

Use case name: Manage Jobs

Identifier: UC-MJ-001

Preconditions:

The company is logged in to the portal.

Triggers:

Company logs in to the portal.

Basic Flow:

- The company selects the "Manage Jobs" option in their dashboard.
- If the company has not posted any job openings, the system displays a message indicating that no job openings are currently available in the "Manage Jobs" section.

Alternate Flow (Company Has Posted Job Openings):

- If the company has posted job openings, the system lists them in the "Manage Jobs" section.
- The company selects a specific job posting from the list to view detailed information about it.

Alternate Flow (Editing a Job Posting):

- The system displays comprehensive details of the selected job posting, including the job title, description, application deadline, salary, and other relevant information.
- The company has the option to edit any information in the job posting, such as the application deadline, salary, or other details.
- The company makes the necessary edits, and the updated information is saved by the system.

Alternate Flow (Viewing Applications for a Job Posting):

- The company returns to the "Manage Jobs" section to view all their posted job openings again.
- The company can then choose the "View Applications" option for a specific job posting.
- The system displays a list of all applicants for that particular job posting, along with their application details and resumes.
- The company can review the applications and shortlist candidates based on their resumes or any other relevant parameters.
- After shortlisting, the company can schedule and conduct interviews with the selected candidates.

Postconditions:

- The company can efficiently manage and update their job postings.
- The company can review and shortlist applicants.
- Interviews are scheduled and conducted through the portal.

- Selected candidates receive notifications through the portal.
- Offer letters are sent to selected candidates, and they can accept or reject them through the portal.

Actors:

Company