Draft 1 - Workflow for Placement AI system

# Introduction

The goal of this project is to match candidates to clients, while obtaining permission/contract from both to ensure we are paid for our services. We will need to compile these aspects into a database. The directionality of these interactions could be many. Here are the components:

1. Find Job Description (client)
2. Establish contract with client
3. Find candidates
4. Establish contract with candidates
5. Match & score candidates
6. Connect client with candidate

We will need to consider what order makes the most sense.

# Acquiring Jobs (multiple strategies)

## Strategy 1 – Match First, then approach company

1. Adding Jobs to database
   1. Locate Current Job Posts by various clinical trial companies
      1. Companies = pharmaceutical, contract research organization, clinical trial research sites, and others
      2. These job descriptions will either be scraped, given to us directly, or retrieved from databases
   2. Import all Job information (job description, job requirements, job poster email, website, whether they are open to recruiters, etc.) into database
      1. DB = Mongo initially with automated step to vector into Pinecone?
      2. Add date added so we can estimate if the job has been filled/closed
         1. I think it will be too difficult to re-scrape and update accordingly for now. If this is feasible, we can consider it though.
   3. Import to know which jobs have contracts signed. These are the high priority.
2. Push job description into ChatGPT via API
   1. Ensure that we have long term memory associated with this process or is it acceptable to use a database that GPT can access? You will need to consider the pros and cons here.
   2. Prompt = Read job description XYZ and consider what aspects in a potential candidate’s resume would yield the highest probability of a recruiter placing that candidate for this position. Then, provide a Boolean search term list that would result in the highest probability of finding this perfect candidate.
   3. If possible, automate the searching of this given search string
   4. Download appropriate resumes or information
   5. Add to database (TBD)
   6. Evaluate for ‘fitness’ (i.e., score the resume) via ChatGPT prompt:
      1. “Evaluate resume XYZ for fitness with job description ABC and provide a score for how likely this candidate is to get this job description. Please consider the following factors:XYZ. Store this information in location ABC.

Also, provide 5 potential job titles that this candidate would be a good fit for. Create a score for each of these 5 potential job titles in the clinical trial industry.

* 1. Contact applicant for position / mini-interview. Be sure not to give too many details.
  2. Reach out to company for recruitment fee and sign contract.
  3. Connect both

It is important to note that we are simultaneously creating a database and matching candidates. In this current search strategy, we are trying to fit candidates for a given job, but are also adding to our database for future matches.

## Strategy 2 –Approach company first, then match

1. Scrape/search/download many job descriptions and determine which are most accepting of recruitment offers. For example, if their profile says “recruiters interested in helping us can be found here”
2. Search