

QA Interview Test

Pre-interview Test

13 February 2018

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Vacancy Information

* Employee Type
Permanent

* Candidate Identified in accordance with Succession Plan?
☐ Yes ☐ No
Only valid for permanent positions

* Type of Requisition
Promotion

Search Employee

Please search for the succession candidate.

Candidate Details

Race
 Gender
 Current Business Unit
 Current Reporting Manager

* Business Unit

Please search and select a valid business unit

* Region

* Department

* Job Title

Position also known as

Alternative description of job title

* Grade

Select a pay grade

* Preferred Starting Date

* Replacement / Additional Staff
☐ Replacement ☐ Additional Staff

* Position Reports To

The person this position will report to

* Salary Being Offered

Minimum Salary Level:
 RE246 GS

Job Description and Personal Identification

* Drivers License Required
☐ Yes ☐ No

* Minimum Education Qualification

* Have you consulted your EE plan
☐ Yes ☐ No

* Race

* Gender

* Disabled
☐ Yes ☐ No ☐ Either

* Job Description and Duties

* Essential Experience / Knowledge / Skills

* Qualities

Figure 3: Internal Application Form

Use Case No:	1.1.1.1
Use Case Name:	Application form – Step 1
Goal in Context:	The user must be able to complete the application form.
Scope:	Online Application form
Preconditions:	<ul style="list-style-type: none"> The user must have role of Requesting manager. The user must have clicked on an internal staff requisition line item in the staff requisition list view
Success Condition	The user will be able to successfully complete Step 1 of the application form.
Failed Condition	1. The user will NOT be able to successfully complete Step 1 of the application form.
Primary Actor:	Requesting Manager
Trigger:	1. The Requesting will click on a line item which is an internal engagement type

RULES AND VALIDATIONS:

- The user will be able to navigate to the next page, by clicking the “Next” button, as soon as all required fields are completed
- The user will be able to save the details and complete the rest at a later stage, by clicking on the “Save & Submit Later” button.
- If the Applicant completed the application form using his/her own login and One Time Pin, then the RM will have view only rights on this page.

Personal Details:

Fields/ Buttons/ Feature	Display (Label)	Type	Validation/ Source/ Rule	Sample Data
Lookup field	Employee No:	Text	Name & Surname or Employee Number	Phillip De Beer 058989
Field	Title	Drop-down	- Only one can be selected. Required field.	Adv Att Mr
Field	Surname	Text	Required field. Alphanumeric only	Coetzee Munian
Field	Initials	Text	Required field. Alphanumeric only	PD PM AD
Field	First Name	Text	Required field. Alphanumeric only	Christine Johan
Field	Second Name	Text	Not required Alphanumeric only	Christine Johan
Field	Third Name	Text	Not required Alphanumeric only	Christine Johan
Field	Preferred Name	Text	Not required Alphanumeric only	Christine Johan
Field	Personal E-mail	Text	Required field. Email validation @.co.za / .com	name@domainname.co.za
Lookup field	Residential Address:	Text	- Required field. - Google address lookup, typeahead data will be displayed based on entered data. - Can enter data if no lookup data found	28,Moepel Klienbron Brackenfell Singel, Estate,
Field	Postal Code (Residential):	Numeric	-Required field. - Minimum of 4 characters -numeric only	7560
Checkbox	Same as Residential	Checkbox	-Not required - If selected then the postal address fields will be pre-populated with details of the	Moepel Crescent, , Cape Town, South Africa, 7560

			"Residential address".	
Field	Postal Code (Postal):	Numeric	-Required field. - Minimum of 4 characters -numeric only	7560
Field	Home Telephone:	Numeric	-Not required - Phone number validation (minimum 9, no spaces, Numbers only)	0312689200
Field	Work Telephone:	Numeric	-Required field. - Phone number validation (minimum 9, max 12, no spaces, Numbers only)	0312689200
Field	Cell Phone:	Numeric	-Required field. - Phone number validation (minimum 9, max 12, no spaces, Numbers only)	0832568978
Date-picker	Date of Application:	Date picker	-inactive (view only rights) -default to current date	2017-08-28

Personal Particulars:

Fields/ Buttons/ Feature	Display (Label)	Type	Validation/ Source/ Rule	Sample Data
Buttons	SA Citizen / No SA Citizen	Radio Buttons	-Only one can be selected -If SA Citizen is selected then Nationality field will default to South Africa, and SA ID number field will be available. -If Non SA Citizen selected then Nationality will be available for selection and Passport number field will be available.	SA Citizen / No SA Citizen

Field	Country	Drop-down	<ul style="list-style-type: none"> - Only one can be selected. - Required field. - Only active if Non SA Citizen is selected. 	Afghans Albanians Algerians Americans Andorrans Angolans Argentines
Field	Passport Number	Text	Required field.	925665416
Field	SA ID Number	Text	Required field. -refer to sub variation section	9003105014083
Field	Home Language	Drop down	Required field.	English Afrikaans Zulu
Field	Other Languages	Text Field	-Not Required -comma separate multiple inputs	English Afrikaans Zulu
Buttons	Valid Driver's License: Yes / No	Radio Buttons	-Required field -If yes is selected then display driver's license selections boxes, if no hide.	Yes No
Field	Drivers License: Light Vehicle	Drop down	-Not Required -codes displayed	B and EB
Field	Motorcycle	Drop down	-Not Required	A and A1
Field	Heavy Vehicle	Drop down	-Not Required	C,C1,EC1,EC
Field	Tax Reference Number:	Text Field	-Required field -if no tax number is entered then it must be compulsory to upload proof of tax registration -validation: numbers only, separated with / Format: xxxx/xxx/xx/x	2449/494/16/0
Upload	Attach Proof of Registration if No Tax Number Yet:	Upload functionality	-Upload is required if no tax reference number is entered. -upload PDF's -Jpeg	

			-PNG -Exclude .doc extension uploads due to security risks.	
Field	What Income Do You Expect (Gross P/M):	Text Field	-Required field -numeric only -cater for up to 2 nd decimal -no spaces -display currency in front of field	20000.00
Buttons	Medical Aid?:	Radio Buttons	-if yes is selected then display field: medical aid – drop down. -if no is selected then hide medical aid – drop down.	-Yes -No
Field	Medical Aid:	Drop down	-Required field -display options: Discovery Health, Moto Health	-Discovery Health -MotoHealth

Education and Training:

Fields/ Buttons/ Feature	Display (Label)	Type	Validation/ Source/ Rule	Sample Data
Field	Current Highest Qualification:	Drop down	-Required field -Options: Certificate/Diploma, Degree, Grade 12, Honours Degree, Masters degree.	SA Citizen / No SA Citizen
Upload	Attach Proof of Highest Qualification:	Upload	- Required field -upload PDF's -Jpeg -PNG -Exclude .doc extension uploads due to security risks.	.PDF

Add Tertiary Institution:

Fields/ Buttons/ Feature	Display (Label)	Type	Validation/ Source/ Rule	Sample Data
Field	From:	Date Picker	-Required field -Date can only be a date in the past.	2016-08-02
Field	To:	Date Picker	-Required field	2016-08-02

Field	Institution:	Text Field	-Required field	UNISA
Field	Part / Full Time:	Drop down	-Required field -Options: Part Time, Full Time	Part Time
Field	Qualification Name:	Text Field	-Required field	
Button	Add	Action Button	Button will only be active once all required fields complete. -Display validation to indicate to user incomplete fields. -Multiple Tertiary Institution details can be added.	+Add

Add Artisan Qualification:

Fields/ Buttons/ Feature	Display (Label)	Type	Validation/ Source/ Rule	Sample Data
Field	From:	Date Picker	-Required field -Date can only be a date in the past.	2016-08-02
Field	To:	Date Picker	-Required field	2016-08-02
Field	Qualification Name:	Text Field	-Required field	
Button	Add	Action Button	Button will only be active once all required fields complete. -Display validation to indicate to user incomplete fields. -Multiple Artisan Qualification details can be added.	+Add

Fields/ Buttons/ Feature	Display (Label)	Type	Validation/ Source/ Rule	Sample Data
Field	Other Significant Work Related Training Undertaken:	Text Box	-Required field -Text Input	Text
Button	Save & Submit Later	Action Button	-Active once one or more fields are complete	

			-Will store details entered and redirect to message stating details saved.	
Button	Next	Action Button	-Active once all required fields completed -details entered will be saved when user clicks on next.	

SUB-VARIATIONS**ID Number Validation:**

The following validations are performed:

The first 6 digits must represent a valid date format (YYMMDD),
Must correlate with the date of birth.

The 12th digit must be a "8" denoting that it is a bar coded ID number and

The last digit is the check digit for the modulus check.

Step 1: Add all the numbers in the uneven positions together,

Step 2: Multiply the numbers in the even positions with 2,

Step 3: Add the numbers in Step 2 together,

Step 4: Add the answer in Step 1 to the answer in Step 3,

Step 5: Deduct the 2nd digit of Step 4 from 10.

The answer in step 5 must correspond to the last digit of the identity number. If the answer in Step 5 consists of 2 digits, then the last one must match the last digit on the identity number.

Example: ID number is 7607035041081

Step1: $7 + 0 + 0 + 5 + 4 + 0 = 16$

Step 2: $673018 = 1346036$

Step 3: $1 + 3 + 4 + 6 + 0 + 3 + 6 = 23$

Step 4: $16 + 23 = 39$

Step 5: $10 - 9 = 1$ which is the last digit of the ID Number

**Secondary
Actors:**

N/A