

Interviewium PRD

Target release Date	// TBD
Document status	Final
Developers	Pulkit Pradeep Gupta, Rushikesh Ladke
Platform	Web, Mobile
Stakeholders	Gaurav Roy

Objective

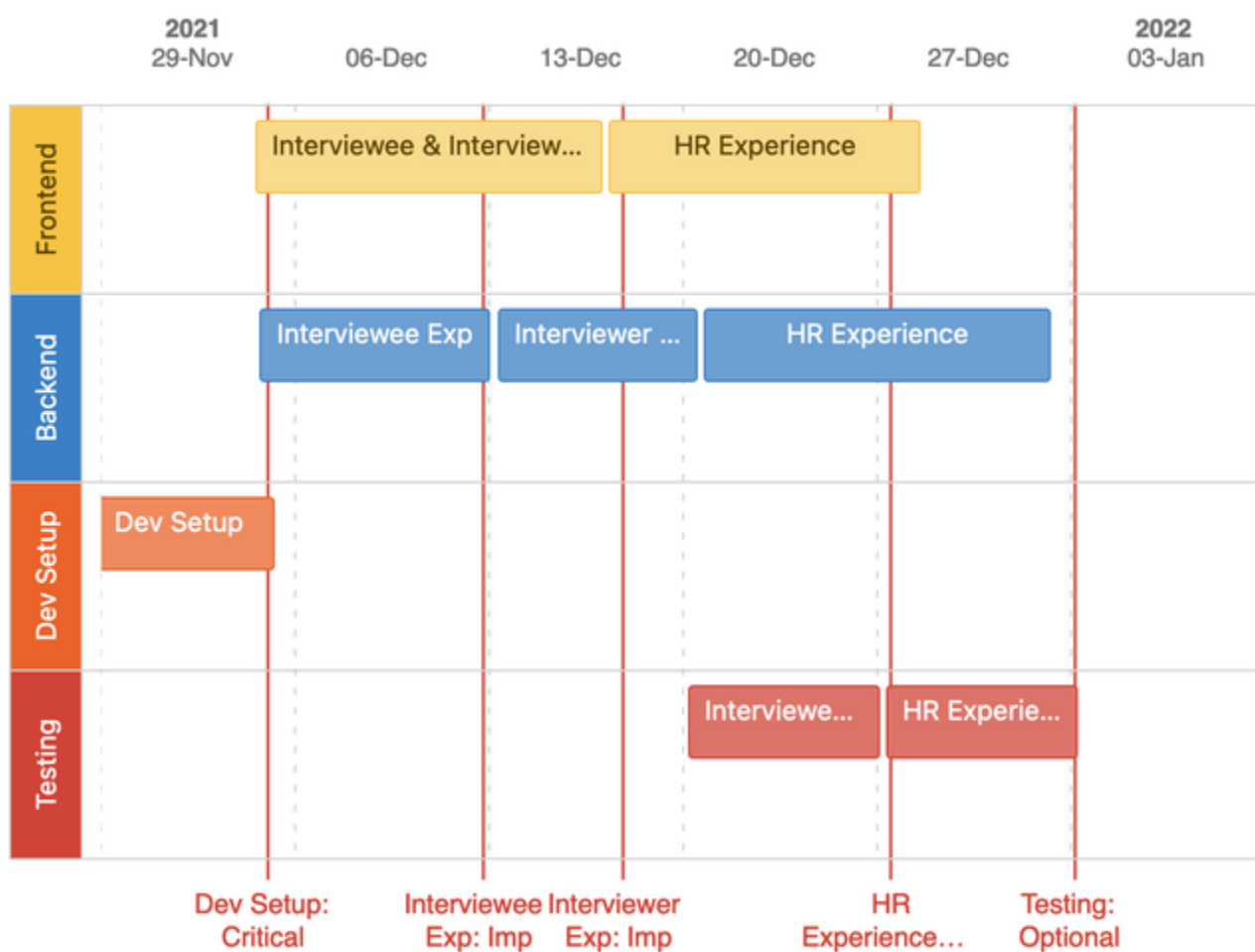
Vision	<p>Interviewium is to be designed with a view to help companies effortlessly manage their Interview processes and interviewees being able to derive a delightful experience going through these.</p> <p>All the personas involved on our platform are expected to enjoy a seamless experience</p>
Goals	<p>Our goal is to create a platform where HRs, interviewers & Interviewees can follow a well defined process-driven approach of hiring (rather than this being traditional HR driven).</p> <p>We envision to remove the hurdle for HRs of managing all interviews & interviewees through old-school Excel docs and contacting & following up with interviewers and interviewees (going back and forth for deciding timings for instance).</p> <p>This will be considered as a key success metric for Interviewium.</p>
Persona (s)	<ol style="list-style-type: none">1. Interviewee2. Interviewer3. HR
Flow Diagram	https://miro.com/app/board/o9J_lidQs5s=?invite_link_id=156102467319

Success metrics

Goal	Metric
Increase Interviewee's start to finish interviewing experience	<p>Interviewee is able to sign up and set a profile in less than < 1 minute</p> <p>Interviewee is able to seamlessly search for jobs on the portal</p> <p>HRs respond to interviewee's job applications with a SLA of 72 hours</p> <p>Interviewee is able to see the real time state of his/her application (interview stage in, interviewer name, links to join) along with feedback.</p>
Make interviewing delightful for the interviewer	<p>Interviewer is able to onboard on the platform in less than < 20 seconds</p> <p>Interviewer is able to track all of his/her interviews (ongoing & upcoming) at a single place, in an easily digestible visual interface, along with associated links to join</p> <p>Interviewer has an easy to share experience of sending feedback to the HR, after each interview round</p>

HR's start finding interviews hasslefree	<p>HRs are onboard onto the platform is less than < 2 minutes</p> <p>Easy job postings are allowed, using a clean visual interface</p> <p>Shortlisting profiles using 2 clicks in enabled</p> <p>One click interviewer onboarding experience for the HR</p> <p>Easy candidate - interviewer mapping</p> <p>Ability to track all ongoing & upcoming interviews, along with the power to move the candidate to the next interview stage, mark as offered or reject the candidate.</p> <p>1 click offered or rejected mail forwarding to the candidate</p>
--	--

Milestones



Functionality & Features

Functionality	Persona / User Signup
Features	<ol style="list-style-type: none"> 1. Signup 2. Login 3. Forgot / Reset Password 4. Logout

Importance	Must Have
Description	This feature will help users to singup & login into the platform. We want this functionality to be as minimal (and as swift) as possible
Purpose	To enable user onboarding onto our platform via signup & sign-in route.
User Problem (s)	<ol style="list-style-type: none"> 1. Demanding & time draining sign up processes 2. Single point of contact (SPOC) based reset / forgot password routines in organisational platforms, making for long resolution times
User Value	<p>Quick and easy signup and login. Easy password reset functionality, without the hassle of following up with say, for example, platform admins.</p> <p>Logging out of the platform on demand.</p>
Assumptions	Bulky and time consuming signup processes lead to poorer user conversions.
Not in the scope / Not doing	Signup / Sign-in with mobile (OTP)
Acceptance Criteria	<ol style="list-style-type: none"> 1. Sign in with Google 2. Sign in with email and password

Functionality	Persona Signup Action Items
Features	<ol style="list-style-type: none"> 1. Interviewee Signup Action Items 2. Interviewer Signup Action Items 3. HR Signup Action Items
Importance	Good To Have
Description	<p>All the personas (interviewee, interviewer and HR) are shown easy to follow action items upon signing up on the platform</p> <p>Interviewee action items: Complete your job profile > Apply for your first job > Schedule your first interview</p> <p>Interviewer action items: Mark your time availability > Take your first interview</p> <p>HR action items: Complete your HR Profile > Post your first job > Shortlist your first candidate > Onboard your first company interviewer</p>
Purpose	Improve platform onboard efficiency times, for all the involved personas. Introduce an element of gamification.
User Problem (s)	<i>Signed up, what next</i> problem for new platform onboardees, forcing them into monotonous (& maybe arduous) self exploration, using platform FAQs, google searches and peer help. This could be a turn off.
User Value	The user is quickly able to get started on our platform, without feeling nebulous or vague on <i>what next</i> . Swifter onboarding times.
Assumptions	User confusion, once signing in on a platform, is never a good thing. It turns off the user & they might start contemplating on easier to use alternatives.
Not in the scope / Not doing	Reward based gamification, for completing action items
Acceptance Criteria	<p>The user is able to see a clear, visually appealing action items page upon signing up.</p> <p>The page shall also let the user know at which step they are in, and which steps are yet to be completed.</p>

Functionality	Interviewee Experience
Features	<ol style="list-style-type: none"> 1. Search & apply for Jobs 2. Interviewee Profile <ol style="list-style-type: none"> a. Fill in basic / required details b. Upload Resume 3. Book an interview slot, upon HR shortlisting 4. Ability to view lists of jobs applied, along with its status (resume viewed, shortlisted, rejected) 5. View interview process dashboard, for the job applications the candidate have been shortlisted for 6. Interview dashboard for interviewees <ol style="list-style-type: none"> a. Time of past / upcoming interviews b. Joining links (Zoom / Google Meet / Teams) c. Status of interview round d. Interviewer feedback for the interview round
Importance	Must Have
Description	<ol style="list-style-type: none"> 1. Search & apply for Jobs – Potential candidates can search & apply for jobs 2. Profile <ol style="list-style-type: none"> a. Basic / Required Details – Interviewee should be able to complete their basic profile to be interview ready on the platform b. Upload Resume – Interviewee should be able to upload their latest / current resume on the platform 3. Book an interview slot – Interviewee should be able to view and book interview slots, as released by the interviewer 4. Ability to view list of jobs applied, along with current application status - Interviewee should be able to check out a complete list of jobs applied, along with the application status 5. View interview process dashboard - allowing for clear, transparent visibility into the decided interview process, for a particular job 6. Interview dashboard for interviewees - <ol style="list-style-type: none"> a. Time of Interview – Details of day & time of past / upcoming interviews b. Joining Links (Zoom/ Google Meet / Teams)- Clickable interview joining links for the interviewee c. Interview Round Status View - to inform the interviewee of the interview round outcome d. Feedback – Feedback received from the interviewer for the interviewee, for an interview round
Purpose	To empower the interviewee with all necessary tools and views to enjoy an efficient & elegant interviewing experience.
User Problem (s)	<ol style="list-style-type: none"> 1. Jobs seekers have to go back and forth for interview timing scheduling with HRs 2. Candidates cannot understand the interview process as a whole, and often have opaque visibility on the company interview process 3. Interviewees are not notified most of the time, if they are rejected, leading to anticipatory pain for interviewees (might as well lead to temporary emotional / mental challenge)
User Value	<ol style="list-style-type: none"> 1. Interviewees are easily able to search, shortlist and apply for company job openings 2. Interviewee retains the power to choose an interview time, that suits his / her convenience 3. Candidates can have complete visibility (helicopter view) of the job's interview process 4. Candidates are notified on interview round status, along with feedback
Assumptions	Interviewees are grappling with the problems of company job openings visibility, rigid interview times, vagueness or confusing interview processes & zero / delayed interview feedback cycles.
Not in the scope / Not doing	Automated resume scanning, eliminating the need for the interviewee to manually key in basic / required details

Acceptance Criteria	<ol style="list-style-type: none"> 1. The interviewee is easily able to search and apply jobs on our platform 2. Candidate has an interview application dashboard with information on current application status 3. Candidate has an interview process information view dashboard 4. Candidates can view and block interviewer's slots for the interview, on their own & at their discretion (without HR's involvement) 5. Interviewee is able to get a 360 degree view on the job's interview process 6. Interviewee has an interview dashboard of past / upcoming interviews, with interview status and feedback.
---------------------	---

Functionality	Interviewer Experience
Features	<ol style="list-style-type: none"> 1. Quick link based sign up for interviewers 2. Ability to feed in available slots to take interviews 3. Easy past / upcoming interview tracking 4. Easily provide interview feedbacks to both stakeholders (HRs & interviewees)
Importance	Must Have
Description	<ol style="list-style-type: none"> 1. Quick link based sign up for interviewers - quick and one click sign up and onboarding to the platform for interviewers, with joining link shared by HRs 2. Ability to feed in available slots to take interviews - Calendly based selection of open slots experience to suit interviewer's preferences and schedule 3. Easy / past upcoming interview tracking - View all interviews that the interviewer has either taken or is yet to take, along with other relevant interview round data (interviewee name, interviewer's decision, interviewer's provided feedback, joining link for upcoming interviews etc)
Purpose	<p>Thunder fast interviewer onboarding, along with ability and flexibility to choose their available times (leading to drastic reduction of HR scheduling conflicts)</p> <p>Easy interview rounds tracking using envisioned interview rounds dashboard.</p>
User Value	<ol style="list-style-type: none"> 1. Fast sign up time 2. No more remembering the interviews to take, for what interview feedback remains & hassle loaded scheduling conflicts
Assumptions	<p>Interviewers are time crunched employees, for whom interviewing is just a apart of the job.</p> <p>They don't appreciate lengthy onboarding processes nor they appreciate bureaucratic interview scheduling (traditional email or phone based back and forth with HRs, at times)</p> <p>They wish to get the job done, with minimal time investment from their end.</p>
Not in the scope / Not doing	In platform note taking system for interviewers, for live on-the-go interview round pointers / feedback record
Acceptance Criteria	<ol style="list-style-type: none"> 1. Interviewer is able to one click sign up onto the platform 2. They are able to select availability using Calendly widget 3. Interviewers can track all their interview rounds taken at one place 4. 1-click HR & interviewee feedback providance feature for the interviewers, after each interview round

Functionality	HR Experience
---------------	---------------

Features	<ol style="list-style-type: none"> 1. Post company job openings 2. 1-click add company's interviewer to the portal with just the interview's email <ol style="list-style-type: none"> a. Interviewer will get sign-up invitation email 3. Dashboard to view list of past Interviews <ol style="list-style-type: none"> a. Date/Time of those interview rounds b. Candidate's Resume c. Selected / Rejected verdict for the round d. Interview round feedback received from interviewer for HR e. Interviewer's Name f. Interviewer's Email 4. List of Scheduled interviews <ol style="list-style-type: none"> a. Date/Time of scheduled interview rounds b. Candidate's Resume c. Selected / Rejected verdict d. Interview round feedback received from interview for HR e. Interviewer Name f. Interviewer Email 5. Offer / Reject Dashboard <ol style="list-style-type: none"> a. Extend offer to interviewee, along with an email b. View candidate's offer acceptance status c. Reject candidate, along with an email 6. Assign Interviewee to Interviewer 7. Hiring Stats <ol style="list-style-type: none"> a. Grand total of interviews scheduled by HR b. Number of interviews that actually took place c. Number of offers made d. Number of offers accepted
Importance	Must Have
Description	<ol style="list-style-type: none"> 1. Post company job openings - easy job posting solution for HRs 2. 1-click company interviewer onboarding - to reduce interviewer onboarding hassles for HR with a single stop invitation dispatch functionality 3. Past / Upcoming interview dashboard - allows interview rounds tracking for HRs via easy and comprehensive interview rounds visibility. This also enables the calling of quick hiring decisions (make offer / reject)
Purpose	Significantly reduce HR's hassles. Allow HR to function as an independent fast unit, rather than being a mediatory between the interviewee and the interviewers.
User Value	<ol style="list-style-type: none"> 1. Reduced bureaucratic and time consuming back and forth 2. No traditional scheduling problems 3. Easy interview trackings, with easily digestable stats 4. Quick make-offer or reject candidature functionality
Assumptions	Hiring HRs would prefer to actually focus on their job of creating and posting job applications & track interview rounds in real time. Their significance, we believe, is more post offer decision stage - rather than the traditional minute involvement of HRs in the interview transpiring stage itself
Not in the scope / Not doing	<p>Ability to view Interviewer's stats</p> <ol style="list-style-type: none"> a. Unique offering from our end to view which interviewer is performing the best / better b. We envision to do this by tracking the stats of "interviewer effectiveness". This is done by tracking out of how many candidates approved by the interviewer in their taken round - the number of candidates that are able to actually bag an offer. This naturally excludes bar raiser / leadership interviewers, who are generally tasked to take the final round. c. Via this, we aim to cultivate interviewer collaboration and not competition, implying an adept interviewer could share pointers on what makes them more effective.

Acceptance Criteria	<ol style="list-style-type: none"> 1. HR is able to easily onboard onto Interviewium, with a quick and clear sign up process 2. HRs are able to extend 1-click sign up invitation to interviewers 3. HRs can track all past / upcoming interview rounds 4. Single page solution to extend offer and reject candidates 5. Easily digestible YTD (Year To Date) interview stats view
---------------------	---



Tech Stack

1. *Authorization*: Firebase
2. *Database*: MySQL
3. *Frontend*: CSS, React.js, Redux, Next.js
4. *Backend*: Node.js
5. *Storage*: Amazon S3
6. *Hosting*: Netlify
7. *CI/CD & Version Control*: Github Actions & Github



Roadmap Features

1. Automated resume scan and details filling experience for the interviewee
2. Skill-based interviewer - interviewee matching functionality, reducing HR's mapping decision making time
3. Payments to unlock premium features on the platform
4. Subdomain allotment to organizations
5. Alerts, reminders, and notifications to personas [full-stack solution]
6. Interviewer stats population for HRs
7. Initial Screening Questions in Job requirement posting.
8. Auto Reject Candidate Feature based on Primary, Secondary skills, and Screening Questions.