

**Purpose:** The purpose of the CV manager is to streamline the process of CV collection, its interview process and the management of CVs.

**Users:** This application will be used by HR team members and senior team member

**Workflow:** The workflow of the application is given in the page to follow. The explanation of the steps is given below:

1. **CV collection & Segregation:** The CVs from website and emails will be uploaded here and we can fill up the important characteristics of the CV
  - a. **Name**
  - b. **Phone**
  - c. **Email**
  - d. **References**
  - e. **Technology:** Dot Net, React JS, DevOps, QA etc
  - f. **Level:** Junior, Mid and Senior
  - g. **Salary Expectation**
  - h. **Experience**

The Dashboard should have a search bar where we can search CVs by name or technology or their interview status

2. **Application Tracking:** Here we should be able to click on the CV of the candidate to have their full CV visible with their status (shortlisted, First Interview complete, Second Interview complete, Hired, Rejected or Black listed)
3. **Assessment Uploader:** Here we should have a place where we can upload test and assign it to any particular candidate.
4. **Assessment & Evaluation:** While we are viewing the CV of a particular candidate, we need an option to record their assessments and overview their assessment and evaluation. The assessment can be their behavioral assessment and or any test the interviewer might have given them with the remarks for the test.
5. **Offer Management:** If any candidate is decided to be hired an option from which we can automatically generate an offer letter. This will also need a section where we can upload draft content of the offer letter.
6. **Interview Scheduling:** System to set the date and time for interview and also reminders of the interview.

