



# **Recruit Right: Precision Hiring with AI Insight**

## **User Manual Document**

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# 1. Introduction

Welcome to **Recruit Right**, your smart and easy-to-use recruitment platform. Whether you're looking for your next job or hiring great talent, this guide will help you get started and make the most of all the features.

## 2. System Requirements

- **Supported Browsers:** Latest versions of Chrome, Firefox, Edge, and Safari
- **Internet Connection:** Stable broadband or 4G
- **Device:** Desktop, laptop, tablet, or smartphone with modern web browser

## 3. Getting Started

### 3.1 Accessing the Platform

Open your browser and go to:

`https://recruit-right.netlify.app`

### 3.2 Creating an Account

- Click on **Sign Up**.
  - Choose whether you want to register as a **Candidate** or **Recruiter**.
  - Fill in your name, email, and create a strong password.
  - Check your email inbox for a verification link and click it to activate your account.
  - Log in with your email and password.
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## 4. For Candidates

### 4.1 Browsing Jobs

- After login, go to the **Jobs** tab.
- Use search and filters to find jobs matching your skills and location.
- Click a job title to see details like description, requirements, and salary.

### 4.2 Applying for a Job

- On the job details page, click **Apply**.
- Upload your résumé (PDF or DOC).
- Optionally, add a cover letter.
- Click **Submit**.
- You will see your application in the **Applications** tab with status updates.

### 4.3 Tracking Applications

- Go to **Applications** to see all jobs you've applied for.
- Statuses include:
  - **Pending** – Application received, waiting for review.
  - **Short-listed** – You passed initial screening.
  - **Scheduled** – Interview scheduled.
  - **Rejected** – Application declined.
- Click an application to see more details.

### 4.4 Interview Invitations & Joining

- When an interview is scheduled, you get a notification on the platform and via email.
- Go to **Upcoming Interviews** tab to see scheduled interviews.
- At the scheduled time, a **Start** button will appear. Click it to join the video call.

### 4.5 Managing Your Profile

- Click your avatar or name in the top-right corner.
- Select **Profile Settings** to update your personal information or change your password.

## 5. For Recruiters

### 5.1 Posting a Job

- After login, go to **Post a Job**.
- Fill in the job title, description, required skills, experience, and location.
- Set application deadline and number of openings.
- Click **Publish** to make the job live.

### 5.2 Reviewing Applicants

- Go to the **Applicants** section under each job post.
- See a list of candidates with their resumés and cover letters.
- Use filters to sort applicants by date applied or status.
- Click an applicant to view full details.

### 5.3 Scheduling Interviews

- Select an applicant and click **Schedule Interview**.
- Pick date, time, and enter a meeting link (Zoom, Teams, etc.).
- Click **Send Invitation**.
- Candidate receives notification via email and platform.

### 5.4 Providing Feedback

- After the interview, open the candidate's session.
- Fill out the feedback form with ratings and notes.

- Save feedback. Candidates will see their status updated but won't see feedback details.

## 5.5 Managing Job Posts

- Edit or close job posts anytime from your dashboard.
- View application statistics for each job.

## 6. Notifications

Event	Where You'll See It	When
Interview Scheduled	Email + Platform bell icon	Immediately after scheduling
Interview Reminder	Email + Dashboard banner	24 hours and 15 minutes before
Application Status Change	Email + Toast notification	Whenever recruiter updates status

## 7. Troubleshooting & FAQs

### Q: I forgot my password.

A: Click **Forgot Password** on the login page and follow the instructions to reset it.

### Q: Can I update my profile details?

A: Yes! Go to your avatar → **Profile Settings** to change your info or password.

### Q: I'm not receiving emails.

A: Check your spam folder or contact [support@recruit-right.com](mailto:support@recruit-right.com).

### Q: How do I cancel an interview?

A: Contact the recruiter directly via the platform messaging or email.

## 8. Support

- Email: [support@recruit-right.com](mailto:support@recruit-right.com)

## 9. Final Tips

- Keep your résumé updated for best results.
- Respond to interview invites promptly.
- Use the platform regularly to stay updated.
- Reach out to support if you face any issues—we're here to help!