

# Visual Workflows



# Inventing the wheel

A brief history



# A long, long time ago...

```
graph LR; A[Specification] --> B[Production]; B --> C[Inspection];
```

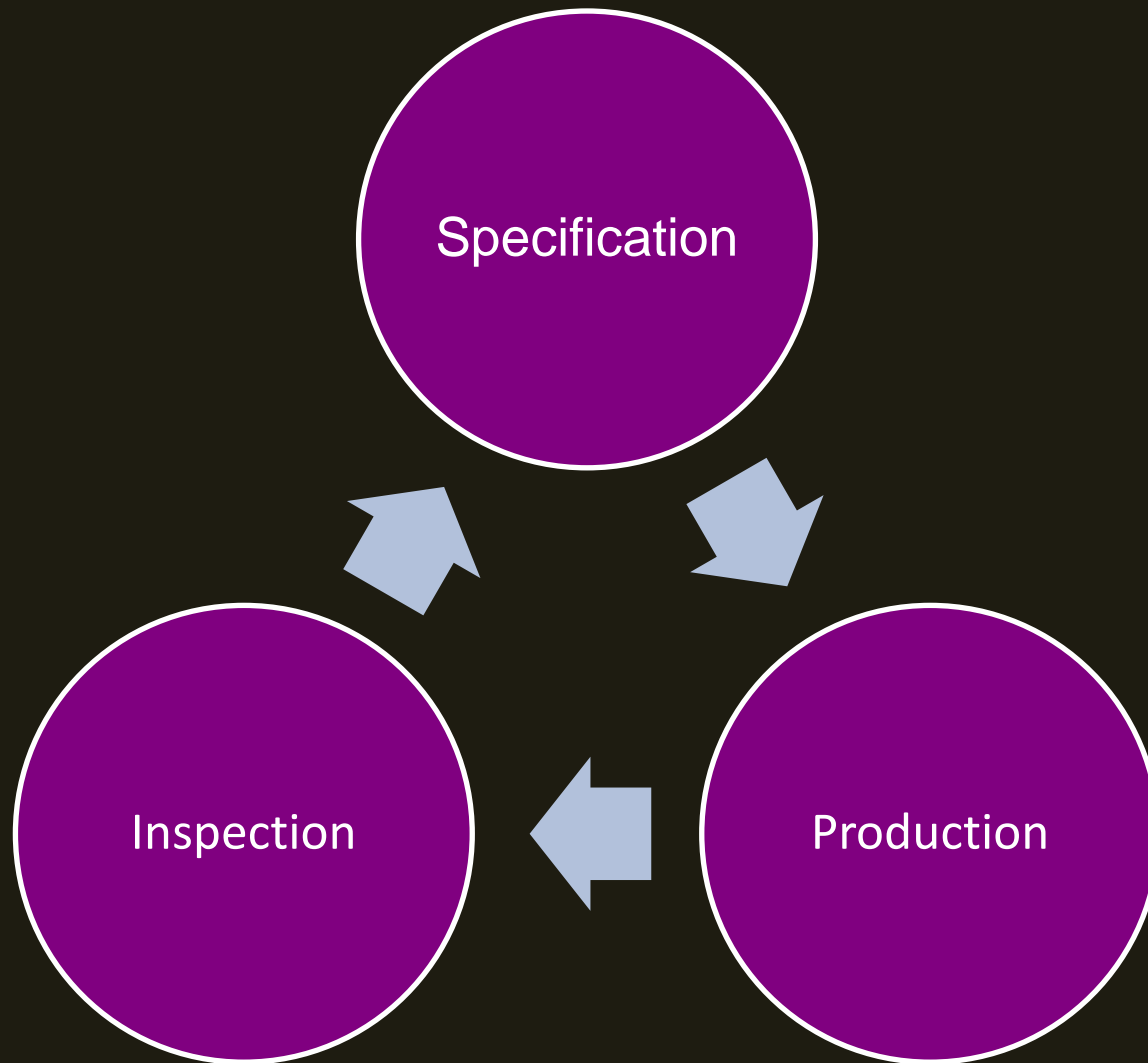
Specification

Production

Inspection



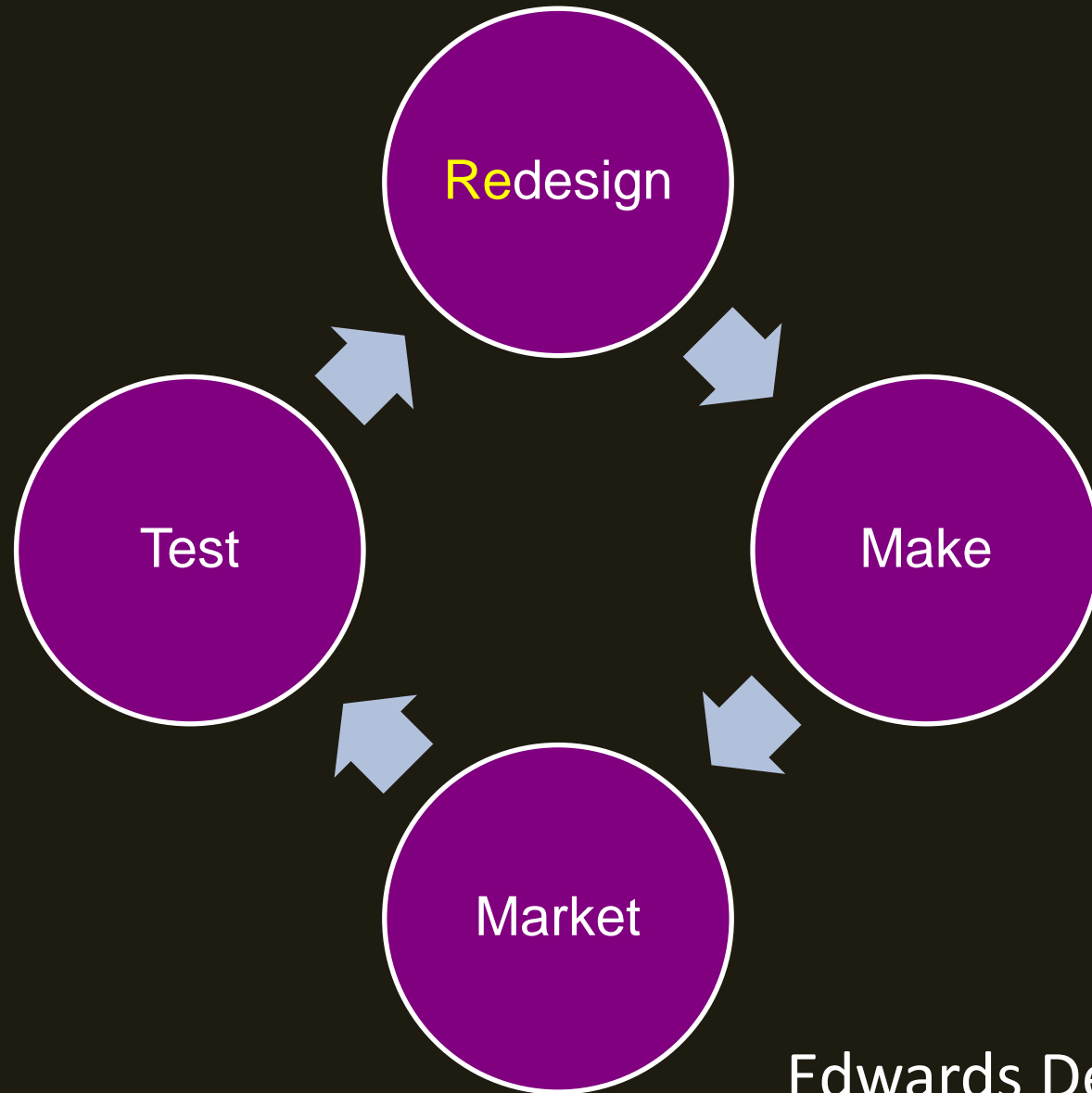
# The Shewhart Cycle



Walter Shewhart, 1939



# The Deming Wheel



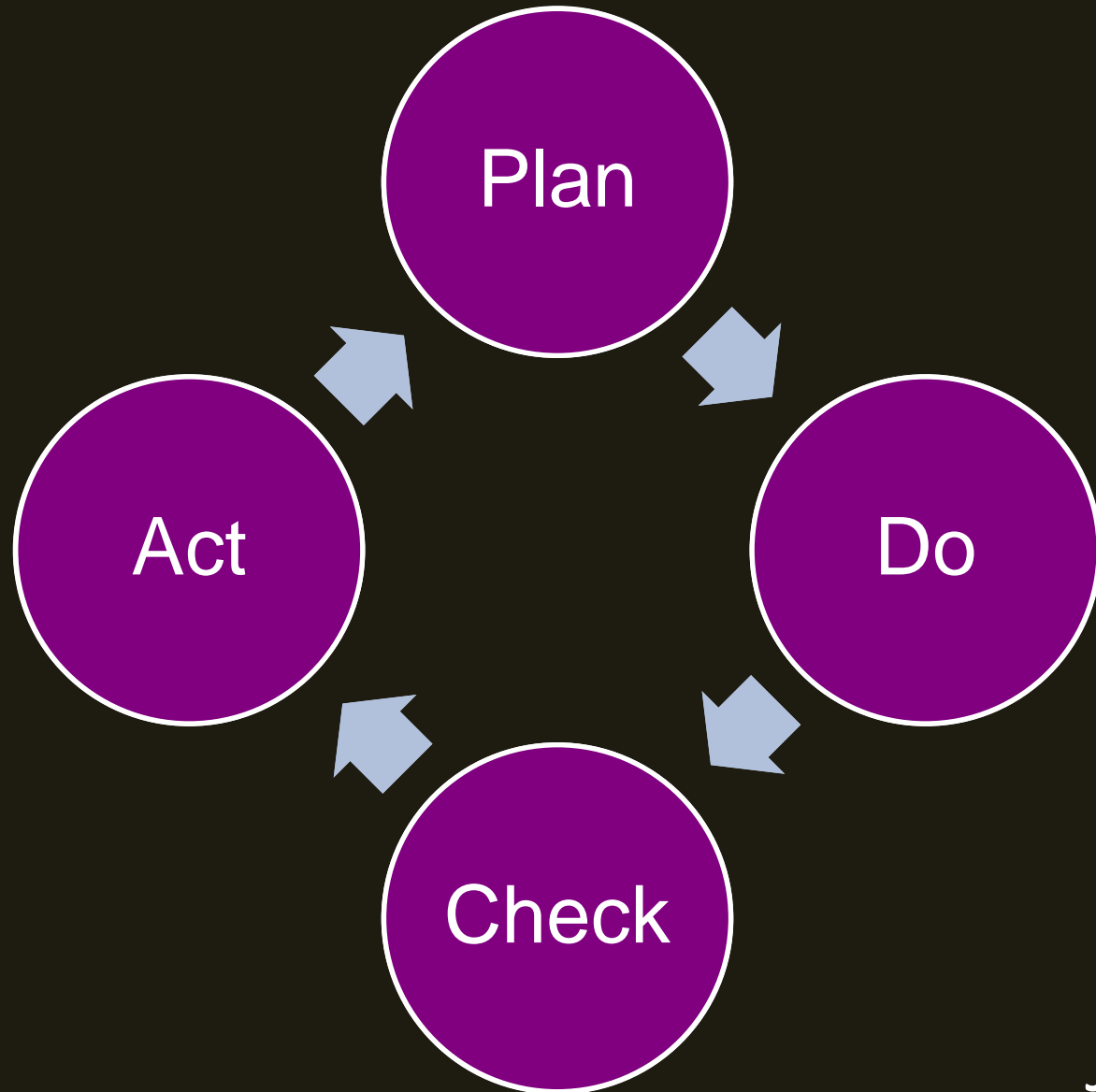
Edwards Deming, 1951



Made in Japan



# The PDCA Cycle



JUSE, 1951



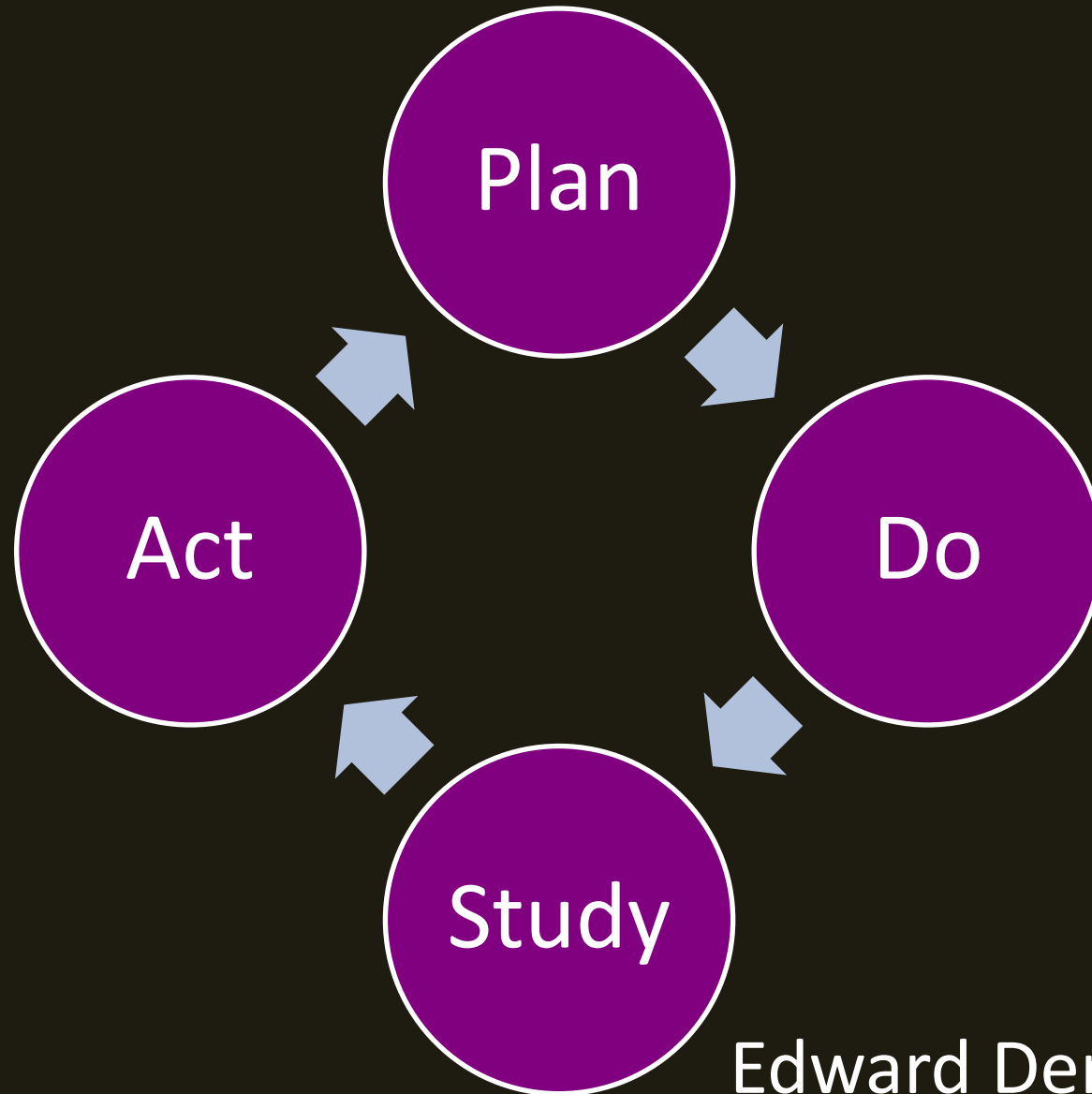
“If standards and regulations are not revised in six months, it is proof that no one is seriously using them”

Kaoru Ishikawa





# The PDCA Cycle



Edward Deming, 1986



“...be sure to call it PDOSA,  
not the corruption PDCA.”

Edward Deming



# The use of dead trees

A brief history



A close-up photograph of a stack of papers with several colorful tabs (purple, orange, green, red) protruding from the right side. A pencil is visible behind the papers. The word "Paper" is overlaid in a large, bold, yellow font in the center of the image. The background is a blurred light purple color.

Paper

What's wrong with paper?



# Discourages consumption

Process descriptions are  
abstract or in legalese



**Distribution is a hassle**

So paper often lags reality



# Kaizen is hard

Getting feedback is hard

Making revisions is hard





Home > Recruitment & Assessment > Recruitment and Outreach > Tools & Resources

## Tools & Resources

The links below provide a full complement of tools and resources needed to support your recruitment efforts.

### Laws and Rules

- [Labor Relations/Collective Bargaining Info](#)
- [Rules](#)
- [Rules Forming Office of the State Game Resource \(Word File\)](#)

### Planning Your Recruitment

- [Statewide Forms](#)
- [Client Consultation Form \(Word File\)](#)
- [Employer Layoff & Information Resources](#)
- [Layoff - How to Run the Layoff Report \(Word File\)](#)
- [Recruitment Plan Template - 90 Day \(Excel File\)](#)
- [Recruitment Timeline - Calendar Sample \(Word File\)](#)
- [Recruitment & Selection Plan - Minimal Requirements \(Word File\)](#)
- [Workforce Planning](#)
- **Qualifications Catalog: General Qualifications**
  - ◊ [Ability and Willingness \(Word File\)](#)
  - ◊ [Lead and Supervise \(Word File\)](#)
  - ◊ [Computer Skills \(Word File\)](#)
  - ◊ [Languages \(Word File\)](#)
  - ◊ [Licenses and Certifications \(Word File\)](#)
  - ◊ [Management \(Word File\)](#)

### Related L

[Best Practi](#)

[Layoff & G](#)

### Contact L

[Email Us](#)

# Paper on glass

## Recruitment

[Recruitment and Outreach](#) ▶

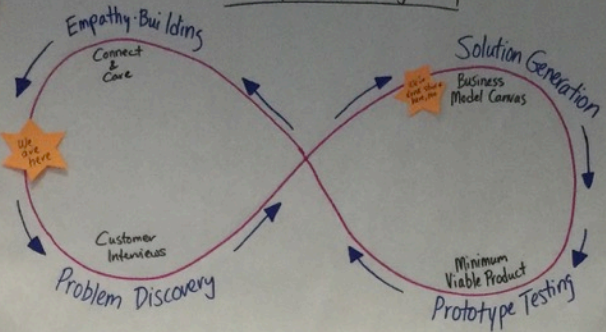
[Assessment and Selection](#)

[Job Seeker Services](#)

PROGRESS  
INTERVIEW CONDUCTED

DONE

★ Product/Service Design Loop ★



BUSINESS MODEL CANVAS

PARTNERS	ACTIVITIES	VALUE PROPOSITION	CUSTOMER RELATIONSHIPS	CUSTOMER SEGMENTS
<p>PRODUCTION - OLRS link - LMS data</p> <p>Supplier of Client care (e.g. 'wasting')</p> <p>Agency - supply of data - integration with existing systems</p> <p>CLC/SHRM - supply of data - integration with existing systems</p> <p>Forecasting COFFM</p> <p>COSTS - Staff time x FTE - Training &amp; development - IT costs - Training &amp; development - Staff time</p>	<p>Production - supply of data - integration with existing systems</p> <p>PROBLEM SOLVING - supply of data - integration with existing systems</p> <p>Platform/Other - supply of data - integration with existing systems</p> <p>RESOL - supply of data - integration with existing systems</p>	<p>Ability to supply data - integration with existing systems</p> <p>Identify trends - supply of data - integration with existing systems</p> <p>Forecast supply &amp; demand - supply of data - integration with existing systems</p> <p>Strategy options - supply of data - integration with existing systems</p>	<p>Agency HR Managers &amp; V State HR Leadership &amp; S Agency HR Leadership (non H Agency HR Leadership</p> <p>Agency HR Managers &amp; V State HR Leadership &amp; S Agency HR Leadership (non H Agency HR Leadership</p>	<p>Agency HR Managers &amp; V State HR Leadership &amp; S Agency HR Leadership (non H Agency HR Leadership</p> <p>Agency HR Managers &amp; V State HR Leadership &amp; S Agency HR Leadership (non H Agency HR Leadership</p>

KEY

- HR
- Change
- Process
- Market

- Agency HR Managers & V
- State HR Leadership & S
- Agency HR Leadership (non H
- Agency HR Leadership

Additional sticky notes and diagrams on the right side of the wall, including a 'REVENUE SUCCESS MEASURE/RETURN' section with various metrics and notes.

ENDS

It's like you said...



# Visual Workflows

Reusable Kanban Boards



Background Check

- Confirm applicant's identity
- Confirm applicant is authorized to work
- Check one business reference
- Check one personal reference
- Check applicant's resume/CV for completeness & accuracy
- Confirm that applicant has all claimed academic & professional qualifications
- Credit History Check
- Criminal Records Checks

IT & Facilities Setup

- Assign work area
- Prepare work area
- Arrange for phone and extension
- Arrange for parking permit
- Set up Kerika Account

Onboarding

- Arrange for coach (if appropriate)
- Identify Day One Greeter
- Identify HR Greeter
- Schedule Orientation Program
- Schedule mandatory training sessions
- Organize team lunch for Day One
- Prepare departmental announcement

In Progress

+ NEW CARD

Kanban in a can

+ NEW CARD

+ NEW CARD

+ NEW CARD



### Confirm applicant's identity

in Background Check

#### Details

3 attachments

Add chat

3 tags

Assign this item

Set due date

Set status

History

#### Details

Edit

Confirm the person's identify one of the acceptable forms, as recommended by the US Citizenship & Immigration Services Agency:

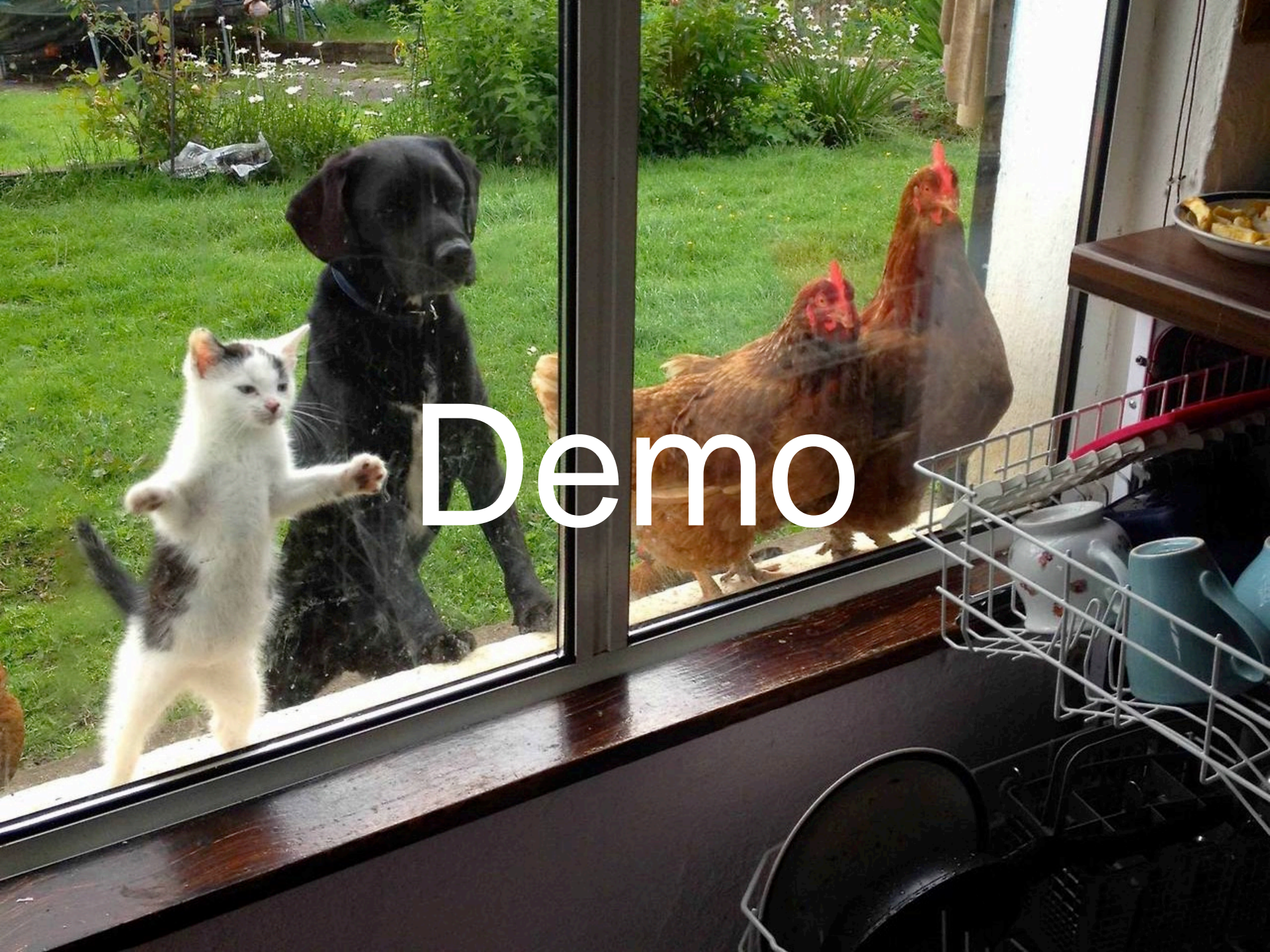
- List A can be used for verifying both the applicant's identity, and the applicant's authorization for working in the U.S.
- List B can be used to verify identity
- List C can be used to verify authorization.

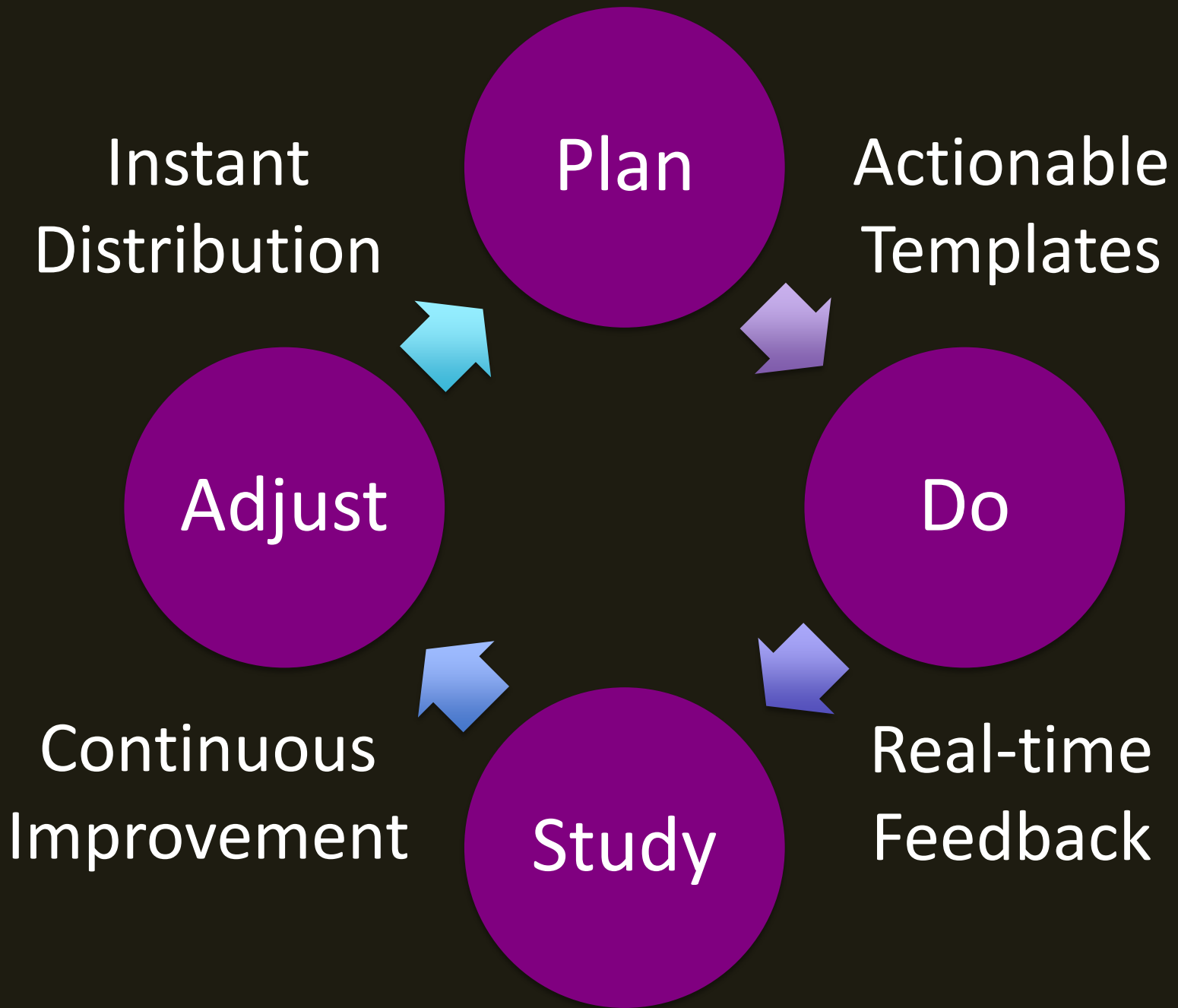
Scan the document used for verifying identity and attach to this card before moving the card to Done.

# Magical sticky notes

+ NEW CARD

Demo







# Questions?





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