

# Human Resource Management System



*This case is of an organization which is engaged in the business of running hospitals and providing healthcare services in various cities in India and has established multi-speciality hospitals at various locations in India and has significant expertise and goodwill in the field of cardiac health related matters and other medical care issues.*

## Problem Statement

1. Hospital administration was finding it difficult to manage records of candidates applying for job positions.
2. For future reference candidates' data was required to be preserved; which was consuming too much of space
3. HR team was finding it very difficult to ascertain completeness of profiles made available
4. Data confidentiality was a big concern area
5. People had to keep switching between systems to access data from one system and make use of same in other

# Our Approach

Writer's DMS team approached the relevant stakeholders at hospital to understand their problem. Based on the discussion Writer's team suggested a candidate on-boarding solution with following features in it.

1. Real-time alerts on any document operations.
2. Improved (role based) access and absolute security of documents.
3. Simplified candidate on-boarding (pre / post) joining process.
4. Ease of retrieval of documents based on access rights.
5. Live dashboard which showcases various MIS

# Solution Provided

1. The solution is sequential workflow to process every candidate's data
2. The application is integrated with customer's SAP for easy to and from data flow
3. Facility to upload candidate data in bulk (batches)
4. Login option provided to candidate for faster and secured receipt of their documents to HR team at hospital
5. Mail notification / reminder to candidate based on TAT defined (configurable)
6. Automatic reminders (via SMS / email) to upload the required documents
7. Integration with Active Directory for single sign on functionality

# Benefits Delivered

1. 50% plus time improvement in TAT of HR team replying back to the candidate (as all relevant documents from candidates being received without manual reminders and almost zero monitoring).
2. Huge improvement in productivity of the employees' on-boarding process as manual processes were reduced to minimum.
3. Auto e-mail trigger saves the manual process of approval.
4. Decreased risk of documents loss and data loss.
5. Generate dashboard for relevant users with relevant information.