1) **How are you currently carrying out the process ?**

2) *Who (all) will be the administrator ?*

3) *The administrator will have the options to - add a job, remove a job, give access to the job seekers to review all CVs/applications , approve applications - do you want this or they automatically get accepted?, delete applications- do you want this or it happens automatically after say 3 months?*

4) *will the administrator be the only person who has access to provide advanced views to Job Providers ?*

5) **What all details will be available to the Job Providers? - only the application, which they can only view and download?**

6) *Job providers can create a job opening? Or will they require to get it approved from the admin?*

7) ***Can they contact the job seeker directly or do they need to go through the administrator by submitting a request ?***

8) **will the admin manually accept or reject the job provider's requests to view the job seeker's details - ?**

9) **Or How to provide access to job providers to look at the data?**

10) *Will all the jobs be available under one category , say job openings? Or will they be under various categories , for example - informatics, HR, admin? Will this be under a careers section on the main website ?*

11) **A job seeker will have to provide what all details - say basic details and a short description of their profile? They will have to create a login for the same based on their immarticulation nummer - they can view through the listed jobs on the career page / filter jobs based on a word ?**

12) Do you have a website already? (To understand their old site inside and out)

13) Do you already have a template of website/prototype?

14) Do you have a styleguide or any existing collateral? (Logos, brochures, old websites, posters and web banners).If you have one, can you provide the original wireframe/artworkfiles?

15) What types of actions do you want your visitors to take on your website?

16) Will users need to log in to your site for any reason? Will those be provided or do they need to be created?

17) Do you need an internal site search feature?

18) Where is your website hosted? Who or how will you be managing website upkeep? Do you already have a URL you plan to use?

19) How many languages does website needs to support? In which language the content of website needs to displayed?

20) Do you have specific company colors that need to be used?

21) Do you have any specific software requirements for development?

22) Does HR tool should be supported in all browsers like Chrome,firefox,IE,Safari?

23) Is this a site re-design? If yes, can you please explain what is working and not working on your current site?

24) If you do not already have a logo, are you going to need one designed? Is there a specific look and feel that you have in mind?

25) Describe access privileges for the users. e.g. How much users have access and how much administration have? Let us tell something about privacy? Registered/Unregistered users can search all entries or some part of data.

26) Do we have to implement mailing mechanism and other addons? If so, specify

27) If it is a addon to a existing site, are we suppose to use the same technology you are using?