

Business Requirements Document (BRD) – AI Powered Resume Tracker for HR Teams

1. Introduction

This document defines the business requirements for the AI-powered HR Resume Tracker portal, designed to streamline recruitment, candidate evaluation, and job management processes. It outlines functional and non-functional requirements, roles, integrations, and acceptance criteria.

2. Functional Requirements

2.1 User Creation

- **Description:** Enable HR users to create and manage login credentials.
 - **User Interactions:**
 - Login with username and password.
 - Forgot password recovery.
 - New user registration with name, email, and mobile number.
 - **Data Inputs:** Full name, email, mobile, password.
 - **Business Rules:**
 - Unique email ID per user.
 - Passwords must follow security policies (min length, special characters).
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2.2 Resume Upload

- **Description:** HRs can upload candidate resumes in multiple formats.
 - **User Interactions:** Drag & drop, browse file, bulk upload.
 - **Data Inputs:** PDF, DOCX, TXT.
 - **Business Rules:**
 - Max file size: 10MB.
 - Virus scanning on upload.
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2.3 Resume Filter

- **Description:** Apply filters to shortlist resumes.
- **User Interactions:** Filter by skills, years of experience, education, certifications.
- **Outputs:** Filtered candidate list.
- **Business Rules:**
 - Multiple filters can be combined.

- Save custom filter sets.
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2.4 Resume Tracking

- **Description:** Track resumes through stages (Screened → Shortlisted → Interview → Hired/Rejected).
 - **User Interactions:** Update candidate status, view progress dashboard.
 - **Outputs:** Status history & current stage.
 - **Business Rules:**
 - Each resume must have one active status.
 - Audit log maintained.
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2.5 Resume Rating (User-Driven)

- **Description:** HRs assign ratings to resumes based on quality.
 - **User Interactions:** 1–5 star rating system with comments.
 - **Outputs:** Candidate scorecard.
 - **Business Rules:**
 - Only HR Managers can finalize ratings.
 - Ratings visible to all authorized users.
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2.6 Job Creation

- **Description:** HRs can post and manage new job openings.
 - **User Interactions:** Enter job title, description, skills, location, salary range.
 - **Outputs:** Job posting stored in system.
 - **Business Rules:**
 - Job ID auto-generated.
 - Mandatory fields: Title, Department, Location, Skills.
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2.7 Resume Matching (Automatic)

- **Description:** AI engine matches resumes against job descriptions.
- **User Interactions:** Select job → view ranked list of candidates.
- **Outputs:** Matching score (0–100%).

- **Business Rules:**
 - Matching considers keywords, skills, job history.
 - Configurable weighting for criteria.
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2.8 Jobs Management

- **Description:** Manage open and closed job positions.
 - **User Interactions:** Update job status (open/closed), edit details.
 - **Outputs:** Job dashboard with active/inactive postings.
 - **Business Rules:**
 - Closed jobs cannot accept new resumes.
 - Only HR Admins can delete jobs.
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2.9 Resume Match Rating

- **Description:** Combine user rating with AI score for final ranking.
 - **User Interactions:** View consolidated score (AI + HR rating).
 - **Outputs:** Prioritized candidate list.
 - **Business Rules:**
 - Final score = 60% AI + 40% HR rating (configurable).
 - Ties resolved by earliest submission date.
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2.10 User Management

- **Description:** Manage HR team members and permissions.
 - **User Interactions:** Create, update, deactivate users; assign roles.
 - **Outputs:** Role-based access control.
 - **Business Rules:**
 - Roles: HR Admin, HR Manager, Recruiter.
 - Only Admin can assign permissions.
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3. User Roles and Permissions

Role	Access Level
HR Admin	Full access: user management, job management, resume filters, system setup.
HR Manager	Post jobs, rate resumes, track candidates, approve final ratings.
Recruiter	Upload resumes, filter, track, suggest ratings, view job postings.

4. Use Cases & User Stories

- **UC1 – Resume Upload:** As a recruiter, I want to upload candidate resumes so that they are available for filtering and matching.
 - **UC2 – Resume Filtering:** As a manager, I want to filter resumes by experience to shortlist candidates faster.
 - **UC3 – Job Creation:** As an admin, I want to create a job posting so that candidates can be matched against it.
 - **UC4 – Resume Matching:** As a recruiter, I want the system to automatically rank resumes against job requirements.
 - **UC5 – Resume Tracking:** As a manager, I want to track candidate status across stages for better pipeline visibility.
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5. Integration Points

- **Payroll System** – for seamless transition of hired candidates.
 - **Attendance System** – sync onboarding of selected candidates.
 - **Recruitment Platforms (LinkedIn, Indeed)** – import job postings and resumes.
 - **Email/SMS Gateway** – notifications to candidates & HR teams.
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6. Non-Functional Requirements

- **Performance:** Resume upload < 5 seconds, matching engine response < 3 seconds.
 - **Security:** Role-based access, password encryption, GDPR compliance.
 - **Compliance:** Data retention policies, candidate consent management.
 - **Usability:** Intuitive dashboard, mobile responsive UI, accessibility (WCAG 2.1).
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7. Traceability Matrix

Functionality	Business Objective	Stakeholder Need
User Creation	Secure HR access	IT Security, HR Admin
Resume Upload	Centralized candidate database	Recruiters
Resume Filter	Efficient shortlisting	HR Managers
Resume Tracking	Transparent candidate pipeline	HR Teams
Resume Rating	Quality evaluation	HR Managers
Job Creation	Structured job postings	HR Admin
Resume Matching	AI-powered efficiency	Recruiters, Managers
Jobs Management	Control over active postings	HR Admin
Resume Match Rating	Balanced AI-human judgment	HR Teams
User Management	Controlled system access	HR Admin

8. Assumptions & Constraints

- Assumption: HR team will provide accurate job descriptions.
- Assumption: Users will have internet access and modern browsers.
- Constraint: Resume parsing accuracy depends on AI model quality.
- Constraint: Integrations require APIs from third-party systems.

9. Acceptance Criteria

- **User Creation:** HR user can successfully log in, reset password, register new account.
- **Resume Upload:** Multiple resumes upload successfully in supported formats.
- **Resume Filter:** System returns correct filtered candidates within 2 seconds.
- **Resume Tracking:** Candidate status updates reflected immediately.
- **Resume Rating:** Ratings saved and visible across HR users.
- **Job Creation:** Job ID generated and job visible in dashboard.
- **Resume Matching:** AI match scores displayed with ranking.
- **Jobs Management:** Closed jobs cannot accept new resumes.
- **Resume Match Rating:** Final scores = AI + HR rating correctly calculated.
- **User Management:** Role assignment restricts unauthorized actions.

