



CEBU INSTITUTE OF TECHNOLOGY  
UNIVERSITY

## **Functional Requirements Document**

*For*

**<GITJOB>**

**Job Portal System**

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*Prepared by*

Lumayno, Ranz Matheu M.  
Robillos, Jorash Jonathan C.  
Vecina, Peter Sylvan L.  
**<Contact Details>**

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## 1. INTRODUCTION (Analysis Description)

### 1.1 PURPOSE OF THIS DOCUMENT

This document outlines the key functional requirements for the **Job Portal System**, designed to facilitate job searching, job posting, and applicant management. This system aims to streamline the hiring process, provide a seamless user experience for both job seekers and employers, and support the administrators in managing the portal efficiently. However, the overall system concepts will stay constant. The Job Portal System does not involve any unusual storage, speed, input-output equipment, or human factor requirements.

### 1.2 SCOPE

This document defines the functional requirements of the Job Portal System, covering:

- User Requirements:
  - Job seekers: individuals searching for employment opportunities.
  - Employers: Organizations posting job openings.
  - Administrators: System managers.
- Use Cases:
  - Job Search interactions.
  - Profile management.
  - Job posting and application processes.
  - Communication between users.
- Functional Requirements:
  - User registration (account creation and login).
  - Job search functionality.
  - Profile creation and management.
  - Job posting features.
  - Communication features.
  - Notification center.

Excluded in this document:

- Technical Specifications.
- External Process Details.

### 1.3 ASSUMPTIONS AND CONSTRAINTS

Assumptions:

- Users have access to the internet.
- Users have basic computer literacy.
- The Job Portal System will be used on modern web browsers.

Constraints:

- The project must be completed within the allocated time frame.
- The Job Portal System should integrate smoothly with existing infrastructures.
- Balancing functionality with an intuitive and user-friendly interface.

## **1.4 DEPENDENCIES**

1. Legal and Compliance Factors:
  - Legal review and approval of terms of use, privacy policies, and user agreements.
2. Infrastructure Components:
  - Reliability of the hosting infrastructure to ensure system uptime.
3. Development Team Availability:
  - Timely availability of the development team for implementation, testing, and bug fixes.

## **2. FUNCTIONAL REQUIREMENTS**

### **2.1 USER REGISTRATION**

Users must be able to create an account as either a Job Seeker or an Employer. Each user will have unique credentials for logging in.

Functions:

- User registration with email, password, and other relevant information
- Login functionality

### **2.2 JOB SEARCH**

Job seekers should be able to search for available job positions based on the requirements.

Functions:

- Search functionality
- Filter functionality (job type, salary range, etc...)

## **2.3 PROFILE MANAGEMENT**

Job seekers have the ability to create and manage their profiles which includes uploading resumes, certifications, and other relevant documents.

Functions:

- Profile creation (personal information, experience, etc...)
- File upload (certificates, resume, PDF, etc...)
- Edit and update functionality

## **2.4 JOB POSTING**

Employers have the ability to post job openings about available positions for job seekers to explore and apply.

Functions:

- Create and post job postings with detailed information (salary range, requirements, etc..)
- Update and delete job postings
- List of applications

## **2.5 COMMUNICATION**

Job Seekers and Employers should be able to communicate with each other for job details, application processes, interviews, or meeting arrangements.

Functions:

- Direct Messaging
- Message History
- Message Center

## **2.6 NOTIFICATIONS**

Job Seekers and Employers should be notified of important events related to job postings, applications, and communications.

Functions:

- Notification Center
- Job Alerts
- Application Status Notification
- Message Notification

## **2.7 RESUME MANAGEMENT**

Job Seekers should have access to tools for creating, uploading, and managing their resumes. Employers should be able to view and manage received resumes efficiently.

Functions:

- Resume Uploading
- Resume Builder
- Resume Search

## **2.8 BUSINESS MANAGER JOB MANAGEMENT**

Business Managers should have tools to manage job postings, view applications, and oversee job-related activities.

Functions:

- Job Posting Management
- Application Review
- Accept and Decline Applicants

## **2.9 APPLICATION TRACKING**

Employers and Job Seekers should be able to track the status of job applications throughout the hiring process.

Functions:

- Application Status Updates
- Application Timeline

