

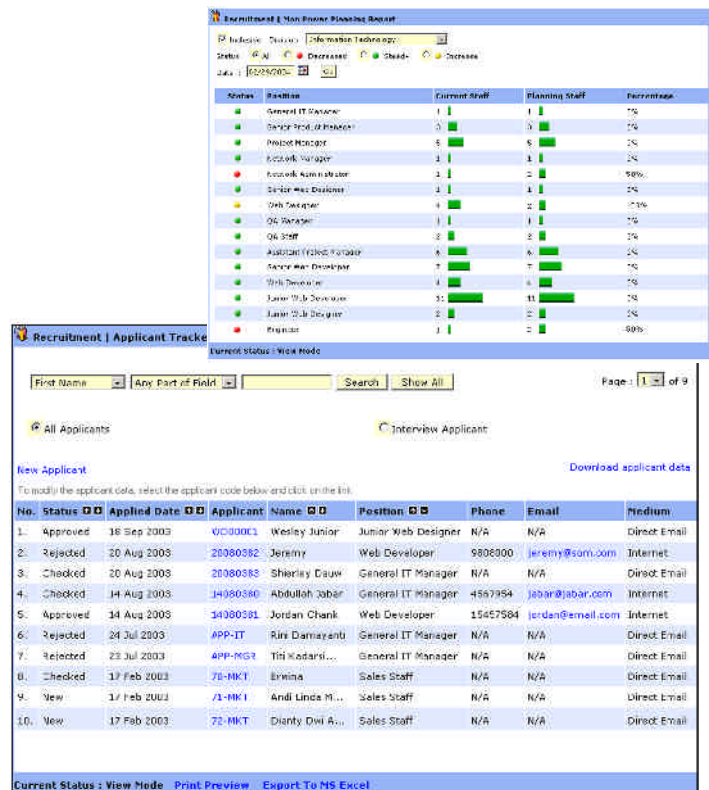
Recruitment & Selection

Introduction

Today's dynamic companies need to quickly adapt to the changing environment or risk being obsolete. Often the HR department is required to fill vast number of jobs as the company develops new markets and pursues new strategies. New positions tend to require specialized skill sets while new management philosophies look for softer skills such as interpersonal skills. To further complicate the matter, today's employees are more likely to change jobs, making the concept of lifetime employment as extinct as the dinosaurs. The HR department must define the job requirements, advertise the position, sort through the applicants and choose the best candidates effectively and efficiently. However this process can be very complex, expensive and time consuming.

SunFish HR system simplifies the recruitment process by filing received applications, scheduling interviews, producing applicant flow statistics, routing requests and approvals, customizing recruitment letters, processing offers, tracking the entire hiring process, to list a few functionalities of the recruitment module.

SunFish HR places the posting of vacant position on the company website and use an automated system to make the interview process easy and by employing a unique rating system that assign different points and weight to applicants areas such as skill, education and work experience. The points system also simplifies the sorting and rating of applicants, thus allowing a more objective comparison of applicants in different categories.



The screenshot displays two main components of the SunFish HR system interface:

Recruitment | Man Power Statistics Report

Status	Reaction	Current Staff	Planning Staff	Percentage
General IT Manager	1	1	1	75%
Senior Prod. & Engineer	0	0	0	75%
Product Manager	5	5	5	25%
Account Manager	1	1	1	25%
Account Administrator	1	1	1	50%
Senior Web Designer	1	1	1	25%
Web Designer	4	4	2	25%
QA Manager	1	1	1	75%
QA Staff	3	3	2	25%
Assistant Field Manager	6	6	6	25%
Agency Man. Designer	7	7	7	50%
Web Developer	4	4	4	25%
Junior Web Designer	11	11	11	25%
Junior Staff Designer	2	2	2	25%
Printer	1	1	1	50%

Recruitment | Applicant Tracker

Current Status: View Mode

Search: [First Name] [Any Part of Field] [Search] [Show All] Page: 1 of 9

Buttons: All Applicants, Interview Applicant, Download applicant data

New Applicant: [To modify the applicant data, select the applicant code below and click on the link.]

No.	Status	Applied Date	Applicant Code	Applicant Name	Position	Phone	Email	Medium
1.	Approved	18 Sep 2003	0000001	Wesley Junior	Junior Web Designer	N/A	N/A	Direct Email
2.	Rejected	20 Aug 2003	20080382	Jeremy	Web Developer	9808300	jeremy@som.com	Internet
3.	Checked	20 Aug 2003	20080383	Shirley Caww	General IT Manager	N/A	N/A	Direct Email
4.	Checked	14 Aug 2003	14080380	Abdullah Jabar	General IT Manager	4557954	jabar@jabar.com	Internet
5.	Approved	14 Aug 2003	14080381	Jordan Chan	Web Developer	15457584	jordan@email.com	Internet
6.	Rejected	24 Jul 2003	APP-IT	Rini Damayanti	General IT Manager	N/A	N/A	Direct Email
7.	Rejected	23 Jul 2003	APP-MG3	Tini Hadari...	General IT Manager	N/A	N/A	Direct Email
8.	Checked	17 Feb 2003	75-MKT	Erwina	Sales Staff	N/A	N/A	Direct Email
9.	New	17 Feb 2003	71-MKT	Andi Linda M...	Sales Staff	N/A	N/A	Direct Email
10.	New	17 Feb 2003	70-MKT	Dianry Dwi A...	Sales Staff	N/A	N/A	Direct Email

Current Status: View Mode Print Preview Export To MS Excel

Recruitment & Selection

Features

SunFish HR automates the recruitment process, proving efficient, and error free processing. Specifically Recruitment Administration delivers of the following benefits:

Increased HR department efficiency

The HR Department configures rules and workflow related to recruitment requests. Once configured, recruitment requests are processed with only special items requiring HR department approval. The HR department can be completely free from the current time consuming job of processing reimbursements and focus their full effort on employee recruitment.

Better management oversight with no time wasted

Managers at all levels can easily be a part of the approval process based on company policies, or be able to look into the details of request that they might not need to approve. Approvals appear in the managers' inbox and all required details are easily accessed.

Improved analysis of recruitment process

Managers and the HR department have a variety of tools to create reports and analyze recruitment request. Tools to analyze the best applicants to fill vacant positions are also available in the system. These tools allow HR department to compare all the applications based on the competencies.

Better planning and budget arrangement

With regard to recruitment planning, SunFish HR provides better planning tools for the HR department. The system plans and forecasts recruitment requirements 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 with SunFish HR to create reports and analyze the recruitment process. Recruitment budget and expense related to the broadcast media used also can be maintained through this module. With these tools managers are given the ability to track overall process of the recruitment.

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. The HR department might compare several employees or several applicants to fill certain vacant positions.

Employees with high qualification

Since SunFish HR allow HR department to identify and compare applicants to fill certain vacant position based on their competence, the system will help the HR department

Benefits

SunFish HR is a 100% web based solution.

All functions are made available for the employee on self-service based while maintaining the security. For recruitment requests, this gives the company flexibility to allow transparency to employees, oversight by management, and easy distribution of recruitment processing and approval to the appropriate people. The flexibility of the open interface and process will completely change the way recruitment is processed within the company.

Approval work flow

The workflow manager allows for flexible definitions of approval steps for recruitment and human resource 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.

Online approvals

All approvals are process by the appropriate users online. Once approved, a request is instantaneously forwarded to the next approval process. If approvals are not processed quickly enough, indicator lights in the application will identify any bottlenecks and help managers resolve the inefficiencies.

Job applications - online

Apply for Job Online is an integral feature of SunFish HR that allows the applicants to apply online.. Furthermore, this feature also can be integrated with existing websites that the company might already have.

Email alerts

All the persons requesting for the recruitment and human resource planning as well as all other users involved in the recruitment approval 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. Email alerts may also inform the applicants of the recruitment processes. The system also automatically generates acceptance or rejection letter once the applicants are accepted or rejected.

Applicant data

All the received applicant data are available in SunFish HR for a desired period of time based on company policy; as a result, this data can be used for next recruitment process or to guard against multiple applications by a single person.

Integration with other modules

The recruitment and selection administration 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 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 recruitment process. Dashboard lights, for example, 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 that is time consuming and complicated.

Analysis and reporting

Recruitment and selection administration module includes a wide range of reports, which can be used to analyze recruitment processes and steps. All recruitment data is stored within SunFish HR for a definable period. Reports can be run 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 interface the data to MS Excel™ where they can analyze the data in their preferred method.