SAGMETIC INFOTECH

Careers Functionality / Job Portal

1. Overview

The Job Portal Functionality would be implemented in order to enable the process of job exploration, application, and submission on the website. Users will be able to navigate through job listings, view detailed job descriptions, and apply for positions that match their qualifications.

2. Key Features

2.1 Career Page

Description: Develop a dedicated "Careers/Job Listings" page accessible from the main navigation menu

Functionality:

Display a list of available job positions.

Display job title, description, qualifications, responsibilities, and any other relevant details.

Individual pages for each job listing with detailed information.

Include a "Apply Now" button linking to the job details page.

2.2 Job Details Page

Description: Detailed information page for each job listing.

Functionality:

Provide in-depth details such as salary, skills required, experience level,location and other relevant information.

Include an "Apply Now" button leading to the application form.

2.3 Application Form

Description: A user-friendly application form for interested candidates for the selected job.

Functionality:

Include fields for personal information, contact details,address, uploading resume, etc.

Implement validation to ensure all required fields are filled.

Provide options for additional features like applying with LinkedIn,Indeed.

2.4 Application Confirmation Page

Description: Confirmation page or email notification upon successful application submission.

Functionality:

Acknowledge the user for successfully applying to the job.

Email to the admin and User upon application confimation.

ADMIN FUNCTIONALITY

Overview

The Admin Functionality in Core PHP for managing users, job listings, locations, benefits, and technology/skills.

Key Features

1. User Management:

Add HR:

Admin has the authority to add HR professionals .

Each added user has specific privileges related to job management.

2. Job Management:

2.1 Add Jobs:

Admin, HR can add job listings.

Fields include job title, description(texteditor), job type (part-time, full-time.), requirements (checkboxes for skills like HTML, CSS, PHP), salary range (0-3LPA/month), and required experience(years) benefits.

An automated email is sent to the admin when a job is added, indicating the contributor (HR).

2.2 Job Listings Overview:

Admin:

Can view all posted jobs by all users.

HR:

Can see only the jobs posted by them.

2.3 Applicant Tracking:

Admin and HR:

Can see the number of users who have applied for each job.

Can click on the number to view a detailed list of applicants.

2.4 User Details:

Admin and HR:

Can click on an applicant to view their details.

Details include name, email, phone, and the resume etc posted by the applicant.

Have a reply box for each applicant.

the replied applicant moves to the replied tab of the selected job.

Can send personalized emails directly from the system.

Template email, thanking the user for their application.

3. Add Location:

Admin Only:

Admin-exclusive functionality to add locations for job listings.

Fields include city, state,zipcode,country etc.

4. Add Benefits:

Admin Only:

Admin-exclusive functionality to add benefits associated with job listings.

5. Add Technology/Skills:

Admin Only:

Admin-exclusive functionality to add technology/skills .

These checkboxes are utilized in the 'Add Job' tab under required skills.

6. Email Notifications:

Job Addition Notification:

When a job is added, an email notification is sent to the admin.