1. Purpose & Intended Audience

Purpose: This document defines the requirements for a Company-Specific Recruitment Web Portal Application. The portal will streamline recruitment at Holtec by making it easy to post and edit jobs, apply for positions, and track applications. HR managers can efficiently manage applications, including processing documents and tracking applicants before and after they are hired. This will ensure a smooth and efficient recruitment process for everyone involved.

Intended Audience*:*

- Departments in need of Personnel
- Project Managers
- HR Department
- Recruits & Interns at Holtec

2. Scope

This web portal will include comprehensive features to streamline the recruitment process. Users will be able to sign up, log in, and authenticate securely, with specific roles for administrators, HR managers, and job applicants. The portal will facilitate job listing management, including creation, editing, filtering, and application submission. It will also implement validation processes to verify applicant qualifications and enable the management of profile details and document uploads.

Additionally, the portal will leverage AI for job and profile cross-analysis to match job requirements with applicant profiles effectively. A well-designed landing page and user interface elements will enhance the overall user experience. These features will work together to provide a seamless and efficient recruitment process for all users.

3. Glossary/References

Glossary:

- **Administrator**: A user with full access to the system.
- **HR Manager**: A user who can manage job postings, view applications, and communicate with candidates.
- **Applicant**: A user who can browse job postings, submit applications, and track application status.
- **Job Posting**: A description of a job opening within the company.

References:

4. System Environment Diagram / Business Process Flow Diagram

5. System Features Table

No	Name	Description
1	User Authentication	Allows users to register and log in to the system
2	Job Posting Management	Enables HR to create, edit, and delete job postings
3	Application Submission	Allows applicants to submit their applications online
4	Applicant Tracking	Enables HR to track and manage applicant statuses
5	Communication Module	Facilitates communication between HR managers and applicants

6. Use Case Diagram

***List of Functional Requirements**:*

- User Registration and Login
- Job Posting Creation and Management
- Application Submission and Tracking
- Communication Between HR and Applicants

***User Characteristics**:*

- **Administrators**: Technical personnel responsible for system maintenance.
- **HR Managers**: Company employees responsible for managing job postings and applications.
- **Applicants**: External users seeking job opportunities.

***List of Non-functional Requirements**:*

- Security: User authentication and role-based access control.
- Performance: The system should handle up to 10,000 concurrent users.
- Usability: The interface should be user-friendly and accessible.

## 7. Requirements Specification

***External Interface Specifications**:*

- **User Interface**: *Web-based* interface accessible via major browsers.
- **Backend**: *MVC* to connect our UI and Database together
- **Database**: *MySQL* database for storing user and application data.

Functional Requirements Table:

Use Case Name	Trigger Condition	Process Path	Exceptions	Extra Info
User Registration	User accesses the registration page	1. User fills out the registration form. 2. System validates input data. 3. System creates a new user account. 4. System sends a confirmation email.	If the email is already registered, show an error message. If validation fails, show specific error messages.	None
Job Posting Creation	HR Manager accesses the job posting page	1. The HR Manager fills out a job posting form. 2. System validates input data. 3. System saves the job posting. 4. System makes the posting visible to applicants.	If required fields are missing, show an error message. If validation fails, show specific error messages.	Job ID is auto-generated.
Application Submission	Applicant selects a job and clicks "Apply"	1. Applicant fills out application form. 2. System validates input data. 3. System submits the application. 4. System sends a confirmation email to the applicant.	If required fields are missing, show an error message. If validation fails, show specific error messages.	Attachments are supported.
Application Tracking	HR Manager accesses the applicant tracking page	1. HR Manager searches for applications. 2. System displays a list of applications. 3. HR Manager selects an application to view details. 4. System displays application details.	If no applications match search criteria, show a message.	Status updates are logged.
Communication	User sends a message via the communication module	1. User writes a message. 2. System validates input data. 3. System sends the message to the recipient. 4. System notifies the recipient of the new message.	If message content is empty, show an error message. If validation fails, show specific error messages.	Messages are timestamped.

Non-functional Requirements:

- **Entity Relationship Diagram**:
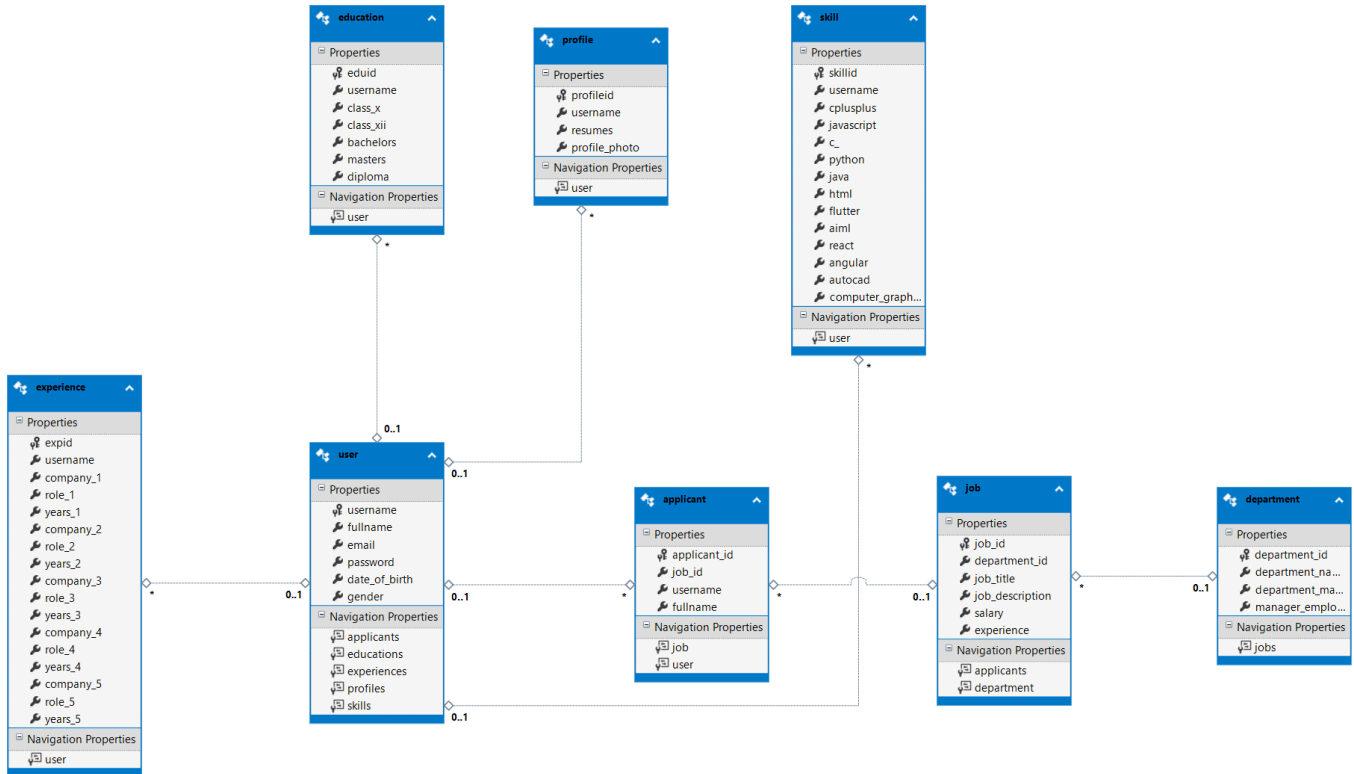
- **Entity-Relationship Table**:

Item	Type	Description
user	Entity	Represents a system user, and their authentication
applicant	Entity	Represents an applicant's submission
job	Entity	Represents a job opening
department	Entity	Represents the department of the team for the job
profile	Entity	Represents the details of the system user
skill	Entity	Represents the skills of an applicant
experience	Entity	Represents the experience details of an applicant
education	Entity	Represents the educational background of an applicant

Security Specifications*:*

- All user data must be encrypted in transit and at rest.
- System must implement role-based access control.
- Regular security audits must be conducted.