**EGOP System**

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| Use Case Name: | Requests for recruitment |
| Scenario: | Supervisor requests for recruitment |
| Triggering Event: | Changes in personnel |
| Brief Description: | When a department calls Human Resources (HR) for new employees, the requestor fills up an MRP to state the department’s requirements, qualifications, and competency for their vacant position. |
| Actors: | Department Supervisor |
| Related Use Cases: | None |
| Stakeholders: | None |
| Preconditions: | The requesting department (requestor) must have a vacant position or a need for new employees. |
| Postconditions: | MRF must be submitted.  Proper requirements must be stated in the form. |
| Flow of Activities: | 1. Department Supervisor fills an MRF regarding the requirements and qualifications for their vacant position. MRF will be signed by the Department Supervisor. 2. Department Supervisor submits MRF to HR Department. 3. The MRF will be endorsed to the HR Manager. |
| Exception Conditions: | * 1. If department already filled the vacancy, this use case is cancelled. |

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| Use Case Name: | Posts announcement |
| Scenario: | HR Department sources for new recruits to fill the vacancy. |
| Triggering Event: | HR Department posts recruitment announcement |
| Brief Description: | To fill the vacant position, HR sources recruits from referrals, partners, and job advertisement responses. |
| Actors: | Human Resource (HR) Department |
| Related Use Cases: | Submit a MRF – pre-requirement |
| Stakeholders: | Department Supervisor: for requirements and qualifications |
| Preconditions: | The use case *Requests for recruitment* must be executed.  Referrals, partners, and job ads must exist. |
| Postconditions: | Posted announcement |
| Flow of Activities: | 1. HR begins sourcing from referrals from employees. 2. HR sources from their partner companies. 3. HR posts job advertisements regarding the vacancy. |
| Exception Conditions: | * 1. HR can proceed to #2 and #3 while this activity is ongoing.   2.1. HR can proceed to #3 while this activity is ongoing. |

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| Use Case Name: | Create EGOP account |
| Scenario: | Create an EGOP account for employees |
| Triggering Event: | HR Department creates an EGOP account for employees |
| Brief Description: | HR Department creates an account for employees to gain access to EGOP |
| Actors: | Human Resource (HR) Department |
| Related Use Cases: | None |
| Stakeholders: | None |
| Preconditions: | The employee must have a need for an EGOP account. |
| Postconditions: | An account for the employee. |
| Flow of Activities: | 1. HR checks employees who do not have an EGOP account. 2. HR starts account creation. 3. HR contacts employee regarding the account creation. 4. Employee inputs final touches for account creation (password, etc.) 5. HR presents employee with new account |
| Exception Conditions: | * 1. If employee has an EGOP account |

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| Use Case Name: | Upload EGOP resources |
| Scenario: | HR uploads resources in the online EGOP |
| Triggering Event: | HR Department updates the resources in the online EGOP |
| Brief Description: | HR uploads new files or file revisions to keep the online resources up to date. |
| Actors: | Human Resource (HR) Department |
| Related Use Cases: | None |
| Stakeholders: | None |
| Preconditions: | The resource must have a need to be updated. |
| Postconditions: | New and updated EGOP resources |
| Flow of Activities: | 1. HR revises outdated EGOP resources. 2. HR uploads file revisions or new files. 3. HR assigns access limitations to particular resources. |
| Exception Conditions: | * 1. There are no outdated resources.   3.1. If there is no need for limitations. |

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| Use Case Name: | Create orientation exam |
| Scenario: | HR creates an exam for the EGOP orientation modules |
| Triggering Event: | EGOP orientation modules |
| Brief Description: | To make sure the employees are refreshed with the company knowledge, HR creates an exam to test the employees’ knowledge of the company. |
| Actors: | Human Resource Department |
| Related Use Cases: | None |
| Stakeholders: | None |
| Preconditions: | Regular EGOP approaches |
| Postconditions: | Created EGOP orientation exams. |
| Flow of Activities: | 1. HR creates questions related to the EGOP module. 2. HR checks the questions for revision 3. HR revises exam questions 4. HR posts the questions online. |
| Exception Conditions: | None |

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| Use Case Name: | Evaluate exam |
| Scenario: | HR evaluates the exam results from the employees’ exams |
| Triggering Event: | Employees’ submission of the exam |
| Brief Description: | After the employee submits the exam, HR will evaluate and check the answers of the employee. |
| Actors: | Human Resource Department |
| Related Use Cases: | Create refresher exam – pre-requisite |
| Stakeholders: | None |
| Preconditions: | The use case *Create refresher exam* must be executed. |
| Postconditions: | Evaluated exam results |
| Flow of Activities: | 1. HR will get the exam results online from the employees’ submission 2. HR evaluates employees based on submitted results. |
| Exception Conditions: | None |

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| Use Case Name: | Post exam results |
| Scenario: | HR will post the exam results online. |
| Triggering Event: | Evaluated exam results |
| Brief Description: | HR will officially allow the employees to view their exam results along with given evaluation. |
| Actors: | Human Resource Department |
| Related Use Cases: | Evaluate exam–pre-requisite |
| Stakeholders: | None |
| Preconditions: | The use case *Evaluate exam* must be partially executed. |
| Postconditions: | Posted EGOP exam results |
| Flow of Activities: | 1. HR will upload a detailed evaluation along with the results. 2. HR will allow employee access to their EGOP results for viewing. |
| Exception Conditions: | None |

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| Use Case Name: | Applies for position |
| Scenario: | An applicant submits his/her application to the company. |
| Triggering Event: | The company’s notice for job vacancy. |
| Brief Description: | The applicant responds to the company’s notice for job vacancy and submits his/her application to the company. |
| Actors: | Applicant |
| Related Use Cases: | None |
| Stakeholders: | None |
| Preconditions: | The notice for job vacancy must exist.  Applicant must meet the basic requirements. |
| Postconditions: | Job application details |
| Flow of Activities: | 1. Applicant will respond to the company’s job notice. 2. Applicant will prepare his/her résumé along with the basic requirements (SSS, NBI clearance, etc.) 3. Applicant will send an application letter to the company. 4. Applicant will submit his/her résumé and basic requirements to the company. |
| Exception Conditions: | * 1. Cancelled if applicant is not interested in the position vacancy. |

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| Use Case Name: | Participates orientation |
| Scenario: | Applicants participate in the initial EGOP orientation. |
| Triggering Event: | Participates orientation for potential new employees |
| Brief Description: | Applicant is oriented with the basic knowledge of the company. |
| Actors: | Applicant |
| Related Use Cases: | Receive EGOP account –pre-requisite |
| Stakeholders: | None |
| Preconditions: | An EGOP account must exist |
| Postconditions: | Company knowledge |
| Flow of Activities: | 1. Applicant is called for an orientation 2. Applicant participates in different modules of EGOP through the system. 3. Applicant takes orientation exam. 4. Applicant submits answers to the system. |
| Exception Conditions: | None |

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| Use Case Name: | Participate in refresher course |
| Scenario: | Employee participates in the regular EGOP. |
| Triggering Event: | Regular refresher course |
| Brief Description: | Employee participates in the EGOP refresher course to retain the company knowledge. |
| Actors: | Employee |
| Related Use Cases: | Receive EGOP account- pre-requisite |
| Stakeholders: | None |
| Preconditions: | Must have an EGOP account  Must be taken annually |
| Postconditions: | Employee refreshed with company details |
| Flow of Activities: | 1. Employee gets notified for regular refresher course. 2. Employee participates in EGOP modules. |
| Exception Conditions: | None |

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| Use Case Name: | Takes refresher exam |
| Scenario: | Employee takes an exam in the refresher course |
| Triggering Event: | Takes exam |
| Brief Description: | Employee takes an exam in EGOP to test the employee’s knowledge |
| Actors: | Employee |
| Related Use Cases: | Receive EGOP account- pre-requisite |
| Stakeholders: | None |
| Preconditions: | Must have an EGOP account  Must be taken annually |
| Postconditions: | Exam results |
| Flow of Activities: | 1. Employee takes refresher exams. 2. Employee submits answers to the system. |
| Exception Conditions: | None |