Stage 1

Identification and Description

Team 5#

Team 5 chose to build a job management system for the Fall 2023 CS 234 project. This type of system can solve the issue with the HR recruiter of a company having to manually build each individual job posting when a company has either added a head count position or is replacing a current head count position.

This system needs to have a user-friendly interface (GUI) that will be intuitive to use with minimum training. The user should be able to choose if this will be a new head count addition or an edit to an existing job post. This can be laid out in a main dashboard screen so the user can quickly browse the list of existing job postings. If this is a new head count request the user needs to clarify what type of head count request this is. An example of these choices should be, is this addition a leased contract worker or a 3rd party contract worker or will this addition by a direct company position. The interface should also have a choice of if this job posting will be internal to company employees only or to be posted externally. The user also needs to be able to choose whether this position is a new head count addition or a replacement. This data will be important for a company to track long term so it can accurately track the head count additions over the years. Once the new addition pop up screen is open it should contain input fields for job location, job type, job title, job description, job requirements, and who the hiring manager is. This will not show what the starting salary will be due to every candidate's experience level is different and HR will determine this once a hiring manager has made his selection through using the interview process. An option to either use a pre-built job description and job requirements to auto fill these fields based on the chosen job title should be available. The user should also have the option to add a new job title to the system. This allows the company to add new head count positions that have not previously existed into this system without having to have to pay a 3rd party company money to change the coding of the system. Once the input fields have been filled out a send to next step button should appear on the interface to allow the user to send this job posting to the correct hiring manager. The hiring manager should receive this in his portal and be able to review the posting and approve or deny. Whether the hiring manager approves or denies the job posting it will return to the HR representative (Original creator) with that feedback. If the hiring manager denies the post a pop up will appear asking to explain the reasoning for the denial. Again will go back to the Original Creator. If the hiring manager approves this will also be noted on the Original Creator's side and that flag should enable the HR rep to hit post. The final post should post the job to the company website career page for external applicants to see. If the job posting was an internal posting, then it will be posted to an internal career portal for only company employees to see.

When a candidate applies for a position by filling out an application form and submitting a resume, this will set a flag in the hiring manager's portal alerting of a new candidate that needs to be reviewed. This can be reviewed, and several options need to exist for the review process. Options should be reviewed – Deny, reviewed – put on hold, reviewed – schedule interview. Once the review process is complete and depending on what the hiring manager has elected to do this information will be fed back to HR rep. If it is denied then system just mark candidate as denied and no input from user is required. If

marked reviewed – put on hold then this means hiring manager wants this candidate to be flagged for possible interview but will continue to accept candidates. Reviewed – schedule interview will alert HR rep to contact candidate and set up interview. This should cue the system to automatically produce an interview guide based on the job position. Interview guides will be agreed upon buy hiring managers beforehand. Once created they will be the standard interview guide for that job position and will require upper management approval for changing.

Once hiring team has interviewed a chosen candidate, hiring manager will upload interview guide back into the portal and have an overall questionnaire to fill out about the interview. He can select to hire, or not hire. He can also mark if the onboarding process needs to be expedited or not. What this option does is flag the HR department of the priority of this candidate. Some positions are mission critical to a company and they should be identified as such. When this option is chosen a pop up screen will appear for hiring manager to state the reason as to why this candidates' onboarding needs to be expedited. Upper manager approval is required before it will be allowed. If it is approved that candidate will be added to the expedited list of onboarding candidates. This list will be handled by a priority scale of 1 – 3. 1 being of lower expedited priority and 3 will be of the highest level of priority. This will also be set by the hiring manager and will need upper management approval before being added to this list. If 1 is chosen the candidate will be added to bottom of expedited list. If 2 is chosen the candidate will be added to the middle of list and if 3 is chosen candidate will be added to the very top of list.

The system will take candidates on both the expedited and non-expedited hiring list and automatically call offer letters for the HR rep to finish filling out with the final offer. This information will be dependent on HR's pay scale per the position being filled and the candidates experience level. This is then manually loaded into the system and sent to next step. This will automatically generate an email to hiring manager showing the official offer. Preliminary offer will include the base salary, bonus target percentage as well as bonus amount, total compensation, work schedule, and vacation hours offered. If hiring manager approves then email with this information is sent to candidate for approval. If approved HR rep will manually choose this in portal and onboarding process will begin. If this is denied and a counter offer is presented by candidate an option for counter off approval that will be chosen by HR rep on interface and the system will alert hiring manager for approval or denial. If the hiring manager approves then this is sent to upper management for approval. If counteroffer is denied by either hiring manager or upper management the option to enter a different counter offer will be displayed by system or just a denial option. If a counter offer option is selected then the manager fills out the offer information and this gets routed back to candidate for approval. If the hiring manager is the person who proposes the counter offer this must first be approved by the upper manager then sent to HR rep for final offer review and then sent to candidate for approval. If upper manager offers the counter offer it is routed to the HR rep for final review and only a FYI message is sent to hiring manager notifying of the new offer. If approved, then a counter off email is sent to candidate for approval. If the candidate accepts then the onboarding process begins. If counteroffer is denied. Then the candidate is rejected from the hiring process.

The system will take candidates on both the expedited and non-expedited hiring list and automatically generate emails that will request onboarding tasks to external companies. These tasks will include, local and federal background check, drug test including hair follicle testing, health physical. Emails will be sent to both the candidate and the company that will be conducting the task. The companies that are chosen for these tasks will have an MSA with the company and are required to run

the company's portals for business. When they complete their task they will load documentation into their portal and flag the task as completed. This task status is updated in system for HR rep to see. Once all tasks are completed the system will mark the candidate onboarding process as completed and notice will be sent to HR rep and to hiring manager. A start date will be automatically generated and sent to the hiring manager for approval. If the date is accepted, then it is sent back, and this will be communicated to the candidate automatically by email. The email will include the start date and time and location to arrive at. It will also include the existing employee whom the new hire will first look for to complete the hiring process. This is done manually and will be department dependent. After final items are completed the hiring manager marks this candidate as hired.

Once this job posting is marked as candidate hired the job posting will be deleted from the company website external and internal page. All documentation generated from this candidate hiring process will be archived in an employee file for company records.