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| Description | Comment | General requirement |
| When the AM post the job, they should be able to drag the icon representing the specific preference from a list. The list of icons should show on the page by default. The AM should not need to filter and search. | Instead of stream, class and individual, **preference** is the ONLY criteria.  List:  1)      Software Development  2)      ITSM  3)      DevOps  4)      InfoSec  5)      Quality Engineering/Testing  6)      Data Science/Engineering  7)      Risk, Regulation, and Compliance  8)      Mobile Development |  |
| Trainee and AM’s photo and phone number should show on their profile and viewable to all users |  |  |
| Add a ticking-down clock next to the deadline column of a job posting. Format is hh:mm and refresh every min. | Please name the deadline column as ‘Application Deadline’.  When the trainee sees the posting, he/she should be able to see the ticking-down clock. | The entry of the application deadline column must be  h:mm a, MM/DD/YYYY  For example:  12:30 pm, 06/26/2019 |
| Add a tentative start date column of a job posting. |  | The entry can be special character and alphanumeric or blank |
| Add an internal calendar where the trainee can mark the time they scheduled interview. | The function is for the AM to see the trainees’ availability.  A ‘should have’ function. Not must have. | The calendar should have a half-hour slot |
| Create a job status scroll down list, when the AM create the posting, they should only select from the list.  They can update the entry.  Once they select anything other than ‘waiting for applications’, the posting should not be able to accept any new application. | The list:  waiting for applications; interview ongoing; waiting for customer feedback; closed; placed; cancelled |  |
| Add a ‘delete’ button for the AM to delete the posting | A pop-up window should show and ask for confirmation of deletion. |  |
| Email notification for AM when a new application received;  Email notification for trainee when new role is presented to him/her. | The email should contain a link to the log in page. |  |

**Meeting minutes 05/25**

**New requirements from the AMs – subject to change**