**Dental Hire Inc. - Workflow**

**1. Home Page**

There will be below sessions on the home where user can start interaction with our website:

* Menu
  + Home
  + About
  + Blog / News
  + Search Job
  + Contact
  + Sign In & Sign Up [highlighted at right side]
* Banner [with search job option]
* About
* Testimonial
* Latest Blog / News
* Subscribe Me / Newsletter
* Footer
* **Can we add a row for featured partners logos Sure. We will add this**

**2. Sign In**

When the user clicks on the sign in button from the menu then they will be redirected to this page. In this page, users can see below fields to sign in to the system.

* Email/Username
* Password

Users can log in to our system with an email/username & password. Also, there will be more buttons on this page.

* Forgot Password
* Sign Up
* **will we have a Google Auth Sign in? Sure, We have add that on Sign up page and we will also display it on Sign In page**

**3. Sign Up**

On this page, users can register using below details:

* Type [Candidate / Recruiter]  **shall we name these Individual / Clinic ? - Sure**
* First Name [for candidate]
* Last Name [for candidate]
* Clinic Name [for recruiter]
* Email
* Username
* Phone No
* Password

They can also click on the “**Sign up with Google**”, “**Sign up with Facebook**” and “**Sign up with Apple**” button for the sign up option. If a user clicks on this button then we will fetch their details from Google/Apple account.

On this page we will use basic details of the user for the sign up process.

**4. Forgot Password**

If a user forgot a password then he/she can reset their password using this page. This page will have only one field.

* Email / Username

When users submit this form successfully then we will send a user email with a link to reset password.

**5. Reset Password**

Users can reset their password from here.

* New Password
* Confirm New Password

We will send the user an email of confirmation that the password has been changed for their account.

**6. My Profile (For Candidate)**

After sign up, the candidate will be redirected to this page. On this page, they can see their profile overview.

**Section 1:**

First section of this page Banner & Profile photo will display with the “Edit” button. Users can change this by clicking on the “Edit” button.

**Section 2:**

Below this section, we will display the user's name, designation / position, email, phone, current city & state, social media links. We will add the “Edit” option with this section.

**Section 3:**

We will display the “About” section as the third section. This section will display basic information about the user.

Also, users can upload their resume here. So when any clinic sees the profile of the user then the clinic can view/download their resume from here.

**Section 4:**

This section will display with the title “Looking for”. Where users select the below position.

* Dentist
* Dental Hygienist
* Dental Assistant
* Denturist
* Administrative/Management
* Accounts
* Dental Technician

Based on this selection we will display different fields as per below

1. **Dentist:**

* **Location/GPS**: We will detect their location automatically. Also, we will give users the option to change their location. Users can select their location on the Map to update.
* **Select Role:** 
  + GP (General Practice)
  + SP (Specialist Practice)
    - Endodontist
    - Periodontist
    - Oral Surgeon
    - Prosthodontist
    - Oral & Maxillofacial Radiologist
    - Pedodontist
    - Oral Pathologist
    - Orthodontist
* **Year of Graduation / Residency Completion:** We will display a selection box of the year.
* **University/College:** We will display the text field. When users start typing in this field, we will suggest the Canadian dental schools based on what they have typed in the field. If a user can not find the University name then we will store the name of what they have entered in the field.
* **Years of Post Graduate**
* **Clinical Experience**
* **Looking For:** We will display the selection box for this field. **(Can you please explain to us more about this field?)**
* **This field is intended to identify the hours/contract that the candidate is looking for - Noted**
  + PT – **Part-Time**
  + FT – **Full-Time**
  + Locum – **Short Term**
  + Contract – **Contract work (daily, monthly, yearly etc)**
  + Temp – **Temporary (similar to locum and contract)**
  + Purchase – **Practice Purchase or Buy-In (equity stake)**
  + Sale – **DDS wishes to sell practice**
* **How far are you willing to travel to work?:** We will display the selection box for this field with below options
  + Anywhere
  + Less than 10 minute commute
  + 10-30 minutes
  + 30+ minutes
  + Within City
  + Within Province
  + Within country
* **What type of office are you looking for?:** We will display the selection box for this field with below options
  + Busy/Slower Pace
  + Social/Quiet
  + Large/Small Team
  + Volunteering
  + Team building
  + Fun/professional
* **Skillset/Proficiencies** We will display checkboxes
  + Sedation (Nitrous, Oral & Nitrous, IV, GA)
  + Cosmetics
  + Botox/Myofacial Pain
  + Periodontal Surgery (Bone Grafting, Soft Tissue Grafting, Sinus Lifts) Implants
  + Dentures
  + Endodontics
  + CBCT Certified
  + Laser Proficient
  + Full Mouth Rehab
  + TMJD Therapy
  + Sleep Apnea
  + Impacted Wisdom Teeth Extraction
  + Dental Microscope Trained
  + Invisalign/Ortho Certified

1. **Dental Hygienist**

* **Location/GPS**: We will detect their location automatically. Also, we will give users the option to change their location. Users can select their location on the Map to update.
* **Year of Graduation:** We will display a selection box of the year.
* **University/College:** List Canadian University programs first, then colleges/private programs **\*\* How we will manage all the lists or add them? there are many private programs / colleges - shall we leave this open field for now - Sure**
* **Years of Post Graduate**
* **Clinical Experience**
* **Looking For:** We will display the selection box for this field.
  + PT
  + FT
  + Locum
  + Temp
* **How far are you willing to travel to work?:** We will display the selection box for this field with below options
  + Anywhere
  + Less than 10 minute commute
  + 10-30 minutes
  + 30+ minutes
  + Within City
  + Within Province
  + Within country
* **What type of office are you looking for?:** We will display the selection box for this field with below options
  + Busy/Slower Pace
  + Social/Quiet
  + Large/Small Team
  + Volunteering
  + Team building
  + Fun/professional
* **Skillset/Proficiencies** We will display checkboxes
  + Nitrous certified
  + Local Anesthetic
  + Laser Debridement/Bacterial Reduction
  + Periosurgery (open flap)
  + Prescription Licensed

1. **Dental Assistant**

* **Location/GPS**: We will detect their location automatically. Also, we will give users the option to change their location. Users can select their location on the Map to update.
* **Year of Graduation / Certificate Completion:** We will display a selection box of the year.
* **College/Program:** list all Canadian programs first, other:\_\_\_\_\_\_\_\_\_\_\_blank text box
* **Years of Post Graduate**
* **Clinical Experience:** 0-1,2,2-3 etc.
* **Looking For:** We will display the selection box for this field. **(Can you please explain to us more about this field?)**
* **AS ABOVE Noted**
  + PT
  + FT
  + Locum
  + Temp
* **How far are you willing to travel to work?:** We will display the selection box for this field with below options
  + Anywhere
  + Less than 10 minute commute
  + 10-30 minutes
  + 30+ minutes
  + Within City
  + Within Province
  + Within country
* **What type of office are you looking for?:** We will display the selection box for this field with below options
  + Busy/Slower Pace
  + Social/Quiet
  + Large/Small Team
  + Volunteering
  + Team building
  + Fun/professional
* **Skillset/Proficiencies:** We will display checkboxes
  + Scaling Module
  + Orthodontic Module
  + Radiology Certification (CBCT)
  + Sedation Assistant
  + In-office Whitening
  + Digital Lab Skills
  + 3d Scanning Proficient
  + Digital Radiography
  + Specialization Office Experience

1. **Administrative**

* **Location/GPS**: We will detect their location automatically. Also, we will give users the option to change their location. Users can select their location on the Map to update.
* **Role (can select multiple)? :** 
  + Administrative Assistant/Receptionist
  + Manager
  + Hygiene Coordinator
  + Treatment Coordinator
  + Accounting/Financial
* **Year of Graduation / Certificate Completion:** We will display a selection box of the year.
* **High school/College/program/University:** \_\_\_\_name of school blank text; allow for multiple entries
* **Years of administrative work experience**
* **Years of medical/dental experience**
* **Years of any work experience**
* **Looking For:** We will display the selection box for this field. **(Can you please explain to us more about this field?)**
* **- AS ABOVE Noted**
  + PT
  + FT
  + Locum
  + Temp
* **How far are you willing to travel to work?:** We will display the selection box for this field with below options
  + Anywhere
  + Less than 10 minute commute
  + 10-30 minutes
  + 30+ minutes
  + Within City
  + Within Province
  + Within country
* **What type of office are you looking for?:** We will display the selection box for this field with below options
  + Busy/Slower Pace
  + Social/Quiet
  + Large/Small Team
  + Volunteering
  + Team building
  + Fun/professional
* **Skillset/Proficiencies:** We will display checkboxes
  + Windows/iOS
  + Microsoft Word
  + Excel
  + Outlook
  + Powerpoint
  + Dental Programs
  + Open Dental/Dentrix/Gold/Eaglesoft/Curve/Cleardent
  + Gmail
  + Dental Intel

**Sidebar Section:**

This section will display on right side of above section which contains below options:

* View Applied Jobs
* View Saved Jobs
* Settings

**7. My Profile (For Recruiter)**

After sign up, the recruiter will be redirected to this page. On this page, they can see their profile overview.

**Section 1:**

First section of this page Banner & Profile photo will display with the “Edit” button. Users can change this by clicking on the “Edit” button. - **logo size suggestion- We will add this when we will start designing of this page**

**Section 2:**

Below this section, we will display the clinic name, email, phone, current city, province & social media links. We will add the “Edit” option with this section.

Also, We will add one more button “Post Job” for posting a new job.

**Section 3:**

We will display the “About” section as the third section. This section will display basic information about the clinic.

**( not required ) Noted**

* **add hours**
* **add Drs or team members + bio**
* **add clinic photos**

**Section 4:**

This section have two tabs:

* About: In this tab we will display information about clinic
* Jobs: In this tab we will display all job openings created by the clinic. The admin can manage each job from here.

In this section we will display more details about the clinic.

* **Address of Office:** Text field
* **City of Office:** Selectbox of cities of Canada
* **Add More Office:** Users can add multiple locations. When the user clicks on this button then popup will open and the user can add address and city of office.
* **Size of Office:** Selectbox with below options**: (Please suggest options for this field) Noted**
  + Small – **1 to 3 Clinical Operatories (Treatment Rooms)**
  + Medium – **4-6 Operatories**
  + Large – 7**+ Operatories**
* **Number of Staff:** Textfield
* **Add Member:** When the user clicks on this button popup will open with the below fields to add a member of clinic.
  + Name
  + Photo
  + Designation/Position
  + Select Role**:** 
    - GP (General Practice)
    - SP (Specialist Practice)
      * Endodontist
      * Periodontist
      * Oral Surgeon
      * Prosthodontist
      * Oral & Maxillofacial Radiologist
      * Pedodontist
      * Oral Pathologist
      * Orthodontist
  + Total Experience (In year):
  + Should we give permission to this person to manage the profile of the clinic? Yes or No. If yes then we will ask for below two fields. **(Please confirm if this looks good for you)**
  + **- yes Noted**
    - Email
    - Password
* **What type of office are you?:** User can select multiple from below options (checkbox):
  + Busy Pace
  + Slower Pace
  + Social
  + Quiet
  + Large Team
  + Small team
  + Volunteering
  + Team Building
  + Fun
  + Professional

**Post Job Section:**

When the user clicks on the “Post Job” button then this section will display. User can fill the below fields to post a new job.

* **What role are you looking to fill?** Display a select box with below options
  + Dentist
  + Dental Hygienist
  + Dental Assistant
  + Denturist
  + Administrative/Management
  + Accounts
  + Dental Technician
  + Interested in Selling practice? **(Please explain this option and use of this option)**
  + **– this is a potential transaction to match Recruiters/Offices if they are interested to selling their dental practice to another person/candidate. This would match to individual or group of candidates looking to purchase a practice. Please advise if this explanation is sufficient. Yes this is sufficient for now**
* **Looking for:** Display select box with below options
  + PT
  + FT
  + Locum
  + Contract
  + Temp
  + Purchase
  + Sale
* **Hours required:** Checkbox will display with below options
  + Days
  + Evenings
  + Weekends
* **Years of Working Experience (Post Graduate):** Textfield will display
* **Skills/Qualifications required:** This will display on two steps. On the first step, when user select from below submenu options( i.e. DDS or HYG) after that on the second step, the second select box will display based on first selection value. (For example, If a user selects HYG in the first step then the second select box has values of Local Anesthetic module, Perio Therapy etc.) - **(Please suggest how we can match this criteria with the user's skill? We suggest that all of these options must cover a user's skill/qualification to match exact search.)**
* **– can you make a drop down for each skill/qualification with the following options: required, preferred, not required, N/A? This way we can match based on preference as well. We don’t want to make it too restrictive in terms of exact matches. We want to rank the preferences and then match them accordingly. For example, we still want to have the candidates match with a lot of offices/recruiters and we want the results to be ranked from top to bottom (best match to least). Thank you! Sure**
  + **DDS - experience in:** checkbox
    - Sedation (Oral, Nitrous, IV, GA, Listed Individually)
    - Implants
    - Surgery (Incl wisdom teeth)
    - CBCT certified
    - Molar Endodontics
    - Pedodontics
  + **HYG:** (Selectbox)
    - Local Anesthetic Module
    - Nitrous/Sedation Module
    - Perio Therapy
    - Laser Therapy
  + **RDA:** (Selectbox)
    - Ortho module
    - Sedation certified
    - Implant experience
    - Pedodontics experience
  + **Administrative:** (Selectbox)
    - Microsoft office experience
    - University/College graduate
    - High school graduate
    - Dental/Medical Admin Certificate
    - Dental practice experience
    - Medical/healthcare practice experience
    - Dental program knowledge (Dentrix, eagle soft, open dental etc)
* **About the job:** Recruiters can add a few words about the job and also add some tags (like Twitter or Instagram).
* **Is this job active? -** If the admin hired the recruiter and doesn't want to delete this job and wants to post this job in future then admin can deactivate this job from here. Deactivated jobs will not be included in search results.
  + Yes
  + No

**Sidebar Section:**

This section will display on right side of above section which contains below options:

* List of applicants
* Posted Jobs

**8. Job Listing Page (For Candidates)**

In this page, users can see the list of opening jobs. We will display a search bar on the top. And below the search bar we will display the listing of the clinic.

Users can select below fields to match their job preference in search: **(Please give your suggestions.)**

* **I’m not sure the question here per se. We’d like to be able to search via any one or a combination of the following. Do you need examples of each number? Noted. Thanks.**

SEARCH BY:

1. ALL/none (default search)
2. Job Type
3. Location
4. Salary
5. Work Experience
6. Job Posting Date

When user search then job listings will display as per below:

In the listing, we will display Clinic Image, Designation/Position title, Clinic Location, Job posting date.

When users click on any of the results, they will be redirected on the clinic’s profile page. Where they can see the clinic’s profile with the “**Apply for Job**” button. Once users hit that button then he will navigate to the bottom of the clinic profile page where they can fill the form for the job.

Users can save the job and later they can see the saved job from their profile.

**9. Candidate Listing Page (For Recruiters)**

In this page, recruiters can see the list of users who are looking for the job. We will display a search bar on the top. And below the search bar we will display the listing of the clinic.

Recruiters can select below fields to find candidates in search: **(Please give your suggestions.)**

* **AS ABOVE- Noted**

1. Job title / Position / Designation
2. Job Type
3. Location
4. Salary
5. Work Experience

In the listing, we will display User Image, Designation/Position title, Location.

When recruiters click on any of the results, they will be redirected on the user’s profile page.

**10. CMS Pages**

Below CMS pages will display on the website:

* About Us
* Terms & Condition
* Privacy Policy

**11. Contact Us**

Users/agencies/clinics can reach out to you by filling the contact us form.

**12. Chat/Message**

Chat section will always display on the right side like Facebook or LinkedIn. This can be minimized. Candidate & Recruiter can chat, share documents and images etc.

**13. Notifications**

For below events users get notifications.

* New message from recruiter
* New job posted by recruiter if it matches user’s criteria
* Recruiter visit user’s profile

For below events recruiter get notifications:

* New message from users
* User applies for job which posted by recruiter
* User visit recruiter’s profile

# **Admin Panel**

Below modules will included in Admin Panel where admin can manage and see all details about what is happening with website:

* Dashboard
* Manage Recruiters
* Manage Candidates
* View Jobs & Applied candidates for that job
* Manage CMS pages
* Settings
* View Contact Us inquiries
* Manage Locations
* Manage Job Types
* Manage Designations
* Manage Banners
* Send Notifications to candidates & recruiters