PRO HIRE

PROJECT OBJECTIVE:

Objective of this portal is to Help, Track, Manage, Maintain the history and records of the candidate details. This portal helps the user to speed up the recruitment process and can reduce the administrative work.

PROJECT DESCRIPTION:

Pro-Hire is a Web based application Candidate tracking software to automate the collection, Presentation of candidate data, communication through automated applicant management used by talent acquisition teams and recruiters to increase productivity during the hiring process. This portal helps to track the leads of candidates, clients and user details. This application will be handled by the employee, Admin, and HR.

PROJECT SCOPE:

- **Allocation list** - consist of "Add allocation" and "Advanced filter tab"

  Add allocation tab includes Request for hire options, Core staffing, Contract staffing and payroll with radio button option, Billing status option.

- **Lead Tracker** – consists of a new lead option to provide a new lead page.
- **Position status** - has to be displayed with respective icons as Follow up, WIP, Won, Lost, Not interested.

  Lead Tracker tab should have sub tabs like Lead Tracker List, Shared Leads, Active Leads, Won Leads, Duplicated Leads, Dashboard, Business report.

  Shared Leads records have headers like S.NO, BDM Name, Client name, Business, Service, Open date, Request status, Service, follow up.

  The Duplicate List – contains a list of the duplicate candidate leads having headers like S.NO, BDM Name, Client name, Business, Service, Status, Created by and action option.

  The Dashboard displays theconversion percentage of the leads and must contain the record headers as S.NO, Business, Won, WIP, follow up, Lost, Not interested, and total.

  The Business Report lists the reports in terms of S.NO, Business, Firm name, sum of potential business. This report can be downloadable via excel sheet.

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- **Candidate database:** should be with an advanced filter tab it includes from date and to date with an updated calendar, position, a request raised by (KAM name), client name, recruiter as an input field, and Position status with a drop-down option.

  Rejectable candidate: contains the list of rejected candidate. The user can search through Employee Id or Name in search option tab.

- **External Candidate database:** Contains the details of external candidate database list must have an Advanced filter option to help filter results.

  In the Import option, the user can download the sample format or import a database from the system and update the record.

- **Allocation report:** Advanced filter option must be present for filter option. Status of the candidates must be of assigned status. Action option when invoked should manifest to the ticket candidate profile
- **Recruiter report:** Recuriter report will extract the report of the recruitment an Advanced filter option must be present to ask for a filter option.
- **Document collection:** Document detail must be with options as Basic details, Education, Experience, Proof of identity & Address, Proof of compensation & benefits received, other proof of documents.
- **Offers:** need to be with sub menus like Approved offers, offers accepted, Offers rejected.
- **Client list:** must have Add client tab which includes Client name, Email, mobile as manual entry with save and close tab.
- **Deleted request:** should contain Advanced filter. The user can search through Employee Id or Name in search option tab.
- **Dashboard:** It includes options like Open – Reopen position, Won position, Recruiter hourly scorecard, Recruiter daily report, Scorecard, Client scorecard, and CV scorecard.

  Open – Reopen position - should contain Advanced filter tab.

  Recruiter hourly score card it should have from date and to date with updated calendar, select KAM, select recruiter with clear tab.

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CV score card displays the CV score card and should contain from date and to date with updated calendar, Client name, Position title, select recruiter as input field, Position status, select KAM with drop down option and clear tab.

- **Change password:** User can change the password using this option

PROJECT TEAM:

Client: Hema's Enterprises Private Limited

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