



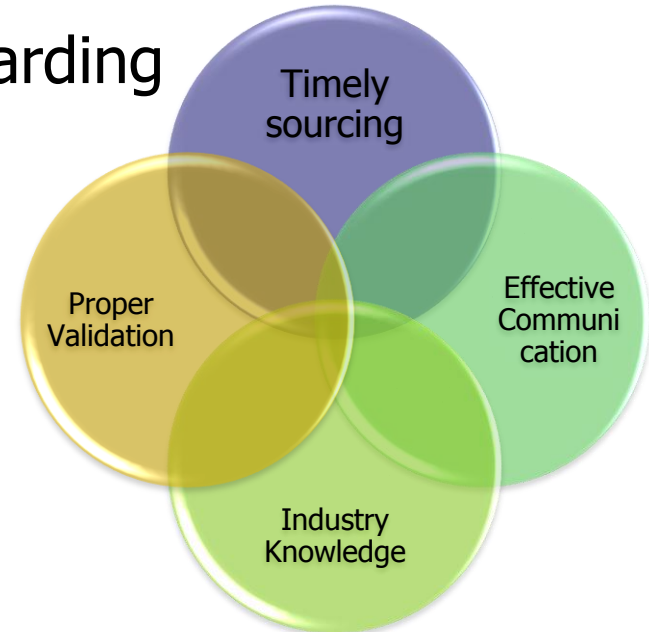
Tips for Recruiters

from
Hemant

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- Sourcing
- Profile Validation
- Interview and selection process
- Effective coordination
- Offer release & Negotiation
- Pre-joining formalities and on-boarding
- Technical know-how



Sourcing

Utilize every possible channel available to reach to maximum job seekers:

- Job Portals
- Online Groups
- Discussion forums
- Social networking sites
- Blogs
- Employee referral
- Headhunting

Remember serious job-seekers Do Not make their profile public. They wait and watch for right opportunity.



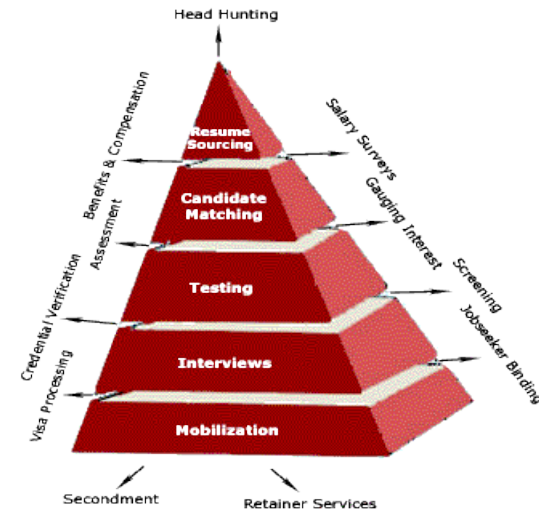
Profile Validation

It has been observed that some time applicants are not serious job-seekers and float their resumes to judge their market value:

A guide on how to evaluate the profile and the interest level of applicants:

Steps to validate the genuineness and relevance of applicants:

- Educational background validation
 - Desired qualification, mode of study & specialization.
 - Gap in study, reason?
- Experience validation
 - Total and relevant experience
 - Gap in experience, reason?
 - Team-size and individual contribution in the current assignment.
 - Duration of employment in current and recent-last organization
- Interest-level validation
 - Strong reason for change in current and recent-past organization.
 - Accomplishments and non-accomplishments in current assignment.
 - Desired job profile, employer of choice and salary-range.
 - Duration since seeking new employment and companies recent applied.
 - Preferred mode and timings for further discussion rounds.



Interview and selection process

The interview and selection of the right people is essential to the success of every team and organization. However, the process of interview and selection is costly both in terms of time and resources particularly if the wrong decision is reached. It is critical that the right candidate is appointed first time.

Guidance in the skills and techniques essential to conducting a successful selection process:

Candidate:

- Check on preferred mode, timings and contact details for interview, don't forget to request for alternate contact number in case of telephonic interview.
- Always ask:** How would you be able to get time out your busy schedule? [Would you apply for leave, go out etc..]?
- Suggest:** Contact me immediately, In case you don't get call on scheduled time. Update me on your experience/self-assessment immediately after interview call.

Client:

- Check on preferred mode, timings and contact details for interview, don't forget to request for alternate schedule, in case the candidate is busy at the given schedule.
- Bridge the call, update both ends and put a reminder mail.



Effective Coordination

Sometime multiple channels of communications/ miscommunication / gap in communication can spoil your hard of sourcing a relevant profile and therefore spoiling relationship with job-seeker / client.

Remember word of mouth / references are the most effective medium of marketing your credibility & effectiveness and you can't afford to have a negative remark:

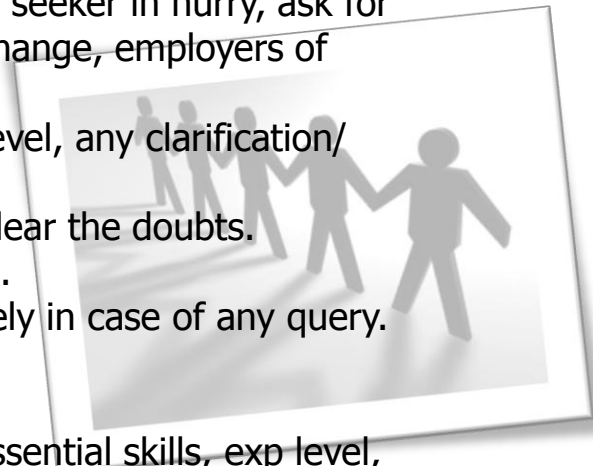
A guide on how to ensure effective coordination:

Candidate:

- First impression is last impression- Be an adviser: Never talk to a job seeker in hurry, ask for the right time, ask him/her to describe about experience, reason for change, employers of choice, career goals etc.
- Share all the career options available with you, ask his/her interest level, any clarification/ further info he/she may require.
- Check if job-seeker has any history / prior feedback on your client, clear the doubts.
- Get job-seeker's suitable timings/mode for discussion, availability etc.
- Share your contact details and suggest him/her to contact immediately in case of any query.

Client:

- Obtain full job details from client including details Job Description, essential skills, exp level, desired candidate profile, time required to fill vacancy, budget, preferred mode of job-seeker evaluation etc.
- Ensure you share only matching profile with client with a brief on your chat with the job-seeker [Adds weightage to your credibility]



Offer release & Negotiation

Negotiating is the process by which two or more parties with different needs and goals work to find a mutually acceptable solution to an issue. Because negotiating is an inter-personal process, each negotiating situation is different, and influenced by each party's skills, attitudes and style. We often look at negotiating as unpleasant, because it implies conflict, but negotiating need not be characterized by bad feelings, or angry behavior. Understanding more about the negotiation process allows us to manage our negotiations with confidence increases the chance that the outcomes will be positive for both parties.

Barriers To Successful Negotiation

- Viewing Negotiation As Confrontational
- Trying To Win At All Costs
- Becoming Emotional
- Not Trying To Understand The Other Person

Some Negotiation Tips

- Solicit The Other's Perspective
- Prepare Options Beforehand
- Don't Argue
- Consider Timings: There are good times to negotiate and bad times



Negotiating is a complex process but one worth mastering. If you keep in mind that you are responsible for the success or failure of negotiation, and if you follow the tips above, you will find the process easier.

Pre-joining formalities and on-boarding

A poor on-boarding strategy will inevitably cost a company the energy, resources and time spent during the pre-hire stages. This story is so familiar that 38% of companies admit to losing employees due to a weak on-boarding process. Even more discouraging, 38% of companies do not know if they have lost employees due to a weak on-boarding process:

In terms of the new employee, post-hire follow-up calls are important:

- Plan and organize an effective on-boarding program
- Stay Alert: Develop follow-up strategies
- Manage the expectations of offered resource to ensure they are realistic.

A good recruiter never avoids a chance to talk to a person of influence and make them a friend!



Technical know-how.....
Its time to update yourself!



General

Standard Hierarchy and Responsibilities in any organization

Delivery Manager

Client Management ,Budgets study, ensure the deadline ,communicating with the clients

Practice Head

Managing the technology , to do the resource management , to track the resource pool, resource plan.

Sr. Project manager

Managing multiple projects & team managers

Project Manager (PM)

More of management role and designing the projects(Architect is also in the same level)

Team Lead (TL)

Team Management, Assessing the responsibilities, Distribution of work.

Senior Software Engineer (SSE)

Development and Critical work in the projects

Software Engineer(SE) (or) Jr. Developer

Completely in coding/programming and development

Major difference between a Project manager and Architect role

Project manager	Architect
Manage the project	Design the project
More in people management and client communication	1) Technical Architect : Design the flow chart 2) Solution Architect : Propose the Solution (which best fits to the client requirements in terms of technology/environment/platform) He Suggests to technical architect

Technology Index

Operating Systems	Windows NT 4.0 / 2000, SCO Unix, Solaris 8 & 9, Windows 95/98, MS-DOS, Apple Macintosh, Redhat Linux, SuSe Linux,HP-UX,AIX
Sun Java Technologies	J2EE, JSP, Servlets, Java JDK 1.4, HTML 4, java-script 1.2, XML, Struts, WSAD, Tile, Hibernate, Quartz,
Microsoft Technologies	Visual Studio 6 & Visual Studio .NET, IIS 5.0, & 9,ASP
Databases	Oracle 7.x 8.x, 9i /MS SQL-Server 7 & 2000, MySQL, PostgreSQL 7.x,DB2,Ingres,Informix,MS Access,Sybase
Design Patterns	ProtoType Pattern, Command Pattern, Factory Pattern, Builder Pattern, Immutable Pattern and Singleton Patterns
EJB Design Patterns	Session Façade, Domain Data Transfer Pattern, Custom Data Transfer Pattern, JDBC for Reading, Business, Delegate Pattern and Service Locator Pattern
Development Tools	IBM VisualAge for Java 3.02, Forte 4.0, JBuilder 8, and TogetherJ 6
Open Source Technology	Red Hat Linux 7 & 8, Jakarta Tomcat 4, Apache web server,UNIX
Application Servers	Jrun 3.1 Application Server, Jrun Cluster Server, Weblogic 8 Application Server, Oracle 9i Application Server,websphere,weblogic,Sun One,
E-mail / Networking	IIS Mail Server, Mail Enable Mail Server, Qmail & SendMail, TCP/IP networks setup and troubleshooting.
Firewall	Check Point NG, Symmantec,Mcafee
SCM / ERP	SCC(Supply Chain Collabration) i2 Commerce Suite(Negotiate, Projects, Catalog) ,i2 Trade Matrix 5.1.1, i2 Site Management, Oracle Application 10.7 /11i / Radical 2.0,BAAN,SAP,Peoplesoft,JD Edwards,Navision,Axapta,Great planes,Ramco Marshal
Security Systems	Site Minder Policy Server 4.51, Site Minder Web Agent 4.51

Technology Index

Project Management	Microsoft Project 2000, Rational Rose, Kintana(Mercury company)
Other tools	Erwin 3.5.2, TOAD 7.3, IBM Distributed Debugger 3.02, JProbe, and JThreadLyser, and CAML, Crystal Reports(Seagate)
EAI / Middleware	Tibco, seebeyond, Vitria, Webmethods, Mercator, SAP XI, Tuxedo,
CRM	Siebel, Clarify, SAP CRM, Oracle CRM, Peoplesoft CRM, Vantiv,
Datawarehousing	Informatica, Cognos, Business Objects, Hyperion, Datastage, Oracle DW, Abnitio, Erwin,
Client Server	Developer 2000 Forms 6i/4.5/5.0 & Reports 2.5 / 3.0 / PLSQL/Sql Loader/ Oracle WebDB / Jdeveloper/ Oracle Replication Server/Oracle Portal / Pro*C,
Storage Tool	Veritas Volume Manager, EMC Storage, IBM Tivoli
Content Management Tool	Documentum
Mail Management Software	IBM Lotusnotes, Microsoft Outlook, MS Exchange server, Eudura,
Testing Tools	Winrunner, Loadrunner, Test Director, QTP, IBM Rational robot, Test Manager, Silk Test, Silk Performer,

What is ERP (Enterprises Resource Planning)?

Enterprise resource planning software, or ERP, doesn't live up to its acronym. Forget about planning—it doesn't do much of that—and forget about resource, a throwaway term. But remember the enterprise part. This is ERP's true ambition. It attempts to integrate all departments and functions across a company onto a single computer system that can serve all those different departments' particular needs.

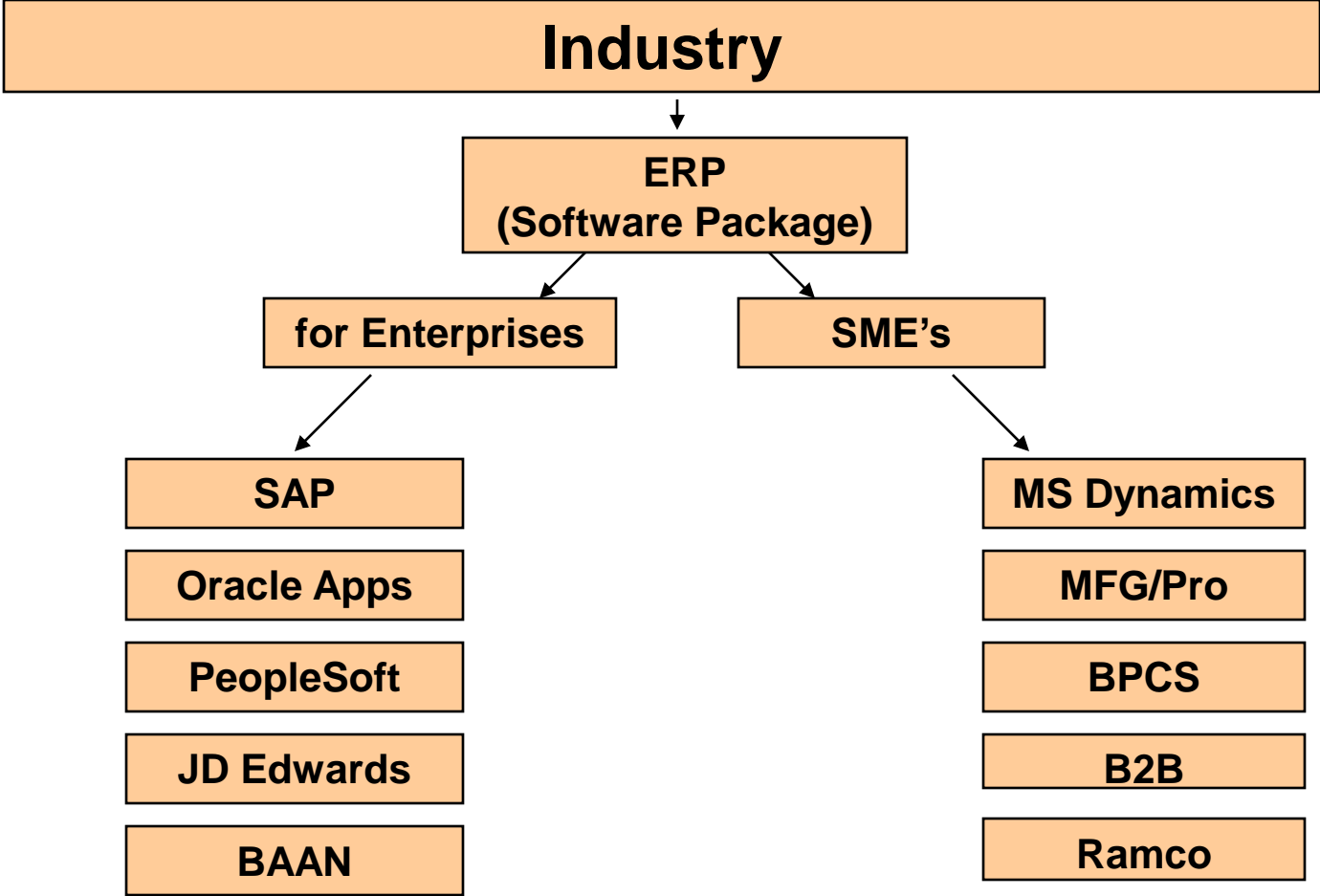
That is a tall order, building a single software program that serves the needs of people in finance as well as it does the people in human resources and in the warehouse. Each of those departments typically has its own computer system optimized for the particular ways that the department does its work. But ERP combines them all together into a single, integrated software program that runs off a single database so that the various departments can more easily share information and communicate with each other. That integrated approach can have a tremendous payback if companies install the software correctly.

Take a customer order, for example. Typically, when a customer places an order, that order begins a mostly paper-based journey from in-basket to in-basket around the company, often being keyed and rekeyed into different departments' computer systems along the way. All that lounging around in in-baskets causes delays and lost orders, and all the keying into different computer systems invites errors. Meanwhile, no one in the company truly knows what the status of the order is at any given point because there is no way for the finance department, for example, to get into the warehouse's computer system to see whether the item has been shipped. "You'll have to call the warehouse" is the familiar refrain heard by frustrated customers.

ERP vanquishes the old standalone computer systems in finance, HR, manufacturing and the warehouse, and replaces them with a single unified software program divided into software modules that roughly approximate the old standalone systems. Finance, manufacturing and the warehouse all still get their own software, except now the software is linked together so that someone in finance can look into the warehouse software to see if an order has been shipped. Most vendors' ERP software is flexible enough that you can install some modules without buying the whole package. Many companies, for example, will just install an ERP finance or HR module and leave the rest of the functions for another day.

Participants in ERP Implementation

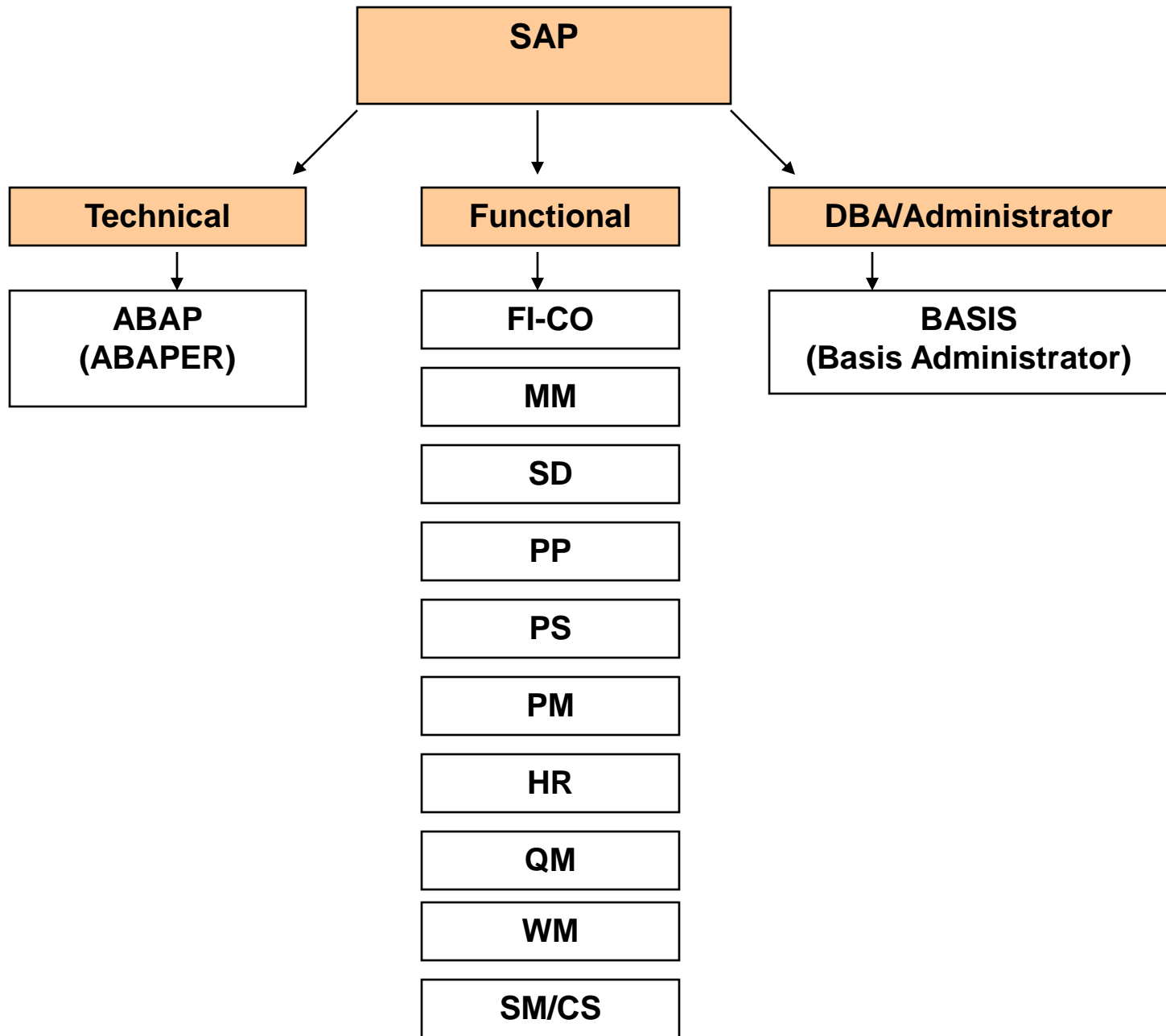
Functional Consultant	Technical Consultant	ERP Administrators	User
1) Who will do the AS – IS Study – Existing system (Actual Requirement study of Legacy system, which can be in any form viz. Manual System or using any technology)	Developments & Customization of the forms & Reports	Oracle Apps DBA : Activities performing on Application side. Patching Performance tuning Cloning – is for testing purpose Maintenance	Power User End User
To Prepare the flow chart	Who can work on the RICE Components (Reports, Interfaces, Conversion & Extension)	Oracle DBA – Backup , Recovery, Performance Tuning	
Gap Analysis, He should have domain knowledge.			
Requirements gathering , Analysis, User Interaction , Design a work flow			
Define Setup (How does a data application will work)			
Documentation for future reference & for end user training			



Different ERP Products

S. No	Product Name	Owner Company
1.	SAP	SAP AG, Germany
2.	Oracle Apps	Oracle Corporation, USA
3.	PeopleSoft	Peoplesoft Inc, USA
4.	JD Edwards	JD Edwards Inc.
5.	BAAN	BAAN, Netherlands
6.	MS Dynamics	Microsoft, USA

Overview of SAP



Glossary Of SAP

ABAP:- Advance Business Application Programming

FI-CO:- FI = Finance, CO = Controlling

MM:- Material Management

SD:- Sales & Distribution

PP: - Production Planning

PM: - Plant Maintenance

PS:- Project System

HR: - Human Resource

QM: - Quality Management

WM: - Warehouse Management

SM/CS: - Service Management/Customer Services

Responsibilities of Technical & Functional Consultant in SAP

What does an ABAPer do (Technical Consultant in SAP)

ABAP is an programming language which is used be SAP to develop the programs. So a programmer (ABAPer) develops software package by using various technologies like ALE, IDOC, BAPI, BDC, LSMW, Dialog Programming, Module Pool Programming, Reports, SAP Scripts etc.

ALE	-	Application Link Enabling
IDOC	-	Interfacing Documents
BAPI	-	Batch Application Programming Interfaces
BDC	-	Batch Data Communication

What does an Functional Consultant do (Functional Consultant in SAP)

- AS-IS-Study.
- TO-BE-Analysis
- User Interaction
- Preparing user manuals for end user training
- Training end users and Power users

SAP New Dimension Modules

For specific industries SAP AG, Germany has developed new customized product under the brand name of SAP. These New Dimension Products are different from SAP Standard version that is SAP R3 & in each new dimension module there are Technical as well as Functional Professionals like SAP R3.

For Supply Chain Industry: -

APO:- Advanced Planning & Optimization

DP : - Demand Planning.

SNMP : - Supply network management planning.

PPDS : - Production Planning & Detailed Scheduling.

GATP : - Global available to promise.

For Oil Industry: - IS-OIL

For Automobile Industry: - IS-Auto

For Media Industry: - IS-Media

For retail Industry: - IS-Retail

For Customer Care Industry: - ISU-CCS

For CRM Industry: - SAP CRM

For Business Warehousing: - SAP BW/BIW

Brief about different ERP's

SAP

Different Versions	:- R2, R3 (4.6B, 4.6c), CIN (Country India Version)
Technical	:- ABAP (A dvanced B usiness A pplication P rogramming)
Functional	:- HR, FI-CO, SD, MM, PP, PS, PM, QM
SAP Admin/DBA	:- BASIS

Oracle Apps

Different Versions	:- Oracle Applications 11i
Technical	:- PL/SQL, Forms, Reports, Interfaces, Conversion, Extensions (RICE Components)
Functional	:- HRMS (Payroll, Advanced Benefits), MFG (BOM, WIP), FIN (AR, AP, GL), DIST (INV, PO, OM)
DBA/Administrator	:- Apps DBA

PeopleSoft

Different Versions	:-
Technical	:- Peoplecode, People tools, PS Query
Functional	:- HRMS, MFG, FIN
DBA/Administrator	:- Peoplesoft Admin/DBA

JDEdwards

Different Versions	:- WorldSoft, OneWorld, OneWorld XE
Technical	:- JDEdwards Programmer
Functional	:- HR, MFG, FIN
DBA/Administrators	:- CNC Administrator

BAAN

Different Versions	:-
Technical	:- BAAN Tools
Functional	:- FIN, MFG
DBA/Administrators	:- BAAN Administrators

Overview of Oracle Applications

Oracle Applications Overview

Oracle R12 is the latest release version.

Current available Versions are R12, 11.5.10.2, 11.5.7 , 11.5.9 and 11.5.10.2.

Oracle 6i, 8i, 9i, 10g, 11g [Latest] are databases used against ERP

- 1) **Front End** - forms – to enter the data, reports – to create various type of reports
- 2) **Back End** - Oracle 6i, 8i, 9i, 10g, 11g [Latest] are databases used against ERP

Forms: Used to enter user data

Reports: Display user-desired reports

Interface: To connect with legacy applications [Third-party application developed on other platform]

Conversions:

Extensions: Oracle's extensions to the JDBC standard include Java packages and interfaces that let you access and manipulate Oracle datatypes and use Oracle performance extensions

Different modules in Oracle Apps

1) Finance - AR (Accounts Receivables), AP (Accounts payable), GL (General Ledger),CM (Cash Management), FA(Fixed Assets)

Note: All are Individual Modules.

GL interface is important

In Finance Functional –

1) P2P (P - P) – Procurement to pay cycle – that includes the combination of all these modules

PO+AP+GL

2) O2C (O - C) – Order to Cash Cycle – that includes the combination of all these modules **OM+AR+GL**

2) Manufacturing: WIP (Work In Progress), BOM (Bill Of Materials)

3) Distribution: INV (Inventory), PO (Purchase Order), OM (Order Management)

4) HRMS: Pay Rolls Advance Benefits, Core HR

5) CRM: Tele Service, Field Service, Service Contracts.

Comparison.....

Between a Programmer and a Technical Consultant in Oracle Apps.

Programmer	Technical consultant
He will write the code in pl/sql	He will involve in the development of Forms and RICE Components to ensure the business functionality.

Between D2K and 11i?

D2K (Developer 2000)	Apps
He has to develop all form and reports	ERP has standard forms and reports (Built in)
Lot of code to be written for the business functionality.	In built business functionality
Not recommended for large distributed environment	Designed to manage large enterprises environments

Evaluation.....

Major players of Oracle Apps are :

Oracle NAIO, Intelligroup, Delloitte, Infosys, IBM, TCS, GE, HCL, Sapiant, Rapidgm, Xansa, Birla Soft, Alliance Consulting, Bahav-one Cyber Tech, Sierra Atlantic, Solix, Satyam

Most important questions you have to ask the candidates:

- 1) Ask whether He/She is a Tech or Functional Consultant?
- 2) What are the modules He/She worked?
- 3) How may forms Or Reports that He/She customized in particular Project?
- 4) Which **version** of forms that He/She working?
- 5) Ask whether he worked on INTERFACES or Not?
- 6) How many Implementations He/She did?
- 7) Is He/She is in support project or implementation project?
- 8) Why there is a need of customization?

Oracle DBA

Major differences between DBA – Development and DBA – Production

DBA Developer – Development	DBA - Production
Who work on Stored Procedures	Back-up, recovery, Performance tuning,
Triggers	Migration, Upgradation, Patching
User creation management	Regular Maintenance
Table space Management	
Designing Table	
Writing code in pl/sql	

Major differences between Oracle DBA and Oracle Apps DBA

Oracle DBA	Oracle Apps DBA
Installation ,Back-up, recovery, Performance tuning, Migration, Upgradation, Patching	Installation, Cloning, Migration, Upgradation, Patching,
Work on Backend – Database side	Work on Application side

DBA Responsibilities

The job of the DBA seems to be everything that everyone else either doesn't want to do, or doesn't have the ability to do. DBAs get the enviable task of figuring out all of the things no one else can figure out. More seriously though, here is a list of typical DBA responsibilities:

- Installation, configuration and upgrading of Oracle server software and related products
 - Evaluate Oracle features and Oracle related products
 - Establish and maintain sound backup and recovery policies and procedures
 - Take care of the Database design and implementation
 - Implement and maintain database security (create and maintain users and roles, assign privileges)
 - Perform database tuning and performance monitoring
 - Perform application tuning and performance monitoring
 - Setup and maintain documentation and standards
 - Plan growth and changes (capacity planning)
 - Work as part of a team and provide 7x24 support when required
 - Perform general technical trouble shooting and give consultation to development teams
- Interface with Oracle Corporation for technical support.

Required Skills for DBA

- Good understanding of the Oracle database, related utilities and tools
 - A good understanding of the underlying operating system
 - A good knowledge of the physical database design
 - Ability to perform both Oracle and operating system performance tuning and monitoring
 - Knowledge of ALL Oracle backup and recovery scenarios
 - A good knowledge of Oracle security management
 - A good knowledge of how Oracle acquires and manages resources
 - A good knowledge Oracle data integrity
 - Sound knowledge of the implemented application systems
 - Experience in code migration, database change management and data management through the various stages of the development life cycle
 - A sound knowledge of both database and system performance tuning
 - A DBA should have sound communication skills with management, development teams, vendors and systems administrators
 - Provide a strategic database direction for the organization
 - A DBA should have the ability to handle multiple projects and deadlines
- A DBA should possess a sound understanding of the business

JAVA / J2EE

Three different Versions of JAVA 2

J2EE(Java 2 Enterprise Edition)	J2SE (Java 2 Standard Edition)	J2ME (Java 2 Micro Edition)
Web based & Desktop Applications	For Online gaming	For Mobile applications

Difference between Core JAVA & J2EE

Core Java	J2EE
Swings – Writing the forms	JSP(Java Server Pages),EJB(Enterprise Java Beans),Servlets
Only to design the desktop applications	Distributed enterprises application
	It is Web based and Desktop based applications

Most important questions you have to ask the candidates:

- 1) What is the IDE(**I**ntegrated **D**evelopment **E**nvironment) that he/she is using? Like Eclipse, Netbeans, Jdeveloper, JBuilder,
- 2) How many JSPs he/she has written?
- 3) What type of EJBs you have written ? a) Entity Beans b) session Beans.
- 4) What method you have followed and ask for SDLC?
- 5) Are you comfort on Servlets?

Servlets is which runs in Server and it is a redirector.

IBM Technologies

Technology	Function
Mainframe	Application Development
AS/400	Application Development
Lotus Notes	Mail Management Software
Rational Tools	SDLC Tools
Tivoli	Storage Manager
Websphere Suit	Application Server / Integration Technology
IBM AIX	Unix based Operating System

Mainframes

In [Mainframes](#) we use :

1) **Cobol** as the programming language

About COBOL

Acronym for **C**ommon **B**usiness **O**riented **L**anguage. Developed in the late 1950s and early 1960s, COBOL is the second-oldest high-level programming language (FORTRAN is the oldest). It is particularly popular for business applications that run on large computers.

COBOL is a wordy language; programs written in COBOL tend to be much longer than the same programs written in other languages. This can be annoying when you program in COBOL, but the wordiness makes it easy to understand programs because everything is spelled out. Although disparaged by many programmers for being outdated, COBOL is still the most widely used programming language in the world.

CICS as a backend tool :

2) About CICS

Short for **C**ustomer **I**nformation **C**ontrol **S**ystem, a TP monitor from IBM that was originally developed to provide transaction processing for IBM mainframes. It controls the interaction between applications and users and lets programmers develop screen displays without detailed knowledge of the terminals being used.

CICS is also available on non-mainframe platforms including the RS/6000, AS/400 and OS/2 -based PCs.

3) DB2 as a Database:

About DB2:

Short for *Database 2*, a family of **relational database products** offered by IBM. DB2 **provides an open database environment** that runs on a wide variety of computing platforms. **A DB2 database can grow from a small single-user application to a large multi-user system.** Using SQL, users can obtain data simultaneously from DB2 and other databases. DB2 includes a range of application development and management tools. **DB2 supports Mainframe as well as UNIX environment**

4) MVS, OS/390 are the operating systems for Mainframes

i) About VSAM :

Virtual Storage Access Method, a file management system used on IBM mainframes. VSAM speeds up access to data in files by using an inverted index (called a *B+tree*) of all records added to each file. Many legacy software systems use VSAM to implement database systems (called *data sets*).

ii) About MVS

Short for **Multiple Virtual Storage**, the operating system for older IBM mainframes. MVS was first introduced in 1974 and continues to be used, though it has been largely superseded by IBM's newer operating system, *OS/390*.

Mainframe Administrators:

1. OS/390 Administrator
2. RACF Administrator (**R**esource **A**ccess **C**ontrol **F**acility)

AS/400

AS/400 (*Application System/400*, a line of IBM minicomputers introduced in 1988.) is a Environment and platform and in this we use :

COBOL/400, CL/400 as a **Programming Language**

DB2/400 as a **Database**

OS/400 as an **Operating system**

Majorly used in Banking & Finance Industry

IBM Rational Tools

To Manage the complete Software Development Life Cycle

Different phases:

1. Req. Gathering & Analysis
2. Design the project
3. Coding & Implementation
4. Testing
5. Change Management
6. Maintenance & Documentation

	Task
Rational Requisite Pro	Requirement Gathering & Analysis
Rational Rose	Project Design
Rational Rose XDE	Modeling Tools
Rational ClearCase	Version Control / Change Management
Rational ClearQuest	Bug Tracking Tool
Rational Robot	Functional & System Testing
Rational Test Manager	Test Management Tool
Rational Test Realtime	Testing tool for Realtime/embedded technologies
Rational Purify	Memory Leak testing
Rational Portfolio Manager	Portfolio Management
Rational SoDA	Documentation of projects

Happy Hunting!!!!!!!!!!!!!!

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