User Guidance for Intern Application System

Introduction:
Intern Application System is a web-based job application system. On this website, hiring managers are able to post jobs and make notes to each candidate. The candidates can apply for each job and attach their resume files to the system. And guests are able to search and look at the job requirement for those jobs. In addition, logged-in users can send inner-station messages to communicate with each other, and hiring managers can send messages about the application on the website.

For Guest:
1) You can access the home page for the website to know the information for this company.
2) You have access to search for any jobs you are interested in by using the searching box.
3) You are able to sort the jobs by their names and locations.
4) You have access to know job description for any jobs.

For Candidate:
1) You can fill in your basic information when you register, and you can edit your information at any time on your personal profile page.
2) You can search for an interesting job by using the searching box and apply for it and attach your resume for that job application.
3) You are able to sort the jobs by their names and locations.
4) You have access to review your personal applied-job list and check each status of an application.
5) You are able to withdraw any job application at any status of it.
6) You are able to send messages to any candidates and hiring managers to communicate with them.

For Hiring Manager:
1) You have to enter the required code to register as a hiring manager.
2) You can review every candidate with their basic information.
3) For each job, you have access to review the list of candidates and can get the links to their resume.
4) For each candidate of each job, you are able to leave internal notes about them, and the notes will be anonymous and only will be reviewed by hiring managers.
5) You have the privilege to change the status of all candidates to the next level or reject them.
6) You are able to filter the list of jobs by their names and sorting the candidate list by status.
7) You are able to leave inner-website messages to both candidates and hiring managers.