Simy George, NCCS Tong Lay Hong, NCCS Joyce Ng, NCCS



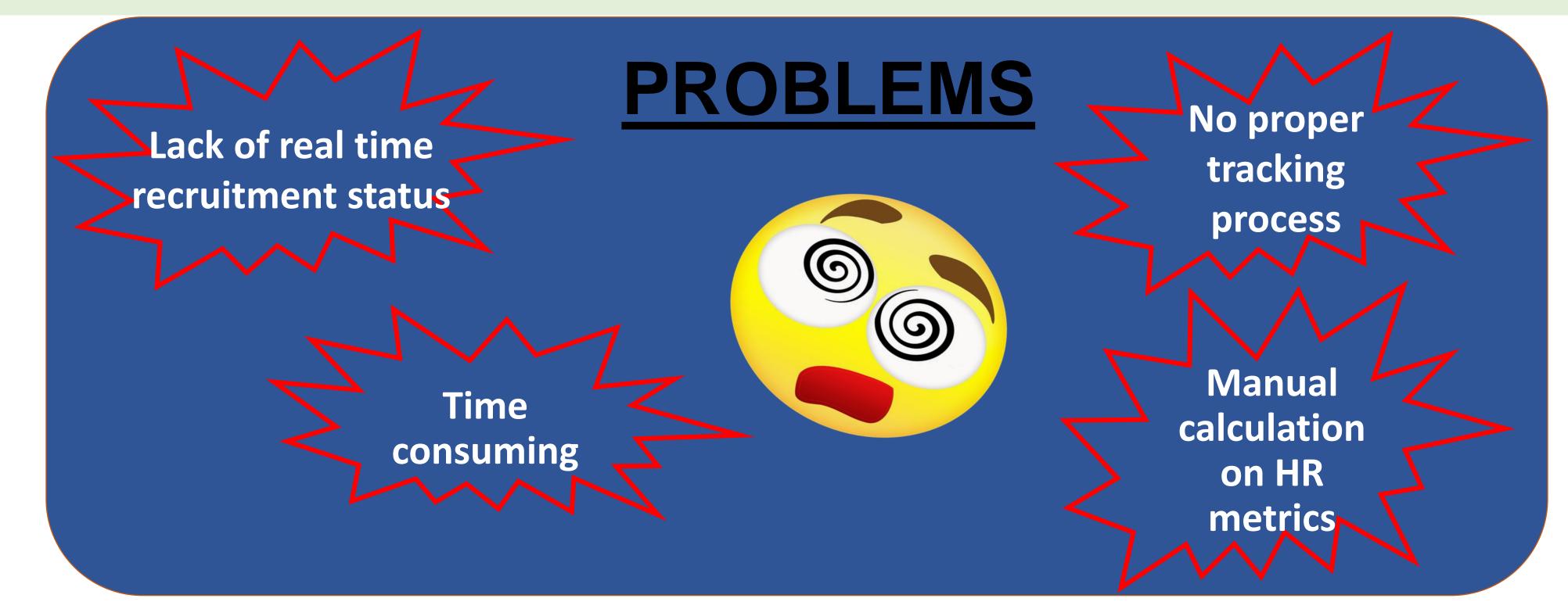
## **REAL-TIME RECRUITMENT DASHBOARD FOR HUMAN RESOURCE**

## BACKGROUND

Upon receiving the Approved Manpower **Requisition Form (MHR) from requesting** 

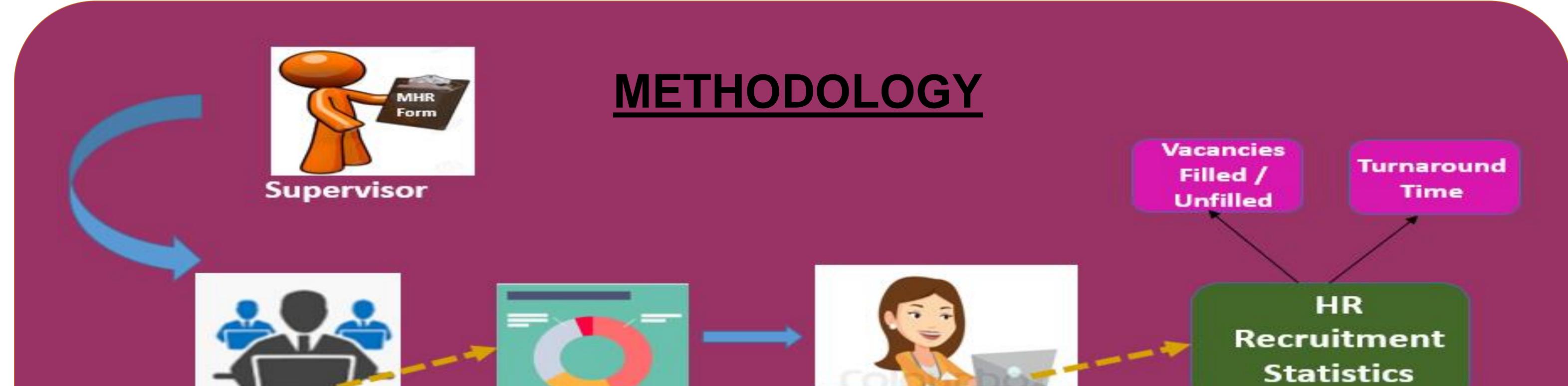
**Singapore Healthcare** 

Management 2019



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.





**HR Partner** 



Recruitment

Dashboard

CHRO

	IMPROVEMENTS															
Develope	Developed a macro in excel with automated formula to generate recruitment status & metrics Real-time Recruitment Dashboard for Year 2019 Update Recruitment Status														Click here to view real time details	
		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	<b>Recruitment Status</b>	
Vacancies to	o 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	- Overview	
MHR No.	MHR Received Date	Job Title Person Area					I Cost Centre			FTE	Additional / Replacement	Offer Accepted Date	Date Joined	Turnaround Time (in days)		
NUR0001	01/01/2018	01/01/2018 Assistant Nurse Clinicia 01/03/2018 Nurse Educator				Nursing				1	Additional	14/02/20	18 01/03/2018	59	Details cantured	
NUR0002	01/03/2018					Nursing				1	Replacement	05/05/2018 01/06/2018 92			<ul> <li>Details captured</li> </ul>	

**Real-time** overview Recruitment status at a glance

Vacancies status for job families, departments, positions

RESULTS

Reduction in Human Errors in computing HR metrics

Recruitment Status at a glance

> Time savings of 10 hours per year

## CONCLUSION

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