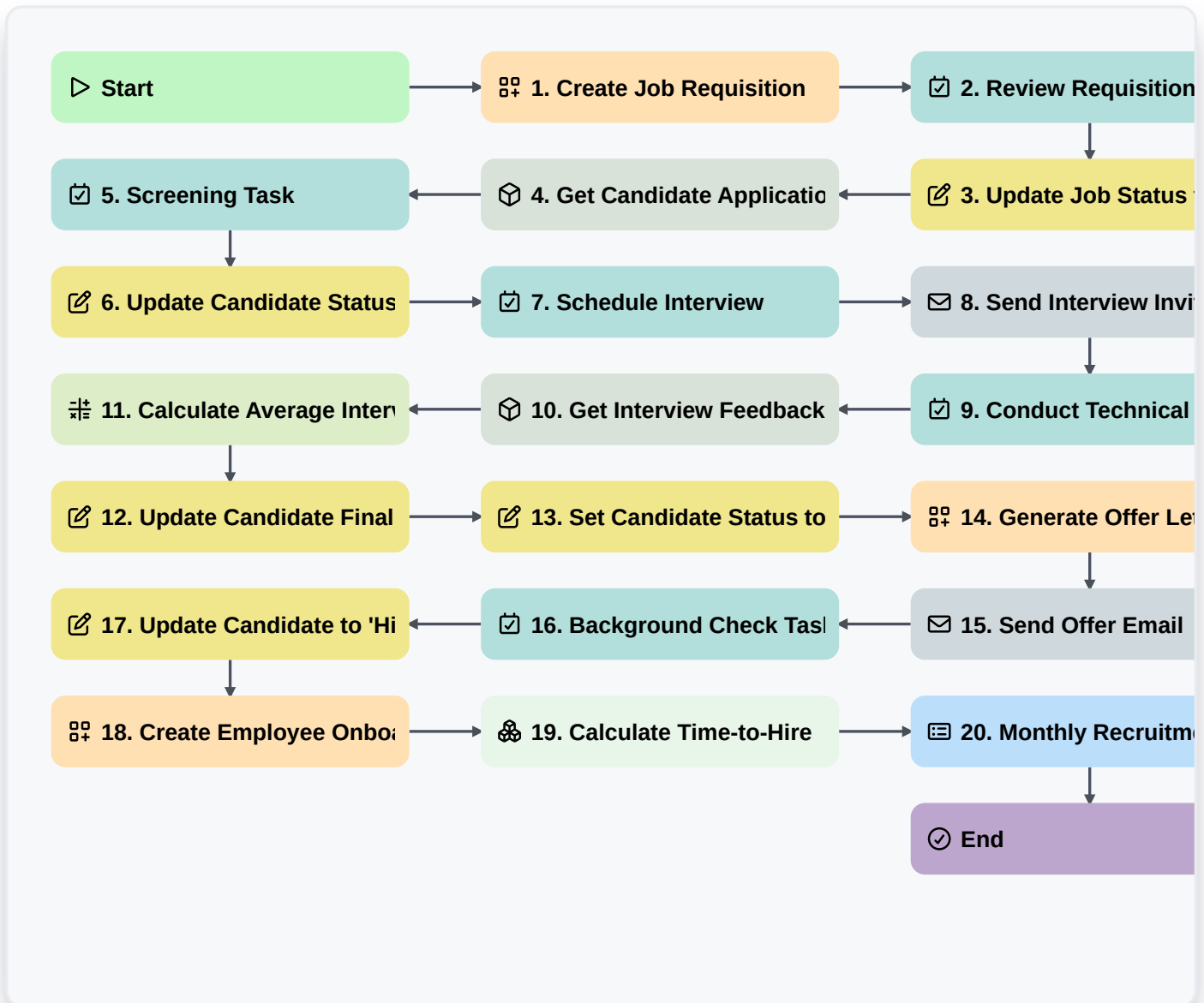


Applicant Tracking System (ATS) Workflow



▷ Start

Start of the Workflow/Process.

🛠️ 1. Create Job Requisition

Create a new entry in the Job Openings data model when a hiring manager submits a request.

✅ 2. Review Requisition

Assign a task to the HR Manager to review and approve the new job opening details.

✍️ 3. Update Job Status to 'Open'

Update the Job Opening entry status to 'Open' once the requisition is approved.

📦 4. Get Candidate Applications

Retrieve all candidate entries associated with the specific Job Opening ID.

✅ 5. Screening Task

Create a task for the Recruiter to review resumes and move candidates through the pipeline.

✍️ 6. Update Candidate Status

Update the candidate's stage (e.g., 'Phone Screen', 'Technical Interview') in the Candidate data model.



7. Schedule Interview

Create a task for the Recruiting Coordinator to coordinate calendars for the interview panel.

8. Send Interview Invitation

Send an automated email to the Candidate with interview details and calendar links.

9. Conduct Technical Assessment

Create a task for the Engineering Lead to evaluate the candidate's technical test results.

10. Get Interview Feedback

Retrieve all feedback entries/scores submitted by interviewers for the specific candidate.

11. Calculate Average Interview Score

Calculate the mean score from all interviewer feedback entries to determine candidate ranking.

12. Update Candidate Final Score

Update the 'Final Evaluation Score' field in the Candidate entry with the calculated average.

13. Set Candidate Status to 'Offer Pending'

Update the candidate status once the evaluation score meets the hiring threshold.

14. Generate Offer Letter

Create a new entry in the 'Offers' data model containing salary, start date, and benefits.

15. Send Offer Email

Send the formal offer details to the Candidate's email address.

16. Background Check Task

Assign a task to the HR Specialist to initiate and verify background screening results.

17. Update Candidate to 'Hired'

Update the Candidate status to 'Hired' upon successful completion of background checks.

18. Create Employee Onboarding Profile

Create a new entry in the 'Employees' data model using data from the Candidate entry.

19. Calculate Time-to-Hire

Aggregate the difference between 'Requisition Creation Date' and 'Hiring Date' to calculate hiring velocity.

20. Monthly Recruitment Report

Generate a summary report showing total hires, average time-to-hire, and cost-per-hire for the period.

End

End of the Workflow/Process.