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# Scope:

**The scope of this document is note down the requirement for development of Post & Search Vacancy.**

|  |  |
| --- | --- |
|  |  |
| **PostVacancy.aspx** |  |
| **ViewVacancy.aspx** |  |

# Post Vacancy:

This screen will be used by companies, recruiters, old students (alumni) to post the vacancies.

On posting the vacancies, it will have the options to view the matching candidates for the vacancies.

That means it will be redirected to search candidates screen which is being already developed.

Once the vacancy has been posted, it will be send to queue of moderator. That means it will be redirected to Validate Vacancy.

## Fields for Post Vacancy:

|  |  |
| --- | --- |
| Fields | Description |
| Job Code |  |
| Position Name/Job Title |  |
| Job Location |  |
| Job Description |  |
| Primary Skills |  |
| Secondary Skills |  |
| Experience |  |
| Qualification |  |
| Salary |  |
| Vacancy End Date/Last Date To Apply |  |
| ContactEmailId |  |
| ContactMobileNo |  |
| Company Name | This will be populated by selecting the drop down |
| Company Code |
| Address |
| Contact Person |
| Phone No |
| Email |
| Website |

## View Vacancy [Seen By Admin]

The View Vacancy will display the following fields with edit button n Delete Button

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position Name | Skills | Exp | Qualification | Company | Contact | Email | Mobile | Status |  |
|  |  |  |  |  |  |  |  |  | edit |
|  |  |  |  |  |  |  |  |  | Delete |

On click of edit it will open the record in edit mode where admin will update the status and other field changes and accordingly the vacancy will be updated. [If the status is “ACTIVE” then it will move to View Vacancy Page, if the status is REJECTED then the Vacancy will be rejected and a mail will be send to the Vacancy Contact Person.

## Search Vacancy

The filter criteria will be based upon

* Posted Start Date
* Posted End Date
* Skills [dropdown list]
* Status []
* Location [all,different location] [DropDown List]
* Experience [DropDown List]
* From [Drop Down List]
* To [Drop Down List]
* Salary
* Qualification [Drop Down List]

The Screen will be viewed by the candidates. [It may also be linked to the candidates in the Search Candidates screen]

It will display the list of 20 candidates based upon posted data in descending order, which can be filtered by search criteria.

The Search Button Will Search the vacancy, according to the fields entered by them.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Skills | Location | Exp | From | To | Sal | Qualifica  Tion | Posted  Start  Date | Posted  End  Date | Status |  |
|  |  |  |  |  |  |  |  |  |  | Search  Button |

On click of search button it should display the list of vacancies

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position Name | Skills | Exp | Qualification | Company | Contact | Email | Mobile | Status |  |
|  |  |  |  |  |  |  |  |  | edit |
|  |  |  |  |  |  |  |  |  | Delete |