SCRIPTIKA SOLUTIONS PVT LTD

RDTECH HIRING PORTAL

Website Design and Development

9/13/2022

Website –

- Employer and candidate can be register from the website.
- Once the employer registered then agreement will be send on his registered mail id without uploading the signed document employer will not be able to access his panel.

Admin – Dashboard

- **Login**
  - Admin can login by entering their registered
    - Username/email id
    - Password

- **Dashboard -**
  - **Admin Profile -** Admin can update his profile details.
  - **Available Requirement –** Once the candidate submitted his resume he will get notification. Admin can view the submitted candidate's records and he can download it.
  - **Company Requirement –** Admin will receive the requirement job posting details notification from the company. After that admin will be able to sort the eligible candidates for the company. After that admin will schedule the first interview round.
  - **Shortlisted Candidate –** Admin will send the shortlisted candidates data to the company after first round of interview.
  - **Requirement History –** Admin can track the candidate's interview status and can send invoice directly to the employer if the candidate is selected. And he will receive the notification regarding the selection process.
  - **Schedule Calendar –** Admin can schedule candidate first interview round and keep track on interview schedule, also he can reschedule the interview. (A notification will be sent to the admin.)
  - **Invoice –** Admin can customise the invoice format as per the selection of candidate and he can also view the selected candidates list.
  - **Manage Client –** Admin can view employer's data and can send and view agreement details.
  - **Membership -** (As per Plan)
  - **Notification –** Whatsapp notification, email notification
  - **Payment-**
  - **Logout**

Employer – Dashboard

- **Register/Login**
  - Employer can register through the website after
  - Employer can login by entering their registered
    - Username/email id

- ▪ Password

- **Dashboard -**
  - ○ **Employer Profile-** employer can update his profile details
  - ○ **Job Posting-** Employer can add job requirement details.(Admin will receive a notification)
  - ○ **Shortlisted Candidate-** See the shortlisted candidate list received from the admin and he can select or reject the candidate and add comments. .(Admin will receive a notification)
  - ○ **Interview History-** Employer can manage multiple rounds of interview online or offline from his section and see their status. Employer can reschedule interview, add feedback and can see status of candidate after interview for selection. .(Admin will receive a notification)
  - ○ **Calendar-** Can view his scheduled interviews also he can reschedule or decline the interview round.
  - ○ **Invoices-** Employer will receive an invoice according to the selected candidates and he can download softcopy of the invoice.
  - ○ **Payment-**
  - ○ **Logout**

Candidate – Dashboard

- **Register/Login**
  - ○ Candidate can register through the website after
  - ○ Candidate can login by entering their registered
    - ▪ Username/email id
    - ▪ Password

- **Dashboard -**
  - ○ **Candidate Profile-** Candidate can update his profile details.
  - ○ **My Resume-** Create their own resume just by filling the required details and will be able to update it.
  - ○ **Job Status-** Candidate can view his applied job status in his dashboard.
  - ○ **Latest Jobs-** Can view suggested job according to his and can send his resume on one click.(Will receive notification of interview by email)
  - ○ **Calendar-** Can views his scheduled interviews.
  - ○ **Logout**