



Entire HR User's Guide RELEASE 1 January 2015

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1.1 GETTING STARTED

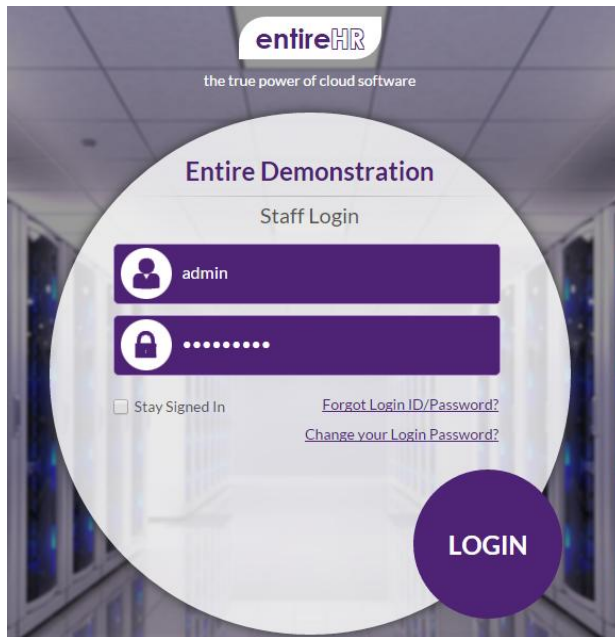


Diagram 1

Entire HR will provide it's users a logins for each user which will be password protected. The user can enter their log in details through the login page as shown in the above diagram. Entire HR can be accessed using a laptop/computer/smart phone/tablet.

Once logged in the user is able to view the home screen as seen in the image below:

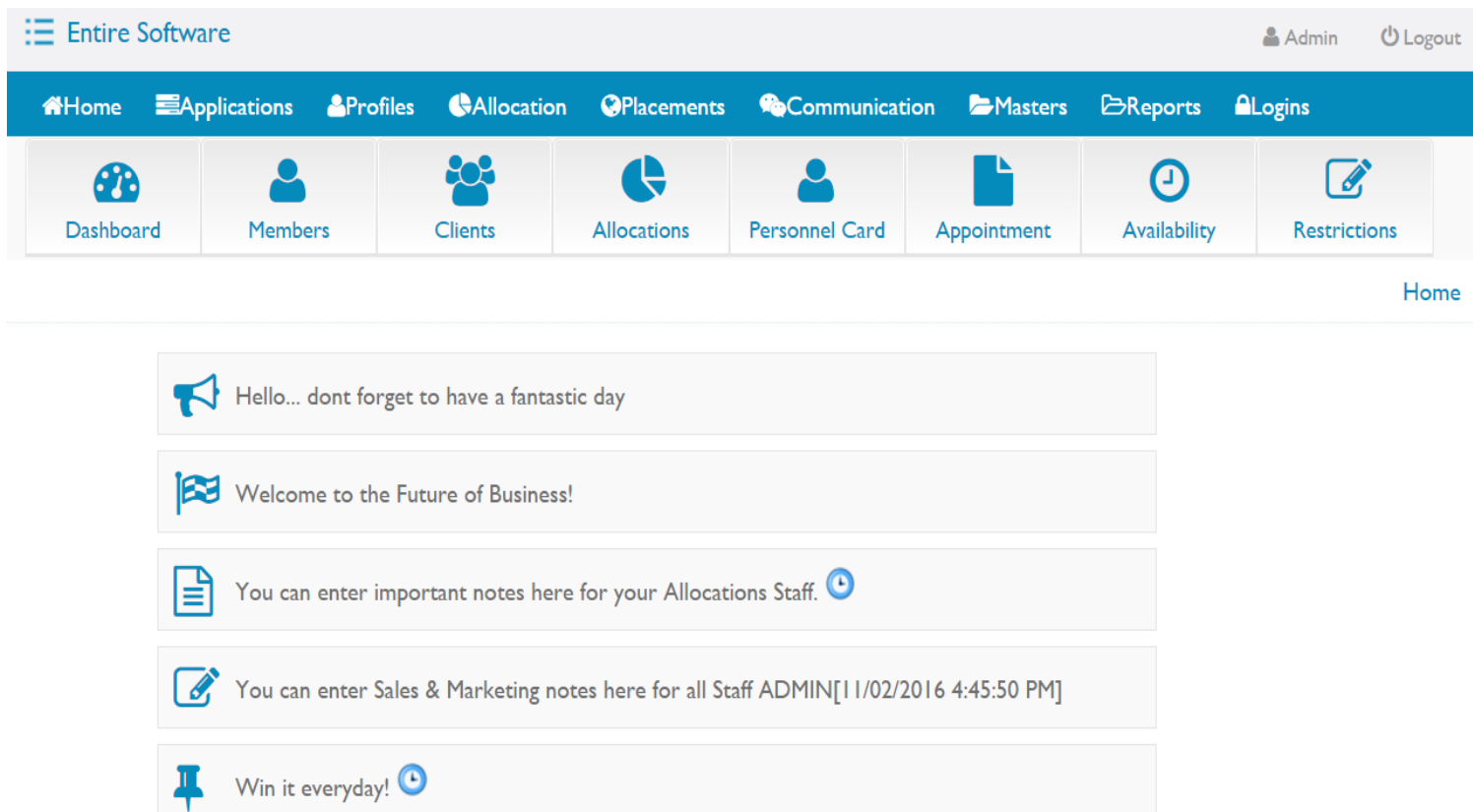


Diagram 2



1.2 DASHBOARD:

This is the home recruitment screen and allows user an overview of the tasks to be performed by the recruiter using the recruitment interface of the software. The dashboard contains the following features:

Inbox- Here user can find all new applicants that have applied for a position.

Left Message: Here user can find applicants that were contacted by the recruiter and was a left a message.

High Priority: Here user can find any applicants that need to be called back for recruitment purposes

Screened: Here user can find applicants that have been screened but awaiting interview appointment

Interviews: Here user can see all confirmed appointments for interviews with recruiters

Compliances Incomplete: Here user can access any applications that required additional information

References: Here user can access applicants that have been interviewed and are pending references

Rescheduled: Here user can see any interview appointments that have been rescheduled

Activate Member: Here user can access applicants that are waiting to be activated as member

Deferred: Here user can find all applicants that were deferred on initial application screening

Reapply: Here user can find any applicants that are eligible for reapplying and have completed 6 months since initial application

Never Employ: Here user accesses any applicants who have been classified an unsuitable for employment and should never be employed with the company

Declined: Here user can find any applicants that were declined after screening or interview process

Log in Details: Here user can access and email the applicant their log in details

All of the above features are displayed either as per location of office or name of the recruiter. Entire HR will provide its user the options for display when organising initial set up of the software and this can be modified. Please see image below as an example:

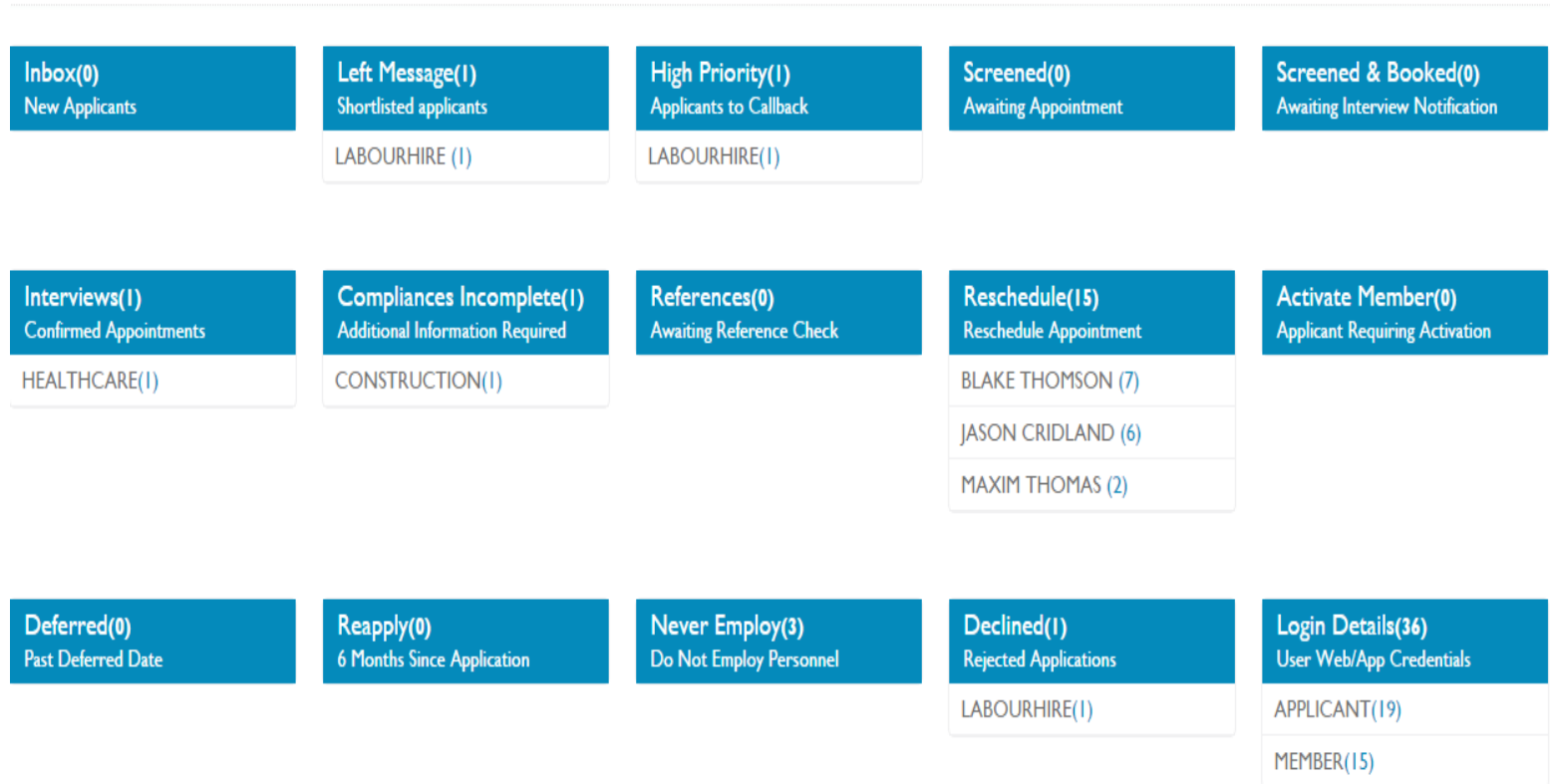


Diagram 3

1.3 HOW TO USE THE RECRUITMENT DASHBOARD:

The dashboard provides an overview of any impending tasks for the recruiter. It is also the control board for all tasks that have been performed or are to be performed during the recruitment process. Please read below details carefully for detailed understanding of each option.

Inbox:

Inbox is where every new applicant details are received into the system. It is the where every applicant begins their application. These applicants will usually be fed directly through the application form on your website or can be created manually by the user through the miscellaneous tab option as explained further below.

Left Message:

This is where the user can find any applicants who the recruiter has contacted and have left a message via phone call, SMS or email, and recruiter is awaiting a return call.



Call back:

This is where user can find any applicant that the recruiter wishes to call back. Similar to Left Message, these are high priority applicants and the company would like to have them as an employee or member. This feature allows recruitment staff to prioritise applicants that should be called until contacted.

Screened:

This is where the user can find applicants that have been screened by the recruiter who would like to invite them for an interview, but no date has been confirmed for an interview. This is useful when applicants may not be immediately available for an interview, or unsure of their schedule.

Screened & Booked:

This is where the user can find applicants here have been booked for an interview but have not yet been notified of the time and date of their appointment. This feature can be used when user would like to organise internal recruiter rosters or if a recruiter wants to proactively organise their recruitment schedule before ringing applicants.

Interviews:

This is where user can find a list of all confirmed future interviews as per company office locations. These can be filtered, edited and rescheduled here. Any interviews will automatically move to the reschedule section after their date has passed.

Compliances Incomplete:

This is where user can find all applicants whose interview date has passed but are still missing important required information such their Police Check or Visa Details.

References:

This is where user can find applicants who have attended an interview and only the reference cheques to be conducted for employment are outstanding. Applicants can be moved here by the recruiter if recruiter has been unsuccessful in contacting the supplied referees.

Reschedule:

This is where the user can view past and future interviews and directly access their interview calendars and reschedule applicants

Activate Member:

This where the user can activate any candidate that has been successful and has all relevant/mandatory information up to date, has references checked and cleared by the recruitment officer. This is the final stage to generate their "Member" details. This information is used by Allocations, Payroll and the Member to Access their Apps and External Logins. Hence, it is important that recruiter checks all information before activating member. Once activated here, the member will receive a member log in and password to the member portal.

Reapply:

This is where the user can see all applicants who were asked to reapply during initial screening process. The applicants appearing here have completed the mandatory 6 month waiting period from their application screening date. Use the Reapply option when you feel an applicant is lacking only experience but otherwise has a great application.



Deferred:

This is where the user see applicants that were deferred. Here user the user will be able to see deferred applicants ONLY after the date the recruiter set for them to be deferred to has past. This can be used when you have no longer require applicants from a certain qualification or location, but may need them for future shortages.

Never Employ:

This where user can see applicants that have been specifically red flagged within your organisation for compliance issues, negative references, and any reason making the applicant unsuitable for employment. This also includes any previous members who are now unsuitable for employment. All new applicants are checked against these staff when they reapply on 3 criteria; Name, DOB and Mobile Number. If all 3 match, the person will not be able to apply through the company's website or job portal. This is also applicable for applicants in the Deferred, Declined and Reapply sections.

Declined:

This is where the user can see all applicants that were rejected. This is the default folder for any rejected applicants irrespective of reason or date of declining.

Login Details:

This is where user can find all log in details. This displays the Login details of all Members and Applicants. The log in details can be found elsewhere on the system too as explained further.





1.4 SCREENING PROCESS:

Home \ Applications \ Inbox

New Applications - Screening & Recruiter assignment

Opens screening options

Send Sms Send Email

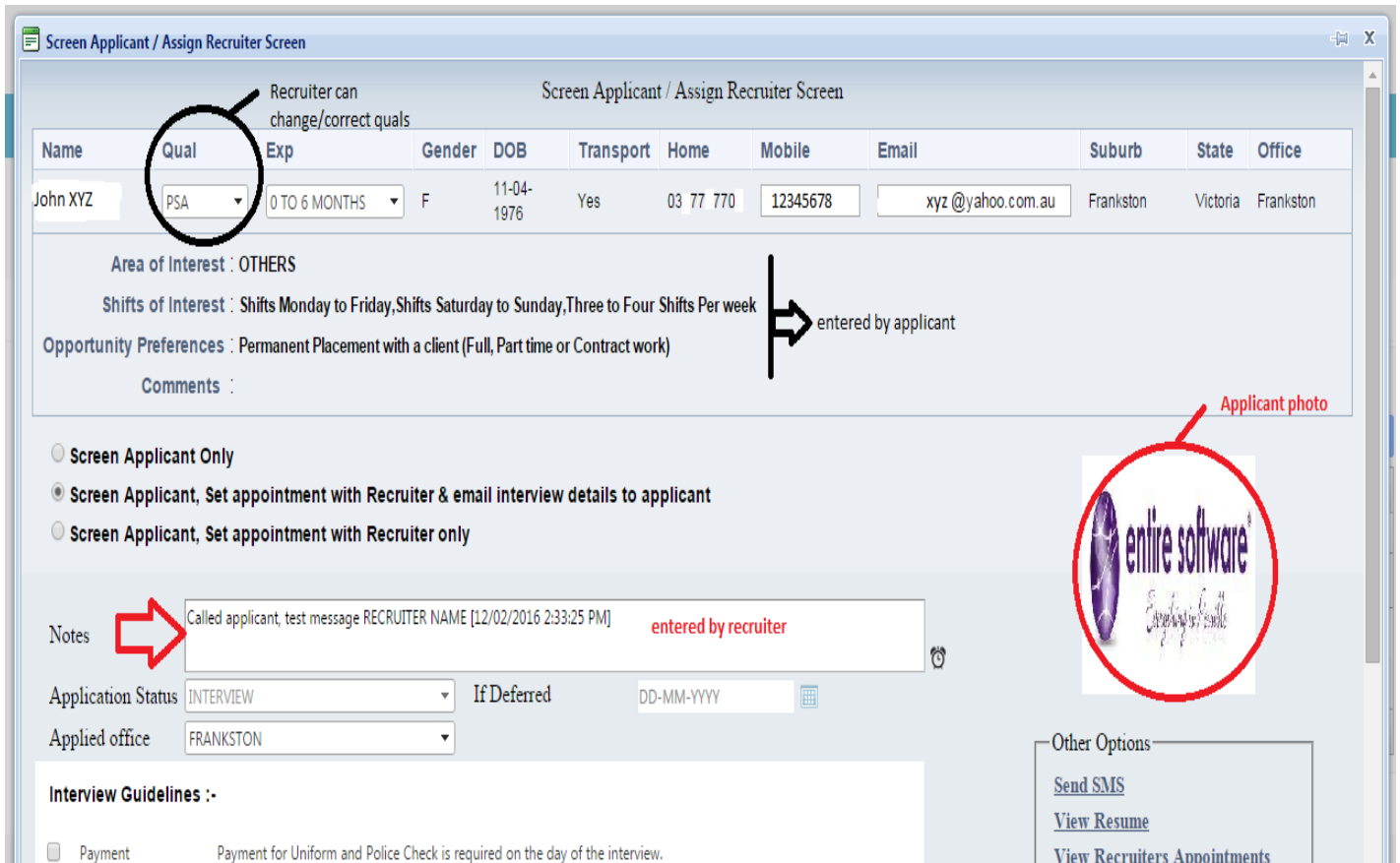
	Date Of Apply	Screen/Assign	Name	Email	Qualification	Years of Exp	Gender	Suburb	Office Applied	Delete
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	FRANKSTON	<input type="text"/>
R	12-02-2016		John XYZ	xyz@yahoo.com.au	PSA	0 TO 6 MONTHS	F	FRANKSTON	FRANKSTON	 <input type="checkbox"/>
R	13-02-2016		William ABC	abc@hotmail.com	FSA	5 YEARS	F	FRANKSTON SOUTH	FRANKSTON	 <input type="checkbox"/>

opens resume

Refresh Refresh

Screening Pop up:

This refers to the pop up when user clicks on an screening icon. Please refer to image below:



Screen Applicant / Assign Recruiter Screen

Recruiter can change/correct quals

Name	Qual	Exp	Gender	DOB	Transport	Home	Mobile	Email	Suburb	State	Office
John XYZ	PSA	0 TO 6 MONTHS	F	11-04-1976	Yes	03 77 770	12345678	xyz@yahoo.com.au	Frankston	Victoria	Frankston

Area of Interest : OTHERS

Shifts of Interest : Shifts Monday to Friday,Shifts Saturday to Sunday,Three to Four Shifts Per week

Opportunity Preferences : Permanent Placement with a client (Full, Part time or Contract work)

Comments :

Screen Applicant Only

Screen Applicant, Set appointment with Recruiter & email interview details to applicant

Screen Applicant, Set appointment with Recruiter only

Notes : Called applicant, test message RECRUITER NAME [12/02/2016 2:33:25 PM] entered by recruiter

Application Status : INTERVIEW If Deferred DD-MM-YYYY

Applied office : FRANKSTON

Interview Guidelines :-

Payment Payment for Uniform and Police Check is required on the day of the interview.

Other Options

[Send SMS](#)

[View Resume](#)

[View Recruiters Appointments](#)

Diagram 5

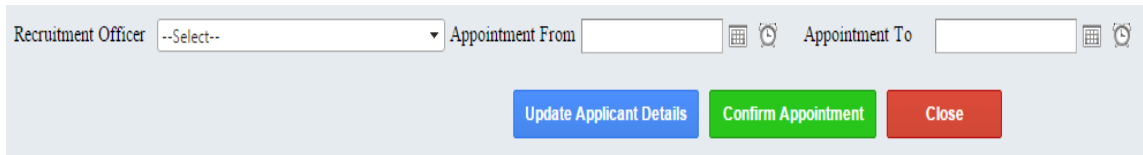
The applicant enters areas of interest, shifts of interest, and comments at the time of the interview. The applicant's photo uploaded at the time of application appears in the image box on the right circled in red.

The recruiter can contact applicant via email or a phone call and can enter detailed notes in the section highlighted by the red arrow in the image above. The recruiter can use the interview guidelines to ask questions which have been set by the company. Here the recruiter can time-stamp notes for other internal staff members to follow up. Based on the screening contact made by recruiter the following actions may be taken:

Interview: If recruiter is convinced that the applicant is suitable for employment and must be given the opportunity of an interview for further decision making purposes, the recruiter can select second option:

- ☐ Screen Applicant Only
- ☒ Screen Applicant, Set appointment with Recruiter & email interview details to applicant
- ☐ Screen Applicant, Set appointment with Recruiter only

Once this has been selected, the recruiter can select a date and time for the interview from the tabs at the bottom of the pop up screen:



Recruitment Officer: --Select-- Appointment From: [] Appointment To: []

Buttons: Update Applicant Details, Confirm Appointment, Close

Diagram 6

The recruiter can access their calendar by clicking on the "View recruiters Appointment tab" on the top right corner below the applicant's image. Once the appointment date and time is selected, the recruiter clicks on the green "Confirm Appointment" icon. This automatically sends a system generated email to the applicant with details of the interview appointment.

Screen Applicant Only:

If the recruiter does not wish to schedule an interview appointment with applicant, the following options can be selected by clicking on "screen applicant only" and then selecting from the drop down box as below:

Call Back: If recruiter would like to call the applicant again

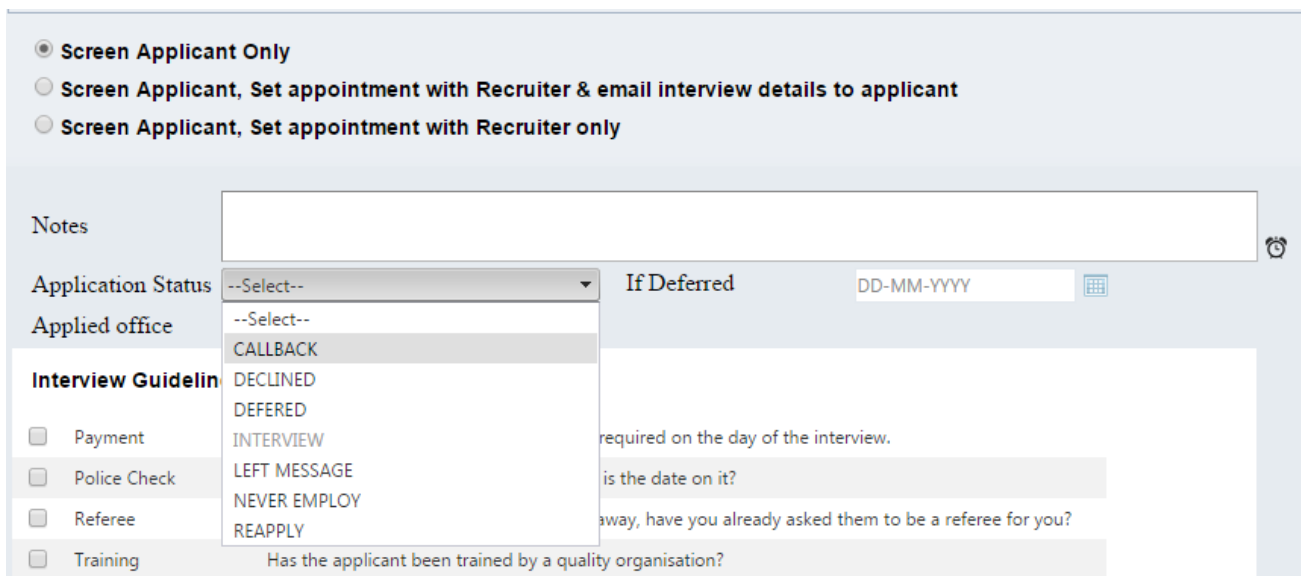
Declined: If applicant has been unsuccessful in gaining employment, an automated email notifying outcome of application is sent to applicant.

Deferred: If the recruiter would like to defer the application, an automated email is sent to applicant

Left Message: If the recruiter has left a message for the applicant to call back

Never employ: If the recruiter has the applicant unsuitable for future employment

Reapply: If the recruiter would like the applicant to reapply after gaining more experience



Options:

- ☒ Screen Applicant Only
- ☐ Screen Applicant, Set appointment with Recruiter & email interview details to applicant
- ☐ Screen Applicant, Set appointment with Recruiter only

Notes: []

Application Status: --Select-- If Deferred: DD-MM-YYYY

Applied office: --Select--

Interview Guidelines:

- ☐ Payment
- ☐ Police Check
- ☐ Referee
- ☐ Training

Dropdown menu options:

- CALLBACK
- DECLINED
- DEFERED
- INTERVIEW
- LEFT MESSAGE
- NEVER EMPLOY
- REAPPLY

Form questions:

- required on the day of the interview.
- is the date on it?
- away, have you already asked them to be a referee for you?
- Has the applicant been trained by a quality organisation?

Diagram 7

The third option "Screen applicant, set appointment with recruiter only" allows user to schedule an interview and not sending an automated email with interview details to applicant. This can be used if the recruiter wishes to schedule interview at a location other than the one specified in the email.

1.5 INTERVIEW PROCESS:

Once, the recruiter confirms the interview with applicant, the applicant can be found under applicants tab from the home screen. The recruiter can find applicant here by typing name as seen in image below:

Home \ Applications \ Incomplete Applications

Incomplete Applications

[Quick Applicant Checks](#)

Applicant Name
Mobile Number
Get Application

jam
OR
Search by Mobile No.
GO!
OR
'ACCEPT','INTERVIEW'
GO!

JAMES SMITH
JAMES BOND
JAMES TORNANDO

Diagram 8

The recruiter may access the applicant's details before, during or after the interview process. The applicant can enter his/her details onto the system via an applicant log in (explained further).

By selecting the applicant, the recruiter can view all details of that applicant as shown below:

Select any option from below to work with corresponding Applicant Details

[Help](#)
✕

Applicant Name : JAMES BOND | Applicant Qualification : SG

Personnel Entries

- ★ Personal Details
- ★ Employment Details
- ★ Financial Details
- ★ Policies
- ★ Documents

Staff to Verify & Update

- ★ Recruitment
- ★ Allocation Notes
- ★ Print / Re-Print ID Cards
- ★ Employment Status

Miscellaneous

- ★ Availability
- ★ Preferences
- ★ Client Software Login
- ★ Test Results

Diagram 8A



The recruiter may access the applicant's details before, during or after the interview process. The applicant can enter his/her details onto the system via an applicant log in (explained further). The applicant can enter their TFN, banking details, super details, experience, expertise, etc through the applicant log in sent to them via an automated email generated at the time of interview confirmation.

By selecting the applicant, the recruiter can view all details of that applicant. For ease of use, the system displays applicant details under 3 different areas- Personnel entries, Staff to verify, and Miscellaneous as shown below:

Select any option from below to work with corresponding Applicant Details

Applicant Name : JAMES BOND | Applicant Qualification : SG

Personnel Entries

☆ Personal Details

☆ Employment Details

☆ Financial Details

☆ Policies

☆ Documents

Staff to Verify & Update

☆ Recruitment

☆ Allocation Notes

☆ Print / Re-Print ID Cards

☆ Employment Status

Miscellaneous

☆ Availability

☆ Preferences

☆ Client Software Login

☆ Test Results

Diagram 9

PERSONNEL ENTRIES:

This is where the recruiter can enter details such as address, qualifications, police check, bank account details, and upload documents too. Below are the details of how to use this section during the interview. The recruiter can complete entering details in this section during/before/after the interview.

Personal Details:

This is where the recruiter can enter/modify personal details such as address, contact number, email, DOB of the applicant. The details displayed here are fed into the system directly from the job portal. Below is an example of this tab:



The screenshot shows the 'Personal Details' tab of a user profile form. The form is divided into several sections: Personal Details, Contact Details, Postal Address, and Additional Address. The Personal Details section includes fields for Title (MR), Family Name (BOND), First Name (JAMES), Middle Name, Preferred Name, Gender (Male selected), Date Of Birth (2 Feb 1942), Own Car (Yes), and Years of Experience (8 YEARS). The Contact Details section includes E-mail (abhineet@carinyou.net.au), Home Phone No (04040404), Other No, Mobile No, Preferred Contact Time, and Preferred Contact No. The Postal Address section includes Address Type (HOME). The Additional Address section includes a table with columns for Edit, Address Type, Street / PO Box no., Country, State, Suburb, Post Code, Memo, and Delete. The table contains one entry: HOME, 12 CHAPEL STREET, AUSTRALIA, VIC, MELBOURNE, 3000. The Emergency Contact Details section includes fields for Name, Relationship, Home Phone No, Work No, and Mobile No. The Office Attached to section includes fields for Office (SECURITY) and Alternative Office. At the bottom right, there are 'Save & Continue' and 'Exit' buttons.

Personal Details Education Health Training

Personal Details

Title * MR
Family Name * BOND
First Name * JAMES
Middle Name
Preferred Name
Gender * ☒ Male ☐ Female
Date Of Birth * 2 Feb 1942
Own Car * Yes
Years of Experience * 8 YEARS

Contact Details

E-mail * abhineet@carinyou.net.au
Home Phone No 04040404
Other No
Mobile No
Preferred Contact Time
Preferred Contact No

Postal Address

Address Type * HOME

Additional Address

+ Add to my address list

Edit	Address Type	Street / PO Box no.	Country	State	Suburb	Post Code	Memo	Delete
	HOME	12 CHAPEL STREET	AUSTRALIA	VIC	MELBOURNE	3000		

+ Add to my address list

Emergency Contact Details

Name
Relationship
Home Phone No
Work No
Mobile No

Office Attached to

Office * SECURITY
Alternative Office --Select--

Applicants Comments

ADMIN[09-01-2018 15:23:38]

Save & Continue Exit

Diagram 10

Once the above details have been entered correctly, the recruiter can click on “Save and Continue” to proceed to the next page.

Education: This is where the recruiter can enter the applicant’s qualifications/areas of expertise. The qualifications/expertise visible here can be modified based on industry, area of employment, requirements specified by user. The recruiter can also select level of expertise and this can then enable to select appropriate pay levels/awards.

The screenshot shows the 'Education' tab of a user profile form. The form is divided into two main sections: 'Your Qualification' and 'Your Expertise & Sub Expertise'. The 'Your Qualification' section has a list of checkboxes for various qualifications, including DOMESTIC ASSISTANT, REGISTERED MIDWIFE, REGISTERED NURSE, ENDORSED ENROLLED NURSE, ASSISTANT IN NURSING, PERSONAL CARE WORKER, HANDY MAN, PLUMBER, LAWN MOWER, CARPENTER, ELECTRICIAN, PLASTERER, EXCAVATOR OPERATOR, ROAD TRANSPORTATION AND DISTRIBUTION, WAREHOUSE STAFF, FORK LIFT OPERATORS, PRODUCTION WORKERS, FITTERS, and DRIVER. The 'Your Expertise & Sub Expertise' section has a list of checkboxes for various expertise areas, including ANAESTHETICS, ANAESTHETICS IMMUNISATION, ANTENATAL WARD- GYNEACOLOGY WARD, CANNULATION, CC - CRITICAL CARE, CC - VENTILATED PATIENT - CRITICAL CARE MECHANICAL, CC INTRA- AORTIC BALLON PUMP, CC TRACHEOSTOMY CARE, CC VENTILATORY CARE NON-INVASIVE - HIGH FLOW CIRCUIT, CCU - CORONEY CARE UNIT, CHILD FAMILY HEALTH NURSE, CHILDHOOD IMMUNISATION CERTIFIED, CLINICAL CODING, CLINICAL NURSE EDUCATOR, COMMUNITY CARE, COMMUNITY HOME VISIT NURSE, CSSD CERTIFIED, CSSD NON- CERTIFIED, and DIALYSIS CONTINUOUS VENO. At the bottom right, there are 'Save Qualification' and 'Save Expertise' buttons.

Personal Details Education Health Training

Your Qualification

☐ DOMESTIC ASSISTANT
☐ REGISTERED MIDWIFE
☐ REGISTERED NURSE
☐ ENDORSED ENROLLED NURSE
☐ ASSISTANT IN NURSING
☐ PERSONAL CARE WORKER
☐ HANDY MAN
☐ PLUMBER
☐ LAWN MOWER
☐ CARPENTER
☐ ELECTRICIAN
☐ PLASTERER
☐ EXCAVATOR OPERATOR
☐ ROAD TRANSPORTATION AND DISTRIBUTION
☐ WAREHOUSE STAFF
☐ FORK LIFT OPERATORS
☐ PRODUCTION WORKERS
☐ FITTERS
☐ DRIVER

Your Expertise & Sub Expertise

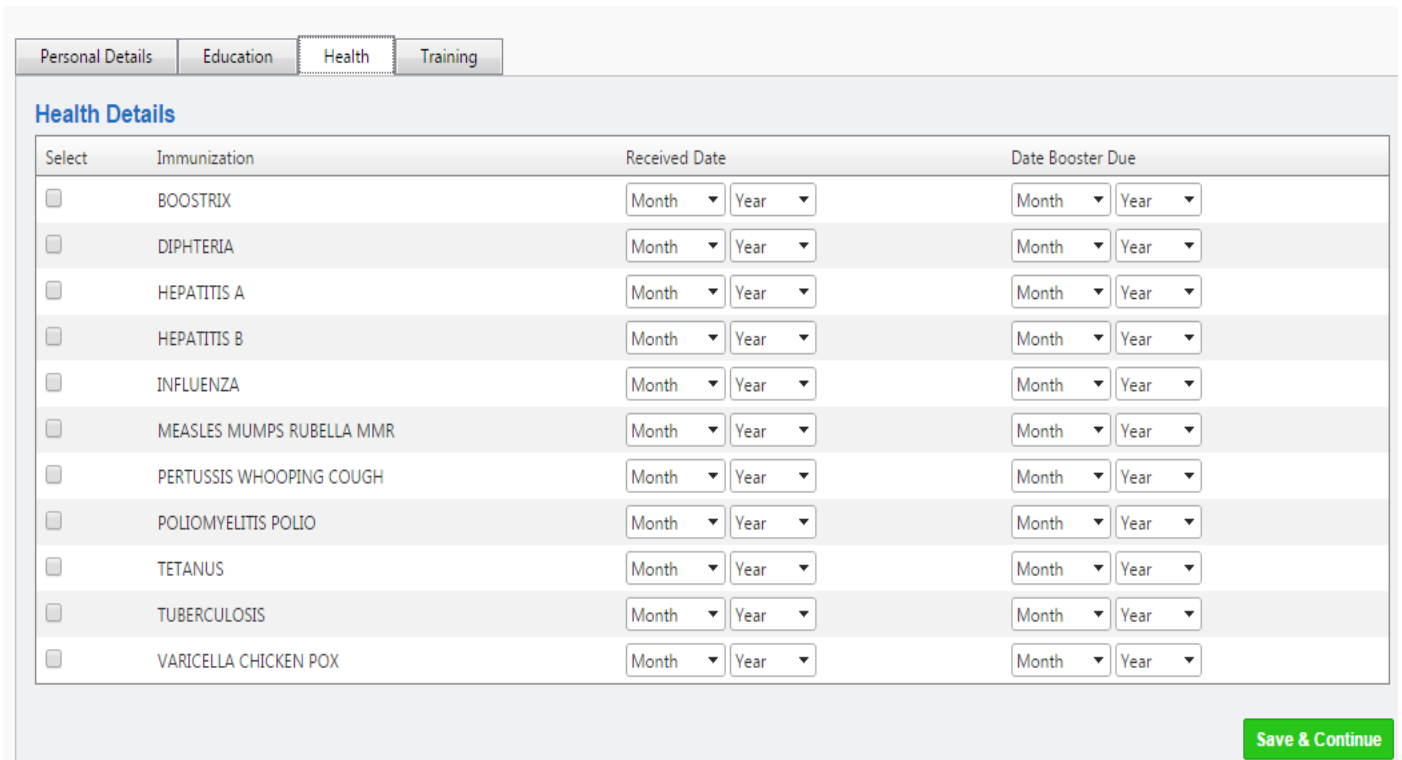
☐ ANAESTHETICS
☐ ANAESTHETICS IMMUNISATION
☐ ANTENATAL WARD- GYNEACOLOGY WARD
☐ CANNULATION
☐ CC - CRITICAL CARE
☐ CC - VENTILATED PATIENT - CRITICAL CARE MECHANICAL
☐ CC INTRA- AORTIC BALLON PUMP
☐ CC TRACHEOSTOMY CARE
☐ CC VENTILATORY CARE NON-INVASIVE - HIGH FLOW CIRCUIT
☐ CCU - CORONEY CARE UNIT
☐ CHILD FAMILY HEALTH NURSE
☐ CHILDHOOD IMMUNISATION CERTIFIED
☐ CLINICAL CODING
☐ CLINICAL NURSE EDUCATOR
☐ COMMUNITY CARE
☐ COMMUNITY HOME VISIT NURSE
☐ CSSD CERTIFIED
☐ CSSD NON- CERTIFIED
☐ DIALYSIS CONTINUOUS VENO

Save Qualification Save Expertise

Diagram 11

Health:

This is where the recruiter can enter immunisation records, records of any illnesses or injuries, or update the health status of the applicant.



The screenshot shows the 'Health' tab selected in a navigation bar with 'Personal Details', 'Education', 'Health', and 'Training'. Below the tab is the 'Health Details' section, which contains a table with the following columns: 'Select', 'Immunization', 'Received Date', and 'Date Booster Due'. The table lists various immunizations with checkboxes and date pickers for both the received date and the booster due date. A 'Save & Continue' button is located at the bottom right of the form.

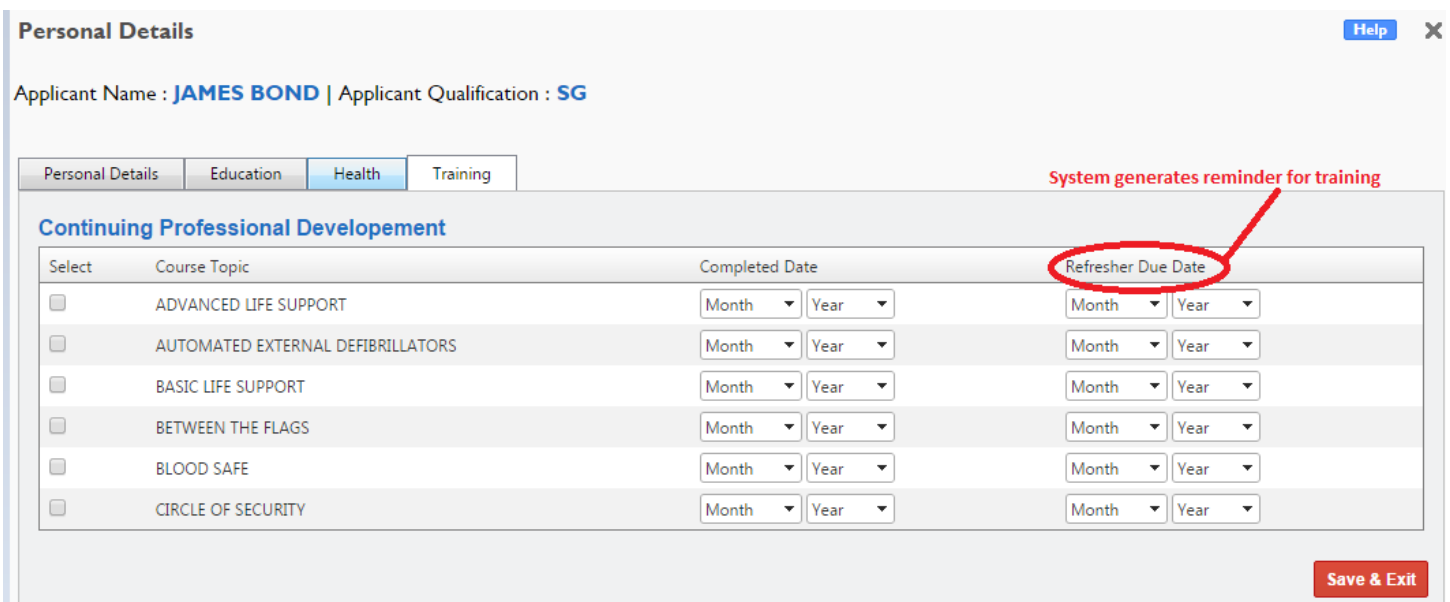
Select	Immunization	Received Date	Date Booster Due
<input type="checkbox"/>	BOOSTRIX	Month Year	Month Year
<input type="checkbox"/>	DIPHTERIA	Month Year	Month Year
<input type="checkbox"/>	HEPATITIS A	Month Year	Month Year
<input type="checkbox"/>	HEPATITIS B	Month Year	Month Year
<input type="checkbox"/>	INFLUENZA	Month Year	Month Year
<input type="checkbox"/>	MEASLES MUMPS RUBELLA MMR	Month Year	Month Year
<input type="checkbox"/>	PERTUSSIS WHOOPING COUGH	Month Year	Month Year
<input type="checkbox"/>	POLIOMYELITIS POLIO	Month Year	Month Year
<input type="checkbox"/>	TETANUS	Month Year	Month Year
<input type="checkbox"/>	TUBERCULOSIS	Month Year	Month Year
<input type="checkbox"/>	VARICELLA CHICKEN POX	Month Year	Month Year

Save & Continue

Diagram 12

Training:

This is where the recruiter can update any training requirements that have a validity period and would need a refresher once the validity for the training has expired. Examples: First aid training, no lift training, BLS, CPR, security training, etc. The date entered by the recruiter here will send an automated reminder by the system once the refresher is due. Below is an image of this section:



The screenshot shows the 'Training' tab selected in a navigation bar with 'Personal Details', 'Education', 'Health', and 'Training'. Below the tab is the 'Continuing Professional Development' section, which contains a table with the following columns: 'Select', 'Course Topic', 'Completed Date', and 'Refresher Due Date'. The table lists various training topics with checkboxes and date pickers for both the completed date and the refresher due date. A red circle highlights the 'Refresher Due Date' column, and a red arrow points to it with the text 'System generates reminder for training'. A 'Save & Exit' button is located at the bottom right of the form.

Select	Course Topic	Completed Date	Refresher Due Date
<input type="checkbox"/>	ADVANCED LIFE SUPPORT	Month Year	Month Year
<input type="checkbox"/>	AUTOMATED EXTERNAL DEFIBRILLATORS	Month Year	Month Year
<input type="checkbox"/>	BASIC LIFE SUPPORT	Month Year	Month Year
<input type="checkbox"/>	BETWEEN THE FLAGS	Month Year	Month Year
<input type="checkbox"/>	BLOOD SAFE	Month Year	Month Year
<input type="checkbox"/>	CIRCLE OF SECURITY	Month Year	Month Year

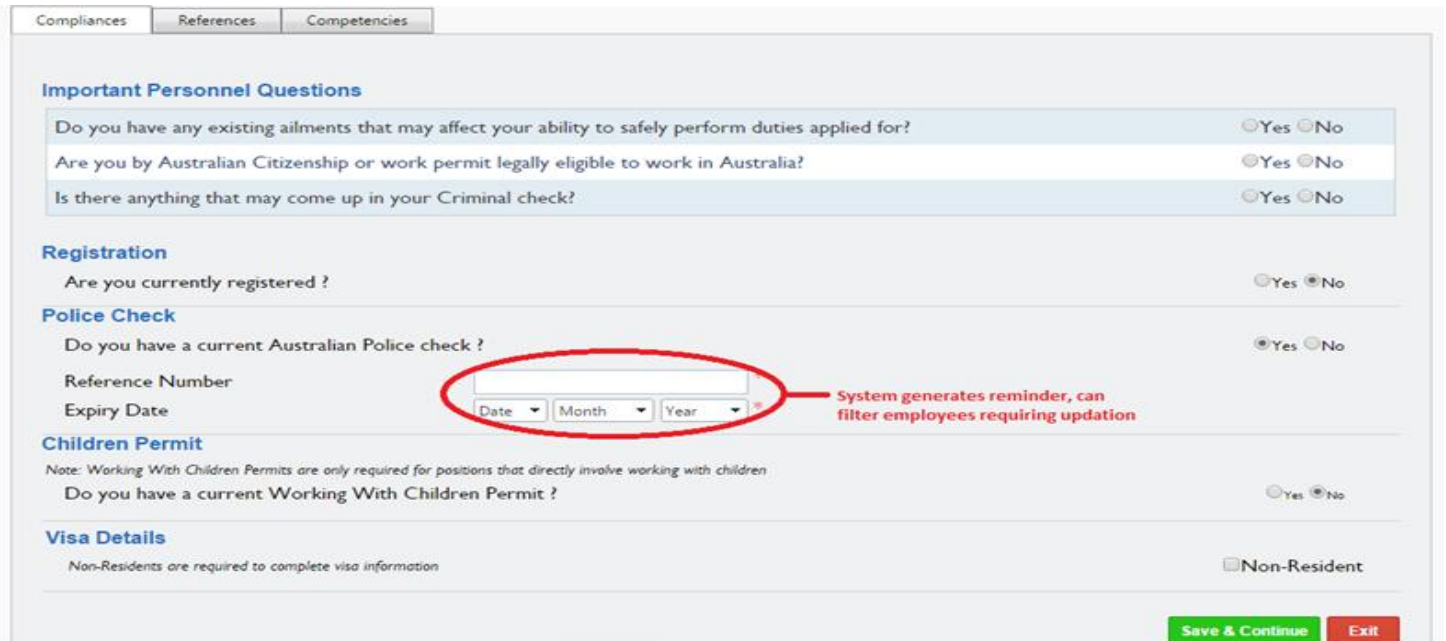
System generates reminder for training

Save & Exit

Diagram 13

Employment details:

This section is divided into three tabs: Compliances, references and competencies. Compliances is where the recruiter enters important reference numbers, expiry dates, criminal check records, professional registrations and visa details for applicant. The system then sends automated reminders for these mandatory checks. The company can choose to automatically cease employment of any employee whose criminal check records/professional registration memberships have expired. Below is an example:



Compliances | References | Competencies

Important Personnel Questions

Do you have any existing ailments that may affect your ability to safely perform duties applied for? ☐ Yes ☐ No

Are you by Australian Citizenship or work permit legally eligible to work in Australia? ☐ Yes ☐ No

Is there anything that may come up in your Criminal check? ☐ Yes ☐ No

Registration

Are you currently registered? ☐ Yes ☒ No

Police Check

Do you have a current Australian Police check? ☐ Yes ☐ No

Reference Number

Expiry Date *

System generates reminder, can filter employees requiring updation

Children Permit

Note: Working With Children Permits are only required for positions that directly involve working with children

Do you have a current Working With Children Permit? ☐ Yes ☒ No

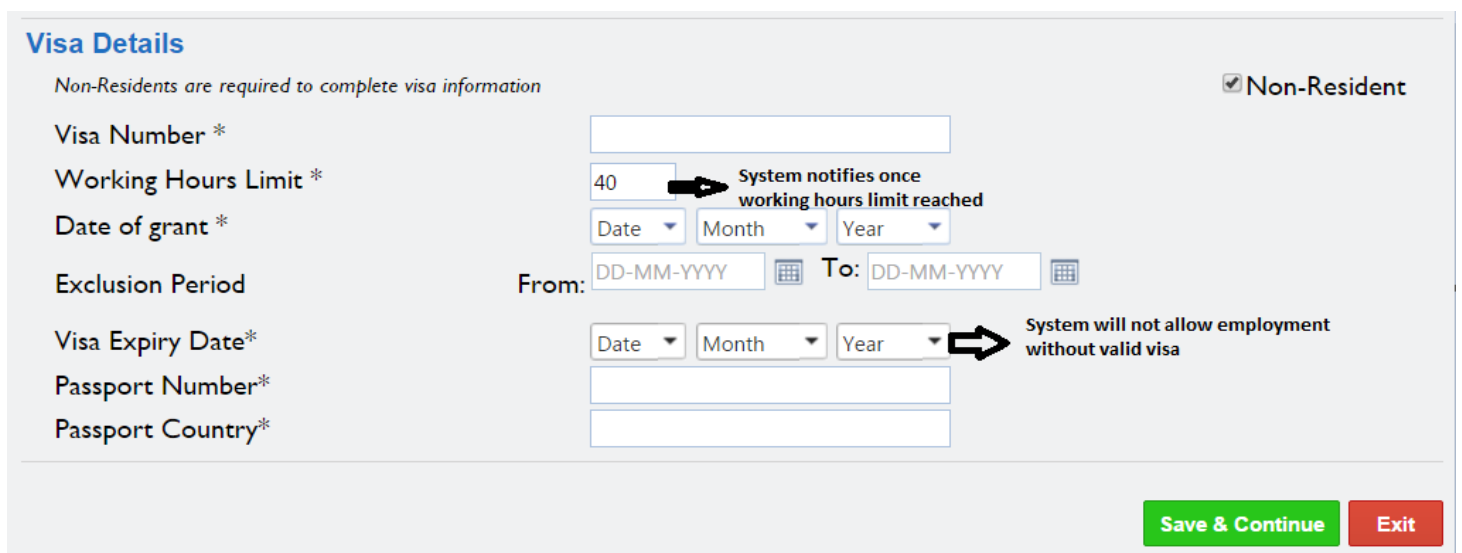
Visa Details

Non-Residents are required to complete visa information ☐ Non-Resident

Save & Continue **Exit**

Diagram 14

The recruiter can also enter visa details for the applicant in this section. The system will allow only those employees to work who have a valid visa. The system also provides notification once the employee has worked hours permitted. Below is how the recruiter can set this up at time of interview:



Visa Details

Non-Residents are required to complete visa information ☒ Non-Resident

Visa Number *

Working Hours Limit * **System notifies once working hours limit reached**

Date of grant *

Exclusion Period From: To:

Visa Expiry Date* **System will not allow employment without valid visa**

Passport Number*

Passport Country*

Save & Continue **Exit**

Diagram 15



References:

This is where the recruiter/applicant can enter details of referees. There is separate section where the recruiter can update notes once referee has been contacted. The details can be entered as shown in image below:

References

Please nominate referees with whom you have worked or trained with, within the role you are applying (These need to be your team leaders, in charge personnel or educators)
Do not nominate personal friends.

☐ **Add Referee1 Details**

1) Referee's Name *

Referee's Qualification & Position &

Place & Length of time worked with candidate

Best Time of contact to Referee

Contact Numbers Home Work Mobile Mobile

Note. Any one number is Mandatory

☐ **Add Referee2 Details**

2) Referee's Name *

Referee's Qualification & Position &

Place & Length of time worked with candidate

Best Time of contact to Referee

Contact Numbers Home Work Mobile

Note. Any one number is Mandatory

Diagram 16

Competencies:

This is where the recruiter can see if the applicant meets competency criteria. This section can be set up as a quiz, questionnaire, check box based on the requirements of the company. For eg. a nursing agency would like to employ only personnel who meet medication knowledge competencies and can use a quiz to test this. Please see details in below example:

Competencies

Elder Abuse Quiz - All Personal to Complete

1 The Aged Care Act of 2007 made the reporting of Elder Abuse compulsory. Which four of the following are reportable offences. (Pick Four Answers)

2 Working as a Casual member of staff you Suspect an Elder Abuse Offense has occurred in a facility. Which one of the following is correct?

3 The Aged Care Act provides a list of who you can report Elder Abuse to. Which three of the following can you inform of a reportable offence? (Pick 3 Answers)

4 The Aged Care Act provides discretion where situations involving the Elderly do not have to be reported as Elderly Abuse. Which one of the following situations MUST you report? (Pick One)

Medication Competency - Registered Nurse Only Medications Competency - Registered Nurse Only

1 Which one of the following factors is NOT considered the critical prior to medication administration?

2 What is the appropriate course of action for a nurse when a patient desperately needs medication but the nurse has doubts as to the meaning or legibility of the medication order.

3 The stock dose of Digoxin is 62.5 mcg PER TABLET. How many tablets would a patient receive in a 12 hour period if the Doctor ordered 0.125mg bd

4 Calculate how many mls per hour the patient should receive when ordered IV Hartman's 1 litre over 3 hours

5 Calculate the number of litres a patient would receive in a 24 hour period if the IV therapy was running at 70 mls per hour

6 The stock dose is 4 mg per tablet. Calculate the total dose (mgs) for a 24 hour period for the prescription of 2 tablets TDS

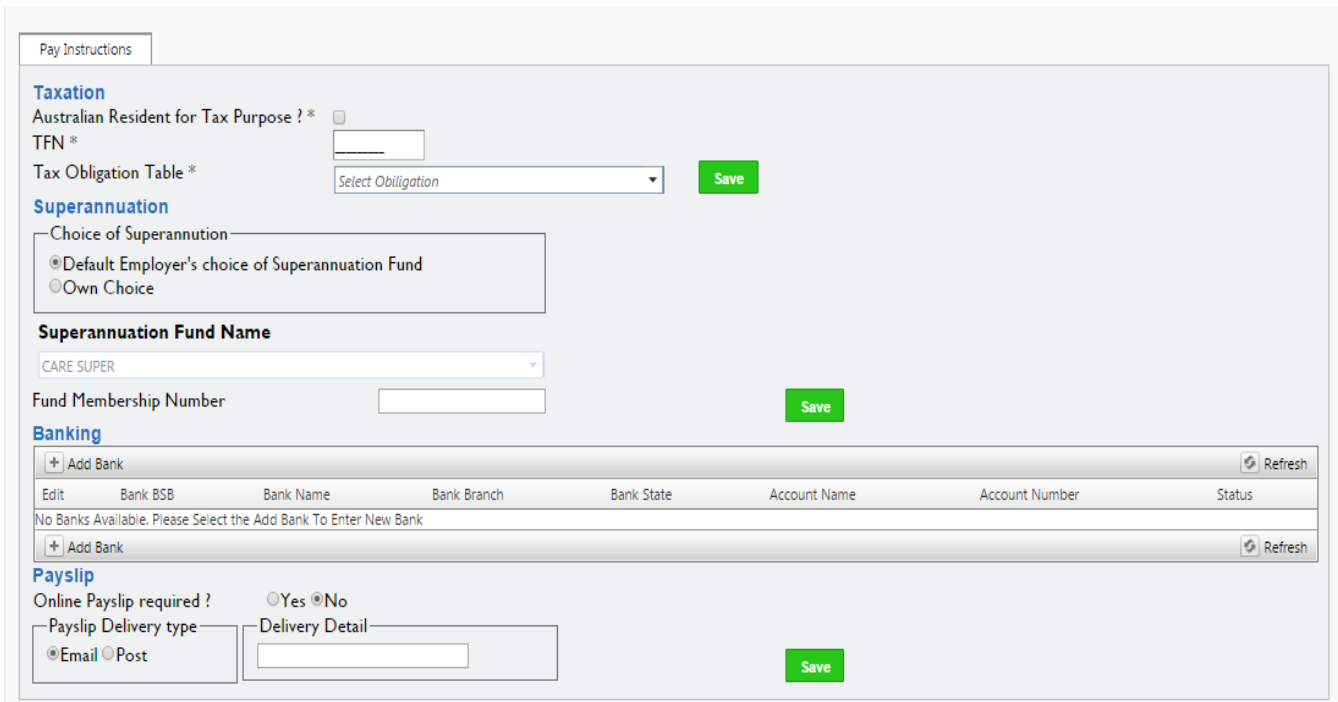
7 Under what mmol/L would someone first be considered hypoglycaemic?

Diagram 17

Financial Details:

This is where the recruiter can enter/view applicant's TFN, Banking and super details. The recruiter is required to select the level of tax for each applicant and this is then automatically saved into the finance component of Entire HR. Note- All details entered here are updated and used in the finance version of Entire HR and must be entered correctly for payroll processing.

Below is the image for the financial details tab:



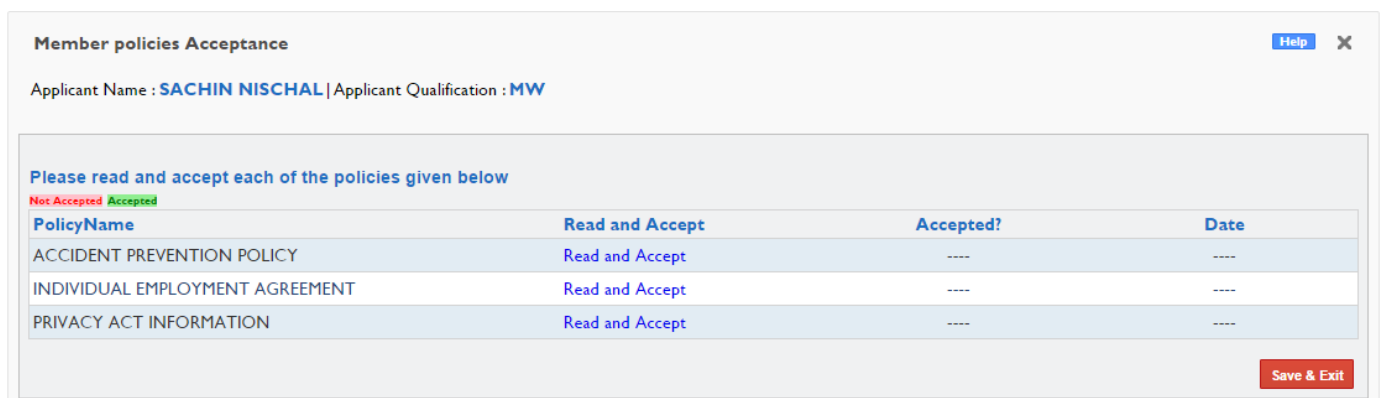
The screenshot shows the 'Financial Details' tab with the following sections:

- Taxation:** Includes a checkbox for 'Australian Resident for Tax Purpose?', a text field for 'TFN', a dropdown for 'Tax Obligation Table', and a 'Save' button.
- Superannuation:** Includes a 'Choice of Superannuation' section with radio buttons for 'Default Employer's choice of Superannuation Fund' and 'Own Choice'. Below it is a 'Superannuation Fund Name' dropdown and a 'Fund Membership Number' text field, both with a 'Save' button.
- Banking:** Features a table with columns: Edit, Bank BSB, Bank Name, Bank Branch, Bank State, Account Name, Account Number, and Status. The table is currently empty with a message 'No Banks Available. Please Select the Add Bank To Enter New Bank'. There are 'Add Bank' and 'Refresh' buttons.
- Payslip:** Includes a section for 'Online Payslip required?' with radio buttons for 'Yes' and 'No'. Below it is a 'Payslip Delivery type' section with radio buttons for 'Email' and 'Post', a 'Delivery Detail' text field, and a 'Save' button.

Diagram 17

Policies:

This is where the applicant can accept company policies before commencing employment. The policies displayed here can be updated as per company requirements and may include accident prevention policy, privacy act, etc. There is option to enable the applicant to electronically sign these policies. Please see below:



The screenshot shows the 'Member policies Acceptance' screen for applicant SACHIN NISCHAL. It includes a table of policies to be accepted:

PolicyName	Read and Accept	Accepted?	Date
ACCIDENT PREVENTION POLICY	Read and Accept	----	----
INDIVIDUAL EMPLOYMENT AGREEMENT	Read and Accept	----	----
PRIVACY ACT INFORMATION	Read and Accept	----	----

At the bottom right, there is a 'Save & Exit' button.

Diagram 18

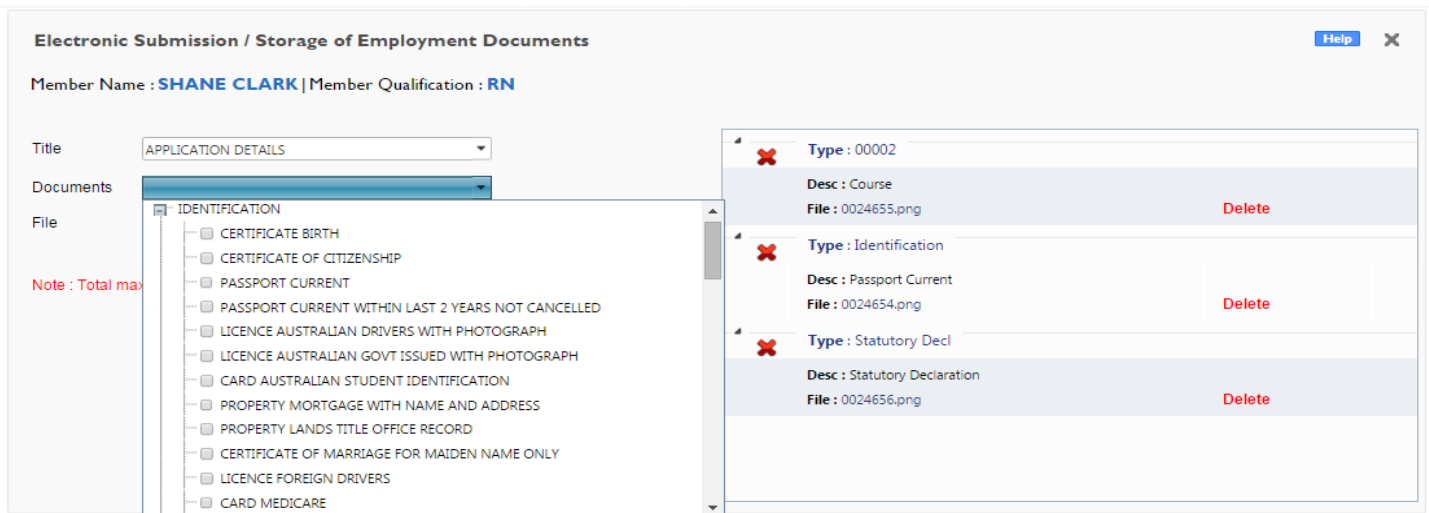
Read and Accept

When recruiter/applicant click on the **Read and Accept** icon a pop up with content of the policy will be displayed. Once the applicant has accepted these policies, the recruiter can also see date of acceptance here.

Documents:

This is where the recruiter can find all documents uploaded using the Staff App (explained further). The recruiter can electronically lodge documents to the applicant's online profile either using the staff app or scanning and uploaded from a computer/laptop. When using the staff app-recruiter can select document category and upload a photo of the documents using a smart phone/tablet/ipad.

These will then automatically be saved onto the system. Please see below:



Type	Desc	File	Delete
Type : 00002	Desc : Course	File : 0024655.png	Delete
Type : Identification	Desc : Passport Current	File : 0024654.png	Delete
Type : Statutory Decl	Desc : Statutory Declaration	File : 0024656.png	Delete

Diagram 18

1.6 VERIFICATION ON ENTIRE HR :

STAFF TO VERIFY AND RECRUIT:

This is the section where only recruiter can make changes or can confirm the applicant details. The applicant does not get access to this section through the applicant log in. This is where the recruiter can verify details, confirm award/pay level, make interview notes, evaluate based on pre-set criteria and confirm employment status of the applicant. This section is usually completed at the time of interview using the staff app. It has the following tabs:

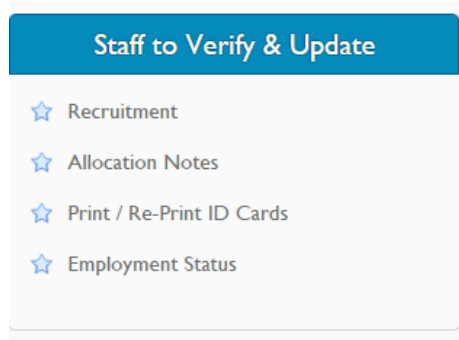


Diagram 19

Recruitment:

This is where the recruiter can make interview notes and add pay levels to the applicants profile. It has the following sections:

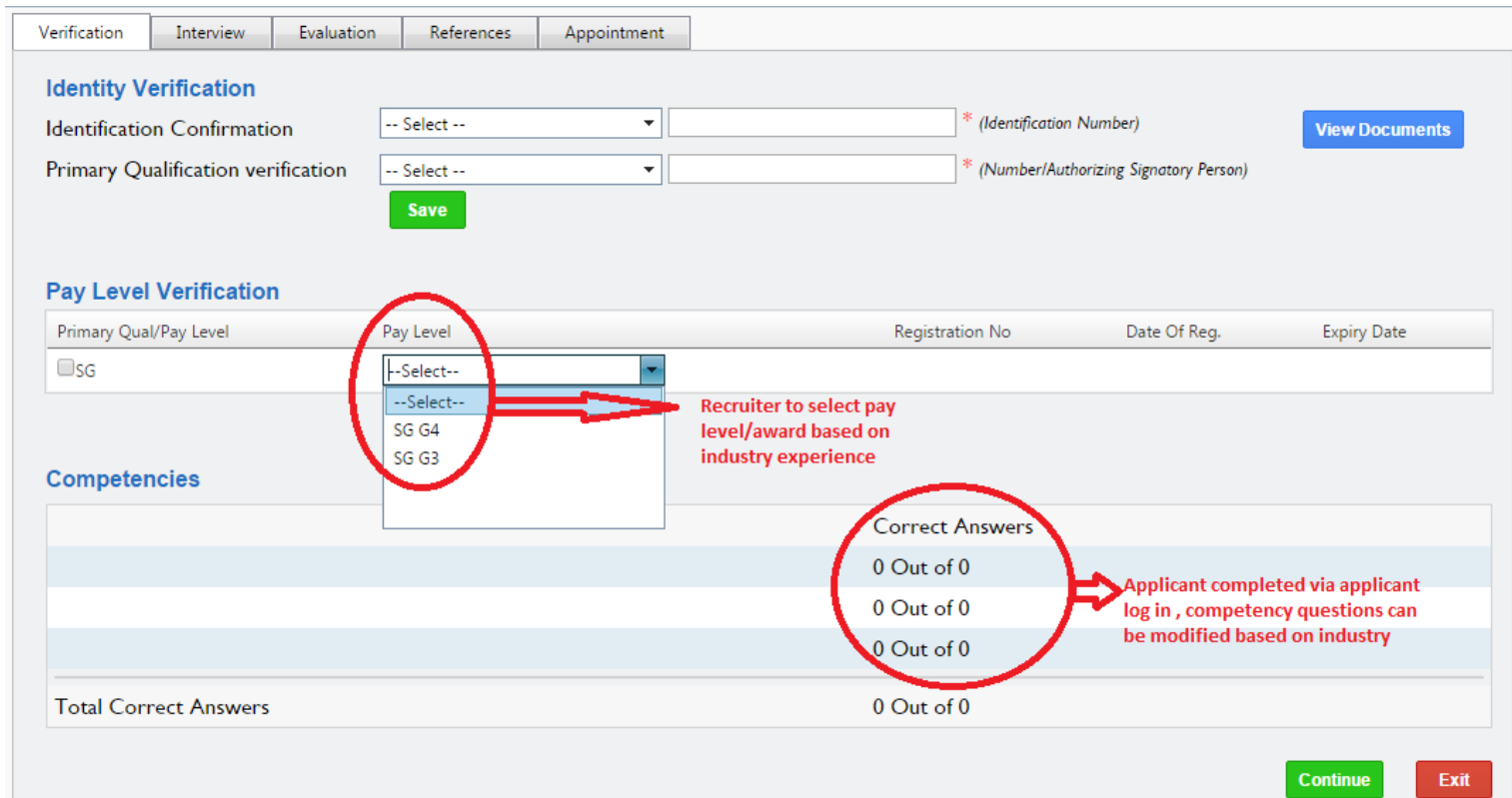
Verification	Interview	Evaluation	References	Appointment
--------------	-----------	------------	------------	-------------

Each of the above can be entered at the time of interview or at the time when references are completed.

Verification:

This is where the recruiter can confirm all mandatory documents have been uploaded onto the Entire HR system. All documents can be uploaded via the staff app or can be directly scanned into the system. The recruiter also confirms pay level here.

The awards/pay scales can be entered based on the industry at the time of set up. Please note these pay rates are in accordance with the companies recruitment standards and user can have multiple pay levels . The recruiter/company can have competency questions displayed here. For eg. A transport company might want to have questions related to the driving abilities of the applicant, medical staffing agency might have medical terminology test here. This section is where the results of the competency test will be visible. The applicant completes the competency through the applicant log in. Please see below image:



Identity Verification

Identification Confirmation: -- Select -- * (Identification Number) [View Documents](#)

Primary Qualification verification: -- Select -- * (Number/Authorizing Signatory Person)

[Save](#)

Pay Level Verification

Primary Qual/Pay Level	Pay Level	Registration No	Date Of Reg.	Expiry Date
<input type="checkbox"/> SG	--Select-- --Select-- SG G4 SG G3			

Recruiter to select pay level/award based on industry experience

Competencies

Correct Answers
0 Out of 0
0 Out of 0
0 Out of 0

Applicant completed via applicant log in , competency questions can be modified based on industry

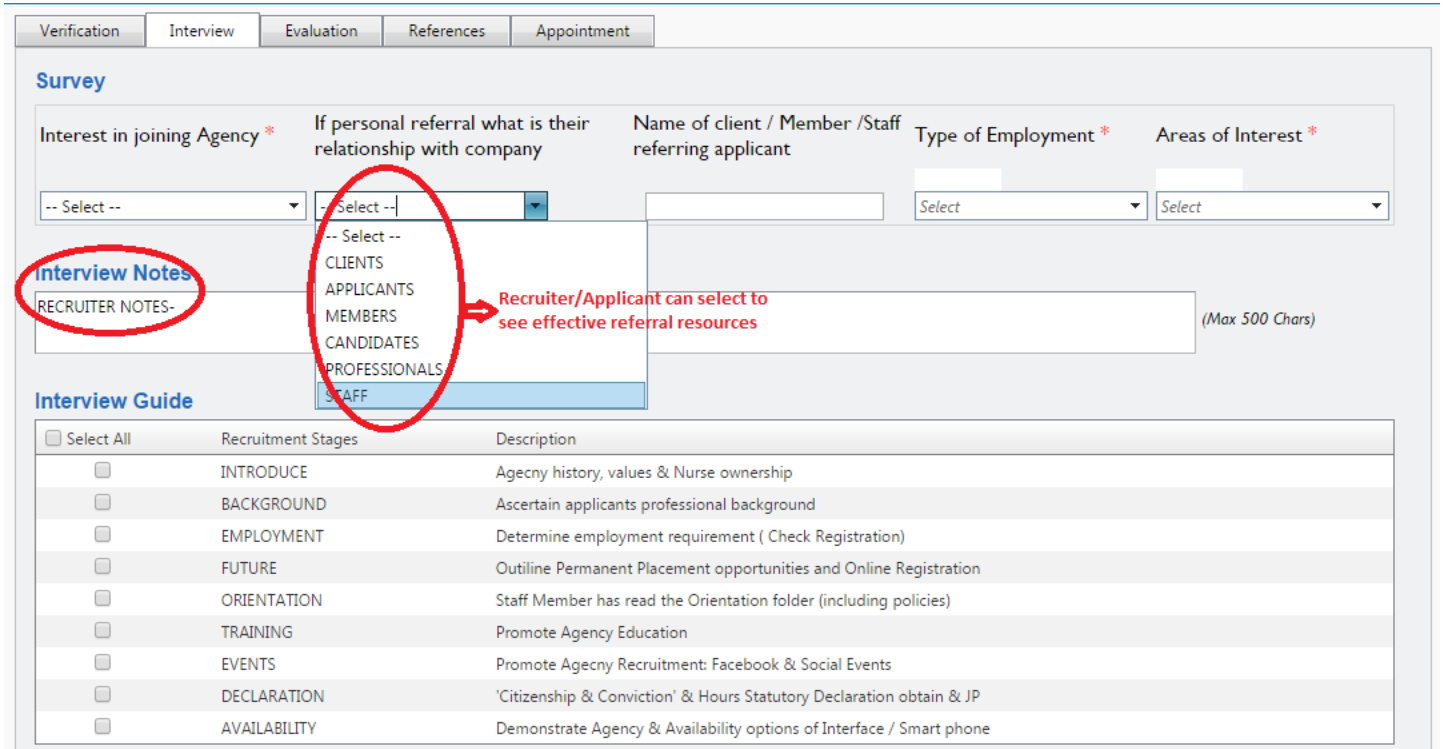
Total Correct Answers: 0 Out of 0

[Continue](#) [Exit](#)

Diagram 20

Interview:

This is where the recruiter can enter interview notes for the applicant. These notes are visible to staff members only. The company can set up interview guidelines in this section to help recruiter during the interview process.



Survey

Interest in joining Agency * -- Select --

If personal referral what is their relationship with company -- Select --

Name of client / Member / Staff referring applicant

Type of Employment * Select

Areas of Interest * Select

Interview Notes

RECRUITER NOTES-

Recruiter/Applicant can select to see effective referral resources

(Max 500 Chars)

Interview Guide

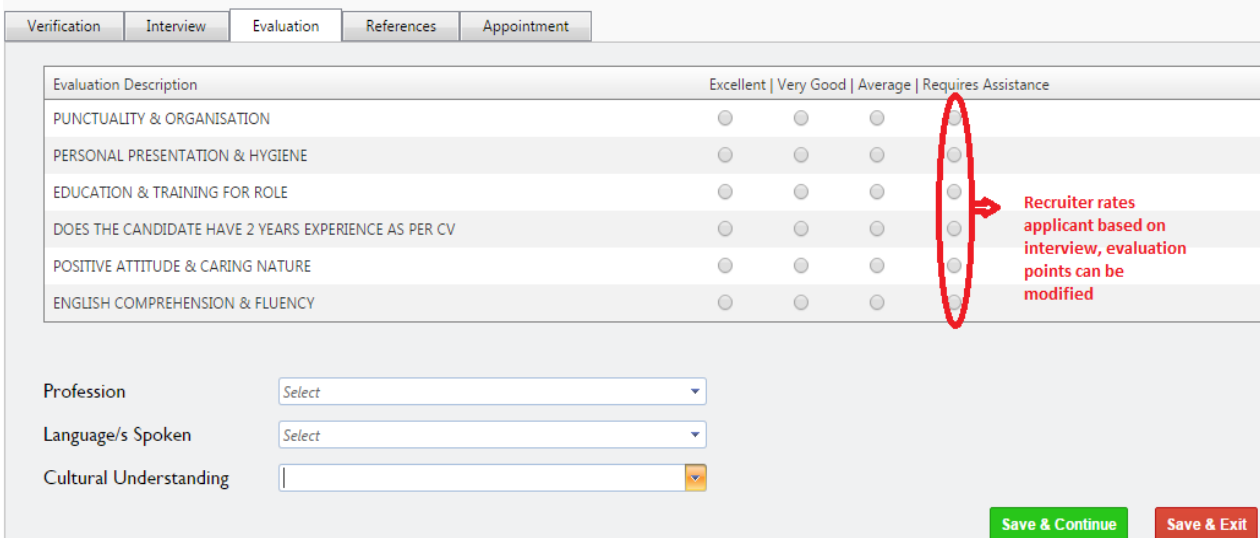
Select All	Recruitment Stages	Description
<input type="checkbox"/>	INTRODUCE	Agecny history, values & Nurse ownership
<input type="checkbox"/>	BACKGROUND	Ascertain applicants professional background
<input type="checkbox"/>	EMPLOYMENT	Determine employment requirement (Check Registration)
<input type="checkbox"/>	FUTURE	Outline Permanent Placement opportunities and Online Registration
<input type="checkbox"/>	ORIENTATION	Staff Member has read the Orientation folder (including policies)
<input type="checkbox"/>	TRAINING	Promote Agency Education
<input type="checkbox"/>	EVENTS	Promote Agecny Recruitment: Facebook & Social Events
<input type="checkbox"/>	DECLARATION	'Citizenship & Conviction' & Hours Statutory Declaration obtain & JP
<input type="checkbox"/>	AVAILABILITY	Demonstrate Agency & Availability options of Interface / Smart phone

Diagram 21

Evaluation:

This is where the recruiter can rate the applicant on key requirement such as punctuality, education and training, English comprehension, etc. This allows the organisation to place applicants in suitable areas of work. Please refer to image below:

Applicant Name : **JAMES BOND** | Applicant Qualification : **SG**



Verification Interview **Evaluation** References Appointment

Evaluation Description	Excellent	Very Good	Average	Requires Assistance
PUNCTUALITY & ORGANISATION	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PERSONAL PRESENTATION & HYGIENE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
EDUCATION & TRAINING FOR ROLE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DOES THE CANDIDATE HAVE 2 YEARS EXPERIENCE AS PER CV	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
POSITIVE ATTITUDE & CARING NATURE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ENGLISH COMPREHENSION & FLUENCY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Recruiter rates applicant based on interview, evaluation points can be modified

Profession

Language/s Spoken

Cultural Understanding

Save & Continue **Save & Exit**

Diagram 22

2.0 COMPLETING REFERENCES:

2.1 ENTERING REFEREE DETAILS :

This is where the recruiter enters details of the referee, contact log, and feedback from the referee. The references can be entered by the applicant/recruiter. The recruiter can create a reminder/outstanding task through the system. Please see image below:

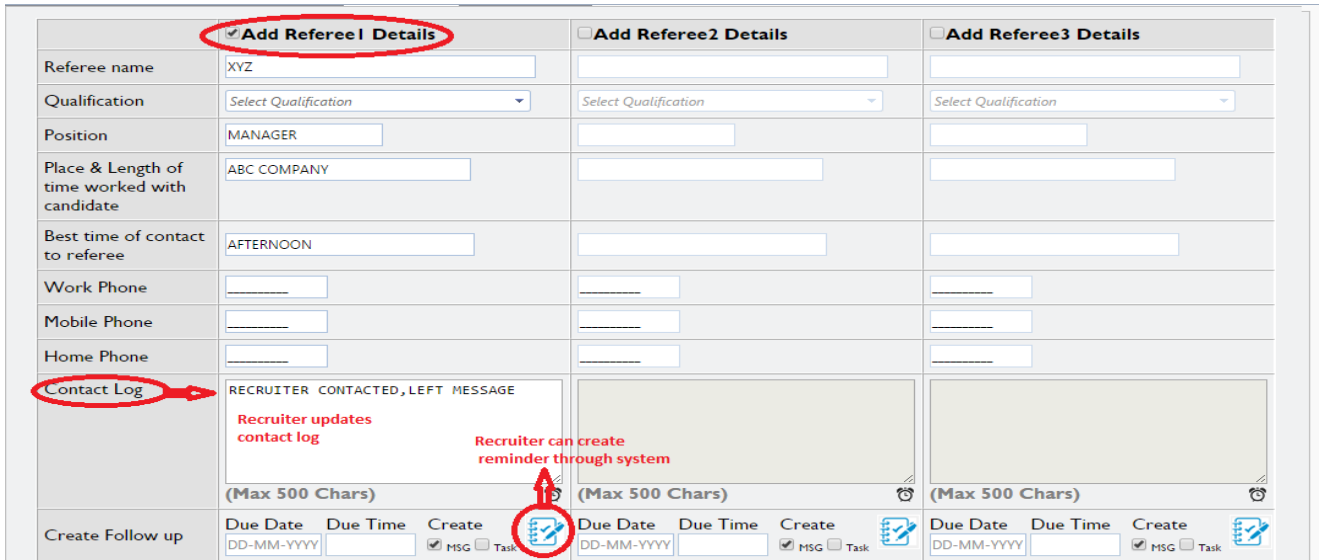


Diagram 23

Once the referee has been contacted, the recruiter can enter the feedback/comments in the Referee Notes section. The recruiter can also enter the referee's evaluation as shown below: **Diagram 24**

Referee willing to assist with reference	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Reference Not Required
Referee recommendation on employment application	<input type="radio"/> Yes <input type="radio"/> No
Referee Notes	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div> <p>(Max 500 Chars)</p>
Appreciation Gift Acceptance	<input type="radio"/> Yes <input type="radio"/> No
Location Name	<div style="border: 1px solid #ccc; padding: 2px;">--Select--</div>
Street	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
Suburb	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
Post Code	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
Thank You Card	<input type="radio"/> Yes

Referee's Evaluation of Applicant

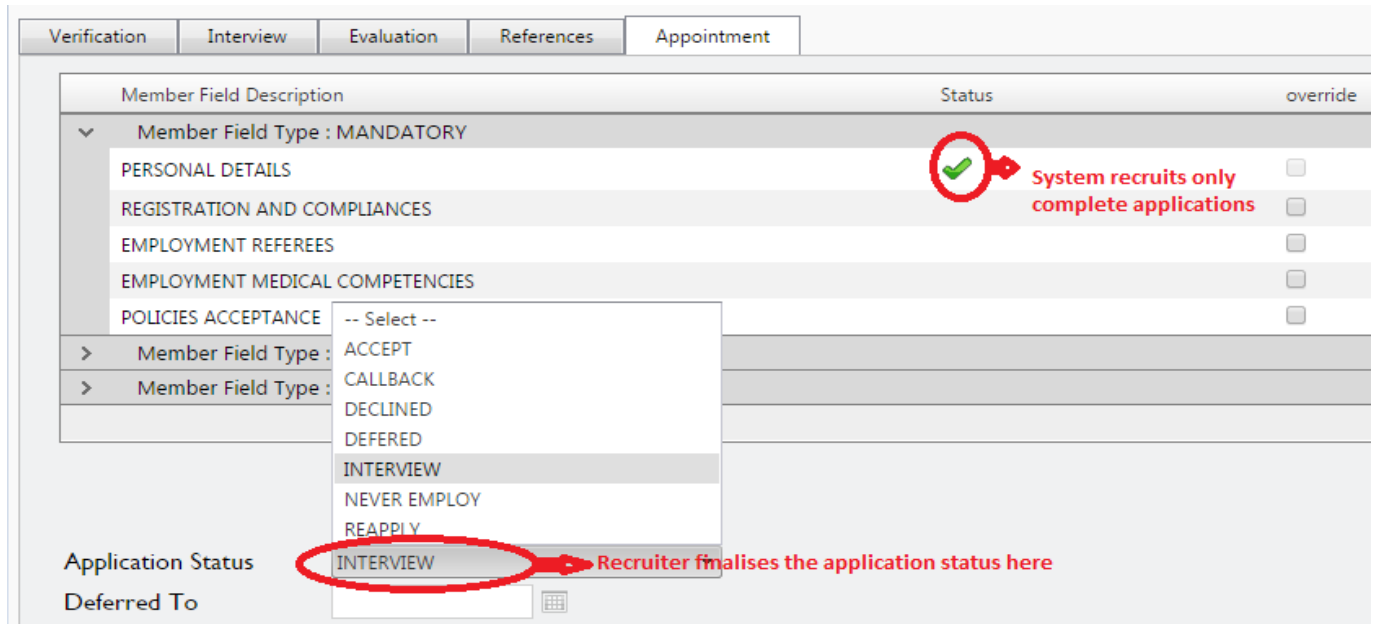
Note: Excellent(E) | Very Good (V) | Average (A)

Select	Evaluation Description	Referee1			
		E	V	A	R
<input type="checkbox"/>	ABILITY TO WORK WITHIN A TEAM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	CLINICAL SKILLS AS (DESIGNATED SPECIALTY)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	COMMUNICATION SKILLS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	FOLLOWING TASKS TO COMPLETION	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	MANDATORY TRAINING COMPLETED	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	PUNCTUALITY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	RELIABILITY EG. ANY EXCESS SICK LEAVE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	TECHNICAL SKILLS EG. COMPUTERS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	WORKING UNSUPERVISED	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2.2 APPOINTMENT:

This is where the recruiter finalises the application status. The recruiter may decide to defer, decline, or accept the applicant as an employee. This section also shows any outstanding recruitment tasks/screening checks to be performed.

This feature enables the recruiter to employ only those applicants whose details are complete on the system. The system does not allow recruiter to accept any applicant whose financial details, references, criminal history check, legal registration checks, have not been entered (unless recruiter overrides). Please refer to image below:



Member Field Description	Status	override
Member Field Type : MANDATORY		
PERSONAL DETAILS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
REGISTRATION AND COMPLIANCES	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYMENT REFEREES	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYMENT MEDICAL COMPETENCIES	<input type="checkbox"/>	<input type="checkbox"/>
POLICIES ACCEPTANCE	-- Select --	<input type="checkbox"/>
Member Field Type : ACCEPT		
Member Field Type : CALLBACK		
Member Field Type : DECLINED		
Member Field Type : DEFERED		
Member Field Type : INTERVIEW		
Member Field Type : NEVER EMPLOY		
Member Field Type : REAPPLY		
Member Field Type : INTERVIEW		

Application Status: **INTERVIEW** (Recruiter finalises the application status here)

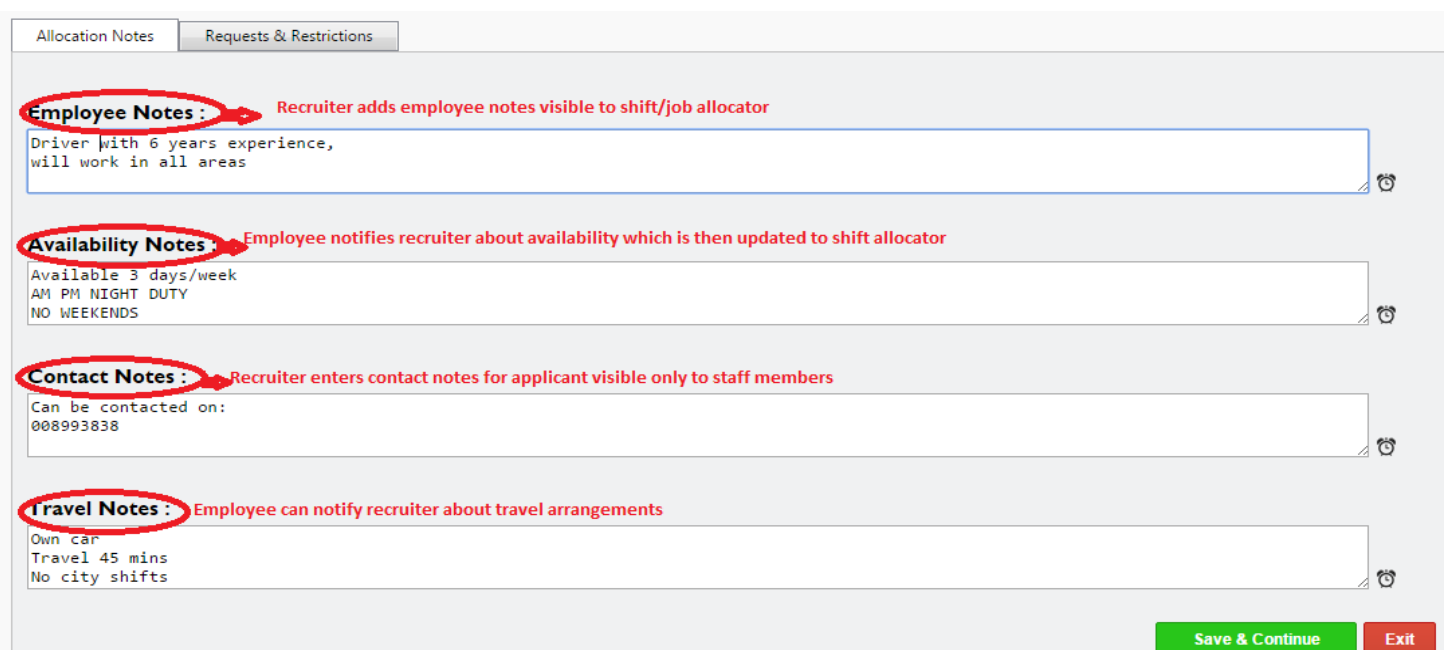
Deferred To:

Diagram 25

2.3 ALLOCATION NOTES:

This is where recruiter updates employee notes, contact notes, travel preferences for the employee.

These notes assist shift allocator to assign shift/job to employee. Please see below: **Diagram 26**



Employee Notes : Recruiter adds employee notes visible to shift/job allocator

Driver with 6 years experience,
will work in all areas

Availability Notes : Employee notifies recruiter about availability which is then updated to shift allocator

Available 3 days/week
AM PM NIGHT DUTY
NO WEEKENDS

Contact Notes : Recruiter enters contact notes for applicant visible only to staff members

Can be contacted on:
008993838

Travel Notes : Employee can notify recruiter about travel arrangements

Own car
Travel 45 mins
No city shifts

Save & Continue **Exit**

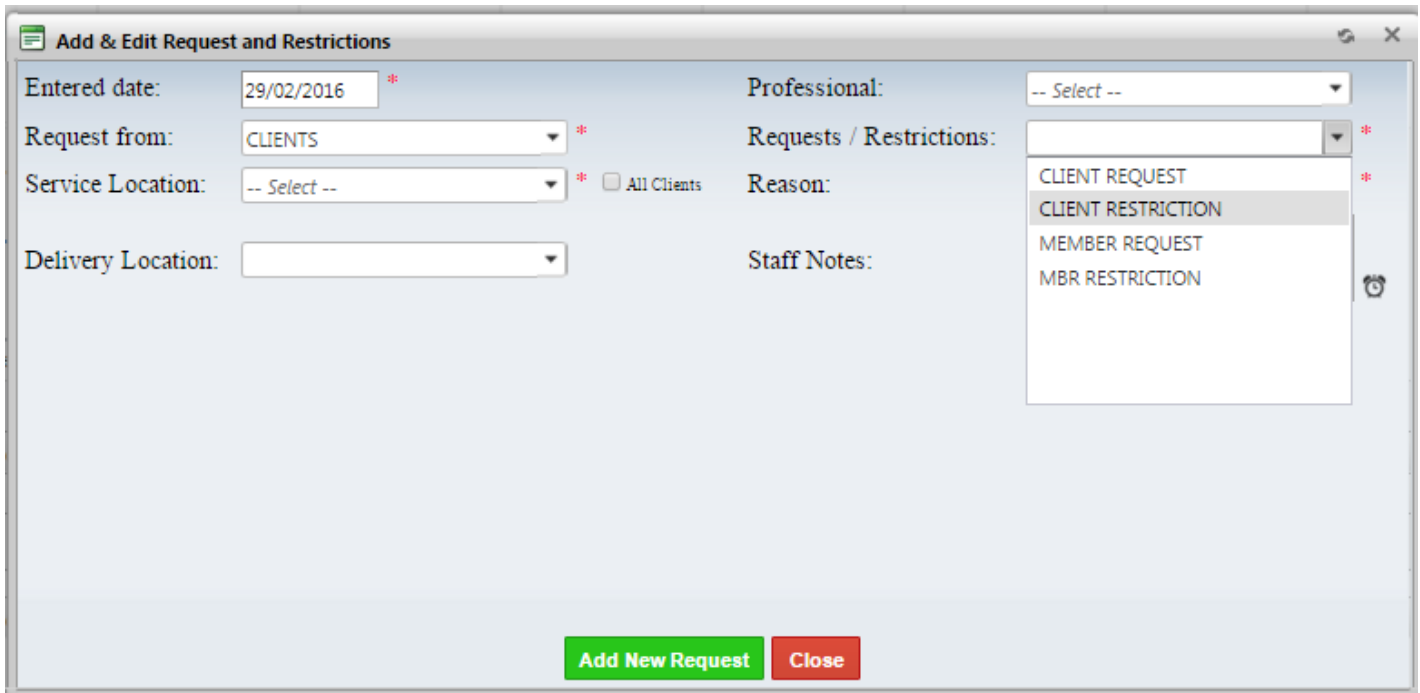
2.4 REQUEST AND RESTRICTIONS:

This is where the recruiter can enter any locations which the employee prefers or has been restricted from.

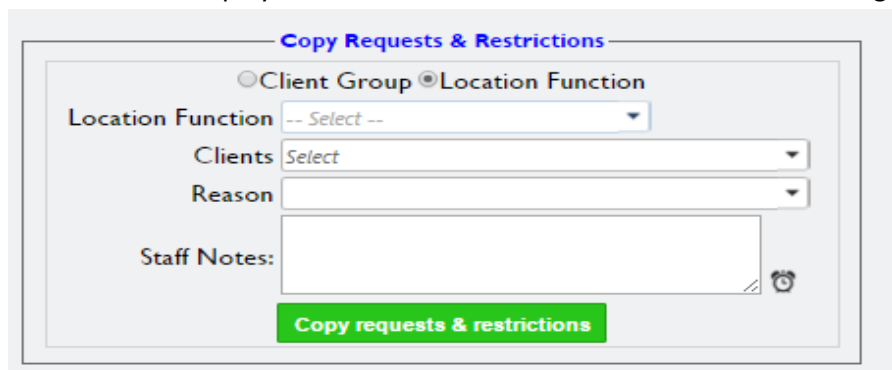
For eg. The employee prefers working at a location closer to where he/she lives-Allocator can enter all locations of services in requests for the employee. Similarly, if employee is unable to work at a particular location such as location of ex employment, location unsuitable-Allocator/recruiter can restrict employee from such locations. This would then restrict employee from viewing shifts/jobs from such locations and will also not permit allocator to offer employee work at restricted locations.

When recruiter clicks on Add New Request-a pop opens up as shown in image below:

Diagram 27



The recruiter can restrict employee for multiple locations based on the client group or function of locations. If a client has several service locations and the employee is restricted from working with the client, the recruiter can bulk restrict employee from all locations for that client. Please see image below: **Diagram 28**





2.5 ACTIVATING MEMBER/EMPLOYMENT STATUS UPDATE:

The recruiter can choose to print an id badge at this stage by clicking Print ID Badge tab. Entire HR can provide recommendations/printing machines for id badges and will assist in configuring this to the system. The id badges have employee details and photo printed on them along with company logo.

Employment Status:

This is the final step to recruitment process. Once the applicant has been made a member the recruiter needs to change the status of employee to Active and a new employee id will be generated.

Employee ID

Employee Status

Members Priority

Industry Type

Office attach to

HireDate

Notes


First Shift Worked: 13-01-2016 CARI

Last Shift Worked: 14-02-2016 ACME WAREHOUSE NORTHERN BEACHES

[Save](#)

Diagram 29

The employment status can be changed to inactive if the employee ceases employment due to reasons like maternity leave, travelling overseas, etc. The system also automatically suspends any member whose legal check have expired. The system does send notification to staff before suspension. Only active employees can work shifts/jobs with the company. Once employment has been confirmed-they are known as MEMBERS in the system. The recruiter can send Member their

app log in details now by clicking on the icon  on the top left corner of the home screen. The system then notifies the employee of their log in details via sms or email. This completes the recruitment process and the member can now enter availabilities/pick jobs through the members app/member portal. The recruiter can send log in details to multiple members at the same time..



3.0 PORTALS/INTERFACES AND LOG INs:

Entire HR software has different portals for different users. When applying for a job the applicant would get access to the applicant portal. Internal staff members can access the staff portal through the staff app. The staff app is a customised app provided along with the software and is integrated feature of the software. The staff app is explained in detail further in the manual.

Please note -staff app is explained in detail further in the manual.

3.1 LOG INs:

The portals can be accessed via the log ins generated by the system. Please see below types of log ins required to access these portals:

The portals can be accessed via the log ins generated by the system. Please see below types of log ins required to access these portals:

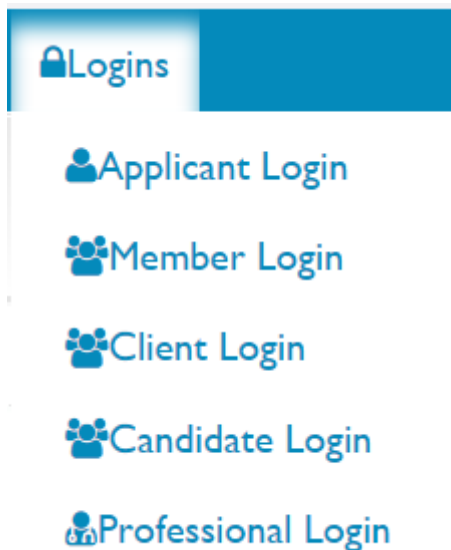


Diagram 30

The log in tab is located on the top right hand corner below the Log out tab. These logins allow the user to access appropriate portals based on the type of access they are authorized to. Below is a breakdown of authorised users for different portals:

Applicants/Job Seekers via job portal-Applicant portal

Employees/Members-Members portal

Clients/ Facilities/Work locations- Client portal

Candidates/Permanent Placements -Candidate Log in

Professionals/Internal Staff/Office users- Staff app/portal



Each of the above portals can be accessed by the unique username and password generated via the system. The log ins can be sent via email/sms and can be accessed by internal staff member by clicking on the log in tab as shown below:

Home \ Logins \ [Applicant Logins](#)

View Login Details ✕

Login Type
☐ Members ☒ Applicants

Search By: Select

Display Users

Send Email to Members

Refresh

Login Name	Login ID	Login Password	Login Email	Office Location	Status	Application Status	<input type="checkbox"/> Send Email
<input type="text"/>	<input type="text"/>			<input type="text"/>			
AJAY LATHER	APL0000003	01011990	ajay.lather@carinyou.net.au	CLEANERS	ACTIVE	INTERVIEW	<input type="checkbox"/>
BRETT RYAN	APL0000007	30011967	david@sbpl.com.au	CONSTRUCTION	ACTIVE	INTERVIEW	<input type="checkbox"/>
BRIAN ROOST	APL0000008	05021968	david@sbpl.com.au	CONSTRUCTION	ACTIVE	INTERVIEW	<input type="checkbox"/>
CHRIS FINCH	APL0000028	06081970	shane@entirehr.com	LABOURHIRE	ACTIVE	INTERVIEW	<input type="checkbox"/>
DAVID JONES	APL0000005	08081988	david@sbpl.com.au	CONSTRUCTION	ACTIVE	INTERVIEW	<input type="checkbox"/>

Diagram 31

Internal staff members can view log in details by clicking on Logins tab and then selecting type of users. The above is an example of applicant log in details. The internal staff members can search applicants/users via name or by office location. They can then email details to users by selecting applicant and clicking on send email. The system does automatically send email to the appropriate user once the status of user has been confirmed. For example: An applicant receives an automated email with applicant log in details once their application has been received. A new member/employee receives an automated email with log in details once recruiter confirms their employment status on the system.

Similarly client details can also be viewed/emailed as shown below:


View Login Details ✕

Send Email to Clients

Refresh

Login Name	Login ID	Login Password	Login Email	Office Location	Login Status	<input type="checkbox"/> Send Email
<input type="text"/>	<input type="text"/>			<input type="text"/>		
ACME WAREHOUSE NORTHERN BEACHES	CLT0000021	ACME-S-002		LABOURHIRE	ACTIVE	<input type="checkbox"/>
ACME WAREHOUSE WESTERN SUBURBS	CLT0000020	ACME-S-001		LABOURHIRE	ACTIVE	<input type="checkbox"/>
ACME WAREHOUSING	CLT0000017	LOC1-A-001		LABOURHIRE	ACTIVE	<input type="checkbox"/>
BETTY LEAN	CLT0000055	BETT-A-001		HOME CARE	ACTIVE	<input type="checkbox"/>
CROWN AGED CARE	CLT0000048	CROW-A-001		HEALTH CARE	ACTIVE	<input type="checkbox"/>
CROWN AGED CARE	CLT0000019	UNIT-S-001		HEALTH CARE	ACTIVE	<input type="checkbox"/>
CROWN CARE PENNANT HILLS	CLT0000049	CROW-S-002		HEALTH CARE	ACTIVE	<input type="checkbox"/>

Diagram 32

The portals/interfaces are linked to the status of the users and can be found on the top left corner of the home page by clicking on  **Entire Software** (please note user will be able to see their company name here instead of Entire Software) as shown below:

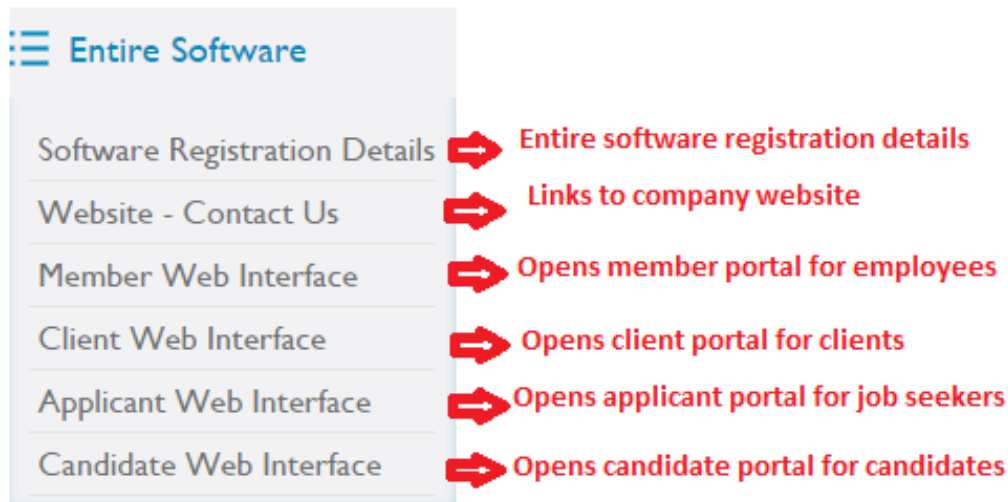
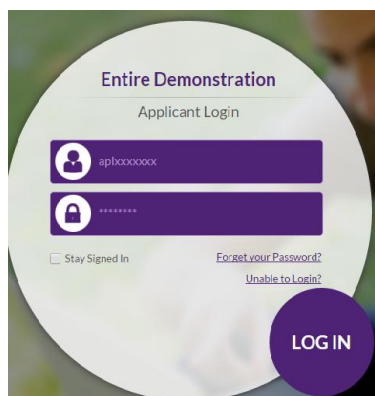


Diagram 33

3.2 APPLICANT WEB INTERFACE:

This is the portal that new job applicants would access. Once a new application has been created through the job portal of the company's website, the applicant receives an email with the link to the applicant interface. The content of the email can be modified based on company's requirement the layout of the applicant portal is customised for each company using Entire HR. The applicant interface may have an application form which requires the applicant to enter details/upload documents such as personal details, contact information, TFN, etc. These can then be automatically saved onto Entire HR as shown below:



TEST NAME TEST - AIN
Logout

entireHR
Human Resource Software

New Members Online Application Form

This short application form can be completed in under 5 minutes and will greatly expedite your interview process
If you cannot complete the application time will be allocated at your interview.

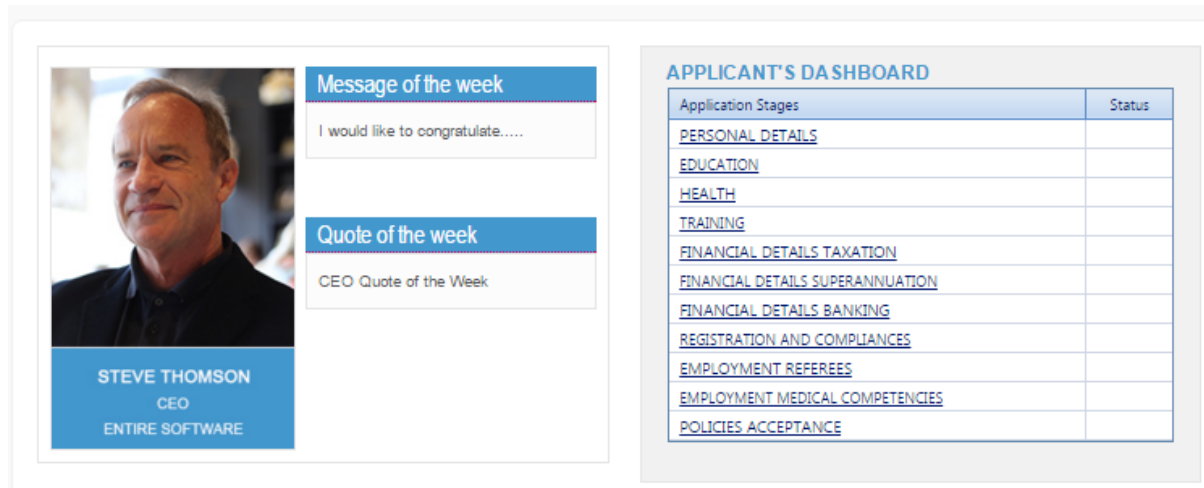
- Personal Details**
Name and contact details, qualifications/certificates obtained, immunisations and health history if applicable.
- Employment Details**
Industry specific registration numbers, References, Industry competencies
- Financial**
Australian Tax File number, Superannuation Account and Bank Details.
- Documents**
Here you can upload files of the following:
 - Driver's licence, passport or other forms of proof of identity
 - Education qualifications or certificates
 - Medical or nursing apfra registration
 - Photographs
 - Plus any other documents or information that you feel may be helpful
 - Resume or CV
 - Visa if applicable
- Policies**
Displays current company policies and employment agreements, information here must be read and clicked "agreed" no data entry required.


Good luck with your application, we look forward to seeing you soon.

Continue

Diagram 34

Once the applicant enters details and clicks on continue-they are directed to the applicant dashboard where they can see progress/status of their application. This enables the job seeker to enter most of the required details before they are scheduled for an interview and thus reducing the time consumed in recruitment process. Entire HR is a system that enables the company to recruit applicant based on the documents and details submitted through the applicant interface, which then allows the company to recruit even without an interview. Once the applicant submits all mandatory documents, they are enable to see the status of submission on the applicant dashboard as shown below:





STEVE THOMSON
CEO
ENTIRE SOFTWARE

Message of the week

I would like to congratulate.....

Quote of the week

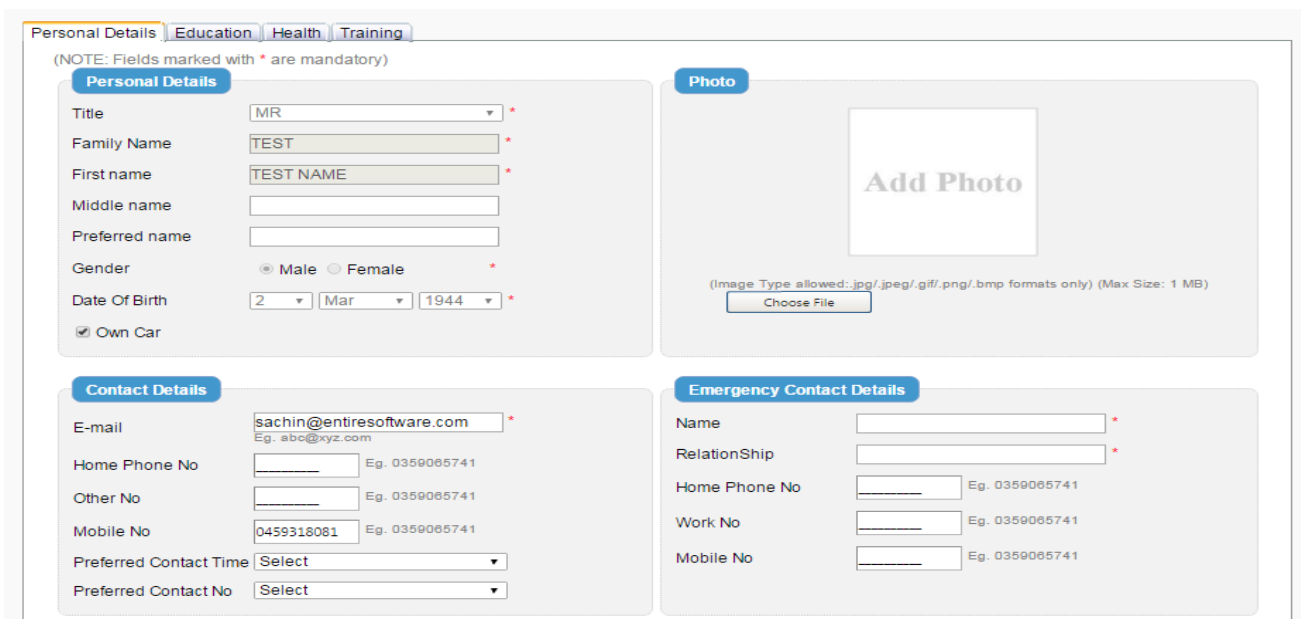
CEO Quote of the Week

APPLICANT'S DASHBOARD

Application Stages	Status
PERSONAL DETAILS	
EDUCATION	
HEALTH	
TRAINING	
FINANCIAL DETAILS TAXATION	
FINANCIAL DETAILS SUPERANNUATION	
FINANCIAL DETAILS BANKING	
REGISTRATION AND COMPLIANCES	
EMPLOYMENT REFEREES	
EMPLOYMENT MEDICAL COMPETENCIES	
POLICIES ACCEPTANCE	

Diagram 35

Each company using Entire HR is allowed to customise the applicant dashboard and can have an image/quote from the respective CEO of the company. By clicking on the different tabs under Application stages the applicant can enter details which then get saved on the system and can be viewed by recruiter through the staff log in. Please note-by clicking on tabs such as Education, Health, Training Etc. a new page opens up which is exactly the same as seen by recruiter under applicant details tab as explained previously in this manual. Please see below example:



Personal Details | Education | Health | Training

(NOTE: Fields marked with * are mandatory)

Personal Details

Title: MR *

Family Name: TEST *

First name: TEST NAME *

Middle name:

Preferred name:

Gender: ☒ Male ☐ Female *

Date Of Birth: 2 Mar 1944 *

☒ Own Car

Photo

Add Photo

(Image Type allowed: .jpg/.jpeg/.gif/.png/.bmp formats only) (Max Size: 1 MB)

Choose File

Contact Details

E-mail: sachin@entiresoftware.com *

Home Phone No: Eg. 0359065741

Other No: Eg. 0359065741

Mobile No: 0459318081 Eg. 0359065741

Preferred Contact Time: Select

Preferred Contact No: Select

Emergency Contact Details

Name: *

RelationShip: *

Home Phone No: Eg. 0359065741

Work No: Eg. 0359065741

Mobile No: Eg. 0359065741

Diagram 36

3.3 MEMBER INTERFACE/PORTAL:

This is where the employee can update availabilities, change address, pick up work/shifts. Please note this is different from the member profile which internal staff can access via the Members tab on the system. The system sends an automated email once the recruiter changes the status from applicant to new member and provides the employee their details as well as a link to the member portal and members app. These are customised for each company and has their logo and details on it.

Once the Member/New employee accesses member portal via they can see any shifts/jobs released to be picked up as shown below:

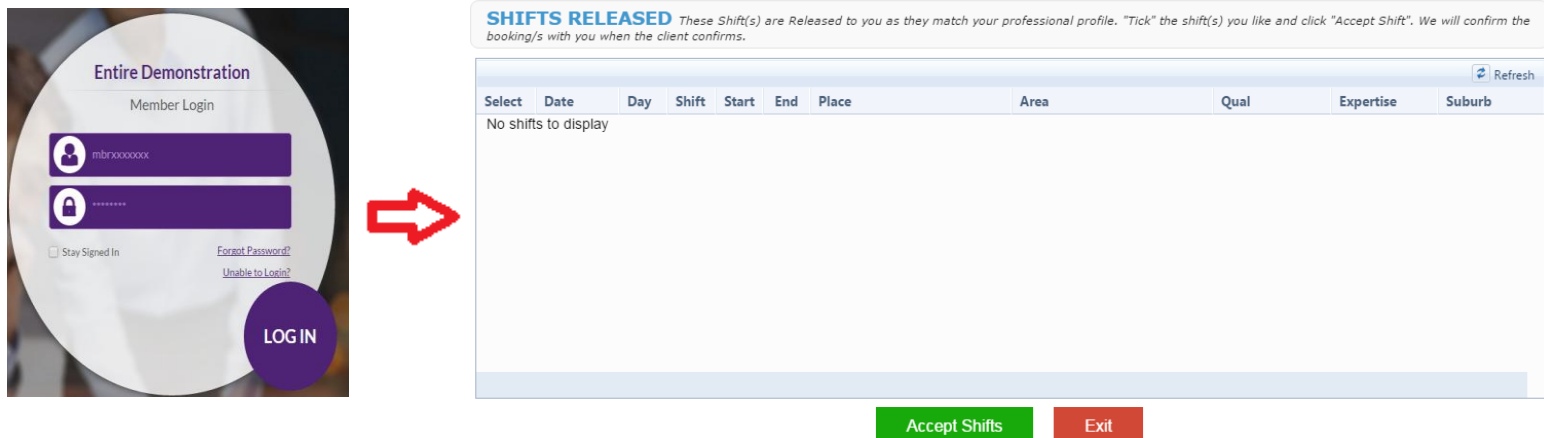


Diagram 37

The member interface tabs for the member to enter availabilities, preferences, refer a friend and update details as shown in image below:

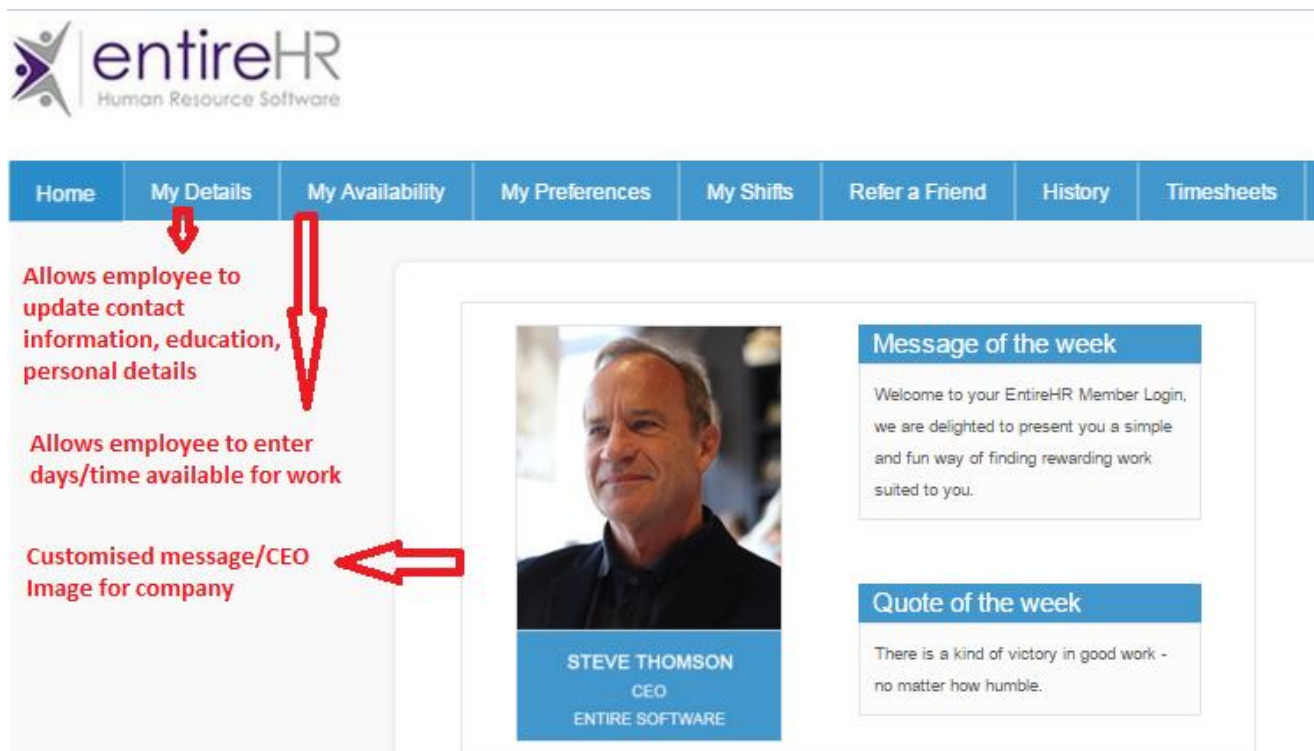


Diagram 38



Members can update their availability through the above tab which is then visible to the shift/job allocators who can then assign work based on employee availability. Please see image below:

My Availability

Permanent Availability
Casual Availability

Select Casual Availability Date

March 2016

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
10	28	29	1	2	3	4	5
11	6	7	8	9	10	11	12
12	13	14	15	16	17	18	19
13	20	21	22	23	24	25	26
14	27	28	29	30	31	1	2
15	3	4	5	6	7	8	9

Comments & Requests

Select Shift Wise Availability

Shift	All	All	All
AM	<input type="radio"/> Available	<input type="radio"/> Not Available	<input type="radio"/> Possible
PM	<input type="radio"/> Available	<input type="radio"/> Not Available	<input type="radio"/> Possible
NS	<input type="radio"/> Available	<input type="radio"/> Not Available	<input type="radio"/> Possible

Double Shift OFF
Stand By OFF

Confirm
Exit

Diagram 39

It is easy and simple for employee to update availability as all they are required to do is click and choose date and then select AM PM or NS and click **Confirm** to update availability status. They can also choose if they would like to work a double shift. This allows quick allocation of work.

The members can also enter their availability and can access all of the above features via a smart phone/tablet using the members app. This is provided along with the software and is an important part of the system. The candidate portal is similar to the members portal and is for employees who have been selected for permanent placement. The members portal also allows employee to submit timesheets/invoices using a smart phone and allows quick and accurate processing of payments.

Any detailed entered by the employee is visible on the system to shift allocators/payroll/recruiter as shown below for availability uploaded: **Diagram 40**

Home
Applications
Profiles
Allocation
Placements
Communication
Masters
Reports
Logins

Permanent Availability
Casual Availability

Select Casual Availability Date

March 2016

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
10	29	1	2	3	4	5	6
11	7	8	9	10	11	12	13
12	14	15	16	17	18	19	20
13	21	22	23	24	25	26	27
14	28	29	30	31			
15							

Comments & Requests

Permanent Availability (View Only)

	MON	TUE	WED	THU	FRI	SAT	SUN
AM	?	?	?	?	?	?	?
PM	?	?	?	?	?	?	?
NS	?	?	?	?	?	?	?

Note:
If Member has refused the shift after being booked then option StandBy will get deactivated & already entered StandBy availabilities will get converted into Normal Availabilities.

Select Shift Wise Availability

Shift	All	All	All
AM	<input type="radio"/> Available	<input type="radio"/> Not Available	<input type="radio"/> Possible
PM	<input type="radio"/> Available	<input type="radio"/> Not Available	<input type="radio"/> Possible
NS	<input type="radio"/> Available	<input type="radio"/> Not Available	<input type="radio"/> Possible

Double Shift OFF
Stand By OFF
Help

Confirm
Exit

Current Availability Dates

Edit	Casual Availability Date	Day	AM	PM	NS	Notes	User	DateTime	Status	StandBy	Double Shift	
	08/03/2016	TUE	Available	Available	Available		STEVE	1/03/2016 12:11:00 PM	No	Yes		
	09/03/2016	WED	Available	Available	Available		STEVE	1/03/2016 12:11:00 PM	No	Yes		
	10/03/2016	THU	Available	Available	Available		STEVE	1/03/2016 12:11:00 PM	No	Yes		
	11/03/2016	FRI	Available	Available	Available		STEVE	1/03/2016 12:11:00 PM	No	Yes		
	12/03/2016	SAT	Available	Available	Available		STEVE	1/03/2016 12:11:00 PM	No	Yes		
	13/03/2016	SUN	Available	Available	Available		STEVE	1/03/2016 12:11:00 PM	No	Yes		
	14/03/2016	MON	Available	Available	Available		STEVE	1/03/2016 12:11:00 PM	No	Yes		
	15/03/2016	TUE	Available	Available	Available		STEVE	1/03/2016 12:11:00 PM	No	Yes		
	16/03/2016	WED	Available	Available	Available		STEVE	1/03/2016 12:11:00 PM	No	Yes		
	17/03/2016	THU	Available	Available	Available		STEVE	1/03/2016 12:11:00 PM	No	Yes		



4.0 APPS FROM ENTIRE SOFTWARE:

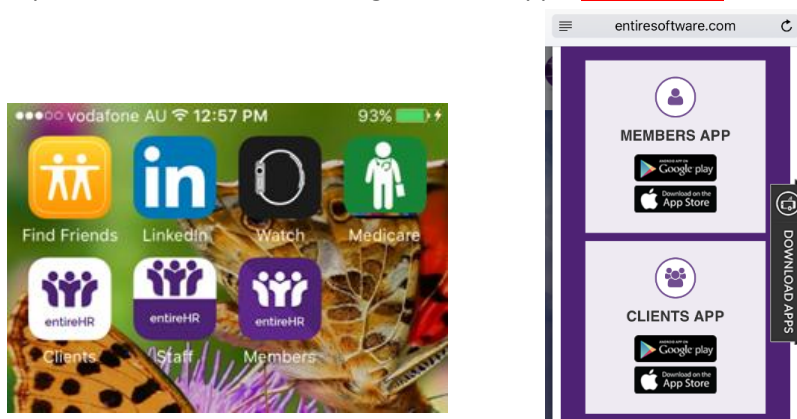
Entire HR software has its integrated apps for staff, clients, and members. These apps are an integral part of the system and every company using the software has access to these apps. They are compatible with apple, androids as well as all other smart phones and tablets. The user can download these for free for multiple devices. These apps are categorized into the following:

Staff App-For internal staff users/recruiters

Members App-For employees/members

Client App-For clients/contractors

Please see below image for demo apps downloaded for Entire HR system. Please note each company is provided with customised logo for their apps: **Diagram 41**



4.1 STAFF APP:

This is an important app for recruitment/hiring purposes. The recruiter/internal staff member can upload documents for new applicants using this app. These documents are then saved onto the Entire HR system and can be accessed in future. The staff member uploads documents received as hard copies/email/scanned copies/pdf/word using a smart phone or tablet. A copy of the uploaded document is also saved on the device used for uploading. Each internal staff member uses a unique user name and password to log in to the app. The home page of the staff app shows all personnel saved on to the system and the user can select from applicants, member, candidate, etc:

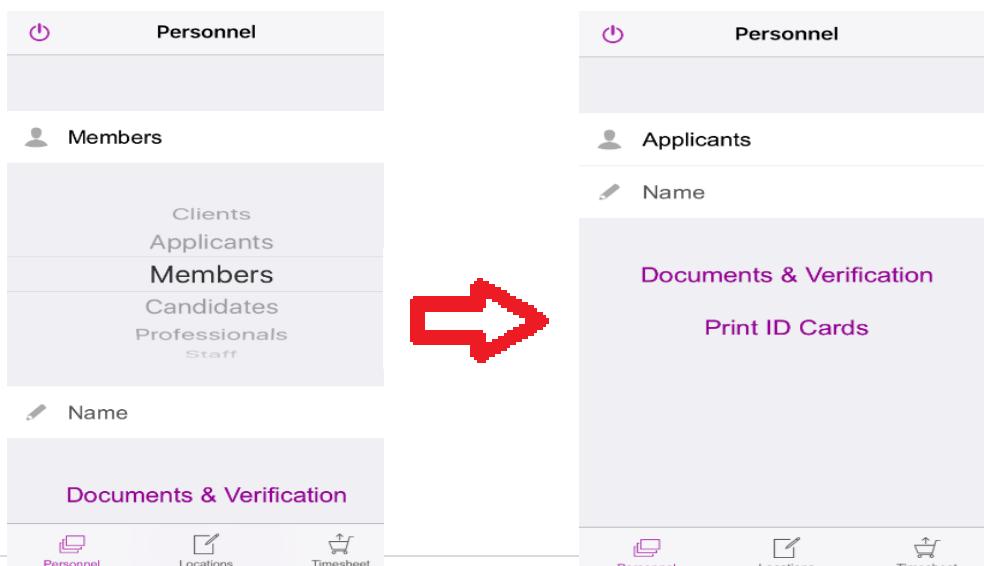


Diagram 42

The internal staff member can select Applicant/Member by simply typing the name or can search from a list of all users. For new job seekers who have progressed to interview stage/application finalised on the system, the recruiter can access their details through the app:

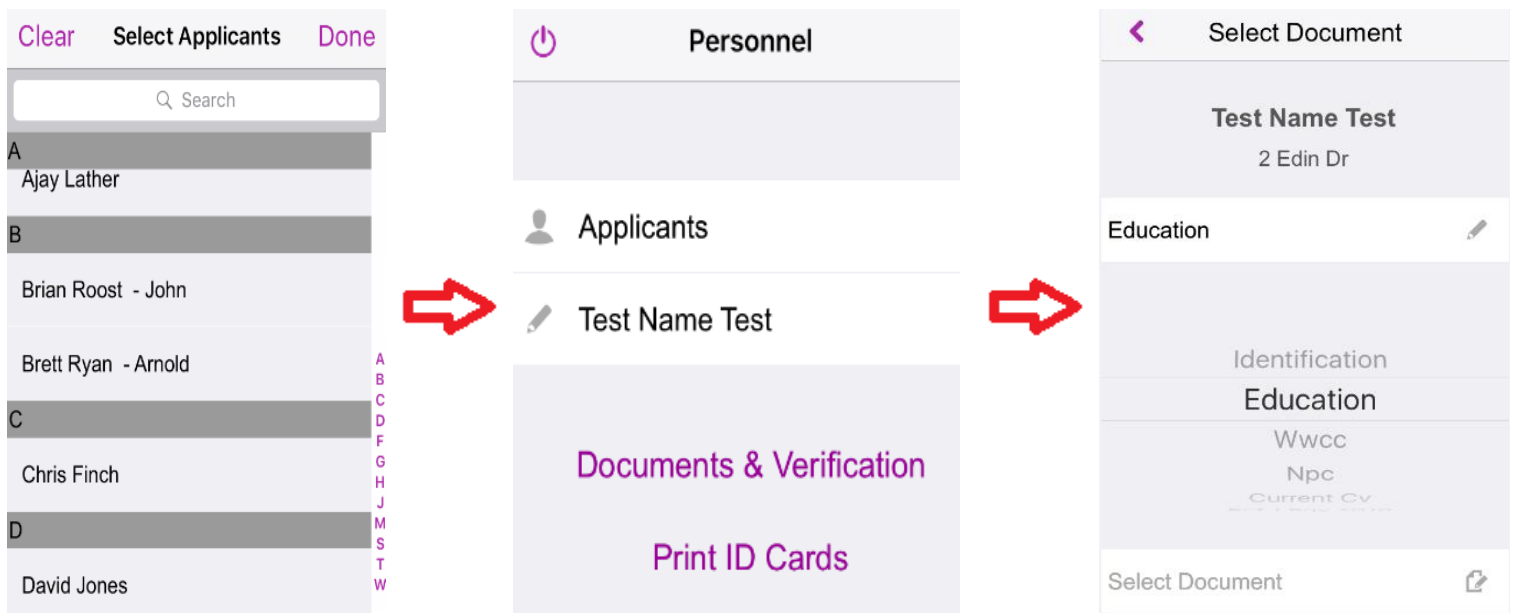
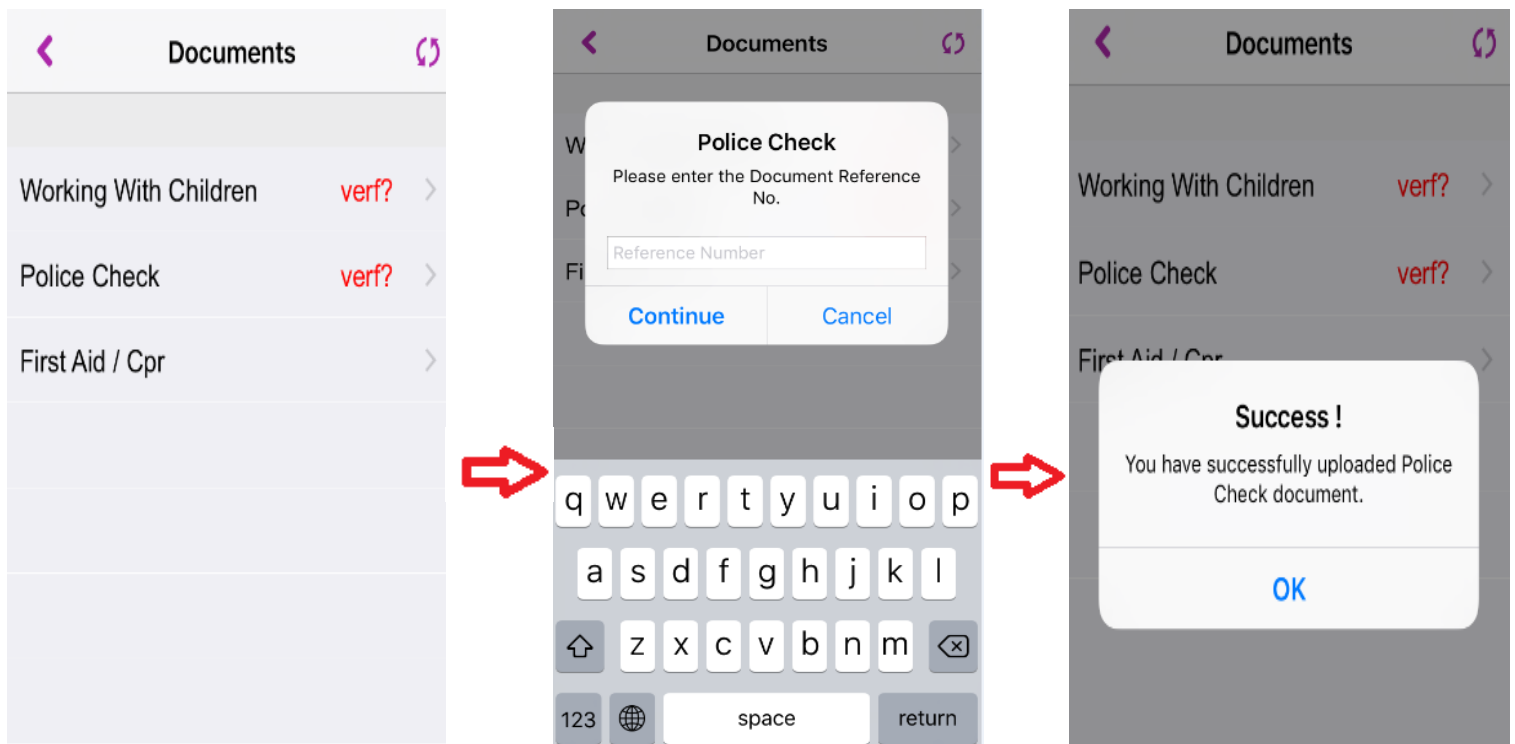


Diagram 43

Once the applicant has been selected, the recruiter can select category from documents which can be uploaded. These categories can be created as per company requirement. Documents such as Identification, education, legal checks, registrations, experience, resume can be uploaded.

For documents (such as police checks) requiring an expiry date, the recruiter can select the date and number of the document as shown below: **Diagram 44**



The app will then direct the recruiter to take a photo and will then upload the document under this category. The recruiter gets notified once a document has been uploaded.

The app allows recruiter to complete the applicants profile using this feature of the app and this can be done during the interview process itself. The recruiter can also print an ID badge using the app. On clicking on Print Id tab of the app, the recruiter is directed to take a photo of the applicant which is then saved onto the id badge for that applicant.

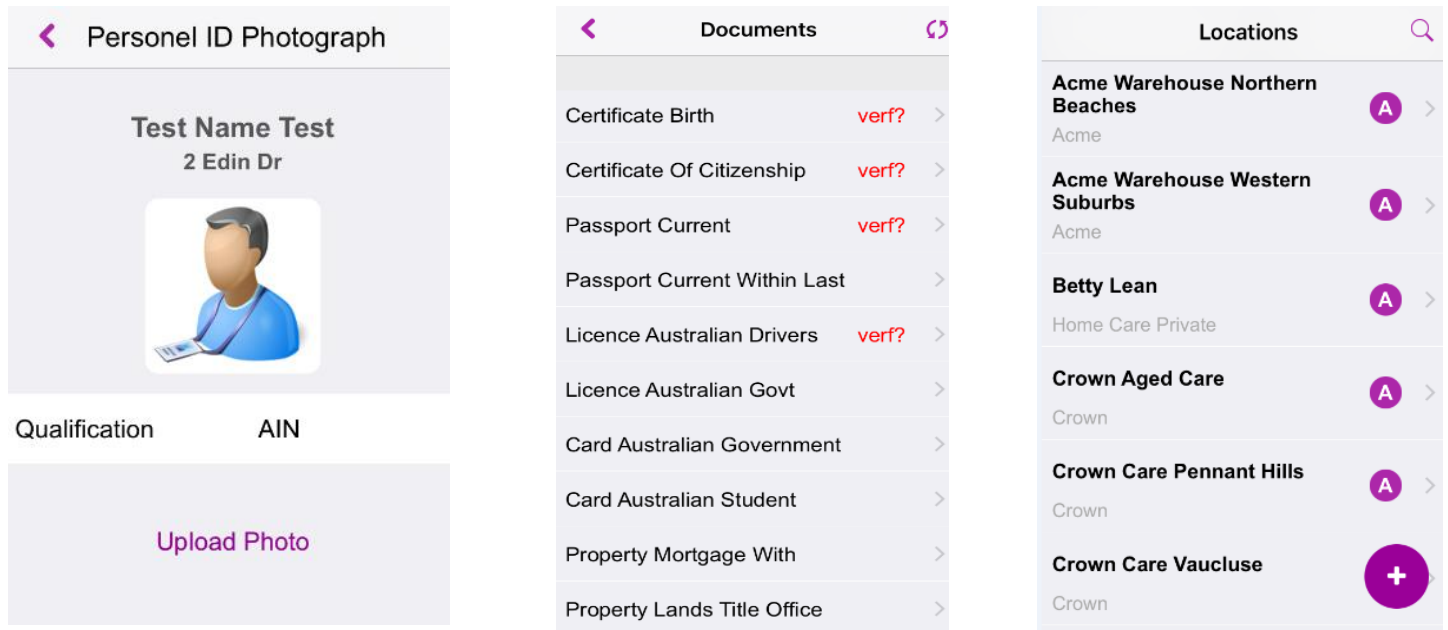
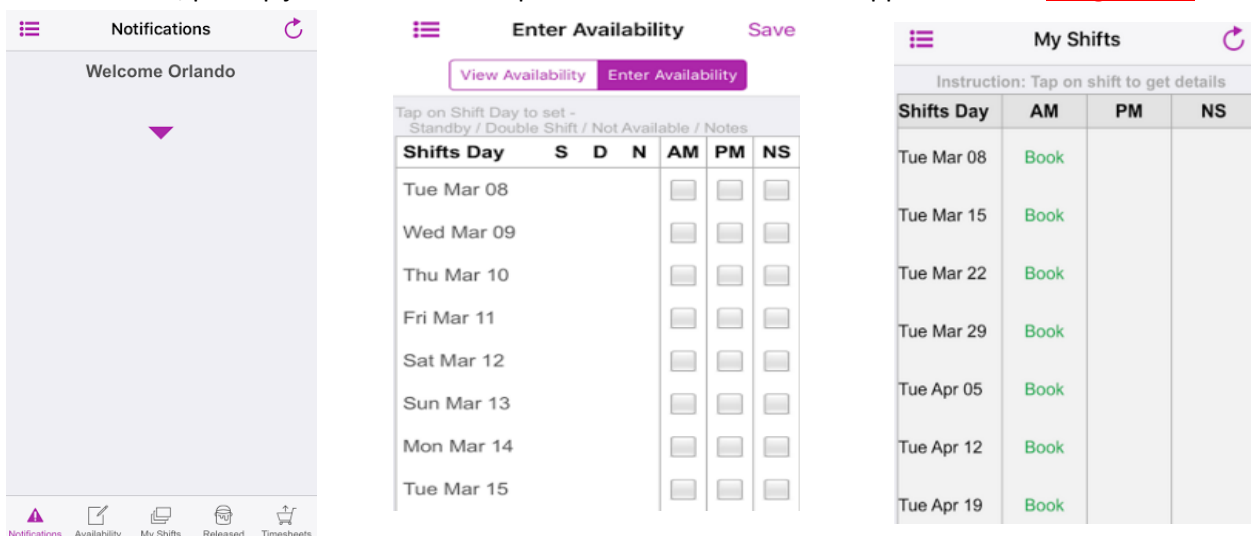


Diagram 45

The staff app has variety of categories that can be created to allow sorting and organised uploading of documents. Internal staff members can also access client locations/details which allows recruiter to gauge areas requiring more employees.

4.2 MEMBERS APP:

Members app is used by employees/members of the company to update availability, submit time sheets, pick up jobs. etc. Entire HR provides unlimited member app downloads. **Diagram 47**



4.3 TIME SHEET SUBMISSION:

Both Staff and Member app allows user to upload timesheets/invoices. These invoices uploaded are submitted to the finance/payroll department of the company who can then access these. In order to upload a timesheet -internal staff member/employee clicks on timesheet tab on app-which then confirms docket number/invoice number and then directs the app user to take a photo of the docket which is then uploaded onto payroll component of the software.

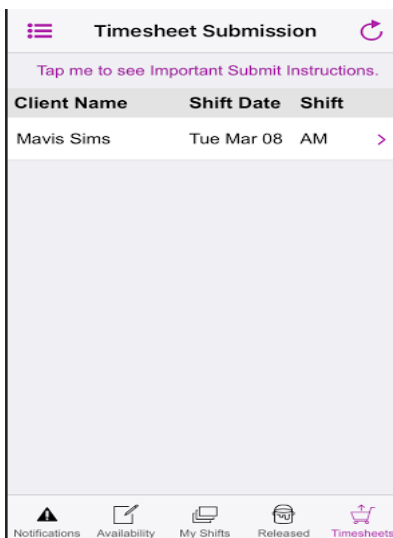
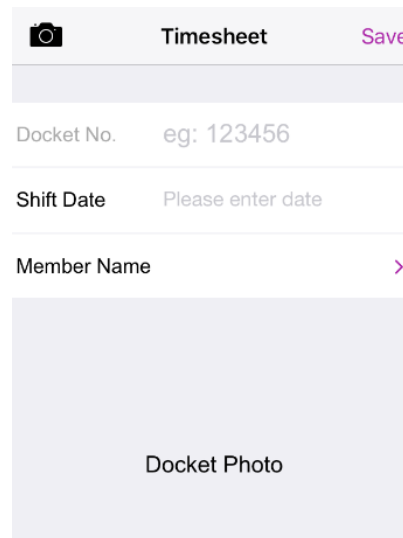



Diagram 48

Once, the docket has been received by the finance department, they can process payment in to the account nominated by employee under financial details tab of the system. This completes the recruitment process using Entire HR.

As explained in the manual, the journey of recruiting any new employee begins with an application being created using the applicant portal and at each stage the system allows quick completion of the application details. It is completed with the new employee working a shift with the company and then being paid by uploading the docket using the member app.