peoplestrong

Set your hiring process straight - the easy way with

Talent Acquisition 101

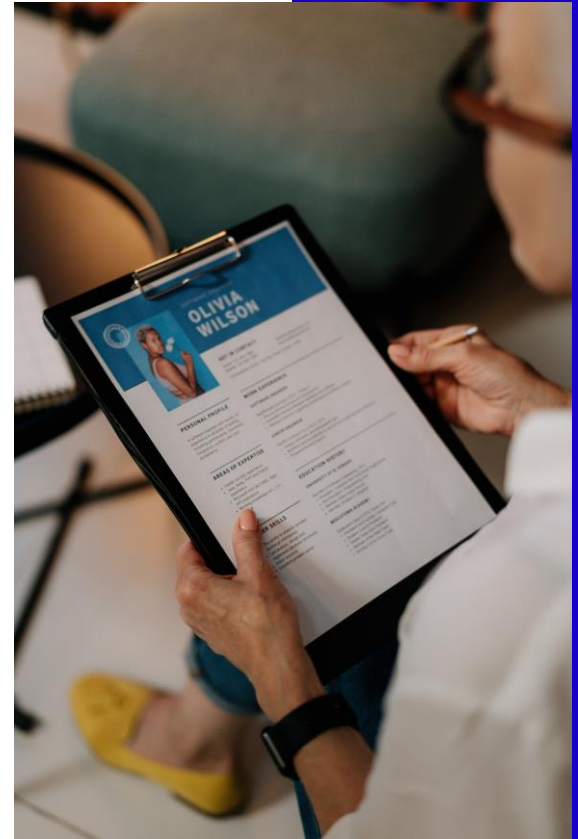Actionable Templates for Hiring

Hiring is tough!
We get it.

Finding the right hiring process can take years of experience or sifting through complex guides.

We turned domain experience into actionable insights. That's why we distilled our learnings from 15+ years of implementing hiring technology at top organisations such as **Inspiro, Aditya Birla Group, Tata, Kotak, Fly Dubai, PayTM and Air Asia.**

By understanding the key factors to a successful hiring campaign, you can avoid common pitfalls and become a talent magnet from the get-go.

Please note, these templates are made with an assumption that most organizations would have an HRMS/TA tech.
These templates can be used even if there isn't an advanced hiring stack in place.

What we learnt from our interactions with 500+ talent leaders

The talent acquisition 101 templates break down the entire hiring process and account for common & uncommon use-cases. If you're ready to crack the code and become a top-notch talent magnet, then these templates are for you.

Let's dive in!

Legend

IJP - Internal Job Posting
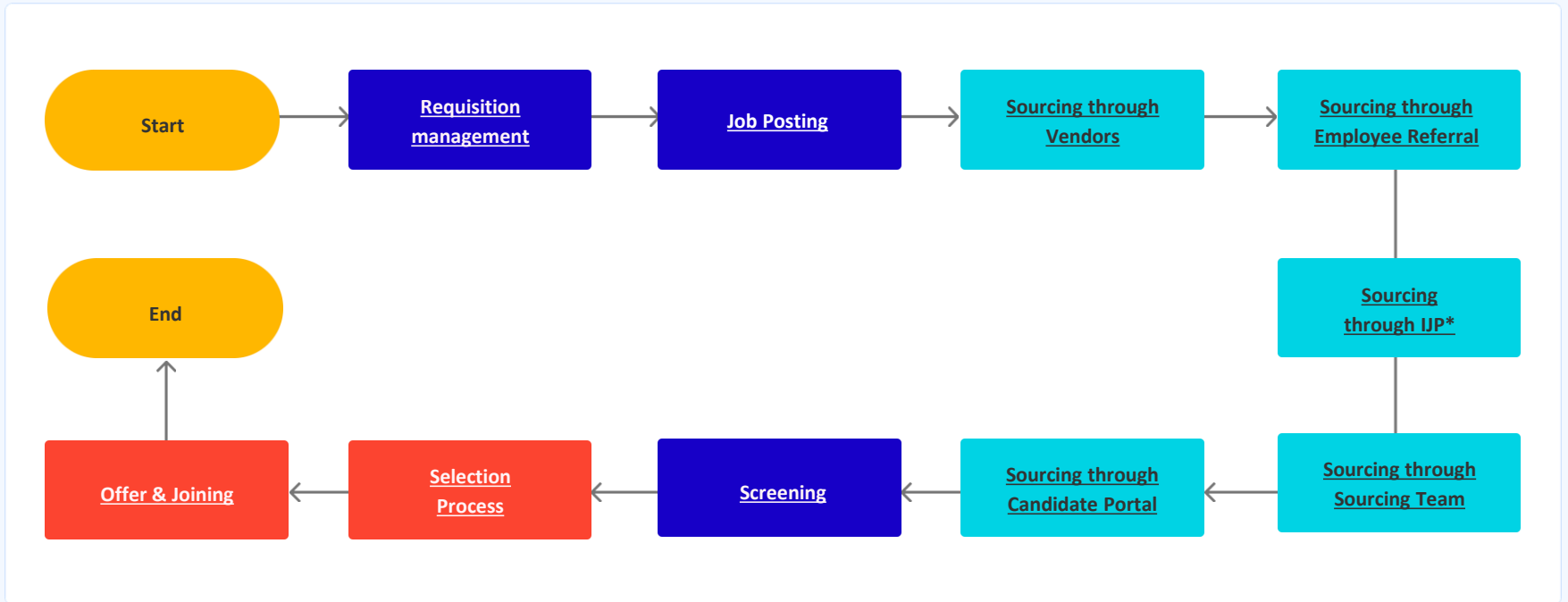**CTQ** - Critical to Quality
BGV - Background Verification

DOJ - Date of Joining
TA - Talent Acquisition

Anatomy of a Recruitment Process

```
Start → Requisition management → Job Posting → Sourcing through Vendors → Sourcing through Employee Referral
                                                                                      ↓
End ← Offer & Joining ← Selection Process ← Screening ← Sourcing through Candidate Portal ← Sourcing through Sourcing Team ← Sourcing through IJP*
```

Start

Requisition management

Job Posting

Sourcing through Vendors

Sourcing through Employee Referral

Sourcing through IJP*

End

Offer & Joining

Selection Process

Screening

Sourcing through Candidate Portal

Sourcing through Sourcing Team

*Check Legend

Requisition Management Process

Hiring Manager

Start → Login into the HRMS system and initiate the requisition process → Select a job template (If available) and fill the requisition form → Submit the requisition for approval ← View the reason for rejection and make changes to resolve them

- Integrated with the HRMS for various positions
  Eliminate duplicate requisitions
  Skill suggestions basis the job role

- Ability to save the requisition form for future use if needed

- Roles-based view access if possible can be enabled

Requisition Approver

- Multiple level approvals can be included in the process with different parameters such as location, grade, budgets, campus, new/replacement, etc.

Approve the requisition ← **Approve** — **Review the requisition** — **Reject** → Mention the reason for rejection

Recruitment team- Recruiter

- Roles-based view access if possible can be enabled

Receive the approved requisition and assign it to the stakeholder doing the sourcing → Do the hiring intake session with hiring manager, finalize the CTQs* and transfer knowledge to the sourcing team → Job Posting
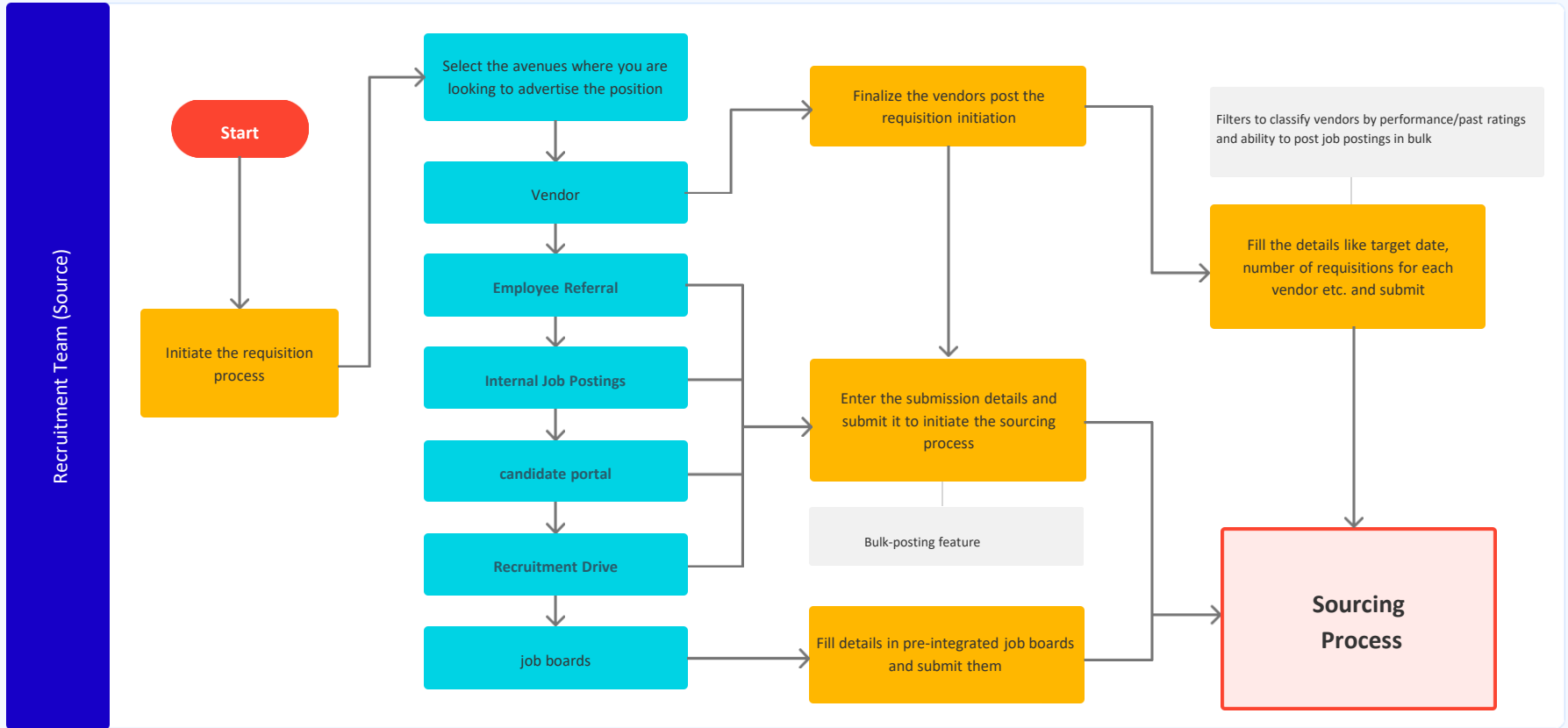
*Check Legend

Requisition Management – Other key points to consider

- ❏ Define the job requisition form / fields (Mandatory and Non-Mandatory Information)
- ❏ Finalize the job approval workflow including any exceptional scenarios (Actors and Levels)
- ❏ Define applicant tracking workflow (For different type of hirings - campus, lateral etc.)
- ❏ Create the employee data with roles (Hiring Managers, Interviewers, Recruiters, Recruiter Leads, etc.)
- ❏ Create Job Templates / Job Description Library for frequently hired roles
- ❏ Define CTQs (Critical to quality) parameters / pre-screening questionnaires for candidates to respond while applying for frequently hired roles
- ❏ Identify Job Group / Recruiter Auto Mapping (Optional)
- ❏ Define Notification Email Templates / Content

Job Posting Process

Recruitment Team (Source)

Start

Initiate the requisition process

Select the avenues where you are looking to advertise the position

Vendor

Employee Referral

Internal Job Postings

candidate portal

Recruitment Drive

job boards

Finalize the vendors post the requisition initiation

Enter the submission details and submit it to initiate the sourcing process

Bulk-posting feature

Fill details in pre-integrated job boards and submit them

Filters to classify vendors by performance/past ratings and ability to post job postings in bulk

Fill the details like target date, number of requisitions for each vendor etc. and submit

Sourcing Process

Job Posting Process – Other key points to consider

❏ Define the sourcing channels (Internal / External)

❏ Initiate discussions with job boards to get the integration key / details as required for job posting

❏ Collate recruitment vendor / partner data and their classification (With respect to location / skill / department / seniority / other, etc…)

❏ Define job posting policy (If required) – preference of channels, auto posting to IJP / Employee referral, etc.

Sourcing through Vendors
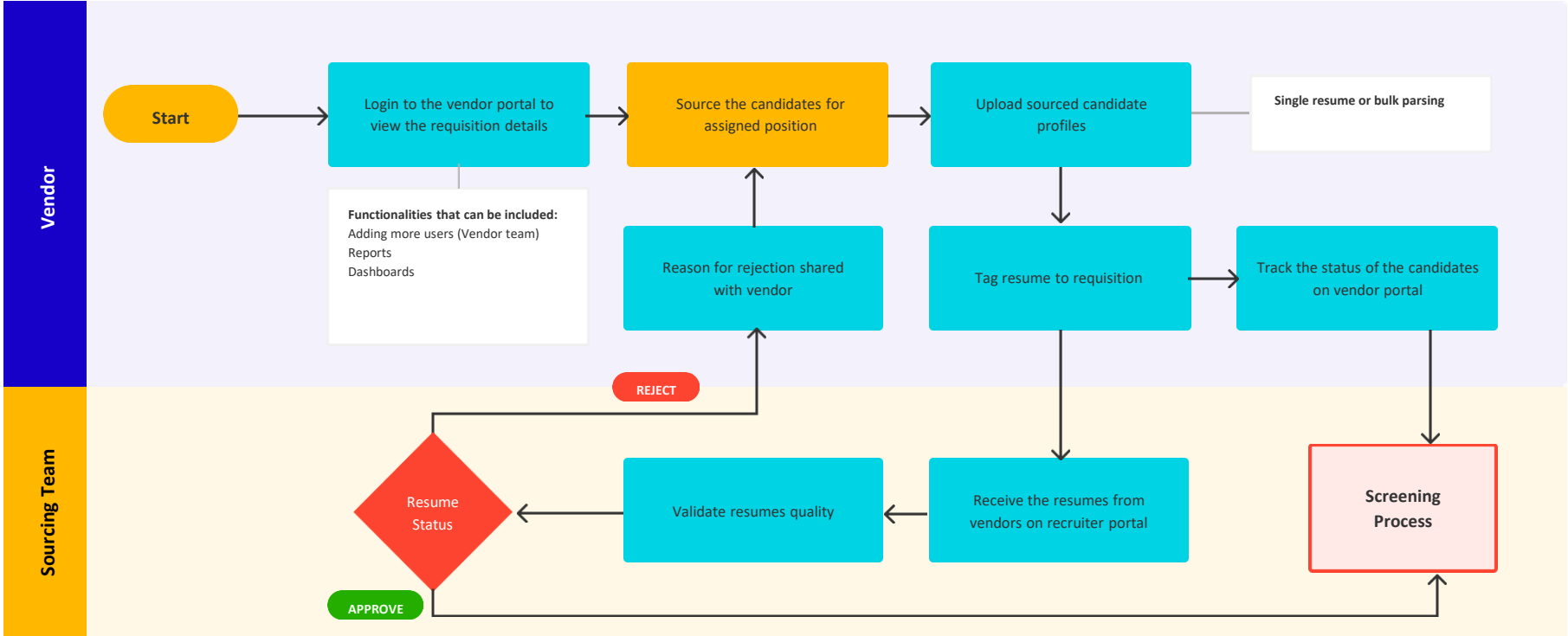
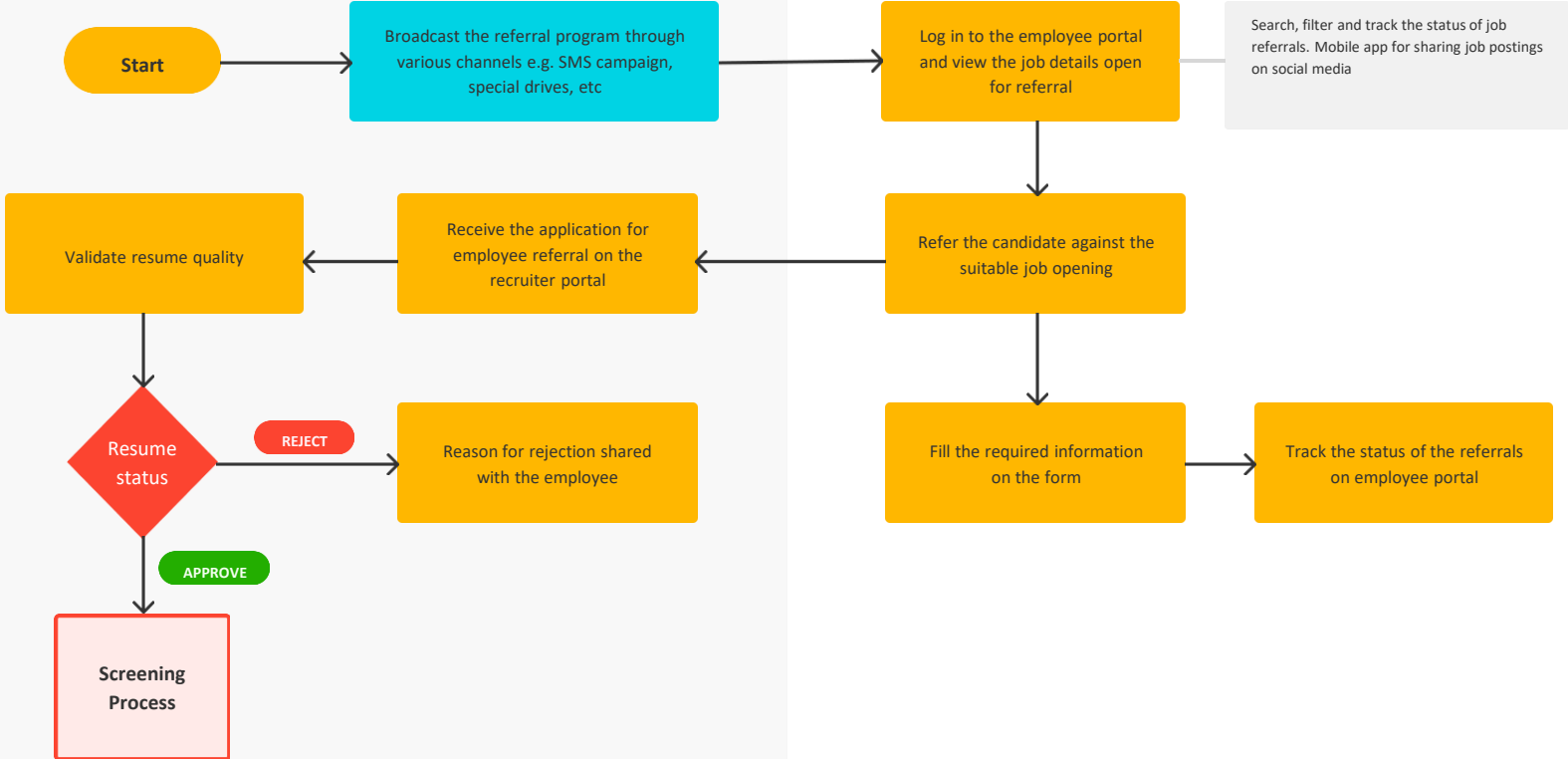**Sourcing through Vendors – Other key points to consider**

- ❏ Create / define users for recruitment vendors
- ❏ Define the candidate submission form / fields (Mandatory and non-mandatory information)
- ❏ Create training plan / user guide for vendors to use the system
- ❏ Define duplication check and cooling off parameters
- ❏ Define notification email templates / content

Sourcing through Employee Referral

Sourcing Team	Referring Employee

Start

Broadcast the referral program through various channels e.g. SMS campaign, special drives, etc

Log in to the employee portal and view the job details open for referral

Search, filter and track the status of job referrals. Mobile app for sharing job postings on social media

Validate resume quality

Receive the application for employee referral on the recruiter portal

Refer the candidate against the suitable job opening

Resume status

REJECT

Reason for rejection shared with the employee

APPROVE

Screening Process

Fill the required information on the form

Track the status of the referrals on employee portal
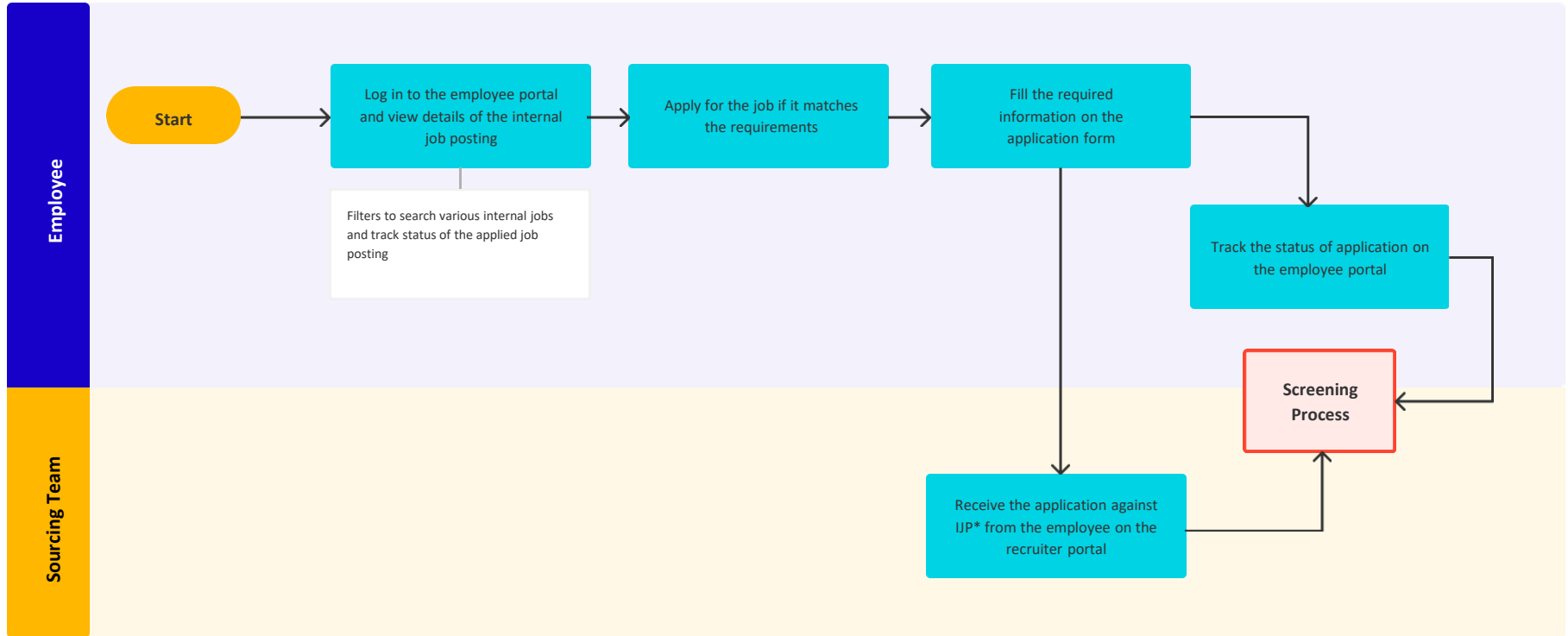
Sourcing through employee referral – Other key points to consider

- ❑ Create a training plan / user guide for employees to use the system
- ❑ Define the employee referral form / fields (Mandatory and non-mandatory information)
- ❑ Define duplication check and cooling off parameters
- ❑ Define notification email templates / content

Sourcing - Internal Hiring (IJP)

Employee

Start

Log in to the employee portal and view details of the internal job posting

Filters to search various internal jobs and track status of the applied job posting

Apply for the job if it matches the requirements

Fill the required information on the application form

Track the status of application on the employee portal

Screening Process

Sourcing Team

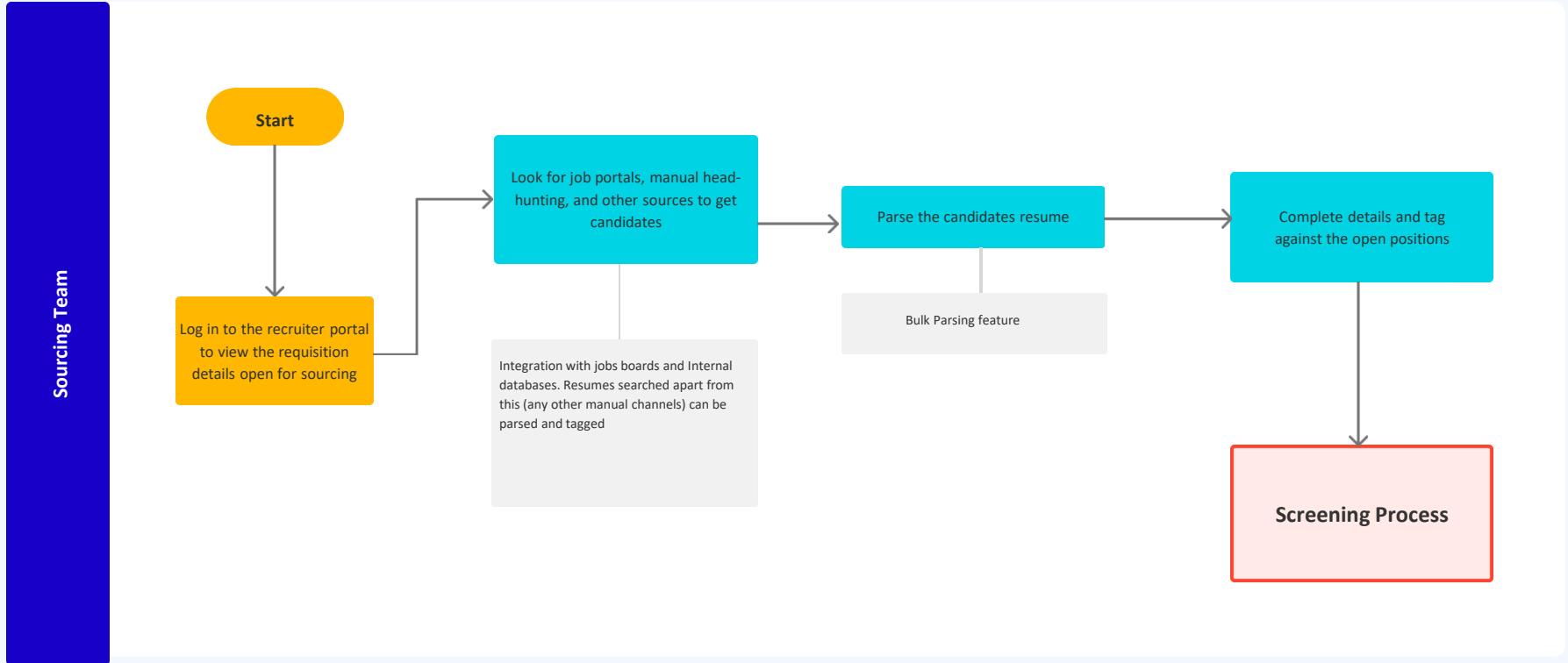Receive the application against IJP* from the employee on the recruiter portal

*Check Legend

Sourcing through IJP – Other key points to consider

❏ Create training plan / user guide for employees to use the system

❏ Define the IJP form / fields (Mandatory and non-mandatory information)

❏ Define IJP Policy (If required) – Eligibility / visibility of IJP / Approval workflow etc.

❏ Define notification email templates / content

Sourcing Process through Sourcing Team

Sourcing Team

Start

Log in to the recruiter portal to view the requisition details open for sourcing

Look for job portals, manual head-hunting, and other sources to get candidates

Integration with jobs boards and Internal databases. Resumes searched apart from this (any other manual channels) can be parsed and tagged

Parse the candidates resume

Bulk Parsing feature

Complete details and tag against the open positions

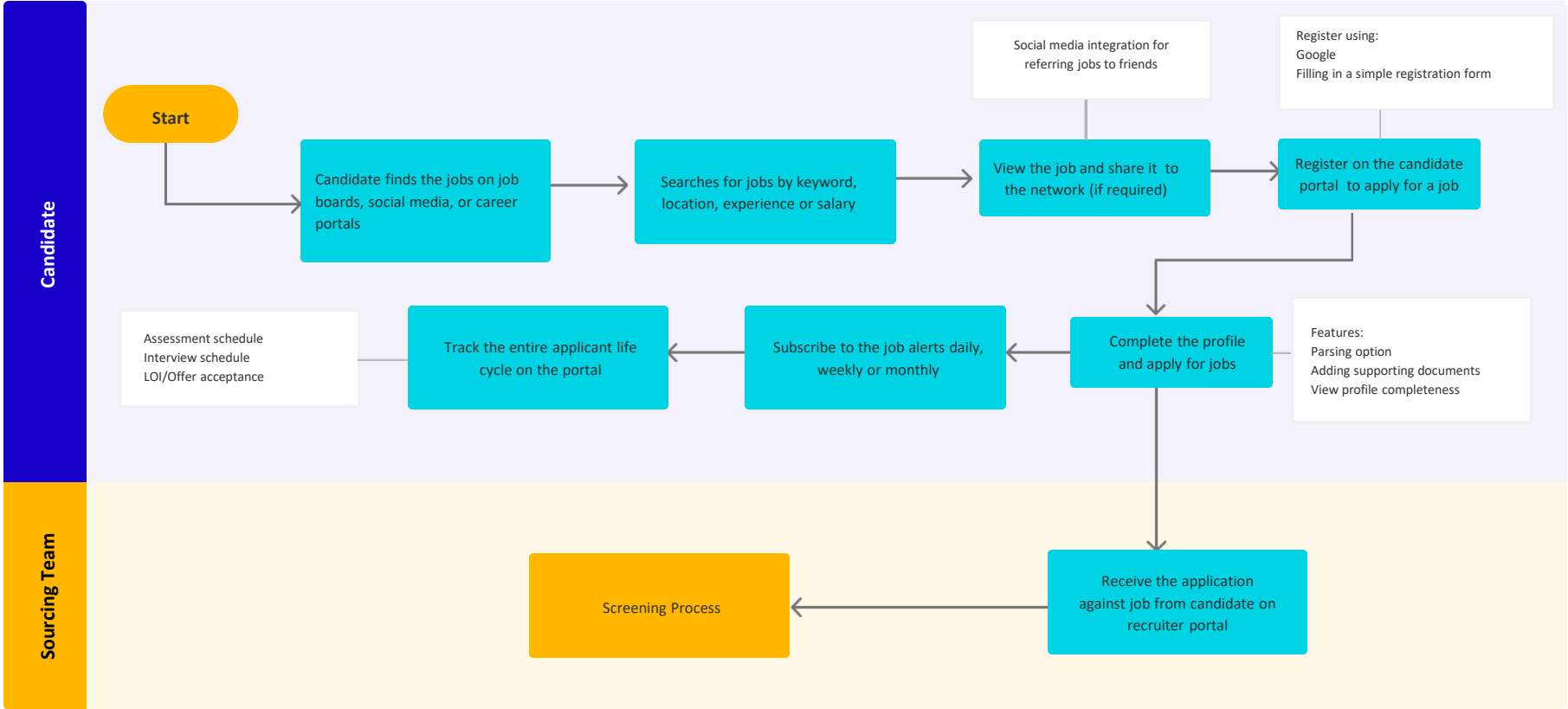**Screening Process**

Sourcing through sourcing team – Other key points to consider

❏ Create training plan / user guide for recruiters to use the system

❏ Define the candidate form / fields (Mandatory and non-mandatory information)

❏ Initiate discussions with job boards to get the integration key / details as required for resume search

❏ Define duplication check and cooling off parameters

❏ Define notification email templates / content

Sourcing Process through Candidate Portal

Candidate

Start

Candidate finds the jobs on job boards, social media, or career portals

Searches for jobs by keyword, location, experience or salary

Social media integration for referring jobs to friends

View the job and share it to the network (if required)

Register using:
Google
Filling in a simple registration form

Register on the candidate portal to apply for a job

Features:
Parsing option
Adding supporting documents
View profile completeness

Complete the profile and apply for jobs

Subscribe to the job alerts daily, weekly or monthly

Track the entire applicant life cycle on the portal

Assessment schedule
Interview schedule
LOI/Offer acceptance

Sourcing Team

Receive the application against job from candidate on recruiter portal
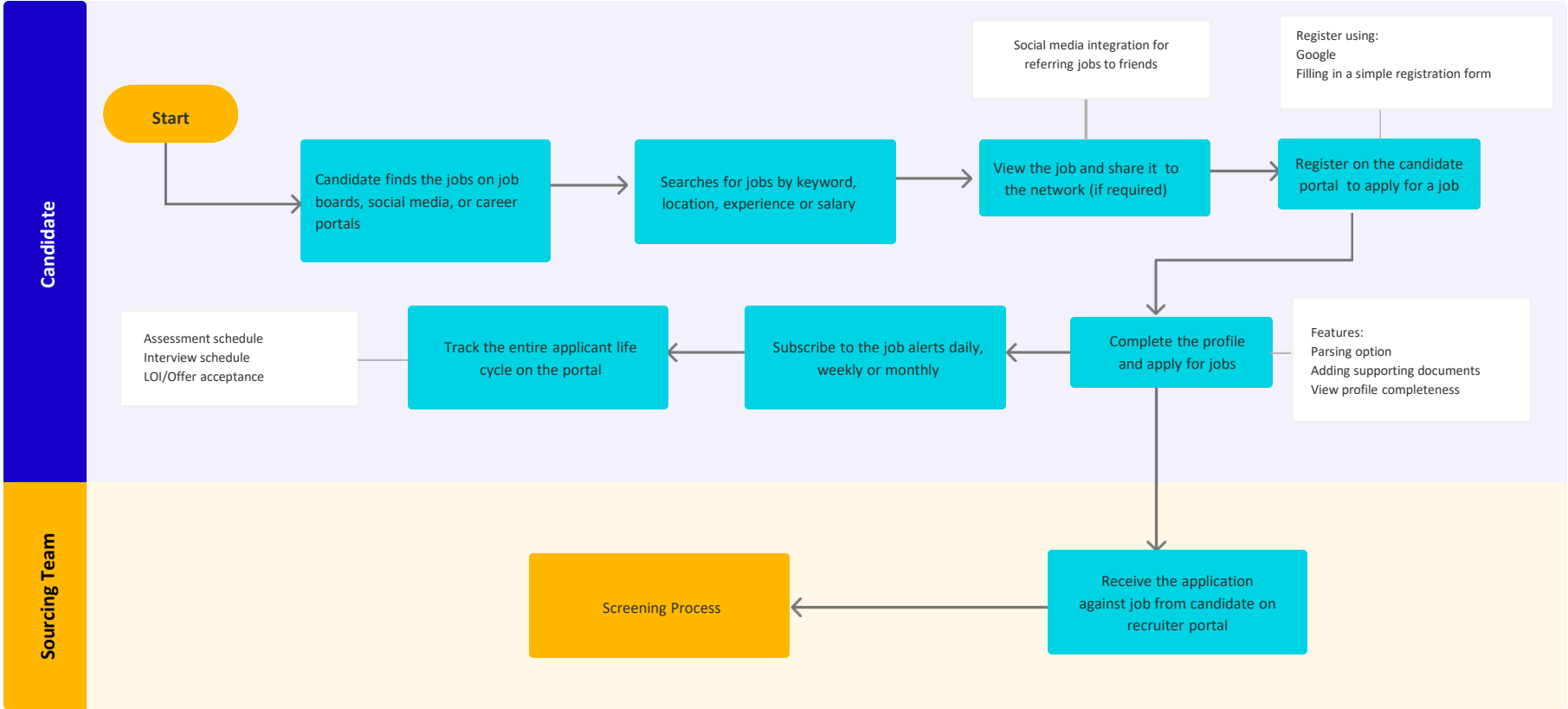
Screening Process

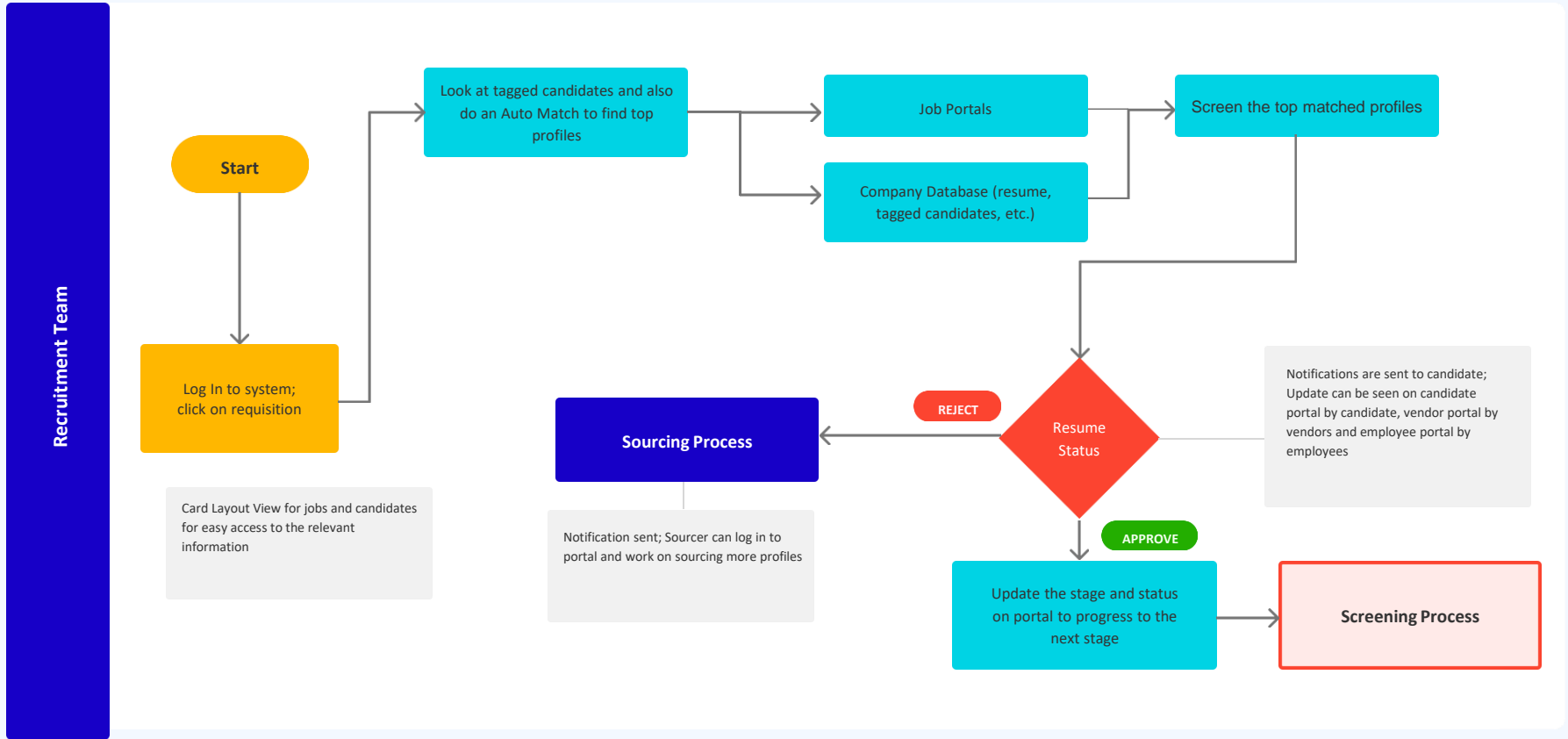**Sourcing through candidate portal – Other key points to consider**

❏ Integration with Organization Website / Career Page

❏ Define the candidate form / fields (Mandatory and Non-Mandatory Information)

❏ Define document list for upload (Mandatory / Non Mandatory)

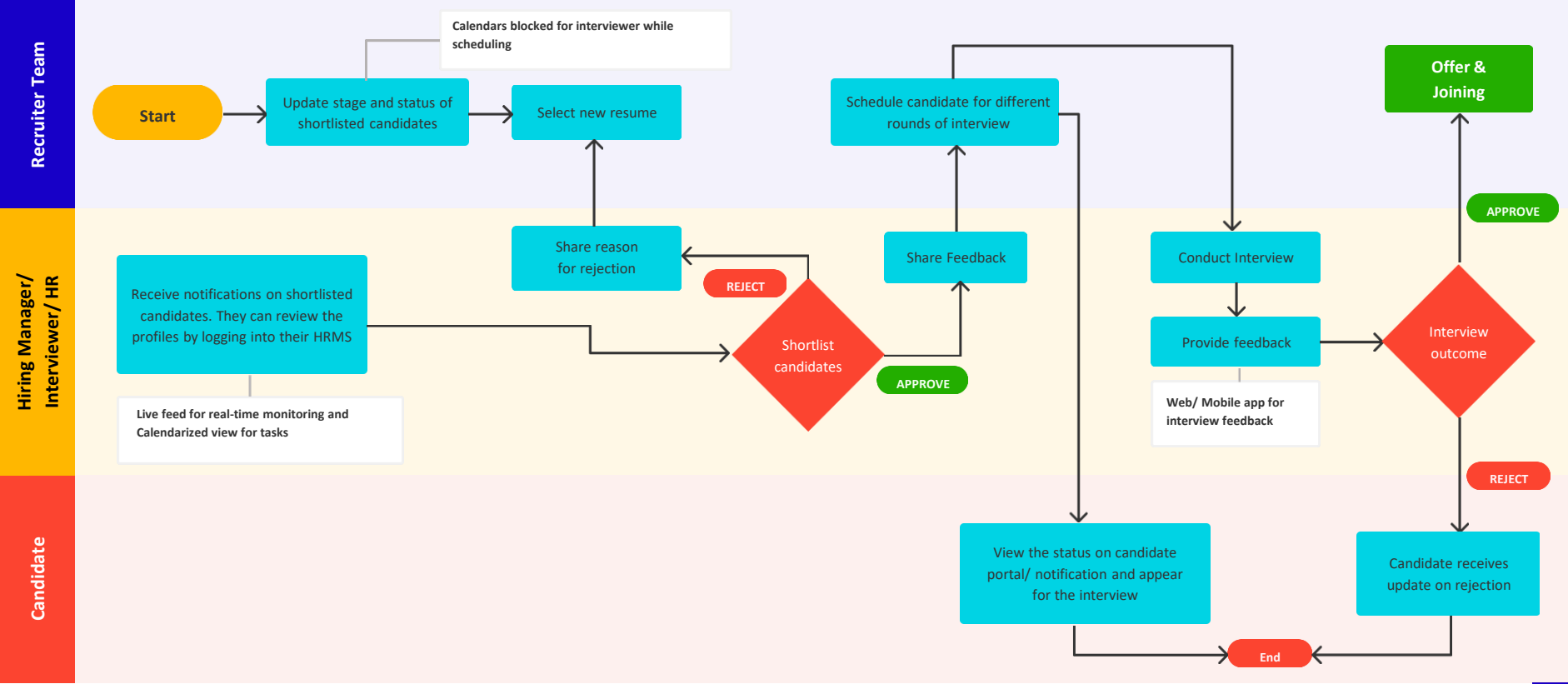❏ Define notification email templates / content

Pre-Screening Process

Candidate

Start

Candidate finds the jobs on job boards, social media, or career portals

Searches for jobs by keyword, location, experience or salary

Social media integration for referring jobs to friends

View the job and share it to the network (if required)

Register using:
Google
Filling in a simple registration form

Register on the candidate portal to apply for a job

Features:
Parsing option
Adding supporting documents
View profile completeness

Complete the profile and apply for jobs

Subscribe to the job alerts daily, weekly or monthly

Track the entire applicant life cycle on the portal

Assessment schedule
Interview schedule
LOI/Offer acceptance

Sourcing Team

Receive the application against job from candidate on recruiter portal

Screening Process

Screening Process

Recruitment Team

Start

Log In to system; click on requisition

Look at tagged candidates and also do an Auto Match to find top profiles

Job Portals

Company Database (resume, tagged candidates, etc.)

Screen the top matched profiles

Card Layout View for jobs and candidates for easy access to the relevant information

Sourcing Process

REJECT

Resume Status

APPROVE

Notification sent; Sourcer can log in to portal and work on sourcing more profiles

Notifications are sent to candidate; Update can be seen on candidate portal by candidate, vendor portal by vendors and employee portal by employees

Update the stage and status on portal to progress to the next stage
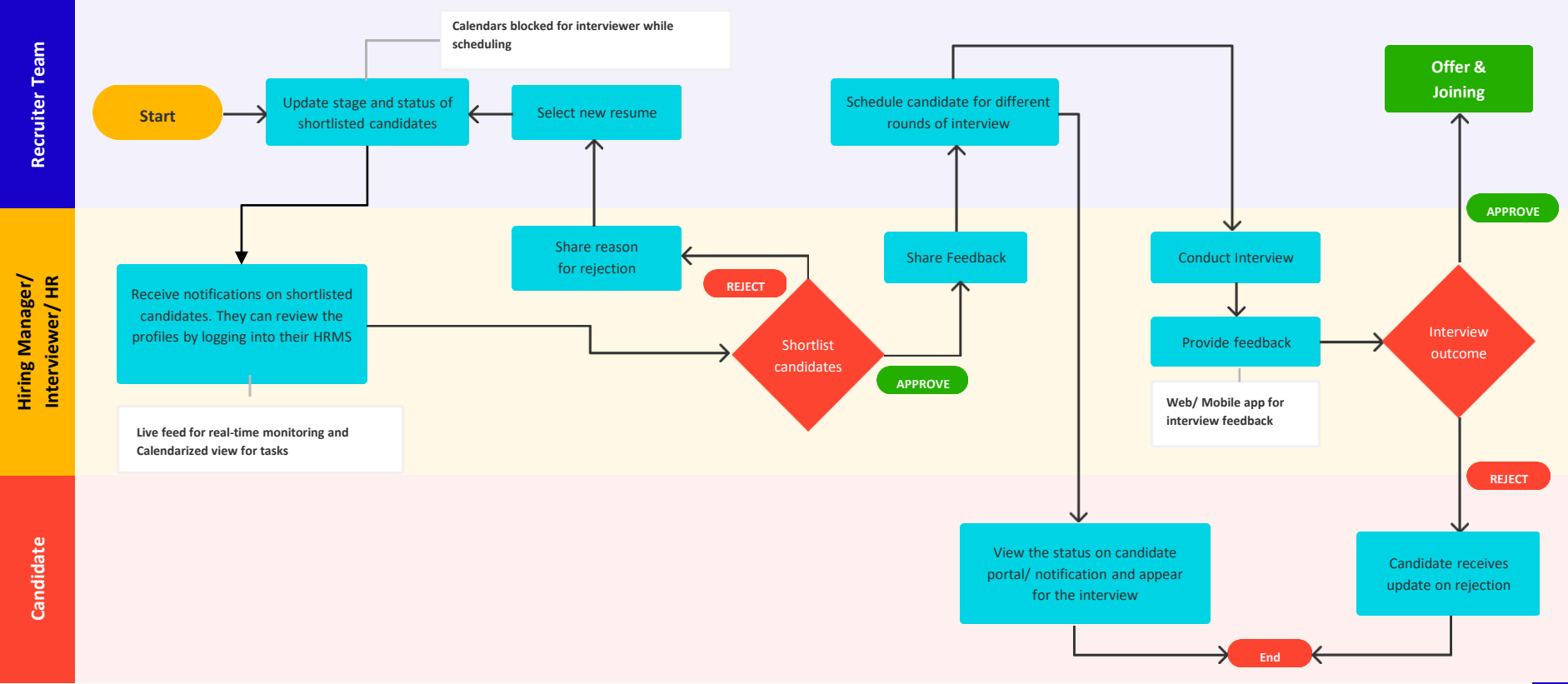
Screening Process

Screening Process by Sourcing Team

Screening Process – Other key points to consider

❏ Define screening parameters / benchmarks (If required)

❏ Define notification email templates / content
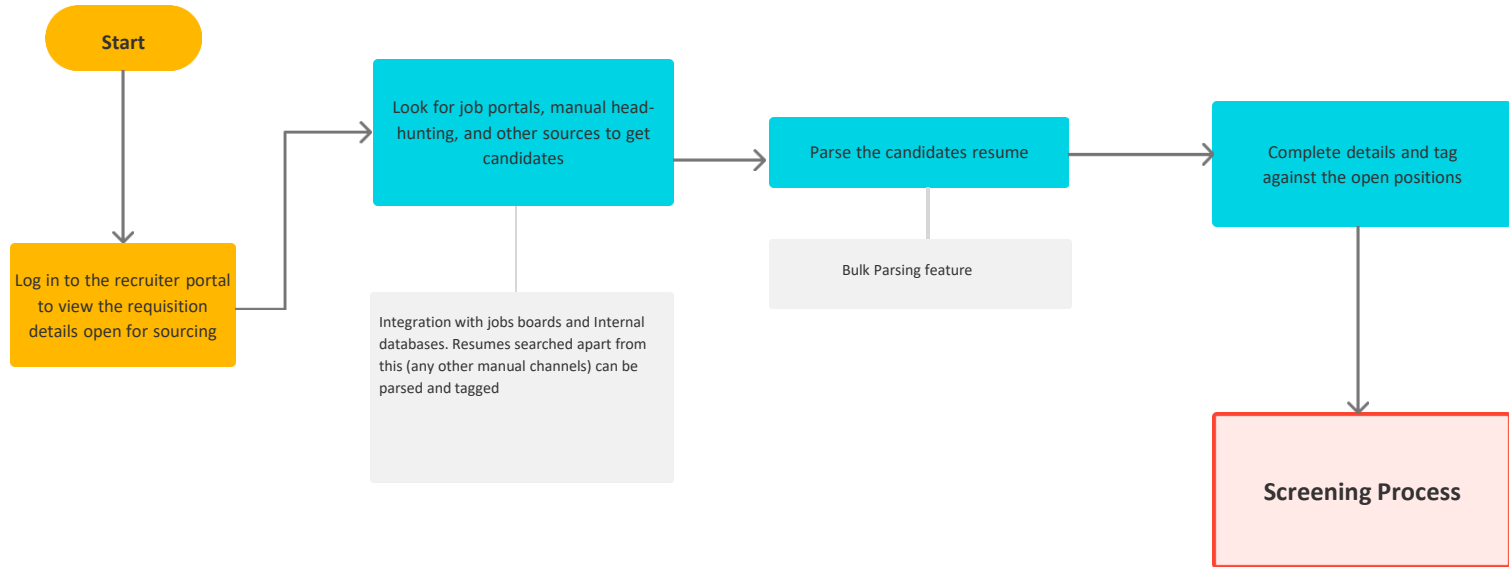
Selection Process
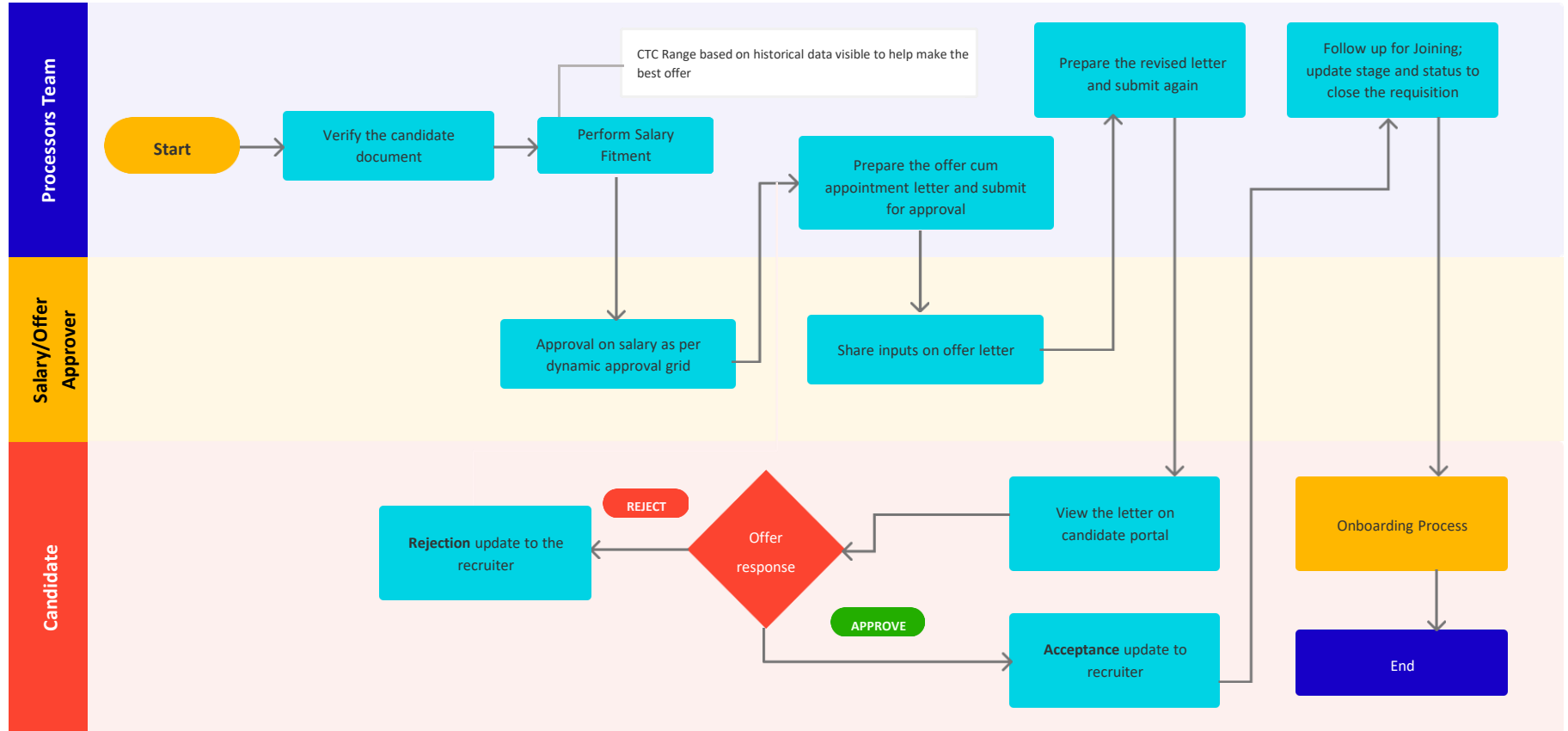
Selection Process – Other key points to consider

❏ Define applicant tracking workflow (for different type of hirings, campus, lateral, etc.)

❏ Define interview feedback form template (mandatory / non mandatory fields)

❏ Define interview mode / location / interviewer master

❏ Initiate discussions with assessment partners to get the integration key / details as required (If any)

❏ Define notification email templates / content

Shortlisting and Interview Management

Sourcing Team

Start

Log in to the recruiter portal to view the requisition details open for sourcing

Look for job portals, manual head-hunting, and other sources to get candidates

Integration with jobs boards and Internal databases. Resumes searched apart from this (any other manual channels) can be parsed and tagged

Parse the candidates resume

Bulk Parsing feature

Complete details and tag against the open positions

Screening Process

Confirmation Process

Processors Team

Start → Verify the candidate document → Perform Salary Fitment

CTC Range based on historical data visible to help make the best offer

Prepare the offer cum appointment letter and submit for approval

Prepare the revised letter and submit again

Follow up for Joining; update stage and status to close the requisition

Salary/Offer Approver

Approval on salary as per dynamic approval grid

Share inputs on offer letter

Candidate

REJECT

Rejection update to the recruiter

Offer response

APPROVE

View the letter on candidate portal
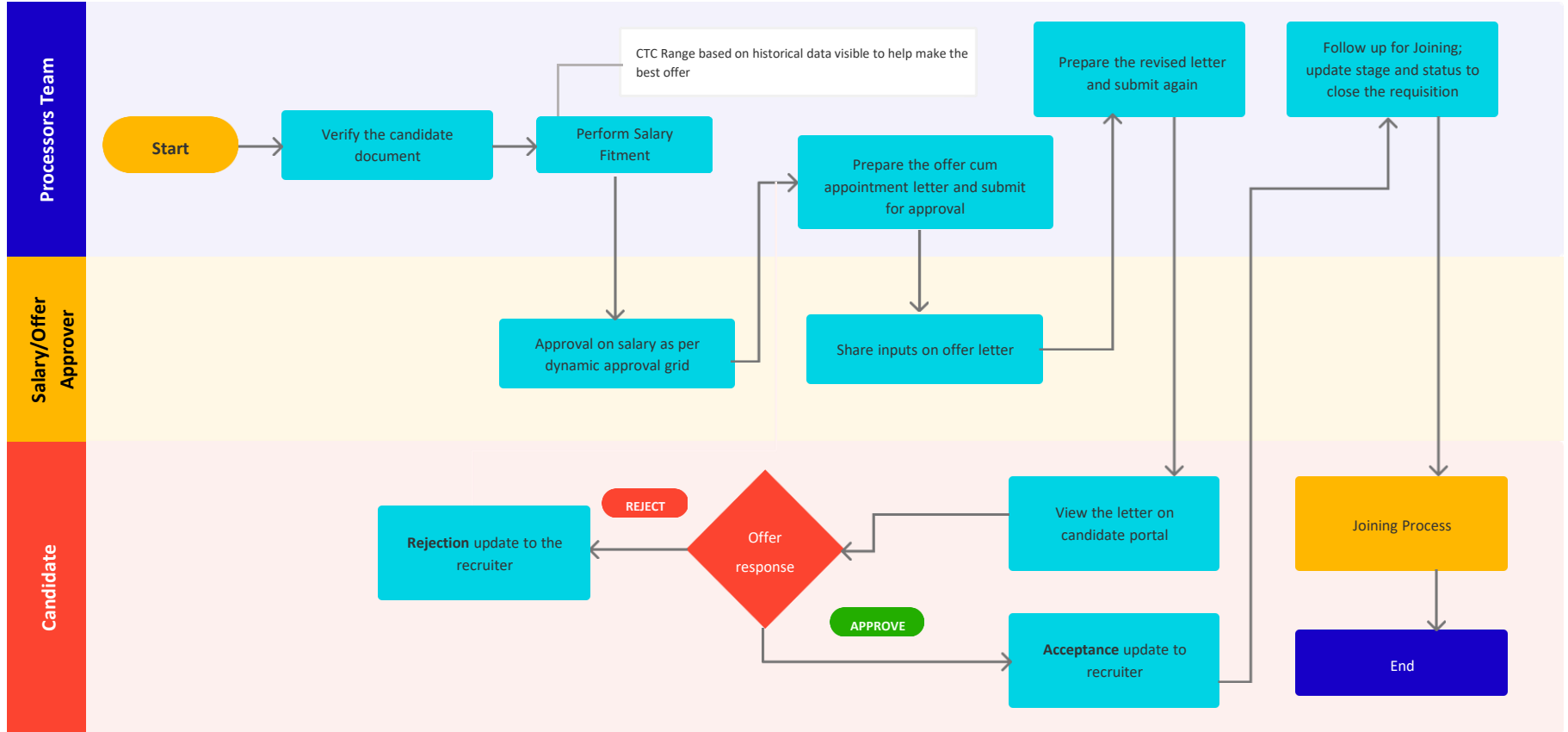
Acceptance update to recruiter
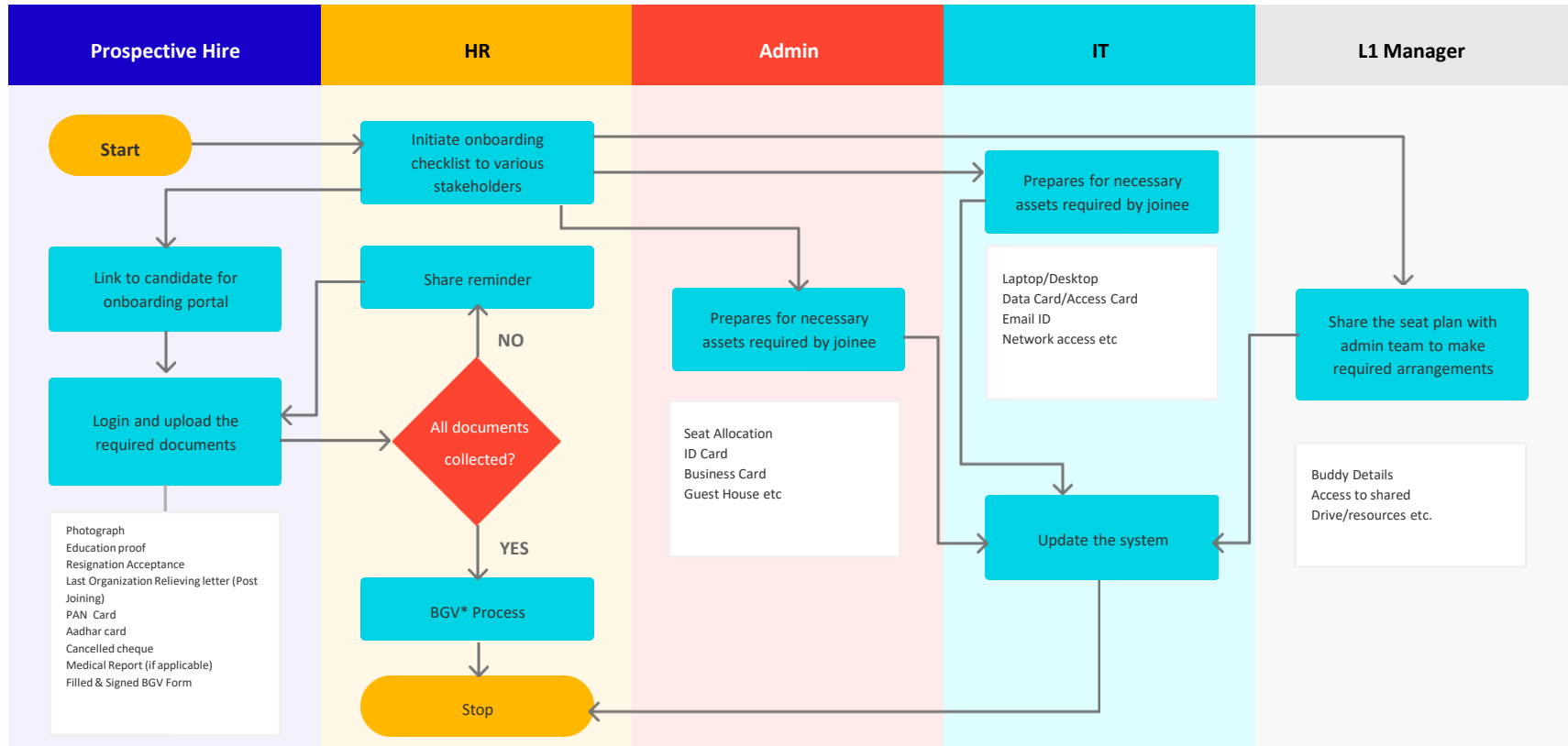
Onboarding Process

End

Joining Process - Salary Fitment & Offer

Joining Process - Salary Fitment & Offer – Other key points to consider

- ❏ Define pay structures

- ❏ Define salary ranges with respect to grades (Mini, Mid, Max)

- ❏ Define salary fitment approval workflow including any exceptional scenarios (Actors and Levels)

- ❏ Define offer letter templates

- ❏ Finalize the offer approval workflow including any exceptional scenarios (Actors and Levels)

- ❏ Finalize on digital signature / scanned signatures

- ❏ Define notification email templates / content

Joining Process - Pre-Joining

Prospective Hire	HR	Admin	IT	L1 Manager

Start

Initiate onboarding checklist to various stakeholders

Link to candidate for onboarding portal

Share reminder

NO

Prepares for necessary assets required by joinee

Prepares for necessary assets required by joinee

Laptop/Desktop
Data Card/Access Card
Email ID
Network access etc

Share the seat plan with admin team to make required arrangements

Login and upload the required documents

All documents collected?

Seat Allocation
ID Card
Business Card
Guest House etc

Buddy Details
Access to shared Drive/resources etc.

Update the system

YES

Photograph
Education proof
Resignation Acceptance
Last Organization Relieving letter (Post Joining)
PAN Card
Aadhar card
Cancelled cheque
Medical Report (if applicable)
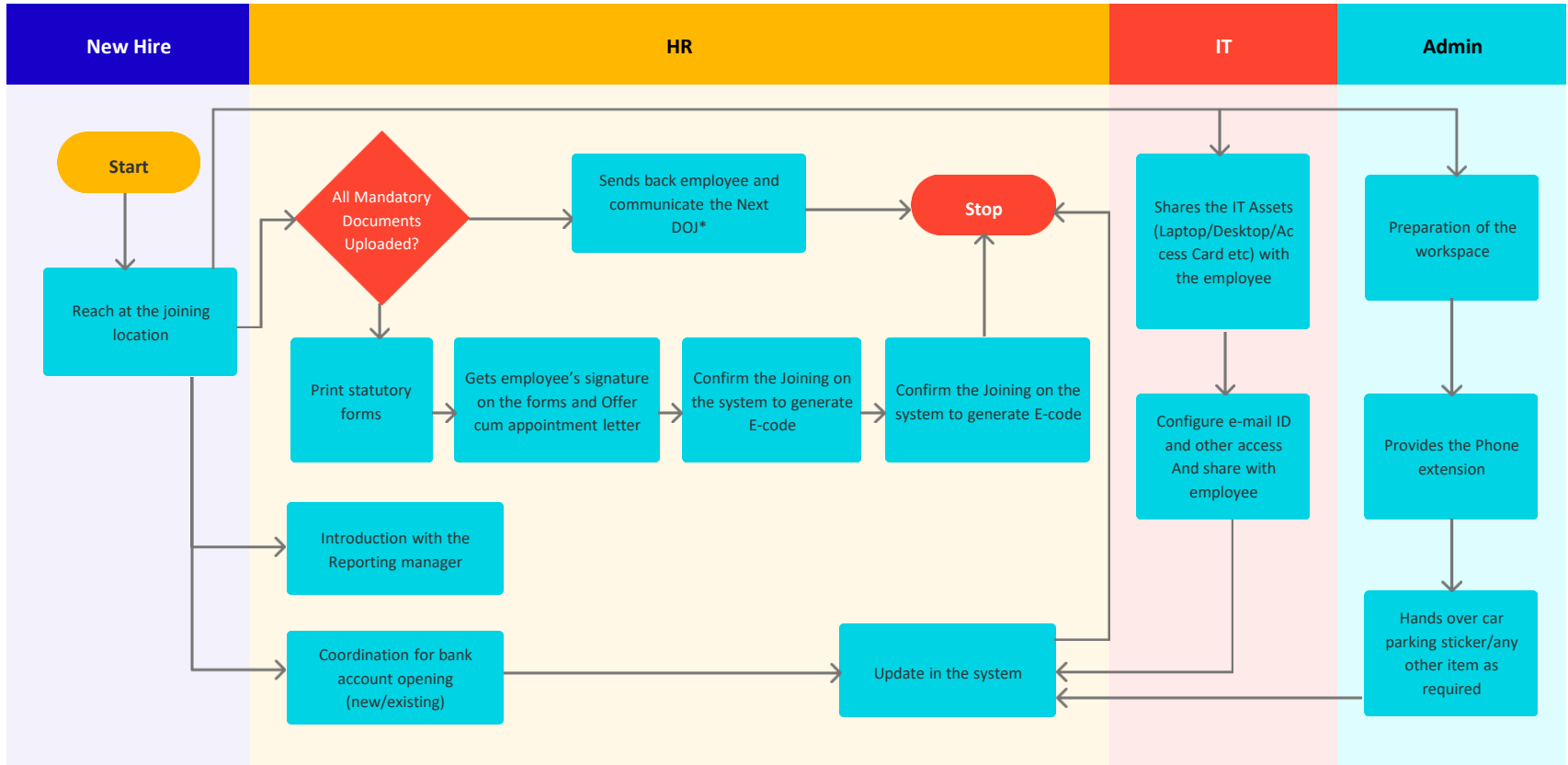Filled & Signed BGV Form

BGV* Process

Stop

*Check Legend

Joining Process - Pre-Joining – Other key points to consider

❏ Prepare pre-joining checklists

❏ Identify checklists actors and roles

❏ Define candidate application form template (mandatory / non mandatory fields)

❏ Define statutory forms / other forms to be filled in by candidate

❏ Define notification email templates / content
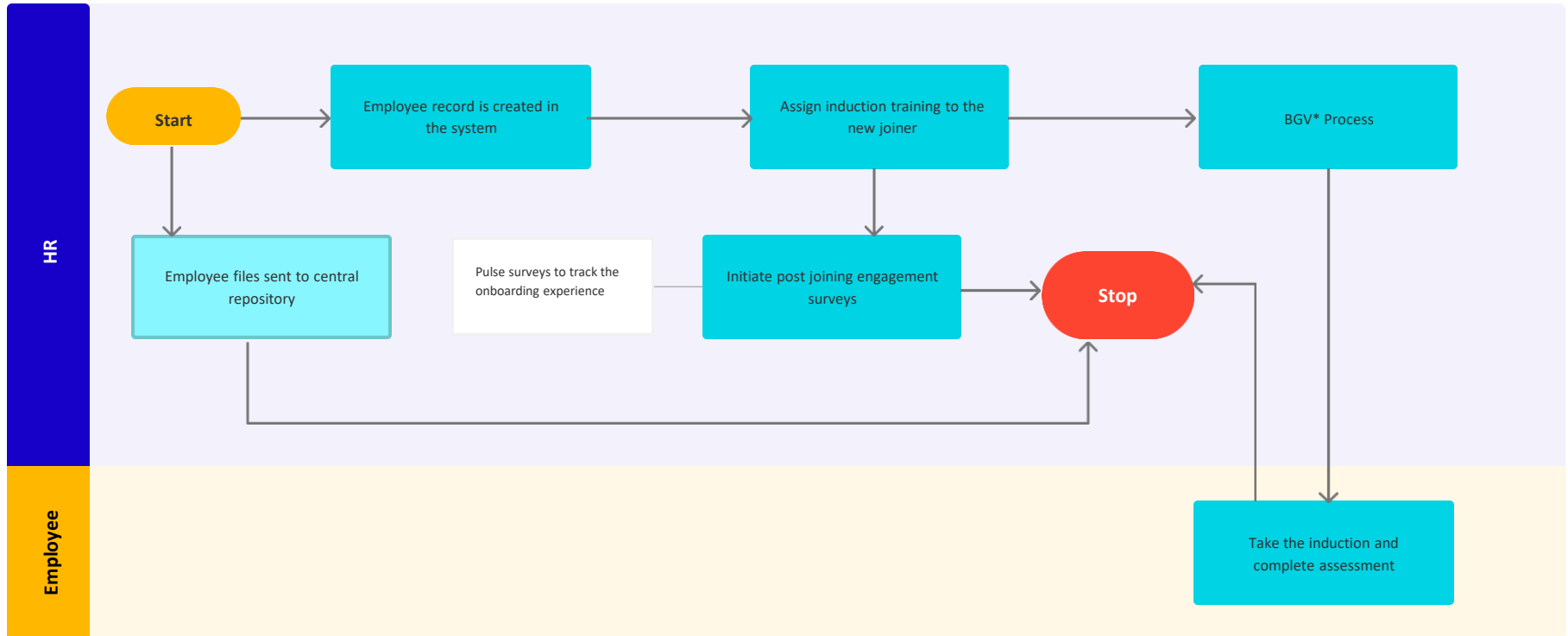
Joining Process - Joining

New Hire	HR	IT	Admin

Start

Reach at the joining location

All Mandatory Documents Uploaded?

Sends back employee and communicate the Next DOJ*

Stop

Print statutory forms

Gets employee's signature on the forms and Offer cum appointment letter

Confirm the Joining on the system to generate E-code

Confirm the Joining on the system to generate E-code

Introduction with the Reporting manager

Coordination for bank account opening (new/existing)

Update in the system

Shares the IT Assets (Laptop/Desktop/Access Card etc) with the employee

Configure e-mail ID and other access And share with employee

Preparation of the workspace

Provides the Phone extension

Hands over car parking sticker/any other item as required

*Check Legend

Joining Process - Joining – Other key points to consider

- ❏ Prepare joining checklists

- ❏ Identify checklists actors and roles

- ❏ Define ecode series / format

- ❏ Define notification email templates / content
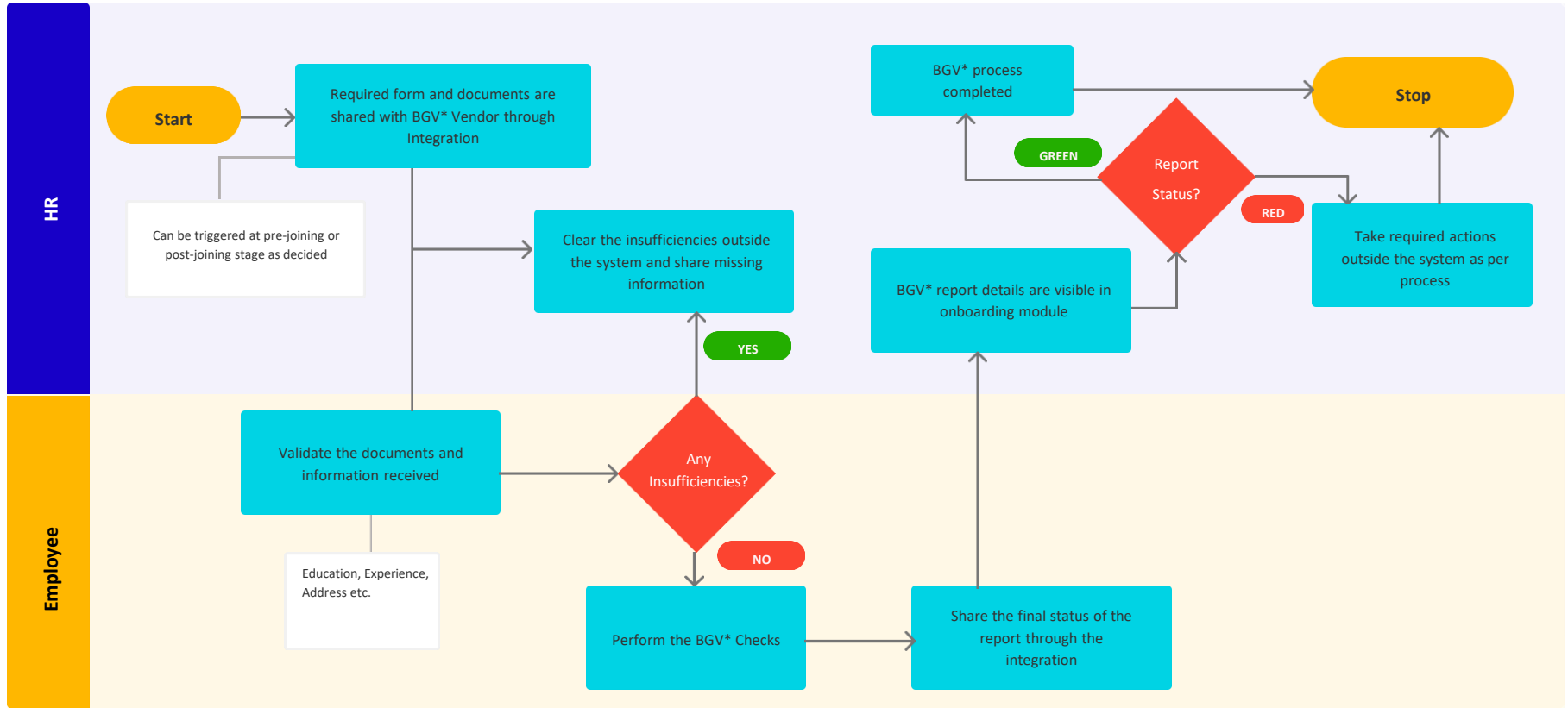
Joining Process - Post Joining

HR

- Start
- Employee record is created in the system
- Assign induction training to the new joiner
- BGV* Process
- Employee files sent to central repository
- Pulse surveys to track the onboarding experience
- Initiate post joining engagement surveys
- Stop

Employee

- Take the induction and complete assessment

*Check Legend

Joining Process - Post Joining – Other key points to consider

❏ Prepare post joining checklists

❏ Identify checklists actors and roles

❏ Define appointment letter templates

❏ Define notification email templates / content

Joining Process - Background Verification Process

Start

Required form and documents are shared with BGV* Vendor through Integration

Can be triggered at pre-joining or post-joining stage as decided

Clear the insufficiencies outside the system and share missing information

YES

Validate the documents and information received

Education, Experience, Address etc.

Any Insufficiencies?

NO

Perform the BGV* Checks

Share the final status of the report through the integration

BGV* report details are visible in onboarding module

Report Status?

GREEN

RED

BGV* process completed

Take required actions outside the system as per process

Stop

HR

Employee

*Check Legend

Joining Process - Background Verification Process –
Other key points to consider

❑ Initiate discussions with BGV vendor to get the integration
   key / details as required

❑ Define notification email templates / content

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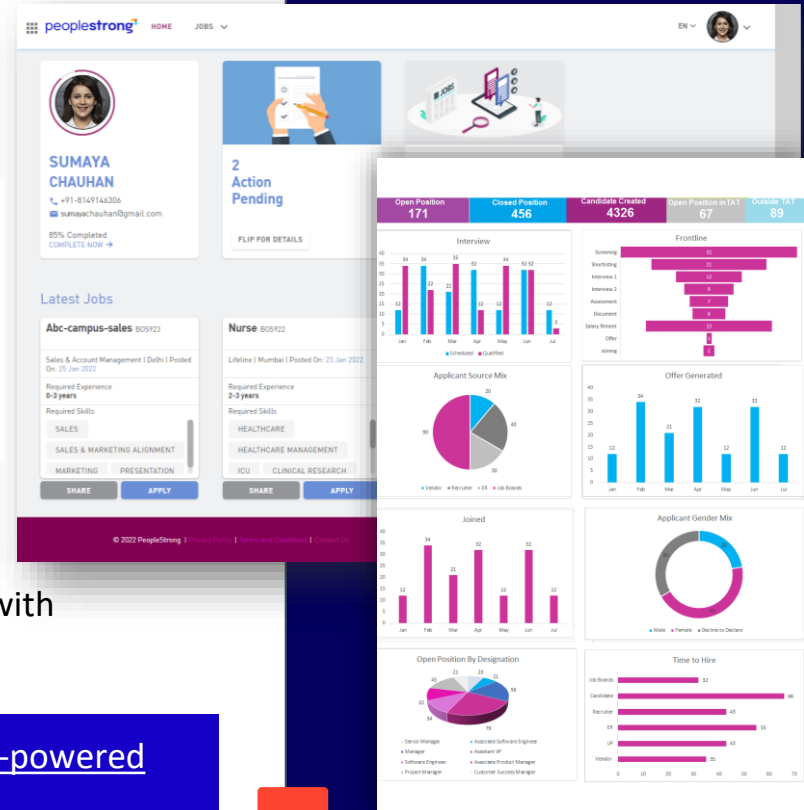
Connect With Us

Your recruitment teams juggle with thousands of resumes, JDs, emails, workflows, approvals daily.
Our Talent Acquisition suite leverages AI to simplify recruitment and makes onboarding a delight.

Contact us to become a partner:

Email: mel.thomas@peoplestrong.com

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