Use Cases for Software Engineering Project P32
"HR Tool Interne Positionsvermittlung"

Client

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Use Case Scenarios for Job Seeker

Use Case : Job Seeker Sign-in
Primary Actor : A visitor, portal
Goal in Context : A visitor needs to Sign-in to the portal as a Job Seeker.
Precondition : 1. A visitor has created a new Job Seeker account.
　　　　　　2. The job seeker account has been stored in the database.
　　　　　　3. Current visitor is not authenticated as a Job Seeker or a recruiter or an admin
Trigger: The visitor clicks on the "Sign Up" button.

Scenario :
1. The visitor clicks on "Sign Up" button.
2. Immediately, the visitor is redirected to a new page which requests the visitor to provide his personal information.
3. The visitor inputs his details and clicks on checkbox agreeing to Terms and Condition and clicks on submit button.
4. The request will be sent to server and server adds user information in the database.
5. Server responds stating that the user needs to "Verify your email"
6. A mail will be sent to the specified mail ID requesting the user to click on a provided link for completing the registration as a Job Seeker.
7. On clicking on that link, the user will then be redirected to the login page

Exceptions:
1. The given username (or email address) already exists; the Visitor is informed of the problem, and is given the option to choose a different username, or attempt to login with the username (in case they had forgotten they already had an account).

Priority: Very High
Availability : Second Iteration
Frequency of Usage : Very High

Use Case : Job Seeker authorization
Primary Actor :A visitor, A Job Seeker, Server
Goal in Context : A visitor can log in with certain credentials to become a Job seeker
Precondition :1. The Job seeker has access to the web page; there is a list of existing Job Seekers in the Server.
　　　　　　2. The visitor is registered in the portal.
Trigger : A visitor wants to log in with certain credentials to become a Job seeker

Scenario Details :

1. A visitor visits the webpage, and goes to the login page.
2. A visitor enters in a username and password and clicks on Login button.
3. The visitor credentials will be submitted to the server.
4. The server checks their username and password against the list of existing job seeker accounts and verifies the information provided.
5. The server updates the visitor's session to indicate that they are an authorized job seeker.
6. The visitor becomes a job seeker and is redirected to his profile.

Exceptions:
1. The entered credentials are invalid; the visitor is informed and is prevented from continuing.
2. The job seeker account found is blocked from authorizing; an error message is displayed to the visitor.

Priority: Very High
Availability : Second Iteration
Frequency of Usage : Very High

Use Case : Job Seeker completes his profile.
Primary Actor : A Job seeker, The Server
Goal in Context : The Job Seeker has to complete his profile for his profile to be visible to the recruiter.
Precondition : 1. The Job Seeker has registered to the portal.
                       2. The Job seeker has logged in for the first time.
Trigger: The Job Seeker wants to complete his profile for his profile to be visible to the recruiter.

Scenario Details :
1. When Job Seeker logs in for the first time an empty form will be displayed to him.
2. This new form contains all the mandatory and optional fields which Job Seeker has to input.
3. The Job Seeker inputs all the information and clicks on the save button.
4. The request is sent to the server and the server saves his information in the database.
5. His updated information will be shown from then on to the Job Seeker.

Exceptions:
1. All the mandatory fields are not filled by the visitor; Portal will error out stating all the mandatory fields must be filled compulsorily.

Priority: Very High
Availability : Second Iteration
Frequency of Usage : Very High

Use Case : Job Seeker updates his profile information

Primary Actor :A Job Seeker

Goal in Context : The Job seeker can update his information on the portal.

Precondition : 1. The Job seeker has a user account on the portal and is logged in.

                    2. The Job Seeker profile is not disabled.

Trigger: Job seeker wants to update his profile fields

Scenario Details :

1. The Job Seeker will be displayed with his current information.
2. When he wishes to edit a field, he simply clicks on the field and edits it.He can edit only certain fields.
3. The request will be sent to the server and server saves the modified information.
4. The modified information gets updated on the Job Seeker profile.

Exceptions:

1. The job seeker doesn't have the permission to edit his information(eg: his account is disabled); so the profile is greyed out

Priority: High

Availability : Second Iteration

Frequency of Usage : Low

Use Case: Job Seeker uploads his CV

Primary Actor : A Job seeker, The Server

Goal in Context : The Job Seeker needs to upload the CV for profile completion.

Precondition : 1. The Job Seeker has to be logged in.

                    2. CV has to be in PDF format.

Trigger : The job seeker wants to upload a CV to complete his profile

Scenario Details :

1. The Job Seeker will fill all the fields for his profile completion. Along with that he has to upload a CV.
2. A warning will be displayed which states what all fields should not be present in the CV.
3. A job seeker uploads the CV and other fields and clicks submit.
4. The Web Page will check for the format of the file and ensures that its a PDF file and submit the data to server.
5. The server will store the CV under the appropriate section.

Exceptions:

1. The Web page will error out if the file format is not PDF.

Note : The portal will not filter the uploaded CV. Its job seeker responsibility to ensure that.

Priority: Very High
Availability : Second Iteration
Frequency of Usage : Very High

Use Case : Job Seeker disables his profile

Primary Actor : A Job seeker, Server

Goal in Context : The job seeker once he logs in, he can disable his profile in the portal.

Precondition : 1. The Job seeker has access to the portal; there is a list of existing Job Seekers in the Server.

   2. The Job Seeker has logged into his account.

   3. The Job Seeker profile is enabled.

Trigger: A registered Job Seeker with an enabled profile wants to disable it

Scenario Details :

1. The job seeker clicks on the Drop Down menu on the top right corner -> "Disable profile".
2. The request is sent to the server to disable the job seeker profile. The Server will process the request.
3. The portal informs the job seeker of the account disabling by a display message .
4. The Job seeker profile will be disabled and his profile won't be visible to any recruiter.

Exceptions : Disabling is not possible if his account is already disabled.

Priority: Medium
Availability : Second Iteration
Frequency of Usage : Medium

Use Case : Job Seeker enables his profile.

Primary Actor : A Job seeker, Server

Goal in Context : The job seeker once he logs in, he can enable his profile in the portal.

Precondition : 1. The Job seeker has access to the web page; there is a list of existing Job Seekers in the Server.

   2. The Job Seeker has logged into his account.

   3. The Job seeker profile is disabled.

Trigger: A registered Job Seeker with a disabled profile wants to enable it

Scenario Details :

1. The job seeker clicks on the Drop Down menu on the top right corner   -> "Enable Profile".
2. A request is sent to the server to enable the job seeker profile. The Server will process the request.
3. The portal informs the job seeker of the account enabling by a display message .

4. The Job seeker profile will be enabled and his profile will be visible to authorized recruiter from then on and he could edit his profile.

Exceptions : Enabling is not possible if his account is already enabled.

Priority: Medium
Availability : Second Iteration
Frequency of Usage : Medium

Use Case : Job Seeker deletes his account
Primary Actor : A Job seeker, Server
Goal in Context : The job seeker once he logs in, he can delete his account from the portal.
Precondition : 1. The Job seeker has access to the web page; there is a list of existing Job Seekers in the Server.
                2. The Job Seeker has logged into his account.
Trigger: The Job Seeker wants to delete his profile.

Scenario Details :
1. The job seeker clicks on the Drop Down menu on the top right corner -> "Delete Account" button.
2. A request is sent to server to delete the requested job seeker from the database. The Server will process the request.
3. The portal informs the job seeker of the account deletion by a display message .
4. The Job seeker will be logged out and he won't be able to access his account from then on.

Priority: Medium
Availability : Second Iteration
Frequency of Usage : Low

Use Case : Job Seeker log out from his account.
Primary Actor : A Job Seeker, Server
Goal in Context : The jobseeker once he logs out, it should not be possible to perform the job seeker operations.
Precondition : The job seeker is authenticated.
Trigger: The Job Seeker wants to logout of the system.

Scenario Details :
1. The Job Seeker clicks on "Sign Out" button.
2. He logs out and becomes a visitor.
3. The visitor presses the back button on their browser and tries to perform operations of a Job Seeker.

4. The server realises that job seeker has logged out and displays an error message, asking the visitor to authenticate.

Priority: Very High
Availability : Second Iteration
Frequency of Usage : Very High

Use Case Scenarios for Recruiter

Use Case : Recruiter requests access to the portal
Primary Actor : Recruiter
Secondary Actor : Admin
Goal in Context : The recruiter receives access to job seeker profiles in a certain category
Precondition : Recruiter has access to the portal and is aware that he has to place a request for access job seeker profiles on the portal
Trigger : Recruiter wants access to the profiles of job seekers

Scenario Details :

1) The recruiter is at the Login page of the portal and selects 'Hire People'.
2) The new recruiter with no existing login credentials is directed to fill up a form consisting of his Full Name, Department , Employee ID., the category from which he wants to pick candidate(s) and his official Email ID. He will also have to agree to the terms and conditions by selecting the small checkbox next to the terms and conditions text.
3) He enters details in this form and submits it by clicking on the Submit button.
4) On successful submission, recruiter receives a mail in the entered email ID that his request has been sent to the admin and is redirected to the Login page of the portal.
5) He waits for response from the admin which would contain his login credentials.

Exceptions:
1) The recruiter enters invalid email ID or other invalid details
2) The admin chooses not to grant access to the recruiter

Priority: Very High
Availability : Second Iteration
Frequency of Usage : High

Use Case : Recruiter login to the portal
Primary Actor : Recruiter
Goal in Context : The recruiter can log into the portal thus gain access to view the specific category of profiles requested

Precondition :
1. Recruiter has placed a request to the access the portal. This request has been approved by the Admin .
2. The Admin has added the recruiter to the portal .
3. The recruiter has his valid login credentials

Trigger : The recruiter wants to log into the portal thus gain access to view the specific category of profiles requested

Scenario Details :

1) The recruiter is at the Login page of the portal.
2) The recruiter has already received login credentials from the admin.
3) He enters this username and password in the textboxes with those labels and clicks on the 'Login' button.
4) On successful login, the recruiter is redirected to the page with the profiles he has been granted access to.

Exceptions:
1) The recruiter enters invalid credentials
2) The admin chooses revoke the rights of the recruiter

Priority: Very High
Availability : Second Iteration
Frequency of Usage : High

Use Case : Recruiter views all profiles in a category
Primary Actor : Recruiter
Goal in Context : The recruiter can view the job seeker profiles in a certain category
Precondition : Recruiter has gained access to the portal and logged in to the portal using the credentials provided to him by the admin
Trigger : Recruiter wants to view a specific category of profiles so he uses his valid credentials and logs into the portal

Scenario Details :

1) The recruiter has already received login credentials from the admin. He uses this username and password to log in to the portal.On successful login into the portal , the recruiter is able to view profiles in the category to which he has been granted access.
2) The recruiter can view a table with various Profile and their corresponding details.
3) Each profile number has a short description / bio including position the candidate is interested in, the current department or faculty he / she is employed with, date of employment with

university and department , whether the candidate is fixed term or not, years of work experience.

4) The recruiter can also view buttons that allow him to download a CV for the specific profile as well as view detailed profiles if he is interested in that profile.

Note : Recruiter cannot currently view the name and other details of job seeker

Exceptions:
1) The admin revokes the recruiters rights to view profiles
2) The admin disables the profile of a job seeker
3) The job seeker has not provided information in optional fields

Priority: Very High
Availability : Second Iteration
Frequency of Usage : High

Use Case : Recruiter sorts through profiles based on Years of Experience
Primary Actor : Recruiter
Goal in Context : The recruiter can sort profiles in the category he is viewing based on the years of experience.
Precondition : Recruiter has gained access to the portal , logged in to the portal using the credentials provided to him by the admin and can view the job seeker profiles in that category
Trigger : Recruiter wants to sort the visible profiles based on Years of Experience of Job Seekers.

Scenario Details :

1) The profile view of a job seeker holds information about his years of experience in the applied job category. The recruiter decides to sort the profiles of job seekers based on this field.
2) He clicks on the header titled 'Experience' on his job seeker profiles view page
3) Clicking once / twice on the header allow him to sort the profiles based on the ascending/descending order of the years of experiences mentioned in the profiles

Exceptions:

1) The admin revokes the recruiters rights to view profiles
2) The job seeker profile have been deactivated and hence are not visible to the recruiter

Priority: Medium
Availability : Second Iteration
Frequency of Usage : Medium

Use Case : Recruiter filters through profiles

Primary Actor : Recruiter

Goal in Context : The recruiter can filter through the profiles available to him based on a set of criteria

Precondition : Recruiter has gained access to the portal , logged in to the portal using the credentials provided to him by the admin and is viewing through the job seeker profiles

Trigger : The recruiter can filter through the profiles available to him based on a set of criteria

Scenario Details :

1) The recruiter wants to filter out the profiles of job seekers based on a certain set of fields and so he selects the checkbox for the combination of years of experience , languages and Computer Skills he wants and clicks on the filter button.
2) All the records that fulfil any of the selected combination of criteria are filtered out and are visible to the Recruiter.
3) In case there are no records which fall into the category combination selected by the recruiter , he receives 0 results

Exceptions:
1) The admin revokes the recruiters rights to view profiles

Priority: Very Low
Availability : Third Iteration
Frequency of Usage : Low

Use Case : Recruiter decides to download a CV

Primary Actor : Recruiter

Goal in Context : The recruiter can download the CV of a job seeker

Precondition : Recruiter has access to the portal , is logged in to it and can view a short description of various profiles of his interest.

Trigger : The recruiter can download the CV of a job seeker

Scenario Details :

1) The recruiter after viewing various profiles wants to download a CV.
2) On the page where the recruiter can view all profiles of the category of his interest, he clicks on the download CV button of a profile he is interested in.
3) The portal allows the recruiter to download the CV in pdf format.
4) A mail is send to the admin informing him/her of this download.

Exceptions:
1) The admin revokes the recruiters rights to view profiles
2) The admin disables the profile of a job seeker

Priority: High
Availability : Second Iteration
Frequency of Usage : Medium

Use Case : Recruiter shows interest in a profile

Primary Actor : Recruiter
Secondary Actor : Admin
Goal in Context : The recruiter is interested in a profile and wants to inform the admin of his interest as well as get a detailed view of the job seeker profile .
Precondition : Recruiter has access to the portal , is logged in to it and can view a short description of various profiles of his interest.
Trigger : The recruiter is interested in a profile and wants to inform the admin of his interest as well as get a detailed view of the job seeker profile thus , he clicks on the interested button for the profile

Scenario Details :

1) The recruiter after viewing various profiles wants to inform the admin of the profiles he is interested in as well as get a detailed view of the job seeker profile.
2) He clicks on the 'Interested ' button on the right corner of the cell with the profile bio.
3) The profile expands on the same page and the recruiter is able to get a detailed view of the profile including details like first name, last name, email ID , computer skills and language skills competencies of the job seeking candidate.
4) A mail is send to the admin informing him/her of this interest shown by the recruiter when he shows interest in the profile.

Exceptions:
1) The admin revokes the recruiters rights to view profiles
2) The admin disables the profile of a job seeker

Priority: High
Availability : Second Iteration
Frequency of Usage : Medium

Use Case : Recruiter logout from his account
Primary Actor : Recruiter and Server

Goal in Context : The recruiter once he clicks on the logout option cannot perform the recruiter operations on the portal.

Precondition : The recruiter is authenticated and logged into the portal.

Trigger: The recruiter once he clicks on the 'Sign Out' option should not be able to perform the recruiter operations on the portal.

Scenario Details :
1. On clicking on 'Sign Out' option in the top right corner drop down menu, the recruiter is logged out of the system and becomes a visitor.
2. He is redirected to the login page of the portal
3. If this visitor now presses the back button on their browser and tries to perform operations of a recruiter , the server realises that recruiter has logged out and ended the session and thus displays an error message, asking the visitor to authenticate.

Priority: Very High

Availability : Second Iteration

Frequency of Usage : Very High

Use Case Scenarios for Admin

Use-case: Admin Login to the Portal

Primary actor: Administrator

Goal in Context: Administrator with valid credentials should be able to successfully login to the portal system using login interface page

Pre-conditions:

Admin should have visited the Portal and currently be on the login/sign in page

Trigger: Admin decides (wants) to login to the HR Portal

Scenario:
1) The Admin logs on to the portal and lands on the login page
2) The Admin enters his valid Email/username in 'Email' field
3) The admin now enters valid password in 'Password' field
4) The Admin Clicks on 'Login" button
5) The Admin successfully logs into the portal

Exceptions:
1. The username/password combination is not valid according to database the system displays the error message "The username or password is incorrect" and remains on the login screen.

Priority: High

When available: Second iteration

Frequency of use : Frequent

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Use-case: The Admin adds a recruiter as per request (manual as well as portal generated requests)

Primary actor: Administrator

Secondary Actor : Recruiter

Goal in Context: Admin grants the Recruiter rights to view profiles in a certain category

Pre-conditions:

1. The recruiter requests will be system generated or manually written Emails to the admin, with the recruiter's details and request to provide him credentials to view profiles of job-seeker in a certain category
2. Admin should have logged in to the HR portal and should be able to view recruiter requests on mail.

Trigger: The admin wants to provide permission to recruiter to access information about jobseekers of a certain category

Scenario:

1) On the 'View Users' page , the Admin clicks on the 'Add Account' button and is redirected to 'Add account for Recruiter' page
2) The Admin is directed to a page with a form with fields Full name,Department,Employee ID , Email, Category (Job category dropdown)
3) Admin enters "Full Name" details of Recruiter in "Full Name" text field
4) Admin enters "Department" details of Recruiter in "Department" text field
5) Admin enters "Employee No" details of Recruiter in "Employee No" text field
6) Admin enters "Email" details of Recruiter in "Email" field
7) Admin selects one of the "Personnel category"(Job-category/employee) like academic assistant,Secretary,Librarian etc from the drop-down list of "Looking for" field as per recruiter request
8) The admin submits the form by clicking on the 'Add Account' button
9) The portal then sends a mail to the recruiter with a link that redirects the recruiter to setup a password for his profile.

Exceptions:

1) The recruiter does not provide correct details to the Admin when manually submitting details
2) The Admin chooses not to grant access to the recruiter

Priority:High

When available: Second iteration

Frequency of use: Frequent

Use-Case : Admin downloads a CV

Primary actor: Administrator

Goal in Context: Admin can download CV in-order to look into detailed information about job-seeker profile

Pre-condition:
1. Admin should have logged in to the HR portal
2. The Admin selects/clicks on 'View Users' page of his profile

Trigger: Admin intends to read CV of particular job-seeker and clicks on the "Download CV" button of the profile

Scenario:
1. CV gets downloaded to local system of the Admin

Exceptions:
No exceptions, should happen in every case

Priority:High
When available: Second iteration
Frequency of use: In-frequent

Use-case: Admin Enables Job-seeker Profile

Primary actor: Admin

Goal in Context: Admin wants to enable the profile of a Job-seeker to be visible and available in Recruiter View

Pre-condition:
1. Admin should have logged in to the HR portal
2. Admin is on the 'View Users' page of his profile
3. The current button status of concerned job-seeker is 'Disable'

Trigger : Admin wants to enable particular job-seeker profile to be in the Recruiter view- job-seeker page and clicks on the 'Enable' button corresponding to the profile

Scenario:
1. After the Admin clicks on the 'Enable' button for the corresponding profile, an 'account has been enabled' message is displayed , showing the success of the action
2. The Enable button turns to Disable button

Exceptions:
The current status of the job-seeker is already 'Enable'

Priority:Medium
When available: Second iteration
Frequency of use: In-frequent

Use-case: : Admin disables Job-seeker Profile

Primary actor: Admin
Goal in Context: Admin wants to disable the profile of a Job-seeker to be visible and available in Recruiter View

Pre-condition:
1. Admin should have logged in to the HR portal
2. Admin is on the 'View Users' page of his profile
3. The current button status of concerned job-seeker is 'Disable'

Trigger: Admin wants to disable a particular job-seeker profile to remove it from the Recruiter view
Scenario:
1. After the Admin clicks on the 'Disable' button for the corresponding profile, an 'account has been disabled' message is displayed , showing the success of the action
2. The Disable button turns to Enable button

Exceptions:
The current status of the job-seeker is already 'Disable'

Priority:Medium
When available: Second iteration
Frequency of use: In-frequent

Use-case: : Admin manually revokes the access granted to a Recruiter
Primary actor: Admin
Goal in Context: Admin revokes the access granted to a recruiter anytime he wants in-order to avoid/block recruiter to view profiles of job seeker in a certain category
Pre-condition:
1. Admin should have logged in to the HR portal and should be on the 'View Users' page
2. Recruiter should have gained permission access to view profiles of job-seeker in a certain category and should be displayed on the 'View Users' page
Trigger: The admin intends to deny/revoke permission to recruiter to access profiles information about job-seekers of a certain category
 Scenario:
1) In the Admin 'View Users' page, Admin clicks on "Revoke" button corresponding to particular Recruiter details
2) Recruiter's access is revoked and a message stating 'Access has been revoked for 'Recruiter Name'.' is displayed
Exceptions:
There should be no exceptions to this scenario
Priority:Medium

When available: Third iteration
Frequency of use: In-frequent

Use-case: Admin re-grant the access to a Recruiter

Primary actor: Administrator
Goal in Context: Admin wants to re-grant the access to a recruiter anytime he wants in-order to allow/approve recruiter to view profiles of job seeker in a certain category

Pre-condition:
1. Admin should have logged in to the HR portal and should be on the 'View Users' page
2. Recruiter should have gained permission access to view profiles of job-seeker in a certain category and should be displayed on the 'View Users' page

Trigger: The admin intends to provide permission to recruiter to access profiles information about job-seekers of a certain category

Scenario:
1) In the Admin 'View Users' page, Admin clicks on "Grant" button corresponding to particular Recruiter details
2) Recruiter's access is granted and a message stating 'Access has been granted for another 7 days for 'Recruiter Name'. Till 'Date and Time' ' is displayed
 Exceptions:
There should be no exceptions to this scenario
 Priority:Medium
When available: Third iteration
Frequency of use: In-frequent

Use-case: Admin sorts through profiles based on Years of Experience

Similar to use case - Recruiter sorts through profiles based on Years of Experience except that Primary actor would be admin and would have access to all job seeker profiles

Use-case:Admin filters through profiles

Similar to use case - Recruiter filters through profiles except that Primary actor is admin and would have access to all job seeker profiles
Additional filtering feature is available for admin like "Category" feature to allow the admin to filter the profiles of Job-seeker based on Job category

Common Use Case Scenario for Job Seeker, Admin and Recruiter

Use Case : Forgot Password
Primary Actor : A recruiter / job seeker /admin, Server
Goal in Context : The Visitor / User can request for a forgotten password.
Precondition :
1. The visitor should be registered with the portal.
2. Visitor / User has access to the corresponding ID with which the registration was done

Trigger: On the login page of the portal , the Admin clicks on the forgot password link.

Scenario Details :
1. The Visitor / User is redirected to the 'Forgot Password' page
2. The Visitor / User is asked to enter the corresponding registered Email ID, and the Visitor / User enters his email address in Email Field
3. Visitor / User clicks on 'Send Reset Instructions' button to receive new password to his Email account
4. Visitor / User receives a link that directs him to the 'Change Password' Page.
5. On the 'Change Password' Page, the Visitor / User can enter and thus update his new password.

Exceptions : Forgot Password will error out if specified email ID is not registered in the portal.

Priority: High
Availability : Second Iteration
Frequency of Usage : Medium

Use Case : Change Password
Primary Actor : A recruiter / job seeker /admin, Server
Goal in Context : The recruiter / job seeker /admin can change his password.
Precondition : 1. The recruiter / job seeker /admin has access to the portal
　　　　　　2. The recruiter / job seeker /admin has logged into his account.
Trigger: The recruiter / job seeker /admin wants to change his profile password.

Scenario Details :
1. The recruiter / job seeker /admin clicks on the "Change My Password" option in the drop down menu at the top right corner of his profile.
2. A new page appears requesting the recruiter / job seeker /admin to input new password and confirm new password.

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3. The user inputs both fields and clicks on save button.
4. The request is sent to server to change the password. The Server will process the request.
5. The Server will send the approval of the request to the user.
6. The recruiter / job seeker /admin password is successfully changed.

Exceptions : Change password won't be successful if the new password and confirm new password don't match.

Priority: Low
Availability : Second Iteration
Frequency of Usage : Low