

RECRUITMENT & SELECTION

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The traditional Recruitment and Selection process within XQUIS HCMS is now repositioned as Strategic Staffing. It allows an organization to register vacancies, maintain a pool of pre-qualified applicants, record and track candidates to offer and acceptance stage, manage the selection process strategically all through the Competency Management

Whilst the Competency Management provides details of position profiles , the new Recruitment & Selection administer the physical management of applicant sourcing to assessment through the filter of interviews, skill tests, details of qualification-skills -competencies viewed from the Competence Management module for direct comparison against position requirements and existing employee skills and competencies.

Matching to positions can be on the basis of qualification-skill-competence, trade licenses, languages, and any other user-defined factors, or with any combination of these criteria, with ratings or grading attached to measure compliance for applicants who are a “fit” within the specifications provided. Expected capabilities and grading can be attached to them for future training identification and position matching purposes.

Applicants for a vacancy may be searched both externally and internally from existing applicant data-bank . A database search for current and former employee files matching details entered for each applicant are provided. If the system detects a possible match with one or more current or previous employees, a list of possible matches are returned for user confirmation. Selection of a name from this list returns all current relevant details held in the database for that person.

Position-based safety requirements and hazard exposures is linked as the basis for specialized medical tests to be performed for this vacancy - e.g., heavy lifting requirements, exposure to heat or noise, etc.

Preferred applicants may be referred to internal or external medical practitioners for a range of pre-employment medical examinations and the details recorded against the applicant file.

XQUIS HCMS is able to provide a restricted system-access or printed system reports to these practitioners detailing position-based medical tests to be carried out for applicants, and to record the results of these tests.

Historical sourcing and selection data can be accessed to assist managerial decisions, including previous applicants and cost-effectiveness of various sources and methods of recruitment.

XQUIS Meta-Layer Report Generator further support this module with its ability of multi dimensional , slice-dice and drill down reporting.

The Document Generator facilitates users to automatically generate response letters to applicants according to user-defined specifications. This in-built document writer is by direct access and merge with current Microsoft office word processing application , the MS Word .