**Functional Requirements : Job Agency – SM**

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| Category | Functional Requirement |
| User Management | Employers, job seekers, and agency staff can register and log in. |
|  | Employers can update company details and job postings. |
|  | Job seekers can upload resumes and update profiles. |
| - Job Posting & Management | - Employers can post job vacancies with details. |
|  | Agency staff can modify, approve, or reject job postings. |
| - Candidate Management | - Job seekers can create and edit profiles. |
|  | The system allows resume uploads and parsing. |
| - Interview Scheduling & Management | - Job seekers can create and edit profiles. |
|  | The system allows resume uploads and parsing. |
| - Interview Scheduling & Management | - Agency staff can schedule interviews. |
|  | Job seekers can view interview appointments and receive reminders. |
|  | Agency staff can assign candidates to jobs. |
| - Job Matching & Assignment | - The system provides candidate-job matching based on skills. |
|  | Agency staff can manually assign candidates to jobs. |
|  | Employers can review and approve assigned candidates. |
| - Employer & Job Seeker Communication | - Employers and job seekers can send and receive messages. |
|  | Job seekers receive notifications for interviews and job offers. |
| - Reporting & Analytics | - The system generates reports on placements and interviews. |
|  | Employers receive hiring trend analytics. |
| - Payment & Billing | - Employers can pay for job posting or hiring services. |
|  | Payment receipts and invoices are automatically generated. |
| - Security & Access Control | - Role-based access control for Admins, Employers, and Job Seekers. |
|  | Sensitive data is encrypted for security. |