Product Requirements Specification (PRS)

1. Product Overview

- **Product Name-HR Assistance for Employee Onboarding and Exit Interview**
- **One-line description** -An intelligent HR assistant that automates employee onboarding and exit interview processes, reducing manual workload and improving employee experience.
- **Target Users**

  HR Managers and Executives

  New Employees joining the organization

  Departing Employees undergoing exit procedures

- **Value Proposition**

  Streamlines HR workflows by automating routine onboarding and exit tasks, ensuring a smooth employee journey, data consistency, and actionable insights for HR improvement.

2. Problem Statement

Manual HR processes for onboarding and exit interviews are time-consuming, prone to errors, and lack personalization. HR teams struggle to track employee documents, feedback, and exit reasons efficiently.

- Why Existing Solutions Are Insufficient**:**
  Current HR tools are either too generic or expensive, with limited customization for small to mid-sized organizations. They also lack AI-driven insights for employee satisfaction and retention improvement.

3. Objectives

High-Level Goals:

1. Automate the onboarding and exit interview process.
2. Ensure smooth document management and task tracking for HR.
3. Use AI to analyze employee feedback and identify improvement areas.

4. Reduce HR manual effort and improve employee satisfaction.
5. Maintain secure and centralized employee data.

Success Criteria:

- 80% reduction in manual HR processing time.
- 90% task completion accuracy for onboarding workflows.
- Positive feedback from HR staff and employees (≥ 4/5 rating**).**

4. Scope

In Scope:

- Employee onboarding workflows (document upload, training schedules, role assignment).
- Exit interview scheduling and sentiment analysis.
- AI-based report generation from employee feedback.
- Dashboard for HR management to monitor activities.

Out of Scope:

- Payroll management system.
- Recruitment or job posting modules.
- Full HRMS integration (only partial integration allowed).

5. Core (Functional) Features:

The core features of the **HR Assistance System** include an **Employee Onboarding Assistant** that automates joining processes like document verification and task tracking, and an **Exit Interview Analyzer** that uses AI to analyze employee feedback and identify key sentiments or reasons for leaving. It also includes Document Management for secure storage and retrieval of HR files, an HR Dashboard for viewing insights and reports in real-time, and a Feedback Summary Generator that provides quick AI-generated summaries of employee opinions. These features together streamline HR workflows, save time, and improve decision-making.

6. Data Requirements:

Data Sources:

- Internal HR databases (employee records, joining data)
- Feedback forms (structured and unstructured text)

Data Size & Quality Expectations:

- Initial dataset: ~500–1000 employee records
- High accuracy, minimal missing or inconsistent entries

Privacy / Compliance:

- Must comply with company data policy and GDPR-like guidelines
- All employee data should be encrypted and accessible only to authorized HR personnel

7. System Behavior

Inputs:

- Employee personal and professional details
- Uploaded documents
- Exit interview feedback

Outputs:

- Onboarding completion report
- Exit interview analytics and summaries
- HR dashboard with key statistics

Performance Expectations:

- Response time: ≤ 3 seconds per operation
- Sentiment analysis accuracy: ≥ 90%
- System uptime: ≥ 99% reliability

8. Constraints

Technical:

- Deployed on cloud-based platform (e.g., AWS/Azure)
- Integration through REST APIs
- Limited compute resources for AI model inference

Regulatory:

- Must comply with organizational HR data security policies
- Restricted access control for sensitive data

Ethical:

- Avoid bias in sentiment analysis or report generation
- Maintain transparency in AI-driven decisions

9. Metrics & Evaluation

- Accuracy: Ensure at least 90% accuracy in sentiment and feedback analysis.
- Response Time**:** System should respond within 3 seconds per operation.
- User Satisfaction: HR users should rate the system 4/5 or higher for usability and efficiency.
- Task Automation Rate**:** Achieve 70% or more reduction in manual HR work.
- Data Security**:** Maintain 100% compliance with privacy and security standards (no data breaches).
- System Uptime**:** Ensure 99% availability for smooth operation.

10. Implementation Notes

Deployment Plan:

- Cloud deployment using AWS or Azure
- Backend APIs built with Python/Flask
- Frontend using React or HTML-based UI
- Database: MySQL or MongoDB

Monitoring Requirements:Continuous monitoring for model drift in sentiment analysis,Error logging and alert system for failed workflows

11. Timeline & Priorities

Phase 1 (MVP):

- Basic onboarding workflow
- Exit interview feedback collection
- Dashboard with manual data visualization

Phase 2 (Enhancements):

- AI-based sentiment analysis and summarization
- Predictive insights (attrition prediction)
- Integration with existing HR systems

12. Open Questions

1. Should the onboarding assistant integrate with third-party document verification APIs?

2.How frequently should sentiment models be retrained?

3. What level of customization is needed for different companies' HR policies?

4. Should we include chatbot-based employee assistance in later phases?