

**OMO Bank**

**Business Application**

**Development Team**

**Software Project Documentation**

**Title: OMO Bank Recruitment Site**

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**CHAPTER ONE**

# **INTRODUCTION**

* 1. **Scope of and Limitation of the Project**

**1.1.1.** **Scope of the Project**

This proposed system suggests a solution to automate the manual recruitment process. The scope of this proposed system will focus on the job seekers and client companies who will use this system. This recruitment site has several modules to facilitate the recruitment process. Using the client management module, client companies can register and add vacancy details. Also, using the online test module, admin can handle the selection test for job seekers. Furthermore, this system has a feature of scheduling interviews and selection tests dates. Communication between the applicant and company did by the automated emails. Also, this system can generate the reports for decision management process. The proposed system has a backup facility. Using the proposed system company can reach an effective and efficient recruitment process.

* + 1. **Limitation of the Project**

The proposed system has developed based on the following assumptions. The user should have a stable Internet connection, the user should understand the English language and the user should have computer literacy.

* 1. **Methodology of the Project**

**1.2.1. Data Collection Tools/Techniques**

We have been doing our data collection through the following techniques:-

**Observations**

The data gathering process involves viewing from universally adopted procedures of a vacancy posting and recruitment processes of different companies like Ethiopian commercial bank and other huge firms.

**Interviews**

The data gathering process involves interviewing HR personnel and the clients in the company about questions we might have on the recruitment process that may be necessary for the development of the module.

**Document analysis**

Analyzing the current process using the company’s usual vacancy postings to understand the client's current situation. Reviewing the available company documentation, charts, recruitment analysis statistics and past recruitment patterns and get an idea about the requirements of the new system.

* + 1. **System Development Model**
    2. **Development Tools and Technologies**
       1. **Frontend Technologies**
       2. **Backend Technologies**
       3. **Documentation and Modeling Tools**
       4. **Deployment Environment**

**CHAPTER TWO**

1. **DESCRIPTION OF THE EXISTING SYSTEM**
   1. **Major Functions of the Existing System**

The company recruits employees for definite or indefinite period of time through the following process:

1. Requirement unit shall receive requisition from any departments of the company through hiring manager.

2. Recruitment unit prepare job description and person specification.

3. Recruitment Unit shall announce vacancies to the public through radio, television, newspapers and etc.

4. Recruitment Unit shall register applicants and receive their educational and other relevant documents after checking against their originals.

5. Recruitment unit will do Short-listing and identifying the prospective employee with required characteristics and conduct interview with the selected candidate.

6. Hiring manager make decision on the selected candidates and shall prepare minutes and recommend for approval.

7. Recruitment Unit ensures that the successful candidate is medically fit and free from any criminals and finally result will be posted on the organization notice board.

8. The selected candidate who are certified and fit for the job shall fill in application forms for employment.

9. Recruitment Unit prepares Personnel Action (PA) after collecting all documents necessary for the personal file of the employees. The PA shall describe Employee name, identification No, position/grade and salary, job code, cost center, location, work Unit/department, division, section, remarks and effective date.

* 1. **Drawbacks of the Existing System**

As the current process is not automated the company needs to cope up with the following set of problems.

* Poor time management: Often paper work is slow, which results delay on client’s services and for the personnel processes of the company.
* Redundant information: Personnel information about employees stored in many places.
* Data is captured redundantly: Personnel information has to be captured again and again when activities related to a particular employee is performed.
* Data is not securely stored as the result; personal information of employees is exposed to unauthorized agents.
* Due to the large number of manual files, data organization is difficult and is not easy to meet new information needs from stored data.
* Manual handling of data is expensive as compared to automated system.
* Delay in announcing notice for vacant positions.

**CHAPTER THREE**

1. **PROPOSED SYSTEM**

**3.1. Functional Requirements**

• Allow recruiters to post vacancies and display them to applicants.

• Receive applications from recruits and display it to recruiters in an organized fashion.

• Allow recruiters to schedule selection test and an appointment for job interview

• Allow recruiters to Send email notifications

* 1. **Non-functional Requirements**

• Put a limit to the size of the files uploaded by applicants.

• Expired or filled vacancies will not be completely removed from the site.

• Simple and easy to use interface.

• A module that can easily integrate to a bigger system

**3.3. Security Issues**

**CHAPTER FOUR**

1. **SYSTEM ANALYSIS**
   1. **System Model**
      1. **Use Case Model**
         1. **Use Case Diagram**
   2. **Object Model**
      1. **Class Diagram**

**CHAPTER FIVE**

1. **SYSTEM DESIGN**
   1. **User Interface Design**

**CHAPTER SIX**

1. **CONCLUSION AND RECOMMENDATION**

6.1. **CONCLUSION**

6.2. RECOMMENDATION

However, there are some improvement and future ideas that can be applied to make a fully functional website. Some of them are,

• Intergrade smart interview room by adding Skype facility.

• Intergrade existing notification facility by adding SMS facility.

• Mobile App.

• Add social media plugins to the system to get more publicity for vacancies.

• Integrated existing online test module with a time limit.

• Applicant tracking facility.