4. HR Operations management

**Abstract:**

The objective of this application is to develop a system to enable interaction between employers and applicants. The purpose is to allow communication between the interested parties and complete the task of recruitment quickly.

**Existing system:**

In the present system both job seekers and job providers depend on the services offered by consultancies. Or employers have to directly notify the jobs and conduct interviews by themselves. This procedure results in more time and effort.

**Proposed System:**

The proposed system is a web application which provides an efficient way to manage the information for various users to cater (provide what is needed) to their needs. It is a complete Portal for Job seekers and employers. It is an exclusive career portal aimed just for the service of job seekers. It is a common platform where corporate recruiters and job seekers come under a single roof.

## Modules:

The system is proposed to have the following modules:

**1. Administrator**

**2. HR head**

**3. Interviewer**

**4. Applicant**

**5. Manager**

**Administrator Module:**

This module provides an interface to add new jobs in Job Street. This module provides functionalities to notify job and walk-in details. This module also includes job search functionality which is very helpful for job seekers to search for jobs. Also it provides facility to filter the jobs based on criteria like Location, Experience and Functional Area. Keyword search is also available. Administrator generates reports like number of Applicants in the web site and number of HR and managers.

**Applicant module:**

Applicant submits his/her Resume to an identified e-mail id with an opportunity id. On receiving the email, extract the mail contents & store it. Based on the opportunity id send it to respective HR (Finance, IM, etc.).Applicant will respond with Acceptance/Rejection subject line. On Rejection process will be ended. On Acceptance new employee ID/mail-id will be generated & process will be ended.

**HR Module**:

HR will verify the resume; if shortlisted, forward it to respective Managers. On rejection, an email will be sent to the Applicant with reason. Manager will update based on the results.

**Manager module:**

Manager will schedule the interview & assign a team member to perform interview. Manager will update based on the results.

**Interviewer module:**

Interviewer conducts the interview & updates the interview results.