



A study on AI tools usage to promote office optimization

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Abstract

The world will start a new era of society where technology and humans can collaborate to solve social problems. In fact, there has been no in-depth study of the advantages and challenges of implementing paperless in various fields. The purpose of this paper is to review the challenges and the advantages of the paperless concept using Narrative Literature Review to provide an objective analysis of the paperless concept. The objects research discussed including industry/manufacturing, education, medical, and government. This paper provides an in-depth study and analysis of the paperless concept's advantages and challenges related to hardware and software maintenance, data security and reliability, human resources technical skills, social interaction, and disaster recovery strategy.

Keywords: Paperless, green computing, society 5.0

Introduction

Paperless is a concept where paper-based will be replaced by using digital resources as a means of information. paperless concept is a new effort from using paper to reduce paper waste and solve environmental problems caused by paper products.

A study shows that some people and institutions are interested in going towards the concept of a paperless environment. They began to use electronic mail as long as there is an internet network. Besides being comfortable, the paperless paper is a very effective strategy for managing considerable information (Hattingh,2001). Although many institutions have applied the concept of paperless, they still failed to implement a paperless (Ashby, 2001) fully.

Some consideration of both the benefits and disadvantages is still being evaluated in implementing the concept, especially in the Electronic Document Management System (EDMS). A survey was conducted by EASY Software in the United Kingdom in 2013. The survey was used to determine the business benefits of using the Electronic Document Management System (EDMS).

The rejection by users is still an issue that must be considered. One of the highlights is the lack of technical skills. In fact, there has been no in-depth study of the advantages and challenges of implementing paperless in various fields.

This paper provides an overview of the advantages offered in using the paperless concept. In addition, in-depth studies will be carried out to find the challenges of using paperless in various fields. This study examines several areas that have the potential to use the paperless concept, including industry and manufacturing, education, medical, and government.

Therefore, this paper aims to find out more details about the paperless concept, advantages, and challenges in various sectors.

1. It is the one way for AI and machine learning engineers to improve their AI models. Optimization strategies, such as retraining models with better data or enhancing models source code can benefit performance, efficiency and accuracy.
2. The purpose of optimization is to achieve the “best” design relative to a set of prioritized criteria or

constraints. these include maximizing factors such as productivity, strength, longevity, efficiency, and utilization.

The Objective of the Study

Primary Objective

- To Explore how AI contributes to smarter and more efficient hiring processes.
- To Evaluate the potential of AI in identifying suitable candidates.
- To develop the system that can analyze the large datasets on AI.

Secondary Objective

- To Investigate the impact of AI on recruitment effectiveness.
- To improving productivity, reducing costs, enhancing collaboration, or Streamling processes.
- To creating innovative strategies to solve challenges real- world problems.
- To save time and money by automating and optimizing routine processes and tasks.

Scope of the Study

1. The research investigates the implications of AI adoption on key performance indicators such as time-to-hire, cost-per-hire, candidate quality, and workforce diversity. This provides insights into the tangible benefits and potential challenges associated with AI-driven recruitment strategies.
2. The research encompasses an in-depth analysis of the implementation of AI algorithms, machine learning models, and natural language processing techniques in various stages of the recruitment pipeline, including candidate sourcing, resume screening, skills assessment, and predictive analytics.
3. It aims to assess the multifaceted impacts of AI adoption on the hiring ecosystem within the cybersecurity domain. This includes evaluating the efficiency, objectivity, inclusivity, and strategic advantages of AI-driven recruitment practices.

Review of Litratuure

Karin Stater Cookies N Cache. Retrieved 2021-2022 - It’s no secret that the way people work is drastically changing. The World Economic Forum (2018) predicted that only half of today’s current jobs through 2022 will stay the same (The Future of Jobs Report 2018, 2018). This includes shifts to remote and hybrid work, a drastic increase in e-commerce, disruptions in leisure, travel, and brick-and-mortar stores, and an increase in automation and AI in customer service and manufacturing (2021).

AIP conference proceedings 2019, 2020 - This paper explorer how Artificial Intelligence (AI) techniques integration into circular economy (CE) in product design phase. Designing products for circularity is a phenomenon, which is rising in manufacturing industries to develop and improve product sustainability as well as to drive extra cost prevention mechanisms in production.

Nikhitha Yathiraju International – 2022 - Enterprise Resource Planning (ERP) systems are necessary to improve an enterprise’s management performance. However, the perception of information technology (IT) professionals about the integration of artificial intelligence (AI) and machine learning with ERP cloud service platforms is unknown. Few studies have examined how leaders can implement AI for strategic management, but no study has qualitatively explored AIs integration in the cloud ERP system.

Helen Nkem Uchime - 2021 - The purpose of this study is to examine the impact of artificial intelligence on the accounting profession. To achieve this purpose, research questions were raised, hypothesis was formulated and review of related literature was made. The stated hypothesis was tested with the t-test. Finding revealed that Artificial Intelligence (AI) has positive impact on the accountancy profession.

William O’Brien, H Burak Gunay – 2014 - Occupants play an unprecedented role on energy use of office buildings and they are often perceived as one of the main causes of underperforming buildings. It is therefore necessary to capture the factors influencing these energy intensive occupant behaviors and to incorporate them in building design.

Data Analysis

1. Do you believe ai tools have enhanced collaboration among team members?

S. No	Choices	Respondents	Percentage
01	Strongly Agree	15	13.63%
02	Agree	45	40.90%
03	Netural	32	29.09%
04	Disagree	10	9.09%
05	Strongly Disagree	8	7.29%
	Total	110	100

Source: Primary Data

Interpretation

In your opinion THAT DO YOU BELIEVE AI TOOLS HAVE ENHANCED COLLABORATION AMONG TEAM MEMBERS to classify of the respondents is presented in the above table. From the table, it is understood that 40.90% respondents from “AGREE”, 13.63% respondents from “STRONGLY AGREE”, 29.09% respondents from “NETURAL”,9.09% respondents from “Disagree”, 7.29% rsepondents from “Strongly Disagree”.

Majority

The majority Respondents from the “AGREE” & Percentage as “40.90%”.

2. How integrated do you feel ai tools are in dialy work processes?

S. No	Choices	Respondnets	Percentage
01	Very much	14	12.72%
02	Moderately	40	36.36%
03	Some what	50	45.45%
04	Not at all	16	14.54%
	TOTAL	110	100

Source: Primary Data

Interpretation

How you are interacted do you feel AI tools are in dialy work processes to classify of the respondents is presented in the above table. From the table, it is understood that 12.72% respondents from “VERY MUCH”, 36.36% respondents from “MODERATELY”,45.45% respondents from “SOME WHAT”, 14.54% rsepondents from “NOT AT ALL”.

Majority

The majority Respondents from the “SOME WHAT” & Percentage as “45.45%”.

3. To what extent do you think AI tools have contributed to better decision- making in your organisation?

S. No	Choices	Respondents	Percentage
01	Very positively	28	25.45%
02	Positively	39	35.45%
03	Netural	32	39.09%
04	Negatively	7	6.36%
05	Very negatively	4	3.63%
	Total	110	100

Source: Primary Data

Interpretation

To what extent do you think AI tools have contributed to better decision-making in your organisation to classify of the respondents is presented in the above table. From the table, it is understood that 25.45% respondents from “AGREE”, 35.45% respondents from “POSITIVELY”, 39.09% respondents from “NETURAL”,6.36% respondents from “negatively”, 3.63%% rsepondents from “very negatively”.

Majority

The majority Respondents from the “NETURAL” & Percentage as “39.09%”.

4. Do you have any concerns regarding the ethical implications of ai tools in the workplace?

S. No	Choices	Respondents	Percentage
01	Enhancing productivity	48	43.63%
02	Fair	22	20%
03	Good	28	25.45%
04	Privacy and misuse of data	12	10.90%
	Total	110	100

Interpretation

What challenges if any, have you encountered in using AI tools in your Daily work to classify of the respondents is presented in the above table. From the table, it is understood that 43.63% respondents from “BUSINESS PROCESSES ENHANCING PRODUCTIVITY”, 10.90% respondents from “PRIVACY & MISUSE OF DATA”, 20% respondents for “FAIR”, 25.45% respondents for “GOOD”

Majority

The majority Respondents from the “BUSINESS PROCESSES ENHANCING PRODUCTIVITY” & Percentage as “70.90%”.

5. Which AI does your organization currently use for office optimization?

Choices	Respondents	Percentage
Virtual assistant	42	38.18%
Machine learning from analytics	28	25.45%
Chatbots	23	20.90%
Task automation	11	8.2%
Other (specify)	8	7.27%
Total	110	100

Interpretation

Which AI does your organization currently use for office optimization to classify of the respondents is presented in the above table. From the table, it is understood that 38.18% respondents from “VIRTUAL ASSISTANT” , 25.45% respondents from “MACHINE LEARNING FROM ANALYTICS”, 20.90% respondents from “CHATBOTS”, 8.2% respondents from “TASK AUTOMATION”, 7.27% respondents from “OTHER (SPECIFY) .

Majority

The majority Respondents from the “VIRTUAL ASSISTANT” as 38.18%.

Findings

The data is collected from the survey and sources of information of the researcher to make the following findings and conclusion.

1. It is inferred that the majority (57.27%) of the respondents are male as gender of respondents.
2. The majority respondents from the age group is “18 – 25” with 74.45% of factor.
3. The majority respondents from the “yes”- 80% ai tools currently implemented.
4. The majority respondents from the 33.63% in improving collaboration to motivate your organization to adopt ai tools for office optimization.
5. The majority respondents from the 61.81% in “yes” ai tools used for communication within your organization.

Suggestions

- Since the majority of employees are assumed to be in the 18-25 age group, consider exploring the perspectives and experiences of employees from other age brackets to ensure a more comprehensive understanding of AI adoption.
- Although the majority of employees have 1-5 years of experience, delve deeper into the experiences of employees with varying levels of tenure to identify any differences in perceptions and experiences with AI in the hiring process.

- While the majority perceive some improvement in the hiring process due to AI, investigate areas where enhancements can be made to address concerns or areas of dissatisfaction.
- Since only a third of employees are satisfied with the speed of response from AI systems, focus on optimizing system performance to enhance efficiency and responsiveness in candidate interactions.
- While most employees find AI systems provide clear and helpful guidance, identify opportunities to further improve guidance and support for candidates at each stage of the application process.
- Given the strong agreement that AI contributes to minimizing bias, continue efforts to ensure fairness and objectivity in the hiring process by regularly reviewing and refining AI algorithms and processes.
- Despite a majority rarely experiencing issues, investigate and address any recurring issues or challenges faced by employees when interacting with AI systems to improve user experience.
- Address concerns about the accuracy of AI’s assessment of job fit by providing additional training or resources to increase employees’ confidence in AI-driven candidate evaluations.
- While a majority find AI systems extremely clear in communicating the next steps in the hiring process, ensure continued clarity and transparency in communication to maintain candidate engagement and satisfaction throughout the recruitment journey.

Conclusion

In conclusion, the findings of this study underscore the importance of strategic planning, collaboration, and continuous improvement in harnessing the full potential of AI tools to promote office optimization. By conducting this study, we aim to contribute valuable insights to the growing body of knowledge on AI tool usage in office environments and provide actionable recommendations for organizations striving to optimize their workplace operations through technological innovation. In conclusion, the integration of artificial intelligence (AI) into HRM practices presents both opportunities and challenges for businesses and job seekers alike. Moving forward, further research into the impact of AI on talent management, leadership development, and workforce planning will be essential for organizations to leverage the full potential of AI in HRM practices.

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