

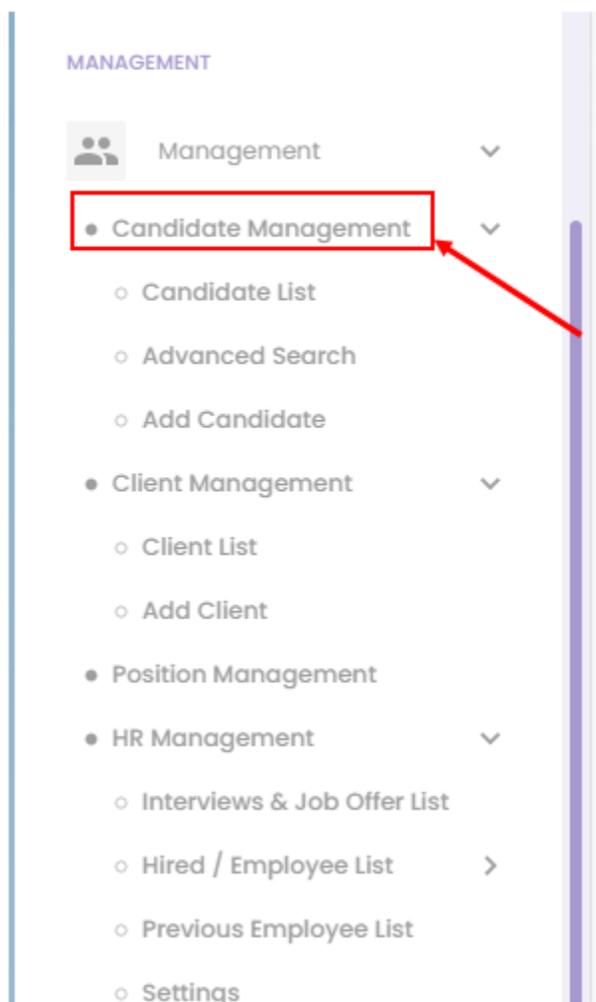
Command Center Manual

Candidate list

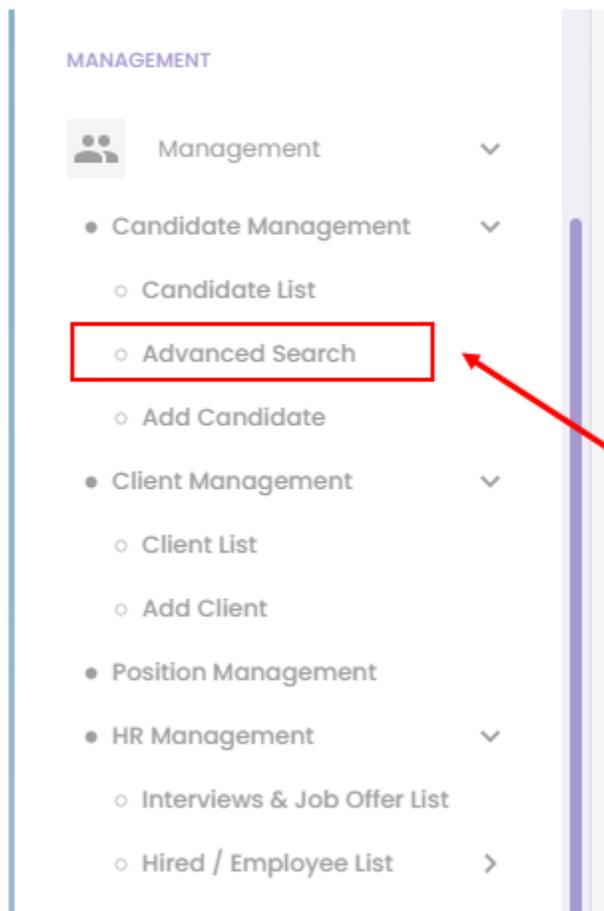
Advanced Search

Searching candidate based on qualifications

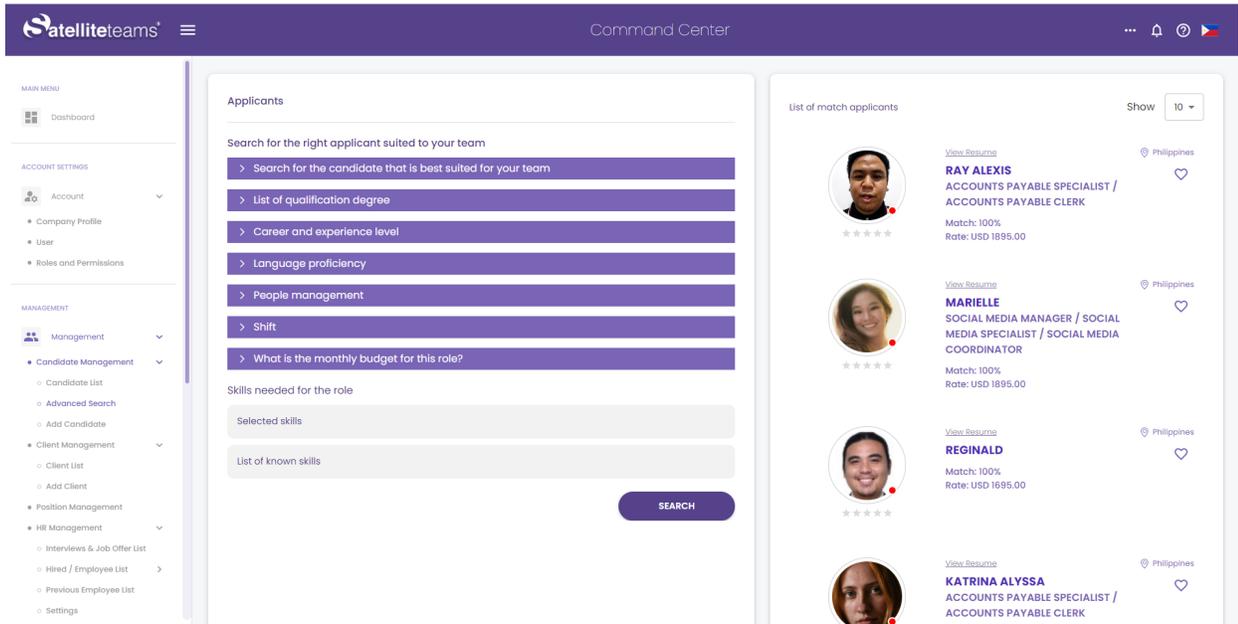
1. Goto candidate management



2. Click advanced search

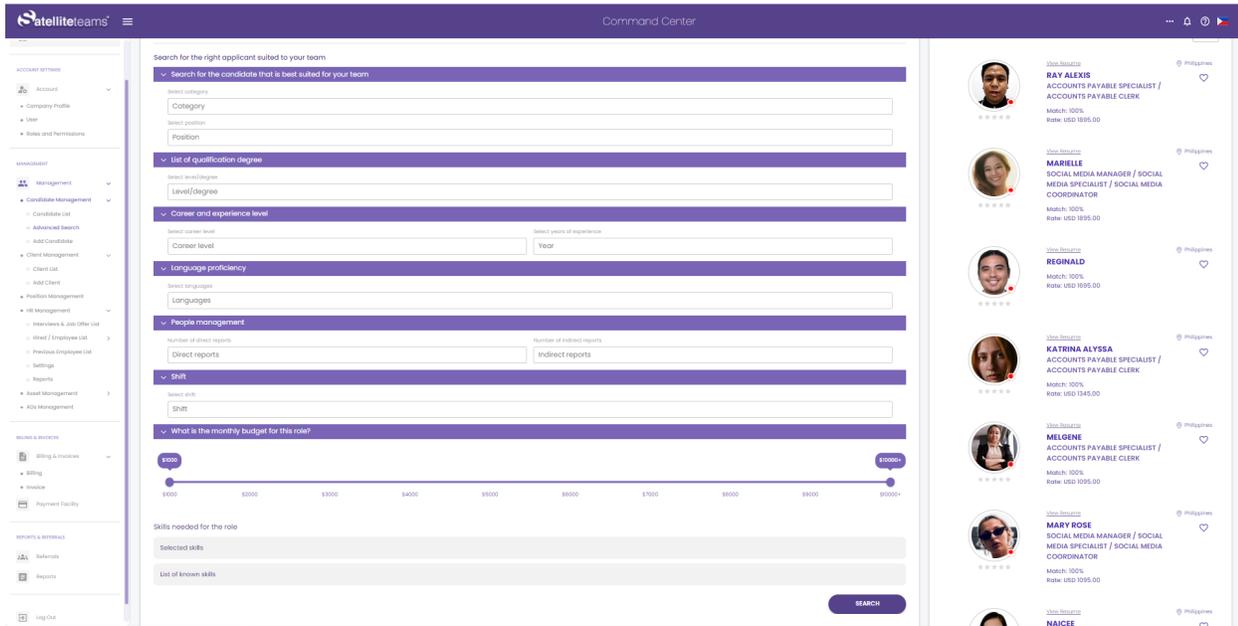


3. On the screen the user will see all the available badges or search options to filter the candidate, Here are the following filter that the users can use:

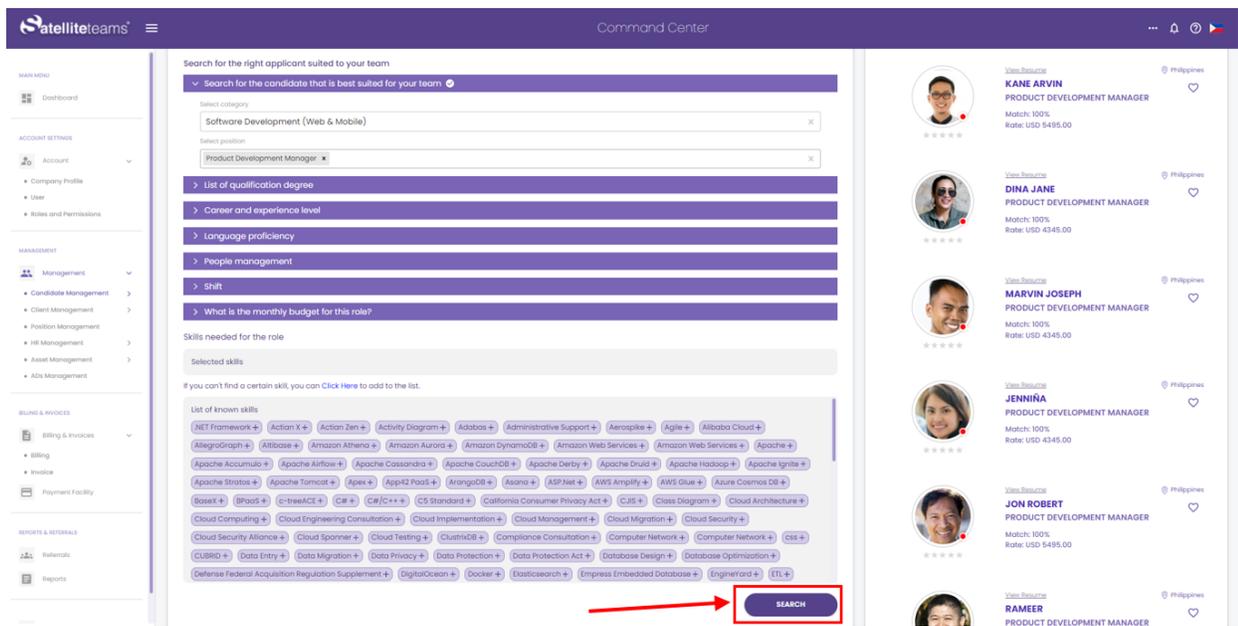


- a. "Search for the candidate that is best suited for your team"
 - i. Select category
 - ii. Position
- b. List of qualifications degree
 - i. Level /degree
- c. Career and experience level
 - i. Career level
 - ii. Years of experience
- d. Language proficiency
 - i. Languaged
- e. People management
 - i. Number of direct reports
 - ii. Number of indirect reports
- f. Shift
 - i. Select shift
- g. What is the Monthly budget for this role?
 - i. Rate range from 1000 to up
- h. Skills need for this role
 - i. List of skills

4. Click on each badge to open the drop down and select a value based on your qualifications options.



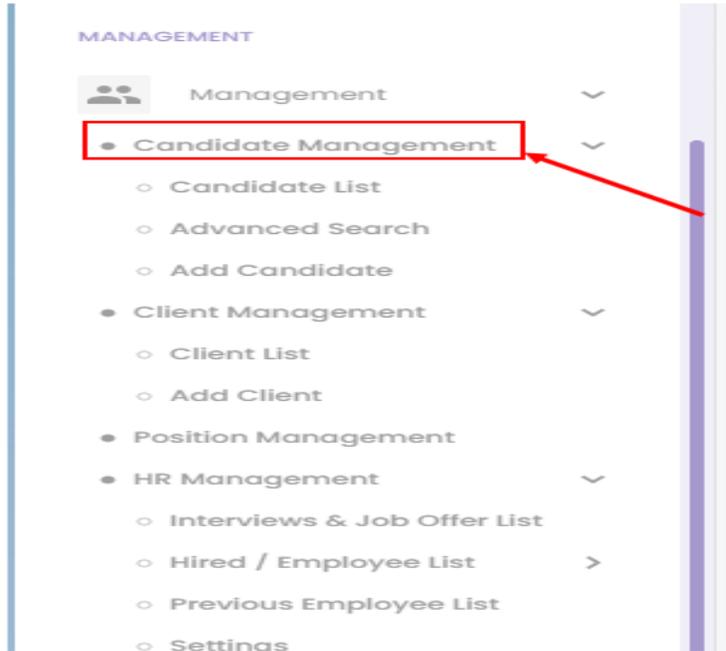
5. Click on the badge again to enter your search criteria or click on the search button below the screen.



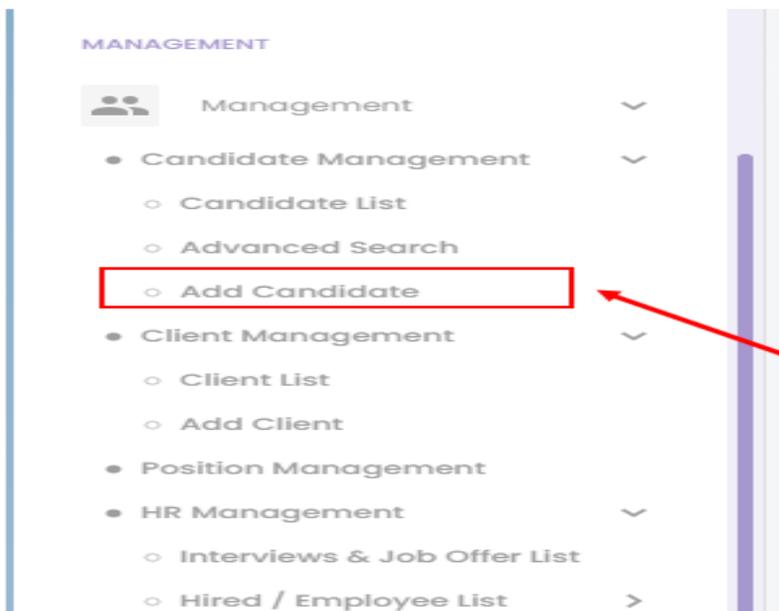
Add Candidate

Creating new candidate profile

1. Goto Candidate management



2. Click add candidate



3. Fill up all the required fields

satelliteteams Command Center

Return to list

Add candidate

Candidate Details

First name Last name
This field is required. This field is required.

Email address Phone number
This field is required. This field is required.

Continue

4. Click continue

satelliteteams Command Center

Return to list

Add candidate

Candidate Details

First name Last name
This field is required. This field is required.

Email address Phone number
This field is required. This field is required.

Continue

5. Fill up the required fields in candidate profile

satelliteteams Command Center

SatelliteTeamsOne@gmail.com +63 9083 862054

Candidate Profile

In what field or industry are you pursuing a job role?

This field is required.

What role are you looking for?

Primary job role

This field is required.

Years of experience Career level

This field is required. This field is required.

Career Highlights ⓘ

People management

Yes No

satelliteteams Command Center

People management

Yes No

Current monthly compensation

This field is required.

Current monthly variable compensation

Total

Inclusions in your compensation select all that apply *Please select your current compensation.*

Commissions

Performance Bonus

HMO

Profit sharing/Stock Option

Allowances

MAIN MENU

Dashboard

ACCOUNT SETTINGS

- Account
- Company Profile
- User
- Roles and Permissions

MANAGEMENT

- Management
- Candidate Management
- Client Management
- Position Management
- HR Management
- Asset Management
- ADS Management

BILLING & INVOICES

- Billing & Invoices
- Billing
- Invoice
- Payment Facility

Inclusions in your compensation select all that apply *Please select your current compensation.*

- Commissions
- Performance Bonus
- HMO
- Profit sharing/Stock Option
- Allowances

If others, please specify:

Others

Expected monthly compensation

PHP

This field is required.

Preferred working hours *Please select a work shift.*

Note: That most job openings are in the night shift.

- Morning Shift
- Mid - Shift
- Night Shift

Languages

Proficiency level: 1 - Poor and 5 - Excellent

Languages	Spoken	Written	Primary
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
This field is required.	This field is required.	This field is required.	

Satelliteteams Command Center

Fill in your work experience.
Please select the date using input format: MM/DD/YYYY or MM/YYYY.

Company name
This field is required

From: mm/dd/yyyy To: mm/dd/yyyy Present

Job role
This field is required

Description
This field is required

Reason for leaving
This field is required

Education background
Please select the date using input format: MM/DD/YYYY or MM/YYYY.

Satelliteteams Command Center

This field is required

Education background
Please select the date using input format: MM/DD/YYYY or MM/YYYY.

Institute / University
This field is required.

From: mm/dd/yyyy To: mm/dd/yyyy Present

Level completed

Field of study
This field is required.

Skills
Select your skills and indicate your proficiency level.
Simply click on a skill on the left and drag it over to the box on the right. Then select your proficiency level using the dropdown menu

Hard skills: Proficiency Please select at least 1 skill.

Please provide a primary job role.

6. After the user fill up all the requireds fields click done

MAIN MENU

Dashboard

ACCOUNT SETTINGS

Account

- Company Profile
- User
- Roles and Permissions

MANAGEMENT

Management

- Candidate Management
- Client Management
- Position Management
- HR Management
- Asset Management
- ADs Management

BILLING & INVOICES

Billing & Invoices

- Billing
- Invoice
- Payment Facility

days

Highlights

Do you have relatives working under this company?

Are you willing to be assign to any work schedule?

Are you willing to render overtime work?

Do you have any existing loans and/or obligations with SSS, GSIS and/or PAG-IBIG?

General Assessment

Red Flag

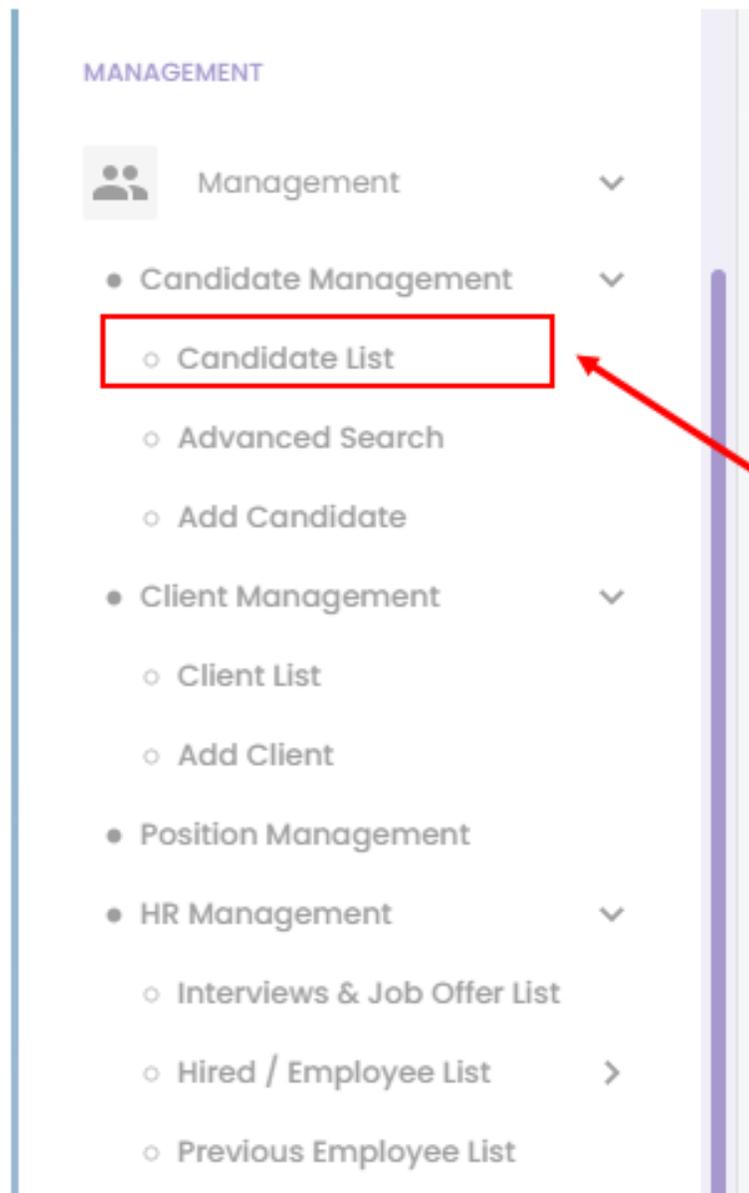
Done

Save & Submit your updates.
You have 21 fields errors

Schedule Interview

Schedule interview using Candidate List

1. Goto candidate list



2. Search the candidate in search box

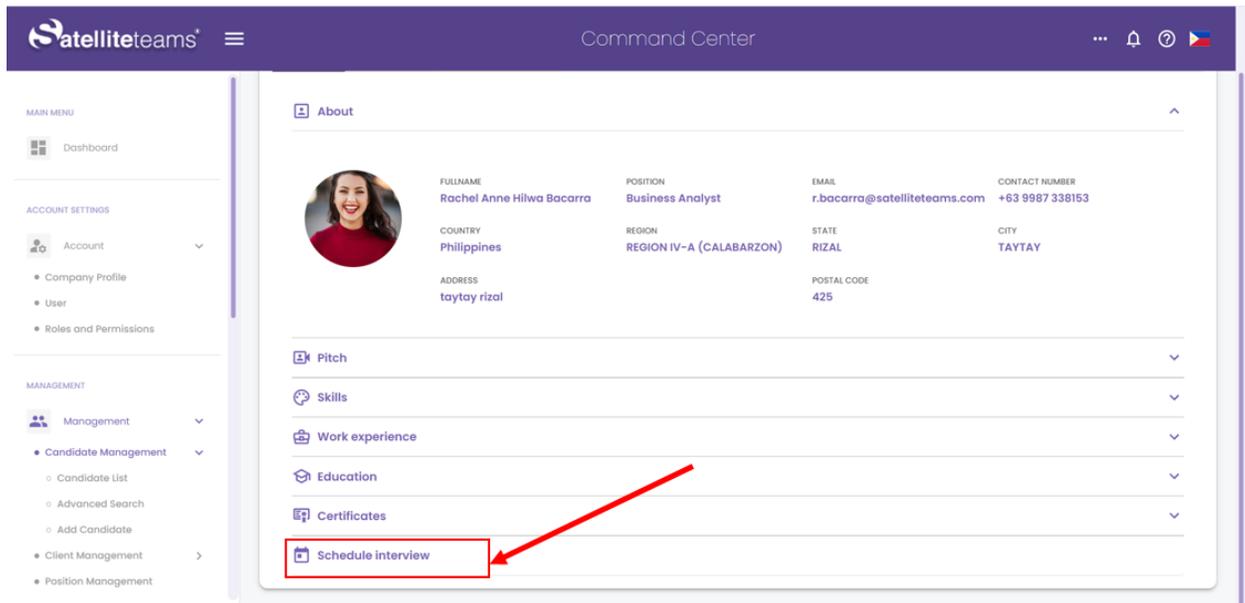
The screenshot shows the Satelliteteams Command Center interface. On the left is a navigation menu with sections: MAIN MENU (Dashboard), ACCOUNT SETTINGS (Account, Company Profile, User, Roles and Permissions), and MANAGEMENT (Management, Candidate Management, Advanced Search, Add Candidate, Client Management, Position Management). The main area is titled 'Candidate list' and includes buttons for 'Add Candidate' and 'Advanced search'. Below these are statistics: 'Total applicants: 5', '10,000 Hired - External', '8,000 Hired - Internal', and '11,576 Active applicants'. A search bar contains 'rachel anne' and is highlighted with a red box. To its right are file upload icons (PDF, CSV, XLS) and a 'Show 10 Entries' dropdown. Below the search bar is a table with the following data:

NO.	COUNTRY	NAME	CONTACT NUMBER	EMAIL ADDRESS	CURRENT SALARY	EXPECTED SALARY
2517		Rachel Anne Hilwa Bacarra	+63 9987 338153	r.bacarra@satelliteteams.com	PHP 30000.00	PHP 20.00
2266		Rachel Anne Hilwa Bacarra	+63 9987 338153	removedemail@gmail.com	PHP 0.00	PHP 60000.00
744		RACHEL ANNE SAMSON	+63 1234 56789	removedemail@gmail.com	PHP 35000.00	PHP 40000.00

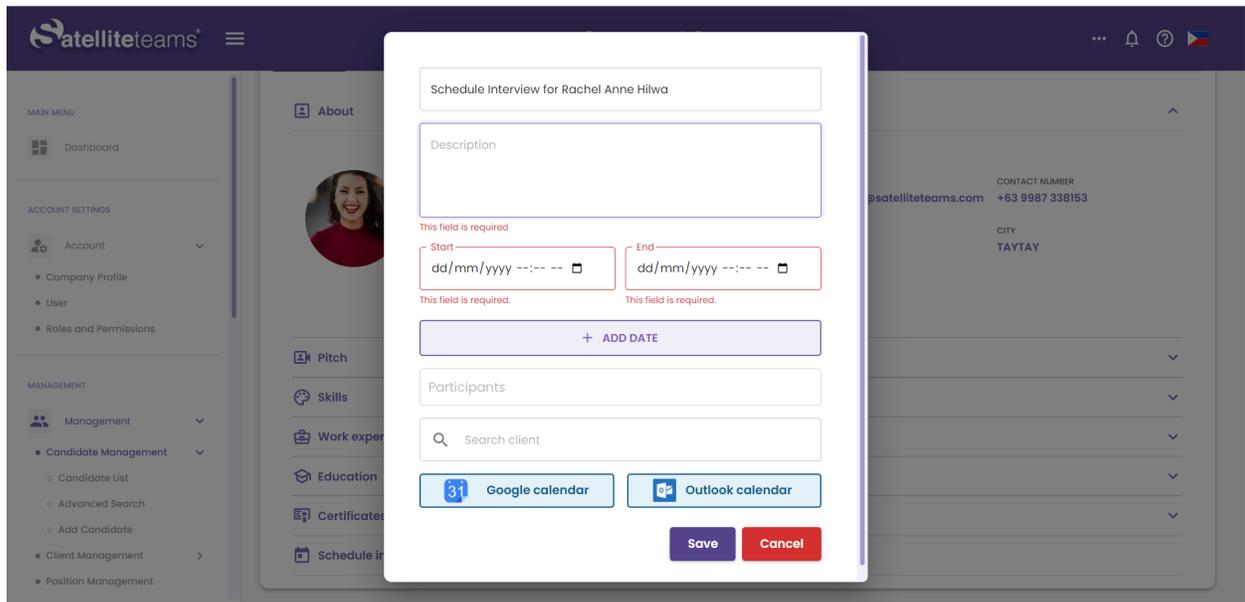
3. Click the name of the candidate in table list under name column

This screenshot is identical to the previous one, but with a red box highlighting the name 'Rachel Anne Hilwa Bacarra' in the first row of the table. A red arrow points from the top right towards this name.

4. Click Schedule interview

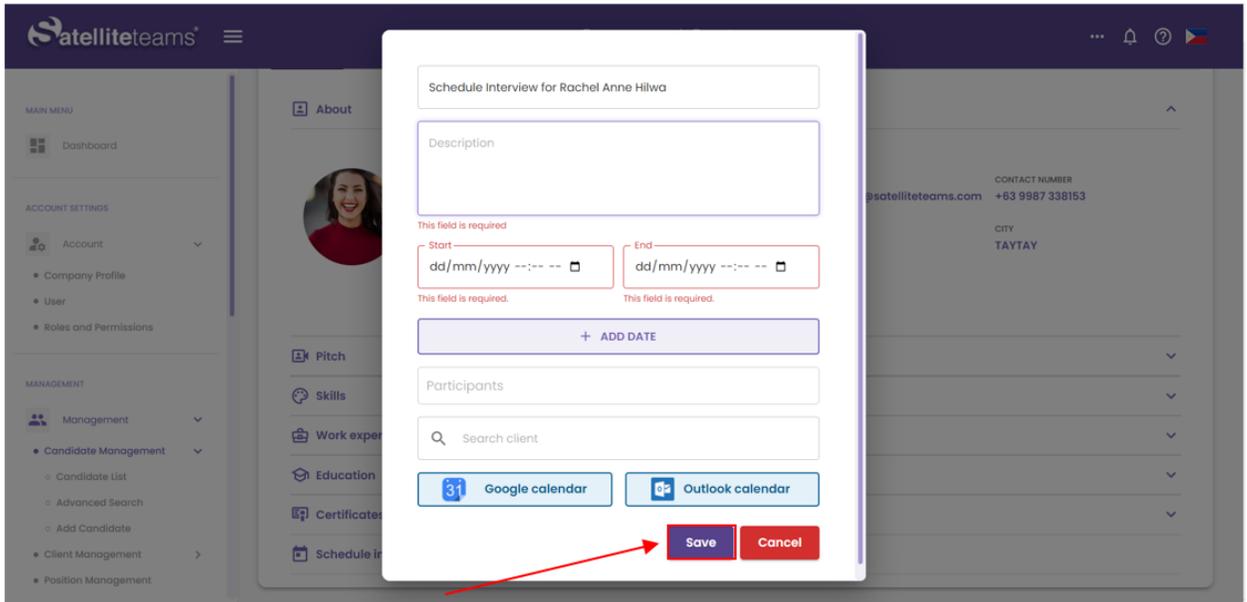


5. Fill up all the required fields



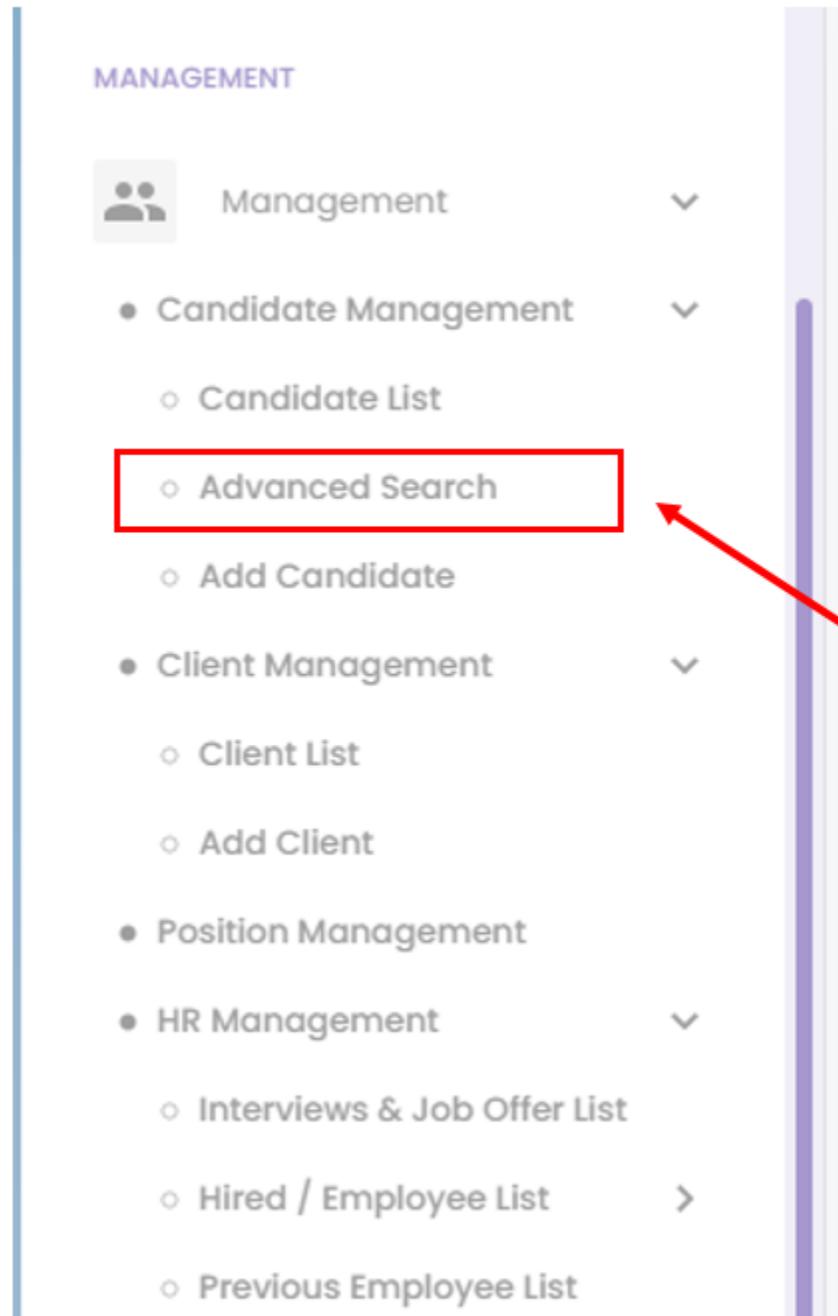
- a. Description
- b. Start date and time
- c. End date and time
- d. Participants
- e. Client - if the candidate is for client

6. Click save



Schedule interview using Advanced Search

1. Goto Advanced Search



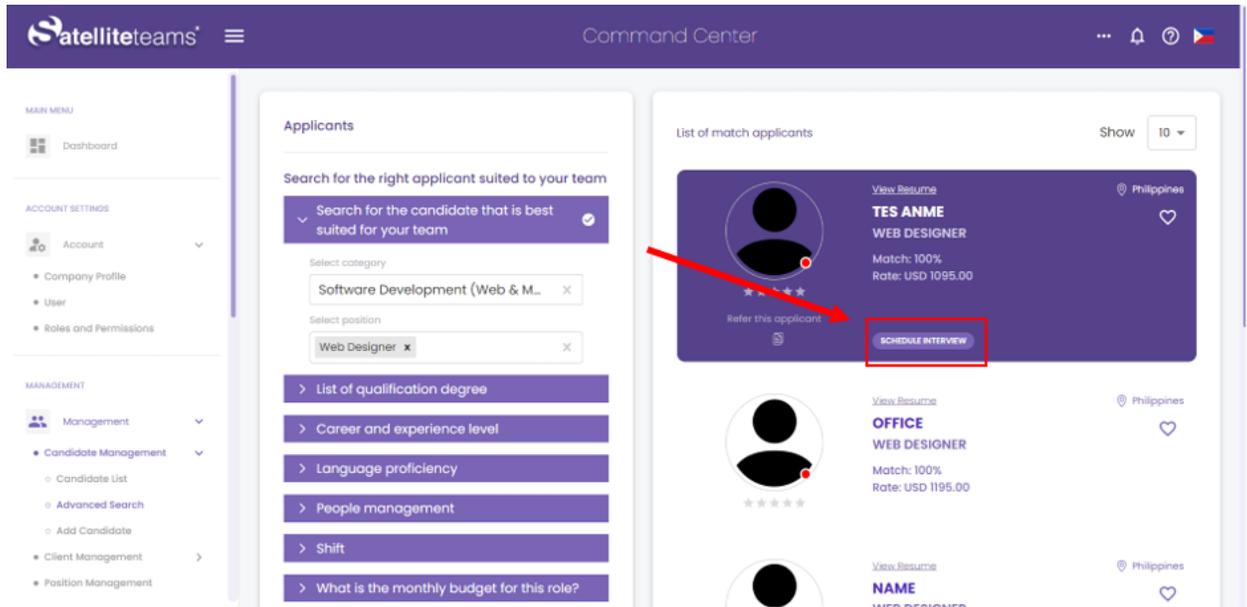
2. Search the candidate by setting up all the available filter

The screenshot shows the 'Applicants' section of the Satelliteteams Command Center. The interface includes a sidebar with navigation options like 'Dashboard', 'Account', and 'Management'. The main content area is titled 'Applicants' and contains a search bar with the text 'Search for the right applicant suited to your team'. Below the search bar are several filter categories, each with a dropdown arrow: 'List of qualification degree', 'Career and experience level', 'Language proficiency', 'People management', 'Shift', and 'What is the monthly budget for this role?'. There are also input fields for 'Selected skills' and 'List of known skills', and a 'SEARCH' button at the bottom right of the filter section. On the right side of the interface, there is a 'List of match applicants' section with a 'Show' dropdown set to '10' and a message 'No result found.' with 'Showing 1 - 10 of 0' and 'PREV' 'NEXT' buttons.

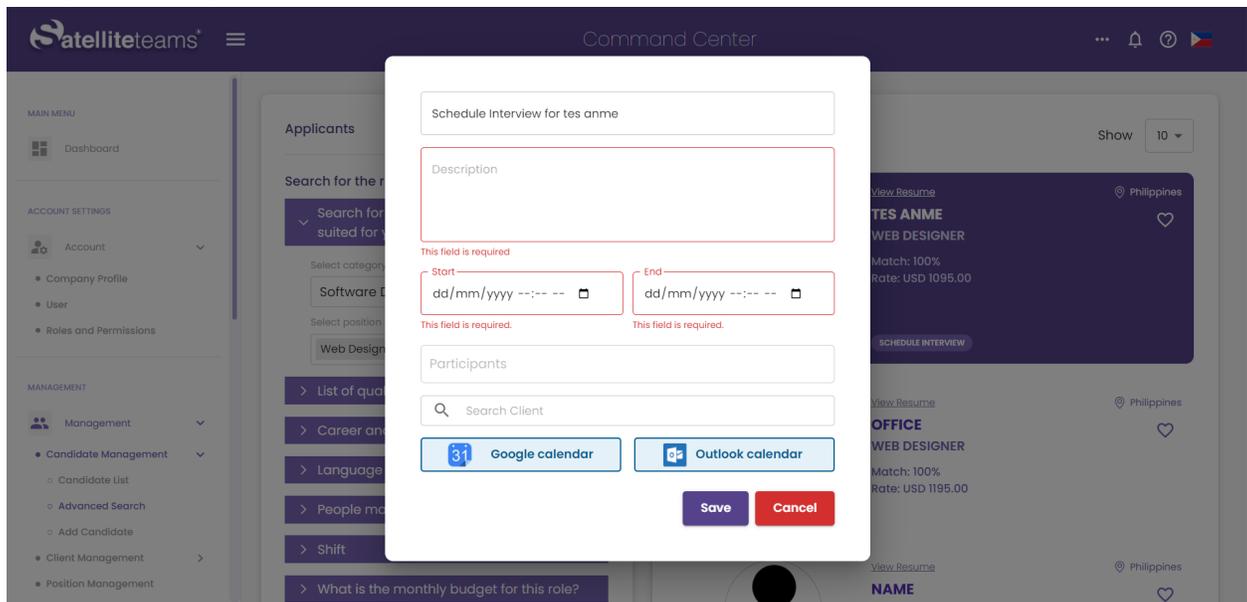
3. Click the name of the candidate on the list of match

The screenshot shows the 'List of match applicants' section of the Satelliteteams Command Center. The interface includes a sidebar with navigation options like 'Dashboard', 'Account', and 'Management'. The main content area is titled 'List of match applicants' and contains a 'Show' dropdown set to '10'. Below the dropdown are three candidate cards. The first card is highlighted with a red box and a red arrow pointing to it from the 'Applicants' section. The candidate card for 'TES ANME' shows a profile picture, a 'View Resume' link, the name 'TES ANME', the position 'WEB DESIGNER', a 'Match: 100%' status, and a 'Rate: USD 1095.00'. Below the name and position are five stars. The other two candidate cards are for 'OFFICE' and 'NAME', both 'WEB DESIGNER' positions, with 'Match: 100%' and 'Rate: USD 1195.00' and 'Rate: USD 1195.00' respectively. Each card also has a 'View Resume' link, a profile picture, and five stars. The location 'Philippines' is listed next to each candidate card.

4. Click Schedule interview

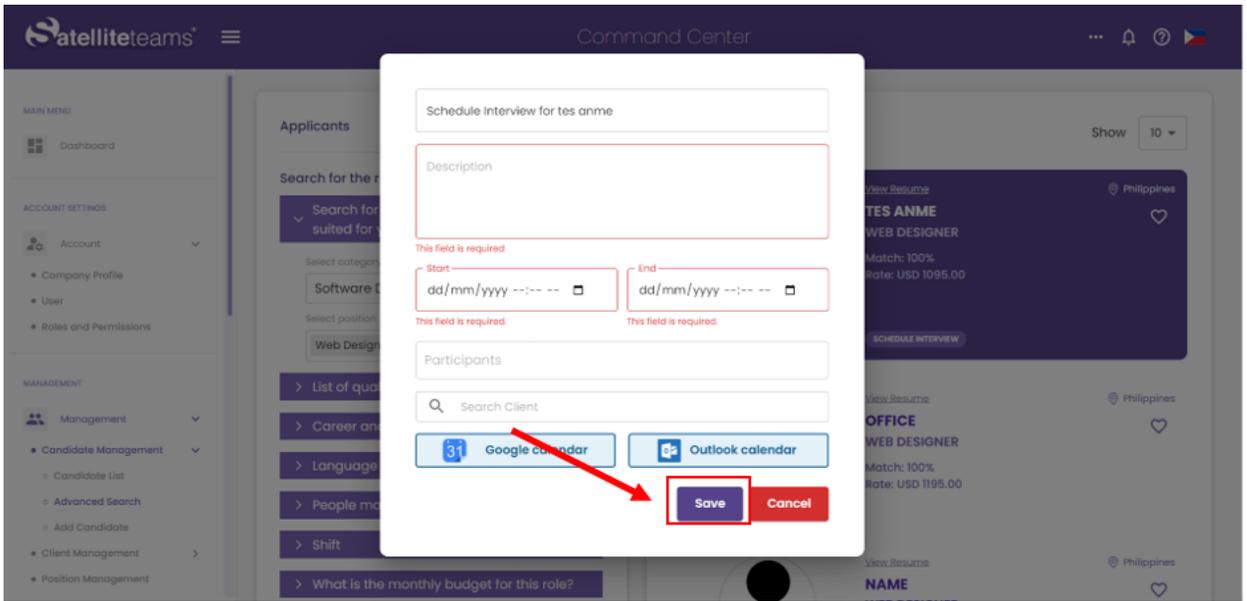


5. Fill up all the required fields



- Description
- Start date and time
- End date and time
- Participants
- Client - if the candidate is for client

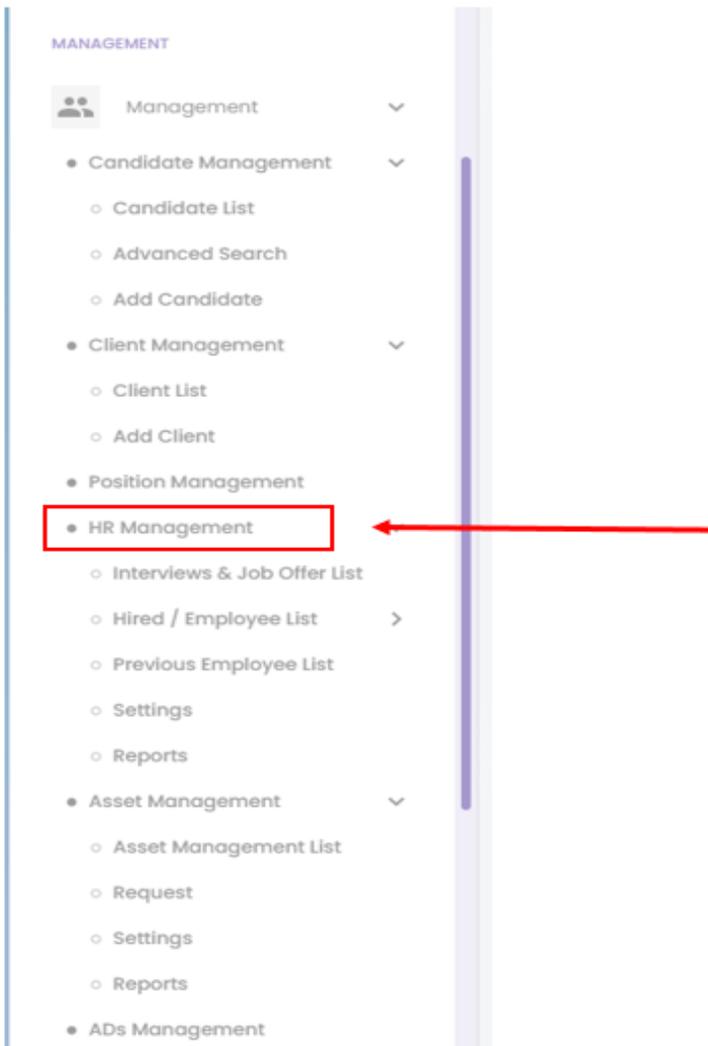
6. Click save



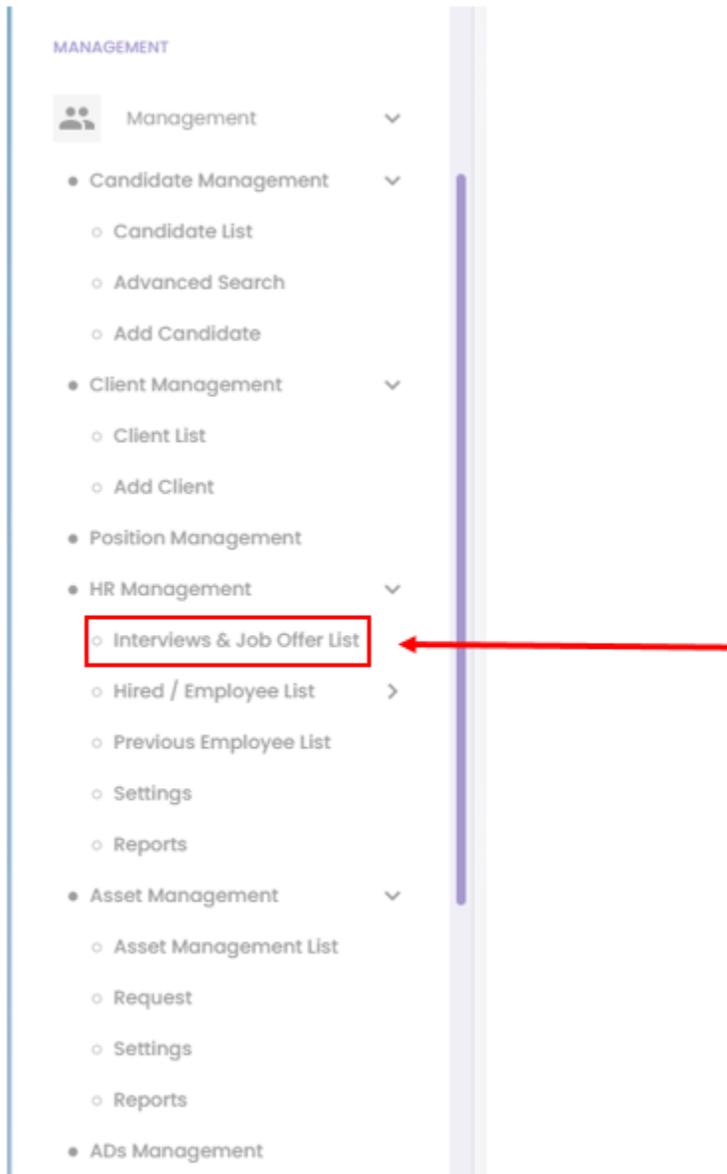
Job offer

Creating Jo contract for candidate

1. Goto Hr management



2. Select Interview & Job Offer list menus



3. Select Job offer tab

The screenshot shows the Satellite Teams Command Center interface. The top navigation bar includes tabs for 'My Interview', 'All Interview', 'Pre-Screen', 'Shortlisted', 'Not-suitable', and 'Job offer'. The 'Job offer' tab is highlighted with a red box and a red arrow pointing to it from the right. Below the navigation bar, the main content area is titled 'Candidate list: My Interview' and shows a table of candidates. The table has columns for 'Interview date and time', 'Applicant Rate', 'Country', 'Applicant ID', 'Applicant Name', 'Email address', 'Job role', 'Expected salary', and 'Client Company name'. Two candidates are listed: Tress Satellite and Ghenry Barbaza.

Interview date and time	Applicant Rate	Country	Applicant ID	Applicant Name	Email address	Job role	Expected salary	Client Company name
2022-08-12 14:29:00	☆☆☆☆	🇵🇪	APL-3321	Tress Satellite	SatelliteTeamsThr3e@gmail.com	IT Network Engineer	PHP 71000.00	Satellite Teams
2022-08-10 15:37:00	☆☆☆☆	🇵🇪	APL-3292	Ghenry Barbaza	g.barbaza@satelliteteams.com	Web Designer	PHP 16000.00	Satellite Teams

4. Select the name of the specific candidate/Applicant that you want to create JO contract

The screenshot shows the Satellite Teams Command Center interface with the 'Job offer' tab selected. The main content area is titled 'Candidate list: Job offer' and shows a table of candidates. The table has columns for 'Job offer date sent', 'Job offer status', 'Applicant Rate', 'Country', 'Applicant ID', 'Applicant Name', 'Email address', 'Job role', and 'Application Status'. Four candidates are listed, with the first one, Rachel Anne Hilwa Bacarra, highlighted with a red box and a red arrow pointing to her name.

Job offer date sent	Job offer status	Applicant Rate	Country	Applicant ID	Applicant Name	Email address	Job role	Application Status
		☆☆☆☆	🇵🇪	APL-2643	Rachel Anne Hilwa Bacarra	r.bacarra@satelliteteams.com	Front End D	Job offer
2022-08-09 16:40:55	SENT	☆☆☆☆	🇵🇪	APL-3188	Jay Teodoro	satelliteteams.test05@gmail.com	DevOps En	Job offer
2022-08-09 15:18:13	SENT	☆☆☆☆	🇵🇪	APL-3082	Maiha Teodoro	satelliteteams.test04@gmail.com	DevOps En	Job offer
2022-08-09 15:19:50	SENT	☆☆☆☆	🇵🇪	APL-3085	Zion Grey	satelliteteams.test01@gmail.com	Product De	Job offer

5. On Jo screen you can edit the **Basic Monthly Salary** and the **Start Date**

The screenshot displays the 'Command Center' interface for Satellite Teams. The top navigation bar includes the logo, a menu icon, and the text 'Command Center'. On the right side of the header, there are icons for a notification bell, a refresh icon, and a flag representing the Philippines.

The main content area is divided into several sections:

- Job offer status:** A box with an envelope icon and text: 'Job offer status: Date: User: Job offer email sent to:'.
- Summary Cards:** Four colored cards showing statistics: 'FOR JOB OFFER' (4), 'INTERVIEW' (3), 'TOTAL APPLICANTS' (2160), and 'Hired' (10).
- Create job offer:** A section with two applicant profiles. The first is for 'RACHEL ANNE HILWA BACARRA', a 'FRONT END DEVELOPER' with a 'Monthly Rate: PHP 3000.00'. The second is for 'Bacarra Inc.', a 'FRONT END DEVELOPER'.
- Applicant compensations:** A form with input fields for various compensation items: 'Basic Monthly Salary' (3000.00), '13th Month (rem-auto)' (3000.00), 'Rice Subsidy Allowance' (1500), 'Communication Allowance' (1500), 'Sick Leave' (4), 'Vacation Leave' (4), 'Working Hours' (40), and 'Start Date' (09/16/2022). Red arrows point to the 'Basic Monthly Salary' and 'Start Date' fields. At the bottom of this section are buttons for 'DOWNLOAD', 'VIEW PDF', and 'SAVE'.

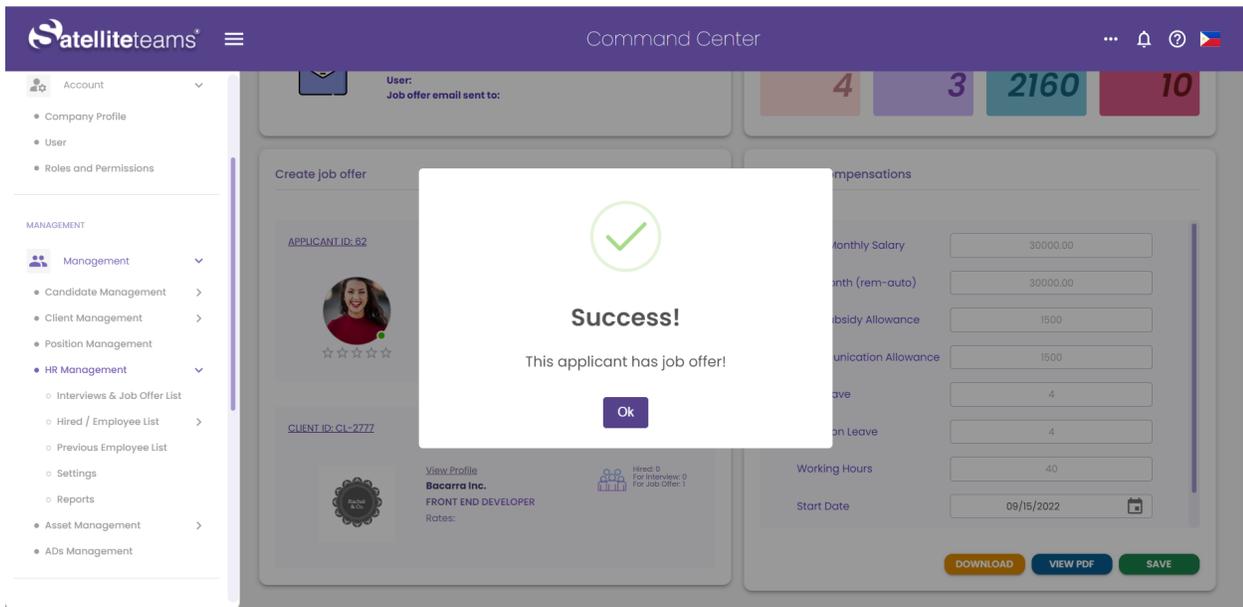
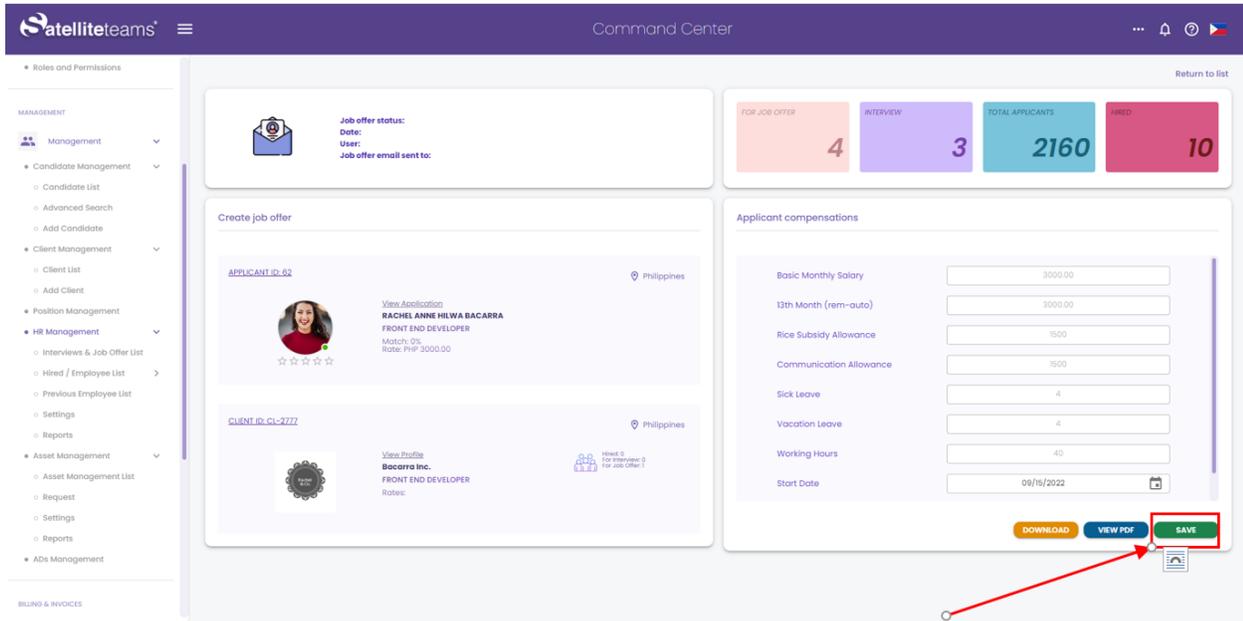
A left-hand sidebar contains a 'MANAGEMENT' menu with categories like 'Candidate Management', 'Client Management', 'Position Management', 'HR Management', 'Asset Management', and 'ADS Management'. A 'BILLING & INVOICES' section is also visible at the bottom of the sidebar.

6. Click VIEW PDF button to verify and to check the content of the contract

The screenshot shows the 'Command Center' interface in Satellite Teams. On the left is a navigation menu with categories like 'MANAGEMENT', 'CANDIDATE MANAGEMENT', 'CLIENT MANAGEMENT', 'POSITION MANAGEMENT', 'HR MANAGEMENT', 'ASSET MANAGEMENT', and 'ADS MANAGEMENT'. The main area is divided into several panels. At the top right, there are statistics: 'FOR JOB OFFER' (4), 'INTERVIEW' (3), 'TOTAL APPLICANTS' (2160), and 'HIRED' (10). Below these are two main panels: 'Create job offer' and 'Applicant compensations'. The 'Create job offer' panel shows details for an applicant, RACHEL ANNE HILWA BACARRA, a Front End Developer, with a rate of PHP 3000.00. The 'Applicant compensations' panel lists various benefits and allowances with input fields: Basic Monthly Salary (3000.00), 13th Month (rem-auto) (3000.00), Rice Subsidy Allowance (1500), Communication Allowance (1500), Sick Leave (4), Vacation Leave (4), Working Hours (40), and Start Date (09/16/2022). At the bottom right of the 'Applicant compensations' panel, there are three buttons: 'DOWNLOAD', 'VIEW PDF' (highlighted with a red box and a red arrow), and 'SAVE'.

The screenshot shows a 'Job offer preview' modal window overlaid on the Command Center interface. The modal has a purple header with the Satellite Teams logo. The content is titled 'JOB OFFER' and includes the following text: 'Date: August 16, 2022', 'Rachel Anne Hilwa Bacarra', 'taytay rizal', 'TAYTAY, RIZAL', 'REGION IV-A (CALABARZON), Philippines', 'Dear Mr./ Ms. Bacarra.', and 'Satellite Teams, a division of Spectrum Solutions BPO, is pleased to offer you an employment opportunity under the following terms and conditions:'. The first item listed is '1. Position: Front End Developer'. At the bottom of the modal, there is a page indicator 'Page 1 of 6' and two buttons: 'DOWNLOAD' and 'CANCEL'.

7. After checking the content of the contract you can now save the created JO by clicking SAVE button



8. After the user save the created JO, On this part of the screen you can also see changes indicator of successfully saved the created JO

Satelliteteams Command Center

Account

- Company Profile
- User
- Roles and Permissions

MANAGEMENT

- Management
 - Candidate Management
 - Client Management
 - Position Management
 - HR Management
 - Interviews & Job Offer List
 - Hired / Employee List
 - Previous Employee List
 - Settings
 - Reports
 - Asset Management
 - ADs Management

BILLING & INVOICES

- Billing & Invoices
 - Billing
 - Invoice
 - Payment Facility

Return to list

FOR JOB OFFER: 4 INTERVIEW: 3 TOTAL APPLICANTS: 2160 HIRED: 10

Job offer status: CREATED
 Date: 2022-08-16 16:13:15
 User: Ghenny Barbaza
 Job offer email sent to:

Create job offer

APPLICANT ID: 02 Philippines

 [View Application](#)
RACHEL ANNE HILWA BACARRA
 FRONT END DEVELOPER
 Match: 0%
 Rate: PHP 3000.00

CLIENT ID: CL-2777 Philippines

 [View Profile](#)
Baccarra Inc.
 FRONT END DEVELOPER
 Rates:  View 0, 1st Interview: 0, 2nd Interview: 0 for job offer: 1

Applicant compensations

13th Month (rem-auto)	30000.00
Rice Subsidy Allowance	1500
Communication Allowance	1500
Sick Leave	4
Vacation Leave	4
Working Hours	40
Start Date	09/16/2022

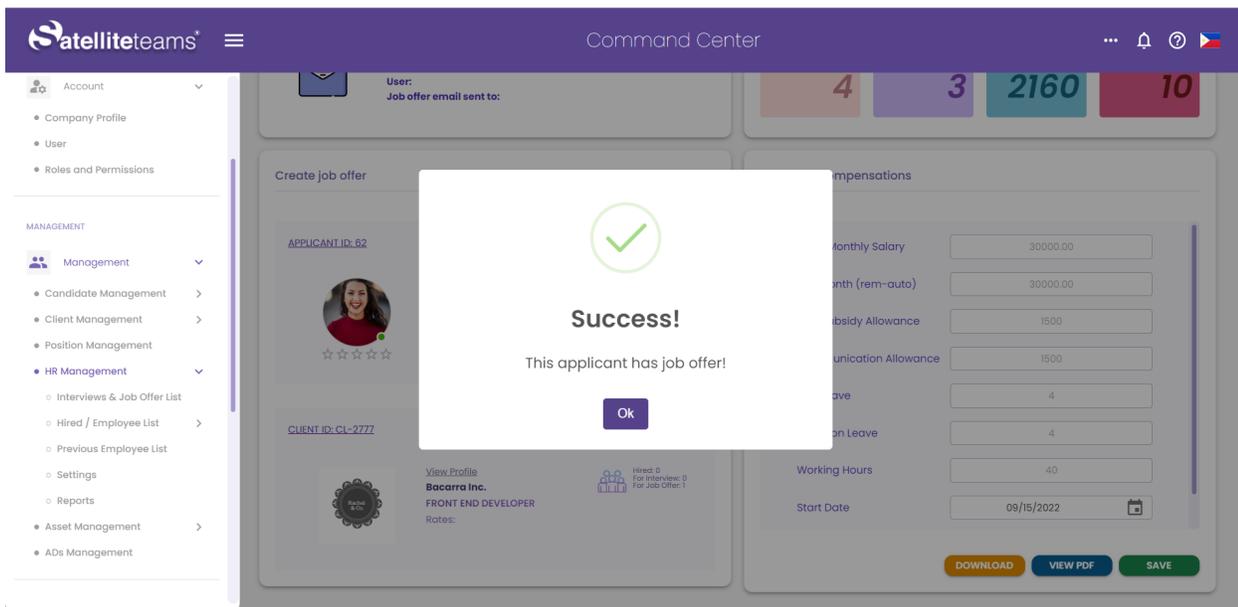
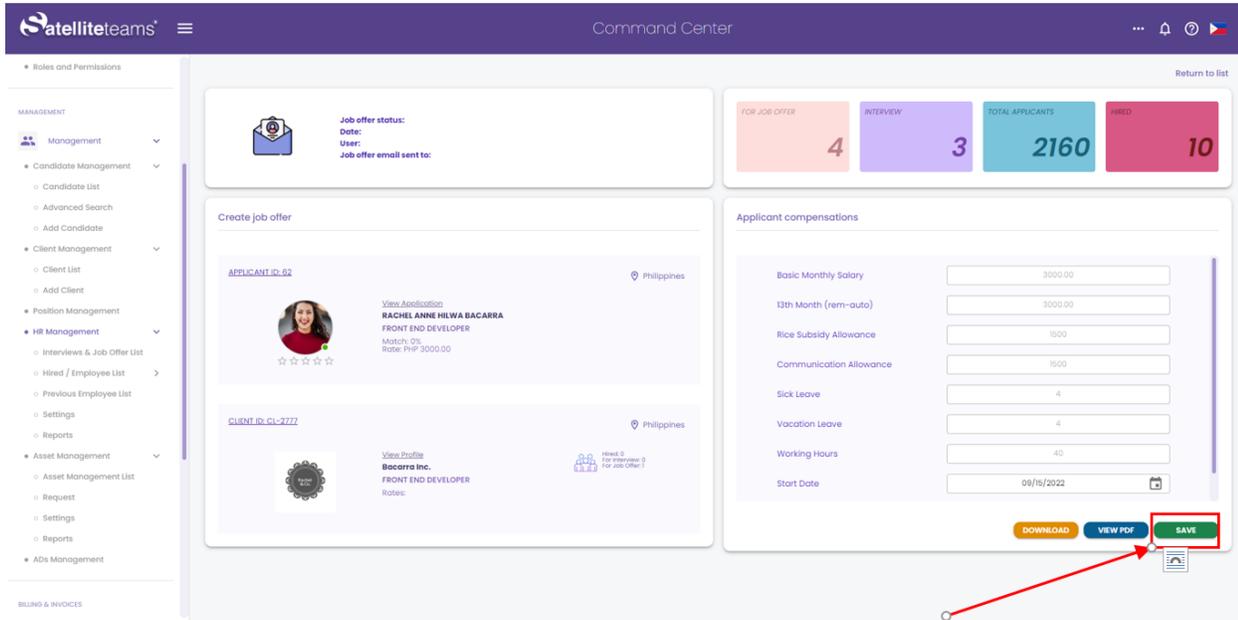
DOWNLOAD VIEW PDF SAVE



Job offer status: CREATED
Date: 2022-08-16 16:13:15
User: Ghenny Barbaza
Job offer email sent to:

Sending created JO

1. The user need to create JO for the specific candidate and save



2. After saving the created JO, click View pdf

The screenshot displays the Satelliteteams Command Center interface. The top navigation bar includes the Satelliteteams logo, a menu icon, and the text "Command Center". On the right side of the header, there are icons for a bell, a refresh symbol, and a flag. A "Return to list" link is located in the top right corner of the main content area.

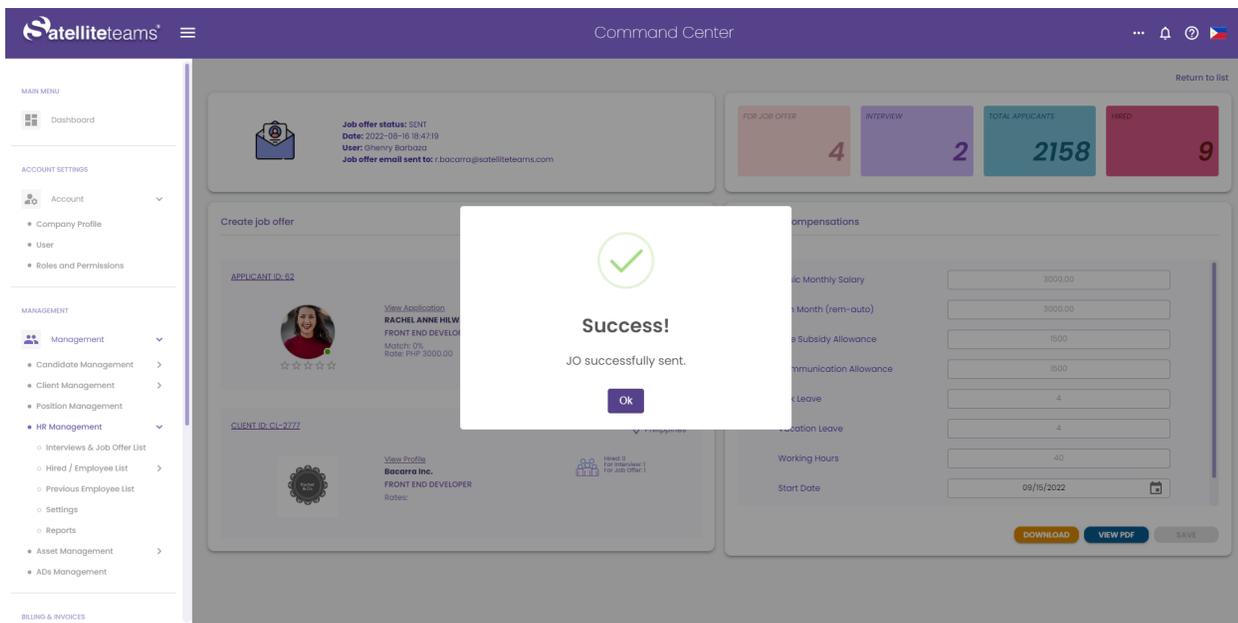
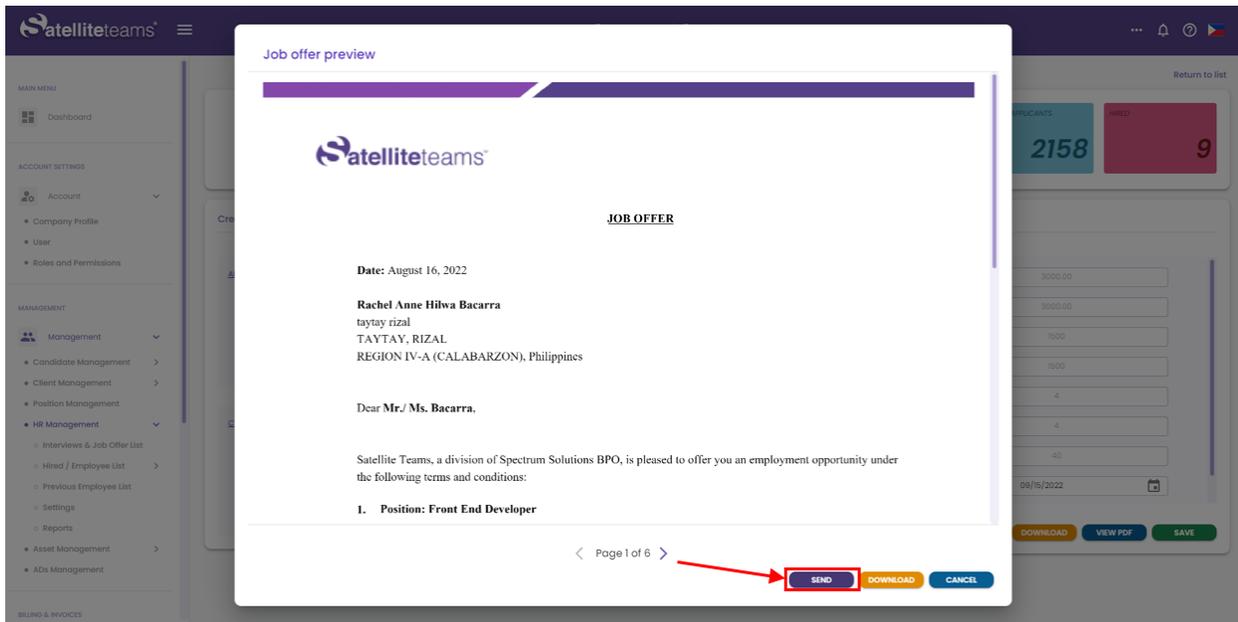
The main content area is divided into several sections:

- Job offer status:** A box containing an envelope icon and the text: "Job offer status:", "Date:", "User:", and "Job offer email sent to:".
- Summary Cards:** Four colored cards showing statistics: "FOR JOB OFFER" (4), "INTERVIEW" (3), "TOTAL APPLICANTS" (2160), and "HIRED" (10).
- Create job offer:** A section with two applicant cards. The first card is for "APPLICANT ID: 62" and features a profile picture of Rachel Anne Hilwa Bacarra, a "View Application" link, and her details: "RACHEL ANNE HILWA BACARRA", "FRONT END DEVELOPER", "Madriz, Cebu", and "Rate: PHP 3000.00". The second card is for "CLIENT ID: CL-2777" and features a logo for "Baccarra Inc." and details: "Baccarra Inc.", "FRONT END DEVELOPER", and "Rates:". A "View Profile" link is also present.
- Applicant compensations:** A table with input fields for various compensation items:

Basic Monthly Salary	3000.00
13th Month (rem-oua)	3000.00
Rice Subsidy Allowance	1500
Communication Allowance	1500
Sick Leave	4
Vacation Leave	4
Working Hours	40
Start Date	09/16/2022
- Buttons:** At the bottom right of the "Applicant compensations" section, there are three buttons: "DOWNLOAD", "VIEW PDF" (highlighted with a red box and a red arrow), and "SAVE".

On the left side, there is a vertical navigation menu with categories: "MANAGEMENT" (including Roles and Permissions, Management, Candidate Management, Client Management, Position Management, HR Management, Asset Management, and Ads Management), and "BILLING & INVOICES".

3. Review first all the contract content then click send



4. This part of the screen will also update the content as indicator the created JO was sent

The screenshot displays the 'Command Center' interface for Satellite Teams. On the left is a navigation menu with sections: Account (Company Profile, User, Roles and Permissions), MANAGEMENT (Management, Candidate Management, Client Management, Position Management, HR Management, Billing & Invoices), and BILLING & INVOICES (Billing & Invoices, Billing, Invoice, Payment Facility). The main content area includes a 'Job offer status: CREATED' notification box with details: Date: 2022-08-16 18:13:19, User: Ghenny Barbaza, and Job offer email sent to: (indicated by a red arrow). Below this is a 'Create job offer' section with two applicant cards. The first card is for Rachel Anne Hilwa Bacarra, a Front End Developer, with a match of 95% and a rate of PHP 3000.00. The second card is for Bacarra Inc., also a Front End Developer. To the right, there are summary cards for 'FOR JOB OFFER' (4), 'INTERVIEW' (3), 'TOTAL APPLICANTS' (2160), and 'HIRED' (10). Below these is an 'Applicant compensations' table with fields for 13th Month (rem-auto), Rice Subsidy Allowance, Communication Allowance, Sick Leave, Vacation Leave, Working Hours, and Start Date. At the bottom right of this section are buttons for 'DOWNLOAD', 'VIEW PDF', and 'SAVE'.

This is a close-up of the job offer status notification. It features an envelope icon with a person silhouette. The text reads: **Job offer status: SENT**, **Date: 2022-08-16 18:47:19**, **User: Ghenny Barbaza**, and **Job offer email sent to: r.bacarra@satelliteteams.com**.

5. The candidate will receive a congratulation notification email