Personnel requirement

The objective of this process is to select prospective employees that match the company profile.

The process starts with a recruitment requirement from a department and finishes with the selection of a candidate for the job.

Firstly, a department manager requests the recruitment of a staff member. The manager specifies the position (name, description), responsibilities, functions, salary and profile. Then, the human resource director verifies if this position exists in the organizational structure. If not, the allocated budget for the new position and authorization from the corresponding vice-president are included in the request. If the information is incomplete, the request must first be completed by the requesting department; otherwise, the human resources director starts to recruit internally or externally for the vacancy.

The vacancy is published in the intranet (internal recruitment) or in different job portals (external recruitment) by the human resources assistant.

After receiving resumes for a period of time, the application process for this position closes and the candidate evaluation starts. Once the position is closed, resumes will no longer be accepted. The first part of the evaluation consists of psychological tests and an interview with a psychologist who will make a report and qualification of the candidate. Only the candidates who receive a satisfactory psychological evaluation will continue with the process. The second part of the evaluation comprises a technical test and an interview with the supervisor of the advertised position. In this phase of the process, all the selected candidates will be interviewed by the human resources director, who will assess the test and interview results and give a recommendation on these results.

In the event that no suitable person matches the job profile, the requesting area is notified and the position is reopened to allow reception of resumes once more. Otherwise, the human resource assistant prepares a report on the suitable candidates including recommendations for the requesting department. The department manager selects one candidate and the human resources assistant notifies the successful candidate. If the selected candidate accepts, the process

finalizes. Otherwise, the position reopens and the application process (reception of resumes and reviews of candidates) starts again.

Design the process diagram using the BPMN standard.