

# FUNCTIONAL REQUIREMENTS DOCUMENT (FRD)

## Automated Interview Scheduling System (AISS)

### Document Information

**Project Name:** Automated Interview Scheduling System (AISS)  
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**Author:** Dev Mohan Sharma

### Document Control

Version	Date	Author	Change Description
1.0	26-Oct-2023	Dev Mohan Sharma	Functional Specification Baseline

### 1.0 Introduction

This Functional Requirements Document (FRD) defines the detailed functional behavior of the **Automated Interview Scheduling System (AISS)**.

The document focuses on system inputs, processing logic, outputs, and module-level interactions. It serves as a baseline reference for:

- Development activities
- Quality Assurance (QA) testing
- User Acceptance Testing (UAT)

### 2.0 Non-Functional Requirements (NFRs)

These requirements define the operational quality attributes of the system.

Category	Requirement
Performance	The system shall retrieve calendar availability within <b>2 seconds</b> of a user request.
Security	All candidates Personally Identifiable Information (PII) must be encrypted to comply with <b>GDPR standards</b> .
Availability	The system must be operational <b>24/7</b> with a target uptime of <b>99.5%</b> .

Category	Requirement
Usability	The candidate scheduling interface must be accessible via standard <b>mobile web browsers</b> .

### 3.0 Functional Requirements

Functional requirements are organized by system module and mapped to corresponding Business Requirements (BRs).

Module A: Availability Management

#### Mapped to BR-001 (Mutual Availability)

FR ID	Requirement Description	Priority
FR-01	The system must retrieve real-time <i>Free/Busy</i> data from external calendar providers (Outlook / Google).	High
FR-02	The system must automatically block time slots within <b>15 minutes</b> of an existing meeting to prevent back-to-back scheduling.	High
FR-03	The system must convert interview slots to the candidate's <b>local time zone</b> based on browser settings.	Medium

Module B: Candidate Booking Interface

#### Mapped to BR-002 (Booking Link)

FR ID	Requirement Description	Priority
FR-04	The system must generate a <b>unique scheduling URL</b> when a candidate status changes to <i>Interview Shortlisted</i> .	High
FR-05	The scheduling URL must expire after <b>48 hours</b> . Expired links must redirect users to a recruiter contact message.	Medium
FR-06	Once a time slot is selected by a candidate, it must immediately become unavailable to other candidates.	High

Module C: Notifications & Communication

#### Mapped to BR-003 (Auto-Invite) and BR-006 (Audit)

FR ID	Requirement Description	Priority
FR-07	Upon confirmation, the system must send a calendar invitation to the Candidate, Recruiter, and Interviewer.	High

FR ID	Requirement Description	Priority
FR-08	The system must send an automated <b>email reminder 24 hours</b> prior and an <b>SMS reminder 1 hour</b> prior to the interview.	Medium
FR-09	The system must update the candidate profile in the ATS with the confirmed interview date and time for audit purposes.	High
FR-10	The system must allow Administrators to define <b>Blackout Dates</b> during which interviews cannot be scheduled.	Medium

## 4.0 User Interface Requirements (High Level)

### Screen 1: Candidate Portal

- **Requirement:** Display a clear list of available interview dates and times.
- **Function:** The candidate must be able to select a time slot and click a **Confirm** button.
- **Feedback:** Upon confirmation, the system must display a success message along with a booking summary.

### Screen 2: Recruiter Dashboard

- **Requirement:** Display a list of candidates with scheduled interviews.
- **Function:** Allow the recruiter to view the booking link status (Pending, Confirmed, Expired).

## 5.0 Requirements Traceability Matrix (RTM)

BR ID (Business Requirement)	FR ID (Functional Requirement)	Description
BR-001 (Find mutual availability)	FR-01, FR-03	System checks calendars and handles time zone conversions.
BR-002 (Send unique link)	FR-04, FR-05	System generates scheduling links and manages expiry.
BR-003 (Auto-Invite)	FR-07, FR-08	System sends

BR ID (Business Requirement)	FR ID (Functional Requirement)	Description
		calendar invites and reminders.
BR-004 (Buffer Time)	FR-02	System enforces buffer logic between meetings.
BR-005 (Blackout Dates)	FR-10	System manages blackout date configuration.
BR-006 (Audit Log)	FR-09	System updates ATS records for audit purposes.