iRecruitment

# Overview

iRecruitment is a comprehensive system to manage the entire recruitment processes of an organization. This Recruitment management system helps to contour the recruitment processes and effectively managing recruitment. Selection and recruitment is a vital process for a company since employment of competent workforce can bring growth and stability. This system aims at automating the process of selecting potential candidates for a vacant position and hiring the candidates who fulfill the requirement of the organization; hence hiring is a strategic function for human resource department. Human resource management includes several responsibilities, mainly selecting potential employees that the company needs. Therefore this system help the company in selecting the best potential applicant that could help in achieving its goals.

# Features

The features, functions and major benefits of the iRecruitment are explained below:

1. Structure and systematically organize the entire recruitment processes.
2. It facilitates faster, unbiased, accurate and reliable processing of applications from various applications.
3. Helps to reduce the time-per-hire and cost-per-hire.
4. It helps to incorporate and integrate the various links like the application system on the official website of the company, the unsolicited applications, outsourcing recruitment, the final decision making to the main recruitment process.
5. It maintains an automated active database of the applicants facilitating the talent management and increasing the efficiency of the recruitment processes.
6. It provides a flexible, automated and interactive interface between the online application system, the recruitment department of the company and the job seeker.
7. It helps to communicate and create healthy relationships with the candidates through the entire recruitment process.

Generally, iRecruitment is an innovative information system tool which helps to sane the time and costs of the recruiters and improving the recruitment processes.

# Business process

The company recruits employees for definite or indefinite period of time. The indefinite period recruitment process includes the following activities:

1. Requirement unit receive requisition from any departments of the company through hiring manager.
2. Recruitment unit prepare job description and person specification.
3. Recruitment Unit shall announce vacancies to the public through company website and any other means.
4. Applicants register, update their profile information and upload other relevant documents.
5. Applicants submit their applications to advertised positions.
6. Recruitment unit will do Short-listing and identifying the prospective employee with required characteristics and conduct interview with the selected candidates.
7. Hiring manager select Interview panel who undertake the interviews process each panelist recording down his score into the system.
8. The system ranks the candidates with their performance.
9. Hiring manager make decision on the selected candidates and prepare necessary documents and recommend for approval.
10. The selected candidate who are certified and fit for the job appointed for employment.
11. All candidates are notified of application status changes via Email.