Group 4 Process Mapping

1. Originator to kickstart requisition
2. Approval of requisition workflow takes place
3. Talent Acquisition post position
4. Advert goes live for up to 7 days
5. TA conduct shortlist
6. HRM conducts interview to assist shortlist
7. After interviews, successful candidate Identified
8. HRM ask TA for payslip which is simulated and used for negotiation
9. After this is done, IDE begins (HRS)
10. Contract generated
11. Contract is sent back to candidate
12. Onboarding + letter sent to candidate
13. Additional data entry stage, the Q-number is generated
14. Onboarding is scheduled at this point

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Pain Points

* Manual onboarding packs are a pain
* Getting signatures from managers is a pain a solution needed
* Delay in HRS to process data entries & Generate Q numbers

Group 1

1. line manager kick off recruitment
2. Financial Controls and TA approve the recruit
3. Hire Stage Onboarding pack received by successful candidate