**CCGC 5005 - Project Management**

**Project Team Preliminary Design**

**Workly - Healthy Hires**

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**Introduction**

The job market is constantly evolving, and job seekers are always on the lookout for new opportunities. A job posting site can help connect employers with potential candidates in a streamlined and efficient way.

In this preliminary design, we will explore the key features and considerations for creating a successful job posting site.

The job posting site provides an easy and efficient way for employers to post job openings and manage employee accounts. With our user-friendly interface, employers can quickly create employee accounts, post jobs, and filter job listings to find the best candidates for their organization. This guide will walk you through the steps to use our job posting site effectively.

## Creating an Employee Account

One of the key features of a job posting site is the ability to create an employee account. This allows employers to manage their job postings, track applications, and communicate with candidates. Creating an account is a simple process that requires basic information such as name, email address, and company details.

Once an account is created, employers can start posting jobs and filtering candidates based on their qualifications and experience. They can also save resumes and cover letters for future reference, making the recruitment process more efficient.

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## Posting and Filtering Jobs

Posting jobs on a job posting site is a straightforward process. Employers can create a job listing by providing details such as job title, location, salary range, and job description. They can also specify the required qualifications and experience for the position.

Once a job is posted, employers can filter candidates based on their qualifications and experience. This helps to ensure that only the most suitable candidates apply for the job. Filters can be applied based on criteria such as education level, work experience, and skills.

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## User Interface and Experience

The user interface and experience of a job posting site are critical to its success. A well-designed interface can make it easy for employers to post jobs and filter candidates, while a positive user experience can encourage candidates to apply for jobs.

A good job posting site should have a clean, modern interface that is easy to navigate. It should also be optimized for mobile devices, as many candidates use their smartphones to search for jobs. Additionally, the site should provide relevant job recommendations and personalized job alerts to keep candidates engaged.

The site should have a clear and concise design that makes it easy for employers to post jobs and candidates to search and apply for jobs. A well-designed UI should have a consistent colour scheme, font, and layout, making the site look cohesive and professional.

A job posting site that provides personalized job recommendations and alerts based on a candidate's skills and interests is more likely to keep the candidate engaged and encourage them to apply for jobs. This could be achieved through machine learning algorithms that analyse a candidate's browsing history and job application data to provide relevant job recommendations.

Add compensation form allows users to input details regarding their expected compensation or benefits from their job.

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Supplementary form provides users with additional space to provide any supplementary information that may not fit in the other sections of the form.

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Job Description form is where users can input their job title, job duties, and any other relevant information about their position.

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Preferences section, users can specify their preferences for work arrangements, such as work hours, location, and other relevant details.

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Communication section allows users to provide contact information and indicate their preferred mode of communication.

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Additional details section provides users with space to include any additional information that may be relevant to their job application or other purposes.

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**Candidates should be able to filter the job search by location, salary and position requirements.**

* Filtering Job Search:

To filter job listings, click on the "Filter Job Search" button on the homepage. You will be asked to enter your location, salary range, and position requirements. Once you have entered your search criteria, click on the "Search" button to view the filtered job listings.

* Location:

To filter job listings by location, enter the desired location in the "Location" field. You can enter a city, state, or zip code to find job openings in a specific area. Once you have entered the location, the job search platform will show you job openings in that area.

* Salary Range:

To filter job listings by salary range, enter the desired salary range in the "Salary Range" field. You can enter a minimum and maximum salary to find job openings within a specific salary range. Once you have entered the salary range, the job search platform will show you job openings that meet your salary requirements.

* Position Requirements:

To filter job listings by position requirements, enter the desired position in the "Position Requirements" field. You can enter a job title, industry, or skill set to find job openings that match your qualifications. Once you have entered the position requirements, the job search platform will show you job openings that match your qualifications.

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## Conclusion

Creating a successful job posting site requires careful consideration of user experience, mobile responsiveness, security, and revenue models.

By prioritizing these factors and implementing them effectively, a job posting site can become a valuable resource for both job seekers and employers alike.

With a clean, modern interface and a focus on usability, a good job posting site can provide a positive user experience for both employers and candidates.

By using a job posting site, employers can save time and money, access a larger pool of candidates, and gain valuable insights into their recruitment process. Overall, a job posting site is a must-have for any organization looking to stay competitive in today's fast-paced job market.

**Proposed work break down structure:**

Initiation Phase

1.1 Define the project scope

1.2 Identify project stakeholders

1.3 Determine project goals and objectives

1.4 Develop project charter

1.5 Obtain project approval

Planning Phase

2.1 Develop project management plan

2.2 Define project requirements

2.3 Develop project schedule

2.4 Develop project budget

2.5 Develop risk management plan

2.6 Develop quality management plan

2.7 Develop communication management plan

2.8 Develop procurement management plan

Execution Phase

3.1 Procure project resources

3.2 Implement project management plan

3.3 Manage project deliverables

3.4 Manage project team

3.5 Manage project stakeholders

3.6 Conduct project status meetings

3.7 Perform project quality control

3.8 Manage project changes

3.9 Implement risk response plan

3.10 Manage project communications

3.11 Manage project procurement

Monitoring and Control Phase

4.1 Monitor project performance

4.2 Control project scope

4.3 Control project schedule

4.4 Control project budget

4.5 Control project quality

4.6 Monitor project risks

4.7 Manage project issues

4.8 Monitor project communications

4.9 Monitor project procurement

Closure Phase

5.1 Conduct project final review

5.2 Obtain project acceptance

5.3 Close project

5.4 Archive project documentation

5.5 Complete project financials

5.6 Celebrate project success

**Use case diagram:**

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| Use Cases |

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| | Search for Jobs | | Apply for Jobs | |

| | Location | | References | |

| | Job type | | Skills | |

| | Salary range| | Education | |

| | Job category| | Resume upload | |

| | Company name| | Cover letter | |

| | Keywords | | Contact information| |

| +------------------------+ +------------------------+ |

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| | Create Account | |

| | Username | |

| |First name | |

| |Last name | |

| | Email address | |

| | Desired job type | |

| | Desired salary range | |

| | Location | |

| | Password | |

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| | Update Profile | |

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| |Personal information (name, contact info, etc.)| |

| |Professional information (work experience, education, skills, etc.) | |

| |Job preferences (location, desired job type, desired salary range, etc.)| |

| |Resume upload | |

| |Cover letter | |

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| | Save Jobs | |

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| |Job posting information (title, company, location, salary, etc.)| |

| |Date saved| |

| |Notes (optional) | |

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