

## Recruitment

### Comprehensive the Recruit-to-Hire Process

Ocean® Recruitment is a stand alone application aimed for automation of jobs which are in relation with an efficient organization and tracking of activities related to engagement of human resources in public, governmental and other big organizations, in accordance to the Low Regulations and internal rules and regulations of an organization.

Software solution is based on the Oracle technology, and it is a part of an integrated family of the Ocean applications, aimed for support of planning and human resource management in a real time.

The application supports an automatic transfer of data on selected candidates into Ocean Human Resources Register.

#### Area of Application

Ocean Recruitment can be implemented either as a part of organization's own information system or it can be provided by Ocean as customized Application Service - hosting for the activities of recruitment, evaluation and selection of necessary human resources to work for your organization

#### Basic Processes

The following basic processes are encompassed:

- Managing of data on vacancy and criteria and conditions to get the post
- Publishing and/or advertising and similar activities for search of the suitable workforce.
- Registering of received applications and automatic accepting of submitted applications through the Internet (Web-Self Service module)
- Comprehensive processing of applications for a post, starting from the beginning selection to a final assessment and selection of applicants.
- Process of closing of job announcement, including preparation for hiring and appointing of selected candidates for a post, passing the information to registered applications and reporting within organization.
- Storing and tracking of information of all registered candidates.

#### Important Features

The application Recruitment supports all standard business activities and is compliant to regulations in area of hiring of human resources, including specific regulations and needs of ADS BiH, related to the recruitment of governmental and police officers and other employees in the budgetary institutions.

The built in, Workflow system, enables a flexible managing of encompassed processes corresponding to user needs, or an individual advertisement.

The Ocean Recruitment can be used on multiple different system and hardware platforms. Also, it contains a Web Self-Service module for individual registering of candidate through the Web.

Application is open for individual administering and changing in accordance to needs of each user.

RC-FO/E2

CM-FO/02

## Registry of Vacant positions

- Entry, review and query of data on vacancies: organizational unit, workplace, description needed for advertisement etc.
- Defining of evaluation criteria for post respecting hiring the human resources: elimination conditions (necessary education background, certificate for passed specialized exam, foreign languages), and necessary know-how, skills and other characteristics with the criteria of assessment (level of familiarity with foreign languages, communication skills etc).

## Announcing and Advertising

- Defining of advertisement basic characteristics: registration method, starting and closing date, contact data etc.
- Post – advertisement relation with/without a starting criteria of assessment.
- Defining of the Workflow control for advertisement preparation prior to publishing: defining of requests, defining/changing of evaluation criteria, advertisement approval, announcing of advertisement
- Support to sending/presentation of advertisements in electronic form.

## Registering/Accepting of Applications

- Entry of data on received applications.
- Possibility of applying through the Internet (Web Self-Service module)
- Automatic transfer of registered data on applicants into one registry of applicants.

## Processing of Applications and Selection of Candidates

- Customized process of analysis of received applications (regarding the advertisement) and selection of candidates respecting your needs through the Workflow.
- Control of defined criteria for the posts and other necessary conditions defined in the job advertisement.
- Selection of applicants through several steps: starting rejection –not satisfying eliminatory condition, request for additional information by applicant, registering of grades, preparation of interviews and registering of results; preparation of short list of candidates for interview with director/manager.

## Closing of Advertisements and Reporting

- Processing and sending information on confirmed selection of applicants and closure of the hiring process.
- Informing applicants on selection results
- Preparation of data for appointing of selected candidates for a post and data transfer into the Ocean Human Resources Register module

## Vođenje matičnih podataka i dokumenata o aplikantima

- Vođenje podataka o svim prijavljenim aplikantima (*JMB, prezime, ime, ime oca, datum i mjesto rođenja, država i mjesto prebivališta, stručna sprema,...*)
- Pretraživanje osnovnog skupa podataka
- Evidencija dokumenata vezanih za aplikante (*CV, Istorijat radnog staža, Obrazovanje, Posebna znanja, ...*)
- Prihvatanje informacije o aplikantima iz Kadrovske evidencije, u slučaju kandidature zaposlenih

## Pregledi i pretraživanje podataka

- Mogućnost pregleda i pretraživanja evidentiranih podataka po različitim kriterijima: *Otvorenih oglasa, otvorenih radnih mjesta; pristiglih aplikacija na oglas; primljenih kandidata (privremeno ili stalno); odbijenih kandidata; procesa vrednovanja pojedinačne prijave ili pojedinačne stavke oglasa...*

## Izveštavanje

- *Fleksibilno kreiranje i listanje izvještaja na osnovu evidentiranih podataka i zadatih uslova (kriterija) od strane korisnika: spiskovi/pregledi aplikanata, otvorenih radnih mjesta, pristiglih prijave,...*
- *Namjenski izvještaji za rukovodstvo, kadrovsku službu i/ili eksterne institucije: Analiza rezultata konkursa, Zbirni i pojedinačni izvještaji o aplikantima*
- *Izvještaji su u standardnim MS Word i Excel programima*

## Integracija sa modulom Ocean Kadrovska evidencija

- *Automatizirana, direktna veza sa Ocean Kadrovska evidencija i drugim modulima za planiranje i upravljanje resursima: prenos podataka o primljenim kandidatima, prihvatanje podataka iz definisane sistematizacije radnih mjesta, prihvatanje podataka o postojećim kadrovima.*