REAL-TIME RECRUITMENT DASHBOARD FOR HUMAN RESOURCE

BACKGROUND
Upon receiving the Approved Manpower Requisition Form (MHR) from requesting departments, respective HR partners will manually record the details of the form. After the position is filled, HR partners need to update the details of offer and commencement.

PROBLEMS
- Lack of real-time recruitment status
- Time consuming
- No proper tracking process
- Manual calculation on HR metrics

METHODOLOGY
Supervisor
HR Partner
Recruitment Dashboard
CHRO

IMPROVEMENTS
Developed a macro in Excel with automated formula to generate recruitment status & metrics

<table>
<thead>
<tr>
<th>Real-time Recruitment Dashboard for Year 2019</th>
<th>Update Recruitment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MHR No.</td>
<td>MHR Received Date</td>
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<tr>
<td>----------</td>
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</tr>
<tr>
<td>NUR0001</td>
<td>01/03/2018</td>
</tr>
<tr>
<td>NUR0002</td>
<td>01/03/2018</td>
</tr>
</tbody>
</table>

RESULTS
- Real-time overview: Recruitment status at a glance
- Vacancies status for job families, departments, positions
- Reduction in Human Errors in computing HR metrics
- Time savings of 10 hours per year

CONCLUSION
Macro in Excel with automated formula resulted in time savings, real-time information, and work efficiency