

THE NEWS LETTER

JANUARY 2024, VOLUME-5

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Message from Director for the for Volume of the newsletter.

Corporate News

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Welcoming our new onboard employees and their details.

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What is Recruitment?



Director's Message,

Dear Team Members,

For almost a decade we AutoScan India Private Limited has emerged the latest trend of quality assurances and offers the best services to our esteemed clients.

In AutoScan India Pvt. Ltd., our team members collaborate as family members.

With highly versatile teamwork and their skill developed a vast client portfolio and spanning successful in providing the services to the manufacturing industry. We are very happy that AutoScan has the best team who works as a family, and they come with rich experience in quality inspection. Thanks to our capacity to adapt to dynamic innovations while keeping the remarkable needs of our regarded clients at the front line of the company's core interest.

As a team we are finding new ideas and strategies to create brilliant business opportunities and giving value-added solutions to our clients.

On behalf of AutoScan India Pvt. Ltd, wish you all "Happy & Prosperous New Year 2024."



-Shreehari Kalakeri.

Corporate News:

The heartfelt wished on behalf of the entire management of AutoScan UK and AutoScan India Private limited to the entire team.

“We all set a journey into this new year with high hopes and a million dreams. Here's to the ones that we fulfilled and for the ones that didn't, the next year is here to make it happen.”

“Merry Christmas & A Happy New Year!

As promised in our Anniversary celebrations we have started our new vertical for out-sourced recruitment service under the leadership of our beloved director Mr. Shreehari Kalakeri.

The out-sourced recruitment will be handled by our new company, Atrium Recruitments Private Limited. A new HR Manager (Mrs. Pallavi Kousadikar) has been boarded on behalf of Atrium Recruitments to handle the daily activities and recruitment-related tasks. She has vast experience in HR team as a manager in her previous firms.

And the next achievement this year our team was recognized for the hard work at XCMG, Chennai

On behalf of the entire team of AutoScan India Private Limited we congratulate the team working at XCMG India Private Limited, Cheyyar, Chennai, for getting the appreciation for the outstanding performance. This achievement was possible because of your hard work and determination. It is an honor for the entire team of AutoScan to be recognized for the hard work and determination of the team at XCMG, Chennai.

Thank you for making the team the best example for others throughout the company. Each of you is an incredible asset, and I can't thank you enough.



ATRIUM RECRUITMENTS
BRIDGING FUTURE



Welcome On Board



“Welcome to the team! We know that starting a new job can be intimidating, so we just wanted to let you know that we support you and are here to help you in any way we can.

“We are delighted that you have decided to join us. On behalf of entire team of AutoScan India Private Limited, we would like to extend our warmest welcome and best wishes.”

Location wise Team Members Joined us in December 2023 & Members Celebrating the Work Anniversary with AutoScan.

EMPLOYEE NAME	BRANCH
UJJWAL CHAUHAN	FARIDABAD
MUKESH KUMAR SHARMA	FARIDABAD
UMESH	FARIDABAD
NEERAJ KUMAR	FARIDABAD
KRISHANAN KUMAR	FARIDABAD
RAVI PRAKASH GOND	FARIDABAD
SAHIL SHARMA	FARIDABAD
DEEPAK KUMAR	FARIDABAD
NAIN SINGH	FARIDABAD
NARE KUMAR	FARIDABAD
SUNIL	FARIDABAD
JITENDRA KUMAR CHAURASIYA	FARIDABAD
NEERAJ VASHISTH	FARIDABAD
AMAR KUMAR	FARIDABAD

EMPLOYEE NAME	BRANCH
SHRUTI MATHUR	JAIPUR
HIMANSHU MISHRA	JAIPUR

EMPLOYEE NAME	BRANCH
DHEERAJ DHANERIYA	INDORE

EMPLOYEE NAME	BRANCH
DIVESH KUMAR PANDEY	HALOL
HITESH KUMAR	HALOL
WRITAM MUKHOPADHAY	HALOL

EMPLOYEE NAME	BRANCH
GANESH LIMKAR	PUNE
OMKAR TAYSATTE	PUNE
GANESH CHOUGULE	PUNE
PALLAVI KAUSADIKAR	PUNE
AMIT JADHAV	PUNE
JAGDISH PRASAD	PUNE
DIPAK KAULAGE	PUNE
SWAPNIL AKHADE	PUNE
RUTUJA SALUNKHE	PUNE
BHUPENDRA CHAVHAN	PUNE
PANKAJ DOKE	PUNE

EMPLOYEE NAME	BRANCH
LOKAPRIYA	NOIDA
SK NAJIMUDDIN ALI	NOIDA

EMPLOYEE NAME	BRANCH
ARUM MOZHIM	CHENNAI
PARTHIBAN	CHENNAI

Team Members Celebrating Work Anniversary in Dec 2023		
ASIND1095	Shantappa Isure	TASIND462 Vikrant Patel
ASIND1102	Dheeraj	TASIND469 Vivek Singh
ASIND1439	Nitesh Kumar Baranwal	TASIND473 Rashid Ali
ASIND1452	Deepak Paswan	TASIND474 Rishav RK Pandey
ASIND631	Narender Panwar	TASIND477 Deep Jadhav
TASIND1033	Akash Kaushik	TASIND478 Daroga Pasawan
TASIND1062	Ujjwal Chauhan	TASIND481 Arun R Kumar
TASIND456	Sakthivel Vel	TASIND482 Akshay Dubey
TASIND459	Joel Dsa	TASIND495 Nagendra Kushwaha
TASIND461	Sagar Kalra	TASIND498 Manish Malsatter

Knowledge Sharing:

Topic: What is Recruitment?

What is Recruitment?

Recruitment is a core function of the Human Resource department. It is a process that involves everything from identifying, attracting, screening, shortlisting, interviewing, selecting, hiring, and onboarding employees.

The recruitment teams can be large or small depending on the size of an organization. However, in smaller organizations, recruitment is typically the responsibility of a recruiting manager.

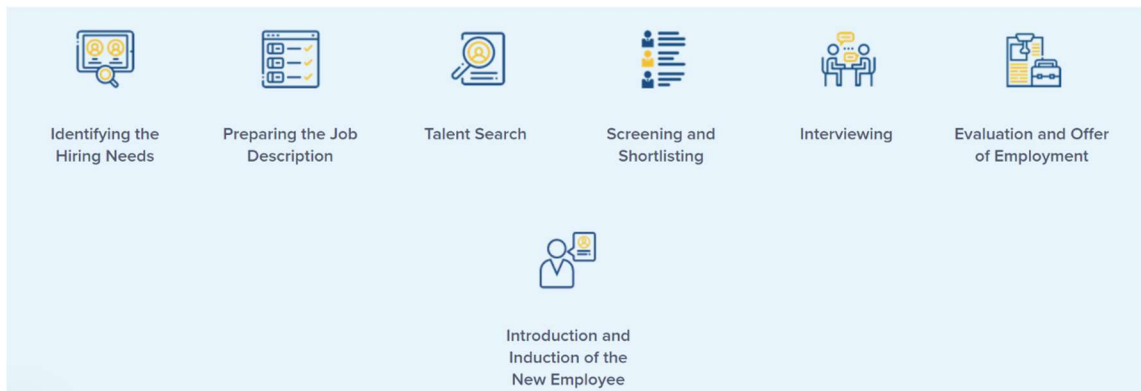
Many organizations outsource their recruiting needs, while some companies rely exclusively on advertisements, job boards, and social media channels to recruit talent for new positions. Many companies of today use recruitment software to make their recruitment process more effective and efficient.

Importance of a Strong Recruitment Process

Any foolproof recruitment process is typically targeted towards attracting qualified candidates and encouraging the maximum possible job seekers to apply. A well-planned and thoughtfully crafted recruitment process helps the hiring team filter the right candidates faster while staying focused on engaging the eligible candidates for maximum conversions. The recruitment process not only reflects the company's professionalism but also helps attract the right kind of candidates while saving the time and money spent on identifying, attracting, engaging, recruiting and retaining talent.



7 Phases in a Recruitment Process



1. Identifying the Hiring Needs:

Whether a job opening is newly formed or just vacated, you cannot find what you need if you don't know what you need in the first place. So, your recruitment process should start with identifying the vacancies that exist followed by analyzing the job specifications including the knowledge, skills and experience needed for the role.

Every time you recognize that there is indeed a hiring need, act before it becomes a pressing matter.

The recruitment process starts off with recruitment planning that involves analyzing and describing job specifications, qualifications, experience, and skills required to fill the open positions.



2. Preparing the Job Description

Once you know exactly what you need in terms of knowledge, skills and experience, it is time to determine the duties and responsibilities of the job. Preparing a comprehensive job description (JD) will help you know what your potential employees must have in order to meet the demands of the role. More importantly, it provides your prospects with a checklist or a list that they can compare themselves to before applying. It is a tool to ensure that you get applications from the right candidates (hopefully).

3. Talent Search

Identifying the right talent, attracting them, and motivating them to apply are the most important aspects of the recruitment process. The job listing should be advertised internally to generate referrals as well as externally on popular social networking sites and preferred job boards. Recruiters can also conduct job fairs and promote openings in leading industry publications to cast a wider net.

4. Screening and Shortlisting

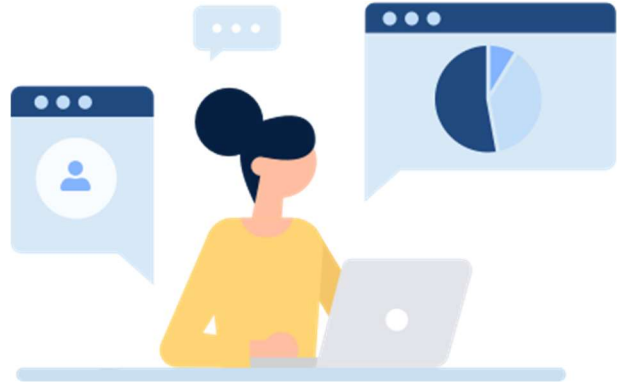
A survey of recruiters revealed that while 46% struggle to attract top talent in the current candidate-driven market, 52% confirmed that the most challenging part of hiring was identifying the right candidates from a large pool of applicants.

In order to move forward with the recruitment process, you need to screen and shortlist applicants efficiently and accurately. This is where the recruitment process gets difficult and challenging.



5. Interviewing

The shortlisted applications will now move through the interview process prior to receiving an offer letter or a rejection note. Depending on the size of the hiring team and their unique recruitment needs, several interviews may be scheduled for every candidate.

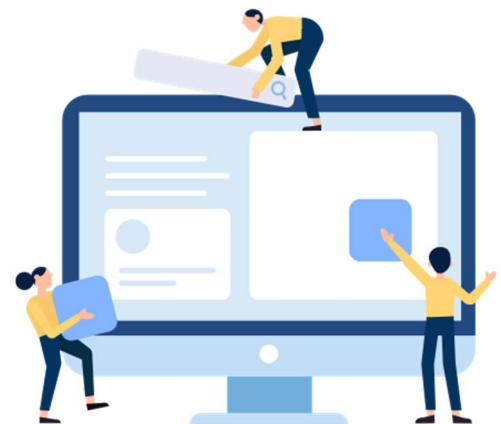


Telephonic Screening / Video Interviewing

This is a quick, easy, and convenient way to screen candidates and their capabilities. The telephone or video interview is also your first opportunity to leave a lasting first impression on your potential employees. So, while you need to keep your very first interview short, make sure you also take the time to screen them against the knowledge, skills and experience mentioned in your job description, so you can eliminate the irrelevant profiles first.

6. Evaluation and Offer of Employment:

This is the final stage of the recruitment process. You should never take it for granted that the candidate will accept your offer. However, if your candidate has patiently completed all the paperwork and waited through the selection process, the odds of accepting the offer are high.



7. Introduction and Induction of the New Employee:

When applicants accept the job offer, they officially become employees of the company. The joining date and time is communicated to the employee. Once that's done, pre-employment screening that includes reference and background checks are conducted. Once the verification is done, the employees are then introduced to the organization. The induction process of the employees then begins. During the induction process, a welcome kit is usually given to the new employees, and then the employment contract is signed.

