Business Requirement Specification for Change Request.

1	GENERAL INFORMATION

1.1   Name of the project   : **Campus Process Automation**

1.2   Initiating group name & code   : HRMG

1.3   Cost centre   : SHRD

1.4   Name of Application Impacted   : HireCraft (New Recruitment Management System)

1.5   Name of module(s) in the above
Application that would be impacted   : HireCraft

1.6   Contact person from initiating group
In case of doubts/clarifications   :

    Name   : Trijya Saini

    Employee no.   : 414937

    Designation   : HR Manager

    Reporting authority of contact person:

    Name   : Shahaan Vishwanathan

    Employee no.   : 364913

    Designation   : HR Manager

2	DETAILED INFORMATION

1.1   Business Requirement   :

We are proposing automated process for campus selection

1.2   Proposed System change required   :

Job Opening and viewing Job Applications

1. Once the slot is finalized with the campus, the campus team will enter the following details in the system:

   - Campus Name
   - Process Type: Summers/ Finals
   - Process Date and Time
   - Placement Committee ID
   - SPOC name
   - SPOC email id
   - Campus team process owner's employee id

   After this a group indent will be created - *Ok*

2. The open requirements as shared by the campus team to be created as Group Indent on Hirecraft specifically for a particular campus. For example IIM Bangalore to have a specific group indent and IIM Indore another group Indent. The source of this indent will be tagged as campus *– Ok – isCampus to be used and same to be included in the api*

3. An email will be sent to the placement committee with the application form link – *Concerned RM will send the application to Campus*

   Commented [TS/1]: ok

4. The campus team should be able to search all indents with source as campus and get a downloadable excel, which contains the count of applicants in different status *– Ok - Campus to be added in the indent type filter*

5. Additionally, as soon as the indent is created, a link is generated to the applicants for that particular campus only, which directs the applicants to a page on ICICI Careers where he/she is required to enter all the details (35 fields) as well submit both undertaking (general undertaking and campus undertaking). Subsequently applicant ID is generated for those applicants who apply using this link and are tagged to the respective group indent *– Ok – Pls share the URL and 'others' to be added in the institute name*

6. While entering college name "Others" option will be enabled for the campus applications *- Ok*

7. Applicant ID should be mailed to the student along with password for future reference – *An automated mail will trigger from Hirecraft with login details – Registration mail from ICICICareers*

8. Applicants should be able to upload the updated CV/edit the CV in case of Not shortlisted/No show/PI Reject/GD Reject applicant within a year from the link itself (This is the case where applicants apply for both Summers and Finals) –*Please clarify the requirement.*

> **Commented [TS/2]:** Applicants should be able to update their CVs if they have already uploaded one in the previous year. Two separate indents for Summers and Finals will be created and respective applicants as and when they apply again should be mapped to that indent and must be allowed to update their CVs

9. On clicking the number of applicants in each of the indent, the entire applicant details should appear in "Applicant Search" window and the data along with CVs should be downloadable - *Ok*

Panel Creation by Campus Team -isCampus to be added

1. Based on the number of applications and shortlist, the campus team should have the option of entering the following details for creating panels:
   - Number of panel
   - Business panelist employee id
   - HR panelist employee ID – *RM will create the panels in Hirecraft*

2. All other details like email ID etc should be picked up from GAL – *Business panelist should take access by raising LAM*

3. The campus team should have access of editing it at all times – *Yes, editable at any time*

Shortlisting Process and OPQ Assignment

1. After these applications are received, HC should allow the user to change the status of applicants to "Shortlisted" and "Not Shortlisted or "Waitlisted" manually as well. HC should also allow the campus team to do a bulk upload of shortlist status as shortlisted/ waitlist/ not shortlisted of all applicants, which can change the status on system automatically – *Ok* – *'Waitlisted' status to be added under 'Sourcing' stage*

2. Waitlisted status to be available only if the group indent is made with campus as a source – *Ok*

3. Soon after status change, OPQ mail should get triggered to the shortlisted and waitlisted applicants along with the SMS/WhatsApp – *Ok* – *OPQ to be triggered to shortlisted and waitlisted candidates.*

4. If the score is low, OPQ should be reassigned automatically to the applicants along with the mail and SMS/WhatsApp notification - *Ok*

5. The OPQ Report should automatically flow to Hirecraft - *Ok*

6. If there is an instance where the Students inform that they have not received the OPQ, there should be a feature for the campus team to re-trigger the OPQ – *RM will be able to manually trigger the mailer to candidate* – <mark>Manual trigger of mail to be enabled in Tallint</mark>

7. HC should also allow the campus team to download the details of applicants who have completed their OPQ /Not completed along with their scores - *Ok*

GD Process – <mark>***Shortlisted, OPQ completed and isCampus candates are to be sent to STEP using HC api***</mark>

1. Indent owner to be given an option to directly move to STEP or schedule interviews directly – *RM can skip STEP, if needed. Shortlisted candidates can be scheduled.*

2. Once moved to STEP, Applicant details **who have completed OPQ –** *Should we send only completed candidates?* to be moved to the STEP platform – *Hope all shortlisted candidates are to be sent to STEP and if the candidate is selected in GD and has not completed the OPQ, RM can ask to complete the same before attending the interview.*
   a. Applicant ID
   b. Applicant Name
   c. Campus Name
   d. Batch Year

3. GD Groups to be created on the STEP Platform following the naming convention as follows:<Campus Name>_<Batch Year>_<Summers/ Finals>_Group 1 – *Groups will be created by RMs on STEP*

4. RM should be able to add each and every applicant to a particular GD group by clicking on '+' sign besides each applicant - *Ok*

5. The list of GD groups should then display to the RM on STEP Platform as follows.
   a. <Campus Name>_<Batch Year>_Group 1 - *Ok*
   b. <Campus Name>_<Batch Year>_Group 2
   c. <Campus Name>_<Batch Year>_Group 3

   Then each applicant can be added to a particular GD Group

6. Case study to be assigned to these applicants which would be non-downloadable and not permit screenshots - *Ok*

Commented [TS/3]: Only OPQ completed cases to be moved to STEP Platform.Only then they can attend the GD

7. The RM should have an option to choose from a list of cases for a particular group – *Cases are to be created by RMs prior to creation of groups*

8. The RM should be given control to toggle on and off – the duration when the case will be visible to the selected group. When switched on, the link should get triggered to those applicants in the GD group. Login instructions should be given on the STEP Page. When turned off, the candidate should no longer be able to view the case study. Link should be unique and get disabled as soon as one GD ends (For eg when the panelist toggles on for group 1, a unique link is created- on toggling off, the link gets permanently disabled. When the panellist, toggles on for group 2, a new fresh link will get triggered.) - *Ok*

9. On clicking on any particular group, the following details should appear
    a. Applicant ID
    b. Applicant Name
    c. HR GD Comments
    d. Business GD Comments
    e. GD Shortlist/GD Reject/No Show – *What is GD shortlist? Do you need the status to appear against each group so that the RM can update the status?*

10. After the GD is done, HR panellist should be able to change the status of applicants to GD Select/GD Reject/No show/Hold along with the comments entered by the HR panellist – *RM will be able to change the status of candidates*

11. Once there's a tagging of GD select/ GD Reject/ No show against each and every applicant, a "conclude GD" button option should be there. The system shouldn't let the panelists proceed until the "hold" status is updated to select or reject – *Where did we update the status as 'hold'? and when we select/reject all the candidates, why do we need conclude GD?*

12. As soon as the GDs are concluded, the list of all GD selects will be visible to the panellists – *will be visible both on Hirecraft and STEP*

Interview Process

1. From the list of GD selects visible to the panelists, they can select the name of the person they are going to interview – *Interview scheduling and evaluation happens on RM portal just like 'walkin' interviews*

2. In case of multiple panels running simultaneously, the name selected by panel 1 will get disabled and panel 2 will have to select from the remaining - *Ok*

Commented [TS/4]: We can have the status against each applicant so that RM can update the status

Commented [TS/5]: Hold is one of the statuses mentioned in point 10.Even if conclude button is not there,system shouldn't let the panelist proceed unless all the applicants are either selected/rejected

For eg: there are 15 GD selects visible to Panel 1 and Panel 2 before PIs start. Panel 1 selects a candidate's name and starts the interview. Panel 2 will now be able to see only 14 names as active - *Ok*

3. The GD Comments of HR panelist, CV and OPQ should be visible for the RM on RM Portal - *Ok*

4. The current IES will have to be replicated in the digital format. With the following character limit:

- OPQ; Pen picture: Minimum 40 words
- Functional Knowledge/ Areas of further probe: Minimum 30 words – *The evaluation form will be similar to what we have currently. RM has to capture their mandatory remarks in the evaluation form*

5. After each interview the RM should have the option of updating the status as PI select/ PI reject/ hold. A "no show" option should be available in PI status as well - *Ok*

6. Start time and end time of the interviews can be automatically captured by the system. Start time will be as soon as the person selects the candidate's name from the GD shortlist and end time will be as soon as the status is updated for the first updated as select/ reject/ hold.

7. As soon the status is updated as select, RM should be prompted to input role for which he/she can be considered. Options to include: Retail Sales/ RM, Corporate Sales/ RM, Retail Credit, Corporate Credit/ Risk, Others (please specify). This should be a mandatory option - *Ok*

8. As soon as all PIs are done, the system should flag off "hold" cases. Only once all PI statuses are updated as select/ reject/ no show, the system should show a "Conclude PI" button (denoting process is over) – *Ok, what if RM does not conclude for any reason.*

9. Once the conclude PI button is clicked, an automatic mail will go the business panelist with the names of the selects. The mail should have an in built approve button – *What if business panellist rejects? HR call will be final and HR has already selected the candidates which means they are treated as selected, though the business panellist rejects them.*

10. As soon as the business panelist clicks on approve, a consolidated mail should get triggered to the campus team process owner and the indent creator stating the details of the interview select/ reject/ no show cases along with the role match (as applicable) – *this is against the existing policy of interview, please discuss.*

11. No mail should get triggered to the applicants - *Ok*

12. Indent owner will subsequently share the confirmation mail with the placements coordinators of respective campuses manually - *Ok*

13. Upon the completion of the placement season, at a suitable time the indent owner will move the approved cases to Photon - *Ok*

> **Commented [TS/6]:** We can have first business panelist approval then subsequently RM can proceed and mark the status

> **Commented [TS/7]:** Details to be mailed to the indent creator

1.3   Benefits envisaged from the proposed changes in terms of cost / man-days saved / risk mitigation etc.   : **Campus Process revamp - digitalization**

1.4   Risk Analysis from Process / product Perspective:

1.5   List out any specific Interface Requirements:

1.6   Please specify test scenarios for testing of the functionality

S No	Test Cases	Test Details	Expectation
1	Application	The applicant should be able to apply using the link	The applicant details should be tagged to the respective indent.
2	STEP GD Case study Assignment	Case study should be automatically triggered to shortlisted applicants	STEP Link will be triggered
3	Movement across HC and STEP	GD Remarks along with the status for all applicants to be subsequently moved to HC	All the details are captured on Hirecraft from STEP Platform
3.	Mail triggers(OPQ)	OPQ mail should be triggered to all shortlisted applicants along with	Mail and SMS is triggered successfully

		reassignment along with SMS	
4	Interview	The RM should be able to take the interview using the RM Portal. CV and OPQ along with GD Remarks should be available on the RM Portal. Selection should be made along with role preference	The RM should be able to successfully select the applicant and capture the role preference

2.7 Functionalities / Modules (Ignore if no impact on functionalities. Else please describe the following for each new functionality, or for changes in any existing functionalities)

1	Description	Description of the function / module covered
2	Assumptions	
3	Functional Requirements	

4	Interfaces
	   − Internal
	   − External	

5	Communications	

1.7   Priority: HIGH / MEDIUM / LOW

HIGH priority.

2.9 Security Requirements and Testing

(Security requirements relating to system access control, authentication, transaction authorization, data integrity, system activity logging, audit trail, security event tracking and exception handling should be defined here.)

3   REPORTS

(Ignore if no impact on reports. Else please describe the following for each new report, or for changes in any existing reports).

3.1   Report Name

3.2   Frequency (Daily / Monthly)

3.3   Selection Criteria

3.4   Sort Order

3.5   Processing (Brief on processing to be done in the report)

3.6   Information (Mention fields to be printed with grouped properly)

3.7   Consolidation (Mention summary information, group totals, grand totals, if any)

3.8   Format of the report with dummy data (as close to actual data as possible)

5	Date by which the project needs to go live: 30 April 2020

6	Name and designation of Business user head: Abhijit Bhattacharya