



VANDEY CONSULTANCY SERVICES PVT LTD
#314, Level III Prestige Centre Point, Cunningham Road, Bangalore 560052,
India (O): +91 80 43728176

Zoho Recruit

Zoho Recruit is a cloud-based recruitment management system utilized by Vandey to efficiently manage candidate shortlisting, client profile sharing, interview scheduling, and feedback collection.

Purpose:

This guide helps clients understand how to use the Zoho Recruit Client Portal to review candidate details, give feedback, and manage approvals.

Scope:

It covers portal features such as viewing shared candidates, rating and approving/rejecting profiles, and providing interview time slots.

Process steps:

To log in to the portal, the client must first become a registered user. Vandey will trigger an email invitation via Zoho Recruit. The client is requested to accept the invitation within 24 hrs, click on the provided link, and create a password to proceed further.

Once the client logs in, the **Dashboard** will display an overview of job openings, assessed candidates, and interviews. The navigation options are as follows:

1. Top Menu Bar (Green Highlight)

- **Job Openings** – View all active, completed, and pending job openings.
- **Candidates** – Access candidate profiles shared by the recruiter.
- **Interviews** – Check scheduled interviews and related details.

2. Dashboard Tabs (Yellow Highlight)

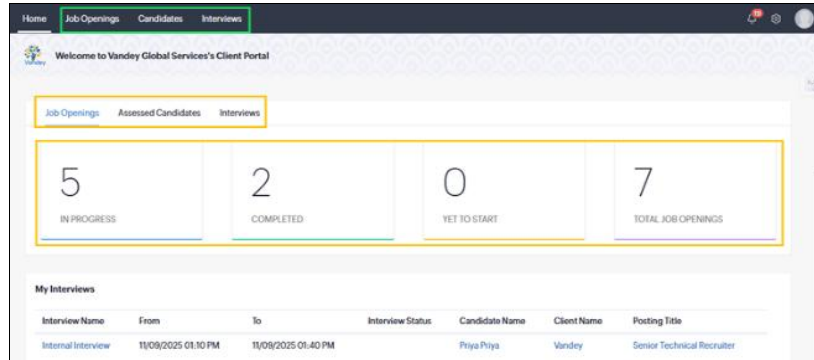
- **Job Openings** – Displays the status of openings (In Progress, Completed, Yet to Start, and Total Job Openings).
- **Assessed Candidates** – Display the status of candidate (Approved, Rejected, Pending, Total submission).
- **Interviews** – Display the status of candidate (Hired, Rejected, Cancelled, Scheduled, Cancelled Interview).

VANDEY CONSULTANCY SERVICES PVT LTD

CIN - U74999KA2017PTC100517 | GSTN - 29AAFV7595P1Z3

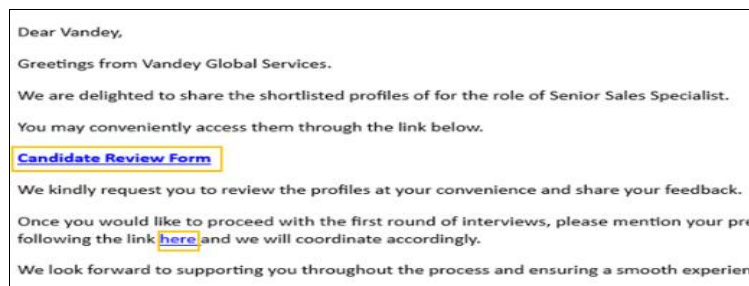


VANDEY CONSULTANCY SERVICES PVT LTD
#314, Level III Prestige Centre Point, Cunningham Road, Bangalore 560052,
India (O): +91 80 43728176



Step 1: Candidate Review

After the internal screening process, the shortlisted candidate's profiles will be shared with the client. The client will receive an email with the links to review candidate details and provide suitable time slots for interview upon confirmation.



When the client clicks on the '**Candidate Review Form**', they will be redirected to the candidate module in the client portal, where they can click on the candidate's name to review details, provide ratings, and submit their approval.

FILTER CANDIDATES BY		CANDIDATE NAME	CITY
<input type="checkbox"/> Submitted Job Opening		Test priya	Bangalore
<input type="checkbox"/> Submitted By		Priya Priya	Bangalore
<input type="checkbox"/> Submitted On		Deeksha Singh	Bangalore
<input type="checkbox"/> Review Status			

Step 2 : Interview Time Slot

Click on the '**Click Here**' link in the email to access the Client Portal. You will be redirected to the interview slot portal.

VANDEY CONSULTANCY SERVICES PVT LTD

CIN - U74999KA2017PTC100517 | GSTN - 29AAFV7595P1Z3



VANDEY CONSULTANCY SERVICES PVT LTD
#314, Level III Prestige Centre Point, Cunningham Road, Bangalore 560052,
India (O): +91 80 43728176

- The client must select their **time zone(if required)**, enter multiple available dates and time slots for the interview, and then click 'Continue'.

Vandey Global Services - Face to Face/Virtual Round

Asia/Kolkata

You can book multiple appointments at the same time by selecting one or more time slots.

Select a day

November

MON TUE WED THU FRI SAT SUN

3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

Meeting duration: 60 min

Select a time

10:00
11:00
12:00
13:00
14:00
15:00
16:00
17:00
18:00
19:00
20:00

Summary

19-11-2025

14:00 16:00

Continue

< Back to Calendar

Event Vandey Global Services - Face to Face/Virtual Round

Duration 60 min

Timezone Asia/Kolkata

Location Please select the time slot

Summary

19-11-2025

14:00 16:00

Meeting details

Full Name *

Enter your full name

E-mail Address *

Enter your e-mail address

Please choose the interview type *

Select...

Confirm the time slots

The client must enter their name and email address, select the interview type from the dropdown menu, and click "Confirm Time Slot".

OR

- The interview timeslot can also be accessed through client portal.

Navigate to candidates module >... (top right) > click on book interview slots.

Candidate Test - Submitted-to-client

Junior Business Analyst | Zodopt technologies

Details Education/Experience Formatted Resume Discussion Attachment

Other Links

Client Portal Manual

Book Interview Slots

VANDEY CONSULTANCY SERVICES PVT LTD

CIN - U74999KA2017PTC100517 | GSTN - 29AAFV7595P1Z3

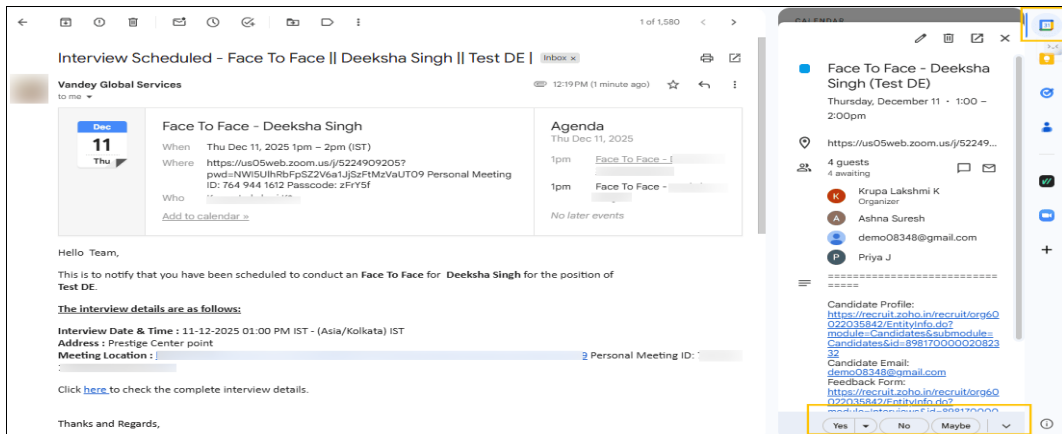


VANDEY CONSULTANCY SERVICES PVT LTD

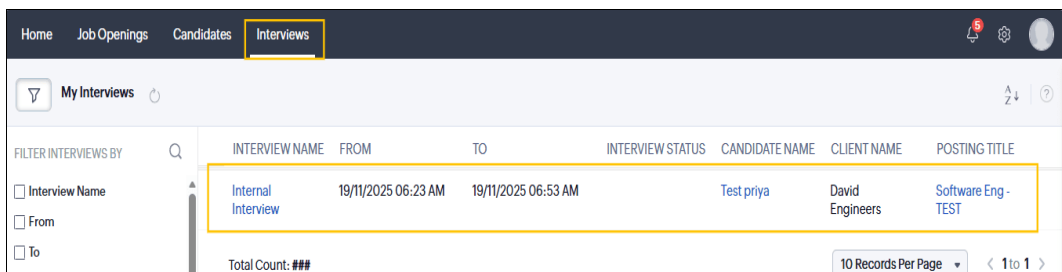
#314, Level III Prestige Centre Point, Cunningham Road, Bangalore 560052,
India (O): +91 80 43728176

Step 3 : Interview and feedback

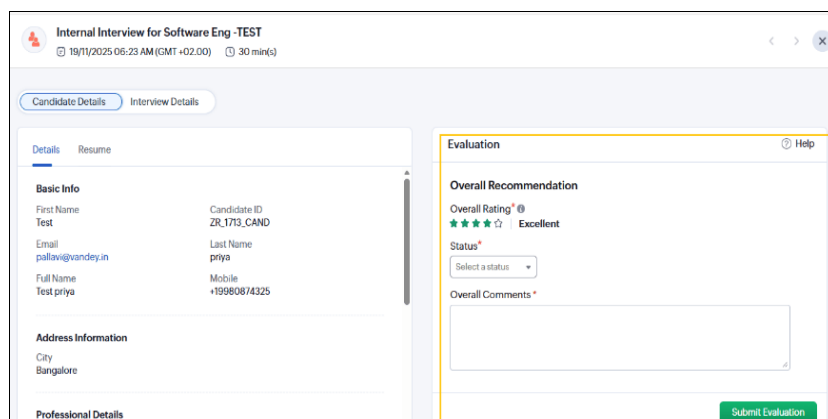
Once the interview is confirmed for the allotted time slot, the invite will be shared via email along with the feedback link by Vandey. The client must select one of the options—YES, NO, or MAYBE—and the calendar will be updated accordingly.



Upon completion of the interview, the client is required to submit the interview feedback through the portal or via the link provided in the email.



Click on the interview name to submit your evaluation.



VANDEY CONSULTANCY SERVICES PVT LTD

CIN - U74999KA2017PTC100517 | GSTN - 29AAFV7595P1Z3

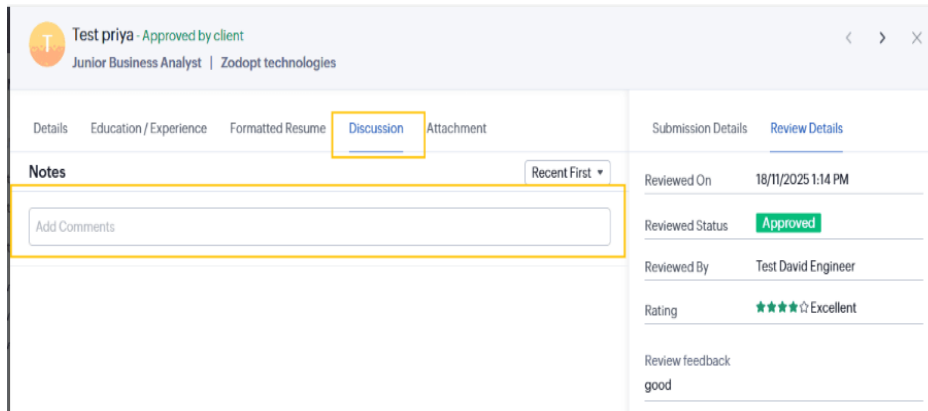


VANDEY CONSULTANCY SERVICES PVT LTD
#314, Level III Prestige Centre Point, Cunningham Road, Bangalore 560052,
India (O): +91 80 43728176

Note:

Once the candidate has been approved, no further edits or modifications can be made by other users. Any required changes or updates should be communicated through the discussion section on the client portal.

Navigate to Candidate module > select the candidate > Discussions



The interview will be scheduled once the Vandey team completes the screening process. Please note that this is the standard procedure for all job openings.

Disclaimer: Should you require any additional clarification or assistance, please feel free to contact us at recruitment@vandey.in.

VANDEY CONSULTANCY SERVICES PVT LTD

CIN - U74999KA2017PTC100517 | GSTN - 29AAFV7595P1Z3