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**INTRODUCTION**

* **Loalith Manpower Applicant Tracker Project Description:**

**Problem Statement :**

Presently Loalith employees are maintaing individual excel sheets to track their process of recruitment work daily.

Tracking the team members work , consolidating the entire organisation work and generating the reports are completly excel based manual system.

Most of the time is getting wasted on collecting and consolodating the data.

Getting the matching data from existing excel sheets became hard. So Employees are depending on Naukri / monster/Shine to search the candidates details though we have the sufficient data but not in searchable manner.

**Solution:**

Applicant Tracker is a Intranet (Need to finalize on deployment strategy) application. It is a automated solution where an Loalith associate can create and track the process of recruitment of a candidate online.

Team leader can track their team members work , Admin or Manager or director can track their entire organisation recruitment process of work at his/her finger tips.

Team leader/ Manager can search or pull reports based on employees, clients, status,location, skill, experiance and by time.

Applicant tracker would help us in effective and systematic record keeping that is storing and retrieving of useful data. Project will be able to able to generate the comparative data reports of recruitment process . so that admin can make decisions on bases of that reports.

It provides the Recruitment of people with all the necessary tools to schedule the interview and applicants to register and apply for jobs and interviewers to view the interview details. It provides the users with all the necessary privileges to access and modify the data intended for them

It is the process of automating most of the recruitment process performed by the associates and all the data used in organisation.

**The main users of this system are:**

* Admin/Director
* Team Leader
* Employer

**Admin/Director Module:** todo

* This module is the central module of this application. This module provide user interface for the admin users to get all the information about the system and also for configuring the system with any required information.

**Team Leader Module:** todo

* This user module will be providing registered users to manage their work and track their team member work.

**User(Employee) Module:** todo

* This module will provide an online environment to the employee to create and track their candidates process/status of recruitment .

**MODULES**

**Login** todo (Nitya & shekar)

Associate who is an active employee of the company registred by the admin/director can logged into the system by providing the valid username(typically mail id) and password.

On successful login the user will be redirected to the Dashboard.

**Dashboard** todo (Nitya & shekar)

Dashboard is a single point whre user can understand the currents status of recriut ment at organisation level.

Dashboard comprises with the snapshot of the major counts like total no of employees, No of newly created profiles by all users, no of candidates are inreview, absconded,onboarded.

Which will also display the total employes with their associated profiles counts with the status of recruitment process which we can get by currentday,weekly and monthly

**Candidate** todo (Seshu & Pavan)

create

Update

Report or Search candidate by following filters

1. Candidate by Location
2. Candidate created by Employer
3. Candidate by salary
4. Candidate by years of Experiance
5. Candidate by role
6. Candidate by status

**User(Employee)** todo (Thiru )

Configuring the Users(Employees)

create

Update

Delete

**Settings :** todo (Thiru )

Configuring the Roles,Companies,Statuses,Industries

create

Update

Delete

**Below text can be used for reference to frame or write the understanding of requirements**

**ToDO: Delete below text**

* **My Account**

My Account page displays the following views

* My Account page display all the features like My Profile, My Resumes, My Products, My Application, Saved Jobs, Job Alerts, Saved searches, My Notifications, My Invoices, Private Messages in a user friendly icons format.
* Also shows the Recently viewed jobs
* Suggested jobs for user based on his performed job key word searches

Drop down menu’s under My Account

* **My Profile**: Here user can update his profile with basic information

Like user Name, password, email id, city, state, phone no, address etc.

* **My Resumes**: List the uploaded resumes of user with resumes id, posted date, expiration date, can activate, deactivate or delete the resume.
* **My Products**: List the availing services of user
* **My Application**: List the jobs applied by user with date, job title, company, status etc.
* **Saved Jobs**: List the saved jobs information
* **Job Alerts**: List the user’s searched job with alert name, here one can edit, delete, preview search results, disable
* **Saved Searched**: List the saved history searches
* **My Notifications**: List out the things user want to get notified with (optional)
* **My Invoices**: List out the invoices raised by user
* **Private Message**: List out Messaging features with inbox, out box, compose messages, contacts etc.
* **Products**

Display the services offered like Post VIP Priority Resumes which gives a max exposure to the best employers

Prices will vary in different aspects based on no. of resumes uploaded, period of duration and Video resume etc.

* **Find Jobs**

User can optimize the search job mechanism by filtering with following features like with key words, Location, Category, Employment Type, occupations, Salary Range, Salary Type, Posted with in dates etc.

* **Post Resumes**

User can post resumes with title, category, occupations, Employment Type, objective, skills, upload resume option, add pictures etc.

* **Employer :**

1. Register

2. Sign In

User can register with logged in account

Job seekers dash boards comprises with the menus

* Home Page
* My Account
* My Profile
* My Jobs
* My Products
* Invoices
* Saved Resumes
* Resume Alerts
* Saved Searches
* Application Tracking
* Screening Questionnaires
* Sub Accounts
* My Notifications
* My Reports
* Private Messages

* Products
* Find Jobs
* Search Resumes
* Post Jobs
* **Home Page**

Employer Dash board includes the following options in Home page section

* Find a job with key words and location
* Jobs by category
* Jobs by city
* Jobs by state
* Featured jobs
* Latest jobs
* Job seeker Tools with icons
* Post Resumes
* Find jobs
* Get Jobs by mail
* **My Account**

My Account page displays the following views

* My Account page display all the features like My Profile, My Resumes, My Products, My Application, Saved Jobs, Job Alerts, Saved searches, My Notifications, My Invoices, Private Messages in a user friendly icons format.
* Also shows the Quick Stats
* Current live jobs
* Jobs posted current month
* Jobs views this month
* Application received this month

Drop down menu’s under My Account

* **My Profile**: Here employer can update his profile with basic information

Like email id, contact name, web site, Company description, city, state, phone no, address etc.

* **My Jobs**: Here employer can search for jobs posted by him with details id, Activation Date duration, keywords etc.
* **My Products**: List the availing services of employer
* **Application Tracking**: List the jobs applied by user with date, applicant name, job, score, status, action etc. Here employer can approve or reject the specific candidate.
* **Saved Resumes**: List the saved Resumes
* **Resume Alerts**: List the employer created alert on resumes
* **Saved Searched**: List the saved history searches
* **Create New Questionnaire**: To send Auto-Reply email to candidates whose score is equal or more than passing score.
* **Sub users**: To create a new defined user under existing one.
* **My Notifications**: List out the things user want to get notified with (optional)
* **My Invoices**: List out the invoices raised by user
* **My Reports**: Display the Quick stats, General Stats and Job Stats in report format.
* **Private Message**: List out the conventional Messaging features with inbox, out box, compose messages, contacts etc.
* **Products**

Display the services offered like Post VIP Priority Resumes which gives a max exposure to the best employers

Prices will vary in different aspects based on no. of resumes uploaded, period of duration and Video resume etc.

* **Find Jobs**

Employer can optimize the search job mechanism by filtering with following features like with key words, Location, Category, Employment Type, occupations, Salary Range, Salary Type, Posted with in dates etc.

* **Search Resumes**

Employer can search for resumes with key words, Location, category, occupations, Employment Type, Desired Salary, Salary Type, Posted within date etc.

* **Admin**

Admin dash board comprises with the details like

* Number of Job Seekers
* Number of Employers
* Number of Jobs
* Number of Resumes
* Number of Flagged Listings

It also displays the following in Tabular format

* Number of user online available
* Payments Details
* Registered Users
* Postings
* Quick Links
* Updates

Available features in left navigation menus

* Listing Configuration
* Common Fields
* Listing Types
* Listing Management
* Manage Resumes
* Manage Jobs
* Import Listings
* Export Listings
* Users
* User Groups
* Manage Job Seekers
* Mange Employers
* Import Users
* Export Users
* Mass mailing
* Guest Email Alert
* Reports
* General Statistics
* Listing Reports
* System Configuration
* System settings
* Social Media
* Admin Password
* Sub Admin
* Zip Code Data Base
* Countries
* State/Regions
* Manage Currencies
* Refine Search Settings
* Flag Listing Settings
* Breadcrumbs Config
* Plugins
* Backup/Restore
* Email Log