

Business Operations Role at Squadrun - Application and Automation Platform

Project report submitted in partial fulfillment of the requirement
for the degree of Bachelor of Technology

in

Computer Science and Engineering

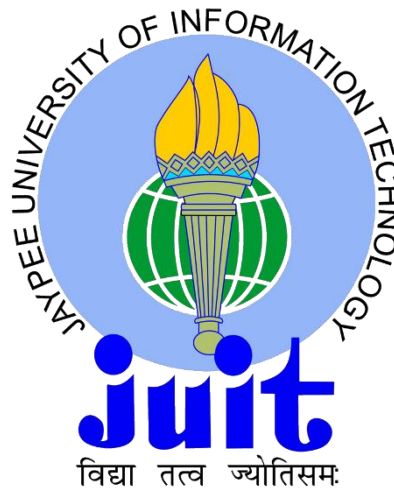
By

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To



Department of Computer Science & Engineering and Information
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CANDIDATES' DECLARATION

I hereby declare that the work presented in this report entitled “**Business Operations Role at Squadrun-Application and Automation Platform**” in partial fulfillment of the requirements for the award of the degree of **Bachelor of Technology in Computer Science and Engineering** submitted in the department of Computer Science and Engineering, Jaypee University of Information Technology, Waknaghat, is an authentic record of my own work carried out over a period from February 2018 to May 2018 under the supervision of **Mr. Zaid Abbasi**, Business Operations Supervisor.

The matter embodied in the report has not been submitted for the award of any other degree or diploma.

Shaurya Raghuvanshi (141334)

This is to certify that the above statement made by the candidate is true to the best of my knowledge.

Mr. Zaid Abbasi
Talent and Strategy,
Operations Department
Dated:

ACKNOWLEDGEMENT

I take great privilege to avail this opportunity to express my deep sense of gratitude to my project supervisor Mr. Zaid Abbasi and my mentor Mr. Apurv Agarwal for their assistance, insight and invaluable guidance without which my final year project would lack all the necessary components.

I would also like to thank my parents, friends and co-workers at Squadrun for their huge support and faith bestowed upon me. I consider it my solemn duty to put on record my sincere and honest gratitude to my project guide for his foresightedness, knowledge and assistance which helped me in tackling complex components of my project in a very logical and optimized way.

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ABSTRACT

We live in times of ever increasing technological boom where technology has seeped into almost every avenue of our lives, large or small. It has also enabled and empowered everyone from a self employed individual to multi-national companies in bettering their everyday processes for mutual growth.

A major player in making company work processes more accurate, effective and efficient is automation. Automation has largely helped reduce human labor costs, enhanced productivity, stabilized consistency of processes and accentuated product quality.

At Squadrn, we are powering the future of work by uniquely combining the incomparable sense and perceptive acumen of human beings with the efficiency of artificial intelligence.

This is achieved through an ultimate operations automation platform which involves pre established workflows to seamlessly replicate business processes with the help of high quality crowdsourced workforce pools combined with the power of automation using artificial intelligence and data engineering.

All organizations that employ technical experts to achieve the company vision inherently require non-technical personnel to handle the onboarding of candidates that are aligned to that vision. At Squad, an year round hiring policy is followed. As such the processes involved in reaching out to candidate pools through multiple channels need to be efficient and relevant. My role as a Business Operations Intern was to thoroughly understand job profiles, be responsible for curating applications of candidates, communicating with both the applicants and hiring staff in a succinct manner, setting up interview processes and establishing next steps for recruitment. Apart from this, I was required to handle inter departmental communications to ensure fruitful cooperation and address grievances, if any. Furthermore, I also contributed content for evangelizing the company. This report offers a comprehensive window into my work at Squadrn.

CHAPTER 1

INTRODUCTION

1.1 Introduction

Over the previous years, there has been a positive development in the worldwide industrial automation industry. Also, utilization of automation methods is on the rise and is forecasted to continue on its ascent for a long time to come.

Companies are increasingly relying on automation to minimize manual labor costs. Moreover, it effectively removes the necessity for low pay jobs that more often than not need to be outsourced while allowing the company to improve the quality and efficacy of high-skilled tasks.

Following are some major advantages to using automation:-

- Decreased direct human work expenses and costs
- Increased profitability
- Improved performance
- Increased reliability and availability
- Enhanced consistency of procedures, processes and items
- Higher product quality

What makes automation so important?

The industrial environment is facing numerous innovative changes everyday which expanded the demand for excellent quality products and services that must be provided to consumers in increasingly efficient fashion. This prerequisite needs process designing, frameworks and industrial automation. Consequently, automation assumes a key part in understanding the necessities of organizations.

According to tech guru Chris Sankar, "industrial automation is all about working smarter, faster, and proficiently. This makes automation more powerful and that's why customers are looking for pioneering, end-to-end technologies with open, modern architecture and new data from new connections. As the industrial automation industry comprehends the

advantages of the Internet of Things (IoT), it is becoming essential that organizations adopt these technologies."

1.2 Organization

Squadrun specializes in devising solutions that are custom designed to quickly and efficiently scale the toughest processes of execution in enterprises today. Their systems can scale nuanced and niche processes because every company is unique.

Following are some solutions Squadrun provides to empower businesses with automation:-

- **Moderation & Quality Control** - Curation and moderation of data for improved customer experience
- **Data Categorization** - Structuring data to enhance operations
- **Tagging & Enrichment** - Adding attributes, tags, SEO optimization
- **Recommendations & Search Tuning** - Better conversions, up-selling and engagement
- **Competitive Benchmarking** - Using intelligence from competitor data to be ahead in the game

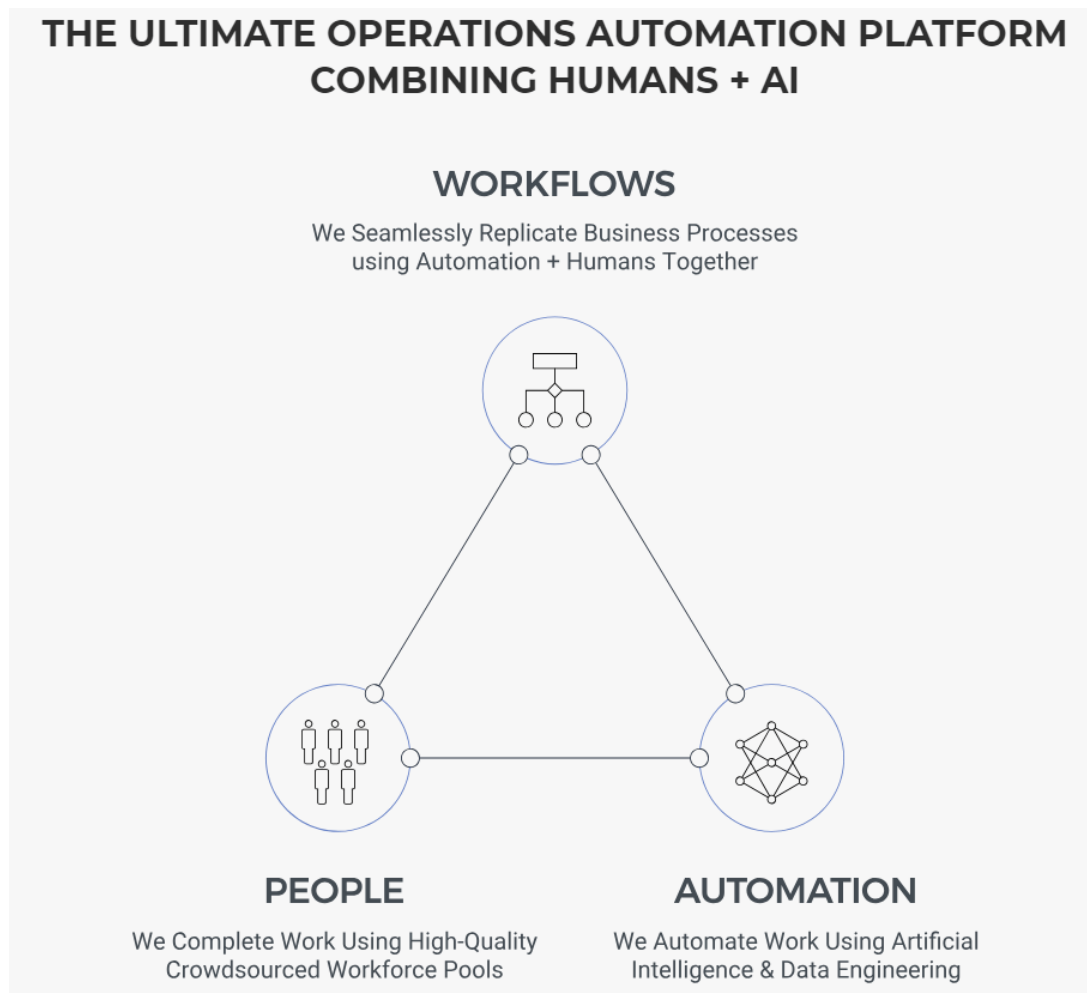


Figure (1.21)

Squad Platform

1.3 Problem Statement

The work place environment is imperative to an organization's long term success. By recruiting the right people, a company adds personnel that are aligned to a common vision thus intrinsically boosting company performance, productivity and morale. However, this process is not as easy as most people would imagine. In the event that the procedure of determination isn't painstakingly tailed, one can be tormented with inadequately talented, unmotivated and un-faithful work constrain which can adversely affect future benefits alongside worker conduct.

Moreover, once we have the talented applicants on board, it is also important that they feel happy and productive in the new work environment. Simply stated, it is one thing to attract workers, but quite another to retain them.

My job role required me to acquaint myself thoroughly with the job profiles and shortlist personnel according to the same. I was in charge of the processes involved in the recruitment drive from the ground up. Then I had to ensure that all the pipelines are intact and function smoothly at all times. Also, that the onboarding process keeps flowing at a steady and lock-step pace.

1.4 Objectives

- Attracting personnels with vast array of abilities plus experiences that suit the present and future hierarchical establishment to create a pool of appropriate candidates for roles that need to be filled
- To inject fresh blood at all levels of the association
- To cultivate organizational culture that ropes in competent people
- To use fair processes for recruitment
- To make sure that all enrollment activities add to organizational objectives
- To recruit talent globally and not simply inside the organization

- To on-board individuals that offer unique perspectives to lead the company
- To conduct hiring activities in an efficient and cost effective manner
- To evangelize the company through available channels

1.5 Methodology

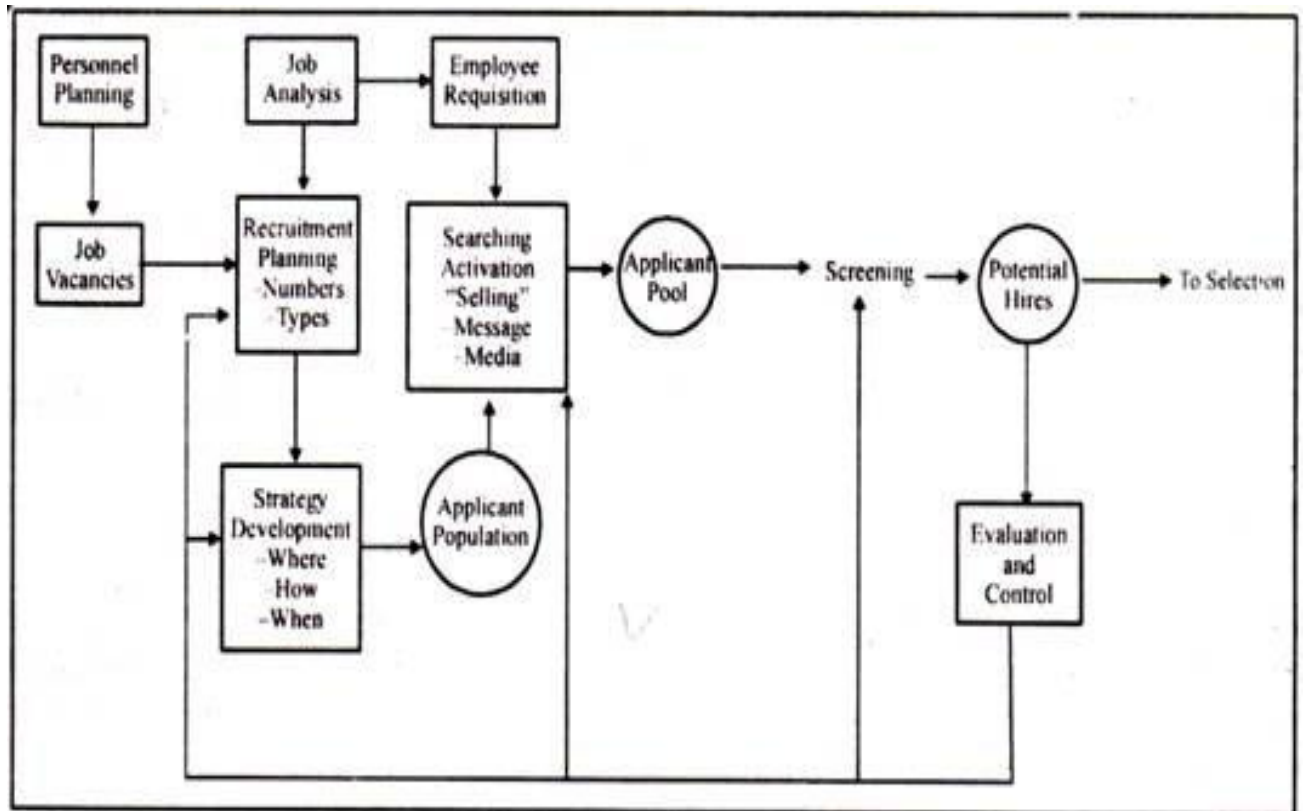


Fig. 6.2 : Recruitment Process

Figure (1.51)

Recruitment Process

CHAPTER 2

Literature Survey

2.1 Introduction

As a candidate to perform in every sector we find, educational setting very important. The role which HR plays is very similar to the role played by schools. Both have to select candidates who suits an educational environment. In this case HR plays that role. They are the one's responsible for selecting candidates who can perform in a company's work environment. The review of this literature discusses various criterions which are practiced today. There are 3 prospects which are considered now a day's

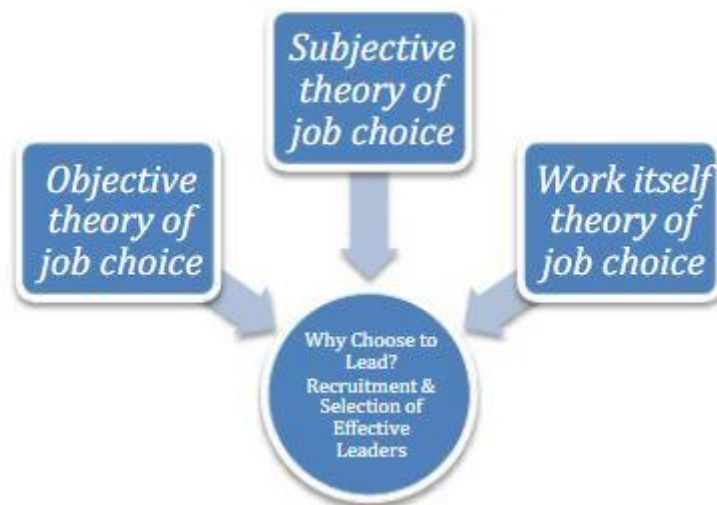


Fig 2.1 Criterions for recruitment and hiring process

The 1st one describes “people apply for jobs based on economic opportunities “while the 2nd one tells us that there are certain needs of each individual which the position should fulfill. The Work itself theory signifies criterions which are related to performing different tasks, his expectations from the job etc.

2.2 SELECTION CRITERION

According to young recruiters hiring process should be done before the actual need occurs. They have majorly 2 goals to play. The 1st one is to select candidates to fill up the vacant position. The other one is to manage, inspire them to work. According to Caster "It is not difficult to realize that investment made in every school employee is considerable i.e. success of every local school management system depends upon a constant stream of dedicated and qualified personnel. It is not difficult to realize that the investment made in every employee of the school is considerable; that the success of the local school system depends on a continuous flow of qualified personnel; that the future educational leadership is tied with recruitment techniques of the present such that the potential for waste is enormous if hiring programs are ineffective; and that the solutions to the current recruitment problems have no unalterable value. Staffs and other employees were hired based on following

- Hiring trends
- Setting standards for staffs
- Calculating the turn over rates on time to time
- Cost for recruitment
- Managing staffs
- Managing and hiring of future staffs

But the problem rising with hiring young talents is very shocking. Freshers generally either complete their training or they work for some time and look for other jobs. The shadows of young castes on how recruiting has become a neglected process are not used appropriately and are often considered unnecessary.

It shows how recruitment is a vital operative service, directed by the organizational mission, objectives and aspirations. Furthermore, hiring effective leaders involves designing effective policies and procedures aligned with state and federal standards. By law, companies must follow certain policies required for public labor legislation in the recruitment and selection of employees must be well-framed policies to reflect your intentions .

There are several steps which are generally followed by hiring managers:

- Studying the job description
- Make a hiring criterion
- Advertising for the company
- Managing people providing hiring opportunities
- Receive and study Applications
- Interview candidates
- Based on selections give the confirmation
- Check candidates credentials and other documents
- Notify unsuccessful candidates

Due to this traditional system in hiring process employees leave or are under pressure, thus growth gets stagnant, which puts pressure on tax payers. Many hiring managers make this mistake and thus have to think for more recruitment before hand.

People are propelled in an unexpected way, contingent upon the position they want, incorporating the subjective hypothesis of work decision hypothesis that drives this investigation. Before choosing a competitor, there are attributes to search for among those wishing to involve the situation of leadership. The explanation behind a candidate ought not be overlooked amid the determination which isn't right now utilized as a chronological error, depicts six highlights found in powerful pioneers. These qualities incorporate

- being a visionary,
- trusting that schools are for getting the hang of,
- upgrading HR,
- imparting and listening adequately,
- being proactive
- going out on a limb

These attributes showcase the general population with minimalistic access to empathy and education. The focal topic of the exploration is that of the individuals who discover it they themselves regulate individuals in an association ought to be great supervisors and great pioneers offer a model for principals and different executives to be utilized as a part of the determination of teachers and managerial directors. It is known as the Selection criteria for the school condition and you can see three in figure underneath "The criteria are generally associated with the academic of a candidate background, personal, characteristics and relevant experiences in the field of education."



Fig 2.2 An example that shows Selection criterion in a local district school

This survey additionally clarifies the requirement for schools to actualize imaginative enrolling systems, which should achieve the most qualified competitors. Regularly, following techniques utilized in schools neglected. The present work on working for professional associations is developed by my own particular pioneer approach. In the event that actualized adequately by schools, this approach can diminish contracting beds and gives the hopeful a chance to lead in a commonplace setting. Choosing pioneers is essential piece of the HR procedure.

Truth be told, an all around arranged and precisely executed screening and determination process can inhale new life into a school where ineffectual visioning and arranging, low resolve, and educator non-appearance, low test scores and general repetitiveness are the standard

The avenues for choosing markets are highlighted in the figure down



Fig 2.3 Avenues for hiring market

Sources:-

- www.ijmra.us (International Journal of Research in Social Sciences)
- Baillie, J. (1996) "Attracting Employees Who Surf the Internet", *People Management*, 2:17, 46-47. 2
- Bartram, D. (2000) "Internet Recruitment and Selection: Kissing Frogs to Find Princes", *International Journal of Selection and Assessment*, 8:4 261-274
- Brinkerhoff, R.O., *Achieving Results from Training*, Jossey-Bass Inc., San Francisco, 1987, pp 40-47

CHAPTER 3

Principles & Philosophies Involved/Proposed Methodology

Recruitment is the primary phase in the enrollment method, which gives way to selection and finishes with the placement of the applicant in the company. It is the phase that comes immediately after planning exactly how many personnels are required and for what roles. Hiring makes it comprehensible to gauge the multitude and nature of people necessary to ensure the continued operation of the company. Recruitment is largely considered as the principal function of personnel administration. It is well understood that if the right individuals for the job aren't hired, even the best plans, organization charts and management systems would fail to execute and make an impact. The company is only the people it constitutes.

Purposes and Importance:-

- Decide the present and future prerequisites
- Increase the pool of applicants/eligibles at least cost
- Reduce the likelihood of employee turn over
- Increase the achievement rate of the recruitment stages
- Enhance efficiency of the in office personnel

Positive Recruitment Processes

- Draw in profoundly qualified and skilled individuals
- Ensure that the chosen applicants remain longer with the organization
- Make beyond any doubt that there is balance amongst cost and benefits
- Help the firm give rise to culturally and socially diverse work force

Negative Recruitment Processes

- Inability to produce qualified candidates
- There is no balance amongst cost and advantage
- Extra cost on training and supervision
- Increases the passage level pay scales

STAGES OF HIRING:-

- Planning
- Strategy Formulation
- Searching and Curation
- Interview and Screening
- Evaluation, Sustenance, Monitoring & Control

Factors Effecting Recruitment

All companies little or large engage in hiring activities though not always in proportional scale. The differentiation arises with:-

- How big the organization is
- How the employment conditions are in the surroundings of the company
- Working conditions, pay and perks offered by the association
- The rate of development of the association
- Long term expansion plans of the company
- Cultural and legal issues

- Organization's capacity to discover and hold great performing individuals

Internal Factors:-

- Organization's compensation bundles
- Quality of work life
- Organization culture
- Career arranging and development
- Company's size
- Company's items/administrations
- Geographical spread of the organization's activities
- Company's development rate
- Role of exchange associations
- Cost of enrollment
- Company's name and acclaim

External Factors:-

- Socio-financial factors
- Supply and demand factors
- Employment rate
- Labor market conditions

- Information frameworks like business trades/Tele-enlistment like the web

Advantages:-

- Advantages of new abilities, new gifts and new experiences to association
- Consistency with reservation policy is easier
- Scope for hatred and envy are minimalistic

Disadvantages:-

- Better spirit and inspiration related with internal recruiting is not persistent
- Recruiting process are exorbitant
- Odds of sneaking in false positives and fake negatives
- Adaptation of new workers to the organizational culture requires time

Evaluation, Sustenance, Monitoring & Control:-

- Pay of HR Hirists
- Management and expert time spent on preparing expected set of responsibilities, work details, advertisements, contact and so forth
- Cost of creating supportive literature
- Advertisement cost
- Recruitment overheads and regulatory costs.
- Cost of overtime and outsourcing.

HIRING PHILOSOPHIES & PRACTICES

- **Traditional** - Get as many individuals as you can get to apply for job role
- **Open door philosophy** - People come and go fast and personnel is easily replaceable. Results in job dissatisfaction and employee turnover
- **Employee is king** - Molding the needs of the company to those of the applicants
- **Strict hiring policy** - Recruitments are made only when absolutely needed. Minimizes employee turnover and enhances job satisfaction

Realistic Job Previews:-

- Complete and unabated job descriptions are easily provided to candidates such that they can make an informed decision before applying and accepting. Benefits both the organization and the employee as it saves time.
- Minimized employee turnover
- Higher job satisfaction and employee performance as the role promised is the role executed
- Beneficial for organizations hiring at the entry level

Job Compatibility Questionnaire

- To ensure that job expectations are aligned with the characteristics of the job

- More the compatability of employee preferences and characteristics greater the probability of his efficiency and effectiveness
- Greater probability of a longer tenure
- Effective gauging tool for job factors such as satisfaction, performance, expectations and proneness to absenteeism

SOURCES OF RECRUITMENT

There are various channels to reach out to candidates such as:-

- 1.Advertising
- 2.Employment agencies
- 3.Employee referrals
- 4.Schools, colleges and professional institutions
- 5.Labor unions
- 6.Casual applicants.
- 7.Professional organizations or recruiting firms or executive recruiters
- 8.Indoctrination seminars for college professors
- 9.Unconsolidated applications
- 10.Nepotism
- 11.Leasing
- 12.Voluntary organizations
- 13.Computer data banks

RECRUITMENT POLICIES

A recruitment policy is concerned with the amount and authenticity of personnel to be added to the work force. A well thought out and thoroughly planned policy, in lieu of organizational goals, environmental factors and corporate needs will considerably help in avoiding ill-informed decisions taken in haste. It also goes a long way in establishing organizational culture, serving as a magnet for the right kind of individuals. The most quotidian practice in a company is the centralization of the functions of effective selection and recruitment.

A "recruitment policy" in layman's terms involves a commitment by the employer to generalistic principles such as:-

- To recruit and employ the most relevantly skilled and qualified individuals for each job role
- To retain the best workers among those hired
- To offer perks, compensation and promising opportunities for life-long workers
- Conduct programs and manage initiatives that cultivate personal growth on the job

Factors to be taken into consideration when formulating recruitment policies:-

1. Government policies
2. Personnel policies of other competing organization
3. Organization personnel policies
4. Recruitment sources
5. Recruitment need
6. Recruitment costs
7. Selection criteria and preferences etc.

METHODS OF RECRUITMENT

Majorly 3 types:-

1. Direct Method

Easily one of the most popular and convenient methods of hiring new people is to on board young folks straight from college, by sending recruiters direct to universities and technical schools. This is done in tandem with the college's placement cell.

The placement cell is largely responsible for attracting students to companies and vice versa, arranging interviews, furnishing space and handling effective communications. For managing and sales roles, campus recruiting is an extensive operation. Individuals doing MBA or other technical degrees are picked up in this manner. Several companies have been able to hire employees through direct public contact and found it an effective method. Other direct methods include sending hirists to conventions as well as seminars, initiating exhibits at job fairs, and utilizing mobile offices to go to the desired centers.

2. Indirect Method

Indirect Methods include practices such as advertising on newspapers, through radio ads, plus releasing articles in professional and technical journals, magazines and brochures. When qualified personnel are hard to be found from direct sources, advertising in newspapers and magazines proves to be the most effective method. Especially senior posts are filled in this manner because they can't always be occupied through promotions from within. Advertising is a useful tool for hiring not only blue-collar personnel and hourly wage workers but scientific, technical and professional field related individuals too. Local newspapers are also a powerful source for reaching out to blue-collar, clerical and lower level administrative employees.

3. Third Party Methods

These incorporate the utilization of business or private employment agencies, placement offices of schools, universities and expert affiliations, hiring firms, administration counseling firms, indoctrination classes for school teachers and college professors, companions and relatives.

Private Employment Agencies:

Professionals that act as brokers between employer and employee. The specialistic nature of the role of such agencies and individuals enhances their ability to gauge and interpret the

needs of both parties, to discover persons particularly pertaining to job requirements and have considerable proficiency in recognizing and onboarding talent

State Public Employment Agencies:

Aka labour exchanges, are majorly responsible for public employment. They serve as an encyclopedia for job opportunities and job information. These agencies offer services such as counselling, growth assistance and free and easy info about labour markets, type of labour and wage rates.

Professional Organization/Recruiting Firms:

They incorporate entire data records about employed executives. These organizations are accused of being "headhunters", "raiders" and "pirates" because they often cause associations to lose valued workers. Nonetheless, these same firms may employ "official hunt companies" to help them bait executive talent. These consultancies can suggest people of high bore for administrative, marketing, sales, business operations, etc

Trade Unions

Self managed worker unions that supply skilled workers

MODERN RECRUITMENT TECHNIQUES

A bevy of modern recruitment techniques and sources are being employed by organizations and agencies to complement traditional hiring methods. A few of them are listed below:-

- Walk in
- Consult in
- Head hunting
- Body shopping

- Business alliances

Tele-Recruitment

The innovative revolutions in technology helped the companies to utilize web as a wellspring of recruitment. Organization publicizes the job openings through the World Wide Web (WWW) web. The job searchers send their applications through direct email and online hiring sites. On the other hand, work searchers put their CV'S on the web which can be reviewed by prospective employers to suit their necessities.

ALTERNATIVE RECRUITMENT TECHNIQUES

Overtime

- When product and service demands are ever increasing
- More budget to recruit employees
- Disadvantage - Results in fatigue, accident prone and absenteeism
- Double wages are required to be paid

Employee Leasing

- Aka staff outsourcing
- Useful for small and medium sized organizations

Temporary Employment

- Labour costs are decreased
- Experienced labor is easy to reach out and employ
- Flexibility

- Disadvantage - Employees not prone to the organizational work culture

REFERENCE CHECK

- References must surely be verified before offering a job role
- A visit in person or a phone call will suffice to the person listed for reference
- Former supervision, if that's a possibility
- Devise questions to completely verify that the information provided is accurate
- Pay attention to any negative comments and in what context are they expressed
- Reference checking can illuminate info that saves the company money and future inconvenience

STAGES & STEPS IN SELECTION PROCESS

A scientific selection procedure completes in 10 basic steps which are as follows:

- 1.Application Form.
- 2.Written Examination.
- 3.Preliminary Interview.
- 4.Group Discussion.
- 5.Tests.
- 6.Final Interview.
- 7.Medical Examination.
- 8.Reference Checks.

9.Line Manager's Decision

10.Employment

TESTING IN SELECTION

Testing offers an added dimension to the tool kit of hiring essentials. It facilitates direct personal contact during interviews and can prove to be a way to a soul. All tests operate on the general theory that human behaviour is best understood by putting it to the test. The tests formulates situations that causes the job hopeful to react, and those reactions can provide a comprehensive window to his behaviour and whether or not he'd be a good fit for the role.

Formal testing programs have turned out to be progressively basic in present day determination. A real reason is their comfort. Another is their moderately minimal effort. Maybe tragically, test comes about interest to numerous chiefs since they give quantitative measures of something. They are, hence, more effortlessly looked at. They appear to convey the identities of candidates down to a common denominator. Another explanation behind the growing use of tests is the way that they have been and are the subject of broad research.

Types of Employment Tests:-

Aptitude Tests

Measures a candidate's ability, his potential. Intelligence test is the simplest form of test, which is proposed to quantify the capacity to learn, to recollect, and to reason.

Interest Tests

Utilize chosen inquiries or things to distinguish examples of interest-zones in which the singular shows unique concern, interest and association

Personality Tests

Test for the overwhelming characteristics of the identity in general the mix of aptitudes, interests, and common inclination and demeanor. Entirety of the blend of aptitudes, interests, and normal state of mind and disposition.

CHAPTER 4

Implementation Details

ACTIVITIES PERFORMED

People Scale and Talent growth

Talent growth and people scale are the core pillars of a growing organization, these functions are the fundamental feeders of the exponential growth. Squad (previously known as SquadRun) is Series-A funded expeditiously growing start-up. Scaling for a company in this phase is the most critical mission.

- **Functions of people scale:**
 - Talent Growth
 - People Management
 - Company Policies
 - Culture
 - Hiring Branding
 - Community Management
 - Investor Relations

Growth of every organization is the derivative of their talent acquisition. Mathew Caldwell, Head of Talent, Instacart quoted “*Recruiting should be viewed as business partner, someone who is critical to the success of the business*”. Following the same philosophy Squad is scaling the team and has grown 3x in last 6 months.

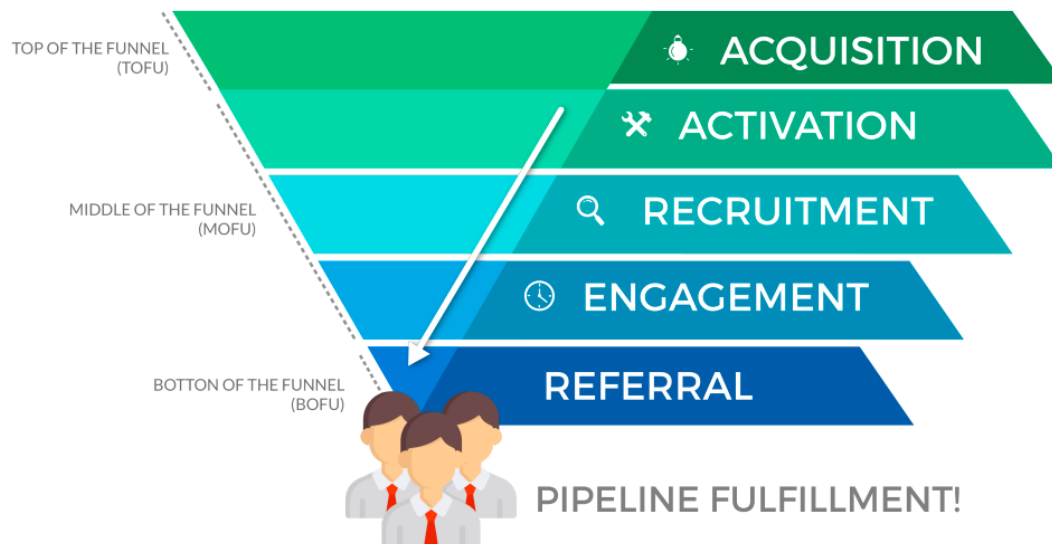


Figure (4.0)

Hiring Funnel

Responsibilities:

- Building Hiring Engines
- Automating Hiring Processes
- Hiring Branding
- Partner Management
- Channel Integrations

About the Hiring tools used:

1. Breezy.hr: End-to-end recruiting software to help you hire great employees with less effort.
 - a. Specifications:
 - i. Intended Users - Mid Size Business, Small Business
 - ii. Supported Countries - Asia, Australia, Brazil, Canada, China, Europe, Germany, India, Japan, Latin America, Mexico, Middle-East and Africa,
 - iii. United Kingdom, United States
 - iv. Supported Languages – English

b. Features of Breezy.hr

- i. Resume Parsing
- ii. Calendar invite facility
- iii. Pipeline Management
- iv. Mail Merge
- v. Duplication Detection
- vi. Customized Stage Filtering

c. **Benefits:**

- i. Candidates can be routed to the appropriate Hiring Manager
- ii. Candidate information can be pulled from CRM and other systems in real time, and accessed within the candidate profile screen
- iii. Auto-replies can be set up for specific keywords, or based on specific triggers

- d. **Disadvantage:** - It can only be integrated with the limited number of 3rd party apps. Analyzing granular metrics to perform the root cause analysis requires on historical data is tedious

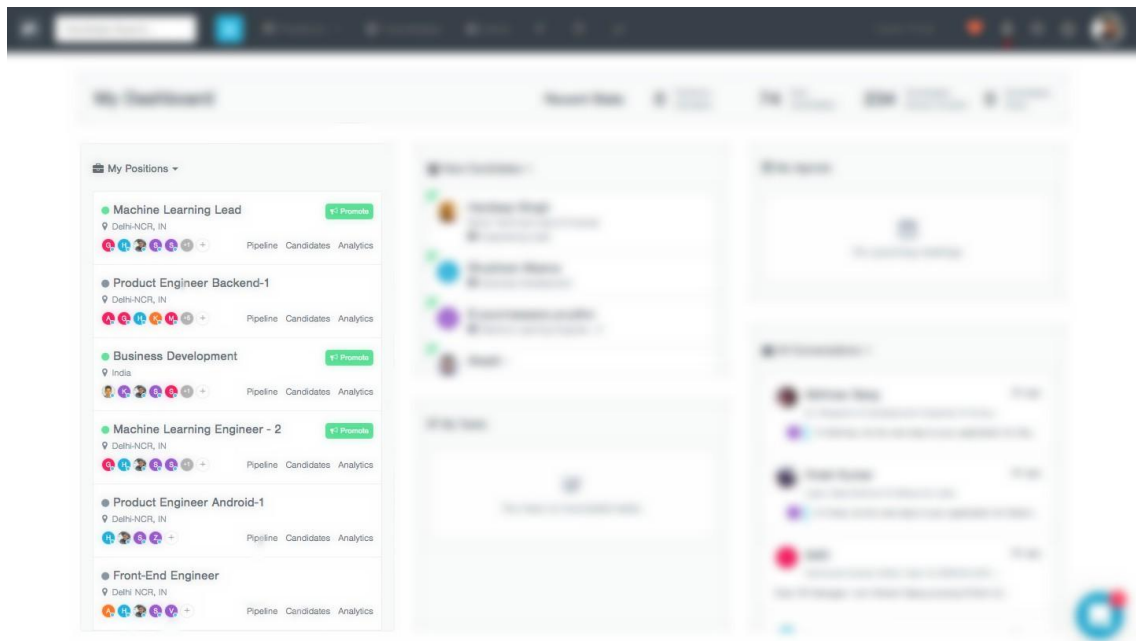


Figure (4.11)
Home Page Breezy.hr

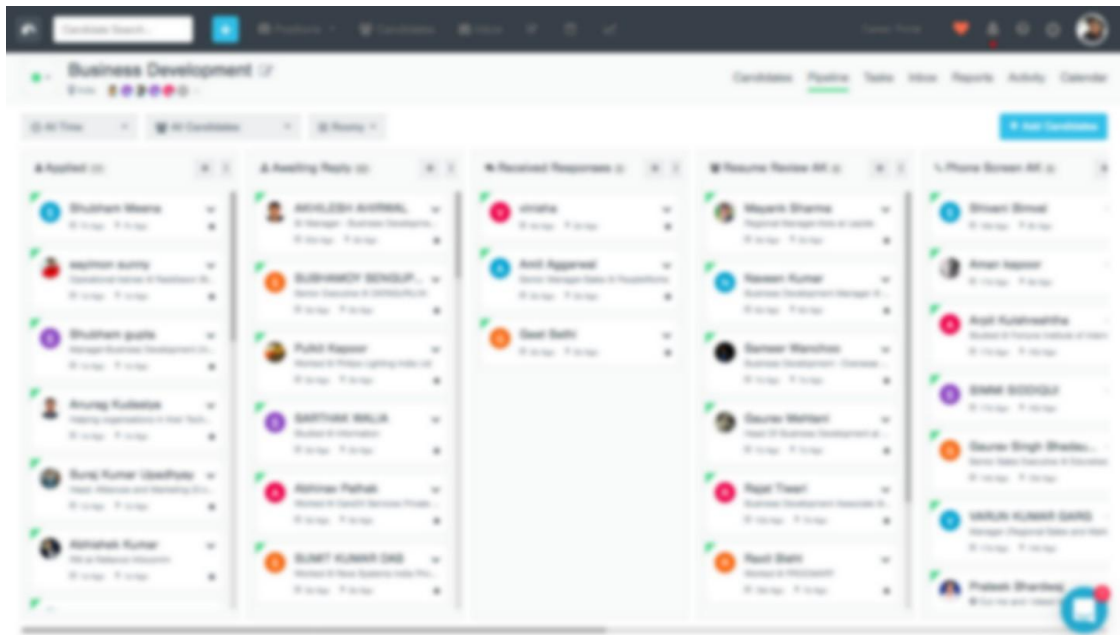


Figure (4.12)
Pipeline View of Open Positions



Figure (4.13)
Analytics View

2. **Instahyre:** Hiring platform focused specifically on connecting startups with the toppest talents.

a. Advantage:-

- i. Excellent implementation of AI in facilitating hiring processes
- ii. Impressive Accuracy in bringing relevant candidates in touch with startups that are actually a good match
- iii. Smooth integration with third party softwares such as Breezy
- iv. Fast and responsive customer support
- v. Fast integration of new startups looking to hire
- vi. No fake jobs, no mass emails

b. Disadvantage:-

- i. Problems arise sometimes in shifting candidates through pipelines
- ii. When server is down it takes an inconveniently larger amount of time to come back up live again

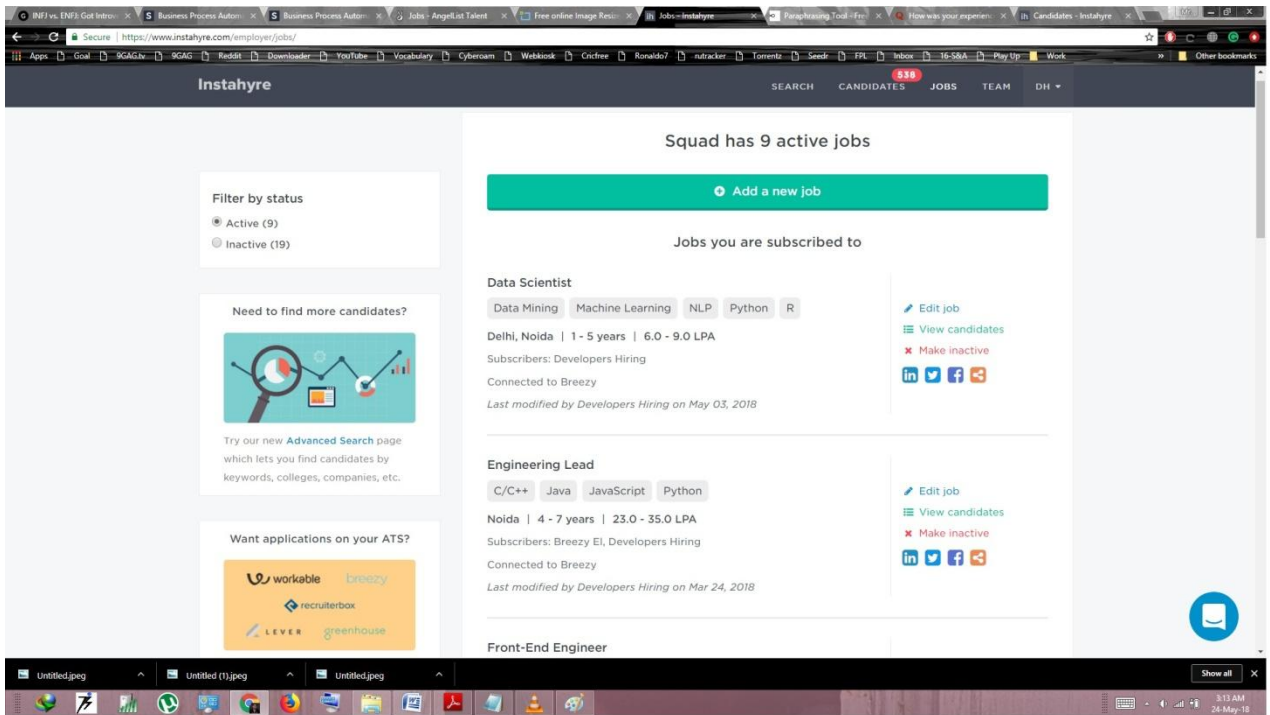


Figure 4.21
Instahyre Job Portal

Instahyre SEARCH CANDIDATES **538** JOBS TEAM DH ▾

Step 1: Enter at least one required field

Any Keywords:

All Keywords:

Search in Entire Resume Search only Key Skills

Job Function:

Check out our [short guide](#) on how to search like a pro!

Step 2: Select optional filters

Work Experience:

Current Salary:

Companies:

Designations:

Figure (4.22)
Instahyre Search Portal

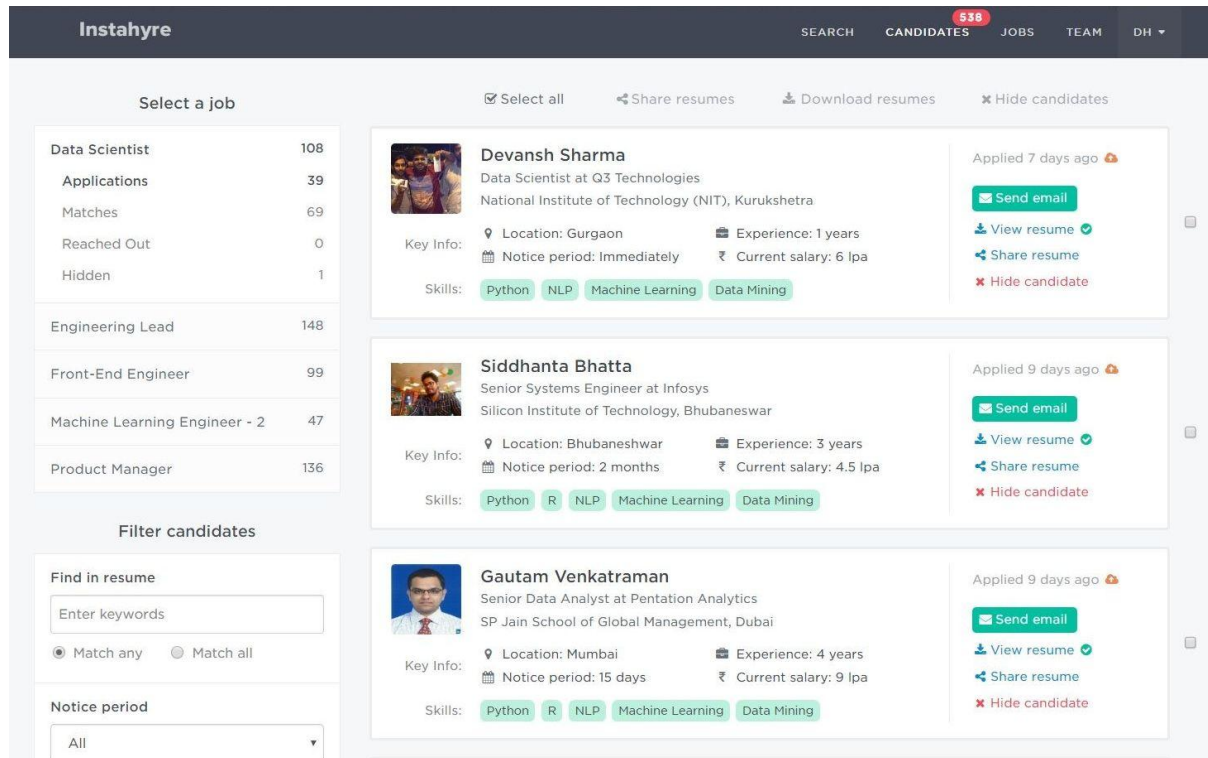


Figure (4.23)
Instahyre Candidate Portal

3. DoSelect: Real-world coding assessments that tighten technical employee lifecycle management

- e. Features and Benefits of DoSelect:
 - i. Custom coding assessments
 - ii. Campus and lateral recruitment
 - iii. Offers coding assessments across 24+ programming languages
 - iv. Measures employees and candidates on competencies

- f. Advantage:
 - i. One stop solution for candidate evaluation
 - ii. Optimize the engineering time consumption during hiring process
 - iii. Integrates beautifully with the Hiring CRM using REST API
 - iv. Automated detailed report generation, helps to create triggers to move candidate in the respective pipeline stages

- g. Disadvantage:
 - i. Premium pricing, can be very expensive for high usage use-case
 - ii. Coding assessments can be sometime repetitive and thus becomes more vulnerable to getting copied from web.

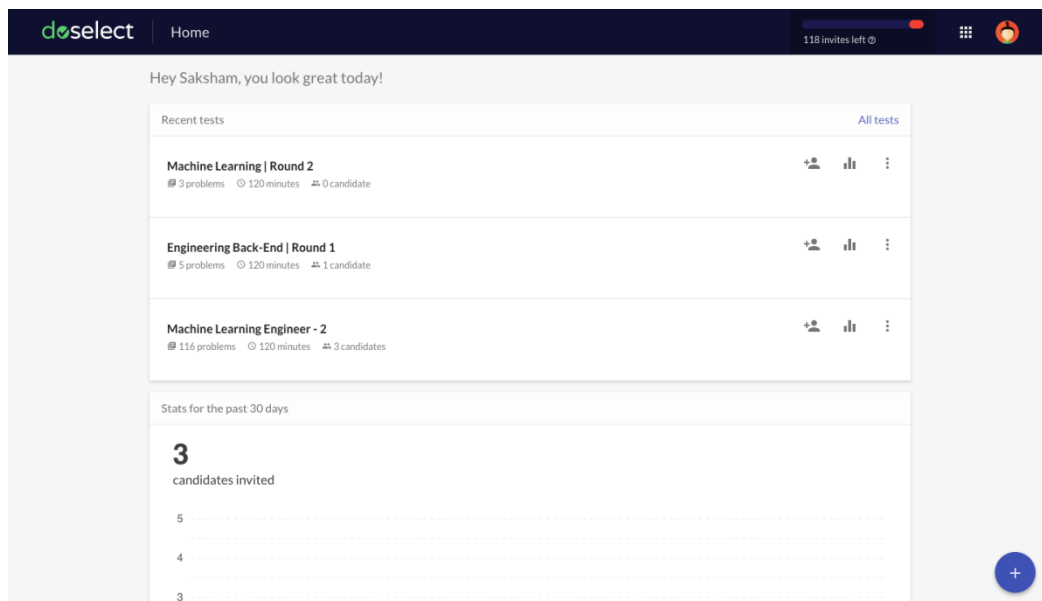


Figure (4.31)
Home Page DoSelect

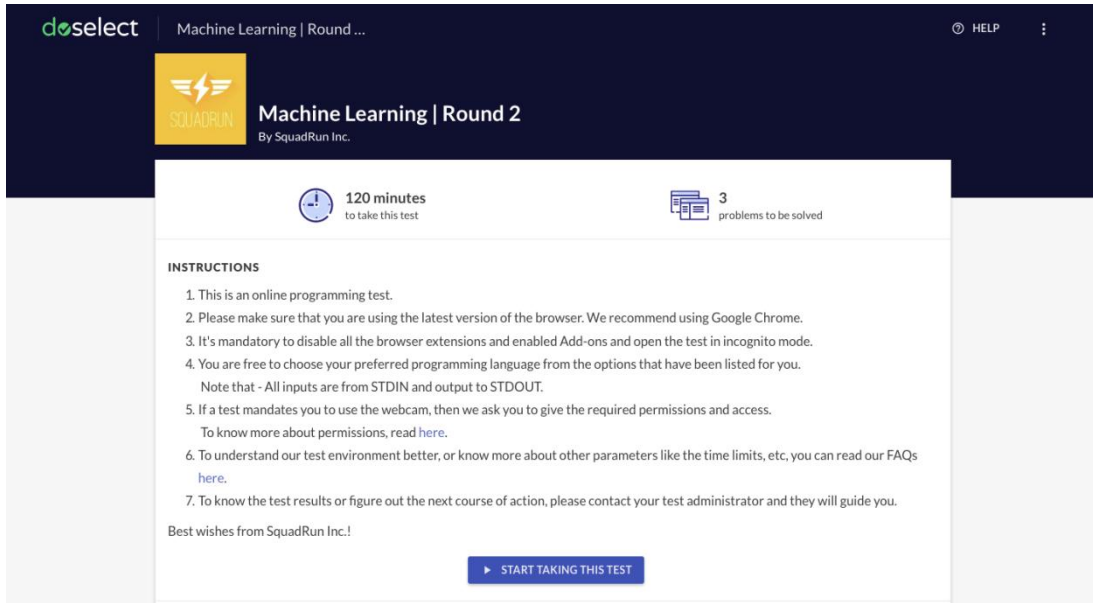


Figure (4.32)
Test Attempt Page

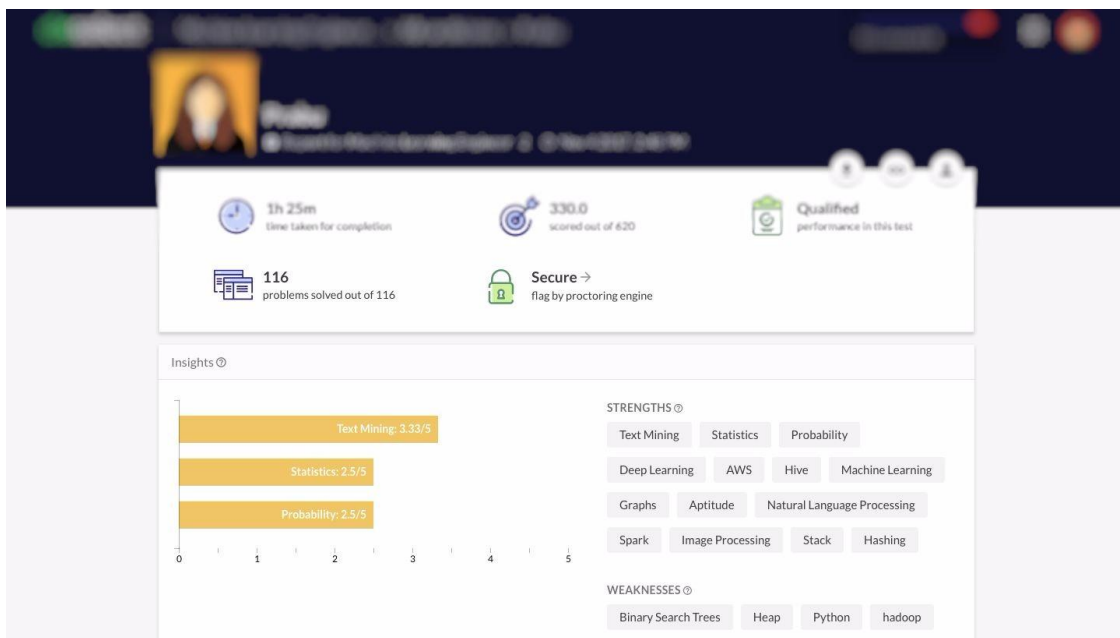


Figure (4.33)
Candidate Test Report

4. Lunch Roulette - Since my role was of Business Operations, it was inclusive of but not strictly limited to hiring and interviewing activities. For instance, I was made in-charge of an initiative taken up by my supervisor by the name of Lunch Roulette, wherein I had to write an algorithm that would assign 3 random co-workers to have lunch together per day. The idea was that this would facilitate communication between inter departmental personnel and eventually everyone will get to know everyone else.

This was supposed to be implemented using Google Spreadsheet and Google Calendars. In the spreadsheet I figured out how to link employee names with their company gmail id and then implement a randomized algo to divide people into groups of 3 using a free logic called "Group Maker" in Spreadsheet, then link these to their respective gmail calendars.

Still loading...	A	B	C	D	E	F
1	Group Size	3	Number of Groups	16		
2	Use the Add-on menu to choose "Group Maker"					
3	Roster	random	Group			
4	Jyoti Prakash Maheswari	0.8358574644	1			
5	Ved Vasu Sharma	0.1154999489	1			
6	Nitish Goel	0.7436873946	1			
7	Ayush Tripathi	0.06213818757	1			
8	Sahil Talwar	0.9267192122	2			
9	Abhishek Srinivas	0.3647605925	2			
10	Prabal Rastogi	0.8372526803	2			
11	Manas Shukla	0.7795423331	2			
12	Praveen Kumar	0.1366202133	3			
13	Kumar Raj	0.6496698584	3			
14	Anand Bhaskar Das	0.3850464457	3			
15	Saswata Shankar De	0.7775593853	3			
16		0.1350232289	4			

Figure(4.41)

CHAPTER 5

Conclusions

The Importance of Recruitment & Selection Processes

HR Management is concerned about individuals, who are the enthusiastic components of administration. The achievement of any association or an endeavor will rely on the capacity, quality and inspiration of individual's working in it.

The Human Resources Management alludes to the deliberate way to deal with the issues in any association. It is worried about enrollment, preparing and development of faculty. Human assets are the most essential resource of an association. It guarantees adequate supply, legitimate amount and in addition viable use of human resources. Keeping in mind the end goal to meet HR needs, a company should design in advance the prerequisites, the sources, and so on. The association may likewise have to undertake recruiting selecting and training processes.

HR Administration incorporates the stock of present labor in the association. In cases that an adequate number of people isn't accessible in the association then external sources are identified to facilitate onboarding of new individuals.

HR Management lays accentuation on better working conditions and furthermore guarantees the employment of suitable work force.

A part of HRM is allotted to professionals who carry out staffing functions. The staffing procedure is a stream of events, which result in a continuous managing organizational position at all levels from the top management to the operatives' level. This procedure incorporates arrangement for labor, approval for planning; creating wellsprings of candidate, assessment of applications employment decision (selection) offers (placement) acceptance and introduction, inter branch transfers, demotions and promotions.

Manpower planning is an arduous process of determining vacancies of the present and future arising from a myriad number of reasons such as retirement, discharge, absence, etc.

Recruitment is concerned with the processes of attracting skillful and competent personnel that will inherently contribute to the advancement of the organization while mutually maintaining respect, integrity and job satisfaction, which are a must for both a healthy functioning individual and the company.

An organization is only as good as the people that work for it.

Challenges Encountered

Being a Business Operations Intern at Squadrun Inc I was faced with numerous challenges. Working in a field where you have no prior experience is bound to be tough, but I was determined to pursue a role that involved a humanistic element as I have always felt my talents most utilized in an environment where I get to help other people.

Following are some interesting challenges that I conquered during my time at Squad:-

** Since my role was of Business Operations, it was inclusive of but not strictly limited to hiring and interviewing activities. For instance, I was made in-charge of an initiative taken up by my supervisor by the name of Lunch Roulette, wherein I had to write an algorithm that would assign 3 random co-workers to have lunch together per day. The idea was that this would facilitate communication between inter departmental personnel and eventually everyone will get to know everyone else.

This was supposed to be implemented using Google Spreadsheet and Google Calendars. In the spreadsheet I figured out how to link employee names with their company gmail id and then implement a randomized algo to divide people into groups of 3 using a free logic called "Group Maker" in Spreadsheet, then link these to their respective gmail calendars.

It was a tough task to say the least as I had no prior experience in coding in Spreadsheet. But with the help of my co-worker I was able to successfully execute it, in just a few days time.

** Sometimes the communication of job roles and profiles would prove to be unclear as potential candidates would decide in a later stage of interview process that they were either unwilling to relocate or not willing to pursue that particular job role. I learnt to gauge what applicants were serious and those who were not at an early stage of the process.

** Inconsistency of Placement Officers, who were enthusiastic about onboarding students for an intro call/interview with the company but ultimately failed to follow through as promised. As such, I was forced to look into other avenues to get candidates for niche roles.

** Lack of quality candidates applying or showing genuine interest in niche job roles, for which we required only very skillfull and competent personnel (Eg-Role of an Engineer Lead)

** The intrinsic challenge that comes with calling complete strangers and talking to them in a pleasant and comprehensive manner to make them interested in the role and effectively schedule next steps for interview.

** One day I was given the task of scheduling a minimum of 20 interviews for the next 3 days which proved to be incredibly difficult to achieve for somebody as inexperienced as me

in such a short time. I was relieved when one of the 12 candidates I had managed to convince to come to the company for an interview proved himself competent enough to get hired.

** The inherent interpersonal skills required to gauge intuitively the worker's behaviour and relevance and commitment to the role by his communication skills and work attitude. It is difficult to understand whether a candidate is the best fit or not with such minimalistic interaction, especially when limited to phone calls.

** To keep up with the work demands that intrinsically come with working at a growing startup.

Findings and Observations

- The methodology of Recruitment strategy implemented at Squad is very effective. Both current and previous employees are and have been well satisfied with company work environment and have given Squadrun rave reviews both personally and through online company review sites at GlassDoor (A rating of a whopping 4.8/5)
- The hiring and on-boarding process is pretty informal compared to that of large companies. My own interview process was a very pleasant experience and my supervisor talked to me more in the manner of a colleague than an interviewer. I have observed the same philosophy followed in interview processes in other roles as well.
- The perks offered are arguably one of the best offered among startups (such as work from home, flexible work hours, unlimited meals and snacks on the house, no limit on vacations, recreational facilities) which have significantly contributed in employee morale and work efficiency.
- Transparent recruitment policy enables employees to be clear about the role expected from them from the get-go. Even though the interview process is unorthodox, the execution is absolutely professional. It was a great learning experience to have worked in such a progressive environment.
- The employees that have been working longer than most have received drastic elevation in roles and responsibilities, and all these senior personnel never seemed not up to the task. It is evident that individuals with crucial designations are highly competent, motivated and responsible at Squadrun. They are collectively

spearheading the company to expanding success. They have already grown 3x since last year and are looking strong to grow 10x more in the next few.

- Employees have joined this organization aiming for career growth, competent salary, and the added benefits that the company offers. Thus the statistics shows that the company has a positive outlook towards the career growth of its employees which they have duly received as is evident from the retention of all high ranking personnel.
- The company's approach to hiring is patient and extensive. The interview processes involved are numerous and thorough such as to filter out only the most relevant candidates, especially for responsible and highly skilled job roles (Eg-Machine Engineer Lead). During my time I observed that about 4 out of 5 candidates for such roles found it difficult to make it to the final round. Thus, a good relationship has been established between qualification and job offered.
- The hiring policy of Squadrun is decentralized with each department in-charge of recruiting its own employees (rather than HR personnel generally hiring) as per necessity from time to time.
- The organization gives due consideration to manpower requirements by identifying them well in advance and keeping in mind factors such as budget, market conditions, attrition, etc. The hiring processes are handled well in accordance to the business plans of the company, both short term and long term.
- The company infuses fresh blood into the workplace all year round by appointing summer interns and fresh graduates, thus directly contributing to society by skillfully training the young work force whereas saving labour costs of hiring experienced professionals.

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