



# Proposed Product PRD

# **QuietHire — MVP Product Requirements Document (PRD)**

## **1. Product Overview**

QuietHire is a hiring workflow platform designed to reduce hiring friction for early-stage founders and recruiters.

Instead of manually posting jobs across multiple platforms and filtering hundreds of irrelevant applications, QuietHire acts as a single source of truth where:

- Jobs are created once
- Distributed quietly across channels
- Candidates are filtered before reaching the recruiter

The platform prioritizes speed, clarity, and transparency for both recruiters and candidates.

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## **2. Problem Statement**

### **For Founders / Recruiters**

- Posting jobs across multiple platforms is repetitive and time-consuming
- High volume of irrelevant applications creates noise
- No clear visibility into candidate quality early
- Manual filtering delays hiring decisions

### **For Candidates**

- No visibility into how old a job is
- No idea how many people have applied
- Uncertainty about whether a role is still active
- Ghosting after applications

QuietHire addresses both sides by removing noise and increasing transparency.

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## 3. Target Users (MVP)

### Primary

- Early-stage startup founders
- Hiring managers at small teams
- Independent recruiters

### Secondary

- Tech job seekers (engineering, design, product)
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## 4. Core Value Proposition

### For recruiters:

- One job post → multiple channels
- Only relevant candidates reach you
- Faster time to first interview

### For candidates:

- Clear job freshness
  - Transparent application status
  - Immediate relevance feedback
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## 5. MVP Scope

### 5.1 Recruiter / Founder Features

#### Job Creation

- Conversational job creation (chat-based)
- Manual job creation (form-based fallback)
- Generated job description editable before publishing

#### Job Management

- Set interview availability window
- View shortlisted candidates only (top X)

- Optional visibility into full applicant list (locked feature)

### **Job Distribution (Initial)**

- Hosted job page on QuietHire
  - Shareable job link
  - Manual + limited automated social posting (admin-assisted)
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## **5.2 Candidate Features**

### **Job Discovery**

- Public job listings
- Job detail page with transparency indicators

### **Job Transparency (Key Differentiator)**

Each job must display:

- Date first published
- Whether QuietHire was the first publishing source
- Total number of applicants
- Number under review
- Number currently interviewing
- Job status: Open / Paused / Filled

### **Application Flow**

- Resume upload or profile submission
- Instant relevance check
  - If not relevant: polite rejection + consent request to save profile
  - If relevant: application submitted

### **Talent Pool (Consent-Based)**

- Candidate can opt in to future job notifications
  - Account creation is optional in MVP
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## **6. Recruiter Identity & Trust (Optional Controls)**

Recruiters can choose to:

- Display LinkedIn profile
- Display Twitter/X profile
- Enable or disable direct outreach

These settings are optional and recruiter-controlled.

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## 7. Internal/Admin Tools (MVP-lite)

- Admin job creation on behalf of recruiters
  - Admin-assisted job imports from company career pages
  - Manual tagging of job source
  - Basic analytics dashboard (jobs count, applications count)
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## 8. Non-Goals (Explicitly Out of Scope for MVP)

- Full ATS scoring system
- HR management or payroll
- Automated recruiter marketplace
- Advanced candidate ranking algorithms
- Enterprise features

These are documented for future roadmap phases only.

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## 9. Success Metrics (MVP)

Primary:

- Time from job posted to first interview scheduled

Secondary:

- % of applications rejected automatically
  - Recruiter satisfaction feedback
  - Candidate opt-in rate to talent pool
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## 10. Risks & Constraints

- Over-automation of outreach may risk account bans
- Candidate relevance checks must avoid false negatives
- Transparency data must be accurate to maintain trust

Mitigation:

- Human-in-the-loop moderation during MVP
  - Conservative automation limits
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## 11. Future Roadmap (Post-MVP)

### Phase 1.1

- Unlock full applicant list via paid plan
- Improved candidate filtering stages

### Phase 2

- Recruiter partner network
- Deeper job distribution automation

### Phase 3

- HR tools (contracts, payroll, team management)
  - Long-term company dashboards
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## 12. Launch Strategy (Context)

- 7-day public build livestream
- Waitlist-driven early access
- Initial focus on tech roles

The MVP prioritizes real usage over feature completeness.

# Responsibility

# 1. Responsibility matrix (roles + scope)

This is the *internal structure*.

Names can be filled in later or adjusted.

## House Master / Program Lead

**Owner:** Avi

### Scope

- Daily flow inside the house
- Activity lineup (build blocks, talks, breaks)
- On-camera order and focus windows
- Final decision maker during the stream

### Deliverables

- Daily schedule (draft by Wed, final by Fri)
  - House rules
  - Activity list
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## Finance & Welfare

**Owner:** Lummy

### Scope

- Budget awareness
- Feeding, rest, logistics
- General wellbeing of people in the house

## **Deliverables**

- Welfare plan
  - Estimated costs
  - Daily break structure
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## **Streaming & Media / Tech**

**Owner:** Bill Again 🙌🙌

### **Scope**

- Streaming platforms
- Audio & mic setup
- Camera setup and switching
- Screen sharing

### **Deliverables**

- Platform choice + software
  - Mic & camera plan
  - Test stream setup (ready by Sat)
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## **Brand & Content**

**Owners:** Grey & Avi

### **Scope**

- Visual identity

- Templates
- Content direction during the event

## Deliverables

- Simple brand direction
  - Reusable templates
  - Content guidelines
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## Marketing, Growth & Future Partnerships

**Owner:** Lawal

### Core idea

This is **not hard selling**.

This is about **positioning this edition** so future editions attract sponsors naturally.

### Expanded scope

- Growth strategy for visibility and credibility
- Identifying **brands, products, and platforms we genuinely like**
- Creating **organic placements** (mentions, guest appearances, recommendations)
- Setting us up so **next edition = paid placements**

### Examples (non-paid, intentional)

- HNG Internship (career alignment)
- Learning platforms (AppsLearn, Udemy, etc.)
- Community-built products (GroupFund, iCar)

- Any product founders we can invite to briefly talk about what they're building

### **What this achieves**

- Builds a portfolio of past brand exposure
- Creates proof we can offer value
- Makes it easier to charge next time

### **Deliverables**

- Short list of aligned brands/products
  - Ideas on *how* they can be featured (talk, shout-out, demo, mention)
  - Simple growth ideas we can repeat in future editions
  - Clear notes on what becomes monetizable later
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## **Publicity & Social Engagement**

**Owner:** Abdul

### **Scope**

- Community posting
- Comment engagement
- Keeping conversations alive

### **Deliverables**

- Community list

- Posting plan
  - Engagement approach
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## Suggested additional roles (optional but useful)

You can **merge or assign later**:

- **Guest & Speaker Coordinator**
    - Manages speakers
    - Confirms topics and time slots
  - **Documentation & Recap**
    - Daily notes
    - Recaps after streams
    - Useful for future editions
  - **Moderator / Chat Lead**
    - Filters questions
    - Keeps chat sane during live sessions
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## 2. The short group message (general)

You can send this **once** in the group:

Quick alignment 

We're in **planning mode**, not execution yet.

**By Wednesday:** everyone should have *at least 50%* of their role deliverables thought through.

**By Friday:** all plans should be concluded and documented.

**Saturday:** short test run (10–20 mins) across platforms to confirm audio, video, screen sharing, and recording.

First full stream is **early February**, so this phase is about locking things properly and avoiding rush later.

Each person owns their lane. Please come prepared.

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### **3. Short role-specific messages (copy-paste & tag)**

These are the **exact short messages** you asked for.

Send them individually or in-thread.

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**@Avi — House Master / Program**

You're handling house flow and activity lineup.

By Wed: draft daily structure + house rules.

By Fri: final schedule and activity list.

You're the on-ground decision lead during streams.

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**@Lummy — Finance & Welfare**

You're handling welfare and finance.

By Wed: rough welfare/logistics plan.

By Fri: finalized welfare setup and cost awareness.

Goal is comfort and sustainability during the stream days.

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**@Bill Again 🙌🙌 — Streaming & Media**

You're handling streaming and tech.

By Wed: proposed platform, mic, and camera setup.

By Fri: setup locked.

Saturday: lead the test stream (audio, video, screen sharing, recording).

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**@Grey & @Avi — Brand & Content**

You're handling branding and content.

By Wed: direction + rough templates.

By Fri: reusable templates for announcements, guests, and daily posts.

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**@Lawal — Marketing & Partnerships**

You're handling marketing and possible sponsorship placements.

By Wed: marketing approach and ideas.

By Fri: clear promotion plan and any partnership angles.

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**@Abdul — Publicity & Social Engagement**

You're handling publicity and engagement.

By Wed: list of communities + posting approach.

By Fri: finalized posting and engagement plan (comments, replies, visibility).

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#### **4. About the 22 people without roles**

I'd add this **one final line** in the group:

We still have people without assigned roles.

If you want to contribute, we'll assign support roles (guest coordination, moderation, documentation, ops).

Speak up before Wednesday.

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# Internal Strategy

# Internal Strategy for 7-Day Live Build

This document explains **why QuietHire is logical to build publicly in seven days**, how we will execute the build, and how the livestream content will stay valuable, engaging, and non-boring through guest sessions and structured topics.

This is an **internal-only document**. It is not a marketing copy.

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## 1. Why QuietHire Is the Right Product to Build in Public

QuietHire is well-suited for a 7-day public build because:

### 1.1 The problem is widely understood

Hiring friction is a shared pain:

- Founders are overwhelmed
- Recruiters are overloaded
- Candidates are frustrated

This makes the product easy to explain live without long onboarding.

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### 1.2 The MVP is workflow-based, not infrastructure-heavy

The MVP focuses on:

- Job creation
- Job visibility
- Filtering
- Communication

There is no need for:

- Deep ML systems
- Large data pipelines
- Heavy compliance work

This makes it realistic to ship something usable in seven days.

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### **1.3 The livestream audience overlaps with users**

The audience watching the stream will likely be:

- Developers
- Designers
- Product managers
- Job seekers

This creates a rare loop:

- Viewers → early users → feedback → iteration
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### **1.4 Building live reinforces trust**

Hiring products fail when people don't trust them.

Building QuietHire live shows:

- Transparency
- Intent
- Seriousness

This is especially important for candidates sharing personal data.

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## **2. Goals for the 7-Day Stream**

Primary goals:

- Ship a usable MVP
- Get real job listings live
- Process real applications

Secondary goals:

- Build early community
- Collect waitlist users
- Attract recruiters organically

Non-goals:

- Perfect architecture
  - Feature completeness
  - Monetization implementation
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### 3. 7-Day Execution Plan (Build + Stream)

#### Day 1 — Foundation & Positioning

##### Build:

- Waitlist page
- Email capture
- Basic site structure

##### Stream Focus:

- Why hiring is broken
- What QuietHire will and won't be

##### Outcome:

- People understand the problem
  - People subscribe early
- 

#### Day 2 — Core Job Flow

##### Build:

- Job creation (chat + form)
- Job listing page
- Job detail page

##### Stream Focus:

- How recruiters actually hire
- Common hiring mistakes

##### Outcome:

- First jobs can exist on the platform
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## **Day 3 — Application & Filtering**

### **Build:**

- Application flow
- Basic relevance check
- Candidate consent flow

### **Stream Focus:**

- How candidates get filtered
- ATS myths vs reality

### **Outcome:**

- Applications can be submitted and processed
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## **Day 4 — Recruiter Experience**

### **Build:**

- Recruiter view (shortlist only)
- Interview availability
- Email notifications

### **Stream Focus:**

- How to prepare for interviews
- What recruiters actually look for

### **Outcome:**

- Recruiters can act on candidates
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## **Day 5 — Distribution & Ops**

### **Build:**

- Job sharing
- Admin job creation
- Job imports (manual/semi-auto)

### **Stream Focus:**

- Resume reviews
- Portfolio reviews

**Outcome:**

- Jobs start coming from outside the stream
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## Day 6 — Launch Day

**Build:**

- Polish
- Bug fixes
- Job population

**Stream Focus:**

- Live walkthrough
- Real job applications

**Outcome:**

- Platform is live with real usage
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## Day 7 — Community & Growth

**Build:**

- Metrics review
- Feedback loop

**Stream Focus:**

- Hiring AMA
- Intern onboarding
- Future roadmap

**Outcome:**

- Momentum carries beyond the stream
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## 4. Guest Speaker Strategy

The goal of guest sessions is to:

- Reduce stream fatigue
- Add credibility
- Deliver real value even when coding slows

Guest sessions should be **short, practical, and conversational.**

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## 5. Suggested Guest Topics & Schedule

Day	Time Slot	Topic	Ideal Guest Type
Day 1	1 hr	How hiring actually works in startups	Startup founder / early CTO
Day 2	1 hr	Writing job descriptions that don't suck	Recruiter or hiring manager
Day 3	1 hr	Why good candidates get rejected	Senior recruiter
Day 4	1 hr	Interview prep from the other side	Engineering manager
Day 5	2 hrs	Live resume & portfolio reviews	Product / design leads
Day 6	1 hr	How to stand out as a junior candidate	Career coach
Day 7	2 hrs	Hiring AMA + roadmap discussion	Mixed panel

Multiple guests can share a single slot.

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## 6. Guest Sourcing (Nigeria / Lagos Focus)

Rather than targeting specific individuals, prioritize:

- Startup founders in Lagos
- Engineering managers at local startups
- Recruiters hiring for tech roles
- Community leads (tech hubs, bootcamps)

Good sources:

- Local tech communities

- Startup accelerators
- Product and design meetups
- Twitter/X and LinkedIn

Invite them as:

“We’re building a hiring tool live. Come share real hiring insight.”

This framing lowers friction.

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## 7. Why This Approach Works

This strategy:

- Ships a real product
- Builds community trust
- Creates early demand
- Produces reusable content

Even if the MVP is imperfect, the **signal is strong**.

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## 8. Next Internal Steps

1. Align the team on this plan
2. Assign daily owners
3. Lock stream schedule
4. Start guest outreach

External documents come **after** this alignment.



# Publicity SOP

# SOP: Publicity, Community Outreach & Social Engagement

**Owner:** Abdul

**Support:** Everyone else (light daily help)

**Goal:**

Ensure consistent visibility, steady audience growth, and active conversations before and during the livestreams.

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## PART A — Abdul's Daily SOP (Checklist)

### 1. Daily Setup (5–10 mins)

- Open the main doc or notes
  - Confirm today's message:
    - Are we teasing?
    - Are we live?
    - Are we recapping?
  - Copy the correct link (Linktree / YouTube / Twitter)
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### 2. Community Posting (Daily)

- Post in **approved communities only**
- Use simple, human language (no hype)
- Do **not** post the same message everywhere word-for-word

## **Minimum**

- 3–5 communities per day

## **Checklist**

- WhatsApp / Telegram groups
  - Slack / Discord communities
  - LinkedIn groups (if allowed)
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## **3. Personal Social Posting (Daily)**

- Post once on Twitter/X
- Post once on LinkedIn
- Optional: Instagram story

Content examples:

- “We’re planning something around careers and building in public.”
  - “We’ll be live today talking about X.”
  - “Today’s build broke, but we learned Y.”
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## **4. Outreach for Reposts (Daily)**

- DM **3–5 people max**
- Use the provided templates
- Track who responds (just mentally or in notes)

- Thank anyone who reposts

**Rule:**

No pressure. No chasing. One follow-up max.

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## 5. During Live Sessions

- Stay in comments
  - Reply briefly where possible
  - Highlight good questions
  - Drop one reminder message:
    - “We’re live right now if you want to join”
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## 6. After Live Sessions

- Post a short recap (1–3 lines)
  - Thank people publicly or privately
  - Save screenshots or quotes
  - Note which platforms worked best today
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## 7. End-of-Day Review (5 mins)

- What worked today?
- Which community responded best?
- Who helped repost?

No long reports. Just awareness.

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## PART B — How EVERYONE Helps (Very Important)

Publicity **cannot** be one person's job.

### What everyone should do daily (5 minutes max)

- Repost one update on your personal social
- Share in **one** relevant group you belong to
- Drop a supportive comment ("This is interesting", "Tuning in later")
- Invite **one person** who might care

That's it.

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### What NOT to do

- Don't spam groups
  - Don't argue in comments
  - Don't oversell
  - Don't promise things we haven't locked in
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## PART C — Simple Message Abdul Can Send Daily in the Group

He can paste this **once per day**:

Quick ask 

If you have 5 mins today, please help by reposting today's update or sharing in one group you're active in.  
Every small share helps.

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## **PART D — Success Signals (No pressure metrics)**

- People asking questions
- Familiar names showing up again
- DMs like “This is interesting”
- More reposts without asking

That's working.

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# User story/flow

# QuietH – MVP User Stories & Task Flows

This document defines **user types**, **user stories**, and **task flows** for the Quiet Aya MVP. It is written to align strictly with the 7-day live-build scope and should be used by product, design, and engineering teams as the shared execution reference.

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## 1. User Types (MVP)

### 1.1 Recruiter / Founder (Primary Buyer)

- Early-stage founders, startup recruiters, or hiring managers
- Goal: hire faster with less noise
- Constraint: limited time, overwhelmed by applications

### 1.2 Candidate (Primary Supply)

- Tech job seekers
- Goal: apply early, avoid dead or overcrowded jobs, get feedback
- Constraint: lack of transparency, frequent ghosting

### 1.3 Admin / Operator (Internal)

- Quiet Aya team
  - Goal: ensure job supply, quality control, and MVP traction
  - Constraint: speed over automation
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## 2. Recruiter / Founder – User Stories

### Epic: Create and manage a job with minimal effort

#### US-R1

*As a recruiter, I want to create a job by chatting with the platform so that I don't have to write a full job description myself.*

#### US-R2

*As a recruiter, I want to edit the generated job description so that it accurately reflects my needs.*

**US-R3**

*As a recruiter, I want to set interview availability so that candidates can be pre-qualified before contacting me.*

**US-R4**

*As a recruiter, I want to see only shortlisted candidates so that I don't waste time reviewing irrelevant applications.*

**US-R5**

*As a recruiter, I want to optionally show my LinkedIn/Twitter so that candidates can reach out if I allow it.*

**US-R6**

*As a recruiter, I want to see how many people have applied and what stage they're in so that I can gauge hiring progress.*

**US-R7**

*As a recruiter, I want to mark a job as paused or filled so that candidates know the job status is accurate.*

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### **3. Recruiter / Founder – Task Flow (MVP)**

#### **Flow: Create & Publish Job**

1. Recruiter lands on Quiet Aya
2. Clicks "Create Job"
3. Enters chat interface
4. Answers guided questions (role, skills, location, experience)
5. System generates job description
6. Recruiter reviews and edits
7. Recruiter sets interview availability
8. Recruiter chooses visibility options (social links on/off)
9. Recruiter publishes job
10. Job appears on Quiet Aya job board

#### **Flow: Review Candidates**

1. Recruiter logs in via magic link/email
2. Opens job dashboard
3. Views shortlist only (default)
4. Sees candidate profiles + relevance notes
5. Initiates interview or contact
6. Updates candidate status

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## 4. Candidate – User Stories

### Epic: Apply confidently with transparency

#### US-C1

*As a candidate, I want to see when a job was first posted so that I know how fresh it is.*

#### US-C2

*As a candidate, I want to see how many people have applied so that I can decide whether to apply.*

#### US-C3

*As a candidate, I want to know if a job is still open so that I don't waste my time.*

#### US-C4

*As a candidate, I want to apply with my resume or profile quickly so that the process is not stressful.*

#### US-C5

*As a candidate, I want immediate feedback if I'm not a good fit so that I'm not left guessing.*

#### US-C6

*As a candidate, I want to opt into a talent pool so that I can be considered for future roles.*

#### US-C7

*As a candidate, I want to optionally create an account to track my applications.*

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## 5. Candidate – Task Flow (MVP)

### Flow: Discover & Apply for Job

1. Candidate visits Quiet Aya job board
2. Filters or browses jobs
3. Opens job detail page
4. Views transparency indicators:
  - Original post date
  - Applicant count
  - Interview count
  - Job status
5. Clicks “Apply”

6. Uploads resume / enters profile
7. System checks relevance
8. Candidate receives immediate feedback
  - o If rejected → opt-in to talent pool
  - o If shortlisted → confirmation shown

#### **Flow: Talent Pool Opt-In**

1. Candidate receives rejection message
  2. Prompted to save profile
  3. Accepts or declines
  4. Consent recorded
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## **6. Admin / Operator – User Stories**

### **Epic: Ensure job supply and system reliability**

#### **US-A1**

*As an admin, I want to create jobs on behalf of recruiters so that we can seed the platform.*

#### **US-A2**

*As an admin, I want to import jobs from company career pages so that we can grow job listings quickly.*

#### **US-A3**

*As an admin, I want to edit or pause any job so that quality is maintained.*

#### **US-A4**

*As an admin, I want to see basic metrics so that we can track traction during the livestream.*

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## **7. Admin – Task Flow (MVP)**

#### **Flow: Create Job for Recruiter**

1. Admin logs into admin dashboard
2. Clicks “Create Job for Recruiter”
3. Pastes job description or uses chat
4. Assigns recruiter email
5. Publishes job
6. System sends recruiter access email

### **Flow: Import External Job**

1. Admin enters career page URL
  2. System extracts job content (manual OK)
  3. Admin reviews and formats
  4. Job published under Quiet Aya
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## **8. Notes on Scope Discipline**

Included:

- Core hiring flow
- Transparency indicators
- Human-assisted operations

Excluded (Explicitly):

- Advanced scoring algorithms
- Payroll or HR features
- Multi-team enterprise workflows

This document should remain unchanged during the 7-day build unless a feature is explicitly cut, not added.