Recruitment Manegment System

Ankit | September 3, 2019

Hiring manager	HR/Recruiter	Applicant tracking system (ATS)

Identify hiring need and determine job requirements → Create job description

Create job description → Upload job description to ATS

Upload job description to ATS → Post job opening to company website, preferred job boards, and social media

Post job opening to company website, preferred job boards, and social media → Collect information from applicants and alert HR

Collect information from applicants and alert HR → Review applications using Resume sortlisting tool

Review applications using Resume sortlisting tool → **Meets basic requirements?**

Meets basic requirements? — YES → Online Test

Meets basic requirements? — NO → Send rejection email

Online Test → **Meets job requirements?**

Meets job requirements? — NO → Send rejection email

Meets job requirements? — YES → Schedule face-to-face interview with hiring manager (and team members, if applicable)

Schedule face-to-face interview with hiring manager (and team members, if applicable) → Assign interview times and specific review questions for each interviewer

Assign interview times and specific review questions for each interviewer → Conduct face-to-face interview (with select team members)

Conduct face-to-face interview (with select team members) → Interviewers record notes and impressions from interview

Conduct face-to-face interview (with select team members) → Review top candidates and interview notes to determine best fit

Review top candidates and interview notes to determine best fit → **Right fit?**

Right fit? — NO → Send rejection email

Right fit? — YES → Put together and email offer letter

Put together and email offer letter → **Candidate accepts?**

Candidate accepts? — NO → Send follow-up email or call to answer questions

Candidate accepts? — YES → Add new employee into onboarding process

Send follow-up email or call to answer questions → **Candidate accepts?**

Candidate accepts? — YES → Add new employee into onboarding process

Candidate accepts? — NO → Send thank-you email

Go back to review process