

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