**IMPLEMENTATION CHECKLIST& UNDERTAKING- EMPLOYEE RECRUITMENT\***

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of In-Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation & Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Training Attended (Yes/No): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ My User id is working (Yes/No):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have checked the software functionality with sample/live Data (Yes/No):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: All the points to be verified by Module In-charge/School Authority.**

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| **Check list** | **Status (Y/N)** | **Implementation Consultant’s Remarks** |
| **Vacancy Requisition** Create Vacancy Requisition Vacancy Requisition List |  |  |
| Requisition Approval |  |  |
| Create Vacancy |  |  |
| Vacancy List |  |  |
| **Candidate CV**  Candidate Registration  Candidate CV |  |  |
| **Configuration**  **Candidate Information**  SMS not send  SMS content  Email not send  Mail Subject  Mail content  CC email id  Is Attachment in mail  Candidate resume template  Online thanks page  **After Payment Information**  Is Send SMS  SMS content  Is Send Email  Mail Subject  Mail Content  Is attachment in mail |  |  |
| **Report**  Customize report  Candidate CV report template  Candidate CV report |  |  |
| Communication |  |  |
| Subjects |  |  |

**Remarks by Module in charge (also mention if issue/requirements):**

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**Remarks by Implementation Consultant:**

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**DISCUSSION POINTS**

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**Signature of Implementation Consultant School Seal**