Рекрутинг – база даних кандидатів, призначення і проведення співбесід,   
збереження історії комунікації з кандидатами, відгуки про кандидатів, нагадування   
про відкладених кандидатів, пропозиції з працевлаштування, аналіз роботи   
рекрутерів тощо.

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**Project name: Workopolis**

**User Roles:**

* Visitor
* Candidate
* Recruiter
* Manager
* Administrator

**Service description**

This web service is aimed to optimize and simplify work process for a Recruit agency. This Software allows to create Vacancies, appoint and track job interviews by a recruiter. On the other hand candidate is able to see all the open job offers in one place and apply for a job. Keeps all information about candidates, job offers and recruiters.

Roles functions

|  |
| --- |
| **Visitor** |
| * Register (to obtain a Candidate role). |
| **Visitor/ Candidate** |
| * Sees all current opened positions and filter them by categories. * Contacts agency via contact form (for a feedback about Job Contract if it is an employer of receive some useful information from a manager). * Searchs. Users search offers they want by entering phrase in a search field. |
| **Candidate** |
| * Fills personal profile with information about personal description, contacts, skills, job expectations, attach CV etc. * Is able to apply for a job position. * Leaves feedback about service usefulness. * Subscribes for a service mails about new vacancies in related categories. * Login/Logout. |
| **Recruiter** |
| * Selects unsigned applications and start recruitment process. * Reviews applications attached to certain position. * Searches for right employees through personal profiles of candidates. * Communicates with candidates, appoints and conducts interview with candidates (First stage interview – personal and language interview if required). * Leaves feedback about candidate’s suitability to specified job position. Estimate each candidate and leave marks in specified scale (personal and English). * Select approved candidates for the next interview with an employer. * Has a database of postponed candidates and if a new job position posted in the system, a notification for a recruiter will appear with list of postponed candidates in the related field of interest. * Login/Logout. |
| **Manager** |
| * Process messages from a main page contact form. * Confirms and validates employers’ profiles. * Posts vacancies after making and signing the contract with employer. * Reviews the recruiters’ result statistics. * Deactivates vacancies. * Login/Logout. |
| **Administrator** |
| * Creates recruiter, manager and employer (after manager approval) accounts. * Deletes recruiter/manager/candidate accounts. * Bans candidates’ accounts. |
| **Employer** |
| * Fills personal profile info. * Creates job position in the system using special form. * See all his job position and track their processing (is it still unassigned, is a recruiter working on it, see list of candidates and their interview results with the marks and detailed feedback of the recruiter). * Communicates with recruiters by internal messaging system about recruitment process. * Communicates and appoints technical interview with approved candidates on his site. * If the candidate is approved for a job by employer, employer leaves a feedback about candidate’s technical interview, marks which candidate is accepted. * Sees feedbacks and recommendations from all previous employers. * Login/Logout |
| **System obligations** |
| **-** verify user’s input and notify if it does not meet the registration requirements( proper e-mail address, password complexity);  - send e-mail to user for confirmation of registration;  - send e-mails to candidates about new vacancies in their field of interest. |