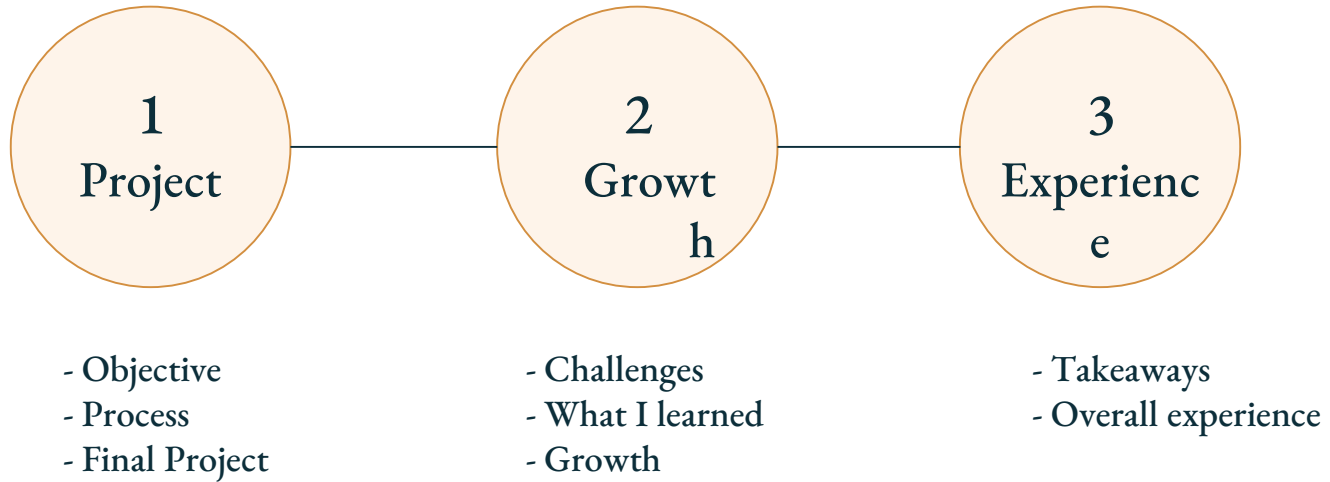


Standardizing HR Recruitment

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Overview





1 Project

Project Objective and Process

Objective

Developing a comprehensive framework for HR assessment of candidates during the recruitment process

- No changes to my project!

Process

3 parts:

- Started with formatting the job posting template
- Then worked on compiling interview questions for both external and internal HR assessments in specific categories, and creating a scoring guide for the interview panel
- Lastly creating a flowchart for the recruitment process



(1) Job Posting

Importance of job postings:

- Effectively and accurately communicate job responsibilities and expectations to potential applicants
- Attracting talent and candidates fit for the role
- Highlighting organizational value and culture
- Strong pool of applicants for a better candidate-organization match in addition to role-skill match



Inviting passionate lecturers to be a part of a Nationally acclaimed, credible non-profit organization

Lecturer

Get to know us:

Swami Vivekananda Youth Movement (SVYM) is a development organization, engaged in building a new civil society in India through its grassroots to policy level action in Health, Education, Socio Economic Empowerment, Training & Research sectors for the last 37 years. SVYM believes that building human and social capital will result in economic consequences and all of SVYM's programs are driven by this development paradigm.

Position Summary:

(As a lecturer you will... **"describe and sell job opportunity"**) **Subjects include** Chemistry, Mathematics, & Biology

Key Responsibilities: (examples)

- Mentor students and supervise their projects
- Meeting students individually to check in and discuss progress
- Developing a curriculum and planning learning materials, including lectures and seminars
- Carrying out administration, such as attending faculty meetings

Qualifications:

- MSc with B.Ed. Adequate experience in teaching PU students including competitive exams (CET, NEET, JEE).

What We Offer:

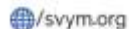
- Cordial working environment
- Accommodation facility within the campus
- Opportunity to serve tribal and rural population
- Offers PCMB & PCMC with well-equipped laboratories
- Experienced candidates will be eligible for increments as per organization's salary scale
- Be a part of a nationally acclaimed, credible non-profit organization

Work Location:

Viveka Pre-University College, a unit of Swami Vivekananda Youth Movement located at Saraguf town which is at a distance of about 60 km from Mysuru, Karnataka. It is run by Swami Vivekananda Youth Movement, a not-for-profit development organization, providing quality and affordable education for rural-tribal population.

Apply for this Job:

Interested candidates may send their application/CV complete in all respect to jobs@svym.org.in



(2) HR Interview Questions

Importance of Standardizing Interview Questions:

- Reduces bias by creating a more fair and impartial interview assessment
- Helps with making consistent and faster decisions
- Enhances the candidate's experience
- Avoid missed opportunities by having a prepared list of questions

External Candidate:

- Had a framework and predetermined categories for questions to target
- Categories: Qualifications, Experience, Understanding of Position, Organizational Fit, Willingness to Travel, Long-term Commitment, Communication

Internal Candidate:

- Developed from scratch
- Research on internal interview questions topics, then compiled a list of questions based on categories
- Categories: Motivation, Past Performance/Strengths, Role Readiness, Communication, Logistics

Interview Panel Score Sheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Interviewer Panel Name:																	
2	Date:																	
3	Applied Position:																	
4	Candidate Name:																	
5	Previous Position:																	
6	Total Score: 0																	
	1 = unsatisfactory 2 = satisfactory 3 = good 4 = very good 5 = outstanding Evaluation for Internal Candidates: "look at guide for grading"																	
7	Evaluation for Internal Candidates: "look at guide for grading"																	
8	Motivation			Past Performance/Strengths			Role Readiness			Communication			Logistics					
9	Question	Comments	Score	Question	Comments	Score	Question	Comments	Score	Question	Comments	Score	Question	Comments	Score	TOTAL		
10	Why did you decide to apply for this new position?			Which areas have you shown the most growth since you started working at SVTM and what skills have you developed?			What is your proudest accomplishment at SVTM and how does it demonstrate your readiness for this new position?			Have you spoken to your manager about applying to this new position?			What would you do to help your replacement, should you move on to this new position?					
11	What experiences within SVTM has prepared you to assume this new role and what part of your current position has led you to seek out this new opportunity?			What sets you apart from other applicants for this role, such as external candidates?			What do you think about the SVTM mission statement and values?			Tell me a time you were given feedback and how did you respond?			If a different applicant were to be selected for this role, do you think it would affect your ability to continue with your current role?					
12	Where do you see yourself in 5 years?			What are the biggest challenges you've had to face in your current role and how did you overcome them?			How do you think the role will be different than your current role and how do you plan to adjust to these differences?			Tell me a time when you were able to breakdown a complex issue in order to explain it to someone else.			"If this new position is in a new location" Would you be willing to travel to your relocation for this new position?					
13	Category Score: 0			0			0			0			0			0		
14																		
15																		
16																		

Understanding of Position

Question	Scoring
<p>What do you know about this position/role and why do you want to work here?</p> <p><u>Importance of question:</u> If understanding what they applied for and what their motivation was</p>	<p>1 - unsatisfactory: does not have a good understanding of the job position and what the role entails.</p> <p>2 - satisfactory: has a good understanding of the job position but does not elaborate much and does not mention SVYM in why they want to work here</p> <p>3 - good: has a solid understanding of the job position but does not talk about SVYM</p> <p>4 - very good: has a strong understanding of the job position and a very good answer, including responsibilities and work, briefly mentions why SVYM</p> <p>5 - outstanding: has a strong understanding of the job position and talks about this job at SVYM specifically</p>
<p>What aspects of the role do you think you'll like, and which will you dislike?</p> <p><u>Importance of question:</u> Insight into if they understand the role and if they will enjoy this role once they start</p>	<p>1 - unsatisfactory: not excited about main aspects of the job that they will be performing often and clearly does not have a good grasp about the job/role</p> <p>2 - satisfactory: excited about the role but not the main aspects of the job/tasks they will be performing</p> <p>3 - good: looking forward to parts of the role that they will do often</p> <p>4 - very good: good answer talking about different aspects of the job but doesn't show much enthusiasm</p> <p>5 - outstanding: positive about all aspects of the job and are passionate about it</p>
<p>What skills and strengths can you bring to this position?</p> <p><u>Importance of question:</u> If they're skills/strength match job and how they see themselves working in the position</p>	<p>1 - unsatisfactory: vague and generic answer, doesn't relate much to the job, skills do not match the job qualifications</p> <p>2 - satisfactory: explains their skills and strengths but not how they plan to apply them to the position they</p>

Interview Assessment Scoring Guide

Organizational Fit

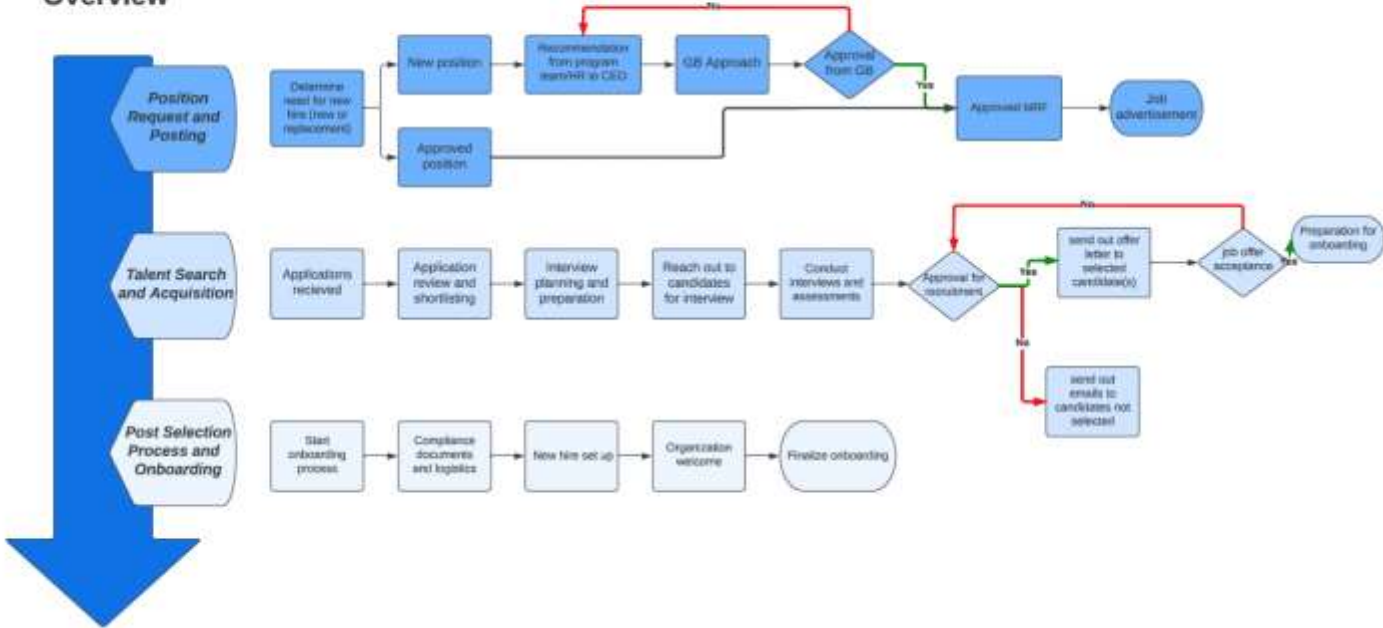
Question	Scoring
<p>What do you know about SVYM and the work that we do?</p> <p><u>Importance of question:</u> Want to see if they have done their research on the organization</p>	<p>1 - unsatisfactory: knows little to none about SVYM and what kind of organization we are</p> <p>2 - satisfactory: has some knowledge about SVYM (grassroots, NGO, serves communities in Karnataka State)</p> <p>3 - good: has some knowledge about SVYM (grassroots, NGO, serves communities in Karnataka State) and the work we do (mentioning some of the projects and sectors), showing they have done some research on our organization</p> <p>4 - very good: knows about SVYM as an organization and all 4 major sectors (health, education, SEEP, research and training), showing they have well researched on our organization</p> <p>5 - outstanding: knows about SVYM as an organization, the 4 major sectors, and is <u>enthusiastic about our work</u></p> <ul style="list-style-type: none"> - a plus if they mention some projects we have done or are doing - a plus if they have had a personal experience with SVYM's work
<p>What does the SVYM mission statement "to facilitate and develop processes that improve the quality of life of people" mean to you?</p> <p><u>Importance of question:</u> If they understand SVYM's mission statement and as an organization and if values align</p>	<p>1 - unsatisfactory: does not understand the mission statement, very vague in their explanation</p> <p>2 - satisfactory: has some understanding of the mission statement</p> <p>3 - good: has a good understanding of the mission statement and elaborates</p> <p>4 - very good: has a solid understanding of SVYM's mission and elaborates on it, by maybe going into detail on it or maybe making a personal connection</p> <p>5 - outstanding: have a good understanding of SVYM's mission and goes on to be in SVYM vision/values, might mention "together, let's build a resurgent</p>

Communication

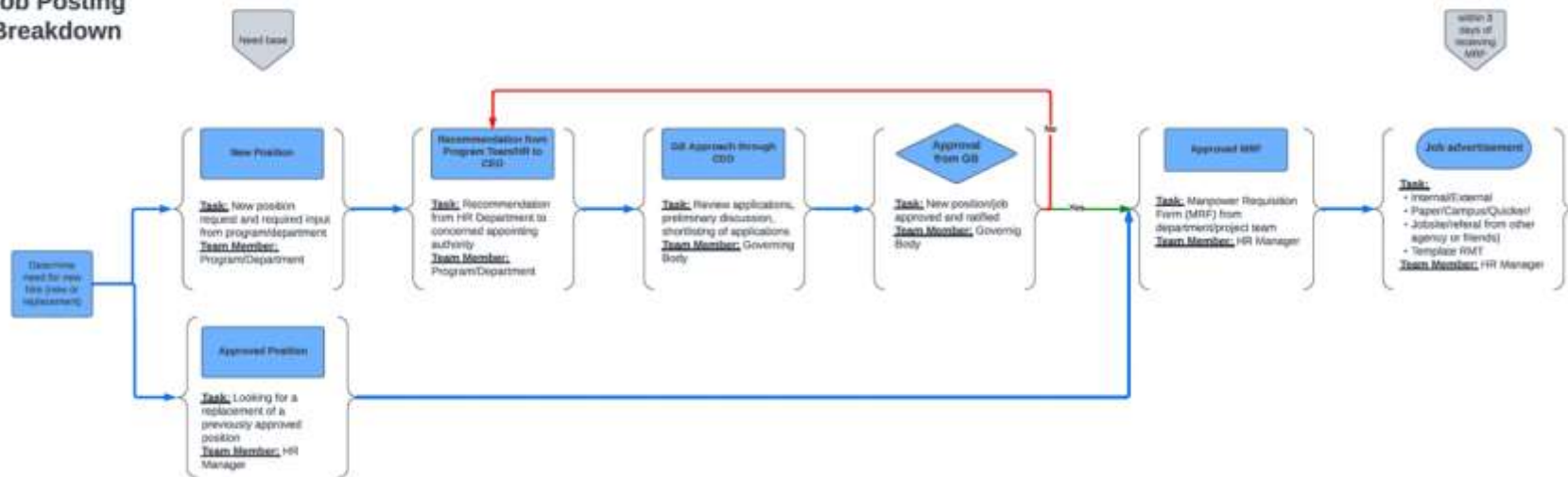
Question	Scoring
<p>Tell us a time when you were given feedback that you didn't agree with, what did you do?</p> <p><u>Importance of question:</u> How they handle feedback and working with a manager, communication</p>	<p>STAR: situation, task, action, result</p> <ul style="list-style-type: none"> - shows awareness of the situation that they were in, explains the task that was at hand, explains what happened/went wrong, shows result and lesson learned <p>1 - unsatisfactory: did not try to see the other perspective on the given feedback, ignores feedback, and overall did not take the feedback well</p> <p>2 - satisfactory: some awareness of the feedback, took action to reflect or converse with the other person but resulted in some conflict, made some changes but holds a grudge or still thinks they are right</p> <p>3 - good: shows awareness of the feedback they were given, self-mitigated a solution that did not result in conflict, took action in changes even if they didn't agree (maybe just followed instructions but does not show any grudges or anger about it)</p> <p>4 - very good: shows awareness of the feedback they were given and handled the situation well, seeks out reflection or conversation with the other person on this feedback to understand the feedback, no conflicts occurred due to the feedback, overall valued the feedback, and made changes</p> <p>5 - outstanding: shows awareness of the feedback they were given, seeks out reflection or conversation with the other person on this feedback to understand the feedback, figures out a middle ground for self-understanding and made changes accordingly, was respectful and showed that they <u>valued the feedback</u> even if they disagreed, no conflicts occurred due to this feedback, overall reflected well on this situation and handled it well</p>

(3) Recruitment Process Flowchart

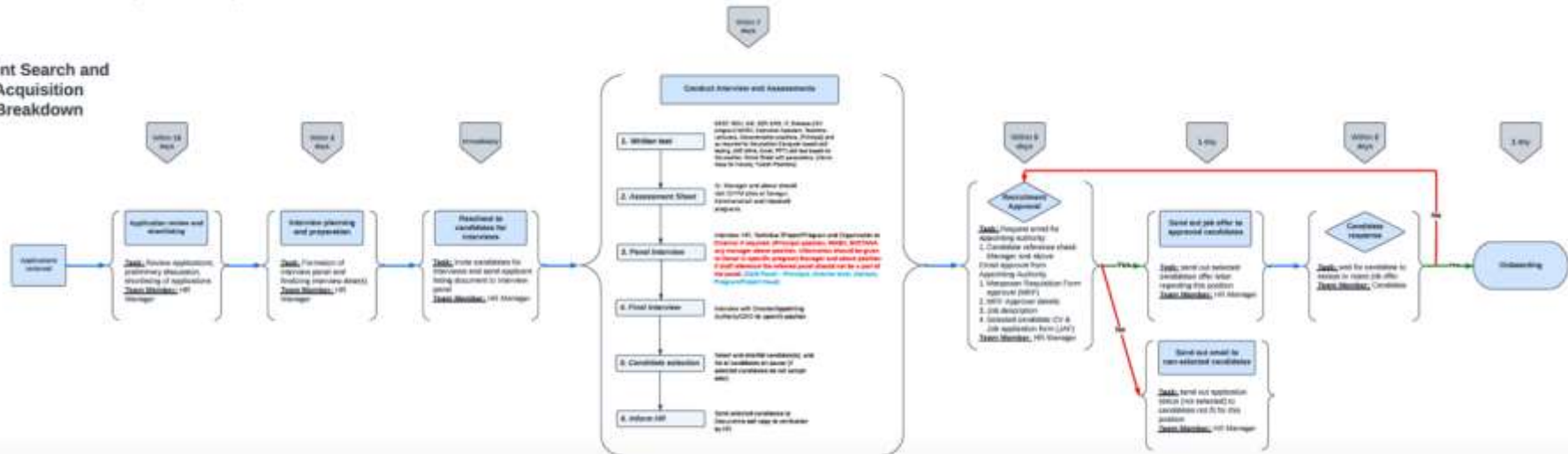
SVYM HR Recruitment Process Overview



Position Request and Job Posting Breakdown



Talent Search and Acquisition Breakdown





2

Growth



Reflecting back...

Challenges I faced:

- Transitioning from working in-person to virtual... time difference
- Understanding the organization's work culture in order to decide which questions to use for interviews
- Creating the scoring guideline → unsatisfactory answer (1) vs. satisfactory (2) vs. good (3) vs. very good (4) vs. outstanding (5)

What I learned:

- Cross-cultural/international and virtual collaboration and communication
- How to use LucidChart to create process flowcharts

Growth

- Becoming more proactive (with my project and communicating)
- Overall, a better understanding of the HR recruitment process → professional growth





3

Experience



I had a wonderful experience this summer both learning about India and working on my project!



Thank you!

Questions?