



cutting through complexity

External Candidate Manual- iRecruitment

KPMG

April 2012



Contents

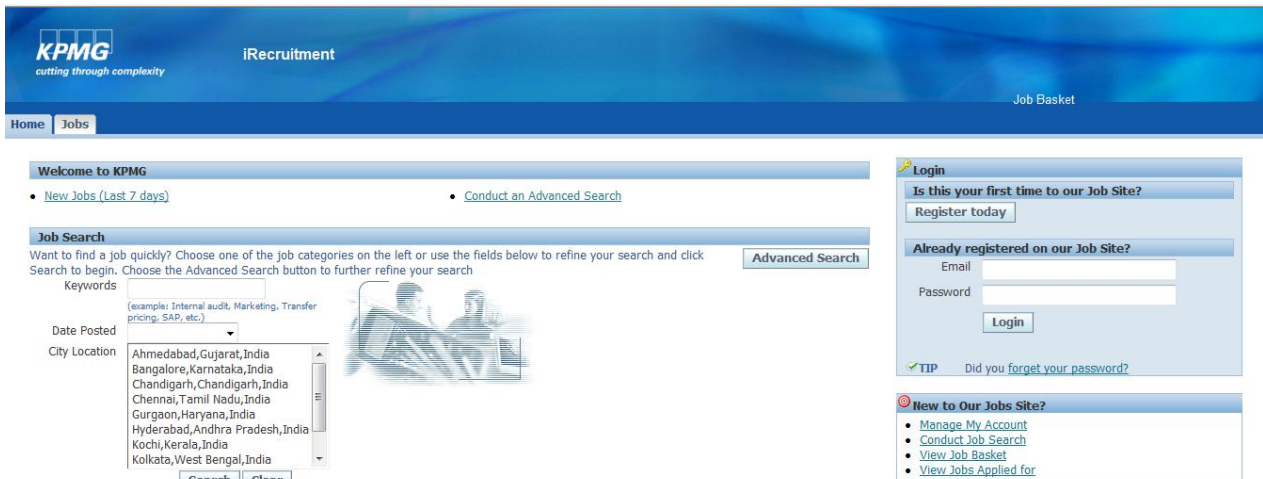
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1. Introduction

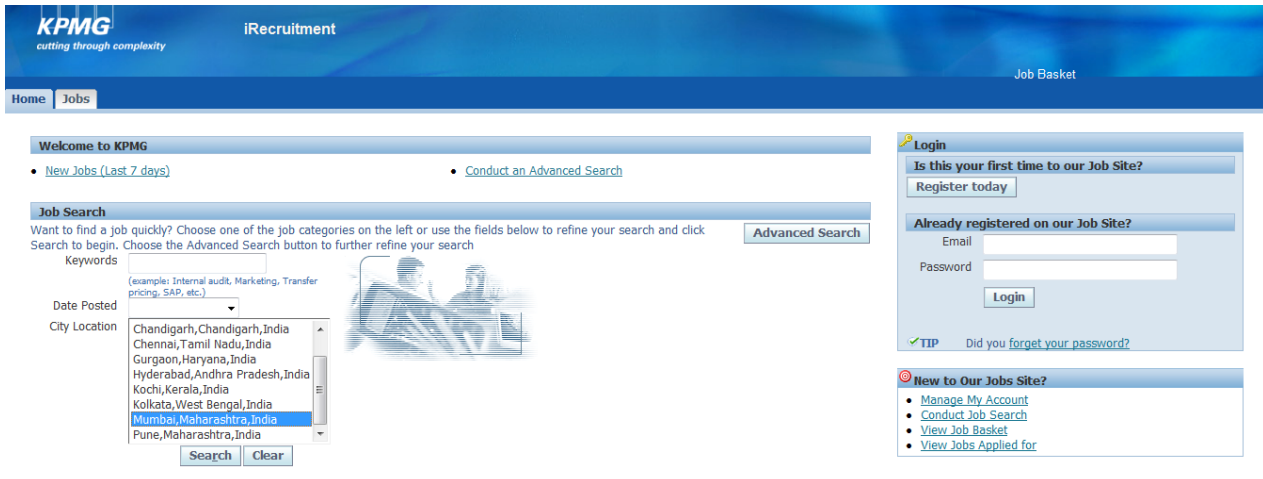
1.1 Scope

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.

2. Job Search



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



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

Jobs: Available Jobs

Search

Want to find a job quickly? Choose one of the job categories on the left or use the fields below to refine your search and click Search to begin. Choose the Advanced Search button to further refine your search [Advanced Search](#)

Keywords

(examples: Internal audit, Marketing, Transfer pricing, SAP, etc.)

City Location

- Ahmedabad,Gujarat,India
- Bangalore,Karnataka,India
- Chandigarh,Chandigarh,India
- Chennai,Tamil Nadu,India
- Gurgaon,Haryana,India
- Hyderabad,Andhra Pradesh,India
- Kochi,Kerala,India
- Kolkata,West Bengal,India

Date Posted

Select Jobs:

[Select All](#) | [Select None](#)

Select	Name	Job Title	Organization Name	Professional Area	Brief Description	Location	Date Posted	Employment Status	Apply Now
<input type="checkbox"/>	IRC207...					Mumbai,Maharashtra,India	22-Dec-2011		
<input type="checkbox"/>	IRC126...			HR	Dummy Vacancy	Mumbai,Maharashtra,India	30-Nov-2011		
<input type="checkbox"/>	TEST...					Mumbai,Maharashtra,India	15-Aug-2011		

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

Jobs >

Job: IRC207

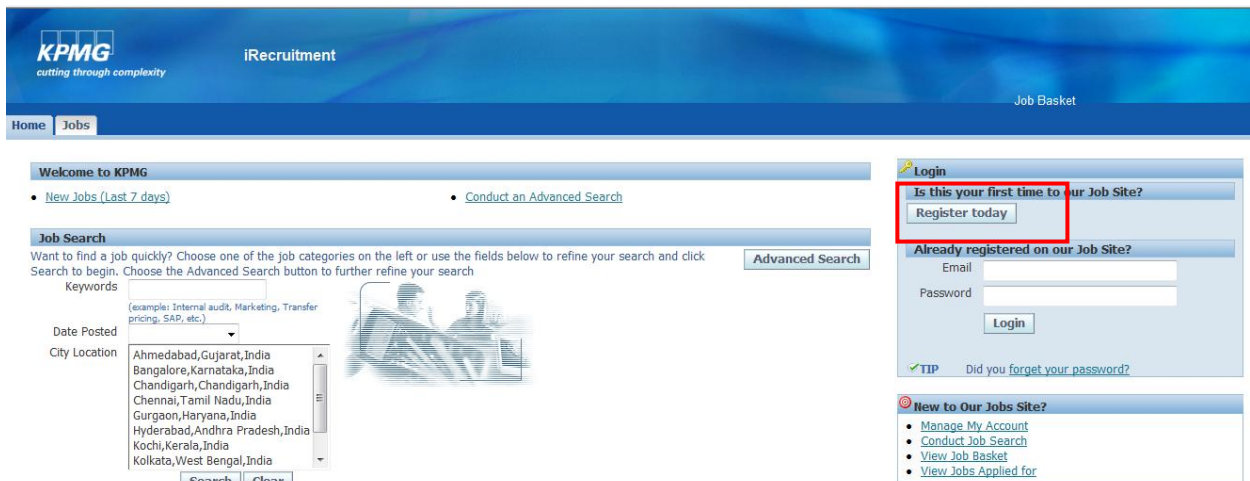
Description

- Job Title
- Location **Mumbai,Maharashtra,India**
- Organization Name **ERP Adv Oracle**
- Department Description
- Brief Description
- Detailed Description
- Job Requirements
- Additional Details
- How To Apply
- Minimum Salary
- Maximum Salary
- Currency **INR**

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

The screenshot shows the registration form. The 'Your Details' section has fields for 'Email', 'Last Name', and 'First Name'. The 'Your Password' section has fields for 'Password' and 'Confirm Password'. There are 'Cancel' and 'Submit' buttons at the bottom right.

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"

The screenshot shows the registration form with the following details filled in: 'Email' is 'rahul.batra@gmail.com', 'Last Name' is 'Rahul', and 'First Name' is 'Batra'. The 'Password' and 'Confirm Password' fields are filled with dots. The 'Submit' button is highlighted in a red box.

Upload resume:

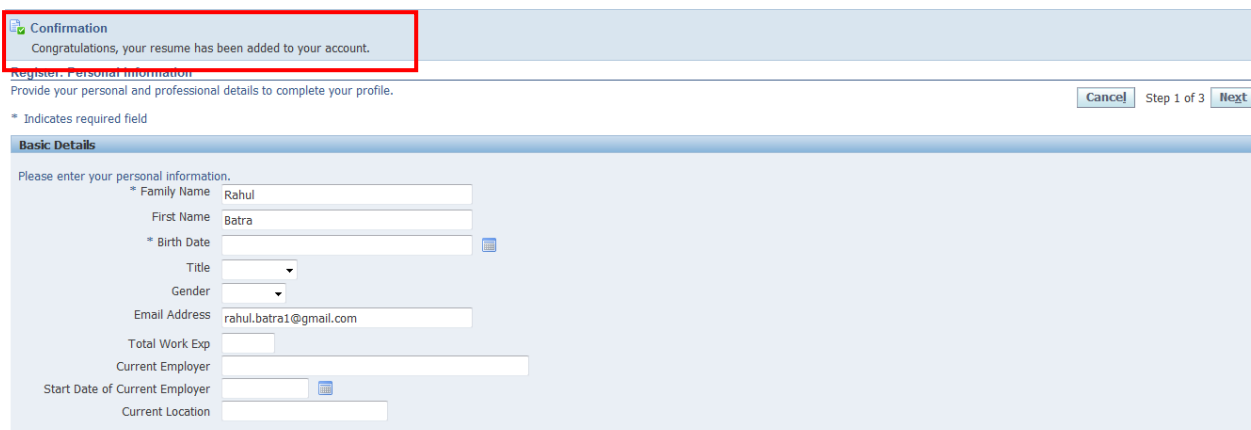
Upload your resume. Uploading of resume is mandatory for the registration process.



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



Click on 'Continue' to upload the file



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 (If you are advertising in a newspaper, which Newspaper?)

Address

Country

Phone Numbers

	Phone Number	Times to Call
Mobile	<input type="text"/>	<input type="text"/>

Enter details of "Source"

sunilrao@gmail.com

Total Work Exp

Current Employer

Start Date of Current Employer

Current Location

Agency Details

Source Agency

Agency Name 5 elements

Address

Country

Phone Numbers

	Phone Number	Times to Call
Mobile	<input type="text"/>	<input type="text"/>

Documents

File Name	File Type	Upload Date	Description	Preview	Delete
No results found.					

[Add Another Document](#)

*TIP To upload additional documents to your account, choose the Add Another Document button.

Education, Qualification and Employment Details [Return To Top](#)

Select the country (example India) for the address fields to be displayed

Address

Country

* Address Line 1

Address Line 2

Address Line 3

Town or City

Region 1

Region 2

Region 3

Postal Code

Address

Country

* Address Line 1

Address Line 2

Address Line 3

Town or City

Region 1

Region 2

Region 3

Postal Code

Phone Numbers

	Phone Number	Times to Call
Mobile	<input type="text" value="9876543210"/>	<input type="text" value="Any"/>

Enter "Address" and "Phone Numbers"

Phone Numbers		
Phone Number	Times to Call	
Mobile	9876543210	Any

Documents				
File Name	File Type	Upload Date	Description	Delete
cv.doc	Resume	22-Dec-2011		

✓ TIP To upload additional documents to your account, choose the Add Another Document button.

Step 1 of 3

Click on 'Next' to enter your employment history and qualifications

Employment History						
Details	Employer	Start Date	End Date	Job Title	Location	Delete
No results found.						

Education Qualifications						
<small>Please enter details of the colleges and universities which you have attended as well as the Qualifications received. If you have qualifications which were not obtained at a school or college you may enter those later as Additional Qualifications.</small>						
*College or University	*Location	*Degree	Major Subject	Date Received	Add Degree	Delete
No results found.						

✓ TIP If you have more than one qualification from an establishment, press the Add Degree icon to record further qualifications.

Additional Qualifications						
<small>Please enter details of your additional qualifications. Qualifications obtained from a college or university should be entered as part of your Education information.</small>						
Category	*Qualification Type	Qualification	Grade/Level	Date Received	How Received	Delete
No results found.						

Step 2 of 3

Click on "Next"

Employment History						
Show All Details Hide All Details						
Details	Employer	Start Date	End Date	Job Title	Location	Delete
	TCS	January 2007	November 2011	Consultant	Mumbai	

Education Qualifications						
<small>Please enter details of the colleges and universities which you have attended as well as the Qualifications received. If you have qualifications which were not obtained at a school or college you may enter those later as Additional Qualifications.</small>						
*College or University	*Location	*Degree	Major Subject	Date Received	Add Degree	Delete
VTU	Belgaum	Bachelor of Engineering / Technology (BE/BTech)	E & C	July 2005		

✓ TIP If you have more than one qualification from an establishment, press the Add Degree icon to record further qualifications.

Additional Qualifications						
<small>Please enter details of your additional qualifications. Qualifications obtained from a college or university should be entered as part of your Education information.</small>						
Category	*Qualification Type	Qualification	Grade/Level	Date Received	How Received	Delete
No results found.						

Step 2 of 3

Enter your job preferences in the next section

Want to Find the Right Job?

Enter your work preferences 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.

Keywords:

Job Category:
 Administration
 Audit
 Finance
 HR
 Performance and Technology
 Risk and Compliance
 Tax
 Technology

Location Code:

Employment Category:
 Employee
 Contractor

Amount of Travel:

Work From Home:

Account Privacy

Display Language: American English

Allow Account To Be Searched
 TIP If you do not check this box then your details are not visible to managers searching for suitable candidates.

Account Privacy

Display Language: American English

Allow Account To Be Searched
 TIP If you do not check this box then your details are not visible to managers searching for suitable candidates.

Email Preferences

Receive emails of Matching Jobs
 Receive General emails

Frequency of emails: Daily

Email Format:
 HTML mail with attachments
 Plain text mail

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 | **Jobs**

Available Jobs | Jobs Applied For

Confirmation
Thank you for registering.

Matching Jobs
These jobs match your work preferences. You can apply for any of the jobs straight away or store them in the job basket and apply later. [Search for More Jobs](#)

Select Jobs: [Add To Basket](#) Previous 1-10 Next 10

Select	Name	Job Title	Organization Name	Professional Area	Brief Description	Location	Distance From Location	Date Posted	Employment Status	Apply Now
<input type="checkbox"/>	IRC201...	Finance Consultant		Finance	Finance Consultant	Mumbai, Maharashtra, India		01-Nov-2011		
<input type="checkbox"/>	IRC801...	HR Consultant			HR	Gurgaon, Haryana, India		13-Sep-2011		
<input type="checkbox"/>	IRC803...				GRCS	Gurgaon, Haryana, India		13-Sep-2011		
<input type="checkbox"/>	IRC804...					Gurgaon, Haryana, India		13-Sep-2011		
<input type="checkbox"/>	IRC781...			Performance and Technology	09877	Mumbai, Maharashtra, India		09-Sep-2011		

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.

KPMG *cutting through complexity* **iRecruitment** Job Basket Logout

Home **Jobs**

General | My Account

Welcome to our Job Site **Batra Rahul** **Quick Links**

- [New Jobs \(Last 7 days\)](#)
- [Search for Jobs](#)

Notifications

Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications. [Full List](#)

From	Subject	Sent
SYADMIN	has registered you on our job site.	22-Dec-2011 13:16:24

Jobs Applied For

Below is a list of the jobs for which you have applied. Select Full List to see the complete list of Job Applications. [Full List](#)

Name	Job Title	Organization	Location	Status	Application Details
No results found.					

My Interviews

Name	Date	Start Time	End Time	Type	Category	Status	Location	Timezone	Primary Interviewer	Contact Name	Contact Number	Interview Details
No results found.												

Available Jobs | Jobs Applied For

Jobs: Available Jobs [Save Search](#)

Search

Use the fields below to refine your job search. For more search capabilities, choose the Advanced Search button. [Advanced Search](#) [View Saved Searches](#)

Keywords:

(examples: Keywords: Marketing, Transfer pricing, SAP, etc.)

City Location:

Bangalore, Karnataka, India
Gurgaon, Haryana, India
Mumbai, India
Mumbai, Maharashtra, India

Date Posted:

Select	Name	Job Title	Organization Name	Professional Area	Brief Description	Location	Distance From Location	Date Posted	Employment Status	Apply Now
No search conducted.										

Search for a relevant job like “HR”

Available Jobs | Jobs Applied For

Jobs: Available Jobs [Save Search](#)

Search

Use the fields below to refine your job search. For more search capabilities, choose the Advanced Search button. [Advanced Search](#) [View Saved Searches](#)

Keywords:

(examples: Internal audit, Marketing, Transfer pricing, SAP, etc.)

City Location:

Bangalore, Karnataka, India
Gurgaon, Haryana, India
Mumbai, India
Mumbai, Maharashtra, India

Date Posted:

Select	Name	Job Title	Organization Name	Professional Area	Brief Description	Location	Distance From Location	Date Posted	Employment Status	Apply Now
No search conducted.										

Search

Use the fields below to refine your job search. For more search capabilities, choose the Advanced Search button. [Advanced Search](#) [View Saved Searches](#)

Keywords:

(examples: Internal audit, Marketing, Transfer pricing, SAP, etc.)

City Location:

Bangalore, Karnataka, India
Gurgaon, Haryana, India
Mumbai, India
Mumbai, Maharashtra, India

Date Posted:

Select Jobs: [Add To Basket](#)

[Select All](#) | [Select None](#)

Select	Name	Job Title	Organization Name	Professional Area	Brief Description	Location	Distance From Location	Date Posted	Employment Status	Apply Now
<input type="checkbox"/>	JRC801...	HR Consultant			HR	Gurgaon, Haryana, India		13-Sep-2011		Apply Now
<input type="checkbox"/>	JRC586...	HR Consultant			HR	Gurgaon, Haryana, India		23-Jun-2011		Apply Now
<input type="checkbox"/>	JRC587...	HR Consultant			HR	Gurgaon, Haryana, India		23-Jun-2011		Apply Now
				Human Resources						

Click on Apply Now

[Basic Details](#) | [Address](#) | [Phone Numbers](#) | [Documents](#) | [Employment History](#) | [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.

* Indicates required field

Resume

To upload your resume to your account click Upload Resume. [Upload Resume](#)

Basic Details [Return to Top](#)

Please enter your personal information.

* Family Name

First Name

* Birth Date

Title

Gender

Email Address

Marital Status

Total Work Exp

Current Employer

Edit any details if you want or click on “Next”

Address [Return to Top](#)

Country

* Address Line 1

Address Line 2

Address Line 3

Town or City

Region 1

Region 2

Region 3

Postal Code

Phone Numbers [Return to Top](#)

	Phone Number	Times to Call
Mobile	<input type="text" value="9876543210"/>	<input type="text" value="Any"/>

[List of Phone numbers](#)

Documents [Return to Top](#)

File Name	File Type	Upload Date	Description	Delete
No results found.				

[Add Another Document](#)

Details	Employer	Start Date	End Date	Job Title	Location	Delete
Show	TCS	January 2007	November 2011	Consultant	Mumbai	

[Add Another Employer](#)

Education Qualifications [Return to Top](#)

Please enter details of the colleges and universities which you have attended as well as the Qualifications received. If you have qualifications which were not obtained at a school or college you may enter those later as Additional Qualifications.

*College or University	*Location	*Degree	Major Subject	Date Received	Add Degree	Delete
VTU	Belgaum	Bachelor of Engineering / Technology (BE/BTech)	E & C	July 2005		

[Add Another Establishment](#)

TIP If you have more than one qualification from an establishment, press the Add Degree icon to record further qualifications.

Additional Qualifications [Return to Top](#)

Please enter details of your additional qualifications. Qualifications obtained from a college or university should be entered as part of your Education information.

Category	*Qualification Type	Qualification	Grade/Level	Date Received	How Received	Delete
No results found.						

[Add Another Qualification](#)

[Cancel](#) | Step 1 of 3: Review Account | [Next](#)

Click on “Next”

Review Account Enter Application Details Review

Application: Other Info IRC801
* Indicates required field

Cancel Back Step 2 of 3: Enter Application Details Next

How Did You Hear About Us

* Posting Source: Campus
 * Source Name: BIT
(example: if you saw our ad in a Newspaper, which Newspaper?)

Disclaimer

I hereby agree that the details provided by me are correct to the best of my knowledge. I provide my consent for my personal data being stored in iRecruitment for processing of my request for recruitment.

Cancel Back Step 2 of 3: Enter Application Details **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**
 Title:
 Gender:
 Email Address: **rahul.batra@gmail.com**
 Marital Status:
 Display Language: **American English**
 Total Work Exp:
 Current Employer:
 Start Date of Current Employer:
 Current Location:
 Department Names:
 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 our Job Site Batra Rahul

Quick Links

- New Jobs (Last 7 days)
- Search for Jobs

Notifications

Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications. [Full List](#)

From	Subject	Sent
SYSADMIN	Batra Rahul has submitted an application for job IRC801 on your behalf	22-Dec-2011 14:40:29
SYSADMIN	has registered you on our job site.	22-Dec-2011 13:16:24

Jobs Applied For

Below is a list of the jobs for which you have applied. Select Full List to see the complete list of Job Applications. [Full List](#)

Name	Job Title	Organization	Location	Status	Application Details
IRC801...	HR Consultant	ERP Adv SAP_test	Gurgaon,Haryana,India	Active Application	Details

My Interviews

Name	Date	Start Time	End Time	Type	Category	Status	Location	Timezone	Primary Interviewer	Contact Name	Contact Number	Interview Details
No results found.												

[Interviews Scheduled](#)

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 For

Jobs: Available Jobs Save Search

Search

Use the fields below to refine your job search. For more search capabilities, choose the Advanced Search button. Advanced Search | View Saved Searches

Keywords:

(example: : Internal audit, Marketing, Transfer pricing, SAP, etc.)

City Location:

- Bangalore,Karnataka,India
- Gurgaon,Haryana,India
- Mumbai,India
- Mumbai,Maharashtra,India

Date Posted:

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

Search

Use the fields below to refine your job search. For more search capabilities, choose the Advanced Search button. Advanced Search | View Saved Searches

Keywords:

(example: : Internal audit, Marketing, Transfer pricing, SAP, etc.)

City Location:

- Bangalore,Karnataka,India
- Gurgaon,Haryana,India
- Mumbai,India
- Mumbai,Maharashtra,India

Date Posted:

Select Jobs:

Select Name	Job Title	Organization Name	Professional Area	Brief Description	Location	Distance From Location	Date Posted	Employment Status	Apply Now
<input type="checkbox"/>	JRC801...			HR	Gurgaon,Haryana,India		13-Sep-2011		
<input type="checkbox"/>	JRC586...			HR	Gurgaon,Haryana,India		23-Jun-2011		
<input type="checkbox"/>	JRC587...			HR	Gurgaon,Haryana,India		23-Jun-2011		
				Human Resources					

Search

Use the fields below to refine your job search. For more search capabilities, choose the Advanced Search button. Advanced Search | View Saved Searches

Keywords:

(example: : Internal audit, Marketing, Transfer pricing, SAP, etc.)

City Location:

- Bangalore,Karnataka,India
- Gurgaon,Haryana,India
- Mumbai,India
- Mumbai,Maharashtra,India

Date Posted:

Select Jobs:

Select Name	Job Title	Organization Name	Professional Area	Brief Description	Location	Distance From Location	Date Posted	Employment Status	Apply Now
<input checked="" type="checkbox"/>	JRC801...			HR	Gurgaon,Haryana,India		13-Sep-2011		
<input checked="" type="checkbox"/>	JRC586...			HR	Gurgaon,Haryana,India		23-Jun-2011		
<input checked="" type="checkbox"/>	JRC587...			HR	Gurgaon,Haryana,India		23-Jun-2011		
				Human Resources					

Select the jobs and click on “Add to Basket”



A confirmation message will be displayed.

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



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 Reconnect Helpline
At in-fmreconnecthelpli@kpmg.com

www.kpmg.com

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