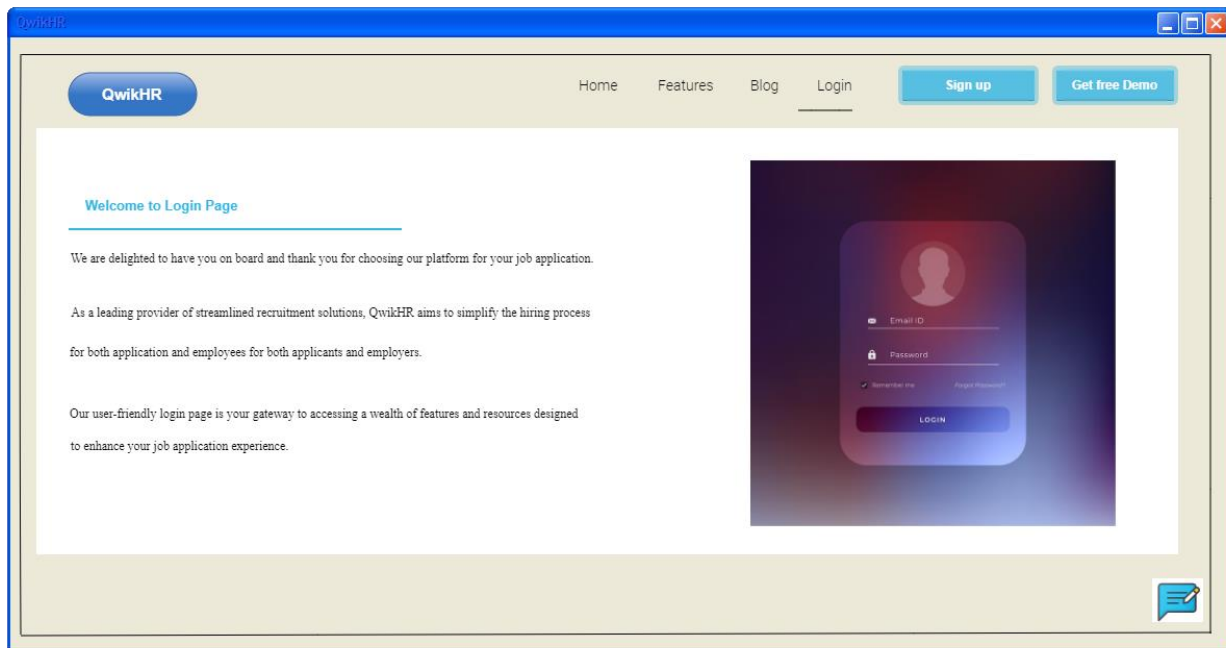


## HR MANAGER/HIRING MANAGER/HR TEAM/RECRUITEE USER STORIES



### Title

Login

### User Story:

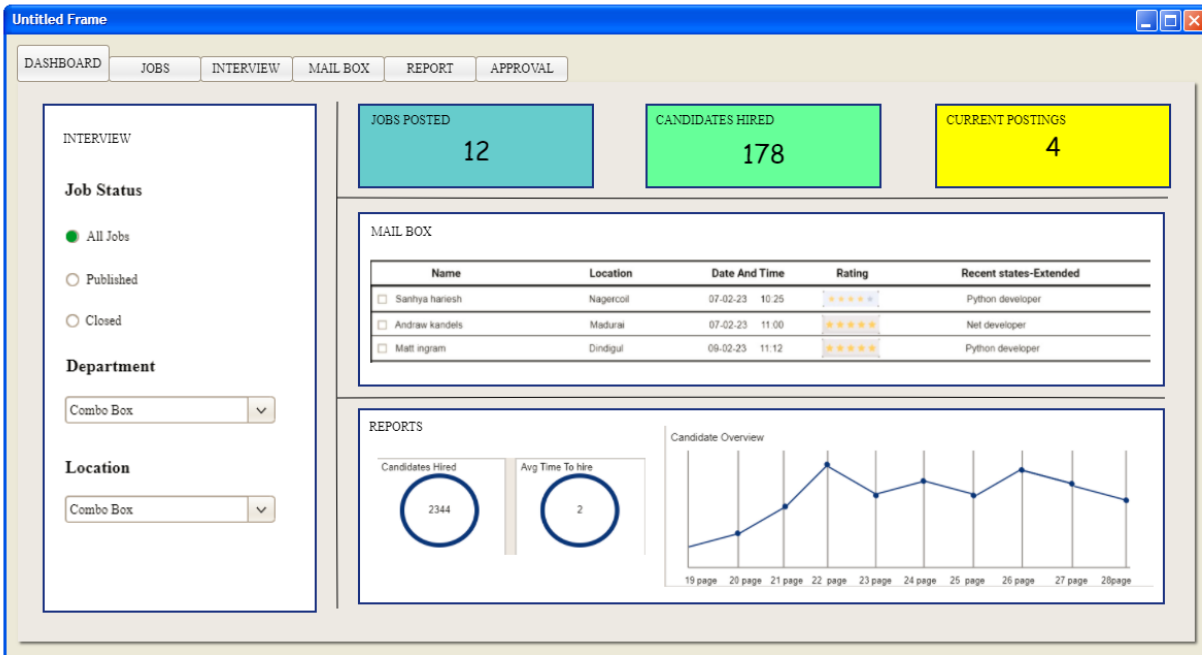
**As a** Hr Manager or HR Team or candidate

**I want** to login using my username and password

**So that** I can access the QwikHR application

### Acceptance Criteria:

1. Display keypad when the user clicks inside the mail ID and password textbox
2. The Login button is highlighted when the user starts typing.
3. Login button should be inactive when no input is typed.
4. Choose the option whether login as candidate, Recruiter, HR Manager, Hiring Manager.
5. User can click on button after giving input.
6. Display home page after clicking the Login button if the credentials are correct.
7. Display the message "Invalid username/password" if the credentials are wrong and remove the input in the textboxes.



## Title

Dashboard

## User Story:

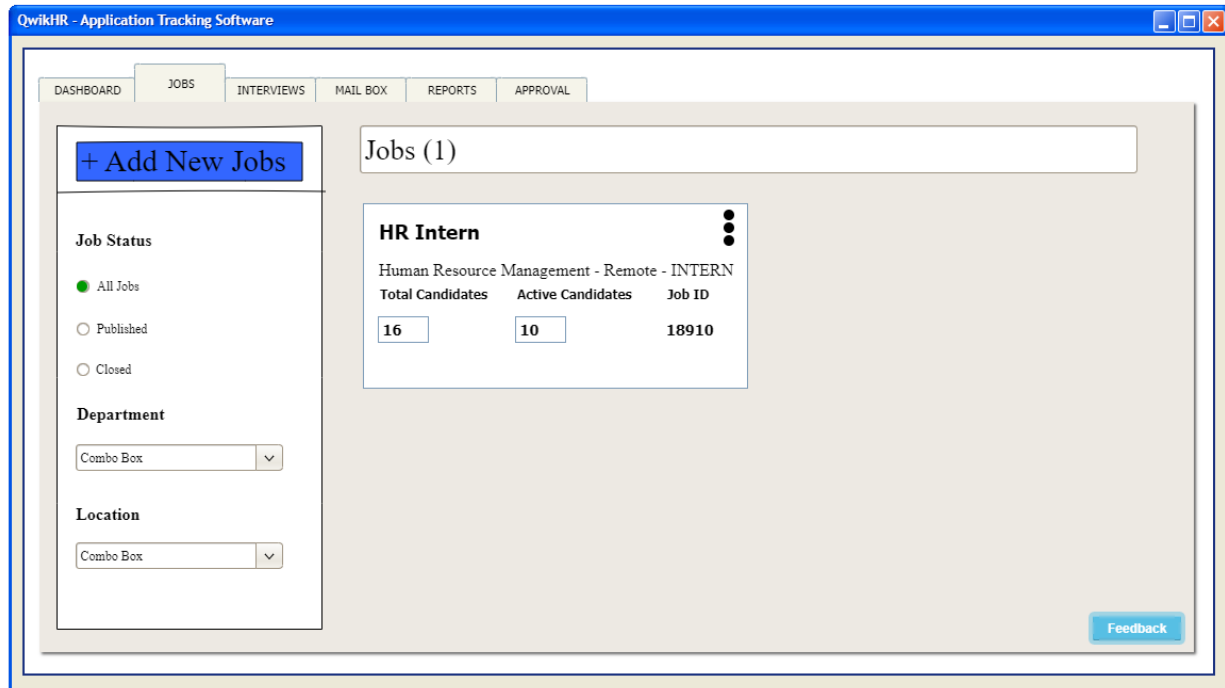
**As a** Hr Manager or HR Team

**I want** to view features of Dashboard to proceed further

**So that** I can hire the candidates to my company.

## Acceptance Criteria:

1. After login the page takes to dashboard where all the features of panel will be displayed.
2. It is possible to click the various panel or those features will be displayed in dashboard which are very important.



## Title

Jobs

## User Story:

**As a** Hr Manager or HR Team

**I want** to create jobs to publish in various boards

**So that** I can hire the candidates to my company.

## Acceptance Criteria:

1. In Jobs panel there will be options to add new job, publish jobs.
2. Further, it is also possible to Search and filter jobs that has been posted.
3. It is possible to search jobs posted department and location wise by choosing the appropriate option from the combo box/
4. From the feedback option it is possible to provide feedback for the appropriate page.

QwikHR - Application Tracking Software

DASHBOARD
JOBS
INTERVIEWS
MAIL BOX
REPORTS

Press to search

1
1

+ Add New Jobs

**Job Status**  
☒ All Jobs  
☐ Published  
☐ Closed  
**Department**  

Combo Box

  
**Location**  

Combo Box

Jobs (1)

HR Intern

Human Resource Management - Remote - INTER

Total Candidates

16

Active Candidates

10

Job ID

18910

PUBLISH JOB

Edit

Schedule Posting Time

Schedule Time

More

QwikHr - Applicant Tracking Software

JOB CREATION

Request ID

Raised By

Date of Request

Last Date

Level

Designation

Mandatory Skills

Location

Role

Duration

Work Permit

**Company Details**

Name

ID

Address

Type

Location

Department

Years of Experience

Salary

CREATE
CANCEL

**Title**

Create Jobs

**User Story:**

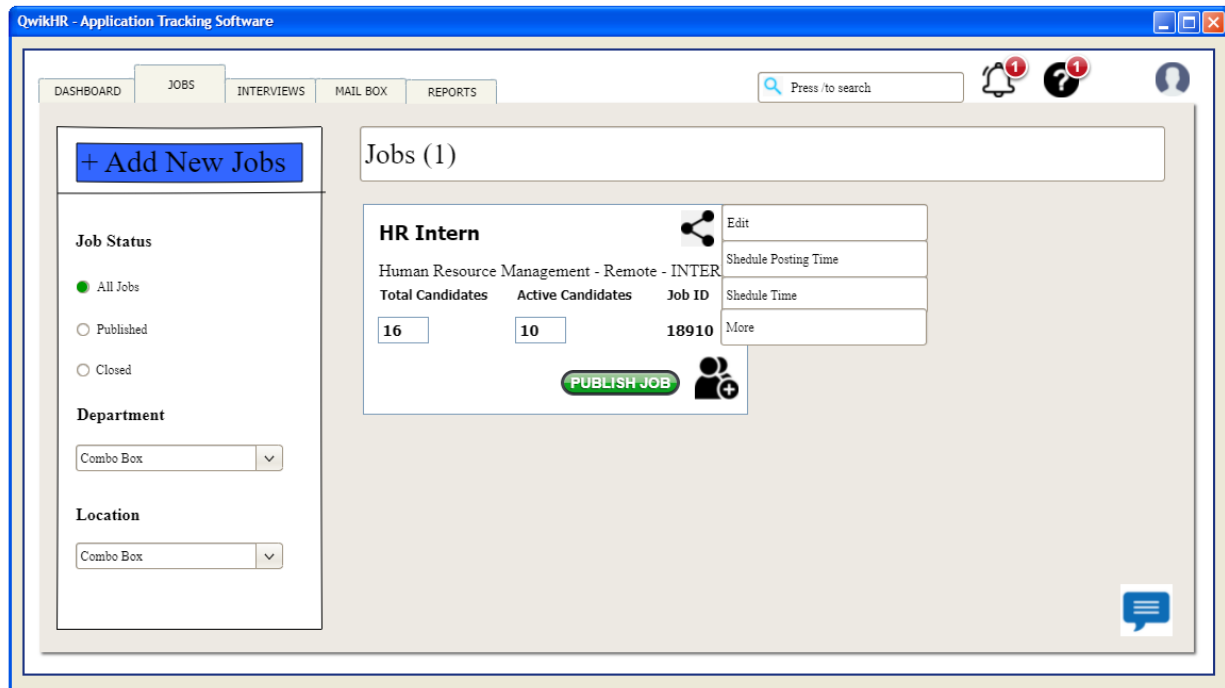
**As a Hr Manager or HR Team**

**I want** to create jobs to publish in various boards

**So that** I can hire the candidates to my company.

#### Acceptance Criteria:

5. Go to Jobs Panel
6. Click on Add New Jobs Button
7. Enter the job details manually and then click create button to create the jobs.
8. The created job will be appeared in jobs panel.
9. To edit, publish go to the jobs panel



#### Title

Press/to search

#### User Story:

**As a Hr Manager or HR Team or candidate**

**I want** to search jobs to publish in various that us been applied

**So that** I can view and hire candidates.

**Acceptance Criteria:**

1. Go to Jobs Panel
2. Click on Search panel
3. Enter the job name you want to search.
4. The searched job will be displayed.

**Title**

Job Approval

**User Story:**

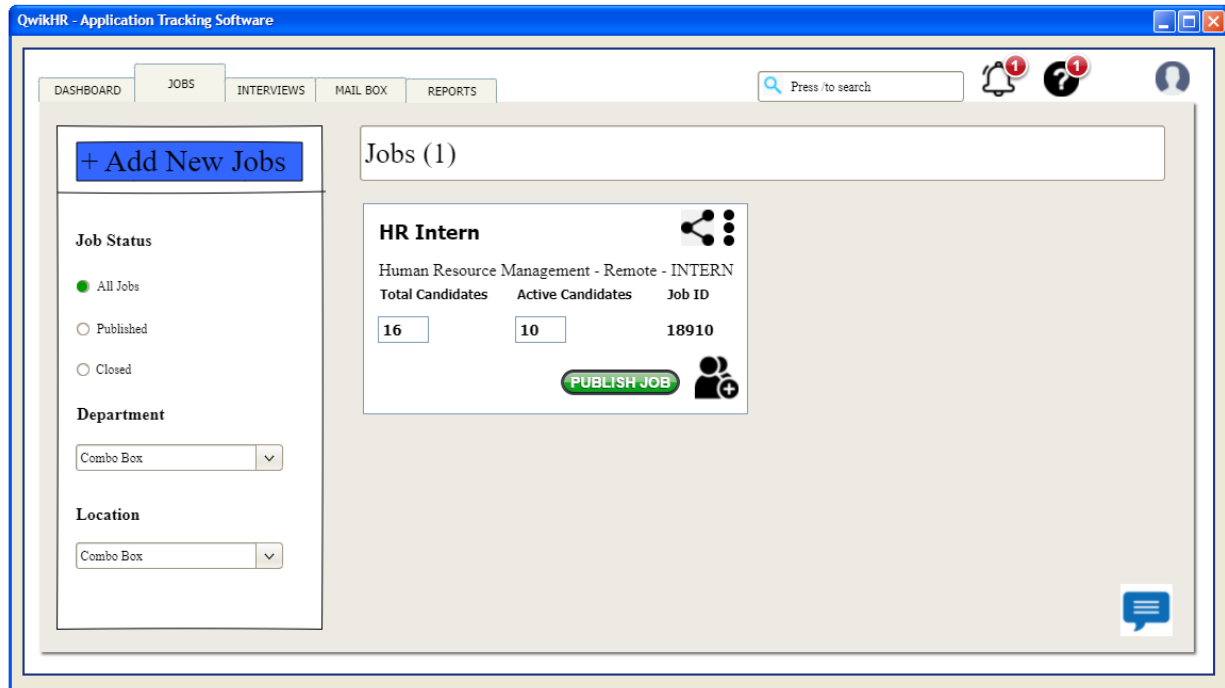
**As a** Hr Manager or HR Team

**I want** to create jobs to publish in various boards

**So that** I can hire the candidates to my company.

**Acceptance Criteria:**

1. The job that is created be HR Team will undergone by HR Manager where if satisfied it is published.
2. Else it is been not published.



## Title

Publish Jobs

## User Story:

**As a** Hr Manager or HR Team

**I want** to publish jobs in various boards

**So that** I can hire the candidates to my company.

## Acceptance Criteria:

1. Go to Jobs Panel
2. Click on Publish button to publish jobs
3. To Edit or schedule job posting time click on the three dote button and select the option required to be done.
4. After publish the jobs will be posted in various fields and boards for the candidate reference.

QwikHR - Application Tracking Software

DASHBOARD JOBS INTERVIEWS MAIL BOX REPORT

Search  Page 1 of 2 20 Result

Name	Location	Date And Time	Rating	Recent states-Extended
<input type="checkbox"/> Sanhya hariesh	Nagercoil	07-02-23 10:25		Python developer
<input type="checkbox"/> Andraw kandels	Madurai	07-02-23 11:00		Net developer
<input type="checkbox"/> Matt ingram	Dindigul	09-02-23 11:12		Python developer
<input type="checkbox"/> Naveen	Thoothukudi	10-02-23 11:15		Java developer
<input type="checkbox"/> Dharshan	Tirunelveli	10-02-23 11:30		Java developer
<input type="checkbox"/> Ramalingam	Thiruchendur	11-02-23 10:11		Scuba instructor
<input type="checkbox"/> Suriya	Tiruchirappalli	11-02-23 11:34		Java developer
<input type="checkbox"/> Sujith	Thanjavur	11-02-23 12:57		Python developer
<input type="checkbox"/> Mathan	Tirunelveli	13-02-23 02:34		Net developer
<input type="checkbox"/> Suresh kumar	Nagercoil	14-02-23 04:35		Java developer

☐ A-Z

## Title

Receive Applications

## User Story:

As a Hr Manager or HR Team

**I want** to receive applications from the mailbox

**So that** I can select and shortlist candidates to hire in my company.

## Acceptance Criteria:

1. The candidates who apply for jobs will be received in the Mailbox panel.
2. In the Mailbox the Name of the candidate, Location, Date and time received and the rating of the applicant by other companies and their skills will be displayed in the Mailbox panel.
3. In this mailbox, the pages can be scrolled to view the all over applicant details etc.,.



QwikHR - Application Tracking Software

DASHBOARD JOBS INTERVIEWS MAIL BOX REPORT

Search  Clear all Page 1 of 2 20 Result

Name	Location	Date And Time	Rating	Recent states-Extended
<input type="checkbox"/> Sanhya hariesh	Nagercoil	07-02-23 10:25	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Python developer
<input type="checkbox"/> Andraw kandels	Madurai	07-02-23 11:00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Net developer
<input type="checkbox"/> Matt ingram	Dindigul	09-02-23 11:12	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Python developer
<input type="checkbox"/> Naveen	Thoothukudi	10-02-23 11:15	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Java developer
<input type="checkbox"/> Dharshan	Tirunelveli	10-02-23 11:30	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Java developer
<input type="checkbox"/> Ramalingam	Thiruchendur	11-02-23 10:11	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Scuba instructor
<input type="checkbox"/> Suriya	Tiruchirappalli	11-02-23 11:34	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Java developer
<input type="checkbox"/> Sujith	Thanjavur	11-02-23 12:57	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Python developer
<input type="checkbox"/> Mathan	Tirunelveli	13-02-23 02:34	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Net developer
<input type="checkbox"/> Suresh kumar	Nagercoil	14-02-23 04:35	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Java developer

☐ A-Z

## Title

Review Applications

## User Story:

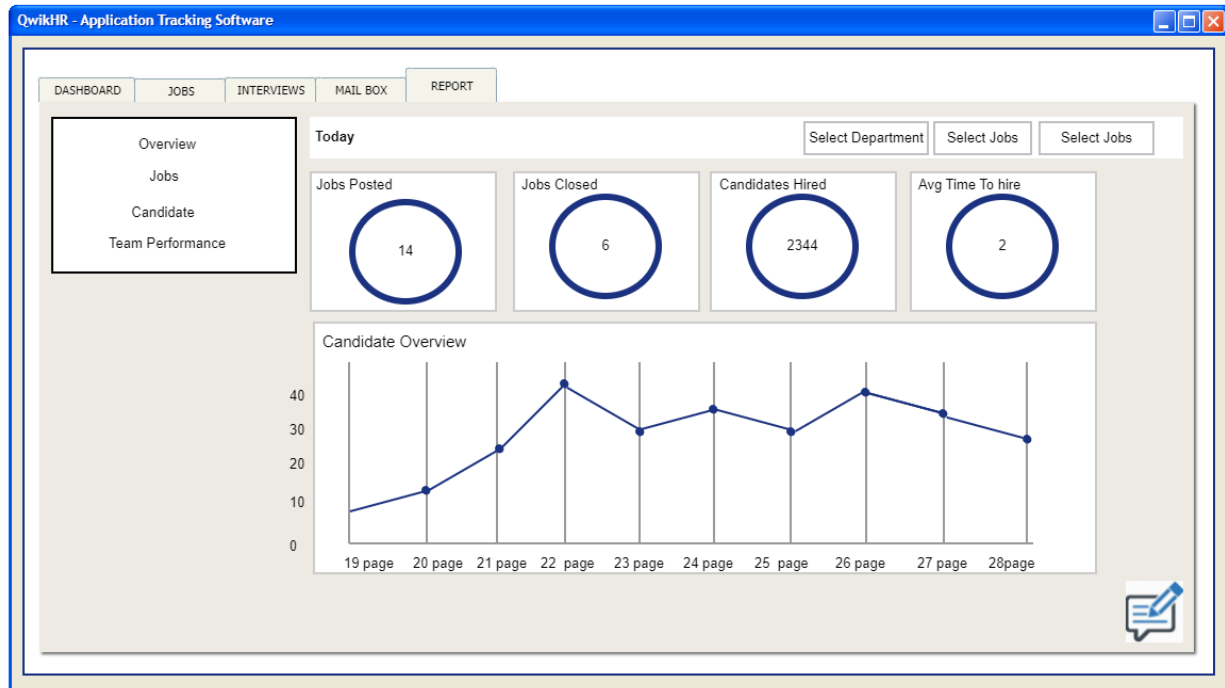
As a Hr Manager or HR Team

I want to review applications from the mailbox

So that I can select and shortlist candidates to hire in my company..

## Acceptance Criteria:

1. The applicants Request letter with CV will be received in the mailbox panel.
2. Those CV can be viewed from mailbox panel by clicking the applicant name from the mailbox panel.
3. The candidates are been selected from the mailbox which is been shortlisted depending upon the requirement using the search bar.



Qwik-HR Application tracking system

DASHBOARD JOBS INTERVIEWS MAIL BOX REPORT

Candidate Name:

Candidate ID:

Designation:

Percentage:

Location:

Skills:

Rolls:

Salary:

Report Cancel

**Title**

Screening and Reports

**User Story:**

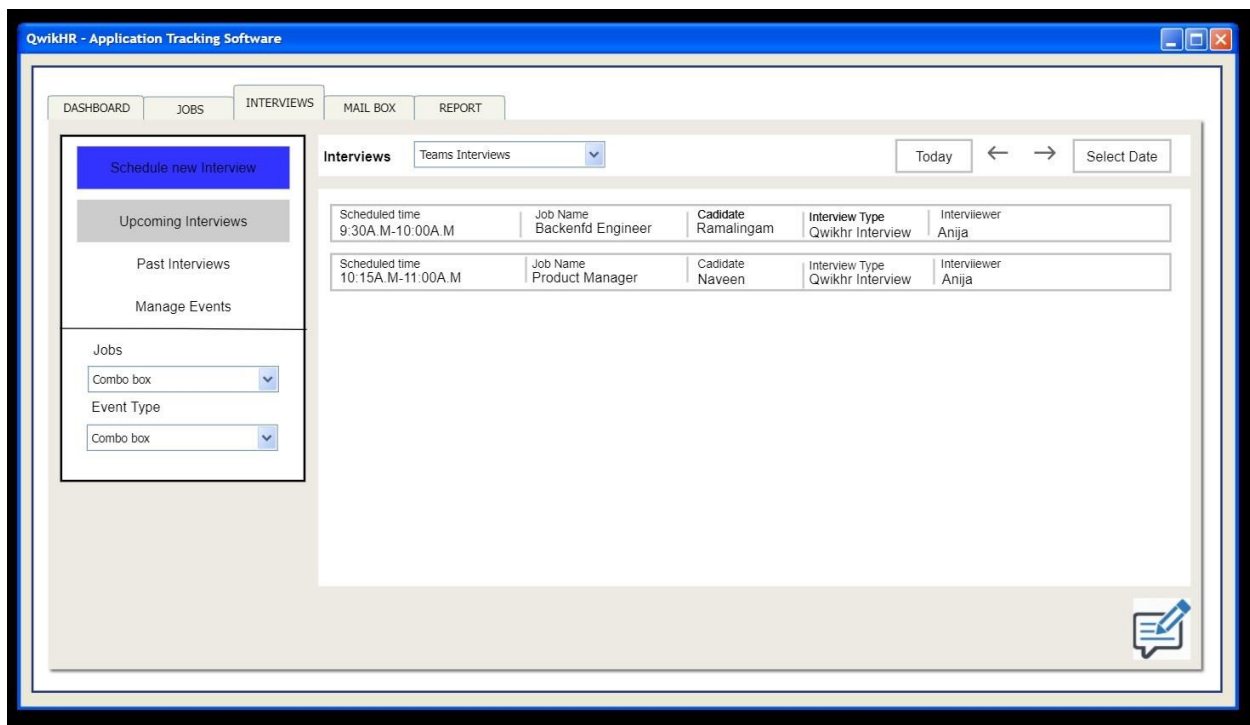
**As a Hr Manager or HR Team**

**I want** to screen the selected candidates

**So that** I can select and shortlist candidates to hire in my company.

**Acceptance Criteria:**

1. The shortlisted applicants are undergone a screening process online mode.
2. After screening process the reports of the candidate will be displayed in the report panel.
3. In the report panel candidates performance, jobs posted and candidates hired and a lot of additional informations are been displayed in the report panel.
4. According to the report of the candidate the next step is taken.
5. The candidate is been selected according to the reports if the report is poor they are been rejected.



**Title**

Interview

**User Story:**

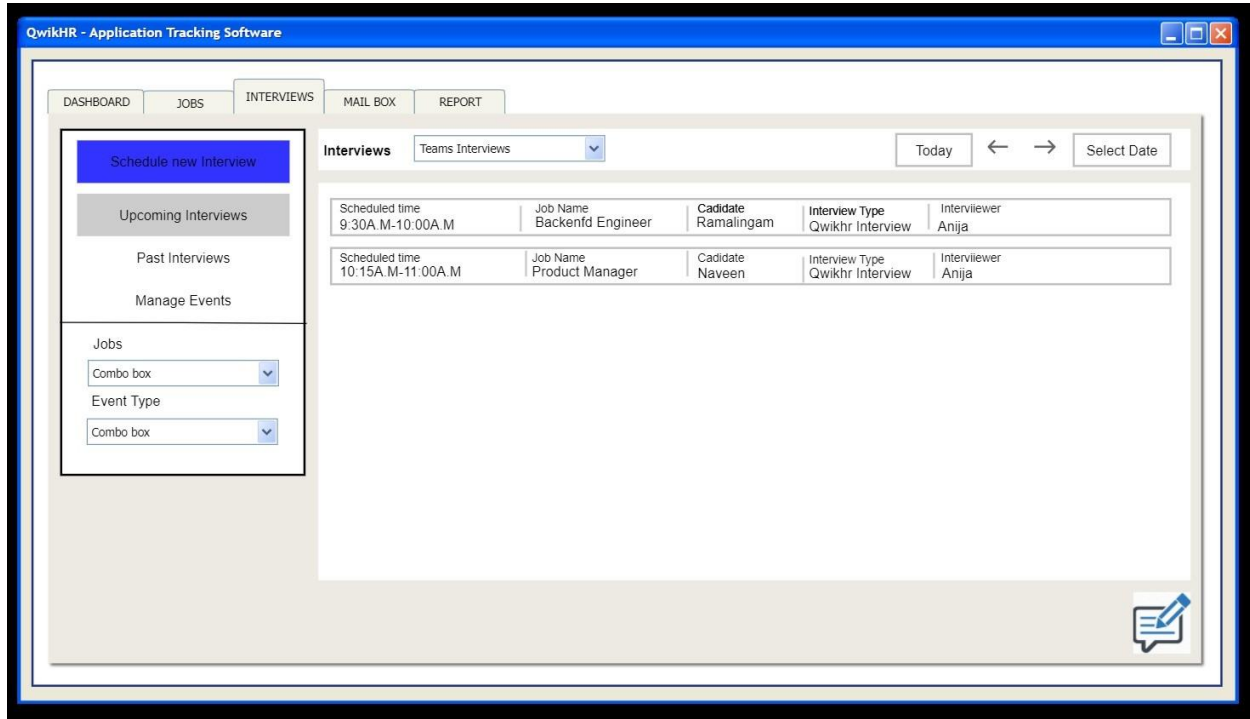
**As a Hr Manager or HR Team**

**I want** to interview the candidates

**So that** I can hire in my company according to their performance.

**Acceptance Criteria:**

1. The candidates are asked to attend the offline interview according to their report.
2. Based on the interview the candidates performance feedback will be displayed in the report panel.
3. Depending upon the no of candidates the Interview round extends.
4. If there is less number of people within one or two round the interview will be completed. So till the interview completes and the candidates get shortlisted the process from step 1-2 goes in a loop.
5. After the Interview gets overed the people CV and their details are been collected.



**Title**

Schedule Interviews

**User Story:**

**As a** Hr Manager or HR Team

**I want** to schedule interviews according to the candidates requirement

**So that** I can hire the candidates to my company.

**Acceptance Criteria:**

1. It is able to schedule Interview as per candidate options.
2. If the time is scheduled for another employee then, the recruiter may ask the candidate to choose another time and date from the calender available in the interview panel which is interlinked for both candidate and other officials.

The screenshot shows the 'QwikHR - Application Tracking Software' window. It has a navigation bar with tabs: DASHBOARD, JOBS, INTERVIEWS, MAIL BOX, REPORT, and APPROVAL. The 'REPORT' tab is selected. Below the tabs is a table with the following columns: Candidate Names, Locations, Report, and Ratings. The table contains 14 rows of candidate data, each with a checkbox in the first column. The ratings are represented by yellow stars.

	Candidate Names	Locations	Report	Ratings
<input type="checkbox"/>	Sudhakar J	Chennai	98%	★★★★★
<input type="checkbox"/>	Ramalingam S	Coimbatore	87%	★★★★★
<input type="checkbox"/>	Sathya N	Chennai	72%	★★★★★
<input type="checkbox"/>	Mia E	Banglore	98%	★★★★★
<input type="checkbox"/>	Sathya N	Mumbai	82%	★★★★★
<input type="checkbox"/>	Anand T	Bangalore	99%	★★★★★
<input type="checkbox"/>	Jubair Ahmed Y	Hyderabad	87%	★★★★★
<input type="checkbox"/>	Ragav T	Bangalore	98%	★★★★★
<input type="checkbox"/>	Ashwin Subanya Prasad	Hyderabad	59%	★★★★★
<input type="checkbox"/>	Zenita K	Chennai	87%	★★★★★
<input type="checkbox"/>	Siva Arun R	Coimbatore	76%	★★★★★
<input type="checkbox"/>	Pooja R S	Coimbatore	98%	★★★★★
<input type="checkbox"/>	Tejashwi Prakash	Hyderabad	82%	★★★★★

**Title**

Reports

**User Story:**

**As a** Hiring Manager

**I want** view the reports provided by the Recruiter

**So that** I can to hire in my company if they have best knowledge and skills

### Acceptance Criteria:

1. Click on the report panel.
2. Reports/Feedback given by the recruiter will be displayed with the information of the candidate to approve them in the company.

Candidate Names	Locations	Report	APPROVE / REJECT
<input type="checkbox"/> Sudhakar J	Chennai	98%	<b>APPROVE</b> <b>REJECT</b>
<input type="checkbox"/> Ramalingam S	Coimbatore	87%	<b>APPROVE</b> <b>REJECT</b>
<input type="checkbox"/> Sathya N	Chennai	72%	<b>APPROVE</b> <b>REJECT</b>
<input type="checkbox"/> Mia E	Banglore	98%	<b>APPROVE</b> <b>REJECT</b>
<input type="checkbox"/> Sathya N	Mumbai	82%	<b>APPROVE</b> <b>REJECT</b>
<input type="checkbox"/> Anand T	Bangalore	99%	<b>APPROVE</b> <b>REJECT</b>
<input type="checkbox"/> Jubair Ahmed Y	Hyderabad	87%	<b>APPROVE</b> <b>REJECT</b>
<input type="checkbox"/> Ragav T	Bangalore	98%	<b>APPROVE</b> <b>REJECT</b>
<input type="checkbox"/> Ashwin Subanya Prasad	Hyderabad	59%	<b>REJECTED</b>
<input type="checkbox"/> Zenita K	Chennai	87%	<b>APPROVED</b>
<input type="checkbox"/> Siva Arun R	Coimbatore	76%	<b>REJECTED</b>
<input type="checkbox"/> Pooja R S	Coimbatore	98%	<b>APPROVED</b>
<input type="checkbox"/> Tejashwi Prakash	Hyderabad	82%	<b>APPROVED</b>

### Title

Hiring Manager Approval

### User Story:

As a Hiring Manager

**I want** to approve the candidates

**So that** I can to hire in my company if they have best knowledge and skills

### Acceptance Criteria:

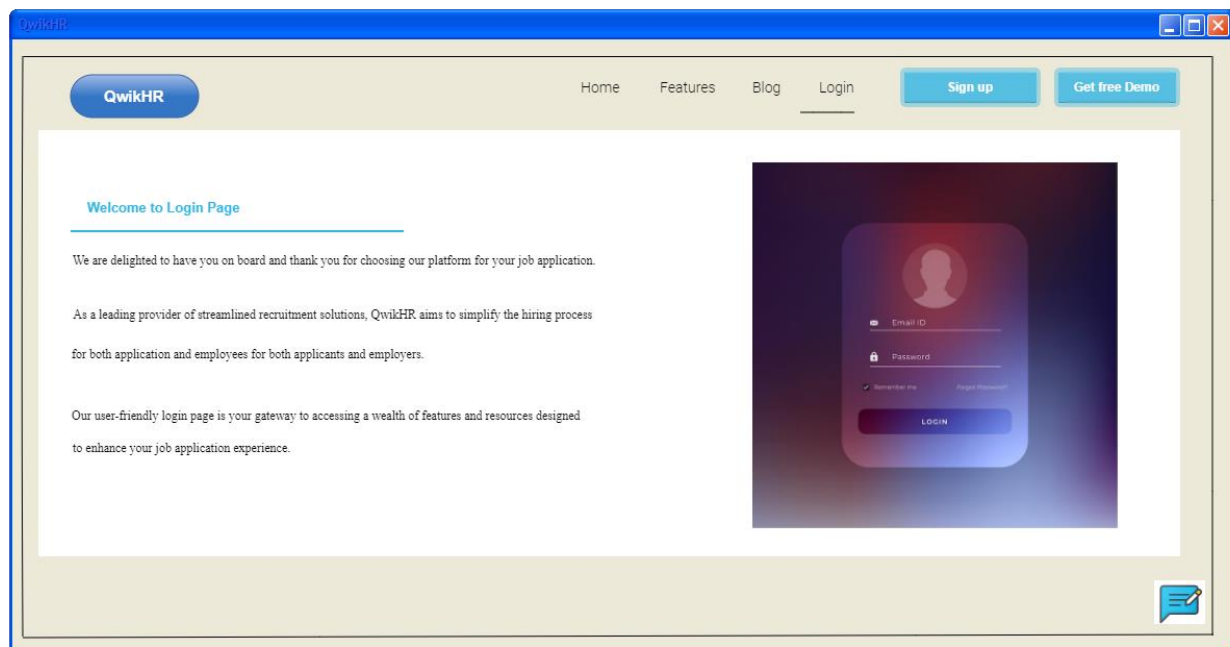
1. After the interview is been completed, the selected candidates details are been collected and forwarded to the hiring Manager for Approval.
2. If the hiring manager approves the selected candidates the candidates documents are collected.
3. Else the candidate is been rejected is not approved.

<b>Title</b> Document Collection
<b>User Story:</b> <b>As a</b> HR Team <b>I want</b> to verify the documents <b>So that</b> I can to hire in my company if they have best knowledge and skills
<b>Acceptance Criteria:</b> <ol style="list-style-type: none"> <li>1. After the approval of the hiring manager for the selected candidates the documents are been collected for verification.</li> <li>2. After the verification job offer is sent to the candidates..</li> </ol>

<b>Title</b> Document Verification
<b>User Story:</b> <b>As a</b> Hiring Manager <b>I want</b> to verify documents <b>So that</b> I can to hire in my company
<b>Acceptance Criteria:</b> <ol style="list-style-type: none"> <li>1. After documents has been collected will be received through mail.</li> <li>2. After collection from the candidate it undergoes document verification to verify whether the given details matches or not.</li> <li>3. If Yes the candidate will be proceeded to give him/her an offer letter.</li> <li>4. If No, the candidate will not be given a offer letter.</li> </ol>

<b>Title</b> Job Offer
<b>User Story:</b> As a Hiring Manager <b>I want</b> to sent the job offer to the candidates <b>So that</b> I can to hire in my company
<b>Acceptance Criteria:</b> <ol style="list-style-type: none"> <li>5. After the approval of the hiring manager the job offer letter is been sent to the selected candidates or applicants.</li> <li>6. The job offer is received by the candidates or applicants who have been shortlisted.</li> <li>7. The job offer letter is been extended till a Date to join.</li> </ol>

## CANDIDATE USERSTORIES



<b>Title</b> Candidate login
<b>User Story:</b> As a Candidate



**I want** to get job notifications

**So that** I can get a job and laced in a better company

**Acceptance Criteria:**

1. Display keypad when the user clicks inside the mail ID and password textbox
2. The Login button is highlighted when the user starts typing.
3. Login button should be inactive when no input is typed.
4. Choose the option whether login as candidate
5. User can click on button after giving input.
6. Display home page after clicking the Login button if the credentials are correct.
7. Display the message “Invalid username/password” if the credentials are wrong and remove the input in the textboxes.

The screenshot shows a web browser window titled "QwikHR". Inside the window is a form titled "APPLICATION UPLOAD". The form contains the following fields and controls:

- NAME\***: A text input field.
- EMAIL ID\***: A text input field.
- MOBILE NUMBER\***: A text input field.
- TOTAL YEARS OF EXPERIENCE\***: A text input field.
- APPLYING POSITION\***: A dropdown menu.
- UPLOAD RESUME\***: A label with subtext "(MAX 5 MB) (.pdf/.docx/.rtf/.doc)" and a "CHOOSE FILE" button.
- DESCRIPTION ABOUT YOURSELF\***: A label with subtext "(in more than 250 words)" and a large text area.
- SUBMIT**: A green button at the bottom right of the form.

**Title**

Application Upload

**User Story:**

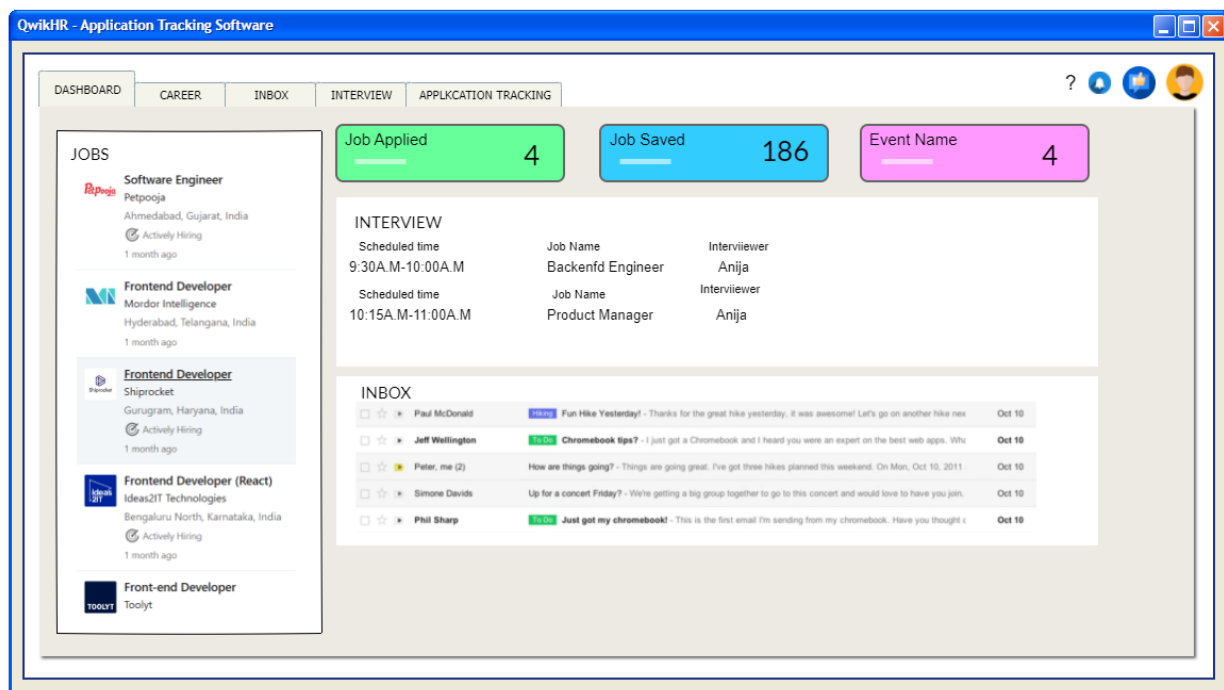
**As a** Candidate

**I want** to upload application

**So that** I don't want to enter details manually every time whenever I want to apply for the job.

### Acceptance Criteria:

1. After login the page retrieve to Application upload page.
2. In this I have to enter the Name, Designation and other required details.
3. At last I have to upload the resume, with the capability they have instructed by clicking the button Choose option.
4. After entering the details and checking the given details or correct or not, I have to submit the Application.
5. By applying this I don't want to enter details manually everytime whenever I need to apply for a job.
6. Better to click apply so that the job will be applied and it automatically uploads the application by retrieving the application that have been uploaded.



### Title

Dashboard

### User Story:

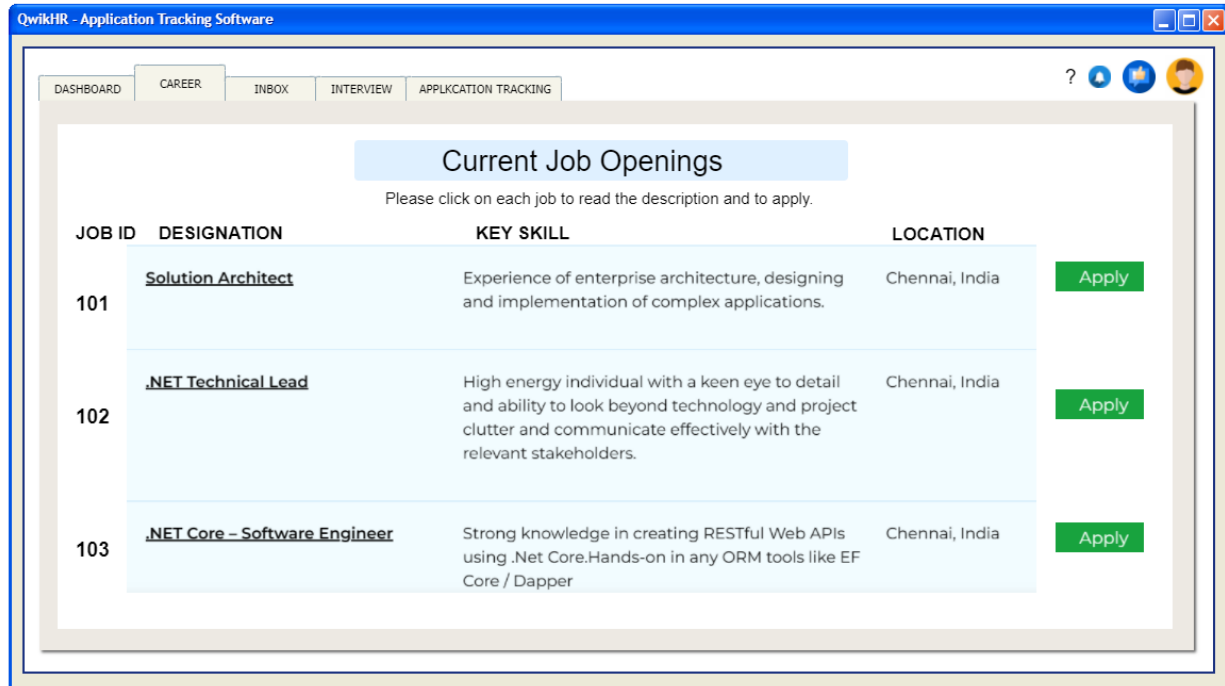
As a Candidate

I want to view features of QwikHR ATS

So that I can get a job and laced in a better company

### Acceptance Criteria:

7. Click the Dashboard
8. It's able to view All the panels in one window where it is able to click and view the full panel from the given features.



## Title

Job Summary

## User Story:

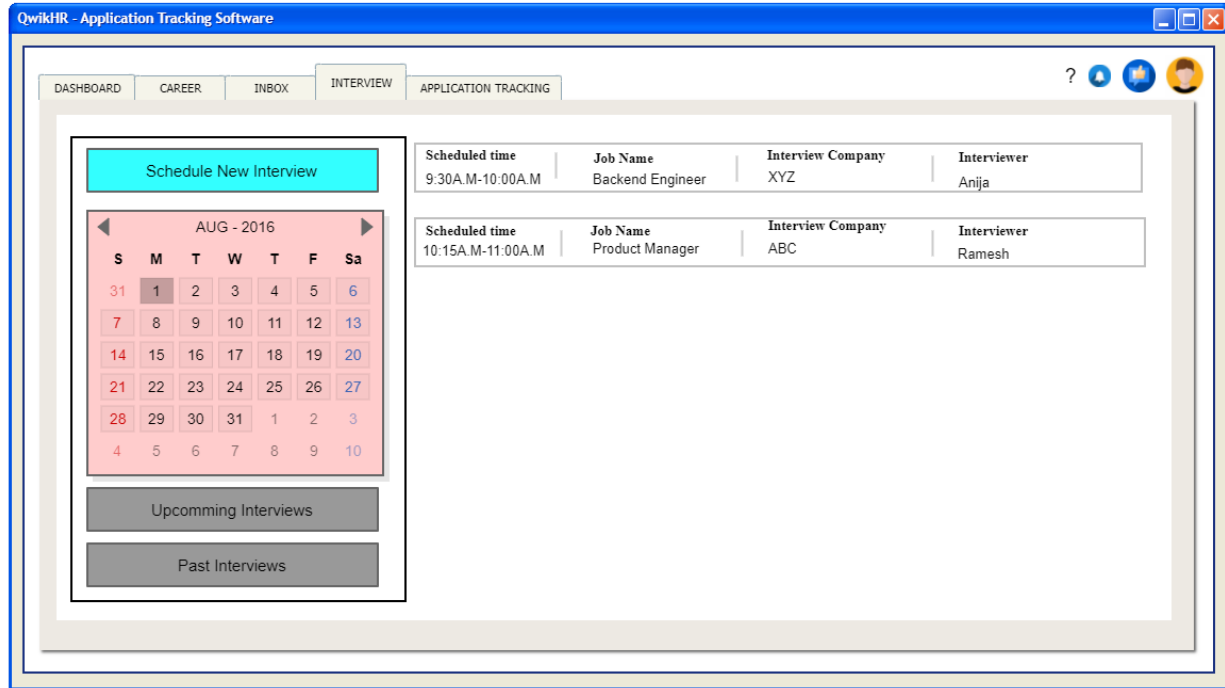
**As a Candidate**

**I want** to view job summary

**So that** I can apply for a job

## Acceptance Criteria:

1. Click the career panel
2. There jobs will be displayed so that I can go through the applications and job summary and apply for the job.
3. To Apply for the job, click the Apply option. So, it directly retrieves to the application and upload the application with CV attached to it.



## Title

Interview

## User Story:

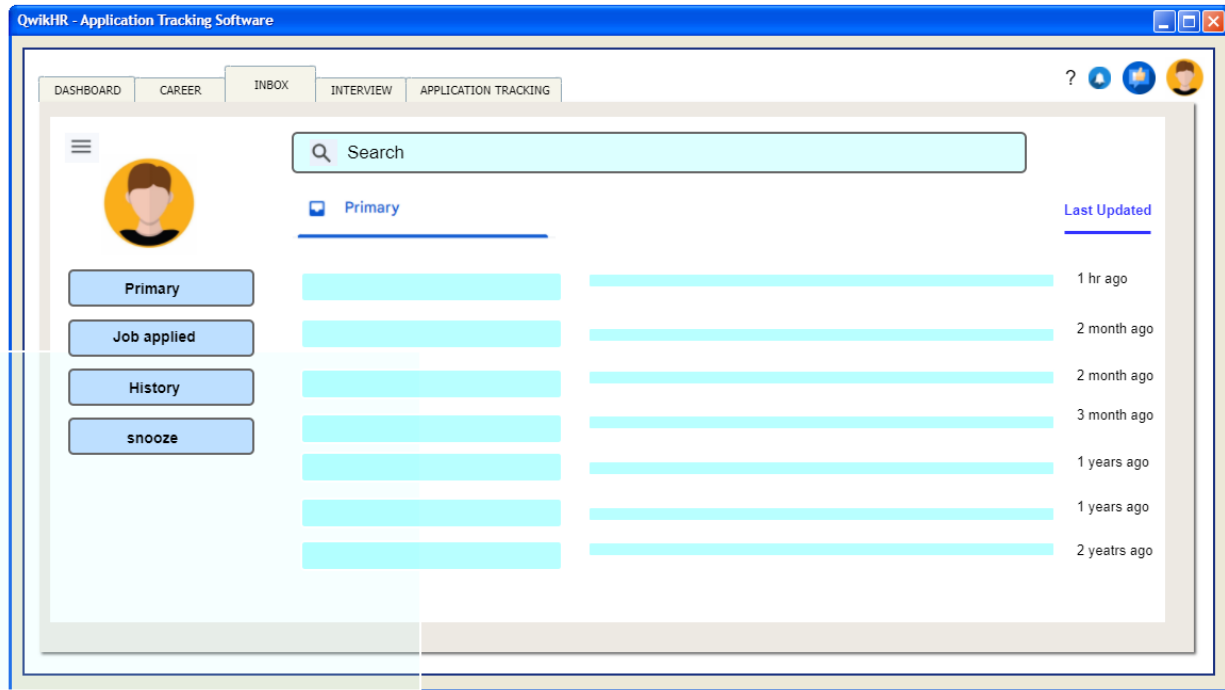
**As a** Candidate

**I want** to schedule interview for my convinence

**So that** I can get a job and laced in a better company

## Acceptance Criteria:

1. Go to Interview panel.
2. I can view Scheduled Interview in the rightside dialog box.
3. By clicking Schedule New interview button I can schedule new interview.
4. I can also view the upcoming scheduled interview and past interview by clicking the corresponding button.



## Title

Inbox

## User Story:

**As a** Candidate

**I want** to receive mail

**So that** I can get updates for the jobs I have been applied.

## Acceptance Criteria:

1. Go to Inbox Panel.
2. Click Primary Tab. Mails will be received in Primary Tab.
3. Jobs that have been applied at past will be displayed in the Jobs Applied Panel
4. In the History tab you will be the displayed the job have been applied and their status.
5. Snooze gives remainder if any interviews are been held.
6. Search bar is used to search a particular mail with their requirement which is to be searched.
7. In the User option the candidate can edit their applications and CV

QwikHR - Application Tracking Software

DASHBOARD
CAREER
INBOX
INTERVIEW
APPLICATION TRACKING

?

APPLICATION TRACKING

Candidate ID

Candidate Name

Job ID

Job Status

JOB ID	JOB DESIGNATION	JOB APPLY DATE	JOB STATUS	COMPANY	INTERVIEW ID	JOB SOURCE
101	Product Manager	07 Jan 2023	Pending	XYZ	#134067	Online

JOB STATUS : 
JOB ID :

## Title

Application Tracking

## User Story:

**As a** Candidate

**I want** track my job status

**So that** I can know the job status.

## Acceptance Criteria:

1. It is able to find the job status in the application tracking panel.
2. Candidate ID, Name, and Job ID, Status will also be displayed.
3. The status of job will be displayed in the job column.