

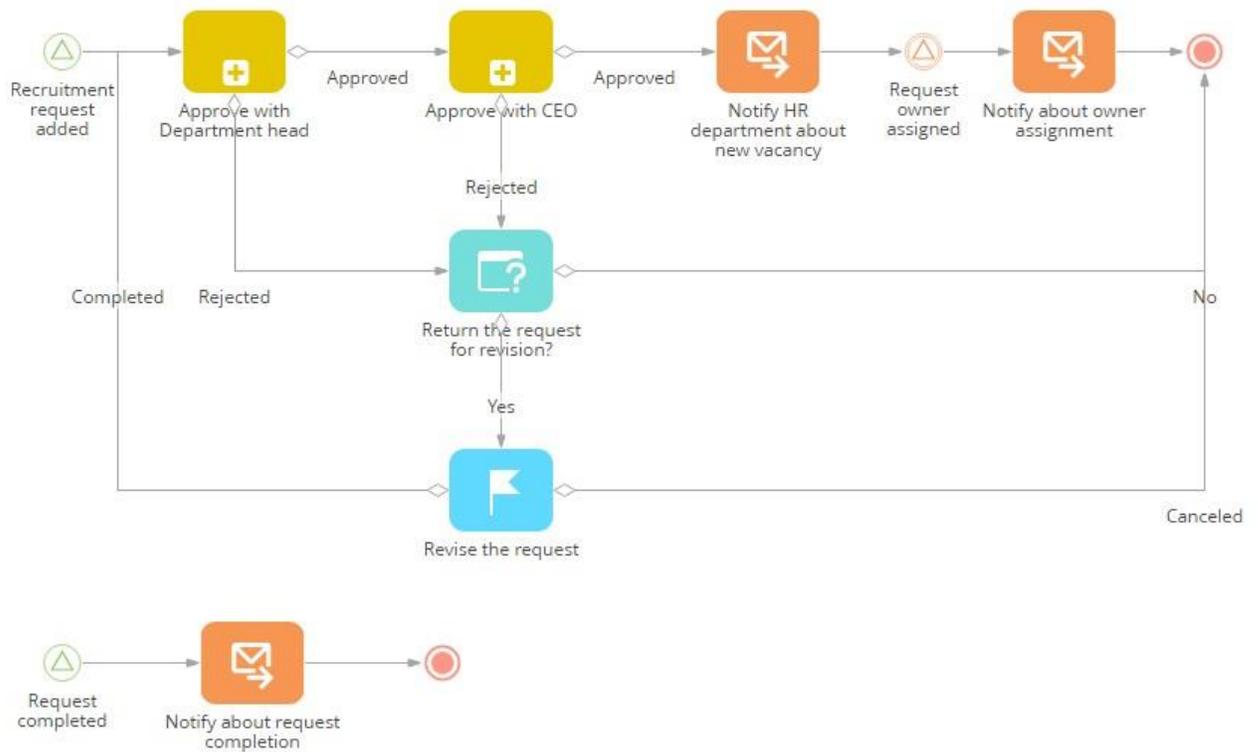
Recruitment request

Characteristic	Description
Purpose	Tracking requests to recruit new staff in the company Approving recruitment requests Notifying HR department about new approved requests Monitoring request statuses
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• Requests New sections: System sections: <ul style="list-style-type: none">• Users

List of process participant roles

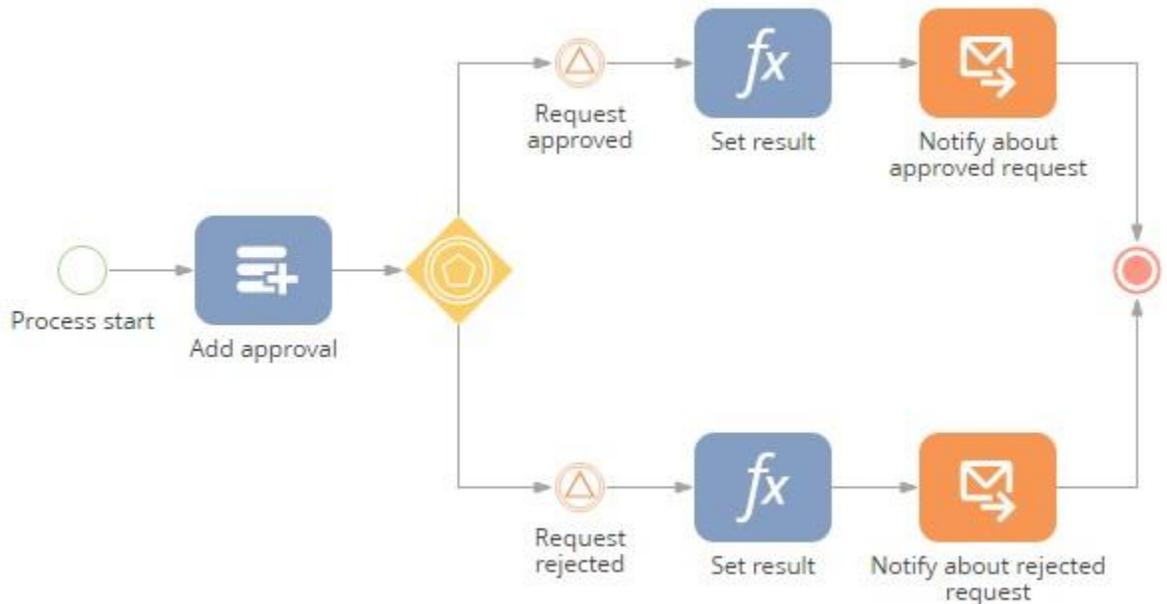
Role	Responsibilities
Requestor	Submits staff recruitment requests Edits the request based on feedback from approvers Monitors the status of the request
Department head	Approves staff recruitment requests for their department
CEO	Approves staff recruitment requests for subordinate departments
Recruiter	Processes and completes recruitment requests

Process description



Process step	Role	Step description
Recruitment request added	Requestor	Requestor adds a recruitment request, specifies position requirements. Requestor clicks the [Send for approval] action to run the [Recruitment request] process.
Approve with Department head	Department head	The [Getting request approval] sub-process starts for Department head. The approval notification shows up in their notification center.
Approve with CEO	CEO	If Department head approves the request, the sub-process starts for CEO as well. The approval notification shows up in their notification center.
Notify HR department about new vacancy	Creatio	HR department receives a notification via email about new approved vacancy.
Request owner assigned	Recruiter	A recruiter has been assigned to process the request.
Notify about owner assignment	Creatio	Requestor receives a notification via email about the assigned recruiter.
Return the request for revision?	Department head / CEO	Department head / CEO decides either return the request to Requestor for revision or reject the request altogether.
Revise the request	Requestor	Requestor revises the request based on approver feedback. After completion of revision, the request automatically resubmits for approval.
Request completed	Recruiter	Recruiter completes the request by specifying Name and Start date of a new employee.
Notify about request completion	Creatio	Requestor receives a notification via email that the request has been completed.

The [Getting request approval] sub-process



Process step	Role	Step description
Add approval	Creatio	Adding an approval.
Set result	Creatio	The approval result is passed to the main process.
Notify about approved request	Creatio	Requestor receives a notification via email if the request is approved.
Notify about rejected request	Creatio	Requestor receives a notification via email if the request is rejected.

Implementation guidelines

1. Install packages using the [Installed applications] functionality in [System designer] (please, install packages in the following order: 1. BpmRequests; 2. BpmRecruitmentRequests).
2. Add HR personnel in Creatio.
3. To configure automatic request approval routing, enter the following information in Creatio:
 - a. add all working employees in the [Employees] section,
 - b. in the lookup [Organization structure items] add all departments (for each department specify their head), and
 - c. update all working employees with their organization unit and manager.
4. The following system settings are required to send automatic email notifications :
 - a) Mailbox for sending email with information on approval (configure the synchronization with at least one mailbox in Creatio to fill in this setting)
 - b) Email of HR department
5. To start the process, select a recruitment request in the [Requests] section and click the [Send for approval] action.