**Project Title**

**Virtual Campus Recruitment Drive – US Healthcare Staffing**

**Objective:**

To simulate a real-life US healthcare recruitment process focusing on sourcing, screening, shortlisting, and scheduling interviews for **Registered Nurse (RN)** roles.

**Tools Used:**

* Microsoft Excel (Data handling, scoring, scheduling)
* Chatgpt (for generating dummy data)
* Excel Sheet / Calendar (Interview scheduling - optional)

**Step-by-Step Process:**

**Step 1: Requirement Understanding**

* **Job Role:** Registered Nurse (RN)
* **Location:** Across US (IL, TX, FL, NY, CA, etc.)
* **Key Skills:** ICU, ER, Med-Surg, Epic/Cerner EHR, BLS/ACLS certifications
* **Experience:** Minimum 1 year
* **Visa Eligibility:** US Citizens, Green Card holders, H1B, TN Visa

**Step 2: Sourcing Candidates**

* Created a sourcing sheet with **30 dummy RN profiles** using realistic data including:
  + Full Name, Email, Phone, Location
  + License status (active/inactive)
  + Visa status, years of experience
  + Specialization and certifications (BLS/ACLS)
  + EHR software familiarity
  + Availability and shift preference
* Saved as: RN\_Candidate\_Sourcing\_Data.xlsx

**Step 3: Screening Rubric**

* Designed a scoring system based on:
  + License Verification (10 pts)
  + Years of Experience (10 pts)
  + Skill Match (Specialization + EHR, 10 pts)
  + Certifications (10 pts)
  + Availability (10 pts)
* Final Score out of 50
* Saved as: RN\_Screening\_Rubric.xlsx

**Step 4: Shortlisting**

* Shortlisted top 15 candidates with scores ≥ 40
* Included only key details like Specialization, EHR, Certifications, Final Score
* Saved as: RN\_Shortlisted\_Candidates.xlsx

**Step 5: Interview Scheduling**

* Created a mock interview calendar for 15 candidates
* Assigned dates (20–24 June 2025), time slots, interviewers, and platforms (Zoom, Meet, Teams)
* Scheduled in 3 slots per day between 8–10 PM
* Status marked as “Scheduled”