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Successful companies are those that are able to find, attract and keep the best people on the market. Having the best qualified staff results in an increase in productivity, but to find those people is not an easy task.

The Human Resources Area needs to perform different activities in order to find a person with the right skills, abilities, experience and knowledge to fill a vacancy. This process is usually time-consuming whereby a lot of manual work is required and it is necessary to coordinate many people in the different stages of the process.

Bizagi offers a new template Recruitment and Selection Process to assist companies in this process.

The process begins when a Personnel Requisition is made, if the job description does not exist, it is created by a Human Resources Analyst. If the person who made the request does not have the level of authority, to request it, the process continues to the Approve Request task.

The process includes two sub processes, Job Vacancy Advertisement and Selection Process.

When the selection process ends a signal is sent to open a case of the Onboarding Process.
1.1 Job Vacancy Advertisement Sub process

A vacancy is an opportunity to improve and redefine roles and responsibilities within an area. To achieve a positive effect it is necessary to find the right person to fill it.

This is not an easy task, as it requires creating an ad that gets the attention of the people who can contribute to the improvement of not only the area but also the company.

It is important not only to create a great ad but also to choose the right medium to publish it. A bad choice can lead to losing valuable candidates.

To end the Recruitment Process and begin the Selection Process, it is necessary to filter those candidates who do not meet the job requirements in order to save time and resources.
1.2 Selection Process Sub Process

The selection process is performed to evaluate and select candidates to fill a vacancy, the first task is to schedule the Psycho technical and technical Test required, following which it is necessary to record the results.

during the Selection Process, it is necessary to conduct several interviews, the number required depends on the vacancy and is defined by the Human Resources Analyst.

Also it is necessary to check the references provided by the candidate. Afterwards, the person who made the requisition must select the final candidate to fill the vacancy. If the selected candidate accepts a salary offer the sub process ends.
2. DATA MODEL

The Business Process entity is Recruitment; it holds information about the personnel requisition such as Job Title, Number of vacancies needed, Area, and other information about the position. The entity is related to the Job Description, Advertisement and Candidates entities. The relationship between Recruitment and Candidates is one to many, it is necessary to include several candidates in a Selection Process.

The main attributes of the Job Description are: Title, Code, Responsibilities, Abilities, Experience and Job Description. The Advertisement entity includes Job Title, Location, Company Description, Contact Details, and Ideal Candidates. The Candidates entity includes Name, Last Name, CV file, E-mail.
2.1 Parameter Tables

The model includes several parameter tables. The entities hold information related to the job description, for example type of position, annual salary range.

The Job Description parameter table holds the Job Description of the company’s positions. It is very important for the Bizagi Administrator to establish the parameterization of this entity. This information is necessary for the correct development of the process.
3. DEFINE FORMS

Recruitment and Selection Process includes several forms. The forms support the management of information.

3.1 Recruitment Requisition Form

The form includes a Job Description Combo, if the position has been parameterized, its information is loaded, if it has not been parameterized the renders that describe the position are visible and required.

![Personnel Requisition Form](image)
3.2 Entry Interview Results Form

The form shows the candidates. To include the results it is necessary to click on Edit.

During the Selection Process a Candidate must attend several interviews with different people. For each interview it is necessary to include the results.

The Edit form includes two grids to show interviews result. The first includes a filter that displays only the interviews that have been performed, this grid is not editable. The second grid shows the current interview, the grid can be edited; the render Interview Results is required.
4. BUSINESS RULES

4.1 Define Expressions

The process uses exclusive and inclusive gateways to indicate the process work flow, the most important are:

- Other interview needed: The gateway evaluates if the candidates need another interview.

- Requisition Needs Approval: The gateways validate if the requester has the level of authority to make the requisition, if not, the process continues to the boss approval task.
5. PERFORMERS

A Wizard is used to define the Performers in the process. In the fifth step of the Wizard, click on Define Performers.

The Report Nonconformity task is performed by a person who needs to fill a vacancy.
The Approve Requisition task is performed by the Requester’s boss.

Entry Interview Results task is performed by the person assigned on the Scheduling Interview task.
6. E-MAIL CONFIGURATION

The Recruitment and Selection Template includes several email templates to provide information about the progress of the nonconformity solution.

The Project is initialized with the sending of emails enabled, but it does not have the company’s customization. It is therefore necessary to configure the SMTP e-mail server that your company uses.

In Bizagi Studio, click on the Configuration tab and then on Environment and select the Popular option. Enable the box to send notifications and type the name of the SMTP server and the account from which the emails are to be sent, as shown in the diagram below.

For further information refer to the following articles:


To configure the “To” of activities, internal and external publication offer. It is necessary to change the vocabulary with the default email used to send emails by their company.

Enter in the suite, click on Business Rules and Vocabularies.

In constant definition, change the default email to those used by their company to send massive emails and the mail from the company which made job offers publications.
Scheduling Interview advice: The email configuration includes two filters, the first to the people who are going to receive the email, it is only sent to the candidates who have not been eliminated during the process. The second filter is included in a dynamic grid that only shows the interviews that have not yet been conducted.