Spring 2023 MIS 333K Project Specs

Version 1.0 – Published Feb 9, 2023

# Background Information

You are creating a system for the Career Services Office (CSO) to use to manage student recruiting. The system should be a C#-based ASP.NET MVC website using a SQL Server Database hosted on one of your team member’s Azure account. You should consider adding your team members as administrators to the main Azure account.

The system has three roles: students, recruiters, and CSO staff. Students apply for positions and attend interviews. Recruiters create jobs and interview students. CSO staff manage the process and serve as “super users” for the system.

# Student Functionality

Students should be able to perform functions within the following seven major areas:

## Login to Secure Website

Students should be able to login by entering an email address and password. If a student is new to the system, they must create a new student profile before accessing the system. A profile should contain the following fields: first name, last name, email, major, graduation date, position type (full-time or internship), and GPA. Double-majors are not allowed. The system does not keep track of minors.

## Create and Maintain Student Profile

Students should be able to create a profile at the initial login screen. They should also have the ability to edit their profiles. There is only one student profile allowed per student in the system.

## View All Positions

Students should be able to view all of the positions of companies recruiting through the system. When looking at each position, the position title, description, position type, company, industry, location, applicable majors and deadline to apply should be visible. This search should show ONLY positions with deadlines today or beyond. Students should not be able to see past positions.

## Search for Specific Positions

If students don’t want to sift through all of the available positions at once, they should be able to target specific positions through searches. Searches should produce all relevant information such as the position title, description, position type, company, industry, location applicable majors and deadline to apply. The search functionality should allow students to query the positions by the company, industry, position type, major and location fields.

## Apply for Positions

Students should have the ability to apply for an interview with a desired company. They should not be able to apply for the position if the position type (full-time vs. internship) is not the same. Also, if a student’s major is not included in the list of applicable majors for the specific position, they should not be able to apply for the interview.

If the deadline for applications has passed, then the student should not be able to pre-select the position. If everything is in order, a student should be able to apply for the position. Students should not be able to apply for the same position more than once.

## View/Edit Applications

A student should be able to view all companies that he/she has applied for an interview. In addition to seeing the status of their applications, they should see the corresponding position title and company. If a student changes his/her mind about pre-selecting for a position, he/she should be able to withdraw the application. If the application deadline for the position has already passed, the application should not have the ability to be withdrawn.

## Schedule Times for Interview

When students view applications, they should be able to see if they were accepted or declined by a company. For the applications where they were accepted for an interview, they should be able to schedule an interview with the company. Students should be able to modify interview times up until the day BEFORE the interview. Students should be able to see a list of their currently scheduled interviews.

# Recruiter Functionality

Recruiters should be able to perform functions within the following five major areas:

## Login to Secure Website

Recruiters should be able to login by entering an email address and password. If a recruiter is new to the system, the Career Services Office (CSO) should create a new recruiter profile for them. For security purposes, no recruiter should be able to create a new profile for themselves. A recruiter profile should contain the following fields: first name, last name, email and associated company. Once the profile has been created, a recruiter can change his/her first name, last name, or email address. Company name can only be changed by a CSO employee. Although a recruiter may change companies over time, at any given time, a recruiter may only be associated with a single company.

## Create/Maintain Company Profiles

Recruiters should be able to create/view/edit company profiles. There should only be one profile per company. The first recruiter to be associated with a company should be prompted to create the profile for his/her company. Any recruiter associated with the company can view or edit the company profile.

The profile should include email, description, industry, position titles and interview dates. Every company can have multiple positions with multiple interview dates available.

## Create/Modify Positions Available

Recruiters should be able to see a list of all positions associated with their company.

Recruiters should be able to add/modify the position descriptions associated with their company. Each position should have a different description, which should also include the interview date(s) for that position. Positions can be for full-time or internship, but not both. If a company has a similar position for full-time and internship, then two positions will need to be created. One position can have multiple locations.

Companies should be allowed to add new schedules to a current position. Recruiters should see room availability by a single date or by starting and ending dates. Companies cannot schedule interviews unless there is a room available on that date.

## View Student Profiles

At all times, recruiters should be able to view the profile of any active student in the system. Recruiters should be able to search for students by graduation date, major, GPA and position type. After the application deadline for a particular position, the company should see a list of the students who have applied. Companies will not be able to view which students have applied for their positions until AFTER the application deadline.

## Grant Interview Slots

After the application deadline, companies should be able to select the students they want to interview. This may be done by generating a list of students for the company so that they can check off who they want to accept. As soon as the company submits the list of accepted students, emails will be sent automatically to the students, and the status of the application is automatically changed to accepted/denied in the student profile. The student should then be able to log into the system and select an interview time for the position.

A recruiter can add a student to the “accepted” list even if that student did not apply for that position. If a recruiter knows they want to interview a student, they should be able to put that student on the list no matter what. The only exception is that a recruiter may NOT accept an inactive student (see details below).

## Scheduling Interviews

Recruiters will schedule interviews for their positions. The interviews should take place AT LEAST 48 hours after the application deadline for the position. The recruiter may NOT reserve an interview slot without associating the slot with a position AND an interviewer. The person reserving the interview slot does NOT have to be the interviewer, but the interviewer must be associated with the same company as the user making the reservation.

Interviews will be standardized to one-hour blocks starting at 8:00 AM and going until 5:00 PM, with a one hour break for lunch at noon. Interviews are only held Monday-Friday. CSO interview rooms are designated Rooms 1-4 according to the following layout:

|  |  |
| --- | --- |
| Room 1 | Room 2 |
| Room 3 | Room 4 |

Companies must be allowed to customize the hours of their interviews. For instance, a company may only interview from 11:00 AM – 5:00 PM or 9:00 AM – 2:00 PM. The company could also just block out a single hour. If a company decides to reserve certain hours, those hours would be unusable by anyone else. The interview schedule may be modified until the interview date.

Recruiters should be able to view their own interview schedules. If a recruiter is on campus this week, he/she could log in and see how much of the schedule has filled up.

There should be no way that an interview slot can be chosen by more than one student. Once a time slot is chosen, it should be closed to future students. Once a student has selected an interview slot, he/she should be sent a confirmation email with the date, time, room number, position and interviewer’s name.

# CSO Functionality

## General Functionality

CSO employees can perform ALL functions that are allowed to students and ALL functions that are allowed to recruiters. The only exception is that CSO employees cannot select interview schedules for students.

## Add/Edit Student Profiles

CSO employees can add/edit student profiles. Additionally, ONLY the CSO can deactivate student profiles. A student can be deactivated if the student has been negligent in the interviewing process or if he/she is no longer enrolled at UT. Students can be deactivated at the CSO’s discretion. Once deactivated, students can no longer log in and use the system. The student may attend any interviews scheduled before deactivation. CSO employees should also be able to re-activate a student if necessary.

## Add/Edit Recruiter Profiles

CSO employees can add/edit company and recruiter profiles. For security purposes, companies and recruiter profiles must be created by CSO employees. Only CSO employees can change a recruiter’s company. A CSO may also de-activate a recruiter profile if that recruiter is no longer part of our system.

## Add/Edit CSO Employee Profiles

There is not a super administrator access level. Therefore, CSO employees should be able to add/edit other CSO profiles. CSO employees may NOT register themselves like a student can. Only a CSO can create a profile for another CSO. CSO profiles include email addresses, first names, last names and passwords.

## Add/Edit Interview Schedule

Along with companies, the CSO should be able to add/edit interview schedules. There are four rooms available for interviewing, but there should be no way to double-book a particular room at a particular time. There should also be a map or visual display to signify rooms already booked for a given day.

The CSO should be able to view the interview schedule by any combination of day, company, room, etc.

The CSO should also be able to block out interview slots for their own (non-interviewing) purposes. They may need to reserve the rooms for maintenance or internal meetings. These slots should show as unavailable to recruiters and students.

# Search

A variety of searches should be made available to the users, and there should be the ability to search on more than one criterion (e.g. name & location rather than just name). The following searches should be available:

* CSO & Students can search companies based on: name, location, industry, and position type. The search results should include links to view the company profile and apply for available positions.
* CSO & Recruiters can search students based on: name, major, and graduation date. The search results should include links to view student profiles.
* CSO should be able to see a list of all positions available, even those whose deadlines have past. Search should produce position title, description, position type, company, industry, location, applicable majors and deadline to apply. The search functionality should allow CSO to query the positions by the company, industry, position type, major and location fields.

# Miscellaneous Requirements

## System Date

ALL users (students/recruiters/CSO) must be allowed to change the “current” date as an option on their main menu. All references to the current date in your system should reference this artificial “current” date. This is obviously not possible in the real world, but it will be used to accelerate the date for testing purposes.

## Login Form

There is a single login form for all users, and the users do NOT want to specify what type of user they are. Your system will accept the email and password, and if the user is found, open the appropriate home screen.

## Emails

The system will send emails to students and recruiters. The users of the system do not need to be able to send each other messages or respond to messages. It is strongly suggested that you make a “dummy” Gmail account that your team can share for the project. Include your team number in all emails for ease of grading. All email subjects should start with Team XX:

## Active/Inactive Records

For purposes of this project, no data is deleted. Companies are always considered active; no deactivation is required.