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 **AUTOGRAM**

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**AUTOGRAM USER MANUAL (CANDIDATES)**



## **AUTOGRAM USER MANUAL (CANDIDATES)**

### **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 :**

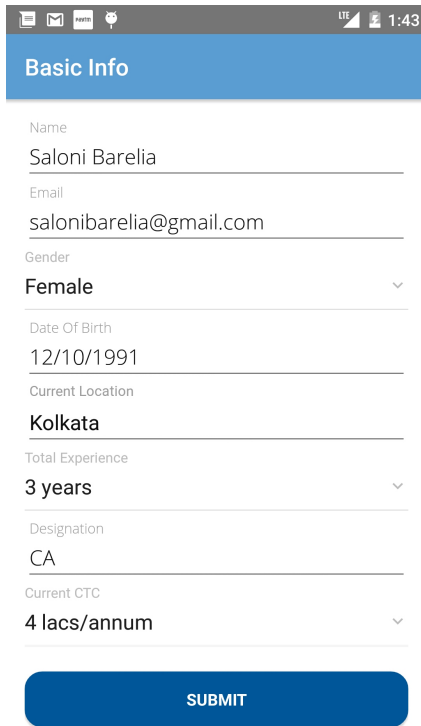
<https://play.google.com/store/apps/details?id=com.myautogram.app>

### **Create your Login**

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

## Profile Creation

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



The screenshot shows a mobile app interface for profile creation. At the top is a status bar with icons for notifications, email, and battery, and the time 1:43. Below is a blue header with the text "Basic Info". The form contains the following fields:

- Name: Saloni Barelia
- Email: salonibarelia@gmail.com
- Gender: Female (dropdown menu)
- Date Of Birth: 12/10/1991
- Current Location: Kolkata
- Total Experience: 3 years (dropdown menu)
- Designation: CA
- Current CTC: 4 lacs/annum (dropdown menu)

At the bottom of the form is a blue button labeled "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

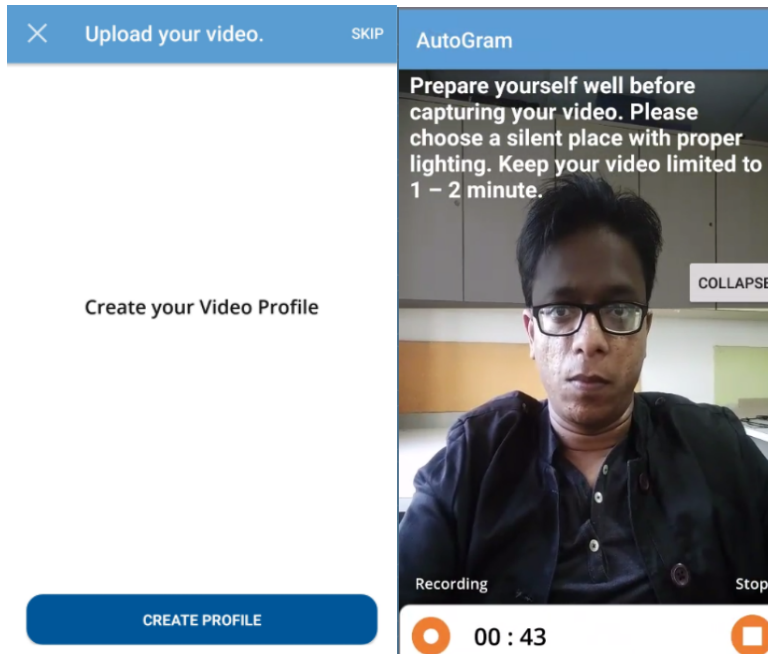
Field of Study  
Accounts

Grade Obtained  
Good (60%-80%)

Education Type  
Under Graduate

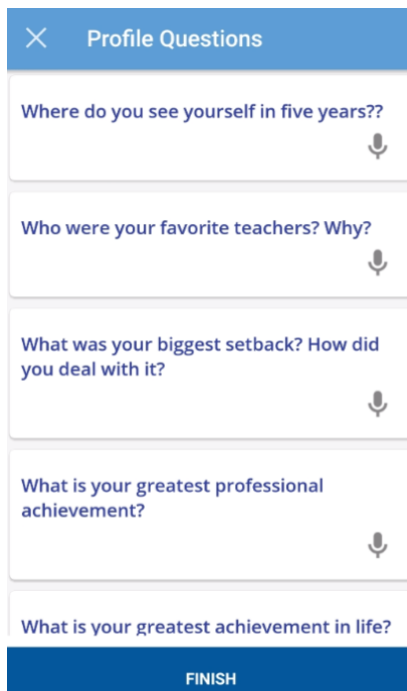
CGPA 1-10(Optional)

## 6) Create your Video Profile



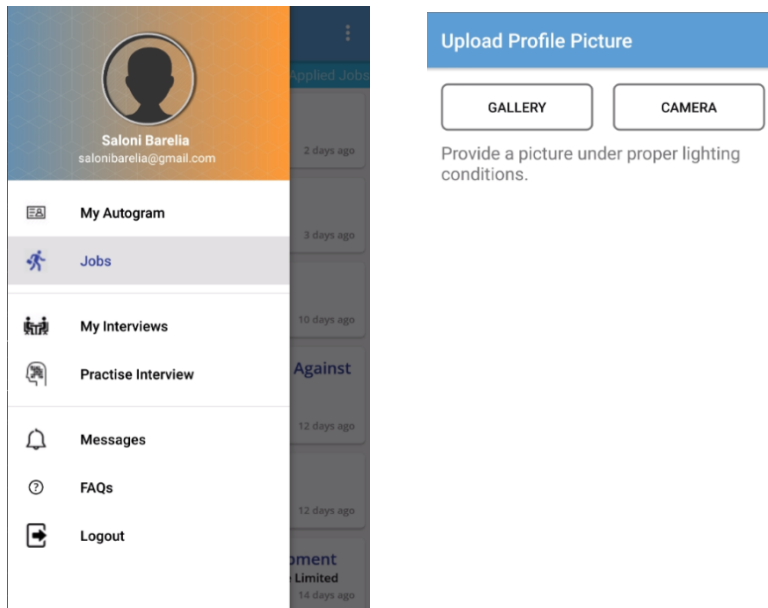
## 7) Record your Audio Profile Questions

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

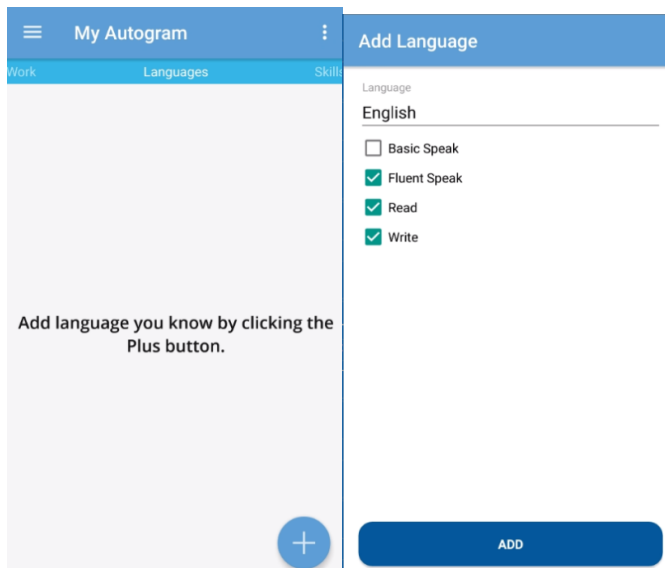




## 8) Upload Your Profile Pic



## 9) Add Languages





## 10) Add Skills

My Autogram Add Skill

Languages Skills Portfolio

Skill  
Accounting

Proficiency Level  
Expert

Add skill by clicking the Plus button.

+

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 showcase here.

My Autogram Add Portfolio

Skills Portfolio Video

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

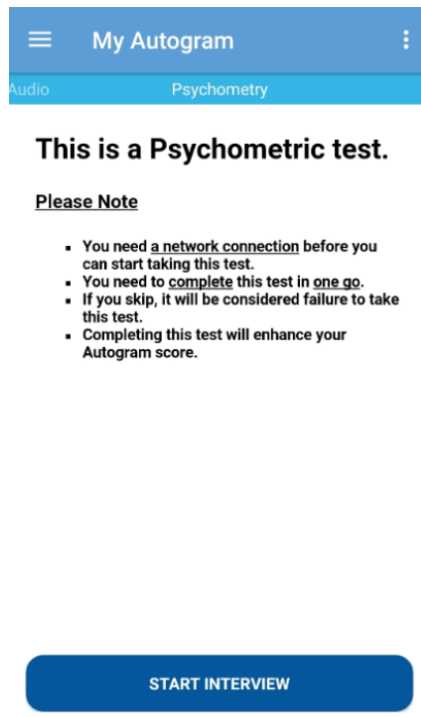
One of my compositions

+

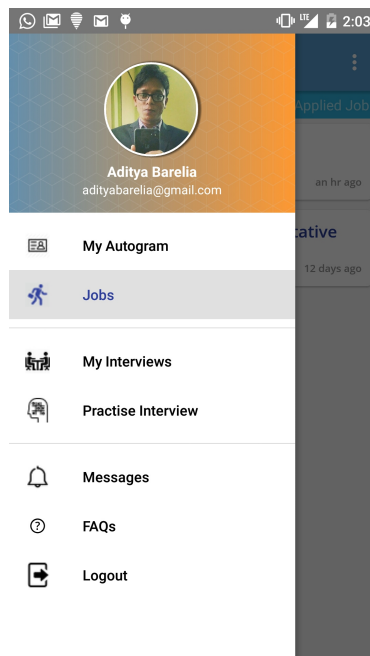




## 12) Complete the Psychometry test



## 13) Home Screen

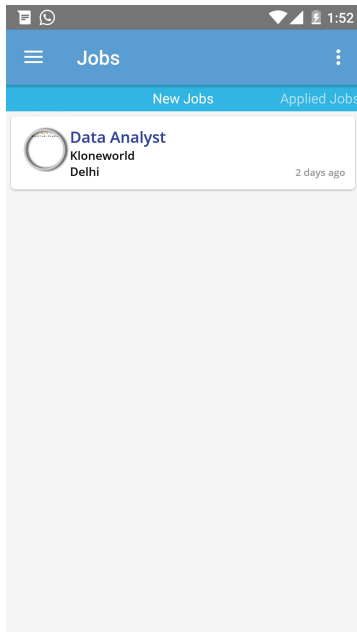




## HOW TO APPLY FOR THE JOB

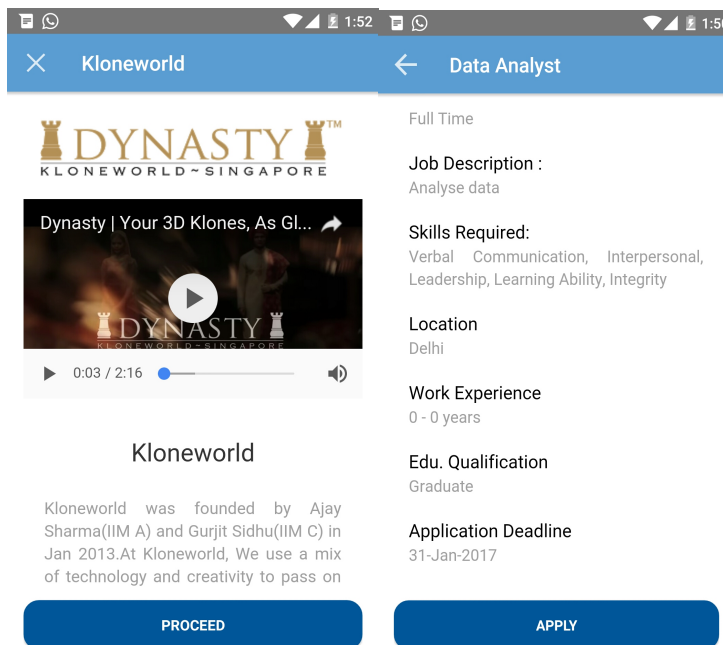
Once your Autogram profile has been created following are the steps to apply for the job :

### 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.

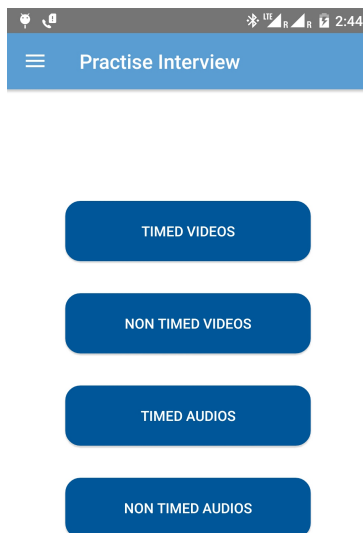


## How to proceed with the Autogram Interview

### 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

**Kloneworld**  
**Position:Data Analyst**  
Instructions  
 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 prepared  
 4) Please make sure you are sitting in a calm and quiet environment while giving this interview  
 5) Please dont press back while the interview is going on and make sure you have a working internet connection.


**"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?"**

**This is a timed question.**  
Please Note

- You need a functional front facing camera to answer this question.
- You need a network connection to answer this question.
- You need to record your answer in stipulated time.
- If you skip, it will be considered failure to answer this question.
- Re-record of answer is not allowed.

START INTERVIEW

CLICK BELOW TO ANSWER



Start Recording


SKIP

START ANSWERING


ANSWER LATER

Team Leader Prelim


"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?"

 Answer

"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."

 Answer

How do you keep subordinates informed about information that affects their jobs?

 Answer

"Tell us me about a situation when you had to sneak up (be assertive) in order to get a point

SUBMIT LATER

SUBMIT NOW



## Capital First Campus Recruitment 2017- Instructions

### Summary of the Steps:

- 1) Download the Autogram app from the playstore.
- 2) Sign Up using your Mobile Number.
- 3) Create your Autogram Profile as mentioned above.
- 4) You will see 3 Job Profiles in the Jobs Section
  - a) GT Customer Service
  - b) GT Consumer Durable Sales - Relationship Manager
  - c) GT Collections Manager

You may go through the video of the job description for each of them and then apply to the one that is most suitable for your profile.

5) You will subsequently receive a notification that you have been invited for Round 1 of the Digital Interview in Autogram which will be available in the MY INTERVIEW Section. Please complete the interview using the steps mentioned above.

6) If shortlisted for the next round, you will receive a notification to complete the second round of interviews in the app itself. The procedure to give the interview remains the same as the first round.

7) Capital First will then contact the candidates shortlisted after the first 2 rounds and take things forward.