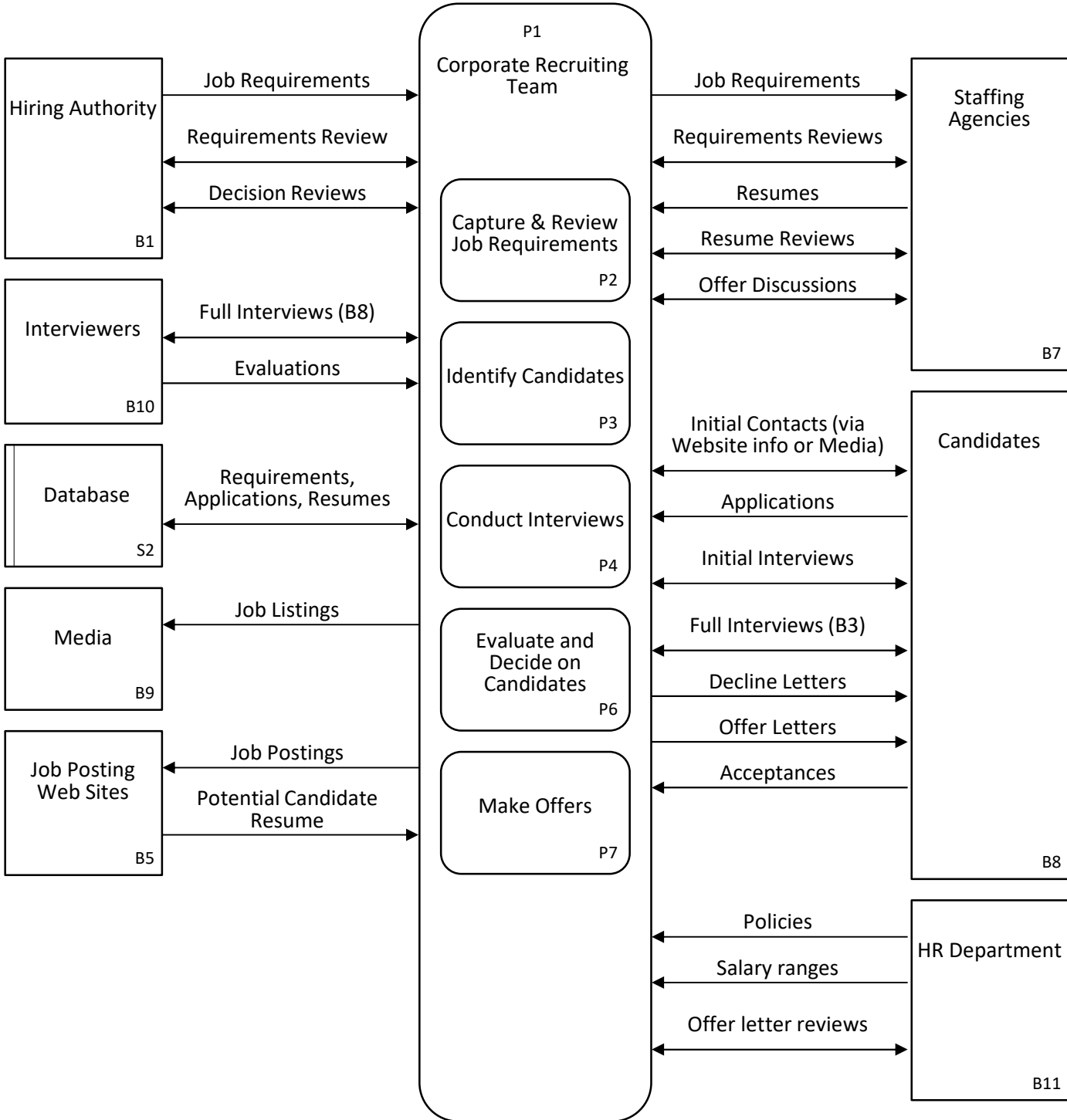|		
Area Title:	Recruiting Process	ID: FQ5KD25V
Map Title:	Corporate Recruiting Team	Map ExtID: EV8EC95P
Map Type:	Map	Date/Time: 2021/08/02 08:12:24 PM

P1 — Corporate Recruiting Team

Processes:
- Capture & Review Job Requirements (P2)
- Identify Candidates (P3)
- Conduct Interviews (P4)
- Evaluate and Decide on Candidates (P6)
- Make Offers (P7)

Hiring Authority (B1)
- Job Requirements
- Requirements Review
- Decision Reviews

Interviewers (B10)
- Full Interviews (B8)
- Evaluations

Database (S2)
- Requirements, Applications, Resumes

Media (B9)
- Job Listings

Job Posting Web Sites (B5)
- Job Postings
- Potential Candidate Resume

Staffing Agencies (B7)
- Job Requirements
- Requirements Reviews
- Resumes
- Resume Reviews
- Offer Discussions

Candidates (B8)
- Initial Contacts (via Website info or Media)
- Applications
- Initial Interviews
- Full Interviews (B3)
- Decline Letters
- Offer Letters
- Acceptances

HR Department (B11)
- Policies
- Salary ranges
- Offer letter reviews

Map and Plan Area: **Recruiting Process**
Map and Plan Area ID: **FQ5KD25V**
Map Title: **Corporate Recruiting Team**
List Title: **Map Parts, Evaluations, Priorities**
Date/Time: **2021/08/02 08:12:24 PM**

Flow codes: ==>[] : to Central Process; <==[] : from Central Process; <==> : to/from Central Process

Main Text	Assigned To	Due Date	Progress/Status/Notes
Recruiting Process *Map and Plan Area Name*			
Corporate Recruiting Team *Map Central Process*			
Note Organization or Group			
Note Current			
Note Main Operations			
Note Recruiting team staff			
Major Goal Reduce cycle time from requirements to hire			
Major Goal Reduce hire fails			
Major Issue Requirements are not well-defined			
Major Issue Meetings with interviewers are hard to schedule			
Major Change Idea Better guidance for hiring authorities			
Major Change Idea More automation			
Note Not sure what we need at this time			
Capture & Review Job Requirements P2			
Identify Candidates P3			
Conduct Interviews P4			
Evaluate and Decide on Candidates P6			
Make Offers P7			
Left Side Column			
Hiring Authority B1			
==>[] Job Requirements			
Issue Requirements are not specific enough			
<==> Requirements Review			
Issue Difficult to schedule requirements reviews			
<==> Decision Reviews			
Issue Difficult to schedule decision reviews			
Issue Hiring authorities have second thoughts			
Interviewers B10			
Change Idea Guidelines for interviewers			
<==> Full Interviews (B8)			
Issue Interviewers are difficult to schedule			
==>[] Evaluations			
Change Idea Candidate evaluations are incomplete			
Database S2			
<==> Requirements, Applications, Resumes			
Goal Better search function for database			
Media B9			
Change Idea Evaluate current media outlets used for job ads			
<==[] Job Listings			
Change Idea Review template and boilerplate for job listings			
Job Posting Web Sites B5			
<==[] Job Postings			
Change Idea Create checklist for Job Postings content			
==>[] Potential Candidate Resume			
Goal Better system for initially sorting resumes			
Note 500 per month			
Right Side Column			
Staffing Agencies B7			
Goal Better person-to-person relationships with staffing agencies			
[]==> Job Requirements			
Issue Staffing agencies complain about requirements			
Note Approximately 25 per week			
<==> Requirements Reviews			
Issue Requirements reviews with staffing agencies produce a lot of questions, must go back to hiring authorities			
[]<== Resumes			
Issue Too much variation in resume formats			
<==> Resume Reviews			
Change Idea Automated reviews of resumes (AI?)			
<==> Offer Discussions			
Goal More flexibility in offer discussions			
Candidates B8			
Issue Need a better way to initially filter candidates			
<==> Initial Contacts (via Website info or Media)			
Goal Capture more information during initial contact			
[]<== Applications			
Goal Restructure application form for easier completion			
<==> Initial Interviews			
Change Idea Offer broader range of hours for initial interviews (remote work/time zones)			
<==> Full Interviews (B3)			
Note See Interviewers			
[]==> Decline Letters			
Change Idea Review decline letters with HR, Legal			
[]==> Offer Letters			
Issue Offer Letters boilerplate may be out of date, check with HR			
[]<== Acceptances			
Issue Acceptances come in late, delay on boarding			
HR Department B11			
[]<== Policies			
Issue Need more time warning on policy updates			
[]<== Salary ranges			
Issue Salary ranges are too rigid, not keeping up with job market			
<==> Offer letter reviews			
Issue Offer letter reviews take too long			