Software Requirements Specification (SRS) for Applicant Tracking System (ATS)

1. Introduction

This document outlines the requirements for developing an Applicant Tracking System (ATS) to streamline the recruitment process, enhance collaboration among hiring teams, and improve the candidate experience. The ATS will facilitate user management, job postings, applicant tracking, and compliance with data protection regulations.

2. Functional Requirements

2.1 User Management

2.1.1 Role-Based Access

- **FR1**: The system shall define user roles (Admin, Recruiter, Hiring Manager, Interviewer) with specific permissions.

- **FR2**: The Admin role shall have full access to all system features, including user management and reporting.

- **FR3**: The Recruiter role shall have the ability to post jobs, manage candidates, and view analytics.

- **FR4**: The Hiring Manager role shall be able to review candidate profiles and provide feedback.

- **FR5**: The Interviewer role shall have access to candidate profiles assigned for interviews only.

2.1.2 User Profiles

- **FR6**: The system shall store user details (name, email, phone number, role) and allow for preferences management.

- **FR7**: Users shall be able to update their profiles, including contact information and notification settings.

2.2 Job Management

2.2.1 Job Posting

- **FR8**: The system shall allow users to create, edit, and delete job postings.

- **FR9**: Users shall be able to publish job openings to multiple job boards and social media platforms with one click.

2.2.2 Job Templates

- **FR10**: The system shall provide predefined templates for common job descriptions.

- **FR11**: Users shall be able to customize job templates while maintaining a standardized structure.

2.2.3 Job Status Tracking

- **FR12**: The system shall track the status of job postings (open, closed, filled).

- **FR13**: Users shall be able to view job performance metrics, including applications received and time to fill.

2.3 Applicant Management

2.3.1 Resume Parsing

- **FR14**: The system shall automatically extract relevant information from resumes using AI/ML technology.

- **FR15**: Extracted data shall be structured into standardized fields within candidate profiles.

2.3.2 Candidate Profiles

- **FR16**: The system shall maintain detailed candidate profiles that include resumes, contact information, and communication history.

- **FR17**: Users shall be able to document interview notes and feedback within candidate profiles.

2.3.3 Application Tracking

- **FR18**: The system shall enable users to monitor candidate progress through different stages (applied, interviewed, offered, hired).

- **FR19**: The system shall send automatic notifications to candidates regarding their application status.

2.4 Search and Filter Capabilities

2.4.1 Advanced Search

- **FR20**: The system shall implement advanced search filters based on skills, experience, education, and location.

- **FR21**: The system shall support Boolean search queries for refined candidate searches.

2.4.2 Tagging System

- **FR22**: Users shall be able to tag candidates with specific labels (e.g., "Strong Skills," "Needs Follow-Up").

- **FR23**: The system shall allow users to filter candidates based on applied tags.

2.5 Compliance and Security

2.5.1 Data Protection

- **FR24**: The system shall ensure compliance with data protection regulations (GDPR, CCPA).

- **FR25**: Sensitive candidate information shall be encrypted both at rest and in transit.

2.5.2 Audit Trails

- **FR26**: The system shall maintain logs of user actions for security and compliance.

- **FR27**: Users shall be able to access and review audit trails.

2.6 Customizable Workflow

2.6.1 Workflow Automation

- **FR28**: The system shall allow organizations to customize hiring workflows.

- **FR29**: Users shall be able to use standard workflow templates for quicker setup.

2.6.2 Status Updates

- **FR30**: The system shall enable real-time updates to candidate statuses.

- **FR31**: The system shall send notifications of status changes to relevant team members.

2.7 Candidate Experience

2.7.1 Candidate Portal

- **FR32**: The system shall provide a self-service portal for candidates to view applications and manage profiles.

- **FR33**: Candidates shall receive updates about new job postings and interview schedules.

2.7.2 Feedback Collection

- **FR34**: The system shall solicit feedback from candidates about their hiring experience.

- **FR35**: The feedback shall be used to identify areas for improvement in the hiring process.

3. Non-Functional Requirements

- **NFR1**: The system shall have a user-friendly interface that is intuitive for all users.

- **NFR2**: The system shall be scalable to accommodate a growing number of users and candidates.

- **NFR3**: The system shall ensure high availability, with a target uptime of 99.9%.

- **NFR4**: The system shall support multiple languages for global accessibility.

- **NFR5**: The system shall adhere to best practices for data security and privacy.

4. Conclusion

This Software Requirements Specification outlines the functional and non-functional requirements for the development of the Applicant Tracking System. The successful implementation of these requirements will enable efficient recruitment processes, enhance team collaboration, and provide a positive experience for candidates.