

Master of Jobs - MOJ

April 8, 2024

Overview

Our proposal includes the scope of work for the candidate view, hotelier view, consultancy view of the mobile app and web-based admin dashboard for the admin.

Job Applicants Mobile app (Android & iPhone) & Web Portal:

- **Onboarding using Mobile Number & OTP:** Users can sign up using their mobile number, ensuring a secure entry point using OTP Verification.
- **Personalized Job Listings:** Based on the preferences set by the user during the setup or updated preferences, the home screen will display job listings tailored to the user's skills, experience, and interests.
- **Multi-Language Support:** The app will support multiple languages, making it accessible to a broader audience.
- **Direct Communication with Employers:** A chat feature will allow candidates to communicate directly with potential employers, ask questions, and receive updates.
- **Applied Jobs Application Tracking:** Users can view the jobs they have applied for and track the status of their applications, such as 'Applied', 'In Review', 'Interview', or 'Offer'.
- **Profile**
 - **Provided Information View:** Users can view and edit their personal information, work experience, and educational background.
 - **Earning Points:** Engage users by incorporating a points system for completing their profile, applying for jobs, or other activities within the app.
 - **Profile Completeness Indicator:** A visual indicator showing how complete the user's profile is, encouraging them to add more information.
 - **Contact Details:** Section to add or edit contact information.
 - **Viewed Jobs:** A list of jobs the user has viewed, allowing for easy return to potential interests.
 - **Saved Jobs:** Users can save jobs they are interested in to apply later.
 - **Profile Picture:** Personalize the profile with a picture.

- **Work Experiences and Education:** Sections for detailing past work and academic history.
- **Resume Upload:** Feature to upload and update resumes.
- **Accounts and Notification Settings:** Users can manage their account settings and customize their notification preferences.

Hotelier Mobile app (Android & iPhone) & Web Portal:

- **Dashboard Tab**

- **Summary of Active Jobs:** A quick overview of all currently active job postings.
- **Interested Candidates:** Highlights candidates who have shown interest in the hotel's listings.
- **Candidate Search:** A search feature to find candidates based on specific criteria.
- **Applied People Summary:** A summary of candidates who have applied for jobs, with options to review their profiles and statuses.

- **Jobs Tab**

- **Posted Jobs:** A list of all jobs posted by the hotel, with options to edit or remove listings.
- **Create New Job Button:** An easily accessible button for posting new job openings, streamlining the process of adding new listings.
- **Job Creation Form**
 - **Job Type Selection:** Allows the choice between full-time or part-time positions.
 - **Skill Requirement:** Option to select single-skill or multi-skill requirements.
 - **Location:** Specify the job location.
 - **Department:** Select the relevant department within the hotel for the job.
 - **Experience Requirements:** Define the experience level required for the job.

- **Applied Tab**

- **List of Candidates:** This shows a list of all candidates who have applied for the hotel's job postings, with functionality to view detailed profiles and application status.

- **Candidate Filtering:** Hoteliers can filter the list of candidates by title, age, education, city, and other relevant criteria, making it easier to find suitable candidates.
- **Messages Tab**
 - **Direct Communication with Candidates:** A messaging feature that allows for direct communication between the hotel and candidates, facilitating inquiries, interviews, and updates.
- **Hotel Profile Tab**
 - **Contact Information:** This section displays and edits the hotel's contact details.
 - **Account Information:** Management of account details.
 - **Current Package:** Displays the current subscription package with the app.
 - **Upgrade to Premium Option:** Offers options to upgrade to premium with 3-month, 6-month, and 12-month packages, unlocking additional features and visibility.

Admin Portal:

1. User Management

- **Accounts Overview:** View and manage all user accounts, including candidates and hoteliers. This includes the ability to activate, deactivate, or delete accounts.
- **Role Assignments:** Assign and manage roles and permissions for users to define what they can see or do within the app.
- **User Activity Logs:** Track user activities for security and troubleshooting purposes, such as login times, changes made to profiles, and other significant actions.

2. Job Postings Management

- **Approve/Reject Job Listings:** Review and moderate job listings posted by hoteliers to ensure they meet quality standards and are appropriate.
- **Edit Job Listings:** Ability to edit job listings for clarity, grammar, or additional information.

- **Job Listings Analytics:** View statistics related to job listings, such as the number of views, applications received, and listings active.

4. Reporting and Analytics

- **User Engagement Metrics:** Access detailed analytics on user engagement, including application rates, job posting frequencies, active users, and other relevant metrics.
- **Performance Dashboard:** A dashboard that displays key performance indicators (KPIs), such as new sign-ups, active listings, and overall platform usage trends.

6. Financial Management

- **Subscription Management:** Oversee hotelier subscriptions, including activations, renewals, upgrades, and cancellations.
- **Billing and Invoicing:** Generate and manage invoices for hoteliers based on their subscription plans and any additional services purchased.
- **Payment Processing:** Monitor and manage incoming payments, ensuring secure processing and addressing any payment issues.

7. Marketing Tools

- **Email Campaign Management:** Create and send email campaigns to candidates and hoteliers, such as newsletters, job alerts, and promotional offers.
- **Promotional Offers:** Manage promotional codes and special offers for subscription plans or premium features.