RECRUITMENT PROCESS AND TRACKING SYSTEM

APPLICATION

(A CASE STUDY OF NATIONAL HEALTH INSURANCE SCHEME)

BY

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PGD/MCS/2006/1208

DEPARTMENT OF MATHEMATICS/COMPUTER SCIENCE

FEDERAL UNIIVERSITY OF TECHNOLOGY, MINNA, NIGERIA

JANUARY, 2009

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A PROJECT SUBMITTED TO THE DEPARTMENT OF

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CERTIFICATION

This project entitled Recruitment Process and Tracking System Application (A case study of National Health Insurance Scheme) by EMEADOYA AIGBUDUME meets the regulations governing the award of post graduate diploma at Federal University of Technology Minna, and is approved for its contribution of knowledge and literal presentation.

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ADAMU ALHAJI MOHAMMED   DATE

....

DR N. I. AKINWANDE   DATE

....

EXTERNAL EXAMINER   DATE

DECLARATION

I EMEADOYA AIGBUDUME, declare that this research work is the product work of my intellect, done in the pursuit of my post graduate diploma without contravention to any law relating to copyright, hence all books, materials and quotations in this work has been fully acknowledged by references, this writer remains responsible for error in any part of this research work.

DEDICATION

I dedicate this research to the Almighty God and to my family the Aigbudumes. I

appreciate God for his infinite mercies and His grace.

ACKNOWLEDGEMENT

Firstly, I would like to appreciate the Almighty God for the privilege He has given me to do this work, without His grace I would not have been able to do it all by my strength and ability alone. My profound gratitude goes to my eminent project supervisor Mohammed Adamu who gave me the necessary assistance despite the short time available that facilitated and made this project work a success. I also appreciate the Head of Department of mathematics/computer science Dr. N. I. Akinwade, my lecturers Dr. I. N. Ezeakor, Mallam Ndanusa, Mallam Shehu, Mr. Mike and other Lecturers, this work wouldn't have been possible without you all.

I will forever be grateful to my parents Mr. and Mrs. Jacob Aigbudume for their care and support all through my life; I pray that God will continue to blessing you abundantly. Thanks to Asama who stood by me to help at difficult times, David my dear son you are not left out, you are a precious gift.

To my classmates, you are wonderful people, thank you all for the support and encouragement. You will continue to be a part of my life.

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ABSTRACT

The purpose of this project is to present the need for conversion of manually conducted recruitment of personnel department to a computerized form in National Health Insurance Scheme. Hence it will be seen that by the aid of an automated system which can interface with the web to obtain applications, store in a database, and sort according to laid down content as well as produce report of candidates that meet specifications. It is expected that the application would fully come loaded with SMS, Emailing features and high quality reports for instance management decision. The organizations will be able to achieve a good personnel record, reduction of fraudulent practices, and enhance confidentiality of information to achieve the goals and objectives of the organization.

CHAPTER ONE

1.0   INTRODUCTION TO RECRUITMENT PROCESS

1.1   INTRODUCTION

Today's recruitment process is driven by the need to effectively and efficiently obtain accurate information about would be employees in the shortest possible time, without wasting hours sorting dossier, credentials or curriculum vitae. Recruitment as a strategic process connects candidates who need what employer's have to offer and who possess the skill and aptitude to accomplish employer's goals and objectives. The results of a recruitment process will directly impact on several areas, including morale, motivation, respect, retention, quality of service projects, relationships with service partners and community members, funding, and employer's ability to focus on the program rather than spend the majority or time addressing problems.

Essentially, applicant tracking software tools enable you to manage high volume recruitment campaigns such as graduate recruitment as well as facilitating much better management of your lower volume requirements. Here, candidates can register seamlessly on an employer's corporate website with their details going straight into the recruitment database.

Subsequently, comprehensive reports that can be generated at all stages of the recruitment process can be obtained by line managers to see, view and provide feedback. External assessors can also log into specially designed pages to enter results of their own assessments. However, since recruiting from a pool of

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targeted leads can decrease candidate attrition, a recruitment process should take into consideration what the program needs and what it can offer, where to develop leads to potential members, how to interview potential members, and the screening and selection process.

Furthermore, developing a software or application to shortlist based on a set of criteria can mitigate the effect of what is known as "warm body" recruitment; which may only produce numbers, while actually increasing the labor of reviewing application, interviewing, screening, and working through many that may not fit the requirements. This type of recruitment includes public service announcements, speaking to special groups, brochures, television, radio, ads, flyers, etc. Warm body recruitments should be used only with targeted recruitment strategies as a foundation. Targeted recruitment identifies the needs of the job, determines the skills and temperament required to fill the position, finds out who possesses these skills, and discusses matching the needs of the program with a potential member's interest and needs.

Importantly, we have seen hundreds of thousands apply for a thousand vacancies and sorting through these applications without the aid of a computer application will take months and cost millions of naira. Thus, what is required is an application that can interface with the web if need be to obtain applications, store in a database and sort according to laid down criteria as well as produce report of candidates that meet specifications.

1.2   BACKGROUND OF STUDY

Most often, irregularities and prejudice influence recruitment process in this part of the world. Hence, the need to find a means to remove the effect of primordial motives and sentiments from affecting the final result of a recruitment process using a computer program that knows no father, mother, sister, or brother. Nevertheless, before the turn of the twentieth century, insecurity arising from competition has pushed many a people to fraudulently interfere with the recruitment process. In anticipation, the software should offer any employer or company with a high volume of job applicants, a reduction in overhead; because it will reduce the clerical time to process applications while freeing Human Resource personnel to focus on the more critical recruitment activities.

1.3   AIM AND OJECTIVE OF THE STUDY

Fundamentally, the purpose is to obtain an application or program, which automates a recruitment process from Job Posting to Candidate Joining the organization. All an employer has to do is, point your careers link to the application, and get a web plug in and the software starts working. The expectation is that the application would fully come loaded with SMS, Emailing features and high quality Reports for instant management decisions. The computer software, program or application is expected to be a complete applicant tracking system that includes:

- Applicant Profiles
- Applicant Status History

- Web-based Reference and background Checks

- Multiple Requisitions per Applicant

- Unlimited On-Line Notes

- Follow-up Note Reminders on Login

- Past Employer Searches

- Job Descriptions

- Invitation Scheduling

- Auto-Letter Generator- Paper or E-mail

- Status, Reject Reason, and Letter History

- Mailing Labels

- Report Scheduler

- EEO Reporting

- Activity Statistics

- Recruiter Statistics

- Source Statistics

- Requisition Analysis

- Cost Analysis

- Routing, Status and Reject Tracking

- Custom Reports

- Resume Scanning Option

- Web Interface Option

1.4   SCOPE AND LIMITATION

Interestingly, the web plug-in or interface that would enable applicants apply on line is not part of this study. The main functions of recording, sorting, short-listing and subsequent invitation of candidates for interview shall be our primary focus. Applicant data entry and updating would be done using fill-in-the-blank forms. The data is automatically validated as it is entered, giving candidates an opportunity to correct any errors immediately. More time is saved because edits can be done with a few keystrokes or by simple selection from your code table, rather than retyping a whole entry. Using code tables not only speeds data entry, but will also ensure consistency when printing reports. Outdated or past applicant information can be easily transferred to a secondary archive database away from your "daily" data. Searches that are normally limited to the active applicant data can be extended to include the archived data when desired.

1.5   DEFINITION OF TERMS

Human Resources can be defined as the people that staff and operate an organization; as contrasted with the financial material resources of an organization. Human resources is also the organizational function that deals with the people and issues related to people such as compensation, hiring, performance management, and training. A Human Resource is a single person or employee within your organization. **Human Resources** refer to a term with which many organizations describe the combination of traditionally administrative personnel functions with performance, employee relations and resource

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planning. The field draws upon concepts developed in Industrial/Organizational Psychology. Human resources have at least two related interpretations depending on context. The original usage derives from political economy economics, where it was traditionally called labor, one of four factors of production. The more common usage within corporations and businesses refers to the individual within the firm, and to the portion of the firm's organization that deals with hiring, firing, training, and other personal issues.

Recruiting is often referred to as the process of generating a pool of qualified applicants for organizational jobs and seeking prospective new employees or members for an organization. Also, recruitment is the identification for the need for work to be completed and the assessment of how many people will be required to do that work, followed by advertising this fact. While selection is the act of trying who you believe will best suit the needs of the job that you have advertised. Selection is the process of choosing individuals who have relevant qualifications to fill jobs in organizations. Put simply, recruitment = advertising, selection = interview.

Essentially, recruitment is the activity of employing workers to fill vacancies or enrolling new members. Recruitment is composed of several stages: verifying that a vacancy exists; drawing up a job specification; finding candidates; selecting them by interviewing and other means such as conducting a psychometric test; and making a job offer. Effective recruitment is important in achieving high organizational performance and is minimizing labor turnover.

Employees may be recruited either externally or internally. And it is a vital function for an organization to maintain its personnel.

Applicant tracking

Applicant tracking software allows you to maintain a database of applicant and job information. This information is useful for finding matches between openings and applicants. Applicant information is often difficult and costly to obtain. The value of this information is enhanced if it can be stored and retrieved electronically.

CHAPTER TWO

2.0   LITERATURE REVIEW

2.1   BACKGROUND OF STUDY

According to Barber, 1998; the first step in developing human capital in a firm is attracting the appropriate applicants. Unfortunately, applicant attraction is an inexact science, despite numerous studies examining the process by which job seekers choose an employer, and employers seek to attract viable candidates (e.g. Breaugh & Starke, 2000; Schneider, 1987). Attention to the issue of effective and appropriate applicant attraction is justified for a number of reasons. First, an appropriate match between the parties is critical to the wellbeing and productivity of individuals and organizations (Wanous, 1977, 1980, 1992). Second, organizations spend a great deal of money in the recruitment process and, without the right applicants, cannot hope to develop the level of competitive advantage necessary to compete in a volatile economy.

Recruitment advertising is one way in which organizations attempt to attract the right people for the applicant pool. For some firms, the right applicants may be those who fit the job in terms of a match between their particular skills, abilities, and values and those desired by the organization. For other firms, the right applicants may be the best and brightest from the labor market, regardless of person-organization fit issues. Either way the task of business communicators is to find the appropriate words to pique the curiosity of the desired potential workers and encourage them to continue through the application process. Although we know that recruitment advertising content is vitally important in

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establishing the first link to appropriate potential employees, little, if any, research has been focused on the nature of "real world" recruitment advertising content on the attraction process. This knowledge is important in the recruitment function in the same way an understanding of product attribute attractiveness is important to marketers. However, before meaningful research can examine the relationship between recruitment message content and intent to apply, there must be an accepted way of analyzing recruitment message content. Presently, there is no widely accepted method to classify or quantify the language used in recruitment documents. A search for studies in the area of human resources and communication relating to recruitment messages yields only a handful of studies that have touched on the classification of recruitment messages (see Barber, 1998).

Assessing the effectiveness of recruitment messages is difficult in the absence of reliable methods by which to measure the presence (or absence) of particular messages. Thus, it is important to first have the tools to classify the recruitment information, and second, to then seek relationship between the classified content and recruitment outcomes. This article fills the gap in recruitment and business communication literature by creating and testing a recruitment message content analysis methodology and developing an initial taxonomy that will lay the groundwork for further study and application. In particular, this article focuses on internet recruiting, another relatively unexplored aspect of recruitment (Weare & Lin, 2000). The internet has developed into one of the most popular sources of job information for job seekers. One market research study states that the market

for online recruiting services worldwide would be worth more than $15 billion by 2006 ("Doctoma," 2002). Monster.com is the leading internet recruitment site, listing more than 80,000 jobs on any given day. One independent auditor estimates that Monster has more than 44 million hits per month ("Job Searching," 2002). Clearly, Monster and sites like it play a strong role in the recruitment process.

Monster is the industry standard for online recruiting, and hence was used as the data source for the present investigation. Specifically, the study examines the corporate description that appears on Monster. These descriptions are the only pieces of information directly describing the firms using Monster as a recruitment venue. They are separate from the job postings and can be accessed by job seekers either by alphabetical lists, geographical lists, or links from job postings. Corporate descriptions are designed to provide the job seeker with information necessary to understand the organization as an employer. In addition, the present investigation uses an exploratory research to content analyze the corporate descriptions of more than 200 corporations within ten different industries. (1) Content analysis of the corporate descriptions led to the development and presentation of an initial taxonomy. The study also looks at the elements of corporate image presented in the descriptions. By examining how firms market themselves as employers, their particular "employer brand" may be revealed. Employer branding, a relatively new practice in recruiting, is the promotion of a unique and attractive image of the firm as an employer—a distinct employer identity.

2.2   CONCEPTUAL FRAMEWORK

Business communication and staffing researchers have investigated the means of attracting qualified job applicants (e.g., Ralston & Brady, 1994). Recruitment of applicants by firms influences attitudes about the firm and its reputation (Rynes & Barber, 1990). Information conveyed in written recruitment materials is important in attracting potential applicants. Herriot and Rothwell (1981) found that recruitment brochures influenced applicants' decisions to an organization but did not indicate which characteristics were relevant. Breaugh and Starke's (2000) review of recruitment research describes studies that deal with recruitment messages at a micro level. Their review indicates that textual recruitment messages are more attractive when they are vividly written and include language that is written rather than abstract (Tybert & Artz, 1994). Messages that contain unexpected information (Kulik & Ambrose, 1993) or personally relevant information (Chaiken & Stangor, 19987) are also more attractive. Breaugh & Billings, (1998) found that the recruitment message must be understandable and credible, whereas Jablin, Putnam, Roberts, and Porter (1987), suggested that it is important for the message to be written using thee appropriate level of expression and correct language. Finally, Barber and Roehling (1993) noted that when organizations do not supply sufficient information, applicants are likely to regard the, organization as having sloppy recruitment practices. Their findings shoe that applicants pay more attention to specific rather than general information.

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The intent of written recruitment advertisements is to generate the desired reader response—a reinforcement or change in attitudes or beliefs (Hilton, Motes, & Fielden, 1989). Despite the research that has been conducted, Barber (1998) calls for further research to improve our understanding of the objective factors that influence potential applicants' attraction to an organization. This article posts that part of this clarification includes the establishment of a method to catalogue the information regularly presented in initial attraction materials, a methodology that currently does not exist. The present article seeks to fill the gap. The conceptual framework for this exploratory study rests in four areas: recruitment materials studies as described above, the psychology of initial attraction, corporate image and the new area of employer branding. The next sections continue to describe the relevance of each of these areas to this investigation.

Initial attraction

Studies of attraction suggest that human attraction often begins with the experience of similarity. The greater the sense of similarity between self and other, the greater the sense of attraction becomes (Byrne & Newman, 1992). The notion of similarity drives much of what we know about initial attraction to employers and job choice. The job search/recruitment process is a match game. Schneider's (1987) attraction-selection-attrition model suggests that the prospective employee and the prospective employer make decisions about each other based on perceived similarity in values and personality. Written information is one of the first ways in which prospective applicants learn about the values of the organization.

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Person-Organization Fit

Person-Organization fit literature further develops the concept of attraction based on similarity. Studies suggest that employees select organizations on the basis of their perception of "fit" with that organization's values, using a variety of information available in the public domain, like recruitment materials (Cable & Judge, 1994, 1996; Chatman, 1989, 1991; Judge & Bretz, 1992). This research suggests that long term positive outcomes results from a strong fit (Boxx, Odom, & Dunn, 1991; Chatman, 1991; O'Reilly, Chatman, & Caldwell, 1991). The person-organization fit literature is suggestive of the concept of identification, that is, the extent to which employees identify strongly with their organization (Ashforth & Mael, 1989). One obvious and important way of developing constructive organizational identification is when organizations attempt to communicate directly with present and future employees (Smidts, Pruyn, & van Riel, 2001). The content of the communication provides individuals with information about goals, values and achievements of the organization that may strengthen identification and, in the case of recruitment, improve the likelihood that the person will be attracted to the organization (Cheney, 1983).

Our natural attraction to similar entities, supported in the communication, psychology, and human resources literature, has practical implications for corporate descriptions. It suggests that job seekers are looking for descriptions of attributes that match their own. Thus, it is reasonable to assume that firms should provide sufficient information that is available early in the job choice process so that prospective applicants can determine their own degree of fit. The study

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presented in this article seeks to identify the types of information firms provide about themselves that might allow an applicant to make a reasonably informed decision about fit.

CHAPTER THREE

3.0   SYSTEM ANALYSIS AND DESIGN

3.1   INTRODUCTION

System analysis and design is a process of collecting and analyzing facts in respect of the existing operation in order to obtain full appreciation of the prevailing situation so that an effective computerized system can be designed and implemented. There was system business long before the introduction of computers in organizations. They were responsible for analyzing work methods and procedures in order to simplify work and to improve workflow. There are two major reasons why an unsuccessful results from an effort.

The first is a system operated according to design, but the system being poorly designed and the second case is where a good system has been set up but is now being operated in a manner different from that originally planned. It is the function of the system analyst to design a good system and to see that they are operated correctly.

3.2   PROBLEM DEFINITION

Defining the problem has to do with investigating and analyzing the existing system and to determine a better functionality of it, by finding out the nature and scope of the problem. This could lead to the organization considering changing its system if found faulty. Basically, problem definition under personnel department of this organization NHIS is recruitment of workers done manually

which takes a long time and also unqualified applicants are employed, and also are to be promoted in due course.

The organization needs feedback evaluate its staff and to take management decision in achieving its goals and objectives.

3.3   FEASIBILITY STUDY

Once the preliminary area of application has been established, it may then be subjected to rigorous examination in a feasibility study. The analyst will of course already have formed some ideas about the application from the preliminary planning work. However, feasibility study represents an opportunity to firm up the knowledge of the system and to form ideas about the scope and costs of possible solution.

A complete and effective feasibility study would require an overall study of the organization. The aim of carrying out this study is to carefully examine the existing system and to determine whether the system should be enhanced or a new system developed. Generally feasibility study is the measure of how beneficial or practical the development of information system will be to an organization. The feasibility study seeks to solve the following problems.

   a)   Technical feasibility – is a measure of how practicable a specific technical solution is and availability of technical resources and expertise.

   b)   Economic feasibility – is a measure of cost effectiveness of a project or solution often cost benefit analysis.

c) Operational feasibility – is a measure of how well the solution will work in the organization. It is also a measure of how people feel about the system or the urgency of the problem, and acceptability of the solution.

d) Schedule feasibility – is a measure of how reasonable the project time table is.

The personnel department under NHIS organization is apprised of the fact that a sufficiently detailed well planned and executed feasibility study is both expensive and time consuming. The management should be made aware that such can be beneficial to the organization regardless of the study outcome. The existing system is sufficient and appropriate for the organization needs, therefore, should be changed or replaced so that substantial time and money can be saved for the organization.

3.4 INPUT SPECIFICATION

The data items of the personnel records of NHIS are as follows

Surnames, other names, qualifications, date of birth, state of origin, local government area, state of origin, home address, permanent residential address, marital status.

The surname identifies the staff by his or her name and other names gives information about the individual staff in question, that is his or her qualification and other data items already mentioned.

The personnel department can at any time most especially when conducting recruitment call for information about a particular staff in case of decision to be taking by the managements.
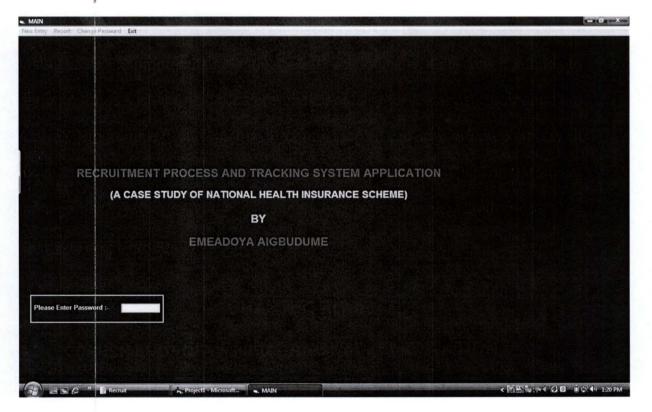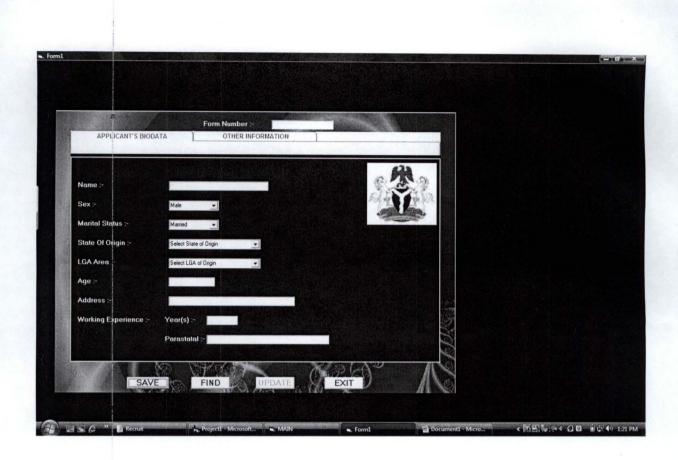
CHAPTER FOUR

4.0   SYSTEM DEVELOPMENT AND IMPLEMENTATION
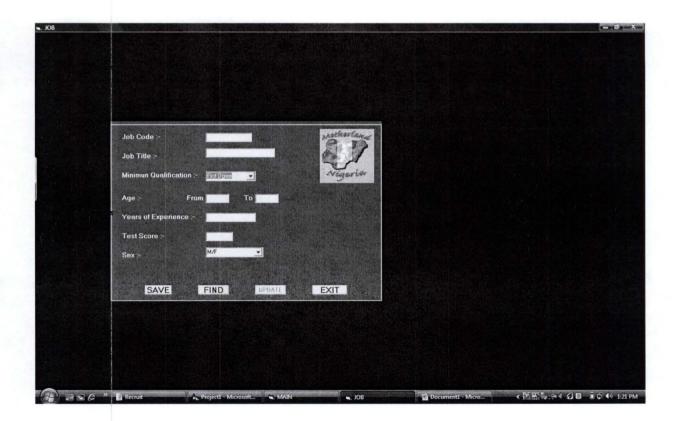
4.1   CHIOCE OF PROGRAMMING LANGUAGE

Visual basic 6.0 programming language is used because of the task it intends to perform; it has Visual Design feature and Capability for Database programming, ActiveX Programming and Internet Programming. It provides a complete set of tools to simplify the Rapid Application Development (RAD). The database management system serves as a connector between the user and the data so the user can store organize data in the database

4.2   SCREEN SHOT OF THE PROGRAM

Form1

Form Number :-

| APPLICANT'S BIODATA | OTHER INFORMATION |

Name :-

Sex :- Male

Marital Status :- Married

State Of Origin :- Select State of Origin

LGA Area :- Select LGA of Origin

Age :-

Address :-

Working Experience :- Year(s) :-

Parastatal :-

SAVE   FIND   UPDATE   EXIT

JOB

Job Code :-

Job Title :-

Minimun Qualification :- First Degree

Age :- From   To

Years of Experience :-

Test Score :-

Sex :- M/F

SAVE   FIND   UPDATE   EXIT

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NATIONAL HEALTH INSURANCE SCHEME (NHIS)
RECRUITMENT PROCESS AND TRACKING SYSTEM APPLICATION

LIST OF APPLICANTS

S/NO	FORM NUMBER	NAME	SEX	MARITAL STATUS	STATE OF ORIGIN	QUALIFICATION	YEARS OF PERIEN	TEST SCORE	AGE	ADDRESS
1	NH001	Jessica John	Female	Married	Akwa-Ibom	First Degree	5	200	29	dsfdsfgdsfd
2	NH002	Ibrahim Usman	Male	Single	Kaduna	NCE	4	160	27	Gwagwalada Abuja

NATIONAL HEALTH INSURANCE SCHEME (NHIS)
RECRUITMENT PROCESS AND TRACKING SYSTEM APPLICATION

CRETERIA LISTING

S/NO	JOB CODE	JOB TITLE	SEX	MINIMUM AGE	MAXIMUM AGE	QUALIFICATION	YEARS OF EXPERIENCE	TEST SCORE
1	ACC	Accountant	M/F	21	30	First Dgree	4	100
2	ADM	Admin	M/F	25	35	First Dgree	3	150

4.3   TESTING AND RESULT

The program can be tested by using an illustration, suppose the personnel department of NHIS was told to conduct a recruitment exercise, this program has the ability to store records of applicants in the database through a designed form in the program which is filled by the applicants. The program therefore searches through the database and list out those applicants who are qualified based on the criteria fed into the system.

4.4   MAINTENANCE

Maintenance is whatever changes and enhancement needed to be done after the system is up and running. These changes are made due to new developments found.

CHAPTER FIVE

5.0 CONCLUSION AND RECOMMENDATION

5.1 CONCLUSION

The advantage of computerization over the manual cannot be over-emphasized as this will lead to improvement on efficiency and enhance effectiveness. It is also an advantage of minimizing cost for the organizations.

The need for computerization of the personnel department is important bearing in mind that any information concerning staff is stored utilized by management for decision-making.

5.2 RECOMMENDATION:

Therefore I suggest that the personnel department should employ their applicants using a computerized method so as to admit efficient and effective workers to improve the service of the organization's personnel department.

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William R. Tracy, Saint Lucies Pr. January, (2004), The Human Sources Glossary.

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APPENDIX

```vb
Private Sub mnuApplicant_Click()
    Load frmInput
    frmInput.Show
End Sub

Private Sub mnuCreteria_Click()
    Load frmCriteria
    frmCriteria.Show
End Sub

Private Sub mnuexit_Click()
    End
End Sub

Private Sub mnuJob_Click()
    Load frmJob
    frmJob.Show
End Sub

Private Sub mnuList_Click()
    Load frmListAppl
    frmListAppl.Show
End Sub

Private Sub mnuPass_Click()
    Dim Prompt As String, Pasw As String, Pas As String, Coorp As String, Pass As
String

    Frame15.Visible = False
    Prompt = "Input the old Password"
    Pas = InputBox(Prompt, Title, xpos)
    Pasw = UCase(Pas)
    Coorp = "CIS"
        With Adodc1

            .ConnectionString = "Provider=Microsoft.Jet.OLEDB.4.0;Data
Source=C:\Recruit\RecruitData.mdb;Persist Security Info=false"
            .RecordSource = "select * from Keys where Key='" + UCase(Coorp) + "'"
            .Refresh

        End With


        With Adodc1.Recordset
```

```vb
        Pass = .Fields(1)


    End With

  If Pass = Pasw Then

    Load frmPassWord
    frmPassWord.Show

  Else

    MsgBox "Make sure you remember your password", vbCritical + vbOKOnly,
"Warning"

    mnuNew.Enabled = False
    mnuReport.Enabled = False
    mnuPass.Enabled = False
    'Command4.Enabled = False
    'cmdHelp.Enabled = False
    Frame15.Visible = True
  End If
End Sub

Private Sub mnuQualified_Click()
  Load frmQualify
  frmQualify.Show
End Sub

Private Sub txt_Password_KeyPress(KeyAscii As Integer)
  Dim Pass As String, Coorp As String

  'On Error Resume Next

  If KeyAscii = 13 Then

    Coorp = "CIS"
    With Adodc1

      .ConnectionString = "Provider=Microsoft.Jet.OLEDB.4.0;Data
Source=C:\Recruit\RecruitData.mdb;Persist Security Info=false"
      .RecordSource = "select * from Keys where Key='" + UCase(Coorp) + "'"
      .Refresh

    End With
      With Adodc1.Recordset
```

```vb
        Pass = .Fields(1)


    End With
    If UCase(Trim(txt_password.Text)) = Pass Then

        mnuNew.Enabled = True
        mnuReport.Enabled = True
        mnuPass.Enabled = True
        MsgBox "Menu Un-Locked down please!", vbInformation + vbOKOnly, "Un
Locked Menu"
        txt_password.Text = Trim("")
        Frame15.Visible = False
    Else

        MsgBox "Unrecognized Password please!", vbCritical + vbOKOnly, "Invalid
Password"
        txt_password.Text = Trim("")
    End If



    End If



End Sub
Private Declare Function SendMessage Lib "user32.dll" Alias "SendMessageA" (ByVal
hwnd As Long, ByVal wMsg As Long, ByVal wParam As Long, ByVal lParam As
Long) As Long

Private Const WM_PAINT = &HF
Private Const WM_PRINT = &H317
Private Const PRF_CLIENT = &H4&    ' Draw the window's client area
Private Const PRF_CHILDREN = &H10& ' Draw all visible child
Private Const PRF_OWNED = &H20&    ' Draw all owned windows
Private Sub Form_Load()

    With Adodc1

        .ConnectionString = "Provider=Microsoft.Jet.OLEDB.4.0;Data
Source=C:\Recruit\RecruitData.mdb;Persist Security Info=false"
        .RecordSource = "SELECT * FROM Jobs" 'WHERE FormNo='" + FormNumber +
"'"
        .Refresh
    End With
    Counter = 0
```

```vb
    With Adodc1.Recordset
    Do While .EOF = False
        Counter = Counter + 1

        JobCode2(Counter) = !JobCode
        JobTitle2(Counter) = !JobTitle
        Sex2(Counter) = !Sex1
        Qualifi(Counter) = !MiniRequired
        MiniAge(Counter) = !MiniAge
        MaxAge(Counter) = !MaxAge
        TestScore(Counter) = !TestScore
        YearExp(Counter) = !YearExp


        .MoveNext
    Loop


    End With
    For K = 1 To Counter
        lblsn.Caption = lblsn.Caption & K & vbCrLf & vbCrLf
        lblJobCode.Caption = lblJobCode.Caption & JobCode2(K) & vbCrLf & vbCrLf
        lblJobTitle.Caption = lblJobTitle.Caption & JobTitle2(K) & vbCrLf & vbCrLf
        lblSex.Caption = lblSex.Caption & Sex2(K) & vbCrLf & vbCrLf
        lblMini.Caption = lblMini.Caption & MiniAge(K) & vbCrLf & vbCrLf
        lblMaxAge.Caption = lblMaxAge.Caption & MaxAge(K) & vbCrLf & vbCrLf
        lblQuali.Caption = lblQuali.Caption & Qualifi(K) & vbCrLf & vbCrLf
        lblYearExp.Caption = lblYearExp.Caption & YearExp(K) & vbCrLf & vbCrLf
        lblTestScore.Caption = lblTestScore.Caption & TestScore(K) & vbCrLf & vbCrLf

    Next K

End Sub

Private Sub mnuDown_Click()
    csMoupdw = csMoupdw + 360
    Picture1.Top = csMoupdw
End Sub

Private Sub mnuleft_Click()
    listLeftRight = listLeftRight - 240
    Picture1.Left = listLeftRight
End Sub

Private Sub mnuPrint_Click()
    Printer.Orientation = vbPRORLandscape
```

```
    PrintPictureBox Picture1, 100, 100
End Sub

Private Sub mnuRight_Click()
    listLeftRight = listLeftRight + 240
    Picture1.Left = listLeftRight
End Sub

Private Sub mnuUp_Click()
    csMoupdw = csMoupdw - 360
    Picture1.Top = csMoupdw
End Sub
Public Sub PrintPictureBox(Box As PictureBox, Optional X As Single = 0, Optional Y
As Single = 0)

    Dim rv As Long
    Dim ar As Boolean

    On Error GoTo Exit_Sub

    With Box
        'Save ReDraw value
        ar = .AutoRedraw

        'Set persistance
        .AutoRedraw = True

        'Wake up printer
        Printer.Print

        'Draw controls to picture box

        rv = SendMessage(.hwnd, WM_PAINT, .hDC, 0)
        rv = SendMessage(.hwnd, WM_PRINT, .hDC, _
            PRF_CHILDREN Or PRF_CLIENT Or PRF_OWNED)

        'Refresh image to picture property
        .Picture = .Image

        'Copy picture to Printer
        Printer.PaintPicture .Picture, X, Y
        Printer.EndDoc

        'Restore backcolor  (Re-load picture if picture was used)
        Box.Line (0, 0)-(.ScaleWidth, .ScaleHeight), .BackColor, BF
```

```vb
        'Restore ReDraw
        .AutoRedraw = ar
    End With


Exit_Sub:
    If Err.Number Then MsgBox Err.Description, vbOKOnly, "Printer Error!"



End Sub
Private Sub cmdExit_Click()
    Unload Me
End Sub

Private Sub cmdFind_Click()
    FormNumber = UCase(txtFormNo.Text)
    With Adodc1

        .ConnectionString = "Provider=Microsoft.Jet.OLEDB.4.0;Data
Source=C:\Recruit\RecruitData.mdb;Persist Security Info=false"
        .RecordSource = "SELECT * FROM Register WHERE FormNo='" + FormNumber
+ "'"
        .Refresh
    End With

    If Adodc1.Recordset.RecordCount < 1 Then
        MsgBox "Record does NOT exist." & vbCrLf & vbCrLf & "Operation Terminated",
vbInformation + vbOKOnly, "Information"
        Exit Sub
    End If
    With Adodc1.Recordset

        txtFormNo.Text = !FormNo
        txtName.Text = !Name1
        cmbSex.Text = !Sex1
        cmbMStatus.Text = !MStatus
        txtStateOfOr.Text = !StateOfOrigin
        txtLGA.Text = !LGA
        txtAge.Text = !Age1
        txtAddress.Text = !Address1
        txtYearWorking.Text = !WorkYear
        txtParastata.Text = !WorkParas
```

```vb
    End With
    With Adodc1

        .ConnectionString = "Provider=Microsoft.Jet.OLEDB.4.0;Data
Source=C:\Recruit\RecruitData.mdb;Persist Security Info=false"
        .RecordSource = "SELECT * FROM SchoolTab WHERE FormNo='" +
FormNumber + "'"
        .Refresh
    End With
    With Adodc1.Recordset

        txtJobCode.Text = !JobCode
        txtIntScores.Text = !InterScore
        txtPrimary.Text = !PrySchool
        txtPCert.Text = !PryCert
        txtSecondary.Text = !SecSchool
        txtSCert.Text = !SecCert
        txtTertiary_1.Text = !TerciaSchool_1
        txtTertiary_2.Text = !TerciaSchool_2
        txtTertiary_3.Text = !TerciaSchool_3
        txtTerciaCourse_1.Text = !TerciaCourse_1
        txtTerciaCourse_2.Text = !TerciaCourse_2
        txtTerciaCourse_3.Text = !TerciaCourse_3
        txtClass_1.Text = !TerciaClass_1
        txtClass_2.Text = !TerciaClass_2
        txtClass_3.Text = !TerciaClass_3

        If !HighestQuali = "Prymary Cert" Then
            optPry.Value = True
        ElseIf !HighestQuali = "Secondary Cert" Then
            optSec.Value = True
        ElseIf !HighestQuali = "Diploma" Then
            optDiploam.Value = True
        ElseIf !HighestQuali = "NCE" Then
            optNCE.Value = True
        ElseIf !HighestQuali = "First Degree" Then
            optFirstDgree.Value = True
        End If


    End With

    MsgBox "Record Saved.", vbInformation + vbOKOnly, "Information"
End Sub
```

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```vbnet
Private Sub cmdSave_Click()
    FormNumber = UCase(txtFormNo.Text)
    With Adodc1

        .ConnectionString = "Provider=Microsoft.Jet.OLEDB.4.0;Data
Source=C:\Recruit\RecruitData.mdb;Persist Security Info=false"
        .RecordSource = "SELECT * FROM Register WHERE FormNo='" + FormNumber
+ "'"
        .Refresh
    End With

    If Adodc1.Recordset.RecordCount >= 1 Then
        MsgBox "This record already exist." & vbCrLf & vbCrLf & "Operation
Terminated", vbInformation + vbOKOnly, "Information"
        Exit Sub
    End If
    With Adodc1.Recordset

        .AddNew
        !FormNo = UCase(txtFormNo.Text)
        !Name1 = txtName.Text
        !Sex1 = cmbSex.Text
        !MStatus = cmbMStatus.Text
        !StateOfOrigin = txtStateOfOr.Text
        !LGA = txtLGA.Text
        !Age1 = txtAge.Text
        !Address1 = txtAddress.Text
        !WorkYear = txtYearWorking.Text
        !WorkParas = txtParastata.Text

        .Update
        .Requery

    End With
    With Adodc1

        .ConnectionString = "Provider=Microsoft.Jet.OLEDB.4.0;Data
Source=C:\Recruit\RecruitData.mdb;Persist Security Info=false"
        .RecordSource = "SELECT * FROM SchoolTab" 'WHERE CISNo='" + CISNumber
+ "'"
        .Refresh
    End With
    With Adodc1.Recordset

        .AddNew
```

32

```
        !FormNo = UCase(txtFormNo.Text)
        !JobCode = txtJobCode.Text
        !InterScore = txtIntScores.Text
        !PrySchool = txtPrimary.Text
        !PryCert = txtPCert.Text
        !SecSchool = txtSecondary.Text
        !SecCert = txtSCert.Text
        !TerciaSchool_1 = txtTertiary_1.Text
        !TerciaSchool_2 = txtTertiary_2.Text
        !TerciaSchool_3 = txtTertiary_3.Text
        !TerciaCourse_1 = txtTerciaCourse_1.Text
        !TerciaCourse_2 = txtTerciaCourse_2.Text
        !TerciaCourse_3 = txtTerciaCourse_3.Text
        !TerciaClass_1 = txtClass_1.Text
        !TerciaClass_2 = txtClass_2.Text
        !TerciaClass_3 = txtClass_3.Text

        If optPry.Value = True Then
           !HighestQuali = "Prymary Cert"
        ElseIf optSec.Value = True Then
           !HighestQuali = "Secondary Cert"
        ElseIf optDiploam.Value = True Then
           !HighestQuali = "Diploma"
        ElseIf optNCE.Value = True Then
           !HighestQuali = "NCE"
        ElseIf optFirstDgree.Value = True Then
           !HighestQuali = "First Degree"
        End If
        .Update
        .Requery


    End With

    MsgBox "Record Saved.", vbInformation + vbOKOnly, "Information"
End Sub

Private Sub cmdUpdate_Click()
    FormNumber = UCase(txtFormNo.Text)
    With Adodc1

        .ConnectionString = "Provider=Microsoft.Jet.OLEDB.4.0;Data
Source=C:\Recruit\RecruitData.mdb;Persist Security Info=false"
        .RecordSource = "SELECT * FROM Register WHERE FormNo='" + FormNumber
+ "'"

        .Refresh
```

```vb
    End With

    If Adodc1.Recordset.RecordCount < 1 Then
        MsgBox "Record does NOT exist." & vbCrLf & vbCrLf & "Operation Terminated", _
vbInformation + vbOKOnly, "Information"
        Exit Sub
    End If
    With Adodc1.Recordset

        !FormNo = txtFormNo.Text
        !Name1 = txtName.Text
        !Sex1 = cmbSex.Text
        !MStatus = cmbMStatus.Text
        !StateOfOrigin = txtStateOfOr.Text
        !LGA = txtLGA.Text
        !Age1 = txtAge.Text
        !Address1 = txtAddress.Text
        !WorkYear = txtYearWorking.Text
        !WorkParas = txtParastata.Text

        .Update
        .Requery


    End With
    With Adodc1

        .ConnectionString = "Provider=Microsoft.Jet.OLEDB.4.0;Data
Source=C:\Recruit\RecruitData.mdb;Persist Security Info=false"
        .RecordSource = "SELECT * FROM SchoolTab WHERE FormNo='" +
FormNumber + "'"
        .Refresh
    End With
    With Adodc1.Recordset

        !FormNo = txtFormNo.Text
        !JobCode = txtJobCode.Text
        !InterScore = txtIntScores.Text
        !PrySchool = txtPrimary.Text
        !PryCert = txtPCert.Text
        !SecSchool = txtSecondary.Text
        !SecCert = txtSCert.Text
        !TerciaSchool_1 = txtTertiary_1.Text
        !TerciaSchool_2 = txtTertiary_2.Text
        !TerciaSchool_3 = txtTertiary_3.Text
        !TerciaCourse_1 = txtTerciaCourse_1.Text
```

```vb
       !TerciaCourse_2 = txtTerciaCourse_2.Text
       !TerciaCourse_3 = txtTerciaCourse_3.Text
       !TerciaClass_1 = txtClass_1.Text
       !TerciaClass_2 = txtClass_2.Text
       !TerciaClass_3 = txtClass_3.Text
       If optPry.Value = True Then
          !HighestQuali = "Prymary Cert"
       ElseIf optSec.Value = True Then
          !HighestQuali = "Secondary Cert"
       ElseIf optDiploam.Value = True Then
          !HighestQuali = "Diploma"
       ElseIf optNCE.Value = True Then
          !HighestQuali = "NCE"
       ElseIf optFirstDgree.Value = True Then
          !HighestQuali = "First Degree"
       End If
       .Update
       .Requery


   End With

   MsgBox "Record updated.", vbInformation + vbOKOnly, "Information"
End Sub

Private Sub Form_Load()
   With Adodc1

      .ConnectionString = "Provider=Microsoft.Jet.OLEDB.4.0;Data
Source=C:\Recruit\RecruitData.mdb;Persist Security Info=false"
      .RecordSource = "SELECT * FROM Jobs" 'WHERE FormNo='" + FormNumber +
"'"

      .Refresh
   End With
   txtJobCode.Clear
   With Adodc1.Recordset
      Do While .EOF = False
         txtJobCode.AddItem (!JobCode)
         .MoveNext
      Loop
   End With
End Sub

Private Sub cmdExit_Click()
   Unload Me
End Sub
```

```vb
Private Sub cmdFind_Click()
    Dim JCode As String

    JCode = cmbJobCode.Text

    With Adodc1

        .ConnectionString = "Provider=Microsoft.Jet.OLEDB.4.0;Data
Source=C:\Recruit\RecruitData.mdb;Persist Security Info=false"
        .RecordSource = "SELECT * FROM Jobs WHERE JobCode='" + JCode + "'"
        .Refresh
    End With

    If Adodc1.Recordset.RecordCount < 1 Then
        MsgBox "Record does NOT exist." & vbCrLf & vbCrLf & "Operation Terminated",
vbInformation + vbOKOnly, "Information"
        Exit Sub
    End If
    With Adodc1.Recordset

        cmbJobCode.Text = !JobCode
        txtJobTitle.Text = !JobTitle
        cmbDegree.Text = !MiniRequired
        txtAgeFrom.Text = !MiniAge
        txtAgeTo.Text = !MaxAge
        txtYearExp.Text = !YearExp
        txtYearExp.Text = !txtYearExp
        txtScore.Text = !TestScore
        cmbSex.Text = !Sex1



    End With
End Sub

Private Sub cmdSave_Click()
Dim JCode As String

    JCode = cmbJobCode.Text
    With Adodc1

        .ConnectionString = "Provider=Microsoft.Jet.OLEDB.4.0;Data
Source=C:\Recruit\RecruitData.mdb;Persist Security Info=false"
        .RecordSource = "SELECT * FROM Jobs WHERE JobCode='" + JCode + "'"
        .Refresh
```

```vb
        End With

    If Adodc1.Recordset.RecordCount >= 1 Then
        MsgBox "This record already exist." & vbCrLf & vbCrLf & "Operation
Terminated", vbInformation + vbOKOnly, "Information"
        Exit Sub
    End If
    With Adodc1.Recordset

        .AddNew
        !JobCode = cmbJobCode.Text
        !JobTitle = txtJobTitle.Text
        !MiniRequired = cmbDegree.Text
        !MiniAge = txtAgeFrom.Text
        !MaxAge = txtAgeTo.Text
        !YearExp = txtYearExp.Text
        !TestScore = txtScore.Text
        !Sex1 = cmbSex.Text

        .Update
        .Requery


    End With
    MsgBox "Record saved succesfully.", vbInformation + vbOKOnly, "Information"
End Sub

Private Sub cmdUpdate_Click()
    Dim JCode As String

    JCode = cmbJobCode.Text

    With Adodc1

        .ConnectionString = "Provider=Microsoft.Jet.OLEDB.4.0;Data
Source=C:\Recruit\RecruitData.mdb;Persist Security Info=false"
        .RecordSource = "SELECT * FROM Jobs WHERE JobCode='" + JCode + "'"
        .Refresh
    End With

    If Adodc1.Recordset.RecordCount < 1 Then
        MsgBox "Record does NOT exist." & vbCrLf & vbCrLf & "Operation Terminated",
vbInformation + vbOKOnly, "Information"
        Exit Sub
    End If
```

```vb
With Adodc1.Recordset

    !JobCode = cmbJobCode.Text
    !JobTitle = txtJobTitle.Text
    !MiniRequired = cmbDegree.Text
    !MiniAge = txtAgeFrom.Text
    !MaxAge = txtAgeTo.Text
    !YearExp = txtYearExp.Text
    !txtYearExp = txtYearExp.Text
    !TestScore = txtScore.Text
    !Sex1 = cmbSex.Text
    .Update
    .Requery



   End With
End Sub
Private Declare Function SendMessage Lib "user32.dll" Alias "SendMessageA" (ByVal
hwnd As Long, ByVal wMsg As Long, ByVal wParam As Long, ByVal lParam As
Long) As Long

Private Const WM_PAINT = &HF
Private Const WM_PRINT = &H317
Private Const PRF_CLIENT = &H4&    ' Draw the window's client area
Private Const PRF_CHILDREN = &H10& ' Draw all visible child
Private Const PRF_OWNED = &H20&    ' Draw all owned windows

Private Sub Form_Load()

   With Adodc1

     .ConnectionString = "Provider=Microsoft.Jet.OLEDB.4.0;Data
Source=C:\Recruit\RecruitData.mdb;Persist Security Info=false"
     .RecordSource = "SELECT * FROM Register" 'WHERE FormNo='" + FormNumber
+ "'"
     .Refresh
   End With
   Counter = 0

   With Adodc1.Recordset
     Do While .EOF = False
       Counter = Counter + 1

         FormNumber2(Counter) = !FormNo
         Name2(Counter) = !Name1
```

```vb
            Sex2(Counter) = !Sex1
            MStatus(Counter) = !MStatus
            StateOfOringin(Counter) = !StateOfOrigin
            'txtLGA.Text = !LGA
            Age2(Counter) = !Age1
            Address2(Counter) = !Address1
            YearExp(Counter) = !WorkYear
            'txtParastata.Text = !WorkParas

            With Adodc2

                .ConnectionString = "Provider=Microsoft.Jet.OLEDB.4.0;Data
Source=C:\Recruit\RecruitData.mdb;Persist Security Info=false"
                .RecordSource = "SELECT * FROM SchoolTab WHERE FormNo='" +
FormNumber2(Counter) + "'"
                .Refresh
            End With
            With Adodc2.Recordset

                Qualifi(Counter) = !HighestQuali
                TestScore(Counter) = !InterScore

            End With
            .MoveNext
        Loop


    End With
    For K = 1 To Counter
        lblsn.Caption = lblsn.Caption & K & vbCrLf & vbCrLf
        lblFormNo.Caption = lblFormNo.Caption & FormNumber2(K) & vbCrLf & vbCrLf
        lblName.Caption = lblName.Caption & Name2(K) & vbCrLf & vbCrLf
        lblSex.Caption = lblSex.Caption & Sex2(K) & vbCrLf & vbCrLf
        lblMStatus.Caption = lblMStatus.Caption & MStatus(K) & vbCrLf & vbCrLf
        lblStateOfOrin.Caption = lblStateOfOrin.Caption & StateOfOringin(K) & vbCrLf &
vbCrLf
        lblQuali.Caption = lblQuali.Caption & Qualifi(K) & vbCrLf & vbCrLf
        lblYearExp.Caption = lblYearExp.Caption & YearExp(K) & vbCrLf & vbCrLf
        lblTestScore.Caption = lblTestScore.Caption & TestScore(K) & vbCrLf & vbCrLf
        lblAge.Caption = lblAge.Caption & Age2(K) & vbCrLf & vbCrLf
        lblAddress.Caption = lblAddress.Caption & Address2(K) & vbCrLf & vbCrLf

    Next K

End Sub
```

```vb
Private Sub mnuDown_Click()
    csMoupdw = csMoupdw + 360
    Picture1.Top = csMoupdw
End Sub

Private Sub mnuexit_Click()
    Unload Me
End Sub

Private Sub mnuleft_Click()
    listLeftRight = listLeftRight - 240
    Picture1.Left = listLeftRight
End Sub

Private Sub mnuPrint_Click()
    Printer.Orientation = vbPRORLandscape
    PrintPictureBox Picture1, 100, 100
End Sub

Private Sub mnuRight_Click()
    listLeftRight = listLeftRight + 240
    Picture1.Left = listLeftRight
End Sub

Private Sub mnuUp_Click()
    csMoupdw = csMoupdw - 360
    Picture1.Top = csMoupdw
End Sub

Public Sub PrintPictureBox(Box As PictureBox, Optional X As Single = 0, Optional Y As Single = 0)

    Dim rv As Long
    Dim ar As Boolean

    On Error GoTo Exit_Sub

    With Box
        'Save ReDraw value
        ar = .AutoRedraw

        'Set persistance
        .AutoRedraw = True

        'Wake up printer
        Printer.Print
```

```
            .Delete
            .Update


      End With



      With Adodc1.Recordset

        .AddNew

        .Fields(0) = "CIS"
        .Fields(1) = UCase(txt_passw)


        .Update
        .Requery


      End With
      Title = txt_passw
      MsgBox Title, vbOKOnly, "Your New Password is"
      txt_pass = ""
      txt_passw = ""
      frmPassWord.Visible = False

    End If
    End If


End Sub
Private Sub txt_pass_KeyPress(KeyAscii As Integer)
Dim Title As String

  If KeyAscii = 13 Then

    If txt_pass <> txt_passw Then
      MsgBox "Please try again", vbCritical + vbOKOnly, "Comfirm Password"
    Else

      With Adodc1

        .ConnectionString = "Provider=Microsoft.Jet.OLEDB.4.0;Data
Source=C:\Recruit\RecruitData.mdb;Persist Security Info=false"
        .RecordSource = "select * from Keys"
```

```
        .Refresh

    End With

    With Adodc1.Recordset

        .Delete
        .Update


    End With



    With Adodc1.Recordset

        .AddNew

        .Fields(0) = "CIS"
        .Fields(1) = UCase(txt_passw)


        .Update
        .Requery


    End With
    Title = txt_passw
    MsgBox Title, vbOKOnly, "Your New Password is"
    txt_pass = ""
    txt_passw = ""
    frmPassWord.Visible = False

  End If
 End If


End Sub
```