

SAP e-Recruiting External Candidate User Guide

Introduction



- As a candidate, you can now 'register' with Biocon Ltd. by visiting our website <u>www.Biocon.com</u> and navigating to **'Careers' tab**.
- □ You can now create your 'Candidate Profile' and 'release' the same for the Talent Acquisition team to view .
- □ You can search for 'Employment Opportunities' and 'Apply' to a Job OR
- You can request the Talent Acquisition Team for the 'Job Reference Code' & Search for the Job and Apply the same.
- □ Should you at anytime face any technical difficulties with the application, please write to <u>saikiran.kalluri@biocon.com</u> or call on 080-2808-2325.

We wish you all the very best in your Career Search!

Please follow the below procedure



- 1. Register with us on the Corporate Website's Career Section.
- 2. You will receive a 'link' in the e-mail account you specify.
- 3. Click on the 'link' or 'paste it into a browser' to confirm and open your Profile Creation screen.
- 4. Create your 'Candidate Profile' and Release it(very important).
- 5. Search for suitable employment opportunities.
- 6. Complete your application in fully.
- 7. Apply to suitable Jobs Or secure the 'Job Reference Code', apply using job reference code.

STEP 1: Navigate to Careers Section



ALERT! You could encounter this screen



Certificate Error: Navigation Blocked - Windows Internet Explorer



There is a problem with this website's security certificate.

The security certificate presented by this website was not issued by a trusted certificate authority.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.

We recommend that you close this webpage and do not continue to this website.

- Click here to close this webpage.
- 😵 Continue to this website (not recommended).
- See More information

THIS IS A WARNING MESSAGE FROM YOUR BROWSER. IGNORE AND CLICK ON "CONTINUE". THIS SCREEN CAN BE DIFFERENT WITH DIFFERENT BROWSERS

STEP 2: Click on 'Job Opportunities



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STEP 3: On left navigation pane, click on 'Prospective Candidate'





STEP 4: Click on 'Register'





STEP 5: Complete the Registration form providing a valid e-mail address



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Registration		
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E-Mail: *	frank123@gmail.com	
	1 Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.	
Repeat E-Mail: *	frank123@gmail.com	
Data Privacy Statement		
Confirm that you accept our data	a nriveny statement	
	in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.	
Data Privacy Statement		

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.

Yes, I have read the data privacy statement and I accept it

Register

ALERT! You will receive an e-mail with a 'Link'



Candidate Registration - Windows Internet Explorer		
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STEP 6: Confirm E-mail address by clicking on the 'Link' or 'Copy/Paste' Link to a browser

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In this way, you obtain access to your personal career pages, where you can edit your profile and explore your career prospects within our company.	
Note that the link to confirm your e-mail address is valid only for the next 14 days.	

STEP 7: Create your Candidate Profile Completely and then, Release it!



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STEP 8: Click on 'Employment Opportunities'



STEP 9: Select a Job, View it & Apply!



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< Return to Search							
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SENIOR EXECUTIVE	Small Molecules			06.09.2016			
SENIOR EXECUTIVE	International Regulatory			01.09.2016			
PRINCIPAL SCIENTIFIC MANAGER	Generic formulations			30.08.2016			
SCIENTIST	Small Molecules			29.08.2016			
DEPUTY MANAGER		India		25.08.2016			
ASSOCIATE SCIENTIFIC MANAGER II	Small Molecules			24.08.2016			
EXECUTIVE	International Regulatory			24.08.2016			
ASSOCIATE MANAGER	International Regulatory			22.08.2016			
ASSOCIATE SCIENTIFIC MANAGER I	Small Molecules			22.08.2016			
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EXE-PROD-HYD-50134420	Production			19.08.2016			
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STEP 10: Apply or Refer a Friend





STEP 8: Click on 'employment opportunities' to view published jobs



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07/09/2016

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These are your previous applications You can check the status of applications, and withdraw or delete applications		
Number of Applications: 7		
Job Posting You can continue and	Application from	Status
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EXECUTIVE application, select the Job Row and		Draft
50098024-BRL-PRINCIPAL SOUTHST		Draft
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ALERT! System prompts you to continue to apply using the created Profile



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Application Wizard

Welcome, Candidate Profile

Do you want to continue submitting an application for this employment opportunity? The information for your resume that you have already entered is still available to you Choose "Continue" to view your resume again or enter additional information to it.

Continue

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STEP 9 : Complete Application to Job!

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STEP 10: Review your application & send it!



ALERT! When you log back, you may see this message! Complete Job Applications!



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Which address would you	prefer us to use to contact you?		
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Quick Reference!

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> CAREERS Prospective Candidate Overview **Biocon Values** Do you have it in your DNA to achieve new leaps and bounds of success? Succeeding at Biocon Do you believe that you possess the skills to be a part of Biocon? Life at Biocon Job Opportunities Do you have the passion and commitment to make a measurable Prospective Candidate difference? How to Register? Recruitment Partner User Manual - Download Well then what are you waiting for? Home Follow these steps to be considered for an opportunity to work at Biocon: Check for existing jobs and current Search openings, and choose the most appropriate for you. First Register. Then, using your 'login credentials', log on Create your very own user profile, an Reaister to the Portal. Create your online version of your CV/Resume. Profile and Release the same. Search for Jobs.

Access your profile with your user ID & Password along with checking your application status.

Note: You can also apply using the 'Job Ref Code' that a recruiter can share with you. Copy and Paste the same in the text area. ocon Do not type it!! C 🔒 https://bioess.biocon.com/sap/bc/webdynpro/sap/hrrcf_a_startpage_ext_cand?sap-client=300&sap-language=EN&sap-accessibility=X# ¶☆ ╗ 🖸 目 🔢 Apps 🕒 Welcome to HDFC Ba 👩 ICICI Prudential Life In 🐵 Employee Self Service 🕒 📸 Check Aadhaar Status 🚉 Mysearchdial Search 🕒 SAP User Manual | Wh 🚾 SAP E-Recruiting - ERI 👿 Wikipedia, the free en Candidate Clicks on Application via SAD Log off Reference Code and Inputs Job Reference Code **Employment Opportunities** Candidate Profile Application via Reference Code Favorites Job Agents Job Search My Applications Application via Reference Code 🗣 The information is displayed in a new window of the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting. Are you interested in a new challenge? Use the reference code search if you already know which job posting you want to apply for and you know the reference code for it. Enter the reference code to submit an application Do you know the reference code of the job posting? Enter the corresponding character string (not case-sensitive) Reference Code: GM--GEN-R&D--2793 Start Search Search Result: 1 Hits Reference Code Job Posting Published Application from GM--GEN-R&D--2793 50098024-BRL-PRINCIPAL SCIENTIST 29.08.2016 Tell a Friend

Note: Please complete any Questionnaire that is required for the application



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THANK YOU