**Team 8 UNFinished Business Employment Application Design Process**

Contents

[**Introduction** 2](#_Toc530870733)

[Navbar 2](#_Toc530870734)

[Sidebar 2](#_Toc530870735)

[Contact Information 2](#_Toc530870736)

[Employment Information 3](#_Toc530870737)

[Criminal Background 4](#_Toc530870738)

[References 4](#_Toc530870739)

[Educational Background 5](#_Toc530870740)

## **Introduction**

Choosing the primary tool for the interface framework was not a difficult choice. Focusing on data validation was a top priority and the first CSS framework that came to mind was bootstrap. Being already familiar with how to use bootstrap made designing the interface an easy task. The only parts that took some thought were deciding how to show the fields on the screen that required a fair amount of data from the user. These decisions will be explained in their own section later on in this paper.

## Navbar

The Navbar is located on the top of the application, showing the name of the application and the help function. The help button was added with the thought of making the interface accessible to the widest audience. Realizing that the user had to scroll all the way to the top of the interface to access the help menu, a scroll to the top button was added to the lower left-hand corner of the screen to follow the user throughout the application. The keyboard shortcut Alt+H was also added to access the menu for the same reason. All of the options in the help menu were made to aid the users who my have trouble seeing the application.

## Sidebar

The sidebar was made at the beginning go the application design process. A way to skip from section to section makes it easy to move from section to section. Scrolling takes a long time and does not require to the user to search for the section they want to edit.

## Contact Information

All of the information from the top part of the original information was moved into the contact information section in the new interface. We decided to exclude the fields for the application date, maiden name, and telling the applicant that they will be tested for drugs. Application date was not included because it is done when the submit button is pressed by the user. Maiden name of the applicant did not seem relevant to the application’s purpose. Finally, the statement at the top of the application was noted in the Application Acknowledgement. The fields concerning the position applied for and the desired salary are included in the Employment Information section because that move seemed logical. Dropdowns were utilized for sections where only a select number of answers seemed logical. For example, the state field used a dropdown because only one of 50 options were possible. Number inputs are required where only numbers would be required information from the user. The only single checkbox type for the entire application is located in this section. It was used because we wanted to confirm some information, not ask question. The checkbox indicates that the field is required to submit the application. Leaving the option in the first section of the application saves the user time if they are not 18 or older.   
Emergency Contact

This section was similar to the last section because it required mostly the same information. We did not include an email address because in an emergency situation we would not want to wait on a response from the emergency contact. Relation to the contact is included because it makes the contact process easier for the company if they know who they are calling, especially in an emergency situation.

## Employment Information

This section was omitted from the new version of the application. Employment desired included when they user enters how many hours, they want to work in the Employment Information Section. Available start date utilizes a date picker to make it easier for the user show a date. This also make sure they enter the date in the correct format. Checkboxes were used find out what days the application wished to work to limit variations of the responses received. It is also easier to check boxes than typing out full names of dates into a field.

## Criminal Background

The original background asks if the user has ever committed a crime in the past. Then asking them to fill out the application if they checked yes. This process is no longer necessary as the options will not even show if they have selected no in the new application. The form is now in the form of a table, so the user can add rows if they would like to enter more than one record. The user is not allowed to use the delete button if they have selected yes for the previous question. All the fields from the original application are included in this version of the application because they seemed relevant to the employer if they were to hire the user in question. The application had asked for crimes committed in the past ten year, but because of the new format the user has the room to enter as much as they want to share.

## References

This section requires at least 4 references because it is what was asked for in the original application. Four seems like a good number of people that the applicant should trust to give a good recommendation. We let the user enter more than 4 references in this application because space is not limited. The delete button will not work if there are 4 rows available in the table. All of the fields from the original application are included in the in the new version.

## Educational Background

The fields from the paper application were all included in its electronic counterpart. Again, you need to have an education background to apply, so one record is required that may not be deleted. The user may enter as many records for this section as they please. We did not ask what year the user graduated from high school, as it could provide insight into the age of the user. Age should not be a factor in the hiring process for a job.

## Work Experience

On the old application it was stated to only add information from the past five years. On the new application this is not necessary because physical restrictions no longer exist. The user can add as many rows as they want but must leave at least one row. An option to not contact a former job was not included. If the applicant does not want to the company to contact that former work, then they should not write that information in the application.

Miscellaneous

This section was similar to the criminal background section because it asks a simple question that if answered a certain way would require follow up questions. Asking about the military experience of the application will lead up to questions about their service. Personal questions such as the marital status of the applicant or the gender of the applicant were not included in the final product. They are not necessary for hiring. Information like this should not be included in the decision process when hiring. People could be offended if asked to provide this type of information when applying for a job.

## Application Acknowledgement

The new application acknowledgement and waiver can be seen by clicking the link. The content drops down below the submit button. This was done to save space on the page. Hiding this information also means that more people are likely to apply for a job. People who read the text may feel uncomfortable submitting the application.