EMPLOYEE HIRE & PROCESSING BOT

Bots helping humans to read and input job applications, identify candidates and conduct onboarding paperwork.

RPA OPPORTUNITIES

There are numerous opportunities for automation throughout the employee hiring process including:

Application Screening – automated bots can gather application and resume data (either from an online application or by using optical character recognition (OCR) to extract information from scanned images. The bots can compare the application information to key requirements on the job specification to ensure compliance. In addition, the bots can conduct background checks to verify key information.

Interview Schedules – once a list of interviewers is defined and automated bot can scan calendars for specified dates or find earliest availability for on-site or video conference interviews. The bots can forward this to a supervisor for approval or automatically add the interviews to the appropriate calendars.

Automated Actions – bots can scan the HR System for applicant changes and take the appropriate actions, such as sending emails and automating integrated system workflows.

Offer Letter Administration – automated bots can manage the creation and tracking of offer letters to applicants. The bots can work across the HR system and other applicable databases to build professional, accurate offer letters and send them via email. The bots can monitor designated email inboxes for returns, sending reminders when needed, and updating appropriate systems upon applicant reply.

OVERVIEW

Despite immediate staffing needs, only 30% of organizations can fill vacant roles in less than 30 days. The other 70% of organizations take 30-120 days. Automation can play a key role in improving time-to-hire.

CHALLENGES

There are numerous factors that impact time-to-hire *including*:

- Paper-based processing of applications.
- 61% of organizations still use paper during the hiring process.
- The screening is process is often manual and error prone.
- Scheduling interviews is manual and time-consuming.
- HR system updates are often out of sync with the actual hiring process due to the manual data entry required.

BUSINESS DIFFERENCE

Customized nuTAN bots can help with tedious HR tasks. From auto replies, to screening and scheduling interviews--even payrole duties. Organizations using nuTAN for other aspects of business benefit with nuTAN Enterprise pricing and add nuTAN bots throughout their organization--from HR, Warehouse to Accounting & more.

TYPICAL PROCESS

A job application arrives via paper or electronically. An assigned resource will review the job application and attached resume, screening against the job description to ensure the candidate meets the requirements for the job. Applicants that pass screening are scheduled for interviews. Those that fail screening are sent a letter (or email) informing them they were not selected. After conducting interviews, the hiring manager will decide whether to make a job offer.
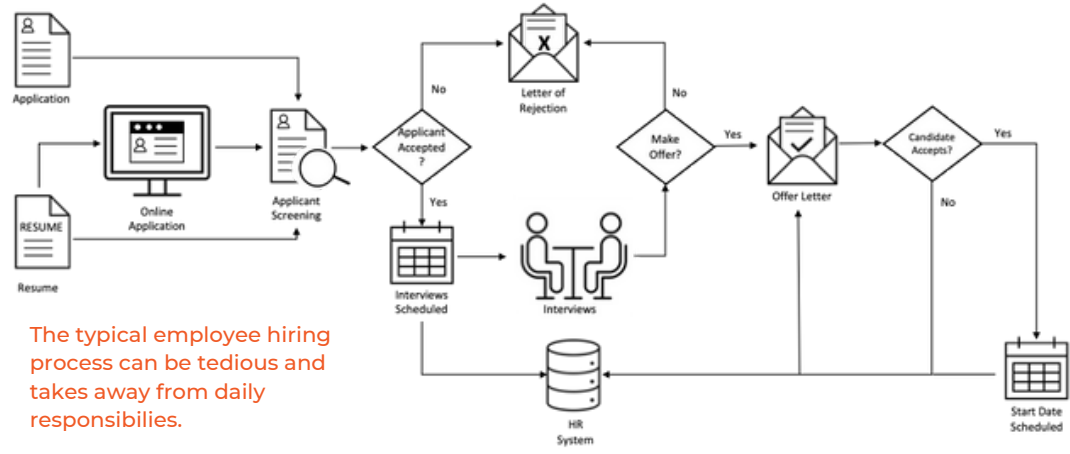
The typical employee hiring process can be tedious and takes away from daily responsibilies.

For selected applicants a job offer will be constructed and sent via email or regular mail (often accompanied with a phone call). If an applicant is not offered a position, a letter informing them they were not selected is sent (email or regular mail). Once an applicant accepts, the hiring manager and applicant agree on a start date and begin the on-boarding process.
If the applicant rejects the offer, the HR system is updated to indicate the offer rejection.
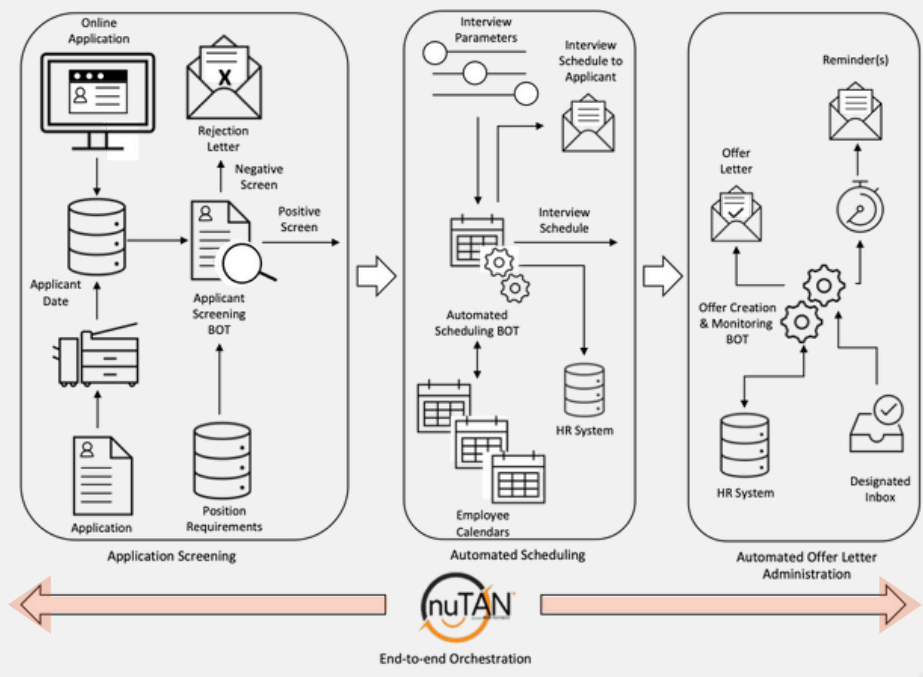
VALUE SOLUTION

nuTAN can automate the employee hiring process, significantly reducing time-to-hire, increasing accuracy, reducing labor, and improving the candidate experience.

nuTAN bots are system agnostic and can be easily integrated with most systems. If you have existing OCR technology, nuTAN can work with it, or provide OCR if you don't have an existing system.

nuTAN bots can grouped or clustered to automate the entire end-to-end employee hiring workflow, from data collection to offer acceptance.

nuTAN bots can be deployed to automate the entire employee hiring process.

Application Screening — Automated Scheduling — Automated Offer Letter Administration

End-to-end Orchestration

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