RECRUIT AVYUKTA ... END TO END RECRUITMENT CRM

GENERIC RECRUITMENT MECHANISM

Phase 1: JD, Requirement Gathering

Phase 2: Resource Identification: Excel/CVs that are meeting the JD are gathered from the Data Banks and portals such as naukri/dice/shine/jobsahead/indeed etc.

Phase 3:

Qualification parameters are set for Candidate: Calling/Emailing as per the location and the availability quotient and the skill set

Phase 5:

Forward short listed candidates to Candidates for 2nd stage

Generic / Conventional recruitment : 20 Empanelments

Proposed Recruit Avyukta : 100 Empanelments

CONVENTIONAL RECRUITMENT MECHANISM

Team of Recruiters





PROPOSED RECRUITMENT MECHANISM



PROPOSED SYSTEM







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Lead Source/s

✓ Direct/Walk In (Entry into Stage CRM / MIS)

✓ Facebook / Linked In (Entry into Stage CRM / MIS)

✓ Naukri/shine/dice/job portals (csv/xls , Directly import on Dialer)

✓ Reference (Entry into Stage CRM / MIS)

✓ Website (Entry into Stage CRM / MIS , API required from Website for Direct Entry and Submission to Dialer DB SQL)

 ✓ Email (Entry into Stage CRM / MIS , API required from portal for Direct Entry and submission to Dialer DB SQL)

✓ Others

Stage CRM

First Name ,Last Name, Phone Number 1,Phone Number 2,Email id Qualification, Location, Source, Additional Mandatory/unavoidable fields

FRESH STAGE (Entry with Source and other mandatory details, primary key is Ph. No. 1)

Line Up (Linking with Campaign on Dialer) >>(1)

Yes (towards screening) , No (Towards reject with reason or others such as no reply , END OF LOOP 1 or to be assigned to another campaign for re use) >>

Yes (towards screening),

No (Towards reject with reason or others such as no reply,

END OF LOOP 1 or to be assigned to another campaign for re use) >>

Screening



Yes / Accept >> (Towards Interview line up) ...
 Procedure (1) replica with alternate campaign ID
 No : Reject with Reason
 Company Interview >>

Yes / Accept >> (Towards Offer Letter) ..
 Procedure (1) replica with alternate campaign ID

➢ Offer Letter

➤ Joining

Line Up

Case Study : Line Up_Genpact_PA Upload of excel on Dialer wrt Campaign Line Up_Genpact_PA >>

✓ Custom Pop Up with Name, Number 1, Number 2, Email, Qualifications, Functional Skills, Key Skills, English Skills , Accent etc (or up to 7 cumulative custom fields) >> Comment section for Commenting ✓ Hang Up Event >> Custom Disposition and Sub dispositions > ✓ Rejected >> Reason ✓ Call Back >> Calendar ✓ Not Interested >> Reason Line Up>> Calendar >> Email API with custom template

SMS/Email API : Upon line up disposition

Dear Mr/Mrs _______-, Your interview for Profile ______ has been scheduled by RECRUITER NAME on DDMMYYYY BETWEEN HHMM AND HHMM, Google Location for Interview shall be

Line Up OBD (Voice SMS with/out Press 1 option to all lined up candidates (Recruiter wise / Recruiter independent):

- I. Upload Voice File Section
 - II. Recorder Button
 - III. Play Button
- *IV. Export Lead Disposition Report for Lineup >> Lined up Date Wise*
 - (Today) V. Import for Voice Broadcasting VI. Broadcast Button VII. Reporting Section

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