GA Hiresync – Complete Application Flow

Roles and Their Functionalities

1. Agency Manager

- **Responsibilities:**
  - Connects with clients and manages organization-level tasks.
  - Approves, edits, or rejects job posts created by clients.
  - Assigns approved job posts to recruiters based on location.
  - Tracks recruiter performance and ensures jobs are filled.
  - Handles terms negotiation requests from clients.
  - Oversees overall hiring pipeline and closing of job posts.

2. Agency Recruiters

- **Responsibilities:**
  - Receives assigned job posts and job locations from the Agency Manager.
  - Uses tools like **Gemini API** for parsing resumes and finding matching candidates.
  - Submits applications for job posts and locations.
  - Schedules interviews between candidates and interviewers.
  - Tracks the candidate's status from processing to joining.
  - Manages replacements when candidates leave.

3. Client

- **Responsibilities:**
  - Connects with the organization using a unique organization code.
  - Reviews and approves or negotiates **terms and conditions**.
  - Creates job posts after approval of terms.
  - Reviews applications submitted by recruiters:
    - Shortlist, reject, or hold applications.
    - Select candidates, negotiate or finalize offers.
  - Updates joining status and reports candidate exits (for replacement eligibility).

4. Interviewer

- **Responsibilities:**
    - Receives scheduled interview notifications.
    - Conducts interviews and updates interview status (next round or rejection).
    - Provides feedback for each interview round.

5. Candidate

- **Responsibilities:**
    - Applies through the GA Hiresync job board or is added by recruiters.
    - Receives notifications about shortlist status, interviews, and offers.
    - Can accept, reject, or negotiate joining offers.
    - Tracks application status through the candidate portal.

6. Accountant

- **Responsibilities:**
    - Monitors invoices automatically generated when candidates join.
    - Alerts clients for pending payments.
    - Ensures financial tracking between client and organization.

7. Admin

- **Responsibilities:**
    - Handles global platform activities.
    - Manages blog approvals and ticket resolutions.
    - Oversees non-role-specific administrative functions.

End-to-End Application Flow

Step 1 – Client and Organization Setup

- Client connects to the organization.
- Organization defines **terms and conditions** (CTC ranges, clauses).
- Client approves or negotiates terms (Agency Manager handles negotiations).
- If approved → client proceeds to job post creation.

Step 2 – Job Post Creation and Approval

- Client creates job post with:
  - Job details
  - Skills
  - Interview requirements
- Agency Manager:
  - Approves → Moves to recruiters.
  - Edits → Sends back to client for confirmation.
  - Rejects → Stops the process.

Step 3 – Recruiter Actions

- Manager assigns job posts to recruiters (by location).
- Recruiters parse resumes (Gemini API) and submit applications.
- Candidates can also directly apply via job board.

Step 4 – Application Shortlisting

- Applications have statuses:
  - **Pending**, **Processing**, **Rejected**, **Hold**, **Selected**, **Accepted**, **Joined**, **Replacement**.
- Client reviews applications:
  - Shortlist → Moves to **Processing**.
  - Reject → Status set to **Rejected** (with reason).
- Notifications sent to recruiter and candidate on every status change.

Step 5 – Interview Process

- Recruiter schedules interview with interviewer and candidate.
- Interview rounds conducted.
- Interviewer updates feedback and round results.
- Application stays **Processing** until rounds are completed.
- Post-interview → Application moves to **Hold**.

Step 6 – Final Selection and Joining

- Client selects candidate → **Selected** status.
- Candidate responds:
  - Accepts → **Accepted** status.
  - Rejects / Negotiates → Agency Manager/Client approves or declines negotiation.
- On joining date:
  - Client updates status → **Joined**.
  - Position closes automatically.
- Accountant monitors invoice generation.

Step 7 – Replacement Flow

- If candidate leaves:
  - Client updates reason.
  - Eligibility for replacement checked.
  - If eligible → Job post reopens.
  - Recruiter finds replacement until filled.

Mermaid Diagram – Complete Flow