

- The website hosts two kinds of users - Job applicants and Recruiters.
- Login and Registration
  - Common registration page with drop down to choose their type (Job Applicant/ Recruiter) and have fields appear as per their profile.
  - Common login portal redirecting to respective UI after login.
  - You can also have login using Google/Facebook/Twitter API. You can have them select Applicant or Recruiters for the first time in API login.
- We first describe how a Job should be like, after that we describe the Job Applicant and Job Recruiter.

### **Job Details**

- Each job, should contain the following with it
  - Title of job
  - Name, Email ID of Recruiter who posted it.
  - Maximum number of
    - Applications - No. you allow to apply on website
    - Positions - No. of available jobs
  - Date of posting (Day, Month, Year) Example: Day-23, Month-June, Year-2021.
  - Deadline for application (Day, Month, Year, Hour, Minute).
  - Required Skill sets (List of Languages)
  - Type of Job (Full-time / Part-time / Work from Home)
  - Duration - Integer indicating number of months. (0 (indefinite) - 6 months)
  - Salary per month (Integer)
  - Rating (0-5) - Should be dynamic

## **Job Applicants Use Cases**

- Profile Section Details with editing option –
  - Name, Email ID
  - Education - Each education instance contains the following
    - Institution Name - A textbox for the college/ school they studied in.
    - Start Year (YYYY) - compulsory, and End Year (YYYY) - (not compulsory) Job Applicants must be able to add multiple education instances with the start and end year(if applicable) for each.
  - Skills
    - A list of languages they are comfortable in. They should be able to add additional language not already present.
  - Rating (0-5) - Should be dynamic
  - Upload Resume / CV PDF
    - An upload button asking them to submit a pdf.
  - Profile Image Upload
    - An image upload option for profile photo.
- Dashboard to view job listings. There should be an option for searching a job based on its title. Sort option based on each Salary, Duration and Rating both ascending and descending.
- Implement fuzzy searching based upon Job title.
- Should have a filter section like e-commerce websites, with following filters provided :
  - Job Type - Should be able to select and filter from Full-time / Part-time / Work from Home.
  - Salary - Range: filter from X to Y range. You can have two textboxes for X and Y or you can also have a Slider with 2 pins for filtering.

- Duration - Dropdown, with each option filtering for job listings with duration strictly lesser than itself. Entries are in increments of a month from 1-7.
- Each job listing should have fields like Title, Recruiter Name, Job Rating, Salary, Duration, Deadline of application displayed with an “Apply” button.
  - Note that for each job listing where the applicant has already applied to, the apply button should be changed to “Applied” (different colors are required).
  - For a job listing with the maximum number of applications reached or positions filled, the “Apply” button should be changed to “Full” (different colors are required).
- Upon clicking the “Apply” option, the applicant should then be prompted to write a text SOP (Statement of Purpose) of not more than 250 words, with a “Submit” button down. After “Submit”, application is sent to Job Recruiter.
- For each applicant, there must NOT be more than 10 open applications. An error popup should appear in case the applicant tries to apply to more.
- A UI titled “My Applications” to view their applications in a table. Note that it should also contain the Rejected Applications. The table should contain details like Title, date of joining, salary per month, name of recruiter, status of job along with an option to rate the job for which he or she is accepted into from 0-5.

## **Recruiters Use Cases**

- Profile section details with editing option—
  - Name, Email ID, Contact Number, Bio (max 250 words)
- Dashboard to Create Job listings (Should provide all required fields).
- A dashboard for all active job listings posted by the recruiter. For each listing, display the Title, Date of posting, Number of Applicants, Remaining Number of Positions
- For each job listing, there should be an option to delete it. It should also have an edit option for the following fields—

- Maximum Number of Applicants
- Maximum Number of Positions
- Deadline for Application
- For each job listing above, clicking them should lead to another dashboard with all non-rejected applications in view, with each applicant's Name, Skills, Date of Application, Education, SOP, Rating, Stage of Application in view. The table should have a sort option for Name, Date of Application and applicant's rating both in ascending and descending order.
  - Resume download button
- Beside each such entry of an applicant, there should be 2 buttons - "Shortlist"/"Accept" and "Reject".

Note - An application can be in any of the following 4 stages –

- Applied - Initial stage when first applied.
- Shortlisted - After receiving the applications for a job, the recruiter can choose to either "Shortlist" or "Reject" the application.
- Accepted - For an application in Stage 1, the recruiter can choose to either "Accept" or "Reject" the application. After accepting the application, the Job Applicant joins the Recruiter's company as an Employee.
- Rejected - At any stage, the Recruiter may reject the application, after which the Application gets deleted from the Recruiter database.

Thus the first option will be "Shortlist", or "Accept" depending on the current stage of the application.

- A dashboard to view all employees accepted by the recruiter. For each applicant, you should display their Name, Date of Joining, Job Type (Full-Time/ Part-Time/ WFH) and the Job Title they got accepted into. The recruiter should also get an option to rate the employee from 0-5. The table should have a sort option for Name, Job Title, Date of Joining, and Applicant's rating both in ascending and descending order.

## **Clarifications**

- When a job gets enough applicants (Number of Applications == Maximum Number of Applications)
  - For the applicant, if applied to that job, should come in “My Applications” with it’s status (Applied/ Shortlisted/ Accepted/ Rejected). It should also appear in the Search dashboard with the “Apply” button changed to “Full”.
  - For the recruiter, in the listings dashboard for him/her, it should still appear.
- When a job gets enough positions (Number of Accepted Applications == Maximum Number of Positions)
  - For the applicant, if applied to that job and not accepted already, in “My Applications” status changes to Rejected. It should also appear in the Search dashboard with the “Apply” button changed to “Full” for all applicants.
  - For the recruiter, in the listings dashboard for him/her, it should NOT appear as it becomes inactive. All the accepted applicants must appear in the “Employees” dashboard for the recruiter.
- After the deadline of a job –
  - The job should not appear in search, but should come in “My Applications” with it’s status (Applied/ Shortlisted/ Accepted/ Rejected).
  - After the deadline of a job has passed, it can still appear in the listings dashboard for the recruiter where he sees all listings posted by him/her and deletion/edit should be possible. For instance, a recruiter may extend the deadline or increase the maximum number of applications/positions. By active job listings, we meant all listings, either which are not deleted or for which Number of Accepted Applications < Max Number of Positions Available Thus as soon as the job gets full, it becomes inactive.
- For the “Date of joining” field for non-Accepted Applications in “My Applications” UI, you may show it blank or “Not Applicable” string.

- When job gets deleted –
  - The job should not appear in search, and should either not come in “My Applications” or come with its status as Cancelled/ Deleted. If they were accepted, they can now apply to other jobs too.
  - It should not appear in the listings dashboard for the recruiter where he/she sees all listings posted by him/her. All the earlier accepted applicants should not appear in the employees dashboard for the recruiter.
- For Resume upload, you can save it locally.
- For Rating, you can have both 1-5 or 0-5.
- Disable/Hide the “Shortlist”/”Accept” and “Reject” buttons for the accepted applications in the point 5 in recruiters use cases. You can also not display them.
- An applicant should NOT be allowed to apply for another listing if his or her application is already accepted into a listing. All applications into other listings must be rejected automatically whenever any applicant is accepted into a job .
- A job listing should not appear in the search/filter results after it’s deadline.
- Error Handling should be well implemented such that all the edge cases are taken care of like the field of job salary value should accept only positive integers.