**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 RegistrationCandidate CV |   |   |
| **Configuration****Candidate Information**SMS not sendSMS contentEmail not sendMail SubjectMail contentCC email idIs Attachment in mailCandidate resume templateOnline thanks page**After Payment Information**Is Send SMSSMS contentIs Send EmailMail SubjectMail ContentIs attachment in mail |   |   |
| **Report**Customize reportCandidate CV report templateCandidate 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**