# Extended Use Case

## Use Case Description

Use Case: Conduct interview (With create Vacancy)

Actors – HR Manager, Interviewer, Applicant.

Goal – To set up a Vacancy, then conduct an interview for it.

Overview – A HR manager must first set up a Vacancy (Position/s to be applied for) and then an interviewer (Who could also be a HR manager) would create an interview when the applicant is present with their details and CV. They would rank each response to the preselected question, add extra notes and save the record.

|  |  |  |
| --- | --- | --- |
| User Interaction | System Response | External Response |
| 1 – Launches Software | 2 – Presents Main “Menu” with choice of tasks to complete |  |
| 3 – Selects Create Vacancy | 4- Presents data entry Form |  |
| 5 – Enters Vacancy Code, Description, And Required Score. | 6 – Creates Vacancy , presents Question Selection Menu |  |
| 6 – Drags across selected questions for use. Finalizes Creation. | 7 – Populates Vacancy with Questions. Returns User to main menu. |  |
| 8 – Selects Conduct Interview | 9 – Presents data entry form |  |
| 10 – Selects Vacancy. Enters applicant Name, contact details, and CV. |  |  |
| FOR(EACH QUESTION) | | |
| 12 – Ask Applicant Question | 11- Present Question + Criteria | 13 – Answer Question |
| 14 – Record Answer | 15 – Save answer |  |
|  | | |
| 16 – Add extra Notes, Finalize Interview | 17 – Save Interview record. |  |

**Alternate Courses –**

**5 – Vacancy code already in use** – Either use a new code or skip the creation and use the already existing one to create the interview for.

**6 – No questions/not enough questions added –** System Refuses to Create Interview.

**11 – Name Invalid/Contact Details invalid** – System Refuses to create, prompts for valid entry  
 **- CV not present –** System advises a missing CV will impact chances of success in the application   
 but proceeds anyway.

## Use Case Scenario

The aim of the following scenario is that HappyTech has recently opened up a position for a Unit Manager. The HR manager Alan has to set up this vacancy and then Steven the Region Manager will conduct the interviews for this position. Louise is looking to apply for this job.

### Success

* Alan advertises the open position online and in the media, and sets up the vacancy on the software – including assigning which questions are going to be asked to each applicant.
* Louise applies online for an interview
* Alan sees she is suitable and invites her for an interview on the 20/11/16
* Louise arrives for her interview on 20/11/16
* Steven creates the interview for Louise on the system and links it to the Vacancy set up by Alan.
* Steven asks Louise each of the pre-set questions.
* Louise Responds to each questions
* Steven grades each question based on how well she matched the criteria for each rank
* Steven adds extra notes at the end of how enthusiastic she is.
* Alan reviews the interviews once all applicants have had their interviews.
* Alan creates the email responses for the interview
* The system sees that Louise ranked the highest and creates a success response.
* Alan reviews this and adds a personalised message.
* Alan sends all emails to applicants.
* Louise gets the job.

### Failure

* Alan advertises the open position online and in the media, and sets up the vacancy on the software – including assigning which questions are going to be asked to each applicant.
* Louise applies online for an interview
* Alan sees she is suitable and invites her for an interview on the 20/11/16
* Louise arrives for her interview on 20/11/16
* Steven creates the interview for Louise on the system and links it to the Vacancy set up by Alan.
* Steven asks Louise each of the pre-set questions.
* Louise Responds to each questions
* Steven grades each question based on how well she matched the criteria for each rank
* Steven adds extra notes at the end of how enthusiastic she is.
* Alan reviews the interviews once all applicants have had their interviews.
* Alan creates the email responses for the interview
* The system sees that Louise ranked the lowest and creates a failure response.
* Alan reviews this and adds a personalised message.
* Alan sends all emails to applicants.
* Louise does not get the job.