

Internship Management System Documentation

- The Internship Management System contains three dashboards for three roles: **Admin, Student, and Employer.**
- The main dashboard will have three buttons, each labeled with a role name, which will navigate to the respective dashboard when clicked.
- Each role will have its own dashboard with login and forgot password features.
- The forgot password process will be automated, allowing users to reset their password via email.
- The system is titled **“Industrial Training System.”**
- **Navigation Menu** on left of the system with logo on PCN and system title

Admin Dashboard

Login and Password Management

- Login: Requires work email and password.
- Forgot Password: Users can enter their work email to receive an automated password reset link via email. Once reset, the new password will also be updated in the database

Admin Dashboard Pages

1. Add New Admin Page

- Allows the admin to add new administrators to the system.
- Required details: Name, Contact Number, Work Email, and Password.

2. Student Management Page

- Displays student data from the database in a table format.
- Columns include: Student Name, Student ID, Status (e.g., Applied, Not Applied, Employed), and Resume (with a button to view the resume).
- Includes CRUD functions to:
 - Add new students
 - Update student details
 - Delete student records
- Required details to add a student: Name, Student ID, Student Email, Password, and Course Taken.

3. Employer Management Page

- Displays employer data from the database in a table format.
- Columns include: Company Name, Contact Number, Company Admin, and a Company Profile button (opens a popup with company details).
- Includes CRUD functions to:
 - Add new employers
 - Update employer details
 - Delete employer records
- Required details to add an employer: Company Name, Company Email, Contact Number, and Password.

4. Post Reminder Page

- Contains a form where the admin can create and send reminders.
- Required fields: Title, Description/Notes, and a Category Dropdown (options: Reminder or Deadline).
- Once submitted:

The reminder will be sent automatically via email to all students.

It will also be saved in the database and displayed in the Student Dashboard.

Admin can also upload documents like consent form or whatever attach upload in reminder

5. Analytical Report Page

- Displays overall system reports in both numerical and graph/chart formats.
- Includes key analytics such as:
 - Total Students
 - Students Applied for Internship
 - Assessments Completed
 - Offers Accepted
 - Offers Rejected
 - Industry Count
 - Interviews Scheduled
 - Interviews Attended
 - Interviews Rejected

6. Main dashboard page

- Overall overview of the system like welcome back admin name - some welcoming sentence ..
- Quick navigation button to student management, employer management and analytical report page
- Progress chart for total student count, applied intern count in numbers and assessment completed count in percentage
- Then reminder shortcut with showing calendar and on right will show add reminder with title and choose date and message with submit button

Employer Dashboard

Login and Password Management

- Login: Requires work email and password.
- Forgot Password: Users can enter their work email to receive an automated password reset link via email. Once reset, the new password will also be updated in the database

Employer Dashboard Pages

1. Company Profile Page

- Employers must fill in their company information, including:
- Company name
- Headquarters
- Website URL
- Email
- Contact number
- Year founded
- Industry
- Fax number
- Office hours
- Company logo

A Submit button will save all details to the database.

2. Post Jobs Page

This page shows some information and instructions before posting a job.

The job posting form includes:

- Job title
- Job type/position type
- Job category/department
- Work mode
- Job description
- Requirements

The Post button will save the job into the database and send it to the student dashboard.

3. View Job Listing Page

Employers can:

- View the jobs they have posted
- Edit job details
- Close applications (changes the status in the database)
- If an application is closed, the button changes to Open Application.

Only jobs with Open status will be displayed on the student dashboard.

4. View Applications Page

Employers can view applications submitted by students.

Data retrieved from the database includes:

- Job title
- Student name
- Student ID
- Course
- Student email
- Contact number
- Assessment results (generated in the student dashboard)

- Student photo

Features:

- View Resume button
- Accept Application or Reject Application

If Accept:

- A pop-up form appears to schedule the interview with:
- Date
- Time
- Mode (online or face-to-face)
- Notes

Submitted details will be saved to the database.

If Reject:

- A pop-up form will require a reason for rejection.

The application status will be updated in the database.

If no action is taken, the status remains Pending.

5. Employment Report Page

Displays a summary table including:

- Job title
- Number of accepted, rejected, and pending applications
- Interview schedules and attendance count (attending vs. not attending)
- Interview mode statistics
- All data reflects activities from the employer dashboard.

6. Interview Schedule Page

Shows the list of students scheduled for interviews, along with all details entered by the employer during application acceptance.

Features:

- Offer Accepted or Offer Rejected buttons
- If accepted → student status changes from Unemployed to Employed.
- If rejected → a reason must be provided and the student status remains Unemployed.

Additional:

After the interview time and date have passed, a reminder appears:

“Please complete the interview schedule.”

7. Main Dashboard Page

Displays an overview of employer-related data, including:

- “Welcome Back, [Employer Name]”
- Company profile card showing:
- Company name
- Address
- Contact number
- Fax number
- Email
- Office hours
- Charts displayed:
- Job applications count
- Interview scheduled count
- Offers accepted count

Student Dashboard

Login and Password Management

- Login: Requires work email and password.
- Forgot Password: Users can enter their work email to receive an automated password reset link via email. Once reset, the new password will also be updated in the database

1. Profile Page

Students must fill in their details such as:

- Name
- Student ID
- IC number
- Course
- Student email
- Gender
- Marital status
- Age
- Contact number
- Academic advisor
- Emergency contact

After completing the form, the student clicks Save Profile to store the data in the database.

If the student's data already exists in the database, the details will automatically display on the page.

The Edit Profile button will be enabled so the student can update their information.

The student will also be able to upload the consent form together with their updated profile.

2. View Jobs Page

Students can view all jobs posted by employers.

They can filter jobs by:

- Job type/position
- Job category/department
- Work mode

Displayed job details include:

- Job title
- Company name
- Job description
- Requirements
- Other related information retrieved from the database

When the student clicks Apply Now, their resume will automatically be attached to the application.

If the student has not generated their resume, a pop-up message will appear:

“Please complete your resume generation before applying for jobs.”

3. Applied Jobs Page

Students can view the list of jobs they have applied for.

Displayed information includes:

- Company name
- Date applied
- Status (Offer Accepted, Rejected, Interview Scheduled, Accepted, or Pending)
- All data is shown in a clear table format.

4. Interview Scheduled Page

Students can view interviews scheduled for their accepted applications.

Displayed details include:

- Job title
- Company name
- Status (Approved or Rejected)
- Interview date and time
- Interview mode (Online or Face-to-face)
- Notes provided by the employer

Students can choose to Accept or Reject the interview.

If the student accepts the interview:

- Their status changes to “Student Attending the Interview.”
- After the interview date and time have passed, the interview section will display:
 - Offer Accepted button
 - Offer Rejected button

If Offer Accepted:

A pop-up form appears requiring the student to upload the internship offer letter.

If Offer Rejected:

The process continues without changing the employment status.

5. Generate Resume Page

The resume generation process has 5 AI-integrated steps.

Step 1: Personal Information (5 Sections)

Section A – Personal Information

- Full name
- Date of birth
- Gender
- Contact number
- Email address
- LinkedIn profile link
- GitHub/portfolio link
- Address

Section B – Career Objective

- A text box for the student to write their objective.

Section C – Education Details

- Institution/university name
- Degree/Diploma in
- Major field of study
- CGPA

Section D – Skills

- Technical skills
- Soft skills
- Language proficiency
- Section E – Projects/Coursework
- Project title
- Description
- Tools/technologies
- Role/contribution
- Add More Projects button

Section F – Internship/Work/Volunteer Experience

- Organization name
- Role/position
- Duration
- Key responsibilities/achievements
- Add More Experience button

At the bottom, the student will see:

- Reset Form
- Save Draft
- Next Step

All data is saved to the database before moving to Step 2.

Step 2: Fluency Assessment

Displays instructions and tutorial video.

Click Start Assessment to begin.

The assessment includes 5 random AI-generated questions:

Each question shows:

- Category
- “Question X/5”
- Recording button
- After recording, the duration is displayed.
- Student can click Next or Record Again.
- After all 5 questions:
- “Fluency Assessment Completed” screen appears showing:
 - Score
 - Level (e.g., Intermediate, Advanced)
 - AI-generated feedback summary
 - Click Proceed to go to Step 3.

Step 3: Knowledge Assessment

Shows instructions and Start Assessment button.

Then the screen displays:

- Title: Step 3 Knowledge Assessment
- Question 1/10
- Category: based on the student’s course saved in the database
- Multiple-choice answers
- Submit button
- The system moves through all 10 questions.
- After Question 10:
- Displays Knowledge Assessment results:
 - Score
 - Level
 - AI feedback summary
 - Click Proceed to move to Step 4.

Step 4: Experience Assessment

Shows instructions and Start Assessment button.

- Then the next screen shows:
- Scenario
- Question with 4 options
- Submit button
- There are 10 questions.
- After completion:
- Displays Experience Assessment results:
- Job readiness score (e.g., 1–10)
- Level
- AI feedback summary
- Click Proceed to go to Step 5.

Step 5: Resume Generation

Displays instructions and Generate Resume button.

Then shows AI processing steps:

- Integrating assessment scores
- Creating resume summary
- Formatting layout and sections
- Finalizing resume design
- Estimated waiting time
- Once completed:
- Complete button becomes active
- Next screen displays:
- Resume Generation Complete

Your AI-generated internship resume is ready.

Below that:

- Resume preview
- View Resume button
- Download PDF button