ramco
Aviation Solutions

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Hire Process

User Guide

Version 5.5

DISCLAIMER

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BUSINESS PROCESS: HIRE PROCESS

■ **Scenario 1 Details: Organization does recruitment through the "Regular Hire" Process**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
1.	HR User Prepares General Information	HR User	Hire Process General Information	Create Exercise	Create Exercise	▶ HR user assesses the applicant by various exercises like group discussion, aptitude test, and final interview. ▶ Add an exercise by identifying it through a unique name and description. ▶ Specify the competencies that can be assessed through the particular exercise.
				Create External Venue	Create External Venue	▶ Select the external venue which is located outside the organization, where the hire process is to be conducted. ▶ Mention the external venue details such as venue code, venue name, address and concerned contact person

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
				Create Internal Venue	Create Internal Venue	▸ Mention infrastructure provided at the venue and cost incurred. ▸ Mention the venue name, code and work location. ▸ Mention infrastructure provided at the venue and the cost incurred. ▸ Specify whether the venue is available to all the organizational units within the enterprise, only those to which the login user is attached or to distinct organizational units.
				Create External Assessor	Create External Assessor	▸ Mention the assessor who is external to the organization. ▸ Mention the details such as assessor's employee code, address, contact numbers, and email address. ▸ Specify the competencies possessed by the assessor
				Create Panel	Create Panel	▸ Attach the panel to a particular organization unit group. ▸ Mention the panel code and description. ▸ Mention the assessor codes of assessors who constitute the

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
				Create Sourcing Method	Create Sourcing method	panel.
						▶ Suitable applicants or resumes of suitable candidates can be obtained through various sourcing methods like media, campus, internal selection, websites and consultants.
						▶ Mention source type for defining sourcing method.
						▶ Mention the organization code if the source type is a staffing agency.
						▶ If the source type is not a staffing agency, then relevant details like service period, address, contact person, contact numbers and email address must be specified.
						▶ Mention service agreements and payment details for the source organization.
				Maintain Internal Assessor	Maintain Internal Assessor	▶ Assessors evaluate and rate applicants for a particular job vacancy in an organization.
						▶ Mention the details such as assessor's employee code.
						▶ Mention whether internal employee is an assessor by specifying – yes

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
						or no.
				Maintain Recruiter Information Set Hire Process Parameter	Maintain Recruiter Information Set Hire Process Parameter	▶ Decide recruiters for hiring employees. ▶ Identify an employee of the organization as a recruiter. ▶ Set hire process parameter to maximum score. ▶ Mention the grade and set values for grades by specifying upper and lower limits.
2.	Supervisor places 'Request for Hire'.	Line Manager/Supervisors	Request for Hiring	Request for Hiring	Request for Hiring	▶ Select the Employment Unit for which Human Resource is required. ▶ Select the work location. ▶ Mention by what date the resources is required. ▶ Mention the number of Human Resources required. ▶ If required, mention the position to get the 'Department' and 'Job' details. ▶ Give the Department, if Position is not given. ▶ Give the Job, if Position is not given.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
						▶ Mention the total and relevant work experience required.
						▶ Give the qualification required for the incumbent.
						▶ Requesting Supervisor/Line Manager shall select the Recruiter.
3.	HR Manager authorizes the Vacancy Request	HR Manager	Request for Hiring	Authorize Vacancy Request	Authorize Vacancy Request	▶ Authorize the information on a hire request and the percentage of vacancies allocated to each employment category, such as ex-service personnel, handicapped category etc. as an administrator.
						▶ Authorize a hire request for a particular vacancy at an employment unit.
						▶ Authorizer can modify the vacancy allocation before authorizing a hire request.
4.	Recruiter Plans and maintains Evaluation Set-up for the Hire Request	Recruiter	Hire Process Planning	Maintain Evaluate Template	Define Stages and Exercises for standard evaluation Select Standard Evaluation	▶ Recruiter assesses the performance potential of applicants to vacancies for which a hire request has been made.
						▶ Select the standard evaluation setup for hiring.
						▶ Mention the position or job for which the standard evaluation

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
					Setup Edit Stages and Exercises	setup is being defined. ▶ Mention the various stages involved in evaluation process. ▶ Specify the weightage for each evaluation stage. ▶ Mention the exercise that should comprise each evaluation stage. ▶ Specify the weightage for each exercise.
5.	Recruiter Plans Recruitment Activities	Recruiter	Hire Process Planning	Assign Applicant Sources	Assign Applicant Sources	▶ Recruiter plans the source type and sourcing agencies through which applicants for the request can be obtained. ▶ Source Type can be Staffing Agency, Advertising, Internal Selection, Employee Referrals, etc. ▶ For the selected 'Source Type', source name to be mentioned. If Source Type selected is 'Staffing Agency' the Source Name could be like 'Ernst & Young'.
6.	Recruiter Plans and Prepares Evaluation Set-up for the Hire	Recruiter	Hire Process Planning	Maintain Evaluation Set up	Decide Stages and Exercises	▶ Stages are set with weightages. Stages in an evaluation set up can typically be like Preliminary Stage, Interview Stage, Selection Stage, etc.

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
	Request				Decide Competencies Decide Assessors Schedule Exercise	▶ Recruiter will decide the exercises in a stage. Preliminary Stage may consist of exercises like, written test, psychological test, etc. ▶ Decide the competencies for each exercise, like psychological test may contain competencies like listening skills, counseling skills, etc. ▶ Decide Assessors for the Exercises ▶ Scheduling the Exercises by fixing the venue, date and time.
7.	Recruiter can allocate the vacancy, if required	Recruiter	Hire Process Planning	Record Vacancy Allocation	Edit Vacancy Allocation	▶ If required, the total number of human resources required can be allocated to various categories. If the Government regulations and Company policy requires recruitment of employees from various sections of community, recruiter can plan such allocations.
8.	Résumé's are posted	Applicant / Staffing Agencies	Resume	Post Resume / Posting Resume against Vacancy	Register and Create Resume	▶ Applicants Register and apply Resume. ▶ Resume can be short with minimum details of Personal details, contact information, qualification and experience. ▶ Resume can be stored as draft and

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
						▸ later submitted. ▸ Résumé's can be posted by staffing agencies.
9.	Internal Employees post request/resume for Vacancy (ies)	Employees	Internal Selection and Referrals	Apply against a Vacancy	Apply against Vacancy	▸ Employees view the vacancies in the organization and apply. ▸ On apply for a vacancy, system creates applicants resume, which can be viewed by applicant (employee).
10.	Employees refer applicants for Vacancy (ies).	Employees	Internal Selection and Referrals	Maintain Employee Referrals	Post Resume	▸ Employee will post resume of the applicant against a vacancy.
11.	Resumes are Screened.	Recruiter / Requestor	Screening Resume	Screen Resume	Screen Resume	▸ Screening can be done on internal resume (employee's resume), external resume and both (internal and external). ▸ For screening, general resumes or / and rejected resumes or / and resumes of other requisitions can be taken. ▸ Screening criteria are set and the resumes matching the condition are the result in the multilane. ▸ Resumes can be short listed,

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
						▸ rejected, made general, etc. ▸ Next level of screening employee can be identified.
12.	Resumes are Screened for next level.	Recruiter / Requestor	Screening Resume	Screen Resumes at Next Level	Screen Resumes at Next Level	▸ Short listed resumes will be submitted for another round of screening. ▸ Select the hire request for which the next level screening to be performed. ▸ Resumes can be short listed, rejected, deleted, etc. ▸ Additional remarks about the short listing or rejections can be specified.
				View Resume for Hire Request	View Resume for Hire Request	▸ View the resumes submitted for a particular hire request. ▸ View the resume details such as unique ID, name of the applicant, qualification and work experience of the applicant, and screening status et.,
13.	Assign Applicants for Exercise.	Recruiter	Hire Process Planning	Assign Applicants for Exercise.	Assign Applicants to Exercise	▸ Short listed applicants will be assigned to the first stage and first exercise with venue, date and time.
14.	Evaluate the	Assessor	Applicant	Record	Record	▸ Assessor will evaluate applicants at

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
	Applicants.		Evaluation	Applicant Evaluation.	Exercise Rating Record Competency Rating	exercise level or competency level or competency element level. ▶ If evaluated at competency element level, competency rating will be derived. ▶ If evaluated at competency level, exercise rating will be derived. ▶ Based on the exercise rating, applicant's stage level will be derived.
15.	Selecting applicants for next stage.	Recruiter / Assessor	Applicant Evaluation	Select Applicants for Next Stage	Select Applicants for Next Stage	▶ Applicants are selected for the next stage.
16.	In next stage, applicants are evaluated.	Assessor	Applicant Evaluation	Record Applicant Evaluation.	Record Exercise Rating Record Competency Rating	▶ Applicants are evaluated at exercise level, competency level or at competency element level.
17.	Results of Evaluation.	Recruiter / Assessor	Applicant Evaluation.	Select Applicants for Next Stage.	Select Applicants for Next Stage.	▶ Applicants are decided to be finally short-listed by recruiter / assessor.
18.	Selecting the Applicant.	Recruiter	Applicant Selection.	Perform Applicant	Perform Applicant	▶ Out of the final short listed applicants, recruiter can select,

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
				Selection.	Selection	reject and make applicants wait-listed.
19.	Preparing Salary Fitment for the selected applicant	Recruiter	Applicant Selection.	Perform Salary Fitment.	Perform Salary Fitment	▸ Salary fitment for the selected applicant is proposed. ▸ While making the salary fitment, previous salary and internal equity can be viewed.
20.	Authorizing Applicant Selection and Salary Fitment.	Authorizer	Applicant Selection.	Authorize Applicant Selection	Authorize Applicant Selection	▸ The applicant(s) selected will be authorized and if salary fitment exists for the selected applicant, then the salary fitment also gets authorized. ▸ Authorizer can view the salary fitment of the selected applicant.
21.	Joining Formalities for Applicants	Recruiter	Applicant Selection.	Perform Applicant Joining.	Perform Applicant Joining	▸ Applicants joining formalities, like medical test, certificate verification, reference checks are conducted and recorded.
22.	Applicant Joins	Recruiter	Applicant Selection.	Perform Applicant Joining.	Perform Applicant Joining	▸ Employee induction is conducted by assigning employee code, assignment creation, etc.

- **Scenario 2 Details: Organization does recruitment through the "Quick Hire" process.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
1.	HR User Prepares General Information	HR User	Hire Process General Information	Create Exercise	Create Exercise	▶ HR user assesses the applicant by various exercises like group discussion, aptitude test, and final interview.
						▶ Add an exercise by identifying it through a unique name and description.
						▶ Specify the competencies elements that can be assessed through the particular exercise.
				Create External Venue	Create External Venue	▶ Select the external venue which is located outside the organization, where the hire process is to be conducted.
						▶ Mention the external venue details such as venue code, venue name, address and concerned contact person.
						▶ Mention infrastructure provided at the venue and cost incurred.
				Create Internal Venue	Create Internal Venue	▶ Mention the venue name, code and work location.
						▶ Mention infrastructure provided at the venue and cost incurred.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
						▶ Specify whether the venue is available to all the organizational units within the enterprise, only those to which the login user is attached or to distinct organizational units.
				Create External Assessor	Create External Assessor	▶ Mention the assessor who is external to the organization
						▶ Mention the details such as assessor's employee code, address, contact numbers, and email address.
						▶ Specify the competencies possessed by the assessor.
				Create Panel	Create Panel	▶ Attach the panel to a particular organization unit group.
						▶ Mention the panel code and description.
						▶ Mention the assessor codes of assessors who constitute the panel
				Create Sourcing Method	Create Sourcing method	▶ Suitable applicants or resumes of suitable candidates can be obtained through various sourcing methods like media, campus, internal selection, websites and consultants.
						▶ Mention source type for defining

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
						sourcing method.
						▸ Mention the organization code if the source type is a staffing agency.
						▸ If the source type is not a staffing agency, then relevant details like service period, address, contact person, contact numbers and email address must be specified.
						▸ Mention service agreements and payment details for the source organization.
				Maintain Internal Assessor	Maintain Internal Assessor	▸ Assessors evaluate and rate applicants for a particular job vacancy in an organization.
						▸ Mention the details such as assessor's employee code.
						▸ Mention whether internal employee is an assessor by specifying – Yes or No.
				Maintain Recruiter Information	Maintain Recruiter Information	▸ Decide recruiters for hiring employees.
						▸ Identify an employee of the organization as a recruiter.
				Set Hire Process Parameter	Set Hire Process Parameter	▸ Set hire process parameter to maximum score.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
						▶ Mention the grade and set values for grades by specifying upper and lower limits.
2.	Supervisor places 'Request for Hire'.	Line Manager/Supervisors	Request for Hiring	Request for Hiring	Request for Hiring	▶ Select the Employment Unit for which Human Resource is required. ▶ Select the work location. ▶ Mention by what date the resources is required. ▶ Mention the number of Human Resources required. ▶ If required, mention the position to get the 'Department' and 'Job' details. ▶ Give the Department, if Position is not given. ▶ Give the Job, if Position is not given. ▶ Mention the total and relevant work experience required. ▶ Give the qualification required for the incumbent. ▶ Requesting Supervisor/Line Manager shall select the Recruiter.
3.	HR Manager authorizes	HR Manager	Request for Hiring	Authorize Vacancy	Authorize Vacancy	▶ Authorize the information on a hire request and the percentage of

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
	the Vacancy Request			Request	Request	vacancies allocated to each employment category, such as ex-service personnel, handicapped category etc. as an administrator. ▶ Authorize a hire request for a particular vacancy at an employment unit. ▶ Authorizer can modify the vacancy allocation before authorizing a hire request.
4.	Résumé's are posted	Applicant / Staffing Agencies	Resume	Post Resume / Posting Resume against Vacancy	Register and Create Resume	▶ Applicants Register and apply Resume. ▶ Resume can be short with minimum details of Personal details, contact information, qualification and experience. ▶ Resume can be stored as draft and later submitted. ▶ Résumé's can be posted by staffing agencies.
5.	Resumes are Screened.	Recruiter / Requestor	Screening Resume	Quick Hire	Screen Resume	▶ Get the applicant and mark the resume has 'Quick Hire'.
6.	Selecting the Applicant.	Recruiter	Applicant Selection.	Perform Applicant Selection.	Perform Applicant Selection	▶ Applicants marked as 'Quick Hire' is selected by Recruiter or can reject and make applicants wait-listed.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
7.	Preparing Salary Fitment for the selected applicant	Recruiter	Applicant Selection.	Perform Salary Fitment.	Perform Salary Fitment	▶ Salary fitment for the selected applicant is proposed. ▶ While making the salary fitment, previous salary and internal equity can be viewed.
8.	Authorizing Applicant Selection and Salary Fitment.	Authorizer	Applicant Selection.	Authorize Applicant Selection	Authorize Applicant Selection	▶ The applicant(s) selected will be authorized and if salary fitment exists for the selected applicant, then the salary fitment also gets authorized. ▶ Authorizer can view the salary fitment of the selected applicant.
9.	Joining Formalities for Applicants	Recruiter	Applicant Selection.	Perform Applicant Joining.	Perform Applicant Joining	▶ Applicants joining formalities, like medical test, certificate verification, reference checks are conducted and recorded.
10.	Applicant Joins	Recruiter	Applicant Selection.	Perform Applicant Joining.	Perform Applicant Joining	▶ Employee induction is conducted by assigning employee code, assignment creation, etc.

▪ Scenario 3 Details: Organization does recruitment through the 'Set Single Step Applicant Evaluation" process.

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1.	HR User Prepares General Information	HR User	Hire Process General Information	Create Exercise	Create Exercise	▶ HR user assesses the applicant by various exercises like group discussion, aptitude test, and final interview. ▶ Add an exercise by identifying it through a unique name and description. ▶ Specify the competencies elements that can be assessed through the particular exercise.
				Create External Venue	Create External Venue	▶ Select the external venue which is located outside the organization, where the hire process is to be conducted. ▶ Mention the external venue details such as venue code, venue name, address and concerned contact person. ▶ Mention infrastructure provided at the venue and cost incurred.
				Create Internal Venue	Create Internal Venue	▶ Mention the venue name, code and work location. ▶ Mention infrastructure provided at the venue and cost incurred.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
						▶ Specify whether the venue is available to all the organizational units within the enterprise, only those to which the login user is attached or to distinct organizational units.
				Create External Assessor	Create External Assessor	▶ Mention the assessor who is external to the organization.
						▶ Mention the details such as assessor's employee code, address, contact numbers, and email address.
						▶ Specify the competencies possessed by the assessor.
				Create Panel	Create Panel	▶ Attach the panel to a particular organization unit group.
						▶ Mention the panel code and description.
						▶ Mention the assessor codes of assessors who constitute the panel.
				Create Sourcing Method	Create Sourcing method	▶ Suitable applicants or resumes of suitable candidates can be obtained through various sourcing methods like media, campus, internal selection, websites and consultants.

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
						▸ Mention source type for defining sourcing method.
						▸ Mention the organization code if the source type is a staffing agency.
						▸ If the source type is not a staffing agency, then relevant details like service period, address, contact person, contact numbers and email address must be specified.
						▸ Mention service agreements and payment details for the source organization.
				Maintain Internal Assessor	Maintain Internal Assessor	▸ Assessors evaluate and rate applicants for a particular job vacancy in an organization.
						▸ Mention the details such as assessor's employee code,
						▸ Mention whether internal employee is an assessor by specifying – Yes or No.
				Maintain Recruiter Information	Maintain Recruiter Information	▸ Decide recruiters for hiring employees.
						▸ Identify an employee of the organization as a recruiter.
				Set Hire	Set Hire	▸ Set hire process parameter to

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
				Process Parameter	Process Parameter	maximum score. ▸ Mention the grade and set values for grades by specifying upper and lower limits.
2.	Supervisor places 'Request for Hire'.	Line Manager/Supe rvisors	Request for Hiring	Request for Hiring	Request for Hiring	▸ Select the Employment Unit for which Human Resource is required. ▸ Select the work location. ▸ Mention by what date the resources is required. ▸ Mention the number of Human Resources required. ▸ If required, mention the position to get the 'Department' and 'Job' details. ▸ Give the Department, if Position is not given. ▸ Give the Job, if Position is not given. ▸ Mention the total and relevant work experience required. ▸ Give the qualification required for the incumbent. ▸ Requesting Supervisor/Line Manager shall select the Recruiter.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
3.	HR Manager authorizes the Vacancy Request	HR Manager	Request for Hiring	Authorize Vacancy Request	Authorize Vacancy Request	▶ Authorize the information on a hire request and the percentage of vacancies allocated to each employment category, such as ex-service personnel, handicapped category etc. as an administrator ▶ Authorize a hire request for a particular vacancy at an employment unit. ▶ Authorizer can modify the vacancy allocation before authorizing a hire request.
4.	Recruiter Plans Recruitment Activities	Recruiter	Hire Process Planning	Assign Applicant Sources	Assign Applicant Sources	▶ Recruiter plans the source type and sourcing agencies through which applicants for the request can be obtained. ▶ Source Type will be Employee Referrals, etc.
5.	Employees refer applicants for Vacancy (ies).	Employees	Internal Selection and Referrals	Maintain Employee Referrals	Post Resume	▶ Employee will post resume of the applicant against a vacancy.
6.	Resumes are Screened.	Recruiter / Requestor	Screening Resume	Screen Resume	Screen Resume	▶ Screening can be done on internal resume (employee's resume), external resume and both (internal and external).

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
						▸ For screening, general resumes or / and rejected resumes or / and resumes of other requisitions can be taken.
						▸ Screening criteria are set and the resumes matching the condition are the result in the multilane.
						▸ Resumes can be short listed, rejected, made general, etc.
						▸ Next level of screening employee can be identified.
7.	Recruiter Plans and Prepares Single Step Applicant Evaluation	Recruiter / Assessor	Applicant Evaluation	Set Single Step Applicant Evaluation	Set Single Step Applicant Evaluation	▸ Select any applicant, short listed during screening, and rate the suitability of this applicant for the vacancy.
						▸ Evaluate the applicant in a single step
						▸ If an applicant is finally short listed in the evaluation process, perform the salary fitment or record the previous salary details or view internal equity.
8.	Selecting the Applicant.	Recruiter	Applicant Selection.	Perform Applicant Selection.	Perform Applicant Selection	▸ Out of the final short listed applicants, recruiter can select, reject and make applicants wait-listed.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
9.	Preparing Salary Fitment for the selected applicant	Recruiter	Applicant Selection.	Perform Salary Fitment.	Perform Salary Fitment	▸ Salary fitment for the selected applicant is proposed. ▸ While making the salary fitment, previous salary and internal equity can be viewed.
10.	Authorizing Applicant Selection and Salary Fitment.	Authorizer	Applicant Selection.	Authorize Applicant Selection	Authorize Applicant Selection	▸ The applicant(s) selected will be authorized and if salary fitment exists for the selected applicant, then the salary fitment also gets authorized. ▸ Authorizer can view the salary fitment of the selected applicant.
11.	Applicant Joins	Recruiter	Applicant Selection.	Perform Applicant Joining.	Perform Applicant Joining	▸ Employee induction is conducted by assigning employee code, assignment creation, etc.

■ **Scenario 4 Details: Organization recruits through "Re-Hire" process.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
1.	HR User Prepares General Information	HR User	Hire Process General Information	Create Exercise	Create Exercise	▸ HR user assesses the applicant by various exercises like group discussion, aptitude test, and final interview. ▸ Add an exercise by identifying it through an unique name and

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
						description.
						▶ Specify the competencies elements that can be assessed through the particular exercise.
				Create External Venue	Create External Venue	▶ Select the external venue which is located outside the organization, where the hire process is to be conducted.
						▶ Mention the external venue details such as venue code, venue name, address and concerned contact person.
						▶ Mention infrastructure provided at the venue and cost incurred.
				Create Internal Venue	Create Internal Venue	▶ Mention the venue name, code and work location.
						▶ Mention infrastructure provided at the venue and cost incurred.
						▶ Specify whether the venue is available to all the organizational units within the enterprise, only those to which the login user is attached or to distinct organizational units.
				Create External Assessor	Create External Assessor	▶ Mention the assessor who is external to the organization.
						▶ Mention the details such as

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
						assessor's employee code, address, contact numbers, and email address.
						▶ Specify the competencies possessed by the assessor.
				Create Panel	Create Panel	▶ Attach the panel to a particular organization unit group.
						▶ Mention the panel code and description.
						▶ Mention the assessor codes of assessors who constitute the panel.
				Create Sourcing Method	Create Sourcing method	▶ Suitable applicants or resumes of suitable candidates can be obtained through various sourcing methods like media, campus, internal selection, websites and consultants.
						▶ Mention source type for defining sourcing method.
						▶ Mention the organization code if the source type is a staffing agency.
						▶ If the source type is not a staffing agency, then relevant details like service period, address, contact person, contact numbers and email

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
						address must be specified.
						▶ Mention service agreements and payment details for the source organization.
				Maintain Internal Assessor	Maintain Internal Assessor	▶ Assessors evaluate and rate applicants for a particular job vacancy in an organization.
						▶ Mention the details such as assessor's employee code.
						▶ Mention whether internal employee is an assessor by specifying – Yes or No.
				Maintain Recruiter Information	Maintain Recruiter Information	▶ Decide recruiters for hiring employees.
				Set Hire Process Parameter	Set Hire Process Parameter	▶ Identify an employee of the organization as a recruiter.
						▶ Set hire process parameter to maximum score.
						▶ Mention the grade and set values for grades by specifying upper and lower limits.
2.	Supervisor places 'Request for Hire'.	Line Manager/Supervisors	Request for Hiring	Request for Hiring	Request for Hiring	▶ Select the Employment Unit for which Human Resource is required.
						▶ Select the work location.
						▶ Mention by what date the

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
						resources is required.
						▶ Mention the number of Human Resources required.
						▶ If required, mention the position to get the 'Department' and 'Job' details.
						▶ Give the Department, if Position is not given.
						▶ Give the Job, if Position is not given.
						▶ Mention the total and relevant work experience required.
						▶ Give the qualification required for the incumbent.
						▶ Requesting Supervisor/Line Manager shall select the Recruiter.
3.	HR Manager authorizes the Vacancy Request	HR Manager	Request for Hiring	Authorize Vacancy Request	Authorize Vacancy Request	▶ Authorize the information on a hire request and the percentage of vacancies allocated to each employment category, such as ex-service personnel, handicapped category etc. as an administrator.
						▶ Authorize a hire request for a particular vacancy at an employment unit.
						▶ Authorizer can modify the vacancy

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
						allocation before authorizing a hire request.
4.	Recruiter Plans Recruitment Activities	Recruiter	Assign Applicant Sources	Assign Applicant Sources	Assign Applicant Sources	▸ Recruiter plans the source type and sourcing agencies through which applicants for the request can be obtained. ▸ Source Type can be Staffing Agency, Advertising, Internal Selection, Employee Referrals, etc. ▸ For the selected 'Source Type', source name to be mentioned. If Source Type selected is 'Staffing Agency' the Source Name could be like 'Ernst & Young'.
5.	Recruiter Plans and Prepares Evaluation Set-up for the Hire Request	Recruiter	Maintain Evaluation Set up	Decide Stage and Exercise	Decide Stage and Exercise	▸ Stages are set with weightages. Stages in an evaluation set up can typically be like Preliminary Stage, Interview Stage, Selection Stage, etc. ▸ Recruiter will decide the exercises in a stage. Preliminary Stage may consist of exercises like, written test, psychological test, etc. ▸ Decide the competencies for each exercise, like psychological test may contain competencies like listening skills, counseling skills,

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
						etc. ▶ Decide Assessors for the Exercises ▶ Scheduling the Exercises by fixing the venue, date and time.
6.	Recruiter can allocate the vacancy, if required	Recruiter	Record Vacancy Allocation	Record Vacancy Allocation	Record Vacancy Allocation	▶ If required, the total number of human resources required can be allocated to various categories. If the Government regulations and Company policy requires recruitment of employees from various sections of community, recruiter can plan such allocations.
7.	Résumé's is posted by ex-employee	Ex-employee / Staffing Agencies	Resume	Post Resume/ Posting Resume against Vacancy	Posting Resume against Vacancy	▶ Ex-employee as Applicants Register and apply Resume. ▶ In resume, applicant mentions that he/she was an ex-employee. ▶ Resume can be short with minimum details of Personal details, contact information, qualification and experience. ▶ Resume can be stored as draft and later submitted. ▶ Résumé's can be posted by staffing agencies.
8.	Employees refer ex-	Employees	Internal Selection and	Maintain Employee	Post Resume	▶ Employee will post resume of the

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
	employee for Vacancy (ies).		Referrals	Referrals		applicant against a vacancy.
9.	Resumes are Screened.	Recruiter / Requestor	Screening Resume	Screen Resume	Screen Resume	▸ Screening can be done on internal resume (employee's resume), external resume and both (internal and external). ▸ For screening, general resumes or / and rejected resumes or / and resumes of other requisitions can be taken. ▸ Screening criteria are set and the resumes matching the condition are the result in the multilane. ▸ Resumes can be short listed, rejected, made general, etc. ▸ Next level of screening employee can be identified.
10.	Assign Applicants for Exercise.	Recruiter	Hire Process Planning	Assign Applicants for Exercise.	Assign Applicants for Exercise.	▸ Short listed applicants will be assigned to the first stage and first exercise with venue, date and time.
11.	Evaluate the Applicants.	Assessor	Applicant Evaluation	Record Applicant Evaluation.	Record Applicant Evaluation.	▸ Assessor will evaluate applicants at exercise level or competency level or competency element level. ▸ If evaluated at competency element level, competency rating

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
						▶ will be derived. ▶ If evaluated ate competency level, exercise rating will be derived. ▶ Based on the exercise rating, applicant's stage level will be derived.
12.	Selecting applicants for next stage.	Recruiter / Assessor	Applicant Evaluation	Select Applicants for Next Stage	Select Applicants for Next Stage	▶ Applicants are selected for the next stage.
13.	In next stage, applicants are evaluated.	Assessor	Applicant Evaluation	Record Applicant Evaluation.	Record Applicant Evaluation.	▶ Applicants are evaluated at exercise level, competency level or at competency element level.
14.	Results of Evaluation.	Recruiter / Assessor	Applicant Evaluation.	Select Applicants for Next Stage.	Select Applicants for Next Stage.	▶ Applicants are decided to be finally short-listed by recruiter / assessor.
15.	Selecting the Applicant.	Recruiter	Applicant Selection.	Perform Applicant Selection.	Perform Applicant Selection.	▶ Out of the final short listed applicants, recruiter can select, reject and make applicants wait-listed.
16.	Preparing Salary Fitment for the selected	Recruiter	Applicant Selection.	Perform Salary Fitment.	Perform Salary Fitment.	▶ Salary fitment for the selected applicant is proposed. ▶ While making the salary fitment, previous salary and internal equity

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
	applicant					can be viewed.
17.	Authorizing Applicant Selection and Salary Fitment.	Authorizer	Applicant Selection.	Authorize Applicant Selection	Authorize Applicant Selection	▸ The applicant(s) selected will be authorized and if salary fitment exists for the selected applicant, then the salary fitment also gets authorized. ▸ Authorizer can view the salary fitment of the selected applicant.
18.	Joining Formalities for Applicants	Recruiter	Applicant Selection.	Perform Applicant Joining.	Perform Applicant Joining.	▸ Applicants joining formalities, like medical test, certificate verification, reference checks are conducted and recorded.
19.	Applicant Joins	Recruiter	Applicant Selection.	Perform Applicant Joining.	Perform Applicant Joining.	▸ Employee induction is conducted as New Hire by assigning new employee code, assignment creation, etc. (or) ▸ Employee induction is conducted as Re-Hire by assigning old employee code, assignment creation, etc.

■ **Scenario 5 Details: Organization selects Internal Employees for a vacancy.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
1.	HR User Prepares General Information	HR User	Hire Process General Information	Create Exercise	Create Exercise	▶ HR user assesses the applicant by various exercises like group discussion, aptitude test, and final interview. ▶ Add an exercise by identifying it through a unique name and description. ▶ Specify the competencies elements that can be assessed through the particular exercise.
				Create External Venue	Create External Venue	▶ Select the external venue which is located outside the organization, where the hire process is to be conducted. ▶ Mention the external venue details such as venue code, venue name, address and concerned contact person. ▶ Mention infrastructure provided at the venue and cost incurred.
				Create Internal Venue	Create Internal Venue	▶ Mention the venue name, code and work location. ▶ Mention infrastructure provided at the venue and cost incurred.

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
						▸ Specify whether the venue is available to all the organizational units within the enterprise, only those to which the login user is attached or to distinct organizational units.
				Create External Assessor	Create External Assessor	▸ Mention the assessor who is external to the organization.
						▸ Mention the details such as assessor's employee code, address, contact numbers, and email address.
						▸ Specify the competencies possessed by the assessor.
				Create Panel	Create Panel	▸ Attach the panel to a particular organization unit group.
						▸ Mention the panel code and description.
						▸ Mention the assessor codes of assessors who constitute the panel.
				Create Sourcing Method	Create Sourcing method	▸ Suitable applicants or resumes of suitable candidates can be obtained through various sourcing methods like media, campus, internal selection, websites and consultants.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
						▶ Mention source type for defining sourcing method.
						▶ Mention the organization code if the source type is a staffing agency.
						▶ If the source type is not a staffing agency, then relevant details like service period, address, contact person, contact numbers and email address must be specified.
						▶ Mention service agreements and payment details for the source organization.
				Maintain Internal Assessor	Maintain Internal Assessor	▶ Assessors evaluate and rate applicants for a particular job vacancy in an organization.
						▶ Mention the details such as assessor's employee code.
						▶ Mention whether internal employee is an assessor by specifying – Yes or No.
				Maintain Recruiter Information	Maintain Recruiter Information	▶ Decide recruiters for hiring employees.
						▶ Identify an employee of the organization as a recruiter.
				Set Hire Process	Set Hire Process	▶ Set hire process parameter to

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
				Parameter	Parameter	maximum score.
						▸ Mention the grade and set values for grades by specifying upper and lower limits.
2.	Supervisor places 'Request for Hire'.	Line Manager/Supe rvisors	Request for Hiring	Request for Hiring	Request for Hiring	▸ Select the Employment Unit for which Human Resource is required.
						▸ Select the work location.
						▸ Mention by what date the resources is required.
						▸ Mention the number of Human Resources required.
						▸ If required, mention the position to get the 'Department' and 'Job' details.
						▸ Give the Department, if Position is not given.
						▸ Give the Job, if Position is not given.
						▸ Mention the total and relevant work experience required.
						▸ Give the qualification required for the incumbent.
						▸ Requesting Supervisor/Line Manager shall select the Recruiter.

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
3.	HR Manager authorizes the Vacancy Request	HR Manager	Request for Hiring	Authorize Vacancy Request	Authorize Vacancy Request	▶ Authorize the information on a hire request and the percentage of vacancies allocated to each employment category, such as ex-service personnel, handicapped category etc. as an administrator. ▶ Authorize a hire request for a particular vacancy at an employment unit. ▶ Authorizer can modify the vacancy allocation before authorizing a hire request.
4.	Recruiter Plans Recruitment Activities	Recruiter	Hire Process Planning	Assign Applicant Sources	Assign Applicant Sources	▶ Recruiter plans the source type. Decides to recruit 'Internal Employees. ▶ Source Type can be Internal Selection.
5.	Recruiter Plans and Prepares Evaluation Set-up for the Hire Request	Recruiter	Hire Process Planning	Maintain Evaluation Set up	Decide Stages and Exercises Decide Competencie	▶ Stages are set with weightages. Stages in an evaluation set up can typically be like Preliminary Stage, Interview Stage, Selection Stage, etc. ▶ Recruiter will decide the exercises in a stage. Preliminary Stage may consist of exercises like, written test, psychological test, etc. ▶ Decide the competencies for each

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
					s Decide Assessors Schedule Exercise	exercise, like psychological test may contain competencies like listening skills, counseling skills, etc. ▸ Decide Assessors for the Exercises ▸ Scheduling the Exercises by fixing the venue, date and time.
6.	Internal Employees post request/resume for Vacancy (ies)	Employees	Internal Selection and Referrals	Apply against a Vacancy	Apply against Vacancy	▸ Employees view the vacancies in the organization and apply. ▸ On apply for a vacancy, system creates applicants resume, which can be viewed by applicant (employee).
7.	Resumes are Screened.	Recruiter / Requestor	Screening Resume	Screen Resume	Screen Resume	▸ Screening done on internal resume (employee's resume). ▸ Screening criteria are set and the resumes matching the condition are the result in the multiline. ▸ Resumes can be short listed, rejected, made general, etc. ▸ Next level of screening employee can be identified.
8.	Assign Applicants for Exercise.	Recruiter	Hire Process Planning	Assign Applicants for Exercise.	Assign Applicants to Exercise	▸ Short listed applicants will be assigned to the first stage and first exercise with venue, date and

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
						time.
9.	Evaluate the Applicants.	Assessor	Applicant Evaluation	Record Applicant Evaluation.	Record Exercise Rating Record Competency Rating	▶ Assessor will evaluate applicants at exercise level or competency level or competency element level. ▶ If evaluated at competency element level, competency rating will be derived. ▶ If evaluated at competency level, exercise rating will be derived. ▶ Based on the exercise rating, applicant's stage level will be derived.
10.	Selecting applicants for next stage.	Recruiter / Assessor	Applicant Evaluation	Select Applicants for Next Stage	Select Applicants for Next Stage	▶ Applicants are selected for the next stage.
11.	In next stage, applicants are evaluated.	Assessor	Applicant Evaluation	Record Applicant Evaluation.	Record Exercise Rating Record Competency Rating	▶ Applicants are evaluated at exercise level, competency level or at competency element level.
12.	Results of Evaluation.	Recruiter / Assessor	Applicant Evaluation.	Select Applicants for Next Stage.	Select Applicants for Next Stage.	▶ Applicants are decided to be finally short-listed by recruiter / assessor.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
13.	Selecting the Applicant.	Recruiter	Applicant Selection.	Perform Applicant Selection.	Perform Applicant Selection	▶ Out of the final short listed applicants, recruiter can select, reject and make applicants wait-listed.
14.	Preparing Salary Fitment for the selected applicant	Recruiter	Applicant Selection.	Perform Salary Fitment.	Perform Salary Fitment	▶ Salary fitment for the selected applicant is proposed. ▶ While making the salary fitment, previous salary and internal equity can be viewed.
15.	Authorizing Applicant Selection and Salary Fitment.	Authorizer	Applicant Selection.	Authorize Applicant Selection	Authorize Applicant Selection	▶ The applicant(s) selected will be authorized and if salary fitment exists for the selected applicant, then the salary fitment also gets authorized. ▶ Authorizer can view the salary fitment of the selected applicant.

■ **Scenario 6 Details: Organization does recruitment through the 'Applicant Referral" process.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
1.	HR User Prepares General Information	HR User	Hire Process General Information	Create Exercise	Create Exercise	▶ HR user assesses the applicant by various exercises like group discussion, aptitude test, and final interview.

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
						▸ Add an exercise by identifying it through a unique name and description.
						▸ Specify the competencies elements that can be assessed through the particular exercise.
				Create External Venue	Create External Venue	▸ Select the external venue which is located outside the organization, where the hire process is to be conducted.
						▸ Mention the external venue details such as venue code, venue name, address and concerned contact person.
						▸ Mention infrastructure provided at the venue and cost incurred.
				Create Internal Venue	Create Internal Venue	▸ Mention the venue name, code and work location.
						▸ Mention infrastructure provided at the venue and cost incurred.
						▸ Specify whether the venue is available to all the organizational units within the enterprise, only those to which the login user is attached or to distinct organizational units.
				Create External	Create	▸ Mention the assessor who is

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
				Assessor	External Assessor	external to the organization.
						▸ Mention the details such as assessor's employee code, address, contact numbers, and email address.
						▸ Specify the competencies possessed by the assessor.
				Create Panel	Create Panel	▸ Attach the panel to a particular organization unit group.
						▸ Mention the panel code and description.
						▸ Mention the assessor codes of assessors who constitute the panel.
				Create Sourcing Method	Create Sourcing method	▸ Suitable applicants or resumes of suitable candidates can be obtained through various sourcing methods like media, campus, internal selection, websites and consultants.
						▸ Mention source type for defining sourcing method.
						▸ Mention the organization code if the source type is a staffing agency.
						▸ If the source type is not a staffing agency, then relevant details like

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
				Maintain Internal Assessor	Maintain Internal Assessor	service period, address, contact person, contact numbers and email address must be specified. ▶ Mention service agreements and payment details for the source organization. ▶ Assessors evaluate and rate applicants for a particular job vacancy in an organization. ▶ Mention the details such as assessor's employee code. ▶ Mention whether internal employee is an assessor by specifying – Yes or No.
				Maintain Recruiter Information	Maintain Recruiter Information	▶ Decide recruiters for hiring employees. ▶ Identify an employee of the organization as a recruiter.
				Set Hire Process Parameter	Set Hire Process Parameter	▶ Set hire process parameter to maximum score. ▶ Mention the grade and set values for grades by specifying upper and lower limits.
2.	Supervisor places 'Request for	Line Manager/Supe rvisors	Request for Hiring	Request for Hiring	Request for Hiring	▶ Select the Employment Unit for which Human Resource is required.

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
	Hire'.					▶ Select the work location. ▶ Mention by what date the resources is required. ▶ Mention the number of Human Resources required. ▶ If required, mention the position to get the 'Department' and 'Job' details. ▶ Give the Department, if Position is not given. ▶ Give the Job, if Position is not given. ▶ Mention the total and relevant work experience required. ▶ Give the qualification required for the incumbent. ▶ Requesting Supervisor/Line Manager shall select the Recruiter.
3.	HR Manager authorizes the Vacancy Request	HR Manager	Request for Hiring	Authorize Vacancy Request	Authorize Vacancy Request	▶ Authorize the information on a hire request and the percentage of vacancies allocated to each employment category, such as ex-service personnel, handicapped category etc. as an administrator. ▶ Authorize a hire request for a particular vacancy at an

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
						employment unit.
						▸ Authorizer can modify the vacancy allocation before authorizing a hire request.
4.	Recruiter Plans Recruitment Activities	Recruiter	Hire Process Planning	Assign Applicant Sources	Assign Applicant Sources	▸ Recruiter plans the source type and sourcing agencies through which applicants for the request can be obtained.
						▸ Source Type will be Employee Referrals, etc.
5.	Recruiter Plans and Prepares Evaluation Set-up for the Hire Request	Recruiter	Hire Process Planning	Maintain Evaluation Set up	Decide Stages and Exercises	▸ Stages are set with weightages. Stages in an evaluation set up can typically be like Preliminary Stage, Interview Stage, Selection Stage, etc.
						▸ Recruiter will decide the exercises in a stage. Preliminary Stage may consist of exercises like, written test, psychological test, etc.
					Decide Competencies	▸ Decide the competencies for each exercise, like psychological test may contain competencies like listening skills, counseling skills, etc.
					Decide Assessors	▸ Decide Assessors for the Exercises
						▸ Scheduling the Exercises by fixing

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
					Schedule Exercise	the venue, date and time.
6.	Recruiter can allocate the vacancy, if required	Recruiter	Hire Process Planning	Record Vacancy Allocation	Edit Vacancy Allocation	▸ If required, the total number of human resources required can be allocated to various categories. If the Government regulations and Company policy requires recruitment of employees from various sections of community, recruiter can plan such allocations.
7.	Employees refer applicants for Vacancy (ies).	Employees	Internal Selection and Referrals	Maintain Employee Referrals	Post Resume	▸ Employee will post resume of the applicant against a vacancy.
8.	Resumes are Screened.	Recruiter / Requestor	Screening Resume	Screen Resume	Screen Resume	▸ Screening can be done on internal resume (employee's resume), external resume and both (internal and external). ▸ For screening, general resumes or / and rejected resumes or / and resumes of other requisitions can be taken. ▸ Screening criteria are set and the resumes matching the condition are the result in the multilane. ▸ Resumes can be short listed, rejected, made general, etc.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
						▸ Next level of screening employee can be identified.
9.	Assign Applicants for Exercise.	Recruiter	Hire Process Planning	Assign Applicants for Exercise.	Assign Applicants to Exercise	▸ Short listed applicants will be assigned to the first stage and first exercise with venue, date and time.
10.	Evaluate the Applicants.	Assessor	Applicant Evaluation	Record Applicant Evaluation.	Record Exercise Rating Record Competency Rating	▸ Assessor will evaluate applicants at exercise level or competency level or competency element level. ▸ If evaluated at competency element level, competency rating will be derived. ▸ If evaluated at competency level, exercise rating will be derived. ▸ Based on the exercise rating, applicant's stage level will be derived.
11.	Selecting applicants for next stage.	Recruiter / Assessor	Applicant Evaluation	Select Applicants for Next Stage	Select Applicants for Next Stage	▸ Applicants are selected for the next stage.
12.	In next stage, applicants are evaluated.	Assessor	Applicant Evaluation	Record Applicant Evaluation.	Record Exercise Rating Record Competency	▸ Applicants are evaluated at exercise level, competency level or at competency element level.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	COMPONENT NAME	ACTIVITY NAME	UI NAME	FUNCTIONAL STEPS
					Rating	
13.	Results of Evaluation.	Recruiter / Assessor	Applicant Evaluation.	Select Applicants for Next Stage.	Select Applicants for Next Stage.	▶ Applicants are decided to be finally short-listed by recruiter / assessor.
14.	Selecting the Applicant.	Recruiter	Applicant Selection.	Perform Applicant Selection.	Perform Applicant Selection	▶ Out of the final short listed applicants, recruiter can select, reject and make applicants wait-listed.
15.	Preparing Salary Fitment for the selected applicant	Recruiter	Applicant Selection.	Perform Salary Fitment.	Perform Salary Fitment	▶ Salary fitment for the selected applicant is proposed. ▶ While making the salary fitment, previous salary and internal equity can be viewed.
16.	Authorizing Applicant Selection and Salary Fitment.	Authorizer	Applicant Selection.	Authorize Applicant Selection	Authorize Applicant Selection	▶ The applicant(s) selected will be authorized and if salary fitment exists for the selected applicant, then the salary fitment also gets authorized. ▶ Authorizer can view the salary fitment of the selected applicant.
17.	Applicant Joins	Recruiter	Applicant Selection.	Perform Applicant Joining.	Perform Applicant Joining	▶ Employee induction is conducted by assigning employee code, assignment creation, etc.