



# Technical Assessment: Document Review & Approval Workflow Module

## Document Review & Approval Workflow Module

**Technologies expected:** React, Figma, modern front-end practices

### 1. Background

Your organization is developing a new **Document Review & Approval Workflow Module** within its internal employee portal. This module will replace the current manual process where employees submit documents via email or shared folders, causing delays, inconsistent formats, and lack of traceability.

The new module will centralize the submission, review, and approval of various employee-related documents. These documents are required at different stages of the employee lifecycle (onboarding, contract renewal, compliance checks, promotions, etc.).

The system must support multiple document categories, each with its own metadata requirements and review needs:

### Document Categories

#### Identification Documents

- National ID Cards
- Passports
- Residence Permits
- Driver's Licenses

#### Employment Documents

- Employment Contracts
- Contract Amendments
- Non-Disclosure Agreements
- Work Permits

#### Educational & Certification Documents

- Diplomas



- Degrees
- Professional Certifications
- Training Certificates

### **Supporting Documents**

- Utility Bills
- Bank Statements
- Reference Letters

Each document type may require different metadata fields (e.g., passport expiration date, contract start date, certification issuer). The module must be flexible enough to support these variations.

The front-end developer is responsible for:

- Interpreting business requirements
- Designing wireframes in **Figma**
- Implementing the UI and workflow in **React**
- Ensuring a smooth, intuitive user experience for both employees and reviewers

This assessment evaluates your ability to think through UX, structure a workflow, and implement a functional front-end solution.

## **2. Business Requirements (Provided by the BA)**

### **2.1 Module Overview**

The **Document Review & Approval Workflow Module** will allow employees to upload documents, complete metadata forms, submit them for review, and track their status. Reviewers (HR, Compliance, Operations) will be able to review submissions, request changes, and approve documents.

### **Key Objectives**

- Provide a centralized, structured document submission process
- Ensure consistent metadata collection
- Enable efficient review and approval
- Provide clear status visibility and real-time feedback
- Maintain a complete audit trail



- Support multiple document types and workflows

## User Roles

1. **Employee (Submitter)**
2. **Reviewer (HR / Compliance / Operations)**
3. **Administrator (optional)**

## High-Level User Journey

1. Employee selects a document type
2. Employee uploads files
3. Employee completes metadata form
4. Employee submits for review
5. Reviewer reviews and approves or requests changes
6. Employee updates and resubmits
7. Reviewer performs final approval
8. Document is marked as **Approved**

## 3. Workflow Stages

The workflow includes the following statuses:

1. **Draft** – Files uploaded but not submitted
2. **Submitted** – Awaiting review
3. **In Review** – Reviewer is evaluating
4. **Changes Requested** – Reviewer requires updates
5. **Resubmitted** – Employee has made changes
6. **Approved** – Final approval completed

Each status change must trigger a **banner notification** at the top of the screen.

## 4. Functional Requirements

### 4.1 File Upload

- Support PDF, DOCX, JPG, PNG



- Multiple file uploads
- Display file name, size, and remove option
- Validate file types and size
- Drag-and-drop

#### **4.2 Metadata Form**

Fields vary by document type but may include:

- Document Title
- Category
- Description
- Expiration Date (for IDs)
- Issuing Authority (for certifications)
- Contract Start/End Dates (for employment documents)

Form must support:

- Editing
- Validation

#### **4.3 Review Screen**

Reviewers must be able to:

- View uploaded files
- Add comments
- Change status to:
  - **Approved**
  - **Changes Requested**

#### **4.4 Status Banners**

Examples:

- “Your document has been submitted for review.”
- “Reviewer requested changes.”
- “Your document has been approved.”

Banners must be:



- Contextual
- Dismissible
- Accessible

#### **4.5 Activity Timeline (Optional)**

Shows:

- Status changes
- Timestamps
- User who performed the action

### **5. Your Tasks**

#### **Task 1 — Create Wireframes in Figma**

Create wireframes for the following screens:

1. **Document Upload & Metadata Form**
2. **Document Review Screen**
3. **Status Overview Screen**
4. **Activity Timeline (optional)**

#### **Task 2 — Build the Front-End in React**

##### **Required**

- File upload component
- Metadata form
- Status banner component
- Status workflow logic (mocked API allowed)
- Review screen with comments
- State management

### **6. Deliverables**

1. **Figma link** /Screenshots for wireframes



2. **Code solution** with React implementation

3. **README** including:

- Setup instructions
- Assumptions
- Component architecture
- Notes on workflow logic

## **7. Evaluation Criteria**

The candidate will be evaluated on their ability to design clear, usable, and accessible wireframes with a logical workflow and strong visual hierarchy, implement well-structured and readable React components with solid state management, error handling, file upload functionality, and status transitions, and clearly communicate their reasoning, demonstrate understanding of the workflow, and confidently question unclear requirements.

Best of luck with the task!