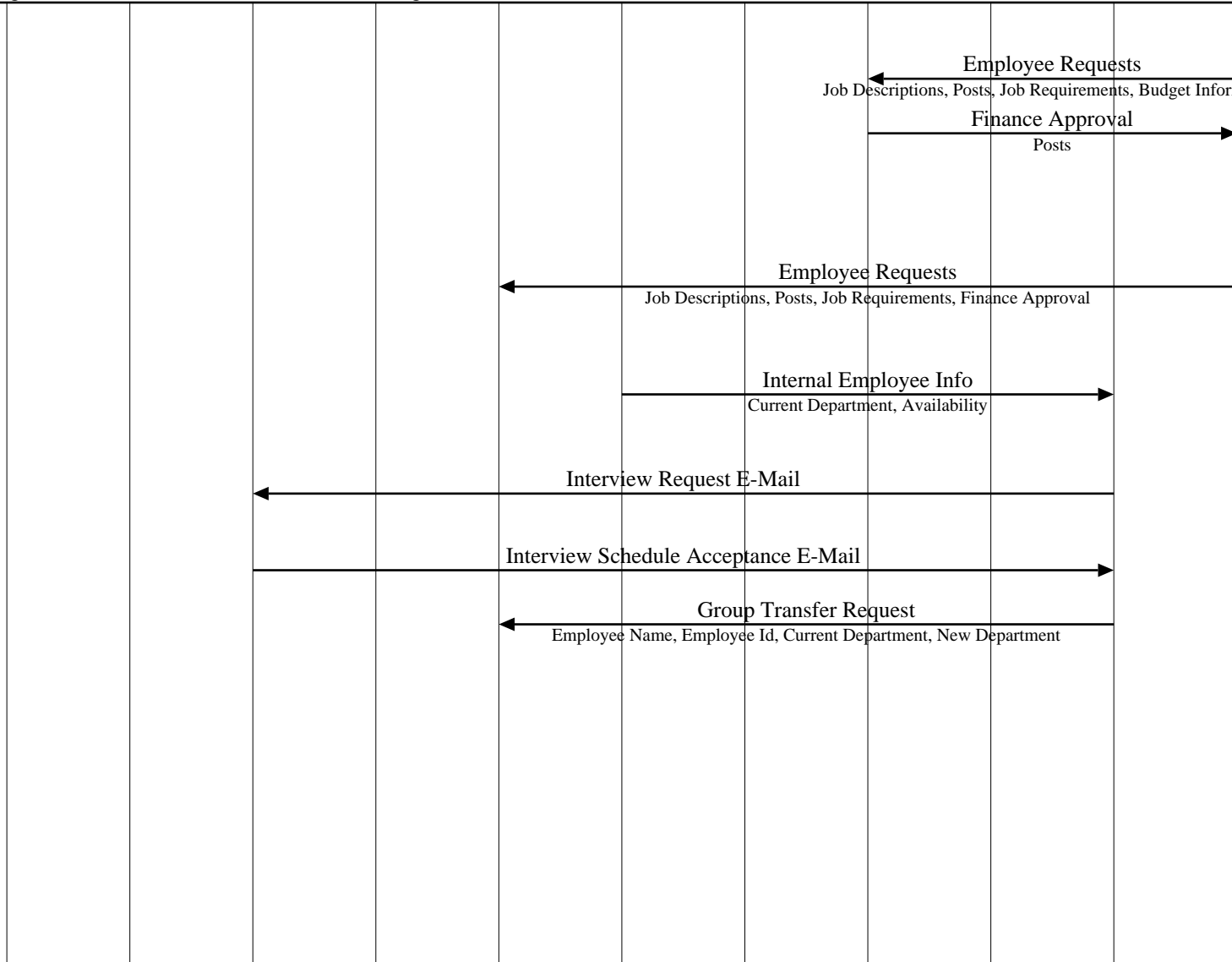


| Processor Interfaces (Internal Recruitment) | | | | | | | | | | | |
|---|-----------------|------------|----------|-----------------|------------------------|---------|------------|--------------------|-----------|----------------------|--------------------------------|
| Recruiters | Media | Candidates | 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 | Department 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.

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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

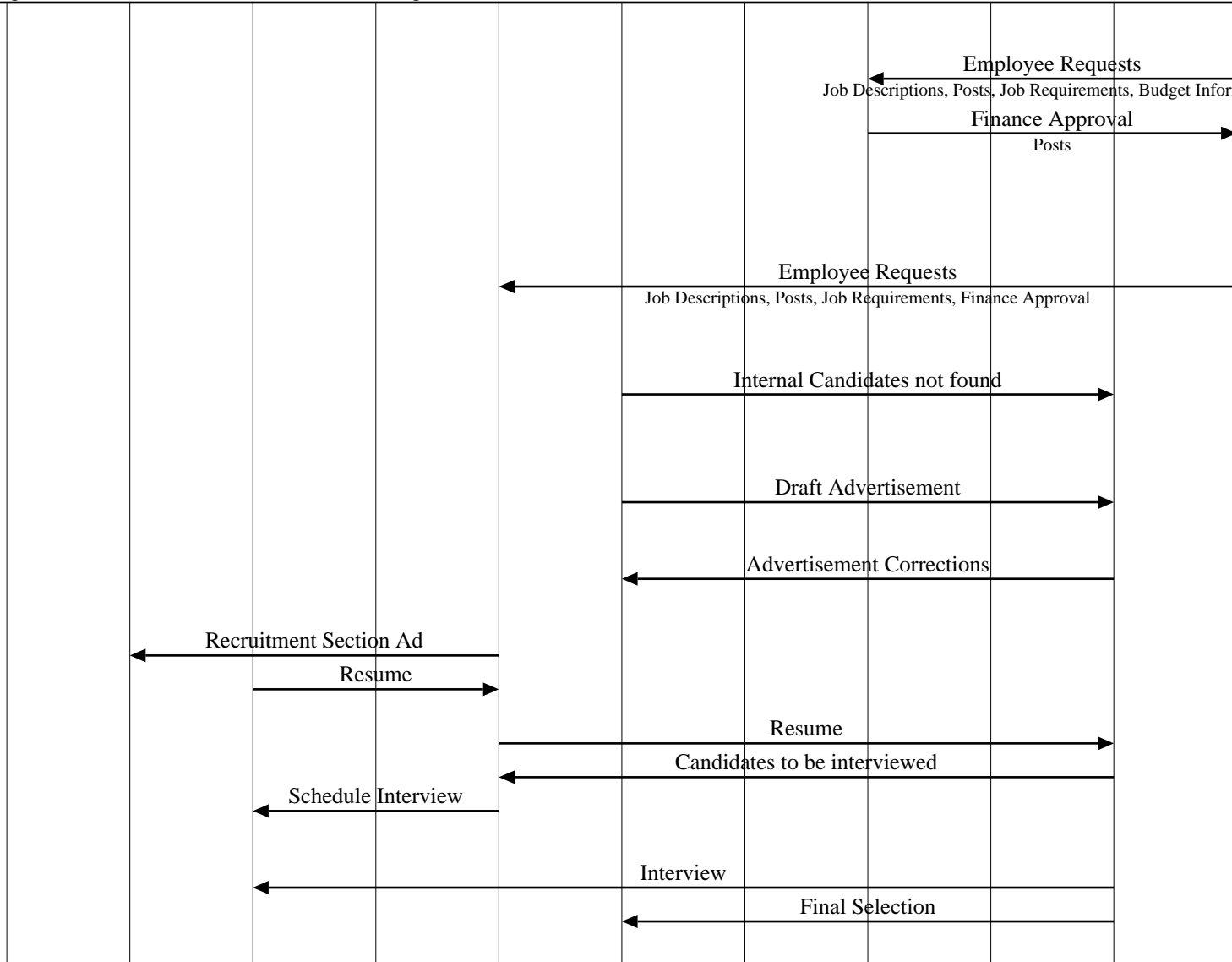
LEG: Internal Recruitment
 An internal employee is found to be suitable for the job. Recruitment specialist directly contacts the team leader initiating the job request
 Team lead examines the resume of the internal candidates and calls them for interviews
 Applicant accepts the interview schedule
 The 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

| Processor Interfaces (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 2) |

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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

LEG: External Recruitment

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

LEG: Media Advertisement

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 ad is placed

Resumes are received in response to advertisement

HR secretary schedules the interview by contacting the candidates

Team lead interviews the candidates

| Processor Interfaces (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 | Departmenta Secretary | 04-Jul-03 12:52 (Page 3) |

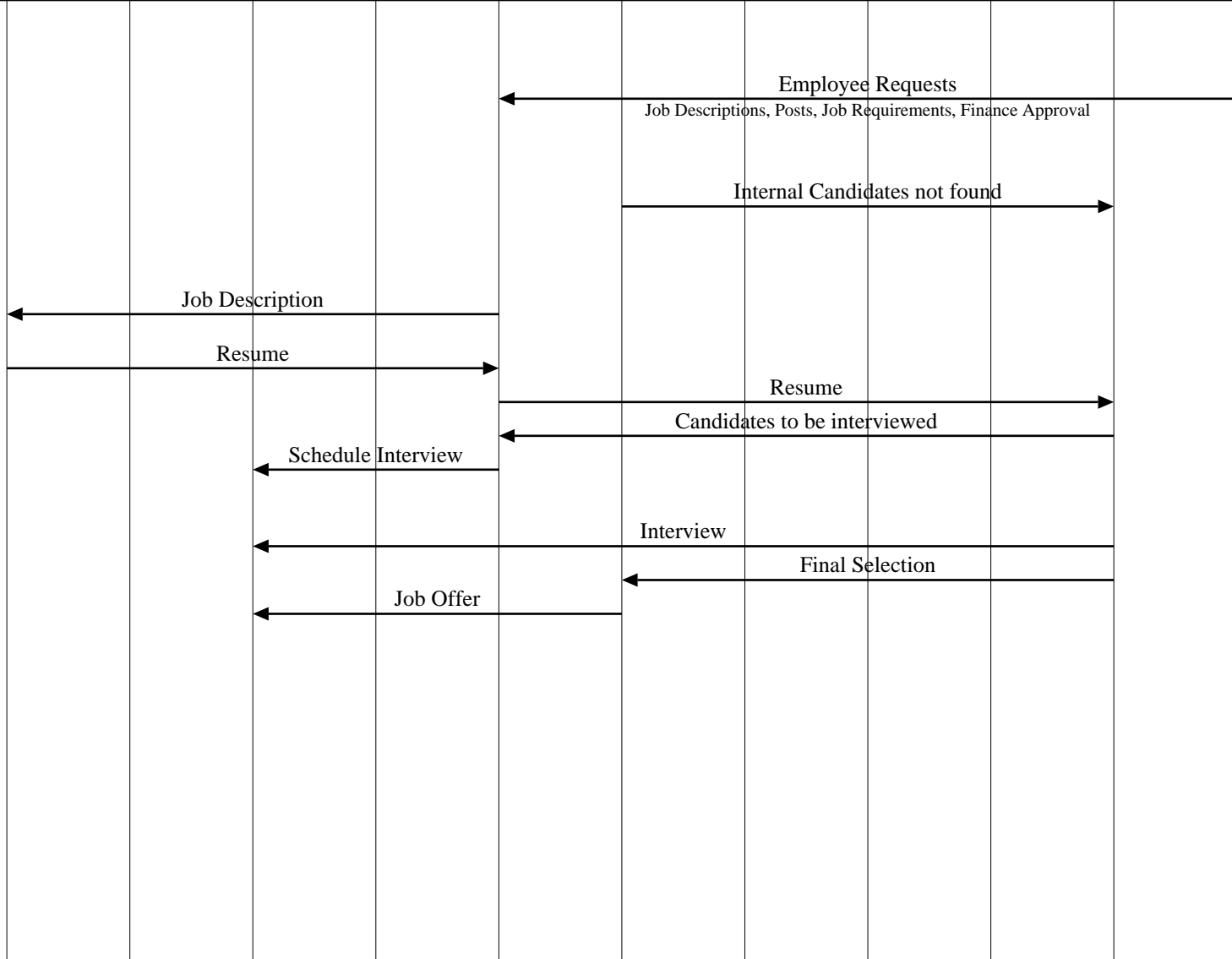
| | | | | | | | | | | | | |
|--|--|--|--|-----------|--|--|--|--|--|--|--|--|
| | | | | Job Offer | | | | | | | | A job offer is made to the selected candidates |
|--|--|--|--|-----------|--|--|--|--|--|--|--|--|

| Processor Interfaces (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 4) |

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LEG: Finance Approval Not Required

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

LEG: External Recruitment

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

LEG: Head Hunter Placement

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

HR secretary schedules the interview by contacting the candidates

Team lead interviews the candidates

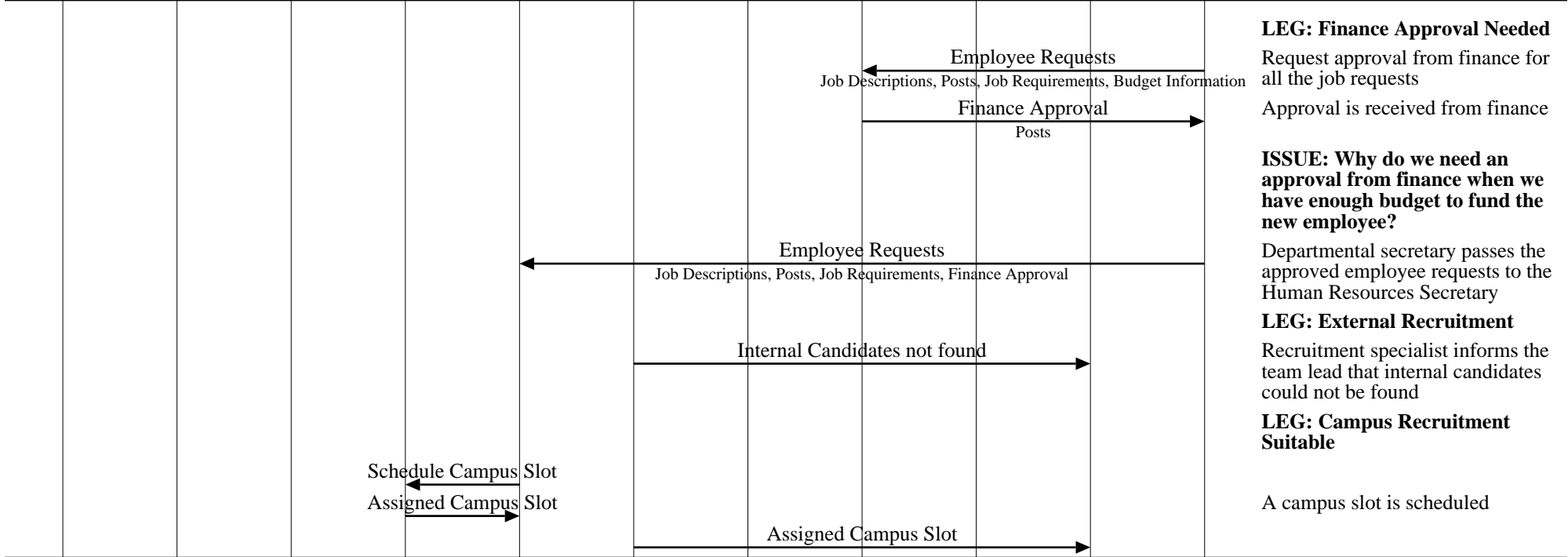
A job offer is made to the selected candidates

| Processor Interfaces (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 5) |

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Recruitment specialist and Team Lead visit the campus

Interview

Team lead interviews the top candidates in the class

Return from campus

Final Selection

Job Offer

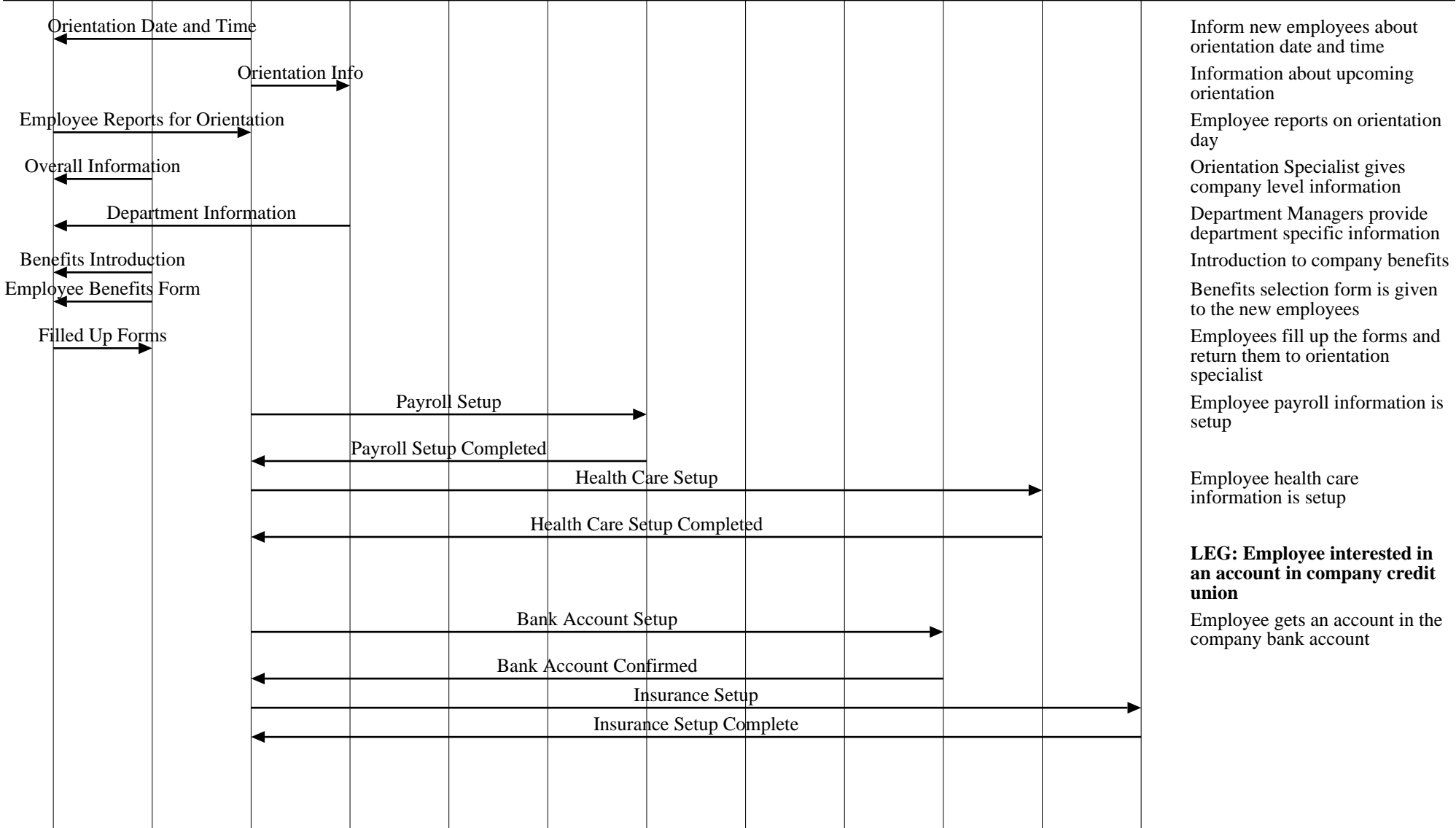
A job offer is made to the selected campus candidates

| Processor Interfaces (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 | 04-Jul-03 12:52 (Page 6) |
| John Doe | Orientation Specialist | HR Secretary | Department Manager | Team Lead | Department Secretary | Finance | Facilities | IT | Citi Bank | Kaiser | Met Life | |

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

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| Processor Interfaces (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 | 04-Jul-03 12:52 (Page 7) |
| John Doe | Orientation Specialist | HR Secretary | Department Manager | Team Lead | Department Secretary | Finance | Facilities | IT | Citi Bank | Kaiser | Met Life | |

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