



Case Studies: HR Administrative Support

KG Information Systems Private Limited

KG Campus, 365 Thudiyalur Road, Saravanampatti, Coimbatore – 641 035, Tamil Nadu, India
Phone: (From US) +1 (866) 889-6752 | (From India): + 91- 422- 2666187 | Telefax: + 91- 422-2668325
E-mail: info@kqgroup.com | Website: www.KGiSL.com



Business Support Services > HR Services > Admin Support > Background Checks

CASE STUDY-1: Background Checks

Client Profile:

- ☛ Our client is a full Service HealthCare Recruitment and Staffing Firm assisting some of the most respected Hospitals, Health Systems, Vendor Management Organizations, and Insurance Companies throughout the United States
- ☛ Specialized in nurse recruitment and other healthcare allied positions

The Requirement:

- ☛ The client was looking for a vendor that can help them efficiently in both US healthcare staffing as well as background checks
- ☛ Their staffing & background check requirements primarily involved nurse positions as well as few allied healthcare roles

How we helped this client?

- ☛ KGiSL worked with the client's management team to build a custom staffing and background check process designed to meet the specific quality and cost-saving goals of the client
- ☛ A dedicated account team leveraging our internal resources was set up to manage background checks
- ☛ Completed background screening for nurses including Office of Inspector General, Disciplinary Actions, Excluded Parties (System for Awards Management), Criminal Checks, Sex Offences, Work History, References, Education Verification and Skills Checklists
- ☛ Coordinated and followed up with nurses, obtained and verified credentials including nursing license, CPR card, driving license, drug screens, self-declaration, health records (TB, Immunization, Drug Screen, Fit for Duty) etc.
- ☛ The team validated and compiled all records and submitted to hospitals before they started work
- ☛ KGiSL also saved the client's time with its streamlined staffing processes

The Results:

- ☛ Effectively fulfilled staffing and background screening requirements for this client
- ☛ Significantly reduced operating costs
- ☛ The client was pleased with the services that they wanted business partnership with us and as a result we manage the end-to-end operations, after-hours scheduling, staffing & payroll process for all of their temps and clients



Business Support Services > HR Services > Admin Support > ATS Management

CASE STUDY-2: ATS Management

Client Profile:

Leading American Entertainment and Sports Broadcast Media Company that operates in over 200 countries and territories across all seven continents, in 16 languages

The Landscape:

- ☞ Our client had a large team of internal recruiters who were fully focused on fulfilling the recruitment requirements that ranged from some very highly specialized and time-sensitive roles through to volume hiring.
- ☞ They had an ATS technology supporting their recruitment function which required dedicated time to be properly managed
- ☞ The client decided to engage an external vendor who could provide support to their in-house recruiting teams in managing their ATS on an ongoing basis

How we helped this client?

- ☞ KGiSL deployed a dedicated team with experience in handling leading ATS systems and high volumes of data to support the global recruiting organization of this client.
- ☞ This team works hand-in-glove with client's in-house recruiters and offers ongoing ATS Management support. Some of the tasks that we help include:
 - Adding resumes / names sourced into ATS
 - Reviewing resumes in client ATS and qualifying/disqualifying them based on the given job criteria
 - Maintaining candidate statuses and dispositions in ATS for different requisitions
 - Maintaining different requisition statuses
 - EEO/OA & OFCCP Compliance support
 - Posting jobs and assessment questionnaires for different requisitions through ATS etc.
 - Searching resumes from Portal matching the given criteria
 - Resume Formatting
 - Email support informing candidate about their feedback
 - Preparing metrics, analytics and reports
 - Other backend support as and when required

The Results:

- ☞ Saved time for the in-house recruiting team by managing ATS platform without any disruption to their core business
- ☞ Effectively reduced operating costs
- ☞ Quick back-office process ensures faster turnaround for our client recruiters. The client is pleased with the services and we manage their ATS on an on-going basis