TruckStaffer Interview Portal Requirements & Workflow

# 1. Account Creation & Security

• When a candidate creates a profile, they immediately receive a verification email to confirm their email address.  
• Password input should have a “show/hide password” toggle for convenience while typing.  
• All accounts should be tied to a verified email for security and easy communication.

# 2. Branding & Design

• The portal should be fully integrated under the TruckStaffer.com domain.  
• Use TruckStaffer’s official colors, fonts, and template styles for a consistent aesthetic and professional flow.  
• The look/feel of the landing page, questionnaire, and portal must feel like one seamless system.

# 3. Candidate Questionnaire & Document Upload

• Mixed response options for simplicity:  
 ✅ Multiple-choice & drop-down menus for standard questions  
 ✅ “Other” option with a free-text field for extra details  
• Swift document uploads for required credentials (CDL, Med Card, W9, Insurance, etc.)  
• Progressive prompts – after answering one section, it smoothly transitions to the next  
• If not completed in one sitting, candidate can save progress and return later.

# 4. Application Stages & Next Steps

• After answering all required questions & uploading docs, candidates should be prompted to the next logical step based on their stage:  
 ✅ If docs are missing → send reminder email + keep status “Pending”  
 ✅ If everything is complete → prompt to schedule interview  
 ✅ If approved → confirmation email with next onboarding steps

# 5. Scheduling Interviews

• Integration with a Calendly-style calendar showing available dates & times for interviews.  
• Once the interview is scheduled:  
 ✅ Candidate gets email confirmation  
 ✅ Portal updates candidate’s status to Interview Scheduled  
 ✅ Candidate receives reminders 24 hrs before interview

# 6. Notifications & Status Updates

• Automated email + system notifications at each stage:  
 ✅ Profile created → “Please verify your email”  
 ✅ Docs missing → “Reminder: Complete your application”  
 ✅ Interview scheduled → “Your interview is set for [date/time]”  
 ✅ Status pending → periodic reminders to finish process  
 ✅ Status approved/rejected → notification with next steps

# 7. Admin Dashboard

• Universal admin view of all candidates with filters for:  
 ✅ In Progress  
 ✅ Pending (missing info/docs)  
 ✅ Completed/Ready for interview  
 ✅ Scheduled interviews  
 ✅ Approved/Rejected  
• Ability to export filtered data & run reports (e.g., all CDL-A vs CDL-B, insurance verified vs missing, etc.)  
• Ability to tag candidates (e.g., “Ready to Deploy,” “Needs Follow-Up,” “Rejected”)

# 8. Reporting & Data Management

• Backend should allow filtered reports by:  
 ✅ Credential status (who has insurance, CDL, etc.)  
 ✅ Application stage (pending, completed, approved)  
 ✅ Equipment type (Tri-Axle, Quad-Axle, etc.)  
• Admin can download/export data in CSV/Excel for record-keeping or payroll purposes.

# Candidate Flow (Front-End)

1. Landing Page → Start Application  
2. Create Profile → Email Verification  
3. Complete Questionnaire → Upload Docs  
4. Prompted Next Step → Schedule Interview  
5. Get Status Updates (Pending, Scheduled, Approved)

# Admin Flow (Back-End)

1. View all candidates in a universal dashboard  
2. Filter by application status, credentials, or equipment type  
3. Track progress & send reminders if needed  
4. Generate custom reports for operations

# Why This Matters

This setup:  
✅ Creates a smooth experience for candidates (less drop-offs)  
✅ Reduces manual follow-up for admins (automated reminders)  
✅ Ensures all data is collected cleanly & organized  
✅ Makes it easy to find qualified candidates quickly