ADMIN FUNCTIONALITY

Overview

The Admin Functionality 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 .

Fields include:

--Full Name

--phone

--email

--password

View HR:

--HR *details (remove edit)*

Each added user has specific privileges related to job management.

Job Management:

Add Jobs:

Admin, HR can add job listings.

Fields include:

-- Job title,

-- description (texteditor h1-h6 uL - Li),

-- job type (part-time, full-time. etc),

-- skills/required (input field to create tags on space),

-- salary (below 10k, between 10-20k, above 20k, no budget)

-- required experience 0-1 years (low and high).

An automated email is sent to the admin when a job is added, indicating the contributor (HR). Can view all posted jobs by all users.

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.

User Details:
Overview of all applicants.

Tabs for "All," "Invited," and "Rejected."

Applicant Details:

Click on an applicant to view detailed information.

Display all details, Name, Email, Phone, Education, Skills, and

attached Resume etc.

Actions:

Invite to Interview:

Button to send interview invitation.

Date/Time selection for the interview.

Reject:

Button to reject the applicant.

Interview Invitation:

Automatically send an email to the applicant.

Email includes office address, contact details, date, and time of the

interview.

Status Tracking:

Invited Tab:

Displays applicants who have been invited.

Each user entry shows the name and the job applied for.

Clicking on a user opens detailed information.

Rejected Tab:

Displays applicants who have been rejected.

Applicant Status:

Within the detailed view:

Track responses, interview status, HR rounds, technical rounds,

and final decision.

Each stage includes remarks or notes.

Invitee Details:

For applicants in the "Invited" tab:

Display current status.

Show responses, interview schedule, and remarks for each stage.

Interview Stages:

Response Stage:

Displays whether the applicant has responded.

Interview Conducted:

Shows interview schedules and feedback.

HR Round:

Displays HR interview details and remarks.

Technical Rounds:

Lists technical interview details and remarks.

Hired/Rejected:

Displays the final decision and any concluding remarks.

Can send personalized emails directly from the system.

Template email, thanking the user for their application.

Add Location:

Admin Only:

Admin-exclusive functionality to add locations for job

listings. Fields include city, state,zipcode,country etc.

Add Benefits:

Admin Only:

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

Add Technology/Skills:

Admin Only:

Admin-exclusive functionality to add technology/skills .

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

Email Notifications:

Job Addition Notification:

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