

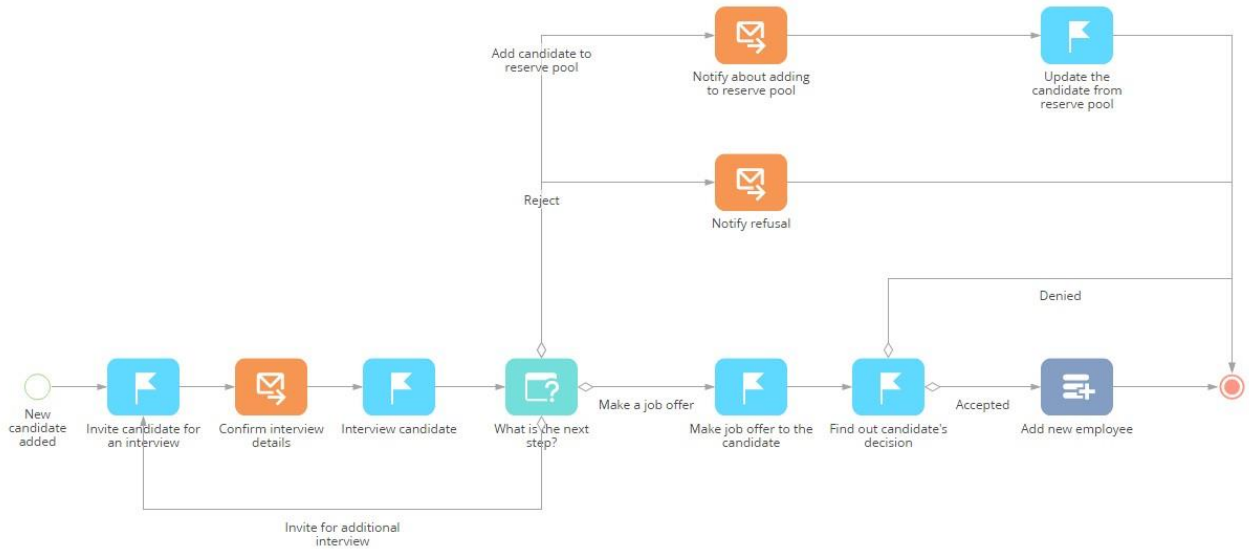
Recruitment

Characteristic	Description
Purpose	Effective planning and conducting a cycle of interviews with candidates Preparing job offers and monitoring candidate decision statuses Quickly sending interview invitations and interview results via email Forming a reserve pool of candidates
Area	HR
Creatio compatibility	All base products on Creatio platform 7.10
Required system objects	Base sections: <ul style="list-style-type: none">• Contacts• Employees• Activities System sections:• Users

List of process participants

Role	Responsibilities
Recruiter	Finding candidates and conducting interviews Preparing feedback based on the interview results Preparing job offers Starting the onboarding process
Department head	Conducting job interviews for their department

Process description



Process step	Role	Step description
New candidate added	Recruiter	Recruiter adds a new candidate record in the [Contacts] section and clicks the [Invite for an interview] action to run the process.
Invite candidate for an interview	Recruiter	Upon registering a new candidate in the system, Recruiter contacts the candidate and invites them to an interview.
Confirm interview details	Recruiter	Upon scheduling the interview and specifying the details with the candidate, Recruiter sends an interview confirmation email.
Interview candidate	Recruiter / Department head	Recruiter conducts an interview and checks the candidate's compliance with the position requirements. If additional interviews are needed, Recruiter arranges an additional meeting for Department head.
What is the next step?	Recruiter	Recruiter analyzes the results of the interview and chooses the next process step: <ul style="list-style-type: none"> invite for additional interview make a job offer add candidate to reserve pool reject the candidate
Make job offer to the candidate	Recruiter	Recruiter prepares a job offer and contact with the candidate if the candidate successfully passes their interview.
Find out candidate's decision	Recruiter	Recruiter contacts the candidate to find out their decision.
Add new employee	Recruiter	If the candidate accepts the job offer, Recruiter adds a new employee in Creatio.
Notify about adding to reserve pool	Recruiter	If the candidate does not pass the interview but has good prospects, Recruiter adds the candidate to a reserve pool of candidates and notifies the candidate by email.

Update the candidate from reserve pool	Creatio	The system automatically adds an activity for updating the candidate from reserve pool in 3 months.
Notify refusal	Recruiter	If the candidate does not pass the interview, Recruiter notifies them by email.

Implementation instructions

1. Install the package using the [Installed applications] functionality in [System designer].
2. Add HR personnel in Creatio.
3. Configure HR personnel mailboxes in Creatio to send emails as part of the business process workflow.
4. To start the process, select a candidate record in the [Contacts] section and click the [Invite for an interview] action.