

Worklow Of RECRUITMENT in HR Department

Steps		Stakeholders			Descriptions
		HR	Deptt. Manager	Selection Committee	
1	Request Recruitment		Manger Open Position		Managers opens job position.
2	Identify & Evaluate Needs	HR identifies vacancy and determine needs to fill.			HR consult with manager about details.
3	Develop Position Description	HR consult with Manager to design position description	Coordinate with HR		Both HR and Manager consult on position detail description.
4	Select Search Committee	HR coordinate Manager	Identifies Search Committee	Identified by manger	Selection Committee is defined by HR and Manger.
5	Post Position and Implement Requirement Plan	HR creates and implement Recruitment plan and steps	Define Number of rounds and details		Post planning like advertising and notifications, Planning for recruitment and steps are clarified like rounds and examination pattern.
6	Review & Short List	Accept Applications and Shortlists the candidate			Short list based on different criteria like qualification and experiance.
7	Conduct Interview			Iterview Pannel Conduct Interview	All the steps of interview are done and feedback are shared with HR.
8	Select Hire	Receives Feedbacks and Recommendation list from Selection Committee			Recommendation list is followed up.
9	Final Recruitment	Develop Job Offers Letters	Finalize Recruitment		Recruitment Done.