The objective and scope of the system will be:

To register an aspirant employee and allow him/her to view posted jobs.

To allow a registered jobseeker to apply and post CV for jobs he is interested in.

To register companies willing to recruit and allow them to post vacancies.

To create a pool of candidates so that companies and organizations can view, select candidate with the best matchings for a job.

To enable recruiting companies to view applications and be able to download posted CVs, manage recruitment process from their logins

To allow administrators to view posted jobs, approve or disapprove them to be seen by job seekers.

System to show number of applicants against a job posting

Terms and conditions – acceptance by both recruiters and applicants

**Functional requirements**

Admin

Manage job seeker and employer profile

Manage payments of both employer and job seeker

Add new services, related to employer and job applicant

Send notifications to employer and applications (for new postings)

Provide rules and authentication to users

Analytics or dashboard view of the application

CANDIDATES

1. Able to register
2. View and post job details - Ability to search resume by keyword, job category, days since posted Post jobs with detailed job description (job title, company name, location, salary, job type, work type, description, required skills…)
3. Apply for single or multiple postings at sae time
   1. Upload CV / fill standard template based form
   2. Photo
   3. Covering letter
   4. Experience – project/client/role/duration/skills
4. Wizard based application.
5. Provide opportunity for skill building – links to learning sites/skill assessments
6. Can be notified if recruiter viewed their application
7. Daily notification on the alert set for job
8. Can have inbox option/Notification to see communication from recruiter to candidate

RECRUITERS

1. Post vacancies – validity for each posting. Notification one week / two weeks before expiry of posting date.
   1. Title
   2. Skills
   3. Experience – project/client/role/duration/skills
   4. Job description
2. View documents
3. System to do an intelligent search and arrive with a list of potential candidates at every stage of vacancy posting – matching CV to jobs

SYSTEM DESIGN

SECURITY

PROCESS

Data to be indexed based on skillsets/cerfications/experience

|  |  |  |
| --- | --- | --- |
| ADMIN | RECRUITER | APPLICANT |
| REGISTER, CREATE , MANAGE ACCOUNT – recruiters / applicants | POST JOB, VIEW JOB, APPROVE  REJECT, VIEW APPLICANTS, SCHEDULE CALLS/INTERVIEWS  MAKER / CHECKER FOR DISPLAY OF APPROVED JOB | APPLY, VIEW, VIEW APPLIED, UPDATE PROFILE  WATCHLIST OF COMPANIES |
| SUPER USER | CREATE/EDIT COMPANY PROFILE/ADD COMPANY LOGO | REGISTRATION/PROFILE MANAGEMENT/PASSWORD MANAGEMENT |
| Add new services | PASSOWRD MANAGEMENT | APPLICATION HISTORY |
| Manage notifications | DURATION OF POSTING/EXTENSION | SEARCH POSTINGS |
| Roles and user management – ADMIN WITH FILE ACCESS PREVLIGES | PAYMENT/ACCOUNT MANAGEMENT/TYPES OF ACCOUNTS | SET PRIVACY LEVEL FOR RECRUITERS (HOW MUCH OF DETAILS TO SHOW) |
| Manage locations/records/key accounts | PACKAGES (MEMBERSHIPS/DISCOUNTS ETC) | HIDE CONTACT INFO, MULTIPLE LEVELS OF EXP, EDU |
| Add/delete/approve/reject jobs | VIEW UPLOADED CV/DOWNLOAD CV/ | ADD COVER LETTER, PHOTO - EDIT |
| SEARCH RECRUITERS/APPLICANTS BASED ON LOCATION/JOBS ETC | RESUME DB ACCESS | SUBSC |

USE CASES

5 actors -> Admin, Applicant - New user and Registered user, Employer – new and registered.

Use cases:

1. Approve Company – Once a company registers itself to the job portal, it must wait for the admin to approve or in other words give it permission to be a part of the portal.
2. ~~Approve Job – Once the company posts a job, it should wait for the admin to approve the job before it is reflected on the portal.~~
3. View Jobs-The admin can view all the jobs on the portal.
4. Register – If there is a new User or a Company they first must sign up to the job portal.
5. Login- Once the new company or the new user signs up they can sign into the portal.
6. Retrieve Forgot Password – If the registered user or the registered company forgets their password, they can retrieve their passwords through e- mails.
7. View all jobs -Once the user logs in to his/her account, they can view all the available jobs.
8. View applied jobs -Once the user logs in, he can view all his applications.
9. Search Jobs - User can do advanced search to search for specific jobs with his specific requirements.
10. Upload CV- User can upload their resume in specified file format to this job portal. OR build CV on the portal
11. Apply -Users can apply to desired jobs.
12. Update profile - Users or Companies can edit their profile information.
13. View approved jobs – Company can view the jobs approved by the admin.
14. View applied jobs -Company can view the applications.
15. Download CV- Company can also download resumes and check applications.

NON FUNCTIONAL

24x7

CONFIDENTIALITY OF DATA

EXTENSIBLE AND SCALABLE

Future mobile app ready