ComProFITS

Competence Profiling Framework for IT Sector in Spain

User Manual and Software Documentation
(for the Beta version of the Software)

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1 Logging in the ComProFITS application

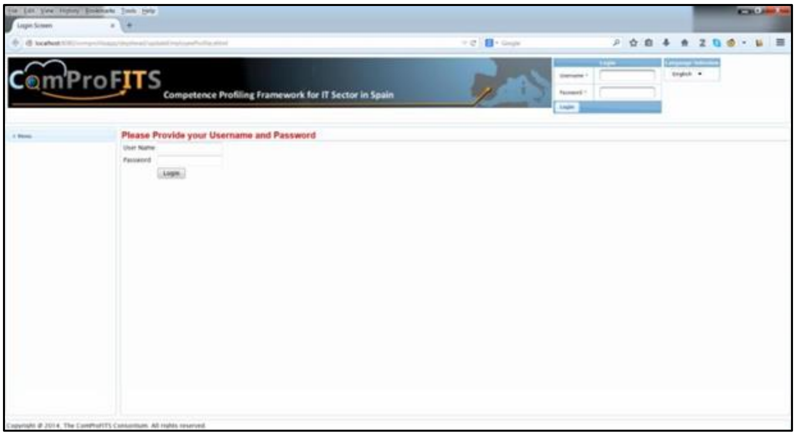
1.1 Home Screen: Login (1st method)

We provide a username and password and press the login button.

Each user has a role and according to this role he is redirected to this role's homepage, e.g. the administrator will be redirected to the administrator's home page. Example: login as administrator:

1.2 Login (2nd method)

By requesting a page that is accessible only from a specific role users are redirected to a login screen from which we can login.



For example, the page for updating the profile of employees can be accessed by the Head of the Department: <applicationURL>/depthead/updateEmployeeProfile.xhtml

After successfully login in users are redirected to the requested page.

2 ADMINISTRATOR FUNCTIONALITY

Administrators can:

- Create, Update, Delete etc. Business Areas
- Create, Update, Delete etc. organizational positions
- Create, Update, Delete etc. employee profiles but only partially. Full details, such as professional experience, studies, assessment review
- etc. are available to heads of departments
- Participate in employee assessments
- Update company profile

2.1 Update Departments

When the administrator clicks on the ‘Update Business Areas’ menu selection he is redirected to a page where he can review all the business areas stored so far. The table will be empty in the first time.

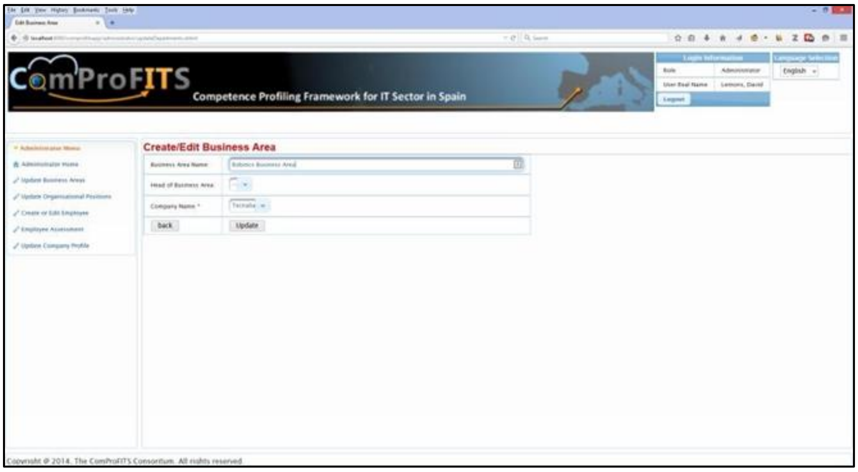
From this page the administrator can:

- Click on the “Create New Business
- Area” button to create a new
- Business Area
- Click on the name of an existing business area to review and modify its details
- Delete a business area by pressing the button in the “Remove Business Area” column. This last option requires confirmation.

2.2 Department Creation

By clicking on the “Create new Business Area” button a screen appears to which we enter the details of the business area.

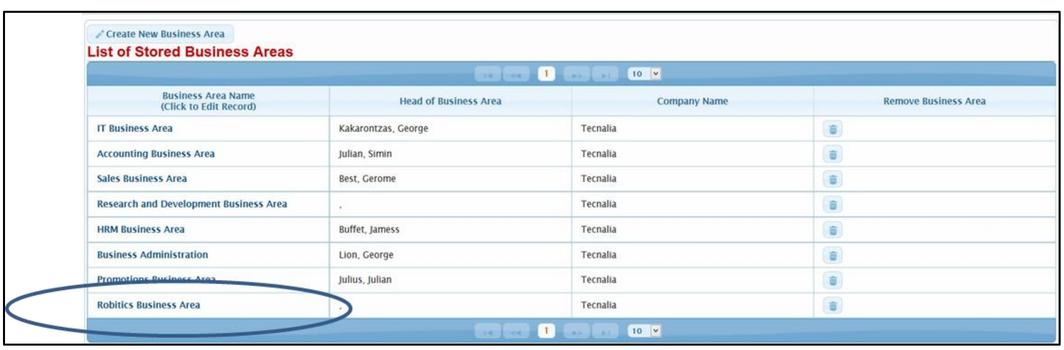
- Business area name: the name of the business area
- Head of business area: select the business area employee who is the head of the business area. Initially this list is empty since the business area is new and there are no registered employees of it yet to select from. Updating can take place after business area’s employees are registered.
- Company name: Selection of the name of the company.
- By clicking on “update” we store the business area details.
- By clicking “back” we return to the previous screen without modifications.



2.3 New department position

After clicking the “update” button the new business area is created and the page with the list of all business areas is displayed again.

The page now contains the newly created area.



Create New Business Area

List of Stored Business Areas

Business Area Name (Click to Edit Record)	Head of Business Area	Company Name	Remove Business Area
IT Business Area	Kakarontzas, George	Tecnalia	
Accounting Business Area	Julian, Simin	Tecnalia	
Sales Business Area	Best, Gerome	Tecnalia	
Research and Development Business Area	,	Tecnalia	
HRM Business Area	Buffet, Jamess	Tecnalia	
Business Administration	Lion, George	Tecnalia	
Promotions Business Area	Julius, Julian	Tecnalia	
Robitics Business Area	,	Tecnalia	

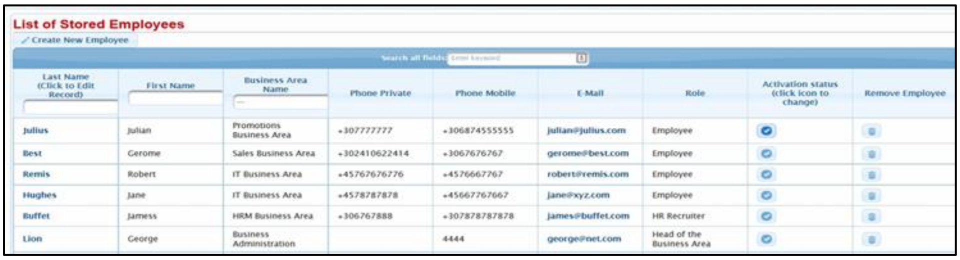
2.4 Update Employees

Employees can be created by the administrator (but not the full profile).

Administrators click the “Create or Edit Employee” menu selection to update, create, delete, activate/deactivate etc. employees.

When they do they are redirected to a page in which a list of the company employees appears.

Employees can be deleted or deactivated/activated as usual by clicking on the respective icons in the last two columns (both require confirmation). They can be updated by clicking on their last name. New employees can be created by clicking on the "Create New Employee" button.



List of Stored Employees

Create New Employee

Search all fields:

Last Name (Click to Edit Record)	First Name	Business Area Name	Phone Private	Phone Mobile	E-Mail	Role	Activation status (click icon to change)	Remove Employee
Julius	Julian	Promotions Business Area	+307777777	+306874555555	julian@julius.com	Employee		
Best	Gerome	Sales Business Area	+302410622414	+3067676767	gerome@best.com	Employee		
Remis	Robert	IT Business Area	+45767676776	+4576667767	robert@remis.com	Employee		
Hughes	Jane	IT Business Area	+4578787878	+45667767667	jane@xyz.com	Employee		
Buffet	Jamess	HRM Business Area	+306767888	+307878787878	james@buffet.com	HR Recruiter		
Lion	George	Business Administration		4444	george@net.com	Head of the Business Area		

2.5 Creation of a new Employee by the administrator

By clicking the "Create New Employee" button administrator is redirected at a page where he can provide the details of a new employee including his picture (optional).

This page provides some validations (e.g. same password twice). Employee's business area and role is selected from a list. Date can be inserted using a calendar widget.

In this and all other forms required fields are marked with an asterisk.

2.6 Update the business area

Having inserted the head of the business area for a business area the administrator can return to the "Update Business Area" page and update it by selecting the employee as the head of the business area.

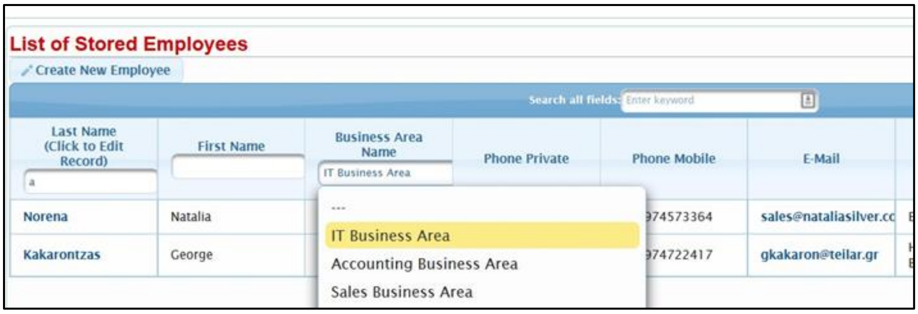
2.7 Update an employee

By clicking the last name of the employee from the list of stored employees page the administrator will go to a page in which the employee's details are displayed. He can change from there any detail and update the employee in the database.

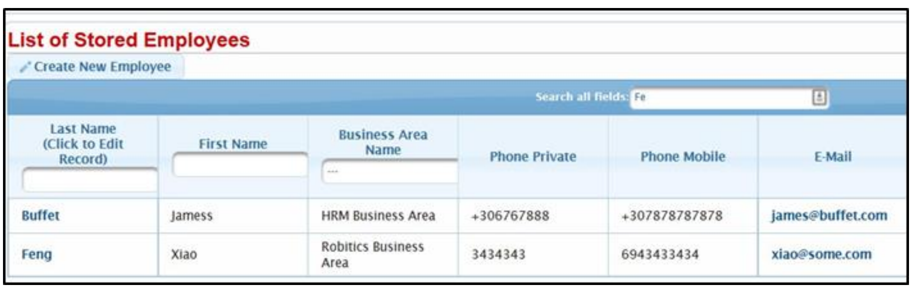
2.8 Searching and filtering the list of employees

The administrator can view all company's employees. Since employees can be many this page provides searching and filtering based on first, last employee name and business area name.

For example in the following figure we want all employees from the IT business area whose last name contains the character ‘a’.

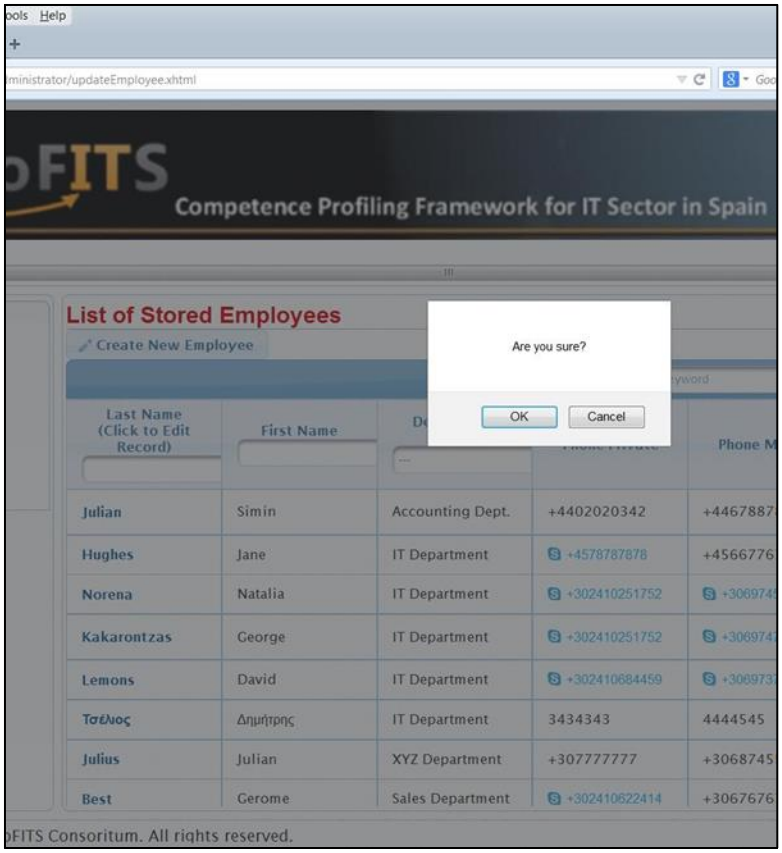


In addition a search box at the top allows searching for a specific employee using any value. Both filtering and searching update the page dynamically as we type.



2.9 Removal of an employee

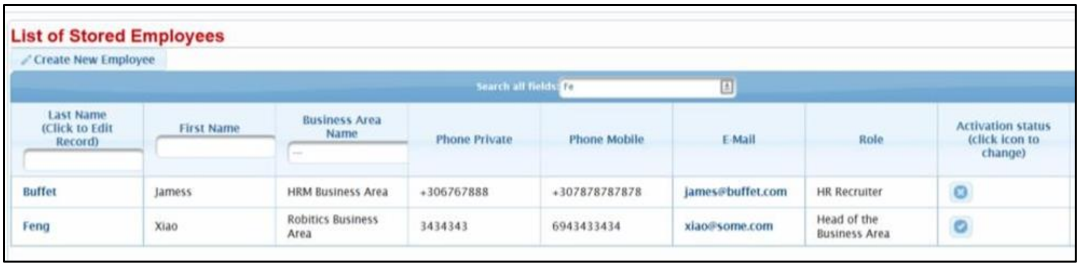
Removing an employee is easy. All the administrator has to do is click on the ‘bin’ icon at the last column. A confirmation is required for the successful removal as can be seen from the figure.



2.10 Deactivating and activating back employees

Deactivating/activating an employee is easy. All the administrator has to do is click on the 'check' icon at the next to last column to deactivate an employee. The button turns to an 'x' to indicate that the status of the employee is now deactivated. Clicking the 'x' activates the employee again and the button changes back to a check icon.

A confirmation is required for the successful activation/deactivation of the employee.



2.11 Organizational positions

By clicking on the “Update Organizational Positions” button the administrator is redirected to a page where he can create, edit, or delete organizational positions.

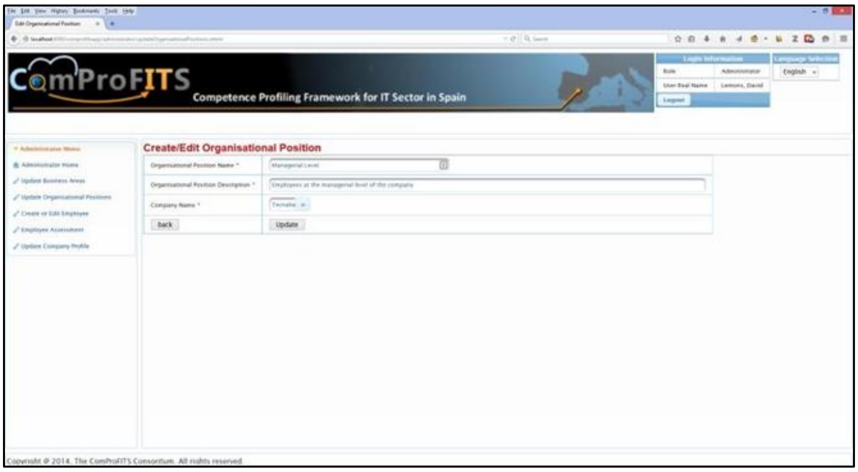
The approach is similar to the other pages. Initially a page with the already stored organizational positions appears from which the user can do the rest:

- Clicking on the name of an existing position will take him to the update page for this position.
- Clicking on the “Create New Organizational Position” will take us to the creation page.
- Clicking on the bin icon as usual deletes the organizational position (requires confirmation).

2.12 New organizational position creation

After clicking on the “Create New Organizational Position” button the administrator is redirected to the respective page where he can provide the details of the new organizational position as shown in the picture.

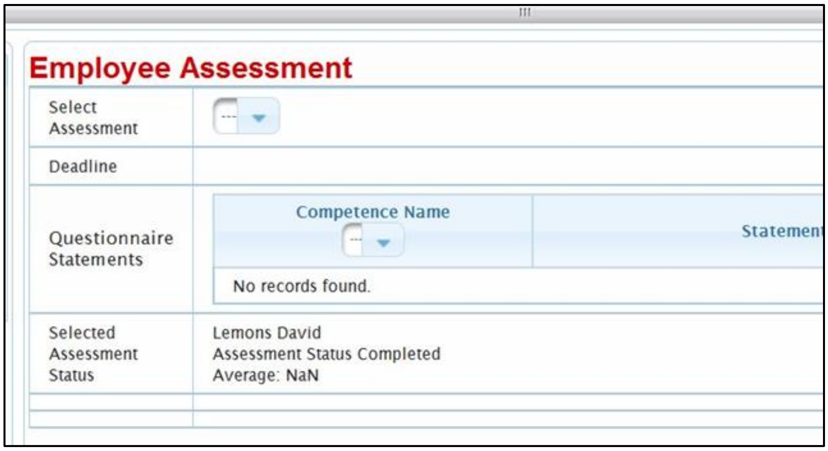
Clicking "Update" stores the position in the database, whereas clicking "Back" cancels the creation.



2.13 Employee Assessment

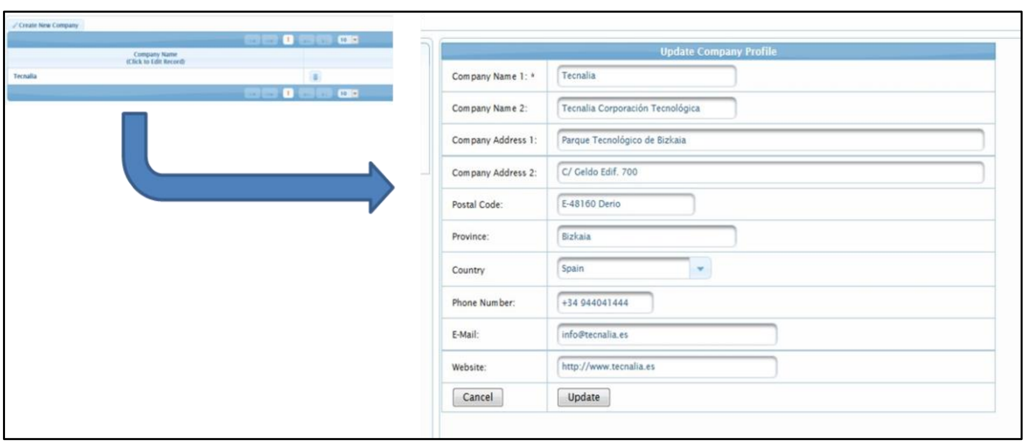
Administrators, as all other employees, can participate in employees' assessments either as employees under assessment themselves, or as participating in the assessment off other employees. Employee assessments are created by the Heads of the Departments, but are available for participation from all other roles.

If no assessment requires the participation of the administrator then the "Select Assessment" list in this page will be empty (as seen in the picture). If an assessment requires his participation then it will appear in this list. We will return to the assessment functionality later in this user guide.



2.14 Update company profile

By clicking on the "Update Company Profile" selection the administrator can set the details for the company operating the system as can be seen in the picture, after selecting an existing company or creating a new one.



3 Head of Business Area functionality

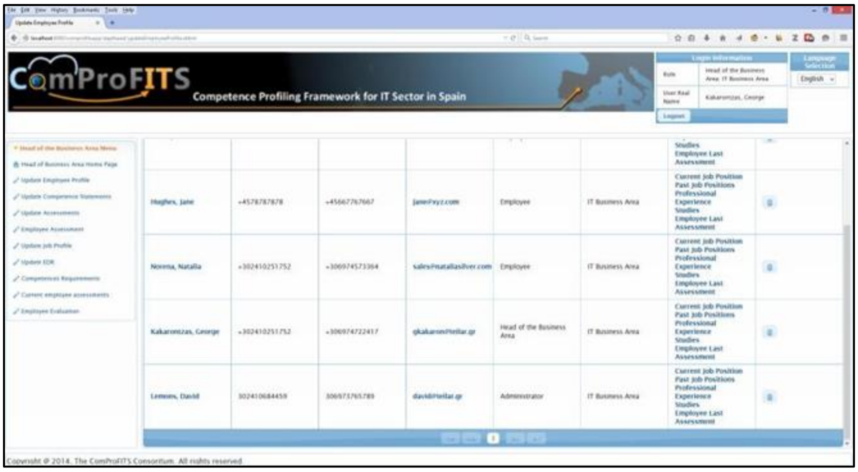
The head of a business area can do the following:

- Create/Edit/Delete an employee's full profile including his/her studies, professional experience etc.
- Update the company's competence statements used in assessments.

- Create assessments for employees of his department.
- Participate in an employee assessment with any role (as any other employee).
- Create and update job profiles
- Create and update Employee Development Reviews (EDRs)
- Set competence requirements for jobs
- Assign directly competence scores to employees
- Perform employee evaluations

3.1 Update Employee Profile

By clicking on the “Update Employee Profile” the head of the business area is redirected to a page containing a table with all the business area’s employees.

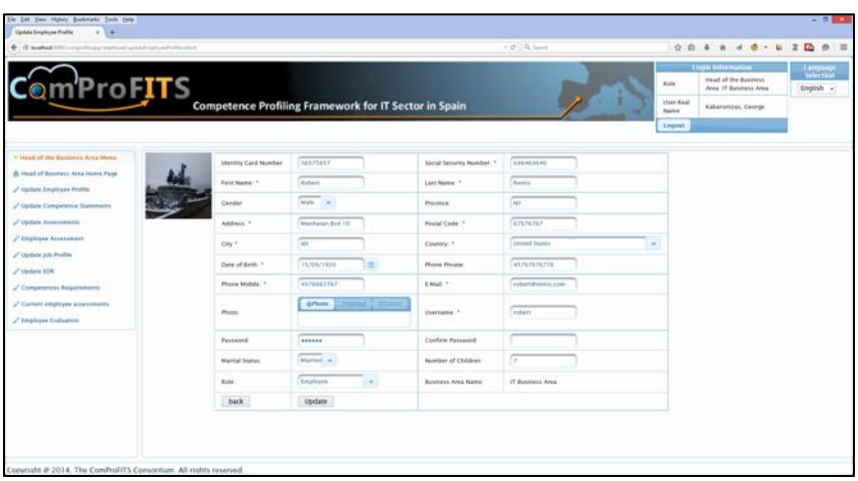


As usual employees can be edited by clicking on their last name, deleted by clicking on the bin button at the last column (requires confirmation) and created by clicking on the "Create New Employee" button.

The table displays 10 employees per page. If more than that navigation to the pages (back and forth, first and last) is provided.

3.2 Creating/Updating Business Area's Employees

Only business area's employees can be created or updated here. As can be seen in the picture the business area cannot change either for updates of existing employees or creations of new employees.



There are several validations such as:

- Photograph file must be less than 1MB
- Passwords are inserted twice and must match
- Email must have the correct format (something@somewhere.com)

3.3 Additional Employee Details

There is an additional column in the “Update Employee Profile” page for heads of business areas in relation to administrators. This column, labelled “Available Actions”, provides links to the following:

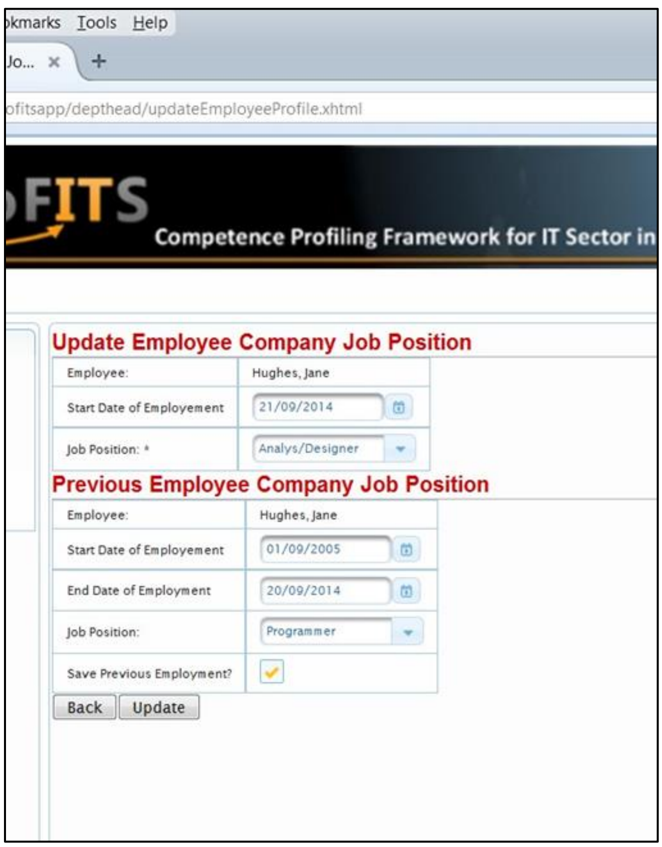
- Specify or update current job position of an employee
- View or edit past job positions of an employee
- Update professional experience of an employee
- Update studies of an employee
- View the last employee assessment (if available).

3.4 Current Job Position

Clicking on the current job position allows the Head of Business Area to update the Job position. The job is selected by the list of available jobs in the company. He can also specify the starting date (by default this is today).

Notice that if the employee had a previous position then checking the “Save Previous Employment” check box will store the previous employment in the employee’s profile.

If the employee is newly employed and did not have a previous position then the “Previous Employee Company Job Position” will be empty.



3.5 Past Job Positions

Clicking on the "Past Job Positions" the head of the department can view the past positions of an employee, edit them or delete them.

Since past job positions have only a few fields, editing takes place on the same page by clicking the pencil icon at the edit column.

Deleting a past job position as usual takes place by clicking on the bin icon in the last column.

When editing a past position we can accept or cancel the update by clicking on the check or cancel icons that appear at the place of the pencil (picture at the bottom).

3.6 Professional Experience

By clicking on the "Professional Experience" link the head of the department can update an employee's professional experience or view the (possibly many) professional experience records already stored for an employee as can be seen in the figure.

3.7 Professional Experience

By selecting the “Professional Experience” link the head of the business area can visit the employee’s professional experience table.

There he can:

- View all the professional experience of the employee (before working for this company).
- As usual he is also able to add new experience (by pressing the “Create New Professional Experience Record” button), delete a prof. experience rec. by clicking on the bin icon at the last column or edit a professional experience record by clicking on the Job Title field.

3.8 Adding a Professional Experience Record

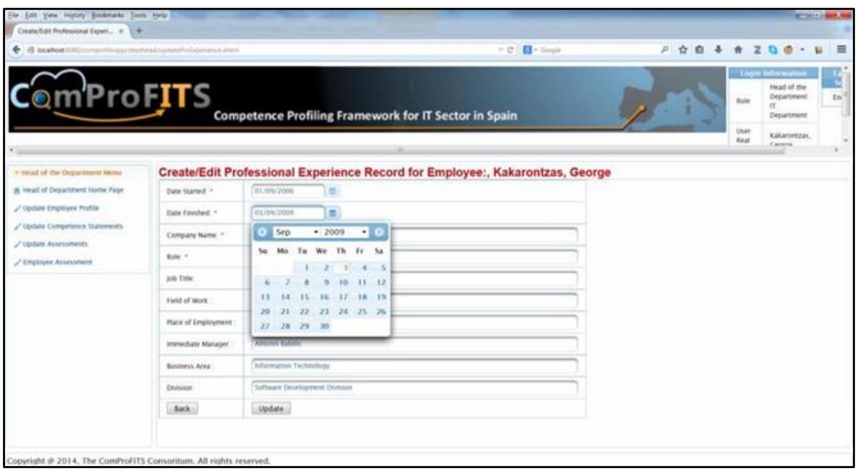
There are several possible fields entered such as start date, end date, company, role etc. Some of these fields are required (with a star) but most are optional.

Notice that since this professional experience records are not related to the current company (operating the system) most fields (except the dates) are inserted as free text: we do not have the structure of the company to provide reasonable selections.

3.9 Reviewing and Updating Professional Experience Records

By clicking update from the previous screen we return to the list of professional experience records, which now includes the new one. We can click on the job title field of each professional experience record to update it.

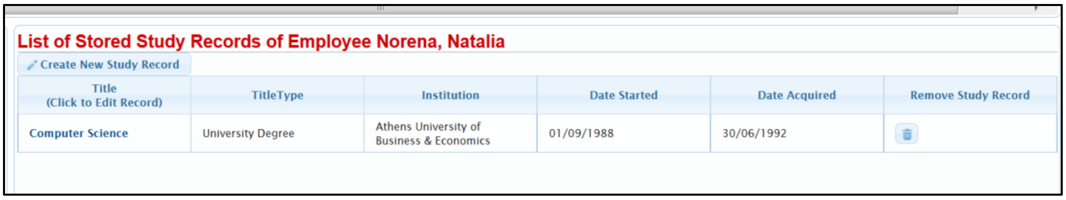
The screen that will appear will be similar to the addition screen but this time it will contain the existing values for update



3.10 Studies

Returning to the “Available Actions” column of the “Update Employee Profile” Menu, we can select “Studies” to add the university degrees, Master degrees, PhDs etc. of the employees.

Again a page appears with the already registered studies for inspection. As usual the user is also able to add new study records (by pressing the “Create New Study Record” button), delete study record by clicking on the bin icon at the last column or edit a study record by clicking on the Title field.



List of Stored Study Records of Employee Norena, Natalia

Create New Study Record

Title (Click to Edit Record)	TitleType	Institution	Date Started	Date Acquired	Remove Study Record
Computer Science	University Degree	Athens University of Business & Economics	01/09/1988	30/06/1992	

3.11 Adding a Studies Record

Fields entered are the title, the title type, the institution providing the title (e.g. London School of Economics), the date started and the date acquired.

Possible values for the title type include the following:

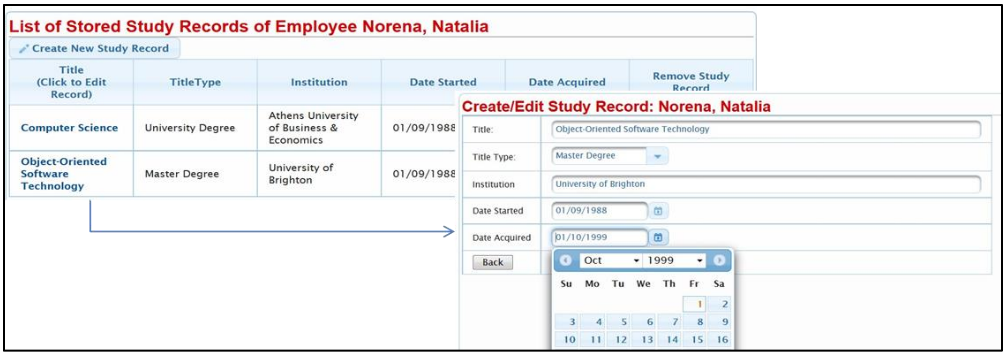
- University Degree
- Master Degree
- PhD
- PostDoc
- Professional Education
- Continuing Training
- Other

3.12 Reviewing and Updating Study Records

By clicking update from the previous screen we return to the list of study records which now includes the new one (top picture).

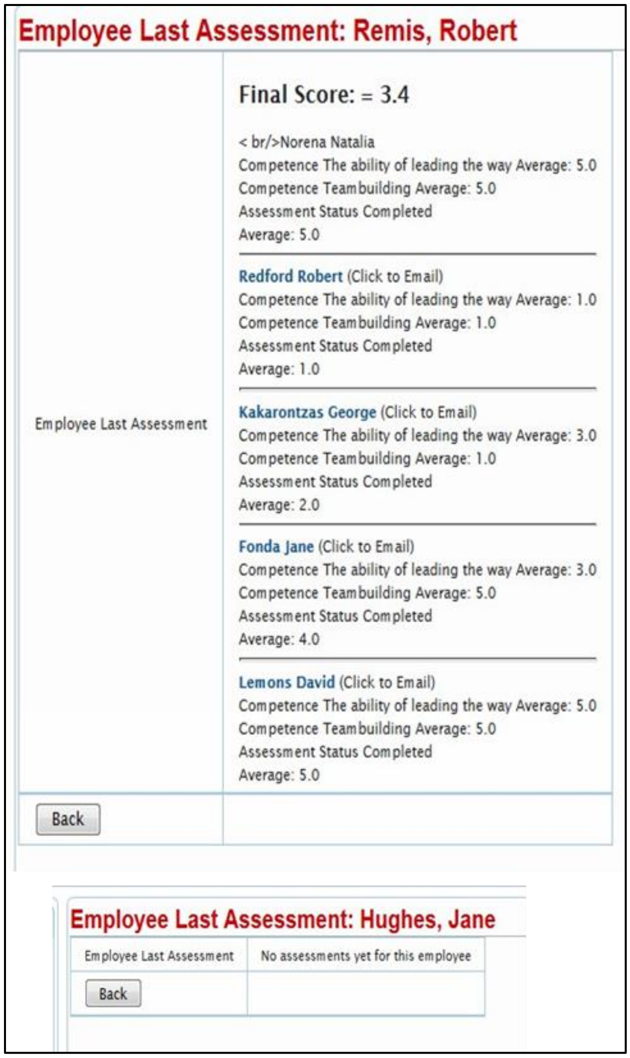
We can click on the title field of each study record to update it.

The screen that will appear will be similar to the addition screen but this time it will contain the existing values for update (bottom picture)



3.13 Review Employee's Last Assessment

Finally from the "Available Actions" column of the "Update Employee Profile" Menu, we can select "Employee Last Assessment" to review the result of the selected Employee's last assessment if it exists. The result can be: (a) A last assessment exists for review (top picture), or (b) The employee has not been assessed yet (bottom picture).



Notice that once an assessment has been finalized no editing is allowed but only review.

3.14 Updating of Competence Statements

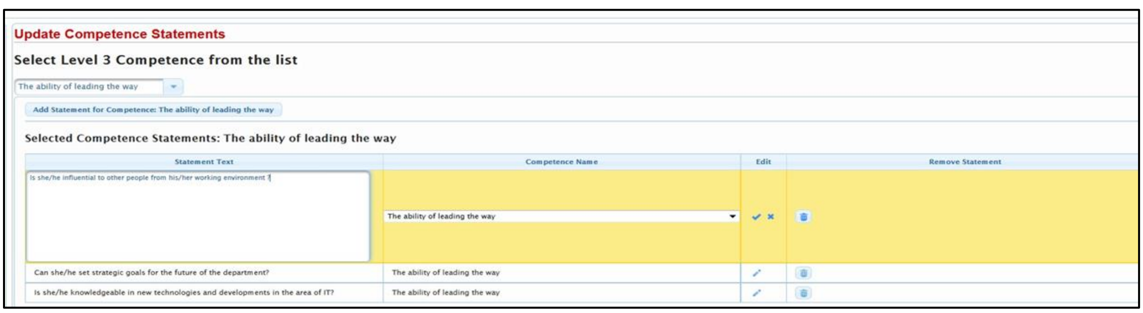
By selecting “Update Assessments” from the Head of Business Area menu the head of the business area can select a level 3 competence (we will discuss how competence pyramid is updated later).

Then for this competence a table appears from where the head of the business area can do the following:

- Add a new statement by clicking the “Add Statement for Competence: <competence name>”
- Edit statements by clicking on the pencil icon in the “Edit” column.
- Remove statements by clicking on the bin icon at the “Remove Statement” column.

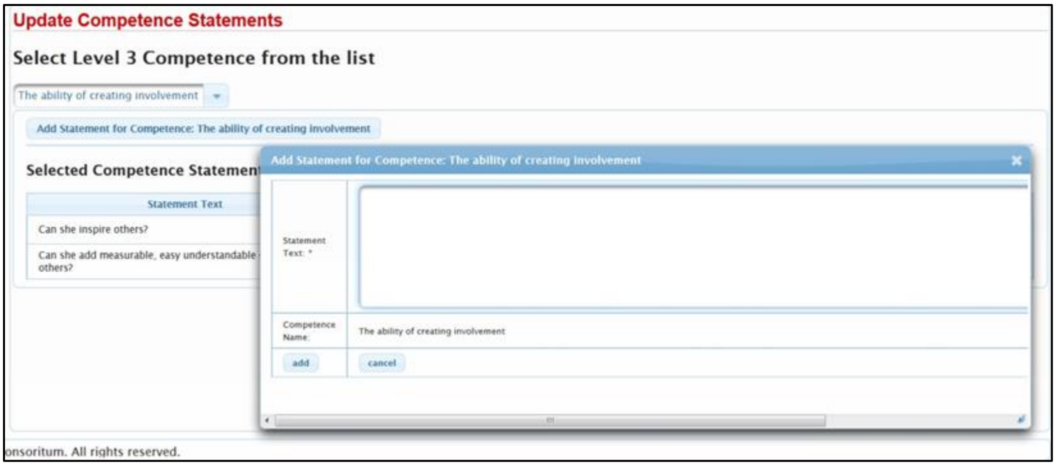
3.15 Editing Existing Competence Statements

By clicking on the pencil icon in the Edit column the user can update the selected statement and change the values without leaving the screen. For example in the picture the user has selected L3 competence “The ability of leading the way” and can review edit or even delete the existing statements for this ability.



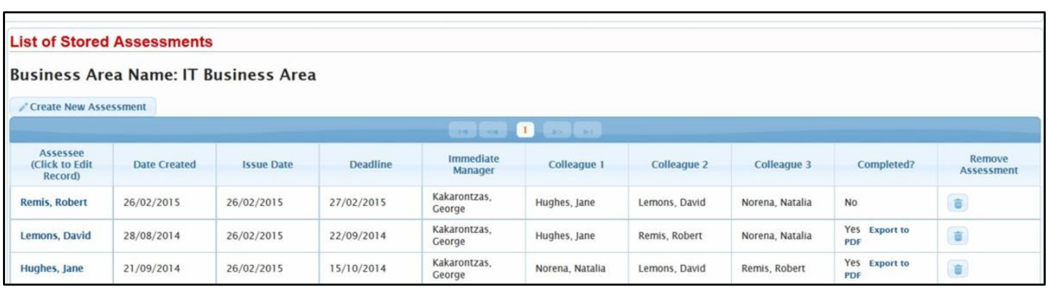
3.16 Adding a new statement for a level 3 competence

After selecting a level 3 competence when the user clicks on the “Add Statement for Competence: <selected Competence>” button a dialog box appears to enter a new statement as can be seen in the picture, where the user adds a new statement for the level 3 competence “The ability of creating involvement”.



3.17 Updating employee assessments

By clicking the "Update Assessments" menu choice the Head of Business Area can review completed and ongoing assessments, remove them, modify them, export completed assessments in PDF format (e.g. for printing and archiving) and create new assessments with the usual ways used throughout the application.



List of Stored Assessments

Business Area Name: IT Business Area

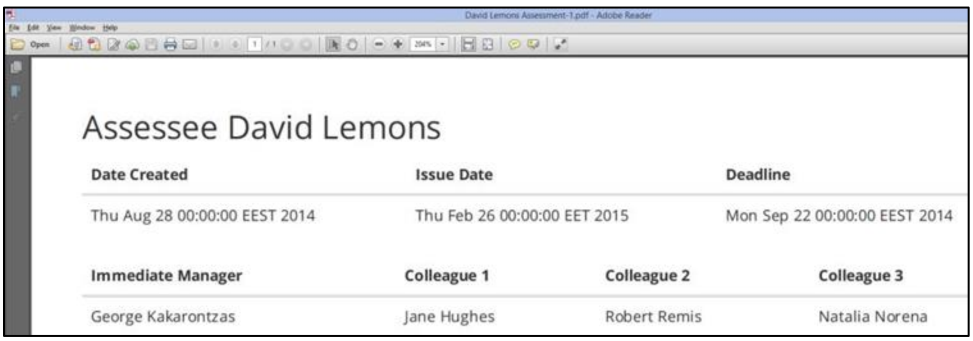
Create New Assessment

Assessee (Click to Edit Record)	Date Created	Issue Date	Deadline	Immediate Manager	Colleague 1	Colleague 2	Colleague 3	Completed?	Remove Assessment
Remis, Robert	26/02/2015	26/02/2015	27/02/2015	Kakarontzas, George	Hughes, Jane	Lemons, David	Norena, Natalia	No	
Lemons, David	28/08/2014	26/02/2015	22/09/2014	Kakarontzas, George	Hughes, Jane	Remis, Robert	Norena, Natalia	Yes Export to PDF	
Hughes, Jane	21/09/2014	26/02/2015	15/10/2014	Kakarontzas, George	Norena, Natalia	Lemons, David	Remis, Robert	Yes Export to PDF	

3.18 Exporting a completed assessment to PDF

By clicking "Export to PDF" to a completed assessment from the previous screen, the assessment is exported as PDF file.

The head of the business area can select to save this file or open it with Acrobat Reader (if it is installed in his computer) e.g. for printing.

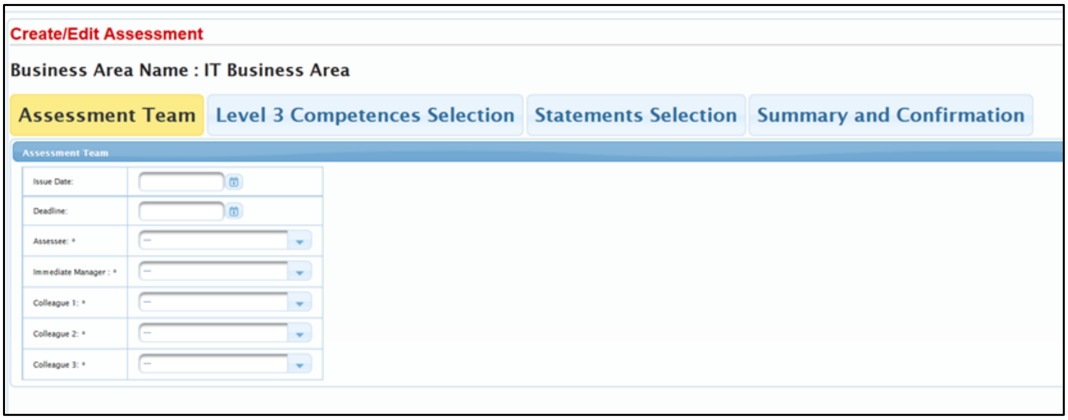


3.19 Creating new Assessment

By clicking on the “Create New Assessment” button a wizard starts which contains 4 steps and allows the creation of a new assessment by the head of the department.

The 4 steps are the following:

1. Assessment team determination
2. Level 3 competences selection
3. Statements selection for the previously selected level 3 competences
4. Summary and confirmation



3.20 Step 1: Assessment Team

At the first step we set the "Issue Date" and the "Deadline". Also we select the assessment team from employees of the Business Area:

- Assessee (the employee under assessment)
- Immediate Manager (His immediate manager)
- Colleague 1
- Colleague 2
- Colleague 3

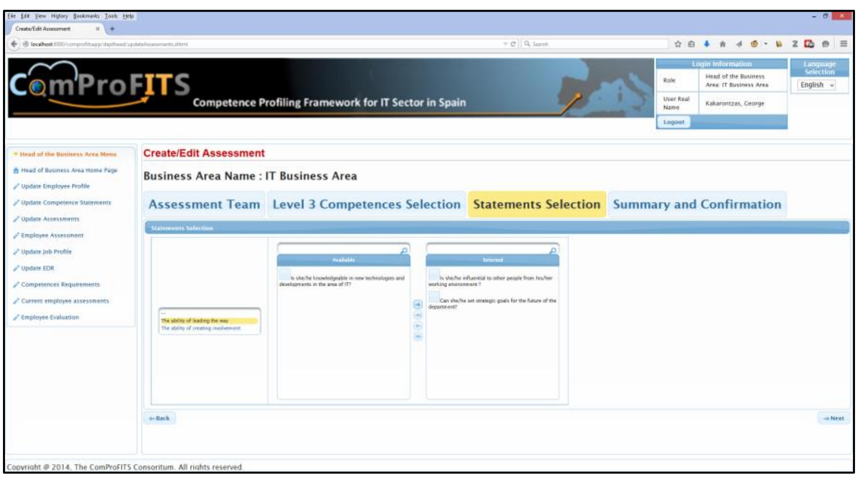
Once the assessment is created the employees of the assessment team will have access to complete the assessment (we will discuss this later).

3.21 Step 2: Level 3 competences selection

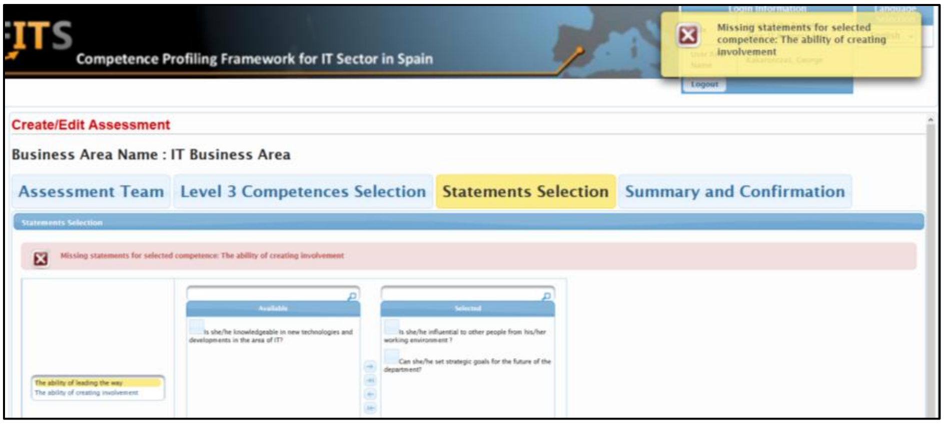
At the second step we have two areas “Available” competences and “Selected” competences. User can select competences and click the arrow pointing to the right to select them and the left arrow to deselect them as expected from this pickup list component.

3.22 Step 3: Statements selection

After selecting the competences we can add statements for the selected competences. We have a list of the competences. When the user clicks on a competence the statements of the competence appear in a pickup list and can be selected and deselected.



After selecting statements for each competence we click the next button to move to the next and final step. If the user does not select statements for a competence the wizard does not allow moving forward.

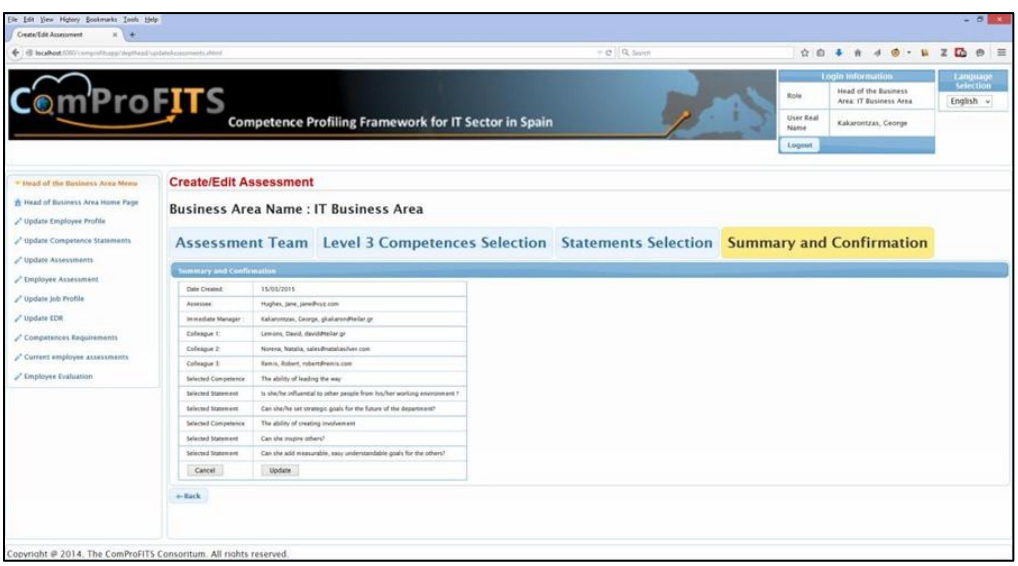


3.23 Step 4: Summary and confirmation

At the final step of the wizard the user sees a summary and clicks on the update button to finalize the assessment.

If the user wants to correct something then he can return to previous steps of the wizard with the "← Back" button of the Wizard.

If the user wants to cancel the assessment creation altogether he can click on the "Cancel" button.



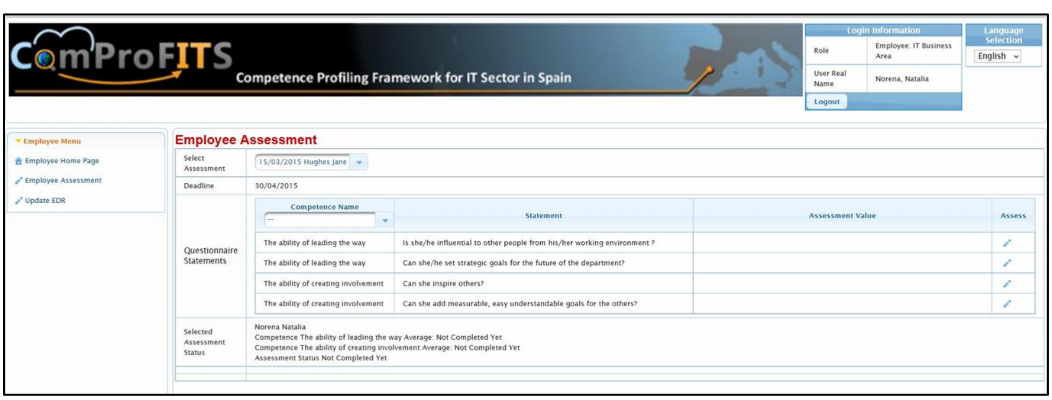
3.24 Review/Update/Delete of assessments

After creating the assessment the user returns at the assessments page where now the newly created assessment is visible.

Clicking on the name of the assesse restarts the wizard to update an existing assessment. All the steps of the wizard will contain the previously stored values.

3.25 Completing the assessment

Now that the assessment is created the employees of the assessment team have access from their menu regardless their role: the choice of the menu is called "Employee Assessment". In the following figure we can see a simple employee that can select the now available assessment from the menu, examine the deadline and provide the assessment value for each statement.

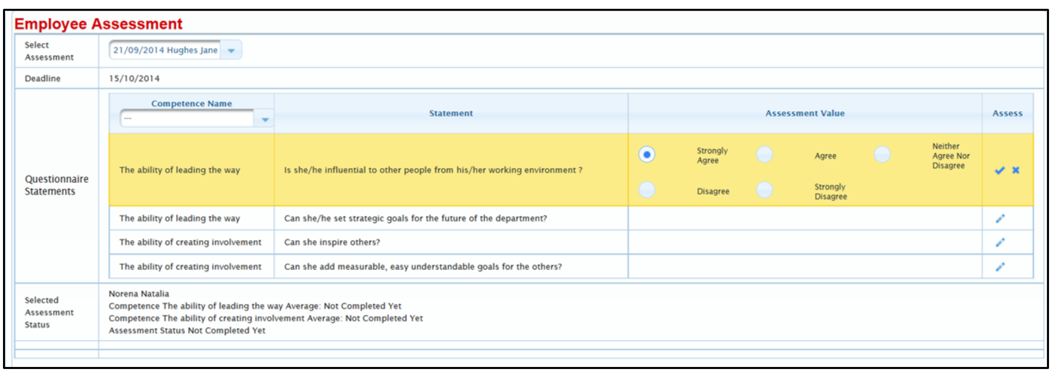


By selecting the competence name from the available list the user can see only the statements of a competence. By selecting “---” he can see all the statements.

3.26 Providing values for each statement

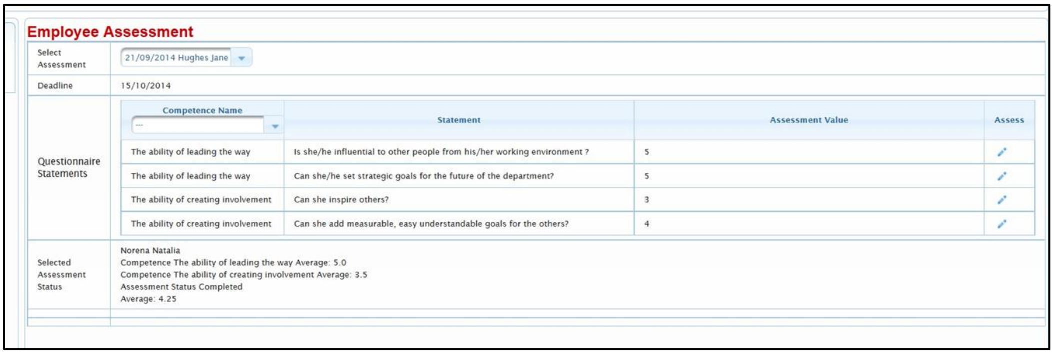
When the user clicks on the “pencil” icon in the “Assessment Value” the user can select one of 5 options:

- Strongly agree (mark = 5)
- Agree (mark = 4)
- Neither agree nor disagree (mark 3)
- Disagree (mark = 2)
- Strongly disagree (mark = 1)



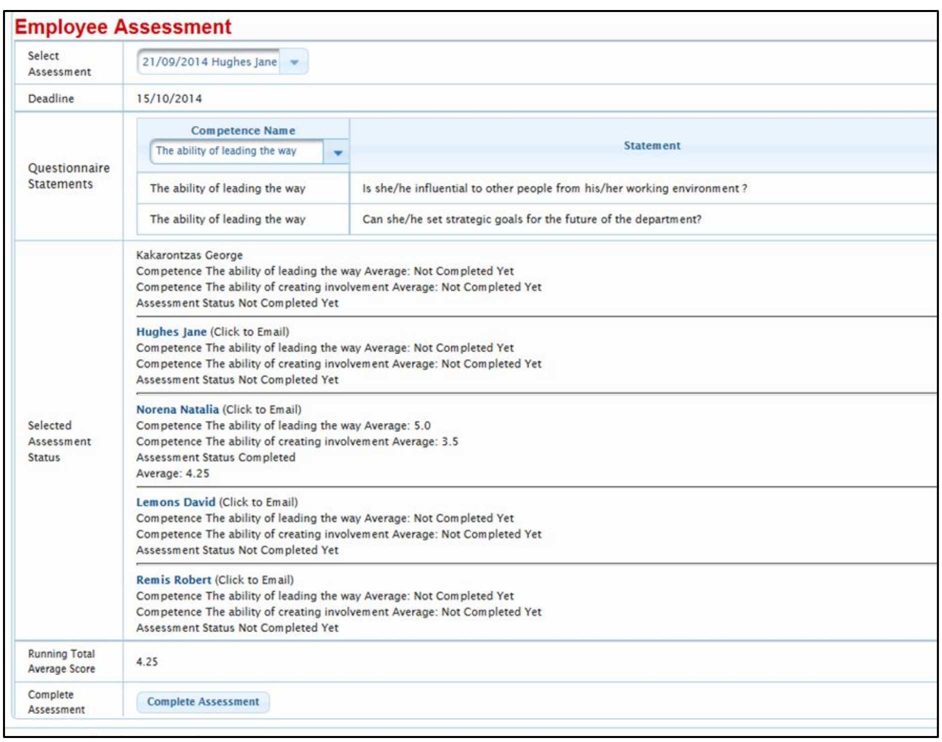
After making a selection for a value and clicking on the check button the value is stored in the database and an informing message appears.

The marks appear at the Assessment Value column and the “Selected Assessment Status” is updated.



3.27 Assessment completion by the immediate manager

The user from the assessment team who is the immediate manager cannot only complete the assessment like the other members of the assessment team but he can also view the assessments status for all the other members of the assessment team and if all the members of the assessment team have completed the assessment he can declare the assessment as completed.



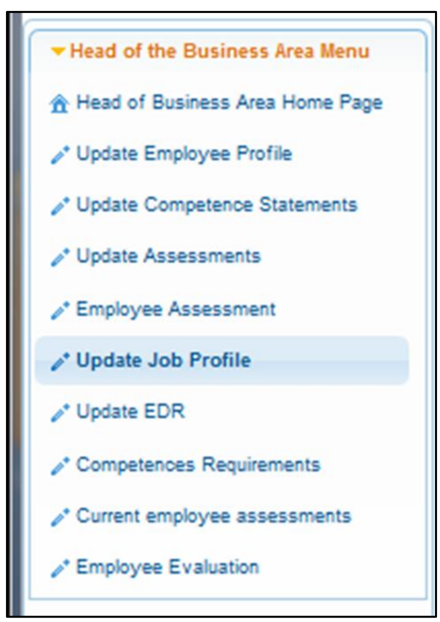
When the assessment is completed then it is no longer possible to be edited by the members of the assessment team. The result of the assessment is now available as the last assessment of the employee (discussed earlier).

If an employee has not completed yet the assessment the immediate manager can click on their name to send them an email.

3.28 Job Profile User Menu

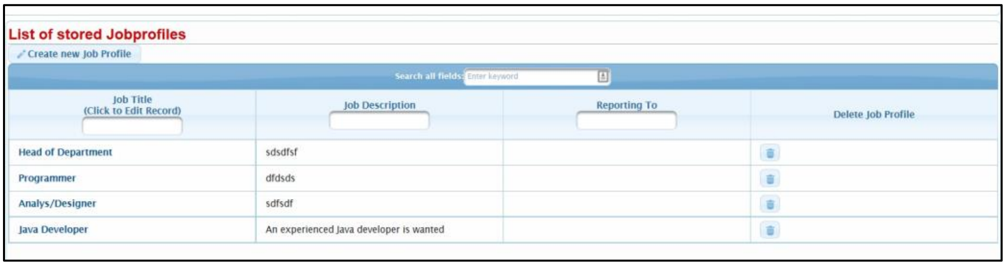
The “Update Job Profile” functionalities include:

- Create new Job profile
- View / Edit a Job profile
- Print a Job profile
- Delete a Job profile

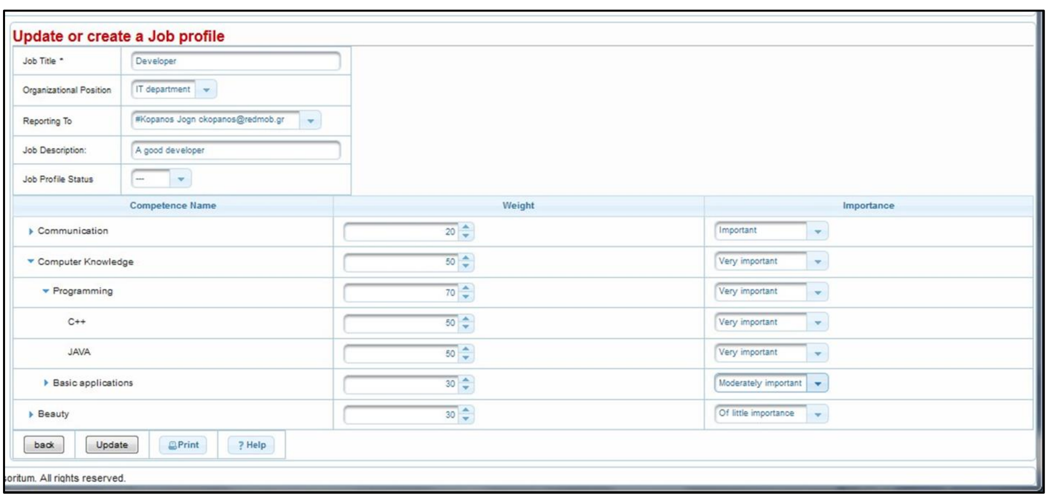


3.29 Create Job Profile

Head of business are can create a new job profile by clicking on the button “Create new job Profile” from the page of reviewing all existing job profiles. This page provides search and filtering options as well making it easy to find an existing job profile.



Setting up all required fields for job profile referring to the RA and defining the required competences for the job based on the defined competence pyramid.



3.30 Delete a Job Profile

User will be asked after pressing the “delete” button if he is sure to delete the job or not. The job will be permanently deleted from the database.

3.31 Update Employee Development Review

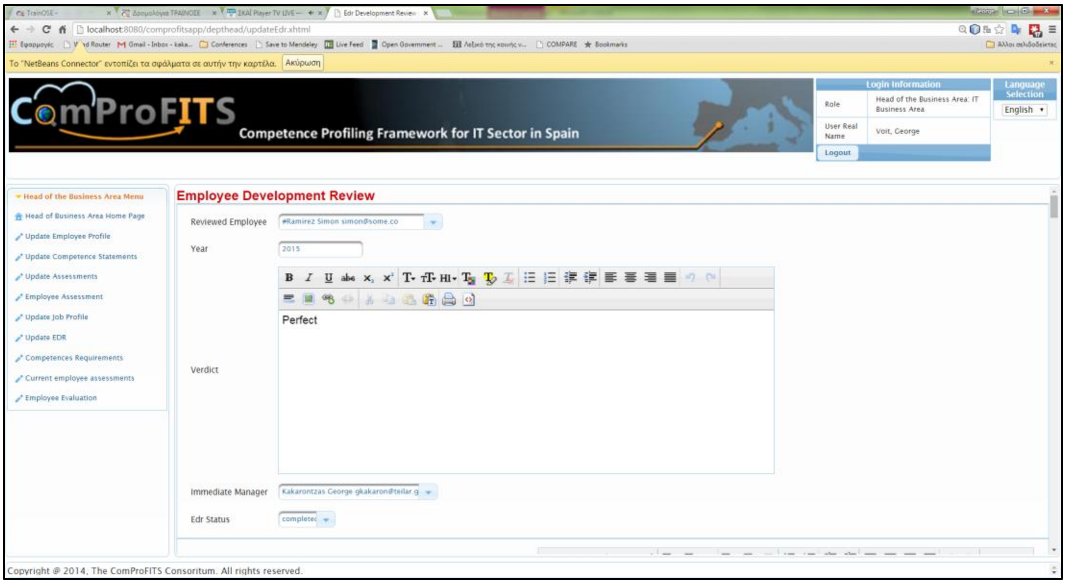
Update EDR functionalities include:

- Create new EDR
- View / Edit existing EDRs
- Delete EDRs
- Export EDRs as PDF

3.32 Create new EDR

Fields include the following:

- An employee who is being interviewed.
- Year in which an employee should reach defined goals.
- Editor (Verdict)
- Immediate manager
- The new EDR is getting "Undefined" status at the beginning.



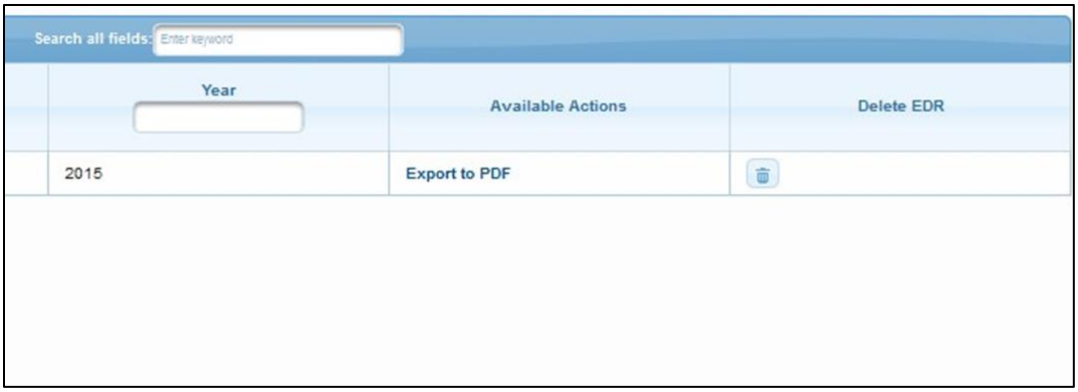
3.33 Defining EDR Questions

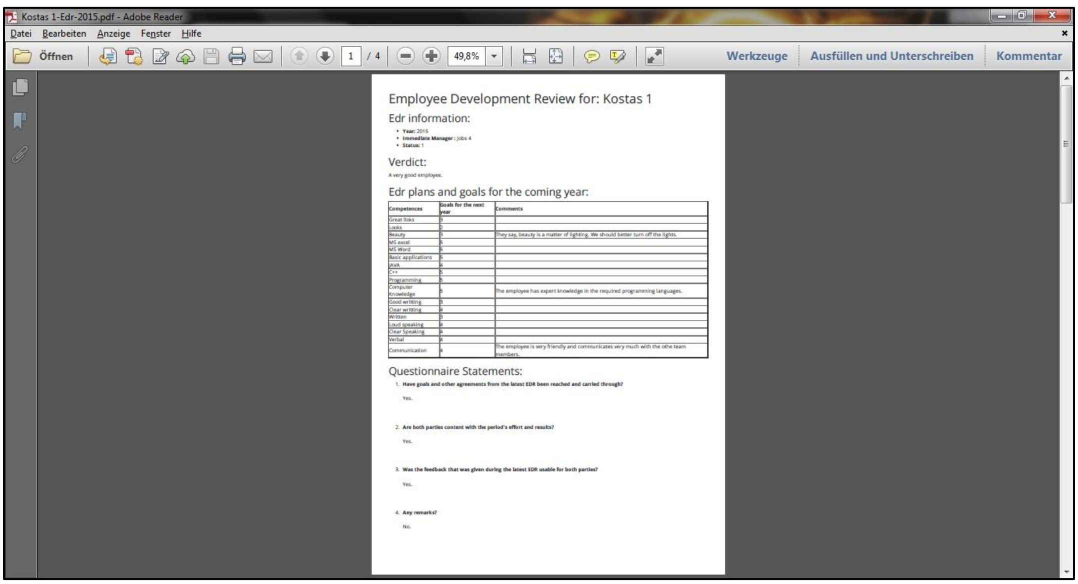
24 questions (descriptive question-answers) are being defined.

We used the questions defined in the RA for the content.

3.34 Final step in creating an EDR

User can save an EDR. Saved EDRs can be exported as PDF from the overview screen.

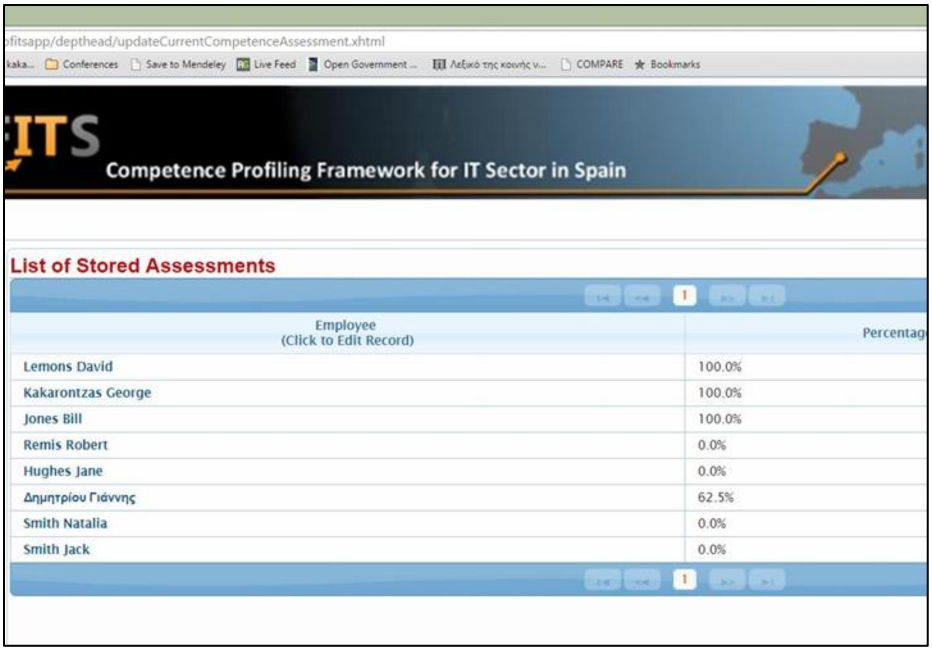




3.35 Assign employee competence assessments directly

The head of the business area can also directly assign assessments for an employee.

This can be done by selecting "Current employee assessments" from the menu. A list appears with all the business area's employees along with the percentage of assessment completion. If all the 3rd level competences have been assigned a competence assessment value then the percentage is 100%. Otherwise is smaller.



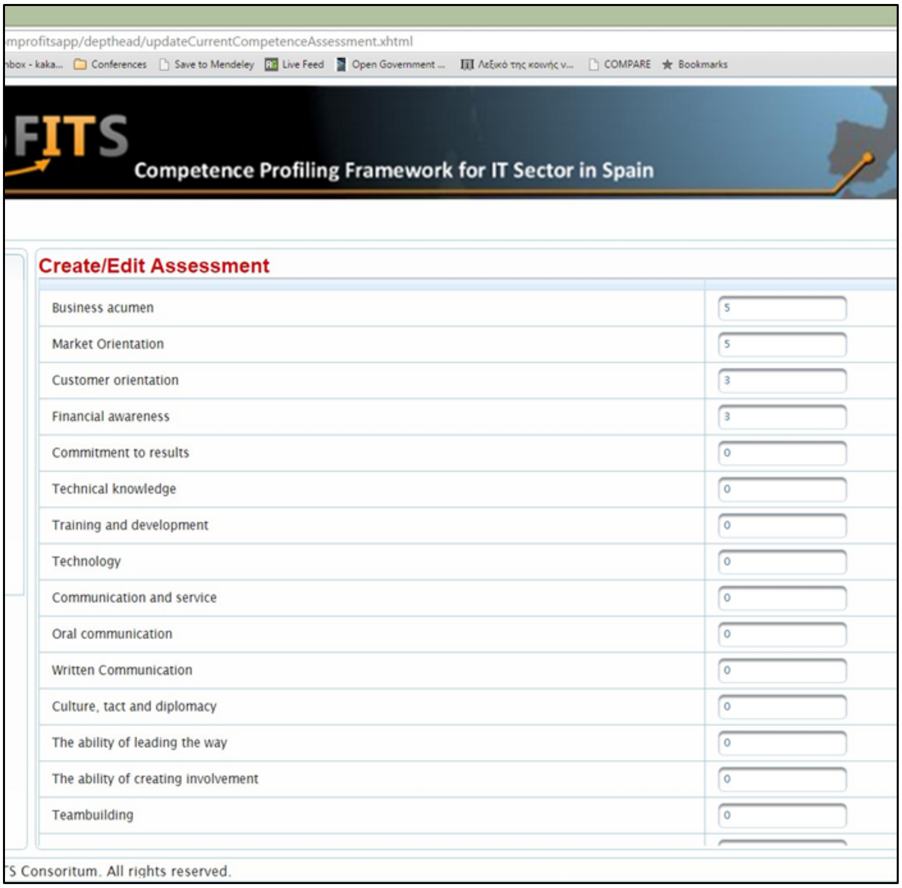
Clicking on an employee's name will take us to another screen where we can assign competence values for all the 3rd level competences for the selected employee.

3.36 Provide assessment values

By clicking on an employee's name the user can see all the 3rd level competences of the competence pyramid and provide a value between 0-5.

A value of zero (0) signifies that a competence value does not exist for this competence and the selected employee in the database, whereas 1 signifies that the employee completely lacks this competence and 5 that completely has this competence.

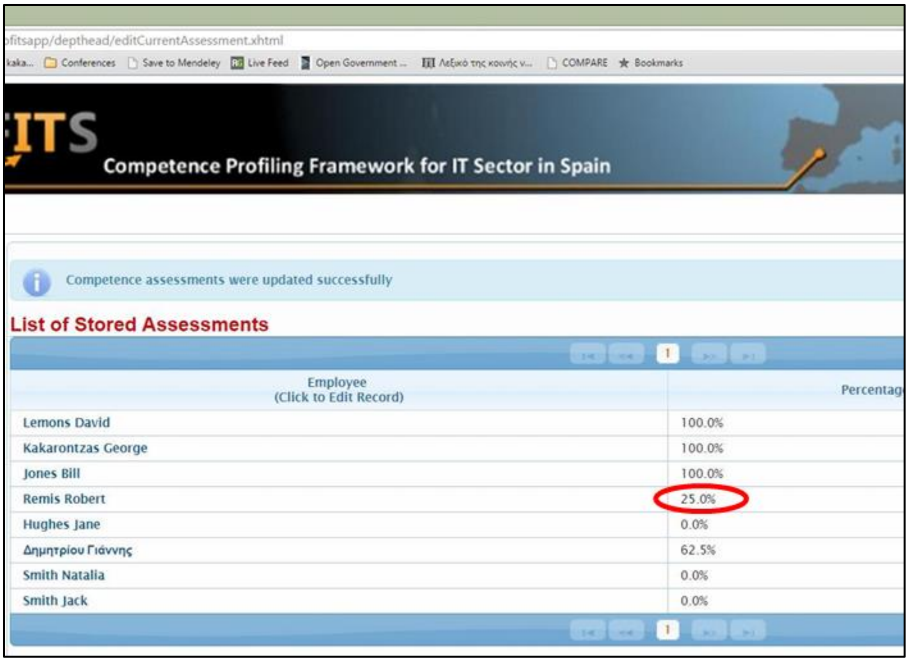
If the user enters a value of zero to an existing competence then this competence value for this employee will be removed from the database (e.g. if there is an assigned value but the user would like to rethink this value and in the meantime doesn't know the correct value).



3.37 Store provided assessments

When the user clicks "Update" from the "Create/Edit Assessment" screen all provided assessments will be examined and if the values have changed new values will be stored in the database, if values were provided in place of zeros new competence assessments will be created in the database, and if zeros where provided in place of previously different values then these competence assessments will be removed from the database.

After the update the system returns to the "List of Stored Assessments" screen where the percentage of competence assessment completion has been updated to reflect the percentage of the affected employee.



3.38 Employee evaluation

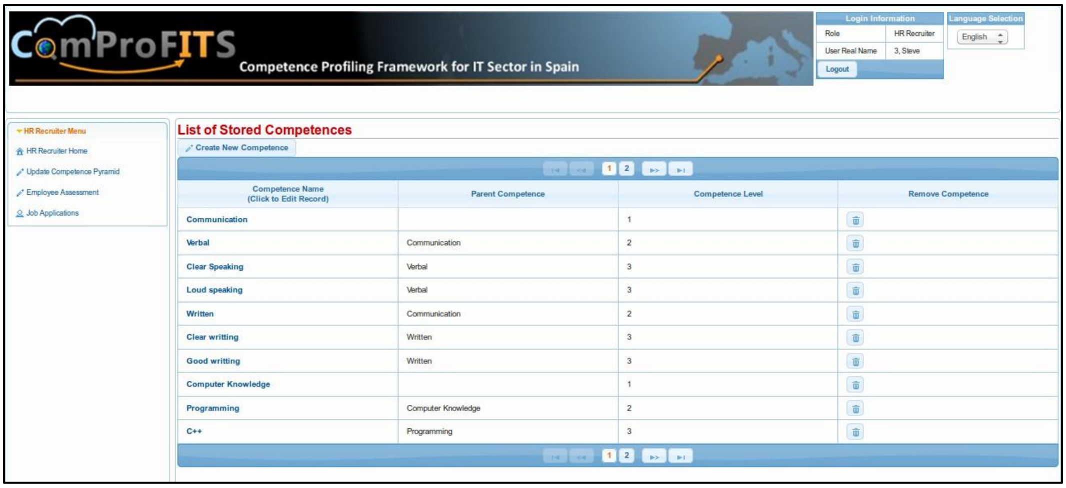
The head of department can also perform the employee evaluation.

The evaluation is based on the statistical method developed by AUTH and is independent from the 360 degrees assessment (i.e. it constitutes an alternative method of employee evaluation).

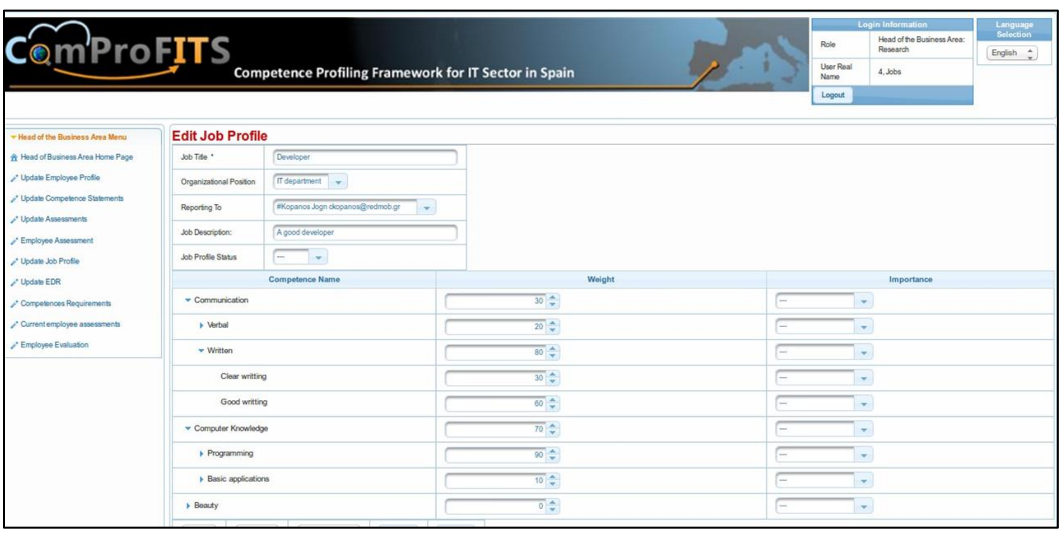
It calls the externally installed R statistical environment (http://www.r-project.org/).

Required steps in order to evaluate an employee using the COMPROFITS R integration:

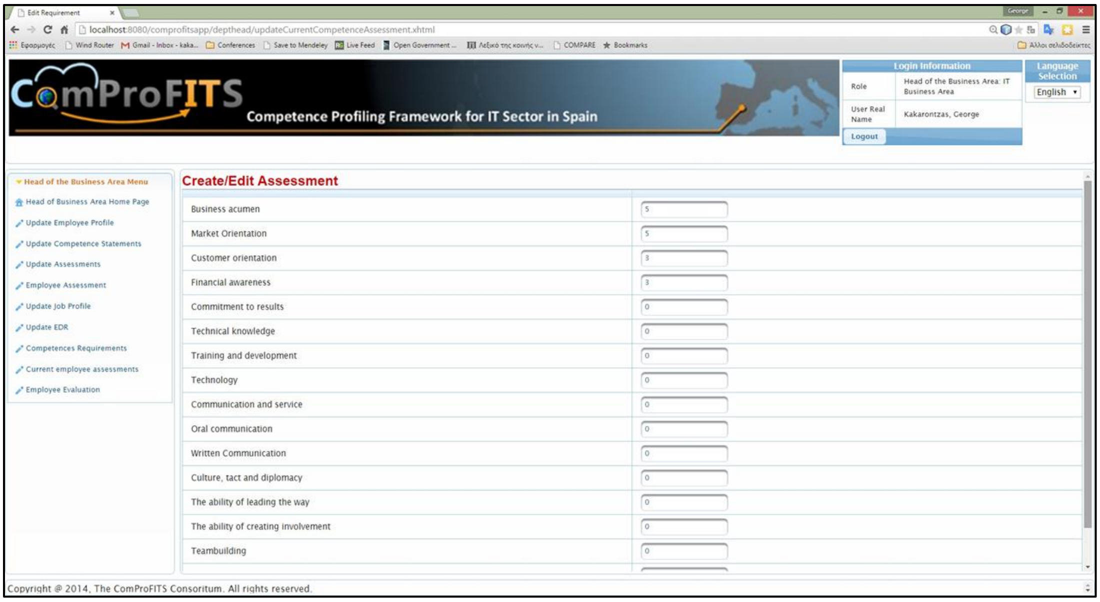
1. The competences pyramid must be added because both job's creation and employee competence assessment depends on the pyramid: HR recruiter role → Update competence pyramid



2. A job with filled in required weights per competence must be created: Head of Business Area role → Update job profile → Create new job profile.



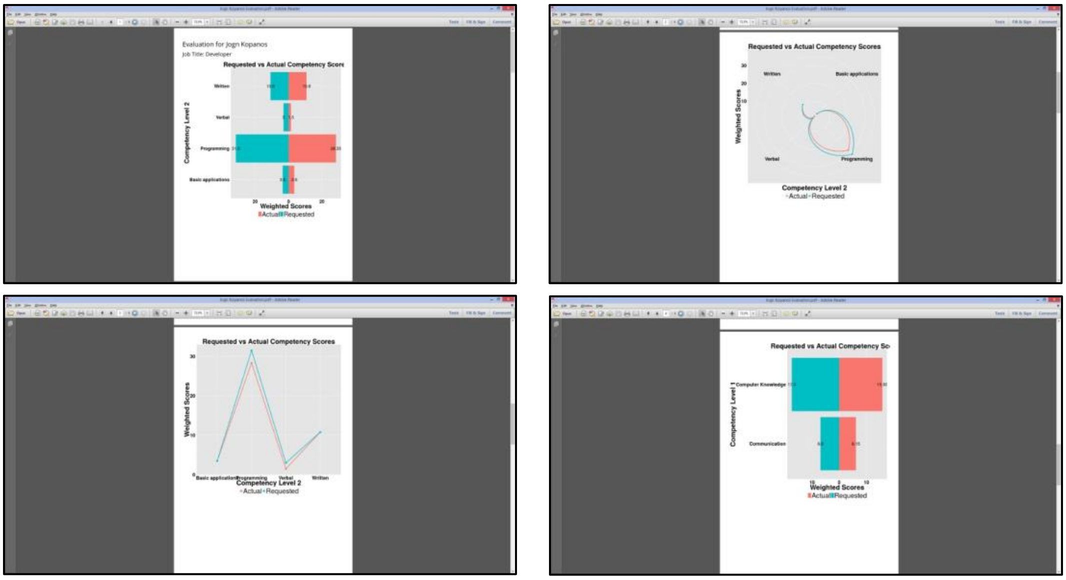
3. The current competence assessment of the employee to be evaluated (adding 1-5 values for all level 3 competence) must be created 100%. Head of Business Area role → Current employee assessments → Click an employee's name and fill in the competence values for all 3rd level competences of the pyramid.



3.39 Performing the evaluation

Employee evaluation will produce a pdf file with images / diagrams of the statistical analysis performed, by selecting the employee and the job he/she should be evaluated for. This functionality is provided by the selection "Head of Business Area role → Employee evaluation". Notice that only business area employees who have been assessed 100% will be available from the dropdown list.

Employee evaluation result is an exported PDF with various graphs:



4 JOB APPLICANTS

4.1 Job Applicant Registration

From the home page interested applicants can register with the company.

Then they can use their account to apply for available jobs.

4.2 Register as a job applicant

By selecting the "Register as a job applicant" menu choice, directly from the home page, the new applicant can provide his details as can be seen in the picture.

After clicking on the update button, the account is created and the new applicant can login.

4.3 Login in

After login in the new applicant can access the menu for job applicants.

This menu includes the following choices:

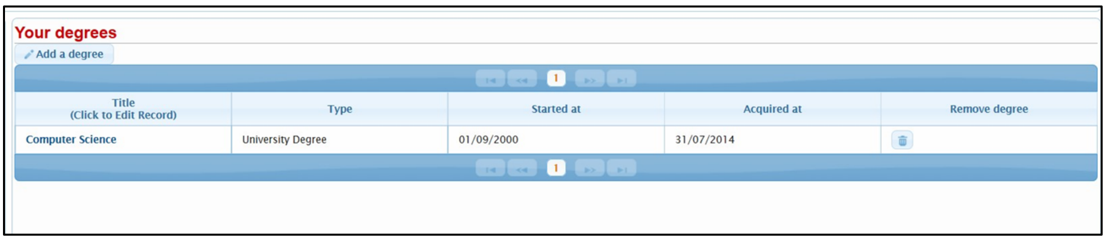
- Edit your profile
- Your degrees
- Your professional experience
- Available job positions
- Your applications

4.4 Edit your profile

With this selection job applicants can modify their personal information. This information is basically the same info that they provide upon registration (name, address, etc.).

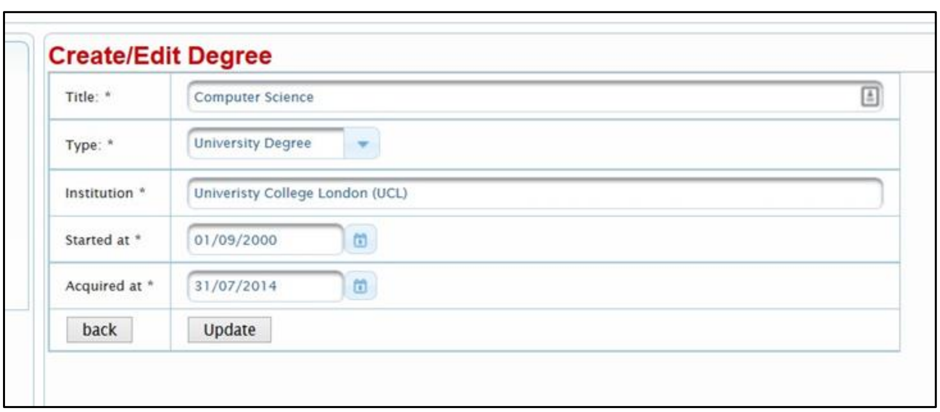
4.5 Your degrees

By selecting “Your degrees” from the job applicant menu, applicants can review their education degrees, add a degree, modify an existing degree or delete an existing degree.



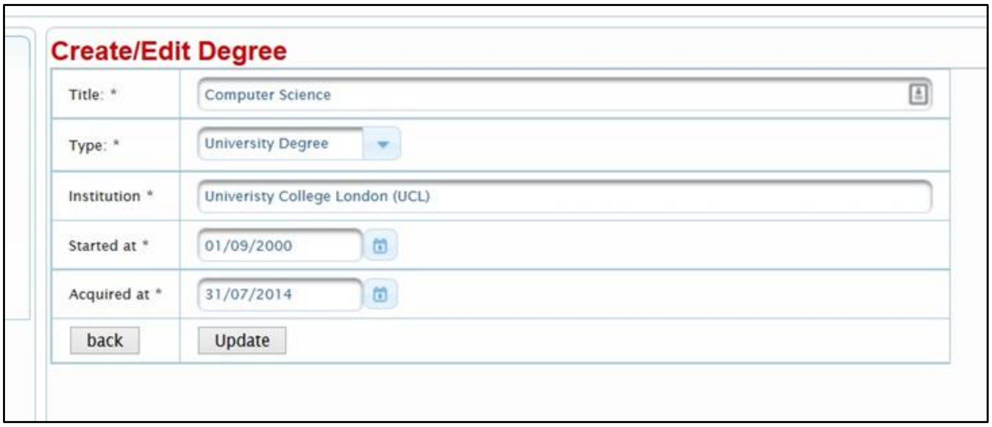
4.6 Add a degree

By clicking on the “Add a degree” button, applicants can add education degrees. This brings them on a form where they provide the degree details as can be seen in the picture. By clicking the “Update” button the degree can be stored in the database.



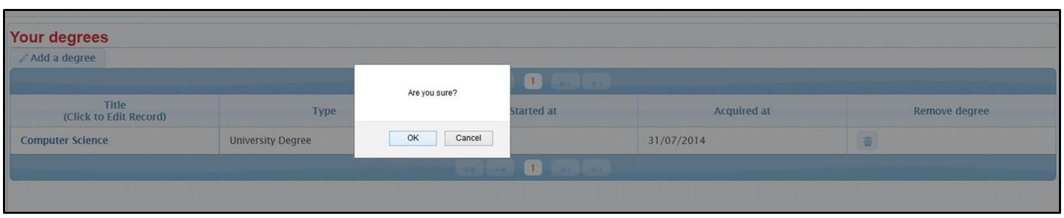
4.7 Edit an existing degree

After creation the degree can be seen from the “Your degrees” page. As usual, if the applicants click on an existing degree title they can edit the degree, which brings them back in the “Create/Edit Degree” page where they can change the details of the degree.



4.8 Deleting a degree

• To delete a degree the applicants can click on the bin icon at the last column of the "Your degrees" page. Confirmation is required as can be seen in the picture.



4.9 Your professional experience

By selecting "Your professional experience" from the job applicant menu, applicants can review their professional experience records, add a professional experience record, modify or delete an existing professional experience record.

4.10 Add professional experience

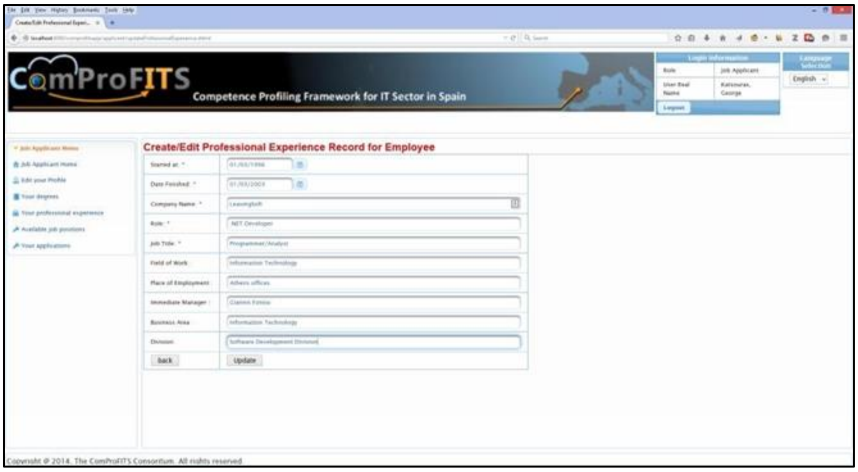
By clicking on the “Add professional experience” button, applicants can add professional experience records.

This brings them on a form where they provide the professional experience record details as can be seen in the picture. By clicking the “Update” button the professional experience record can be stored in the database.

4.11 Edit an existing professional experience record

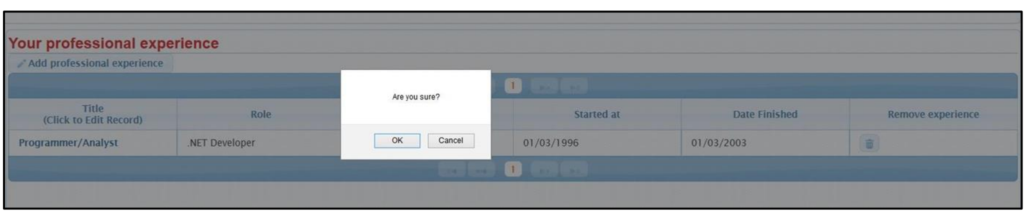
After creation the professional experience record can be seen from the “Your professional experience” page. As usual, if the applicants click on an existing professional experience record title they can edit the professional experience record.

This brings them back in the “Create/Edit Professional Experience Record” page where they can change the details of the professional experience record.



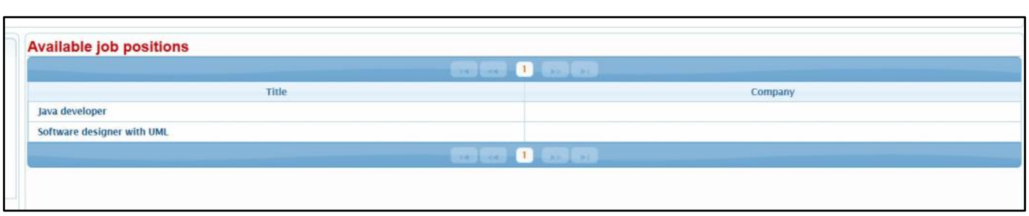
4.12 Deleting a professional experience record

To delete a professional experience record the applicants can click on the bin icon at the last column of the "Your professional experience" page. Confirmation is required as can be seen in the picture.



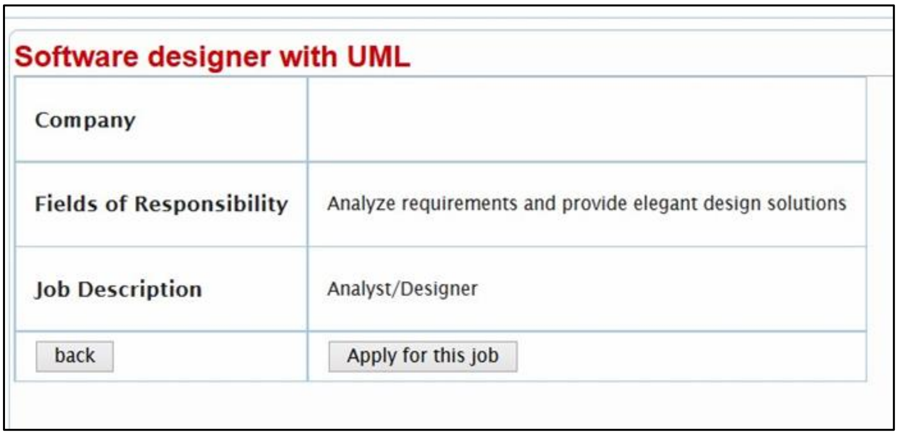
4.13 Available job positions

Job positions that have been advertised can be seen from the "Available job positions" table. By clicking on a job position title, the job applicant can apply for a job.



4.14 Apply for a job

By clicking on the available job title the applicant can examine the details of an available position and apply for this position by clicking the "Apply for this job" button.



When the applicant clicks on the apply for this job button, then a message appears informing him that his application was successful and the button "Apply for this job" is now removed from the screen.

4.15 Your applications

By clicking on the "Your applications" link the applicant can review the jobs he has applied for and he can also remove an application by clicking on the "Remove Application" bin icon at the last column (requires confirmation).

Your applications

Title	Company	Date Created	Remove application
Software designer with UML		15/03/2015	
Java developer		28/11/2014	

5 HR RECRUITER FUNCTIONALITY

The functionality of the HR Recruiter role contains the following:

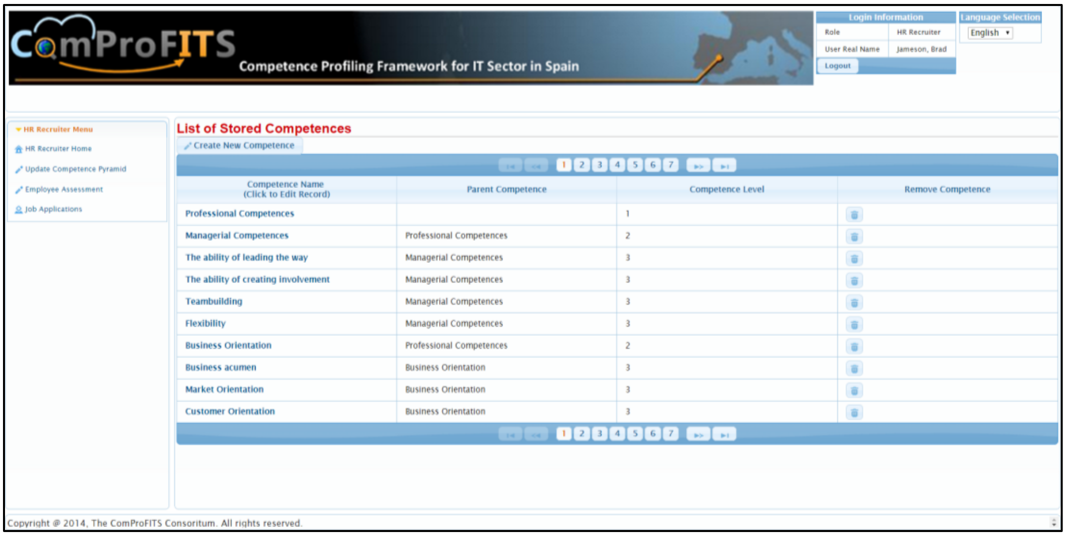
- Update of the competence pyramid
- Participation of the employee assessment like all other employees.
- Review of the job applications submitted for an advertised job

5.1 Update Competence Pyramid

By clicking on the menu selection “Update Competence Pyramid” the user can review the existing competences, edit them by clicking on their name, and delete them by clicking on the bin icon at the last column.

The user can create a new competence by clicking on the “Create New Competence” button.

Competences appear in a table 10 at the time and navigation is provided to other pages of the table.

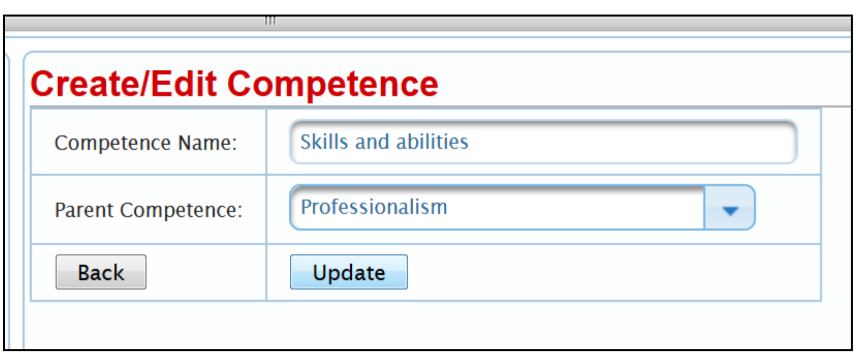


5.2 Create a new competence

When the user clicks the button to create a new competence he provides a name for the new competence and selects the parent competence from the previously entered competences.

The selection of the parent competence also implicitly specifies the level of the created company:

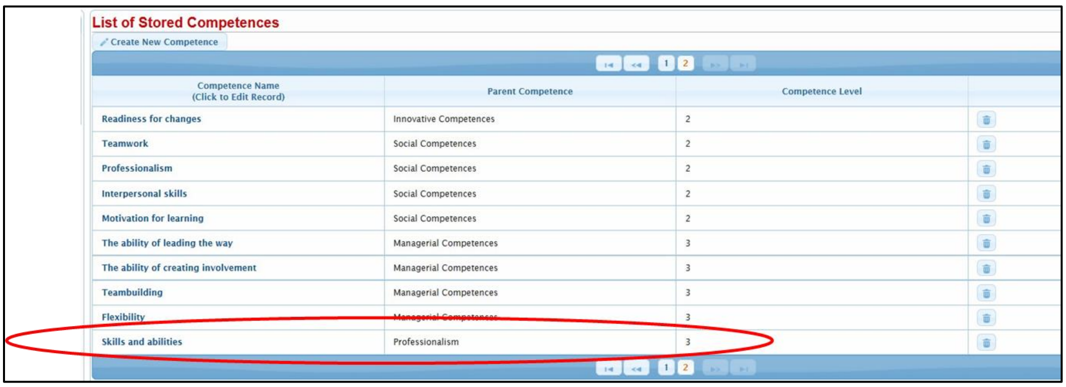
- If it has no parent then it is a level 1 competence
- If the selected parent competence is a level 1 competence then the newly created competence is a level 2 competence
- and so on.



5.3 Level of the new competence

As explained, the level of the competence is derived by the level of the parent competence and is not provided to avoid mistakes.

This level can be seen by the list of the competences to which we return after we click on the "Update" button.



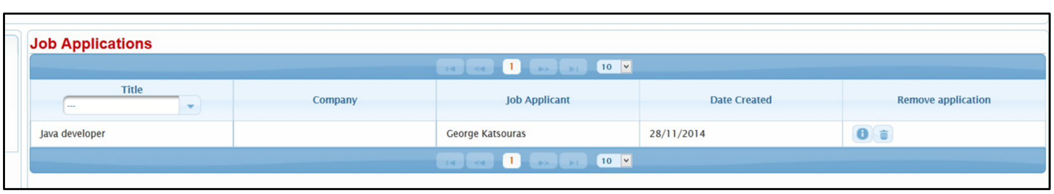
List of Stored Competences

Create New Competence

Competence Name (Click to Edit Record)	Parent Competence	Competence Level
Readiness for changes	Innovative Competences	2
Teamwork	Social Competences	2
Professionalism	Social Competences	2
Interpersonal skills	Social Competences	2
Motivation for learning	Social Competences	2
The ability of leading the way	Managerial Competences	3
The ability of creating involvement	Managerial Competences	3
Teambuilding	Managerial Competences	3
Flexibility	Managerial Competences	3
Skills and abilities	Professionalism	3

5.4 Job Applications

By clicking on the Job Applications menu choice the HR Recruiter can see all the applications that have been submitted and filter these applications based on the job title.



Job Applications

Title	Company	Job Applicant	Date Created	Remove application
Java developer		George Katsouras	28/11/2014	

5.5 Examining an applicant

By clicking at the last column at the info button (next to the bin button), the HR Recruiter can examine the details of an applicant applied for a job position including his personal details, his study records and his professional experience records.

5.6 Removing an application

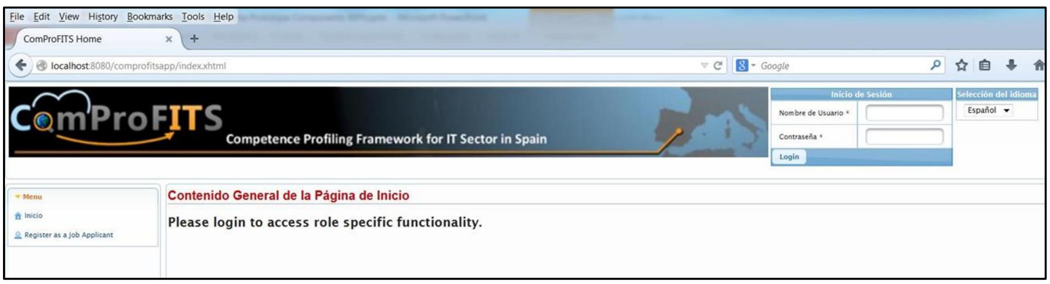
From the “Job Applications” page the HR Recruiter can remove a job application by clicking on the bin icon at the last column (requires confirmation).

6 INTERNATIONALIZATION

6.1 Changing the language

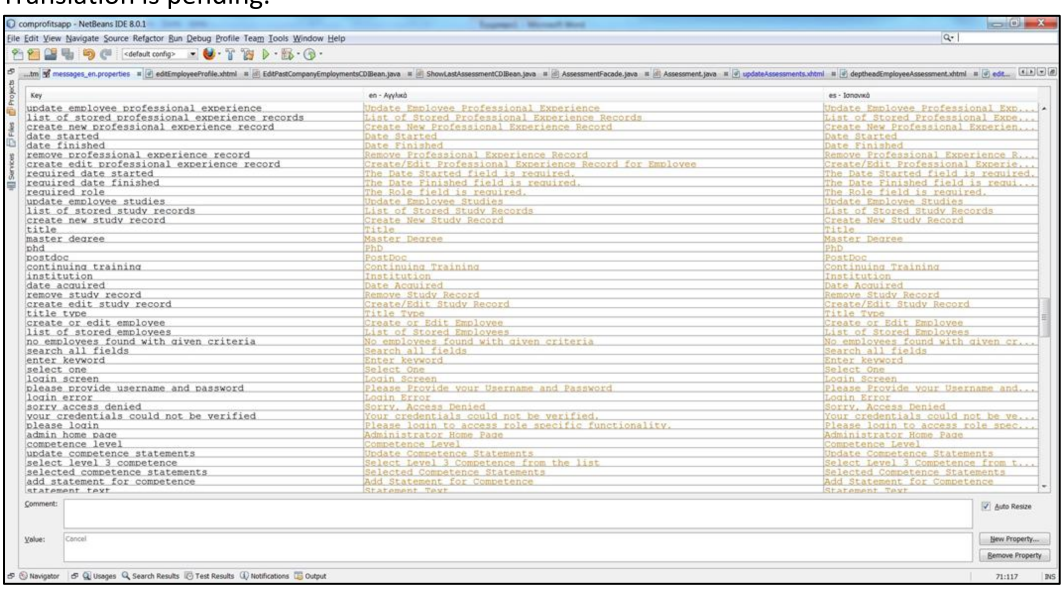
When the user selects Spanish from the language selection menu all messages will appear in Spanish once the messages have been translated.

We have consistently used this technique throughout the application and keep on using it so that it is possible to translate the file in a different language.



6.2 The messages file

For the time being both English and Spanish messages are the same.
Translation is pending.



7 Conclusions

The development of the Beta version included all the functionality required for job profiles and EDR (contributed by the USIEGEN) and functionality for the job applicants as well as numerous fixes (AUTH).