

Recruiter Dashboard & Resume Screening - Features Overview

Summary

The Recruiter Dashboard is designed to enable recruiters to seamlessly manage and screen resumes for specific job descriptions. Each job description is treated as a separate project. Recruiters can upload resumes in multiple formats (ZIP, single/multi-files, or via links), apply custom or default weighting templates, and view ranked candidates with a dual-pane layout. The left panel lists candidates by rank with quick actions, while the right panel displays the selected candidates resume, a summary of relevance to the JD, strengths, weaknesses, and actions such as shortlist, waitlist, or decline. Advanced features include note-taking, future comparison, AI-generated insights, and analytics tracking to enhance decision-making in candidate selection.

Key Features & Functionalities

- Job Posting Model

Each job description is treated as a project. No long-term job posting save logic, keeping it lightweight.

- Resume Upload Support

Supports ZIPs, individual files, Google Drive links, and drag-and-drop uploads.

- Weighting System

If no weights are provided, a default system is used. Recruiters can customize and save weighting templates for future reuse across projects.

- Job Description Input

Supports text, DOCX, or PDF job descriptions. Simple text input will be the default; advanced formats optional.

- Results Layout

Split view (30:70). Left panel lists ranked resumes with quick actions. Right panel shows detailed view: resume preview, AI summary, positives/negatives, and actions (shortlist, waitlist, decline).

- Resume Viewer

Inline modal viewer (PDF.js suggested). Optionally allow preview of DOCX with third-party services.

- Candidate Actions

Add notes, shortlist, waitlist, or decline. Actions available on both resume list and detail view.

- Comparison (Future)

Planned feature to compare 2-3 candidates visually across scoring metrics and resume highlights.

- Multi-Project Support

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Recruiters can manage multiple job description-based projects at the same time.

- AI Insights

Auto-generated analysis explaining why a candidate ranks well for the job description.

- Analytics

Track total uploads, average scores, most common skills, and candidate outcomes (shortlist/waitlist/decline rates).

- UI & Tech Stack

Fully responsive with dark/light theme toggle, using Framer Motion, PDF.js, Shadcn, Material UI, and premium fonts like Inter or Satoshi. Mobile-first and accessible design ensured.