

T connect – Staff referral program Help document

May 2014





Help document for:

- ✓ Uploading a referral on WEDGE
- √ Tracking status of referrals on WEDGE



Refer Talent











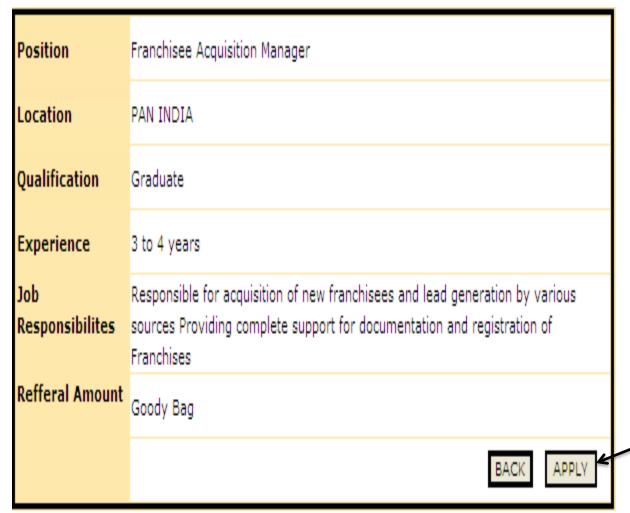






Click here to refer candidates profile Directly (Employee can give Multiple references)

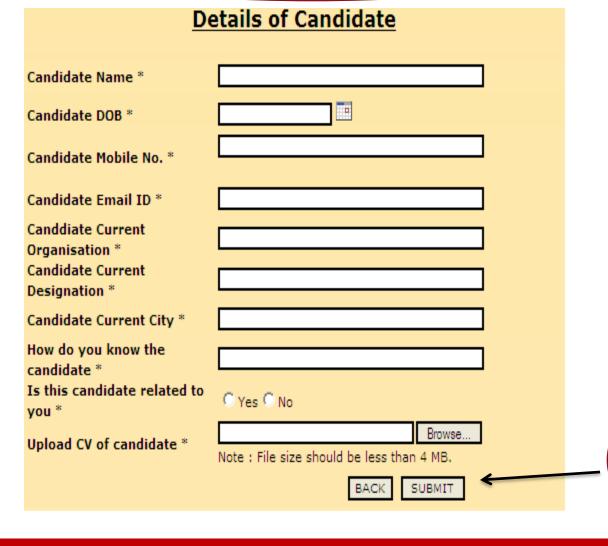
Complete Job Description





Click here to refer profile of candidate s

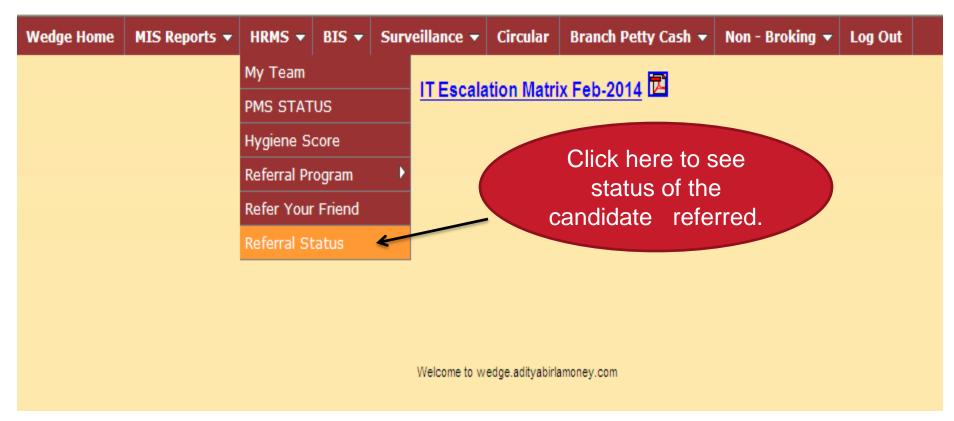
In the Below form fill the basic details of candidate





Click here to submit the reference.







Position active / Inactive Status

Referral / Candidate Status

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Employee Name	Referral / Candidate Name	Position/ Role description	Position Status	Location	Referred date	Referral Status
LUICE B KUTTY	LET test	test one	Υ	test two	14/07/2014	Profile Mismatch
LUICE B KUTTY	MY 1ST FRIEND	ASSISTANT MANAGER	N	MUMBAI	14/07/2014	
LUICE B KUTTY	Luice Kutty	Senior dealer - equity	Υ	All INdia	14/07/2014	Offer Drop
LUICE B KUTTY	kuntest cheda	Trade Advisor	Υ	Mumbai	23/07/2014	Offer Rollout
LUICE B KUTTY	rahul jain	Trade Advisor	Υ	Mumbai	23/07/2014	Offer Rollout
LUICE B KUTTY	nitika sharma	Trade Advisor	Υ	Mumbai	23/07/2014	Joined
LUICE B KUTTY	snehal chawan	Trade Advisor	Υ	Mumbai	23/07/2014	Candidate Reject

Current status of Referred candidat e



THANK YOU

Aditya Birla Financial Services Group

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