

External Candidate ManualiRecruitment

KPMG

April 2012

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1. Introduction

1.1 Scope

This document aims to equip the external candidates in India with requisite knowledge to register to the KPMG's iRecruitment application and apply for jobs.

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2. Job Search

KPMG cutting through complexity	ent	Job Basket
Home Jobs		
Welcome to KPMG New Jobs (Last 7 days)	<u>Conduct an Advanced Search</u>	Login Is this your first time to our Job Site? Register today
Job Search Want to find a job quickly? Choose one of the job cat Search to begin. Choose the Advanced Search buttor Keywords (cample: Internal sudt, Marketing, Transfe pricing, SAP, etc.) Date Posted City Location Ahmedabad,Gujard,India Chandigarh,Chandigarh,India Chandigarh,Chandigarh,India Kochi,Kerala,India Kocki,Kerala,India Kolkata,West Bengal,India Kolkata, West Bengal,India	egories on the left or use the fields below to refine your search and click to further refine your search	Advanced Search Advanced Search Advanced Search Advanced Search Advanced Search Yiew Jobs Sasket Yiew Jobs

Visit the careers page to search for jobs that you would like to apply

KPING iRecruitmen cutting through complexity		Job Basket
Welcome to KPMG • New Jobs (Last 7 days)	Conduct an Advanced Search	P Login Is this your first time to our Job Site? Register today
Job Search Want to find a job quickly? Choose one of the job categ Search to begin. Choose the Advanced Search button to the segment of	vries on the left or use the fields below to refine your search and click further refine your search	Advanced Search Already registered on our Job Site? Email Password Login Und you forget your password? Kew to Our Jobs Site? Manage My Account Conduct Job Search View Job Sarch View Job Sarch View Job Sarch View Job Sarch

Click on the search criteria, like "Mumbai, Maharashtra, India" and then click on "Search"

Jobs: Availabl	e Jobs							
Search								
Want to find a job	o quickly? Choos	e one of the job categories	on the left or use the fields b	elow to refine your search	and click Search to begin. Choose th	ne Advanced Search button	to further refine your	Advanced Search
Keywords								
City Location	(example: Internal : pricing, SAP, etc.)	audit, Marketing, Transfer						
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Date Posted	Sea <u>r</u> ch C	lear						
Select Jobs:	Add To Basket							
Select All Select	ct None							
Select Name	Job Title	Organization Name	Professional Area	Brief Description	Location	Date Posted 🔻	Employment Status	Apply Now
IRC207					Mumbai,Maharashtra,India	22-Dec-2011		() B
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TEST					Mumbai,Maharashtra,India	15-Aug-2011		័្រិ

Jobs matching your search will be displayed. Click on the vacancy name to view its details



You can apply to this job by logging onto the system. This will be explained in the subsequent sections.

3. External candidate registration

Visit the careers page



Click on the 'Register Today' button

Home >	
Registration	
If you have already registered with iRecruitment, then please log in now. If you have not already registered, please enter your details below. * Indicates required field	Cance! Submit
Your Details	
* Email	
* First Name	
Your Password	
* Password	
* Confirm Password	
	Cancel Submit

Fill in 'Your Details' like- Last name, first name, e-mail Id, and password: Please note these are mandatory fields and it is necessary that data is entered accurately in these fields. Your login id will be your email id. Click on "Submit"

Home >		
Registration		
If you have already * Indicates require	registered with iRecruitment, then please log in now. If you have not already registered, please enter your details below. I field	Cance! Submit
Your Details		
* Email * Last Name * First Name	rahul.batra@gmail.com Rahul Batra	
Your Password		
* Pas * Confirm Pas	sword sessesses	
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Upload resume:

Upload your resume. Uploading of resume is mandatory for the registration process.



Upload a resume for the candidate. (Please note only Doc / DOCX and PDF file formats are accepted)

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ospect Pool indidates Pr	I Individuals Resumes Applicants ospect Pool > Create Personal Details >	
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Click on 'Continue' to upload the file

Confirmation Congratulations, your resume has	been added to your account.	
Register. Personal information		
Provide your personal and professional	details to complete your profile.	Cancel Step 1 of 3 Next
* Indicates required field		
Basic Details		
Please enter your personal informatio * Family Name	n. Rahul	
First Name	Batra	
* Birth Date		
Title	•	
Gender	•	
Email Address	rahul.batra1@gmail.com	
Total Work Exp		
Current Employer		
Start Date of Current Employer		
Current Location		

A confirmation message will be displayed. Fill in 'Basic Details' like- Last name, first name, birth date, and e-mail Id: Please note these are mandatory fields and it is necessary that data is entered accurately in these fields

Source Details				
* Source * Source Name	Advertisements Agency Campus	ur ad in a Newspaper, which Newspaper?)		
Address	Direct Employee Referral			
Country	•			
Phone Numbers				
	Phone Number		Times to Call	
Mobile				

Enter details of "Source"

Total Work Exp	5				
Current Employer	Consultancy				
Start Date of Current Employer	01-Apr-2010				
Current Location	Bangalore				
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Address Line 1		
Address Line 2		
Address Line 3		
Town or City		
Region 1		
Region 2		
Region 3		
Postal Code		
Address		
Country	India 👻	
* Address Line 1	145 Block A	
Address Line 2	MG Road	
Address Line 3		
Town or City	Bangalore	
Region 1		
Region 2		
Region 3		
Postal Code		
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Mahila	0976542210	
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Click on 'Next' to enter your employment history and qualifications

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Education Qualifications							
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Click on "Next"

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Enter your job preferences in the next section

Want to Find t	s Right Job?
Enter your work prefer	nes to help us find the right job for you. Let us also know how and when we should send you jobs that match your preferences.
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·	IIP IF you do not check this box then your details are not visible to managers searching for suitable candidates.
Email Preferences	
Frequency of emails Email Format	Receive emails of Matching Jobs Receive General emails Daily HTML mail with attachments Plain text mail
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Congratulations. You are now successfully registered to our job site. Now you can search for jobs applicable to you and apply. This is how the homepage will look once you register.

Home	ome Jobs											
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Once you have registered, you can now apply for a job.

Apply for Job:

• Click on "Home" tab and then click on "Search for Jobs" link to search for a job.

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Search for a relevant job like "HR"

Available Jobs	Jobs Applied	For							
Jobs: Available	Jobs								
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IRC801	HR Consultant			HR	Gurgaon,Haryana,India	3	13-Sep-2011		Ŭ 🗈
IRC586	HR Consultant			HR	Gurgaon,Haryana,India	3	23-Jun-2011		Ö Ö
IRC587	HR Consultant			HR Human Resources	Gurgaon,Haryana,India	3	23-Jun-2011		0°0

Click on Apply Now

Basic Details Address S Phone Numbers Documents Employment History S Education Qualifications Additional Qualifications Application: Review Account IRC801 As part of your application, we will submit the following from your Account. You may use the fields below to make any corrections to your Account prior to completing this Application. Cancel Step 1 * Indicates required field * * Application.	1 of 3: Review Account 🔹 Ne <u>x</u> t
Resume To upload your resume to your account click Upload Resume. Upl	load Resume
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Click on "Next"



Enter the posting details. You will agree to the KPMG policy on this step and click on Next to proceed

		[Cancel	Back	Step 3 of 3: Review	•	Finish
Personal Details							
Overview							
Family Name	Rahul						
First Name	Batra						
Birth Date	04-Dec-1980						
l Itie Conder							
Email Address Marital Status	rahul.batra@gmail.com						
Display Language Total Work Exp Current Employer Start Date of Current Employer Current Location Department Names	American English						
Agency Name							

Click on 'Finish' to submit the application

Confirmation Thank you for submitting your application.

You will receive a confirmation for your job application.

Welcome to a	our Job Site Batra Rahu	ı			
Notifications					
Your five most re	ecent notifications are liste	ed below. Click the subject to	respond. Choose the Full List butto	on to see all your notifications.	Full List
From	Subject				Sent 🗸
SYSADMIN	Batra Rahul has subm	nitted an application for job IF	RC801 on your behalf		22-Dec-2011 14:40:29
SYSADMIN	has registered you or	n our job site.			22-Dec-2011 13:16:24
Jobs Applied	For				
Below is a list of	the jobs for which you ha	ve applied. Select Full List to	see the complete list of Job Applic	ations.	Full List
Name	Job Title	Organization	Location	Status	Application Details
IRC801	HR Consultant	ERP Adv SAP_test	Gurgaon,Haryana,India	Active Application	
My Interview	IS				
Name	Date Start Time	nd Time Type Category	Status Location Timezone	Primary Interviewer Contact Name C	Contact Number Interview Detai
No results found	l				Interviews Schedule

You can view the jobs that you have applied for in your homepage.

4. Job Basket

You can add jobs to your job basket, to apply to them later. These jobs will remain in your job basket as long as you do not remove it from the basket.

Click on "Jobs" tab in your homepage

Home Jobs										
Available Jobs	Jobs Applied	l For								
Jobs: Available	Jobs									
										Save Search
Search										
Use the fields belo Keywords City Location Date Posted	(example: : Interna Transfer pricing, SA Bangalore,Karr Gurgaon,Harya Mumbai,India Mumbai,Mahar	r job search. I audit, Marketin IP, etc.) mataka, India ma, India rashtra, India	For more search capabilit	ties, choose the Advanced	Search button.			Adva	nced Search View Sa	ved Searches
Select Name		Job Title	Organization Name	Professional Area	Brief Description	Location	Distance From Location	Date Posted	Employment Status	Apply Now
No search	conducted.									
										Save Search

Search for desired jobs

Sear	ch										
Use the	e fields belo	w to refine your	job search. For more sea	rch capabilities, choose	the Advanced Search b	utton.		Adv	anced Search	View Saved Searches	
Keywords HR											
City	Location	(example: : Internal a Transfer pricing, SAP Bangalore,Karna Gurgaon,Haryan Mumbai,India	udit, Marketing, , etc.) Itākā, India a, India								
Dal	te Posted	Mumbai,Mahara Go Clea	shtra,India • r								
Select	Select Jobs: Add To Basket										
Select	Select All Select None										
Select	Name	Job Title	Organization Name	Professional Area	Brief Description	Location	Distance From Location	Date Posted	Employment	Status Apply Now	
	IRC801	HR Consultant			HR	Gurgaon,Haryana,India		13-Sep-2011		0°D	
	IRC586	HR Consultant			HR	Gurgaon,Haryana,India		23-Jun-2011		ő b	
	<u>IRC587</u>	HR Consultant			HR Human Resources	Gurgaon,Haryana,India		23-Jun-2011		ýb	
Searc	ch										

Use the fields below to refine your job search. For more search capabilities, choose the Advanced Search button.											d Searches	
K	eywords	HR%										
		(example: : Internal au Transfer pricing, SAP,	udit, Marketing, etc.)									
City	Location	1 Bangalore,Karnataka,India										
		Gurgaon, Haryana, India										
		Mumbai,India										
		Mumbai,Maharas	shtra,India									
Dat	Date Posted											
	Go Clear											
Select	Jobs: A	dd To Basket										
Select .	Select All Select None											
Select	Name	Job Title	Organization Name	Professional Area	Brief Description	Location	Distance From Location	Date Posted 🔻	Employment	Status	Apply Now	
V	IRC801	HR Consultant			HR	Gurgaon,Haryana,India		13-Sep-2011			ő 🗄	
V	IRC586	HR Consultant			HR	Gurgaon,Haryana,India		23-Jun-2011			0 đ	
	<u>IRC587</u>	HR Consultant			HR Human Resources	Gurgaon,Haryana,India		23-Jun-2011			() b	

Select the jobs and click on "Add to Basket"

KPING cutting through complexity	iRecruitment	Job Baskel Logout
Home Jobs Available Jobs Jobs Applied	For	
C 2 Confirmation The selected jobs are now in	your basket.	
Jobs: Available Jobs		Envo Sopert

A confirmation message will be displayed.

Click on "Job Basket" at the top to view the jobs added to the job basket.

K	PMG	complexity	iRecruitment						
Home Job I	Jobs Basket							JOD DASKET LOGOUT	
Click the select	ne Apply Now Drice you ap	v icon to apply for a ply for a job, that jo emove From Baske	ny of these jobs. To remo ob will no longer appear in at	ve a job from your Job Baske your Job Basket. To view yo	t, select it using the check box, a ur job applications, select the Jo	and click the Remove from Baske bs Applied For page.	et button.		
Select	All Select	None							
Select	tName	Job Title	Brief Description	Professional Area	Location	Employment Status	Maximum Salary	Salary Currency	Apply Nov
0	IRC586	HR Consultant	HR		Gurgaon,Haryana,India			INR	6°B
	IRC587	HR Consultant	HR		Gurgaon,Haryana,India			INR	őð

You can apply to these jobs later or you can remove them from your basket by clicking on "Remove from Basket".

5. Offer Letter

Once HR issues an offer letter to a candidate, he/she will receive the same on their personal email id.

The offer letter can also be viewed on your homepage.

Contact us

IN-FM Rekonnect Helpline At <u>in-fmrekonnecthelpli@kpmg.com</u>

www.kpmg.com

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