

HR Modules available “out of the box”

Recruiting



Candidates

Employee



Employees



Employee Training C...



Employment History



Awards

Training



Training Sessions



Certifications

Property



Equipments

Candidate Screen

CANDIDATE: INFORMATION
New Candidate

Application Status: _____ Application Source: _____ Owner: Andrew King

Resume (Active) | Phone Interview | In Person Interview | Offer | Onboarding

First Name: click to enter | Last Name: click to enter | Function: click to enter | Date Applied: --

HR - Hiring Process | Next Stage

General

GENERAL	ACTIVITIES	NOTES	CONTACT INFO
Application Description: _____ First Name: _____ Last Name: _____ Title: _____ Function: _____ Hiring Manager: _____ Date Applied: _____		There aren't any notes to show. To get started, enter a note.	Phone Number: _____ Email: _____ ADDRESS: Street: _____ City: _____ Province/ State: _____ Postal Code/ Zip: _____ Country: _____

Score

Communication: _____	SQL: _____	Accounting/ Analytical: _____
ERP/CRM Product Knowledge: _____	Knowledge of WebSan: _____	Dress: _____
Timeliness: _____	Attitude: _____	Fit for Job: _____
Experience: _____	Integration: _____	Self-sufficient: _____
Capability to learn: _____	How to succeed: _____	How to get help: _____
Multitasking: _____	Tracking of Priorities: _____	TFS: _____
VSS: _____	.Net Framework Understanding: _____	WMS: _____
Documentation: _____	Coding Standards: _____	Security: _____
Salary: _____	Notice: _____	



Candidate Summary

Qualifications	Strength	Weakness
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Interview Notes

Phone Interview Notes	In Person Interview Notes
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LinkedIn Profile

Employee Screen

General

<p>First Name Andrew</p> <p>Last Name King</p> <p>WebSan EmployeeID 0017</p> <p>GP EMPID AKING</p> <p>Title Managing Director</p> <p>Function Executive</p> <p>Department Sales & Marketing</p> <p>Manager Andrew King</p> <p>Start Date</p> <p>Probation Period</p> <p>Date of Birth</p> <p>Current Age </p> <p>Publish Birthday <input type="checkbox"/></p> <p>Cake Preference</p>	<p>Note Text</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;">ACTIVITIES NOTES</p> <p style="text-align: center;">Enter a note</p> <div style="text-align: center; padding: 20px;"> There aren't any notes to show. To get started, enter a note. </div> </div>	<p>Training Score</p> <p>Training Score 0</p> <hr/> <p>Contact</p> <p>DID +1647769964</p> <p>Extension 214</p> <p>Personal Phone +14166667434</p> <p>Work Email andrewking@websan.com</p> <p>Personal Email</p> <hr/> <p>Address</p> <p>City </p> <p>Street </p> <hr/> <p>Country</p> <p>Postal Code/ Zip L7M 4E8</p> <p>Province/ State</p> <hr/> <p>Emergency Contact</p> <p>Name</p> <p>Phone</p> <p>Email</p>
<p>Cake Preference</p> <p>Medical</p> <p>Office Access Card Number</p> <p>Building Access Card Number</p> <p>On Leave <input type="checkbox"/></p> <p>Candidate Record </p> <p>CRM User Andrew King</p>		<p>Emergency Contact</p> <p>Name</p> <p>Phone</p> <p>Email</p>

Onboarding Checklist

<p>Employee Info <input checked="" type="checkbox"/></p> <p>Employee Sign Off <input checked="" type="checkbox"/></p> <p>Ontario Tax Form <input checked="" type="checkbox"/></p> <p>Federal Tax Form <input checked="" type="checkbox"/></p>	<p>Scan of SIN Card <input checked="" type="checkbox"/></p> <p>Government Photo ID <input checked="" type="checkbox"/></p> <p>Void Cheque <input checked="" type="checkbox"/></p>	<p>Monthly 1-on-1 <input checked="" type="checkbox"/></p> <p>Goal-Setting <input checked="" type="checkbox"/></p> <p>Company Meeting <input checked="" type="checkbox"/></p>
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▾ Probation Checklist

Probation Review <input checked="" type="checkbox"/>	Gym Waiver <input checked="" type="checkbox"/>	RRSP Contribution %
Benefits Form <input checked="" type="checkbox"/>		

▾ Employment History

Positions					Awards	
Name ↑	New Title	New Function	New Manager	Created On	Type	Date ↓
No Employment History found for this Employee. Select Add (+).					No Awards found for this Employee. Select Add (+).	

▾ Training

Credits					Courses and Certifications				
Training Session ↑	Confirmed	Points	Role	Date (Training Session)	Name ↑	Training Type	Recommend	Course Description	Date Completed
No Employee Training Credits found for this Employee. Select Add (+).					No Certifications found for this Employee. Select Add (+).				

▾ Equipment

Date Issued	Name ↑	Equipment Category	Assigned To	Description	Model	Operating Syst...	Serial Number	Type	WLAN MAC
No Equipments found for this Employee. Select Add (+).									

Training Session

TRAINING SESSION : INFORMATION

GP Reports Training

Owner*

Bridgette-Ann Mcken

▾ General

Topic *	GP Reports Training
Date	7/23/2018 8:00 AM
Duration (Min)	60
GTM Link
Agenda
Training Status	<input checked="" type="checkbox"/> Completed

Attendees	
User ↑	
Ali Moosa	
Bridgette-Ann Mcken	
Colin Moran	
Julio Fernandez	
Justin Plaizier	
Karan Chandwaney	
Prasanth Paramasivam	

ACTIVITIES	NOTES
Enter a note	



Awards

AWARD : INFORMATION

Award for Julio Fernandez Duque

General

Name * Award for Julio Fernandez Duque
Type * WebSan Champion
Employee * Julio Fernandez Duque
Date * 10/1/2018

ACTIVITIES

NOTES

Enter a note

Certifications

CERTIFICATION : INFORMATION

MB2-716 - Microsoft Dynamics 365 Customization and ...

Owner *

Rahim Jiwani

General

Certification Name * MB2-716 - Microsoft Dynamics 365 Customization and Configuration
Description MB2-716 - Microsoft Dynamics 365 Customization and Configuration
Employee * Tony Qian
Training Type Certification
Date Completed 11/23/2017
Cost
Recommend Yes
Course Feedback

Equipment

EQUIPMENT : INFORMATION

New Equipment

Owner *

Andrew King

General

Assigned Name *
Date Issued
Assigned To
Equipment Category

Details

Operating System
Description
Model
Type
Serial Number
WLAN MAC

