PRO HIRE

9TH JAN 2023

PREPARED BY:

HEMA'S ENTERPRISES PVT LTD

DOCUMENT REVISION:

DATE	VERSION NUMBER	DOCUMENT CHANGES	APPROVED BY
09 – 02 - 2023	2.0	Revised document	

Contents

PROJECT OBJECTIVE:

The goal of this portal is to help the management to track their candidate details alongside maintaining their history and records. Using this website we can reduce the administration work. Through this website the user can speed up the recruitment process.

PROJECT DESCRIPTION:

Pro Hire is a Candidate tracking software used by recruiters and talent acquisition team to automate the collecting and presentation of candidate data, as well as to expedite communication through automated applicant managing, in order to increase productivity during the hiring process. This portal helps track the leads of candidates, client and user details. Pro Hire website that should be handled by the employee, Admin and HR.

PROJECT SCOPE:

S.NO	MENU	PROJECT DESCRIPTION
1	**Login**	– Login has administrator, user, employee credential types; thus as per their desired category role, the application usage permission will be allotted and have to access with the recommended user login. – If the user forgets the password they can reset the password using forget password option.
2	**Allocation list.**	Yet to allocate, Allocated list, Offerings, Hired, Invoiced, Won and All positions should have common option as Add new position. – Add new position tab it includes Date with updated calendar, Request Raised by With Key account manger(KAM) as input field, Hiring type, Billing type, Client, Function, work mode with drop down option, Position title, Location, No. of position, Payout %, Experience From and TO, Notice period, Job Description, Mandatory skills, Good to have skill Sets(if any), SPOC as input field, Interview mode with checklist as Virtual and Walk-in, Client Confirmation With choose file option along with Submit tab. – This list can be downloaded in PDF or CSV format or else user copy the data with copy option and can use it for various purposes and so user can print the company list using print option and colvis having drop down option which includes the header option. – In the drop down option 15, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries.g – Above points are common are all the above options. – **Yet to allocate** Advanced filter tab it includes date with updated calendar, KAM, Client name and position title as input field, Billable with select option as Billable and Non billable and Action with clear tab. – It should contain following header options like S.NO, RFH NO, KAM, Client name, Position title, positions (it contain a tab which includes Action type, No. of position with drop down option and close, update tab), ageing, Open date, Assigned status (It should

		have pending, Work in progress, Edit tab (In edit tab it must have select position status with drop down option and close, update tab) and Action. – Action must be with Add allocation tab list can be downloaded in PDF or CSV format or else user copy the data with copy option and can use it for various purposes and so user can print the company list using print option and colvis having drop down option which includes the header option. • The user can search through Employee Id or Name in search option tab. • It should contain following header options like S.NO, HEPL recruitment number, Position title, No. of position , Position ageing, Open date, Location, Assigned status (It should have pending, Work in progress, Edit tab (In edit tab it must have select position status with drop down option and close, update tab) and Action (assign and delete tab). – **Allocated list** Advanced filter tab it includes date with updated calendar, KAM, Client name and position title as input field, Billable with select option as Billable and Non billable, Recruiter and Action with clear tab. – It should contain following header options like S.NO, RFH NO, KAM, Client name, Position title, positions (it contain a tab which includes Action type, No. of position with drop down option and close, update tab), ageing, Open date, Assigned status (It should have pending, Work in progress, Edit tab (In edit tab it must have select position status with drop down option and close, update tab) and Action. – Action must be with Add allocation tab list can be downloaded in PDF or CSV format or else user copy the data with copy option and can use it for various purposes and so user can print the company list using print option and colvis having drop down option which includes the header option. • The user can search through Employee Id or Name in search option tab. • It should contain following header options like S.NO, HEPL recruitment number,

		Position title, No. of position , Position ageing, Open date, Location, Assigned status (It should have pending, Work in progress, Edit tab (In edit tab it must have select position status with drop down option and close, update tab) and Action (assign and delete tab). – **Offerings** Advanced filter tab it includes date with updated calendar, KAM, Client name and position title as input field, Billable with select option as Billable and Non billable and Action with clear tab. – It need to be with header options as S.NO, Offered date, HEPL Recruitment Ref NO, KAM, Candidate name, Client name, Position title, Closed salary(with closed salary as input field with close and Update tab) , status, candidate Follow up, Status Follow up, Recruiter and Action. • Action should have Edit option which includes Select position status with drop down option along with Close and Update tab. **Hired** Advanced filter tab it includes date with updated calendar, KAM, Client name and position title as input field, Billable with select option as Billable and Non billable and Action with clear tab. – It need to be with header options as S.NO, Hired date, HEPL Recruitment Ref NO, KAM, Candidate name, Client name, Position title, status, candidate Follow up, Status Follow up, Recruiter and Action. • Action should have Edit option which includes Select position status with drop down option along with Close and Update tab. **Invoiced** Advanced filter tab it includes date with updated calendar, KAM, Client name and position title as input field, Billable with select option as Billable and Non billable and Action with clear tab. – It need to be with header options as S.NO, Invoiced date, HEPL Recruitment Ref NO, KAM, Client name, Position title, open date, Follow up and Assigned status. • Assigned status should have Edit option Which includes Select position status with

		drop down option along with Close and Update tab. **Won** Advanced filter tab it includes date with updated calendar, KAM, Client name and position title as input field, Billable with select option as Billable and Non billable and Action with clear tab. – It need to be with header options as S.NO, Invoiced date, HEPL Recruitment Ref NO, KAM, Client name, Position title, open date, Follow up and Assigned status • Assigned status should have Edit option which includes Select position status with drop down option along with Close and Update tab. **All positions** Advanced filter tab it includes date with updated calendar, KAM, position status with drop down option, Client name, and position title as input field, Billable with select option as Billable and Non billable and Action with clear tab. – It need to be with header options as S.NO, RFH no, KAM, Client name, Position title, open date, position, Assigned status and Action. • Assigned status should have Edit option which includes Select position status with drop down option along with Close and Update tab. – Action must be with Add allocation tab list can be downloaded in PDF or CSV format or else user copy the data with copy option and can use it for various purposes and so user can print the company list using print option and colvis having drop down option which includes the header option. • The user can search through Employee Id or Name in search option tab. • It should contain following header options like S.NO, HEPL recruitment number, Position title, No. of position , Position ageing, Open date, Location, Assigned status (It should have pending, Work in progress, Edit tab (In edit tab it must have select position status with drop down option and close, update tab) and Action (assign and delete tab).

3	**Lead tracker**	**Lead Tracker** must have a Add new lead option to provide a new lead page with details like Name (drop down list), Business(drop down list as AR, VR, Software, Digital marketing, etc..), Service, Firm name, Client name and Client mode (drop down list as audio call, LinkedIn, Face book, Email, Reference, etc…) as mandatory fields. • Client email, Client number, Client website, location and share to (drop down list containing names of recruiter) then can be submitted. – With Advanced filter option they can filter the leads using from date (from calendar), to date (from calendar), client name, status, BDM, business, quote given (YES, NO, WFQ) and action icon to clear the filter entries made. – The **position status** has to be displayed with respective icons as Follow up, Hot, WIP, Won, and Lost, Not interested. – **The Lead Tracker** tab should have sub tabs like Lead Tracker List, Shared Leads, Active Leads, Won Leads, Duplicated Leads, Dashboard, Business report. – The **lead tracker list** must contain a record with headers like S.NO, BDM, Client name, Business, Service, Status (can edit using edit status pop up and select status in drop down and update it), Open date, Next Follow up date (changed using calendar), Quote given (can also be edited using edit quote given and select in drop down as yes, no, WFQ), Potential business (using up and down arrows in edit actual business pop up), Actual business (using up and down arrows in edit actual business pop up), Follow up (when invoked must show follow up info pop up containing headers of list with S.NO, RFH no, BDM, Follow up status, created on, created time), Created by. • The records must show based on the show entries that user prefers as 15, 50, 100, 250, 500 and all. • The search field has to be present to search the records by passing keywords. • The lead tracker report should be able to copied, downloadable (in Excel, CSV, PDF), printable, Colvis (display only those selected column from

		the list). – **Shared Leads** records must have headers like S.NO, BDM Name, Client name, Business, Service, Open date, Request status, Service, follow up (when invoked must show follow up info pop up containing headers of list with S.NO, RFH no, BDM, Follow up status, created on, created time), location, Client website, Created by. • The records must show based on the show entries that user prefers as 15, 50, 100, 250, 500 and all. • The search field has to be present to search the records by passing keywords. • The Shared leads report should be able to copied, downloadable (in Excel, CSV, PDF), printable, Colvis (display only those selected column from the list). – **The Active Leads** must list with the headers like S.NO, BDM Name, Client name, Business, Service, Status(can edit using edit status pop up and select status in drop down and update it), Open date, Next follow up date (changed using calendar option), quote given(can also be edited using edit quote given and select in drop down as yes, no, WFQ), Potential business, Actual Business (using up and down arrows in edit actual business pop up), Follow up (when invoked must show follow up info pop up containing headers of list with S.NO, RFH no, BDM, Follow up status, created on, created time), Created by. • The records must show based on the show entries that user prefers as 15, 50, 100, 250, 500 and all. • The search field has to be present to search the records by passing keywords. • The Active leads report should be able to copied, downloadable (in Excel, CSV, PDF), printable, Colvis (display only those selected column from the list). – **Won Leads** must list with the headers like S.NO, BDM Name, Client name, Business, Service, Status(can edit using edit status pop up and select status in drop down and update it) , Open date, Next follow

		up date(changed using calendar option), quote given(can also be edited using edit quote given and select in drop down as yes, no, WFQ), Potential business(can be auto captured using up and down arrows in edit business potential pop up), Actual Business (using up and down arrows in edit actual business pop up), Follow up(when invoked must show follow up info pop up containing headers of list with S.NO, RFH no, BDM, Follow up status, created on, created time), Created by. • The records must show based on the show entries that user prefers as 15, 50, 100, 250, 500 and all. • The search field has to be present to search the records by passing keywords. • The Active leads report should be able to copied, downloadable (in Excel, CSV, PDF), printable, Colvis (display only those selected column from the list). – **The Duplicate List** must list the duplicate candidate leads having headers like S.NO, BDM Name, Client name, Business, Service, Status, Created by and action option (asking to approve or deny the lead). • The records must show based on the show entries that user prefers as 15, 50, 100, 250, 500 and all. • The search field has to be present to search the records by passing keywords. • The Active leads report should be able to copied, downloadable (in Excel, CSV, PDF), printable, Colvis (display only those selected column from the list). – **The Dashboard** should show the conversion percentage of the leads and must contain the record headers as S.NO, Business, Won, Hot, WIP, Follow up, Lost, Not interested, grand total. The last row in the record must provide the total position of each leads and overall leads. • The records must show based on the show entries that user prefers as 15, 50, 100, 250, 500 and all. • The search field has to be present to search the records by passing keywords.

		• The Active leads report should be able to copied, downloadable (in Excel, CSV, PDF), printable, Colvis (display only those selected column from the list). – **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.
4	**Candidate database**	**Candidate database** need to be with Active candidate, Rejected candidate, Position dropped and External candidate database Sub menus. These sub menus should contain common options like, – Advanced Filter must have date with updated calendar, Position title, candidate status, KAM, Client name and Recruiter with drop down option, Billable with select option as (Billable and Non billable) and Action with Clear tab. – This entire list can be downloaded in PDF or CSV format or else user copy the data with copy option and can use it for various purposes and so user can print the company list using print option and colvis having drop down option which includes the header option. – The user can search through Employee Id or Name in search option tab. – In the drop down option 15, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries. – **Active Candidate** need to be with header option such as S.NO, Created on, HEPL recruitment ref NO, candidate name, Client name, Position, Position status (with edit option as Select option with update tab), CV, Follow up and Last modified date. – **Rejected candidate** need to be with header option such as S.NO, Created on, HEPL recruitment ref NO, candidate name, Client name, Position, Position status (with edit option as Select option with update tab), CV, Follow up, Last modified date, KAM, Recruiter and Action. • Action which includes Candidate name and Email as input field, Gender with drop down option, candidate source as select option with Update tab**.**

		– **Position dropped** need to be with header option such as S.NO, Created on, HEPL recruitment ref NO, candidate name, Client name, Position, Position status (with edit option as Select option with update tab), CV, Follow up, Last modified date, KAM, Recruiter and Action. • Action which includes Candidate name and Email as input field, Gender with drop down option, candidate source as select option with Update tab. – **External candidate database** need to be with header options like S.NO, name, Email, Mobile number, Current location, Department type, Skill set, Position applying to, years of experience, remarks, CV upload and created at. Along with Import tab option.
5	**Allocation report**	**Allocation report** need to be with sub menus namely Allocations and identical. Which contain common options as – Advanced Filter, Date with updated calendar, KAM, Position status, Client name, Position title, recruiter with drop down option, Billing with select option as (billable and Non billable) and Action with clear tab. – This list can be downloaded in PDF or CSV format or else user copy the data with copy option and can use it for various purposes and so user can print the company list using print option and colvis having drop down option which includes the header option. – The user can search through Employee Id or Name in search option tab. – In the drop down option 15, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries. – It should contain following details with header options namely S.NO, open date, KAM, HEPL recruitment ref number, client name, position title, CV count, position ageing, position follow up, recruiters, assigned date, assigned status and action. • **Action** should contain advanced filter tab which includes from date and to date with updated calendar position status and

		recruiter with select option and Action with clear tab. • This list can be downloaded in PDF or CSV format or else user copy the data with copy option and can use it for various purposes and so user can print the company list using print option and colvis having drop down option which includes the header option. • The user can search through Employee Id or Name in search option tab. • In the drop down option 15, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries. • It must have header options as S.NO, Candidate name, position, candidate source, gender, CV, follow up, last modified date, position status, recruiter and created on.
6	**Document collection**	**Document collection** list can be downloaded in PDF or CSV format or else user copy the data with copy option and can use it for various purposes and so user can print the company list using print option and colvis having drop down option which includes the header option. – In the drop down option 15, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries. – The user can search through Employee Id or Name in search option tab. – It need to be with header options like S.NO, Candidate name, RFH NO, Position, Follow up, Document status, OAT Status, Offer letter, OAT ageing, DOC detail. • DOC detail must be with options as Basic details, Education, Experience, Proof of identity & Address, Proof of compensation & benefits received, other proof of documents. • Basic details should have options Name, Gender, Mobile number, Candidate source, Email, Candidate type.
7	**Offers**	**Offers** need to be with sub menus like Approved offers, Offers accepted, Offers rejected. Which includes common options as, – This list can be downloaded in PDF or CSV format or

		else user copy the data with copy option and can use it for various purposes and so user can print the company list using print option and colvis having drop down option which includes the header option. – In the drop down option 15, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries. – The user can search through Employee Id or Name in search option tab. – **Approved offers** should contain following details with headers as S.NO, Candidate name, RFH NO, HEPL Recruitment ref No, Designation, Follow up (It must headers like S.NO, Follow up status, Created on, Offer released details – Closed salary, salary review, joining type, date of joining, remark, created on), Document status, Offer release action. – **Offers accepted** should contain following details with headers as S.NO, Candidate name, RFH NO, HEPL Recruitment ref No, Designation, Follow up (It must headers like S.NO, Follow up status, Created on, Offer released details – Closed salary, salary review, joining type, date of joining, remark, created on), Document status. – **Offers rejected** should contain following details with headers as S.NO, Candidate name, RFH NO, Designation, Follow up (It must headers like S.NO, Follow up status, Created on, Offer released details – Closed salary, salary review, joining type, date of joining, remark, created on), Document status.
8	**Dashboard**	**Dashboard** it includes sub menus namely Business KPI, Hourly score card, Recruiter KPI, Client score card, CV score card and MTD with FTD. – **Business KPI** need to be with filter options such as date with updated calendar, KAM, Recruiter with drop down option, billable with select option as(Billable and non billable) with clear tab. • This menu page contains 3 divisions of header. Below point is common for all the 3 divisions of header. • This can be downloaded in PDF or CSV format or else user copy the data with copy option and can use it for various purposes

		and so user can print the company list using print option. • It need to show the potential earning details with header options namely S.NO, position, mandates(MTD), Mandates EOLM, Potential earnings in MM(MTD), Potential earnings in MM(EOLM). • It need to show the Gross profit details with header options namely S.NO, position, mandates (MTD), Mandates EOLM, Gross profit (MTD), Gross profit (EOLM). • It needs to show the positions detail with header options namely S.NO, month, candidate abscond, offer rejected, rejected on L3, position dropped and position lost. • And also it will display the graph with current mandates. – **Hourly score card** need to be with filter options such as date with updated calendar, KAM, Recruiter, Client name and position title with drop down option, billable with select option as(Billable and non billable) with clear tab. • In the drop down option 15, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries. • The user can search through Employee Id or Name in search option tab. • This list can be download in Excel format and colvis having drop down option which includes the header option. • It should have following details along with header options namely S.NO, recruiter, position working, interviews, offers, with schedule timing and Total CV counts. – **Recruiter KPI** need to be with filter options such as date with updated calendar, KAM, Recruiter, Client name and position title with drop down option, billable with select option as(Billable and non billable) with clear tab. • In the drop down option 15, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the

		entries. • The user can search through Employee Id or Name in search option tab. • This list can be downloaded in PDF or CSV format or else user copy the data with copy option and can use it for various purposes and so user can print the company list using print option and colvis having drop down option which includes the header option. • It should have following details with header options namely S.NO, recruiter, opening positions, FTD sourcing, New positions, CVs submitted, Interviews, offer released, drop out, opportunities lost, projected revenue for next day and projected revenue for MTD. – **Client score card** need to be with filter options such as date with updated calendar, KAM, Recruiter, Client name and position title with drop down option, billable with select option as(Billable and non billable) with clear tab. • This page can be download in excel format**.** • It need to be with headers like S.NO, Client name, Position, Number of positions, Total potential earnings, CV count. – **CV score card** need to be with filter options such as date with updated calendar, KAM, Recruiter, Client name, position status and position title with drop down option, billable with select option as(Billable and non billable) with clear tab. • The user can search through Employee Id or Name in search option tab. • This list can be downloaded in PDF or CSV format or else user copy the data with copy option and can use it for various purposes and so user can print the company list using print option and colvis having drop down option which includes the header option. • It must have following headers as S.NO, client name, position, number of positions, CV count, profile rejected as irrelevant , interview scheduled with hiring manager , L1 interviewed , Profile rejected on L2, CTC negotiation, offer released and offer

		rejected. – **MTD with FTD** need to be with filter options such as date with updated calendar, KAM, Recruiter, Client name and position title with drop down option, billable with select option as(Billable and non billable) with clear tab. • The user can search through Employee Id or Name in search option tab. • This list can be downloaded in PDF or CSV format or else user copy the data with copy option and can use it for various purposes and so user can print the company list using print option and colvis having drop down option which includes the header option. • In the drop down option 15, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries. • It must have following headers such as S.NO, recruiter, opening positions MTD, FTD sourcing, new positions, CVs submitted MTD, CVs submitted FTD, interviews MTD, interviews FTD, offer released MTD, revenue for MTD, offer released FTD, revenue for FTD, Drop out MTD, Revenue for MTD, Drop out FTD, revenue for FTD, opportunities lost, projected revenue for next day, projected revenue for MTD.
9	**Users list**	**Users list** should have Add user tab it include EMP ID, Name, Email as input field, Designation with drop down and submit tab. – This list can be downloaded in PDF or CSV format or else user copy the data with copy option and can use it for various purposes and so user can print the company list using print option and colvis having drop down option which includes the header option. – In the drop down option 15, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries. – The user can search through Employee Id or Name in search option tab. – It must be with following headers like S.NO, EMP ID,

		Name, Designation, Email, Team and action. • Action it includes Reset password, delete and edit option (edit option contain Name, Designation, Email, Team as input field with update tab).
10	**Client list**	**Client list** must have Add client tab which includes Client name, Email as manual entry, mobile number with up down button, recruit BDM with drop down, save and close tab. – In the drop down option 15, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries. – The user can search through Employee Id or Name in search option tab. – It needs to be with headers as client name, Recruit BDM, Email, Mobile and Action. – Action should have Delete and Edit option (Edit option contain client name, Email as input field, Mobile number with up down button, save and close tab).
11	**Deleted request**	**Deleted request** should contain Advanced filter tab it includes from date and to date with updated calendar, Position title, Location, Client name, Request raised by (name) as input field, Position status with drop down option, Action with clear tab. – This list can be downloaded in PDF or CSV format or else user copy the data with copy option and can use it for various purposes and so user can print the company list using print option and colvis having drop down option which includes the header option. – In the drop down option 15, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries. – The user can search through Employee Id or Name in search option tab. – It should contain headers options as S.NO, RFH NO, Client name, Position title, NO. Of position, Position ageing, open date, location, Remark, Assigned status and action. • Action which includes should contain advanced filter tab it includes from date and to date with updated calendar, Position status, recruiter with drop down

		option and Action with clear tab. • This list can be downloaded in PDF or CSV format or else user copy the data with copy option and can use it for various purposes and so user can print the company list using print option and colvis having drop down option which includes the header option. • In the drop down option 15, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries. • The user can search through Employee Id or Name in search option tab. • It need to be with header options such as S.NO, Candidate name, position, candidate source, gender, CV, follow up, position status and recruiter.
12	**Change password**	**Change password** contain New password and Confirm password as input field with submit tab