Application Tracking (Recruitment System)

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[**Application Tracking (Recruitment System)    1**](https://docs.google.com/document/d/171O6Hjf8svfSsKTwh9Ap0203eghjQ0UF0TasiWnhnjs/edit?ts=5c45cb59#heading=h.ken0ddyjdrro)

[Actors    2](https://docs.google.com/document/d/171O6Hjf8svfSsKTwh9Ap0203eghjQ0UF0TasiWnhnjs/edit?ts=5c45cb59#heading=h.ad77n4nxraow)

[Use Cases    2](https://docs.google.com/document/d/171O6Hjf8svfSsKTwh9Ap0203eghjQ0UF0TasiWnhnjs/edit?ts=5c45cb59#heading=h.xausgnty2elg)

[Job Description Creation    2](https://docs.google.com/document/d/171O6Hjf8svfSsKTwh9Ap0203eghjQ0UF0TasiWnhnjs/edit?ts=5c45cb59#heading=h.8dy2fvgybbuy)

[Upload Reference / Application    2](https://docs.google.com/document/d/171O6Hjf8svfSsKTwh9Ap0203eghjQ0UF0TasiWnhnjs/edit?ts=5c45cb59#heading=h.pljuc4lej3j2)

[Application Search (Resume Search)    2](https://docs.google.com/document/d/171O6Hjf8svfSsKTwh9Ap0203eghjQ0UF0TasiWnhnjs/edit?ts=5c45cb59#heading=h.uhumrcm7mwbc)

[Schedule Interview    2](https://docs.google.com/document/d/171O6Hjf8svfSsKTwh9Ap0203eghjQ0UF0TasiWnhnjs/edit?ts=5c45cb59#heading=h.dzqe77wyrt6v)

[Feedback Process    3](https://docs.google.com/document/d/171O6Hjf8svfSsKTwh9Ap0203eghjQ0UF0TasiWnhnjs/edit?ts=5c45cb59#heading=h.6a8eds6rt39a)

[Offer Creation    3](https://docs.google.com/document/d/171O6Hjf8svfSsKTwh9Ap0203eghjQ0UF0TasiWnhnjs/edit?ts=5c45cb59#heading=h.3iilogkt91u3)

[Offer Approval    3](https://docs.google.com/document/d/171O6Hjf8svfSsKTwh9Ap0203eghjQ0UF0TasiWnhnjs/edit?ts=5c45cb59#heading=h.3b4w1thon4d7)

[Offer Acceptance    3](https://docs.google.com/document/d/171O6Hjf8svfSsKTwh9Ap0203eghjQ0UF0TasiWnhnjs/edit?ts=5c45cb59#heading=h.hqvg6fr4m7py)

[Background Verification    4](https://docs.google.com/document/d/171O6Hjf8svfSsKTwh9Ap0203eghjQ0UF0TasiWnhnjs/edit?ts=5c45cb59#heading=h.a3hfyj5qmvz1)

[Integration with HR System    4](https://docs.google.com/document/d/171O6Hjf8svfSsKTwh9Ap0203eghjQ0UF0TasiWnhnjs/edit?ts=5c45cb59#heading=h.6v9acv4qh7t1)

[Onboarding Checklist    4](https://docs.google.com/document/d/171O6Hjf8svfSsKTwh9Ap0203eghjQ0UF0TasiWnhnjs/edit?ts=5c45cb59#heading=h.v0079xyjeigb)

Actors

* Recruitment Team
* HR Team
* Head of Department
* Candidates (User who are being Onboarded)

Use Cases

1. Job Description Creation

Head of Department will open a requirement for Hiring. Fields for creating a requirements are below

* Job Description
* Experience
* Budget
* Location
* Part time / Full time
* Consultant/Employee
* Technology

1. Upload Reference / Application

* User should be able to upload resume
* There are mainly three ways a resume can be uploaded
  + Uploaded by Recrutement team
  + Uploaded by Employee using Referral Scheme
  + Uploaded by Consultant Agency

1. Application Search (Resume Search)

Recruitment team must be able to search existing Applications. Recruitment team should have filter available for searching application based on different criteria

* Search Application by Experience
* Search Application by Technology
* Search Application by Location

1. Schedule Interview

Recruitment team must have option to schedule interview for any candidate. Recruitment team can schedule interview with Information below

* Technical Panel
* Candidate Name
* Candidate Resume
* Interview Type (Personal / Telephonic / Skype)
* Feedback Template to be used
* Date and Time of the Interview

As soon as interview is scheduled, a reminder must be sent to the respective person included in the interview.

1. Feedback Process

System should allow to create as many technical rounds as recruitment team wanted.

After each technical round, a feedback form should be displayed to technical team.

Feedback form must be filled by the technical team in order to process the candidate.

Recruitment panel should have option to bypass the Feedback process.

Technical team should get email notification for Feedback reminders

There should be atleast for each candidate. As mentioned above, technical rounds can be more than one.

Feedback should be different based on department.  There should be some predefined Feedback template which can be associated with each Interview Scheduled

* 1 technical round
* 1 HR round

1. Offer Creation

If any candidate successfully completed technical round and HR round, Recruitment team should have option to send application for Approval to the Head of Department. Head of department can check all the feedback reports and should be able to process the application as an approved as rejected.

1. Offer Approval

Once an application is approved by the HR head, Recruitment team should have option to Draft Offer. System should have facility to notify user with the offer letter.

As soon as offer is created, an account of the candidate should be created with the user name. An email should be triggered to the candidate with username and link to create password.

1. Offer Acceptance

Applicant / Candidate should be able to login to the system with the credentials created by him. Candidate should be able to see the NDA details (Terms and Conditions) and Accept and Reject button. On clicking on accept button, system should consider the offer to be accepted.

If an offer is rejected by the Candidate, it should again be sent to the department head for the verification. Head of Department should have option to see audit trail log of the candidate.

1. Background Verification

Once offer is accepted, Candidate should see option to upload the document s/he  need to upload for the background verification. Background verification process is done offline and verification status is updated in the system by the recruitment team. Required supportive document must be uploaded by the Recruitment team to mark the BGV verification process as completed.

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1. Integration with HR System

Once background verification process is completed, Candidate should be visible to the HR team for onboarding to the HRMS system. HR team should be able to convert an candidate to employee by clicking button against the candidate records. On Onboarding of the candidate, all necessary document should be uploaded automatically to the HRMS system

1. Onboarding Checklist

Once employee is onboarded in system, checklist should be visible to

* Admin Team
* IT Team
* HR Team

Each checklist should have list of action items required by respective team to complete the onboarding process for the respective department.

All above mentioned team members should have option to see list of candidates joining in next

* 1 Day
* 1 Week
* 1 Month

1. Generate Feed

System should have option to generate feed for the Job openings.