



## Progress Report #1 Senior Project

Development of a Web-Based Faculty Recruitment and Onboarding System

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## 1. Introduction

In this report we just explain what we did in the first phase of our senior project: Development of a Web-Based Faculty Recruitment and Onboarding System for the University of Sharjah (UoS).

The idea of the whole process is to make hiring and onboarding teachers online and easier, at the beginning we focused on learning how the UoS hiring system actually works and then we built a demo for the front-end which is the part where the applicant sees. This is our first big step.

## 2. Alignment with UoS Handbook (Chapter 2)

Our design follows the steps from the UoS handbook involves in chapter 2.2.3 the steps are something like this:

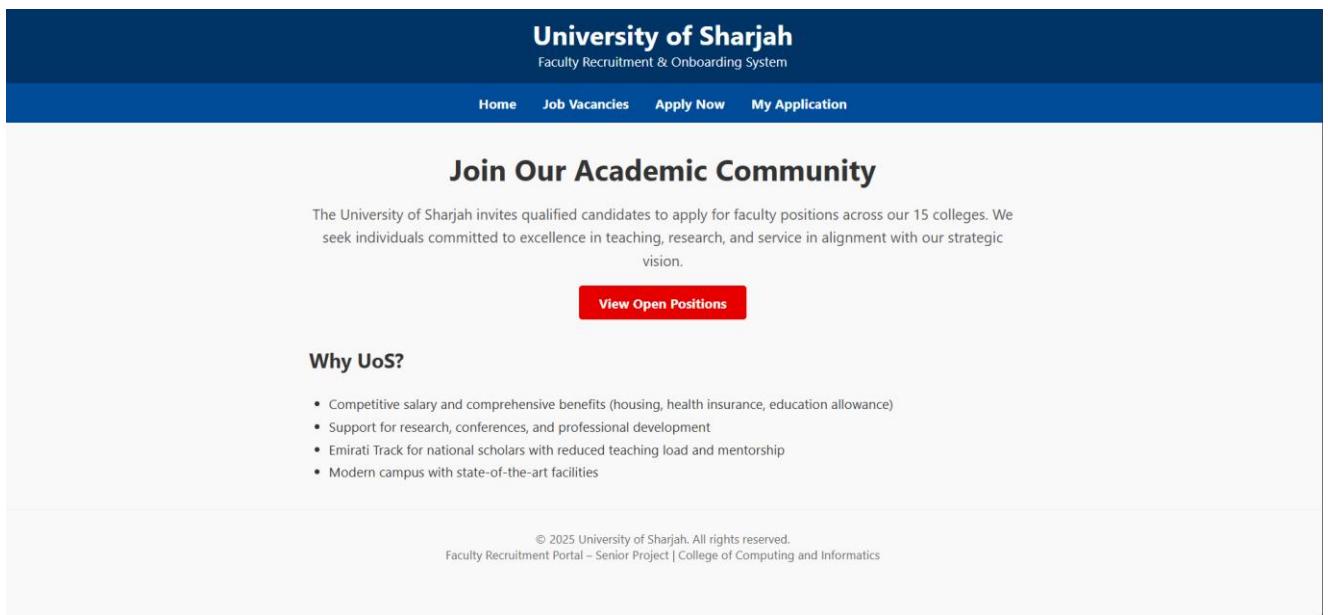
- HoD request submission → Job gets posted → Applicant fills form → Department/College checks → Central Committee checks → Offer & onboarding.
- For the applicant's front-end UI, we added things like:
  1. Clear difference between regular Faculty and Emirati Track positions.
  2. Required fields like Scopus-indexed paper, verified degrees and a good conducted certificate.

3. Applicants confirms no previous issues or misconducts.
  
4. Clear status of application (like “Under Department Review”).

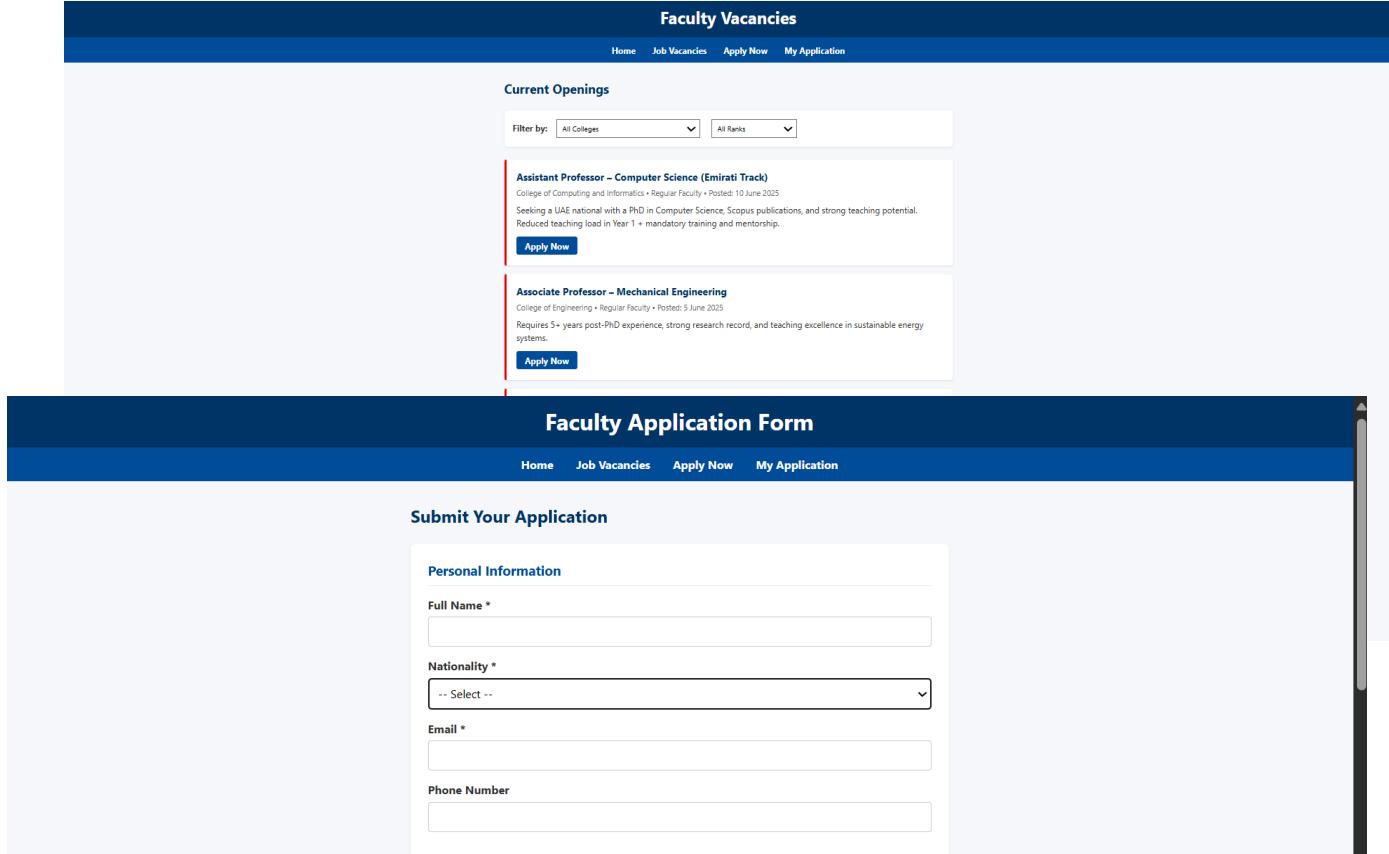
### 3. Technical Progress: Front-End Implementation

We finished 4 connected HTML5 pages that are responsive works on phone and PC, we also used HTML5, CSS3, and Javascript only.

The pages follows uoS branding (main color: #003366, red accent: #e60000). Also we did a top navigation bar so you can move between pages easily.



The screenshot shows the homepage of the University of Sharjah's Faculty Recruitment & Onboarding System. The header features the university's name and a sub-header "Faculty Recruitment & Onboarding System". A top navigation bar includes links for "Home", "Job Vacancies", "Apply Now", and "My Application". Below the header, a section titled "Join Our Academic Community" invites candidates to apply for faculty positions across 15 colleges. It highlights the university's commitment to excellence in teaching, research, and service. A red "View Open Positions" button is visible. A "Why UoS?" section lists benefits such as competitive salary, comprehensive benefits, support for research, and an Emirati Track for scholars. The footer contains copyright information and a link to the Faculty Recruitment Portal.



The screenshot displays two main sections of the website: "Faculty Vacancies" and "Faculty Application Form".

**Faculty Vacancies:** This section shows "Current Openings" with two job listings: "Assistant Professor – Computer Science (Emirati Track)" and "Associate Professor – Mechanical Engineering". Each listing includes a brief description, the posting date, and an "Apply Now" button.

**Faculty Application Form:** This section is titled "Submit Your Application" and contains fields for "Personal Information" including "Full Name", "Nationality", "Email", and "Phone Number".

**Academic Qualifications**

Highest Degree \*

University & Country

Scopus Publications (for Emirati Track)

**Required Documents**

Upload scanned copies (PDF or JPG, max 5MB each)

Cover Letter  
 Click or drag file to upload

Curriculum Vitae (CV)  
 Click or drag file to upload

Passport Copy  
 Click or drag file to upload

Degree Certificates (attested)  
 Click or drag file to upload

## Declaration



I confirm that all information provided is true and accurate. I understand that false information may result in disqualification or termination.



I consent to background and security checks as required by UoS policy.

**Submit Application**

**My Application Dashboard**

Home Job Vacancies Apply Now My Application

**Application Status**

**Assistant Professor – Computer Science (Emirati Track)**  
**Under Department Review**

Submitted on: 15 June 2025  
 Application ID: UOS-FAC-2025-0876

- 15 Jun – Application received
- 16 Jun – Documents verified
- 17 Jun – Forwarded to Department Hiring Committee

Next: Interview scheduling (estimated 25–30 Jun)

**Message from HR:**  
 Thank you for your application. The Department of Computer Science is currently reviewing your credentials. You will be contacted if shortlisted for an interview.

[Edit Application](#) | [Withdraw Application](#)

## 4. Individual Contributions

To make sure everyone of the teams gets their rights, every member took part of that project and had a major good responsibility of something amazing:

- **Team member 1 (Ebraheim Rashed Alkaabi):**

Managed the design and implementation of the core layout and navigation system. Developed index.html and vacancies.html, including functional working CSS and fully functional job filters. Researched University Of Sharjah (UoS) branding guidelines and made sure visual consistency across all pages.

- **Team member 2 (Falah Ali Alhefeiti):**

Created and designed the full application form (apply.html), including form validation logic in JavaScript and accessibility considerations. Also created the file upload UI components and drafted the declaration checkboxes greatly in alignment with Handbook requirements.

- **Team member 3 (Mohamed Ghanim Alketbi):**

Built the applicant dashboard (applicant-dashboard.html) with dynamic status tracking and timeline visualization. Implemented the mock submission workflow that goes back to the dashboard. And good integrated consistent styling and ensured cross-page navigation integrity.

- **Team member 4 (Khalifa Obaid Alkaabi):**

Wrote a detailed analysis of Chapter 2 of the Faculty Handbook and pointed out each system requirement and needs to clarify policy clauses. Also tested all pages for responsiveness and usability.

All members participated in weekly meetings, reviewed each other's code, and contributed to the final integration , did a pretty good job on interacting with each other , being there on time when needed and styling consistency of the project.

## 5.Challenges Faced

Many challenges explored during this part:

1. Complicated encounters in Policy Interpretation:  
Some of the sections of the Handbook (e.g., “structured assessment rubrics” or “Central Committee review”) they describe officially but lack UI/UX details. We pointed that this by focusing more the *applicant*, which is more simple in our point of view, and extending interior workflows to Report #2.
2. Scaling Realism and Scope:  
We first wanted to make a real file upload system, but we realized that adding the backend (PHP / MySQL) was too early for this stage, so we used realistic placeholder buttons and clear labels instead, this met the “Look and feel” goals without doing the whole technical work.
3. Team Scheduling problems:  
Timing in the scheduling every course can make almost every time makes some different from the missing midterms, finals or vacation days that is what make it so much hard the time chooser.

## 6.Reflection

In this first problem we learned a helpful lessons about technical progress operation and group dynamics with teamwork.

In this start we had together, we learned that splitting the project into multiple tasks and separates them to the group members equally will be smart and fast its clearly was the case, but we did miss out and ignored how team work can achieve and miss out and ignored also use and how timely each will take like coloring, placing the text, form styling, font sizes all needed scaling and testing to make the perfect page after all.

The top achievement, however, came from reading extremely with faculty Handbook and looking for more familiar content. Trying to translate from policy to interface made our brains think automatically like both applicant and leaders of faculty, for example, remembering that “Emirati Track” applicant need to declare scopus documents early shaped how we thought about forming the form. This human – centered approach, based on real official rules – it has become our guiding principle and away to learn.

Growing forward, we will take this reflective mindset to our second problem. We are now giving priority understanding over intelligence: if a component isn’t clearly justified by the handbook, we’ll question its need and all its need to make it work. we’ve also agreed to hold bi \_weekly “policy check\_ins “ to make sure every new screen fits with university of Sharjah (UOS) processes before coding begin.

## 7. Next Steps (Progress Report#2)

In the second and final progress report, we will give:

- Full Admin/Internal Portal (HoD, Dean, HR, Central Committee views)
- Onboarding Module (document checklist, task tracking, induction schedule)
- PHP/MySQL backend integration (user authentication, form data storage, status updates)
- File upload & document validation logic
- Basic email notification system (using PHP mail)

## 8. Conclusion

We were able to successfully transform the University of Sharjah (UoS) recruitment into a front-end prototype that complied with standards and was easy to use at this initial part. The pages that have been built for the complete system meet the fundamental requirements for how applicants should interact with the system, as outlined in the Faculty Handbook. Our goal is to submit a fully functional web application that complies with the policy by the end of the process. "