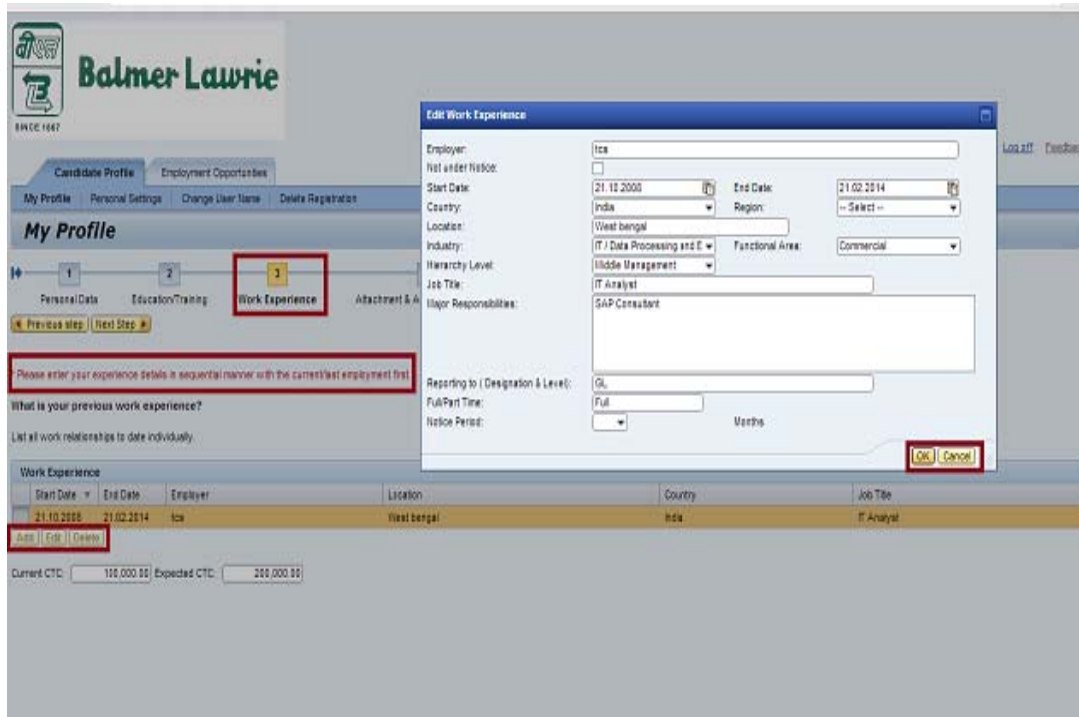
Step six: Attachments

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.

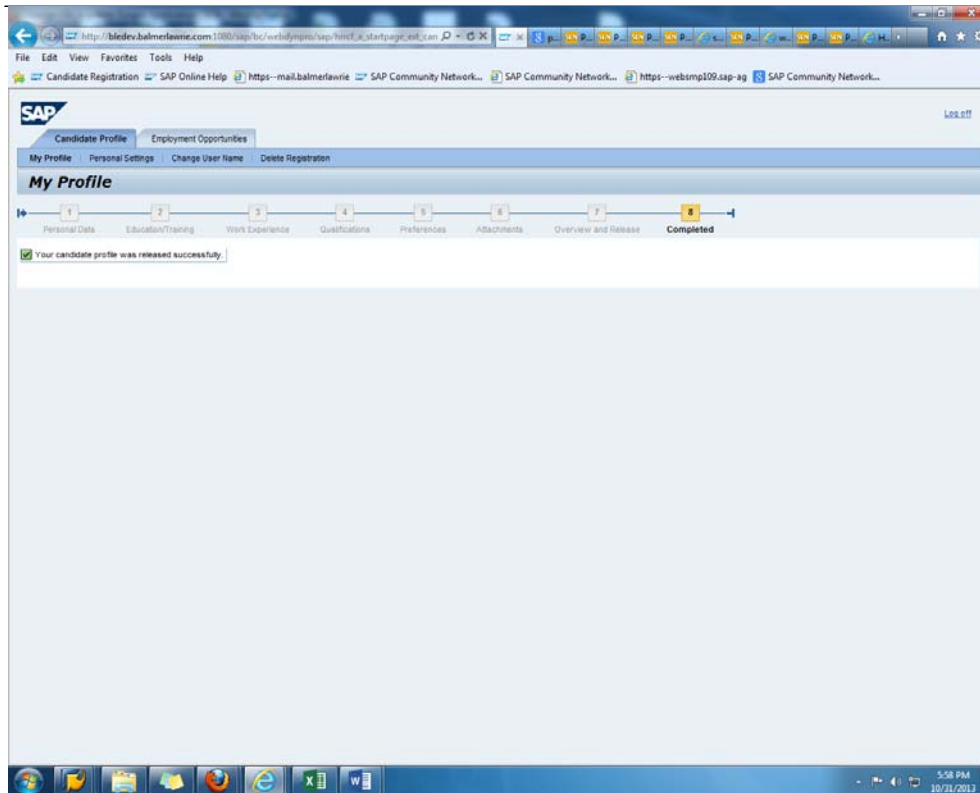Each document needs to be uploaded separately.
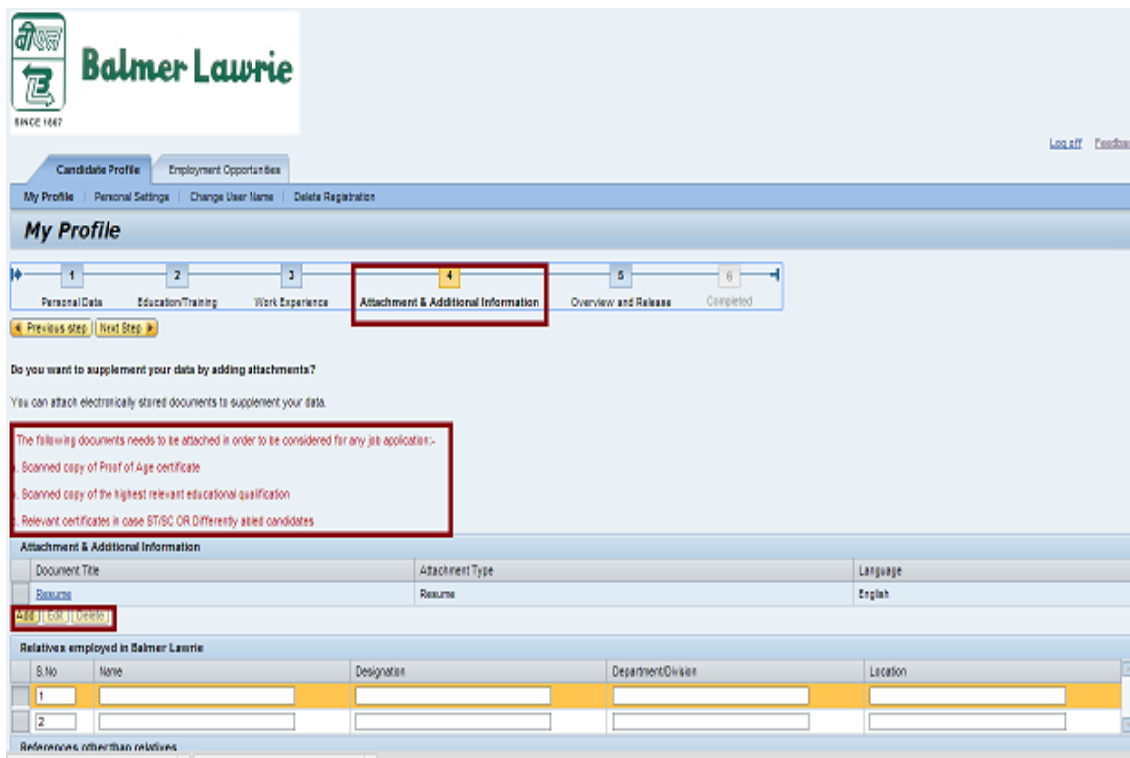
Click on the "Transfer" button to save your attachments once you have uploaded them. You have now completed your application. Once you have completed updating this step (page), click on "Next Step" to display your overview for confirmation before updating the system.

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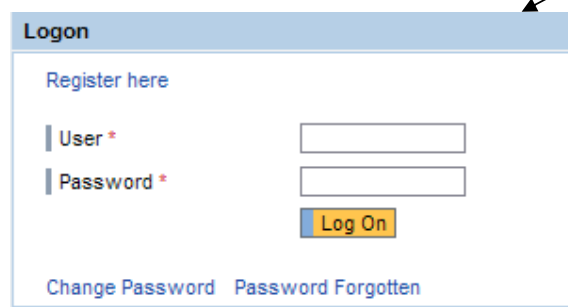
The application confirmation message and window is now displayed. This shows that your application is successfully saved and submitted. If you do not get this message your application will still be in "Draft" status and cannot be accessed by Balmer Lawrie recruiters.

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

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

The "Applicant Cockpit" is opened.