## ****Website Requirements for Staffing Platform****

### **1. Home Page**

* Remove any placeholder or fake testimonials (e.g., “What Our Clients Say”).
* Ensure the homepage design is clean, modern, and professional.
* Include a brief overview of services offered.
* Feature a call-to-action for both job seekers and employers (e.g., “Find a Job” / “Hire Talent”).

### **2. About Us**

* Update the font style and size for all text sections (especially the bottom section) to ensure readability and a professional look.
* Add a high-quality, professional photo of Anant to the team section.
* Include team bios and relevant credentials if applicable.
* Optionally include client (Nayku), logo and achievements to build credibility.

### **3. Services, Products & Blogs**

* Collaborate with Venkatesh to ensure all service pages, product offerings, and blogs are optimized for SEO
* Ensure blog section has a clean layout with tags, categories, and search functionality.
* Admin panel should allow easy addition of new blog posts with meta tags, images, and social sharing features.

### **4. Job Seeker Signup & Profile Creation**

Job seekers should be able to sign up, create, and edit their profiles. The registration form should collect the following details:

#### **Basic Information:**

* First Name
* Last Name
* Current Location
* Contact Number
* Email ID
* Date of Birth

#### **Professional Details:**

* Current Profile/Title (e.g., Full Stack Developer)
* Total Years of Experience
* Relevant Experience (specific to the job they are applying for)
* Current CTC
* Expected CTC
* Work Preference: Remote / Onsite
* Notice Period

#### **Language Proficiency:**

* Language 1
* Language 2
* Language 3

#### **Skill Ratings (1-10 scale):**

* Skill 1 – Rating
* Skill 2 – Rating
* ... up to Skill 8

#### **Work Experience:**

* Company 1 – Duration (in years)
* Company 2 – Duration
* ... up to Company 6

#### **Additional Details:**

* Upload Resume/CV (PDF or DOC format)
* Cover Letter (text box or file upload)

### **5. Job Application Process**

* Job seekers should be able to browse real, live job postings.
* When applying to a job, the form should auto-fill data from their profile.
* Allow job seekers to track their application status.

### **6. Employee Portal (ATX Employees)**

* **Login System:**  
  Employees should log in using credentials created by the admin.
* **Document Upload:**  
  Allow employees to upload personal documents such as:
  + Educational certificates
  + Government-issued IDs
  + Experience letters
* **Corporate Page (Admin Created):**
  + Employee personal details: Name, DOB, Title, DOJ, etc.
  + Holiday Calendar
  + HR Policies
  + SOPs, Training Materials, and Additional Resources
  + Downloadable forms and documents

### **7. Admin Portal**

#### **Job Posting Management**

A dashboard to view, approve, edit, and remove job listings. This includes managing job details like titles, descriptions, locations, salary ranges, and application deadlines.

We should be able to shortlist candidates

* Create new jobs (auto-generate Job ID)
* Edit/deactivate/reactivate job postings
* Only active jobs should be visible to job seekers
* Admin should be able to create ATX Employee portal policies pages

#### **SEO & Content Management**

* Admin should be able to dynamically add/update SEO metadata, assets, and static policy pages.

#### **User Roles**

* Create and manage admin users
* Assign roles (admin, read-only, recruiter, etc.)

#### **Candidate Reports**

* View all registered candidates
* Advanced filters:
  + Filter by skill (e.g., React)
  + Sort by: Total Experience, Expected Salary, Location, Availability, etc.

Should be able to download CVs

#### **Jobs Report**

* View all job postings
* Click into a job to view all applicants
* See each candidate’s profile and application details

### **8. Offer Letter Templates**

* Upload multiple offer templates based on roles:
  + Software Intern
  + Marketing Intern
  + Full-Time Employee
  + Contractor
* Templates should be fillable with candidate and job-specific information

### **9. Hiring Dashboard**

* Overview of all active/inactive job postings
* View candidate pipeline per job
* Features:
  + Shortlist candidates (tick mark)
  + Add interview feedback (free text field)
  + Track candidate stages (e.g., Applied → Interview → Offer → Hired)

### **10. Offer Letter Generation**

* Admin can select a candidate and input:
  + Offer Type (e.g., Intern, Full-Time, Contractor)
  + Job Title
  + Joining Date
* Based on the selected offer template, generate a downloadable offer letter (PDF format)

### **11. Analytics and Reporting**

\* Dashboard: A high-level overview of key metrics, such as the number of registered users (job seekers and employers), active job postings, total applications, and website traffic.

\* Detailed Reports: The ability to generate in-depth reports on various aspects, including user activity, job posting performance, application statuses, and revenue.

I need to even able to update if the candidate is selected which client CTC etc all details

### **Additional Notes**

* Include CAPTCHA or email verification for signups to prevent spam.