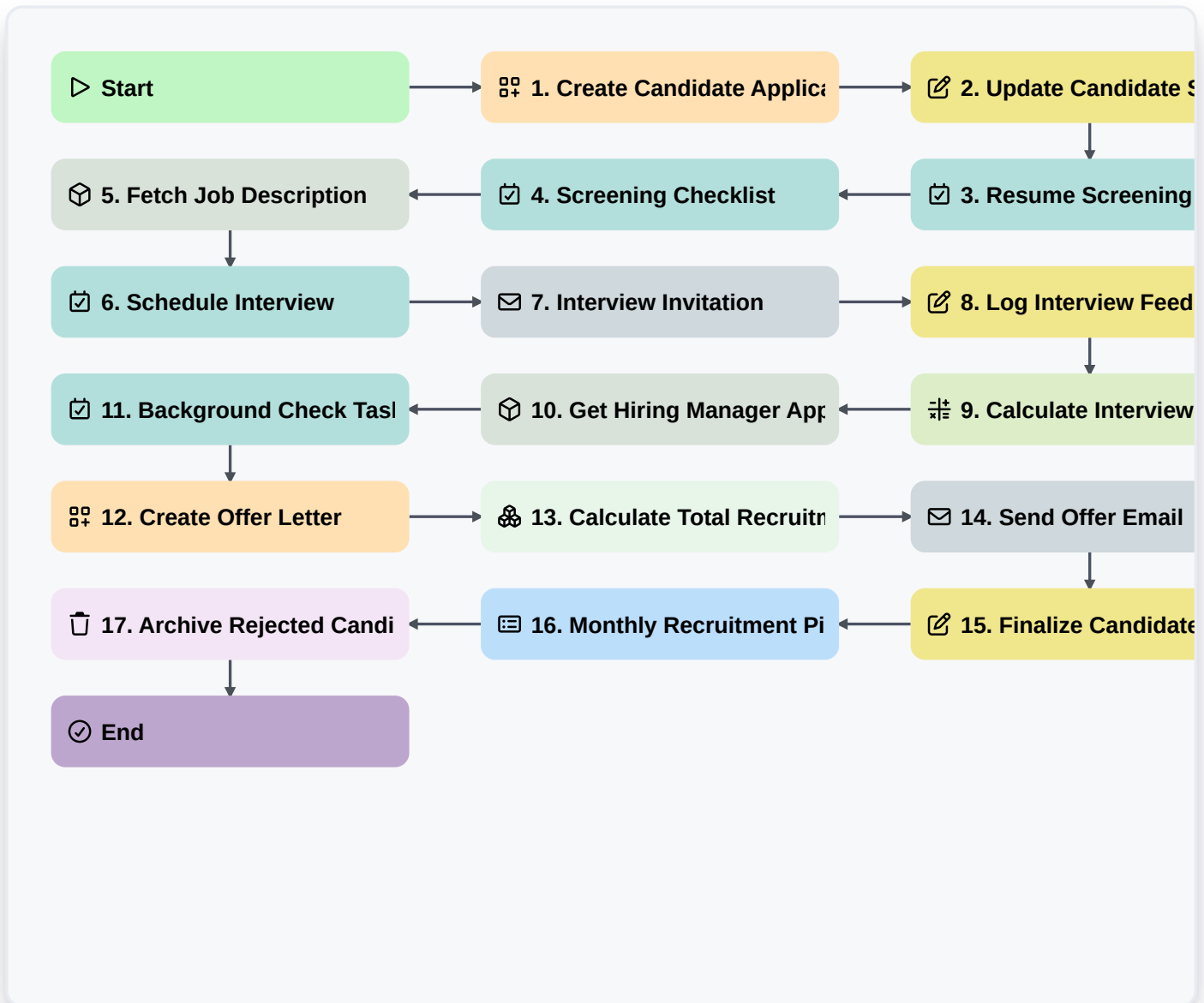


# Recruitment And Talent Acquisition Pipeline



## ▷ Start

Start of the Workflow/Process.

## 🛠️ 1. Create Candidate Application

Create a new entry in the 'Candidate' data model when a new application is received.

## ✍️ 2. Update Candidate Status

Update the 'Status' field in the Candidate data model (e.g., moving from 'Applied' to 'Interviewing').

## 📋 3. Resume Screening Task

Assign a task to the Recruiter to review the candidate's uploaded documents.

## 📋 4. Screening Checklist

A set of sub-steps for the Recruiter to verify: Contact info, Work Authorization, and Experience Match.

## 📦 5. Fetch Job Description

Retrieve details from the 'Job Openings' data model to match candidate skills against requirements.

## 📋 6. Schedule Interview

Create a task for the Recruitment Coordinator to coordinate calendars.



## ✉ **7. Interview Invitation**

Send an automated email to the Candidate with interview date, time, and meeting link.

## ✍ **8. Log Interview Feedback**

Update the Candidate entry with interview scores and interviewer notes.

## 📊 **9. Calculate Interview Score Average**

Calculate the average score from all Interview Feedback entries for a specific candidate.

## 🏠 **10. Get Hiring Manager Approval**

Retrieve the 'Hiring Manager' contact and department info from the Job Openings model.

## 📅 **11. Background Check Task**

Create a task for the HR Admin to initiate and verify background screening results.

## 📄 **12. Create Offer Letter**

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

## 🔗 **13. Calculate Total Recruitment Cost**

Aggregate the 'Cost Per Hire' numeric property from all successful 'Hired' entries.

## ✉ **14. Send Offer Email**

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

## ✍ **15. Finalize Candidate Status**

Update the Candidate entry status to 'Hired' or 'Rejected'.

## 📄 **16. Monthly Recruitment Pipeline Report**

Generate a report summarizing total applications, interview ratios, and time-to-hire.

## 🗑 **17. Archive Rejected Candidates**

Remove or move entries from the active 'Recruitment' model to 'Archive' model if they fail certain criteria.

## 🏁 **End**

End of the Workflow/Process.