CSC1097

HireTrack User Manual

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1. Introduction

This dual-role job platform is designed to support both job seekers and recruiters.

Key Features:

- Job Seekers:
  - AI-powered CV optimization
  - Application tracking and visualization
  - Direct messaging with recruiters
- Recruiters:
  - End-to-end job posting and applicant tracking
  - Analytics dashboard
  - Direct communication with candidates

2. Installation Guide

2.1 Backend Setup

Requirements:

- Python 3.9+
- pip

Steps:

1. Navigate to backend directory:

cd src/my-app/src/backend

2. Install dependencies:

pip install -r requirements.txt

```
(base) anuumak@Anus-MacBook-Air 2025-csc1097-Hiretrack % cd src/my-app/src/backend

(base) anuumak@Anus-MacBook-Air backend % pip install -r requirements.txt
```

3. Start the backend server:

python app.py

Expected Output:

* Running on http://127.0.0.1:5000

2.2 Frontend Setup

Requirements:

- Node.js
- npm

Steps:

1. Open a new terminal window:

cd src/my-app/src

2. Install dependencies:

npm install

3. Start the frontend server:

npm start

The app will launch at:
http://localhost:3000
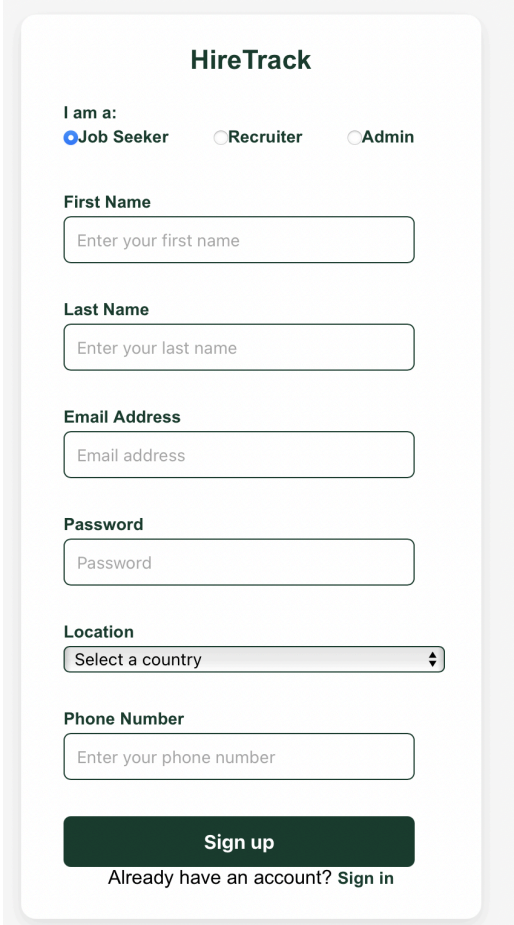
3. Registration and Login

New Users:
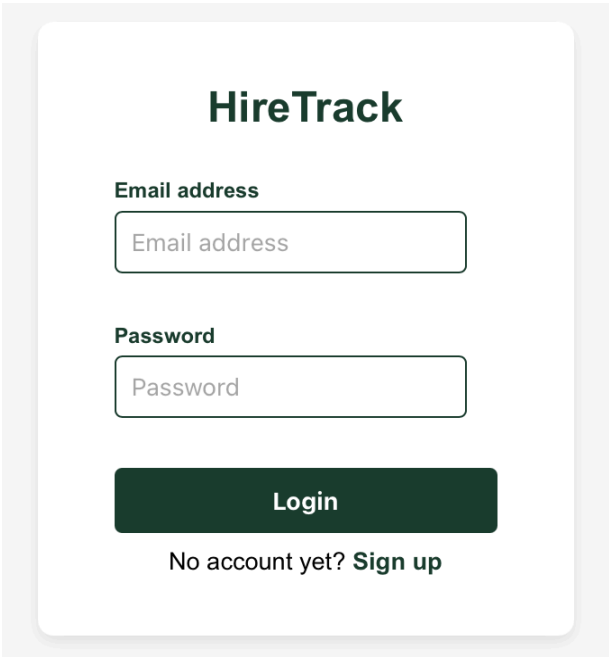
- Click "Sign Up"
- Select Job Seeker or Recruiter
- Enter details:
  – First Name, Last Name
  – Email and Password (must include 1 uppercase, 1 symbol)
  – Location, Phone Number
- Click Sign Up

HireTrack

I am a:
○ Job Seeker   ○ Recruiter   ○ Admin

First Name
[Enter your first name]

Last Name
[Enter your last name]

Email Address
[Email address]

Password
[Password]

Location
[Select a country]

Phone Number
[Enter your phone number]

Sign up

Already have an account? **Sign in**

Existing Users:

- Enter your credentials and click Login

HireTrack

Email address
[Email address]

Password
[Password]

Login

No account yet? **Sign up**

4. Job Seeker Guide

4.1 Dashboard – Job Seeker

After logging in, job seekers land on the dashboard.

The left navigation includes:
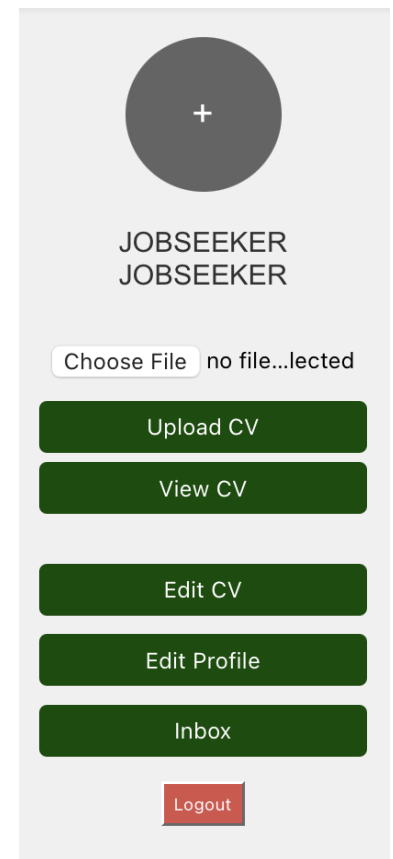
4.1.1 CV Upload and Editing

● Click "Choose File" to upload a CV
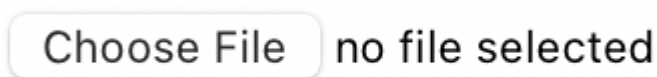
● Click "Edit CV" to modify details field-by-field

● Select a job via dropdown for tailored suggestions
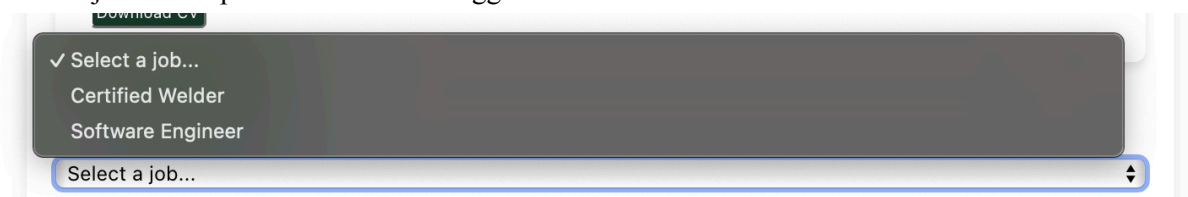
● Download the final version of the updated CV
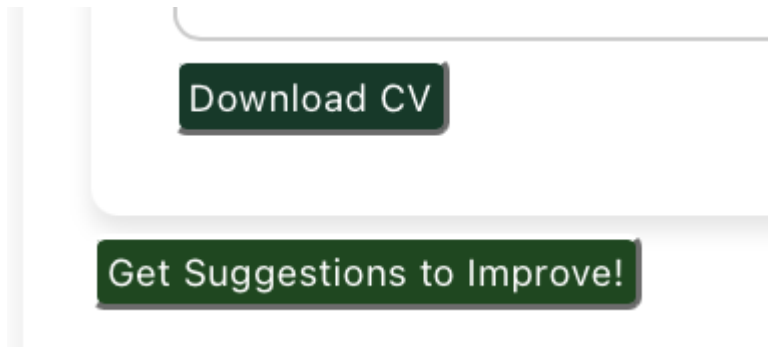
4.1.2 Get Suggestions

● Once a job is selected and resume is uploaded, get suggestions button will be visible
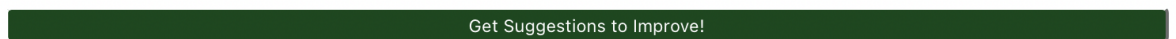
● After clicking on this button, a pop will appear on the right side will GPT powered suggestions for the cv based on the job selected.

Suggestions to Improve ×

Tailor CV to the Job Description:
Rewrite the summary and qualifications
to emphasize relevant skills for a nail
tech position, such as dexterity,
attention to detail, and customer
service.
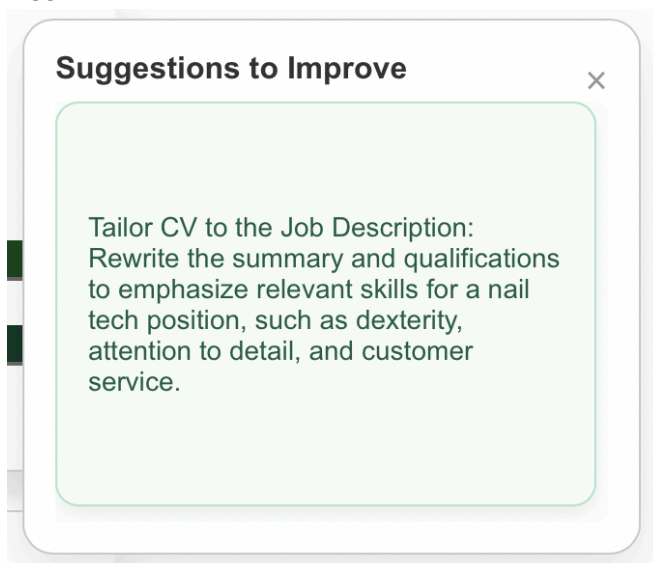
● Users can scroll past to see up to 5 suggestions.

4.1.3 Review Notes from Recruiters

● View Notes buttons will be available, after clicking users will see a pop appear on the left side of the screen

● The pop will contain information notes received from recruiters.

Incoming Notes

Anushree Test

Anushree Test

Suggestion from:
Anushree Test
Experience: FINAL
Education: FINAL
Projects: FINAL
Skills: FINAL

4.1.4 Profile Management

● Click "Edit Profile"
● Update name, location, industry, experience, qualifications, and past jobs
● Click Save or Cancel

Go Back

Edit Profile

First Name*
JOBSEEKER

Last Name*
JOBSEEKER

Location*
France

Industry
tech

Experience
none

Qualifications
lots

Past Jobs
many

Cancel   Save

4.1.5 Inbox and Messaging

- Access messages via Inbox
- View and respond to recruiter conversations
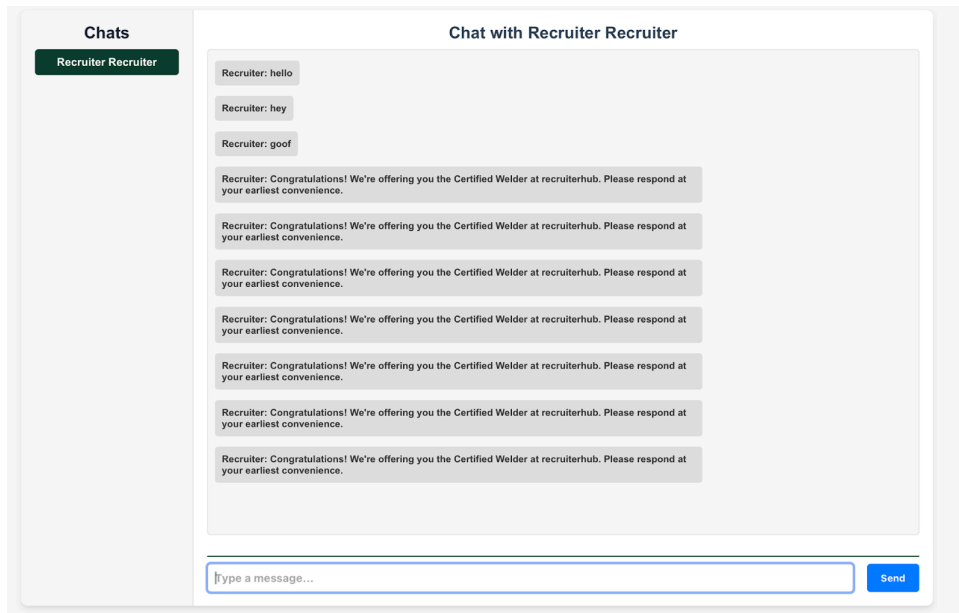
- Inbox also contains a button to send the recruiter their CV, the jobseeker can not click this button
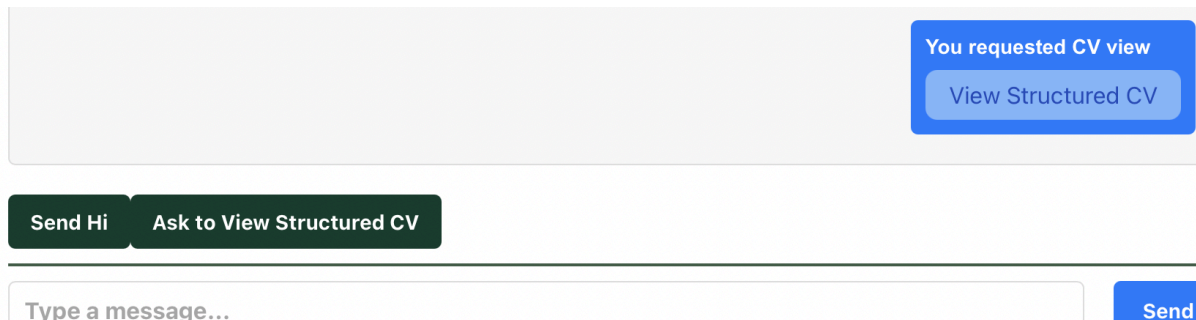
4.1.6 Logout

- Click Logout to safely exit the platform

4.1.7 Main Dashboard View – Job Status Cards

On the right side of the dashboard, you'll see a set of cards representing your job application statuses:

- Saved – Jobs you've bookmarked while browsing
- Applied – Jobs you've formally applied to
- Interviewed – Jobs where you've been interviewed
- Withdrawn – Applications that were rejected or withdrawn
- Offered – Jobs where recruiters have offered you a position

You can manually drag and drop jobs between Saved, Applied, Interviewed, and Withdrawn to organize your pipeline.

> Note: Offered jobs cannot be moved, as they are automatically updated based on recruiter actions.

Each card includes a "More Info" button. Clicking it opens full job details, including:

- Job Title
- Company Name
- Location
- Job Description
- Requirements and Qualifications
- Start Date
- Application Deadline
- Match Score: a comparison of your CV against the job requirements

Dashboard

| Saved	Interviewed	Offered
Fulltime Community Connections Intern paid internship International Research Exchanges Board IREX – IREX Armenia Main Office Yerevan Armenia DESCRIPTION IREX currently seeks to fill the position of a paid Intern for the Community Connections CC Program The position is based in the Yerevan office however applicants must be willing to travel throughout Armenia as necessary This position reports directly to the CC Program Manager RESPONSIBILITIES Presenting the CC program to interested parties Assisting in planning and scheduling of programmatic meetings and events this includes coordinating logistics for CC staff visitors and participants Assisting the Program Staff TranslationInterpretation from Armenian to English and vice versa Helping create maintain and update the CC filing system and databases Completing general administrative tasks for the CC program within the office Other duties as assigned needed [More Info]	**Certified Welder** recruiterhub – France [More Info]	

Applied	Withdrawn
Software Engineer Tech Corp – Unknown location [More Info]	

More info button

Go Back

Job Details

Job Title: Fulltime Community Connections Intern paid internship

Company: International Research Exchanges Board IREX

Location: IREX Armenia Main Office Yerevan Armenia DESCRIPTION IREX currently seeks to fill the position of a paid Intern for the Community Connections CC Program The position is based in the Yerevan office however applicants must be willing to travel throughout Armenia as necessary This position reports directly to the CC Program Manager RESPONSIBILITIES Presenting the CC program to interested parties Assisting in planning and scheduling of programmatic meetings and events this includes coordinating logistics for CC staff visitors and participants Assisting the Program Staff TranslationInterpretation from Armenian to English and vice versa Helping create maintain and update the CC filing system and databases Completing general administrative tasks for the CC program within the office Other duties as assigned needed

Job Description: NA

Job Requirements:

- NA

Required Qualifications:

- Bachelors Degree Masters is preferred Excellent skills in spoken and written English and Armenian languages Past English to Armenian translation and Armenian to English translation experience Good communication and public speaking skills Ability to work independently and as part of a team REMUNERATION Commensurate with experience

Start Date: NA

Application Deadline: 12 January 2004

Get Match Score

4.2 Job Tracker

- Select a job and add interview/application/rejection dates
- View a bar chart and pie chart summarizing status:
  – Applied, Interviewed, Rejected
- Track progress visually
- Use google calendar to view schedule

Select a Job

17/04/2025

Applied **Interviewed** Rejected

Add Application

Bar Chart - Applications Per Status

Number of Applications

Google Calendar Integration
Apr 13 – 19, 2025

Today   Month Week Day
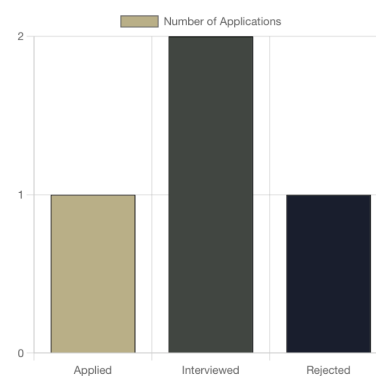
4.3 Job Search

- Use search bar to find jobs by location, company, or title
- Browse cards with summary details
- Click More Info for:
  - Job Title, Description, Requirements, Qualifications
  - Application Deadline, Start Date, Match Score

Job Search

Job Title	Company	Location	Deadline	More Info
Chief Financial Officer	AMERIA Investment Consulting Company	Yerevan Armenia	26 January 2004	More Info
Fulltime Community Connections Intern paid internship	International Research Exchanges Board IREX	IREX Armenia Main Office Yerevan Armenia DESCRIPTION IREX currently seeks to fill the position of a paid Intern for the Community Connections CC Program The position is based in the Yerevan office however applicants must be willing to travel throughout Armenia as necessary This position reports directly to the CC Program Manager RESPONSIBILITIES Presenting the CC program to interested parties Assisting in planning and scheduling of programmatic meetings and events this includes coordinating logistics for CC staff visitors and participants Assisting the Program Staff TranslationInterpretation from Armenian to English and vice versa Helping create maintain and update the CC filing system and databases Completing general administrative tasks for the CC program within the office Other duties as assigned needed	12 January 2004	More Info
Country Coordinator	Caucasus Environmental NGO Network CENN	Yerevan Armenia	20 January 2004 START DATE February 2004	More Info
BCC Specialist	Manoff Group	Manila Philippines	23 January 2004 START DATE Immediate	More Info
Software Developer	Yerevan Brandy Company	Yerevan Armenia	20 January 2004 1800	More Info

Search by all — ✓ All / Location / Company / Title

- Options include Save, Apply, or Get Match Score

Go Back | Save Job

Job Details

Job Title: Country Coordinator

Company: Caucasus Environmental NGO Network CENN

Location: Yerevan Armenia

Job Description: Public outreach and strengthening of a growing network of environmental NGOs businesses international organizations and public agencies Will serve as primary contact between CENN and public This is a fulltime position

Job Requirements:

- Working with the Country Director to provide environmental information to the general public via regular electronic communications and serving as the primary local contact to Armenian NGOs and businesses and the Armenian offices of international organizations and agencies Helping to organize and prepare CENN seminars workshops Participating in defining the strategy and policy of CENN in Armenia the Caucasus region and abroad

Required Qualifications:

- Degree in environmentally related field or 5 years relevant experience Oral and written fluency in Armenian Russian and English Knowledge experience of working with environmental issues specific to Armenia is a plus REMUNERATION Salary commensurate with experience
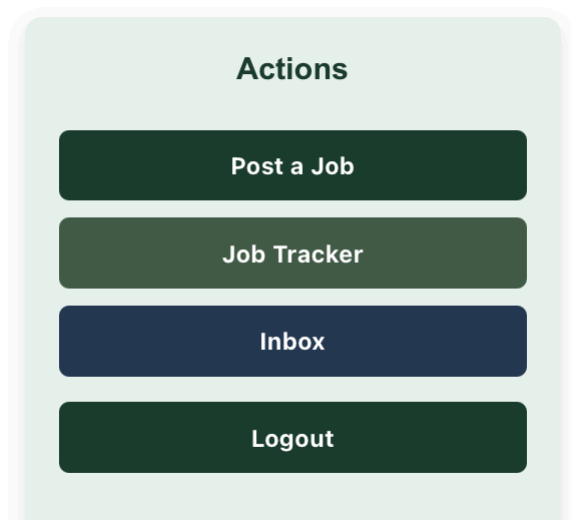
Start Date: NA

Application Deadline: 20 January 2004 START DATE February 2004

Apply for Job | Get Match Score
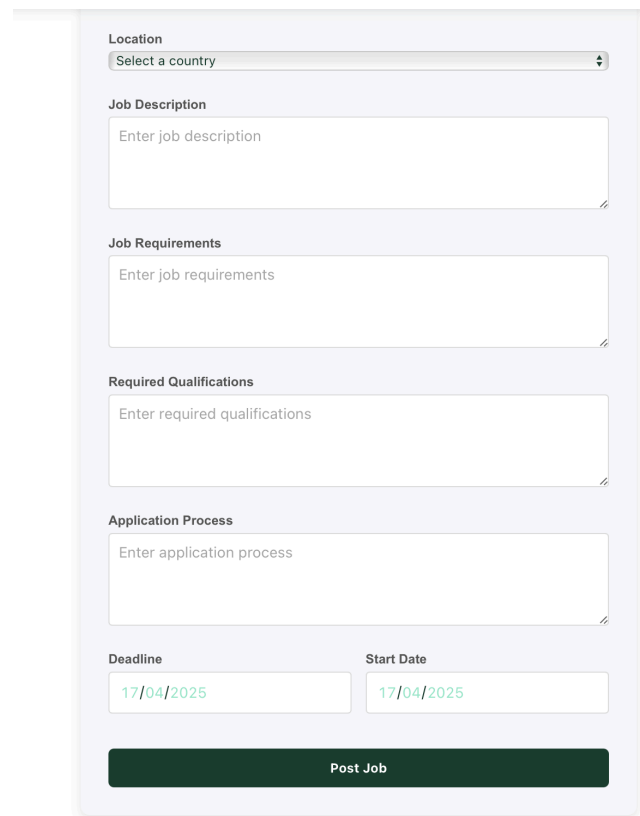
5. Recruiter Guide

5.1 Dashboard – Recruiter

The recruiter dashboard includes job stats, posting tools, and access to application management.

5.1.1 Posting a Job

- Click "Post a Job"
- Enter:
  – Job Title, Company, Description
  – Location, Requirements, Qualifications
  – Application Process, Post Date, Start Date, Deadline
- Click Post Job and confirm

5.1.2 Job Tracker

- Add application dates, counts, tags (Active, Paused, Featured)
- View visual trends by tag

Job Tracker

| Software Engineer | Data Analyst | Project Manager | Product Designer |

| Marketing Specialist |

Application Date

Enter Month (e.g., January)

Applications Count

Custom Tags (Press Enter to Add)

Add tags...

Job Posting Visibility

Active   Paused   Featured

Add Job Trend

Line Chart - Job Trends
Software Engineer   Data Analyst   Project Manager   Product Designer
Marketing Specialist
1.0
0.9
0.8

5.1.3 Inbox and Messaging and Collaboration Features

- Access Inbox to message job seekers
- Start or continue conversations directly

Chats   **Chat with sid n**

sid n

jobseeker3 jobseeker
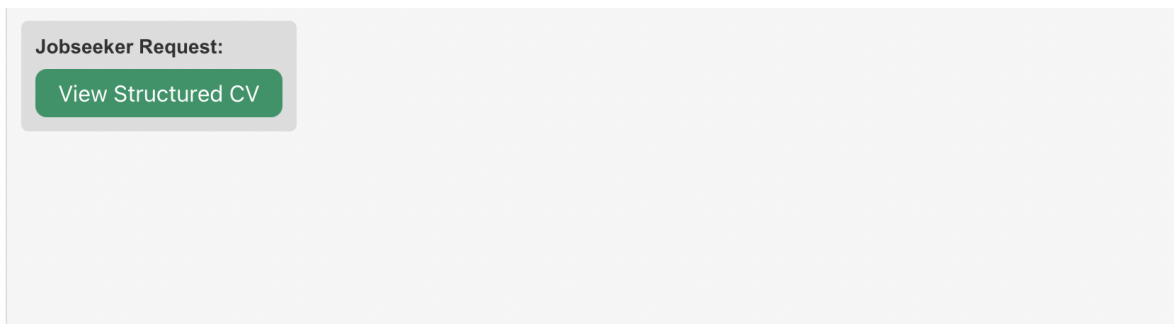
You: hi

You: Hello from Cypress test!

Type a message...   Send

- If a jobseeker sends their cv, the recruiter can review the CV

Jobseeker Request:

View Structured CV

Type a message...   **Send**

- Once a recruiter clicks, they can see the jobseeker's cv. While they can not edit the CV directly they can add notes beside each field.

Select a job...

Industry

Not provided

Include Industry   ×

Education   +
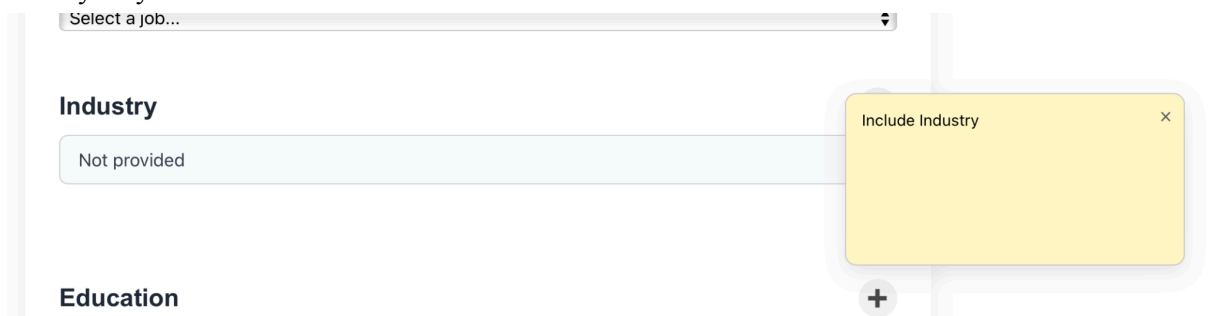
- Recruiters can specify which job they wish to send these notes to as well. These jobs will be job postings the recruiter has posted.

Select Job for Suggestions:

✓ Select a job...
  nail tech
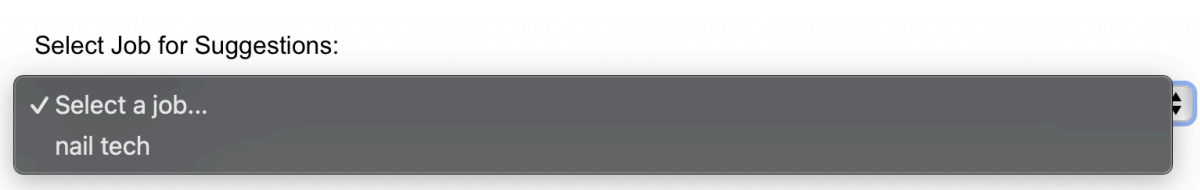
5.1.4 Logout

- Click Logout to securely exit the platform

5.2 View and Manage Job Postings

- View a list of posted jobs
- Add tags, Edit, or Delete postings

Go Back

Job Postings

Senior Developer
Tech Innovations Inc. - United States

Add a tag...

View Applicants
Edit
Delete

Senior Developers
Tech Innovations Inc. - United States

Add a tag...

View Applicants
Edit
Delete

- Click View Applicants to see and filter by application status:
  - Interviewed, Offered, Rejected

Applicants for Job ID: tech-innovations-inc.-senior-developers

Filter by Status

All | Interview | Offered | Rejected

- Edit job posts with updated info and confirm changes
- Confirm before deleting any job post

Location
United States

Job Description
Develop cutting-edge applications.

Job Requirements
Must have 5+ years of experience.

Required Qualifications
Bachelor's degree in Computer Science.

Application Process
Submit through our web portal.

Opening Date
01/02/2023

Deadline
01/02/2023

Update Job

5.3 Search and Review Job Seekers

- Filter by name, industry, or jobs applied
- View:
  – Name, Location, Experience, Qualifications
  – Buttons for View All Applied Jobs and View Details

Recruiter Search

Name	Industry	Location	Experience	Match Score	Resume
sid n				View All Applied Jobs	View Details
jobseeker3 jobseeker		Singapore		View All Applied Jobs	View Details
Anu Test		India		View All Applied Jobs	View Details
John Doe		New York		View All Applied Jobs	View Details

Search by name, industry, or jobs applied for

View All Applied Jobs:

- Shows list of jobs with Match Scores
- Option to view full job post or message candidate

Applied Jobs for: sid n

Go Back

Other Possible Jobs

Senior Developer
Tech Innovations Inc.
Match Score: %

View Job Posting   Reach Out

Senior Developers
Tech Innovations Inc.
Match Score: %

View Job Posting   Reach Out

test
test
Match Score: %

View Job Posting   Reach Out

ttesting
tstts
Match Score: %

View Job Posting   Reach Out

View Details:

- Shows seeker profile
- Option to message via chat

5.4 Recruiter Calendar

6. Troubleshooting

Initial Setup

- Confirm Python and Node versions - ensure it is Python 3.11
    python --version, node --version
- Use pyenv or nvm if switching needed
- Install dependencies:
    Backend: pip install -r requirements.txt
    Frontend: npm install

Running the App

- Backend: python app.py or flask run
- Frontend: npm start
- Ensure both run on:
    – React: localhost:3000
    – Flask: localhost:5000

Common Issues

- Module Not Found: Check requirements.txt, re-run pip install
- CORS Errors: Add and configure flask-cors
- Resume Parsing Fails: Only .pdf and .docx are supported