# ON-BOARDING RECRUITMENT PROCESS USING RPA

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**ABSTRACT:** Many businesses require a significant number of skilled individuals to grow. The essential strategy utilized by any business to find workers is employing. Choosing a gifted person who addresses their issues is a troublesome undertaking. The Human Resource Manager is put under a great deal of pressure in light of the fact that recruiting includes various tedious and dreary errands. The primary objective of this project is to use robotic process automation to make the onboarding process easier and more effective.

**KEYWORDS:** Robotic process automation, Artificial intelligence, human resource, UIPath

## INTRODUCTION

An embedded technology known as robotic process automation uses robots rather than people to perform administrative tasks. Automation of routine tasks is made possible by RPA software's integration with existing tools and features. This reduces the amount of time and money needed to complete each task. RPA use is speeding up rapidly in numerous organizations. HR's life is made easier when RPA is used in the hiring process because it saves time and effort by automating every step, from storing applicant resume data to creating offer letters.

## EXISTING SYSTEM

There are currently a number of HR process systems. Natural language processing and machine learning are two of them. Based on RPA characteristics, experimenters suggest RPA models as part of the HRMS process for resolving HR-related issues. One item is Enate, a software platform developed by RSO. Blue Prism and UiPath, two RPA tools, are the next significant technologies in this instance. Typical responsibilities include reading, processing, and submitting e-mails, running reports, copying data, and collecting data from files or systems.

Limitations:

- The robot cannot update the information in the lines.
- It was odd and inappropriate to use exclusive data from the company's database.
- Picking up data from the applicant's resume is enormous, dreary and tedious cycles which includes numerous different cycles.

## PROPOSED SYSTEM

The main agenda of this project is that we can automate the manual process which reduces human intervention. The project is done in an RPA tool named UiPath Studio. We are using RE Framework to process the whole work. Here the whole recruitment process of taking data of pool of applicants received from the form we created and then shortlisting them according to some parameters. After shortlisting the candidates, we are going to conduct emails through mailing them the schedule. The mail is sent both to the candidates and the interviewer. Later, when the interviews are done, the interviewer will update us with a sheet of selected candidates. The selected mails are also sent to the selected candidates. Finally, it continues from the taking the information of the candidates who are selected for the job. It takes the basic details of payroll, appointment letter, salary, date of joining and other details. After taking the

information it will create an employee id and employee mail for the candidate. This process of getting the id and mail is done from an HR portal. All the details of the candidate will be noted in an excel sheet automatically. Note that the whole process of creating the details is done automatically in the tool itself which reduces manual work.

To implement this project , we have designed following modules:
1. Application Processing
   o Receiving pool of applicants
   o Shortlisting and sending interview mails
   o Sending offer letter and appointment letter to the candidates.
   o Get input files
   o Get appointment letter
   o Get payroll data
2. IT Setup and Access Provisioning:
   o Get emp id and mail
3. Document Generation and Management:
   o Append data to master sheet
4. Employee communication

**Modules description:**
Application Processing:
o Retrieve application forms from system and conduct interviews to the eligible candidates.
o Select them and send offer letters and relevant documents .
o Extract relevant information such as personal details, employment history, and references.
IT Setup and Access Provisioning:
o Create user accounts id, assign email addresses, and provide necessary system access rights.
o Coordinate with IT teams to ensure a smooth onboarding experience for new hires.
o Here we are generating employee id and email using  a HR Portal.
Document Generation and Management:
o Generate welcome letters.
o Store the information of the employee in a centralized document management system(excel sheet).
Employee communication:
o Send automated welcome letters via email to the employees.
o Notify them about the new emp mail id and identification code
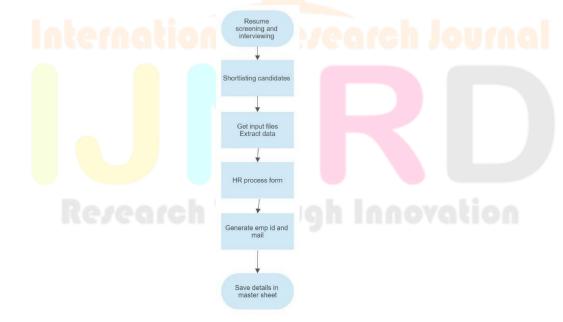


Fig 1: Block diagram of proposed system

## PERFORMANCE EVALUATION

The UiPath Studio performance review of the HR onboarding project includes evaluating the efficiency, and impact of the automation solution. Here are some important factors to take into account while evaluating performance.

Efficiency Metrics: We have calculated the amount of time and resources that automation has saved. It took less than 2 minutes to process the mails and after receiving selected candidates information it lasted about 3 minutes totally. This shows that the process which takes a week is done in just in span of 4-5 minutes. By keeping track of the number of applications handled per unit of time, the automation throughput for each applicant takes less than 100 seconds.

User Experience and Satisfaction: Obtaining input from the onboarding process from a form where we have created a job application link for new hires. The user will be able to understand the process easily because it is not much complex.

Scalability and Performance: Analysing the HR onboarding process' overall effectiveness. Tracking how long it takes to complete each phase of the onboarding process and look for places where it may be streamlined even further.

Cost Savings: By Analysing the cost reductions brought about by automation, there is a possibility in savings from increased productivity and efficiency as well as the decrease in labour expenses. It reduced manual mistakes, less rework, and efficient resource allocation.

Prior to deploying the automation solution, it is crucial to set baseline measurements and follow these data on a regular basis to assess the project's performance. Organizations may use UiPath Studio to constantly enhance the HR onboarding process by assessing these factors and identifying their strong points, problems, and obstacles.

## RESULT

The whole recruitment process is done using only one tool which is UiPath studio. It starts from applications to employee verification. Each and every information of the candidate is just with the HR only which makes the data secure. Email attachment in UiPath tool plays a significance role in the whole project. Using RE framework the project is done in it to process the recruitment. When the whole process is done the information of each candidate is shifted from one folder to so that it will be easy to check if the process is done. This project reduces the human intervention and time which makes efficient.

## CONCLUSION

The improvement of employee onboarding by RPA gives the HR division a data-driven approach. It might help the HR department by centralising employee data while also providing a positive onboarding experience for new hires. In the middle of the continually changing labour rules, businesses may prevent exorbitant penalties and reputational harm by creating a flawless programme. In a world where worker turnover is expected to reach close to 20%, RPA is crucial. The onboarding process is being redesigned and moved away from a transactional context and towards a learning one.

A user-friendly interface and a broad variety of automation features offered by UiPath Studio enable the creation of thorough workflows that cover the numerous duties involved in HR onboarding. UiPath Studio makes it simple to automate activities including application processing, background checks, document preparation, compliance forms, IT setup, staff training, data integration, and communication.

## ACKNOWLEDGEMENT

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