**Recruitment System**

|  |  |  |
| --- | --- | --- |
| **Change Description** | **Estimate** | **Remark** |
| **Notification Function** | | |
| Notification should output the users first name instead of the full name | 0.5 |  |
| All users who are involved in an MRF should be notify when a user take action | 3.0 |  |
| Some notifications didn’t output the name of users when they take action | 1.5 |  |
| **Notification UI** | | |
| Change the width of the Notification panel to full width | 0.5 | Done |
| **User Creation Function** | | |
| Add a new role “OIC Recruiter” | 1.0 | Done |
| **User Creation UI** | | |
| Remove the open parenthesis in the left side of the Create User page | 0.5 | Done |
| Arrange the branch order accordingly | 0.5 | Done |
| **Import Function** | | |
| File-name, file-format should be case-sensitive | 1.0 | Done |
| File-name should be outputted on the Notification panel for quick reference | 0.5 | Done |
| Import Applicants to the system should notify Admin users | 0.5 | Done |
| **MRF Creation UI** | | |
| Reset the required skills fields when no skills are set | 0.5 | Done |
| Change the arrangement of the “Establishment, Address, and City” | 0.5 | Done |
| Update the list of City | 0.5 | Done |
| Change the placeholder of Covering Period to “From” and “To” | 0.5 | Done |
| Age Requirement should only accept numbers and special character (-) | 1.0 |  |
| Cost Center shouldn’t be mandatory | 0.5 | Done |
| Payout Date should be filled-out by Coordinator instead of Client | 3.0 |  |
| Change Gender choices from “Female/Male” to “Male/Female” | 0.5 | Done |
| Change the pop-up message from “save” to “proceed” | 0.5 | Done |
| Add Other Allowances after “Cola” | 3.0 |  |
| **MRF Dashboard UI** | | |
| Add “Date Required” next to “Date Requested” | 1.0 | Done |
| Change the “Required numbers” to “Pending numbers” | 1.0 | Done |
| Change “Aging” to “Aging (Calendar days)” | 0.5 |  |
| **MRF Function** | | |
| Recruitment Supervisor should forward the MRF to the OIC Recruiter | 1.0 |  |
| Recruiters will be visible based on the OIC it will be assigned to | 1.0 |  |
| **MRF Details UI** | | |
| Coordinator should choose the “Payout date” and it should be mandatory | 1.0 |  |
| Status when assigned to Recruiter should be the name of the Recruiter | 0.5 | Done |
| Add cancel MRF button on the location of cancelled (Client & Coordinator only) | 0.5 | Done |
| Inviting Applicants status should change when client cancels the last required applicant to complete status | 1.0 |  |
| **Dashboard UI** | | |
| The New Manpower Request should only count the newly created MRF | 0.5 | Done |
| The Ongoing Manpower Request should only count the MRF undergoing Recruitment process | 0.5 | Done |
| Notification Panel and Manpower Request Panel should be full width | 0.5 | Done |
| Other users’ role should see the MRF related to them in the Manpower Request Panel | 0.5 |  |
| **MRF Processing (Applicant List)** | | |
| Add “Location” field on the search | 1.0 | Done |
| Add “Location” tab on the search results | 1.0 | Done |
| Invitation notification is inaccurate | 1.0 |  |
| Educational attainment should be filtered (ie if elementary is required the system should still output the overqualified) | 1.0 | Done |
| **MRF Processing (Invited)** | | |
| Add “Location” tab on the table | 1.0 |  |
| Cursor should be button cursor when highlighting data on the table | 0.5 | Done |
| Applicants who didn’t confirm shouldn’t be erased | 1.0 |  |
| **MRF Processing (Confirmed)** | | |
| Add “Location” tab on the table | 1.0 |  |
| Cursor should be button cursor when highlighting data on the table | 0.5 | Done |
| Applicants who failed shouldn’t be erased | 1.0 |  |
| **MRF Processing (Shortlist)** | | |
| Add “Location” tab on the table | 1.0 |  |
| Cursor should be button cursor when highlighting data on the table | 0.5 | Done |
| Applicants who failed shouldn’t be erased | 1.0 |  |
| Change the button “Print” to “Download” | 0.5 |  |
| **MRF Processing (For Requirement)** | | |
| Add “Location” tab on the table | 1.0 |  |
| Change the button “Accept” to “Hire” | 0.5 |  |
| Add Mark all button on the table | 1.0 |  |
| Add Mark all and Unmark all button on the button group section | 1.0 |  |
| Add Import and Export button on the button group section | 4.0 |  |
| Recruiter can still proceed on hiring the applicant even if the primary requirement is still pending | 1.0 |  |
| **MRF Processing (Hired)** | | |
| Add “Location” tab on the table | 1.0 |  |
| Change “Print” button to “Download” button | 0.5 |  |
| **Applicant Details UI** | | |
| Lessen the white space of the current UI | 1.0 |  |
| Create a section for Primary Requirements, Secondary Requirement, Medical Requirement, and Other Requirements | 1.0 |  |
| Remove the time in “Date of birth” | 0.5 | Done |
| Government ID format should be implemented automatically | 0.5 | Done |
| Government ID will only accept numbers and has limited entries depending on the Government ID format | 0.5 | Done |
| Add Drug Test, Basic 3 in the Medical Requirement Section | 1.0 |  |
| **Endorsement Letter** | | |
| Add the Client Feedback form on the bottom right | 1.0 |  |
| Put the Recruiter evaluation form on the bottom left | 1.0 |  |
| Add Recruiter name and corresponding Supervisor or OIC on the bottom left | 1.0 |  |
| **Contracts** | | |
| Office address was omitted on the English version part of the Contract (verify in other contracts as well) | 0.5 | Done |
| Applicant name should be outputted instead of RS in the final signature part of the contract (verify in other contracts as well) | 0.5 |  |
| **Reports** | | |
| Manpower request summary report decimal place should be limited to 2 decimals | 0.5 | Done |
| Add smart filter on all reports | 13.0 |  |
| **SMS Blast** | | |
| Diagnostic test if the SMS API is case-sensitive | 4.0 | Done |
| **DELIVERY LEAD TIME** | **12** business days | |