Why are we working on Job Buddy?
These days companies face a unique challenge of finding out the relevant CV from the bunch of applications against a job opening. The dearth of skilled recruiters aggravate the pain and they end up hiring from a small pool of CVs which are selected randomly. More often that not, we miss out on the most relevant profile for the position. This leads to bad selection, higher attrition and less employee engagement.

What is Job Buddy?
With Job Buddy, we are working to help companies find the right candidate at the lowest possible cost with minimum effort using natural language processing and AI. Job Buddy is a marketplace where Companies meet candidates via seasoned recruiters. Here, companies post their job requirements which is visible to both candidates and the freelance recruiters. It will stack rank all the candidates available for the role. Candidates apply for the jobs, but it is visible to the Company only after one of the freelance recruiters on the platform has vetted it and found it suitable for the role. This way, company will get only the CVs which are relevant for the profile. Even the recruiters can source CVs for the opening and attach it on the portal.

What's in it for the Freelancers?
Freelancers will get a commission for every position which is closed by them. They can work on multiple openings at a time. Commission for a role will be similar to what a company would give for referral to its employees.
On an average, if a freelancer closes even 5 positions in a month with average of Rs 20,000 commission, she'll get Rs 1,00,000 over and above her normal job.

Why should companies work with Job Buddy?
Companies usually follow 2 models for hiring: Vendor Sourcing and Internal Sourcing.
While Vendor Sourcing normally costs north of 8%, internal sourcing has challenges of inadequate or insufficient CVs.
Job buddy brings the best of both models. It provides relevant provides at the cost of internal referrals(around 2%). So, companies would want to work with us to reduce their sourcing cost and efforts.

Why would candidates apply through Job Buddy?
Candidates normally go through cumbersome process of application on each website such as Company's career pages, Naukri, IIM Jobs etc. While they apply for the role, they are not really sure what is the role all about. Uncertainty about the role leads to irrelevant applications.
Post the application, candidates are not aware about the status of their application. If it got selected, rejected or it was totally irrelevant. But in case of Job Buddy, candidate would be aware about the progress of their application. They can contact the freelance recruiters working on his profile in case of any query. So, platform would provide a human touch to the candidates which is missing from all the current offerings.

Future Scope:

System to learn with CV and job descriptions about the matching. With the rating system in place, Artificial intelligence will become better and better with every passing day. Once we have enough data to train our system, we would be able to eliminate the irrelevant CVs at the application stage itself and make the processing much more faster and easier. This in turn will reduce the Turnaround Time for the entire hiring process.

Home Screen:

Company Login:

Company Needs to enter following details to create their profile on the system.

Company Name:
Sector:
Website:
About Company:

Once the company is onboarded, recruiters would be able to post the job after creating their respective profiles

Screen to create Recruiter Profile(We can have unlimited recruiter profiles from one company)

Name:
Email ID: (to be verified with company domain)
Phone Number:
(SMS/Call Verification)
Company Name:(If it doesn't exist in db, prompt to create company profile first)
PAN Card:

PAN is to check the duplicity in the system. A freelancer with PAN ABCDEF can not refer CV to the company where he is working.

Upon creation of account company recruiter can post Current openings

Job Title:
Job Type:(Full Time, Contractual,Consultant, Intern)
Qualification:
Job Location
Salary Offered:(Min to Max)
Work Experience bracket: (Min to Max)
Expected Start Date:
No. of Openings:
Job Description

Upon successful selection of the candidate, company will rate the freelancers on the basis of profiles provided. This will create a Up score for Freelancer.

Functions: All the jobs posted by the company will be sorted as per the functions. E.g. Marketing, Finance, HR, Operations

Complexity Factor: With historical data machine learning will also be able to figure out ways the complexity of the roles. So, as soon as any role is posted, it will assign it a complexity factor on a scale of 1 to 100.

Job Description: On the basis of historical data, app will auto suggest the Job Description to the company as soon as they type the title of the job.

Recruiter Allocation: Companies may want to open a job to only a select few recruiters. So, it would be visible to only the ones who are tagged to that job opening. In such a case, the job will not be visible to any other recruiter at all.

In a scenerio, where company wants to keep the role open and assign it to select recruiters, everyone would be able to see it and selected recruiters would be notified about the allocation.

Freelancer's Login

Recruiter will have to register first as a Freelancer

Name:
Email ID:
Phone Number:
Qualification:
Location:
PAN:

Once recruiter create the login, upon signing in they would see the list of jobs posted by the companies

Show jobs by Functions
Show jobs by companies

Show Candidates applied to openings
Show candidates shared resumes

Once she selects "Show jobs by functions", she will see all the jobs listed under that function from all the companies.

Job1: Refer new candidate, Refer Existing Candidate, Ask Recruiter for more info
Job2: Refer new candidate, Refer Existing Candidate, Ask Recruiter for more info
Job3: Refer new candidate, Refer Existing Candidate, Ask Recruiter for more info
Job4: Refer new candidate, Refer Existing Candidate, Ask Recruiter for more info

New Candidate: A profile which is not present in the system. Recruiters will have to upload the candidate profile in the database. He is eligible for the referral only for tagging the profile to the existing job.

Existing Candidate: A profile which is already present in the system either through past referral or candidate application.

"Add a new Candidate" screen

Name:
Email ID:(Check db for duplicate)
Phone Number:(Check db for duplicate)
Qualifications: (UG & PG)
College Names:(UG & PG)
Percentage:(UG & PG)
Work Experience:
Current Location:
Upload CV

Only the candidates who have been contacted by the freelancers with opening will be considered for the role.

As soon as recruiter uploads the profile, an IVRS call will be started with the candidate and he will be asked if the recruiter has approached his/her with the profile. Only if he/she confirms it over IVRS, profile will be linked the job applied.

Freelancers will have two ratings
1. Up Rating: Rating provided by Company for providing quality candidates
2. Down Rating: Rating provided by candidates for their interaction with recruiter

Up Score will be average of all the feedbacks received for profiles shared by the recruiter.

We will divide all the recruiters in 3 Club
Elite, Premium and Featured
The ratings will be average of last Company last 10 feedback received from the company candidates would have to pay hundred rupees if they want Elite recruiters to forward their CV to the company
if recruiter themselves take up the CV no money will be charged
companies would not be able to see the of Up score of any recruiter while can read can see the club in which recruiter is there at present

Freelancer Commission:
a. 1.2% for selection of completely New candidate

b. 1% for selection of candidate who has been added by the recuiter from existing database
c. 0.8% for selection of candidates who apply for roles and picked by the freelancers. Here, the freelancers will check if the CV is good. Only upon their verification, the CV will be shown to the Company against the role.

Candidate Screen:

Candidate profile can be created in 2 ways:
1. Freelancer creates the profile
2. Candidate himself creates the profile

In case freelancer creates the candidate profile, candidate will get the link in his mailbox with system generated login credentials of the portal. He can see all the updates on the profiles he is currently active. He can also see the name of freelancer who is working on the profile.

In case, candidate himself creates the profile, he would need to add following details.

```
Name:
Email ID:(Check db for duplicate)
Phone Number:(Check db for duplicate)
Qualifications: (UG & PG)
College Names:(UG & PG)
Percentage:(UG & PG)
Work Experience:
Current Location:
Upload CV
```

Once the profile is created he would be able to search for the jobs posted by the companies.

```
Job 1: Apply Now, Choose your recruiter
Job 2: Apply Now, Choose your recruiter
Job 3: Apply Now, Choose your recruiter
Job 4: Apply Now, Choose your recruiter
```

Candidates have following ways to apply for the role
1. Candidate picks the role and applies himself
2. Candidate picks the freelancer based on their score and asks her for screening his profile for the role.

Candidates can apply directly for any job roles, but it will not be visible to the the company unless it has been vetted by the freelancer. Only after Freelancer has vetted it, it will appear to the Company.
All the jobs where candidate has applied would be visible to him with the updates

Job Name	Current Status	Next Step
Job X	Shared with Company	Follow up with Recruiter
Job Y	Recruiter Authorisation Pending	Remind Recruiter/Find New Recruiter
Job Z	No Recruiter Tagged	Find a Recruiter
Job W	Company rejected CV	NA

The Current Status can be following
1. No Recruiter Tagged: No recruiter has vetted the CV yet for the role
2. Recruiter Authorisation Pending: Requested Recruiter hasn't vetted the profile
3. Shared with Company: Recruiter has shared the profile with the company
4. Company rejected CV: Company has rejected the CV

The next stage can be following
1. Find a Recruiter: If no recruiter has picked up the CV yet
2. Follow up with the Recruiter: When CV has been shared with the company, and candidate wants to know about the next steps
3. Remind Recruiter:If the selected recruiter hasn't forwarded the CV
4. Find New Recruiter: If selected recruiter hasn't forwarded the CV

If despite 10 recruiter views or 3 freelancer tags, the CV hasn't been tagged to the role by any freelancer, then it will be blocked for that particular role.