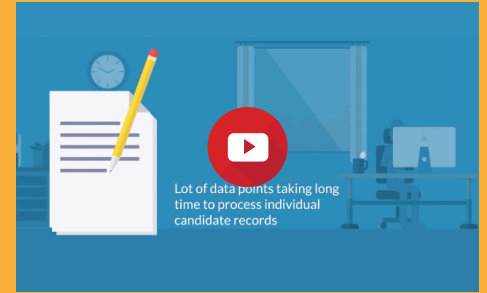


# Using Robotic Process Automation (RPA) for Candidate Onboarding as part of Human Resource (HR) initiative

*Verification of candidate information and completing onboarding formalities in an HRMS system by using Robotic Process Automation software*



## Problem Statement

A well-established manufacturing organization started facing an unexpected hurdle in their expansion process. They realized that their Recruitment team was becoming a bottleneck in the whole process due to surge in new appointments. With a legacy HRMS system, entering information of every candidate in the system and its further processing was time consuming causing delays in the overall recruitment process. With aggressive deadlines to meet, customizing it was not possible either. They were looking for a quick solution to ensure that their timelines of the expansion plan are met.

## Solution

The existing process was studied in detail and every step was documented for assessment. Based on the qualification for Robotic Process Automation, Robots were engaged to perform the most predictable and mundane job for candidate onboarding.

## Process

- Bot receives an Excel with names and emails of candidates
- Bot triggers email to candidates with attachment as candidate form
- Once the candidate replies with the completed candidate form, Robot receives the form and processes it
- In case of incomplete form or any issues in data, Robot responds with an email with list of errors to the candidate
- The process is repeated till the candidate replies with the corrected data
- Data is entered in to HRMS upon receipt of correct data and candidate is notified.
- A consolidated report is shared with all stake holders at defined time by the end of each day



**Time Saved**  
Nearly 80%



**Accuracy**  
100%



**Tools**  
UiPath, X, G



**Third Party Services**  
None

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