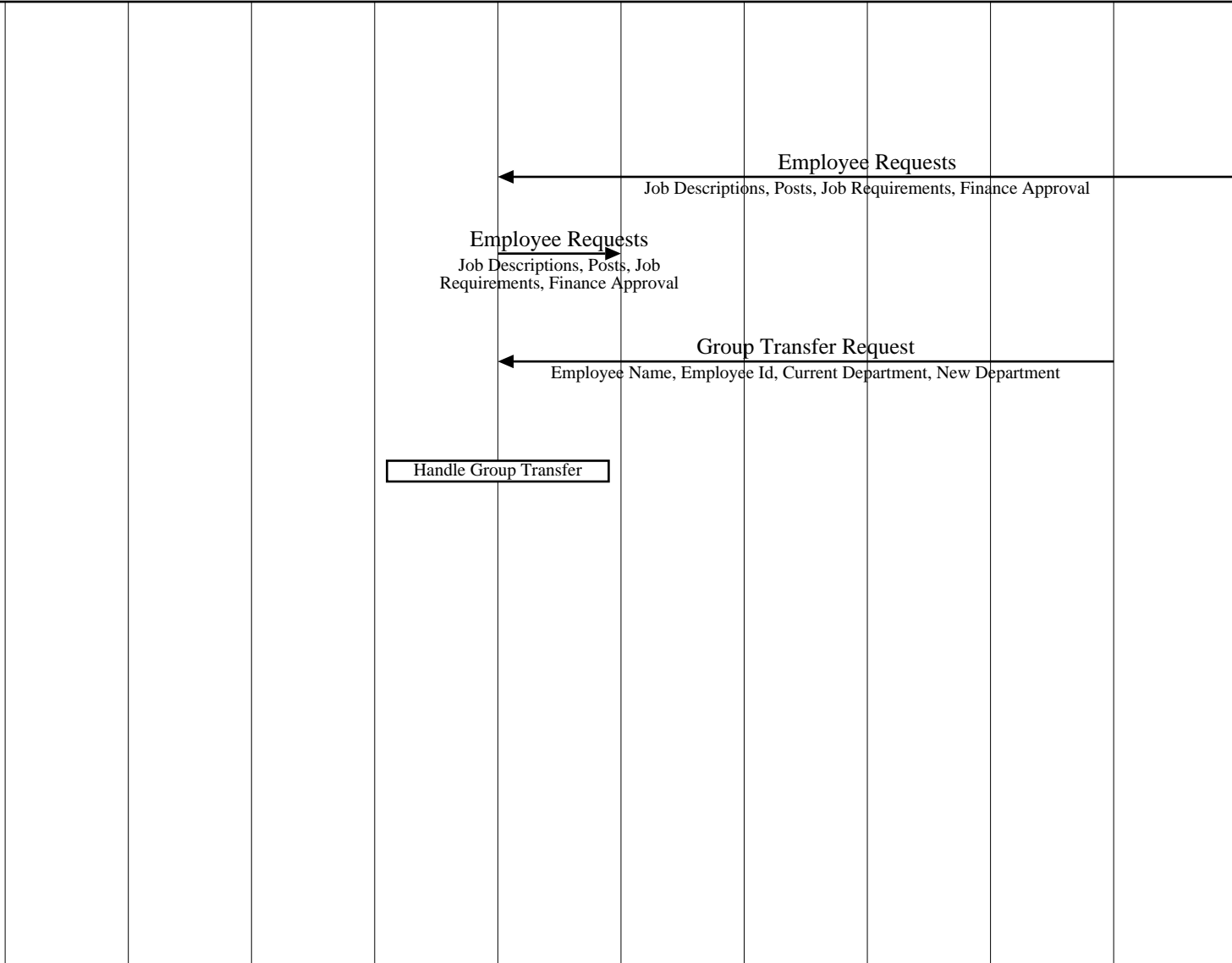


HR Secretary Interfaces (Internal Recruitment)											
Recruiters	Media	Candidates	Campuses	Acme Inc							EventHelix.com/EventStudio 2.0
Head Hunters	Newspapers	Applicant	Maryland	Human Resources	IT	Finance	Department				
Smith Recruiting	Washington Post	Applicant	Maryland	HR Secretary	Recruitment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

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**LEG: Finance Approval Needed**  
**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

**LEG: Internal Recruitment**

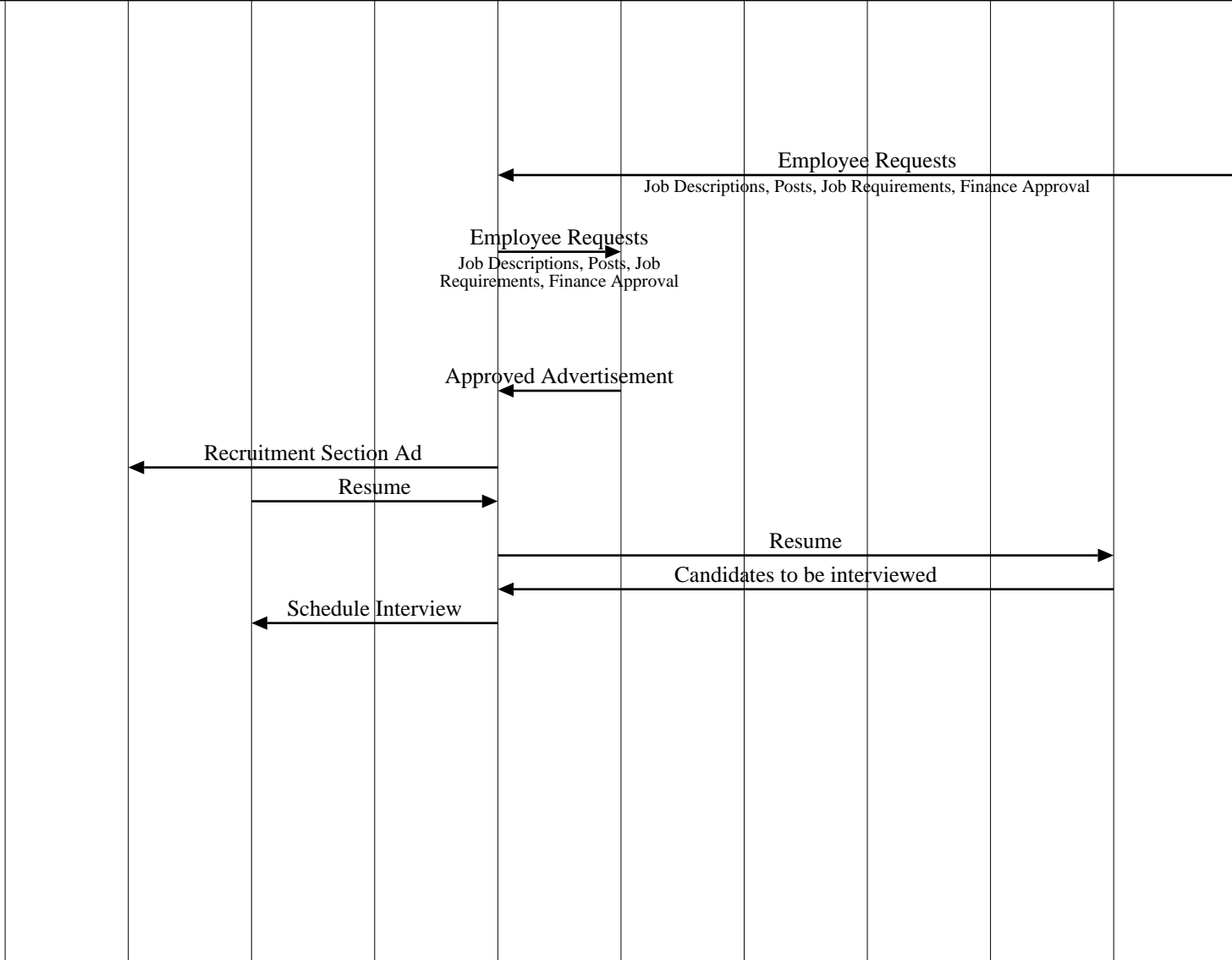
The applicant is selected, and the team lead sends a group transfer request to the Human Resources Secretary. This is the final step in the recruitment process

HR Secretary 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**  
**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

**LEG: External Recruitment**  
**LEG: Media Advertisement**

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

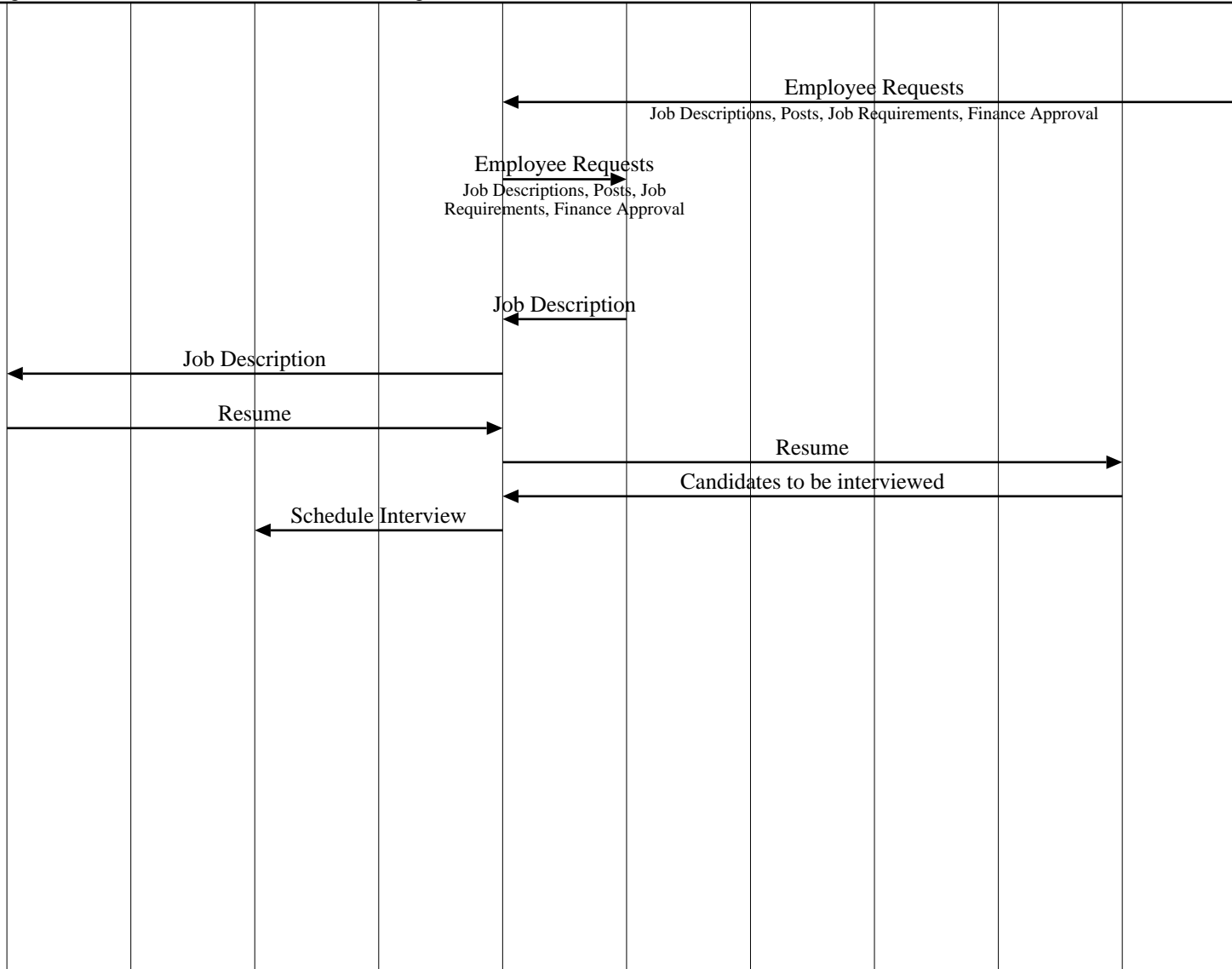
HR secretary schedules the interview by contacting the candidates

HR Secretary 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 3)

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**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

**LEG: External Recruitment  
 LEG: Head Hunter Placement**

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

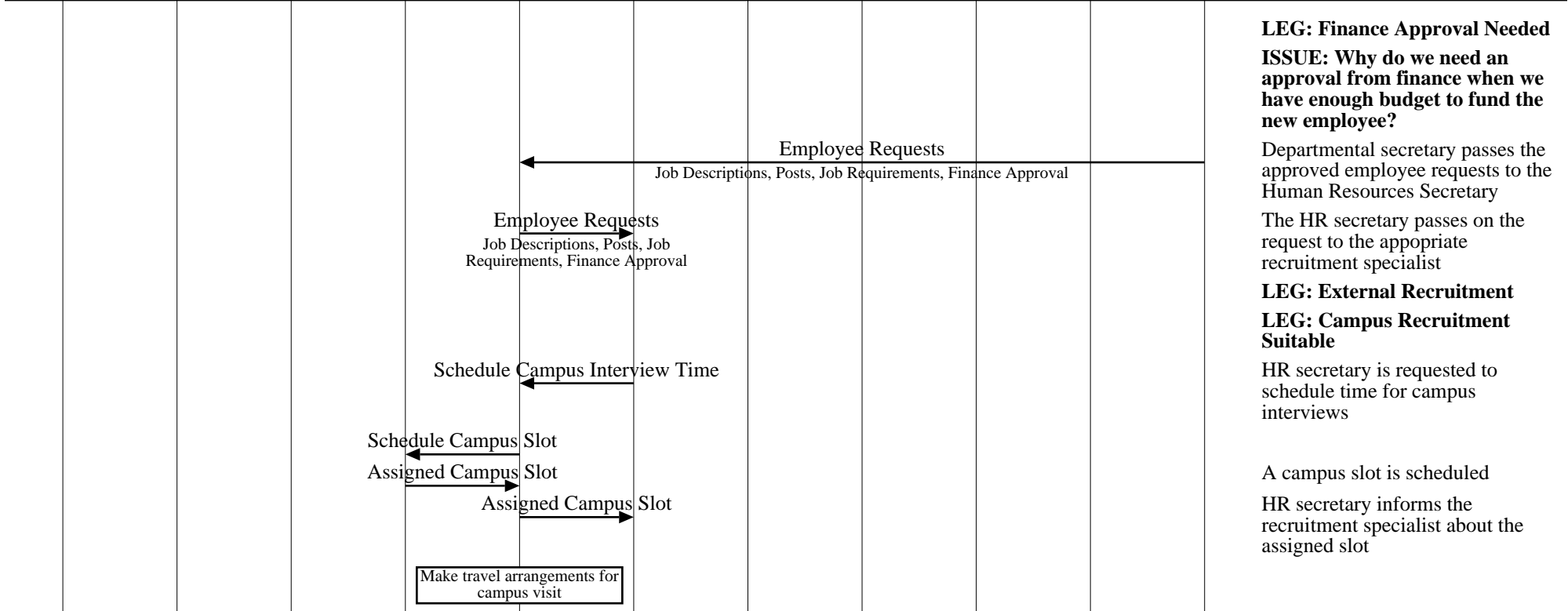
HR secretary schedules the interview by contacting the candidates

HR Secretary 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 4)

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

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**LEG: Finance Approval Needed**  
**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

**LEG: External Recruitment**  
**LEG: Campus Recruitment Suitable**

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

Recruitment specialist and Team Lead visit the campus

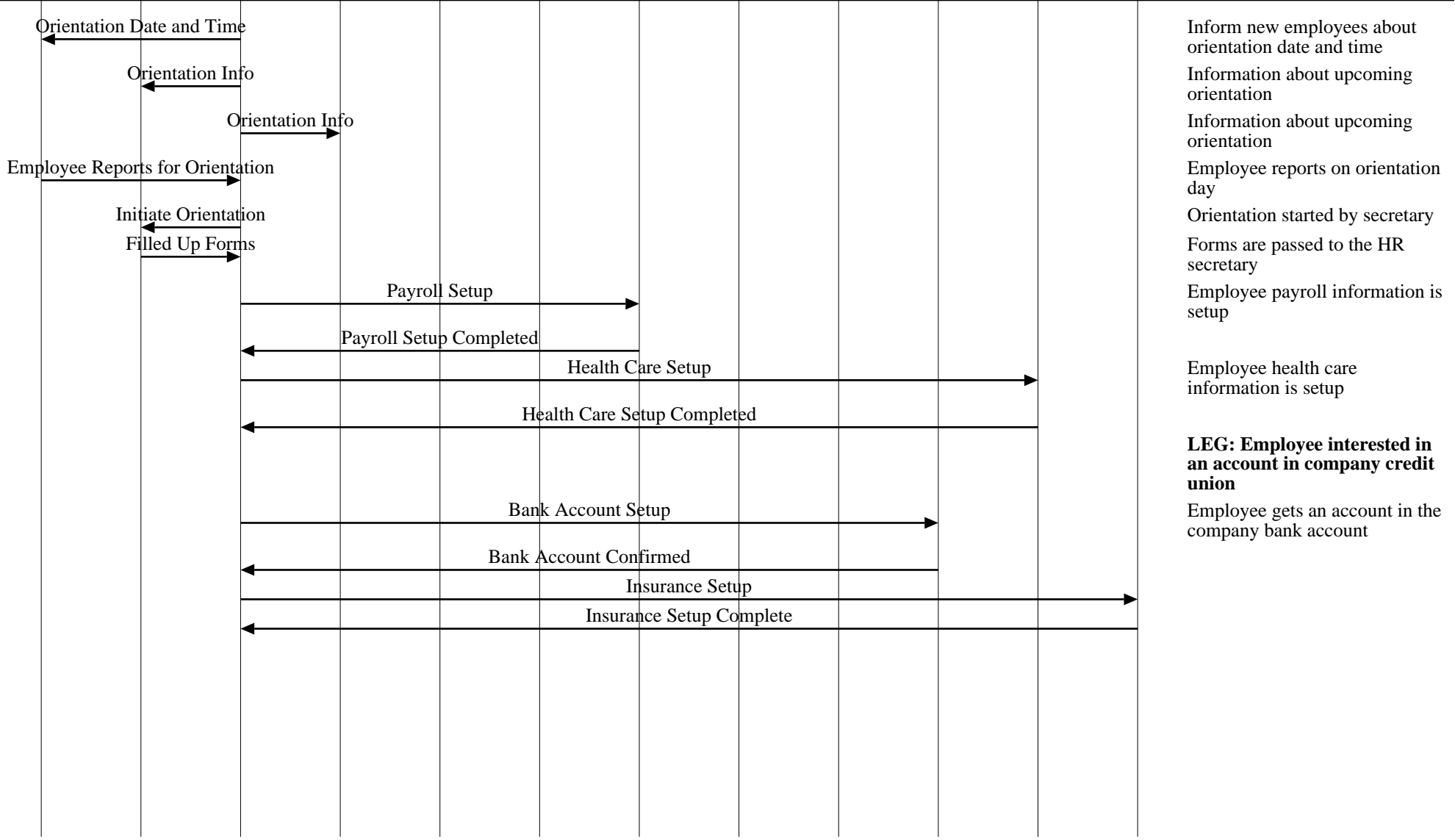
Return from campus

HR Secretary 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 5)
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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HR_Secretary 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	

Employee Information →

New Employee information is passed to the departmental secretary