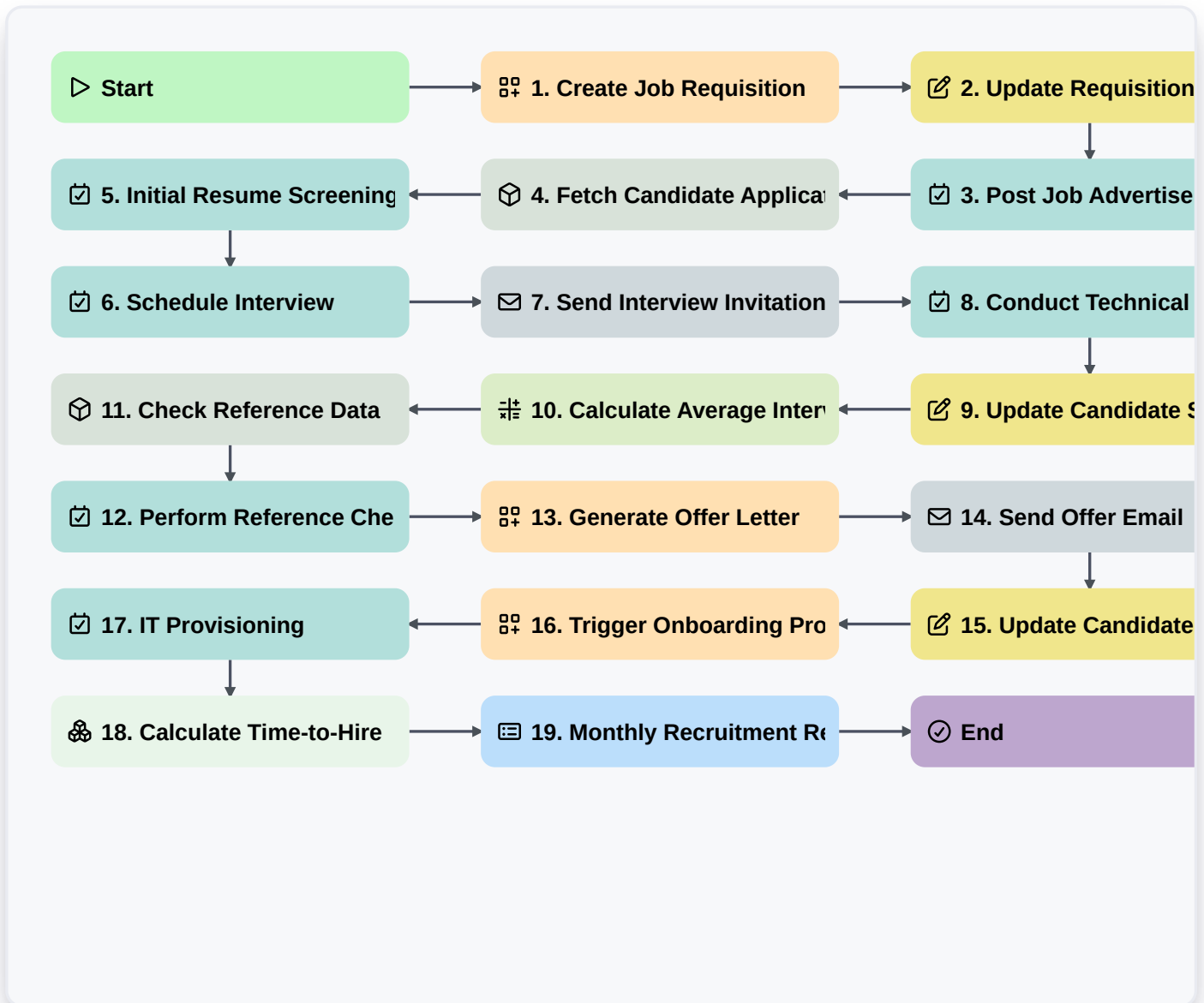


Recruitment And Talent Acquisition Process



▷ Start

Start of the Workflow/Process.

🛠️ 1. Create Job Requisition

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

✍️ 2. Update Requisition Status

Update the status of the Job Requisition entry to 'Open' once approved.

📅 3. Post Job Advertisement

Assign a task to the Recruitment Coordinator to publish the vacancy on job boards.

📦 4. Fetch Candidate Applications

Retrieve all entries from the Candidate data model linked to the specific Job Requisition.

📋 5. Initial Resume Screening

Assign a task to the Recruiter to review applications and filter candidates.

📅 6. Schedule Interview

Assign a task to the Coordinator to coordinate calendars for the first round interview.



✉ **7. Send Interview Invitation**

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

✔ **8. Conduct Technical Assessment**

Assign a task to the Hiring Manager to perform the technical evaluation.

✎ **9. Update Candidate Score**

Update the candidate's evaluation score in the Candidate data model after the assessment.

⚙️ **10. Calculate Average Interview Score**

Execute a formula to average the scores from all interviewers for a specific candidate.

📦 **11. Check Reference Data**

Retrieve reference contact entries associated with the candidate.

✔ **12. Perform Reference Check**

Assign a task to the Recruiter to contact references and verify background information.

📄 **13. Generate Offer Letter**

Create a new entry in the Offer Letter data model populated with candidate details.

✉ **14. Send Offer Email**

Send the official offer details and digital contract to the candidate's email address.

✎ **15. Update Candidate Status to 'Hired'**

Update the Candidate entry status to 'Hired' upon offer acceptance.

📄 **16. Trigger Onboarding Process**

Create a new entry in the Onboarding data model for the new hire.

✔ **17. IT Provisioning**

Assign a task to the IT Department to prepare hardware and software access.

⚙️ **18. Calculate Time-to-Hire**

Aggregate the difference between 'Requisition Date' and 'Hire Date' to calculate recruitment efficiency.

📄 **19. Monthly Recruitment Report**

Create a report summarizing all completed hires and active vacancies for the month.

✔ **End**

End of the Workflow/Process.