

opsdog

WORKFLOW

HUMAN RESOURCES

Applicant Screening & Interviewing

BPMN 2.0 FORMAT

The OpsDog Support Group Hierarchy

- Human Resources
 - Recruiting & Hiring
 - Applicant Screening & Interviewing
- Finance
- Marketing
- Information Technology
- Legal
- Compliance
- Corporate Services

www.OpsDog.com | info@OpsDog.com | Phone: 201.526.1200 | www.TheLabConsulting.com

Applicant Screening & Interviewing: Workflow

- A Screening
- B Interview

Workflow Description

The screening of job candidates (by phone) and the subsequent process of shortlisting and interviewing applicants who pass the initial screening call. Includes screening and interview scheduling, applicant acceptance or rejection and interview result documentation.

Legend

- Start Event
- Intermediate Event
- End Event
- Gateway
- Group
- Task
- Expanded Sub-Process
- Pool
- Sequence Flow
- Message Flow

DO-IT-YOURSELF BUSINESS PROCESS IMPROVEMENT

opsdog.com

Human Resources: Applicant Screening & Interviewing Workflow [BPMN 2.0]

Screening

Hiring Manager

Talent Acquisition Manager

Recruiter

pm.SG02.Screening&InterviewingBPMN.140522

```

    graph LR
      Start(( )) --> Task1[Send a scheduling request to candidate for phone screening]
      Task1 --> Task2[Conduct candidates' phone screening at the scheduled times]
      Task2 --> Task3[Request reference checks]
      Task3 --> Decision1{Did candidate pass reference check?}
      Decision1 -- No --> Task4[Send disposition email to candidate]
      Task4 --> Message1[Send Disposition Email]
      Decision1 -- Yes --> Decision2{Is applicant a rehire?}
      Decision2 -- Yes --> Task5[Update system and inform candidate of rehire process]
      Decision2 -- No --> Task5
      Task5 --> Message2[Rehire information]
      Message1 --> End(( ))
      Message2 --> End
  
```

opsdog.com **THE LAB**

COPYRIGHT © OPSDOG, INC., 2014 | ALL RIGHTS RESERVED
This content may not be copied, distributed, republished, uploaded, posted or transmitted in any way without the prior written consent of Opsdog, Inc.



Login to **OpsDog** to purchase the full workflow template (available in PDF, Visio, PPT)

New users get \$20 off their first purchase (registration is FREE!)