

# Gen AI Powered Employee Assistant for HR

Imagine an easier and better way to work



SCIKIQ leverages cutting-edge AI to enhance business operations and employee productivity with smart chatbots. These bots simplify HR tasks by automating recruitment, performance management, and data analysis. The AI assistant boosts workplace efficiency, unifying different systems for a smooth user experience, from onboarding to document handling, allowing employees to focus on their primary responsibilities.

SCIKIQ utilizes state-of-the-art LLM designed to improve HR processes, acting as a tech-savvy personal librarian. It swiftly locates and summarizes relevant information, akin to having your personal Employee assistant.

- 85% reduction in search time for quicker data access.
- Enjoy offline functionality, reducing downtime by 99%
- Boost team productivity by 40%, resulting in more efficient workflows.
- Slashes training time by 40%, making it easier for teams to adapt.
- 85% increase in Employee satisfaction with enhancing user experience
- Fortify data confidentiality with a 60% reduction in security incidents.



# Why Adopt AI

Employees face delays with process adherence, like travel and invoice approvals, due to having to navigate through various systems for attendance and leave management. Help portals that are meant to assist employees often slow down work and reduce productivity. HR departments struggle to encourage employees to use these cumbersome systems, facing resistance due to their user-unfriendly nature, outdated designs, and complex procedures.

Furthermore, limited mobile access to HR systems presents challenges for remote or flex-schedule workers. Disconnected systems can result in data issues, causing confusion and additional HR workload.

Lastly, time-consuming administrative tasks, such as manual data entry and complex approval processes, divert employees from their primary responsibilities and lower their engagement.

## Use Cases

### Employee Services

|                                 |                                                                                                                                                                                                            |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Q&A Services on policies        | Connect the chatbot to HR systems for real-time access and interaction. Check data like leave balances, or benefit enrollments, Insurance policies, Internal job policies.                                 |
| Interaction Services            | Ask the chatbot to request a leave, Apply for Official Travel, Book Travel, Download Payslips, Download any official forms, Apply for training, Equipment etc.                                             |
| Training and Development        | Enquire for Training opportunities, Official trainings available, mentorship programs, Official courses available etc.                                                                                     |
| Company information and Culture | Search for CEO Office, Employees, Departments, Core values, Resource groups, Cultural groups and so on                                                                                                     |
| Employee data analysis:         | Analyze employee data, such as demographics, performance data, and compensation, to identify trends and patterns. This can inform HR decisions about talent management, diversity and inclusion, and more. |

# Hiring & Talent Management

|                                     |                                                                                                                                                                                                                                                          |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Skill based<br>Resume<br>Filtration | AI can identify relevant keywords and skills mentioned in both the job description and resume. By matching these keywords, it can score resumes based on their relevance to the required skills and experience.                                          |
| Sematic<br>Analytics                | Moving beyond keywords, AI can understand the overall context and meaning of the resume, identifying accomplishments and experiences that align with the job requirements.                                                                               |
| Ranking and<br>shortlisting         | Based on the combined score from keyword and semantic analysis, AI can rank resumes and shortlist the most qualified candidates for further evaluation by human recruiters. This saves time and allows recruiters to focus on high-potential candidates. |
| Pre- Screening<br>Q&A               | Automate initial candidate interactions, answer frequently asked questions, and schedule interviews.                                                                                                                                                     |
| Workforce<br>planning               | Analyzing future talent needs based on new requirements, new projects.                                                                                                                                                                                   |

## Employee Services Examples:

1. Applying for Leaves
2. Checking Leave Balance
3. Viewing Pay Slips
4. Updating Personal Information
5. Submitting Time Sheets
6. Requesting Overtime
7. Claiming Expenses
8. Accessing Tax Documents
9. Viewing Benefits Information
10. Enrolling in or Changing Benefits
11. Submitting Feedback or Queries
12. Reporting Absences
13. Requesting Shift Changes or Swaps
14. Checking Retirement Contributions
15. Applying for Internal Positions

## Hiring & Talent Aquisition Examples

1. Posting Job Openings
2. Collecting and Organizing Applications
3. Shortlisting CVs/Resumes
4. Scheduling Interviews
5. Conducting Initial Applicant Screenings
6. Coordinating Panel Interviews
7. Administering Pre-employment Tests
8. Checking References
9. Extending Job Offers
10. Negotiating Employment Terms
11. Onboarding New Employees
12. Conducting Exit Interviews
13. Analyzing Employee Turnover
14. Facilitating Employee Transfers and Promotions
15. Managing Talent Pools for Future Openings



# Why SCIKIQ

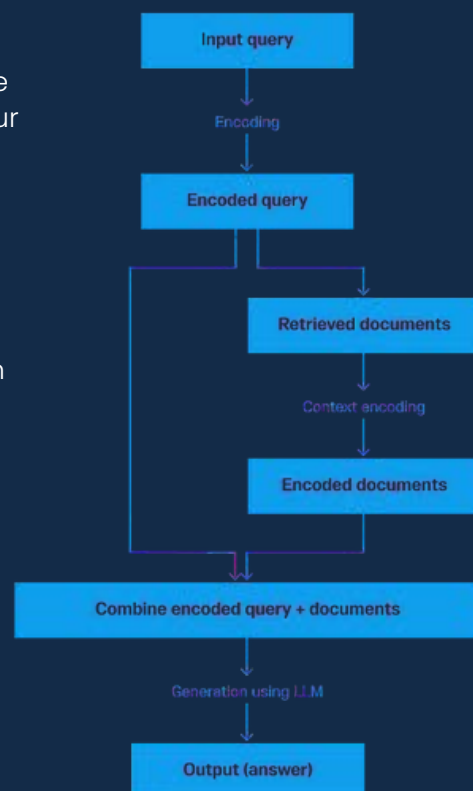
SCIKIQ uses state-of-the-art LLM designed to help our clients improve their processes, just like having a tech-savvy personal librarian at your service.

Our innovative platform combines data analytics with intelligent chatbots and document summarization and Q&A capabilities to streamline employee experiences and elevate HR operations.

Our Generative AI solution works seamlessly to locate the information you need. It scans the entire knowledge base, picking out the most relevant topics buried within lengthy documents and providing you with concise information. It's like having your very own research assistant.

The solution seamlessly integrates with your existing HR systems via API or a standalone platform, empowering employees with self-service capabilities and instant access to information.

What sets SCIKIQ apart is its ability to safeguard your data's confidentiality and its offline functionality. This makes it the ideal choice for enterprises that require instant information access, even in offline settings, while ensuring the utmost privacy and security of their valuable data.



## Connect with us

Sales@Scikiq.com

 +91 124-448-8987

