EMPLOYER PORTAL:

**- The download pdf button from the job-candidate-match detailed profile page isn't working - can you make sure the correct information is feeding through to this view from the behavioural profile with the new changes now adopted.**

**- Can you check font sizes in the PDF - previously we had some challenges around How They Work Headlines "Communication Style" etc. , and Personal Insights headlines e.g. "Perfect Job Is" etc. being too large**

**- In the same PDF we also had some challenge around “Important Information”, “Pollen Team Interview” and “Skills” assessment scores feeding through in full and designed in a way that’s easy to read. Can you review this.**

**- The ATS part of the employer view needs to be reviewed and here is my current thinking (feel free to make suggestions):**

1. **It might be most simple to have the candidate management system contained within the detailed candidate profile - effectively expanding on the Interview Management tab (rename “candidate management”?) with some clear indicators as to what has happened so far and simple actions for next steps. Say for example, an interview has taken place, the employer might want the freedom to send them a message to invite them to a further interview, they might decide it’s a no and issue feedback, or they might decide to offer them the job. I am not sure the tabulation system works within the Candidate Management tab itself (a toggle bar within a toggle bar is a bit confusing and there’s too much going on currently).**
2. **For the interviews themselves, it might make sense for that to be linked from this candidate management section, but on a separate page - ie maybe they see a summary of interviews and then they can click on the relevant interview card and complete their scoring and notes. Perhaps next to the interview cards on the candidate management tab, they can click a simple yes or no as to whether they are progressing which then prompts the next action (ie if it’s a yes, they might be prompted to send a message or send request for another interview, if it’s a no they’ll be asked to provide their feedback).**
3. **Some of this content is already n the Interview management tab, it just needs some better UX design. For example, the interview notes could be moved out to the separate interview page and just one single notes section within that page for simplicity.**
4. **On the detailed interview page (which already exists on /interview-schedule/#) : note that all of the interview pages say Priya on them. Remove back to candidates button on this page and just leave links to all interviews and view profile. As per above, we could use this page for the note taking and scoring so all in one place and clear what it relates to? We could take out the “next steps” section of the detailed interview card given that this should in theory be covered from the candidate management tab in the profile? Just will need to make clear in the interview card how they take those next steps (not through copy, but through UX). Make cards clickable in interview schedule page. FYI when you click view profile it goes to the candidate summary page as opposed to that individual’s profile page.**

**-On the /applicants tab, it looks like there is some old data here as there’s random irrelevant information on the cards which isn’t needed e.g. the tags relating to role type, “applied via”, age, experience level, etc. We want this page to look the same as the /job-candidate-matches/1 summary page, just with a tag of what job it is they applied to. Ideally we’d want both pages to be centralised, and that a simple toggle / filter is created - ie if you go to a matches page from a job, it is just automatically filtered to that job, and within that view you can expand to see all matches for all jobs. If you go straight to the applicants tab, you would automatically see everyone, and would need to proactively filter if you just wanted to see one job.   
  
- On the table view of the /job-candidate-matches/1 page, lots of buttons have PDF written on them which isn’t correct, and the key CTA buttons need to be pink.**

**On the /employer-jobs page make the job cards clickable to take you through to the matches page.**

**On the job posting view page can you also provide a two further tabs - one with the persona that was created and another with the skills challenge. The back to jobs button from this page goes to the employer dashboard as opposed to the employer jobs page.**

**The post a job button from the employer dashboard goes straight to the comprehensive job posting as opposed to initial set up and payment.**

**Remove hiring process from sidebar - a user would only be able to access this from the jobs page where they were carrying on something from in draft.**

**The buttons within the notifications tab don’t work - based on all of these changes, please navigate to correct places.**

ADMIN PORTAL:

Review the admin portal (/admin) and create plan to make improvements / edits / additions as follows:

Admin panel - actions a user would want to take:

* approve employer applicants
* approve employer profile set up
* message both employers and applicants
* approve a new job posted by employer
* review all applicants (both profile and task submission) for a job and approve, or edit and approve, preliminary AI generated scores for feedback to be sent back to job applicants - ideally in grid view so they can be compared side by side
* progress a candidate for interview with Pollen (or fast track through to employer, as per notes below on nice-to-have features)
* take notes and submit interview scores for a candidate the Pollen team has interviewed - standardise the way the notes are taken with specific questions e.g. how confident did the candidate seem, how much research about the company had they done, quality of questions, etc. - the goal is to obviously get employer high quality match but also help the job seeker rather than penalise.
* Approve a candidate the pollen team has interviewed to be sent as a match to the employer
* Based on notes taken, approve, or edit and approve, AI-generated personalised  feedback for a job seeker not progressing post Pollen interview
* Based on notes taken, to approve, or edit and approve, AI-generated Pollen summary of candidate to be pushed through to employer alongside candidate profile and their task submission
* Approve job seeker review of employer before it’s published
* Keep track of employer / job status (e.g. has created profile, has made payment, has uploaded job, has issued x number of offers, etc.) - employer tracking

Automatic functions:

* Notifications automatically sent to employers and applicants when relevant action has taken place within admin panel
* When a job is live an email notification automatically sent to relevant applicants and notification sent within platform
* Reminders if interviews have not yet been set up (on both employer and job seeker side) or feedback / next step actions haven’t been taken by employer within a given timeframe
* Notifications to Pollen team of status updates beyond a candidate being shortlisted with employer - e.g interview has been booked, feedback has been sent, offer has been issued etc.

Nice-to-have Features:

* The ability to track a candidate’s history using the platform - e.g. what job applications they’ve done, what stage in the process they’ve got to, who they have spoken to in the pollen team and when. The idea is such that where we have already recently spoken to a candidate, we don’t need to speak to them again and fast track them straight through to the employer.
* An API integration with Indeed and/or all major job boards with the ability to push out a job to these platforms if we want to (not automatic).

Views:

* Applicant tracking (main purpose, as above)  
  - Needs to be very clear what key actions need to be taken so that we can operate seamlessly and effectively
  + Needs to be really easy to use and intuitive for someone inexperienced using the platform.

* Applicant insights e.g.
  + How many new sign ups today and over time
  + Job seeker analysis that can easily manipulated according to multiple criteria they submit in the profile completion e.g. length of time looking for a job, demographics, location, job role / industry interests, socioeconomic, etc. - something that can easily be presented to a potential employer who is interested in understanding the pool of candidates
  + Impact data e.g. how many people are getting shortlisted, getting job offers etc. - having ability to filter this by above criteria to see if outcomes are representative of wider diversity of community, are underrepresented groups seeing increased chances of being shortlisted / getting jobs through our platform
  + Individual applicant stats e.g. how many jobs they’ve applied to, progress with their scores, community engagement / proactivity score, how they’ve engaged with the platform etc.
  + Ultimately we want to prove that our methodologies improve diversity outcomes.

* Employer tracking and data
* As above, keep track of their hiring insights: are there any trends, how long does it take them to carry out the process their side, might anything need to be addressed (e.g. they have diverse shortlists but tend to hire people from certain background), they take a long time to issue feedback etc.

“Super users”:

* Have ability to login as an employer and set up / edit company’s information on their behalf
* Have ability to add new Pollen admin users and manage their access levels