Job Portal & Recruitment Tracking System
Business Requirement Document (BRD)
Version 1.0

1. BUSINESS OVERVIEW

1.1 Business Background

The company is currently carrying out a manual hiring process where job applicants submit their resumes via emails. These resumes are manually downloaded by HR and recruiters, who then review and shortlist the resumes. Interview scheduling is handled through emails and calls. The company wants to automate the entire employment process in order to reduce manual effort, improve efficiency, and enhance the overall candidate experience.

1.2 Current Challenges

- Too many resumes received via different email addresses, makes tracking difficult
- Time consuming manual resume shortlisting
- Improper handling and loss of candidate data
- Interview scheduling via email and phone
- There is a high probability of missing out on good applicants.
- Candidates have to wait a longer time for job application updates.

1.3 Problem Statement

The organization currently conducts the hiring process manually, receiving resumes via email. These resumes are later downloaded and manually shortlisted. This process is time-consuming, which causes delays, miscommunication, and data mishandling. The interviews are scheduled by email and phone calls. This manual approach increases hiring time, workload on HR and recruiters, and negatively impacts the candidate experience.

2. BUSINESS OBJECTIVES & SUCCESS CRITERIA

2.1 Business Goals

- To automate the hiring and shortlisting process
- Receiving and storing all resumes in a centralized system
- Automate Interview scheduling
- Give Interview feedbacks
- Easy Application tracking
- To improve candidate experience
- To reduce hr and recruiter's manual work

2.2 Key Objectives

- Reduce resume screening time by 50%
- Enable real-time candidate status tracking
- Provide centralized hiring dashboard
- Automate interview scheduling and reminders

2.3 Success Metrics / KPIs

- Time taken to shortlist candidates
- Number of interviews scheduled per week
- Recruiter productivity
- Candidate turnaround time
- Offer-to-join ratio

3. SCOPE & LIMITATIONS

3.1 In Scope

- Online job application
- Resume upload and storage
- Automated shortlisting
- Interview scheduling
- Interview feedback
- Status tracking
- HR and recruiter dashboards
- Application Shortlisting & Interview reminder notifications

3.2 Out of Scope

- Payroll processing
- Onboarding documentation
- Employee attendance
- Salary management

3.3 Assumptions

- Users will have internet access
- HR and recruiters are trained to use software
- Interviews will be conducted online

3.4 Dependencies

- Email service for notifications
- Video tools like Google Meet
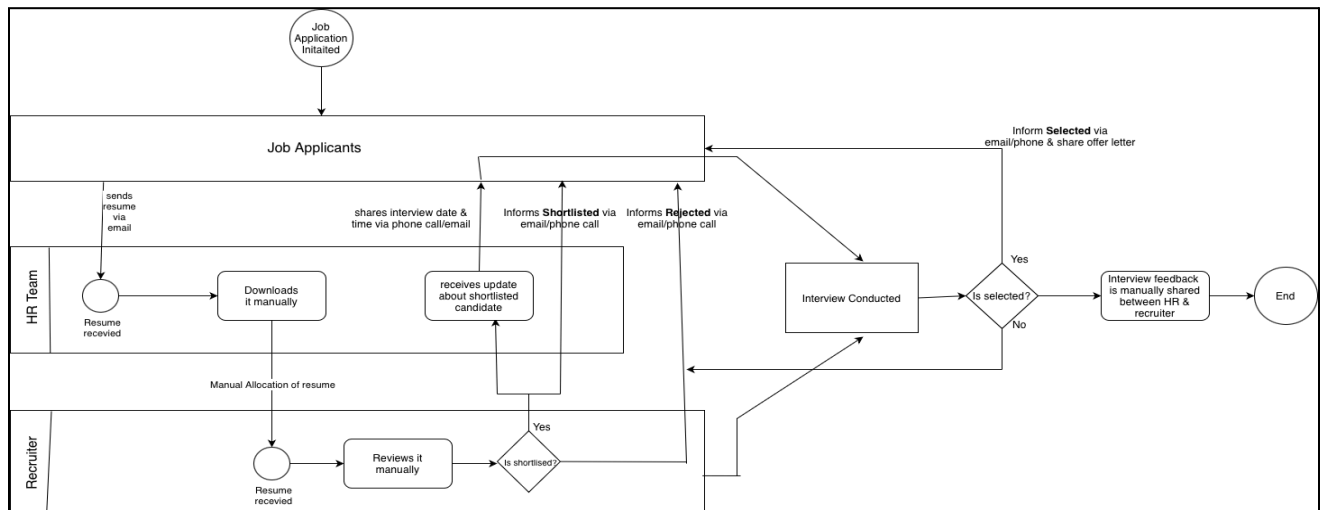- Cloud server availability

3.5 Constraints

- Budget limitations
- Tight project timeline
- Limited technical resources

4. STAKEHOLDERS

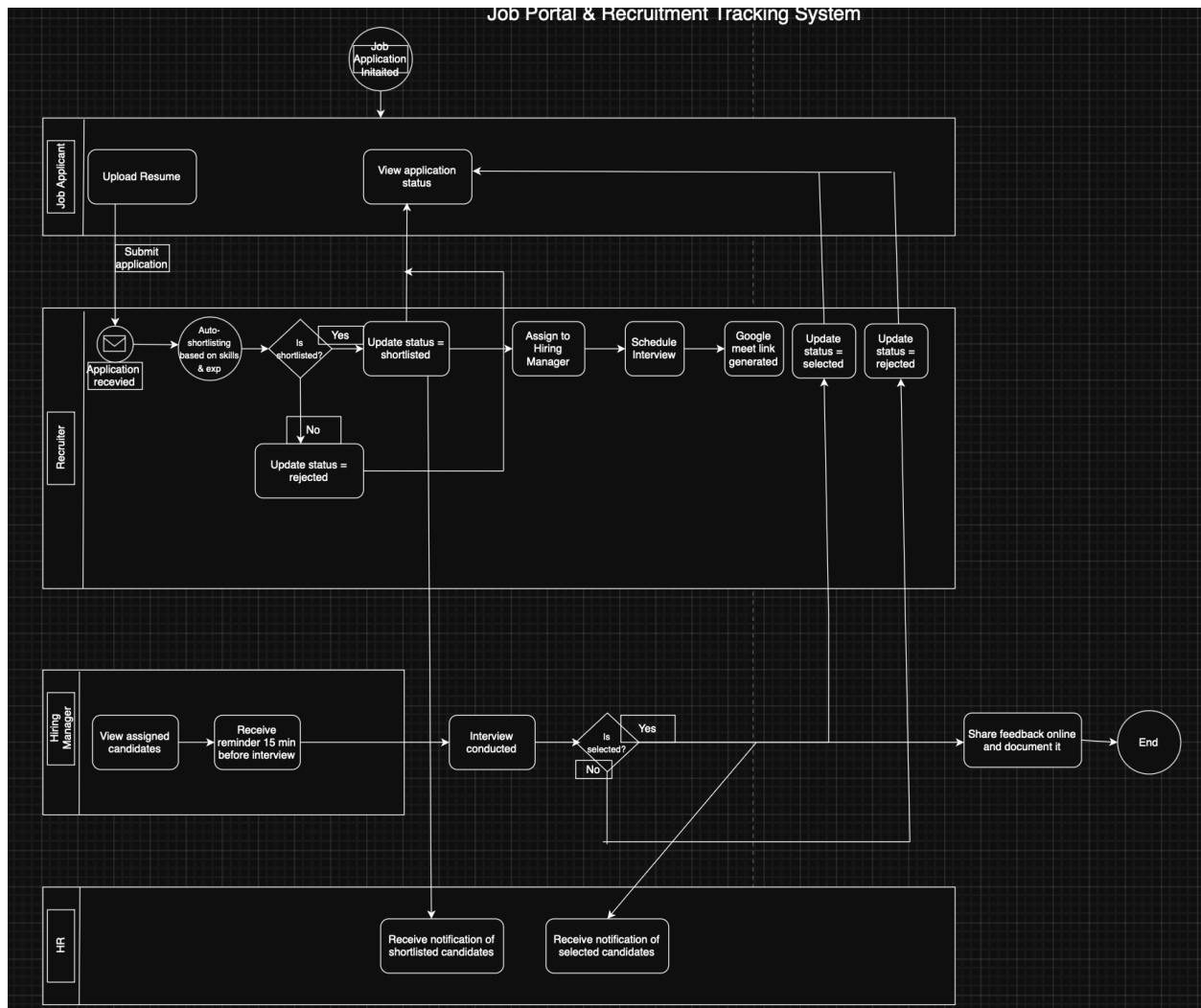| Stakeholder	Role
HR	Hiring operations & approvals
Recruiter	Resume screening & interview scheduling
Hiring Manager	Interview and final selection
Candidate	Apply and attend interview
Admin	System maintenance

5. CURRENT VS FUTURE PROCESS

5.1 As-Is Process (Current Flow – Manual)

5.2 Key Pain Points

- Resume data is scattered
- High manual effort
- Delay in shortlisting
- No real-time tracking
- Interviews get missed

5.3 To-Be Process (Future – Automated)

6. HIGH LEVEL BUSINESS REQUIREMENTS

6.1 HR Requirements

- View hiring dashboard
- View candidate status
- Assign candidates to hiring managers
- View reports
- Filter candidates by status
- Auto-shortlist candidates based on skills and experience
- Receive real-time notifications when a candidate is shortlisted or selected

6.2 Recruiter Requirements

- Upload resumes
- Shortlist candidates
- Schedule interviews
- Update candidate status
- Auto-generate a Google Meet link while Interview scheduling

6.3 Hiring Manager Requirements

- View assigned candidates
- Submit interview feedback
- Receive interview reminders

6.4 Candidate Requirements

- Apply for jobs
- Track application status
- Attend interviews
- Receive notifications
- View job application history

7. REPORTING & ANALYTICS REQUIREMENTS

- Daily application count
- Shortlisted candidates report
- Selected candidates report
- Interview scheduled report
- Rejected candidates report

- Hiring performance dashboard

8. DATA & INTEGRATION REQUIREMENTS

- Resume data storage
- Candidate profile data
- Interview data
- Google Meet integration
- Email notification system

9. BUSINESS RISKS & IMPACT

- Users may resist using new system
- Data security risks
- System downtime impact

10. COMPLIANCE & SECURITY

- Role-based access control
- Data encryption
- Secure login authentication
- Audit logs

11. OPEN ISSUES & FUTURE ENHANCEMENTS

- AI-based resume screening
- WhatsApp interview reminders
- Chatbot for candidates

12. GLOSSARY

Simple definitions:

- ATS – Applicant Tracking System
- HR – Human Resources
- KPI – Key Performance Indicator

13. APPROVALS & SIGN-OFFS

Name	Role	Signature	Date
HR Head	Business Owner		
Project Manager	Delivery Lead		