



ADITYA BIRLA GROUP



**A WORLD OF
OPPORTUNITIES**

AGENCY PORTAL MANUAL

To Refer a Candidate



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https://stgadityabirla.taleo.net/careersection/iam/accessmanagement/login.jsf?lang=en&redirectionURI=


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Login




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Home




About Us



People at ABG



Job Opportunities



Contact Us

Welcome. You are not signed in.

Job Search

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

Mandatory fields are marked with *

Enter the Login Details provide by us to access the Job Postings

*Email Address
vde.vakil@adityabirla.com

*Password
●●●●●●

[Forgot your password?](#)

Login

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Internet 100%

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Aditya Birla Group Careers

Job Search | My Jobpage

Basic Search | Advanced Search | All Jobs

Basic Job Search

Search Criteria

Specify your job search criteria, then click "Search for Jobs". Show Search Criteria

Show Criteria Clear

Search Results (9 jobs found)

Results per page: 25 ▾

Sort by: Posting Date (Descending Order) ▾

Head HR & Facilities Management

Requisition ID: 1401000W
Work Locations: India-Maharashtra-Mumbai
Organization: Idea Cellular Corporate
Schedule: Full-time
Job Posting: 31/01/2014
Refer a Candidate

Asst Manager Recruitment & Talent Mngt

Requisition ID: 14010012

Icon legend More information

Scroll Down to look for other job postings which have been shared by Recruitment Team

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Resume Upload - Microsoft Internet Explorer provided by Aditya Birla Group

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Resume Upload

Job Search My Jobpage

Referral for: Head HR & Facilities Management (Job Number: 1401000W) Step 1 out of 6

Resume Upload Personal Information Education Details Work Experience Pre-screening Questions Summary

Save and Continue Quit

Resume Upload

At any time, the person you are referring can edit the information you have provided on his/her behalf.

Resume Upload

You can submit personal and professional information by uploading relevant information included in the resume and fill out part of the and make the appropriate changes in the next steps. If you do not upload a resume, you will need to fill out the online st

I do not want to upload a resume.

I want to upload a resume.

Select the resume file to upload

Browse...

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

Save and Continue Quit

Uploading a resume
To upload a resume, click "Browse" and select the relevant file. The system uploads the file and extracts some data included in the resume. Once the

Please note that you are **required to submit Resume** of the candidate being referred therefore you need to use the option of **"Upload information using a resume"** – The information will be extracted from the resume into relevant fields

To Refer a Candidate



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Personal Information - Microsoft Internet Explorer provided by Aditya Birla Group

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File Edit View Favorites Tools Help

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Personal Information

Referral for: Head HR & Facilities Management (Job Number: 1401000W) Step 2 out of 6 | Print

Resume Upload | **Personal Information** | Education Details | Work Experience | Pre-screening Questions | Summary

Save and Continue | Quit Page 1 out of 2

Personal Information

At any time, the person you are referring can edit the information you have provided on his/her behalf.

Referring a person

You can refer a new candidate or a candidate already registered in our database. If you choose to refer a known candidate, you must enter his email address in the corresponding field.

Select an option below, then click "Save and Continue" and

- Refer a new candidate
- Refer an existing candidate

*Email address of the person that you are referring

You can Refer a new candidate or you can refer an existing candidate. Select the appropriate option and click Save and Continue

Save and Continue | Quit Page 1 out of 2

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To Refer a Candidate



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★ Favorites | ★ Suggested Sites

Personal Information

Resume Upload Personal Information Education Details Work Experience Pre-screening Questions Summary

Save and Continue Save as Draft Quit

Personal Information

At any time, the person you are referring can edit the information you have provided on his/her behalf.
Referring a person

Please enter the personal information about the person you are referring. At the bottom of the

*First Name Supriya	Middle Name S.	*Last Name Hegde
Date of Birth Not Specified	*Email Address supriya@gmail.com	
*Street Address (line 1) R. P. Road,	*Address (line 2) Mulund A/401, 402, Om-Shivam C.H.	
*Place of Residence Country India	State/Province Maharashtra	Region Greater Mumbai
*City Mumbai	*Zip/Postal Code 400080	
*Primary Number Cellular Phone		
Cellular Number 982748278	Home Phone Number	

Once the Resume has been Upload ed, system will extract a lot of the relevant information.

Please ensure , the following mandatory fields on personal information page are filled correctly before proceeding to next step

1. First Name
2. Last Name
3. Address1
4. Address 2
5. Place of Residence
6. City
7. Zip Code
8. Primary Number = Cellular no.
9. Cellular Number

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Education Details - Microsoft Internet Explorer provided by Aditya Birla Group

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Education Details

Job Search My Jobpage

Referral for: Head HR & Facilities Management (Job Number: 1401000W) Step 3 out of 6 Print

Resume Upload Personal Information **Education Details** Work Experience Pre-screening Questions Summary

Save and Continue Save as Draft Quit

Education Details

Adding education entries
To create one education, click "Add Education". A new section including

At any time, the person you are referring can edit the information you have provided on his/her behalf.
[Education](#)

List the educational experiences below, starting with the most relevant education.

Education 1

*Institution
Mulund College Of Commerce [Select](#)

*Education Level
Bachelor's Degree (±16 years) [Select](#)

*Program
General Studies [Select](#)

*Start Date
01 1976

Graduation Date
Month Year

[Remove Education](#)

[Add Education](#)

Save and Continue Save as Draft Quit

Educational Details will be extracted from the resume, you may need to edit or add mandatory fields incase that field has not been extracted. Mandatory fields on this page are:

1. Institution
2. Educational Level
3. Program
4. Start Date

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Work Experience - Microsoft Internet Explorer provided by Aditya Birla Group

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Work Experience

Resume Upload Personal Information Education Details **Work Experience** Pre-screening Questions Summary

Save and Continue Save as Draft Quit

Work Experience

At any time, the person you are referring can edit the information you have provided on his/her behalf.

[Work Experience](#)

List the work experiences below, starting with the most relevant one.

Work Experience 1

Current Job

*Employer
Air India [Select](#)

*Job Function
HR [Select](#)

*Start Date
01 2013

End Date
Month Year

Achievements
Company: Department: Human Resource Duration: 2 months.
Project: " A Study of HRD Structure and Organisational Culture in Air India " Description: This study is an attempt to understand the effect of the HRM practices and organisation culture on organisational effectiveness i.e. in Air India. The aim

Work experience Details will also be extracted from the resume.
You are required to verify and ensure all mandatory fields are filled correctly.
Mandatory fields on this page are:

1. Employer
2. Job Function
3. Start Date

Adding work experience entries
To create one work experience, click "Add Work Experience". A new section including blank fields appears. Enter any relevant information.

Removing work experience entries
To remove a work experience from the list, identify it, then click "Remove Work Experience".

Reordering work experience entries
To reorder work experience entries, click "Move Up" or "Move Down" next to each entry until the relevant work experience reaches the desired position.

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Pre-screening Questions - Microsoft Internet Explorer provided by Aditya Birla Group

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Pre-screening Questions

Referral for: Head HR & Facilities Management (Job Number: 1401000W) Step 5 out of 6 Print

Resume Upload Personal Information Education Details Work Experience **Pre-screening Questions** Summary

Save and Continue Save as Draft Quit

Pre-screening Questions

At any time, the person you are referring can edit the information you have provided on his/her behalf.

Questionnaire

Please check with the candidate to answer the following questions as accurately as possible.

1. Do you have a masters degree in Human Resources
 Yes
 No
2. How many year of relevant professional experience do you have?
 0 - 5 years
 6 - 10 years
 11 - 16 years
 > 17 years

Save and Continue Save as Draft Quit

You are required to answer the "Prescreening questions" posted against a job on behalf of the candidates.
Please ensure you have checked with the candidate before answering

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Summary - Microsoft Internet Explorer provided by Aditya Birla Group

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Summary

Referral for: Head HR & Facilities Management (Job Number: 1401000W) Step 6 out of 6 Print

Resume Upload Personal Information Education Details Work Experience Pre-screening Questions Summary

Submit Save as Draft Quit

Summary

This summary displays the information included in the job submission form. To modify some specific information, click "Edit" next to the relevant section.

Personal Information | Edit

Referring a person

Supriya S. Hegde
R. P. Road,
Mulund A/401, 402, Om-Shivam C.H.
Mumbai, 400080
India—Maharashtra—Greater Mumbai
supriya@gmail.com

Date of Birth
Primary Number
Cellular Number 982748278
Home Phone Number
Passport #/Aadhar UID #
Information about the referred person

Education Details | Edit

Done Internet 90%

The last tab is the summary Page, This page will summarize the candidate information. After verifying the information, you need to click on "Submit" to submit the application for the Job Opening.

To track the status of the candidate I referred?



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Home About Us People at ABG Job Opportunities Contact Us

Swaraj shri, you are signed in. Sign Out

Job Search My Jobpage

Basic Search Advanced Search All Jobs

Basic Job Search

Search Criteria

Specify your job search criteria, then click "Search for Jobs". Show Search Criteria

Show Criteria Clear

Search Results (8 jobs found)

Results per page: 25

Sort by: Posting Date (Descending Order)

Head HR & Facilities Management
Requisition ID: 1401000W

Icon legend
More information

Done Internet 95%

To track the status of the Candidate click on "My Jobpage"

To track the status of the candidate I referred?



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https://stgadityabirla.taleo.net/careersection/abg_agency+portal/myreferrals.ftl

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Completed Referrals

- Candidate Name: Indulkar, Priyank**
Referred to the job: Section Head Recruitment & OD MH – Full-time
India-Maharashtra-Mumbai
Job Number: 14010017
Job Status: Inactive (No Longer Accepting Job Submissions)
Referral Date : 22/01/2014– Expiration Date: 23/03/2014
Submission Status: Completed – Updated: 22/01/2014
- Candidate Name: Hegde, Supriya**
Referred to the job: Function Head Recruitment – Full-time
India-Maharashtra-Mumbai
Job Number: 14010016
Job Status: Inactive (No Longer Accepting Job Submissions)
Referral Date : 21/01/2014– Expiration Date: 22/03/2014
Submission Status: **Criteria not met** – Updated: 21/01/2014
[View Referral](#)
- Candidate Name: Lothrop, Sarah**
Referred to the job: Department Head Human Resources – Full-time
India-Chhattisgarh-Raipur
Job Number: 1300003P
Job Status: Active (Accepting Job Submissions)
Referral Date : 09/12/2013– Expiration Date: 07/02/2014
Submission Status: Screening – Updated: 09/12/2013
[View/Edit Job-specific Referral](#) | [Withdraw](#)
- Candidate Name: team, Accounts**
Referred to the job: Senior Accountant – Full-time
India
Job Number: 13000007
Job Status: Active (Accepting Job Submissions)
Referral Date : 17/09/2013– Expiration Date: No Expiration

When you click on "My Jobpage" you will be able to track the status of your Candidates under Submission Status

Internet 95%