

BA - Customised Recruitment Web Portal

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1. Scope of this Project:

* The scope of this project is **to create its own recruitment portal** for MEDIWAVE
* Make the portal **easy to access** for every candidate to search & apply for job openings which is available at MEDIWAVE
* Make the recruitment process **uncomplicated** for Admin & HR by minimising the manual activities
* Uploading technical questions by the manager for **preliminary technical assessment**
* Forwarding the suitable candidates to the next step of recruitment by conducting a **Technical round** in the web portal itself

2. What is the ‘Customised Recruitment Web Portal’?

A "Customised Recruitment Web Portal" is a specialised website or online platform created by an organisation to manage its recruitment and hiring processes in a way that is tailored to its specific needs and preferences.

It is a digital tool designed to streamline the recruitment journey for both employers and job seekers

3. Features

Admin:

* Registration: Register as admin and hold all the authority to manage users
* Posting Jobs, Edit Job Details & Closing jobs
* After Closing jobs, those jobs should be deleted from the portal / Those who applied for that job get notified as ‘the job has been deleted ‘
* Get an Automatic Report on the number of Candidates registered and applied and
  + Filter the candidates based on the domain
* View the candidate's profile and shortlist
* Generate a report on the number of candidates who applied throughout the year \* & Generate reports on candidates who get admitted as employees based on the location/ educational background they belong to \* - Google Analytics
* Generate automatic report on particular domain candidate’s application
* Select the difficulty level set of technical questions.
* Get the report on technical assessment results as per customised criteria
* Generate Emails to the shortlisted candidates for direct walk-in and send invites for online interviews (Google Meet / Skype)
  + Scheduling interview time for candidate and manager
  + Rescheduling interview time for candidate and manager as per their concern and adding additional panel members if needed
* Generate Interview report
  + View interview feedback from the Managers
  + View the applicant's details who were selected on the first round / second round
* Manage employee onboard portal for finalised candidates

Candidates:

* Registration: Register with mob no. & email id
* Confirm the permission to receive messages on email/mob no
* Receive pop-up as ‘Please confirm your primary contact number / verify your email ID’ if they log in after 1 year (Since our database stores their details for 1 year only)
* Create a profile (Details) & get a unique candidate ID
* Profile details
  + Display popup as ‘Employee ID / Employed before 2023’ For the candidates who were previously employed in MEDIWAVE \*
  + Option on the residential area - It would be mentioned if it is other than Pondicherry & ready to relocate.
  + How did you know about us (Referral- Who, Employee ID / Social Media / LinkedIn)
* View/edit option on their profile dashboard
* Job search option / save later option
* Display pop ‘the job has expired’ if their save job is getting closed
* If they try to apply the another job within 6 months they get notified as ‘You are applicable for the role after 6 months ’
* The application doesn't move forward if the candidate doesn’t possess mandatory certification (For non-tech candidates)
* Apply now option
* Edit application before submission / Getting declined
* View application preview & submission
* Receive pop-up message as thanks for applying
* Application status
  + Status - Pop-up message - “Check application status on your email”
  + Receive messages on mobile
  + Status tracking
* Technical assessment for shortlisted candidates
* Receive direct walk-in interview invitation mail or online interview invitation for selected candidates
* Accepting/rejecting/asking to reschedule the interview
* Uploading the documents and confirming the joining date on the employee onboard portal for finalised candidates

Managers :

* Getting user accessibility from the admin team (For a constant 3 members) by using email
* Profile Management (Edit their own profiles only)
* Create and edit the JDs and send them to the Admin or HR
* Interview Process
  + Receive emails for an interview and accept/request to reschedule the interview(If needed)
  + Take, save and submit feedback on an interview to the admin/ HR
  + Update interview results to admin
* View the default report on the respective domain candidate’s application / Also view all the other domain candidates’ application
* Submit technical questions with different difficulty level
* Submit key answers for the technical questions
* Mentioning mandatory certification/ skills for the Non Technical candidates

[4. Understanding the existing Flow](https://miro.com/app/board/uXjVMoylLaM=/?share_link_id=842727116830)

Notes:

Modified on 15/09/2023

Text - Okay

Text - Not necessary

Text - Moved to next MVP2

15/09/2023

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Minimum Viable Product (MVP): It is the smallest version of a product or service that **includes only the essential features** and functionalities needed to address the core problem or deliver value to the target audience. The MVP is developed and released quickly to gather feedback, test assumptions, and validate the concept before investing further resources in development.

MVP 1 :

Features

1. Admin:

* Registration: Register as admin and hold all the authority to manage users
  + - Registering as admin by using Mail ID & set password
    - Log in using user Mail ID & set a password
* Posting Jobs, Edit Job Details & Closing jobs
  + - Posting job openings which are currently available in our company
    - Able to edit the job posting
    - Close the job if any candidate gets selected for the job
* Get an Automatic Report on the number of Candidates registered and applied
  + - Generate a report on the number of candidates registered/applied on a desired basis(day/ month/ domain ) by using a filter
* View the candidate's profile and shortlist
  + - Shortlist the suitable candidate( Filter the candidate on a desired basis-year of passed / Justified career gap)
* Generate Emails to the shortlisted candidates for direct walk-in and send invites for online interviews (Google Meet / Skype)
  + - Scheduling interview time for candidate and manager
    - Rescheduling interview time for candidate and manager as per their concern and adding additional panel members if needed
* Receive Interview report
  + - View interview feedback from the Managers
    - View the applicant's details who were selected on the first round / second round
* Send offer letter mail to the selected candidate
  + - Confirm the joining date

2. Candidates:

* Registration: Register with mob no. & email id
  + - Registering as a candidate by using personal Mail ID & set password
    - Log in using user Mail ID & set a password
* Confirm the permission to receive messages on email/mob no
* Create a profile (Details) & get a unique candidate ID
  + Profile details
    - Full Name
    - Mail id
    - Contact No
    - Educational Details
      * Year of passed
    - Permanent Address
      * Option on the residential area - It would be mentioned if it is other than Pondicherry & ready to relocate.
    - Skillset
      * Certification course if any
    - Career gaps if any
    - Resume
    - How did you know about us (Referral- Who, Employee ID / Social Media / LinkedIn)
    - Notice period
* Profile Management: View/edit option on their profile dashboard
* Job search option
* If they try to apply for another job within 6 months they get notified as ‘You are applicable for the role after 6 months ’
* Apply now option
* Edit application before submission
* View application preview & submission
* Receive pop-up message as thanks for applying
* Application status
  + - Status - Pop-up message - “Check application status on your email”
    - Receive messages on mobile
* Receive direct walk-in interview invitation mail or online interview invitation for selected candidates
  + - Skype / Google meet invitation for online interview
* Accepting/rejecting/asking to reschedule the interview

3. Managers:

* Getting user accessibility as Manager from the admin team (For a constant 3 members) by using email
* Profile Management (Edit their own profiles only)
  + - Creating profile
      * Employee Id
      * Respective domain
      * Designation
* Create and edit the JDs and send them to the Admin or HR
* View the default report on the respective domain candidate’s application / Also view all the other domain candidates’ application
* Interview Process
  + - Receive emails for an interview and accept/request to reschedule the interview(If needed)
    - Take, save and submit feedback on an interview to the admin/ HR
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