

Recruitment Management

Introduction

In highlight of competition for talent, increased wages and high turnover rates, the acquisition of skilled employees has become one of the top priorities but also greatest challenges of any company. More than ever is it necessary for companies to recruit proactively by analyzing corporate goals and their relation to company wide competency requirements while predicting headcount growth patterns.

However, in many companies recruitment is often still a last minute process that is initiated when the need is already present. Under these circumstances companies not only tend to bypass proper analysis of employee skill requirements as well as input from multiple sources but also skip minimal processes that may be in place. This subjective rather than objective approach negates the value of strategic recruitment planning.v

SunFish HR systematizes the recruitment process and guides through all important steps and activities that an effective and strategically relevant recruitment cycle should consist of: manpower planning, job definitions and requirements, advertising, definition of selection procedures, applicant data collection, automated filtering, talent assessment and selection process, hiring, induction, and process control.

Moreover, the process automation inherent in SunFish HR saves valuable time and administration cost when it comes to conducting the actual recruitment activities such as filing received applications, comparing and ranking competencies of candidates against one another in different categories as well as with the position requirements, conducting several stages of selection including testing, scheduling interviews, producing applicant statistics, etc. Definable short-listing functions additionally save time as they highlight those applicants that do not meet minimal requirements and should not continue in the review process.

Beyond that, the recruitment tool in SunFish HR allows HR staff and managers to expend the advertising sources by publishing vacancies on the internal corporate network as well as a company controlled external job portals on their website for applicants to file resumes, do basic online testing before further qualifying.

Automated recruitment also analyzes the fulfillment of manpower and hiring plans as well as spending on advertising sources in terms of through which source most qualified applicants come in order to eliminate costs for ineffective sources.

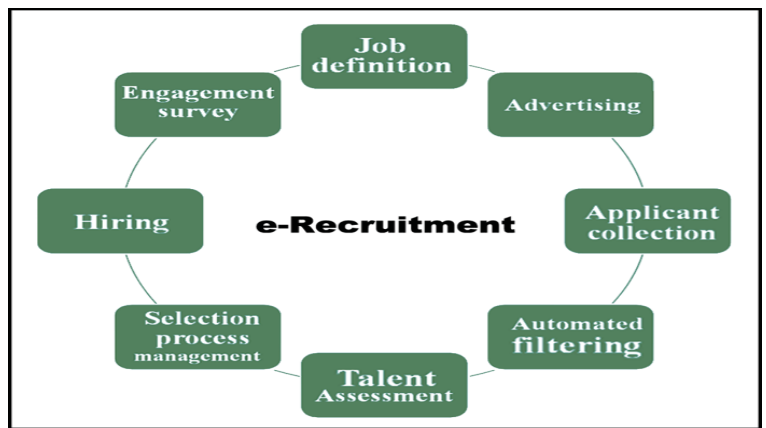
Recruitment | Recruitment Plan

Position: [Any Part of Field] [NONE] Search Show All

MPP Period: [MPPQ4-11 [Oct-01-2011-Dec-31-2011]] Page: 1 of 1

No.	Position	Oct '2011			Nov '2011			Dec '2011		
		Actual	MPP	Plan	Actual	MPP	Plan	Actual	MPP	Plan
1.	Accounting Staff	2	3	1	2	3	1	3	4	1
2.	Customer Care Manager	0	0	0	0	0	0	0	1	1
3.	Customer Care Officer	0	0	0	0	0	0	0	2	2
4.	FA Manager	0	0	0	0	0	0	0	1	1
5.	Finance Accountant Controller	2	0	-2	2	0	-2	2	2	0
6.	Human Resources Manager	0	0	0	0	0	0	0	1	1
7.	Office Boy	2	4	2	1	3	2	1	3	2
8.	QA Officer	4	5	1	3	4	1	6	7	1

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Recruitment | Selection Process | Applicant Review Process | Selection Process

Interview General Information

Applicant Code: APL9901-0000118
 Name: Koriene Josua
 Email: kj@sunfish.com
 Phone: 62215452
 Position Applied: IT Director
 Source: Company Network

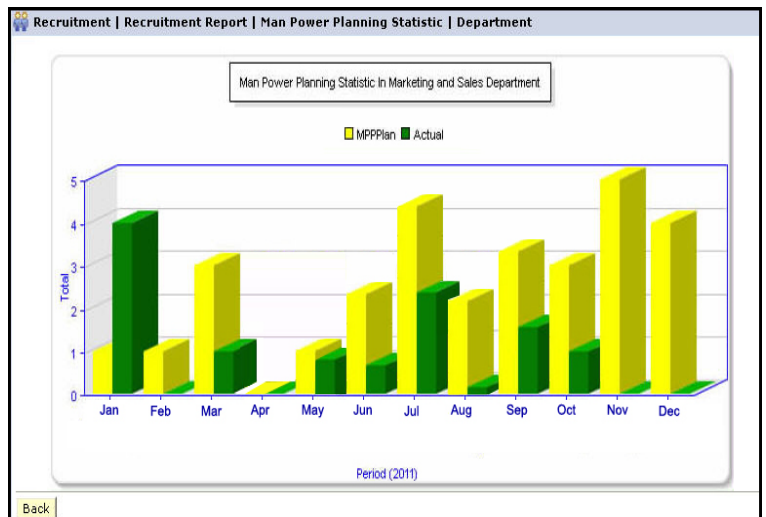
Selection Process

No.	Selection Date	Scored by	Selection Type	Scoring Date	Score	Status
1	12/02/2011	12/08/2011	Gordon J. Enns Application Review	01/09/2011	80	Pass
2	12/02/2011	12/02/2011	Gordon J. Enns General Test (dep. position language, html, logic)	01/09/2011	80	Pass
3	12/02/2011	12/02/2011	Gordon J. Enns Competence Review *	01/09/2011	80	Pass
4	12/02/2011	12/02/2011	Gordon J. Enns Interview	01/09/2011	80	Pass

(*) Competence Evaluation

Save Close

Current Status: View Mode





Recruitment Management

Benefits

SunFish HR automates and simplifies the recruitment process, providing efficient, and error free processing. Specifically Recruitment Management delivers the following benefits:

Increased HR Department Efficiency

The HR Department configures workflow and approval steps related to manpower planning, recruitment requests, sorting through applications, passing it on to the next decision maker, etc. Once configured, these activities are conducted as defined with only exceptions requiring the HR department's approval. This new efficiency does not only save HRD administration time and costs, but also reduces the company's risk of losing a good match to another job opportunity elsewhere due to slow response time, or to pass over a candidate for another position than the applied one due to inability or time to cross-reference.

Better Management Oversight With No Time Wasted

Managers at all levels can easily be a part of the approval process and in charge of selection steps based on company policies, or be able to look into the details of processes that they might not need to approve. All steps and transactions that require action appear in an authorized person's inbox and all required details are easily accessed for further measures or decisions.

Improved Analysis of Recruitment Process

In order to achieve ideal results, the effectiveness of recruitment process needs to be constantly analyzed and re-evaluated from different perspectives. SunFish HR provides several tools that are needed to do so: starting with cost tracking, actual costs vs. budget reports, planned hiring vs. actual vacancy fulfillment statistics, most trafficked advertising source, to engaging newly hired employees in surveys regarding their perception of the recruitment process. All combined give HR staff and managers better insight into the strength and improvement areas of the process, which in turn allows them to fine-tune respective steps and activities in order to be fully effective.

Better Planning and Budget Arrangement

With regard to recruitment planning, SunFish HR provides better planning tools for the HR department. The system allows manpower planning and forecasting of periodic recruitment needs of every department and projects the budgetary requirements of the scheduled recruitments. This allows for more accurate budgetary planning.

Improved Analysis of Recruitment Costs and Allocation

Managers and the HR department have a variety of tools to define and manage recruitment budgets and expenses related to vacancy advertising media, applicant selection tests, interviews, etc. Combined with comprehensive recruitment spending reports, managers are given the ability to track the costs of the entire recruitment process as well as sub areas, enabling them to identify and eliminate cost-inefficiencies.

Lower Paper, Printing, Approval and Mailing Costs

SunFish HR dramatically reduces the costs associated with the recruitment processing. Online and automated processing drives down the costs without sacrificing control over the recruitment process.

Internal and External Recruitment Process

SunFish HR supports both internal and external recruitment processes allowing the HR department to compare a broader pool of candidates and qualifications when filling certain vacant positions. Sometimes, the best match for a vacant position may be an employee already working for the company that would otherwise be overlooked.

Improved Time to Hire

Competently matching candidates and relevant vacancies can take time and patience. However, not making these decisions may result in losing skilled labour to other companies. One of the many benefits that SunFish HR provides is that it simplifies, enhances and accelerates many steps involved in the hiring cycle. Definable applicant filters and selection criteria allow HRD to sort out unqualified and shortlist good candidates in half the time than previously possible. That means the interview process can commence faster, and as such the final employment decision can also be made much swifter than in manual processes.

Features

SunFish HR is a 100% Web-based Solution.

All functions are made available for the employee on a self-service basis while maintaining the security. For manpower planning and recruitment requests, this gives the company flexibility to allow transparency for employees, oversight by management, and easy distribution of request processing and approval to the appropriate people.

Approval Work Flow

The workflow manager allows for flexible definitions of approval steps for recruitment and manpower planning requests. The system automatically determines required people or positions for approval, abbreviating the time consuming steps of approval. Notifications are sent automatically by email, and the users can easily see which approvals are waiting for processing when they login. Users are able to approve many items in a group or process each individually, and easy drill-down allows the users to inspect the details of any request.

Manpower Planning & Recruitment Process

SunFish HR allows for the recruitment process to start with the creation of manpower plans that predict recruiting levels and times. Manpower plans can be created based on input from department managers, staff supervisors and HR professionals. Once approved, the recruitment process can be initiated based on manpower plans but also, optionally, can occur out of other circumstances such as urgent replacement needs.

Advertising & Job Applications - Online

Once a vacancy was sufficiently described regarding task, responsibilities, competency requirements, educational background, work experience, employment type, etc. and was approved for starting the hiring process it should be posted internally and externally. For the external vacancy posting, SunFish HR allows HR professionals to keep track of different advertising sources, publishing periods and costs. An integral part of SunFish HR is the 'Job Online' feature that allows candidates to apply Online. The feature provides the facility to be interfaced with existing websites that a company might already have.

Email Alerts & Automated Letter Generation

All users involved in the recruitment process are kept up-to-date on the process by automated email alerts. Users can easily click on links within these emails to get more details on the requests, tasks, schedules, etc. Email alerts may also inform the applicants of the recruitment processes status. The system also automatically generates acceptance or rejection letter once the applicants are accepted or rejected.

Applicant Tracker

All the received applicant data are available in SunFish HR for a desired period of time based on the company policy; as a result, this data can be used for the next recruitment process or to guard against multiple applications by a single person. This feature also allows users to search applicants based on different job or personal criteria and to find out how well applicants are qualified for applied positions (in terms of competency match, education, experience, etc.).

Selection Procedures & Automated Filtering

The module allows the definition of different types of selection steps that applicants have to complete during the hiring evaluation cycle (e.g. test, medical checks, interviews, negotiation, etc.). An 'initial filter' function lets users conveniently remove all applicants that have not qualified to be invited back for testing and interviews. Once the interview process commences, different individuals can be tasked with reviewing and evaluating applicants in order to have input from all organizational levels before making a decision. Input can occur in different form such as scoring test results, ranking of competencies and weighting, strength and weaknesses comments, pass or not pass recommendations, etc. Combined with a variety of analysis tools recruiters have efficient means to objectively compare, rate and sort applicants in different categories and determine the best match.

Integration With Employee Information Module

The recruitment and selection module is completely integrated with the personnel administration module. This means all the application information as well as information gathered during the selection process such as test results and interview records will automatically be transferred to the personnel administration database, once the person is hired.

Trouble Lights

Dashboard lights in SunFish HR allow managers and HR department users to watch for and identify issues related to the recruitment process. They can be used to indicate a slow down in the approval processing, the number of vacant position being too high, or virtually any other aspect of the recruitment process that needs to be tracked. Dashboard lights allow the HR department to keep track of the problems and issues that might arise from the recruitment process and replace manual recording that is time-consuming and complicated.

Analysis and Reporting

Data is stored within SunFish HR for a definable period. The Recruitment module includes a wide range of reports, which can be used to control recruitment processes, costs and fulfillment. Reports can be based on a variety of criteria useful for analysis or auditing. If current reports are not sufficient for all requirements, SunFish HR allows the users to define their own reports or export data to MS Excel™ where they can analyze the data in their preferred method.