*CLICKCELL TECHNOLOGIES PTE LTD*

*Concept Proposal for*
*Top Recuriters Website*

**Version 1.2**

**Last Update: 18/10/2014**

## 1. HISTORY

**Document History**

| Date | Version | Involving Parties | Description |
|---|---|---|---|
| 16/10/14 | 1.0 | Jonah Ang<br>James Zhuang | System proposal |
| 16/10/14 | 1.1 | Jonah Ang | Update on modules details |
| 17/10/14 | 1.2 | Jonah Ang<br>James Zhuang | Update on Emailing system and User type on platform |

## 2. INTRODUCTION

### 2.1 Purpose

This document is the concept proposal for Recruitment System management. System will provide management capabilities that will help segregate industries and allow better match between Job providers (employers) and job seekers (Employees)

### 2.2 Objective

a. Provide admin management module to view both resume and job vacancy post and user management.

b. Provide Employer platform for uploading of job vacancy.

c. Provide Employee platform for uploading of resume.

### 2.3 Proposed Components

The proposed system is made up of the following components:

a) Database: Hosted on a web server

b) Administrator Panel: Content management system

c) Employer platform: User account and uploading of job vacancy

d) Employee platform: User account and uploading of Resume

### 2.4 Level of Users

a) Super Administrator

b) Administrator (Recuritment Consultant)

c) Employer

d) Employee

## 3. *PROPOSED WORKFLOW*

### 3.1 Super Administrator
- Will be able to enforce restriction access to Admin under these fields:
    a) **Shortlisted candidates**
    b) **Shortlisted clients**
    c) **Create New Accounts**
    d) **Mass Email**
    e) **Request Page(able to select which field the consultant can search)**

### 3.2 Adminstrator (Recuritment Consultant)
- Admin will be able to determine content reflected of individual pages such management will be done on Content management system (CMS)
- Admin will determine the type of industry and are able to suggest or refer resume to employers vice versa.

### 3.3 Employer
- Employer will upload job vacancies, and input a short description and various fields of requirement.
- Employer will be able to view submitted resume that are related to them, or employee who applies to their job vacancies.

### 3.4 Employee
- Employee will upload individual resume and choose the field of interest.
- Employee are able to apply to job vacancies that they are interested .

## 4. *MODULES*

4.1 Industry management
- Industry management will allow Admin to add new industry or edit the existing industry.

4.2 Job Function management
- Manage available job vacancies

4.3 Location management
- Update locations choices that the job vacancies are able to be tagged to.

4.4 Job management
- Job management allow Status of the job vacancies to be shown
- Field will be discussed further

4.5 Resume management
- Manage available resume

4.6 Banner management
- Uploading of images

4.7 Testimonials
- Add and manage testimonials
- "Personal Name", "Company Name", "Designation", "Testimonial image" and Text content can be manage and uploaded.

4.8 Events management
- Uploading of images

4.9 User management
- Add/Create user
- Select status of user account
- Manage existing account

4.10 Page management
- Allow text input and editing of every page seen in the website

4.11 Email Sorting
- CMS will be able to classify Email according to the "Industry" field.
- System will not be handling email blasting, but will be handling the integration of emails.
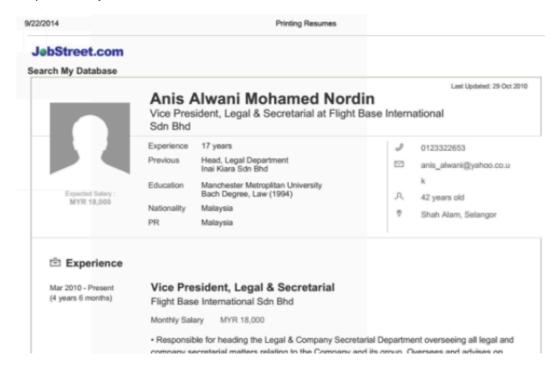
## 5 COSTING & TIMELINE

**Development Cost**

| Item | Cost | Timeline |
|---|---|---|
| • **Top Recuriters Website**<br>• **Admin CMS panel** | **$2,200** | **4 Weeks** |
| • **Recruitment system** | **$2,600** | |
| • **PDF text recognition module** | **$3,000** | **2 Weeks** |
| • | | |
| • Testing and Implementation | N.A. | 2 Days<br>(depends on client's involvement) |
| • Documentation and handover | N.A. | 1 Day |
| **Total** | **$7,800** | **6 Weeks & 3 Days** |
| **Discounted Price** | **$7,000** | |

## 6 REFERENCES

a. **Resume Template**

*As provided by client*



b. Reference Website

- *www.manfield.com.sg*
- *www.michaelpage.com.sg*