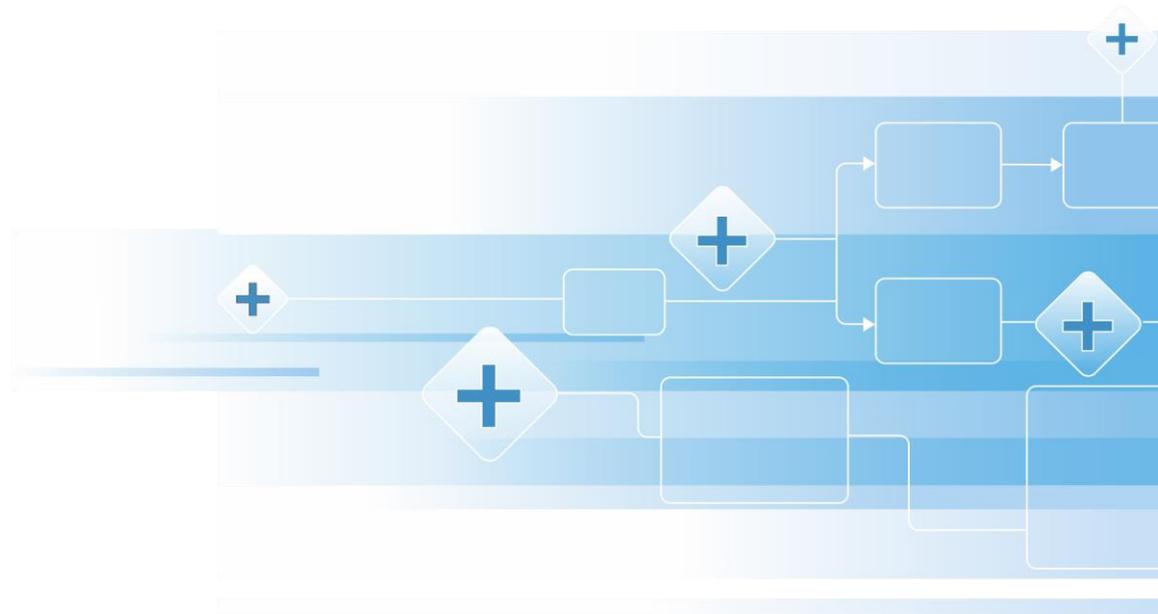


ELMA Store Component

Business Process: Purchase Request



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1 Intended Use

The process describes procedures for searching, approving and hiring a candidate for a job opening. The output of the process is a candidate, hired for a job.

2 Business Process Includes

No	Object/Process	Name	Intended Use
1.	Document type	Employment application	Stores information on applicants
2.	Enumeration	Applicant status	Sets statuses of the “Employment Application” document. Statuses: <ul style="list-style-type: none"> • New (default status when creating a document); • Rejected • Interviewing; • Approved; • Refused; • Employed.
3.	Process	Recruitment Request	The process determines activities from creating and approving a recruitment request to finding candidates. Includes a subprocess: <ul style="list-style-type: none"> • Job Interview
4.	Subprocess	Job Interview	The process is started for each applicant with the “New” status and defines activities for approving an applicant. Includes a subprocess: <ul style="list-style-type: none"> • Employment
5.	Subprocess	Employment	The process describes operations for employing an approved applicant.

Compatibility with other ELMA applications and modules:

- Requires ELMA BPM application;
- Requires ELMA ECM application.

3 Process Maps

3.1 Map of the “Recruitment Request” process

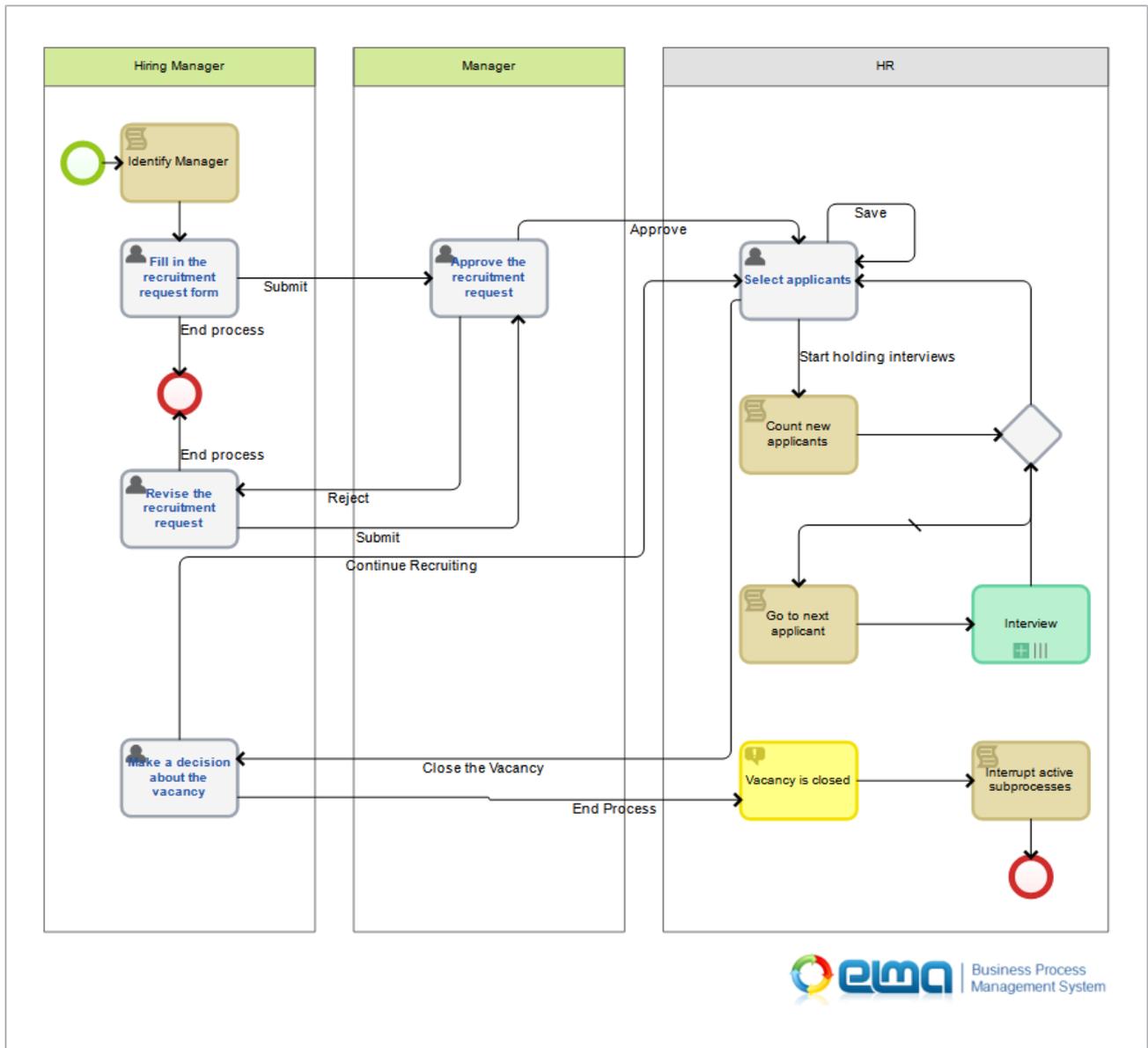


Fig. 1. Map of the “Recruitment Request” process

3.2 Map of the “Job Interview” process

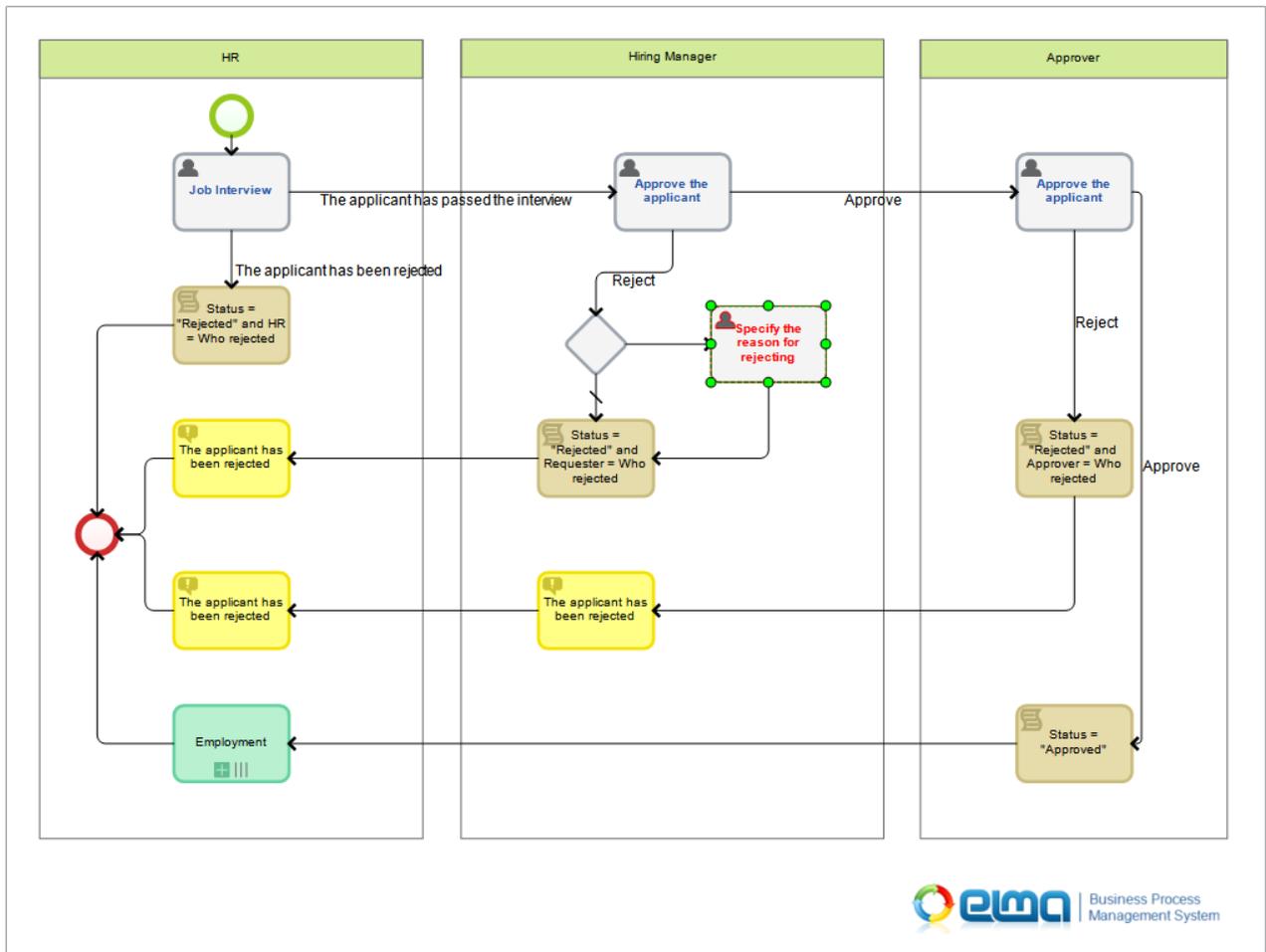


Fig. 2. Map of the “Job Interview” process

4 Configuring Business Process

4.1 Configuring Objects

4.1.1 “Employment Application” document type

To configure access permissions and specify the document storage folder, open the ELMA web application – go to Administration – Document Management – Document Types – Employment Application and configure the following settings:

- Specify the default folder for this document types;
- Specify the author’s default set of permissions;
- Specify the default set of permissions for other users;
- Specify the users who can created documents of this type.

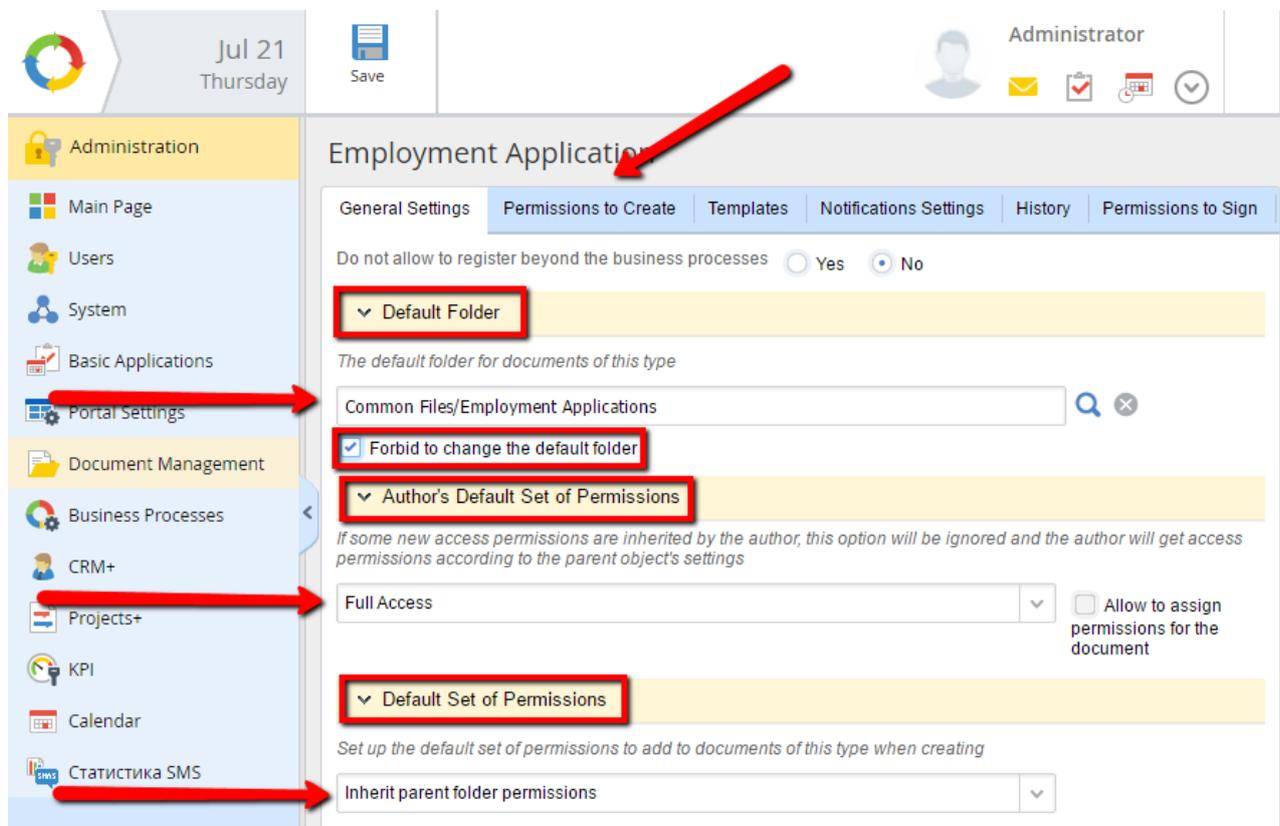


Fig. 3. “Employment Application” type settings

4.2 Configuring Business Processes

Recruitment Request process:

- 1) In ELMA Designer, open the process diagram. Double click on the static swimlane, which represents a user, responsible for searching candidates. In the settings window, select a corresponding job position.
- 2) In ELMA Web Application, go to Administration – Business Processes – Processes – Recruitment Request and assign access permissions.

Job Interview subprocess:

- 1) The user, selected in the HR static swimlane of the Recruitment Request process, is used in the HR dynamic swimlane of this subprocess. You can select another job position, if necessary;
- 2) The user, selected in the Approver static swimlane of the Recruitment Request process, is used in the Approver dynamic swimlane of this subprocess. You can select another job position, if necessary.

Note: When configuring static swimlanes, it is NOT recommended to specify such elements of organizational structure as "group of employees" or "member of department", if a group or a department includes more than one user.

5 Process Participants

- **Hiring Manager** – any ELMA user;
- **Manager** – initiator's manager, according to the organizational structure.
- **HR** – specialist, who looks for candidates and conducts job interviews. Depending on the company's organizational structure, different users can be assigned for this role in the process and subprocesses.
- **Approver** – user, who approves an applicant. Selected by the HR specialist.

6 Starting Business Process

To initiate the business process, click the Start Process button on the main page of the ELMA web interface and select the Recruitment Request process.

7 Process Tasks

7.1 Fill in the recruitment request form

Fill in the recruitment request form

> Process Information

Main Page
History

Department *	<input style="width: 90%;" type="text" value="Marketing Department"/>
Vacancy *	<input style="width: 90%;" type="text" value="Marketing Specialst"/>
Vacancy Description *	<div style="border: 1px solid #ccc; padding: 5px;"> Conduct market research to find answers about consumer requirements, habits and trends Brainstorm and develop ideas for creative marketing campaigns Assist in outbound or inbound marketing activities by demonstrating expertise in various areas (content development and optimization, advertising, events planning etc.) </div>
Search Period *	<input style="width: 80%;" type="text" value="07/28/2016"/>
Manager *	<div style="border: 1px solid #ccc; padding: 2px;"> Hayes James (Chief Executive Officer) v </div> <p style="font-size: 0.9em; margin-top: 5px;"><i>Choose the approver</i></p>
Maximum Wage	<input style="width: 90%;" type="text"/>
Note	<div style="border: 1px solid #ccc; height: 60px;"></div>

Submit

End process

You don't have to fill in the required fields to complete this task.

Fig. 4. “Fill in the recruitment request form” task.

Executor: Hiring Manager.

Task: Fill in the fields, required for creating a recruitment request:

- **Manager** – initiator’s manager.

Transitions:

- **Submit** – the request is sent to the manager for approval;
- **End Process** – the process is cancelled.

7.2 Approve the recruitment request

Approve the recruitment request

> Process Information

Confirm that the vacancy is available.

Main Page
History

Recruitment Requester	Adams G.
Department	Marketing Department
Vacancy	Marketing Specialist
Vacancy Description	Conduct market research to find answers about consumer requirements, habits and trends Brainstorm and develop ideas for creative marketing campaigns Assist in outbound or inbound marketing activities by demonstrating expertise in various areas (content development and optimization, advertising, events planning etc.) Liaise with external vendors to execute promotional events and campaigns Collaborate with marketing and other professionals to coordinate brand awareness and marketing efforts Plan and execute initiatives to reach the target audience through appropriate channels (social media, e-mail, TV etc.) Assist in analyzing marketing data (campaign results, conversion rates, traffic etc.) to help shape future marketing strategies Undertake individual tasks of a marketing plan as assigned
Search Period	7/28/2016
Recruitment Requester's Note	
Maximum Wage	<input style="width: 80%;" type="text" value="4000"/>
Note	<input style="width: 80%;" type="text"/>

Approve
Reject

You don't have to fill in the required fields to complete this task.

Fig. 5. "Approve the recruitment request" task.

Executor: Manager, selected in the previous task.

Task: Consider the request, and make a decision.

Transitions:

- **Approve** – the request is approved;
- **Reject** – the request is sent for revision to the initiator.

7.3 Revise the recruitment request

Revise the recruitment request

> Process Information

The recruitment request has been rejected. Please make the necessary changes and send it for approval.

Main Page | History

Manager's Note

Department *

Vacancy *

Vacancy Description *

Search Period *

Manager *

Maximum Wage

Recruitment Requester's Note

Submit

End process

You don't have to fill in the required fields to complete this task.

Fig. 6 “Revise the recruitment request” task.

Executor: Hiring manager.

Task: Revise the recruitment request.

Transitions:

- **Submit** – the request is sent to the manager for approval;
- **End Process** – the process is cancelled.

7.4 Select applicants

Select applicants

> Process Information

Process of selecting suitable applicants for the vacancy.

Main Page
History

Recruitment Requester	Adams G.
Department	Marketing Department
Vacancy	Marketing Specialist
Vacancy Description	Conduct market research to find answers about consumer requirements, habits and trends Brainstorm and develop ideas for creative marketing campaigns Assist in outbound or inbound marketing activities by demonstrating expertise in various areas (content development and optimization, advertising, events planning etc.) Liaise with external vendors to execute promotional events and campaigns Collaborate with marketing and other professionals to coordinate brand awareness and marketing efforts Plan and execute initiatives to reach the target audience through appropriate channels (social media, e-mail, TV etc.) Assist in analyzing marketing data (campaign results, conversion rates, traffic etc.) to help shape future marketing strategies Undertake individual tasks of a marketing plan as assigned
Maximum Wage	4000
Search Period	7/28/2016
Recruitment Requester's Note	

Applicants *

+ Add

To group by the column, move its title here

Applicant	Status	CV	BirthDate
No data to display			

Approver * Adams Gregory (Chief Commercial Office v 👤

Save

Start holding interviews

Close the Vacancy

You don't have to fill in the required fields to complete this task.

You don't have to fill in the required fields to complete this task.

Fig. 7. "Select applicants" task.

Executor: HR specialist.

Task: Search for candidates according to the hiring manager's request and add them to the table by clicking the Add button.

Select the user, who approves candidates.

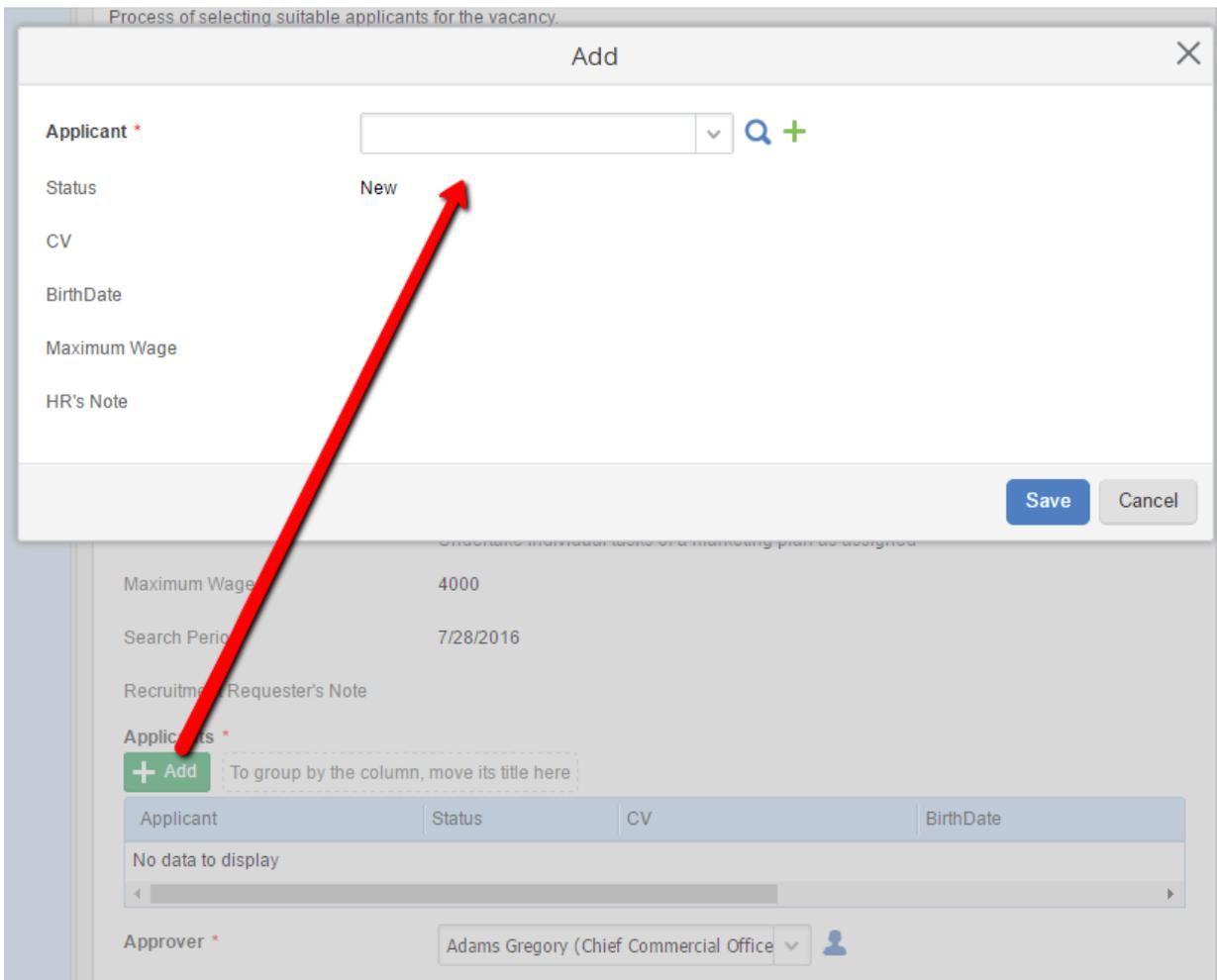


Fig. 8 Adding new candidates.

You can select an existing candidate, or create a new one by clicking **+**. The list displays all the applicants with the “New” status.

The following fields are required, when creating an applicant:

- Last Name;
- First Name.

Create Document ✕

First Name *	<input type="text" value="Roger"/>
Middle Name	<input type="text"/>
Second Name *	<input type="text" value="Floyd"/>
Date of Birth *	<input type="text" value="06/23/1982"/> 
Phone *	<input type="text" value="555-23-67-9"/>
Email	<input type="text"/>
Expected Salary	<input type="text"/>
CV *	<div style="border: 1px solid #add8e6; padding: 5px; background-color: #e6f2ff;"><p>CV.docx 23.6 KB ✕</p><p><small>You can load a file by dragging it to this area</small></p></div>
Where did the applicant learn about the vacancy?	<input type="text"/>
Personal Qualities	<input type="text"/> <small>Estimate the candidate's ability to listen and understand information</small>
Social Skills	<input type="text"/> <small>Estimate the candidate's level of sociability</small>
Pre-Employment Test	<div style="border: 1px solid #add8e6; padding: 5px; background-color: #e6f2ff;"><p>Load File <small>(not more than 1000 MB)</small></p><p><small>You can load a file by dragging it to this area</small></p></div>
HR's Note	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

Fig. 9. Form for creating an “Employment Application” document.

Transitions:

- **Start holding interviews** – the Job Interview subprocess is started. Only candidates with the “New” are interviewed;
- **Close the Vacancy** – the task to make a decision about the vacancy is assigned to the hiring manager.

7.5 Job interview

Hold an interview with Roger Floyd for Marketing Specialist

> Process Information

Main Page
History

Approver *	Adams Gregory (Chief Commercial Office) v
Recruitment Requester	Adams G.
Vacancy	Marketing Specialist
Department	Marketing Department
Applicant	Applicant Roger Floyd
CV	CV.docx
Phone	555-23-67-9
Pre-Employment Test	Load File <small>(not more than 1000 MB)</small> You can load a file by dragging it to this area
Expected Salary *	<input type="text" value="3800"/>
Social Skills *	<input type="text" value="Good social skills"/> <small>Estimate the candidate's level of sociability</small>
Personal Qualities *	<input type="text" value="Responsible, well-educated"/>
Where did the applicant learn about the vacancy?	<input type="text"/>
Rejection Note	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>

The applicant has passed the interview

The applicant has been rejected

You don't have to fill in the required fields to complete this task.

Fig. 10. "Job interview" task.

Executor: HR specialist.

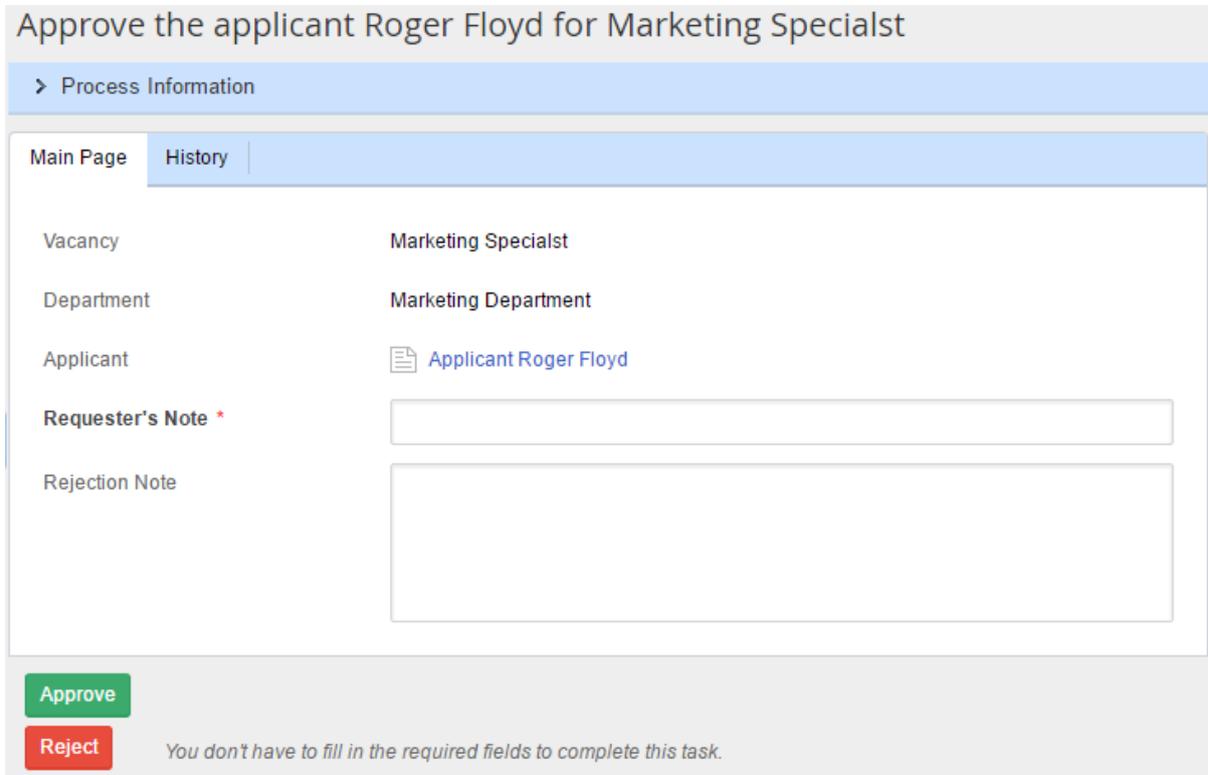
Task: Hold a job interview with a candidate.

Fill in information about the candidate's personal qualities.

Transitions:

- **The applicant has passed the interview** – the task to approve the applicant is assigned to the hiring manager;
- **The applicant has been rejected** – processing this applicant is completed.

7.6 Approve the applicant



Approve the applicant Roger Floyd for Marketing Specialist

> Process Information

Main Page | History

Vacancy: Marketing Specialist

Department: Marketing Department

Applicant:  Applicant Roger Floyd

Requester's Note *

Rejection Note

Approve

Reject *You don't have to fill in the required fields to complete this task.*

Fig. 11. "Approve the applicant" task

Executor: Hiring manager.

Task: Hold another interview with the applicant.

Transitions:

- **Approve** – the task to approve the applicant is sent to the approver.
- **Reject** – processing this applicant is completed, the HR specialist is notified.

7.7 Approve the applicant

Approve the applicant Roger Floyd for Marketing Specialist

> Process Information

Main Page

History

Recruitment Requester	Adams G.
Vacancy	Marketing Specialist
Department	Marketing Department
Applicant	Applicant Roger Floyd
Recruitment Requester's Note	Approved
Rejection Note *	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>

Approve

You don't have to fill in the required fields to complete this task.

Reject

Fig. 12 “Approve the applicant” task

Executor: Approver

Task: Approve or reject the applicant.

Transitions:

- **Approve** – the Employment subprocess is started;
- **Reject** – processing this applicant is complete, hiring manager and HR specialist are notified.

7.8 Make a decision about the vacancy

Make a decision about the vacancy

> Process Information

Make a decision about the vacancy - either continue recruiting or end the process.

Main Page
History

Vacancy	Marketing Specialist
Department	Marketing Department
Vacancy Description	Conduct market research to find answers about consumer requirements, habits and trends Brainstorm and develop ideas for creative marketing campaigns Assist in outbound or inbound marketing activities by demonstrating expertise in various areas (content development and optimization, advertising, events planning etc.) Liaise with external vendors to execute promotional events and campaigns Collaborate with marketing and other professionals to coordinate brand awareness and marketing efforts Plan and execute initiatives to reach the target audience through appropriate channels (social media, e-mail, TV etc.) Assist in analyzing marketing data (campaign results, conversion rates, traffic etc.) to help shape future marketing strategies Undertake individual tasks of a marketing plan as assigned
Search Period	7/28/2016

Applicants

To group by the column, move its title here
Quantity: ▾
Pages:

Applicant	CV	Status	BirthDate
Applicant Roger Floyd	CV.docx	Interviewing	6/23/1982 12:00 AM

Continue Recruiting

End Process

Fig. 13 “Make a decision about the vacancy” task.

Executor: Hiring manager.

Task: Close the vacancy.

Transitions:

- **Continue Recruiting** – continue looking for a candidate;
- **End Process** – the process is completed.