

# ONLINE JOB PORTAL

A

Minor-Project Report

submitted in partial fulfillment of the requirements  
for the award of

**Diploma in Engineering**

in

**COMPUTER SCIENCE & TECHNOLOGY**

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Department of Computer Science &  
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Gomati District Polytechnic

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## Declaration

We, hereby declare that the project titled “Online Job Portal”, is an original work carried out by us in the Department of Computer Science & Technology, Gomati District polytechnic, Fulkumari, Udaipur, Gomati Tripura, under the exceptional guidance of our supervisors, Subir Sir, H.O.D(I/C) and Dibakar Sir, Lecturer (Sr. Scale), Department of Computer Science & Technology, Gomati District polytechnic, Fulkumari, Udaipur, Gomati Tripura. To the best of our knowledge and belief, it contains no material previously published or written by another person nor material which has been accepted for the award of any other degree or diploma of the University or other Institute of higher learning, except where due acknowledgment has been made in the text. The data and the findings discussed in the project report are the outcome of our project work. This report is being submitted to the Department of Computer Science & Technology, Gomati District polytechnic, Fulkumari, Udaipur, Gomati Tripura for the award of required credit towards minor project in 4<sup>th</sup> semester Diploma in Computer Science & Technology.

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## Certificate of Approval

This is to certify that the minor project titled “Online Job Portal”, submitted by Arkajyoti Roy, Argha Chakraborty, Aradhito Chaudhuri, Shirsendu Das, Shyamal Paul and Shayan Shil to the Department of Computer Science & Technology, Gomati District polytechnic, Fulkumari, Udaipur, Gomati Tripura, towards partial fulfillment of the requirements for the awarding required credit towards minor project in 4<sup>th</sup> semester Diploma in Computer Science & Technology is a bonafide project work carried out by them under our supervision and guidance. This work has not been submitted previously for any other degree or diploma of this or any other University. It is further certified that the candidates have complied with all the formalities as per requirements of Tripura University. The minor project report may be recommended to be placed before the examiners for consideration of awarding required credit towards minor project in 4<sup>th</sup> semester Diploma in Computer Science & Technology.

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## **Abstract:**

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In this competitive era, the education among the people is so increasing that the jobs for them are now decreasing. The companies even want the people who are best in their fields. At that time, it becomes difficult to find the people who are intelligent enough to be hired. The work for the companies also increases to find the people who can fulfill their requirements. Thinking about these problems, one can think about the process which can handle this process and make the work less complex. This project is about the recruitment process which is done online. The recruitment process here is handled by the system. This project will allow the person to apply for a job in the company for the interested vacancy which would be available at the company. The person will be having the account after registration and will be then called the applied user. If he would be qualified, he would be interacting with the system for the updates. The project is created for fulfilling the requests of the company managers so that the recruitment module can be placed in the company's website and the users who visit the website can view the vacancies in the company and will be able to apply directly from remote place even. The vacancies will be posted by the administrator on the basis of needs of the manpower in the company.

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# *Chapter: 1*

## **Introduction:**

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- **Overview:**

An online job portal is a digital platform that connects job seekers with employers, facilitating the process of job search and recruitment. It serves as a centralized hub where employers can post job vacancies and job seekers can search and apply for those positions. Here's an overview of how an online job portal typically functions

- **Purpose:**

The purpose of an online job portal is to connect job seekers with potential employers in a convenient and efficient manner through an online platform.

- **Target:**

The target audience and user base of an online job portal can vary depending on the specific platform and its features. Generally, online job portals cater to a wide range of individuals and organizations involved in the job market.

# *Chapter: 2*

## **Literature Review:**

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Online job portals have become an essential tool for both job seekers and employers in recent years. They offer a convenient and efficient way to connect with each other and find the right match. There is a growing body of literature on the benefits of using online job portals. Some of the key findings from this literature include:

- Online job portals can help job seekers find jobs more quickly and easily.
- Online job portals can help employers find qualified candidates more efficiently.
- Online job portals can improve the overall hiring process for both job seekers and employers.

In addition to the benefits, there are also some potential drawbacks to using online job portals. These include:

- The quality of job listings on online job portals can vary.
- There can be a lot of competition for jobs on online job portals.
- Some online job portals may charge fees for job seekers or employers.

Overall, the literature on online job portals suggests that they are a valuable tool for both job seekers and employers. They can help job seekers find jobs more quickly and easily, and they can help employers find qualified candidates more efficiently. However, it is important to be aware of the potential drawbacks of using online job portals before using them.

Here are some of the studies that have been conducted on online job portals:

- A study by the Society for Human Resource Management (SHRM) found that 72% of employers use online job boards to find candidates.
- A study by CareerBuilder found that 70% of job seekers use online job boards to search for jobs.
- A study by Indeed found that the average job seeker spends 10 hours per week searching for jobs online.

These studies suggest that online job portals are a popular tool for both job seekers and employers. They are a convenient and efficient way to connect with each other and find the right match.

Here are some of the key recommendations from the literature on online job portals:

- Job seekers should use multiple online job boards to increase their chances of finding a job.
- Job seekers should tailor their resumes and cover letters to each job they apply for.
- Job seekers should follow up with employers after applying for a job.
- Employers should post detailed job descriptions and requirements on online job boards.
- Employers should use an applicant tracking system (ATS) to manage job applications.
- Employers should conduct interviews with qualified candidates.

# Chapter: 3

## Features and Functionality:

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- **The key features offered by the job portal website:**
  1. **Job search:** Job seekers can search for jobs by keyword, location, job title, company, and other criteria.
  2. **Resume posting:** Job seekers can upload their resumes to a job portal so that employers can easily find them.
  3. **Company profiles:** Job seekers can view company profiles to learn more about a company's culture, values, and open positions.
  4. **Job alerts:** Job seekers can sign up for job alerts to be notified when new jobs matching their criteria are posted.
  5. **Saved jobs:** Job seekers can save jobs that they are interested in so that they can easily refer back to them later.
  6. **Document management:** This feature allows job seekers to upload and store their resumes, cover letters, and other documents in one central location.
- **Functionality provided for employers to post job openings and manage applications:**
  1. **Job posting:** Employers can create and post job openings on the portal, specifying the job title, location, salary, and other relevant information. They can also choose to target their job postings to specific audiences, such as by location, industry, or keyword.
  2. **Application management:** Employers can view and manage applications for their job openings. They can filter applications by criteria such as resume keywords, location, and experience. They can also send messages to applicants and schedule interviews.

3. **Communication:** Employers and job seekers can communicate with each other through the portal, such as sending messages and scheduling interviews. This can help to streamline the hiring process and ensure that both parties are on the same page.
4. **Profile management:** Employers can create and manage their profiles on the portal, including their company information, job openings, and contact information. This can help to promote their company and attract top talent.
5. **Employer branding:** Employers can use the portal to promote their company and attract top talent. They can do this by creating a company profile, writing blog posts, and sharing company news.

Here are some additional features that may be offered by some online job portals:

1. **Applicant tracking system (ATS):** An ATS is a software application that helps employers to track and manage job applications. This can save employers time and effort, and it can help to ensure that all applications are reviewed fairly.
2. **Skills assessment:** Some portals offer skills assessments that can be used to assess the skills and knowledge of job applicants. This can help employers to identify the best candidates for their open positions.
3. **Video interviewing:** Some portals offer video interviewing, which allows employers to conduct interviews with job applicants without having to meet in person. This can be a convenient option for both employers and job seekers.

# Chapter: 4

## User Experience:

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- **User interface:**

The user interface (UI) of an online job portal plays a crucial role in providing a seamless and user-friendly experience for both job seekers and employers/recruiters. While the specific design and layout can vary across different platforms, here are some common elements and characteristics found in the user interface of an online job portal:

- 1. Homepage:** The homepage serves as the entry point for users and typically features a clean and organized design. It may include a search bar, featured job listings, and sections highlighting popular job categories, recent postings, or recommended jobs based on the user's preferences.
- 2. Job Listings:** The main focus of the job portal's UI is the presentation of job listings. Job listings are typically displayed in a grid or list format, providing essential information such as job title, company name, location, and a brief job description. Each listing may have a "Apply" or "Learn More" button to direct users to the full job details.
- 3. Job Details Page:** Clicking on a job listing opens a detailed job page, displaying comprehensive information about the job. This includes the job description, required qualifications, responsibilities, salary, benefits, and application instructions. Additional details may include company information, culture, and any relevant images.
- 4. User Registration and Login:** Job portals usually have a user registration and login process. This allows users to create accounts, manage their profiles, and track job applications. The registration/login forms are typically accessible through a

dedicated area on the homepage or via a separate "My Account" section.

- **Ease of navigation:**

The ease of navigation is a crucial aspect of an online job portal as it directly impacts the user experience and the efficiency of users in finding relevant job opportunities and utilizing the platform's features. Here are some considerations for ensuring ease of navigation in an online job portal:

- 1. Clear and Intuitive Menu:** The navigation menu should be prominently displayed and clearly labeled, making it easy for users to access different sections of the job portal. The menu items should be logically organized and reflect the primary functionalities and content areas of the platform.
- 2. Consistent Layout and Design:** Maintaining a consistent layout and design throughout the job portal enhances user familiarity and ease of navigation. Users should be able to navigate from one page to another seamlessly, with consistent placement of menus, search bars, and other key elements.
- 3. Breadcrumb Navigation:** Breadcrumb navigation provides users with a clear path of their location within the job portal's hierarchy. It enables users to backtrack easily or navigate to higher-level categories without losing their progress or context.
- 4. User-Friendly Job Listing Display:** The presentation of job listings should be user-friendly, with key information readily visible. Important details such as job titles, locations, and company names should be clear and concise, allowing users to quickly scan and assess the relevance of the listings.
- 5. Intuitive Job Details Page:** The job details page should present comprehensive information about the job in a structured and easily scannable format. Users should be able to access

important details such as job descriptions, required qualifications, responsibilities, and application instructions without any confusion.



# Chapter: 5

## Job Listing & Application Process:

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- **Job Listing:**

Job listings on Idealist are organized and displayed on the website in a number of ways.

1. **By category:** Job listings are organized into categories, such as "Nonprofit Jobs," "Education Jobs," "Humanitarian Jobs," and "Environment Jobs." This makes it easy to find jobs that are relevant to your interests and skills.
2. **By location:** Job listings are also organized by location. You can search for jobs by country, region, city, or zip code. This is helpful if you are looking for a job in a specific area.
3. **By keyword:** You can also search for jobs by keyword. This is a good way to find jobs that may not be listed in a specific category or location.
4. **By date:** You can also filter job listings by date. This is helpful if you are looking for jobs that were recently posted.

Once you have found a job that you are interested in, you can view more information about the position, such as the job description, the salary range, and the application deadline. You can also contact the employer directly to learn more about the job.

Here are some additional ways that job listings are organized and displayed on the website:

1. **Featured jobs:** Featured jobs are highlighted on the homepage and in other areas of the website. These jobs are typically from well-known organizations or for high-paying positions.

- 2. Top-rated jobs:** Top-rated jobs are those that have received positive reviews from other users. These jobs are a good option if you are looking for a job that is well-respected and has a good reputation.
- 3. Recent jobs:** Recent jobs are those that have been posted recently. This is a good option if you are looking for the latest job openings.

## • **Application Process:**

The application process for candidates in an online job portal is generally as follows:

- 1. Search for jobs:** Candidates can search for jobs by keyword, location, or job category.
- 2. Read job descriptions:** Once a candidate finds a job that they are interested in, they should read the job description carefully to make sure that they meet the qualifications.
- 3. Create an account:** In order to apply for jobs, candidates will need to create an account with the job portal. This usually involves providing some basic personal information, such as their name, email address, and password.
- 4. Upload their resume and cover letter:** Candidates will need to upload their resume and cover letter to their account. This is the most important part of the application process, as it is the way that employers will assess their qualifications.
- 5. Complete the online application form:** The online application form will vary from portal to portal, but it will typically ask for information such as the candidate's work history, education, and skills.
- 6. Submit the application:** Once the candidate has completed the application form, they can submit it to the employer.

# Chapter: 6

## Security and Privacy:

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- **Use HTTPS:** HTTPS is a secure protocol that encrypts data transmitted between a web server and a user's browser. This helps to protect sensitive data, such as passwords and credit card numbers, from being intercepted by third parties.
- **Have a privacy policy:** A privacy policy is a document that outlines how a company collects, uses, and shares user data. Job portals should have a clear and transparent privacy policy that users can easily find and understand.
- **Use two-factor authentication:** Two-factor authentication (2FA) is an additional security layer that requires users to enter a code from their phone in addition to their password when logging in. This helps to protect accounts from being hacked even if someone knows the password.
- **Monitor for suspicious activity:** Online job portals should monitor their systems for suspicious activity, such as unauthorized login attempts or data breaches. This helps to identify and address potential security threats quickly.
- **Secure Storage of Data:** User data, including personal information and resumes/CVs, is securely stored using industry-standard encryption techniques. This prevents unauthorized access in case of a data breach.
- **Data Minimization:** Job portals strive to collect and store only the necessary data required for their services. Unnecessary or sensitive data is not collected or retained beyond the required period.

# Chapter: 7

## Performance and Scalability:

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- **Performance in an online job portal is measured by a number of factors, including:**
  1. **Page load times:** The time it takes for a page to load is a critical factor in user experience. A slow page load time can lead to users abandoning the site.
  2. **Server response times:** The time it takes for the server to respond to a request is also important. A slow server response time can lead to errors and frustration for users.
  3. **Search engine optimization (SEO):** The website's SEO ranking is important for attracting visitors. A well-optimized website will rank higher in search results, which will lead to more traffic.
  4. **User engagement:** The amount of time users spend on the website and the number of pages they view are important measures of engagement. A high level of engagement indicates that users are finding the website useful and informative.
  5. **Conversion rate:** The conversion rate is the percentage of visitors who take a desired action, such as applying for a job. A high conversion rate indicates that the website is effective at attracting and converting visitors into customers.

There are a number of things that can be done to improve performance in an online job portal, including:

1. **Optimizing the website's code:** This can help to reduce the size of the website and improve the page load times.

2. **Using a content delivery network (CDN):** A CDN can help to improve the website's performance by caching static content closer to the end user.
  3. **Optimizing the images:** This can help to reduce the size of the images and improve the page load times.
  4. **Improving the website's SEO ranking:** This can be done by using relevant keywords and phrases throughout the website.
  5. **Creating engaging content:** This can help to keep users on the website and increase the conversion rate.
- 
- **The scalability of a website refers to its ability to handle increased traffic and user growth. There are a number of factors that can affect the scalability of a website, including the following:**
    1. **The hardware and software infrastructure:** The website's hardware and software infrastructure must be able to handle the increased load. This may require upgrading the hardware, such as adding more servers, or changing the software, such as using a different content delivery network (CDN).
    2. **The architecture of the website:** The website's architecture must be designed to scale well. This may involve using a distributed architecture, which can spread the load across multiple servers.
    3. **The load balancing:** The website's load balancing must be able to distribute the load evenly across the servers. This can be done by using a load balancer, which is a hardware or software device that distributes traffic across multiple servers.
    4. **The caching:** The website's caching can help to improve performance by storing static content, such as images and CSS

files, closer to the end user. This can reduce the load on the servers and improve the page load times.

By considering these factors, online job portals can improve their scalability and handle increased traffic and user growth.

Here are some specific scalability measures that can be taken for an online job portal:

1. **Use a distributed architecture:** This means that the website's content is stored on multiple servers, which can help to distribute the load and improve performance.
2. **Use a load balancer:** This is a device that distributes traffic across multiple servers, which can help to improve performance and prevent any one server from becoming overloaded.
3. **Use caching:** This means that static content, such as images and CSS files, is stored on the user's device, which can help to improve performance by reducing the number of requests that need to be made to the server.
4. **Use a CDN:** A CDN (Content Delivery Network) is a network of servers that are distributed around the world. This can help to improve performance by delivering content to users from the server that is closest to them.

# *Chapter: 8*

## **Customer service and contact us:**

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Customer service and contact us are important features of online job portals. They allow job seekers and employers to get help with the portal's features and services, and to report any problems they may encounter.

Here are some of the benefits of having customer service and contact us features on an online job portal:

- It can help job seekers and employers get the most out of the portal. If job seekers or employers have any questions or problems, they can contact customer service for help. This can help them to use the portal more effectively and to find the jobs or candidates they are looking for.
- It can improve the user experience. When job seekers and employers have a way to get help, they are more likely to have a positive experience with the portal. This can lead to them using the portal more often and to recommending it to others.
- It can help to resolve problems quickly. If a job seeker or employer encounters a problem with the portal, they can contact customer service and the problem can be resolved quickly. This can help to prevent the problem from causing any further inconvenience or frustration.

There are a few different ways that online job portals can offer customer service and contact us features. Some portals have a dedicated customer service team that is available by phone, email, or live chat. Other portals have a knowledge base where job seekers and employers can find answers to common questions. Some portals also have a forum where

job seekers and employers can ask questions and get help from other users.

The best way to offer customer service and contact us features will vary depending on the size and resources of the online job portal. However, all portals should have some way for job seekers and employers to get help with the portal's features and services.

Here are some tips for designing customer service and contact us features for an online job portal:

- Make sure the contact information is easy to find. The contact information should be prominently displayed on the portal's website or app.
- Provide multiple ways to contact customer service. Job seekers and employers should be able to contact customer service by phone, email, live chat, or through the portal's forum.
- Be responsive to customer inquiries. Customer service should respond to inquiries promptly and in a helpful and professional manner.
- Keep track of customer feedback. Customer feedback can be used to improve the portal's customer service and contact us features.



# *Chapter: 9*

## **Conclusion:**

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Online job portals are a valuable tool for both job seekers and employers. They offer a convenient and efficient way to connect with each other and find the right match. There is a growing body of literature on the benefits of using online job portals. However, it is important to be aware of the potential drawbacks of using online job portals before using them. By following the key recommendations from the literature, job seekers and employers can get the most out of online job portals.

Here are some of the key points to remember about online job portals:

- They can help job seekers find jobs more quickly and easily.
- They can help employers find qualified candidates more efficiently.
- They can improve the overall hiring process for both job seekers and employers.
- The quality of job listings on online job portals can vary.
- There can be a lot of competition for jobs on online job portals.
- Some online job portals may charge fees for job seekers or employers.

Overall, online job portals are a valuable tool for both job seekers and employers. They can help job seekers find jobs more quickly and easily, and they can help employers find qualified candidates more efficiently. However, it is important to be aware of the potential drawbacks of using online job portals before using them.

Here are some of the key recommendations for using online job portals:

- Job seekers should use multiple online job boards to increase their chances of finding a job.
- Job seekers should tailor their resumes and cover letters to each job they apply for.
- Job seekers should follow up with employers after applying for a job.
- Employers should post detailed job descriptions and requirements on online job boards.
- Employers should use an applicant tracking system (ATS) to manage job applications.
- Employers should conduct interviews with qualified candidates.