Progress Name:  Analyze the request          Date:   24/7/2020
System: Internship application form          Process Number: 1.0

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

Progress Name: Share a poster with details          Date:   24/7/2020
System: Internship application form          Process Number: 2.0

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

Progress Name:  Analyze the received info          Date:   24/7/2020
System: Internship application form          Process Number: 3.0

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

Progress Name:  Contact with the accepted candidates      Date:  24/7/2020
System: Internship application form          Process Number: 4.0

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

Progress Name:  Apologize to unaccepted applicants      Date:  24/7/2020
System: Internship application form          Process Number: 5.0

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

| | |
|---|---|
| Progress Name Interview the candidates | Date:  24/7/2020 |
| System: Internship application form | Process Number: 6.0 |

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

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|---|---|
| Progress Name:  Begin the training | Date:  24/7/2020 |
| System: Internship application form | Process Number: 7.0 |

Definition:  This program is used to begin the training.

| | |
|---|---|
| Progress Name:  Analyze the employee history | Date:  24/7/2020 |
| System: Internship application form | Process Number: 1.1 |

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

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|---|---|
| Progress Name:  Check the department need for trainees | Date: 24/7/2020 |
| System: Internship application form | Process Number: 1.2 |

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

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|---|---|
| Progress Name:  Collect the requirements from the employee | Date:24/7/2020 |
| System: Internship application form | Process Number: 2.1 |

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

| Progress Name: Design the poster template | Date: 24/7/2020 |
|---|---|
| System: Internship application form | Process Number: 2.2 |

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

| Progress Name: Share the poster on LinkedIn and the website | Date: 24/7/2020 |
|---|---|
| System: Internship application form | Process Number: 2.2 |

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

| Progress Name: Store the received info | Date: 24/7/2020 |
|---|---|
| System: Internship application form | Process Number: 3.1 |

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

| Progress Name: Check if they satisfy the needs | Date: 24/7/2020 |
|---|---|
| System: Internship application form | Process Number: 3.2 |

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

| Progress Name: Create a list with all accepted names | Date: 24/7/2020 |
|---|---|
| System: Internship application form | Process Number: 3.3 |

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

Progress Name:  Felicitate and give more details to candidates    Date: 24/7/2020
System: Internship application form                         Process Number: 4.1

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

Progress Name:  Schedule the interview's time and date    Date: 24/7/2020
System: Internship application form                    Process Number: 4.2

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

Progress Name:  Check the candidate's behavior        Date: 24/7/2020
System: Internship application form                 Process Number: 6.1

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

Progress Name:  Check if the candidate satisfy the requirements    Date: 24/7/2020
System: Internship application form                        Process Number: 1.0

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