**\*Text in red font, ignore it for now as we are having further discussions about it.**

**\*\* Text in blue font are my own note to the case. You can use it or not. As long as requirements are met.**

**\*\*\*\* Black font are the original case paragraphs.**

**------------------------------------------------------------------------------**

**N.B. There are so many places where the case suggest communicating by email. It can also mean inside emailing system. Instead, we will use your communication tool that you created, and every time a communication message is sent thru the system or a notification made by the system to a user, the user recieves a headups emil to the email acount registered in his profile. The same as we get notifications by email about messages we recieve on linked in, connection requests, etc...**

**------------------------------------------------------------------------------**

**Case recruiter**  
‘

**Advertising**

Jönköpings needs to recruit a large number of court attorneys.

Responsible recruiter at the court is HR specialist Anna. She is ready for designing ad text and the next step is to publish and manage it in the recruitment tool.

Before Anna publish the ad, she wants to preview it.

Anna also wants to share the published advertisement on Platsbanken and one or two Social media outlets like facebook. She also wishes to control the design of headlines in the advertisement that is publishing.

The recruitment process includes the personality tests for applicants and Anna wants to easily access the test module that is linked to the recruitment tool. Anna is the only one in the district court that is licensed tester and thus the only one who will have permission for the test module.

To follow the recruitment case, Anna wants an autogenerated reference number for the post (unique id). She also wants to enter her own code number (or caption) beside the post ID.   
  
Anna wants to receive a reminder via email/system notification when the ad expired, and whether there were any applicants to it (successful) or not.

After publishing the ad, Anna discovers that she wrote the wrong deadline date and needs updating to a later date, and that the date in the ad is updated on Platsbanken and Ad's post on Facebook.

**\* Design job Ad, preview it, publish it, share and promote it.**

**\* Each job post has a unique id, a caption field for recruiter to use.**

**\* Email/system notification that ad expired, and if there were any applicants.**  
**Application**

During the recruitment, Anna recieved two applications by mail. Anna must be able register the two applicants to the job post in the system manually.

Anna believes that in previous recruitment for court attorneys there is an applicant whom she wishes to invite to this recruitment.

After the application deadline, there is also an applicant that Anna wants to add to job applicants.

It also turns out that one of the applicants has changed their email and phone number, and this has to be updated.

During the publication period, Anna needs to contact an applicant via mail (system communication), and she wants to be sure that the mail has been delivered. She also needs to send out an email to seven applicants to attach their grades (this should only be allowed before The publication date expires).

Anna will need to trace this conversation if necessary.

**\* My suggestion is to have two features for recruiter:  
  
1) Recruiter can create a job seeker profile thru his own account. So, if they recieve an applicant that it not registered in the system, recruiter creates a jobseeker account for the applicant, and fill the information. Recruiter can add the jobseeker profiles he created directly to a specific job.**

**2) Recruiter can visit any applicant profile and invite it to apply for a specific job. Invited jobseeker can accept that invitation and apply to the job, eve after job expiration time.**

**IMPORTANT: You are free to suggest doing it otherwise.**

**\* Multi recipiants messaging.**

**\* Add attachments interchange to communication module.**  
  
**Selection**

In the selection process, Anna wishes to write information on each application.

She also wants to work efficiently and grade according to ranking how fitting the applicant is for the job, and get a good overview of the number of applicants, date of incoming application, reference number / diary number, name, address, e-mail, training and work experience. The overview will be exported to Excel.

The phone rings and an applicant has questions about his application. Anna searches for the person's name and receives the application. She can also search for the job name in the system to see the list of aplicants and pick the caller application.

The applicants have attached a number of mixed-format files that Anna needs to print.

In her application, Anna has written that it is meritorious if the applicant has experience in job, administration and government service. These selection criteria want Anna to grade. Anna wants to create filters for selection that can be adapted and reused.

**\* Add comment section to applicant's applications.**

**\* Grading module (example):  
  
When a job is created, recruiter select the skills required for this job, with a 10 stars ranking added to each skill.**

**When applicants apply to the job, they fill the skills ranking table (Example: english, I am 7 stars. C++, 5 stars, etc...).  
  
In the job page, recruiter can filter applicants by skills. Example:filter "English" and then applicants are sorted accordingly.**

**Recruiter can change that ranking for the applicant.**

**Recruiter can put a grade for each applicant.**

**Recruiter can choose skills required to a specific job from predefined skills list recruiter stored in the system thru previous jobs.**  
**Interview**

Anna will have access to her booking schedule in the system. She can select suggested dates for an interview, and send it to the applicant. Or She calls the applicant by telephone, mail and sms. The applicant confirms a suggested date/time for the interview and it automatically get reserved in the booking schedule.

**Employment**

Anna retrieves information from the recruitment tool and creates an employment certificate from the system.

**Employment sertificate is a letter sent by the recruiter to the applicant who got the job.**

**Capacity and availability**

During the recruitment process, Anna and Applicant use the recruitment tool both through computer, mobile and tablet. When using mobile and tablet, they easily reach the recruitment tool through an app.  
  
**Documentation and storage**

After recruitment is complete, Anna wants to save documents and make notes in the recruitment tool.