

 **AUTOGRAM**

AUTOGRAM USER MANUAL (CANDIDATES)



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Instructions to keep in mind before you start:

1. Make sure there is proper lighting in the room
2. Make sure there is no background noise of fans, traffic, air conditioners etc.
3. Turn on the airplane mode while giving your interview (Highly recommended)
4. Make sure you are connected to the Wifi with good signal strength
5. Before taking any interviews, please go through practice interviews and try the questions a few times to become familiar with the process

Download the Autogram App from the Playstore and App store :

Create your Autogram Account

- 1) Select candidate.
- 2) Enter your mobile number.
- 3) Enter the OTP received on your phone.
- 4) You are now logged in.



Autogram Audio/Visual Resume(Profile) Creation

- 1) Complete your Basic Profile by filling in the required parameters. Once that is done click on submit.

Basic Info

Name
Saloni Barelia

Email
salonibarelia@gmail.com

Gender
Female

Date Of Birth
12/10/1991

Current Location
Kolkata

Total Experience
3 years

Designation
CA

Current CTC
4 lacs/annum

SUBMIT

2) Resume Headline

Give your resume a headline. For Example : BMS Graduate looking for a Sales role in Financial Services

Resume Headline SKIP

Resume Headline (eg. B. Tech in Comp...)

Provide a HeadLine to your Resume.

SUBMIT



3) Work Details

Work Details

Industry

Financial Services

Preferred location

Kolkata, Mumbai

Expected CTC

5 lacs/annum

Notice Period

Can Join Now

SUBMIT

4) Add Work Experience

Key in the parameters of your work experience, if any. These can include internships as well.

×

Add Work

SKIP

Enter Company Name

ABC Limited

Industry

Accounting

Job Title

Accounts Manager

Location

Kolkata

From

Jan, 2014

To

Till Date

☒ I still work here

ADD



5) Add Education Parameters

× Add Education SKIP

Institute/University Name

ICAI

From

Jan, 2012

To

Dec, 2014

Degree

CA

Field of Study

Accounts

Grade Obtained

Good (60%-80%)

Education Type

Under Graduate

CGPA 1-10(Optional)

6) Create your Video Profile

× Upload your video. SKIP


Create your Video Profile

CREATE PROFILE

Practise Round 1 (Soft Skills)

How many hours a day do you put into your work? What were your study patterns at school?

COLLAPSE



CLICK BELOW TO ANSWER

Start Recording


SKIP





7) Record your Audio Profile Questions


There are 10 questions that need to be answered using voice in less than a minute each.

× Profile Questions

Where do you see yourself in five years??


Who were your favorite teachers? Why?


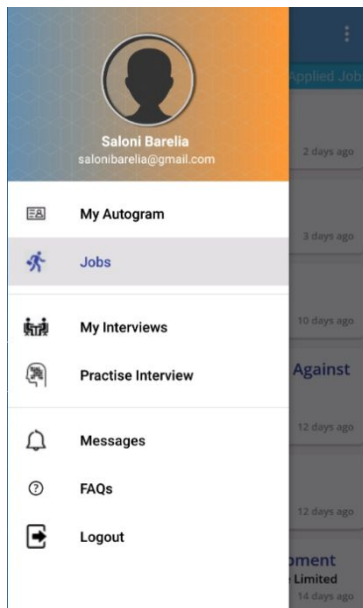
What was your biggest setback? How did you deal with it?


What is your greatest professional achievement?


What is your greatest achievement in life?

FINISH

8) Upload Your Profile Pic



Upload Profile Picture

GALLERY

CAMERA

Provide a picture under proper lighting conditions.



9) Add Languages

My Autogram

Work Languages Skills

Add language you know by clicking the Plus button.

+

Add Language

Language

English

☐ Basic Speak

☒ Fluent Speak

☒ Read

☒ Write

ADD

10) Add Skills

My Autogram

Languages Skills Portfolio

Add skill by clicking the Plus button.

+

Add Skill

Skill

Accounting

Proficiency Level

Expert

ADD



11) Add Portfolio

Upload your projects, extracurricular (e.g. a song if you are a singer) , presentations, degrees, certificates, identity cards and any other supporting documents which you wish to show

My Autogram

Skills Portfolio Video

Add portfolio by clicking the Plus button.

+

Add Portfolio

Title
A Song Sung by Me

Description
One of my compositions

Type
audio

Touch the icon below to select file to upload to server

+

ADD

My Autogram

Skills Portfolio Video

A Song Sung by Me

One of my compositions

+

12) Complete the Psychometric test

My Autogram

Audio Psychometry

This is a Psychometric test.

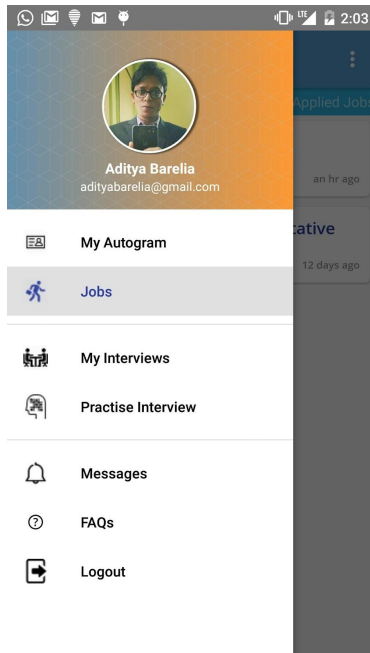
Please Note

- You need a network connection before you can start taking this test.
- You need to complete this test in one go.
- If you skip, it will be considered failure to take this test.
- Completing this test will enhance your Autogram score.

START INTERVIEW



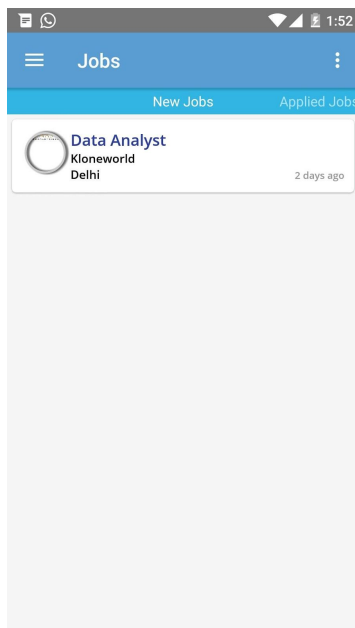
13) Home Screen



HOW TO APPLY FOR THE JOB

Once your Autogram profile has been created following are the steps to apply for the job :

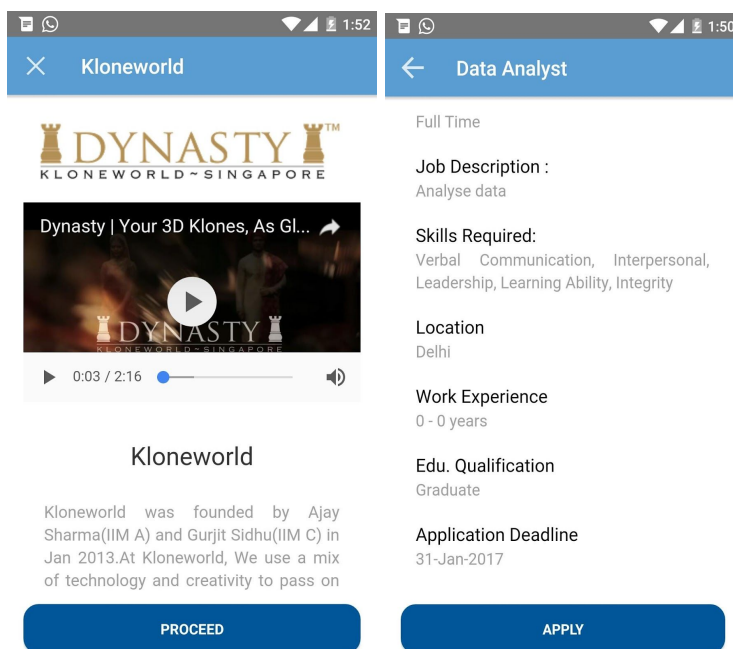
1) Choose Job Profile





2) Apply for the Job

Once you select the job profile you can watch a video job description and subsequently apply to it by clicking on the apply tab.



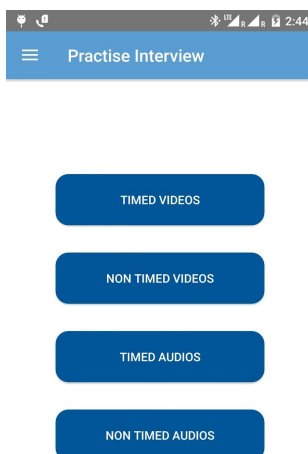


How to proceed with the Autogram Interview

1) Choose from My Interviews



2) Before taking any interviews, please go through **practise interviews** and try the questions a few times to become familiar with the process





3) Start Interview

EQ Round	Team Leader Prelim	Team Leader Prelim
<p>Kloneworld</p> <p>Position: Data Analyst</p> <p><u>Instructions</u></p> <ol style="list-style-type: none">1) Please attempt all the questions.2) There are a few timed questions. Only once chance will be given to attempt them.3) There are few questions that needs to be answered in audio and video. Please be prepared4) Please make sure you are sitting in a calm and quiet environment while giving this interview5) Please dont press back while the interview is going on and make sure you have a working internet connection.	<p>"Give a specific example of a time when you had to address an angry customer. What was the problem and what was the outcome? How would you asses your role in diffusing the situation?"</p>	<p>This is a timed question.</p> <p><u>Please Note</u></p> <ul style="list-style-type: none">▪ You need a <u>functional front facing camera</u> to answer this question.▪ You need a <u>network connection</u> to answer this question.▪ You need to <u>record</u> your answer in <u>stipulated time</u>.▪ If you skip, it will be considered failure to answer this question.▪ Re-record of answer is not allowed.
<p>START INTERVIEW</p>	<p>CLICK BELOW TO ANSWER</p> <p> Start Recording SKIP</p>	<p>START ANSWERING</p> <p>ANSWER LATER</p>

Team Leader Prelim	Practise Round 1 (Soft Skills)
<p>"Give a specific example of a time when you had to address an angry customer. What was the problem and what was the outcome? How would you asses your role in diffusing the situation?"</p> <p> Answer</p>	<p>How many hours a day do you put into your work? What were your study patterns at school?</p> <p>COLLAPSE</p>
<p>"Give me an example of a time when you were able to successfully communicate with another person, even when that individual may not have personally liked you , or vice versa."</p> <p> Answer</p>	
<p>How do you keep subordinates informed about information that affects their jobs?</p> <p> Answer</p>	<p>CLICK BELOW TO ANSWER</p> <p> Start Recording SKIP</p>
<p>SUBMIT LATER SUBMIT NOW</p>	



Autogram Campus Recruitment 2017- Instructions

Summary of the Steps:

- 1) Download the Autogram app from the [Playstore](#) or [App Store](#).
- 2) Sign Up using your Mobile Number.
- 3) Create your complete **Autogram Resume** as mentioned above.
- 4) You will see all the jobs in the Jobs Section
You may go through the job description for each of them and then apply to the one that is most suitable for your profile.
- 5) Our team will evaluate your Autogram Profile and if you are shortlisted, you will be invited for the next round of Interview, which will happen on AUTOGRAM app only.
- 6) If you manage to clear all the rounds in the AUTOGRAM app, you will be selected for the final PI with the company

ALL THE BEST,
Team AUTOGRAM