

## AES Career Webpage project use-cases: Draft #1

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001-0001: Prospective employees using the career webpage for applying to an open position in the company or to find information about the company.

**Description:** This use-case shows the how the primary actors traverses through the career page and use system. It shows what the applicant will do on the webpage, what they do to start applying to the company, and how they get their results back. While it shows how the C-suite will receive the application and what they do when they decide on a verdict.

**Primary Actors:** Prospective employee, C-suite

**Secondary Actors:** ITS, Human Resources

**Preconditions:** N/A

### Basic Flow:

1. The prospective employee will use the career page for one or more of the following:
  - See information about the company branches.
  - See information about the company and the culture.
  - Search for open positions in the company and see the job description details.
2. If the prospect employee searches for a position and selects that position, it will bring them to the job description page to read the details of the job, the prospect employee can select one of the two options:
  - To be redirected back to the career page.
  - To apply and directed to the online application system for them to fill out the application.
3. Once the prospect employee goes through the online application system and successfully submit the application, they will become a job applicant and a C-suite member will check the emailed report of the application to determine whether to accept or reject the application.
4. The C-suite member selects an option to decide on whether to accept or reject the applicant then an email of the resulting answer is sent to the job applicant.
5. The job applicant checks the email of the result.

### Alternate Paths:

1. If the prospective employee is unsuccessfully directed to the job description page, the prospective employee will be notified and suggests the options to wait or contact ITS for trouble shooting.

2. If the website cannot load the online application when the user selects apply, notify user of the condition/error, and suggest the options to wait, contact Human Resources to manually email their resume, and contact ITS for trouble shooting.
3. If the application status email failed, The C-suite member can either do the following:
  - The C-Suite member can contact ITS to trouble shoot.
  - The C-Suite member can contact Human Resources to email the job applicant.

**Postcondition:** The job applicant will have an acceptance email with an ETA of interview or call from the company, then the C-suite waits for a response from the job applicant. Or the job applicant will have a rejection email from the company.

**Linked Use-Cases:** [002-0001, prospect employee filling out online application.](#)

### **Summary:**

Employees are what make or break the company, they are an essential factor to making products and operations. To gather prospect employees, the company must provide fast access to the information on the company, the branches, and the culture. The career page leads to open positions to apply to using the online application system that sends a report back to the C-suite member, then they send the results back to the job applicant. The process of searching for an open position and access the application must have a direct path from the career page to the job description page, to the online application system, and a confirmation page. This use-case focuses on the interactions needed for a prospective employee to go through the features and information of the career page, seeing details of an open position and apply, and receiving their results.

Any prospective employees who arrive at the career page via the home page or a search engine is allowed full access to the information and partial access to the online application features of the webpage, while the C-suite has full access to all the features of the system. Once they arrive to the career page, the prospective employee can do the following:

- See information about the company branches.
- See information about the company and the culture.
- Search for open positions in the company and see the job description page.

In the job description page, the user can either select to:

- To be redirected back to the career page.
- Apply through the online application system.

If the user selects to go through the online application system and successfully goes through the system, a C-suite member will have an email of the report of the application and will decide on whether to reject or accept the application.

If the C-suite member selects their choice, the job applicant will get an email of their results. If the C-suite member selects to accept the application, the job applicant will have an acceptance email with an ETA of interview or call from the company, then the C-suite waits for a response from the job applicant. If

the C-suite member selects to rejects the application, the job applicant will have a rejection email from the company.

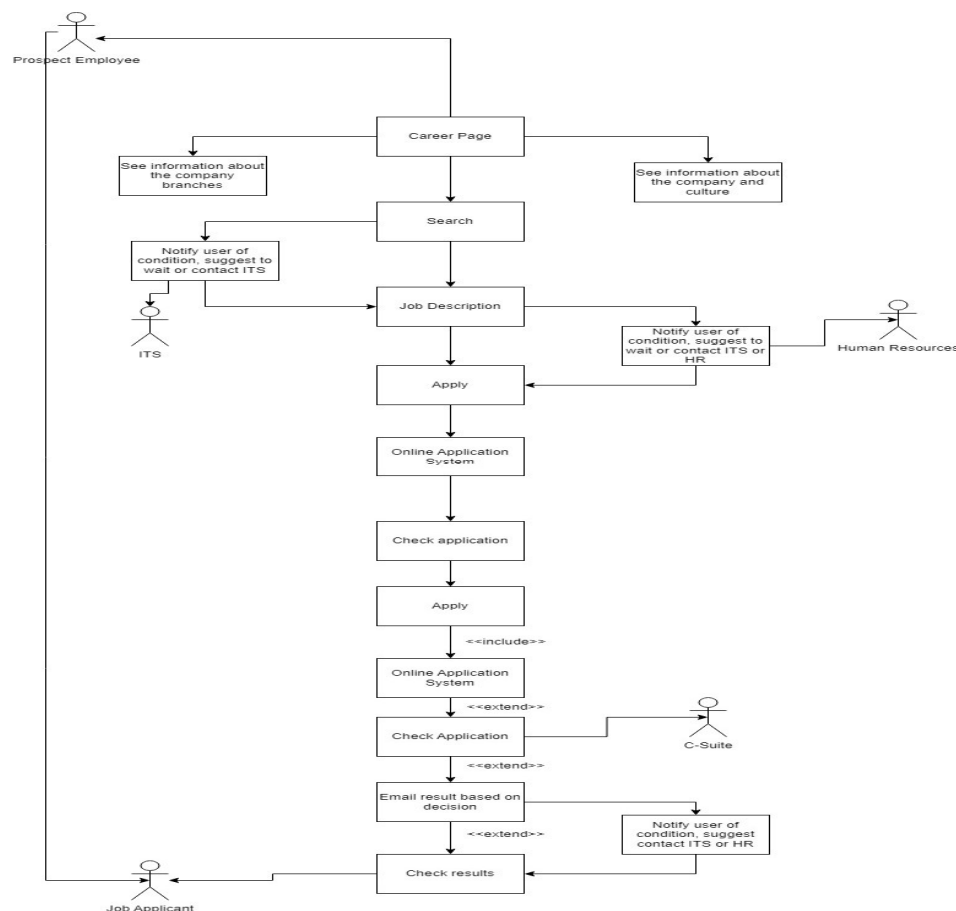
There are alternate paths and events implemented in case of failures:

1. If the prospective employee is unsuccessfully directed to the job description page, the prospective employee will be notified and suggests the options to wait or contact ITS for trouble shooting.
2. If the website cannot load the online application when the user selects apply, notify user of the condition/error, and suggest the options to wait, contact Human Resources to manually email their resume, and contact ITS for trouble shooting.
3. The system will check if the application status email failed, if so, the C-suite member can either do the following:
  - The C-Suite member can contact ITS to trouble shoot.
  - The C-Suite member can contact Human Resources to email the job applicant.

This use-case is linked to [002-0001, prospect employee filling out online application and emailing the confirmation and results to the C-suite member and job applicant.](#)

We reach our goal when we send out the final email. Afterwards, the C-suite member waits to receive the response from the acceptance emails.

### Use-case Diagram:



002-0001: Prospect employee filling out online application and emailing the confirmation and results to the C-suite member and job applicant.

**Description:** This use-case is to show what information the prospective employee is providing and shows the method the C-suite uses to collect the information to make their verdict. It shows how the prospect employee goes through each section.

**Primary Actors:** Prospective employee, C-suite

**Secondary Actors:** ITS, Human Resources

**Preconditions:** Prospective employee selects apply in the job description page of an open position from the career page and has their resume and certification in docx or pdf.

**Basic Flow:**

1. The prospective employee starts the application process by providing contact information.
2. The prospective employee then proceeds to fill out basic questions that all applications will have in common.
3. Then the prospective employee proceeds to fill out questions specific to that position's application.
4. Then the prospective employee proceeds to upload their resume and document files in the resume/file drop box section.
5. At the bottom of the page, the user can select to a summary page that shows each section in a condensed form for the user to see if there are any changes that need to be made and double check.

The user can either do one of the following:

- Select to go back to the previous page to edit the application.
- Select to submit the application.

6. When the user selects to submit the application on the bottom of the page, the system will email a detailed report of the application to a C-suite member.
7. Once the prospect employee successfully submits the new job application, the new job applicant is directed to the confirmation page that gives an option to return to the career page.

**Alternate Paths:**

1. If the resume and/or certificates files fail to upload, notify the user of the condition and reason, if the reason was not due to user error, suggest calling ITS to troubleshoot.
2. If the prospective employee unsuccessfully submits or fails to send the email, the user will be notified and suggested to contact ITS to troubleshoot or contact Human Resources to email their resumes.
3. If the prospective employee doesn't fill out a section correctly, the summary page will not let them submit until they fix all incorrect sections.

**Postcondition:** The job applicant is waiting for a response from the C-suite member on the application status. The C-suite member now has an emailed report of the application, and the C-suite member must decide on whether to accept or reject the application based on what they desire.

**Linked Use-Cases:** [001-0001: Prospective employees using the career webpage for applying to an open position in the company or to find information about the company.](#)

### **Summary:**

The company finally has a prospective employee looking for an open position, reading the job description, and ready to fill out an application.

The C-suite needs to be able to decide on how a job applicant is qualified or not. To determine whether they are qualified, the C-suite must be able to quickly access the job applicant's contact information, asking basic application questions that relate to availability, professionalism, and location. Then the C-suite must be able to quickly access how the job applicant is qualified for the specific position they applied for. Then the C-suite must be able to quickly access the applicant's resume, certification, recommendation letters, etc. This use-case focuses on how the prospective employee and soon to be job applicant gives the information to the C-suite and how the C-suite can quickly access the information through an emailed report.

Any prospect employee that arrives in the online application system via the job description page has partial access to the system to answer questions, upload files, and submit the application. The C-suite has full access to all features of the system.

The prospect employee starts the application in the contact information section where they fill out their contact information including an email address so they can get their application status email later. Then prospect employee goes to the basic application question section where these questions appear in each position's application, then they go through position specific questions where these questions are specific questions for each position's application. Then prospect employee goes to the resume and document file upload drop box and select to upload the files, then they select to go to the summary page to finalize and double check the application and then they submit the application.

Once the prospective employee selects to submit, an email of the report of the application will be sent to a C-suite member. Then the prospective employee becomes a job applicant and is brought to the confirmation page.

There are alternate paths and events implemented in case of failures:

1. If the resume and/or certificates files fail to upload, notify the user of the condition and reason, if the reason was not due to user error, suggest calling ITS to troubleshoot.
2. If the prospective employee unsuccessfully submits or fails to send the email, the user will be notified and suggested to contact ITS to troubleshoot or contact Human Resources to email their resumes.
3. If the prospective employee doesn't fill out a section correctly, the summary page will not let them submit until the fixes all incorrect sections.

This use-case is linked to [001-0001: Prospective employees using the career webpage for applying to an open position in the company or to find information about the company.](#)

We reach our goal when the email of the report of the application is sent to a C-suite member. Afterwards, the job applicant being directed to the confirmation page, and the job applicant waits for a response.