



Case Study: The Two-Click Hiring Process and much more...

The Case

Things are going very well for Renovado, and they have just landed a contract for a large construction project, so they need to hire another carpenter crew of two people.

The Solution

Renovado's HR department opens the module for setting up the company structure in their KnowUs profile, where they register another crew under their carpentry department. They then create two new carpenter positions - with corresponding position numbers - in the structure and link them to the newly created crew.

As a standard internal procedure, the HR department also chooses to create an apprentice position and links this to the crew as well.

Once the crew is registered, they go into the menu to attach the standard equipment lists for the necessary tools and equipment that need to be linked to the individual new positions, as well as to the new crew. They also link the requirements for courses and certificates to each position - Both the standard equipment lists and the course requirements are already available as standard templates in their KnowUs system.

Renovado's department head of the carpentry division receives a notification telling him the crew has been registered. He check if there is any additional equipment that needs to be assigned to the crew due to special tasks. He determines that a larger circular saw is needed, so he goes into The KnowUs Global Catalog, finds the necessary saw, and adds one to the crew's standard equipment list. He also assesses that the crew does not need the large Mercedes-Benz Sprinter that is assigned by default, so he downgrades their vehicle to a Mercedes-Benz Vito. Finally, he approves the setup, and the HR department can now begin the hiring procedure.

The Hiring Process

The HR department initiates the process by going to the individual position and selecting from a dropdown menu whether the position should be advertised through a recruitment agency or internally. They assess that for these positions, they can handle the task internally, so they choose not to send it through their usual partner this time. They select "internal" and check the "Vacant" box, as well as specify an expected "start date." They do this for both carpenter positions and leave the apprentice position without a checkmark in the "Vacant" box.

Additional results:

By marking the positions as "Vacant," several things happen:

- The two vacant positions become visible in the "KnowUs Job Section" of The Global Catalog, each with its own job posting generated from the "requirements" and expectations that the HR department registered in the structure.
- Renovado's IT department is made aware that they need to prepare phones/tablets, etc., based on the equipment dictated by the crew's and positions' standard lists.
- Renovado's purchasing department can see that new employees are on the way and that they need to be equipped with tools and a vehicle. They can see in their inventory list that certain items are missing from their warehouse/depot.



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Additional internal tasks/solutions:

The IT department prepares the necessary equipment. They find the equipment in their warehouse, locate the correct phones with their serial numbers and IMEI, and link these with a mobile number to the individual position number. The tablet is similarly linked to the crew.

The purchasing department opens their module showing internal purchase orders, and see both a consolidated total list of all pending purchases and a list of the individual orders placed by Renovado's various departments. They see that the purchase for the new crew is split between two suppliers - HandyBase, which is registered as a user of KnowUs, and The Wardrope, which is not yet a user of KnowUs. They can also see that other orders are ready for placement towards HandyBase so they choose to order everything at the same time. They do this by clicking the "Send Order" button next to the names "HandyBase" and "The Wardrope." The order to HandyBase now goes through the KnowUs system (see **Case Study: Automating the Entire Supply Chain**), and the order to "The Wardrope" is automatically sent via e-mail.

When the ordered tools and equipment are received by Renovado, the Purchasing department goes in and links the individual machines' serial numbers to the crew, so that these appear on the list of equipment that must undergo mandatory checks and inspections (e.g., the statutory inspection of power tools every 12 months).

The employee at Renovado responsible for compliance with the various inspections can now see the new machines on his lists. And he will henceforth be alerted when an inspection is imminent.

The application and the employment:

Simultaneously with all this, Emma Maria Johnson has seen the job posting on the KnowUs Job Section. She has a personal profile where she has created her CV and uploaded her certificates, course diplomas, certifications, etc. She decides to send an application, which she does by writing a short personal text in the corresponding box and then clicking the "Apply" button next to the job posting.

The moment she does this, the HR department at Renovado can see her profile in the KnowUs system. They see a comparison between the position's "requirements and expectations" and Emma's skills and certificates, and they can read her personal text to them.

Renovado decides that Emma is one of the people who should be interviewed, even though she is missing a certificate for a telehandler. After speaking with Emma on the phone, they send a "meeting invitation" via the KnowUs calendar system, which Emma subsequently goes in and approves in her KnowUs profile.

After the interview, Renovado decides that Emma should have one of the new positions. After another phone conversation where the employment is agreed upon, the HR department goes to the position in the KnowUs system, finds Emma's application, and clicks the "Hire" button. Emma then receives a notification and a message to confirm the employment. She also does this with a single click of a button, after which all of Emma's data is automatically linked to the position at Renovado - without the HR department having to type anything at all.

Now, several things happen - for example:

- All departments in Renovado are informed about the new hire.
- Emma's data is automatically entered on all necessary lists.

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- Employment documents are filled out and prepared for signature (and can now be signed digitally).
- The accounting and payroll departments receive all necessary information.
- Emma gains access to the modules in Renovado's KnowUs system that the position is configured for.
- Emma is presented with her pre- and onboarding process in her personal calendar in KnowUs.



The following tasks

A new certificate:

The HR department now opens the "KnowUs Course Section," where they search for "Telehandler." They find several possible courses, but since they have already configured their system with a primary provider - Apex Industrial Training (A.I.T.) - for this certificate, course dates from A.I.T. appear at the top of the list. The HR department has already discussed possible periods with the department head for the carpenters, so they quickly find a course that fits with Emma's future work schedule. Since A.I.T. is already a user of KnowUs, the HR department can now simply click "Book Slot" and, in the subsequent dialog box, link Emma's new employee number.

At A.I.T., Emma is now booked for the course, and A.I.T. has automatically received all the personal information they might need to conduct the course and issue a certificate. The course will appear in Emma's personal calendar, the calendar for the HR department, and Emma's department head. When Emma passes the course, A.I.T. simply has to click "Passed" next to her name on the participant list, and Renovado's systems, as well as Emma's personal profile/CV, will automatically be updated with the new certificate.



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Assigning projects to the new team:

Now that Emma and the other new employee have been hired, it is time to plan their future work tasks. The department head does this in collaboration with the Construction Manager by going into "KnowUs Project Management." Here, they find the projects that the new crew will be working on in the coming months. They choose to view only "Carpentry Tasks" and drag the new crew from the "Crew Overview" onto the tasks listed as "Needs Manpower."

This results in Emma now being able to see in her personal calendar which tasks and construction sites she will be working on. She can also see if the task requires special tools or materials that she needs to make sure to bring from the warehouse, or if she needs to review chemical data sheets before starting the task.

The conclusion

All of this happens automatically, with very few clicks, and almost no data entry. The KnowUs system is NOT just another simple SaaS program.

For a deeper understanding of the impact this Case could have on your particular company, you can read our in-depth analysis of the case.

[The Two-Click Hiring Process Analysis](#)