

HR02 Manage candidates

Objective and scope

Objective: In this procedure we define the operative process to carry out the hiring of a candidate. The procedure describes how to introduce the data of candidates and how these candidates are approved in this application. The objective is to automate the operative process and homogenize the information flow between the Hotel and the departments in Central Services with the Human Resources department.

SAP – *Click&Hire* contains three options:

- a. Vacancies
- b. Candidates
- c. Internal Changes

This procedure describes the operative process for option b. *Candidates*.

Scope: This procedure applies to all new employees and ex-employees in any department in all Business Units.

Summary

1. Operative
 - 1.1. Recruiting process
 - 1.2. Identify person to be candidate
 - 1.3. Create basic details
 - 1.4. Select Position
 - 1.5. Review data and submit for approval
 - 1.6. WF: Candidate Approval (Automatic Task)
 - 1.7. Hiring
 - 1.8. Application rejected
2. Related documents
3. Templates and file
4. Flowchart
5. Procedure validation

1 OPERATIVE

1.1 Recruiting process

Responsible: *Area responsible*

In order to complete the recruiting process, it is mandatory to have previously created and approved (if necessary) a vacancy. See HR 01 Create Vacancies Procedure.

1.2 Identify person to be candidate

Responsible: *Area Responsible*

Once the recruiting process has finished, the final candidate has to be chosen. It is necessary to identify the person to be candidate. This person could be a new employee or ex-employee.

If the person is a current employee, the procedure Internal Changes must be followed. If not, please see section 1.3.

1.3 Create basic details

Responsible: *Area Responsible*

Once you have accessed the screen of the candidate's request, it will be necessary to fill in the fields (or at least, those marked as mandatory). The information you will be introducing here will be the basic information of the candidate.

1.4 Select Position

Responsible: *Area Responsible*

If the vacancy has been approved, write the Position in the specific field. Until the vacancy is not approved, you will not be able to select it.

1.5 Dispatch for approval

Responsible: *Area Responsible*

Only by fulfilling the mandatory fields, the request could be saved.

Once the user has selected the organizational unit and position, the system will fill in automatically organizational assignment data, such as company code, business area, etc.

Dispatch the request will record the data in the internal tables and will launch a background process.

The system checks the existence of the candidate or employee. The system shows the candidates and the employees that have the same name and surname that the new applicant. When the user dispatches the request:

- If the new candidate is already recorded in the system, the system executes the change of org. assignment / internal transfer action
- If the new candidate is not recorded in the system yet, the system executes the Initial entry of basic data action.

1.6 WF: Candidate Approval (Automatic Task)

Approval Workflow creates a notification through SAP Business Workplace, a work item about the approval of the request to the next approval level (when applicable). This work item will include the hiring details pending to be approved / rejected.

If the candidate has been approved, the requestor and the Recruitment department will receive automatically a workitem in their SAP Business Workplace with the final decision about the new hiring.

1.7 Hiring

Responsible: Personnel Administration responsible

When all approvers have accepted the request, the administration department will receive in the SAP Business Workplace inbox a notification and an email and they will have to edit and update the request with the remaining data.

The process ends.

1.8 Application rejected

Responsible: Area Responsible

The approver will have the option to reject ("Reject") the application, adding his comments. A notification via SAP Business Workplace and an email will be sent to the requestor and the approvers informing about the rejection.

The process ends.

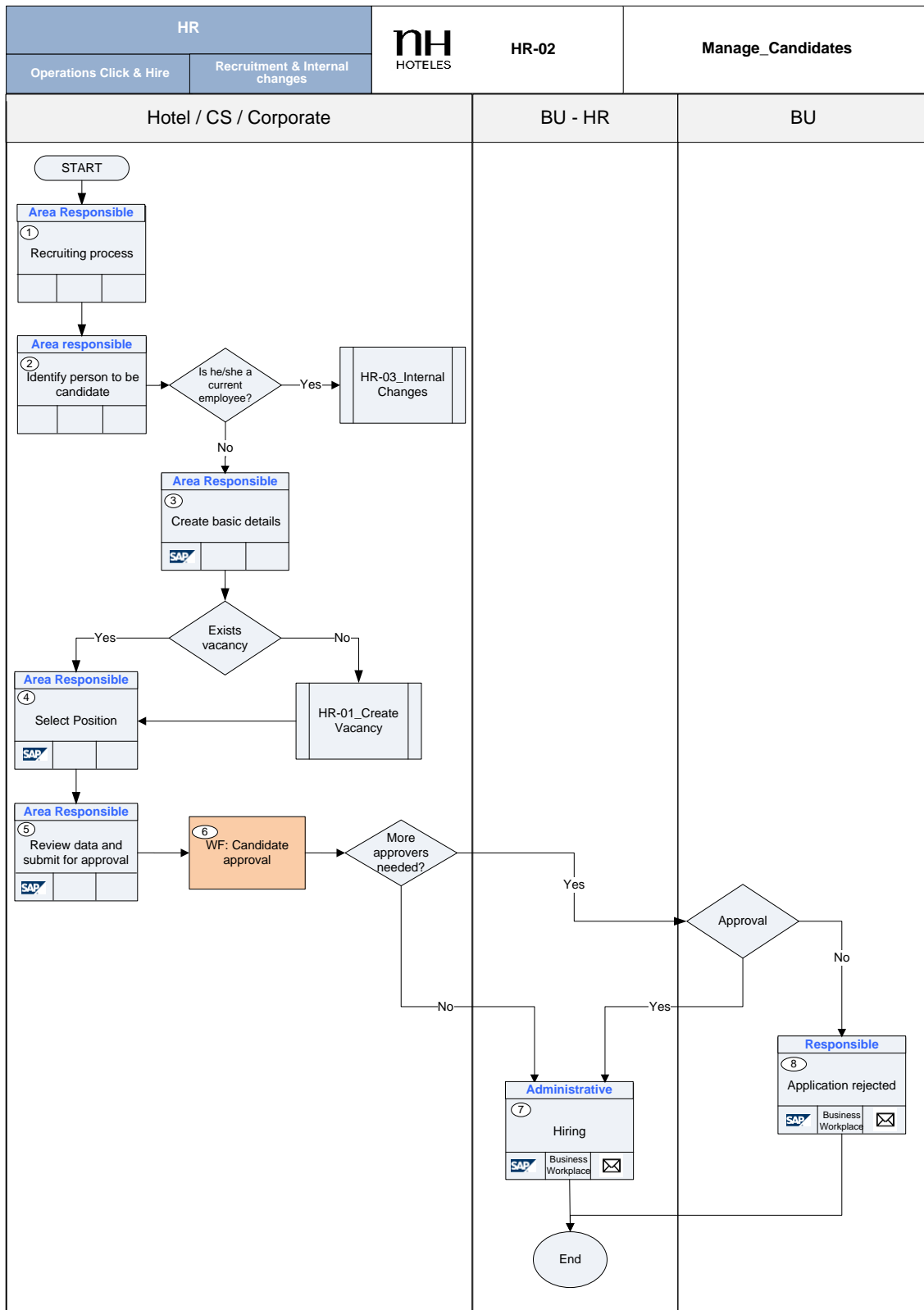
2 Related documents

Click&Hire user manual

3 Templates and file

Code	Template or document	Responsible	File period
	N/A	N/A	N/A

4 Flowchart



5 Procedure validation

Version	Corporate Area	Approved by		Approval date
1	Operations (Process Owner)	Operations Control Director Chief Operations Officer		Month-Year
	Internal Audit	SVP Internal Audit		
	Resources	SVP Human Resources		
	Strategy & Development	SVP Quality & Competition		
	Management Committee			