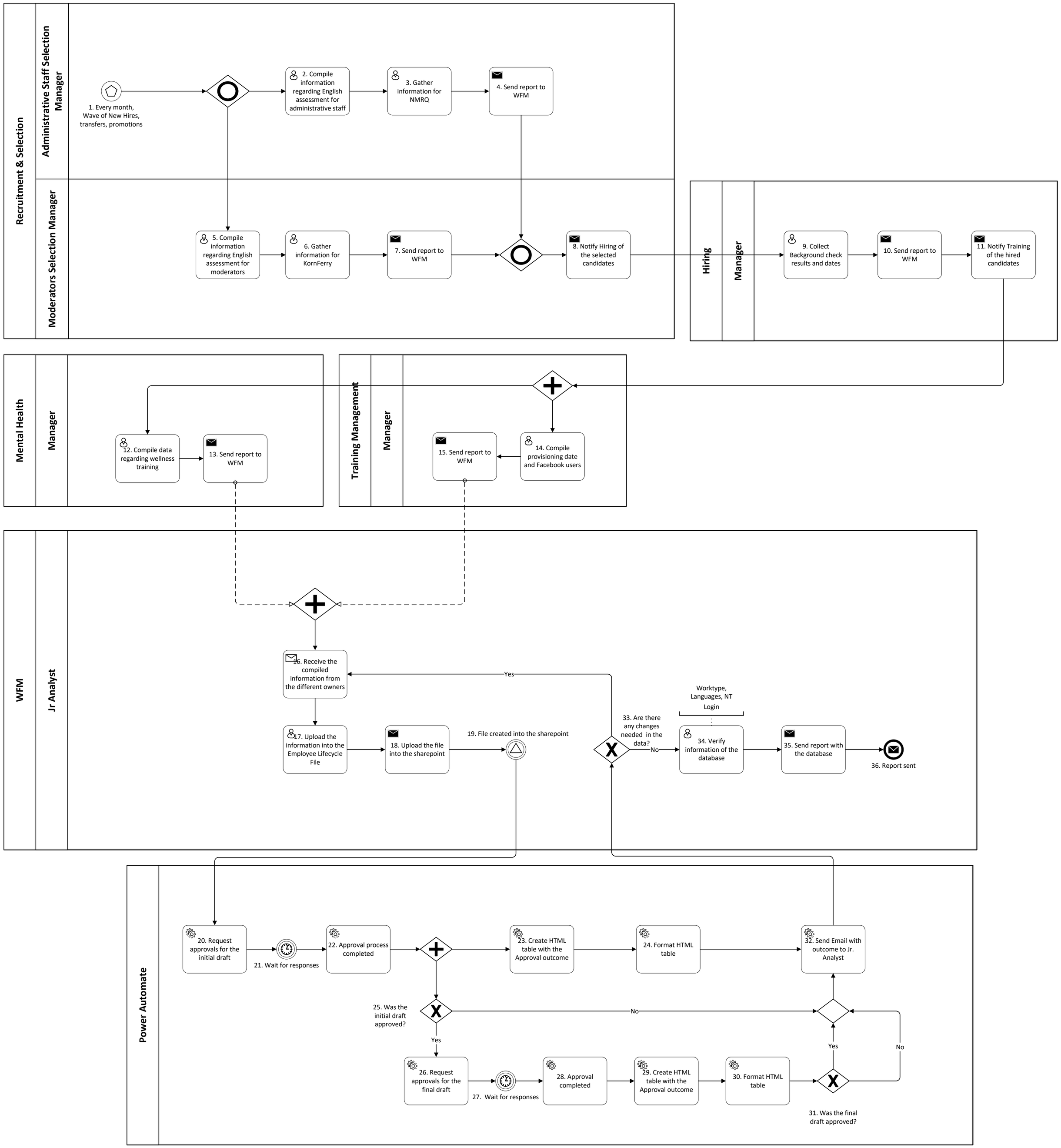
Recruitment & Selection
Administrative Staff Selection Manager
1. Every month, Wave of New Hires, transfers, promotions
2. Compile information regarding English assessment for administrative staff
3. Gather information for NMRQ
4. Send report to WFM
Moderators Selection Manager
5. Compile information regarding English assessment for moderators
6. Gather information for KornFerry
7. Send report to WFM
8. Notify Hiring of the selected candidates
Hiring Manager
9. Collect Background check results and dates
10. Send report to WFM
11. Notify Training of the hired candidates
Mental Health Manager
12. Compile data regarding wellness training
13. Send report to WFM
Training Management Manager
14. Compile provisioning date and Facebook users
15. Send report to WFM
WFM Jr Analyst
16. Receive the compiled information from the different owners
17. Upload the information into the Employee Lifecycle File
18. Upload the file into the sharepoint
19. File created into the sharepoint
33. Are there any changes needed in the data?
Yes
No
Worktype, Languages, NT Login
34. Verify information of the database
35. Send report with the database
36. Report sent
Power Automate
20. Request approvals for the initial draft
21. Wait for responses
22. Approval process completed
23. Create HTML table with the Approval outcome
24. Format HTML table
25. Was the initial draft approved?
No
Yes
26. Request approvals for the final draft
27. Wait for responses
28. Approval completed
29. Create HTML table with the Approval outcome
30. Format HTML table
31. Was the final draft approved?
Yes
No
32. Send Email with outcome to Jr. Analyst