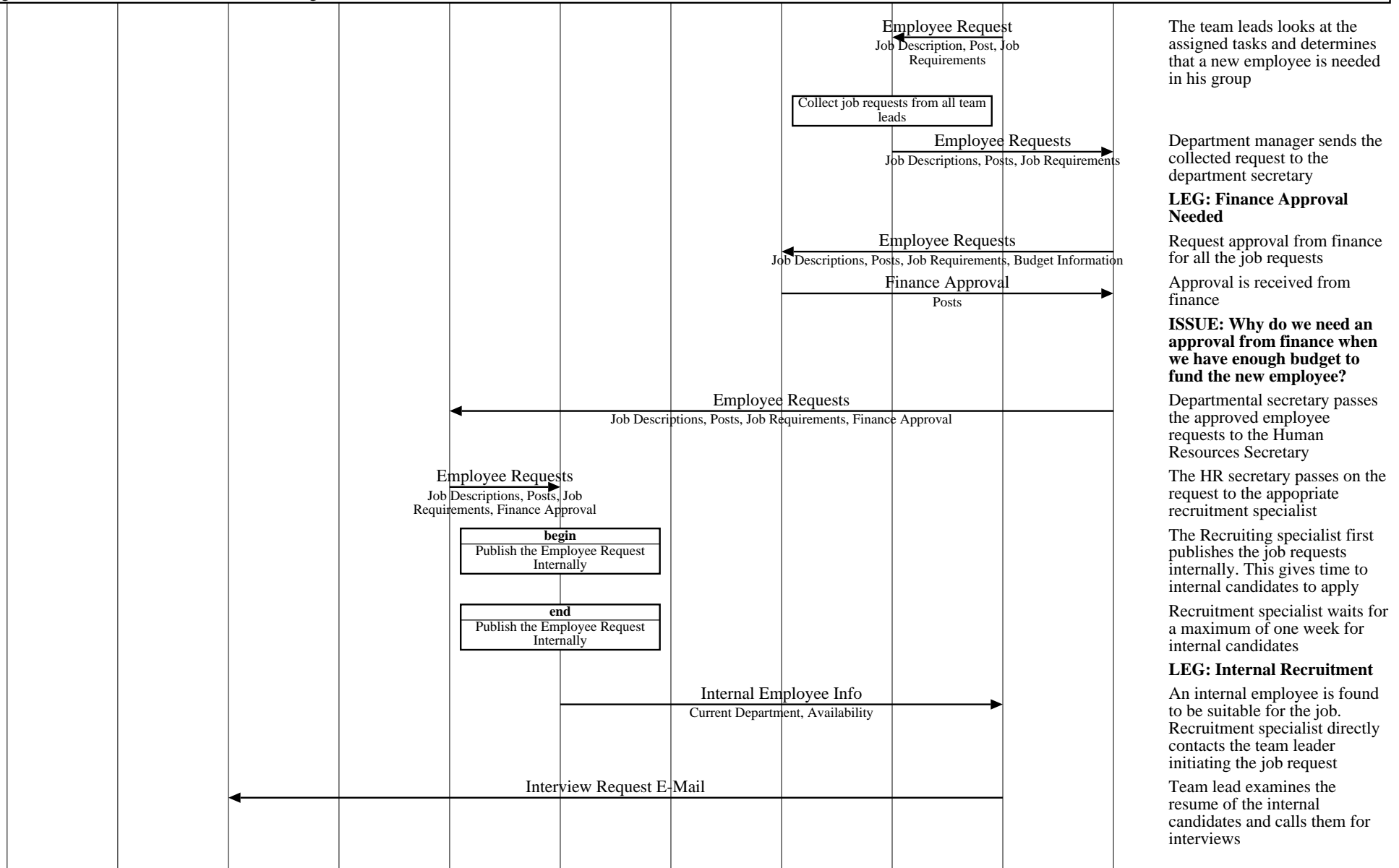


Employee Recruiting (Internal Recruitment)												
Recruiters	Media	Candidates	Campuses	Acme Inc								EventHelix.com/EventStudio 2.0
Head Hunters	Newspapers	Applicant	Maryland	Human Resources		IT	Finance	Department				
Smith Recruiting	Washington Post	Applicant	Maryland	HR Secretary	Recruitment Specialist	IT	Finance	Department Manager	Team Lead	Departmental Secretary	04-Jul-03 12:52 (Page 1)	

This work flow documents the recruiting processes used in Acme Inc. Interactions with external as well as internal agencies are covered.

This is a comprehensive document that has been distributed to all departments involved in recruiting. This document should be used for recruiting when the hiring freeze is removed few years from now. Any deviations from the process defined here should be approved by the department heads.

Copyright © 2000-2003 EventHelix.com Inc. All rights reserved.



The team lead looks at the assigned tasks and determines that a new employee is needed in his group

Department manager sends the collected request to the department secretary

LEG: Finance Approval Needed

Request approval from finance for all the job requests

Approval is received from finance

ISSUE: Why do we need an approval from finance when we have enough budget to fund the new employee?

Departmental secretary passes the approved employee requests to the Human Resources Secretary

The HR secretary passes on the request to the appropriate recruitment specialist

The Recruiting specialist first publishes the job requests internally. This gives time to internal candidates to apply

Recruitment specialist waits for a maximum of one week for internal candidates

LEG: Internal Recruitment

An internal employee is found to be suitable for the job. Recruitment specialist directly contacts the team leader initiating the job request

Team lead examines the resume of the internal candidates and calls them for interviews

Employee Recruiting (Internal Recruitment)											
Recruiters	Media	Candidates	Campuses	Acme Inc							EventHelix.com/EventStudio 2.0
Head Hunters	Newspapers	Applicant	Maryland	Human Resources		IT	Finance	Department			
Smith Recruiting	Washington Post	Applicant	Maryland	HR Secretary	Recruitment Specialist	IT	Finance	Department Manager	Team Lead	Departmental Secretary	

Interview Schedule Acceptance E-Mail

Interview Applicant

Group Transfer Request

Employee Name, Employee Id, Current Department, New Department

Handle Group Transfer

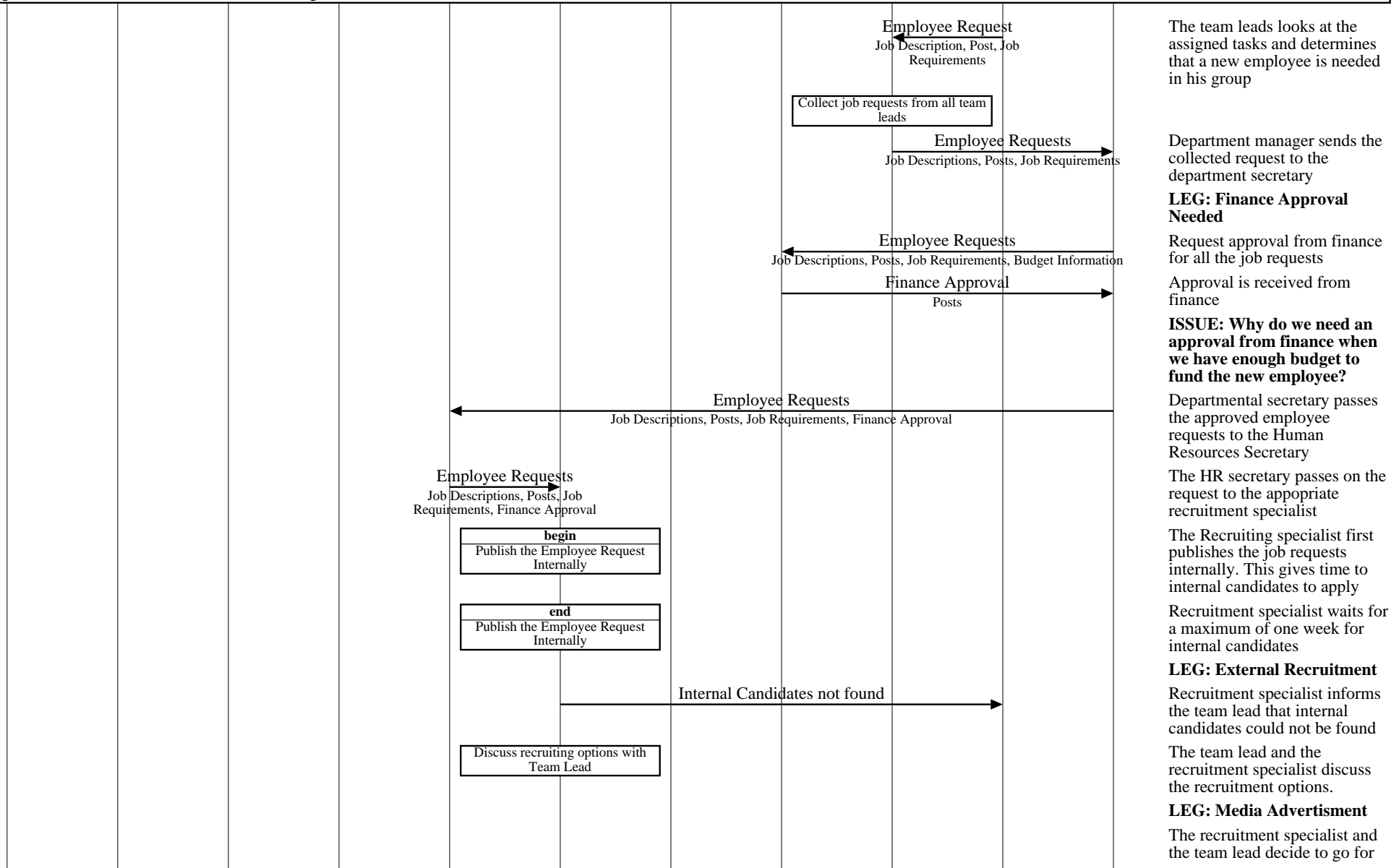
Applicant accepts the interview schedule
 The interview is conducted
 The applicant is selected, and the team lead sends a group transfer request to the Human Resources Secretary. This is the final step in the recruitment process

Employee Recruiting (Recruitment via Media Advertisements)												
Recruiters	Media	Candidates	Campuses	Acme Inc								EventHelix.com/EventStudio 2.0
Head Hunters	Newspapers	Applicant	Maryland	Human Resources		IT	Finance	Department				
Smith Recruiting	Washington Post	Applicant	Maryland	HR Secretary	Recruitment Specialist	IT	Finance	Department Manager	Team Lead	Departmental Secretary	04-Jul-03 12:52 (Page 3)	

This work flow documents the recruiting processes used in Acme Inc. Interactions with external as well as internal agencies are covered.

This is a comprehensive document that has been distributed to all departments involved in recruiting. This document should be used for recruiting when the hiring freeze is removed few years from now. Any deviations from the process defined here should be approved by the department heads.

Copyright © 2000-2003 EventHelix.com Inc. All rights reserved.



The team lead looks at the assigned tasks and determines that a new employee is needed in his group

Department manager sends the collected request to the department secretary

LEG: Finance Approval Needed

Request approval from finance for all the job requests

Approval is received from finance

ISSUE: Why do we need an approval from finance when we have enough budget to fund the new employee?

Departmental secretary passes the approved employee requests to the Human Resources Secretary

The HR secretary passes on the request to the appropriate recruitment specialist

The Recruiting specialist first publishes the job requests internally. This gives time to internal candidates to apply

Recruitment specialist waits for a maximum of one week for internal candidates

LEG: External Recruitment

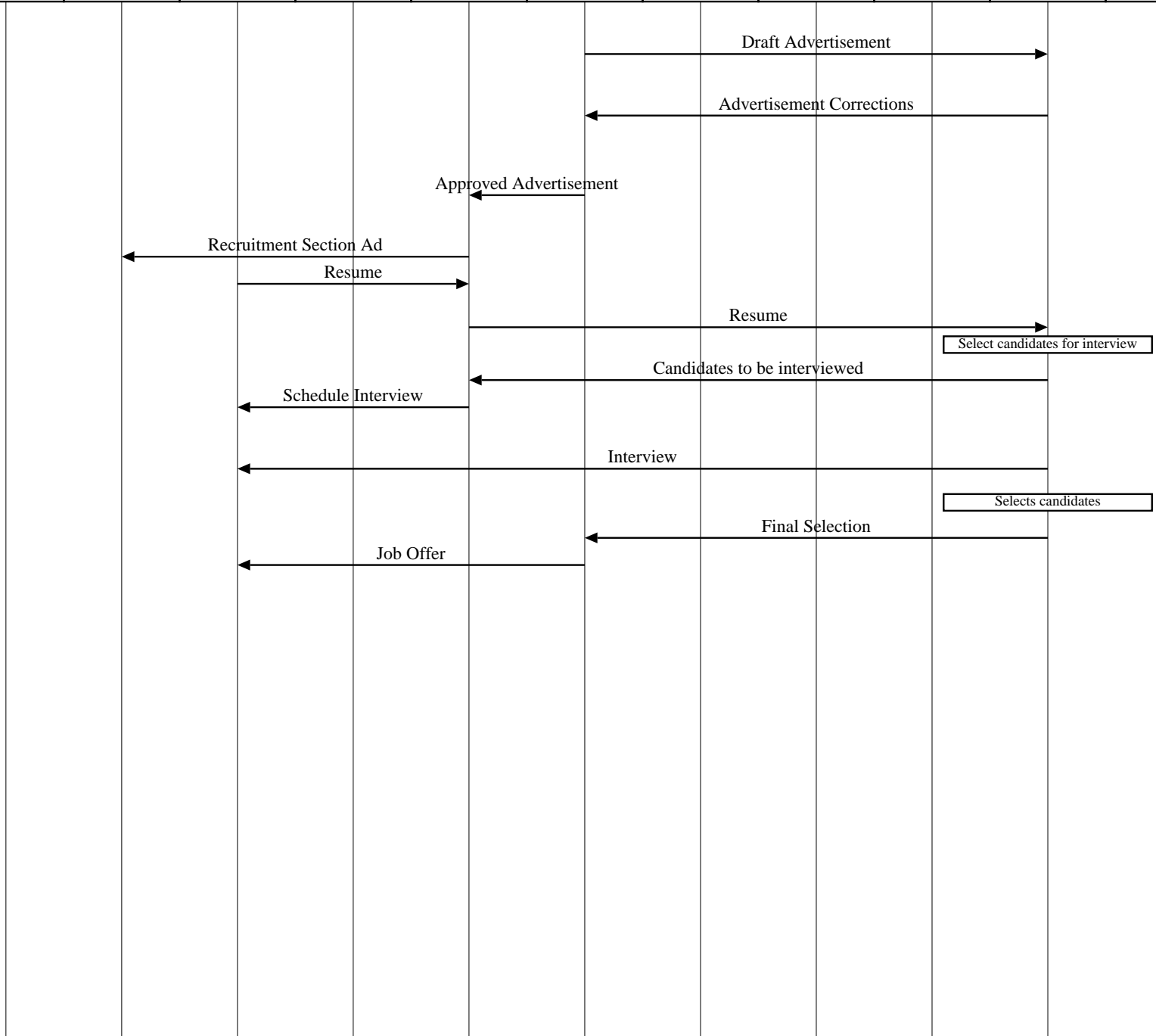
Recruitment specialist informs the team lead that internal candidates could not be found

The team lead and the recruitment specialist discuss the recruitment options.

LEG: Media Advertisement

The recruitment specialist and the team lead decide to go for

Employee Recruiting (Recruitment via Media Advertisements)												
Recruiters	Media	Candidates	Campuses	Acme Inc								EventHelix.com/EventStudio 2.0
Head Hunters	Newspapers	Applicant	Maryland	Human Resources		IT	Finance	Department				
Smith Recruiting	Washington Post	Applicant	Maryland	HR Secretary	Recruitment Specialist	IT	Finance	Department Manager	Team Lead	Departmental Secretary	04-Jul-03 12:52 (Page 4)	



media advertising
 Recruitment specialist prepares a draft advertisement and sends it to the team lead for approval
 The team lead makes corrections to the ad and sends it back to the recruitment specialist
 The final ad is given to the HR secretary for placement in the areas leading newspapers
 The ad is placed
 Resumes are received in response to advertisement

HR secretary schedules the interview by contacting the candidates
 Team lead interviews the candidates

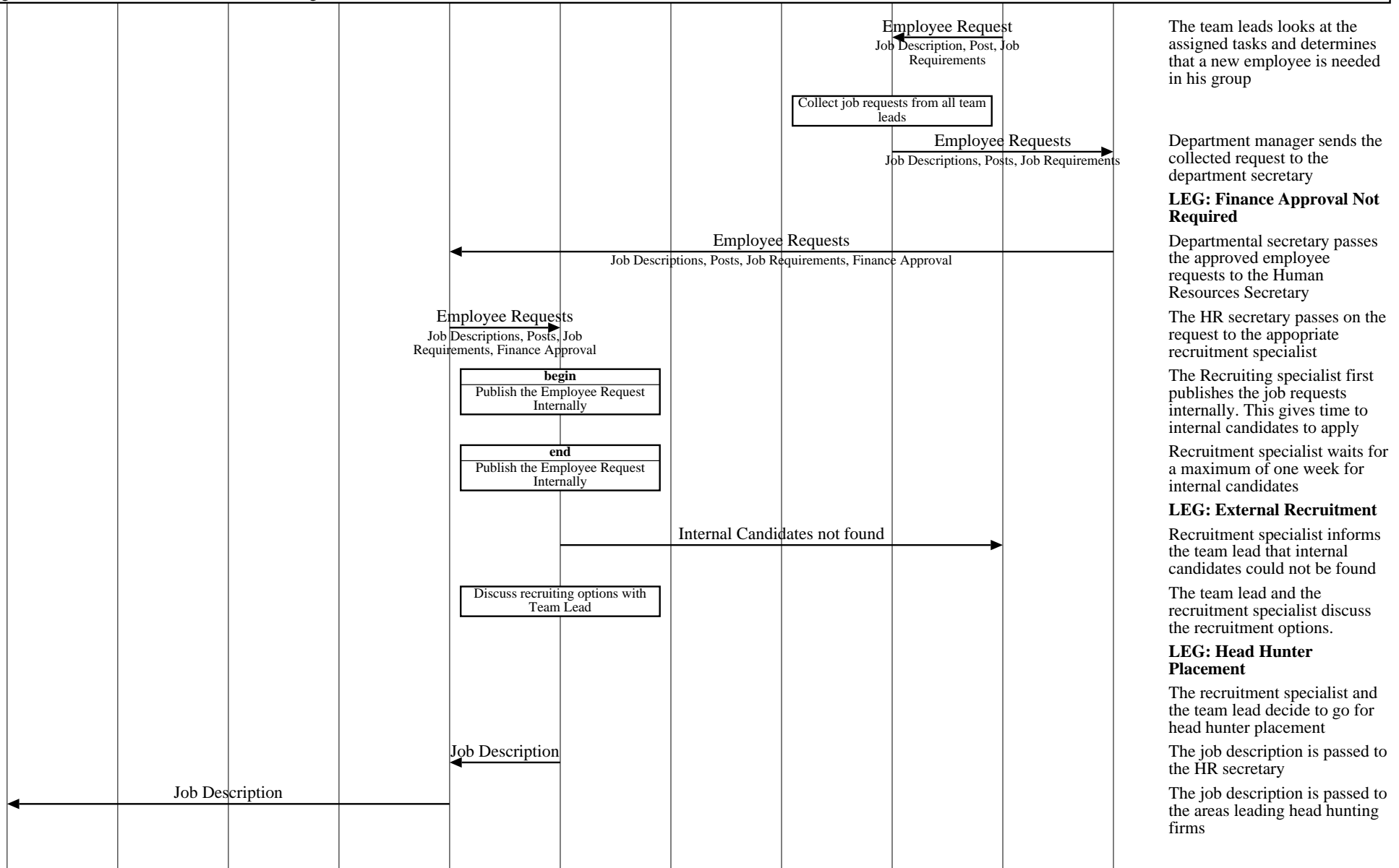
A job offer is made to the selected candidates

Employee Recruiting (Recruitment via Head Hunters)												
Recruiters	Media	Candidates	Campuses	Acme Inc								EventHelix.com/EventStudio 2.0
Head Hunters	Newspapers	Applicant	Maryland	Human Resources		IT	Finance	Department				
Smith Recruiting	Washington Post	Applicant	Maryland	HR Secretary	Recruitment Specialist	IT	Finance	Department Manager	Team Lead	Departmental Secretary	04-Jul-03 12:52 (Page 5)	

This work flow documents the recruiting processes used in Acme Inc. Interactions with external as well as internal agencies are covered.

This is a comprehensive document that has been distributed to all departments involved in recruiting. This document should be used for recruiting when the hiring freeze is removed few years from now. Any deviations from the process defined here should be approved by the department heads.

Copyright © 2000-2003 EventHelix.com Inc. All rights reserved.



The team leads looks at the assigned tasks and determines that a new employee is needed in his group

Department manager sends the collected request to the department secretary

LEG: Finance Approval Not Required

Departmental secretary passes the approved employee requests to the Human Resources Secretary

The HR secretary passes on the request to the appropriate recruitment specialist

The Recruiting specialist first publishes the job requests internally. This gives time to internal candidates to apply

Recruitment specialist waits for a maximum of one week for internal candidates

LEG: External Recruitment

Recruitment specialist informs the team lead that internal candidates could not be found

The team lead and the recruitment specialist discuss the recruitment options.

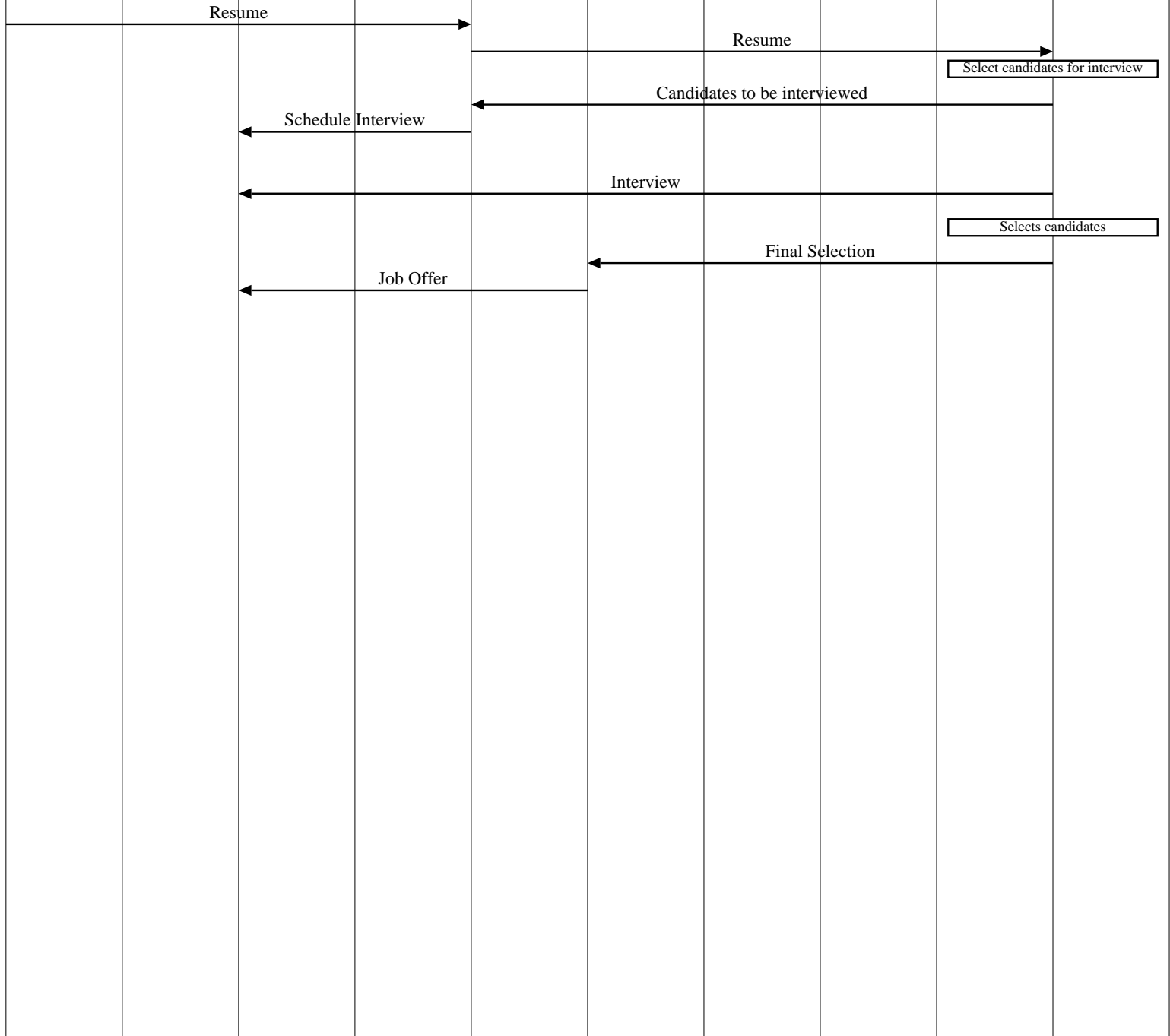
LEG: Head Hunter Placement

The recruitment specialist and the team lead decide to go for head hunter placement

The job description is passed to the HR secretary

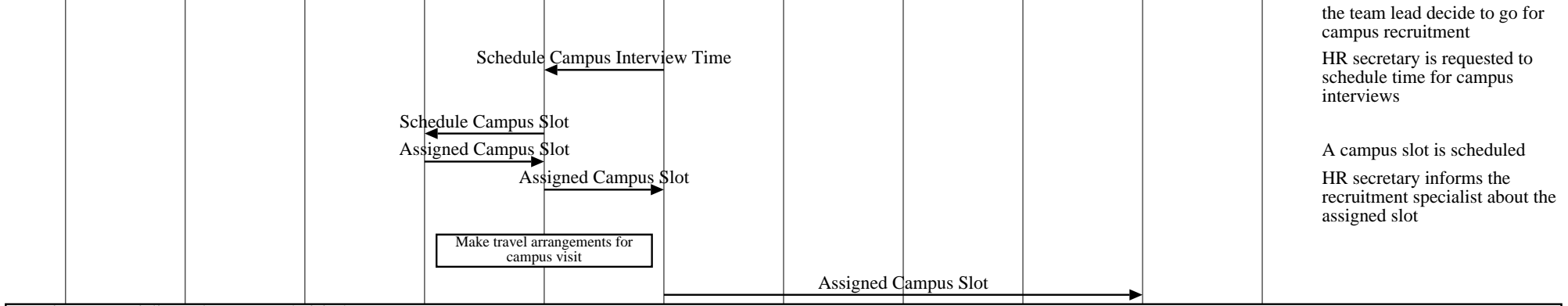
The job description is passed to the areas leading head hunting firms

Employee Recruiting (Recruitment via Head Hunters)											
Recruiters	Media	Candidates	Campuses	Acme Inc							EventHelix.com/EventStudio 2.0
Head Hunters	Newspapers	Applicant	Maryland	Human Resources		IT	Finance	Department			
Smith Recruiting	Washington Post	Applicant	Maryland	HR Secretary	Recruitment Specialist	IT	Finance	Department Manager	Team Lead	Departmental Secretary	04-Jul-03 12:52 (Page 6)

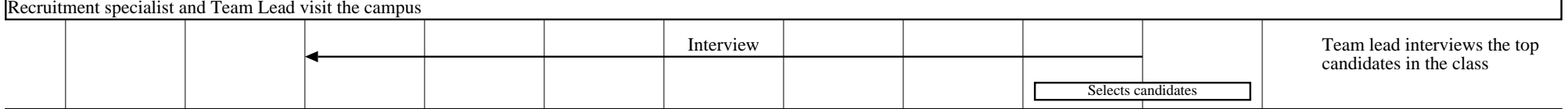


HR secretary schedules the interview by contacting the candidates
 Team lead interviews the candidates
 A job offer is made to the selected candidates

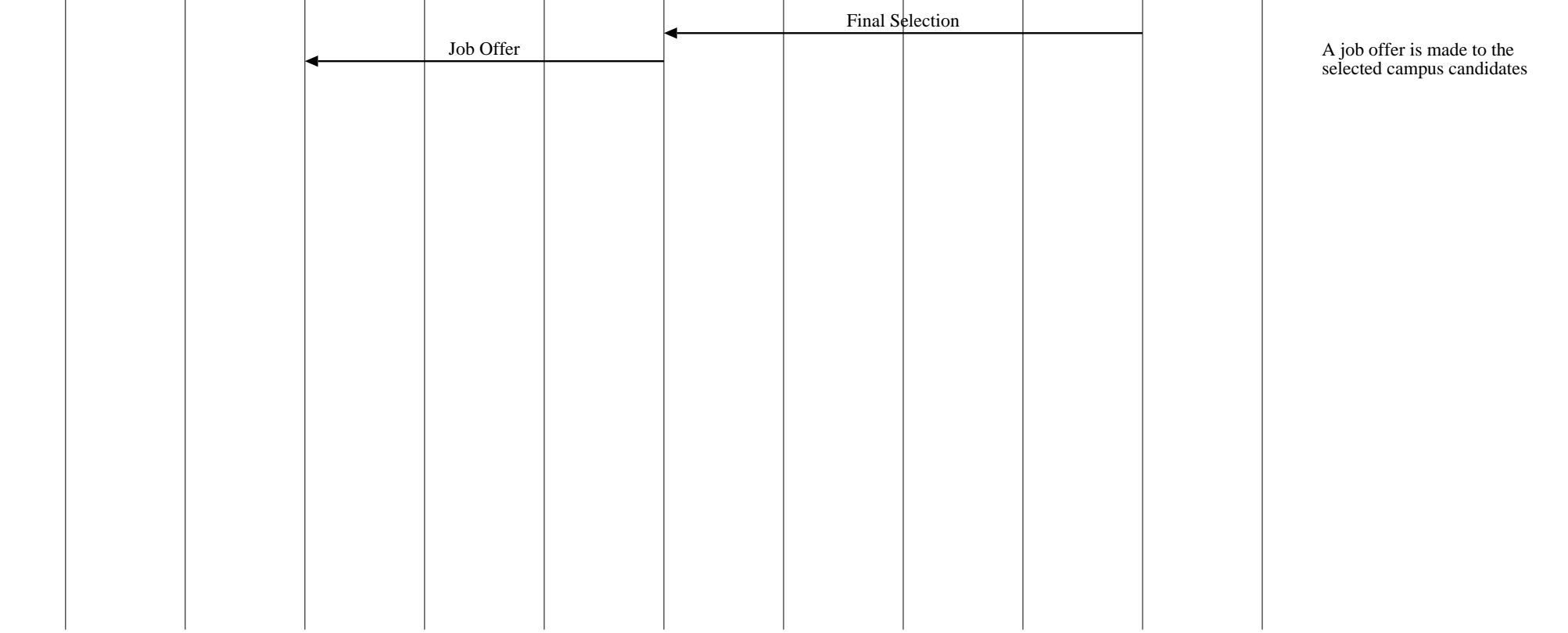
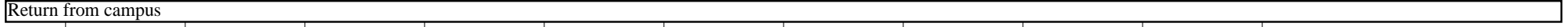
Employee Recruiting (Recruitment from Campus)											
Recruiters	Media	Candidates	Campuses	Acme Inc							EventHelix.com/EventStudio 2.0
Head Hunters	Newspapers	Applicant	Maryland	Human Resources		IT	Finance	Department			
Smith Recruiting	Washington Post	Applicant	Maryland	HR Secretary	Recruitment Specialist	IT	Finance	Department Manager	Team Lead	Departmental Secretary	04-Jul-03 12:52 (Page 8)



the team lead decide to go for campus recruitment
 HR secretary is requested to schedule time for campus interviews
 A campus slot is scheduled
 HR secretary informs the recruitment specialist about the assigned slot



Team lead interviews the top candidates in the class



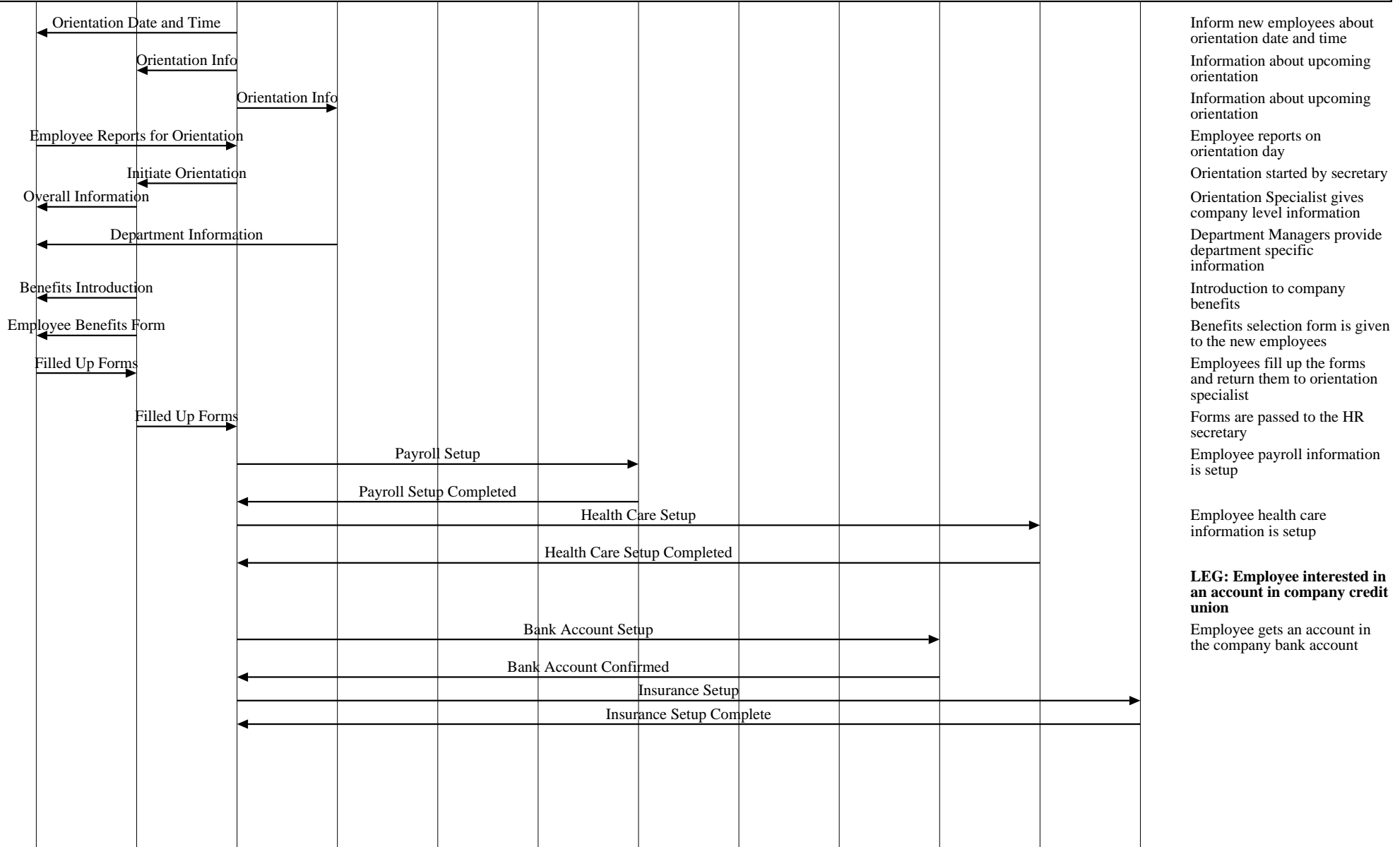
A job offer is made to the selected campus candidates

New Employee Orientation and Induction Process (Employee Induction)												
New Employees	Acme Inc								Banks	Health Insurers	Life Insurers	EventHelix.com/EventStudio 2.0
John Doe	Human Resources		Department			Finance	Facilities	IT	Citi Bank	Kaiser	Met Life	
John Doe	Orientation Specialist	HR Secretary	Department Manager	Team Lead	Departmental Secretary	Finance	Facilities	IT	Citi Bank	Kaiser	Met Life	04-Jul-03 12:52 (Page 9)

This work flow documents the employee orientation steps used in Acme Inc. Interactions with external as well as internal agencies are covered.

This is a comprehensive document that has been distributed to all departments involved in recruiting. This document should be used for recruiting when the hiring freeze is removed few years from now. Any deviations from the process defined here should be approved by the department heads.

Copyright © 2000-2003 EventHelix.com Inc. All rights reserved.



New Employee Orientation and Induction Process (Employee Induction)												
New Employees	Acme Inc								Banks	Health Insurers	Life Insurers	EventHelix.com/EventStudio 2.0
John Doe	Human Resources		Department			Finance	Facilities	IT	Citi Bank	Kaiser	Met Life	
John Doe	Orientation Specialist	HR Secretary	Department Manager	Team Lead	Departmental Secretary	Finance	Facilities	IT	Citi Bank	Kaiser	Met Life	04-Jul-03 12:52 (Page 10)

Employee Information

Desk and Room Assignment Request

Room Setup Completed

Computer Setup Request

Computer Setup Completed

Account Setup

Account Approval Request

Account Approved

Account Setup Completed

New Employee information is passed to the departmental secretary
Desk and room are assigned

Computer is setup

Request IT to setup computer
IT confirms account setup with team lead