

## Recruitment Automation Solution

Hiring volume increase each year but the recruiting teams remain the same size or even contract. With this the recruiters will be expected to become more efficient by “doing more with less.”

Manually screening resumes is most time-consuming part of recruiting, especially when 75% to 88% of the resumes received for a role are unqualified. Screening resumes and short listing candidates for test/ interview is estimated to take hours of a recruiter’s time for a single hire.

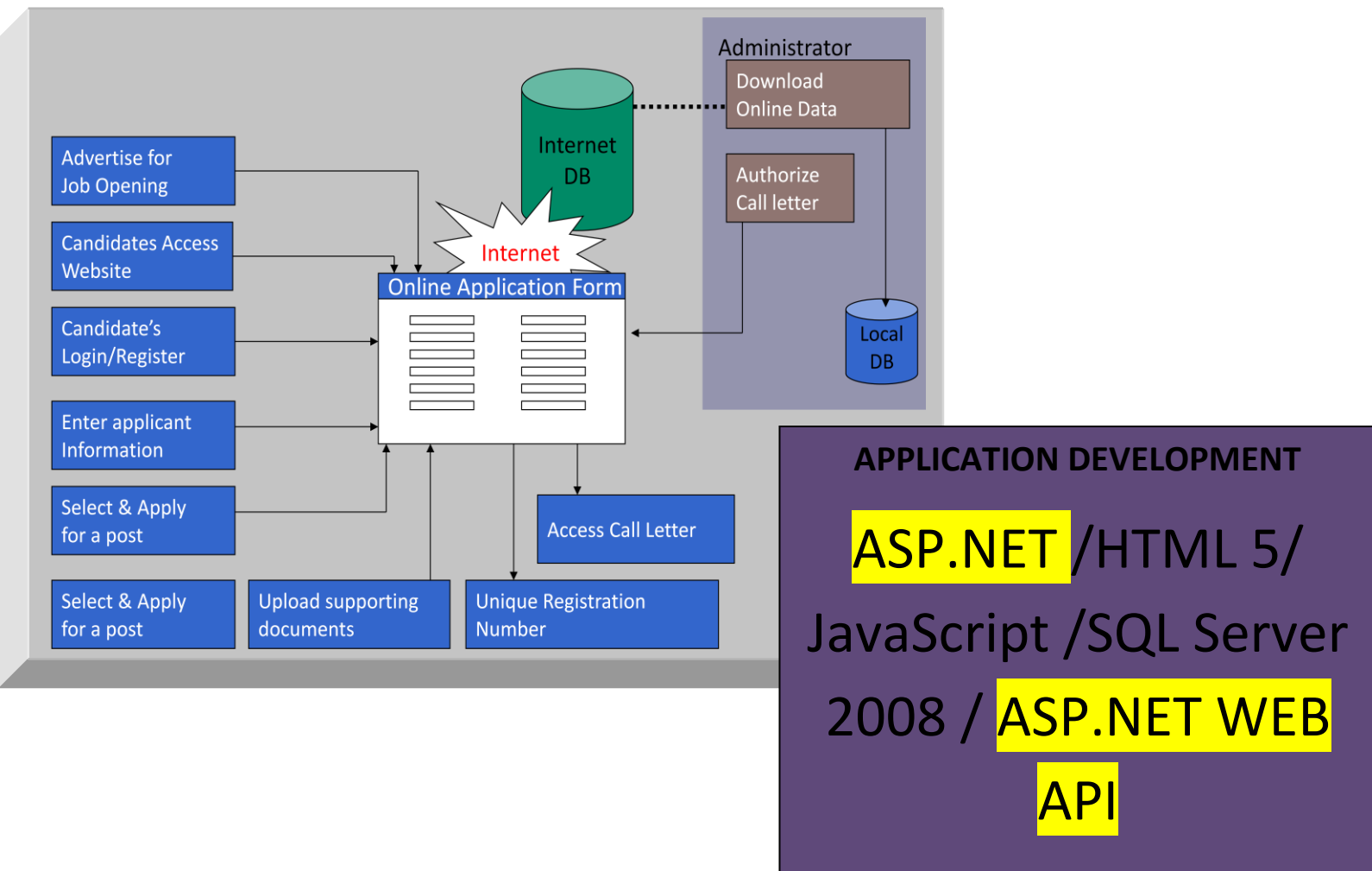
Online Automation solution successfully automate low-level, repetitive tasks such as online submission, screening resumes or scheduling interviews / tests with candidates. The solution has been designed not only to automate a part of your workflow but to integrate seamlessly with your current recruiting stack so it doesn’t disrupt your workflow. Speeding up this part of recruiting through automation reduces time-to-hire, which means you’ll be less likely to lose the best talent to faster moving competitors.

### Solution offerings

- Online Application Form with online validation
- Application Sorting & Verification
- Finalizing Examination Venues
- Generating Examination Roll Numbers
- Allotting Examination centers
- Examination Activities
  - Computer based Test
  - OMR Test
  - Written Test
- Result Processing as per recruitment roster & generation
- Online Result publishing

## Online Submission of application

- Enables immediate registration.
- Applicant Information to be fed only once.
- Allowing the applicants to enter avoid typos.
- One time Registration Number enables application to different posts.
- Minimum manual work
- Generates uniformly printed application
- Applicants can upload Scanned copy of the supporting documents
- Allowing Photo Upload for extra verification
- Online payment of test fees



## Pre-Examination/Test/Interview stage

- Sorting of Application & Verification
- Test venue identification, mapping/audit and finalization of test centers
- Generation of Roll Numbers
- Allocation of test centers to candidates.
- Preparing and hosting of call letter list for applicants appearing for exam.

## Examination Stage

- Confidentially create Question Bank / Paper for Computer based test / offline test
- Design of OMR and arranging other test materials
- Dispatching test materials from centralized hub
- Training Officials & Venue Staff on the Examination Process
- Test Administration & other co-ordination activities
- Consolidation & scanning of OMR answer sheets
- Answer key and score challenges
- Score generation

## Result Processing Stage

- Preparing of 1:x list for document verification
- Hosting of call letter for candidate called for document
- Document Verification to verify the applicants
- Integrated with BMI machine to verify height & weight of applicant