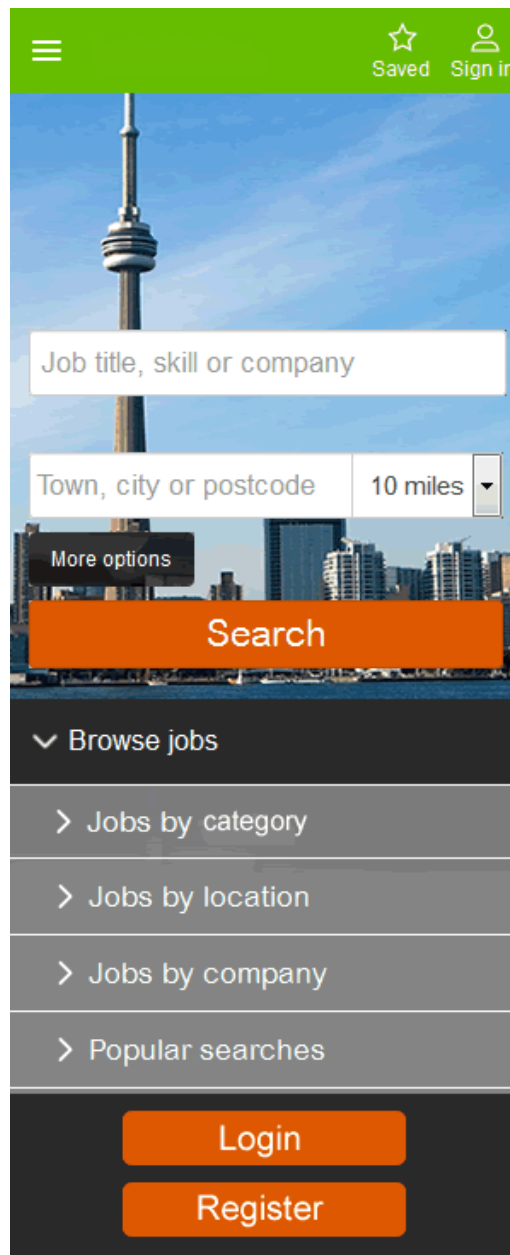


## Main Feature Lists of Mobile Website

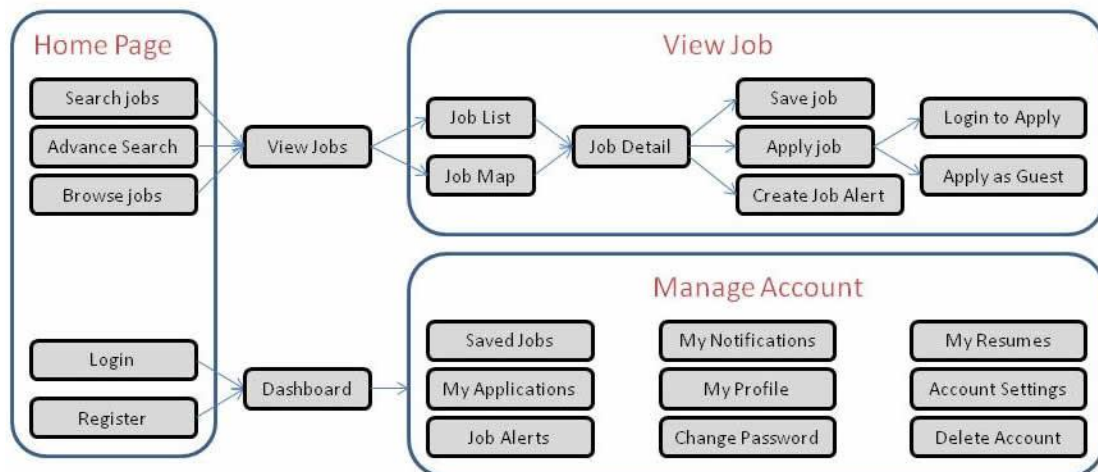
This document is the attachment to Mobile Website Development Agreement.

**For Job Seekers**  
**For Employers**  
**For Back-end Sales and Administrator**  
**The specific features of the system**  
**Other features that are not specified in the above**



**For Job Seekers**

# Job Seeker

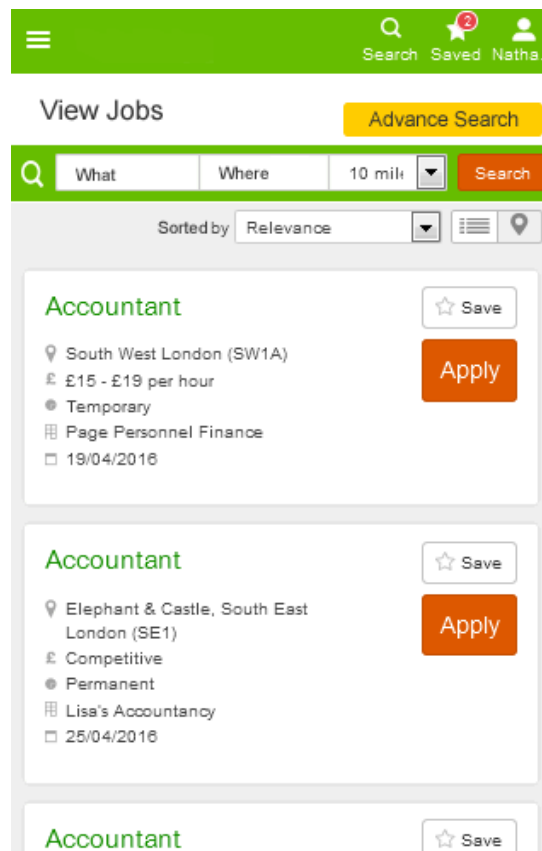


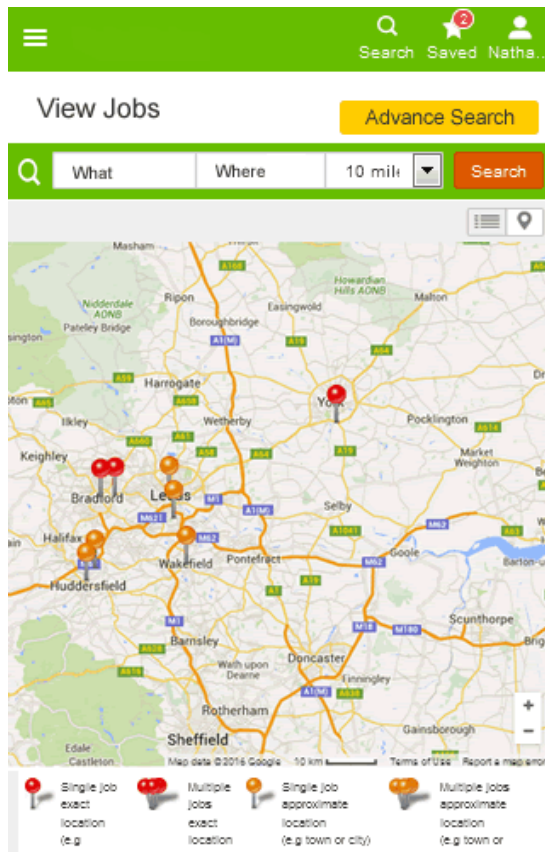
## 1.Login and register.

- Users can register an account or act as a guest.
- They can use phone number, email, Facebook or LinkedIn account to register and login.
- If password is forgotten/lost, users can retrieve it.
- The system sends confirmation/verification code by phone/email for new account registration and for retrieving/changing password.

## 2.View jobs.

- Users can view and search jobs in both text and google map tools.





**Suggestion: We consider native development. It is flexible for map view.**

**Answer: Responsive web site can have map flexible.**

**Reply: Ok.**

- Users can do advance search by city, state/province, country, industry, job category, job type, salary range, publish date and keywords.

## Advance Search

### What

Accountancy

Update

### Where

Yorkshire

Update

### Locations

Bradford (2)

Huddersfield (2)

Leeds (2)

Wakefield (1)

York (1)

### Miles radius

0

5

10

20

30

### Salaries

Annual

Daily

Hourly

at least £10,000 (80)

at least £20,000 (60)

at least £30,000 (30)

at least £40,000 (10)

x

at least £50,000 (4)

at least £60,000 (4)

at least £70,000 (3)

at least £80,000 (3)

at least £90,000 (2)

at least £100,000 (2)

### Date posted

Last 24 hours (10)

x

Last 3 days (10)

Last 7 days (22)

Last 14 days (40)

### Recruiters

Agency (7)

Direct Employer (3)

### Job types

Permanent (10)

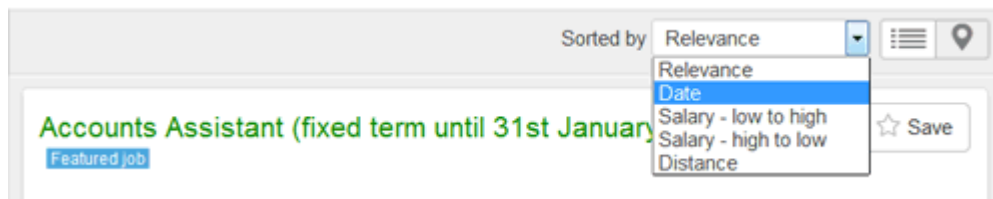
Contract (0)

Temporary (0)

Part Time (0)

Search

- Users can sort job lists by distance, publish date, salary range, views and relevance. The default sorting order is publish date in desc.



- Default job page shows nearby jobs on Google map and text list based on job seeker's location provided in his/her profile. For example, if my city is New York, then when I open the web app, the default map and list only shows jobs in New York, or nearby area if no record in the city.
- When viewing a job, the same page sidebar shows “Nearby Jobs” – same category/tag jobs in nearby area.
- Each job has a Save button. When clicking it, the job is saved to job seeker's My saved jobs.
- There is a Subscribe (Alert) button with email input box in job detail page. When entering email and clicking the button, the system will regularly send jobs (under the same category) to the user:

**Job Alert**

**28 job matches.**

---

**Accountant**  
Up to £35,000 per annum + Private Medical Insurance  
Pinner, Middlesex  
Burton Bolton and Rose LTD

---

**Finance Manager**  
Up to £48,000 per annum + Private Medical Insurance  
Stanmore, Middlesex  
Burton Bolton and Rose LTD

---

**Finance Manager**  
£35k - 40k per year + Pro Rata  
Moneyhill, Rickmansworth (WD3)  
Interaction - Watford

---

**SAP Financial Systems Analyst**  
£45000 - £55000 per annum  
Hemel Hempstead (HP1)  
Page Personnel Finance

---

**Chief Executive Officer (Charity), Beaconsfield**  
£100,000 per annum  
Jordons, Beaconsfield (HP9)  
Davidson Gray

**See all matching results >**

Criteria: Keywords: Accountant; Location: Rickmansworth + 10 miles;  
[Change criteria for jobs by email](#)

And the subscribed jobs are also saved in user's “My job alerts”.

- Users can apply jobs. A copy of the applied job is sent to user's email and saved in user's “My applications” if the user registered.
- Users can apply a job as a guest if he does not logged in, nor registered an account..

Saved

Sign in

< Back to search results

<

>

Assistant Accountant

Click to show map below

Shurdington, Cheltenham (GL51 7)

Map

From £25,000 to £30,000 per annum

Endsleigh Insurance

Permanent

Today

endsleigh

The Team

You will be joining the Endsleigh Finance Team at an exciting time following recent integration with the Zurich Personal Lines business. This is a dynamic team that has a focus on working closely with an ambitious organisation.

The Role

As an Assistant Accountant you will be providing technical accounting support across multiple areas of the Finance team as well as taking ownership of ad-hoc Finance projects.

Send

Apply

Save

Alert me to new jobs like this:

Assistant Accountant in Cheltenham + 10 miles

Email address:

Create alert

Click **Apply**, pops up the following options

Login

Apply as Guest

Click **Apply as Guest**, shows the following form

Your Name:

Your Email:

Your Resume (Optional):

Choose File No file chosen

Submit

- When applying for a part time job, a calendar appears for day selection.

**Reply:** For example employer add 20 days for part-time in a month and job seeker select only 10 days for his/her availability so how can we match the best job seeker? Job seeker availability is for current month only or for a year ?

**Answer:** For example, if a part-time job is for two months, then employer must select his opening days within the two months. Also job seekers select their available days within two months. Later, employer views his calendar, he can see how many applicants available for Day 1, and how many for Day 2 and so on. That's it. Employer selects his opening days, and job seekers select their available days within the days that employer selected. So both parties have a match on a certain day.

**Reply:** Ok.

Saved Sign in

< Back to search results

< >

Assistant Accountant

Shurdington, Cheltenham

Map v

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☐ Te

2016 APRIL

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |

Available Day set by employer in job posting

Day you selected (Click to select the day)

The

You

excit

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has

organisat

The Role

As an Assistant Accountant, you will be providing technical accounting support across multiple areas of the Finance team as well as taking ownership of ad-hoc Finance projects.

Send

Apply

Save

Alert me to new jobs like this:

Assistant Accountant in Cheltenham + 10 miles

Email address:

Create alert

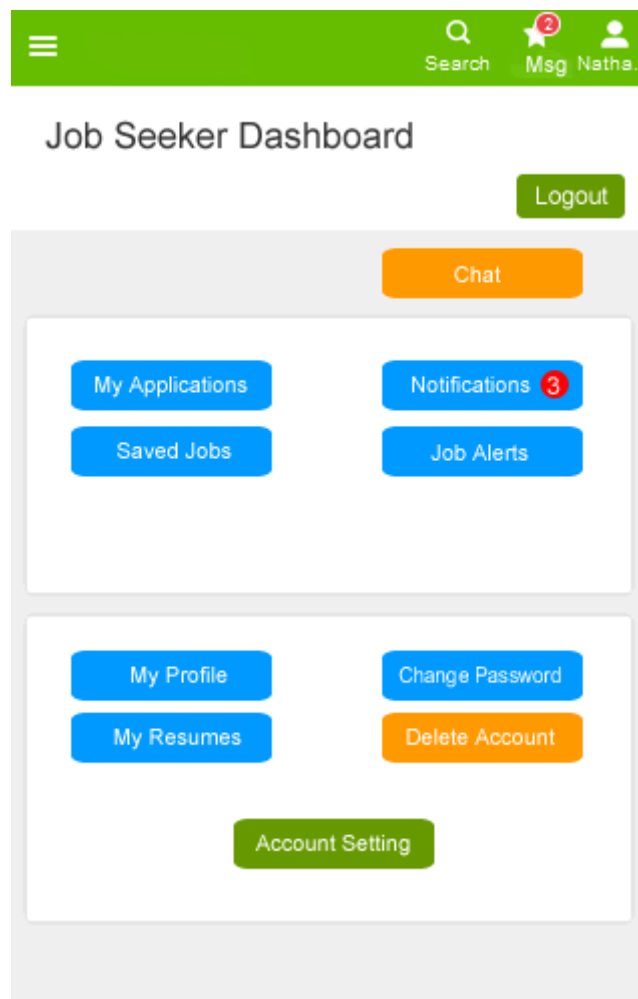
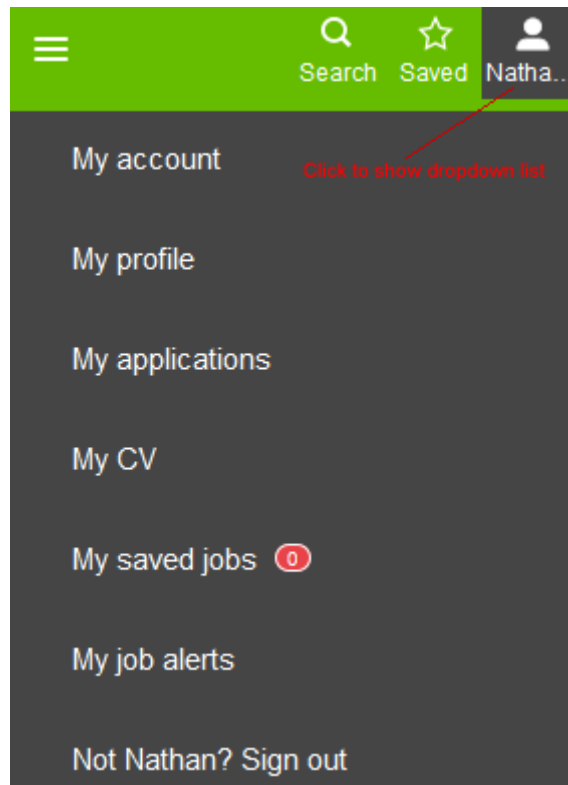
**This is a part time job, please select your available days**

**OK**

Click **Apply**, if it is a part time job, then pops up a part time job alert, OK the alert, shows a calendar. The job seeker can click cells of calendar to select days.

**3.Manage account.** Users login to their dashboards and manage their accounts.





Search

Msg

Natha...

Job Seeker Dashboard

Account Settings

Change email address

Change password

Close my account

My profile

Create a profile to highlight your experience and skills. This will make it easier for the right employer to find you.

Download CV

Add / Change your CV

Edit profile

Profile visibility

You can make your profile searchable to recruiters here.

☒ **Searchable** (Recommended)

☐ **Searchable** but hide my CV and personal details

☐ **Not searchable**

Save changes

My job alerts

Jobs by email

Get all the latest jobs matching your criteria sent to your inbox in one alert every morning. You can create up to 3 jobs by email alerts.

Create email alert

Job alert 1

Setup 76 days ago

Status:

On

Off

**Criteria:**

Accountant, Sheffield + 10 miles

[edit criteria](#)

[go to search results](#)

[delete alert](#)

How would you like to receive your emails?

☒ HTML ☐ Text

### Instant job match

Receive relevant jobs as soon as they're advertised, so you can be the first to see them. You decide the maximum number of matches you want to receive each day and can pause them at any time.

#### Instant job match settings

**Status:**

On Off

**Frequency:**

Send me a maximum of  notifications per day\*

**Pause:**

Pause my IJM service for

\*If you have signed up for browser push-notifications from totaljobs you could receive 1 notifications by email and 1 notifications by push

### My applications

See all of the jobs you've applied for and contact details for the employers involved.

[See applications](#)

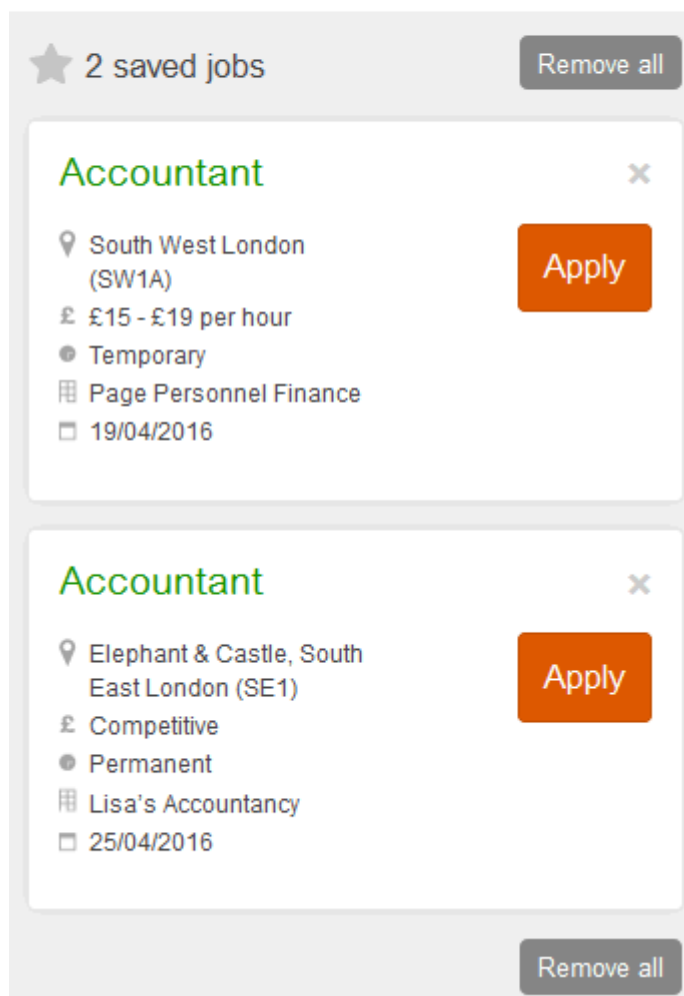
Users can create, modify, delete and inactive the following:

- Profile/resume (select view options: public, only for employer, private).
- Upload resume and photos.
- Contact information.
- Password.
- There are lists in the dashboard. Each item in the list can be edited, and the default sorting is by date desc:
  - My saved jobs (Job title, City, Salary, Job type, Employer, Posted Date, Status, Apply button, Delete button).



## Saved jobs

Log in on any device to view your saved jobs.



- My applications (Job title, Employer, Job Posted Date, Date applied, Contact, etc.).

## My job applications

[Back](#)

Here are the jobs you have applied for within the last three months:

Accountant for practice, part-qualified or newly qualified

**Date posted:** 22/01/2016 14:47:34

**Application date:** 16/02/2016 16:52:24

**Company:** Accountancy Recruiters Ltd

**Contact email:** [info@leeaccs.com](mailto:info@leeaccs.com)

Accountant

**Date posted:** 09/02/2016 14:36:51

**Application date:** 09/02/2016 15:05:10

**Company:** Hays

**Contact:** Application completed on [re cruiteer's website](#)

- My job alerts - subscribed jobs (Similar to My Saved Jobs).
- My messages (Sender, subject, Date, Reply button, etc).
- When creating a profile/resume, a user can select or enter tags to highlight his skills and selling points (regarding the tag component, please refer to the following tag section). The following is the sample profile:

## My profile

(Fields marked \* must be completed)

### My details

Title:

Ms

\* First name:

Nathan

\* Surname:

Z.

\* Phone:

\* Email:

☐ Allow recruiters to contact me via SMS  
(text message)

\* Country of residence:

United States

Province/State:

City:

Street:

Postal code:

\* Highest level of education:

University degree

Certificates: (separated by commas)
 

CPA

\* Current/most recent job title:
 

Accountant

\* Current/most recent salary:
 

Annual Sal

55,000-59,

\* Desired job category
 

Accountant

\* Desired job title:
 

Auditor

Tags change when selecting different job title

My skills: (select by clicking)
 

Excel

Quickbook

Audit

Corp tax

Payroll

Income tax

Enter tags if not in above (separated by commas)
 

Sales Tax

Highlight when selected

Desired location:
 

South Yorkshire

\* Desired salary:
 

Hourly

20.00

to

30.00

Job type:
 

Temporary

Experience:
 

1 year

Level:
 

Entry-level

About me:
 

Tell recruiters about your skills, experience, specifications and so on...

Profile privacy options
 

\* Do you want to be visible to potential employers searching for candidates?
 

☒ Yes - I want my profile and CV to be visible to potential employers (Recommended).
 

☐ Yes - I want my profile to be visible to potential employers, but please keep my personal information and CV hidden.
 

☐ No - Please do not make my profile searchable.

Save my profile

15

#### 4. Apply for a job and modify profile.

- When applying for a job, if the user is logged in, then the system automatically compares the job information to job seeker's profile, and shows **Your job match status** ( matches and non-matches).
- The job seeker can click a non-match item in the list to make a change. When clicking a tag, the tag is directly added to job seeker's profile and inserted into his tag list. When clicking other items in the above list, it will directly adjust the item in the profile to meet the job description. For example, if the position is a \$40k/year, but the job seeker was looking for \$50k+ job, then the job seeker can click the button near Salary to modify his salary number from \$50k+ to \$40k, in an intention to meet the criterion. When clicking a button, an alert pops up "Do you want to add/modify this item in your profile?" with options "OK" and "Cancel". Once selecting "OK", the item is added/modified.
- Regarding job detail page and the job match status, please refer to the following layout:



Saved Sign in

< Back to search results

< >

Assistant Accountant

Click to show map below

Map v

Shurdington, Cheltenham

£

From £25,000 to £30,000 per annum

Endsleigh Insurance

Permanent

Today

Click to expand Job Description

Job Description v

The Team

You will be joining the Endsleigh Finance Team at an exciting time following recent integration with the Zurich Personal Lines business. This is a dynamic team that has a focus on working closely with an ambitious organisation.

The Role

Show this section if logged in

As an Assistant Accountant you will be providing technical accounting support across multiple areas of the Finance team as well as taking ownership of ad-hoc Finance projects.

Your job match status:

Job category:

Accountant

✓

Job type:

Part-time

✓

Location:

Toronto

✓

Salary range:

\$40k

✓

Education:

Bachelor

✓

Certificate:

CPA

✓

Level:

Entry level

✓

Requirement Tags:

Excel

✓

Payroll

✓

Quickbook

✓

Audit

✓

Corp Tax

✓

Match

Non-match. Click to modify profile

Modify my profile

Add to my profile

Add to my profile

Add to my profile

Three buttons

Send

Apply

Save

Job alert (subscription)

Alert me to new jobs like this:

Assistant Accountant in Cheltenham + 10 miles

Email address:

Create alert

17

## 5.Sharing, notification and communication.

- Users can share jobs with their friends by Facebook, Google+, Twitter, Wechat and other social media.

**Reply: We consider default sharing functionalities given by android and IOS.**

**Answer: Sharing should be available on web as well.**

**Reply: Ok.**

- Users can subscript new jobs by enter email and select category and area. Every time when there is a new related job posted, the user will receive it by email.

**Reply: We assume that in above image if category and location are match then subscript user get email.**

**Answer: Yes**

**Reply: Ok.**

- Users receive automatic notifications in the following activities:
  - ◆ Registered an account
  - ◆ Submitted an application
  - ◆ A new subscribed job has been posted

**Reply: For last point if user can subscribed then he/she get a notification for it.**

**Answer: Okay**

- Users can send message and email, and chat with employer and site administrator.

**Reply: There is no employer details in job detail form. Please describe where these functionalities are define. We will use third party tool for chat.**

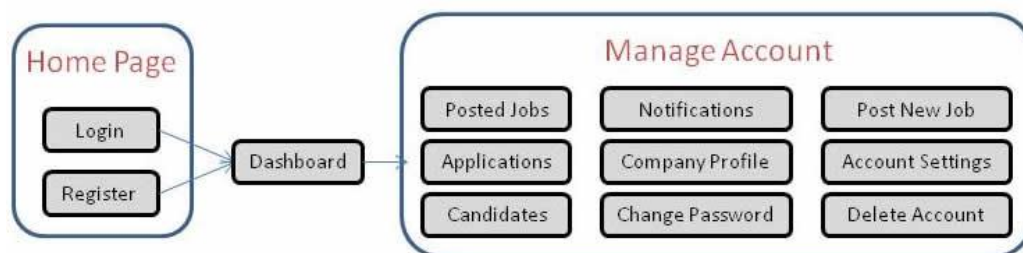
**Answer: Employer details come from Company Profile (see employer dashboard). Third party chat tool is okay, but we need to keep records of text transcript .**

**Reply: Ok.**

- There is RSS feed for sharing job information. The RSS feed is updated when a new job posted.

## For Employers

### Employer



### 1.Login and register.

- Users can register an employer account. An employer account must be approved

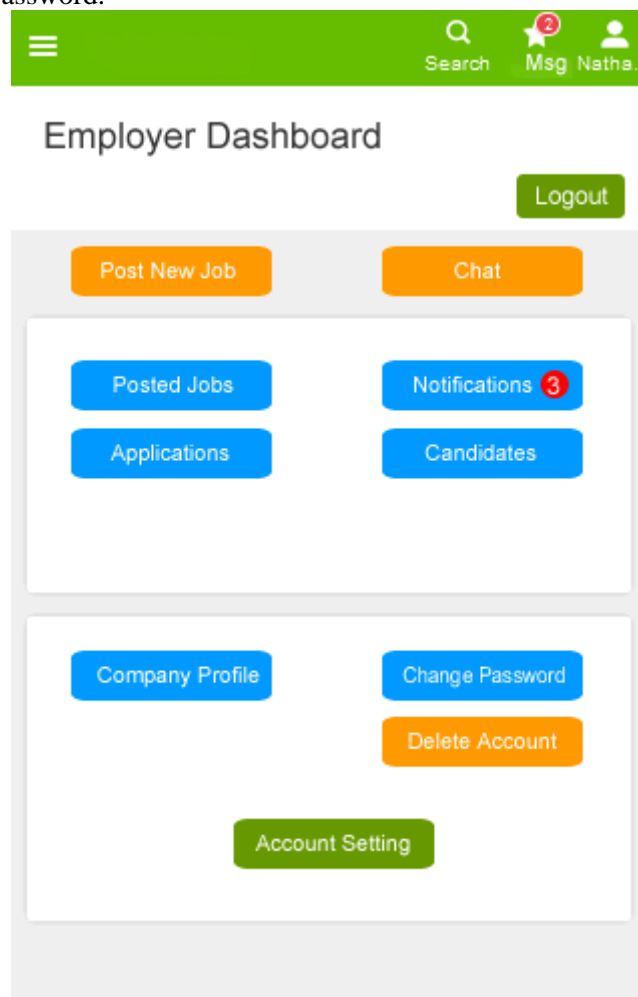
- before posting a job.
- They can use phone number, email, Facebook or LinkedIn account to register and login.
- If users forgot/lost password, they can retrieve it.
- The system sends confirmation/verification code by phone/email for new account registration and retrieve password.

**Reply : How can we identify employer or agency.**

**Answer: In register form, there is an option for choose employer or agency.**

**Reply: Ok.**

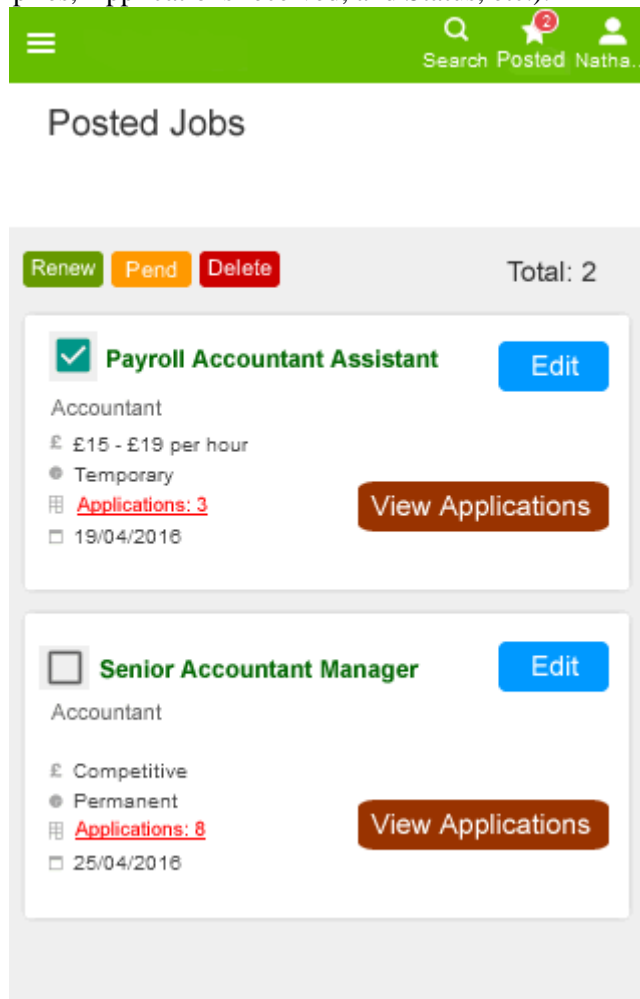
- **2.Manage account.** Users login to their dashboards and manage their accounts. Employer dashboard is like job seeker dashboard that is managed from the front-end (not back-end). After logged in, employers can create, modify, and delete the following:
  - Posted job list
  - Application list
  - Candidate list
  - Notification list
  - Company Profile.
  - Upload file and photos.
  - Change Password.



- There are following lists in the dashboard. Each record in the list can be viewed, edited, inactive/active, deleted, sorted, searchable and the default sorting is by date

desc:

- Posted job list (each row contains these information: Job title, Job type, Category, Expires, Applications received, and Status, etc.).



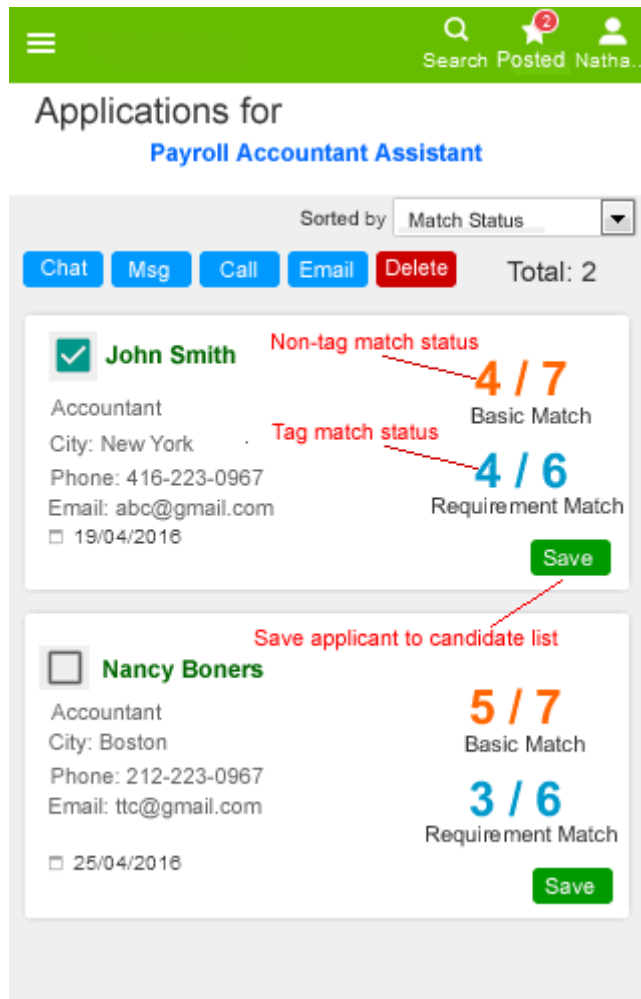
**Reply:** In above screen there are three buttons Renew, Pend, Delete can you please describe what actions should performed on that.

**Answer:** Renew means repost after expired; Pend means inactivate a post but keep it in the list; Delete means remove the post from the list.

**Reply:** So in case of pending jobs job seeker can not view job in listing only employer can see that right ?

**Answer:** You are right. Pending a job means the job cannot be viewed by job seekers but can be seen by employer and site admin

- Application list (Name, Email, Phone, Job Title/Job ID, Date received, Status, Delete button, etc.).



**Reply:** Call and Msg functionalities are including in website only? If yes then we will use third party tool for Call and Msg.

**Answer:** Call and Msg should be available on both web and mobile device. When employer view applications, he can call or msg an applicant by clicking the button, no need to re-enter the applicant's phone number again.

**Reply:** Can you please describe in detail for Call means VOIP or voice chat. We prefer voice chat for website purpose. If we manage Call system in website then third party tool counting cost by minutes and it's very costly. The call charges are different for country wise.

**Here Links to provide API for it:**

<https://www.twilio.com/api>

<https://www.callfire.com/common-uses/phone-call-api>

**Answer:** For communication, we can have four options in the page: phone (and text message by phone), third party voice chat, web/APP push notification (msg) and email. For phone, it can work in this way: when a web page is open in desktop computer, the phone number is shown but not clickable; when the web page is open in a mobile device, users can click the phone number to make a phone call or send a text message with their local phone plans, without using twillio's service. We should only use Twillio service for automatically sending verification code for register/lost password if a user chosen login with phone number, instead of email.

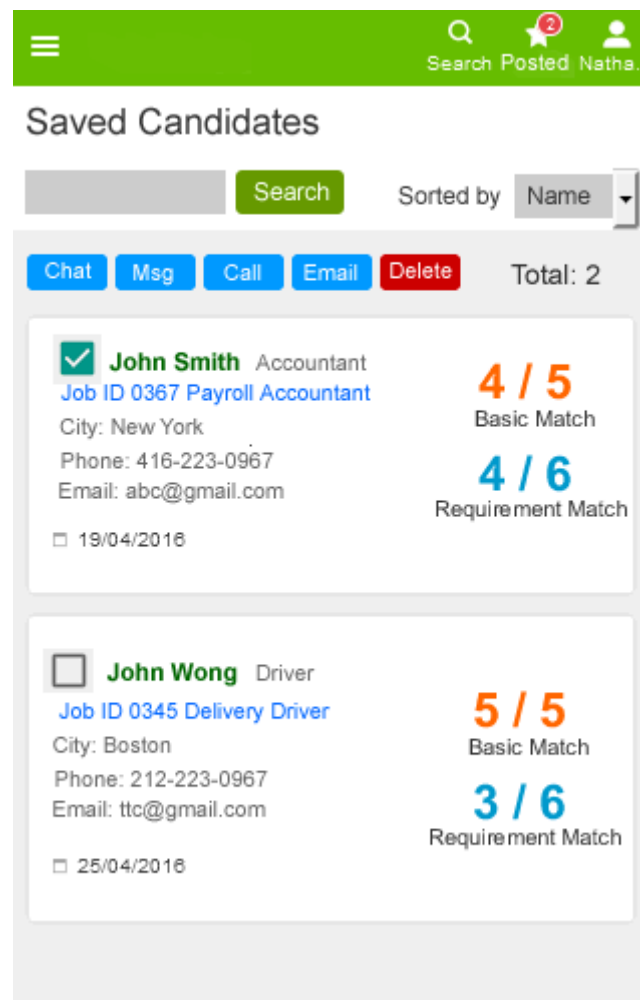
- Saved candidate list (Name, Email, Phone, Date, Interview status, Active status, Delete button).

**Reply: Candidate Interview status and Active status not display in below screen shot can you please describe in detail.**

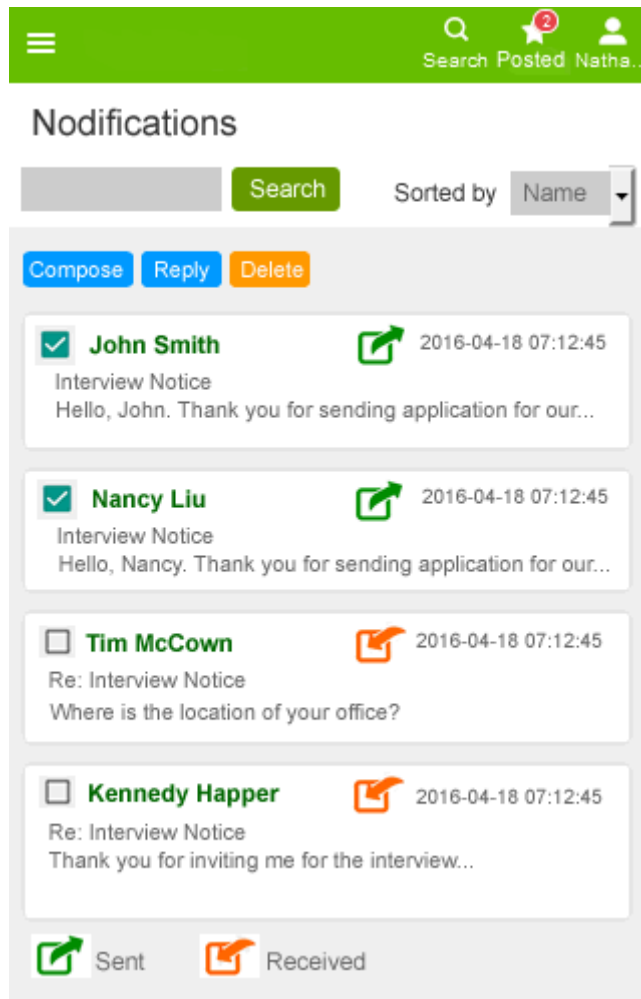
**Answer: Interview status has two options: Interviewed or empty; Active status has three options: hired, in process, empty.**

**Reply: Can you please describe where is the use of Interview status and Active status?**

**Answer: For each candidate, we can have two dropdown (or switch) buttons under “Requirement Match”. When users change a candidate’s status, it is automatically saved.**



- Notification list (Recipient, Subject, Date sent, etc.).



- When posting a job, a user can select or enter tags to highlight job requirements (regarding the tag component, please refer to the following tag section).

## Post Job

(Fields marked \* must be completed)

Title:

Vacancies:

Meat Packagers In LA

4

Country:

United States

Province/State:

California

City:

Los Angeles

Street:

234 Adon Street

Postal Code:

90111

Job Category:

General Labour

Job Title:

Packagers

When selecting different job title, it shows different tags

highlight when selected

Job Requirements (Click to select)

Safety Shoes

Lefting 20lb

Has a car

Tag A

Tag B

Tag C

Enter tags if not in above (Separated by commas)

Education Required

Experience

None

6 months

Certificate (Optional)

Job Type

Level

Part Time

Entry-level



**Starting Date**  
 2016 ▼ 04 ▼ 20 ▼

**Ending Date** ☒ No ending date if checked  
 ▼ ▼ ▼

**Weekdays (Optional)**  
☒ ☒ ☐ ☒ ☒ ☐ ☐  
 Mon Tue Wed Tur Fri Sat Sun

**Work Schedule**  
 09:00AM ▼ - 17:30PM ▼

**Salary**  
 Hourly ▼ \$ 12.00

**Pay by** ☒ Cheque ☐ Cash **Pay period** Bi-weekly ▼

**Benefits**  
 Vacation Pay

**Description**  
 Our client is a meat factory based in Wakefield serving the whole of West Yorkshire.  
 ...

**Expiration Date**  
 2016 ▼ 05 ▼ 20 ▼

**Post This Job**

**Reply: What is the use of Ending Date field?**

**Answer: Maybe we should call “Start Date” and “End Date”. Ending Date or End Date is the last date for the job. For example, for a 3 month contract work, you can enter the last date.**

**Reply: Ok.**

### **3.View job seekers, applicants and candidates.**

- Employer can view applications based on a job selected. If the job is part time, then it shows a calendar.

**Assistant Accountant** Click to show map below

Shurdington, Cheltenham Map v

£ From £25,000 to £30,000 per annum

June 21, 2016

Part time Part time job shows calendar

**Job Description** >

**Availability Calendar** v

**2016 APRIL**

| SUN | MON     | TUE     | WED | THU     | FRI      | SAT |
|-----|---------|---------|-----|---------|----------|-----|
|     |         |         |     |         | 1<br>4   | 2   |
| 3   | 4<br>6  | 5<br>2  | 6   | 7       | 8<br>6   | 9   |
| 10  | 11<br>3 | 12      | 13  | 14<br>5 | 15<br>12 | 16  |
| 17  | 18      | 19      | 20  | 21<br>6 | 22       | 23  |
| 24  | 25<br>2 | 26<br>8 | 27  | 28<br>2 | 29<br>32 | 30  |

8 Available Day set by employer in job posting

4 Number of applicants (Click the number to view applications)

**Applications Received** v

| Name         | Basic | Requires |
|--------------|-------|----------|
| John Smith   | 4/7   | 4/6      |
| Nancy Boners | 5/7   | 3/6      |

Click to view applicant's profile and matches

- To an employer, a job seeker is a person who has profile in the system; an applicant is a person who applied for the employer's job; a candidate is a person who has been saved in candidate list by the employer.
- Users can view and search job seekers, applicants and candidates in both text and google map tools.
- Users can search them by city, state/province, country, industry, job category, job type, salary range, publish date and keywords.
- Users can sort the list by distance, publish date, salary range, views and relevance. The default sorting order is the date in desc.
- Default job seeker/applicant/candidate page shows nearby job seeker / applicant / candidates on Google map and text list, according to employer's location provided in company profile.
- When viewing a job seeker/applicant/candidate, the same page shows "Nearby job seeker/applicant/candidates".
- The list shows each job seeker/applicant/candidate's job-match rate (regarding the job-match component, please refer to the following job-match section).

Search

Saved

Natha...

Candidate Detail

Mr. Michael Smith

5 / 8

Basic Match

4 / 6

Skills Match

**Phone:** 212-973-0956  
**Email:** abc@gmail.com  
**Allow SMS:** Yes  
**Address:** 234 Roger Street  
**City:** Los Angeles  
**State:** California  
**Country:** United States  
**Postal Code:** 90012

**Education:** Bachelor Degree  
**Certificates:** CPA  
**Latest Job Title:** Accountant  
**Latest Salary:** \$36,000 / year  
**Desired Job Title:** Accountant  
**Skills:**  
 Excel  
 Quickbook  
 Sales tax  
 Payroll  
 Property Insurance  
**Desired Location:** Boston  
**Desired Salary:** \$40,000 / Year  
**Desired Job Type:** Full time  
**Desired Level:** Entry-level  
**Experience:** 1 Year

**About Me:** I am an accountant graduated from New York University. I am looking for an entry level position..

Job Match Status

Select A Job to View Match Status:

Job ID: 0736 Entry-level Payroll Accountant

| Item               | Required    | Candidate   | Match |
|--------------------|-------------|-------------|-------|
| Education          | Bachelor    | Bachelor    | ✓     |
| Certificates       |             | CPA         |       |
| Category           | Accountant  | Accountant  | ✓     |
| Location           | New York    | Boston      | ✗     |
| Salary             | \$35,000    | \$40,000    | ✗     |
| Job Type           | Full time   | Any         | ✓     |
| Level              | Entry-level | Entry-level | ✓     |
| Experience         | 1 Year      | 1 Year      | ✓     |
| Basic Match        |             |             | 5/8   |
| Excel              | ✓           | ✓           | 1     |
| Income Tax         | ✓           |             |       |
| Sales Tax          | ✓           | ✓           | 1     |
| Audit              | ✓           |             |       |
| Payroll            | ✓           | ✓           | 1     |
| Quickbook          | ✓           | ✓           | 1     |
| Property Insurance |             | ✓           |       |
| Skills Match       |             |             | 4/6   |

Chat

Msg

Call

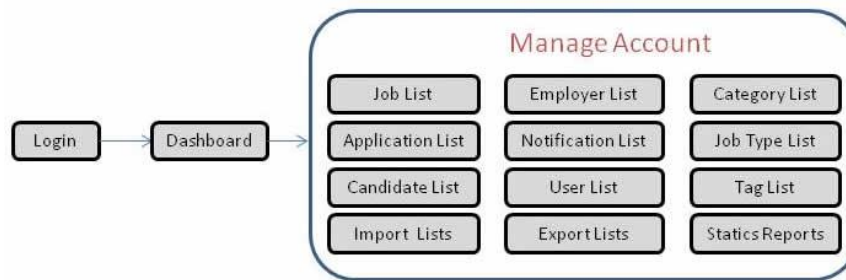
Email

#### 4.Notification and communication.

- Users receive automatic notifications in the following activities:
  - ◆ Registered an account
  - ◆ Posted a new job
  - ◆ A person applied for the posted job (There are turn on/off options).
- Users can send message and email to candidates, and chat with candidates and site administrator.

## For Back-end Sales and Administrator

### Back-end Administrator



**1.Lists.** There are Excel-like lists. Each list has columns containing most useful data pieces, like name, phone, email, location, counted number, date and active status. When clicking the name/ID of each row, it pops up a new page showing the details of the record. Each column can be sorted in asc and desc. Each list has pagination. There is a search box on each list for keyword search.

- Job list (Job title, Job Employer, Job type, Job category, City, Expiring date, Applications received, Status. The following list is a similar sample.).

| Job List <span>Delete, Activate, Deactivate</span> <span>View each month</span> |                                       |                             |                               |                  |         |                            |   |
|---|---------------------------------------|-----------------------------|-------------------------------|------------------|---------|----------------------------|---|
| Bulk Actions <span>▼</span>   |                                       | Apply                       | View all dates <span>▼</span> | Filter           |         | Search Jobs                |   |
| <input type="checkbox"/>  | Position Title                        | Company                     | Job Type                      | Category         | City    | Expires                    | Applications                              |
| <input type="checkbox"/>  | CNC Operator                          | CMC Forgings                | Full-time                     | Machine Operator | Toronto | Expired                    | 0   |
|   |                                       |                             |                               |                  |         |                            | <span>Repost</span>                       |
| <input type="checkbox"/>  | Sports Centre Customer Service        | Sorts centre                | Full-time                     | Customer Service | Bramton | 2016/04/30<br>in 5 days.   | 2 (2 new)                                 |
|   |                                       |                             |                               |                  |         |                            | <span>Active</span><br><span>Renew</span> |
| <input type="checkbox"/>  | Drivers                               | OZAWA CANADA                | Full-time                     | Driver           | Markham | 2016/04/30<br>in 5 days.   | 0   |
|   |                                       |                             |                               |                  |         |                            | <span>Active</span><br><span>Renew</span> |
| <input type="checkbox"/>  | Financial Security Advisor            | 伦敦理财 (Freedom 55 Financial) | Full-time                     | Office           | Toronto | 2016/12/31<br>in 8 months. | 0   |
|   |                                       |                             |                               |                  |         |                            | <span>Active</span><br><span>Renew</span> |
| <input type="checkbox"/>  | Receptionist for a automotive company | Seven Star Car              | Full-time                     | Customer Service | Toronto | 2016/05/05<br>in 10 days.  | 0   |
|   |                                       |                             |                               |                  |         |                            | <span>Active</span><br><span>Renew</span> |

- Application list (Name, Phone, Email, Job applied, Match status, Date applied. The following is a similar sample).

| Application List                                  |                  |                             |                                   |  |                               |                               |
|---|------------------|-----------------------------|-----------------------------------|--|-------------------------------|-------------------------------|
| All (10)   New (10)   Accepted (0)   Rejected (0) |                  | Bulk Actions <span>▼</span> |                                   | Apply  | View all dates <span>▼</span> | Filter                        |
| <input type="checkbox"/>                          | Applicant Name   | Phone                       | Email                             | Job  | Match Status                  | Applied                       |
| <input type="checkbox"/>                          | KRUTI UPADHYAY   | 212-778-2345                | kruti.upadh<br>yay6@gmail<br>.com | Office Clerk<br>(ID: 464)                            | 3 / 6<br>2 / 6                | 2016/04/01<br>25 days<br>ago. |
| <input type="checkbox"/>                          | KRUTI UPADHYAY   | 608-248-0045                | kruti.upadh<br>yay6@gmail<br>.com | Sports<br>Centre<br>Customer<br>Service (ID:<br>518) | 4 / 6<br>5 / 6                | 2016/04/01<br>25 days<br>ago. |
| <input type="checkbox"/>                          | KRUTI UPADHYAY   | 212-098-2775                | kruti.upadh<br>yay6@gmail<br>.com | Office Clerk<br>(ID: 464)                            | 2 / 6<br>3 / 6                | 2016/04/01<br>25 days<br>ago. |
| <input type="checkbox"/>                          | Sharoaz Mohammed | 718-904-3498                | mohammed<br>sharoaz@g<br>mail.com | Sports<br>Centre<br>Customer<br>Service (ID:<br>518) | 5 / 6<br>5 / 7                | 2016/03/31<br>25 days<br>ago. |
| <input type="checkbox"/>                          | Fei Liu          | 718-776-2365                | Effie53@hot<br>mail.com           | BOOKKEEPE<br>R (ID: 169)                             | 6 / 6<br>4 / 8                | 2015/11/30<br>5 months        |

- Candidate list (Name, Phone, Email, Job applied, City, Applied date, Match status. The following is a similar sample).

| Candidate List                      |                  |                           |            |                            |                            |                |
|-------------------------------------|------------------|---------------------------|------------|----------------------------|----------------------------|----------------|
| All (9)   Active (1)   Inactive (8) |                  |                           |            | Search Candidates          |                            |                |
| Bulk Actions ▼                      |                  |                           |            | Apply                      |                            |                |
| <input type="checkbox"/>            | Name             | E-mail                    | Phone      | Job                        | Applied Date               | Match Status   |
| <input type="checkbox"/>            | KRUTI UPADHYAY   | kruti.upadhyay6@gmail.com | 6474048532 | Office Clerk (ID: 464)     | 2016/04/01<br>25 days ago  | 3 / 6<br>5 / 6 |
| <input type="checkbox"/>            | Sharooz Mohammed | mohammedsharoaz@gmail.com | 6479922786 | Office Clerk (ID: 464)     | 2016/03/31<br>26 days ago  | 4 / 6<br>3 / 8 |
| <input type="checkbox"/>            | Fei Liu          | Effie53@hotmail.com       |            | Customer Service (ID: 518) | 2015/11/30<br>5 months ago | 2 / 6<br>4 / 6 |
| <input type="checkbox"/>            | sara wu          | sarawu56@gmail.com        |            | Office Clerk (ID: 464)     | 2015/11/20<br>5 months ago | 5 / 6<br>5 / 7 |
| <input type="checkbox"/>            | DE WEN DENG      | desvindeng@hotmail.com    |            | Customer Service (ID: 518) | 2015/11/19<br>5 months ago | 3 / 6<br>6 / 6 |
| <input type="checkbox"/>            | Nathan Zhou      | nathan@provaluegroup.net  |            | Customer Service (ID: 518) | 2015/10/28<br>6 months ago | 6 / 6<br>4 / 8 |
| <input type="checkbox"/>            | Ken Zhang        | zhangzda@hotmail.com      | 123124124  | BOOKKEEPER (ID: 169)       | 2015/10/13<br>7 months ago | 3 / 6<br>3 / 6 |

- Employer list (Company, City, Phone, Email, Job posted. Active status).

| Bulk Actions ▼           |                     |                |              | Search Employers    |             |        |
|--------------------------|---------------------|----------------|--------------|---------------------|-------------|--------|
| Apply                    |                     |                |              |                     |             |        |
| <input type="checkbox"/> | Company Name        | Location       | Phone        | Email               | Jobs Posted | Status |
| <input type="checkbox"/> | People Staffing     | Toronto, ON    | 416-333-0987 | pstaffing@gmail.com | 4           | Active |
| <input type="checkbox"/> | NC Finance          | Markham, TX    | 675-098-2345 | info@ncfinance.com  | 2           | Active |
| <input type="checkbox"/> | NK Electronics      | Richmond, CA   | 805-987-2365 | hr@nke.com          | 4           | Active |
| <input type="checkbox"/> | All Way Bakery      | New York, NY   | 212-987-1145 | hr@allwaybk.com     | 14          | Active |
| <input type="checkbox"/> | Tim House Corp.     | Toronto, ON    | 789-096-3376 | john@timhouse.com   | 3           | Active |
| <input type="checkbox"/> | North York Hospital | North York, ON | 906-116-9308 | cm@nyhospital.com   | 5           | Active |

Click to send email to this company

Click to view and modify company info

Click to view job list of this company

- Notification list (Sender, Recipient, Subject, Date sent).
- Email message list (Sender, Recipient, Subject, Date sent).

- User list, containing: username, password, user type (job seeker, employer, back-end user), user level (front-end user, back-end sales, site admin) and active status.

**2.Records.** Each row in the above lists is a record. Back-end users can:

- Add new records.
- Modified any record.
- Inactive any record.
- Deleted any record.

**3.Categories, tags, and other lists.** Site administrator can add, modify and delete an item in the following lists:

- Job Category list (Accountant, Engineer, etc.).
- Job Title list (Sub category list)
- Job Type list (Full time, part time, freelance, permanent, contract, internship, volunteer, etc).
- Tag list (Hard worker, C++, experienced, Quickbook, has a car, etc)..
- Industry list (Finance, construction, restaurant, etc.).
- Country, state/province, city list.
- Education list (University, college, high school)
- Degree list (Post-doctorate, doctorate, master, bachelor, associate, diploma, certificate)

**4.Import and Export.** There are import and export features for .csv and .sql data file import and export. Administrator can import and export job list, employer list and job seeker list etc by selecting columns.

**5.Email and notification.** The back-end users can edit and send notification messages and emails to front-end users.

**6. Statistic reports.** There are statistic reports of visitors, page views, traffics. The reports can be generated by day, week, month, year and custom defined range.

## The specific features of the system

**1.Chat.** There is a chat tool for communication between employers, job seekers and site administrator.

- In front page, there is a chat tool for customer service.
- After login, an employer, job seeker and site administrator can chat with a selected person in a private session.

**2.Push Notification.** There is a push notification feature for delivering messages to users' mobile devices and web end. The feature is similar to the one provided by pushover.net. At least, it must be like the message notification of upwork.com

**3.Tags.** The tag component works in this way: At the very beginning, the database contains no tag, so at this time when an employer posts a job, he can use the input box to enter whatever he wants as tags (separated by commas). These tags, with the job category, will be inserted into database. Next time, when an employer posts a job, the system will pick up the top duplicated tags from the database according to the job category. For example, if the selected job category is "Accountant", then the system picks up all tags under this category, such as "Payroll", "Quickbook", "Excel", etc., and counts their duplicates. The top 10 of most duplicated tags will be shown as buttons to the job-posting form. The employer can select

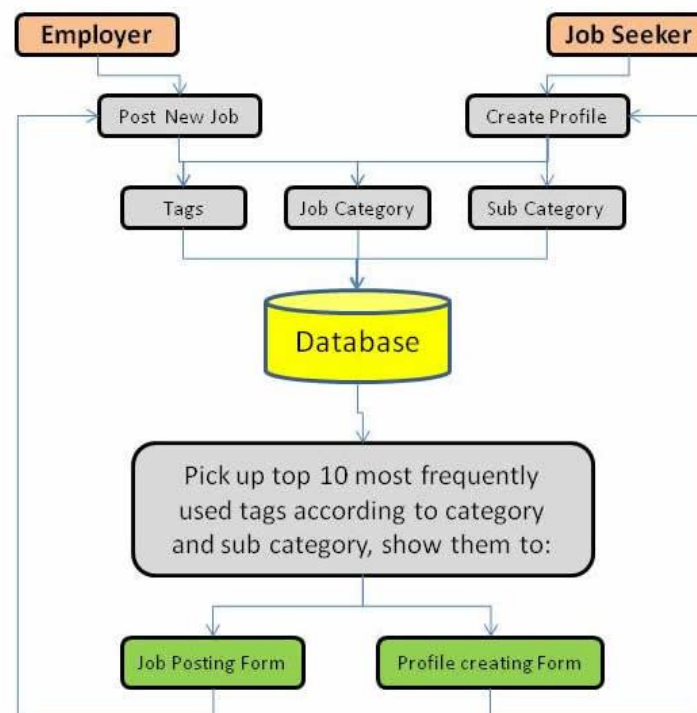
these tags by clicking them. He can also enter his own tags as well.

**Reply: In Job seeker's profile form and Employers Post Job form, tags are depend on Job Title not on Category but here you says Tags are under job category. Please clarify this in detail.**

**Answer: Yes. Tags depend on Job Title (Sub category). Please note, Job Posting Title is different from the Job Title. For example, “Senior Payroll Accounting Manager - \$160k/yr” is a job posting title, “Accountant” is the category, and “Payroll Accountant” is the job title (sub category) .**

**Reply: Ok.**

## Tag Component



- Employers can add their own tags as requirements when posting a job.
- Job seekers can add their own tags to highlight their skills and their selling points when creating their profiles.
- These tags are categorized. When the system inserts the tags (selected by the users) to the database, the job category must be also recorded in the database.
- These tags are counted by the frequency based on a selected category. The top 10 counted tags will be automatically shown as clickable buttons in the posting-new-job page and creating-candidate-profile page for users to select. For example, if the job is in “Accountant” category, then the top counted tags (marked to the category “Accountant”, such as “Quickbook”, “Payroll”, etc) will be shown to the employer’s Posing-job page and candidate’s Creating-profile page
- When a job seeker views a job, he can, by a single click, add the job requirement tags (specified by employer) to his profile for meeting the job requirements.

**Reply: We can't understand this point. Please describe in detail**

**Answer: When a job seeker views a job, the system shows his job match status in the job detail page if he logged in. Now he looks into the job match status, and found that, he matches 4/8 in Basic Match, and 5/7 in Skills Match. To increasing his match**



rate, he can click the button “Add to/Modify My Profile” near a non-match item, to change his profile, for example, change his salary from \$60k to \$50k (the job offer), so he can more match the job.

Reply: Ok.

- The interface of the tag component should be like this: under job category drop-down menu, there are a bunch of tag buttons for user to select (when clicking a tag button, it shows highlight color to indicate that it is selected), and under the buttons, there is an input box for user to enter his own tags.

Selecting different job category, it will show different tags

Job Category:  
Web Developer ▼

Requirements (Please select tags below):

HTML CSS Javascript

PHP MySQL Apache

Enter tags if not in the above. Separated by comma:

Responsive Design, JQuery, Ajax

highlight when selected

Reply: In Job seeker's profile form and Employers Post Job form Tags are depend on Job Title not on Category but here you says Tags are under job category. Please clarify this in detail.

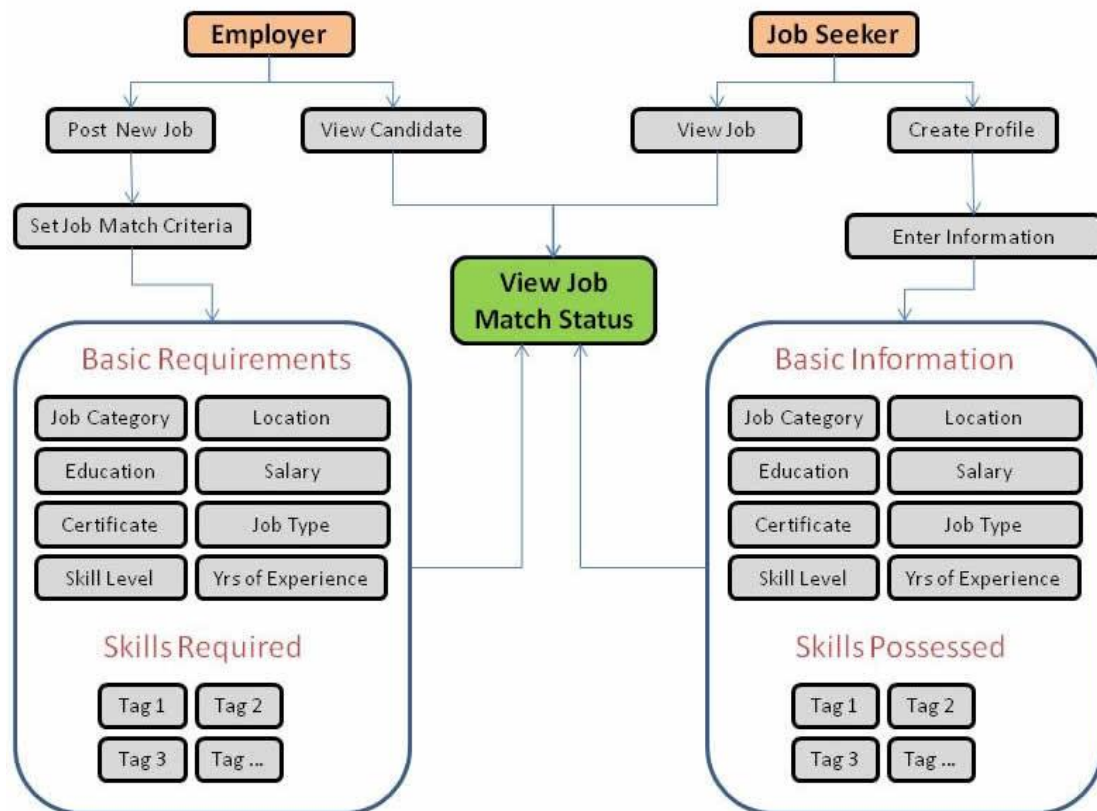
Answer: Sorry for the confusion. Tags depend on Job Title. This is how it works: when selecting a job category, the related sub category (job title) list appears, when selecting a sub category, then the related tags appear.

Reply: Ok.

- The database table of jobs could be like this: for each row of job record, there is a column cell for job category, and a column cell for tags. When counting duplicates of tags, set SQL condition to Job Category='xxx', and pull all tags from the tag column to an array, then count and pick the top 10 (this number can be changed by site administrator on dashboard).
- In the same way, the above tag component also exists in Job Seeker's profile-creating form. In the database table of job-seekers, for each row of job-seeker record, there is a column cell for job category, and a column cell for tags. The top 10 tags are shown to the profile-creating form as tag buttons. Job seekers can select these tags, also can enter his own tags.

**4.Job-match.** The core feature of this APP is job-match. Jobs and candidates are automatically matched by the system. The match is made according to the job requirements and candidates' profiles. The system automatically compares jobs and candidates to find matches.

## Job Match



- The basic matches are based on the following criteria (each criterion counted 1):
  - Job category (such as accountant, driver, engineer, etc.).
  - Job type (such as full-time, part-time, permanent, contract, etc.).
  - Education (PHD, Master, Bachelor, etc.).
  - Certificate.
  - Location (country, province, city).
  - Salary range (there is an overlap in both parties' ranges, or not specified).
  - Level (entry-level, mid-level, senior-level).
  - Years of Experience.

**Reply: Here Job Title not consider for match.**

**Answer: Sorry, here missed Job title. We need to add it to the match list.**

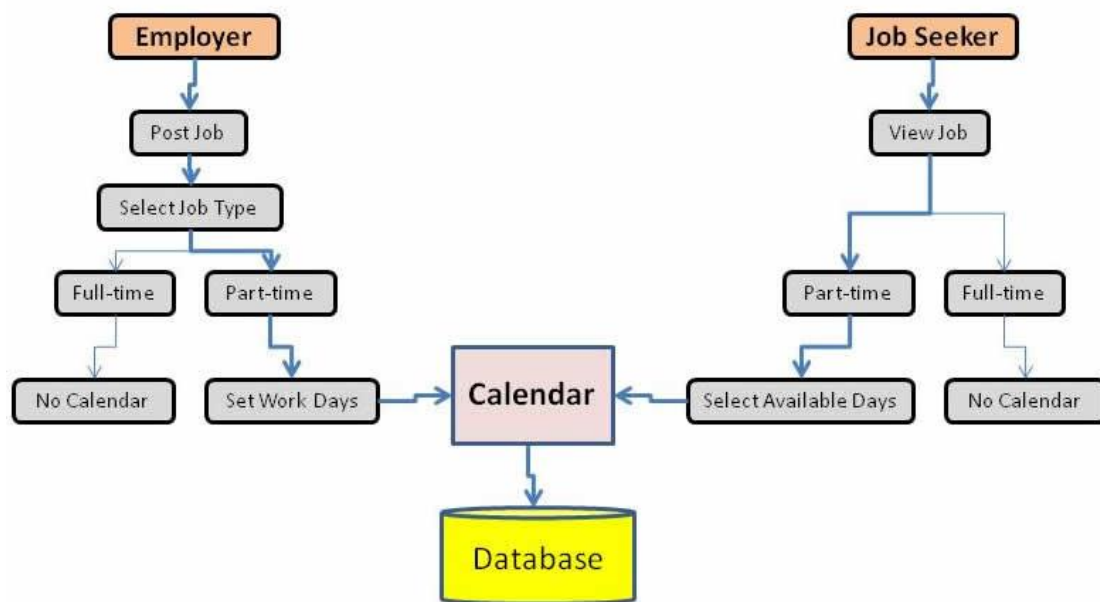
**Reply: Ok.**

- The skills matches are based on the tags (each tag counted 1):
  - Tags (separated by commas).
- The job-match works in this way: for employers, on a candidate detail page, if the applicants' information pieces match the pieces of the posted job requirements, then the system shows the match marks and rate. For example, if 3 matched tags in total 10 tags, then write the rate as 3/10.
- The job-match is also shown to job seekers. When a job seeker applies for a job, if he already has a profile in the system, then the matches and non-matches will be highlighted in two different colors. The job seeker can click the buttons to add the tags to his tag list, and modify his other information to meet the job requirements.
- The system has a feature to set a standard of "Match" and "Non-match" on rating. For example, set a rate  $\geq 3/5$  is Match, and  $< 3/5$  is Non-match. When there is a match, it triggers the following:
  - ◆ The matched job will be highlighted and shown to job seekers.

- ◆ The matched candidate will be highlighted and shown to employers.
- ◆ A notification will be sent to both parties.
- ◆ When a candidate views a job, if not match, the system shows an alert, and highlights the job requirement tags that the candidate is not matched. The candidate can click “add this tag to my profile” button to add the tags to the profile for meeting the job requirement.

**5.Part-time Calendar.** When an employer posts a job, if the selected job type is Part-time, then a calendar appears in the job posting form for the employer to set work days. And this job with the calendar is also shown to job seekers for selecting their available days. The both parties' selections are recorded in the database.

## Part-time Calendar



**6.Import contact list.** Users can import the contact list from mobile device, Gmail, Facebook and LinkedIn to their accounts, so later the users can share and forward information to their contacts and send invitations.

**Reply: This functionalities only for mobile purpose right?**

**Suggestion: We consider native development is flexible for this kind of functionality.**

**Answer: We want this on both web and mobile device .**

**Reply: Ok.**

**7.Add more information.** The required information for registration should be simple. After registered, job seekers can create/modify their profile, adding more records in the sections of work history, skills, education and training. This feature is like the one in LinkedIn.

## Other features that are not specified in the above

### 1.Common sense and practices.

- We do not have a wireframe, graphic design and UI design to specify each piece of details. But everything in the APP development must adhere to common sense and meet recruitment industry (and job website) common practices.
- For example, if a user can input information to the system, then the user must be allowed to modify and delete it. Back-end users can modify, delete any information

- input by front-end users.
- Regarding the common practices on the web, please view the following sample websites in job recruitment industry: [www.totaljobs.com](http://www.totaljobs.com), [www.monster.com](http://www.monster.com), [www.careerbuilder.com](http://www.careerbuilder.com), [indeed.com](http://indeed.com), [linkedin.com](http://linkedin.com), etc. Also please view one of our websites: [www.provaluejobs.com](http://www.provaluejobs.com).
- The APP developer should not find an excuse to compromise the common practices for details not being told.

## **2.Cross platform.**

- The website can be viewed on both regular computers and mobile devices. And it must be responsive and mobile friendly.
- The website can be viewed on main stream web browsers Firefox, Chrome, IE and Safari.
- And it can be viewed on most versions of Android, IOS and Windows and fit in most screen sizes.
- So the website/APP has five interface-ends: 1. a regular website front-end; 2. a regular website back-end; 3. an Android front-end; 4. an IOS front-end; 5. a Windows front-end.
- The back-end script and database should be the most popular ones in the industry. We prefer to PHP and MySQL.

## **3.The best sample site.**

- The best sample website/App that mostly meets our needs is [www.totaljobs.com](http://www.totaljobs.com). Please review the website, download its APP, and figure out all the features of it. Basically, we want all features that [totaljobs.com](http://www.totaljobs.com) has, plus our own features (Job match, tag component, part-time calendar, front-end employer dashboard, and back-end administrator dashboard, etc.).

**Reply: If you have Employers/Recruiter account credential for [www.totaljobs.com](http://www.totaljobs.com) then please provide us for review. Mostly for part-time calendar functionality because we have not found calendar in Job seeker's account at [www.totaljobs.com](http://www.totaljobs.com).**

**Answer: We do not have a paid employer account on [totaljobs.com](http://www.totaljobs.com), but you can get in with your login at <http://recruiters.totaljobs.com/>. Their employer account is not what we want. Regarding part-time calendar, it is our own feature that we have not found in other websites. You might look into Google Calendar and get some idea.**

**Suggestion: If we will develop in native then Faster and more efficient with device resource. Easy to debug. Fine grain control over Everything. For chat functionality we prefer a native development.**

**Answer: We can discuss it.**