

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



con

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



	An addressing Canadam Concerns Andressin Statements	
🗲 🕞 📼 https://bio	bess.biocon.com/sap/bc/webdynpro/sap/hrrcf_a_candidate_registration?sap-client=300	P ← 🗎 C andidate Registration ×
File Edit View Favor	ites Tools Help	
🚕 🔁 RISE - E-room 🕨	Suggested Sites 🔻 🥙 BIOSPACE 📨 PORTAL - QA - 200 📨 PORTAL - DEV - 120 🤌 Web Slice Gallery 🔻	🐴 🔻 🔝 👻 🖃 🖶 Vage 🕶 Safety 🕶
Registration		
Do you want to find ou	It more about your career options in our company?	
We are always looking for talent You can find important informati	ted and motivated new employees who can contribute to the success of our company. Take a look at our career pages.	witable job but would still like to work in our company, you can register your details with us
We will contact you as soon as	an employment opportunity arises that may interest you.	
Name		
First Name:		
Second Name:		
Last Name: *	Frank	
User Data		
User Name: *	FRANK1	
Password: *	•••••	
Repeat Password: *	•••••	
E-Mail: *	frank123@gmail.com	
	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 privacy statement	
The information is displayed	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		
V v kttps://bioess.biocon.com/sap/bc/webdynpro/sap/hrrcf_a_candidate_registration?sap-client=300	👻 🔒 😽 🗙 📴 Bing	+ م
🖕 Favorites 🛛 🚖 😰 Suggested Sites 🔻 😰 Govt to go tough on s 💌		
	🏷 🗙 🖸 🗶 🗖 📥 🗙 Dane 🗙	Safety - Tools - 🔊
		Close
Peristration		
Registration		
Thank you for your interest in our company.		
You will soon receive an e-mail from us enabling you to confirm your e-mail address and thus complete your registration. In this way, you can access your personal career opportunities	er pages in our company where you can then edit yo	our profile and explore your

🔉 lakkanna patil - 4 Year(s) 6 Month(s) - Google Chrome

w

0

Ø

Done

Ô

0





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

T.I Fi



Confirm E-Mail Address (002).PDF - Adobe Reader	
Edit View Window Help	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Tools Sign Comm
Dear	
Thank you for registering your details on the career pages of our enterprise. Your user name is	
To confirm your e-mail address and thus complete the registration process, click the following link:	
http://riseeccms.biocon.com:8001/sap/bc/erecruiting/verificati on?param=Y2FuZGlkYXRlX2hyb2JqZWN0PTAxTkE1MDE0MDQyOSZjb3JyX2Fjd F9ndWlkPUU2RTJD =300&sap-langua http://iseeccms.biocon.com:8001/sap/bc/erecruiting/verific ation?param=Y2FuZGlkYXRlX2hyb2lqZWN0PTAxTkE1MDE0 MDQyOSZjb3JyX2FjdF9ndWlkPUU2RTJDQzUSQjYwMjFFRTYS RjgxOEEyQiE4RUI0NUVD&sap-client=300&sap-language=E N	
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!



File Edit View F	avorites Tools Help											
🚖 📴 RISE - E-room	👂 Suggested Sites 🔻 🐰	🗿 BIOSPACE 📨	PORTAL - QA - 200	🖅 PORTAL - DE	V - 120 🧧 Web	Slice Gallery 🔻						
SAP												
Candidate	Candidate Profile Employment Opportunities											
My Profile Person	My Profile Personal Settings Change User Name Delete Registration											
My Profile												
I∳1 Personal Data	2 Education/Training	3 Work Experience	4 Qualifications	5 Preferences	6 Attachments	7 Overview and Release	8					
Previous step Next	Step >											
What is your personal da	ata and how can we contact	you?										
Form of Address:	Select 🗸 🗸											
Title:	Select V		Second Title:	Select	~							
Name Affix:	Select 🗸 🗸											
First Name:			Second Name:									
Last Name: *	Frank		Name Prefix:	Select	~							
Gender:	Unknown 🗸											
Date of Birth:		1										
Permanent Residence												
Street/House Number 2:												
Country:	Salaat w		Pagion:									
Location:			Region.									
Torranon.			Postal Code.									
Street/House Number:												
Street/House Number 2:												
Country:	Select V		Region:									
Location:			Postal Code:									

STEP 8: Click on 'Employment Opportunities'



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



Prospective Candidate - 🛛 🗙 🖾 Applicant Cockpit 🛛 🗙			Les long] <mark>X</mark>
← → C	pro/sap/hrrcf_a_startpage_ext_cand?sa	p-client=300&s	ap-language=EN#			∎ ሏ 🔊	D :
🔢 Apps 🍸 Yahoo 🗋 Welcome to HDFC Ba 👩 ICICI Prudential	I Life In 💿 Employee Self Service 🌓	Check Aadhaar	Status 🔄 Mysearchdial Search	🖹 SAP User Manual Wh	SAP E-Recruitin	g - ER	*
Prospective Candidate: Prospective Candidate: Prospective Candidate: Prospective Candidate: Prospective Candidate: Prospective Candidate: Prospective Candidate: Prospective Candidate: Prospective Candidate: Prospective Candidate: Prospective Candidate: Prospective Candidate:							
Return to Search Search Criteria							
The search was not restricted		Select a .	Job by click on the Title				
Search Result: 43 Hits	Every freed Area	Ocurreta	Fundament Otat Data	Dublished	Frankle	Annelia - Hanne Franze	•
Job Posting	Functional Area	Country	Employment Start Date	Published	Favorite	Application from	-11
SCIENTIST	Small Molecules			08.09.2016			_
SENIOR EXECUTIVE	Small Molecules			06.09.2016			
SENIOR EXECUTIVE	International Regulatory			01.09.2016			
PRINCIPAL SCIENTIFIC MANAGER	Generic formulations			30.08.2016			_ 11
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			
ASSISTANT MANAGER				19.08.2016			
EXE-PROD-HYD-50134420	Production			19.08.2016			
EYE-PROD-HYD-50134421	Production			19.08.2016			

STEP 10: Apply or Refer a Friend





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



10:53 AN

07/09/2016

• 🔊

← → C https://bioess.biocon.com/sap/bc/webdyppro/sap/brrcf_a_startpage_ext_cand?sap-client=3008	vsap-language=EN#	¶ឋភពព=
Apps 🕅 Yahoo 🏳 Welcome to HDFC Bai 🕜 ICICI Prudential Life In 🛞 Employee Self Service 🗋 🚵 Check Aadhaar Status 🔍 N	Ivsearchdial Search 🏳 SAP User Manual I With 🚾 SAP E-R	lecruiting - ERI
		,
SAP		Log off
Cardidate Darfie Employment Opportunities		
Job Search Application via Reference Code Favorites My Applications Job Agents		
Max Applications		
my Applications		
Do you want to call an overview of your applications up to now?		
These are your previous applications You can check the status of applications, and withdraw or delete applications		
lab Basting	Application from	Statue
GENERAL MANAGER You can continue and	05.08.2016	
JUNIOR EXECUTIVE Job by Selecting the	00.00.2010	Draft
Job Row		Draft
DEPUTY MANAGER		Draft
EXECUTIVE application, select		Draft
50098024-BRL-PRINCIPAL SCHIST		Draft
DEPUTY MANAGER	29.08.2016	In Process
		Refres

Р 🖁

0

e

ALERT! System prompts you to continue to apply using the created Profile



🖇 Prospecti	tive Candidate - (X	🖙 Applicant Cockpi	it x	🖙 Application Wizard	x				
\leftrightarrow C	https://bioes	s.biocon.com/sap/bo	c/webdynpro,	/sap/hrrcf_a_reg_applwiz	ard_e	xt?PARAM=cG9zdF9pt	nN0X2d1aWQ9MkFBNzZD	OTEzQzAyMUVFNjIEQjJF	MEJENzQ5Q"
Apps Y	Yahoo 🌓 Welcom	e to HDFC Bar 👩 ICIO	CI Prudential Lif	e In 📵 Employee Self Ser	vice	🗅 🐞 Check Aadhaar St	atus 🛛 🔍 Mysearchdial Search	👌 SAP User Manual Wh	SCN SAP E-Rec

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

Apps



STEP 9 : Complete Application to Job!

		, 669, 66, 116, 66, 110, 67, 66	p/mei_a_reg_apprinea		aropontone				
👖 Apps 🝸 Yahoo [Welcome to HDFC Bar	🔗 ICICI Prudential Life In	Employee Self Service	ce 🗋 kieck Aad	haar Status 🛛 🧧	Kysearchdial Search	n 🕒 SAP User Manual W	h scn SAP E-Recruiti	ng - ERI »
									Close
Application V	Vizard							I	Display Job Posting "SCIENTIST"
Personal Data	2 Education/Training	3 Work Experience	Preferences A	ttachments Qual	6 fications	7 Cover Letter (8 Complete Application	9	
<pre></pre>	t Step 🕨								
What is your personal da	ata and how can we cont	act you?							
Form of Address:	Select	¥							
Title:	Select	¥	Second Title:	Select	~		(
Name Affix:	Select	×					Complete your A	pplication filling	
First Name:	Candidate		Second Name:				out all the Information	ation and Attach	
Last Name: *	Profile		Name Prefix:	Select	¥		all documents lik	e CV, Payslips, Certificates	
Gender:	Unknown	¥					Relieving L	_etters,etc	
Date of Birth:		1							
Permanent Residence									
Street/House Number 2:									
StreetHouse Number 2.	Onlast		Desires						
Country:	Select	×	Region:						
Location.			Postal Code.						
Street/House Number									
Street/House Number 2:									
Country:	Select	×	Region:						
Location:			Postal Code:						

3

Biocon

STEP 10: Review your application & send it!



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



Prospective Candida	ate - 🔿 🗙 Zzz Applicant Cockpit	×	
\leftarrow \rightarrow C \triangleq http:	s://bioess.biocon.com/sap/bc/web	/npro/sap/hrrcf_a_startpage_ext_cand?sap-client=300&sap-language=EN#	₽☆ ╗ 🖸 :
🗰 Apps 🛐 Yahoo 🗋	Welcome to HDFC Bar 👩 ICICI Prud	ntial Life In 🐵 Employee Self Service 🏻 📓 Check Aadhaar Status 🔄 Mysearchdial Search 🗋 SAP User Manual Wi 🚾 SAP E-Recruiting - ER	»
My Profile		Applicant Cockpit	^
I▶ 1 Personal Data	2 3 Education/Training Work Exp	rie You still have applications with the status "Draft"; to edit these applications, navigate to the list of applications Employment Opportunities -> My Applications ted	
< Previous step Next	t Step >		
What is your personal da	ata and how can we contact you?		
Form of Address:	Select 🗸 🗸		
Title:	Select 🗸		
Name Affix:	Select 🗸 🗸		
First Name:	Candidate		
Last Name: *	Profile		
Gender:	Unknown 🗸		
Date of Birth:	1		
		Close	
Permanent Residence Street/House Number:			
Street/House Number 2:			
Country:	Select 🗸	Region:	
Location:		Postal Code:	
Temporary Residence Street/House Number:			
Street/House Number 2:			
Country:	Select V	Region:	
Location:		Postal Code:	
Which address would you	prefer us to use to contact you?		
			12:09 PM
			▲ .ull 12/10/2016

Quick Reference!

odon





> 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



2:57 PM

29/08/2016

▲ .ail

Z Application Wize	ard - Google Chrome	Lange a Line	And Address of Colors	U					-	- 0 X
Attps://bioe	ss.biocon.com/sap/bc/we	bdynpro/sap/hrrcf_	a_reg_applwiza	rd_ext?PARAM=	cG9zdF9pbnN0	K2d1aWQ9MkFB	NzZDOTEzQzA	yMUVFNjlCQjdBNEFBQ	YxMjg4Nzc%3d8	sap-client=3
										Close
Applicati	on Wizard							Display Job Posting "5009	3024-BRL-PRINCIPAL	SCIENTIST"
⊯ 1	2	3	4	5	6	7	8	9	10	
Personal L	Data Education/Training	Work Experience	Preterences	Attachments	Qualifications	Questionnaire	Cover Letter	Complete Application	Completed	
< Previous step	Next Step >									
Before you submit	an application, answer the follow	ing questions: You can ch	ance the informatio	n in the questionnai	re at any time until vo	u submit vour applicat	ion			
Delore you submit	an application, answer the follow	ing questions. Tou can ch	ange die mormado	in in the questionnal	re at any time until yo	a submit your applicat				
Educational St	atus									
Reset										
Dear Candio	late.									
Please selec	t the appropriate option.									
Regards,										
Saikiran										
Candidate's	Name									
Shameer										
Choose the	appropriate response									
Diplom	а									
Gradua	ite									
🗸 Post Gr	aduate									
Resear	rch Scholar									
Reset										

0

Р 📱

e

0



THANK YOU