

# T connect – Staff referral program Help document

May 2014

**Aditya Birla Financial Services Group**

# TCONNECT

Help document for:

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



Refer Talent

Click on the HRMS  
tab on the menu bar  
in WEDGE

Wedge Home	MIS Reports ▾	<b>HRMS ▾</b>	BIS ▾	Surveillance ▾	Circular	Non - Broking ▾	Log Out
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- My Team
- Employee Master
- Hygiene Score
- Refer Your Friend
- Referral Status


[IT Escalation Matrix Feb-2014](#) 

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Wedge Home	MIS Reports ▾	HRMS ▾	BIS ▾	Surveillance ▾	Circular	Branch Petty Cash ▾	Non - Broking ▾	Log Out
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- My Team
- PMS STATUS
- Hygiene Score
- Referral Program ▶
- Refer Your Friend ←
- Referral Status

[IT Escalation Matrix Feb-2014](#) 

Click here to see the list of current openings posted by HR.

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Click here to Read the complete Job description

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- BIS ▾
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- Circular
- Non - Broking ▾
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### Current Opening

Job Title	Location	Refferal Amt.	Posted Date	Description	Refer
Franchisee Acquisition Manager	PAN INDIA	Goody Bag	18/09/2014	<a href="#">View</a>	<a href="#">Refer</a>
Trade Advisor	Pan India	Goody Bag	18/09/2014	<a href="#">View</a>	<a href="#">Refer</a>
Branch Manager	Pan India	7500	17/09/2014	<a href="#">View</a>	<a href="#">Refer</a>

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

## Complete Job Description




<b>Position</b>	Franchisee Acquisition Manager
<b>Location</b>	PAN INDIA
<b>Qualification</b>	Graduate
<b>Experience</b>	3 to 4 years
<b>Job Responsibilities</b>	Responsible for acquisition of new franchisees and lead generation by various sources Providing complete support for documentation and registration of Franchises
<b>Refferal Amount</b>	Goody Bag
	<input type="button" value="BACK"/> <input type="button" value="APPLY"/>

Click here  
to refer  
profile of  
candidate  
s

In the Below form fill the basic  
details of candidate

### Details of Candidate

Candidate Name \*

Candidate DOB \*  

Candidate Mobile No. \*

Candidate Email ID \*

Candidate Current Organisation \*

Candidate Current Designation \*

Candidate Current City \*

How do you know the candidate \*

Is this candidate related to you \*  Yes  No

Upload CV of candidate \*


Note : File size should be less than 4 MB.



Click here to  
submit the  
reference.

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Click here to see status of the candidate referred.

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Position  
 active /  
 Inactive  
 Status

Current  
 status of  
 Referred  
 candidat  
 e

### Referral / Candidate Status

Employee Name	Referral / Candidate Name	Position/ Role description	Position Status	Location	Referred date	Referral Status
LUICE B KUTTY	LET test	test one	Y	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	Y	All India	14/07/2014	Offer Drop
LUICE B KUTTY	kuntest cheda	Trade Advisor	Y	Mumbai	23/07/2014	Offer Rollout
LUICE B KUTTY	rahul jain	Trade Advisor	Y	Mumbai	23/07/2014	Offer Rollout
LUICE B KUTTY	nitika sharma	Trade Advisor	Y	Mumbai	23/07/2014	Joined
LUICE B KUTTY	snehal chawan	Trade Advisor	Y	Mumbai	23/07/2014	Candidate Reject

THANK YOU