

Recruit ProX

Resource Management Group (RMG) Philippines

User Manual v. 1.0

AUGUST 2023

BACKGROUND

Tech Mahindra Cebu processes approximately 36,000 applicants per year for 5,500 demands (pass rate = 31%). The cost per hire is 4,500 PHP, with a 75-day fill rate. Digitization of the manual processes will fast-track recruitment, improve candidate experience, and reduce revenue leakage from unfilled roles.

Recruitment SLA is missed due to manual steps, multiple back and forth sending of emails, text, chat between candidate and recruiters, long waiting time for updates, scheduling, and approvals. Upon hire, process of collecting pre-employment requirements are delayed, requires lot of effort/resources to track and there is no internal mechanism to reallocate resources due for EOC to an open demand in another account.

OBJECTIVES

- Automate the end-to-end recruitment process
- Eliminate manual processes, fast track recruitment, make candidate-and-recruiter experience seamless

BUSINESS NEEDS

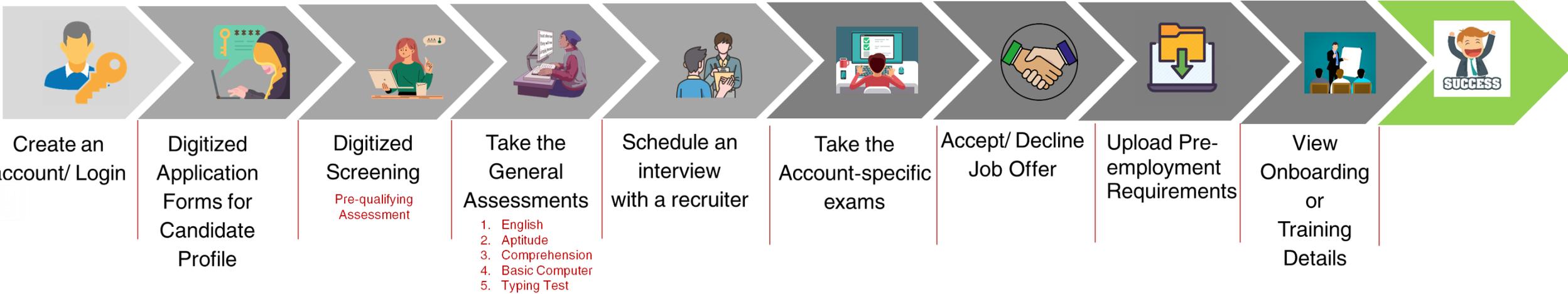
The tool is positioned to meet these needs, and its impact will benefit the RMG from a larger scale once fully deployed across the board.

Efficiency – streamline the recruitment process and improving SLA by automating tasks such as posting job openings, collecting and sorting applications, and scheduling interviews. This can save time and effort for both the recruiters and applicants.

Improved organization – keep track of all the job openings, candidates, and application materials in one central database, making it easier to manage and organize the recruitment process.

Enhanced decision-making – provide tools for analyzing and comparing job applications, as well as tracking the progress of candidates through the hiring process. This can help the company make more informed hiring decisions.

Increased applicant pool – make it easier for job seekers to find and apply for jobs, which can increase the number of applicants for a given position.



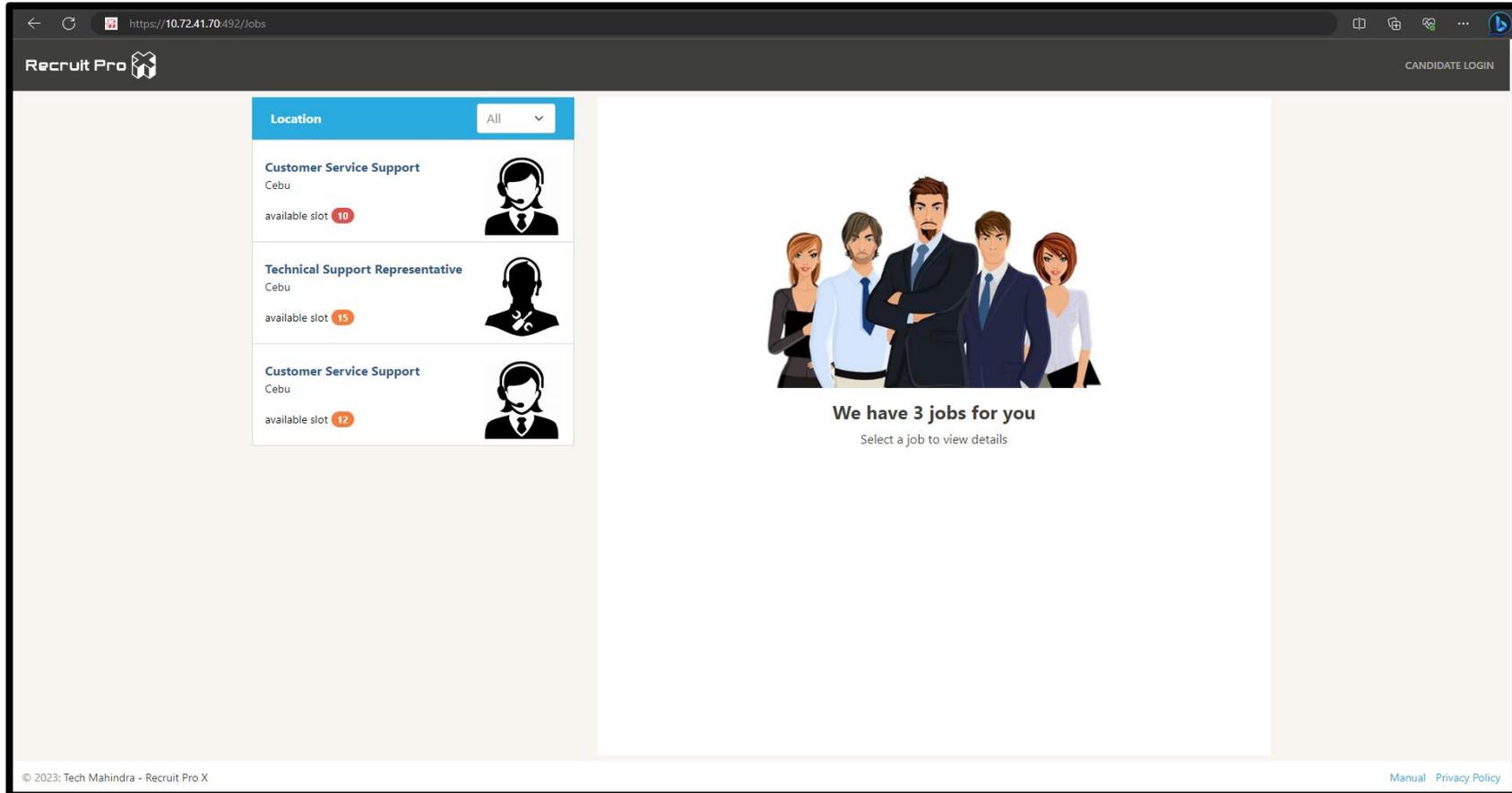


CANDIDATE JOURNEY



PROCESS & PROCEDURE [CANDIDATE] – JOBS PORTAL

URL: <https://recruitprox.techmahindra.com/Jobs>

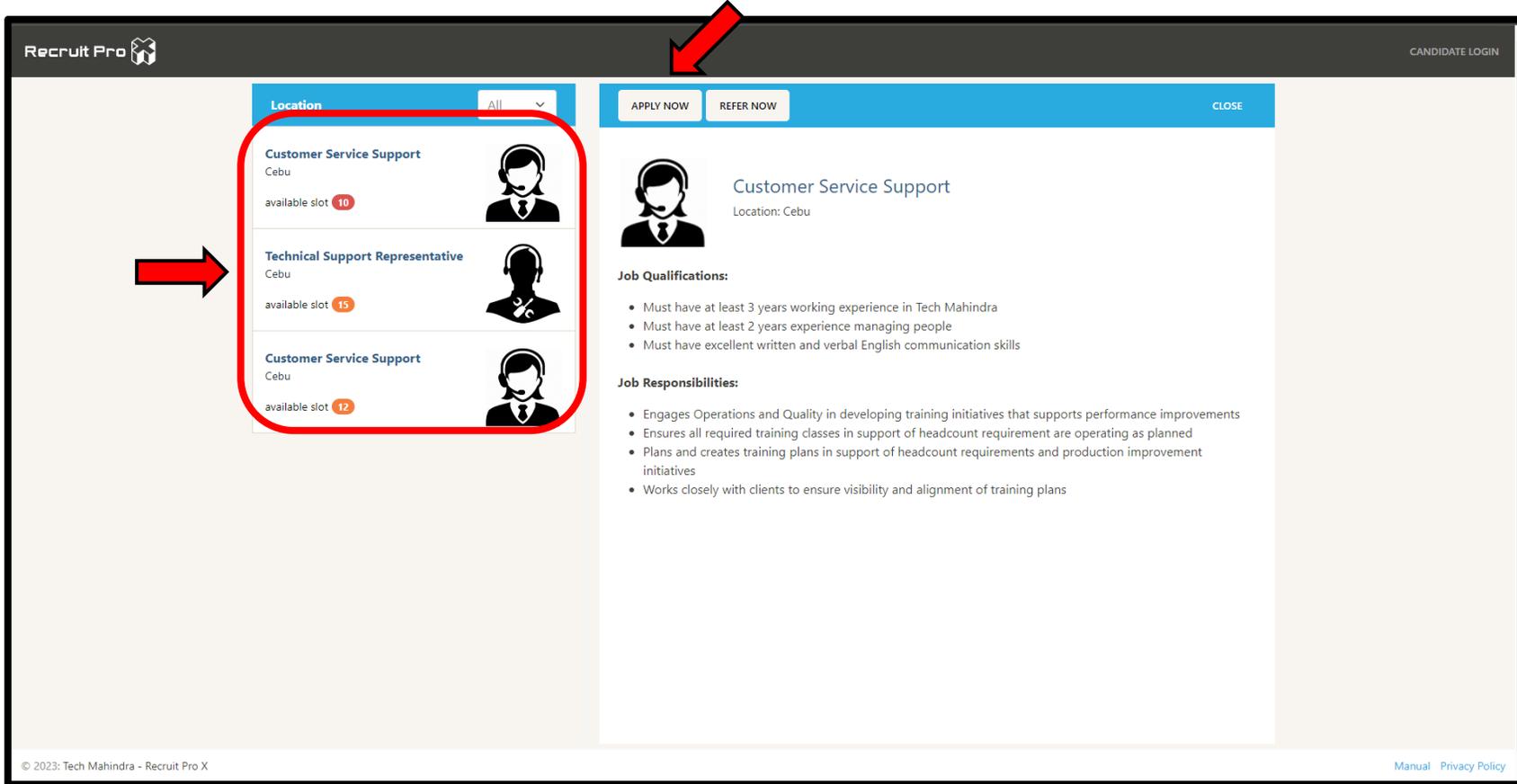


Look for available jobs and select the position you want to apply for by hitting the **APPLY NOW** button.

[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – JOBS PORTAL

URL: <https://recruitprox.techmahindra.com/Jobs>

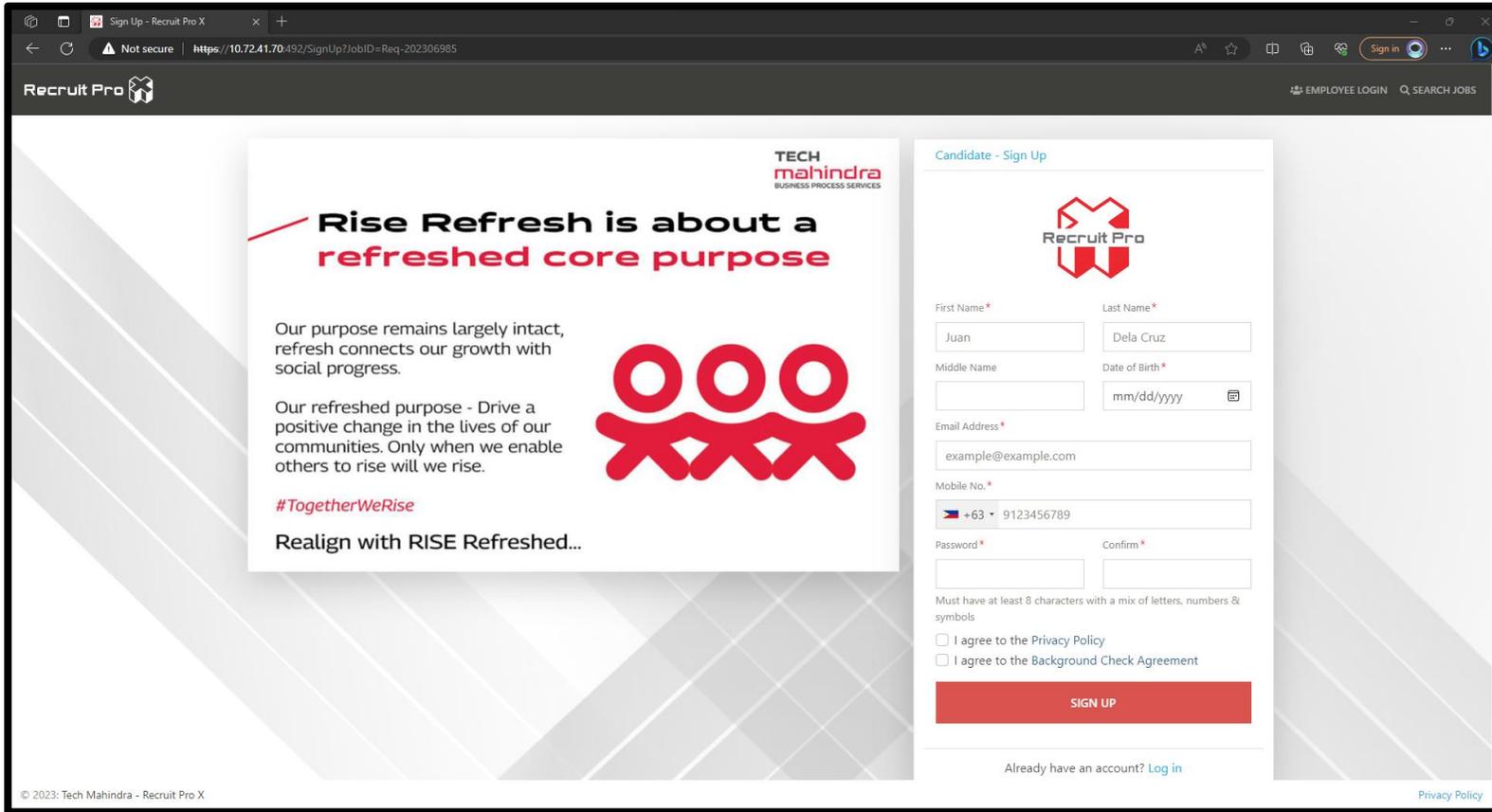


Look for available jobs and select the position you want to apply for by hitting the **APPLY NOW** button.

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PROCESS & PROCEDURE [CANDIDATE] – CANDIDATE REGISTRATION

URL: <https://recruitprox.techmahindra.com/SignUp>

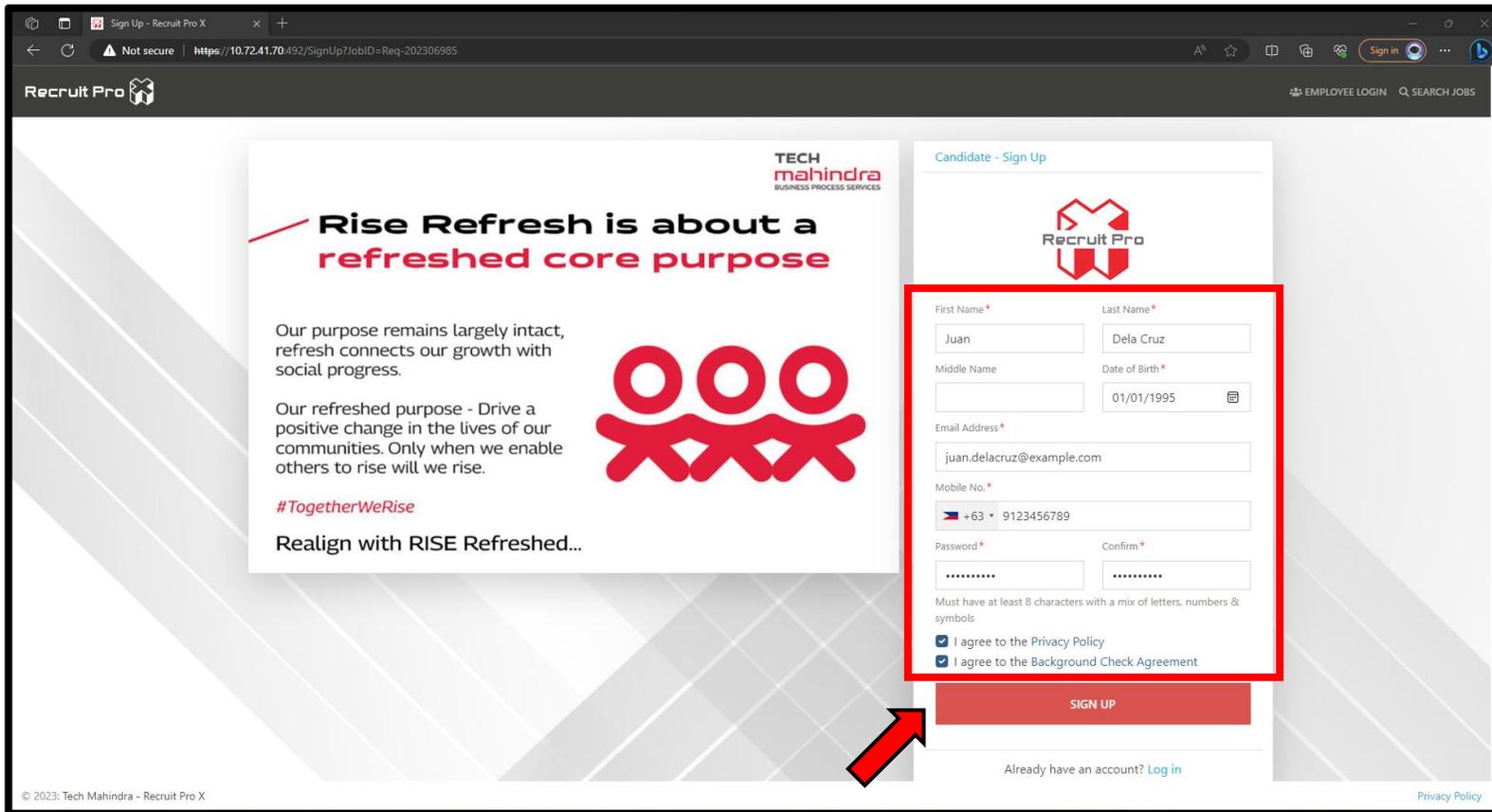


Fill up all the required fields and click SIGN UP

[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – CANDIDATE REGISTRATION

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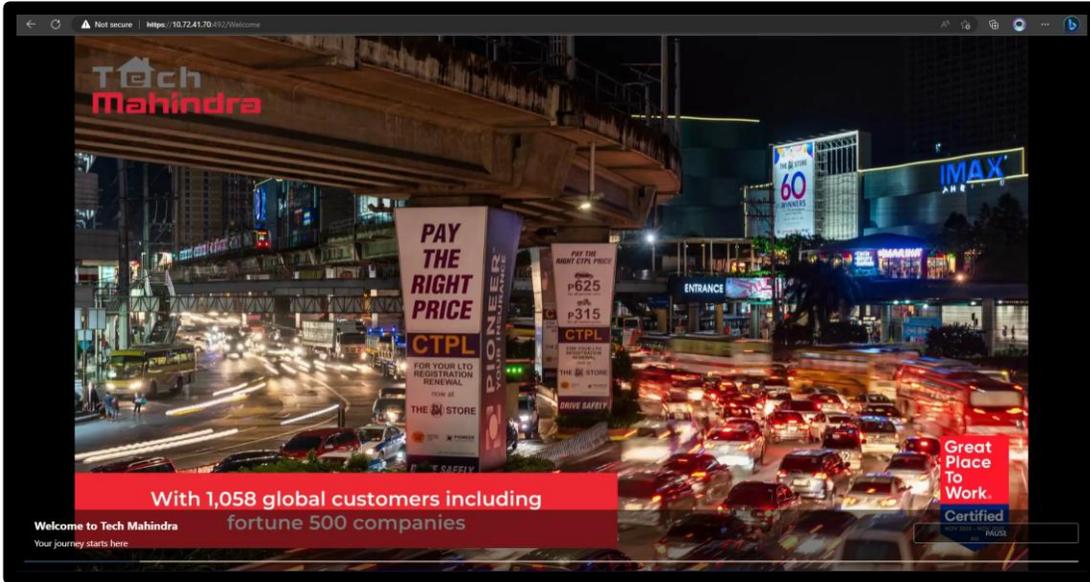


Fill up all the required fields and click SIGN UP

[Click here to view actual page](#)

NOTE: Middle Name is not required if Not Applicable, leave it blank.

PROCESS & PROCEDURE [CANDIDATE] – TECH MAHINDRA WELCOME VIDEO



After registration, you will be redirected to a welcome video. You cannot skip the video so be sure to watch and listen to the video in order to proceed to the next process of your application.

[Click here to view actual page](#)

End of Video



PROCESS & PROCEDURE [CANDIDATE] – PROFILER

URL: <https://recruitprox.techmahindra.com/Profiler>

Recruit Pro JD202303426

Profile | Assessment | Interview | Account Specific Exam | Job Offer | Onboarding

Personal Information | Educational Background | Employment History | Application Details | Pre-Qualifying Questions

Kindly ensure that all information provided are accurate.

First Name * JUAN | Middle Name Not Applicable | Last Name * DELA CRUZ | Suffix SELECT

Date of Birth * 01/01/1995 | Age 28 | Gender * MALE | Civil Status * SINGLE | Nationality * FILIPINO

Current Address * PHILIPPINES | NCR | NATIONAL CAPITAL REGION - MANILA | QUIAPO

123 | BASAN | BARANGAY 386 | 1001

Email Address * juan.delacruz@techmahindra.com | Mobile No. * +63 9123456789 | Landline No.

NEXT

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You will provide your personal information here such as your address, civil status, employment history details, and more. You will also provide an honest answer to the given pre-qualifying questions on the last part of the profiler tab. Please read and understand the questions provided before you answer.

[Click here to view actual page](#)

NOTE: Middle Name is not required if Not Applicable. Check the checkbox.

PROCESS & PROCEDURE [CANDIDATE] – PROFILER

URL: <https://recruitprox.techmahindra.com/Profiler>

The screenshot shows the 'Recruit Pro' Profiler interface. The 'Educational Background' tab is selected and highlighted with a red box. Below the tab, a message reads: 'Kindly ensure that all information provided are accurate.' A form field is highlighted with a red border, containing the following information:

Attainment *	School Name *	Course/Degree *	Year Graduated *
Bachelors Degree	Cebu Institute of Technology - University	Bachelor of Science in Information Technnc	2017

Below the form field are three buttons: 'ADD', 'BACK', and 'NEXT'. A red arrow points to the 'NEXT' button. On the left side, a vertical navigation menu shows steps: Profile (active), Assessment, Interview, Account Specific Exam, Job Offer, and Onboarding. The footer contains '© 2023: Tech Mahindra - Recruit Pro X' and links for 'Manual' and 'Privacy Policy'.

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PROCESS & PROCEDURE [CANDIDATE] – PROFILER

URL: <https://recruitprox.techmahindra.com/Profiler>

Recruit Pro JD202303426

Profile ●
Assessment ●
Interview ●
Account Specific Exam ●
Job Offer ●
Onboarding ●

Personal Information Educational Background **Employment History** Application Details Pre-Qualifying Questions

Do you have any work experience? Yes No

Kindly ensure that all information provided are accurate.
Include employment history for the past 7 years starting from the most recent employer.

Company *	City *	Country *	Position *	Start *	End *	Period	Reason for Leaving *	Monthly Gross Salary
ABC COMPANY	CEBU	PHILIPPINES	TECH SUPPORT	07-2020	07-2022	2 YRS	Resignation due to Personal Reasons	15,000.00
XYZ COMPANY	MANILA	PHILIPPINES	TECH SUPPORT	08-2022	MM/YYYY	<input checked="" type="checkbox"/> Currently Employed	Resignation due to Persc	25,000.00

ADD **BACK** **NEXT**

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[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – PROFILER

URL: <https://recruitprox.techmahindra.com/Profiler>

Recruit Pro

JD202303426

Personal Information Educational Background Employment History **Application Details** Pre-Qualifying Questions

Kindly ensure that all information provided are accurate.

With BPO Experience *	Length of Experience *	Skill(s) *	Verticals/Industry *
Yes	> 2 YEARS	Tech Support	Telecommunications
Source of Application *	Details/Referrer Name *	Work Setup Preference *	Expected Salary
LinkedIn		Hybrid Work Set-Up	35,000.00

BACK NEXT

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PROCESS & PROCEDURE [CANDIDATE] – PROFILER

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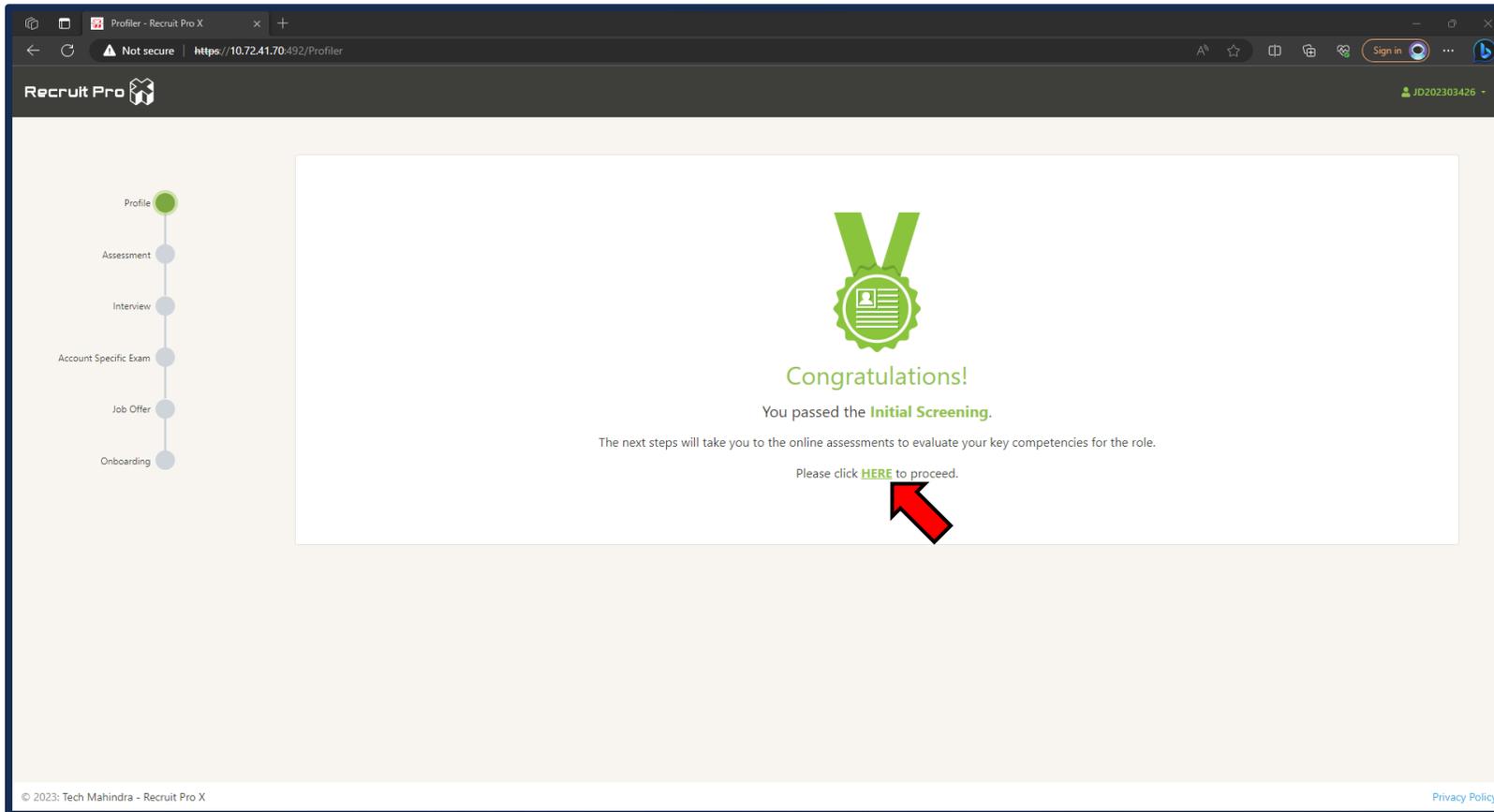
The screenshot displays the Recruit Pro Profiler interface. On the left, a vertical navigation menu includes 'Profile', 'Assessment', 'Interview', 'Account Specific Exam', 'Job Offer', and 'Onboarding'. The 'Profile' step is highlighted with a green dot. The main content area is divided into five tabs: 'Personal Information', 'Educational Background', 'Employment History', 'Application Details', and 'Pre-Qualifying Questions'. The 'Pre-Qualifying Questions' tab is selected and highlighted with a red border. Below the tabs, a message reads: 'Kindly ensure that all information provided are accurate.' A list of 14 questions follows, each with 'Yes' and 'No' radio button options. The questions are: 1. Have you ever been convicted by a court of law or any other judicial body? 2. Have you ever been seriously ill, injured or operations which may make you unfit for employment? 3. Are you obliged by any previous employer or others which may make you unfit for employment? 4. Have you previously worked with a Customer / Tech Mahindra? 5. Have you previously applied with a Customer / Tech Mahindra? 6. Are you available to work on project based employment? 7. Are you willing to work on shifting/irregular schedule, holidays and weekends? 8. Are you willing to render overtime work? 9. Are you fully vaccinated? 10. Do you have internet at home? 11. Is your internet speed atleast 20Mbps? 12. Are you currently studying? 13. Do you have plan to study while working? 14. Do you have basic knowledge in troubleshooting routers, PC and other? At the bottom right of the question list, there are 'BACK' and 'SUBMIT' buttons. A red arrow points to the 'SUBMIT' button. The footer contains '© 2023 Tech Mahindra - Recruit Pro X' on the left and 'Manual Privacy Policy' on the right.

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PROCESS & PROCEDURE [CANDIDATE] – PROFILER (PASSED)

URL: <https://recruitprox.techmahindra.com/Profiler>

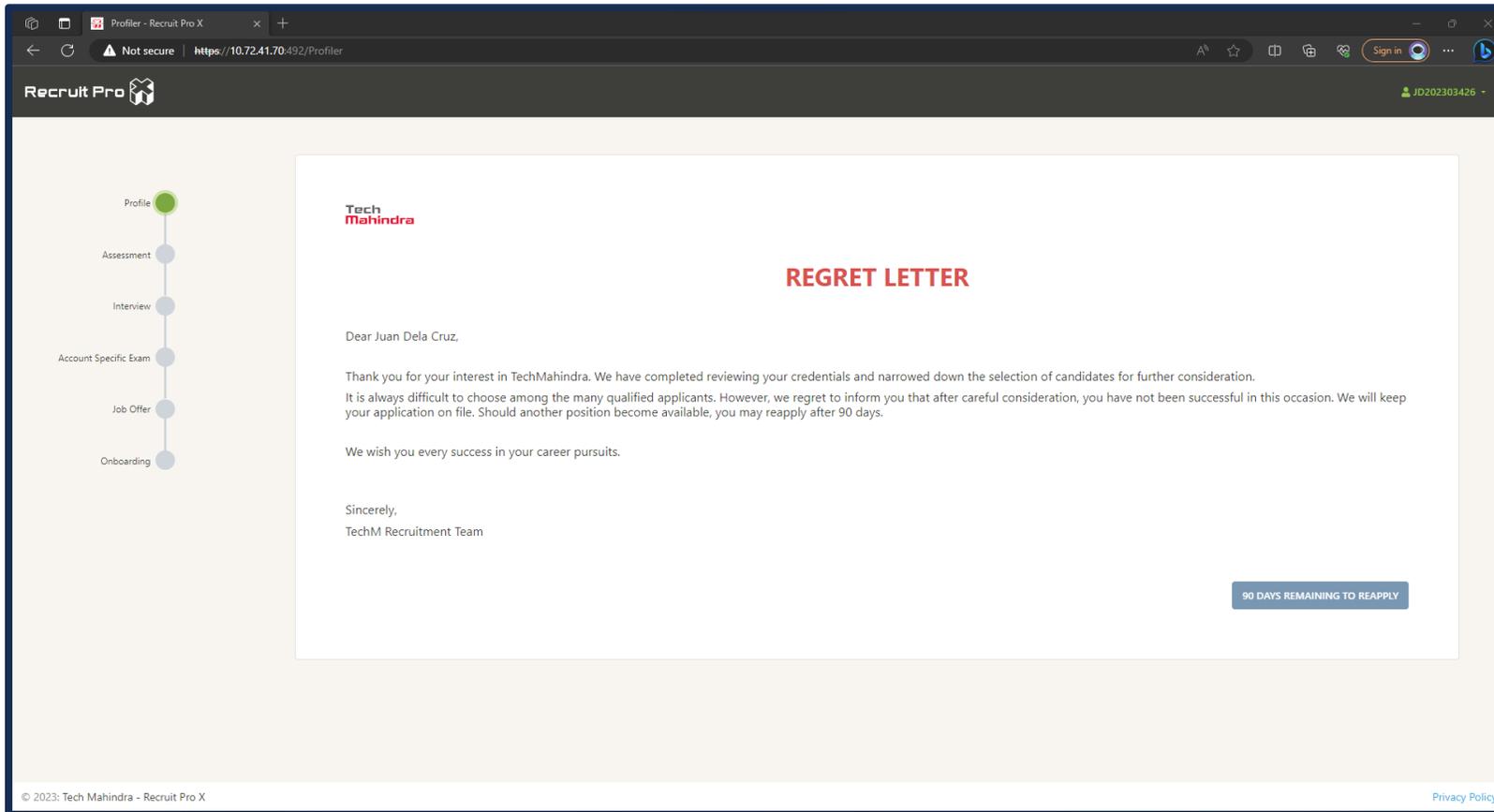


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[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – PROFILER (FAILED)

URL: <https://recruitprox.techmahindra.com/Profiler>



You will provide your personal information here such as your address, civil status, employment history details, and more. You will also provide an honest answer to the given pre-qualifying questions on the last part of the profiler tab. Please read and understand the questions provided before you answer.

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PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT (General Instructions)

URL: <https://recruitprox.techmahindra.com/Assessment>

The screenshot displays the Recruit Pro assessment interface. On the left, a vertical progress bar shows stages: Profile, Assessment (highlighted), English Aptitude, Comprehension, Basic Computer, Typing, Interview, Account Specific Exam, Job Offer, and Onboarding. The main content area is titled 'General Instructions' and lists several rules for the exam. A 'Check Device Availability' modal is open in the foreground, showing icons for camera, microphone, and audio, with a text prompt to allow permissions. Below the modal, the 'CHECK DEVICE' and 'START' buttons are visible on the main page.

General Instructions

- Complete the exam within 48 hours
- Use a functioning webcam and headset with microphone
- Take the exam in a well-lit room and you must be clearly visible
- No cell phones or other secondary devices are allowed once the exam begins
- No dual screens/monitors
- Do not leave the camera
- You are not permitted to seek assistance from anyone during the examination
- Answer all questions to the best of your ability and perception of the questions' intent.
- In attempting this examination/assessment and submitting an answer, candidates are undertaking that the work they submit is a result of their own unaided efforts and that they have not discussed the questions or possible answers with other persons during the examination/assessment period

Note: If webcam and headset with microphone are not available, you can visit our recruiting hub between the hours of 11AM to 4PM to apply.

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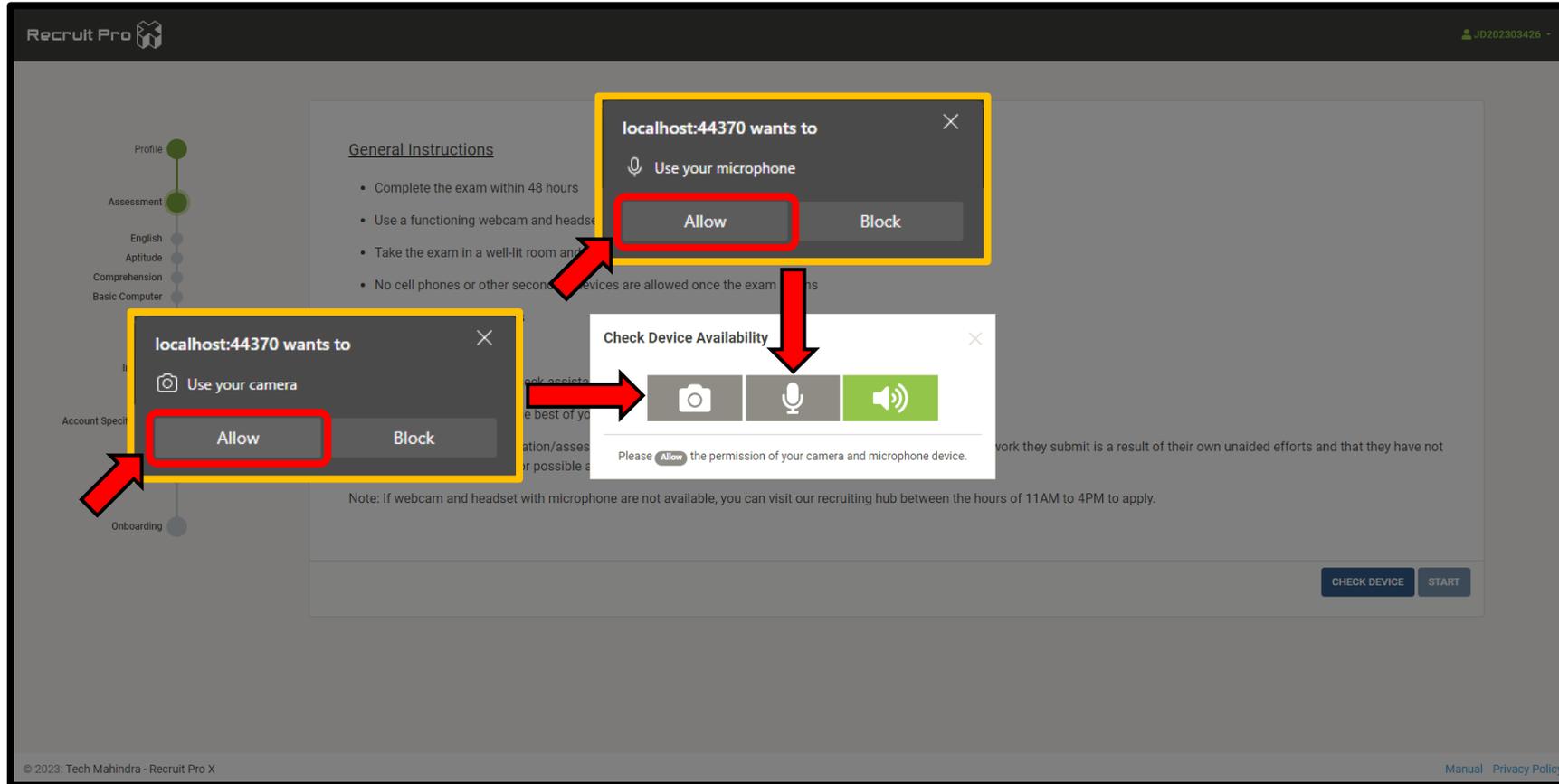
Once you're done with your profiling and passed the initial screening. You will go through to set of assessments provided by the company. This will determine if you're qualified to proceed to the next process of your application. There are instructions provided for each assessment. Please read the instructions first before you start the assessment. It is also required to take this assessment using a PC/Laptop device. It is required to take this assessment with a camera device which means that you need to take this assessment without any other persons in your background. Good luck!

[Click here to view actual page](#)

Notice that the [START] button is disabled unless all device permissions are already allowed.

PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT (General Instructions)

URL: <https://recruitprox.techmahindra.com/Assessment>

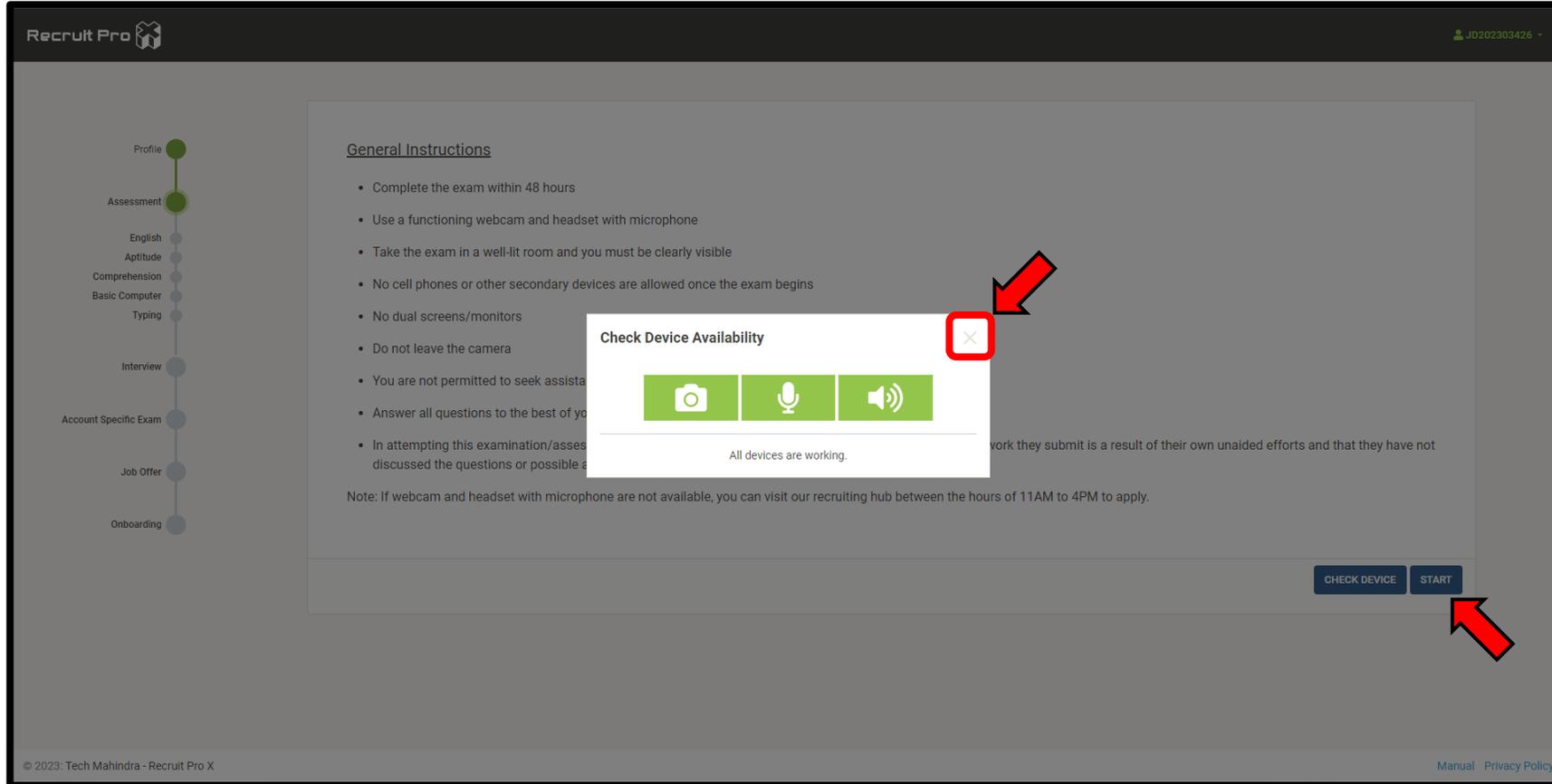


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[Click here to view actual page](https://recruitprox.techmahindra.com/Assessment)

PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT (English)

URL: <https://recruitprox.techmahindra.com/Assessment>

The screenshot shows the Recruit Pro X assessment interface. On the left, a vertical progress bar lists the stages: Profile, Assessment, English Aptitude, Comprehension, Basic Computer, Typing, Interview, Account Specific Exam, Job Offer, and Onboarding. The 'Assessment' stage is currently active. The main content area displays the following information:

- English Proficiency Assessment**
- Objective: This aims to measure the usage of English Language entirely. The exam focuses more on the communications skills such as sentence construction, using and identifying parts of speech, vocabulary, spelling, and punctuation.
- Read each question carefully and choose the best answer.
- This is a 40-item questionnaire and you will be given a minute for each to finish the test.
- Duration:** 20 minutes
- Items:** 40 questions
- Passing Score:** 80%

Proceed further only if you wish to take the assessment right now. When you move on to the following screen, an assessment record will be created for you.

Please be advised, during this exam you won't be permitted to go back to previous questions once you hit NEXT.

If you have technical difficulties with your exam, contact recruitment team for assistance:
MANILA: RMGManila.Sourcing@techmahindra.com
CEBU: RMGCebuSourcing@TechMahindra.com

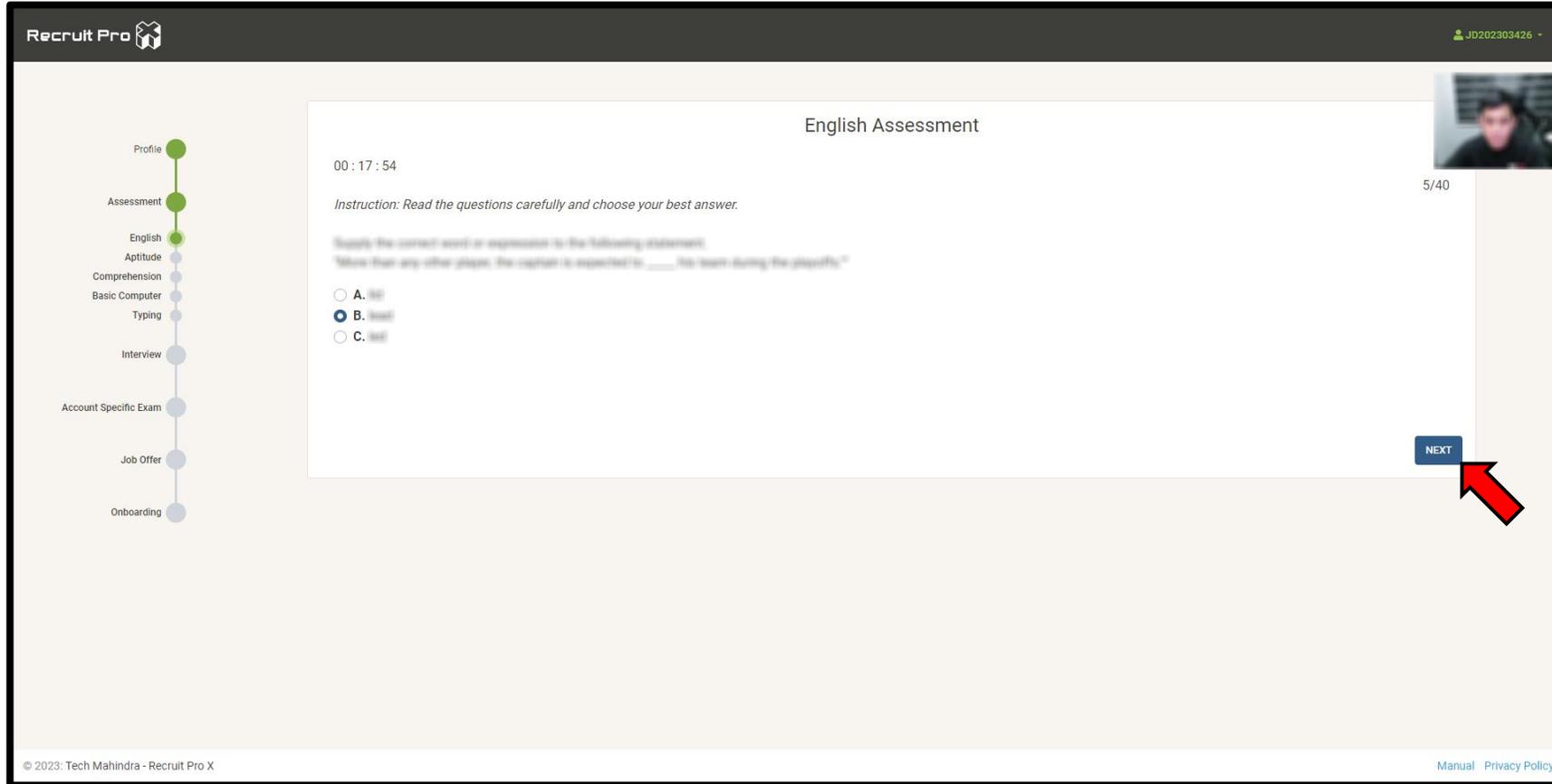
A blue 'START' button is located at the bottom right of the main content area, with a red arrow pointing to it. The footer contains the copyright notice '© 2023: Tech Mahindra - Recruit Pro X' and links for 'Manual' and 'Privacy Policy'.

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PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT (English)

URL: <https://recruitprox.techmahindra.com/Assessment>

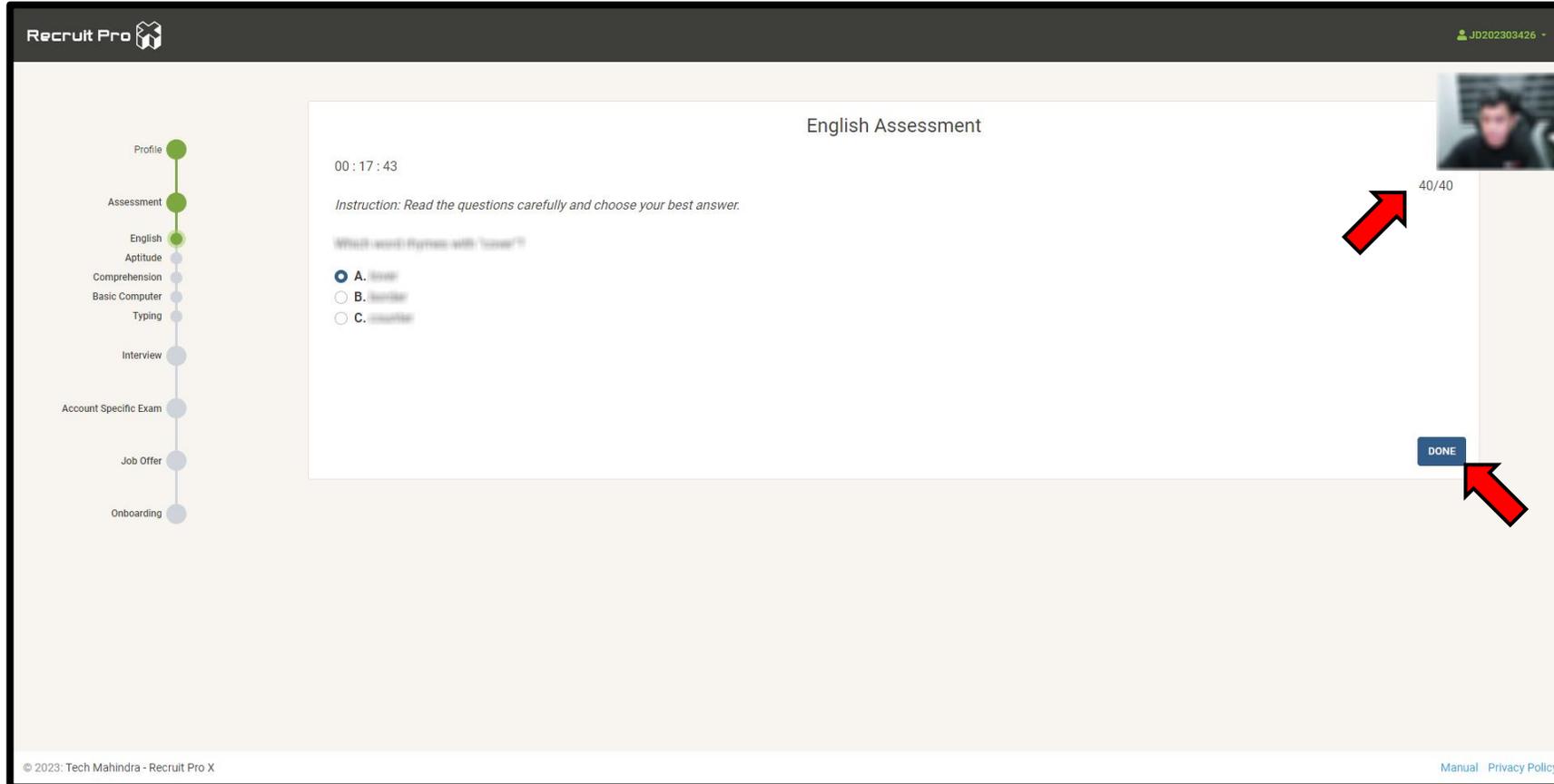


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PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT (English)

URL: <https://recruitprox.techmahindra.com/Assessment>

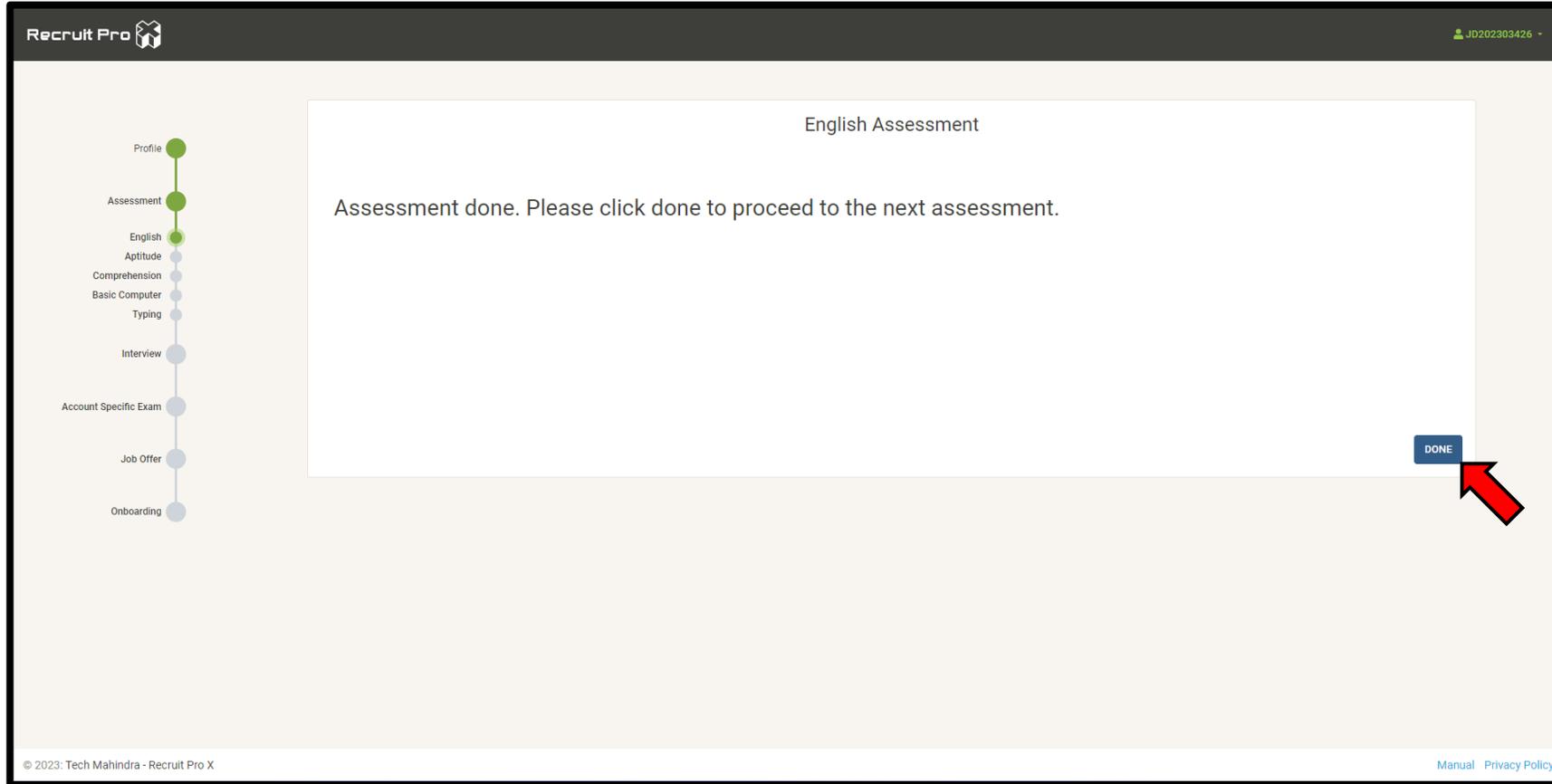


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PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT (English)

URL: <https://recruitprox.techmahindra.com/Assessment>



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PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT (Aptitude)

URL: <https://recruitprox.techmahindra.com/Assessment>

The screenshot shows the Recruit Pro assessment interface. On the left, a vertical progress bar lists stages: Profile, Assessment, English, Aptitude, Comprehension, Basic Computer, Typing, Interview, Account Specific Exam, Job Offer, and Onboarding. The 'Aptitude' stage is currently active. The main content area is titled 'Aptitude Assessment' and contains the following information:

- Objective:** This assessment aims to measure a candidate's cognitive ability and/or behavior in workplace scenarios. This includes Numerical, Making Judgements, Making Decisions, and Logical Problems.
- Read each question carefully and choose the best answer.
- This is a 20 item questionnaire and you will be given a minute for each to finish the assessment.

Numerical
Directions: In each series, look for the degree and direction of change between the numbers. In other words, do the numbers increase or decrease, and by how much. Choose the correct answer from the choices.

Making Judgements
Directions: Each question presents a situation and asks you to make a judgment call regarding that particular circumstance. Choose an answer based on given scenario.

Matching Definitions
Directions: Read each definition and all four choices carefully, and find the answer that provides the best example of the given definition.

Logical Problems
Directions: Each item consists of three statements. Based on the first two statements, the third statement may be either true, false, or uncertain. Click on the best answer provided.

Duration: 30 minutes
Items: 20 questions
Passing Score: 80%

Proceed further only if you wish to take the assessment right now. When you move on to the following screen, an assessment record will be created for you.

Please be advised, during this exam you won't be permitted to go back to previous questions once you hit NEXT.

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CEBU: RMGCebuSourcing@TechMahindra.com

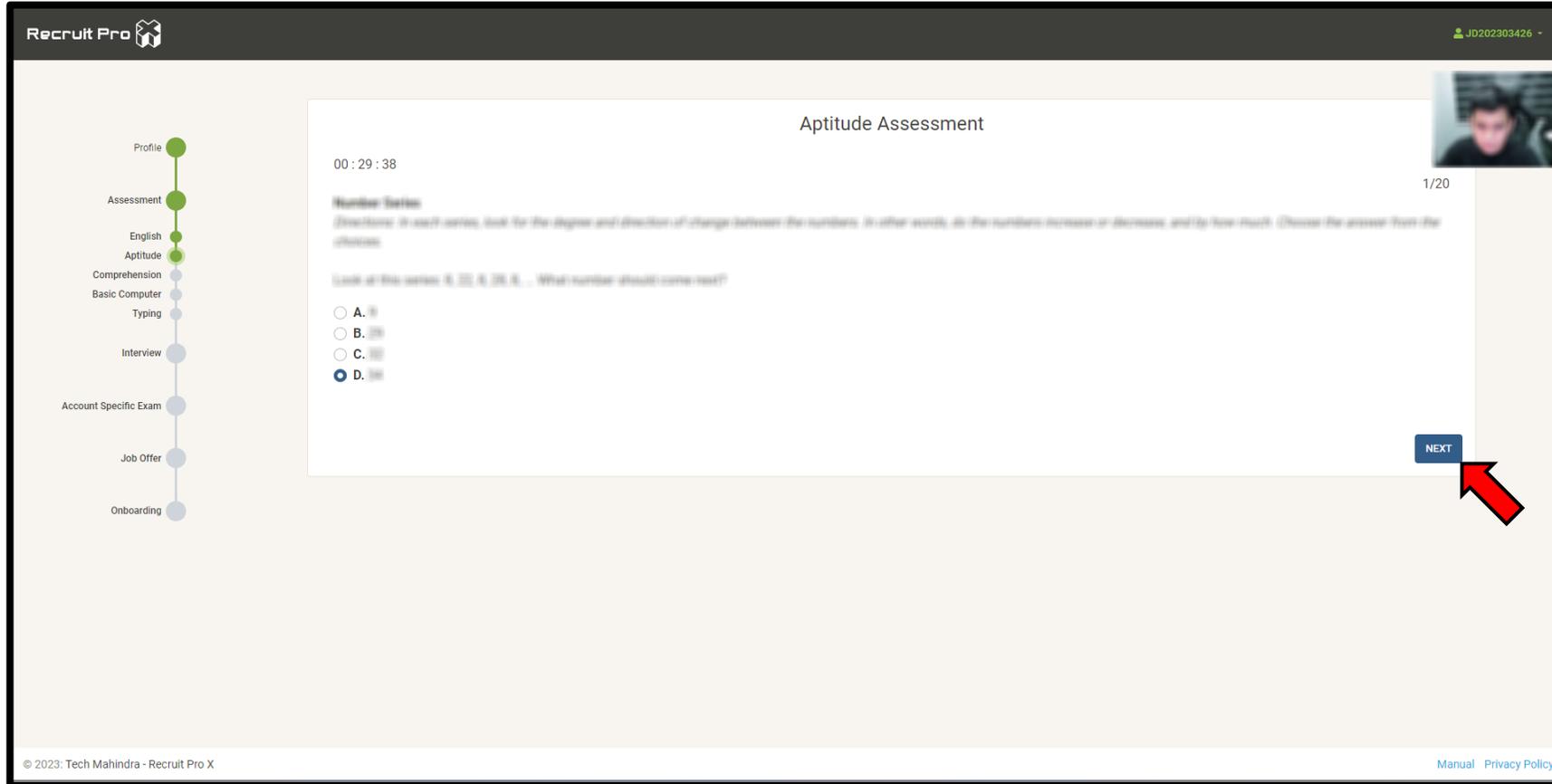
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PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT (Aptitude)

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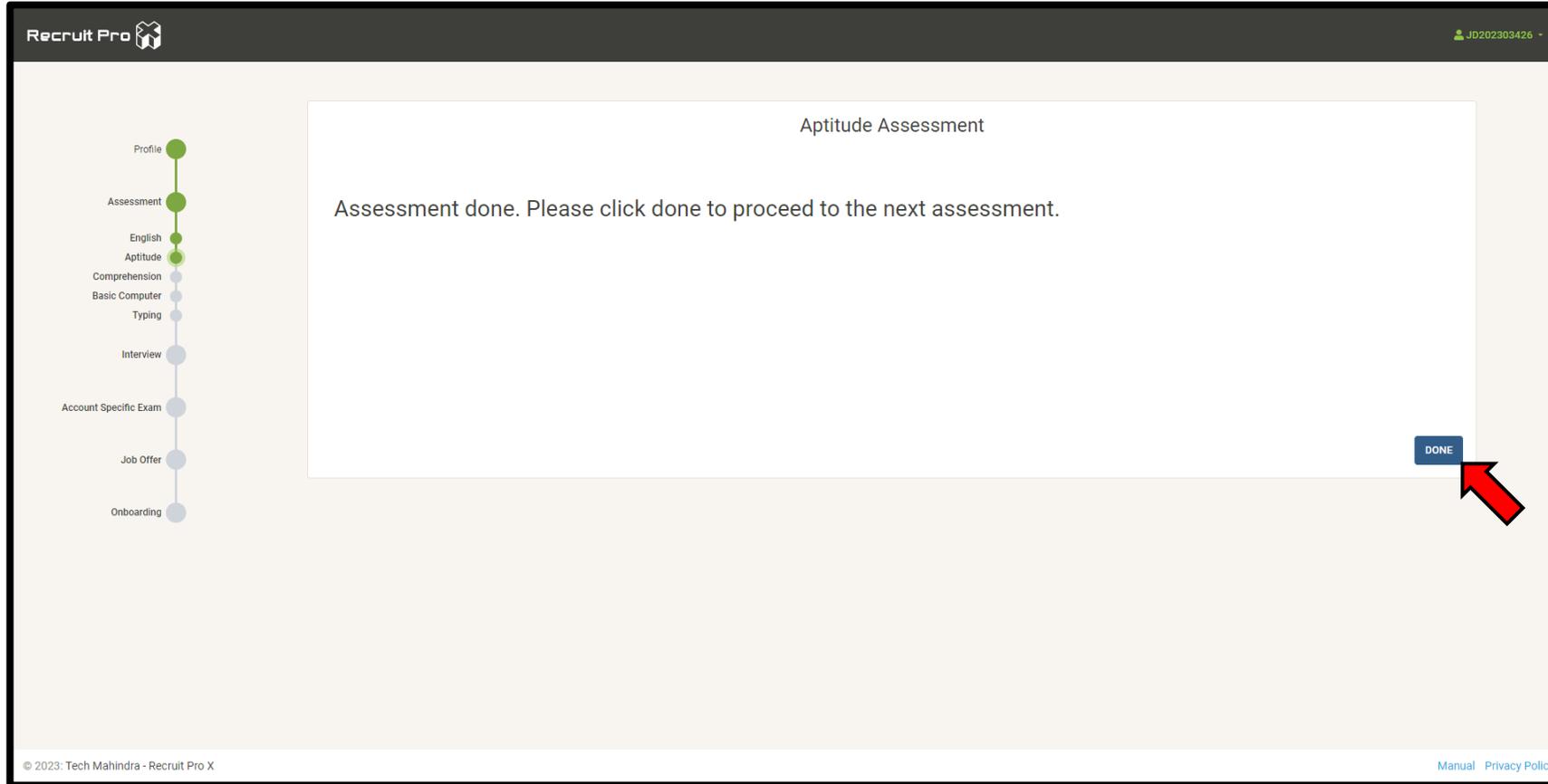


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PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT (Aptitude)

URL: <https://recruitprox.techmahindra.com/Assessment>



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PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT (Comprehension)

URL: <https://recruitprox.techmahindra.com/Assessment>

The screenshot displays the Recruit Pro X assessment interface. On the left, a vertical progress bar shows the following steps: Profile, Assessment, English Aptitude, Comprehension, Basic Computer, Typing, Interview, Account Specific Exam, Job Offer, and Onboarding. The 'Comprehension' step is currently active and highlighted in green. The main content area is titled 'Comprehension Assessment' and contains the following text:

Objective: The objective of this assessment is to measure your understanding of the language and factual interpretation. This focuses on identifying the main idea of the story and understanding the vocabulary in context.

- Read the following paragraphs and choose the best answer.
- This is a 20-item questionnaire and you are given a minute for each to finish the assessment.

Duration: 30 minutes
Items: 20 questions
Passing Score: 80%

Proceed further only if you wish to take the assessment right now. When you move on to the following screen, an assessment record will be created for you.

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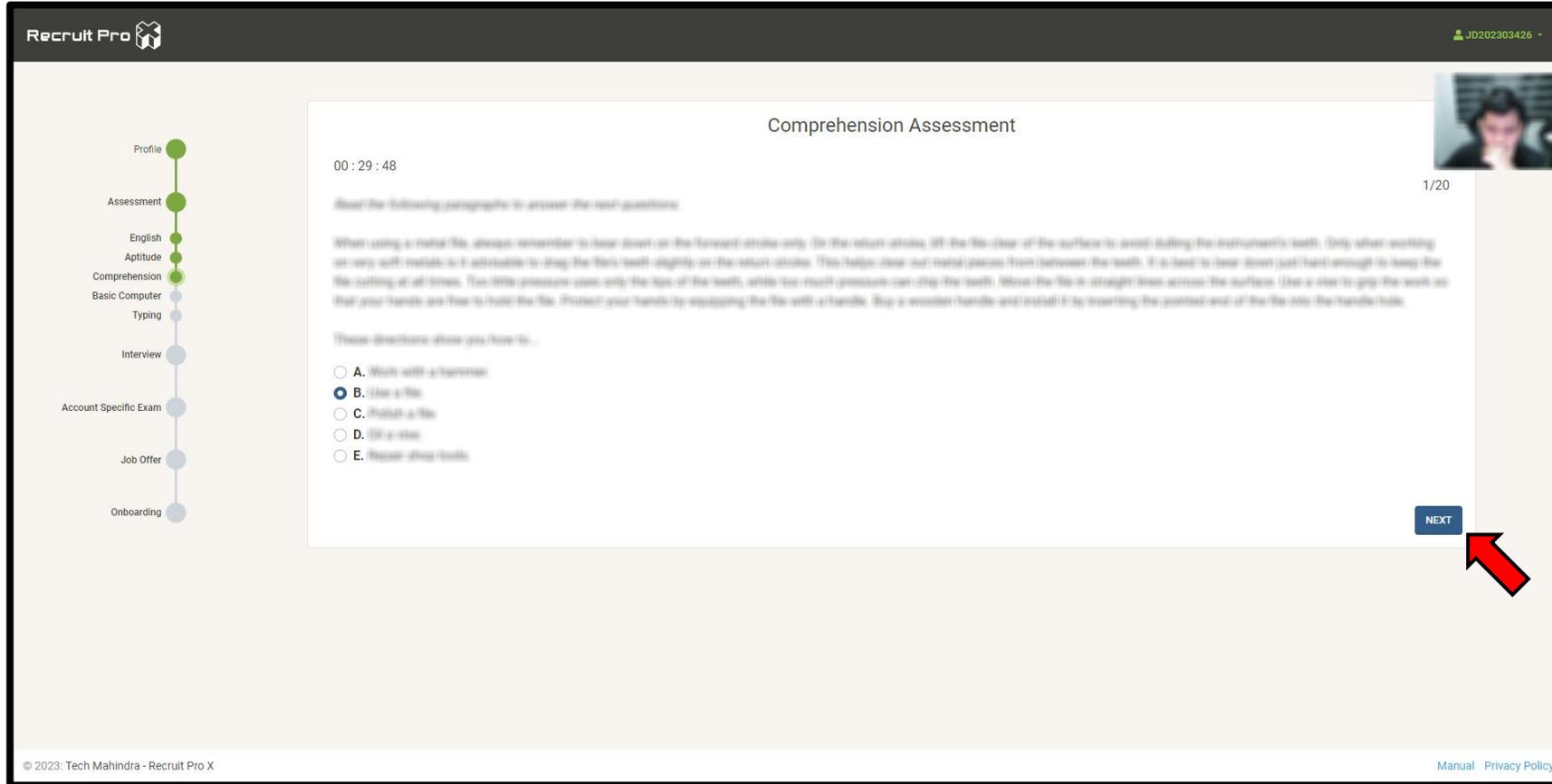
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PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT (Comprehension)

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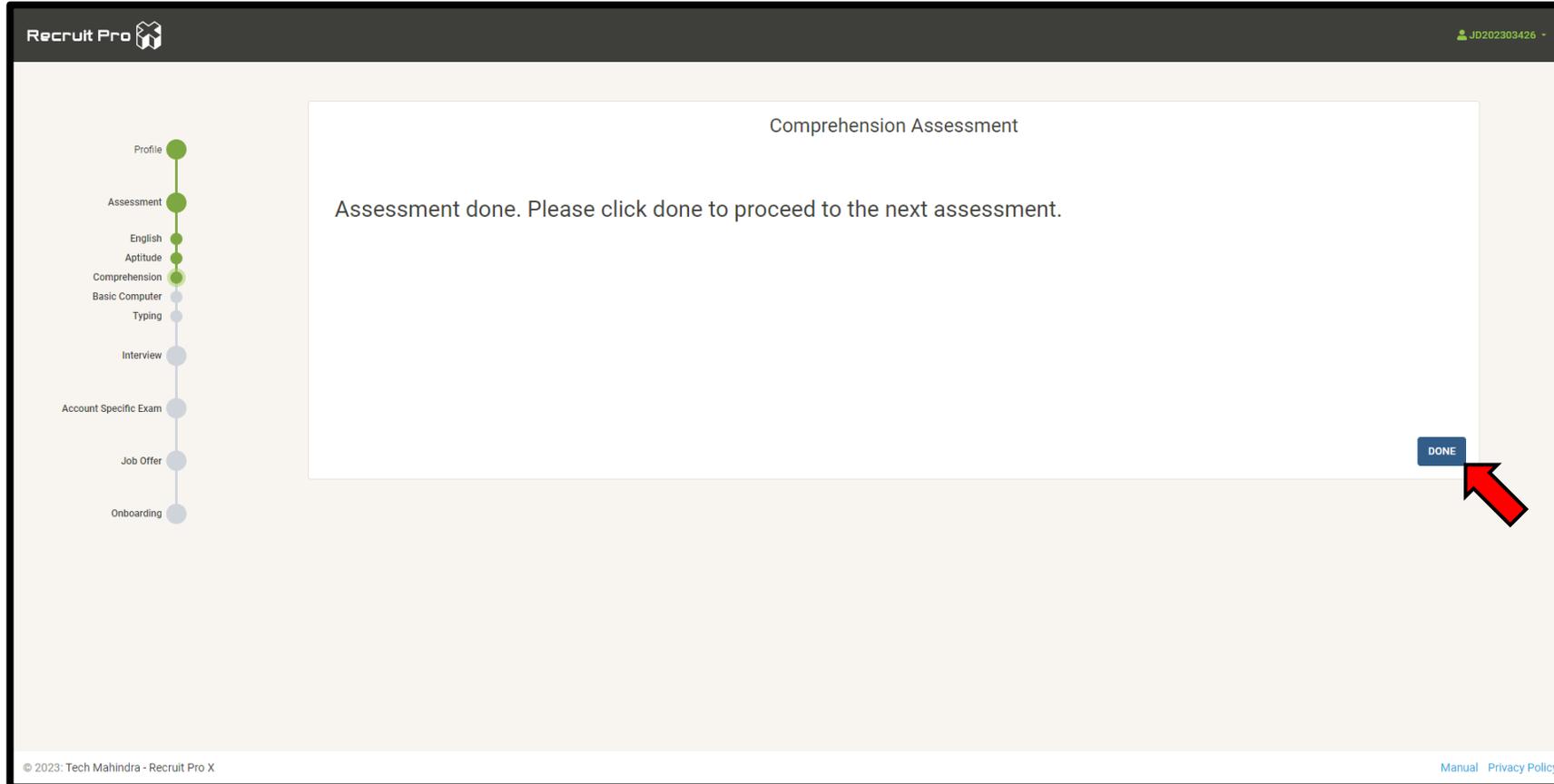


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PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT (Comprehension)

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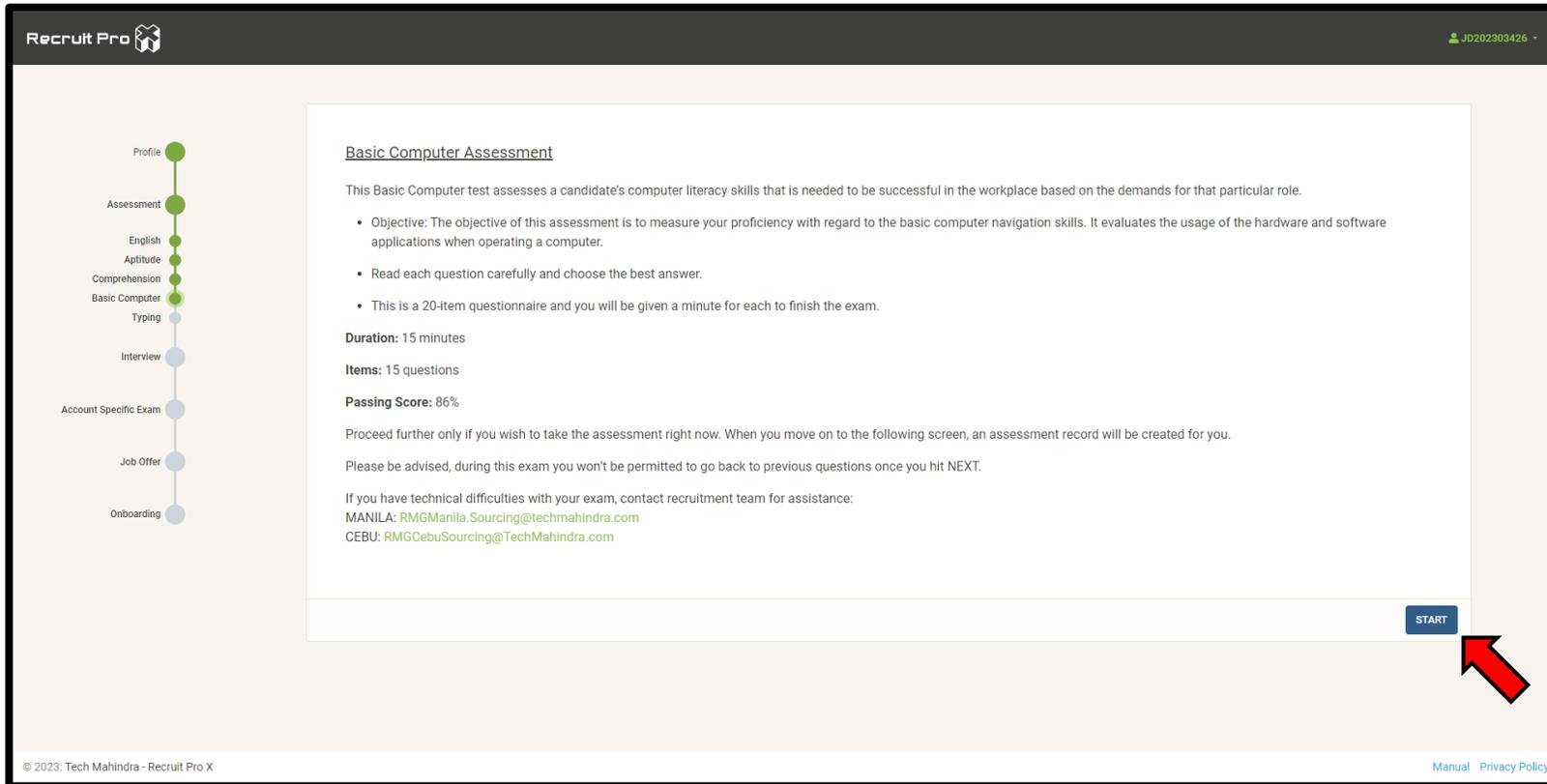


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[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT (Basic Computer)

URL: <https://recruitprox.techmahindra.com/Assessment>

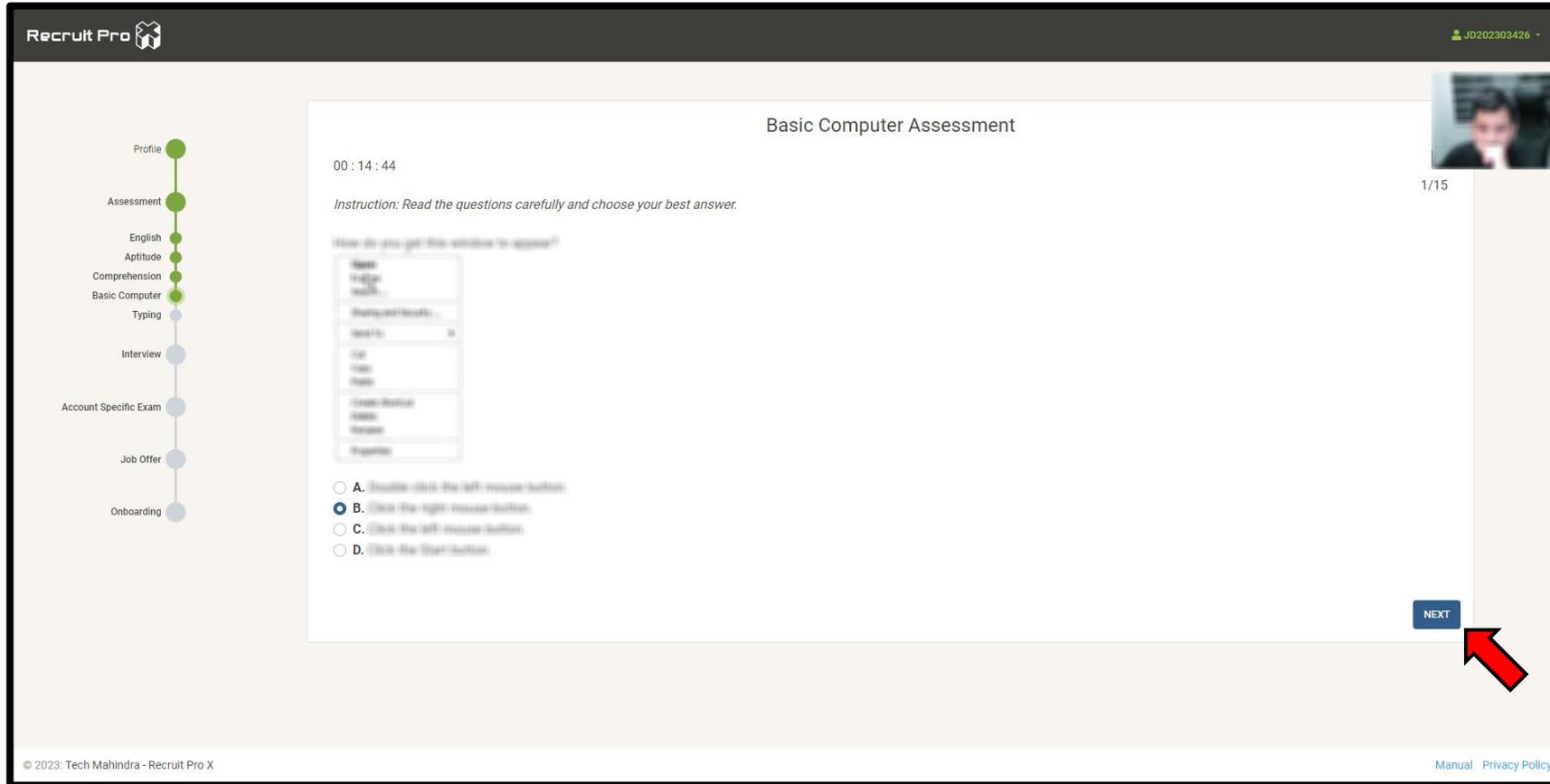


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[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT (Basic Computer)

URL: <https://recruitprox.techmahindra.com/Assessment>

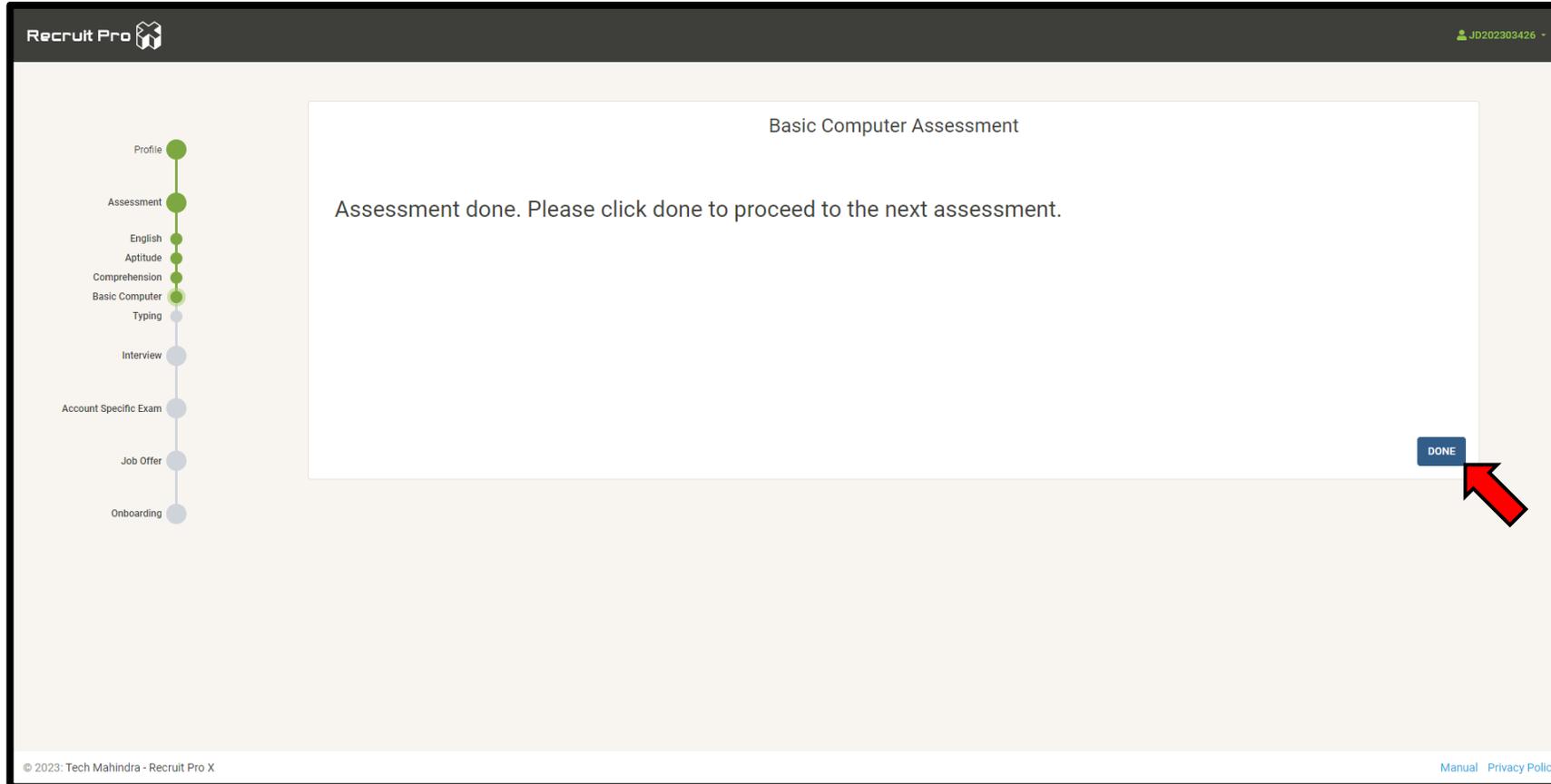


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[Click here to view actual page](https://recruitprox.techmahindra.com/Assessment)

PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT (Basic Computer)

URL: <https://recruitprox.techmahindra.com/Assessment>

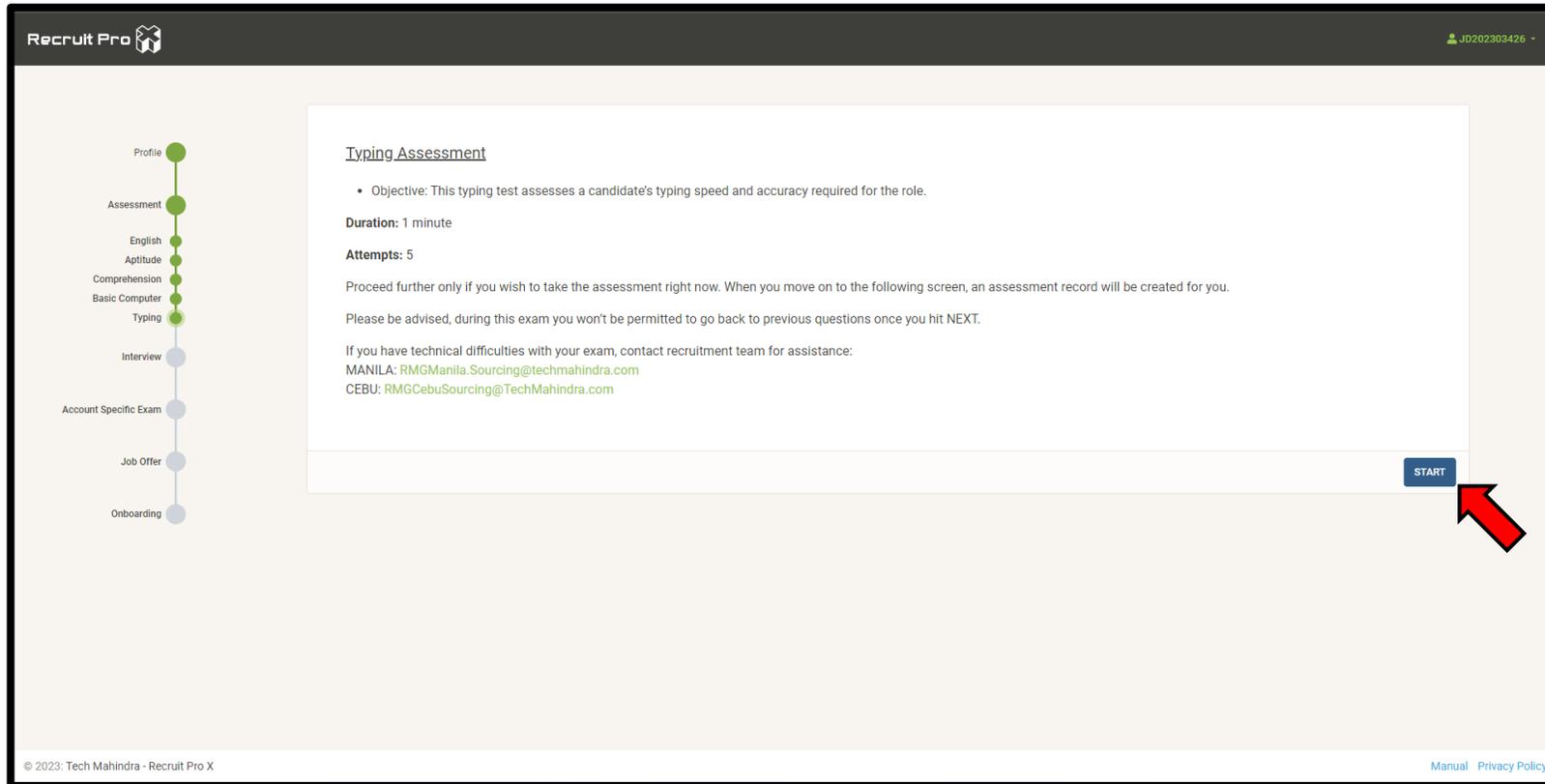


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[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT (Typing)

URL: <https://recruitprox.techmahindra.com/Assessment>

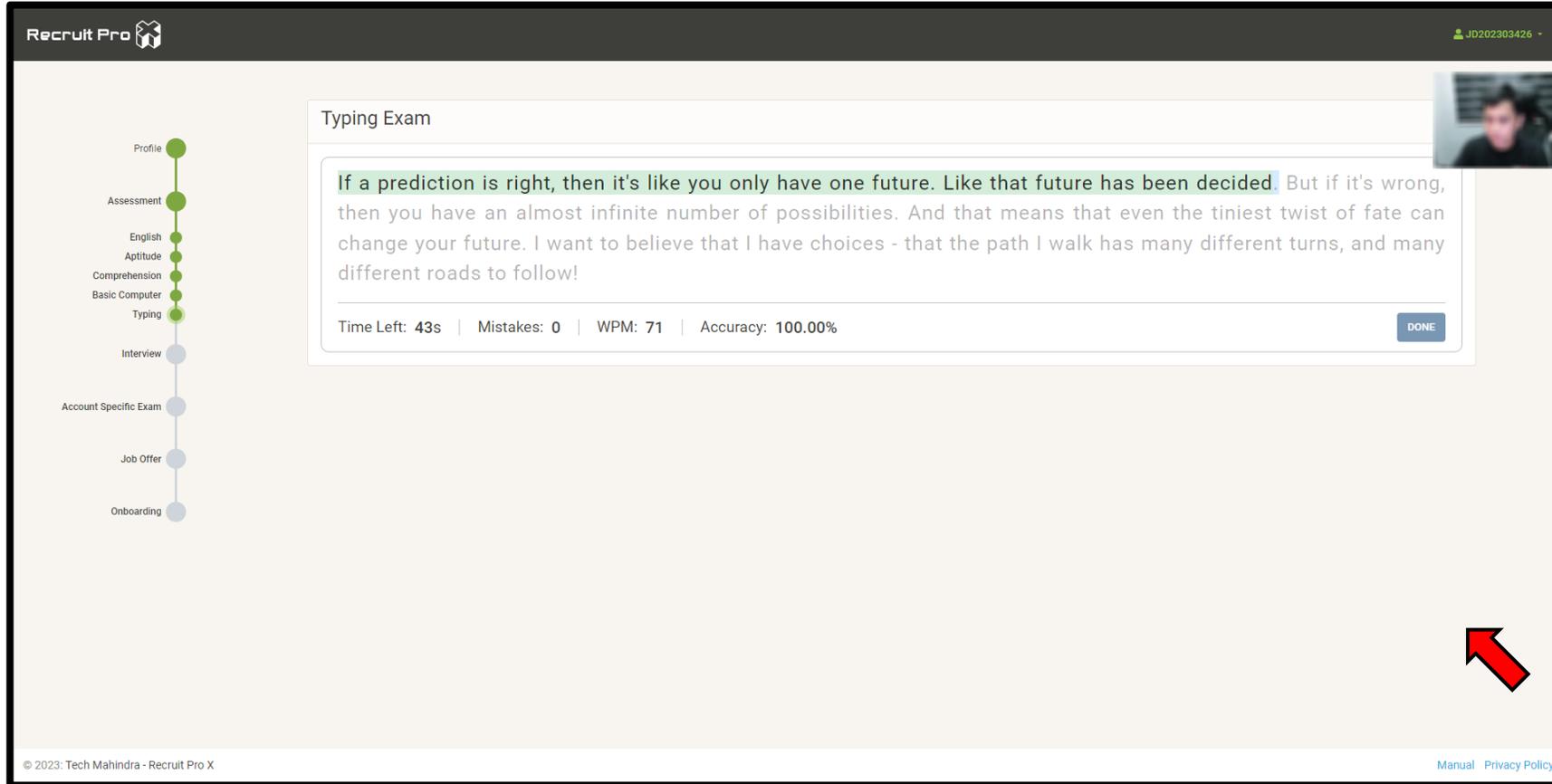


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[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT (Typing)

URL: <https://recruitprox.techmahindra.com/Assessment>

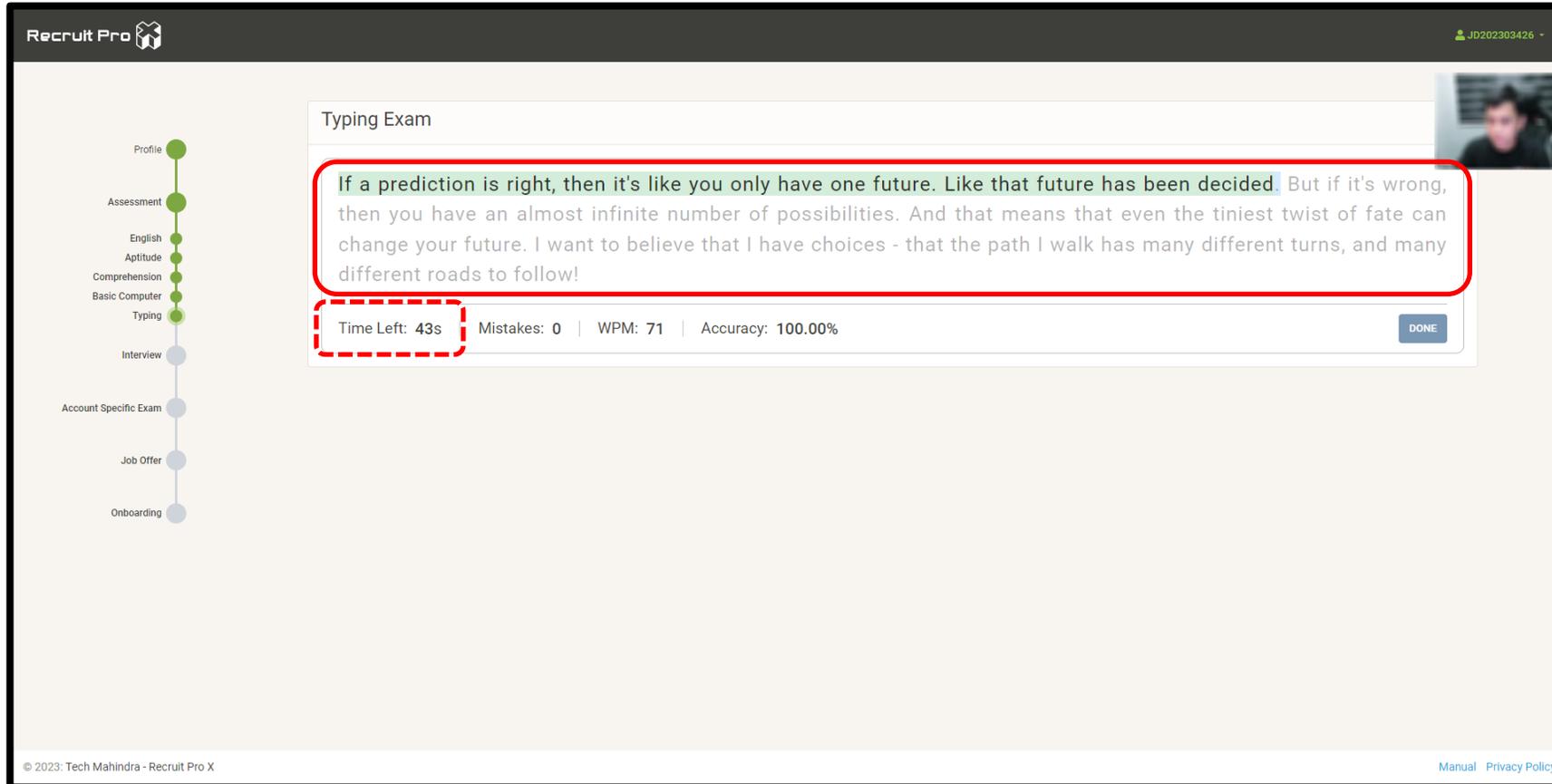


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[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT (Typing)

URL: <https://recruitprox.techmahindra.com/Assessment>



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[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT (Typing)

URL: <https://recruitprox.techmahindra.com/Assessment>

Recruit Pro X

JD202303426

Typing Exam

If a prediction is right, then it's like you only have one future. Like that future has been decided. But if it's wrong, then you have an almost infinite number of possibilities. And that means that even the tiniest twist of fate can change your future. I want to believe that I have choices - that the path I walk has many different turns, and many different roads to follow!

Time's up! Hit **DONE** to submit your score or **TRY AGAIN** to retry. You still have 3 attempts.

Time Left: 0s | Mistakes: 0 | WPM: 35 | Accuracy: 100.00% | TRY AGAIN 3 | DONE

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Manual Privacy Policy

You can hit the [TRY AGAIN] button if you still have number of attempts left, in the end, we will credit your best score.

Hit [DONE] button to finish this assessment

Once you're done with your profiling and passed the initial screening. You will go through to set of assessments provided by the company. This will determine if you're qualified to proceed to the next process of your application. There are instructions provided for each assessment. Please read the instructions first before you start the assessment. It is also required to take this assessment using a PC/Laptop device. It is required to take this assessment with a camera device which means that you need to take this assessment without any other persons in your background. Good luck!

[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT (Score Results)

URL: <https://recruitprox.techmahindra.com/Assessment/ScoreResults>

Assessment	Score	Percentage	Status	Action
English	37/40	92.50%	PASSED	RETAKE
Aptitude	13/20	65.00%	PASSED	RETAKE
Comprehension	16/20	80.00%	PASSED	RETAKE
Basic Computer	6/15	40.00%	FAILED	RETAKE
Typing	WPM: 69	Accuracy: 100.00%	FAST	

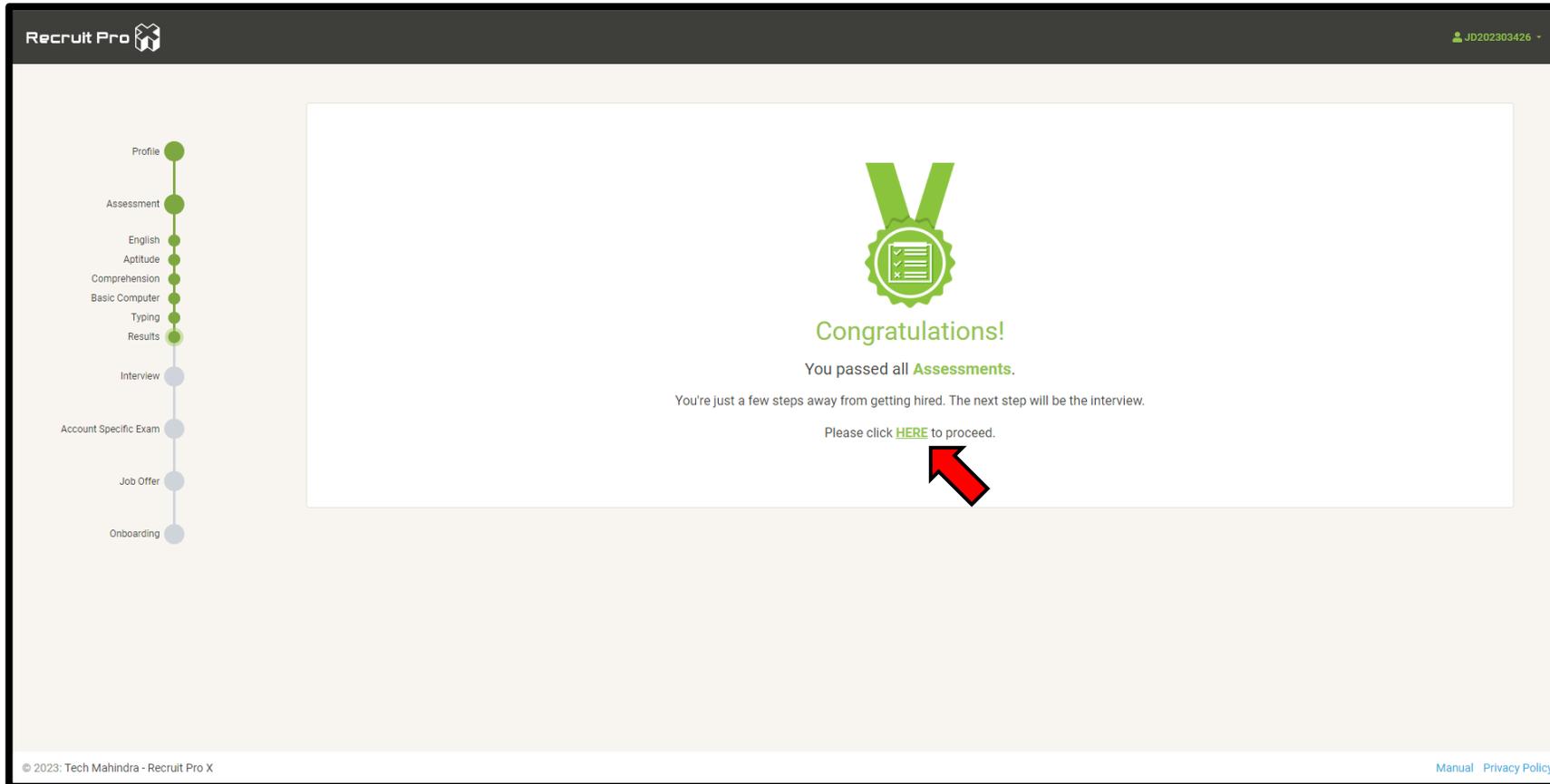
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NOTE: If you failed an assessment, you have a chance to retake the assessment. (3 max retake attempts)

[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT RESULT (PASSED)

URL: <https://recruitprox.techmahindra.com/Assessment>

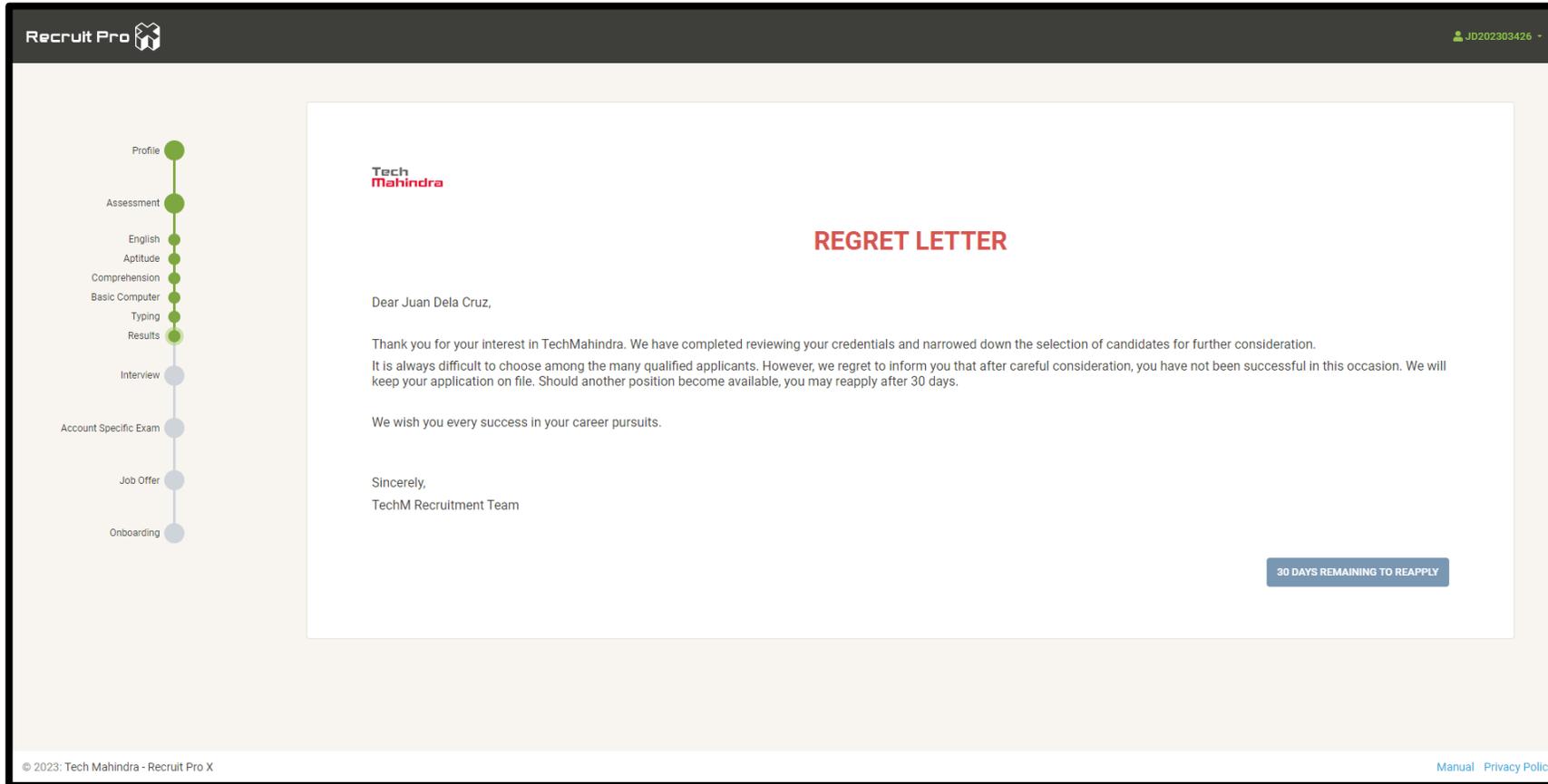


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[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – ASSESSMENT RESULT (FAILED)

URL: <https://recruitprox.techmahindra.com/Assessment>



Once you're done with your profiling and passed the initial screening. You will go through to set of assessments provided by the company. This will determine if you're qualified to proceed to the next process of your application. There are instructions provided for each assessment. Please read the instructions first before you start the assessment. It is also required to take this assessment using a PC/Laptop device. It is required to take this assessment with a camera device which means that you need to take this assessment without any other persons in your background. Good luck!

[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – INTIAL INTERVIEW (Book Appointment)

URL: <https://recruitprox.techmahindra.com/Interview>

Initial Interview

Cebu

Please select from the calendar to book your interview.

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Available Fully Booked

September 1, 2023

- 08:00 AM - 08:30 AM Available Slot: 1
- 08:30 AM - 09:00 AM Available Slot: 1
- 09:00 AM - 09:30 AM Available Slot: 1
- 09:30 AM - 10:00 AM Available Slot: 1
- 10:00 AM - 10:30 AM Available Slot: 1
- 10:30 AM - 11:00 AM Available Slot: 1
- 11:00 AM - 11:30 AM Available Slot: 1
- 11:30 AM - 12:00 PM Available Slot: 1

BOOK

1. Select Location

2. Select Date

3. Select Time

4. Book the schedule

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Once you passed the assessment, you will set an appointment with your available time for your interview. You have to pass the initial interview first before you can proceed to the final interview.

[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – INITIAL INTERVIEW (Appointment Schedule)

URL: <https://recruitprox.techmahindra.com/Interview>

Recruit Pro X JD202303426

Initial Interview

1
SEP
2023

INITIAL INTERVIEW
Friday 08:00 AM - 08:30 AM
Interviewer: Roldan Justo

[click here to join the meeting](#)

Meeting ID:
Passcode:

Profile
Assessment
Interview
Initial Final
Account Specific Exam
Job Offer
Onboarding

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Once you passed the assessment, you will set an appointment with your available time for your interview. You have to pass the initial interview first before you can proceed to the final interview.

[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – INITIAL INTERVIEW RESULT (PASSED)

URL: <https://recruitprox.techmahindra.com/Interview>

Recruit Pro X WA202308514

Final Interview

Profile
Assessment
Interview
Initial
Final
Account Specific Exam
Job Offer
Onboarding

Congratulations!
You passed the **Initial Interview**.
You're just a few steps away from getting hired.
Please click [HERE](#) to schedule your next interview.

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PROCESS & PROCEDURE [CANDIDATE] – FINAL INTERVIEW (Book Appointment)

URL: <https://recruitprox.techmahindra.com/Interview>

Recruit Pro

JD202303426

Final Interview

Cebu

1. Select Location

Please select from the calendar to book your interview.

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Available Fully Booked

2. Select Date

September 1, 2023

- 12:00 PM - 01:00 PM Available Slot: 1
- 01:00 PM - 02:00 PM Available Slot: 1
- 02:00 PM - 03:00 PM Available Slot: 1

3. Select Time

BOOK

4. Book the schedule

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PROCESS & PROCEDURE [CANDIDATE] – FINAL INTERVIEW (Appointment Schedule)

URL: <https://recruitprox.techmahindra.com/Interview>

The screenshot displays the Recruit Pro user interface. On the left, a vertical progress bar shows stages: Profile, Assessment, Interview, Initial, Final, Account Specific Exam, Job Offer, and Onboarding. The 'Final Interview' stage is highlighted. The main content area is titled 'Final Interview' and features a large '1' in a black square, the month 'SEP', and the year '2023'. To the right, the text reads 'FINAL INTERVIEW' followed by 'Friday 01:00 PM - 02:00 PM' and 'Interviewer: Joshua Romero'. A blue link 'click here to join the meeting' is present. Below this, 'Meeting ID:' and 'Passcode:' are listed. The footer contains '© 2023: Tech Mahindra - Recruit Pro X' and links for 'Manual' and 'Privacy Policy'.

PROCESS & PROCEDURE [CANDIDATE] – FINAL INTERVIEW RESULT (PASSED)

URL: <https://recruitprox.techmahindra.com/Interview>

Recruit Pro

WA202308514

Final Interview

Profile

Assessment

Interview

Initial Final

Account Specific Exam

Job Offer

Onboarding

V

Congratulations!

- You passed the **Final Interview**.

You're just a few steps away from getting hired.

Please click [HERE](#) to proceed.

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[Privacy Policy](#)

PROCESS & PROCEDURE [CANDIDATE] – PRE-JOB OFFER

URL: <https://recruitprox.techmahindra.com/JobOffer>

Recruit Pro X WA202308514

Profile
Assessment
Interview
Account Specific Exam
Job Offer
Onboarding

PRE-JOB OFFER

Well done!

You have been selected for the job and have successfully made it through the entire hiring process of TechM.
We are now preparing your offer letter. Kindly expect to receive a notification from us within 24-48 hours.
To expedite your on-boarding to the new role, you may start preparing your pre-employment requirements and have it handy.

[SEE PRE-EMPLOYMENT REQUIREMENTS](#)

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[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – JOB OFFER

URL: <https://recruitprox.techmahindra.com/JobOffer>

Recruit Pro JD202303426

July 21, 2023 Employment: Probationary

CONDITIONAL OFFER LETTER

Dear **JUAN DELA CRUZ**,

Upon careful consideration of your application with Tech Mahindra, we would like to inform you that you have successfully passed all assessments and we would like to offer you the position of **Technical Support Representative** under, **TalkTalk** account, effective **May 29, 2023**.

In lieu of this, please be apprised that we are providing a conditional offer letter in reference to the above statement. This document shall serve as our intent to employ your services with the company and shall be deemed final and confirmed via the company's official contract which shall include all particulars of your employment and the terms and conditions related to your employment status post your completion and clearance of all employment requirements that shall be communicated by you with our recruitment team.

Similarly, please be further apprised below of your compensation for assuming the role of **Technical Support Representative**. This shall be accorded to you basis the existing policies and procedures of the company's payroll process. As such is stated below;

Compensation Component	Pay Schedule	
Base Pay:	₱15,000.00	15th and End of the Month
Allowance:	₱1,000.00	15th and End of the Month
Performance Incentive:	₱1,000.00	End of the Month (once endorsed to production)
Attendance Incentive:	₱1,000.00	15th of the Month (once endorsed to production)
Mobile/Data Allowance:	₱2,000.00	End of the Month (once endorsed to production)
Gross Salary:	₱20,000.00	

- Performance Incentive and Attendance Incentive are variable pay which are subject to provisions and will be given upon go-live date. Not applicable during training period.
- Performance Incentives will be paid to you on a pro-rata basis as per your eligibility.
- The actual performance incentive amount may be lower or higher depending on your performance and business performance.

DECLINE OFFER
ACCEPT OFFER

Once you passed the interview (and account assessment - if applicable). An offer letter is provided by the management. You have the option to consider the offer or not.

[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – JOB OFFER (DECLINE OFFER)

URL: <https://recruitprox.techmahindra.com/JobOffer>

March 17, 2023

CONDITIONAL OFFER LETTER

Dear **JUAN DELA CRUZ**,

Upon careful consideration of your application with Tech Mahindra, we would like to inform you that you have successfully passed all assessments and we would like to offer you the position of **Technical Support Representative** effective **April 29, 2023**.

In lieu of this, please be apprised that we are providing a conditional offer letter in reference to the above statement. This document shall serve as our intent to employ your services with the company and shall be deemed final and confirmed via the completion and clearance of all employment requirements and the terms and conditions related to your employment status post your acceptance. This shall be accorded to you basis the existing policies and procedures of the company.

Similarly, please be further apprised below the company's payroll process. As such is subject to the company's payroll process. As such is subject to the company's payroll process.

Compensation Component		
Base Pay:		of the Month
Allowance:		of the Month
Performance Incentive:		with (once endorsed to production)
Attendance Incentive:	₱1,000.00	15th of the Month (once endorsed to production)
Mobile/Data Allowance:	₱2,000.00	End of the Month (once endorsed to production)
Gross Salary:	₱20,000.00	

- Performance Incentive and Attendance Incentive are variable pay which are subject to provisions and will be given upon go-live date. Not applicable during training period.
- Performance Incentives will be paid to you on a pro-rata basis as per your eligibility.
- The actual performance incentive amount may be lower or higher depending on your performance and business performance.

DECLINE OFFER **ACCEPT OFFER**

If you decline the offer. You are required to at least state your reason why you decline the offer.

[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – JOB OFFER (ACCEPT OFFER)

URL: <https://recruitprox.techmahindra.com/JobOffer>

Recruit Pro JD202303426

July 21, 2023 Employment: Probationary

CONDITIONAL OFFER LETTER

Dear **JUAN DELA CRUZ**,

Upon careful consideration of your application with Tech Mahindra, we would like to inform you that you have successfully passed all assessments and we would like to offer you the position of **Technical Support Representative** under, **TalkTalk** account, effective **May 29, 2023**.

In lieu of this, please be apprised that we are providing a conditional offer letter in reference to the above statement. This document shall serve as our intent to employ your services with the company and shall be deemed final and confirmed via the company's official contract which shall include all particulars of your employment and the terms and conditions related to your employment status post your completion and clearance of all employment prerequisites that shall be communicated by us with our recruitment team.

Similarly, please be further apprised below of the company's payroll process. As such is stated in the company's official contract which shall be provided to you upon acceptance of this offer. This shall be accorded to you basis the existing policies and procedures of the company.

Compensation Component	Amount	Frequency
Base Pay:		
Allowance:		
Performance Incentive:	₱1,000.00	End of the Month (once endorsed to production)
Attendance Incentive:	₱1,000.00	15th of the Month (once endorsed to production)
Mobile/Data Allowance:	₱2,000.00	End of the Month (once endorsed to production)
Gross Salary:	₱20,000.00	

- Performance Incentive and Attendance Incentive are variable pay which are subject to provisions and will be given upon go-live date. Not applicable during training period.
- Performance Incentives will be paid to you on a pro-rata basis as per your eligibility.
- The actual performance incentive amount may be lower or higher depending on your performance and business performance.

[PROCEED TO ONBOARDING](#)

DECLINE OFFER ACCEPT OFFER

If you accept the offer. The next step will be the onboarding process.

[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – ONBOARDING (Applicant Form)

URL: <https://recruitprox.techmahindra.com/Onboarding>

Recruit Pro JD202303426

APPLICANT FORMS PRIMARY REQUIREMENTS SECONDARY REQUIREMENTS ONBOARDING DETAILS

APPLICANT INFORMATION CHARACTER REFERENCE BACKGROUND VERIFICATION DATA PRIVACY NOTICE

All fields in this application for must be completed. Please ensure that you type-write/hand-write legibly.

PERSONAL INFORMATION

Applicant ID JD202303426	Full Name(Lastname, Firstname Middle Initial) JUAN DELA CRUZ	Company Name* TECH MAHINDRA	Position Being Considered* TECHNICAL SUPPORT REPRESENTATIVE
Sex(Male/Female) MALE	Maiden Name(for Female Married applicants only)	Email Address juan.delacruz@techmahindra.com	Contact Number +639123456789
Complete Current/Present Address 123 BASAN, BARANGAY 386 QUIAPO, NATIONAL CAPITAL REGION - MANILA 1001, PHILIPPINES	Complete Permanent/Provincial Address* 123 BASAN, BARANGAY 386 QUIAPO, NATIONAL CAPITAL REGION - MANILA 1001, PHILIPPINES	<input checked="" type="checkbox"/> Same as current address	
Birthdate 01/01/1995	SSS Number	TIN	Passport Number(if available)
			Passport Number(expiry date)

1 2 3 4 NEXT

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Once you accepted the job offer. You're now ready to submit your requirements and fill up some necessary details. Congrats on your new job!

[Click here to view actual page](#)

PROCESS & PROCEDURE [CANDIDATE] – ONBOARDING (Applicant Form)

URL: <https://recruitprox.techmahindra.com/Onboarding>

The screenshot shows the 'Recruit Pro' onboarding interface. On the left, a vertical progress bar includes steps: Profile, Assessment, Interview, Account Specific Exam, Job Offer, and Onboarding. The main content area is divided into four sections: APPLICANT FORMS, PRIMARY REQUIREMENTS, SECONDARY REQUIREMENTS, and ONBOARDING DETAILS. Under 'ONBOARDING DETAILS', there are four sub-sections: APPLICANT INFORMATION (highlighted), CHARACTER REFERENCE, BACKGROUND VERIFICATION, and DATA PRIVACY NOTICE. A note states: 'All fields in this application for must be completed. Please ensure that you type-write/hand-write legibly.' The 'EDUCATIONAL BACKGROUND' section contains the following fields:

Name of School	School Address *	
CEBU INSTITUTE OF TECHNOLOGY - UNIVERSITY	CEBU CITY	
Course Taken	Educational Attainment	Year Graduated or Year Last Attended *
BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (BSIT)	BACHELORS DEGREE	2013 - 2017
Post Graduate Degree (if none, please leave it blank)	Post Graduate (Year Graduated)	

At the bottom right of the form, there are four numbered tabs (1, 2, 3, 4) and a 'NEXT' button, which is highlighted with a red arrow.

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PROCESS & PROCEDURE [CANDIDATE] – ONBOARDING (Applicant Form)

URL: <https://recruitprox.techmahindra.com/Onboarding>

The screenshot displays the Recruit Pro onboarding interface. On the left, a vertical progress bar shows steps: Profile, Assessment, Interview, Account Specific Exam, Job Offer, and Onboarding (highlighted). The main content area is divided into four sections: APPLICANT FORMS, PRIMARY REQUIREMENTS, SECONDARY REQUIREMENTS, and ONBOARDING DETAILS. Under PRIMARY REQUIREMENTS, there are four sub-sections: APPLICANT INFORMATION (active), CHARACTER REFERENCE, BACKGROUND VERIFICATION, and DATA PRIVACY NOTICE. A message states: "All fields in this application for must be completed. Please ensure that you type-write/hand-write legibly." The "PROFESSIONAL QUALIFICATION" section contains three input fields: "Membership/Qualification" (IT NINJA), "Date of Qualification" (08/20/2020), and "Full Name of Qualifying Body" (IT NINJA). A red box highlights these three fields. At the bottom right, there are four numbered buttons (1, 2, 3, 4) and a "NEXT" button, with a red arrow pointing to the "NEXT" button. The footer includes "© 2023: Tech Mahindra - Recruit Pro X" and links for "Manual" and "Privacy Policy".

PROCESS & PROCEDURE [CANDIDATE] – ONBOARDING (Applicant Form)

URL: <https://recruitprox.techmahindra.com/Onboarding>

The screenshot displays the Recruit Pro onboarding interface. On the left, a vertical progress bar shows steps: Profile, Assessment, Interview, Account Specific Exam, Job Offer, and Onboarding. The main content area is divided into four sections: APPLICANT FORMS, PRIMARY REQUIREMENTS, SECONDARY REQUIREMENTS, and ONBOARDING DETAILS. Under APPLICANT FORMS, there are four sub-sections: APPLICANT INFORMATION (active), CHARACTER REFERENCE, BACKGROUND VERIFICATION, and DATA PRIVACY NOTICE. A message states: "All fields in this application for must be completed. Please ensure that you type-write/hand-write legibly." The EMPLOYMENT HISTORY section contains the following fields:

Company Name	Address	Position Held
ABC COMPANY	CEBU PHILIPPINES	TECH SUPPORT
Employment Period	Reason for Leaving	Name of Immediate Supervisor
2 YRS, 5 MOS	RESIGNATION DUE TO PERSONAL REASONS	JOHN DOE

At the bottom right, there is a navigation bar with buttons for 1, 2, 3, 4, and NEXT. A red arrow points to the NEXT button. The footer includes "© 2023: Tech Mahindra - Recruit Pro X" and links for "Manual" and "Privacy Policy".

PROCESS & PROCEDURE [CANDIDATE] – ONBOARDING (Applicant Form)

URL: <https://recruitprox.techmahindra.com/Onboarding>

The screenshot shows the 'Recruit Pro' onboarding interface. On the left, a vertical progress bar indicates the current step is 'Onboarding'. The main content area is divided into four sections: 'APPLICANT FORMS', 'PRIMARY REQUIREMENTS', 'SECONDARY REQUIREMENTS', and 'ONBOARDING DETAILS'. Under 'ONBOARDING DETAILS', there are four sub-sections: 'APPLICANT INFORMATION', 'CHARACTER REFERENCE', 'BACKGROUND VERIFICATION', and 'DATA PRIVACY NOTICE'. The 'CHARACTER REFERENCE' section is active and contains a form for 'Character Reference #1'. The form fields are: 'Name of Reference*' (HARVY DELA CRUZ), 'Company Name*' (TECH MAHINDRA), 'Position Title/Relationship*' (SENIOR BUSINESS ANALYST), 'Email Address' (TEST123123@TECHMAHINDRA.COM), 'Contact Number*' (09123456789), and 'Best Day & Time to Call' (MONDAY - FRIDAY (10:00 AM TO 12:00 PM)). A red box highlights these fields. Below this are sections for 'Character Reference #2' and 'Character Reference #3'. At the bottom right, a blue 'NEXT' button is highlighted with a red arrow. The footer contains '© 2023: Tech Mahindra - Recruit Pro X' and links for 'Manual' and 'Privacy Policy'.

PROCESS & PROCEDURE [CANDIDATE] – ONBOARDING (Applicant Form)

URL: <https://recruitprox.techmahindra.com/Onboarding>

Recruit Pro X JD202303426

Profile
Assessment
Interview
Account Specific Exam
Job Offer
Onboarding

APPLICANT FORMS | PRIMARY REQUIREMENTS | SECONDARY REQUIREMENTS | ONBOARDING DETAILS

APPLICANT INFORMATION | CHARACTER REFERENCE | **BACKGROUND VERIFICATION** | DATA PRIVACY NOTICE

Applicant Consent Form

I, **CAÑARES, FILBERT VINCENT GEONZON**,

Hereby authorize vCustomer Philippines Inc./vCustomer Philippines (Cebu) Inc./Tech Mahindra Ltd., or a third party agency/agent engaged by vCustomer Philippines Inc./vCustomer Philippines (Cebu) Inc./Tech Mahindra Ltd. to use all my provided personal information for employment purposes. I understand that the data collected will be strictly confidential.

I authorize former employers, agencies and educational institutes etc., to release any information pertaining to my employment / education and I release them from any liability in doing so.

I authorize vCustomer Philippines Inc., vCustomer Philippines (Cebu) Inc., Tech Mahindra Ltd. to post my first and last name in Social Media for the following purposes:

1. Inform me of my date of joining
2. In the event of being referred by someone, may it be an employee or a non-employee, the company can post my name to inform the referee of my selection

I confirm that the information provided by me in the Application Form / Resume is true and correct. I understand that any misrepresentation of information or providing wrong information in the Application Form/Resume may, in the event of being employed by vCustomer Philippines Inc./vCustomer Philippines (Cebu) Inc./Tech Mahindra Ltd., result in disciplinary action based on its current policies, which may include termination for cause.

I agree to the **Applicant Consent Form**

NEXT

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PROCESS & PROCEDURE [CANDIDATE] – ONBOARDING (Applicant Form)

URL: <https://recruitprox.techmahindra.com/Onboarding>

The screenshot displays the Recruit Pro onboarding interface. On the left, a vertical progress bar shows stages: Profile, Assessment, Interview, Account Specific Exam, Job Offer, and Onboarding. The main content area is divided into four sections: APPLICANT FORMS, PRIMARY REQUIREMENTS, SECONDARY REQUIREMENTS, and ONBOARDING DETAILS. Under APPLICANT FORMS, there are four sub-sections: APPLICANT INFORMATION, CHARACTER REFERENCE, BACKGROUND VERIFICATION, and DATA PRIVACY NOTICE. The DATA PRIVACY NOTICE section is active and contains the following text:

Data Privacy Notice

Tech Mahindra Ltd. ("we" or "us") complies with Republic Act no. 10173 or the Data Privacy Act of 2012 ("DPA"), it's implementing rules and regulations, and other relevant policies including issuances of the National Privacy Commission. Tech Mahindra respects and values your data privacy rights and make sure that all personal data collected from you, our clients and stakeholders are processed in adherence to the general principles of transparency, legitimate purpose, and proportionality.

This Data Privacy Notice shall inform you how we collects, process, share, and stores your personal data. This may also serve as your guide in exercising your rights under the Data Privacy Act of 2012.

Scope and Acceptance

This Data Privacy Notice applies to personal information that we collect and process about you in connection with our recruitment and employment processes. By giving us your personal information, you accept the practices described in this Privacy Notice. If you do not agree, you have the right not to give us your personal information.

1. What Personal Data We Collect

- Personal Identification such as your name, home address, phone number, email address; nationality, photo, employee ID number, national insurance number, tax identification number, social security number, Driving License

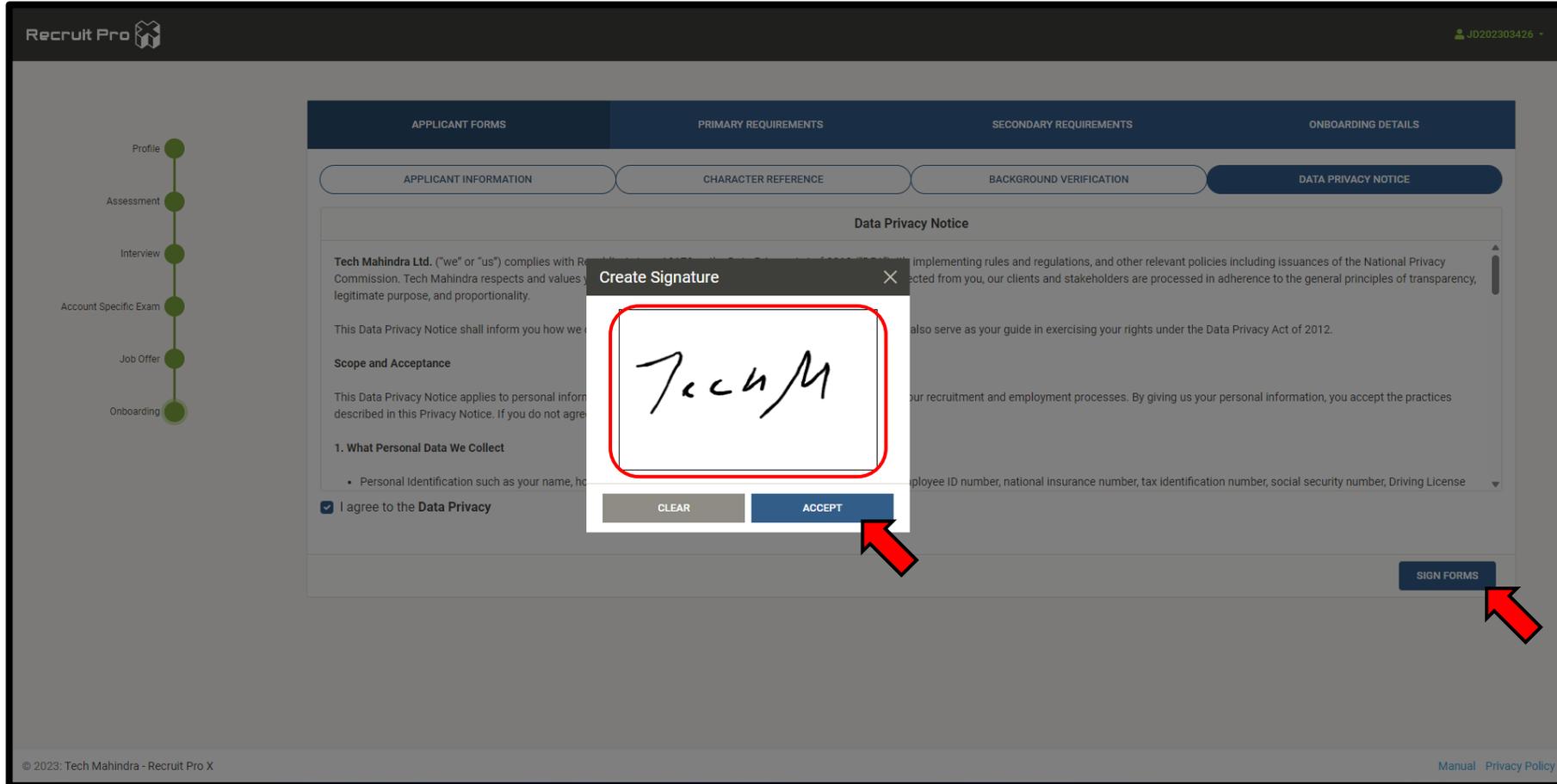
I agree to the Data Privacy

A blue button labeled "SIGN FORMS" is located at the bottom right of the form. Two red arrows point to the "I agree to the Data Privacy" checkbox and the "SIGN FORMS" button.

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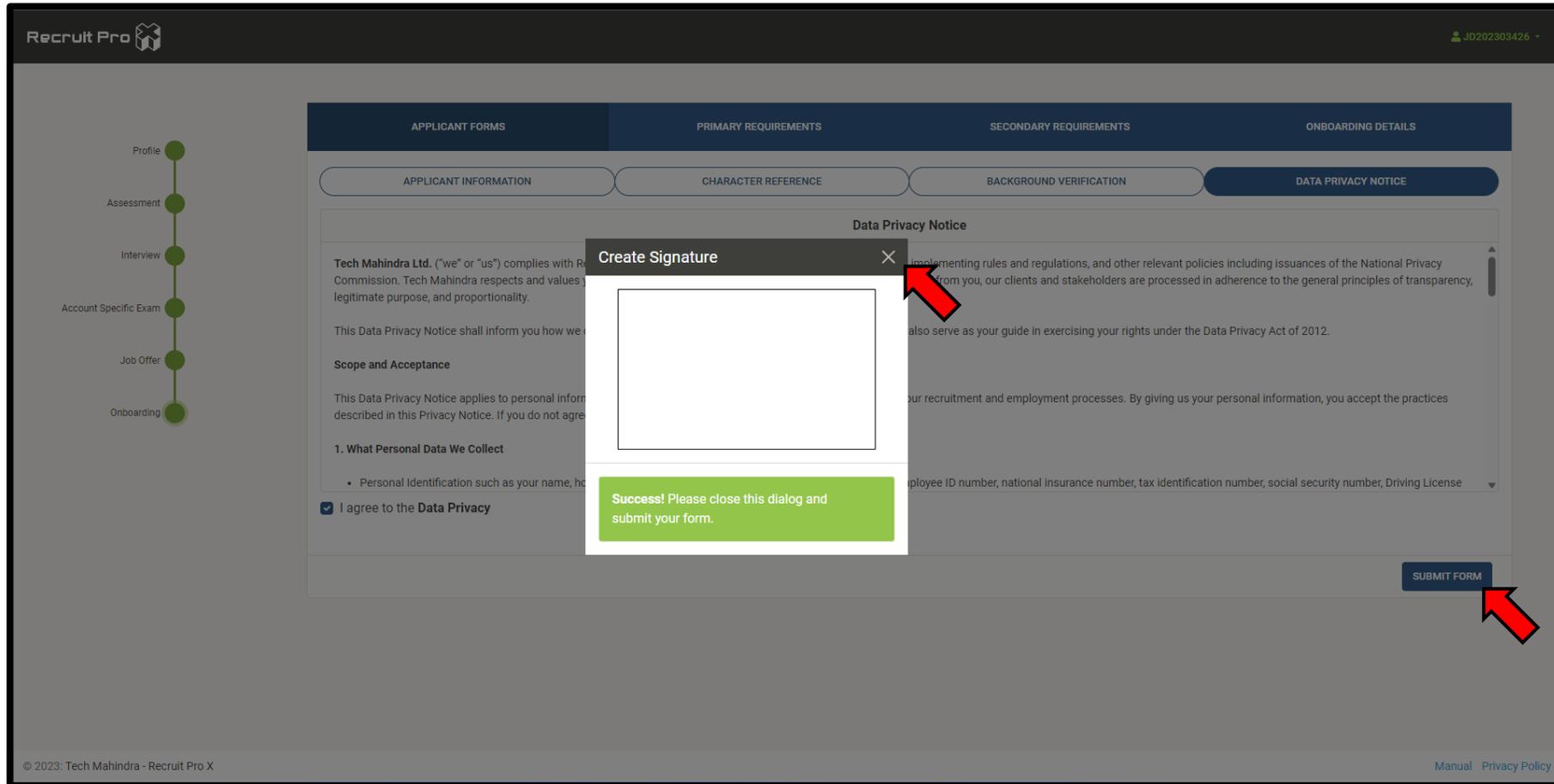
PROCESS & PROCEDURE [CANDIDATE] – ONBOARDING (Applicant Form)

URL: <https://recruitprox.techmahindra.com/Onboarding>



PROCESS & PROCEDURE [CANDIDATE] – ONBOARDING (Applicant Form)

URL: <https://recruitprox.techmahindra.com/Onboarding>



PROCESS & PROCEDURE [CANDIDATE] – ONBOARDING (Primary Requirements)

URL: <https://recruitprox.techmahindra.com/Onboarding>

The screenshot displays the 'Recruit Pro' onboarding interface. On the left, a vertical progress bar shows steps: Profile, Assessment, Interview, Account Specific Exam, Job Offer, and Onboarding (highlighted). The main area is divided into four tabs: 'APPLICANT FORMS', 'PRIMARY REQUIREMENTS', 'SECONDARY REQUIREMENTS', and 'ONBOARDING DETAILS'. The 'PRIMARY REQUIREMENTS' tab is active, showing fields for 'SSS No.*', 'PhilHealth*', 'Primary ID*', and 'NSO Birth Certificate*'. A file selection dialog box is open over the 'SSS Supporting Document*' field. The dialog shows the file explorer path 'This PC > Desktop > Onboarding Files > Primary'. A red circle highlights a group of files including 'PagIBIG_Document.png', 'PhilHealth_Document.jpg', 'Primary_ID.png', 'Profile_Photo.jpg', 'Secondary_ID.png', and 'SSS_Document.png'. A red arrow points to the 'Open' button at the bottom of the dialog. The background form fields also have 'Choose File' buttons and 'No file chosen' text, with a red arrow pointing to the 'SSS Supporting Document*' field.

PROCESS & PROCEDURE [CANDIDATE] – ONBOARDING (Primary Requirements)

URL: <https://recruitprox.techmahindra.com/Onboarding>

The screenshot displays the 'Recruit Pro' onboarding interface. On the left, a vertical progress bar shows steps: Profile, Assessment, Interview, Account Specific Exam, Job Offer, and Onboarding (highlighted). The main content area is divided into four tabs: 'APPLICANT FORMS', 'PRIMARY REQUIREMENTS', 'SECONDARY REQUIREMENTS', and 'ONBOARDING DETAILS'. The 'PRIMARY REQUIREMENTS' tab is active, showing fields for SSS No., PhilHealth, Primary ID, and NSO Birth Certificate. Each field has a 'Choose File' button and a file name. Some fields have a green 'OK' status. A red arrow points to a 'SAVE' button at the bottom right. The footer contains '© 2023: Tech Mahindra - Recruit Pro X' and links for 'Manual' and 'Privacy Policy'.

PROCESS & PROCEDURE [CANDIDATE] – ONBOARDING (Secondary Requirements) URL: <https://recruitprox.techmahindra.com/Onboarding>

The screenshot displays the 'Recruit Pro' onboarding interface. On the left, a vertical progress bar shows steps: Profile, Assessment, Interview, Account Specific Exam, Job Offer, and Onboarding. The main area is divided into four tabs: 'APPLICANT FORMS', 'PRIMARY REQUIREMENTS', 'SECONDARY REQUIREMENTS', and 'ONBOARDING DETAILS'. The 'SECONDARY REQUIREMENTS' tab is active, showing three sections: 'School Record Documents *', 'Certificate of Employment (most recent employer)', and 'BIR Form 2316 (previous employer)'. Each section has a 'Choose File' button and a file name. The 'BIR Form 2316' section shows 'No file chosen'. A red arrow points to this section. Below the form, a 'SAVE' button is visible. An 'Open' file dialog is overlaid on the form, showing a folder named 'Secondary' on the Desktop. The dialog contains several files, with 'BIR_Form_2316.pdf' selected. A red arrow points to the 'Open' button at the bottom of the dialog. The footer of the interface includes '© 2023: Tech Mahindra - Recruit Pro X' and links for 'Manual' and 'Privacy Policy'.

PROCESS & PROCEDURE [CANDIDATE] – ONBOARDING (Secondary Requirements) URL: <https://recruitprox.techmahindra.com/Onboarding>

The screenshot displays the 'Recruit Pro' onboarding interface. On the left, a vertical sidebar shows a progress indicator with six steps: Profile, Assessment, Interview, Account Specific Exam, Job Offer, and Onboarding. The 'Onboarding' step is currently active. The main content area is divided into four tabs: 'APPLICANT FORMS', 'PRIMARY REQUIREMENTS', 'SECONDARY REQUIREMENTS', and 'ONBOARDING DETAILS'. The 'SECONDARY REQUIREMENTS' tab is selected. It contains six file upload fields arranged in two rows and three columns. Each field has a 'Choose File' button and a file name. The first row includes 'School Record Documents * OK' (School_Document2.jpg), 'Certificate of Employment (most recent employer) OK' (COE_Document.jpg), and 'BIR Form 2316 (previous employer) OK' (BIR_Form_2316.pdf). The second row includes 'Occupational Permit with CTC/Cedula * OK' (Cedula.png) and 'Police Clearance or NBI Clearance * OK' (Police_NBI_Document.pdf). Each field also has a note: 'Files must be less than 4 MB. (PDF, PNG, JPG)'. A blue 'SAVE' button is located at the bottom right of the form, with a red arrow pointing to it. The footer contains the copyright notice '© 2023: Tech Mahindra - Recruit Pro X' and links for 'Manual' and 'Privacy Policy'.

PROCESS & PROCEDURE [CANDIDATE] – ONBOARDING (Onboarding Details)

URL: <https://recruitprox.techmahindra.com/Onboarding>

Recruit Pro  JD202303426

Profile
Assessment
Interview
Account Specific Exam
Job Offer
Onboarding

✓ APPLICANT FORMS ✓ PRIMARY REQUIREMENTS ✓ SECONDARY REQUIREMENTS **ONBOARDING DETAILS**

Hi JUAN,

We are all really excited to welcome you to our team! We're so glad we chose you to help us rise to the next level. You're part of the team now, and we know you'll do great things here. Below is your orientation and training schedule.

Pre-Employment Medical Exam

LAB CENTER	CUPSI Laboratory Cebu
ADDRESS	#2 B. Rodriguez St., Fuente Osmeña, Cebu City
BUSINESS HOURS	06:00 AM – 04:00 PM PHST (Weekdays) 06:00 AM – 11:00 AM PHST (Saturday)

LAB CENTER	ActiveOne Health Inc. Cebu
ADDRESS	Ground Floor I2 Bldg., Jose del Mar St., Cebu IT Park, Apas Lahug, Cebu City
BUSINESS HOURS	08:00 AM – 05:00 PM PHST PHST (Weekdays) 08:00 AM – 11:00 AM PHST (Saturday)

LAB CENTER	Sto. Domingo Manila
ADDRESS	2F & 3F, Luz Building, 111 Quezon Avenue Brgy Sto. Domingo, Quezon City
BUSINESS HOURS	08:00 AM – 05:00 PM PHST PHST (Weekdays)

Training Schedule

DATE & TIME	May 29, 2023 (09:00 AM - 11:00 AM)
LOCATION	6F eBloc 3, Cebu IT Park, Cebu City
ROOM	Training Room
TRAINER	Lady Dawn Baya
MEETING LINK	N/A

Orientation Schedule

DATE & TIME	July 29, 2023 (06:00 AM - 08:00 AM)
LOCATION	6F eBloc 3, Cebu IT Park, Cebu City
ROOM	Training Room
MEETING LINK	N/A

Please bring the following:

1. Valid ID (to be used to get inside the building).
2. 1x1 Photo for your Temporary ID.
3. 2x2 Photo with white background for the ID form.
4. All Requirements you have at hand.
5. Medium-sized Padlock for your Locker
6. Vaccination Card.
7. Face Mask
8. Tumbler

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