



**Staffing and Global Talent
Acquisition RPA White Paper**
Robotic Process Automation (RPA)

**Revolutionize Your Recruitment Process by
adding RPA and AI to your HCM:**

*Streamline Hiring, Increase Efficiency, and
Improve Candidate Experience*

www.amdosoft.com

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Vision:

Careers Introduction

The ideal company seeks individuals who are up for a challenge and enjoy solving complex problems. This business values curiosity, creativity, and a desire to make a difference, always looking towards the future. They take pride in fostering a culture of open communication and collaboration, where employees are recognized for their contributions to the success of their customers. The team is passionate about seeking out new technologies and ideas, and committed to embracing diversity and taking risks to innovate and succeed. The company actively invests in its employees' growth and development, with a retention rate that far exceeds the industry standard. This is a testament to their strong employee engagement and inclusive culture, where individuals are encouraged to express their authentic voice and embrace an entrepreneurial mindset. The company is committed to diversity and recognizes that it takes many forms, actively seeking out candidates from all backgrounds to help shape the future together.

Staffing and Global Talent Acquisition

The Staffing and Global Talent Acquisition team offers various job opportunities within the company and contracted engineering services to clients. With a constantly changing workforce, finding top talent is a constant challenge. The talent acquisition team uses various channels to locate the best talent while prioritizing diversity, fairness, and taking into account the individual's ambitions and character. It is essential for the team to be effective in placing the best possible talent to ensure the company's success.

AmdoSoft Robotic Process Automation

AmdoSoft RPA is an enterprise level automation system designed to help organizations streamline their business processes while empowering their human workforce. It utilizes state-of-the-art technology, including RPA bots, graphical workflows and system automation to automate complex tasks across multiple applications.

With the use of artificial intelligence (AI) algorithms, AmdoSoft RPA can achieve autonomous intelligent automation, making it possible to manage a complete virtual workforce that works with machine precision, around the clock. With the support of AmdoSoft RPA, teams can significantly improve their efficiency and speed, freeing up time for high-value activities such as progressing projects, decision-making, and building relationships with clients.

By automating repetitive and mundane tasks, AmdoSoft RPA helps to reduce the workload of human workers and eliminate errors, leading to improved productivity and job satisfaction. Furthermore, the system's ability to work around the clock ensures that the human workforce can rely on a complete virtual workforce to support them and complete tasks quickly, resulting in better customer service and higher revenue growth.

In summary, AmdoSoft RPA combines cutting-edge technology with the human touch to create a powerful automation system that benefits both organizations and their teams, ultimately improving productivity, job satisfaction, and customer satisfaction.



What are AmdoSoft RPA Bots?

Humans are “Physical Users” while **RPA bots are “Virtual Users”**, installed and running on dedicated workstations. Bots are a **fast, accurate and reliable** technology that eliminate repetitive and mundane tasks and free up valuable time for their Human colleagues. Bots are part of a **Virtual Workforce** connected to and controlled by an extensive central management suite.

The management suite allows for **easy configuration, deployment, and monitoring** of a small or large number of bots.

Bots work 24/7, 365 days and each bot is on average 5x faster than the manual alternative.

Opportunity

There are many opportunities and benefits to utilize AmdoSoft Robotic Process Automation and AI in staffing and talent acquisition processes.

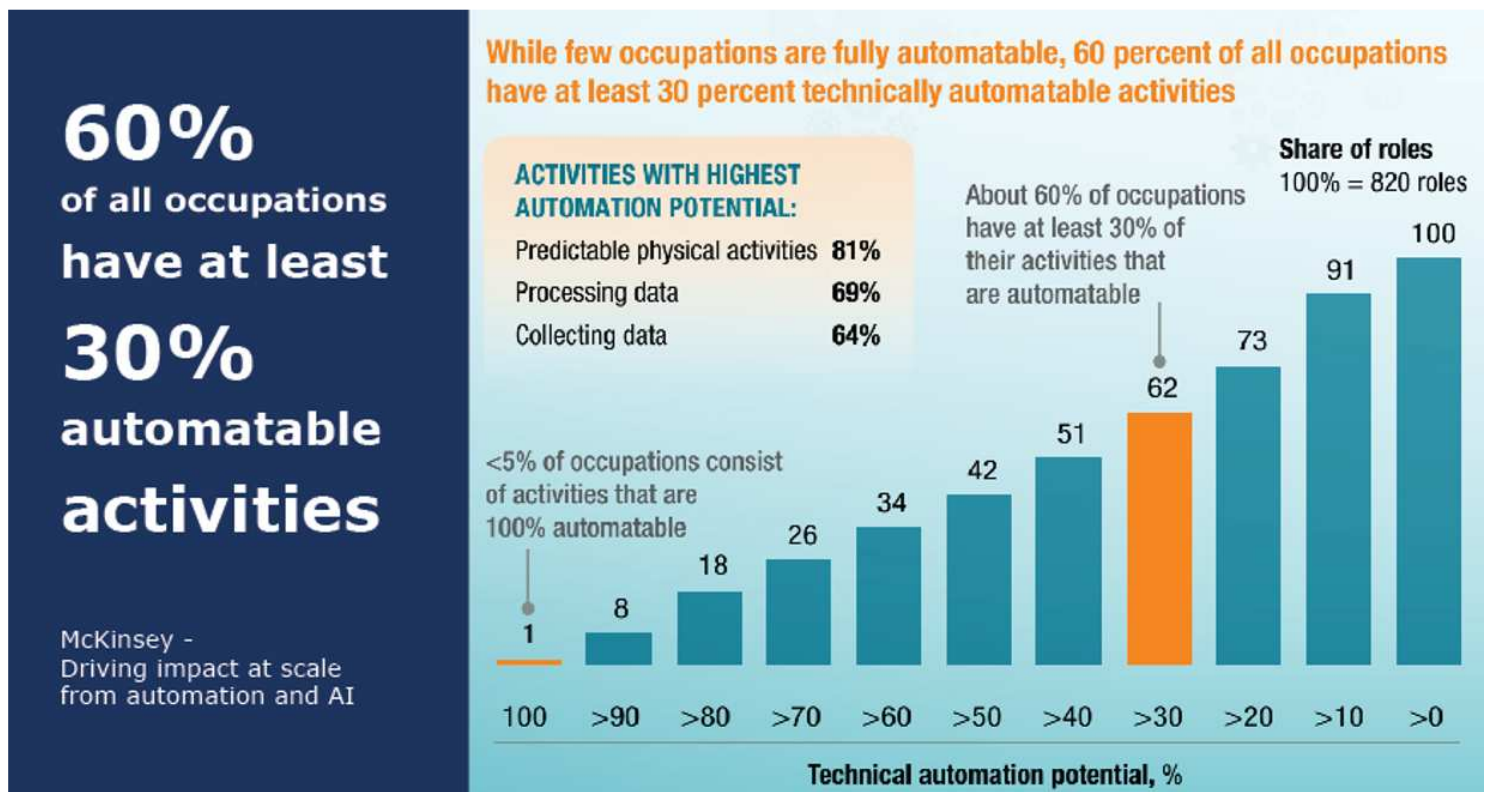
Recruiters are truly exceptional individuals, possessing years of experience, industry knowledge, and have exceptional communication skills. They have the ability to read between the lines, understand an individual's needs and character and imagining how well suited they are for a position and the position for them. Furthermore, they then skilfully convey the unique benefits of an opportunity and assist candidates in making informed decisions that can shape their future in profound ways.

Unfortunately, today's reality of the recruitment process can be one of data overload and time-consuming administrative tasks.

Utilizing advanced Robotic Process Automation and AI can allow recruiters to significantly improve their efficiency and the recruitment process as a whole. Spending more time looking at relevant resumes, interviewing and building relationships and less time with mundane and administrative tasks.

Implementing and expanding a virtual workforce help the staffing and talent acquisition team to:

- ✓ Increase the available/visible candidate pool.
- ✓ Increase the time available for critical candidate interactions (e.g. interviews).
- ✓ Increase the time available for critical client interactions.
- ✓ Increasing the speed of candidate placement and filling a position first.
- ✓ Improve candidate experiences, employer branding and increased candidate referrals.
- ✓ Make better hiring decisions by enabling recruiters to assess candidates more effectively.
- ✓ Provide valuable data and insights that can be used to improve outcomes over time.
- ✓ Consistently improve the quality of the internal candidate database vs external databases.



Candidate sourcing and screening	RPA can help automate the process of screening resumes, identifying qualified candidates, and automating follow-on processes
Interview scheduling and communication	RPA can help automate the scheduling of interviews and follow-up communication with candidates as well as any administrative tasks across multiple systems
Onboarding, compliance, and background checks	RPA can help automate the onboarding process, including the collection of new hire paperwork and verification of employment eligibility.
Client relationship management	RPA can help automate the management of client information, invoicing, and payment processing.
Business development and marketing	RPA can help automate lead generation, marketing campaigns, and business development activities.
Quality assurance and compliance	RPA can help automate quality control checks and compliance monitoring to ensure that processes and procedures are followed correctly.
Data management and reporting	RPA can help automate the management of candidate and client data, as well as generate reports and analytics to inform decision-making.
Finance and accounting	RPA can help automate financial processes such as invoicing, payment processing, and financial reporting.
HR and employee management	RPA can help automate HR processes such as benefits administration, time and attendance tracking, and performance evaluations.

Benefits

- Increased efficiency and productivity
- Improved accuracy and consistency
- Enhanced compliance and risk management
- Cost savings
- Faster time-to-hire
- Improved candidate experience
- Better data management and reporting
- Scalability
- Competitive advantage
- Improved employee and client engagement

Candidate Search and Requisition Matching Use Case

Process Description

Many companies have staffing and global talent acquisition teams that use various applications to source top talent. These teams have numerous active requisitions at any given time and utilize HCM, which can hold a vast pool of potential candidates, sometimes hundreds of thousands. The process involves capturing the job description of the active requisitions, searching for candidates within the application, and matching the job with suitable candidates. This approach helps companies find the best talent available and ensures that they can continue to grow and succeed.

Challenge

Although well-established HCM databases holds a great number of potential candidates, application-based search capabilities do not generate a meaningful shortlist, resulting in recruiters having to manually search and sift through long lists of resumes to find suitable talent.

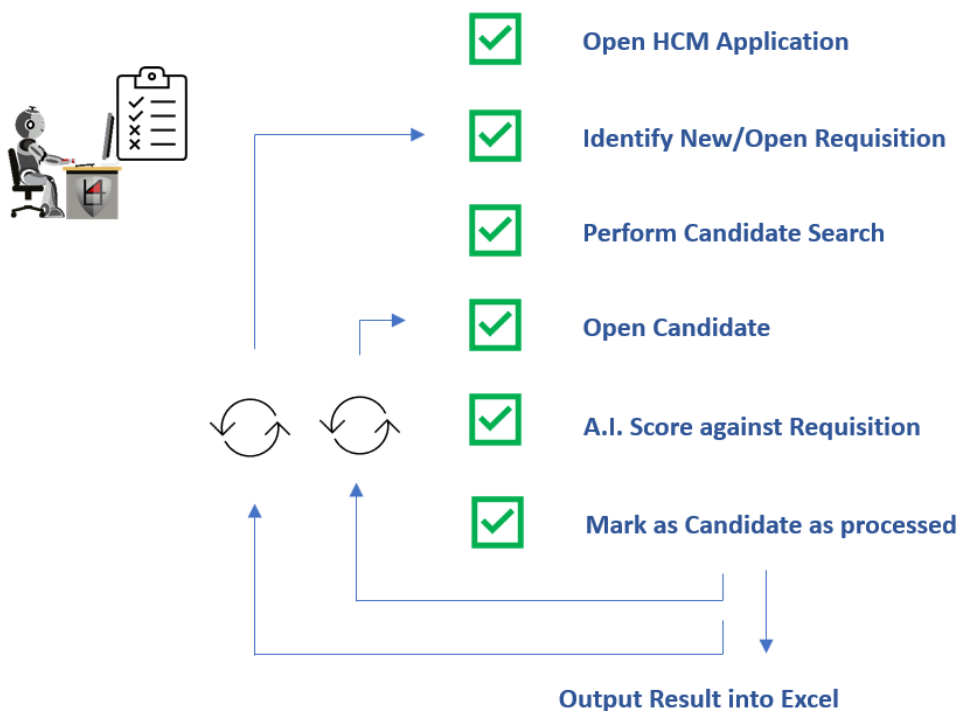
As a result, recruiters tend to avoid using their HCM for candidate sourcing, potentially overlooking a significant pool of talent that remains "hidden" within the database. However, given the importance of time, it may not be practical for recruiters to spend hours scanning through hundreds of candidates.

Requirement

The AmdoSoft RPA and AI solution is designed to automate the recruitment process by going into the HCM system and identifying open and new requisitions. Once these requisitions have been identified, the solution conducts searches within the database to find potential candidates who meet the job requirements. The solution then scores each candidate based on their relevant skills, qualifications, and experience against the requisition, using its intelligent algorithms to provide recruiters with a shortlist of the most suitable candidates.

By automating these tasks, the AmdoSoft RPA and AI solution saves recruiters a significant amount of time and effort in the recruitment process. It eliminates the need for manual searches and assessments, which can be time-consuming and prone to errors. Instead, recruiters can focus on reviewing the results provided by the solution, ensuring that they are selecting the most suitable candidates for the job.

Solution Overview



AI Scoring

The artificial intelligence (AI) algorithm used to score job applicants will consider various factors to provide a comprehensive evaluation. These factors may include the candidate's skills, experience, education, certifications, achievements, personality, and cultural fit, among others. Additionally, the algorithm will weigh factors that are specifically mentioned in the job description, such as required skills or qualifications. The location of the candidate and their expected salary range or availability may also be considered in the scoring process.

To ensure that the scoring mechanism provides a meaningful score, the algorithm may be fine-tuned once areas for improvement are identified. For example, if the algorithm consistently overemphasizes a particular skill or qualification, the weight given to that factor may be adjusted. Additionally, if the algorithm fails to account for certain factors that are particularly important for the organization, these may be added to the scoring mechanism.

Overall, the use of AI in the recruitment process can help organizations identify the most qualified candidates for a position. By considering a range of factors and weighing them appropriately, the algorithm can provide a more objective evaluation of candidates than traditional recruitment methods. Additionally, by fine-tuning the scoring mechanism over time, organizations can further improve the accuracy of the recruitment process and increase their chances of finding the best candidate for the job.



Onboarding from HCM to other Applications e.g. Payroll, ERP, CRM

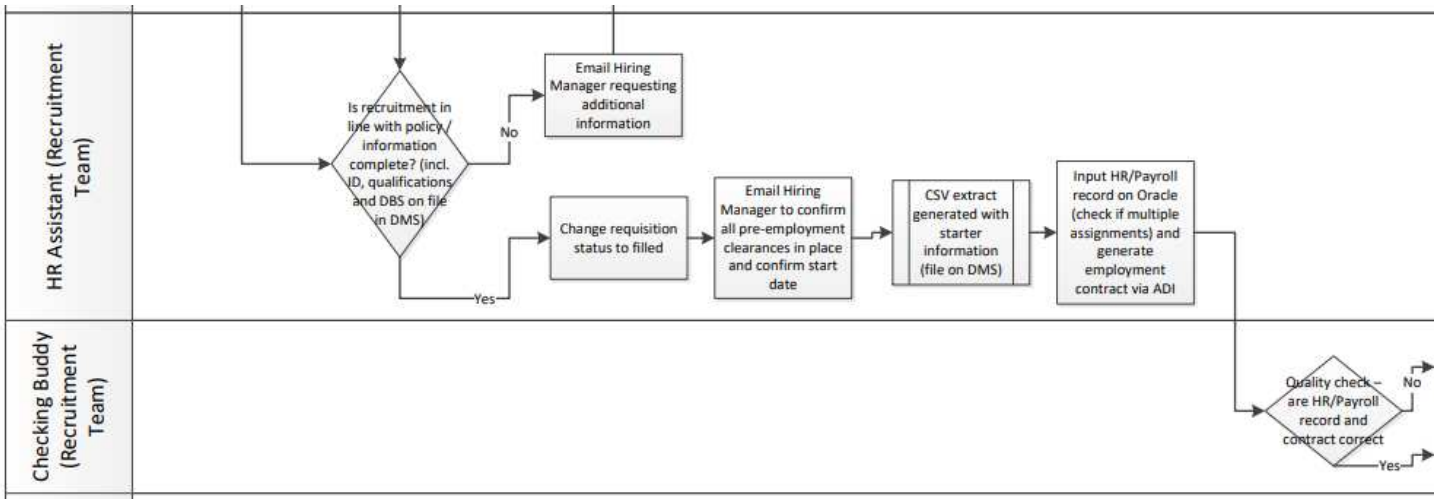
Process Description

The staff onboarding process involves a series of steps to introduce new hires to the company's policies, culture, and work environment. One of the key steps in this process is managing the new staff's information across various internal systems. Typically, when new staff is hired, their details are entered into a recruitment management system. However, the HR department needs to take this information and onboard the new staff to other internal systems such as payroll, benefits, and performance management systems.

Challenge

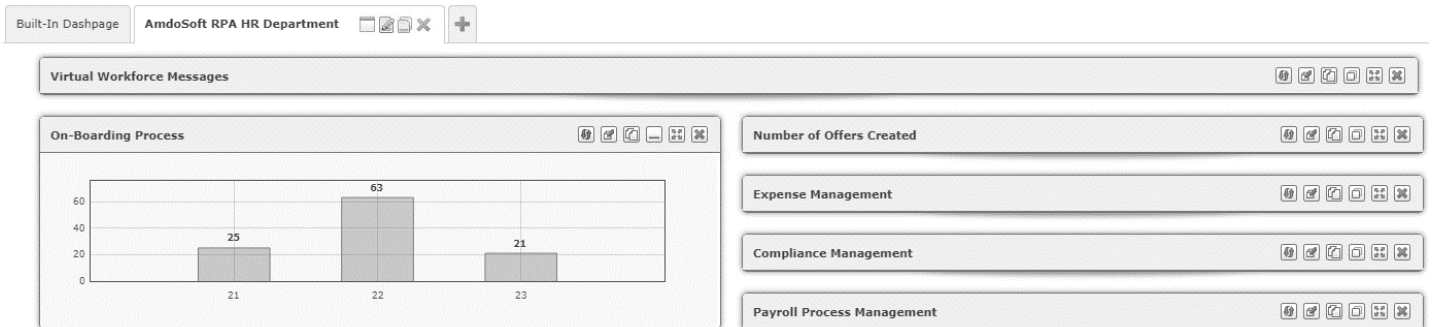
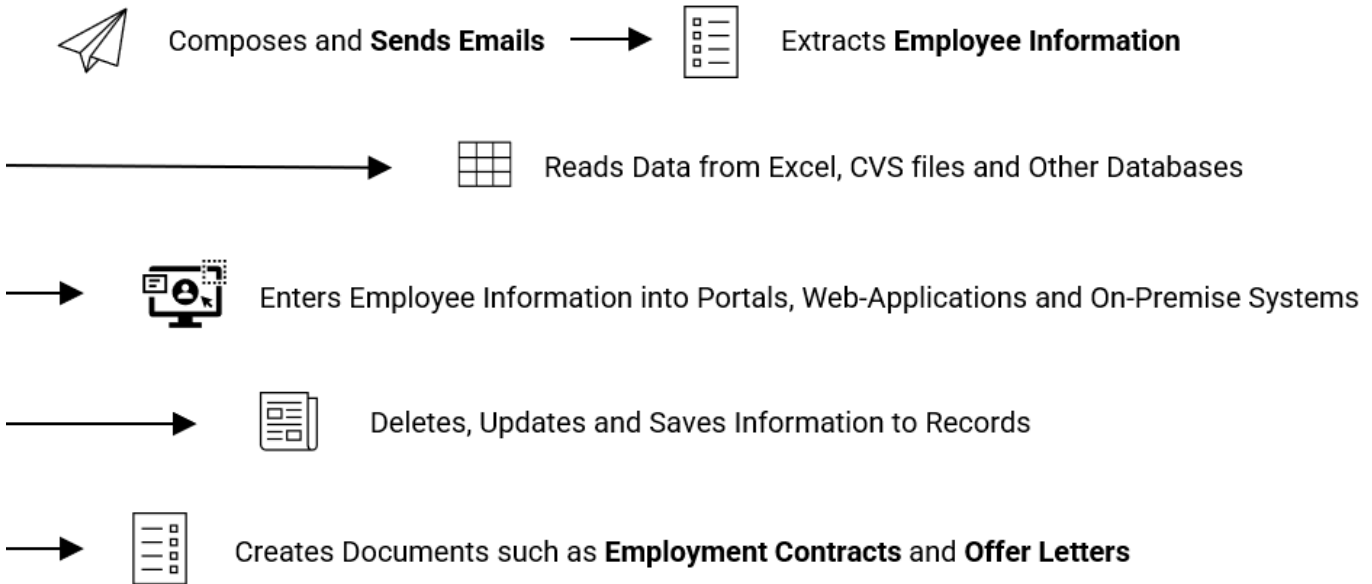
The challenge with this process is that it can be time-consuming and complex. The HR department needs to ensure that the new staff member's information is accurately transferred from the HCM system to other internal systems. Any errors or delays can result in a poor experience for the new staff member, which can lead to dissatisfaction, decreased productivity, and ultimately, increased costs for the organization.

Every organization has a unique procedure for the onboarding process out of their HCM:



Solution Overview

AmdoSoft RPA can help streamline the staff onboarding process by automating the transfer of information from the HCM to other internal systems. The bot can extract data from the HCM and automatically populate it into any relevant internal systems, eliminating the need for manual data entry. This can save time and reduce errors, ensuring a smoother onboarding process for new staff members. Additionally, RPA can be used to automate other parts of the onboarding process, such as generating contracts, sending welcome emails, and assigning tasks to relevant team members, further streamlining the process.



Error Handling:

The AmdoSoft RPA system provides a robust error handling mechanism to deal with process issues that may arise. The system is designed to detect and manage various types of errors that may occur during the automation process, such as application issues that interrupt the process midway, or cases where the bot is unable to start the process. The error handling mechanism operates at the data, process, and system levels, ensuring that the system can detect, report, and manage errors effectively. Additionally, the system can be extended as needed to maximize efficiency, ensuring that the automation process is smooth and error-free.

Scalability:

The AmdoSoft RPA solution is highly scalable and can handle large volumes of data with ease. The system can deploy multiple bots to work on a process simultaneously, increasing the bandwidth of the automation output. The system is designed in a way that bots can work in a coordinated fashion, preventing double processing, and ensuring that the automation process is efficient and scalable.

Changes:

The AmdoSoft RPA system is highly flexible and versatile, allowing changes to be implemented easily and quickly. The system is designed to keep up with changes in practical experience, process changes, and application updates, allowing the automation process to be continually improved over time. The system can be adapted to meet changing business requirements, ensuring that it remains relevant and effective in the long run.

Management of System:

The AmdoSoft RPA solution is configured to operate autonomously and does not require human intervention. However, AmdoSoft can monitor the system and manage its functions, allowing the Staffing and Global Talent Acquisition team to focus on their daily tasks while receiving feedback to increase the benefits of automation. Alternatively, in-house staff can be trained to take on the management of the system, providing greater control and flexibility.

Reporting:

AmdoSoft RPA has extensive reporting capabilities, providing live dashboards that display the status of bots and the volume of transactions generated by the virtual workforce. The system can be customized as required, providing detailed reports on various aspects of the automation process. For example, reports can include information on bot utilization, the time taken to complete a process, and the number of errors encountered during the automation process. These reports provide valuable insights into the performance of the automation process, allowing the organization to identify areas for improvement and optimize the automation process further.

HR Bot RPA Roadmap PHASE 1-3

PHASE 1



Conduct a preliminary Analysis

- ✓ Analyze priorities and detail solution features and implementation process



Put first process into production

- ✓ Implement first process
- ✓ Review, make improvement where necessary and go into production

PHASE 2



Extend functionality of first process

- ✓ Add further functionality as required to maximize impact
- ✓ Demonstrate first process internally



Analyze and design additional processes

- ✓ With the first process providing a practical basis, start analyzing and designing further use cases

PHASE 3

Extend the Virtual Workforce

- ✓ Build awareness across the business and qualify further processes
- ✓ Prioritize processes for automation success and value
- ✓ Work with the team to develop a detailed roadmap and continuously implement improvements for existing processes and implement new processes



Questions about RPA

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POC & Process Analysis

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