Module Name: Analyze the request
System: Internship application

Date: 24th July 2020
Process Number: 1.0

Description: This program is used to analyze the trainee request.

CALLED Modules: Analyze the employee history, Check the department need for trainees

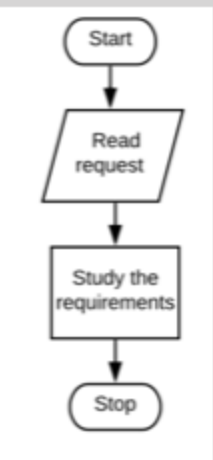
CALLING Modules: HR

Output: Accepted request Or Rejected request

Input: Trainee request

Process:

1) Flowchart:



2) Algorithm:

1. READ REQUEST
2. STUDY REQUIREMENTS
3. STOP

3) Pseudo code:

```
BEGIN
REQUEST x
REQUIREMENTS req
INPUT x, req
req=x
END
```

Module Name: Share a poster with details
System: Internship application

Date: 24th July 2020
Process Number: 2.0

Description: This program is used to share the internship's details.

CALLED Modules: Collect the requirements from the employee, Design the poster template, Share the poster on LinkedIn and ITG's website

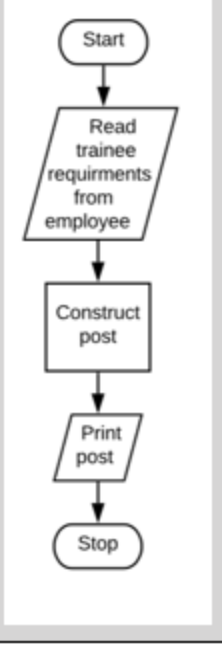
CALLING Modules: HR

Output: Poster

Input: Accepted request

Process:

1) Flowchart:



2) Algorithm:

1. READ TRAINEE REQUIREMENTS FROM EMPLOYEE
2. WRITE POST
3. SHARE POST
4. STOP

3) Pseudo code:

```
BEGIN
REQUIREMENT a, b, c, d
INPUT a, b, c, d
post= a+b+c+d
OUTPUT "Trainee
requirements: "+post
END
```

Module Name: Analyze the received info
System: Internship application

Date: 24th July 2020
Process Number: 3.0

Description: This program is used to analyze the received information from the applicant

CALLED Modules: Store all received info, Check if they satisfy the employee's requirements, Create a list with all accepted names

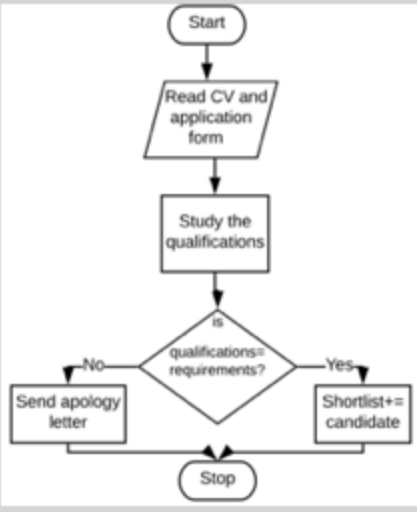
CALLING Modules: HR

Output: Cv's AND Internship application forms, Short list OR Apology letter

Input: CV AND Internship Application Form

Process:

1) Flowchart:



2) Algorithm:

1. READ CV AND APPLICATION FORM
2. STUDY QUALIFICATIONS
3. IF QUALIFICATIONS= REQUIREMENTS
SHORTLIST+=CANDIDATE
4. ELSE SEND APOLOGY LETTER
5. STOP

3) Pseudo code:

```
BEGIN
INFO cv, applicform
INPUT cv, applicform
QUALI=cv + applicform
IF (QUALI=REQUIREMENTS)
THEN SHORTLIST+=CANDIDATE
ELSE APPOLETTERS++
ENDIF
END
```

Module Name: Contact with the accepted candidates
System: Internship application

Date: 24th July 2020
Process Number: 4.0

Description: This program is used to contact with the accepted candidates after the analysis

CALLED Modules: Felicitate the candidates and give some information via mobile phone, schedule the interview's time and date

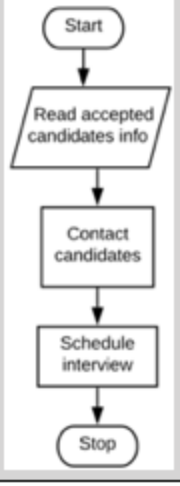
CALLING Modules: HR

Output: Interviews list

Input: Short list

Process:

1) Flowchart:



2) Algorithm:

1. READ ACCEPTED CANDIDATE INFO
2. CONTACT CANDIDATE
3. SCHEDULE INTERVIEW
4. STOP

3) Pseudo code:

```
BEGIN
INFO candidate
CALL_LATER++
SCHED_INTERVIEW+=candidate
END
```

Module Name: Apologize to unaccepted applicants
System: Internship application

Date: 24th July 2020
Process Number: 5.0

Description: This program is used to give an apology to the unaccepted applicants after the analysis

CALLED Modules: -

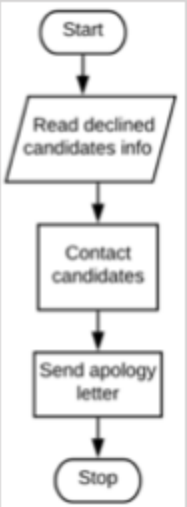
CALLING Modules: HR

Output: -

Input: Apology letter

Process:

1) Flowchart:



2) Algorithm:

1. READ DECLINED CANDIDATE INFO
2. CONTACT CANDIDATE
3. SEND APOLOGY LETTER
4. STOP

3) Pseudo code:

```
BEGIN
INFO candidate
CALL_LIST++
APPOLOGY_LETTER++
END
```

Module Name: Interview the candidates
System: Internship application

Date: 24th July 2020
Process Number: 6.0

Description: This program is used to interview the candidates and get more information about them

CALLED Modules: Check the candidates behavior, Check if they candidates satisfy the requirements

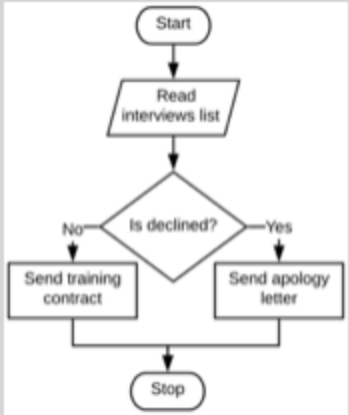
CALLING Modules: HR

Output: Apology letter OR Training contract, Trainee's found

Input: Interviews list

Process:

1) Flowchart:



2) Algorithm:

1. READ INTERVIEWS LIST
2. IF DECLINED
THEN SEND APOLOGY LETTER
3. ELSE TRAINING CONTRACT
4. STOP

3) Pseudo code:

```
INPUT INTERVIEW_LIST
IF (DECLINED)
THEN OUTPUT apology_letter
ELSE OUTPUT training_contract
END IF
END
```

Module Name: Begin the training
System: Internship application

Date: 24th July 2020
Process Number: 7.0

Description: This program is used to begin the training

CALLED Modules: -

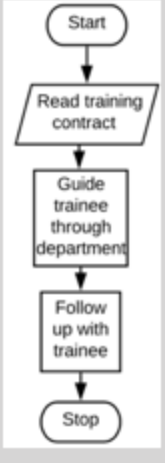
CALLING Modules: HR

Output: Training contract AND Certificate

Input: Training contract

Process:

1) Flowchart:



2) Algorithm:

1. READ TRAINING CONTRACT
2. GUIDE TRAINEE THROUGH THE DEPARTMENT
3. FOLLOW UP WITH TRAINEE
4. STOP

3) Pseudo code:

```
BEGIN
INPUT contract
DEPARTMENT+=TRAINEE
TRAINEE_LOG++
END
```

Module Name: Analyze the employee history
System: Internship application

Date: 24th July 2020
Process Number: 1.1

Description: This program is used to analyze the history of the employee whether he's defined as a good employee or not

CALLED Modules: -

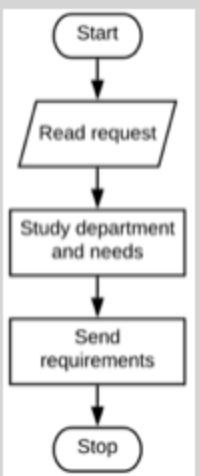
CALLING Modules: Analyze the request, HR

Output: Employee's requirements

Input: Trainee request

Process:

1) Flowchart:



2) Algorithm:

1. READ REQUEST
2. STUDY DEPARTMENT
3. STUDY NEEDS
4. SEND REQUIREMENTS
5. STOP

3) Pseudo code:

```
BEGIN
INPUT request
INITIALIZE info= request
SET info=department
SET info=needs
OUTPUT requirements
END
```

Module Name: Cheek the department need for trainees
System: Internship application

Date: 24th July 2020
Process Number: 1.2

Description: This program is used to check whether the department needs trainees or not

CALLED Modules: -

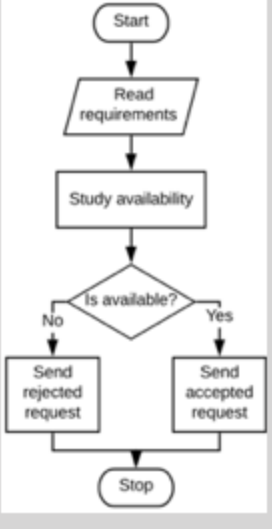
CALLING Modules: Analyze the request, HR

Output: Accepted request OR Rejected request

Input: Employee's requirements

Process:

1) Flowchart:



2) Algorithm:

1. READ REQUIREMENTS
2. STUDY AVAILABILITY
3. IF AVAILABLE
THEN SEND ACCEPTED REQUEST
4. ELSE SEND REJECTED REQUEST
5. STOP

3) Pseudo code:

```
BEGIN
INPUT requirements
IF(AVAILABLE)
THEN OUTPUT accepted request
ELSE OUTPUT rejected request
END IF
END
```

Module Name: Collect the requirements from the employee
System: Internship application

Date: 24th July 2020
Process Number: 2.1

Description: This program is used to collect the employee ,who sent the request, needs

CALLED Modules: -

CALLING Modules: Share a poster with details, HR

Output: Employee's requirements

Input: Accepted request

Process:

1) Flowchart:

2) Algorithm:

1. READ ACCEPTED REQUEST
2. ANALYZE REQUEST
3. SEND EMPLOYEE REQUIREMENTS
4. STOP

3) Pseudo code:

```
BEGIN
INPUT request
OUTPUT requirements
END
```

Module Name: Design the poster template
System: Internship application

Date: 24th July 2020
Process Number: 2.2

Description: This program is used to design the poster template.

CALLED Modules: -

CALLING Modules: Share a poster with details, HR

Output: Template

Input: Employee's requirements

Process:

1) Flowchart:

2) Algorithm:

1. READ REQUIREMENTS
2. ANALYZE REQUEST
3. DESIGN POSTER
4. SEND TEMPLATE

3) Pseudo code:

```
BEGIN
INPUT requirements
SET design_poster=true
Output template
END
```

Module Name: Share the poster on LinkedIn and ITG's website
Date: 24th July 2020
System: Internship application
Process Number: 2.3

Description: This program is used to share the poster of the internship on LinkedIn and ITG's website

CALLED Modules: -

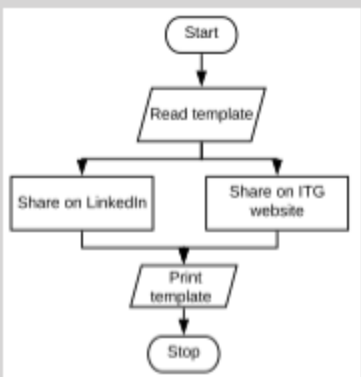
CALLING Modules: Share a poster with details, HR

Output: Poster

Input: Template

Process:

1) Flowchart:



2) Algorithm:

1. READ TEMPLATE
2. SHARE ON LINKEDIN
3. PRINT TEMPLATE
4. SHARE ON ITG WEBSITE
5. PRINT TEMPLATE
6. STOP

3) Pseudo code:

```
BEGIN
INPUT template
SET LINKEDIN=TEMPLATE
OUTPUT TEMPLATE
SET ITG_WEBSITE=TEMPLATE
OUTPUT TEMPLATE
END
```

Module Name: Store all received info
System: Internship application

Date: 24th July 2020
Process Number: 3.1

Description: This program is used to store the received information from the applicant in a database called Employee Portal

CALLED Modules: -

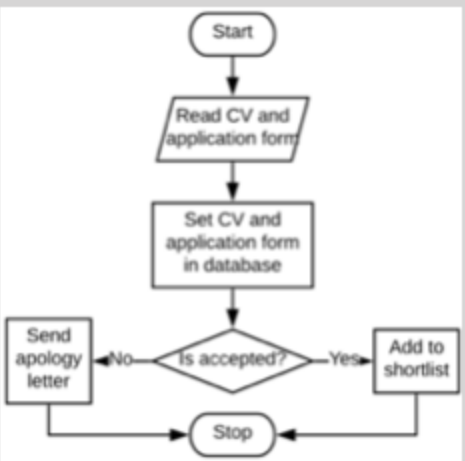
CALLING Modules: Analyze the received info, HR

Output: Cv's AND Internship application forms, Short list OR Apology letter

Input: CV AND Internship Application Form

Process:

1) Flowchart:



2) Algorithm:

1. READ CV AND APPLICATION FORM
2. SET CV AND APPLICATION FORM IN DB
3. IF IS ACCEPTED THEN ADD TO SHORT LIST
4. ELSE SEND APOLOGY LETTER
5. STOP

3) Pseudo code:

```
BEGIN
INPUT cv, application_form
SET DB= cv + application_form
IF (ACCEPTED)
THEN OUTPUT SHORTLIST
TO CANDIDATE
ELSE OUTPUT APOLOGY
LETTER
END IF
END
```

Module Name: Check if they satisfy the employee's requirements
System: Internship application

Date: 24th July 2020
Process Number: 3.2

Description: This program is used to check if they satisfy the employee's needs.

CALLED Modules: -

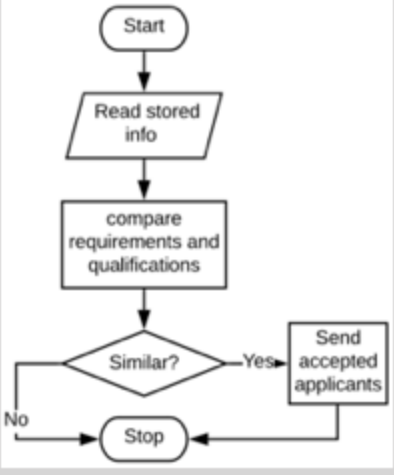
CALLING Modules: Analyze the received info, HR

Output: Accepted applicants

Input: Stored Information

Process:

1) Flowchart:



2) Algorithm:

1. READ INFO
2. COMPARE REQUIREMENTS AND QUALIFICATIONS
3. IF SIMILAR THEN SEND ACCEPTED APPLICANTS
4. ELSE STOP
5. STOP

3) Pseudo code:

```
BEGIN
INPUT INFO
IF (REQUIREMENTS=
QUALIFICATIONS)
THEN OUTPUT
ACCEPTED APPLICANTS
ENDIF
END
```

Module Name: Create a list with all accepted names
System: Internship application

Date: 24th July 2020
Process Number: 3.3

Description: This program is used to create a list, called short list, with all the accepted names.

CALLED Modules: -

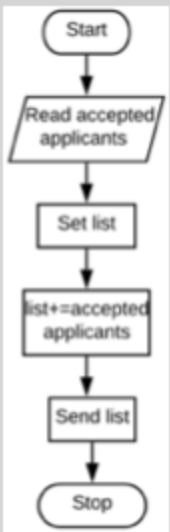
CALLING Modules: Analyze the received info, HR

Output: Short list

Input: Accepted applicants

Process:

1) Flowchart:



2) Algorithm:

1. READ ACCEPTED APPLICANTS
2. SET LIST
3. LIST+=ACCEPTED APPLICANTS
4. SEND LIST
5. STOP

3) Pseudo code:

```
BEGIN
INPUT accepted applicants
INILAIZE list=[];
FOR n=1 TO k
LIS+=accepted applicants
OUTPUT LIST
END
```

Module Name: Felicitate the candidates and give some information via mobile phone
System: Internship application

Date: 24th July 2020
Process Number: 4.1

Description: This program is used to felicitate and give deeper info to the candidates via the mobile phone

CALLED Modules: -

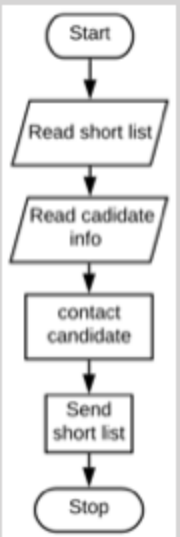
CALLING Modules: Contact with the accepted candidates, HR

Output: Short list

Input: Short list

Process:

1) Flowchart:



2) Algorithm:

1. READ SHORT LIST
2. READ CANDIDATE INFO
3. CONTACT CANDIDATE
4. SEND SHORT LIST
5. STOP

3) Pseudo code:

```
BEGIN
INPUT shortlist
INPUT info
CALL_LATER+=CANDIDATE
OUTPUT SHORTLIST
END
```

Module Name: Schedule the interview's time and date
System: Internship application

Date: 24th July 2020
Process Number: 4.2

Description: This program is used to make a schedule with the date and time of the interviews.

CALLED Modules: -

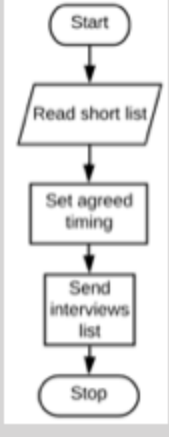
CALLING Modules: Contact with the accepted candidates, HR

Output: Interviews list

Input: Short list

Process:

1) Flowchart:



2) Algorithm:

1. READ SHORT LIST
2. SET AGRRED TIMING
3. SEND INTERVIEWS LIST
4. STOP

3) Pseudo code:

```
BEGIN
INPUT short_list
SET agreed_timing
OUTPUT interviews_list
END
```

Module Name: Check the candidates behavior
Date: 24th July 2020
System: Internship application
Process Number: 6.1

Description: This program is used to check the candidate's behavior and study his body language

CALLED Modules: -

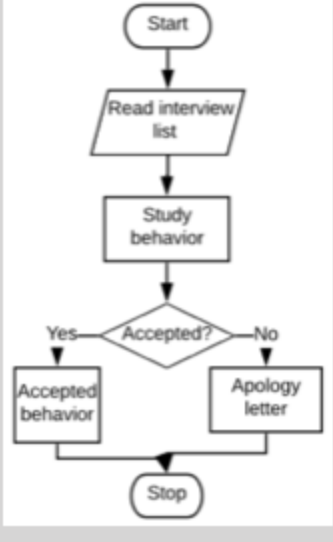
CALLING Modules: Interview the candidates, HR

Output: Apology letter OR Accepted behavior

Input: Interviews list

Process:

1) Flowchart:



2) Algorithm:

1. READ INTERVIEWS LIST
2. STUDY BEHAVIOR
3. IF ACCEPTED THEN SET TO ACCEPTED BEHAVIOR
4. ELSE SEND APOLOGY LETTER
5. STOP

3) Pseudo code:

```
BEGIN
INPUT interviews_list
IF(BEHAVIOR IS ACCEPTED)
THEN SET
accepted_behavior=applicant
ELSE OUTPUT APOLOGY
LETTER
ENDIF
END
```

Module Name: Check if the candidate satisfies the requirements **Date**: 24th July 2020
System: Internship application **Process Number**: 6.2

Description: This program is used to check how much the candidate satisfies the employee's requirements

CALLED Modules: -

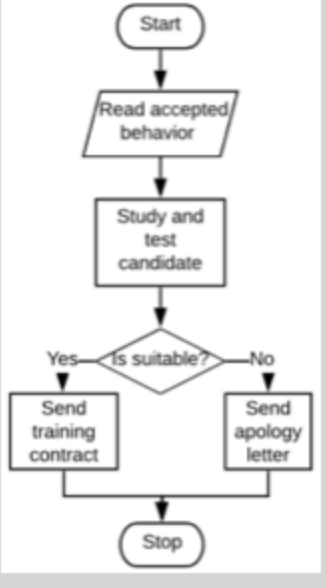
CALLING Modules: Interview the candidates, HR

Output: Trainee's found, Training contract OR Apology letter

Input: Accepted behavior

Process:

1) Flowchart:



2) Algorithm:

1. READ ACCEPTED BEHAVIOR
2. STUDY AND TEST CANDIDATE
3. IF IS SUITABLE THEN SEND TRAINING CONTRACT
4. ELSE SEND APOLOGY LETTER
5. STOP

3) Pseudo code:

```
BEGIN
INPUT accepted_behavior
IF(CANDIDATE IS SUITABLE)
THEN OUTPUT TRAINING
CONTRACT
ELSE SEND APOLOGY
LETTER
ENDIF
END
```