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Introduction

Welcome to the **Hire Rapidly** User Guide. This guide will help you get started with your new [Recruitment Drive](#), explain its features, setup and configuration instructions, and provide troubleshooting tips.

Why Hire Rapidly

When a company begins a hiring drive, it faces multiple challenges, such as:

- Selecting and confirming interview panelists.
- Managing data from various sourcing partners and bulk uploading applicants.
- Creating an efficient hiring workflow for the drive.
- Targeting specific skill groups, aligning them with relevant jobs, and involving the appropriate hiring managers and teams.
- Overseeing job data, its flow, and approval processes.
- Identifying qualified candidates using system-generated intelligence to evaluate the likelihood of a successful hire.
- Streamlining the interview process for faster, more informed decision-making.
- Identifying bottlenecks in the hiring process and providing improvement recommendations.
- Delivering comprehensive reports to senior leadership and HR to track progress, draw comparisons, and gain insights from historical data.

To address these challenges, Hire Rapidly provides a comprehensive tool designed to streamline every aspect of your hiring drives. It automates and optimizes processes, offers a user-friendly interface, and delivers a scalable solution that can easily adapt to new requirements.

Key Features

1. **Recruitment Drive Management:** Easily create, manage, and customize recruitment drives, including skill group selection, job role assignments, and applicant data management.
2. **Dynamic Workflow Engine:** Customizable workflows that adapt to your hiring processes, automating the movement of candidates through different stages based on predefined rules.
3. **Bulk and Single Applicant Data Upload:** Add applicant data in bulk using a pre-defined Excel template or individually, ensuring flexibility and efficiency in managing large or small volumes of candidates.
4. **Interview Scheduling and Panelist Management:** Simplify interview scheduling for candidates and interviewers, and manage panelists by volunteer nominations, manager recommendations, or manual selection.
5. **Automated Profile Movement:** Candidate profiles are automatically moved through various stages of the hiring process based on interview feedback, reducing manual intervention.

6. **Real-Time Analytics and Reporting:** A dashboard that provides insights into key recruitment metrics, including time-to-hire, panelist performance, applicant success rates, and recruitment drive progress.
7. **Centralized Candidate Profile Management:** Access detailed candidate profiles and track their progress throughout the recruitment process, from initial screening to final offer.
8. **Customizable Access Groups:** Manage user roles and permissions with predefined or custom access groups, ensuring the right level of access for HR, hiring managers, and other stakeholders.
9. **Automated Notifications and Communication:** Integrated email system for sending updates and notifications regarding interview schedules, profile movement, and recruitment statuses.
10. **Debriefing and Decision Support:** Consolidated applicant timelines and feedback to assist teams in making informed final decisions during the debriefing process.

The process and details are further elaborated in the following sections.

Getting Started

System Requirement

1. Java 17+
2. MySQL

Installation Instructions

1. Create an empty schema in MySQL, preferably named it as **hirerapidly**.
2. Download the latest executable JAR from [here](#).
3. Create a new application.properties file and add the following database and system properties in it

```
spring.datasource.url=jdbc:mysql://<database-hostname>:<database-  
port>/<database-schema-name>  
spring.datasource.username=<database-username>  
spring.datasource.password=<database-password>  
file.upload.location=<file-location-to-store-applicant-resume>
```

4. Execute the JAR using following command

```
java -jar HireRapidly.jar --spring.config.location=file:///<path-to-application.property>
```

5. Application is up and running on <http://<deployment-hostname>:8080/>

Initial Setup and Configurations

1. Login with default admin credentials
 - a. Email ID: admin@hirerapidly.com
 - b. Password: admin123
2. Go to **Admin** tab and change the master data according to your organization
 - a. **Location:** List of countries, states and cities for office and non-office locations
 - b. **Skill Set:** Job Family, Skill Group, Skill

- c. **Access Group:** Default access groups are already created. Change only if you need to customize it further or add additional access groups. Each individual user is assigned to an access group and receives appropriate permissions to perform various operations.
- d. **User:** Change internal band and job title
- e. **Status:** Application, Job and Drive statuses and stages are data-driven and controlled by the admin screen. But we recommend that you start with default list for now and later can add, edit, or delete as per your hiring drive needs.
- f. **Workflow:** Application offers to create workflow dynamically by adding events and state transition and control the applicant interview process using data drive approach.

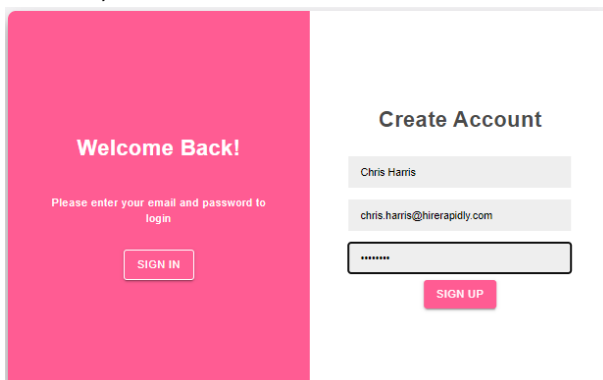
Four default workflows are created. We recommend that you start with these default workflows and later can customize it further with better understanding of the system.

- g. **Mail Server:** Configure email server for SMTP protocol. This email id is used to send all updates, notification to the users. If this is not configured properly, several processes will be impacted, including password resets, email notifications for drive and applicant profile movements, and other notifications.
- 3. Change default admin email id
 - a. Go to **Team** tab and scroll down to **Employee** card
 - b. Edit **Admin** record and correct display name, email id and other details as appropriate
- 4. Change default admin password
 - a. Click profile picture/icon on the top right corner
 - b. Click **Change Password** and follow the instructions.

How to Onboard New Users

Application provides easy two steps process for new user registration.

1. Sign Up: New user needs to click on Sign Up form and enter three details such as Name, Email ID, and Password.



The screenshot displays a user interface with two main sections. On the left, a pink vertical bar contains the text 'Welcome Back!' and 'Please enter your email and password to login', with a 'SIGN IN' button below. On the right, a white box titled 'Create Account' contains three input fields: 'Name' (with 'Chris Harris' entered), 'Email' (with 'chris.harris@hiringapidly.com' entered), and 'Password' (with masked characters '*****'). A 'SIGN UP' button is located at the bottom of the 'Create Account' section.

2. Request approval: Following are the step for Admin to approve/reject the requests
 - a. Admin needs to go to **Team** tab and **Employee** card.
 - b. Search for **Pending** requests
 - c. Edit the corresponding records and fill the remaining details and save.

Employees									
Actions	Name	Email	Status	Manager	Role	Access Group	Skill Group	Job Title	Team
...	Chris Harris	chris.harris@hireapidly.com	Approved Pending						

Recruitment Drive Management

This section outlines step by step instruction to create and navigate a recruitment drive.

Create a New Recruitment Drive

1. Go to **Drive** Tab and click **Add New** Button. Depending on user's role and access group, one may or may not see "Add New" button. With default configuration, creating a new recruitment drive functionality is given to Drive Coordinator, HR, and Admin role.
2. Fill the new drive creation form with required details and save.

New Drive

CANCEL

SAVE

Name *

Noida Walk-ins

Primary Coordinator

Marlin Hyatt (SS-DC)

Team

Visual Studio

Secondary Coordinator

Finn Orn (WIN-DC)

Participation

All Teams

Human Resource

Cleo Erdman (WIN-HR)

Workflow

L1->L2->L3->HM->HR

Locations

New Delhi

July, 2024

Mon

Tue

Wed

Thu

Fri

Sat

Sun

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Dates

2024/07/20

2024/07/21

Drive Dates

Drive Logistics Management

A recruitment drive needs a complete checklist before going live. Hire Rapidly offers an easy-to-use interface that guides users step-by-step to handle all logistical aspects of a recruitment drive. To activate the different steps, simply toggle the corresponding steps in the configuration card.

Go to Drive -> Setting -> Activities

Activities

Skill group selection

Sourcing and screening candidates

Ask managers to include jobs in the drive

Call for the volunteers (panelists)

Ask managers for panelists

Change State To

Active

Skill Group Selection

This step allows Drive Coordinators to determine the Skill Groups that the hiring drive will target.

Skill Group Selection									
Name	Active Jobs	Approved	Pending	Declined	All Panelists	HT Panelists	Applicants	Panelists	Actions
Manual Testing	1	0	0	0	0	0	0	0	✕
Java Technologies	2	1	0	0	3	3	19	2	✕
Database Technologies	1	1	0	0	2	2	5	1	✕
iOS Technologies	0	0	0	0	1	0	0	0	+
Recruiter	0	0	0	0	0	0	0	1	+
People Management	0	0	0	0	0	0	0	2	+
6 rows < > 1-6 of 11									

Job Selection

Based on the skill groups selection, Hire Rapidly lists all active jobs under those groups and notifies all hiring managers about the recruitment drive. This allows hiring managers to include their jobs if they wish to participate.

Job							
Active Job Count: 2							
Title	Skill Group	Experience	Band	Approved By	Hiring Manager	Level 2 Manager	Level 3 Manager
Sr. Java Developer	Java Technologies	5	67	Hilario Jaskolski (HRPL-CEO)	Delpha Padberg (SS-DM)	Winona Yost (SS-P)	Hilario Jaskolski (HRPL-CEO)
Sr. Data Engineer	Database Technologies	5	64	Hilario Jaskolski (HRPL-CEO)	Lessie Collins (VS-TM)	Tiffany Weissnat (VS-P)	Hilario Jaskolski (HRPL-CEO)
6 rows < > 1-2 of 2							

Applicant Data Management

Hire Rapidly allows for adding applicant data in two ways: bulk and single. Sourcing partners can fill a pre-defined Excel template with basic information about their referrals and send it along with applicants' resumes in PDF format. The bulk data upload wizard then guides drive coordinators or HR through a step-by-step process to upload this information into the tool's applicant repository.

A new sourcing partner can be added via Admin tab.

Bulk Data Upload Wizard

Location: Drive Setting Page -> Applicant -> Upload

Applicant									
Name	Phone	Email	Agency	Company	Status	City	Skill Group	Primary Skills	Experience
Katelynn Ebert	1-912-792-5355	Katelynn.Ebert@google.com	Infotech Solutions		Candidate Selected	Chennai	Java Technologies	React JS, React JS	3
Dayana Osinski	346.698.7655	Dayana.Osinski@yahoo.com	Infotech Solutions		L2 Pending		Java Technologies	Spring and Hibernate, React JS	12
David Barrows	1-329-945-4106	David.Barrows@amazon.com	Infotech Solutions		Reject	Hyderabad	Java Technologies	Spring and Hibernate, Spring and Hibernate	9
Eva Larson	1-546-305-1736	Eva.Larson@others.com	Infotech Solutions		Reject		Java Technologies	React JS, Core Java	5
Shana Hagenes	1-412-587-9683	Shana.Hagenes@yahoo.com	Infotech Solutions		Reject		Java Technologies	Core Java, React JS	8
Telly Tromp	(657) 489-0936	Telly.Tromp@apple.com	Infotech Solutions		L1 Pending		Java Technologies	Spring and Hibernate, React JS	11

Validation?	First Name	Last Name	Phone	Email	Current Company	Current City	Skill Group	Primary Skills	
	Katelynn	Ebert	1-912-792-5355	Katelynn.Ebert@google.com	Google	Chennai	Java Technologies	React JS, React JS	
	Dayana	Osinski	346.698.7655	Dayana.Osinski@yahoo.com	Yahoo	Gurugram	Java Technologies	Spring and Hibernate, React JS	
	David	Barrows	1-329-945-4106	David.Barrows@amazon.com	Amazon	Hyderabad	Java Technologies	Spring and Hibernate, Spring and Hibernate	
	Eva	Larson	1-546-305-1736	Eva.Larson@others.com	Others	Kolkata	Java Technologies	React JS, Core Java	
	Shana	Hagenes	1-412-587-9683	Shana.Hagenes@yahoo.com	Yahoo	Gurugram	Java Technologies	Core Java, React JS	

Interview Panelists Finalization

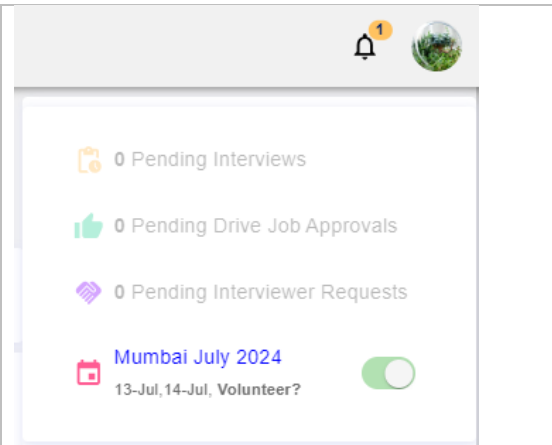
The software offers multiple ways to arrange and select panelists. The drive coordinator can request volunteers from the respective hiring or organizational teams and later approve or disapprove their requests. Alternatively, they can ask hiring managers or team managers with relevant skills for panelist recommendations. Finally, the drive coordinator has the option to manually add interview panelists.

Volunteers

To invite volunteers, the drive coordinator needs to enable this option in the Activities section. This will create a notification in the profiles of all eligible panelists, seeking their interest in volunteering as a drive panelist.

Activities		
Skill group selection		1. Click on the fourth toggle button to start accepting nominations for volunteers.
Sourcing and screening candidates		
Ask managers to include jobs in the drive		
Call for the volunteers (panelists)		
Ask managers for panelists		
Change State To	Active	

- Volunteers will see a notification in their profile, which they can accept if they wish to participate.



The drive coordinator can view all volunteer nominations in the Panelist section of the drive settings page. They can then accept or reject these nominations in the Volunteer Detail page.

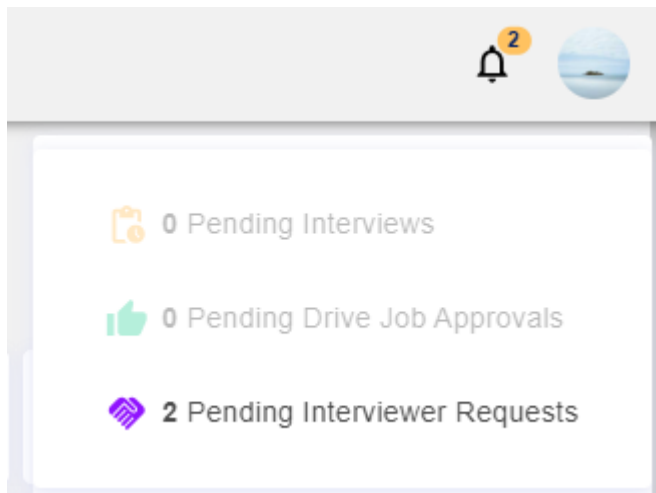
Panelist							
				Volunteers: 2	+ Add Panelist	REFRESH	
Drive Name	Skill Group	Manager	Level 2 Manager	Level 3 Manager	Panelist	Assigned By	Actions
Mumbai July 2024	Java Technologies	Roslyn Wilderman (VS-DM)	Tiffany Weissnat (VS-P)	Hilario Jaskolski (HRPL-CEO)	Zelma Wisoky (VS-JAVA)	Marlin Hyatt (SS-DC)	✕
Mumbai July 2024	Database Technologies	Roslyn Wilderman (VS-DM)	Tiffany Weissnat (VS-P)	Hilario Jaskolski (HRPL-CEO)	Pascale Haag (VS-DB)	Marlin Hyatt (SS-DC)	✕
Mumbai July 2024	Java Technologies	Lessie Collins (VS-TM)	Tiffany Weissnat (VS-P)	Hilario Jaskolski (HRPL-CEO)	Urei Fahey (VS-JAVA)	Marlin Hyatt (SS-DC)	✕
Mumbai July 2024	People Management	Tiffany Weissnat (VS-P)	Hilario Jaskolski (HRPL-CEO)		Roslyn Wilderman (VS-DM)	Marlin Hyatt (SS-DC)	✕
Mumbai July 2024	People Management	Tiffany Weissnat (VS-P)	Hilario Jaskolski (HRPL-CEO)		Reid Cummings (VS-PM)	Marlin Hyatt (SS-DC)	✕
Mumbai July 2024	Recruiter	Winona Yost (SS-P)	Hilario Jaskolski (HRPL-CEO)		Pauline Metz (SS-HR)	Marlin Hyatt (SS-DC)	✕
6 rows < > 1-6 of 6 >							

Volunteers							CLOSE
							Search
Name	Skill Group	Job Title	Drive	Status	Last Updated By	Actions	
Zelma Wisoky (VS-JAVA)	Java Technologies	Software Engineer I	Mumbai July 2024	Approved	Marlin Hyatt (SS-DC)	✓ ✕	
Pascale Haag (VS-DB)	Database Technologies	Senior Software Engineer I	Mumbai July 2024	Approved	Marlin Hyatt (SS-DC)	✓ ✕	
5 rows < > 1-2 of 2 >							

Once the volunteer nomination is accepted, the volunteer is added to the panelist list.

Managers Recommendation

Additionally, the drive coordinator can seek support from hiring or other organization managers to provide interview panelists. To enable this, they need to activate the option in the Drive Activities section. A notification and request for panelists will then be sent to all eligible managers. Managers can nominate interview panelists by attaching any team member within the selected skill groups.



A notification will appear under the manager's profile section, allowing them to nominate interview panelists by selecting team members within the designated skill groups.

Pending Panelist Requests

Drive Name	Dates	Skill Group	Manager Name	Manager-2 Name	Manager-3 Name	Panelist Name
Mumbai July 2024	13-Jul, 14-Jul	Java Technologies	Roslyn Wilderman (VS-DM)	Tiffany Weissnat (VS-P)	Hilaro Jaskolski (HRPL-CEO)	
Mumbai July 2024	13-Jul, 14-Jul	Java Technologies	Leslie Collins (VS-TM)	Tiffany Weissnat (VS-P)	Hilaro Jaskolski (HRPL-CEO)	

6 rows | < > 1-2 of 2 >>

Click on the record and select from the available panelists in the pop-up window.

Panelists

Name	Email	Manager	Job Title	Band	Actions
Zelma Wisoky (VS-JAVA)	Zelma.Wisoky@HireRapidly.com	Roslyn Wilderman (VS-DM)	Software Engineer I	63	✓
Taya DuBuque (VS-JAVA)	Taya.DuBuque@HireRapidly.com	Roslyn Wilderman (VS-DM)	Software Engineer II	64	✓
Uriel Fahey (VS-JAVA)	Uriel.Fahey@HireRapidly.com	Leslie Collins (VS-TM)	Senior Test Engineer I	66	✓
Lennie Mohr (MSIT-JAVA)	Lennie.Mohr@HireRapidly.com	Alvena Langworth (MSIT-DM)	Senior Software Engineer II	67	✓
Neil Poulos (MSIT-JAVA)	Neil.Poulos@HireRapidly.com	Alvena Langworth (MSIT-DM)	Senior Software Engineer II	67	✓

5 rows | < > 1-5 of 10 >>

Manager-recommended panelists will be directly added to the drive panelists.

Add Panelist (Manually)

Last but not least, the drive coordinator can add panelists directly by clicking the 'Add Panelist' button. They can search for panelists by name or skill group and add them to the drive.

Panelist							
				Volunteers: 2	+ Add Panelist		
Drive Name	Skill Group	Manager	Level 2 Manager	Level 3 Manager	Panelist	Assigned By	Actions
Mumbai July 2024	Java Technologies	Roslyn Wilderman (VS-DM)	Tiffany Weissnat (VS-P)	Hilario Jaskolski (HRPL-CEO)	Zelma Wisoky (VS-JAVA)	Marlin Hyatt (SS-DC)	✕
Mumbai July 2024	Database Technologies	Roslyn Wilderman (VS-DM)	Tiffany Weissnat (VS-P)	Hilario Jaskolski (HRPL-CEO)	Pascale Haag (VS-DB)	Marlin Hyatt (SS-DC)	✕
Mumbai July 2024	Java Technologies	Lessie Collins (VS-TM)	Tiffany Weissnat (VS-P)	Hilario Jaskolski (HRPL-CEO)	Uriel Fahey (VS-JAVA)	Marlin Hyatt (SS-DC)	✕
Mumbai July 2024	People Management	Tiffany Weissnat (VS-P)	Hilario Jaskolski (HRPL-CEO)		Roslyn Wilderman (VS-DM)	Marlin Hyatt (SS-DC)	✕
Mumbai July 2024	People Management	Tiffany Weissnat (VS-P)	Hilario Jaskolski (HRPL-CEO)		Reid Cummings (VS-PM)	Marlin Hyatt (SS-DC)	✕
Mumbai July 2024	Recruiter	Winona Yost (SS-P)	Hilario Jaskolski (HRPL-CEO)		Pauline Metz (SS-HR)	Marlin Hyatt (SS-DC)	✕
6 rows < > 1-6 of 6 >							

Panelist

Q

Java

X

Name	Email	Manager	Skill Group	Job Title	Band	Actions
<div><div></div><div>Zelma Wisoky (VS-JAVA)</div></div>	Zelma.Wisoky@HireRapidly.com	Roslyn Wilderman (VS-DM)	Java Technologies	Software Engineer I	63	<div>✓</div>
<div><div></div><div>Taya DuBuque (VS-JAVA)</div></div>	Taya.DuBuque@HireRapidly.com	Roslyn Wilderman (VS-DM)	Java Technologies	Software Engineer II	64	<div>✓</div>

Add Taya DuBuque (VS-JAVA)

5 rows

1-2 of 2

Drive Activation

After completing all activities, it's time to activate the drive. Change the status in the Activities section to 'Active' to move all screened profiles to the 'L1 Pending' interview state, making them ready for assignment to interviewers.

Activities

Skill group selection

Sourcing and screening candidates

Ask managers to include jobs in the drive

Call for the volunteers (panelists)

Ask managers for panelists

Change State To

Active

Interview Process Management

The interview cycle encompasses several steps:

Candidate Profile Lookup

Search profiles based on criteria like the current stage, previous feedback, probability of selection, and skill group.

Go to **Application Repository** and search and filter desired profiles

Applicant Repository

Mumbai July 2024

Applicant Registration

Bulk Upload

2Candidate Selected

15L1 Pending

1L2 Pending

6Reject

Available Profiles

Q Search

X

Name	Status	Skill Group	Primary Skills	Experience	Email	Phone	Company	Actions
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
Ebert, Katelynn	Candidate Selected	Java Technologies	React JS, React JS	3	Katelynn.Ebert@google.com	1-912-792-9355		<div></div>
Osinski, Dayana	L2 Pending	Java Technologies	Spring and Hibernate, React JS	12	Dayana.Osinski@yahoo.com	346.698.7655		<div></div>
Barrows, David	Reject	Java Technologies	Spring and Hibernate, Spring and Hibernate	9	David.Barrows@amazon.com	1-329-945-4106		<div></div>
Larson, Eva	Reject	Java Technologies	React JS, Core Java	5	Eva.Larson@others.com	1-546-305-1736		<div></div>
Hagenes, Shana	Reject	Java Technologies	Core Java, React JS	8	Shana.Hagenes@yahoo.com	1-412-587-9683		<div></div>
Tromp, Telly	L1 Pending	Java Technologies	Spring and Hibernate, React JS	11	Telly.Tromp@apple.com	(657) 489-0936		<div></div>

Interview Panelist can search for the preferred profile and lock them in for the next round of interview.

Profile Assignment

Alternatively, the drive coordinator, HR, or skill group owner can assign the applicant directly to the interview panelist.

Applicant Lookup

Applicants

Q Search




X

Name	Status	Skill Group	Primary Skills	Experience	Email	Phone	Company	City	Actions
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
Osinski, Dayana	L2 Assigned	Java Technologies	Spring and Hibernate, React JS	12	Dayana.Osinski@yahoo.com	346.698.7655			<div></div> <div></div>
Tromp, Telly	L1 Pending	Java Technologies	Spring and Hibernate, React JS	11	Telly.Tromp@apple.com	(657) 489-0936			<div></div> <div></div>
Schmidt, Murphy	L1 Pending	Java Technologies	Spring and Hibernate, Core Java	11	Murphy.Schmidt@others.com	(004) 757-0846			<div></div> <div></div>
Hahn, Alf	L1 Pending	Java Technologies	Spring and Hibernate	14	Alf.Hahn@apple.com	891.855.2254			<div></div> <div></div>
Purdy, Eladio	L1 Pending	Java Technologies	React JS, Spring and Hibernate	1	Eladio.Purdy@apple.com	(408) 259-2637		Chennai	<div></div> <div></div>
Bauch, Shyanne	L1 Pending	Java Technologies	Spring and Hibernate	7	Shyanne.Bauch@google.com	1-429-467-3435		Hyderabad	<div></div> <div></div>
Cruikshank, Odell	L1 Pending	Java Technologies	React JS	3	Odell.Cruikshank@yahoo.com	(508) 667-8568		Hyderabad	<div></div> <div></div>
Doyle, Malda	L1 Pending	Java Technologies	Spring and Hibernate, Core Java	9	Malda.Doyle@yahoo.com	920-646-7954			<div></div> <div></div>
Leuschke, Marley	L1 Pending	Java Technologies	React JS, Spring and Hibernate	9	Marley.Leuschke@apple.com	1-143-059-4421		Chennai	<div></div> <div></div>
Little, Marjolaine	L1 Pending	Java Technologies	React JS	10	Marjolaine.Little@apple.com	1-516-245-8262		Chennai	<div></div> <div></div>

10 rows1-10 of 16

Panelist Assignment

Interview Scheduling

Pending Interviews								
Name	Status	Primary Skills	Experience	Email	Phone	City	Interview Time	Actions
Osinski, Dayana	L2 Assigned	Spring and Hibernate, React JS	12	Dayana.Osinski@yahoo.com	346 698 7655		Jul 20, 9:29	 
								

After updating the interview date and time for the applicant, click on the record to access the applicant's detailed profile. From there, enter the interview feedback and make a decision.

Osinski, Dayana

Personal Information

Email

Dayana.Osinski@yahoo.com

Phone

346.698.7655

Last Update Date

Jul 7, 2024

Current Company

State

L2 Assigned

Skill Set

Skill Group

Java Technologies

Primary Skill

Spring and Hibernate

Secondary Skills

Experience

12 Years

Job Details

Hiring Manager

Manager Level

2

Human Resource

Recruiter Name

Job Code

Skillwise Evaluation

Q Search

X

Skill	Rating	Comment	Actions
Spring and Hibernate	Very Good	Detailed knowledge and hands on experience on Spring Hibernate Application	<div></div> <div></div>
Oracle & PL/SQL	Average	Additionally worked on Oracle database designing and development with decent understanding of relational databases	<div></div> <div></div>

5 rows

<<<1-2 of 2>>>

Interview Details

Decision

SELECT

Rating

Very Good

Overall feedback *

Overall good working experience and knowledge of the required skill sets

SAVE

SUBMIT

Profile Movement

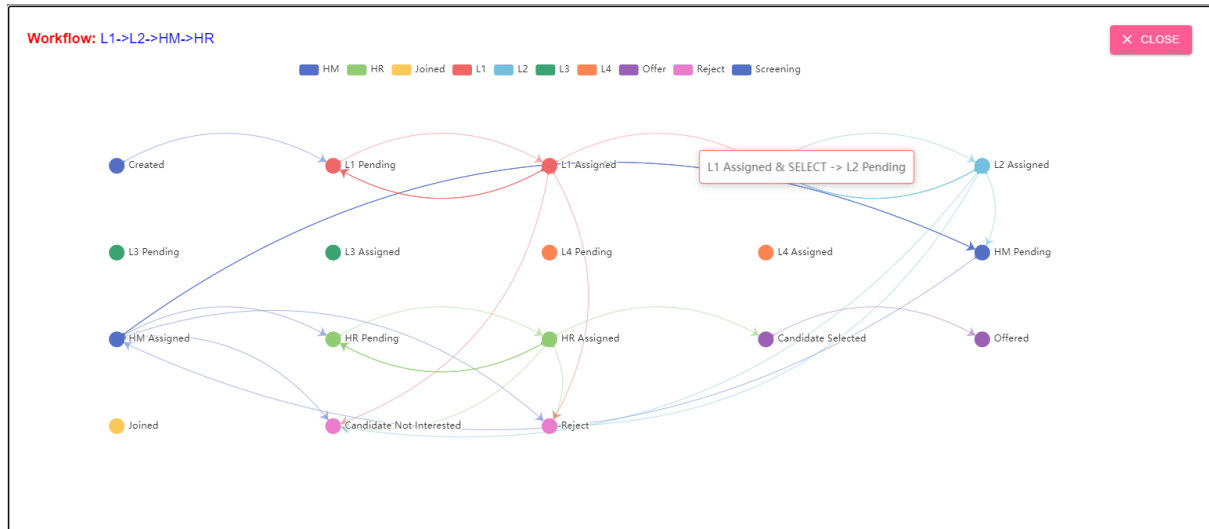
Based on the interview feedback, the profile is automatically moved to the next stage or rejected according to the workflow rule engine, which determines subsequent actions or inactivation. Drive coordinators, HR, and concerned team members receive notifications about the applicant's state transition and can take the next set of actions accordingly.

Workflow Rule Engine

The application is designed to support customizable data-driven workflows tailored to organizational needs. By default, four different workflows are defined, starting with an initialization process. This can include one to four rounds of interviews, followed by a hiring manager round and concluding with an HR round.

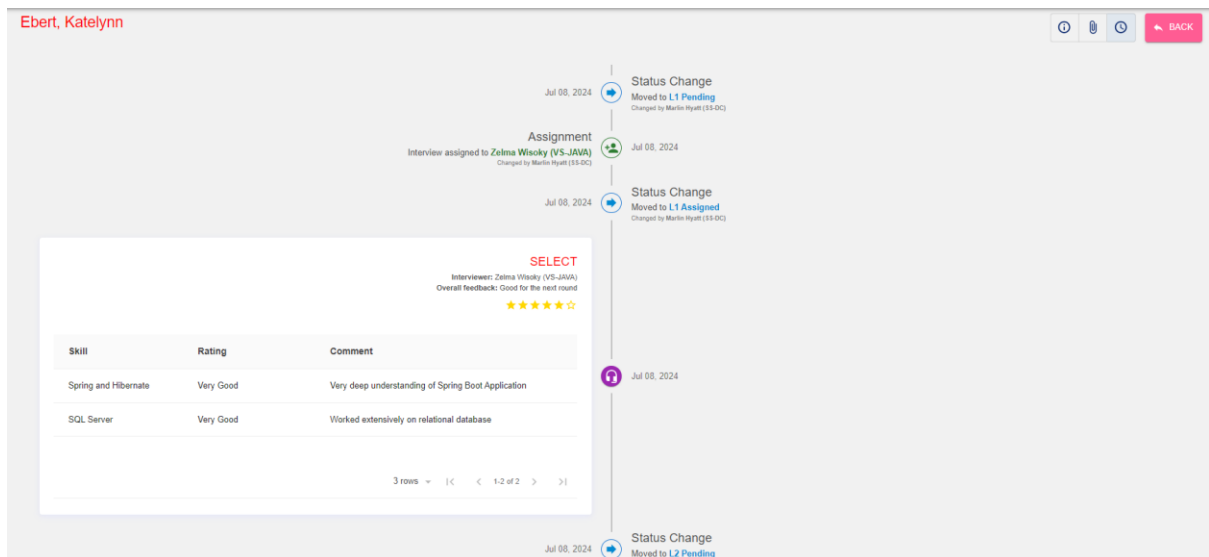
Workflow		Workflow Rules (L1->L2->HM->HR)			
Name	Actions	From	Event	To	Actions
L1->HM->HR	<div></div> <div></div> <div></div>	Created	DRIVE ACTIVE	L1 Pending	<div></div>
L1->L2->HM->HR	<div></div> <div></div> <div></div>	L1 Pending	ASSIGNED	L1 Assigned	<div></div>
L1->L2->L3->HM->HR	<div></div> <div></div> <div></div>	L1 Assigned	SELECT	L2 Pending	<div></div>
L1->L2->L3->L4->HM->HR	<div></div> <div></div> <div></div>	L1 Assigned	REJECT	Reject	<div></div>
		L1 Assigned	UNASSIGNED	L1 Pending	<div></div>

Workflow Graphical Representation



Debriefing Process

The application continuously consolidates the applicant's profile activities and displays them in an applicant timeline. This timeline helps teams make informed final decisions during the debriefing process.



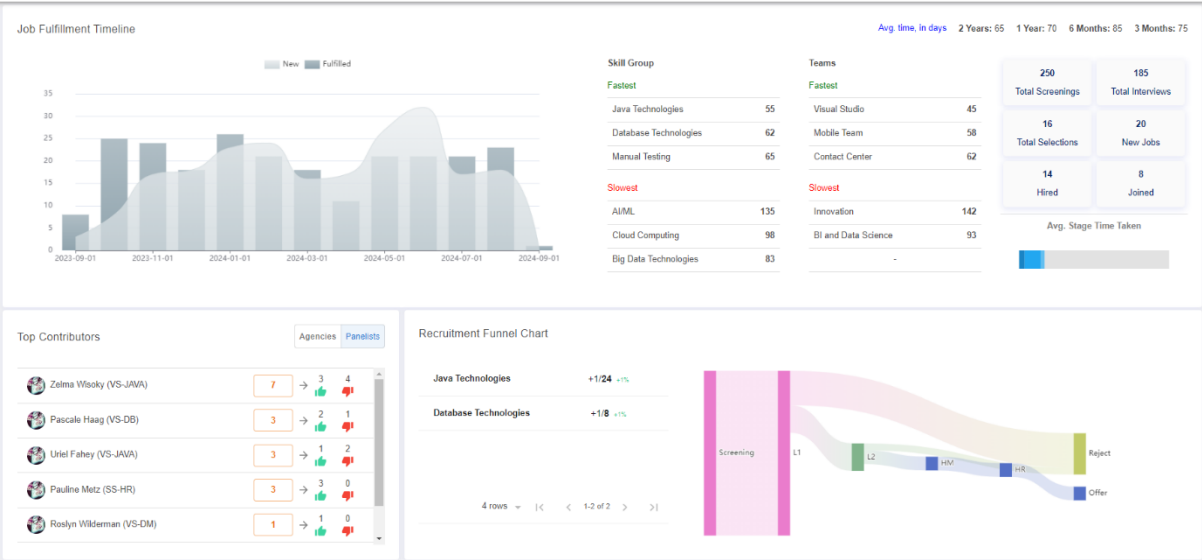
Dashboard

The dashboard provides extensive reporting for senior leadership and HR, covering various metrics from the organizational drive process.

These metrics include

- Fastest and slowest hiring skill groups and teams
- New versus fulfilled jobs
- Average time to fulfil a job and historical trends
- Applicants per job

- Time taken from screening to final offer, with detailed analysis of intermediate stages
- Sourcing agency quality and selections
- Selection ratio
- Interview panelist efficacy
- Skill-wise and overall state movement progress
- Current pipeline status
- Other key indicators related to the hiring process



Contact Information

- **Support Contact:** Please feel free to contact our team at contact@hirerapidly.com for any further assistance