**Designing and Implementing a Business Process Model for Recruitment and Selection in Human Resources.**

1.Prepare the Business process model

Introduction

A thorough Business Process Model (BPM) for an organization's hiring and selection procedure is described in this paper. This model's goal is to make the process of finding and employing the best applicants for open positions more efficient. One of the most important HR tasks is the hiring and selection process, which may take a long time and involves a lot of cooperation between many stakeholders. In addition to increasing productivity, a well-designed BPM guarantees adherence to company norms and rules.

Objective

This BPM's goal is to outline every phase of the recruiting and selection process, from the first personnel request to the last time a candidate is hired. By making roles, responsibilities, and decision points clearer, the model hopes to improve coordination and reduce the amount of physical labor involved.

Process Overview

A personnel request marks the start of the recruiting and selection process, which concludes with the employment of a candidate. The hiring process comprises a number of crucial steps, including the maintenance of job descriptions, authorization checks, approval of requisitions, posting of job openings, applicant screening, and selection.

**Business Process Model Breakdown**

**1. Personnel Requisition Initiation**

* **Trigger**: A middle or top-level manager submits a personnel requisition.
* **Role**: Middle or Top-Level Manager

**2. Job Description Review and Creation**

* **Sub-Task 1**: HR analyst reviews the job description for the vacancy.
* **Sub-Task 2**: If no relevant job description exists, the HR analyst creates one.
* **Role**: HR Analyst

**3. Authorization Check**

* **Activity**: HR manager checks whether the requisition was made by an authorized person.
* **Role**: HR Manager
* **Decision Point**:
  + If authorized, proceed to "Requisition Approval".
  + If not authorized, end the process.

**4. Requisition Approval**

* **Activity**: HR manager reviews and decides whether to approve the requisition.
* **Role**: HR Manager
* **Decision Point**:
  + If approved, proceed to "Job Vacancy Advertisement".
  + If not approved, end the process.

**5. Job Vacancy Advertisement**

* **Activity**: HR analyst prepares and publishes the job advertisement.
* **Role**: HR Analyst

**6. Selection Process**

* **Activity**: HR analyst collects applications, screens them, and conducts interviews and assessments.
* **Role**: HR Analyst

**End of Process**

* The process concludes when a candidate is selected or if the process is terminated due to non-approval or lack of authorization.

2.Modeling in Bizagi Modeler

A diagram of a work flow

Description automatically generated

**REFERENCE**

**Weske, M. (2007). *Business Process Management: Concepts, Languages, Architectures*. ResearchGate; Springer.** [**https://www.researchgate.net/publication/220687930\_Business\_Process\_Management\_Concepts\_Languages\_Architectures**](https://www.researchgate.net/publication/220687930_Business_Process_Management_Concepts_Languages_Architectures)

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