

To the recruiter: This is the user manual for the MyCandidates Applicant Tracking System that I was part of the development team for. I am not able to share the website code itself, but I can provide this user manual that details the user interface of each page. I created this manual and worked on both the front-end layout and back-end database, and also assisted in Javascript and ember routing.

MyCandidates Demo User Manual

For the candidate:

As a candidate, you will be brought to either a public employer page or a public job page through an external link (such as the Careers link from a company website, or a job listing on a job board).

The public employer page links to:

1. Apply button (company): Brings you to the application form to apply to the company as a whole.
2. Apply link (job): Brings you to the application form to apply to a specific job.
3. Job details: Brings you to the public job page, which lists the details of the job.

The screenshot shows the 'mycandidates for Roto Rooter' website. The header includes 'Features', 'Join Now', and 'Employer Sign-in' links. The main content area displays the Roto Rooter logo and contact information. A green 'Apply Now' button is highlighted with a red arrow and the annotation '1. Apply button (company)'. Below the logo, there is a 'Jobs' section with a table of job listings. The first job listing is for a Plumber in Dallas, TX, posted on 11-12-13. A red arrow points to the 'Apply' link in the first column of the table, with the annotation '2. Apply link (job)'. Another red arrow points to the 'Job ID' column header, with the annotation '3. Job details'.

mycandidates for Roto Rooter
recruiting essentials

Features Join Now Employer Sign-in

MYCANDIDATES / HOME

Roto Rooter

ROTO-ROOTER®
PLUMBING & DRAIN SERVICE

8563 Denham Dr.
Dallas, TX 75524
<http://www.rotorooter.com/>
apply@rotorooter.com
1-800-946-2946

→ Apply Now

1. Apply button (company)

2. Apply link (job)
Jobs

3. Job details

Apply	Job ID	Position	Location	Date Posted
→ Apply	883700	Plumber	Dallas, TX	11-12-13

Description: Lorem Ipsum is simply dummy text of the...

The public job page links to:

1. Public employer page: Brings you back to the MyCandidates public employer home page.
2. Apply button (job): Brings you to the application form to apply to a specific job.



For the employer:

MyCandidates.com is currently only open to employers who already have accounts on other services of MyOpenJobs. If you are an employer with an account, navigate to “Employer Sign-in” on the top bar and enter your credentials. You will now be able to view and edit your private employer home page, job listings, and candidates.

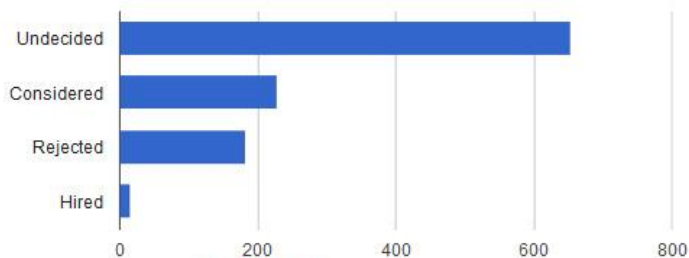
The private employer page contains:

1. Edit info: Brings up a pop-up that allows you to edit the company’s profile information.
2. View public profile: Brings you to the public view of the MyCandidates employer home page.
3. Add new job: Brings you to a page with a form to add a new job.
4. Select candidate category (all): After picking a category from the drop-down list and clicking “View selected list”, brings you to the candidate list page for all candidates in that category.
5. Job ID: Brings you to the private job page of a specific job.
6. Select candidate category (job): After picking a category from the drop-down list and clicking “View selected list”, brings you to the candidate list page for all candidates in that category for that particular job.
7. Add note: Brings up a pop-up that allows you to post a new note to the page.

Roto Rooter

**1. Edit info** [Edit Info](#)**2. View public profile** [View Public Profile](#)**3. Add new job** [Add New Job](#)

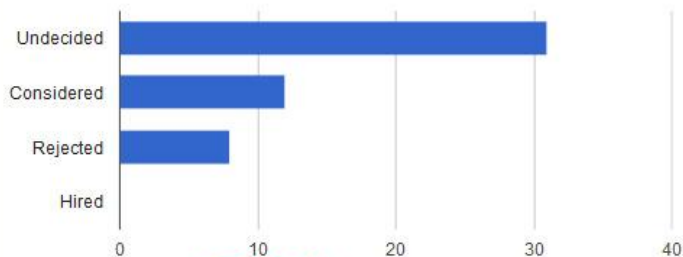
Total Candidates



Select a list

[View selected list](#)**4. Select candidate category (all)**

Jobs List

Job ID: #883700
Dallas, TX**5. Job ID**Plumber
3863 Views

Select a list

[View selected list](#)**6. Select candidate category (job)**

Events

[Add Note](#)**7. Add note**11-02-13 Saul O'Neal
Organized events in calendar.10-29-13 Saul O'Neal
Added job board MyOpenJobs to job listing options.10-22-13 Saul O'Neal
Testing new format for job postings.10-18-13 Saul O'Neal
Posted new job listing ID 883703.09-23-13 Saul O'Neal
Added new user, Emily Wilkinson.11-02-13 Saul O'Neal
Organized events in calendar.

The private job page contains:

1. Status: Clicking this will change the status of the job from Open to Closed or vice-versa.
2. Edit info: Brings up a pop-up that allows you to edit the job's details.
3. View public profile: Brings you to the public view of the job page.
4. Select candidate category (job): After picking a category from the drop-down list and clicking "View selected list", brings you to the candidate list page for all candidates in that category for that particular job.
5. Add note: Brings up a pop-up that allows you to post a new note to the page.

You may notice a section called Job Distribution at the bottom of this page. This is a template for a paid feature of MyCandidates that may be implemented in the future.

MYCANDIDATES / HOME / JOB #883700

Job Information

Job ID: 883700

Job Title: Plumber

Status: ☐ Open **1. Status**

Description: Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Salary Range: \$20,000 - \$30,000

[Edit Info](#) **2. Edit info**

[View Public Profile](#) **3. View public profile**

Events

[Add Note](#) **5. Add note**

11-13-13 Saul O'Neal
Hired for one position; one position remaining.

11-12-13 Saul O'Neal
Reviewed all currently unreviewed applications.

11-02-13 Saul O'Neal
Reviewed all currently unreviewed applications.

10-27-13 Saul O'Neal
Sent job listing to Indeed and Monster.

10-14-13 Saul O'Neal
New job posted.

Job Applicants

Views: 3863

Undecided

Considered

Rejected

Hired

0

10

20

30

40

4. Select candidate category (job)

Select a list

[View selected list](#)

The candidate list page contains:

1. View candidate profile: Brings you to the profile page for a specific candidate.
2. Candidate rating: For quick access, you may change the rating of a candidate here.
3. Candidate status: For quick access, you may change the status (category) of a candidate here.

View	ID	Name	Date Applied	Status
	5001	Chase Randol	11-04-13	Undecided
	5002	Remediosino	09-27-13	Undecided
	5005	Erika Ceron	10-10-13	Undecided
	5007	Douglas Hom	11-13-13	Undecided

The candidate page contains:

1. Job ID: Brings you to the private job page of a specific job.
2. Rating: Change the rating of the candidate.
3. Edit candidate information: Brings up a pop-up that allows you to edit the candidate's information in the above section.
4. Forward information: A future implementation – forward the candidate profile to other employees through an e-mail service.
5. Add to Hot List: A future implementation – add the candidate to a specified Hot List, a customized list of candidates.
6. Edit contact information: Brings up a pop-up that allows you to edit the candidate's information in the above section.
7. Add note: Brings up a pop-up that allows you to post a new note to the page.

Candidate Profile - Chase Randol

Candidate Name: Chase Randol

Candidate ID: 5001

Position: Plumber

Job ID: [883700](#)

Rating: 

Status: Undecided

 [Edit](#)

 [Forward Information](#)

 [Add to Hot List](#)

1. Job ID

2. Rating

3. Edit candidate information

4. Forward information

5. Add to Hot List

Contact Information

Phone Number: 972-946-5630

E-mail Address: chase.randol@email.com

Date Applied: 11-04-13

Assigned To: Beth Wilborn

 [Edit](#)

6. Edit contact information

Events

 [Add Note](#)

7. Add note

11-15-13 Beth Wilborn
Changed rating from 4 to 3 after interview.

11-10-13 Saul O'Neal
Rating set to 4 after application review.

07-29-13 Saul O'Neal
Candidate listed as available for review.

07-11-13 Saul O'Neal
New candidate listed.