EARLY CAREER HIRING

Candidate Login, Registration and Interview Guide

Step-by-step guide with privacy-protected screenshots

PURPOSE This guide explains the complete candidate login, identity verification, consent, registration and AI interview flow, from the notification email to the Completed status.

PRIVACY PROTECTION URLs, visible email addresses, profile information, the candidate photograph and candidate video feeds have been blurred in the screenshots.

BEFORE YOU START

- Use the email address registered for the early career hiring process.
- Keep access to the registered mailbox for verification.
- Use the latest Google Chrome on a laptop or desktop with a working camera and microphone.
- Keep the CV and candidate photograph ready for upload. The CV must be a text-only PDF under 4 MB; scanned copies and image-based resumes are not accepted.
- Review the consent and candidate details carefully before submission.

IMPORTANT *You must complete the registration at least **1 day prior to the scheduled interview slot**. Registration will be automatically disabled after this deadline, and no requests for late registration will be accommodated by the system.*

BROWSER Use Google Chrome only.

01 Registration

Use the same email address throughout the process.

1 Open the interview notification email

After receiving the LTM Early Career Hiring bot interview notification email, open it in Google Chrome and click the interview link provided in the email to begin the login process. Use Google Chrome only.

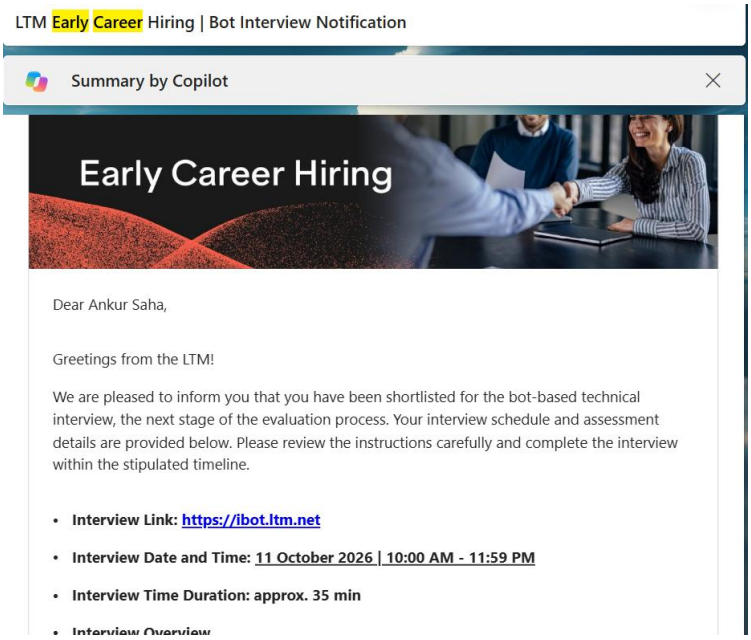


Figure 1.1. LTM Early Career Hiring bot interview notification email

2 Open the RAIma candidate portal

Open the candidate portal and select Sign In to begin the login process.

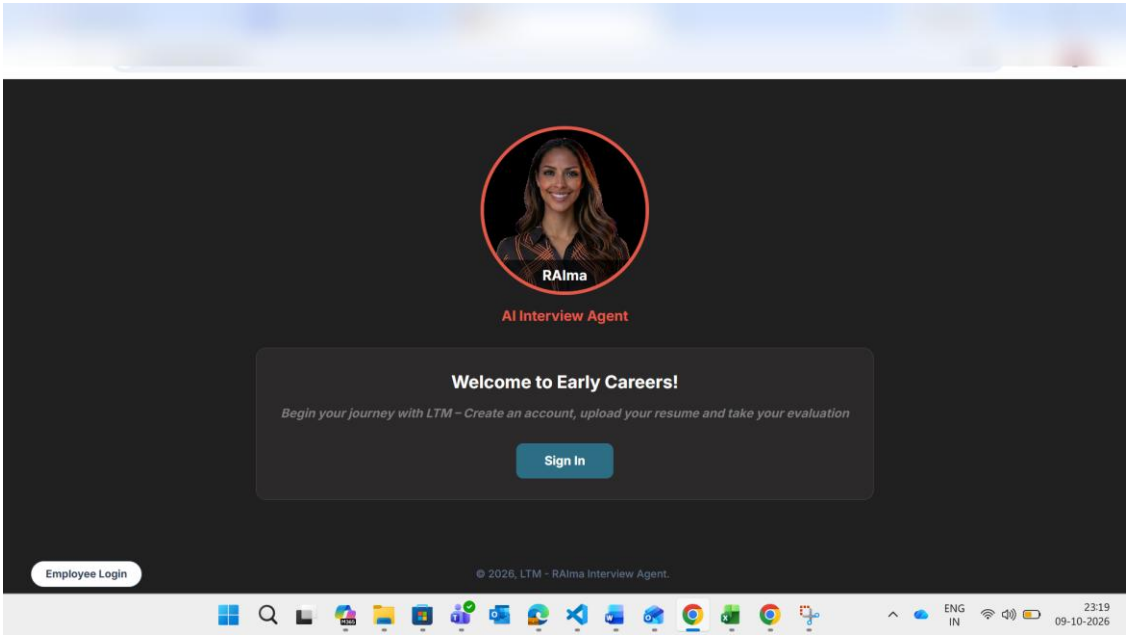


Figure 1.2. Candidate portal landing page

NOTE Select the candidate sign-in option shown on the portal.

3 Enter the registered email address

On the LTM sign-in page, first select No account? Create one, then enter the email address registered for the early career hiring process and select Next.

⚠ **Important:** You must log in using the same email ID that was used during registration. Login with any other email ID will not be recognized by the system and may prevent you from accessing the interview or completing the process.

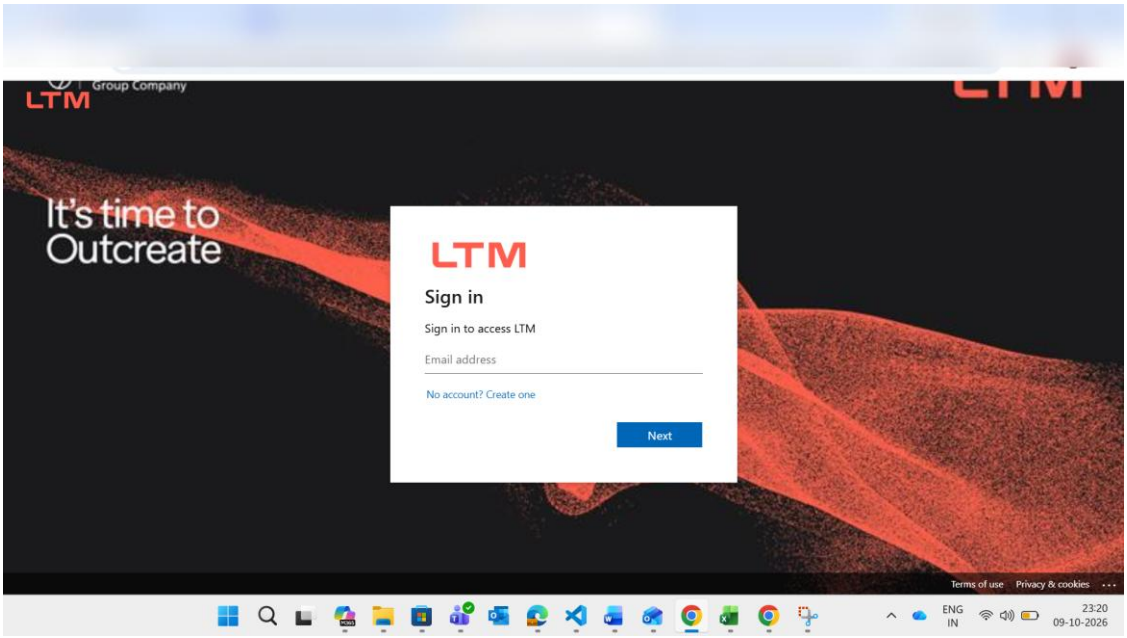


Figure 1.3. LTM account sign-in screen

4 Request the verification code

Confirm the displayed email address and request a verification code. The code is sent to the registered mailbox.

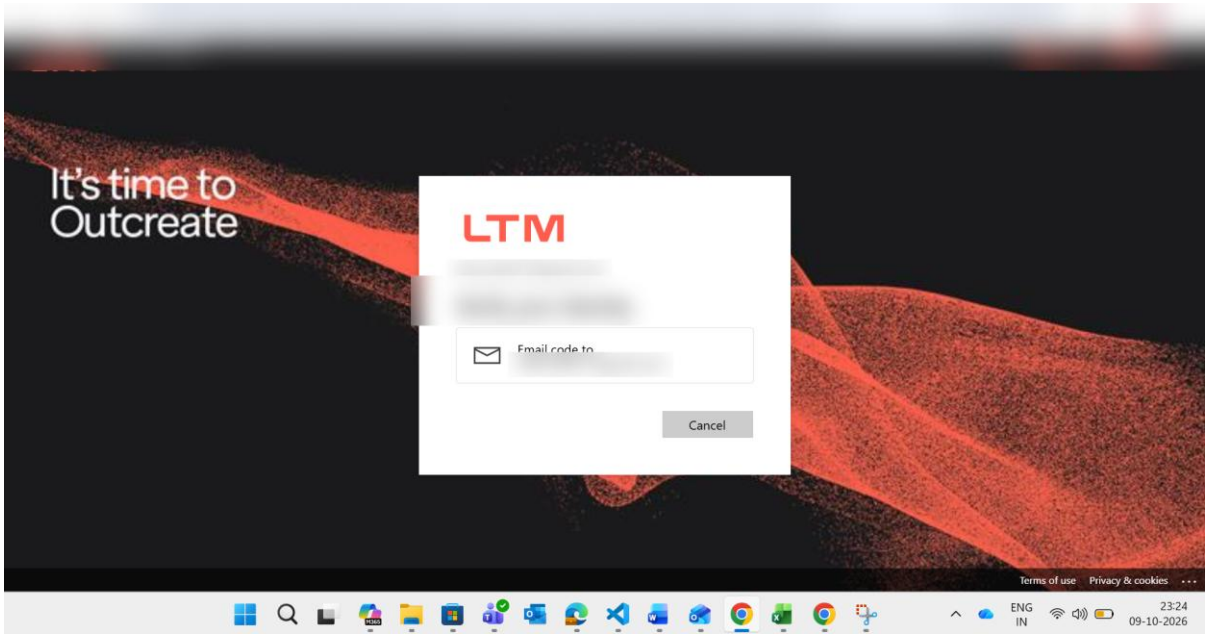


Figure 1.4. Identity verification screen

5 Enter the verification code

Enter the code received in the registered mailbox, then select Verify.

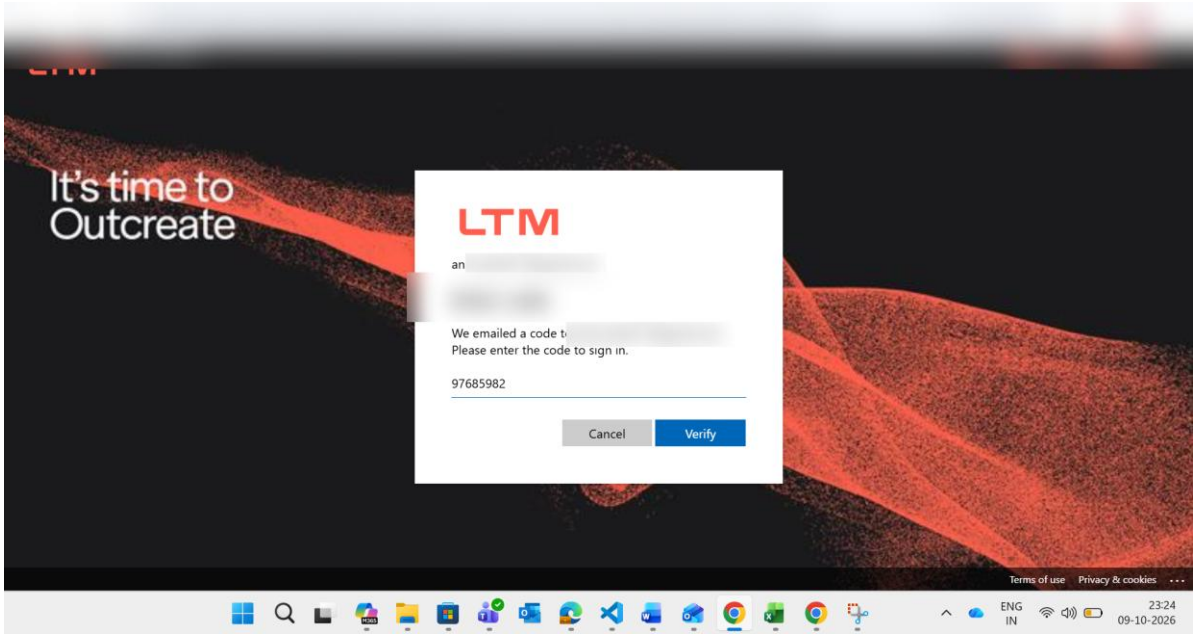


Figure 1.5. Verification code entry screen

SECURITY Do not share the verification code with anyone.

6 Complete account details

Create a password and provide the requested name details. Review the entries and select Next.

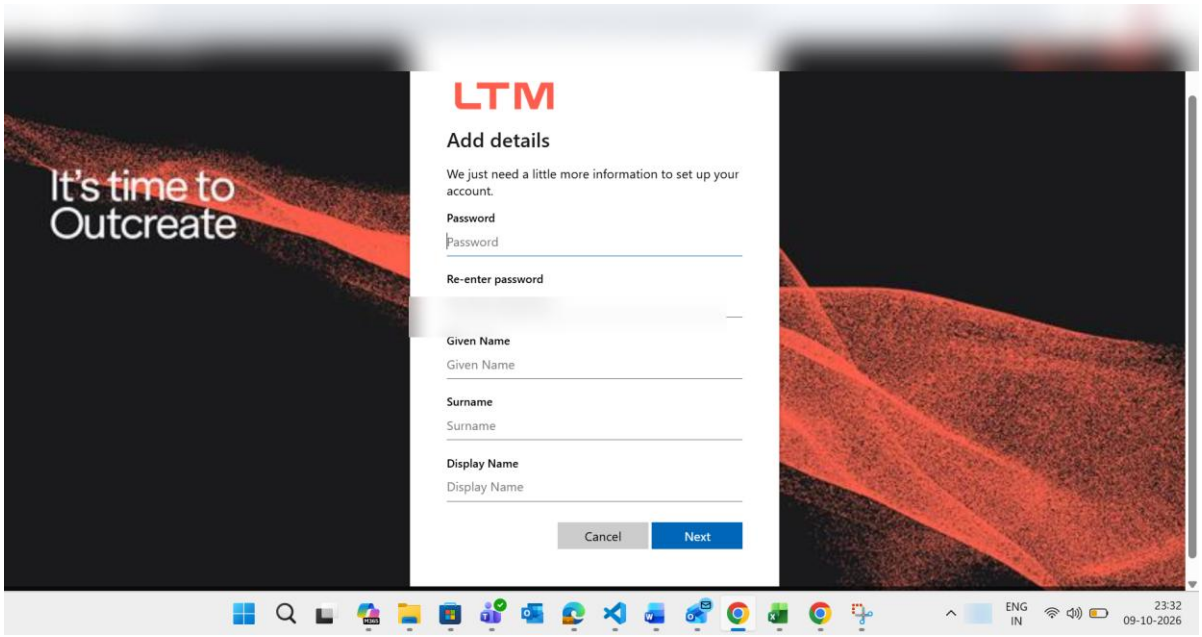


Figure 1.6. Account details setup screen

7 Choose the sign-in preference

Choose whether the browser should keep the account signed in. Use the option appropriate for the device being used.

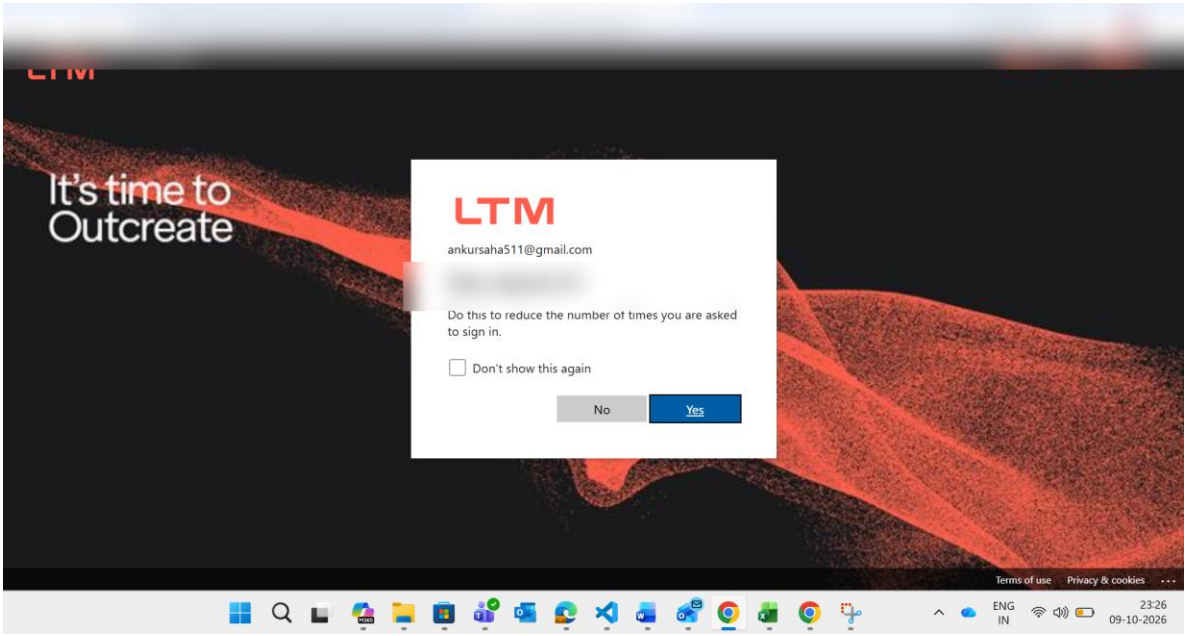


Figure 1.7. Stay signed in prompt

8 Select the corporate sign-in option

When the company sign-in selection appears, choose the extranet-entra-idp option.

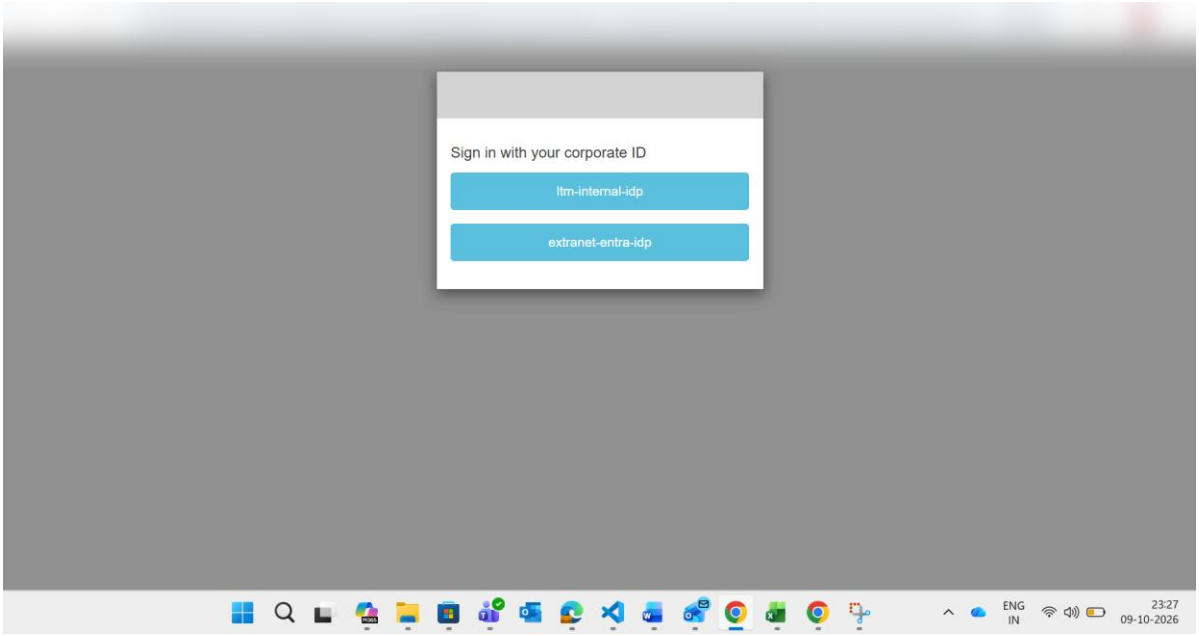


Figure 1.8. Corporate identity selection screen

9 Review candidate consent and privacy

Read the full consent and privacy notice. The Next button remains unavailable until the consent requirement is completed.

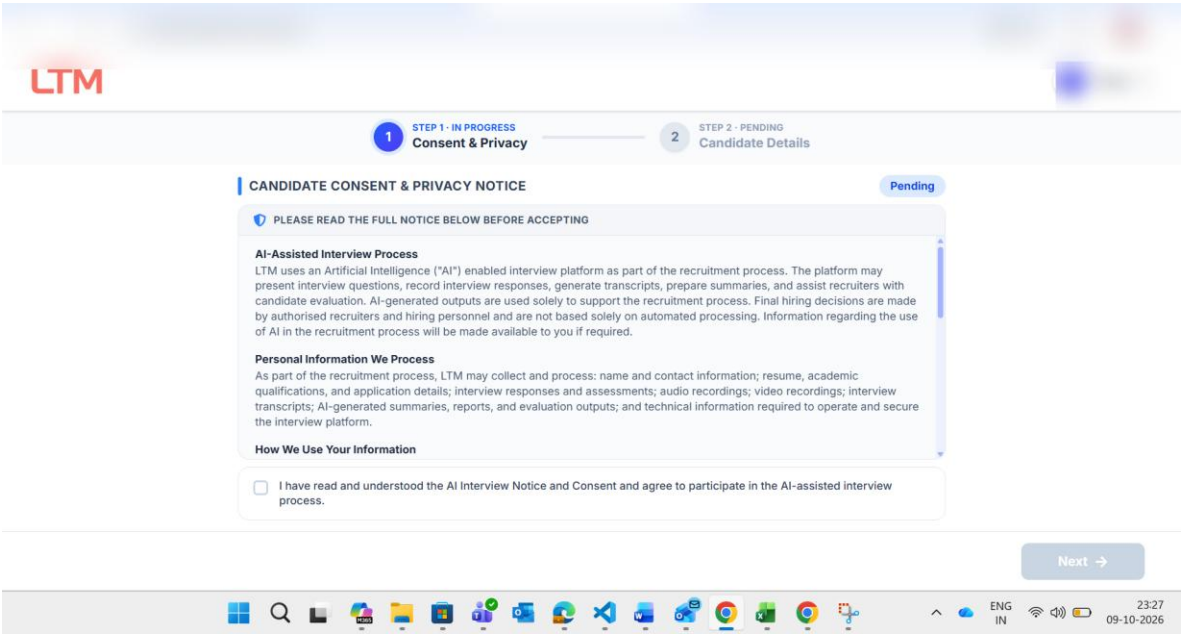


Figure 1.9. Consent and privacy notice

REQUIRED Read the consent information before selecting the declaration checkbox.

10 Accept the consent declaration

Select the consent checkbox. Confirm that the status changes to Accepted, then select Next.

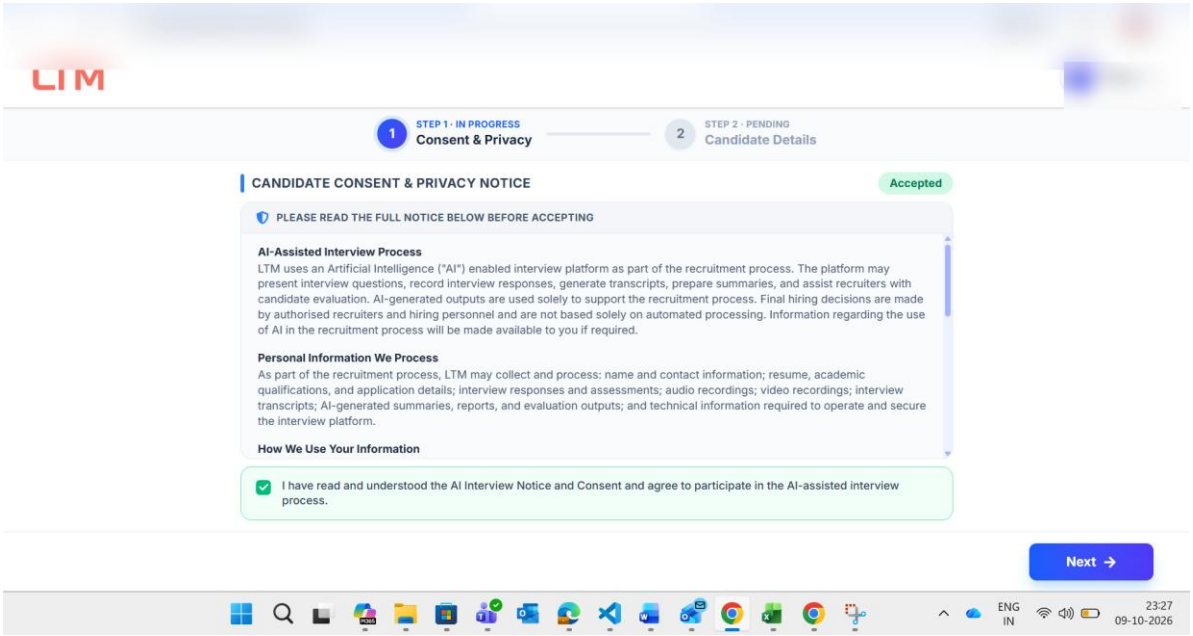


Figure 1.10. Accepted consent status

11 Review candidate details

Check the prefilled candidate and institute information. Verify the stream, name, email address, graduation year and contact number before continuing.

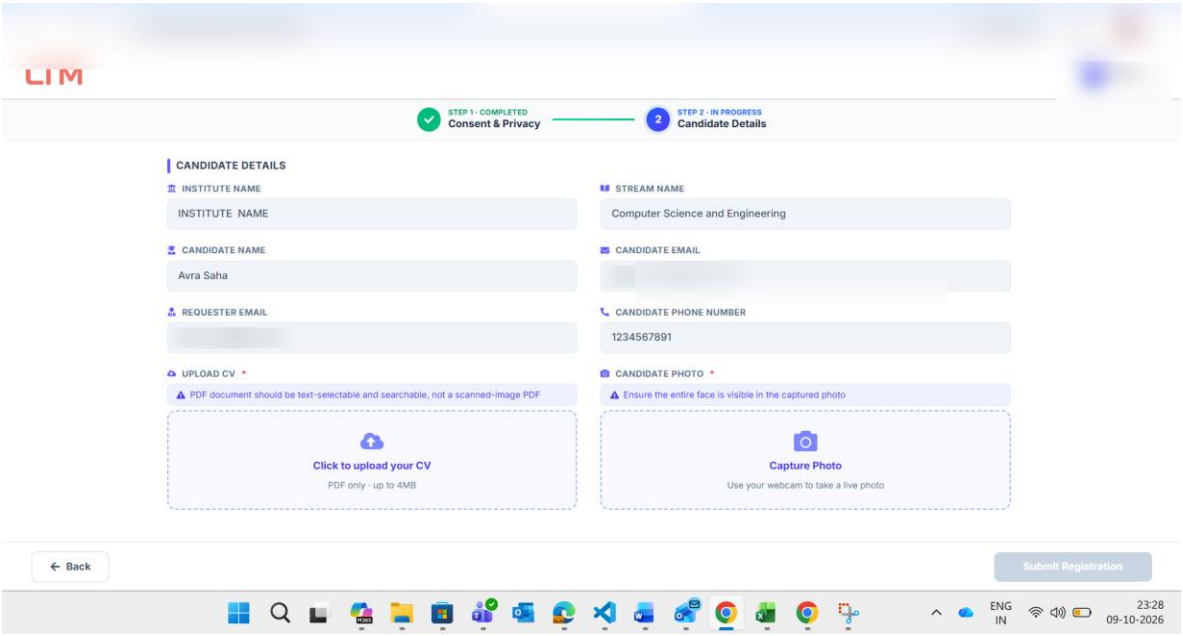


Figure 1.11. Candidate details and upload section

CHECK Confirm that all prefilled details are correct before uploading documents.

12 Upload CV and candidate photograph

Please upload a text-based resume without images. Scanned copies of resumes are not accepted. The resume must be in **PDF format** and should not exceed **4 MB.** Upload the candidate photograph. Confirm both items appear successfully, then select Submit Registration.

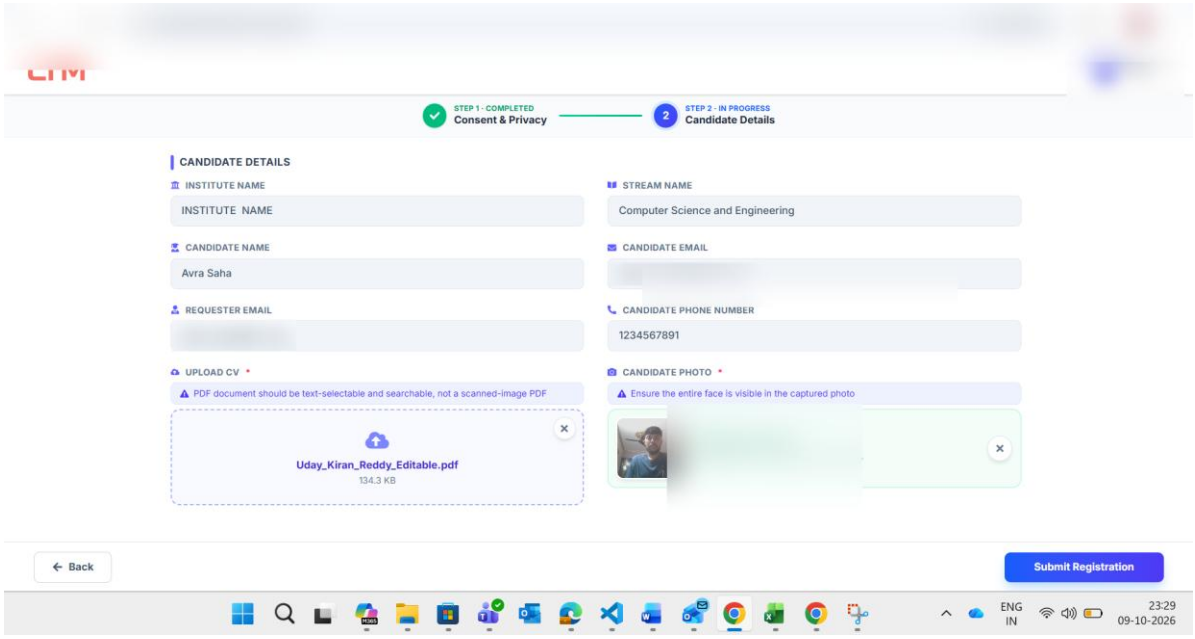


Figure 1.12. Uploaded CV and photograph confirmation

CHECK Verify that both the CV and photograph show a successful upload state before submission.

13 Confirm successful registration

After successful registration, the candidate home page displays the interview details and the Start Interview action according to availability.

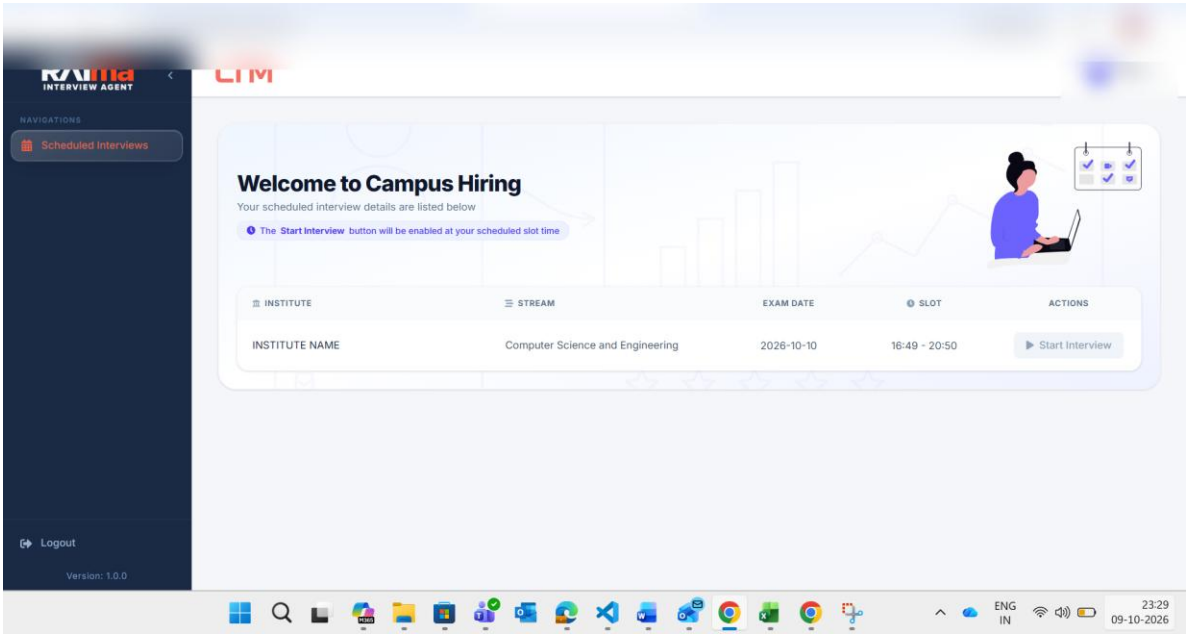


Figure 1.13. Candidate home page after registration

COMPLETE Reaching the candidate home page confirms that the registration flow has been submitted successfully.

REGISTRATION COMPLETION CHECKLIST	
Done	**Checkpoint**
☐	Candidate portal opened and Sign In selected
☐	Registered email address entered
☐	Verification code received and verified
☐	Account details completed
☐	Candidate consent accepted
☐	Prefilled details reviewed
☐	CV uploaded successfully
☐	Candidate photograph captured or uploaded
☐	Submit Registration selected
☐	Candidate home page displayed

SUPPORT If the registration cannot be completed, share the registered email address, a short issue description and a privacy-safe screenshot with the official support team.

02 AI Interview Process

Start only when the Start Interview action becomes available for the scheduled slot.

Follow the interview steps in order. Complete the terms, device checks and instructions shown in the application before answering the questions.

PROCESS AT A GLANCE

- At the scheduled slot, select Start Interview and review the interview process.
- Accept the interview terms and conditions.
- Complete the microphone and camera checks.
- Record the 60-second introduction.
- Review the final interview instructions.
- Share the entire screen with system audio.
- Answer all interview questions and submit the interview.
- Return to the candidate home page and confirm Completed status.

IMPORTANT Use the latest Google Chrome on a laptop or desktop. Keep the camera on, share the entire screen with system audio, and avoid pressing keyboard keys during the interview. Pressing Esc ends and auto-submits the interview.

1 Start the scheduled interview

On the candidate home page, select Start Interview when the action becomes available for the scheduled slot.

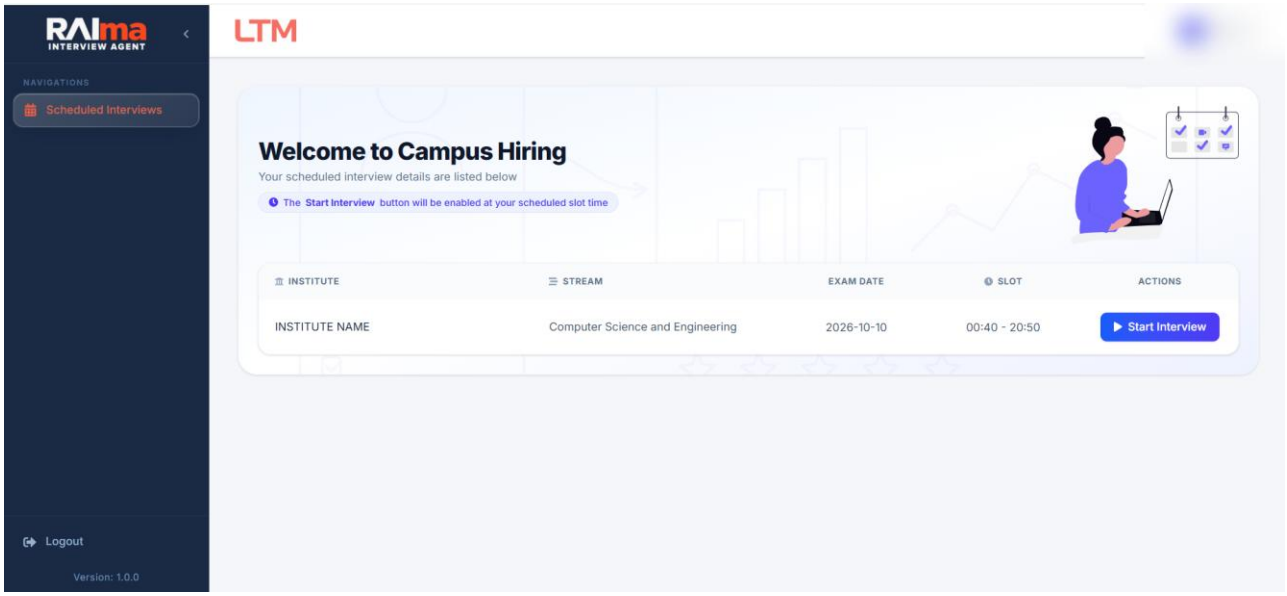


Figure 2.1. Scheduled interview action

2 Review the interview process

Review the displayed sequence: instructions, terms and conditions, equipment check, introduction and interview. Select Start Interview.

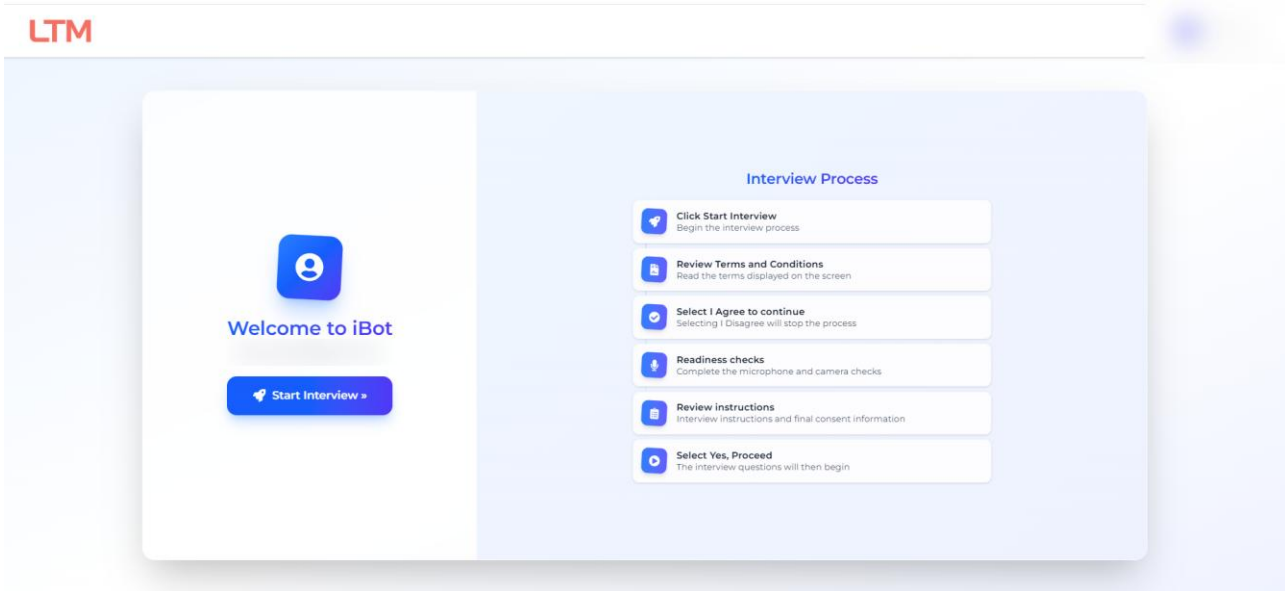


Figure 2.2. Interview process overview

3 Review video recording and consent terms

Read the Video Recording and Consent sections in the Terms and Conditions dialog.

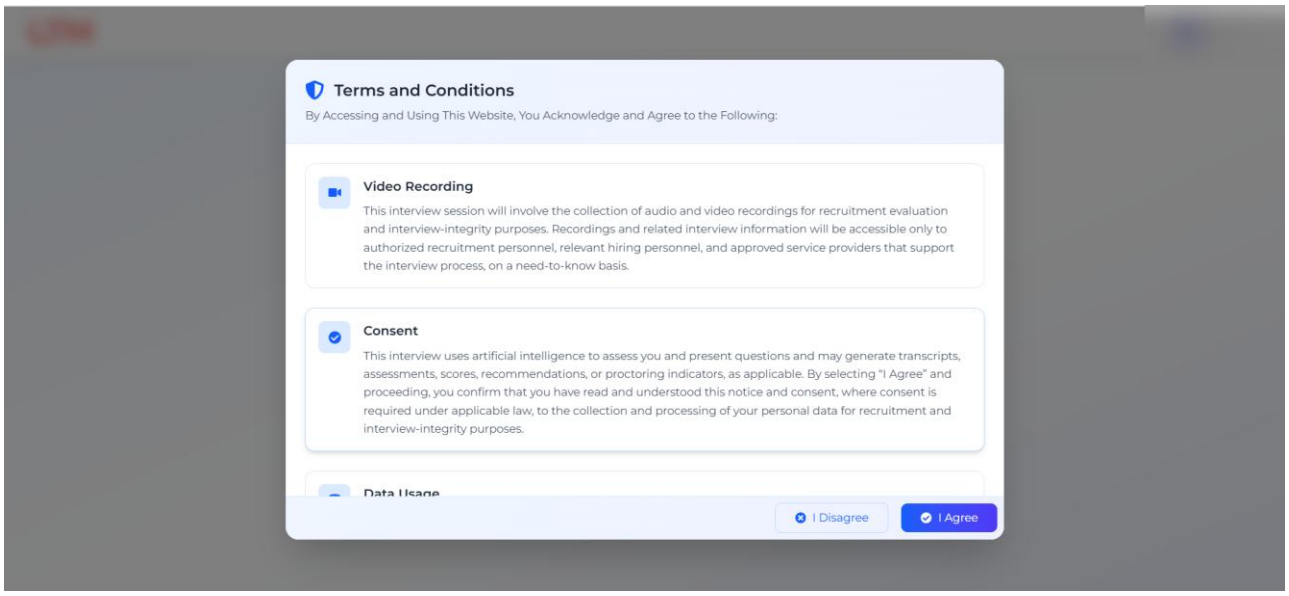


Figure 2.3. Terms and conditions: recording and consent

4 Review data usage and protection terms

Read the Data Usage and Data Protection sections.

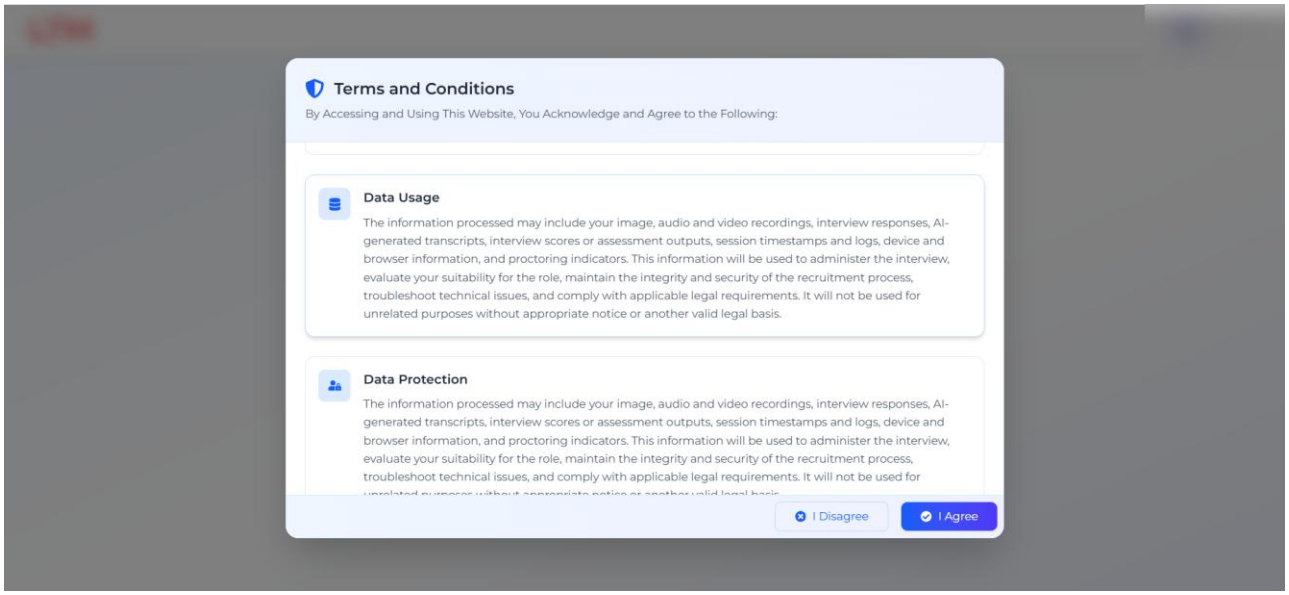


Figure 2.4. Terms and conditions: data usage and protection

5 Accept the terms and conditions

Review the remaining terms, including data retention, then select I Agree to continue.

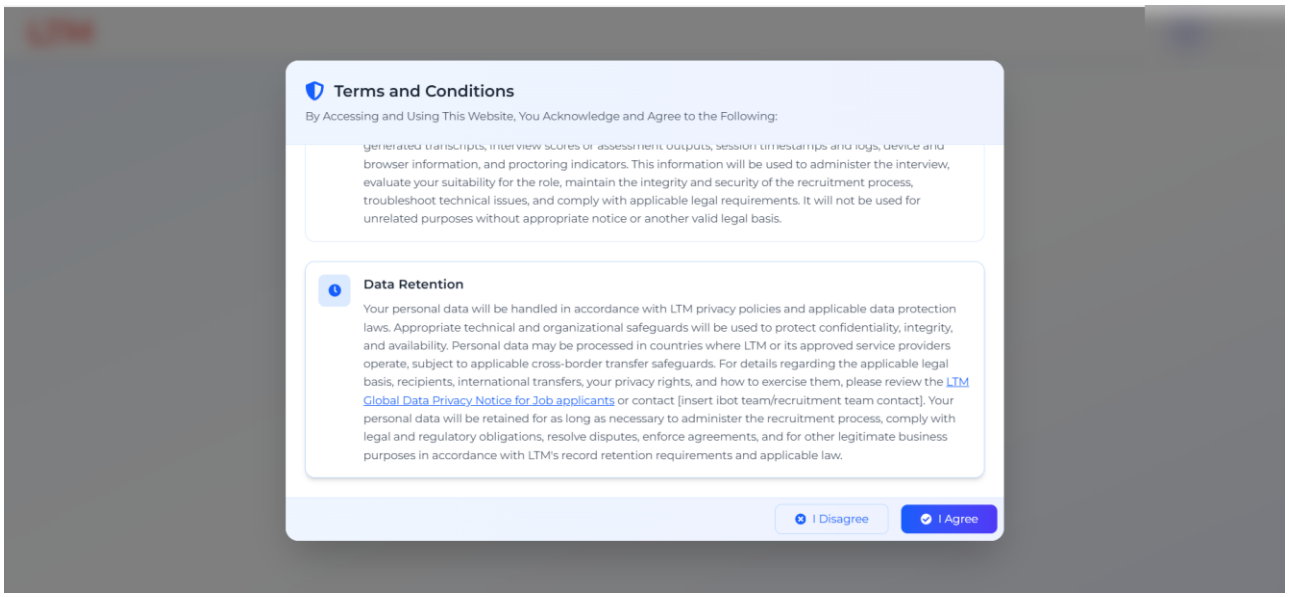


Figure 2.5. Terms and conditions acceptance

6 Prepare the microphone and camera

Review the readiness checklist and select Start Microphone Test.

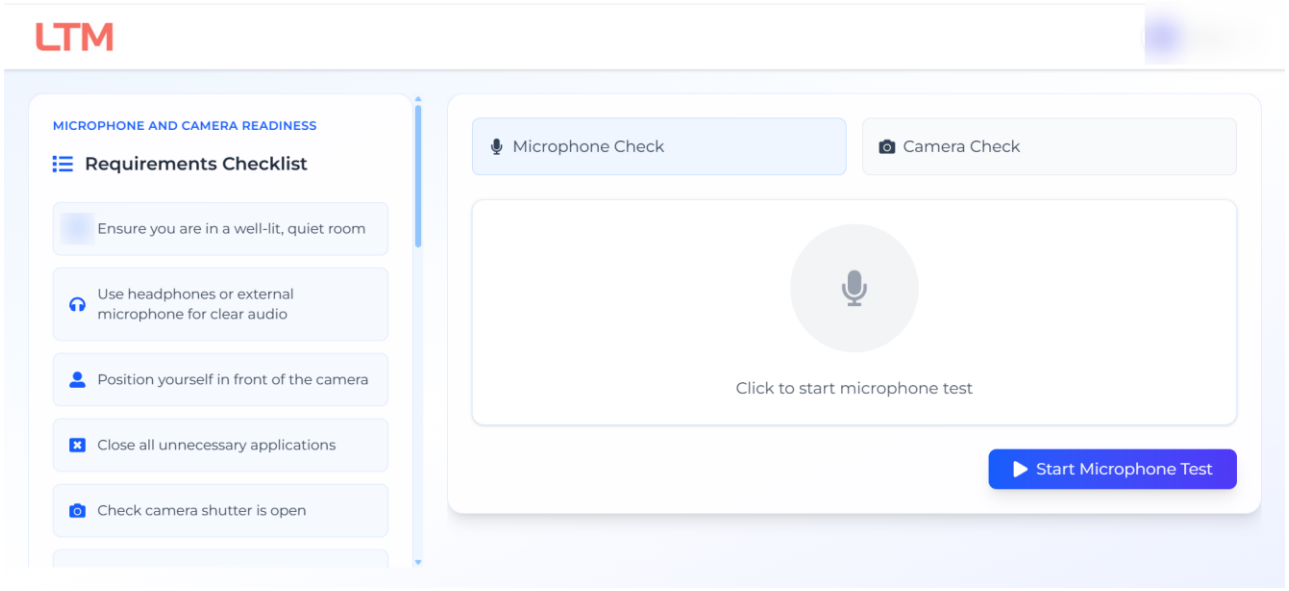


Figure 2.6. Microphone and camera readiness

7 Complete the microphone test

Use the displayed microphone test instructions and confirm that the selected microphone detects the candidate voice.

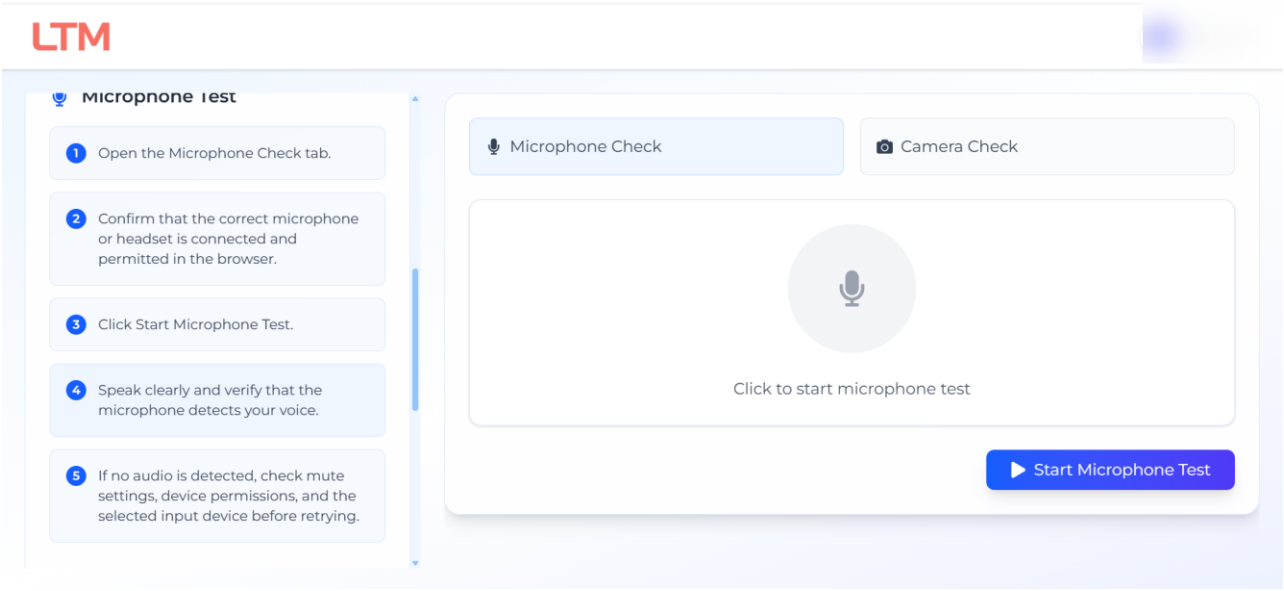


Figure 2.7. Microphone test instructions

8 Review the camera test instructions

Open the Camera Check tab, allow permission and verify that the camera view is clear and unobstructed.

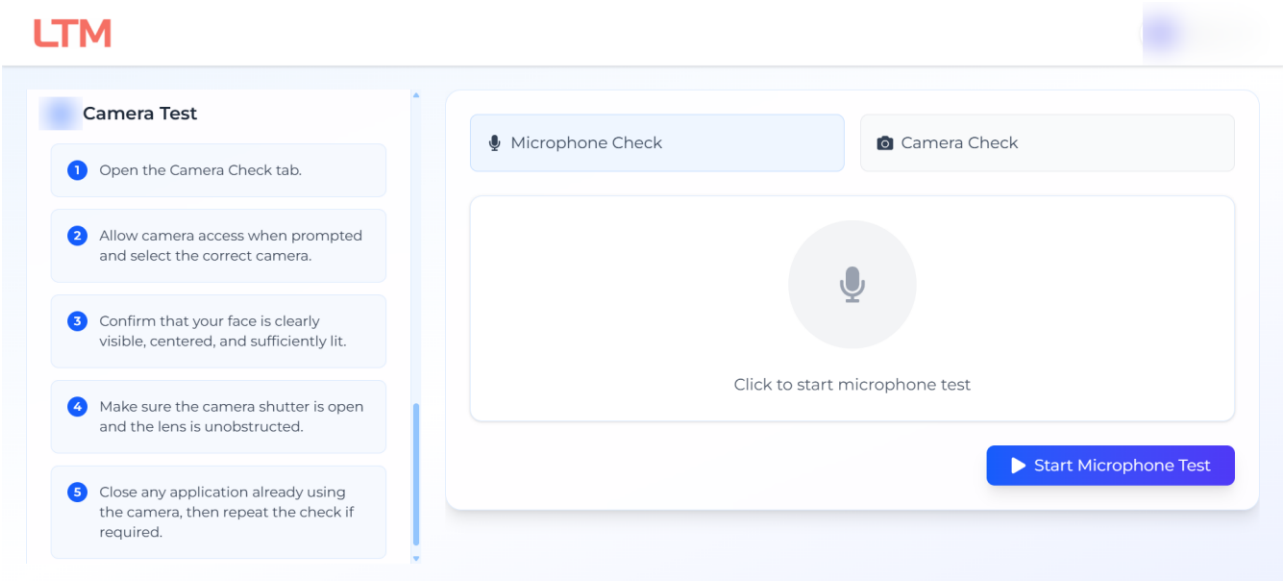


Figure 2.8. Camera test instructions

9 Verify the camera

When the camera preview is available and correctly positioned, select Verify Camera.

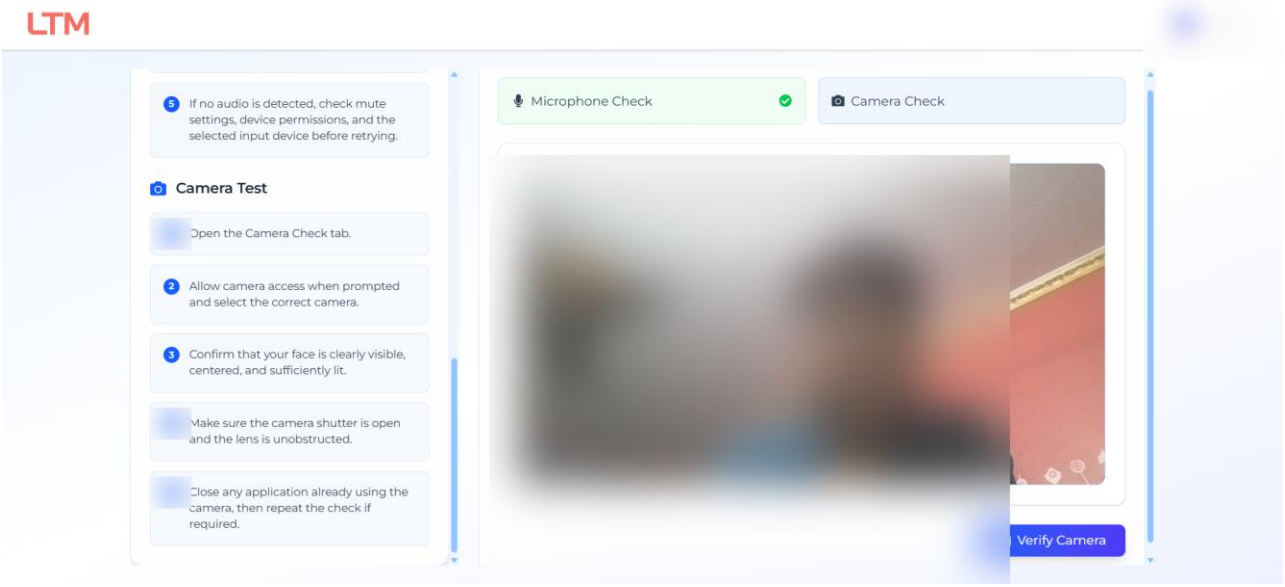


Figure 2.9. Camera verification

10 Record the introduction

Record the 60-second self-introduction. Use the key points displayed to cover the required introduction topics.

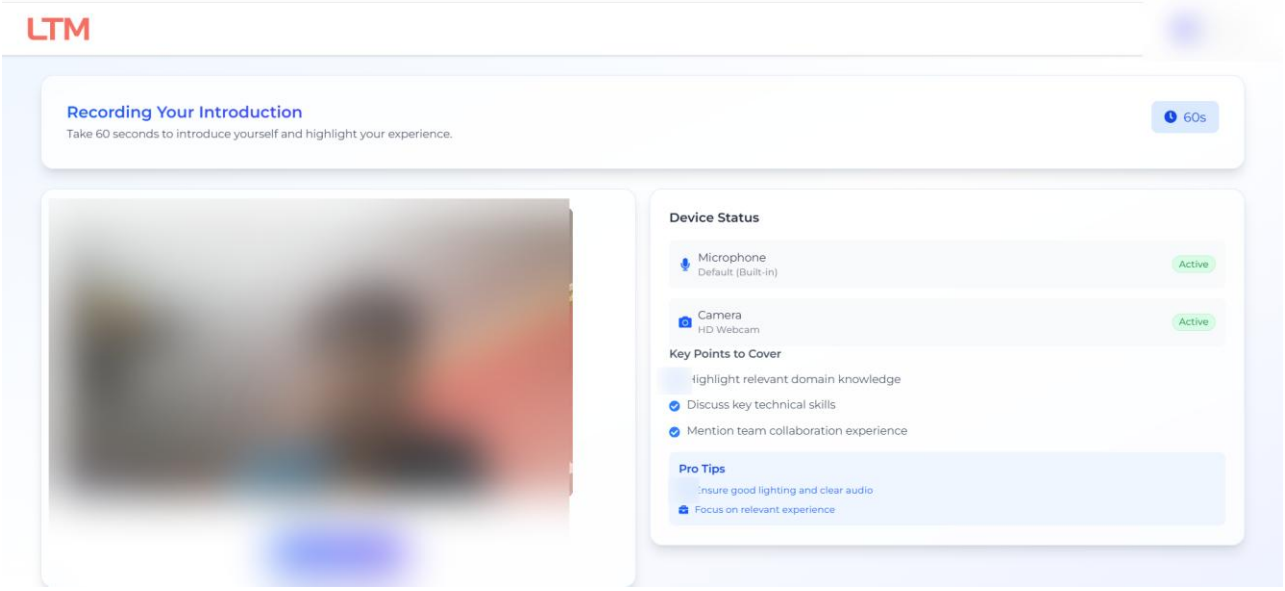


Figure 2.10. Introduction recording

11 Review final interview instructions

Read the final consent and interview instructions, including the keyboard warning and monitoring information, then select Yes, Proceed.

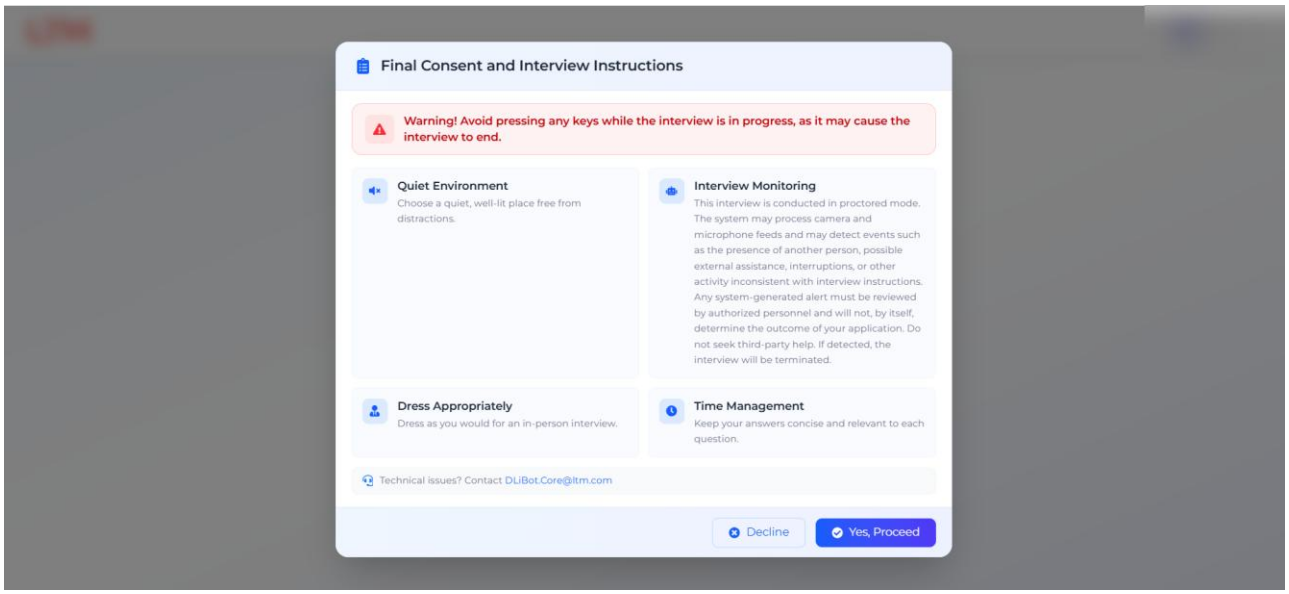


Figure 2.11. Final consent and interview instructions

WARNING Avoid pressing any keyboard key while the interview is in progress. Pressing Esc ends and auto-submits the interview.

12 Wait for screen-share permission

When prompted, wait for the browser screen-sharing selector to open.

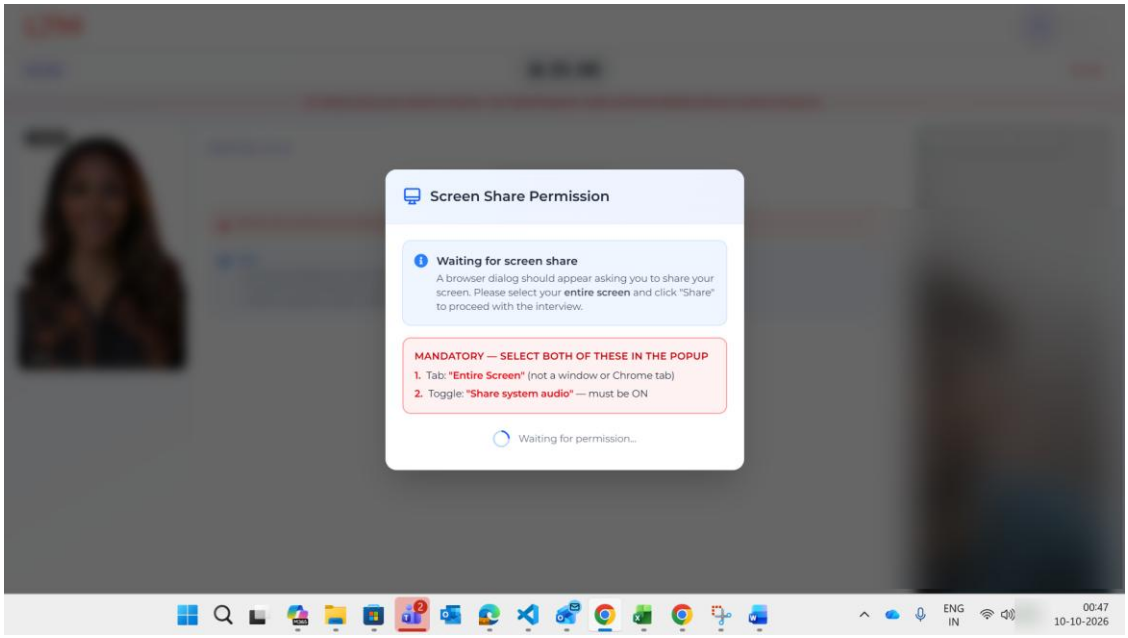


Figure 2.12. Screen-sharing permission prompt

13 Share the entire screen with audio

Select Entire Screen, enable Share system audio and select Share with Audio.

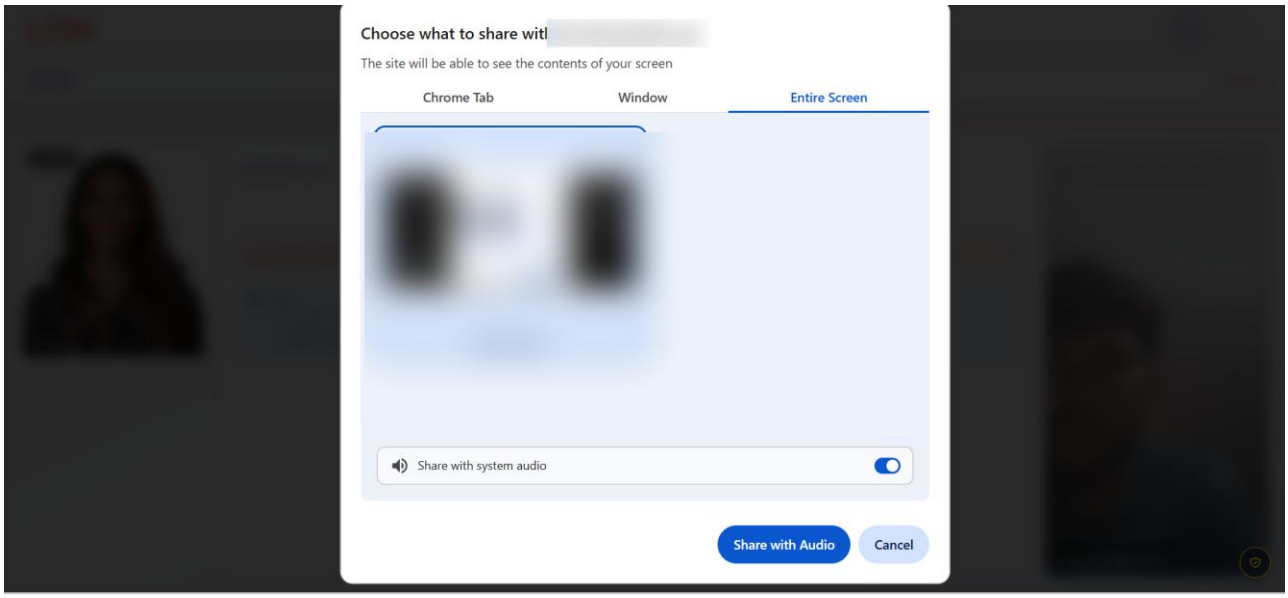


Figure 2.13. Entire-screen sharing with system audio

REQUIRED Select Entire Screen and enable system audio before sharing.

14 Begin answering the question

Read or listen to the question, then select Start Recording when ready to answer.

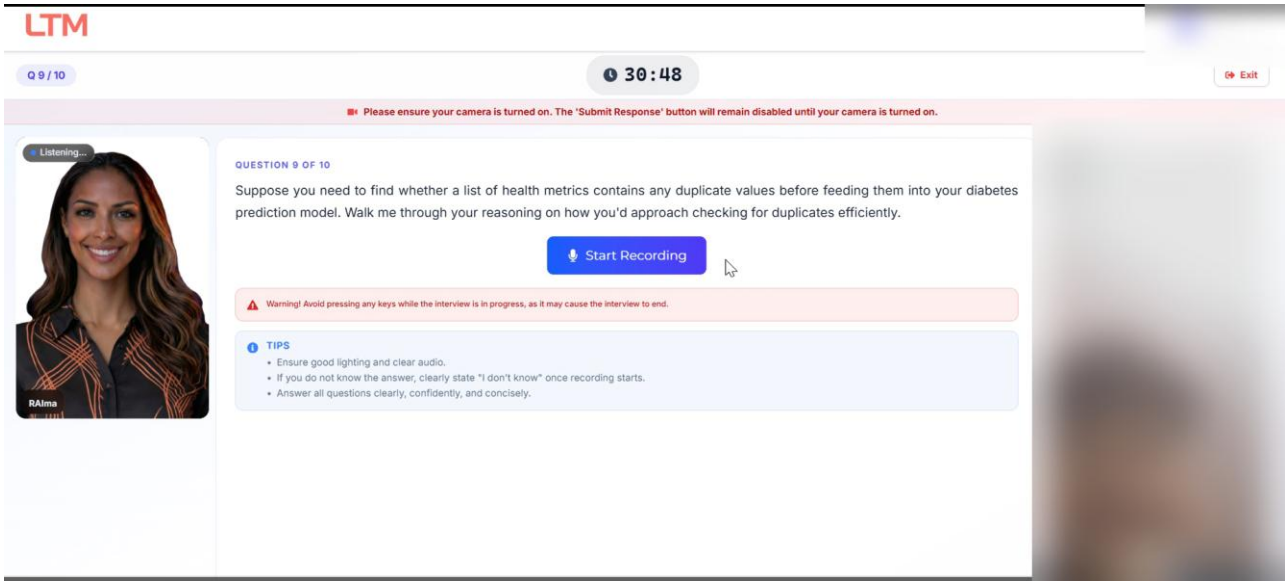


Figure 2.14. Interview question before recording

INTERVIEW CONDUCT Keep the camera on, do not refresh or leave the interview tab, and do not stop screen sharing before submission.

15 Continue through the interview

Continue answering the displayed questions while keeping the camera on and screen sharing active.

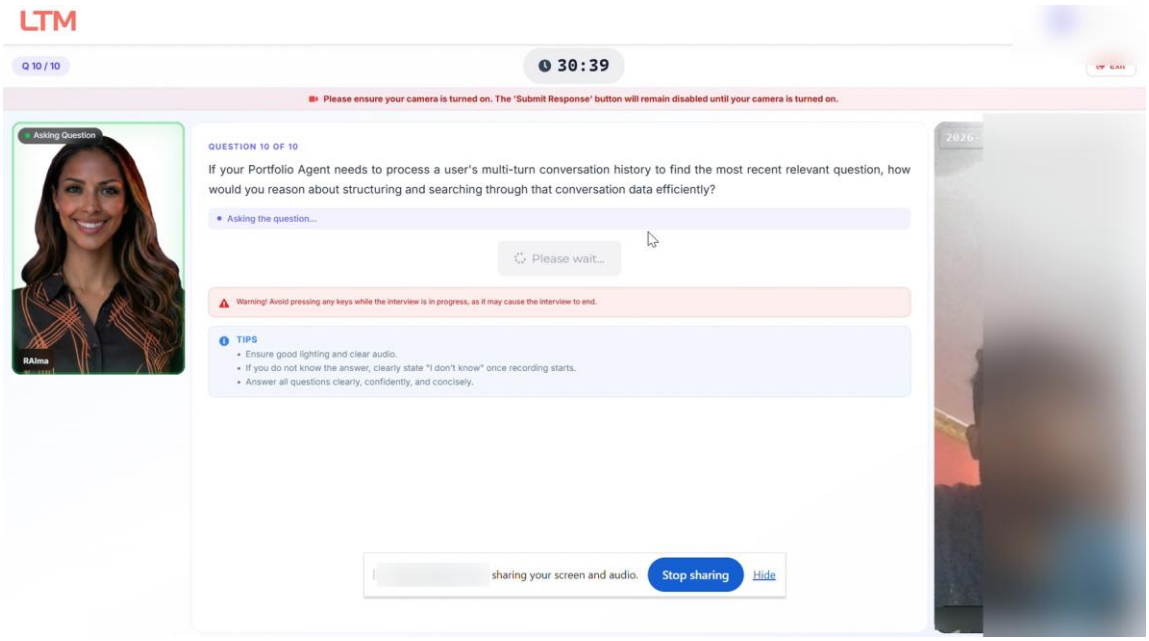


Figure 2.15. Interview question in progress

16 Submit the interview

After the questions are completed, confirm the Successfully Submitted message and select Return to Home.

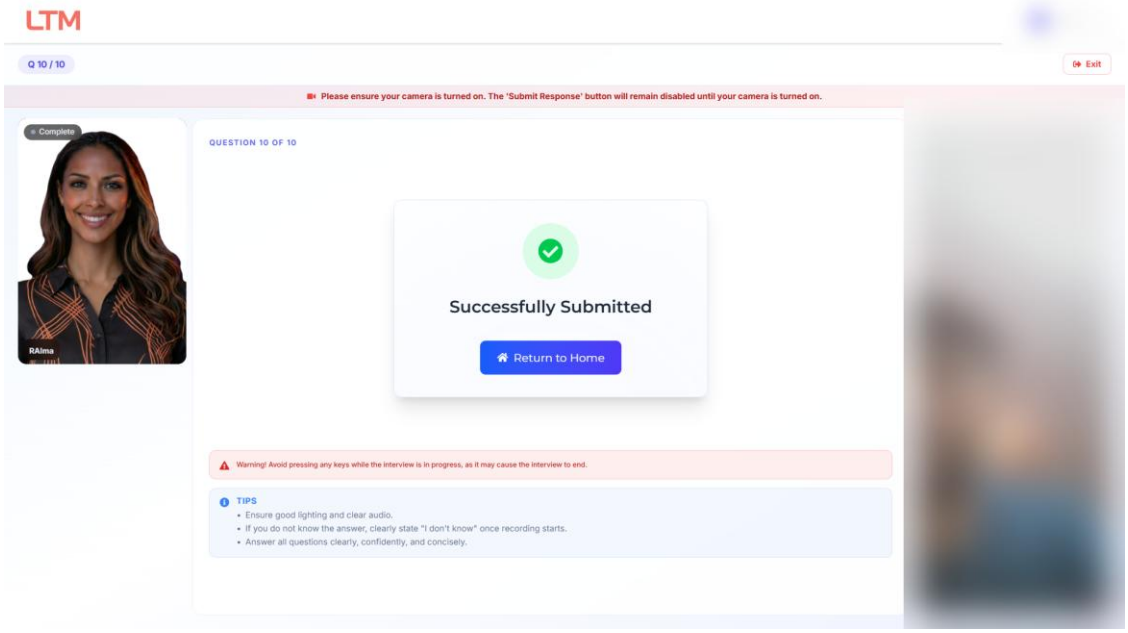


Figure 2.16. Successful interview submission

COMPLETE Use Return to Home only after the successful submission message appears.

17 Confirm completion status

On the candidate home page, confirm that the interview status is shown as Completed.

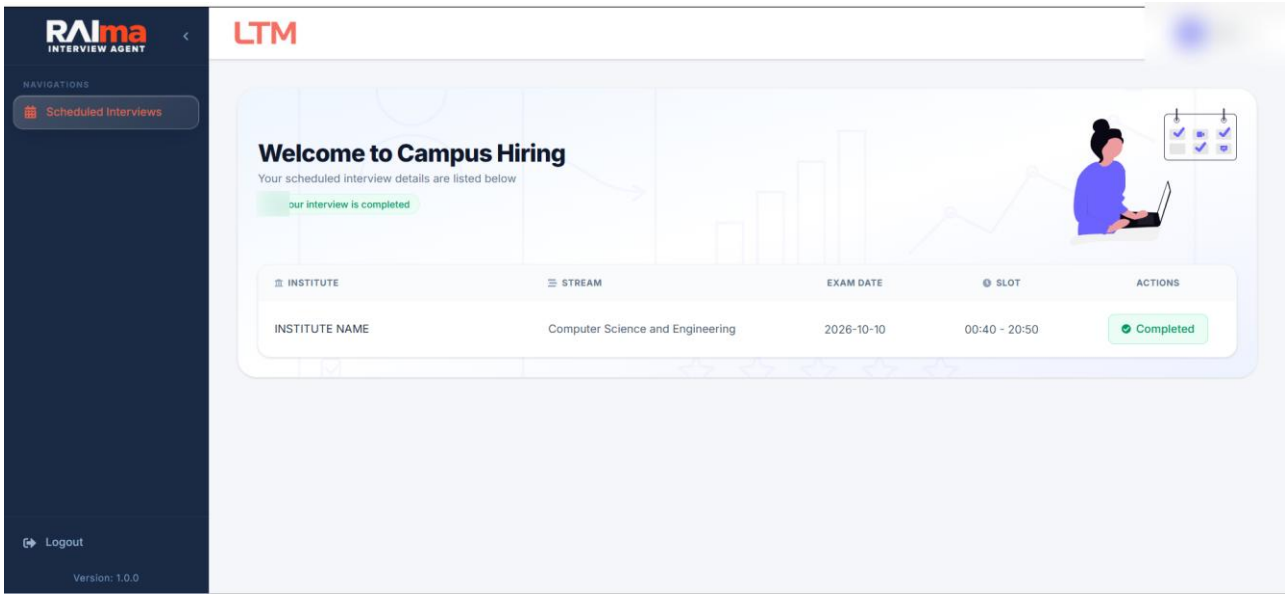


Figure 2.17. Completed interview status

INTERVIEW INSTRUCTIONS

- Use the latest Google Chrome on a laptop or desktop with a working camera and microphone.
- Use a stable internet connection, close unnecessary applications and keep the device connected to power.
- Complete the microphone and camera checks before continuing.
- Record the 60-second self-introduction.
- Share the entire screen and enable system audio.
- Keep the camera on throughout the interview.
- Do not press keyboard keys, refresh, close or switch away from the interview tab.
- Do not stop screen sharing until the interview is submitted.
- Complete all 10 questions within 35 minutes. There are no coding questions.

KEY RULE Pressing Esc ends and auto-submits the interview.

CANDIDATE COMPLETION CHECKLIST

Done	Checkpoint
☐	Start Interview selected at the scheduled slot
☐	Interview process reviewed
☐	Terms and conditions accepted
☐	Microphone test passed
☐	Camera verified
☐	60-second introduction recorded
☐	Final instructions reviewed
☐	Entire screen shared with system audio
☐	Camera kept on during the interview
☐	Keyboard keys avoided during the interview
☐	All interview questions completed
☐	Interview submitted successfully
☐	Completed status confirmed on the candidate home page

03 Troubleshooting & Support

Resolve common issues before contacting the support team.

Issue	Action
Verification code not received	Confirm the email address and check Inbox, Spam and Promotions.
Camera or microphone not working	Confirm Chrome permissions and close applications using the device, such as Teams or Zoom.
Screen sharing not working	Select Entire Screen rather than a window or tab, and enable system audio.
Internet interruption	Reconnect to a stable network and follow the on-screen instructions.
Technical issue preventing completion	Report the issue with the registered email address and a privacy-safe screenshot.

SUPPORT INFORMATION When contacting support, provide the registered email address, a short issue description and a screenshot where possible.