**RECRUITMENT**

**PLAN VACANCIES**

Below details should be a form view for the vacancy planning

* Job tittle
* Job reference number
* Hiring officer
* Key requirement
* Number of vacancies
* Hiring Department
* Salary scale
* Type of recruitment (internal /external)
* Job application Opening date
* Job application end date
* Schedule date if any selection exam, interviews & placement

Note-Notification alert should be popped up while a termination is initiated.

**JOB ROLE TEMPLATE**

* Job title
* Report To: The (job title) will report to (positions titles or titles this position reports to)
* Job overview
* Responsibilities and duties
* Qualification
  + Education level.
  + Experience.
  + Specific skills.
  + Personal characteristics.
  + Certifications.
  + Licenses.
  + Physical abilities.

**KEEP RECORD OF APPLICANT CVS**

* Full Name
* NIC
* D.O.B
* Age
* Highest Educational qualification
* Location
* Applied post
* Attach CV

Note-should be able to filter the candidates based on the above fields

**INTERVIEW HISTORY**

* Job Reference Number
* Job title
* List of Collected Internal Application
* List of Collected External Application
* Rejected candidates from application and reason
* Selected candidates for interview
* Schedule of interview
  + Interview panel Number
  + Interviewers
  + Location
  + Date
  + Candidates list per panel
  + Reference number of candidates
  + Starting time
  + End time
* Candidates called for interview (candidates reached through the call, candidates could not reach through the call)
* Attended candidate for interview & absentees list
* Interview score cards
* Rejected candidate from interview and reason
* Final Selected candidates

**ENTER INTERVIEW HISTORY**

The following content should be a form view

1. Job Reference Number
2. Job title
3. List of Collected Internal Application
4. List of Collected External Application
5. Rejected candidates from application and reason (Rejection letter should be emailed)
6. List Selected candidates for interview
7. Schedule of interview (Interview panel Number, Interviewers, Location, Date, candidates list per panel, reference number of candidates, starting time, end time)
8. Candidates called for interview (mark as candidates reached through the call, candidates could not reach through the call)
9. Attended candidate for interview & absentees list
10. Interview score cards (Attachment)
11. Rejected candidate from interview and reason (rejection letter should be emailed)
12. Final Selected candidates