

Applicant Management System

Overview

This project will be a web-based Applicant Management System built with Next.js. The system has two main types of users: Normal Users and Admins. Normal Users can submit their CVs for job applications, while Admins have access to an admin portal where they can manage job vacancies, view applicants, and utilize AI-driven features to find the best candidates.

User Roles

1. Normal User

- **Functionality:**
 - Access the public-facing form to submit CVs.
 - Fill in personal details and upload a CV.
 - Submit the form to be considered for available job positions.

2. Admin

- **Functionality:**
 - Access the admin portal with a secure login.
 - View a dashboard with summarized data and visual analytics.
 - Manage job vacancies (add, edit, activate/deactivate positions).
 - View and filter applicant CVs.
 - Use AI-driven features to match CVs with job positions.
 - Hire or reject applicants, with automated email notifications.

Project Structure

1. Pages & Features

Home Page

- Public form for Normal Users to submit their personal details and CVs.
- Validation to ensure all required fields are filled correctly.
- File upload feature for CVs.
- On successful submission, a confirmation message is displayed.

Admin Login Page

- Secure login form for Admin access.
- Email and password validation.
- On successful login, redirect to the Dashboard page.

Admin Dashboard Page

- Summary cards displaying:
 - Total applicants.
 - Total vacancies (department-wise).
 - Total applicants (department-wise).
- Graphical representation of the data, such as bar charts or pie charts.

Positions Management Page

- List of all available job positions.
- Form to add new positions with fields such as department, title, description, etc.
- Edit functionality for existing positions.
- Activate/Deactivate positions with a toggle switch.
- Positions status reflected in the list (Active/Inactive).

Applicants Management Page

- List of all applicants with their details and CV.
- AI-powered dropdown to filter applicants by the best match for a selected position.
- Options to Hire or Reject an applicant.
- Upon hiring, an automated email is sent to the applicant, and the CV is moved to the "Hired" table.
- Rejected applicants' CVs are moved to the "Rejected" table.
- Other CVs are stored in the "Draft" table for future reference.

2. AI Integration

- AI analyzes submitted CVs and matches them with job requirements.
- Dropdown feature for Admins to find the best CVs for a selected position.
- Backend integration for AI processing (details handled in the backend).

3. Email Notifications

- Automated emails sent to applicants based on their application status (Hired/Rejected).
- Customizable email templates for different statuses.

Development Considerations

- **Authentication & Authorization:** Implement secure authentication for Admin access, ensuring only authorized users can access the admin portal.
- **Responsive Design:** Ensure all pages are mobile-friendly and accessible on different devices.

- **Performance Optimization:** Optimize the loading of components, especially on the admin dashboard where data visualization is involved.
- **Error Handling:** Implement comprehensive error handling, especially for form submissions and AI-driven features.

Conclusion

This documentation outlines the key components and features of the Applicant Management System. The project leverages Next.js for its frontend, with a focus on creating a user-friendly interface for both Normal Users and Admins. The integration of AI features enhances the system's functionality, making it a powerful tool for managing job applicants and vacancies.