**Business Requirement Document**

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**Talent Acquisition Solution**

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**Document History**

The following versions of the document have been produced:

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**Table of Contents**

[Overview](#_g0jrddne0xk6)

[Objectives](#_f9ba6fpj51w)

[Scope](#_i7x5xyw41wp7)

[Solution Overview](#_ufkkj12utwd0)

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# **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.

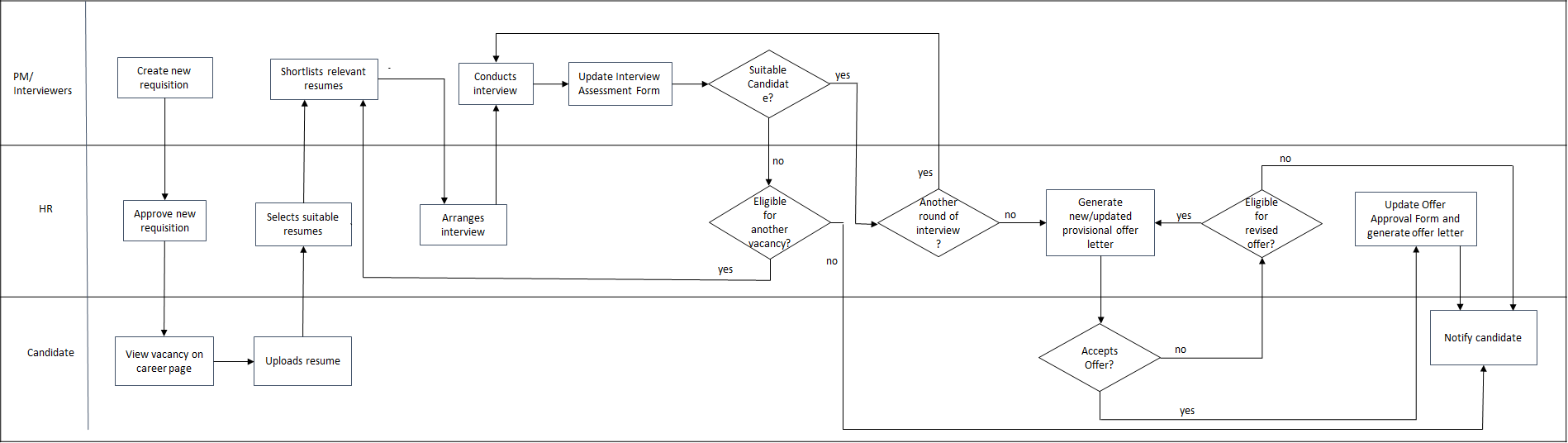
App development for this applicant tracking system is currently out of scope of this document.

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# **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 opening in the team/project, they can create a new requisition (job opening) in the TAS application by providing all the necessary details. While creating a new requisition an approver can be selected if required. Also other stakeholders of the requisition can also be added. If an approver is selected, a notification must be sent via email to the approver to review and approve/reject the new requisition created. Also a workflow must be initiated and the corresponding task must appear on the ‘Tasks’ section for the approver.

Once the approver approves the new requisition, the workflow must be assigned to the HR Manager and a notification must be sent via email. A corresponding task must be created and must appear on the ‘Tasks’ section for the HR. Also a notification (both via email and on the notification page in the application) goes to the creator of the requisition that the approver has approved the requisition.

If the approver rejects the new requisition, the workflow is closed and a notification informing the same is sent to the creator of the requisition via email. Also a corresponding notification appears on the notification page in the application.

Once the workflow is assigned to the HR manager for the approval/rejection of the new requisition, the HR Manager 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 avenues 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. In certain cases the HR will reject the new requisition as well. In both cases of HR approving or rejecting the new requisition, a notification (both via email and on the notification page in the application) 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 reference ID details will be sent to the candidate. A notification is sent via email to the HR when a candidate uploads the resume and a corresponding task is also created in the application and must appear on the ‘Tasks’ section, for the HR to take action on the resume.

The resume is reviewed 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 the secondary validation. A notification is sent to the Project Manager via email and a corresponding task is also created in the application and must appear on the ‘Tasks’ section for the Project Manager. The Project Manager reviews the resume and if the resume is shortlisted, he/she marks the resume as approved and a notification is sent to the HR via email and a corresponding task is created in the application and must appear on the ‘Tasks’ section for the HR. If the resume is rejected, the Project Manager marks the resume as rejected and again a notification is sent via email and a corresponding task is created in the application and must appear on the ‘Tasks’ section for the HR.

The rejected resume is again reviewed 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 descriptions 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 a 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 configurable in the system by the HR 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 and the candidate via email. A corresponding task is also created for the employee and must appear on the ‘Tasks’ section of the application.

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 is sent to the HR and the relevant stakeholders opted to be notified of the status. The notification will also appear on the ‘Notifications’ page in the application for the respective stakeholders. Also a corresponding task for the HR to initiate the next level / round of the interview or the next course of action, is created in the application and must appear on the ‘Tasks’ section. If the candidate is rejected, then the HR can see if the candidate can be mapped to some other job opening. If then the candidate must be assigned to that opening. If the candidate is not fit for any other role/opening, then the HR rejects the resume & a notification is sent via email (along with the reference ID) to the candidate.

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. The HR initiates the next level of interview and a notification via email (and a corresponding task will be created in the Task section of the application) is sent to the employee who will be conducting the interview and the process continues.

Once the candidate clears all levels and is considered fit for the job, the last leg of the interview must create a task for the HR in the ‘Tasks’ section of the application, to prepare the provisional offer letter. 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 via email must be sent to the HR. A corresponding task is also created in the application and must appear on the ‘Tasks’ section for the HR to take necessary action. HR can then renegotiate with the candidate and 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 via email and also appears on the ‘Notifications’ page in the application. The requisition is then marked as closed (if single opening, else reduce the count) and the flow is completed in the application and control is passed to the company HR for the onboarding process.

**4.2 Workflow Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Steps** | **Activity** | **Description** | **Responsible** | **Tasks** | **Notification** | **Section** |
| 1 | Create new requisition | Create the new job description | Project Manager | Project Owner |  | 5.4 |
| 2a | Approve new requisition | Review the new job details and approve | Project Owner | HR Owner | Project Manager | 5.4 |
| 2b | Reject new requisition | Review the new job details and reject | Project Owner |  | Project Manager | 5.4 |
| 3a | Approve & submit new requisition | Review the new job details and publish the new job opening on the company website (internal or external) | HR Owner |  | Project Manager, Project Owner | 5.4 |
| 3b | Reject new requisition | Review the new job details and reject | HR Owner |  | Project Manager, Project Owner | 5.4 |
| 4a | Assign Candidates | Assign internal/external candidates to the job opening | HR Owner | Project Manager |  | 5.9 |
| 4b | Upload resume | Submit resume online | Candidate | HR Owner |  | 5.6 |
| 5a | 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 | 5.9 |
| 5b | 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 |  | 5.9 |
| 6a  (Go to Step 7) | 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 |  | 5.9 |
| 6b (Go to Step 8) | 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 |  | 5.9 |
| 7a | Assign to other job opening | When a candidate is rejected by the Project Manager and is found suitable by the HR for some other role/opening in the organisation. Again flow goes to Step 6 | HR Owner | Project Manager |  | 5.9 |
| 7b | Reject Resume | Reject the resume if not suitable for any other vacancies in the organisation | HR Owner |  | Candidate | 5.9 |
| 8 | Arrange Interviews | The HR Manager contacts the candidates and agrees on a suitable date and time for the interview. This phase re-occurs as needed, for each round and level of interviews conducted | HR Owner | Project Lead/Manager/Owner | Relevant Stakeholders,  Candidate | 5.9 |
| 9a | Conduct Interview  Unsuccessful Candidate | Project Lead (Manager/Owner) 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 | 5.9 |
| 9b | Conduct Interviews  Successful Candidate | Project Lead (Manager/Owner) 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 |  | 5.9 |
| 10 | 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 |  |
| 11a | 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 |  |
| 11b | 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 |  |
| 12 | Offer Rejected | If revised offer is not applicable, reject candidate | HR Owner |  | Candidate |  |

**5. Functional Specifications**

**Functional Requirements Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement Ref ID** | **Requirement Description** | **BRD Reference** | **MOSCOW** |
| TAS/BRD/01 | Every user must be able to login to the TAS application | 5.1 | Must |
| TAS/BRD/01a | Any user who has lost/forgot the credentials to login must be able to login to the TAS application | 5.1 | Must |
| TAS/BRD/02 | Upon login, the user must land on the homepage/landing page of the TAS application | 5.2 | Must |
| TAS/BRD/03 | Each user must land on the dashboard page by default upon login | 5.3 | Must |
| TAS/BRD/03a | Dashboard page must contain quick links for the various important features of the application | 5.3 | Must |
| TAS/BRD/04 | All notifications for the user must be accessible in a consolidated format from any page of the application | 5.2.1 | Must |
| TAS/BRD/05 | All the tasks for the user must be accessible in a consolidated format from any page of the application | 5.2.2 | Could |
| TAS/BRD/06 | A calendar must be available for the user where meetings, tasks etc are highlighted as applicable | 5.2.3 | Must |
| TAS/BRD/07 | Valid users of the application must be able to create a new job opening | 5.4 | Must |
| TAS/BRD/08 | The new requisitions created must be published in the company’s career page | 5.6.1 | Must |
| TAS/BRD/09 | The company’s career page must have provision for prospective candidates to post their resume | 5.6.2 | Must |
| TAS/BRD/10 | The resumes submitted by prospective candidates in the company’s resume page must be available in a separate pool for further processing | 5.6.2 | Must |
| TAS/BRD/11 | The newly created requisitions which are still open must be available as a list | 5.7 | Must |
| TAS/BRD/11a | Valid users must be allowed to approve/reject the newly created requisitions | 5.5 | Must |
| TAS/BRD/12 | All the candidates who are yet to be onboarded must be available as a list | 5.8 | Must |
| TAS/BRD/13 | Profile of an individual candidate along with the status of their recruitment journey must be available | 5.9 | Must |
| TAS/BRD/14 | Provision to schedule the interview for the individual candidates must be available | 5.9 | Must |
| TAS/BRD/15 | The available requisition templates must be displayed as a list | 5.10 | Must |
| TAS/BRD/15a | The users must be able to view, edit and delete the available requisition templates | 5.10 | Must |
| TAS/BRD/15b | Relevant users must have access to create, view, edit and delete the requisition templates | 5.10 | Must |
| TAS/BRD/15c | The users must be able to create the requisition templates for prospective requisitions | 5.10 | Must |

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

**5.1 ‘Login’ Page**

[TAS/BRD/01] 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

[TAS/BRD/01a] The forgot password link must be provided to reset the password in case of entering the incorrect password for 3 attempts or if the user has forgotten 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**

[TAS/BRD/02] Upon login to the TAS application, the user lands on the Homepage of the application which will be the [TAS/BRD/03] 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. Company 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 company icon must be kept configurable. This can be done from the settings section of the application. The organisation that is using this application must be allowed to configure their name/icon that appears in the header of the TAS application. This must be done initially while configuring the product for the organisation.

The menu bar must contain links to the following pages

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

**5.2.1 Notifications Page**

[TAS/BRD/04] Clicking upon the ‘Notifications’ icon in the header will show a pop up which lists the latest five notifications for the user and a link to the ‘View More’ button. Clicking upon the ‘View More’ button will navigate the user to a page that lists all the notifications for the user along with the notification created date. These notifications must contain the information notifications for that user.

Also the ‘Notifications’ icon on the header must highlight the number of unread notifications. Each notification must be a clickable link which upon clicking must take the user to the respective page as required. If the user has read the notification, then it can be highlighted in a different colour.

**5.2.2 Tasks Page**

[TAS/BRD/05] This page must contain a list of all the pending tasks for the user. The activities for which the user is responsible will appear as a task on this page.

**Tasks Listing Page**

The following details must be present in the tasks listing page. Options to filter using a text box and dropdown must be available.

1. Task ID
2. Task Type
3. Generated Date & Time
4. Assignor
5. Priority
6. View Icon to view the task details
7. Action Icon

Task ID is the auto generated unique ID for each task created in the system. Task Type is a short name that describes what the task is about. Generated Date & Time mentions the date and time at which the task was created. Assignor is the name of the employee who triggered the task creation. Priority indicates the priority of the task as ‘Low’ or ‘High’.

The status for each task can be either ‘Open’ or ‘Closed’. Whenever a task is created and assigned, the status must be ‘Open’ and whenever a task is completed, the task must be changed to ‘Closed’ status. Only the tasks that are in open status must be displayed in this listing. There must be a filter available to show the completed tasks. The completed tasks must be shown in a different colour.

Clicking upon ‘Action Icon’ takes the user to the respective page where he/she has to action upon to complete the task. Clicking upon the ‘View Icon’ against each task will open up a ‘Task Details’ page which should have the below details in addition to the ones mentioned in the listing page.

1. Description
2. Assignee
3. Status

The below table details the Task Type & Task Description that will be used for each task created.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Steps** | **Activity** | **Description** | **Responsible** | **Tasks** | **Task Type** | **Task Description** |
| 1 | Create new requisition | Create the new job description | Project Manager | Project Owner | Approve a new Requisition | A new requisition created for <Job Title> of <Department> department for a <reason for Recruitment> |
| 2a | Approve new requisition | Review the new job details and approve | Project Owner | HR Owner | Approve a new Requisition | A new requisition created for <Job Title> of <Department> department for a <reason for Recruitment> |
| 4a | Assign Candidates | Assign internal/external candidates to the job opening | HR Owner | Project Manager | New Candidate Resume - Job ID | A new resume uploaded for <Requisition ID + Requisition Name>. The resume must be approved if suitable |
| 4b | Upload resume | Submit resume online | Candidate | HR Owner | New Candidate Resume - Common Pool  OR  New Candidate Resume - Job ID | A new resume uploaded for <Requisition ID + Requisition Name>. The resume must be approved if suitable |
| 5b | 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 | New Candidate Resume - Job ID | A new resume uploaded for <Requisition ID + Requisition Name>. The resume must be approved if suitable |
| 6a  (Go to Step 7) | 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 | Resume Rejected - Job ID | Resume of <Candidate Name> is rejected for the job <Requisition ID + Requisition Name>. Re-assign the candidate to another requisition if suitable |
| 6b (Go to Step 8) | 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 | Resume Approved - Job ID | Resume of <Candidate Name> is approved for the job <Requisition ID + Requisition Name>. Schedule interviews |
| 7a | Assign to other job opening | When candidate is rejected by the Project Manager and is found suitable by the HR for some other role/opening in the organisation. Again flow goes to Step 6 | HR Owner | Project Manager | New Candidate Resume - Job ID | A new resume is tagged for <Requisition ID + Requisition Name>. The resume must be approved if suitable |
| 8 | Arrange Interviews | HR Manager contacts the candidates and agrees on a suitable date and time for interview. This phase re-occurs as needed, for each round and level of interviews conducted | HR Owner | Project Lead/Manager/Owner | Interview Scheduled - Job ID | <Name of the level> <Round> is scheduled on <Date & Time> for the requisition <Job ID> for the candidate <Candidate Name> |
| 9a | Conduct Interview  Unsuccessful Candidate | Project Lead (Manager/Owner) 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 Rejected - Job ID | <Candidate Name> is rejected in the <Name of the level> <Round> for the job <Requisition ID + Requisition Name>. Re-assign the candidate to another requisition if suitable. Else send email to candidate to notify that he/she is not selected |
| 9b | Conduct Interviews  Successful Candidate | Project Lead (Manager/Owner) 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 | Candidate Rejected - Job ID | <Candidate Name> is approved in the <Name of the level> <Round> for the job <Requisition ID + Requisition Name>. Schedule <Name of the level> <Round> |

**5.2.3 Calendar**

[TAS/BRD/06] Clicking upon the Calendar link must display the calendar of the current month with the current date highlighted. Also all meetings scheduled must be displayed. Provisions should be there to view future dates/months/years and previous dates/months/years. Also a user must be able to create a meeting and invite other members of the organization. This invite must send an email notification with the meeting details and must display the meeting as scheduled in the invitee’s calendar as well.

**5.3 Dashboard**

[TAS/BRD/03a] 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.
3. 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
4. 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 another pre-due date. Both of these 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.
5. 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 subsections as tasks due today, overdue 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**

[TAS/BRD/07] This page is to enable the respective Project Owner/Manager/Lead to create a new requisition for a vacancy in the project. Access should be restricted to authorised persons to create a new requisition.

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**: Start date must be the date on which the new requisition must be posted (like scheduling) on the organization’s internal or external career page. End date must be the date upto which the new requisition must remain posted on the organization’s internal or external career page.
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, Contractor, Temporary & Limited Term. If an option other than 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 Leader’, ‘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 Profile’ page and can be edited there as well. If the details are entered here, then it will be auto-populated in the ‘Candidate Profile’ page but it can be overridden there.
2. **Approver**: Here the name of the approver who must approve 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 task must be created and should be visible in his ‘Tasks’ section 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 (internal or external).

Multiple approvers can be selected. If then, an auto generated email should be sent to each of the employees in the approver list as a notification and individual tasks must be created and should be visible in their ‘Tasks’ section to review and approve. In this case only after all approvers have approved the new requisition, workflow must go to HR.

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. **Collaborators -** Here the name of the employees who must be in the notification list for any updates on the requisition must be added. All relevant notifications regarding the requisition must be sent via email to each of the employees in this list and must also appear in the ‘Notifications’ section in the application
2. **Status**: This must be maintained as a dropdown box. Values must be Waiting for approval, Open, On Hold, Filled and Closed.

* Awaiting Supervisor 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 requisition then status to be selected is ‘Awaiting HR Approval’
* Awaiting HR Approval - This status must be assigned by the system when a supervisor approves the new requisition and the workflow is assigned to the HR for approval. If it is an already approved requisition then initial status to be selected is ‘Awaiting HR Approval’
* Rejected - Status when a new requisition is rejected by the HR
* Open - Status when a new requisition is approved by the HR and is posted online either in the company’s career page or organisation’s internal site
* On Hold - Status when a position is put on hold due to various internal reasons. If the new requisition was already published in the career page or organisation’s internal site, then changing the status to ‘On Hold’ must remove the new requisition details from the respective pages
* 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 or internal website) 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’, ‘ Prefer someone who can travel frequently’.

**5.4.5 Questionnaire**

This must be a long text box that allows the user to type in a set of questions that the candidate has to answer while uploading his resume for the job opening. This will allow screening at an initial level and give more insight into a candidate.

The user must also 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.

**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.

**5.4.7 Call to Action & Other Features**

* Finally ‘Call to Action’ buttons must be available to save the new requisition details. It can be ‘Save as Draft’, ‘Save as a Template’, ‘Publish’ & ‘Cancel’
* The requisitions saved as draft must be visible (only) in the Dashboard of the user who created it
* The fields ‘Start Date & End Date’, ‘Approver’ and ‘Status’ must not be saved while the user selects ‘Save as a Template’ option
* Also the relevant details such as the employee who created, approved & published the requisition must also be captured in the backend
* Salary, Shift, Travel, Interview Rounds, Additional Notes, Questionnaire can be kept as optional while all other fields must be mandatory

**5.5 ‘New Requisition Details’ Page**

[TAS/BRD/11a] Once the Project Lead creates and publishes a new requisition, a task will be created and sent to the relevant employee (Project Manager(s) or HR as applicable) for approval. This will be visible as a task in the ‘Tasks’ page of the employee. Once they click upon that task link, they must be redirected to the ‘New Requisition Details’ page which displays the new requisition details. The layout of this page must be similar to the ‘New Requisition’ page except that the fields must be non-editable. Call to Action buttons ‘Approve’ and ‘Reject’ and a small text box to type in the reason or notes must be available. This is for the Project Manager and other relevant stakeholders to approve and reject the new requisition created. The text box can be filled for ‘Approve’ CTA and must be mandatorily filled for ‘Reject’ CTA. This check must also be included in validation before submission. These comments/notes must appear in the ‘Notification’ summary for the next step.

Once all the approvers approve the new requisition, the control must be passed to the HR. A task must be created for the HR to approve and publish the requisition, put the requisition on hold or to reject the requisition. So for the HR, the call to action buttons must be ‘Approve & Publish’, ‘On Hold’ and ‘Reject’. The action ‘Approve & Publish’ must publish the requisition to the company’s career page.

While selecting ‘Approve & Publish’, further options of posting the new requisition like ‘Internal’, ‘External’, ‘Social Media Sites’, ‘Career Sites’, ‘None’ must be prompted for. If ‘Social Media Sites’ or ‘Career Sites’ is selected, then another prompt to select the sites (external recruitment agency) to which the requisition must be posted, must be available. The different social media options can be configured in the Settings section of the application. Only if the option ‘External’ is selected, the requisition must be published in the ‘Career’ page of the company’s website

While posting a new job opening details to the company’s website (internal or external), only the fields - Job Title, Location, Department, Description, Overall Experience, Mandatory Skills & corresponding experience, Good to Have Skills & corresponding experience, 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.

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

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 option), a reference number should be generated and an email along with the reference ID details must be sent to the candidate.

Once the requisition form (mentioned in the above section 5.4) is filled, approved and published in the TAS application, the details about this new requisition is published in the company’s career page or internal website as applicable. 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 (for 6Solve) 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.

**5.6.1 ‘Current Openings’ page**

**5.6.1 ‘Current Openings’ page**

[TAS/BRD/08] 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 will consist of the following details

1. Job title
2. Nature of the job (full time, part time, temporary etc)
3. Location
4. Required experience
5. ‘Posted On’ Date
6. ‘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 the information provided 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. Qualification
7. Area of expertise
8. Current Company
9. Designation
10. 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 & as a task in the ‘Tasks’ section of the application)

**5.6.2 ‘Post Resume’ page**

[TAS/BRD/09] 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)

[TAS/BRD/10] 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. These details must be available in the ‘Candidate’ page of the application and the candidates must be tagged under ‘COMMON’ pool.

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.

**5.7 ‘Requisitions Listing’ Page**

[TAS/BRD/11] This page lists the requisitions that are in any status other than ‘Closed’. The details that should appear on this page are

1. Requisition Name
2. Department Name
3. Employee who raised the requisition
4. Date on which the requisition was posted
5. Last Date of the requisition
6. Number of vacancies
7. Number of positions filled`
8. Status of the requisition

Also while clicking on an opening, a new page ‘Requisitions Listing Detail’ should be displayed. This page should contain information about the requisition and the candidates associated with that opening. This page can have multiple tabs for accommodating this. One tab must have the job details that must be fetched from the new requisition created and it must display the following information. This tab can be named as ‘Requisition Details’

1. Job Title
2. Description
3. No: of openings
4. Start Date & End Date
5. Department
6. Overall Experience
7. Location
8. Reason for Recruitment
9. Mandatory Skills & corresponding experience
10. Good to have Skills & corresponding experience
11. Salary
12. Employment Type
13. Job Level
14. Shift
15. Travel
16. Additional Notes

There must be another tab ‘Process & Owners’, which contains the following details.

1. Interview Rounds
2. Approver
3. Collaborators

For both the tabs - ‘Requisition Details’ & ‘Process & Owners’, only the fields that are filled in the ‘New Requisition’ page must be displayed. If any of the detail is left empty in the ‘New Requisition’ page, then that field must not be visible here.

The third tab named ‘Candidates’ must contain the following fields. The field ‘Name of the Candidate’ must be a hyperlink which navigates to the corresponding ‘Candidate Profile’ page of the candidate.

1. Name of the candidate
2. Current Stage of the candidate
3. Current Status of the candidate

There must be an ‘Assign’ button highlighted at the top of the page that displays the ‘Candidates’ tab. Clicking upon the ‘Assign’ button must navigate to the ‘Candidates’ page, so that the HR can choose an appropriate candidate as required.

**5.8 ‘Candidates Listing’ Page**

[TAS/BRD/12] 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. Requisition Name - If the candidate posted the resume in the common pool rather than tagging with a requisition, then ‘COMMON ’should be mentioned in this field
3. Applied date
4. Area of expertise (eg: PHP developer etc)
5. Current Stage
6. Current Status
7. Strength
8. Weakness

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

**5.9 Candidate Profile Page**

[TAS/BRD/13] This page contains all the details of an individual candidate. This page is predominantly used by HR and the interviewers. This page should be built automatically when the candidate updates his profile. These details can be listed in a single page or can have multiple tabs to display the information in logical groups.

It must contain the following details.

1. Candidate Name
2. Email ID
3. Phone Num
4. Requisition Name (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 requisitions (reference IDs) that the candidate has applied for. If a different requisition (reference ID) is chosen, then the job specific details must change and the corresponding information must be displayed.

If the candidate uploads his profile against the common pool and is not specific to any job opening, then the requisition name must be ‘COMMON’.

1. Resume - CTAs ‘Approve’ and ‘Reject’ must be available for shortlisting the resume. There must be two levels of resume shortlisting. Initial by HR and the second level by the Project Lead/Manager as applicable. Only after this shortlisting is completed at both the levels, must the Stages button be visible or editable.
2. Educational Qualification
3. Area of Expertise
4. Experience
5. Desired Salary
6. Date added - The date on which the candidate uploaded their profile
7. Icons for Social Media sites - Clicking upon the icon should navigate to the social media profile of the candidate
8. Stages - Levels & Rounds of interviews attended or scheduled. Options to add new stages must be available and easily visible. If the details are already entered in the ‘New Requisition’ page, then they must be fetched from there and the rounds must be available accordingly. Options to edit the already added stages or add new stages must also be available.
   1. Name of the level & round
   2. Name of the interviewer (employee that this particular round of interview is assigned to)
   3. Assign To button - Clicking on this button should allow the user to choose an employee from the database to be assigned as the interviewer for that round
   4. Delegate button - If the HR assigned interviewer wants to delegate the interview to some other employee, then this option must be used. Clicking on this button should allow the user to choose an employee from the database to be assigned as the interviewer for that round
   5. Interview Scheduled Date & Time - [TAS/BRD/14] The HR uses this to schedule the date & time of the interview for each particular round
   6. Link to Interview Assessment Form
   7. Approve/Reject/Add Another Round Buttons - If the ‘Add Another Round’ button is chosen, then a small text box must be visible to enter comments/notes/instructions to HR if any. A task must be created for the HR to take appropriate action.
   8. Status
9. Comments - Allows the interviewers & HR to add comments and feedback about the candidate in an interactive manner. They should be also able to tag other employees in their comments
10. Labels
    1. Strengths
    2. Weakness

The strengths & weaknesses of the candidates can be added as labels in the candidate profile page so that it facilitates easy searching and grouping of candidates

1. Assign/Re-Assign - If a candidate is rejected in any round, this is the option for the HR to re-assign the candidate to any other job opening, if deemed fit. In this case the CTA ‘Re-Assign’ must be visible. If the candidate has applied against the ‘COMMON’ pool, then also this option must be chosen to assign the candidate to any job opening as required. In this case the CTA ‘Assign’ must be visible.
2. Read More link/icon - Clicking upon this must open up the additional information that the candidates have mentioned while uploading their profile
3. Status

The status displayed for the candidate would be the one in the status column which primarily is the stage the candidate is in. And for each status there can be a sub-status of whether the candidate is approved or rejected. If the candidate is approved, a green circle should be displayed in front of the status. If the candidate is rejected, a red circle should be displayed in front of the status. If the candidate themself opt out of associating with the organisation during any stage, then the status should be set as ‘Opt-Out’. While hovering over the status, the level & round should appear as a small pop out.

|  |  |  |  |
| --- | --- | --- | --- |
| **Status** | **Sub-Status** | **Level** | **Round** |
| New | NA |  |  |
| Resume Screening | Approved / Rejected |  | Round (1/2) |
|  | Approved / Rejected |  | Round (2/2) |
| Interview | Approved / Rejected | Phone Screening |  |
|  | Approved / Rejected | Technical Interview | Round (1/3) |
|  | Approved / Rejected | Technical Interview | Round (2/3) |
|  | Approved / Rejected | Technical Interview | Round (3/3) |
|  | Approved / Rejected | MR | Round (1/2) |
|  | Approved / Rejected | MR | Round (2/2) |
|  | Approved / Rejected | HR |  |
| Offer | Approved / Rejected |  |  |
| Hired | NA |  |  |
| Opt-Out |  |  |  |

**5.9.1 Interview Assessment Form**

The interview assessment form must have the following sections.

**Section 1**

1. Candidate Name
2. Requisition Name (ID)
3. Position
4. Interviewer
5. Interview Date (Start time & End time)
6. Interview Type

**Section 2**

This section must have the various ‘Category’ listed below along with options to record ‘Interview Rating (0-5 or points)’ and associated ‘Comments’

1. Technical Competence
2. Domain Competence
3. Education
4. Training & Certifications
5. Work Experience
6. Communication
7. Attitude & Professionalism
8. Leadership

**Section 3**

This section must contain the below points along with associated boxes to record the response.

1. Overall Rating: Outstanding, Good, Adequate, Poor
2. Final Recommendation: Accept, Reject, Take another Round, On hold for comparison with others
3. Strong Points
4. Weak Points
5. Overall Comments (Recommendations/Suggestions if any)

**5.9.2 Offer Letter Management**

This feature must be available as the second tab in the ‘Employee Profile’ page. It must have the below features.

1. Generate Offer Letter

This button allows the HR to generate a new offer letter for the employee. An HTML editor must appear when this feature is chosen, so that the HR can type in the details of the offer letter. Options to save the offer letter as a Word document or PDF must be available. Once the offer letter is saved, the ‘Create an Offer Letter’ button must be replaced by a small icon of the offer letter (Word Doc or PDF as applicable) along with the buttons ‘View’ & ‘Edit’. Edit access must be available only for the HR who handles the requisition. Others who have access to this page must only be able to View the offer letter & not edit it.

1. Approvers

A button ‘Add Approvers’ must allow the HR to add approvers who have to approve this offer. Multiple approvers can be selected for approval. This button must be enabled only when the offer letter is generated and in place. Once the HR has selected the approvers, the ‘Add Approvers’ button must not be visible. Instead, this section must list the approvers along with the buttons ‘Approve’, ‘Reject’ and a text box for comments. Also, a task is created for each of the approvers and an email notification is sent.

Once the approver clicks on the task, he will be redirected to this tab of the Candidate Profile page and will be able to view the offer letter. Once the approver has recorded his response, a status ‘XYZ has approved the offer’ along with the comments must be visible.

1. Send Offer Letter to Candidate

Only once all the approvers have approved the offer, this feature must be enabled. Clicking on this button must enable the HR to send the offer letter in PDF format to the candidate. Also there must be buttons to ‘Accept’ or ‘Reject’ the offer in the email sent. The candidate must be able to view, accept or reject the offer letter only with an OTP. The response will be sent back via an email to the HR.

1. Candidate Response

The HR must record the response of the candidate using this feature. This feature must be a dropdown with multiple options like ‘Offer Accepted’, ‘Offer Rejected - Salary not satisfied’, ‘Offer Rejected - Profile not satisfied’, ‘Offer Rejected - Got another job’ and must allow the HR to choose one option in order to track the response.

If any of the approvers or the candidate rejects the offer and the process needs to go for a second iteration, there must be a button ‘Need revised offer’ which enables the HR to go for the next iteration and enables the above buttons for the next round.

**5.10 Requisitions Template Page**

[TAS/BRD/15] This page displays the available requisition templates. The template that was recently viewed or accessed must be listed first.

[TAS/BRD/15c]A link to create a template must be available. In addition the following details must be listed for this page.

1. Name of the template (Job Title)
2. Description of the template (Job Description in a single sentence)a
3. [TAS/BRD/15a] Edit
4. [TAS/BRD/15a] Copy
5. [TAS/BRD/15a] Delete

* The ‘Create Template’ must navigate the user to a new template page which has the same page details and configuration as the ‘New Requisition’ page. But the template created must reside in the ‘Requisition Template’ section and not in the ‘New Requisition’ section
* Options to ‘Save changes’ and ‘Cancel’ must be available for ‘Create Template’
* Name of each template must be a clickable link which directs to the details of the template. The templates should be allowed to be viewed only by the users who have the required permissions
* [TAS/BRD/15b] Create, Copy, Edit and Delete options must be active only for those users with necessary permissions
* Copy option must allow to copy the template to a new requisition template or a new job requisition
* While selecting the copy option, the template must be in view mode and none of the fields must be editable
* If a template is in use, it must only be allowed to be copied and not edited
* If a job requisition is created using an existing template then any edits to the template must not be reflected in the job requisition created
* Accessing the ‘Edit’ option must open the template in edit mode and options to ‘Save changes’ and ‘Cancel’ must be available
* Delete option must be available only if the template has never been used even once
* While using the delete option, the user must be prompted to confirm once again to delete the template

**5.11 Settings**

**5.11.1 ‘Roles Listing’ Page**

This page is used to list the various roles that are defined in the application for managing and enabling access rights to the various users. The various rights for each user is assigned based on the role that they are tagged upon. Each role has a set of rights/access permissions and the user tagged to a particular role will have those rights/access permissions. This page must have the below mentioned details.

1. Role
2. Status
3. Last Modified On
4. Manage Rights

Status denotes whether the role is currently ‘Active Or ‘Inactive’. ‘Last Modified On’ is the date & time from which the role is active. Manage Rights is a button/link that navigates the user to the ‘Roles Definition’ page where the user can define the pages and the types of accesses associated with that role.

**5.11.2 ‘Roles Definition’ Page**

This page is used to set the pages and the type of accesses for a particular role.

1. Page Names grouped by categories
2. View Enable/Disable tick box
3. Edit Enable/Disable tick box

The below table defines the access categories and the pages tagged under each category.

|  |  |
| --- | --- |
| **Access Category** | **Pages** |
| General | Tasks, Notification, Calendar |
| Requisition | New Requisition, Requisition Details, Requisition Listing |
| Candidate | Candidate Listing, Candidate Profile |
| Templates | Requisition template |
| Settings | Employee Creation, Employee Listing, Roles Listing, Roles Definition |
| Dashboard | Associate Dashboard, Manager Dashboard, HR Dashboard |

The below table details the accesses that must be given to each of the roles defined.

|  |  |  |
| --- | --- | --- |
| **Role** | **Page Access** | **Dashboard Access** |
| Team Leader/Project Leader | General  Requisition & Candidate - only the ones raised by the individual and candidates tagged under that requisition, location | Associate Dashboard |
| Project Manager | General,  Requisition, Candidate - only the ones that fall under their department. Only view access and no edit access, location | Manager Dashboard |
| HR Manager | General, Requisition, Candidate, location | HR Dashboard |
| IT Manager |  |  |

**5.11.3 ‘Employee Creation’ Page**

This page must allow the user (HR/Admin) to create an employee so that he/she can be given login permissions as well access to the relevant and required sections of the application. This page is accessed from the ‘Employee Listing' page when the user clicks on the ‘Add New’ button. This page must have the below mentioned details.

1. Employee Name
2. Employee ID
3. Email ID
4. Role
5. Designation
6. Department
7. Location
8. Mobile Number
9. Status
10. Password
11. Employee Picture

Employee Name, Employee ID, email ID, role, designation, department, location and mobile number of the employee must be entered while creating the employee to enable him/her to login to the TAS module. These details are not created here and will be done in the Employee Management application used by the organisation. This screen is to have the employee details in this application to enable the user access as well as for use during various other processes within this application. ‘Status’ of the employee can be either ‘Active’ or ‘Inactive’. Password is the initial password set for login to the application. Employee Picture is optional and can be set by the user themselves at any point of time.

Role defines the access that will be available to the user. For more details refer to the sections 5.11.1 & 5.11.2.

The CTAs ‘Save’ and ‘Cancel’ must be available to save the details to database or cancel the form.

**5.11.4 ‘Employee Listing’ Page**

Also there must be a listing page for the Employees. The following details must be present in the Employee listing page. Options to filter using a text box and dropdown must be available. Also sorting arrows must be available for each title label. An ‘Add New’ button must be available at the top of the page which navigates to the ‘Employee Creation’ page.

1. Employee Name
2. Email ID
3. Role
4. Designation
5. Department

Login history must be maintained with Date, Start Time, End Time details. Also an action history must also be maintained for each login.

* Access (For each individual user as well as each page in the application)
* Roles
* Template for New Requisitions
* Configure Social Media Sites & other career sites (to which the new requisition must be posted)
* Stop notifications via email (Can select category of emails to be stopped as well)
* Company Icon configuration
* In the post resume page, dropdown values for Preferred location, functional expertise, technical expertise and educational qualification - 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
* Technical Stacks

**6. Non Functional Requirements**

* Enable TAS to support multiple clients in a single instance
* Creating Identity microservice to handle the Authentication
* Authenticate & Authorize the Client request using tokens
* Enable Database level data segregation of multi-tenant
* Secured communication between end clients and microservices
* Identifying failures in API calls
* Improve Microservice Performance
* Enable load balance between Client requests
* Enable Security to the Application
* Manage Communications between microservices
* To create wrapper around the application in order to move and deploy in different environments
* Kubernetes to Automate the deployment , scaling and manage the container
* Build , Deploy , Release in Continuous manner
* Must be a cloud Based solution
* Candidates details must be in a secure database and must be browsed securely
* How fast must a page in this application load?
* Number of users
* Number of concurrent users for a screen
* Security requirements

**7. Reports**