

Human Capital Management System

Candidate Portal

1. Go to Candidate Portal and register

The screenshot shows the RAMCO Candidate Portal registration page. It features a blue header with the 'ramco' logo. Below the header, there are two main sections: 'New User Registration' and 'Existing Users'. The 'New User Registration' section contains a message: 'Please take a few moments to register. You will need this information to access your account in the future' and a 'Register' button. The 'Existing Users' section contains fields for 'Username', 'Password', and 'Forgot Password?', along with a 'Login' button.

2. Fill out the necessary information

The screenshot shows the 'New User Registration' form. It includes fields for 'Email Address (Username)', 'First Name', 'Last Name', 'Password', and 'Re-enter password'. There is a 'Loading...' indicator and a 'Forgot Password?' link. At the bottom, there is a checkbox for 'I have read and accepted the candidate privacy statement' and a 'Register' button.

3. Move the scroll bar down

4. Read candidate privacy statement
Tick the box if you agree with the terms. Click Register

Existing Users

The screenshot shows the 'Existing Users' login form. It includes fields for 'Username' (with the email 'qillianmarkemorales@gmail.com') and 'Password'. There is a 'Forgot Password?' link and a 'Login' button.



6. Login as existing user.

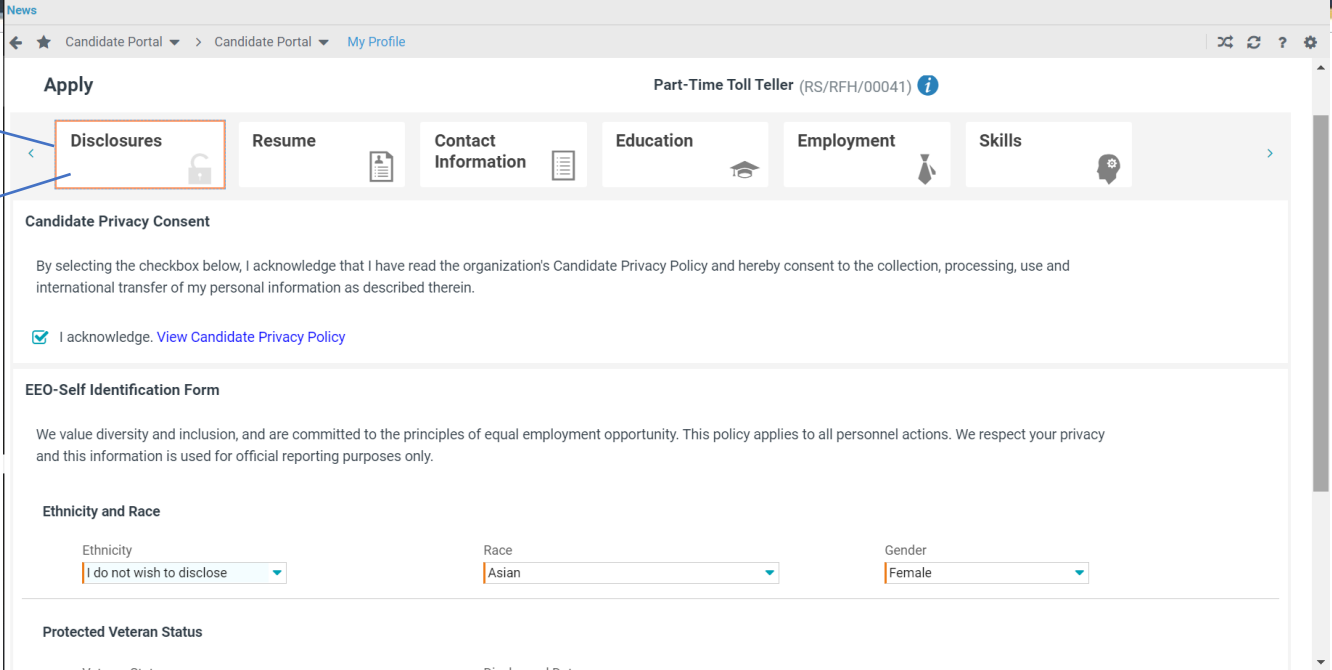
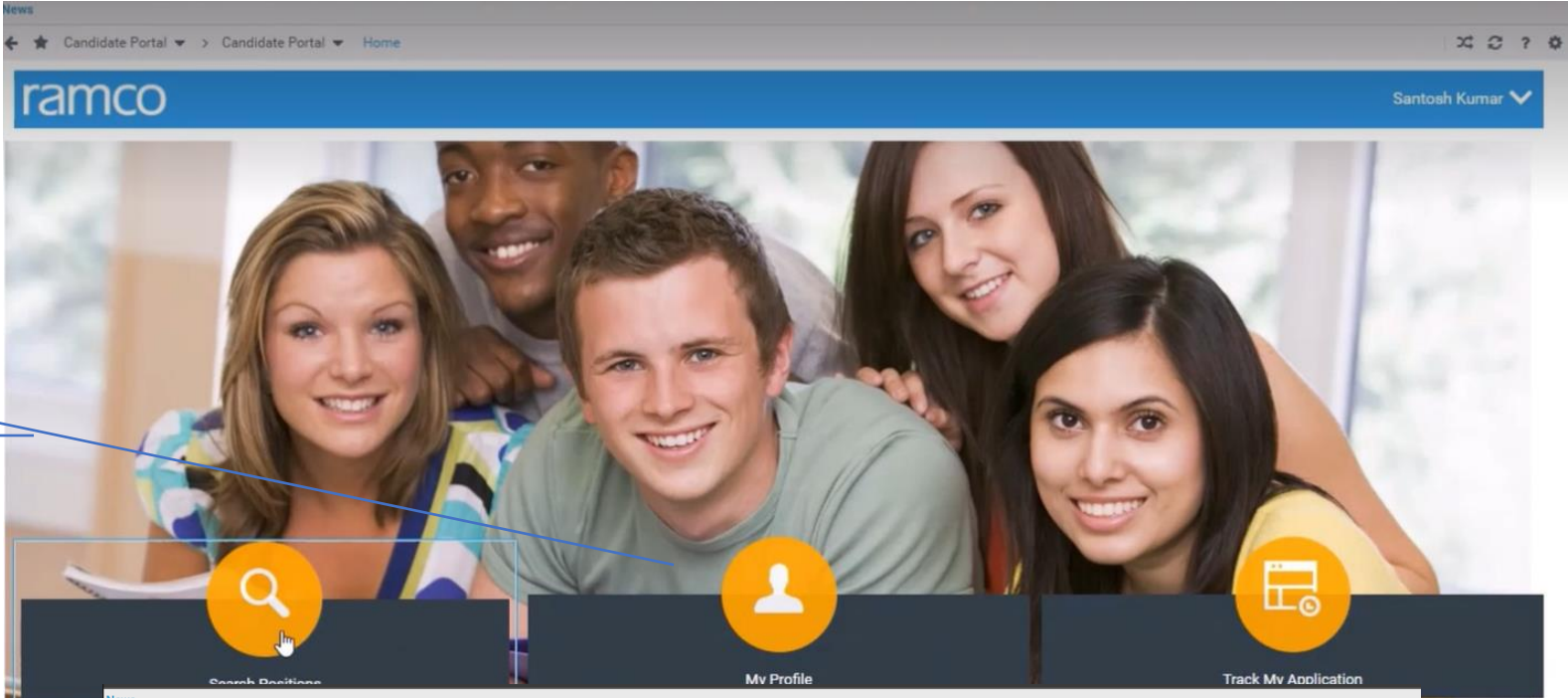
5. A notification will prompt once registration is successful. You will also receive an email notification.

The screenshot shows a 'Virtual Works Message' notification. The message text reads: 'Thank you for registering with us. Login using your credentials'. There is an 'Ok' button at the bottom right.

a. Click My profile

b. Click Disclosures

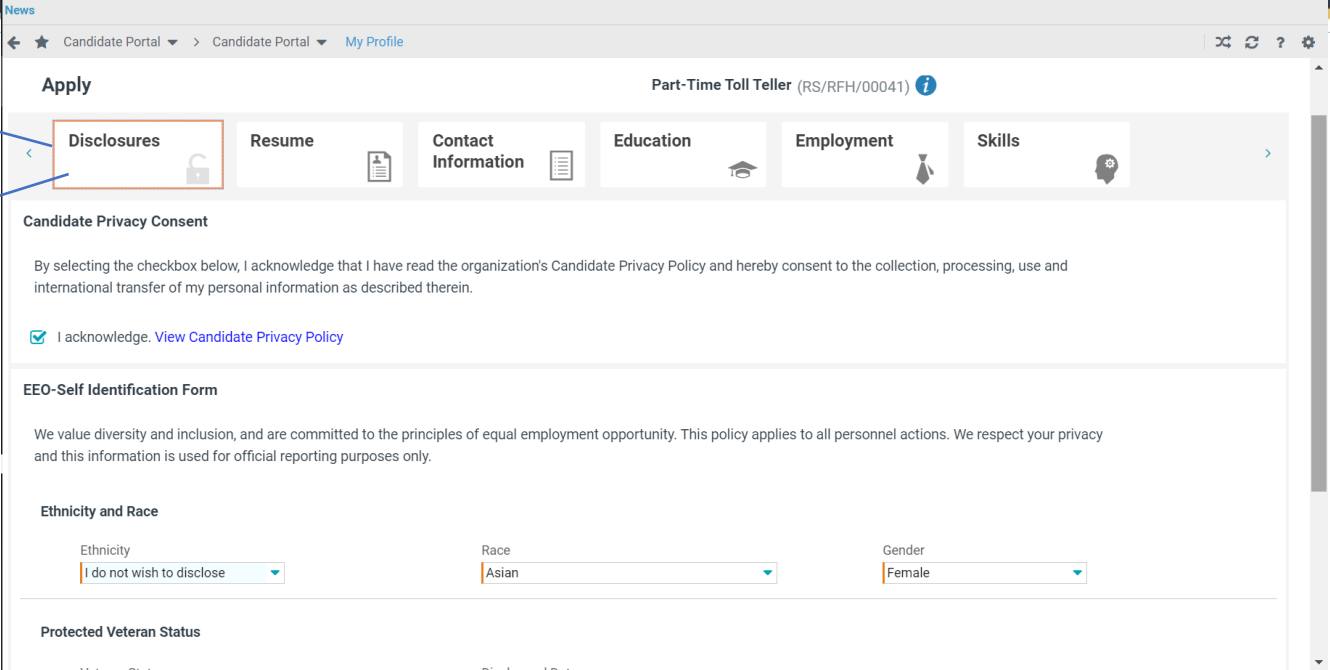
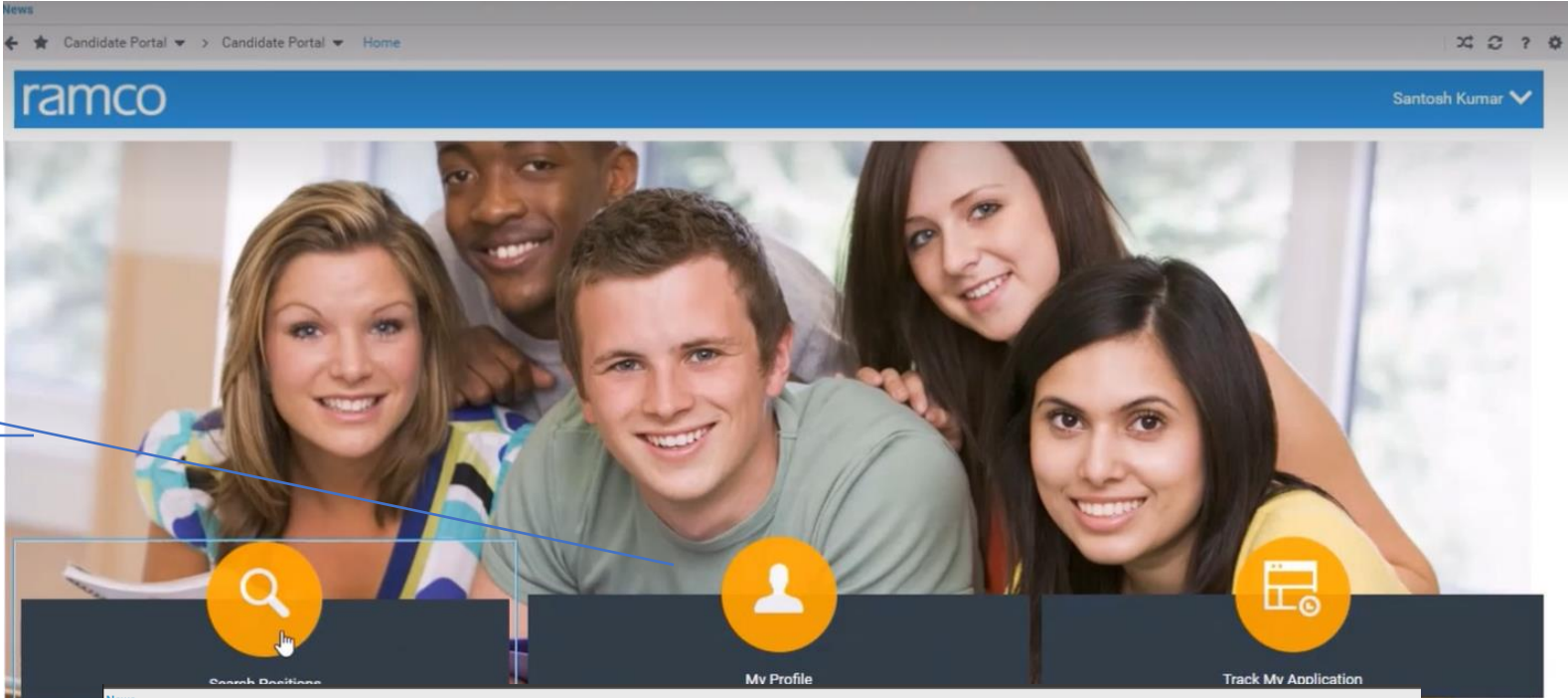
c. Click the box to acknowledge Candidate Privacy Policy



a. Click My profile

b. Click Disclosures

c. Click the box to acknowledge
Candidate Privacy Policy



d. Click Disclosures

e. Click the box to
acknowledge
Candidate Privacy
Policy

The screenshot shows the 'Apply' page for a 'Part-Time Toll Teller' position. The 'Disclosures' tab is highlighted with a red box. Below the navigation bar, the 'Candidate Privacy Consent' section is visible, featuring a checked checkbox and a link to 'View Candidate Privacy Policy'. The 'EEO-Self Identification Form' section follows, with fields for Ethnicity, Race, and Gender. The 'Ethnicity' field is set to 'I do not wish to disclose', 'Race' is 'Asian', and 'Gender' is 'Female'. A blue arrow points from the text 'd. Click Disclosures' to the 'Disclosures' tab. Another blue arrow points from the text 'e. Click the box to acknowledge Candidate Privacy Policy' to the checked checkbox in the 'Candidate Privacy Consent' section.

News
Candidate Portal > Candidate Portal > My Profile

Apply Part-Time Toll Teller (RS/RFH/00041)

Disclosures Resume Contact Information Education Employment Skills

Candidate Privacy Consent

By selecting the checkbox below, I acknowledge that I have read the organization's Candidate Privacy Policy and hereby consent to the collection, processing, use and international transfer of my personal information as described therein.

I acknowledge. [View Candidate Privacy Policy](#)

EEO-Self Identification Form

We value diversity and inclusion, and are committed to the principles of equal employment opportunity. This policy applies to all personnel actions. We respect your privacy and this information is used for official reporting purposes only.

Ethnicity and Race

Ethnicity: I do not wish to disclose Race: Asian Gender: Female

News
Candidate Portal > Candidate Portal > My Profile

I acknowledge. [View Candidate Privacy Policy](#)

EEO-Self Identification Form

We value diversity and inclusion, and are committed to the principles of equal employment opportunity. This policy applies to all personnel actions. We respect your privacy and this information is used for official reporting purposes only.

Ethnicity and Race

Ethnicity: I do not wish to disclose Race: Asian Gender: Female

Protected Veteran Status

Veteran Status: I do not wish to disclose Discharged Date:

Section 503 (Disability Status)

Disability Status: I do not wish to disclose Disability Learned Date: Need Reasonable Accommodation
Full Legal Name: April Lumanglas Date: 14/10/2021

Save & Proceed

f. Provide the necessary information. Once complete, click save and proceed

News
Candidate Portal > Candidate Portal > My Profile

I acknowledge. [View Candidate Privacy Policy](#)

EEO-Self Identification Form

We value diversity and inclusion, and are committed to the principles of equal employment opportunity. This policy applies to all personnel actions. We respect your privacy and this information is used for official reporting purposes only.

Ethnicity and Race

Ethnicity <input type="text" value="I do not wish to disclose"/>	Race <input type="text" value="Asian"/>	Gender <input type="text" value="Female"/>
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Protected Veteran Status

Veteran Status <input type="text" value="I do not wish to disclose"/>	Discharged Date <input type="text" value=""/>
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Section 503 (Disability Status)

Disability Status <input type="text" value="I do not wish to disclose"/>	Disability Learned Date <input type="text" value=""/>	<input type="checkbox"/> Need Reasonable Accomodation
Full Legal Name <input type="text" value="April Lumanglas"/>	Date 14/10/2021	

i. Click Save and Proceed

g. Click Resume

h. Click Attach Resume

i. Click Parse & Populate

Your resume will auto populate your information on Education, Employment and Skills. A notification will appear to confirm the successful parsing.

Disclosures Resume Contact Information Education Employment Skills

Resume

Attach a copy of your resume and provide profile information. Your resume and profile will help increase your chances of getting noticed in a candidate search.

Attach Resume

OU6_CAND_CANDT_6_1634188924736.pdf

Parse & Populate

Covering Letter

Attach Covering Letter

Save & Proceed

j. Click Save and Proceed

Virtual Works™ Message

i The attached resume parsed successfully and the parsed content has been retrieved to the respective profile tabs.

Ok

j. Click Contact Information

Upon clicking Parse & Populate button candidate's information will auto populate the necessary fields.

**You might encounter some incorrect information; Click on that field and change it.*

**In selecting country, press enter after you select Philippines*

**You can add, edit and correct details on each field.*

**"Orange Field" signifies that certain field needs to be filled out*

The screenshot shows the 'My Profile' page in the Candidate Portal. The 'Contact Information' tab is selected and highlighted with an orange border. A blue arrow points from the text 'j. Click Contact Information' to this tab. The form contains several fields, some of which are highlighted in orange to indicate they need to be filled out:

- First Name: D.
- Middle Name: G.
- Last Name: BUENAFLORES
- Email ID: aprilmaeramos1996@gmail.com
- Phone: 09276516325
- Address (Line 1): address
- Address (Line 2):
- Address (Line 3):
- Country: Philippines
- State: NCR, Manila, 1st dist
- City: Manila
- ZIP/Postal Code: 1988

Below the contact information, there are sections for 'Relevant URLs' (Website, LinkedIn Profile, Scholarly Journal Article, Blog / Portfolio) and 'How did you get to know about us?' (Source Type: Employee Referral, Referrer Name: Eulla Felix, Referrer Code: NLEX0031, and a checkbox for 'Have you worked with us earlier?'). A green 'Save & Proceed' button is located at the bottom of the form. A blue arrow points from this button to the text 'k. Click Save and Proceed'.

k. Click Save and Proceed

Apply Part-Time Toll Teller (RS/RFH/00041) *i*

I. Click Education

m. Click Add Education

**"Orange Field" signifies that certain field needs to be filled out*

Education

Education

Education (If Others)

College / University

College / University (If Others)

Graduated/Completed

Start Date

End Date

Nature / Mode

CGPA / Percentage

Attachment

Save

Disclosures Resume Contact Information **Education** Employment Skills

Education

Electrical Abada Colleges	06 Jun 2007 - 20 Apr 2010 Bachelors Degree -	CGPA / Percentage : 1.50/2.00	<i>+</i> Add Education
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Certifications

+ Add Certification

Found no rows to display!!!

Save & Proceed

s. Click Save and Proceed

ramco April Lumanglas

Apply Part-Time Toll Teller (RS/RFH/00041)

Disclosures Resume Contact Information Education **Employment** Skills

Employment Details 11 Year(s) 9 Month(s) + Add Employer

Lab Facilitator IT College	01 Jan 2016 - 14 Oct 2021 5 Year(s) 9 Month(s)		
Graphic Artist Exactbox and Packaging Corp	01 Jan 2015 - 31 Dec 2016 2 Year(s)	Meycauayan	
IT Staff Corrugated	01 Jan 2011 - 31 Dec 2014 4 Year(s)		

References + Add References

Employment Summary

Current Position

Position/Job Title Organization

Start Date End Date Location

Reason For Change

Attachment

Save & Proceed

t. Click Employment

u. Click Add Employment

*"Orange Field" signifies that certain field needs to be filled out

v. Click Save and Proceed

Candidate Portal > Candidate Portal > My Profile

Disclosures Resume Contact Information Education Employment Skills

Competencies [+ Add Competency](#)

Audit	Experience -0 Month(s)		
Designing	Experience -69 Month(s)		
Inventory	Experience -0 Month(s)		
Microsoft 365	Experience -69 Month(s)		
Network	Experience -0 Month(s)		
Office Application	Experience -0 Month(s)		
Office Productivity	Experience -69 Month(s)		
Programming	Experience -0 Month(s)		
Social Media	Experience -69 Month(s)		

Languages Known [+ Add Language](#)

Found no rows to display!!!

[Save & Proceed](#)

w. Click Skills

x. Click Save and Proceed

Difficulty signing in?

Send a message to portalhelp@mptc.com.ph