

# Brainstorm & idea prioritization

Use this template in your own brainstorming sessions so your team can unleash their imagination and start shaping concepts even if you're not sitting in the same room.

- (L) 10 minutes to prepare
- 1 hour to collaborate
- **2-8 people** recommended

DATE	18.04.2023
	NM_ID:B27D2775D7056B3B5F24
Team ID and members	LEADER: LOGESHWARI J MEMBERS: MANJU S SIVASAKTHIVEL C SRIMADHUMITHA M
PROJECT	JOB APPLICATION TRACKING SYSTEM

Share template feedback



# Before you collaborate

A little bit of preparation goes a long way with this session. Here's what you need to do to get going.

① 10 minutes

## Team gathering

Set the goal

Define who should participate in the session and send an invite. Share relevant information or pre-work ahead.

Think about the problem you'll be focusing on solving in the brainstorming session.

Learn how to use the facilitation tools

Use the Facilitation Superpowers to run a happy and productive session.





#### JOB APPLICATION TRACKING SYSTEM

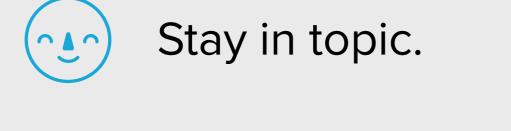
What problem are you trying to solve? Frame your problem as a How Might We statement. This will be the focus of your brainstorm.

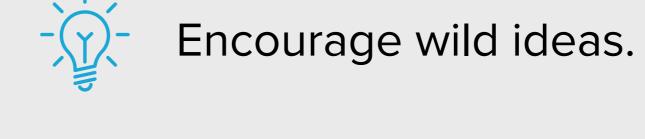


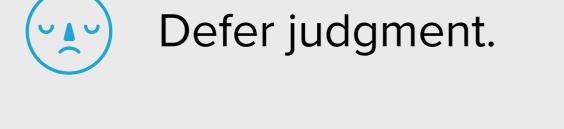


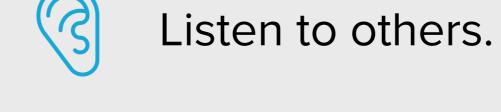
## Key rules of brainstorming

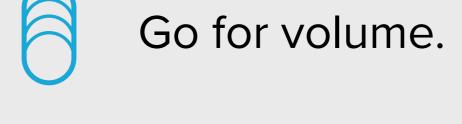
To run an smooth and productive session

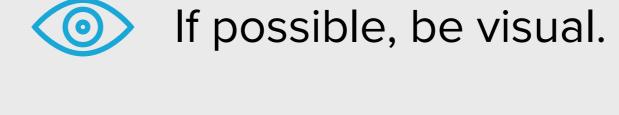














### **Brainstorm**

Write down any ideas that come to mind that address your problem statement.

① 10 minutes

#### LOGESHWARI J

JATS can be used to store documents related to job application, such as contracts, offer letters, and background checks.

A job application tracking system (JATS) allows you to easily manage and track the process of job application

JATS can be used to set up automated remainders to contact applicants and follow up on their progress.

JATS can be used to store feedback from candidates and provide data to HR managers

#### MANJU S

JATS can be used to keep track of communication with applicants and set up interview appointments.

A JATS can be used to store notes on each candidate, providing a full history of the application process.

JATS can also be used to store resumes and other pertinent information related to the job application

JATS can help streamline the hiring process and ensure that no candidate is lost in shuffle.

## SIVASAKTHIVEL C

JATS allows for collaboration between HR managers, and other stakeholders in the hiring process.

JATS can be used to monitors spending and ensure that hiring budgets are not exceeded

JATS can be used to search for qualied candidates, send out standard emails, and track the status of application.

JATS can be used to set up automated emails that are sent out to applicants at key points in the process

## SRI MADHUMITHA M

JATS can be used to track and record applicant feedback in order to improve the recruitment process.

JATS can be used to ensure complains with legal regulatory obligation related to hiring.

JATS can be used to coordinate team members interviews and set up follow-up interviews.

JATS can be used to manage the onboarding process and ensure that all candidates receive information and training.



## **Group ideas**

Take turns sharing your ideas while clustering similar or related notes as you go. Once all sticky notes have been grouped, give each cluster a sentence-like label. If a cluster is bigger than six sticky notes, try and see if you and break it up into smaller sub-groups.

**①** 20 minutes

Accurate And Timely Data:
Ensuring that the job
application tracking system is
capturing accurate and timely
data is the top priority. This
will help ensure that the data
collected is relevant and can
be used for accurate
decision-making.

Maintenance:

The job application tracking system should have reliable maintenance plan in place. This will help to ensure that the system is running smoothly and any issues are addressed quickly.

Integration:

The job application tracking system should be integrated with other systems and processes. This will help to ensure that the data is shared across departments and processes and employers to make informed decisions quickly.

## SECURITY:

Ensuring that the data stored in a job Application Tracking system is secure another priority. Security meesures should be in place to protect data from unauthorized users and project against data breaches.



## Prioritize

Your team should all be on the same page about what's important moving forward. Place your ideas on this grid to determine which ideas are important and which are feasible.

① 20 minutes





## **Feasibility**

Regardless of their importance, which tasks are more feasible than others? (Cost, time, effort, complexity, etc.)