

Case Study

Standardizing Efficient Recruitment e-Recruitment Systems

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The Intervention

At LTHE, we developed the e-recruitment systems with a vision to create effective and accurate talent acquisition processes. The e-Recruitment system is a comprehensive online recruitment system; a combination of inter-dependent user interfaces catering to the needs of stakeholders involved in the TA process –Recruiters, HODs, Candidates, Recruitment Consultants and Employees who

refer CVs. The standardized system helps us develop robust Talent Acquisition procedures that are accurate, transparent and process driven. The system originally had a single interface–for the Recruiter. This has now been expanded into 4 interfaces covering a much wider scope to include all the concerned parties of the recruitment process.

The Scope

The e-Recruitment system concentrates on 6 focus areas out of which 4 are interfaces.

- **Career site**– We have developed a site specifically for job applications and vacancies to smoothen talent acquisition processes. Our official website has been linked to this site-<http://careers.lnthydrocarbon.com>
- **Recruiter Page**– We have developed our very own intranet based comprehensive interface for recruiters. The interface can cater to end-to-end recruitment process requirements-screening till reporting.
- **HOD Page**- The e-Recruitment system can be used for creating TARs, screening and viewing upcoming interviews.
- **Aamantran Centre**- We have enabled an intranet interface that employees can utilize to refer CV's under the Aamantran scheme for current and future vacancies.
- **Consultants**- The e-Recruitment system optimizes consultant management by providing details on manpower requirements as well as feedback on the status of their candidates in a timely manner.
- **Reports**- The system enables data driven decisions by providing multiple reports covering various permutations and combinations of recruitment requirements-candidate status, costs, candidate life cycle etc. Reports can be custom generated to suit required time frames. They are available on online portals and can be viewed graphically, as well as in detail. All recruiters have the access to such reports.

The Process

The e-Recruitment system has information about the complete TA processes in detail-all the processes have been mapped into the system. The goal is to develop a comprehensive and simple system which provides data rich, oriented results. We continually work on fine-tuning the system and improve functionality across the recruitment cycle. The e-Recruitment process is depicted below.





1

TAR created and made Live by Recruiters

Vacancy Appears on LTHE Careers Site enabling candidates to register

Candidates apply for job online; recruiters start screening profiles, shortlisting selected candidates

Candidate uploads EAF, post which recruiter schedules interview

2

Post interview, recruiter updates status of interview & rating

PEMT arranged through system.

Candidates upload supporting documents; post screening of the documents, offer sheets and appointment letters are provided.

Joining details and hiring costs are generated by the system

3

TAR is closed by the recruiter, the vacancy is removed from the career site and the closed TAR is moved to the archives section

The Benefits

- **Complete Automation** - The primary benefit of the e-Recruitment process is the complete automation of talent acquisition systems harnessing the power of digitized systems. Since the system uses 4 interfaces, there is minimal effort involved for manual entry due to the dropdowns provided. The system has the capacity to send over 80 automated mails to all stakeholders involved. Job vacancies are automatically posted on the career site and Aamantran center. CV's are screened in a speedy manner by recruiters. Thus the system ensures transparency, ease and seamless generation of records and reports catering to end to end recruitment processes.
- **Accountability** - The system increases accountability of the recruiters; recruiter name needs to be saved in order to carry out various steps between scheduling interviews and providing appointment letters.
- **Hiring costs** - The e-Recruitment system enables real time updates of the total recruitment cost per candidate as soon as recruiter records hiring costs.
- **Summary Sheet** - Easing processes to gain information on screened candidates, the system generates automatic single page summaries on the candidate details including interview status, offer status and remarks by recruiters.
- **Reports** - Easy access to automatic reports covering various recruitment metrics-information on candidates with graphical representations of hiring costs and recruitment sources available to recruiters.
- **Aamantran** - Authenticity in candidate recruitment through this scheme; employees referring candidates are required to share their PS no. and referral ID with the candidates. Employees are continually updated on the various stages of the candidates recruitment process. The system automatically updates employees during vacancies through internal advertisements, HMD gateway and similar portals.
- **Internet Enabled Site** - Registering on LTHE careers page is a one time activity; post this, for future job applications, candidates can apply for vacancies by just clicking on apply. All details along with details on previous applications will easily be available, thus reducing their registration time.
- **Consultant Management** - Consultant management enables recruiters to automatically update manpower requirements to the system. Requirements given to a particular consultant over a period of time can easily be mapped out through the system. Once the consultant fee is due, the system sends automatic reminders to recruiters.