Web-based Recruitment Process System for the HR group for ABC Company

Introduction:-

This project is aimed at developing a web-based and central Recruitment Process System for the HR Group for ABC company. Some features of this system will be creating vacancies, storing Applicants data, Interview process initiation, Scheduling Interviews, Storing Interview results for the applicant and finally Hiring of the applicant. Reports may be required to be generated for the use of HR group.

Functional components of the project:-

Following is a list of functionalities of the system.

There are HR group who will create vacancies, create applicants (persons applying for a vacancy), initiate interviews and close vacancy. There are interviewers who will be intimated about the interview schedule and finally enters the result.

The requirements are as follows:

1. Generic:
   a. Login to the system through the first page of the application – *the welcome message should display the Name and Employee number of the person.*
   b. Change the password after login to the application
   c. See his/her details and change it.
   d. Help from the system

2. HR group:
   a. Should be able to create a new vacancy.
   b. Should be able to change any of the editable details for the vacancy.
   c. Should be able to create a new applicant.
   d. Should be able to change any of the editable details for the applicant.
   e. Should be able to search on Applicant Number and Vacancy Number.
   f. Attach an applicant to a vacancy - *The relationship between applicant and vacancy should be many:many.*
   g. Should be able to schedule the interview and enter details of the interviewer and date/time.
   h. Should be able to postpone or remove the interview.
   i. HR person cannot 'close' the vacancy which is not owned by them.

3. Interviewer:
   a. Should be able to view all interviews scheduled to be taken.
   b. Should be able to view the details of the applicants details
   c. Should be able to view the details of the vacancy.
   d. Should be able to search on Interview Date, Applicant Number and Vacancy Number.

e. Should have the access to change the Interview details – Date/Time, Status (Selected/Rejected).

4. Other details:
   a. The vacancy should have the following details:
      i. System should generate a Vacancy number sequentially. *This should be unique and cannot be changed later on.*
      ii. Date of the creation of the vacancy should default as today – *This cannot be changed later on.*
      iii. Owned by – *This should default to the HR employee creating the vacancy. This employee will become the owner of the vacancy. This can be changed later on.*
      iv. Status of the Vacancy – Open/Close/Suspended. *This should default as Open but can be changed later by HR.*
      v. Title of the Vacancy (like Java Developer)
      vi. Detailed description about the vacancy
      vii. Number of job opening under that vacancy (like 5 numbers of Java Developers required). *Once all these job openings are filled i.e. 5 people are hired, the vacancy should close itself.*
      viii. Department in the company – *this should come from a drop-down box which have the Department list.*
      ix. Date by which the vacancy should be fulfilled/gets closed – *this can be left blank otherwise the vacancy will close on that day by default.*
      x. List of all the applicants already 'Selected' for a job openings in the vacancy.

   b. Applicant details should have the following:
      i. System should generate an Applicant number sequentially. *This should be unique and cannot be changed later on.*
      ii. Date of the creation of the applicant should default as today – *This cannot be changed later on.*
      iii. Status of the Applicant – Not in Process/In Process/Hired/Banned.
      iv. The Applicant Status should default as 'Not in Process' on creation of the applicant but as soon as a single vacancy is attached, this should default as 'In Process'. No more vacancy can be attached to the applicant, if the status is either 'Hired' or 'Banned' - *The status can be changed manually by HR Group.*

   c. Applicant-Vacancy data should have the following:
      i. This should display the Applicant Number and Name.
      ii. This should display the Vacancy Number and Title
      iii. Display the date on this the Applicant is attached to the vacancy
      iv. Status of the Applicant/Vacancy – Interview Scheduled/Selected/Rejected/Not Required.
      v. Checkbox stating – 'Schedule Interview'. This should open the page with following details.
         1. Display the Employee Number of the Interviewer – *The interviewer should be from the same department.*
         2. Display the Name of the Interviewer – this should default if the number is selected.

3. Display the date of the scheduled interview – *Date should only be in future.*
4. Display the Start and End time of the scheduled interview – *Date/Time of the interview for the same Interviewer should not conflict with any other interview previously scheduled for the interviewer/applicant.*

vi. As soon as the interview details are added and saved, an email notification should go to the Interviewer with the details.

d. As soon as all the number of job openings is filled, the vacancy status should change to 'Close' by default.
e. HR group should not be able to attach an applicant to vacancy if the status of the Vacancy is 'Close/Suspended'.
f. Once closed, a vacancy can not be reopened or suspended in any case.
g. If Open, the status of the vacancy can be changed to 'Close' or 'Suspended' by the HR.
h. If 'Suspended', the status of the vacancy can be changed to 'Close' or 'Open' by the HR.
i. Once the status of the Applicant-Vacancy becomes 'Selected', the status of the Applicant should change by default to 'Hired'.
j. The required security needs to be implemented.
k. HR group is the Employees from 'HRD' department.

Database Fields Specification

Employee Number/Applicant Number/Vacancy Number/Department Id is the Key of the database. The range of valid values entered below as examples need not be taken as such. They can be modified by the team.

No.	Field Name	Range of valid values for the field	Remarks
1	Vacancy Id	V0001 to V5000	This is the key field of the database as it is unique for the generation of the vacancies.
3	Applicant Id	A0001 to A5000	This is the key field of the database as it is unique for the storing the applicant data.

4	Applicant Name	Up to 50 characters in length.	Special characters like underscore are not allowed.
5	Vacancy Title	Up to 100 characters in length.	Special characters like underscore and dot are allowed.
6	Department Id	D0001 to D1000	Department which has got the vacancy
7	Email Id	Up to 25 characters in length (including the domain name)	This field should also be unique for a person because no two employees in an organization can have the same email id.
8	Vacancies/Applicant/Interview etc status	As specified in the Project Specs only	The users of the system should select from the pre-defined values.
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