

## Continuous assessment questionnaire

Company: Aluminium Duffel

Business process: Hire 2 Retire

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**Company Name:** Aluminium Duffel

**Company Address:** A. Stocletlaan 87, 2570 Duffel

**Contact Person**

*Name:* Walter Peeters

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*Position:* Staff Administration

**Date and Time of Interview:** 05.03.2025/13:00

**Business Process:** Hire 2 Retire

## Questionnaire

### Introduction

1. Can you present yourself
  - a. What your position in the company
  - b. How long have you worked in the company
  - c. Have you promoted
2. Can you briefly describe the overall 'Hire 2 Retire' process as you understand it? (overview)

### Mid Questions

3. What triggers or events start the hiring phase [**who is responsible for initiating it?**] (start events, responsible entity)
  - a. Who decides new employee (HR, Retirement employee or Manager)
4. Where do you see the process boundaries—that is, [**what marks its official beginning and its end of the process?**] (boundaries)
  - a. Does it end when a candidate is hired or is there a follow up by the retired employee
5. Which roles, departments, or external parties participate, and what are their key responsibilities? (swimlanes/stakeholders)
6. Who defines the criteria for the person being hired (HR, Manager or Retired employee (sequence of tasks))
  - a. Where are the vacancies posted (external, referrals or online)
  - b. How many candidates to trigger start hiring process when job opening is published
  - c. What is the hiring scope (International or national)
  - d. Are there any regulations(Hiring age, wages etc)
7. How are exceptions or special cases (like urgent hires or candidate withdrawals) handled? (exception handling/error flows)
  - a. What happens if no candidates are found

8. Which tasks are performed manually and which are automated? (activity types)
9. At what points are critical decisions made (such as candidate selection or approvals), and what criteria guide those decisions? (decision points/gateways)
  
10. What documents or data inputs are required at each stage, and how is this information shared between teams or systems? (data artifacts, data flow)
11. What triggers the transition from the hiring phase to the retirement phase? Is there a formal notification or handover when an employee is approaching retirement? (transition events, process integration)
  - a. What is the handover period from the person retiring to the new candidate (specify length of time [months or days])
  - b. Who guides new recruit (manager or the person retiring)
  
12. What specific activities are involved in the retirement phase? (sub-process tasks)

## Conclusion

13. Do you currently use an ERP system in your organization?
  - a. If yes, which system is it, and what key functionalities do you rely on?
  - b. If no, would you consider implementing one in the future, or what are the reasons for not using an ERP?
  
14. Do you have any existing process documentation or diagrams we could review?
  - a. If yes, are they documented in BPMN or another standard?
  - b. If BPMN is used, can you share details on how it's applied?
  - c. If BPMN is not used, would you be open to adopting it in the future?
  
15. Thank you for your time to help us in our project