



HCL America, Inc.

Recruitment Analytics Intern

About HCL:

As an IT services provider, HCL provides custom software development, product engineering and consulting services to Fortune 1000 companies in a variety of industries.

HCL is a \$6.7 billion IT services company with over 111,092 professionals operating across 31 countries and is growing at 14% YOY in revenues. There are around 10,000 employees in the U.S under the HCL America Inc. branch of HCL.

❖ Summary:

HCL operates in the knowledge industry where human talent is of utmost importance for the company's success – those who operate in the recruiting space play a key role in accomplishing this. In this internship, you will be responsible for constructing a talent algorithm that will help us continue to recruit the best talent possible.

This 12-week internship beginning in June 2017 is a great opportunity for you to gain data analytics exposure all while getting the freedom to design a new program from scratch. As an intern, you will play a critical role in processing, managing, and optimizing talent from a variety of sources – your analytic role in this project will enable us to have repeat successes of hiring the best talent possible.

❖ Location:

- Redmond, WA but option to work remotely.

❖ Responsibilities/Project Objectives:

- To build a recruitment analytics model by using the HCL applicant tracking system to analyze candidate funneling, sourcing, interview lifecycle, and onboarding. The model would contain the following:
 - Creating a statistically backed model with a logically weaved algorithm that will cast our net wider for suitable talent pipeline.
 - What-if analysis of key parameters impacting recruitment (measuring output of above point) – objective will be to forecast the impact of change in input parameters
- To work on creating sample Boolean Strings for demands based on mapping of project from the past selections. (Like-Me plan)
- Channelize direct sourcing and implement effective ways to leverage job portals and supply of resumes.
- Suggesting ideas on increase sourcing and recruitment effectiveness
- Using hiring reports and analytics to refine and improve recruiting process.

❖ Knowledge & Skills:

- Advanced knowledge of MS Excel, Word, and PowerPoint
- Ability to think analytically and be able to solve problems hands on.
- Strong attention to detail and high levels of accuracy
- Exceptional written and verbal communication
- Have great interpersonal skills and be able to build relationships with all levels of the organization
- Must be able to work independently with minimal supervision

- **Education Qualifications/Background:**

- Minimum GPA of 3.8
- Data Science background preferred – i.e. Computer Science, statistics, MIS, Computational Engineering, Applied Mathematics

- ❖ **To apply:**

Please send a **copy of your resume**, and a **project proposal** containing the contents below to amanda.nachmanson@hcl.com

Proposal Needs to Contain:

- Approach notes on the algorithm
- Measures of success for the proposed approach
- Sample Output Templates
- Timeline of the main approach
- Resources/Support required from HCL

While working on creating a recruiting algorithm, the following parameters should be taken into consideration:

1. Cost to hire
2. Time to hire/Lead time to fill position
3. Offer to Acceptance Ratio
4. Open positions Vs. Positions filled
5. Candidate Experience
6. Mix of Sourcing Channels and contribution

We will share all the required data and reports on signing of the non-disclosure form.

All persons shall have equal employment opportunities with HCL America regardless of race, color, creed, religion, national origin, ancestry, sex, marital status, sexual orientation, disability, age and any other legally protected class and within the framework of federal law regarding age discrimination, employment of the handicapped and Vietnam era veterans. Employment shall be based solely on HCL America's need and the individual's qualifications.

HCL America, as part of its employment process will conduct background checks for all its applicants. All applicants are required to complete these checks prior to an offer extension from HCL America.