Student Employment Portal

Contents

1   Context

The Counselling and Careers Development Unit (CCDU) at Wits requires an improved Student Employment Portal (SEP). While this service is available to the University to fill short-term and part-time vacancies, this service is to be availed to external companies so that they may more efficiently recruit students without assistance from CCDU personnel. This proposal is prepared based on consultations with Wits ICT and the following documents provided.

- WITS INFORMATION AND COMMUNICATION TECHNOLOGY, Business Requirement Documents – CCDU Student Employment Portal, Final Version, 03 November 2022.
- Student Employment Portal Presentation

As there are numerous features, this project has been broken down into multiple phases. This proposal is only to address those features deemed to be essential for phase 1.

1.1   Objectives

The primary features in scope for phase 1 are as follows:-

- Incorporate CCDU links and material from their current website https://www.wits.ac.za/ccdu/career--job-search-resources/career--job-search-resources/
- CCDU social media links can be added to the site
- Allow external employers to register, create posts and view applicants
- Allow CCDU administrators to approve employer registrations and each post.
- Students are to be able to create a digital profile (CV). This will enable the students to apply for multiple posts using the same digital profile. The actual generation of a pdf document of the CV is out of scope and will be tackled in the subsequent phase.
- Students to be able to view and search adverts
- When a student applies, the digital profile is automatically linked. The student is required to upload other requested documentation such as transcripts, certificates, etc.
- Students to track their job application history
- Enable notifications through emails
- Provide summary reports such as stats on number of visits, completed applications, vacancies per time and a few other simple metrics.

Implementing the above features means that this application can go into production and enable CCDU to start generating revenue while new features are being developed.

1.2   Future features

Meeting the objectives above is just the start for this application. Future features in subsequent phases of the project (ie out of scope for the current implementation).

- Create a formatted CV in pdf format using their digital profile – document formatting is tricky and time-consuming.

- Allowing an employer to withdraw a post due to unforeseen circumstances such as being unable to secure funding. All students will have to be notified and the implications of such an action must be understood before attempting this feature.
- Upload qualifications alongside the students digital profile so that they do not need to be uploaded for each application. Each application might only require the cover letter to be uploaded. This will reduce the number of documents uploaded.
- Allowing bursary applications to be submitted online. This feature will most likely reuse the standard job posting functionality.
- Events and RSVP management
- Advertising
- Creating a single merged pdf of all uploaded documents so that the Employer may download one document.
- Improve security by introducing One Time Pin (OTP) when logging in through emails.

The actual features for each phase will be established and prioritised in consultation with Wits ICT and CCDU.

2 Solution

2.1 Entity relationship

The entity relationship identified is shown below.
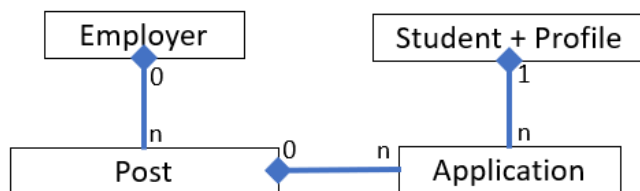
- An **Employer** may have 0 to n number of Posts
- A **Student** will have their details and profile
- A **Post** can have 0 or more **Application**s submitted by the Students
- Students can have 0 or more Applications for different Posts

2.2 Roles

The application roles are as follows

- **Employer** – may be an external recruiter or Wits staff member seeking students for employment. Employers will create posts and be able to review applications.
- **Student** – will create their digital profile and use that to apply for posts.
- **Approve** – is typically designated CCDU personnel that will approve Employer registrations so that they may log in to the system. They will also approve each post before it goes live on the site (visible to the students).
- **Admin** – a person who is able to remove users as and when required. This is a standard function for any app and is not described in this document.

2.3 Design considerations

The following considerations were included when designing this solution:

- Minimise data entry as well as minimise re-entering the same data.
- Ensure appropriate security measures in terms of POPIA as it will now contain sensitive information for students. This is not a concern for this exercise but be mindful.
- Track all post applications to create full history for data analysis purposes.

2.3.1 Performance testing

This application is expected to be used by a larger number of students and there is a possibility that the server may experience more traffic, causing performance (response time) to degrade. The application being designed is not handling any complex logic. The only potential bottleneck is the document upload as that consumes bandwidth. The proposed approach is to launch the system slowly and focus advertising to targeted groups of students to minimise traffic. Alternatively, additional servers can be used with a load balancer to increase capacity to handle more traffic.

2.3.2 Potential security vulnerability

Users are required to log in before they are permitted to upload a document. Any malicious attempt can be traced to a user. Some users may upload malicious files that may inadvertently consume all resources resulting in the services going down. It may be worthwhile exploring using a third-party service to verify a document prior to upload. Such assessments and decisions will be made based on where the solution will be hosted.

2.4 Glossary

AD – Active Directory is a database that contains all the details of the Wits users so that it can authenticate and authorise users to log into different services.

API – Application Programming Interface enables one to securely query Wits ICT systems such as AD for authentication and send email notifications to users.

CCDU – Counselling and Careers Development Unit

POPIA – Protection of Personal Information Act

SEP – Student Employment Portal is the system that is being proposed.

2.5 Assumptions

- All staff and students have a wits email account which will be used to communicate with them.
- Access to the hierarchy of faculties and departments (copy) to populate cascading dropdown boxes through APIs availed by Wits ICT. For this exercise, we will not have access to this information.
- A post may be filled with one or more candidates
- Students may apply for as many posts as they desire – in future, we can impose embargoes or apply other limits based on data gathered through actual usage and lessons learnt.
- Students are classified by year of study and faculty which is required for filtering purposes.

2.6   Uncertainty

- The system will probably be deployed to Cloud. For this exercise, we will definitely host on a local machine. If possible, we can explore publishing it on Azure or AWS.
- The system will need to manage the external user log in and allow internal staff to be authenticated via AD. For this exercise, we will run this as a completely stand alone app.

2.7   Dependencies

CCDU to provide legal wording for use on the site specifically for

- Terms and Conditions of use of this site (app) – Text will be provided
- POPIA: the intended usage of the data gathered – Text will be provided

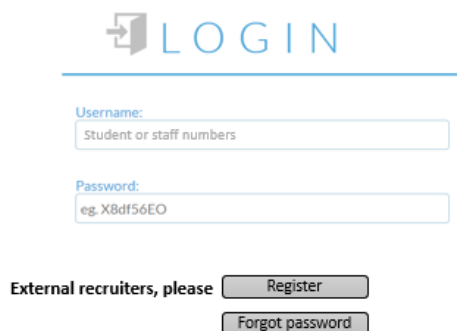~~We would also require Wits ICT to grant access to APIs for~~

- ~~login validation through AD,~~
- ~~hierarchy of departments' information and~~
- ~~email server gateway for outgoing messaging by emails~~

2.8   Login

Login validation will be done through Active Directory (AD). Logins for external users (employers) will be managed on the system.

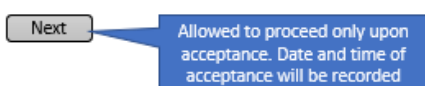Students and staff can login with your staff/student numbers.

External recruiters, please register first to obtain a login

Upon first login, users will be asked to accept the terms and conditions before proceeding.

2.9   Employer Journey

2.9.1   Registration

Wits members of staff do NOT need to register. External employers need to do so with the following information.

Title	Mr
First name	Elliot
Surname	Bob
Email and username	elliot.bob@eskom.co.za
Tel	011 717 7200
Cel	089 952 6565
Job Title	Manager
Company registration number	92350677633
Registered name of business	Eskom Holding SOC Ltd
Trading name (displayed)	Eskom
Business Type	▼
Registered address	
Type password	
Retype password	

Auto-populate name from registration number and make this read only

Enforce strong password

☐ I confirm that the information provided above is true to the best of my knowledge

Please wait for a confirmation email from us that your registration has been approved. This normally takes up to 3 working days.

reCAPTCHA

☑ I'm not a robot   reCAPTCHA

[Register]

The company registration number will be used to prevent duplicate entries and different spellings for the same company. This will simplify reporting by Employers. The remaining information may be used for verifying the Employer so that they may be invoiced for use of this service.

The email address will also be used to ensure that there are no duplicate registrations. In other words, an employer may register only once with that email address. If they forget their login credentials, they will have to reset their password using the *Forgot password* function.

Upon registration and email will be sent to notify the Admin of a pending registration. The assumption above is that it may take a few days for the registration to be verified.

An employer can only log in once the registration is approved.

An employer may also edit the details of the company. Only selected fields may be edited and that will be defined later in conjuction with the client.

2.9.2 Manage Posts

User story: As an employer, I wish to create posts so that I may receive applications.

The following view shows some of the posts created in a tabular form by this fictitious Employer. An Employer will obviously not be able to see posts created by other Employers. The Employer may click on **Review** to see details and access more functionality.

Job title	Department	FT/PT	Start	End	Rate	Status	
Library assistant	Library	PT	04-01-2023	31-03-2023		Pending	Review
Choir director	Wits School of Arts	PT	01-02-2023	30-04-2023		Approved	Review
Lab assistant	Eskom Holdings SOC	FT	12-06-2023	30-06-2023		Rejected	Review
Tutor	Facu.. Eng & Built env	PT	01-03-2023	31-07-2023		Closed	Review
Tutor	Fac of Law & Comm	PT	01-02-2023	30-10-2023		Withdrawn	Review

Create Post

Back

Click on **Create Post** to see the following choice.

1. ~~In the case of a member of staff, they will need to make the following selection~~

    Select Faculty ▼

    Select Department ▼

2. In the case of an external employer, the company will be auto-selected

    autos-selected

The remaining information must be filled out.

Job title	
Location	building, campus, etc or an address

Description of job

Tr B *I* U & ☰ ☷ " — ☒ ☺▾

Key responsibilities

Tr B *I* U & ☰ ☷ " — ☒ ☺▾

Fulltime or part-time ▼

Part-time: Number of hours required in a week | Range ▼ |

- < 2
- 2 to 4
- 4 to 6
- 6 to 8
- 8 to 12
- >12

Start date 📅

End date 📅

Hourly rate

Limited to

☐ 1st year   ☐ 2nd year   ☐ 3rd year   ☐ Honours

☐ Graduates   ☐ Masters   ☐ PhD   ☐ Postdoc

☐ Faculty?   ☐ Department?

Limited to

○ South African citizens or

○ Open to everyone

Minimum Requirements Doing 1st year Elec Eng or 1st year Bcom. Knowledge of Office 365

Application instruction Please submit covering letter with a detailed CV. We need you to include full details for 3 referees, copy of ID, proof of resident

Closing date 31-03-2023 📅

Contact person (for internal use | | email | | Only visible to CCDU
and not visible to students) Contact no | |

[Create Post]   [Back]

Create Post will save and take the Employer back to the tabular display of posts and set the *Status* to Pending.

Job title	Department	FT/PT	Start	End	Rate	Status	
Library assistant	Library	PT	04-01-2023	31-03-2023		Pending	Review
Choir director	Wits School of Arts	PT	01-02-2023	30-04-2023		Approved	Review
Lab assistant	Eskom Holdings SOC	FT	12-06-2023	30-06-2023		Rejected	Review
Tutor	Facu.. Eng & Built env	PT	01-03-2023	31-07-2023		Closed	Review
Tutor	Fac of Law & Comm	PT	01-02-2023	30-10-2023		Withdrawn	Review

Create Post

Back

The possible Status options are

- Pending – post created and awaiting review by Admin
- Queried – the post was viewed and Admin is seeking more information or requiring clarification
- Rejected – Admin felt that this post was inappropriate for whatever reason.
- Approved – post is live and visible to students.
- Closed – post was closed and is no longer accepting applications. It would no longer be visible to students except within the history of those that applied.
- Withdrawn – a post was withdrawn by the Employer for whatever reason (eg. failing to secure a grant).

2.9.3 Review Post

Start with the list of Posts

Job title	Department	FT/PT	Start	End	Rate	Status	
Library assistant	Library	PT	04-01-2023	31-03-2023		Pending	Review
Choir director	Wits School of Arts	PT	01-02-2023	30-04-2023		Approved	Review
Lab assistant	Eskom Holdings SOC	FT	12-06-2023	30-06-2023		Rejected	Review
Tutor	Facu.. Eng & Built env	PT	01-03-2023	31-07-2023		Closed	Review
Tutor	Fac of Law & Comm	PT	01-02-2023	30-10-2023		Withdrawn	Review

The user may use the **Review** button and edit information in a post. Any comments made by the review would be visible.

Reviewer's comment	The description is too vague. Why is this limited to engineering only?

○ Internal (within Wits) ○ External (created on behalf of)

Select Faculty ▼		Select Company ▼

Select Department ▼

Job title	
Location	building, campus, etc or an address
Description of job	
Key responsibilities	

Fulltime or part-time ▼

Part-time: Number of hours required in a week | Range ▼ |

Start date	📅
End date	📅
Hourly rate	

Limited to

☐ 1st year   ☐ 2nd year   ☐ 3rd year   ☐ Honours
☐ Graduates   ☐ Masters   ☐ PhD   ☐ Postdoc
☐ Faculty?   ☐ Department?

Limited to

○ South African citizens or
○ Open to everyone

Minimum Requirements	Doing 1st year Elec Eng or 1st year Bcom. Knowledge of Office 365
Application instruction	Please submit covering letter with a detailed CV. We need you to include full details for 3 referees, copy of ID, proof of resident
Closing date	31-03-2023 📅

Contact person (for internal use   email

and not visible to students)   contact number

[View Applicants] [Close]   [Withdraw]

[Save changes]   [Back]

The **Close** button (after a pop-up confirmation) will result in this post being no longer available to students other than those that have already applied.

The **Withdraw** button (after a pop-up confirmation) will result in this post being no longer available to students other than those that have already applied. Those students who have applied will see this status next to the post. This status is a future feature as it may have other implications that would need to be identified and addressed.

2.9.4   View Applicants

As an employer, I want to review all the applicants responding to my post.

This will open up a tabular view listing all the applicants.

Name	Surname	Department	Course	Level	Gender	Status	
John	Favreau	Fac… of Eng & Built Env.	Chemical Engineering	Year 2	Male	Pending	Details
Bob	Marley	Wits School of Arts	Gaming	Year 3	Female	Pending	Details
Jean	du Preez	Health Sciences	BHSc – Biokinetics	Year 1	Female	Pending	Details
Simphiwe Dladla		Science	Physics	Hons	Male	Withdrawn	Details

Click on **Details** to view the following information on the student with their complete digital profile

Job title: Library assistant
Job Description: Temp for the librarian after hours

Student no   0012345/A
Department   Faculty of Engineering and Built Environment
Course   Chemical Engineering
Level   Year 2

Profile
Name: Abe
Surname: Villiers
Email address   abe.villers@wits.ac.za
Tel number   0611234567

Gender   Male
Nationality   South Africa
…………… Full digital profile …….
……………

Document 1   Cover letter

Document 2   Transcript

Document 3   Certificate

Outcome status | Interview/On Hold/Rejected/Appointed ▼ |

[Back]   [Save]

Clicking on the document hyperlink will open them one at a time in a pop-up window.

On this screen, the Employer must choose the outcome status which is explained as follows:

- Interview – the candidate is to be interviewed
- On hold – the candidate has been reviewed but no decision has been made.
- Rejected – the candidate must be notified and will not be considered further.
- Appointed – candidate will be notified accordingly

This feature is dependent on the Employers using this functionality. The Employer must select an outcome and **Save** They will be returned to the previous screen as follows.

Student no	Department	Course	Level	Gender	Status	
0012345/A	Fac... of Eng & Built Env.	Chemical Engineering	Year 2	Male	Pending	Details
0012345/A	Wits School of Arts	Gaming	Year 3	Female	**Unsuccessful**	Details
0012345/A	Health Sciences	BHSc – Biokinetics	Year 1	Female	**Successful**	Details
0102502/B	Science	Physics	Hons	Male	Withdrawn	Details

The Status is explained as follows and will be displayed the same for the respective student.

- Pending – application has not been reviewed and/or the outcome is undecided
- Unsuccessful – application is rejected
- Successful – applicant is appointed
- Interview – as above
- On hold – as above (perhaps a better term should be used).
- Withdrawn – the applicant has voluntarily withdrawn their application. The details of this applicant can no longer be viewed by the Employer.

2.9.5 Export Excel

An employer may Export all the applicants (excluding those that have withdrawn) to a flat and wide Excel spreadsheet containing the complete digital profile. The file may be saved locally for analysis.

2.10 Approver Journey

User story: As an Approver, I want to review all external employer registrations and decide who to approve.

2.10.1 Review external employers

Upon login, the Approver will see the following options.

Review External Employers

Review Posts

View stats

Clicking on the Review External Employers will open up a list of employers in a tabular format as shown below. The list may be filtered including by *Status*.

Name	Legal Name	Trading name	Registration number	Status	
Bob Elliot	Eskom Holding SOC Ltd	Eskom	200201552730	Pending	Review
James Webb	Wits Incubator (Pty) Ltd	Tshimologong	201702456811	Pending	Review
Matt Damon	University of Johannesburg	UJ	201501505046	Approved	Review
Winona Ryder	Sasol	Sasol	102142501225	Rejected	Review

The Status field will indicate all Pending registrations. Click on **Review** and the following window will open with details.

First name	Elliot
Surname	Bob
Email	elliot.bob@eskom.co.za
Tel	011 717 7200
Cel	089 952 6565
Job Title	Manager
Company registration number	94256333
Registered name of business	Eskom Holding SOC Ltd
Trading name (displayed)	Eskom
Business Type	SOC
Registered address	Sunninghill

Edit the company name to ensure consistent spelling for reporting purposes

Approver's notes | This is the fourth person from the same company that is registering

Optional for recording reasons for decisions

Approve — Trigger an email confirmation to external recruiter.

Reject — If the recruiter cannot be verified then reject.

Back

The Approver may call the Employer using the details provided to verify the details and decide whether the Employer is approved or rejected.

If an employer is rejected, then the Employer will have to provide the necessary documentation to change the status to Approved.

Upon completion, the Approver is returned to the following screen with the Status updated. The Status is explained as follows.

- Pending – application has not been reviewed and/or the outcome is undecided
- Approved – the Employer may login and use this service
- Rejected – the Employer cannot login but the details will remain in the system.

2.10.2 Review Posts

User Story: As Approver, the posts need to be reviewed to decide whether it complies with CCDU standards for publication (ie made visible to students).

On the main menu, using the **Review Posts** button will open the following window. The list may be filtered, including the *Status* field.

Job title	Department	FT/PT	Start	End	Rate	Created by	Status	
Library assistant	Library	PT	04-01-2023	31-03-2023		employer	Pending	Review
Choir director	Wits School of Arts	PT	01-02-2023	30-04-2023		employer	Closed	Review
Lab assistant	Eskom Holdings SOC	FT	12-06-2023	30-06-2023		employer	Pending	Review
Lab assistant	Physics	PT	01-01-2023	31-12-2023		employer	Withdrawn	Review

Click on **Review** for a post and the details will be displayed.

Reviewer's comment | Provide reason if the vacancy is queried or rejected. The description is too vague. Why is this limited to engineering only?

○ Internal (within Wits)   ○ External (created on behalf of)

| Select Faculty ▼ | | Select Company ▼ |

| Select Department ▼ |

Job title | [   ]
Location | [building, campus, etc or an address]
Description of job | [   ]

Key responsibilities | [   ]

Fulltime or part-time | [▼]
        Part-time: Number of hours required in a week | [Range   ▼]
Start date | [📅]
End date | [📅]
Hourly rate | [   ]
Limited to

☐ 1st year   ☐ 2nd year   ☐ 3rd year   ☐ Honours
☐ Graduates   ☐ Masters   ☐ PhD   ☐ Postdoc
☐ Faculty?   ☐ Department?

Limited to
○ South African citizens or
○ Open to everyone

Minimum Requirements   Doing 1st year Elec Eng or 1st year Bcom. Knowledge of Office 365

Application instruction   Please submit covering letter with a detailed CV. We need you to include full details for 3 referees, copy of ID, proof of resident

Closing date   31-03-2023 📅
Contact person (for internal use [   ] email [   ]
    and not visible to students)   contact number [   ]
Outcome   Approved/Rejected/Queried ▼

[Save changes]   [Back]

Review the details and set the *Outcome* to Approved. Upon **Save changes**, the advert will become public. However, if the information is unsatisfactory, set the Status to *Queried* or *Rejected* and write comments for the benefit of the Employer. In both cases, the comments will be visible to the Employer.

The Approver will be returned to the previous list of posts and with the Status updated.

2.10.3 View stats

User Story: As Approver, I want to view some basic stats on the effectiveness of this service
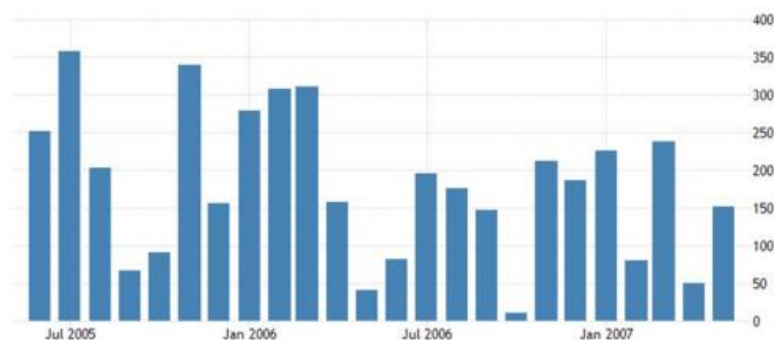
Using the **View stats** button will display some basic charts. Specify the data range to confine the charts.
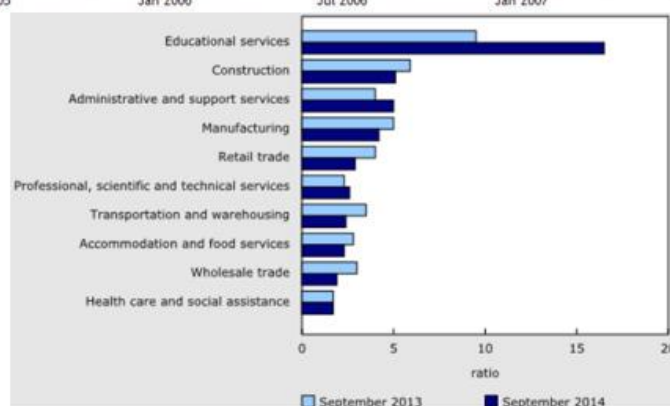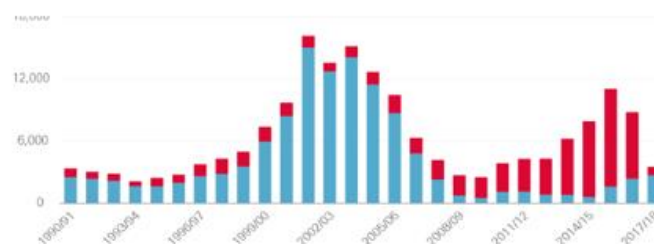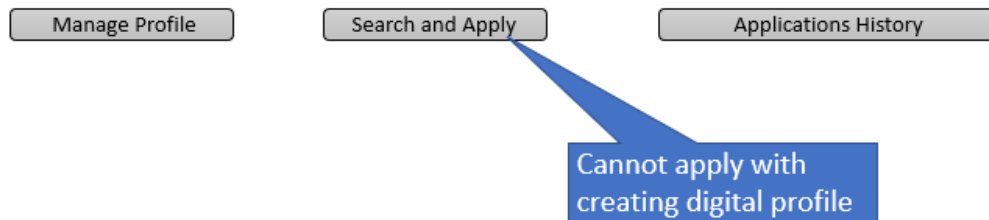

2.11   Student Journey

2.11.1 Home page

User story: As a student, give me access to resources to help me prepare for an interview.

The following options and links from CCDU will be displayed on the home page.

Social media links will also be inserted in the footer.

2.11.2 Student Registration

Suggest a suitable user registration page. It does not need to be overly complicated as students need not be verified.

2.11.3 Manage Profile

User story: As a student, I need to create a digital profile (CV) so that I can use it for job applications

The **Manage Profile** button will open the following window. The fields in this form were created based on the sample CV from the CCDU website for a fictitious student Kabeleo Sekele. The student is expected to start with the following information.

Personal details

Full name:	KABELEO SEKELE
Address:	49 Heron Street, Lenasia, 1820
Tel: (optional)	011 852 3281
Cel:	076 492 3451
Email?	karabo.sekele@gmail.com
ID/Passport No (optional)	0306205003084
Drivers License	Code EB
Career Objective	To gain a challenging entry-level
Gender	Male?
Race	Black?
Nationality	South Africa

Current year of study:
☐ 1st year ☐ 2nd year ☐ 3rd year ☐ Honours
☐ Graduate ☐ Masters ☐ PhD ☐ Postdoc

Faculty: _____ Department: _____

It is unclear at this stage whether the text in red is required but it is stated herein so that CCDU may provide input.

Education

When it comes to *Education*, the details are displayed in summary with an **Add** button.

Education
[Add]

Click on the **Add** button to fill out a qualification as per an example below.

Institution	UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG
Date	2019 -
Qualification	Honours Bachelor of Arts (Sociology)
Subjects	Social Transitions
	The Making of the South African Social Order
	Advanced Social Research
	Global Institutions and Economic Restructuring
	The Demography of South Africa
Majors	
Sub	
Research	A demographic study of transitions in the mining sector. A case study of miners at the Bathopele Platinum Mine in Rustenburg.

[Save]

Leave non-applicable fields blank and **Save** upon completion

An example of adding another education is shown below.

Institution	UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG
Date	2016 - 2018
Qualification	Bachelor of Arts
Subjects	
Majors	Sociology and Media Studies
Sub-majors	Politics and English Literature
Research	

Add another example of education is shown below.

Institution	JEPPE HIGH SCHOOL FOR BOYS, JOHANNESBURG
Date	2011 - 2015
Qualification	Highest Grade Passed: Grade 12
Subjects	English (Home Language), Afrikaans (First Additional Language), Mathematics, Life Sciences, Accounting, Business Studies, Life Orientation. Distinctions achieved in English and Business Studies.
Majors	
Sub-majors	
Research	

Upon saving the qualifications, the student is returned to the profile page, where they will see all their qualifications in summary form, as shown below.

Education
Add

Honours Bachelor of Arts (Sociology)	Edit	Delete
Bachelor of Arts	Edit	Delete
Highest Grade Passed: Grade 12	Edit	Delete

Each qualification may be **Edit**ed or **Delete**d.

Employment

Employment
Add

Use the **Add** button and you will be presented with the following screen. Fill out your work experience.

Employer Name	UNIVERSITY OF THE WITWATERSRAND, SCHOOL OF SOCIAL SCIENCES
Date	2019 -
Job Title	Academic Tutor
Tasks and responsibilities	Receiving and accounting for cash received Cash float management Customer liaison General reception duties Public relations

[Save]

Save will return you to the previous screen. Use the Add button to create another work experience as shown below.

Employer Name	WICHITA SPUR, KENSINGTON
Date	Oct 2018 – Jan 2019
Job Title	Waitron and Cashier
Tasks and responsibilities	Receiving and accounting for cash received Cash float management Customer liaison General reception duties Public relations

One more.

Employer Name	Khaya FM
Date	Apr 2018 – Jul 2019
Job Title	Part-time administration assistant
Tasks and responsibilities	Retrieval of information for research projects Library Information database development Assisting the receptionist during busy periods Filing and other general office duties

When the student returns to the profile page, they will see a summary of their work experience as follows.

Employment
[Add]

Academic Tutor	[Edit] [Delete]
Waitron and Cashier	[Edit] [Delete]
Part-time administration assistant	[Edit] [Delete]

Each employment may be **Edit**ed or **Delete**d.

Continue with the digital profile by listing your skills as per the example shown below.

Skills

Desktop design and layout

General office routine skill and experience

Microsoft Office, In-Design, Photoshop, Marketing and Promotions using social media. Strong familiarity with

Microsoft Excel.

Tutoring and education support

Interpersonal skills developed through work experience and tutoring

Attaining objectives through teamwork processes

List all your achievements

Achievements

Special achievements and Honours:

Distinctions in Sociology II (2017) and Media Studies III (2018)

Active participant in WCCO (Wits Citizenship and Community Outreach - Wits University) (2017 -)

Residence House Committee Member and Programme Coordinator, Wits University (2016 & 2018)

Jeppe High School football team captain (2015)

Jeppe High School Debating Team member (2014 - 2015)

List your interests as shown below.

Interests

Sport: Football, Cricket, Tennis and Volleyball. I believe that participation in sport

develops strength in the areas of leadership and physical health.

Design: My interest in art and design has developed my ability to think creatively and

to present my ideas professionally.

Referees

Referees

Add

Use the **Add** to include referee using the following screen.

Name	Prof. J.H. Russel
Job title	Senior Lecturer
Institution	School of Social Sciences, University of the Witwatersrand
Cel	082 987 8765
Emails	Jonathan.Russel@wits.ac.za

[Save]

Add another referee as shown below.

Name	Mr B. Satsha
Job title	Manager
Institution	Wichita Spur, Kensington
Cel	089 659 7854
Emails	Brian.Satsha@gmail.com

Upon completion, all the referees will be displayed in the summary form below.

Referees
[Add]

Academic Tutor	[Edit] [Delete]
Waitron and Cashier	[Edit] [Delete]
Part-time administration assistant	[Edit] [Delete]

Click **Save Profile** to complete. The student may return any time to update and grow the profile.

2.11.4 Search and Apply

User story: As a student, I want to search posts so that I may apply.

The following view will display only those posts that fit their profile (year, faculty and nationality).

Job title	Department	FT/PT	Start	End Rate	Hours per week	Rate	
Library assistant	Library	PT	04-01-2023	31-03-2023	2 – 4	R100	[Details]
Choir director	Wits School of Arts	PT	01-02-2023	30-04-2023	4 – 6	R120	[Details]
Lab assistant	Eskom Holdings SOC	FT	12-06-2023	30-06-2023	6 – 8	R96	[Details]

Clicking on **Details** will open up a screen as shown below.

Job title	Library assistant
Location	William Cullen Library, East Campus
Description of job	Support the librarian with routine tasks
Key responsibilities	Shelf books, stock take, view records
Fulltime or part-time	Part time
Part-time: Number of hours required in a week	2 - 4
Rate	R120
Start date	04-01-2023
End date	31-03-2023
Closing date	31-12-2022
Minimum Requirements	Doing 1st year Elec Eng or 1st year Bcom. Knowledge of Office 365
Application instruction	Please submit covering letter with a detailed CV. We need you to include full details for 3 referees, copy of ID, proof of resident

Apply

Back

Should the student select **Apply**, they will be presented with the following screen for uploading documents.

You are applying for the post of **Library assistant**

Upload documents

Name	Description		
Cover.pdf	Covering letter	View	Delete
Marks.pdf	Transcript	View	Delete

Upload New Document

Description   [_____]

Choose File | No file chosen

Upload

Apply

Back

The example below shows that the student has already uploaded a cover letter and their transcript. The student may **View** or **Delete** an uploaded file. To upload another document, the student must add a *Description* for the ease of use of the Employer. Then use **Choose File** to browse their local machine and select a file. Press the **Upload** button and after a brief moment, the screen will refresh displaying the newly uploaded document and the corresponding description.

Press the **Apply** button to complete the application process. The student will no longer be able to delete or submit additional documentation. The student will be returned to the search window where they may continue to browse available posts.

2.11.5 Applications History

User story: As a student, I wish to view the progress on all my applications (ie view history). The information will be displayed in a tabular form as shown below. The history will be visible in perpetuity.

Job title	Department	FT/PT	Start	End Rate	Outcome		
Library assistant	Library	PT	04-01-2023	31-03-2023	Pending	Details	Withdraw
Choir director	Wits School of Arts	PT	01-02-2023	30-04-2023	Successful	Details	
Lab assistant	Eskom Holdings SOC	FT	12-06-2023	30-06-2023	Unsuccessful	Details	
Tutor	Fac..of Eng & Blt Env	PT	01-02-2023	30-09-2023	Cancelled	Details	
Lab assistant	Physics	PT	01-01-2023	31-12-2023	Withdrawn	Details	

The *Outcome* will indicate the current status as explained below.

- Pending – application was completed and submitted. It is now awaiting review and decision.
- Successful – the candidate was appointed
- Unsuccessful – the candidate was rejected. We encourage employers to use the available features to use this
- Cancelled – set by the system when a post is withdrawn by Employer due to funding no longer being available (this is a future feature).
- Withdrawn – while an application is *Pending*, the candidate has the option to **Withdraw** the application so that it is no longer visible to the Employer.

3   Proposal

Project Plan

Software Development Unit - Graduate Internship Prog **Current**   nd plan)   % Complete (beyond plan)

item	ACTIVITY	PLAN START Date	PLAN END Date	PERCENT COMPLETE
4	Boot camp training for interns	02-Jan-23	31-Mar-23	0%
5	Plan all the test cases, create dummy data	03-Apr-23	28-Apr-23	0%
6	Setting up environments, roles, databases, security	03-Apr-23	07-Apr-23	0%
7	Login with both AD integration and app registration	10-Apr-23	14-Apr-23	0%
8	External employer registration and editing	17-Apr-23	28-Apr-23	0%
9	Configure categories for searching	01-May-23	05-May-23	0%
10	Employer manage posts (create and edit post).	08-May-23	12-May-23	0%
11	Employer: View applicants and supporting documents	15-May-23	19-May-23	0%
12	Employer: Export applicants to Excel in flat file	22-May-23	02-Jun-23	0%
13	Student home page with links to CCDU and social media	17-Apr-23	21-Apr-23	0%
14	Student: Create/Edit Digital profile. Add/edit multiple	24-Apr-23	05-May-23	0%
15	Student: Search, view details of posts and Apply	08-May-23	12-May-23	0%
16	Student: Upload documents (to complete application)	15-May-23	19-May-23	0%
17	Student: View Aplication progress and history	22-May-23	26-May-23	0%
18	Admin: Approve external registrations	29-May-23	02-Jun-23	0%
19	Admin: View all posts, approve or reject	05-Jun-23	16-Jun-23	0%
20	Admin: Export raw data to Excel in flat file	05-Jun-23	16-Jun-23	0%
21	End to end testing	19-Jun-23	30-Jun-23	0%
22	UAT	03-Jul-23	07-Jul-23	0%
23	Handover and go live	10-Jul-23	14-Jul-23	0%

Timeline weeks: 03-Apr-23, 10-Apr-23, 17-Apr-23, 24-Apr-23, 30-Apr-23, 07-May-23, 14-May-23, 21-May-23, 28-May-23, 04-Jun-23, 11-Jun-23, 18-Jun-23, 25-Jun-23, 02-Jul-23, 09-Jul-23

Week numbers: 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37

Sound software engineering principles will be applied to develop the software to ensure we produce high-quality apps.

3.1 Hosting

As with many moderns application, the application may be hosted either on the Cloud or on-premises. On either platform, three separate but identical environments are required for

1. Development
2. Testing/QA/Staging
3. Production

Costs for hosting in the Cloud can be provided upon request and are excluded from this proposal. It is assumed that Wits ICT would avail suitable environments and costs would be for the CCDU account. Based on the anticipated traffic, an adequately specified server is required to host the production version of the web app.

3.2 Support and Maintenance

After deploying the application, there would be a need for support and maintenance for a period of 12 months. This is charged at 20% of the total cost of development. The support will include bug fixes as well as minor tweaks to ensure that the application is operational. Any feature enhancements, significant changes or subsequent phases will be quoted separately.

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