**Business Requirement Document**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Talent Acquisition Solution**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Version: 0.3 Author: Chitra Devi S Issue Date: 20-01-2020**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approvals:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Approval Email** | **Date** |
| **Approvers** |  | | |
| Chandru | Programme Owner |  |  |
|  |  |  |  |
|  |  |  |  |
| **Reviewers** |  | | |
| Kanthi | IT Lead - Full Stack Development |  |  |
| Selva | IT Lead - PHP |  |  |
| Muthu | Developer - Full Stack Development |  |  |

**Document History**

The following versions of the document have been produced:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vers.** | **Status** | **Issue Date** | **Author** | **Reason for Issue** |
| 0.1 | Initial Review | 19-12-2019 | Chitra Devi S | Review & Comment |
| 0.2 | First Draft | 06-1-2020 | Chitra Devi S | Incorporated Chandru’s review comments |
| 0.3 | Second Draft | 20-01-2020 | Chitra Devi S | First updated version after initial design discussion |
|  |  |  |  |  |
|  |  |  |  |  |

**Table of Contents**

[Overview](#_g0jrddne0xk6)

[Objectives](#_f9ba6fpj51w)

[Scope](#_i7x5xyw41wp7)

[Solution Overview](#_ufkkj12utwd0)

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# **Overview**

Talent Acquisition Solution is an online hiring management system that serves all your hiring needs from job postings up until employee onboarding. It is an easy to use system that streamlines your hiring process and gives you a hassle free talent recruitment experience.

# **Objectives**

The objective of this document is to detail the solution to build from scratch, a robust and versatile application which can cater to the end to end recruitment solutions for any organisation.

Talent Acquisition Solution will be a cloud based applicant tracking software and hence will facilitate anytime anywhere recruiting. It will have a comprehensive reporting and analytics feature which can be suited to each individual’s requirements. The application will provide provisions for initial screening, assessments, interview and offer management. Also it will be seamlessly integrated with the organization’s HR management software.

# **Scope**

The current scope is to build from scratch, a robust and versatile cloud based application to cater to the end to end recruitment solutions for any organisation. The current scope includes job postings, initial screening, assessments, interview, offer management, analytics and reporting.

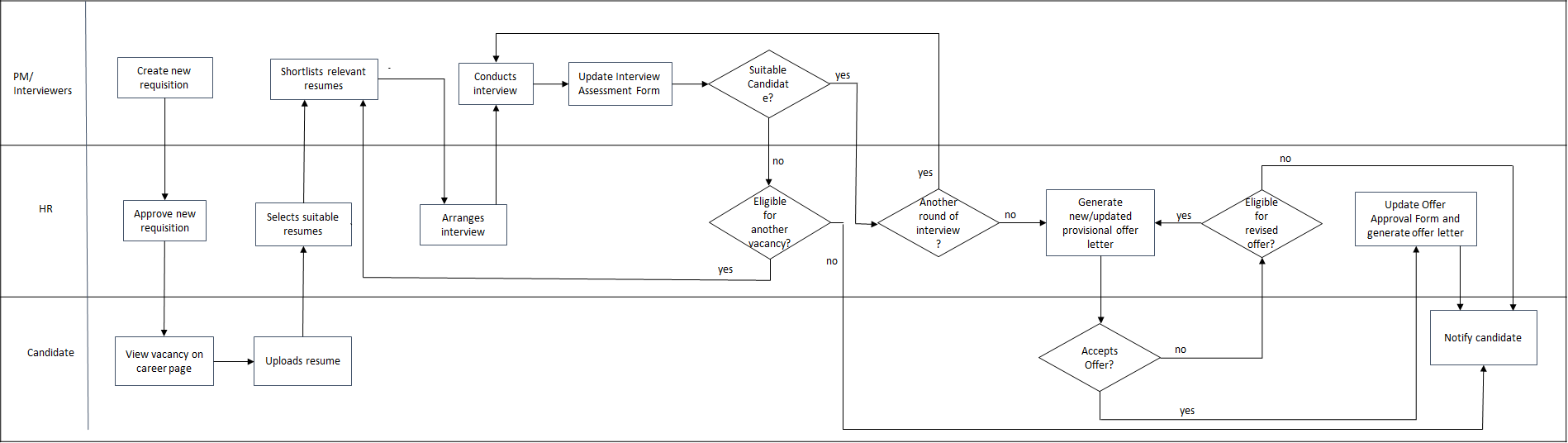
App development for this applicant tracking system is currently out of scope of this document.

# 

# **Solution Overview**

The ‘Talent Acquisition software’ takes care of all the recruitment needs of the organisation right from candidate sourcing until offer management as well as all the reporting needs of any designated employee accessing the system. Since it is a cloud based solution, it can be accessed from anywhere anytime as well. Below details the workflow or the lifecycle of a new requisition, right from creation to offer management of the candidate.

**4.1 Recruitment Process Flow**



As and when the Project Manager or the Project Lead of a particular team has a new requisition, they can create a new requisition by providing all the necessary details. While creating a new requisition, if an approver is selected, a notification should be sent (via email and the recruit module) to the approver to review and approve the new requisition created. Once the approver approves the same, it should be assigned to the HR Manager and a notification should be sent (via email and the recruit module).

The HR Manager then does the final validation & approval. In certain cases like budget issues or if the HR opines that the position can be filled internally, the requisition can be put on hold. HR will check all possible arenas and if none is met, then can decide to publish the requisition. Once the HR chooses to publish the requisition, it will appear in the career section of the company’s website. Also a notification (via email and the recruit module) should be sent to all the stakeholders of this particular requisition.

Once the new job requisition is available on the career page, prospective candidates can view them on the company’s website. If a candidate identifies a suitable requisition then he/she can key in their details and upload their resume. Once a candidate submits his/her resume, a reference number (for a particular candidate- requisition combination) will be generated and an email along with the ref ID details will be sent to the candidate. A notification is sent via email ((and also on the recruit module) to the HR for action.

The resume is then skimmed by the HR for validation. If the HR deems the resume as fit, then it is marked as approved by the HR and assigned to the Project Manager/Lead/Department Head (as applicable) who had requested for the opening, for a second skim/validation. A notification is sent to the Project Manager via email (and also on the recruit module). The Project Manager reviews the resume and if the resume is shortlisted, he/she marks the resume as approved and a notification (via email & on the recruit module) is sent to the HR. If the resume is rejected, the Project Manager marks the resume as rejected and a notification (via email & on the recruit module) is sent to the HR.

The rejected resume is then analysed by the HR to see if it fits any other openings in the company. If then the resume is assigned to that Project Manager and the process continues. If the resume does not fit for any of the job description then the HR rejects the resume & a notification is sent via email (along with the reference ID) to the candidate.

Once a resume is approved by the Project Manager, the HR contacts the candidate and arranges for suitable date & time for the interviews. There can be any levels or rounds of interviews as is required for the role or organisation. The levels can be phone interview, technical interview, managerial interview, personal interview etc and each level can have multiple rounds. These levels and rounds must be configured in the system as required. The HR must schedule the date and time for each level and round and assign the interview to a specific employee. Then a notification must be sent to the employee (via email and the recruit module) and the candidate (via email). Once the employee conducts the interview, the Interview Assessment Form must be updated and the status must be changed to approved or rejected by the interviewer. A notification (email & on recruit module) is sent to the HR and the relevant stakeholders opted to be notified of the status.

If the candidate is approved at a particular level, then the control goes to the next level until all the rounds are completed and the candidate is considered fit for the job description. If a candidate is rejected at a particular level, a notification (email & on recruit module) is sent to the HR and the relevant stakeholders opted to be notified of the status. The HR then reviews the resume of the candidate again to see if it fits any other openings in the company. If then the resume is assigned to that Project Manager and the process continues. If the resume does not fit for any of the job description then the HR rejects the candidate & a notification is sent via email to the candidate.

Once the candidate clears all levels and is considered fit for the job, the HR prepares a provisional offer letter for the candidate in the system and sends a notification via email. The candidate will receive a link to a section in the career page of the company website where he can view, accept or reject the offer. When the candidate selects any of the three options, an OTP must be sent to his email. This OTP must be entered in order to view or accept or reject the offer to ensure security and curb intrusion.

If the candidate selects to view the provisional offer letter, then it should be displayed in a PDF version. If the candidate rejects the offer, then a notification (email and on recruit module) must be sent to the HR. HR can then renegotiate with the candidate and then discuss with the project Manager. Then the HR can prepare an updated provisional offer letter and the process continues.

If the candidate accepts the offer a notification is sent to all the relevant stakeholders. The requisition is then marked as closed (if single opening, else reduce the count) and the flow is completed in the recruit module and control is passed to the company HR for the onboarding process.

**4.2 Workflow Traceability by Process**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Steps** | **Activity** | **Description** | **Responsible** | **Next Course of Action Notification** | **Approval Notification** | **Information Notification** | **Email Notification Alone** | **Additional Notes** |
| 1 | Create new requisition | Create the new job description | Project Manager |  | Project Owner |  |  |  |
| 2 | Approve new requisition | Review the new job details and approve | Project Owner |  | HR Owner | Project Manager |  |  |
| 3 | Reject new requisition | Review the new job details and reject | Project Owner |  |  | Project Manager |  |  |
| 4 | Approve & submit new requisition | Review the new job details and publish the resume on the company website | HR Owner |  |  | Project Manager, Project Owner |  |  |
| 5 | Upload resume | Submit resume online | Candidate |  |  | HR Owner |  |  |
| 6 | Filter 1 - Reject Resume | Filter resumes to identify suitable ones & reject if not suitable for the applied job description or any other vacancies in the organisation | HR Owner |  |  |  | Candidate |  |
| 7 | Filter 1 - Approve Resume | Filter resumes to identify suitable ones & when found suitable for the applied job description, assign it to the Project Manager. If not suitable for the applied project, check if the resume suits some other vacancy. If suited then assign to that particular Project Manager | HR Owner | Project Manager |  |  |  |  |
| 8 | Filter 2 - Reject Resume | Second level filtering by the Project Manager. Filter resumes to identify suitable ones & reject if not suitable for the applied job description | Project Manager | HR Owner |  |  |  | Can have an additional level if the employee is rejected by the Project Manager and is found suitable by the HR for some other role in the organisation. Again go to Step 6 or 7 as applicable |
| 9 | Filter 2 - Approve Resume | Second level filtering by the Project Manager. Filter resumes to identify suitable ones & approve if suitable for the applied job description | Project Manager | HR Owner |  |  |  |  |
| 10 | Arrange Interviews | HR Manager contacts the candidates and agrees on a suitable date and time for interview. This phase occurs as needed, for each round and level of interviews conducted | HR Owner |  |  | Project Manager | Candidate |  |
| 11 | Conduct Interview  Unsuccessful Candidate | Project Lead (Manager) conducts the technical interview. Can have ‘n’ number of rounds as needed by the organisation.  Interviewer conducts the interview and updates the Interview Assessment Form and notifies the HR Manager.  HR Manager checks if the candidate is suitable for other positions or departments. If suitable, assigns the candidate to the appropriate vacancy. If not an email is sent to the candidate stating that he/she is not selected. | Project Lead/Manager/Owner | HR Owner |  |  | Candidate | When the candidate is rejected by the Project Manager and if the HR Manager finds the candidate suitable for some other role in the organisation. Go to Step 7 |
| 12 | Conduct Interviews  Successful Candidate | Project Lead (Manager) conducts the technical interview. Can have ‘n’ number of rounds as needed by the organisation.  Interviewer conducts the interview and updates the Interview Assessment Form and notifies the HR Manager.  The candidate is then assigned to the next round of the selection process by the candidate. | Project Lead/Manager/Owner | HR Owner |  |  |  | Repeat Steps 10-12 until all rounds and levels of the interview is completed |
| 13 | Successful Candidate | Once the candidate successfully completes all the rounds, HR Manager rolls out a suitable provisional offer letter and provides the offer to the candidate via email. | HR Owner | Candidate |  |  | Candidate |  |
| 14 | Offer Approved | Once the candidate accepts the offer, the Offer Approval Form is updated and the final offer letter is generated and sent to the candidate.  The requisition is marked as closed (if single opening, else reduce the count) and the flow is completed in the recruit module and control is passed to the company HR for the onboarding process. | HR Owner |  |  |  | Candidate |  |
| 15 | Offer Rejected - Revised Offer | If the candidate rejects the offer, the Offer Approval Form is updated and a revised provisional offer letter is generated and sent to the candidate if applicable. | HR Owner | Candidate |  |  | Candidate |  |
| 16 | Offer Rejected | If revised offer is not applicable, reject candidate | HR Owner |  |  |  | Candidate |  |

**4.2 Workflow Traceability by Stakeholder**

Below are the details of the workflow of the various stakeholders that will access this Talent Acquisition Solution.

**HR Owner**

|  |  |
| --- | --- |
| **Responsible For** | **Information Notification** |
| Approve or Reject a new requisition | Candidate uploads resume |
| Filter resumes and approve or reject the resumes as deemed and assign to the appropriate Project Manager for further processing |  |
| Schedule interviews after consulting Project Manager & candidate |  |
| Send the provisional/revised offer letter |  |
| Update the 'Offer Approval Form' and send the final offer letter |  |

**Project Manager**

|  |  |
| --- | --- |
| **Responsible For** | **Information Notification** |
| Create new requisition | Project Owner approves or rejects the new requisition |
| Filter resumes and approve or rejected as deemed for further selection process | HR Owner approves the new requisition and publishes on career page |
| Conduct interview & update Interview Assessment Form | HR Manager schedules the interview |

**Project Owner**

|  |  |
| --- | --- |
| **Responsible For** | **Information Notification** |
| Approve or Reject a new requisition | HR Owner approves the new requisition and publishes on career page |

**Candidate**

The entry point for the candidate is the ‘Career’ section of the organization’s website. Here the candidate can browse through the available vacancies in the organization or upload his resume. He can also do a search (filtered or wildcard) on the career section for the various openings.

Once a candidate submits his resume (through either options), a reference number should be generated and an email along with the ref ID details should be sent to the candidate. Provision to track the status of the candidate’s resume must also be available. The search must be facilitated with the reference ID generated during upload of the resume.

|  |  |
| --- | --- |
| **Responsible For** | **Information Notification** |
| Submit resume | Resume/Candidate is rejected at any stage |
| Accept or reject offer letter | HR Manager schedules the interview |
|  | HR Manager sends the provisional/revised/final offer letter |

**5. Functional Specifications**

This section details the different modules in the application used for the various features of the application.

**5.1 ‘Login’ Page**

The login page must contain

1. Logo of the company (6Solve)
2. Logo of the TAS product
3. Provision to enter User ID
4. Provision to enter password for login
5. A forgot password link

The forgot password link must also be provided to reset the password in case of entering the incorrect password for 3 attempts or if the user has forgot the password. The password reset link must be sent to the registered email ID for that user upon entering the correct user ID.

**5.2 Landing Page**

Upon login to the TAS application, the user lands on the Home page of the application which will be the Dashboard page. The Home page will contain the Header along with a menu bar which contains the quick links to all relevant pages. This header and menu bar must be sticky at the top of the page and must be visible in all the pages of the application.

The header section must contain the following

1. 6Solve icon
2. TAS icon
3. Name of the user
4. Picture of the user
5. Search bar with search icon
6. Link to Notifications page

The menu bar must contain links to the following pages

1. Dashboard
2. Tasks
3. Requisitions
4. Candidates
5. Applications
6. Calendar

**5.3 Dashboard**

The dashboard must contain the following sections.

1. Create a new requisition – This section must contain a relevant icon and a heading. It must contain a short description of what can be achieved using this section and a link to the relevant page
2. Candidates - This section must contain a relevant icon and a heading. It must contain a short summary of the consolidated number of - candidates assigned to the user, candidates who have shared their resumes for a particular job or have applied to the company, candidates who are in the recruitment process, candidates who are in the offer stage and the candidates who are hired.

The above-mentioned lists must be clickable links and upon clicking each link must navigate to the candidates’ page and must display the candidates list pertaining to that category.

1. Search for candidates – This section must contain a relevant icon and a heading. It must allow the user to search for candidates according to different criteria as needed and display the relevant list
2. Requisitions – This section must contain a relevant icon and a heading. It must contain a short summary of the consolidated number of open requisitions in two categories. One post the due date and other pre-due date. Both of this must be clickable links and upon clicking each link must navigate to the requisitions’ page and must display the requisitions list pertaining to that category.
3. Tasks – This section must contain a relevant icon and a heading. It must contain a consolidated number of the tasks assigned to this user. It must also show the numbers segregated into sub-sections as tasks due today, over due tasks and tasks due later. These must be clickable links and upon clicking each link must navigate to the tasks’ page and display relevant tasks.

Below these sections a short summary of the number of open requisitions must be displayed. Each summary must contain the following details.

1. Job Title along with the department name
2. Job Location
3. Total number of candidates in each stage as
   1. Sourced
   2. Applied
   3. Shortlisted
   4. Phone Interview
   5. Interview
   6. Offer
   7. Hired

All of the above must be clickable links navigating to the relevant respective detail pages.

**5.4 ‘New Requisition’ Page**

This page is to enable the respective Project Owner/Manager/Lead to create a new requisition for a vacancy in the project. The layout of the page should be such that it captures all the necessary details regarding the new requisition in one place in a structured and organised manner.

The layout can be broadly classified into the below 5 sections.

1. New Requisition Overview
2. Job Responsibilities/Skills
3. Job Information
4. Process & Owners
5. Questionnaire

**5.4.1 New Requisition Overview**

1. **Job Title**: This must be maintained as an auto populate text box and also allowing the user to enter the values on his own. Once the user keys in the first three characters of the job title, it must do a keyword search in the database and display the job titles matching the typed in characters. The user should be allowed to choose from any of the displayed titles. If the user chooses to ignore the suggestion and type in another title, that must also be allowed.

Also as and when the user adds a new job title which is not in the database, it should be added to the database. If and when a subsequent user tries to access this similar job title, it should be displayed during the keyword search.

For every new requisition created an internal unique job ID must be created which can be used for tracking and other internal purposes.

1. **No: of openings**: This must be a numeric field which captures the number of vacancies for this particular opening. It must have addition and deduction buttons to increase and decrease the count
2. **Start Date & End Date**: Details of the starting date by which the position can be allocated as well the latest end date by which the position must be filled should be captured
3. **Department**: This field is to capture the department that requests the new job opening. This must be maintained as an auto populate text box and also allowing the user to enter the values on his own. Once the user keys in the first three characters of the department, it must do a keyword search in the database and display the departments matching the typed in characters. The user should be allowed to choose from any of the displayed titles. If the user chooses to ignore the suggestion and type in another title, that must also be allowed.

Also as and when the user adds a new department which is not in the database, it should be added to the database. If and when a subsequent user tries to access this similar department, it should be displayed during the keyword search.

1. **Overall experience**: Required overall experience of the candidate must be entered here
2. **Location**: This is to detail the location for the new job opening. Provision must be provided to enter the region (Asia Pacific, Europe, North America etc), country and state/district. This must be maintained as an auto populate text box
3. **Reason for Recruitment**: This must be kept as a dropdown with values such as Replacement, New Position etc

**5.4.2 Job Responsibilities/Skills**

1. **Mandatory Skills & corresponding experience**: The user must be allowed to add as and many skills as the nature of the job demands. An ‘Add Skill’ button must be provided for the same. The user can choose from a drop down the skills required and manually type in the experience expected
2. **Good to have Skills & corresponding experience**: The user must be allowed to add as and many skills as the nature of the job demands. An ‘Add Skill’ button must be provided for the same. The user can choose from a drop down the skills required and manually type in the experience expected
3. **Description**: This must be a long text box, where the user can type in a detailed description about the job
4. **Salary**: A tentative salary with a lower and upper limit must be specified here manually.

**5.4.3 Job Information**

1. **Employment Type**: This can be kept as an auto populate text box or button selection with two options - Permanent and Contractor. If a contractor is selected an additional pop-up or entry should be visible which allows you to select or type in the duration
2. **Job Level**: This is to identify the type of candidate needed for this particular job opening. This must be kept as a dropdown with values like ‘Trainee’, ‘Team lead’, ‘Manager’, ‘Executive’, ‘Director’ etc
3. Shift: If this job opening demands any shift, then that details must be specified here. This must be kept as a drop down with values like ‘General Shift’, ‘Night Shift’, ‘On-Call’, ‘US Shift’, ‘UK Shift’ etc
4. Travel: If this job opening demands travel, then those details must be specified here. This must be kept as a drop down with values like ‘No’, ‘Yes. 20% of the time’, ‘Yes. 50% of the time’ etc

**5.4.4 Process & Owners**

1. Interview Rounds: This is to mention the levels and rounds of interviews required for this particular job opening. This must have an ‘Add Interview Round’ button which upon clicking asks the user to select the Interview Level, no: of rounds required in that particular level and the name of the interviewer and other collaborators. The Interview Level can be Technical Interview, Managerial Interview, HR Interview etc. These need not be kept mandatory. These details will be mandatory in the ‘Candidate’ page and can be edited there as well.
2. **Approver**: Here the name of the approver who must approve to have this new requisition must be selected. Once this new requisition is created, an auto generated email should be sent to this employee (selected approver) as a notification and a workflow should be visible in his dashboard to review and approve the new requisition created. Once the approver approves the same, it should be assigned to the HR Manager who then does the final validation & approval and the new requisition must be published on the career page.

In certain cases like budget issues or if the HR opines that the position can be filled internally, the requisition can be put on hold. HR will check all possible arenas and if none is met, then can decide to publish the requisition.

If no approver is selected, then hitting publish should assign the workflow to HR for review & approval.

1. **Status**: This must be maintained as a dropdown box. Values must be Waiting for approval, Open, On Hold, Filled and Closed.

* Waiting for Approval - Initial status while creating a new job opening. This status must be selected when a supervisor has to approve the new job opening post. If it is an already approved post then status must be ‘Open’
* Open - Status when a posting is approved by the manager and ready to be posted online
* On Hold - Status when a position is put on hold due to various internal reasons
* Filled - Status when a position has been filled by a candidate
* Closed - Status when a position has been filled by a candidate and the candidate is on-boarded

The job opening posting should be available online (on the Career page) only when the status is ‘Open’

1. **Additional Notes**: This must be a long text box which specifies additional information about the job such as for example, ‘Immediate filling needed’, ‘ teAPrefer someone who can travel frequently’.

**5.4.5 Questionnaire**

The user must be allowed to choose a relevant questionnaire from a set of templates available. The user must be allowed to select a template, edit (add or delete questions) as required and post them along with the other details of the new requisition. This will allow screening at an initial level and give more insight into a candidate.

**5.4.6 View similar job opening templates**:

While clicking on this icon, similar job opening templates matching the details entered should be displayed. The user can choose a particular template and edit and make a new requisition.

Finally options must be available to save the new requisition details. It can be ‘Save as Draft’, ‘Save as a Template’, ‘Publish’ & ‘Cancel’.

While posting a new job opening details to the company’s website, only the fields - Vacancy name, Location, Department, Description, Employment Type, Questionnaire must be visible to the candidate. The other fields are for internal reference of the company’s employees such as the recruiter, manager etc and for reporting and analytics purposes.

Also the relevant details such as the employee who created, approved & published the requisition must also be captured in the backend.

**5.5 ‘CAREERS’ Page in Company Website**

Once the requisition form (mentioned in the above section) is filled, approved and published in the recruit module, the details about this new requisition is published in the company’s career page. Only the relevant details that are required to appear on the career page must be selected from the requisition form and displayed.

The ‘Careers’ page should have the site header and site navigation list as applicable for the company’s website. Generally the Careers page will be a menu option in the navigation link. It can have 2 sub sections - ‘Current Openings’ & ‘Post Resume’, both of which upon clicking will open up individual pages.

5.5.1 ‘**Current Openings**’ page

This page lists the available job openings in the company. The listings can be either as blocks (or boxes) or a single line description which can be a link to a new page which describes the job details. Each job opening details will consist of

1. Job title
2. Nature of the job (full time, part time, temporary etc)
3. Location
4. Required experience
5. ‘Read More’ icon

Clicking on the ‘Read More’ icon must take the user to a new page (if listings are as blocks) which displays high level details of the desired skills and key details (from Additional Info label in the new Requisition page). This page must also have provisions to key in the candidate details which are mentioned below and upload a resume.

1. Name
2. E-mail ID
3. Mobile Number
4. Current Location
5. Total Experience
6. Current Company
7. Designation
8. Current Opening (auto populate the job title for which the candidate has chosen to apply)
9. Upload Resume (option to browse and upload resume)

Finally a ‘Apply Now’ icon must be available at the end which upon clicking should save the details to the database and trigger a notification to the relevant HR (via email & the recruit module)

5.5.2 ‘**Post Resume**’ page

This page allows the user to upload their resume for a career enquiry with the company. The following details must be collected from the user while allowing them to post their resume with the company.

1. Name
2. E-mail ID
3. Mobile Number
4. Current Location
5. Preferred Location
6. Total Experience
7. Functional Expertise
8. Technical Expertise
9. Educational Qualification
10. Current Company
11. Designation
12. Upload Resume (option to browse and upload resume)

At the end a ‘Submit’ icon must be available. On submitting the details, the user information and resume must be saved and a notification (via email & recruit module) should be sent to the HR.

Preferred location, functional expertise, technical expertise and educational qualification must be kept as dropdowns. New values must not be allowed for the candidates. If the company wants to add a new value for any of the mentioned labels, then it should be done via settings by the authorised employee.

The entry point for the candidate is the ‘Career’ section of the organization’s website. Here the candidate can browse through the available vacancies in the organization or upload his resume. He can also do a search (filtered or wildcard) on the career section for the various openings.

Once a candidate submits his resume (through either options), a reference number should be generated and an email along with the ref ID details should be sent to the candidate. Provision to track the status of the candidate’s resume must also be available. The search must be facilitated with the reference ID generated during upload of the resume.

**5.6 Requisitions Page**

This page lists the requisitions that are in any status other than ‘Closed’. The details that should appear on this page are

1. Opening title
2. Employee who raised the requisition
3. Date on which the requisition was posted
4. Status of the requisition

Also while clicking on an opening, an additional pop up should appear. This popup should contain the below mentioned details of the candidate associated with that opening

1. Name of the Candidate
2. Current Stage of the Candidate (FIlter 1, Filter 2 like Rejected in Filter 2 or Technical Interview Completed)
3. Status (New, Open, Rejected)

**5.7 Candidates Page**

This page lists all the candidate details that are in any status other than ‘Closed’. The details that should appear on this page are

1. Candidate Name
2. Resume uploaded date
3. Area of expertise (eg: PHP developer etc)
4. Status
5. At what stage is the candidate currently on (Technical Interview)
6. Strength
7. Weakness

The candidate name must be a hyperlink to the candidate profile page.

**5.8 Candidate Profile Page**

This page contains all the details of an individual candidate. This page is predominantly used by HR and the interviewers. It must contain the following details.

1. Candidate Name
2. Email ID
3. Phone Num
4. Reference ID - A candidate can have multiple reference IDs based on how many vacancies he/she has applied to. Hence this must be a dropdown with all the reference IDs against the candidate. If a different reference ID is chosen, then the job specific details must change and the corresponding information must be displayed.
5. Resume
6. Levels & Rounds of interviews attended or scheduled
   1. Name of the level & round
   2. Name of the employee that this particular round of interview is assigned to
   3. Status
   4. Interview Scheduled Date & Time
   5. Link to Interview Assessment Form
   6. Approve/Reject Button
   7. Assign To button

The HR uses this page to schedule the date & time of the interview for each particular round.