



## ◆ 1. Job Requisition & Planning

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- Job requisition submission (by department heads/managers)
  - Job approval workflow (e.g., HR, Finance, Director approvals)
  - Job description & criteria generation (role, qualifications, salary band)
  - Job requisition tracking and analytics
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## ◆ 2. Job Posting & Advertising

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- Automatic posting to:
    - Company career page
    - Job boards (e.g., Indeed, LinkedIn)
    - Social media (LinkedIn, Facebook, Twitter)
  - Custom career site management (branding, job search/filter, application)
  - Email campaigns or push notifications to potential candidates
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## ◆ 3. Candidate Application & Pre-screening

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- Application form builder (custom fields for different roles)
- Resume/CV parsing & auto-fill
- Duplicate detection and smart matching

- Pre-screening questionnaire
  - Auto-disqualification based on filters (e.g., location, experience)
  - E-signature capture for initial declarations
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## ◆ 4. Candidate Shortlisting & Evaluation

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- AI-based candidate ranking (skills match, experience, education)
  - Side-by-side candidate comparison
  - Automated skill assessment tests (technical, aptitude, psychometric)
  - Video interview submissions (one-way, timed questions)
  - Scorecards for reviewers/interviewers
  - Automated notifications for rejection or progression
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## ◆ 5. Interview Scheduling

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- Integration with calendar tools (Google, Outlook)
  - Automated availability collection (from panel and candidate)
  - Smart scheduling engine (conflict-free)
  - Email/SMS notifications and reminders
  - Reschedule or cancel workflows
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## ◆ 6. Interview & Feedback

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- Structured interview templates
  - Real-time interview scoring forms
  - Automated feedback collection
  - Interview recording and replay (if virtual)
  - Interview notes and tagging
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## ◆ 7. Offer Management

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- Offer letter generation (auto-filled with candidate & job data)
  - Approval workflow for offers (finance, HR, department head)
  - E-signature and secure document handling
  - Offer negotiation communication tracking
  - Expiry and follow-up reminders
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## ◆ 8. Background Checks & Verification

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- Identity verification integration (NIN, BVN, passport, etc.)
- Reference check automation
- Academic and professional certificate verification
- Criminal record or credit check integration

- Drug test scheduling (if applicable)
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## ◆ 9. Onboarding

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- Welcome emails & document checklist
  - E-signing of employment agreement, NDAs, policies
  - Access provisioning requests (email, systems, ID cards)
  - First-day schedule automation
  - Training module assignment (compliance, role-specific)
  - Probation tracking
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## ◆ 10. Analytics & Reporting

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- Recruitment funnel metrics (applied, shortlisted, interviewed, hired)
  - Time-to-hire, cost-per-hire, source of hire
  - Diversity & inclusion stats
  - Hiring manager and recruiter performance
  - Candidate experience feedback and NPS
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## ◆ 11. Communication Automation

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- Custom email/SMS templates for each stage

- Chatbot for FAQs and application help
  - WhatsApp integration (status updates, interviews)
  - Personalized communication based on candidate stage
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