**HUMAN RESOURCES APPLICATION SYSTEM (HRMS) PROCESS FLOW**

The users of the system are:

* Applicant
* Interview manager
* HR
* Employee
* Supervisor

**Applicant**

1. An applicant searches for available job position
2. Apply for job: during this process he/she is expected to provide the following details:

* Biodata details
* Qualification details
* Professional qualification
* Working Experience
* Upload necessary documents such as CV, Degree certificate, NYSC/Exemption letter etc.

**Interview Manager**

The interview manager can perform the task:

* View all the applicants
* Shortlist applicants for interview
* Send invite for interview to applicants.
* Conducts interview for shorted applicants.
* Send successful applicants to the HR for employment.

**HR**

The HR can perform the following task:

* View all successful applicants for the available position.
* Employ the applicants.
* Send employment details to the applicants.
* Generate login details for the employee.
* Confirm employee
* Query employee
* Discipline employee
* Reject or approve employee leave request.
* Send employee for training
* Fill appraisal form
* Promote an employee.
* Place employee on Pension
* Retire an employee

**Employee**

* An employee login to the portal with his/her login details generated by the HR.
* View his/her profile.
* Update profile such as spouse details, referee etc.
* Apply for leave.
* View and Response to query.
* Fill appraisal form.

**Supervisor**

* View all employees under his/her supervision.
* Appraise employees under his/her supervision
* Query employees under his/her supervision.