Lec 5: Adopting AI in Administrative task automation, Recruitment, and Talent acquisition

Hello learners, welcome back to the course on AI in human resource management. As part of the second module, we will discuss today the adoption of AI in administrative tasks. We'll look into the automation possibilities there, look into recruitment and talent acquisition, and how AI is going to enable those critical functions of human resource management. I am Dr. Abraham Cyril Issac. I am an assistant professor at the School of Business, Indian Institute of Technology, Guwahati.

Now, in the previous session, we looked into how AI is going to facilitate the decision-making process as part of human resource management. When you look into the automation possibilities, specifically how AI would be helpful in administrative tasks, we have to understand the different aspects of administrative tasks and what are the additions or supplements that AI can actually bring in. Let's look into that in greater detail. When you look into administrative task automation, Please understand it refers to the use of technology and software tools to streamline and automate routine administrative tasks in an organization.

So when you look into any particular automation possibility, this administrative task automation can include something as simple as, let's say, email autoresponders. Email autoresponders or even something as complex as enterprise systems managing entire workflows generally. So when you are looking into administrative task automation, essentially you have to understand these are the possible tasks. Very quickly, data entry is all about automating the input of data into databases and spreadsheets to minimize human error and save time. Scheduling could be with respect to using tools to automatically schedule meetings.

And appointments often with calendar integrations. Document management. Automatically creating, storing, and retrieving documents, which can include contract generation and file organization. With respect to email management, it could be automating responses, sorting, and categorizing emails to improve communication efficiency. With respect to reporting.

It could be, you know, something like generating reports and dashboards automatically by pulling data from various sources. With respect to invoice processing, streamlining the invoicing process could include something like generating, sending, and tracking invoices. And reminders and follow-ups, as I already mentioned, in terms of communication, it is more crucial to set up automated reminders for important tasks or follow-ups. You also have the possibility of online form management. Using online forms to capture information and, you know, automatically process it into a database or spreadsheet.

So you see a range of tasks, right from data entry to online form management, as I mentioned. So this has immense possibilities. A lot of aspects could be covered when you are looking into administrative tasks. Task automation in general. When you're looking into administrative task automation, you have to understand what tools, AI tools used for automation, and this would be the focus of this particular session.

So when you look into AI, various tools are employed for administrative task automation, and this generally includes mainly different categories because there are many. Tools like JotForm or Cflow can help create automated workflows for various administrative functions. So workflow automation is significantly addressed with JotForm or Cflow. Then there is the possibility of intelligent document processing, which we call IDP. So software that uses AI technologies like optical character recognition, OCR.

To automate data extraction from documents. Then there are some CRM systems. CRM systems are those systems that automate customer data management and streamline the communication process. Or other tools like RPA. RPA would be robotic process automation.

There could be chatbots. Which we have seen, and we'll discuss that in greater detail in the coming modules. There could be virtual assistants. Some of the examples could be UiPath, Automation Anywhere, Microsoft Power Automate. These are some of the critical aspects or tools for automation.

Now let's look into AI for scheduling and calendar management. AI-powered scheduling tools are revolutionizing how individuals and organizations manage their calendars, appointments, etc. These tools leverage artificial intelligence to automate scheduling tasks. They improve time management and, of course, enhance productivity. When looking into scheduling and calendar management, some of the key features of AI

scheduling tools would be, I'll go one by one, automated meeting scheduling, AI scheduling assistance.

They can automatically find suitable times for meetings by analyzing the participants' calendars, eliminating the back-and-forth of email communication, and suggesting available time slots that work for everyone involved. Another significant aspect could be time zone management. When looking into many AI scheduling tools, they automatically adjust meeting times according to participants' time zones, preventing any confusion and ensuring that all parties are on the same page regarding the meeting time. This is very significant because, as an organizing party of any particular meeting or as an organizer in general, you would have faced this difficulty. You know, what time zone should I follow? I schedule a time, let's say 10 a.m.,

Maybe on a particular date, we have a meeting, but then 10 a.m. is for whom? What is the time zone you are following? What about others? Generally, as being an HR ambassador on a personal note, I see that many times HR ambassadors schedule meetings in two actual slots so that.

Both the time zones or all the time zones can effectively, you know, attend it. So at some point it will be a day slot, and at some point it will be a night slot. So it eventually matters or eventually boils down to the fact that your inclusion is essentially guaranteed with respect to this time zone management. When you're looking into Rescheduling, there is this possibility of intelligent rescheduling.

If a conflict arises or a participant needs to reschedule, AI tools can help. Automatically propose new times based on everyone's availability, minimizing disruptions. Another significant aspect is the integration with other tools. Most AI scheduling assistants integrate seamlessly with popular calendar applications. It could be Outlook, it could be Google Calendar, and even communication platforms like Slack, allowing for streamlined workflows.

Another significant aspect again would be NLP, natural language processing. Some tools utilize this NLP to understand scheduling requests made in plain language. So users can simply type commands like 'Schedule a meeting with Abraham next week,' and the tool will interpret and execute the particular request. Another significant aspect could be task and habit management. Advanced AI schedulers can help manage tasks and habits by

prioritizing them within the particular calendar, ensuring that important tasks are allocated appropriate time slots.

So these are some of the typical aspects with respect to scheduling and calendar management. What are the benefits of AI scheduling tools? Obviously, the first and foremost one would be time savings. By automating the scheduling tasks, you understand that these tools save significant time for users, allowing them to focus on more strategic activities rather than mere administrative mundane activities. Another could be reduced stress.

Many a time we do not address this, but it's a fact that AI tools minimize the stress associated with manual scheduling. Eliminating the frustration of coordinating multiple calendars, multiple time zones, etc. Another significant aspect obviously would be the increase in productivity. When you look into the time spent, with less time spent on scheduling, employees can dedicate more time to their core responsibilities, leading to improved overall productivity. Another significant aspect could be error reduction.

Automated systems reduce the likelihood of human errors, such as double booking or, let's say, miscommunication regarding meeting times, etc. Another significant benefit would be enhanced collaboration, needless to say. By simplifying the process of finding common meeting times, AI scheduling tools foster better collaboration among team members and stakeholders. So we see that there are critical benefits associated with AI scheduling tools.

Now let's look into some of the popular AI scheduling assistance that are available. We have the first one, Motion. Again, not in a significant chronology, but more with respect to the understanding. When you look into the Motion aspect or the tool, it focuses on organizing tasks. It focuses on projects and meetings.

So it allows users to prioritize tasks with deadlines. It provides insights into the task completion status. So this is what Motion does. Then you have Clockwise. Clockwise optimizes calendars for focus time.

It moves meetings around to create uninterrupted work blocks. It integrates with Slack. We have discussed Slack. It integrates with Slack for seamless communication. Another significant tool would be a popular AI scheduling assistant, Reclaim AI.

It prioritizes tasks while managing personal habits, automatically adjusting the schedule based on user preferences. Ultimately, Reclaim AI offers habit-based scheduling features. Another significant assistant is Kronologic. Kronologic is tailored for sales teams to streamline interactions with leads. It automates scheduling immediately after lead forms are submitted.

Typically, Kronologic uses NLP for easy rescheduling requests. Another significant scheduling assistant is Scheduler AI. Scheduler AI is interesting because it uses NLP to schedule meetings based on simple commands. It suggests some of the optimal meeting times, based on participant availability. When you look into Scheduler AI, it handles automated rescheduling efficiently.

Another significant AI scheduling assistant is Trevor. It provides intelligent time-blocking solutions. Trevor visualizes daily tasks and generates reports for tracking progress. Ultimately, this assistant helps users manage daily meetings effectively. Finally, if you have heard about Calendly, a widely used tool for booking appointments effortlessly, it works.

Syncs with multiple calendars to prevent double booking, and that is the beauty of it. Currently, it offers customizable event types and settings to a great extent. Now, let's look into the future trends in AI-driven administrative automation. When you look into the future trends, you have to understand that AI-driven administrative automation is transforming how organizations operate. By streamlining processes, enhancing efficiency, and enabling data-driven decision-making. As technology continues to evolve, several key trends are emerging that will shape the future of administrative automation. Some of the critical aspects I can discuss here would be hyper automation. Hyper automation is the combination of AI, It is a combination of AI, robotic process automation (RPA), and machine learning to automate end-to-end processes with minimal human intervention. So,

this trend will lead to comprehensive automation across various administrative functions, allowing organizations to achieve greater efficiency and scalability. With their operations.

The second important trend could be with respect to AI-augmented decision-making. So, AI will increasingly assist in strategic decision-making by providing real-time data analysis and actionable insights. So, this capability will enable business leaders to make informed choices very quickly, enhancing responsiveness to changing market conditions and operational needs. Another future trend could be increased personalization.

When you are looking into AI technologies, as they advance, administrative tools will become more personalized, tailoring workflows and communications to individual user preferences. So, this particular personalization, what we are talking about, will improve user experience and engagement, making the administrative process more intuitive and more efficient. Another significant trend could be predictive analytics. The integration of predictive analytics, if you ask me, into this administrative automation process, will allow organizations to anticipate challenges and opportunities before they arise.

And that's the significance of that. So, by analyzing historical data, AI systems can forecast trends. They can enable proactive management and strategic planning. And finally, you have enhanced Workflow management.

AI-driven tools will inevitably improve workflow management by automating task assignments, tracking project progress, and even predicting bottlenecks. This capability will lead to smarter workflows that adapt dynamically to changes in demand and operational requirements. Now, when you look into other future trends in AI-driven administrative automation, you have real-time data processing. You will significantly thank AI for real-time capabilities because the future of administrative automation will see a shift towards this. This will enable organizations to make decisions based on the most current information available.

This capability is vital for industries that require immediate responses, such as finance. Or logistics, which needs real-time data sharing, real-time information, and real-time decisions. All those industries, all those sectors, will certainly see a significant impact of AI-driven administrative automation in their day-to-day tasks. When we look into other

significant trends, you have the integration of IoT with administrative automation. And when you ask me, what is that?

The Internet of Things, IoT, will play a significant role in enhancing administrative automation by providing real-time data, as I mentioned, from connected devices. This particular integration will allow organizations to optimize resource allocation and, to a great extent, improve operational efficiency through better data insights. Then we have a focus on employee empowerment as a future trend. Rather than simply replacing human workers, AI-driven automation will empower employees by freeing them from mundane tasks.

This certainly allows them to focus on what I previously mentioned as higher-value activities or strategic activities that require creativity and critical thinking skills. This particular shift will lead to increased job satisfaction and productivity. Then we have ethical considerations in automation that will emerge as another future trend. When you talk about AI becoming more integrated into administrative processes, ethical considerations surrounding data privacy, bias, and transparency will gain prominence. Organizations will need to establish guidelines and governance frameworks to ensure responsible AI usage in their typical operations.

Then you have cross-industry applications. It could be that the principles of AI-driven administrative automation will increasingly be of the cross-industry nature. So allowing insights and best practices from one sector to inform another.

Let's take an example. Techniques used in customer service automation can be adapted or used in supply chain management or even what we discuss now in human resource management. So what we can conclude from the future trends in AI-driven administrative automation is that the future of AI-driven administrative automation undoubtedly promises significant advancements that will reshape how organizations operate. By embracing these trends, such as hyper-automation, AI-augmented decision-making, or real-time data processing and predictive analytics, businesses can typically enhance efficiency.

It can improve decision-making capabilities and empower the workforce. So it is vital to actually, you know, typically do this certainly and also would be critical. Now, let's look into the significance of AI in recruitment. We touched upon this in the previous module. We will look into this in greater detail now.

So when you are looking into AI in recruitment, it refers to the application of the entire principles or aspects of artificial intelligence technologies. To streamline and enhance various aspects of the hiring process. So it could involve, you know, innovative approaches that leverage something like data analysis, machine learning, or automation to improve efficiency. It could certainly reduce bias. It could enhance the overall candidate experience.

So let's look into that in greater detail. Let's understand this from a functional point of view. Key functions of AI in recruitment. The first and foremost one would be candidate sourcing. Now, AI tools can analyze vast data sets from online profiles, resumes, and job postings to identify potential candidates more quickly.

So these tools can also reach, let's say, passive candidates, not only the targeted ones but also the passive candidates. Those are not actively seeking new jobs, but they are open to opportunities. So this can certainly expand the talent pool significantly. Another significant aspect would be resume screening and parsing. AI-powered systems automate the tedious task of reviewing resumes by using NLP to extract relevant information such as skills, experience, and education.

So this allows recruiters to quickly identify the most suitable candidates. That significantly reduces the time spent on things like manual screening, etc. Another significant initiative in the domain of recruitment could be enhanced candidate matching, and AI improves candidate matching to a great extent because it improves the accuracy of candidate-job matching through sophisticated algorithms that analyze various data points, including. Skills, experience, and cultural fit. So this position reduces mismatches and leads to more successful hires, ultimately lowering turnover rates.

Another significant aspect could be automating routine tasks. So AI can handle administrative duties like scheduling interviews, sending follow-up emails, and managing

candidate communications in general. So by automating these repetitive tasks, recruiters can focus on high-value activities, as I already mentioned, and even networking opportunities. Another significant function would be predictive analytics. You know, AI can utilize historical data.

To forecast the candidate's success and, to a certain extent, the cultural fit within an organization, whether he or she is the right fit or what the different constraints he or she is facing or might face if selected or promoted to a better or different role. Another significant aspect could be bias reduction. When you talk about it, in fact, I term it as one of the most significant advantages of AI, specifically in recruitment, would be its potential to minimize the unconscious bias that human beings otherwise have. So by focusing on predetermined skills and qualifications rather than mere demographic factors like, let's say, gender, age, race, etc. AI tools can foster a more equitable hiring process.

And candidate experience enhancement is also a significant factor. If you ask me, AI enhances the candidate experience by providing timely updates and communication throughout the hiring process. So chatbots can engage with candidates in real time, answering questions and guiding them through the application procedures. Now let's look into the typical benefits of using AI in recruitment. We have seen the different functions.

Let's now look into the benefits of using AI in recruitment. The first and foremost one would definitely be increased efficiency. You know, automating routine tasks speeds up the hiring process. There is no denying the fact, allowing organizations to fill positions more quickly. Another significant aspect could be cost savings, you know, reducing the manual labor associated with recruitment tasks can significantly reduce costs.

Again, scalability, which we have seen with respect to other factors, is also applicable here. AI tools can effectively manage larger volumes of applications. So it makes it easier for companies to scale their recruitment efforts. And it even improves the quality of hires by using data-driven insights for decision-making. Organizations can achieve better matches.

Between candidates and the roles. Now let's look into some of the AI tools that are used in recruitment. The first one would be Qureos Iris, which typically automates sourcing. Shortlisting and outreach to candidates within 24 seconds. And that's the highlight of that.

It generates customized job descriptions and sends personalized messages. So if you ask me, the key features of this particular tool would be ATS, Applicant Tracking System. Multilingual capabilities and access to multiple job boards, and even AI video interviews. So basically, it is a host of activities that Qureos Iris is going to facilitate, right from sourcing to multilingual capabilities, AI video interviews, and multiple job boards. So a wide range of possibilities that the tool is bringing.

Another significant tool is Manatal. Manatel's functionality is all about streamlining the hiring process by automating repetitive tasks and providing candidate recommendations. So basically, you see that this tool customizes the recruitment pipeline altogether. It looks into social media profiles, the enrichment of job postings across various platforms. All these aspects are taken care of.

LinkedIn Recruiter is again another popular tool with respect to recruitment. It allows recruiters to sift through, let's say, over 400 million profiles. I'm just giving a typical number, and targeted qualified applicants with tailored job openings. What we understand is that talent hub, ATS integration, candidate pipeline creation, and market data reporting. All these possibilities are embedded within LinkedIn Recruiter.

Then you have Holly. Holly analyzes job descriptions to find ideal candidates and books interviews. So we see cross-country candidate matching as a possibility here. We see the help in interview scheduling. We see the help of Holly in communication automation.

Again, another significant tool is Fetcher.ai. Now, Fetcher.ai automates candidate sourcing and outreach using ML algorithms. So we see that it combines human intuition with AI precision for an efficient recruitment process. So when you look into these tools, we typically see an increase or boost in efficiency and a boost in accuracy also. Other significant tools are chatbots.

The functionality essentially would be that it engages with candidates. It answers questions and conducts preliminary interviews. The key features of chatbots are all about scheduling interviews. It is all about managing candidate communications and providing timely updates. Another popular one, if I think most of you would have heard, would be Phenom.

Phenom is quite popular these days because it has a range of functionalities. Again, it enhances the hiring process with features like AI discovery for candidate sourcing and personalized job recommendations. So we look into Phenom. We see that the key features include an intelligent talent experience platform. That automates sourcing, automates screening, and even scheduling.

So it does a lot of work. It integrates a lot of work. iCIMS Talent Cloud is an example. Then we have the Pymetrics. Pymetrics is interesting because it uses gamified assessments to evaluate cognitive and emotional traits of candidates.

It Focuses on potential rather than past experience while ensuring ethical hiring practices. And this is a welcoming sign, especially with respect to recruitment. Then you have the ICIMS Talent Cloud, which is all about deploying an AI engine for candidate matching and opportunity recommendations. So we see that the key features include conversational communication.

AI bot for FAQs and interview scheduling in multiple languages. Then you must have heard of Arya by Leoforce. This is also a similar tool that typically provides a consolidated dashboard. A consolidated dashboard for candidate communication across various channels. So it does intelligent matching and ranking of candidates based on job requirements.

So what I can conclude here is that AI tools, we have seen many of them. They are transforming the recruitment landscape. By automating the process, enhancing decision-making capabilities, and improving the overall candidate experience. By leveraging these technologies, organizations can streamline their hiring efforts while ensuring a more equitable selection process. Now let's look into the challenges of implementing AI in recruitment.

The first and foremost one, there is no doubt about it, the people will be more concerned about data privacy concerns. You talk about data privacy; handling sensitive candidate information certainly requires strict adherence to data protection regulations. You also have concerns with respect to the quality of data. This is also a significant concern because the effectiveness of AI systems categorically depends on the quality of data used for training algorithms.

So, poor-quality data can definitely lead to inaccurate outcomes. Please note that. Another significant aspect, which we have touched upon in the previous domains again, would be resistance to change. Employees may be hesitant to adopt new technologies, or they certainly fear that automation will replace their jobs. And then there are some ethical considerations also.

Ensuring that AI systems do not perpetuate existing biases or discrimination is vital for maintaining fairness in hiring practices. Now, let's look into the future trends in AI-driven recruitment. The landscape of recruitment, as you have already seen, is evolving like anything. There are advancements in technologies in all dimensions of AI. So, the first and foremost trend I see is the synergy between

recruiters and AI. The landscape, as I mentioned, will not replace human recruiters. I don't believe that. AI will augment their capabilities by handling administrative tasks and providing valuable insights that empower recruiters to focus on building relationships with candidates.

So this synergy between human expertise and AI efficiency will define the future of recruitment. Another significant aspect would be gamification and VR, virtual reality, and assessments. Gamification is coming up big time, and along with VR technology, it is emerging as an innovative tool for candidate assessment. So these approaches certainly provide immersive experiences that allow recruiters to evaluate candidates' skills and suitability for roles in engaging ways, although their effectiveness may still be a point to consider. Now, we also see that there are some AI-powered candidate screening possibilities.

But in the future, that would be the way to go ahead because the volume of work involved in that is very high. And as and when the volume of work is high, we see that technology or AI comes for assistance. So AI will continue to play a vital role in automating the candidate screening process. So by utilizing the NLP process, And machine learning algorithms, AI can quickly analyze large chunks of resumes and applications to identify the most qualified candidates based on predefined criteria.

So this not only speeds up the hiring process but also ensures a more objective evaluation of candidates, reducing human bias in the decision-making process. Another significant trend would be the chatbots, which we have seen. It is also going to evolve over time. The use of AI-driven chatbots will significantly increase, especially in recruitment, handling initial interactions with the candidates.

So these chatbots they can answer, if you ask me, some common questions. They can provide information about job openings. They can even conduct some preliminary interviews or screenings by asking predefined questions. So this automation enhances the candidate experience by providing instant responses and freeing up the recruiters to focus on more strategic tasks or activities. Another significant aspect could be predictive analytics that would be used for better hiring decisions.

So we'll see that predictive analytics will gain traction as organizations start leveraging historical data to forecast. Candidate success and turnover rate. So by analyzing past performance metrics and other relevant factors, AI can typically help recruiters make informed decisions about which candidates are likely to succeed in specific roles, thereby improving the quality of hire. We also have some automated interview scheduling possibilities. And this is through AI tools that will simplify the logistics of interview scheduling possibilities.

By automatically coordinating Between the candidates and the hiring team. So this intelligent system can analyze the calendars. They can propose suitable times and manage rescheduling, which will streamline the process and enhance the overall candidate experience. So when you talk about future trends, we have to also link it with the possibility of blockchain technology.

So the adoption of blockchain technology in recruitment is expected to grow. Offering a secure and decentralized way to verify candidates' credentials and work history, so this technology reduces the risk of CV fraud and streamlines the verification process, giving employers confidence in the authenticity of candidates' information. Now let's look into another significant function, which is talent acquisition and the adoption of AI in talent acquisition. When you look into The AI or the adoption of AI in talent acquisition is inevitably transforming the recruitment process by enhancing what we have already seen, the efficiency part, reducing bias, and improving the candidate experience. So the adoption of AI in talent acquisition can lead to a more efficient, data-driven, and unbiased hiring process. So as technology continues to evolve, organizations that embrace AI thoughtfully will likely gain a competitive edge in attracting and retaining top talent.

Now let's look into AI in sourcing talent. AI in sourcing talent refers to The use of AI algorithms and AI technologies to enhance and automate the process of identifying and engaging potential candidates for job openings. So this particular approach or this transformative approach actually streamlines recruitment efforts. It certainly improves candidate quality altogether and increases efficiency in the hiring process.

So some aspects like the use of AI algorithms to identify and reach out to passive candidates or AI tools for targeted job advertisements and social media analysis. Sourcing platforms, all these could be some of the critical aspects. Then we take some examples to make you understand that you know what could be the different aspects. As I mentioned in the initial classes itself, it is difficult to go through every single tool. There are certain logistic restrictions and also there are certain problems associated with respect to the paid version. So basically, we'll try to Give you a glimpse of what is there in the industry in today's world. So we'll take some examples, take some excerpts of the videos or some of the pictures which we have already looked into. So the first one would be an example of talent sourcing would be Phenom.

It offers an intelligent talent experience platform, as I've already mentioned, that automates sourcing through features like AI discovery for optimum candidate identification. Let's say for companies that need to continuously fill a high amount of, let's say, hourly and frontline roles. Talent shortages, long hiring processes, and even lean

talent acquisition resources are putting hiring targets at risk with a ripple effect across your entire business. You know, you may need to hire 100 or even 1000 new associates and staff to meet seasonal and retail demands. So this could be a critical aspect when the number is increasing to a great extent.

So if you need to source, screen, interview, and let's say hire talent in as little as a few days or a week, or let's say too high volume hiring makes your teams up to 90 percent more efficient. With seamless workflows powered by AI and automation, fast track that actually helps you to do the task in a greater and easier way. When you look into this particular slide, you can see that the talent acquisition team can reduce the time they are spending on administrative tasks. So you'll see that a lot of these administrative tasks are done effectively in a very quick manner. You also see that to focus more time on the proper people part of the job, ensuring you are hiring for quality as well as quantity for this.

So you see that possibility of frontline. And hourly roles, you can take candidates from hello to hire in, let's say, three minutes. So this is something which helps you to actually, you know, go across and complete the task in a much more efficient way. You will see that these are some of the dashboards that are open in front of you that will give you the power of automation in terms of workflow. Hiring managers drastically, it certainly reduces the time, it enhances the talent experience by automating tedious tasks like let's say candidate sourcing, screening, and scheduling, etc.

This is a way of how Phenom works. Mainly, you have auto-scheduling, prebuilt automation, onboarding for serial drivers, and location-based application distribution for stores. A lot of such possibilities exist within this particular stream of things. When you look into candidates who find jobs and apply without leaving the chat board, you can see that there are certain possibilities. Conditions you set in the conversations, ongoing 24/7, guide candidates through relevant job postings based on their preferred type and location, pre-screen for your required qualifications, and move them to the next hiring stage, all within a single chat discussion. So, when you look into this efficiency part,

Inline assessments have a 20% higher completion rate, and that's what makes it more efficient and more prudent to use. So this strikes a balance between quantity and quality in the high-volume hiring process with customizable pre-hire assessments. that quickly determine capabilities and job fit to a certain extent. Now, when you see qualified candidates with speed and confidence, streamline the screening process, It saves time for managers, hiring managers, and recruiters.

And certainly, there is an interface that gives you an introduction to deliver or give your first impression to candidates via video, audio, and text, using AI-powered interviews, which are increasingly in use these days. So this is again a typical interface. way to show you that these are certainly there. What is your expected salary range? Or, what are the different schedule flexibilities or possibilities that the company can offer you? All these possibilities are directly checked in, and then you have the option to make a first-hand impression with the interview possibility. Again, you have the automatic possibility of scheduling interviews based on the screening responses. So scheduling automates time-consuming recruiter and hiring manager meeting coordination, syncs with your calendars and conferencing tools, and automatically schedules, reschedules, and confirms interviews with job seekers.

That would be the way to integrate and connect. with the people out there. Again, you see that hiring managers can act on candidates quicker from their office or even mobile devices. The interfaces are plentiful, giving them the flexibility to work in a similar way altogether. So this can also have some evaluation forms where hiring managers can get feedback, video assessments, and collaborate on team feedback.

even if they are remote or on-site. So these are some of the possibilities. Again, you look into the engagement part. It can easily engage candidates across channels. You see that the possibility of engagement is more because the candidate is available in real-time and is using email, SMS, WhatsApp, and other popular messaging tools to communicate with candidates.

And the hiring manager, the communication is two-way. Many messages can go quickly, promote open roles, and upcoming events can be there; different notifications can come

up. So all of these things happen in a very short span of time. So basically, you see that when you talk about recruitment, when you talk about the whole process of recruitment, You know, screening and selection.

These are certain mundane activities, certain routine tasks, which, if you know, are getting automated, especially with the use of AI; it saves a lot of time and saves a lot of, you know, cost also. More than that, it brings in certain objectivity to it rather than spending more time and having a biased or subjective decision at the end. It is always better that you save on your resources and you save on the final objectivity parameters also. So this is what AI does here or AI facilitates here. So this is what I wanted to give a quick idea into how AI is helping the different domains, especially now the recruitment and the selection process altogether.

Thank you for listening to me patiently. We'll come up with more details in the next class. Till then, take care. Bye-bye. Thank you.