Specifications Document

for

Application Tracking System

Development

Date: 11-Jun-2025

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Purpose:

This document serves as the single source of truth between **UPWARDIQ** and **IMPAXIVE SOLUTIONS** for the design and development of an **Applicant Tracking System (ATS)**. It defines the scope, modules, workflows, roles, technology stack, and assets required, ensuring clarity throughout the project lifecycle.

Recruiter / TA Team - Modules:

- Create & Manage Candidate Profiles - Candidate Profile Management

Hiring Manager - Modules:

- Create & Manage Job Requirements - Job Requisition Creation

- Interview Feedback

- Status Update

- Offer Approval

HR Administrator - Modules:

- Create & Manage Users

- Access to reports

Platform Admin - Modules:

- Create & Manage Users

- Complete access to application

Core Functionality

Job Requisition Management

- Create, edit, delete and track requisitions

- Fields: Job Title, Department, Hiring Manager, No. of Openings, Job Description, Skills, Experience, Status, *Remarks*

Candidate Profile Management

- Create & manage candidates manually by filling up the relevant form fields (these fields to be provided)

- Link to job requisitions

- Track status & history

Recruitment Workflow

The following candidate status journey is enforced:

1. **Sourcing:** Application Received

2. **Internal Screening:** Screen Select / Reject / Duplicate

3. **Client Submission:** Feedback Pending → Select / Reject / Hold

4. **Interview:** L1 / L2 / Final, Select / Reject / No Show

5. **Offer Management:** Selected → Confirmed / Dropped

6. **Closure:** Positions Closed / Filled

Status Control Logic

- Only *Hiring Managers* can change candidate status

Communication & Notifications

- Automated Email alerts for new requisition & reports to main stakeholders (optional via Email Gateway)

Reporting and Analytics

- Reports - Tabular format
    - **Requisition-Wise Report:** View detailed metrics and progress for each job requisition.
    - **Status-Wise Report:** Track candidates across multiple statuses
    - **Recruiter-Wise Report:** Monitor performance and activities of each recruiter
- Export Options: Excel downloads by date filters

Additional Modules

- Search & Filtering - Search by Status or Skills or Candidate Specific Information

Assets Required from Client

- Domain & SSL

- VPS Hosting Server

- Email Gateway (Optional)

Technology Stack

- Front End - React Js ; Back End - Node js

- Database - PostGreSQL

- Deployment - VPS

Project Plan

#	Description	Start Date	End Date	Comments
1	Requirements Sign-off	11-Jun	11-Jun	IMPAXIVE will provide the technical specifications document incorporated with the requirements suggested for the sign-off from UPWARDIQ
2	Design & Development	12-Jun	19-Jun	Screens design and development, back end services development, integrating both front end and back end
3	Demo	20-Jun	20-Jun	Showing the product demo to client
4	Incorporating Demo Feedback Unit Testing	23-Jun	24-Jun	Incorporating the demo feedback and performing developer level testing (unit testing)
5	UAT	25-Jun	26-Jun	Client testing
6	Bug fixes (if any)	27-Jun	27-Jun	Fixing the bugs as reported by client after UAT
7	Go Live / Deployment	30-Jun	30-Jun	Go - Live