



Singapore Healthcare Management 2018

CV e-Depository

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1. Introduction

Hiring Managers are required to review hardcopy of CVs to shortlist suitable candidates for interviews. However, this has inevitably caused delay in the selection and recruitment process as HR will need to wait for the return of the hardcopy CVs before proceeding to arrange for interviews.

2. Issues

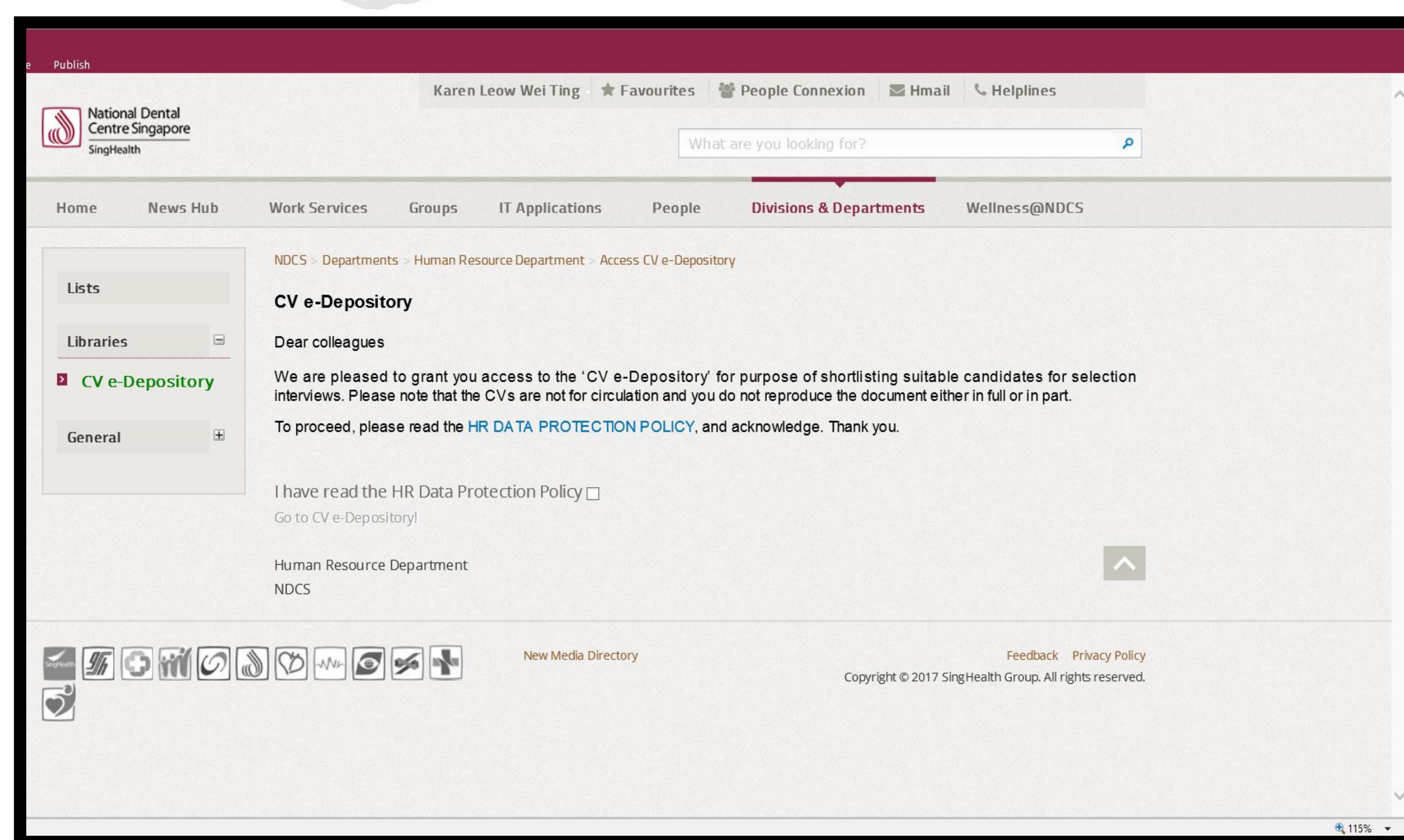
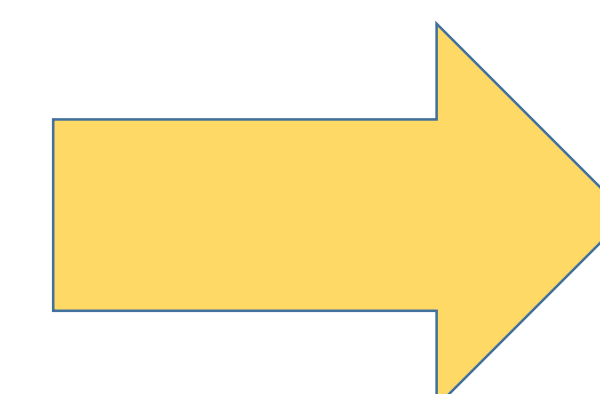
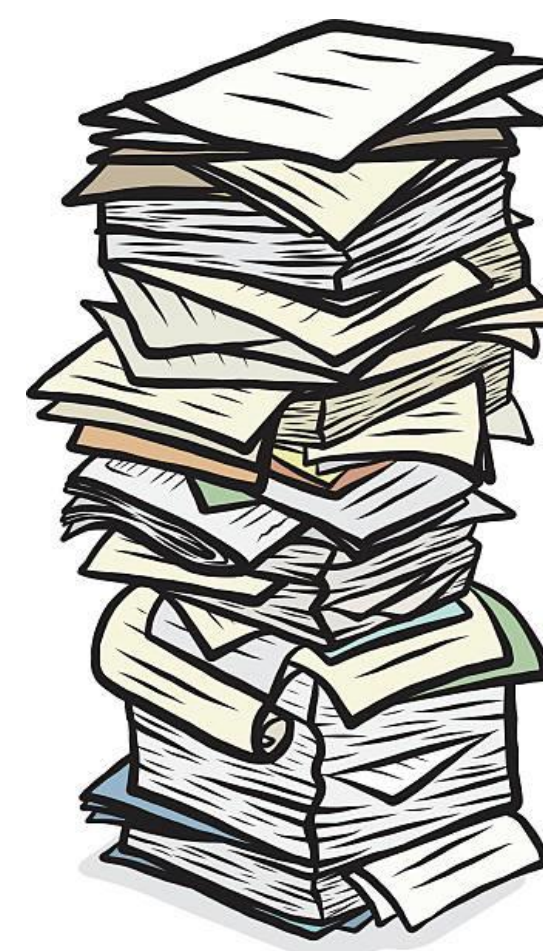
High volume in printing which resulted in cost and materials wastage

Delay in response time from Hiring Managers which will lead to a longer time needed to fill positions

Loss of hardcopy CVs when given to Hiring Managers for shortlisting

Candidates' CV are not secured as they can be duplicated

5. Improvements



3. Methodology

HR consulted IHIS in the implementation of CV e-Depository via Infopedia platform

HR created user guide to assist Hiring Managers in navigating the CV e-Depository

Hiring Managers were informed on the launch of CV e-Depository via email with user guide attached

4. Results

Reduced in turnaround time from 3 days to 1 day

Cost saving of \$137.20, based on 40 CVs printed daily

Enhanced security in protecting candidates' personal data

Vacancies are filled efficiently as candidates are secured within a shorter timeframe

Positive feedbacks from Hiring Managers

6. Feedbacks

CV e-Depository is easily accessible and it provides real-time update of candidates' profiles and information.

*Hiring Manager,
ACP Office-Clinical Services*

CV e-Depository prevents the loss of CVs and reduces the printing of papers. It also allows for better security as CVs cannot be edited, printed or downloaded.

*Hiring Manager,
Dental Assisting-SOC*

Conclusion

This initiative helps to reduce the possibility of losing potential candidates due to longer turnaround time needed for selection process. Most importantly, Hiring Managers are able to meet their manpower needs for daily operations. The recruitment process of a new joiner typically takes one month but with the use of CV e-Depository, the lead time has reduced to 2 weeks.