



Week-2 Point of View



Globalcert Employee Hiring- Automated System

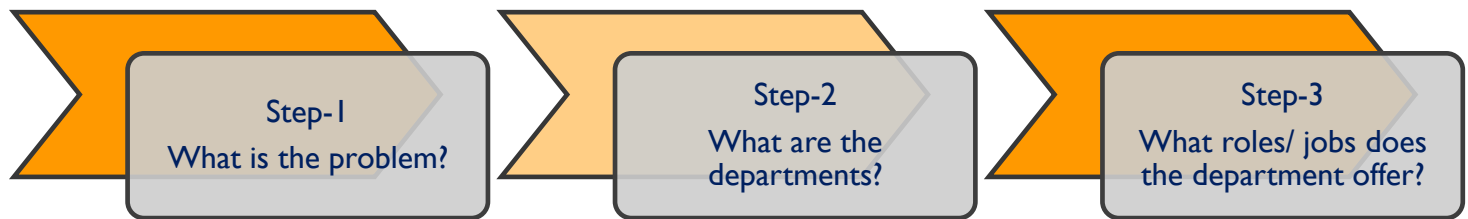
By-
URVASHI DUBE

DEFINING THE PROBLEM

GlobalCert is looking for full-time employees for a variety of roles with different pay levels. They want to extend their firm into different dynamics as a fledgling start-up, which demands recruiting extremely competent and acceptable employees to run their firm. Furthermore, they need your help as they lack a sufficient automated system to optimize their hiring process.

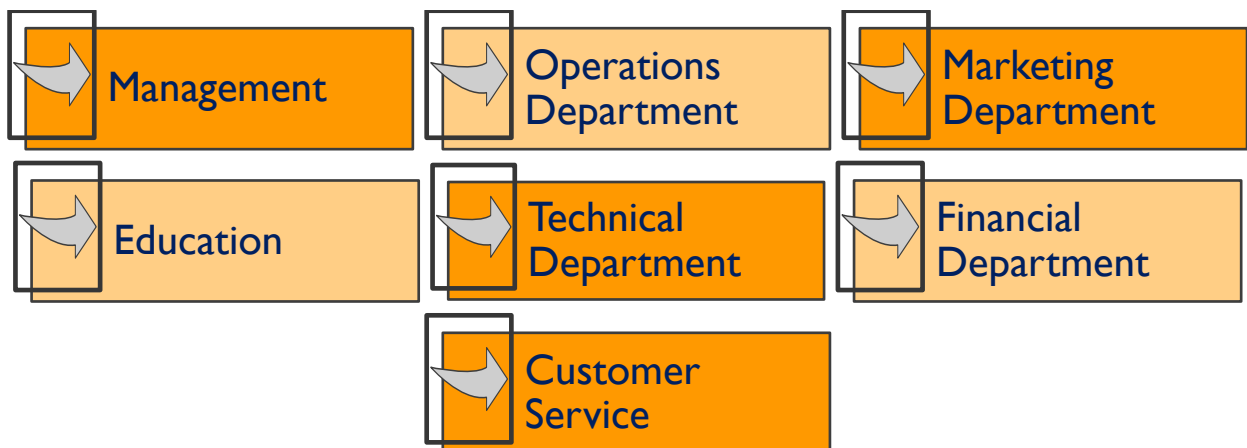
ABSTRACT/ MODEL TO SOLVE THE ISSUE

A company's smooth operation demands several departments. A large number of people apply for a variety of positions in a specific department. Starting with a list of the major departments and moving on to the job profiles linked with those departments, we'll jot down the fundamental information we'll need to use an automated system to shortlist candidates. The basic steps include-



LISTING THE DEPARTMENTS

Let's kickstart by naming the various departments a company needs-



Moving on with understanding the roles and responsibilities of the individual departments along with the job profiles concerned with it. This will bring clarity in knowing what all columns and information we need.

Department functioning and the job profiles concerned-

1. **MANAGEMENT-**

This division creates and implements general business strategies. It is in charge of the entire operation. General management is responsible for creating general strategic plans, planning, monitoring plan implementation, decision-making, and workforce guidance, as well as punctuality and disciplinary concerns.

Job Profiles: General Manager

2. **OPERATIONS-**

The administration of business activities to achieve the best level of efficiency feasible inside an organization is known as operations management (OM). It is concerned with efficiently transforming materials and labor into products and services to maximize an organization's profit.

Job Profiles: Operations coordinator, Operations Head, Operator, Operations Analyst, etc.

3. **MARKETING-**

This department's employees are in charge of understanding client demands and developing tourism products to meet those needs. Market analysis, identifying market segments, product decisions, promotions, price decisions, and distribution channels are all activities that marketing managers are involved in.

Job Profiles: Marketing Manager, Sales Manager, Marketing Analyst, etc.

4. **EDUCATION-**

This section is in charge of implementing numerous educational policies and programs. It aims to ensure students access to school while also improving the quality of their education.

Job Profiles: Professors, Assistant Professors, etc.

5. **TECHNICAL-**

A company's technical department is responsible for establishing, managing, and maintaining information technology systems and services, as the name implies. Maintaining the website, dealing with technological issues, and many other tasks.

Job Profiles: Web Developer, App Developer, Data Analyst, Data Scientist, etc.

6. **FINANCIAL-**

The finance department guarantees that sufficient and timely cash is available for the company's activities. The department is also responsible for ensuring that the corporation pays its debts and vendors on time. The department also oversees the tracking of revenue and expenses.

Job Profiles: Financial Head, Risk Manager, Chief financial officer, etc.

7. **CUSTOMER SERVICE-**

Answering queries about a corporation's products or services. Transactions and orders are handled. Details about a company and its products are provided. Proactive customer communication. Taking care of customer complaints. Customer feedback is gathered and analyzed.

Job Profiles: Customer service agents

NEXT STEP-

After this, the goal would be to decide the various columns required for the applicants to fill in the data, which will help the automated system to shortlist the potential candidates.