Candidate Web Process

❖ Video Assessment
❖ Voice Assessment
❖ Domain Assessment

VERSION 2.0

TALOCITY INSTASOLUTIONS PVT. LTD.

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Candidate Interface Flow Chart

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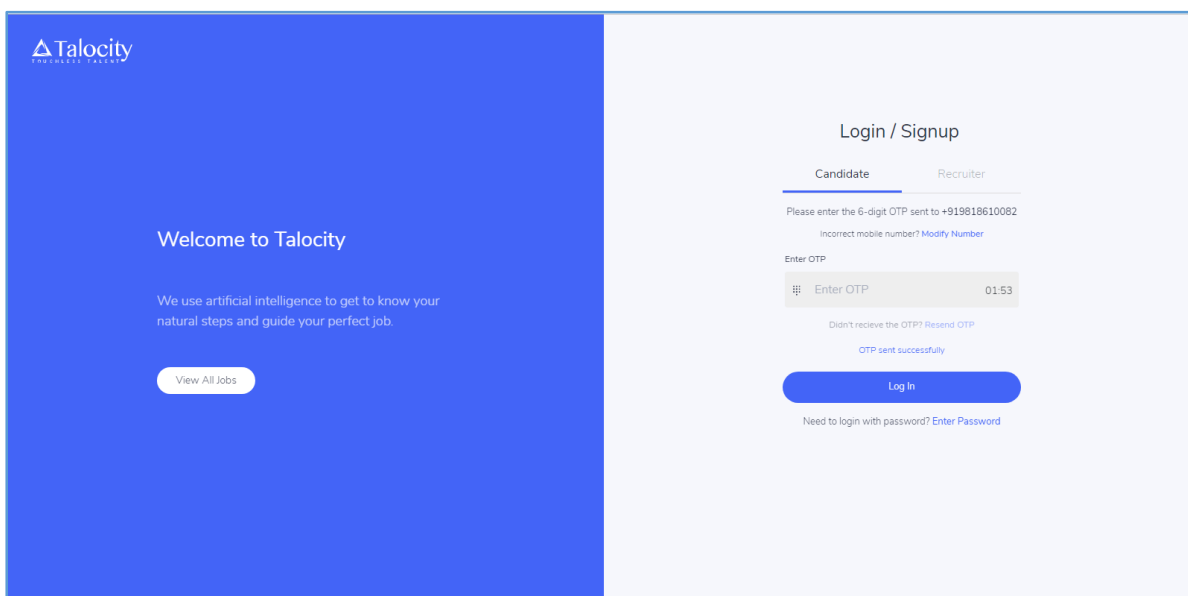## I. Login/ Home Page

1. Enter https://genpact.talocity.ai in the address bar of your browser.
2. On Login Home Page, click on Candidate
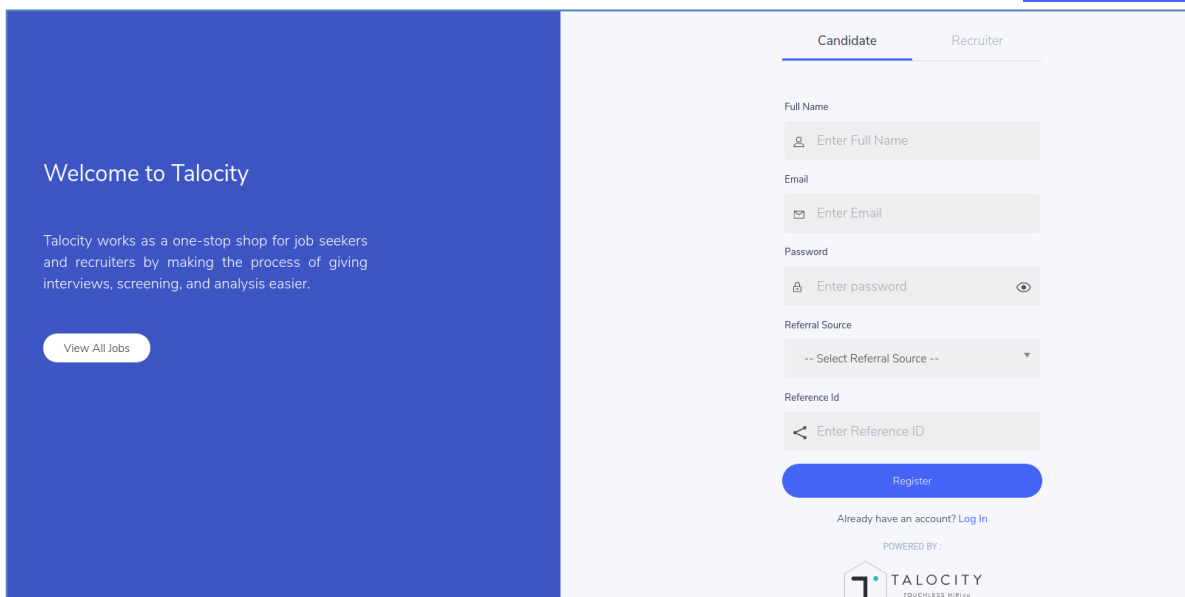3. Sign-up/Sign-in: Enter Mobile number and click
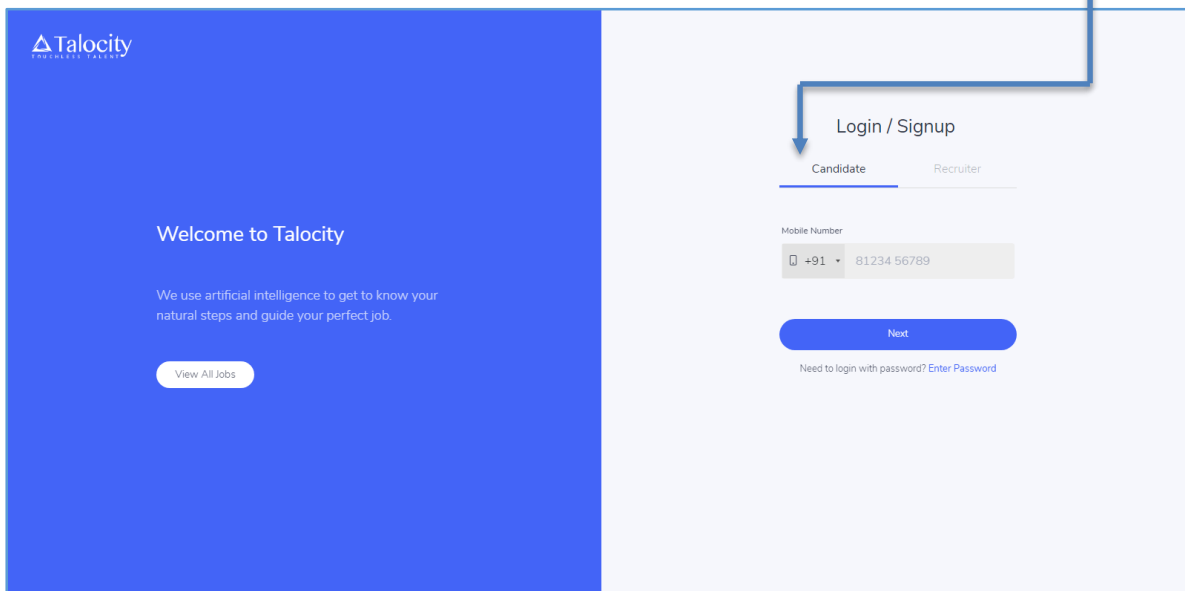
4. An OTP (one time password) will be generated on your mobile number, enter OTP for verification.

5. For candidates registering for the first time, need to enter full name, email id, create a new password (password should be of min 6 characters with at least 1 capital letter, 1 lower letter, 1 numeric, 1 special character).Select (Walk-in/ Referral/ Vendor) if you are taking assessment from office premises, reference id is mandatory. Select (Job Boards/ Social Media) if the assessment is being taken remotely. Enter Reference ID which the recruiter will provide you (it is numeric value and should be of minimum 5 digits and maximum 10 digits). Now, click on **Register**

Welcome to Talocity

Talocity works as a one-stop shop for job seekers and recruiters by making the process of giving interviews, screening, and analysis easier.

View All Jobs

| Candidate | Recruiter |

Full Name

Enter Full Name

Email

Enter Email

Password

Enter password

Referral Source

-- Select Referral Source --

Reference Id

Enter Reference ID

Register

Already have an account? Log In

POWERED BY :

TALOCITY
TOUCHLESS HiRing

Please Note:

□ Please use only Google chrome browser. Talocity is currently compatible on Google Chrome (preferred)

□ **For new users**: Only new users need to register on the platform.

□ **For existing candidates/users**: Can directly sign –in using registered mobile number and OTP or registered mobile number and password created during sign-up/ registration process.

□ **Candidate who have received shortlisted notification** for a particular job will receive password in the email to sign-in as a candidate

□ Make sure you have a good network connectivity during the entire assessment process.
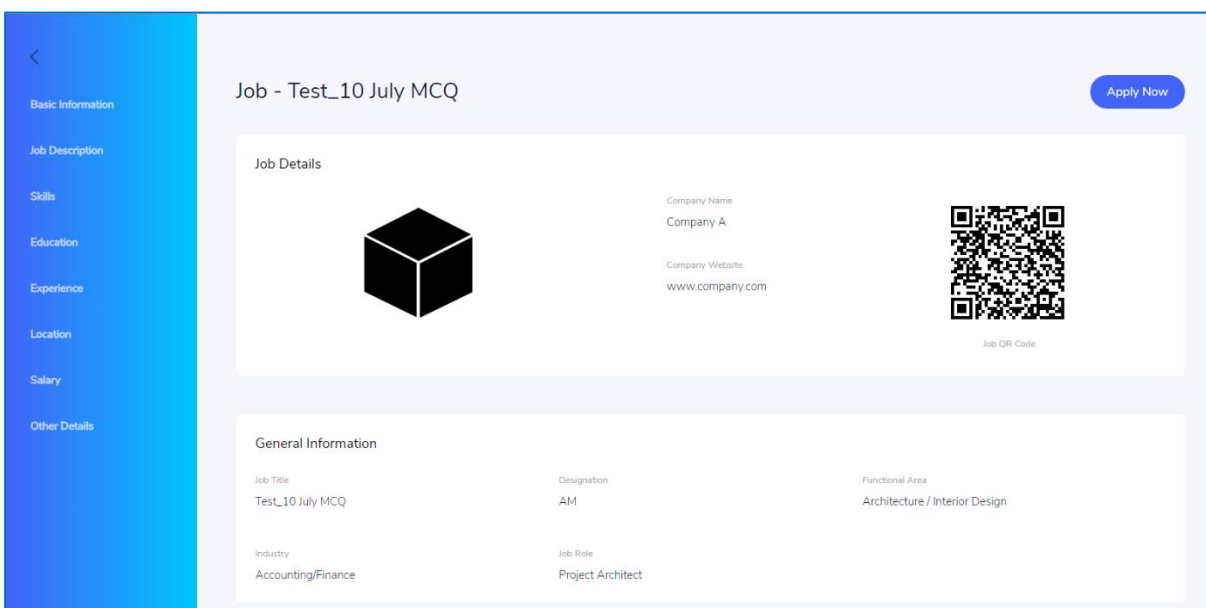
II. View all jobs and apply via Home Page

On Home Page, you can also view jobs by clicking on "View all jobs"
[View All Jobs]

1. Here you can see list of all jobs and you can search & apply for a particular job.
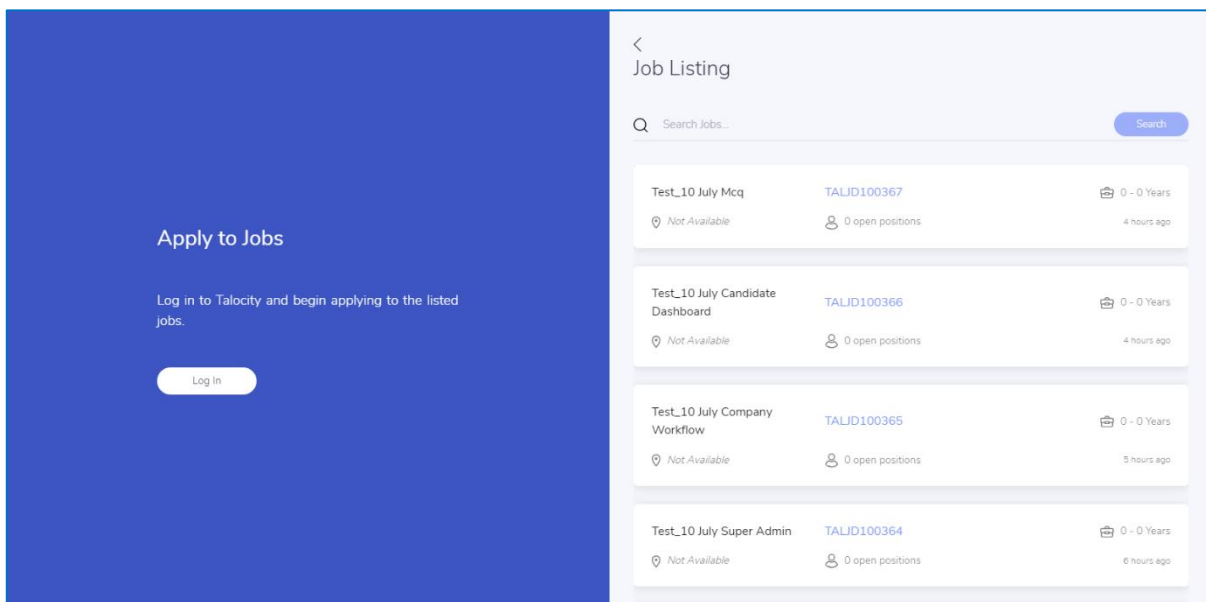
2. To apply, click on a particular job and click on **"Apply Now"**
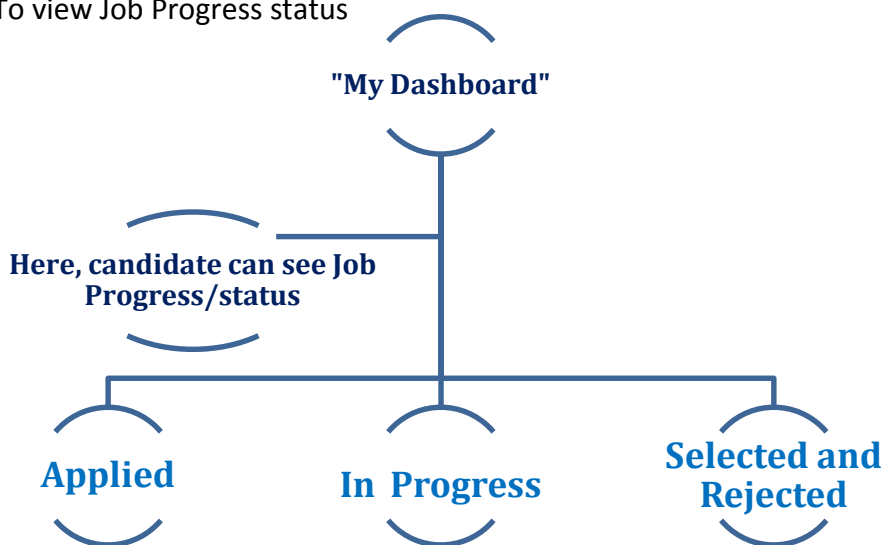3. Now you will be asked to sign-in/ register to complete the sign-in process

III.   Candidate Dashboard

After signing-in, candidate lands on "My Dashboard" page

1. Portfolio completeness status can be viewed on Dashboard.

Portfolio   Your portfolio is 7% complete.
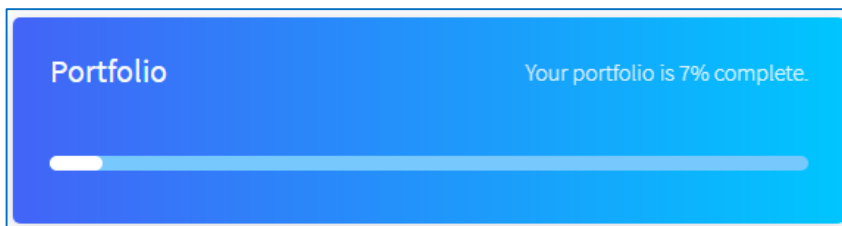
2. To view Job Progress status

"My Dashboard"

Here, candidate can see Job Progress/status

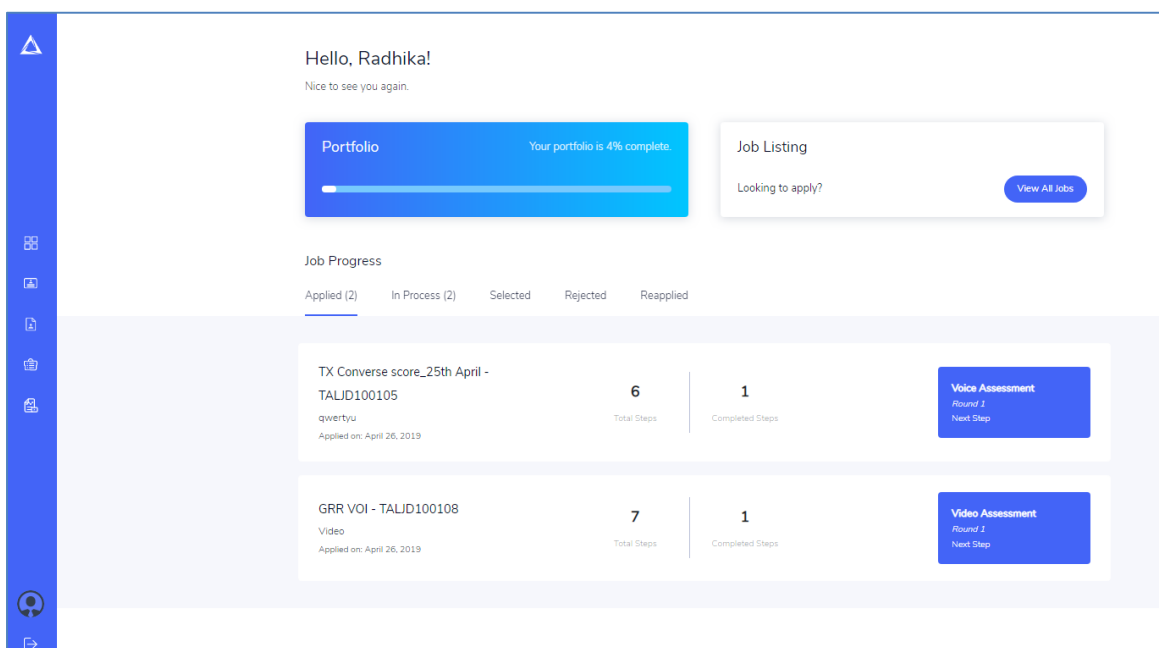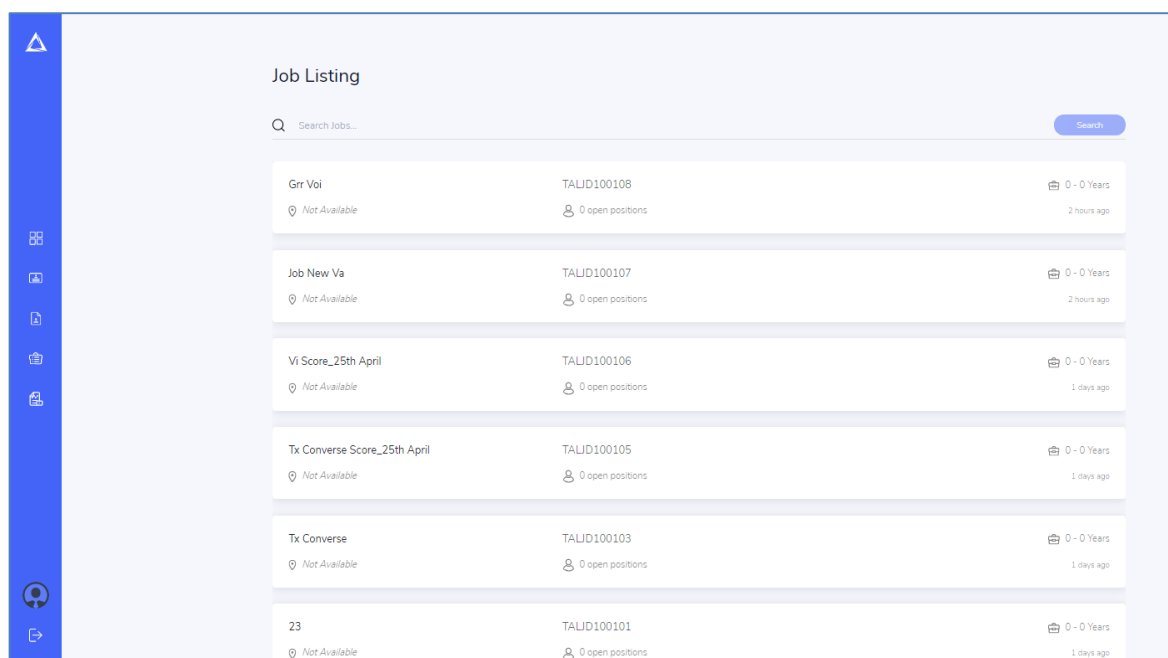**Applied**   **In Progress**   **Selected and Rejected**

For eg: You have applied for Video assessment. If you are moved to next stage i.e. Voice assessment then you will be able to track your job interview progress

IV.   View all jobs and apply via "My Dashboard"

To view list of Jobs openings, click on   View All Jobs

Hello, Radhika!
Nice to see you again.

Portfolio   Your portfolio is 4% complete.

Job Listing
Looking to apply?   View All Jobs

Job Progress

Applied (2)   In Process (2)   Selected   Rejected   Reapplied

TX Converse score_25th April - TALJD100105	**6**	**1**	Voice Assessment *Round 1* Next Step
qwertyu Applied on: April 26, 2019	Total Steps	Completed Steps	
GRR VOI - TALJD100108	**7**	**1**	Video Assessment *Round 1* Next Step
Video Applied on: April 26, 2019	Total Steps	Completed Steps	

1. To apply for any job, click on **"Apply Now"**
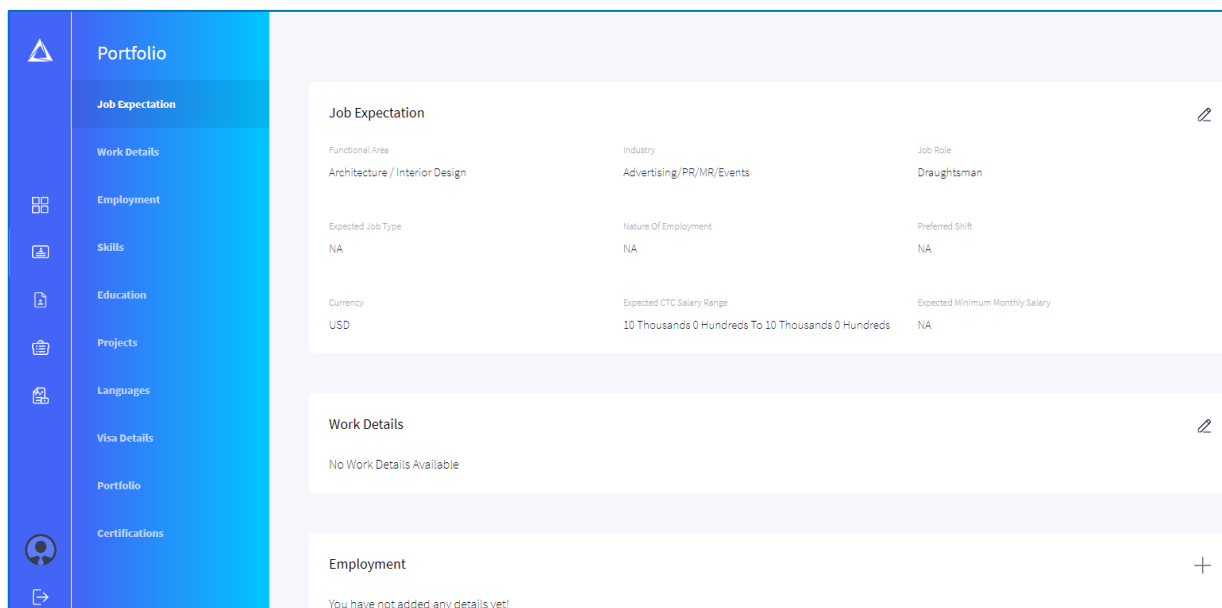2. Now click on **"Go to dashboard"** as shown below
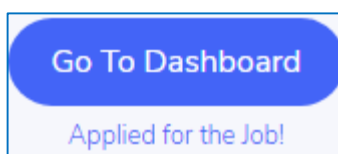
Please Note:

- ☐ Please use only Google chrome browser. Talocity is currently compatible on Google Chrome (preferred)
- ☐ Candidate can search a particular job. Go to "View all jobs", search job by entering the TALJD ID received in the email notifications.
- ☐ Make sure you have a good network connectivity during the entire interview process.
- ☐ Candidate can also download mobile app (android/ios) and can scan the QR code from here and take assessments using mobile app

V. Update Portfolio Details

1. **To update portfolio details**, Click on
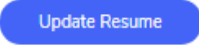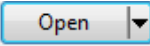
2. Click on ✎ to complete all fields in every section and save.
3. If you wish to enter portfolio details, then it is mandatory to fill the Mandatory fields marked as* and other fields are optional. Candidate can also proceed directly for the video/voice/ domain assessments and fill the My Portfolio section post the completion of the assessments.

Please Note:

☐ Please use only Google chrome browser. Talocity is currently compatible on Google Chrome (preferred)

☐ Candidate can also proceed directly for the video/voice/ domain assessments and fill the My Portfolio section post the completion of the assessments.

☐ If you wish to fill/update my portfolio section, make sure you fill in all mandatory fields and click on save to save the changes made by you.

☐ Make sure you have a good network connectivity during the entire interview process.

VI.   Resume

1. **To upload/update resume**, Click on

2. Click on   Update Resume

3. Select a resume document to upload and Click on   Open   .
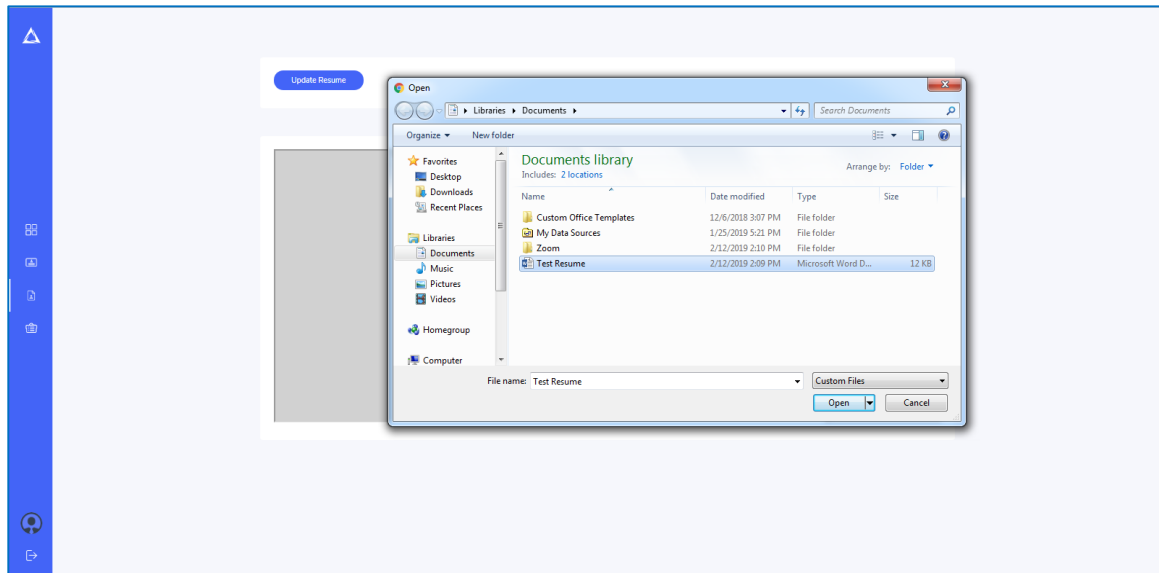
4. To view the resume in full screen in new tab, Click on

5. Page number details, zoom in/fit to width options are given in bottom as highlighted in screenshot.
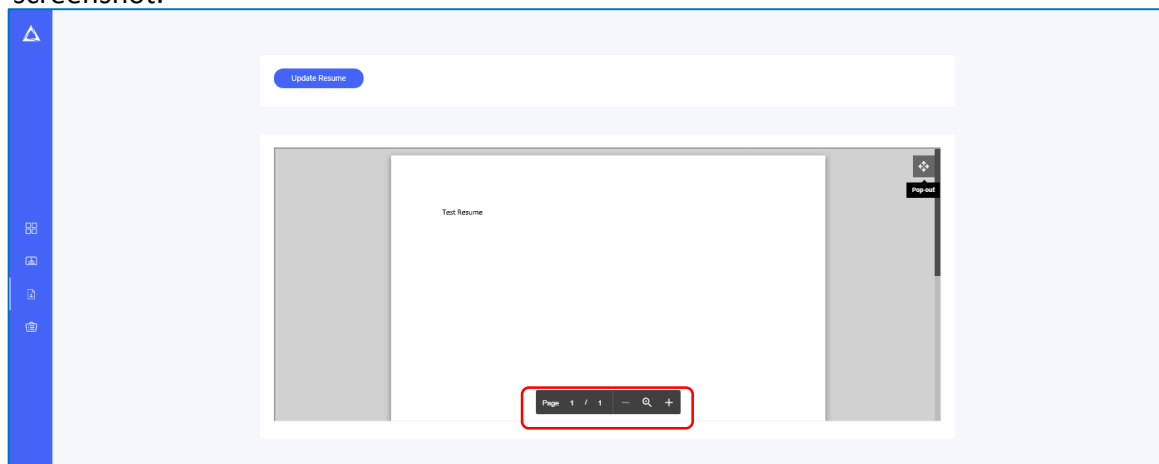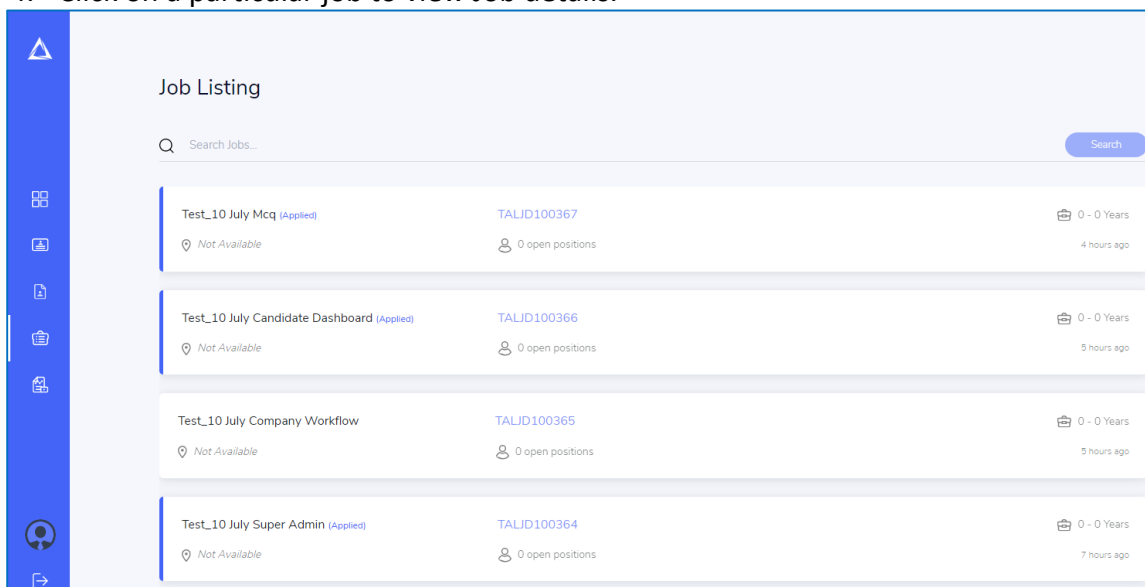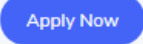
Please Note:

- ☐ Please use only Google chrome browser. Talocity is currently compatible on Google Chrome (preferred)
- ☐ **To upload resume is not mandatory.** If you wish to upload resume, make sure you upload the correct resume file.
- ☐ Make sure you have a good network connectivity during the entire interview process.
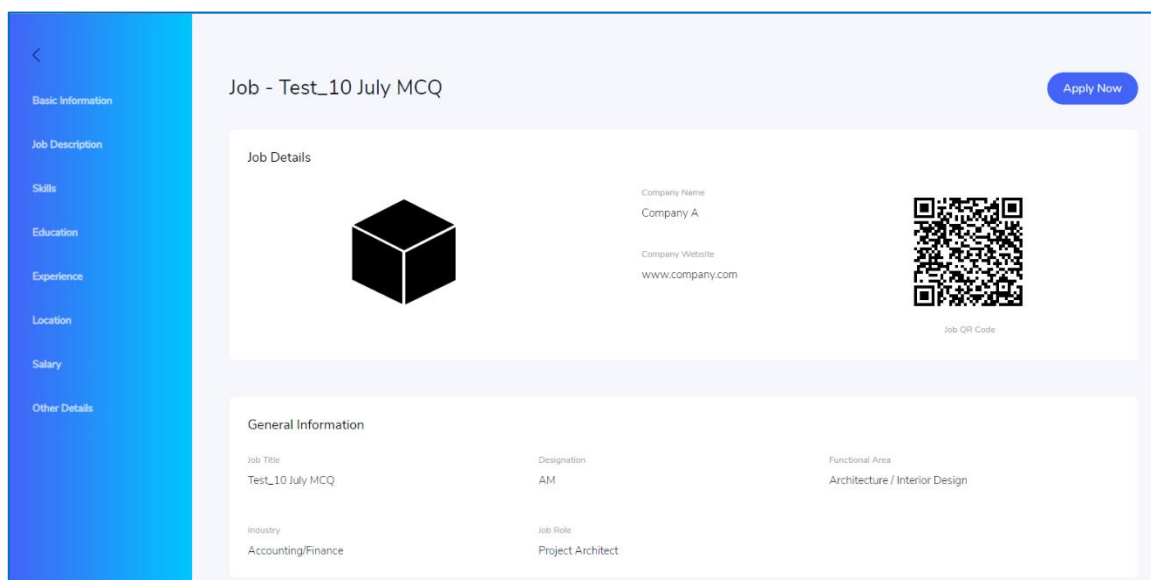
VII. View all jobs and apply via Job Listing

1. To View/ Search Job Openings, Click on
2. Search the job in search tab by entering the TALJD ID received via email notification to you / provided by the recruiter.
3. Job name, location, open positions, experience, job posted date is displayed for each job in the list.
4. Click on a particular job to view Job details.

Job Listing

Job	TALJD ID	Open Positions	Experience
Test_10 July Mcq (Applied) — Not Available	TALJD100367	0 open positions	0 - 0 Years, 4 hours ago
Test_10 July Candidate Dashboard (Applied) — Not Available	TALJD100366	0 open positions	0 - 0 Years, 5 hours ago
Test_10 July Company Workflow — Not Available	TALJD100365	0 open positions	0 - 0 Years, 5 hours ago
Test_10 July Super Admin (Applied) — Not Available	TALJD100364	0 open positions	0 - 0 Years, 7 hours ago

5. You can also scroll or click on the section menu to view all job details.

6. To Apply for the job, Click on **Apply Now** and click on **"Go to Dashboard"**

Job - Test_10 July MCQ

Basic Information
Job Description
Skills
Education
Experience
Location
Salary
Other Details

Job Details

Company Name
Company A

Company Website
www.company.com

Job QR Code

General Information

Job Title	Designation	Functional Area
Test_10 July MCQ	AM	Architecture / Interior Design

Industry	Job Role	
Accounting/Finance	Project Architect	

VIII. Assessments

The assessments can be in any order/sequence as decided by the company/ recruiter.

```
          Assessments
    ┌──────────┼──────────┐
    ▼          ▼          ▼
  Video      Voice      Domain
Assessment  Assessment Assessment
```
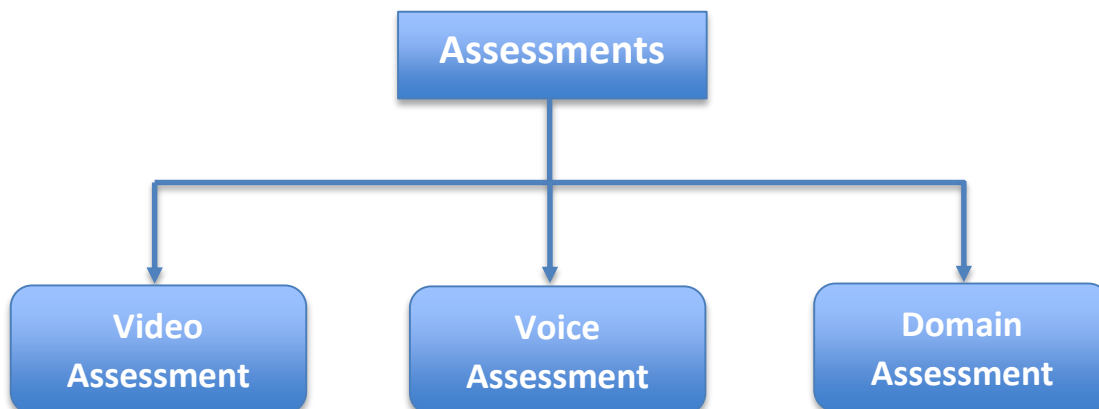
IX. Take Video Assessment (One-way video interview)

1. After candidate applies for a job, Click on **" Go to dashboard"**
2. In the Dashboard page, under applied, you will be able to view the list of jobs you have applied to.
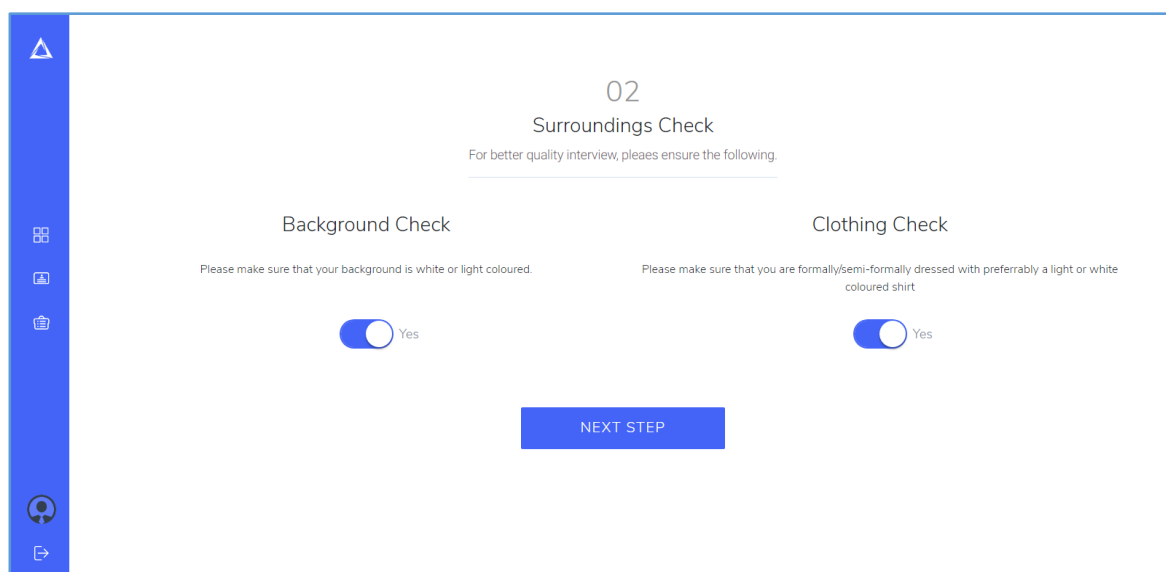3. To begin the assessment, click on "Video assessment"
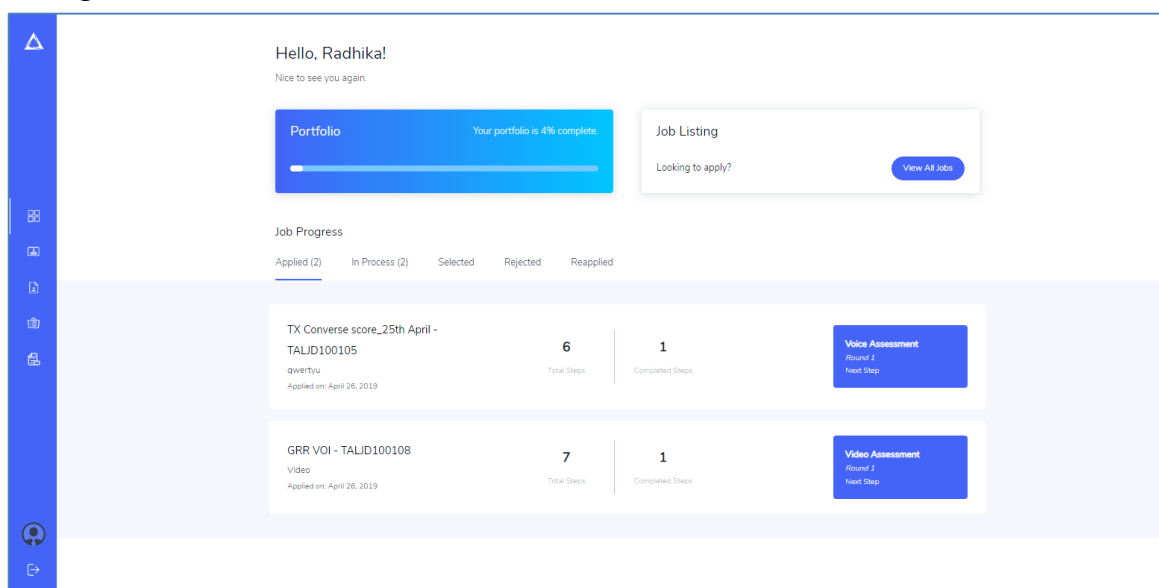
4. Enable Mic & Camera and speak loudly to activate the mic ⬤. Mic and Camera turns to green colour once activated.
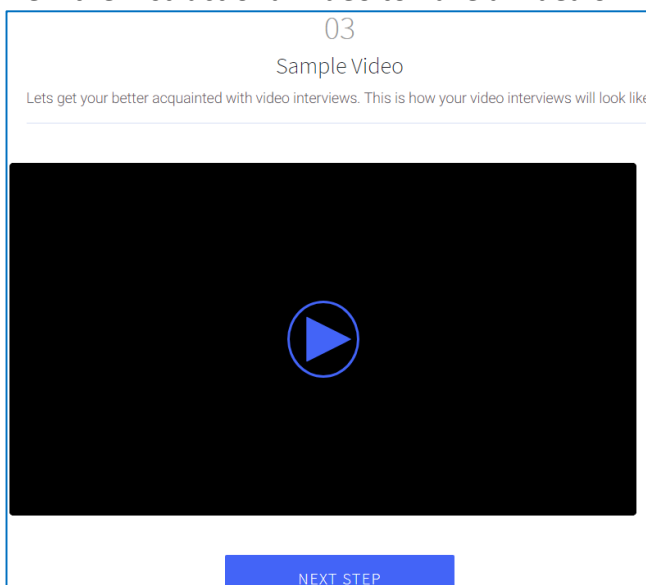
5. Click on **NEXT STEP**
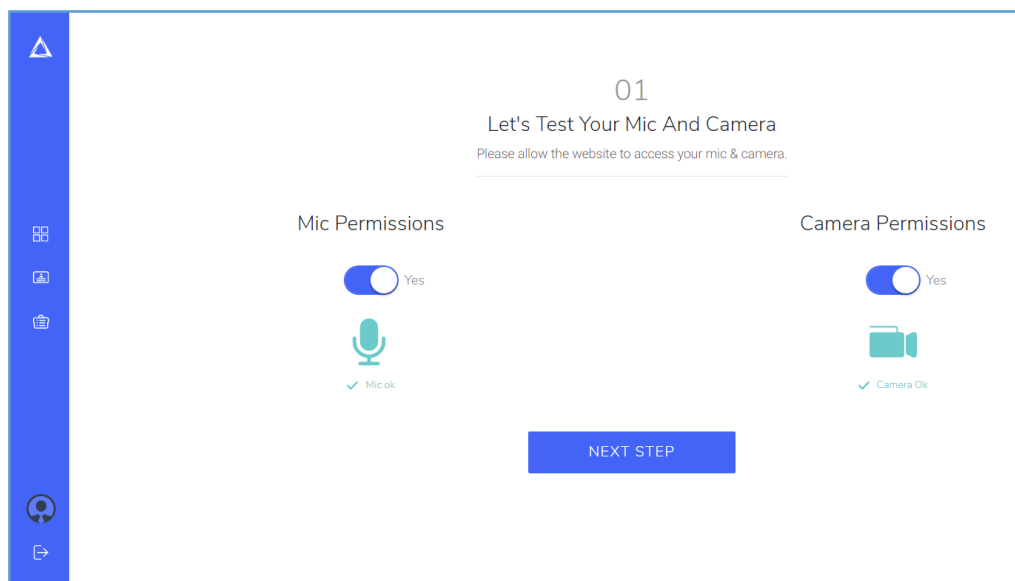
6. In "surroundings check page", read and enable background and "clothing check"
7. Click on "Next Step"

8. View the Instructional Video and Click on **NEXT STEP**

View the Instructional video to have an idea of how to give video assessment.


9. Once you click on next step, you will see 2 options

a) **Take a practice interview**

    i. To understand on the actual flow of video assessment

    ii. The practice video assessment will not get uploaded

    iii. It is not mandatory to take the practice video assessment

    iv. After you walk through the practice interview you will asked to re-direct to the below page to "Proceed with actual video assessment"

    v. To take a practice interview (video assessment), click on "Take a Practice Interview". If you wish to start the assessment then directly click on "Proceed to Interview"

b) **Proceed to Interview**

    i. Click on "Proceed to interview" to start with video assessment

    ii. This is the actual assessment and will get uploaded.
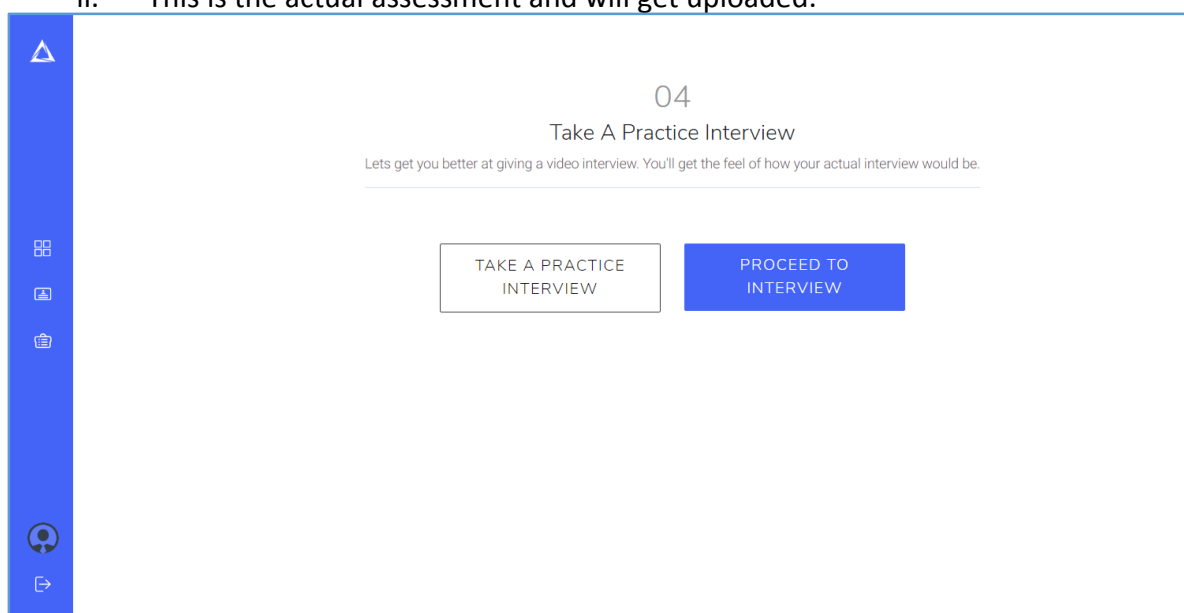
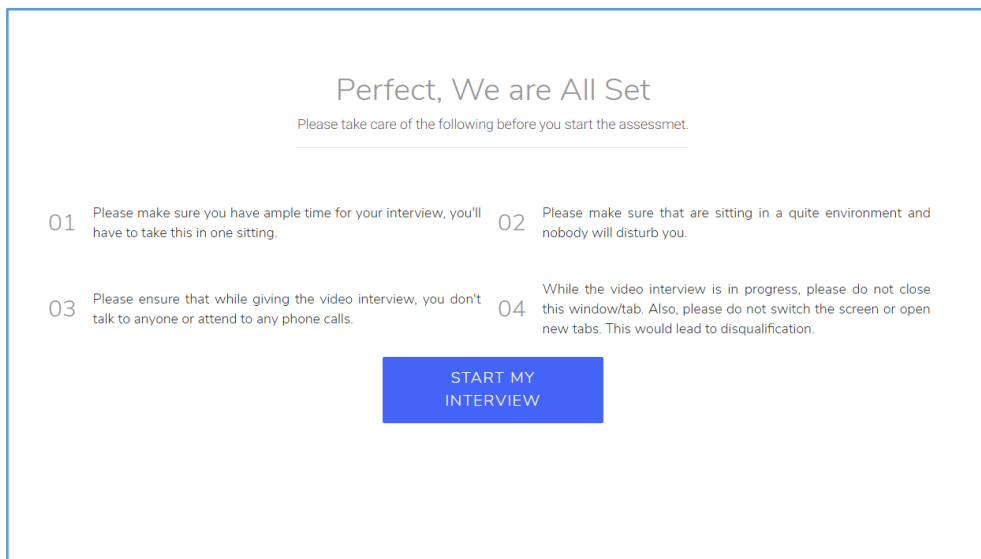10. Number of questions, preparation time and answer time will be displayed on the screen.
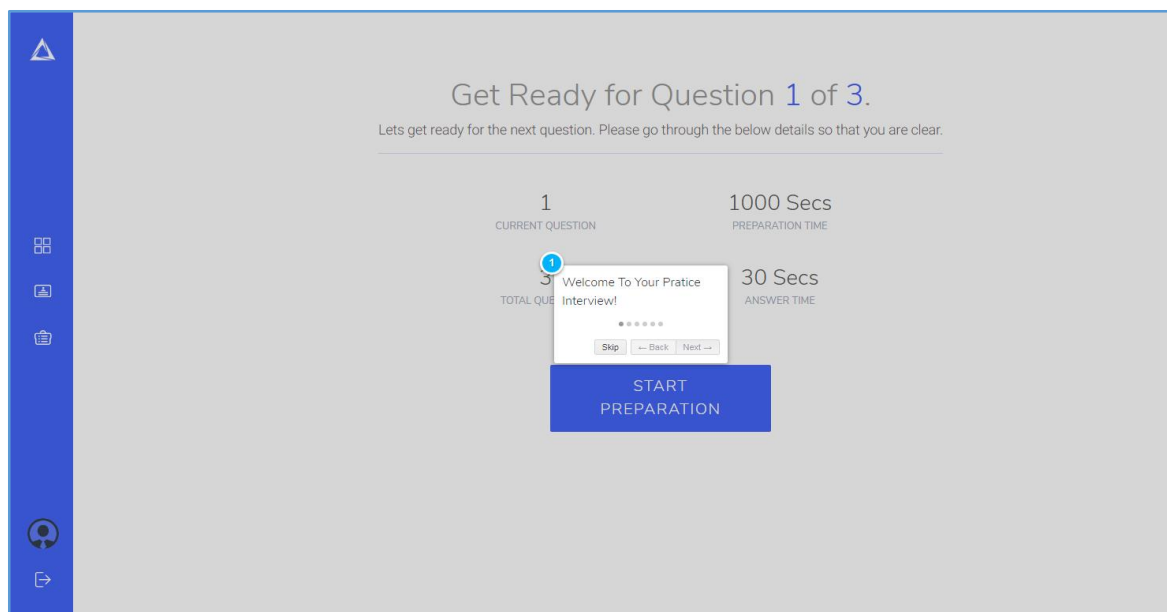
11. Follow the screen to start preparing. Timer will be shown on the right hand side corner of your screen
12. To start the answer time, click on play icon
13. To move to the next question, Click on stop button icon
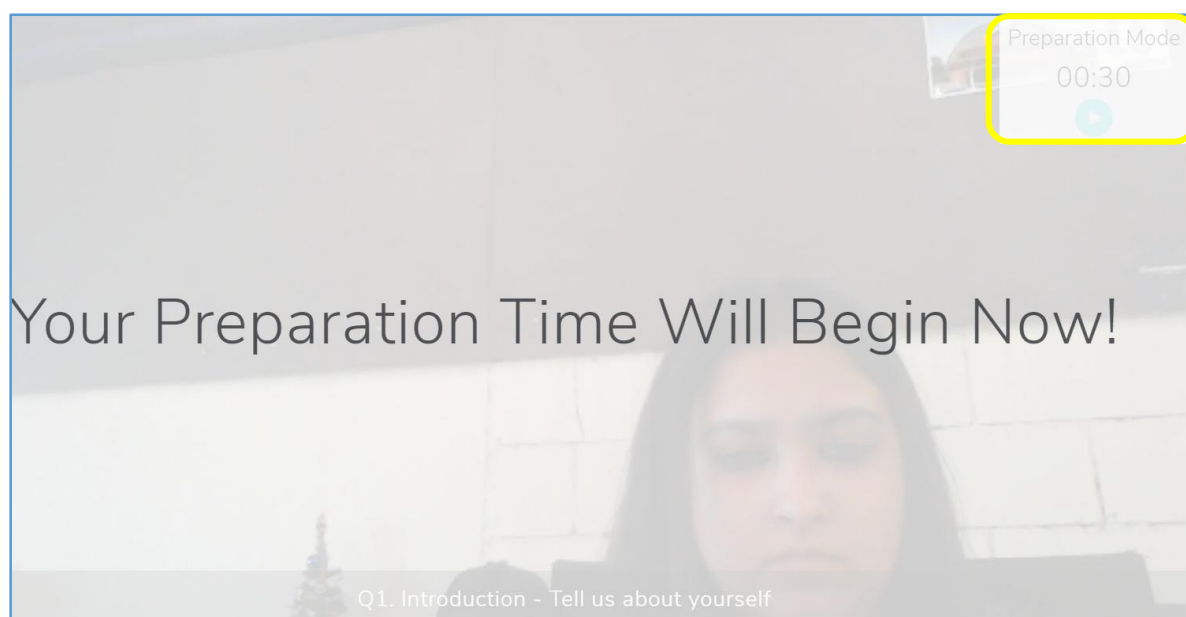
14. Instructions that needs to be followed will be displayed on the screen. Make sure you read all the general instructions.
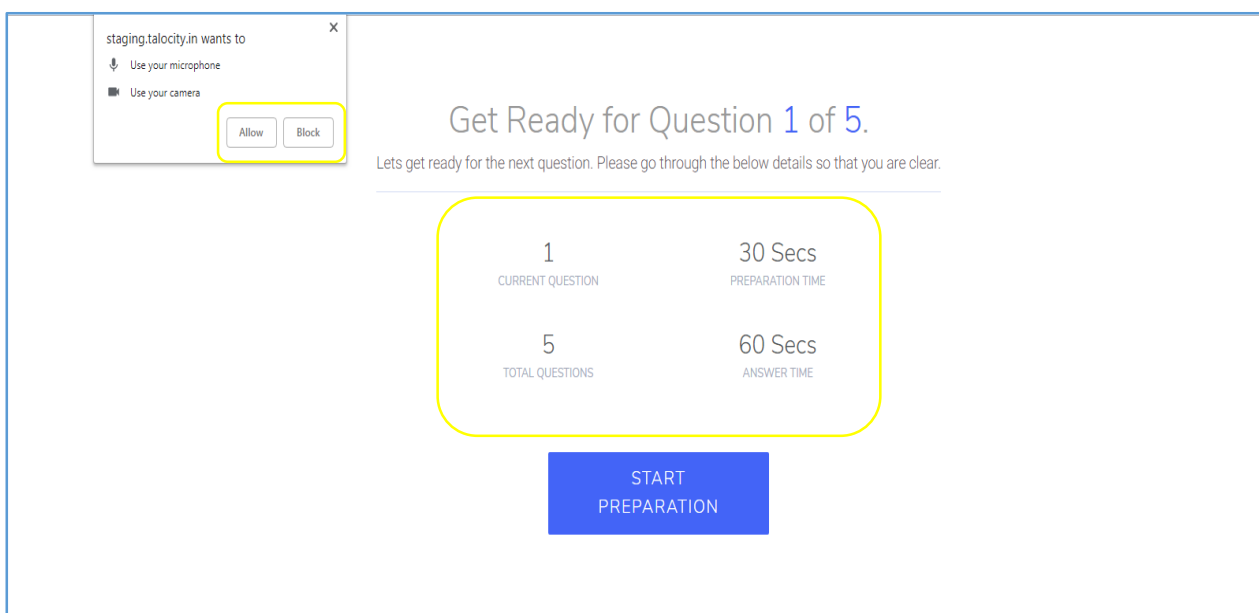
15. To Start the Interview, Click on **"Start my interview"** button.

16. Enable both microphone and camera before starting the assessment.
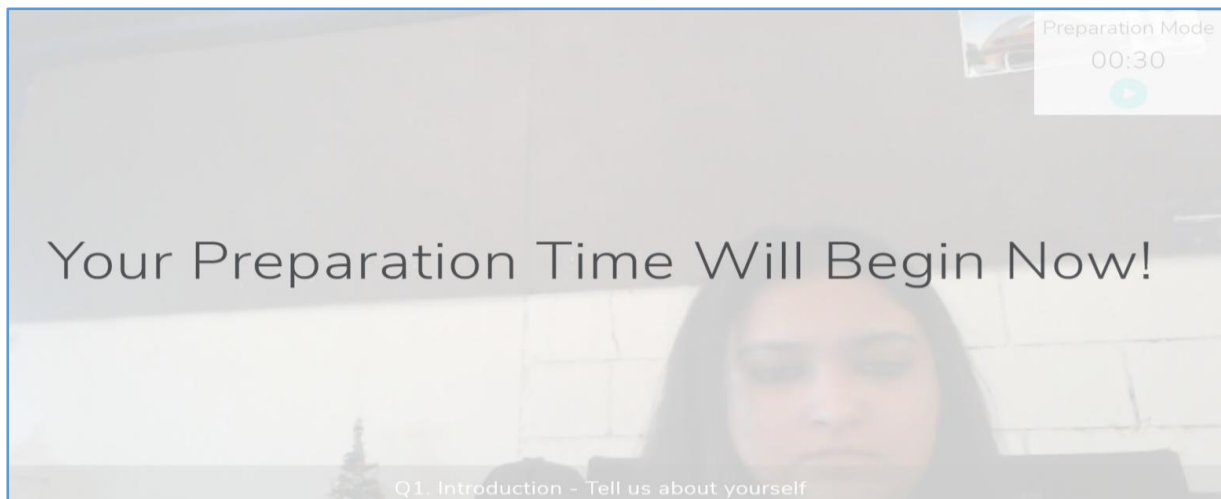17. Number of questions, Preparation time and Answer time will be displayed on this page.
18. To prepare for the 1st question, Click on Start Preparation button

19. Timer and question will be shown on the screen.
20. You will get preparation time for each question, Click on [play icon] play icon to start recording for your response.

21. Once the preparation time ends, your recording will begin as shown below. Start answering & begin to record the 1st answer.
22. To move to the next question, Click on [■]
23. Repeat the same process to record answers for all questions and click on **"Submit"** button.
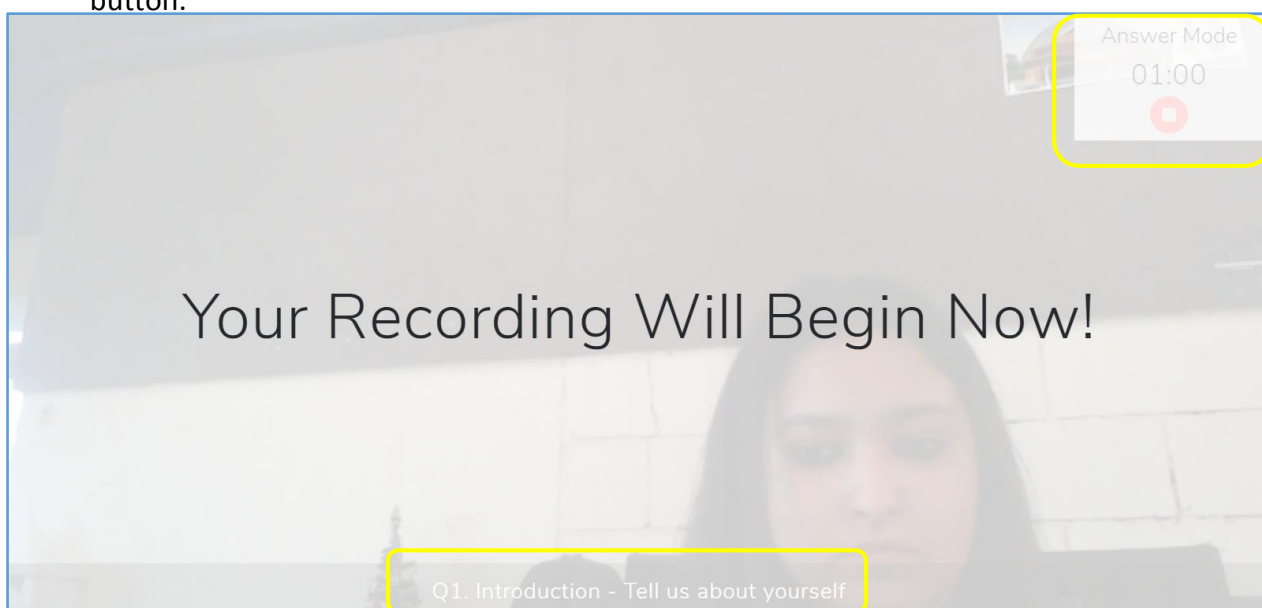
24. **Wait! Do Not Exit from the page.** After recording and submitting all answers, Videos Interview Upload Starts for all questions. **Wait till all the answers are uploaded. This will take a few mins.** Make sure you have good bandwidth and stable internet connection
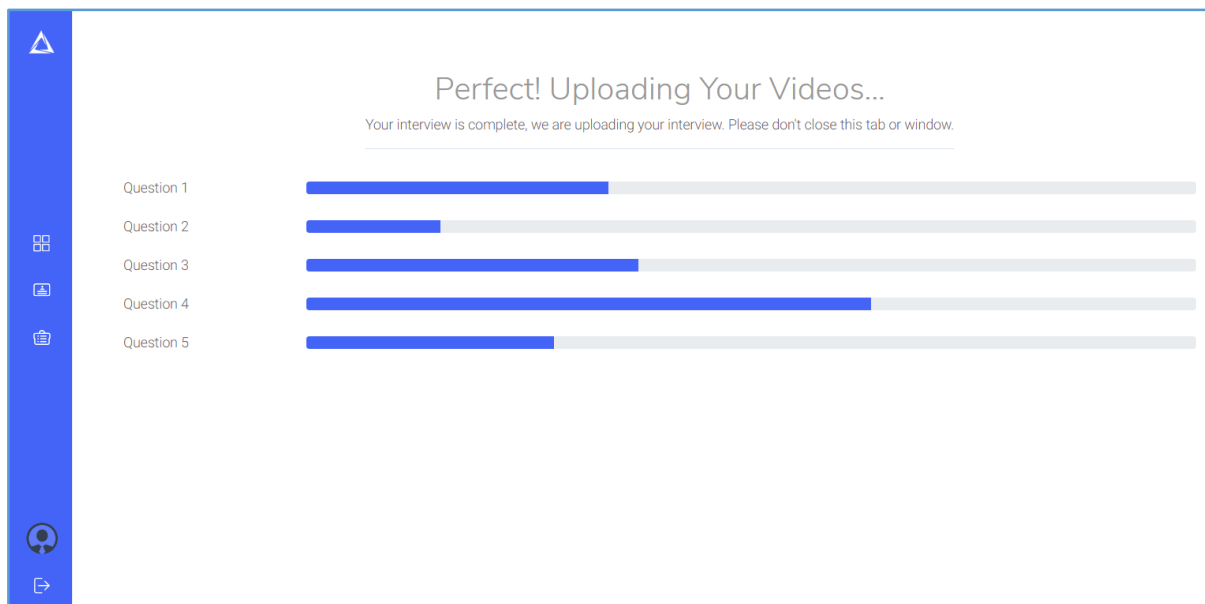
25. Upon uploading, a pop up saying Job Answers Successfully added appears on the screen as shown below.
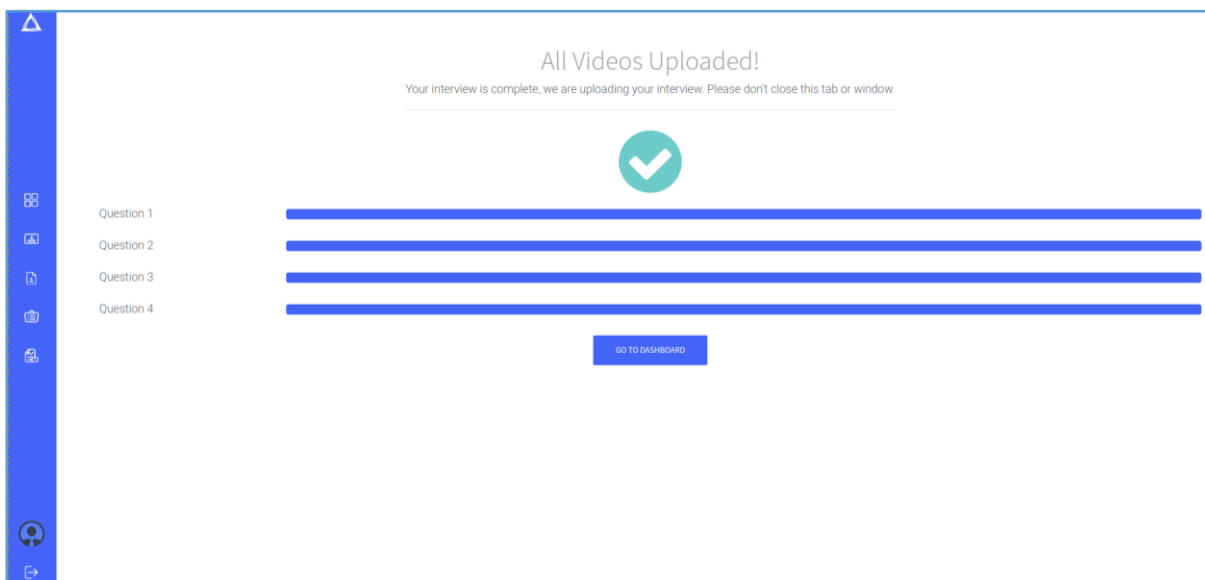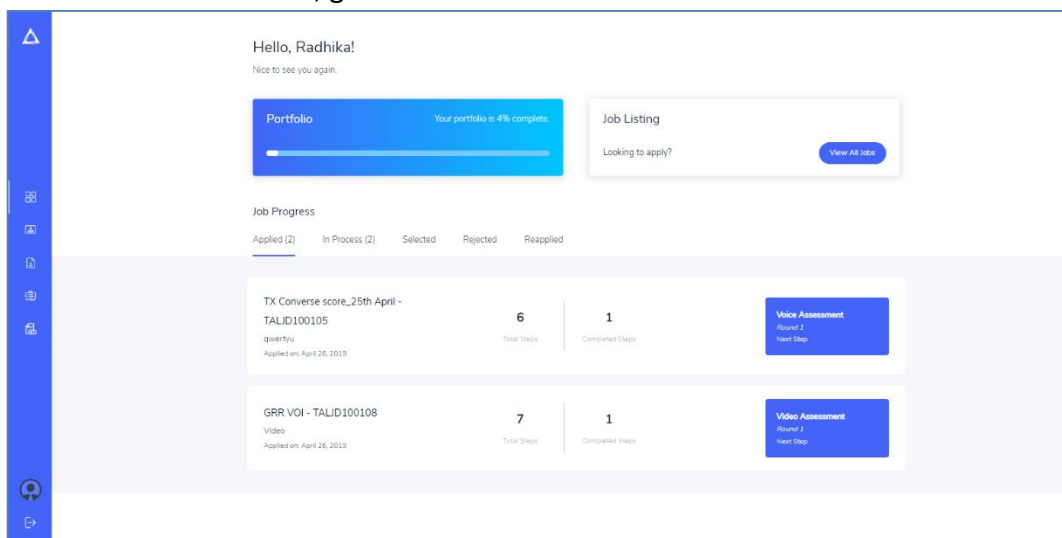

26. All Videos Uploaded page will be loaded, now click on "Go to dashboard" to navigate to Dashboard for next steps.

General Instructions:

- Please use only Google chrome browser. Talocity is currently compatible on Google Chrome (preferred)
- **Make sure you have enabled microphone and camera in your system**
- **Do not speak during preparation time. Speak only during the answer time.**
- **Read the instructions very carefully before starting the video assessment.**
- Make sure your phone is on silent mode and there is no background noise.
- Make sure you make an eye contact with the camera
- Make sure you speak at least 150 words / for about 2-3 mins during the video assessment.
- Make sure you have a good and stable network connectivity during the entire interview process.
- **Wait for the video assessment to get uploaded successfully and then only move further or logout.**
- **Do not move away from the window during the assessment.**
- Candidate can also appear for the video assessment using mobile app (Android/ iOS)
- View Job, scan the bar code and give video assessment via mobile app(android/ios)
- Make sure your mobile app is updated and you have enough space in mobile phone.

X.   Take Voice Assessment (TxConverse assessment)

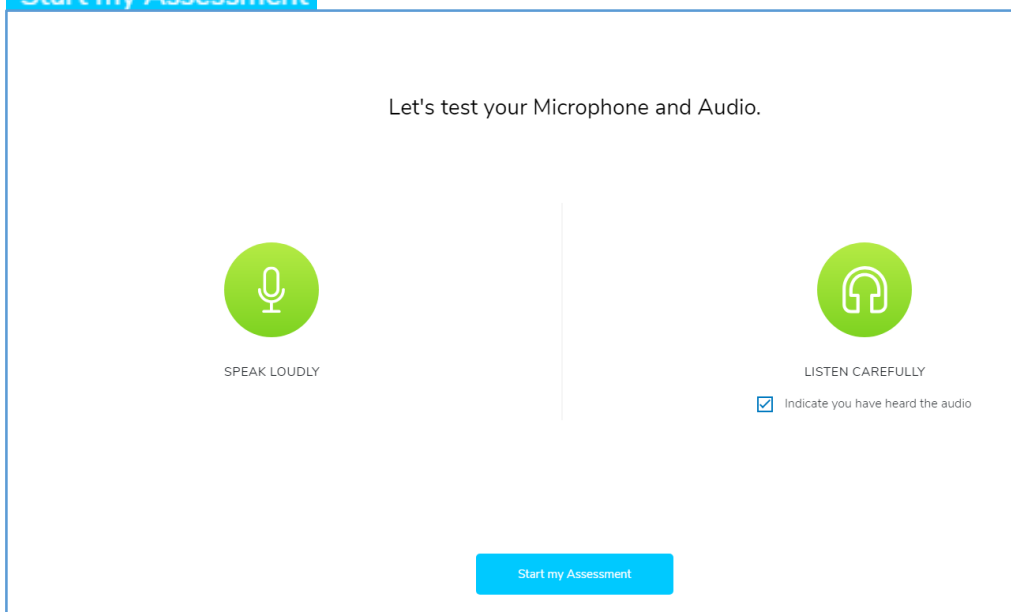1. To start the assessment, go to dashboard and click on **"Voice assessment"**

2. Enable Mic and listen the audio file to perform audio check, Click on

Start my Assessment

Let's test your Microphone and Audio.

SPEAK LOUDLY

LISTEN CAREFULLY

☑ Indicate you have heard the audio

Start my Assessment

3. On Voice assessment page, as you see there will be 5 modules, details like number of questions and time provided for each section/module will be visible on the screen.

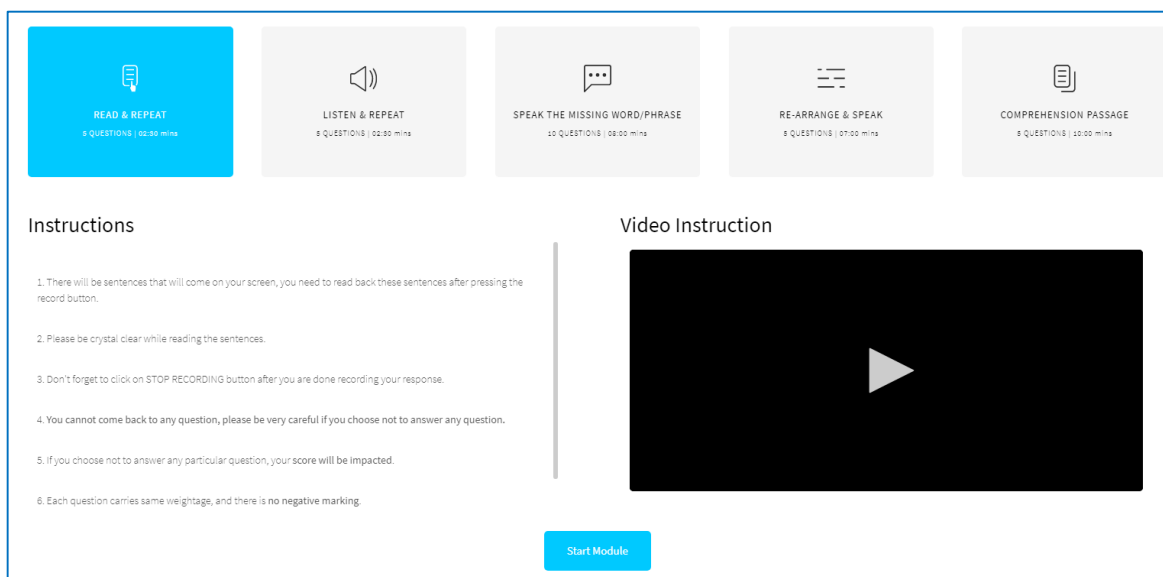4. Read all the general instructions very carefully and Click on **Start my Assessment**

READ & REPEAT	LISTEN & REPEAT	SPEAK THE MISSING WORD/PHRASE	RE-ARRANGE & SPEAK	COMPREHENSION PASSAGE
8 QUESTIONS	02:30 mins	8 QUESTIONS	02:30 mins	10 QUESTIONS	05:00 mins	8 QUESTIONS	07:00 mins	8 QUESTIONS	10:00 mins
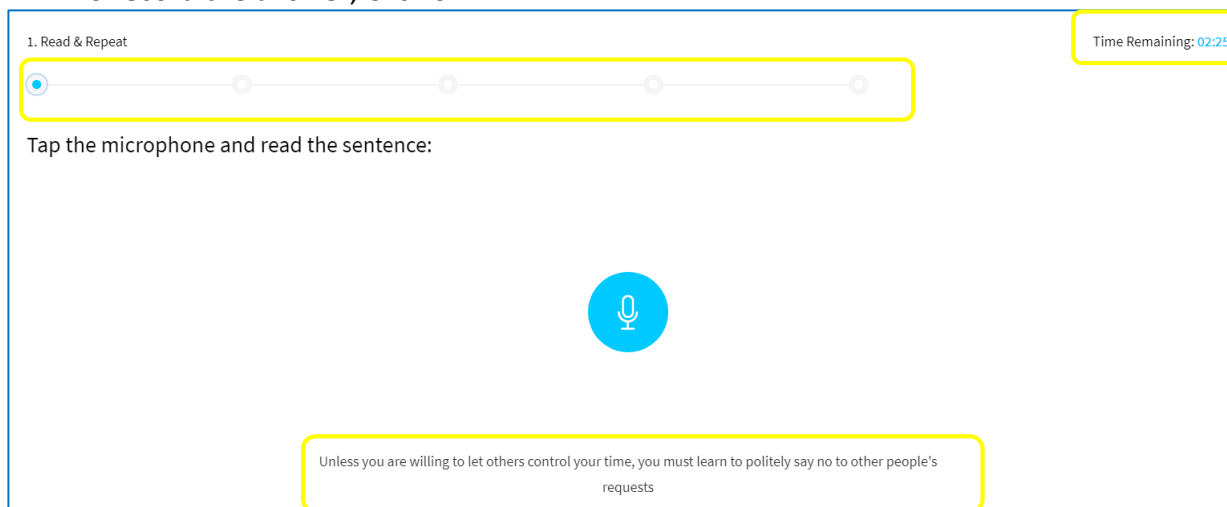
General Instructions

1. You cannot come back to any question or module, please be very careful if you choose not to answer any question.

2. You cannot come back to any question or module, please be very careful if you choose not to answer any question.

3. If you choose not to answer any particular question, your score will be impacted.

4. If you choose not to answer any particular question, your score will be impacted.

5. Each question carries same weightage, and there is no negative marking.

6. Each question carries same weightage, and there is no negative marking.

Video Instruction

▶

Start my Assessment

Please Note:

☐ Please use only Google chrome browser. Talocity is currently compatible on Google Chrome (preferred)

☐ **Make sure you have enabled microphone and camera in your system**

☐ **Record your response in the time provided.**

☐ **Do not move away from the tab/do not toggle screen/ tab.**

☐ Make sure your phone is on silent and there is no background noise.

☐ Make sure you answer all the questions.

☐ Read all the instructions very carefully

☐ You can also view the instructional video to understand of how to give the voice assessment

A. Module 1: Read & Repeat

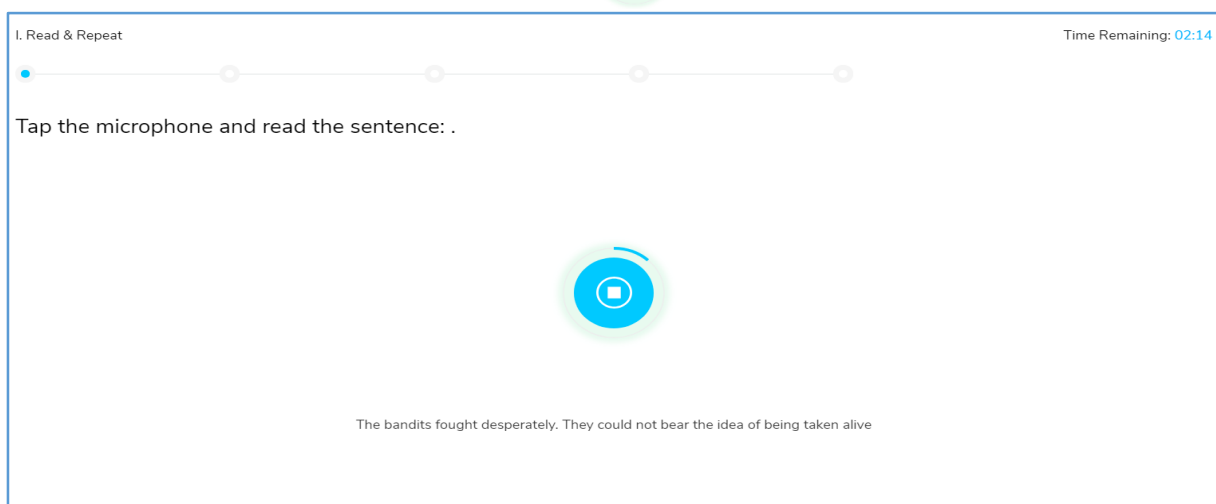i. Read the instructions for the 1st module, view the **instructional video** to get the demo of the 1st module and click on Start Module

ii. Timer, questions progress bar and sentence to be read will be displayed on the screen.
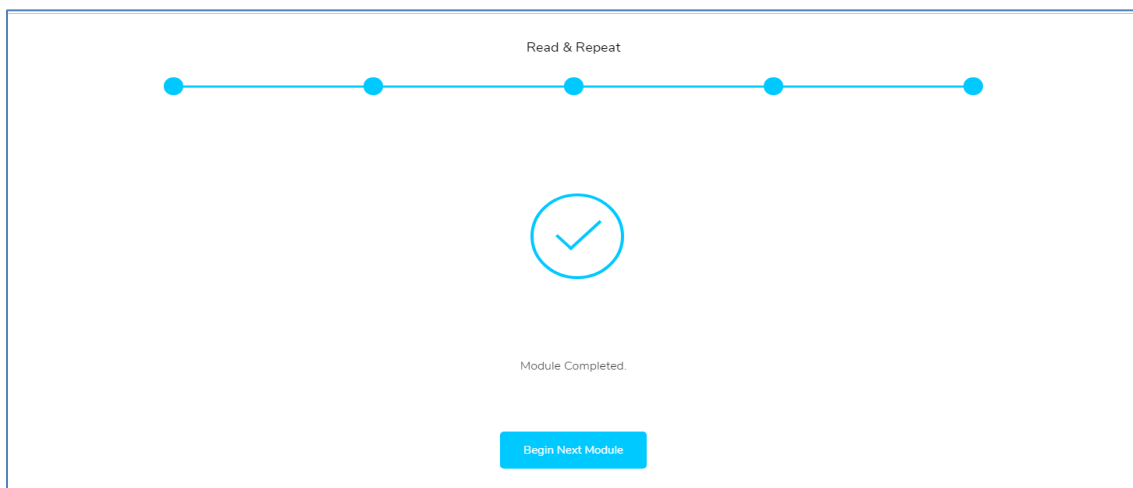
iii. To record the answer, Click on

Time Remaining: 02:25

Tap the microphone and read the sentence:

Unless you are willing to let others control your time, you must learn to politely say no to other people's requests

iv. Record the answer in the stipulated time frame.

v. After recording the 1st sentence, click on to move to the next sentence.

I. Read & Repeat

Time Remaining: 02:14

Tap the microphone and read the sentence: .

The bandits fought desperately. They could not bear the idea of being taken alive

vi. Repeat the same process to read & record all the 5 sentences to complete the 1st module.
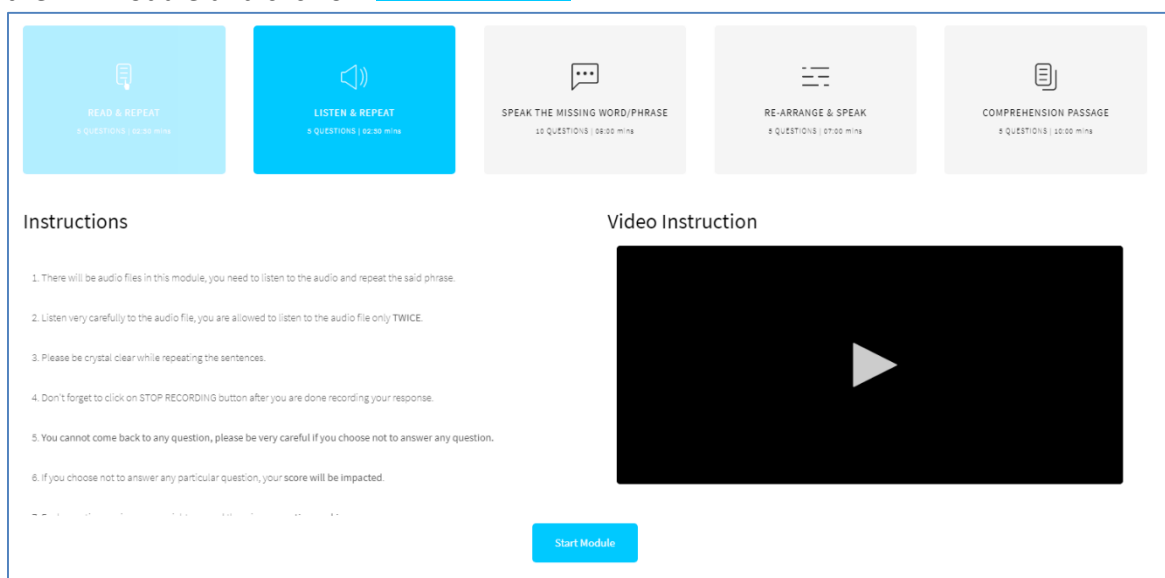
vii. To begin next module, Click on Begin Next Module

Read & Repeat
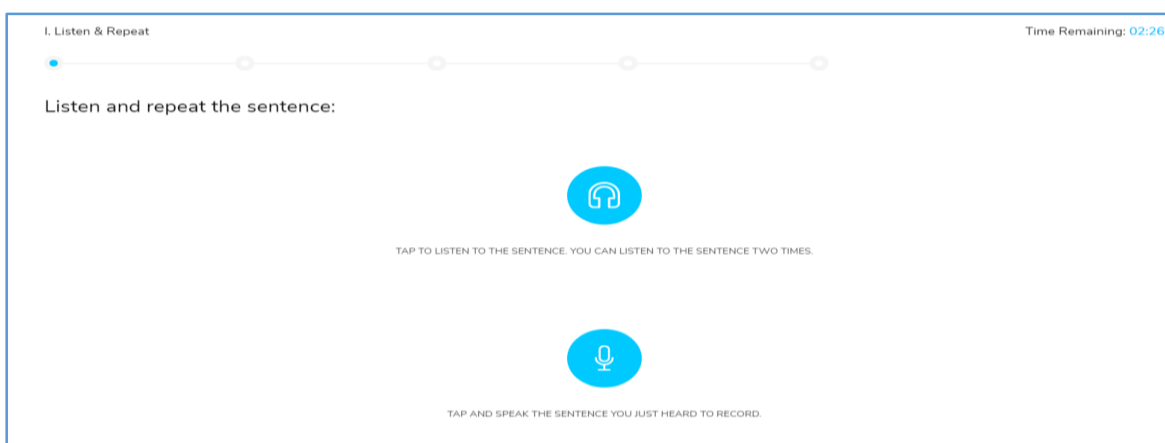
Module Completed.

Begin Next Module

Please Note:

☐ Be loud & clear while recording your responses.

☐ Do not refresh this page or move away from this tab during the entire assessment

☐ If you fail to finish in the time provided, the module will be considered as completed.

☐ You are required to record your response by clicking on blue microphone icon and read back the same sentence. After you record the response click on blue icon to stop recording and you will be moved to the next sentence. After recording all the 5 responses click on Begin Next module.

☐ Make sure you have enabled microphone and camera in your system

☐ Record your response in the time provided.

☐ **Do not move away from the tab/do not toggle screen/ tab. Otherwise you will be exited from the assessment**

B. **Module 2: Listen & Repeat**

   i.   Read the instructions for 2nd module, view the **instructional video** to get the demo of the 2nd module and click on. **Start Module**
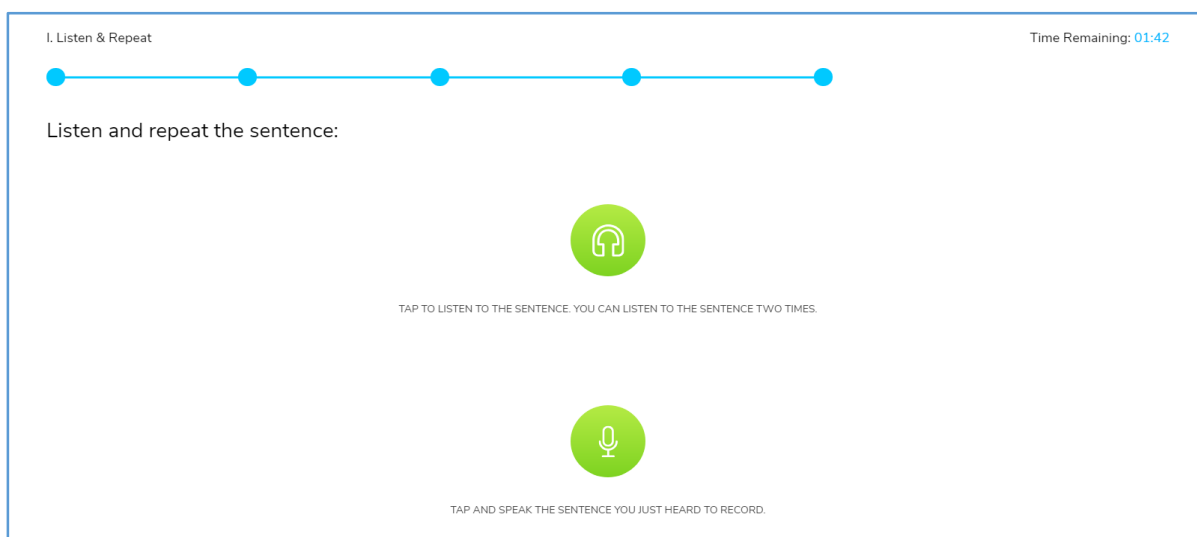

   ii.   Click on 🎧 headphone icon to listen & then click on 🎤 microphone icon to record the answer

iii.   Record the answer in the given time frame.

iv.   After recording the 1st sentence, click on icon to move to the next sentence. Similarly answer all the responses in this module.
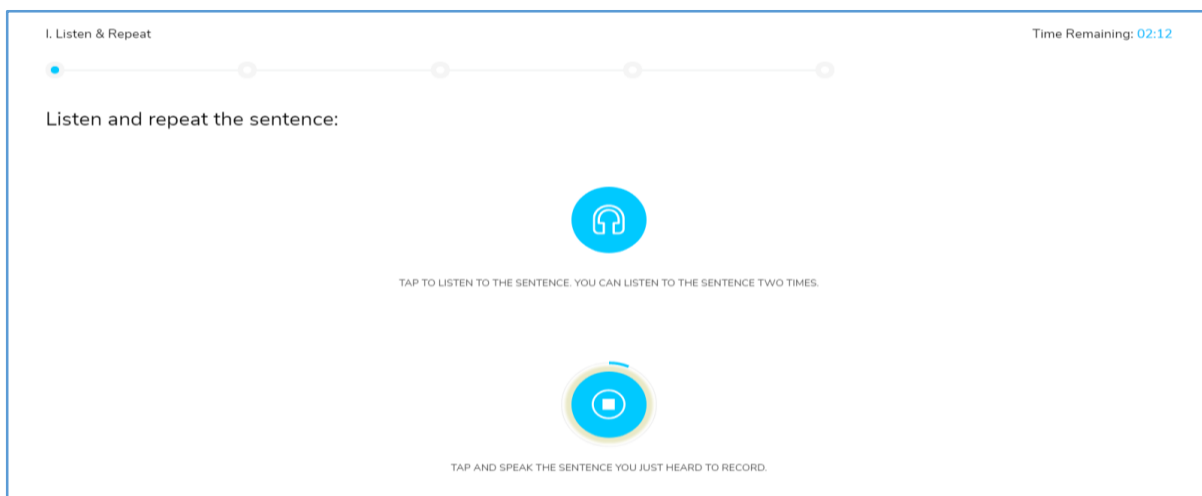
v.   Repeat the same process to record all the 5 sentences and complete the 2nd module.

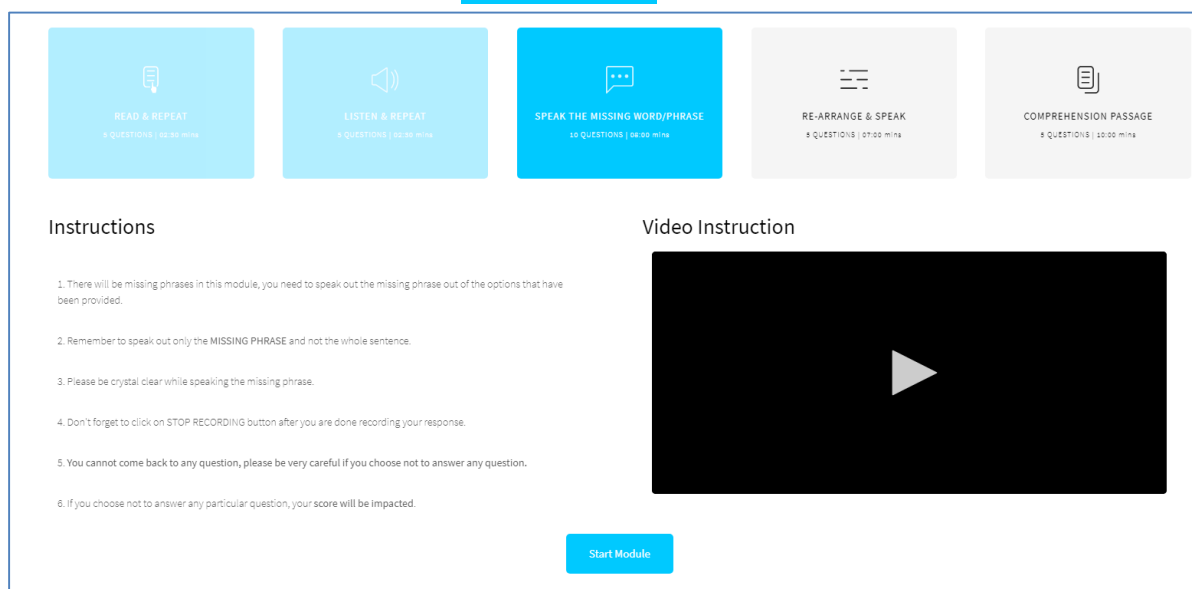vi.   To begin next module, Click on **Begin Next Module**
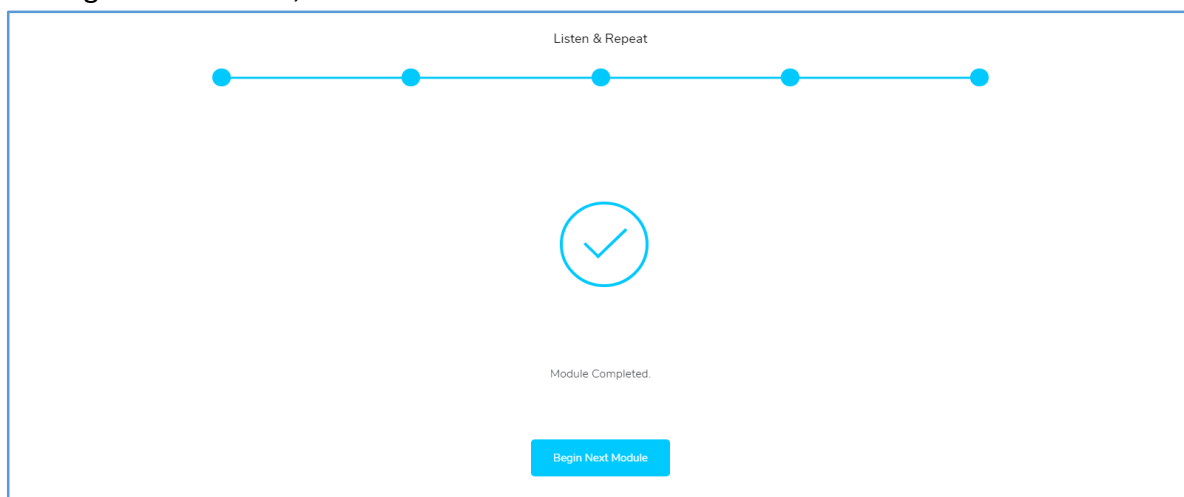
Please Note:

- There will be audio files in this module, you need to listen to the audio & repeat the said phrase.
- You are allowed to listen to the audio file only twice. Please be crystal clear while repeating & recording the response
- Do not refresh this page or move away from this tab during the entire assessment
- Do not move away from the tab/do not toggle screen/ tab.
- If you fail to finish in the time provided, the module will be considered as completed.
- **Do not move away from the tab/do not toggle screen/ tab. Otherwise you will be exited from the assessment**

C. Module 3: Speak the missing phrase

i. Read the instructions for the 3rd module, view the **instructional video** to get the demo of the 3rd module and click on Start Module

ii. There are 10 sentences in this module.

iii. A sentence will be displayed on the screen. Record the correct word / phrase.

iv.   Click on icon to record the missing word/ phrase.

v.   After recording the missing word/ phrase, Click on

vi.   Repeat the same process to record all the 10 responses and complete the 3rd module.

vii.   To begin next module, Click on **Begin Next Module**

Speak The Missing Phrase

Module Completed.

Begin Next Module
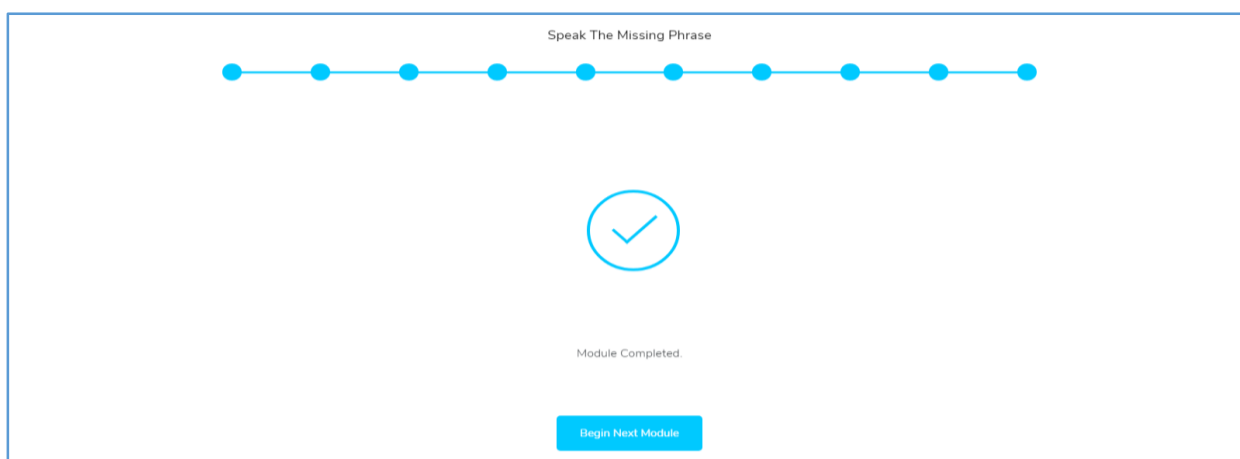
Please Note:

☐ There will be missing word or phrase in this module you need to speak out the missing word/ phrase out of the options that have been provided

☐ Remember to speak & record only the missing word or phrase and not the entire sentence

☐ Do not forget to click on Stop recording button after you are done recording your response

☐ Do not move away from the tab/do not toggle screen/ tab.

☐ Make sure your phone is on silent and there is no background noise.

☐ **Do not move away from the tab/do not toggle screen/ tab. Otherwise you will be exited from the assessment.**

D. Module 4: Re-Arrange & Speak

i.   Read the instructions for 4th module, view the **instructional video** to get the demo of the 4th module and click on **Start Module**

READ & REPEAT
5 QUESTIONS | 02:00 mins

LISTEN & REPEAT
5 QUESTIONS | 02:30 mins

SPEAK THE MISSING WORD/PHRASE
10 QUESTIONS | 06:00 mins

RE-ARRANGE & SPEAK
5 QUESTIONS | 07:00 mins

COMPREHENSION PASSAGE
5 QUESTIONS | 10:00 mins

Instructions

1. There will be multiple phrases in each question, you need to rearrange the phrases to form a sentence and then speak it out.
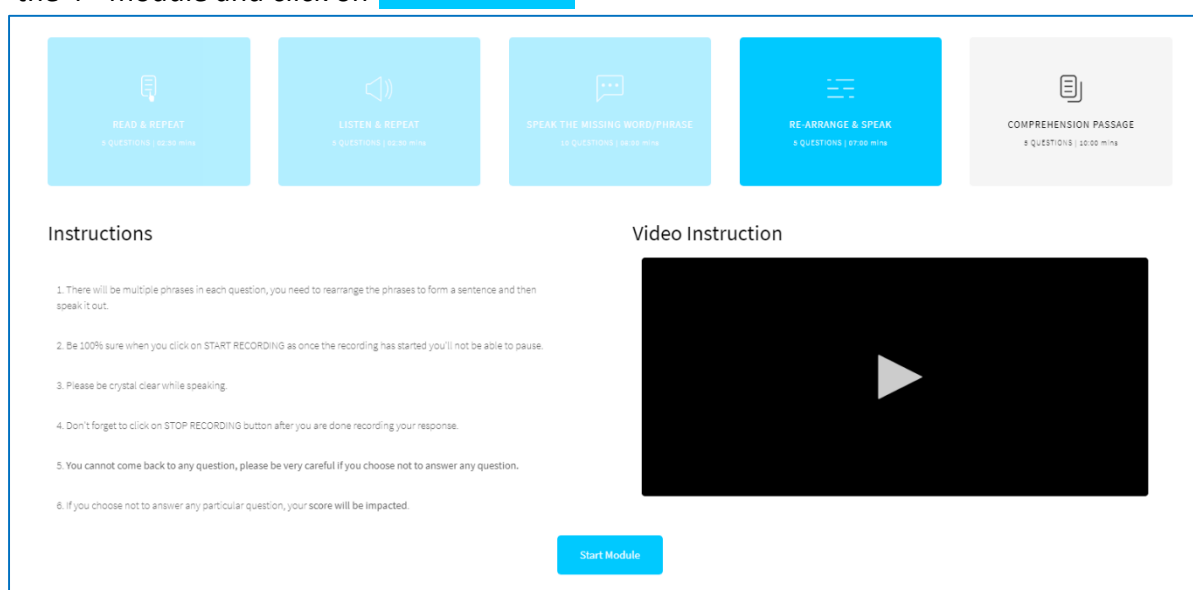
2. Be 100% sure when you click on START RECORDING as once the recording has started you'll not be able to pause.

3. Please be crystal clear while speaking.

4. Don't forget to click on STOP RECORDING button after you are done recording your response.

5. You cannot come back to any question, please be very careful if you choose not to answer any question.

6. If you choose not to answer any particular question, your score will be impacted.

Video Instruction

Start Module

ii.   Jumbled phrase will be displayed on the screen.

iii.   Click on   icon to record the phrase

I. Re-arrange & Speak   Time Remaining: 06:57

Speak the jumbled phrase: .

Form and speak the correct sentence.

| you won't believe me, | to see him | i went | but whenever | he was out |

TAP AND SPEAK THE PHRASE.

iv.   Record the phrase in the given time frame.

v.   After recording the response, click on

I. Re-arrange & Speak   Time Remaining: 06:49

Speak the jumbled phrase: .

Form and speak the correct sentence.

| you won't believe me, | to see him | i went | but whenever | he was out |

TAP AND SPEAK THE PHRASE.

vi.   Repeat the same process for all the 5 sentences and complete the 4ᵗʰ module.

I. Re-arrange & Speak   Time Remaining: 05:56

Speak the jumbled phrase: .

Form and speak the correct sentence.

🎤

TAP AND SPEAK THE PHRASE.

Please Note:

▢   There will be multiple phrases in each question you need to rearrange the phrases to form a sentence and then speak it.

▢   Do not refresh this page or move away from this tab during the entire assessment.

▢   If you fail to finish in the time provided, the module will be considered as completed.

▢   You are required to record your response by clicking on blue microphone icon and speak out the sentence.

▢   **Do not move away from the tab/do not toggle screen/ tab. Otherwise you will be exited from the assessment**

E.   **Module 5: Comprehension Passage**

i.   Read the instructions for 3ʳᵈ module, view the **instructional video** to get the demo of the 3ʳᵈ module and click on **Start Module**

READ & REPEAT   LISTEN & REPEAT   SPEAK THE MISSING WORD/PHRASE   RE-ARRANGE & SPEAK   COMPREHENSION PASSAGE

Instructions

1. If you choose not to answer any particular question, your **score will be impacted.**

2. Each question carries same weightage, and there is **no negative marking.**

3. If you fail to finish this module in the time provided, your incomplete assessment will be submitted.

4. Do not refresh this page during the entire assessment.

5. Do not move away from this tab untill you are finished with your assessment.

Video Instruction

▶

Start Module

ii. Read the complete passage to answer the multiple choice questions.
iii. Click on [ ] to choose the answers and Click on [→] to move to the next question.

I. Comprehension Passage

Comprehension:

A man may usually be known by the books he reads as a companionship of books as well as of men and one should always live in the best company, whether it be of books or of men. A good book may be among the best of friends. It is the same today that it always was and it will never change. It is the most patient and cheerful of companions. It does not turn its back upon us in times of adversity or distress. It always receives us with the same kindness; amusing and interesting us in youth. Comforting and consoling us in age.

QUESTION 1 OF 5:

Which one of the following would be the most suitable title for the passage?

○ books are useful for our youth
○ books as man's abiding friends
○ books show the reader's character
○ the importance of books in old age

iv. Repeat the same process for all the 5 question and complete the 5th module.

v. Click on **Submit**

I. Comprehension Passage

Comprehension:

A man may usually be known by the books he reads as a companionship of books as well as of men and one should always live in the best company, whether it be of books or of men. A good book may be among the best of friends. It is the same today that it always was and it will never change. It is the most patient and cheerful of companions. It does not turn its back upon us in times of adversity or distress. It always receives us with the same kindness; amusing and interesting us in youth. Comforting and consoling us in age.

QUESTION 5 OF 5:

"A man may usually be known by the books he reads" because

○ The books he reads affect his thinking and character
○ His reading habit shows that he is a scholar
○ His selection of books generally reveals his temperament and character
⦿ books provide him a lot of knowledge

Submit

vi.   After completing all the 5 modules, Click on **Back to Dashboard**

Comprehension Passage

TEST COMPLETED

Back to Dashboard
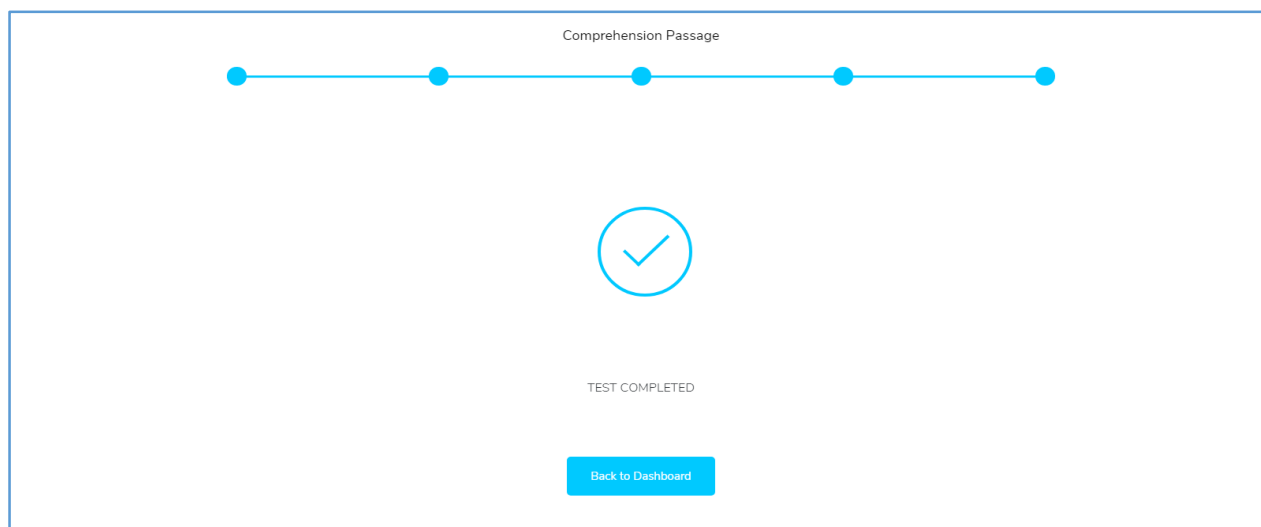
Please Note:
- You are required to read the passage and answer the multiple choice questions. There will be 1 reading passage
- Do not refresh this page or move away from this tab during the entire assessment
- If you fail to finish in the time provided, the module will be considered as completed.
- Click the blue arrow to move to the next question After answering all the 5 questions click on Begin "Submit" button
- Make sure you have enabled microphone and camera in your system
- Record your response in the time provided.
- Do not move away from the tab/do not toggle screen/ tab.
- Make sure you answer all the questions.
- **Do not move away from the tab/do not toggle screen/ tab. Otherwise you will be exited from the assessment**

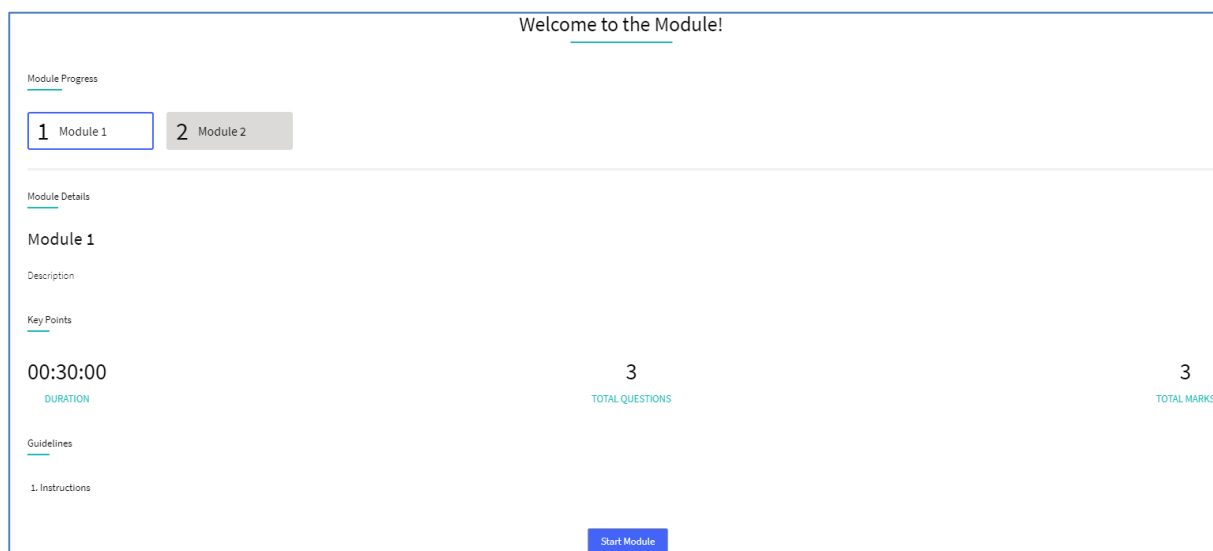## XI. Take Domain Assessment (Domain MCQ assessment)

1. To start the assessment, go to dashboard, click on the particular JD and click on **"Domain assessment"**
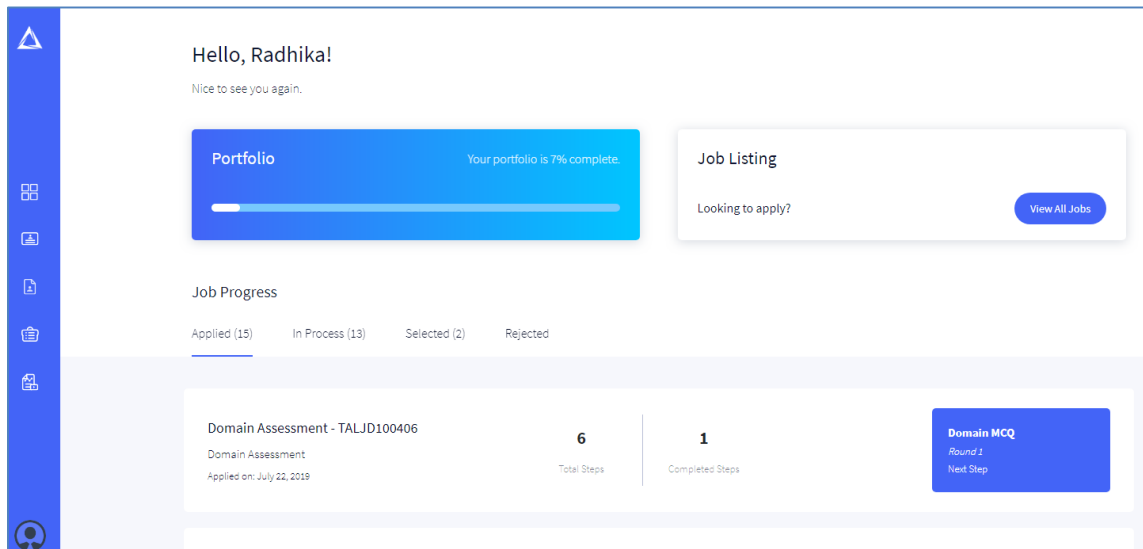
2. After you click on "Domain assessment", you will reach on the assessment page. Candidate can view key pointers (assessment duration allocated to candidate, no. of modules there in the entire assessment, total no. of questions in the entire assessment and total marks for the assessment) and guidelines i.e. instructions to be followed by the candidate. Read the instructions very carefully and click on **"Start Assessment"**
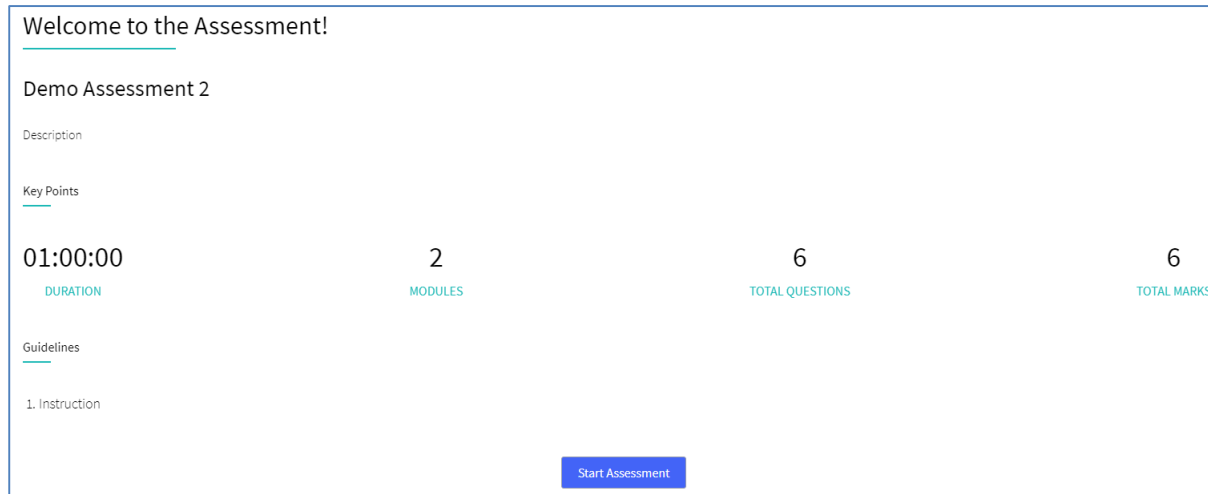
3. Now a candidate will land on Module page where you will have view of module details, module description, duration of the module, total questions in the module, total marks and guidelines to be followed. After you read the instructions and details carefully, click on **"Start Module"**

Welcome to the Module!

Module Progress

| 1 Module 1 | 2 Module 2 |

Module Details

Module 1

Description

Key Points

| 00:30:00 | 3 | 3 |
| DURATION | TOTAL QUESTIONS | TOTAL MARKS |

Guidelines

1. Instructions

Start Module

Candidate is required to complete the entire assessment in one go within the time allocated to the candidate for the assessment.
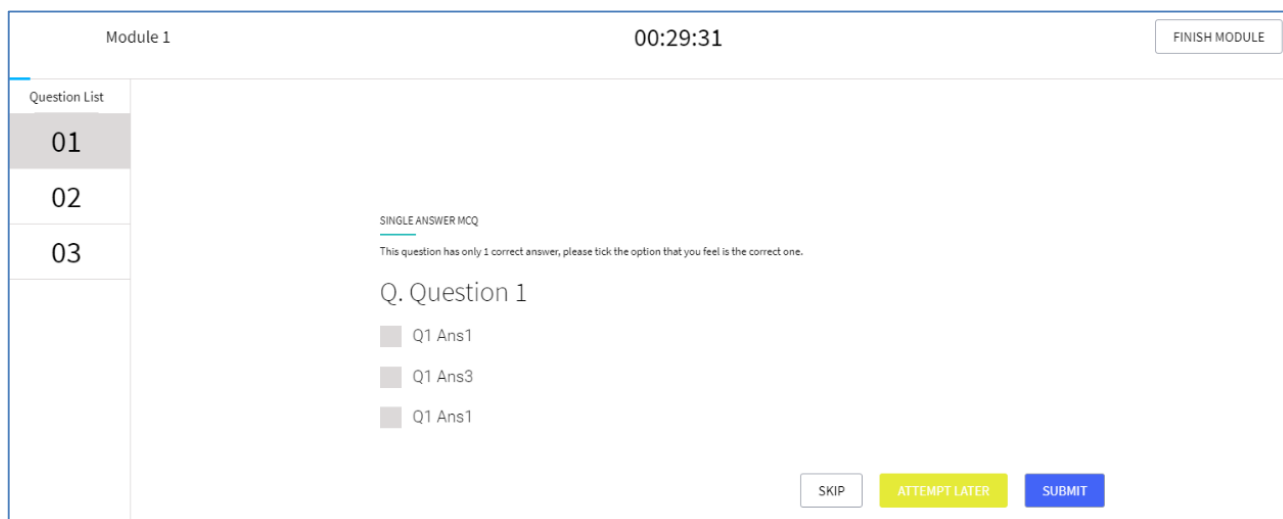
4. After you click on "Start Module" button, the 1st module will start. You will see the time tracker on the top center of your screen.
   On the left hand side you have a view of the number of questions in the module.
   There can be 3 type of questions:

   i. Single answer MCQ: This type of question has only 1 correct answer, please tick the option that you feel is the correct one.

   ii. Multiple answer MCQ: There could be multiple correct answers for this type of question, please tick all the options that you feel are correct.

   iii. True / False: This will be simply true / false, please tick either true/ false as your selected answer.

   After you select the option, click on "submit" button and move to next question. Similarly answer all the questions.

| Module 1 | 00:29:31 | FINISH MODULE |

Question List

| 01 |
| 02 |
| 03 |

SINGLE ANSWER MCQ

This question has only 1 correct answer, please tick the option that you feel is the correct one.

Q. Question 1

☐ Q1 Ans1
☐ Q1 Ans3
☐ Q1 Ans1

SKIP   ATTEMPT LATER   SUBMIT

If you wish to attempt later i.e. before you finish the module you can change your selected response and when you are sure you may click on submit and then finish module to complete the assessment.

5. To move to previous question to change/ re-check your response, click on the question number as shown in the left hand side of the screen as shown above.
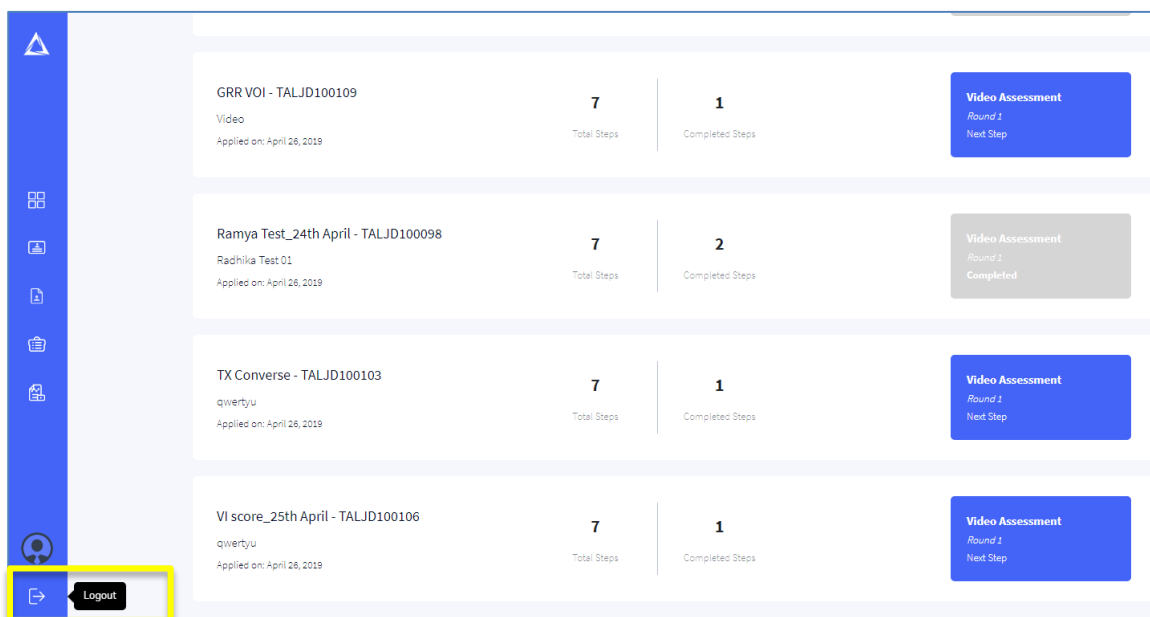
6. After you submit all the questions, click on "Finish module" button. A pop-up comes on the screen for the candidate to confirm to submit the assessment.
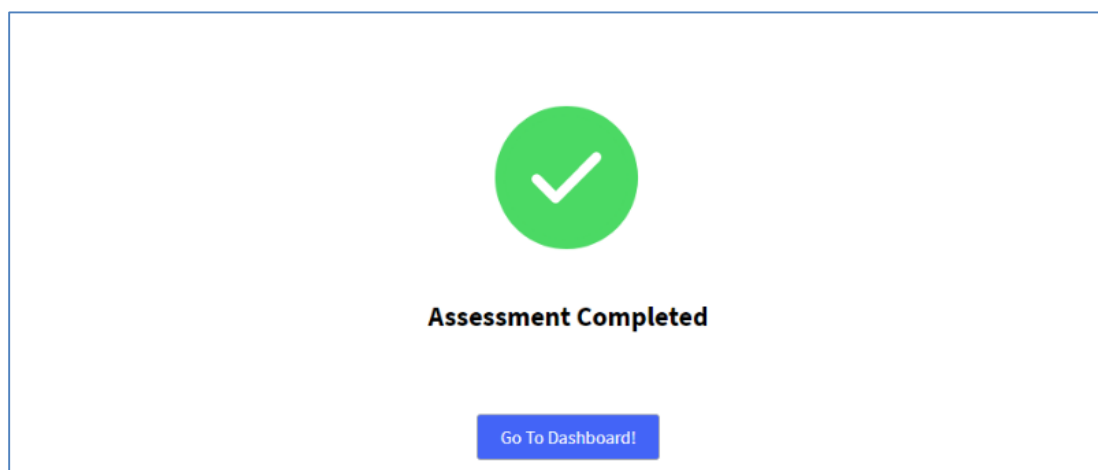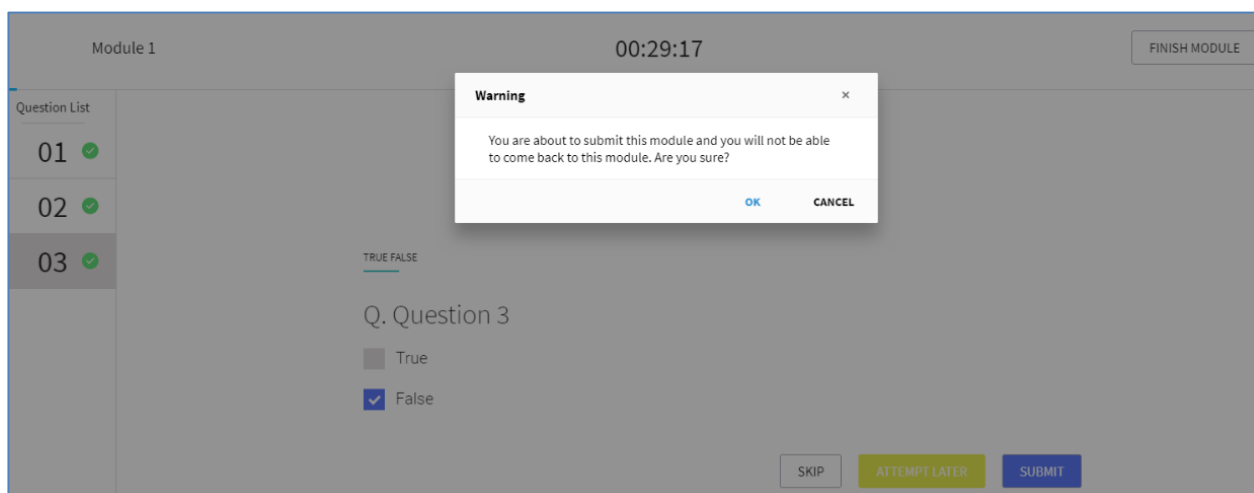
Please Note:
- You are required to answer all the questions in the domain assessment. Do not skip any questions
- Do not refresh this page or move away from this tab during the entire assessment
- If you fail to finish in the time provided, the module will be considered as completed.
- Click on "Submit" button to submit your selected response.
- Record your response in the time provided.
- **Do not move away from the tab/do not toggle screen/ tab. Otherwise you will be exited from the assessment (candidate will receive a pop-up, if moving away from the screen)**
- **Make sure you click on "Finish Module" button to complete the assessment.**

To logout from the profile, Click on

GRR VOI - TALJD100109

Video

Applied on: April 26, 2019

7
Total Steps

1
Completed Steps

Video Assessment
Round 1
Next Step

Ramya Test_24th April - TALJD100098

Radhika Test 01

Applied on: April 26, 2019

7
Total Steps

2
Completed Steps

Video Assessment
Round 1
Completed

TX Converse - TALJD100103

qwertyu

Applied on: April 26, 2019

7
Total Steps

1
Completed Steps

Video Assessment
Round 1
Next Step

VI score_25th April - TALJD100106

qwertyu

Applied on: April 26, 2019

7
Total Steps

1
Completed Steps

Video Assessment
Round 1
Next Step

Logout