



**Singapore Healthcare
Management 2019**

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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 dates 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

Vacancies
Filled /
Unfilled

Turnaround
Time

HR
Recruitment
Statistics

IMPROVEMENTS

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

Real-time Recruitment Dashboard for Year 2019														Update Recruitment Status
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
New Estab	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	0.0	5.0	
Replacement	1.0	0.0	1.0	0.0	0.0	0.0	0.5	0.0	0.0	0.0	0.0	0.6	3.0	
Vacancies to be filled	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	0.6	2.6	
MHR No.	MHR Received Date	Job Title	Personal Area	Cost Centre	FTE	Additional / Replacement	Offer Accepted Date	Date Joined	Turnaround Time (in days)					
NUR0001	01/01/2018	Assistant Nurse Clinician	Nursing	ACCOUNTS 438100	1	Additional	14/02/2018	01/03/2018	59					
NUR0002	01/03/2018	Nurse Educator	Nursing	BCM 434300	1	Replacement	05/05/2018	01/06/2018	92					

← Click here to view
real time details

← Recruitment Status
Overview

← Details captured

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

Recruitment
Status at a
glance

CONCLUSION

Macro in excel with automated formula
resulted in time savings, real time
information and work efficiency