

## **I. Public-Facing / Applicant Portal module**

*(External candidates interact with these)*

1. Job Vacancies Listing Page
  - Displays open faculty positions by college, rank, and specialization
  - Includes filters (e.g., Regular vs. Emirati Track, Clinical vs. Teaching)
  - “Apply Now” button per posting
2. Online Application Form
  - Multi-step form capturing:
    - Personal & contact info
    - Academic credentials (degrees, transcripts)
    - Publications (Scopus-indexed, if applicable)
    - UAE residency/visa status
    - Declaration of no prior disciplinary issues
  - File upload section (CV, certificates, passport, etc.)
3. Applicant Dashboard
  - Shows application status (e.g., “Received”, “Under Department Review”, “Interview Scheduled”, “Offer Extended”)
  - Timeline view of next steps
  - Messaging/notification center

## **II. Internal Admin Portal (HR / HoD / Dean / Central Committee) Module**

4. Talent Request Submission Form
  - Used by HoD to request new faculty hires
  - Fields: academic title, job description, start date, required qualifications, Emirati preference flag
  - Upload field for official advertisement document (UoS format)
5. Recruitment Dashboard (HR View)
  - Overview of all open positions
  - Visual pipeline: Applications → Department Shortlist → College Review → Central Committee → Offer Stage
  - Quick stats: # of applicants, # under review, # on hold
6. Application Review Interface
  - Table/list of applicants with filters
  - Click to view full profile + documents
  - Structured assessment form (aligned with UoS rubric):

- Technical competence
- Behavioral traits
- Values alignment
- Interview rating (1–5 scale)
- “Recommend” / “Reject” buttons with justification field

## 7. Interview Scheduling & Feedback Page

- Calendar integration (mock) to propose dates
- Post-interview feedback form for committee members
- Auto-capture of panel recommendations

## **III. Onboarding Module (Post-Offer)**

### 8. Pre-Joining Checklist Portal

- Task list for new hires:
  - Submit attested degrees
  - Complete medical check-up
  - Provide security clearance
  - Upload Good Conduct Certificate
- Upload interface per requirement
- Auto-validation (e.g., “Document received  ”)

### 9. HR Onboarding Management Page

- Tracks completion status across all new hires
- Assigns tasks to HR staff (e.g., “Initiate visa”, “Arrange housing”, “Send welcome email”)
- Links to Faculty Handbook sections for reference

### 10. New Faculty Welcome / Induction Page

- Overview of onboarding journey
- Links to:
  - Campus tour video
  - UoS policies (Code of Conduct, IT Policy, etc.)
  - Contact info for HR, department, housing
- Countdown to first day