

# Data requirements

The database for the Career Opportunities web tool will consist of the following entities and requirements:

## Applicants

Applicants will search for jobs by specified criteria, register and sign in to an account, add jobs to a cart and complete applications using information from their accounts.

The data for the applicants will include: an applicant identification number (9-digits, automatically assigned), the date the account was created, the applicant's name (first, last, middle), their Social Security Number, address (street, city, state, zip code), phone number.

An account is required for applicants to apply to job listings. The applicant's accounts will include their applicant ID, a unique email address as a username and their password. In addition to the applicant's personal information, they will be able to add a list of their previous work experience that includes the company name, their start date, end date, and a list of their primary duties. Applicants have the option to input a list of relevant skills for their account.

They will also have the option of inputting into a text field or uploading multiple resumes and cover letters. A resume is optional when creating an account, but required when completing an application. The list of resumes and cover letters include IDs for each document and either text content or a link to the location of an uploaded file.

When signed in, applicants can add jobs to a cart in order to complete their applications at a later date. This data will include the job listing ID, the applicant's ID and the date added, in order for a time limit to be applied.

## Employees

Employees from different positions will be able to sign in to their accounts in order to manage job listings. They will also filter, review and save applications for further review at a later time.

The data required for the employees includes: an employee ID (pre-assigned through company), their name (first, last, middle), their Social Security Number and their address (street, city, state, zip code). It will also include information about their position in the company, such as their position type (Manager, Hiring Manager, or Assistant), what location they work at and the name of the department they work in.

The employee's accounts will include their employee ID, a unique email address as a username and their password. From their account, if applicable, they will be able to see a list of jobs they have posted (job listing ID and employee ID), and applications they have saved to review (the application ID matched with their employee ID).

## Job Listings

The web tool will consist of job listings, posted by company employees and searchable by potential applicants.

The data for a job listing includes: the job listing ID (9-digits, automatically assigned), the posting date, an expiration date (if applicable), the job title, description, required experience, a description of the duties and responsibilities, the ID of the employee that posted the listing, the job type, if known, (full-time, part-time, contract), and the department and location where the job is located.

There is also the option of adding a list of keywords attached to job postings that can be searched for by potential applicants.

## Applications

The applications will match the applicant and their application information with the job listing for which they have applied. The data will consist of an application ID (9-digits, automatically assigned), the applicant's ID, the job listing ID and the date the application was submitted.

For each application, an attached resume is required. However, a cover letter is optional.

## Company departments & Locations

The company the web tool is set up for has multiple locations throughout the United States. Each location has its own list of departments. The data required for these includes: a location ID (9-digits, automatically assigned), the address of the location, a department ID (9-digits, automatically assigned), and the name of the department. These will be used to identify the location and department of both the employees and the jobs posted.