



## Best Practices #3

Organize your recruiting process



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(Prerequisite: For better understanding, it would be useful to read first the Comidor help article “How to manage your contacts”.)

One of the most common processes in a company is the recruiting of new employees. Let's see how you can take advantage of Comidor's applications in order to run this process more smoothly and efficiently.

1

**Job Position opening:** You (or your HR dept) publish an open job position in your website. The first thing you have to do is to create a new Comidor project “Job Position X” (automatically a respective document folder is created in Comidor).

2

**CV Applications:** The CVs arrive via e-mail in your inbox. For each one of the applicants, you create a new Contact and, depending on your company's way of working:

a) Either you save the CV files in the project folder.

This option gives you the benefit to have ALL the info regarding this job position into **one folder**. In case an applicant might re-apply in the future for another position, then separate CVs of the same person will exist in different folders.

b) Or you save the CV files in a new folder that you will create in the Public folder named: “Candidates”.

This option is better solution in case an applicant might re-apply in the future for another position. So, you are able to make use of the **versioning** of his CV. Also, if the applicant succeeds, then you may have a second folder named “Personnel” and simply transfer his CV into that folder.

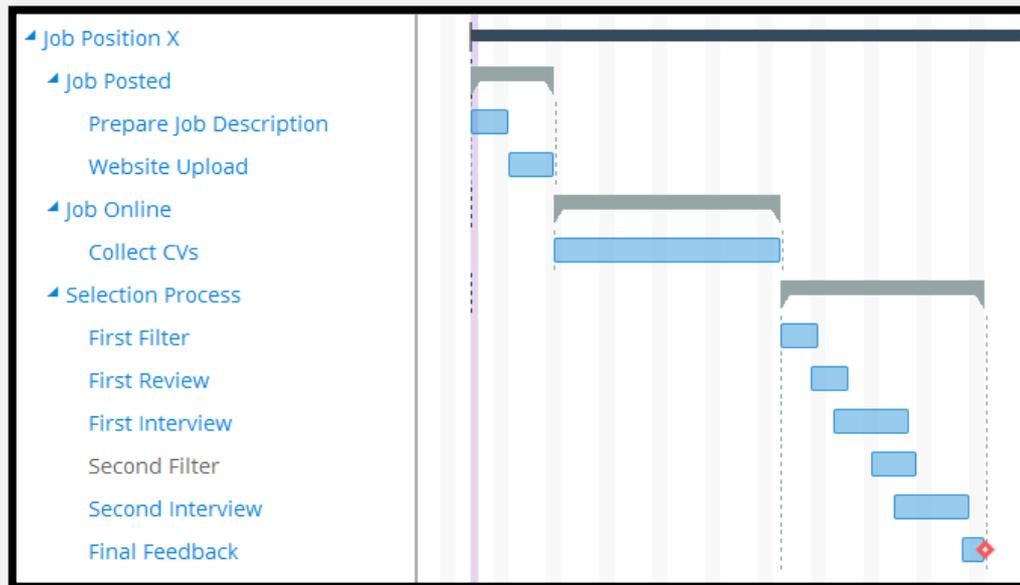
3

**Recording the process:** Let's assume you follow these steps: You filter the CVs (first filter) to exclude the not relevant applicants, hand over the remaining CVs to the responsible manager of the X department to exclude the insufficient applicants (second filter), organize the first calls (first interviews), get feedback (first review), organize the first meetings (second interviews), get final feedback (final) and email the winner candidate.

Each of the above steps will be a Comidor team schedule (please go through the relevant Comidor manual for Project Management) and will be assigned to a

department (which means a department leader will be informed and has to take action for each step).

Each leader can delegate the job within his department, he can create tasks that will fill up his calendar (i.e. “*meet candidate Y on Tuesday at 12:00*”), he can exchange emails with each of the candidates and connect these emails with the project, type a comment in the candidate’s Comidor contact profile (i.e. “*interesting guy, but not enough experience... he could be useful in the Sales Department*”), send a notification to a colleague (i.e. “*this guy might be useful in your dept, tomorrow he will be in our offices, why you don’t you join me?*”) and much more.



Basically, all the info in Comidor can be linked with your “Job Position X” project: emails, documents, notes, tasks, calendar events, discussion topics, contact info...).

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**Reporting and Recalling the process:** The recruitment process is a repeated and never-ending process (well, this is how you should see it if you want expansion in your profits!). Having all the info under one single project gives you a huge competitive advantage in two dimensions: **business intelligence** and **time management**. Comidor provides you quite a few reporting tools to report the process in tables, graphs, charts and even maps. Also, all the info regarding your recruitment process is easily reached in the “Activity History” of your project and you can always easily duplicate a project in order to win even more time.