VitaHires Website Requirements

# Intro to VitaHires

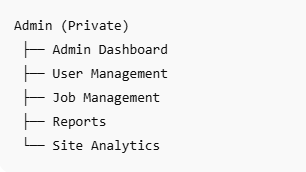
VitaHires is a boutique recruiting company dedicated to bridging the gap between exceptional talent and forward-thinking employers. Our mission is to make hiring smarter, faster, and more efficient by offering a job portal that connects job seekers with the right opportunities while providing employers with the tools they need to find top-tier candidates.  
Niche Focus: VitaHires will initially focus on the technology sector (software engineers, developers, IT specialists, etc.) with plans to expand into healthcare/nursing in the future.

# Sitemap Diagram

User Facing:



Admin Section:



# Homepage (Hybrid Scrollable Sections)

## Home Page Content

The homepage will serve as a landing page with scrollable sections, each linking to a deeper dedicated page.

Sections:  
- Hero Banner: Tagline 'Connecting Talent with Opportunity', CTA buttons 'Find a Job' / 'Hire Talent'. Background image: diverse professionals in workplace.  
- About VitaHires (teaser): Short intro text with image/icon of people working. Links to About Us page.  
- For Job Seekers: Teaser text + illustration of job hunting. Links to Job Seeker section.  
- For Employers: Teaser text + office/teamwork image. Links to Employer section.  
- Testimonials: Carousel of feedback from candidates/employers. Icons: quotes/testimonial.  
- Latest Jobs Preview: List of 4-5 jobs pulled from job board. Links to Jobs page.  
- Blog Preview: Latest 3 blog posts with thumbnails. Links to Blog page.  
- Newsletter Signup: Form with email input. Icon: mail/subscribe.

# Dedicated Pages

1 About Us: Company details, mission, vision, team photo.  
2 For Job Seekers: Dashboard, profile/resume upload, job alerts, application history, saved jobs, messages.

- Intro: 'Your Career Starts Here.'  
- Services: Job search, resume upload, job alerts, career guidance.  
- CTA: 'Browse Jobs' / 'Upload Resume'.  
- Images: Young professionals, career growth, job application visuals.

3 For Employers: Dashboard, post/manage jobs, search candidates, shortlist, messaging, analytics.

- Intro: 'Hire Smarter with VitaHires.'  
- Services: Recruiting support, job postings, candidate database, branding.  
- CTA: 'Post a Job' / 'Contact Our Recruiters'.  
- Images: Business meetings, recruiter working, company culture visuals.

4 Jobs: Job board with filters (title, location, remote, category).  
5 Blog/Insights: Articles with categories (career tips, hiring trends).  
6 Contact: Contact form, company address, Google Maps, social media links.

# Functional Details

## Job Seeker Features

- Register/Login with email or social login  
- Create profile (photo, contact info, skills)  
- Upload resume (PDF/DOC)  
- Search jobs (filters: location, category, remote/on-site, salary)  
- Apply to jobs (one-click + cover letter option)  
- Dashboard: View/edit profile, View application history, Save jobs, Job alerts (email notifications)  
- Messaging system (employer ↔ candidate)  
 \* Images: Professional individual working on laptop, career growth visuals.

## Employer Features

- Employer registration/login  
- Company profile page (logo, description, benefits)  
- Post jobs (title, description, salary, type, location, skills required)  
- Manage job listings (edit, deactivate, repost)  
- Search candidates (filter by skills, location, resume keywords)  
- Shortlist/save candidates  
- Messaging/chat with applicants  
- Dashboard: job stats (views, applications, shortlist)  
 \* Images: Recruiters in meeting, handshake, HR-related visuals

# Design & Branding

- Use Careerfy theme layout with customization for VitaHires branding  
- Colors: Blue, gray, white, accent green (professional tech palette)  
- Fonts: Clean, modern sans-serif (Open Sans, Lato, Roboto)  
- Logo: Provided by client  
- Responsive (desktop + mobile friendly)  
- SEO optimize

# Branding & Color Scheme

Primary Color: #2C3E50 (Deep Blue-Grey)  
Secondary Color: #18BC9C (Teal/Green)  
Accent Color: #F39C12 (Warm Yellow/Orange)  
Neutral: White & Light Grey (#ECF0F1)

Typography: Modern Sans Serif (e.g., Open Sans, Roboto, Lato)  
Logo: Provided by client (to be used in header, footer, favicon)

# Icons & Images

Homepage:  
- Hero Banner: Professionals working (stock image)  
- About Section: Office teamwork image  
- Job Seekers: Career/Resume illustration  
- Employers: Team hiring photo  
- Testimonials: Quote icons  
- Jobs Preview: Job listing thumbnails  
- Blog Preview: Article images  
- Newsletter: Mail icon  
  
Dedicated Pages:  
- Job Seekers: Resume, profile, job icons  
- Employers: Company logo, analytics icons  
- Blog: Stock photos matching content  
- Contact: Map, envelope, phone icons

## Custom Build vs. Careerfy

- Custom Build Required:  
 \* Homepage layout customization  
 \* About Us page  
 \* For Employers page  
 \* For Job Seekers page  
 \* Contact Us page  
 \* Blog setup  
  
- Provided by Careerfy Theme:  
 \* Candidate dashboard  
 \* Employer dashboard  
 \* Job posting system  
 \* Job search system  
 \* Resume upload and application tracking

# Integrations

- Email notifications (applications, job alerts, employer messages)  
- Newsletter signup (Mailchimp or WP Mail)  
- Social media links (LinkedIn, Facebook, Twitter)  
- Optional: Live chat plugin (Tawk.to, Crisp)

# Deliverables from Developer

- WordPress + Careerfy theme installation and setup  
- Customization of theme for VitaHires branding  
- Pages & menus setup  
- Candidate, Employer, and Admin dashboards configured  
- Email & notifications configured  
- Testing of workflows (posting → application → review)  
- Training guide for admin usage

# Admin (Private)

1. **Dashboard Overview**
   * Summary stats: Total Jobs Posted, Active Employers, Active Job Seekers, Applications Submitted
   * Graphs: Weekly signups, Job applications trend
2. **User Management**
   * Job Seeker Accounts: View, Approve/Deactivate, Reset Password
   * Employer Accounts: Verify (for authenticity), Suspend/Reactivate, Edit company details
   * Role Management: Assign admin roles with different permissions
3. **Job Management**
   * Approve/Reject Job Listings (before going live)
   * Edit/Delete Job Posts (admin override)
   * Bulk Approvals for jobs from trusted employers
4. **Application Management**
   * Monitor applications per job
   * Flag suspicious activity (spam or fake applications)
   * Export applications in CSV/XLS format
5. **Reports & Analytics**
   * Daily/Weekly/Monthly downloadable reports (CSV/PDF)
   * Metrics: Jobs Posted, Applications Submitted, Most Viewed Jobs, Active Employers, Active Candidates
   * Traffic Analytics: Which categories are most searched, user retention
6. **Payments / Billing (Optional – Future)**
   * If you later monetize (paid job postings), admin should see invoices, transactions, employer payment history
7. **Content Management**
   * Manage Blog Posts (create/edit/delete)
   * Manage Static Pages (Privacy Policy, About Us, Terms)
   * Homepage banners & announcement updates

## VitaHires Plugin Checklist

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Suggested Plugin/Extension** | **Notes** |
| Security & Protection | **Wordfence Security** or **iThemes Security** | Firewall, malware scan, login protection |
| GDPR/Privacy & Cookie Consent | **WP GDPR Compliance** or **CookieYes** | Handles user consent & rights |
| SEO Optimization | **Yoast SEO** or **Rank Math** | Helps rank jobs & blog posts |
| Analytics & Tracking | **Google Site Kit** or **MonsterInsights** | Google Analytics, Search Console, Ads integration |
| Performance (Speed) | **WP Rocket** (paid) or **LiteSpeed Cache** (if server supports) | Improves load times |
| Image Optimization | **Smush** or **EWWW Image Optimizer** | Auto-compresses images |
| Backup & Restore | **UpdraftPlus** or **All-in-One WP Migration** | Easy scheduled backups |
| Contact Forms | **WPForms** or **Gravity Forms** | For general and employer inquiry forms |
| Newsletter Signup | **Mailchimp for WP (MC4WP)** | Connects with Mailchimp for campaigns |
| Live Chat (Optional) | **Tawk.to** or **Crisp** plugin | Real-time candidate/employer chat |
| Social Login | **Nextend Social Login** | LinkedIn, Google, Facebook login |
| Job Board / Careerfy Core | **Careerfy Theme + Addons** | Already covers candidate/employer dashboards |
| Resume Upload/Builder | **WP Job Manager – Resume Manager** | Enhanced resume management if Careerfy lacks features |
| Job Alerts | **WP Job Manager – Alerts Add-on** | Email alerts for candidates |
| Employer Payments (Monetization) | **WooCommerce** + Paid Listings (Careerfy/WP Job Manager addon) | Paid job posts |
| Payment Gateway | **WooCommerce Stripe Gateway** / **PayPal Standard** | Collects payments securely |
| Testimonials | **Strong Testimonials** or **Testimonials Slider** | For homepage carousel |
| Page Builder | **Elementor Pro** | Easier customization of homepage & static pages |
| Blog & Insights | Native WordPress + Yoast SEO | SEO-optimized articles |
| Admin Reports/Export | **WP All Export** (CSV, Excel) | Easy data export for reports |
| Multilingual (Optional) | **WPML** or **Polylang** | If you add multiple languages |
| CRM Integration (Optional) | **HubSpot for WP** / **WP Fusion** | Track employer leads, automate follow-ups |
| Automation (Optional) | **Uncanny Automator** or Zapier Integration | Connect VitaHires with Google Sheets, Slack, etc. |

# Text Content

**Intro to VitaHires:** VitaHires is a boutique recruiting and talent-matching company dedicated to creating valuable connections between motivated professionals and visionary employers. Our goal is to effectively bridge the gap between talented job seekers and organizations in need of exceptional skills, significantly enhancing the hiring process to be more efficient, transparent, and focused on individual needs. We prioritize trust, transparency, and innovation, positioning VitaHires as a proactive career partner for candidates. We provide personalized guidance and resources that empower individuals to take charge of their career paths confidently. Simultaneously, we act as a strategic growth partner for businesses, offering tailored solutions and insights that help them attract and retain top-tier talent. Our user-friendly platform not only facilitates connections between job seekers and opportunities but also equips employers with essential tools and analytics for informed decision-making. By fostering a collaborative and supportive environment, VitaHires is committed to redefining recruitment success, ensuring that both candidates and organizations flourish in an ever-changing job market.

# Our Mission

At VitaHires, our mission is to empower businesses by connecting them with exceptional talent while guiding professionals toward their next career milestone. We are dedicated to providing personalized recruiting solutions that not only meet the unique needs of each employer but also foster the growth and development of every candidate. Through our thoughtful approach, we aim to create lasting value for parties, building a stronger workforce and enhancing career opportunities in the process

# Niche Focus

• Technology First: VitaHires specializes in establishing connections between startups and emerging technology companies and highly skilled professionals in critical areas such as software development, IT infrastructure, data analysis, and digital transformation. Our expertise in the technology sector allows us to effectively comprehend the unique requirements of employers and facilitate optimal matches with qualified candidates.

\*\*Future Expansion into

Healthcare/Nursing: As VitaHires continues its growth trajectory, we intend to extend our focus to include recruitment in the nursing and healthcare sectors. This strategic expansion aims to address the increasing demand for qualified professionals in essential care fields, thereby enabling healthcare organizations to secure the exceptional talent required for delivering

# Privacy Policy

## 1. Information We Collect

We may collect the following types of information:  
- Personal Information (Job Seekers): Name, email address, phone number, resume/CV, employment history, skills, and other details.  
- Personal Information (Employers): Company name, contact person, job postings, billing information (if applicable).  
- Usage Data: Information about how you use our website (IP address, browser type, device info, pages visited).  
- Cookies: Small files stored on your device to improve user experience and site performance.

## 2. How We Use Your Information

We use your information for purposes including:  
- To create and manage your account.  
- To connect job seekers with relevant employers.  
- To allow employers to post jobs and review applications.  
- To send job alerts, application updates, or employer communications.  
- To improve our services, website performance, and security.  
- To comply with legal obligations.

## 3. Sharing of Information

We may share your data in the following cases:  
- With employers when you apply for a job or upload a resume.  
- With service providers (hosting, analytics, email delivery) to support website operations.  
- If required by law or legal proceedings.  
- Never for sale to third parties for advertising purposes.

## 4. Data Security

We implement appropriate technical and organizational measures to protect your personal data. However, no system is 100% secure.

## 5. Your Rights

Depending on your location, you may have the right to:  
- Access the personal data we hold about you.  
- Request correction or deletion of your data.  
- Withdraw consent to certain processing activities.  
- Opt out of marketing emails.  
Contact us at privacy@vitahires.com to exercise your rights.

## 6. Data Retention

We retain personal data as long as your account is active or as required to provide services.

## 7. Third-Party Links

Our website may contain links to third-party sites. VitaHires is not responsible for the privacy practices of external websites.

## 8. Updates to this Policy

We may update this Privacy Policy from time to time. Changes will be posted on this page.

## 9. Contact Us

Email: privacy@vitahires.com  
Website: www.vitahires.com

# Terms & Conditions

Effective Date: [Insert Date]

## 1. Definitions

- Job Seeker: An individual using VitaHires to search and apply for jobs.  
- Employer: A company or recruiter using VitaHires to post jobs, view candidates, or hire.  
- User: Any person accessing or using the VitaHires platform.  
- We/Us/Our: VitaHires, the company operating this website.

## 2. Use of Website

Users must be at least 18 years old. You agree to provide accurate information and keep account details confidential.

## 3. Services Provided

Job seekers may search, apply, and upload resumes. Employers may post jobs and review applicants. We do not guarantee employment results.

## 4. User Responsibilities

Job Seekers must provide truthful applications. Employers must provide accurate, lawful job postings and not misuse candidate data.

## 5. Fees & Payments

Basic job search is free. Employers may be charged fees for premium postings or recruiting services. Payments are non-refundable.

## 6. Prohibited Activities

Users may not post illegal content, misuse data, or impersonate others.

## 7. Intellectual Property

All content on VitaHires is the property of VitaHires and may not be copied without permission.

## 8. Data Privacy

Your use of VitaHires is also governed by our Privacy Policy.

## 9. Disclaimer of Warranties

VitaHires provides services 'as is' without guarantees of results or availability.

## 10. Limitation of Liability

We are not liable for damages resulting from the use of the platform or disputes between job seekers and employers.

## 11. Termination

We may suspend or terminate accounts for violations of these Terms.

## 12. Governing Law

These Terms are governed by the laws of [Insert Country/State].

## 13. Updates to Terms

We may update these Terms from time to time.

## 14. Contact Information

Email: support@vitahires.com  
Website: www.vitahires.com