Task #1: Questions for Product Owner

* Applied column shows ‘12’ but only 3 are displayed. I assume this is not a mistake, but that the creator just did not enter 12 candidates.
* Can a candidate be moved back a step? Or is there an undo functionality if a mistake is made?
* What happens to the candidate card after the job offer column?
* Due today and past due tabs – do these look at all vacancies or only my vacancies?
* Where are the competencies created and stored? Is there a specific set based on the vacancy type (developer, qa) or are all competencies available for all vacancies? How are these generated on to a candidate card? Are they imported based on resume, based on discussion with candidate, etc?
* Can you filter by both general and competencies? If you switch from general tab to competencies, will your changes save on general tab?
* Where will the transition comment display? Will it only be available when candidate card is opened?
* If you create a new template and do not click ‘save new template’, will this auto save?
* Is there anywhere to enter a subject in the email fields?

Task #1: Test Plan

* Vacancy type tabs (my, all, due, past due)
  + Verify all current vacancies are listed appropriately for each tab.
* Recruitment Process
  + Enter a candidate into the applied column – verify the number of candidates is updated and the card shows correctly
  + Click the email functionality on a candidate card in the applied column – what screen does this bring you to?
  + Click the adobe icon in the candidate card in the applied column – verify all of the candidate information displays correctly
  + Change the rating for a candidate
  + Select more options for a candidate and perform various tasks
  + Move a candidate from the applied column to the online task column
  + Move a candidate from the applied column directly to the technical interview column – are you able to skip columns?
  + Move a candidate from the applied column to the job offer column
  + Move a candidate from the technical interview column to the applied column
  + Move a candidate from the job offer column to rejected
  + Move a candidate from applied to rejected
* Filters - General
  + Select various options from the dropdown for date applied
  + Attempt to put a date far in the future – verify this is not permitted or shows no results
  + Attempt to enter a date from that is later than the date to – verify this errors
  + Add a nationality/visa status and remove
  + Use the search functionality in the dropdowns for nationality/visa status and languages
  + Add a language and remove
  + Select various rating options
  + Select referred candidate only
  + Select show rejected option
  + Conduct multiple searches using various combinations of filters
* Filters – Competency
  + Use the search functionality on the competencies
  + Select a competency from the dropdown and verify this displays in the list
  + Change the rating on a competency
  + Remove a competency from the list
  + Conduct multiple searches using various competencies from the list
* Update Candidate – Comment
  + Add a comment and save
  + Edit a comment
  + Delete a comment
  + Verify text limitation in comment box
  + Save the screen without adding a comment
* Update Candidate – Email
  + Check the send email box and uncheck
  + Check include the candidate in the recipients and uncheck – does this add the recipient to the ‘To ‘ box?
  + Select a message template and verify all information populates
  + Click Save new template and uncheck
  + Enter template name – verify text limitations
  + Select from the dropdowns in From, To & CC
  + Enter a message in the message box and verify text limitations
  + Select to include the candidate and fill out all required fields, but do not include anything in the message box. What is sent to the recipients?
  + Attempt to save the screen with no options selected
  + Create a new template and do not include any other information – click Save
* Update Candidate – Quick Task
  + Check & uncheck the boxes for various tasks – if the box is unchecked, are you still required to enter information? If the box is checked, are you required to enter information?
  + Start typing a name of email in the box – does the list populate accurately?
  + Can you enter a name or email address that is not available in the dropdown?
  + Enter a date that is in the past – does this error?
  + Enter a date that is far in the future – is there a limit on how far in the future the date can be?
  + Is there any sorting available for the task titles?
  + Add a new task – is the box auto-checked?
* Reject Candidate
  + Enter a rejection comment – verify text limitations
  + Do not enter a rejection comment – is this required?
  + Click to send an email to the candidate – does the email populate in the ‘to’ field?
  + Uncheck send an email to the candidate
  + Select an existing template from the options – verify all information populates correctly
  + Click Save new template and uncheck
  + Enter template name – verify text limitations
  + Select from the dropdowns in From, To & CC
  + Enter a message in the message box and verify text limitations
  + Select to include the candidate and fill out all required fields, but do not include anything in the message box. What is sent to the recipients?
  + Attempt to save the screen with no options selected
  + Create a new template and do not include any other information – click Save
  + Once the rejection is submitted, if the candidate is not notified, what happens to the candidate card?

Bonus Tests

* Sorting should be available for the various columns
* Spelling should be verified
* Browser testing