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| **Use Case for opening Staffing Request** | | | | |
|  | **Use Case Name**: Opening employment request | **ID**: 1 | **Importance Level**: High |  |
|  | **Primary Actor**: Administrative department | | **Use Case Type**: Detail, Essential |
|  | Stakeholders and Interests:  Administrative department – Receives the employment request and verifies it with the client’s terms and conditions | | |
|  | Brief Description:  Administrative department receives the employment request and decides if it is valid. | | |
|  | Trigger: The administrative department receives the employment request issued by the client and verifies it with the terms and conditions.  Type: External | | |
|  | Relationships:  Association: Administrative department, Client (Business unit)  Include: -  Extend: Employment Request  Generalization: - | | |
|  | Normal Flow of Events:   1. The Administrative department receives the employment request issued by the client. 2. The Administrative department refers to the tracking number and enters the employment request into the database. 3. The request is verified based on the terms and conditions. 4. The request is entered into the employment request database and then sent to the placement department. | | |
|  | Sub Flows: | | |
|  | Alternate/Exceptional Flows:  1. The request is sent back to the client if the request is invalid. | | |